
Proposed Annual Budget Fiscal Year 2018



Prince George's County

The Maryland-National Capital Park and Planning
Commission

www.mncppc.org

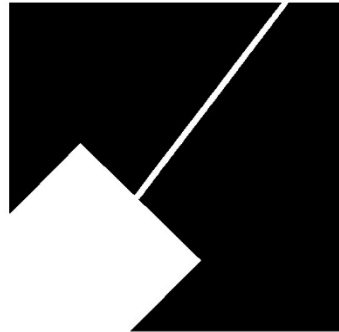
Proposed Annual Budget
Fiscal Year 2018

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

Prince George's County Directors

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Acting Director of Planning

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Director of Parks and Recreation

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For the Fiscal Year Beginning

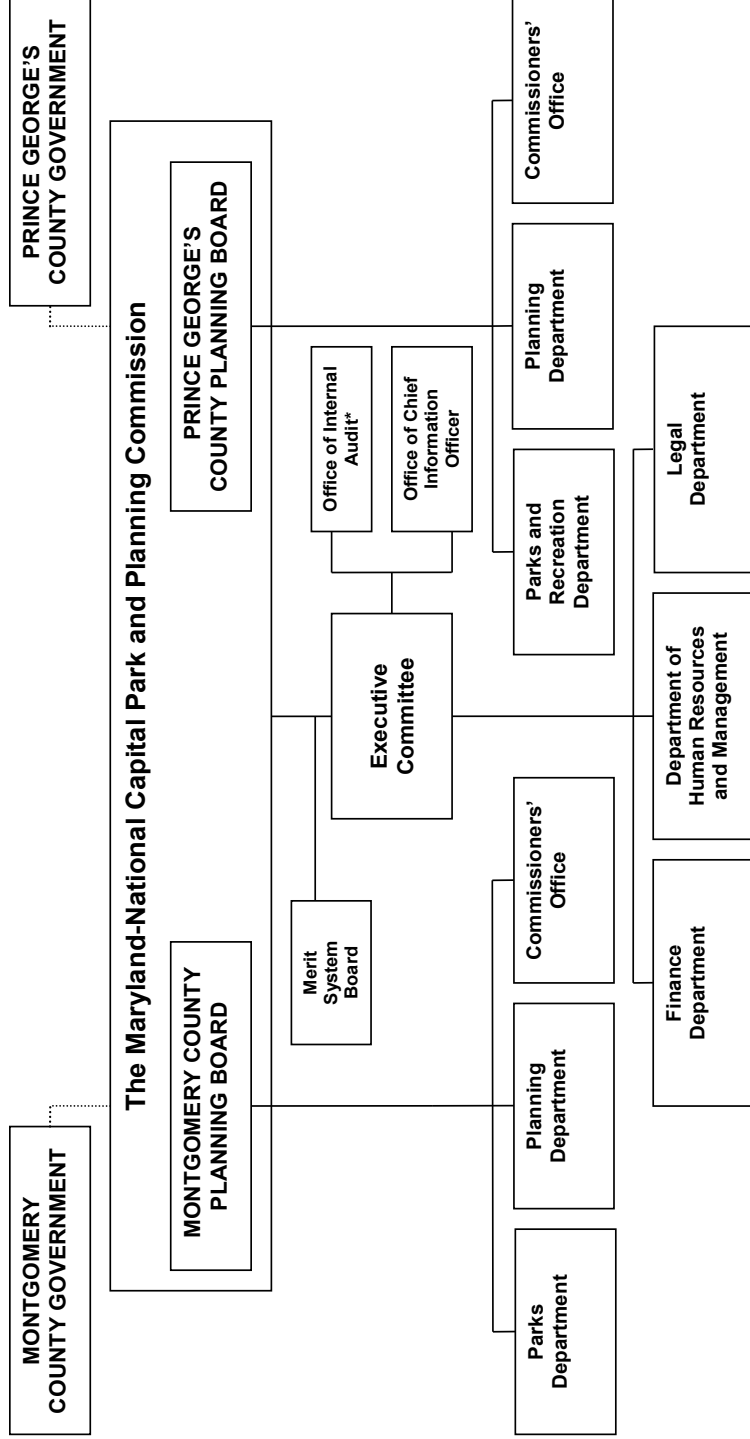
July 1, 2016

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Maryland-National Capital Park and Planning Commission for its annual budget for the fiscal year beginning July 1, 2016. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communications device.

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

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



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

**The Maryland-National Capital Park and Planning
Commission
Proposed Annual Budget Fiscal Year 2018
Prince George's County**

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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January 13, 2017

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

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

Dear Mr. Baker and Mr. Davis:

I am pleased to transmit for your consideration and approval the FY18 Proposed Budget of the Maryland-National Capital Park and Planning Commission for Prince George's County. The proposal is submitted pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland.

The total FY18 Proposed Budget for tax supported funds (Administration, Park, Recreation and Advance Land Acquisition [ALA] Debt Service) is \$269.4 million, a 5.3 percent increase from the FY17 Adopted Budget. The total FY18 Proposed Budget for Tax and Non-Tax Supported Funds (excluding ALA Revolving Fund, Capital Projects Fund and Internal Service Funds), is \$309.4 million, an increase of 4.6 percent from the FY17 Budget.

**Summary of FY18 Proposed Operating Budget Expenditures
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)**

	FY17 Adopted	FY18 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 48,815,896	\$ 49,734,434	\$ 918,538	1.9%
Park (2)	135,162,782	141,295,731	6,132,949	4.5%
Recreation (3)	71,795,500	78,348,118	6,552,618	9.1%
ALA Debt	-	-	-	-
Subtotal Tax Supported	255,774,178	269,378,283	13,604,105	5.3%
Enterprise	19,391,147	19,829,221	438,074	2.3%
Special Revenue (4)	9,167,644	9,144,545	(23,099)	-0.3%
Park Debt	11,539,571	11,053,742	(485,829)	-4.2%
Total Prince George's	\$ 295,872,540	\$ 309,405,791	\$ 13,533,251	4.6%

(1) Includes transfer to Special Revenue Fund in FY17 and to Capital Projects in FY18

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

(3) Includes transfer to Enterprise Fund

(4) Includes transfer to Capital Projects

Delivering Quality Projects, Programming and Services

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

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

As stewards of taxpayer money, and recognizing competing demands and limited availability of funds, once again we have submitted a fiscally prudent budget for your review. Utilizing existing resources, the FY 18 Proposed Budget continues to support our primary mission by focusing on maintaining service levels, responding to federal/state/local mandates, and addressing a limited number of critical needs.

The FY18 Proposed Budget includes funding related to necessary planning studies, legislative mandates (which include a phased in increase of the minimum wage), and operating costs for new park and recreation facilities.

Commitment to Continued Collaboration

The FY18 Proposed Budget continues to build upon the spirit of collaboration and commitment between the Commission and the County. This collaboration and commitment helps to ensure that the residents of Prince George's County continue to receive high quality planning, parks and recreation services to support the County's economic development and the overall health and wellness of our community. Excellent parks, recreation and land use planning enhance the quality of life and make our community an attractive place to live, work, and conduct business. Additionally, multiple studies have demonstrated that incorporating parks and recreation into land use planning measurably improves the health of communities.

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

Maintaining Fiscal Stability

In keeping with the multi-year fiscal plan adopted two years ago, the Commission has proposed a budget that incorporates increased program revenues with conservative expenditure requests. Improving tax revenue projections allows for the planned opening of a major new facility as well as several smaller ones, while at the same time projecting balanced budgets for the next several years. Future property tax projections remain soft however, so we must be cognizant of those revenues as we strive to meet our program and service needs.

While the Commission's fiscal stability has improved, the proposed budget still results in a structural deficit, in which on-going revenues are insufficient to fund on-going expenditures. As a result, the FY18 Proposed Budget continues to use fund balances totaling \$13.8 million to augment operating revenue sources, although \$12.6 million of this represents the required 5% operating reserves. Our long-term plan indicates that, even with the structural deficit, all funds will remain in balance for the next six years. Of the three General Funds, the Recreation Fund is in the best financial shape. Its operating deficit is projected to turn to a surplus in FY19 and remain so for the six year period of our projections. The Administration Fund is a little tight initially due to the costs associated with the pending office relocation, but doesn't project a true operating deficit until the end of the six year period. The Park Fund, however, projects a steadily increasing, albeit slowly, operating deficit, that if not addressed will exhaust the available fund balance at some point.

FISCAL YEAR 2018 BUDGET OBJECTIVES

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

- **To maintain current service levels, while covering major known commitments, and opening our newest facilities.**

Revenues continue to grow in the short term. Some personnel costs, notably pension, continue to do so as well. The Proposed Budget includes the following major known commitments for personnel costs in FY18:

- ✓ Medical Insurance and Benefit Costs;
- ✓ Full funding of OPEB PayGo and Pre-Funding as determined by an actuarial study;
- ✓ Full funding of the pension contribution as determined by an actuarial study; and
- ✓ Dollar markers to adjust employee compensation/reclassification.

The table below summarizes the budget changes for personnel costs:

FY18 Proposed Budget				
Summary of Changes in Major Personnel Costs				
Prince George's County Administration Fund, Park Fund, and Recreation Fund				
	FY17 Adopted	FY18 Proposed	\$ Change	% Change
OPEB				
OPEB Paygo & Prefunding	\$ 8,909,683	\$ 8,708,722	\$ (200,961)	-2.3%
Pension (ERS)				
Pension (ERS)	11,116,616	13,600,861	2,484,245	22.3%
Health and Benefits(1)				
Employee Health Benefits	18,049,784	18,260,261	210,477	1.2%
Subtotal Personnel Costs	\$ 38,076,083	\$ 40,569,844	\$ 2,493,761	6.5%
Employee Compensation				
Marker for Changes to Employee Comp.		2,589,190	2,589,190	
Marker for Possible Reclassifications		1,075,564	1,075,564	
Total Major Personnel Costs			\$ 6,158,515	

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

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

Employee Compensation

For employee compensation, the budget includes a dollar marker of \$2.59 million. We are in full contract negotiations with the FOP and are in a wage reopener with MCGEO for FY18, the results of which will be presented for approval at the Joint County Council Meeting in May 2017. Also included is \$1.08 million for possible reclassification adjustments based on the multi-year classification study that is under way.

Major Non-Personnel Cost Changes

In addition to the investments in essential needs and the reduction in project charges discussed below, operating budget impacts (OBI) for opening new Parks & Recreation facilities will affect the General Fund by \$10.3 million. Reductions of \$762,000 of one-time FY17 expenses are also included. Net expenses related to the office relocation of the Planning Department and the Commissioners' Office are budgeted at \$394,000.

Investing to Meet Essential Service Needs

Aside from staffing and operating the new facilities and "rightsizing" existing staffing, there is little funding budgeted for essential needs investment in FY18. Ongoing investment for replacement vehicle purchases and telecommunication upgrades will continue within the existing budget. Below is a summary of new investment by department.

<u>Fund</u>	<u>Department</u>	<u>Essential Needs Investment Amount</u>
Administration	Commissioners' Office	\$ -
Administration	Planning	729,000
Administration	DHRM	77,117
Administration	Legal	34,455
Administration	Finance	36,508
Administration	Internal Audit	16,350
Park	Parks & Recreation	-
Recreation	Parks & Recreation	-
Total		\$ 893,430

Project Charge Reductions

As you are aware, from FY05 to FY12, project charge payments to the County and other agencies increased from \$5 million to \$22 million annually. This tremendous increase coincided with the steep decline in property tax revenues, resulting in the Commission having to redirect resources to meet the rising project charge costs. Four years ago, we began working together with the County on a plan of phased reductions in project charges. Our plan was to reduce project charges steadily each year through FY18 - lowering the charges paid from \$22 million in FY12 down to \$8.4 million by FY18. That plan has proved a bit too aggressive, given the County's fiscal challenges. Although we took the first step of the plan together in FY13 by reducing project charges by nearly \$5 million, FY14's, FY15's, FY16's, and FY17's reductions were modified to \$1.5 million, \$1.2 million, \$65,000, and \$475,000, respectively. For FY18, we are proposing a reduction of \$1.7 million. This effort is a key measure in rebalancing resource allocation. Should these project charge reductions not be achieved, the Commission will have to make further operating reductions or further deplete fund balances. We appreciate the County's understanding and continued support in addressing project charges.

Summary of FY18 Proposed Budget for General Fund Accounts

For the three tax supported operating funds, we are putting forward a total proposed budget of \$269.4 million. The Administration Fund, which funds the Planning Department, Commissioners' Office, and Central Administrative Services (CAS) departments, is proposed to increase by 1.9 percent, or \$918 thousand from the FY17 Budget. The Park Fund is proposed to increase 4.5 percent, or \$6.1 million. Lastly, the Recreation Fund budget is proposed to increase by 9.1 percent, or \$6.6 million. No changes in property tax rates are required to fund the FY18 Proposed Budget.

The table below summarizes the FY18 Proposed Budget:

M-NCPPC				
Summary of FY18 Proposed Budget General Fund Accounts				
By Fund by Department (excludes reserves)				
	FY17	FY18	\$	%
	Adopted	Proposed	Change	Change
Prince George's				
Administration Fund				
Commissioners' Office	\$ 1,987,921	\$ 2,013,584	\$ 25,663	1.3%
Planning Department Operating	28,612,140	29,241,390	629,250	2.2%
Project Charges	7,695,800	6,762,466	(933,334)	-12.1%
CAS	8,687,188	9,032,827	345,639	4.0%
Transfer to Special Revenue	30,000	-	(30,000)	-100.0%
Transfer to Capital Projects	-	30,000	30,000	-
Non-Departmental (1)	1,802,847	2,654,167	851,320	47.2%
Subtotal Admin Fund	48,815,896	49,734,434	918,538	1.9%
Park Fund				
Park Fund Operating	110,586,984	115,436,587	4,849,603	4.4%
Project Charges	952,800	512,800	(440,000)	-46.2%
Transfer to Capital Projects	6,661,000	7,000,000	339,000	5.1%
Transfer to Debt Service	11,539,571	11,053,742	(485,829)	-4.2%
Non-Departmental (1)	5,422,427	7,292,602	1,870,175	34.5%
Subtotal Park Fund	135,162,782	141,295,731	6,132,949	4.5%
Recreation Fund				
Recreation Fund Operating	55,434,948	61,880,470	6,445,522	11.6%
Project Charges	4,556,170	4,251,300	(304,870)	-6.7%
Transfer to Enterprise	9,070,347	8,748,421	(321,926)	-3.5%
Non-Departmental (1)	2,734,035	3,467,927	733,892	26.8%
Subtotal Recreation Fund	71,795,500	78,348,118	6,552,618	9.1%
Prince George's Total General Fund	\$ 255,774,178	\$ 269,378,283	\$ 13,604,105	5.3%

(1) Non-Departmental for FY17 Adopted includes OPEB prefunding and OPEB paygo. For FY18 Non-Departmental includes OPEB prefunding and OPEB paygo, and a budget marker for compensation adjustments.

Assessable Base and Tax Rates

The total FY18 property tax revenue estimate for the Administration, Park, and Recreation funds is \$253.5 million, an increase of 4.5 percent, or \$10.9 million, from the FY17 Adopted Budget. This projection is based on last spring's County Office of Management and Budget (OMB) estimates. We have reviewed the recently released November State Department of Assessments and Taxation (SDAT) estimates for FY18, and will re-evaluate the proposed assessable base when the final estimates are released in March.

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 FY18 are unchanged from FY17. Those tax rates are as follows:

FY18 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

FY18 Work Program

Planning Department

The Planning Department's proposed budget for FY18 is 0.9 percent, or \$300 thousand, less than last year's adopted budget. Staffing is held steady and the four positions that were lapsed last year continue to be unfunded. Project charges were reduced by \$933,334. To support the relocation of the Planning Department from Upper Marlboro to Largo, a portion of the one-time funds that were budgeted last year carry forward and are supplemented by just under \$400 thousand of additional funds. The budget for consulting services has been reduced by \$600 thousand since the FY18 work plan doesn't require such services. And the budget has been increased by \$600 thousand for two countywide mailings related to the Zoning/Subdivision rewrite and the Countywide Map Amendment projects.

The FY18 budget contains sufficient resources for ongoing development review, planning, data maintenance activities, community/municipal outreach, and the completion of projects started in prior years. The FY18 work plan includes the following:

- Countywide Map Amendment
- Bowie and Vicinity Master Plan
- Morgan Boulevard and Vicinity Study
- Plan Evaluation & Development of Six-Year Program
- Subregion 4 Transit-Oriented Development Implementation – Central Avenue/Blue Line Corridor

Department of Parks and Recreation

The Department of Parks and Recreation operating budget proposes a 6.1 percent, or \$12.7 million, increase from FY17. This primarily reflects the operating requirements of the new Southern Area Aquatic and Recreation Complex, and two new community centers (Westphalia Community Center and Kentland Community Center), as well as "rightsizing" staffing at existing facilities to accommodate increasing usage.

In developing the FY18 objectives, the Department worked to ensure that they are in strategic alignment with the overall goals of the adopted Formula 2040 and Comprehensive Recreation

Program Plans. Divisional objectives have been developed to support each of the following and are delineated in the budget narrative.

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

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

Enterprise Fund

In FY18, total Enterprise Fund operating revenues are proposed to increase by 7.3 percent to \$11.0 million. Operating expenses are projected to increase by 2.3 percent. As a result, the subsidy from the Recreation Fund is budgeted to decrease by 3.5 percent to \$8.7 million. More than 70 percent of the tax subsidy supports operations and management of these services and activities at the Show Place Arena and the Prince George's Sports and Learning Complex. The Department's Social Equity stance is to not turn away any participant solely on the basis of ability to pay, and to encourage broad participation and access to services for all County residents and citizens throughout our facilities. The Wayne K. Curry Sports and Learning Center at the Sports and Learning Complex exemplifies this policy by providing state of the art

equipment and facilities along with world class programs to a wide range of users for very modest fees.

Capital Budget and Capital Improvement Program (CIP)

In addition to the operating budget, this transmittal also includes the Capital Budget (the first year of the six year CIP). The FY18-FY23 Proposed CIP is \$78.2 million, with \$19.5 million proposed for FY18. The FY18-FY23 CIP represents a 27.3 percent reduction from the Adopted FY17-FY22 CIP. The decrease reflects a less expansive program that fits fiscally within our projected 6-year fiscal plan.

Projects were prioritized to address the following:

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

Fiscal pressures on the operating budget also apply to the CIP, and the expansion of the CIP program continues to be limited. The Department must continue to manage a sustainable CIP; thus, staff advises that any new projects added to the CIP be offset by removing or delaying existing projects. The proposed FY18 Capital Budget will build on the adopted FY17 Capital Budget, which emphasizes maintaining and renovating the infrastructure for existing services. The Department will continue to balance and strategically manage the use of funding sources for projects (i.e. PAYGO vs. debt service). In addition, the Department will continuously analyze the impact of new facilities to include both direct and indirect costs. The Department is mindful that property tax revenue growth alone at the current tax rates will not be sufficient to sustain the continuous expansion of our park and recreation system.

Central Administrative Services (CAS)

For FY18, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- For DHRM
 - One career position to lead mandatory training and leadership training
 - One term contract position in HR to address the seasonal workforce workload
 - Restoration of one workyear in the HR Director's Office
- For the Finance Department - increased funding for ERP Support consulting and to move the ERP to Cloud Services.
- For the Legal Department - restoration of funding for a Case Coordinator.
- For the Office of Internal Audit - a part-time seasonal administrative position.

Spending Affordability

The Commission continues to meet regularly with the County's Spending Affordability Committee (SAC) to ensure compliance with SAC guidelines and recommendations. We met with SAC most recently in November and provided the Committee an updated Six Year

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

Summary

As we have noted earlier, the FY18 Proposed Budget is balanced, and due to the previously adopted fiscal plan, the Administration, Park and Recreation Funds are projected to be in balance through at least FY23. However, we reiterate that this balance required significant scaling back of previously planned as well as future capital projects. Should pressure increase for renovations and/or new and expanded facilities, we must continue to collaborate with both of your offices to determine the most appropriate way to address these needs, while maintaining fiscal sustainability.

In closing, the Commission continues to embrace our mission, and we remain committed to employing our collective knowledge, creativity, and expertise to provide the very best in planning, parks and recreation services for the 900,000+ residents of Prince George's County. We remain equally proud of the work of our dedicated and talented employees, and assure you that we will continue our pursuit of excellence in delivering the very best in public service.

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

Most of all, we look forward to working together with you and your respective staffs in the coming weeks as you review this proposal, and continuing to collaborate with you in providing vital services and programs for our treasured customers – the citizens and residents of Prince George's County. We welcome further discussion of this FY18 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 is structured for the reader 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 FY18 budget and the Commission's long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget's development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



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The final summary subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide the reader summary level information about the budget as a fiscal plan for the coming year. Included in this section are a series of schedules and charts detailing the financial aspects of the proposed budget. The following schedules and charts for the Proposed Budget Fiscal Year 2018 are included:

- Commission Summary of FY18 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY16 and Budgeted Use of Fund Balance/Net Position for FY17 and FY18;
- Prince George's County FY18 Proposed Budget Summary by Fund Summary by Department by Division;
- Prince George's County FY18 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$321,970,491;
- Prince George's County FY18 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$321,970,491;
- Prince George's County FY18 Proposed Budget Summary by Major Object;
- Prince George's County FY18 Proposed Budget Summary of Funds Required (Percent of Total by Object) Total Operating Funds \$321,970,491;
- Prince George's County Governmental Funds Summary of Revenues, Expenditures, and Changes in Fund Balances;
- Prince George's County Ending Fund Balance General Fund Accounts FY09 Actual to FY18 Proposed;
- Prince George's County Revenues and Expenditures General Fund Accounts FY09 Actual to FY18 Proposed;
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object;
- Prince George's County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Recreation Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Net Position;
- Prince George's County Park Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Capital Projects Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Special Revenue Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's Enterprise Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Capital Equipment Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Chief Information Officer (CIO) and Commission-Wide Initiatives (CWIT) Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;



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- Commission-wide Executive Office Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Commission-wide Group Health Insurance Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Tax Rates and Assessable Bases;
- 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 Internal Audit
 - Merit System Board
 - CAS Support Services
- Planning Department
- Department of Parks and Recreation

To the extent possible, departments are grouped by Fund. In Prince George's County, for example, the three component units of the Administration Fund – the Commissioners' Office, CAS and the Planning Department are presented first. The Department of Parks and Recreation section includes the Park Fund, Recreation Fund, and Enterprise Fund, and a brief discussion of the capital improvements program and the Capital Projects Fund.

Department budget sections are organized at two levels: department summary level and division detail level. The same basic budget information is reported for both levels. The department level is intended to provide the reader a high level overview of what services the department provides and the budget for those services. The division level reports the same information types, but focuses on the services provided by just that division. Not all departments have division level budgets. The basic information included in each level is outlined below.

- An **Organization Chart** that illustrates the structure of the department or division;
- An **Overview**, department or division as is appropriate, that describes the department or division, how it is organized and how it serves its customers.
- A **Mission** or purpose statement;
- A list of the **Services and Programs Provided** and, where appropriate, a description;
- **Accomplishments** attained during the prior fiscal year and fiscal year to date;
- **Goals and Performance Measures**, actual and planned, for the budget year. This information is provided in multiple formats including narrative description, tables, and charts;
- Summary budget information at two levels: department level and division level. Department level information is labeled **Summary of Department Budget**, and Division level is referred to as **Budget at a Glance**. Summary information includes



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the total budgeted expenditures with year over year change from the prior year Adopted Budget, along with a staffing summary.

- Following each budget summary section is the **Highlights and Major Changes in the FY18 Proposed Budget**. This section points out significant changes in the budget and any additional information to help the reader understand major budget plans for the budget year.
- Special sections, as needed, are included in the department pages. These sections provide the reader a better understanding about a significant aspect of department operations. For example, the Planning Department's pages will include information about the planning work program.
- The last section for each department's budget pages provides detailed budget and position information. There is a **Summary of Division Budgets** that shows expenditure information by major object for the budget year and two previous years. This section is followed by **Summary of Positions and Workyears**, which shows detailed staffing information by position type for the budget year and two previous years.

Other Funds

The Budget Book also provides information on funds that are not included in the department section of the Proposed Budget Book. These are referred to as Other Funds and include the following:

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

There is an executive overview for each of the Other Funds explaining its structure and purpose, a budget overview identifying relevant information on the proposed budget, a summary table of revenues, expenditures, positions and workyears, and proposed budget year major changes, if any. The Special Revenue Fund also provides information by specific program.

This Other Funds Section can be found towards the end of the budget document.

Capital Improvement Program

Summary information regarding the CIP is provided in the operating budget books. In the Prince George's County document, the capital budget section includes a brief overview and highlights. The Capital Projects Fund, representing the capital budget or first year of the CIP, is included in this section. The Commission does not publish a separate document for the Capital Budget and CIP. Readers interested in project description detail for individual projects should consult the capital budget documents prepared by the respective County governments. They are generally published by March 15th by both the Montgomery and Prince George's County governments.



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Appendices

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

BUDGETARY BASIS

Basis of Accounting

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

Basis of Budgeting

The Commission maintains budgetary controls to ensure compliance with legal provisions embodied in the annual budget approved by the Montgomery and Prince George's County governments, and in the Land Use Article of the Annotated Code of Maryland. Formal budgetary integration is employed as a management control device for the General Fund, the Special Revenue Funds, the Debt Service Fund, and the Capital Projects Fund. The budget for the General Fund is adopted on a basis consistent with GAAP except that encumbrances are treated as expenditures within the current fiscal year and inventories are treated as expenditures when purchased.

The Commission is authorized to transfer budget appropriations of up to 10 percent for each account, project, department or function as defined in the approved budget, but may not alter total expenditure authority without approval of the respective County Council through a budget amendment. Budgets may be amended by Resolution by the respective County Council on its initiative, or at the request of the Commission, and only after receipt of recommendations from the County Executive and public hearings.

The Commission's expenditures may not exceed the total approved budget for its General Fund and Special Revenue Funds without prior approval. Unencumbered expenditure authority for the General Fund, Special Revenue Funds, and the Debt Service Fund lapses at the end of the fiscal year and is rolled into the next year's fund balance. Capital project appropriations do not lapse until the project is completed.

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



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BUDGET PROCESS

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

Planning for the proposed budget begins in July. The Corporate Budget Office develops preliminary six-year projections including revenue projections for the next fiscal year after incorporating input from the Counties (Finance Department in Montgomery and Office of Management and Budget in Prince George's) and individual departments. Preliminary salary and benefits projections by position are prepared and distributed to each department. Budget guidelines, including major budget assumptions and other budget development information are then prepared and disseminated to each department. In autumn, a rigorous review period is conducted by the respective Planning Boards. The Boards review, modify, and approve each department's budget proposal typically by early December. At its December meeting, the Commission approves the proposed operating budget of the Commission for transmittal to the respective approving bodies.

On or before January 15, the Commission submits to the County Executive and Council of each County the proposed annual operating budget for the respective accounts of the General Fund, Special Revenue Funds, and the Debt Service Fund and a budget plan for the respective Enterprise and Internal Service Funds. The budget of the Capital Projects Funds and six-year expenditures plans are submitted prior to November 1, every other year in Montgomery County as a biennial process. In Prince George's County the Capital Projects Funds and six-year expenditure plans are submitted by January 15. These budgets and plans include the means of financing them.

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

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



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Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2016
• Meet with Spending Affordability Committee	By August 30, 2016
• Budget Overview with Planning Board	September to November 2016
• Staff Develops Budget	September to November 2016
• Planning Board Work Sessions	September to December 2016
• Spending Affordability Committee Issues Guidelines	December 2016
• Commission Approves Proposed Budget	December 21, 2016
• Staff Produce Proposed Budget Book	December 2016 to January 2017
• Submit Proposed Operating Budget and Capital Improvement Program to County Executive and County Council	January 15, 2017
• County Executive Makes Recommendations	January 15 to April 1, 2017
• County Council Holds Public Hearings	April 2017
• County Council Reviews Budget	April 2017
• County Councils Meet Jointly	May 2017
• County Councils Adopt Budget	By June 1, 2017
• Commission Adopts Budget Resolution	June 21, 2017



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BACKGROUND

AUTHORITY AND PURPOSE

The Maryland-National Capital Park and Planning Commission (M-NCPPC) was established by the Maryland General Assembly in 1927 to serve the bi-county area of Prince George's and Montgomery Counties. This area has a population of approximately 1.9 million citizens and extends over 1,000 square miles of Maryland, adjacent to the Nation's Capital. The purpose, powers and duties of the Commission are found in the Land Use Article of the Annotated Code of Maryland.

Pursuant to this Article, the Commission is empowered to:

- Acquire, develop, maintain and administer a regional system of parks defined as the Metropolitan District;
- Prepare and administer a general plan for the physical development in the areas of the two Counties defined as the Regional District; and
- Conduct a comprehensive recreation program for Prince George's County.

The Commission is a nationally recognized planning, parks and recreation agency. M-NCPPC is the only six-time gold medal winner of the National Parks and Recreation Association Award for Excellence, and is one of 152 park or recreation entities to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

PRINCE GEORGE'S COUNTY PROFILE

Prince George's County, established on April 23, 1696, was governed by County Commissioners until the election of Charter Home Rule in 1970. Under Home Rule, the elected County Executive forms the executive branch of government, while nine (9) County Council members, each elected from a separate district, comprise the legislative branch.

Prince George's County lies in central Maryland east of the Fall Line, a geographic line of demarcation separating the coastal plain from the upland plateau, which is west of the Line. The County is bounded by Montgomery County and Washington D.C. to the west, Howard County to the north, Anne Arundel and Calvert Counties to the east, and Charles County to the south. The County contains 27 incorporated municipalities within its 483 square miles (311,680 acres). The Commission provides over 27,000 acres of parkland within the County (close to 9 percent of the total land area in Prince George's County).

THE RESIDENTS WE SERVE

One of the County's greatest resources and strengths is its diverse citizenry. According to the U.S. Census Bureau (2015), the County's population is currently estimated at 909,535 and growing at about 0.6 percent annually. African-American persons represent 64.6 percent of the population; White persons are 26.9 percent; Hispanic and Latino origin persons are 17.2 percent; and Asian persons are 4.7 percent. Approximately 21.2 percent of the County population is estimated to be foreign born and speak a language other than English at home.

According to the United States Census bureau, approximately 51.8 percent of the County's residents are female. While the median age of a County resident is 35.5 years, approximately 22.5 percent of County residents are secondary school age or younger (under 18 years old), and approximately 11.7 percent are age 65 or older. According to the Prince George's County Public School (PGCPS)



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website, student enrollment in Prince George's public schools for the School Year 2015-16 totaled 128,937.

According to the Maryland State Data Center 2015 records, the median household income in the County was \$74,260 compared to the Maryland state median of \$74,551 and national median of \$53,889. The 2015 median value of an owner-occupied home in Prince George's County was \$254,700 compared to a state median of \$286,900. About 31.1 percent of County residents over age 25 have at least a bachelor's degree. The County's labor force for 2016 was estimated to be 495,234 and the average unemployment rate was 4.4 percent, to the same as the state average.

CUSTOMER DEFINITION AND FOCUS

It is important for the Commission to justify its operations based on the services it provides to its customers. First we must clearly define our customer base, ascertain their needs and desires, and then communicate the services we can provide. The information that follows defines our customer base and explains the benefits of Commission programs and services.

A primary customer of the Commission is the County Council, who in their role want to ensure that constituent needs for planning and park and recreations services are met. This customer relationship is a collaborative and ongoing relationship, where the Commission strives to be responsive to the Council and the Council strives to be responsive to its constituents. The service expectation relationship with the Council takes form in the Annual Budget which establishes the Commission's work program. The Commission also maintains a customer relationship with other governmental units on a variety of issues, from renovating and maintaining athletic fields at some County schools to participating in the County's geographic information system consortium, to working with the Department of Public Works and Transportation on issues of road design and pedestrian safety.

Residents and visitors to Prince George's County, who actively use and enjoy our services, are also primary Commission customers. Golfers play our fine courses; ice skating enthusiasts enjoy afternoons at the Wells or Tucker Road facilities; walkers, joggers and bicyclists utilize our vast system of trails; people stop by our information counter seeking assistance in understanding the permitting process or with questions regarding new housing developments in their neighborhood.

The services provided by the Parks and Recreation Department and the Planning Department are vital to maintaining and enhancing the quality of life, preserving our rich cultural history, and promoting the economic vitality of the County. In this respect, all the residents of, and visitors to, Prince George's County benefit from the services provided. Consider, for example, our stream valley parks. The Commission actively seeks to acquire land along County streams to serve as a buffer against development. This buffer serves to reduce the levels of pollution and sediment going into the stream, thus improving the water quality of the stream. Since citizens do not get their drinking water from streams, it may not sound important. However, these streams flow into rivers that a) supply the raw water that the Washington Suburban Sanitary Commission utilizes to provide potable water to citizens of both Montgomery and Prince George's Counties; or b) eventually flow into the Chesapeake Bay. Protecting our stream valleys and reducing the level of silt and pollution entering those waters is a major benefit to our communities and to society at large.

The Commission's reforestation efforts have had a major impact on the air quality in the region. Consider the time and effort Commission planners spend reviewing requests for housing developments to ensure that they are not built in flood plains, or on ground otherwise unsuitable



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for development; that they are spaced properly; that there are amenities such as adequate open space and sidewalks; and that existing and planned infrastructure can adequately support the development. When these factors are considered, it becomes clear that all the County's residents, visitors, and neighbors are customers of the Commission.

ORGANIZATION

The Commission is a bi-county agency, serving Montgomery County and Prince George's County. It is empowered under State law to acquire, develop, maintain and administer a regional system of parks in a defined Metropolitan District, and to prepare and administer a general plan for the physical development of a defined Regional District. In Prince George's County, the boundary for the Metropolitan District covers the entire County with the exception of three municipalities (District Heights, Greenbelt and Laurel), and all or part of two (2) election districts centered in Aquasco and Nottingham. The boundary for the Regional District covers the entire County, with the exception of the City of Laurel. The Commission operates recreational programming in Prince George's, and provides these services to the entire County.

The Commission consists of ten members – five from each county. In Prince George's County, the five Commissioners are appointed by the County Executive, subject to confirmation by the County Council. A Commissioner from each county serves as chair and vice-chair of the Commission, and the chairmanship rotates annually between counties. Terms of office are staggered, and no more than three of the five Commissioners from either county can belong to the same political party.

The Commission coordinates and acts collectively on regional and administrative issues, and divides into the two respective County Planning Boards to conduct all other matters. Organizationally, there are seven departments. In Prince George's County, these are the Planning Department and the Department of Parks and Recreation; in Montgomery County, these are the Planning Department and the Department of Parks. The Human Resources and Management, Finance, and Legal departments comprise the Central Administrative Services (CAS) unit that supports operations in both counties along with the Office of Internal Audit, the Office of the Chief Information Officer, and Merit System Board.

The budget for the CAS staff functions is divided between the two counties based on service levels where applicable. Other CAS services due to their nature are divided equally, such as Merit System Board. The budget for CAS units is jointly allocable and must be approved jointly by both counties. If the two counties cannot reach agreement on the budget for Central Administrative Services, the budget, as proposed by the Commission, is automatically implemented. Unlike the remainder of the budget, which must be adopted by June 1st, the two counties have until June 15th, under State law, to reach agreement on the budget for CAS.

FUNDS AND FUNDING SOURCES

Under the statutory authority provided by State law, the Commission's park, recreation, planning, and general administrative functions are financed primarily by five statutorily designated property taxes that must be levied on a separate county basis. In Prince George's County, county-assessed property taxes support approximately 94 percent of the Commission's tax-supported operations. The remainder of the revenues is derived from grants, interest, fees and charges, and fund balance. The five accounts (funds) are separately maintained within the General Fund, as follows:



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

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

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

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

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

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

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

The Commission has five other types of funds in the budget. They are the Special Revenue Funds, Park Debt Service Fund, Capital Projects Fund, Enterprise Fund, and Internal Service Funds. They are discussed in the following sections.

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



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grantors, contributors, laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. For example, the Park Police have the authority to seize certain assets when making an arrest on drug-related charges. Following conviction, the court can award those assets to the Commission. Pursuant to State law, proceeds are placed in a Special Revenue Fund where they can only be expended for costs associated with drug enforcement activities within the County's park system.

Park Debt Service Fund

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

Capital Projects Fund

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

Enterprise Fund

The Commission has determined that certain recreational and cultural facilities should be predominantly self-supporting through user fees. Enterprise Fund accounting and reporting is used to emphasize the self-supporting nature of these activities and to provide improved cost accounting information. The fiscal management of golf courses and ice rinks are good examples of the use of these funds. There are other facilities such as the Sports and Learning Complex and the Show Place Arena that are not self-supporting operations, but are included in the Enterprise Fund because they are operated in a manner similar to private business enterprises. Enterprise fund accounting, which uses a commercial accounting accrual basis, more accurately reflects how close these operations come to covering the full program cost.

Internal Service Funds

Internal Service Funds are used to account for the consolidated financing of goods or services that are centrally provided to the operating departments on a cost reimbursement basis. Internal Service Funds are used by the Commission to account for such functions as the Commission's group insurance and risk management programs, financing capital equipment purchases and the enterprise-wide information systems operations.



Prince George's County

Overview – Policies

POLICIES

FISCAL POLICY

Throughout the management of the Commission's fiscal resources, the following policies are maintained for tax-supported funds:

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. Generally, the Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund, Park Fund, and Recreation Fund. In FY18, the proposed budget includes designated fund reserves equaling 5 percent of expenditure in these funds in Prince George's County. A stable or rising level of reserves satisfies concerns of the bond rating agencies.
- The Commission will seek cost reductions and productivity improvements as methods of minimizing taxpayer costs and maximizing customer satisfaction.
- Non-tax revenue sources, such as user fees, will be sought and developed to the greatest possible extent, keeping in balance service availability, public benefit, and fairly set fees. User fees in the Enterprise Fund are set to:
 1. Be competitive with comparable public and private facilities and services in the area.
 2. Reflect user demand and patterns of use.
- The Commission seeks to minimize debt service costs by the prudent use of appropriate debt instruments, consistent with the goal of maintaining tax rate stability and stable reserves. Debt service, correctly structured, will match the bond-funded cost of facilities with the useful life of the facilities. The Commission also limits outstanding indebtedness, in accordance with its Debt Management Policy, well below State statute limitations.
- In the Enterprise Fund, the Commission's goal is to maintain reserves equivalent to 10 percent of operating expenses plus one year of debt service.

CIP IMPACT CONSIDERATION

The Commission pays specific attention to the impact of the Capital Improvement Program (CIP) on the Operating Budget. The capital budget and operating budget must work in tandem. Decisions on the capital budget determine levels of debt service and operating and maintenance expenditures that must be supported by the operating budget, while the operating budget can impose limitations on the level of long-term debt that can be supported. Operating budget resources are governed by Commission revenues and debt management policies, and guide the levels and composition of the capital budget. The capital budget may receive direct project funding from the operating budget in the form of pay-as-you-go (PayGo) capital financing, which reduces reliance on long-term debt.

Operating and maintenance costs (O&M) inherent in capital acquisition and construction have a direct and continuing effect on the operating budget. New facilities must be staffed, maintained, and provided with supplies. Some CIP projects, such as the purchase of raw parkland, require relatively little O&M funding, but other projects, such as the Sports and Learning Center in Prince George's County, require intensive staffing and maintenance. Additional facilities also place indirect stress on areas such as general maintenance, park police or information technology that support the entire system. Some CIP projects, such as renovations, can result in a decrease of O&M costs. O&M costs are budgeted in the Park Fund and the Recreation Fund in Prince George's County.



Prince George's County

Overview – Policies

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

INVESTMENT POLICY

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

1. General Fund
2. Capital Projects Funds
3. Enterprise Funds
4. Special Revenue Funds
5. Debt Service Funds
6. Internal Service Funds
7. Trust and Agency Funds
8. New funds authorized by the Commission unless specifically exempted

In accordance with the Annotated Code of Maryland, Article 95, Section 22, the responsibility for conducting investment transactions rests with the Secretary-Treasurer, Department of Finance. The Secretary-Treasurer shall establish written procedures for the operation of the Commission's investment programs consistent with the adopted Investment Policy.

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

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

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

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



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parties or imprudent actions by employees and investment officers of the Commission. An Independent Auditor, as part of the Annual Financial Audit, will review the internal controls of the investment program.

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

DEBT MANAGEMENT POLICY

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

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

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

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

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



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

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

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

LONG-TERM SUSTAINABILITY

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

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



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Fund covers the entire county, because, until the Commission took over operations in the early 1970's, recreation programming was a county governmental function. The assessable base for the Administration Fund (the Regional District), on the other hand, embraces the entire county except for the City of Laurel, which has its own planning function. The assessable base for the Park Fund (Metropolitan District) excludes the incorporated cities of Laurel, Greenbelt and District Heights and several unincorporated areas in the far northern and southeastern portions of the County. As a result, if the Commission, for example, shifts one cent of tax rate from the Park Fund to the Recreation Fund, the result, in effect, is a one cent tax rate increase for those County citizens and residents living in areas of the county not covered by the Park Fund district. For a \$100,000 home, this results in a tax increase of \$10 per year.

With regard to revenues, the Commission generally employs the following assumptions.

- The County's total assessable base for both real and personal property for the budget year is based on the latest available projection from the Maryland Department of Assessment and Taxation, as may be modified by the County's Office of Management and Budget. Adjustments are made to calculate separate assessable bases for the Administration Fund and the Park Fund. Based on historical patterns, a collection factor is calculated (we currently assume collecting 99.0 percent for real property taxes and 94.5 percent for personal property taxes). The assessable base is then divided by \$100, multiplied by the tax rate and then by the collection factor to derive the projection for property tax revenues. Trend analysis factoring in latest information on housing market and commercial property development is then used to project property tax revenues over the six-year cycle.
- Interest and penalties on prior year taxes not paid are generally assumed at no growth from year to year, unless trend changes on collection factors are envisioned.
- Fees and Charges are generally projected with modest annual growth (3-5 percent), unless trend analysis indicates otherwise.
- Interest income is projected taking into account possible changes in both short and long-term interest rates and anticipated levels of fund balance and other cash available for investment.

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

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



Prince George's County Overview – Policies

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

PERFORMANCE MEASURES

All government agencies must examine how well they meet their financial obligations and continually 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 continues each year.



Prince George's County Overview – Budget Issues

BUDGET ISSUES

This section of the budget provides the global context underlying the Commission's FY18 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

Property tax revenues constitute nearly 95 percent of the General Fund operating revenues in Prince George's County. The latest projections provided by the County's Office of Management and Budget (OMB), show the County's FY18 real assessable base projected to grow by 4.82 percent next year. The remaining 5 percent of General Fund revenues are projected to increase by 9 percent in FY18 due to the increase from fees and charges.

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

Since neither the expenditure reductions nor the modest revenue increases were sufficient to balance these three funds' budgets, the FY18 Proposed Budget continues to use fund balances totaling \$13.8 million to augment operating revenue sources. Our long-term plan indicates that the use of fund balance will keep these funds in balance for at least the next five years.

Property Tax Revenue and Tax Rates

The total FY18 property tax revenue estimate for the four tax-supported¹ funds is \$253.5 million, an increase of 4.5 percent or \$10.9 million from the FY17 Adopted Budget. Assessable base and property tax revenues in FY17 are within the adopted budget projections. The real property assessable base is projected to increase by 4.82 percent in FY18, based upon the latest OMB estimates. Final SDAT estimates for FY18 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 FY18 are unchanged from FY17. Those tax rates are as follows:

FY18 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

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



Prince George's County

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Fees, Charges, and Rentals

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

Service charges and fees of the three major tax-supported funds (Administration, Park, and Recreation) are projected at \$12.7 million for FY18, an increase of \$845,275 or 7.1 percent from the FY17 budget.

The Planning Board continues to review the Commission's fee schedules with the objective of generating fee revenue to lessen the burden on taxpayers, while maintaining programs that are affordable and desirable. The County government and the Planning Board jointly decided that the priority is to provide needed services to residents at an affordable cost, and under certain hardship conditions, to modify or waive fees to encourage participation.

Interest Income

Each tax-supported fund maintains a cash balance, and the balance fluctuates from the effects of tax and program revenue inflows as well as expenditure outflows. The cash balance from each fund is pooled and invested at the highest responsible rate within the constraints of protection of principal and liquidity requirements. Interest income depends on the cash balance in each fund as well as the prevailing interest rate earned throughout the year.

Total General Fund interest income for FY18 is proposed at \$645,000, an increase of 1.6 percent from the FY17 budget, in line with expected FY17 estimates.

Grant Revenues

The Planning Department anticipates grant revenue in FY18 at \$147,500, a 1.2 percent decrease from last year. This Prince George's County grant will fund the Department's storm water management efforts. No grants are budgeted in either the Park or Recreation Funds, although unbudgeted grants in all funds are treated as automatic budget amendments if no tax funded match is necessary to receive the grant and provide the program.

Enterprise Fund Revenues

In FY18, total Enterprise Fund operating revenues are proposed to increase by 7.3 percent to \$11.0 million. Operating expenses are projected to increase by 2.3 percent to \$19.8 million. As a result, the subsidy from the Recreation Fund of \$8.7 million in FY18 is budgeted to decrease by \$322 thousand.

The Commission operates a number of programs such as golf courses and ice rinks, classified as Enterprise Fund programs, but most are neither wholly nor predominately self-sustaining. As a result, FY18 continues to include subsidies to the Enterprise Fund. Two programs – the Prince George's Sports and Learning Complex and the Show Place Arena/Equestrian Center – account for the majority of the subsidies. The Commission continues to monitor the size of the subsidy and strives to maintain a balance between subsidy and affordability. For example, a decision was made



Prince George's County Overview – Budget Issues

when the Sports and Learning Complex was constructed to designate a two-mile radius around the Complex, built next to FedEx Field, as an impact area, in which all citizens and residents would be able to use the Center at a discounted rate. This decision impacts revenues received and increases the subsidy. The Commission places value on the maximum usage and enjoyment of services, which often leads to below market fee structures.

EXPENDITURES

A primary objective in the Proposed Budget is to maintain current service levels, while covering major known commitments, and opening our newest facilities.

Despite continued fiscal challenges in FY18, revenues are growing, albeit slowly, some personnel costs, notably pension, have increased. The Proposed Budget includes the following major known commitments for personnel costs in FY18:

- ✓ Medical Insurance and Benefit Costs;
- ✓ Full funding of OPEB PayGo and Pre-Funding as determined by the actuarial study;
- ✓ Full funding of pension contribution as determined by the actuarial study; and
- ✓ A dollar marker to adjust employee compensation and possible reclassifications due to a multi-year classification study.

As can be seen in Exhibit 1, the embedded cost pressure for personnel expenses is actually increasing, due primarily to increased pension costs.

Exhibit 1

FY18 Proposed Budget				
Summary of Changes in Major Personnel Costs				
Prince George's County Administration Fund, Park Fund, and Recreation Fund				
	FY17 Adopted	FY18 Proposed	\$ Change	% Change
OPEB				
OPEB Paygo & Prefunding	\$ 8,909,683	\$ 8,708,722	\$ (200,961)	-2.3%
Pension (ERS)				
Pension (ERS)	11,116,616	13,600,861	2,484,245	22.3%
Health and Benefits(1)				
Employee Health Benefits	18,049,784	18,260,261	210,477	1.2%
Subtotal Personnel Costs	\$ 38,076,083	\$ 40,569,844	\$ 2,493,761	6.5%
Employee Compensation				
Marker for Changes to Employee Comp.		2,589,190	2,589,190	
Marker for Possible Reclassifications		1,075,564	1,075,564	
Total Major Personnel Costs			\$ 6,158,515	

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



Prince George's County Overview – Budget Issues

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

OPEB

OPEB costs for FY18 have been determined by the actuary. The net change for total OPEB costs is about a \$201 thousand decrease or 2.3 percent less than the FY17 adopted figures.

Total OPEB funding is \$8.71 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

Pension (ERS)

As determined by the actuary, pension costs are projected to increase by 22.3 percent in FY18, representing a cost of \$2.5 million over the FY17 Adopted Budget. Having decreased by a similar percentage in FY17, this increase is due to an updated actuarial assumption review from this past spring.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 1.2 percent in FY18, adding \$210 thousand more cost to the budget. Health costs are growing more slowly due to the restructuring of employee benefits and the focus on wellness initiatives.

Employee Compensation

The Commission's FY18 budget includes a dollar marker of \$2.6 million. We are in full contract negotiations with the FOP and are in a wage reopener with MCGEO for FY18. Also included is \$1.1 million for possible reclassification adjustments based on the multi-year classification study that is under way.

Exhibit 2

Summary of FY18 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)

	FY17 Adopted	FY18 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 48,815,896	\$ 49,734,434	\$ 918,538	1.9%
Park (2)	135,162,782	141,295,731	6,132,949	4.5%
Recreation (3)	71,795,500	78,348,118	6,552,618	9.1%
ALA Debt	-	-	-	-
Subtotal Tax Supported	255,774,178	269,378,283	13,604,105	5.3%
Enterprise	19,391,147	19,829,221	438,074	2.3%
Special Revenue (4)	9,167,644	9,144,545	(23,099)	-0.3%
Park Debt	11,539,571	11,053,742	(485,829)	-4.2%
Total Prince George's	\$ 295,872,540	\$ 309,405,791	\$ 13,533,251	4.6%

(1) Includes transfer to Special Revenue Fund in FY17 and to Capital Projects in FY18

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

(3) Includes transfer to Enterprise Fund

(4) Includes transfer to Capital Projects



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Major Non-Personnel Cost Changes

In addition to the investments in essential needs and reduction in project charges, both discussed below, operating budget impacts (OBI) for opening new Parks & Recreation facilities will affect the General Fund by \$10.3 million. Reductions of \$762,000 of one-time FY17 expenses are also included. Net expenses related to the office relocation of the Planning Department and the Commissioners' Office are budgeted at \$394,000.

Investing to Meet Essential Service Needs

Aside from staffing and operating the new facilities and “rightsizing” existing staffing, there is little funding budgeted for essential needs investment in FY18. On-going investment for replacement vehicle purchases and telecommunication upgrades will continue within the existing budget. Below is a summary of new investment by department.

<u>Fund</u>	<u>Department</u>	<u>Essential Needs Investment Amount</u>
Administration	Commissioners' Office	\$ -
Administration	Planning	729,000
Administration	DHRM	77,117
Administration	Legal	34,455
Administration	Finance	36,508
Administration	Internal Audit	16,350
Park	Parks & Recreation	-
Recreation	Parks & Recreation	-
Total		\$ 893,430

Project Charge Reductions

From FY05 to FY12, project charge payments to the County and other agencies increased from \$5 million to \$22 million annually. This tremendous increase coincided with the same period that property tax revenues began a steep decline, resulting in the Commission having to redirect resources to meet the rising project charge costs. Four years ago, we began working together with the County on a plan of phased reductions in project charges. Our plan was to reduce project charges steadily each year through FY18 - lowering the charges paid from \$22 million in FY12 down to \$8.4 million by FY18. That plan has proved a bit too aggressive, given the County's fiscal challenges. Although we took the first step of the plan together in FY13 by reducing project charges by nearly \$5 million, FY14's, FY15's, FY16's, and FY17's reductions were modified to \$1.5 million, \$1.2 million, \$65,000, and \$475,000, respectively. For FY18, we are proposing a reduction of \$1.7 million. This effort is a key measure in rebalancing resource allocation. Should these project charge reductions not be achieved, the Commission will have to make further operating reductions or further deplete fund balances. We appreciate the County's understanding and continued support in addressing project charges.

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



Prince George's County Overview – Budget Issues

FUND BALANCE

One of the steps taken in FY16 was to increase the Park Fund fund balance in the short term by returning unneeded CIP PayGo. This, coupled with the other expenditure and revenue changes, extended the ability to use fund balance to balance the Administration, Park and Recreation Funds for at least the next five years. Going into FY18, the General Fund accounts project to have combined fund balances totaling \$167.5 million. These fund balances will continue to be used to offset the impact of the slowly growing property tax revenues and the cost pressure of major known commitments. In total, the FY18 Proposed Budget uses \$13.8 million of fund balance. The majority of fund balance used is in the Park Fund (\$9.5 million), which has the most fund balance available. Exhibit 3 shows the projected change in fund balances for the three general fund accounts.

Exhibit 3

**FY18 Proposed Budget
Use of Fund Balance
Prince George's County General Fund Accounts**

	FY17 Estimated Ending	FY18 Proposed Ending (Undesignated)	Use of Fund Balance(1)
Administration Fund	22,826,089	20,851,555	(1,974,534)
Park Fund	115,428,005	105,967,574	(9,460,431)
Recreation Fund	29,263,533	26,911,890	(2,351,643)
Total	167,517,627	153,731,019	(13,786,608)

(1) Use of fund balance is the amount of fund balance used for operations as well as the amount of fund balance needed to meet expenditure reserve requirements. The amount of fund balance (\$12,564,700) used to meet the reserve requirement will not be spent.

DEBT

Debt Service in the Park Fund is proposed to be \$11.1 million in FY18, compared to \$11.5 million in the FY17 Adopted Budget.

Expenditures for the Advance Land Acquisition Debt Service Fund are proposed at \$0 in FY18, as there is no currently outstanding debt in this fund. After anticipated expenditures of \$9.1 million in FY17, this will leave only \$226,791 to address any immediate need to purchase land in anticipation of future public uses in the County.

Debt service is the amount the Commission must pay each year for the principal and interest on the Commission's bonded indebtedness. The debt limit is established by State law using a formula that is based on projected property tax receipts from the mandatory tax rate over the next 30 years. For Park Acquisition and Development Bonds, the Commission's legal debt margin on June 30, 2016, is estimated at \$941 million. This represents the excess of anticipated tax revenue from the mandatory 10-cent personal property and 4-cent real property tax rate available during the next 30 years over the debt service on the \$69.1 million of outstanding Park Acquisition and Development Bonds. The Commission's Prince George's County bonds are rated AAA by Standard & Poor's Corporation, AA+ by Fitch Ratings, and Aa1 by Moody's Investor Services, Inc.



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Overview – Budget Issues

SPENDING AFFORDABILITY PROCESS

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

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

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

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

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

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

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



FY18 Proposed Budget
Fiscal and Budget Summary Schedules



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

COMMISSION SUMMARY OF FY18 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			
	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Total Sources: (excluding use of fund balance)										
Governmental Funds:										
General Funds:										
Administration Fund	46,822,167	48,114,400	50,245,100	28,370,450	29,914,000	29,914,000	75,629,601	76,484,850	80,159,100	4.8%
Park Fund	150,626,799	131,793,900	137,997,400	94,914,106	101,953,179	101,953,179	243,535,585	226,708,006	239,950,579	5.8%
Recreation Fund	74,475,448	76,000,500	79,913,875	-	-	-	74,475,448	76,000,500	79,913,875	5.1%
General Funds Total	271,924,414	255,908,800	268,156,375	121,716,220	131,867,179	131,867,179	393,640,634	379,193,356	400,023,554	5.5%
ALA Debt Service Fund	774	-	-	1,794,531	1,865,573	1,950,000	1,795,305	1,865,573	1,950,000	4.5%
Tax Supported Funds Total	271,925,188	255,908,800	268,156,375	123,510,751	125,150,751	133,817,179	395,435,939	381,058,929	401,973,554	5.5%
Park Debt/Service Fund	9,598,161	11,539,571	11,053,742	4,256,315	4,846,969	5,511,210	13,854,676	16,366,940	16,594,952	1.1%
Property Management Fund	-	-	-	1,125,812	1,319,000	1,311,100	1,125,812	1,319,000	1,311,100	-0.6%
Capital Projects Fund	32,849,802	39,882,000	19,782,701	41,016,199	37,503,000	26,932,000	73,866,001	77,385,000	46,714,701	-39.6%
Special Revenue Funds	7,227,894	8,401,215	8,399,215	4,531,216	4,101,145	4,296,770	11,759,110	12,502,360	12,695,985	1.5%
Governmental Funds Total	321,601,045	315,731,586	307,392,033	174,440,293	172,920,243	171,868,259	496,041,338	488,651,829	479,260,292	-1.9%
Proprietary Funds:										
Enterprise Fund	18,718,208	19,391,147	19,829,221	10,470,211	10,681,182	10,715,981	29,188,419	30,072,329	30,545,202	1.6%
Internal Service Funds:										
Risk Management Fund	5,442,343	3,817,300	3,827,200	4,143,686	2,735,200	2,786,500	9,586,009	6,552,800	6,613,700	0.9%
Capital Equipment Fund	2,663,089	3,156,950	3,723,927	3,057,221	4,635,650	8,859,500	5,720,310	7,792,600	12,583,427	61.5%
Comm-wide CIO & IT Initiatives Fund	394,381	1,797,804	1,698,175	293,020	1,122,900	994,247	687,401	2,920,704	2,692,422	-7.8%
Executive Office Building Fund*	-	-	-	-	-	-	1,194,428	1,194,440	1,357,000	13.6%
Group Insurance Fund*	-	-	-	-	-	-	47,786,107	57,163,784	59,378,006	3.9%
Internal Service Funds Total	8,499,813	8,772,054	9,249,302	7,493,907	8,493,750	12,640,247	64,974,255	75,624,028	82,624,555	9.3%
Proprietary Funds Total	27,218,021	28,163,201	29,078,523	17,964,118	19,174,932	23,356,228	94,162,674	105,696,357	113,169,757	7.1%
Private Purpose Trust Funds:										
ALA Revolving Fund	29,673	20,000	-	1,692,709	1,808,044	1,824,450	1,722,382	1,828,044	1,824,450	-0.2%
GRAND TOTAL	348,848,739	343,914,787	336,470,556	194,097,120	193,903,219	197,048,937	591,926,394	596,176,230	594,254,499	-0.3%
Total Uses and Funds Required: (includes reserve in budget amounts but not in actual)										
Governmental Funds:										
General Funds:										
Administration Fund	45,829,148	51,255,196	52,219,634	28,639,076	31,363,102	32,577,871	74,488,224	82,618,298	84,797,505	2.6%
Park Fund	135,585,634	141,010,882	147,457,831	91,483,869	99,102,594	106,968,549	227,069,503	240,119,476	254,426,380	6.0%
Recreation Fund	73,612,925	75,385,200	82,265,518	-	-	-	73,612,925	75,385,200	82,265,518	9.1%
ALA Debt Service Fund	255,027,707	267,651,278	281,942,983	120,122,945	130,465,696	139,546,420	375,150,652	398,116,974	421,489,403	5.9%
Tax Supported Funds Total	774	-	-	1,811,492	1,865,573	1,950,000	1,812,266	1,865,573	1,950,000	4.5%
Proprietary Funds Total	255,028,481	267,651,278	281,942,983	121,934,437	132,331,269	141,496,420	376,962,918	399,982,547	423,439,403	5.9%
Park Debt/Service Fund	9,637,059	11,539,571	11,053,742	4,335,968	4,846,969	5,511,210	13,973,027	16,386,540	16,564,952	1.1%
Property Management Fund	-	-	-	1,121,826	1,319,000	1,311,100	1,121,826	1,319,000	1,311,100	-0.6%
Capital Projects Fund	53,259,397	39,882,000	19,782,701	35,840,088	37,503,000	26,932,000	89,099,495	77,385,000	46,714,701	-39.6%
Special Revenue Funds	6,441,735	9,167,644	9,144,545	4,460,089	5,751,622	5,634,625	10,901,824	14,919,266	14,779,170	-0.9%
Governmental Funds Total	324,366,672	328,240,493	321,923,571	167,692,418	181,751,860	180,885,355	492,059,090	509,992,353	502,809,326	-1.4%
Proprietary Funds:										
Enterprise Fund	20,669,914	19,391,147	19,829,221	9,754,146	10,012,147	10,347,797	30,424,060	29,403,294	30,177,018	2.6%
Internal Service Funds:										
Risk Management Fund	5,363,775	4,617,255	4,998,544	3,944,626	3,235,155	3,359,940	9,308,401	7,852,410	8,358,484	6.4%
Capital Equipment Fund	994,906	2,399,931	2,463,842	2,552,429	9,827,125	8,100,151	3,547,335	6,227,056	10,563,993	69.6%
Comm-wide CIO & IT Initiatives Fund	815,349	1,873,588	1,688,614	543,568	1,186,934	988,919	1,358,917	3,062,522	2,677,533	-12.6%
Executive Office Building Fund*	-	-	-	-	-	-	733,091	1,194,440	1,577,000	32.0%
Group Insurance Fund*	-	-	-	-	-	-	46,578,227	57,236,784	60,035,927	4.9%
Internal Service Funds Total	7,174,030	8,890,774	9,151,000	7,040,623	8,251,214	12,449,010	61,525,970	75,573,212	83,212,937	10.1%
Proprietary Funds Total	27,843,944	28,281,921	28,980,221	16,794,769	18,263,361	22,796,807	91,950,030	104,976,506	113,389,955	8.0%
Private Purpose Trust Funds:										
ALA Revolving Fund	(84,000)	784,935	226,791	21,491	10,641,644	2,854,136	(62,509)	11,426,579	3,080,927	-73.0%
GRAND TOTAL	352,126,615	357,307,349	351,130,983	184,508,678	210,656,865	206,536,298	583,946,611	626,395,438	619,280,208	-1.1%

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

Explanatory Note: This schedule summarizes the total revenues and total funds required for FY18. The revenues do not include the use or gain in fund balance. Therefore, the schedule intentionally does not balance. The amount of fund balance used or gained is summarized in the schedule on the following page. The two schedules are intended to be read together to provide a fuller picture of the financial condition of each fund.

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

COMMISSION SUMMARY Summary of Changes in Actual Fund Balance/Net Position for FY16 and Budgeted Use of Fund Balance/Net Position for FY17 and FY18

	Prince George's County			Montgomery County			Total Commission		
	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	FY 16 Actual	FY 17 Adopted	FY 18 Proposed
Governmental Funds:									
Administration Fund	993,019	(3,140,796)	(1,974,534)	168,358	(2,992,652)	(2,663,871)	1,161,377	(6,133,448)	(4,638,405)
Park Fund	15,041,165	(9,216,982)	(9,480,431)	1,424,917	(4,188,488)	(5,015,370)	16,466,082	(13,405,470)	(14,475,801)
Recreation Fund	862,523	615,300	(2,351,643)				862,523	615,300	(2,351,643)
General Funds Total	16,896,707	(11,742,478)	(13,786,608)	1,593,275	(7,181,140)	(7,679,241)	18,489,982	(18,923,618)	(21,465,849)
ALA Debt Service Fund	-	-	-	(16,961)	-	-	(16,961)	-	-
Tax Supported Funds Total	16,896,707	(11,742,478)	(13,786,608)	1,576,314	(7,181,140)	(7,679,241)	18,473,021	(18,923,618)	(21,465,849)
Park Debt Service Fund	(38,898)	-	-	(79,653)	-	-	(118,551)	-	-
Property Management Fund	-	-	-	3,986	-	-	3,986	-	-
Capital Projects Fund	(20,409,595)	-	-	5,176,101	-	-	(15,233,494)	-	-
Special Revenue Funds	786,159	(766,429)	(745,330)	71,127	(1,650,477)	(1,337,855)	857,286	(2,416,906)	(2,083,185)
Governmental Funds Total	(2,765,627)	(12,508,907)	(14,531,938)	6,747,875	(8,831,617)	(9,017,096)	3,982,248	(21,340,524)	(23,549,034)
Proprietary Funds:									
Enterprise Fund	(1,951,706)	-	-	716,065	669,035	368,184	(1,235,641)	669,035	368,184
Risk Management Fund	78,568	(799,955)	(1,171,344)	199,040	(499,955)	(573,440)	277,608	(1,299,910)	(1,744,784)
Capital Equipment Fund	1,688,184	757,019	1,260,085	504,792	808,525	759,349	2,172,976	1,565,544	2,019,434
Comm-wide CIO & IT Initiatives Fund	(420,968)	(75,784)	9,561	(250,548)	(66,034)	5,328	(671,516)	(141,818)	14,889
Executive Office Building Fund*	-	-	-	-	-	-	461,337	-	(220,000)
Group Insurance Fund *	-	-	-	-	-	-	1,207,880	(73,000)	(657,921)
Internal Service Funds Total	1,325,784	(118,720)	98,302	453,284	242,536	191,237	3,448,285	50,816	(588,382)
Proprietary Funds Total	(625,923)	(118,720)	98,302	1,169,349	911,571	559,421	2,212,644	719,851	(220,198)
Private Purpose Trust Funds:									
ALA Revolving Fund	113,673	(764,935)	(226,791)	1,671,218	(8,833,600)	(1,029,686)	1,784,891	(9,598,535)	(1,256,477)
GRAND TOTAL	(3,277,876)	(13,392,562)	(14,660,427)	9,588,442	(16,753,646)	(9,487,361)	7,979,783	(30,219,208)	(25,025,709)

* 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 FY16 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 FY18 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	Commission-wide CO & IT Initiatives Internal Service Fund	Total
Sources:													
Property Taxes	\$ 49,259,600	\$ 133,990,300	\$ 70,214,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 253,464,500
Intergovernmental	202,500	-	-	-	3,350,000	-	-	950,000	-	-	-	-	4,502,500
Sales	50,000	-	62,500	-	-	-	-	423,100	2,451,000	-	-	-	2,986,600
Charges for Services	573,000	148,500	8,310,275	-	-	-	-	5,886,571	5,649,000	3,752,200	1,937,627	1,698,175	27,955,348
Rentals and Concessions	-	2,627,600	1,083,700	-	-	-	-	951,822	2,940,800	-	-	-	7,603,922
Interest	160,000	325,000	160,000	-	-	-	250,000	30,000	40,000	75,000	3,000	-	1,043,000
Miscellaneous	-	656,000	82,800	-	-	-	4,375,000	157,722	-	-	-	-	5,271,522
Total Revenues	50,245,100	137,747,400	79,913,875	-	-	-	7,975,000	8,399,215	11,080,800	3,827,200	1,940,627	1,698,175	302,827,392
Transfers In	-	250,000	-	11,053,742	-	-	7,032,701	-	8,748,421	-	-	-	27,084,864
Debt Proceeds	-	-	-	-	-	-	4,775,000	-	-	-	1,783,300	-	6,558,300
Use of Fund Balance/Net Assets	1,974,534	9,460,431	2,351,643	-	-	226,791	-	745,330	-	1,171,344	-	-	15,930,073
Total Available Funds	\$ 52,219,634	\$ 147,457,831	\$ 82,265,518	\$ 11,053,742	\$ -	\$ 226,791	\$ 19,782,701	\$ 9,144,545	\$ 19,829,221	\$ 4,998,544	\$ 3,723,927	\$ 1,698,175	\$ 352,400,629

	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	Commission-wide CO & IT Initiatives Internal Service Fund	Total
Uses:													
Commissioners' Office	3,150,884	-	-	-	-	-	-	-	-	-	-	-	3,150,884
Planning Department:													
Director's Office	4,302,379	-	-	-	-	-	-	-	-	-	-	-	4,302,379
Development Review	6,150,807	-	-	-	-	-	-	-	-	-	-	-	6,150,807
Community Planning	3,711,528	-	-	-	-	-	-	-	-	-	-	-	3,711,528
Information Management	5,263,149	-	-	-	-	-	-	-	-	-	-	-	5,263,149
Countywide Planning	6,683,172	-	-	-	-	-	-	-	-	-	-	-	6,683,172
Support Services	8,608,021	-	-	-	-	-	-	-	-	-	-	-	8,608,021
Grants	147,500	-	-	-	-	-	-	-	-	-	-	-	147,500
Planning Operations Total	34,866,556	-	-	-	-	-	-	-	-	-	-	-	34,866,556
Central Administrative Services (CAS):													
Dept. of Human Resources and Mgmt.	2,795,510	-	-	-	-	-	-	-	-	-	-	-	2,795,510
Department of Finance	3,805,531	-	-	-	-	-	-	-	-	-	-	-	3,805,531
Legal Department	1,172,266	-	-	-	-	-	-	-	-	-	-	-	1,172,266
Merit System Board	83,121	-	-	-	-	-	-	-	-	-	-	-	83,121
Office of Internal Audit	355,611	-	-	-	-	-	-	-	-	-	-	-	355,611
Support Services	820,788	-	-	-	-	-	-	-	-	-	-	-	820,788
CAS Total	9,032,827	-	-	-	-	-	-	-	-	-	-	-	9,032,827



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

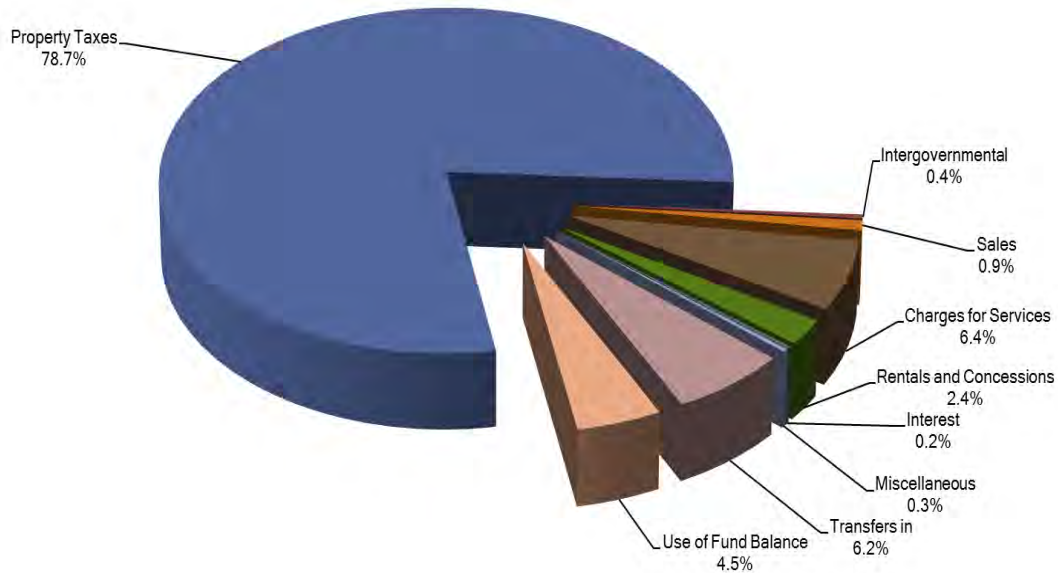
PRINCE GEORGE'S COUNTY FY18 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

	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	Commission-wide CIO & IT Initiatives Internal Service Fund	Total
Parks and Rec. Operating Divisions:													
Office of the Director	-	22,193,966	-	-	-	-	-	-	-	-	-	-	22,193,966
Administration and Development	-	34,374,226	9,733,107	-	-	-	-	-	-	-	-	-	44,107,333
Facility Operations	-	39,133,981	18,549,848	-	-	-	-	-	-	-	-	-	57,683,829
Area Operations	-	19,734,424	33,597,515	-	-	-	-	-	-	-	-	-	53,331,939
Special Revenue Operations	-	-	-	-	-	-	-	9,141,844	-	-	-	-	9,141,844
Enterprise Operations	-	-	-	-	-	-	-	-	19,829,221	-	-	-	19,829,221
Total Park and Rec. Operations	-	115,436,587	61,880,470	-	-	-	-	9,141,844	19,829,221	-	-	-	206,288,122
NonDepartmental	2,654,167	7,805,402	7,719,227	-	-	-	-	-	-	-	-	-	18,178,796
Advanced Land Acquisition	-	-	-	-	-	226,791	-	-	-	-	-	-	226,791
Debt Service	-	-	-	11,053,742	-	-	-	-	-	-	-	-	11,053,742
Capital Projects	-	-	-	-	-	-	19,532,701	-	-	-	-	-	19,532,701
Risk Management Operating	-	-	-	-	-	-	-	-	-	4,998,544	-	-	4,998,544
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	2,463,842	-	2,463,842
Commission-wide CIO/IT Initiatives	-	-	-	-	-	-	-	-	-	-	-	1,688,614	1,688,614
Transfers Out	30,000	18,053,742	8,748,421	-	-	-	250,000	2,701	-	-	-	-	27,084,864
Total Uses	\$ 49,734,434	\$ 141,295,731	\$ 78,348,118	\$ 11,053,742	\$ -	\$ 226,791	\$ 19,782,701	\$ 9,144,545	\$ 19,829,221	\$ 4,998,544	\$ 2,463,842	\$ 1,688,614	\$ 338,566,283
Designated Expenditure Reserve @ 5%	2,485,200	6,162,100	3,917,400	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	12,564,700
Total Required Funds	\$ 52,219,634	\$ 147,457,831	\$ 82,265,518	\$ 11,053,742	\$ -	\$ 226,791	\$ 19,782,701	\$ 9,144,545	\$ 19,829,221	\$ 4,998,544	\$ 2,463,842	\$ 1,688,614	\$ 351,130,983
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,260,085	\$ 9,561	\$ 1,269,646
Total Funded Career/Term Positions	261.90	769.00	285.00	-	-	-	-	-	68.00	3.00	-	-	1,389.90
Total Funded Workyears	253.35	946.45	916.63	-	-	-	-	263.50	203.00	3.40	-	-	2,589.33

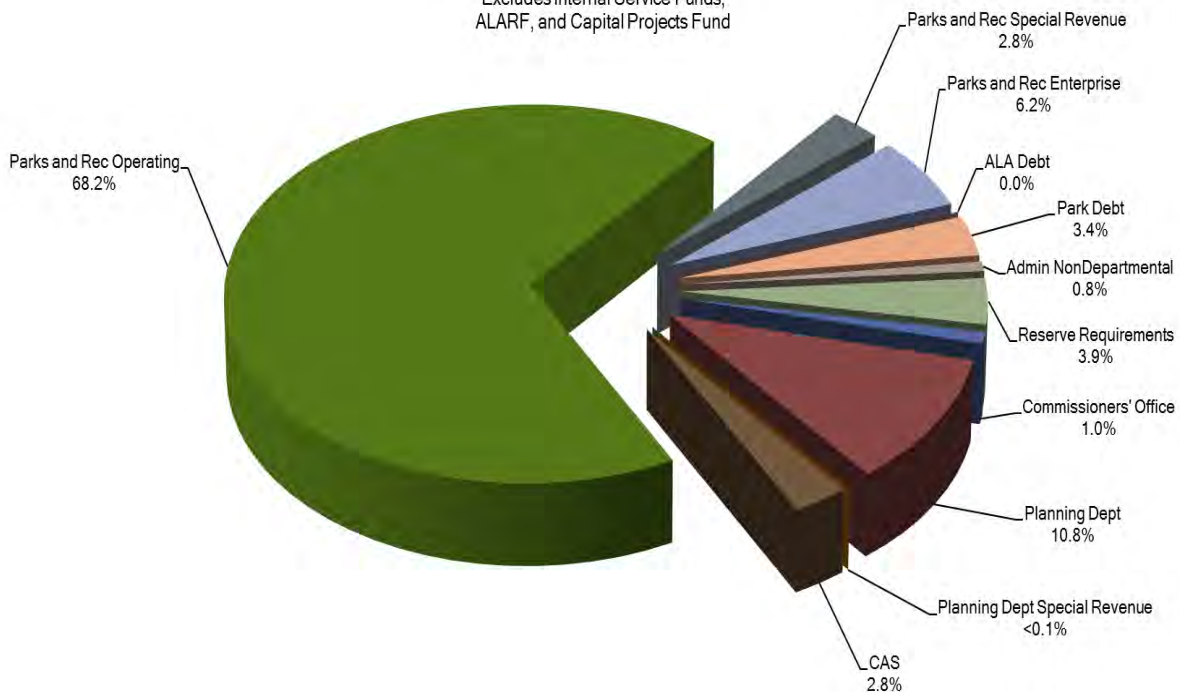


Prince George's County Overview – Fiscal and Budget Summary Schedules

Prince George's County FY18 Proposed Budget
Revenue Sources (Percent of Total by Type)
Total Operating Funds \$321,970,491
Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



Prince George's FY18 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$321,970,491
Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



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

PRINCE GEORGE'S COUNTY FY18 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Other Classifications	Charge-backs	Other Uses, Debt Service, Goods for Resale	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:										
General Funds:										
Administration Fund										
Commissioners' Office	1,664,217	39,000	1,435,167	12,500	-	-	-	-	-	3,150,884
Planning Department	19,665,983	1,496,550	12,577,945	745,900	-	380,178	-	30,000	-	34,896,556
DHRM	2,755,295	52,917	386,511	-	-	(389,213)	-	-	-	2,795,510
Department of Finance	4,257,778	104,300	1,197,218	-	-	(1,753,765)	-	-	-	3,805,531
Legal Department	1,729,890	14,781	202,636	-	-	(775,041)	-	-	-	1,172,266
Merit System Board	62,314	918	19,889	-	-	-	-	-	-	83,121
Office of Internal Audit	450,225	4,100	22,618	-	-	(121,332)	-	-	-	355,611
CAS Support Services	2,770	26,760	791,258	-	-	-	-	-	-	820,788
Non-Departmental	2,654,167	-	-	-	-	-	-	-	-	2,654,167
Budgetary Reserve	-	-	-	-	-	-	-	-	2,485,200	2,485,200
Administration Fund Total	33,242,639	1,739,326	16,633,242	758,400	-	(2,669,173)	-	30,000	2,485,200	52,219,634
Park Fund										
Department of Parks and Recreation	81,672,438	12,167,581	25,242,616	2,606,800	-	1,552,554	-	18,053,742	6,162,100	147,457,831
Park Fund Total	81,672,438	12,167,581	25,242,616	2,606,800	-	1,552,554	-	18,053,742	6,162,100	147,457,831
Recreation Fund										
Department of Parks and Recreation	46,543,673	5,501,336	16,672,014	747,200	-	135,474	-	8,748,421	3,917,400	82,265,518
Recreation Fund Total	46,543,673	5,501,336	16,672,014	747,200	-	135,474	-	8,748,421	3,917,400	82,265,518
General Funds Total	161,458,750	19,408,243	58,547,872	4,112,400	-	(981,145)	-	26,832,163	12,564,700	281,942,983
ALA Debt Service Fund										
Tax Supported Funds Total	161,458,750	19,408,243	58,547,872	4,112,400	-	(981,145)	-	26,832,163	12,564,700	281,942,983
Park Debt Service Fund										
Capital Projects Fund			32,701	19,500,000	-	-	11,053,742	-	-	11,053,742
Special Revenue Funds										
Planning Department								2,701		2,701
Department of Parks and Recreation	5,276,557	1,611,848	2,079,206	35,000	-	139,233	-	-	-	9,141,844
Special Revenue Funds Total	5,276,557	1,611,848	2,079,206	35,000	-	139,233	-	2,701	-	9,144,545
Governmental Funds Total	166,735,307	21,020,091	60,659,779	23,647,400	-	(841,912)	11,053,742	27,084,864	12,564,700	321,923,971
Proprietary Funds:										
Enterprise Fund										
Department of Parks and Recreation	11,648,597	1,677,115	4,320,035	355,542	-	311,228	1,516,704	-	-	19,829,221
Enterprise Fund Total	11,648,597	1,677,115	4,320,035	355,542	-	311,228	1,516,704	-	-	19,829,221
Internal Service Funds:										
Risk Management Fund	484,459	30,000	4,210,194	-	-	273,891	-	-	-	4,998,544
Capital Equipment Fund				1,783,300	-	31,942	648,600	-	-	2,463,842
Commission-wide CIO & IT Initiatives Fund	494,618	27,856	1,008,843	-	-	-	157,297	-	-	1,688,614
Internal Service Funds Total	979,077	57,856	5,219,037	1,783,300	-	305,833	805,897	-	-	9,151,000
Proprietary Funds Total	12,627,674	1,734,971	9,539,072	2,138,842	-	617,061	2,322,601	-	-	28,980,221
Private Purpose Trust Funds:										
ALA Revolving Fund				226,791	-	-	-	-	-	226,791
Private Purpose Trust Funds Total				226,791	-	-	-	-	-	226,791
GRAND TOTAL	179,365,981	22,755,062	70,168,851	26,013,033	-	(224,851)	13,376,343	27,084,864	12,564,700	351,130,983

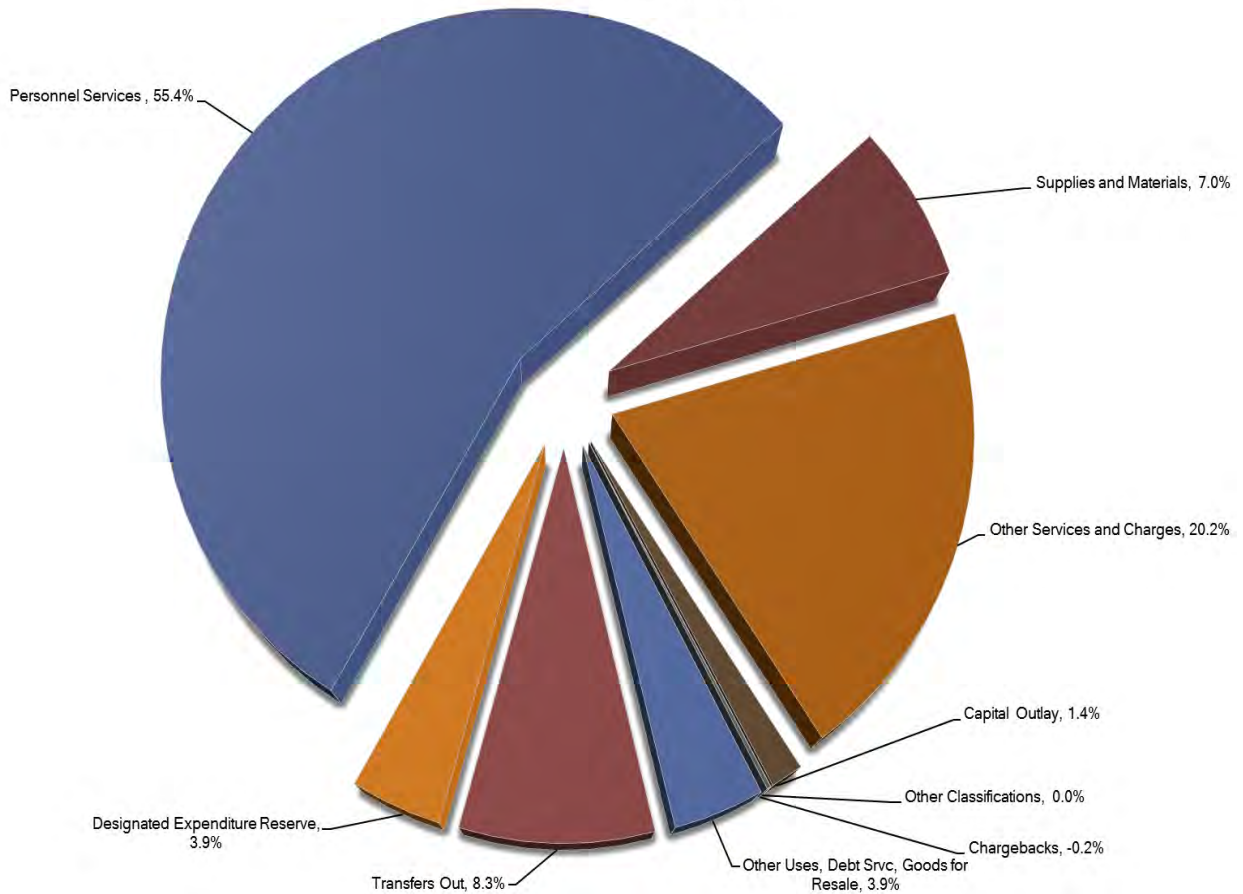
* Park Fund transfer out includes the transfers to CIP Pay-Go (\$7M) and to Debt Service (\$11,054M)



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

Prince George's County FY18 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds \$321,970,491

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



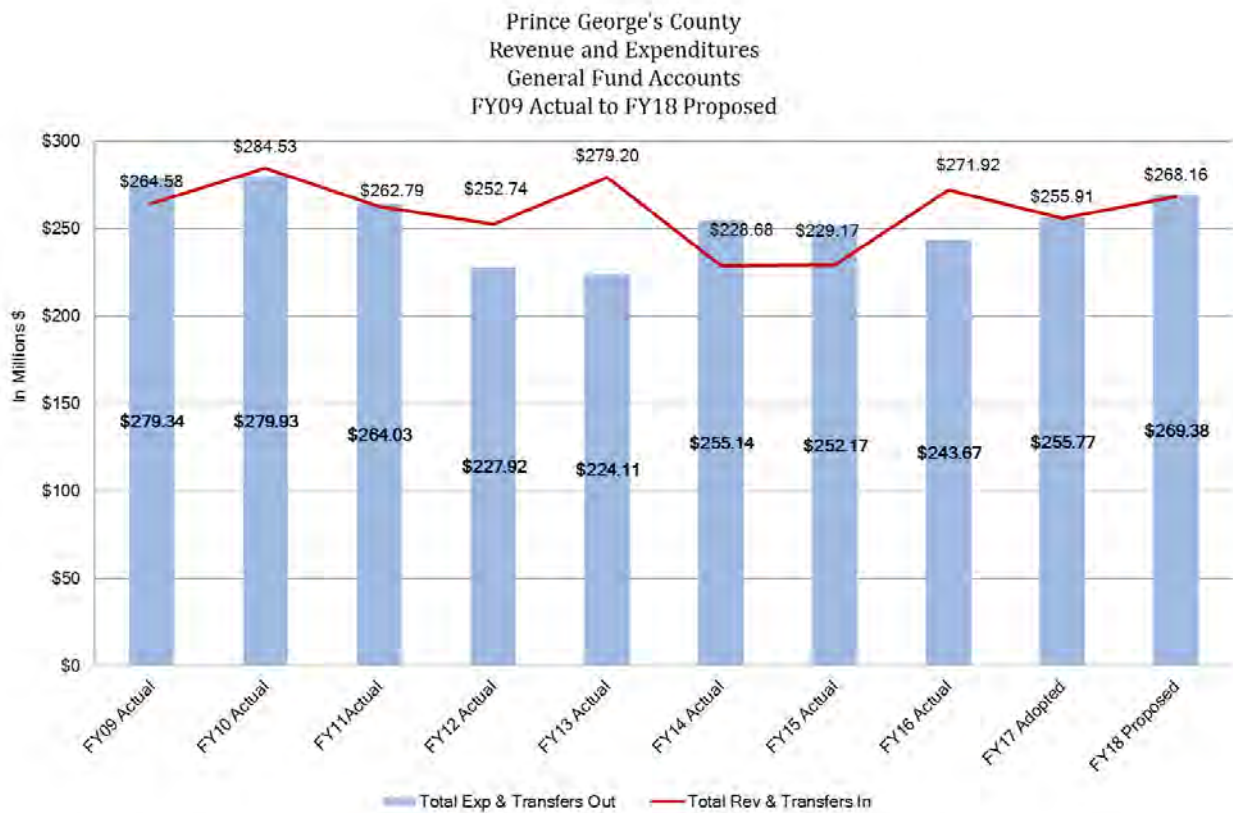
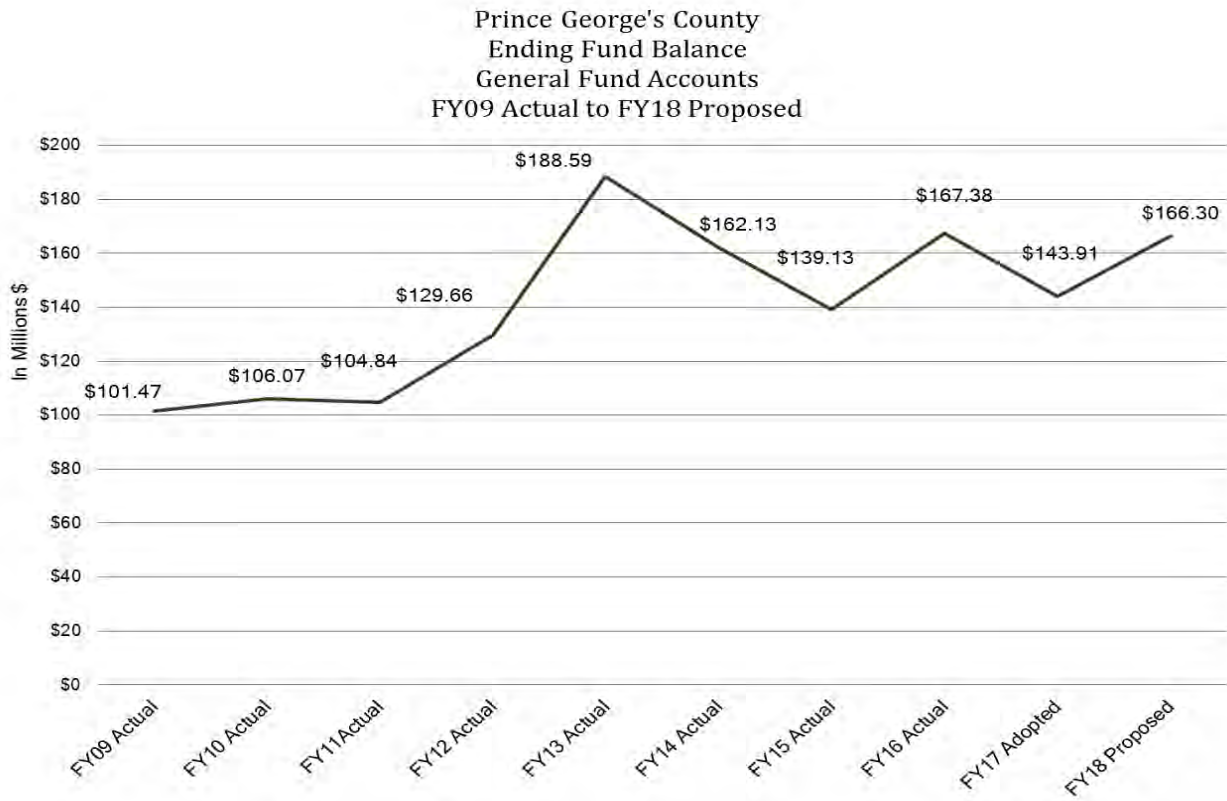
Prince George's County Overview - Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2018

	General Fund Accounts		Advance Land Acquisition/Debt Service Fund		Total Tax Supported Funds		Part Debt Service Fund		Capital Projects Fund		Special Revenue Funds		Total Governmental Funds		% Change
	FY 17 Adopted	FY 18 Proposed	FY 17 Adopted	FY 18 Proposed	FY 17 Adopted	FY 18 Proposed	FY 17 Adopted	FY 18 Proposed	FY 17 Adopted	FY 18 Proposed	FY 17 Adopted	FY 18 Proposed	FY 17 Adopted	FY 18 Proposed	
Revenues:															
Property Taxes	242,515,400	253,464,500	-	-	242,515,400	253,464,500	-	-	-	-	950,000	950,000	242,515,400	253,464,500	4.5%
Intergovernmental - Federal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County - Grant	149,300	147,500	-	-	149,300	147,500	-	-	2,950,000	3,350,000	-	-	2,950,000	3,350,000	13.6%
County - Non-Grant/Permit/Fee	55,000	55,000	-	-	55,000	55,000	-	-	-	-	-	-	55,000	55,000	-1.2%
Sales	123,500	112,500	-	-	123,500	112,500	-	-	-	-	423,100	423,100	546,600	535,600	0.0%
Charges for Services	8,158,000	9,031,775	-	-	8,158,000	9,031,775	-	-	-	-	5,886,571	5,886,571	14,044,571	14,918,346	-2.0%
Rentals and Concessions	3,739,800	3,711,300	-	-	3,739,800	3,711,300	-	-	-	-	951,822	951,822	4,691,622	4,663,122	6.2%
Interest	635,000	645,000	-	-	635,000	645,000	-	-	150,000	250,000	25,000	30,000	810,000	925,000	-0.6%
Miscellaneous	382,800	738,800	-	-	382,800	738,800	-	-	21,935,000	4,375,000	134,722	157,722	21,719,522	5,271,522	-75.7%
Total Revenues	255,758,800	267,906,375	-	-	255,738,800	267,906,375	-	-	24,285,000	7,975,000	8,371,215	8,399,215	288,425,015	284,280,590	-1.4%
Expenditures:															
Personnel Services	152,589,530	161,458,750	-	-	152,589,530	161,458,750	-	-	-	-	5,265,372	5,276,557	157,854,902	166,735,307	5.6%
Supplies and Materials	17,601,995	19,408,243	-	-	17,601,995	19,408,243	-	-	-	-	1,603,600	1,611,848	19,205,595	21,020,091	9.4%
Other Services and Charges	55,387,188	58,547,872	-	-	55,387,188	58,547,872	-	-	32,701	32,701	2,079,106	2,079,206	57,666,284	60,659,779	5.2%
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	3,648,800	4,112,400	-	-	3,648,800	4,112,400	-	-	39,732,000	19,500,000	35,000	35,000	43,415,800	23,647,400	-45.5%
Other Classifications	(954,253)	(891,145)	-	-	(954,253)	(891,145)	-	-	-	-	154,566	139,233	(799,687)	(841,912)	5.3%
Chargebacks	228,473,260	242,546,120	-	-	228,473,260	242,546,120	-	-	39,732,000	19,532,701	9,137,644	9,141,844	288,882,475	282,274,407	-2.3%
Total Expenditures	272,85,540	25,360,255	-	-	27,285,540	25,360,255	-	-	(15,437,742)	(11,557,701)	(766,429)	(742,629)	(457,480)	2,006,183	-58.5%
Excess of Revenues over (under) Expenditures	-	-	-	-	-	-	-	-	(11,557,742)	(11,557,701)	8,896,000	4,775,000	8,896,000	4,775,000	-46.3%
Other Financing Sources (Uses):															
Debt Proceeds	-	-	-	-	-	-	-	-	8,896,000	4,775,000	-	-	-	-	-
Transfers In	150,000	250,000	-	-	150,000	250,000	-	-	6,891,000	7,032,701	30,000	30,000	18,410,571	18,338,443	-0.4%
Total Transfers In	(27,300,918)	(26,832,163)	-	-	(27,300,918)	(26,832,163)	-	-	(150,000)	(250,000)	(30,000)	(2,701)	(27,480,918)	(27,084,864)	-1.4%
Total Transfers Out	(27,150,918)	(26,582,163)	-	-	(27,150,918)	(26,582,163)	-	-	15,437,742	11,557,701	-	(2,701)	(174,347)	(3,973,421)	2179.0%
Total Other Financing Sources (Uses)	255,774,178	269,378,283	-	-	255,774,178	269,378,283	-	-	39,882,000	19,782,701	9,167,644	9,144,545	316,363,383	309,359,271	-2.2%
Total Uses	134,622	(1,221,908)	-	-	134,622	(1,221,908)	-	-	-	-	(766,429)	(745,330)	(631,807)	(1,967,238)	211.4%
Excess of Sources over (under) Uses	11,877,100	12,564,700	-	-	11,877,100	12,564,700	-	-	-	-	-	-	11,877,100	12,564,700	5.8%
Designated Expenditure Reserve @ 5%	267,651,278	281,942,983	-	-	267,651,278	281,942,983	-	-	39,882,000	19,782,701	9,167,644	9,144,545	328,240,483	321,923,971	-1.9%
Total Required Funds	(11,742,478)	(13,786,608)	-	-	(11,742,478)	(13,786,608)	-	-	-	-	(766,429)	(745,330)	(2,508,907)	(4,153,938)	16.2%
Excess of Sources over (under) Total Funds	143,779,613	167,517,627	-	-	143,779,613	167,517,627	-	-	55,233,440	56,178,845	6,459,962	7,676,208	205,463,014	231,372,680	12.6%
Fund Balance - Beginning	143,914,235	166,295,719	-	-	143,914,235	166,295,719	-	-	55,233,440	56,178,845	5,693,533	6,630,878	204,831,207	229,405,442	12.0%
Fund Balance - Ending															

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

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



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

CENTRAL ADMINISTRATIVE SERVICES BUDGET SUMMARY Expenditures by County, by Department and by Object PROPOSED BUDGET FISCAL YEAR 2018

	Montgomery County			Prince George's County			Combined Department Total		
	FY 17 Adopted	FY 18 Proposed	% Change	FY 17 Adopted	FY 18 Proposed	% Change	FY 17 Adopted	FY 18 Proposed	% Change
DHRM									
Personnel Services	1,919,573	2,021,659	5.3%	2,606,157	2,755,295	5.7%	4,525,730	4,776,954	5.6%
Supplies and Materials	36,022	40,083	11.3%	49,097	52,917	7.8%	85,119	93,000	9.3%
Other Services and Charges	275,234	305,364	10.9%	379,111	386,511	2.0%	654,345	691,875	5.7%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,230,829	2,367,106	6.1%	3,034,365	3,194,723	5.3%	5,265,194	5,561,829	5.6%
Chargebacks	(161,525)	(141,531)	-12.4%	(438,278)	(399,213)	-8.9%	(599,803)	(540,744)	-9.8%
Total	2,069,304	2,225,575	7.6%	2,596,087	2,795,510	7.7%	4,665,391	5,021,085	7.6%
Department of Finance									
Personnel Services	3,127,334	3,265,760	4.4%	4,206,431	4,257,778	1.2%	7,333,765	7,523,538	2.6%
Supplies and Materials	79,900	79,900	0.0%	104,300	104,300	0.0%	184,200	184,200	0.0%
Other Services and Charges	816,118	950,959	16.5%	1,043,986	1,197,218	14.7%	1,860,104	2,148,177	15.5%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	4,023,352	4,296,619	6.8%	5,354,717	5,559,296	3.8%	9,378,069	9,855,915	5.1%
Chargebacks	(822,307)	(962,340)	-17.0%	(1,518,860)	(1,753,765)	-15.5%	(2,341,167)	(2,716,105)	-16.0%
Total	3,201,045	3,334,279	4.2%	3,835,857	3,805,531	-0.8%	7,036,902	7,139,810	1.5%
Legal Department									
Personnel Services	1,740,520	1,758,862	1.1%	1,606,686	1,729,890	7.7%	3,347,206	3,488,752	4.2%
Supplies and Materials	15,466	15,019	-2.9%	14,334	14,781	3.1%	29,800	29,800	0.0%
Other Services and Charges	198,478	209,724	5.7%	183,945	202,636	10.2%	382,423	412,360	7.8%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	1,954,464	1,983,605	1.5%	1,804,965	1,947,307	7.9%	3,759,429	3,930,912	4.6%
Chargebacks	(603,934)	(615,138)	-1.9%	(758,667)	(775,041)	-2.2%	(1,362,601)	(1,390,179)	-2.0%
Total	1,350,530	1,368,467	1.3%	1,046,298	1,172,266	12.0%	2,396,828	2,540,733	6.0%
Merit System Board									
Personnel Services	60,764	62,314	2.6%	60,765	62,314	2.5%	121,529	124,628	2.6%
Supplies and Materials	918	918	0.0%	917	918	0.1%	1,835	1,836	0.1%
Other Services and Charges	19,889	19,889	0.0%	19,889	19,889	0.0%	39,778	39,778	0.0%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	81,571	83,121	1.9%	81,571	83,121	1.9%	163,142	166,242	1.9%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	81,571	83,121	1.9%	81,571	83,121	1.9%	163,142	166,242	1.9%



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

-CONTINUED-
CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2018

	Montgomery County			Prince George's County			Combined Department Total		
	FY 17 Adopted	FY 18 Proposed	% Change	FY 17 Adopted	FY 18 Proposed	% Change	FY 17 Adopted	FY 18 Proposed	% Change
Office of Internal Audit									
Personnel Services	223,662	238,190	6.5%	422,416	450,225	6.6%	646,078	688,415	6.6%
Supplies and Materials	5,540	2,250	-59.4%	9,660	4,100	-57.6%	15,200	6,350	-58.2%
Other Services and Charges	5,590	15,644	179.9%	10,510	22,618	115.2%	16,100	38,262	137.7%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	234,792	256,084	9.1%	442,586	476,943	7.8%	677,378	733,027	8.2%
Chargebacks	-	-	-	(97,502)	(121,332)	24.4%	(97,502)	(121,332)	24.4%
Total	234,792	256,084	9.1%	345,084	355,611	3.1%	579,876	611,695	5.5%
CAS Support Services									
Personnel Services	3,492	2,230	-36.1%	4,408	2,770	-37.2%	7,900	5,000	-36.7%
Supplies and Materials	9,737	21,370	119.5%	12,292	26,760	117.7%	22,029	48,130	118.5%
Other Services and Charges	606,436	634,244	4.6%	765,591	791,258	3.4%	1,372,027	1,425,502	3.9%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	619,665	657,844	6.2%	782,291	820,788	4.9%	1,401,956	1,478,632	5.5%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	619,665	657,844	6.2%	782,291	820,788	4.9%	1,401,956	1,478,632	5.5%
Total Central Administrative Services	7,075,345	7,349,015	3.9%	8,906,863	9,258,272	3.9%	15,982,208	16,607,287	3.9%
Personnel Services	147,583	159,540	8.1%	190,600	203,776	6.9%	338,183	363,316	7.4%
Supplies and Materials	1,921,745	2,135,824	11.1%	2,403,032	2,620,130	9.0%	4,324,777	4,755,954	10.0%
Other Services and Charges	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	9,144,673	9,644,379	5.5%	11,500,495	12,082,178	5.1%	20,645,168	21,726,557	5.2%
Chargebacks	(1,587,766)	(1,719,009)	8.3%	(2,813,307)	(3,049,351)	8.4%	(4,401,073)	(4,768,360)	8.3%
Total	\$ 7,556,907	\$ 7,925,370	4.9%	\$ 8,687,188	\$ 9,032,827	4.0%	\$ 16,244,095	\$ 16,958,197	4.4%

* % 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 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Revenues:					
Property Taxes	\$ 45,830,924	\$ 47,129,100	\$ 47,129,100	\$ 49,259,600	4.5%
Intergovernmental -					
Federal	85,631	-	-	-	-
State	-	-	-	-	-
County - Grant	112,057	149,300	149,300	147,500	-1.2%
County - Non-Grant Permit Fee	54,650	55,000	55,000	55,000	0.0%
Sales	47,958	61,000	61,000	50,000	-18.0%
Charges for Services	490,918	570,000	570,000	573,000	0.5%
Rentals and Concessions	-	-	-	-	-
Interest	156,768	150,000	150,000	160,000	6.7%
Miscellaneous	43,261	-	-	-	-
Total Revenues	46,822,167	48,114,400	48,114,400	50,245,100	4.4%
Expenditures:					
Personnel Services	30,638,474	31,875,761	31,875,761	33,242,639	4.3%
Supplies and Materials	594,489	2,324,500	2,324,500	1,739,326	-25.2%
Other Services and Charges	14,732,034	16,450,121	16,450,121	16,633,242	1.1%
Capital Outlay	157,974	654,900	654,900	758,400	15.8%
Other Classifications	-	-	-	-	-
Chargebacks	(2,504,723)	(2,519,386)	(2,519,386)	(2,669,173)	5.9%
Total Expenditures	43,618,248	48,785,896	48,785,896	49,704,434	1.9%
Excess of Revenues over (under) Expenditures	3,203,919	(671,496)	(671,496)	540,666	-180.5%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Capital Projects Fund	-	-	-	(30,000)	-
Special Revenue Fund	(30,000)	(30,000)	(30,000)	-	-100.0%
Total Transfers (Out)	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Other Financing Sources (Uses)	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Uses	43,648,248	48,815,896	48,815,896	49,734,434	1.9%
Excess of Sources over (under) Uses	3,173,919	(701,496)	(701,496)	510,666	-172.8%
Designated Expenditure Reserve @ 5%	2,180,900	2,439,300	2,439,300	2,485,200	1.9%
Total Required Funds	\$ 45,829,148	\$ 51,255,196	\$ 51,255,196	\$ 52,219,634	1.9%
Excess of Sources over (under) Total Funds Required	\$ 993,019	\$ (3,140,796)	\$ (3,140,796)	\$ (1,974,534)	-37.1%
Fund Balance - Beginning	20,353,666	16,567,253	23,527,585	22,826,089	37.8%
Fund Balance - Ending	\$ 23,527,585	\$ 15,865,757	\$ 22,826,089	\$ 23,336,755	47.1%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	2,180,900	2,439,300	2,439,300	2,485,200	1.9%
Undesignated Fund Balance	21,346,685	13,426,457	20,386,789	20,851,555	55.3%
Total Ending Fund Balance	\$ 23,527,585	\$ 15,865,757	\$ 22,826,089	\$ 23,336,755	47.1%

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 PARK FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Revenues:					
Property Taxes	\$ 125,218,112	\$ 128,189,300	\$ 128,189,300	\$ 133,990,300	4.5%
Intergovernmental -					
Federal	44,489	-	-	-	-
State	-	-	-	-	-
County - Grant	137,198	-	-	-	-
Federal Non-Grant	3,750	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	183,551	148,500	148,500	148,500	0.0%
Rentals and Concessions	2,762,833	2,656,100	2,656,100	2,627,600	-1.1%
Interest	320,405	350,000	350,000	325,000	-7.1%
Miscellaneous	325,690	300,000	300,000	656,000	118.7%
Total Revenues	<u>128,996,028</u>	<u>131,643,900</u>	<u>131,643,900</u>	<u>137,747,400</u>	<u>4.6%</u>
Expenditures:					
Personnel Services	74,306,365	78,390,512	78,390,512	81,672,438	4.2%
Supplies and Materials	8,789,298	11,357,839	11,357,839	12,167,581	7.1%
Other Services and Charges	26,265,706	23,560,995	23,560,995	25,242,616	7.1%
Capital Outlay	3,258,703	2,205,500	2,205,500	2,606,800	18.2%
Other Classifications	-	-	-	-	-
Chargebacks	1,407,901	1,447,365	1,447,365	1,552,554	7.3%
Total Expenditures	<u>114,027,973</u>	<u>116,962,211</u>	<u>116,962,211</u>	<u>123,241,989</u>	<u>5.4%</u>
Excess of Revenues over (under) Expenditures	<u>14,968,055</u>	<u>14,681,689</u>	<u>14,681,689</u>	<u>14,505,411</u>	<u>-1.2%</u>
Other Financing Sources (Uses):					
Transfers In:					
Capital Projects Fund (Paygo)	21,365,000	-	-	-	-
Capital Projects Fund (Interest)	258,232	150,000	150,000	250,000	66.7%
Special Revenue Funds	7,539	-	-	-	-
Total Transfers In	<u>21,630,771</u>	<u>150,000</u>	<u>150,000</u>	<u>250,000</u>	<u>66.7%</u>
Transfers (Out):					
Capital Project Fund	(6,270,000)	(6,661,000)	(6,661,000)	(7,000,000)	5.1%
Debt Service Fund	(9,598,161)	(11,539,571)	(11,539,571)	(11,053,742)	-4.2%
Enterprise Fund	-	-	-	-	-
Total Transfers (Out)	<u>(15,868,161)</u>	<u>(18,200,571)</u>	<u>(18,200,571)</u>	<u>(18,053,742)</u>	<u>-0.8%</u>
Total Other Financing Sources (Uses)	<u>5,762,610</u>	<u>(18,050,571)</u>	<u>(18,050,571)</u>	<u>(17,803,742)</u>	<u>65.9%</u>
Total Uses	<u>129,896,134</u>	<u>135,162,782</u>	<u>135,162,782</u>	<u>141,295,731</u>	<u>4.5%</u>
Excess of Sources over (under) Uses	<u>20,730,665</u>	<u>(3,368,882)</u>	<u>(3,368,882)</u>	<u>(3,298,331)</u>	<u>-2.1%</u>
Designated Expenditure Reserve @ 5%	5,689,500	5,848,100	5,848,100	6,162,100	5.4%
Total Required Funds	<u>\$ 135,585,634</u>	<u>\$ 141,010,882</u>	<u>\$ 141,010,882</u>	<u>\$ 147,457,831</u>	<u>4.6%</u>
Excess of Sources over (under) Total Funds Required	<u>\$ 15,041,165</u>	<u>\$ (9,216,982)</u>	<u>\$ (9,216,982)</u>	<u>\$ (9,460,431)</u>	<u>2.6%</u>
Fund Balance - Beginning	<u>98,066,222</u>	<u>107,421,856</u>	<u>118,796,887</u>	<u>115,428,005</u>	<u>7.5%</u>
Fund Balance - Ending	<u>\$ 118,796,887</u>	<u>\$ 104,052,974</u>	<u>\$ 115,428,005</u>	<u>\$ 112,129,674</u>	<u>7.8%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	5,689,500	5,848,100	5,848,100	6,162,100	5.4%
Undesignated Fund Balance	113,107,387	98,204,874	109,579,905	105,967,574	7.9%
Total Ending Fund Balance	<u>\$ 118,796,887</u>	<u>\$ 104,052,974</u>	<u>\$ 115,428,005</u>	<u>\$ 112,129,674</u>	<u>7.8%</u>

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



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

PRINCE GEORGE'S COUNTY RECREATION FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Revenues:					
Property Taxes	\$ 65,306,808	\$ 67,197,000	\$ 67,197,000	\$ 70,214,600	4.5%
Intergovernmental -					
Federal	-	-	-	-	-
State	270,042	-	-	-	-
County - Grant	900	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	66,991	62,500	62,500	62,500	0.0%
Charges for Services	7,216,654	7,439,500	7,439,500	8,310,275	11.7%
Rentals and Concessions	1,301,358	1,083,700	1,083,700	1,083,700	0.0%
Interest	160,535	135,000	135,000	160,000	18.5%
Miscellaneous	152,160	82,800	82,800	82,800	0.0%
Total Revenues	<u>74,475,448</u>	<u>76,000,500</u>	<u>76,000,500</u>	<u>79,913,875</u>	<u>5.1%</u>
Expenditures:					
Personnel Services	39,975,641	42,323,257	42,323,257	46,543,673	10.0%
Supplies and Materials	3,331,447	3,919,656	3,919,656	5,501,336	40.4%
Other Services and Charges	15,840,156	15,576,072	15,576,072	16,672,014	7.0%
Capital Outlay	1,793,874	788,400	788,400	747,200	-5.2%
Other Classifications	-	-	-	-	-
Chargebacks	112,160	117,768	117,768	135,474	15.0%
Total Expenditures	<u>61,053,278</u>	<u>62,725,153</u>	<u>62,725,153</u>	<u>69,599,697</u>	<u>11.0%</u>
Excess of Revenues over (under) Expenditures	<u>13,422,170</u>	<u>13,275,347</u>	<u>13,275,347</u>	<u>10,314,178</u>	<u>-22.3%</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers In/(Out):					
Enterprise Fund	(9,071,347)	(9,070,347)	(9,070,347)	(8,748,421)	-3.5%
Total Transfers (Out)	<u>(9,071,347)</u>	<u>(9,070,347)</u>	<u>(9,070,347)</u>	<u>(8,748,421)</u>	<u>-3.5%</u>
Total Other Financing Sources (Uses)	<u>(9,071,347)</u>	<u>(9,070,347)</u>	<u>(9,070,347)</u>	<u>(8,748,421)</u>	<u>-3.5%</u>
Total Uses	<u>70,124,625</u>	<u>71,795,500</u>	<u>71,795,500</u>	<u>78,348,118</u>	<u>9.1%</u>
Excess of Sources over (under) Uses	<u>4,350,823</u>	<u>4,205,000</u>	<u>4,205,000</u>	<u>1,565,757</u>	<u>-62.8%</u>
Designated Expenditure Reserve @ 5%	3,488,300	3,589,700	3,589,700	3,917,400	9.1%
Total Required Funds	<u>\$ 73,612,925</u>	<u>\$ 75,385,200</u>	<u>\$ 75,385,200</u>	<u>\$ 82,265,518</u>	<u>9.1%</u>
Excess of Sources over (under) Total Funds Required	<u>\$ 862,523</u>	<u>\$ 615,300</u>	<u>\$ 615,300</u>	<u>\$ (2,351,643)</u>	<u>-482.2%</u>
Fund Balance - Beginning	<u>20,707,710</u>	<u>19,790,504</u>	<u>25,058,533</u>	<u>29,263,533</u>	<u>47.9%</u>
Fund Balance - Ending	<u>\$ 25,058,533</u>	<u>\$ 23,995,504</u>	<u>\$ 29,263,533</u>	<u>\$ 30,829,290</u>	<u>28.5%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	3,488,300	3,589,700	3,589,700	3,917,400	9.1%
Undesignated Fund Balance	<u>21,570,233</u>	<u>20,405,804</u>	<u>25,673,833</u>	<u>26,911,890</u>	<u>31.9%</u>
Total Ending Fund Balance	<u>\$ 25,058,533</u>	<u>\$ 23,995,504</u>	<u>\$ 29,263,533</u>	<u>\$ 30,829,290</u>	<u>28.5%</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 ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Revenues:					
Property Taxes	\$ 774	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>774</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	774	-	-	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>774</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers (Out):					
Capital Projects Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
Fund Balance - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>-</u></u>



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

PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND Summary of Revenues, Expenditures, and Changes in Net Position PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	28,899	20,000	20,000	-	-100.0%
Miscellaneous (Contributions)	774	-	-	-	-
Total Revenues	<u>29,673</u>	<u>20,000</u>	<u>20,000</u>	<u>-</u>	<u>-100.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	(84,000)	784,935	9,151,817	226,791	-71.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>(84,000)</u>	<u>784,935</u>	<u>9,151,817</u>	<u>226,791</u>	<u>-71.1%</u>
Excess of Revenues over Expenditures	<u>113,673</u>	<u>(764,935)</u>	<u>(9,131,817)</u>	<u>(226,791)</u>	<u>-70.4%</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>113,673</u>	<u>(764,935)</u>	<u>(9,131,817)</u>	<u>(226,791)</u>	<u>-70.4%</u>
Total Net Position - Beginning	<u>9,244,935</u>	<u>764,935</u>	<u>9,358,608</u>	<u>226,791</u>	<u>-70.4%</u>
Total Net Position - Ending	<u>\$ 9,358,608</u>	<u>\$ -</u>	<u>\$ 226,791</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 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 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 -	9,637,059	11,539,571	11,539,571	11,053,742	-4.2%
Debt Service Principal	7,568,171	8,021,946	8,021,946	7,881,181	-1.8%
Debt Service Interest	1,902,586	3,367,625	3,367,625	3,022,561	-10.2%
Debt Service Fees	166,302	150,000	150,000	150,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>9,637,059</u>	<u>11,539,571</u>	<u>11,539,571</u>	<u>11,053,742</u>	<u>-4.2%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(9,637,059)</u>	<u>(11,539,571)</u>	<u>(11,539,571)</u>	<u>(11,053,742)</u>	<u>-4.2%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	5,320,000	-	-	-	-
Premiums on Bonds Issued	876,620	-	-	-	-
Payment to Refunding Bond Escrow Agent	(6,157,722)	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	9,598,161	11,539,571	11,539,571	11,053,742	-4.2%
Total Transfers In	<u>9,598,161</u>	<u>11,539,571</u>	<u>11,539,571</u>	<u>11,053,742</u>	<u>-4.2%</u>
Transfer to CIP	<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>9,637,059</u>	<u>11,539,571</u>	<u>11,539,571</u>	<u>11,053,742</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 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Revenues:					
Intergovernmental -	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	4,271,472	2,700,000	2,700,000	3,000,000	11.1%
State (Other)	64,560	250,000	250,000	350,000	40.0%
County	-	-	-	-	-
Interest	258,232	150,000	150,000	250,000	66.7%
Contributions	862,739	21,195,000	21,195,000	4,375,000	-79.4%
Miscellaneous	156	-	-	-	-
Total Revenues	<u>5,457,159</u>	<u>24,295,000</u>	<u>24,295,000</u>	<u>7,975,000</u>	<u>-67.2%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	32,701	-
Capital Outlay	31,636,165	39,732,000	39,732,000	19,500,000	-50.9%
Park Acquisition	1,493,422	3,920,000	3,920,000	4,000,000	2.0%
Park Development	30,142,743	35,812,000	35,812,000	15,500,000	-56.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>31,636,165</u>	<u>39,732,000</u>	<u>39,732,000</u>	<u>19,532,701</u>	<u>-50.8%</u>
Excess of Revenues over Expenditures	<u>(26,179,006)</u>	<u>(15,437,000)</u>	<u>(15,437,000)</u>	<u>(11,557,701)</u>	<u>-25.1%</u>
Other Financing Sources (Uses):					
Bond Proceeds	21,092,643	8,896,000	8,896,000	4,775,000	-46.3%
Transfers In					
Transfer from Park Fund (Pay-Go)	6,240,000	6,661,000	6,661,000	7,000,000	5.1%
Transfer from Special Revenue Fund	60,000	30,000	30,000	2,701	-91.0%
Transfer from Administration Fund	-	-	-	30,000	-
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>6,300,000</u>	<u>6,691,000</u>	<u>6,691,000</u>	<u>7,032,701</u>	<u>5.1%</u>
Transfers Out					
Transfer to Park Fund (Interest)	(258,232)	(150,000)	(150,000)	(250,000)	66.7%
Transfer to Park Fund (Pay-Go)	<u>(21,365,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers Out	<u>(21,623,232)</u>	<u>(150,000)</u>	<u>(150,000)</u>	<u>(250,000)</u>	<u>66.7%</u>
Total Other Financing Sources (Uses)	<u>5,769,411</u>	<u>15,437,000</u>	<u>15,437,000</u>	<u>11,557,701</u>	<u>-25.1%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(20,409,595)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>76,588,440</u>	<u>55,223,440</u>	<u>56,178,845</u>	<u>56,178,845</u>	<u>1.7%</u>
Fund Balance, Ending	<u>\$ 56,178,845</u>	<u>\$ 55,223,440</u>	<u>\$ 56,178,845</u>	<u>\$ 56,178,845</u>	<u>1.7%</u>



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

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Revenues:					
Intergovernmental	\$ 456,016	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
Sales	59,481	423,100	423,100	423,100	0.0%
Charges for Services	5,577,575	5,886,571	5,886,571	5,886,571	0.0%
Rentals and Concessions	972,053	951,822	951,822	951,822	0.0%
Interest	27,465	25,000	25,015	30,000	20.0%
Miscellaneous	105,304	134,722	134,722	157,722	17.1%
Total Revenues	7,197,894	8,371,215	8,371,230	8,399,215	0.3%
Expenditures by Major Object					
Personnel Services	4,091,448	5,265,372	5,265,372	5,276,557	0.2%
Supplies and Materials	698,962	1,603,600	1,603,600	1,611,848	0.5%
Other Services and Charges	1,411,544	2,079,106	2,079,106	2,079,206	0.0%
Capital Outlay	60,342	35,000	35,000	35,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	141,900	154,566	154,566	139,233	-9.9%
Total Expenditures	6,404,196	9,137,644	9,137,644	9,141,844	0.0%
Excess of Revenues over Expenditures	793,698	(766,429)	(766,414)	(742,629)	-3.1%
Other Financing Sources (Uses):					
Transfers In					
Recreation Fund	-	-	-	-	-
Administration Fund	30,000	30,000	30,000	-	-100.0%
Total Transfers In	30,000	30,000	30,000	-	-100.0%
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Capital Projects Fund	(37,539)	(30,000)	(30,000)	(2,701)	-91.0%
Total Transfers (Out)	(37,539)	(30,000)	(30,000)	(2,701)	-91.0%
Total Other Financing Sources (Uses)	(7,539)	-	-	(2,701)	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	786,159	(766,429)	(766,414)	(745,330)	-2.8%
Fund Balance - Beginning	7,656,464	6,459,962	8,442,622	7,676,208	18.8%
Fund Balance - Ending	\$ 8,442,623	\$ 5,693,533	\$ 7,676,208	\$ 6,930,878	21.7%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	640,420	913,764	913,764	914,184	0.0%
Undesignated Fund Balance	7,802,203	4,779,768	6,762,443	6,016,693	25.9%
Total Ending Fund Balance	\$ 8,442,623	\$ 5,693,533	\$ 7,676,208	\$ 6,930,878	21.7%



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	2,063,089	2,451,000	2,451,000	2,451,000	0.0%
Charges for Services	4,255,528	4,889,000	4,889,000	5,649,000	15.5%
Rentals and Concessions	3,058,853	2,940,800	2,940,800	2,940,800	0.0%
Miscellaneous	229,462	10,000	10,000	-	-100.0%
Total Operating Revenues	9,606,932	10,290,800	10,290,800	11,040,800	7.3%
Operating Expenses:					
Personnel Services	11,391,306	11,264,530	11,264,530	11,648,597	3.4%
Goods for Resale	1,251,366	1,516,704	1,516,704	1,516,704	0.0%
Supplies and Materials	1,485,453	1,673,915	1,673,915	1,677,115	0.2%
Other Services and Charges	4,302,161	4,338,795	4,338,795	4,320,035	-0.4%
Depreciation & Amortization Expense	1,924,328	-	-	-	-
Capital Outlay	-	271,800	271,800	355,542	30.8%
Other Classifications	-	-	-	-	-
Chargebacks	315,300	325,403	325,403	311,228	-4.4%
Total Operating Expenses	20,669,914	19,391,147	19,391,147	19,829,221	2.3%
Operating Income (Loss)	(11,062,982)	(9,100,347)	(9,100,347)	(8,788,421)	-3.4%
Nonoperating Revenue (Expenses):					
Interest Income	39,929	30,000	30,000	40,000	33.3%
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	39,929	30,000	30,000	40,000	33.3%
Income (Loss) Before Operating Transfers	(11,023,053)	(9,070,347)	(9,070,347)	(8,748,421)	-3.5%
Contributions from General Govt. Assets	1,894,980	-	-	-	-
Operating Transfers In (Out):					
Transfer In - Park Fund	-	-	-	-	-
Transfer In - Recreation Fund	9,071,347	9,070,347	9,070,347	8,748,421	-3.5%
Transfer In - Other	-	-	-	-	-
Transfer Out - Recreation Fund	-	-	-	-	-
Net Operating Transfer	9,071,347	9,070,347	9,070,347	8,748,421	-3.5%
Change in Net Position	(56,726)	-	-	-	-
Total Net Position - Beginning	42,613,454	42,613,454	42,556,728	42,556,728	-0.1%
Total Net Position - Ending	\$ 42,556,728	\$ 42,613,454	\$ 42,556,728	\$ 42,556,728	-0.1%

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



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

PRINCE GEORGE'S COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,724,100	2,587,500	2,587,500	2,630,600	1.7%
Recreation	1,047,100	905,800	905,800	900,600	-0.6%
Planning	165,400	93,500	93,500	102,900	10.1%
CAS	4,700	4,800	4,800	5,900	22.9%
Enterprise	248,300	155,700	155,700	112,200	-27.9%
Miscellaneous (Claim Recoveries, etc.)	391,844	-	-	-	-
Total Operating Revenues	4,581,444	3,747,300	3,747,300	3,752,200	0.1%
Operating Expenses:					
Personnel Services	399,798	460,855	460,855	484,459	5.1%
Supplies and Materials	31,053	27,500	27,500	30,000	9.1%
Other Services and Charges:					
Insurance Claims:					
Parks	2,173,222	2,253,100	2,253,100	2,435,800	8.1%
Recreation	716,740	683,900	683,900	739,100	8.1%
Planning	8,755	73,000	73,000	97,200	33.2%
CAS	15,639	7,200	7,200	7,500	4.2%
Enterprise	130,084	131,400	131,400	142,000	8.1%
Misc., Professional services, etc.	819,731	735,800	735,800	788,594	7.2%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	282,613	244,500	244,500	273,891	12.0%
Total Operating Expenses	4,577,635	4,617,255	4,617,255	4,998,544	8.3%
Operating Income (Loss)	3,809	(869,955)	(869,955)	(1,246,344)	43.3%
Nonoperating Revenue (Expenses):					
Interest Income	74,759	70,000	70,000	75,000	7.1%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	74,759	70,000	70,000	75,000	7.1%
Income (Loss) Before Operating Transfers	78,568	(799,955)	(799,955)	(1,171,344)	46.4%
Operating Transfers In (Out):					
Transfer In	786,140	-	-	-	-
Transfer (Out)	(786,140)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	78,568	(799,955)	(799,955)	(1,171,344)	46.4%
Total Net Position - Beginning	11,737,438	10,948,674	11,816,006	11,016,051	0.6%
Total Net Position - Ending	\$ 11,816,006	\$ 10,148,719	\$ 11,016,051	\$ 9,844,707	-3.0%
Designated Position	5,513,000	5,751,928	5,751,928	5,638,161	-2.0%
Unrestricted Position	6,303,006	4,396,791	5,264,123	4,206,546	-4.3%
Total Net Position, June 30	\$ 11,816,006	\$ 10,148,719	\$ 11,016,051	\$ 9,844,707	-3.0%

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

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Parks	\$ 504,337	\$ 466,700	\$ 466,700	\$ 492,100	5.4%
Recreation	156,936	141,600	141,600	149,300	5.4%
Planning	16,407	15,100	15,100	19,600	29.8%
CAS	1,424	1,500	1,500	1,500	0.0%
Enterprise	34,241	27,200	27,200	28,700	5.5%
Total	\$ 713,345	\$ 652,100	\$ 652,100	\$ 691,200	6.0%

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



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

PRINCE GEORGE'S COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Operating Revenues:					
Charges to Departments					
-Parks & Recreation - Park Fund	\$ 2,584,000	\$ 1,533,300	\$ 1,533,300	\$ 1,824,627	19.0%
-Finance	74,150	101,650	101,650	113,000	11.2%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>2,658,150</u>	<u>1,634,950</u>	<u>1,634,950</u>	<u>1,937,627</u>	<u>18.5%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	43,910	-	-	-	-
Other Services and Charges:	101,784	-	-	-	-
Debt Service:					
Debt Service Principal	-	695,400	695,400	515,450	-25.9%
Debt Service Interest	-	179,650	179,650	133,150	-25.9%
Depreciation & Amortization Expense	788,911	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	1,520,000	1,520,000	1,783,300	17.3%
Other Classifications	-	-	-	-	-
Chargebacks	19,700	4,881	4,881	31,942	554.4%
Total Operating Expenses	<u>954,305</u>	<u>2,399,931</u>	<u>2,399,931</u>	<u>2,463,842</u>	<u>2.7%</u>
Operating Income (Loss)	<u>1,703,846</u>	<u>(764,981)</u>	<u>(764,981)</u>	<u>(526,215)</u>	<u>-31.2%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	1,520,000	1,520,000	1,783,300	17.3%
Interest Income	4,939	2,000	2,000	3,000	50.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	(40,601)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(35,662)</u>	<u>1,522,000</u>	<u>1,522,000</u>	<u>1,786,300</u>	<u>17.4%</u>
Income (Loss) Before Operating Transfers	<u>1,668,184</u>	<u>757,019</u>	<u>757,019</u>	<u>1,260,085</u>	<u>66.5%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	1,668,184	757,019	757,019	1,260,085	66.5%
Total Net Position - Beginning	<u>3,979,917</u>	<u>3,216,849</u>	<u>5,648,101</u>	<u>6,405,120</u>	<u>99.1%</u>
Total Net Position - Ending	<u>\$ 5,648,101</u>	<u>\$ 3,973,868</u>	<u>\$ 6,405,120</u>	<u>\$ 7,665,205</u>	<u>92.9%</u>

Note: Future Financing Plans

Capital equipment financed for Parks and Rec	\$ 1,270,000	\$ 1,270,000	\$ 1,533,300
Capital equipment financed for Finance Dept.	250,000	250,000	250,000

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



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

PRINCE GEORGE'S COUNTY COMMISSION-WIDE CIO & IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds					
DHRM	\$ 14,845	\$ 12,442	\$ 12,442	\$ 25,972	108.7%
CIO	-	-	-	2,500	-
Finance	23,386	57,367	57,367	88,013	53.4%
Legal	9,455	7,868	7,868	19,015	141.7%
Internal Audit	300	250	250	6,674	2569.6%
Parks & Recreation - Park Fund	156,906	410,206	410,206	684,629	66.9%
Parks & Recreation - Recreation Fund	104,491	357,691	357,691	585,453	63.7%
Planning	70,080	429,280	429,280	279,219	-35.0%
Enterprise	6,700	6,700	6,700	6,700	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>386,163</u>	<u>1,281,804</u>	<u>1,281,804</u>	<u>1,698,175</u>	<u>32.5%</u>
Operating Expenses:					
Personnel Services	56,914	338,547	338,547	494,618	46.1%
Supplies and Materials	20,799	2,939	2,939	27,856	847.8%
Other Services and Charges:	494,906	1,532,102	1,532,102	1,008,843	-34.2%
Debt Service:					
Debt Service Principal	-	-	-	125,016	-
Debt Service Interest	-	-	-	32,281	-
Depreciation & Amortization Expense	112,810	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>685,429</u>	<u>1,873,588</u>	<u>1,873,588</u>	<u>1,688,614</u>	<u>-9.9%</u>
Operating Income (Loss)	<u>(299,266)</u>	<u>(591,784)</u>	<u>(591,784)</u>	<u>9,561</u>	<u>-101.6%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	516,000	516,000	-	-100.0%
Interest Income	8,218	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	(9,715)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>(1,497)</u>	<u>516,000</u>	<u>516,000</u>	<u>-</u>	<u>-100.0%</u>
Income (Loss) Before Operating Transfers	<u>(300,763)</u>	<u>(75,784)</u>	<u>(75,784)</u>	<u>9,561</u>	<u>-112.6%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	(120,205)	-	-	-	-
Net Operating Transfer	<u>(120,205)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	(420,968)	(75,784)	(75,784)	9,561	-112.6%
Total Net Position - Beginning	<u>2,909,429</u>	<u>2,575,672</u>	<u>2,488,461</u>	<u>2,412,677</u>	<u>-6.3%</u>
Total Net Position - Ending	<u>\$ 2,488,461</u>	<u>\$ 2,499,888</u>	<u>\$ 2,412,677</u>	<u>\$ 2,422,238</u>	<u>-3.1%</u>

Note: Future Financing Plans

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

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



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

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	212,449	212,449	212,449	126,178	-40.6%
Retirement System	88,822	96,015	96,015	108,680	13.2%
Chief Information Office	-	-	-	59,644	-
Risk Management	-	-	-	54,808	-
Group Insurance	-	-	-	65,338	-
CAS Departments	885,976	885,976	885,976	937,352	5.8%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,187,247	1,194,440	1,194,440	1,352,000	13.2%
Operating Expenses:					
Personnel Services	186,748	250,295	250,295	240,805	-3.8%
Supplies and Materials	36,012	21,500	21,500	35,500	65.1%
Other Services and Charges:	344,347	590,645	590,645	637,815	8.0%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	165,984	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	332,000	332,000	662,880	99.7%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	-	-	-	-	-
Total Operating Expenses	733,091	1,194,440	1,194,440	1,577,000	32.0%
Operating Income (Loss)	454,156	-	-	(225,000)	-
Nonoperating Revenue (Expenses):					
Interest Income	7,181	-	-	5,000	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	7,181	-	-	5,000	-
Income (Loss) Before Operating Transfers	461,337	-	-	(220,000)	-
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	461,337	-	-	(220,000)	-
Total Net Position - Beginning	3,369,981	3,369,981	3,831,318	3,831,318	13.7%
Total Net Position - Ending	\$ 3,831,318	\$ 3,369,981	\$ 3,831,318	\$ 3,611,318	7.2%

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



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

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 17 Estimate	FY 18 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
EGWP Subsidy	1,034,165	1,200,000	1,200,000	1,769,000	47.4%
Charges for Services:					
Employer Contributions, Other	18,624	15,900	15,900	13,900	-12.6%
Employee/Retiree Contributions	10,001,553	10,137,524	10,137,524	10,421,294	2.8%
Employer Contributions/Premiums	36,650,990	45,795,360	45,795,360	47,113,812	2.9%
Miscellaneous (Claim Recoveries, etc.)	20,510	-	-	-	-
Total Operating Revenues	47,725,842	57,148,784	57,148,784	59,318,006	3.8%
Operating Expenses:					
Personnel Services	715,052	739,799	739,799	700,198	-5.4%
Supplies and Materials	15,619	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	331,810	595,000	595,000	662,203	11.3%
Insurance Claims and Fees	36,218,524	47,338,073	47,338,073	50,052,368	5.7%
Insurance Premiums	8,355,215	8,195,394	8,195,394	8,210,772	0.2%
Change in IBNR	618,267	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	323,740	318,518	318,518	360,386	13.1%
Total Operating Expenses	46,578,227	57,236,784	57,236,784	60,035,927	4.9%
Operating Income (Loss)	1,147,615	(88,000)	(88,000)	(717,921)	715.8%
Non-operating Revenue (Expenses):					
Interest Income	60,265	15,000	15,000	60,000	300.0%
Total Non-operating Revenue (Expenses)	60,265	15,000	15,000	60,000	300.0%
Income (Loss) Before Operating Transfers	1,207,880	(73,000)	(73,000)	(657,921)	801.3%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,207,880	(73,000)	(73,000)	(657,921)	801.3%
Total Net Position, Beginning	13,648,205	12,756,217	14,856,085	14,783,085	15.9%
Total Net Position, Ending	14,856,085	12,683,217	14,783,085	14,125,164	11.4%
Designated Position	4,168,336	4,865,127	4,865,127	5,403,233	11.1%
Unrestricted Position	10,687,749	7,818,090	9,917,958	8,721,931	11.6%
Total Net Position, June 30	\$ 14,856,085	\$ 12,683,217	\$ 14,783,085	\$ 14,125,164	11.4%

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



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

PRINCE GEORGE'S COUNTY TAX RATES AND ASSESSABLE BASE

		FY 16 Actual	FY 17 Adopted	FY 18 Proposed	Rate Change
<u>Tax Rates:</u>					
(Cents per \$100 of assessed value)					
Administration					
	Real	5.66	5.66	5.66	-
	Personal	14.15	14.15	14.15	-
Park					
	Real	15.94	15.94	15.94	-
	Personal	39.85	39.85	39.85	-
Recreation					
	Real	7.80	7.80	7.80	-
	Personal	19.50	19.50	19.50	-
Adv. Land Acquisition					
	Real	0.00	0.00	0.00	-
	Personal	0.00	0.00	0.00	-
Total Tax Rates (Cents)					
	Real	29.40	29.40	29.40	-
	Personal	73.50	73.50	73.50	-

		FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
<u>Assessable Base:</u>					
(in billions \$)					
Regional District (Administration Fund)					
	Real	71.840	77.196	81.055	5.00%
	Personal	2.588	2.769	2.760	-0.33%
Metropolitan District (Park Fund)					
	Real	69.259	74.536	78.263	5.00%
	Personal	2.495	2.673	2.665	-0.30%
Entire County (Recreation Fund and ALA Fund)					
	Real	74.384	79.863	83.856	5.00%
	Personal	2.680	2.864	2.856	-0.28%

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 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	257.05	256.00	254.30	249.00	254.80	250.49
Part-Time Career	6.10	3.18	6.10	3.30	6.10	3.30
Career Total	263.15	259.18	260.40	252.30	260.90	253.79
Term Contract	0.50	0.50	0.50	0.50	1.00	1.25
Seasonal/Intermittent		-		-		0.30
Less Lapse		(2.99)		(1.99)		(1.99)
TOTAL ADMINISTRATION FUND	263.65	256.69	260.90	250.81	261.90	253.35
PARK FUND						
Full-Time Career	745.00	745.00	747.00	747.00	762.00	762.00
Part-Time Career	9.00	6.30	7.00	5.80	7.00	9.30
Career Total	754.00	751.30	754.00	752.80	769.00	771.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		141.50		143.65		175.15
TOTAL PARK FUND	754.00	892.80	754.00	896.45	769.00	946.45
RECREATION FUND						
Full-Time Career	251.00	251.00	251.00	251.00	268.00	268.00
Part-Time Career	19.00	15.10	18.00	14.60	17.00	16.80
Career Total	270.00	266.10	269.00	265.60	285.00	284.80
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		513.50		509.53		631.83
TOTAL RECREATION FUND	270.00	779.60	269.00	775.13	285.00	916.63
TOTAL TAX SUPPORTED (Admin, Park, and Rec)						
Full-Time Career	1,253.05	1,252.00	1,252.30	1,247.00	1,284.80	1,280.49
Part-Time Career	34.10	24.58	31.10	23.70	30.10	29.40
Career Total	1,287.15	1,276.58	1,283.40	1,270.70	1,314.90	1,309.89
Term Contract	0.50	0.50	0.50	0.50	1.00	1.25
Seasonal/Intermittent		655.00		653.18		807.28
Less Lapse		(2.99)		(1.99)		(1.99)
TOTAL TAX SUPPORTED	1,287.65	1,929.09	1,283.90	1,922.39	1,315.90	2,116.43
ENTERPRISE FUND						
Full-Time Career	66.00	66.00	66.00	66.00	67.00	67.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	67.00	66.50	67.00	66.50	68.00	67.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		135.50		135.50		135.50
TOTAL ENTERPRISE FUND	67.00	202.00	67.00	202.00	68.00	203.00
SPECIAL REVENUE FUND						
Seasonal/Intermittent		263.50		263.50		263.50
INTERNAL SERVICE FUNDS						
Full-Time Career	4.50	4.65	4.50	4.90	6.00	6.40
Part-Time Career	0.50	0.25	0.50	0.25	-	-
Career Total	5.00	4.90	5.00	5.15	6.00	6.40
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,323.55	1,322.65	1,322.80	1,317.90	1,357.80	1,353.89
Part-Time Career	35.60	25.33	32.60	24.45	31.10	29.90
Career Total	1,359.15	1,347.98	1,355.40	1,342.35	1,388.90	1,383.79
Term Contract	0.50	0.50	0.50	0.50	1.00	1.25
Seasonal/Intermittent		1,054.00		1,052.18		1,206.28
Less Lapse		(2.99)		(1.99)		(1.99)
GRAND TOTAL	1,359.65	2,399.49	1,355.90	2,393.04	1,389.90	2,589.33



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	FY16 Budget	FY17 Budget	FY18 Proposed Reductions	FY18 Proposed Budget
Reimbursement to County Council	Admin	Commissioners	\$ 1,137,300	\$ 1,137,300		\$ 1,137,300
People's Zoning Counsel	Admin	Planning	250,000	250,000		250,000
Zoning Enforcement Unit	Admin	Planning	1,761,900	1,761,900	(86,467)	1,675,433
Water & Sewer Planning Unit	Admin	Planning	155,300	155,300		155,300
GIS Program	Admin	Planning	340,500	340,500		340,500
Tax Collection Fee	Admin	Planning	78,500	78,500		78,500
Economic Development Corp.	Admin	Planning	65,000	65,000		65,000
DER Permits & Inspections	Admin	Planning	1,816,200	1,816,200	(480,000)	1,336,200
DPW&T Engineering, Inspect. & Permits	Admin	Planning	929,800	929,800	(229,933)	699,867
Redevelopment Authority	Admin	Planning	844,500	844,500	(114,800)	729,700
EDC General Plan Goals	Admin	Planning	316,800	316,800	(22,134)	294,666
Total Administration Fund			\$ 7,695,800	\$ 7,695,800	\$ (933,334)	\$ 6,762,466
City of Bowie, Allen Pond Maint.	Park	Parks and Rec	101,700	101,700		101,700
Green to Greatness Planting Day	Park	Parks and Rec	225,000	225,000	(163,200)	61,800
Patuxent River 4-H Center Foundation	Park	Parks and Rec	34,300	34,300		34,300
Patuxent Riverkeepers	Park	Parks and Rec	15,000	15,000		15,000
PGCC - Park Police/Security/Pool	Park	Parks and Rec	300,000	300,000		300,000
Prince George's Police Dept.	Park	Parks and Rec	36,800	36,800	(36,800)	-
Tax Collection Fee	Park	Parks and Rec	240,000	240,000	(240,000)	-
Total Park Fund			\$ 952,800	\$ 952,800	\$ (440,000)	\$ 512,800
After School Arts (World Art Focus)	Rec	Parks and Rec	98,000	98,000		98,000
All Shades of Pink (Healthcare Services)	Rec	Parks and Rec	15,000	15,000		15,000
Allentown Boys & Girls Club	Rec	Parks and Rec	5,000	5,000		5,000
Anacostia Watershed Society	Rec	Parks and Rec	15,000	15,000		15,000
Anacostia Trails and Heritage Area	Rec	Parks and Rec	30,000	25,000		25,000
Beltsville-Adelphi Boys and Girls Club	Rec	Parks and Rec	-	7,500		7,500
Camp Springs Girls & Boys Club	Rec	Parks and Rec	10,000	10,000		10,000
Cherry Lane Boxing and Fitness	Rec	Parks and Rec	10,000	10,000		10,000
City of College Park, Youth & Family Services	Rec	Parks and Rec	-	20,000		20,000
City of Greenbelt, After School Arts	Rec	Parks and Rec	12,000	12,000		12,000
City of Greenbelt, Recreation Services	Rec	Parks and Rec	70,000	70,000		70,000
City of Greenbelt, Therapeutic Program	Rec	Parks and Rec	12,000	12,000		12,000
City of Hyattsville, Recreation Services	Rec	Parks and Rec	19,000	19,000		19,000
City of Laurel Parks Department	Rec	Parks and Rec	-	10,000		10,000
City of Laurel Senior Services	Rec	Parks and Rec	54,400	54,400		54,400
City of Laurel, Anderson & Murphy CC	Rec	Parks and Rec	22,000	22,000		22,000
College Park Arts Exchange	Rec	Parks and Rec	-	5,000		5,000
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
District 7 - Daughter for the Day Program	Rec	Parks and Rec	7,500	7,500		7,500
Forestville Boys and Girls Club	Rec	Parks and Rec	15,000	25,000		25,000
Ft. Washington Boys & Girls Club	Rec	Parks and Rec	10,000	10,000		10,000



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

Project Charges Paid to Prince George's County

Name of Project Charge	Fund Paying	Department	FY16 Budget	FY17 Budget	FY18 Proposed Reductions	FY18 Proposed Budget
Gateway Arts Program	Rec	Parks and Rec	90,000	90,000		90,000
Girl Scouts Capital Area	Rec	Parks and Rec	10,000	10,000		10,000
Glenarden Boys and Girls Club	Rec	Parks and Rec	10,000	10,000		10,000
Global Develop. Services for Youth, Inc.	Rec	Parks and Rec	2,500	2,500		2,500
Greater Laurel United Soccer Club	Rec	Parks and Rec	-	5,000		5,000
Greenbelt Aquatics & Fitness Center	Rec	Parks and Rec	100,000	100,000		100,000
Greenbelt Community Center	Rec	Parks and Rec	40,000	40,000		40,000
Harlem Renaissance	Rec	Parks and Rec	60,000	50,000		50,000
Ivy Community Charities	Rec	Parks and Rec	10,000	10,000		10,000
Junior Achievement	Rec	Parks and Rec	15,000	10,000		10,000
Kettering-Largo-Mitchellville Boys & Girls Club	Rec	Parks and Rec	-	20,000		20,000
Lake Arbor Foundation	Rec	Parks and Rec	170,000	175,000		175,000
Lanham Boys & Girls Club	Rec	Parks and Rec	25,000	25,000		25,000
Latin America Youth Center	Rec	Parks and Rec	40,000	40,000		40,000
Laurel Boys & Girls Club	Rec	Parks and Rec	75,000	-		-
Laurel Historic Society	Rec	Parks and Rec	12,500	22,500		22,500
Laurel Little League	Rec	Parks and Rec	-	5,000		5,000
Laurel Stallions	Rec	Parks and Rec	-	5,000		5,000
Making a New United People (M.A.N.U.P)	Rec	Parks and Rec	-	25,000		25,000
Millwood/Waterford Programming	Rec	Parks and Rec	10,000	10,000		10,000
Oxon Hills Boys & Girls Club	Rec	Parks and Rec	7,500	7,500		7,500
PGCC - Outreach, Facilities, etc	Rec	Parks and Rec	300,000	300,000		300,000
PGCC Team Builders Program	Rec	Parks and Rec	100,000	100,000		100,000
Prince George's Arts and Humanities Council	Rec	Parks and Rec	120,000	120,000		120,000
Prince George's County Memorial Library System	Rec	Parks and Rec	2,712,770	2,212,770	(199,970)	2,012,800
Prince George's Philharmonic	Rec	Parks and Rec	90,000	90,000		90,000
Prince George's Tennis Assoc.	Rec	Parks and Rec	20,000	20,000		20,000
Seat Pleasant Leadership Development Program	Rec	Parks and Rec	85,000	85,000		85,000
Tax Collection Fee	Rec	Parks and Rec	104,900	104,900	(104,900)	-
Theresa Banks Swim Club	Rec	Parks and Rec	5,000	15,000		15,000
Town of Forest Heights	Rec	Parks and Rec	17,500	17,500		17,500
White Rose Foundation	Rec	Parks and Rec	15,000	15,000		15,000
World-Wide Community	Rec	Parks and Rec	20,000	20,000		20,000
Youth Development Program (In Reach, Inc.)	Rec	Parks and Rec	50,000	50,000		50,000
Youth Services Program	Rec	Parks and Rec	50,000	25,000		25,000
Youth Wellness Leadership Institute	Rec	Parks and Rec	50,000	50,000		50,000
Total Recreation Fund			\$ 5,031,170	\$ 4,556,170	\$ (304,870)	\$ 4,251,300
Total All Funds			\$13,679,770	\$13,204,770	\$ (1,678,204)	\$11,526,566



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

COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

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Prince George's County Commissioners' Office

EXECUTIVE OVERVIEW



The Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission (M-NCPPC) is responsible for developing and recommending to the Prince George's County Council land use policies that provide a long-range course of action to guide the orderly growth and development of the County. The Planning Board is also charged with the administration of the County's park system and comprehensive recreation program. The Planning Board carries out its land use planning responsibilities through the adoption of a series of master and functional plans and

the application of land use controls (Zoning and Subdivision Regulations). Its oversight of the parks and recreation program and development of overall park and recreation service standards is performed through regular meetings with the Director and staff, members of the recreation community and recreation advisory support groups. In sum, the Planning Board works with planning professionals, elected and appointed officials, and citizens to create, maintain, and promote socially and economically viable communities in the County.

The Planning Board is comprised of five commissioners, appointed by the Prince George's County Executive and confirmed by the Prince George's County Council. One full-time Chairman and four part-time members are supported by 10.5 full-time positions (one position is split between the Planning Board and the Planning Department Director). A Planning Board Administrator and Public Affairs Officer guide the work of the office. The Planning Board conducts formal business through weekly public hearings on planning, zoning, and subdivision activities. It also holds scheduled public forums to solicit comments on the Commission's budget and work program. At other times, the Planning Board may conduct forums to discuss various planning, park or recreation matters that may or may not result in immediate solutions but may impact future policies or regulations. Planning Board members often attend and participate in special community events, dedications of new or rehabilitated facilities, groundbreakings and festivals, and serve as members on State or County task forces.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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



Prince George's County Commissioners' Office

BUDGET AT A GLANCE

Summary of Commissioners' Office Budget

	FY17 Adopted	FY18 Proposed	% Change
Budget			
Expenditures	\$3,125,221	\$3,150,884	0.8%
Staffing			
Funded Career Positions	15.50	15.50	0.0%
Funded Workyears	13.50	13.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

In FY 2018, the Commissioners' Office proposed budget will increase by 0.8% or \$25,663 from the FY 2017 adopted budget. Cost of Living Adjustments (COLA) and Merit increases for eligible employees are shown in the non-departmental section of the Commissioners' budget. Also, per our agreement with the County, the lease for fourth floor office space will result in a 3% increase. All other non-personnel classifications will remain at FY 2017 levels.

Legislative Project Charges

This budget also contains \$1,137,300 to reimburse the Prince George's County Council for planning and zoning functions, and includes \$153,432 for the office's rent in the County Administration Building.

	<u>FY 16 Actual</u>	<u>FY 17 Adopted</u>	<u>FY 18 Proposed</u>	<u>% Change</u>
Commissioners' Office				
Personnel Services	1,586,300	1,643,023	1,664,217	1.3%
Supplies and Materials	119,397	39,000	39,000	0.0%
Other Services and Charges	1,248,261	1,430,698	1,435,167	0.3%
Capital Outlay	-	12,500	12,500	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>2,953,958</u>	<u>3,125,221</u>	<u>3,150,884</u>	<u>0.8%</u>

	<u>FY 16 Actual</u>		<u>FY 17 Adopted</u>		<u>FY 18 Proposed</u>	
	<u>POS</u>	<u>WYS</u>	<u>POS</u>	<u>WYS</u>	<u>POS</u>	<u>WYS</u>

ADMINISTRATION FUND

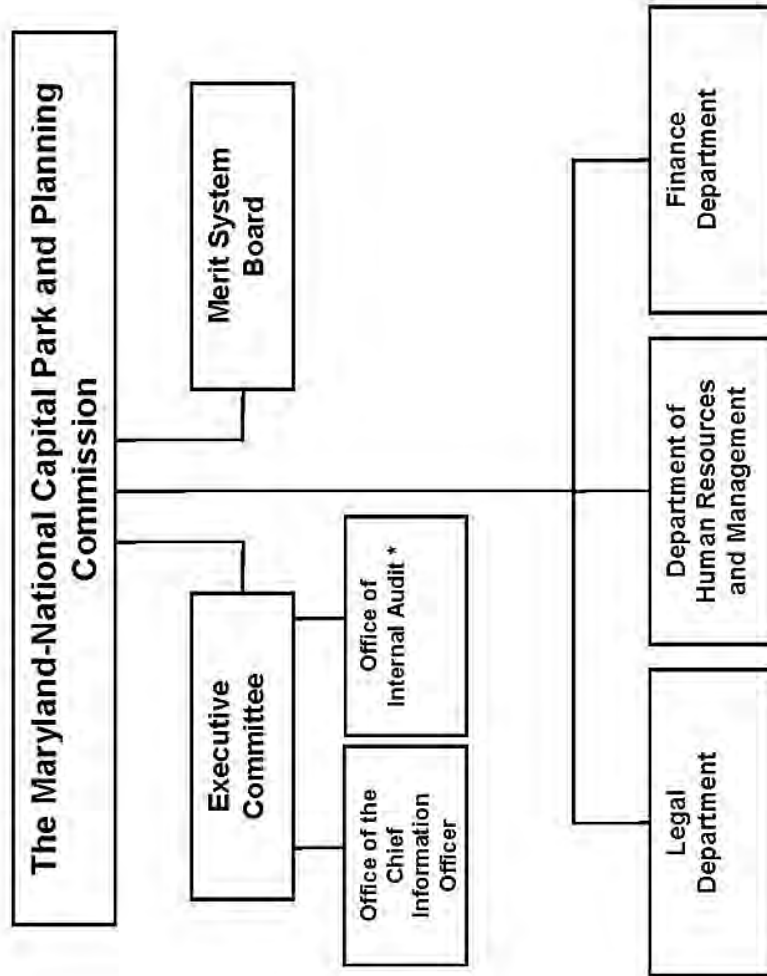
COMMISSIONERS' OFFICE

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



ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



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



Central Administrative Services Overview

EXECUTIVE OVERVIEW

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

- Department of Human Resources and Management
- Finance Department
- Legal Department
- Office of Internal Audit
- Office of the Chief Information Officer
- Merit System Board
- Support Services

The Commission's three Officers -- the Executive Director, the Secretary-Treasurer, and the General Counsel -- are responsible for corporate functions as well as leading their respective departments. The Office of Internal Audit is overseen by the Chair and Vice-Chair, in conjunction with the Audit Committee, to increase independence. Administrative oversight for Internal Audit is provided by the Executive Director. The Chief Information Officer reports to the Executive Committee (Chair, Vice-Chair, and Executive Director) to enable focus on Enterprise-wide IT initiatives. Enterprise-wide IT initiatives are recommended by the IT Council which is comprised of the leadership from each of the operating departments, the Executive Director and the Secretary-Treasurer.

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

CAS also includes funding for the Merit System Board and CAS Support Services. The budget for the Office of the Chief Information Officer and Commission-wide IT initiatives are shown in the Internal Service Fund section of the FY18 Proposed Budget Document, under the Commission-wide CIO & IT Initiatives Internal Service Fund.

PROGRAMS AND SERVICES PROVIDED

Department of Human Resources and Management

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

Finance Department

The Finance Department operates under the direction of the Secretary-Treasurer, and is organized into four divisions: Administrative Services, Accounting, Central Purchasing, and Information Technology. The Department is responsible for Corporate Financial Policy, Management of Debt and Investments, Payroll Administration and Disbursements, Accounting and Financial Reporting, Procurement, and Information Technology Administration and Systems Support for Central Administrative Services and the Employees' Retirement System (ERS).



Central Administrative Services

Overview

Legal Department

Under the direction of the General Counsel, the Office of the General Counsel (Legal Department) provides a comprehensive program of legal services to the Commission, supporting virtually every facet of the agency's work program. The Office of the General Counsel (OGC) guides the Commission's internal corporate operations; advises staff and the Planning Boards in judicial and regulatory responsibilities; advocates on the Commission's behalf in litigation before the State and Federal courts; and participates in cross-functional teams assembled periodically to develop creative solutions to new challenges facing the Commission.

Office of Internal Audit

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

Office of the Chief Information Officer

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

Merit System Board

The Merit System Board, which is authorized by the agency's enabling legislation, is comprised of three appointed members. The Board's operations are supported by one part-time Merit System employee. Merit System Board members are responsible for making recommendations to the agency's Merit System, hearing appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.) and hearing appeals on administrative grievances. With support of the agency's Corporate Policy and Management Operations Division, and with input from employees and management, the Board recommends changes to Merit System Rules and Regulations (personnel policies). Recommendations are submitted to the Commission for adoption. With the support of the agency's Human Resources Division, the Board reviews proposed changes to compensation and classification plans and submits recommendations to the Commission.

Support Services

Central Administrative Services Support Services accounts for non-discretionary shared operating expenses attributable to the Departments of Human Resources and Management (DHRM), Finance, Legal, the Merit System Board, the Office of Internal Audit, and the Office of the Chief Information Officer, collectively known as Central Administrative Services (CAS). These expenses include unemployment insurance, workers' compensation costs, shared document production services (the print and reproduction center), centralized office supplies, and the costs associated with housing the CAS Departments and Offices.

Full descriptions of the CAS Departments/units are provided in their respective sections.



Central Administrative Services Overview

CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY16 Budget	FY17 Adopted	FY18 Proposed	% Change
MONTGOMERY						
	Park Fund - Labor Relations	DHRM	58,900	61,255	66,250	8.2%
	Park Fund - Park Police Support	DHRM	56,100	58,345	45,000	-22.9%
	Risk Management	DHRM	19,970	20,963	13,892	-33.7%
	Capital Equipment Fund	Finance	31,500	40,675	40,951	0.7%
	Enterprise Funds	Finance	197,000	203,377	196,565	-3.3%
	Park Fund - Single Audit	Finance	7,500	7,500	6,760	-9.9%
	Park Fund - Data Center	Finance	255,700	315,576	411,616	30.4%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Risk Management	Finance	47,300	8,135	32,761	302.7%
	Spec Rev Fund - Development Revi	Finance	26,100	23,948	25,083	4.7%
	Spec Rev Fund - Parks	Finance				
	Admin Fund - Planning	Legal	85,000	85,000	85,000	0.0%
	Park Fund	Legal	140,590	145,377	149,232	2.7%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	189,009	197,035	200,383	1.7%
	Spec Rev Fund - Development Revi	Legal	133,433	144,422	148,423	2.8%
	Subtotal Montgomery		1,365,002	1,428,508	1,538,816	7.7%
PRINCE GEORGE'S						
	Admin Fund - Planning - HRIS/CC	DHRM	22,430	23,551	20,766	-11.8%
	Admin Fund - Planning - Recruitmer	DHRM	16,824	17,665	13,982	-20.8%
	Park Fund - HRIS/CC	DHRM	56,080	58,884	46,599	-20.9%
	Park Fund - Labor Relations	DHRM	58,900	61,255	66,250	8.2%
	Park Fund - Park Police Support	DHRM	56,100	58,345	45,000	-22.9%
	Park Fund - Recruitment	DHRM	56,080	58,884	51,903	-11.9%
	Rec Fund - Recruitment	DHRM	56,080	58,884	51,903	-11.9%
	Recreation Fund - HRIS/CC	DHRM	56,080	58,884	72,529	23.2%
	Risk Management	DHRM	19,970	20,963	13,892	-33.7%
	Capital Equipment Fund	Finance	19,700	4,881	31,942	554.4%
	Enterprise Funds	Finance	245,880	253,758	242,758	-4.3%
	Enterprise Funds - Sportsplex	Finance	69,420	71,645	68,470	-4.4%
	Park Fund - Single Audit	Finance	7,500	7,500	6,800	-9.3%
	Park Fund - New Positions	Finance	125,000	125,000	108,000	-13.6%
	Park Fund - Data Center	Finance	526,100	562,144	758,817	35.0%
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Risk Management	Finance	63,000	16,270	49,141	202.0%
	Special Revenue Funds (multiple)	Finance	141,900	154,566	139,233	-9.9%
	Park Fund	Internal Audit	95,000	97,502	121,332	24.4%
	Admin Fund - Planning	Legal	234,134	252,702	265,430	5.0%
	Park Fund	Legal	175,200	186,653	186,653	0.0%
	Park Fund - Atty support	Legal	80,000	80,000	80,000	0.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	199,644	207,212	210,858	1.8%
	Subtotal Prince George's		2,597,922	2,654,048	2,869,158	8.1%
Commission-Wide						
	Group Insurance	DHRM	39,940	41,925	32,778	-21.8%
	Group Insurance	Finance	283,800	276,592	327,608	18.4%
	Subtotal Commission-Wide		323,740	318,517	360,386	13.1%
COMBINED TOTAL			4,286,664	4,401,073	4,768,360	8.3%
SUMMARY BY SUPPLIER DEPARTMENT						
	DHRM		573,454	599,803	540,744	-9.8%
	Finance		2,317,000	2,341,167	2,716,105	16.0%
	Legal		1,301,210	1,362,601	1,390,179	2.0%
	Internal Audit		95,000	97,502	121,332	24.4%
	TOTAL		4,286,664	4,401,073	4,768,360	8.3%



Central Administrative Services Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

The bi-county proposed FY18 operating budget for Central Administrative Services before chargebacks is \$21,726,557, which is a 5.2% increase over FY17. The budget sustains, at a minimum, the same service level as FY17, 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 FY18 proposed budget is based on the analysis performed in the Fall of 2016.

The FY18 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 44.4% Montgomery County and 55.6% Prince George's County. The allocation is calculated prior to chargebacks, as chargebacks shift the cost within county to another fund and do not impact each county's funding share. The Merit System Board's budget is allocated at 50% for each county.

The proposed budget for each Department/Unit is provided in the individual sections that follow the CAS summary.

Investing in an Essential Needs Budget

In FY18, the proposed budget addresses major known commitments and essential needs. The proposed budget focuses on such core needs as:

- Continuing implementation of functionality in Enterprise Resource Planning (ERP) system and upgrading to the latest version.
- Responding to increase in position management workload as a result of ERP system.
- Responding to operating departments request to develop and implement mandatory training on agency standards/policies; and leadership training to address critical succession planning needs.
- Addressing critical need for administrative support in the Human Resources Director's office.

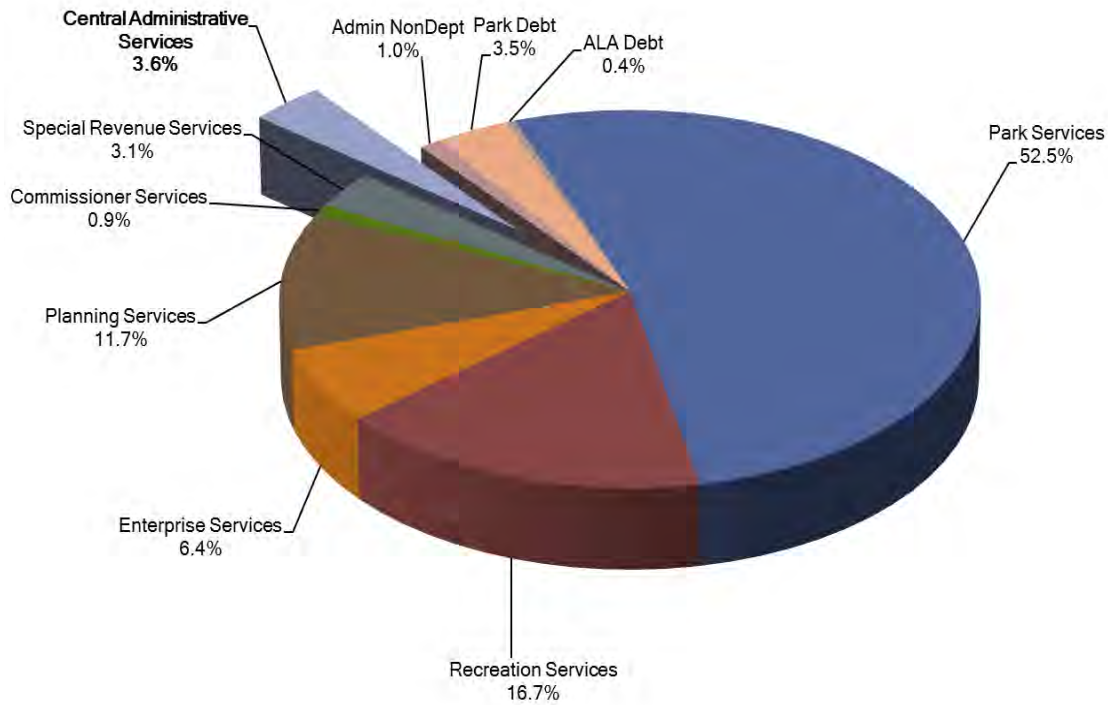
The CAS budget proposal reflects positions and workyears comparable to FY2012 levels, even while work program demands have increased over the past few years. Work program demands such as, increased cost analyses for alternative medical designs to contain costs, preparation for health care reform, required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

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



Central Administrative Services Overview

Central Administrative Services (CAS)
FY18 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, ALARF, and Capital Projects Fund)



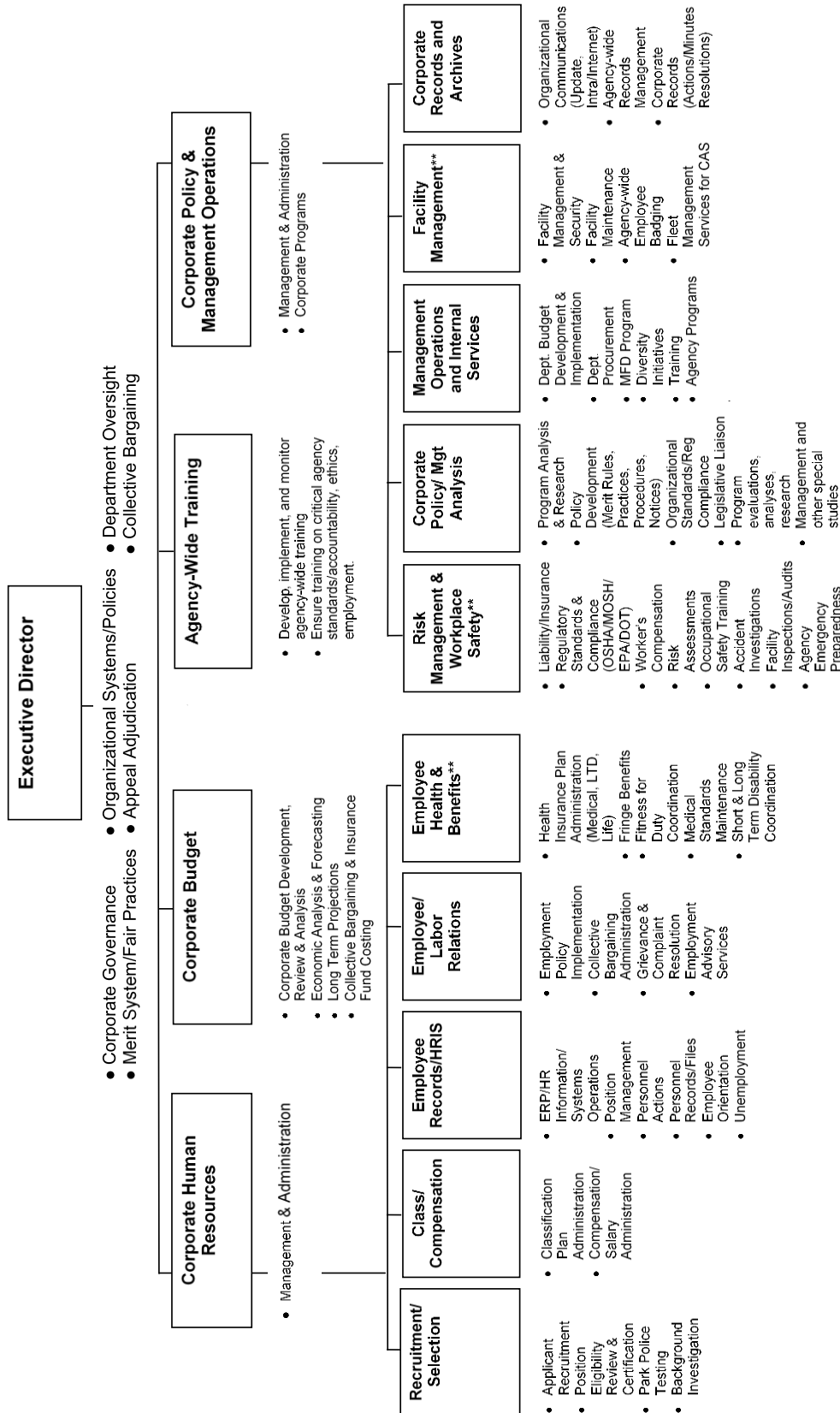
CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



Central Administrative Services Department of Human Resources and Management

ORGANIZATIONAL STRUCTURE

Department of Human Resources and Management



** Internal Service Funds.



Central Administrative Services

Department of Human Resources and Management

MISSION AND OVERVIEW

The mission of the Department of Human Resources and Management (DHRM) is to provide quality corporate governance and budget services, effective organizational standards, and human resource management systems; to perform with integrity, innovation, and responsiveness; and, to deliver excellent customer service to the agency, its employees, elected and appointed officials, and the communities served in the bi-county region. The Executive Director provides executive functions for the Commission and also oversees the work of DHRM. The Executive Director meets regularly with the two respective Planning Board Chairs as the Executive Committee to support and administer the business of the Commission.

Under the leadership of the Executive Director, DHRM includes:

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

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

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

PROGRAMS AND SERVICES PROVIDED

Over the past few years, the Department has implemented a number of initiatives to ensure that the needs of operating departments are actively considered in the establishment of work program priorities. This is accomplished through regular meetings with senior management, formal input on recommended programs and policies, and other collaborative efforts. Highlights of programs managed by each Division are described in the following pages.

Office of the Executive Director

The Office of the Executive Director provides executive leadership, coordination, and administrative direction for the operation of the agency and the DHRM. The Executive Director assures public accountability through a set of responsible, best-management practices, systems and programs to meet local, State, County, and Federal regulatory requirements, and sustain the agency and its employees in the bi-county region. Services provided by the Office include ensuring fair and prudent workplace practices, implementation of the Merit System Rules and Regulations, and oversight of organizational policies and union contracts. The Office ensures compliance with adopted policies; monitors effectiveness of the Minority, Female, and Disabled (MFD) procurement program; conducts contract execution and procurement waiver reviews; reviews employment concerns and handles adjudication of grievance appeals; negotiates collective bargaining agreements; serves as liaison with both County Councils and County Executives; and provides



Central Administrative Services

Department of Human Resources and Management

oversight of agency-wide initiatives such as the Diversity Council and preferred workplace programs. The Office oversees other corporate functions of the agency including policy

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

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

Corporate Budget Division

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

- Comprehensive fiscal and budget analysis
- Coordination of agency-wide budget needs
- Strategic information regarding the development of the Commission's annual operating budget
- Long-term fiscal policies and strategies

It is the strategic goal of the Corporate Budget Division to make the budget function a value-added service by working collaboratively with all customers, and by providing sound, timely, and transparent fiscal information to support effective resource allocation decisions. The Division provides agency-wide planning, analysis and reporting. It works to understand customer needs and applies creative analyses to develop information that helps governance and operations to better meet customer needs. The Corporate Budget Division oversees the Commission's budget preparation process to ensure accuracy and uniformity throughout the Commission.

Corporate Policy and Management Operations Division

This Division is responsible for assisting with organizational governance, developing organizational policy and standards, issuing employee communications and emergency announcements, and administering corporate programs which support the Office of the Executive Director, the Executive Committee, and the Commission. This Division performs analysis and research to ensure that business operations are effective, efficiently utilizing resources, and upholding public accountability. Staff incorporates management principles of responsibility and transparency into operational standards, and provides systems analysis and resource planning. Federal, State, and local mandates are implemented through policies and programs to assure compliance and due diligence in business operations. The Division manages four cross-functional teams: Corporate Policy and Corporate Records, Management Operations and Internal Services, Risk Management and Workplace Safety, and EOB Facility Operations.

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

The Corporate Policy unit also conducts specialized management studies, implements organizational development initiatives, and provides legislative support on bills or actions



Central Administrative Services

Department of Human Resources and Management

impacting policy or operational standards. The Commission's policy system, as issued through Merit System Rules and Regulations, Notices, Administrative Practices/Procedures, and Resolutions, is managed by this team. These policies address organizational functions, employment regulations, financial systems, and other operational standards. The Corporate Records unit manages the agency's archive program to ensure official records are safeguarded and retained in accordance with Federal and State public record mandates. It is also responsible for coordinating and supporting corporate meetings of the Commission, the Executive Committee, Directors, and other ad hoc or standing committees; formally documenting the actions of the Commission; and conducting research of historical records/actions.

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

Risk Management and Workplace Safety develops and implements programs that help protect employees and patrons, protect and secure the agency's assets, and mitigate losses. Goals are achieved through: supervisory/employee training; compliance with Federal/State safety regulations issued by Maryland Occupational Safety and Health (MOSH), Federal Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) and the Department of Transportation (DOT); administration of workers compensation and liability programs; insurance portfolios for loss control; safety programs such as drug and alcohol testing, blood-borne pathogens and hazards, drivers' license and driver safety, and emergency response initiatives; accident and damage inspections; and risk assessments. The unit also provides oversight of the agency's participation in the Montgomery County Government's Self-Insurance Program (MCSIP). The self-insurance program provides specialized services related to third party reviews of workers' compensation/liability claims and participation in some group insurance.

EOB Facility Operations

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

Human Resources Division

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

The HR Division strives to ensure fair and equitable treatment of all employees, and administers a personnel system to create and maintain a diverse, qualified, healthy, and motivated workforce. The Merit System Rules and Regulations, Administrative Practices, Administrative Procedures, and union contracts are the foundation for this work. The two collective bargaining agreements cover Park Police Officers through the rank of Sergeant (FOP), and general service



Central Administrative Services

Department of Human Resources and Management

career employees in the Service/Labor, Skilled Trades, and Office/Clerical classifications (MCGEO). The Division includes the HR Director and cross-functional teams to carry out HR employee and employment services activities.

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

Classification and Compensation establishes and administers a personnel system to assure equal pay for equal work. Staff analyzes and evaluates positions based on duties, responsibilities, and minimum qualifications, and recommends the Commission's compensation (salary) schedule. Related work includes benchmarking, salary exception review, classification specification development and maintenance, and position control in accordance with adopted budgets.

Human Resources Information System (HRIS)/Employment Records safeguards and maintains official employee records (physical and electronic) according to Federal and State regulations. Staff uses HRIS to maintain the employee/employment database, and to review, enter, authorize, and/or approve employee actions (e.g., hire, pay, terminate) in accordance with personnel policy and collective bargaining agreements. Responsibilities include custodianship of employee records, oversight and coordination for State unemployment reimbursement or claims, employment verification and legal garnishments tracking, provision of ad hoc and regular employee-data reporting, and support and integration with existing timekeeping (KRONOS) and payroll systems.

Recruitment and Selection Services supports the provision of a diverse, skilled, and effective workforce. Staff provides whole-cycle recruitment activities to the agency from advertising, testing, application processing, selection, employment/promotion offers, and orientation. This team manages an outsourced online applicant tracking system. Two options are provided to the operating departments: either full-service recruitment or online recruitment support as requested. Related tasks involve administration of background/reference checks, and Park Police entry and advancement testing.

Employee and Labor Relations fosters management/employee partnerships and assists management in handling complex employment concerns. Staff investigates complaints and resolves grievances, reviews disciplinary and performance issues, provides alternate dispute resolution, supports the Park Police Chief's Committee and Grievance Mediation Boards, and administers the Performance Recognition and Performance Management Programs. Labor Relations' functions include assistance with negotiation, administration of employment policy and collective bargaining contracts, and ongoing training on updated and current Commission policies for managers and employees. This unit also reviews reasonable accommodation requests for compliance with the Americans with Disabilities Act.

Employee Health and Benefits administers a comprehensive health benefits program, including medical, dental, vision service, prescription drug plans and life and long-term disability insurance programs. Programs aimed at improving the health and well-being of our employees, such as health screenings, financial wellness counseling, smoking cessation classes and weight loss programs are handled by this office as well. The Office also ensures implementation of programs such as the Affordable Care Act, Consolidated Omnibus Budget Reconciliation Act (COBRA), and Health Insurance Portability and Accountability Act (HIPAA). Related work covers administration of benefit programs, the flexible spending account program, the employee assistance program, critical incident support, long-term care, childcare and elder care referral networks, Employees'



Central Administrative Services

Department of Human Resources and Management

Sick Leave Bank, deferred compensation plans, and a tuition assistance program. The team also coordinates specialized medical testing and monitoring such as return to work, pre-employment, police physicals, fitness for duty examinations, and psychological evaluations. It also oversees the family medical leave program (FMLA). Other services include workshops and presentations, benefit processing, records and eligibility maintenance, health benefit communications, and legal compliance with Federal and State mandates.

FY17 ACCOMPLISHMENTS

Below is a summary of major accomplishments.

- **Corporate governance:** Provided guidance and oversight in areas related to upholding the Merit System, organizational policies and standards, collective bargaining and agency-wide programs such as Diversity Council, Enterprise Resource Planning, conflict resolution (administrative grievances), Equal employment opportunity, and employee appeals adjudication, etc. Human Resources Classification and Compensation expanded the number of pay grades to provide more flexibility to new classification and compensation job specifications.
- **Corporate Budget:** Continued enhancing the role of the corporate budget office to assure prudent use of funds, providing long-range strategic budget planning, streamlining budget processes, and improving transparency of budget information.
 - **GFOA Award:** Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for the 31st consecutive year in FY2017.
 - Revised both the Prince George's County operation's and the Montgomery County operation's long term fiscal plans to guide the FY18 budget submission.
- **Collective Bargaining:** Negotiated and implemented FY17 Fraternal Order of Police (FOP) wage reopener; and in process of full contract negotiations for FY18 – FY20 agreement.
- **Succession Planning/Workforce Development:** Began to restore agency-wide employee development training to address deficit in available workforce training and critical succession planning concerns. 34% of workforce eligible to retire in less than 5 years (74.7% of officials/administrators will become eligible). Web-based and other training will be implemented to enhance understanding of critical systems/policies, equal employment standards, ethics and internal controls, performance management, and leadership development. Language and literacy program also implemented to assist native English speakers and individuals who speak English as a second language.
- **Enterprise Resource Planning System (ERP):** DHRM, in partnership with the Department of Finance, implemented the following:
 - Implemented Central Administrative Services pilot program for Online Benefits Enrollments.
 - Trained departments on human resources inquiry capabilities of Manager Self-Service component.
 - Developed management reports to meet the needs of the departments.
- **Employee Benefits:** Implement pension, medical, and prescription benefits plan design to maintain competitive benefits at sustainable funding levels.



Central Administrative Services

Department of Human Resources and Management

- As a result of Collective Bargaining with MCGEO, the Group Insurance Fund Reserve was adjusted from 8.5% to 9%.
 - Added a new Health Plan, Kaiser Permanente. New plan offers employees a lower cost health plan with a different plan design model.
 - Applied for and received \$479,932 in subsidies from the Federal government for retiree drug expenses.
 - Implemented benefit changes to control long term medical cost through preventative health screenings, flu shots, health lifestyle education, smoking cessation, and prescription drug management to assist with better care of chronic illness. The department continues to enhance its agency-wide Wellness Program.
 - Successfully distributed the IRS 1095-C forms to employees and retirees; and submitted the corresponding 1094-C form to the IRS as required by the Affordable Care Act. Also put programs in place to offer health coverage to seasonal staff who worked the required hours for eligibility for health insurance.
- **Policy Development and Management Studies:** Continue extensive analysis, review and update of agency standards/policies, to ensure greater operational efficiency and organizational accountability, consistency with ERP platforms, compliance with evolving employment regulations, and workplace/public safety. The following policy areas are among those that will be addressed in FY17:
 - M-NCPPC work/life program and related procedures.
 - Expense reimbursement for travel, meetings and conferences.
 - Temporary contract employment regulations to clarify overtime and other compensation policies, management and employee responsibilities, fringe benefits including Affordable Care Act, and compliant procedures.
 - Ethics: Sections related to charitable contributions by agency and/or agency officials; and use of agency funds for individual special occasion gifts.
 - Performance recognition program.
 - Series 1-00 Organization and Functions; and Series 2-00 Employee Services and Relations to be reviewed for potential updates and clarification of content.
 - **Records Management:** Continued reviewing agency-wide archive program to ensure ongoing compliance with State archiving requirement and updated digital records to enhance inventory and access.
 - **Workplace Excellence:** Achieved several prestigious awards for innovative programs and policies such the Workplace Excellence Award for exceptional commitment to overall workforce initiatives such as management practices, workplace standards, and comprehensive work/life policies; Health and Wellness Trailblazer Award; Diversity Champion Award; and EcoLeadership Award for Visionary leadership and commitment to environmentally sustainable workplace practices.
 - **Workforce Analysis:** Continue to implement management-supported recommendations from the Classification and Compensation Study, including job class series reviews prioritized by operating departments. Implemented updated class series to include, Design and Construction, Engineers, Park Development, and Land Surveyors and Landscape Architects.



Central Administrative Services Department of Human Resources and Management

BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	<u>FY17 Adopted</u>	<u>FY18 Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
Montgomery County Budget				
Expenditures	\$2,069,304	\$2,225,575	7.6%	44.3%
Staffing				
Funded Career Positions	16.00	16.50	3.1%	42.3%
Term Contract Positions	0.50	1.00	100.0%	50.0%
Funded Workyears	15.00	16.26	8.4%	41.2%
Prince George's County Budget				
Expenditures	\$2,596,087	\$2,795,510	7.7%	55.7%
Staffing				
Funded Career Positions	22.00	22.50	2.3%	57.7%
Term Contract Positions	0.50	1.00	100.0%	50.0%
Funded Workyears	21.00	23.24	10.7%	58.8%
Combined Department Total Budget				
Expenditures	\$4,665,391	\$5,021,085	7.6%	100.0%
Staffing				
Funded Career Positions	38.00	39.00	2.6%	100.0%
Term Contract Positions	1.00	2.00	100.0%	100.0%
Funded Workyears	36.00	39.50	9.7%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

The FY18 proposed budget is \$5,021,085, representing an increase of 7.6% (\$355,694) over the FY17 adopted budget level. Please note that the proposed compensation marker is not included in this number. Based on a recent cost allocation analysis by the Corporate Budget Division, the Commission supported adjusting the FY18 funding allocation before chargebacks to 42.6% Montgomery and 57.4% Prince George's. This shifts 0.2% funding from Prince George's to Montgomery compared to FY17. Major components of the budget are described below:

- **Personnel Services:** This category, which includes salaries and benefits, has a proposed increase of 5.6% (\$251,224). The proposed DHRM budget includes 39 career and 2 term contract positions, with 39.50 WYS (of which 16.26 WYS are allocated to Montgomery and 23.24 WYS Prince George's respectively). The additional position/workyears are being requested to address critical operational needs as described below:



Central Administrative Services Department of Human Resources and Management

- **One term contract HR position is proposed (MC \$12,965, PGC 12,965 – 3 month delay).** This position is proposed to be funded by the Administration Funds at 25% by Montgomery County and 25% Prince George’s County after a 50% chargeback to the Prince George’s Recreation Fund to reflect the impact of their large seasonal workforce.

The new ERP system has resulted in a substantial increase in the workload related to position management transactions. The term contract position will enable timely delivery of services to the operating departments while we work to value engineer the system under the leadership of the CIO.

- **Unfreeze Administrative Specialist Position to Assist the Human Resources Director (MC \$23,758 and PGC \$31,366 – 3 month delay).** The Human Resources Director has an essential need for administrative support. The administrative support position was frozen some years ago, leaving the Human Resources Director without any support. The administrative support is needed to assist with project tracking, scheduling, data entry answering phones, and general administrative duties.

These duties must be absorbed by the Human Resources Director. It is more cost effective for this work to be performed by the administrative support position, thus freeing up the Human Resources Director for mission-critical priorities of the operating departments.

- **One new position to lead mandatory training and leadership training (6 month MC \$25,346 and PGC \$32,786).** The request for one position is based on a plan to leverage partnerships with MC Parks and PGC Parks and Recreation HR staff in developing and rolling out consistent training Commission-wide as requested by Directors and the Office of Internal Audit.

Mandatory Training: for all employees on agency standards/policies such as: Compliance with equal employment laws/fair practices/ADA: Mitigate discrimination/grievances; Ethics/Public Accountability, Timekeeping and Attendance, and Performance Management.

Leadership Training: Address critical succession planning needs, and prepare current/future supervisors to become more effective leaders and compete for opportunities resulting from significant outflow of managers due to retirement eligibility. Courses will strengthen supervisory competencies, encourage creativity and innovation, and develop communication skills.

- **Supplies and Materials:** These charges reflect an increase of 9.3% (\$7,881) due to additional cost related to increase in personnel as outlined in summary of salary and benefits.
- **Other Services and Charges:** These charges reflect an increase of 5.7% (\$37,530) due to upgrades to NEOGOV system, recruitment training, and CIO cost allocations for Commission-wide IT initiatives.



Central Administrative Services

Department of Human Resources and Management

FY18 PRIORITIES

In addition to performing the departmental functions identified previously, major priorities for FY18 include:

- Implement value engineering improvements in the new Enterprise Resources Planning system (ERP) related to the Human Resources components including compensation, position, recruitment, benefits, and self-service modules for improved data consistency, to streamline processes and provide information for managers.
- Continue comprehensive update of agency standards/policies. The policy system encompasses nearly 200 policy areas covering organizational functions, employment, procurement, financial systems, and risk/liability and safety regulations.
- Implement agency-wide employee training and leadership development program to address critical succession planning and lack of workforce training, and to address recommendations stemming from operating departments/CAS Study. Department Heads recommended that CAS develop a central platform for agency-wide training requiring subject matter experts for core areas such as: legal issues, financial systems, employment, organizational policy/regulatory compliance, and workplace safety, delivered by CAS.
- Implement a digital platform for the Corporate Records/Archives program to ensure continued compliance with changes in public records laws and revised State of Maryland protocols.
- Continue implementing management-supported recommendations from the Classification and Compensation study, such as job class series reviews prioritized by operating departments, including position management needs.
- Upgrade Recruitment and Selection's online application NEOGOV to include more efficient document management and screening.



Central Administrative Services Department of Human Resources and Management

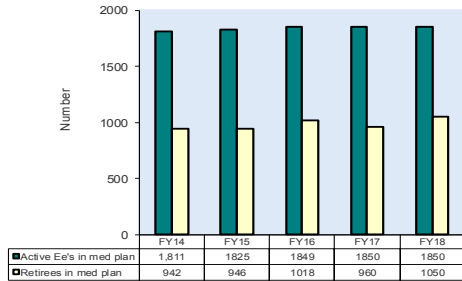
GOALS AND PERFORMANCE MEASURES

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

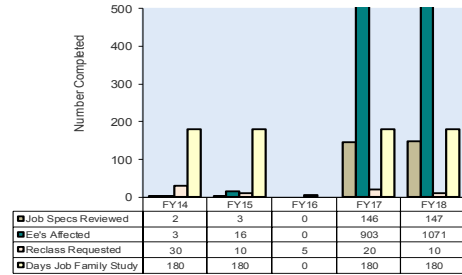
Objective: To provide quality corporate management and human resource systems.

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

Employee Health and Benefits

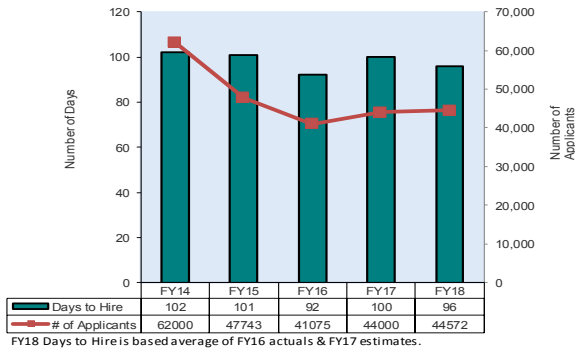


Classification and Compensation

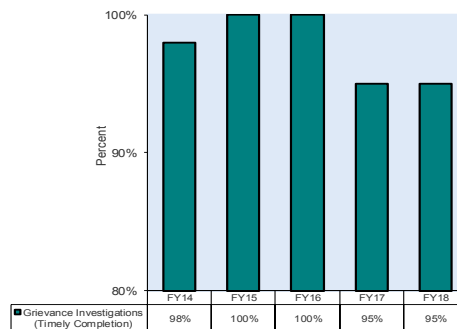


Due to utilizing the services of a consultant and the start of the classification study process, no job family reviews were completed in FY16.

Recruitment and Selection



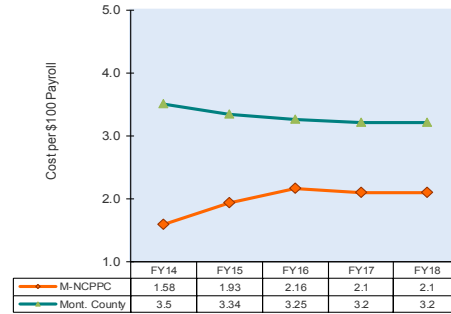
Employee and Labor Relations



Human Resource Records

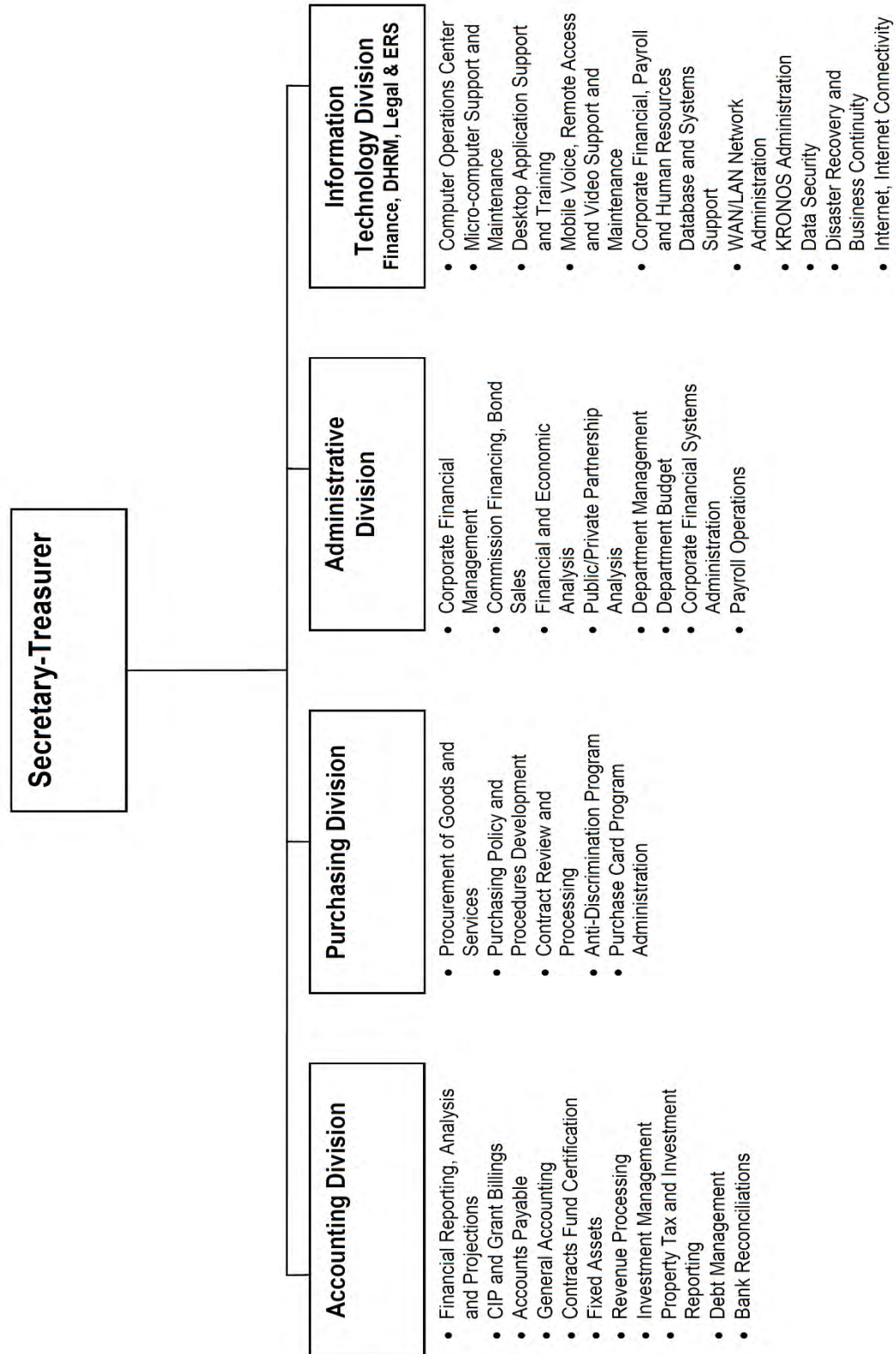


Risk and Safety Management Claims and Workers' Compensation Costs



ORGANIZATIONAL STRUCTURE

FINANCE DEPARTMENT



Central Administrative Services

Finance Department

OVERVIEW

The Finance Department operates under the direction of the Secretary-Treasurer and is organized into four divisions: Administrative Services, Accounting, Central Purchasing, and Information Technology. The Department is responsible for Corporate Financial Policy, Management of Debt and Investments, Payroll Administration and Disbursements, Accounting and Financial Reporting, Procurement, and Information Technology Administration and Systems Support for Central Administrative Services and ERS.

MISSION

The Finance Department's mission is to provide comprehensive financial services, maintain strong internal controls, and implement and administer corporate management information systems using advanced technologies for Commission management and staff, Montgomery and Prince George's County governments, and other relevant outside entities in order to maintain a financially sound organization and support Commission's delivery of services to the bi-county region.

PROGRAMS AND SERVICES PROVIDED

Office of the Secretary-Treasurer

The Office of the Secretary-Treasurer provides corporate financial oversight and directs the overall operations of the Finance Department. The Division manages the debt program to finance capital equipment and the Commission's capital improvement projects; administers the Enterprise Resource Planning software (Accounting, Budget, Fixed Asset and Purchasing modules) and manages the Payroll function. The Division also offers financial advice and financial analysis expertise to other Commission departments to enable them to make informed judgments and strategic financial planning decisions.

Accounting Division

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

Central Purchasing

The major function of the Central Purchasing Division is to oversee the procurement of all



Central Administrative Services

Finance Department

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.

Finance Information Technology

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

Financial Systems

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

Human Resources Systems

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

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

ACCOMPLISHMENTS

The Department received the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association of the United States and Canada for the 43rd consecutive year in FY2015. The Commission has received this award longer than any other organization in its category.



Central Administrative Services Finance Department

BUDGET AT A GLANCE

Summary of Finance Department Budget

	FY17 Adopted	FY18 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$3,201,045	\$3,334,279	4.2%	46.7%
Staffing				
Funded Career Positions	26.40	26.40	0.0%	43.3%
Funded Workyears	25.19	25.19	0.0%	43.4%
Prince George's County Budget				
Expenditures	\$3,835,857	\$3,805,531	-0.8%	53.3%
Staffing				
Funded Career Positions	34.60	34.60	0.0%	56.7%
Funded Workyears	32.81	32.81	0.0%	56.6%
Combined Department Total Budget				
Expenditures	\$7,036,902	\$7,139,810	1.5%	100.0%
Staffing				
Funded Career Positions	61.00	61.00	0.0%	100.0%
Funded Workyears	58.00	58.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

The FY18 Proposed Budget is \$7,139,810 which reflects a 1.5% increase from the FY17 adopted budget after chargebacks.

The Personnel Services budget increased by \$189,773. Funds have been requested in the non-departmental account for salary adjustments in FY18. The increase is attributed to growth in pension costs and filling vacancies at greater than midpoint to attract quality candidates.

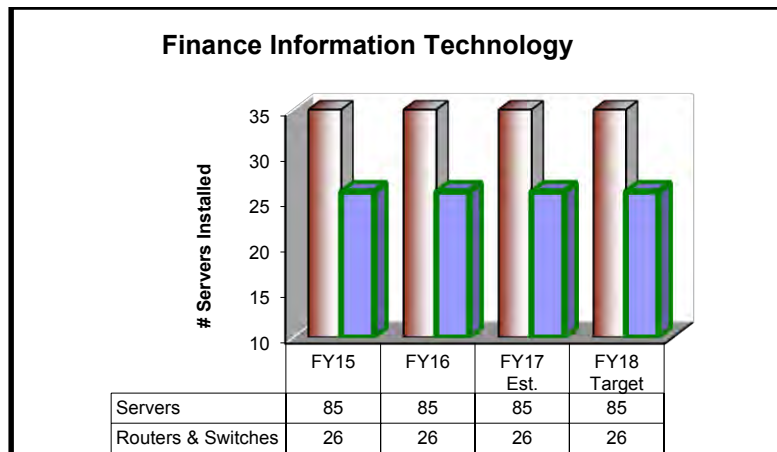
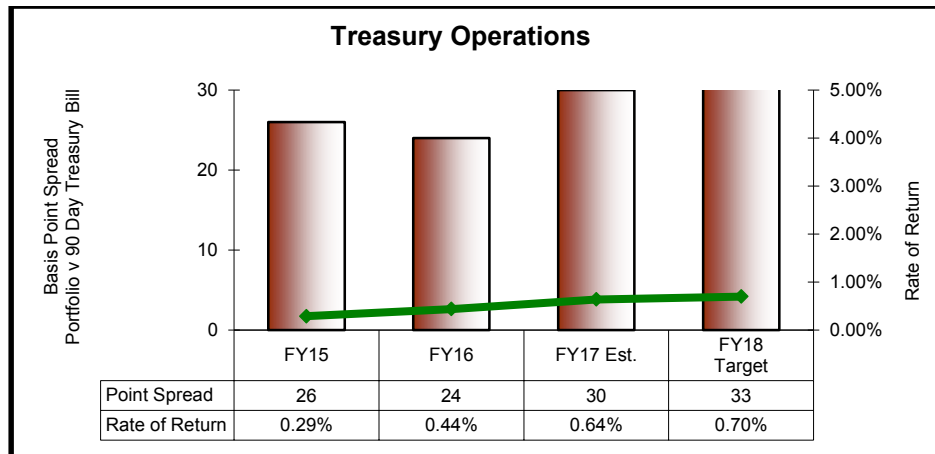
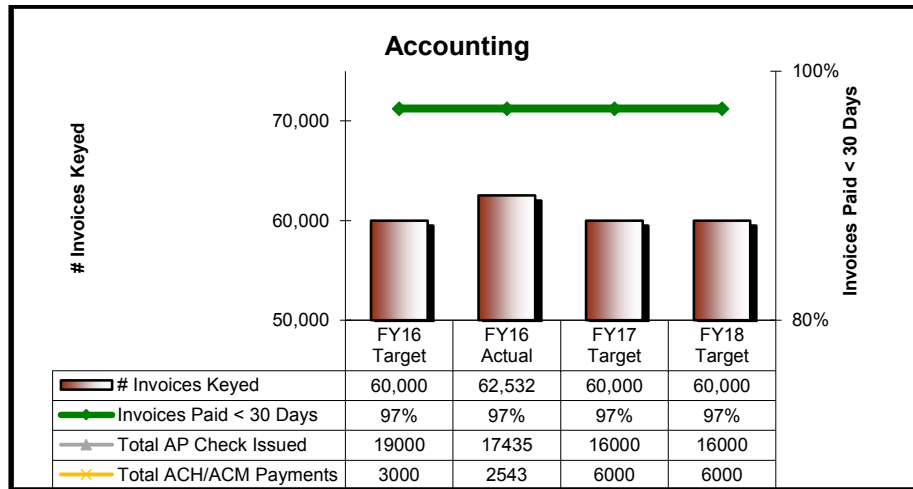
Supplies and Materials are proposed to remain at FY17 levels. Other Services and Charges are proposed to increase \$288,073 from FY17 levels with a 15.5% change. The increase is being offset by chargebacks and requested to fund consulting services for ERP Support and to move the Cloud Services for ERP. This will provide additional support and functionality.

The Department's only major initiative is to continue the Enterprise Resource Planning System (ERP) project to implement a more efficient and user-friendly corporate financial systems that will better meet the needs of the Commission for accurate, timely management information. The various software modules are now live and continued work is necessary to achieve the full potential of the project.

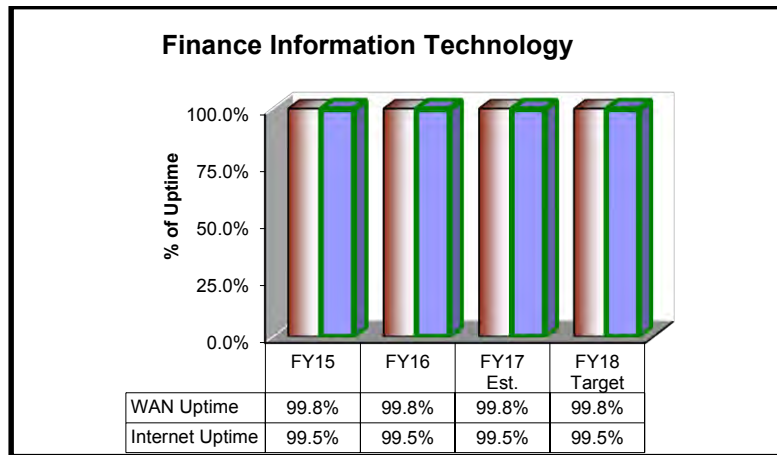


Central Administrative Services Finance Department

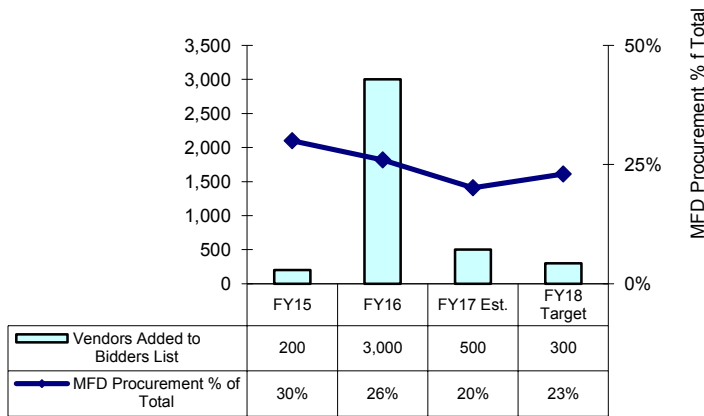
GOALS AND PERFORMANCE MEASURES



Central Administrative Services Finance Department



MFD Procurement Opportunity Minority, Female or Disability Owned



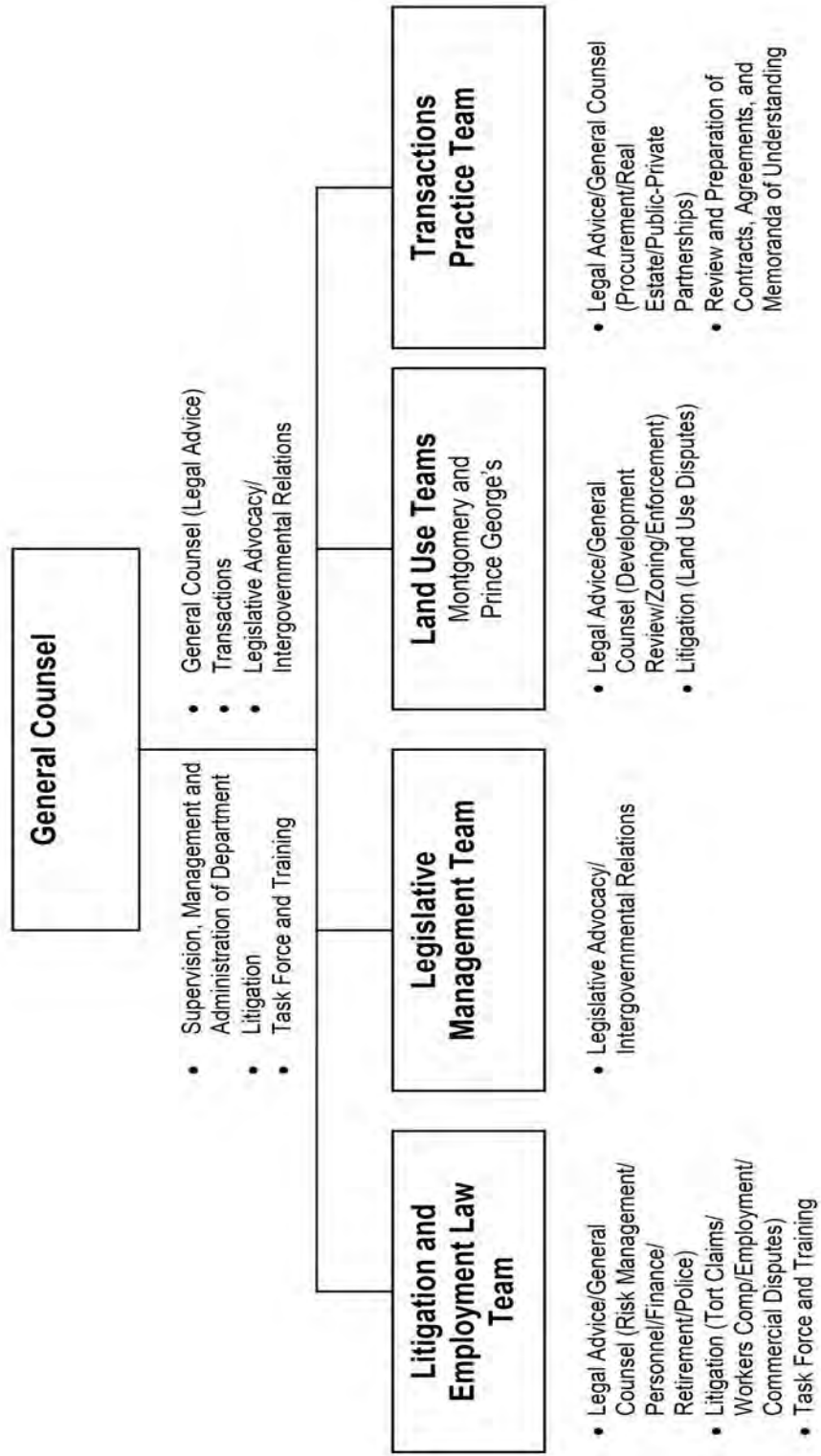
Bond Rating Data

Rating Agency Information	FY15	FY16	FY17	FY18 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AA+	AA+	AAA	AAA
Moody's Investor Services Inc	Aa1	Aa1	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE

LEGAL DEPARTMENT



Central Administrative Services

Legal Department

OVERVIEW

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

MISSION

The mission of the Office of the General Counsel is to provide cost effective legal advice and representation of the highest quality to The Maryland-National Capital Park and Planning Commission as a corporate entity. The primary emphases of the work program are providing proactive counsel, preventive advice and early intervention to support decision-makers with a clear picture of all their lawful options.

PROGRAMS AND SERVICES PROVIDED

The OGC's four work programs are: General Counsel, Litigation, Legislation and Task Force Participation. To support these programs, staff attorneys are primarily grouped into five specialized work teams: Litigation and Employment Law; Transactions Practice; Legislative Management; Montgomery County Land Use; and Prince George's County Land Use. Each team is assigned responsibility for work through a matrix management model that includes the following eleven functional elements:

- Advice (Counsel)
- Support to Commission Hearings
- Civil Trial Litigation
- Judicial Review Litigation
- Administrative Litigation
- Appellate Litigation
- Business Transactions
- Property Management Transactions
- Procurement Transactions
- Regulatory Transactions
- Legislative Management

ACCOMPLISHMENTS

Protecting the Public Interest in Litigation: During FY 2016, the OGC handled 39 new cases and closed 37 cases – ending the Fiscal Year with 37 cases still pending in the state and federal courts. In addition to the more conventional disputes that involve various tort claims, workers compensation laws or judicial review of Commission land use decisions, OGC's litigation portfolio during the year included successfully defending one federal lawsuit seeking the destruction or removal of the Bladensburg Peace Cross historic monument at the Federal District Court level, defending a challenge to the Commission's wildlife management program, and continuing to defend



Central Administrative Services Legal Department

another unmeritorious, high-profile case lodged by a disappointed real estate speculator in Montgomery County. The Legal Department also continued working through complex regulatory issues associated with transitioning to a new business model to provide recreational instructional services.

Proactive Legal Support for Commission Policy Makers: The Legal Department continued its tradition of delivering real-time, preventive counsel to support sound business and public policy decisions. Examples of challenging issues encountered during FY 2016 include: the ongoing development of a new zoning ordinance in Prince George’s County; spearheading the initiative to update the Commission’s park rules and regulations for the first time in over a decade; and supporting our park and recreation managers in their transition to a new business model for delivering instruction programs in a recreation context.

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 2016 include a multi-party technology agreement empowering citizens to register for programs offered by the Commission, the Montgomery County Recreation Department and a number of other area agencies with one-stop-shopping. Other projects ongoing or completed during the year include: agreements related to the Purple Line light rail project in Montgomery and Prince George’s counties; a commercial real estate acquisition to support development of a new Park Police headquarters and communication facility; the construction of a highly anticipated aquatic and recreation complex in southern Prince George’s County; and a co-location agreement for a new recreation center, library and park in Wheaton at one location.

BUDGET AT A GLANCE

The Legal Department’s FY 2018 funding request will restore full funding for an existing professional work year that has been frozen since FY15. The net impact above the departments FY 2017 base level budget for this restoration would be allocable as follows:

- Montgomery County Administration Fund: \$35,012
- Prince George’s County Administration Fund: \$34,455

This funding will allow the department to install a “case coordinator” to focus on a work program consisting of: coordinating litigation hold and production of discovery responses (agency-wide); coordinating, tracking and supporting inter-departmental compliance with Maryland public information obligations; maintaining case management and workload tracking systems; and producing designated reports for the department.



Central Administrative Services Legal Department

Summary of Legal Department Budget

	<u>FY17 Adopted</u>	<u>FY18 Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
Montgomery County Budget				
Budget				
Expenditures	\$1,350,530	\$1,368,467	1.3%	53.9%
Staffing				
Funded Career Positions	13.70	13.70	0.0%	57.1%
Funded Workyears	13.50	13.50	0.0%	57.4%
Prince George's County Budget				
Budget				
Expenditures	\$1,046,298	\$1,172,266	12.0%	46.1%
Staffing				
Funded Career Positions	10.30	10.30	0.0%	42.9%
Funded Workyears	10.00	10.00	0.0%	42.6%
Combined Department Total Budget				
Budget				
Expenditures	\$2,396,828	\$2,540,733	6.0%	100.0%
Staffing				
Funded Career Positions	24.00	24.00	0.0%	100.0%
Funded Workyears	23.50	23.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

The FY18 Proposed Budget requests funding for a case coordinator to address litigation coordination, OGC case management, workload tracking, and agency compliance issues.



Central Administrative Services

Office of Internal Audit

OVERVIEW

The Office of Internal Audit (OIA) provides a systematic, disciplined approach to evaluating and improving the effectiveness of governance, risk management, internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting. The scope of work includes interaction with the various governance groups; and evaluation of significant financial, managerial, and operating information to determine compliance with the Commission's policies, standards, and procedures, and applicable laws and regulations. Staff analyzes resources to determine efficient use, assure adequate safeguarding, and recommend continuous improvements to control processes.

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

MISSION

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

ACCOMPLISHMENTS

- The OIA completed 17 performance audits, 5 fraud, waste, and abuse reviews, 9 management advisories and 24 follow-up reviews in FY16.
- The OIA implemented a continuous audit program for the review of Commission wide purchase card transactions.
- The OIA facilitated a Commission wide risk assessment in May 2016. As part of the assessment process, the OIA meet with key stakeholders throughout the Commission to identify auditable units, inherent risks, and mitigating controls. The results of the assessment provided the basis for the FY17 Audit Plan, which was subsequently approved by the Audit Committee.



Central Administrative Services Office of Internal Audit

BUDGET AT A GLANCE

Summary of Office of Internal Audit Budget

	FY17 Adopted	FY18 Proposed	% Change	% Allocated*
Montgomery County				
Budget				
Expenditures	\$234,792	\$256,084	9.1%	41.9%
Staffing				
Funded Career Positions	2.00	2.00	0.0%	40.0%
Funded Workyears	2.00	2.20	10.0%	40.0%
Prince George's County				
Budget				
Expenditures	\$345,084	\$355,611	3.1%	58.1%
Staffing				
Funded Career Positions	3.00	3.00	0.0%	60.0%
Funded Workyears	3.00	3.30	10.0%	60.0%
Combined Department Total				
Budget				
Expenditures	\$579,876	\$611,695	5.5%	100.0%
Staffing				
Funded Career Positions	5.00	5.00	0.0%	100.0%
Funded Workyears	5.00	5.50	10.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

The FY18 proposed budget of \$611,695 represents a 5.5% (or \$31,819) increase over FY17 adopted budget of \$579,876. Please note that the proposed compensation marker is not included in this number. The \$31,819 increase can be attributed to \$30,649 in base budget increases coupled with \$25,000 of additional funding for a .50 seasonal administrative position, offset by a (\$23,830) increase in Prince George's County chargebacks.

Personnel Services: This category, which includes salaries and benefits, has a proposed increase of 6.6% (or \$42,337). Included in this increase is requested funding for a .50 seasonal administrative position (\$25,000) and \$17,337 of approved salary and benefit costs (base budget increases).



Central Administrative Services Office of Internal Audit

Expenses (Supplies and Materials & Other Services and Charges): FY18 operating expenses of \$44,612 include \$13,312 of additional base budget operating department chargebacks when compared to FY17 costs of \$31,300. Increased chargebacks are primarily the result of increased Commission wide information technology initiatives. Adjustments were made between “Supplies and Materials” and “Other Services and Charges” to align with OIA internal operations.

Chargebacks: FY18 Chargebacks for Prince George’s County Department of Parks and Recreation increased \$23,830 due to increased salaries and benefit costs.

GOALS AND PERFORMANCE MEASURES

Goals:

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

Performance Measures: The Chief Internal Auditor is responsible for developing a comprehensive internal Audit Plan based on the results of the annual risk assessment. The Audit Plan is considered fluid, and must be adjusted to meet the needs of the Commission. OIA’s performance is primarily measured by the quantity, reliability and effectiveness of audit reports issued.

The final FY16 Audit Plan, after approved adjustments, included 8 Commission wide performance audits. The FY16 Audit Plan also included hours for the completion of Prince George’s County and Montgomery County performance audits (e.g. facility audits), management advisories, fraud, waste, and abuse audits, and follow-up reviews.

FY16 Audits	# of Audits per Audit Plan/Budgeted Hours	# Completed Audits
Commission Wide Performance Audits	8 audits/1,832 hours	7
Prince George’s and Montgomery County Performance Audits (e.g. Facility Audits)	2,032 hours	10
Management Advisories	1,041 hours	9
Follow-Up Reviews	464 hours	24
Fraud, Waste & Abuse Audits	1,570 hours	5
Continuous Purchase Card Audit	450 hours	1
TOTAL	8 audits/7,389 hours	56



Central Administrative Services

CAS Support Services

MISSION AND OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

- Department of Human Resources and Management
- Finance Department
- Legal Department
- Office of Internal Audit
- Office of the Chief Information Officer
- Merit System Board

Expenses covered by the CAS Support Services budget include:

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

FY17 ACCOMPLISHMENTS

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

FY18 PRIORITIES

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



Central Administrative Services

CAS Support Services

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	<u>FY17 Adopted</u>	<u>FY18 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<i>Montgomery County</i>				
Budget				
Expenditures	\$619,665	\$657,844	6.2%	44.4%
<i>Prince George's County</i>				
Budget				
Expenditures	\$782,291	\$820,788	4.9%	55.6%
<i>Combined Departmental Total</i>				
Budget				
Expenditures	\$1,401,956	\$1,478,632	5.5%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

The total proposed FY18 budget is \$1,478,632, representing a 5.5% (or \$76,676 increase) from FY17 levels. This increase is primarily due to occupancy rate adjustment needed to address significant repairs and maintenance of the aging Executive Office Building.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY18 budget funding allocation between the counties. These changes, which were made to reflect cost drivers, change the split to 44.4% Montgomery County and 55.6% Prince George's County. This allocation shifts 0.2% from Prince George's to Montgomery as compared to FY17.

The Support Services budget does not include funding for any staff. The largest portion of the CAS budget (69% or \$1,012,902) is attributed to charges paid by CAS for EOB operations. The remaining portion of the proposed budget covers Personnel Services, Supplies and Materials, and Other Services and Charges not related to EOB operations.



Central Administrative Services

Merit System Board

MISSION AND OVERVIEW

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

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

PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

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

FY17 ACCOMPLISHMENTS

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

FY18 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

	<u>FY17</u> <u>Adopted</u>	<u>FY18</u> <u>Proposed</u>	<u>%</u> <u>Change</u>	<u>%</u> <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$81,571	\$83,121	1.9%	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	\$81,571	\$83,121	1.9%	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	\$163,142	\$166,242	1.9%	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.

Position and workyears remain unchanged from FY17 levels.

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

The FY18 Merit System Board Budget is proposed at \$166,242, which reflects a 1.9% increase (or \$3,100) from FY17 levels. This increase is primarily due to increase in pension reported by the Corporate Budget Office.

Both counties fund the Merit Board's budget equally. The budget provides for one part-time Merit system position that serves as administrator, and three part-time contract Board positions (one part-time chair, and two part-time Board members). The salaries of appointed Board members are determined by the Commission through Resolution. Thus, Board member salaries are determined by contract and are not subject to employee wage adjustments. No changes are expected in FY18 to Board member salaries. The proposed salary for the one part-time Merit employee is based on maintaining similar work hours. Total positions remain unchanged for FY18.



Central Administrative Services Merit System Board

In order to maintain its impartiality, the Merit Board has its own funding and office space in the Executive Office Building. The Board's operating budget provides for a small amount of supplies and materials specifically for the Board and its office. The Other Services and Charges category funds mostly outside legal counsel fees and the cost of transcription for Board hearings. The projected expenditures in this category vary by caseload from year to year and are not predictable. In a heavy caseload year, the Board may have to request supplemental funding.

- Personnel Services: This category covers salaries and benefits, which have been adjusted to cover projected personnel cost, including increases related to pension. Total expenses increased 2.6% (\$3,100) compared to FY17.
- Supplies and Materials: These charges remain unchanged compared to FY17.
- Other Services and Charges: These charges remain unchanged compared to FY17.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	1,649,246	1,919,573	2,021,659	5.3%
Supplies and Materials	29,028	36,022	40,083	11.3%
Other Services and Charges	371,960	275,234	305,364	10.9%
Capital Outlay	10,548	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(159,531)	(161,525)	(141,531)	-12.4%
Total	1,901,251	2,069,304	2,225,575	7.6%
Prince George's County				
Personnel Services	2,198,737	2,606,157	2,755,295	5.7%
Supplies and Materials	38,699	49,097	52,917	7.8%
Other Services and Charges	495,888	379,111	386,511	2.0%
Capital Outlay	14,063	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(423,123)	(438,278)	(399,213)	-8.9%
Total	2,324,264	2,596,087	2,795,510	7.7%
Combined Total				
Personnel Services	3,847,983	4,525,730	4,776,954	5.6%
Supplies and Materials	67,727	85,119	93,000	9.3%
Other Services and Charges	867,848	654,345	691,875	5.7%
Capital Outlay	24,611	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(582,654)	(599,803)	(540,744)	-9.8%
Total	4,225,515	4,665,391	5,021,085	7.6%
Department of Finance				
Montgomery County				
Personnel Services	2,971,764	3,127,334	3,265,760	4.4%
Supplies and Materials	93,101	79,900	79,900	0.0%
Other Services and Charges	882,427	816,118	950,959	16.5%
Capital Outlay	20,932	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(791,719)	(822,307)	(962,340)	17.0%
Total	3,176,505	3,201,045	3,334,279	4.2%
Prince George's County				
Personnel Services	3,950,585	4,206,431	4,257,778	1.2%
Supplies and Materials	123,765	104,300	104,300	0.0%
Other Services and Charges	1,173,075	1,043,986	1,197,218	14.7%
Capital Outlay	27,826	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,525,281)	(1,518,860)	(1,753,765)	15.5%
Total	3,749,970	3,835,857	3,805,531	-0.8%
Combined Total				
Personnel Services	6,922,349	7,333,765	7,523,538	2.6%
Supplies and Materials	216,866	184,200	184,200	0.0%
Other Services and Charges	2,055,502	1,860,104	2,148,177	15.5%
Capital Outlay	48,758	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,317,000)	(2,341,167)	(2,716,105)	16.0%
Total	6,926,475	7,036,902	7,139,810	1.5%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Legal Department				
Montgomery County				
Personnel Services	1,715,182	1,740,520	1,758,862	1.1%
Supplies and Materials	13,653	15,466	15,019	-2.9%
Other Services and Charges	285,242	198,478	209,724	5.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(574,232)	(603,934)	(615,138)	1.9%
Total	1,439,845	1,350,530	1,368,467	1.3%
Prince George's County				
Personnel Services	1,472,889	1,606,686	1,729,890	7.7%
Supplies and Materials	11,724	14,334	14,781	3.1%
Other Services and Charges	244,946	183,945	202,636	10.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(734,707)	(758,667)	(775,041)	2.2%
Total	994,852	1,046,298	1,172,266	12.0%
Combined Total				
Personnel Services	3,188,071	3,347,206	3,488,752	4.2%
Supplies and Materials	25,377	29,800	29,800	0.0%
Other Services and Charges	530,188	382,423	412,360	7.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,308,939)	(1,362,601)	(1,390,179)	2.0%
Total	2,434,697	2,396,828	2,540,733	6.0%
Merit System Board				
Montgomery County				
Personnel Services	55,727	60,764	62,314	2.6%
Supplies and Materials	1,653	918	918	0.0%
Other Services and Charges	9,578	19,889	19,889	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	66,958	81,571	83,121	1.9%
Prince George's County				
Personnel Services	55,727	60,765	62,314	2.5%
Supplies and Materials	1,653	917	918	0.1%
Other Services and Charges	9,578	19,889	19,889	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	66,958	81,571	83,121	1.9%
Combined Total				
Personnel Services	111,454	121,529	124,628	2.6%
Supplies and Materials	3,306	1,835	1,836	0.1%
Other Services and Charges	19,156	39,778	39,778	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	133,916	163,142	166,242	1.9%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Office of Internal Audit				
Montgomery County				
Personnel Services	186,483	223,662	238,190	6.5%
Supplies and Materials	2,687	5,540	2,250	-59.4%
Other Services and Charges	5,397	5,590	15,644	179.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	194,567	234,792	256,084	9.1%
Prince George's County				
Personnel Services	417,607	422,416	450,225	6.6%
Supplies and Materials	6,019	9,660	4,100	-57.6%
Other Services and Charges	12,087	10,510	22,618	115.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(95,000)	(97,502)	(121,332)	24.4%
Total	340,713	345,084	355,611	3.1%
Combined Total				
Personnel Services	604,090	646,078	688,415	6.6%
Supplies and Materials	8,706	15,200	6,350	-58.2%
Other Services and Charges	17,484	16,100	38,262	137.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(95,000)	(97,502)	(121,332)	24.4%
Total	535,280	579,876	611,695	5.5%
CAS Support Services				
Montgomery County				
Personnel Services	1,124	3,492	2,230	-36.1%
Supplies and Materials	18,514	9,737	21,370	119.5%
Other Services and Charges	546,713	606,436	634,244	4.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	566,351	619,665	657,844	6.2%
Prince George's County				
Personnel Services	1,392	4,408	2,770	-37.2%
Supplies and Materials	22,904	12,292	26,760	117.7%
Other Services and Charges	676,358	765,591	791,258	3.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	700,654	782,291	820,788	4.9%
Combined Total				
Personnel Services	2,516	7,900	5,000	-36.7%
Supplies and Materials	41,418	22,029	48,130	118.5%
Other Services and Charges	1,223,071	1,372,027	1,425,502	3.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,267,005	1,401,956	1,478,632	5.5%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES
Expenditures by Department by Type
PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 <u>Actual</u>	FY 17 <u>Adopted</u>	FY 18 <u>Proposed</u>	%
				<u>Change</u>
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	6,579,526	7,075,345	7,349,015	3.9%
Supplies and Materials	158,636	147,583	159,540	8.1%
Other Services and Charges	2,101,317	1,921,745	2,135,824	11.1%
Capital Outlay	31,480	-	-	-
Other Classifications	-	-	-	-
Chargebacks	<u>(1,525,482)</u>	<u>(1,587,766)</u>	<u>(1,719,009)</u>	8.3%
Total	<u>7,345,477</u>	<u>7,556,907</u>	<u>7,925,370</u>	4.9%
Prince George's County				
Personnel Services	8,096,937	8,906,863	9,258,272	3.9%
Supplies and Materials	204,764	190,600	203,776	6.9%
Other Services and Charges	2,611,932	2,403,032	2,620,130	9.0%
Capital Outlay	41,889	-	-	-
Other Classifications	-	-	-	-
Chargebacks	<u>(2,778,111)</u>	<u>(2,813,307)</u>	<u>(3,049,351)</u>	8.4%
Total	<u>8,177,411</u>	<u>8,687,188</u>	<u>9,032,827</u>	4.0%
Combined Total				
Personnel Services	14,676,463	15,982,208	16,607,287	3.9%
Supplies and Materials	363,400	338,183	363,316	7.4%
Other Services and Charges	4,713,249	4,324,777	4,755,954	10.0%
Capital Outlay	73,369	-	-	-
Other Classifications	-	-	-	-
Chargebacks	<u>(4,303,593)</u>	<u>(4,401,073)</u>	<u>(4,768,360)</u>	8.3%
Total	<u>15,522,888</u>	<u>16,244,095</u>	<u>16,958,197</u>	4.4%



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 16		FY 17		FY 18	
	Budget POS	WYS	Adopted POS	WYS	Proposed POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	15.75	15.25	15.50	15.25	16.00	15.76
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	16.25	15.50	16.00	15.50	16.50	16.01
Term Contract	0.50	0.50	0.50	0.50	1.00	0.75
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.00)		(0.50)
Subtotal Dept of Hmn. Res. & Mgmt.	16.75	15.00	16.50	15.00	17.50	16.26
<i>Prince George's County</i>						
Full-Time Career	21.25	20.75	21.50	20.75	22.00	22.24
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	21.75	21.00	22.00	21.00	22.50	22.49
Term Contract	0.50	0.50	0.50	0.50	1.00	1.25
Seasonal/Intermittent		-		-		-
Less Lapse		(1.50)		(0.50)		(0.50)
Subtotal Dept of Hmn. Res. & Mgmt.	22.25	20.00	22.50	21.00	23.50	23.24
TOTAL						
Full-Time Career	37.00	36.00	37.00	36.00	38.00	38.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	38.00	36.50	38.00	36.50	39.00	38.50
Term Contract	1.00	1.00	1.00	1.00	2.00	2.00
Seasonal/Intermittent		-		-		-
Less Lapse		(2.50)		(1.50)		(1.00)
Total Dept of Hmn. Res. & Mgmt.	39.00	35.00	39.00	36.00	41.00	39.50
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	26.00	26.00	26.00	26.00	26.00	26.00
Part-Time Career	0.40	0.30	0.40	0.30	0.40	0.30
Career Total	26.40	26.30	26.40	26.30	26.40	26.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(1.11)		(1.11)		(1.11)
Subtotal Department of Finance	26.40	25.19	26.40	25.19	26.40	25.19
<i>Prince George's County</i>						
Full-Time Career	34.00	34.00	34.00	34.00	34.00	34.00
Part-Time Career	0.60	0.30	0.60	0.30	0.60	0.30
Career Total	34.60	34.30	34.60	34.30	34.60	34.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(1.49)		(1.49)		(1.49)
Subtotal Department of Finance	34.60	32.81	34.60	32.81	34.60	32.81
TOTAL						
Full-Time Career	60.00	60.00	60.00	60.00	60.00	60.00
Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.60
Career Total	61.00	60.60	61.00	60.60	61.00	60.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(2.60)		(2.60)		(2.60)
Total Department of Finance	61.00	58.00	61.00	58.00	61.00	58.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 16 Budget		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	13.70	13.50	13.70	13.50	13.70	13.50
Part-Time Career	-	-	-	-	-	-
Career Total	13.70	13.50	13.70	13.50	13.70	13.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.70	13.50	13.70	13.50	13.70	13.50
<i>Prince George's County</i>						
Full-Time Career	10.30	10.00	10.30	10.00	10.30	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.30	10.00	10.30	10.00	10.30	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	10.30	10.00	10.30	10.00	10.30	10.00
TOTAL						
Full-Time Career	24.00	23.50	24.00	23.50	24.00	23.50
Part-Time Career	-	-	-	-	-	-
Career Total	24.00	23.50	24.00	23.50	24.00	23.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	24.00	23.50	24.00	23.50	24.00	23.50
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
TOTAL						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	0.50	1.00	0.50	1.00	0.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	1.00	0.50	1.00	0.50	1.00	0.50



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 16 Budget		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
OFFICE OF INTERNAL AUDIT						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	0.20
Less Lapse	-	-	-	-	-	-
Subtotal Office of Internal Audit	2.00	2.00	2.00	2.00	2.00	2.20
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	0.30
Less Lapse	-	-	-	-	-	-
Subtotal Office of Internal Audit	3.00	3.00	3.00	3.00	3.00	3.30
TOTAL						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	0.50
Less Lapse	-	-	-	-	-	-
Total Office of Internal Audit	5.00	5.00	5.00	5.00	5.00	5.50
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	57.95	57.00	57.70	57.00	58.20	57.51
Part-Time Career	0.90	0.55	0.90	0.55	0.90	0.55
Career Total	58.85	57.55	58.60	57.55	59.10	58.06
Term Contract	0.50	0.50	0.50	0.50	1.00	0.75
Seasonal/Intermittent	-	-	-	-	-	0.20
Less Lapse	-	(2.11)	-	(2.11)	-	(1.61)
Subtotal CAS	59.35	55.94	59.10	55.94	60.10	57.40
<i>Prince George's County</i>						
Full-Time Career	69.05	68.00	69.30	68.00	69.80	69.49
Part-Time Career	1.10	0.55	1.10	0.55	1.10	0.55
Career Total	70.15	68.55	70.40	68.55	70.90	70.04
Term Contract	0.50	0.50	0.50	0.50	1.00	1.25
Seasonal/Intermittent	-	-	-	-	-	0.30
Less Lapse	-	(2.99)	-	(1.99)	-	(1.99)
Subtotal CAS	70.65	66.06	70.90	67.06	71.90	69.60
TOTAL						
Full-Time Career	127.00	125.00	127.00	125.00	128.00	127.00
Part-Time Career	2.00	1.10	2.00	1.10	2.00	1.10
Career Total	129.00	126.10	129.00	126.10	130.00	128.10
Term Contract	1.00	1.00	1.00	1.00	2.00	2.00
Seasonal/Intermittent	-	-	-	-	-	0.50
Less Lapse	-	(5.10)	-	(4.10)	-	(3.60)
Total CAS	130.00	122.00	130.00	123.00	132.00	127.00



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

OVERVIEW

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

- Other Post-Employment Benefits (OPEB)
- Compensation increases
- Special Revenue Fund transfers
- Reserve accounts

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

Budget	<u>FY17 Adopted</u>	<u>FY18 Proposed</u>	<u>% Change</u>
OPEB Prefunding	\$509,717	\$559,639	9.8%
OPEB PayGo	1,293,130	1,182,380	-8.6%
Marker for Compensation Adjustment <i>(included in Division budgets)</i>		599,668	100%
Marker for Possible Reclassification	0	312,480	0%
Special Revenue Fund Transfer	30,000	0	-100%
Capital Projects Fund Transfer	0	30,000	100%
Operating Expenditure Reserve 5%	<u>2,439,300</u>	<u>2,478,900</u>	<u>1.6%</u>
TOTAL EXPENDITURES	\$4,272,147	\$5,163,067	20.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo decrease by \$60,828 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$912,148 is included for: 1) a compensation marker. We will be in full contract negotiation with the FOP and a wage reopener with MCGEO this year. 2) fund for possible reclassification adjustments based on the study that is currently being completed.



Planning Department
(Administration Fund)

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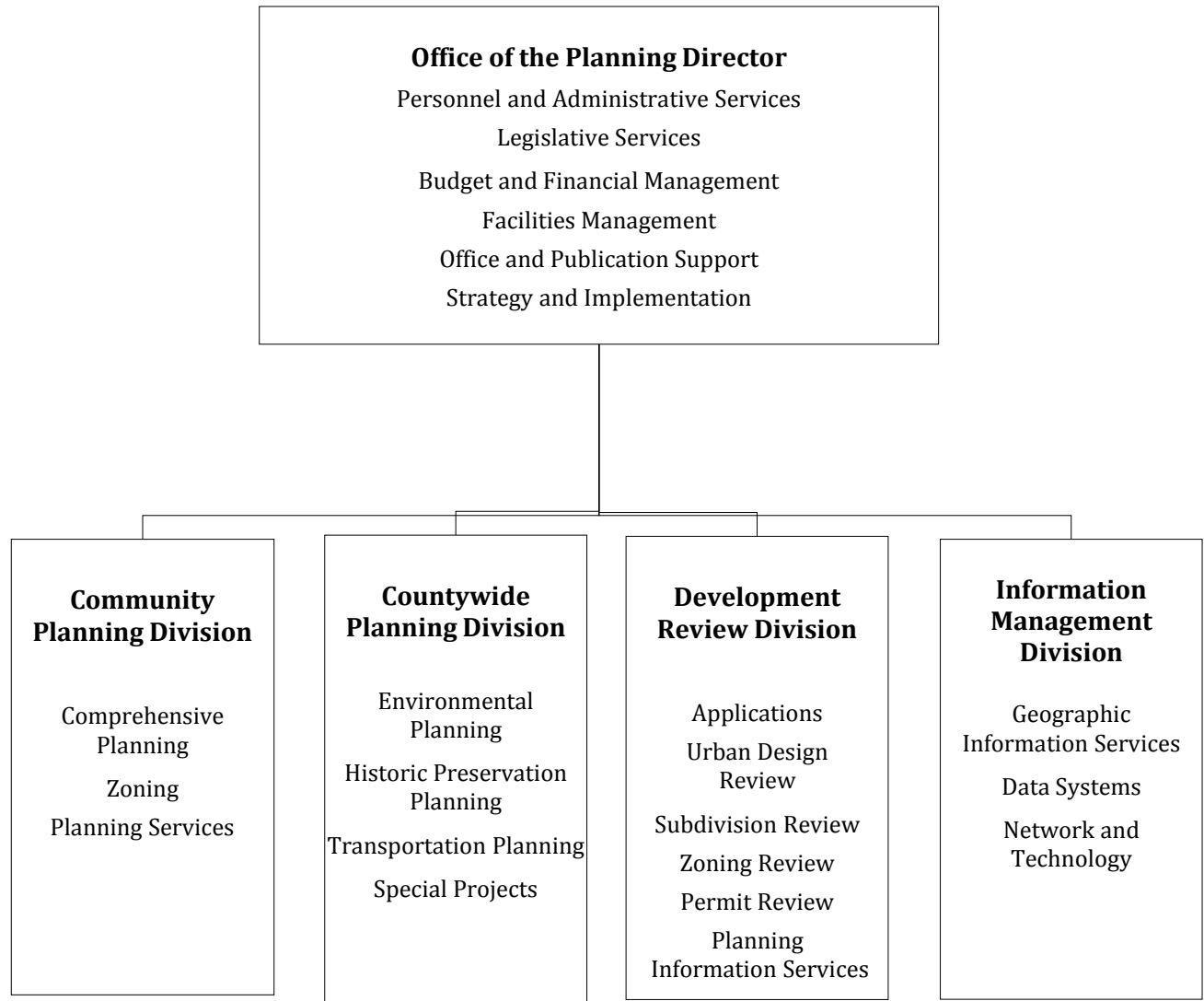
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ORGANIZATIONAL STRUCTURE



Prince George's County Planning Department

EXECUTIVE OVERVIEW

The Prince George's County Planning Department is under the leadership of the Prince George's County Planning Director, with program assistance from a deputy director and four division chiefs. The Planning Director reports to the Prince George's County Planning Board. Planning Department staff is grouped into offices, divisions, and sections as described in the narrative.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

The Prince George's County Planning Department:

- Develops plans to guide new development while protecting adjacent properties and significant environmental, historical, and cultural features. This process uses extensive public participation to ensure collaboration and places a primary focus on customer service. Traffic analyses are also conducted to determine whether existing roads are adequate to accommodate new development. Strategies are developed to strengthen neighborhoods and protect them from deterioration. Data analysis and forecasts are used to identify population and other trends.
- Analyzes proposals for development in a manner that enables the Planning Board and the County Council to make informed decisions, while balancing the different needs and values within the community at large.
- Collects, maintains, and makes available significant public information about the County, land development, and the planning process. The Department provides information through community outreach, a user-friendly information center that provides data in a variety of ways, and an interactive website (<http://www.mncppc.org/pgco>).
- Performs technical analyses, offers advice and recommendations, and responds to emerging issues at the request of elected and appointed officials, staff, and citizens regarding matters relating to existing and future use of land. Much of this effort is performed in collaboration with County, municipal, and state agencies.
- Performs public outreach to enhance knowledge of, and participation in, planning, zoning and development programs, processes, and decisions.
- Supports the programs of the Department of Parks and Recreation and works closely with the Central Administrative Services Departments and the Montgomery County Departments of Parks and Planning to implement Commission policy.
- Works under the direction of the Prince George's County Planning Board on a set of specific projects and tasks annually set forth in the budget adopted by the Prince George's County Council—with input from the County Executive—and performs other requested tasks, as resources permit, in response to issues.
- Maintains highly professional and competent staff to best perform duties and responsibilities.
- Serves elected and appointed officials, municipalities, fellow staff, and citizens.

ACCOMPLISHMENTS

- **Director's Office accomplishments include:**
 - Worked with the County and the Kentland/Palmer Park community to develop an application and action plan to obtain Community Legacy Funding from Maryland's Department of Housing and Community Development (DHCD). The Department was successful and the County received Community Legacy Funding from the DHCD for the



Prince George's County Planning Department

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

- Secured two grants for the Central Branch Avenue Blue-line Trail Project which is an out branch of Sub Region 4 TOD Implementation activities. The funding will help support preliminary engineering (30% design) for the project. Phase I funding (\$80,000) is coming from MWCOG's TLC program and phases II - V (\$362,000) will be funded through a reimbursable grant from the Maryland Bikeway's Program. The aforementioned 30% design plans will be used to leverage construction funding.
- **Community Planning Division accomplishments include:**
 - Completion of the following plans, studies and special projects: Prince George's Plaza Transit District Development Plan and Transit District Overlay Zone; Military Installation Overlay Zone - Map Amendment; Clear Zone Action Plan funded by the Department of Defense, Office of Economic Adjustment; Bowie Sustainability Plan which include innovative public outreach and engagement strategies; and, Minor Plan Amendments to the Gateway Arts District Sector Plan, Largo Town Center Sector Plan and Southern Green Line Station Area Sector Plan;
 - Completion of the Preliminary Greater Cheverly Sector Plan and East Riverdale-Beacon Heights Sector Plan.
 - Managed the Minor Plan Amendment process affecting the Largo Sector Plan, Gateway Arts District Sector Plan, and Central Annapolis Road Sector Plan.
 - Implementation of several key recommendations in the Prince George's Plaza Transit District Development Plan including a Mall of Prince George's parking study and branding and stormwater management studies currently underway.
 - Sustainable Community Designation for the Glassmanor-Oxon Hill Transforming Neighborhood Initiative Area.
 - Staff support to develop and implement strategies to improve conditions in six Transforming Neighborhood Initiative communities: East Riverdale -Bladensburg, Glassmanor-Oxon Hill, Hillcrest-Marlow Heights, Kentland-Palmer Park, Langley Park, and Suitland-Coral Hills.
 - Continued support to the Branch Avenue in Bloom Program on revitalization activities in the Naylor Road Metro Station Core and St. Barnabas Road areas.
 - Continued support to the Westphalia Stakeholders Group including efforts to establish a governance strategy and guidelines for entryway and business signage; also, support to the Westphalia Development Review Council.
 - Continued support and technical assistance to the Town of Upper Marlboro on implementation of the Sustainable Community priorities including the pedestrian and bicycle accessibility study; initiating a plan for streetscape improvements in the town core; and, supporting management of a façade improvement program including applying for new funding.
 - Continued assignment of staff resources and technical support for the Zoning Code Rewrite and Countywide Map Amendment, various working groups and M-U-TC Local Review Design Committees.
 - Support on efforts to facilitate development and activity in priority Metro station areas: Prince George's Plaza, New Carrollton, Largo, Branch Avenue and Suitland.



Prince George's County Planning Department

- Completion of a pattern book for the City of Mount Rainier and continued work with the community on an approach to preserving residential character and architecture.
- **Countywide Planning Division accomplishments include:**
 - Presented a complete first draft of the County's new zoning and subdivision ordinances. Conducted six public input sessions and attended dozens of stakeholder group meetings. Began work on the countywide map amendment.
 - Began quarterly publication of *The Pulse*, a summary of county economic and demographic trends.
 - Published a Retail Marketability and Competitiveness Study and a High-End Retail Market Analysis to support the County's recruitment of new retail investment. Prepared marketing material for the County's use at the International Conference of Shopping Centers (ICSC).
 - Published Urban Land Institute's analysis of redevelopment strategies for Largo Town Center.
 - Provided data and research to numerous business entities interested in locating or expanding in the County.
 - Prepared the Preliminary Resource Conservation Plan, with policies for conserving the natural environment, farmland, and rural character.
 - Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
 - Performed land use analysis for water and sewer plan amendments and the update of the Water and Sewer Plan.
 - Managed the Planning Board's award of \$300,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local non-profit organizations. Reviewed rehabilitation proposals for historic structures.
 - Implemented pedestrian and bicycle APF guidelines required by CB-2-2012, resulting in more pedestrian and bicycle amenities in new development projects.
 - Assisted the County's Bicycle and Trail Advisory Group, the Transportation Planning Board Technical Committee, and the Transportation Planning Board Travel Forecasting and Bicycle/Pedestrian Subcommittees.
 - Provided data and research to the Board of Education for its annual Educational Facilities Master Plan.
 - Reviewed all major projects to be built by federal, state, and county government agencies to ensure community awareness and enhance project design (state-mandated "mandatory referral" process).
- **Development Review Division accomplishments include:**
 - Analyzed approximately 330 applications for zoning map amendments, special exceptions, conceptual and detailed site plans, preliminary plans, and final plats of subdivision for conformance with County plans, policies, and development regulations.
 - Processed approximately 13,200 permits in FY 2016.
 - Responded to almost 10,100 inquiries from the general public in FY 2016.
 - A preliminary plan of subdivision and a special permit were approved for a redevelopment known as the Suitland Town Center. The project is 25.16-acre in size and is located on the north side of Suitland Road, just south of Lacey Avenue. This site is within the M-U-TC and D-D-O Zones and is a public/private partnership spearheaded by the Prince George's County Redevelopment Authority. The development will consist of 700 multifamily dwelling units, of which 137 will be for the elderly, 219 Townhouses, 2 two-family dwellings, 80,331 square feet of retail space, a 45,000-square foot performing arts center, a 33,000-square foot plaza, and a 36,000-square foot park. This redevelopment will bring needed revitalization to this area inside the Beltway. Another infill redevelopment project approved was the Allentown



Prince George's County Planning Department

Andrews Gateway. A conceptual site plan and a preliminary plan of subdivision were approved for this 13.03-acre property in the M-X-T Zone. Located in the northeast quadrant of the intersection of Allentown Road (MD 337) and Branch Avenue (MD 5), this mixed-use project will consist of 61 townhouse dwelling units and 54,600 square feet of commercial retail use.

- **Information Management Division accomplishments include:**
 - Completed the redesign and implementation of the new PGAtlas.com which included improved access and functionality across multiple web browsers and portable devices. Conducted 7 PG Atlas training sessions. PGAtlas.com use continues to be embraced as a business tool relied on for the public. Over a one year period, the public accessed PGAtlas.com 132,609 times.
 - Enhanced our GIS portal website that allows GIS data to be downloaded in multiple formats at no cost to the user. Over 32,572 GIS files have been downloaded in the past 12 months.
 - Developed and implemented a Development Notification application which automatically notifies users when a development case has been accepted by the department and entered into the development activity database.
 - Developed 15 ArcGIS Online web application viewers which range from Pending Development and Underutilized Properties. Redeveloped and automated the GIS web application gallery page.
 - Developed and presented four (4) 3D development models at Planning Board.
 - Completed over 50 GIS custom maps and analysis.
 - Created, updated and obtained 60 countywide GIS layers where many required daily updates such as property, zoning, development activity and easement layers.
 - Created a GIS New Construction layer which includes 2015-2016 data.
 - Coordinated and satisfied Maryland State Archives security requirements for PGAtlas to be directly linked Plats.net.
 - Redeveloped and enhanced the GIS metadata search web application
 - Documented the GIS enterprise architecture.
 - Produced over 300 maps to support the cannabis mapping legislation
 - Populated ESRI Community Map web application with Prince George's County GIS data.
 - Provided staff training on ArcGIS Portal, Advanced ArcGIS, and ArcPro.
 - Purchased and evaluated the effectiveness of a business dataset for updating GIS layers.
 - Updated the department GIS Census datasets with the current release of American Community Survey data.
 - Presented GIS web tools at a Council District 6 public development community forum.
 - Produced 31 custom mailing label, data extract, and report requests filled for internal and external customers.
 - Registered Associated – rebuilt front end of the application to provide improved functionality, and flexibility for users and application visibility reduces deployment overhead. Also, developed a GIS application and completed data integration efforts.
 - Rebuilt front ends of Development Activity Monitoring System (DAMS) application. Improves flexibility for users and application visibility reduces deployment overhead.
 - Completed major enhancement and cleanup of Public Lands database and began development of procedures for loading the dwelling unit inventory data into Oracle.
 - Redeveloped, enhanced and automated the information the Commission enters the State of Maryland Department of Assessment and Taxation database.
 - Supported Census Bureau activities through completion of the Boundary Annexation survey and other address related requests.
 - Completed County and municipal based development capacity analysis.



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- Continued to maintain, support and upgrade as necessary servers, software, computers, and peripheral devices.
- Upgraded productivity software to Microsoft Office 2016 cloud version.
- Established Security Awareness program for the Planning Department to support IT security practices.
- Increased bandwidth to VM Data Center from 8 GB to 20 GB to increase speed.
- Replaced new Barracuda Link Balancers for business continuity practice and 1 GB bandwidth support.
- Assisted with the selection and initial requirements definition of a content management system for a new Commission-wide website.
- Assisted and provided Commission level leadership for design and specifications of a new Active Directory structure.

SUMMARY OF DEPARTMENT BUDGET

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2018

	FY 17 Adopted	FY 18 Proposed	% Change
Planning Department			
Director's Office	\$ 4,148,881	\$ 4,302,379	3.7%
Development Review	6,166,008	6,150,807	-0.2%
Community Planning	3,936,541	3,711,528	-5.7%
Information management	5,255,409	5,263,149	0.1%
County-Wide Planning	6,860,666	6,683,172	-2.6%
Support Services	8,653,835	8,608,021	-0.5%
Grants	149,300	147,500	-1.2%
Subtotal Planning Department	35,170,640	34,866,556	-0.9%
Transfer Out	30,000	30,000	0.0%
Total	\$ 35,200,640	\$ 34,896,556	-0.9%

The Prince George's County Planning Department's FY18 proposed budget total is \$34,866,556, which is \$304,084—or 0.9%—less than the Adopted FY17 Operating Budget and within the spending limit set in the Commission's most recent 6-Year Projection model.

Personnel Salaries and Wages

Included in the total proposed budget is \$19,665,983 for personnel compensation and benefit costs, which is \$142,955 more than the Adopted FY17 Operating Budget. This increase is the result of increases in costs for pension and medical insurance offset by a slight decrease in group insurance costs for long-term disability.

Also, included in the total proposed budget is \$15,200,573 for non-personnel costs, which is \$447,039 or 2.9% less than the FY17 Adopted Budget. The decrease is the result of variances in the major categories identified below:



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Supplies and Materials

The FY 2018 proposed budget for supplies and materials is \$1,496,550 which is a decrease of \$598,350 or 28.6 percent under the adopted FY 2017 total. The decrease is the result of uncertainty in the timing of when costs related to relocating the Planning Department from Upper Marlboro, Maryland to Largo Maryland would occur. When the FY 2017 budget was adopted, we anticipated that full funding for the replacement of office building furnishings would be needed in FY 2017. We now anticipate that we will only incur half of the budgeted cost for new office furnishings in FY 2017 and the remaining half in FY 2018. There is also a decrease in the FY 2018 budget totaling \$23,950 that is related to IT software costs budgeted in FY 2017 that will not be necessary for FY 2018.

Other Services and Charges

The FY 2018 proposed budget for other services and charges is \$12,577,945 which is a decrease of \$38,446 or 0.3 percent below the FY 2017 total. This decrease is primarily related reductions to County project charges described in further detail within the Support Services section of the narrative and reduced funding for professional services. The reductions in funding are offset by increases in the budget related to the following:

- Increases for one-time expenses to fund various relocation costs. The one-time costs include funding for moving expenses, space planning and design, security system, cameras, signage, engineering and construction for build-out of a server room, and document scanning services.
- Increase in funding for Department training needs
- Increase in funding for the Historic Preservation Grant Program.
- Increase to fund services for two countywide mailings related to the Zoning Ordinance rewrite project and the Countywide

Capital Outlay

The FY 2018 capital outlay budget proposal is for \$745,900 which is an increase of \$103,500 or 16.1 percent above the FY 2017 total. The FY 2018 proposal includes funding for the following:

- Carpet and flooring for the new office location
- Large format scanner and plotter machine
- Mail folder and inserter machine for the mail room
- Information technology equipment including server replacement, cisco switches/routers, new racks, and universal power supply for the new office location.

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

The FY18 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 FY18 budget also includes resources for continued planning efforts for multiyear small community plans and studies approved in prior years. In FY18, the Planning Department will also continue with implementation efforts that began in prior years.

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

- \$610,000 in maintenance agreements for major equipment, including computer hardware, computer software, geographic information systems, workstations, printers, etc.
- \$38,000 for janitorial services at the Lakeside offices.
- \$47,900 for Lakeside office condominium fees.
- \$763,800 for County Administration Building (CAB) office space rent (including utilities).



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- \$832,000 for telephones and postage.
- \$135,000 for the lease, service, supplies, and maintenance of printing/copying equipment.
- \$59,200 for utilities at the Lakeside offices.
- \$5,625,166 in project charges paid to the county government other than CAB rent, including:
 - \$250,000 for People's Zoning Counsel.
 - \$1,675,433 for the Zoning Enforcement Unit (this includes inspections for new construction).
 - \$155,300 for the Water and Sewer Planning Unit.
 - \$78,500 for administering tax collection.
 - \$340,500 for the GIS program.
 - \$65,000 to administer the County's Enterprise Zones.
 - \$1,336,200 in permits and inspections for M-NCPPC (Department of Environmental Resources Inspection Division).
 - \$699,867 for engineering inspection and permitting—Department of Public Works and Transportation (DPW&T).
 - \$729,700 for support of redevelopment projects.
 - \$294,666 for Economic Development Corporation General Plan Goals.

WORK PROGRAM PRIORITY

PLANNING

Implementing the General Plan through:

- Completion of a variety of area master, sector, or transit district development plans started in previous years. This a Minor Plan Amendment to the Gateway Arts District Approved Sector Plan, Largo Town Center Sector Plan and Southern Green Line Station Area Sector Plan; and, Military Installation Overlay Zone legislation. Completing post-approval work for the Prince George's Plaza Transit District Development Plan and Transit District Overlay Zone. The Clear Zone Action Plan funded by the Department of Defense, Office of Economic Adjustment and the Prince George's Plaza Transit District Parking Study were also completed.
- Continuing to implement strategies identified in *Plan Prince George's 2035* related to Downtown Development Projects.

PLAN IMPLEMENTATION

Ensuring strong coordination among planning, regulatory, and implementation functions through:

- Continuing implementation functions for a variety of area master, sector, or transit district development plans completed in previous fiscal years. This includes Branch Avenue in Bloom; Town of Upper Marlboro façade improvement program including new funding application to the state; and Westphalia development support. Staff continued to support all six Transforming Neighborhood Initiative areas.

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

Helping to improve economic development around Metro stations by continued efforts that included entering contracts for the rebranding of Prince George's Plaza Transit District, Town of Capitol Heights professional services, Town of Upper Marlboro streetscape, and Transforming Neighborhood Initiative landscape improvement projects.



DEVELOPMENT REVIEW

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

- Continuing efforts with the rewrite of the Zoning/Subdivision Ordinances to simplify these ordinances to make them more responsive to newer planning initiatives related to infill and transit-oriented development, and improve development review.
- Continuing the use of technology and automation to secure record keeping and improve status reporting and customer information by using a digital format and implementing a new business process to build a repository of digital files starting at the time an application is filed.
- Expanding the Department's Document Management System, which will make documents available to the public through various web applications used by the Department.

COMMUNITY PARTICIPATION AND OUTREACH

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

- Using outreach techniques during the master plan process that meet the specific needs of each group of residents and other customers by continuing to build citizens' capacity to become involved in the master plan/SMA process, and maintaining a high level of community participation within compressed time frames.
- Using participatory processes that balance the needs of existing communities with the policies for growth and development outlined in the General Plan.
- Providing accurate and timely responses to inquiries about planning, zoning, and development including an annual assessment of customer satisfaction throughout the Department.

ADMINISTRATION

- Continuing to explore ways of retaining, training, and recruiting sufficient staff to meet program demands in collaboration with the central Human Resources function.
- Managing a major moving effort which will take place in FY18. The Director's Office will manage the relocation of the Planning Department to a new location.
- Keeping abreast of changing technology and strategically planning and implementing new solutions to meet the priorities of our customers.

STAFF WEEKS

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

- (I) Countywide Planning
- (II) Downtown Development
- (III) Innovation Corridor
- (IV) Transforming Neighborhoods Initiative
- (V) Regulatory and Framework Policy
- (VI) Local Opportunities



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- (VII) Intergovernmental Coordination
- (VIII) Development Review Activities and Initiatives
- (IX) Managing Countywide Databases
- (X) Provision of Public Information
- (XI) Management, General Administration, and Supporting Services

Every proposed project is also grouped (with an abbreviated letter code) into one of the following four categories:

- C—Continuing—Projects/activities that are basically of an ongoing nature.
- M—Multiyear—Projects that began in a previous fiscal year and are not yet completed.
- N—New One Year—Projects that are anticipated to begin, and be completed, in FY17.
- NM—New Multiyear—Projects that are proposed to begin in FY17 and will not be completed in that year.

Staff Week Summary

PROGRAMS AND PROJECTS	Adopted FY17	Proposed FY18	Net Change	% Change
I. COUNTYWIDE PLANNING	534	491	-43	-8.1%
Agriculture Preservation Support [C]	14	12	-2	
Archeological Review [C]	9	16	7	
Environmental Planning [C]	60	38	-22	
Historic Area Work Permit Review [C]	32	38	6	
Historic Preservation Grant Program Administration [C]	23	28	5	
Historic Preservation Planning [C]	59	57	-2	
MDP Annual Report [C]	18	21	3	
Primary Healthcare Plan [M]	12	7	-5	
Public Facilities Planning [C]	54	53	-1	
Support to Historic Preservation Commission [C]	96	77	-19	
TMD Study [M]	49	42	-7	
Transportation Planning [C]	31	25	-6	
Water and Sewer Planning [C]	24	29	5	
Watershed Planning [C]	53	48	-5	
II. DOWNTOWN DEVELOPMENT	79	35	-44	-64.1%
Downtown Development Programs [M]	79	35	-44	
III. INNOVATION CORRIDOR	39	14	-25	-5.5%
Innovation Corridor Action Plan [M]	39	14	-25	
IV. TRANSFORMING NEIGHBORHOODS INITIATIVE	76	65	-11	-13.9%
Transforming Neighborhoods Initiative [M]	76	65	-11	
V. REGULATORY AND POLICY FRAMEWORK	605	1024	419	69.3%
Countywide Map Amendment [M]	196	373	177	
Historic Preservation Implementation Strategy [M]	34	36	2	
Major Revision of Zoning Ordinance and Other Regulations [M]	240	456	216	
MPOT Implementation [M]	32	50	18	



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PROGRAMS AND PROJECTS	Adopted FY17	Proposed FY18	Net Change	% Change
New Transportation Model [M]	63	67	4	
Trails Policies Implementation [C]	40	42	2	
VI. LOCAL OPPORTUNITIES	756	565	-191	-25.3%
Adaptive Reuse of Sand and Gravel Operations [M]	34	11	-23	
Bowie MARC Implementation [M]	16	11	-5	
Bowie Sector Plan & SMA [M]	24	100	76	
Bowie Sustainability Plan [M]	58	4	-54	
Central Branch Avenue [M]	27	29	2	
Cheverly Sector Plan and Sectional Map Amendment [M]	113	70	-43	
Greater Chillum Community Study Implementation [NM]	20	10	-10	
Community Legacy/Sustainable Communities Plans [M]	70	17	-53	
East Riverdale/Beacon Heights Sector Plan and SMA [M]	124	95	-29	
Joint Base Andrews JLUS Implementation Com. [M]	22	3	-19	
Plan Evaluation and Six Year Program [M]	44	11	-33	
Morgan Boulevard/Redskins Stadium Study [M]	33	71	38	
Mt. Rainier Architectural Conservation Plan and Overlay Zone [M]	18	11	-7	
Planning Assistance to Municipalities [C]	60	19	-41	
Subregion 4 Employment Action Plan [M]	48	15	-33	
Subregion 4 TOD Implementation- Central Avenue/Blue Line Corridor [M]	16	75	59	
Suitland MUTC [M]	29	13	-16	
VII. INTERGOVERNMENTAL COORDINATION	447	393	-54	-12.1%
Intergovernmental and Private Sector Coordination [C]	151	136	-15	
Requests from Other Departments/Agencies [C]	296	257	-39	
VIII. DEVELOPMENT REVIEW ACTIVITIES	2,689	2,897	208	7.7%
Assigning Street Names/House Numbers [C]	23	27	4	
Information Center [C]	274	268	-6	
Mandatory Referral	211	227	16	
Processing of All Permits [C]	696	722	26	
Processing Alternative Compliance [C]	20	25	5	
Processing Chesapeake Bay Critical Area Plans [C]	61	44	-17	
Processing CPD's and SDP's [C]	202	201	-1	
Processing Concept. /Detailed Site Plans [C]	400	428	28	
Processing Subdivision Applications [C]	300	340	40	
Processing Zoning, Special Exceptions, and Departure Applications [C]	306	295	-11	
Woodland Conservation Program Management and Enforcement [C]	196	320	124	
IX. MANAGING COUNTYWIDE DATABASES	496	422	-74	-14.9%
Community Organization Monitoring Sys. [C]	4	4	0	
Data/Map Sales and Production [C]	20	21	1	



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PROGRAMS AND PROJECTS	Adopted FY17	Proposed FY18	Net Change	% Change
Data Warehouse Initiative [M]	53	39	-14	
Development Activity Monitoring System [C]	24	22	-2	
GIS: 3D GIS Implementation [M]	13	13	0	
GIS: 3D Facilities and Asset Management [M]	4	4	0	
GIS: Applications [C]	49	31	-18	
GIS: Development [C]	96	90	-6	
GIS: Land Use Layer Maintenance [C]	11	11	0	
GIS: Maintenance [C]	127	124	-3	
Land Data File Maintenance [C]	92	60	-32	
Public Lands and Facilities Inventory [C]	3	3	0	
X. PROVISION OF PUBLIC INFORMATION	381	363	-18	-4.7%
Approved Plan Publications [M]	42	37	-5	
Communication w/Public: Public Info [C]	88	94	-6	
Demographic and Economic Analysis [C]	20	14	-6	
Federal/State Statistical Analysis [C]	16	12	-4	
Housing, Population, and Employment Forecasts [C]	38	35	-3	
Master Address Database [C]	8	7	-1	
Pipeline Maintenance and Implementation [C]	17	16	-1	
Real Estate Research and Analysis [C]	16	13	-3	
Special Research Studies [C]	71	65	-6	
Website Development/ Management [C]	65	70	5	
XI. MANAGEMENT/ADMINISTRATION/SUPPORT	432	483	51	11.8%
Computer Systems Operation/Maintenance [C]	252	249	-3	
Data Systems: Document Management [C]	93	97	4	
Department Training [C]	68	83	15	
Records Management [C]	13	15	2	
Strategic Plan 2018 [M]	6	39	33	



GLOSSARY OF PLANNING TERMINOLOGY

In the Planning Department budget pages that follow, many specific terms are used that may be unfamiliar to the reader. To facilitate a better understanding of the information and descriptions of Planning Department work efforts, the following terms are listed and defined. A complete list of defined terminology can be found on the website, www.mncppc.org/pgco.

Adequate Public Facilities (APF) Ordinance and Test: The ordinance requiring a determination of the adequacy of public facilities to accommodate growth resulting from approval of a subdivision application and used as the benchmark or test.

Agritourism: In general, this is the practice of attracting travelers or visitors to an area or areas used primarily for agricultural purposes.

Alternative Compliance: An administrative process created to give relief to owners of properties in established communities by allowing them to achieve the intent of the Landscape Manual standards through an alternative design, 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 along with supporting data, text, and other maps. They provide specific recommendations for a planning area or subregion on the environment, historic preservation, living areas, housing, commercial areas, employment areas, urban design, circulation, and transportation. (See also Master Plan.)

Basic Plan: Phase 1 of the Comprehensive Design Zone process. It sets forth general land use relationships, including the approximate number of dwelling units and building intensity. Proposed land uses are also described.

BRAC—Defense Base Closure and Realignment Commission: Appointed by the U.S. President, this commission was formed to provide an objective, non-partisan, and independent review and analysis of the list of military installation recommendations issued by the U.S. Department of Defense in May 2005.

Charrette: A brief, intense design workshop in which community teams work together with municipal staff, city council members, the landowner, the developer, and all interested citizens in order to produce a plan that addresses the needs of the community.

Chesapeake Bay Critical Area: All waters of, and lands under, the Chesapeake Bay and its tributaries to the head of tide as indicated on the state wetlands maps, and all land and water areas within 1,000 feet beyond the landward boundaries and heads of tides as indicated on approved Chesapeake Bay Critical Area Overlay Zoning Map Amendments.

Community Centers: Concentration of activities, services, and land uses that serve, and are focal points for, the immediate neighborhoods. (See also Metropolitan Centers.)

Cooperative Forecasts: A series of population, household, and employment forecasts prepared by local jurisdictions 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.



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

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

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

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

Euclidean Zoning: Also known as “building block” zoning, Euclidean zoning is characterized by the segregation of land uses into specified geographic districts and dimensional standards stipulating limitations on the magnitude of development activity that is allowed to take place on lots within each type of district. Typical types of land-use districts in Euclidean zoning are residential (single-family), residential (multifamily), commercial, and industrial.

Forecast: As defined for use in the Council of Governments (COG) Cooperative Forecasting Program, a projection tempered by stated policy considerations, including the reconciliation of past and current trends with current and future policies. Ideally, forecasts reflect the best professional judgment concerning the impact of trends and present conditions on the future trend of development and the likely effectiveness of policies to alter this trend. Therefore, forecasts should represent the most realistic assessment of the future.

Form-Based Code: A method of regulating development to achieve a specific urban form. Form-based codes create a predictable public realm by controlling physical form primarily, with less focus on land use, through city or County regulations.

Functional Plans: Maps and supporting text that comprehensively cover a specific topic (such as public safety, transportation, or historic preservation) for the entire County.

General Plan: The Prince George's County General Plan, approved by the County Council in October 2002, provides long-range guidance for the future growth of the County. It identifies centers and corridors where intensive mixed-use (residential, commercial, and employment development) is to be encouraged. The plan also divides the County into three development tiers (Developed, Developing, and Rural) recognizing the different development goals and needs of different parts of the County. The plan also makes recommendations for infrastructure elements: green infrastructure, transportation systems, and public facilities. The plan includes guidance for economic development, revitalization, housing, urban design, and historic preservation. Future implementation efforts are outlined.

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

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

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



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

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

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

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

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

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

Orthorectify: Processing an aerial photograph to geometrically correct it so that the scale of the photograph is uniform and can be measured in the same way as a map.

Planimetric: A two-dimensional representation of geographical space using aerial photography.

Planning Area: A district geographically defined by natural or manmade boundaries as described in the Zoning Ordinance. It is the smallest geographical area for which a master plan is prepared. Prince George's County is divided into 37 planning areas, covering the entire County with the exception of the City of Laurel (which is not under M-NCPPC jurisdiction).

Plat: A plat of subdivision is the plan that includes metes and bounds for lots, parcels, public road, land dedication, and conditions of approval.

Preliminary Plan of Subdivision: The preliminary detailed drawing (to scale) of a tract of land, depicting its proposed division into lots, blocks, streets, alleys, or other designated areas within a proposed subdivision.

Sectional Map Amendment (SMA): (A) The rezoning of a planning area (or a combination of planning areas, municipalities, those areas subject to a master plan, or areas subject to an adopted urban renewal plan), either selectively or in its entirety, to implement a master plan and policies to achieve specified planning goals. (B) A legislative act that implements the land use recommendations contained in a master plan by comprehensively rezoning property to reflect master plan policies, but not necessarily to follow all master plan land use policies or recommendations.



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

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

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

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

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

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

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

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

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

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

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



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

OVERVIEW

The Planning Director's Office provides administration and overall direction for the Planning Department. This responsibility includes the planning, supervision, and coordination of all planning services. The Director's Office encompasses personnel and administrative services, legislative services, budget and financial management, facilities management, strategy and implementation, and office and publications support functions. Office and publications support functions are in a separate section responsible for publications, graphics, web page, visual media, and office services. This section supports the production of planning studies, reports, and other documents; delivers information to the public via the internet; and provides reproduction and in-house scanning and printing services, mail and courier service, fleet management, office supply services, and office equipment support. This unit also provides visual media support including photography, videography, and live streaming of Planning Board meetings. The section provides primary support services to the Department and the Planning Board, as well as support to the Prince George's County Government and other Commission facilities.

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Completed 30% design plans for Phase I of the Central Avenue Connector Trail(CACT) Project. Phase 1 near the Addison Road Metro Station runs from Addison Plaza to Peppermill Road. The CACT Project has been included as a trail priority in the 2016 *Joint Signature Letter*.
- Secured an additional grant for the Central Avenue Connector Trail Project which is an out branch of Sub Region 4 TOD Implementation activities. Funding for preliminary engineering (30% design) for Phase I funding (\$80,000) came from MWCOG's TLC program and Phase II (\$362,000) through a reimbursable grant from the Maryland Bikeway's Program. Funding for Phase III (Beltway Pedestrian Bridge) of the CACT 30% design work has been awarded through Transportation Alternatives Program(TAP). The 30% design plans will be used to leverage future construction funding.
- Worked with the County, Kentland/Palmer Park community, and the Housing Initiative Partnership to develop an application to obtain Community Legacy Funding from Maryland's Department of Housing and Community Development (DHCD). The Housing Initiative Partnership was successful in receiving Community Legacy Funding from the DHCD for the Kentland/Palmer Park Transforming Neighborhoods Initiative (TNI) focus area. The Community Legacy program provides local governments and community development organizations with funding aimed at strengthening communities through activities such as business retention and attraction, encouraging homeownership, and commercial revitalization. Funding received will be leveraged with County funding to reduce blight through home acquisition and rehab in the area where there is a concentration of foreclosed and abandoned properties, and to improve the appearance of existing occupied homes to enhance the overall



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quality of life and property values within the Kentland/Palmer Park TNI Housing Revitalization Program area.

- Worked with the County, Department of Housing and Community Development and the Redevelopment Authority and developed an application to obtain Community Legacy Funding from Maryland's Department of Housing and Community Development (DHCD) for the Central Avenue-Metro Blue Line Corridor TOD Neighborhood Conservation PILOT Program. Based on the application submitted the Redevelopment Authority was successful in receiving Community Legacy Funding from the state DHCD for the PILOT Program which will Implement façade improvement program to neighboring homeowners in the Central Avenue-Metro Blue Line Corridor TOD Neighborhood Conservation PILOT Program area in Capitol Heights. The funding received will be leveraged with County and other state funding to reduce blight and improve the quality of life for existing homeowners.

BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$81,498, or 2.5 percent over FY 2017 totals. The variance is primarily due to the transfer of one full-time career position from the Community Planning Division into the Planning Director's Office to support the personnel and administrative function in the Planning Director's Office.
- **Supplies and Materials** budget decreased by \$119,000, or 29.7 percent under the FY 2017 total, primarily due to an over-estimation of costs included in the FY 2017 budget for office systems furniture necessary of the relocation of the Planning Ding Department. To a new building. Projections show that we spend a partially pay for the cost of new furnishing in FY 2017 and the remainder of funds will be procured in FY 2018.
- **Other Services and Charges** budget increased by \$128,600, or 28.0 percent above the FY 2017 total, primarily due to one-time costs included in the FY 2018 budget for relocating the Planning Department to a new building. This includes costs for office security system, document scanning services, and signage.
- **Capital Outlay** increased by \$62,400, or 99.8 percent above the FY 2017 total, primarily due to one-time costs associated with costs for a new folder/stuffer machine to be utilized in our mailroom as well as new carpet and flooring for new office space.
- **Funded Positions/Funded Workyears** increased by 1 due to the transfer of one full-time career position from the Community Planning Division into the Planning Director's Office to support the personnel and administrative function in the Planning Director's Office.

Summary of Division Budget

	FY17 Adopted	FY18 Proposed	% Change
Budget			
Expenditures	\$4,148,881	\$4,302,379	3.7%
Staffing			
Funded Career Positions	27.50	28.50	3.6%
Funded Workyears	27.50	28.50	3.6%



HIGHLIGHTS AND MAJOR CHANGES IN FY 2018 PROPOSED BUDGET

Sustainable Communities Plans/Community Legacy Plan Applications: In response to the State of Maryland's Sustainable Communities Act of 2010, which targets state revitalization resources in focus areas called "sustainable community areas," staff are working with local communities to build on existing and previous master plans and studies to create successful, sustainable, community plans that will lead to the designation of areas as Sustainable Communities. After designation, action plans will be created to access a number of state funding programs through the Community Legacy Program to implement priority revitalization projects. While the Sustainable Communities Program has limited grant funding available through the Community Legacy Program, the designation also gives higher priority to communities when accessing other state programs, including those for neighborhood revitalization, business revitalization, and transportation improvements. This project is the outgrowth of citizens' desires to see implementable projects as a part of the Kentland/Palmer Park TNI.

In FY 2018, staff will continue to work with County agencies and residents to move forward the Kentland/Palmer Park TNI neighborhood revitalization program(s). Staff will also assist the community in applying for additional grant opportunities at the county, state, and federal government levels.

Landover Gateway Sector Plan Implementation: This multiyear program consists of several plan implementation efforts associated with the 2009 *Approved Landover Gateway Sector Plan and Sectional Map Amendment*. The program also involves working with key County agencies as they proceed with predevelopment efforts that support redevelopment of the former Landover Mall site and the Glenarden Apartments site.

In FY 2018, staff will continue their work with various stakeholders to include County agencies in the implementation of goals and policies of the Approved Landover Gateway Sector Plan.

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

In FY 2018, staff will continue working with various stakeholders to include County agencies and the Largo Town Center Development Board as they proceed with key implementation efforts associated with the goals and policies of the 2013 *Largo Town Center Approved Sector Plan and Sectional Map Amendment*. This multiyear program consists of several plan implementation efforts associated with the plan and sectional map amendment.

Primary Health Care Strategic Plan: In FY 2013, the Planning Department began work with the County Executive's Office and the Prince George's County Health Department on this multiyear activity to prepare a countywide Primary Health Care Strategic Plan. This plan was completed in FY 2016 and provided recommendations and implementation strategies focused on increasing access to preventative services, including health promotion and disease prevention, health behavior education, immunization practices, alcohol and drug addiction, unplanned pregnancies, and mental health services to residents of the County. The final plan also included recommendations to increase the number of primary health care providers to address shortages and to improve access to these services for the underserved and underinsured residents of the County. The plan was



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helpful in the County's effort in securing the Certificate of Need for the New Regional Medical Center.

In FY 2018, staff will continue their work with County agencies, advisory and stakeholder committees, residents, and other key stakeholders in the implementation of goals and policies.

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

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

In FY 2018, staff will continue to collaborate with the five working groups to address issues related to Public Safety, Technology and Information Management, Economic Development and Infrastructure, Community Engagement, and Health/Human Services/Education. Our principal implementation endeavor is to move forward the recommendations identified in the Sustainable Communities and Community Legacy Applications.

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

In FY 2018, staff will continue working with the Office of Central Services and other County agencies to move forward the development process for the 219-acre county-owned parcel.

Subregion 4 Transit-Oriented Development Implementation – Central Avenue/Blue Line Corridor:

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

Subsequent studies and phases of design for the Central Avenue Connector Trail a key recommendation of the Subregion 4 Master Plan is to provide implementation assistance to support the delivery of transit-oriented development at the Capitol Heights, Addison Road, Morgan Boulevard, and Largo Metro Station areas. Several grant applications were completed and funding



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was successfully secured to initiate Phase I 30 percent design plans for the Central Avenue Connector Trail Project (CACT) and 30 percent design plans for Phase 2 of the CACT and Phase 3 30 percent design plans the final phase of the CACT. percent We are expecting to execute a Memorandum of Understanding with the Maryland Department of Transportation on Phase 3 in the third quarter of FY 17.

In FY 2018, activities that were started along the Central Avenue - Metro Blue Line Corridor and its vicinity will continue focusing on coordination of implementation strategies/activities, the identification and securing additional funding sources that will support the Central Avenue Connector Trail Project (CACT), Central Avenue-Metro Blue Line Corridor TOD Neighborhood Conservation Program and neighborhood and economic development in this corridor and surrounding area. Staff working with county, state and regional agencies and municipalities, residents, and other key stakeholders will continue their efforts to support the delivery of transit-oriented development inside the beltway. Also, staff will support the efforts of the work group as prescribed in the sustainable communities' application, and the subsequent designation that was granted for this area.



Prince George's County Planning Department – Development Review

OVERVIEW

MISSION

The goal of the Development Review Division (DRD) is to provide professional analysis and evaluation of development proposals as mandated by law for the benefit of applicants, citizens, public officials, and government agencies to implement public plans and policies concerning land use and design, and to improve the quality of development in Prince George's County.

PROGRAMS AND SERVICES PROVIDED

DRD is responsible for the review of development proposals, including zoning map amendments, subdivision plans, site plans, special exceptions, departures, and permits. This review is required by the County Zoning Ordinance and Subdivision Regulations, as authorized by the Land Use Article.

DRD provides technical review and best professional recommendations on new development proposals. In addition, it provides notice of hearings to the public, mediation for opposing parties, and assistance and information to officials, municipalities, civic organizations, citizens, business owners, engineers, developers, and builders.

DRD also provides support to the Intergovernmental Coordination Activity by analyzing and commenting on proposed text amendments to the Zoning Ordinance and Subdivision Regulations, and support to the Countywide Planning Division and Community Planning Divisions in the form of resource members for master plan teams.

Web access to the Development Activity Monitoring System (DAMS) provides citizens with more convenient access to information on development activities. DAMS has been significantly improved through integration with the Geographic Information System (GIS) database. Web access to report backup and final decisions (resolutions) has also been improved.

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

ACCOMPLISHMENTS

- Analyzed approximately 330 applications for zoning map amendments, special exceptions, conceptual and detailed site plans, preliminary plans, and final plats of subdivision for conformance with County plans, policies, and development regulations.
- Processed approximately 13,200 permits in FY 2016.
- Responded to almost 10,100 inquiries from the general public in FY 2016.
- A preliminary plan of subdivision and a special permit were approved for a redevelopment known as the Suitland Town Center. The project is 25.16-acre in size and is located on the north side of Suitland Road, just south of Lacey Avenue. This site is within the M-U-TC and D-D-O Zones and is a public/private partnership spearheaded by the Prince George's County Redevelopment Authority. The development will consist of 700 multifamily dwelling units of which 137 will be for the elderly, 219 Townhouses, 2 two-family dwellings, 80,331 square feet of retail space, a 45,000-square foot performing arts center, a 33,000-square foot plaza, and a 36,000-square foot park. This redevelopment will bring needed revitalization to this area inside the Beltway. Another infill redevelopment project approved was the Allentown Andrews Gateway. A conceptual site plan and a preliminary plan of subdivision were approved for this



Prince George's County Planning Department – Development Review

13.03-acre property in the M-X-T Zone. Located at the northeast quadrant of the intersection of Allentown Road (MD 337) and Branch Avenue (MD 5), this mixed-use project will consist of 61 townhouse dwelling units and 54,600 square feet of commercial retail use.

BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$5,599 or 0.1 percent as compared to FY2017 totals, primarily due to increased costs for pension and medical insurance costs.
- **Supplies and Materials** budget decreased by \$212,300—40.8 percent below the FY 2017 total. This decrease is primarily due to an over-estimation of costs included in the FY 2017 budget for office systems furniture necessary of the relocation of the Planning Department to a new building. FY 2017 projections show that the Department will spend only half of the FY 2017 budgeted funds for new office furnishing before the close of the fiscal year and the remaining funds necessary will be budgeted in FY 2018.
- **Other Services and Charges** budget increased by \$115,500—37.3 percent above the FY 2017 totals— primarily due to one-time costs included in the FY 2018 budget for relocating the Planning Department to a new building. This includes costs for office security system, document scanning services, and signage.
- **Capital Outlay** budget increased by \$76,000, or 100 percent above the FY 2017 total, primarily due to one-time costs associated with funding to cover the cost of carpet and flooring for new office space.
- **Funded Positions/Funded Workyears** No change from FY 2017.

Summary of Division Budget

	FY17 Adopted	FY18 Proposed	% Change
Budget			
Expenditures	\$6,166,008	\$6,150,807	- .25%
Staffing			
Funded Career Positions	53.00	53.00	0.0%
Funded Work Years	51.00	51.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY 2018 PROPOSED BUDGET

- None



Prince George's County Planning Department – Development Review

GOALS AND PERFORMANCE MEASURES

Development Review Division Performance Measures

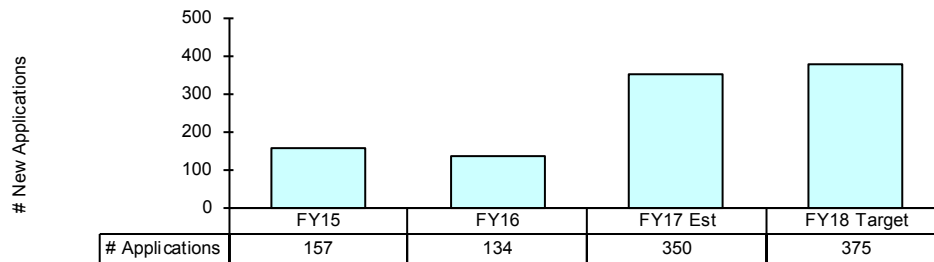
Divisional Goal: Provide professional, objective analysis and evaluation of development proposals as mandated by law for the benefit of applicants, citizens, public officials, and government agencies to implement public plans and policies concerning land use and design, and to improve the quality of development in Prince George's County.

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

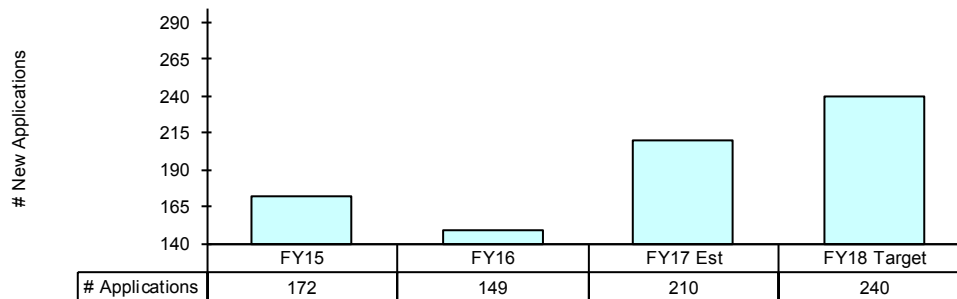
Outcome Subdivision, Zoning, Urban Design: Information and recommendations for the public and decision-makers.

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

Preliminary Plans of Subdivision



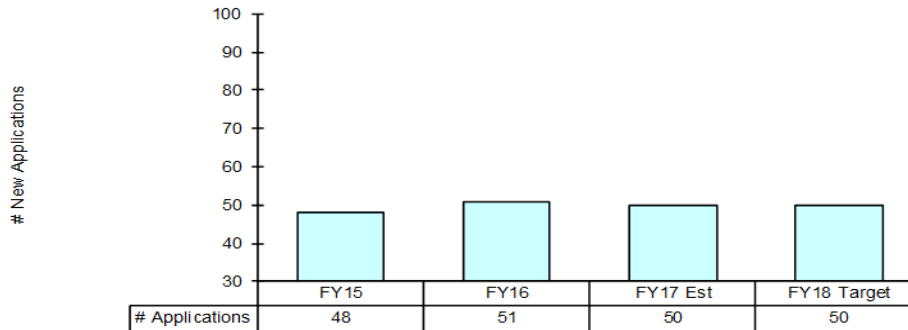
Urban Design



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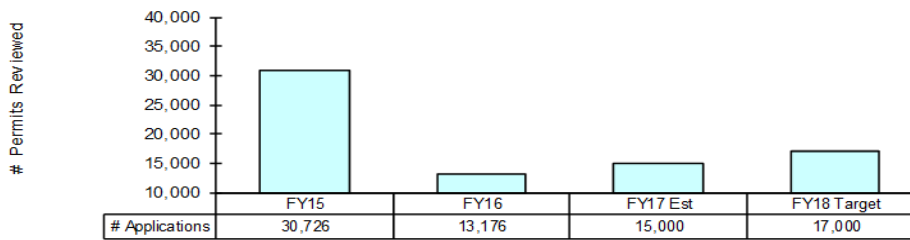
Development Review Division Performance Measures Cont'd

Zoning

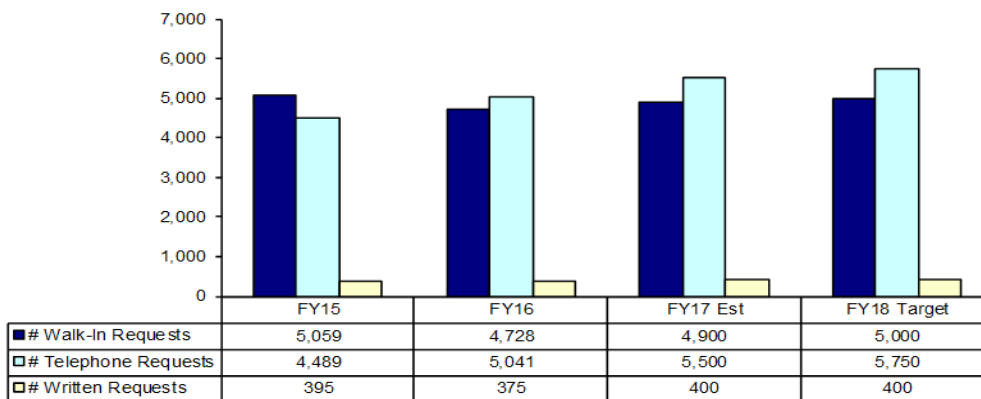


Outcome Permit Review Section: Accurate and timely permit review.

Permits



Modes of Delivery of Planning and Development Information Service



Prince George's County Planning Department – Community Planning

OVERVIEW

MISSION

The mission of the Community Planning Division is to plan for livable communities, provide the highest quality community planning services, and facilitate the implementation of approved plans among stakeholders. Meeting customer needs is the Division's top priority.

PROGRAMS AND SERVICES PROVIDED

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

- Subregion Plans
- Area Sector and Master Plans
- Small Area Plans
- Revitalization Plans/Action Plans
- Specialized Planning Studies
- Planning Assistance to Municipalities and Communities
- Development Review
- Community Outreach
- Sectional Map Amendments
- Text Amendments
- Plan Implementation
- Public Outreach and Education

ACCOMPLISHMENTS

- Completion of the following plans, studies and special projects: Prince George's Plaza Transit District Development Plan and Transit District Overlay Zone; Military Installation Overlay Zone-Map Amendment; Clear Zone Action Plan funded by the Department of Defense, Office of Economic Adjustment; Bowie Sustainability Plan which include innovative public outreach and engagement strategies; and Minor Plan Amendments to the Gateway Arts District Sector Plan, Largo Town Center Sector Plan, and Southern Green Line Station Area Sector Plan.
- Completion of the Preliminary Greater Cheverly Sector Plan and East Riverdale-Beacon Heights Sector Plan.
- Managed the Minor Plan Amendment process affecting the Largo Sector Plan, Gateway Arts District Sector Plan, and Central Annapolis Road Sector Plan.
- Implementation of several key recommendations in the Prince George's Plaza Transit District Development Plan including a Mall of Prince George's parking study and branding and stormwater management studies currently underway.
- Sustainable Community Designation for the Glassmanor-Oxon Hill Transforming Neighborhood Initiative Area.



Prince George's County Planning Department – Community Planning

- Staff support to develop and implement strategies to improve conditions in six Transforming Neighborhood Initiative communities: East Riverdale –Bladensburg, Glassmanor-Oxon Hill, Hillcrest-Marlow Heights, Kentland-Palmer Park, Langley Park, and Suitland-Coral Hills.
- Continued support to the Branch Avenue in Bloom Program on revitalization activities in the Naylor Road Metro Station Core and St. Barnabas Road areas.
- Continued support to the Westphalia Stakeholders Group including efforts to establish a governance strategy and guidelines for entryway and business signage; also, support to the Westphalia Development Review Council.
- Continued support and technical assistance to the Town of Upper Marlboro on the implementation of the Sustainable Community priorities including the pedestrian and bicycle accessibility study; initiating a plan for streetscape improvements in the town core; and supporting management of a façade improvement program including applying for new funding.
- Continued assignment of staff resources and technical support for the Zoning Code Rewrite and Countywide Map Amendment, various working groups and M-U-TC Local Review Design Committees.
- Support on efforts to facilitate development and activity in priority Metro station areas: Prince George's Plaza, New Carrollton, and Largo, Branch Avenue and Suitland.
- Completion of the pattern book for the City of Mount Rainier and continued work with the community on an approach to preserving residential character and architecture.

BUDGET AT A GLANCE

- **Personnel Services** budget for FY 2018 decreased by \$62,413 or 2.1 percent below the FY 2017 total. The variance is primarily due to the transfer of one full-time career position from the Community Planning Division into the Planning Director's Office to support the personnel and administrative function in the Planning Director's Office.
- **Supplies and Materials** budget for FY 2018 decreased by \$124,200 or 42.7 percent below the FY 2017 total. This decrease is primarily due to an over-estimation of costs included in the FY 2017 budget for office systems furniture necessary of the relocation of the Planning Department to a new building. FY 2017 projections show that the Department will spend only half of the FY 2017 budgeted funds for new office furnishing before the close of the fiscal year and the remaining funds necessary will be budgeted in FY 2018.
- **Other Services and Charges** budget for FY 2018 decreased by \$76,800 or 10.5 percent below the FY 2017 total primarily due to a decreased budget for professional services to support outside consulting services for Community Planning projects.
- **Capital Outlay** budget increased by \$38,400, or 100 percent above the FY 2017 total, primarily due to one-time costs associated with funding to cover the cost of carpet and flooring for new office space.
- **Funded Positions/Workyears:** decreased by 1 due to the transfer of one full-time career position from the Community Planning Division into the Planning Director's Office to support the personnel and administrative function in the Planning Director's Office.



Prince George's County Planning Department – Community Planning

Summary of Division Budget

		<u>FY17</u>	<u>FY18</u>	<u>%</u>
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget	Expenditures	\$3,936,541	\$3,711,528	-5.7%
Staffing	Funded Career Positions	28.00	27.00	-3.6%
	Funded Workyears	26.75	25.75	-3.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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

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

In FY18, staff will complete the study and present to the Planning Board and County Council as well as county and other pertinent agencies.

Bowie and Vicinity Master Plan: This is a multi-year project to prepare a new master plan for the City of Bowie and vicinity. The objectives of the project are to assess development potential of key locations with the area; revisit Plan 2035 center classification for the Bowie Town Center, develop strategies to improve to City's Completeness Score as defined in Plan 2035; recommend an appropriate zoning classification for Old Town Bowie; and, maximize stakeholder outreach, education and involvement to assess perceptions, aspirations and needs of the plan area.

In FY18, work will include initiation of the planning process and a complete draft of the preliminary plan. Key stakeholder outreach and engagement activities will take place during the fiscal year.

Central Branch Avenue Corridor Revitalization Sector Plan Sectional Map Amendment: This project is tied to the completion and County Council enactment of the new Zoning Ordinance as it is depended upon new zoning classifications to implement land use policies in the approved sector plan. The sector plan recommends zones that allow a broader range of uses across zones at a scale appropriate to the character of the Central Branch Avenue Corridor communities, though with a predominate use. It also recommends a new zoning classification for production, distribution and repair businesses which are concentrated in the sector plan area.



Prince George's County Planning Department – Community Planning

Enactment of the Zoning Ordinance and approval of the Countywide Map Amendment that will apply the new zones, including for the Central Branch Avenue Corridor, are scheduled for FY 18 and FY 19, respectively. In FY 18, Community Planning Staff will continue to work with the Zoning Ordinance Rewrite Team on the list of proposed zones and standards, and provide background information on the plan's land use and zoning recommendations in order to inform the rezoning recommendations proposed for the area.

Central Branch Avenue Revitalization Sector Plan Implementation: This is an ongoing effort to implement key revitalization and redevelopment recommendations in the approved sector plan which informed the Sustainability Communities Plan for the area, within public agencies, community organizations, and nonprofits to implement recommendations for new roadways, open space, and urban parks. Staff will also play a role in implementing recommendations proposed by the Andrews Working Group for the Allentown Road Commercial Area as well as those in the Sustainability Communities plan.

In FY18, staff will continue to promote the plan among key property owners and developers and identify and pursue short-term implementation activities. Specific activities may include identifying and prioritizing infrastructure improvements implementation of the Camp Springs Sustainable Communities Action Plan, coordinate/facilitate a streetscape plan for Allentown Road and provide assistance/staff support in identified focus areas

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

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

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

Staff has completed the preliminary plan and obtained Planning Board permission to print and distribute copies of the document to stakeholders.

The work program for the project in FY18 includes the Joint Public Hearing, Planning Board Adoption and transmittal of the adopted plan to the District Council and District Council review and consideration of plan adoption. Post-approval activities will be largely completed in the fiscal year.



Prince George's County Planning Department – Community Planning

Greater Cheverly Sector Plan: This is a multi-year project with origins in 2012 with the city's completion of Envision Cheverly, which defined priority short and long range goals, objectives, and strategy areas for more detailed planning. Building on this important community based effort, in addition to the priorities defined by Envision Cheverly, the sector plan initiated in FY16 considers the recommendations from the 2005 Sector Plan and Sectional Map Amendment for the Tuxedo Road/Arbor Street/Cheverly Metro Station and the Landover Metro Station Area and MD 202 Corridor Sector Plan and SMA. The sector plan will address the industrial and publicly-owned properties north and south of the John Hanson Highway (US 50)—immediately adjacent to and within the Town of Cheverly—and potential future uses for the Prince George's County Hospital property.

Staff completed the Preliminary Greater Cheverly Sector Plan, received stakeholder input at the official public hearing and obtained Planning Board adoption of the plan.

The work program for the project in FY18 includes transmittal and presentation of the adopted plan and public hearing testimony to the County Council and Council consideration of plan approval. Post-approval activities will be completed in the fourth quarter of the fiscal year. Work will also be completed on a key recommendation in the plan to prepare a Feasibility Study and Adaptive Reuse Plan for the vacated Fairmount Heights High School. The reuse study will include design issues, restoration/rehabilitation plans, historic site designation issues, hazardous materials abatement, conditions report, and marketing analysis. Staff will work closely with the county, school board, Historic Preservation Commission, the Fairmount Heights High School Reuse Committee and area residents. Staff will also complete/pursue a National Register District Nomination for a historically significant section of the Town of Cheverly. Staff will continue its work with the Maryland Historical Trust to determine district eligibility and applicability of National Park Service criteria. As part of the plan's implementation, staff will investigate engaging a consultant to prepare the National Register Nomination. Staff will monitor the contact and provide education and outreach initiatives with the community.

Greater Chillum Community Study Implementation: Implementation activities will involve work with the County's Department of Housing and Community Development (DHCD) to designate the Hampshire Knolls and Lewisdale neighborhoods as HUD Neighborhood Revitalization Strategy Areas (NRSAs). These two neighborhoods were identified as the most likely candidates for this federal program which provides flexibility to allow communities to undertake housing, economic development, and public service activities through the use of Community Development Block Grant (CDBG) monies. This program is intended to create opportunities in distressed neighborhoods through the stimulation of reinvestment. In addition, staff will explore with DHCD a partnership with County non-profit organizations to utilize the NeighborWorks Stable Communities program to assist neighborhoods in transition as well as possible State Sustainable Community Designation.

Joint Land Use Study Implementation (JLUS): This work program item will largely focus on establishing appropriate processes to administer the new Military Installation Overlay Zone and educate and train Planning and County staff, and affected property owners on program administration. Activities will include the development and distribution of a public information brochure and Web Page postings, as well as meetings with key stakeholders and Joint Base Andrews staff on the impact of the zone and administrative processes. Additionally, staff will work with the State of Maryland on its Joint Land Use Study particularly to promote the inclusion of key recommendations in the County's JLUS that require state support.

In FY18, staff will complete and implement all administrative procedures, hold training sessions,



Prince George's County Planning Department – Community Planning

develop and distribute information brochures and maintain up-to-date information on the project Web Page as well as meet with stakeholders as may be requested or as opportunities arise. Staff will also participate as requested and as opportunities arise in the state's JLUS process.

Morgan Boulevard and Vicinity Study: This is a multi-year project to develop an action plan and implementation program focused on key recommendations in several recent plans that seek to develop key sites in the area of FedEx Field, Morgan Boulevard Metro Station, former Landover Mall site and other locations important to the surrounding communities. The objectives of the study include maximizing stakeholder outreach, education and involvement in an effort to assess the perceptions, aspirations and needs of the plan area; assess development potential and maximize development opportunities to increase economic vitality in the study area including adjacent to FedEx Field to benefit the County, stadium owners, patrons, and residents of the surrounding community and to attract patrons when there are no scheduled events at the stadium; and identify and develop strategies to promote and attract transit-oriented development according to the local transit center designation in the Plan 2035 for the Morgan Boulevard Metro Station.

In FY18, staff expect to complete the draft study for review and discussion by key stakeholders and County agencies and Planning Board and County Council.

Planning Assistance to Municipalities and Communities Program (PAMC): This ongoing program is available to the 26 municipalities, excluding Laurel, in the Regional District of Prince George's County and to unincorporated areas throughout the County represented by community groups and civic or business associations. Planning, design, mapping, and graphic assistance will be provided for approved projects in the northeast portion of the County.

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

In FY18, staff will conduct post-approval work to include print services and updates to the Department's website for the Greater Cheverly and East Riverdale-Beacon Heights Sector Plans and studies completed during the fiscal year.

Planning to Plan Implementation: Plan Evaluation and Development of Six-Year Program: This project involves the preparation of a six-year work program for the Planning Department focusing primarily on plans, studies, and priority implementation activities. Development of a proposed six-year work program allows the Commission and the County to consider a longer-term planning work program informed by a set of agreed upon criteria and provides the opportunity to influence the six-year CIP. The six-year work program would be prepared in time to inform the FY 2019 budget, and thereafter updated annually during the preparation of the Department's annual operating budget. The key to this effort will be an evaluation of progress towards implementing existing plan recommendations, across approved plans. The process for developing the six-year work program would be a collaboration effort between the Planning Department, County Council, and agencies.

Prince George's Plaza Plan Implementation: Plan Prince George's 2035 identifies Prince George's Plaza as one of three priority Regional Transit Districts and future Downtowns, where



Prince George's County Planning Department – Community Planning

investment should be prioritized to support transit-oriented development. The approved Transit District Development Plan for Prince George's Plaza recommends a number of immediate implementation strategies that the Planning Department will be leading or participating in starting in FY 2017. This project will provide staff and consultant support for those implementation items. Two critical challenges facing the transformation of Prince George's Plaza from a suburban, auto-oriented retail center to a walkable, mixed-use neighborhood are the need and desire to re-energize market interest and create a "buzz" around the Transit District and to address future parking demand considering the eventual redevelopment of most of the existing free, private surface parking supply. This project will support the ongoing marketing and branding effort as well as the Transportation Demand Management Study initiated in fall 2016 which will among other things explore strategies and funding mechanisms for the eventual replacement of much of the existing surface parking supply with structured and underground public, shared, and private parking.

Southern Green Line Station Sector Plan Implementation: This is an ongoing effort to facilitate implementation of key recommendations in the approved sector plan in collaboration with federal, state, regional, and local government agencies. Efforts will continue in FY18 to secure funding for key infrastructure projects, work with WMATA on joint development at the Branch Avenue Metro Station. Work will also continue to support the growth and activities of the Green Line Coalition and other activities to encourage development and improvements in key project areas.

Subregion 4 Industrial Area Implementation: The Subregion 4 Industrial Areas Action Plan, released in 2017, focuses on ways to improve the market position of the industrial areas and enhance compatibility between industrial areas and the adjoining residential communities. Comprising 2,776 acres and 54,000 jobs, Subregion 4 figures prominently in the economy of Prince George's County. With 35 percent of the County's industrial square footage in Subregion 4, opportunities exist to capture an even greater share of the regional demand and thus contribute to increasing the County's tax base. This Action Plan reflects implementation actions which: 1) attract trending users of industrial space; 2) initiate strategies to obtain voluntary code compliance; 3) promote educational forums on resources available from the State and County to strengthen capacity; 4) support better access to transit; and 5) mitigate truck traffic on community roads.

The FY 2018 work program will continue to involve coordination, facilitation, and support of implementation activities at the local and State levels pertaining to marketing strategies, code compliance, educational forums, and transit planning and implementation of preferred truck routes. Staff will continue to collaborate closely with the Economic Development Corporation; the Department of Permitting, Inspections and Enforcement; the Department of Public Works and Transportation; and the Maryland Department of Housing and Community Development to develop and implement programs.

Town of Upper Marlboro Action Plan Implementation: This is an ongoing program to implement the recommendations of the 2009 *Town of Upper Marlboro Revitalization Action Plan* and the 2013 Town of Upper Marlboro Sustainable Communities program. One of the key recommendations in the action plan is the strengthening of intergovernmental coordination so that a collaborative approach can be created that preserves and strengthens the town's existing development while planning for future compatible development. To this end, the town developed a Sustainable Communities working group in FY14 that includes town, county, and state participation. The working group has been meeting regularly since FY14 to prioritize and implement the town's Sustainable Communities Action Plan.



Prince George's County Planning Department – Community Planning

In FY18, work will continue on streetscape improvements (sidewalk retrofits, street furniture, building façade improvements, wayfinding and better signage collaboration between the state, county, and town, and street trees) in the town core, pedestrian and bicycle accessibility in the town and surrounding areas, alleviating parking shortages in the town core at peak times, collaboration with the County and historical groups to find a low-impact adaptive reuse for the Old Marlboro High School and stormwater management retrofit projects. Staff will remain engaged with town leadership to maintain momentum with implementation activities. Additionally, staff will continue to work with the town on the development of a Main Street Program and continue implementation of the Façade Improvement Program, including to secure additional funding.

Transforming Neighborhood Initiative (TNI): Staff will continue to be assigned and support six Transforming Neighborhood Initiative communities and carrying out initiatives as assigned. Staff will also pursue state Sustainable Communities Designation for new TNI communities not yet designated.

In FY18, staff will complete and submit Sustainable Communities applications for new TNIs.

Westphalia Sector Plan Implementation: This is ongoing work to support development activity in the Westphalia Sector Plan area and continue to work with existing communities on their priority community development activity. As may be requested, staff will continue coordinating stakeholder meetings, staffing stakeholder committees, supporting development forums to update community stakeholders on development activity.

In FY18, staff will continue to support Stakeholder meetings, Governance and Gateway Signage Sub-Committees, other potential sub-committees, and will support the Westphalia Sector Development Review Council as needed.

Zoning Ordinance Rewrite: Staff in the division will continue to provide significant support to this multi-year project, including to provide input on the Comprehensive Review Draft and Countywide Map Amendment. Work will continue on a Neighborhood Conservation Overlay Zone (NCOZ) for the Town of Mount Rainer as an alternative to the proposed Architecture Conservation Overlay Zone. This work will involve utilization of the recently completed Pattern Book to inform standards in the NCOZ. Work on the rewrite also includes developing effective zoning tools to protect the Mt. Vernon Viewshed.

GOALS AND PERFORMANCE MEASURES

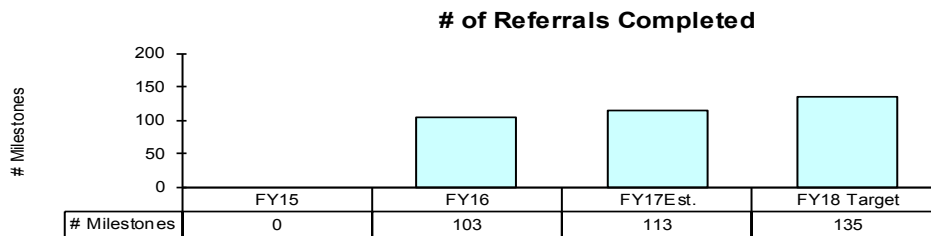
Divisional Goal: Provide opportunities for community involvement, to focus resources on issues of local concern and to provide relevant, accurate and updated planning information to help decision makers meet physical, social and economic challenges priority locations in the County.

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

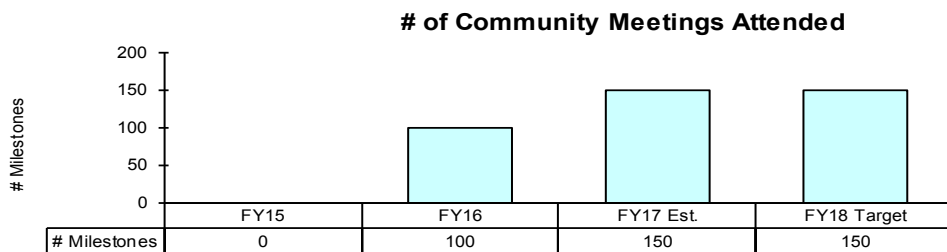
Outcome Community Planning: Develop realistic plan for Communities in Prince George County.



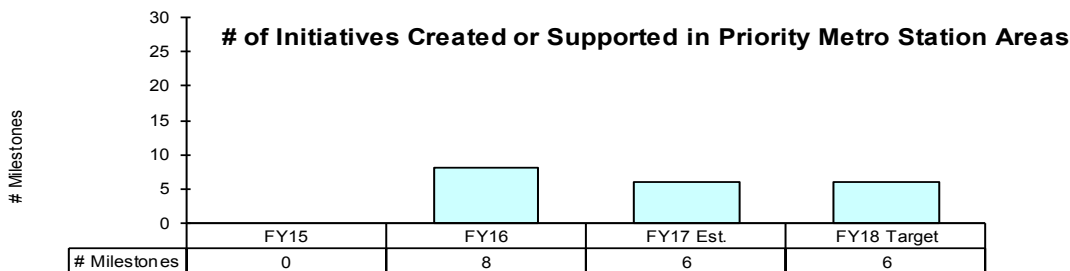
Prince George's County Planning Department – Community Planning



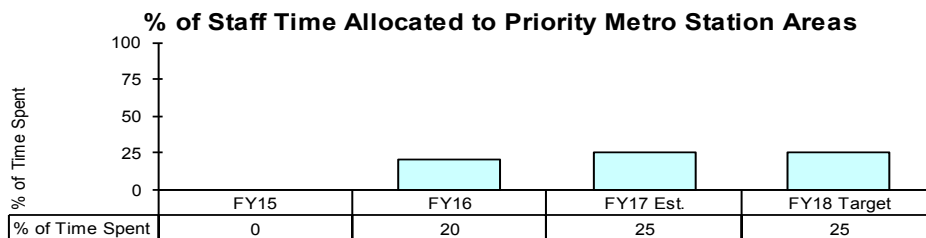
Outcome for number of referrals completed: Timely review of development application



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



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



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



Prince George's County Planning Department—Countywide Planning

OVERVIEW

MISSION

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

PROGRAMS AND SERVICES PROVIDED

The Countywide Planning Division helps shape livable communities through the protection and stewardship of natural and historic resources and by addressing key infrastructure needs. The division is organized into four sections: Historic Preservation, Environmental Planning, Transportation Planning, and Special Projects. Each section reviews development proposals for compliance with laws and regulations and conducts special studies related to its technical specialty for the Planning Department and other County agencies. The division provides staff support to the Historic Preservation Commission and provides information and assistance to other state and county agencies, community groups, citizens, and consultants as required.

- Countywide Comprehensive Planning Services
- Environmental Planning Services
- Historic Preservation Planning Services
- Special County Projects and Research Services
- Transportation Planning Services

ACCOMPLISHMENTS

- Presented a complete first draft of the County's new zoning and subdivision ordinances. Conducted six public input sessions and attended dozens of stakeholder group meetings. Began work on the countywide map amendment.
- Began quarterly publication of *The Pulse*, a summary of county economic and demographic trends.
- Published a Retail Marketability and Competitiveness Study and a High-End Retail Market Analysis to support the County's recruitment of new retail investment. Prepared marketing material for the County's use at the International Conference of Shopping Centers (ICSC).
- Published Urban Land Institute's analysis of redevelopment strategies for Largo Town Center.
- Provided data and research to numerous business entities interested in locating or expanding in the County.
- Prepared the Preliminary Resource Conservation Plan, with policies for conserving the natural environment, farmland, and rural character.
- Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
- Performed land use analysis for water and sewer plan amendments and the update of the Water and Sewer Plan.
- Managed the Planning Board's award of \$300,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local non-profit organizations. Reviewed rehabilitation proposals for historic structures.
- Implemented pedestrian and bicycle APF guidelines required by CB-2-2012, resulting in more pedestrian and bicycle amenities in new development projects.
- Assisted the County's Bicycle and Trail Advisory Group, the Transportation Planning Board Technical Committee, and the Transportation Planning Board Travel Forecasting and Bicycle/Pedestrian Subcommittees.



Prince George's County Planning Department—Countywide Planning

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

BUDGET AT A GLANCE

- **Personnel Services** budget for FY 2018 increased by \$74,551 or 1.6% over the FY 2017 primarily due to increased costs for pension and medical insurance costs.
- **Supplies and Materials** budget for FY 2018 decreased by \$186,650 or 43.1% under the FY 2017 total. This decrease is primarily due to an over-estimation of costs included in the FY 2017 budget for office systems furniture necessary of the relocation of the Planning Department to a new building. FY 2017 projections show that the Department will spend only half of the FY 2017 budgeted funds for new office furnishing before the close of the fiscal year and the remaining funds necessary will be budgeted in FY 2018.
- **Other Services and Charges** budget for FY 2018 decreased by \$124,195 or 7.5% under the FY 2017 totals primarily due to decreased budget for professional services to support outside consulting services for Countywide Planning projects.
- **Capital Outlay** budget for FY 2018 increased by \$58,800 or 100% above the FY 2017 totals. This increase is for one-time costs to procure new carpet and flooring for new office space.
- **Funded Positions/Workyears:** Funded Positions in FY2018 remain unchanged from FY 2017 totals.

Summary of Division Budget

	FY17 Adopted	FY18 Proposed	% Change
Budget			
Expenditures	\$6,860,666	\$6,683,172	-2.6%
Staffing			
Funded Career Positions	41.00	41.00	0.0%
Funded Workyears	41.00	41.00	0.0%



HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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

In FY18, this project will produce a complete second draft in response to stakeholder comments and begin the process of District Council review and decision making for the Zoning Ordinance. A countywide map amendment to implement the new zones will be initiated.

Retail Strategic Action Plan: Requested by the Economic Development Corporation and other economic development officials, this study already has assessed the size, strength, and character of retail consumption in the County and assessed the strength of various sub-markets.

In FY18, a Strategic Action Plan will recommend strategies to strengthen, redevelop, or re-purpose underperforming retail centers, identify ways to reverse retail "leakage" that occurs when County residents shop elsewhere, and hone strategies for attracting high-end retail to the County.

New Transportation Model: The department is in the third year of a five-year project to overhaul the computer model used to predict vehicular, transit, bicycle, and pedestrian trips. A new model is critical for the accurate prediction of the transportation impacts of new sector plans, sectional map amendments, individual development applications as well as evaluating other transportation policy issues. The model currently used to predict traffic is based on a modeling process that dates back to the 1950s. This increasingly obsolete four-step process is not appropriate for modern trip patterns, transit-oriented communities, or bicycle and pedestrian movements. The new model will be based on an activity-based, tour-oriented (ABTO) process that is state-of-the-art and more responsive to today's multi-purpose trips and the County's multimodal, transit-oriented development patterns.

In FY18, the department will continue design and development of the new model, and begin testing and documentation. Full deployment is anticipated in FY19.

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

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



Prince George's County Planning Department—Countywide Planning

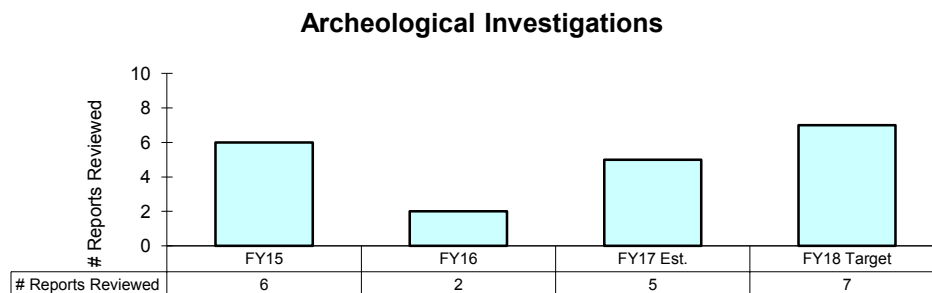
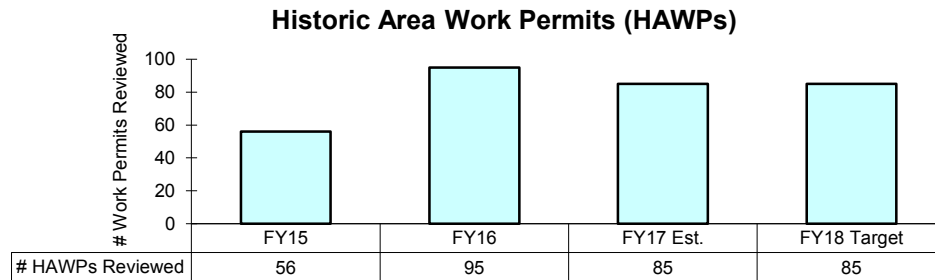
GOALS AND PERFORMANCE MEASURES

Countywide Planning Division Performance Measures

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

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

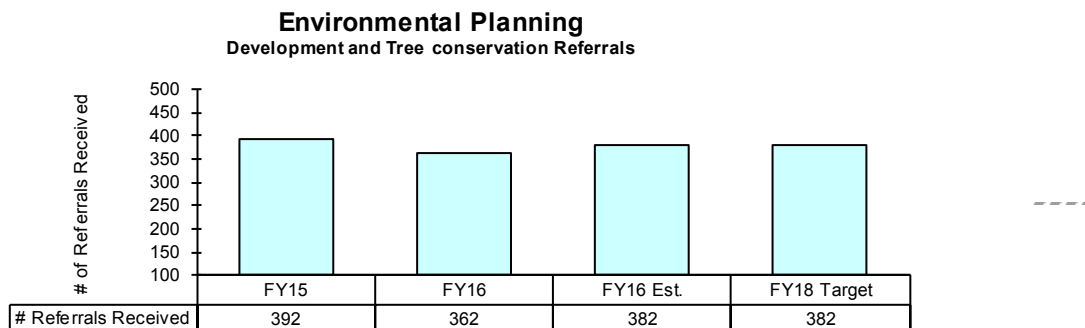
Outcome for Historic Preservation: Professional planning guidance on historic preservation issues. Master planning and development review processes focus attention on the preservation and enhancement of natural and historic resources.



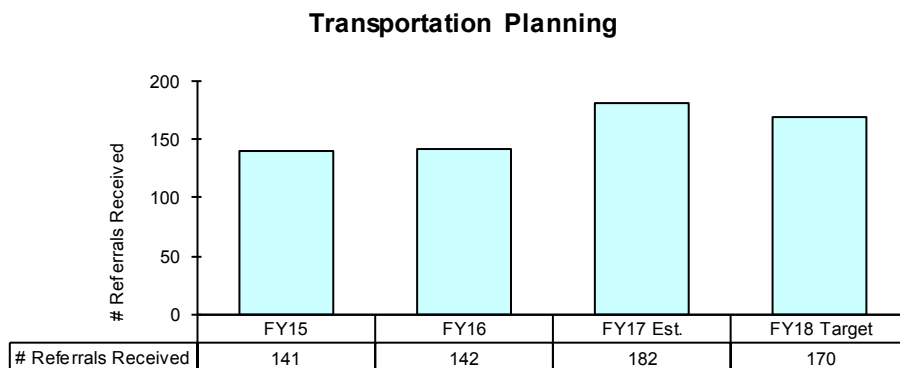
Prince George's County Planning Department—Countywide Planning

Countywide Planning Division Performance Measures

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



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



Prince George's County Planning Department – Information Management

OVERVIEW

MISSION

To be the Department's resource for the identification, assembly, processing, and analysis of spatial and tabular data, and to provide the Department with a reliable, state-of-the-art computing infrastructure.

PROGRAMS AND SERVICES PROVIDED

The Information Management Division (IMD) provides computer systems and personal computer (PC) support, software development, database management, and Geographic Information System (GIS) services. IMD works to identify, assemble, process, analyze, and report statistical data and other information essential to the Commission's role for County planning and land development. The Division also manages the Department's geographic information systems, data processing services, and network communications. Data produced by IMD is used extensively by the Department as well as County and Municipal Government agencies, State and Federal agencies, and the private sector (planners, surveyors, engineers, utilities, and real estate and economic development professionals)

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

ACCOMPLISHMENTS

GIS Section

- Completed the redesign and implementation of the new PGAtlas.com which included improved access and functionality across multiple web browsers and portable devices. Conducted 7 PG Atlas training sessions. PGAtlas.com use continues to be embraced as a business tool relied for the public. Over a one year period the public accessed PGAtlas.com 132,609 times.
- Enhanced our GIS portal website that allows GIS data to be downloaded in multiple formats at no cost to the user. Over 32,572 GIS files have been downloaded in the past 12 months.
- Developed and implemented a Development Notification application which automatically notifies users when a development case has been accepted by the department and entered in the development activity database.
- Developed 15 ArcGIS Online web application viewers which range from Pending Development and Underutilized Properties. Redeveloped and automated the GIS web application gallery page.
- Developed and presented four (4) 3D development models at Planning Board.
- Completed over 50 GIS custom maps and analysis.
- Created, updated and obtained 60 countywide GIS layers where many required daily updates such as property, zoning, development activity and easement layers.
- Created a GIS New Construction layer which includes 2015-2016 data.



Prince George's County

Planning Department – Information Management

- Coordinated and satisfied Maryland State Archives security requirements for PGAtlas to be directly linked Plats.net.
- Redeveloped and enhanced the GIS metadata search web application
- Documented the GIS enterprise architecture.
- Produced over 300 maps to support the cannabis mapping legislation
- Populated ESRI Community Map web application with Prince George's County GIS data.
- Provided staff training on ArcGIS Portal, Advanced ArcGIS and ArcPro.
- Purchased and evaluated the effectiveness of a business dataset for updating GIS layers.
- Updated the department GIS Census datasets with the current release of American Community Survey data.
- Presented GIS web tools at a Council District 6 public development community forum.

Data Systems Section

- Produced 31 custom mailing label, data extract, and report requests filled for internal and external customers
- Application enhancements to improve utility, data quality, synchronize tabular and spatial data, implement County Council ordinances.
- Person of Record Database – redesigned person of record database and assisted with the development of a new public facing application
- Registered Associated – rebuilt front end of the application to provide improved functionality, and flexibility for users and application visibility, reduces deployment overhead. Also, developed a GIS application and completed data integration efforts.
- Rebuilt front ends of Development Activity Monitoring System (DAMS) application. Improves flexibility for users and application visibility, reduces deployment overhead.
- Completed major enhancement and cleanup of Public Lands database and began development of procedures for loading the dwelling unit inventory data into Oracle.
- Redeveloped, enhanced and automated the information the Commission enters the State of Maryland Department of Assessment and Taxation database.
- Revitalization Tax Credit (CB-74-2012) This is a County Council project which requires technical assistance and support to report any changes to the County Executive and the County Council
- Dwelling Unit Inventory, Estimate, and Forecast: Received new construction reports from SDAT and performed data cleanup activities.
- Support Census Bureau activities through completion of the Boundary Annexation survey and other address related requests.
- Completed County and municipal based development capacity analysis.

Network and Technology Services Section

- Continued to maintain, support and upgrade as necessary servers, software, computers, and peripheral devices.
- Upgraded productivity software to Microsoft Office 2016 cloud version.
- Established Security Awareness program for the Planning Department to support IT security practices.
- Increased bandwidth to VM Data Center from 8 GB to 20 GB to increase speed.
- Replaced new Barracuda Link Balancers for business continuity practice and 1 GB bandwidth support.



Prince George's County Planning Department – Information Management

- **SAN / Backup System Replacement:** This project is started and will be completed in 2017. The new SAN system will provide more system storage for growth of work programs, faster backup time and quicker data restore service.
- Assisted with the selection and initial requirements definition of a content management system for a new Commission wide website.
- Assisted and provided Commission level leadership for design and specifications of a new Active Directory structure.

BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$53,640, or 1.7 % over FY 2017 totals, primarily due to increased costs for pension and medical insurance costs.
- **Supplies and Materials** budget for FY 2018 decreased by \$106,800, or 25.5 % under FY 2017 totals. This decrease is primarily due to an over-estimation of costs included in the FY 2017 budget for office systems furniture necessary of the relocation of the Planning Department to a new building. FY 2017 projections show that the Department will spend only half of the FY 2017 budgeted funds for new office furnishing before the close of the fiscal year and the remaining funds necessary will be budgeted in FY 2018.
- **Other Services and Charges** budget for FY 2018 shows an increase of \$193,000, or 16.9 % over the FY17 numbers, primarily due to one-time costs included in the FY 2018 budget for relocating the Planning Department to a new building. This includes costs for office security system, document scanning services and signage.
- **Capital Outlay** budget for FY 2018 shows a decrease of \$132,100, or 22.8% under the FY 2017 totals. This decrease is primarily due to one-time costs budgeted in FY 2017 for the purchase new storage area network (SAN) equipment.
- **Funded Positions/Workyears:** Funded Positions in FY2018 remain unchanged from FY 2017 totals.

Summary of Division Budget

	FY17 Adopted	FY18 Proposed	% Change
Budget			
Expenditures	\$5,255,409	\$5,263,149	0.1%
Staffing			
Funded Career Positions	25.00	25.00	0.0%
Funded Workyears	24.00	24.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

Network Redesign and Active Directory Upgrade: The Commission is working on upgrading the network system to one forest multiple domains. The project will provide a robust structure and strong security management practice across the Commission.



Prince George's County

Planning Department – Information Management

Adobe Enterprise Cloud Software: This will provide user-based assignment to adobe software licenses. This new cloud license will give users with flexibility to use software across their devices and provide more productivities overall.

New Datacenter: The Planning Department is planned to relocate the office to Largo, MD in FY2018. We are working with all responsible parties to design and implement a new datacenter to support all network servers/services including a new phone system.

GIS Application Development: The Department will continue to assist with the development of specialized GIS services, such as 3D Modeling, ArcGIS Online applications and development decision support application (CommunityViz®). An automated mailing address application will be developed along with an ArcGIS Online Development Pipeline application and the review, redevelopment, and enhancement of the existing Multifamily database followed by the development of a Multifamily ArcGIS Online viewer.

Local Government Support: Staff will implement a local government GIS user group with the goal of building relationships, sharing information, and avoiding duplication of efforts. Staff will begin the discussion of building a development pipeline database by performing a formal needs assessment.

Base Mapping Update: An RFP for planimetric and topographic data updates will be drafted and this comprehensive data update program will begin. Staff will also assist with reviewing imagery from the State of Maryland. Orthoimagery from FY 2017 will be acquired as part of this.

Data Systems Applications: Complete analysis of legacy applications and convert to web-based where appropriate.

Software Enhancements: Complete upgrades of Visual Studio and Crystal Reports packages. Version upgrades to all Oracle installations.

Document Imaging: Deployment of Datacap software as part of our document imaging solution. Support the scanning of Information County documents (DAMS) records and support the scanning of other documents in anticipation of our office move.

Implementation of FileNet Process Engine: Implement workflow module for permit tracking and correspondence tracking.

Permit Tracking: Monitor County implementation of permitting system to identify integration opportunities.

GOALS AND PERFORMANCE MEASURES

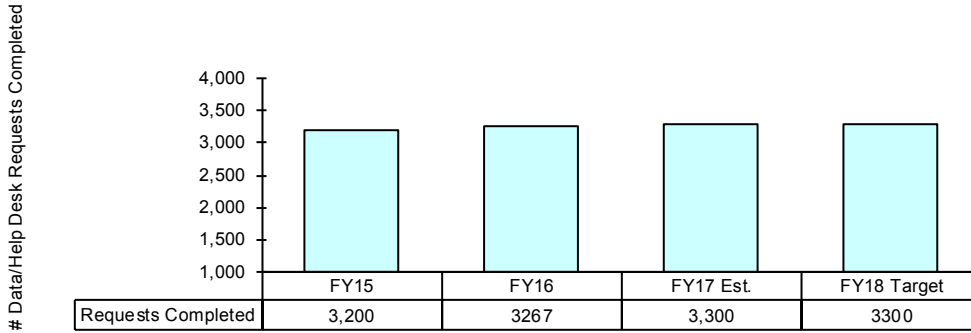
Divisional Goal: To be the Department's resource for the identification, assembly, processing, and analysis of data, and to provide the Department with a reliable, state-of-the-art computing infrastructure.

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

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

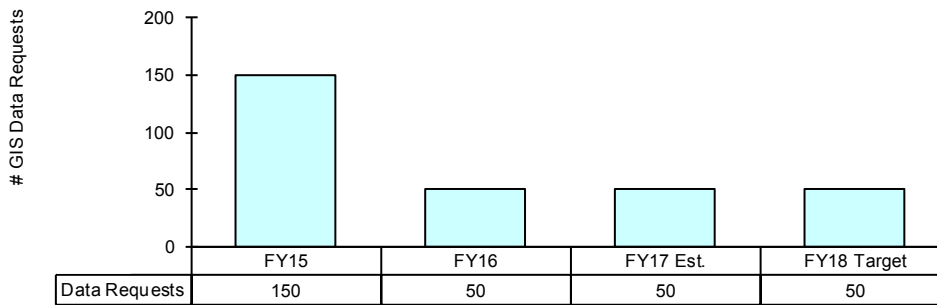


Help Desk Support



resources. *Charter for Change* highlights improved information service delivery.

Geographic Information System Data Delivery



Prince George's County Planning Department – Support Services

OVERVIEW

PROGRAMS AND SERVICES PROVIDED

The Planning Department Support Services budget contains costs attributed to all Planning Department divisions. These include costs associated with unemployment insurance, group insurance for long-term disability, employee recruitment, communications (i.e., telephones and internet access), utilities, postage, office space rental, lease and maintenance of copy equipment, and capital equipment.

BUDGET AT A GLANCE

- **Personnel Services** budget for FY 2018 decreased by \$8,120, or 43.1 percent under FY 2017 totals, primarily due to decreased costs for group insurance.
- **Supplies and Materials** budget for FY 2018 increased by \$150,600 over the FY 2017 totals. The increase is primarily the result of one-time costs budgeted in FY 2018 for the purchase of a new phones system for required for the relocation of Planning Department staff to a new office building.
- **Other Services and Charges** budget for FY 2018 decreased by \$274,551 or 3.3 percent below the FY 2017 total. This decrease is primarily the result of reductions to County Project Charges budgeted for in FY 2018 offset by an increase in the budget for postage related to two County-wide mailings anticipated in FY 2018 for the Zoning Ordinance re-write and County-wide Map Amendment projects.
- **Chargebacks** budget for FY 2018 increased by \$86,257, or 29.3 percent over the FY 2017 totals.
- **Funded Positions/Workyears** No change.

Summary of Division Budget

	<u>FY17 Adopted</u>	<u>FY18 Proposed</u>	<u>% Change</u>
Budget			
Expenditures	\$8,653,835	\$8,608,021	-5.3%
Staffing			
Funded Career Positions	0.00	0.00	0.0%
Funded Workyears	0.00	0.00	0.0%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY 2018 PROPOSED BUDGET

County Project Charges

The Planning Department provides funding support to various County agencies for County services that are directly related to The Maryland-National Capital Park and Planning Commission's responsibilities under the Land Use Article. The following chart shows changes in the project charges in FY 2018 as compared to FY 2017.

County Project Charges	FY 2017 Adopted Budget	Proposed Reductions	Proposed FY 2018 Budget
People's Zoning Counsel	250,000	-	250,000
Zoning Enforcement Unit	1,761,900	(86,467)	1,675,433
Water and Sewer Planning Unit	155,300	-	155,300
GIS Program	340,500	-	340,500
Tax Collection Fee	78,500	-	78,500
Economic Development Corp.	65,000	-	65,000
DPIE Permits and Inspections	1,816,200	(480,000)	1,336,200
DPW&T Engineering, Inspections, and Permits	929,800	(229,933)	699,867
Redevelopment Authority	844,500	(114,800)	729,700
EDC General Plan Goals	316,800	(22,134)	294,666
Total	6,558,500	(933,334)	5,625,166
*Note: this list does not include the County charge for CAB Office Rent			



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

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Director's Office				
Personnel Services	3,216,160	3,226,781	3,308,279	2.5%
Supplies and Materials	68,922	400,700	281,700	-29.7%
Other Services and Charges	714,354	458,900	587,500	28.0%
Capital Outlay	59,039	62,500	124,900	99.8%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,058,475	4,148,881	4,302,379	3.7%
Development Review				
Personnel Services	5,089,268	5,336,208	5,341,807	0.1%
Supplies and Materials	27,836	520,500	308,200	-40.8%
Other Services and Charges	75,424	309,300	424,800	37.3%
Capital Outlay	-	-	76,000	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,192,528	6,166,008	6,150,807	-0.2%
Community Planning				
Personnel Services	2,739,444	2,915,441	2,853,028	-2.1%
Supplies and Materials	689	291,000	166,800	-42.7%
Other Services and Charges	514,627	730,100	653,300	-10.5%
Capital Outlay	-	-	38,400	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,254,760	3,936,541	3,711,528	-5.7%
Information Management				
Personnel Services	3,182,097	3,115,409	3,169,049	1.7%
Supplies and Materials	125,916	418,700	311,900	-25.5%
Other Services and Charges	628,147	1,141,400	1,334,400	16.9%
Capital Outlay	57,046	579,900	447,800	-22.8%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,993,206	5,255,409	5,263,149	0.1%
County-Wide Planning				
Personnel Services	4,891,585	4,761,066	4,835,617	1.6%
Supplies and Materials	17,275	433,200	246,550	-43.1%
Other Services and Charges	1,577,833	1,666,400	1,542,205	-7.5%
Capital Outlay	-	-	58,800	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,486,693	6,860,666	6,683,172	-2.6%



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

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Support Services				
Personnel Services	11,377	18,823	10,703	-43.1%
Supplies and Materials	28,890	30,800	181,400	489.0%
Other Services and Charges	7,237,755	8,310,291	8,035,740	-3.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	273,388	293,921	380,178	29.3%
Total	7,551,410	8,653,835	8,608,021	-0.5%
Grants				
Personnel Services	112,057	149,300	147,500	-1.2%
Supplies and Materials	-	-	-	-
Other Services and Charges	128,768	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	240,825	149,300	147,500	-1.2%
Total Planning Department				
Personnel Services	19,241,988	19,523,028	19,665,983	0.7%
Supplies and Materials	269,528	2,094,900	1,496,550	-28.6%
Other Services and Charges	10,876,908	12,616,391	12,577,945	-0.3%
Capital Outlay	116,085	642,400	745,900	16.1%
Other Classifications	-	-	-	-
Chargebacks	273,388	293,921	380,178	29.3%
Total	30,777,897	35,170,640	34,866,556	-0.9%



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

POSITION DETAIL BY DIVISION BY FUND

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	27.50	27.50	27.50	27.50	28.50	28.50
Part-Time Career	-	-	-	-	-	-
Career Total	27.50	27.50	27.50	27.50	28.50	28.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Director's Office	27.50	27.50	27.50	27.50	28.50	28.50
<u>DEVELOPMENT REVIEW</u>						
Full-Time Career	55.00	55.00	53.00	51.00	53.00	51.00
Part-Time Career	-	-	-	-	-	-
Career Total	55.00	55.00	53.00	51.00	53.00	51.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Development Review	55.00	55.00	53.00	51.00	53.00	51.00
<u>COMMUNITY PLANNING</u>						
Full-Time Career	27.00	27.00	27.00	26.00	26.00	25.00
Part-Time Career	1.00	0.63	1.00	0.75	1.00	0.75
Career Total	28.00	27.63	28.00	26.75	27.00	25.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning	28.00	27.63	28.00	26.75	27.00	25.75
<u>INFORMATION MANAGEMENT</u>						
Full-Time Career	25.00	25.00	25.00	24.00	25.00	24.00
Part-Time Career	-	-	-	-	-	-
Career Total	25.00	25.00	25.00	24.00	25.00	24.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Information Management	25.00	25.00	25.00	24.00	25.00	24.00
<u>COUNTYWIDE PLANNING</u>						
Full-Time Career	42.00	42.00	41.00	41.00	41.00	41.00
Part-Time Career	-	-	-	-	-	-
Career Total	42.00	42.00	41.00	41.00	41.00	41.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Countywide Planning	42.00	42.00	41.00	41.00	41.00	41.00
<u>TOTAL PLANNING</u>						
Full-Time Career	176.50	176.50	173.50	169.50	173.50	169.50
Part-Time Career	1.00	0.63	1.00	0.75	1.00	0.75
Career Total	177.50	177.13	174.50	170.25	174.50	170.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Grand Total Planning Department	177.50	177.13	174.50	170.25	174.50	170.25



Department of Parks & Recreation

(Park /Recreation /Enterprise /CIP)

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

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Prince George's County Parks and Recreation Department

PARKS, TRAILS AND OPEN SPACE

28,671 - Total Park Acreage

370 Parks

11,541 Acres of Developed Park Land

3 Campgrounds

8 Conservation Areas

25 Park Buildings

234 Playgrounds

4 Regional Parks

28 Stream Valley Parks

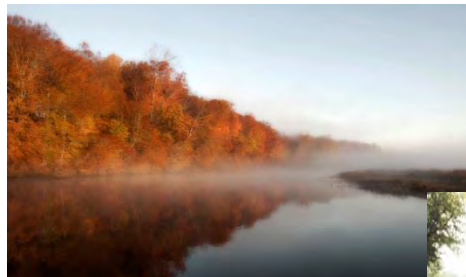
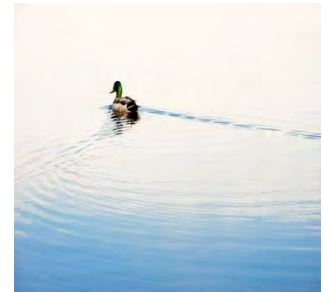
100+ Miles of Trails (53.2 paved mi.)

1 Airport

1 Marina

24 Historical/Archaeological Sites

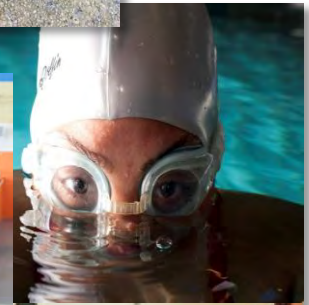
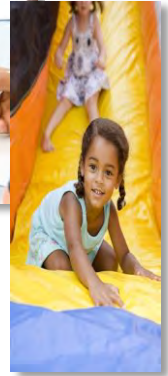
398 Picnic Areas/Shelters/Pavilions



Prince George's County Parks and Recreation Department

RECREATION SERVICES

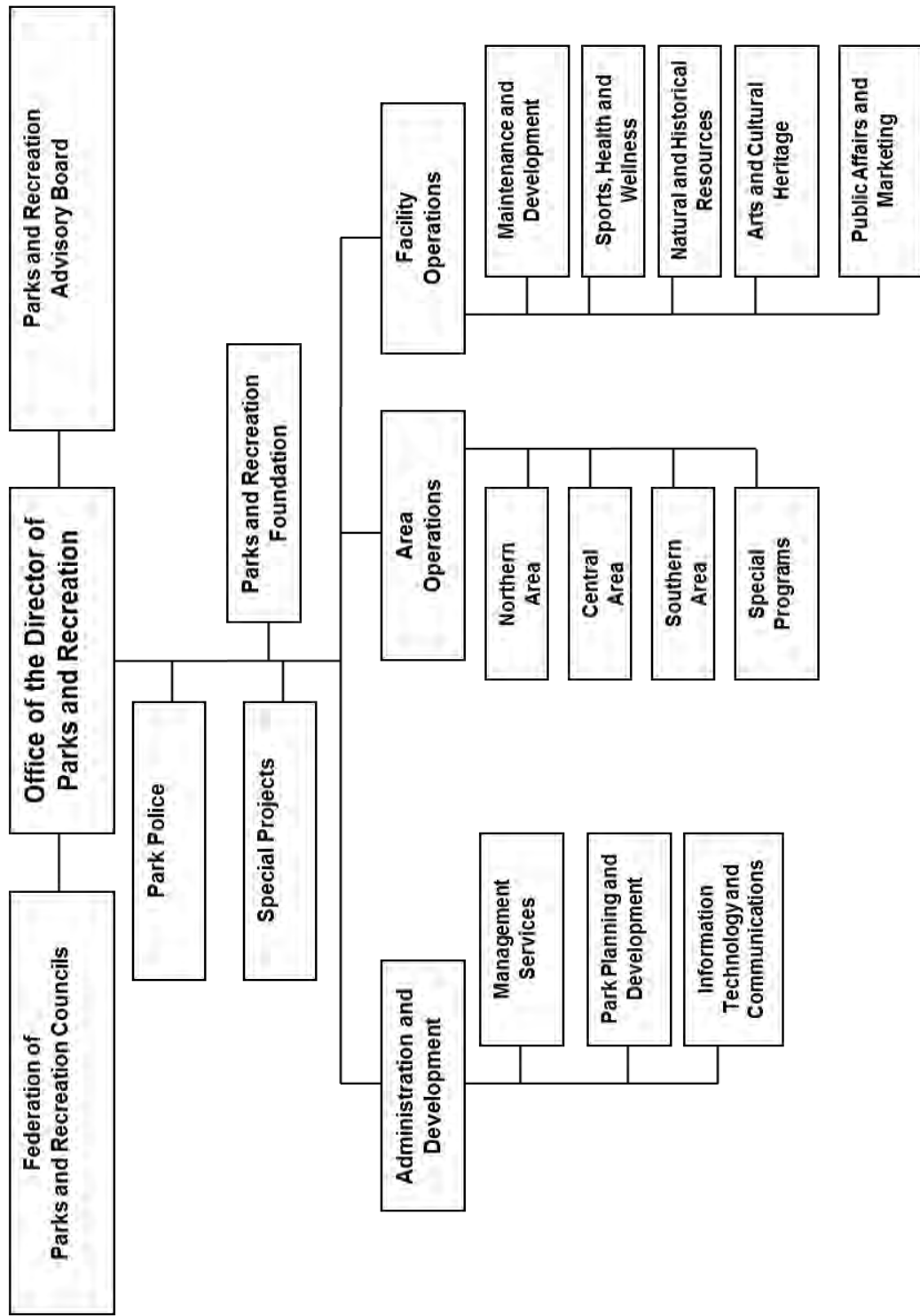
- 11 Aquatic Facilities
- 3 Tennis Bubbles
- 1 Trap & Skeet Center
- 2 Ice-Skating Rinks
- 335 Athletic Fields
- 4 Athletic Complexes
- 5 Skate Parks
- 3 Nature Centers
- 1 Minor League Baseball Stadium
- 1 Boxing Center
- 1 Sports & Learning Complex
- 5 Senior Activity Centers
- 2 Child Care Centers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



Prince George's County
Parks and Recreation Department

ORGANIZATIONAL STRUCTURE

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



Prince George's County Parks and Recreation Department

EXECUTIVE OVERVIEW

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

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

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

MISSION

The mission of the Department of Parks and Recreation, in partnership with County residents, is to provide comprehensive park and recreation programs, facilities, and services which respond to changing needs within our communities. We strive to preserve, enhance, and protect open spaces to enrich the quality of life for the present and future generations in a safe and secure environment.

MAJOR PROGRAMS AND SERVICES PROVIDED

- AQUATICS
- COMPUTER SKILLS
- CRAFTS & HOBBIES



Prince George's County Parks and Recreation Department

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

STRATEGIES EMPLOYED

In FY18, the following strategies were employed to develop the proposed budget:

- **Proposed FY18 CIP:** The fiscal pressures on the operating budget also apply to the CIP, and the expansion of the CIP program is limited in two ways. First, limited property tax revenue growth means new funds for the CIP are unlikely. Second and more importantly, because the rate of cost growth for existing services is outpacing the rate of revenue growth, the operating budget has extremely limited fiscal capacity to support the expansion of facilities and services through the CIP. The Department must continue to manage a sustainable CIP. Consequently, staff advises that any new projects added to the CIP be offset by removing or delaying existing projects. Our proposed FY18 capital budget will build on the adopted FY17 capital budget, which emphasizes maintaining and renovating the infrastructure for existing services. We will continue to balance and strategically manage the use of funding sources for projects (i.e. PAYGO vs. debt service). And, we will continuously analyze the impact of new facilities in all our operations for both direct and indirect costs. We are mindful that property tax revenue growth alone at the current tax rates will not be sufficient to sustain the continuous expansion of our park and recreation system.
- **Master Planning for the Future:** As part of meeting the long-term objectives of Formula 2040, the Department is undertaking Master Plans for Watkins Regional Park, Cosca Regional Park, Trails Development, and Patuxent River Park. These plans will help further guide the Department in the development and innovation of service delivery at these locations with an emphasis on opportunities for connectivity, social equity, economic development, and health and wellness.
- **Innovation:** In FY18, innovation efforts will focus on introducing new processes, ideas, products and services to enhance and enrich the Department of Parks and Recreation and our communities.



Prince George's County Parks and Recreation Department

- **Health and Wellness:** The Health and Wellness Team have developed the Health and Wellness Action Plan that supports Formula 2040 goals and objectives. In FY18, the Health and Wellness unit has a goal to demonstrate that 75% of the Department's programs have a health and wellness component. Additionally, the Health and Wellness unit will utilize a variety of media outlets, including print publications, videos, and mobile applications, to publicize the health and wellness benefits of our programs. In FY18, a special emphasis will be placed on expanding the reach of Departmental programs and reducing barriers to participation. We intend to offer the "Fitness in the Parks" program at several community parks, fields, trails and sports complexes. "Fitness in the Parks" will allow residents to participate in walking groups, fitness classes and wellness activities while connecting with nature. "Fitness in the Parks" will bring health and wellness programming to new locations in the County, providing residents the opportunity to participate without having to travel to their local community center. The newly launched Mobile Fitness Unit will also support this effort by providing fitness classes and other "pop-up" activities that incorporate wellness at local festivals, community events, parks and trails.
- **New Programing Goals:** In FY18, the Department will continue its focus on innovative programming and delivering exceptional activities at our newest community centers.
 - The Junior Academy of the Performing Arts (JAPA) introduces musical theater to students who have a curiosity and/or talent for the performing arts. Through the disciplines of singing, acting and dancing, students will experience growth in their confidence levels, teambuilding skills, problem solving abilities, as well as artistic knowledge. The Department has recruited instructors and guest artists who are seasoned professionals in their field—respected actors, singers, and dancers of the performing arts. In FY18, the Academy will continue to foster a greater understanding of the necessity of the arts and creative expression in forming healthy, happy and productive adults.
 - The addition of two new community centers (Kentland Community Center and Westphalia Community Center) will further expand our programming goals to focus on:
 - Utilizing Youth Program Quality Assessment (YPQA) tool to evaluate the quality of youth programs and identify staff training needs
 - Incorporating more health and wellness activities towards meeting our Formula 2040 goal of reducing obesity
 - Infusing Arts in STEM programs to add creativity to enrichment
- **Staffing for the Present and Continuously Preparing for the Future:** The Department, like so many agencies, is faced with a "retirement bubble" during a strong labor market. Identifying critical to fill positions and key pending retirements must be done to ensure service continuity.
 - Through an enhanced Management Services Division, it is the Department's goal to develop effective support systems to ensure the smooth transition of staff turnover and on-boarding of new employees who will be trained and supported to maintain the tradition of excellent, gold medal winning, services.
 - We continue to comprehensively analyze our existing staff complement. New positions will be requested in both the Park and Recreation Fund due to the opening of the Southern Area Aquatic and Recreation Complex (SAARC).



Prince George's County Parks and Recreation Department

- **Continuing Development of Business Analytics:** The Department is in the third year of implementing Enterprise Asset Management (EAM). The EAM system opens the door for the Department to increase the use of business analytics to manage and deliver services. In FY18, the Department will continue the implementation of EAM targeting increased usage of the system in those operational areas with high business value for the use of data collection and information reporting. In addition, the Department will implement the next generation system of SmartLink, which will also bring increased user flexibility and data generation for better reporting and management of program delivery.
- **Non-Personnel and Capital Outlay Analysis:** The Department is thoroughly scrutinizing our non-personnel needs along with removing any one-time funding that was included in FY17. In addition, we will use some FY17 year-end surplus funds to procure certain one-time Divisional requests that could not be accommodated in our FY18 proposal.
- **Program Analysis:** We are continuing to work with our Program and Facility Managers to develop strategies to enhance revenues and/or reduce expenses. We are reviewing cost-recovery models, analyzing the cost/benefits of all programs, their value to the public and making necessary adjustments to revenues, expenditures, and offerings.
- **Project Charge Reductions:** We continue to work with the County's Spending Affordability Committee and County Government to reduce Legislative Project Charges with goals of reducing in FY18 and beyond. In FY18, the Department intends to again push for a reduction in project charges. The target reduction amount for FY18 is \$744,870 (\$440K in Park Fund and \$304,870 in the Recreation Fund).
- **Formula 2040 Implementation:** We are steadily continuing the implementation of Formula 2040 goals and action steps. In FY18 efforts will concentrate on:
 - Program Business Plans and Program Quality- implementing the cost recovery model to increase fees and charges and implementing purposeful programming methods.
 - Parkland Dedication- implementing the action steps to update parkland dedication ordinances to improve outcomes and reduce uncertainty in the parkland development process by incorporating adequate public facilities tests and better plan for needs such as urban parks.
 - Historic Properties- develop acquisition criteria and enhance management systems for historic properties.
 - Embracing New Revenue and Savings Opportunities: The Department is discussing ways to enhance revenue via updating land regulations pertaining to mandatory dedication (zoning rewrite). In addition, the Department will focus more on how to achieve expenditure savings through partnerships with municipalities and private and non-profit entities.



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 2018

	FY17 Adopted			FY18 Proposed			
	Park Fund FY17 Adopted	Rec Fund FY17 Adopted	Dept.Total FY17 Adopted	Park Fund FY18 Proposed	Rec Fund FY18 Proposed	Dept.Total FY18 Proposed	% Change
Office of the Director	\$ 2,385,514	\$ -	\$ 2,385,514	\$ 1,736,256	\$ -	\$ 1,736,256	-27.2%
Park Police	18,753,263	-	18,753,263	20,457,700	-	20,457,700	9.1%
Management Services	4,944,669	-	4,944,669	6,289,646	-	6,289,646	27.2%
Public Affairs and Marketing	2,124,385	899,868	3,024,253	2,482,592	897,432	3,380,024	11.8%
Administration and Development	347,302	-	347,302	339,159	-	339,159	-2.3%
Information Tech & Communication:	5,181,023	-	5,181,023	5,495,958	-	5,495,958	6.1%
Park Planning and Development	6,260,081	-	6,260,081	6,747,913	-	6,747,913	7.8%
Support Services	14,749,228	7,053,039	21,802,267	15,501,550	9,733,107	25,234,657	15.7%
Facility Oper.-Deputy Director	630,886	-	630,886	640,041	-	640,041	1.5%
Maintenance and Development	27,574,362	-	27,574,362	27,930,923	-	27,930,923	1.3%
Natural and Historic Resources	6,202,801	1,224,539	7,427,340	6,249,019	1,113,142	7,362,161	-0.9%
Arts and Cultural Heritage	1,952,225	3,868,029	5,820,254	1,831,406	4,153,791	5,985,197	2.8%
Area Oper.-Deputy Director	334,307	81,954	416,261	333,797	78,025	411,822	-1.1%
Northern Area Operations	6,617,793	7,157,426	13,775,219	6,847,573	6,932,753	13,780,326	0.0%
Central Area Operations	6,256,016	7,374,342	13,630,358	6,176,202	7,215,661	13,391,863	-1.7%
Southern Area Operations	6,273,129	8,246,044	14,519,173	6,376,852	10,170,766	16,547,618	14.0%
Sports, Health, and Wellness	-	11,173,482	11,173,482	-	12,385,483	12,385,483	10.8%
Special Programs	-	8,356,225	8,356,225	-	9,200,310	9,200,310	10.1%
Non-Departmental	6,375,227	7,290,205	13,665,432	7,805,402	7,719,227	15,524,629	13.6%
Transfers Out	18,200,571	9,070,347	27,270,918	18,053,742	8,748,421	26,802,163	-1.7%
Budgetary Reserve	5,848,100	3,589,700	9,437,800	6,162,100	3,917,400	10,079,500	6.8%
Fund Total	141,010,882	\$ 75,385,200	\$ 216,396,082	147,457,831	\$ 82,265,518	\$ 229,723,349	6.2%



Prince George's County Parks and Recreation Department

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

FUND SUMMARIES

The Department has two tax-supported operating funds: the Park Fund and the Recreation Fund. The highlights of the Department's proposed budget are shown below for these two Funds. The Enterprise, Internal Service, Advanced Land Acquisition and Special Revenue Fund budgets are shown in separate sections of this document. Major FY18 work program changes are listed by program.

- The FY18 Proposed Budget for the Prince George's County Department of Parks and Recreation has been developed with the strategic vision of "right-sizing" to ensure adequate resources are planned to maintain infrastructure and deliver services. It is the Department's goal to ensure sufficient resources are planned to achieve two primary service goals: 1) maintain existing facility infrastructure needs; and 2) plan for the levels of staffing needed to support, deliver and maintain the gold-medal winning services that the Prince George's Department of Parks and Recreation has been nationally recognized for an unprecedented six times.
- The total operating expenditures within both the Park and Recreation Funds are proposed to increase by \$12,832,396 or 6.8% from \$188,757,711 in FY17 to \$201,590,107 in FY18. This increase does not include the Park Fund's transfer to the CIP (PAYGO), Debt Service or Expenditure Reserves.
- The Debt Service costs are projected to decrease by \$485,829, or -4.2% from \$11,539,571 in FY17 to \$11,053,742 in FY18.
- PAYGO is projected to increase by \$339,000 or 5.1% from \$6,661,000 in FY17 to \$7,000,000 in FY18.
- Therefore, the total combined expenditure budget is increasing by \$12,685,567 or 6.1%, from \$206,958,282 in FY17 to \$219,643,849 in FY18.

Park Fund

The FY18 Park Fund expenditure budget (excluding reserves) is proposed to increase by \$6,132,949 or 4.5%, from \$135,162,782 to \$141,295,731. The Proposed FY18 operating budget major changes include:

- 43,100 for Risk Management;
- (440,000) for legislative project charges;
- (1,373,000) for salary lapse;
- 1,986,460 for compensation increases;
- (103,284) for other post-employment benefits (OPEB);
- 291,327 for the Capital Equipment ISF for vehicle purchases and Department-wide infrastructure improvements;
- 186,739 for CAS chargebacks (increase in Data Center Charge and Audit Personnel);
- 274,423 for Commission Wide Technology Initiative (increase in Initiatives and CIO Allocation)
- 4,405,969 to support Operating Budget Impact (OBI) and start-up costs for CIP projects scheduled for completion in FY18;



Prince George's County Parks and Recreation Department

- (189,100) to remove start-up costs for CIP projects scheduled for completion in FY17; and
- 171,348 additional seasonal/intermittent funding for Medical Coverage projection and for minimum wage increase impact.

The Park Fund's Operating Expenditure Reserve is proposed to increase by \$314,000 from \$5,848,100 to \$6,162,100, based on 5% of the operating expenditure budget less Debt Service.

The Park Fund's program revenues are proposed to increase by \$327,500, or 10.6%, from \$3,104,600 in FY17 to \$3,432,100 in FY18. The Park Fund program revenues primarily include the Parks and Recreation Foundation, Park Permits, Park Police fines, agricultural leases, historic property rentals, park house rentals and Festival of Lights.

Recreation Fund

The FY18 Recreation Fund expenditure budget (excluding reserves) is proposed to increase by \$6,552,618 or 9.1% from \$71,795,500 to \$78,348,118. Major changes include:

- (5,200) for Risk Management;
- (304,870) for legislative project charges;
- (917,200) for salary lapse;
- 766,146 for compensation increases;
- (36,849) for other post-employment benefits (OPEB);
- 17,706 for CAS chargebacks (decreases in Recruitment and Personnel, increase in New Initiatives);
- 227,762 Commission Wide Technology Initiative (increases in Initiatives and CIO Allocation)
- 5,936,119 to support Operating Budget Impact (OBI) and start-up costs for CIP projects scheduled for completion in FY18;
- (573,200) to remove start-up costs for CIP projects scheduled for completion in FY17; and
- 869,872 additional seasonal/intermittent funding for medical coverage projection and for minimum wage increase impact

The Fund's Operating Expenditure Reserve is proposed to increase by \$327,700 from \$3,589,700 in FY17 to \$3,917,400 in FY18.

The Recreation Fund's program revenues are proposed to increase by \$870,775 from \$8,668,500 in FY17 to \$9,539,275 in FY18. The Recreation Fund program revenues primarily include aquatics, summer play activities, various sports programs including inter-center activities and adult franchise programs, Fairland Athletic complex, arts programs, child care, and trips and excursions.

Workyear Changes (All Funds)

The proposed FY18 total workyears for the Park, Recreation and Enterprise Funds is 2,066.08 which represent a net increase of 192.5 workyears over the FY17 level of 1,873.58. The workyears will be distributed as follows:

Workyear Changes – Park Fund

- Added 8 Full Time Career positions for SAARC (Southern Area Aquatic Recreation Facility) operations
- Added 1 Full Time Career position for Kentland Community Center (OBI)
- Added 5 Full Time Career positions for “right-sizing” (i.e. adding necessary staffing levels



Prince George's County Parks and Recreation Department

for key service areas that are under-staffed or had staffing reallocated during previous fiscal years)

- Increased seasonal due to SAARC operations

Workyear Changes – Recreation Fund

- Added 12 Full Time Career positions for SAARC (Southern Area Aquatic Recreation Facility)
- Added 1 Full Time Career position for William Beanes Community Center (OBI)
- Added 1 Full Time Career position for Peppermill Community Center (OBI)
- Added 3 Full Time Career positions for “right-sizing” (i.e. adding necessary staffing levels for key service areas that are under-staffed or had staffing reallocated during previous fiscal years)
- The Seasonal Workyear changes relate directly to SAARC operations

Workyear Changes –Enterprise Fund

Added 1 Full Time Career position for College Park Airport Operations Facility (OBI)

FY18 Proposed Budget Summary of Parks and Recreation Department Positions by Fund and Position Type

Fund	Adopted FY17		Proposed FY18	
	Positions	Workyears	Positions	Workyears
<i>Summary of Full-time Career Positions and Workyears</i>				
Park	747.00	747.00	762.00	762.00
Recreation	251.00	251.00	268.00	268.00
Enterprise	<u>66.00</u>	<u>66.00</u>	<u>67.00</u>	<u>67.00</u>
Total	1,064.00	1,064.00	1,097.00	1,097.00
<i>Summary of Part-time Career Positions and Workyears</i>				
Park	7.00	5.80	7.00	9.30
Recreation	18.00	14.60	17.00	16.80
Enterprise	<u>1.00</u>	<u>0.50</u>	<u>1.00</u>	<u>0.50</u>
Total	26.00	20.90	25.00	26.60
<i>Non-Career Workyears (Seasonal and Intermittent Positions)</i>				
Park		143.65		175.15
Recreation		509.53		631.83
Enterprise		<u>135.50</u>		<u>135.50</u>
Total		788.68		942.48

Note: Mid-year personnel adjustment across funds in FY17 changed the Park Fund and Recreation Fund complement, as Park Fund gained a position and Recreation Fund lost a position. Net complement remained unchanged. Adjustment is not reflected in Adopted FY17 figures above.



Prince George's County Parks and Recreation Department

WORK PROGRAM PRIORITIES

FY18 Budget Priorities

Understanding the restraints from our revenues growing slower than expenses, the Department seeks to maintain high quality programs and services. We remain committed to minimizing the impact on the residents of Prince George's County. In developing our FY18 Department objectives, we worked to ensure that they are in strategic alignment with the overall goals of our adopted Formula 2040 and Comprehensive Recreation Program Plans.

The general goals of these plans fall into three categories:

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

The following are our main proposed FY18 goals:

ADEQUATE FACILITIES AND SAFETY - GOALS:

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

PROGRAM AND SERVICES DELIVERY - GOALS:

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

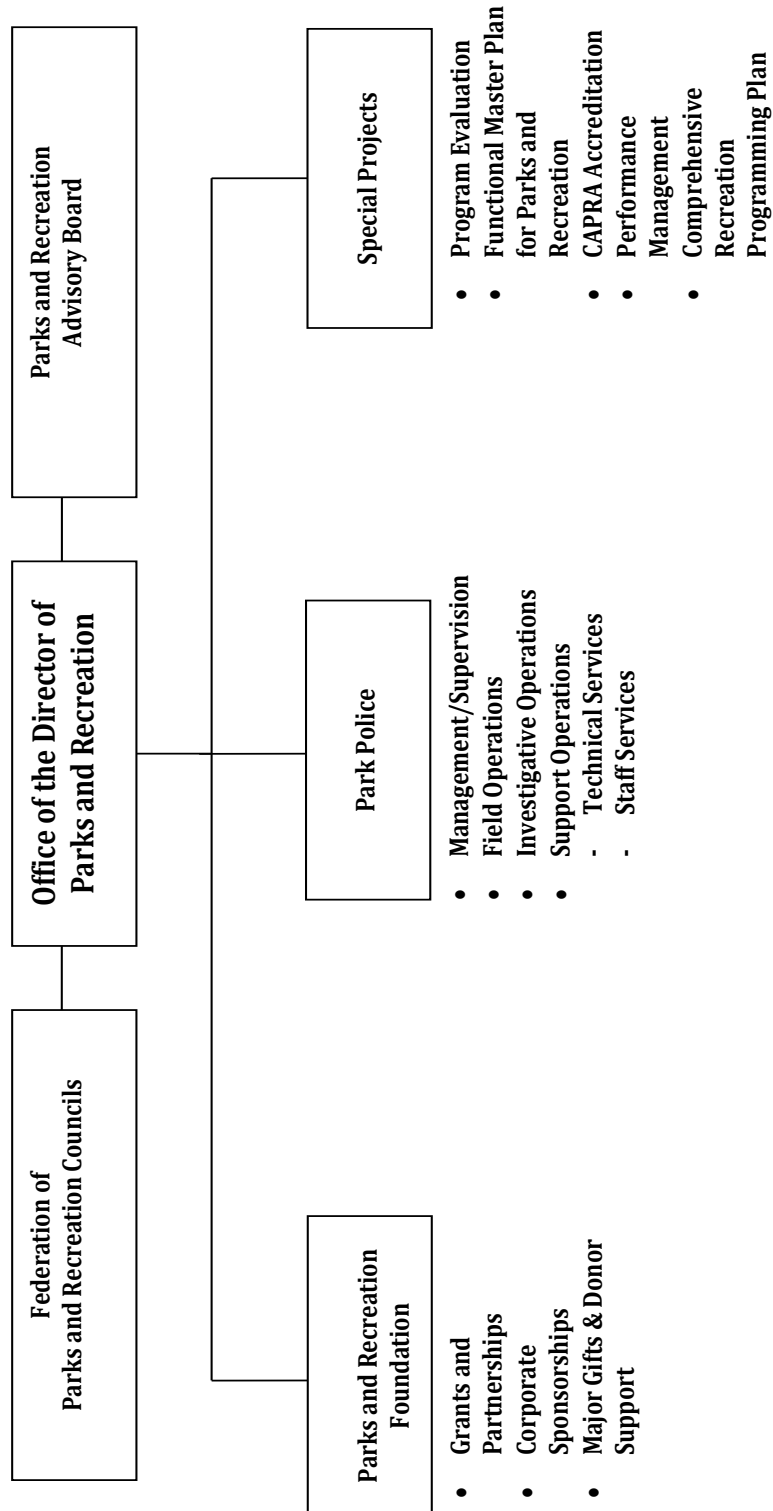
MAINTAINING A FISCALLY SUSTAINABLE ORGANIZATION - GOALS:

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



ORGANIZATIONAL STRUCTURE

OFFICE OF THE DIRECTOR



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

OFFICE OF THE DIRECTOR

OVERVIEW

The Office of the Director provides overall program direction, policy guidance, and administration for the entire Department of Parks and Recreation. This responsibility includes planning, supervising, and coordinating all parks and recreation facilities and services. The Director supervises three Deputy Directors for Area Operations, Facility Operations and Administration and Development, the Special Projects unit and has final oversight of human resources decisions for the Department. The Office also directly oversees the Park Police and The Parks and Recreation Foundation.

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

The Prince George's County Parks and Recreation Foundation received its Determination Letter from the IRS March 13, 2015. The Foundation was established to work in conjunction with the Foundation Board, Planning Board, and the Department of Parks and Recreation to generate additional resources. The Foundation is a registered non-profit in accordance with Section 501(c)(3) missioned to raise cash donations, support, in-kind contributions and link to corporate sponsorships for the park and recreation system. The Foundation has the ability to:

- Generate funds through grant funding, partnerships, and donor support.
- Create flexibility within our capital and operating budgets through contributing capital projects and programs to the County.
- Serve as a funding source not legally tied to, but supporting, a government agency.
- Ultimately diversify the Department of Parks and Recreation's revenue source so that it is not as reliant on property tax dollars, thus further enhancing the quantity, quality, and value of parks and recreation services for all Prince George's County residents.



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

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY17 Adopted</u>	<u>FY18 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$2,385,514	\$1,736,256	-27.2%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	14.00	9.00	-35.7%
Funded Workyears	19.00	14.00	-26.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Moved funding and personnel complement for Human Resources from Office of the Director to Management Services



Prince George's County

Parks and Recreation Department – Park Police

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Field Operations

Field Operations provides police services and security to the M-NCPPC, and for the patrons who use the more than 27,000 acres of parkland. This consists of administrative buildings, historic buildings and facilities, community and recreation centers, parks, trails and undeveloped land. Officers proactively respond to citizens' requests for service and conduct active preventive patrols. Field Operations consists of three (3) components: Patrol Services, Mounted Services and Homeland Security. Field Operations lieutenants regularly work with Area Operations managers to plan and coordinate park and community events. Park Police managers and supervisors coordinate Division programs to ensure a strategic approach to policing and problem solving. Park Police officers enforce M-NCPPC Park Rules & Regulations, County Ordinances, and State and Federal laws.

Patrol Services is comprised of eight (8) vehicular patrol squads providing 24-hour police coverage. Patrols respond to citizen Calls-For-Service (CFS) and are active in their preventive patrols. Intelligence based on officer observations, citizen complaints, and information from M-NCPPC staff and the community are used to identify and target areas for patrol deployments. Officers are assigned to those areas based on an analysis of the CFS data. Park Police also utilize programmable people counters and video camera technology to track park usage in remote trail areas. This increases the efficiency of patrol deployment and minimizes the budget impact for additional staffing. Vehicular patrol officers are also assigned special details and provide security and traffic control at community festivals such as the County Fair, the Harlem Renaissance Festival, and other large community events. Vehicular patrols, police bicycle patrol and T3 trained officers supplement patrols of the community centers, community events, and hiker/biker trails. Patrol Officers coordinate the Division's G.R.E.A.T Program and D.A.R.E. Program at selected Prince George's County Public Schools and during Department of Parks and Recreation summer camps and playgrounds. Five Canine Teams also provide patrol coverage seven (7) days a week. The Potomac Riverfront Patrol Unit is assigned to the Potomac River Waterfront Community Park and is responsible for providing patrol coverage seven (7) days a week at the Woodrow Wilson Bridge Trail and at other park locations in close proximity. The officers assigned to this Unit also provide police coverage for all special events on the WWB Trail and for those events at the National Harbor that traverse onto park property.

Patrol Services has a fully operational Canine Unit consisting of three Patrol Canine Officers and two Explosive Detection Canine Officers. The Patrol Canine Officers supplement patrol by providing



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

drug detection and apprehension capabilities. The Explosive Detection Officers provide bomb and explosive detection services at community events and provide building searches of M-NCPPC and public facilities throughout the County.

Mounted Services is comprised of two (2) horse-mounted patrol squads that provide active patrols of the hiker/biker trail system and regional parks. Mounted personnel are capable of patrolling by horse, vehicle or T3. They are actively involved in the community through attendance at events and parades, and provide outreach and education at schools and community centers. Mounted Services coordinates the popular Cops Camp for Kids program and participates in the Drug Abuse Resistance Education (D.A.R.E.) program, summer day camps and other children's programs. Officers and horses are also trained in civil disturbance and search/rescue. They are frequently deployed for crowd control at large events and gatherings and provide specialized services to other local public safety agencies. Mounted officers are responsible for providing police coverage on the 90 miles of hiker/biker trails. When not patrolling on horseback the unit supplements patrol in assigned patrol cruisers.

The Park Police's Homeland Security Lieutenant is responsible for developing a coordinated safety and preparedness strategy; to protect life, property, and the M-NCPPC community from the effects of natural and man-made disasters to include terrorist acts and other threats. Responsibilities include site security assessments, emergency/disaster preparedness, suspicious mail/package handling, large event security assessments, and liaison with Federal and local Homeland Security Organizations and Fusion Centers. The Lieutenant distributes all pertinent Homeland Security information and is the divisions' liaison with the Maryland Coordination and Analysis Center Joint Terrorism Task Force.

Support Operations

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

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

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

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

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



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

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

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

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

Investigative Operations

The Investigative Operations is composed of three units: Investigative Services, Crime Analysis and the Rapid Deployment Team.

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

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

The Rapid Deployment Team is responsible for reducing crime on park property through special enforcement strategies and tactics to include plain clothes surveillance, checking of Hot Spot areas, rapid deployment to certain emergency situations, and other duties as assigned. The unit currently consists of one (1) sergeant, and three (3) officers.

Office of the Division Chief

This Office provides administrative and operational supervision for the Division encompassing developmental programs, supervision, planning, and direction. The Division's human resources and financial management support is provided by this program. This program coordinates with County, State and Federal agencies involved in parks, recreation, and policing.

Executive Services disseminates public information to the media and community, coordinates programs such as the Maryland "Law Enforcement Challenge," serves as the Park Police Division liaison to the community at large, and manages the Division's law enforcement accreditation process.



Prince George's County

Parks and Recreation Department – Park Police

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

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

ACCOMPLISHMENTS

FY17 Budget Priority Updates

- The division continued to work toward fully staffing the officers complement to reduce crime response time, increase security at events, and provide better coverage to the rapidly growing Southern region of the County.
 - Orientations were held to hire police officer candidates and lateral officers.
 - Five police officer candidates and five lateral officers have been hired.
 - Hired an IT Support Specialist to provide additional staff support for the security and operations function.
 - More testing and orientations will continue on a regular basis throughout the year
- Continue to expand technology initiatives such as automatic license plates readers, automated facility access controls, integrated intrusion and access control systems for recreation building rentals, and automated fine collection systems integrated with the Maryland Vehicle Administration and court systems.
 - Installed several cameras and automated access controls in most of the recreation facilities and trails to increase the efficiency of service to the public in preventing and monitoring criminal activity and to monitor access to Commission facilities.
 - Records Section is now equipped with credit card processing machine to provide easy payment options for fines.
 - The Park Police Division is in the process of obtaining eight licenses for the new CAD and RMS systems through Prince George's County Police Department.
 - Purchased eight new portable cameras that can be moved to different locations to monitor criminal behavior, detect crime and to identify suspects.
- Expand security and public safety systems staffing to better maintain operational readiness of all security and public safety enterprise management platforms and site security, public and life safety projects.



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

- In the process of activating a security operations center to monitor cameras and other security systems located on park property. The security operations center would monitor properties such as park community centers & aquatic facilities, trails & parks, construction sites, special restricted sites (College Park Airport and Glendale Hospital Site), as well as systems monitoring hot spots.
- Established a theft prevention program and formal strategies toward reducing theft of personal items on park property and at Commission-sponsored events.
 - Established more effective theft prevention programs to those already in place.
 - Begun the implementation of a “Safe Parks Initiative” to reduce thefts of personal property for M-NCPPC customers, which includes crime prevention education.
 - Year to date reported UCR Part I Crime has been reduced 20%.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY17</u>	<u>FY18</u>	<u>%</u>
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$18,753,263	\$20,457,700	9.1%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	155.00	156.00	0.6%
Funded Workyears	155.50	156.50	0.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Added OBI funding for the Park Police Relocation Project and the new Southern Area Aquatic and Recreation Center.
- Added one (1) career full-time officer position for the Southern Area Aquatic and Recreation Center.
- Increased non-personnel funding for Park Police Technology Improvements, Camera System Upgrades, Lidar Units and Automated Defibrillators.
- Added one-time funding to purchase a new Mobile Command Post.



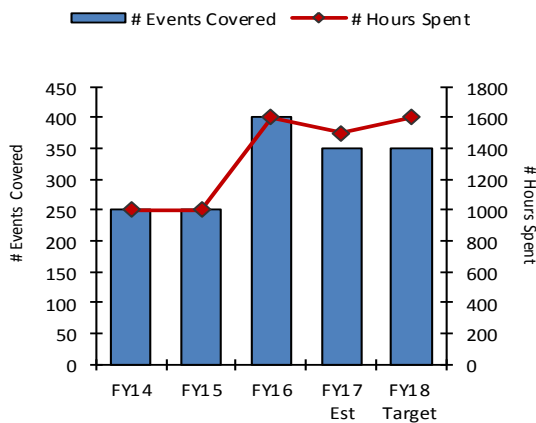
Prince George's County Parks and Recreation Department – Park Police

GOALS AND PERFORMANCE MEASURES Park Police Performance Measures

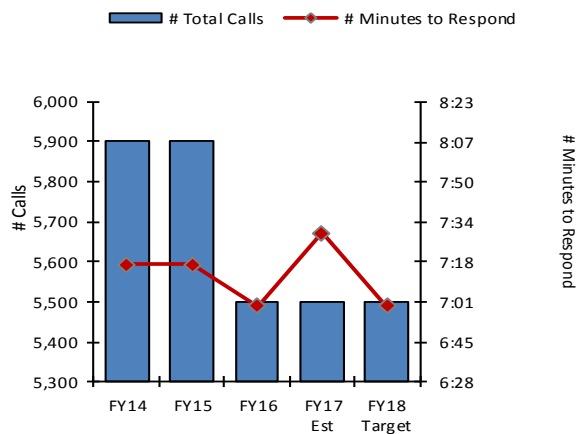
Outcome Objective: The Park Police intends to provide professional park police services in partnership with the community and other divisions of the Commission in order to protect life, property and to identify and apprehend violators to provide a safe and secure environment.

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

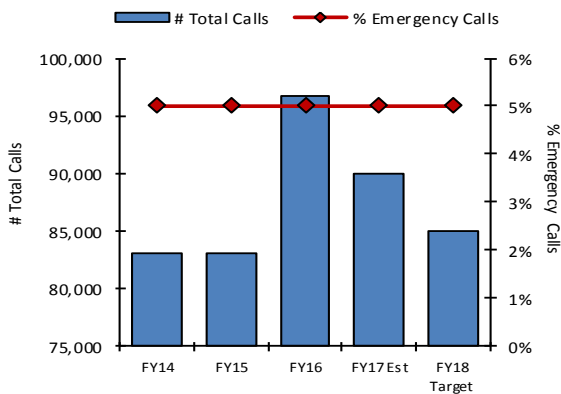
Special Event Coverage



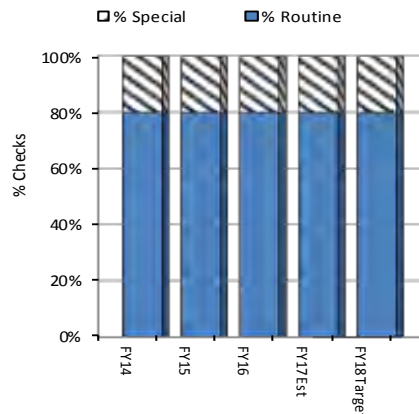
Emergency Calls for Service



Total Calls for Service



Park Checks

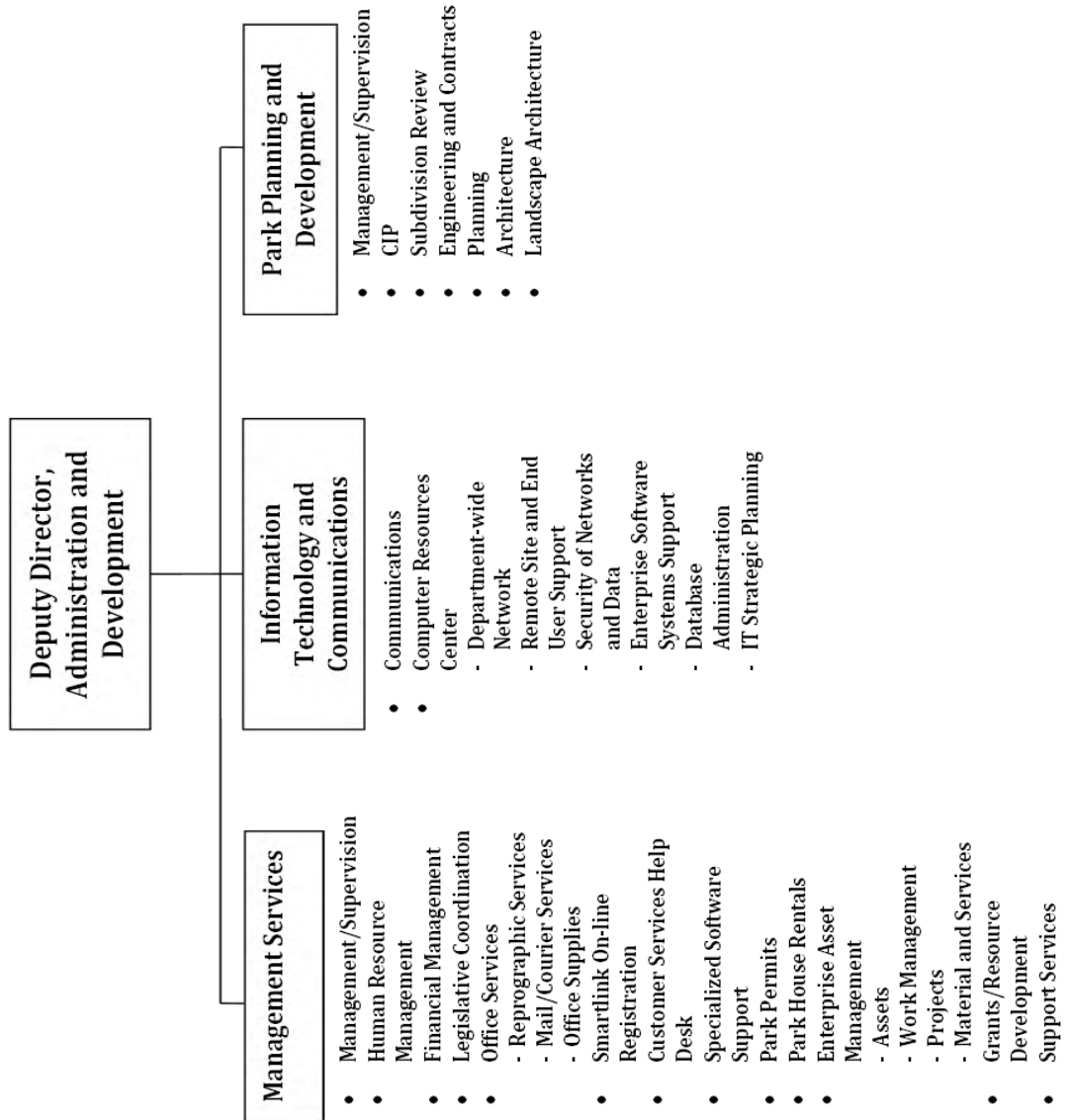


Routine checks are documented regular visits. Departmental rate is approx. 70,000 visits per month to a neighborhood or community park. Special Area Checks are approx. 16,500 per month. Ratio of Special to routine is stable.



ORGANIZATIONAL STRUCTURE

ADMINISTRATION and DEVELOPMENT



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

OVERVIEW

The Administration and Development Deputy Director is responsible for the coordination, management, supervision of three major support divisions: Management Services, Park Planning and Development (PPD), and Information Technology and Communications (ITC).

MISSION

The goal of Administration and Development is to provide all essential support and service to the Departmental Operating Divisions in order for them to preserve a comprehensive park and recreation system of programs, facilities, and services for the residents of Prince George's County, and to meet the expressed needs and demands of the public in a safe, secure, inclusive, and fulfilling environment.

BUDGET AT A GLANCE

Summary of Division Budget

	FY17 Adopted	FY18 Proposed	% Change
Budget			
<i>Park Fund</i>			
Expenditures	\$347,302	\$339,159	-2.3%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	2.00	2.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- None



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

OVERVIEW

The Management Services Division reports directly to the Deputy Director of Administration and Development. The Division serves the following distinct Department-wide administrative, support and special project functions:

- Human Resources
- Park Permits
- Office Services
- Financial management and Budget
- Customer Service
- Park Property Management
- Enterprise Asset Management (EAM)

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

MISSION

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 and the residents of Prince George's County including human resource support; financial and budget management; long-range facility and customer service and help desk services including on-line program registrations support; park permitting; property management program; and, general office services, document printing and reproduction support and inter-office mail distribution.

PROGRAMS AND SERVICES PROVIDED

Management Services –Management Unit

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

Human Resources

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



Prince George's County

Parks and Recreation Department – Management Services

Park Permits

The Park Permits office provides administrative and permitting services for unstaffed recreation facilities. The unit uses the Department's software program that coordinates all reservations and rentals. The office is also responsible for issuing permits for public shelters, garden plots, the bandwagon, and Adelphi Mill.

Office Services

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

Financial Management

The Financial Management section provides overall management and coordination of the Department's operating budget. This includes the management of six distinct operating funds including the Park, Recreation, Enterprise, Special Revenue, Advanced Land Acquisition, and Internal Service Funds. The unit prepares and oversees the management of these budgets. The unit also provides Department-wide training to the field Divisions to ensure they are competent and responsible in their fiscal management duties. The unit has supervisory responsibilities of the Office Services unit.

Customer Service Help Desk

The Customer Service Help Desk serves as the first line of support for the public as well as for Department of Parks and Recreation facilities and staff. The Customer Service Help Desk supports many software platforms utilized by the Department. Support is offered through designing and conducting software training, live technical support for each software package, and platform administration. These packages currently include: Class Registration Software, GEN Golf Software, Active Citizen Request (ACR), Kronos (training and support only), Enterprise Resource Planning (ERP), Enterprise Asset Management (EAM), Oracle Hosted Food & Beverage, AppSpace Signs, Adobe ESign, and Samaritan Volunteer Management. The public interface at the help desk call center, which fields over 800 phone calls on peak days, handles a myriad of tasks including disseminating accurate information about general M-NCPPC activities to include policies and programming, facilitating procedural actions for clients with the Department, as well as troubleshooting the use of the publicly accessible software applications (Class, GEN, ESign & ACR). Internal support also includes assisting Commission staff with internal procedures related to various software packages (cash handling, accounts receivable, data entry, etc.), serving as a liaison between the department and other M-NCPPC Departments, promulgating information regarding software upgrades, procedure changes and/or modifications to staff, data collection and reporting as it relates to the various software applications, as well as many other support functions.

Grants Management and Resource Development

This unit supports and enhances Departmental programs, facilities and events by acquiring diverse streams of funding and resources including state, federal and private grants, corporate sponsorship, public/private partnerships, and individual donor contributions. The Resource Development Manager supports a fundraising plan for the Parks and Recreation Department in concert with the Parks and Recreation Foundation, facilitates a Grants, Resources, and Partnerships Committee, and



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

provides technical assistance in grant writing and administration to division staff and affiliated partner agencies.

Park Property Management

The Property Management section provides administration, management, inspection and maintenance services for the Department's many house rental properties. Properties are typically rented to M-NCPPC staff or related entities at market value.

Enterprise Asset Administration

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

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

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

ACCOMPLISHMENTS

FY17 Budget Priority Updates:

- Evaluate the delivery of the services, internal business processes, and software support provided by the Customer Service Help Desk and Park Permits.
 - The Department is evaluating new software packages to replace SmartLink which will no longer be supported at the end of 2017. Business processes are constantly being evaluated and adjusted based on customer feedback and staff introspection in providing the highest quality customer service and deliverables to the public and Department.
- Develop and seek Planning Board's adoption of new fees and charges policies and cost recovery model to increase our program revenues.
 - As part of the FY17 budget adoption process and the Department's implementation action plans for the Formula 2040, fees and charges policies and cost-recovery are being addressed.



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY17 <u>Adopted</u>	FY18 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$4,944,669	\$6,289,646	27.2%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	34.00	43.00	26.5%
Funded Workyears	52.00	61.50	18.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Decrease in revenue for Park Property Management due to vacating/demolishing certain park house properties
- Moved funding and personnel for Human Resources from the Office of the Director to Management Services



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

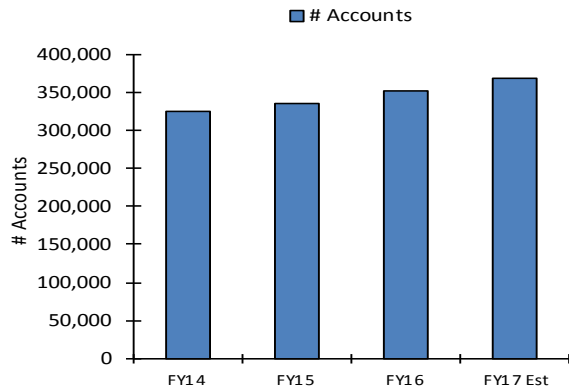
GOALS AND PERFORMANCE MEASURES

Management Services Division Performance Measures

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

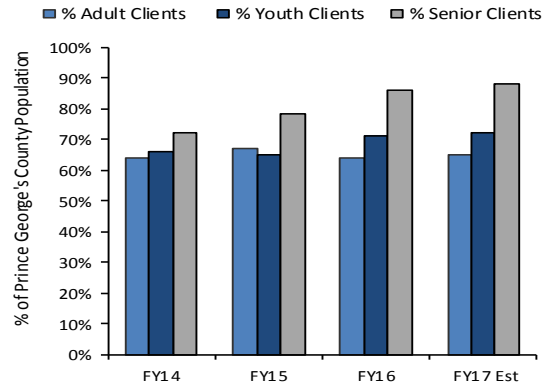
Impact Objective: Provide the Department Divisions, the Commission's Central Administrative Services, and the citizens of Prince George's County with accurate, timely information and assistance by implementing and interpreting Commission and Departmental policies and systems.

SMARTlink Accounts



Active Accounts = Active (not frozen) status

Population with SMARTlink Accounts



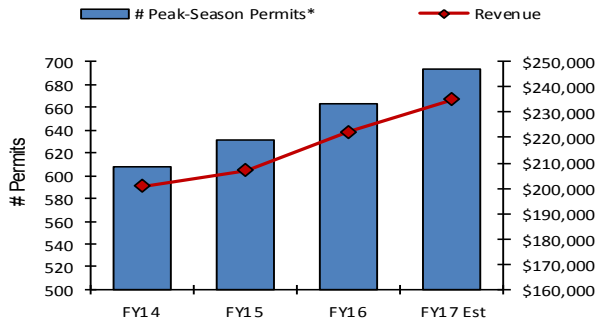
Note: Population total source is 2010 US Census

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

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

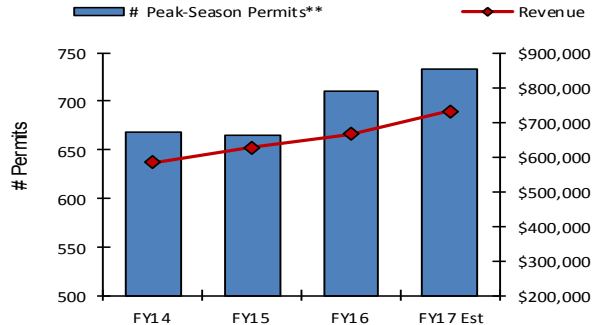
Adult Clients = 18 - 59 yrs. (532,039)

Picnic Shelter Use



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

Recreation Building Use



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



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

OVERVIEW

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

MISSION

The goal of the Information Technology and Communications Division (ITC) is to provide secure, reliable, and accurate information and communication systems while delivering first class customer support services to all of our internal and external customers.

PROGRAMS AND SERVICES PROVIDED

Core responsibilities include ensuring network security and integrity; managing the Department's wide area voice and data communication networks; administering Department-wide database management systems; providing authorized access to client server and web based applications and portals; implementing and managing electronic security systems; hardware, software, telephone and peripheral installation, management and maintenance. The unit also provides customer support for various Commercial Off the Shelf (COTS) applications such as Microsoft Office; Windows, Macintosh and Linux based operating systems; iPad, Smartphone, Blackberry and Exchange electronic messaging systems; Oracle; Activenet Technologies; Network Access Control; Citrix and GIS applications. The Division also serves as the tactical and administrative lead for the Department's Strategic Plan initiatives such as document imaging and archiving; IT and Communications-related policy and procedure creation and enforcement; disaster recovery; business continuity; Purchase Card Interface (PCI) compliance and education and enterprise maintenance management systems and reporting.

The ITC Division is organized into four (4) major units:

The Management and Supervision unit provides overall management, administration, and coordination of Division programs. This includes fiscal management for tax-supported funds; clerical, personnel, and purchasing support; and supervision. This component is also responsible for managing inventory and overall system management of data and voice for the department. This group evaluates and monitors the support to the eight regional and county-wide areas that ITCD currently services. The current areas of support are: 1) Northern Area, 2) Central Area, 3) Southern Area, 4) Telecommunications, 5) Administrative Services, 6) Park Police, 7) County-Wide (Enterprise), and 8) Maintenance and Development. This unit also develops and executes long-term yearly strategic automation plans as well as management of hardware, software, and communication equipment refresh cycles.

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



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

The Messaging, Voice and Data Services operation records installation, management and repair activities associated with core switches and routers; leased voice and data circuits; Business Communication Systems (BCM), Voice Over Internet Protocol (VOIP) and other Internet Protocol (IP) based technology; mobile and desktop communications technology; and electronic messaging services for all Parks and Recreation facilities in Prince Georges County.

The Voice, Network and Security Infrastructure Services unit has primary responsibility for voice and data network security. This unit's account tracking function includes expenses and resources associated with installation, administration, maintenance, coding, monitoring and repair of agency firewalls, Intrusion Detection Systems (IDS), Security Incident Management (SIEM), world wide web content filtering, Active Customer Response (ACR), Active Content Management (ACM), Class (SMARTlink) hardware and software, forensic analysis, incident response and all other perimeter and internal security guidelines.

ACCOMPLISHMENTS

FY17 Budget Priority Updates:

- Evaluate usage and productivity of all software/hardware applications, define future technology solutions plan for integration of all information systems
- Continuing to develop and implement industry best practices for security, including better payment card industry (PCI) compliance and disaster recovery operations
 - Improved system security by updating firewall and content filtering security equipment
 - Hired local consulting firm to help customize PCI implementation program
- Continue a five phased plan to implement Voice Over Internet Protocol (VOIP) technology. This transition will provide more scalable and robust network infrastructure
 - VOIP is now deployed at Sports & Learning Complex, Executive Office Building, Walker Drive and Show Place Arena
- Upgrading several major software platforms and applications to include Citrix and our Parks and Recreation application
- Begin an organization wide effort to restructure the Active Directory infrastructure
- Evaluating the organizational structure and technology systems to ensure we have an technology service model that incorporates best practices in efficiency, security, and end-user support
 - Ongoing evaluation of systems is in progress



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY17 <u>Adopted</u>	FY18 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$5,181,023	\$5,495,958	6.1%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	28.00	30.00	7.1%
Funded Workyears	31.20	33.90	8.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Addition of 1 work year to replace position previously transferred to EAM.
- Funding to facilitate move to new facility (Park Police Headquarters).
- Funding to support operations at the Southern Area Aquatic and Recreation Complex (SAARC)
- Funding to support operations at the Southern Regional Technology and Recreation Complex
- Eliminating one-time start-up funding for Kentland Community Center, Sportsplex MDF Room and Westphalia Community Center



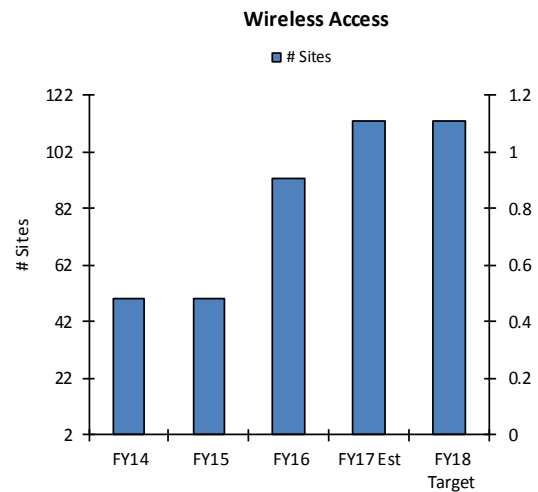
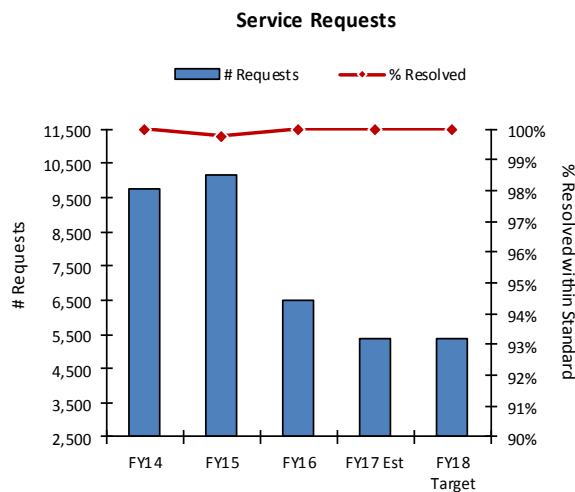
Prince George's County Parks and Recreation Department – Information Technology and Communications

GOALS AND PERFORMANCE MEASURES

Information Technology & Communications Division Performance Measures

Outcome Objective: In pursuit of the Departmental mission, the IT and Communications Division serves departmental staff and oversees the following functional areas: end user support, systems support and configuration, procurement, security of operations, access to web-based applications, web-related support, hardware, telecommunications and software support. The Division also manages installation, maintenance, integration and upgrading agency computing and telecommunications systems, equipping end users with desktop computers, mobile and desktop communications systems, peripheral and productivity software, the centralized customer support, decentralized site-based customer support, multi-tier service level agreements (SLA) and evening and weekend on-call remote access support.

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



Prince George's County

Parks and Recreation Department – Park Planning and Development

OVERVIEW

The primary functions of the Division are the preparation of the Capital Improvement Program (CIP), and the planning, design, engineering and construction management of those CIP projects. Land is acquired through the CIP, grants, mandatory dedication, and surplus property programs. The Division also performs the regulatory functions of subdivision review, site plan review, and review of zoning applications to assure compliance with County codes. The Park Planning and Development Division is composed of six major functional sections: Planning, Land Acquisition/Development Review, Capital Improvement Program, Landscape Architecture, Architecture and Construction Inspection.

MISSION

The mission of the Park Planning and Development Division is to plan, design, and construct quality park facilities for the general public in order to meet the park and recreation needs of Prince George's County residents. The Department's six-year CIP, prepared annually by the Division, reflects the priority park acquisition and development projects in the county as defined in the Formula 2040 Master Plan for Parks, Recreation & Open Space. The Master Plan serves as a driving force and supporting document for current and future CIP needs. The objectives and policy priorities of Formula 2040 are focused on connectivity and economic development, as well as health & wellness. A Capital Project Evaluation Model (CPEM), recommended by Formula 2040, helps inform capital project prioritization through a standardized method of weighting costs and benefits. The model is an important tool that is used to develop a consistent and reliable method to aid in the prioritization of capital improvement projects.

PROGRAMS AND SERVICES PROVIDED

Planning

This section reviews site plans for park purposes, prepares specific area park and recreation facilities studies including the State Land Preservation and Recreation Plan, and provides forest conservation review. Staff prepares statistical, graphic and analytical reports on all aspects of departmental activities; in addition, staff prepares, conducts, and/or coordinates surveys on departmental services. The program maintains a computerized inventory of all parkland and Commission-owned facilities, and establishes the level-of-service program for parkland, facilities and services used to prepare park master plans and to determine park and facility needs.

Land Acquisition/Development Review

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

Capital Improvement Program and Procurement

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



Prince George's County

Parks and Recreation Department – Park Planning and Development

Landscape Architecture

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

Architecture

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

Construction Inspection and Engineering

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

ACCOMPLISHMENTS

FY17 Budget Priority Updates

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



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY17 <u>Adopted</u>	FY18 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$6,260,081	\$6,747,913	7.8%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	54.00	54.00	0.0%
Funded Workyears	55.00	60.60	10.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Increased seasonal budget to cover expense of seasonal administrative support
- Increased Other Services and Charges budget for surveying and professional services contract



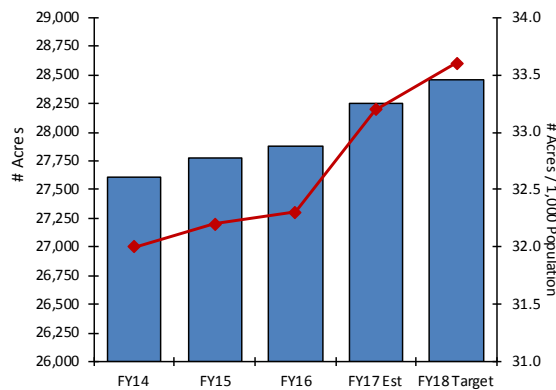
Prince George's County Parks and Recreation Department – Park Planning and Development

GOALS AND PERFORMANCE MEASURES Park Planning and Development Division Performance Measures

Outcome Objective: Prepare the Capital Improvement Program and implement that program through land acquisition and the planning, design and construction of park facilities. Planners solicit citizen input to ascertain facility needs. Design staff establish the program and concept and then monitor consultants through the schematic, design development and construction document phases of a project. Engineering staff bid projects, handle contract administration and monitor construction. The Division also performs the regulatory functions of subdivision, site plan and zoning application review to assure compliance with County codes.

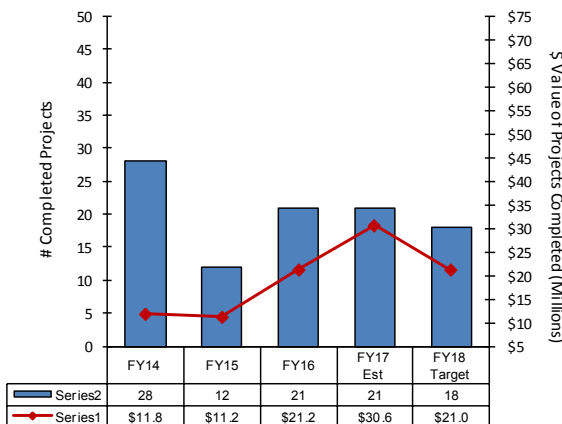
Impact Objective: Ensure that acquisition and development projects are fully funded and proper procedures are followed through planning, design and construction. The Division acquires parkland and builds quality park facilities in order to meet the park and recreation needs of the residents of Prince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

Park Acres

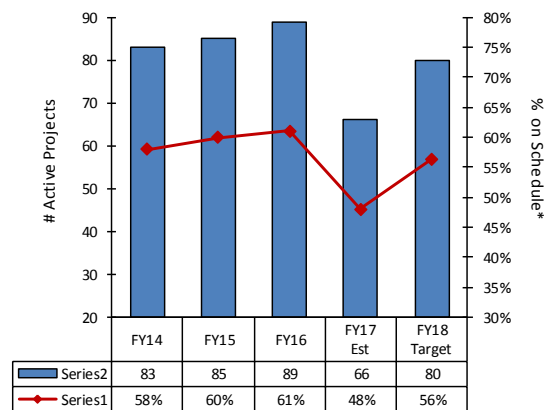


*Department standard = 35 acres per 1,000 population based on 2010 US Census data

**Capital Improvement Program
Completed Projects**



**Capital Improvement Program
Development Projects**



*Reached Projected Milestones



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

OVERVIEW

Support Services provides funding for services essential to the operation of the park and recreation system that relate to more than one operating division/office within the Department of Parks and Recreation. The Division funds office supplies, computer hardware and software, software maintenance, risk management, legal fees for outside services, group long-term disability, unemployment compensation, data/telecommunication services, utilities (water and sewer, electricity, gas, and heating fuel), rents and leases, workers' compensation claims, refuse collection, and other central support costs.

BUDGET AT A GLANCE

Summary of Division Budget

	FY17 Adopted	FY18 Proposed	% Change
Budget			
<i>Park Fund</i>			
Expenditures	\$14,749,228	\$15,501,550	5.1%
<i>Recreation Fund</i>			
Expenditures	<u>\$7,053,039</u>	<u>\$9,733,107</u>	38.0%
TOTAL EXPENDITURES	\$21,802,267	\$25,234,657	15.7%

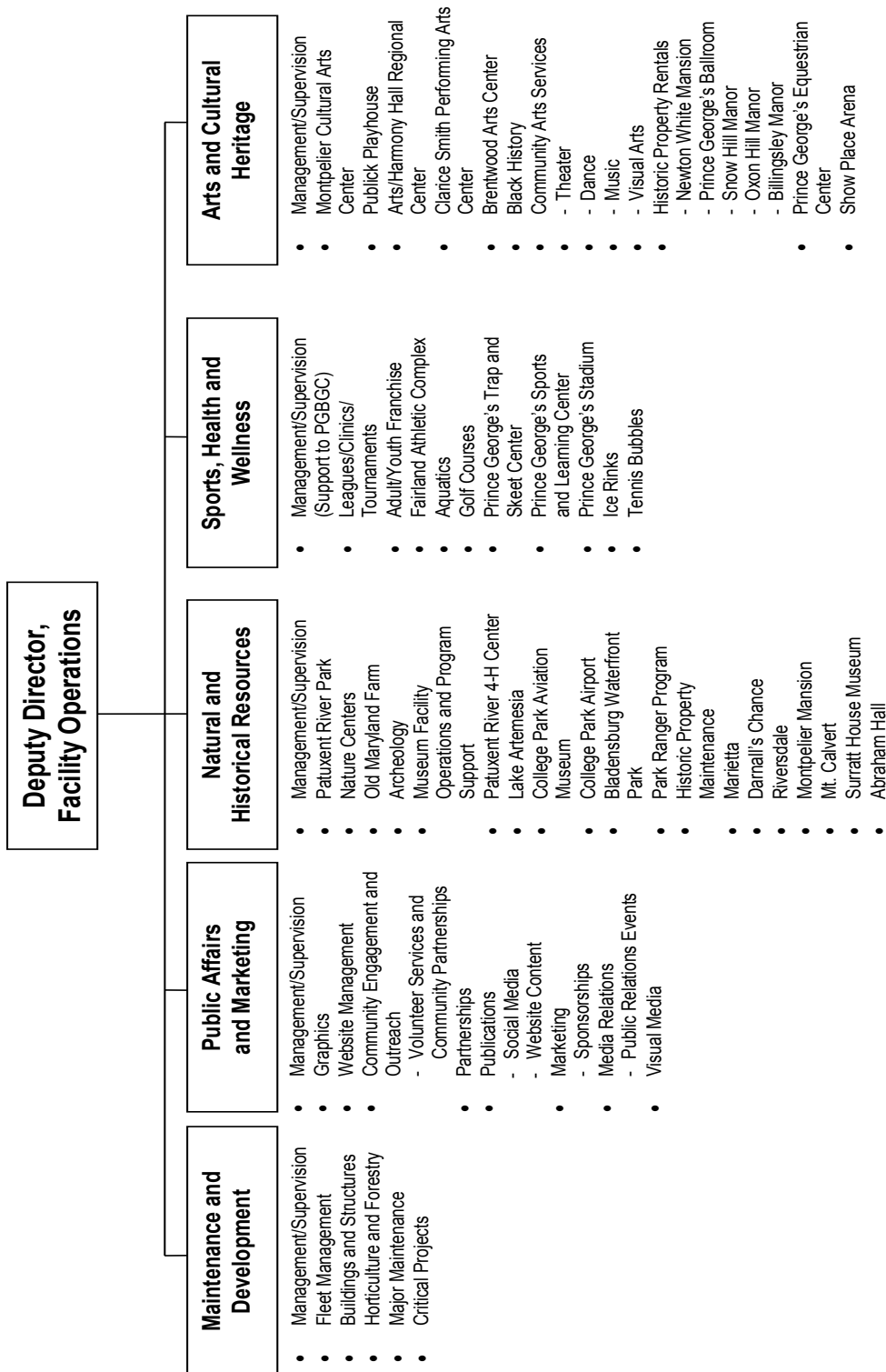
HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Increasing group insurance for LTD payments by \$2,083
- Decreasing flexible spending benefits budget by -\$1,100
- Decreasing unemployment insurance payments by -\$32,000
- Increasing risk management charges by \$37,900.
- Increasing funding for the Commission-wide technology initiative by \$274,700.
- Increasing funding for the Capital Equipment ISF by \$291,327.
- Adding OBI funding for new Park Police Headquarters, Purple Line/Glenridge Relocation Project, the Southern Area Aquatic and Recreation Center and the Southern Regional Technology and Recreation Complex Aquatic Center.



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

ORGANIZATIONAL STRUCTURE FACILITY OPERATIONS



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

OVERVIEW

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

MISSION

The goal of Facility Operations is to provide, maintain, and preserve a comprehensive park and recreation system of programs, facilities and services for the residents of Prince George's County, and to meet the expressed needs and demands of the public in a safe, secure, inclusive, and fulfilling environment.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY17 Adopted</u>	<u>FY18 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$630,886	\$640,041	1.5%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	4.00	4.00	0.0%
Funded Workyears	6.00	6.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

None.



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

OVERVIEW

Maintenance and Development provides maintenance, repair, and renovation of Department facilities and properties through six major work programs. The Division also coordinates with and provides snow removal and landscaping services to the Prince George's County Government.

MISSION

The goal of this Division is to provide professional, high quality maintenance services for all parks and recreation facilities in support of the Department's diverse work programs and to provide customers with a safe, well-maintained, aesthetically pleasing parks and recreation system.

PROGRAMS AND SERVICES PROVIDED

Fleet Management

This work program consists of a central garage facility, mechanics, and administrative support staff responsible for a fleet of over 3,145 vehicles, trailers, self-propelled off-road equipment and other miscellaneous pieces of motorized or wheeled equipment. This section also maintains 10 fuel sites and provides support to five satellite garage operations. Fleet management sets maintenance policy, provides technical assistance to the Department, and specifies and bids all vehicles.

Buildings and Structures

This unit consists of Electric, HVACR, Plumbing, Carpentry, Masonry, Welding, Locksmith and Exhibit Shop units. Work programs within the skilled trade's areas include preventive maintenance, routine and emergency repairs, renovations and alterations to over 430 park buildings and structures, including restorations, and new construction of park development projects. This section provides estimating, plan review, and supervision of major projects, facility inspection and responses to issues involving fire protection systems, elevators, electrical and lighting, HVAC, roofing and plumbing systems, or structural building components.

Horticulture and Forestry Section

This work group provides landscape horticulture to the park system, special interest facilities, and historic property rental facilities. In conjunction with the Department of Public Works and Transportation, it assigns manpower and equipment for snow removal and maintains multiple County snow emergency routes. The Forestry unit also provides skilled tree care services for diseased and damaged trees, as well as corrective measures and emergency response in the event of storms, hurricanes and tornados.

Major Maintenance and Inspection

This program funds and supervises high priority repair and extensive maintenance projects. Projects are identified each year through an ongoing inspection program and projected life cycles of equipment and building materials. A major repair and maintenance program complements the efforts to address maintenance issues created by aging and heavy use and normal equipment replacement cycles. This group also oversees infrastructure improvement fund projects to complement the Capital Improvement Program.

Critical Projects

This unit houses facility maintenance technicians, the Heavy Equipment unit, and the ADA facilities



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

compliance group. The goal of this section is to respond in an appropriate and timely manner when addressing the emergency situations that affect our structures and facilities. The construction of larger, more technologically complex buildings require a degree of expertise and frequency of maintenance that is outside the scope of our trade shop program. Specialized building maintenance technicians have direct responsibility for the oversight and troubleshooting of mechanical systems in these structures including computerized geothermal HVAC, fire detection/suppression, controlled lighting and building security.

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

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

Administration/Management/Supervision

The administrative group is responsible for preparing, managing, and reporting on the Division's annual operating budget and providing administrative support to Division staff including payroll, human resources, procurement, and fixed asset control. Additionally, this group provides representation in MCGEO Union negotiations.

ACCOMPLISHMENTS

FY17 Budget Priority Updates

- Install a solar array at Randall Farm Maintenance Facility as a pilot program for the Department.
 - Project was competitively bid. Agreement executed with awarded vendor; solar array will be under construction by the end of FY17.
- Investigate the installation of additional solar fields in order to maximize the potential cost savings and environmental benefits to the County.
- Continue executing energy saving initiatives by extending LED lighting upgrades to facilities, ball fields, parking lots, and variable speed drive pump motors at departmental sites.
 - Current LED lighting projects include retrofitting site lighting with LED fixtures and lamps as well as entire building upgrades. Sites include Watkins Regional Park, Cosca Maintenance Yard, EOB, PRA, Lincoln Vista, JE Howard, Watkins Tennis Court, Whitfield Chapel, Allentown and Rollingcrest Aquatic Community Center
- Realign personnel to staff facility maintenance technician positions within the Critical Projects work unit.



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

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY17 Adopted</u>	<u>FY18 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$27,574,362	\$27,930,923	1.3%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	175.00	179.00	2.3%
Funded Work years	194.50	205.80	5.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Transfer Construction Supervisor position from Buildings and Structures to Major Maintenance.
- Funding included in OBI for three (3) additional positions for the Southern Area Aquatic and Recreation Complex (SAARC) one Mechanical Systems Specialist, one Mechanical Systems Manager, and one Landscaper
- Added 1 Full Time Career Aquatics Maintenance Technician.



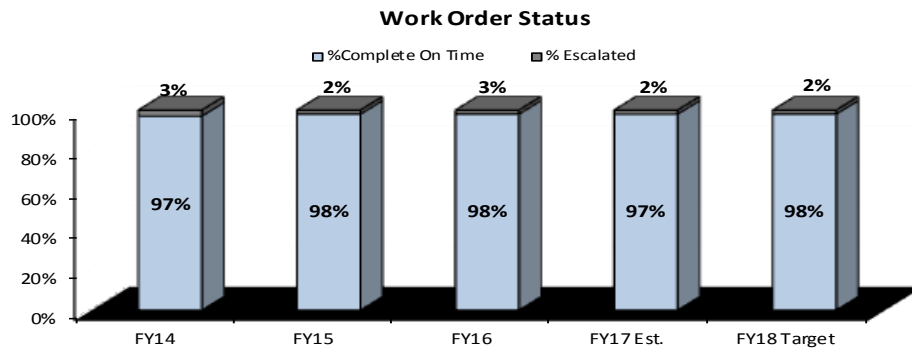
Prince George's County Parks and Recreation Department – Maintenance and Development

GOALS AND PERFORMANCE MEASURES

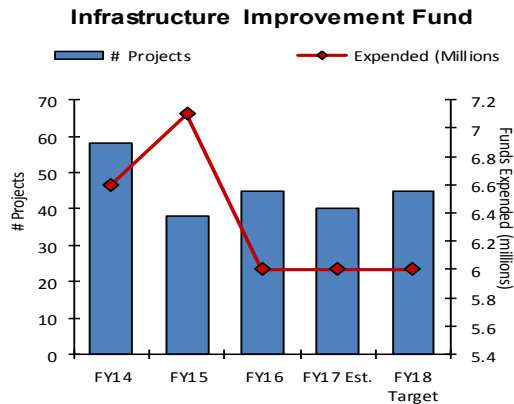
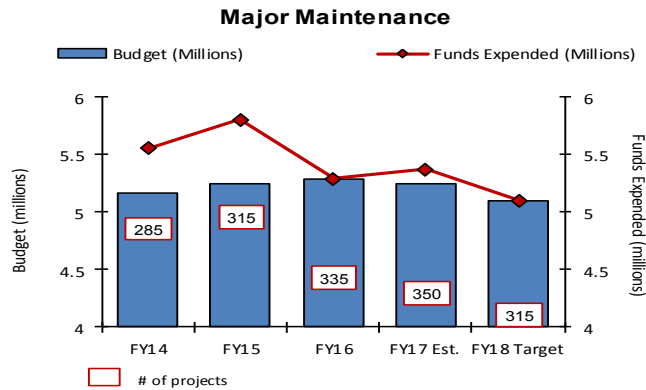
Maintenance & Development Division Performance Measures

Outcome Objective: Provide professional, high quality skilled maintenance services for the facilities and programs throughout the Department in Prince George's County. Services are normally provided as preventive maintenance or scheduled at the request of our work force to include services in Fleet Management, Buildings and Trades, Horticulture and Forestry or Major Maintenance and Inspection.

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



Escalated = a project was not completed on the projected schedule



Prince George's County

Parks and Recreation Department – Public Affairs and Marketing

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

Management/Supervision

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

Community Outreach and Engagement

The Community Relations and Outreach unit provides community outreach connections and engagement between the Department and various community groups, civic associations, homeowners associations, recreation councils, business groups, and advocacy groups. The unit works with contacts throughout multicultural, immigrant, and non-English speaking communities, and manages translation services throughout the Department. The unit also features a Community Outreach Team responsible for actively engaging the community, as well as attending numerous community events to inform residents about parks and recreation services. The unit tracks the effectiveness of various community outreach efforts and trains Departmental staff. In addition, the unit provides event planning services and publicity for Departmental groundbreaking, dedications, facility openings, and other ceremonies.



Prince George's County

Parks and Recreation Department – Public Affairs and Marketing

Volunteer Services and Community Partnerships

Volunteer Services recruits, vets, and assigns volunteers and recognizes volunteer efforts for the Department. This unit has oversight of group and individual volunteers, Make a Difference Day, student service learning opportunities and volunteer applications, background checks and hours of service. Included is a systematic youth development training module for teen volunteers. The unit trains staff and uses an online software program to manage volunteer recruitment, training, placement, and tracking. The unit also manages the Department's Community Connect partnership program, working with staff and organizations to solicit and nurture community partnerships to support specific programs such as those for youth, sports, health and wellness, the arts, and seniors.

Media Relations

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

Publications

The Publications unit manages content and copy for a comprehensive publishing program for the Department. Unit staff writes, edits, produces and distributes the seasonal *Guide to Classes and Activities*, working closely with recreation programmers and the SMARTlink database team. The unit also provides content for the summer programs book, calendars, direct mail pieces, and brochures. The unit also creates interactive digital publications for the Department's major publications including *Guide to Classes and Activities*, Summer Day Camp, Black History, and Hispanic Heritage Month brochures.

Marketing and Advertising

The Marketing and Advertising unit develops and manages the overall marketing plan for the Department, along with program- and facility-specific marketing initiatives and campaigns. Particular areas of emphasis are marketing to youth, seniors, and multicultural audiences. Included in the work plan is market research. The unit purchases and places advertising and coordinated collateral materials in media outlets as part of an overall marketing campaign. In addition, the unit manages strategy, content, posts, and advertising buys for the Department's social media channels in support of marketing goals. The unit also provides targeted digital communication including e-blasts and electronic newsletters.

Graphics

The Graphics unit manages a comprehensive, standardized graphic design program for the Department. The unit provides professional graphic design services for all divisions in support of print publications, marketing, and communications. Working closely with the Marketing, Publications and Web Management units, the unit designs and manages the look of both electronic and print media. The unit also includes visual media (photography and video) documentation of parks and recreation activities, facilities, and lands to provide photographic resources for publications, web sites, marketing and community relations use throughout the Department. The unit maintains and manages a large photographic archive for the Department.



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

Web Management

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

ACCOMPLISHMENTS

FY17 Budget Priority Updates

- Continue developing a plan to shift session-based program and course marketing to social media, mobile apps and print-on-demand publications, and redevelop the program guide as an interactive online document.
 - The Division continues to increase the marketing of programs and activities on social media and in the interactive, online Guide (as well as the traditional print version)

BUDGET AT A GLANCE

Summary of Division Budget

		FY17 <u>Adopted</u>	FY18 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$2,124,385	\$2,482,592	16.9%
<i>Recreation Fund</i>				
	Expenditures	<u>\$899,868</u>	<u>\$897,432</u>	<u>-0.3%</u>
	TOTAL EXPENDITURES	\$3,024,253	\$3,380,024	11.8%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	12.00	14.00	16.7%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>2.00</u>	<u>2.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	14.00	16.00	14.3%
<i>Park Fund</i>				
	Funded Workyears	17.50	36.10	106.3%
<i>Recreation Fund</i>				
	Funded Workyears	<u>7.00</u>	<u>5.00</u>	<u>-28.6%</u>
	TOTAL FUNDED WORKYEARS	24.50	41.10	67.8%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Adding personnel, operational and one-time start-up costs for support for the new Southern Area Aquatic Recreation Facility (SAARC)
- Removed start-up funding from FY17



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

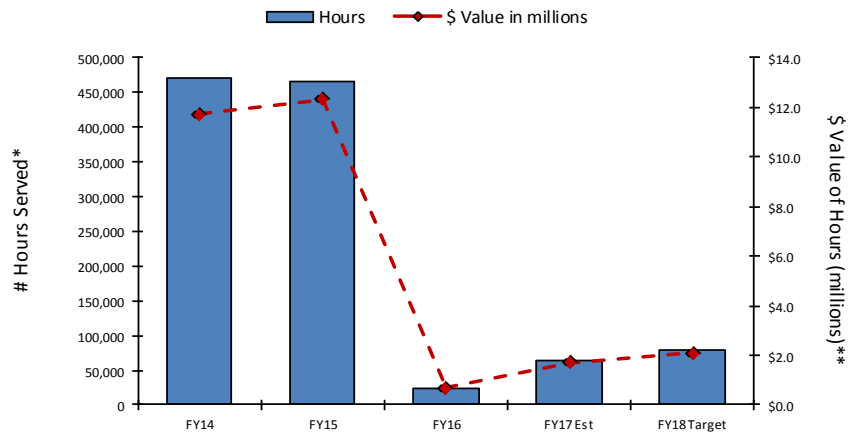
GOALS AND PERFORMANCE MEASURES

Public Affairs & Marketing Division Performance Measures

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

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

Volunteers

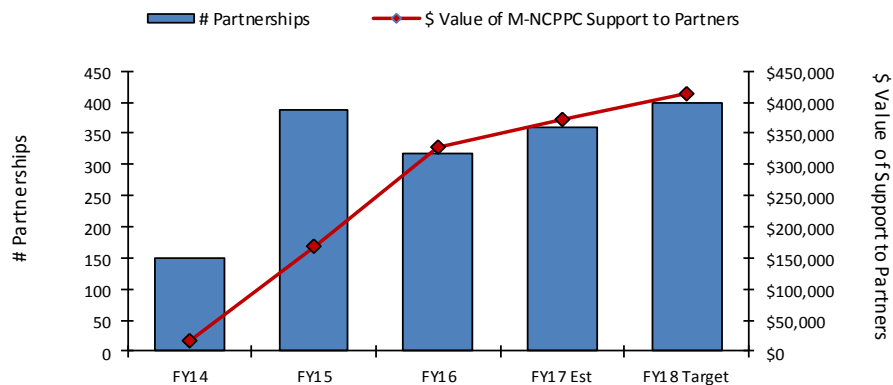


*FY16 - 540 volunteers recorded 24,917.68 hours in Samaritan.

Unlike previous years, this report does not include hours donated by Boys and Girls Club

** Independent Sector's 2015 value of \$26.64 per Maryland volunteer hour is used in the value calculations.

Community Partnerships

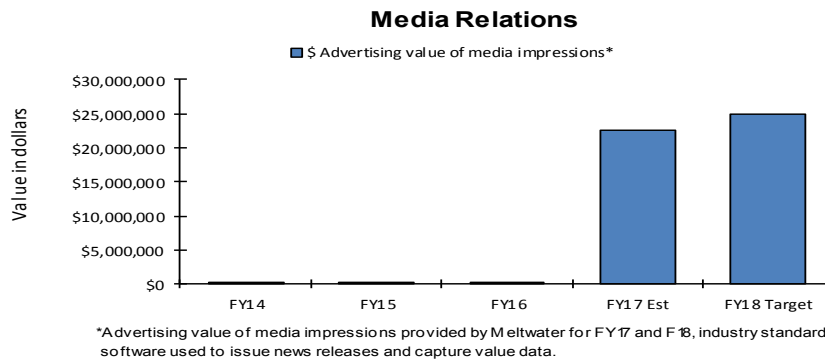
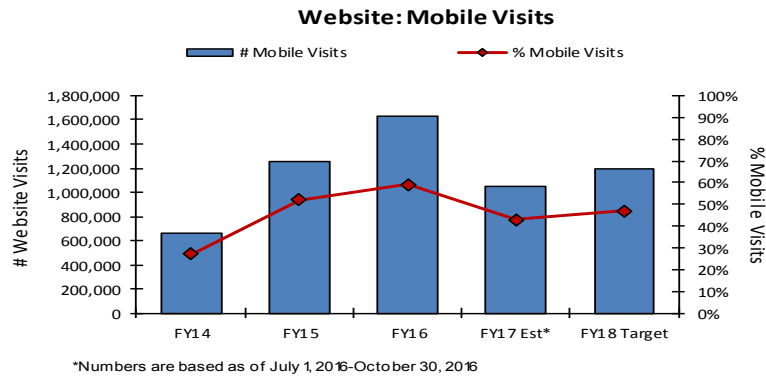
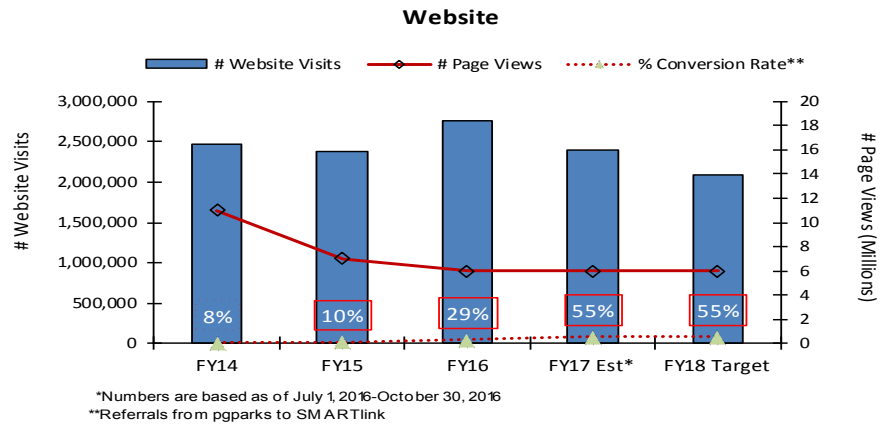


* Support provided to non-partner community group was \$211,264 in FY16.



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

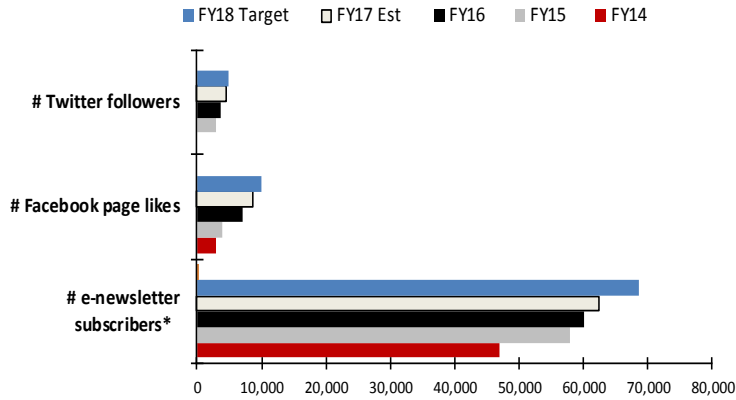
Public Affairs & Marketing Division Performance Measures



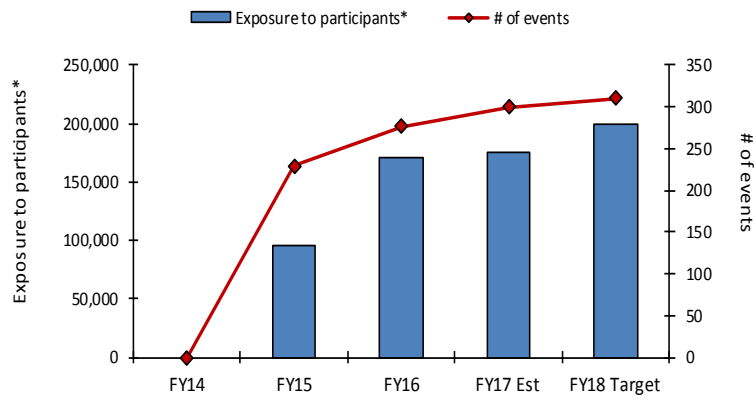
Prince George's County Parks and Recreation Department – Public Affairs and Marketing

Public Affairs & Marketing Division Performance Measures

Messaging

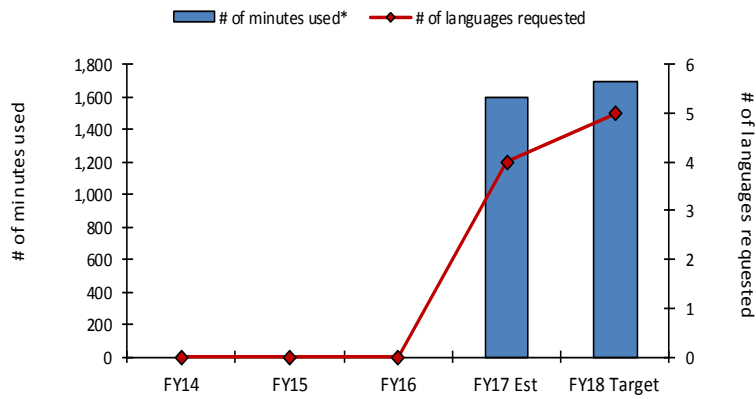


Community Outreach



*Exposure based on number of people who visited the Community Outreach table at an organized community event.

Language Assistance



*Language Services



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

OVERVIEW

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

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

MISSION

The goal of this Division is to provide the public with professional natural and historical resource management services, interpretative programs, museums, parks and facilities that educate and encourage stewardship of the County's diverse natural resources and historical heritage. Along with interfacing with the public throughout our large park system and provide interpretation, natural resource protection, and overall customer service.

PROGRAMS AND SERVICES PROVIDED

Bladensburg Waterfront Park

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

Patuxent River Park

The Patuxent River Park is composed of approximately 7,400 acres of natural area parkland and is part of the Patuxent River Watershed Park. The park includes the Jug Bay Natural Area, Clyde Watson Boating Area, Governor's Bridge Natural Area, Aquasco Farm, Fran Uhler Natural Area, Cedar Haven, and numerous other open spaces. Offerings include natural history programs, nature hikes, river ecology boat tours, boat ramps, fishing pier, hiking and horseback trails, water trails, camping, boat rental, recreational hunting, a corporate rental pavilion site, Patuxent Rural Life



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

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

Nature Centers

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

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

Mt. Rainier Nature Recreation Center is a unique facility located inside the Capital Beltway providing a nature study program in an urban area where nature finds little room to flourish. The Mt. Rainier Nature Recreation Center serves hundreds of visitors in guided programs and activities along with drop-in visitation for the surrounding neighborhoods. Programs offered to the community include nature study, urban wildlife, urban beautification, and animal care. Programs for adults and youth clubs pertaining to the theme of urban nature are offered. The facility offers a wide variety of community programs for persons of all ages and curriculum-based programs for school groups in the northern part of the County.

Old Maryland Farm

Old Maryland Farm is an educational farm facility that houses livestock and offers herb, vegetable, and flower gardening displays. It provides opportunities for the public to observe and learn about live farm animals. Special population students and patrons learn work skills through cooperative programs with the Prince George's County Public Schools and other public agencies. Interpretive programs for students are aligned with the Prince George's County school curriculum. In addition, a wide range of farm and gardening programs are offered to County citizens of all ages and abilities. Volunteer opportunities are available for youth and adults to help with care of farm animals, routine greenhouse and garden maintenance, and visitor services. Old Maryland Farm provides support for the County 4-H youth program and the Prince George's County Fair Petting Zoo.

Museum Facility Operations and Program Support Section

This section provides research and museum support for the Department's historic museums and sites, and nature facilities. Responsibilities include design, research and fabrication for six nature sites and nine historic sites and museums; educational exhibits; and public education materials.



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

The program documents, preserves and presents the rich cultural history of Prince George's County. It maintains the Department's historical library and collects and houses written and visual evidence of the County's rich heritage.

This program also provides for the operation of the following museums:

- Riversdale House Museum, 1801-1807, is a National Historical Landmark, and listed on the National Register of Historic Places, provides interpretative tours, programs and special events and is a source of research into early Federal, State, County, African American and women's history. Riversdale was the home of Charles Benedict Calvert, the founder of the University of Maryland in College Park, as well as the United States Department of Agriculture (USDA).
- Surratt House Museum, listed on the National Register of Historic Places, focuses on the Civil War era and the Lincoln assassination story. The museum has been featured on television, video, and in print nationally, and its friends group has a five-time award-winning web site. The museum's James O. Hall Research Center is a resource for authors, historians, and the general public.
- Montpelier Mansion, a National Historic Landmark, ca. 1781-1785 operates as a house museum and rental facility. The original owners of Montpelier, Major Thomas Snowden and his wife Anne, welcomed many distinguished guests into their home, including George Washington and Abigail Adams. The Montpelier staff offers a variety of activities including tours, concerts, and colonial battle re-enactments.
- Darnall's Chance House Museum, listed on the National Register of Historic Places, is dedicated to the interpretation and study of the history and culture of 18th century Prince George's County, with special emphasis on the lives of mid-18th-century women. Located in Upper Marlboro, the museum is a historic house/public-use facility offering tours, special events, exhibits, and rental opportunities.
- Marietta House Museum, ca. 1813 was home to U.S. Supreme Court associate justice Gabriel Duvall, and is listed on the National Register of Historic Places. Built ca. 1813, the Marietta focuses on exhibits relevant to Prince George's County history and on special events and programs such as period re-enactments, afternoon teas and children's storytelling hours.

Archaeology Unit

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



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

Museum Exhibit and Support Unit

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

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

College Park Aviation Campus

The sites host the Smithsonian-Affiliated Aviation museum, airport operations facility, and the hangar where the County Police Helicopter Unit is based. The museum features a two-story aviation gallery with more than 10 full-sized planes significant to the history of the airfield, which is the oldest continuously operating airport in the world. Four interactive exhibit rooms, a large library and archives, an 80-seat auditorium, and an aviation gift shop are at the museum. They offer tours and aviation-related programs, exhibits, and activities for the public. The College Park Aviation Museum serves over 70,000 visitors annually of all ages. The museum's popular school and summer tour programs have served thousands of students. In addition to drop-in tours, the museum provides special events such as Scout Days, Flight Night, and the Santa Fly-In. The new airport operation building is a 13,000 square foot state-of-the-art operations facility and rental space. The building provides pilot accommodations to increase customer service and will provide for rentals overlooking this historic runway.

Park Ranger Unit

This program provides County-wide park management support and visitor services in regional parks, hiker/biker trails, and natural area parks. Park Rangers provide patrols and inspection of park properties and facilities, assist in ensuring public safety, interpret and enforce the Park Rules and Regulations, enforce (through ticketing authority) parking and natural resource violations, provide park operations support, manage multiple natural area parks, issue park permits, manage the Department's Deer Management program, and work with Park Police on support for special events and park issues. They also provide visitor assistance and supervision of volunteers and youth groups on conservation-related projects. Park Rangers design and conduct public programs for all ages and provide on-site evaluation of wildlife complaints and respond to injured wildlife on park property. The Park Ranger Unit manages the Department's Agricultural Lease Program, Youth Gardening Initiative, Department Community Garden Plots and the Use Agreements with 4-H Foundations, Girls Scouts of America, Suburban Wildlife, Prince George's Radio Control Club, Beagle Club and Fish and Game Club.

Historic Property Maintenance Section

This unit provides routine and specialized maintenance functions, restoration services for the Department's historic sites and museums. In addition, they provide regular support for a variety of tasks within other NHRD sites. The unit also manages the Department's recycling program.



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

ACCOMPLISHMENTS

FY17 Budget Priority Updates

- Work collaboratively with all Divisions to implement a system for historic preservation and renovation at historic sites in need of emergency repair.
 - Established a multi-Divisional working group to manage the large inventory of historic structures and house museums.
- Work towards fully staffing historical and nature career positions to optimize and expand environmental and historical educational opportunities throughout Prince George's County.
 - Filled multiple essential positions that include two Park Rangers, one Park Naturalist at Watkins Nature Center, Facility Director at Patuxent River Park, Archaeology Director, Park Manager at Patuxent River Park, two Senior Carpenter positions for Historic Property Maintenance Unit, and Curator at College Park Aviation Museum.
- Expand and improve the Department's recycling program at all office, park and recreational sites to demonstrate our commitment to sustainability.
 - The Department's recycling effort is active at most all Department sites, maintenance yards and offices. New 95 gallon blue recycling containers have been installed at all Commission facilities which has eliminated the use of plastic bags and made the operation more efficient and successful.

BUDGET AT A GLANCE

Summary of Division Budget

		FY17	FY18	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,202,801	\$6,249,019	0.7%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,224,539</u>	<u>\$1,113,142</u>	<u>-9.1%</u>
	TOTAL EXPENDITURES	\$7,427,340	\$7,362,161	-0.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	56.00	57.00	1.8%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>10.00</u>	<u>9.00</u>	<u>-10.0%</u>
	TOTAL FUNDED CAREER POSITIONS	66.00	66.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	77.60	78.60	1.3%
<i>Recreation Fund</i>				
	Funded Workyears	<u>17.50</u>	<u>16.50</u>	<u>-5.7%</u>
	TOTAL FUNDED WORKYEARS	95.10	95.10	0.0%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Provided additional funding support for seasonal staff at Montpelier House Museum.
- Increase in seasonal intermittent funds to support operations at the Southern Area Aquatic and Recreation Center (SAARC)
- Increase in supplies and materials, other services and charges to support SAARC operations



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

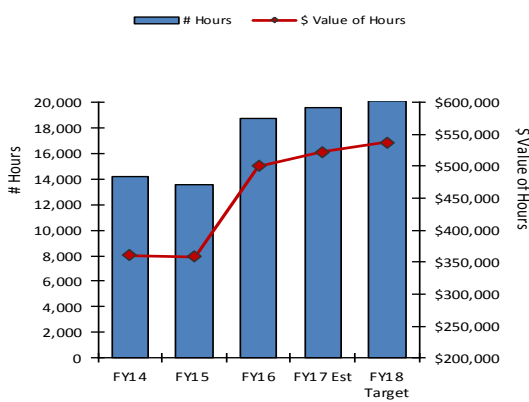
GOALS AND PERFORMANCE MEASURES

Natural and Historical Resources Division Performance Measures

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

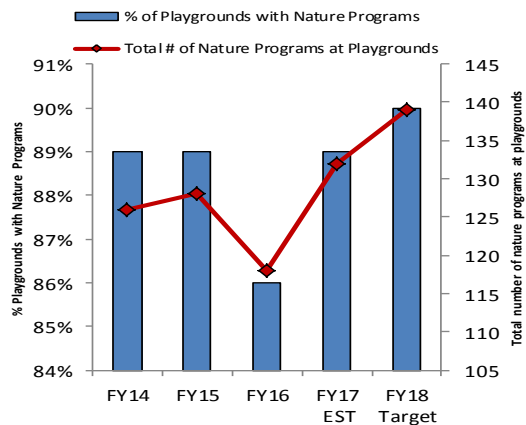
Impact Objective: Provide professional natural and historical resource management services and interpretive programs in order to educate our community and encourage stewardship of the natural resources and the historical heritage of Prince George's County.

Museum Volunteers & Docents



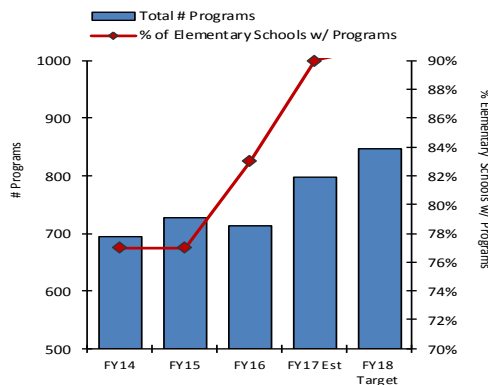
The estimated value of one volunteer hour in the State of Maryland was \$26.64 in 2015 according to www.independentsector.org

Summer Playgrounds with Nature Programs



*Objective is to have 100% of playgrounds with a nature. Several sites that were scheduled for programs cancelled due to scheduling conflicts.

Educational & Interpretive Programs



Note: Objective is to have 100% of elementary schools with programs. Although the # of elementary schools with programs decreased slightly in FY'16, the percentage of schools with programs increased.



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

OVERVIEW

The Sports, Health and Wellness Division (SHWD) manages the following functions: Leagues, Clinics, Tournaments, Inter-Center Basketball, Flag Football, Kickball, Aquatics, Ice Rinks, and Tennis Bubbles. Facilities include Allentown Splash, Tennis, and Fitness Park, Rollingcrest-Chillum Splash Pool, Glenn Dale Splash Park, Theresa Banks Aquatic Center, Fairland Sports and Aquatics Complex, Prince George's Sports & Learning Complex, Prince George's Trap & Skeet Center, Sugar Ray Leonard Boxing Facility, Enterprise Facilities, Golf Courses (Enterprise, Paint Branch, Henson, and Kentland) and the Prince George's County Stadium.

The Division coordinates and schedules a comprehensive athletic program and provides administrative support to the Prince George's County Boys and Girls Club. Revenues are generated through various programs, including rentals, youth and adult franchise leagues, and tournaments. Emphasis also includes developing a healthier community by increasing walking trails, upgrading fitness rooms, hosting lunchtime learning series for staff and a continued partnership with the Prince George's County Health Department. Other opportunities are afforded to all youth in the areas of swimming, gymnastics, tennis, boxing, track and field, and golf to enjoy these activities in a fun, structured and professional manner.

MISSION

The goal of the Sports, Health and Wellness Division is to provide recreational opportunities for the citizens of Prince George's County through youth and adult leagues, clinics, and tournaments. The Division also emphasizes health and wellness and aquatic programs to insure our citizens are getting the total package of recreational outlets to have fun and to highlight the importance of living healthy lifestyles.

PROGRAMS AND SERVICES PROVIDED

Leagues, Clinics and Tournaments

This program provides for supervision and management of County-wide field permitting and a comprehensive sports program administering County-wide leagues, clinics and tournaments for adult and youth athletics from age 5 to seniors. It also handles the scheduling for the Prince George's County Boys and Girls Club. Staff administers the sanctioning and registration of over 18,000 youth participants in the Prince George's Boys and Girls Club, inter-center leagues, independent youth programs, and the roster process for all franchise leagues. The program also provides funding for the management of the Sugar Ray Leonard Boxing Center.

Franchise

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

Fairland Sports and Aquatics Complex

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



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

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

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

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

Management and Supervision

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

Health and Wellness

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

Aquatic Centers/ Pools

The Sports, Health and Wellness Division operates eleven aquatic facilities. The facilities include indoor and outdoor aquatic amenities and offer an array of programs and activities to include swimming lessons, water fitness classes, lifeguard and water safety training classes, leisure swimming, and special events.

ACCOMPLISHMENTS

FY17 Budget Priority Updates

- Increase sports, recreational and health & wellness opportunities in underserved regions in the County through the implementation of the mobile fitness unit.
 - In FY17, the Get Fit Mobile unit was launched. Get Fit Mobile is an accessible resource for sports, health and wellness programming for residents for Prince George’s County promoting healthy behaviors and influencing the reduction of health and safety risks and disparities within our communities.
- Create a definition of what a health & wellness component means and ensure that 75% of the



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

Department's programs are designed to include a health & wellness component.

- The Health and Wellness team has been working with staff from areas across the Department to create a set of criteria that will be used to evaluate the Department's programs. This criteria will help ensure that 75% of the programs offered include a health and wellness component in the areas of physical, mental, environmental, and social/cultural wellness.
- Establishment of walking and running programs.
 - The Health and Wellness team had a successful Healthy Trails 5k walk/run event at the Woodrow Wilson Bridge Trail with over 200 registrants, and a second at Lake Artmesia. The Health and Wellness team will continue to host two walk/run events annually.
 - A new signature program, Walk and Talk with the Doc, was implemented in FY17. Residents are able to join health care professionals for conversation regarding a health topic, while engaging in a walk on the many trails throughout the County. Through Walk and Talk with the Doc, the Health and Wellness team partnered with 31 healthcare professionals to lead 55 walks at 9 different sites throughout the county.
- Expand the Yoga in the Parks to Fitness in the Parks
 - In FY17, Yoga in the Parks expanded to Fitness in the Parks. The Fitness in the Parks program includes classes such as Family Zumba, Tai-Chi, as well as strength and conditioning classes. Over 40 class sessions were held at four different sites.
- Promote and grow tennis programming for families through improved marketing, partnerships and increased youth opportunities.
 - Continued our partnership with the JTCC College park tennis center to provide tennis programs (clinics and lessons) at some of our Community Center afterschool programs and Summer Playground sites. This partnership also includes Community Clinics/workshops for families in Prince George's County at our indoor tennis facilities. We coordinated an overnight trip to the US Open Tennis Tournament.
- Provide developmental sport opportunities for ages 5-7 to increase their awareness and engagement in sports.
 - Continue to offer age 6 & under flag and tackle football programs.
 - Pee-Wee clinics & leagues for t-ball, basketball and soccer
- Continue to build upon the client base in the outdoor stadium at the Prince George's Sports and Learning Complex, to include additional user groups such as lacrosse teams and youth clinics in all sports.
 - We have made progress with promoting a number of different clients such as adult soccer, women's flag and full contact football, additional football clinics and leagues, speed and agility workshops and youth lacrosse clinics. We hope to continue to grow the sport of lacrosse for youth and adults throughout FY18.
- Further develop a comprehensive corporate membership base that includes both the fitness and aquatics venues at the Prince George's Sports and Learning Complex.
 - Numerous local businesses have taken advantage of our weekday drop in specials as



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

well as some progress in securing county employee individual memberships to the fitness center. We will continue to promote with the goal to grow the corporate program with the initial intent of providing group membership packages to include a total fitness experience in FY18.

- Continue to research and apply for grants that will support and/or expand upon the programs and services we currently provide for all ages and skill levels in the Learning Center at the Prince George's Sports and Learning Complex.
 - Research work is continuing to seek opportunities within the STEM/STEAM and other language arts programs, in conjunction with the Foundation's efforts to determine appropriate grants and partnerships.

BUDGET AT A GLANCE

Summary of Division Budget

	FY17 <u>Adopted</u>	FY18 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$11,173,482	\$12,385,483	10.8%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	50.00	54.00	8.0%
Funded Workyears	176.40	182.30	3.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Remove onetime non-personnel funding Fairland received in FY17 to cover special projects.
- Increase in supplies for Health & Wellness to support the mobile fitness unit, fitness in the parks, and marketing and outreach.
- Increase in seasonal/intermittent funding for Health & Wellness to support year round outreach and marketing.
- Addition of a career position at Rollingcrest Splash Pool (Assistant Manager).
- Convert one position to fulltime to support management and supervision of division.

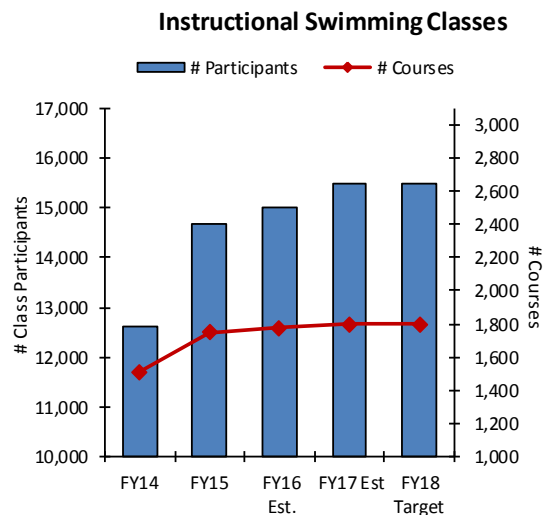
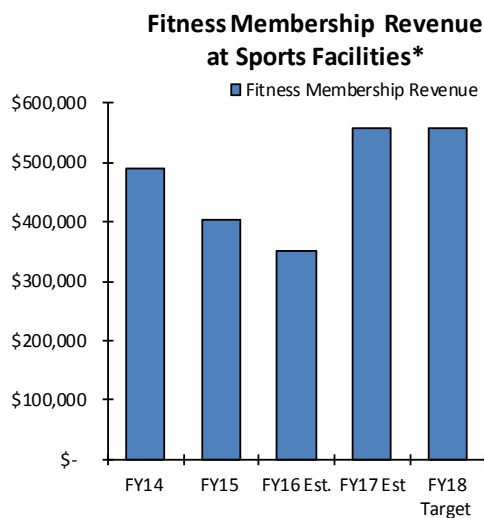


Prince George's County Parks and Recreation Department – Sports, Health and Wellness

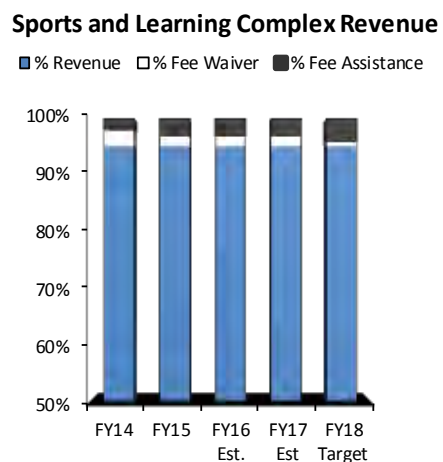
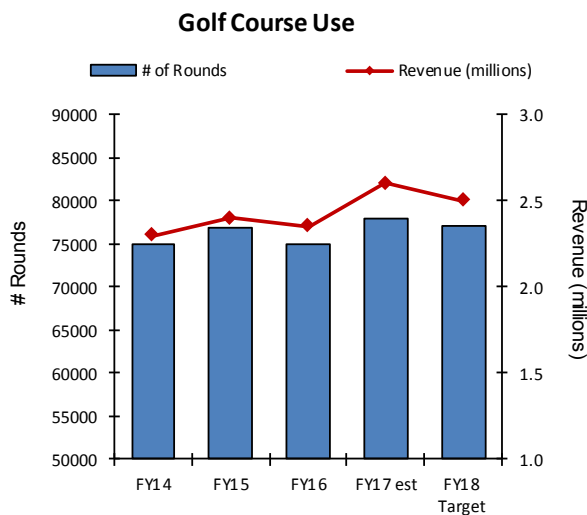
GOALS AND PERFORMANCE MEASURES Sports, Health & Wellness Division Performance Measures

Outcome Objective: Provide high quality athletic and recreational programs, administration of a county-wide field permit process, professionally driven staff and an array of facilities for the citizens of Prince George's County. The Division's functions include coordination and scheduling of a comprehensive sports program, management and supervision, administration support of Prince George's County Boys and Girls Club, aquatic venues, golf courses and state of the art facilities that include the Fairland Sports and Aquatics Center and the Sports and Learning Complex.

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



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



Prince George's County

Parks and Recreation Department – Arts and Cultural Heritage

OVERVIEW

The Arts and Cultural Heritage Division (ACHD) coordinates and manages four arts facilities, five historic rental properties, three African American historic sites, and the Prince George's Equestrian Center/Show Place Arena, community arts services, art exhibits in Commissions facilities, public art for department facilities, and other programs serving County arts organizations, artists, and residents. Programs include art camps; visual and performing arts classes and events; Xtreme Teen art initiatives; art exhibitions; performances in music, dance and theatre for all ages; touring performances for school children; artist studios; rental facilities for arts and non-arts organizations; artist residencies; and rental of historic sites for social functions. The Division staff coordinates various cultural heritage events including Juneteenth, Black History Month Program, Hispanic Heritage Month Program, Asian Pacific Heritage Month Receptions, and the World Dance Showcase. Through partnerships, ACHD supports and coordinates special activities and/or programs and events at the Bluebird Blues Festival (in cooperation with Prince George's Community College), The Prince George's County Fair, and Bowie State University's Fine and Performing Arts Center. ACHD also supports activities and programs of the Harlem Remembrance Foundation and the Oscar Hawkins Ballet Arts Academy. Staff serves as liaison to the Prince George's Arts and Humanities Council, the Prince George's Philharmonic, Harlem Remembrance Foundation, Gateway Arts and Entertainment District, College Park Arts Exchange, the Clarice Smith Performing Arts Center at the University of Maryland, Gateway Arts Center and the Bowie Center for the Performing Arts. This support allows those organizations to provide a variety of performing and visual arts programs to all County residents. The Division also coordinates the Department's arts grant from the Maryland State Arts Council.

MISSION

The goal of the Arts and Cultural Heritage Division (ACHD) is to provide high quality arts programs and services, interpretative programs, affordable historical rental sites and manage events at the Prince George's Show Place Arena and Equestrian Center. ACHD serves the general public, assists artists and arts organizations to improve the quality of life, promote tourism and expands the cultural awareness/appreciation of the County and preserves the County's historic buildings.

PROGRAMS AND SERVICES PROVIDED

Montpelier Arts Center

The Montpelier Arts Center provides programs in the visual and performing arts for the public and local artists. Classes and summer camp programs are offered for children. Adult and children art classes include most disciplines of the visual arts and a varied exhibition program is offered in the Center's three galleries for public viewing seven days per week. Thirteen art studios are rented annually. Montpelier's performing arts programs include jazz concerts by renowned local and international musicians, classical recitals selected from a juried competition, blues and folk concerts, and artistically acclaimed films. Other programs and services include special tours, an Artist Opportunity bulletin board, Master Workshop program, and recording production of jazz concerts.



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

Arts/Harmony Hall Regional Center

Harmony Hall is a multi-faceted arts facility located in Southern Prince George's County and is programmed to serve the general community, as well as to provide services and opportunities to the arts community. Programming addresses a broad spectrum of visual and performing arts, to include exhibitions by community and regional artists, classes, workshops and summer camps in visual arts, dance, theater and music, all taught by professional arts educators. As an arts presenter, Arts/Harmony Hall Regional Center hosts professional artists in classical, jazz and folk music, theatre, dance, children's performances, festivals and special events. In addition, rental space is made available to performing arts groups, rehearsal space to performers, and classroom space to Prince George's Community College's continuing education classes for senior citizens.

Brentwood Arts Exchange

The Brentwood Arts Exchange (BAE) houses a gallery of changing exhibitions for viewing by the public, a contemporary fine crafts store, and a classroom space available for a variety of activities. BAE offers an arts education program for all ages to explore a variety of art disciplines, including workshops and classes in digital media, drawing, felting, collage, artist career skills and much more.

Exhibits include the art of Latino artists during Hispanic Heritage month; Prince George's County artists that either live, work, attend school or have their studio in Prince George's County; works of student artists from the University of Maryland Department of Art Print Department; works of African American artists; and a "regional" exhibition. Rental space is used by County residents and elected officials for meetings, lectures, receptions and other small events.

Community Arts Services

Community Arts Services provides arts programming through festivals, performances, exhibitions, classes, workshops and consultation for the benefit of County artists, arts organizations and the general public in the disciplines of visual arts, music, dance, theatre, and fine craft. Local artists can be enrolled in artists registries, receive newsletters of upcoming professional development opportunities, or compete in the Annual Juried Competition, the Choreographers' Showcase, the Love to Dance Showcase, World Dance Showcase, or the Teen Touring Ensembles productions. Artists also are involved in programs as instructors and lead activities intended for youth development in the arts. Single events or festivals are held at arts facilities, historic sites and parks for County residents during Black History Month, Asian Pacific Heritage Month, and Shakespeare in the Parks. This section also operates community programs and services through partnerships at the Clarice Smith Performing Arts Center at the University of Maryland, the Bowie Center for the Performing Arts, and at the Gateway Arts Center through the Brentwood Arts Exchange, and



Prince George's County

Parks and Recreation Department – Arts and Cultural Heritage

coordinates the Department's grants program for arts.

Public Art

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

Black History

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

Historic Property Rentals

This section is responsible for five historic rental properties: Newton White Mansion, Prince George's Ballroom, Snow Hill Manor, Oxon Hill Manor, and Billingsley Manor, and coordinates targeted marketing and advertising for the Department's rental sites. The sixth property, the Concord Historic site is currently under renovation. The rental properties provide unique spaces for events, weddings and meetings. The properties also provide County residents an opportunity to enjoy Black History events, activities for youth, family and seniors, the mid-week summer jazz concert series at Oxon Hill Manor, and are a showcase for regional area event businesses.

Administration

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

ACCOMPLISHMENTS

FY17 Budget Priority Updates

- Continue the development of a Public Art Initiative by working collaboratively with Park Planning and Development and Area Operations to address CIP projects in addition to developing a general policy for the Department. Facilitate public artwork that is integrated into CIP projects and is compatible with their geographic settings. Strengthen countywide relationships with community stakeholders in order to facilitate awareness of community history, and identity.
 - The division worked with the Park Planning and Development Division to initiate implementation of public art installations for several CIP projects in various stages of planning and construction including Kentland Community Center, William Beanes Community Center, Westphalia Community Center and the Southern Area Aquatics and Recreation Center. The division also coordinated with the College Park



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

Aviation Museum to install 2 works of art in the front exterior area of the new Airport Operations Building, and worked with the Special Programs Division to participate in a competition for Innovative Projects department-wide. The planned project is titled: “Rubbish to Rhinos and Dinos” and involves developing a public art project that uses trash and other discarded items removed from streams, valleys and woods to create large-scale rhinoceroses and dinosaurs. In its efforts to strengthen countywide relationships and engagement with community stakeholders, the division helped to coordinate community meetings surrounding planned public art installations. In addition, the division continued to act as a technical assistance resource in public art to the Prince George's County Public Art Program, the Hyattsville Community Development Corporation and to any inquiries stemming from other Commission divisions and the general public regarding public art issues. Development of a general public art policy for the Department is an ongoing task. A second draft is due for submission by the end of October 2016, while final review, routing and approval are projected to be completed by the end of the fiscal year.

- Research the possibility for tent pads, on the Prince George's Equestrian Center's infield and other areas for outdoor horse shows to keep the fields from flooding and ensure the tent pads do not conflict with parking and other outdoor festival needs.
 - In FY18 requests it was determined that the Equestrian Center needs a more comprehensive master plan to address this and other issues to include the infield.
- Expand space and programs at the Brentwood Arts Exchange in order to increase revenue, participation and audience. Work with external arts organizations and internal resources to bring new programming to sites in Area Operations, with a focus on digital media and arts in technology.
 - Negotiations for additional space expansion at the Brentwood Arts Exchange ended when the rent costs were increased, resulting in minimal cost recovery. The Community Arts unit has worked with the three Divisions within Area Operations to bring new arts organizations in as vendors to implement programming in visual and performing arts. Staff has also worked with many new performers for programs including the Fairwood Performance Series, Café Groove, and performances in camps and at Area community centers. Digital media equipment is being purchased to start programs in filmmaking, and to participate in the Maryland STEM Festival with an emphasis on technology in artmaking.
- Historic Rental Properties will work with NHRD, PP&D and Historic Preservation Commission to establish the Prioritization Model, New Historic Eligibility Form, and Department Historic Policy to coincide with the Commission's 2040 plan. HRP will provide tracking and cost effective measures for building maintenance, repair and renovations. Along with this, HRP will develop a building and operations manual for new and current managers at each facility.
 - The Prioritization Model and Department Policy has been developed and is awaiting edits and approval from the Director before being presented to the Planning Board. Several areas of significance have been identified such as cost effectiveness, public use and historic preference. HRP operations manual is expected to be completed by fiscal year 2018.



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

- The Black History Program will develop a digitization model for its photograph and document collections and provide online access to the community for genealogical and research studies expected to be completed in 2018. The BHP will host its main site of Abraham Hall as a centralized hub of museum collections and tourism for African American research for Prince George's County residents.
 - The Black History Program purchased PastPerfect software and is using it to assess, coordinate and digitize document and photograph collections. The digitized collections are expected to be completed in FY18. Abraham Hall is still slated to be the central hub of museum collections and tourism for African American research.
- Hire a new food and beverage manager and begin new operational procedures for this work unit at Show Place Arena at the Prince George's Equestrian Center, to include expanded services and renovations of workspaces.
 - Position has been filled, new food offerings are being provided to include in-house catering and expanded concessions items. A renovation plan has been started, but some the implementation will be delayed pending a study for electrical engineering.
- Work with internal and external resources to purchase ticketing software to drastically improve customer service in the area of online ticket purchasing options, utilization scanning mobile device for entry to shows and events, and selection of VIP and preferred seating options.
 - Representatives from the four arts facilities and Showplace Arena formed a committee that worked with Administrative Services to develop parameters for a potential ticketing system. Under the direction of Administrative Services, the committee met with and evaluated several different vendors who met the criteria given to them. At the conclusion of the meetings, it was decided that the arts facilities would test the ticketing portion of the new class registration software that the Department is implementing during FY18. It was agreed that we would reevaluate at the conclusion of FY18.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY17 Adopted	FY18 Proposed	% Change
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,952,225	\$1,831,406	-6.2%
<i>Recreation Fund</i>				
	Expenditures	<u>\$3,868,029</u>	<u>\$4,153,791</u>	<u>7.4%</u>
	TOTAL EXPENDITURES	\$5,820,254	\$5,985,197	2.8%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	12.00	11.00	-8.3%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>24.00</u>	<u>27.00</u>	<u>12.5%</u>
	TOTAL FUNDED CAREER POSITIONS	36.00	38.00	5.6%
<i>Park Fund</i>				
	Funded Workyears	22.00	21.00	-4.5%
<i>Recreation Fund</i>				
	Funded Workyears	<u>50.00</u>	<u>67.50</u>	<u>35.0%</u>
	TOTAL FUNDED WORKYEARS	72.00	88.50	22.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Added one (1) career full-time position for the Southern Area Aquatic and Recreation Center and 3.5 new seasonal workyears to manage art programs.
- Added non-personnel OBI expenditure funding for the new Southern Area Aquatic and Recreation Center.
- Transferred one (1) career full-time position from the Park Fund (Historic Properties) into the Rec Fund (Administration) within the ACHD division.
- Transferred in one (1) career full time position from the Northern Area Operations Division.
- Transferred two (2) career full-time positions from Montpelier Arts Center and Harmony Hall to Administration.
- Increased recreation user fee revenue in Performing Arts due to the new Junior Academy of the Performing Arts Program (JAPA).
- Increased expenditure budget in Performing Arts to provide funding for the new Junior Academy for the Performing Arts Program (JAPA) including 2.0 new seasonal workyears.
- Increased expenditure budgets in Visual Arts to allow program expansion including 1.0 new seasonal workyear.
- Increased expenditure budget in Community Art Program to allow program expansion.
- Reallocated funding from Supplies & Materials to Other Services & Charges for Community Art Programs.



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

- Reallocated funding from Supplies & Materials to Other Services & Charges for Administration.
- Reallocated funding from Other Services & Charges to Seasonal/Intermittent for Brentwood Arts Exchange.
- Reallocated funding from Supplies & Materials to Other Services & Charges for Prince George's Ballroom.



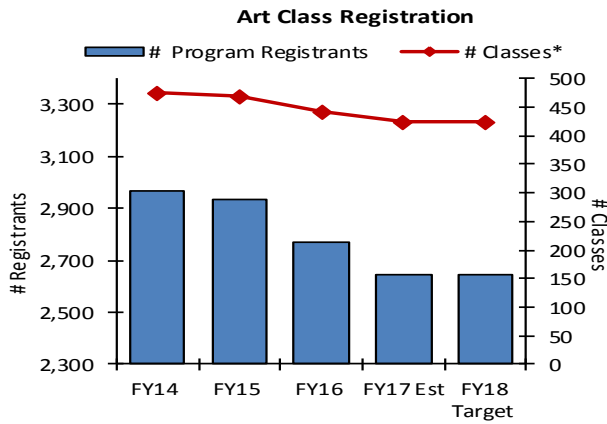
Prince George's County Parks and Recreation Department – Arts and Cultural Heritage

GOALS AND PERFORMANCE MEASURES

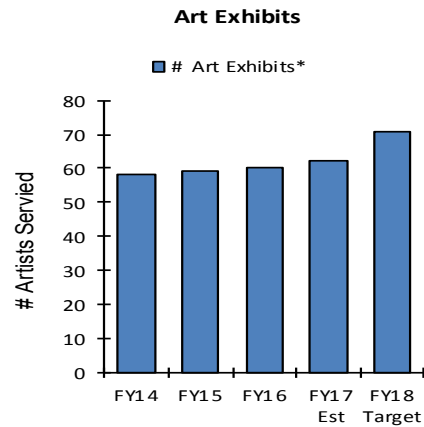
Arts and Cultural Heritage Division Performance Measures

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

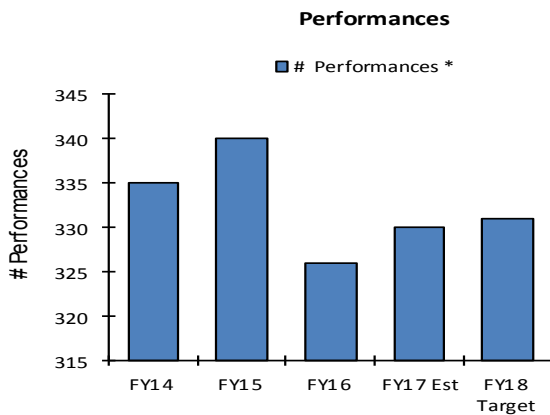
Impact Objective: Art participants in arts classes and camps learn new skills in the arts and expand their knowledge and support of the arts. By providing services and programs that offer and provide employment opportunities for Prince George's County artists, support for artists in Prince George's County is enhanced. The Black History Program preserves and interprets Prince George's County's African American history by providing educational interpretive programs, exhibits and tours of historic properties. Historic rental properties continue to be available and affordable by all users through a reduced fee structure that allows governmental and non-profit organizations to utilize venues during off-peak hours/days. The Showplace Arena is an adaptable entertainment and sports venue that enriches the cultural life and local economy of Southern Maryland. It hosts a variety of equestrian events with exhibitors from throughout the world. Public Art projects enhance our built and natural environment and improve the quality of life by making art visible and accessible.



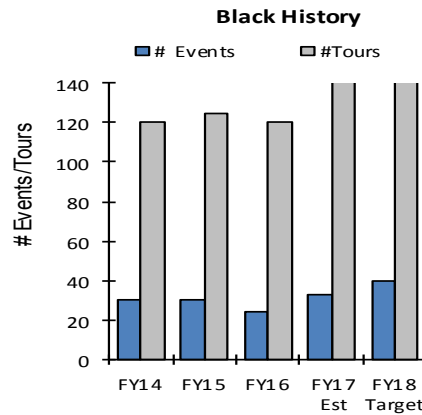
* Visual and Performing Arts Held at ACHD Arts Centers or UMD Clarice Smith Center.



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

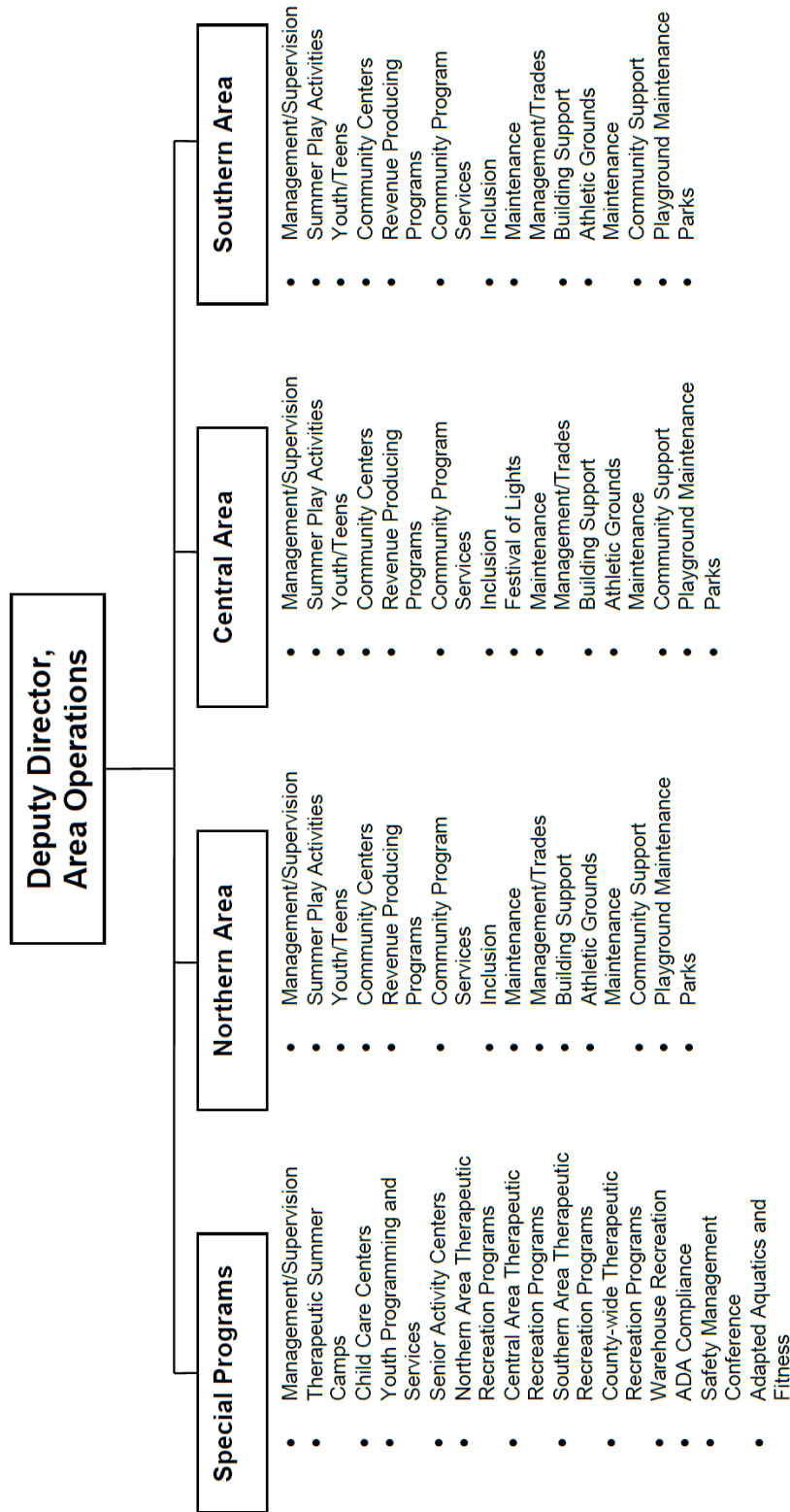


* Theatre, Music and Dance at ACHD Facilities.



ORGANIZATIONAL STRUCTURE

AREA OPERATIONS



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

OVERVIEW

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

MISSION

This budget funds the Office of Area Operations Deputy Director who oversees the coordination, management, supervision and direction of a comprehensive parks and recreation program, including daily custodial and grounds maintenance and operation of 45 community centers, 6 senior centers as well as over 400 developed and maintained parks organized into the Northern, Central, and Southern Areas. In addition, specialized services are planned, developed and implemented through the Special Programs Division including child care, therapeutic recreation, and youth and senior services.

BUDGET AT A GLANCE

Summary of Division Budget

		FY17	FY18	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$334,307	\$333,797	-0.2%
<i>Recreation Fund</i>				
	Expenditures	<u>\$81,954</u>	<u>\$78,025</u>	<u>-4.8%</u>
	TOTAL EXPENDITURES	\$416,261	\$411,822	-1.1%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	2.00	2.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>1.00</u>	<u>1.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	3.00	3.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	2.00	2.00	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>1.00</u>	<u>1.00</u>	<u>0.0%</u>
	TOTAL FUNDED WORKYEARS	3.00	3.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- None



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

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Youth Services

This section coordinates the Department's youth services and programming, including the development and administration of the comprehensive County-wide Youth Action Plan, designed to ensure strategic delivery of services and to accomplish positive youth development outcomes. These youth development principles and programs focus on social development, cultural awareness, environmental stewardship, enrichment, health and wellness, youth leadership and advocacy, and civic engagement. The Safe Summer Program, Teen Cotillion, Positive Pathways for Pre-Teens, Parent Xchange and Teen Leadership Council are among the notable programs.

County-Wide Senior Centers and Services

This section is responsible for coordination of the Department's senior programs and services. Responsibilities include all aspects of management - developing, monitoring, implementing, and evaluating the delivery of Seniors 60 & Better recreation programs, resource information for community and advocacy groups, Departmental training on a variety of senior topics, and coordination of senior special events, to include the Centenarian Celebration and Senior Health and Fitness Day.

We operate six (6) Senior Activity Centers which provide a wide range of recreation activities, such as fitness and exercise classes, arts and crafts, games and clubs, billiards, special events, trips, and workshops and classes. The centers serve as sites for the Prince George's County Nutritional Lunch Program, which provides hot lunches on site. The Senior Activity Centers are: Langley Park Senior Center, Gwendolyn Britt Senior Activity Center, Evelyn Cole Senior Activity Center, Camp Springs



Prince George's County

Parks and Recreation Department - Special Programs

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

Child Care Centers

This section manages and supervises the Prince George's County Employees Child Care Center in Upper Marlboro and the Prince George's County Public School Employee's Child Care Center located in Glenridge Elementary School. The centers operate year-round for infants through kindergarten, are licensed and accredited by the Maryland State Department of Education, and follow strict mandates regarding staff certification, training and facility requirements. Children at the centers are involved in an enriching program, which incorporates a quality preschool curriculum into the morning hours of day care. Activities include: science, art, music, reading readiness, math readiness, literature, cooking, dramatic play, special events and field trips.

Therapeutic Recreation Programs

The Therapeutic Recreation Section provides programs and services for County residents with disabilities. Responsibilities include all aspects of developing, monitoring, implementing and evaluating the delivery of therapeutic recreation services, ensuring accessibility to individuals with disabilities throughout the County; providing extensive support and resource information for community and advocacy groups, and overseeing the sign language interpretation contract. Training and resources for the Department's therapeutic and inclusion staff is provided by this section. Specialized adapted recreation programs including adapted aquatics and fitness programming and services are also provided with outreach to individuals with developmental and physical disabilities. The programs are managed in the Northern, Central, and Southern Areas of the County. Programs include after-school therapeutic recreation programs, Swim-n-Gym, skill development classes such as: adapted softball, basketball, volleyball, and comprehensive summer day camps. Comprehensive specialized programs for individuals with disabilities are also provided on a County-wide basis. Programs also include the year-round Leisure Skills Development Program, Spring into the Park, Adult Social Clubs, special events, and Camp Sunshine.

Administration - Special Programs

This section is responsible for overall management, supervision and coordination of programs and facilities. This includes requesting and monitoring expenditures for both tax-supported and revenue-producing programs, and evaluating personnel. This section oversees special projects such as the Recreation Warehouse, Summer Food Service Program, and Youth Camp Health and Safety Certification. It also maintains liaison with numerous governmental organizations, including the Maryland State Department of Education, the Maryland Department of Health and Mental Hygiene, the Prince George's County Department of Social Services, the Prince George's County Department of Family Services, Office on Aging, and the Prince George's County Health Department.

ACCOMPLISHMENTS

FY17 Budget Priority Updates

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



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

- Upgrades to amenities within regional parks to meet updated guidelines completed or are in process.
 - Full range of accommodations put in place (Mobi mats, fully accessible golf cart for temporary festival access, upgraded pool lifts)
 - Updated notices (Notices 15-01 A-E) on accessibility and non-discrimination in M-NCPPC programs and services adopted and disseminated.
 - Expanded programming for individuals with physical disabilities (arts, gymnastics, camping)
- Provide additional Out of School time programming by partnering with other divisions and reallocate resources to increase structured programming offerings at community centers during those critical hours at both drop-in sites as well as Kids Care programs.
 - Additional programming has been developed and implemented (Get To Know art program, Arts After School program, Marathon kids, Technovation, 10 Things Every Young Man should Know).
 - External Youth Program Quality Assessments (YPQA) completed at all community centers. Assessments provided critical information in determining programming, staffing and training needs
 - Training standard and classes on youth development programming developed and scheduled for youth workers.
- Improve the sustainability of the Aging In Place recommendation by restructuring the senior program staffing, allowing for more regional large scale events such as Club 300, Seniors on Stage, Senior Dance Party, etc.
 - Continued expansion of large events (Senior Dance Party, Seniors on Stage, Centenarian Celebration,) and extended programming (Club 300, Walk Across America, Active Aging Week)

BUDGET AT A GLANCE

Summary of Division Budget

	FY17 Adopted	FY18 Proposed	% Change
Budget			
<i>Recreation Fund</i>			
Expenditures	\$8,356,225	\$9,200,310	10.1%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	52.00	54.00	3.8%
Funded Workyears	125.20	125.00	-0.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Increase training to support staff development
- Reassign a position to senior services to support program recent growth
- Reduce traveling costs by encouraging participants to use alternative transportation for Leisure Skill Development programs.
- Reducing non-personnel costs by reallocating resources based on cost recovery analysis.



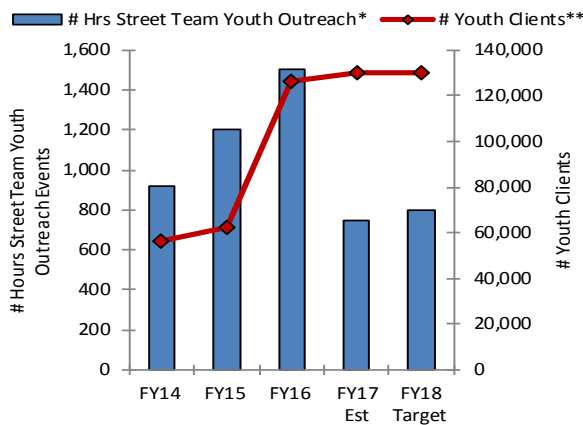
Prince George's County Parks and Recreation Department - Special Programs

GOALS AND PERFORMANCE MEASURES Special Programs Division Performance Measures

Outcome Objective: Provide quality services for youth, seniors, and individuals with disabilities. Programs and services include employee child care, operating the Department's senior activity centers and therapeutic recreation opportunities in both inclusive and specialized settings to promote and facilitate the development of leisure and skills, socialization and independence for individuals with disabilities. Leadership to the department on youth services includes implementation of the Youth Action Plan and expansion of county-wide youth programs and services, staff training and education and partnerships with government and community stakeholders. Additionally, the Division provides technical support on ADA/accessibility issues and stewards the Senior Strategic Plan. The Division also operates the Glenridge Recreation Warehouse and coordinates the Departmental Safety Committee and Safety Management Conference.

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

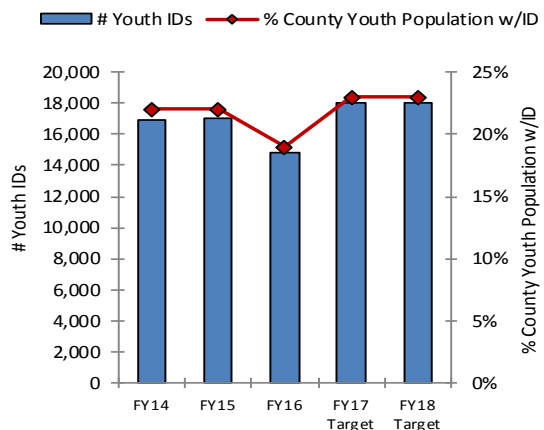
Youth Outreach



* Street Team - Youth Services Youth Outreach unit that provides direct marketing to youth.

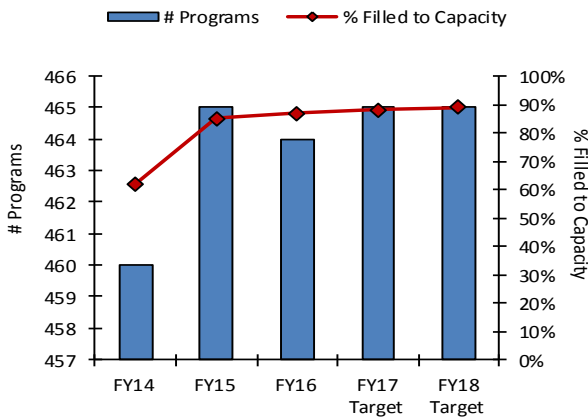
** Youth clients - anyone 6 - 17 in the SMARTLink database

Youth Participation

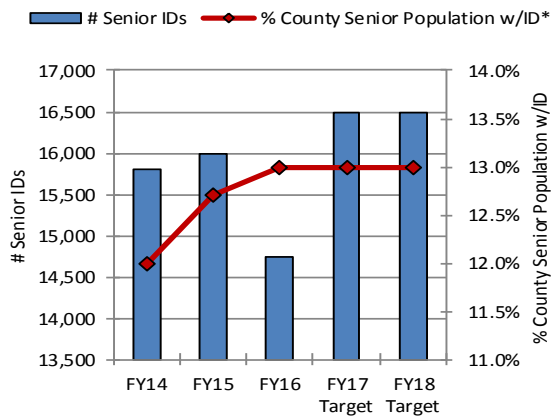


*2010 U.S. Census 6 to 17 (total 76,846)

Therapeutic Recreation Programs



Senior Participation



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



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

OVERVIEW

Area Operations is divided into the Northern, Central, and Southern Area Divisions. It is the goal of the Area Operations Divisions to provide, maintain, and preserve a comprehensive park and recreation system of programs, facilities, and services to the residents of a demographically diverse area in order to meet the expressed needs and demands of the public in a safe, secure, inclusive, and fulfilling environment. Each Division coordinates, manages, and directs comprehensive park and recreation programs for its citizens. This includes managing and supervising 46 community centers, Inclusion, Revenue Producing programs, Senior, and Youth programs.

Each Area is divided into four regions for the purpose of community outreach. Regional Managers are assigned to work closely with citizens groups, municipalities, houses of worship, schools, recreation councils and government agencies to assess park and recreation needs. Each Area has the responsibility to maintain and repair community centers, historical sites, and enterprise facilities. Associated duties include daily custodial services; litter control; mowing; athletic field preparation; park, facility and park property repair; road bridge and trail maintenance; support to community and countywide festivals; support to municipalities; repair and replacement of playground equipment; and management of picnic areas, campgrounds, and regional parks.

MISSION

The mission of the Area Operations is to provide, in partnership with citizens, comprehensive and high-quality park and recreation programs, facilities, and services that respond to the communities' changing needs. Area Operations also strives to preserve, enhance, and protect open spaces to enrich the quality of life for present and future generations in a safe, secure environment.

PROGRAMS AND SERVICES PROVIDED

Summer Play Activities

The summer playground program operates 30 hours per week for six weeks and is designed for youth entering the first through sixth grades. These programs are conducted at local parks, schools, and municipal facilities during the summer months. Regular programs include sports and games, arts and crafts, drama, music, nature, storytelling, and special events. In the Central Area, Watkins Regional Park operates a miniature train, antique carousel, and miniature golf course from May to October. Southern Area's Cosca Regional Park operates boat rentals, and concessions. Mobile units also operate programs at local parks and apartment complexes. In addition, all of these Areas now operate Safe Summer programs at select locations.

Teen Initiatives

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



Prince George's County

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

Community Centers

Community centers are localized facilities programmed to meet the leisure needs of various ages and special interest groups in a geographic area. They are programmed and operated on a daily basis throughout the year. In addition to those centers constructed by M-NCPPC, other facilities (i.e. municipal-owned and schools) are programmed and staffed as community center operations. These include youth centers, senior centers, municipal and community activity centers, and park schools.

Revenue Producing Programs

Revenue Producing programs provide the public with specialized leisure opportunities at a minimal fee to help defray actual operating expenditures that are too costly to be absorbed by tax funds. Programs include, but are not limited to theater, arts, roller-skating, workshops, off-site trips, pre-school play activities, bus activity fees, regional park operations, gymnastics, and special interest clubs. The public provides extensive input as to which trips and activities are offered.

Community Program Services

Community Program Services such as senior meals, support to community events, coordination of recreation councils and volunteers are planned, developed and implemented in this unit. Staff works cooperatively with community volunteers including recognized recreation councils, the Board of Education, Boys & Girls Clubs, PTA's, social groups and municipal governments. Close and effective communication with local communities is vital to the daily delivery of leisure services. Community input provides the basis for program development and community activities.

Inclusion

Inclusion provides quality leisure opportunities in an integrated setting for individuals with disabilities. It assures that recreation is an integral right of everyone's life. Programs and activities are provided for all ages and levels of readiness. Those with severe disabilities and those who wish to participate in special programs may participate in therapeutic recreation programs where a more individualized program is stressed. The individual makes the choice, and staff place participants after an assessment of their needs.

Management/Trades

The Management/Trades program involves the administration and management of a comprehensive park maintenance program throughout the three areas. The Area Offices supervise, monitor, evaluate, and schedule general maintenance on a routine basis for developed and undeveloped parks, community centers, and other buildings and facilities. Area trades personnel, (i.e., carpentry, welding, and painting) perform specialty work orders. Mechanics provide inspections, maintenance, repairs, and diagnostic work for vehicles, trailers, off-road equipment, and miscellaneous power equipment. Supplies and materials are inventoried and warehoused year-round.

Building Support

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



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

Athletic Grounds Maintenance

This program involves daily general park maintenance within the three Areas. Activities include grass mowing, trash pick-up and litter control, ball field and athletic equipment maintenance, picnic area maintenance, tennis and basketball court maintenance, fencing and gate repair, and routine maintenance of roads, bridges and trails.

Community Support

This program involves maintenance support services for recreation programs and other activities, including summer playgrounds and camps, community center special activities, tennis bubbles, pools, golf courses, community activities, recreation council and other volunteer programs and activities.

Playground Maintenance

This program involves specific oversight of playground equipment located at developed parks and community centers throughout the three Areas. Inspections are conducted on a routine basis, inspection records are maintained, and repair, removal, and replacement of playground apparatus are conducted as warranted. Special training for assigned staff is scheduled throughout the year for them to remain apprised of the latest Consumer Products Safety Commission (CPSC) guidelines and American Society for Testing and Materials (ASTM) standards.

Festival of Lights

This operation, administered by the Central Area, provides the resources to maintain and develop festive holiday light displays at Watkins Regional Park for the public to enjoy. In addition to the admission fee, canned goods are collected and distributed to shelters throughout the County to help those less fortunate.

Management/Supervision

The Division Chief in each Area oversees the use of tax-supported and special revenue funds. Division Offices evaluate and monitor the programs, services, and facilities and serve as a liaison with the municipalities located in the Areas. The offices provide clerical support to program staff and community volunteer groups, and assist in the interpretation of park and recreation programs to the general public and volunteer organizations. Offices administer personnel operations for all employees in the three Areas.

FY17 BUDGET PRIORITY UPDATES

- Provide multi-disciplinary recreation opportunities for all ages and abilities at community centers, recreation buildings, schools and parks to include comprehensive recreation class program, signature and community-based special events, out of school time programs for youth and teens, active aging programs and targeted services to those with the highest need through the Transforming Neighborhood Initiative.
 - Annually, provide over 6,900 classes, community-based youth and senior programs, and special events, as well as daily drop-in opportunities at forty-five (46) community centers located throughout the County.
 - Evaluate recreational services development and delivery, analyzed cost recovery worksheets of said services and explored divestment of any outdated services at community centers through use of the Comprehensive Recreation Program Plan and the



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

- Functional Master Plan.
 - Evaluate and developed effective numerous partnerships and collaborations through use of Community Connect, the department's online portal to request services, space and equipment, with recreation councils, civic associations and nonprofit organizations that expanded and enhanced recreational services throughout the county.
 - Continue to partner with Prince George's County Public Schools to provide and/or produce the following services: summer playgrounds, Safe Summer, summer teen centers, spaces for affiliate groups and training, meal program and transportation.
 - Promote and marketed all parks, all community centers and all staff-initiated programs, classes and events with a health & wellness component through a variety of marketing techniques.
 - Increase the number of programs, classes and events at community centers that include a health and wellness element with an eventual goal of 70%.
- Sustain and strengthen the parks program and its infrastructure to continue to promote play, recreation, health and wellness through the development of master plans for regional parks and the maintenance of athletic fields, trails, parks and playgrounds, custodial services, waste management, snow, leaf and ice removal and light trades.
 - Annually maintain nearly 1,100 athletic fields, playgrounds, parks, trails, and facilities (community centers, recreation Buildings, office buildings, comfort stations/restroom buildings, nature centers/visitor centers, arts facilities, historic properties).
 - Continue to allocate funding toward sustainability of park amenities in areas to maximize park usage as well as areas that are currently being used frequently.
 - Continue to invest and upgrade existing trails and regional parks to increase accessibility and to encourage health and fitness activities and walkable communities.
 - Continue to work towards the goal of 100% of community centers having front counter space retrofitted to accommodate ADA standards.
 - Reevaluate the sustainable mowing policy and proposed new additions that benefit the environment.
 - Initiate the installation of additional solar fields in order to maximize the potential cost savings and environmental benefits to the County.
 - Implement the Departmental Budget Expenditure Reduction efforts through alignment of the proposed Major Maintenance work plan.
 - Partner with the Safety Committee to assess and revise the safety policies, procedures and staff training.
 - Develop program and facility business plan templates and update operational standards for existing community centers and future multigenerational centers.
- Implement the approved functional master plan entitled Formula 2040 through existing community center and program operations and the new multigenerational service model.
 - Annually orient and review the functional master plan with staff and provide training and updates on relevant plan components including purposeful programming, cost recovery system, partnerships, marketing, etc.
 - Over 600 hours spent on briefing staff on the functional master plan, purposeful programming model and cost recovery system.



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

- New initiatives added in support of the functional master plan goals, objectives and/or policy areas:
 - Southern Area Aquatics and Recreation Complex
 - Southern Regional Technology and Recreation Complex Pool Addition
 - Health and Wellness Zones/Tucker Road Health And Wellness Zone
 - Health and Wellness, Arts & Culture, Volunteerism, Enrichment, Nature and Conservatism (H.A.V.E.N.)
 - Success through Teamwork Respect Inclusiveness Values and Excellence (S.T.R.I.V.E.)
 - Wellness Ambassadors
 - Youth Gardens
 - After-School Summer Jam
 - Langley Park Athletic Council
- Increase cost recovery level of all community center and park operations to align with the goals of Formula 2040:
 - Continue to carry out cost recovery analysis for each community center, each event, each class and each program by completing and reconciling the cost recovery worksheet and tracking all expenses and revenues.
 - Assess budgets of all existing and new large/signature special events to increase the cost recovery level by adding or increasing admission and/or amenity fees, sponsors and partners.
 - Analyze and recommend fee increases for a variety of summer and school year programs, fitness memberships, field usage, athletic tournaments and large and small special events to increase the cost recovery level for community centers and parks.

BUDGET AT A GLANCE

Summary of Northern Area Division Budget

Budget		FY17 <u>Adopted</u>	FY18 <u>Proposed</u>	% <u>Change</u>
<i>Park Fund</i>				
	Expenditures	\$6,617,793	\$6,847,573	3.5%
<i>Recreational Fund</i>				
	Expenditures	<u>\$7,157,426</u>	<u>\$6,932,753</u>	<u>-3.1%</u>
	TOTAL EXPENDITURES	\$13,775,219	\$13,780,326	0.0%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	71.00	71.00	0.0%
<i>Recreational Fund</i>				
	Funded Career Positions	<u>44.00</u>	<u>43.00</u>	<u>-2.3%</u>
	TOTAL FUNDED CAREER POSITIONS	115.00	114.00	-0.9%
<i>Park Fund</i>				
	Funded Workyears	82.50	82.70	0.2%
<i>Recreational Fund</i>				
	Funded Workyears	<u>138.00</u>	<u>135.30</u>	<u>-2.0%</u>
	TOTAL FUNDED WORKYEARS	220.50	218.00	-1.1%



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

Summary of Central Area Division Budget

Budget		FY17 <u>Adopted</u>	FY18 <u>Proposed</u>	% <u>Change</u>
<i>Park Fund</i>				
	Expenditures	\$6,256,016	\$6,176,202	-1.3%
<i>Recreational Fund</i>				
	Expenditures	<u>\$7,374,342</u>	<u>\$7,215,661</u>	<u>-2.2%</u>
	TOTAL EXPENDITURES	\$13,630,358	\$13,391,863	-1.7%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	66.00	66.00	0.0%
<i>Recreational Fund</i>				
	Funded Career Positions	<u>43.00</u>	<u>44.00</u>	<u>2.3%</u>
	TOTAL FUNDED CAREER POSITIONS	109.00	110.00	0.9%
<i>Park Fund</i>				
	Funded Workyears	87.50	89.30	2.1%
<i>Recreational Fund</i>				
	Funded Workyears	<u>127.00</u>	<u>126.80</u>	<u>-0.2%</u>
	TOTAL FUNDED WORKYEARS	214.50	216.10	0.8%

Summary of Southern Area Division Budget

Budget		FY17 <u>Adopted</u>	FY18 <u>Proposed</u>	% <u>Change</u>
<i>Park Fund</i>				
	Expenditures	\$6,273,129	\$6,376,852	1.7%
<i>Recreational Fund</i>				
	Expenditures	<u>\$8,246,044</u>	<u>\$10,170,766</u>	<u>23.3%</u>
	TOTAL EXPENDITURES	\$14,519,173	\$16,547,618	14.0%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	69.00	71.00	2.9%
<i>Recreational Fund</i>				
	Funded Career Positions	<u>43.00</u>	<u>51.00</u>	<u>18.6%</u>
	TOTAL FUNDED CAREER POSITIONS	112.00	122.00	8.9%
<i>Park Fund</i>				
	Funded Workyears	90.00	96.50	7.2%
<i>Recreational Fund</i>				
	Funded Workyears	<u>137.00</u>	<u>257.20</u>	<u>87.7%</u>
	TOTAL FUNDED WORKYEARS	227.00	353.70	55.8%



Prince George's County

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

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Transfer OBI from Westphalia Community Center to Peppermill Community Center for planned renovation project (CAO).
- Transfer funding from Management and Supervision to Palmer Park Community Center for office supplies, equipment maintenance, clothing/shoes, and miscellaneous supplies (CAO).
- Additional Recreation Enterprise Facility Manager I position for Peppermill Community Center included in OBI (CAO).
- Additional funding included in OBI for seasonal staff for Peppermill Community Center (CAO).
- Additional Recreation Enterprise Facility Manager I (Assistant Director) position for William Beanes Community Center (SAO)
- Additional Recreation Enterprise Facility Manager I (Assistant Director) position for Tucker Road Community Center (SAO)
- Creation of new accounting unit for the Southern Area Aquatic and Recreation Complex (SAARC) (SAO).
- Transfer funding from various community centers to support newly created Unit 3 for supplies and materials, instructors, entertainers and officials (SAO).
- Decrease one (1) FT career position at Fort Washington Forest Community Center
- Decrease one (1) FT career position at Southern Regional Technology and /Recreation Complex (SAO).
- Increase Building Support by two (2) career positions for SAARC (SAO)
- Increase funding for seasonal staff for SAARC included in OBI (SAO).
- Adding 40.5 seasonal workyears for SAARC programming (SAO).
- Additional 8.0 career workyears for SAARC programming (SAO).
- Additional funding included in OBI for supplies and services for SAARC (SAO).
- Increase seasonal Inclusion staff and supplies. (NAO)
- Transferring one (1) FT career position to Arts Cultural Heritage Division. (NAO)
- Add one (1) FT career position to Arear Maintenance. (NAO)
- Increase OBI funding in seasonal labor and supplies for Beltsville Community Center. (NAO)
- Increase OBI funding in seasonal labor and supplies for Bladensburg Community Center. (NAO)
- Increase OBI funding for seasonal labor to support develop Paint Branch Trail. (NAO)
- Increase capital outlay for maintenance yard replacement. (NAO)
- Increase in seasonal labor cost to support New South Area Aquatic Facility. (NAO, SAO, CAO)
- Reduce Capital outlay star-up at the Kentland Community Center. (NAO)



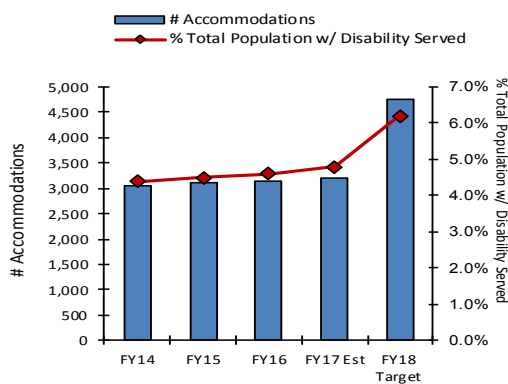
Prince George's County Parks and Recreation Department - Northern, Central, and Southern Areas

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

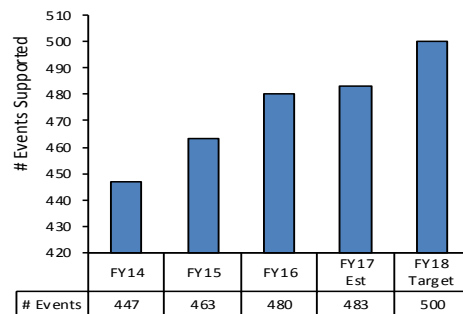
Outcome Objective: Area Operations, including the Northern, Central and Southern Areas, provide safe, clean and aesthetically pleasing parks, facilities and playground equipment as well as, affordable and enjoyable opportunities for participation in specialized leisure activities, co-sponsored or cooperative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

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

ADA Accommodations



Equipment & Materials Provided in Support of Community Events



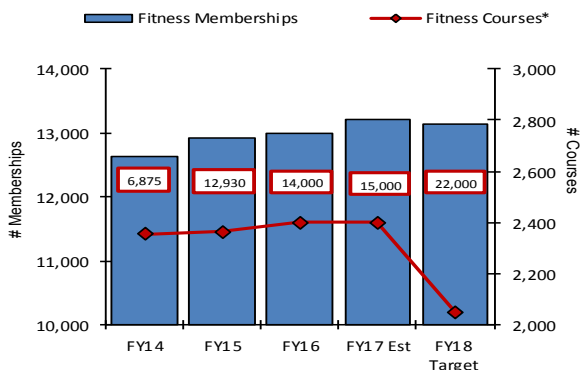
* based on total # people with disabilities in Prince George's County (2010 U.S. Census)

** # Accommodations refers to the number of instances an accommodation was made, not the number of customers served.

*** Types of accommodations include: interpreters, providing support staff (increasing the ratio of staff to participants), adaptive equipment (i.e., water wheelchair) and behavior training for program staff.

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

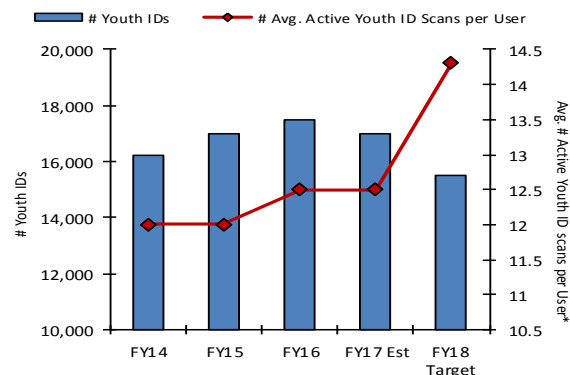
Fitness



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

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

Extreme Teen Program Drop-in Activity Participation



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



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

NORTHERN AREA FACILITIES MAP

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

COMMUNITY CENTERS:

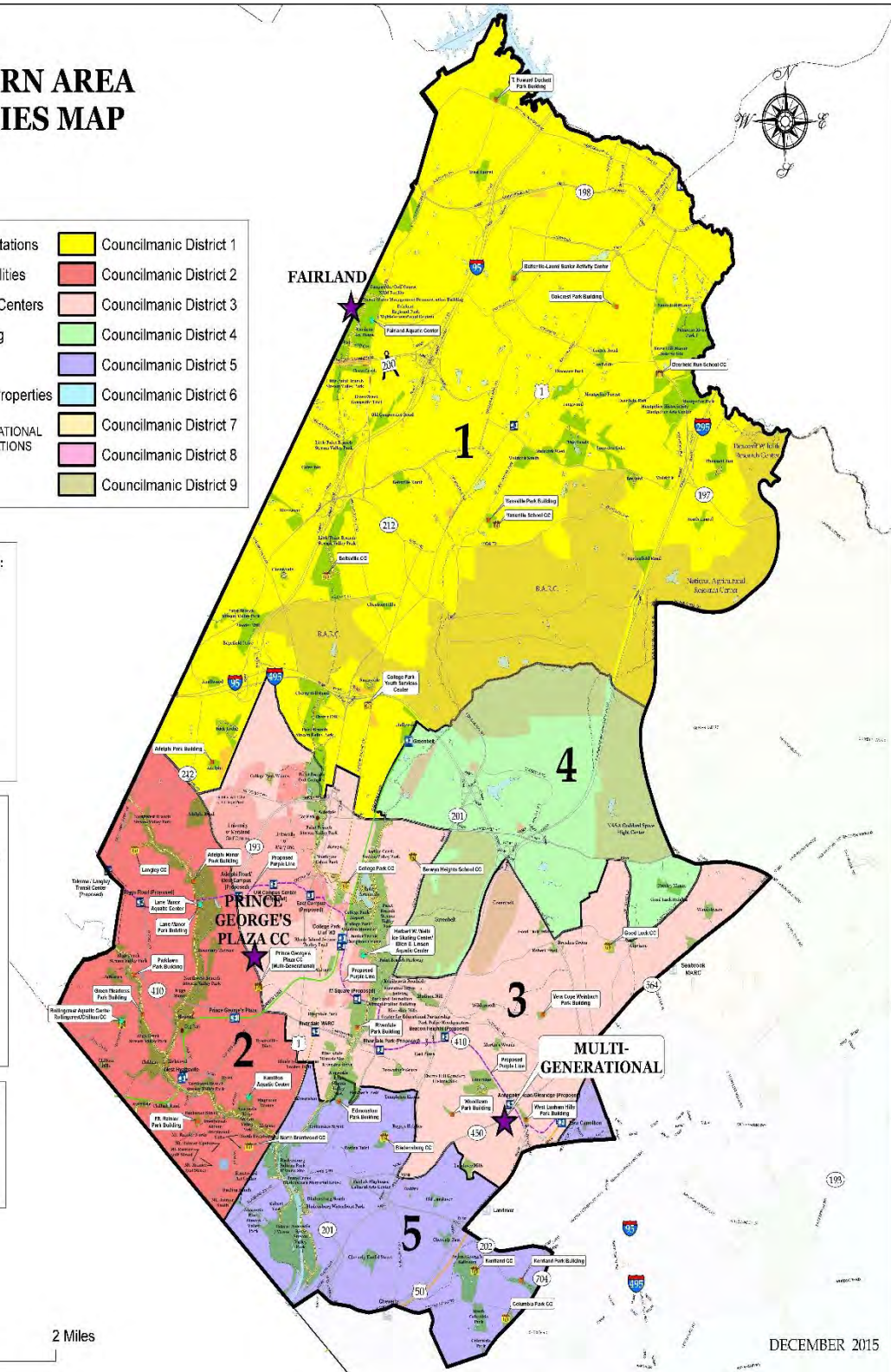
- Beltville
- Berwyn Heights
- Bladensburg
- College Park
- Columbia Park
- Deerfield Run
- Good Luck
- Kentland
- Langley Park
- North Brentwood
- Prince George's Plaza
- Rollingcrest-Chillum
- Vansville School

PARK BUILDINGS:

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

AQUATIC CENTERS:

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

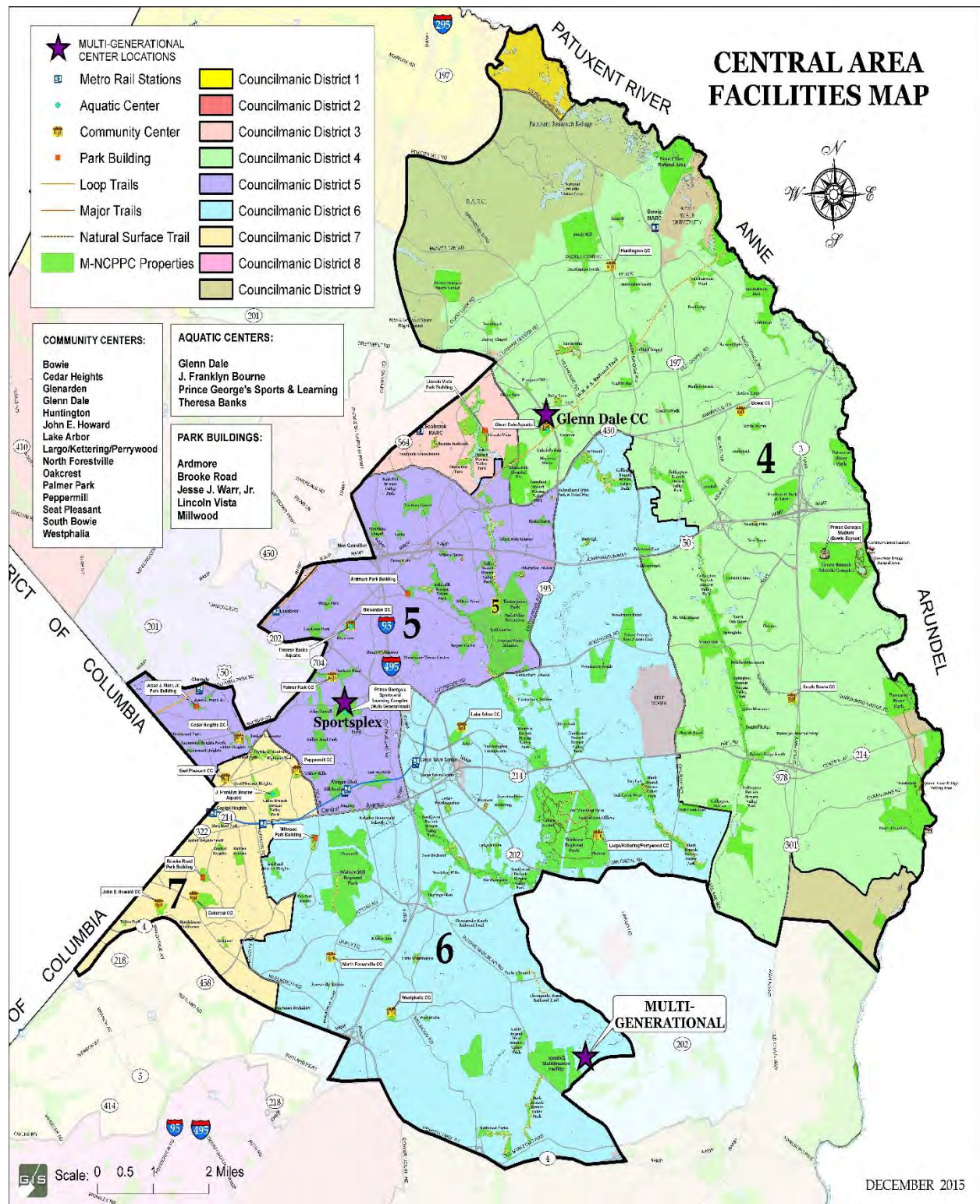


Scale: 0 0.5 1 2 Miles

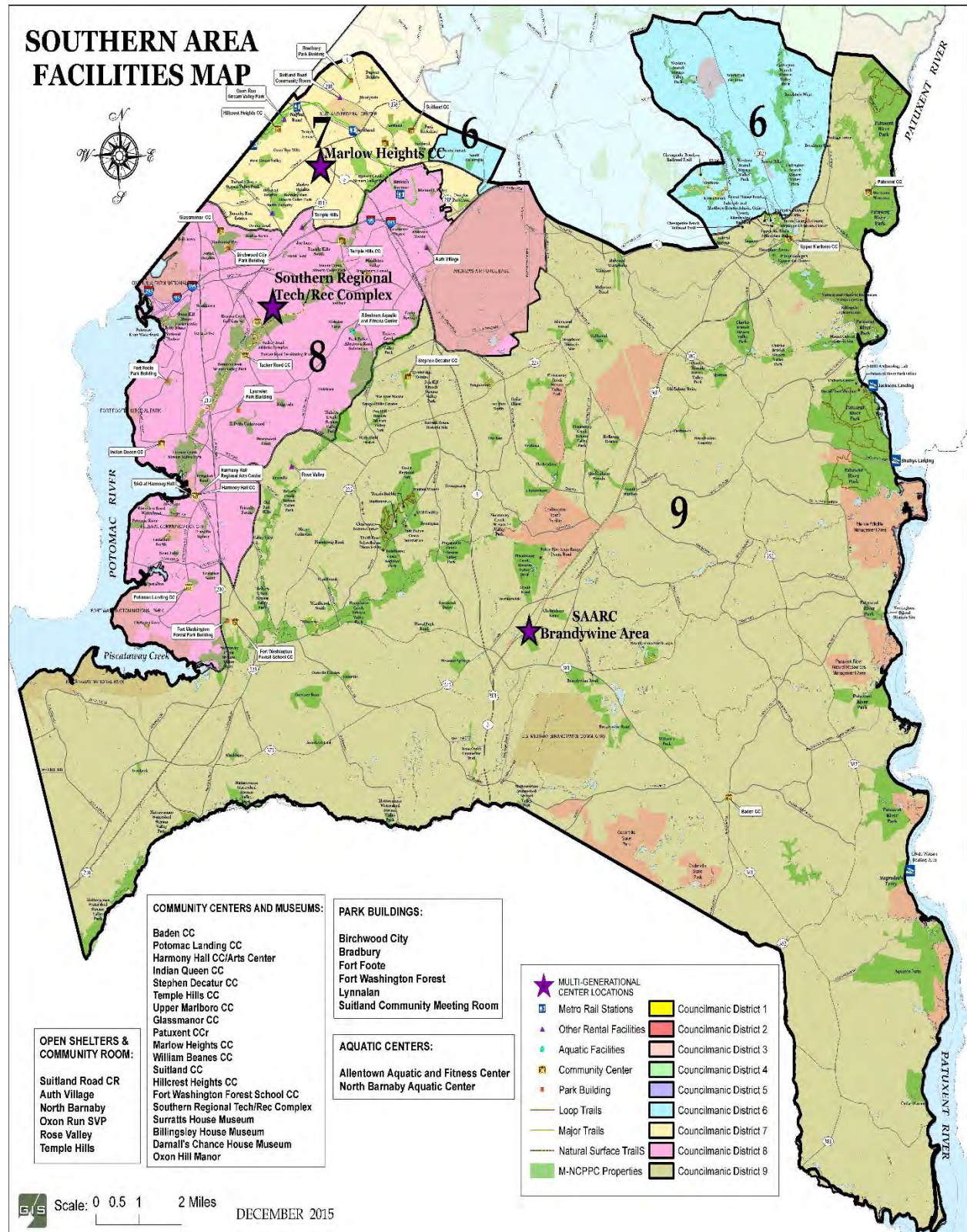
DECEMBER 2015



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



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



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

OVERVIEW

The Other/Transfers account for expenses including:

- Debt service
- CIP transfers (PayGo)
- Enterprise Fund subsidy
- Compensation increases
- Reserve accounts
- Legislatively mandated activities including transfers to the County government and funding support to specific County programs, community groups and municipalities

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

Budget	FY17 <u>Adopted</u>	FY18 <u>Proposed</u>	% <u>Change</u>
<i>Park Fund</i>			
OPEB Prefunding	\$ 1,480,956	\$ 1,649,596	11.4%
OPEB PayGo	3,757,122	3,485,198	-7.2%
Marker for Compensation Adjustment <i>(included in Division budgets)</i>		1,417,109	100.0%
Marker for Possible Reclassification	-	569,351	100.0%
Other Personnel	184,349	171,348	-7.1%
Legislative Project Charges	952,800	512,800	-46.2%
CIP Transfer (PayGo)	6,661,000	7,000,000	5.1%
Debt Service Transfer	11,539,571	11,053,742	-4.2%
Operating Expenditure Reserve 5%	<u>5,848,100</u>	<u>6,162,100</u>	<u>5.4%</u>
Park Fund Total	\$ 30,423,898	\$ 32,021,244	5.3%
<i>Recreation Fund</i>			
OPEB Prefunding	\$ 528,352	\$ 588,516	11.4%
OPEB PayGo	1,340,406	1,243,393	-7.2%
Marker for Compensation Adjustment <i>(included in Division budgets)</i>		572,413	100.0%
Marker for Possible Reclassification	-	193,733	100.0%
Other Personnel	865,277	869,872	0.5%
Legislative Project Charges	4,556,170	4,251,300	-6.7%
Enterprise Fund Transfer	9,070,347	8,748,421	-3.5%
Operating Expenditure Reserve 5%	<u>3,589,700</u>	<u>3,917,400</u>	<u>9.1%</u>
Recreation Fund Total	\$ 19,950,252	\$ 20,385,048	2.2%
TOTAL EXPENDITURES	\$ 50,374,150	\$ 52,406,292	4.0%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Adding compensation funding for wage adjustments for Park Fund of \$1,986,460 (subject to negotiations).
- Adding compensation funding for wage adjustments for Recreation Fund of \$766,146 (subject to negotiations).
- Decreasing the OPEB Pre-funding and OPEB PayGo by -\$103,284 in the Park Fund and -\$36,849 in the Recreation Fund.
- Decreasing Debt Service by -\$485,829 in the Park Fund.
- Increasing the PayGo transfer to CIP by \$339,000 in the Park Fund.
- Decreasing the Enterprise Fund Subsidy in the Recreation Fund by -\$321,926.
- Decreasing the Legislative Project Charges by -\$440,000 in the Park Fund and -\$304,870 in the Recreation Fund.

Project Charges	FY18 Budget	Change From FY17 to FY18
Park Fund		
City of Bowie Allen Pond Maintenance	\$101,700	\$0
Green to Greatness Planting Day	\$61,800	(\$163,200)
Patuxent River 4-H Center Foundation	\$34,300	\$0
Patuxent Riverkeepers	\$15,000	\$0
Prince George's Community College Park Police/Security, etc.	\$300,000	\$0
Prince George's County Police Department	\$0	(\$36,800)
Prince George's County Tax Collection Fee	\$0	(\$240,000)
Total	\$512,800	(\$440,000)

Recreation Fund

After School Arts Program (World Art Focus)	\$98,000	\$0
All Shades of Pink (Healthcare Services)	\$15,000	\$0
Allentown Boys and Girls Club	\$5,000	\$0
Anacostia Watershed Society River Cl.	\$15,000	\$0
Anacostia Trails and Heritage Area	\$25,000	\$0
Beltsville-Adelphi Boys & Girls Club	\$7,500	\$0
Camp Springs Boys & Girls Club	\$10,000	\$0
Cherry Lane Boxing and Fitness	\$10,000	\$0
City of College Park Youth & Family Services	\$20,000	\$0
City of Greenbelt, After School Arts	\$12,000	\$0
City of Greenbelt (Recreation Services)	\$70,000	\$0
City of Greenbelt Therapeutic Program	\$12,000	\$0
City of Hyattsville (Recreation Services)	\$19,000	\$0
City of Laurel Parks Department	\$10,000	\$0
City of Laurel Senior Services	\$54,400	\$0



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

City of Laurel Anderson & Murphy Community Center	\$22,000	\$0
College Park Arts Exchange	\$5,000	\$0
College Park Boys & Girls Club	\$7,500	\$0
Prince George's Community College - Outreach; Facilities, Etc.	\$300,000	\$0
Cooperative Extension Service (4-H) - Patuxent River 4-H Foundation Program	\$208,600	\$0
Daughter for the Day Program (Senior Services) - District 7	\$7,500	\$0
Forestville Boys & Girls Club	\$25,000	\$0
Ft. Washington Boys & Girls Club	\$10,000	\$0
Gateway Arts Program	\$90,000	\$0
Girl Scouts Capital Area	\$10,000	\$0
Glenarden Boys & Girls Club	\$10,000	\$0
Global Development Services for Youth, Inc.	\$2,500	\$0
Greater Laurel United Soccer Club	\$5,000	\$0
Greenbelt Aquatic and Fitness Center	\$100,000	\$0
Greenbelt Community Center	\$40,000	\$0
Harlem Renaissance - Harlem Remembrance Foundation	\$50,000	\$0
Ivy Community Charities of Prince George's County	\$10,000	\$0
Junior Achievement	\$10,000	\$0
Kettering-Largo-Mitchellville Boys & Girls Club	\$20,000	\$0
Lake Arbor Foundation	\$175,000	\$0
Lanham Boys & Girls Club	\$25,000	\$0
Latin American Youth Center	\$40,000	\$0
<i>Laurel Boys and Girls Club</i>	\$0	\$0
Laurel Historic Society	\$22,500	\$0
Laurel Little League	\$5,000	\$0
Laurel Stallions	\$5,000	\$0
Making A New United People (M.A.N.U.P.)	\$25,000	\$0
Millwood/Waterford Programming	\$10,000	\$0
Oxon Hill Boys and Girls Club	\$7,500	\$0
Prince George's Arts and Humanities Council	\$120,000	\$0
Prince George's Tennis Association	\$20,000	\$0
Prince George's County Memorial Library System	\$2,012,800	(\$199,970)
Prince George's Philharmonic	\$90,000	\$0
Seat Pleasant Leadership Dev Program (The Training Source, Inc.)	\$85,000	\$0
Tax Collection Fee	\$0	(\$104,900)
Team Builders Program - Prince George's Community College	\$100,000	\$0
Theresa Banks Swim Club	\$15,000	\$0
Town of Forest Heights	\$17,500	\$0
White Rose Foundation	\$15,000	\$0



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

World-Wide Community	\$20,000	\$0
Youth Development Program (In Reach, Inc.)	\$50,000	\$0
Youth Services Programming, City of Laurel	\$25,000	\$0
Youth Wellness Leadership Institute	\$50,000	\$0
Total	\$4,251,300	(\$304,870)
Combined Fund Total - Project Charges	\$4,764,100	(\$744,870)



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

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Office of the Director				
Personnel Services	1,740,797	2,078,514	1,333,795	-35.8%
Supplies and Materials	15,857	39,300	33,600	-14.5%
Other Services and Charges	304,200	267,700	368,861	37.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	2,060,854	2,385,514	1,736,256	-27.2%
Park Police				
Personnel Services	17,102,314	17,288,363	17,524,600	1.4%
Supplies and Materials	648,956	888,700	1,473,700	65.8%
Other Services and Charges	948,556	476,000	1,009,200	112.0%
Capital Outlay	133,894	100,200	450,200	349.3%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	18,833,720	18,753,263	20,457,700	9.1%
Management Services				
Personnel Services	3,557,216	3,655,069	4,616,086	26.3%
Supplies and Materials	212,163	223,600	312,800	39.9%
Other Services and Charges	1,072,272	1,066,000	1,360,760	27.7%
Capital Outlay	(24,301)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,817,350	4,944,669	6,289,646	27.2%
Public Affairs and Marketing				
Personnel Services	1,493,699	1,564,485	1,855,392	18.6%
Supplies and Materials	27,890	37,000	45,550	23.1%
Other Services and Charges	457,586	522,900	481,350	-7.9%
Capital Outlay	-	-	100,300	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,979,175	2,124,385	2,482,592	16.9%
Administration and Development				
Personnel Services	302,495	316,802	308,659	-2.6%
Supplies and Materials	417	10,700	10,700	0.0%
Other Services and Charges	3,143	19,800	19,800	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	306,055	347,302	339,159	-2.3%



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

**PRINCE GEORGE'S COUNTY PARK FUND
Expenditures by Division by Type
PROPOSED BUDGET FISCAL YEAR 2018**

	<u>FY 16 Actual</u>	<u>FY 17 Adopted</u>	<u>FY 18 Proposed</u>	<u>% Change</u>
Information Tech & Communications				
Personnel Services	3,000,034	3,235,823	3,374,166	4.3%
Supplies and Materials	1,238,305	1,129,000	1,295,392	14.7%
Other Services and Charges	826,490	651,200	742,500	14.0%
Capital Outlay	26,605	165,000	83,900	-49.2%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>5,091,434</u>	<u>5,181,023</u>	<u>5,495,958</u>	<u>6.1%</u>
Park Planning and Development				
Personnel Services	5,715,873	6,067,981	6,157,813	1.5%
Supplies and Materials	44,167	51,600	47,600	-7.8%
Other Services and Charges	451,533	140,500	542,500	286.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>6,211,573</u>	<u>6,260,081</u>	<u>6,747,913</u>	<u>7.8%</u>
Support Services				
Personnel Services	222,811	218,954	200,037	-8.6%
Supplies and Materials	431,047	1,752,014	1,705,214	-2.7%
Other Services and Charges	11,877,609	10,505,895	11,218,745	6.8%
Capital Outlay	587,882	825,000	825,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	1,407,901	1,447,365	1,552,554	7.3%
Total	<u>14,527,250</u>	<u>14,749,228</u>	<u>15,501,550</u>	<u>5.1%</u>
Facility Oper.-Deputy Director				
Personnel Services	382,685	585,486	594,641	1.6%
Supplies and Materials	10,851	16,400	16,400	0.0%
Other Services and Charges	72,364	29,000	29,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>465,900</u>	<u>630,886</u>	<u>640,041</u>	<u>1.5%</u>
Maintenance and Development				
Personnel Services	14,052,352	14,575,462	14,932,023	2.4%
Supplies and Materials	3,826,958	4,773,100	4,773,100	0.0%
Other Services and Charges	8,052,620	7,586,400	7,586,400	0.0%
Capital Outlay	1,585,911	639,400	639,400	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>27,517,841</u>	<u>27,574,362</u>	<u>27,930,923</u>	<u>1.3%</u>



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

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Natural and Historic Resources				
Personnel Services	5,171,285	5,653,001	5,660,219	0.1%
Supplies and Materials	411,258	238,900	271,500	13.6%
Other Services and Charges	253,125	248,900	255,300	2.6%
Capital Outlay	235,470	62,000	62,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,071,138	6,202,801	6,249,019	0.7%
Arts and Cultural Heritage				
Personnel Services	1,364,121	1,463,425	1,342,606	-8.3%
Supplies and Materials	266,952	264,500	254,500	-3.8%
Other Services and Charges	261,173	224,300	234,300	4.5%
Capital Outlay	42,642	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,934,888	1,952,225	1,831,406	-6.2%
Area Oper.-Deputy Director				
Personnel Services	339,027	290,607	290,097	-0.2%
Supplies and Materials	2,499	5,000	5,000	0.0%
Other Services and Charges	15,030	38,700	38,700	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	356,556	334,307	333,797	-0.2%
Northern Area Operations				
Personnel Services	5,698,338	5,563,393	5,755,073	3.4%
Supplies and Materials	490,834	543,700	538,200	-1.0%
Other Services and Charges	286,732	392,800	404,300	2.9%
Capital Outlay	145,188	117,900	150,000	27.2%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,621,092	6,617,793	6,847,573	3.5%
Central Area Operations				
Personnel Services	4,392,779	5,103,191	5,023,377	-1.6%
Supplies and Materials	680,918	696,525	696,525	0.0%
Other Services and Charges	477,192	314,300	314,300	0.0%
Capital Outlay	380,847	142,000	142,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,931,736	6,256,016	6,176,202	-1.3%



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

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Southern Area Operations				
Personnel Services	5,067,444	5,307,529	5,411,252	2.0%
Supplies and Materials	529,142	687,800	687,800	0.0%
Other Services and Charges	277,542	123,800	123,800	0.0%
Capital Outlay	146,075	154,000	154,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,020,203	6,273,129	6,376,852	1.7%
Non-departmental				
Personnel Services	4,656,811	5,422,427	7,292,602	34.5%
Salary Adjustment Marker	-	-	1,986,460	-
Salary Lapse	-	-	-	-
Other Personnel	-	184,349	171,348	-7.1%
OPEB PreFunding	1,489,758	1,480,956	1,649,596	11.4%
OPEB Paygo	3,167,053	3,757,122	3,485,198	-7.2%
Supplies and Materials	(61,726)	-	-	-
Other Services and Charges	449,545	952,800	512,800	-46.2%
Capital Outlay	(1,510)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,043,120	6,375,227	7,805,402	22.4%
Grants				
Personnel Services	46,284	-	-	-
Supplies and Materials	12,810	-	-	-
Other Services and Charges	178,994	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	238,088	-	-	-
Other Financing Uses/Transfers Out				
Capital Projects Funds	6,270,000	6,661,000	7,000,000	5.1%
Debt Service Fund	9,598,161	11,539,571	11,053,742	-4.2%
Enterprise Fund	-	-	-	-
Total	15,868,161	18,200,571	18,053,742	-0.8%
Budgetary Reserve	5,689,500	5,848,100	6,162,100	5.4%
Fund Total	135,585,634	141,010,882	147,457,831	4.6%
Total Park Fund				
Personnel Services	74,306,365	78,390,512	81,672,438	4.2%
Supplies and Materials	8,789,298	11,357,839	12,167,581	7.1%
Other Services and Charges	26,265,706	23,560,995	25,242,616	7.1%
Capital Outlay	3,258,703	2,205,500	2,606,800	18.2%
Other Classifications	-	-	-	-
Chargebacks	1,407,901	1,447,365	1,552,554	7.3%
Subtotal Park Fund	114,027,973	116,962,211	123,241,989	5.4%
Transfers Out	15,868,161	18,200,571	18,053,742	-0.8%
Budgetary Reserve	5,689,500	5,848,100	6,162,100	5.4%
Total Park Fund	135,585,634	141,010,882	147,457,831	4.6%



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 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Public Affairs and Marketing				
Personnel Services	262,642	300,869	305,983	1.7%
Supplies and Materials	60,971	21,600	14,100	-34.7%
Other Services and Charges	392,511	577,399	577,349	0.0%
Capital Outlay	6,099	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	722,223	899,868	897,432	-0.3%
Support Services				
Personnel Services	59,811	81,000	70,000	-13.6%
Supplies and Materials	213,518	296,800	1,630,400	449.3%
Other Services and Charges	6,516,010	6,141,471	7,481,233	21.8%
Capital Outlay	1,396,204	416,000	416,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	112,160	117,768	135,474	15.0%
Total	8,297,703	7,053,039	9,733,107	38.0%
Sports, Health, and Wellness				
Personnel Services	9,636,004	9,491,864	10,545,905	11.1%
Supplies and Materials	701,799	792,763	1,052,223	32.7%
Other Services and Charges	900,075	888,855	787,355	-11.4%
Capital Outlay	12,439	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	11,250,317	11,173,482	12,385,483	10.8%
Natural and Historic Resources				
Personnel Services	807,782	947,739	836,342	-11.8%
Supplies and Materials	171,377	128,100	128,100	0.0%
Other Services and Charges	182,543	148,700	148,700	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,161,702	1,224,539	1,113,142	-9.1%
Arts and Cultural Heritage				
Personnel Services	2,715,677	2,955,809	3,093,971	4.7%
Supplies and Materials	211,027	297,293	312,293	5.0%
Other Services and Charges	671,826	614,927	747,527	21.6%
Capital Outlay	2,588	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,601,118	3,868,029	4,153,791	7.4%



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

PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Area Operations Deputy				
Personnel Services	38,304	81,954	78,025	-4.8%
Supplies and Materials	-	-	-	-
Other Services and Charges	828	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	39,132	81,954	78,025	-4.8%
Special Programs				
Personnel Services	7,129,746	6,813,175	7,531,260	10.5%
Supplies and Materials	521,758	522,800	578,800	10.7%
Other Services and Charges	951,777	1,020,250	1,090,250	6.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	8,603,281	8,356,225	9,200,310	10.1%
Northern Area Operations				
Personnel Services	5,812,723	6,198,059	6,087,786	-1.8%
Supplies and Materials	306,842	499,167	425,967	-14.7%
Other Services and Charges	318,621	419,000	419,000	0.0%
Capital Outlay	148,938	41,200	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,587,124	7,157,426	6,932,753	-3.1%
Central Area Operations				
Personnel Services	5,616,157	6,275,875	6,117,194	-2.5%
Supplies and Materials	563,751	518,467	518,467	0.0%
Other Services and Charges	345,328	498,800	498,800	0.0%
Capital Outlay	63,699	81,200	81,200	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,588,935	7,374,342	7,215,661	-2.2%
Southern Area Operations				
Personnel Services	6,181,405	6,442,878	8,409,280	30.5%
Supplies and Materials	568,464	842,666	840,986	-0.2%
Other Services and Charges	585,675	710,500	670,500	-5.6%
Capital Outlay	152,241	250,000	250,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,487,785	8,246,044	10,170,766	23.3%



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 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Non-Departmental				
Personnel Services	1,659,962	2,734,035	3,467,927	26.8%
Salary Adjustment Marker	-	-	766,146	-
Salary Lapse	-	-	-	-
Other Personnel	-	865,277	869,872	0.5%
OPEB PreFunding	531,062	528,352	588,516	11.4%
OPEB Paygo	1,128,900	1,340,406	1,243,393	-7.2%
Supplies and Materials	(8,491)	-	-	-
Other Services and Charges	4,692,199	4,556,170	4,251,300	-6.7%
Capital Outlay	11,666	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,355,336	7,290,205	7,719,227	5.9%
Grants				
Personnel Services	55,428	-	-	-
Supplies and Materials	20,431	-	-	-
Other Services and Charges	282,763	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	358,622	-	-	-
Other Financing Uses/Transfers Out				
Enterprise Fund	9,071,347	9,070,347	8,748,421	-3.5%
Total	9,071,347	9,070,347	8,748,421	-3.5%
Budgetary Reserve	3,488,300	3,589,700	3,917,400	9.1%
Fund Total	73,612,925	75,385,200	82,265,518	9.1%
Total Recreation Fund				
Personnel Services	39,975,641	42,323,257	46,543,673	10.0%
Supplies and Materials	3,331,447	3,919,656	5,501,336	40.4%
Other Services and Charges	15,840,156	15,576,072	16,672,014	7.0%
Capital Outlay	1,793,874	788,400	747,200	-5.2%
Other Classifications	-	-	-	-
Chargebacks	112,160	117,768	135,474	15.0%
Subtotal Recreation Fund	61,053,278	62,725,153	69,599,697	11.0%
Transfers Out	9,071,347	9,070,347	8,748,421	-3.5%
Budgetary Reserve	3,488,300	3,589,700	3,917,400	9.1%
Total Recreation Fund	73,612,925	75,385,200	82,265,518	9.1%



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

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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>OFFICE OF THE DIRECTOR</u>						
Full-Time Career	14.00	14.00	14.00	14.00	9.00	9.00
Part-Time Career	-	-	-	-	-	-
Career Total	14.00	14.00	14.00	14.00	9.00	9.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	5.00	-	5.00	-	5.00
Subtotal Office of the Director	14.00	19.00	14.00	19.00	9.00	14.00
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	34.00	34.00	34.00	34.00	43.00	43.00
Part-Time Career	-	-	-	-	-	-
Career Total	34.00	34.00	34.00	34.00	43.00	43.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	18.00	-	18.00	-	18.50
Subtotal Administrative Services	34.00	52.00	34.00	52.00	43.00	61.50
<u>ADMINISTRATION AND DEVELOPMENT</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Administration and Development	2.00	2.00	2.00	2.00	2.00	2.00
<u>IT AND COMMUNICATIONS</u>						
Full-Time Career	26.00	26.00	26.00	26.00	28.00	28.00
Part-Time Career	2.00	1.20	2.00	1.20	2.00	1.90
Career Total	28.00	27.20	28.00	27.20	30.00	29.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	4.00	-	4.00	-	4.00
Subtotal IT and Communications	28.00	31.20	28.00	31.20	30.00	33.90
<u>PARK POLICE</u>						
Full-Time Career	155.00	155.00	155.00	155.00	156.00	156.00
Part-Time Career	-	-	-	-	-	-
Career Total	155.00	155.00	155.00	155.00	156.00	156.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Subtotal Park Police	155.00	155.50	155.00	155.50	156.00	156.50
<u>PARK PLANNING AND DEVELOPMENT</u>						
Full-Time Career	54.00	54.00	54.00	54.00	54.00	54.00
Part-Time Career	-	-	-	-	-	2.80
Career Total	54.00	54.00	54.00	54.00	54.00	56.80
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	1.00	-	1.00	-	3.80
Subtotal Park Planning and Development	54.00	55.00	54.00	55.00	54.00	60.60



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

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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>FACILITY OPERATIONS</u>						
Full-Time Career	251.00	251.00	254.00	254.00	260.00	260.00
Part-Time Career	7.00	5.10	5.00	4.60	5.00	4.60
Career Total	258.00	256.10	259.00	258.60	265.00	264.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		59.00		59.00		82.90
Subtotal Facility Operations	258.00	315.10	259.00	317.60	265.00	347.50
<u>AREA OPERATIONS</u>						
Full-Time Career	209.00	209.00	208.00	208.00	210.00	210.00
Part-Time Career	-	-	-	-	-	-
Career Total	209.00	209.00	208.00	208.00	210.00	210.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		54.00		56.15		60.45
Subtotal Area Operations	209.00	263.00	208.00	264.15	210.00	270.45
<u>TOTAL PARK FUND POSITIONS/WORKYEARS</u>						
Full-Time Career	745.00	745.00	747.00	747.00	762.00	762.00
Part-Time Career	9.00	6.30	7.00	5.80	7.00	9.30
Career Total	754.00	751.30	754.00	752.80	769.00	771.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		141.50		143.65		175.15
Grand Total Park Fund	754.00	892.80	754.00	896.45	769.00	946.45
RECREATION FUND						
<u>FACILITY OPERATIONS</u>						
Full-Time Career	81.00	81.00	81.00	81.00	88.00	88.00
Part-Time Career	5.00	2.90	5.00	2.90	4.00	3.80
Career Total	86.00	83.90	86.00	83.90	92.00	91.80
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		167.00		171.00		179.50
Subtotal Facility Operations	86.00	250.90	86.00	254.90	92.00	271.30
<u>AREA OPERATIONS</u>						
Full-Time Career	170.00	170.00	170.00	170.00	180.00	180.00
Part-Time Career	14.00	12.20	13.00	11.70	13.00	13.00
Career Total	184.00	182.20	183.00	181.70	193.00	193.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		346.50		338.53		452.33
Subtotal Area Operations	184.00	528.70	183.00	520.23	193.00	645.33



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

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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TOTAL RECREATION FUND POSITIONS/WORKYEARS</u>						
Full-Time Career	251.00	251.00	251.00	251.00	268.00	268.00
Part-Time Career	19.00	15.10	18.00	14.60	17.00	16.80
Career Total	270.00	266.10	269.00	265.60	285.00	284.80
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		513.50		509.53		631.83
Grand Total Recreation Fund	270.00	779.60	269.00	775.13	285.00	916.63
<u>TOTAL PARK AND RECREATION FUNDS POSITIONS/WORKYEARS</u>						
Full-Time Career	996.00	996.00	998.00	998.00	1,030.00	1,030.00
Part-Time Career	28.00	21.40	25.00	20.40	24.00	26.10
Career Total	1,024.00	1,017.40	1,023.00	1,018.40	1,054.00	1,056.10
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		655.00		653.18		806.98
Grand Total Park and Recreation Funds	1,024.00	1,672.40	1,023.00	1,671.58	1,054.00	1,863.08



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

OVERVIEW

The goal of the Enterprise Fund Programs is to provide specialized fee-based recreation facilities and services, managed to control costs to match revenue and/or subsidies and marketed to enhance the County's tourism efforts.

User fees and charges along with merchandise sales and concessions predominately finance the Enterprise facilities. These facilities operate to serve specialized recreation needs without unnecessarily taxing those who do not use the services. The Enterprise Fund includes both self-operated facilities and facilities leased to private concessionaires. Examples of self-operated facilities include the Prince George's Sports & Learning Complex, ice rinks, golf courses, tennis courts, and an equestrian center. In addition, by State law, the Bladensburg Waterfront Park is included in the Enterprise Fund. Other classifications in this Fund include chargebacks. FY18 total expenditures are \$19,829,221, an increase of \$438,074.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses by Fund/Division/Facility PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Revenues and Transfers In:				
Ice Rinks	\$ 1,328,348	\$ 1,286,468	\$ 1,313,124	2.1%
Golf Courses	3,255,548	3,542,982	3,655,286	3.2%
Regional Park Tennis Bubbles	696,747	550,849	554,996	0.8%
Show Place Arena / Equestrian Center	3,623,269	3,449,800	3,505,102	1.6%
Trap and Skeet Center	1,670,410	1,732,601	1,746,714	0.8%
College Park Airport	419,261	470,805	591,995	25.7%
Bladensburg Waterfront Park	390,769	292,156	367,659	25.8%
Enterprise Administration	22,515	643,242	637,648	-0.9%
Sports and Learning Complex	7,311,341	7,422,244	7,456,697	0.5%
Total Revenues and Transfers In	18,718,208	19,391,147	19,829,221	2.3%
Expenses and Transfers Out:				
Ice Rinks	1,378,097	1,289,089	1,313,124	1.9%
Golf Courses	3,843,944	3,569,555	3,655,286	2.4%
Regional Park Tennis Bubbles	461,923	552,189	554,996	0.5%
Show Place Arena / Equestrian Center	3,390,745	3,475,077	3,505,102	0.9%
Trap and Skeet Center	1,683,938	1,740,027	1,746,714	0.4%
College Park Airport	383,565	472,738	591,995	25.2%
Bladensburg Waterfront Park	223,818	293,917	367,659	25.1%
Enterprise Administration	582,281	535,443	637,648	19.1%
Sports and Learning Complex	8,721,603	7,463,112	7,456,697	-0.1%
Total Expenses and Transfers Out	\$ 20,669,914	\$ 19,391,147	\$ 19,829,221	2.3%



Prince George's County

Parks and Recreation Department – Ice Rinks

OVERVIEW

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

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	487	3,000	3,000	0.0%
Charges for Services	294,215	333,000	333,000	0.0%
Rentals and Concessions	263,712	233,600	233,600	0.0%
Miscellaneous	1	-	-	-
Interest	1,654	1,000	1,300	30.0%
Transfers In	768,279	715,868	742,224	3.7%
Total Oper. Rev and Other Sources	<u>1,328,348</u>	<u>1,286,468</u>	<u>1,313,124</u>	<u>2.1%</u>
Operating Expenses and Other Uses:				
Personnel Services	565,642	605,539	629,574	4.0%
Goods for Resale	-	-	-	-
Supplies and Materials	123,232	190,400	190,400	0.0%
Other Services and Charges	579,780	493,150	493,150	0.0%
Depreciation & Amortization Expense	109,443	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>1,378,097</u>	<u>1,289,089</u>	<u>1,313,124</u>	<u>1.9%</u>
Gain (Loss)	\$ <u>(49,749)</u>	\$ <u>(2,621)</u>	\$ <u>-</u>	<u>-100.0%</u>

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



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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ICE RINKS</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		7.00		7.00		7.00
Total Workyears	2.00	9.00	2.00	9.00	2.00	9.00

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Increase in seasonal/intermittent funding to support maintenance needs.
- Increasing interest revenue based on trend and actual projected revenue.



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

OVERVIEW

This program operates and maintains four golf facilities throughout Prince George's County. Enterprise Golf Course is an 18-hole course, driving range and short game area. Paint Branch Golf Complex is a 9-hole executive course with a lighted and heated driving range, short game area and indoor golf performance center. Henson Creek Golf Course is a 9-hole course and includes a driving range. Kentland Golf Training Center is a driving range and also includes a 3-hole practice short course. Each of these facilities hosts The First Tee of Prince George's County, with the chapter office at Paint Branch Golf Complex.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	344,241	420,000	420,000	0.0%
Charges for Services	1,414,947	1,720,000	1,720,000	0.0%
Rentals and Concessions	436,644	435,000	435,000	0.0%
Miscellaneous	3,233	-	-	-
Interest	13,183	4,000	5,400	35.0%
Transfers In	1,043,300	963,982	1,074,886	11.5%
Total Oper. Rev and Other Sources	3,255,548	3,542,982	3,655,286	3.2%
Operating Expenses and Other Uses:				
Personnel Services	2,396,029	2,228,555	2,230,544	0.1%
Goods for Resale	256,573	228,100	228,100	0.0%
Supplies and Materials	723,711	633,800	633,800	0.0%
Other Services and Charges	349,278	364,100	364,100	0.0%
Depreciation & Amortization Expense	118,353	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	115,000	198,742	72.8%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	3,843,944	3,569,555	3,655,286	2.4%
Gain (Loss)	\$ (588,396)	\$ (26,573)	\$ -	-100.0%

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



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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>GOLF COURSES</u>						
Full-Time Career	16.00	16.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.50		22.50		22.50
Total Workyears	16.00	38.50	16.00	38.50	16.00	38.50

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Increase in capital outlay funds to lease 85 electric golf carts with GPS functionality to replace current aging golf cart fleet.
- Increasing interest revenue based on trend and actual projected revenue.



Prince George's County

Parks and Recreation Department – Regional Park Tennis Bubbles

OVERVIEW

This program supervises and operates the tennis facilities at Cosca and Watkins Regional Parks. These facilities offer two indoor tennis bubbles and year-round tennis instruction. They also offer summer tennis camps for beginning tennis players ages 6-12. In addition, each tennis facility has adjacent outdoor tennis courts available on a first-come, first-served basis. The activities are intended to be financed primarily through user fees and charges and other revenues, instead of by tax-supported funds.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - REGIONAL PARK TENNIS BUBBLES

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	472	-	-	-
Charges for Services	141,404	125,000	155,000	24.0%
Rentals and Concessions	202,504	250,000	250,000	0.0%
Miscellaneous	(4)	-	-	-
Interest	3,033	1,800	2,400	33.3%
Transfers In	349,338	174,049	147,596	-15.2%
Total Oper. Rev and Other Sources	<u>696,747</u>	<u>550,849</u>	<u>554,996</u>	<u>0.8%</u>
Operating Expenses and Other Uses:				
Personnel Services	313,644	373,289	376,096	0.8%
Goods for Resale	-	-	-	-
Supplies and Materials	82,828	136,800	136,800	0.0%
Other Services and Charges	19,841	42,100	42,100	0.0%
Depreciation & Amortization Expense	45,610	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>461,923</u>	<u>552,189</u>	<u>554,996</u>	<u>0.5%</u>
Gain (Loss)	\$ <u>234,824</u>	\$ <u>(1,340)</u>	\$ <u>-</u>	<u>-100.0%</u>

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



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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TENNIS BUBBLES</u>						
Full-Time Career	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	1.00	1.00	1.00	1.00	1.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		9.50		9.50		9.50
Total Workyears	1.00	10.50	1.00	10.50	1.00	10.50

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Increasing interest revenue based on trend and actual projected revenue.
- Increasing recreation/user fees based on prior year trends



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

OVERVIEW

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

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

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

BUDGET AT A GLANCE

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

Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	228,504	412,000	412,000	0.0%
Charges for Services	3,454	5,500	5,500	0.0%
Rentals and Concessions	1,090,824	1,053,000	1,053,000	0.0%
Miscellaneous	46,508	-	-	-
Interest	9,914	6,500	8,700	33.8%
Transfers In	2,244,065	1,972,800	2,025,902	2.7%
Total Oper. Rev and Other Sources	<u>3,623,269</u>	<u>3,449,800</u>	<u>3,505,102</u>	<u>1.6%</u>
Operating Expenses and Other Uses:				
Personnel Services	1,810,354	1,800,272	1,830,297	1.7%
Goods for Resale	180,781	250,400	250,400	0.0%
Supplies and Materials	140,343	160,600	160,600	0.0%
Other Services and Charges	740,450	1,142,005	1,142,005	0.0%
Depreciation & Amortization Expense	518,817	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	121,800	121,800	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>3,390,745</u>	<u>3,475,077</u>	<u>3,505,102</u>	<u>0.9%</u>
Gain (Loss)	\$ <u>232,524</u>	\$ <u>(25,277)</u>	\$ <u>-</u>	<u>-100.0%</u>

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



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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SHOW PLACE ARENA / EQUESTRIAN CENTER</u>						
Full-Time Career	15.00	15.00	15.00	15.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	15.00	15.00	15.00	15.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.50		22.50		22.50
Total Workyears	15.00	37.50	15.00	37.50	15.00	37.50

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Increasing interest revenue based on trend and actual projected revenue



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

OVERVIEW

The program provides recreational and competitive sport shooting for the general public and nationally and internationally recognized league shooting in shotgun sporting clays, trap, skeet, five stand, international bunker, and international skeet. Local, regional, and nationally sanctioned competitions are hosted regularly. Certified instructors teach instructional programs such as hunter safety and basic shotgun techniques.

This facility is available for corporate and group outings, events, and tournaments. An onsite retail store stocks a wide selection of shotgun sports supplies and accessories.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - TRAP AND SKEET CENTER Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	1,411,208	1,500,000	1,500,000	0.0%
Charges for Services	202,570	180,000	180,000	0.0%
Rentals and Concessions	19,804	30,000	30,000	0.0%
Miscellaneous	(347)	-	-	-
Interest	1,526	1,300	1,700	30.8%
Other	-	-	-	-
Transfers In	35,649	21,301	35,014	64.4%
Total Oper. Rev and Other Sources	<u>1,670,410</u>	<u>1,732,601</u>	<u>1,746,714</u>	<u>0.8%</u>
Operating Expenses and Other Uses:				
Personnel Services	626,239	635,308	641,995	1.1%
Goods for Resale	733,593	903,304	903,304	0.0%
Supplies and Materials	80,193	46,915	46,915	0.0%
Other Services and Charges	218,772	154,500	154,500	0.0%
Depreciation & Amortization Expense	25,141	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>1,683,938</u>	<u>1,740,027</u>	<u>1,746,714</u>	<u>0.4%</u>
Gain (Loss)	\$ <u>(13,528)</u>	\$ <u>(7,426)</u>	\$ <u>-</u>	<u>-100.0%</u>

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



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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TRAP AND SKEET CENTER</u>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		13.00		13.00		13.00
Total Workyears	4.00	17.00	4.00	17.00	4.00	17.00

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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



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

OVERVIEW

The College Park Airport provides the public with an active general aviation airport and is operated with a dual-role function. As a Federal Aviation Administration (FAA) designated Reliever Airport for Reagan National Airport, the facility meets the needs of the pilots and passengers visiting the greater Washington metro area by offering aircraft parking facilities, fuel, maintenance, and related services. As the world's oldest continuously operated airport, the facility promotes its historical heritage and meets the recreational and educational needs of local pilots through special events, including fly-ins, reunions, meetings, and seminars.

Due to federally-mandated security restrictions imposed after September 11, 2001, the airport has been severely impacted in its ability to generate revenue from airport users.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - COLLEGE PARK AIRPORT Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	77,994	116,000	116,000	0.0%
Charges for Services	-	36,000	116,000	222.2%
Rentals and Concessions	90,461	102,000	102,000	0.0%
Miscellaneous	27,641	-	-	-
Interest	2,277	1,800	2,400	33.3%
Transfers In	220,888	215,005	255,595	18.9%
Total Oper. Rev and Other Sources	<u>419,261</u>	<u>470,805</u>	<u>591,995</u>	<u>25.7%</u>
Operating Expenses and Other Uses:				
Personnel Services	192,529	214,338	298,395	39.2%
Goods for Resale	80,419	134,900	134,900	0.0%
Supplies and Materials	20,238	22,200	25,400	14.4%
Other Services and Charges	78,921	66,300	98,300	48.3%
Depreciation & Amortization Expense	11,458	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	35,000	35,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>383,565</u>	<u>472,738</u>	<u>591,995</u>	<u>25.2%</u>
Gain (Loss)	\$ <u>35,696</u>	\$ <u>(1,933)</u>	\$ -	<u>-100.0%</u>

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



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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>COLLEGE PARK AIRPORT</u>						
Full-Time Career	1.00	1.00	1.00	1.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	1.00	1.00	1.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		4.00		4.00
Total Workyears	1.00	5.00	1.00	5.00	2.00	6.00

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Addition of 1 career workyear and increase in supplies and materials to support new operations building
- Additional revenue projected for Airport Operations Building Rentals
- Increasing interest revenue based on trend and actual projected revenue.



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

OVERVIEW

This program fulfills a federal requirement for flood control by dredging the Bladensburg Waterfront Park basin, and provides marine services such as boating, canoeing, and public fishing. Educational programs such as boat tours, canoe and kayak safety programs, nature and history programs, canoe and bicycle tours, and school programs are offered.

This activity is primarily funded through a transfer from the Recreation Fund, except for small amounts collected for rentals and user fees. The goal of the park is to provide beautification, recreational, and educational activities for the general public, as well as a boat storage facility, boat rentals and boat access to the Anacostia River.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - BLADENSBURG WATERFRONT PARK Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	-	-
Sales	-	-	-	-
Charges for Services	14,265	6,500	16,500	153.8%
Rentals and Concessions	124,066	70,000	70,000	0.0%
Miscellaneous	1,218	10,000	-	-100.0%
Interest	4,525	3,600	4,800	33.3%
Transfers In	246,695	202,056	276,359	36.8%
Total Oper. Rev and Other Sources	<u>390,769</u>	<u>292,156</u>	<u>367,659</u>	<u>25.8%</u>
Operating Expenses and Other Uses:				
Personnel Services	150,152	210,717	284,459	35.0%
Goods for Resale	-	-	-	-
Supplies and Materials	21,265	33,200	33,200	0.0%
Other Services and Charges	52,401	50,000	50,000	0.0%
Depreciation & Amortization Expense	-	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>223,818</u>	<u>293,917</u>	<u>367,659</u>	<u>25.1%</u>
Gain (Loss)	\$ <u>166,951</u>	\$ <u>(1,761)</u>	\$ <u>-</u>	<u>-100.0%</u>

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



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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>BLADENSBURG WATERFRONT PARK</u>						
Full-Time Career	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	1.00	1.00	1.00	1.00	1.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		4.00		4.00
Total Workyears	1.00	5.00	1.00	5.00	1.00	5.00

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Increasing interest revenue based on trend and actual projected revenue



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

OVERVIEW

Enterprise Administration functions are absorbed into the various operating Divisions, including Sports, Health and Wellness, Arts and Cultural Heritage, and Natural and Historical Resources. Funding in the Enterprise Administration includes compensation adjustments and administrative costs. It also includes interest revenue for the now closed Sandy Hill Landfill, which will eventually be developed as a ball field complex.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ENTERPRISE ADMINISTRATION Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	640,000	-
Rentals and Concessions	-	-	-	-
Miscellaneous	-	-	-	-
Interest	2,432	2,500	3,300	32.0%
Transfers In	20,083	640,742	(5,652)	-100.9%
Total Oper. Rev and Other Sources	<u>22,515</u>	<u>643,242</u>	<u>637,648</u>	<u>-0.9%</u>
Operating Expenses and Other Uses:				
Personnel Services	-	40,000	207,140	417.9%
Goods for Resale	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	266,981	170,040	119,280	-29.9%
Depreciation & Amortization Expense	-	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	315,300	325,403	311,228	-4.4%
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>582,281</u>	<u>535,443</u>	<u>637,648</u>	<u>19.1%</u>
Gain (Loss)	\$ <u>(559,766)</u>	\$ <u>107,799</u>	\$ <u>-</u>	<u>-100.0%</u>

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

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Adding compensation funding for wage adjustments of \$207,140 (subject to negotiations).
- Decreasing non-personnel costs for Risk Management and flexible spending and finance chargebacks.
- Increasing interest revenue based on trend and actual projected revenue.



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

OVERVIEW

This 88-acre site is a state-of-the-art athletic training facility and high-tech learning facility. It includes a 20,000 square foot gymnastics competitive arena; 50 meter indoor competitive pool with adjacent leisure pool, tunnel slide and hot tub; 200 meter indoor track arena with seating for 3,500 spectators; fitness center and indoor running track; 20,000 square feet of classroom and meeting space; children's center, complete with an outdoor playground; operation and maintenance storage space; open atrium with a warm and inviting café space and community rooms; administrative offices; and locker rooms. An outside vendor provides full-scale catering and concession services and a hot lunch program for summer day camp participants. The 280,000 square foot complex has met the needs of the local community and positively impacted the economic growth of the County. The facility has provided pre-Olympic training opportunities in track and field, swimming, and gymnastics, and has served as a major venue for international, national, and regional events. A new artificial turf field added in FY12 further enhances the offerings of this facility. The outdoor stadium has been enhanced with the artificial turf field that provides services to soccer, lacrosse, football, and flag football. Other recent embellishments include twelve additional outside stations for fitness.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SPORTS & LEARNING COMPLEX Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	183	-	-	-
Charges for Services	2,184,673	2,483,000	2,483,000	0.0%
Rentals and Concessions	830,838	767,200	767,200	0.0%
Miscellaneous	151,212	-	-	-
Interest	1,385	7,500	10,000	33.3%
Transfers In	4,143,050	4,164,544	4,196,497	0.8%
Total Oper. Rev and Other Sources	7,311,341	7,422,244	7,456,697	0.5%
Operating Expenses and Other Uses:				
Personnel Services	5,336,717	5,156,512	5,150,097	-0.1%
Goods for Resale	-	-	-	-
Supplies and Materials	293,643	450,000	450,000	0.0%
Other Services and Charges	1,995,737	1,856,600	1,856,600	0.0%
Depreciation & Amortization Expense	1,095,506	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	8,721,603	7,463,112	7,456,697	-0.1%
Gain (Loss)	\$ (1,410,262)	\$ (40,868)	\$ -	-100.0%

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



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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SPORTS AND LEARNING COMPLEX</u>						
Full-Time Career	26.00	26.00	26.00	26.00	26.00	26.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	27.00	26.50	27.00	26.50	27.00	26.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		53.00		53.00		53.00
Total Workyears	27.00	79.50	27.00	79.50	27.00	79.50

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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



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

OVERVIEW

The Commission, by law, has the responsibility of acquiring, developing and maintaining the park system for Prince George's County. The Capital Improvement Program (CIP) is a six-year program for the park acquisition and park development for Fiscal Years 2018 through 2023. The first year represents the capital budget with the remaining five years targeted for planning purposes. The law requires that the CIP be submitted to the County Executive by January 15 each year. The proposed capital budget for FY18 is \$19,530,000. Recommended funding for FY18 projects includes the following sources:

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

The proposed FY18 Capital Budget builds upon the adopted FY17-FY22 CIP and provides funding for new projects while continuing to emphasize maintenance and renovation of existing park infrastructure. A primary objective for the Department of Parks and Recreation in developing the FY18-FY23 CIP is to align our bond and PayGo funding for CIP projects with our financial capacity over the next six years.

Park Acquisition

The total cost for proposed park acquisition is \$4,000,000 for FY18 and covers three (3) acquisition categories that will be funded by Program Open Space, and PayGo.

Park Development

The total cost for proposed park development is \$15,530,000 for FY18. This covers twelve (12) specific park development projects and four (4) general renovation funds that cover the cost to renovate community centers, playgrounds, trails and other public facilities.

Operating Budget Impacts (OBI's)

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



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

Projects With an OBI Impact in FY18	FY18 OBI Expenditures	FY18 Career Workyears	FY18 Seasonal Workyears
Beltsville Community Center - Code Compliance and Renovation	75,000	0.0	1.0
Bladensburg Community Center - Code Compliance and Renovation	75,000	0.0	1.0
Harmony Hall Community Center - Code Compliance and Renovation	150,000	0.0	2.5
Horsepen Trailhead - Bicycle Skills Park	35,000	0.0	1.0
Paint Branch Trail - College Park Woods	8,200	0.0	0.0
Park Police Headquarters - New Facility (Partial Funding)	670,000	0.0	0.0
Peppemill Village Community Center	398,200	1.0	3.0
Purple Line Impact - Glenridge Maintenance Yard Replacement	180,000	0.0	0.0
Southern Area Aquatic and Recreation Center (SAARC)	7,079,788	20.0	93.5
Southern Regional Tech/Rec Complex - Aquatic facility	1,403,500	0.0	1.5
Woodmore Towne Centre Park	67,400	0.0	3.0
Miscellaneous projects - TBD	200,000	0.0	
TOTAL OBI	10,342,088	21.0	106.5

Note: This funding was added to divisional operating budgets.

FUNDING SUMMARY

FISCAL YEAR 2018

PARK ACQUISITION

PROGRAM OPEN SPACE 100% FUNDING	\$3,000,000
PAYGO	\$1,000,000
TOTAL	\$4,000,000

PARK DEVELOPMENT

PAYGO	\$6,030,000
M-NCPPC BONDS	\$4,775,000
GRANTS	\$350,000
DEVELOPER	\$4,375,000
TOTAL	\$15,530,000

GRAND TOTAL	\$19,530,000
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Prince George's County
Parks and Recreation Department - Capital Improvement Program

FY18-FY23 Capital Improvement Program

PROJECTS (IN THOUSANDS OF DOLLARS)			FY18 FUNDING SOURCE					FY19 FUNDING SOURCE					FY20 FUNDING SOURCE									
Project #	Status	PROJECT NAME	TYPE	TOTAL FY18	POS	PAYGO	BOND	GRANTS	DEV/ OTH	TOTAL FY19	POS	PAYGO	BOND	GRANTS	DEV/ OTH	TOTAL FY20	POS	PAYGO	BOND	GRANTS	DEV/ OTH	
600400	Countywide	Countywide Local Park Acquisition	Acq	1,500	1,500					1,250			1,250			1,250			1,250			
500403	Countywide	Historic Agricultural Resources Preservation	Acq	1,000		1,000				-						1,000		1,000				
500401	Countywide	Regional/Stream Valley Park Acquisition	Acq	1,500	1,500					1,250			1,250			1,250		1,250				
New	Active	Acocokeek East Park - parking lot lighting upgrades	Other	250		250				-						-						
511246	Active	Beltville Community Center - code compliance and field irrigation	Renov	375			375			-						-						
New	Active	Beltville Community Center - field irrigation	Other	125		125				-						-						
551249	Pending	Bladensburg Community Center	Renov	-						-						-						
New	Active	Bladensburg Waterfront Park - repair bulkhead along Quincy Run and replace deteriorated deck	Renov	-						-						500		500				
New	Active	Bowie Heritage Trail - trail connector	Trail	400		400				-						-						
561300	Active	Central Avenue Connector Trail	New	350		350				-						-						
561244	Inactive	Chelsea Historic Site	Hist	-						-						250		250		250		
New	Active	College Park Airport - Hangar renovation	Renov	-						-						250		250				
591997	Active	Compton Bassett Historic Site	Hist	-						-						-						
501033	Active	Concord Historic Site	Hist	-						-						-						
New	Active	Deerfield Run Community Center	Renov	-						-						-						
New	Active	Fairland Renovation	Renov	-						-						-						
New	Active	Fairwood Park - field irrigation	Other	-						125		125				-						
501130	Countywide	Geographical Information	Other	30		30				-						-						
580940	Pending	Glassmanor Community Center	Renov	-						-						-						
New	Active	Glenarden Community Center - field irrigation	Other	125		125				-						-						
501088	Active	Glen Dale Hospital Site	New	-						-						-						
541108	Inactive	Green Branch Athletic Complex	New	-						50		50				-						
New	Active	Hillcrest Heights Community Center - trail fitness stations	Other	100		100				-						-						
501277	Countywide	Infrastructure Improvement Fund	Renov	1,450		1,450				1,150		1,150				1,000		1,000				
New	Active	Landover Hills Community Center - field irrigation	Other	-						125		125				-						
New	Active	Largo/Perrywood/Kettering Community Center - Trail extension	Trail	-						350						-						
511180	Active	Little Paint Branch Stream Valley Park	Trail	500			500			-						-						
New	Active	Newton White Mansion - Waterproofing and infiltration resolution	Renov	500		500				-						-						
New	Active	Oxon Hill Manor Historic Site - Renovation	Renov	2,000			2,000			650		650				-						
New	Active	Paint Branch SMP/College Park Woods Connector Trail	Trail	1,700		1,200	500			-						-						

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

FY18-FY23 Capital Improvement Program

Project #	Status	PROJECT NAME	Type	PROJECTS (IN THOUSANDS OF DOLLARS)															TOTAL 6-YEAR FUNDING		
				FY21 FUNDING SOURCE					FY22 FUNDING SOURCE					FY23 FUNDING SOURCE							
				TOTAL FY21	POS	PAYGO	BOND	GRANTS	DEV/ OTH	TOTAL FY22	POS	PAYGO	BOND	GRANTS	DEV/ OTH	TOTAL FY23	POS	PAYGO		BOND	GRANTS
600400	Countywide	Countywide Local Park Acquisition	Acq	1,500	-	500	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	5,500
500403	Countywide	Historic Agricultural Resources Preservation	Acq	-	-	-	-	-	-	1,000	-	-	-	-	-	-	-	-	-	-	3,000
500401	Countywide	Regional/Stream Valley Park Acquisition	Acq	1,325	-	1,325	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,325
New	Active	Acookeek East Park - parking lot lighting upgrades	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250
511246	Active	Beltsville Community Center - code compliance and field irrigation	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	375
New	Active	Beltsville Community Center - field irrigation	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125
551249	Pending	Blacksburg Community Center	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,800
New	Active	Blacksburg Waterfront Park - repair bulkhead along Quincy Run and replace deteriorated dock	Renov	175	-	175	-	-	-	-	-	-	-	-	-	-	-	-	-	-	675
New	Active	Bowie Heritage Trail - trail connector	Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400
561300	Active	Central Avenue Connector Trail	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	350
561244	Inactive	Chelsea Historic Site	Hist	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250
New	Active	College Park Airport - Hangar renovation	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250
591997	Active	Compton Bassett Historic Site	Hist	1,000	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
501033	Active	Concord Historic Site	Hist	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
New	Active	Deerfield Run Community Fairland Renovation	Renov	-	-	-	-	-	-	4,100	-	-	-	-	-	-	-	-	-	-	4,100
New	Active	Fairwood Park - field irrigation	Other	1,500	-	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,300
501130	Countywide	Geographical Information	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125
580940	Pending	Glassmanor Community Center field irrigation	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30
New	Active	Glenarden Community Center - field irrigation	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125
501088	Active	Glenn Dale Hospital Site	New	1,000	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
541108	Inactive	Green Branch Athletic Complex	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50
New	Active	Hillcrest Heights Community Center - trail fitness stations	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100
501277	Countywide	Infrastructure Improvement Fund	Renov	850	-	850	-	-	-	1,650	-	-	-	-	-	-	-	-	-	-	7,100
New	Active	Landover Hills Community Center - field irrigation	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125
New	Active	Largo/Perrywood/Centering Community Center - Trail extension	Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	350
511180	Active	Little Paint Branch Stream Valley Park	Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500
New	Active	Newton White Mansion - Waterproofing and infiltration resolution	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500
New	Active	Oxon Hill Manor Historic Site - Renovation	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,650
New	Active	Paint Branch SVP/ College Park Woods Connector Trail	Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,700

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

FY18-FY23 Capital Improvement Program

Project #	Status	PROJECT NAME	Type	PROJECTS (IN THOUSANDS OF DOLLARS)																
				FY18 FUNDING SOURCE			FY19 FUNDING SOURCE			FY20 FUNDING SOURCE										
				TOTAL FY18	POS	PAYGO	BOND	GRANTS	DEV/ OTH	TOTAL FY19	POS	PAYGO	BOND	GRANTS	DEV/ OTH	TOTAL FY20	POS	PAYGO	BOND	GRANTS
551060	Active	Park Police/HCC Headquarters	Renov	500		500														
500352	Countywide	Playground Equipment Replacement	Play	500		500														
New	Active	Prince George's Sports and Learning Complex field house track surface replacement	Renov	-		-														
New	Active	Prince George's Sports and Learning Complex pool renovation	Renov	-		-														
New	Active	Prince George's Sports and Learning Complex - lights on throwing fields	Renov	-		-														
New	Active	Prince George's Sports and Learning Complex - turf field replacement	Renov	-		-														
550877	Inactive	Public Playhouse Cultural Arts Center	Renov	150		150														
New	Inactive	Public Playhouse Cultural Art Center - Assessment for Renovation	Renov	-		-														
501501	Active	Purple Line Parkland Impact	New	1,375		-														
521119	Pending	Bollingeress Chillum	Renov	-		-														
541196	Active	Sandy Hill Park	Renov	50		50														
New	Active	Sussex Football Field - field irrigation	Other	-		-														
New	Active	Sky landing - repair and replacement	Renov	500		500														
New	Active	Show Place Area - Banquet and Suite Renovation	renov	-		-														
New	Active	Snow Hill Manor Historic Site - Waterproofing and infiltration resolution	Renov	450		450														
591170	Active	Southern Area Aquatic and Recreation Complex	New	1,000		-														
581214	Active	Southern Technical/Regional Complex - aquatic facility	New	-		-														
501253	Countywide	Synthetic Turf Fields	Renov	-		-														
501062	Countywide	Trail Development Fund	Trail	-		-														
New	Active	Tucker Road Athletic Complex - drainage assessment and mitigation	Other	-		-														
New	Active	Tucker Road Athletic Complex - football field irrigation	Other	125		125														
New	Active	Tucker Road Athletic Complex - outdoor fitness equipment	Other	200		200														
New	Active	Walker Mill Regional Park - Ballfield lighting upgrades	Other	-		-														
New	Active	Walker Mill Police Sub-station	New	-		-														
500432	Active	Watkins Regional Park - Restoration	Renov	175		175														
500930	Active	WERGA Railroad Trail	Trail	600		600														
561250	Pending	Westphalia Central Park	New	2,000		-														
560840	Active	Westphalia Community Center	New	-		-														
				19,530	3,000	7,030	4,775	350	4,375	3,125	9,000	1,550	12,550	9,000	1,450	1,550	2,000	2,000	2,000	2,000

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

FY18-FY23 Capital Improvement Program

Project #	Status	PROJECT NAME	Type	PROJECTS (IN THOUSANDS OF DOLLARS)															TOTAL 6-YEAR FUNDING					
				FY21 FUNDING SOURCE					FY22 FUNDING SOURCE					FY23 FUNDING SOURCE										
				TOTAL FY21	POS	PAYGO	BOND	GRANTS	DEV/OTH	TOTAL FY22	POS	PAYGO	BOND	GRANTS	DEV/OTH	TOTAL FY23	POS	PAYGO		BOND	GRANTS	DEV/OTH		
551060	Active	Park Police/ITC Headquarters Replacement	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500
500352	Countywide	Playground Equipment Replacement	Play	500	-	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000
New	Active	Prince George's Sports and Learning Complex - field house track surface replacement	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
New	Active	Prince George's Sports and Learning Complex - leisure and competition pool renovation	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,250
New	Active	Prince George's Sports and Learning Complex - lights on	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400
New	Active	Prince George's Sports and Learning Complex - turf field replacement	Renov	-	-	-	-	-	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
550877	Inactive	Public Playhouse Cultural Arts Center	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150
New	Inactive	Public Playhouse Cultural Art Center - Assessment for Reconstruction	Renov	400	-	400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	400
501501	Active	Purple Line Parkland Impact	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,375
521119	Pending	Rollingcrest/Chillum Community Center	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500
541196	Active	Sandy Hill Park	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50
New	Active	Sussex Football Field - field irrigation	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125
New	Active	Sellow Landing - repair and expand boat landing	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500
New	Active	Show Place Area - Banquet and Slatte Renovation	renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	300
New	Active	Snow Hill Manor Historic Site - Waterproofing and infiltration resolution	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	450
591170	Active	Southern Area Aquatic and Recreation Complex	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
581214	Active	Southern Technical/Regional Complex - aquatic facility	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,750
501253	Countywide	Synthetic Turf Fields	Renov	750	-	750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500
501062	Countywide	Tucker Road Athletic Complex - Trail	Trail	1,000	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,500
New	Active	Tucker Road Athletic Complex - drainage assessment and mitigation	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	350
New	Active	Tucker Road Athletic Complex - football field irrigation	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	125
New	Active	Tucker Road Athletic Complex - out door fitness equipment	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200
New	Active	Walker Mill Regional Park - Ballfield lighting upgrades	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150
New	Active	Walker Mill Police Sub-station	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500
500432	Active	Watkins Regional Park	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,300
New	Active	Watkins Regional Park - Barn Restoration	Renov	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	175
500930	Active	W&A Railroad Trail	Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	600
561250	Pending	Westphalia Central Park	New	2,000	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000
560840	Active	Westphalia Community Center	New	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
				12,000	-	9,000	1,000	-	2,000	-	11,000	-	9,000	-	9,000	-	9,000	-	-	-	-	-	-	78,205



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 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Revenues:				
Intergovernmental -	\$	\$	\$	
Federal	-	-	-	-
State (POS)	4,271,472	2,700,000	3,000,000	11.1%
State (Other)	64,560	250,000	350,000	40.0%
County	-	-	-	-
Interest	258,232	150,000	250,000	66.7%
Contributions	862,739	21,195,000	4,375,000	-79.4%
Miscellaneous	156	-	-	-
Total Revenues	<u>5,457,159</u>	<u>24,295,000</u>	<u>7,975,000</u>	<u>-67.2%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	32,701	-
Capital Outlay	31,636,165	39,732,000	19,500,000	-50.9%
Park Acquisition	1,493,422	3,920,000	4,000,000	2.0%
Park Development	30,142,743	35,812,000	15,500,000	-56.7%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>31,636,165</u>	<u>39,732,000</u>	<u>19,532,701</u>	<u>-50.8%</u>
Excess of Revenues over Expenditures	<u>(26,179,006)</u>	<u>(15,437,000)</u>	<u>(11,557,701)</u>	<u>-25.1%</u>
Other Financing Sources (Uses):				
Bond Proceeds	21,092,643	8,896,000	4,775,000	-46.3%
Transfers In				
Transfer from Park Fund (Pay-Go)	6,240,000	6,661,000	7,000,000	5.1%
Transfer from Special Revenue Fund	60,000	30,000	2,701	-91.0%
Transfer from Administration Fund	-	-	30,000	-
Transfer from Debt Service Fund	-	-	-	-
Total Transfers In	<u>6,300,000</u>	<u>6,691,000</u>	<u>7,032,701</u>	<u>5.1%</u>
Transfers Out				
Transfer to Park Fund (Interest)	(258,232)	(150,000)	(250,000)	66.7%
Transfer to Park Fund (Pay-Go)	(21,365,000)	-	-	-
Total Transfers Out	<u>(21,623,232)</u>	<u>(150,000)</u>	<u>(250,000)</u>	<u>66.7%</u>
Total Other Financing Sources (Uses)	<u>5,769,411</u>	<u>15,437,000</u>	<u>11,557,701</u>	<u>-25.1%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(20,409,595)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	76,588,440	55,223,440	56,178,845	1.7%
Fund Balance, Ending	<u>\$ 56,178,845</u>	<u>\$ 55,223,440</u>	<u>\$ 56,178,845</u>	<u>1.7%</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 FY18 Proposed Special Revenue Expenditure Budget is \$9,144,545, a decrease of \$23,099 from the FY17 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 2018**

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	%
				Change
Revenues and Other Sources:				
Planning Department:				
Geographic Information Systems (GIS)	\$ 30,015	\$ 30,000	\$ -	-100.0%
Parks and Rec. Department:				
Northern Area Community Centers	1,711,868	1,695,522	1,695,522	0.0%
Central Area Community Centers	2,172,168	2,127,593	2,127,593	0.0%
Southern Area Community Centers	1,946,147	2,394,100	2,394,100	0.0%
Beltsville/Laurel Senior Activity Center	232,542	161,000	184,000	14.3%
Prince George's Stadium	74,425	115,700	115,800	0.1%
Federally Forfeited Property	29,140	25,600	25,700	0.4%
Festival of Lights	8,747	700	800	14.3%
Safety Programs	61	600	700	16.7%
Nature Programs and Facilities	204,185	212,200	212,400	0.1%
Area Operations	34,523	27,400	30,200	10.2%
Recreation Warehouse	7,537	331,700	332,000	0.1%
Patuxent Outdoor Programs	109,546	115,900	116,100	0.2%
General Contributions	55,428	54,100	54,700	1.1%
Seized Money/Escrow	1,675	6,000	6,000	0.0%
Special Historic Projects and Programs	153,871	153,100	153,600	0.3%
Interagency Agreements	456,016	950,000	950,000	0.0%
Subtotal Parks and Rec. Department:	<u>7,197,879</u>	<u>8,371,215</u>	<u>8,399,215</u>	<u>0.3%</u>
Total Revenues and Other Sources	<u>7,227,894</u>	<u>8,401,215</u>	<u>8,399,215</u>	<u>0.0%</u>
Expenditures and Other Uses:				
Planning Department:				
Geographic Information Systems (GIS)	30,000	30,000	2,701	-91.0%
Parks and Rec. Department:				
Northern Area Community Centers	1,443,404	1,695,522	1,695,522	0.0%
Central Area Community Centers	1,768,739	2,127,593	2,127,593	0.0%
Southern Area Community Centers	1,866,912	2,553,223	2,553,223	0.0%
Laurel-Beltsville Senior Activity Center	220,668	161,000	161,000	0.0%
Prince George's Stadium	37,638	102,000	102,000	0.0%
Federally Forfeited Property	21,939	65,000	65,000	0.0%
Festival of Lights	-	19,506	19,506	0.0%
Safety Programs	3,341	600	700	16.7%
Nature Programs and Facilities	210,134	194,000	194,000	0.0%
Area Operations	119,836	137,400	140,200	2.0%
Recreation Warehouse	40,071	331,700	332,000	0.1%
Patuxent Outdoor Programs	52,669	109,500	109,500	0.0%
General Contributions	31,754	525,000	525,000	0.0%
Seized Money/Escrow	-	13,000	13,000	0.0%
Special Historic Projects and Programs	138,614	152,600	153,600	0.7%
Interagency Agreements	456,016	950,000	950,000	0.0%
Subtotal Parks and Rec. Department:	<u>6,411,735</u>	<u>9,137,644</u>	<u>9,141,844</u>	<u>0.0%</u>
Total Expenditures and Other Uses	<u>6,441,735</u>	<u>9,167,644</u>	<u>9,144,545</u>	<u>-0.3%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses				
	<u>\$ 786,159</u>	<u>\$ (766,429)</u>	<u>\$ (745,330)</u>	<u>-2.8%</u>
Fund Balance - Beginning	7,656,463	6,459,962	7,676,208	18.8%
Fund Balance - Ending	<u>\$ 8,442,622</u>	<u>\$ 5,693,533</u>	<u>\$ 6,930,878</u>	<u>21.7%</u>



Prince George's County Special Revenue Funds – Geographic Information System (GIS)

OVERVIEW

The GIS Special Revenue Fund is used to maintain and update the geographic data used by the Commission, WSSC, and Prince George's County. The GIS database currently contains over 100 data layers. Each data layer has an identified maintenance/update schedule. The Planning Department GIS Section is responsible for the maintenance and update for the vast majority of these layers. Some commitments are based on continuing agreements from the original County GIS GeoMap Consortium. Several layers, such as property and zoning, are critical to the business mission of County government; and other layers, such as aerial orthophotography and topography, have become critical to various private business interests in the County. Since 1991, this fund has periodically received reimbursements from the County and WSSC for developing and maintaining some of the basic layers. These reimbursements are maintained in the GIS Special Revenue Fund and will be used for subsequent updating of the layers.

SUMMARY OF FY18 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
PLANNING DEPARTMENT - GEOGRAPHIC INFORMATION SYSTEM (GIS)
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2018**

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	%
				Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	-	-	-	-
Interest	15	-	-	-
Miscellaneous	-	-	-	-
Total Revenues	<u>15</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>15</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):				
Transfers In				
Administration Fund	30,000	30,000	-	-100.0%
Total Transfers In	<u>30,000</u>	<u>30,000</u>	<u>-</u>	<u>-100.0%</u>
Transfers In/(Out)-				
Capital Project Fund	(30,000)	(30,000)	(2,701)	-91.0%
Total Transfers (Out)	<u>(30,000)</u>	<u>(30,000)</u>	<u>(2,701)</u>	<u>-91.0%</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>(2,701)</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>15</u>	<u>-</u>	<u>(2,701)</u>	<u>-</u>
Fund Balance - Beginning	2,671	2,676	2,701	0.9%
Fund Balance - Ending	<u>\$ 2,686</u>	<u>\$ 2,676</u>	<u>\$ -</u>	<u>-100.0%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- None



Prince George's County

Special Revenue Funds: Community Centers

OVERVIEW

The Community Centers Special Revenue Funds provide supplemental funding to enhance and expand community service programs. Funds are generated from fees and charges for classes, workshops, special events, and program registrations. Funds provide community outreach programs (special events and community activities); specialized equipment and supplies; community ethnic/heritage programming; volunteer recruitment; program transportation, and contractual services. Specifically, revenues are collected from our many diverse community programs and activities, such as class programs in:

- Computer skills (animation, web page design, Microsoft Office)
- Fitness and health (low- and high- impact aerobics, weight training, yoga, Zumba)
- Martial arts (Karate, Judo, Tae Kwon Do, Aikido)
- Crafts (floral design, ceramics, sketching)
- Performing arts (ballet, tap and jazz, piano, African dance)
- Sports (soccer, basketball, cheerleading)
- Lifestyle and learning (cooking, hand dance, financial management)

These are just a sampling of the more than 600 classes offered at the community centers. Seasonal events celebrating Halloween, Thanksgiving, Christmas, Mother's Day, Father's Day, and other holidays help to bring families together. Annually, more than 45,000 people participate in these classes and similar events. Pre-school and Kids' Care programs (school-age, after-school child care) operate at more than 24 sites with a combined registration of nearly 1,000. A large portion of the revenues and expenditures are from the summer day camp program held at all of our community centers, with over 500 sessions and more than 12,000 children registered. In addition, vending and rentals are active revenue producers. Also, over 30,000 access cards to fitness rooms and community centers are sold each year.



Prince George's County Special Revenue Funds: Community Centers

SUMMARY OF FY18 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS NORTHERN AREA COMMUNITY CENTERS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	5,000	9,500	9,500	0.0%
Charges for Services	1,558,933	1,584,700	1,584,700	0.0%
Rentals and Concessions	135,632	99,822	99,822	0.0%
Interest	-	-	-	-
Miscellaneous	12,303	1,500	1,500	0.0%
Total Revenues	1,711,868	1,695,522	1,695,522	0.0%
Expenditures by Major Object:				
Personnel Services	1,030,979	1,167,400	1,170,793	0.3%
Supplies and Materials	132,402	208,900	208,900	0.0%
Other Services and Charges	236,905	285,000	285,000	0.0%
Capital Outlay	13,118	-	-	-
Other Classifications	-	-	-	-
Chargebacks	30,000	34,222	30,829	-9.9%
Total Expenditures	1,443,404	1,695,522	1,695,522	0.0%
Excess of Revenues over Expenditures	268,464	-	-	-
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	268,464	-	-	-
Fund Balance - Beginning	2,370,543	2,239,543	2,639,007	17.8%
Fund Balance - Ending	\$ 2,639,007	\$ 2,239,543	\$ 2,639,007	17.8%



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 2018**

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	%
				Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	229	19,000	19,000	0.0%
Charges for Services	1,932,713	2,003,371	2,003,371	0.0%
Rentals and Concessions	229,496	100,000	100,000	0.0%
Interest	-	-	-	-
Miscellaneous	9,730	5,222	5,222	0.0%
Total Revenues	<u>2,172,168</u>	<u>2,127,593</u>	<u>2,127,593</u>	<u>0.0%</u>
Expenditures by Major Object:				
Personnel Services	1,150,583	1,476,371	1,479,767	0.2%
Supplies and Materials	169,440	268,500	268,500	0.0%
Other Services and Charges	418,716	348,500	348,500	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	30,000	34,222	30,826	-9.9%
Total Expenditures	<u>1,768,739</u>	<u>2,127,593</u>	<u>2,127,593</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>403,429</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):				
Transfers In				
Special Revenue Subfund	-	-	-	-
Recreation Fund	-	-	-	-
Administration Fund	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-				
Recreation Fund	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>403,429</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>1,063,455</u>	<u>950,455</u>	<u>1,466,884</u>	<u>54.3%</u>
Fund Balance - Ending	<u>\$ 1,466,884</u>	<u>\$ 950,455</u>	<u>\$ 1,466,884</u>	<u>54.3%</u>



Prince George's County Special Revenue Funds: Community Centers

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS SOUTHERN AREA COMMUNITY CENTERS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	265	1,100	1,100	0.0%
Charges for Services	1,760,734	1,991,000	1,991,000	0.0%
Rentals and Concessions	184,027	398,000	398,000	0.0%
Interest	-	-	-	-
Miscellaneous	1,121	4,000	4,000	0.0%
Total Revenues	1,946,147	2,394,100	2,394,100	0.0%
Expenditures by Major Object:				
Personnel Services	1,135,892	1,582,001	1,585,397	0.2%
Supplies and Materials	401,157	454,500	454,500	0.0%
Other Services and Charges	270,567	482,500	482,500	0.0%
Capital Outlay	29,296	-	-	-
Other Classifications	-	-	-	-
Chargebacks	30,000	34,222	30,826	-9.9%
Total Expenditures	1,866,912	2,553,223	2,553,223	0.0%
Excess of Revenues over Expenditures	79,235	(159,123)	(159,123)	0.0%
Other Financing Sources (Uses):				
Transfers In				
Administration Fund	-	-	-	-
Total Transfers In	-	-	-	-
Transfers In/(Out)-				
Recreation Fund	-	-	-	-
Total Transfers (Out)	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	79,235	(159,123)	(159,123)	0.0%
Fund Balance - Beginning	694,867	328,967	614,979	86.9%
Fund Balance - Ending	\$ 774,102	\$ 169,844	\$ 455,856	168.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Increasing personnel services based on decrease found in Other Services & Charges
- Decreasing Other Services & Charges due to reduction in chargebacks from Central Administrative Services (CAS).



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 FY18 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 2018**

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	525	500	500	0.0%
Charges for Services	116,090	110,500	110,500	0.0%
Rentals and Concessions	115,927	30,000	30,000	0.0%
Interest	-	-	-	-
Miscellaneous	-	20,000	43,000	115.0%
Total Revenues	232,542	161,000	184,000	14.3%
Expenditures by Major Object:				
Personnel Services	162,613	109,800	109,800	0.0%
Supplies and Materials	26,555	20,000	20,000	0.0%
Other Services and Charges	31,500	31,200	31,200	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	220,668	161,000	161,000	0.0%
Excess of Revenues over Expenditures	11,874	-	23,000	-
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	11,874	-	23,000	-
Fund Balance - Beginning	30,829	53,829	42,703	-20.7%
Fund Balance - Ending	\$ 42,703	\$ 53,829	\$ 65,703	22.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Increasing miscellaneous revenue based on current actual projections.



Prince George's County

Special Revenue Funds: Prince George's Stadium

OVERVIEW

The Prince George's Stadium Special Revenue Fund is used for improvements, special activities, sale of goods, and special functions. Revenues are generated from stadium events, rentals, and sale of special materials. Funds are used for up-front costs to produce concerts and special events, specialized landscaping, and additional items to enhance the stadium for the benefit of the public.

SUMMARY OF FY18 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 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	%
				Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	74,061	115,000	115,000	0.0%
Interest	364	700	800	14.3%
Miscellaneous	-	-	-	-
Total Revenues	74,425	115,700	115,800	0.1%
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	1,241	42,000	42,000	0.0%
Other Services and Charges	36,397	60,000	60,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	37,638	102,000	102,000	0.0%
Excess of Revenues over Expenditures	36,787	13,700	13,800	0.7%
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	36,787	13,700	13,800	0.7%
Fund Balance - Beginning	120,524	133,724	171,011	27.9%
Fund Balance - Ending	\$ 157,311	\$ 147,424	\$ 184,811	25.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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



Prince George's County

Special Revenue Funds: Federally Forfeited Property

OVERVIEW

The primary purpose of the Department's Forfeiture Program is for law enforcement to deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instruments of crime. An ancillary purpose of the program is to enhance cooperation among federal, state, and local law enforcement agencies through the equitable sharing of federal forfeiture proceeds. Revenues deposited to this account consist of drug and asset forfeitures resulting from Park Police's participation with the U.S. Department of Justice's Drug Enforcement Administration (DEA) Drug Task Force. Funds are restricted to law enforcement purposes as defined in Section X of the Department of Justice's "Guide to Equitable Sharing of Federally Forfeited Property" (March '94) and Section 4 of the "Addendum to a Guide to Equitable Sharing" (March '98). Funds are used for training, law enforcement equipment, and drug education and awareness programs.

SUMMARY OF FY18 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 2018**

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	%
				Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	-	-	-	-
Interest	186	600	700	16.7%
Miscellaneous	28,954	25,000	25,000	0.0%
Total Revenues	29,140	25,600	25,700	0.4%
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	14,400	-	-	-
Other Services and Charges	-	30,000	30,000	0.0%
Capital Outlay	-	35,000	35,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	14,400	65,000	65,000	0.0%
Excess of Revenues over Expenditures	14,740	(39,400)	(39,300)	-0.3%
Other Financing Sources (Uses):				
Transfers In				
Administration Fund	-	-	-	-
Total Transfers In	-	-	-	-
Transfers In/(Out)-				
Park Funds	(7,539)	-	-	-
Total Transfers (Out)	(7,539)	-	-	-
Total Other Financing Sources (Uses)	(7,539)	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	7,201	(39,400)	(39,300)	-0.3%
Fund Balance - Beginning	90,899	50,999	58,700	15.1%
Fund Balance - Ending	\$ 98,100	\$ 11,599	\$ 19,400	67.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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



Prince George's County

Special Revenue Funds: Festival of Lights

OVERVIEW

The Festival of Lights Special Revenue Fund provides a supplemental funding mechanism to improve, expand, and enhance the festival. Funds are spent for exhibits, equipment, supplies, materials, and marketing and advertising. The Festival of Lights operates over a six-week period and hosts nearly 20,000 vehicles of residents and visitors.

SUMMARY OF FY18 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 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	%
				Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	-	-	-	-
Interest	247	700	800	14.3%
Miscellaneous	8,500	-	-	-
Total Revenues	<u>8,747</u>	<u>700</u>	<u>800</u>	<u>14.3%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	-	10,000	10,000	0.0%
Other Services and Charges	-	9,506	9,506	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>-</u>	<u>19,506</u>	<u>19,506</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>8,747</u>	<u>(18,806)</u>	<u>(18,706)</u>	<u>-0.5%</u>
Other Financing Sources (Uses):				
Transfers In				
Administration Fund	-	-	-	-
Total Transfers In	<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>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>8,747</u>	<u>(18,806)</u>	<u>(18,706)</u>	<u>-0.5%</u>
Fund Balance - Beginning	<u>74,349</u>	<u>55,043</u>	<u>64,290</u>	<u>16.8%</u>
Fund Balance - Ending	<u>\$ 83,096</u>	<u>\$ 36,237</u>	<u>\$ 45,584</u>	<u>25.8%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- Increasing interest revenue based on trend and actual projected revenue



Prince George's County Special Revenue Funds: Safety Programs

OVERVIEW

The Safety Program Special Revenue Fund's purpose is to enhance the Commission's and the Department's safety program and to continue the annual sponsorship of the Safety Management Conference. The program provides safety, fitness, and risk management educational opportunities for park and recreational professionals. Funds are generated from net profits derived from delegates' registration fees, exhibitors' fees, and sale of merchandise at the annual conference. Funds are used for non-budgeted items to offset costs for promoting the Safety Management Conference at various conferences, seminars, training sessions, and workshops. In addition, funds are used in conjunction with the Department's safety program to subsidize award ceremonies, guest speakers, educational costs, staff training, refreshments, safety equipment, and transportation.

SUMMARY OF FY18 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SAFETY PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2018**

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	-	-	-	-
Interest	61	600	700	16.7%
Miscellaneous	-	-	-	-
Total Revenues	<u>61</u>	<u>600</u>	<u>700</u>	<u>16.7%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	3,341	600	700	16.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>3,341</u>	<u>600</u>	<u>700</u>	<u>16.7%</u>
Excess of Revenues over Expenditures	<u>(3,280)</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>
Transfers In/(Out)- Capital Project Funds				
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(3,280)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	4,002	4,002	722	-82.0%
Fund Balance - Ending	<u>\$ 722</u>	<u>\$ 4,002</u>	<u>\$ 722</u>	<u>-82.0%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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



Prince George's County

Special Revenue Funds: Nature Programs and Facilities

OVERVIEW

The Nature Programs and Facilities Special Revenue Fund provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated from donations/contributions, nature center programs, class charges, registration fees, special event admissions, rentals, and merchandise sales. Expenditures are used for non-budgeted conservation and environmental programs and projects, which enhance and expand revenue opportunities. This includes gift shop merchandise for resale and non-budgeted animal supplies/services.

SUMMARY OF FY18 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 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	%
				Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	10,470	15,000	15,000	0.0%
Charges for Services	105,816	111,000	111,000	0.0%
Rentals and Concessions	82,088	70,000	70,000	0.0%
Interest	1,220	1,200	1,400	16.7%
Miscellaneous	4,591	15,000	15,000	0.0%
Total Revenues	<u>204,185</u>	<u>212,200</u>	<u>212,400</u>	<u>0.1%</u>
Expenditures by Major Object:				
Personnel Services	144,608	124,700	124,700	0.0%
Supplies and Materials	48,153	45,000	45,000	0.0%
Other Services and Charges	17,373	24,300	24,300	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>210,134</u>	<u>194,000</u>	<u>194,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>(5,949)</u>	<u>18,200</u>	<u>18,400</u>	<u>1.1%</u>
Other Financing Sources (Uses):				
Transfers In				
Administration Fund	-	-	-	-
Total Transfers In	<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>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(5,949)</u>	<u>18,200</u>	<u>18,400</u>	<u>1.1%</u>
Fund Balance - Beginning	330,242	347,942	342,493	-1.6%
Fund Balance - Ending	<u>\$ 324,293</u>	<u>\$ 366,142</u>	<u>\$ 360,893</u>	<u>-1.4%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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



Prince George's County Special Revenue Funds: Area Operations

OVERVIEW

The Area Operations Special Revenue Fund provides a supplemental funding mechanism to capture non-budgeted proceeds for major repairs and improvements to neighborhood/community park facilities and to facilitate unique leisure service requirements. Revenues are generated from interest earnings from the Community Centers Special Revenue Funds and from proceeds from Maryland Recreation and Parks Association amusement park ticket sales. Funds are used to: 1) maintain, enhance, and repair community park facilities; 2) provide specialized equipment to automate and improve operations efficiencies; 3) provide specialized training for staff; 4) fund pilot programs and subsidize activities within economically deprived neighborhoods; 5) expand countywide community service programs; and 6) provide supplemental funding for inclusion services.

SUMMARY OF FY18 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
AREA OPERATIONS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2018**

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	10,302	10,000	10,000	0.0%
Rentals and Concessions	-	-	-	-
Interest	18,408	13,900	16,700	20.1%
Miscellaneous	5,813	3,500	3,500	0.0%
Total Revenues	<u>34,523</u>	<u>27,400</u>	<u>30,200</u>	<u>10.2%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	33,548	50,000	57,948	15.9%
Other Services and Charges	16,460	35,500	35,500	0.0%
Capital Outlay	17,928	-	-	-
Other Classifications	-	-	-	-
Chargebacks	51,900	51,900	46,752	-9.9%
Total Expenditures	<u>119,836</u>	<u>137,400</u>	<u>140,200</u>	<u>2.0%</u>
Excess of Revenues over Expenditures	<u>(85,313)</u>	<u>(110,000)</u>	<u>(110,000)</u>	<u>0.0%</u>
Other Financing Sources (Uses):				
Transfers In				
Special Revenue Subfund	-	-	-	-
Administration Fund	-	-	-	-
Total Transfers In	<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>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(85,313)</u>	<u>(110,000)</u>	<u>(110,000)</u>	<u>0.0%</u>
Fund Balance - Beginning	274,252	164,252	78,939	-51.9%
Fund Balance - Ending	<u>\$ 188,939</u>	<u>\$ 54,252</u>	<u>\$ (31,061)</u>	<u>-157.3%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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



Prince George's County Special Revenue Funds: Recreation Warehouse

OVERVIEW

The Recreation Warehouse Special Revenue Fund is used to purchase recreational supplies and materials for summer and year-round community service activities and programs. Revenues are generated from the sale of supplies and materials to community service organizations. Funds are spent for supplies and materials to restock the warehouse and to provide supplies to park and recreation councils and community centers.

SUMMARY OF FY18 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
RECREATION WAREHOUSE
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2018**

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	3,098	330,000	330,000	0.0%
Charges for Services	-	-	-	-
Rentals and Concessions	-	-	-	-
Interest	1,469	1,700	2,000	17.6%
Miscellaneous	2,969	-	-	-
Total Revenues	<u>7,537</u>	<u>331,700</u>	<u>332,000</u>	<u>0.1%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	(182,464)	331,700	332,000	0.1%
Other Services and Charges	222,535	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>40,071</u>	<u>331,700</u>	<u>332,000</u>	<u>0.1%</u>
Excess of Revenues over Expenditures	<u>(32,534)</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>
Transfers In/(Out)-				
Capital Project Funds	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(32,534)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>1,000,339</u>	<u>1,001,539</u>	<u>967,805</u>	<u>-3.4%</u>
Fund Balance - Ending	<u>\$ 967,805</u>	<u>\$ 1,001,539</u>	<u>\$ 967,805</u>	<u>-3.4%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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



Prince George's County Special Revenue Funds: Patuxent Outdoor Programs and Special Conservation Projects

OVERVIEW

This Special Revenue Fund provides a supplemental funding mechanism to generate proceeds for special outdoor-outreach programs and conservation projects for at-risk youth and other program participants; provide innovative outdoor environmental and educational programs; and support nature and conservation related activities. Revenues are generated from donations; sales of books, maps, fishing licenses, and gift shop merchandise; program fees and charges; rentals; and special events. Funds are used for non-budgeted conservation and environmental programs and projects and include merchandise for resale, conservation project supplies, clinic charges, and duck blinds.

SUMMARY OF FY18 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 2018**

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	483	3,000	3,000	0.0%
Charges for Services	30,529	24,000	24,000	0.0%
Rentals and Concessions	67,933	68,000	68,000	0.0%
Interest	880	900	1,100	22.2%
Miscellaneous	9,721	20,000	20,000	0.0%
Total Revenues	109,546	115,900	116,100	0.2%
Expenditures by Major Object:				
Personnel Services	34,271	43,300	43,300	0.0%
Supplies and Materials	10,702	34,200	34,200	0.0%
Other Services and Charges	7,696	32,000	32,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	52,669	109,500	109,500	0.0%
Excess of Revenues over Expenditures	56,877	6,400	6,600	3.1%
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	56,877	6,400	6,600	3.1%
Fund Balance - Beginning	215,190	221,090	278,467	26.0%
Fund Balance - Ending	\$ 272,067	\$ 227,490	\$ 285,067	25.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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



Prince George's County

Special Revenue Funds: General Contributions

OVERVIEW

This Special Revenue Fund provides funding for facilities and leisure activities for the benefit and enjoyment of County residents. This fund serves as a depository for contributions or donations to a living memorial for a loved one, friend, or outstanding citizen; beautifying park property with additional landscaping and other amenities; and restoring carousel animals. Revenues are received from public, private, and corporate contributions/donations including revenues from our established Commemorative Gifts Program. Revenues also are received from cell tower agreements with telecommunications companies. Funds are used to offset the cost of tree purchases or related landscape features; carousel restoration; purchase of equipment, supplies, and capital outlay items; and for other designated uses.

SUMMARY OF FY18 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
GENERAL CONTRIBUTIONS**
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	%
				Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	44,505	41,000	41,000	0.0%
Interest	2,980	3,100	3,700	19.4%
Miscellaneous	7,943	10,000	10,000	0.0%
Total Revenues	<u>55,428</u>	<u>54,100</u>	<u>54,700</u>	<u>1.1%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	5,791	75,000	75,000	0.0%
Other Services and Charges	25,963	450,000	450,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>31,754</u>	<u>525,000</u>	<u>525,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>23,674</u>	<u>(470,900)</u>	<u>(470,300)</u>	<u>-0.1%</u>
Other Financing Sources (Uses):				
Transfers In				
Special Revenue Subfund	-	-	-	-
Administration Fund	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-				
Special Revenue Subfund	-	-	-	-
Capital Project Funds	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>23,674</u>	<u>(470,900)</u>	<u>(470,300)</u>	<u>-0.1%</u>
Fund Balance - Beginning	895,637	424,237	448,411	5.7%
Fund Balance - Ending	<u>\$ 919,311</u>	<u>\$ (46,663)</u>	<u>\$ (21,889)</u>	<u>-53.1%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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



Prince George's County

Special Revenue Funds: Seized Money Escrow

OVERVIEW

The Seized Money Escrow provides a supplemental funding mechanism to capture proceeds to support drug enforcement training and education. This fund is governed by Article 27, Section 297 of the Annotated Code of Maryland entitled, "The Controlled Dangerous Substance Act." Revenues consist of local seizures of monies by patrol officers, as well as found monies and monies kept for safekeeping. Funds are used for training and educational materials used to promote drug awareness and education.

SUMMARY OF FY18 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 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	%
				Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	-	-	-	-
Interest	82	-	-	-
Miscellaneous	1,593	6,000	6,000	0.0%
Total Revenues	1,675	6,000	6,000	0.0%
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	-	5,000	5,000	0.0%
Other Services and Charges	-	8,000	8,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	-	13,000	13,000	0.0%
Excess of Revenues over Expenditures	1,675	(7,000)	(7,000)	0.0%
Other Financing Sources (Uses):				
Transfers In				
Administration Fund	-	-	-	-
Total Transfers In	-	-	-	-
Transfers In/(Out)-				
Capital Project Funds	-	-	-	-
Total Transfers (Out)	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,675	(7,000)	(7,000)	0.0%
Fund Balance - Beginning	25,310	18,310	19,985	9.1%
Fund Balance - Ending	\$ 26,985	\$ 11,310	\$ 12,985	14.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

- None



Prince George's County

Special Revenue Funds: Special Historic Projects and Programs

OVERVIEW

This Fund provides a supplemental funding mechanism to support archaeological studies, publication of historical documents and research, exhibits on museum artifacts and curators' collections, and historical programs and activities at select historic sites, including Dorsey Chapel and Mt. Calvert. Revenues are generated through admission fees, rentals, donations, publication sales, and special event charges at these historic sites. Funds are used for programs and projects designed to enhance these historic structures.

SUMMARY OF FY18 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 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	%
				Change
Revenues:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	39,410	45,000	45,000	0.0%
Charges for Services	62,458	52,000	52,000	0.0%
Rentals and Concessions	38,384	30,000	30,000	0.0%
Interest	1,553	1,600	2,100	31.3%
Miscellaneous	12,066	24,500	24,500	0.0%
Total Revenues	<u>153,871</u>	<u>153,100</u>	<u>153,600</u>	<u>0.3%</u>
Expenditures by Major Object:				
Personnel Services	70,916	61,800	62,800	1.6%
Supplies and Materials	38,037	58,800	58,800	0.0%
Other Services and Charges	29,661	32,000	32,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>138,614</u>	<u>152,600</u>	<u>153,600</u>	<u>0.7%</u>
Excess of Revenues over Expenditures	<u>15,257</u>	<u>500</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):				
Transfers In				
Administration Fund	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-				
Capital Project Funds	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>15,257</u>	<u>500</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	<u>463,356</u>	<u>463,356</u>	<u>479,113</u>	<u>3.4%</u>
Fund Balance - Ending	<u>\$ 478,613</u>	<u>\$ 463,856</u>	<u>\$ 479,113</u>	<u>3.3%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

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



Prince George's County Special Revenue Funds: Interagency Agreements

OVERVIEW

The Special Revenue Fund for interagency agreements includes revenues and associated expenses from other agencies and government(s) for work the Commission performs on a "reimbursement-for-service" basis. For example, the Commission maintains agreements with the Prince George's County Department of Public Works and Transportation to assist with snow removal from County roads.

SUMMARY OF FY18 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2018**

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Revenues:				
Intergovernmental	\$ 456,016	\$ 950,000	\$ 950,000	0.0%
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	-	-	-	-
Interest	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues	<u>456,016</u>	<u>950,000</u>	<u>950,000</u>	<u>0.0%</u>
Expenditures by Major Object:				
Personnel Services	361,586	700,000	700,000	0.0%
Supplies and Materials	-	-	-	-
Other Services and Charges	94,430	250,000	250,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>456,016</u>	<u>950,000</u>	<u>950,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	-	-	-	-
Other Financing Sources (Uses):				
Transfers In				
Administration Fund	-	-	-	-
Total Transfers In	-	-	-	-
Transfers In/(Out)-				
Capital Project Funds	-	-	-	-
Total Transfers (Out)	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY18 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 FY18 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 FY18 budget assumes no ALARF property tax because no debt service payment is anticipated.

On July 1, 1970, the Commission issued bonds in the amount of \$3,270,000 to initially establish the size of the ALARF, and increased the size of the ALARF in 1972 by issuing \$2,200,000 in bonds. The Commission then issued bonds in the amount of \$5,000,000 in June 1990. The first two bond issues have been paid off, and a portion of the 1990 bond issue was refunded in FY96 at a lower interest rate. The Commission established a debt service fund to pay the principal and interest payments on outstanding bond issues using proceeds from the property tax levy. For FY18, debt service is not anticipated because bonds were paid off in FY11.

Since the Commission cannot fully anticipate the future needs and requests of other governmental agencies for specific acquisitions, the Commission proposes, in accordance with its authority as prescribed the Maryland Annotated Code, Land Use Article to expend the entire balance in the ALARF for Advance Land purchases. Since, by law, the County Council has final approval for all land acquisitions by the ALARF, the proposed expenditures from this fund should serve as an estimate only. If no request for land acquisition comes from other agencies and the Commission does not make subsequent purchases, the proposed expenditures will not be made, and therefore will not affect fund balance. Total appropriated funds for the Advance Land Acquisition Revolving Fund for FY18 are \$226,791



Prince George's County Advance Land Acquisition Funds

SUMMARY OF FY18 PROPOSED BUDGET

PRINCE GEORGE'S ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Revenues:				
Property Taxes	\$ 774	\$ -	\$ -	-
Intergovernmental -				
Federal	-	-	-	-
State	-	-	-	-
County - Grant	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	-	-	-	-
Interest	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues	<u>774</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges-Contribution	774	-	-	-
Debt Service -	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>774</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):				
Transfers In:				
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers (Out):				
Capital Projects Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<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 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Revenues:				
Property Taxes	\$ -	\$ -	\$ -	-
Intergovernmental -				
Federal	-	-	-	-
State	-	-	-	-
County - Grant	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	-	-	-	-
Interest	28,899	20,000	-	-100.0%
Miscellaneous (Contributions)	774	-	-	-
Total Revenues	<u>29,673</u>	<u>20,000</u>	<u>-</u>	<u>-100.0%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Capital Outlay	(84,000)	784,935	226,791	-71.1%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>(84,000)</u>	<u>784,935</u>	<u>226,791</u>	<u>-71.1%</u>
Excess of Revenues over Expenditures	<u>113,673</u>	<u>(764,935)</u>	<u>(226,791)</u>	<u>-70.4%</u>
Other Financing Sources (Uses):				
Transfers In:				
Total Transfers In	-	-	-	-
Transfers (Out):				
ALA Debt Service Funds	-	-	-	-
Total Transfers (Out)	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>113,673</u>	<u>(764,935)</u>	<u>(226,791)</u>	<u>-70.4%</u>
Total Net Position - Beginning	<u>9,244,935</u>	<u>764,935</u>	<u>226,791</u>	<u>-70.4%</u>
Total Net Position - Ending	<u>\$ 9,358,608</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



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 FY18 PROPOSED BUDGET

The FY18 proposed budget includes debt service on an expected \$33 million issue in the spring of 2017.

SUMMARY OF FY18 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 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>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Debt Service -	9,637,059	11,539,571	11,053,742	-4.2%
Debt Service Principal	7,568,171	8,021,946	7,881,181	-1.8%
Debt Service Interest	1,902,586	3,367,625	3,022,561	-10.2%
Debt Service Fees	166,302	150,000	150,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>9,637,059</u>	<u>11,539,571</u>	<u>11,053,742</u>	<u>-4.2%</u>
Designated Expenditure Reserve	-	-	-	-
Excess of Revenues over Expenditures	<u>(9,637,059)</u>	<u>(11,539,571)</u>	<u>(11,053,742)</u>	<u>-4.2%</u>
Other Financing Sources (Uses):				
Refunding Bonds Issued	5,320,000	-	-	-
Premiums on Bonds Issued	876,620	-	-	-
Payment to Refunding Bond Escrow Agent	(6,157,722)	-	-	-
Transfers In/(Out)-				
Transfer from Park Fund	9,598,161	11,539,571	11,053,742	-4.2%
Total Transfers In	<u>9,598,161</u>	<u>11,539,571</u>	<u>11,053,742</u>	<u>-4.2%</u>
Transfer to CIP	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>9,637,059</u>	<u>11,539,571</u>	<u>11,053,742</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>
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Prince George's County Debt Service Requirements for FY18

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

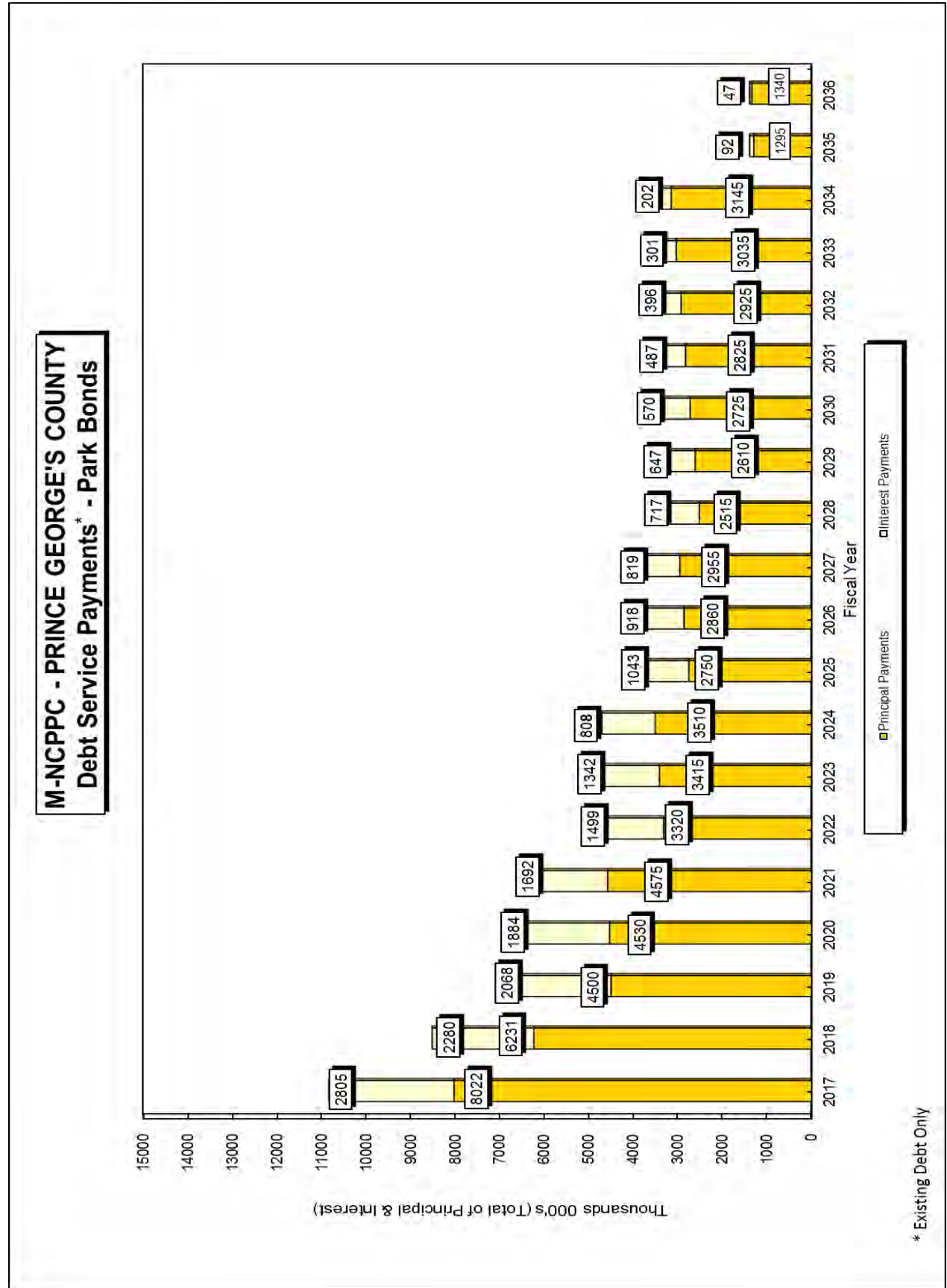
PRINCE GEORGES COUNTY

DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2018

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/17	FY 2018 Payments			
						Principal	Interest	Total	
KK-2 Park Acquisition and Development	3.2004%	04/10/08	05/01/18	17,300,000	1,856,181	1,856,181	59,405	1,915,586	-
NN-2 Park Acquisition and Development Reunding Bond	2.4212%	03/04/10	05/01/21	14,080,000	5,465,000	1,395,000	163,950	1,558,950	4,070,000
*PG 2012-A Park Acquisition and Development Reunding Bond	1.8735%	06/07/12	01/15/24	11,420,000	6,135,000	910,000	249,225	1,159,225	5,225,000
PGC 2014 Park and Acquisition and Development Bond	2.8363%	06/05/14	12/01/23	26,565,000	23,385,000	985,000	849,162	1,834,162	22,400,000
PGC 2015A Park and Acquisition and Development Bond	2.5817%	10/15/15	01/15/36	24,820,000	24,220,000	1,085,000	958,319	2,043,319	23,135,000
Proposed Park Bond				33,000,000	33,000,000	1,650,000	742,500	2,392,500	31,350,000
Insurance Costs				127,185,000	94,061,181	7,881,181	3,022,561	10,903,742	86,180,000
Total Park Fund Debt Service							150,000	11,053,742	86,180,000



Prince George's County Debt Service Payments - Park Bonds



Prince George's County Risk Management Internal Service Fund

MISSION AND OVERVIEW

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

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

For specialized services related to third party reviews of workers' compensation/liability claims and participation in group insurance, the Commission participates in a self-insurance program administered by the Montgomery County Government (MCSIP). This program is open to the Commission as a bi-county organization. Participation in MCSIP offers cost effective, independent claims adjudication services, and group discounts on commercial insurance policies for areas of general liability, real and personal property, police professional liability, automobile liability, and public official liability. Participation in MCSIP is reflected in the budget through external administration fees. Separate from MCSIP, the Commission also purchases insurance for various surety bonds, police horses, catastrophic losses, and blanket coverage for other specialized programs. The Commission handles its own litigation and representation on liability and workers' compensation claims to enable better control of the outcome from these efforts. The Legal Department charges the Fund for these legal services.

Staffing

For FY18, the Risk Management and Workplace Safety Office is staffed by three safety specialists, a workers' compensation specialist, a liability specialist, risk manager, and a shared administrative support position. A small amount of the Division Chief's time is directly charged to the Fund and some fiscal oversight by the Executive Director and Corporate Budget team is charged back to the Risk Management program. This fund presently includes 6 positions and 6.8 workyears.

FY17 PROGRAM ACCOMPLISHMENTS

- Comprehensive assessments of site-specific emergency action protocols for all agency facilities.
- Developed and conducted monthly position-specific safety trainings for maintenance and trades personnel.
- Designed and implemented accident reduction strategies for work units with high percentage of claims including maintenance/trades/construction activities.



Prince George's County

Risk Management Internal Service Fund

- Continued comprehensive examination of workers' compensation and liability claims for accident reduction and enhanced return-to-work strategies.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY18 PROPOSED BUDGET

Each year, the Risk Management budget is developed to establish necessary funding levels for projected future claims, insurance costs, personnel costs, and external administration fees. Claims expenses include paid claims, incurred but not reported claims estimates, and claim reserves. While the Commission subrogates its claims to offset losses and applies for reimbursements from the Federal Emergency Management Administration (FEMA), these recoveries are not budgeted as a revenue source to this Fund, but are returned directly to the affected departments after being received.

Total proposed FY18 agency-wide expenses are \$8,358,484. After the application of unrestricted fund balance and interest income (explained further below in greater detail), the total funding needs are adjusted to \$6,493,700.

The FY18 proposed expenses of \$8,358,484 reflect a 6% increase from the FY17 adopted budget levels of \$7,852,500. These expenses are comprised of three components. The largest component (65%) is related to costs for workers' compensation and liability claims. By nature, this expense can vary significantly year-to-year, based on the number, severity, and complexity of claims filed. As the Commission participates in the Montgomery County Government Self Insurance Program (MCSIP) for claim management services, we employ an actuarial consultant (AON) to review historical losses and determine our projected costs. The FY18 increases are primarily attributed claims experience and an adjusted actuarial approach that utilizes a historical average of claims data to project future costs. This approach, which is commonly referred to as "smoothing", is used to minimize volatility in projected claims costs.

Proposed Expenses for Prince George's County: The FY18 proposed expense for Prince George's County funded operations is \$4,998,544. After the application of \$1,171,344 in available fund balance and \$75,000 of interest income, the proposed funding level is adjusted down to \$3,752,200. The FY18 funding level represents 0.1% increase from the FY17 adopted budget, due to projected claims expenses, use of fund balance, and adjustments to the internal administrative cost which includes additional funding for training, adjustments related to position reclassification study, adjusted chargeback model, and recognition of EOB rent.

- Proposed funding is allocated as follows: 70% (or \$2,630,600) to the Parks Fund; 24% (or \$900,600) to the Recreation Fund; 3% (or \$112,200) to the Enterprise Fund; and 3% to the Planning Department (or \$102,900). A nominal amount is attributed to CAS (or \$5,900).

FY18 PROGRAM PRIORITIES

- Design and implement loss mitigation through risk assessments/protocols, safety programs, insurance, and loss transfer.
- Conduct regular audits of claims managements to promote cost effectiveness, coordinated return to work strategies, and proper case reserves.
- Develop and implement specialized training to address frequent causes of accidents/injuries.



Prince George's County Risk Management Internal Service Fund

- Continue to perform comprehensive assessment of site-specific emergency action protocols for all agency facilities.
- Develop and conduct monthly position-specific safety trainings for maintenance and trades personnel.

BUDGET AT A GLANCE

	FY17 <u>Adopted</u>	FY18 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County				
Budget				
Expenditures	\$3,235,155	\$3,359,940	3.9%	40.2%
Prince George's County				
Budget				
Expenditures	\$4,617,255	\$4,998,544	8.3%	59.8%
Combined Department Total				
Budget				
Expenditures	\$7,852,410	\$8,358,484	6.4%	100.0%

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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>RISK MANAGEMENT - PGC</u>						
Full-Time Career	3.00	3.15	3.00	3.40	3.00	3.40



Prince George's County Risk Management Internal Service Fund

SUMMARY OF FY18 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 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues:				
Charges for Services:	\$	\$	\$	
Parks	2,724,100	2,587,500	2,630,600	1.7%
Recreation	1,047,100	905,800	900,600	-0.6%
Planning	165,400	93,500	102,900	10.1%
CAS	4,700	4,800	5,900	22.9%
Enterprise	248,300	155,700	112,200	-27.9%
Miscellaneous (Claim Recoveries, etc.)	391,844	-	-	-
Total Operating Revenues	<u>4,581,444</u>	<u>3,747,300</u>	<u>3,752,200</u>	<u>0.1%</u>
Operating Expenses:				
Personnel Services	399,798	460,855	484,459	5.1%
Supplies and Materials	31,053	27,500	30,000	9.1%
Other Services and Charges:				
Insurance Claims:				
Parks	2,173,222	2,253,100	2,435,800	8.1%
Recreation	716,740	683,900	739,100	8.1%
Planning	8,755	73,000	97,200	33.2%
CAS	15,639	7,200	7,500	4.2%
Enterprise	130,084	131,400	142,000	8.1%
Misc., Professional services, etc.	819,731	735,800	788,594	7.2%
Depreciation & Amortization Expense	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	282,613	244,500	273,891	12.0%
Total Operating Expenses	<u>4,577,635</u>	<u>4,617,255</u>	<u>4,998,544</u>	<u>8.3%</u>
Operating Income (Loss)	<u>3,809</u>	<u>(869,955)</u>	<u>(1,246,344)</u>	<u>43.3%</u>
Nonoperating Revenue (Expenses):				
Interest Income	74,759	70,000	75,000	7.1%
Interest Expense, Net of Amortization	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>74,759</u>	<u>70,000</u>	<u>75,000</u>	<u>7.1%</u>
Income (Loss) Before Operating Transfers	<u>78,568</u>	<u>(799,955)</u>	<u>(1,171,344)</u>	<u>46.4%</u>
Operating Transfers In (Out):				
Transfer In	786,140	-	-	-
Transfer (Out)	(786,140)	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	78,568	(799,955)	(1,171,344)	46.4%
Total Net Position - Beginning	11,737,438	10,948,674	11,016,051	0.6%
Total Net Position - Ending	<u>\$ 11,816,006</u>	<u>\$ 10,148,719</u>	<u>\$ 9,844,707</u>	<u>-3.0%</u>
Designated Position	5,513,000	5,751,928	5,638,161	-2.0%
Unrestricted Position	6,303,006	4,396,791	4,206,546	-4.3%
Total Net Position, June 30	<u>\$ 11,816,006</u>	<u>\$ 10,148,719</u>	<u>\$ 9,844,707</u>	<u>-3.0%</u>

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

Parks	\$ 504,337	\$ 466,700	\$ 492,100	5.4%
Recreation	156,936	141,600	149,300	5.4%
Planning	16,407	15,100	19,600	29.8%
CAS	1,424	1,500	1,500	0.0%
Enterprise	34,241	27,200	28,700	5.5%
Total	<u>\$ 713,345</u>	<u>\$ 652,100</u>	<u>\$ 691,200</u>	<u>6.0%</u>

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



Prince George's County Capital Equipment Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. All equipment is financed on a tax exempt basis, resulting in considerable interest savings. The participating departments are charged an annual rental payment based on the life of the equipment.

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

The financing authority of the CEISF may be carried over from year to year. This means that if the total authorized amount of financing is not utilized during a particular fiscal year any remaining funding may be carried over to succeeding fiscal years. Approval of the budget gives the Commission's Secretary-Treasurer and other officers authority to carry out financing for this fund at such time and on such terms as is believed to be advantageous to the Commission without additional action by the Commission or by a Planning Board.

For FY18, the Commission proposes the purchase and financing of \$1,783,300 in capital outlay expenses in the CEISF. In FY18, the CEISF will charge \$1,937,627 to Prince George's County departments and CAS for equipment, consisting primarily of wiring infrastructure upgrades and VOIP Unified Messaging Phone System upgrade. Total expenditures are estimated at \$2,463,842. This includes \$1,783,300 in capital outlay. This consists of \$1,533,300 for Parks and Recreation for vehicles and equipment; and \$250,000 for Finance for SAN replacement and other IT needs.



Prince George's County Capital Equipment Internal Service Fund

SUMMARY OF FY18 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues:				
Charges to Departments				
-Parks & Recreation - Park Fund	\$ 2,584,000	\$ 1,533,300	\$ 1,824,627	19.0%
-Finance	74,150	101,650	113,000	11.2%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-
Total Operating Revenues	2,658,150	1,634,950	1,937,627	18.5%
Operating Expenses:				
Personnel Services	-	-	-	-
Supplies and Materials	43,910	-	-	-
Other Services and Charges:	101,784	-	-	-
Debt Service:				
Debt Service Principal	-	695,400	515,450	-25.9%
Debt Service Interest	-	179,650	133,150	-25.9%
Depreciation & Amortization Expense	788,911	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	1,520,000	1,783,300	17.3%
Other Classifications	-	-	-	-
Chargebacks	19,700	4,881	31,942	554.4%
Total Operating Expenses	954,305	2,399,931	2,463,842	2.7%
Operating Income (Loss)	1,703,846	(764,981)	(526,215)	-31.2%
Nonoperating Revenue (Expenses):				
Debt Proceeds	-	1,520,000	1,783,300	17.3%
Interest Income	4,939	2,000	3,000	50.0%
Interest Expense, Net of Amortization	-	-	-	-
Loss on Sale/Disposal Assets	(40,601)	-	-	-
Total Nonoperating Revenue (Expenses):	(35,662)	1,522,000	1,786,300	17.4%
Income (Loss) Before Operating Transfers	1,668,184	757,019	1,260,085	66.5%
Operating Transfers In (Out):				
Transfer In	-	-	-	-
Transfer (Out)	-	-	-	-
Net Operating Transfer	-	-	-	-
Change in Net Position	1,668,184	757,019	1,260,085	66.5%
Total Net Position - Beginning	3,979,917	3,216,849	6,405,120	99.1%
Total Net Position - Ending	\$ 5,648,101	\$ 3,973,868	\$ 7,665,205	92.9%
Note: Future Financing Plans				
Capital equipment financed for Parks and Rec		\$ 1,270,000	\$ 1,533,300	
Capital equipment financed for Finance Dept.		250,000	250,000	

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



Prince George's County

Commission-wide CIO & IT Initiatives Internal Service Fund

MISSION

The Chief Information Officer (CIO) reports to the Executive Committee to ensure Commission-wide focus on technology systems. The CIO is responsible for strategic planning for the enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the Commission's Chief Technology Security Officer. The Office of the CIO (OCIO) has its own office space in the Executive Office Building in the suite of the Office of the Executive Director.

Executive Overview

Working in collaboration with the Chief Technology Officers of each department and the Information Technology Council the Office of the Chief Information Officer (OCIO) has submitted the FY 18 budget with the following highlights.

Fiscal year 2017 (FY17) has seen continued success in identifying required policy enhancements in the face of increased information technology security threats and breaches. The OCIO recruited two Project Managers in our endeavor to establish the Project Management Office (PMO.) The Project Managers hit the ground running on learning the Commission's technology landscape, getting started with IT Project priorities and preparing PMO related formalities. Several project monitoring and tracking tools are being reviewed and soon a final selection will be made. The OCIO worked closely with the Office of Internal Audit to review of our information technology environment and the policies that govern it, identified gaps and made recommendations. Our focus is to ensure that the integrity and confidentiality of Commission's data is protected under all circumstances. A comprehensive security assessment will be carried out and recommendations will be promptly implemented to ensure that the Commission's environment is able to face all types of threats in the increasingly changing technology environment. Additionally, working with the Information Technology Council we are setting project priorities to ensure that projects are aligned with Commissions goals and objectives.

OCIO Budget Overview

The proposed FY18 expenditure budget is \$1,087,133 representing a \$314,611 (40.73%) increase from the FY17 adopted levels. This is mainly due to new positions to support the OCIO to move projects forward that are essential to achieve business excellence in line of Commissions objectives and goals. Prince George's portion of this budget is \$630,617.

Commission-wide IT Initiatives

The budget request for the IT Initiatives was developed with the Chief Technology Officers and was vetted and approved by the Information Technology Council. The OCIO requests authority to spend \$ 1,590,400 in FY18. This consists of \$1,395,000 for new projects, and \$195,400 for debt service for the Alliance Security System replacement that budgeted in FY17 and debt funded. The planned projects are:

- Microsoft Licenses – Annual enterprise agreement
- Kronos – Annual Cloud hosting and related services
- Adobe - Annual enterprise agreement
- Website – Annual hosting and support
- Security Assessment – Annual assessment



Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

In addition, the IT Council approved three additions to the FY18 work plan – all funded with from previously appropriated funds:

- ERP – Enhancements
- EAM – Enhancements
- Active Directory, Phase 4

Base Budget increases consist primarily of full costs of newly filled positions, increased pension costs, and the new charge for the Office's use of EOB space. By comparison the adopted budget for FY17 initiatives was \$ 2,290,000.

Proposed Changes consist of:

1. IT Security Officer (6 months – mid-year hire) - The addition of the IT Officer position is essential to securing and safeguarding Commission's data. The IT Security Officer Position (ITSO) serves as a resource regarding matters of information security and reports the status of ongoing information security activities to the CIO and IT Council
2. IT business Systems Analyst - The Analyst will be instrumental in proficiently vetting requirements and transforming them into technical requirements. This role will assist in defining and forming new ERP and EAM related improvement requirements and managing all the technical implementation lifecycle in the PMO office.
3. Convert the part time Admin Support position to a Full time position. The OCIO has added professional training for the new staff – To ensure that the OCIO office is staffed with an administrative staff of the right caliber to carry out technology related duties well beyond the typical administrative tasks.



Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

SUMMARY OF FY18 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY COMMISSION-WIDE CIO & IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues:				
Charges to Departments/Funds				
DHRM	\$ 14,845	\$ 12,442	\$ 25,972	108.7%
CIO	-	-	2,500	-
Finance	23,386	57,367	88,013	53.4%
Legal	9,455	7,868	19,015	141.7%
Internal Audit	300	250	6,674	2569.6%
Parks & Recreation - Park Fund	156,906	410,206	684,629	66.9%
Parks & Recreation - Recreation Fund	104,491	357,691	585,453	63.7%
Planning	70,080	429,280	279,219	-35.0%
Enterprise	6,700	6,700	6,700	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-
Total Operating Revenues	386,163	1,281,804	1,698,175	32.5%
Operating Expenses:				
Personnel Services	56,914	338,547	494,618	46.1%
Supplies and Materials	20,799	2,939	27,856	847.8%
Other Services and Charges:	494,906	1,532,102	1,008,843	-34.2%
Debt Service:				
Debt Service Principal	-	-	125,016	-
Debt Service Interest	-	-	32,281	-
Depreciation & Amortization Expense	112,810	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Operating Expenses	685,429	1,873,588	1,688,614	-9.9%
Operating Income (Loss)	(299,266)	(591,784)	9,561	-101.6%
Nonoperating Revenue (Expenses):				
Debt Proceeds	-	516,000	-	-100.0%
Interest Income	8,218	-	-	-
Interest Expense, Net of Amortization	-	-	-	-
Loss on Sale/Disposal Assets	(9,715)	-	-	-
Total Nonoperating Revenue (Expenses):	(1,497)	516,000	-	-100.0%
Income (Loss) Before Operating Transfers	(300,763)	(75,784)	9,561	-112.6%
Operating Transfers In (Out):				
Transfer In	-	-	-	-
Transfer (Out)	(120,205)	-	-	-
Net Operating Transfer	(120,205)	-	-	-
Change in Net Position	(420,968)	(75,784)	9,561	-112.6%
Total Net Position - Beginning	2,909,429	2,575,672	2,412,677	-6.3%
Total Net Position - Ending	\$ 2,488,461	\$ 2,499,888	\$ 2,422,238	-3.1%

Note: Future Financing Plans

Capital equipment financed for IT Initiatives \$ 516,000

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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
CIO/CWIT						
Full-Time Career	1.50	1.50	1.50	1.50	3.00	3.00
Part-Time Career	0.50	0.25	0.50	0.25	-	-
Career Total	2.00	1.75	2.00	1.75	3.00	3.00



Prince George's County

Commission-wide Executive Office Building Internal Service Fund

MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for expenses related to housing Central Administrative Services (CAS) operations which include departments of Finance, Legal, Human Resources and Management; the Internal Audit Division; the Office of the Chief Information Officer; and the Merit System Board.

All CAS operations, with the exception of the Office of Internal Audit, are located primarily within the Executive Office Building (EOB) at 6611 Kenilworth Avenue in Riverdale, Maryland. The EOB facility, which was built 1968, serves as the headquarters for bi-County support to the agency.

The EOB also houses the Employees' Retirement System, and the Prince George's County Parks and Recreation Department's Information Technology and Communications Division and the Park Planning and Development Engineering Section, all of which help offset the operations costs for EOB. The Office of Internal Audit is located at an offsite leased spaced due to space shortages within the EOB building.

The EOB proposed budget supports two employees who are responsible for the daily maintenance, repair, and operation of the EOB facility and surrounding property. Staff also provides support to offsite Internal Audit Offices. Major maintenance projects include repair/replacement of failing mechanical systems, reconstruction/renovations due to routine use, maintenance of security systems, and, compliance with regulatory and workplace safety standards (e.g. fire, elevator, electrical, OSHA, MOSH, EPA, and the Americans with Disability Act), emergency preparedness, planned lifecycle asset replacement, and fleet vehicle oversight.

Staffing

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

HIGHLIGHTS AND MAJOR CHANGES IN FY18 PROPOSED BUDGET

For FY18, the EOB budget is \$1,577,000. After use of fund balance of \$220,000 to address critical, non-routine repairs, the budget reflects a 13.6% increase.

The EOB was built in 1968. Because it is nearly 50 years old, with many original systems and design elements, it poses a number of structural, operational, and space design challenges. A feasibility study was launched with a consultant, Environmental Management Group Corporation (EMG), to determine the long-term viability and cost/benefit comparison of remaining in EOB vs. relocation. EMG specializes in real estate life cycle planning and management.

The feasibility study includes four phases. The initial phases of the feasibility study evaluated immediate needs that must be addressed - regardless of the decision to remain in the present EOB building or relocate. The secondary phases, which are underway, identify viable long term recommendations based on the cost/benefit analysis of remaining at EOB over the next 20 years (with needed improvements) versus other lease/purchase options that are conveniently located to operating departments/vendors/ and other customers, as well as public transit.

While viable alternates are being identified, repairs and maintenance on the EOB largely have focused on the most critical items identified through a comprehensive property assessment study.



Prince George's County Commission-wide Executive Office Building Internal Service Fund

The study identified immediate repairs to mechanical systems, roofing, elevators, HVAC, and fire protection systems which were needed to address failing systems, service interruptions, and compliance with building codes and safety regulations (e.g., fire, elevator, electrical, federal OSHA, MOSH, EPA, and the ADA). Many systems were found to be original to the building and had far exceeded their expected life cycle use. Others had not been adequately maintained during the prior 15 years of occupancy, thus necessitating immediate attention.

Unless relocation is found to be a viable option, the FY18 budget presents needed funding to implement more substantive structural and other repairs to EOB that were identified by EMG. In the short term, the budget must be increased for multiyear capital improvement projects, including replacement of the external curtain wall which has significantly deteriorated (additional details on next page).

- **Revenue to the Fund:**

Revenue to the fund is provided annually through operational occupancy charges to the tenant departments/operations based on allocated space. The occupancy rate is based on the per square footage cost from anticipated costs to operate the building, ensure a clean/safe and secure worksite for occupants and visitors, and address planned repairs and maintenance to the building. The cost per square foot covers facility maintenance and repairs, mechanical systems, janitorial services, security and electronic access systems, and grounds maintenance.

The proposed budget includes an occupancy rate adjustment of 13% (from \$22.97 to \$26.00/sq. ft.) and use of \$220,000 in fund balance.

- \$1,352,000 is projected from occupancy revenue,
- \$5,000 in interest income, and
- \$220,000 from the use of fund balance.

- **Expenditures in the Fund:**

- Personnel Services: The EOB/CAS Facility Operations are maintained by two facilities staff (facility superintendent and maintenance helper) who manage day to day operations of the building on mechanical systems, perform the majority of needed repairs, and address occupant concerns. Extensive and daily maintenance is required to operate a multi-story building and its grounds, thus requiring the facilities staff to focus primarily on technical repairs, testing and maintenance.
- Supplies and Materials: This category covers building supplies and parts, HVAC refrigerant and lubricants, and technology/security software/supplies (badges, key cards, etc.). Supplies increased \$14,000 to reflect ongoing and planned maintenance needs.
- Other Services and Charges (OSC): This component includes expenses for utilities, maintenance of major mechanical, janitorial, and operating services (elevator, HVAC, electrical, roofing), building repairs/improvements, and chargebacks. Expenses in this category increased 8% (\$47,170) primarily due to needed repairs and upgrades (e.g., upgrading electrical components and repairs to exterior structural cracks).
- Capital Projects: This category includes capital expenses for structural building improvements, machinery, and equipment (boilers, generators, etc.). Expenses in this category increased by \$330,880. Costs include funding for the first phase of curtain wall



Prince George's County Commission-wide Executive Office Building Internal Service Fund

replacement, which is estimated at \$500,000 by consultant EMG. The total increase was offset by savings accomplished by heavier reliance on skilled internal facilities staff to conduct some machinery and equipment updates.

FY18 Priorities and Major Known Commitments

The FY18 Budget covers the ongoing maintenance, operation, and regular repairs of CAS facility operations. Due to the aging infrastructure of the EOB, the budget also includes phased in, critical structural improvements to the EOB facility, as identified by the previously mentioned comprehensive facility study. Significant planned projects in FY18 are highlighted below.

- **Curtain Window Replacement (\$500,000 Capital Projects):** The exterior walls of the EOB are constructed using a curtain wall design (single pane glass windows and metal mounts set in concrete masonry frames). The curtain wall is original to the building, which was constructed in 1968. Over the years, the life of the windows has been extended through periodic repairs to broken/damaged glass and window seals. However, repairs have become less effective with the continued aging and deteriorating of the curtain wall. The independent facility assessment, conducted by consultant EMG, identified that the curtain wall has well exceeded its useful life of 35 years, and requires immediate replacement due to structural concerns including bowing of window frames, damaged mortar, and cracked windows/seals. The replacement of the window curtain will address these issues and provide enhanced energy efficiency.
- **Planned Building Improvements (\$120,000 Capital Outlay):** Much of the electrical system is original to the building's construction. While critical repairs are being addressed, more significant reconfiguration is needed to support current operations and enhance safety. Other required modifications include ensuring continued compliance with the ADA and building/local codes, as well as mechanical upgrades of operating systems that have surpassed their life cycle and require an increasing number of repairs. Additionally, repairs and renovations will be needed to repurpose spaces currently being used by one of the building tenants that is planning to relocate to a different facility in FY18.
- **HVAC (\$42,880 Capital Outlay):** The EOB building was designed to allow work spaces to be located primarily along perimeter walls. However, space shortages have required us to repurpose other areas located in the core building space. This has resulted in notable heating/ventilation concerns, including stagnant airflow, inconsistent heating/cooling, variable moisture levels, and inefficient use of energy.

The FY18 program will include continued phased-in replacement of aging perimeter window HVAC units. These units have exceeded their life cycle and require an increasing number of repairs. Furthermore, the units rely on Freon 22 as the cooling agent. The EPA has established a mandate to phase out the use of this type of Freon. All manufacturers of air conditioning and heating equipment are now required by law to only produce HVAC equipment that uses the new, environmentally friendly, R-410A Freon. In 2020, Freon R-22 will become completely obsolete and extinct. The phased-in replacement uses energy efficient units that will result in lower energy consumption, reduce staff time for repairs, and comply with new EPA regulations. The units will also allow us to meet the mandates of the Commission's Sustainability Policy.



Prince George's County Commission-wide Executive Office Building Internal Service Fund

SUMMARY OF FY18 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues:				
Charges for Services:	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	212,449	212,449	126,178	-40.6%
Retirement System	88,822	96,015	108,680	13.2%
Chief Information Office	-	-	59,644	-
Risk Management	-	-	54,808	-
Group Insurance	-	-	65,338	-
CAS Departments	885,976	885,976	937,352	5.8%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-
Total Operating Revenues	1,187,247	1,194,440	1,352,000	13.2%
Operating Expenses:				
Personnel Services	186,748	250,295	240,805	-3.8%
Supplies and Materials	36,012	21,500	35,500	65.1%
Other Services and Charges:	344,347	590,645	637,815	8.0%
Debt Service:				
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Depreciation & Amortization Expense	165,984	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	332,000	662,880	99.7%
Other Classifications	-	-	-	-
Chargebacks - Finance Dept.	-	-	-	-
Total Operating Expenses	733,091	1,194,440	1,577,000	32.0%
Operating Income (Loss)	454,156	-	(225,000)	-
Nonoperating Revenue (Expenses):				
Interest Income	7,181	-	5,000	-
Interest Expense, Net of Amortization	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-
Total Nonoperating Revenue (Expenses):	7,181	-	5,000	-
Income (Loss) Before Operating Transfers	461,337	-	(220,000)	-
Operating Transfers In (Out):				
Transfer In	-	-	-	-
Transfer (Out)	-	-	-	-
Net Operating Transfer	-	-	-	-
Change in Net Position	461,337	-	(220,000)	-
Total Net Position - Beginning	3,369,981	3,369,981	3,831,318	13.7%
Total Net Position - Ending	\$ 3,831,318	\$ 3,369,981	\$ 3,611,318	7.2%

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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>EXECUTIVE OFFICE BUILDING</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00



Prince George's County

Commission-wide Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include employer, employee and retiree share of insurance premiums. Medicare Part D provides a subsidy. The Flexible Spending program is also a part of this fund.

As an internal service fund, the Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The premiums paid through the operating department insurance costs constitute most of the revenue, 80%. Revenue from employee and retiree share of the premiums makes up 18% of revenue, with the Medicare subsidy and interest income making up the balance. The fund is treated as a Commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB Paygo costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed by 5 full-time positions plus a term contract position.

Highlights and Major Changes in the FY18 Proposed Budget

The Proposed FY18 expenditure budget is \$60.03 million, which reflects a 4.9 % increase over the FY17 Adopted Budget. This increase stems from claims, adjustments to chargebacks; and professional services which now reflects the Group Insurance portion of EOB rent in the amount of \$65,338 that was previously funded from the Administrative Fund.

The FY18 Proposed Budget reflects the effect of previously negotiated changes in employee health insurance cost share and the increase in retiree health insurance cost share. The administrative expenses are factored into the health insurance rates, and are paid through the premiums paid by the employer and employee.

The FY18 Proposed Budget contains a designated reserve of \$5.4 million, which is sufficient to meet the 9.0% of total operating expense reserve policy. A summary of the Proposed Budget is shown on the next page.

Essential Need

FY18 proposed budget includes converting the term contract position to a merit position. The Health and Wellness Specialist - term contract position works independently, with minimal direction from the Benefits Manager. The work is at an advanced professional level on a Commission-wide basis. This individual manages the wellness program in its entirety, performing all aspects within the program, from developing the various programs, drafting RFP's, reviewing contracts, sourcing the personnel for the various programs, creating all communications relating to the wellness programs, surveying employees, and making presentations to senior level management. As a subject matter expert this individual is assigned to highly specialized projects that are of high importance to the Commission. Development of the wellness program will lead to establishing new policies and practices.



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

The program has only been in place for a year. That is typically not enough time to see a change in medical costs, employee productivity or sick days; however, rates for the 2017 various medical and prescription plans have either stayed the same, increased minimally or decreased. This work is continuous and requires a dedicated full-time staff person to oversee the program.



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

SUMMARY OF FY18 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2018

	FY 16 Actual	FY 17 Adopted	FY 18 Proposed	% Change
Operating Revenues:				
Intergovernmental	\$	\$	\$	
EGWP Subsidy	1,034,165	1,200,000	1,769,000	47.4%
Charges for Services:				
Employer Contributions, Other	18,624	15,900	13,900	-12.6%
Employee/Retiree Contributions	10,001,553	10,137,524	10,421,294	2.8%
Employer Contributions/Premiums	36,650,990	45,795,360	47,113,812	2.9%
Miscellaneous (Claim Recoveries, etc.)	20,510	-	-	-
Total Operating Revenues	47,725,842	57,148,784	59,318,006	3.8%
Operating Expenses:				
Personnel Services	715,052	739,799	700,198	-5.4%
Supplies and Materials	15,619	50,000	50,000	0.0%
Other Services and Charges:				
Professional Services	331,810	595,000	662,203	11.3%
Insurance Claims and Fees	36,218,524	47,338,073	50,052,368	5.7%
Insurance Premiums	8,355,215	8,195,394	8,210,772	0.2%
Change in IBNR	618,267	-	-	-
Other Classifications	-	-	-	-
Chargebacks	323,740	318,518	360,386	13.1%
Total Operating Expenses	46,578,227	57,236,784	60,035,927	4.9%
Operating Income (Loss)	1,147,615	(88,000)	(717,921)	715.8%
Non-operating Revenue (Expenses):				
Interest Income	60,265	15,000	60,000	300.0%
Total Non-operating Revenue (Expenses)	60,265	15,000	60,000	300.0%
Income (Loss) Before Operating Transfers	1,207,880	(73,000)	(657,921)	801.3%
Operating Transfers In (Out):				
Transfer In	-	-	-	-
Transfer (Out)	-	-	-	-
Net Operating Transfer	-	-	-	-
Change in Net Position	1,207,880	(73,000)	(657,921)	801.3%
Total Net Position, Beginning	13,648,205	12,756,217	14,783,085	15.9%
Total Net Position, Ending	14,856,085	12,683,217	14,125,164	11.4%
Designated Position	4,168,336	4,865,127	5,403,233	11.1%
Unrestricted Position	10,687,749	7,818,090	8,721,931	11.6%
Total Net Position, June 30	\$ 14,856,085	\$ 12,683,217	\$ 14,125,164	11.4%

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

	FY 16 Actual		FY 17 Adopted		FY 18 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>COMMISSION-WIDE GROUP INSURANCE FUND</u>						
Full-Time Career	5.00	5.20	5.00	5.20	6.00	6.20
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.20	5.00	5.20	6.00	6.20
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Commissioner's Office	6.00	6.20	6.00	6.20	6.00	6.20



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Prince George's County

Appendices - Glossary

Accrual Basis of Accounting- The method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Administration Fund/Tax- Those funds approved to finance planning and administrative support activities.

Adopted Budget- The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without text.

Advance Land Acquisition Revolving Fund (ALARF)- The Revolving Fund is a source of disbursements for highways, streets, school sites and other public purposes. It was originally financed by a Bond Issuance and is serviced through a dedicated property tax. The revolving fund is maintained by reimbursements from agencies for which the Commission bought the land.

Appropriation- Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

Assessable Base- The total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue. (See Tax Rate). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

Authorized Positions- The number of positions shown by the budget in the approved personnel complement.

Balanced Budget- A budget whose revenues and other financing sources together equal the expenditures, other uses, and required funds.

Bonds- Bonds are debt and are issued for a period of more than one year. The U.S. government, local governments, water districts, companies and many other types of institutions sell bonds. When an investor buys bonds, he or she is lending money. The seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

Budget- A detailed schedule of estimated revenues and expenditures for a specified period. (See Operating Budget)

Capital Improvement Program (CIP)- A six-year program describing major real property purchases, renovation and construction projects. The **first year** of the CIP is designated the **Capital Budget**. Years two through six reflect the capital program and are subject to future modification. In Prince George's County the Commission submits its CIP to the County by January 15th every year and in Montgomery County by November 1st in every odd numbered year.

Capital Outlay- Funds in the **operating budget** for capital purchases other than land and improvements to the land, such as some furniture, vehicles, and equipment. To qualify as a capital outlay, an item must be a fixed asset and have a unit cost (the total cost to obtain one fully functioning asset) of \$10,000 or more. Capital outlay items are not as extensive as items in the Capital Budget.

Central Administrative Services (CAS)- The Commission's centralized core administrative departments (Human Resources and Management, Finance, Internal Audit, Legal, Merit System Board) that are funded jointly by Prince George's and Montgomery Counties.

Chargebacks- Charges made by a department to other departments to recover all or a portion of the costs incurred to provide a specific service to those departments. These recoveries may be within the same fund or they may be from one fund to another. The expense appears under Other Classifications in the Commission structure.

Chief Information Officer (CIO)/Commission-Wide IT Initiatives- The Commission's unit responsible for technology systems, technology security, and strategic planning for enterprise-wide IT systems.

Collective Bargaining Agreement- A legally binding contract between the Commission as an



Prince George's County

Appendices - Glossary

employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

Cost of Living Adjustment (COLA)-Funds approved by the County Councils to increase career employees' salaries to make up (sometimes in-part) for the annual change in the Cost-of-Living rate as reported by the Bureau of Labor Statistics for the Washington-Baltimore Metropolitan Area.

Debt Service- The amount of funds needed to re-pay principal and interest on outstanding bonded indebtedness.

Depreciation- Amount allocated during a financial period to amortize the cost of acquiring capital assets over the useful life of those assets.

Encumbrance- A commitment within an organization to use funds for a specific purpose; there is a legal obligation to spend in the future. Encumbrances allow organizations to recognize future commitments of resources prior to an actual expenditure. A purchase order is a typical encumbrance transaction.

Enterprise Funds- Those funds which account for the operation and maintenance of various facilities (such as golf courses and ice rinks) and services that are entirely or primarily supported by user fees. These activities are similar to businesses operated by private enterprise.

Fiscal Year (FY)- The Commission's fiscal year, extending from July 1 in one calendar year to June 30 in the next. Where only a two-digit number is shown, e.g., FY 18 the year ending June 30 of the number shown is intended. (June 30, 2018, in this case).

Fringe Benefits Costs- Funds authorized for the Commission's share of the cost of employees' social security, retirement, health and life insurance.

Fund- A set of accounts reserved for particular types of revenues and expenditures for services such as parks, planning and administration. Funds are created to assure clear compliance with the Land Use Article of the Annotated Code of Maryland, and with accounting standards and practices.

Fund Balance- Amounts left unexpended or unencumbered in a fund at the end of a fiscal year that can be used either to support budget amendments for unanticipated projects or offset revenue shortfalls in the current fiscal year, or to reduce the demand for tax revenue in the next fiscal year. Tax receipts or interest income in excess of budgeted amounts may also create fund balance.

GAAP- Generally Accepted Accounting Principles (GAAP) are the minimum standards governing financial reporting in both the public and private sector. Governments and the accounting industry recognize the GASB as the primary source of GAAP for state and local governments.

GASB- The Governmental Accounting Standards Board or GASB is an independent, private-sector, not-for-profit organization that—through an open and thorough due process—establishes and improves standards of financial accounting and reporting for U.S. state and local governments.

GASB 45- The GASB Statement 45 provides for more complete financial reporting of costs and financial obligations arising from post-employment benefits other than pensions (OPEB) as part of the compensation for services rendered by employees. Post-employment healthcare benefits, the most common form of OPEB, are a significant financial commitment for many governments. Implementation of Statement 45, requires reporting annual OPEB cost and their unfunded actuarial accrued liabilities for past service costs. Prior to Statement 45, it was typical to use a "pay-as-you-go" accounting approach to report the cost of benefits after employees retire.

General Fund- The fund used to account for all assets and liabilities of a non-profit entity except those particularly assigned for other purposes in another more specialized fund. Within the Commission's accounting, the General Fund is made up of the following five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George's Administration Fund, Prince George's Park Fund, and Prince George's Recreation Fund.

Governmental Funds- All funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Governmental funds use the modified accrual method of accounting.



Prince George's County

Appendices - Glossary

Internal Service Funds- Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, management of the Executive Office Building, information systems, and risk management.

Merit Increase- An upward increment in an employee's pay within the salary range for a given class of work. It recognizes the completion of a period of satisfactory service.

Modified Accrual Method- The method of accounting utilized for governmental funds where revenues are recorded when they are both measurable and available (collectable during the fiscal year or soon enough thereafter to pay current year liabilities), expenditures are recorded when a liability is incurred, and expenditures for debt service, claims and judgments are recorded only when payment has matured and is due.

Net Position- The residual of assets, deferred outflows of resources, liabilities, and deferred inflows of resources. This amount is broken out into three components: net investment in capital assets, restricted and unrestricted.

OPEB - Other Post-Employment Benefits. See **GASB 45** for details.

Operating Budget- A comprehensive financial plan by which the Commission's operating programs are funded for a single fiscal year. It includes descriptions of departments by work programs with estimated expenditures and revenue sources. It also relates data and information on the fiscal management of the Commission.

Operating Budget Impact (OBI)- The increase (or possible decrease) in cost in the operating budget attributable to the addition of a new facility or program, or the renovation or expansion of an existing facility.

Other Services and Charges- This category of expenditure reflects services, fees, repairs or maintenance on equipment, rents and leases, and insurance.

Outcome Measure- An assessment of program activity results as compared to its intended purpose. For example, if a program activity's

intent was to increase the number of volunteers, the outcome measure would be the increase in the number of volunteers.

Output Measure- The tabulation, calculation, or recording of activity or effort, expressed in a quantitative manner. An example would be the number of arrests made, or the number of employees enrolling in a new benefit. Output measures do not refer to resources required or reflect the effectiveness or efficiency of the work performed.

Park Concessions- Food and entertainment provided by contractual businesses rather than Park Fund employees.

Park Fund/Tax- Those funds approved to finance park operating expenses and debt service.

Pay-As-You-Go (PAYGO)- The concept of utilizing available current revenues or fund balance to pay for capital projects in lieu of the use of bond proceeds, thus saving the Commission from having to pay interest charges on those bonds.

Performance Indicator- A particular value or characteristic used to measure output or outcome; specific information which either alone, or in combination with other data, permits the systematic assessment of how well services are being delivered. An example would be the percentage of reduction in job related accidents after safety training was conducted.

Performance Measurement- Performance measurement is a system that helps managers: (1) set standards and outcome objectives; (2) measure performance against goals, standards or benchmarks; and (3) communicate results. Performance measurement shifts thinking and focus, providing a practical technique for quantifying and establishing accountability. Performance measurement is fully integrated into the budgetary process and reflects specific strategies, goals, and objectives as determined by decision-makers.

Personal Property Tax- A charge on movable property not attached to the land and improvements classified for purposes of assessment. This tax is imposed on businesses within the Commission's boundaries.

Personal Services- The cost for personnel salary, wages and fringe benefits is reflected in this category.



Prince George's County

Appendices - Glossary

Position- An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period. Employees who occupy a position are designated as career employees. A position may be full or part-time. A career employee may work full-time for a standard workweek, or may work less than a full-time workweek, but more than one-half a workweek, as a part-time employee. Career positions are defined in the Commission's Merit System Rules and Regulations.

Program Budget- Program budgets cut across organizational boundaries and are not constrained by unit accounting. A program budget requests funds for the resources necessary for a set of defined activities that support the mission of the department. A program budget differs from a line item budget, which requests funds based on organizational structure including the costs of people, supplies, etc., that are required for specific activities from multiple sources.

Program Open Space (POS)- A state-funded program to provide for parkland and other open space for community use and preservation of natural resources.

Property Management Fund- An entity created to account for income and expenditures associated with the rental of park properties.

Proprietary Funds- A fund having profit and loss aspects; therefore it uses the accrual rather than modified accrual method of accounting. The two types of proprietary funds are the enterprise fund and internal service fund.

Real Property Tax- A charge on real estate, including land and improvements (buildings, fences, etc.) classified for purposes of assessment.

Recreation Fund/Tax- Those funds approved to finance recreation programs (Prince George's County only).

Reserve- Also referred to as "surplus" in an expenditure budget, it is shown but it cannot be spent without the consent of the approving body. With approval it may be spent for emergencies or other unforeseen purposes. Generally, this amount is held for future year's expenditures. This reserve is proposed to be at least 3-5% of the operating expenditures in the General Fund. Other funds may have separate reserve policies. If the term "Reserve" is used in the revenue listings in the budget, this term refers to a funding source

that is carried over or created in a previous fiscal year.

Salary Lapse- The amount deducted from the budgets for employee salaries and wages to account for assumed savings resulting from turnover, i.e., periods when authorized positions are vacant because of retirements or resignations or when replacements are hired at lower salaries. Positions newly authorized in the budget may generate salary lapse because of delays in hiring. Lapse may also be generated from a deliberate decision to hold a position that could otherwise be filled vacant for a specified period of time in order to generate savings. Lapse will differ from year to year and from department to department.

Seasonal or Seasonal/Intermittent- An employment status for temporary, intermittent, seasonal or as-needed employees. Employees may work full or part-time, but not continuously on a yearly basis. Employees in this category are not in career status. Seasonal/intermittent employees do not occupy positions but do perform work effort measured in workyears.

Service Charge/User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "user fee".

Service Quality Measure- A type of performance indicator that measures the timeliness or effectiveness of a program's operation or a record of customers' assessments. Whereas an output measure might project the number of facilities subject to a safety inspection in a given year, and an outcome measure might project the percentage of facilities receiving the inspection, a service quality measure would record the percentage of facilities inspected on schedule, the percentage of facilities passing inspection, or the percentage of facilities making identified safety improvements within a specified time frame. Results of customer surveys or other assessments tools may be reflected as a service quality measure.

Special Revenue Funds- Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. For example, the Federal Forfeited Property Fund collects revenues from the sale of drug-crime related assets seized in operations involving the Commission's Park Police. As required by Federal



Prince George's County

Appendices - Glossary

statute, these funds are used to purchase equipment and other resources necessary to combat drug-related crimes in the park system.

Spending Affordability- A budgeting process that establishes recommended expenditure and other financial limits based on anticipated revenues and other factors. In Montgomery County, the County Council adopts formal Spending Affordability Guidelines (SAG) for all County agencies, including the Commission. In Prince George's County, a three-member Spending Affordability Committee

(SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

Structural Deficit- This occurs when current revenue from taxes, fees, investments, grants and other sources is less than current expenditures for compensation and benefits, supplies and materials, contractual and maintenance work, and vehicles, among other potential costs. If available, fund balance is often employed to cover the difference.

Support Services- Budget accounts for expenses that are not appropriately or feasibly allocated to the budgets of particular departments or their sub-units. Examples include mail and messenger

services, telephone, maintenance, and rent, shared by more than one division within a department or by more than one department.

Tax Rate- The rate, expressed in cents per \$100.00 of assessed valuation (see Assessable Base), applied to real and commercial personal property to determine taxes levied to fund Commission operations. Thus a tax rate of 3 cents applied to an assessable base of \$10 billion will yield $.03 \times \$10,000,000,000 / 100 = \$3,000,000$.

Term Contract- An employee who works at least 30 hours per week for a period of less than two years. Term contract employees do not occupy career positions and are not part of the career personnel complement. Term contract employees' work efforts are measured in workyears.

User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "service charge".

Workyear- A standardized unit for measurement of government personnel efforts and costs. Usually, a work year is equivalent to 2,080 work hours in a 12-month period.



ACRONYMS

Adequate Public Facilities Ordinance	APFO
Agricultural Advisory Committee	AAV
Agricultural Preservation Advisory Board	APAB
All Terrain Vehicle	ATV
Americans with Disabilities Act	ADA
Base Realignment and Closure (military)	BRAC
Bi-county Transitway	BCT
Building Lot Termination	BLT
Bus Rapid Transit	BRT
Capital Improvement Program	CIP
Central Business District	CBD
Commercial-Residential zone	CR
Community Based Planning	CBP
Community Development Center	CDC
Comprehensive Annual Financial Report	CAFR
Computer Aided Dispatch	CAD
Consolidated Transportation Program	CTP
Corridor Cities Transitway	CCT
Crime Prevention through Environmental Design	CPTED
Department Of Economic Development	DED
Department of Housing and Community Affairs	DHCA
Department of Public Works and Transportation	DPWT
Development Information Activity Center	DIAC
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Draft Environmental Impact Statement	DEIS
Environmental Protection Agency	EPA
Floor Area Ratio	FAR
Geographic Information System	GIS
Government Finance Officers Association	GFOA
Governmental Accounting Standards Board	GASB
Greenhouse Gas	GHG
Historic Area Work Permit	HAWP
Historic Preservation Commission	HPC
Housing Opportunities Commission	HOC
Integrated Pest Management	IPM
Inter County Connector	ICC
Interstate Commission On The Potomac River Basin	ICPRB
Interagency Technology Policy and Coordination Committee	ITPCC
Land Preservation, Parks, and Recreation	LPPR



Prince George's County Appendices - Acronyms

Law Enforcement Officers Bill of Rights	LEOBR
Legacy Open Space	LOS
Leadership in Environmental Education Design	LEED
Local Area Network / Wide Area Network	LAN / WAN
Local Area Transportation Review	LATR
Locally Preferred Alignment	LPA
Maryland Department of Planning	MDP
Maryland Transit Administration	MTA
Memorandum Of Understanding	MOU
Metropolitan Washington Council Of Governments	MWCOG
Mid County Highway	M-83
Minority, Female and Disabled procurement program	MFD
Moderately Priced Dwelling Unit	MPDU
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department Of Housing And Community Affairs	MC DHCA
Montgomery County Department Of Permitting Services	MCDPS
Montgomery County Department Of Economic Development	MC DED
Montgomery County Department of Transportation	MCDOT
Montgomery County Government	MCG
Montgomery County Public Schools	MCPS
Montgomery County Soil Conservation District	MCSCD
National Parks Service	NPS
Policy Area Mobility Review	PAMR
Park, Recreation, and Open Space	PROS
Prince George's Department of Public Works & Transportation	PG DPWT
Program Open Space	POS
Research & Technology Center	RTC
Right Of Way	ROW
Rural Density Transfer zone	RDT
Sectional Map Amendment	SMA
Silver Spring Transit Center	SSTC
State Department of Assessments & Taxation	SDAT
State Highway Administration	SHA
State Of Maryland Department Of Environment	MDE
State of Maryland Department Of Housing And Community Development	DHCD
State of Maryland Department Of Natural Resources	DNR
Total Maximum Daily Load	TMDL
Town Sector zone	T-S
Transferable Development Rights	TDR
Transit Oriented Development	TOD
Transportation Action Partnership	TAP



Prince George's County Appendices - Acronyms

Transportation Policy Area Review	TPAR
United States Fish & Wildlife Service	USF&WS
US Army Core Of Engineers	USACOE
US Environmental Protection Agency	EPA
Us Forest Service	USFS
US National Oceanic Atmospheric Administration	NOAA
Washington Area Bicycle Association	WABA
Washington Metropolitan Area Transit Authority	WMATA
Washington Suburban Sanitary Commission	WSSC
Zoning Text Amendment	ZTA



Prince George's County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TABLE T-11

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	Assessed Value (2)		General Bonded Debt Outstanding (1)		Ratio of Net Bonded Debt to Assessed Value		Net Bonded Debt per Capita	
		Value (\$)	%	Value (\$)	%	Value (\$)	%	Value (\$)	Capita
2007	931,694	\$ 112,335,704	0.04	\$ 44,026	0.04	\$ 47.25	\$ 129,659,726	\$ 4,290	\$ 4.60
2008	942,748	126,613,148	0.03	38,617	0.03	40.96	146,276,983	3,745	3.97
2009	959,013	140,254,264	0.03	39,114	0.03	40.79	162,053,662	3,210	3.35
2010	976,006	149,161,911	0.02	34,114	0.02	34.95	171,220,841	2,680	2.75
2011	991,645	149,284,865	0.02	29,319	0.02	29.57	171,646,984	2,145	2.16
2012	1,004,476	143,754,415	0.02	35,654	0.02	35.50	165,916,424	1,905	1.90
2013	1,016,677	140,577,467	0.02	32,462	0.02	31.93	161,877,310	1,665	1.64
2014	1,018,000	141,899,535	0.03	44,616	0.03	43.83	163,601,193	1,430	1.40
2015	1,020,000	142,418,524	0.03	41,464	0.03	40.65	163,656,758	1,200	1.18
2016	1,050,118	151,113,059	0.03	51,399	0.03	48.95	174,057,795	1,075	1.02

PRINCE GEORGE'S COUNTY

Year	Population	Assessed Value (2)		General Bonded Debt Outstanding (1)		Ratio of Net Bonded Debt to Assessed Value		Net Bonded Debt per Capita	
		Value (\$)	%	Value (\$)	%	Value (\$)	%	Value (\$)	Capita
2007	832,699	\$ 59,177,385	0.18	\$ 105,400	0.18	\$ 126.58	\$ 63,544,195	\$ 1,190	\$ 1.43
2008	830,514	70,615,992	0.14	95,735	0.14	115.27	75,728,883	885	1.07
2009	834,560	82,671,572	0.10	85,501	0.10	102.45	88,636,874	585	0.70
2010	865,705	91,889,365	0.08	76,246	0.08	88.07	98,521,803	290	0.33
2011	874,045	84,718,780	0.08	65,925	0.08	75.43	90,863,504	-	n.a.
2012	881,138	79,043,657	0.07	56,363	0.07	63.97	84,542,585	-	n.a.
2013	890,081	73,123,809	0.06	47,086	0.06	52.90	78,518,921	-	n.a.
2014	904,430	70,551,044	0.10	67,280	0.10	74.39	75,744,055	-	n.a.
2015	909,535	71,578,363	0.08	58,860	0.08	64.71	76,747,781	-	n.a.
2016	n.a.	74,240,911	0.10	72,184	0.10	n.a.	79,385,919	-	n.a.

Notes: (1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums
(2) Metropolitan District only

Source: Assessed Value is from Montgomery County and Prince George's County Governments. Population estimates are from the U.S. Bureau of the Census, Population Estimates Branch except 2008 Montgomery County population estimated by the Montgomery County Office of Finance

Prince George's County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TABLE T-10

Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Notes Payable	Revenue Bonds and Notes	Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable				Percentage Of Personal Income	Outstanding Debt Per Capita			Percentage Of Personal Income	Outstanding Debt Per Capita
2007	\$ 32,025	\$ 5,259	\$ 6,715	\$ 27		\$ 44,026	\$ 47	0.07	%	\$ 4,290	\$ 48,316	0.08	%
2008	29,465	3,522	5,630	-		38,617	40.96	0.06		3,745	42,362	0.06	
2009	32,290	2,301	4,523	-		39,114	40.79	0.06		3,210	42,324	0.06	
2010	29,680	1,041	3,393	-		34,114	34.95	0.05		2,680	36,794	0.05	
2011	26,710	368	2,241	-		29,319	29.57	0.04		2,145	31,464	0.04	
2012	34,590	-	1,064	-		35,654	35.50	0.05		1,905	37,559	0.05	
2013	32,240	-	222	-		32,462	31.93	0.04		1,665	34,127	0.05	
2014	44,616	-	-	-		44,616	43.83	0.06		1,430	46,046	0.06	
2015	41,464	-	-	-		41,464	40.65	0.05		1,200	42,664	0.05	
2016	51,399	-	-	-		51,399	48.95	0.06		1,075	52,474	0.06	

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Notes Payable	Revenue Bonds and Notes	Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable				Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)			Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)
2007	\$ 105,400	\$ 1,806	\$ -	\$ -		\$ 107,206	\$ 129	0.34	%	\$ 1,190	\$ 108,396	0.34	%
2008	95,735	1,438	-	-		97,173	117.00	0.29		885	98,058	0.30	
2009	85,501	1,054	-	-		86,555	103.71	0.26		585	87,140	0.26	
2010	76,246	653	-	-		76,899	88.83	0.22		290	77,189	0.23	
2011	65,925	369	-	-		66,294	75.85	0.19		-	66,294	0.19	
2012	56,363	120	-	-		56,483	64.10	0.15		-	56,483	0.15	
2013	47,086	-	-	-		47,086	52.90	0.12		-	47,086	0.12	
2014	67,280	-	-	-		67,280	74.39	0.17		-	67,280	0.17	
2015	58,860	-	-	-		58,860	na	na		-	58,860	na	
2016	72,184	-	-	-		72,184	na	na		-	72,184	na	

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See table on page 339 for personal income and population data. Data are not available for Prince George's County for FY 2015 and FY 2016.

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

TABLE T-18

Principal Employers

Current Fiscal Year and Nine Years Ago

MONTGOMERY COUNTY

Employer	2016			2007		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	29,040	1	6.25 %	41,250	1	8.87 %
Montgomery County Public Schools	25,480	2	5.48	20,875	2	4.49
Montgomery County Government	11,790	4	2.54	8,675	4	1.87
U.S. Department of Commerce	5,420	5	1.17	6,721	6	1.45
U.S. Department of Defense	5,340	3	1.15	14,709	3	3.16
Adventist Healthcare	4,800	6	1.03	8,134	5	1.75
Marriott International, Inc (Headquarters)	4,500	7	0.97	3,000	9	0.65
Holy Cross Hospital of Silver Spring	3,860	8	0.83	-	-	-
Montgomery College	3,550	9	0.76	-	-	-
Lockheed Martin Corporation	3,100	10	0.67	3,832	8	0.82
Giant Food Corporation	-	-	-	3,896	7	0.84
U. S. Nuclear Regulatory Commission	-	-	-	2,712	10	0.58
Total	96,880		20.85 %	113,804		24.48 %

PRINCE GEORGE'S COUNTY

Employer	2015 (1)			2007(1)		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
University System of Maryland (2)	18,726	1	0.86 %	12,454	3	2.54 %
Joint Base Andrews Naval Air Facility Washington*	17,500	2	0.61	-	-	-
U.S. Internal Revenue Service *	5,539	3	0.56	5,539	5	1.13
United States Census Bureau *	4,414	4	0.53	4,158	8	0.85
United Parcel Service	4,220	5	0.53	4,220	7	0.86
NASA/Goddard Space Flight Center *	3,397	6	0.47	3,083	9	0.63
Giant Food	3,000	7	0.47	5,394	6	1.10
Prince George's Community College	2,785	8	0.40	-	-	-
Dimensions Healthcare System	2,738	9	0.33	-	-	-
Marriott International	2,500	10	0.29	-	-	-
Prince George's County Public Schools	-	-	-	18,888	1	3.85
Andrew's Airforce Base *	-	-	-	15,000	2	3.06
Prince George's County Government	-	-	-	6,889	4	1.40
Verizon	-	-	-	2,738	10	0.56
Total	64,819		5.05 %	78,363		15.98 %

Note:

- (1) In 2016, Information is not yet available.
- (2) Includes UMPC, UMUC and Bowie State University
- (*) Employee counts for federal and military facilities exclude contractors.

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



Prince George's County

Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TABLE T-14

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)
2007	931,694	\$ 64,365,237	\$ 69,084	509,769	2.6 %	137,798
2008	942,748	67,279,968	71,366	515,987	3.2	137,745
2009	959,013	65,858,231	68,673	522,421	5.3	137,763
2010	976,006	67,890,159	69,559	532,549	5.6	140,500
2011	991,645	71,081,967	71,681	536,636	5.2	143,309
2012	1,004,476	73,467,234	73,140	540,444	5.2	146,497
2013	1,016,677	73,958,785	72,746	542,029	5.0	149,018
2014	1,018,000	75,940,000	74,597	540,128	4.4	151,289
2015	1,020,000	79,300,000	77,745	544,313	4.0	154,230
2016	1,050,118	82,490,000	78,553	549,900	3.4	156,447

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)
2007	832,699	\$ 31,753,583	\$ 37,361	448,144	3.7 %	131,014
2008	830,514	33,026,742	38,847	454,201	4.5	129,752
2009	834,560	33,227,622	38,810	452,754	7.1	127,977
2010	865,705	34,302,938	39,647	462,138	7.7	127,039
2011	874,045	35,036,640	40,215	466,787	7.2	126,671
2012	881,138	38,481,250	43,672	469,150	6.8	123,833
2013	890,081	38,595,921	43,362	467,318	6.9	123,737
2014	904,430	40,215,913	44,465	469,359	6.2	125,136
2015	909,535	n. a.	n. a.	495,449	4.7	127,576
2016	n. a.	n. a.	n. a.	495,234	4.6	n.a.

Notes: n.a. represents information that was unavailable at the time the tables were updated

- (1) Source: Data for 2007-2009 from the U.S. Bureau of the Census, data for 2010-2015 estimated by the Montgomery County Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2015-2016 is not currently available for Prince George's County)
- (3) Source: Data for 2010 - 2016 are estimates derived by the Montgomery County Department of Finance
- (4) Source: Per Capita Income is derived by dividing personal income by population
- (5) Source: Bureau of Labor Statistics, U.S. Department of Labor
- (6) Source: Maryland Department of Labor, Licensing and Regulations. Represents yearly average figures.
- (7) Source: Office of Management and Budget, Montgomery County
- (8) Source: Data for 2010-2015 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Estimates for 2016 are not available
Data for 2007-2009 estimates are provided by the U.S. Bureau of the Census, Population Estimates Branch.
- (9) Source: Maryland Department of Labor, Career and Workforce Information, updated June 2016. Prince George's County data for 2016 is an estimate
- (10) Source: www.mdreportcard.org, updated 2016 for Prince George's County



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY TAX RATES BY FUND: FY04 THRU FY18

		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<u>FY04</u>	Real	0.0466	0.1770	0.0541	0.0013	0.2790
	Personal	0.1165	0.4425	0.1353	0.0032	0.6975
<u>FY05</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY06</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY07</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY08</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY09</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY10</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY11</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY12</u>	Real	0.0466	0.1719	0.0605	0.0000	0.2790
	Personal	0.1165	0.4298	0.1512	0.0000	0.6975
<u>FY13</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY14</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY15</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY16</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 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>FY18 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: FY04 THRU FY18

<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>
FY04	\$25,169,854	\$85,232,280	\$33,585,471	\$637,133	\$21,083,630	\$5,760,698	\$171,469,066
FY05	\$27,548,232	\$90,579,650	\$38,917,497	\$693,655	\$14,673,578	\$6,190,570	\$178,603,182
FY06	\$30,727,736	\$102,192,968	\$43,089,243	\$778,131	\$19,736,828	\$6,999,341	\$203,524,247
FY07	\$33,870,563	\$115,677,001	\$48,138,894	\$870,498	\$17,970,024	\$6,592,419	\$223,119,399
FY08	\$38,782,833	\$136,683,670	\$55,571,894	\$1,026,533	\$18,870,026	\$6,281,763	\$257,216,719
FY09	\$44,156,575	\$156,648,662	\$63,773,238	\$1,208,337	\$18,820,618	\$6,625,251	\$291,232,681
FY10	\$47,539,880	\$168,505,530	\$68,489,160	\$1,331,241	\$19,190,070	\$6,600,741	\$311,656,622
FY11	\$43,598,588	\$155,067,910	\$64,126,487	\$1,226,133	\$19,246,042	\$6,498,317	\$289,763,477
FY12	\$41,914,068	\$148,157,400	\$62,669,503	\$20,423	\$20,236,041	\$6,606,507	\$279,603,942
FY13	\$44,886,984	\$167,858,932	\$66,457,098	(\$2,164)	\$18,954,573	\$7,195,200	\$305,350,623
FY14	\$43,244,180	\$153,791,751	\$65,739,812	\$1,298	\$18,718,941	\$8,131,151	\$289,627,133
FY15	\$43,301,686	\$120,113,682	\$65,757,736	\$310	\$19,300,333	\$7,162,393	\$255,636,140
FY16	\$46,822,167	\$150,626,799	\$74,475,448	\$0	\$18,718,208	\$7,227,894	\$297,870,516
FY17 ADOPTED	\$48,114,400	\$131,793,900	\$76,000,500	\$0	\$19,391,147	\$8,401,215	\$283,701,162
FY18 PROPOSED	\$50,245,100	\$137,997,400	\$79,913,875	\$0	\$19,829,221	\$8,399,215	\$296,384,811



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY EXPENDITURES BY FUND: FY04 THRU FY18

<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>
FY04	\$23,293,022	\$74,781,015	\$33,796,457	\$637,133	\$15,514,516	\$5,106,906	\$153,129,049
FY05	\$25,083,208	\$81,761,904	\$36,383,991	\$695,369	\$16,901,594	\$5,697,817	\$166,523,883
FY06	\$28,279,773	\$88,758,461	\$37,098,589	\$778,084	\$18,003,738	\$6,096,333	\$179,014,978
FY07	\$30,550,585	\$111,748,441	\$41,251,224	\$870,098	\$19,208,298	\$6,282,108	\$209,910,754
FY08	\$36,013,065	\$126,818,980	\$45,959,710	\$1,023,642	\$21,197,733	\$8,231,009	\$239,244,139
FY09	\$48,395,070	\$164,084,663	\$66,856,025	\$1,198,453	\$21,515,156	\$8,752,386	\$310,801,753
FY10	\$42,956,456	\$170,473,900	\$66,497,008	\$1,330,748	\$21,628,325	\$6,743,147	\$309,629,584
FY11	\$41,836,466	\$153,508,201	\$68,681,869	\$1,240,913	\$21,923,090	\$5,394,813	\$292,585,352
FY12	\$42,201,370	\$118,598,989	\$67,122,354	\$21,125	\$22,115,089	\$6,044,573	\$256,103,500
FY13	\$43,065,241	\$114,472,444	\$62,730,936	\$0	\$20,278,177	\$6,184,938	\$246,731,736
FY14	\$43,232,140	\$143,834,821	\$68,075,030	\$0	\$21,546,672	\$7,035,505	\$283,724,168
FY15	\$45,260,119	\$137,081,915	\$69,829,806	(\$1,284)	\$21,560,807	\$6,721,983	\$280,453,346
FY16	\$45,829,148	\$135,585,634	\$73,612,925	\$0	\$20,669,914	\$6,441,735	\$282,139,356
FY17 ADOPTED*	\$51,255,196	\$141,010,882	\$75,385,200	\$0	\$19,391,147	\$9,167,644	\$296,210,069
FY18 PROPOSED*	\$52,219,634	\$147,457,831	\$82,265,518	\$0	\$19,829,221	\$9,144,545	\$310,916,749

* Includes Reserves for Administration, Park and Recreation Funds



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY WORKYEARS BY FUND: FY04 THRU FY18

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK</u>	<u>RECREATION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY04	238.43	650.50	632.60	210.50		1,732.03
FY05	229.43	650.50	634.00	209.50	155.00	1,878.43
FY06	241.68	680.60	651.20	207.50	160.00	1,940.98
FY07	252.50	684.60	662.70	215.50	162.50	1,977.80
FY08	274.35	693.30	675.30	218.00	174.50	2,035.45
FY09	287.20	759.90	724.00	213.00	189.50	2,173.60
FY10	284.60	767.40	751.60	202.00	198.50	2,204.10
FY11	283.15	789.40	765.80	200.50	216.50	2,255.35
FY12	275.15	800.10	709.60	193.00	216.50	2,194.35
FY13	261.10	824.30	687.10	188.00	216.50	2,177.00
FY14	267.20	845.80	716.10	180.00	215.50	2,224.60
FY15	268.45	865.30	729.10	181.00	215.50	2,259.35
FY16	256.69	892.80	779.60	202.00	263.50	2,394.59
FY17 ADOPTED	250.81	896.45	775.13	202.00	263.50	2,387.89
FY18 PROPOSED	253.35	946.45	916.63	203.00	263.50	2,582.93



Prince George's County Appendices – Pay Schedules

**The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective September 11, 2016
1.75% COLA**

<u>Lawson Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
HA	\$25,853	\$35,046	\$44,240
	\$12.4293	\$16.8490	\$21.2692
HB	\$27,617	\$37,436	\$47,253
	\$13.2774	\$17.9981	\$22.7178
HC	\$28,873	\$40,388	\$51,901
	\$13.8813	\$19.4173	\$24.9524
HD	\$32,438	\$43,972	\$55,506
	\$15.5952	\$21.1404	\$26.6856
HE	\$35,890	\$48,651	\$61,413
	\$17.2548	\$23.3899	\$29.5255
HF	\$40,273	\$54,593	\$68,912
	\$19.3620	\$26.2466	\$33.1308
HG/EG	\$45,609	\$61,826	\$78,042
	\$21.9274	\$29.7240	\$37.5202
HH/EH	\$51,704	\$70,088	\$88,476
	\$24.8577	\$33.6962	\$42.5365
EI	\$58,556	\$79,475	\$100,394
	\$28.1519	\$38.2091	\$48.2663
EJ	\$68,153	\$93,466	\$118,777
	\$32.7659	\$44.9356	\$57.1043
EK	\$81,617	\$110,637	\$139,659
	\$39.2389	\$53.1909	\$67.1438
EL	\$98,996	\$134,198	\$169,401
	\$47.5942	\$64.5183	\$81.4428

**Approved by the Commission
June 15, 2016**



Prince George's County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission General Service Pay Schedule Effective September 21, 2016

	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
10	\$28,873 \$13.8813	\$40,388 \$19.4173	\$51,901 \$24.9524
12	\$32,438 \$15.5952	\$43,972 \$21.1404	\$55,506 \$26.6856
14	\$35,890 \$17.2548	\$48,651 \$23.3899	\$61,413 \$29.5255
16	\$40,273 \$19.3620	\$54,593 \$26.2466	\$68,912 \$33.1308
18	\$45,609 \$21.9274	\$61,826 \$29.7240	\$78,042 \$37.5202
20	\$47,889 \$23.0234	\$64,918 \$31.2103	\$81,946 \$39.3973
22	\$51,704 \$24.8577	\$70,088 \$33.6962	\$88,476 \$42.5365
24	\$54,289 \$26.1003	\$73,592 \$35.3806	\$92,895 \$44.6609
26	\$58,556 \$28.1519	\$79,475 \$38.2091	\$100,394 \$48.2663
28	\$62,475 \$30.0358	\$85,674 \$41.1892	\$108,873 \$52.3425
30	\$68,153 \$32.7659	\$93,466 \$44.9356	\$118,777 \$57.1043
32	\$75,702 \$36.3952	\$102,584 \$49.3192	\$129,466 \$62.2431
34	\$81,617 \$39.2389	\$110,637 \$53.1909	\$139,659 \$67.1438
36	\$90,306 \$43.4164	\$122,418 \$58.8548	\$154,530 \$74.2932
38	\$98,996 \$47.5942	\$134,198 \$64.5183	\$169,401 \$81.4428
40	\$108,895 \$52.3533	\$143,383 \$68.9339	\$177,870 \$85.5145

**Approved by the Commission
September 21, 2016**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective September 11, 2016
1.75% COLA

<u>Legacy Grade</u>	<u>Lawson Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	HL1	\$25,789 \$12.3986	\$34,961 \$16.8082	\$44,133 \$21.2178	\$45,456 \$21.8538
L02	HL2	\$28,802 \$13.8471	\$40,288 \$19.3692	\$51,774 \$24.8913	\$53,327 \$25.6380
L03,L04	HL3/HL4	\$32,360 \$15.5577	\$43,866 \$21.0894	\$55,372 \$26.6212	\$57,034 \$27.4202
L05,L06	HL5/HL6	\$35,803 \$17.2130	\$48,534 \$23.3337	\$61,265 \$29.4543	\$63,102 \$30.3375
L07	HL7	\$40,174 \$19.3144	\$54,461 \$26.1832	\$68,746 \$33.0510	\$70,809 \$34.0428

Approved by the Commission
June 15, 2016



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective September 11, 2016
1.75% COLA

<u>Legacy Grade</u>	<u>Lawson Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	HC1	\$25,866 \$12.4356	\$35,064 \$16.8577	\$44,262 \$21.2798	\$45,591 \$21.9188
C02	HC2	\$27,630 \$13.2837	\$37,455 \$18.0072	\$47,279 \$22.7303	\$48,698 \$23.4125
C03	HC3	\$28,887 \$13.8880	\$40,407 \$19.4264	\$51,927 \$24.9649	\$53,486 \$25.7144
C04	HC4	\$32,454 \$15.6029	\$43,994 \$21.1510	\$55,533 \$26.6986	\$57,199 \$27.4995
C05	HC5	\$35,908 \$17.2635	\$48,676 \$23.4019	\$61,445 \$29.5409	\$63,287 \$30.4264
C06	HC6	\$40,293 \$19.3716	\$54,620 \$26.2596	\$68,949 \$33.1486	\$71,016 \$34.1423

Approved by the Commission
June 15, 2016



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective September 11, 2016
1.75% COLA

<u>Legacy Grade</u>	<u>Lawson Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	HT1	\$27,630 \$13.2837	\$37,455 \$18.0072	\$47,279 \$22.7303	\$48,698 \$23.4125
T02	HT2	\$32,454 \$15.6029	\$43,994 \$21.1510	\$55,533 \$26.6986	\$57,199 \$27.4995
T03	HT3	\$35,908 \$17.2635	\$48,676 \$23.4019	\$61,444 \$29.5404	\$63,287 \$30.4264
T04	HT4	\$40,293 \$19.3716	\$54,620 \$26.2596	\$68,949 \$33.1486	\$71,017 \$34.1428

Approved by the Commission
June 15, 2016



Prince George's County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission
FOP Park Police
Effective July 3, 2016 (5% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02 (annual) (hourly)	\$51,034	\$52,826	\$54,675	\$56,587	\$58,565	\$60,618	\$62,738	\$64,933	\$67,205	\$69,562	\$71,997	\$74,512	\$77,120	\$79,821	\$82,615	\$85,500
P03 (annual) (hourly)	\$24,5255	\$25,7635	\$26,6668	\$27,6034	\$28,5654	\$29,5625	\$30,5995	\$31,6702	\$32,7813	\$33,9269	\$35,1144	\$36,3452	\$37,6178	\$38,9313	\$40,2942	\$41,7025
P04 (annual) (hourly)	\$53,564	\$56,265	\$60,240	\$60,278	\$62,384	\$64,570	\$66,829	\$69,166	\$71,590	\$74,092	\$76,689	\$79,374	\$82,150	\$85,027	\$88,005	\$91,025
P05 (annual) (hourly)	\$28,3909	\$29,8264	\$30,8692	\$31,9495	\$33,0663	\$34,2245	\$35,4226	\$36,6639	\$37,9476	\$39,2740	\$40,6505	\$42,0745	\$43,5438	\$45,0683	\$46,6442	\$48,2711

Rank ASI 1* ASI2**

P02 (annual) (hourly)	\$81,816	\$83,861	\$85,907	\$88,055	\$90,206	\$92,460	\$94,719	\$97,083	\$99,451	\$101,932	\$104,481	\$107,030	\$109,679	\$112,328	\$115,077	\$117,826
P03 (annual) (hourly)	\$41,3014	\$42,3341	\$43,3683	\$44,4519	\$45,5360	\$46,6206	\$47,7047	\$48,7893	\$49,8744	\$50,9590	\$52,0441	\$53,1297	\$54,2158	\$55,3024	\$56,3895	\$57,4771
P04 (annual) (hourly)	\$90,206	\$92,460	\$94,719	\$97,083	\$99,451	\$101,932	\$104,481	\$107,030	\$109,679	\$112,328	\$115,077	\$117,826	\$120,575	\$123,324	\$126,073	\$128,822
P05 (annual) (hourly)	\$49,0058	\$50,2313	\$51,4568	\$52,6823	\$53,9078	\$55,1333	\$56,3588	\$57,5843	\$58,8098	\$60,0353	\$61,2608	\$62,4863	\$63,7118	\$64,9373	\$66,1528	\$67,3783

*ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.
**ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 19 years.

Contract Approved by Commission May 1, 2014
Pay Schedule Approved by the Commission April 28, 2016



**Prince George's County
Appendices – Pay Schedules**

**Park Police Command Officers
Effective July 3, 2016
0.5% COLA**

Title		Minimum	Midpoint	Maximum
Lieutenant [P06]	(annual)	\$68,839	\$93,016	\$117,195
	(hourly)	\$33.0957	\$44.7192	\$56.3438
Captain [P07]	(annual)	\$79,643	\$107,611	\$135,579
	(hourly)	\$38.2899	\$51.7361	\$65.1822
Commander [P09]	(annual)	\$97,294	\$126,448	\$155,598
	(hourly)	\$46.7760	\$60.7923	\$74.8067

**Officer Candidate Pay Scale
Effective July 3, 2016
0.5% COLA**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$49,430
	(hourly)	\$23.7644

Approved by the Commission June 15, 2016



**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Special Salary Range Pay Schedule for Select Career IT Positions ONLY
Effective September 11, 2016
1.75% COLA**

<u>Lawson Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
EGT	\$47,889 \$23.0236	\$63,533 \$30.5447	\$81,946 \$39.3971
EHT	\$54,289 \$26.1005	\$72,021 \$34.6255	\$92,895 \$44.6611
EIT	\$61,482 \$29.5587	\$81,666 \$39.2625	\$105,413 \$50.6793
EJT	\$74,288 \$35.7154	\$99,689 \$47.9274	\$129,466 \$62.2433

<u>TITLE</u>	<u>GRADE</u>
Programmer/Analyst I	EGT
GIS Specialist I	EGT
IT Telecommunications Spec I	EGT
Programmer/Analyst II	EHT
GIS Specialist II	EHT
Senior IT Support Specialist	EIT
Programmer/Analyst III	EIT
GIS Specialist III	EIT
IT Systems Manager/Leader	EJT

**Approved by the Commission
June 15, 2016**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2016
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 920	N01	\$10.7500	\$11.5500	\$12.3500	950	I
PFA II - 921	N02	\$10.8000	\$11.8750	\$12.9500		
PFA III - 922	N03	\$10.8500	\$12.2250	\$13.6000		
PFMA I - 930	N04	\$10.9000	\$12.6000	\$14.3000	951	II
PFMA II - 931	N05	\$10.9500	\$12.9750	\$15.0000		
	N06	DELETED				
PFMA III - 932	N07	\$11.0000	\$13.3750	\$15.7500		
Help Desk Rep I - 933	N08	\$11.0500	\$13.8000	\$16.5500	952	III
	N09	DELETED				
	N10	\$11.3703	\$14.4971	\$17.6242		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$19.0335	953	IV
Help Desk Rep II - 934	N12	\$13.2626	\$16.9100	\$20.5574		
Intern II/Help Desk Rep III - 935	N13	\$15.2514	\$19.4455	\$23.6396	954	V
	N14	\$17.5395	\$22.3632	\$27.1869		
Camp Health Supv - 94	N15	\$20.1711	\$25.7179	\$31.2647	955	VI

Approved by the Commission on September 21, 2016

B1 effective 10/9/16
B2 effective 10/2/16



**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2016
Minimum Wage and Schedule Adjustments**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A02	\$10.75	\$11.30	\$11.80
A03	\$10.80	\$11.60	\$12.40
A04	\$11.45	\$12.41	\$13.40
A05	\$12.68	\$13.71	\$14.82
A06	\$14.58	\$15.76	\$17.06
A07	\$16.77	\$18.13	\$19.61

Approved by Commission on September 21, 2016



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Effective First Full Pay Period in October 2016
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$10.7500	\$15.8750	\$21.0000
Spec Svcs Instructor 2	SS2	\$12.0000	\$19.0000	\$26.0000
Spec Svcs Instructor 3	SS3	\$15.5000	\$24.7500	\$34.0000
Spec Svcs Instructor 4	SS4	\$21.0000	\$33.5000	\$46.0000
Spec Svcs Instructor 5*	SS5	\$34.0000	\$54.5000	\$75.0000

* Use of Specialty Services Instructor 5 requires Human Resources Director approval

Approved by the Commission September 21, 2016



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
Effective First Full Pay Period in October 2016
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$10.7500	\$13.3750	\$16.0000
Tennis Instructor 2	TI2	\$14.0000	\$18.0000	\$22.0000
Tennis Instructor 3	TI3	\$20.0000	\$27.0000	\$34.0000
Tennis Instructor 4	TI4	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission September 21, 2016



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