



The Maryland-National Capital Park and Planning Commission



Proposed Annual Budget Fiscal Year 2020



Prince George's County

The Maryland-National Capital Park and Planning
Commission

www.mncppc.org

Proposed Annual Budget
Fiscal Year 2020

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Casey Anderson, Vice-Chairman of the Commission

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

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Director of Planning

(To be Filled)
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July 1, 2018

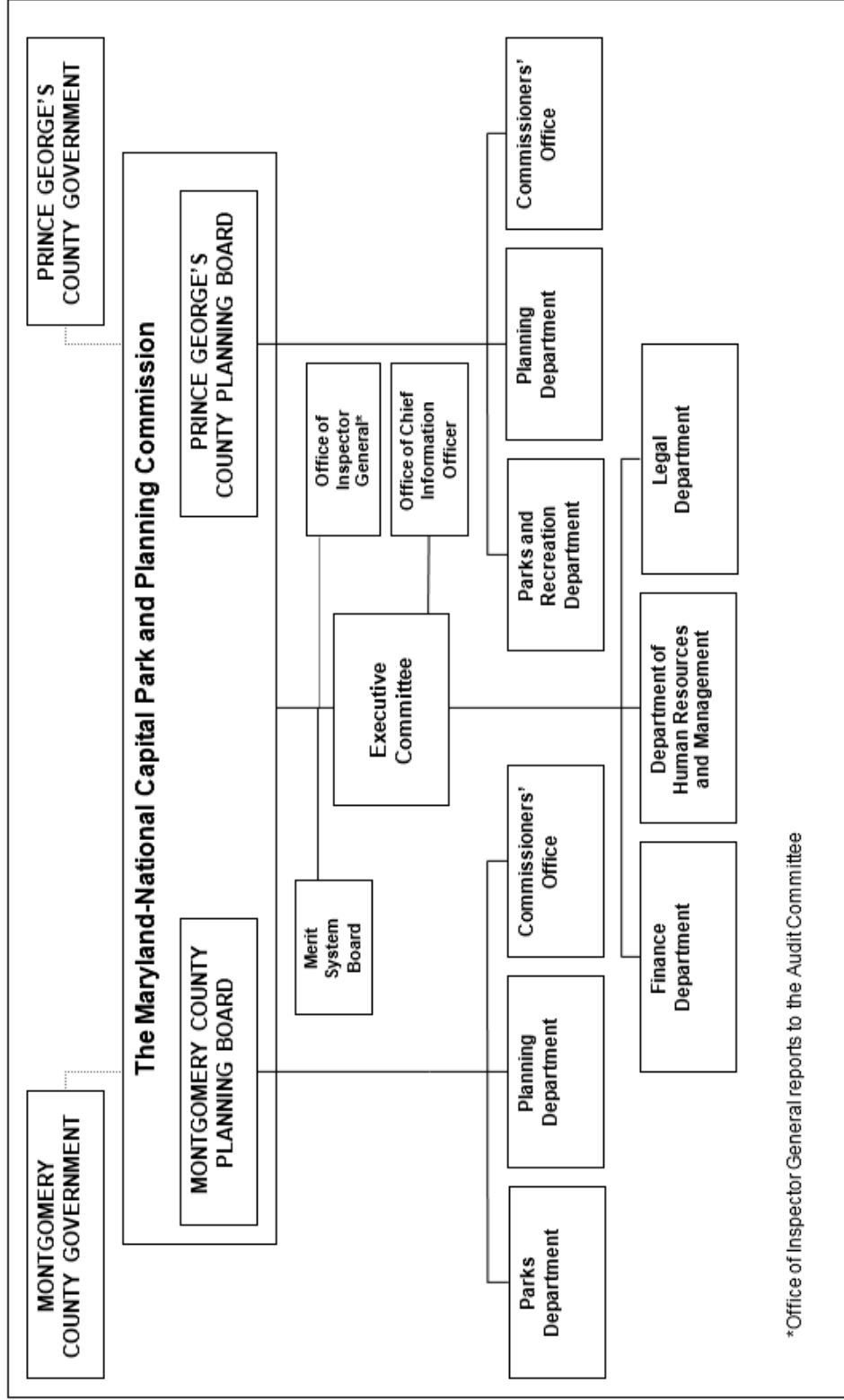
Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Maryland-National Capital Parks and Planning Commission for its annual budget for the fiscal year beginning July 1, 2018. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communications device.

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

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



*Office of Inspector General reports to the Audit Committee

**The Maryland-National Capital Park and Planning Commission
Proposed Annual Budget Fiscal Year 2020
Prince George's County**

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January 15, 2019

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

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

Dear Ms. Alsobrooks and Mr. Turner:

I am pleased to transmit for your consideration and approval the FY20 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 FY20 Proposed Budget for tax supported funds (Administration, Park, Recreation and Advance Land Acquisition [ALA] Debt Service) is \$323.3 million, a 4.1 percent increase from the FY19 Adopted Budget. The total FY20 Proposed Budget for tax and non-tax supported funds (excluding ALA Revolving Fund, Capital Projects Fund and Internal Service Funds), is \$365.9 million, an increase of 3.9 percent from the FY19 Budget, primarily due to increased paygo financing for capital improvements.

**Summary of FY20 Proposed Operating Budget Expenditures
(net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)**

	FY19 Adopted	FY20 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 52,399,074	\$ 55,335,660	\$ 2,936,586	5.6%
Park (2)	160,694,581	175,525,437	14,830,856	9.2%
Recreation (3)	97,487,006	92,451,426	(5,035,580)	-5.2%
ALA Debt	-	-	-	-
Subtotal Tax Supported	310,580,661	323,312,523	12,731,862	4.1%
Enterprise	19,314,798	19,116,579	(198,219)	-1.0%
Special Revenue	8,442,397	8,145,469	(296,928)	-3.5%
Park Debt	13,753,538	15,296,269	1,542,731	11.2%
Total Prince George's	\$352,091,394	\$365,870,840	\$ 13,779,446	3.9%

(1) Includes transfer to Capital Projects in both years, and Park in FY20

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

(3) Includes transfer to Enterprise Fund and Capital Projects

Delivering Quality Projects, Programming and Services

The Commission's mission remains compelling and the wisdom of connecting land use planning and parkland management under one agency continues to strengthen Prince George's County's quality of life culturally and economically. Each day, the Commission works 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 in both planning, and parks and recreation. In 2015, the Commission earned its sixth Gold Medal for Excellence in Parks and Recreation management - the only agency in the United States to 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 FY20 Proposed Budget continues to support our primary mission by focusing on improving service levels by "right-sizing" our operations and, at the same time, continuing to fund critical infrastructure improvements.

The FY20 Proposed Budget includes funding related to necessary planning studies, legislative mandates, and operating budget costs for prior approved CIP projects.

Commitment to Continued Collaboration

The FY20 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, fulfilling some of the strategies in the County's Strategic Healthcare Plan.

Through numerous important collaborative projects such as the Transforming Neighborhoods Initiative (TNI), transit oriented development (TOD), implementing recommendations from the 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.

Moving Forward

We have been successful with the budget strategy of the past couple of years. With the exception of Pay-Go transfers to the Capital Projects Fund, we do not project structural deficits in the Administration, Park or Recreation Funds in FY20. Although we remain mindful of the six-year plan (adopted in FY16) that guided us to these results, available resources have been budgeted to continue the high level of services we provide, as well as to continue to address previously unfunded infrastructure improvements.

FISCAL YEAR 2020 BUDGET OBJECTIVES

As previously noted, the key objective in the FY20 Proposed Budget is to “right-size” the Commission’s operations – to provide adequate resources both for necessary planning studies, as well as for park and recreation infrastructure and service delivery.

The Proposed Budget includes the following major known commitments for personnel costs in FY20:

- Medical Insurance and Benefit Costs;
- Full funding of OPEB PayGo and Pre-Funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and
- Dollar markers to adjust employee compensation, and possible position reclassifications due to a multi-year classification study of the workforce.

As can be seen in the following table, personnel expenses are proposed to increase by \$1.65 million, mostly due to increased health insurance costs and employee compensation markers.

FY20 Proposed Budget
Summary of Changes in Major Personnel Costs
Prince George's County Administration Fund, Park Fund, and Recreation Fund

	FY19 Adopted	FY20 Proposed	\$ Change	% Change
OPEB				
OPEB Paygo & Prefunding	\$ 11,043,270	\$ 10,715,504	\$ (327,766)	-3.0%
Pension (ERS)				
Pension (ERS)	13,567,332	10,576,847	(2,990,485)	-22.0%
Health and Benefits(1)				
Employee Health Benefits	16,737,600	19,110,274	2,372,674	14.2%
Subtotal Personnel Costs	<u>\$ 41,348,202</u>	<u>\$ 40,402,625</u>	<u>\$ (945,577)</u>	<u>-2.3%</u>
Employee Compensation				
Marker for Changes to Employee Comp.		2,732,694	2,732,694	-
Marker for Possible Reclassifications	836,126	700,189	(135,937)	-16.3%
Total Major Personnel Costs			<u>\$ 1,651,180</u>	

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

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

Employee Compensation

For employee compensation, the budget includes a dollar marker of \$2.7 million. The Commission will be in the second year of our contract with MCGEO, with a wage and health benefit re-opener scheduled this year, and in full contract negotiations with the FOP for FY20, the results of which will be presented for approval at the Joint County Council Meeting in May 2019. Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is under way (\$700,000).

Major Non-Personnel Cost Changes

- In addition to the “right-sizing” efforts and the reduction in project charges, both discussed below, no significant operating budget impacts (OBI) for opening new Parks & Recreation facilities will affect the General Fund in FY20. However, the removal of start-up costs for CIP projects scheduled for completion in FY19 will allow for a reduction of \$2,001,500.
- Additional expenses related to the office relocation of the Planning Department and the Commissioners’ Office are budgeted at \$217,500.

“Right-sizing” Operations

Included in the funding levels of the Administration Fund, Park Fund and Recreation Fund is a funding request of \$5.45 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs. This investment will be made primarily in the Planning Department and the Department of Parks and Recreation, and in the Legal and Finance Departments. In the Planning Department, staffing is proposed for an expanded work program. In the Parks and Recreation Department, it is primarily to address understaffed facilities and some one-time capital outlay. For Legal, it is restoring the previous year’s critical professional services; and for Finance, it is staffing needed to meet existing service level requirements. Each department’s budget section provides detailed information on how this increased investment will be used. Below is a summary of critical investment by department.

Fund	Department	Essential Needs Investment Amount
Administration	Commissioners' Office	\$ -
Administration	Planning	423,168
Administration	DHRM	-
Administration	Legal	47,491
Administration	Finance	126,453
Administration	Inspector General	-
Administration	Corporate IT	24,196
Administration	Share of CIO/CWIT Initiatives	83,357
Park	Parks & Recreation	2,887,942
Recreation	Parks & Recreation	1,856,310
Total		\$ 5,448,917

Project Charge Reductions

As you are aware, from FY05 to FY12, project charge payments to the County and other agencies increased from \$5 million to \$22 million annually. This tremendous increase coincided with the same period that property tax revenues began a steep decline, resulting in the Commission having to redirect resources to meet the rising project charge costs. Some years ago, we began working together with the County on a plan of phased reductions in project charges. Our plan was to reduce project charges steadily each year through FY19 - lowering the charges paid from \$22 million in FY12 down to \$10.2 million by FY19. That plan has proved a bit too aggressive, given the County’s fiscal challenges. Although we took the first step of the plan together in FY13 by reducing project charges by nearly \$5 million, FY14’s, FY15’s, FY16’s, FY17’s, and FY18’s reductions were modified to \$1.5 million, \$1.2 million, \$65,000, \$475,000, and \$1.1 million, respectively. In FY19, the County was able to reduce these charges by \$2.5 million, meeting the target reductions for Park and Recreation Funds. For FY20, we are proposing a reduction of \$933,000. This effort is a key measure in rebalancing resource allocation. We appreciate the County’s continued support in addressing project charges.

Summary of FY20 Proposed Budget for General Fund Accounts

For the three tax supported operating funds, we are putting forward a total proposed budget of \$323.3 million. The Administration Fund, which funds the Planning Department, Commissioners' Office, and Central Administrative Services (CAS) departments, is proposed to increase by 5.6 percent, or \$2.9 million from the FY19 Budget. The Park Fund is proposed to increase 9.2 percent, or \$14.8 million. Lastly, the Recreation Fund budget is proposed to decrease by 5.2 percent, or \$5.0 million. No changes in property tax rates are required to fund the FY20 Proposed Budget.

The following table summarizes the FY20 Proposed Budget:

M-NCPPC
Summary of FY20 Proposed Budget General Fund Accounts
By Fund by Department (excludes reserves)

	FY19 Adopted	FY20 Proposed	\$ Change	% Change
Administration Fund				
Commissioners' Office	\$ 2,181,488	\$ 2,240,879	\$ 59,391	2.7%
Planning Department Operating	31,711,012	31,836,595	125,583	0.4%
Project Charges	6,718,378	5,785,045	(933,333)	-13.9%
CAS	9,284,948	9,465,925	180,977	1.9%
Transfer to Park	-	3,000,000	3,000,000	-
Transfer to Capital Projects	30,000	30,000	-	0.0%
Non-Departmental (1)	2,473,248	2,977,216	503,968	20.4%
Subtotal Admin Fund	52,399,074	55,335,660	2,936,586	5.6%
Park Fund				
Park Fund Operating	116,982,615	117,449,842	467,227	0.4%
Project Charges	451,000	451,000	-	0.0%
Transfer to Capital Projects	22,699,000	34,295,000	11,596,000	51.1%
Transfer to Debt Service	13,753,538	15,296,269	1,542,731	11.2%
Non-Departmental (1)	6,808,428	8,033,326	1,224,898	18.0%
Subtotal Park Fund	160,694,581	175,525,437	14,830,856	9.2%
Recreation Fund				
Recreation Fund Operating	75,043,017	68,583,002	(6,460,015)	-8.6%
Project Charges	2,391,000	2,391,000	-	0.0%
Transfer to Enterprise	8,584,855	8,223,379	(361,476)	-4.2%
Transfer to Capital Projects	8,000,000	10,000,000	2,000,000	25.0%
Non-Departmental (1)	3,468,134	3,254,045	(214,089)	-6.2%
Subtotal Recreation Fund	97,487,006	92,451,426	(5,035,580)	-5.2%
Prince George's Total General Fund	\$ 310,580,661	\$ 323,312,523	\$ 12,731,862	4.1%

Assessable Base and Tax Rates

The total FY20 property tax revenue estimate for the Administration, Park, and Recreation funds is \$279.6 million, a slight decrease of 0.3 percent, or \$957 thousand, from the FY19 Adopted Budget. This projection is based upon the latest State Department of Assessments and

Taxation (SDAT) estimates. Final SDAT estimates for FY20 will be released in March. In the Adopted Budget, staff will update property tax revenues based on that estimate.

The Commission is proposing to maintain its overall real property tax rate at 29.40 cents per \$100 of assessed value and its overall personal property tax rate at 73.50 cents per \$100 of assessed value. The proposed tax rates for FY20 are unchanged from FY19. Those tax rates are as follows:

FY20 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

FY20 Work Program

Planning Department

The Planning Department's proposed budget for FY20 is 2.2 percent, or \$808,000, less than last year's adopted budget. In our continuing effort to provide effective and efficient service to all stakeholders, the Department is requesting four full-time career positions in FY20 to address expected workload. Project charges were reduced by \$933,333. The budget for professional/consulting services has been decreased by \$264,000 because of one-time costs included in FY19. Additional expenses related to the office relocation of the Planning Department and the Commissioners' Office are budgeted at \$217,500.

The Planning Department's proposed FY20 work program includes carryover projects and programs from FY19 and five new projects for FY20. The five new projects are listed below:

- Cultural Arts Strategic Plan
- Neighborhood Conservation Overlay Zones
- Strategic Initiatives to Implement the County's Economic Development Plan
- Transportation Review Guidelines Update
- West Hyattsville Sector Plan

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

Department of Parks and Recreation

The Department of Parks and Recreation operating budget proposes a 10.6 percent, or \$9.8 million, increase from FY19. This primarily reflects additional staffing necessary to support current service levels, growing debt service costs, and increasing Pay-Go transfers to address a

backlog of critical infrastructure needs. In developing the FY20 objectives, the Department worked to ensure that they are in strategic alignment with the overall goals of the adopted Formula 2040 and Comprehensive Recreation Program Plans. Divisional objectives have been developed to support each of the following and are delineated in the budget narrative.

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

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

Enterprise Fund

In FY20, total Enterprise Fund operating revenues are proposed to increase by 0.2 percent to \$10.7 million. Operating expenses are projected to decrease by 1.0 percent to \$19.1 million. As a result, the subsidy from the Recreation Fund is budgeted to decrease by \$361,000 to \$8.2 million. More than 72 percent of the tax subsidy supports operations and management of these services and activities at the Show Place Arena and the Prince George's Sports and Learning Complex. The Department places high-priority on social equity and maintaining access to the park and recreation system. With affordable prices and an effective fee assistance policy, the Department encourages broad participation and access to services for all County residents

throughout our facilities. The Wayne K. Curry Sports and Learning Center at the Sports and Learning Complex exemplifies this policy by providing state of the art equipment and facilities along with world class programs to a wide range of users for very modest fees.

Capital Budget and Capital Improvement Program (CIP)

In addition to the operating budget, this transmittal also includes the Capital Budget (the first year of the six year CIP). The FY20-FY25 Proposed CIP is \$267.1 million, with \$59.2 million proposed for FY20, which is similar to the FY19 amount. The FY20-FY25 CIP represents a 24.4 percent increase from the Adopted FY19-FY24 CIP. Nearly all the planned increase in the CIP occurs in the outer years (FY21-FY25). This planned increased capital investment is to meet a backlog of infrastructure needs, and would be primarily funded with PayGo.

In addition to infrastructure needs, the Proposed FY20-FY25 CIP places priority on:

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

The proposed FY20 Capital Budget builds upon the adopted FY19-FY24 CIP and provides funding for critically needed projects while continuing to emphasize maintenance and renovation of existing park infrastructure. A primary objective for the Department of Parks and Recreation in developing the FY20-FY25 CIP is to align our bond and PayGo funding for CIP projects with our financial capacity over the next six years. This year, due to resource availability in all three funds (Administration, Park, Recreation), we have proposed increasing the use of PayGo funding.

Central Administrative Services (CAS)

For FY20, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- Finance Department:
 - One career position to provide additional accounting resources to the CIP.
 - One career position to augment payroll processing.
- Legal Department: Restoring the previous year's budget for professional services.
- Corporate IT Division: Funding to expand a regular computer replacement schedule.
- Chief Information Officer:
 - One career position to provide IT project management, currently provided by contractors.
 - Funding for the following IT initiatives
 - Budget software replacement
 - Intranet upgrade
 - Remediation of security assessment findings
 - Next phase of the Microsoft Active Directory project, which manages permissions and access to email, network storage and resources

- Feasibility study for Enterprise Content Management, which would allow for access to and the management of the Commission's information, wherever stored.

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 FY20 Proposed Budget is balanced, and in keeping with our multi-year financial projections, the Administration, Park and Recreation Funds are projected to be in balance through at least until FY25. Improving revenue projections have allowed this budget to continue to include significant funding for infrastructure maintenance, as well as to address "right-sizing" staffing needs. However, we must remain cognizant that the economy is subject to external pressures that may require carefully examining our budget choices in future years.

In closing, the Commission continues to embrace our mission, and we remain committed to employing our collective knowledge, creativity, and expertise to provide the very best in planning, parks and recreation services for the 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 staff in the coming weeks, and continuing to collaborate in providing vital services and programs to the residents of Prince George's County. We welcome further discussion of this FY20 Proposed Budget, and we thank you for your consideration.

Sincerely,



Elizabeth M. Hewlett, Chairman

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One
Commission

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

Mission

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

Strategic
Focus

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

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

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

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

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

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

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



Prince George's County Overview – Budget Guide

BUDGET GUIDE

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

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

BUDGET STRUCTURE AND CONTENT

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

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

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

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

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

Background and Policies provide the following information:

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

The next subsection is **Budget Issues**, which discusses significant revenue and expenditure issues that impact both the FY20 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 2020 are included:

- Commission Summary of FY20 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY18 and Budgeted Use of Fund Balance/Net Position for FY19 and FY20;
- Prince George's County FY20 Proposed Budget Summary by Fund Summary by Department by Division;
- Prince George's County FY20 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$378,905,440;
- Prince George's County FY20 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$378,905,440;
- Prince George's County FY20 Proposed Budget Summary by Major Object;
- Prince George's County FY20 Proposed Budget Summary of Funds Required (Percent of Total by Object) Total Operating Funds \$378,905,440;
- 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 FY11 Actual to FY20 Proposed;
- Prince George's County Revenues and Expenditures General Fund Accounts FY11 Actual to FY20 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 Changers in Fund Net Position;



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- Commission-wide Executive Office Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Commission-wide Group Health Insurance Internal Service Funds Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Tax Rates and Assessable Base;
- Prince George's County Positions/Workyears Summary by Fund
- Summary of Project Charges Paid to Prince George's County

Department Budget Section

This section of the Budget Book provides specific information about each department and division to help the reader understand the budget as an operations guide and policy guide.

The Department sections are comprised of:

- The Commissioners' Office
- Central Administrative Services (CAS):
 - Department of Human Resources and Management
 - Department of Finance
 - Legal Department
 - Office of Inspector General
 - Corporate IT
 - Merit System Board
 - CAS Support Services
- Planning Department
- Department of Parks and Recreation

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

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

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



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- Following each budget summary section is the **Highlights and Major Changes in the FY20 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.

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.



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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.

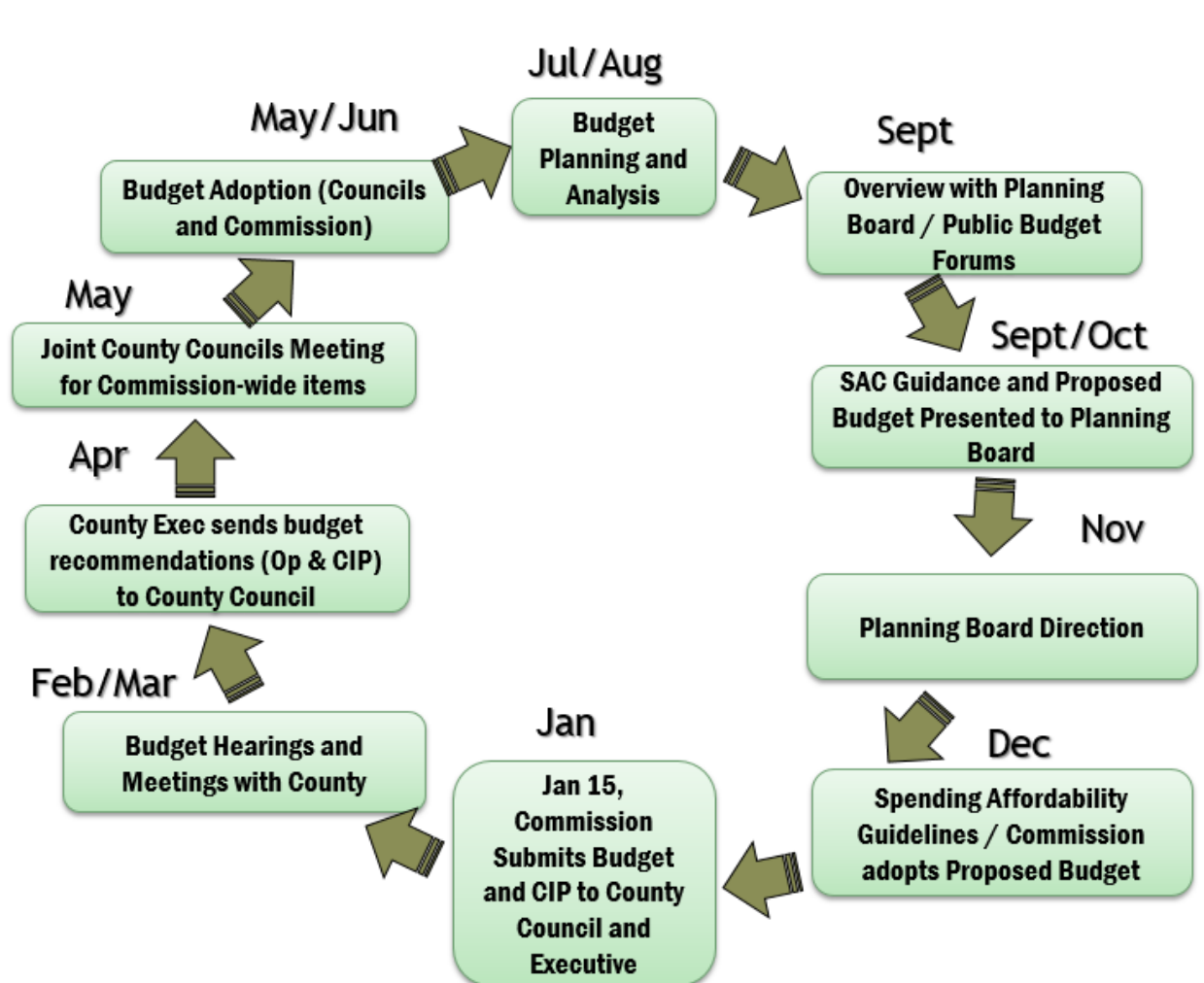
The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.



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Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2018
• Meet with Spending Affordability Committee	By August 30, 2018
• Budget Overview with Planning Board	September to November 2018
• Staff Develops Budget	September to November 2018
• Planning Board Work Sessions	September to December 2018
• Spending Affordability Committee Issues Guidelines	December 2018
• Commission Approves Proposed Budget	December 19, 2018
• Staff Produce Proposed Budget Book	December 2018 to January 2019
• Submit Proposed Operating Budget and Capital Improvement Program to County Executive and County Council	January 15, 2019
• County Executive Makes Recommendations	January 15 to April 1, 2019
• County Council Holds Public Hearings	April 2019
• County Council Reviews Budget	April 2019
• County Councils Meet Jointly	May 2019
• County Councils Adopt Budget	By June 1, 2019
• Commission Adopts Budget Resolution	June 19, 2019



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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 174 park or recreation entities to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

PRINCE GEORGE'S COUNTY PROFILE

Prince George's County, established on April 23, 1696, was governed by County Commissioners until the election of Charter Home Rule in 1970. Under Home Rule, the elected County Executive forms the executive branch of government, while nine (9) County Council members, each elected from a separate district, comprise the legislative branch. As of December 2018, two (2) new County Council members, elected at large, will join the Council.

Prince George's County lies in central Maryland east of the Fall Line, a geographic line of demarcation separating the coastal plain from the upland plateau, which is west of the Line. The County is bounded by Montgomery County and Washington D.C. to the west, Howard County to the north, Anne Arundel and Calvert Counties to the east, and Charles County to the south. The County contains 27 incorporated municipalities within its 483 square miles (311,680 acres). The Commission provides over 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 (2017), the County's population is currently estimated at 912,756 and growing at about 0.5 percent annually. African-American persons represent 65.1 percent of the population; White persons are 20.6 percent; Hispanic and Latino origin persons are 17.4 percent; and Asian persons are 5.0 percent. Approximately 24.3 percent of the County population is estimated to be foreign born and speak a language other than English at home.

According to the United States Census bureau, approximately 51.8 percent of the County's residents are female. While the median age of a County resident is 36.5 years, approximately 22.5 percent of County residents are secondary school age or younger (under 18 years old), and approximately 11.8 percent are age 65 or older. According to the Prince George's County Public School (PGCPS) website, student enrollment in Prince George's public schools for the School Year 2016-17 totaled 130,814.



Prince George's County

Overview – Background

According to the Maryland State Data Center 2017 records, the median household income in the County was \$78,607, compared to the Maryland state median of \$78,916 and national median of \$57,652. The 2017 median value of an owner-occupied home in Prince George's County was \$272,900 compared to a state median of \$296,500. About 31.9 percent of County residents over age 25 have at least a bachelor's degree. The County's labor force for 2017 was estimated to be 513,393 and the average unemployment rate was 4.7 percent versus 4.5 percent for 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 in our ice skating facilities; walkers, joggers and bicyclists utilize our vast system of trails; and, people stop by our information counter seeking assistance in understanding the permitting process or with questions regarding new housing developments in their neighborhood.

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

The Commission's reforestation efforts have had a major impact on the air quality in the region. Consider the time and effort Commission planners spend reviewing requests for housing developments to ensure that they are not built in flood plains, or on ground otherwise unsuitable for development; that they are spaced properly; that there are amenities such as adequate open space and sidewalks; and that existing and planned infrastructure can adequately support the



Prince George's County Overview – Background

development. When these factors are considered, it becomes clear that all the County's residents, visitors, and neighbors are customers of the Commission.

ORGANIZATION

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

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

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

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

FUNDS AND FUNDING SOURCES

Under the statutory authority provided by State law, the Commission's park, recreation, planning, and general administrative functions are financed primarily by five statutorily designated property taxes that must be levied on a separate county basis. In Prince George's County, county-assessed property taxes support approximately 87 percent of the Commission's tax-supported operations. The remainder of the revenues is derived from grants, interest, fees and charges, and fund balance. The five accounts (funds) are separately maintained within the General Fund, as follows:



Prince George's County Overview – Background

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

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

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

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

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

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

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

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

Special Revenue Funds

Special Revenue Funds account for revenue sources that are restricted or committed for specific purposes other than capital projects or debt service, if that revenue is a substantial portion of the fund's resources. Special Revenue Funds are used when the revenue is restricted or committed by



Prince George's County Overview – Background

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

Park Debt Service Fund

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

Capital Projects Fund

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

Enterprise Fund

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

Internal Service Funds

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



Prince George's County

Overview – Policies

POLICIES

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

FISCAL POLICY

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

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. Generally, the Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund, Park Fund, and Recreation Fund. In FY20, the proposed budget includes designated fund reserves equaling 5 percent of expenditure in these funds in Prince George's County. A stable or rising level of reserves satisfies concerns of the bond rating agencies.
- The Commission will seek cost reductions and productivity improvements as methods of minimizing taxpayer costs and maximizing customer satisfaction.
- Non-tax revenue sources, such as user fees, will be sought and developed to the greatest possible extent, keeping in balance service availability, public benefit, and fairly set fees. User fees in the Enterprise Fund are set to:
 1. Be competitive with comparable public and private facilities and services in the area.
 2. Reflect user demand and patterns of use.
- The Commission seeks to minimize debt service costs by the prudent use of appropriate debt instruments, consistent with the goal of maintaining tax rate stability and stable reserves. Debt service, correctly structured, will match the bond-funded cost of facilities with the useful life of the facilities. The Commission also limits outstanding indebtedness, in accordance with its Debt Management Policy, well below State statute limitations.
- In the Enterprise Fund, the Commission's goal is to maintain reserves equivalent to 10 percent of operating expenses plus one year of debt service.

CIP IMPACT CONSIDERATION

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

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



Prince George's County

Overview – Policies

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

INVESTMENT POLICY

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

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

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

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

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

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

The Secretary-Treasurer shall establish and maintain a system of internal controls, designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties or imprudent actions by employees and investment officers of the Commission. An



Prince George's County Overview – Policies

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

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

DEBT MANAGEMENT POLICY

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

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

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

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

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



Prince George's County Overview – Policies

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

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

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

LONG-TERM SUSTAINABILITY

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

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



Prince George's County Overview – Policies

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

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

- The County's total assessable base for both real and personal property for the budget year is based on the latest available projection from the Maryland Department of Assessment and Taxation, as may be modified by the County's Office of Management and Budget. Adjustments are made to calculate separate assessable bases for the Administration Fund and the Park Fund. Based on historical patterns, a collection factor is calculated (we currently assume collecting 99.7 percent for real property taxes and 97.0 percent for personal property taxes). The assessable base is then divided by \$100, multiplied by the tax rate and then by the collection factor to derive the projection for property tax revenues. Trend analysis factoring in latest information on housing market and commercial property development is then used to project property tax revenues over the six-year cycle.
- Interest and penalties on prior year taxes not paid are generally assumed at no growth from year to year, unless trend changes on collection factors are envisioned.
- Fees and Charges are generally projected with modest annual growth (3-5 percent), unless trend analysis indicates otherwise.
- Interest income is projected taking into account possible changes in both short and long-term interest rates and anticipated levels of fund balance and other cash available for investment.

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

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



Prince George's County Overview – Policies

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

PERFORMANCE MEASURES

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

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



Prince George's County Overview – Budget Issues

BUDGET ISSUES

This section of the budget provides the global context underlying the Commission's FY20 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

Property tax revenues constitute nearly 94 percent of the General Fund operating revenues in Prince George's County. The latest projections provided by the State Department of Assessments and Taxation (SDAT) show the County's FY20 real assessable base projected to grow by 0.3 percent next year. The remaining 5 percent of General Fund revenues are projected to increase by 15 percent in FY20 due to projected increases from fees and charges and from interest income.

Property Tax Revenue and Tax Rates

The total FY20 property tax revenue estimate for the four tax-supported¹ funds is \$279.6 million, a slight decrease of 0.3 percent or \$957 thousand from the FY19 Adopted Budget. The decrease is due to a drop in the assessable base for personal property. The real property assessable base is projected to increase by 0.3 percent in FY20, based upon the latest SDAT estimates, with personal property assessable base projected to decrease by 7.8 percent. Final SDAT estimates for FY20 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 FY20 are unchanged from FY19. Those tax rates are as follows:

	FY20 Proposed Property Tax Rates by Fund	
	<u>Real</u>	<u>Personal</u>
Administration Fund	5.66	14.15
Park Fund	15.94	39.85
Recreation Fund	7.80	19.50
ALA Debt	<u>0.00</u>	<u>0.00</u>
Total	29.40	73.50

Fees, Charges, and Rentals

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

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



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Service charges and fees of the three major tax-supported funds (Administration, Park, and Recreation) are projected at \$13.8 million for FY20, an increase of \$252 thousand or 1.9 percent from the FY19 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 FY20 is proposed at \$3.5 million, an increase of 169 percent from the FY19 budget, in line with FY19 estimates.

Grant Revenues

The Planning Department anticipates grant revenue in FY20 at \$147,500, in line with last year. This Prince George's County grant will fund the Department's stormwater management efforts. No grants are budgeted in either the Park or Recreation Funds, although unbudgeted grants in all funds are treated as automatic budget amendments if no tax funded match is necessary to receive the grant and provide the program.

Enterprise Fund Revenues

In FY20, total Enterprise Fund operating revenues are proposed to increase by 0.2 percent to \$10.7 million. Operating expenses are projected to decrease by 1.0 percent to \$19.1 million. As a result, the subsidy from the Recreation Fund of \$8.2 million in FY20 is budgeted to decrease by \$361 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, FY20 continues to include subsidies to the Enterprise Fund. Two programs – the Prince George's Sports and Learning Complex and the Show Place Arena/Equestrian Center – account for the majority of the subsidies. The Commission continues to monitor the size of the subsidy and strives to maintain a balance between subsidy and affordability. For example, a decision was made when the Sports and Learning Complex was constructed to designate a two-mile radius around the Complex, built next to FedEx Field, as an impact area, in which all citizens and residents would be able to use the Center at a discounted rate. This decision impacts revenues received and increases the subsidy. The Commission places value on the maximum usage and enjoyment of services, which often leads to below market fee structures.

EXPENDITURES

The FY20 Proposed Budget's goal is to continue to "right-size" the Commission's operations – to provide adequate resources both for necessary planning studies as well as for park and recreation infrastructure and service delivery. The second major initiative is to continue to address our infrastructure improvement needs by utilizing existing fund balances in both the Park Fund and the



Prince George's County Overview – Budget Issues

Recreation Fund.

The Proposed Budget includes the following major known commitments for personnel costs in FY20:

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

As can be seen in Exhibit 1, personnel expenses are proposed to increase by \$1.65 million, mostly due to increased health insurance costs and employee compensation markers.

Exhibit 1

FY20 Proposed Budget				
Summary of Changes in Major Personnel Costs				
Prince George's County Administration Fund, Park Fund, and Recreation Fund				
	FY19	FY20	\$	%
	Adopted	Proposed	Change	Change
OPEB				
OPEB Paygo & Prefunding	\$ 11,043,270	\$ 10,715,504	\$ (327,766)	-3.0%
Pension (ERS)				
Pension (ERS)	13,567,332	10,576,847	(2,990,485)	-22.0%
Health and Benefits(1)				
Employee Health Benefits	16,737,600	19,110,274	2,372,674	14.2%
Subtotal Personnel Costs	<u>\$ 41,348,202</u>	<u>\$ 40,402,625</u>	<u>\$ (945,577)</u>	<u>-2.3%</u>
Employee Compensation				
Marker for Changes to Employee Comp.		2,732,694	2,732,694	-
Marker for Possible Reclassifications	836,126	700,189	(135,937)	-16.3%
Total Major Personnel Costs			<u>\$ 1,651,180</u>	

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

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

OPEB

OPEB costs for FY20 have been determined by the actuary. The net change for total OPEB costs is about a \$328 thousand decrease or 3.0 percent less than the FY19 adopted amount.

Total OPEB funding is \$10.72 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.



Prince George's County Overview – Budget Issues

Pension (ERS)

As determined by the actuary, pension costs are projected to decrease by 22.0 percent in FY20, representing a cost of \$2.99 million less than the FY19 Adopted Budget.

Health Insurance and Benefits

Health insurance and benefit costs are projected to increase by 14.2 percent in FY20, or \$2.37 million more than the FY19 Adopted Budget.

Employee Compensation

The Commission's FY20 budget includes a dollar marker of \$2.7 million in the General Fund. The Commission will be in the second year of our contract with MCGEO, with a wage and health benefit re-opener scheduled this year, and in full contract negotiations with the FOP for FY20. Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is underway (\$700,000).

Total expenditures for tax supported funds in the FY20 Proposed Budget (excluding reserves) are \$323.3 million, a 4.1 percent increase from the FY19 Adopted Budget. The total FY20 Proposed Budget for Tax and Non-Tax Supported Funds (less reserves), including the Enterprise and Special Revenue Funds, is \$365.9 million, 3.9 percent higher than the FY19 Adopted Budget. Exhibit 2 (below) provides a comparative total funds summary.

Exhibit 2

Summary of FY20 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Funds)

	FY19 Adopted	FY20 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 52,399,074	\$ 55,335,660	\$ 2,936,586	5.6%
Park (2)	160,694,581	175,525,437	14,830,856	9.2%
Recreation (3)	97,487,006	92,451,426	(5,035,580)	-5.2%
ALA Debt	-	-	-	-
Subtotal Tax Supported	310,580,661	323,312,523	12,731,862	4.1%
Enterprise	19,314,798	19,116,579	(198,219)	-1.0%
Special Revenue	8,442,397	8,145,469	(296,928)	-3.5%
Park Debt	13,753,538	15,296,269	1,542,731	11.2%
Total Prince George's	\$352,091,394	\$365,870,840	\$ 13,779,446	3.9%

(1) Includes transfer to Capital Projects in both years, and Park in FY20

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

(3) Includes transfer to Enterprise Fund and Capital Projects

Major Non-Personnel Cost Changes

- In addition to the “right-sizing” efforts and the reduction in project charges, both discussed subsequently, no significant operating budget impacts (OBI) for opening new Parks & Recreation facilities will affect the General Fund in FY20. However, the removal of start-up



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costs for CIP projects scheduled for completion in FY19 will allow for a reduction of \$2,001,500.

- A major one-time expense of \$7,500,000 for the Collington Sports Complex budgeted in FY19 has been removed from this year's budget.
- Additional expenses related to the office relocation of the Planning Department and the Commissioners' Office are budgeted at \$217,500.

Capital Projects

As noted earlier, in addition to “right-sizing” the Commission’s operations, the other major goal of the FY20 Proposed Budget is to continue to address critical infrastructure improvement needs. Toward that end, this budget proposes utilizing the fund balance in both the Park and Recreation Funds to increase the PayGo transfer to the Capital Projects Fund. In addition, a transfer from the Administration Fund to the Park Fund is proposed to further enable the Park Fund’s PayGo transfer.

“Right-Sizing” Operations

Included in the funding levels of the Administration Fund, Park Fund and Recreation Fund is a funding request of \$5.45 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs. This investment will be made primarily in the Planning Department and the Department of Parks and Recreation, as well as in the Legal and Finance Departments. In the Planning Department, staffing is proposed for an expanded work program. In the Parks and Recreation Department, it is primarily to address understaffed facilities and some one-time capital outlay. For Legal, it is restoring the previous year’s critical professional services, and for Finance, it is staffing needed to meet existing service level requirements. Each department’s budget section provides detailed information on how this increased investment will be used. Below is a summary of new investment by department.

		Essential Needs
Fund	Department	Investment Amount
Administration	Commissioners' Office	\$ -
Administration	Planning	423,168
Administration	DHRM	-
Administration	Legal	47,491
Administration	Finance	126,453
Administration	Inspector General	-
Administration	Corporate IT	24,196
Administration	Share of CIO/CWIT Initiatives	83,357
Park	Parks & Recreation	2,887,942
Recreation	Parks & Recreation	1,856,310
Total		\$ 5,448,917

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



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property tax revenues began a steep decline, resulting in the Commission having to redirect resources to meet the rising project charge costs. Some years ago, we began working together with the County on a plan of phased reductions in project charges. Our plan was to reduce project charges steadily each year through FY19—lowering the charges paid from \$22 million in FY12 down to \$10.2 million by FY19. That plan has proved a bit too aggressive, given the County's fiscal challenges. Although we took the first step of the plan together in FY13 by reducing project charges by nearly \$5 million, FY14's, FY15's, FY16's, FY17's, and FY18's reductions were modified to \$1.5 million, \$1.2 million, \$65,000, \$475,000, and \$1.1 million, respectively. In FY19, the County was able to reduce these charges by \$2.5 million. For FY20, we are proposing a reduction of \$933 thousand. This effort is a key measure in rebalancing resource allocation. We appreciate the County's understanding and continued support in addressing project charges.

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

FUND BALANCE

Going into FY20, the General Fund accounts project to have combined fund balances totaling \$204.8 million. In total, the FY20 Proposed Budget uses \$21.5 million of fund balance. Fund balance use in all three funds is being utilized to increase PayGo transfers to the Capital Projects Fund. Exhibit 3 shows the projected change in fund balances for the three general fund accounts.

Exhibit 3

FY20 Proposed Budget Use of Fund Balance Prince George's County General Fund Accounts

	FY19 Estimated Ending (Undesignated)	FY20 Proposed Ending (Undesignated)	Use of Fund Balance (1)
Administration Fund	45,366,972	46,148,212	781,240
Park Fund	122,486,900	103,742,963	(18,743,937)
Recreation Fund	36,978,991	33,419,572	(3,559,419)
Total	204,832,863	183,310,747	(21,522,116)

(1) Use of fund balance is the amount of fund balance used for operations as well as the amount of fund balance needed to meet expenditure reserve requirements. The amount of fund balance (\$13,034,600) used to meet the reserve requirement will not be spent.

DEBT

Debt service is the amount the Commission must pay each year for the principal and interest on the Commission's bonded indebtedness. The debt limit is established by State law using a formula that is based on projected property tax receipts from the mandatory tax rate over the next 30 years. For Park Acquisition and Development Bonds, the Commission's legal debt margin on June 30, 2018, is estimated at \$957 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 \$113.3 million of outstanding Park Acquisition and Development



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Bonds. The Commission's Prince George's County bonds are rated AAA by Standard & Poor's Corporation, AAA by Fitch Ratings, and Aaa by Moody's Investor Services, Inc.

SPENDING AFFORDABILITY PROCESS

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

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

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

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

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

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

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



FY20 Proposed Budget
Fiscal and Budget Summary Schedules



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

COMMISSION SUMMARY of FY20 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			
	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Total Sources: (excluding use of fund balance)										
Governmental Funds:										
General Funds:										
Administration Fund	\$ 54,030,873	\$ 55,580,000	\$ 56,112,200	\$ 29,608,451	\$ 28,264,675	\$ 32,531,100	\$ 83,639,324	\$ 83,844,675	\$ 88,643,300	5.7%
Park Fund	148,553,695	153,172,700	156,866,100	99,361,780	100,197,831	110,206,587	247,915,475	253,370,531	267,072,687	5.4%
Recreation Fund	84,068,783	88,109,275	88,540,207	-	-	-	84,068,783	88,109,275	88,540,207	0.5%
General Funds Total	286,653,351	296,861,975	301,518,507	128,970,231	128,462,506	142,737,687	415,623,582	425,324,481	444,256,194	4.5%
ALA Debt Service Funds	331	-	-	1,929,019	2,024,928	2,088,880	1,929,350	2,024,928	2,088,880	3.2%
Tax Supported Funds Total	286,653,682	296,861,975	301,518,507	130,899,250	130,487,434	144,826,487	417,552,932	427,349,409	446,344,984	4.4%
Park Debt/Service Fund	11,031,799	13,753,538	15,296,269	5,428,913	6,461,285	7,124,410	16,460,713	20,214,823	22,420,679	10.9%
Property Management Fund	-	-	-	1,261,886	1,432,800	1,466,600	1,261,886	1,432,800	1,466,600	2.4%
Capital Projects Fund	53,518,536	59,791,000	59,700,000	15,612,257	32,530,000	54,945,000	69,130,793	92,321,000	114,645,000	24.2%
Special Revenue Funds	8,190,442	8,101,615	8,092,163	6,655,296	4,622,030	5,680,873	14,845,738	12,723,645	13,773,036	8.2%
Governmental Funds Total	359,394,460	378,508,128	384,606,939	159,857,602	175,533,549	214,043,370	519,252,062	554,041,677	598,650,309	8.1%
Proprietary Funds:										
Enterprise Fund	17,650,190	19,383,055	19,116,579	11,724,952	11,225,962	11,597,042	29,375,142	30,609,017	30,713,621	0.3%
Internal Service Funds:										
Risk Management Fund	5,310,369	3,493,200	3,391,800	4,050,648	2,462,800	2,649,900	9,361,016	5,956,000	6,041,700	1.4%
Capital Equipment Fund	656,292	1,976,777	2,297,927	3,453,514	3,111,750	5,569,500	4,109,806	5,088,527	7,867,427	54.6%
Wheaton Headquarters Bldg Fund	-	-	-	-	-	928,029	-	-	928,029	-
CIO & Comm-wide IT Initiatives Fund	1,857,315	1,756,311	2,417,808	982,180	979,484	1,889,978	2,839,495	2,735,795	4,307,786	57.5%
Executive Office Building Fund*	-	-	-	-	-	-	1,389,990	1,357,000	1,377,000	1.5%
Group Insurance Fund*	-	-	-	-	-	-	49,049,012	57,112,696	62,865,271	10.1%
Internal Service Funds Total	7,823,975	7,226,288	8,107,535	8,486,342	6,564,034	11,037,407	66,749,320	72,250,018	83,387,213	15.4%
Proprietary Funds Total	25,474,165	26,609,343	27,224,114	20,211,294	17,779,996	22,634,449	96,124,462	102,859,035	114,100,834	10.9%
Private Purpose Trust Funds:										
ALA Revolving Fund	3,505	-	-	1,856,696	1,922,078	2,018,600	1,860,201	1,922,078	2,018,600	5.0%
GRAND TOTAL	\$ 384,872,130	\$ 405,117,471	\$ 411,831,053	\$ 181,925,592	\$ 195,235,623	\$ 238,696,419	\$ 617,236,725	\$ 658,822,790	\$ 714,769,743	8.5%
Total Uses and Funds Required: (includes reserve in budget amounts but not in actual)										
Governmental Funds:										
General Funds:										
Administration Fund	42,134,896	55,017,574	57,950,960	29,729,197	32,720,007	34,412,612	71,864,093	87,737,581	92,363,572	5.3%
Park Fund	139,979,625	166,906,681	181,822,137	99,190,161	106,771,711	112,768,094	239,169,786	273,678,392	294,590,231	7.6%
Recreation Fund	70,327,486	101,961,406	96,574,026	-	-	-	70,327,486	101,961,406	96,574,026	-5.3%
General Funds Total	252,442,006	323,885,661	336,347,123	128,919,358	139,491,718	147,180,706	381,361,365	463,377,379	483,527,829	4.3%
ALA Debt Service Fund	347	-	-	1,929,466	2,024,928	2,088,880	1,929,813	2,024,928	2,088,880	3.2%
Tax Supported Funds Total	252,442,353	323,885,661	336,347,123	130,848,824	141,516,646	149,269,586	383,291,178	465,402,307	485,616,629	4.3%
Park Debt/Service Fund	11,031,799	13,753,538	15,296,269	5,428,913	6,461,285	7,124,410	16,460,713	20,214,823	22,420,679	10.9%
Property Management Fund	-	-	-	1,264,471	1,528,240	1,566,600	1,264,471	1,528,240	1,566,600	2.5%
Capital Projects Fund	42,672,356	59,791,000	59,700,000	20,346,802	32,530,000	54,945,000	63,019,158	92,321,000	114,645,000	24.2%
Special Revenue Funds	6,625,438	8,442,397	8,145,469	5,379,406	6,519,833	7,084,740	12,004,844	14,962,230	15,230,209	1.8%
Governmental Funds Total	312,771,946	405,872,596	419,488,861	163,268,417	188,556,004	219,990,256	476,040,363	594,428,600	639,479,117	7.6%
Proprietary Funds:										
Enterprise Fund	20,409,743	19,314,798	19,116,579	10,543,655	13,871,959	10,234,402	30,953,399	33,186,757	29,350,981	-11.6%
Internal Service Funds:										
Risk Management Fund	4,111,125	4,300,025	4,317,702	4,187,805	2,933,215	3,000,335	8,298,930	7,233,240	7,318,037	1.2%
Capital Equipment Fund	1,911,847	100,800	386,890	2,573,111	4,610,355	4,610,355	4,484,958	3,965,300	4,997,245	26.0%
Wheaton Headquarters Bldg Fund	-	-	-	-	-	928,029	-	-	928,029	-
CIO & Comm-wide IT Initiatives Fund	2,130,641	1,783,950	2,406,392	1,540,979	1,009,126	1,835,729	3,671,620	2,793,076	4,242,121	51.9%
Executive Office Building Fund*	-	-	-	-	-	-	917,026	1,355,394	1,440,307	6.3%
Group Insurance Fund*	-	-	-	-	-	-	49,370,243	59,505,521	64,020,297	7.6%
Internal Service Funds Total	8,153,613	6,184,775	7,110,984	8,301,895	7,806,841	10,374,448	66,742,777	74,855,531	82,946,036	10.8%
Proprietary Funds Total	28,563,357	25,499,573	26,227,563	18,845,550	21,678,800	20,608,850	97,696,176	108,042,288	112,297,017	3.9%
Private Purpose Trust Funds:										
ALA Revolving Fund	-	288,347	291,835	8,541,442	6,938,608	8,965,565	8,541,442	7,226,955	9,257,400	28.1%
GRAND TOTAL	\$ 341,335,303	\$ 431,660,516	\$ 446,008,259	\$ 190,655,409	\$ 217,173,412	\$ 249,564,671	\$ 582,277,981	\$ 709,697,843	\$ 761,033,534	7.2%

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

Explanatory Notes: This schedule summarizes the total revenues and total funds required for FY20. 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 FY18 and Budgeted Use of Fund Balance/Net Position for FY19 and FY20

	Prince George's County			Montgomery County			Total Commission		
	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	FY 18 Actual	FY 19 Adopted	FY 20 Proposed
Governmental Funds:									
Administration Fund	11,895,977	562,426	(1,838,760)	(120,746)	(4,455,332)	(1,881,512)	11,775,231	(3,892,906)	(3,720,272)
Park Fund	8,574,070	(13,733,981)	(24,956,037)	171,619	(6,573,880)	(2,561,507)	8,745,689	(20,307,861)	(27,517,544)
Recreation Fund	13,741,297	(13,852,131)	(8,033,819)	-	-	-	13,741,297	(13,852,131)	(8,033,819)
General Funds Total	34,211,345	(27,023,686)	(34,828,616)	50,873	(11,029,212)	(4,443,019)	34,262,217	(38,052,898)	(39,271,635)
ALA Debt Service Fund	(16)	-	-	(447)	-	-	(463)	-	-
Tax Supported Funds Total	34,211,329	(27,023,686)	(34,828,616)	50,426	(11,029,212)	(4,443,019)	34,261,754	(38,052,898)	(39,271,635)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	(2,585)	(95,440)	(100,000)	(2,585)	(95,440)	(100,000)
Capital Projects Fund	10,846,181	-	-	(4,734,545)	-	-	6,111,636	-	-
Special Revenue Funds	1,565,005	(340,782)	(53,306)	1,275,890	(1,897,803)	(1,403,867)	2,840,894	(2,238,585)	(1,457,173)
Governmental Funds Total	46,622,514	(27,364,468)	(34,881,922)	(3,410,815)	(13,022,455)	(5,946,886)	43,211,699	(40,386,923)	(40,828,808)
Proprietary Funds:									
Enterprise Fund	(2,759,554)	68,257	-	1,181,296	(2,645,997)	1,362,640	(1,578,257)	(2,577,740)	1,362,640
Risk Management Fund	1,199,244	(806,825)	(925,902)	(137,158)	(470,415)	(350,435)	1,062,086	(1,277,240)	(1,276,337)
Capital Equipment Fund	(1,255,555)	1,875,977	1,911,037	880,403	(752,750)	959,145	(375,152)	1,123,227	2,870,182
Wheaton Headquarters Bldg Fund	-	-	-	-	-	-	-	-	-
Comm-wide CIO & IT Initiatives Fund	(273,327)	(27,639)	11,416	(558,798)	(29,642)	54,249	(832,125)	(57,281)	65,665
Executive Office Building Fund*	-	-	-	-	-	-	472,964	1,606	(63,307)
Group Insurance Fund*	-	-	-	-	-	-	(32,1230)	(2,395,825)	(1,155,026)
Internal Service Funds Total	(329,638)	1,041,513	996,551	184,447	(1,252,807)	662,959	6,543	(2,605,513)	441,177
Proprietary Funds Total	(3,089,191)	1,109,770	996,551	1,365,744	(3,898,804)	2,025,599	(1,571,714)	(5,183,253)	1,803,817
Private Purpose Trust Funds:									
ALA Revolving Fund	3,505	(288,347)	(291,835)	(6,684,746)	(5,016,530)	(6,946,965)	(6,681,241)	(5,304,877)	(7,238,800)
GRAND TOTAL	43,536,827	(26,543,045)	(34,177,206)	(8,729,817)	(21,937,789)	(10,868,252)	34,958,744	(50,875,053)	(46,263,791)

* 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 FY18 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 FY20 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

Sources:	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA		Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO & Comm-wide IT Initiatives Internal Service Fund	Total
						ALA Revolving Fund	ALA Service Fund							
Property Taxes	\$ 54,258,700	\$ 148,025,000	\$ 77,351,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279,635,000
Intergovernmental	203,500	-	-	-	-	-	-	4,000,000	950,000	-	-	-	-	5,153,500
Sales	50,000	-	63,000	-	-	-	-	-	92,000	2,450,000	-	-	-	2,655,000
Charges for Services	600,000	232,835	9,043,197	-	-	-	-	-	5,892,619	5,479,500	3,141,800	2,042,927	2,417,808	28,860,686
Rentals and Concessions	-	2,734,765	1,236,910	-	-	-	-	-	945,022	2,813,700	-	-	-	7,730,397
Interest	1,000,000	1,750,000	750,000	-	-	-	-	500,000	25,000	150,000	250,000	5,000	-	4,430,000
Miscellaneous	-	623,500	95,800	-	-	-	-	2,000,000	187,522	-	-	-	-	2,906,822
Total Revenues	56,112,200	153,386,100	88,540,207	-	-	-	-	6,500,000	8,092,163	10,893,200	3,391,800	2,047,927	2,417,808	331,361,405
Transfers In	-	3,500,000	-	15,296,269	-	-	-	44,325,000	-	8,223,379	-	-	-	71,344,648
Debt Proceeds	-	-	-	-	-	-	-	8,875,000	-	-	-	250,000	-	9,125,000
Use of Fund Balance/Net Assets	1,838,760	24,956,037	8,033,819	-	-	-	291,835	-	53,306	-	925,902	-	-	36,089,659
Total Available Funds	\$ 57,950,960	\$ 181,822,137	\$ 96,574,026	\$ 15,296,269	\$ -	\$ -	\$ 291,835	\$ 59,700,000	\$ 8,145,469	\$ 19,116,579	\$ 4,317,702	\$ 2,297,927	\$ 2,417,808	\$ 447,930,712

Uses:

Commissioners' Office	\$ 3,378,179	-	-	-	-	-	-	-	-	-	-	-	-	3,378,179
Planning Department:	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Director's Office	4,378,507	-	-	-	-	-	-	-	-	-	-	-	-	4,378,507
Development Review	6,498,650	-	-	-	-	-	-	-	-	-	-	-	-	6,498,650
Community Planning	4,923,202	-	-	-	-	-	-	-	-	-	-	-	-	4,923,202
Information Management	5,947,842	-	-	-	-	-	-	-	-	-	-	-	-	5,947,842
Countywide Planning	7,302,536	-	-	-	-	-	-	-	-	-	-	-	-	7,302,536
Support Services	7,286,103	-	-	-	-	-	-	-	-	-	-	-	-	7,286,103
Grants	147,500	-	-	-	-	-	-	-	-	-	-	-	-	147,500
Special Revenue Operations	-	-	-	-	-	-	-	20,000	-	-	-	-	-	20,000
Planning Operations Total	36,484,340	-	-	-	-	-	-	20,000	20,000	-	-	-	-	36,504,340
Central Administrative Services (CAS):	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dept. of Human Resources and Mgmt.	2,957,561	-	-	-	-	-	-	-	-	-	-	-	-	2,957,561
Department of Finance	2,566,975	-	-	-	-	-	-	-	-	-	-	-	-	2,566,975
Legal Department	1,241,664	-	-	-	-	-	-	-	-	-	-	-	-	1,241,664
Merit System Board	82,065	-	-	-	-	-	-	-	-	-	-	-	-	82,065
Office of Inspector General	388,631	-	-	-	-	-	-	-	-	-	-	-	-	388,631
Corporate IT	1,434,541	-	-	-	-	-	-	-	-	-	-	-	-	1,434,541
Support Services	794,488	-	-	-	-	-	-	-	-	-	-	-	-	794,488
CAS Total	9,465,925	-	-	-	-	-	-	-	-	-	-	-	-	9,465,925



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

PRINCE GEORGE'S COUNTY FY20 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

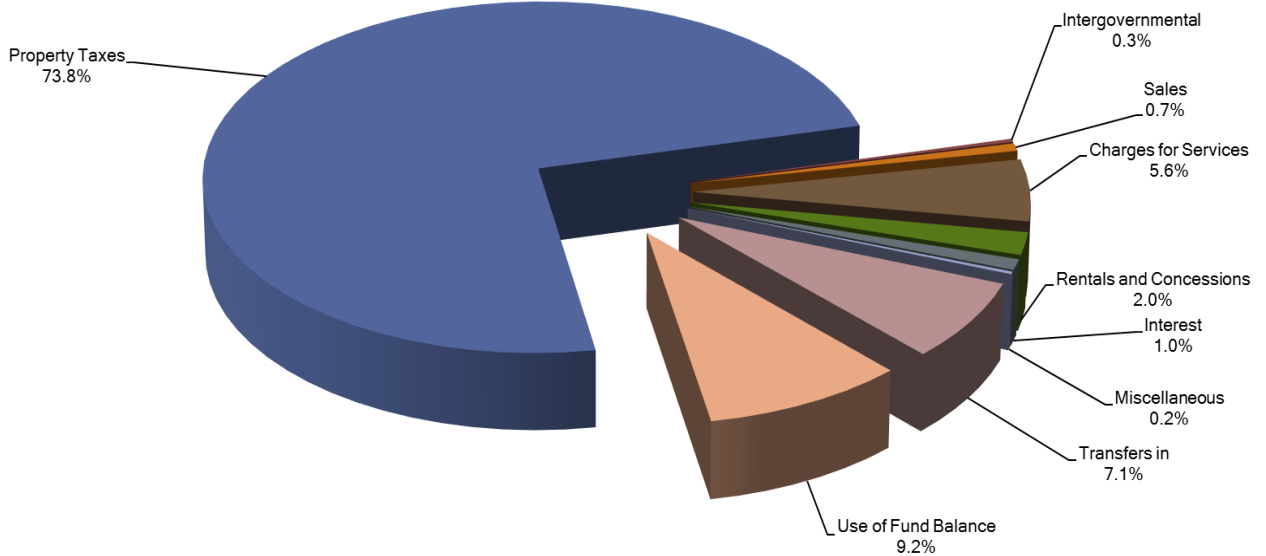
	Administration		Park		Recreation		Park Debt		ALA Debt		ALA Revolving		Capital Projects		Special Revenue		Enterprise		Risk Management		Capital Equipment		CIO & Commission-wide IT Initiatives		Total
	Fund	Fund	Fund	Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	Service Fund	
Parks and Rec. Operating Divisions:																									
Office of the Director	-	21,244,318	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	21,244,318
Administration and Development	-	34,653,978	10,980,357	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45,634,335
Facility Operations	-	41,023,974	21,661,247	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	62,685,221
Area Operations	-	20,527,572	35,941,398	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	56,468,970
Special Revenue Operations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,125,469	-	-	-	-	-	-	-	-	-	8,125,469
Enterprise Operations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	19,116,579	-	-	-	-	-	-	19,116,579
Total Park and Rec. Operations	-	117,449,842	68,583,002	-	-	-	-	-	-	-	-	-	-	-	8,125,469	-	-	19,116,579	-	-	-	-	-	-	213,274,892
NonDepartmental	2,977,216	8,484,326	5,645,045	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,106,587
Advanced Land Acquisition	-	-	-	-	-	-	291,835	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	291,835
Debt Service	-	-	-	-	-	-	15,296,269	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,296,269
Capital Projects	-	-	-	-	-	-	-	-	-	-	-	-	59,200,000	-	-	-	-	-	-	-	-	-	-	-	59,200,000
Transfer to Debt Service	-	15,296,269	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,296,269
Risk Management Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,317,702	-	-	-	-	-	-	4,317,702
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	386,890	-	-	386,890
CIO & Commission-wide Operating	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,406,392	-	2,406,392
Transfers Out	3,030,000	34,255,000	18,223,379	-	-	-	-	-	-	-	-	-	500,000	-	-	-	-	-	-	-	-	-	-	-	56,048,379
Total Uses	\$ 55,335,660	\$ 175,525,437	\$ 92,451,426	-	-	-	\$ 15,296,269	-	-	-	\$ 291,835	\$ 59,700,000	\$ 8,145,469	\$ 19,116,579	\$ 4,317,702	\$ 386,890	\$ 2,406,392	\$ 432,973,659	\$ 432,973,659	\$ 432,973,659	\$ 432,973,659	\$ 432,973,659	\$ 432,973,659	\$ 432,973,659	\$ 432,973,659
Designated Expenditure Reserve @ 5%	2,615,300	6,296,700	4,122,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,034,600
Total Required Funds	\$ 57,950,960	\$ 181,822,137	\$ 96,574,026	-	-	-	\$ 15,296,269	-	-	-	\$ 291,835	\$ 59,700,000	\$ 8,145,469	\$ 19,116,579	\$ 4,317,702	\$ 386,890	\$ 2,406,392	\$ 446,008,259	\$ 446,008,259	\$ 446,008,259	\$ 446,008,259	\$ 446,008,259	\$ 446,008,259	\$ 446,008,259	
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,922,453
Total Funded Career/Term Positions	272.64	804.00	305.00	-	-	-	-	-	-	-	-	-	-	68.00	3.00	-	-	-	-	-	-	-	-	-	1,456.14
Total Funded Workyears	268.18	981.50	997.56	-	-	-	-	-	-	-	-	-	264.80	206.10	3.40	-	-	-	-	-	-	-	-	-	2,725.04



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

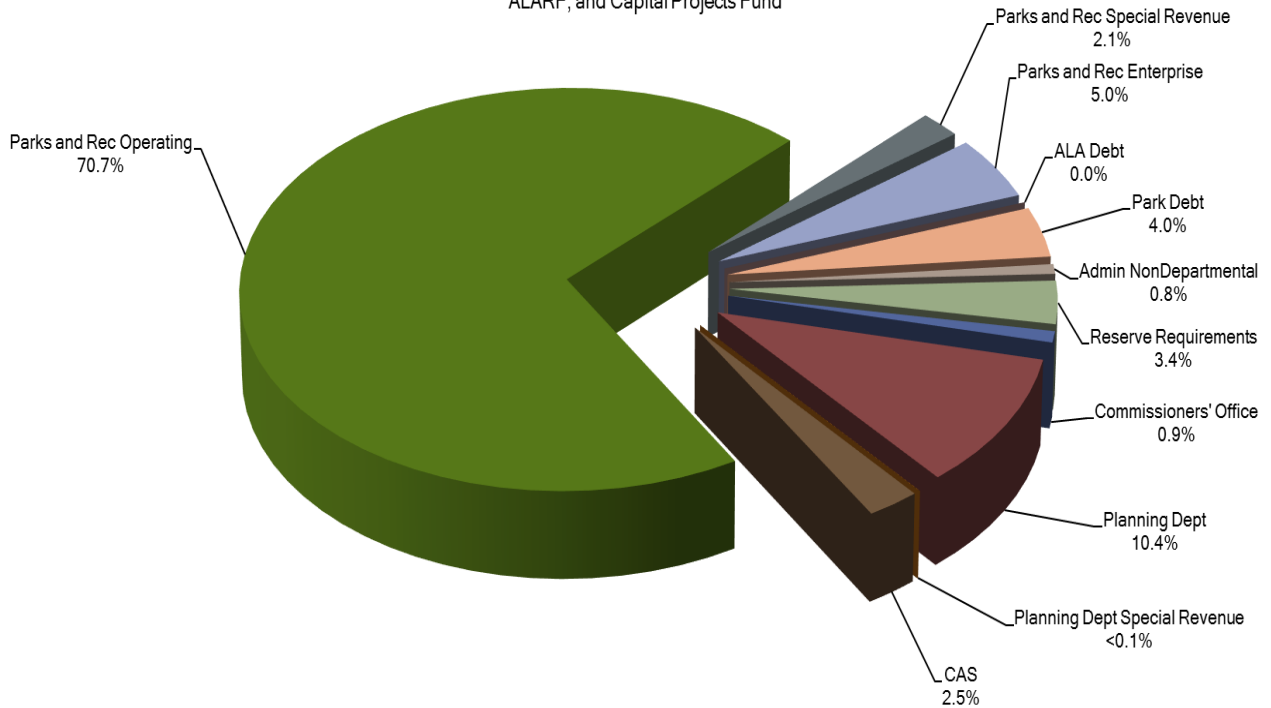
Prince George's County FY20 Proposed Budget
Revenue Sources (Percent of Total by Type)
Total Operating Funds \$378,905,440

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



Prince George's FY20 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$378,905,440

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



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

PRINCE GEORGE'S COUNTY FY20 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Charge-backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:									
General Funds:									
Administration Fund									
Commissioners' Office	1,804,668	39,000	1,444,511	90,000	-	-	-	-	3,378,179
Planning Department	20,795,352	1,877,300	12,953,652	458,150	399,886	-	3,030,000	-	39,514,340
DHRM	2,963,079	39,939	427,319	-	(472,776)	-	-	-	2,957,561
Department of Finance	3,120,596	34,062	277,334	-	(865,017)	-	-	-	2,566,975
Legal Department	1,847,861	16,543	188,559	-	(811,299)	-	-	-	1,241,664
Merit System Board	65,095	900	16,070	-	-	-	-	-	82,065
Office of Inspector General	503,162	4,147	16,460	-	(135,138)	-	-	-	388,631
Corporate IT	1,391,248	116,106	1,057,866	-	(1,130,679)	-	-	-	1,434,541
CAS Support Services	5,540	27,374	761,574	-	-	-	-	-	794,488
Non-Departmental	2,977,216	-	-	-	-	-	-	-	2,977,216
Budgetary Reserve	-	-	-	-	-	-	-	2,615,300	2,615,300
Administration Fund Total	35,473,817	2,155,371	17,143,345	548,150	(3,015,023)	-	3,030,000	2,615,300	57,950,960
Park Fund									
Department of Parks and Recreation	85,964,047	10,828,521	24,421,843	2,892,800	1,826,957	-	49,591,269	6,296,700	181,822,137
Park Fund Total	85,964,047	10,828,521	24,421,843	2,892,800	1,826,957	-	49,591,269	6,296,700	181,822,137
Recreation Fund									
Department of Parks and Recreation	51,771,166	5,133,669	16,179,474	916,000	227,738	-	18,223,379	4,122,600	96,574,026
Recreation Fund Total	51,771,166	5,133,669	16,179,474	916,000	227,738	-	18,223,379	4,122,600	96,574,026
General Funds Total	173,209,030	18,117,561	57,744,662	4,356,950	(960,328)	-	70,844,648	13,034,600	336,347,123
ALA Debt Service Fund									
Tax Supported Funds Total	173,209,030	18,117,561	57,744,662	4,356,950	(960,328)	-	70,844,648	13,034,600	336,347,123
Park Debt Service Fund						15,296,269			15,296,269
Capital Projects Fund			30,000	59,170,000	-	-	500,000	-	59,700,000
Special Revenue Funds									
Planning Department	5,349,032	1,189,550	20,000	-	-	-	-	-	20,000
Department of Parks and Recreation	5,349,032	1,189,550	1,437,399	20,100	129,388	-	-	-	8,125,469
Special Revenue Funds Total	10,698,064	2,379,100	21,399	20,100	129,388	-	-	-	8,145,469
Governmental Funds Total	178,558,062	19,307,111	59,232,061	63,547,050	(830,940)	15,296,269	71,344,648	13,034,600	419,488,861
Proprietary Funds:									
Enterprise Fund									
Department of Parks and Recreation	11,588,355	3,001,719	4,082,514	271,800	172,191	-	-	-	19,116,579
Enterprise Fund Total	11,588,355	3,001,719	4,082,514	271,800	172,191	-	-	-	19,116,579
Internal Service Funds:									
Risk Management Fund	502,033	34,750	3,488,874	-	292,045	-	-	-	4,317,702
Capital Equipment Fund	-	-	-	250,000	23,290	113,600	-	-	386,890
CIO & Commission-wide IT Initiatives Fund	717,304	27,856	1,582,558	-	-	78,674	-	-	2,406,392
Internal Service Funds Total	1,219,337	62,606	5,071,432	250,000	315,335	192,274	-	-	7,110,984
Proprietary Funds Total	12,807,692	3,064,325	9,153,946	521,800	487,526	192,274	-	-	26,227,563
Private Purpose Trust Funds:									
ALA Revolving Fund				291,835	-	-	-	-	291,835
Private Purpose Trust Funds Total				291,835	-	-	-	-	291,835
GRAND TOTAL	\$ 191,365,754	\$ 22,371,436	\$ 68,386,007	\$ 64,360,685	\$ (343,414)	\$ 15,488,543	\$ 71,344,648	\$ 13,034,600	\$ 446,008,259

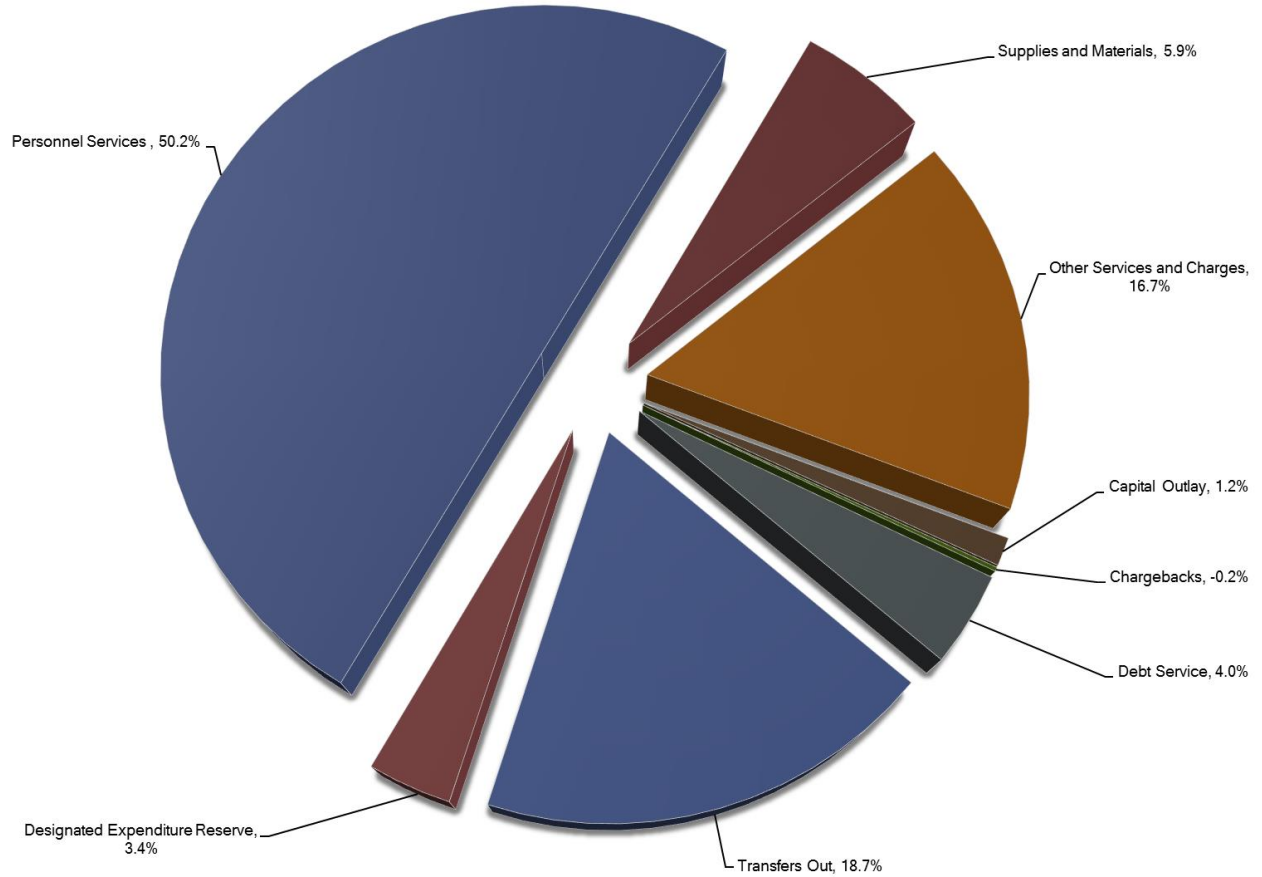
* Park Fund transfer out includes the transfers to Capital Projects Fund (\$34,295M) and to Debt Service (\$15,296M)



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

Prince George's County FY20 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds \$378,905,440

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



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

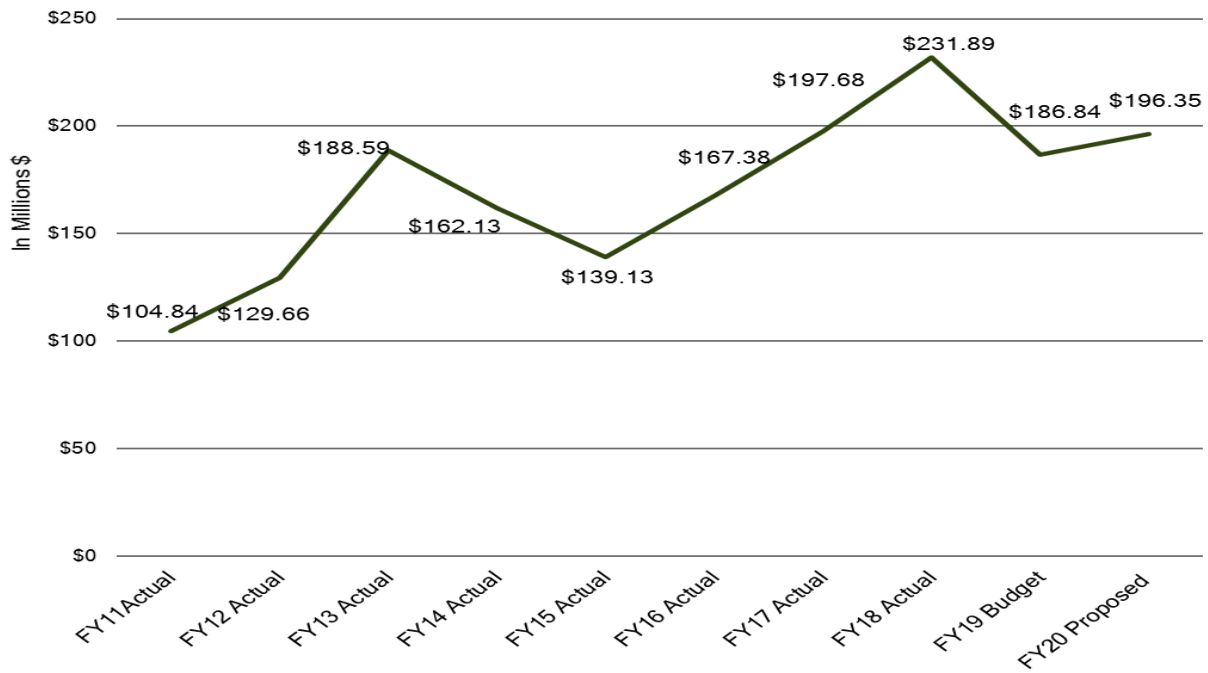
PRINCE GEORGE'S COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2020

	General Fund Accounts		Advance Land Acquisition Debt Service Fund		Total Tax Supported Funds		Park Debt Service Fund		Capital Projects Fund		Special Revenue Funds		Total Governmental Funds		% Change
	FY 19 Adopted	FY 20 Proposed	FY 19 Adopted	FY 20 Proposed	FY 19 Adopted	FY 20 Proposed	FY 19 Adopted	FY 20 Proposed	FY 19 Adopted	FY 20 Proposed	FY 19 Adopted	FY 20 Proposed	FY 19 Adopted	FY 20 Proposed	
Revenues:															
Property Taxes	\$ 280,592,200	\$ 279,635,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,592,200	\$ 279,635,000	-0.3%
Governmental - Federal	-	-	-	-	-	-	-	-	-	-	-	-	950,000	950,000	0.0%
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County - Grant	147,500	147,500	-	-	147,500	147,500	-	-	10,462,000	4,000,000	-	-	10,462,000	4,000,000	-61.8%
County - Non-Grant Permit Fee	53,000	56,000	-	-	53,000	56,000	-	-	-	-	-	-	53,000	56,000	0.0%
Sales	110,000	113,000	-	-	110,000	113,000	-	-	-	-	-	-	92,000	205,000	5.7%
Charges for Services	9,703,474	9,876,032	-	-	9,703,474	9,876,032	-	-	-	-	-	-	5,887,071	15,590,545	1.1%
Rentals and Concessions	3,892,501	3,971,675	-	-	3,892,501	3,971,675	-	-	-	-	-	-	948,822	4,841,323	1.6%
Interest	1,300,000	3,500,000	-	-	1,300,000	3,500,000	-	-	350,000	500,000	-	-	1,700,000	4,025,000	136.8%
Miscellaneous	713,300	719,300	-	-	713,300	719,300	-	-	7,000,000	2,000,000	-	-	187,522	2,966,822	-63.1%
Total Revenues	298,511,975	298,018,507	-	-	298,511,975	298,018,507	-	-	17,812,000	6,500,000	-	-	322,425,590	312,510,670	-3.0%
Expenditures:															
Personnel Services	168,151,127	173,209,030	-	-	168,151,127	173,209,030	-	-	-	-	-	-	174,466,062	178,568,062	2.3%
Supplies and Materials	19,093,745	18,117,561	-	-	19,093,745	18,117,561	-	-	-	-	-	-	1,189,950	19,307,111	-6.3%
Other Services and Charges	66,157,905	57,744,662	-	-	66,157,905	57,744,662	-	-	30,000	30,000	-	-	1,457,399	59,232,061	-12.4%
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-	13,753,538	11.2%
Capital Outlay	4,148,350	4,356,950	-	-	4,148,350	4,356,950	-	-	59,411,000	59,170,000	-	-	63,594,350	63,547,050	-0.1%
Other Classifications	(1,037,859)	(960,329)	-	-	(1,037,859)	(960,329)	-	-	-	-	-	-	(901,859)	(830,940)	-7.9%
Chargebacks	297,513,268	292,467,875	-	-	297,513,268	292,467,875	-	-	59,441,000	59,200,000	-	-	8,442,397	335,109,613	-1.2%
Total Expenditures	38,998,707	45,550,632	-	-	38,998,707	45,550,632	-	-	(41,629,000)	(52,700,000)	-	-	(53,306)	(22,488,943)	34.5%
Excess of Revenues over (under) Expenditures															
Debt Proceeds	-	-	-	-	-	-	-	-	11,250,000	8,875,000	-	-	11,250,000	8,875,000	-21.1%
Transfers In	-	-	-	-	-	-	-	-	30,729,000	44,325,000	-	-	44,832,538	63,121,269	40.8%
Total Transfers In	350,000	3,500,000	-	-	350,000	3,500,000	-	-	30,729,000	44,325,000	-	-	44,832,538	63,121,269	40.8%
Transfers (Out):															
Total Transfers (Out)	(53,067,393)	(70,844,649)	-	-	(53,067,393)	(70,844,649)	-	-	(350,000)	(500,000)	-	-	(53,417,393)	(71,344,649)	33.6%
Total Other Financing Sources (Uses)	(52,717,393)	(67,344,649)	-	-	(52,717,393)	(67,344,649)	-	-	41,629,000	52,700,000	-	-	2,665,145	651,621	-75.6%
Total Uses	310,580,661	323,312,523	-	-	310,580,661	323,312,523	-	-	59,791,000	59,700,000	-	-	392,567,596	406,454,261	3.5%
Excess of Sources over (under) Uses	(13,718,686)	(21,794,016)	-	-	(13,718,686)	(21,794,016)	-	-	-	-	-	-	(53,306)	(21,847,322)	55.4%
Designated Expenditure Reserve @ 5%	13,305,000	13,034,600	-	-	13,305,000	13,034,600	-	-	-	-	-	-	13,305,000	13,034,600	-2.0%
Total Required Funds	323,885,661	336,347,123	-	-	323,885,661	336,347,123	-	-	59,791,000	59,700,000	-	-	405,872,596	419,488,861	3.4%
Excess of Sources over (under) Total Funds Required	(27,023,686)	(34,828,616)	-	-	(27,023,686)	(34,828,616)	-	-	-	-	-	-	(53,306)	(34,881,922)	27.5%
Fund Balance - Beginning	200,556,706	218,139,363	9	9	200,556,715	218,139,363	-	-	42,217,882	53,064,072	-	-	10,975,733	251,423,712	12.2%
Fund Balance - Ending	\$ 186,838,020	\$ 196,345,347	\$ 9	\$ 9	\$ 186,838,029	\$ 196,345,347	\$ -	\$ -	\$ 42,217,882	\$ 53,064,072	\$ -	\$ -	\$ 10,922,427	\$ 237,364,244	9.7%

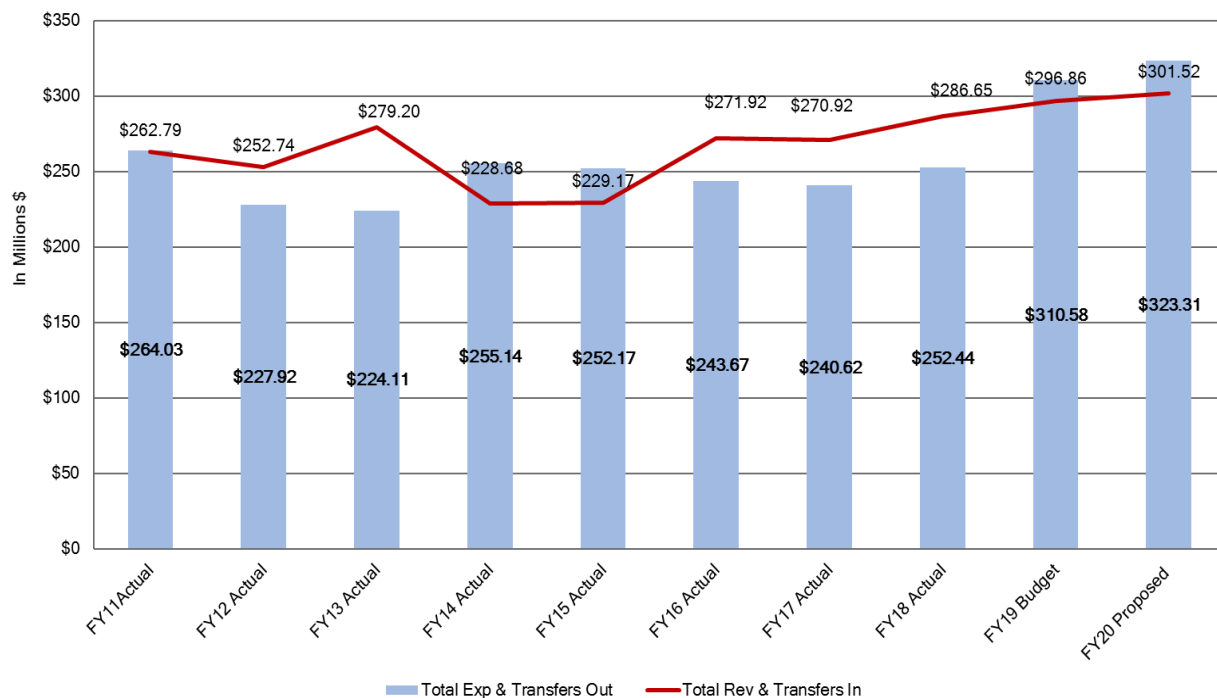
Note: For the General Fund designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending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

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

Prince George's County
Ending Fund Balance
General Fund Accounts
FY11 Actual to FY20 Proposed



Prince George's County
Revenue and Expenditures
General Fund Accounts
FY11 Actual to FY20 Proposed



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

CENTRAL ADMINISTRATIVE SERVICES BUDGET SUMMARY Expenditures by County, by Department and by Object PROPOSED BUDGET FISCAL YEAR 2020

	Montgomery County				Prince George's County				Combined Department Total			
	FY 19 Adopted	FY 20 Proposed	% Change	% Allocation*	FY 19 Adopted	FY 20 Proposed	% Change	% Allocation*	FY 19 Adopted	FY 20 Proposed	% Change	
DHRM	\$	\$			\$	\$			\$	\$		
Personnel Services	2,195,260	2,181,386	-0.6%	42.4%	2,933,712	2,963,079	1.0%	57.6%	5,128,972	5,144,465	0.3%	
Supplies and Materials	28,015	29,762	6.2%	42.7%	36,985	39,939	8.0%	57.3%	65,000	69,701	7.2%	
Other Services and Charges	273,733	330,518	20.7%	43.6%	344,531	427,319	24.0%	56.4%	618,264	757,837	22.6%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,497,008	2,541,666	1.8%	42.6%	3,315,228	3,430,337	3.5%	57.4%	5,812,236	5,972,003	2.7%	
Chargebacks	(183,021)	(192,487)	5.2%	28.9%	(436,089)	(472,776)	8.4%	71.1%	(619,110)	(665,263)	7.5%	
Total	2,313,987	2,349,179	1.5%	44.3%	2,879,139	2,957,561	2.7%	55.7%	5,193,126	5,306,740	2.2%	
Department of Finance												
Personnel Services	2,344,329	2,505,570	6.9%	44.5%	3,020,274	3,120,596	3.3%	55.5%	5,364,603	5,626,166	4.9%	
Supplies and Materials	26,438	26,438	0.0%	43.7%	34,062	34,062	0.0%	56.3%	60,500	60,500	0.0%	
Other Services and Charges	223,263	233,814	4.7%	45.7%	261,017	277,334	6.3%	54.3%	484,280	511,148	5.5%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,594,030	2,765,822	6.6%	44.6%	3,315,353	3,431,992	3.5%	55.4%	5,909,383	6,197,814	4.9%	
Chargebacks	(647,500)	(457,379)	-29.4%	34.6%	(1,173,100)	(865,017)	-26.3%	65.4%	(1,820,600)	(1,322,396)	-27.4%	
Total	1,946,530	2,308,443	18.6%	47.3%	2,142,253	2,566,975	19.8%	52.7%	4,088,783	4,875,418	19.2%	
Legal Department												
Personnel Services	1,892,882	1,931,004	2.0%	51.1%	1,900,468	1,847,861	-2.8%	48.9%	3,793,350	3,778,865	-0.4%	
Supplies and Materials	16,477	16,477	0.0%	49.9%	16,543	16,543	0.0%	50.1%	33,020	33,020	0.0%	
Other Services and Charges	139,851	189,479	35.5%	50.1%	141,068	188,559	33.7%	49.9%	280,919	378,038	34.6%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,049,210	2,136,960	4.3%	51.0%	2,058,079	2,052,963	-0.2%	49.0%	4,107,289	4,189,923	2.0%	
Chargebacks	(624,068)	(641,826)	2.8%	44.2%	(788,604)	(811,299)	2.9%	55.8%	(1,412,672)	(1,453,125)	2.9%	
Total	1,425,142	1,495,134	4.9%	54.6%	1,269,475	1,241,664	-2.2%	45.4%	2,694,617	2,736,798	1.6%	
Merit System Board												
Personnel Services	64,828	65,095	0.4%	50.0%	64,828	65,095	0.4%	50.0%	129,656	130,190	0.4%	
Supplies and Materials	918	900	-2.0%	50.0%	918	900	-2.0%	50.0%	1,836	1,800	-2.0%	
Other Services and Charges	16,107	16,070	-0.2%	50.0%	16,107	16,070	-0.2%	50.0%	32,214	32,140	-0.2%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	81,853	82,065	0.3%	50.0%	81,853	82,065	0.3%	50.0%	163,706	164,130	0.3%	
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	
Total	81,853	82,065	0.3%	50.0%	81,853	82,065	0.3%	50.0%	163,706	164,130	0.3%	

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 2020

	Montgomery County				Prince George's County				Combined Department Total			
	FY 19 Adopted	FY 20 Proposed	% Change	% Allocation*	FY 19 Adopted	FY 20 Proposed	% Change	% Allocation*	FY 19 Adopted	FY 20 Proposed	% Change	
Office of Inspector General												
Personnel Services	256,482	267,376	4.2%	34.7%	489,101	503,162	2.9%	65.3%	745,583	770,538	3.3%	
Supplies and Materials	2,250	2,203	-2.1%	34.7%	4,100	4,147	1.1%	65.3%	6,350	6,350	0.0%	
Other Services and Charges	13,004	10,509	-19.2%	39.0%	15,827	16,460	4.0%	61.0%	28,831	26,969	-6.5%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	271,736	280,088	3.1%	34.8%	509,028	523,769	2.9%	65.2%	780,764	803,857	3.0%	
Chargebacks	-	-	-	0.0%	(127,118)	(135,138)	6.3%	100.0%	(127,118)	(135,138)	6.3%	
Total	271,736	280,088	3.1%	41.9%	381,910	388,631	1.8%	58.1%	653,646	668,719	2.3%	
Corporate IT												
Personnel Services	1,097,349	1,115,521	1.7%	44.5%	1,413,755	1,391,248	-1.6%	55.5%	2,511,104	2,506,769	-0.2%	
Supplies and Materials	74,043	93,094	25.7%	44.5%	95,393	116,106	21.7%	55.5%	169,436	209,200	23.5%	
Other Services and Charges	724,643	907,377	25.2%	46.2%	867,620	1,057,866	21.9%	53.8%	1,592,263	1,965,243	23.4%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	1,896,035	2,115,992	11.6%	45.2%	2,376,768	2,565,220	7.9%	54.8%	4,272,803	4,681,212	9.6%	
Chargebacks	(344,745)	(647,071)	87.7%	36.4%	(635,970)	(1,130,679)	77.8%	63.6%	(980,715)	(1,777,750)	81.3%	
Total	1,551,290	1,468,921	-5.3%	50.6%	1,740,798	1,434,541	-17.6%	49.4%	3,292,088	2,903,462	-11.8%	
CAS Support Services												
Personnel Services	2,215	4,460	101.4%	44.6%	2,785	5,540	98.9%	55.4%	5,000	10,000	100.0%	
Supplies and Materials	21,322	22,127	3.8%	44.7%	26,808	27,374	2.1%	55.3%	48,130	49,501	2.8%	
Other Services and Charges	603,427	617,089	2.3%	44.8%	759,927	761,574	0.2%	55.2%	1,363,354	1,378,663	1.1%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	626,964	643,676	2.7%	44.8%	789,520	794,488	0.6%	55.2%	1,416,484	1,438,164	1.5%	
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	
Total	626,964	643,676	2.7%	44.8%	789,520	794,488	0.6%	55.2%	1,416,484	1,438,164	1.5%	
Total Central Administrative Services												
Personnel Services	7,853,345	8,070,412	2.8%	44.9%	9,824,923	9,896,581	0.7%	55.1%	17,678,268	17,966,993	1.6%	
Supplies and Materials	169,463	191,001	12.7%	44.4%	214,809	239,071	11.3%	55.6%	384,272	430,072	11.9%	
Other Services and Charges	1,994,028	2,304,856	15.6%	45.6%	2,406,097	2,745,182	14.1%	54.4%	4,400,125	5,050,038	14.8%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	10,016,836	10,566,269	5.5%	45.1%	12,445,829	12,880,834	3.5%	54.9%	22,462,665	23,447,103	4.4%	
Chargebacks	(1,799,334)	(1,938,763)	7.7%	36.2%	(3,160,881)	(3,414,909)	8.0%	63.8%	(4,960,215)	(5,353,672)	7.9%	
Total	8,217,502	8,627,506	5.0%	47.7%	9,284,948	9,465,925	1.9%	52.3%	17,502,450	18,093,431	3.4%	

* % 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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Property Taxes	\$ 51,959,281	\$ 54,444,500	\$ 54,444,500	\$ 54,258,700	-0.3%
Intergovernmental -					
Federal	-	-	-	-	-
State	157,372	-	-	-	-
County - Grant	156,235	147,500	147,500	147,500	0.0%
County - Non-Grant Permit Fee	59,760	53,000	53,000	56,000	5.7%
Sales	45,881	47,000	47,000	50,000	6.4%
Charges for Services	679,344	588,000	588,000	600,000	2.0%
Rentals and Concessions	-	-	-	-	-
Interest	974,371	300,000	300,000	1,000,000	233.3%
Miscellaneous	(1,371)	-	-	-	-
Total Revenues	54,030,873	55,580,000	55,580,000	56,112,200	1.0%
Expenditures:					
Personnel Services	29,535,955	34,697,866	34,728,698	35,473,817	2.2%
Supplies and Materials	690,958	2,106,759	2,106,759	2,155,371	2.3%
Other Services and Charges	14,500,830	17,700,886	17,700,886	17,143,345	-3.1%
Capital Outlay	118,940	638,550	638,550	548,150	-14.2%
Other Classifications	-	-	-	-	-
Chargebacks	(2,741,787)	(2,774,987)	(2,774,987)	(3,015,023)	8.6%
Total Expenditures	42,104,896	52,369,074	52,399,906	52,305,660	-0.1%
Excess of Revenues over (under) Expenditures	11,925,977	3,210,926	3,180,094	3,806,540	18.5%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Park Fund	-	-	-	(3,000,000)	-
Capital Projects Fund	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Special Revenue Fund	-	-	-	-	-
Total Transfers (Out)	(30,000)	(30,000)	(30,000)	(3,030,000)	10000.0%
Total Other Financing Sources (Uses)	(30,000)	(30,000)	(30,000)	(3,030,000)	10000.0%
Total Uses	42,134,896	52,399,074	52,429,906	55,335,660	5.6%
Excess of Sources over (under) Uses	11,895,977	3,180,926	3,150,094	776,540	-75.6%
Designated Expenditure Reserve @ 5%	-	2,618,500	2,620,000	2,615,300	-0.1%
Total Required Funds	\$ 42,134,896	\$ 55,017,574	\$ 55,049,906	\$ 57,950,960	5.3%
Excess of Sources over (under) Total Funds Required	\$ 11,895,977	\$ 562,426	\$ 530,094	\$ (1,838,760)	-426.9%
Fund Balance - Beginning	32,940,901	34,321,499	44,836,878	47,986,972	39.8%
Fund Balance - Ending	\$ 44,836,878	\$ 37,502,425	\$ 47,986,972	\$ 48,763,512	30.0%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	2,618,500	2,620,000	2,615,300	-0.1%
Undesignated Fund Balance	44,836,878	34,883,925	45,366,972	46,148,212	32.3%
Total Ending Fund Balance	\$ 44,836,878	\$ 37,502,425	\$ 47,986,972	\$ 48,763,512	30.0%

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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Property Taxes	\$ 141,907,359	\$ 148,531,600	\$ 148,531,600	\$ 148,025,000	-0.3%
Intergovernmental -					
Federal	29,754	-	-	-	-
State	569,009	-	-	-	-
County - Grant	-	-	-	-	-
Federal Non-Grant	-	-	-	-	-
Sales	2,682	-	-	-	-
Charges for Services	244,511	162,800	162,800	232,835	43.0%
Rentals and Concessions	2,668,255	2,804,800	2,804,800	2,734,765	-2.5%
Interest	1,683,268	700,000	700,000	1,750,000	150.0%
Miscellaneous	592,878	623,500	623,500	623,500	0.0%
Total Revenues	<u>147,697,716</u>	<u>152,822,700</u>	<u>152,822,700</u>	<u>153,366,100</u>	<u>0.4%</u>
Expenditures:					
Personnel Services	76,355,278	84,396,284	84,396,284	85,964,047	1.9%
Supplies and Materials	9,265,507	10,952,918	10,952,918	10,828,521	-1.1%
Other Services and Charges	26,448,942	24,871,315	24,871,315	24,421,843	-1.8%
Capital Outlay	3,702,345	2,453,800	2,453,800	2,892,800	17.9%
Other Classifications	-	-	-	-	-
Chargebacks	1,575,754	1,567,726	1,567,726	1,826,957	16.5%
Total Expenditures	<u>117,347,826</u>	<u>124,242,043</u>	<u>124,242,043</u>	<u>125,934,168</u>	<u>1.4%</u>
Excess of Revenues over (under) Expenditures	30,349,890	28,580,657	28,580,657	27,431,932	-4.0%
Other Financing Sources (Uses):					
Transfers In:					
Administration Fund	-	-	-	3,000,000	-
Capital Projects Fund (Paygo)	-	-	-	-	-
Capital Projects Fund (Interest)	855,979	350,000	350,000	500,000	42.9%
Special Revenue Funds	-	-	-	-	-
Total Transfers In	<u>855,979</u>	<u>350,000</u>	<u>350,000</u>	<u>3,500,000</u>	<u>900.0%</u>
Transfers (Out):					
Capital Project Fund	(11,600,000)	(22,699,000)	(22,699,000)	(34,295,000)	51.1%
Debt Service Fund	(11,031,799)	(13,753,538)	(13,753,538)	(15,296,269)	11.2%
Enterprise Fund	-	-	-	-	-
Total Transfers (Out)	<u>(22,631,799)</u>	<u>(36,452,538)</u>	<u>(36,452,538)</u>	<u>(49,591,269)</u>	<u>36.0%</u>
Total Other Financing Sources (Uses)	<u>(21,775,820)</u>	<u>(36,102,538)</u>	<u>(36,102,538)</u>	<u>(46,091,269)</u>	<u>936.0%</u>
Total Uses	<u>139,979,625</u>	<u>160,694,581</u>	<u>160,694,581</u>	<u>175,525,437</u>	<u>9.2%</u>
Excess of Sources over (under) Uses	<u>8,574,070</u>	<u>(7,521,881)</u>	<u>(7,521,881)</u>	<u>(18,659,337)</u>	<u>148.1%</u>
Designated Expenditure Reserve @ 5%	-	6,212,100	6,212,100	6,296,700	1.4%
Total Required Funds	<u>\$ 139,979,625</u>	<u>\$ 166,906,681</u>	<u>\$ 166,906,681</u>	<u>\$ 181,822,137</u>	<u>8.9%</u>
Excess of Sources over (under) Total Funds Required	\$ 8,574,070	\$ (13,733,981)	\$ (13,733,981)	\$ (24,956,037)	81.7%
Fund Balance - Beginning	127,646,811	124,635,790	136,220,881	128,699,000	3.3%
Fund Balance - Ending	<u>\$ 136,220,881</u>	<u>\$ 117,113,909</u>	<u>\$ 128,699,000</u>	<u>\$ 110,039,663</u>	<u>-6.0%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	6,212,100	6,212,100	6,296,700	1.4%
Undesignated Fund Balance	136,220,881	110,901,809	122,486,900	103,742,963	-6.5%
Total Ending Fund Balance	<u>\$ 136,220,881</u>	<u>\$ 117,113,909</u>	<u>\$ 128,699,000</u>	<u>\$ 110,039,663</u>	<u>-6.0%</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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Property Taxes	\$ 74,076,984	\$ 77,616,100	\$ 77,616,100	\$ 77,351,300	-0.3%
Intergovernmental -					
Federal	-	-	-	-	-
State	365,194	-	-	-	-
County - Grant	1,698	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	64,593	63,000	63,000	63,000	0.0%
Charges for Services	7,297,867	8,952,674	8,952,674	9,043,197	1.0%
Rentals and Concessions	1,103,612	1,087,701	1,087,701	1,236,910	13.7%
Interest	656,671	300,000	300,000	750,000	150.0%
Miscellaneous	502,164	89,800	89,800	95,800	6.7%
Total Revenues	84,068,783	88,109,275	88,109,275	88,540,207	0.5%
Expenditures:					
Personnel Services	42,806,398	50,056,977	50,056,977	51,771,166	3.4%
Supplies and Materials	3,364,494	6,034,068	6,034,068	5,133,669	-14.9%
Other Services and Charges	14,708,168	23,585,704	23,585,704	16,179,474	-31.4%
Capital Outlay	525,572	1,056,000	1,056,000	916,000	-13.3%
Other Classifications	-	-	-	-	-
Chargebacks	174,432	169,402	169,402	227,738	34.4%
Total Expenditures	61,579,065	80,902,151	80,902,151	74,228,047	-8.2%
Excess of Revenues over (under) Expenditures	22,489,718	7,207,124	7,207,124	14,312,160	98.6%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers In/(Out):					
Capital Projects Fund	-	(8,000,000)	(8,000,000)	(10,000,000)	
Enterprise Fund	(8,748,421)	(8,584,855)	(8,584,855)	(8,223,379)	-4.2%
Total Transfers (Out)	(8,748,421)	(16,584,855)	(16,584,855)	(18,223,379)	9.9%
Total Other Financing Sources (Uses)	(8,748,421)	(16,584,855)	(16,584,855)	(18,223,379)	9.9%
Total Uses	70,327,486	97,487,006	97,487,006	92,451,426	-5.2%
Excess of Sources over (under) Uses	13,741,297	(9,377,731)	(9,377,731)	(3,911,219)	-58.3%
Designated Expenditure Reserve @ 5%	-	4,474,400	4,474,400	4,122,600	-7.9%
Total Required Funds	\$ 70,327,486	\$ 101,961,406	\$ 101,961,406	\$ 96,574,026	-5.3%
Excess of Sources over (under) Total Funds Required	\$ 13,741,297	\$ (13,852,131)	\$ (13,852,131)	\$ (8,033,819)	-42.0%
Fund Balance - Beginning	37,089,825	41,599,417	50,831,122	41,453,391	-0.4%
Fund Balance - Ending	\$ 50,831,122	\$ 32,221,686	\$ 41,453,391	\$ 37,542,172	16.5%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	4,474,400	4,474,400	4,122,600	-7.9%
Undesignated Fund Balance	50,831,122	27,747,286	36,978,991	33,419,572	20.4%
Total Ending Fund Balance	\$ 50,831,122	\$ 32,221,686	\$ 41,453,391	\$ 37,542,172	16.5%

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Property Taxes	\$ 331	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	331	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	347	-	9	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	347	-	9	-	-
Excess of Revenues over Expenditures	(16)	-	(9)	-	-
Other Financing Sources (Uses):					
Transfers In:	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers (Out):	-	-	-	-	-
Capital Projects Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(16)	-	(9)	-	-
Fund Balance - Beginning	25	9	9	-	-100.0%
Fund Balance - Ending	\$ 9	\$ 9	\$ -	\$ -	-100.0%



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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	3,158	-	-	-	-
Miscellaneous (Contributions)	347	-	9	-	-
Total Revenues	<u>3,505</u>	<u>-</u>	<u>9</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	288,347	-	291,835	1.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>288,347</u>	<u>-</u>	<u>291,835</u>	<u>1.2%</u>
Excess of Revenues over Expenditures	<u>3,505</u>	<u>(288,347)</u>	<u>9</u>	<u>(291,835)</u>	<u>1.2%</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
ALA Debt Service Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>3,505</u>	<u>(288,347)</u>	<u>9</u>	<u>(291,835)</u>	<u>1.2%</u>
Total Net Position - Beginning	288,322	288,347	291,827	291,836	1.2%
Total Net Position - Ending	\$ <u>291,827</u>	\$ <u>-</u>	\$ <u>291,836</u>	\$ <u>1</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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 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	32,003	-	-	-	-
Debt Service -	10,999,796	13,753,538	13,753,538	15,296,269	11.2%
Debt Service Principal	7,881,181	8,348,872	8,348,872	9,255,000	10.9%
Debt Service Interest	2,905,686	5,254,666	5,254,666	5,791,269	10.2%
Debt Service Fees	212,929	150,000	150,000	250,000	66.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>11,031,799</u>	<u>13,753,538</u>	<u>13,753,538</u>	<u>15,296,269</u>	<u>11.2%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(11,031,799)</u>	<u>(13,753,538)</u>	<u>(13,753,538)</u>	<u>(15,296,269)</u>	<u>11.2%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	11,031,799	13,753,538	13,753,538	15,296,269	11.2%
Total Transfers In	<u>11,031,799</u>	<u>13,753,538</u>	<u>13,753,538</u>	<u>15,296,269</u>	<u>11.2%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>11,031,799</u>	<u>13,753,538</u>	<u>13,753,538</u>	<u>15,296,269</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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental -	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	2,641,936	6,692,000	6,692,000	4,000,000	-40.2%
State (Other)	976,012	3,770,000	3,770,000	-	-100.0%
County	-	-	-	-	-
Interest	855,979	350,000	350,000	500,000	42.9%
Contributions	1,417,010	7,000,000	7,000,000	2,000,000	-71.4%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>5,890,937</u>	<u>17,812,000</u>	<u>17,812,000</u>	<u>6,500,000</u>	<u>-63.5%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	39,071	-	-	-	-
Other Services and Charges	39,710,575	30,000	30,000	30,000	0.0%
Capital Outlay	2,066,730	59,411,000	59,411,000	59,170,000	-0.4%
Park Acquisition	1,526,991	6,692,000	6,692,000	7,000,000	4.6%
Park Development	-	14,435,000	14,435,000	12,465,000	-13.6%
Infrastructure Maintenance	539,739	38,284,000	38,284,000	39,705,000	3.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>41,816,376</u>	<u>59,441,000</u>	<u>59,441,000</u>	<u>59,200,000</u>	<u>-0.4%</u>
Excess of Revenues over Expenditures	<u>(35,925,440)</u>	<u>(41,629,000)</u>	<u>(41,629,000)</u>	<u>(52,700,000)</u>	<u>26.6%</u>
Other Financing Sources (Uses):					
Bond Proceeds	35,994,899	11,250,000	11,250,000	8,875,000	-21.1%
Transfers In					
Transfer from Park Fund (Pay-Go)	11,600,000	22,699,000	22,699,000	34,295,000	51.1%
Transfer from Recreation Fund (Pay-Go)	-	8,000,000	8,000,000	10,000,000	25.0%
Transfer from Special Revenue Fund	2,701	-	-	-	-
Transfer from Administration Fund	30,000	30,000	30,000	30,000	0.0%
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>11,632,701</u>	<u>30,729,000</u>	<u>30,729,000</u>	<u>44,325,000</u>	<u>44.2%</u>
Transfers Out					
Transfer to Park Fund (Interest)	(855,979)	(350,000)	(350,000)	(500,000)	42.9%
Transfer to Park Fund (Pay-Go)	-	-	-	-	-
Total Transfers Out	<u>(855,979)</u>	<u>(350,000)</u>	<u>(350,000)</u>	<u>(500,000)</u>	<u>42.9%</u>
Total Other Financing Sources (Uses)	<u>46,771,620</u>	<u>41,629,000</u>	<u>41,629,000</u>	<u>52,700,000</u>	<u>26.6%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>10,846,181</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	<u>42,217,891</u>	<u>42,217,892</u>	<u>53,064,072</u>	<u>53,064,072</u>	<u>25.7%</u>
Fund Balance, Ending	<u>\$ 53,064,072</u>	<u>\$ 42,217,892</u>	<u>\$ 53,064,072</u>	<u>\$ 53,064,072</u>	<u>25.7%</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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ 472,957	\$ 950,000	\$ 1,307,075	\$ 950,000	0.0%
Sales	68,163	92,000	92,000	92,000	0.0%
Charges for Services	6,237,128	5,887,071	5,887,071	5,892,619	0.1%
Rentals and Concessions	1,236,089	948,822	948,822	945,022	-0.4%
Interest	31,579	50,000	50,000	25,000	-50.0%
Miscellaneous	144,526	173,722	173,722	187,522	7.9%
Total Revenues	<u>8,190,442</u>	<u>8,101,615</u>	<u>8,458,690</u>	<u>8,092,163</u>	<u>-0.1%</u>
Expenditures by Major Object:					
Personnel Services	4,863,585	5,314,935	5,314,935	5,349,032	0.6%
Supplies and Materials	1,004,479	1,508,012	1,508,012	1,189,550	-21.1%
Other Services and Charges	607,785	1,448,450	1,448,450	1,457,399	0.6%
Capital Outlay	7,655	35,000	35,000	20,100	-42.6%
Other Classifications	-	-	-	-	-
Chargebacks	139,233	136,000	136,000	129,388	-4.9%
Total Expenditures	<u>6,622,737</u>	<u>8,442,397</u>	<u>8,442,397</u>	<u>8,145,469</u>	<u>-3.5%</u>
Excess of Revenues over Expenditures	<u>1,567,706</u>	<u>(340,782)</u>	<u>16,293</u>	<u>(53,306)</u>	<u>-84.4%</u>
Other Financing Sources (Uses):					
Transfers In					
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Capital Projects Fund	(2,701)	-	-	-	-
Total Transfers (Out)	(2,701)	-	-	-	-
Total Other Financing Sources (Uses)	<u>(2,701)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,565,005</u>	<u>(340,782)</u>	<u>16,293</u>	<u>(53,306)</u>	<u>-84.4%</u>
Fund Balance - Beginning	<u>9,394,435</u>	<u>8,649,105</u>	<u>10,959,440</u>	<u>10,975,733</u>	<u>26.9%</u>
Fund Balance - Ending	<u>\$ 10,959,440</u>	<u>\$ 8,308,323</u>	<u>\$ 10,975,733</u>	<u>\$ 10,922,427</u>	<u>31.5%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	662,274	844,240	844,240	814,547	-3.5%
Undesignated Fund Balance	10,297,166	7,464,083	10,131,493	10,107,880	35.4%
Total Ending Fund Balance	<u>\$ 10,959,440</u>	<u>\$ 8,308,323</u>	<u>\$ 10,975,733</u>	<u>\$ 10,922,427</u>	<u>31.5%</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	1,778,588	2,450,000	2,450,000	2,450,000	0.0%
Charges for Services	3,854,108	5,479,500	5,479,500	5,479,500	0.0%
Rentals and Concessions	2,791,511	2,788,700	2,788,700	2,813,700	0.9%
Miscellaneous	303,474	-	-	-	-
Total Operating Revenues	<u>8,727,681</u>	<u>10,718,200</u>	<u>10,718,200</u>	<u>10,743,200</u>	<u>0.2%</u>
Operating Expenses:					
Personnel Services	12,034,952	11,410,942	11,410,942	11,588,355	1.6%
Goods for Resale	938,534	1,516,704	1,516,704	1,426,704	-5.9%
Supplies and Materials	1,412,506	1,624,915	1,624,915	1,575,015	-3.1%
Other Services and Charges	3,719,045	4,100,695	4,100,695	4,082,514	-0.4%
Depreciation & Amortization Expense	1,992,353	-	-	-	-
Capital Outlay	-	355,542	355,542	271,800	-23.6%
Other Classifications	-	-	-	-	-
Chargebacks	311,228	306,000	306,000	172,191	-43.7%
Total Operating Expenses	<u>20,408,619</u>	<u>19,314,798</u>	<u>19,314,798</u>	<u>19,116,579</u>	<u>-1.0%</u>
Operating Income (Loss)	<u>(11,680,937)</u>	<u>(8,596,598)</u>	<u>(8,596,598)</u>	<u>(8,373,379)</u>	<u>-2.6%</u>
Nonoperating Revenue (Expenses):					
Interest Income	174,088	80,000	80,000	150,000	87.5%
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	(1,125)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>172,963</u>	<u>80,000</u>	<u>80,000</u>	<u>150,000</u>	<u>87.5%</u>
Income (Loss) Before Operating Transfers	<u>(11,507,975)</u>	<u>(8,516,598)</u>	<u>(8,516,598)</u>	<u>(8,223,379)</u>	<u>-3.4%</u>
Contributions from General Govt. Assets	-	-	-	-	-
Operating Transfers In (Out):					
Transfer In - Park Fund	-	-	-	-	-
Transfer In - Recreation Fund	8,748,421	8,584,855	8,584,855	8,223,379	-4.2%
Transfer In - Other	-	-	-	-	-
Transfer Out - Recreation Fund	-	-	-	-	-
Net Operating Transfer	<u>8,748,421</u>	<u>8,584,855</u>	<u>8,584,855</u>	<u>8,223,379</u>	<u>-4.2%</u>
Change in Net Position	(2,759,554)	68,257	68,257	-	-100.0%
Total Net Position - Beginning	<u>35,068,964</u>	<u>39,959,770</u>	<u>32,309,410</u>	<u>32,377,667</u>	<u>-19.0%</u>
Total Net Position - Ending	<u>\$ 32,309,410</u>	<u>\$ 40,028,027</u>	<u>\$ 32,377,667</u>	<u>\$ 32,377,667</u>	<u>-19.1%</u>

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,630,600	2,454,300	2,454,300	2,215,700	-9.7%
Recreation	900,600	673,000	673,000	530,100	-21.2%
Planning	102,900	57,600	57,600	25,300	-56.1%
CAS	5,900	1,100	1,100	7,800	609.1%
Enterprise	112,200	176,200	176,200	362,900	106.0%
Miscellaneous (Claim Recoveries, etc.)	493,721	-	-	-	-
Total Operating Revenues	4,245,921	3,362,200	3,362,200	3,141,800	-6.6%
Operating Expenses:					
Personnel Services	472,989	473,467	473,467	502,033	6.0%
Supplies and Materials	30,732	33,720	33,720	34,750	3.1%
Other Services and Charges:					
Insurance Claims:					
Parks	1,567,771	1,979,836	1,979,836	1,944,600	-1.8%
Recreation	236,877	499,700	499,700	481,500	-3.6%
Planning	(59,232)	69,900	69,900	16,300	-76.7%
CAS	43,655	8,000	8,000	6,600	-17.5%
Enterprise	464,394	119,100	119,100	186,600	56.7%
Misc., Professional services, etc.	284,024	842,057	842,057	853,274	1.3%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	270,052	274,245	274,245	292,045	6.5%
Total Operating Expenses	3,311,262	4,300,025	4,300,025	4,317,702	0.4%
Operating Income (Loss)	934,659	(937,825)	(937,825)	(1,175,902)	25.4%
Nonoperating Revenue (Expenses):					
Interest Income	264,585	131,000	131,000	250,000	90.8%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	264,585	131,000	131,000	250,000	90.8%
Income (Loss) Before Operating Transfers	1,199,244	(806,825)	(806,825)	(925,902)	14.8%
Operating Transfers In (Out):					
Transfer In	799,863	-	-	-	-
Transfer (Out)	(799,863)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	1,199,244	(806,825)	(806,825)	(925,902)	14.8%
Total Net Position - Beginning	10,672,706	9,720,358	11,871,950	11,065,125	13.8%
Total Net Position - Ending	\$ 11,871,950	\$ 8,913,533	\$ 11,065,125	\$ 10,139,223	13.8%
Designated Position	6,394,765	7,471,223	1,575,116	1,566,332	-79.0%
Unrestricted Position	5,477,184	1,442,310	9,490,009	8,572,891	494.4%
Total Net Position, June 30	\$ 11,871,950	\$ 8,913,533	\$ 11,065,125	\$ 10,139,223	13.8%

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

Parks	\$ 492,100	\$ 542,000	\$ 542,000	\$ 543,500	0.3%
Recreation	149,300	136,800	136,800	134,600	-1.6%
Planning	19,600	19,100	19,100	4,600	-75.9%
CAS	1,500	2,200	2,200	1,800	-18.2%
Enterprise	28,700	32,600	32,600	52,200	60.1%
Total	\$ 691,200	\$ 732,700	\$ 732,700	\$ 736,700	0.5%

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Parks & Recreation - Park Fund	532,627	1,824,627	1,824,627	1,862,427	2.1%
Finance	113,000	-	-	-	-
Corporate IT	-	149,150	149,150	180,500	21.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>645,627</u>	<u>1,973,777</u>	<u>1,973,777</u>	<u>2,042,927</u>	<u>3.5%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	589,445	-	-	-	-
Other Services and Charges:	(634)	-	-	-	-
Debt Service:					
Debt Service Principal	-	45,150	-	90,300	100.0%
Debt Service Interest	-	11,650	-	23,300	100.0%
Depreciation & Amortization Expense	1,291,094	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	250,000	-
Other Classifications	-	-	-	-	-
Chargebacks	31,942	44,000	44,000	23,290	-47.1%
Total Operating Expenses	<u>1,911,847</u>	<u>100,800</u>	<u>44,000</u>	<u>386,890</u>	<u>283.8%</u>
Operating Income (Loss)	<u>(1,266,220)</u>	<u>1,872,977</u>	<u>1,929,777</u>	<u>1,656,037</u>	<u>-11.6%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	250,000	-
Interest Income	10,665	3,000	3,000	5,000	66.7%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>10,665</u>	<u>3,000</u>	<u>3,000</u>	<u>255,000</u>	<u>8400.0%</u>
Income (Loss) Before Operating Transfers	<u>(1,255,555)</u>	<u>1,875,977</u>	<u>1,932,777</u>	<u>1,911,037</u>	<u>1.9%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>(1,255,555)</u>	<u>1,875,977</u>	<u>1,932,777</u>	<u>1,911,037</u>	<u>1.9%</u>
Total Net Position - Beginning	<u>6,179,000</u>	<u>7,439,083</u>	<u>4,923,445</u>	<u>6,856,222</u>	<u>-7.8%</u>
Total Net Position - Ending	<u>\$ 4,923,445</u>	<u>\$ 9,315,060</u>	<u>\$ 6,856,222</u>	<u>\$ 8,767,259</u>	<u>-5.9%</u>
Note: Future Financing Plans					
Capital equipment financed for Planning		\$ -		\$ -	
Capital equipment financed for Parks and Rec		-		-	
Capital equipment financed for Finance Dept.		-		-	
Capital equipment financed for Corporate IT		-		250,000	

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY CIO & COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	31,451	23,987	23,987	36,656	52.8%
CIO	2,902	3,000	3,000	2,150	-28.3%
Finance	105,427	23,686	23,686	36,061	52.2%
Legal	20,890	16,591	16,591	13,021	-21.5%
Inspector General	4,015	3,980	3,980	3,200	-19.6%
Corporate IT	-	64,015	64,015	106,228	65.9%
Parks & Recreation - Park Fund	767,079	724,679	724,679	603,754	-16.7%
Parks & Recreation - Recreation Fund	602,853	277,653	277,653	1,336,261	381.3%
Planning	291,093	618,720	618,720	280,477	-54.7%
Enterprise	26,900	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,852,610	1,756,311	1,756,311	2,417,808	37.7%
Operating Expenses:					
Personnel Services	480,497	552,919	552,919	717,304	29.7%
Supplies and Materials	157,381	27,856	27,856	27,856	0.0%
Other Services and Charges:	1,383,453	1,045,797	1,045,797	1,582,558	51.3%
Debt Service:					
Debt Service Principal	-	128,237	128,237	61,750	-51.8%
Debt Service Interest	-	29,141	29,141	16,924	-41.9%
Depreciation & Amortization Expense	109,310	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	2,130,641	1,783,950	1,783,950	2,406,392	34.9%
Operating Income (Loss)	(278,031)	(27,639)	(27,639)	11,416	-141.3%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	4,704	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	4,704	-	-	-	-
Income (Loss) Before Operating Transfers	(273,327)	(27,639)	(27,639)	11,416	-141.3%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(273,327)	(27,639)	(27,639)	11,416	-141.3%
Total Net Position - Beginning	2,159,159	2,453,098	1,885,832	1,858,193	-24.3%
Total Net Position - Ending	\$ 1,885,832	\$ 2,425,459	\$ 1,858,193	\$ 1,869,609	-22.9%

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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges for Services (Office Space Rental):	\$	\$	\$	\$	
PGC Parks and Recreation	126,178	126,178	126,178	126,178	0.0%
Retirement System	108,680	108,680	108,680	108,680	0.0%
Chief Information Office	59,644	59,644	59,644	59,644	0.0%
Risk Management	54,808	54,808	54,808	54,808	0.0%
Group Insurance	65,338	65,338	65,338	65,338	0.0%
CAS Departments	937,352	937,352	937,352	937,352	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,352,000	1,352,000	1,352,000	1,352,000	0.0%
Operating Expenses:					
Personnel Services	212,261	238,790	238,790	240,569	0.7%
Supplies and Materials	46,177	35,500	35,500	42,500	19.7%
Other Services and Charges:	486,919	955,146	955,146	977,530	2.3%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	171,669	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	45,000	45,000	85,000	88.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	80,958	80,958	94,708	17.0%
Total Operating Expenses	917,026	1,355,394	1,355,394	1,440,307	6.3%
Operating Income (Loss)	434,974	(3,394)	(3,394)	(88,307)	2501.9%
Nonoperating Revenue (Expenses):					
Interest Income	37,990	5,000	5,000	25,000	400.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	37,990	5,000	5,000	25,000	400.0%
Income (Loss) Before Operating Transfers	472,964	1,606	1,606	(63,307)	-4041.9%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	472,964	1,606	1,606	(63,307)	-4041.9%
Total Net Position - Beginning	4,172,500	4,645,464	4,645,464	4,647,070	0.0%
Total Net Position - Ending	\$ 4,645,464	\$ 4,647,070	\$ 4,647,070	\$ 4,583,763	-1.4%

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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
EGWP Subsidy	2,004,422	1,681,000	1,681,000	2,000,000	19.0%
Charges for Services:					
Employer Contributions, Other	13,900	13,490	13,490	14,180	5.1%
Employee/Retiree Contributions	7,481,332	11,782,010	11,782,010	12,737,218	8.1%
Employer Contributions/Premiums	36,325,350	43,486,196	43,486,196	47,913,873	10.2%
Miscellaneous (Claim Recoveries, etc.)	2,994,046	-	-	-	-
Total Operating Revenues	48,819,050	56,962,696	56,962,696	62,665,271	10.0%
Operating Expenses:					
Personnel Services	668,643	778,214	778,214	789,377	1.4%
Supplies and Materials	28,224	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	621,745	437,088	437,088	483,928	10.7%
Insurance Claims and Fees	39,755,907	49,334,171	49,334,171	54,215,757	9.9%
Insurance Premiums	7,935,338	8,555,408	8,555,408	8,169,825	-4.5%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	360,386	353,640	353,640	311,410	-11.9%
Total Operating Expenses	49,370,243	59,508,521	59,508,521	64,020,297	7.6%
Operating Income (Loss)	(551,193)	(2,545,825)	(2,545,825)	(1,355,026)	-46.8%
Non-operating Revenue (Expenses):					
Interest Income	229,962	150,000	150,000	200,000	33.3%
Total Non-operating Revenue (Expenses)	229,962	150,000	150,000	200,000	33.3%
Income (Loss) Before Operating Transfers	(321,230)	(2,395,825)	(2,395,825)	(1,155,026)	-51.8%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(321,230)	(2,395,825)	(2,395,825)	(1,155,026)	-51.8%
Total Net Position, Beginning	16,174,135	15,852,905	15,852,905	13,457,080	-15.1%
Total Net Position, Ending	15,852,905	13,457,080	13,457,080	12,302,054	-8.6%
Designated Position	4,443,322	5,950,852	5,950,852	6,402,030	7.6%
Unrestricted Position	11,409,583	7,506,227	7,506,227	5,900,024	-21.4%
Total Net Position, June 30	\$ 15,852,905	\$ 13,457,080	\$ 13,457,080	\$ 12,302,054	-8.6%

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



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

PRINCE GEORGE'S COUNTY TAX RATES AND ASSESSABLE BASE

		FY 18 Actual	FY 19 Adopted	FY 20 Proposed	Rate Change
<u>Tax Rates:</u>					
(Cents per \$100 of assessed value)					
Administration	Real	5.66	5.66	5.66	-
	Personal	14.15	14.15	14.15	-
Park	Real	15.94	15.94	15.94	-
	Personal	39.85	39.85	39.85	-
Recreation	Real	7.80	7.80	7.80	-
	Personal	19.50	19.50	19.50	-
Adv. Land Acquisition	Real	0.00	0.00	0.00	-
	Personal	0.00	0.00	0.00	-
Total Tax Rates (Cents)	Real	<u>29.40</u>	<u>29.40</u>	<u>29.40</u>	-
	Personal	<u>73.50</u>	<u>73.50</u>	<u>73.50</u>	-

		FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
<u>Assessable Base:</u>					
(in billions \$)					
Regional District (Administration Fund)	Real	84.040	88.181	88.473	0.33%
	Personal	2.992	3.303	3.048	-7.72%
Metropolitan District (Park Fund)	Real	81.254	85.399	85.681	0.33%
	Personal	2.892	3.199	2.952	-7.72%
Entire County (Recreation Fund and ALA Fund)	Real	86.880	91.238	91.539	0.33%
	Personal	3.093	3.417	3.154	-7.70%

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 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	256.80	252.79	260.78	259.86	265.58	264.63
Part-Time Career	6.10	3.30	6.06	3.28	6.06	3.00
Career Total	262.90	256.09	266.84	263.14	271.64	267.63
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(1.99)		(1.00)		(1.00)
TOTAL ADMINISTRATION FUND	263.90	255.65	267.84	263.69	272.64	268.18
PARK FUND						
Full-Time Career	761.00	762.00	778.00	778.00	798.00	798.00
Part-Time Career	8.00	10.30	6.00	5.41	6.00	5.50
Career Total	769.00	772.30	784.00	783.41	804.00	803.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		175.15		172.02		178.00
TOTAL PARK FUND	769.00	947.45	784.00	955.43	804.00	981.50
RECREATION FUND						
Full-Time Career	269.00	268.00	278.00	278.00	288.00	288.00
Part-Time Career	16.00	15.80	16.00	17.64	17.00	16.36
Career Total	285.00	283.80	294.00	295.64	305.00	304.36
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		631.83		652.18		693.20
TOTAL RECREATION FUND	285.00	915.63	294.00	947.82	305.00	997.56
TOTAL TAX SUPPORTED (Admin, Park, and Rec)						
Full-Time Career	1,286.80	1,282.79	1,316.78	1,315.86	1,351.58	1,350.63
Part-Time Career	30.10	29.40	28.06	26.33	29.06	24.86
Career Total	1,316.90	1,312.19	1,344.84	1,342.19	1,380.64	1,375.49
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		807.28		824.50		871.50
Less Lapse		(1.99)		(1.00)		(1.00)
TOTAL TAX SUPPORTED	1,317.90	2,118.73	1,345.84	2,166.94	1,381.64	2,247.24
ENTERPRISE FUND						
Full-Time Career	67.00	67.00	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	68.00	67.50	67.00	66.50	68.00	67.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		135.50		132.50		138.60
TOTAL ENTERPRISE FUND	68.00	203.00	67.00	199.00	68.00	206.10
SPECIAL REVENUE FUND						
Seasonal/Intermittent		263.50		263.50		264.80
INTERNAL SERVICE FUNDS						
Full-Time Career	5.50	5.90	6.00	6.40	6.50	6.90
Part-Time Career	-	-	-	-	-	-
Career Total	5.50	5.90	6.00	6.40	6.50	6.90
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,359.30	1,355.69	1,388.78	1,388.26	1,425.08	1,424.53
Part-Time Career	31.10	29.90	29.06	26.83	30.06	25.36
Career Total	1,390.40	1,385.59	1,417.84	1,415.09	1,455.14	1,449.89
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		1,206.28		1,220.50		1,274.90
Less Lapse		(1.99)		(1.00)		(1.00)
GRAND TOTAL	1,391.40	2,591.13	1,418.84	2,635.84	1,456.14	2,725.04



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	FY18 Budget	FY19 Budget	FY20 Proposed Reductions	FY20 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	1,675,433	(86,466)	1,588,967
Water & Sewer Planning Unit	Admin	Planning	155,300	155,300		155,300
GIS Program	Admin	Planning	340,500	340,500		340,500
Tax Collection Fee	Admin	Planning	34,411	34,411		34,411
Economic Development Corp.	Admin	Planning	65,000	65,000		65,000
DPIE Permits & Inspections	Admin	Planning	1,816,200	1,336,200	(480,000)	856,200
DPW&T Engineering, Inspect. & Permits	Admin	Planning	929,800	699,867	(229,934)	469,933
Redevelopment Authority	Admin	Planning	844,500	729,700	(114,800)	614,900
EDC General Plan Goals	Admin	Planning	316,800	294,667	(22,133)	272,534
Total Administration Fund			\$ 7,651,711	\$ 6,718,378	\$ (933,333)	\$ 5,785,045
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	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	-	-		-
Tax Collection Fee	Park	Parks and Rec	105,205	-		-
Total Park Fund			\$ 618,005	\$ 451,000	\$ -	\$ 451,000
100 Black Men of Prince George's County	Rec	Parks and Rec	-	3,750		3,750
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	-		-
Anacostia Watershed Society	Rec	Parks and Rec	20,000	20,000		20,000
Anacostia Trails and Heritage Area	Rec	Parks and Rec	25,000	40,000		40,000
Art Works Now	Rec	Parks and Rec	-	35,000		35,000
Beltsville-Adelphi Boys and Girls Club	Rec	Parks and Rec	7,500	7,500		7,500
Camp Springs Girls & Boys Club	Rec	Parks and Rec	10,000	10,000		10,000
Cherry Lane Boxing and Fitness	Rec	Parks and Rec	10,000	10,000		10,000
City of College Park, Youth & Family Services	Rec	Parks and Rec	20,000	20,000		20,000
City of College Park - Senior Programming	Rec	Parks and Rec	-	50,000		50,000
City of Greenbelt, After School Arts	Rec	Parks and Rec	12,000	12,000		12,000
City of Greenbelt, Recreation Services	Rec	Parks and Rec	70,000	70,000		70,000
City of Greenbelt, Therapeutic Program	Rec	Parks and Rec	12,000	12,000		12,000
City of Hyattsville, Recreation Services	Rec	Parks and Rec	19,000	19,000		19,000
City of Laurel Parks Department	Rec	Parks and Rec	10,000	10,000		10,000
City of Laurel Senior Services	Rec	Parks and Rec	54,400	54,400		54,400
City of Laurel, Anderson & Murphy CC	Rec	Parks and Rec	22,000	22,000		22,000
Coalition for African Americans in the Performing Arts	Rec	Parks and Rec	-	20,000		20,000
College Park Arts Exchange	Rec	Parks and Rec	5,000	5,000		5,000
College Park Boys and Girls Club	Rec	Parks and Rec	7,500	7,500		7,500
Cooperative Extension Service (4H)	Rec	Parks and Rec	208,600	208,600		208,600
District 7 - Daughter for the Day Program	Rec	Parks and Rec	7,500	-		-



**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	FY18 Budget	FY19 Budget	FY20 Proposed Reductions	FY20 Proposed Budget
Forestville Boys and Girls Club	Rec	Parks and Rec	25,000	25,000		25,000
Ft. Washington Boys & Girls Club	Rec	Parks and Rec	10,000	10,000		10,000
Gateway Arts Program	Rec	Parks and Rec	90,000	45,000		45,000
Girl Scouts Capital Area	Rec	Parks and Rec	10,000	10,000		10,000
Glenarden Boys and Girls Club	Rec	Parks and Rec	15,000	15,000		15,000
Global Develop. Services for Youth, Inc.	Rec	Parks and Rec	2,500	-		-
Greater Laurel United Soccer Club	Rec	Parks and Rec	5,000	5,000		5,000
Greenbelt Aquatics & Fitness Center	Rec	Parks and Rec	100,000	100,000		100,000
Greenbelt Community Center	Rec	Parks and Rec	40,000	40,000		40,000
Harlem Renaissance	Rec	Parks and Rec	40,000	-		-
Ivy Community Charities	Rec	Parks and Rec	10,000	10,000		10,000
Junior Achievement	Rec	Parks and Rec	20,000	20,000		20,000
Kentlands Boxing Club	Rec	Parks and Rec	5,000	5,000		5,000
Kettering-Largo-Mitchellville Boys & Girls Club	Rec	Parks and Rec	20,000	20,000		20,000
Lake Arbor Foundation	Rec	Parks and Rec	175,000	175,000		175,000
Lanham Boys & Girls Club	Rec	Parks and Rec	10,000	25,000		25,000
Latin America Youth Center	Rec	Parks and Rec	40,000	40,000		40,000
Laurel Historic Society	Rec	Parks and Rec	22,500	22,500		22,500
Laurel Little League	Rec	Parks and Rec	5,000	5,000		5,000
Laurel Stallions	Rec	Parks and Rec	5,000	5,000		5,000
Making a New United People (M.A.N.U.P)	Rec	Parks and Rec	25,000	25,000		25,000
Marlton Swim & Recreation Club	Rec	Parks and Rec	-	20,000		20,000
Millwood/Waterford Programming	Rec	Parks and Rec	10,000	10,000		10,000
New Carrollton Boys & Girls Club	Rec	Parks and Rec	-	5,000		5,000
Oxon Hills Boys & Girls Club	Rec	Parks and Rec	7,500	7,500		7,500
Palmer Park Boys & Girls Club	Rec	Parks and Rec	-	20,000		20,000
Pi Upsilon Lambda Alpha Pi Alpha Charitable Foundation	Rec	Parks and Rec	-	3,750		3,750
PGCC - Outreach, Facilities, etc	Rec	Parks and Rec	300,000	300,000		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	1,512,800	-		-
Prince George's Philharmonic	Rec	Parks and Rec	100,000	100,000		100,000
Prince George's Pride Lacrosse Club	Rec	Parks and Rec	-	20,000		20,000
Prince George's Tennis Assoc.	Rec	Parks and Rec	20,000	20,000		20,000
Pyramid Atlantic Art Center	Rec	Parks and Rec	-	30,000		30,000
Seat Pleasant Leadership Development Program	Rec	Parks and Rec	85,000	85,000		85,000
Tax Collection Fee	Rec	Parks and Rec	45,984	-		-
Theresa Banks Swim Club	Rec	Parks and Rec	20,000	20,000		20,000
Town of Forest Heights	Rec	Parks and Rec	10,000	10,000		10,000
Town of Forest Heights Community Development Corp	Rec	Parks and Rec	7,500	7,500		7,500
White Rose Foundation	Rec	Parks and Rec	15,000	10,000		10,000
World-Wide Community	Rec	Parks and Rec	25,000	25,000		25,000
Youth Development Program (In Reach, Inc.)	Rec	Parks and Rec	50,000	50,000		50,000
Youth Services Program	Rec	Parks and Rec	25,000	25,000		25,000
Youth Wellness Leadership Institute	Rec	Parks and Rec	50,000	50,000		50,000
Total Recreation Fund			\$ 3,817,284	\$ 2,391,000	\$ -	\$ 2,391,000
Total All Funds			\$ 12,087,000	\$ 9,560,378	\$ (933,333)	\$ 8,627,045



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

COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

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Prince George's County Commissioners' Office

EXECUTIVE OVERVIEW



The Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission (M-NCPPC) is responsible for developing and recommending to the Prince George's County Council land use policies that provide a long-range course of action to guide the orderly growth and development of the County. The Planning Board is also charged with the administration of the

County's park system and comprehensive recreation program. The Planning Board carries out its land use planning responsibilities through the adoption of a series of master and functional plans and the application of land use controls (Zoning and Subdivision Regulations). Its oversight of the parks and recreation program and development of overall park and recreation service standards is performed through regular meetings with the Director and staff, members of the recreation community and recreation advisory support groups. In sum, the Planning Board works with planning professionals, elected and appointed officials, and citizens to create, maintain, and promote socially and economically viable communities in the County.

The Planning Board is comprised of five commissioners, appointed by the Prince George's County Executive and confirmed by the Prince George's County Council. One full-time Chairman and four part-time members are supported by 11 full-time positions and one full-time position split between the Planning Board Office and the Planning Department. A Planning Board Administrator and Public Affairs Officer guide the work of the office. The Planning Board conducts formal business through weekly public hearings on planning, zoning, and subdivision activities. It also holds scheduled public forums to solicit comments on the Commission's budget and work program. At other times, the Planning Board may conduct forums to discuss various planning, park or recreation matters that may or may not result in immediate solutions but may impact future policies or regulations. Planning Board members often attend and participate in special community events, dedications of new or rehabilitated facilities, groundbreakings and festivals, and serve as members on State or County task forces.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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



Prince George's County Commissioners' Office

BUDGET AT A GLANCE

Summary of Commissioners' Office Budget

	FY19 Adopted	FY20 Proposed	% Change
Budget			
Expenditures	\$3,318,788	\$3,378,179	1.8%
Staffing			
Funded Career Positions	16.50	16.50	0.0%
Funded Workyears	14.50	14.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The Prince George's County Planning Board Office is proposing a budget which increases expenditures by \$59,391 (1.8%) above the FY19 approved budget. Major increases include a one-time allotment of \$77,500 to purchase furniture for our move to Largo. Also, per our agreement with the County, the lease for fourth floor office space in the County Administration Building will result in a 3% increase. All other non-personnel classifications will remain at FY19 levels.

Legislative Project Charges

This budget also contains \$1,137,300 to reimburse the Prince George's County Council for their planning and zoning functions. Also, the budget includes \$162,776 for the office's rent in the County Administration Building.

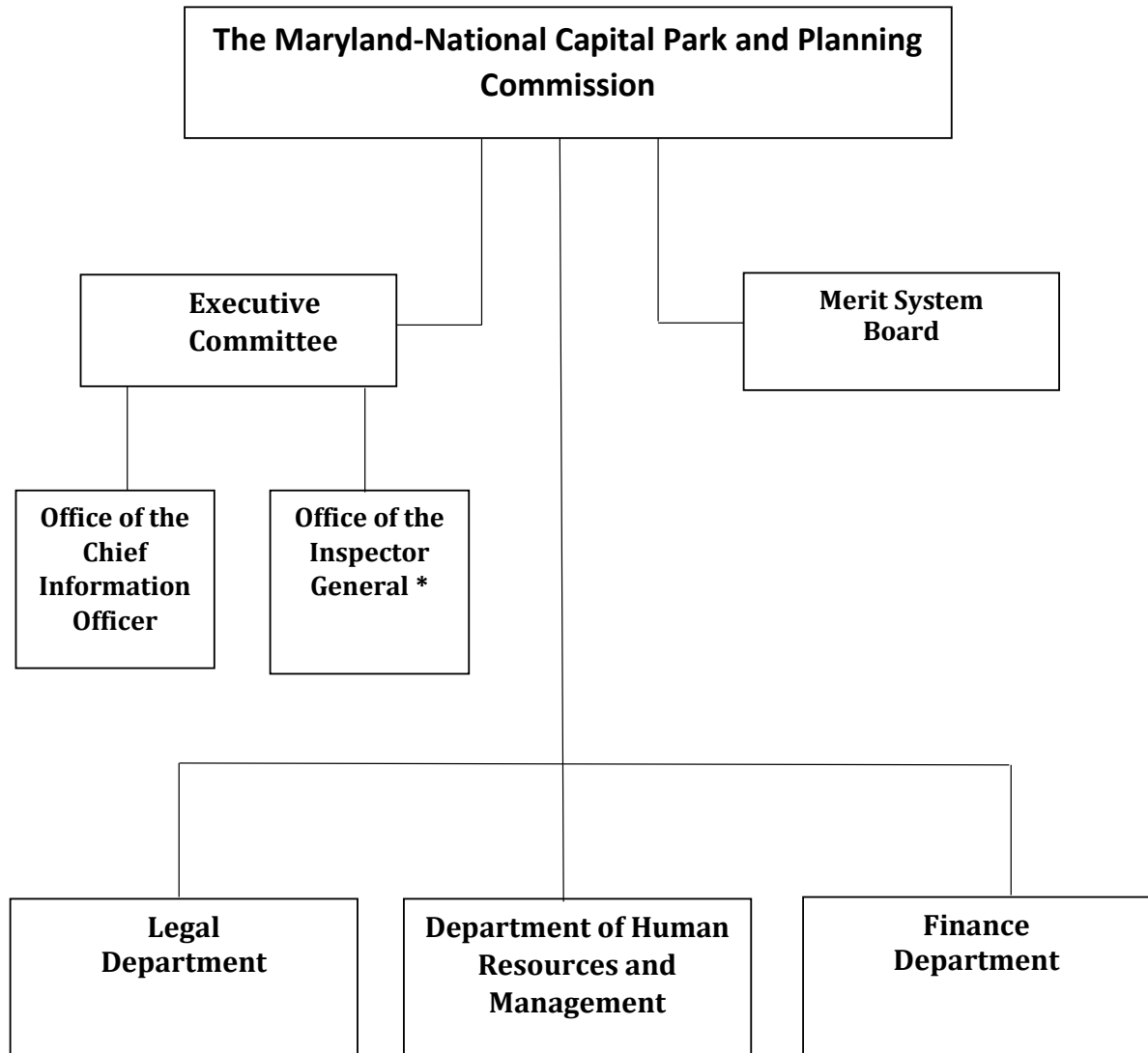
	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Commissioners' Office				
Personnel Services	1,555,870	1,827,518	1,804,668	-1.3%
Supplies and Materials	34,403	39,000	39,000	0.0%
Other Services and Charges	1,417,452	1,439,770	1,444,511	0.3%
Capital Outlay	-	12,500	90,000	620.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,007,725	3,318,788	3,378,179	1.8%

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>COMMISSIONERS' OFFICE</u>						
Full-Time Career	11.50	11.50	12.50	12.50	12.50	12.50
Part-Time Career	4.00	2.00	4.00	2.00	4.00	2.00
Career Total	15.50	13.50	16.50	14.50	16.50	14.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Commissioners' Office	15.50	13.50	16.50	14.50	16.50	14.50



ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



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



Central Administrative Services Overview

EXECUTIVE OVERVIEW

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

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

The Commission's three Officers – the Executive Director, the Secretary-Treasurer, and the General Counsel – are responsible for corporate functions as well as leading their respective departments. The Office of the Inspector General is overseen by the Audit Committee, to increase independence. Administrative oversight for the Inspector General is provided by the Executive Director. The Chief Information Officer reports to the Executive Committee (Chair, Vice-Chair, and Executive Director) to enable focus on Enterprise-wide 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 FY20 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 cross-functional Divisions: Office of the Executive Director, Corporate Budget, Corporate Policy and Management Operations, and Corporate Human Resources.

Finance Department

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



Central Administrative Services

Overview

Legal Department

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

Office of the Inspector General

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

Office of the Chief Information Officer

The Office of the Chief Information Officer (CIO) strategically plans and implements enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO 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 Inspector General, and the Office of the Chief Information Officer, collectively known as Central Administrative Services (CAS). These expenses include unemployment insurance, workers' compensation costs, shared document production services (the print and reproduction center), centralized office supplies, and the costs associated with housing the CAS Departments and Offices.

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



Central Administrative Services Overview

CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY18 Budget	FY19 Budget	FY20 Proposed	% Change
MONTGOMERY						
	Park Fund - Labor Relations	DHRM	66,250	66,250	66,250	0.0%
	Park Fund - Park Police Support	DHRM	45,000	45,000	45,000	0.0%
	Risk Management	DHRM	13,892	20,387	23,106	13.3%
	Capital Equipment Fund	Finance	40,951	42,000	32,286	-23.1%
	Enterprise Funds	Finance	196,565	204,000	118,382	-42.0%
	Park Fund - Single Audit	Finance	6,760	-	-	-
	Park Fund - Data Center	Finance	411,616	-	-	-
	Park Fund - ERP Operations	Finance	-	93,400	88,000	-5.8%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	-	-100.0%
	Risk Management	Finance	32,761	34,000	16,143	-52.5%
	Spec Rev Fund - Planning	Finance	25,083	28,000	36,272	29.5%
	Spec Rev Fund - Parks	Finance	-	-	19,000	-
	Capital Equipment Fund	Corporate IT	-	-	19,469	-
	Enterprise Funds	Corporate IT	-	-	71,388	-
	Park Fund - Data Center	Corporate IT	-	344,745	352,455	2.2%
	Pension Trust Fund	Corporate IT	-	-	23,600	-
	Risk Management	Corporate IT	-	-	9,735	-
	Spec Rev Fund - Planning	Corporate IT	-	-	21,873	-
	Spec Rev Fund - Parks	Corporate IT	-	-	11,457	-
	Admin Fund - Planning	Legal	85,000	85,000	87,550	3.0%
	Park Fund	Legal	149,232	153,709	158,320	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	200,383	200,383	206,394	3.0%
	Spec Rev Fund - Development Review	Legal	148,423	152,876	157,462	3.0%
	Subtotal Montgomery		1,538,816	1,586,650	1,657,442	4.5%
PRINCE GEORGE'S						
	Admin Fund - Planning - HRIS/CC	DHRM	20,766	19,641	21,709	10.5%
	Admin Fund - Planning - Recruitment	DHRM	13,982	12,860	14,182	10.3%
	Park Fund - HRIS/CC	DHRM	46,599	42,844	47,246	10.3%
	Park Fund - Labor Relations	DHRM	66,250	66,250	66,250	0.0%
	Park Fund - Park Police Support	DHRM	45,000	45,000	45,000	0.0%
	Park Fund - Recruitment	DHRM	51,903	49,091	54,261	10.5%
	Rec Fund - Recruitment	DHRM	51,903	49,091	54,261	10.5%
	Recreation Fund - HRIS/CC	DHRM	72,529	70,311	74,804	6.4%
	Risk Management	DHRM	13,892	20,387	23,106	13.3%
	Capital Equipment Fund	Finance	31,942	44,000	14,529	-67.0%
	Enterprise Funds	Finance	311,228	306,000	172,191	-43.7%
	Park Fund - Single Audit	Finance	6,800	-	-	-
	Park Fund - New Positions	Finance	108,000	108,000	108,000	0.0%
	Park Fund - Data Center	Finance	758,817	-	-	-
	Park Fund - ERP Operations	Finance	-	190,000	210,000	10.5%
	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	-	-100.0%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Risk Management	Finance	49,141	43,000	32,286	-24.9%
	Special Revenue Funds (multiple)	Finance	139,233	136,000	80,715	-40.7%
	Capital Equipment Fund	Corporate IT	-	-	8,761	-
	Enterprise Funds	Corporate IT	-	-	103,836	-
	Park Fund - Data Center	Corporate IT	-	635,970	777,904	22.3%
	Pension Trust Fund	Corporate IT	-	-	23,600	-
	Risk Management	Corporate IT	-	-	19,469	-
	Special Revenue Funds (multiple)	Corporate IT	-	-	48,673	-
	Park Fund	Inspector General	121,332	127,118	135,138	6.3%
	Admin Fund - Planning	Legal	265,430	273,393	281,595	3.0%
	Park Fund	Legal	186,653	192,253	198,020	3.0%
	Park Fund - Atty support	Legal	80,000	80,000	82,400	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	210,858	210,858	217,184	3.0%
	Subtotal Prince George's		2,869,158	2,938,967	3,108,420	5.8%
Commission-Wide						
	EOB	DHRM	-	80,958	94,708	17.0%
	Group Insurance	DHRM	32,778	31,040	35,382	14.0%
	Group Insurance	Corporate IT	-	-	103,836	-
	Group Insurance	Finance	327,608	322,600	172,192	-46.6%
	Subtotal Commission-Wide		360,386	434,598	406,118	-6.6%
COMBINED TOTAL						
			4,768,360	4,960,215	5,171,980	4.3%
SUMMARY BY SUPPLIER DEPARTMENT						
	DHRM		540,744	619,110	665,265	7.5%
	Finance		2,716,105	1,820,600	1,322,396	-27.4%
	Corporate IT		-	980,715	1,287,881	31.3%
	Legal		1,390,179	1,412,672	1,453,125	2.9%
	Inspector General		121,332	127,118	135,138	6.3%
TOTAL			4,768,360	4,960,215	4,863,805	-1.9%



Central Administrative Services Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The bi-county proposed FY20 operating budget for Central Administrative Services before chargebacks is \$23,447,103, which is a 4.4% increase over FY19. The budget sustains, at a minimum, the same service level as FY19, 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 FY20 proposed budget is based on the analysis performed in the Fall of 2018.

The FY20 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 44.7% Montgomery County and 55.3% 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 FY20, the proposed budget addresses major known commitments and essential needs. Most operations have not requested funding of new positions. The proposed budget focuses on such core needs as identified in each department's budgets.

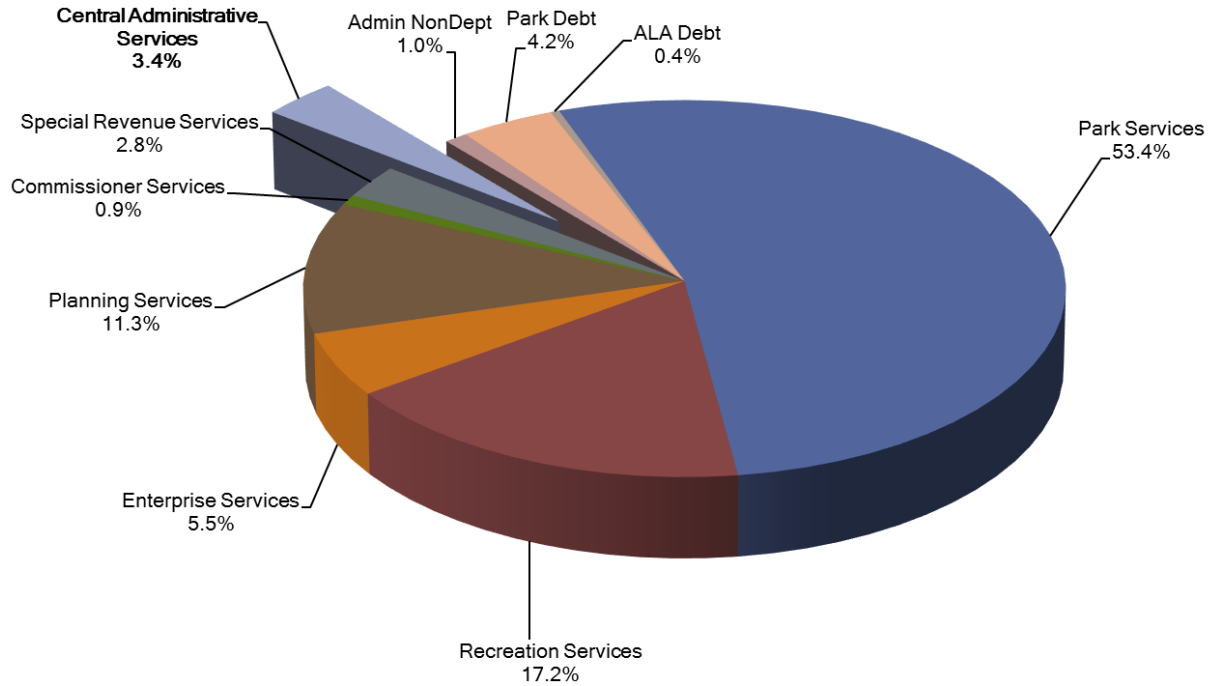
The CAS budget proposal reflects positions and workyears comparable to FY 2011 levels, even while work program demands have increased over the past eight years. Work program demands such as implementation of regulatory updates, required policy reviews, legal advice, zoning ordinance review, and continued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

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



Central Administrative Services Overview

Central Administrative Services (CAS)
FY20 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, ALARF, and Capital Projects Fund)

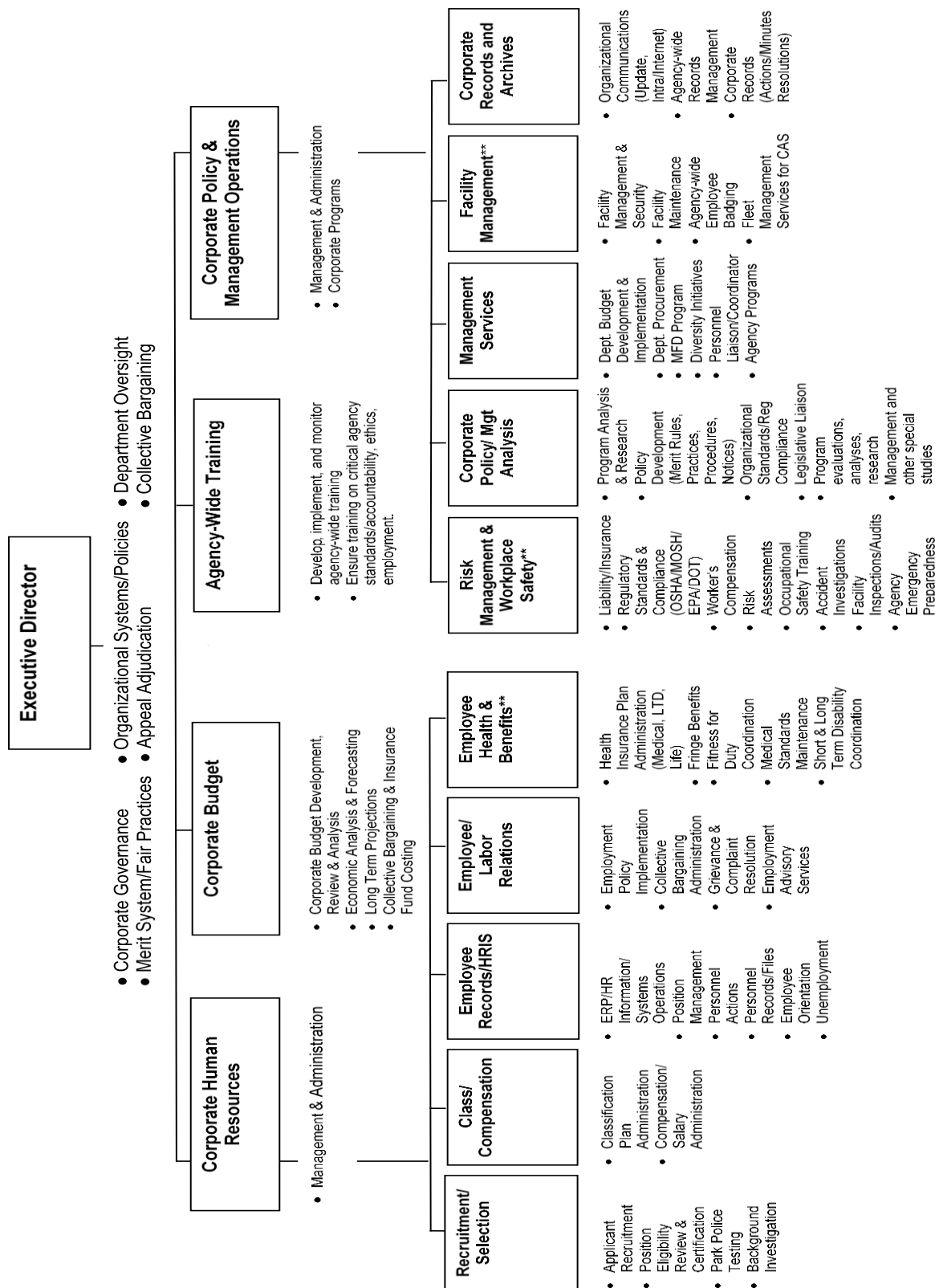


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



ORGANIZATIONAL STRUCTURE

Department of Human Resources and Management



** Internal Service Funds.



Central Administrative Services

Department of Human Resources and Management

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 oversees the work of the 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, the DHRM includes the following operational areas:

- Office of the Executive Director
- Corporate Budget
- Corporate Policy and Management Operations
- Corporate Human Resources
- Agency-wide Training

Collectively these operations provide corporate governance and administer agency-wide initiatives to ensure fair and equitable practices and programs, competitive and cost-effective employment compensation and benefits, prudent fiscal planning, and sound workplace and liability protections. Programs administered by the Departments and 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 Risk and Workplace Safety functions are included in the Group Insurance and the Risk Management Internal Service Funds, respectively. The DHRM also manages the Executive Office Building (EOB) Internal Service Fund. The EOB activities include facility operation, building and 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 several 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



Central Administrative Services Department of Human Resources and Management

adopted policies; monitors effectiveness of the Minority, Female, and Disabled (MFD) procurement program; conducts contract execution and procurement waiver reviews; reviews employment concerns and handles adjudication of grievance appeals; negotiates collective bargaining agreements; serves as liaison with both County Councils and County Executives; and provides oversight of agency-wide initiatives such as the Diversity Council and preferred workplace programs. The Office oversees other corporate functions of the agency including policy development, administration of workforce programs, benefits and insurance, budget development and fiscal planning, and coordination of Commission, Executive Committee, and Department Directors meetings.

The Executive Director and both Planning Board Chairs constitute 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.



Central Administrative Services Department of Human Resources and Management

Organizational Policy and Agency-Wide Archives conducts 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, the Merit System Board, union representatives, and the Commission.

The Policy Office also conducts specialized management studies, implements organizational development initiatives, and provides legislative support on bills or actions impacting policy or operational standards. The Commission's policy system, as issued through Merit System Rules and Regulations, Notices, Resolutions, and Administrative Practices and Procedures, is managed by this Office. 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 and actions.

Management Services carries out corporate and departmental activities including: budget development/management and procurement administration for the DHRM, Risk Management, Group Insurance, the Executive Office Building, CAS Support Services, and the Merit System Board; corporate communications (e.g., agency-wide directives, Notices, employee newsletters, facility and emergency closing information, telephone directories, etc.); department staff development, development of agency-wide training, and programs including diversity and literacy 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 and employee training; compliance with Federal and State safety regulations issued by the Maryland Occupational Safety and Health (MOSH), the Federal Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and the Department of Transportation (DOT); 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 handling, drivers' license and driver safety training, and emergency response initiatives; accident and damage inspections; and risk assessments. The unit also provides oversight of the agency's participation in the Montgomery County Government's Self-Insurance Program (MCSIP). The self-insurance program provides specialized services related to third party reviews of workers' compensation/liability claims and participation in some group insurance.

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



Central Administrative Services

Department of Human Resources and Management

Human Resources Division

The goals of the Human Resources (HR) Division are to ensure fair and equitable treatment of all employees; a diverse, qualified and available applicant pool; a merit-based employee recognition and compensation program; and an affordable, responsive, and attractive array of benefits and health programs.

The Division administers two collective bargaining agreements that cover Park Police Officers through the rank of Sergeant (FOP) and general service career employees in the Service/Labor, Skilled Trades, and Office/Clerical classifications (MCGEO). The Division includes an HR Director and cross-functional teams to carry out 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 and payroll systems.

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

Employee and Labor Relations fosters management-employee partnerships and assists management in handling complex employment concerns. Staff investigates complaints, 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.



Central Administrative Services

Department of Human Resources and Management

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 provided by this office. The Office also ensures implementation of programs such as the Affordable Care Act, Consolidated Omnibus Budget Reconciliation Act (COBRA), and Health Insurance Portability and Accountability Act (HIPAA). Related work covers administration of benefit programs, the flexible spending account program, the employee assistance program, critical incident support, long-term care, childcare and elder care referral networks, Employees' Sick Leave Bank, deferred compensation plans, and a tuition assistance program. The team also coordinates specialized medical testing and monitoring such as return to work, pre-employment, police physicals, fitness for duty examinations, and psychological evaluations. It also oversees the family medical leave program (FMLA). Other services include workshops and presentations, benefit processing, records and eligibility maintenance, health benefit communications, and legal compliance with Federal and State mandates.

FY19 ACCOMPLISHMENTS

Below is a summary of major accomplishments.

- **Corporate governance:** Provided guidance and oversight in areas related to upholding the Merit System, organizational policies and standards, collective bargaining and agency-wide programs such as Diversity Council, Enterprise Resource Planning, conflict resolution (administrative grievances), equal employment opportunity, and employee appeals adjudication, etc.
- **Corporate Budget:** Continued enhancing the role of the corporate budget office to assure prudent use of funds, providing long-range strategic budget planning, streamlining budget processes, and improving transparency of budget information.
 - **GFOA Award:** Received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for the 33rd consecutive year.
 - Revised both the Prince George's County operation's and the Montgomery County operation's long-term fiscal plans to guide the FY20 budget submission.
- **Succession Planning/Workforce Development:** Continued to restore agency-wide employee development training to address deficit in available workforce training and critical succession planning concerns. 33% of the workforce is eligible to retire in less than 5 years (67.4% of officials/administrators will become eligible). Continued staff development efforts are also being implemented through initiatives such as the Language and Literacy program and Diversity Council initiatives.
- **Enterprise Resource Planning System (ERP) and HRIS Programs:** The DHRM, in partnership with the Office of the Chief Information Officer, implemented the following:
 - Continued training departments on human resources inquiry capabilities of Manager Self-Service component.
 - Continued conducting comprehensive review of current HRIS processes and implemented efficient improvements in daily operations.



Central Administrative Services Department of Human Resources and Management

- Prepared, planned for, and executed the ERP Lawson upgrade to Version 10.
- Employee Benefits: Implemented pension, medical, and prescription benefits plan designed to maintain competitive benefits at sustainable funding levels.
 - Facilitated the receipt of \$1.7 million in subsidies from the Federal government for retiree drug expenses.
 - Conducted competitive RFP's and negotiated rates with dental, vision, and life insurance carriers to provide significant savings for health plans.
 - Implemented a new disability carrier which reduced rates by nearly 50%.
- Policy Development and Management Studies: The agency's policy system requires extensive ongoing review and update. Continued extensive analysis, review and update of agency standards and policies is required to ensure greater operational efficiency and organizational accountability, consistency with ERP platforms, compliance with evolving employment regulations, and workplace and public safety. The following policy areas are among those that were addressed in FY19:
 - Internal controls, including those related to ethics standards, finance and budgeting.
 - Employment policies focused on terms and conditions of employment and employee programs and benefits.
 - Records management and archive standards to ensure compliance with State laws.
 - Risk management and workplace safety standards.
 - Organization and functions policies, which communicate operational duties and related authority of key offices and positions.
- Records Management: Continued reviewing agency-wide archives program to ensure ongoing compliance with State archiving requirement. Continued conducting collaborative reviews with operating departments to ensure critical records are appropriately catalogued. Implemented a digitizing initiative 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 including management practices, workplace standards, and comprehensive work/life policies; the Health and Wellness Trailblazer Award; the Diversity Champion Award; and the EcoLeadership Award for Visionary leadership and commitment to environmentally sustainable workplace practices.
- Workforce Analysis/Employee Classification and Compensation: Continued to implement management-supported recommendations from the ongoing Classification and Compensation Study, including job class series reviews prioritized by operating departments. Revitalized internship program as a resource for trades positions. Expanded the number of pay grades to provide more flexibility to new classification and compensation job specifications.
- Recruitment: Performed comprehensive review to streamline and improve effectiveness of recruitment and selection procedures. Continued to enhanced integration of social media platforms, including Facebook, Twitter, LinkedIn, and Glassdoor, to better market job opportunities and to promote a positive employment brand for the agency. Working with the



Central Administrative Services Department of Human Resources and Management

Departments to implement an integrated new employee onboarding solution to facilitate employee engagement and to improve efficiency of current manual processes.

FY20 PRIORITIES

In addition to delivering the regular, ongoing work of the department, major priorities for FY20 include:

- Continued implementation of management-supported recommendations from the Classification and Compensation study, including job class series reviews prioritized by operating departments and allocation of staff to the new classification specifications.
- Conduct collective bargaining negotiations to include a full labor agreement with the FOP and a wage reopener with MCGEO.
- Continue analysis and critical updates of agency standards/policies, encompassing nearly 200 areas covering organizational functions, employment, procurement, financial systems, and risk/liability and safety regulations. Many operational standards are more than 20-30 years old due to lack of staff resources. The current team has been diligent in its review; however, significant and ongoing work is needed to ensure policies remain current in the future. The need to maintain these policies is critical to ensure regulatory compliance, fair practices, and accountability. This is a high priority supported by operating departments, internal audit, and the findings of the external accreditation process of the Commission for Accreditation of Park and Recreation Agencies (CAPRA).
- Conduct succession planning in collaboration with operating departments to address critical staffing and operational needs.
- Manage the intake, tracking, and response of the Public Information Act program. The Executive Director is the designated Public Information representative for the agency. With changes in State law, the requirements for tracking, monitoring and compliance have grown extensively.
- Complete work with the State on public records compliance for agency wide archives program. Move records to digital platform for corporate records/archives program to ensure continued compliance with changes in public records laws and revised State of Maryland protocols.



Central Administrative Services Department of Human Resources and Management

BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	FY19 Adopted	FY20 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$2,313,987	\$2,349,179	1.5%	44.3%
Staffing				
Funded Career Positions	17.49	17.49	0.0%	42.7%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	16.64	16.64	0.0%	41.6%
Prince George's County Budget				
Expenditures	\$2,879,139	\$2,957,561	2.7%	55.7%
Staffing				
Funded Career Positions	23.51	23.51	0.0%	57.3%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	23.36	23.36	0.0%	58.4%
Combined Department Total Budget				
Expenditures	\$5,193,126	\$5,306,740	2.2%	100.0%
Staffing				
Funded Career Positions	41.00	41.00	0.0%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	40.00	40.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The FY20 proposed budget is \$5,306,740, representing an increase of 2.2% (\$113,614) over the FY19 adopted budget level. This increase is allocated \$78,420 to Prince George's and \$35,194 to Montgomery County, after the application of chargebacks. 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 FY20 funding allocation before chargebacks to 42.7% Montgomery and 57.3% to Prince George's. This shifts 0.4% of the funding allocation from Prince George's to Montgomery, as compared to FY19. Major components of the budget are described below:

- **Personnel Services:** This category, which includes salaries and benefits, has a small increase of 0.3% (\$15,493). The proposed DHRM budget includes 41 career and 2 term contract positions, with 40 WYS (of which 16.64 WYS are allocated to Montgomery and 23.36 WYS to Prince George's, respectively). No new/additional positions/workyears are being requested for FY20.



Central Administrative Services Department of Human Resources and Management

- **Supplies and Materials:** These charges reflect a modest increase of \$4,700.
- **Other Service and Charges:** These charges reflect an increase of 16.2% (\$99,932) due to heavier short-term professional services needs to support the agency-wide Classification and Compensation study and expected increase in the need for outside labor counsel for the negotiation of the full FOP contract and the FY20 MCGEO and FOP wage re-openers.
- **Chargebacks:** Have been adjusted for wage and benefit allocations.



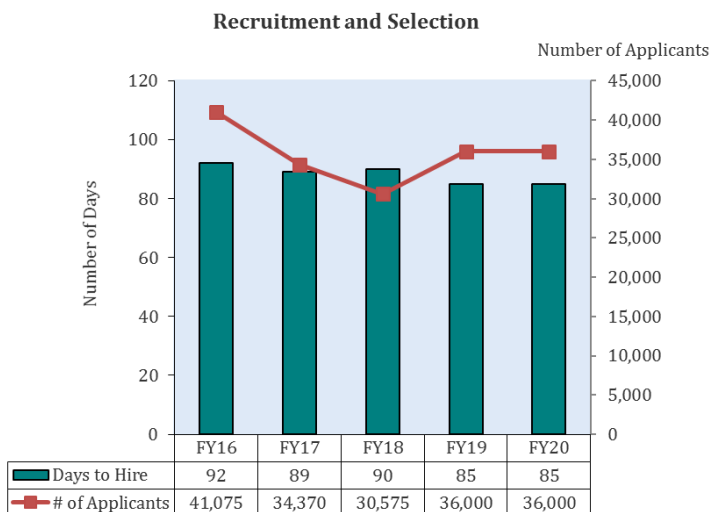
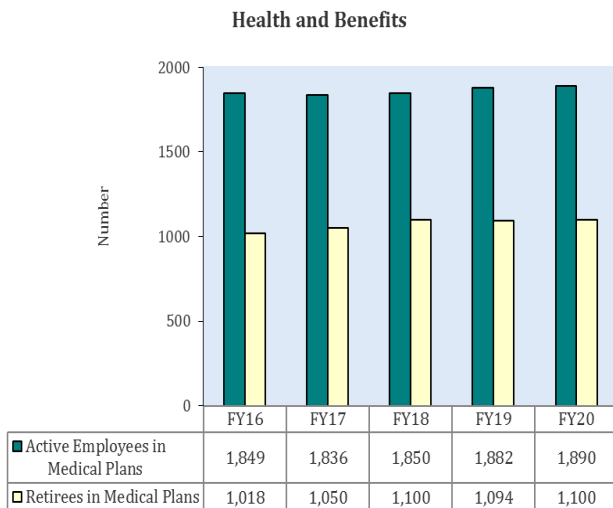
Central Administrative Services Department of Human Resources and Management

GOALS AND PERFORMANCE MEASURES

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

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

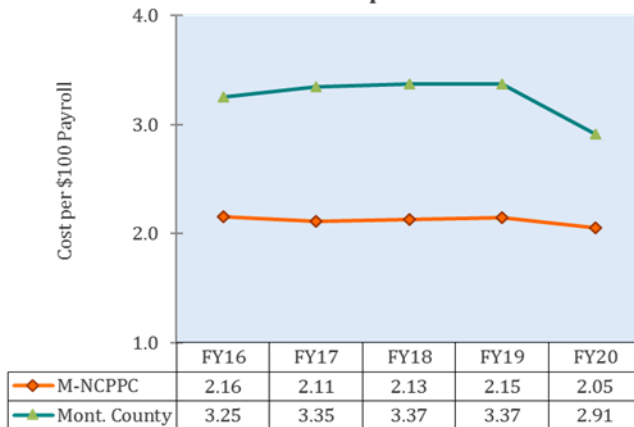
Outcome for Human Resources: Fair and equitable treatment of all employees; a diverse, qualified and available applicant pool; a merit-based employee recognition and compensation program; and an affordable, responsive, and attractive array of benefits and health programs.



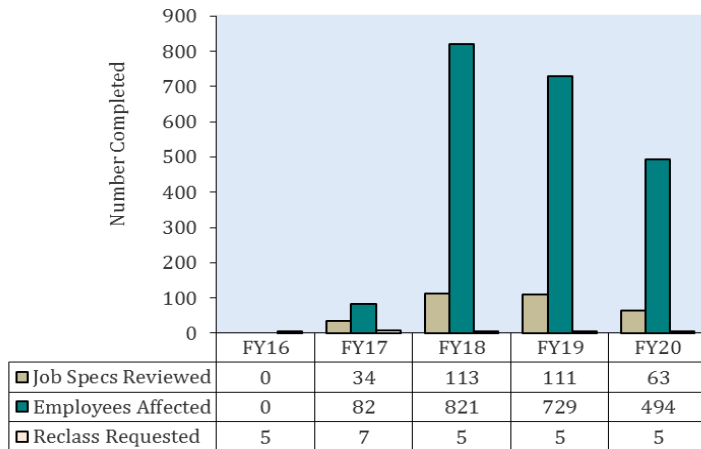
Central Administrative Services

Department of Human Resources and Management

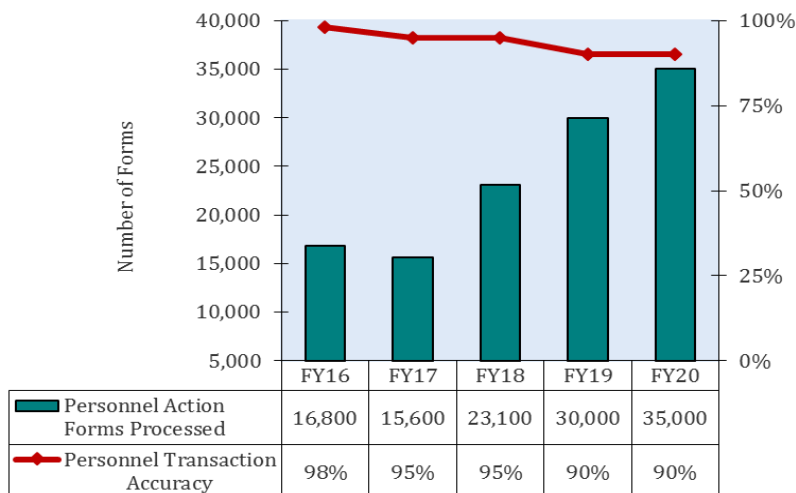
Risk and Safety Management Claims and Workers' Compensation Costs



Classification and Compensation

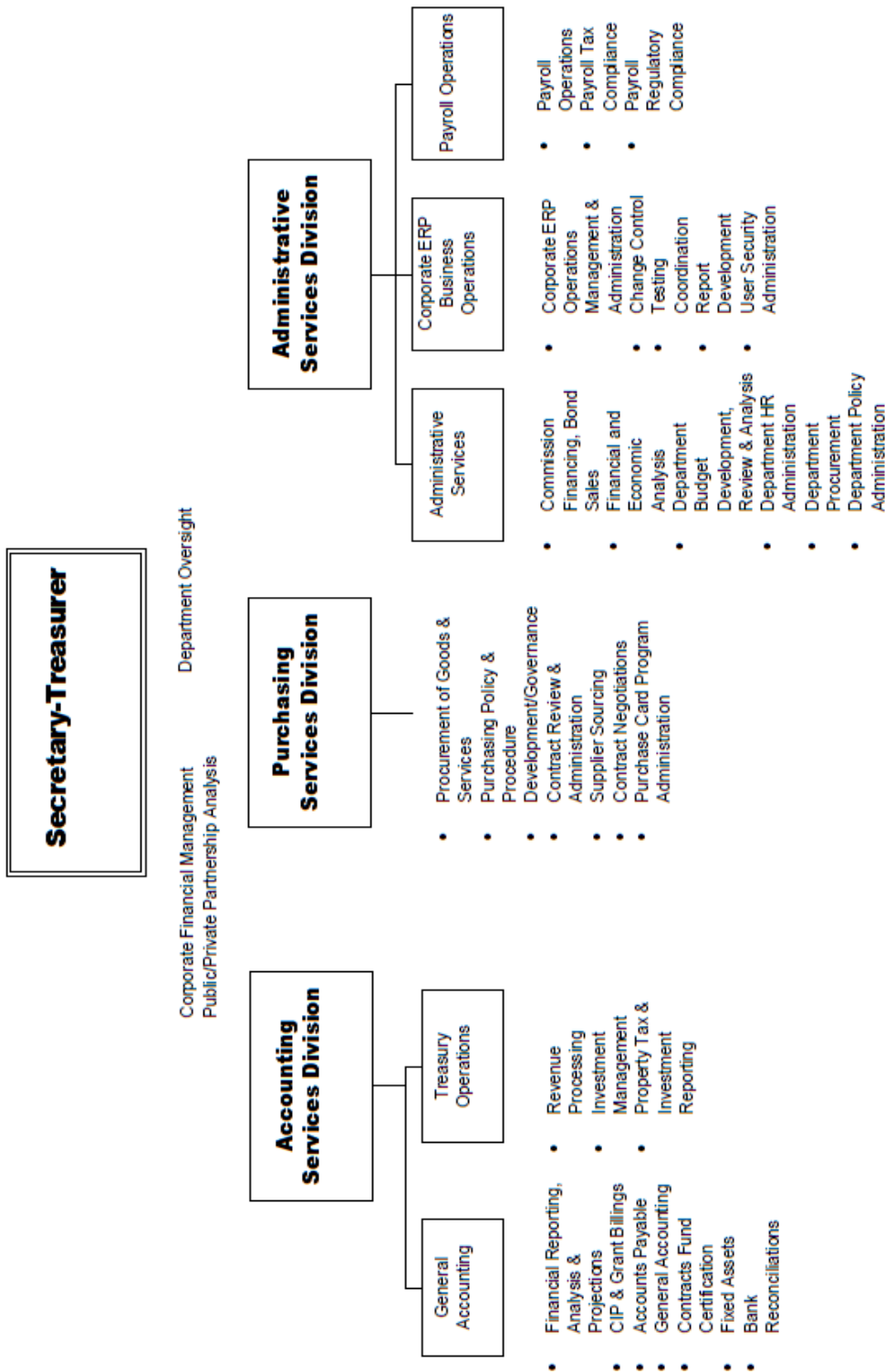


Human Resource Records



ORGANIZATIONAL STRUCTURE

DEPARTMENT OF FINANCE



Central Administrative Services Finance Department

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Office of the Secretary-Treasurer – Administrative Services

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

Accounting Division

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



Central Administrative Services Finance Department

Central Purchasing

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

ACCOMPLISHMENTS

The Department received the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association of the United States and Canada for the 46th consecutive year in FY2018. The Commission has received this award longer than any other organization in its category.

BUDGET AT A GLANCE

Summary of Finance Department Budget

		FY19 Adopted	FY20 Proposed	% Change	% Allocated*
Montgomery County					
Budget					
	Expenditures	\$ 1,946,530	\$ 2,308,443	18.6%	47.3%
Staffing					
	Funded Career Positions	19.27	20.47	6.2%	44.5%
	Funded Workyears	18.57	19.58	5.4%	44.5%
Prince George's County					
Budget					
	Expenditures	\$ 2,142,253	\$ 2,566,975	19.8%	52.7%
Staffing					
	Funded Career Positions	24.73	25.53	3.2%	55.5%
	Funded Workyears	23.93	24.42	2.0%	55.5%
Combined Department Total					
Budget					
	Expenditures	\$ 4,088,783	\$ 4,875,418	19.2%	100.0%
Staffing					
	Funded Career Positions	44.00	46.00	4.5%	100.0%
	Funded Workyears	42.50	44.00	3.5%	100.0%

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



Central Administrative Services Finance Department

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The FY20 Proposed Budget is \$4,875,418 reflects a 19.2% increase from the FY19 adopted budget after chargebacks realignment.

The Personnel Services budget increased by \$274,847 in salaries and decreased by (\$13,284) in benefits due to additional positions to support accounting and payroll operations and a decrease in pension costs.

In developing this preliminary estimate of the FY20 budget request, the Finance Department has carefully considered how to meet the service needs of the operating departments.

There are several factors driving what would appear at first glance to be a very large request for funding.

The most impactful item, generating a 12.2% increase in funding from the Administration Funds, is a realignment of chargebacks from Finance to Corporate Information Technology (CIT).

As you know, chargebacks are used to allocate various costs to self-supporting funds and other costs driven by demands from non-Administration funds. These allocations are calculated with standard formulas, approved by the Commission, and use prior year actual results. For FY18, the Finance and CIT function actual results have been reported separately per the decision of the Commission Chairs to realign CIT under the Office of the Chief Information Officer.

The FY20 budget effect of the separation of CIT from Finance is to increase charge backs for CIT and reduce them in Finance. While there is some overall change in chargeback amounts, the increase/decrease has no effect on the combined request for Administration Funds. This is the final budgetary step in implementing the Chairs direction in January 2017.

In addition to the changes in chargebacks, increases in benefits and the annualization of personnel decisions made in the FY19 budget will cause an increase in costs of \$154,495 for FY20. This amount is partially offset by a reduction in Commission-wide IT projects of \$25,384.

It is important to note that the increase in major known commitments, net of the change in chargebacks, is \$129,111 or 3.2 % of the FY19 budget.

After careful consideration and input from the operating departments, there are two proposed funding requests for fiscal 2020:

- The addition of a new position in the Accounting Division at the Accountant III level is requested. Additional staff is necessary to maintain a high level of quality service to the operating departments.

This position would handle the general and special revenue funds for both counties. This will allow the two CIP accountants to focus on CIP which has become very complicated and requires additional time to manage and provide the information needed by the operating departments. This position would also be responsible for reconciling general ledger accounts which includes coordinating with the payroll accountant, as well recurring journal entries and year-end allocations.



Central Administrative Services Finance Department

If approved, this will be the second position added to the Accounting Division since fiscal 2009.

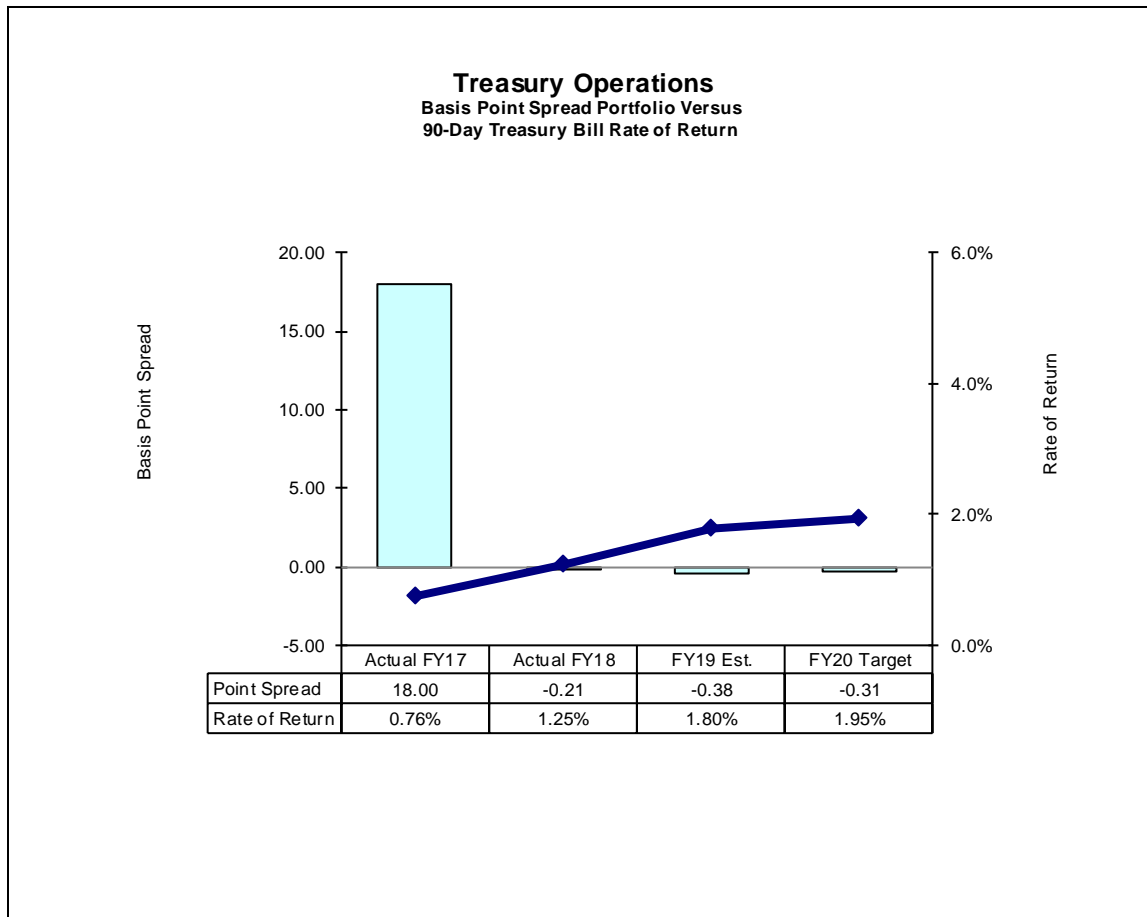
- Finance also requests a new position for payroll processing to strengthen the current staff of three (a 4th tax accountant position is dedicated to regulatory compliance and reconciliations and does not process payroll) that are responsible for processing the two alternating pay cycles each week.

Payroll processed 130,000 paychecks in FY18, for 8,044 employees. It has been necessary to hire and retain 4 part-time (30hr/week) seasonal staff for five months each year to keep up with the volume of the summer programs. The current staff struggles keep up with the normal volume of work during the rest of the year.

Increased payroll effort will be required to support employee self-service and the automation of seasonal payrolls. Additional support for the payroll process is provided by a contractor. The contractor, originally brought on to assist in resolving various issues in Finance, has become a key to ongoing payroll operations. Given this, it is time to transition contractor support to full time staff.

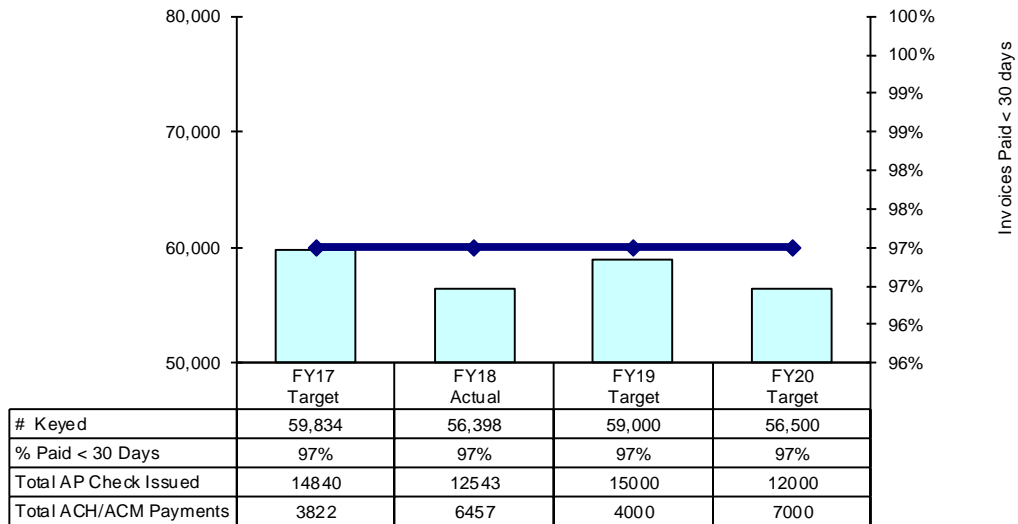
There have been no additions to payroll processing staff since before fiscal year 2004.

GOALS AND PERFORMANCE MEASURES

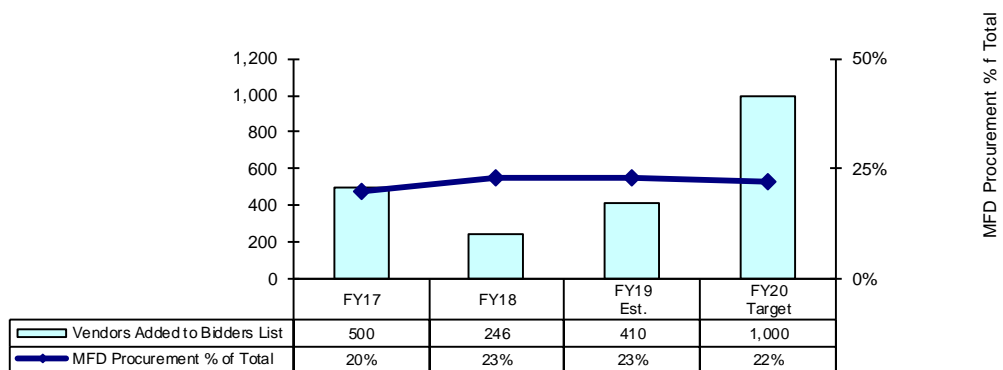


Central Administrative Services Finance Department

Accounting



MFD Procurement Opportunity Minority, Female or Disability Owned



**Central Administrative Services
Finance Department**

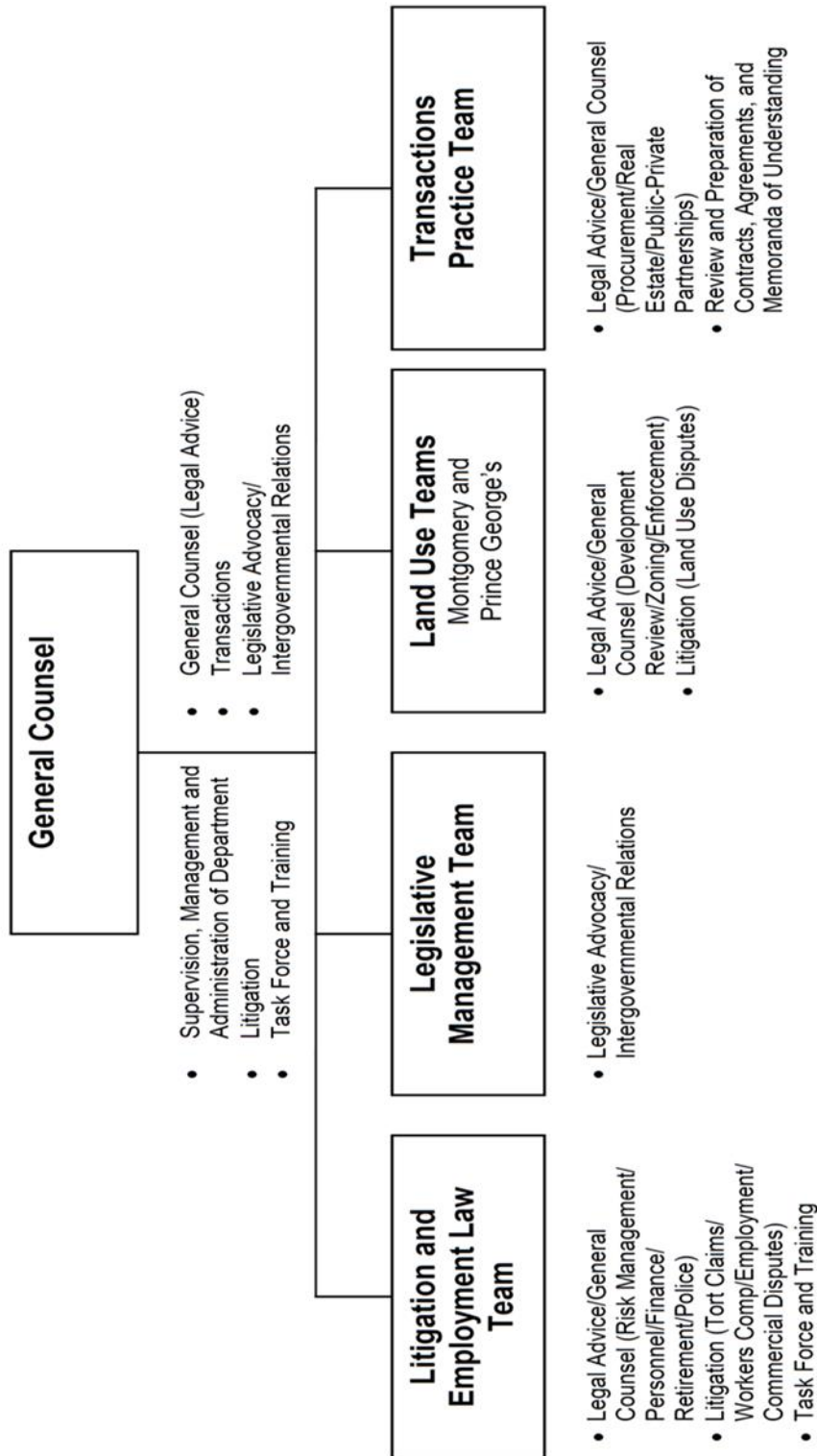
Bond Rating Data

Rating Agency Information	FY17	FY18	FY19 Est.	FY20 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE

LEGAL DEPARTMENT



Central Administrative Services Legal Department

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

ACCOMPLISHMENTS

Protecting the Public Interest in Litigation: During FY 2018, the OGC registered 27 new litigation cases and closed 28 cases – ending the year with 24 cases pending in state and federal courts. The cases closed during the year covered a variety of conventional disputes, including 10 ordinary tort claims, 3 workers compensation appeals and 2 contract disputes. The Commission litigation team consistently delivered successful results, prevailing in a number of notable cases – for example, a lawsuit that threatened to disrupt its revenue collection in one county, one case it launched to stop a municipality from annexing an historic Commission facility without seeking consent, and another case that contested the agency's deer management program. In an effort to preserve its stewardship over the historic Bladensburg Peace Cross monument – the renowned



Central Administrative Services Legal Department

Prince George's County World War I memorial – the Commission also successfully petitioned the U.S. Supreme Court to review a federal appeals court's unfavorable interpretation of the Establishment Clause.

Proactive Legal Support for Commission Policy Makers: The Legal Department continued in its tradition of delivering real-time, preventive counsel to support sound business and public policy decisions. During FY 2018, our work included: drafting amendments for a new "Signature Business Headquarters" zoning use category to encourage major employers to locate headquarters in Montgomery County; drafting effective local short-term rental land use and licensing laws to regulate short-term rentals – Airbnb, VRBO, etc. – in Prince George's County; developing an effective strategy to assure a service contractor's compliance with local wage and hour laws; and advising the agency's management on the implementation of the Maryland Healthy Working Families Act. In addition, each OGC Land Use team continued its history of legal support for staff working to review important area development projects, such as the redevelopment of the Montgomery Village Golf Course in Montgomery County and the WB&A trail amenity required for the Vista Gardens development project in Prince George's County

Building Quality of Life – One Transaction at a Time: Commission attorneys represented staff and the Planning Boards in the negotiation and development of dozens of complex agreements, memoranda of understanding, and policies related to the Commission's park and recreation functions. Examples of important projects initiated or completed during FY 2018 include: the acquisition of a property on Bethesda Row as needed to connect the Capital Crescent Trail with a portion of the Purple Line light rail project; complex agreements for the Tucker Road Ice Rink redevelopment and Southern Regional Technology Center aquatic facility using the construction manager at risk procurement/project delivery method; the first-ever easement in Montgomery County authorizing and encouraging public trail access to privately-owned utility power transmission properties; and multiple technology agreements for the agency's technology systems.

Legislative Support: In its role as legislative advocate for the Commission, the OGC Legislative Management Team lobbied or monitored over 100 bills during the 2018 Session of the Maryland General Assembly, including about one dozen bills relating directly to agency operations in Prince George's or Montgomery County. In addition, the Commission's team in Annapolis engaged directly in advocating for a healthy bi-county share of the State's Program Open Space "Local Side" funding, resulting in near record-setting allocations for Montgomery County and Prince George's County of \$9.7 and \$8.2 million, respectively.

BUDGET AT A GLANCE

The Legal Department's FY 2020 funding request will show no enhancements to our current staffing model or service levels. After accounting for the combined fiscal impact of personnel changes, including expected changes in fringe benefit costs, the fiscal impact of our personnel budget would be an increase which results in a budget for personnel services allocable to the respective administrative funds. Additionally, this budget reflects the updated allocation formula ("split") for Montgomery/Prince George's County at 48.9%/51.1% respectively.

Restoration of FY18 Non-Personnel Spending Levels:

The Legal department was able to attain the reduced spending targets imposed during the budget cycle by reducing non-personnel items – i.e. cutting funding for online legal research, outside counsel and similar ongoing operating costs. We are proposing to restore the capacity to cover those expenses at their approved FY18 levels.



Central Administrative Services Legal Department

For this reason, the net impact above the base level budget would be \$97,119 allocable as follows:

- Montgomery County Administration Fund: \$49,628
- Prince George's County Administration Fund: \$47,491

Summary of Legal Department Budget

		FY19	FY20	%	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget					
Budget					
	Expenditures	\$1,425,142	\$1,495,134	4.9%	54.6%
Staffing					
	Funded Career Positions	13.00	13.00	0.0%	52.0%
	Funded Workyears	13.00	13.00	0.0%	52.0%
Prince George's County Budget					
Budget					
	Expenditures	\$1,269,475	\$1,241,664	-2.2%	45.4%
Staffing					
	Funded Career Positions	12.00	12.00	0.0%	48.0%
	Funded Workyears	12.00	12.00	0.0%	48.0%
Combined Department Total Budget					
Budget					
	Expenditures	\$2,694,617	\$2,736,798	1.6%	100.0%
Staffing					
	Funded Career Positions	25.00	25.00	0.0%	100.0%
	Funded Workyears	25.00	25.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The FY20 Proposed Budget proposes a maintenance level budget with no enhancements to our current staffing model or service levels with a modest pass-through of interdepartmental chargebacks. General Counsel is, however, in discussion with Montgomery County Parks Department about its request for a service level enhancement and a potential additional chargeback required to fund that enhancement.



Central Administrative Services

Office of Inspector General

OVERVIEW

The Office of the Inspector General (OIG) obtains its authority through the Annotated Code of Maryland §15-501-508. The OIG assists the Maryland-National Capital Park and Planning Commission (Commission) by providing independent evaluations and recommendations regarding opportunities to preserve the Commission's reputation and improve the effectiveness, productivity, and efficiency of Commission programs, policies, practices and operations. The OIG also investigates and reports on instances of fraud, waste, and abuse of Commission property or funds.

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

The AC is comprised of four voting members, one Commissioner from each of the Planning Boards, and two public members. The Commission Chair serves as an ex officio nonvoting member of the AC.

MISSION

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

ACCOMPLISHMENTS

- Performance audits provide objective analysis to assist management and those charged with governance and oversight in using the information to improve program performance and operations, reduce costs, and facilitate decision making. The OIG completed 13 performance audits in FY18. Seven (7) of the audits included a review of Commission wide programs such as vehicle usage, energy management, and IT change management. Six (6) of the audits were full facility audits. As a result of these reviews, the OIG presented 72 audit recommendations to improve the effective and efficient operation of M-NCPPC programs and facilities.
- The OIG completed 11 fraud, waste, and abuse investigations, 19 management advisories, and 13 follow-up reviews. Five (5) of the investigations resulted in a conclusion of fraud, waste, or abuse. The management advisories were the result of a special request from management to review a specific procedure or function. Upon completion of the follow-up reviews, the OIG was able to conclude 43 of the 47 (91%) audit recommendations reviewed were satisfactorily resolved.
- The OIG facilitated a Commission-wide risk assessment in May 2017. As part of the assessment process, the OIG meet with key stakeholders throughout the Commission to identify auditable units, inherent risks, and mitigating controls. The results of the assessment provided the basis for the FY18 Audit Plan, which was subsequently approved by the AC. These activities furthered the OIG's obligation to timely identify the most critical risks and vulnerabilities in Commission programs and operations to allow the Commission to take necessary corrective actions.



Central Administrative Services Office of Inspector General

BUDGET AT A GLANCE

Summary of Office of the Inspector General

		FY19 Adopted	FY20 Proposed	% Change	% Allocated*
Montgomery County					
Budget	Expenditures	\$ 271,736	\$ 280,088	3.1%	41.9%
Staffing	Funded Career Positions	2.00	2.00	0.0%	40.0%
	Funded Workyears	2.20	2.20	0.0%	40.0%
<hr/>					
Montgomery County					
Budget	Expenditures	\$ 381,910	\$ 388,631	1.8%	58.1%
Staffing	Funded Career Positions	3.00	3.00	0.0%	60.0%
	Funded Workyears	3.30	3.30	0.0%	60.0%
<hr/>					
Combined Department Total					
Budget	Expenditures	\$ 653,646	\$ 668,719	2.3%	100.0%
Staffing	Funded Career Positions	5.00	5.00	0.0%	100%
	Funded Workyears	5.50	5.50	0.0%	100%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The FY20 proposed budget of \$668,719 represents a 2.3% (or \$15,073) increase over FY19 adopted budget of \$653,646. Please note that the proposed compensation marker is not included in this number. The increase can be primarily attributed to \$24,955 in approved salary and wage adjustments, offset with (\$8,020) of increases in chargebacks from Prince George's County Department of Parks and Recreation.

The OIG is not requesting any additional funding in FY20 to support new programs or staffing levels.

GOALS AND PERFORMANCE MEASURES

Goals:

- The Inspector General shall coordinate with the AC to develop a written Audit Plan based on an assessment of relative risks.
- Provide independent objective audit/review and consulting services designed to add value and improve the operations of the Commission.



Central Administrative Services Office of Inspector General

- Maintain a systematic disciplined approach to evaluate and improve the effectiveness of governance, risk management, internal control processes, compliance with all applicable rules and regulations, and reliable financial reporting.
- Promote fiduciary responsibility throughout the Commission.

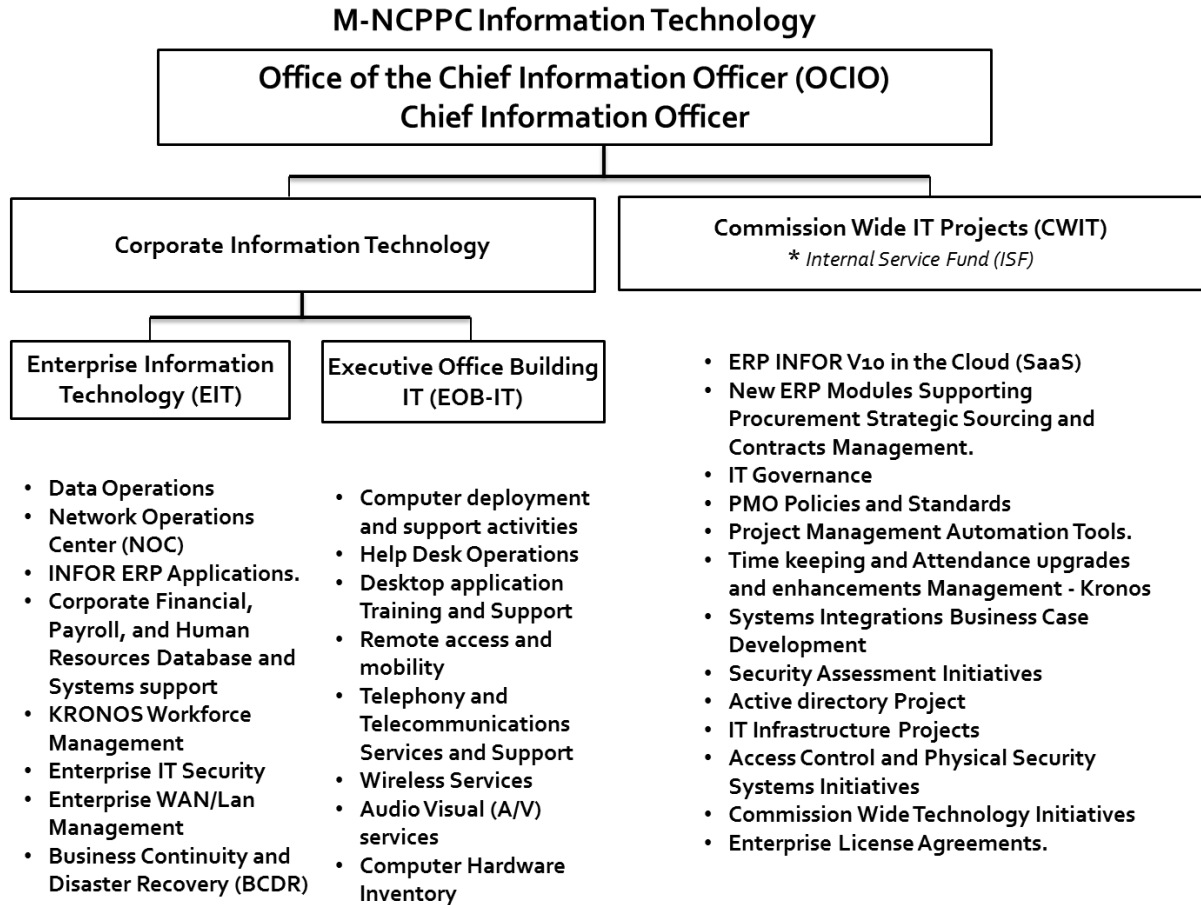
Performance Measures:

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



Central Administrative Services Corporate IT

ORGANIZATIONAL STRUCTURE



** Internal Service Fund (ISF)*



Central Administrative Services Corporate IT

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

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

Core Business Financial Systems

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



Central Administrative Services Corporate IT

Core Business Human Resources Systems

<ul style="list-style-type: none"> • Infor ERP modules: HR, Benefits Administration, Salary Administration, Training & Development, Safety & Health • NEOGOV workforce recruitment 	<ul style="list-style-type: none"> • 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"> • ERP Human Capital Management (HCM)
<ul style="list-style-type: none"> • NeoGov hosted service 	<ul style="list-style-type: none"> • Microsoft Office 365 hosted email service
<ul style="list-style-type: none"> • Safety Shoe program 	<ul style="list-style-type: none"> • Kronos timekeeping hosted service
<ul style="list-style-type: none"> • Performance metric system 	<ul style="list-style-type: none"> • Labor Soft Grievance hosted service
<ul style="list-style-type: none"> • Symantec Enterprise Backup System 	<ul style="list-style-type: none"> • INSITE and Training Calendar
<ul style="list-style-type: none"> • Archive Records Management System 	<ul style="list-style-type: none"> • VMware virtualized servers and desktops
<ul style="list-style-type: none"> • ARMS 	<ul style="list-style-type: none"> • Disaster recovery and Business Continuity program
<ul style="list-style-type: none"> • SharePoint service 	<ul style="list-style-type: none"> • Building Security System (Alliance)
<ul style="list-style-type: none"> • Verdiem Surveyor system 	<ul style="list-style-type: none"> • Accounting Online System (AOS)

Major EOB-IT efforts included implementation of the new Avaya telephone system. This included deploying new desktop phones, voice mail system and seamless integration with Microsoft Outlook to enable unified communications. Replaced low performing desktops and laptops with new high spec hardware as part of the equipment refresh cycle. Provided expert level support to ensure optimal desktop performance; expanded virtualized architecture to deploy additional Virtual Desktop Computers. This support ensures business continuity, secure integration and optimal performance.

ACCOMPLISHMENTS

EIT provided technical support to establish the HMC Document Management Systems and environment. Implemented a highly secured firewall with 10G connectors. Replacement of the building security system "Alliance" started. The project will include the implementation of a security solution from "Lenel". Upgraded the Data Center SAN with Solid State Drives (SSD), effectively increasing performance by more than 10X. The EIT team migrated all VMware servers to the new Active Directory Environment, the new Active Directory is a single Forest with multiple domains, one for each operating department, it is more secured and provides the flexibility required to advance systems development in a Hybrid infrastructure model. Performed Wireless network upgrade in preparation for the unified Commission Wireless access. Users will be able to connect to IT network anywhere they go without having to log in whenever they visit a Commission site.



Central Administrative Services Corporate IT

BUDGET AT A GLANCE

Summary of Corporate IT Budget

		FY19	FY20	%	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget					
Budget					
	Expenditures	\$1,551,290	\$1,468,921	-5.3%	50.6%
Staffing					
	Funded Career Positions	7.90	7.90	0.0%	43.9%
	Funded Workyears	7.90	7.90	0.0%	43.9%
Prince George's County Budget					
Budget					
	Expenditures	\$1,740,798	\$1,434,541	-17.6%	49.4%
Staffing					
	Funded Career Positions	10.10	10.10	0.0%	56.1%
	Funded Workyears	10.10	10.10	0.0%	56.1%
Combined Department Total Budget					
Budget					
	Expenditures	\$3,292,088	\$2,903,462	-11.8%	100.0%
Staffing					
	Funded Career Positions	18.00	18.00	0.0%	100.0%
	Funded Workyears	18.00	18.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

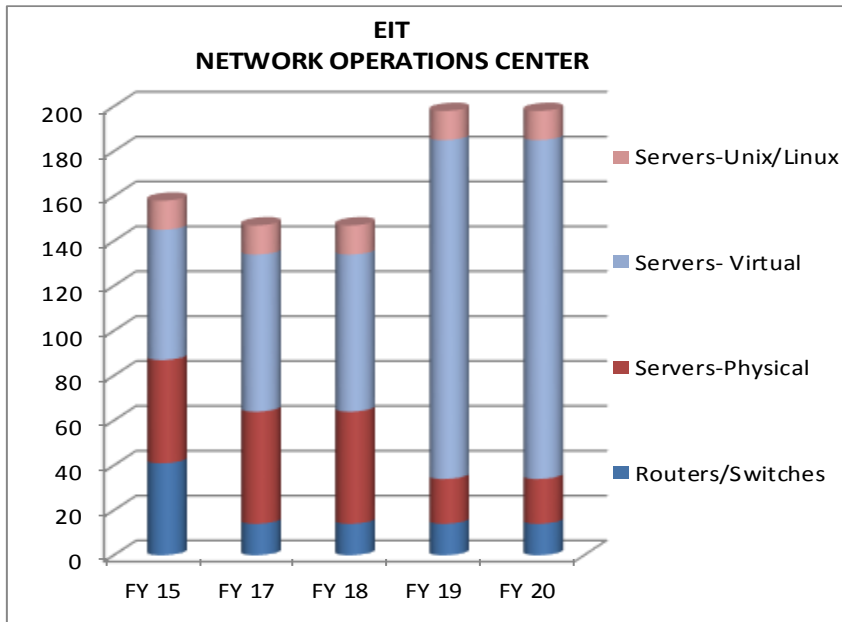
The proposed FY20 expenditure budget is \$2,903,462 representing a \$388,626 (11.8%) decrease from the FY19 adopted levels. This is mainly due to increase in Infor annual cost, and shifting additional chargebacks from Finance to Corporate IT.

- The only new initiative proposed for FY20 is \$43,597 to expand the annual funding of the Computer Refresh Program to ensure a timely and structured computer and peripheral replacement schedule, ensuring computer equipment availability when needed and reducing maintenance cost and downtimes through complete asset management.

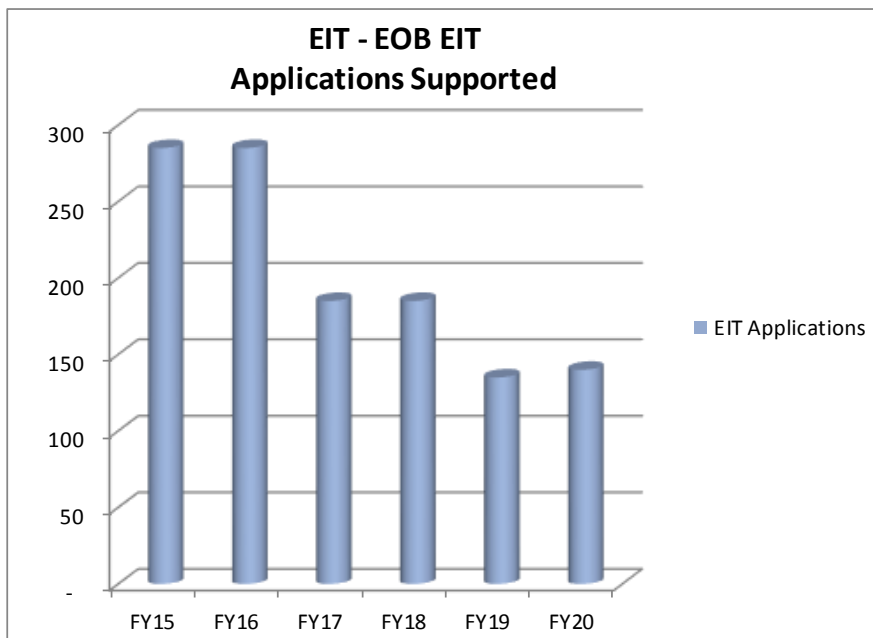


Central Administrative Services Corporate IT

GOALS AND PERFORMANCE MEASURES



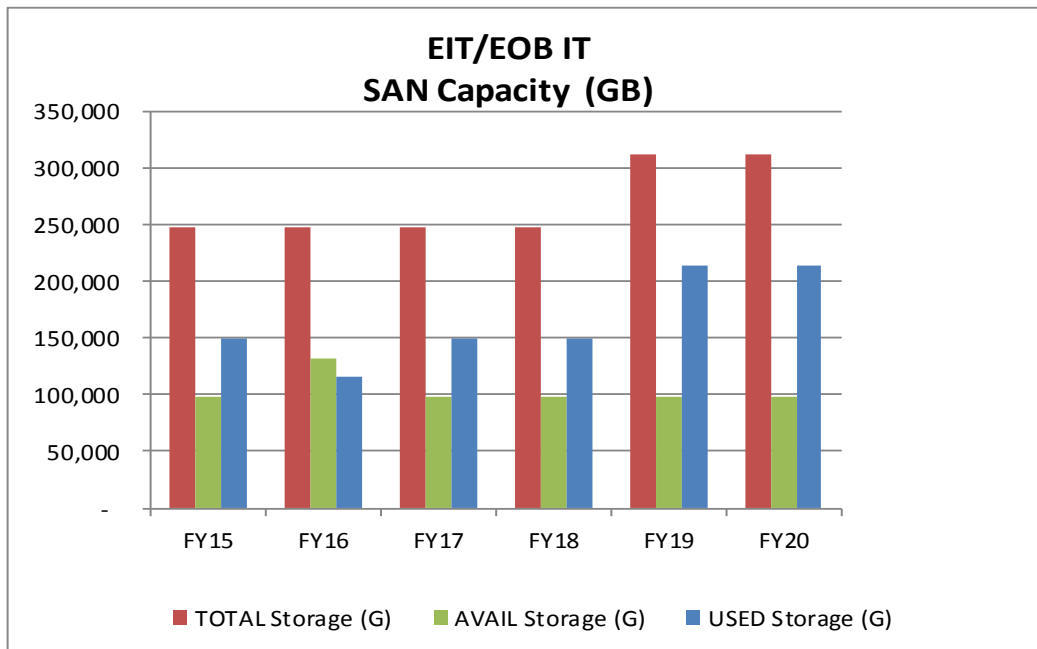
	FY 15	FY 17	FY 18	FY 19	FY 20
Routers/Switches	41	14	14	14	14
Servers-Physical	46	50	50	20	20
Servers- Virtual	58	70	70	151	151
Servers-Unix/Linux	13	13	13	13	13



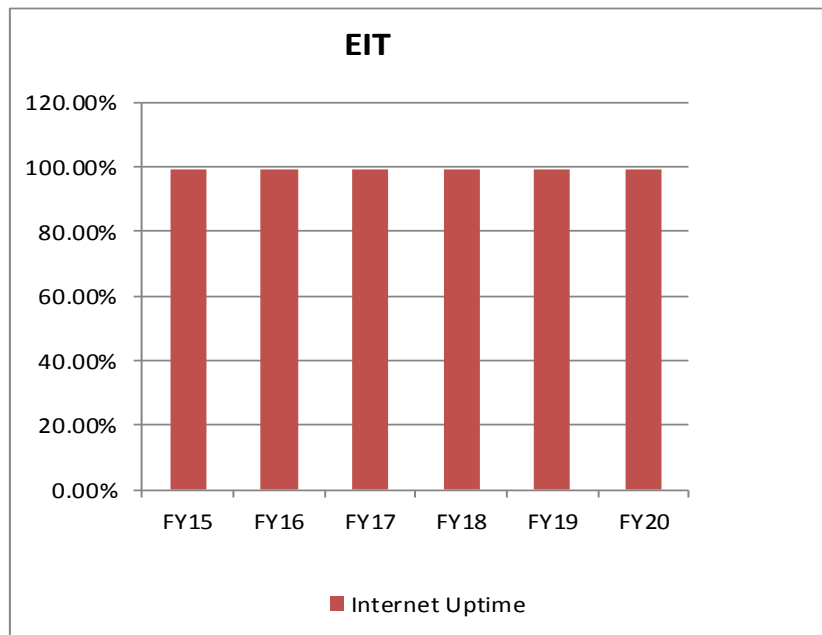
	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
EIT Applications	285	285	185	185	135	140



Central Administrative Services Corporate IT



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



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



Central Administrative Services

CAS Support Services

MISSION AND OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

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

Expenses covered by the CAS Support Services budget include:

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

FY19 ACCOMPLISHMENTS

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

FY20 PRIORITIES

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



Central Administrative Services CAS Support Services

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	FY19 Adopted	FY20 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$626,964	\$643,676	2.7%	44.8%
Prince George's County Budget				
Expenditures	\$789,520	\$794,488	0.6%	55.2%
Combined Department Total Budget				
Expenditures	\$1,416,484	\$1,438,164	1.5%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The total FY20 proposed budget is \$1,438,164, which reflects a small increase of 1.5% (\$21,680) over the FY19 adopted budget levels.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY20 budget funding allocation between the counties. These changes, which were made to reflect cost drivers, change the split to 44.8% Montgomery County and 55.2% Prince George's County. This allocation shifts 0.4% from Prince George's to Montgomery, as compared to FY19.

The CAS Support Services budget does not include funding for any staff. The largest portion of the CAS budget (70.7% or \$1,017,352) is attributed to charges paid by CAS to house its operations. The remaining portion of the proposed budget covers Personnel Services, Supplies and Materials, and Other Services and Charges not related to the Executive Office Building 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.

FY19 ACCOMPLISHMENTS

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

FY20 PRIORITIES

Continue to provide:

- Timely review of cases.
- Objective review of matters and policy recommendations before the Board.
- Quality services to the agency and employees.



Central Administrative Services Merit System Board

BUDGET AT A GLANCE

Summary of Merit System Board Budget

	<u>FY19 Adopted</u>	<u>FY20 Proposed</u>	<u>% Change</u>	<u>% Allocated *</u>
Montgomery County Budget				
Expenditures	\$81,853	\$82,065	0.3%	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	\$81,853	\$82,065	0.3%	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	\$163,706	\$164,130	0.3%	100.0%
Staffing				
Funded Career Positions	1.00	1.00	0.0%	100.0%
Funded Workyears	0.50	0.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

The FY20 Merit System Board Budget is proposed at \$164,130, which reflects a minor increase of 0.3% (or \$424) from FY19 levels, primarily due to an adjustment in salaries/benefits, as reported by the Corporate Budget Office.

Both counties fund the Merit Board's budget equally. The budget provides for one part-time Merit System position that serves as administrator, and three part-time contract Board positions (one part-time chair, and two part-time Board members). The salaries of appointed Board members are determined by the Commission through Resolution. Thus, Board member salaries are determined by contract and are not subject to employee wage adjustments. No changes are expected in FY20 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 FY20.

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.



Central Administrative Services Merit System Board

- Personnel Services: This category covers salaries and benefits, which have been adjusted to cover projected personnel costs. Total expenses increased 0.3% (\$533) compared to FY19. No changes to positions/workyears are being proposed for FY20.
- Supplies and Materials: These charges essentially remain flat compared to FY19.
- Other Services and Charges: These charges essentially remain flat as compared to FY19.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	1,733,838	2,195,260	2,181,386	-0.6%
Supplies and Materials	15,731	28,015	29,762	6.2%
Other Services and Charges	228,006	273,733	330,518	20.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(141,675)	(183,021)	(192,487)	5.2%
Total	1,835,900	2,313,987	2,349,179	1.5%
Prince George's County				
Personnel Services	2,355,403	2,933,712	2,963,079	1.0%
Supplies and Materials	20,767	36,985	39,939	8.0%
Other Services and Charges	290,190	344,531	427,319	24.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(399,069)	(436,089)	(472,776)	8.4%
Total	2,267,291	2,879,139	2,957,561	2.7%
Combined Total				
Personnel Services	4,089,241	5,128,972	5,144,465	0.3%
Supplies and Materials	36,498	65,000	69,701	7.2%
Other Services and Charges	518,196	618,264	757,837	22.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(540,744)	(619,110)	(665,263)	7.5%
Total	4,103,191	5,193,126	5,306,740	2.2%
Department of Finance				
Montgomery County				
Personnel Services	3,198,215	2,344,329	2,505,570	6.9%
Supplies and Materials	161,620	26,438	26,438	0.0%
Other Services and Charges	919,427	223,263	233,814	4.7%
Capital Outlay	5,121	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(956,701)	(647,500)	(457,379)	-29.4%
Total	3,327,681	1,946,530	2,308,443	18.6%
Prince George's County				
Personnel Services	4,170,943	3,020,274	3,120,596	3.3%
Supplies and Materials	210,776	34,062	34,062	0.0%
Other Services and Charges	1,156,029	261,017	277,334	6.3%
Capital Outlay	6,438	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,745,844)	(1,173,100)	(865,017)	-26.3%
Total	3,798,341	2,142,253	2,566,975	19.8%
Combined Total				
Personnel Services	7,369,158	5,364,603	5,626,166	4.9%
Supplies and Materials	372,395	60,500	60,500	0.0%
Other Services and Charges	2,075,456	484,280	511,148	5.5%
Capital Outlay	11,559	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,702,545)	(1,820,600)	(1,322,396)	-27.4%
Total	7,126,022	4,088,783	4,875,418	19.2%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Legal Department				
Montgomery County				
Personnel Services	1,573,524	1,892,882	1,931,004	2.0%
Supplies and Materials	14,090	16,477	16,477	0.0%
Other Services and Charges	247,348	139,851	189,479	35.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(614,459)	(624,068)	(641,826)	2.8%
Total	1,220,502	1,425,142	1,495,134	4.9%
Prince George's County				
Personnel Services	1,548,547	1,900,468	1,847,861	-2.8%
Supplies and Materials	13,867	16,543	16,543	0.0%
Other Services and Charges	238,601	141,068	188,559	33.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(775,720)	(788,604)	(811,299)	2.9%
Total	1,025,294	1,269,475	1,241,664	-2.2%
Combined Total				
Personnel Services	3,122,071	3,793,350	3,778,865	-0.4%
Supplies and Materials	27,957	33,020	33,020	0.0%
Other Services and Charges	485,948	280,919	378,038	34.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,390,179)	(1,412,672)	(1,453,125)	2.9%
Total	2,245,797	2,694,617	2,736,798	1.6%
Merit System Board				
Montgomery County				
Personnel Services	57,877	64,828	65,095	0.4%
Supplies and Materials	74	918	900	-2.0%
Other Services and Charges	11,231	16,107	16,070	-0.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	69,182	81,853	82,065	0.3%
Prince George's County				
Personnel Services	57,877	64,828	65,095	0.4%
Supplies and Materials	74	918	900	-2.0%
Other Services and Charges	11,231	16,107	16,070	-0.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	69,182	81,853	82,065	0.3%
Combined Total				
Personnel Services	115,755	129,656	130,190	0.4%
Supplies and Materials	147	1,836	1,800	-2.0%
Other Services and Charges	22,462	32,214	32,140	-0.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	138,363	163,706	164,130	0.3%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Office of Inspector General				
Montgomery County				
Personnel Services	225,146	256,482	267,376	4.2%
Supplies and Materials	2,353	2,250	2,203	-2.1%
Other Services and Charges	11,622	13,004	10,509	-19.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	239,121	271,736	280,088	3.1%
Prince George's County				
Personnel Services	421,825	489,101	503,162	2.9%
Supplies and Materials	4,294	4,100	4,147	1.1%
Other Services and Charges	18,332	15,827	16,460	4.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(121,332)	(127,118)	(135,138)	6.3%
Total	323,119	381,910	388,631	1.8%
Combined Total				
Personnel Services	646,971	745,583	770,538	3.3%
Supplies and Materials	6,647	6,350	6,350	0.0%
Other Services and Charges	29,953	28,831	26,969	-6.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(121,332)	(127,118)	(135,138)	6.3%
Total	562,240	653,646	668,719	2.3%
Corporate IT				
Montgomery County				
Personnel Services	-	1,097,349	1,115,521	1.7%
Supplies and Materials	-	74,043	93,094	25.7%
Other Services and Charges	-	724,643	907,377	25.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(344,745)	(647,071)	87.7%
Total	-	1,551,290	1,468,921	-5.3%
Prince George's County				
Personnel Services	-	1,413,755	1,391,248	-1.6%
Supplies and Materials	-	95,393	116,106	21.7%
Other Services and Charges	-	867,620	1,057,866	21.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(635,970)	(1,130,679)	77.8%
Total	-	1,740,798	1,434,541	-17.6%
Combined Total				
Personnel Services	-	2,511,104	2,506,769	-0.2%
Supplies and Materials	-	169,436	209,200	23.5%
Other Services and Charges	-	1,592,263	1,965,243	23.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	(980,715)	(1,777,750)	81.3%
Total	-	3,292,088	2,903,462	-11.8%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
CAS Support Services				
Montgomery County				
Personnel Services	6,793	2,215	4,460	101.4%
Supplies and Materials	24,758	21,322	22,127	3.8%
Other Services and Charges	575,095	603,427	617,089	2.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	606,646	626,964	643,676	2.7%
Prince George's County				
Personnel Services	8,542	2,785	5,540	98.9%
Supplies and Materials	31,638	26,808	27,374	2.1%
Other Services and Charges	705,740	759,927	761,574	0.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	745,919	789,520	794,488	0.6%
Combined Total				
Personnel Services	15,335	5,000	10,000	100.0%
Supplies and Materials	56,395	48,130	49,501	2.8%
Other Services and Charges	1,280,835	1,363,354	1,378,663	1.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,352,565	1,416,484	1,438,164	1.5%
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	6,795,393	7,853,345	8,070,412	2.8%
Supplies and Materials	218,625	169,463	191,001	12.7%
Other Services and Charges	1,992,728	1,994,028	2,304,856	15.6%
Capital Outlay	5,121	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,712,835)	(1,799,334)	(1,938,763)	7.7%
Total	7,299,032	8,217,502	8,627,506	5.0%
Prince George's County				
Personnel Services	8,563,137	9,824,923	9,896,581	0.7%
Supplies and Materials	281,415	214,809	239,071	11.3%
Other Services and Charges	2,420,121	2,406,097	2,745,182	14.1%
Capital Outlay	6,438	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(3,041,965)	(3,160,881)	(3,414,909)	8.0%
Total	8,229,146	9,284,948	9,465,925	1.9%
Combined Total				
Personnel Services	15,358,530	17,678,268	17,966,993	1.6%
Supplies and Materials	500,040	384,272	430,072	11.9%
Other Services and Charges	4,412,850	4,400,125	5,050,038	14.8%
Capital Outlay	11,559	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(4,754,800)	(4,960,215)	(5,353,672)	7.9%
Total	15,528,178	17,502,450	18,093,431	3.4%



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 18		FY 19		FY 20	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	16.00	15.76	16.99	16.64	16.99	16.64
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	16.50	16.01	17.49	16.89	17.49	16.89
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		-		-
Less Lapse		(0.50)		(1.00)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	17.50	16.26	18.49	16.64	18.49	16.64
<i>Prince George's County</i>						
Full-Time Career	22.00	22.24	23.01	22.86	23.01	22.86
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	22.50	22.49	23.51	23.11	23.51	23.11
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		-		-		-
Less Lapse		(0.50)		(1.00)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	23.50	23.24	24.51	23.36	24.51	23.36
TOTAL						
Full-Time Career	38.00	38.00	40.00	39.50	40.00	39.50
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	39.00	38.50	41.00	40.00	41.00	40.00
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(2.00)		(2.00)
Total Dept of Hmn. Res. & Mgmt.	41.00	39.50	43.00	40.00	43.00	40.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	26.00	26.00	18.83	18.35	20.03	19.58
Part-Time Career	0.40	0.30	0.44	0.22	0.44	-
Career Total	26.40	26.30	19.27	18.57	20.47	19.58
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(1.11)		-		-
Subtotal Department of Finance	26.40	25.19	19.27	18.57	20.47	19.58
<i>Prince George's County</i>						
Full-Time Career	34.00	34.00	24.17	23.65	24.97	24.42
Part-Time Career	0.60	0.30	0.56	0.28	0.56	-
Career Total	34.60	34.30	24.73	23.93	25.53	24.42
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(1.49)		-		-
Subtotal Department of Finance	34.60	32.81	24.73	23.93	25.53	24.42
TOTAL						
Full-Time Career	60.00	60.00	43.00	42.00	45.00	44.00
Part-Time Career	1.00	0.60	1.00	0.50	1.00	-
Career Total	61.00	60.60	44.00	42.50	46.00	44.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		(2.60)		-		-
Total Department of Finance	61.00	58.00	44.00	42.50	46.00	44.00



Central Administrative Services Summary of CAS Positions and Workyears

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

	FY 18		FY 19		FY 20	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	13.70	13.70	13.00	13.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	13.70	13.70	13.00	13.00	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.70	13.70	13.00	13.00	13.00	13.00
<i>Prince George's County</i>						
Full-Time Career	10.30	10.30	12.00	12.00	12.00	12.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.30	10.30	12.00	12.00	12.00	12.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	10.30	10.30	12.00	12.00	12.00	12.00
TOTAL						
Full-Time Career	24.00	24.00	25.00	25.00	25.00	25.00
Part-Time Career	-	-	-	-	-	-
Career Total	24.00	24.00	25.00	25.00	25.00	25.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	24.00	24.00	25.00	25.00	25.00	25.00
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
TOTAL						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	0.50	1.00	0.50	1.00	0.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	1.00	0.50	1.00	0.50	1.00	0.50



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 18		FY 19		FY 20	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
OFFICE OF INSPECTOR GENERAL						
<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		0.20		0.20
Less Lapse		-		-		-
Subtotal Inspector General	2.00	2.20	2.00	2.20	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		0.30		0.30
Less Lapse		-		-		-
Subtotal Inspector General	3.00	3.30	3.00	3.30	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		0.50		0.50
Less Lapse		-		-		-
Total Inspector General	5.00	5.50	5.00	5.50	5.00	5.50
CORPORATE IT						
<i>Montgomery County</i>						
Full-Time Career	-	-	7.90	7.90	7.90	7.90
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	7.90	7.90	7.90	7.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Corporate IT	-	-	7.90	7.90	7.90	7.90
<i>Prince George's County</i>						
Full-Time Career	-	-	10.10	10.10	10.10	10.10
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	10.10	10.10	10.10	10.10
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Corporate IT	-	-	10.10	10.10	10.10	10.10
TOTAL						
Full-Time Career	-	-	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	18.00	18.00	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Total Corporate IT	-	-	18.00	18.00	18.00	18.00



Central Administrative Services Summary of CAS Positions and Workyears

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

	FY 18		FY 19		FY 20	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	58.20	57.71	59.22	58.14	60.42	59.37
Part-Time Career	0.90	0.55	0.94	0.47	0.94	0.25
Career Total	59.10	58.26	60.16	58.61	61.36	59.62
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		(1.61)		(1.00)		(1.00)
Subtotal CAS	60.10	57.60	61.16	58.56	62.36	59.57
<i>Prince George's County</i>						
Full-Time Career	69.80	69.79	72.78	71.86	73.58	72.63
Part-Time Career	1.10	0.55	1.06	0.53	1.06	0.25
Career Total	70.90	70.34	73.84	72.39	74.64	72.88
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(1.99)		(1.00)		(1.00)
Subtotal CAS	71.90	69.90	74.84	72.94	75.64	73.43
TOTAL						
Full-Time Career	128.00	127.50	132.00	130.00	134.00	132.00
Part-Time Career	2.00	1.10	2.00	1.00	2.00	0.50
Career Total	130.00	128.60	134.00	131.00	136.00	132.50
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		(3.60)		(2.00)		(2.00)
Total CAS	132.00	127.50	136.00	131.50	138.00	133.00



Central Administrative Services Administration Fund – Non-Departmental, Other and Transfers

OVERVIEW

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

- Other Post-Employment Benefits (OPEB)
- Compensation increases (compensation markers for total Administration Fund)
- Inter-fund transfers
- Reserve accounts

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

Budget		FY19 Adopted	FY20 Proposed	% Change
OPEB Prefunding	\$	823,793	\$ 767,404	-6.8%
OPEB PayGo		1,353,521	1,330,289	-1.7%
Marker for Changes to Employee Comp.		<i>(Included in Divisional Budgets)</i>	604,099	-
Marker for Possible Reclasifications		283,020	275,424	-2.7%
Other Personnel		12,914	-	-100.0%
Transfer to Park Fund		-	3,000,000	-
Transfer to Capital Projects Fund		30,000	30,000	0.0%
Operating Expenditure Reserve @ 5%		2,618,500	2,615,300	-0.1%
Total Expenditures	\$	5,121,748	\$ 8,622,516	68.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo decrease by \$79,621 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$879,523 is included for:
 - 1) a compensation marker. We will be in the second year of our contract with MCGEO, with a wage re-opener this year, and are in full contract negotiations with the FOP this year,
 - 2) fund for possible reclassification adjustments based on the study that is currently being completed.



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Planning Department
(Administration Fund)

PRINCE GEORGE’S COUNTY PLANNING DEPARTMENT

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ORGANIZATIONAL STRUCTURE



Prince George's County Planning Department

EXECUTIVE OVERVIEW

The Prince George's County Planning Department is under the leadership of the Prince George's County Planning Director, with four division chiefs. The Planning Director reports to the Prince George's County Planning Board. Planning Department staff is grouped into offices, divisions, and sections.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

The Prince George's County Planning Department:

- Develops plans to guide new development while protecting adjacent properties and significant environmental, historical, and cultural features. This process uses extensive public participation to ensure collaboration and places a primary focus on customer service. Traffic analyses are also conducted to determine whether existing roads are adequate to accommodate new development. Strategies are developed to strengthen neighborhoods and protect them from deterioration. Data analysis and forecasts are used to identify population and other trends.
- Analyzes proposals for development in a manner that enables the Planning Board and the County Council to make informed decisions, while balancing the different needs and values within the community at large.
- Collects, maintains, and makes available significant public information about the County, land development, and the planning process. The Department provides information through community outreach, a user-friendly information center that provides data in a variety of ways, and an interactive website (www.pgplanning.org).
- 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:

- Created new web applications for the Information Services Section's Home Owners Association program and the Information Management Divisions job tracking system.
- Used Hootsuite services to manage the Department's increased social media presence on sites such as Facebook and Twitter.
- Used the CivicPlus platform to create and host a Plan2035 website.
- Created an in-house training system using the LearnDash plug-in for WordPress. In the past year, staff have created courses for "Way With Words," which provides guidelines for drafting written documents, and "How to checkout and refuel a vehicle" to provide guidance in utilization of department fleet vehicles.
- Launched a new blog for public consumption.
- Completed training and received Federal Aviation Administration (FAA) 107 certification for professional flying of drone cameras. This will enable publications staff to obtain aerial photography and videography throughout the County for various publications.

Development Review Division accomplishments include:

- Analyzed 289 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 13,725 permits in FY 2018.
- Responded to 12,100 inquiries from the public in FY 2018.
- On January 4, 2018, the Planning Board recommended approval of a Zoning Map Amendment for the Brandywine Waldorf Medical Clinic, to rezone property from the C-O Zone to the M-X-T Zone. The property is in the northwest quadrant of Brandywine Road and MD 5 (Branch Avenue).
- On March 1, 2018, the Planning Board approved a detailed site plan of the Matapeake Parcels 1 & 2 for 312 multifamily dwelling units located on the west of the intersection of Matapeake Business Drive and Timothy Branch Drive.
- On March 8, 2018, the Planning Board approved the preliminary plan of subdivision for Addison Row, containing four parcels for development of 648 multifamily-dwelling units and 40,640 square feet of commercial space, located north of the intersection of North Englewood Drive and Addison Road.
- On March 15, 2018, the Planning Board approved detailed site plan for the Woodmore Overlook development, the construction of 215 single-family attached townhouse units. Woodmore Overlook is in close proximity to the Woodmore Shopping Center and adjacent to MD 202 (Landover Road) as well as I-495 (Capital Beltway).
- On March 22, 2018, the Planning Board approved a detailed site plan for a 60,450-square-foot medical office for the Children's National Regional Outpatient Center, located in the Woodmore Shopping Center and adjacent to MD 202 (Landover Road) and I-495 (Capital Beltway).
- On April 12, 2018, the Planning Board approved the detail site plan for Capital Court, Phase I, a townhouse community including 306 single-family attached (townhouse) dwelling units, located west of the intersection of Capital Court and Harry S. Truman Drive.
- On April 12, 2018, the Planning Board approved the preliminary plan of subdivision for the Boulevard at the Capital Centre, containing 16 parcels of mixed-use development with 3,000



Prince George's County Planning Department

multi-family units and 1.2 million square feet of commercial development. The property is located southeast of the I-495 (Capital Beltway) and Medical Center Drive Interchange.

- On June 21, 2018, the Planning Board approved a detail site plan for the New Carrollton Town Center with 285 multi-family dwelling units and approximately 3,500 square feet of retail, located south of the New Carrollton Metro Station.

Community Planning Division accomplishments include:

- PAMC projects for the Town of Cheverly, the Town of Cottage City, the City of Seat Pleasant, and the Feasibility Study for the adaptive reuse of the Fairmont Heights High School.
- Finalizing the Reuse of Mining Sites Study.
- Continued implementation of the 2016 *Approved Prince George's Plaza Transit District Development Plan*, including pedestrian access and safety recommendations.
- Publication of the 2013 *Approved Southern Green Line Station Area Sector Plan and Sectional Map Amendment*, the 2017 *Approved East Riverdale-Beacon Heights Sector Plan*, and the 2018 *Approved Greater Cheverly Sector Plan*.
- Identification and processing of administrative corrections to approved master plans, transit district development plans, and the County Zoning Map.
- Ongoing evaluation of previously approved master, sector, and transit district development plans to develop a Six-Year Planning Work Program.
- Sustainable Community Designation and renewal applications.
- Continued staff support for the Northern Gateway revitalization initiative.
- Continued staff support for the Accokeek Development Review District Commission, the Enterprise Road Development Review District Commission, the Largo Town Center Development Board, and the Westphalia Development Review Council.
- Continued 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 and technical assistance to the Town of Upper Marlboro on the implementation of the sustainable community priorities, including the pedestrian and bicycle accessibility study; continuing to work with SHA to facilitate streetscape improvements in the town core; and supporting management of a façade improvement program.
- Continued assignment of staff resources and technical support for the Zoning Rewrite and Countywide Map Amendment, various working groups and the four M-U-TC Local Review Design Committees.
- Support efforts to facilitate development and activity in priority Metro station areas: Prince George's Plaza, New Carrollton, Largo Town Center, Branch Avenue, and Suitland.

Countywide Planning Division accomplishments include:

- Supported the County Council's review and approval of the new zoning ordinance and subdivision regulations. Prepared draft legislation, presented at 30 Council meetings and hundreds of stakeholder group meetings. Began work on the countywide map amendment.
- Provided research, mapping, and recommendations to the Economic Development Corp. that allowed the designation of 25 federal Opportunity Zones to attract tax-favored investments in the county.



Prince George's County Planning Department

- Provided data and research to numerous business entities interested in locating or expanding in the County.
- Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
- Performed land use analysis for water and sewer plan amendments and the update of the Water and Sewer Plan.
- Prepared guidelines for large solar panel installations to incentivize solar while protecting neighborhoods, farmland, and historic viewsheds.
- Managed the Planning Board's award of \$300,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local nonprofit organizations. Reviewed rehabilitation proposals for historic structures.
- Completed the North County Transportation study to identify traffic and parking strategies for College Park, Riverdale Park, University Park, and Hyattsville.
- Implemented pedestrian and bicycle adequate public facilities (APF) guidelines required by CB-2-2012, resulting in more pedestrian and bicycle amenities in new development projects.
- Assisted the County's Bicycle and Trail Advisory Group, the Transportation Planning Board Technical Committee, and the Transportation Planning Board Travel Forecasting and Bicycle/Pedestrian Subcommittees.
- Provided data and research to the Board of Education for its annual Educational Facilities Master Plan.
- Reviewed all major projects to be built by federal, state, and county government agencies to ensure community awareness and enhance project design (state-mandated "mandatory referral" process).
- Identified land use and community impacts of major State transportation projects, including I-495 managed lanes and the Baltimore-Washington maglev project.

Information Management Division accomplishments include:

- Continued to maintain and enhance PGAtlas. Conducted 15 PGAtlas training sessions that included staff and citizens. PGAtlas use continues to be embraced as an essential business tool for the community. Over a one-year period, the public accessed PGAtlas.com 178,105 times. The GIS section was also awarded a new contract for future data hosting and maintenance.
- Continued to support our open-data portal that allows GIS data to be downloaded in multiple formats at no cost to the user. More than 22,024 GIS files were downloaded in the past 12 months.
- Continued support of application that automatically notifies users (more than 300) when a development case is entered in the development activity database.
- Developed multiple ArcGIS Online web application filters including specialized applications for senior housing, 3D buildings, historic properties, planner responsibility areas, active community plans, PAMC projects, and cooperative forecasting results. These ArcGIS Online applications were accessed 15,274 times in the past 12 months.
- A new internal and public-facing mailing list/address generator application was developed.
- Worked with the State Department of Assessments and Taxation to correct 8,740 tax assessment premise addresses.



Prince George's County Planning Department

- Completed 93 custom GIS map and analysis requests and worked with the County on mapping requests to support its Amazon HQ submission.
- Created, updated, and maintained 80 countywide GIS layers, many of which required daily updates, such as property, zoning, development activity, and easement layers.
- Implemented an Amazon Web Service disaster recovery cloud instance.
- Fulfilled extensive mapping requests to support the zoning rewrite. This included hardcopy maps and customized applications to assist with zoning reclassification.
- Updated planimetric datasets as a joint effort with Montgomery County Planning Department. Managed the acquisition of laser scanning project that involved the use of Light Detection and Ranging (LiDAR) technology for the capture and update of topographic elevation information.
- Developed mobile GIS prototype.
- Supported the Census Bureau's Boundary Annexation Survey (BAS) program.
- Implemented Microsoft BI GIS Dashboard View.
- Supported approximately 400 custom mailing label, data extract, user, and other report requests filled for internal and external customers.
- Redesigned, developed, loaded, normalized, and geocoded a single-family dwelling unit application. Also loaded the Departmentwide single-family data into an enterprise Oracle database.
- Completed the Information Counter (DAMS) document scanning and indexing project. This project involves the scanning and indexing of more than 1 million documents. IMD supported the requirements, specification, design, data loading, and pilot review process. Initiated the scanning of Microfiche and Microfilm DAMS records and initiated additional scanning projects for property address, historic preservation, permits, community planning, and countywide planning files.
- Released DAMS enhancements including the ability to enter HARPP and MALPF cases and edits for process improvement as well as the ability to input payment information for fees.
- Completed development and deployment of permit tracking application
- Completed updates to LUCA (Local Update of Census Address Operations) for the Census Bureau in support of the 2020 census.
- Completed scanning of municipal annexation documents.
- Worked with the web development team to design and deploy new data systems request tracking and historic contacts applications.
- Completed training for MavenLink project management software.
- Upgraded the enterprise database on ArcSDE server, procured Oracle and FileNet servers for upgrade, and began migration to new active directory domain.
- Developed MS Access applications for project tracking for various departments as well as master plan recommendations.
- Upgraded our internal scanning operation with the acquisition of new scanners and an upgrade of our scanning software to DataCap.
- Assisted and coordinated implementation of EAM for supply requisition fulfillment and tracking. Decommissioned the original inventory and supplies database and application.
- Normalized public lands inventory owner names and provided a link to PGAtlas from the Historic Properties and Cemeteries and DAMS databases providing better system integration.



Prince George's County Planning Department

- Continued to maintain, support, and upgrade servers, software, computers, and peripheral devices.
- Fully implemented a security awareness program for the Planning Department to support IT security practices. Based on our initial work, this was adopted as a standard for the Commission.
- Staff is working on building a new active directory in close coordination with the Commission's CIO for the transition to a new domain. We are completing phase 1 of migration (user accounts and workstation accounts) and starting on phase 2 of migration (servers and services).
- We completed the security questionnaire and security assessment scan on servers and network objects.
- Staff assisted with evaluating Microsoft Office 365 options renewal process. We are adding Advanced Threat Protection and planning an upgrade from O365 version to M365 version with enhanced security features from Microsoft.
- Work completed for setting LinkedIn Learning to be a training portal for the Department.
- Work completed on firewall replacement from Juniper to Palo Alto to enhance network protection and improved system management.
- Worked with the CIO Office to complete a network assessment and are currently supporting a security assessment project.
- Worked with the CIO Office to support the major upgrade to the Commission's ERP system.

SUMMARY OF DEPARTMENT BUDGET

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2020

	FY 19 Adopted	FY 20 Proposed	% Change
Planning Department			
Director's Office	\$ 4,531,279	\$ 4,378,507	-3.4%
Development Review	6,460,270	6,498,650	0.6%
Community Planning	5,585,747	4,923,202	-11.9%
Information Management	5,568,322	5,947,842	6.8%
Countywide Planning	6,820,038	7,302,536	7.1%
Support Services	8,178,934	7,286,103	-10.9%
Grants	147,500	147,500	0.0%
Subtotal Planning Department	37,292,090	36,484,340	-2.2%
Transfer Out	30,000	30,000	0.0%
Total	\$ 37,322,090	\$ 36,514,340	-2.2%

The Prince George's County Planning Department's FY 2020 proposed budget total is \$36,514,340, which is \$807,750—or 2.2 percent—less than the Adopted FY 2019 Operating Budget and within the spending limit set in the Commission's most recent Six-Year Projection model.



Prince George's County Planning Department

Personnel Salaries and Wages

Included in the total proposed budget is \$20,795,352 for personnel compensation and benefit costs, which is \$223,175, or 1.1 percent, more than the Adopted FY 2019 Operating Budget. This increase is primarily the result of the addition of four full-time career positions to the staffing complement. This includes three full-time career positions to assist with anticipated work program loads in both the Community and Countywide Planning Divisions. Also, proposed is one term contract position in the Planning Director's Office to support the 2020 Census Update work program. The Department also anticipates an increase in costs for medical insurance. The increases are offset by reductions to costs in FY 2020.

Also, included in the total proposed budget is \$15,688,988 for non-personnel costs, which is \$1,030,925 or -6.2 percent, less than the FY 2019 Adopted Budget. The decrease is the result of variances in the major categories identified below:

Supplies and Materials

The FY 2020 proposed budget for supplies and materials is \$1,877,300, which is an increase of \$24,350, or 1.3 percent, from the adopted FY 2019 total. This variance results primarily from inflationary cost increases.

Other Services and Charges

The FY 2020 proposed budget for other services and charges is \$12,953,652 which is a decrease of \$901,367, or -6.5 percent, from the FY 2019 total. This decrease is due to:

- Decrease in funding needed for professional services/consulting services for Planning Department work programs.
- Decrease in funding for County Project Charges.

The decreases above are offset by the following:

- Increase in funding for maintenance costs for information technology needs.
- Increase in funding for employee professional development (i.e., training, educational workshops, etc.)
- Increase in funding for cost associated with relocating the Planning Department to Largo, Maryland. (i.e., space planning services, moving services, server room construction, etc.)

Capital Outlay

The FY 2020 capital outlay budget proposal is for \$458,150, which is a decrease of \$167,900, or -26.8 percent, from the FY 2019 total. The FY 2020 proposal includes funding for the following:

- Carpet and flooring for the new office location
- HVAC replacement at Lakeside Offices
- Large format scanner and plotter
- Infrastructure for new active directory migration

Chargebacks

The FY 2020 budget for chargebacks is for \$399,886, which is an increase of \$13,992 or 3.6 percent, from the FY 2019 total. This variance results primarily from inflationary cost increases in both legal and human resources support provided by our Central Administrative Services Office (CAS).



Prince George's County Planning Department

HIGHLIGHTS AND MAJOR CHANGES IN FY2020 PROPOSED BUDGET

The FY 2020 work program contains resources for ongoing development review, planning, data maintenance activities, community/municipal outreach, and the completion of projects started in prior years. The FY 2020 budget also includes resources for continued planning efforts for multiyear small community plans and studies approved in prior years. In FY 2020, 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:

- \$856,100 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.
- \$810,300 for County Administration Building (CAB) office space rent (including utilities).
- \$419,200 for telephones and postage.
- \$264,162 for the lease, service, supplies, and maintenance of printing/copying equipment.
- \$61,600 for utilities at the Lakeside offices.
- \$4,647,745 in project charges paid to the county government other than CAB rent, including:
 - \$250,000 for People's Zoning Counsel.
 - \$1,588,967 for the Zoning Enforcement Unit (this includes inspections for new construction).
 - \$155,300 for the Water and Sewer Planning Unit.
 - \$34,411 for administering tax collection.
 - \$340,500 for the GIS program.
 - \$65,000 to administer the County's Enterprise Zones.
 - \$856,200 in permits and inspections for M-NCPPC (Department of Environmental Permits and Inspections Division).
 - \$469,933 for engineering inspection and permitting—Department of Public Works and Transportation (DPW&T).
 - \$614,900 for support of redevelopment projects.
 - \$272,534 for Economic Development Corporation General Plan Goals.

WORK PROGRAM PRIORITY

PLANNING

Implementing Plan Prince George's 2035 through:

- Continuing to implement strategies identified in *Plan Prince George's 2035* related to downtown development projects.

PLAN IMPLEMENTATION

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

- Continuing implementation functions for a variety of area master, sector, or transit district development plans completed in previous fiscal years. This includes The Countywide Master Plan of Transportation, Bowie State MARC Station Sector Plan, Largo Town Center



Prince George's County Planning Department

Sector Plan, Prince George's Plaza Transit District Development Plan and Transit District Overlay Zoning Map Amendment (TDDP/TDOZMA), Upper Marlboro Town Action Plan, and the Westphalia Sector Plan. Staff also continued to support all nine Transforming Neighborhood Initiative areas.

Helping to shape livable communities by continuing efforts to improve transportation issues in the County through continued work toward replacement of the current traffic forecasting model with a new model that meets national best practice standards. The Planning Department also continued to provide funding and technical support to communities through the Planning to Municipalities and Communities (PAMC) program.

Helping to improve economic development around Metro stations by continued efforts that include Morgan Boulevard and Vicinity Study and Action Plan, Largo Town Center Sector Plan, and the Central Avenue Corridor Connector Trail project.

DEVELOPMENT REVIEW

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

- Developing and providing training and education programs to explain the new zoning ordinance to residents and the business community. It will also support the Council's adoption of a countywide map amendment to implement the new zones, including a proposed decision matrix and countywide remapping.
- Initiating and completing the procurement of electronic document submission and plan review software. This will be done for the Development Review Division and will involve the acquisition, installation, training, and support of ProjectDox software.
- Continuing the upgrade of our document imaging environment. This will include upgrading our FileNET software and its user interface. Staff will continue to support the scanning of multiple datasets (DAMS, Historic Resources, Address Books, Community Plans, etc.)

COMMUNITY PARTICIPATION AND OUTREACH

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

- Using outreach techniques during the master plan process that meet the specific needs of each group of residents and other customers by continuing to build citizens' capacity to become involved in the master plan/SMA process, and maintaining a high level of community participation within compressed time frames.
- Using participatory processes that balance the needs of existing communities with the policies for growth and development outlined in Plan 2035.
- Providing accurate and timely responses to inquiries about planning, zoning, and development, including an annual assessment of customer satisfaction throughout the Department.

ADMINISTRATION

- Continuing to explore ways of retaining, training, and recruiting sufficient staff to meet program demands in collaboration with the central Human Resources function.
- Managing a major Planning Department relocation, which will take place in FY 2020.
- Keeping abreast of changing technology and strategically planning and implementing new solutions to meet the priorities of our customers.



Prince George's County Planning Department

STAFF WEEKS

The following chart breaks down each project in the Department's work plans into projected staff weeks. For most projects, staff-week estimates involve more than one division or section of the Planning Department. For example, for any given project, the Department may require staff services from the Community Planning Division, the Development Review Division, the Transportation Planning Section, and the Publications and Graphics Section. Therefore, a staff resources (labor) code is used to derive an estimate of the total staff services and the costs required for each project. One staff year equates to 42.6 working staff weeks, which is the standard set by the Department (excluding holidays, vacations, sick leave, and other types of non-working leave). The Department periodically reviews leave statistics to update the calculation, if necessary. The work programs described herein are also aggregated under the 11 major functional program areas in the Planning Department, which are:

- (I) Countywide Planning
- (II) Downtown Development
- (III) Innovation Corridor
- (IV) Transforming Neighborhoods Initiative
- (V) Regulatory and Framework Policy
- (VI) Local Opportunities
- (VII) Intergovernmental Coordination
- (VIII) Development Review Activities and Initiatives
- (IX) Managing Countywide Databases
- (X) Provision of Public Information
- (XI) Management, General Administration, and Supporting Services

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

C—Continuing—Projects/activities that are of an ongoing nature.

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

N—New One Year—Projects that are anticipated to begin, and be completed, in FY 2020.

NM—New Multiyear—Projects that are proposed to begin in FY 2020 but not completed in that year.

Staff Week Summary

PROGRAMS AND PROJECTS	Adopted FY19	Proposed FY20	Net Change	% Change
I. COUNTYWIDE PLANNING	560	469	-91	-16%
Agriculture Preservation Support [C]	12	13	1	
Archeological Review [C]	64	34	-30	
Environmental Planning [C]	32	31	-1	
Historic Area Work Permit Review [C]	38	44	6	
Historic Preservation Grant Program Administration [C]	29	36	7	
Historic Preservation Planning [C]	59	46	-13	
MDP Annual Report [C]	15	17	2	
Public Facilities Planning [C]	55	45	-10	
Support to Historic Preservation Commission [C]	79	63	-16	
TMD Study [M]	46	6	-40	



Prince George's County Planning Department

PROGRAMS AND PROJECTS	Adopted FY19	Proposed FY20	Net Change	% Change
Transportation Planning [C]	51	48	-3	
Transportation Revised Guidelines Update [N]	0	18	18	
Water and Sewer Planning [C]	22	23	1	
Watershed Planning [C]	58	45	-13	
II. DOWNTOWN DEVELOPMENT	291	48	-243	-84%
Downtown Implementation Programs [M]	291	48	-243	
III. INNOVATION CORRIDOR	0	16	16	-%
Strategic Initiatives to Implement the County's Economic Development Plan [NM]	0	16	16	
IV. TRANSFORMING NEIGHBORHOODS INITIATIVE	31	31	0	-0%
Transforming Neighborhoods Initiative [M]	31	31	0	
V. REGULATORY AND POLICY FRAMEWORK	784	1,140	356	45%
Countywide Map Amendment [M]	206	492	286	
Historic Preservation Implementation Strategy [M]	39	36	-3	
Major Revision of Zoning Ordinance and Other Regulations [M]	371	427	56	
Mixed Use Town Center Zoning Amendments [M]	16	36	20	
MPOT Implementation [M]	47	47	0	
New Transportation Model [M]	63	64	1	
Trails Policies Implementation [C]	42	38	-4	
VI. LOCAL OPPORTUNITIES	467	794	327	70%
Bowie and Vicinity Master Plan [M]	195	212	17	
Cultural Arts Strategic Plan [NM]	0	56	56	
Floodplain Impacts on Housing Study [M]	50	22	-28	
Master Plan Evaluations and Six Work Year Program [M]	26	35	9	
Minor Plan Amendments [M]	54	31	-23	
Neighborhood Conservation Overlay Zones [NM]	0	28	28	
Plan 2035 Local Centers Advisory & Implementation Committee Support [C]	0	29	29	
Planning Assistance to Municipalities and Communities [C]	105	256	151	
Sustainable Communities/Community Legacy Applications [C]	26	17	-9	
Tactical Urbanism Projects and Planning [M]	11	24	13	
West Hyattsville Sector Plan [NM]	0	84	84	
VII. INTERGOVERNMENTAL COORDINATION*	405	264	-141	-35%
Intergovernmental and Private Sector Coordination [C]	177	126	-51	
Requests from Other Departments/Agencies [C]	228	138	-90	
VIII. DEVELOPMENT REVIEW ACTIVITIES	2,707	2,725	18	1%
Assigning Street Names/House Numbers [C]	36	40	4	
Information Planning Services Counter [C]	268	211	-57	
Mandatory Referrals [M]	201	182	-19	
Processing of All Permits [C]	793	656	-137	



Prince George's County Planning Department

PROGRAMS AND PROJECTS	Adopted FY19	Proposed FY20	Net Change	% Change
Processing Alternative Compliance [C]	24	86	62	
Processing Chesapeake Bay Critical Area Plans [C]	43	33	-10	
Processing CPD's and SDP's [C]	149	256	107	
Processing Concept. /Detailed Site Plans [C]	386	363	-23	
Processing Subdivision Applications [C]	368	538	170	
Processing Zoning, Special Exceptions, and Departure Applications [C]	127	105	-22	
Woodland Conservation Program Management and Enforcement [C]	312	255	-57	
IX. MANAGING COUNTYWIDE DATABASES	470	471	1	0.2%
Community Organization Monitoring Sys. [C]	4	1	-3	
Data/Map Sales and Production [C]	32	21	-11	
Data Warehouse Initiative [M]	40	64	24	
Development Activity Monitoring System [C]	22	36	14	
GIS: 3D GIS Implementation [M]	13	9	-4	
GIS: 3D Facilities and Asset Management [M]	4	4	0	
GIS: Applications [C]	27	27	0	
GIS: Development [C]	131	80	-51	
GIS: Land Use Layer Maintenance [C]	11	27	16	
GIS: Maintenance [C]	127	136	9	
Land Data File Maintenance [C]	55	62	7	
Public Lands and Facilities Inventory [C]	4	4	0	
X. PROVISION OF PUBLIC INFORMATION	461	449	-12	-3%
Approved Plan Publications [M]	37	49	12	
Communication w/Public: Public Info [C]	100	117	17	
Demographic and Economic Analysis [C]	53	16	-37	
Federal/State Statistical Analysis [C]	12	12	0	
Housing, Population, and Employment Forecasts [C]	28	18	-10	
Master Address Database [C]	8	8	0	
Pipeline Maintenance and Implementation [C]	14	17	3	
Real Estate Research and Analysis [C]	13	25	12	
Special Research Studies [C]	90	55	-35	
Website Development/ Management [C]	61	73	12	
Census 2020 Support [M]	45	59	14	
XI. MANAGEMENT/ADMINISTRATION/SUPPORT	451	499	48	11%
Computer Systems Operation/Maintenance [C]	253	259	6	
Data Systems: Document Management [C]	72	95	23	
Department Training [C]	108	106	-2	
Records Management [C]	18	39	21	

*Includes Central Avenue Blue Line Trail Implementation staffweeks. This project falls under the Prince George's County Parks Department. The Planning Department will continue to provide staff support under Intergovernmental Coordination.



GLOSSARY OF PLANNING TERMINOLOGY

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

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

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

Alternative Compliance: An administrative process created to give relief to owners of properties in established communities by allowing them to achieve the intent of the Landscape Manual standards through an alternative design, if it is equal to or better than a standard design.

Area Master Plan or Area Plan: Area master plans consist of a plan map and supporting data, text, and other maps. They provide specific recommendations for a planning area or subregion on the environment, historic preservation, living areas, housing, commercial areas, employment areas, urban design, circulation, and transportation. (See also Master Plan.)

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

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

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

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

Cooperative Forecasts: A series of population, household, and employment forecasts prepared by local jurisdictions under the auspices of the Metropolitan Washington Council of Governments (COG).

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

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

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

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



Prince George's County Planning Department

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

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

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

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

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

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

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

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

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

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

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

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

Metropolitan Centers: Areas of the County with a high concentration of land uses (such as government service or major employment, major educational complexes, and high-intensity



Prince George's County Planning Department

commercial uses) that attract employers and customers from other parts of the Washington metropolitan area. Metropolitan centers are, or may be, cost-effectively served by mass transit. (See also **Community Centers**.)

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

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

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

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

Plan 2035: Plan 2035, approved in 2014, provides long-range guidance for the future growth of the County. It identifies centers and corridors where intensive mixed-use (residential, commercial, and employment development) is encouraged. The plan also divides the County into three development tiers (developed, developing, and rural) recognizing the different development goals and needs of different parts of the County. The plan also makes recommendations for infrastructure elements: green infrastructure, transportation systems, and public facilities. The plan includes guidance for economic development, revitalization, housing, urban design, and historic preservation. Future implementation efforts are outlined.

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

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

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

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

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



Prince George's County Planning Department

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

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

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

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

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

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

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

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

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

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

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



Prince George's County

Planning Department – Office of the Director

OVERVIEW

The Planning Director's Office provides administration and overall direction for the Planning Department. This responsibility includes the planning, supervision, and coordination of all planning services. The Director's Office encompasses personnel and administrative services, legislative services, budget and financial management, facilities management, and office and publications support functions.

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Created new web applications for the Information Services Section's Home Owners Association program and the Information Management Divisions job tracking system.
- Used Hootsuite services to manage the Department's increased social media presence on sites such as Facebook and Twitter.
- Used the CivicPlus platform to create and host a Plan2035 website.
- Created an in-house training system using the LearnDash plug-in for WordPress. In the past year, staff have created courses for "Way With Words," which provides guidelines for drafting written documents, and "How to checkout and refuel a vehicle" to provide guidance in utilization of department fleet vehicles.
- Launched a new blog for public consumption.
- Completed training and received Federal Aviation Administration (FAA) 107 certification for professional flying of drone cameras. This will enable publications staff to obtain aerial photography and videography throughout the County for various publications.

BUDGET AT A GLANCE

- **Personnel Services** budget decreased \$130,162, or -3.6 percent, from FY 2019 total. The variance is primarily because of the net effect of the transfer of one vacant full-time career position to the Countywide Planning Division's Transportation Planning Section and the transfer of two vacant full-time career positions to the Community Planning Division to assist with work program needs. The transferred positions are offset by the proposed addition of one term contract position to assist with the 2020 census update project.
- **Supplies and Materials** budget decreased \$29,700, or -8.2 percent, from the FY 2019 total. This decrease is primarily because of one-time costs included in the FY 2019 budget for cell phones and tablets to be used by publication staff.
- **Other Services and Charges** budget increased \$11,090, or 2.5 percent, above the FY 2019 total, primarily due to inflation.
- **Capital Outlay** decreased \$4,000, or -3.8 percent, from the FY 2019 total, primarily due to one-time costs included in the adopted FY 2019 budget for Mac mini desktop computers to be used by publications staff.



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

- **Funded Positions/Funded Workyears:** Total positions and work years decreased by two because of the net effect of the transfer of one vacant full-time career position to the Countywide Planning Division's Transportation Planning Section and the transfer of two vacant full-time career positions to the Community Planning Division to assist with work program needs. The transferred positions are offset by the proposed addition of one term contract position to assist with the 2020 census update project.

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$4,531,279	\$4,378,507	-3.4%
Staffing			
Funded Career Positions	30.50	28.50	-6.6%
Funded Workyears	30.50	28.50	-6.6%



Prince George's County Planning Department – Development Review

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

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

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

- Applications
- Urban design review
- Subdivision and zoning review
- Permit review
- Planning information services

ACCOMPLISHMENTS

- Analyzed 289 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 13,725 permits in FY 2018.
- Responded to 12,100 inquiries from the public in FY 2018.
- On January 4, 2018, the Planning Board recommended approval of a Zoning Map Amendment for the Brandywine Waldorf Medical Clinic, to rezone property from the C-O Zone to the M-X-T Zone. The property is in the northwest quadrant of Brandywine Road and MD 5 (Branch Avenue).
- On March 1, 2018, the Planning Board approved a detailed site plan of the Matapeake Parcels 1 & 2 for 312 multifamily dwelling units located on the west of the intersection of Matapeake Business Drive and Timothy Branch Drive.
- On March 8, 2018, the Planning Board approved the preliminary plan of subdivision for Addison Row, containing four parcels for development of 648 multifamily-dwelling units and 40,640 square feet of commercial space, located north of the intersection of North Englewood Drive and Addison Road.



Prince George's County Planning Department – Development Review

- On March 15, 2018, the Planning Board approved detailed site plan for the Woodmore Overlook development, the construction of 215 single-family attached townhouse units. Woodmore Overlook is in close proximity to the Woodmore Shopping Center and adjacent to MD 202 (Landover Road) as well as I-495 (Capital Beltway).
- On March 22, 2018, the Planning Board approved a detailed site plan for a 60,450-square-foot medical office for the Children's National Regional Outpatient Center, located in the Woodmore Shopping Center and adjacent to MD 202 (Landover Road) and I-495 (Capital Beltway).
- On April 12, 2018, the Planning Board approved the detail site plan for Capital Court, Phase I, a townhouse community including 306 single-family attached (townhouse) dwelling units, located west of the intersection of Capital Court and Harry S. Truman Drive.
- On April 12, 2018, the Planning Board approved the preliminary plan of subdivision for the Boulevard at the Capital Centre, containing 16 parcels of mixed-use development with 3,000 multi-family units and 1.2 million square feet of commercial development. The property is located southeast of the I-495 (Capital Beltway) and Medical Center Drive Interchange.
- On June 21, 2018, the Planning Board approved a detail site plan for the New Carrollton Town Center with 285 multi-family dwelling units and approximately 3,500 square feet of retail, located south of the New Carrollton Metro Station.

BUDGET AT A GLANCE

- **Personnel Services** budget decreased by \$21,995 or -0.4 percent, as compared to FY 2019 total, primarily due to the down grade of a vacant position that will be filled at a lower grade.
- **Supplies and Materials** budget increased by \$14,200 or 3.3 percent above the FY 2019 total. This increase is primarily due to an estimated increase of costs for office systems furniture necessary for the relocation of the Planning Department to a new building.
- **Other Services and Charges** budget increased by \$45,475 or 10.2 percent above the FY 2019 total, primarily due to increases in the budget to cover the costs of employee development, as well as an increase in the budget to cover the maintenance cost of copying equipment located in DRD.
- **Capital Outlay** budget increased by \$700, or 0.8 percent above the FY 2019 total, primarily due to inflationary increases.
- **Funded Positions/Funded Workyears:** Total FY 2020 funded positions and work years remain unchanged from the FY 2019 total.

Summary of Division Budget

	FY19 Adopted	FY20 Proposed	% Change
Budget			
Expenditures	\$ 6,460,270	\$ 6,498,650	0.6%
Staffing			
Funded Career Positions	54.00	54.00	0.0%
Funded Workyears	54.00	54.00	0.0%



Prince George's County Planning Department – Development Review

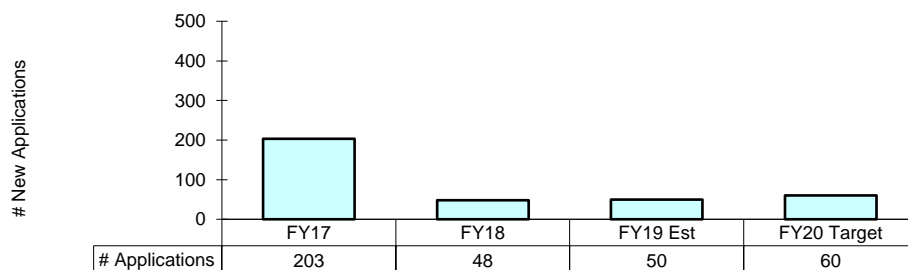
GOALS AND PERFORMANCE MEASURES

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

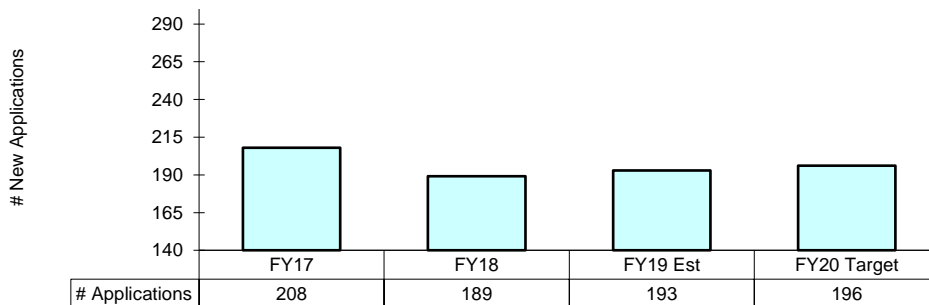
Divisional Objective: Providing a factual and legal basis for decisions on public plans and policies concerning the use and design of land.

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

Preliminary Plans of Subdivision

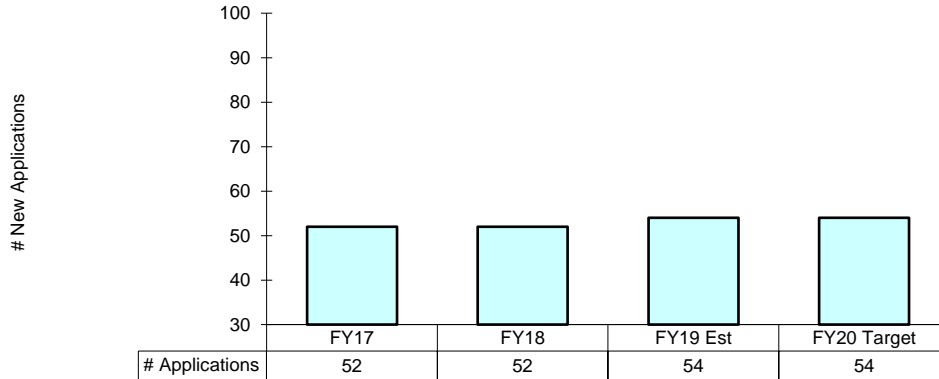


Urban Design

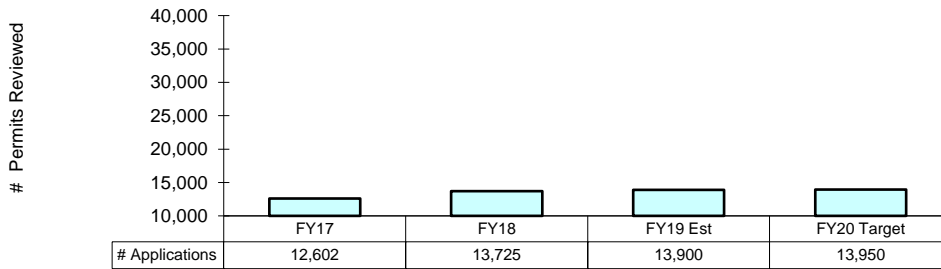


Prince George's County Planning Department – Development Review

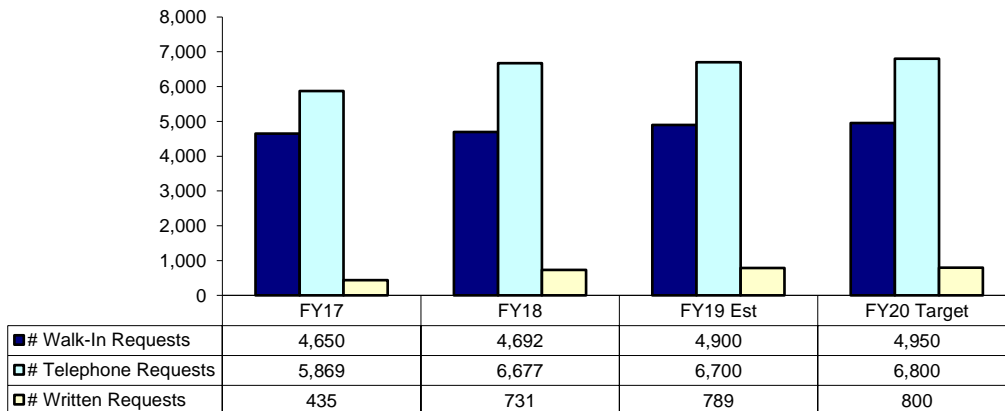
Zoning



Permits



Modes of Delivery of Planning and Development Information Service



Prince George's County Planning Department – Community Planning

MISSION

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

PROGRAMS AND SERVICES PROVIDED

The Division's work program includes preparing comprehensive plans (master and sector plans), action plans, sectional map (or zoning) amendments, and planning studies; reviewing development proposals for consistency with approved plans and overlay zones; managing the Department's Planning Assistance to Municipalities and Communities (PAMC) Program; facilitating intergovernmental coordination; and responding to requests for information and planning assistance from other departments and agencies (County, regional, state, and federal), municipalities, community groups, citizens, and residents.

The Division currently has three sections:

- **The Neighborhood Revitalization Section** provides planning assistance to municipalities, communities, agencies, and other stakeholders to implement the recommendations of Plan 2035 and area master and sector plans. The PAMC Program is the cornerstone program for implementation. This critical implementation work includes focused planning studies, urban design services, interagency coordination, stakeholder facilitation, technical planning assistance, grant assistance, and community and municipal capacity-building. This section also supports numerous committees who are working on implementation and the State of Maryland's Sustainable Communities program.
- **The Long-Range Planning Section** works closely with communities, property owners, businesses, and institutional partners to evaluate and update Plan 2035 through the amendment or replacement of comprehensive area master or sector plans and the County's zoning map. This more traditional planning and zoning work includes the creation or refinement of master plans and comprehensive rezoning for a wide variety of locations, from large rural areas of the County to specific Purple Line Light Rail communities or Metro stations.
- **Administration Section** works on the Transforming Neighborhood Initiatives (TNI), GIS and data analysis for the Division, special studies, and coordination with various community stakeholders and Federal, State, and municipal officials.

The Division is responsible for:

- Subregion plans
- Area sector and master plans
- Minor Plan Amendments
- Plan implementation
- Specialized planning and feasibility studies
- Planning Assistance to Municipalities and Communities (PAMC) Program
- Sustainable Communities
- Transforming Neighborhoods Initiative (TNI) Assistance
- Development review
- Sectional map amendments
- Zoning text amendments
- Public outreach and education



Prince George's County Planning Department – Community Planning

ACCOMPLISHMENTS

- PAMC projects for the Town of Cheverly, the Town of Cottage City, the City of Seat Pleasant, and the Feasibility Study for the adaptive reuse of the Fairmont Heights High School.
- Finalizing the Reuse of Mining Sites Study.
- Continued implementation of the 2016 *Approved Prince George's Plaza Transit District Development Plan*, including pedestrian access and safety recommendations.
- Publication of the 2013 *Approved Southern Green Line Station Area Sector Plan and Sectional Map Amendment*, the 2017 *Approved East Riverdale-Beacon Heights Sector Plan*, and the 2018 *Approved Greater Cheverly Sector Plan*.
- Identification and processing of administrative corrections to approved master plans, transit district development plans, and the County Zoning Map.
- Ongoing evaluation of previously approved master, sector, and transit district development plans to develop a Six-Year Planning Work Program.
- Sustainable Community Designation and renewal applications.
- Continued staff support for the Northern Gateway revitalization initiative.
- Continued staff support for the Accokeek Development Review District Commission, the Enterprise Road Development Review District Commission, the Largo Town Center Development Board, and the Westphalia Development Review Council.
- Continued 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 and technical assistance to the Town of Upper Marlboro on the implementation of the sustainable community priorities, including the pedestrian and bicycle accessibility study; continuing to work with SHA to facilitate streetscape improvements in the town core; and supporting management of a façade improvement program.
- Continued assignment of staff resources and technical support for the Zoning Rewrite and Countywide Map Amendment, various working groups and the four M-U-TC Local Review Design Committees.
- Support efforts to facilitate development and activity in priority Metro station areas: Prince George's Plaza, New Carrollton, Largo Town Center, Branch Avenue, and Suitland.

BUDGET AT A GLANCE

- **Personnel Services** budget for FY 2020 decreased \$103,394, or -3.2 percent, from the FY 2019 total. The variance is primarily because of the several vacant positions being downgraded within the Division. These are offset by the addition of two full-time career positions resulting from a transfer of two vacant positions from the Planning Director's Office.
- **Supplies and Materials** budget for FY 2020 increased \$7,400, or 3.4 percent, above the FY 2019 total. This increase is primarily due to an estimated increase of costs for office systems furniture necessary for the relocation of the Planning Department to a new building.
- **Other Services and Charges** budget for FY 2020 decreased \$566,851, or 27.1 percent, from the FY 2019 total primarily due to a decreased budget for outside consulting services for community planning projects.



Prince George's County Planning Department – Community Planning

- **Capital Outlay** budget increased \$300, or 0.8 percent, above the FY 2019 total, primarily due to a higher prorated share of costs related to the relocation of the Planning Department to a new building.
- **Funded Positions/Workyears: Funded Positions/Workyears:** Funded positions and work years in FY2020 increased by two from the FY 2019 total.

Summary of Division Budget

	FY19 Adopted	FY20 Proposed	% Change
Budget			
Expenditures	\$ 5,585,747	\$ 4,923,202	-11.9%
Staffing			
Funded Career Positions	26.00	28.00	7.7%
Funded Workyears	25.75	27.75	7.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY 2020 PROPOSED BUDGET

Cultural Arts Strategic Plan: The Cultural Arts can be an economic catalyst for many communities. Communities throughout the country are developing plans on how to capitalize on their cultural arts. In Prince George's County there are many public and private entities involved in providing cultural art in communities. The goal of this study is to develop a vision and recommendations for how the County and its partners can build upon, strengthen, and invest in the people, places, communities, and ideas that define culture arts within Prince George's County. The Planning Department will lead this effort in close collaboration with the Department of Parks and Recreation, municipalities, county arts organizations, community members, artists, cultural organizations, and others who have a stake in the future of the County's cultural landscape. The study will look at using all of the County's infrastructure as ways to advance cultural arts goals.

In FY 2020, the Department will begin pre-planning, public outreach and procure consultant services. This will be a multi-year effort.

West Hyattsville Sector Plan: Plan 2035 identifies the West Hyattsville Metrorail Station as a Local Transit Center. The 2006 *Approved West Hyattsville Transit District Development Plan* was approved prior to the recession in 2008 and was based upon several assumptions about the real estate market and parcel assembly that are unlikely to occur. Implementation of the plan's vision is predicated on strict conformance to a transit district overlay zone; such zones are eliminated in the new Zoning Ordinance. One development has occurred at this key Metro station in the 12 years since this TDDP was approved. A new plan is necessary to integrate new and envisioned development with existing communities, using new policies, tools, and incentives that were not available in 2006.

In FY 2020, the Department will begin pre-planning activities, including data collection and analysis, public outreach to stakeholders and identification of any consultant services needed to assist with the plan development. This is a new multi-year project.

Bowie and Vicinity Master Plan: This is a multi-year project to prepare a new plan to refine, expand, and implement the Plan 2035 vision for key areas in and around the City of Bowie.



Prince George's County Planning Department – Community Planning

Developed through several years of research and public and stakeholder engagement, this plan will address changes in development patterns, land use, and the commercial and residential real estate markets, and identify goals, policies, and strategies to implement the community's vision. Initial research and pre-planning activities began in FY 2019.

This project will recommence following approval of the Countywide Map Amendment. Research, stakeholder engagement, and the initial phases of public participation will occur in FY 2019.

Planning Assistance to Municipalities and Communities Program (PAMC): This ongoing program is available to the 26 municipalities, excluding Laurel, in Prince George's County and to unincorporated areas throughout the County represented by community groups and civic or business associations. The goal of the program is to help communities implement the recommendations from Plan 2035 and the master and sector plans. Planning, urban design, pedestrian and bicycle evaluations, and community engagement are provided a competitive solicitation. The guidelines, policies, and procedures for this program will be updated and revised so that the PAMC can significantly expand in FY 2020 to better support and serve our municipal and community partners and take advantage of the Division's professional expertise and resources.

Master Plan Evaluations and Six-Year Work Program: In FY 2020, the Community Planning Division will continue to evaluate the County's master, sector, and transit district development plans for consistency with Plan 2035 and identify priority implementation projects and master and sector plans. The evaluations will be used to prepare a six-year work program primarily focusing on plans, studies, and priority implementation activities. Development of a six-year work program allows the Commission and the County to consider a longer-term planning work program informed by a set of agreed upon criteria and provides the opportunity to influence the six-year CIP.

Downtown Centers Implementation Programs: The Department will continue to work with elected officials, partner agencies, and community partners to implement Plan 2035 and master/sector plans at the three downtowns: Prince George's Plaza, New Carrollton, and Largo Town Center. The Department will create and lead a Plan Implementation Committee to facilitate and monitor progress on critical implementation action items and continue to serve on the numerous Advisory Committees. This is a multi-year effort and a continuation of the FY 2019 work program. (Please note that this was formerly known as **Regional Transit District (Downtown) Implementation Program in FY2019**)

Plan 2035 Local Centers' Advisory and Implementation Committee Support and staffing: The Department participates in numerous advisory committees for Plan 2035 Local Centers and will continue this work in FY 2020. This involves working on implementation items, coordinating with staff on grant resources and participating on numerous committees to implement strategic initiatives in local centers. Examples of current committees include the Largo Town Center Development Board, Westphalia Sector Development Advisory Council, Northern Gateway Committee, and Bowie State MARC Station Development Board. Staff also participates in the Town Center Design Review Committees for Riverdale Park, Suitland, Brentwood, and Mt. Rainier. This is a continuing work program item.

Neighborhood Conservation Overlay Zones: In FY 2019, the County Council adopted the new Zoning Ordinance and directed the Planning Board to initiate two new Neighborhood Conservation Overlay Zones in Mount Rainier and Greenbelt. Staff will work closely with residents and stakeholders in these two municipalities to develop Neighborhood Plans and zoning legislation,



Prince George's County Planning Department – Community Planning

pursuant to Section 27-4403 of the Zoning Ordinance, to create new land use regulations to help preserve historic residential areas. This effort began in FY 2019 and will continue into FY 2020, with anticipated adoption of the new overlay zones concurrent with the Countywide Map Amendment.

Flooding Impacts on Housing Study: The 2017 *Approved East Riverdale-Beacon Heights Sector Plan* identifies a critical challenge facing the County: affordable workforce housing in or near floodplains. Recent natural disasters, such as Hurricane Harvey, highlight the challenges and dangers presented by development in floodplains. Prince George's County has a number of residential communities located in floodplains; some, like East Riverdale, are—or are planned to be—served by convenient transit. This study will follow the completion of the County's Comprehensive Housing Strategy and will focus on location-specific strategies to mitigate flood risks to residential communities. This effort began in FY 2019 and will continue into FY 2020.

Minor Plan Amendments: Minor amendments allow for older master plans to be amended to address issues that may not warrant a comprehensive update and can address minor issues identified by the community or update policies and goals that are no longer applicable. Recent examples of Minor Master Plan Amendments include 2016 amendments to the 2010 *Approved Central Annapolis Road Sector Plan* and the 2004 *Approved Sector Plan for the Prince George's County Gateway Arts District* and 2017 amendments to the 2006 *Approved Sector Plan for the East Glenn Dale Area*.

Mixed-Use Town Center Zone Amendments: In FY 2020, the Planning Department will draft legislation and secondary amendments to the four M-U-TC development plans (Brentwood, Mount Rainier, Riverdale Park, and Suitland) to create a consistent, predictable, fair, and user-friendly permit application and approval process pursuant to Section 27-4205(e) of the new Zoning Ordinance. This project carries over from FY 2019.

Tactical Urbanism Projects and Planning: The Street Plans Collaborative defines “tactical urbanism” as an approach to neighborhood-building and placemaking “that uses short-term, low-cost, and scalable interventions to catalyze long-term change.” In FY 2019, the Planning Department coordinated with the Department of Parks and Recreation, the Department of Public Works and Transportation, the Council of the Arts, the Department of Housing and Community Development, municipalities, and other stakeholders to identify strategic opportunities to facilitate tactical urbanism at key locations throughout the County. These projects will provide tangible benefits to communities and places at a modicum of cost, making Prince George's County a better place to live, work, and experience. In FY 2020, the Department will look to implement projects in the Plan 2035 Downtowns and local centers, working closely with municipalities and community groups. This is a continuing multi-year project. (Please note the title was changed in the FY 2020 budget descriptions)

Transforming Neighborhood Initiative (TNI): Staff will continue to be assigned and support six Transforming Neighborhood Initiative communities and carry out initiatives as requested. TNI communities include: Forestville, Hillcrest Heights/Marlow Heights, Kentland/Palmer Park, Suitland/Coral Hills, and Woodlawn/West Lanham Hills.

Countywide Map Amendment: Staff will continue to provide significant support to this multi-year project, including providing input on the Countywide Map Amendment. The following FY 2019 projects have been incorporated into the Countywide Map Amendment: Central Branch Avenue Corridor Revitalization (CBA) SMA, East Riverdale-Beacon Heights SMA, and Greater Cheverly SMA.



Prince George's County Planning Department – Community Planning

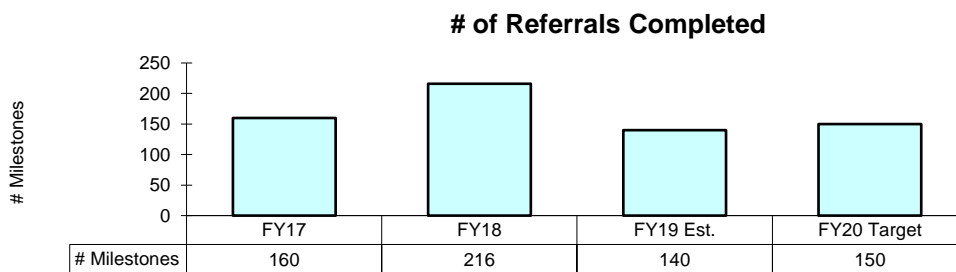
Sustainable Communities and Community Legacy Application: Staff will continue to assist with the preparation of Sustainable Communities applications and applications for designation renewal as requested. Renewal applications to be completed include: The Town of Upper Marlboro, Langley Park, Greater Camp Springs/Town of Morningside, Kentland/Palmer Park, Suitland-Naylor Road Metro Station, and the Town of Landover Hills/City of New Carrollton. Staff will continue to facilitate and assist with Community Legacy Applications administered by the Maryland Department of Housing and Community Development which funds are restricted to Sustainable Community areas.

GOALS AND PERFORMANCE MEASURES

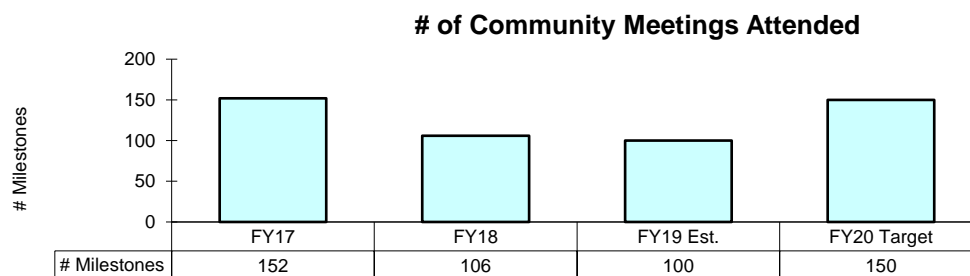
Divisional Goal: Provide opportunities for community involvement, focus resources on issues of local concern, and provide relevant, accurate, and updated planning information to help decision makers meet physical, social, and economic challenges for priority locations in the County.

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

Outcome for Community Planning: Develop realistic plans for communities in Prince George's County.



Outcome for number of referrals completed: Timely review of development applications referred to Community Planning.



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



Prince George's County Planning Department – Countywide Planning

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

The division is responsible for:

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

ACCOMPLISHMENTS

- Supported the County Council's review and approval of the new zoning ordinance and subdivision regulations. Prepared draft legislation, presented at 30 Council meetings and hundreds of stakeholder group meetings. Began work on the countywide map amendment.
- Provided research, mapping, and recommendations to the Economic Development Corp. that allowed the designation of 25 federal Opportunity Zones to attract tax-favored investments in the county.
- Provided data and research to numerous business entities interested in locating or expanding in the County.
- Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
- Performed land use analysis for water and sewer plan amendments and the update of the Water and Sewer Plan.
- Prepared guidelines for large solar panel installations to incentivize solar while protecting neighborhoods, farmland, and historic viewsheds.
- Managed the Planning Board's award of \$300,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local nonprofit organizations. Reviewed rehabilitation proposals for historic structures.
- Completed the North County Transportation study to identify traffic and parking strategies for College Park, Riverdale Park, University Park, and Hyattsville.
- Implemented pedestrian and bicycle adequate public facilities (APF) guidelines required by CB-2-2012, resulting in more pedestrian and bicycle amenities in new development projects.
- Assisted the County's Bicycle and Trail Advisory Group, the Transportation Planning Board Technical Committee, and the Transportation Planning Board Travel Forecasting and Bicycle/Pedestrian Subcommittees.
- Provided data and research to the Board of Education for its annual Educational Facilities Master Plan.



Prince George's County

Planning Department – Countywide Planning

- Reviewed all major projects to be built by federal, state, and county government agencies to ensure community awareness and enhance project design (state-mandated “mandatory referral” process).
- Identified land use and community impacts of major State transportation projects, including I-495 managed lanes and the Baltimore-Washington maglev project.

BUDGET AT A GLANCE

- **Personnel Services** budget for FY 2020 increased \$327,066, or 6.9 percent, above the FY 2019 total primarily due to the proposed addition of two full-time career positions to support the Countywide Planning Divisions Environmental Planning and Special Projects Sections work programs. There is also a transfer of one vacant full-time career position from the Planning Director’s Office to the Countywide Planning Division’s Transportation Planning Section to support transportation planning work programs.
- **Supplies and Materials** budget for FY 2020 increased \$18,950, or 5.5 percent, above the FY 2019 total. This increase is primarily due to additional funding needed for office systems furniture for the relocation of the Planning Department to a new building.
- **Other Services and Charges** budget for FY 2020 increased \$133,982, or 8.1 percent, above the FY 2019 total primarily due to increased budget for professional services to support outside consulting services for Countywide Planning projects.
- **Capital Outlay** budget for FY 2020 increased \$2,500, or 4.3 percent, above the FY 2019 total, primarily due to a higher prorated share of costs related to the relocation of the Planning Department to a new building.
- **Funded Positions/Workyears:** Funded positions and work years in FY2020 increased by three from FY 2019.

Summary of Division Budget

	FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$ 6,820,038	\$ 7,302,536	7.1%
Staffing			
Funded Career Positions	41.00	44.00	7.3%
Funded Workyears	41.00	44.00	7.3%



HIGHLIGHTS AND MAJOR CHANGES IN FY 2020 PROPOSED BUDGET

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

In FY 2020, this project will continue with training and education programs to explain the new ordinance to residents and the business community. It will also support the Council's adoption of a countywide map amendment to implement the new zones, including a proposed decision matrix and countywide remapping.

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

GOALS AND PERFORMANCE MEASURES

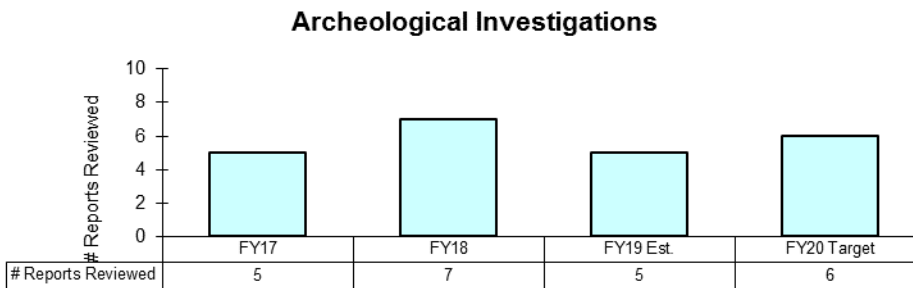
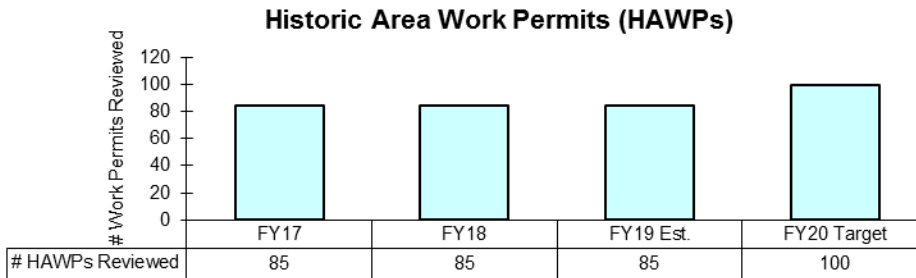
Countywide Planning Division Performance Measures

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.

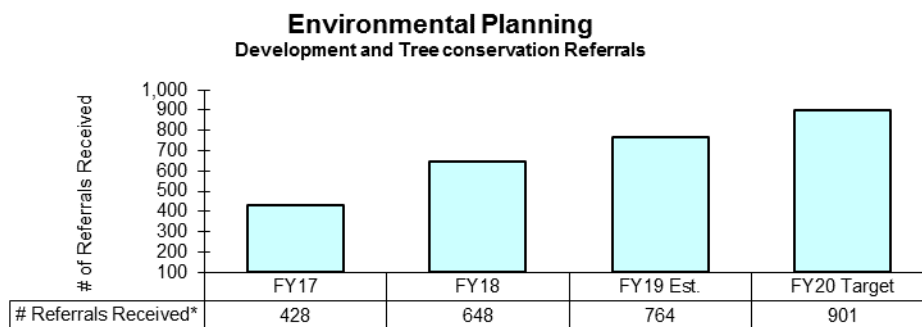
Divisional Objective: To provide professional planning guidance on countywide historic preservation and environmental issues as well as transportation and public facility needs to other Commission staff and outside agencies to protect and enhance existing natural resources and the environment as well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



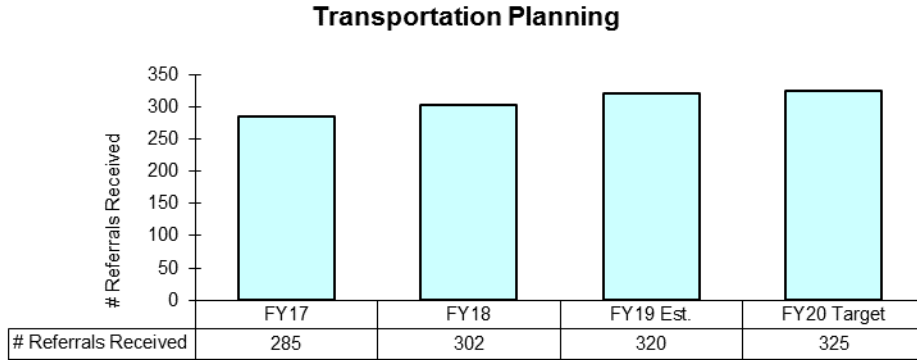


Outcome for Environmental Planning: Professional planning guidance on environmental issues to protect and enhance existing natural resources and the environment.



Prince George's County Planning Department – Countywide Planning

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



Prince George's County Planning Department – Information Management

MISSION

To be the Department's resource for the identification, assembly, processing, and analysis of spatial and tabular data; to provide the Department with a reliable, state-of-the-art computing infrastructure; and to support Commission-wide enterprise information technology initiatives.

PROGRAMS AND SERVICES PROVIDED

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

- Geographic information services
- Computer systems operation
- Systems analysis/programming support
- Application development
- Database administration and support
- Document imaging administration and support
- Hardware/software/supplies acquisition
- Network and user support
- Coordination with Commission and County IT systems

ACCOMPLISHMENTS

GIS Section

- Continued to maintain and enhance PGAtlas. Conducted 15 PGAtlas training sessions that included staff and citizens. PGAtlas use continues to be embraced as an essential business tool for the community. Over a one-year period, the public accessed PGAtlas.com 178,105 times. The GIS section was also awarded a new contract for future data hosting and maintenance.
- Continued to support our open-data portal that allows GIS data to be downloaded in multiple formats at no cost to the user. More than 22,024 GIS files were downloaded in the past 12 months.
- Continued support of application that automatically notifies users (more than 300) when a development case is entered in the development activity database.
- Developed multiple ArcGIS Online web application filters including specialized applications for senior housing, 3D buildings, historic properties, planner responsibility areas, active community plans, PAMC projects, and cooperative forecasting results. These ArcGIS Online applications were accessed 15,274 times in the past 12 months.
- A new internal and public-facing mailing list/address generator application was developed.
- Worked with the State Department of Assessments and Taxation to correct 8,740 tax assessment premise addresses.
- Completed 93 custom GIS map and analysis requests and worked with the County on mapping requests to support its Amazon HQ submission.



Prince George's County

Planning Department – Information Management

- Created, updated, and maintained 80 countywide GIS layers, many of which required daily updates, such as property, zoning, development activity, and easement layers.
- Implemented an Amazon Web Service disaster recovery cloud instance.
- Fulfilled extensive mapping requests to support the zoning rewrite. This included hardcopy maps and customized applications to assist with zoning reclassification.
- Updated planimetric datasets as a joint effort with Montgomery County Planning Department. Managed the acquisition of laser scanning project that involved the use of Light Detection and Ranging (LiDAR) technology for the capture and update of topographic elevation information.
- Developed mobile GIS prototype.
- Supported the Census Bureau's Boundary Annexation Survey (BAS) program.
- Implemented Microsoft BI GIS Dashboard View.

Data Systems Section

- Supported approximately 400 custom mailing label, data extract, user, and other report requests filled for internal and external customers.
- Redesigned, developed, loaded, normalized, and geocoded a single-family dwelling unit application. Also loaded the Department-wide single-family data into an enterprise Oracle database.
- Completed the Information Counter (DAMS) document scanning and indexing project. This project involves the scanning and indexing of more than 1 million documents. IMD supported the requirements, specification, design, data loading, and pilot review process. Initiated the scanning of Microfiche and Microfilm DAMS records and initiated additional scanning projects for property address, historic preservation, permits, community planning, and countywide planning files.
- Released DAMS enhancements including the ability to enter HARPP and MALPF cases and edits for process improvement as well as the ability to input payment information for fees.
- Completed development and deployment of permit tracking application
- Completed updates to LUCA (Local Update of Census Address Operations) for the Census Bureau in support of the 2020 census.
- Completed scanning of municipal annexation documents.
- Worked with the web development team to design and deploy new data systems request tracking and historic contacts applications.
- Completed training for MavenLink project management software.
- Upgraded the enterprise database on ArcSDE server, procured Oracle and FileNet servers for upgrade, and began migration to new active directory domain.
- Developed MS Access applications for project tracking for various departments as well as master plan recommendations.
- Upgraded our internal scanning operation with the acquisition of new scanners and an upgrade of our scanning software to DataCap.
- Assisted and coordinated implementation of EAM for supply requisition fulfillment and tracking. Decommissioned the original inventory and supplies database and application.
- Normalized public lands inventory owner names and provided a link to PGAtlas from the Historic Properties and Cemeteries and DAMS databases providing better system integration.

Network and Technology Services Section

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



Prince George's County

Planning Department – Information Management

- Staff is working on building a new active directory in close coordination with the Commission's CIO for the transition to a new domain. We are completing phase 1 of migration (user accounts and workstation accounts) and starting on phase 2 of migration (servers and services).
- We completed the security questionnaire and security assessment scan on servers and network objects.
- Staff assisted with evaluating Microsoft Office 365 options renewal process. We are adding Advanced Threat Protection and planning an upgrade from O365 version to M365 version with enhanced security features from Microsoft.
- Work completed for setting LinkedIn Learning to be a training portal for the Department.
- Work completed on firewall replacement from Juniper to Palo Alto to enhance network protection and improved system management.
- Worked with the CIO Office to complete a network assessment and are currently supporting a security assessment project.
- Worked with the CIO Office to support the major upgrade to the Commission's ERP system.

BUDGET AT A GLANCE

- **Personnel Services** budget increased \$129,640, or 3.9 percent, from the FY 2019 total, primarily because of staff complement increasing by one full-time career position and increased medical insurance costs.
- **Supplies and Materials** budget for FY 2020 increased \$13,200, or 4.2 percent, above the FY 2019 total. This increase is primarily because of additional funding included for cell phone replacements and new laptops to be used by staff.
- **Other Services and Charges** budget for FY 2020 shows an increase of \$404,080, or 25.3 percent, over the FY 2019 total. This increase is primarily because of increased funding needed for professional services for IT security remediation services, software application development, and onsite scanning services.
- **Capital Outlay** budget for FY 2020 decreased \$167,400, or -48.2 percent, from the FY 2019 total. This decrease is primarily because of one-time costs budgeted in FY 2019 for the purchase of CISCO switches and routers needed for a new server room being constructed in conjunction with the Planning Department's relocation to Largo Maryland.
- **Funded Positions/Workyears** increased by one because of the transfer of one full-time career position from the Development Review Division to support the work of the Geographic Information System Section.

Summary of Division Budget

	FY19 Adopted	FY20 Proposed	% Change
Budget			
Expenditures	\$ 5,568,322	\$ 5,947,841	6.8%
Staffing			
Funded Career Positions	25.00	26.00	4.0%
Funded Workyears	25.00	26.00	4.0%



HIGHLIGHTS AND MAJOR CHANGES IN FY 2020 PROPOSED BUDGET

Network Redesign and Active Directory Upgrade: As part of the Commission-wide active directory project, the Commission will begin working on phase II migration of the network system to one forest multiple domains. In FY 2020, we will be working on our server migration. This project will provide a robust structure and stronger security management practice across the Commission.

Build new VM infrastructure of the new domain: This new infrastructure is required for the transition of the current VM environment to the new environment. It will provide hardware upgrade to support in new domain environment and the future expansion.

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

New Data Center: The Planning Department is planning to relocate to Largo in calendar year 2020. We are working with all responsible parties to design and implement a new data center to support network servers/services, including a new phone system that will be procured.

GIS Application Development: The Department will continue to assist with the development of specialized GIS services, such as 3D modeling, ArcGIS Online applications, and development decision support applications (Community Viz®). In FY 2020, additional mobile PGAtlas 'light' GIS application development will be explored, development pipeline assessment will be completed, and an ArcGIS Online permit status application will be developed.

Pipeline Needs Assessment: In FY 2020, staff will complete the design of an application to develop a pipeline database and will begin development of the pipeline tracking application.

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

Document Imaging: In FY 2020, the Department will continue its upgrade of our document imaging environment. This will include upgrading our FileNET software and its user interface. Staff will continue to support the scanning of multiple datasets (DAMS, Historic Resources, Address Books, Community Plans, etc.) in anticipation of our office move and to have the records more widely accessible.

Electronic Plan Review: In FY 2020, staff will initiate and complete the procurement of electronic document submission and plan review software. This will be done for the Development Review Division and will involve the acquisition, installation, training, and support of ProjectDox software.

Census Support: In FY 2020, work for the 2020 census will include completing the Boundary Annexation Survey updates (BAS), and providing inputs for the Census Local Update of Address Operations (LUCA) and the Participant Statistical Area Program (PSAP). We will also support the establishment of a Complete Count Committee in coordination with the County and develop of materials to ensure the census response for the County is high.

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.

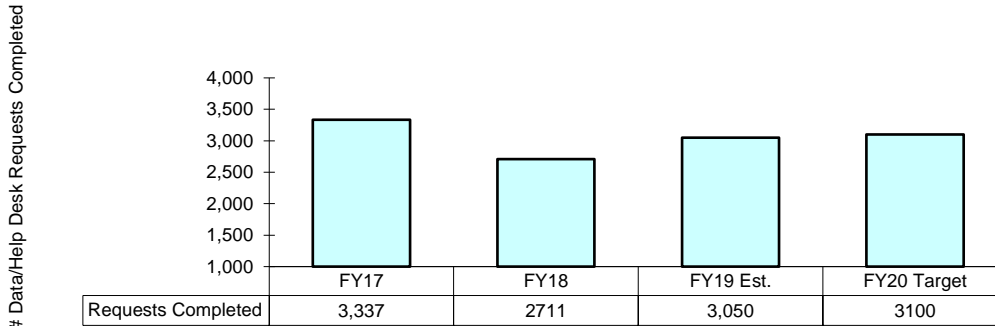


Prince George's County Planning Department – Information Management

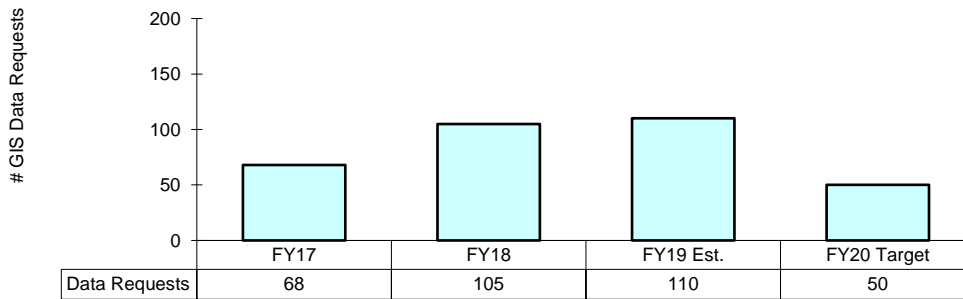
Divisional Objective: Providing a stable and reliable computing environment for the Department, County, and public.

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

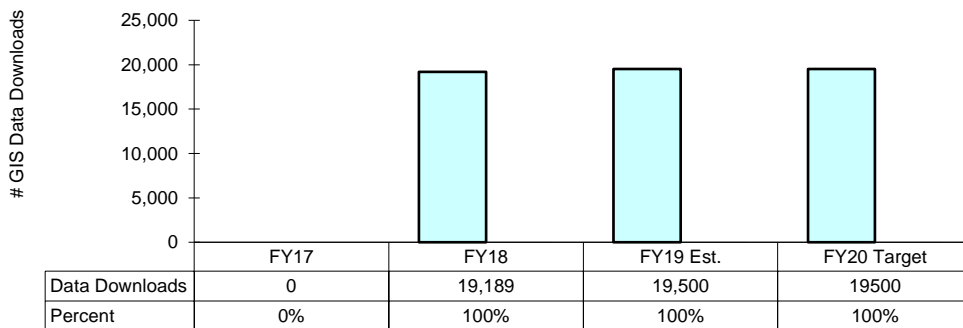
Help Desk Support



Geographic Information System Data Delivery



Geographic Information Data Downloads



Prince George's County Planning Department – Support Services

PROGRAMS AND SERVICES PROVIDED

The Planning Department Support Services budget contains costs attributed to all Planning Department divisions. 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 2020 increased \$20,700, or 146.8 percent, above FY 2019 total, primarily because of increased costs for unemployment insurance and group insurance for long-term disability.
- **Supplies and Materials** budget for FY 2020 increased \$300, or 0.2 percent, above the FY 2019 totals. The increase is primarily the result of inflation.
- **Other Services and Charges** budget for FY 2020 decreased \$927,823, or -12.2 percent, from the FY 2019 total. This decrease is primarily the result of reductions to County Project Charges budgeted in FY 2019 offset by an increase for the rental of office space at the County Administration Building (CAB).
- **Chargebacks** budget for FY 2020 increased \$13,992, or 3.6 percent, from the FY 2019 total.
- **Funded Positions/Workyears** - No change.

Summary of Division Budget

	FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$ 8,178,934	\$ 7,286,103	-10.9%
Staffing			
Funded Career Positions	0.00	0.00	0.0%
Funded Workyears	0.00	0.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY 2020 PROPOSED BUDGET

County Project Charges

The Planning Department provides funding support to various County agencies for County services directly related to The Maryland-National Capital Park and Planning Commission's responsibilities under the Land Use Article. The following chart shows changes in the project charges in FY 2020 compared to FY 2019.



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

County Project Charges	FY 2019 Adopted Budget	Proposed Reductions	Proposed FY 2020 Budget
People's Zoning Counsel	250,000	-	250,000
Zoning Enforcement Unit	1,675,433	(86,466)	1,588,967
Water and Sewer Planning Unit	155,300	-	155,300
GIS Program	340,500	-	340,500
Tax Collection Fee	34,411	-	34,411
Economic Development Corp.	65,000	-	65,000
DPIE Permits and Inspections	1,336,200	(480,000)	856,200
DPW&T Engineering, Inspections, and Permits	699,867	(229,934)	469,933
Redevelopment Authority	729,700	(114,800)	614,900
EDC General Plan Goals	294,667	(22,133)	272,534
Total	5,581,078	(933,333)	4,647,745
*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 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Director's Office				
Personnel Services	2,990,303	3,615,429	3,485,267	-3.6%
Supplies and Materials	78,370	360,800	331,100	-8.2%
Other Services and Charges	212,626	448,400	459,490	2.5%
Capital Outlay	-	106,650	102,650	-3.8%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,281,299	4,531,279	4,378,507	-3.4%
Development Review				
Personnel Services	4,783,153	5,507,870	5,485,875	-0.4%
Supplies and Materials	15,877	430,700	444,900	3.3%
Other Services and Charges	448,279	446,100	491,575	10.2%
Capital Outlay	-	75,600	76,300	0.9%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,247,309	6,460,270	6,498,650	0.6%
Community Planning				
Personnel Services	2,194,613	3,234,347	3,130,953	-3.2%
Supplies and Materials	7,569	220,500	227,900	3.4%
Other Services and Charges	210,146	2,092,700	1,525,849	-27.1%
Capital Outlay	-	38,200	38,500	0.8%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	2,412,329	5,585,747	4,923,202	-11.9%
Information Management				
Personnel Services	3,172,973	3,303,822	3,433,462	3.9%
Supplies and Materials	274,477	317,500	330,700	4.2%
Other Services and Charges	1,151,207	1,599,900	2,003,980	25.3%
Capital Outlay	123,692	347,100	179,700	-48.2%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,722,349	5,568,322	5,947,842	6.8%
County-Wide Planning				
Personnel Services	4,627,519	4,756,262	5,083,328	6.9%
Supplies and Materials	7,525	341,450	360,400	5.5%
Other Services and Charges	590,042	1,663,826	1,797,808	8.1%
Capital Outlay	-	58,500	61,000	4.3%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,225,087	6,820,038	7,302,536	7.1%



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 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Support Services				
Personnel Services	26,790	14,100	34,800	146.8%
Supplies and Materials	4,552	182,000	182,300	0.2%
Other Services and Charges	7,991,042	7,596,940	6,669,117	-12.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	300,178	385,894	399,886	3.6%
Total	8,322,561	8,178,934	7,286,103	-10.9%
Grants				
Personnel Services	98,638	140,347	141,667	0.9%
Supplies and Materials	-	-	-	-
Other Services and Charges	157,372	7,153	5,833	-18.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	256,010	147,500	147,500	0.0%
Total Planning Department				
Personnel Services	17,893,989	20,572,177	20,795,352	1.1%
Supplies and Materials	388,370	1,852,950	1,877,300	1.3%
Other Services and Charges	10,760,715	13,855,019	12,953,652	-6.5%
Capital Outlay	123,692	626,050	458,150	-26.8%
Other Classifications	-	-	-	-
Chargebacks	300,178	385,894	399,886	3.6%
Total	29,466,943	37,292,090	36,484,340	-2.2%



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

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

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	30.50	30.50	30.50	30.50	28.50	28.50
Part-Time Career	-	-	-	-	-	-
Career Total	30.50	30.50	30.50	30.50	28.50	28.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Director's Office	30.50	30.50	30.50	30.50	28.50	28.50
<u>DEVELOPMENT REVIEW</u>						
Full-Time Career	53.00	51.00	54.00	54.00	54.00	54.00
Part-Time Career	-	-	-	-	-	-
Career Total	53.00	51.00	54.00	54.00	54.00	54.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Development Review	53.00	51.00	54.00	54.00	54.00	54.00
<u>COMMUNITY PLANNING</u>						
Full-Time Career	26.00	25.00	25.00	25.00	27.00	27.00
Part-Time Career	1.00	0.75	1.00	0.75	1.00	0.75
Career Total	27.00	25.75	26.00	25.75	28.00	27.75
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning	27.00	25.75	26.00	25.75	28.00	27.75
<u>INFORMATION MANAGEMENT</u>						
Full-Time Career	25.00	24.00	25.00	25.00	26.00	26.00
Part-Time Career	-	-	-	-	-	-
Career Total	25.00	24.00	25.00	25.00	26.00	26.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Information Management	25.00	24.00	25.00	25.00	26.00	26.00
<u>COUNTYWIDE PLANNING</u>						
Full-Time Career	41.00	41.00	41.00	41.00	44.00	44.00
Part-Time Career	-	-	-	-	-	-
Career Total	41.00	41.00	41.00	41.00	44.00	44.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Countywide Planning	41.00	41.00	41.00	41.00	44.00	44.00
<u>TOTAL PLANNING</u>						
Full-Time Career	175.50	171.50	175.50	175.50	179.50	179.50
Part-Time Career	1.00	0.75	1.00	0.75	1.00	0.75
Career Total	176.50	172.25	176.50	176.25	180.50	180.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Grand Total Planning Department	176.50	172.25	176.50	176.25	180.50	180.25



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Department of Parks & Recreation

(Park /Recreation /Enterprise /CIP)

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

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Prince George's County Parks and Recreation Department

PARKS, TRAILS AND OPEN SPACE

28,671 - Total Park Acreage

371 Parks

11,541 Acres of Developed Park Land

3 Campgrounds

8 Conservation Areas

25 Park Buildings

234 Playgrounds

4 Regional Parks

26 Stream Valley Parks

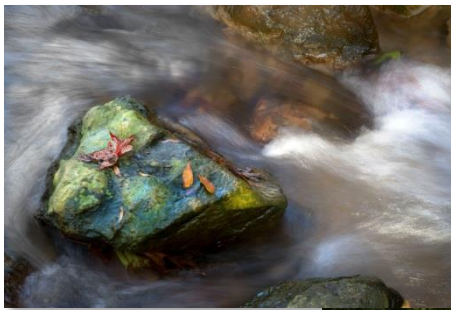
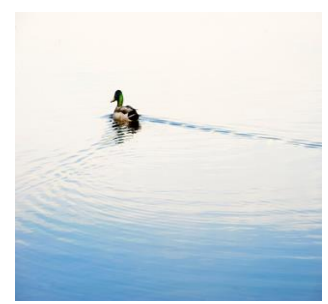
100+ Miles of Trails (53.2 paved mi.)

1 Airport

1 Marina

24 Historical/Archaeological Sites

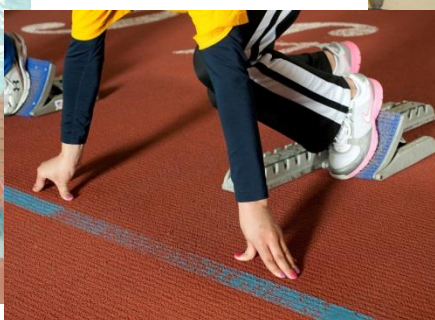
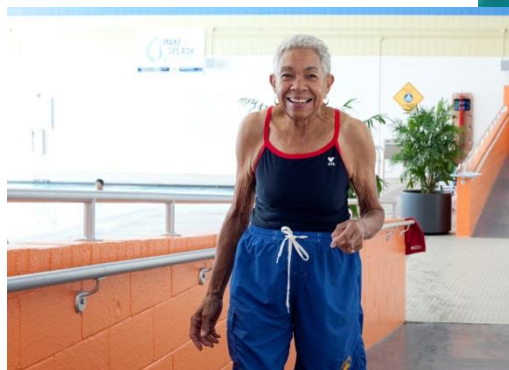
398 Picnic Areas/Shelters/Pavilions



Prince George's County Parks and Recreation Department

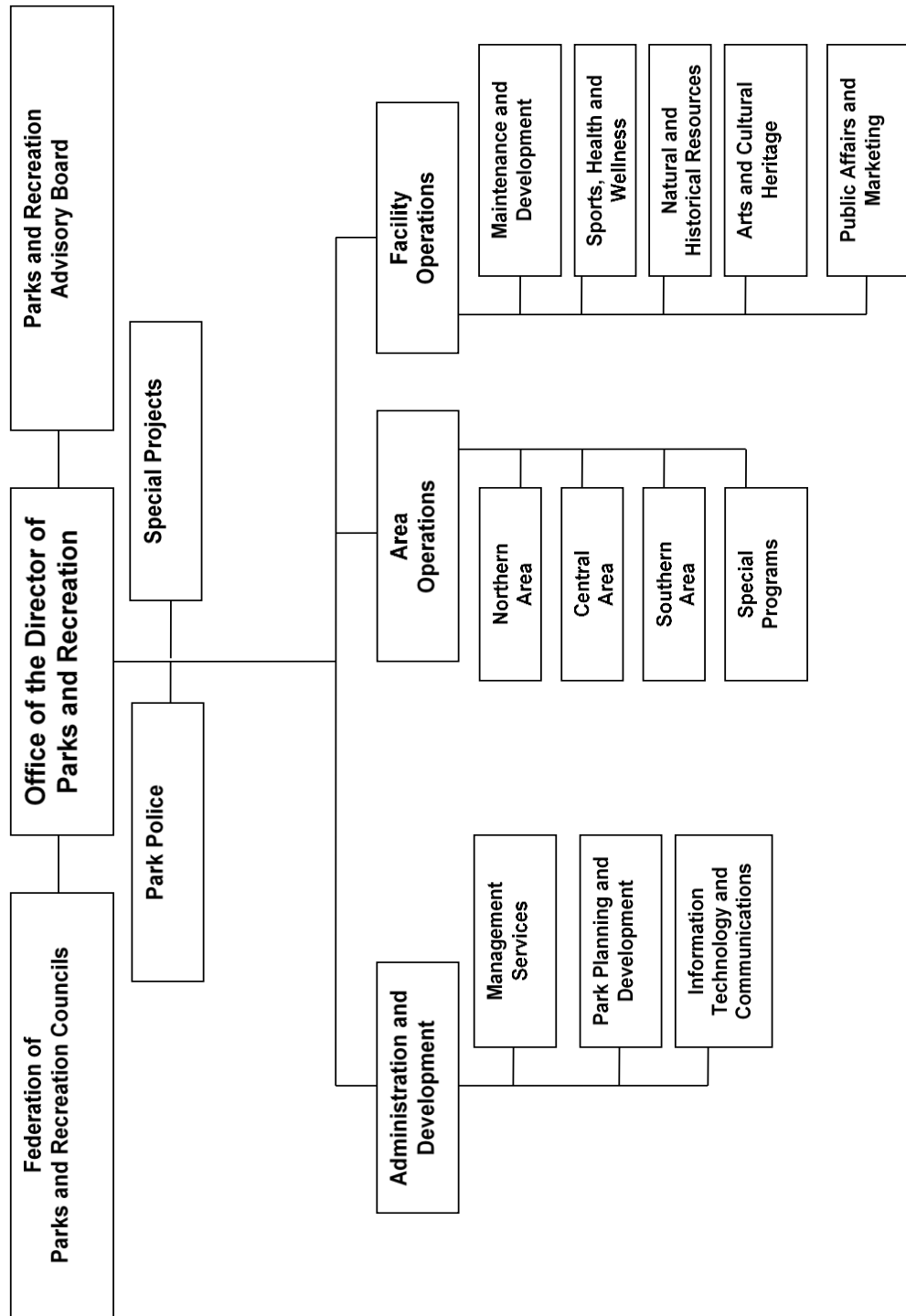
RECREATION SERVICES

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



ORGANIZATIONAL STRUCTURE

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



Prince George's County Parks and Recreation Department

EXECUTIVE OVERVIEW

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

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

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

MISSION

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

MAJOR PROGRAMS AND SERVICES PROVIDED

- AQUATICS
- COMPUTER SKILLS
- CRAFTS & HOBBIES
- FITNESS



Prince George's County Parks and Recreation Department

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

STRATEGIES EMPLOYED

In FY20, the following strategies were employed to develop the proposed budget:

- **Proposed FY20 Capital Improvement Program:** Staff will bring the proposed FY20-FY25 Capital Improvement Program (CIP) Plan to the Planning Board in December. Fiscal pressures also apply to the CIP, and the expansion of the CIP program remains restricted. Because the rate of cost growth for existing services is outpacing the rate of revenue growth, the operating budget has limited fiscal capacity to support the expansion of facilities and services through the CIP. The Department must continue to manage a sustainable CIP, and consequently, staff advises that any projects for new facilities added to the CIP be offset by removing or delaying existing projects.
- **Strategic Planning for Infrastructure Improvement:** Consistent with Formula 2040 goals, the proposed FY20 budget will include pay-as-you-go (PAYGO) transfers from the Park and Recreation Funds to the CIP to fund infrastructure needs. With more than one-half billion in infrastructure assets, the Department needs to prioritize and continuously invest in the maintenance of the assets necessary to operate the parks and recreation system. A major goal is developing a balanced plan for new facilities (multi-generational facilities) and the renovation of existing community centers. The implementation of such plan will require a significant capital investment. Much of the fiscal capacity projected in the six-year plan should be reserved until the capital investment plan for infrastructure need is developed.
- **Appropriate Allocation of Overhead Expenses between Funds:** The Department has historically utilized the Park Fund to pay for the overhead and CIP expenses related to all operations. Continuing in FY20, the Department will resume its multi-year approach of shifting appropriate overhead and CIP expenses from the Park Fund to the Recreation Fund. The taxing district for the Recreation Fund encompasses the entire County (whereas the Park Fund does not). Using the Recreation Tax to pay for the overhead and CIP expenses directly related to recreation programming is in the interest of equitable tax treatment.
- **Analyzing Staffing Needs for the Present and the Future:** The Department continues to be faced with a “retirement bubble” and normal turnover during a strong labor market. Identifying critical to fill positions and key pending retirements must be done to ensure service



Prince George's County Parks and Recreation Department

continuity. The Department will continue to analyze how existing vacancies can meet current operational needs. New positions, however, will be warranted in FY20 to right-size our workforce complement to align with our existing and growing operation.

- **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 FY19. In addition, we will use some FY19 year-end surplus funds to procure certain one-time divisional requests that could not be accommodated in our FY20 proposal.
- **Program Analysis:** We are continuing to work with our program and facility managers to develop strategies to enhance revenues and/or reduce expenses. The Department has retained a consultant to assist in establishing a new cost recovery methodology. Together, we are assessing our current cost recovery levels and developing proposals that will adjust our revenues, expenditures and offerings accordingly. Full scale implementation will occur at the beginning of FY20.
- **Innovation and Technology:** In FY20, the Department will maintain its focus on innovation and technology-based initiatives. Innovation allows the Department to introduce new processes, ideas, products and services that enhance and enrich the Department of Parks and Recreation and our communities.
- **Health and Wellness:** In FY20, the Health and Wellness unit will continue to push towards the goal of 75% of the Department's programs having a health and wellness component. Additionally, the Health and Wellness unit will utilize a variety of media outlets, including print publications, videos, and mobile applications, to publicize the health and wellness benefits of our programs.



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 2020

	FY19 Adopted			FY20 Proposed			
	Park Fund FY19 Adopted	Rec Fund FY19 Adopted	Dept.Total FY19 Adopted	Park Fund FY20 Proposed	Rec Fund FY20 Proposed	Dept.Total FY20 Proposed	% Change
Office of the Director	\$ 1,899,816	\$ -	\$ 1,899,816	\$ 1,552,897	\$ -	\$ 1,552,897	-18.3%
Park Police	20,119,670	-	20,119,670	19,691,421	-	19,691,421	-2.1%
Management Services	6,764,265	-	6,764,265	7,210,406	-	7,210,406	6.6%
Public Affairs and Marketing	2,441,471	988,498	3,429,969	2,453,891	993,187	3,447,078	0.5%
Administration and Development	354,778	-	354,778	341,071	-	341,071	-3.9%
Information Tech & Communications	5,517,001	-	5,517,001	5,542,769	-	5,542,769	0.5%
Park Planning and Development	7,139,452	-	7,139,452	7,480,617	-	7,480,617	4.8%
Support Services	14,032,456	16,691,094	30,723,550	14,079,115	9,358,201	23,437,316	-23.7%
Facility Oper.-Deputy Director	659,019	137,678	796,697	-	787,030	787,030	-1.2%
Maintenance and Development	27,598,155	853,551	28,451,706	28,290,141	835,126	29,125,267	2.4%
Natural and Historic Resources	7,701,490	1,221,848	8,923,338	8,573,435	1,511,475	10,084,910	13.0%
Arts and Cultural Heritage	1,839,360	4,579,268	6,418,628	1,706,507	4,332,591	6,039,098	-5.9%
Area Oper.-Deputy Director	371,177	84,763	455,940	-	450,185	450,185	-1.3%
Northern Area Operations	7,236,285	7,140,310	14,376,595	7,321,871	7,785,520	15,107,391	5.1%
Central Area Operations	6,425,227	7,293,932	13,719,159	6,555,022	7,236,658	13,791,680	0.5%
Southern Area Operations	6,882,993	12,029,450	18,912,443	6,650,679	10,616,563	17,267,242	-8.7%
Sports, Health, and Wellness	-	14,164,069	14,164,069	-	14,823,994	14,823,994	4.7%
Special Programs	-	9,858,556	9,858,556	-	9,852,472	9,852,472	-0.1%
Non-Departmental	7,259,428	5,859,134	13,118,562	8,484,326	5,645,045	14,129,371	7.7%
Transfers Out	36,452,538	16,584,855	53,037,393	49,591,269	18,223,379	67,814,648	27.9%
Budgetary Reserve	6,212,100	4,474,400	10,686,500	6,296,700	4,122,600	10,419,300	-2.5%
Fund Total	\$ 166,906,681	\$ 101,961,406	\$ 268,868,087	\$ 181,822,137	\$ 96,574,026	\$ 278,396,163	3.5%



Prince George's County Parks and Recreation Department

HIGHLIGHTS AND MAJOR CHANGES IN FY20 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 FY20 work program changes are listed by program.

- The FY20 Proposed Operating Budget for the Prince George's County Department of Parks and Recreation has been developed with the strategic vision of continuing to address a critical backlog of infrastructure needs and essential operating budget needs that were not able to be addressed during the recessionary budget cycle. Sensitivity to structural deficits remains in the Park and Recreation funds. Fortunately, the property tax revenue outlook has significantly improved, giving the Department an opportunity to increase funding to meet needs. The strategy employed for the FY20 Proposed Budget is to increase funding to meet needs in a manner that does not increase the risk of structural deficits. To this end, the Department capped its proposed increases in operating budget at 3 percent, which is slightly less than the projected growth rate for property tax revenue. Overall, it is our goal to ensure sufficient resources are planned to deliver and maintain the gold-medal winning services that the Prince George's Department of Parks and Recreation has been nationally recognized for an unprecedented six times.
- The total operating expenditures within both the Park and Recreation Funds are proposed to decrease by -\$5,343,455 or -2.5% from \$213,729,049 in FY19 to \$208,385,594 in FY20. This decrease does not include the Park Fund's transfer to the CIP (PAYGO), Debt Service or Expenditure Reserves.
- The Debt Service costs are projected to increase by \$1,542,731, or 11.2% from \$13,753,538 in FY19 to \$15,296,269 in FY20.
- PAYGO is projected to increase by \$13,596,000 or 44.3% from \$30,699,000 in FY19 to \$44,295,000 in FY20.
- Therefore, the total combined expenditure budget is increasing by \$9,528,076 or 3.5%, from \$268,868,087 in FY19 to \$278,396,163 in FY20.

Park Fund

The FY20 Park Fund expenditure budget (excluding reserves) is proposed to increase by \$14,830,856 or 9.2%, from \$160,694,581 to \$175,525,437. The Proposed FY20 operating budget major changes include:

- \$11,596,000 increase for PAYGO funding;
- \$1,542,731 increase to Debt Service;
- (\$476,400) increase for salary lapse;
- \$1,749,127 increase for compensation markers;
- (\$203,388) decrease for other post-employment benefits (OPEB);
- \$88,006 increase for CAS chargebacks;



Prince George's County Parks and Recreation Department

- (\$579,092) decrease to remove OBI start-up costs for CIP projects scheduled for completion in FY19;
- (\$255,000) decrease to remove one-time funding for FY19 expenditures;
- \$2,779,721 increase to support Department major change requests to include 25.5 new positions and both programming and operational funding to support large-scale maintenance initiatives, computer equipment upgrades for Park Police and overall general functions within the Department;
- (\$1,020,528) reallocation of expenses to Recreation Fund from Park Fund;
- \$390,321 of operating budget changes.

The Park Fund's Operating Expenditure Reserve is proposed to increase by \$84,600 from \$6,212,100 to \$6,296,700, based on 5% of the operating expenditure budget less Debt Service.

The Park Fund's program revenues are proposed to remain unchanged from FY19 to FY20 at \$3,591,100. The Park Fund program revenues primarily include Park Permits, Park Police fines, agricultural leases, historic property rentals, park house rentals and Festival of Lights. The FY20 Proposed Budget includes an interfund transfer from the Administrative Fund into the Park Fund in the amount of \$3,000,000. The purpose of this transfer is to help support infrastructure PAYGO funding for the CIP.

Recreation Fund

The FY19 Recreation Fund expenditure budget (excluding reserves) is proposed to decrease by \$5,035,580 or -5.2% from \$97,487,006 to \$92,451,426. Major changes include:

- \$2,000,000 increase for PAYGO;
- (\$142,200) for salary lapse;
- \$804,233 increase for compensation markers;
- (\$44,757) decrease for other post-employment benefits (OPEB);
- \$634,234 increase for CAS chargebacks;
- (\$1,422,400) removal of start-up costs for CIP projects scheduled for completion in FY19;
- \$1,020,528 reallocation of expenses from Park Fund to Recreation Fund;
- (\$361,476) decrease in subsidy transfer to Enterprise Fund;
- \$1,685,715 increase to support Department major change requests to include 6 new positions and both programming and operational funding to support overall general functions within the Department;
- \$861,703 of operating budget changes.

The Recreation Fund's Operating Expenditure Reserve is proposed to decrease by \$351,800 from \$4,474,400 in FY19 to \$4,122,600 in FY20.

The Recreation Fund's program revenues are proposed to increase by \$245,732 (2.4%) from \$10,193,175 in FY19 to \$10,438,907 in FY20. The Recreation Fund program revenues primarily include aquatics, summer play activities, sport programs, the Fairland Athletic complex, arts programs, child care, and trips and excursions.

Workyear Changes (All Funds)

The proposed FY20 total workyears for the Park, Recreation and Enterprise Funds is 2,185.16, which represents a net increase of 82.91 over the FY19 level of 2,102.25. The workyears are distributed as follows:



Prince George's County Parks and Recreation Department

Workyear Changes – Park Fund

- Added 2 Park Police Officer positions to enhance Public Safety.
- Added 3 positions to support the implementation and operation of the new Security Monitoring system for all Commission buildings (Park Police).
- Added 2 positions to further the implementation of legislative audit recommendations, specifically addressing trails management, project planning and CIP analysis (PPD).
- Added 4 positions for general maintenance and playground inspections (NAO, CAO & SAO).
- Added 2 positions for trade specialties to specifically address HVAC and electrical needs at facilities (M&D).
- Added 1 position to support the Horticulture and Forestry program (NHRD).
- Added 2 positions for museum operations and environmental education (NHRD).
- Added 1 position to support inventory management of computer equipment (ITC).
- Added 5 positions to support administrative operations related to Human Resources, Organizational Development, Training, and Help Desk (MSD).
- Added 1 position to manage the expanding operations of the Office Services Unit and oversee the implementation of the new Park and Printing Solutions system (MSD).
- Added 1 position to provide management of courier operations that supports all Departments within the Commission (MSD).
- Added 1 position to meet the increased demand of in-house support for graphic development services (PAMD).
- Converted 1 position from part-time career to full-time career to oversee art/museum collections and its related program management (NHRD).
- Transferred 6 positions within the Offices of the Deputy Director of Area Operations and Facility Operations from the Park Fund to the Recreation Fund. These positions included 4 office support staff positions and both Deputies to align with the Department's multi-year approach of reallocating overhead expenses to reduce the onus of such on the Park Fund.
- Transferred 1 position from Recreation Fund to Park Fund to better align with service delivery and operational support (NHRD).

Workyear Changes – Recreation Fund

- Added 1 position for Child Care Program for compliance with licensing capacity requirements mandated by the Maryland State Department of Education (SPD).
- Added 3 positions for community center oversight, programming and community engagement due to the realignment of centers within Area Operations (NAO, CAO, SAO).
- Added 1 position to support management analysis of area specific programs and operations of community centers, including the new SAARC multi-generational center (SAO).
- Added 1 position to support the expansion of county-wide health and wellness programs.
- Transferred 6 positions within the Offices of the Deputy Director of Area Operations and Facility Management from Rec Fund to the Park Fund. These positions included 4 office support staff positions and both Deputies to align with the Department's multi-year approach of reallocating overhead expenses for equitable distribution between the Park and Rec Funds.
- Transferred 1 position from Recreation Fund to Park Fund to better align with service delivery and operational support (NHRD).

Workyear Changes – Enterprise Fund

- Added 1 position for Assistant Facility Manager at the Tucker Road Ice Rink (OBI).



Prince George's County Parks and Recreation Department

FY20 Proposed Budget Summary of Parks and Recreation Department Positions by Fund and Position Type

Fund	<u>FY19 Adopted</u>		<u>FY20 Proposed</u>	
	Positions	Workyears	Positions	Workyears
<i>Summary of Full-time Career Positions and Workyears</i>				
Park	778.00	778.00	798.00	798.00
Recreation	278.00	278.00	288.00	288.00
Enterprise	<u>66.00</u>	<u>66.00</u>	<u>67.00</u>	<u>67.00</u>
Total	1,122.00	1,122.00	1,153.00	1,153.00
<i>Summary of Part-time Career Positions and Workyears</i>				
Park	6.00	5.41	6.00	5.50
Recreation	16.00	17.64	17.00	16.36
Enterprise	<u>1.00</u>	<u>0.50</u>	<u>1.00</u>	<u>0.50</u>
Total	23.00	23.55	24.00	22.36
<i>Non-Career Workyears (Seasonal and Intermittent Positions)</i>				
Park		172.02		178.00
Recreation		652.18		693.20
Enterprise		<u>132.50</u>		<u>138.60</u>
Total		956.70		1,009.80

WORK PROGRAM PRIORITIES

FY20 Budget Priorities

Understanding the restraints from slow revenue growth, the Department seeks to maintain high quality programs and services. We remain committed to minimizing the impact on the residents of Prince George's County. In developing our FY20 Department objectives, we worked to ensure that they are in strategic alignment with the overall goals of our adopted Formula 2040 and Comprehensive Recreation Program Plans. The general goals of these plans fall into three categories:

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

The following are our main proposed FY20 goals:

ADEQUATE FACILITIES AND SAFETY - GOALS:

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



Prince George's County Parks and Recreation Department

PROGRAM AND SERVICES DELIVERY - GOALS:

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

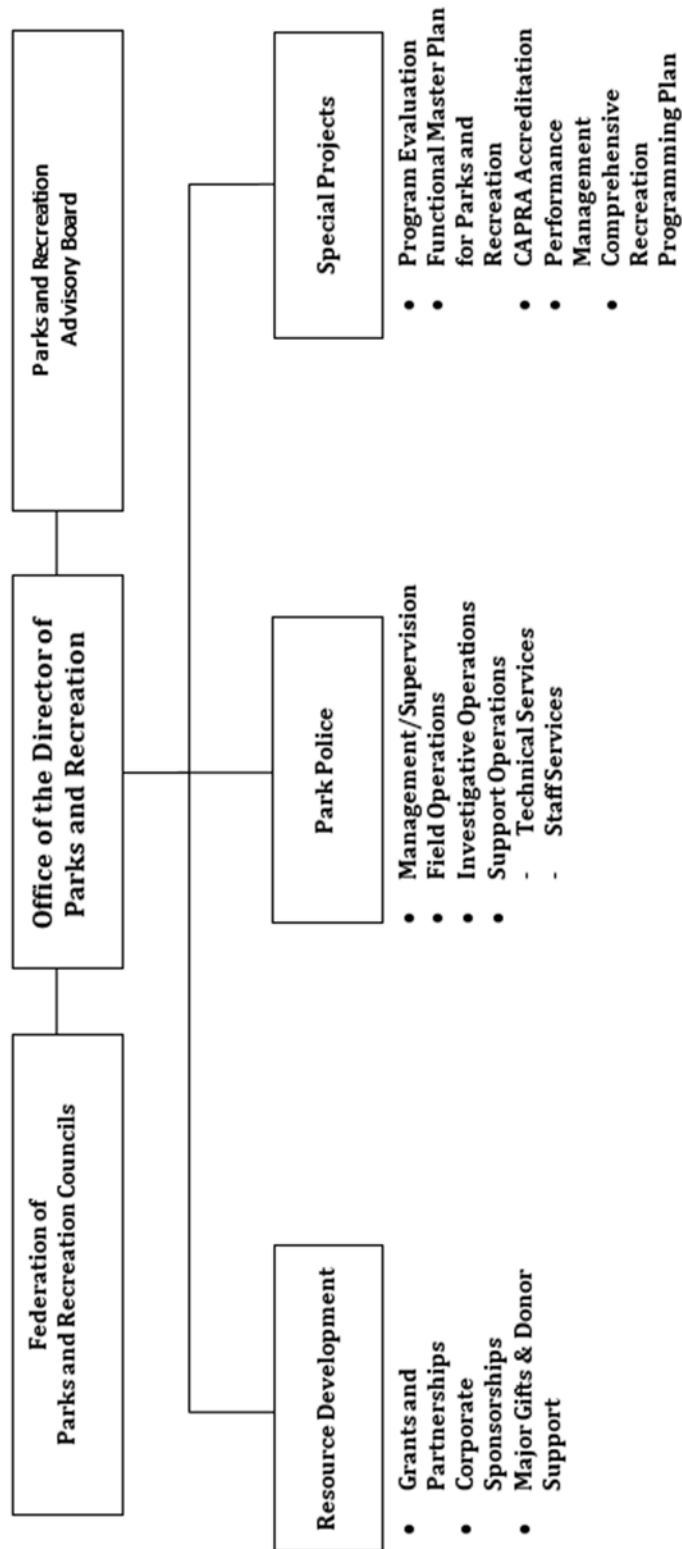
MAINTAINING A FISCALLY SUSTAINABLE ORGANIZATION - GOALS:

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



ORGANIZATIONAL STRUCTURE

OFFICE OF THE DIRECTOR



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

OVERVIEW

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

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

Resource Development supports the goal of generating additional resources for the Department of Parks and Recreation. The unit has the ability to:

- Generate funds through grant funding, partnerships, and donor support,
- Create flexibility within our capital and operating budgets through contributing capital projects and programs to the County,
- Work with the 501(c)(3) (Parks and Recreation Foundation) as appropriate,
- Ultimately diversify the Department of Parks and Recreation's revenue source so that it is not as reliant on property tax dollars, thus further enhancing the quantity, quality, and value of parks and recreation services for all Prince George's County residents.

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$1,899,816	\$1,552,897	-18.3%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	9.00	9.00	0.0%
Funded Workyears	9.00	12.00	33.3%



HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Removed seasonal funding within the Office of the Director
- Reduced non-personnel services funding within Resource Development



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

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Field Operations

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

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

Patrol Services has a fully operational Canine Unit consisting of three Patrol Canine Officers and two Explosive Detection Canine Officers. The Patrol Canine Officers supplement patrol by providing drug detection and apprehension capabilities. The Explosive Detection Officers provide bomb and



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

explosive detection services at community events and provide building searches of M-NCPPC and public facilities throughout the County.

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

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

Support Operations

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

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

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

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

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

Security & Pubic Safety Systems Operations is responsible for the design, implementation,



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

maintenance, and standardization of security, public, and life safety technology solutions necessary to protect M-NCPPC employees, patrons, and property including but not limited to integrated access control and intrusion detection systems, video surveillance and analytics systems, fire alarm and mass notification systems, trail and park security systems, central station event and alarm reporting systems, and fixed automatic license plate reading systems.

Fleet Maintenance manages and maintains the division's inventory which includes a fleet of approximately 200 vehicles-marked/unmarked cars, trucks, trailers, motorcycles, T3s and trailers.

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

Investigative Operations

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

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

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

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

Office of the Division Chief

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

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

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



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

Park Police and its employees and conducts semi-annual audits and inspections of the Park Police Division. Internal Affairs also manages recruitment efforts through national, regional and local venues, and assists Human Resources with testing and conducting background investigations.

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

FY20 BUDGET PRIORITIES

- Continue efforts to fully staff all officer positions to reduce crime response time, increase security at events, and provide better coverage to the rapidly growing Southern region of the County.
- Expand security and public safety systems staffing to better maintain operational readiness of all security and public safety enterprise management platforms and site security, public and life safety projects.
- Continue theft prevention programs and continue to implement formal strategies to reduce theft of personal items on park property and at Commission-sponsored events.
- Increase Park Police community engagement opportunities by increasing our presence on social media and attendance at community meetings.
- Provide career development training for all Park Police staff. More comprehensive training focused on public safety and community engagement, the well-being of staff, mentoring, ethics, and implicit bias.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY19 Adopted</u>	<u>FY20 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$20,119,670	\$19,691,421	-2.1%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	161.00	166.00	3.1%
Funded Workyears	161.00	166.50	3.4%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Added two (2) new Park Police Officer positions to enhance Public Safety.
- Added three (3) new career full-time positions to support the implementation and operation of the new Security Monitoring system for all Commission buildings (Park Police).
- Removed OBI funding associated with the new Park Police Headquarters.



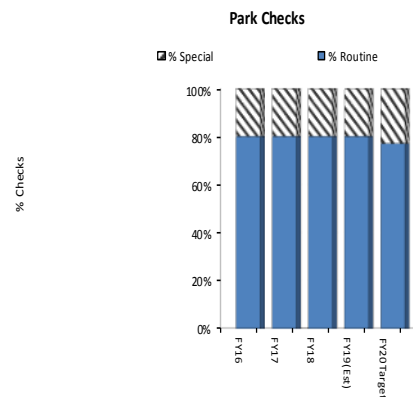
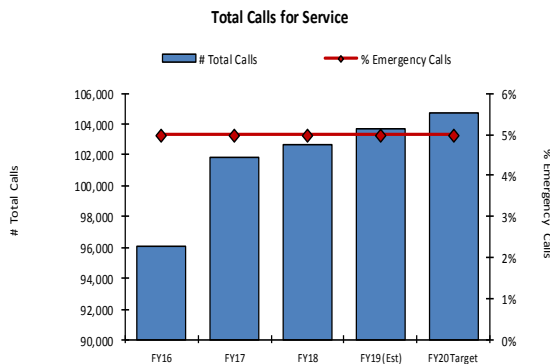
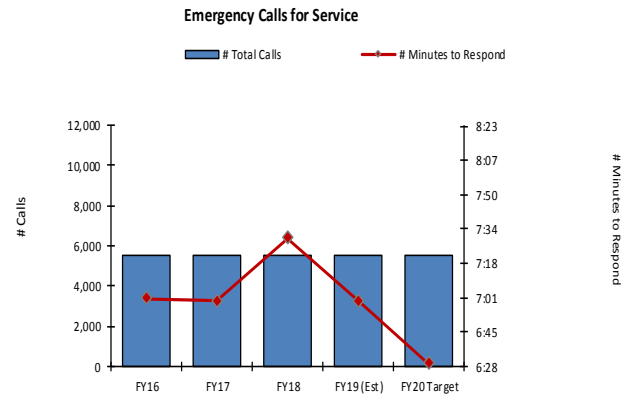
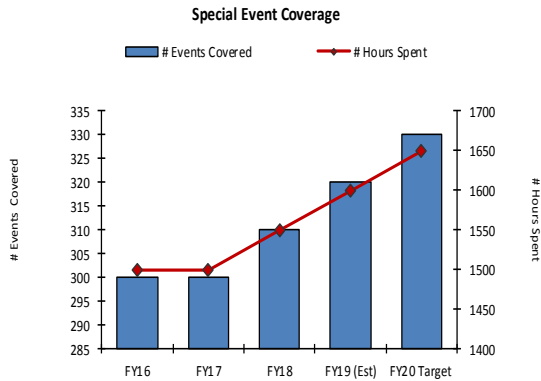
Prince George's County Parks and Recreation Department – Park Police

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.

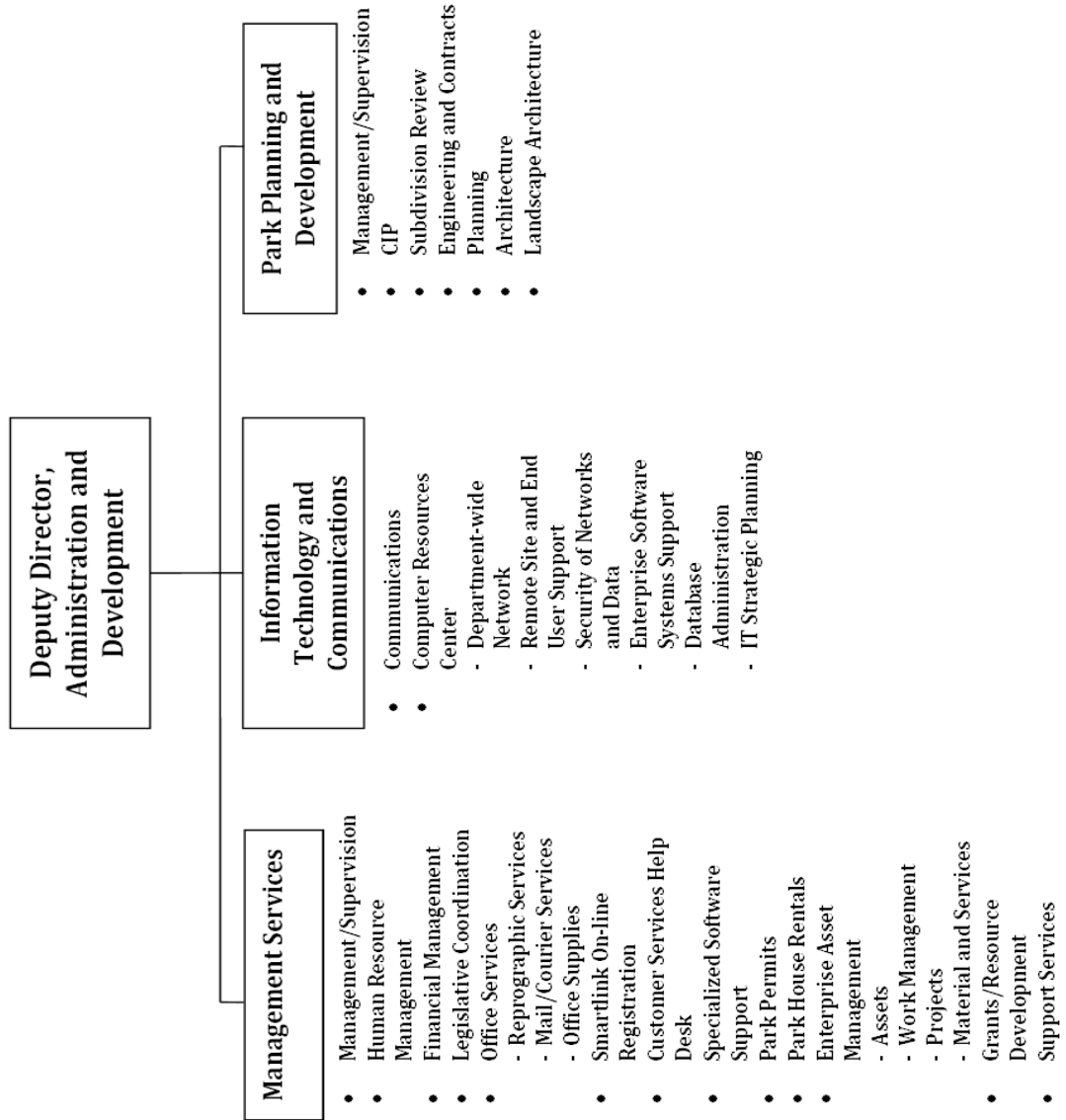


Routine checks are documented regular visits. Departmental rate is approx. 70,000 visits per month to a neighborhood or community park. Special Area Checks are approx. 1,500 per month. Ratio of Special to routine is stable.



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

	FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$354,778	\$341,071	-3.9%
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 FY20 PROPOSED BUDGET

- None



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

OVERVIEW

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

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

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Management Services –Management Unit

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

Human Resources

The Human Resources Management Unit is responsible for providing Human Resources (HR) services and support to all the stakeholders of the Prince George's County-Department of Parks and Recreation. The Unit provides strategic guidance and direction in all HR related matters and programs such as Labor/Employee Relations, Training, Professional and Organizational Development, Recruitment, Performance Management, Policy Guidance and Interpretation, and Employee Engagement and Workplace Culture programs. The unit serves as a central resource for management and staff, providing programs and initiatives that align with department's mission and vision and help drive organizational effectiveness.

Park Permits

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



Prince George's County

Parks and Recreation Department – Management Services

Office Services

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

Financial Management

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

Customer Service Help Desk

The Customer Service Help Desk serves as the first line of support for the public as well as for Department of Parks and Recreation facilities and staff. The Customer Service Help Desk supports many software platforms utilized by the Department. Support is offered through designing and conducting software training, live technical support for each software package, and platform administration. The public interface at the Help Desk call center handles disseminating accurate information about general M-NCPPC activities to include policies and programming, facilitating procedural actions for clients with the Department, as well as troubleshooting the use of the publicly accessible software applications. Internal support also includes assisting Commission staff with internal procedures related to various software packages, serving as a liaison between the department and other M-NCPPC Departments, promulgating information regarding software upgrades, procedure changes and/or modifications to staff, data collection and reporting as it relates to the various software applications, as well as many other support functions.

Park Property Management

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

Enterprise Asset Administration

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

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



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

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.

FY20 BUDGET PRIORITIES

- Continue to take the lead role in establishing business processes for cost-recovery and fee and charges policies to work toward Formula 2040's goal of significantly enhancing non-property tax revenues.
- Further implement the new Enterprise Asset Management software system to track and improve operations efficiency, including lifecycle maintenance.
- Continue “phasing-out” our Park House rental program through attrition and demolitions of depilated houses.

BUDGET AT A GLANCE

Summary of Division Budget

	FY19 Adopted	FY20 Proposed	% Change
Budget			
<i>Park Fund</i>			
Expenditures	\$6,764,265	\$7,210,406	6.6%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	44.00	50.00	14.0%
Funded Workyears	74.10	79.10	6.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decrease in revenue for Park Property Management due to vacating/demolishing certain park house properties.
- Added four (4) new career full-time positions to support administrative operations related to Human Resources, Organizational Development, Training, and Help Desk (MSD).
- Added two (2) new career full-time positions to support growing operations within the Office Services Unit.
- Increased seasonal/intermittent allocations for Help Desk to support Parks Direct system implementation.
- Increased non-personnel services allocation to support work program expansion and service delivery within the division.



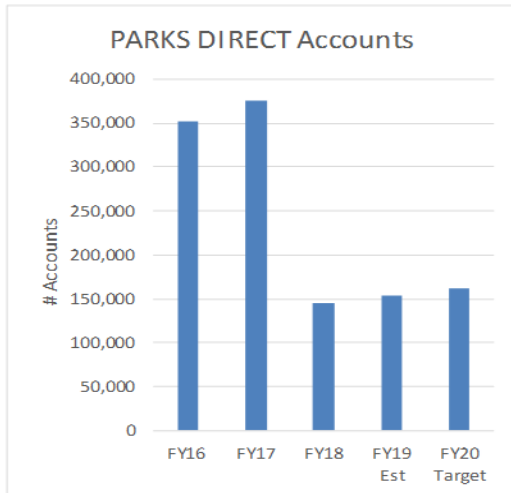
Prince George's County Parks and Recreation Department – Management Services

GOALS AND PERFORMANCE MEASURES

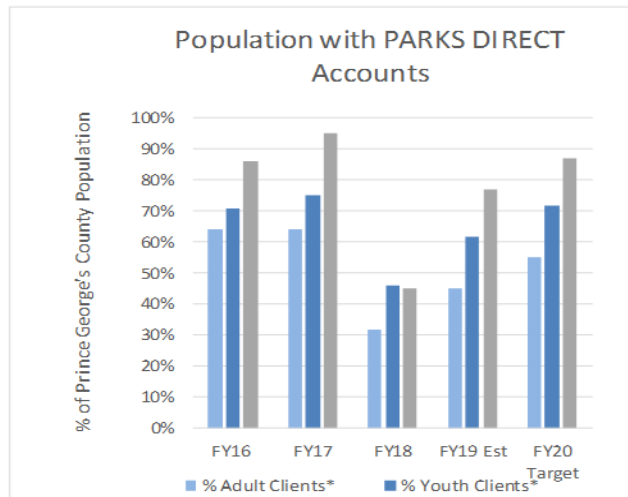
Management Services Division Performance Measures

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

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

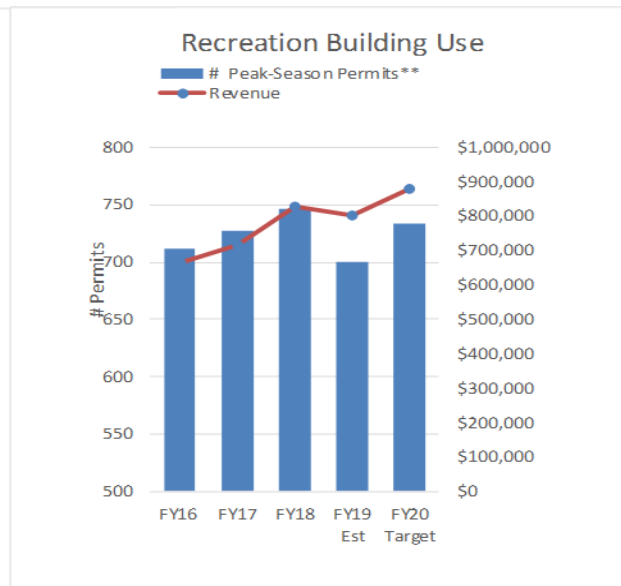
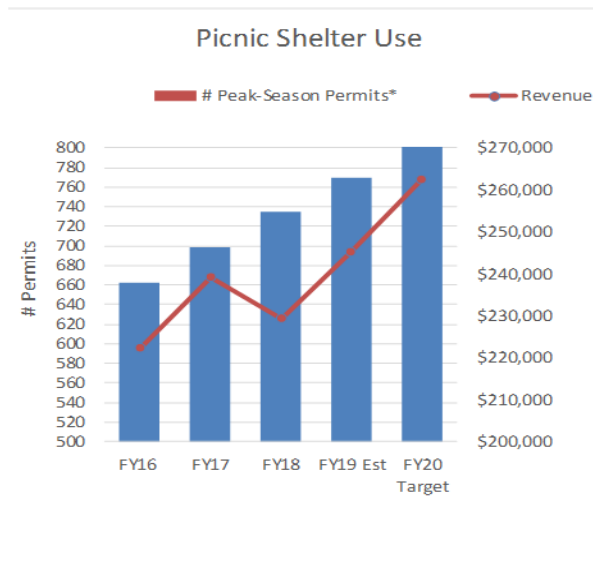


Active Accounts = Active (not frozen) status



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

*In FY18 the Department transitioned registration software and only migrated accounts with recent business, resulting in a significant drop in total accounts.



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



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

OVERVIEW

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

MISSION

The ITC is committed to providing professional, innovative, reliable and secure technology services to staff and citizens in support of a comprehensive parks and recreation program.

PROGRAMS AND SERVICES PROVIDED

Core responsibilities include ensuring network security and integrity; managing the Department's wide area voice and data communication networks; administering Department-wide database management systems; providing authorized access to client server and web-based applications and portals; implementing and managing electronic security systems; hardware, software, telephone and peripheral installation, management and maintenance. The unit also maintains and provides support for various applications such as Microsoft Office; Windows, Macintosh and Linux based operating systems; mobile devices; various databases, and other specific business applications. The Division also serves as the tactical and administrative lead for the Department's Strategic Plan initiatives such as document imaging and archiving; IT and Communications-related policy and procedure creation and enforcement; disaster recovery; business continuity; Purchase Card Interface (PCI) compliance and education and enterprise maintenance management systems and reporting.

The ITC Division is organized into four (4) major units:

The Management and Supervision unit provides overall management, administration, and coordination of Division programs. This includes fiscal management for tax-supported funds; clerical, personnel, and purchasing support; and supervision. This component is also responsible for managing inventory and overall system management of data and voice for the department. This group evaluates and monitors the support to the eight regional and countywide areas that ITCD currently services. The current areas of support are: 1) Northern Area, 2) Central Area, 3) Southern Area, 4) Telecommunications, 5) Administrative Services, 6) Park Police, 7) County-Wide (Enterprise), and 8) Maintenance and Development. This unit also develops and executes long-term yearly strategic automation plans as well as management of hardware, software, and equipment refresh cycles.

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

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



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

activities associated with core switches and routers; leased voice and data circuits; Business Communication Systems (BCM), Voice Over Internet Protocol (VOIP) and other Internet Protocol (IP) based technology; mobile and desktop communications technology; and electronic messaging services for all Parks and Recreation facilities in Prince Georges County.

The Voice, Network and Security Infrastructure Services unit has primary responsibility for voice and data network security. This unit's account tracking function includes expenses and resources associated with installation, administration, maintenance, coding, monitoring and repair of agency firewalls, forensic analysis, incident response and all other perimeter and internal security guidelines.

FY20 BUDGET PRIORITIES

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

BUDGET AT A GLANCE

Summary of Division Budget

	FY19 Adopted	FY20 Proposed	% Change
Budget			
<i>Park Fund</i>			
Expenditures	\$5,517,001	\$5,542,769	0.5%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	30.00	31.00	3.3%
Funded Workyears	33.90	32.90	-2.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Added one (1) new career full-time position to support inventory controls.
- Decreased seasonal/intermittent allocation due to new position addition.
- for Help Desk to support Parks Direct system implementation.
- Increased non-personnel services allocation to support replacement of mobile data equipment for Park Police.
- Removed partial OBI funding for IT related projects at Southern Area Aquatic and Recreation Complex (SAARC) and Southern Regional Technology and Recreation Complex (SRTRC).



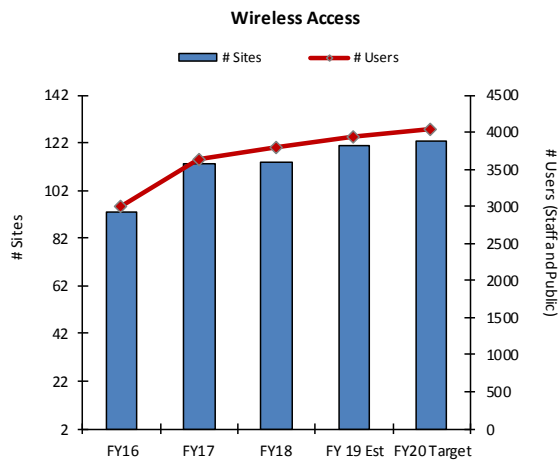
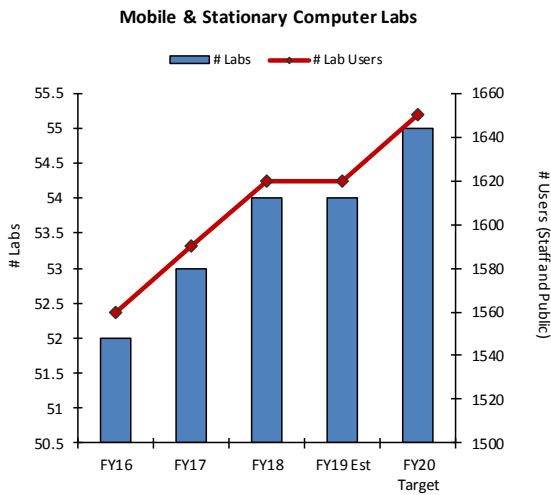
Prince George's County Parks and Recreation Department – Information Technology and Communications

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

Architecture

This section develops design plans, specifications for park buildings and structures, and manages architectural design and general contractors that are hired by the department (typically for larger community center development projects). The Architecture section plans, designs, and acquires construction permits for buildings approved and funded in the CIP and in the departmental operating budgets. The program includes the development and oversight of all design work for the completion of local, community, regional, and special park projects, and assistance to municipalities and citizens' requests as required.

Construction Inspection and Engineering

This section monitors the construction of park facilities and ensures that projects are constructed on schedule, within budget and per the approved plans and specifications. The program includes the monitoring of the quality of construction throughout the project and provides oversight and review of all change orders, schedules and processing of payments to contractors for work performed.

FY20 BUDGET PRIORITIES

- Develop a CIP and project management methods and procedures manual.
- Address legislative audit findings and implement corrective action.
- Complete feasibility studies for major CIP projects to make go/no go decisions prior to beginning planning and design phases.
- Continue implementation of the master plans that have County-wide impact, and begin master plans for two regional parks as required.
- Develop and issue a Land Acquisition Master Plan.
- Finalize Strategic Master Plan of Trails.

BUDGET AT A GLANCE

Summary of Division Budget

	FY19 Adopted	FY20 Proposed	% Change
Budget			
<i>Park Fund</i>			
Expenditures	\$7,139,452	\$7,480,617	4.8%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	56.00	58.00	3.6%
Funded Workyears	58.15	60.20	3.5%



HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Added two (2) career full-time positions to further the implementation of legislative audit recommendations, specifically addressing trails management, project planning and CIP analysis.
- Removed OBI funding for projects at Southern Area Aquatic and Recreation Complex (SAARC).



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

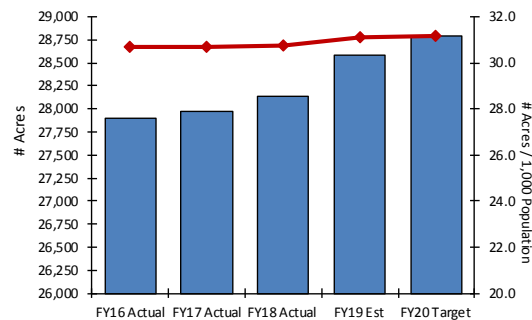
GOALS AND PERFORMANCE MEASURES

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.

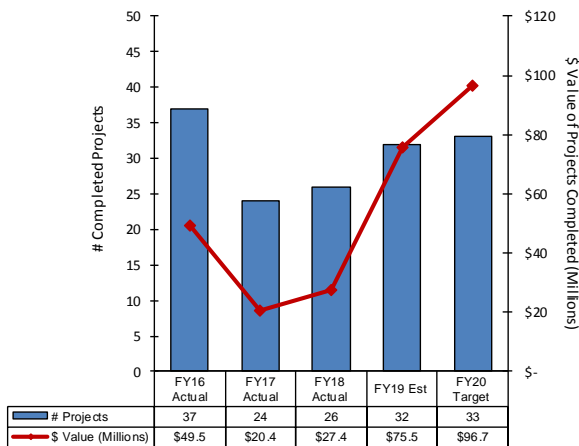
Impact Objective: Ensure that acquisition and development projects are fully funded and proper procedures are followed through planning, design and construction. The Division acquires parkland and builds quality park facilities in order to meet the park and recreation needs of the residents of Prince George's County. Note: All graphs below are from data as of late September 2018

Park Acres



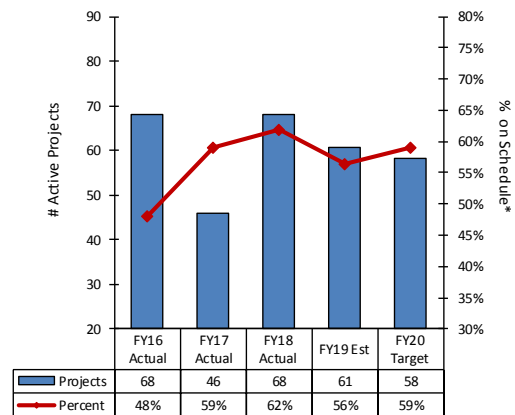
*Departmental Formula 2040 goal = 35 acres per 1,000 population.

**Capital Improvement Program
Completed Projects**



*The cost of projects PPD will complete in FY19 and FY20 includes the \$43 million Southern Area Aquatic and Recreation Center, reconstruction of Tucker Road Ice Rink, regional facilities, and a maintenance yard relocation due to the Purple Line.

**Capital Improvement Program
Active 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

		FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$14,032,456	\$14,079,115	0.3%
<i>Recreation Fund</i>				
	Expenditures	<u>\$16,691,094</u>	<u>\$9,358,201</u>	<u>-43.9%</u>
	TOTAL EXPENDITURES	\$30,723,550	\$23,437,316	-23.7%

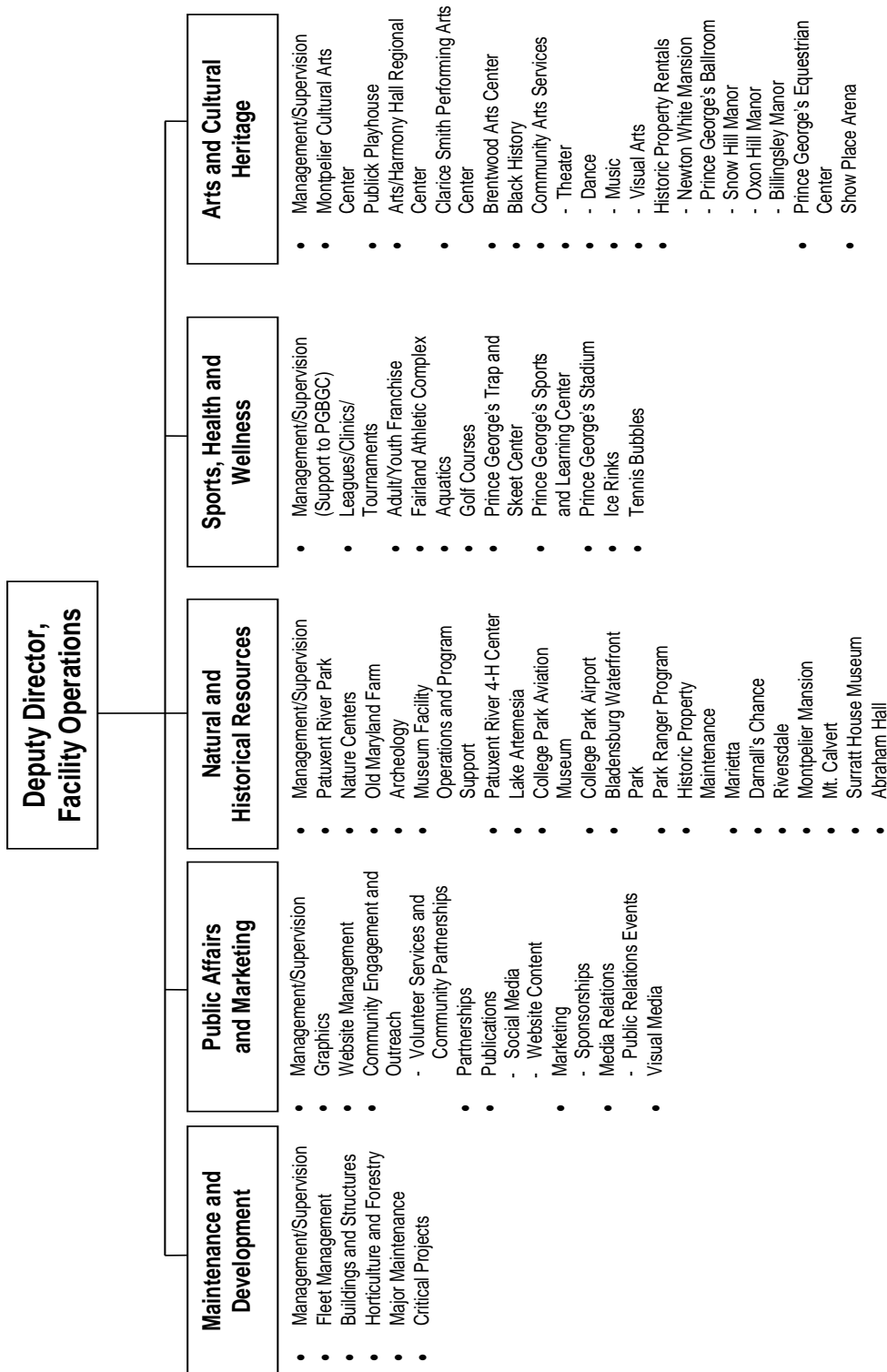
HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Increased group insurance for LTD payments by \$96,100.
- Decreased unemployment insurance payments by (\$15,000).
- Decreased risk management charges by (\$381,500).
- Increased funding for the Commission-Wide Technology Initiative and related programs by \$715,816.
- Removed one-time funding of \$7,500,000 allocated for Colington (Liberty Park) Sports Complex.
- Increased non-personnel services to accommodate cost escalation on office space leasing. Reallocated non-personnel funding to various divisions within the Department to support operation and service delivery.



**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

		FY19	FY20	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$659,019	\$0	-100.0%
<i>Recreation Fund</i>				
	Expenditures	<u>\$137,678</u>	<u>\$787,030</u>	<u>471.6%</u>
	TOTAL EXPENDITURES	\$796,697	\$787,030	-1.2%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	4.00	0.00	-100.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>0.00</u>	<u>4.00</u>	<u>=</u>
	TOTAL FUNDED CAREER POSITIONS	4.00	4.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	4.00	0.00	-100.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>1.50</u>	<u>5.50</u>	<u>266.7%</u>
	TOTAL FUNDED WORKYEARS	5.50	5.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Transferred four (4) career positions from Park Fund into Recreation Fund to more equitably spread overhead cost between the funds.
- Transferred all seasonal and non-personnel allocations from Park Fund into the Recreation Fund.



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, Aquatics and Exhibit Shop units. Work programs within the skilled trade's areas include preventive maintenance, routine and emergency repairs, renovations and alterations to over 430 park buildings and structures to include the various indoor and outdoor pools, including restorations, and new construction of park development projects. This section provides estimating, plan review, and supervision of major projects, facility inspections and responses to issues involving fire protection systems, elevators, electrical and lighting, HVACR, roofing and plumbing systems, or structural building components.

Horticulture and Forestry Section

This work group provides landscape horticulture to the park system, special interest facilities, and historic property rental facilities. In conjunction with the Department of Public Works and Transportation, it assigns labor and equipment for snow removal and maintains multiple County snow emergency routes. The Forestry unit also provides skilled tree care services for diseased and damaged trees, as well as corrective measures and emergency response in the event of storms, hurricanes and tornados.

Major Maintenance and Inspection

This program funds and supervises high priority repair and extensive maintenance projects. Projects are identified each year through an ongoing inspection program and projected life cycles of equipment and building materials. A major repair and maintenance program complements the efforts to address maintenance issues created by aging and heavy use and normal equipment replacement cycles. This group also oversees infrastructure improvement projects to complement the Capital Improvement Program.

Critical Projects

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



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

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

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

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

Administration/Management/Supervision

The administrative group is responsible for preparing, managing, and reporting on the Division's annual operating budget and providing administrative support to Division staff including payroll, human resources, procurement, and fixed asset control. Additionally, this group provides representation in MCGEO Union negotiations.

FY20 BUDGET PRIORITIES

- Continue executing energy saving initiatives by extending LED lighting upgrades to community centers.
- Complete channel dredging at the Bladensburg Waterfront Park.
- Complete the elevator modernization project at Harmony Hall Regional Center.



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

BUDGET AT A GLANCE

		FY19 Adopted	FY19 Proposed	% Change
Budget				
<i>Park Fund</i>				
	Expenditures	\$27,598,155	\$28,290,141	2.5%
<i>Recreation Fund</i>				
	Expenditures	<u>\$853,551</u>	<u>\$835,126</u>	<u>-2.2%</u>
	TOTAL EXPENDITURES	\$28,451,706	\$29,125,267	2.4%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	177.00	179.00	1.1%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>2.00</u>	<u>2.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	179.00	181.00	1.1%
<i>Park Fund</i>				
	Funded Workyears	196.50	200.40	0.2%
<i>Recreation Fund</i>				
	Funded Workyears	<u>3.10</u>	<u>3.10</u>	<u>0.0%</u>
	TOTAL FUNDED WORKYEARS	199.60	203.50	2.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Added two (2) career full-time positions for trade specialties to specifically address HVAC and electrical needs at facilities.
- Increased non-personnel funding to support large-scale projects at Randall Farm.
- Reallocated seasonal/intermittent funding within the division to meet operational needs.



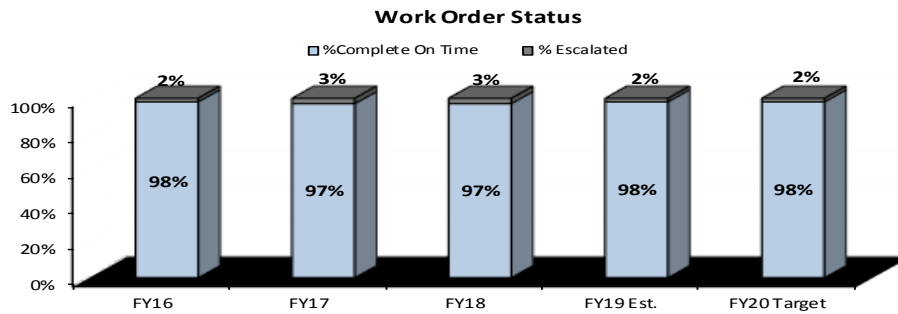
Prince George's County Parks and Recreation Department – Maintenance and Development

GOALS AND PERFORMANCE MEASURES

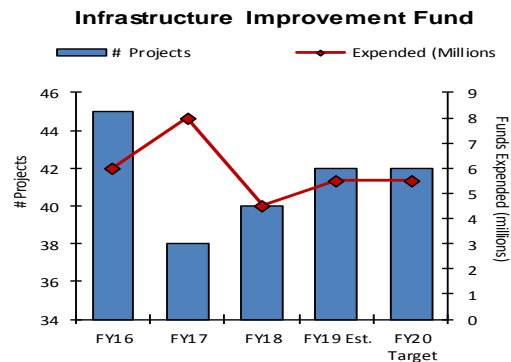
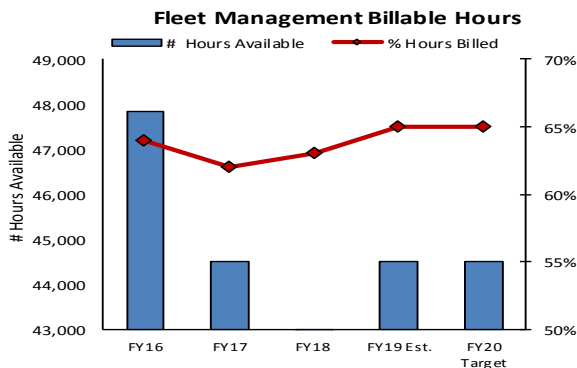
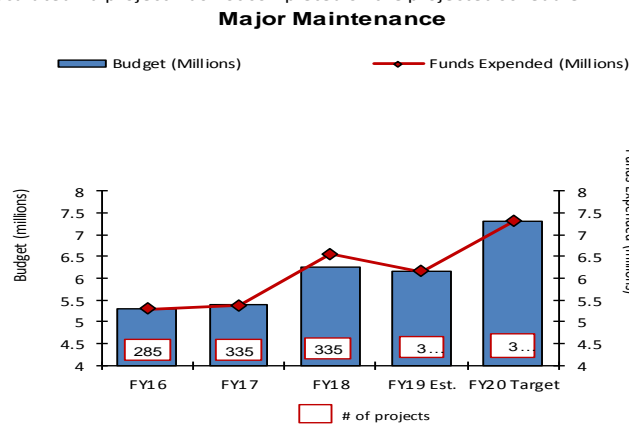
Maintenance & Development Division Performance Measures

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



Note: National Standard is 65.8%
Source: ICMA



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

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

Management/Supervision

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

Community Outreach and Engagement

The Community Relations and Outreach unit provides community outreach connections and engagement between the Department and various community groups, civic associations, homeowners associations, recreation councils, business groups, and advocacy groups. The unit works with contacts throughout multicultural, immigrant, and non-English speaking communities, and manages translation services throughout the Department. The unit also features a Community Outreach Team responsible for actively engaging the community, as well as attending numerous community events to inform residents about parks and recreation services. The unit tracks the effectiveness of various community outreach efforts and trains Departmental staff. In addition, the unit provides event planning services and publicity for Departmental groundbreaking, dedications, facility openings, and other ceremonies.



Prince George's County

Parks and Recreation Department – Public Affairs and Marketing

Volunteer Services and Community Partnerships

Volunteer Services recruits, vets, and assigns volunteers and recognizes volunteer efforts for the Department. This unit has oversight of group and individual volunteers, Make a Difference Day, student service learning opportunities and volunteer applications, background checks and hours of service. Included is a systematic youth development training module for teen volunteers. The unit trains staff and uses an online software program to manage volunteer recruitment, training, placement, and tracking. The unit also manages the Department's Community Connect partnership program, working with staff and organizations to solicit and nurture community partnerships to support specific programs such as those for youth, sports, health and wellness, the arts, and seniors.

Media Relations

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

Publications

The Publications unit manages content and copy for a comprehensive publishing program for the Department. Unit staff writes, edits, produces and distributes the seasonal *Guide to Classes and Activities*, working closely with recreation programmers and the PARKS DIRECT database team. The unit also provides content for the summer programs book, calendars, direct mail pieces, and brochures. The unit also creates interactive digital publications for the Department's major publications including *Guide to Classes and Activities*, Summer Day Camp, Black History, and Hispanic Heritage Month brochures.

Marketing and Advertising

The Marketing and Advertising unit develops and manages the overall marketing plan for the Department, along with program- and facility-specific marketing initiatives and campaigns. Particular areas of emphasis are marketing to youth, seniors, and multicultural audiences. Included in the work plan is market research. The unit purchases and places advertising and coordinated collateral materials in media outlets as part of an overall marketing campaign. In addition, the unit manages strategy, content, posts, and advertising buys for the Department's social media channels in support of marketing goals. The unit also provides targeted digital communication including e-blasts and electronic newsletters.

Graphics

The Graphics unit manages a comprehensive, standardized graphic design program for the Department. The unit provides professional graphic design services for all divisions in support of print publications, marketing, and communications. Working closely with the Marketing, Publications and Web Management units, the unit designs and manages the look of both electronic and print media. The unit also includes visual media (photography and video) documentation of parks and recreation activities, facilities, and lands to provide photographic resources for publications, web sites, marketing and community relations use throughout the Department. The unit maintains and manages a large photographic archive for the Department.



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

Web Management

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

FY20 BUDGET PRIORITIES

- Develop a departmental marketing plan to support cost recovery goals.
- Expand digital footprint by launching a consumer-friendly mobile app to provide instant communication to our residents.
- Increase online social media engagement by growing our followers, shares and likes via Facebook, Twitter and Instagram.

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY19 Adopted</u>	<u>FY20 Proposed</u>	<u>% Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$2,441,471	\$2,453,891	0.5%
<i>Recreation Fund</i>				
	Expenditures	<u>\$988,498</u>	<u>\$993,187</u>	<u>0.5%</u>
	TOTAL EXPENDITURES	\$3,429,969	\$3,447,078	0.5%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	13.00	14.00	7.7%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>3.00</u>	<u>3.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	16.00	17.00	6.3%
<i>Park Fund</i>				
	Funded Workyears	25.40	26.00	2.4%
<i>Recreation Fund</i>				
	Funded Workyears	<u>11.20</u>	<u>10.40</u>	<u>-7.1%</u>
	TOTAL FUNDED WORKYEARS	36.60	36.40	-0.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Added one (1) career FT Graphic Designer position.
- Removed OBI start-up funding for the Southern Area Aquatics Recreation Complex (SAARC).
- Reallocated seasonal/intermittent funding to non-personnel funding to meet work program needs.



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

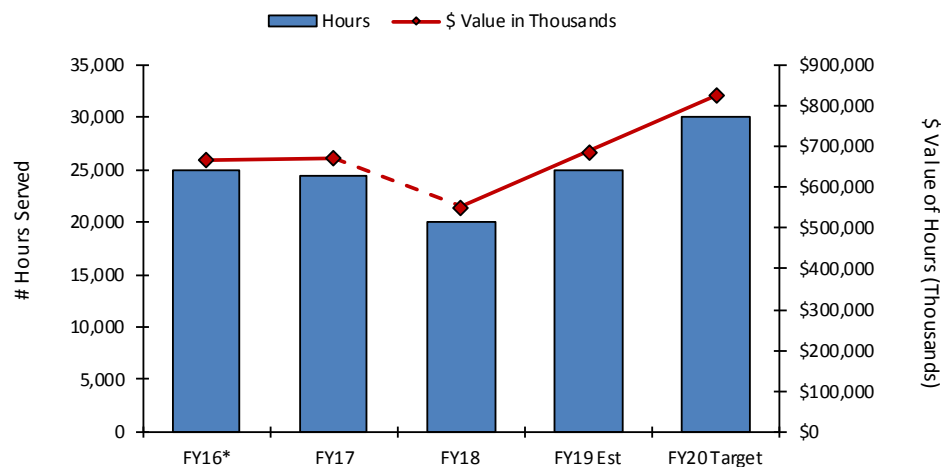
GOALS AND PERFORMANCE MEASURES

Public Affairs & Marketing Division Performance Measures

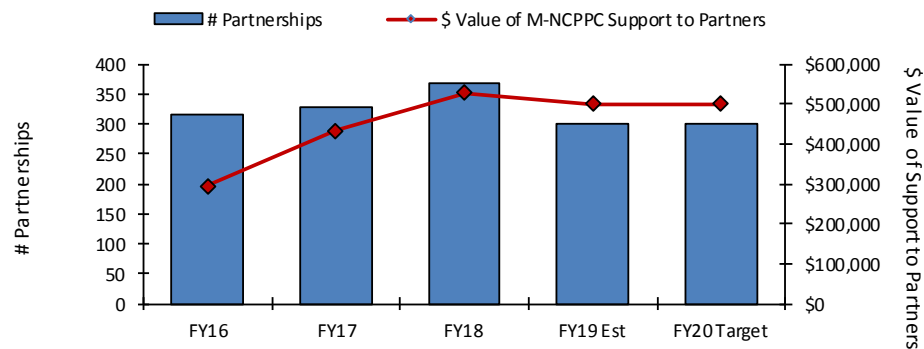
Outcome Objective: Provide professional marketing, promotion and community engagement services to the Department (including community outreach tools, publications, web site management, graphic design, photography and video, media relations and technical assistance) to promote and market programs, facilities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

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

Volunteers

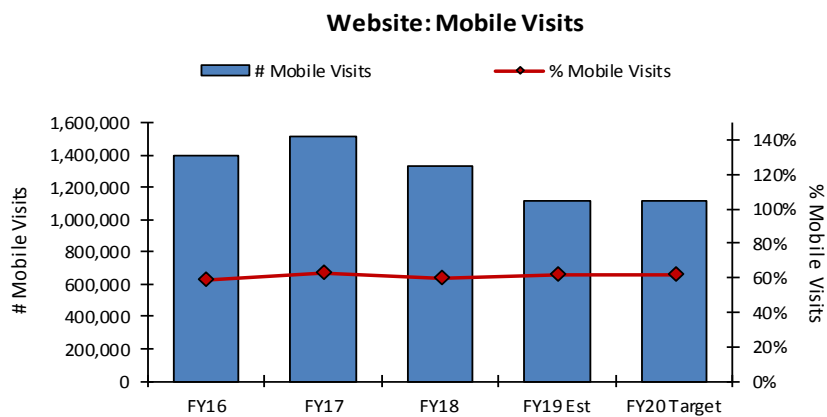
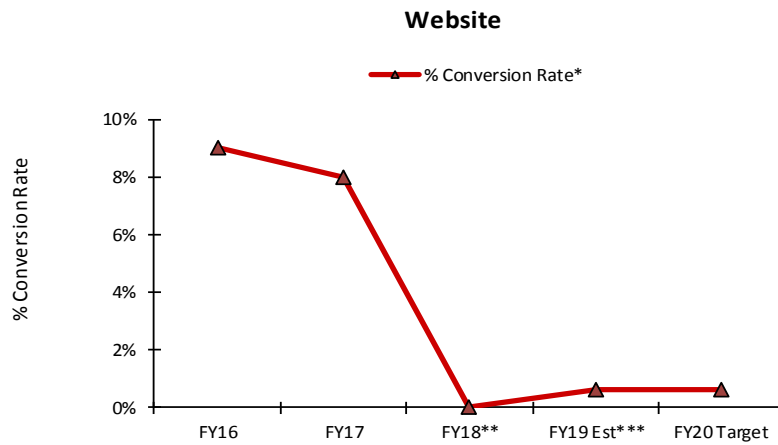
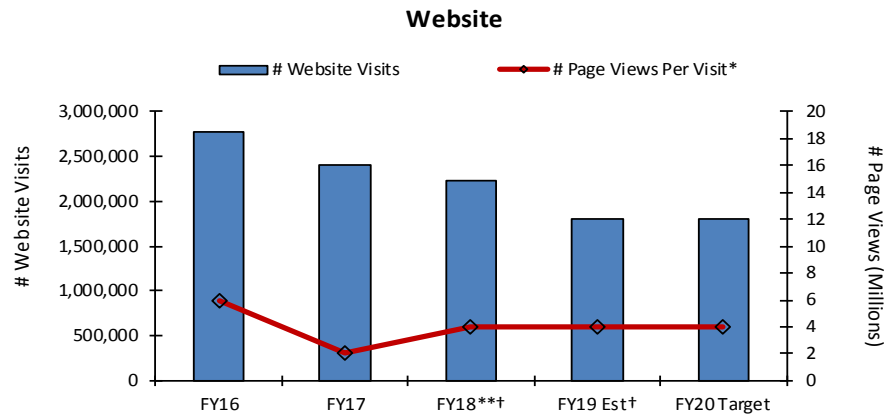


Community Partnerships



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

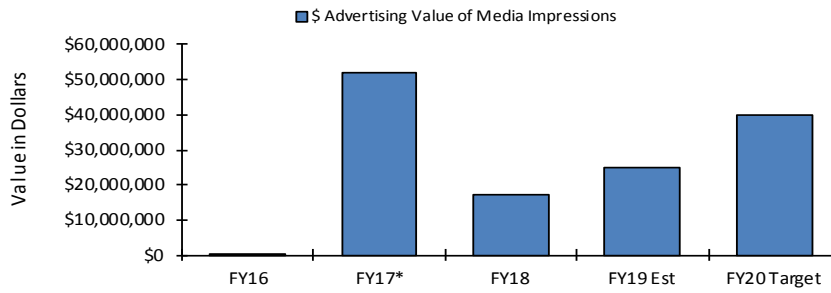
Public Affairs & Marketing Division Performance Measures



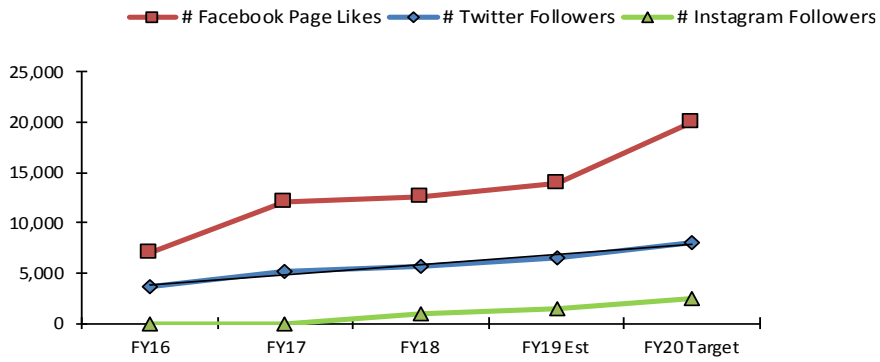
Prince George's County Parks and Recreation Department – Public Affairs and Marketing

Public Affairs & Marketing Division Performance Measures

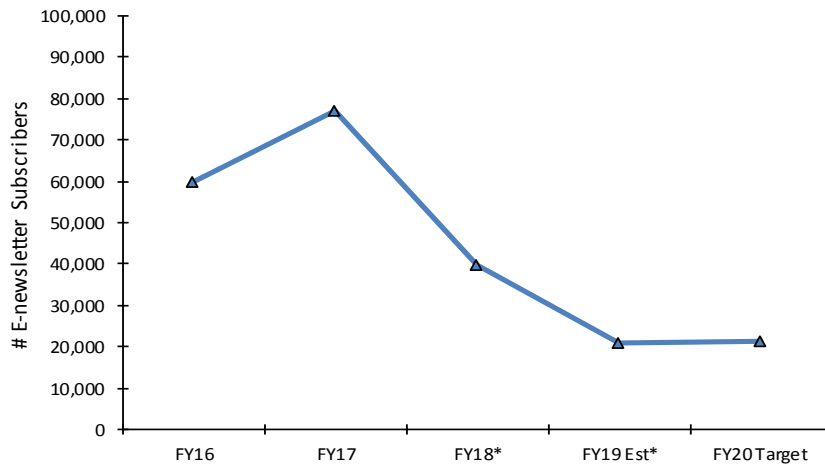
Media Relations



Social Media



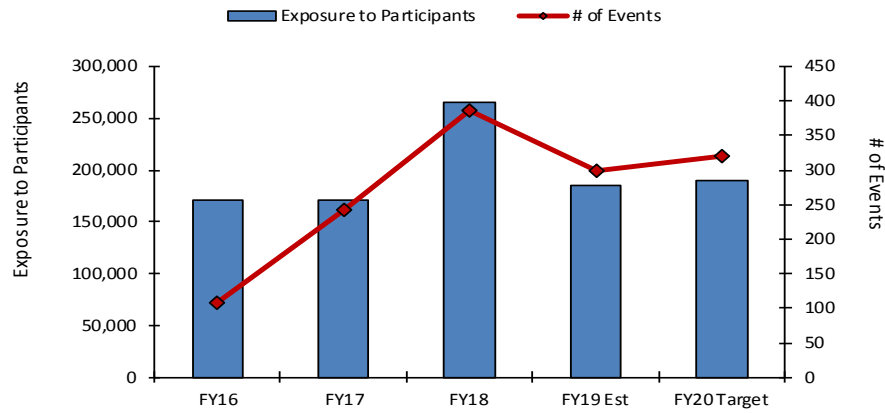
E-newsletter



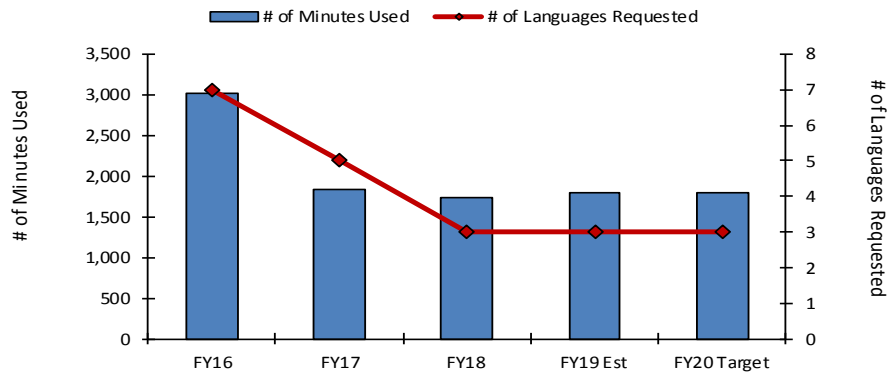
Prince George's County Parks and Recreation Department – Public Affairs and Marketing

Public Affairs & Marketing Division Performance Measures

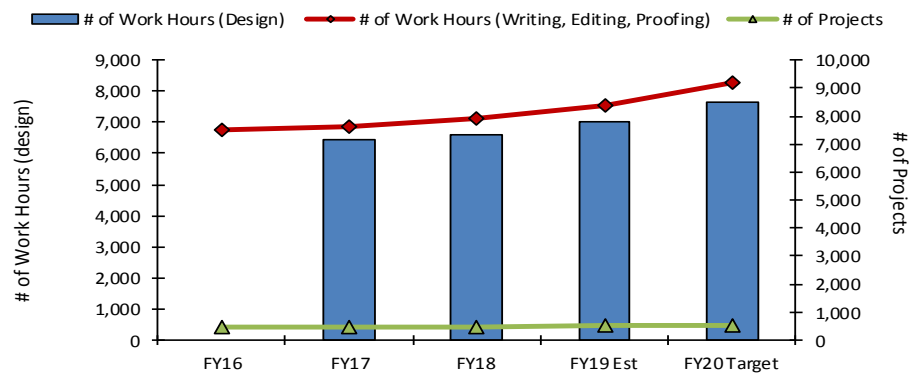
Community Outreach



Patron Request for Language Assistance



Publications



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

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. There are three African American historic sites managed including the Ridgeley Rosenwald School, Dorsey Chapel, and Abraham Hall. The Division staff also coordinates cultural heritage events including Juneteenth, and the Black History Month Program. 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



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

hikes, river ecology boat tours, boat ramps, fishing pier, hiking and horseback trails, water trails, camping, boat rental, recreational hunting, a corporate rental pavilion site, Patuxent Rural Life Museums, and the Chesapeake Bay Critical Area Driving Tour. The program also provides for park maintenance operations.

Nature Centers

NHRD operates three nature centers: Watkins Nature Center, Clearwater Nature Center and Mt. Rainier Nature Recreation Center. The Watkins Nature Center, located in the central part of the County, provides nature programs for children and adults, spring and summer day camps, special events, clubs, specialty workshops, hikes, and conservation programs on natural and cultural history. An expanding volunteer program involves scouts, special education students, high school 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



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

sites and twelve historic sites and museums; educational exhibits; and public education materials. The program documents, preserves and presents the rich cultural history of Prince George's County. It maintains the Department's historical library and collects and houses written and visual evidence of the County's rich heritage.

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.

Black History

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

Archaeology Unit

The Archaeology Unit is responsible for preserving, protecting, and interpreting the numerous and significant archaeological sites and resources owned by the Commission. Sites such as Northampton shed light on the living conditions of slaves and tenant farmers at Maryland plantations. This unit also manages the Mount Calvert Historical and Archaeological Park and Visitor Center. This includes excavating, interpreting, and curating artifacts and associated documents. Staff work closely with Park Planning and Development and Maintenance and Development staff to ensure Commission restoration and development projects meet State and Federal regulations and guidelines. Staff monitors archaeological projects by contractors, and review, edit, and produce archaeological reports. This unit serves as the liaison between the



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

Commission and the Historic Preservation Commission, the Maryland Historical Trust, the State Department of Natural Resources, and the State Highway Administration on archaeological matters. In addition, the staff oversees interpretive programming and the curating of fossils found at Dinosaur Park. The Archaeology Unit administers a volunteer program offering hands-on activities to students and the general public. It produces exhibits, conducts interpretive programs, writes grant proposals, provides talks and lectures and provides public information.

Museum Exhibit and Support Unit

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

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

College Park Aviation Campus

The sites host the Smithsonian-Affiliated Aviation museum, airport operations facility, and the hangar where the County Police Helicopter Unit is based. The museum features a two-story aviation gallery with more than 10 full-sized planes significant to the history of the airfield, which is the oldest continuously operating airport in the world. Four interactive exhibit rooms, a large library and archives, an 80-seat auditorium, and an aviation gift shop are at the museum. They offer tours and aviation-related programs, exhibits, and activities for the public. The College Park Aviation Museum serves over 70,000 visitors annually of all ages. The museum's popular school and summer tour programs have served thousands of students. In addition to drop-in tours, the museum provides special events such as Scout Days, Flight Night, and the Santa Fly-In. The new airport operation building is a 13,000 square foot state-of-the-art operations facility and rental space. The building provides pilot accommodations to increase customer service and will provide for rentals overlooking this historic runway.

Park Ranger Unit

This program provides Countywide park management support and visitor services in regional parks, hiker/biker trails, and natural area parks. Park Rangers provide patrols and inspection of park properties and facilities, assist in ensuring public safety, interpret and enforce the Park Rules and Regulations, and enforce (through ticketing authority) parking and natural resource violations. Additionally, Park Rangers provide park operations support, manage multiple natural area parks, issue park permits, manage the Department's Deer Management program, and work with Park Police on support for special events and park issues. The unit also provides visitor assistance and supervision of volunteers and youth groups on conservation-related projects. Park Rangers design and conduct public programs for all ages and provide on-site evaluation of wildlife complaints and respond to injured wildlife on park property. The Park Ranger Unit manages the Department's Agricultural Lease Program, Youth Gardening Initiative, Department Community Garden Plots and the Use Agreements with 4-H Foundations, Girls Scouts of America, Suburban Wildlife, Prince George's Radio Control Club, Beagle Club and Fish and Game Club.

Historic Property Maintenance Section

This unit provides routine and specialized maintenance functions, restoration services for the Department's historic sites and museums. In addition, they provide regular support for a variety of



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

tasks within other NHRD sites. The unit also manages the Department's recycling program.

FY20 BUDGET PRIORITIES

- Collaborate with key divisions to develop a historic preservation plan and policy to ensure critical repairs are implemented, and a long-term policy is established for future prioritization.
- Strengthen and expand the integration and interpretation of African American history and heritage at our historic facilities to demonstrate how historic sites can become places of inclusivity, unity, equity and social action.
- Strengthen the Conservation Ambassador Program to identify and implement key initiatives including an enhanced recycling program, a Department-wide outreach campaign, measurable conservation goals, internal training and education efforts, and community engagement.
- Continue the carbon farming research demonstration project and strive to 'zero out' the Department's carbon footprint.
- Continue to expand and plant large scale native pollinator zones to provide food for various pollinator species.
- Collaborate with the storm water management task force with bio-retention and storm water inspections and maintenance.
- Increase visibility, visitation and revenue for both natural and historic resources through increased marketing, communications, partnerships, programming and site upgrades.
- Implement a comprehensive outreach and educational effort around Prince George's County's rich history utilizing marketing strategies and rental strategies, exposures at special events, partnerships with schools and programming at House Museums that attract diverse audiences of all ages.



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

BUDGET AT A GLANCE

Summary of Division Budget		FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$7,701,490	\$8,573,435	11.3%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,221,848</u>	<u>\$1,511,475</u>	<u>23.7%</u>
	TOTAL EXPENDITURES	\$8,923,338	\$10,084,910	13.0%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	60.00	65.00	8.3%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>10.00</u>	<u>11.00</u>	<u>10.0%</u>
	TOTAL FUNDED CAREER POSITIONS	70.00	76.00	8.6%
<i>Park Fund</i>				
	Funded Workyears	86.94	94.20	8.4%
<i>Recreation Fund</i>				
	Funded Workyears	<u>17.50</u>	<u>20.00</u>	<u>14.3%</u>
	TOTAL FUNDED WORKYEARS	104.44	114.20	9.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Transferred in the Black History Program from Arts and Cultural Heritage Division to include two (2) career staff.
- Transferred one (1) career position from Maintenance and Development Division to manage the sustainability metrics and watershed inspection program as the Sustainability Coordinator.
- Added one (1) career position to support the Horticulture and Forestry program.
- Added two (2) career positions for museum operations and environmental education.
- Converted one (1) part-time career to a career full-time position to the Museum Facility Operations and Program support to address expanded duties.
- Transferred 1 position from Recreation Fund to Park Fund within the division to better align with service delivery and operational support.
- Increased seasonal/intermittent funding to support nature center, museum and historic property management units.
- Increased non-personnel funding for Veterinarian services for Clearwater Nature Center and Old Maryland Farm.



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

- Increased Archaeology funding for supplies to support the expansion of the Transforming Neighborhoods Initiative (TNI) outreach program.
- Increased non-personnel funding to obtain digital mapping tools for the Archaeology Unit.
- Increased non-personnel funding for the Archaeology unit to conduct feasibility study on the expanded recreational usage of the Dinosaur Park.
- Increased non-personnel funding to support expanded Marketing advertisement under the Museum Facility Operations and Program support.
- Increased non-personnel funding to support the addition of an outdoor patio cover for College Park Aviation Museum to accommodate expanded events offerings.
- Increased Park Ranger overtime support for increased special events and natural resource management.
- Increased non-personnel funding to support facility renovation funding for the War of 1812 Visitor Center.
- Increased non-personnel funding to support rebranding and promotion of historic facilities.



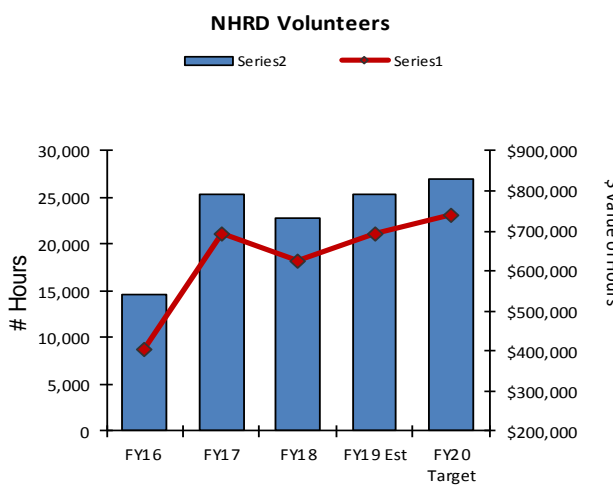
Prince George's County Parks and Recreation Department – Natural and Historical Resources

GOALS AND PERFORMANCE MEASURES

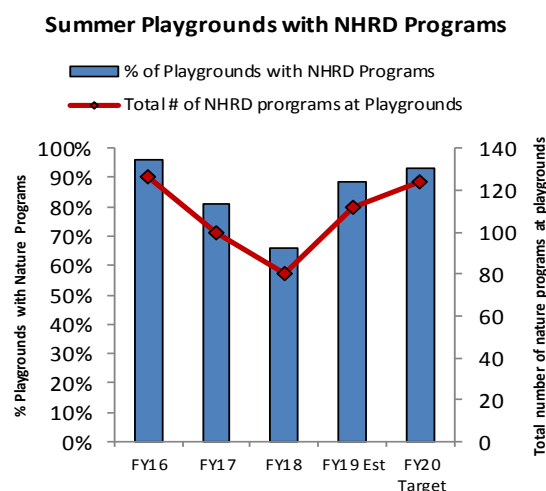
Natural and Historical Resources Division Performance Measures

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

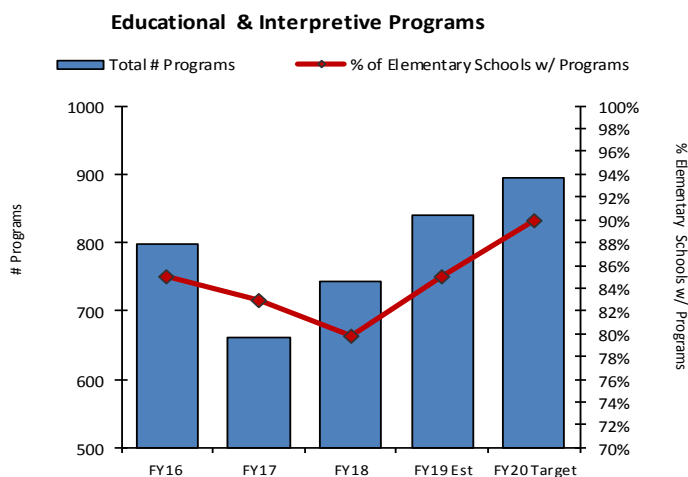
Impact Objective: Provide professional natural and historical resource management services and interpretive programs in order to educate our community and encourage stewardship of the natural resources and the historical heritage of Prince George's County.



The estimated value of one volunteer hour in the State of Maryland was \$27.50 in 2017 according to www.independentsector.org



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



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



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

Fairland Sports and Aquatics Complex

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



Prince George's County

Parks and Recreation Department – Sports, Health and Wellness

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

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

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

Management and Supervision

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

Health and Wellness

This program administers countywide health and wellness programs. The Department of Parks and Recreation is dedicated to promoting a wellness ethic. Our goal is to provide facilities and programs that have wellness components that will contribute to the physical and social health of our patrons and to the environment of our communities. The Department works with internal and external partners to provide classes, workshops, and activities for all ages.

Aquatic Centers/ Pools

The Sports, Health and Wellness Division operates eleven aquatic facilities. The facilities include indoor and outdoor aquatic amenities and offer an array of programs and activities to include swimming lessons, water fitness classes, lifeguard and water safety training classes, leisure swimming, and special events.

FY20 BUDGET PRIORITIES

- Expand program delivery of the Get Fit Mobile Fitness throughout the county for residents to participate in walking/running, fitness and other healthy activities.
- Increase the network of providers participating in Park RX work with partners to track health outcomes.
- Continue to develop a comprehensive plan to create a reoccurring payment option for specific fitness memberships at the Prince George's Sports and Learning Complex.
- Expand the Make-A-Splash program by adding new schools.
- Promote and grow lacrosse programming for youth through leagues and clinics.
- Continue to grow golf in the county through golf lessons, training facility at Paint Branch and the Prince George’s Youth Golf Academy.



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$14,164,069	\$14,823,994	4.7%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	56.00	57.00	1.8%
Funded Workyears	203.40	237.20	16.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Added one (1) career full-time position for the Health & Wellness Unit
- Increased seasonal/intermittent funding to support the Health & Wellness Unit and Allentown Fitness.
- Transferred in funding for aquatic lifeguard wage increase from Non-Departmental
- Transferred expenses associated with the Junior Tennis Champions Center (JTCC) contract from Fairland Tennis (Recreation Fund) to Watkins Tennis (Enterprise Fund).



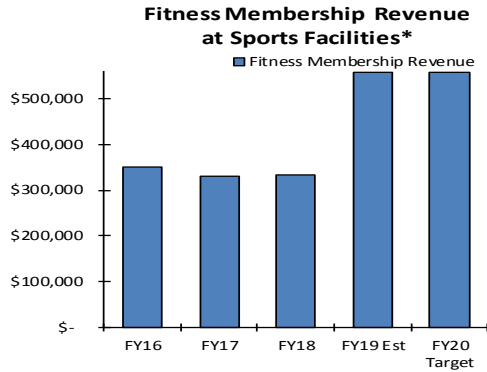
Prince George's County Parks and Recreation Department – Sports, Health and Wellness

GOALS AND PERFORMANCE MEASURES

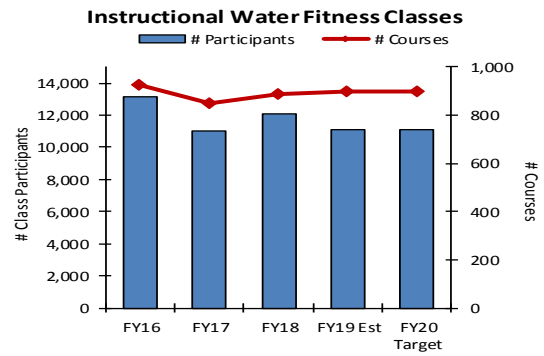
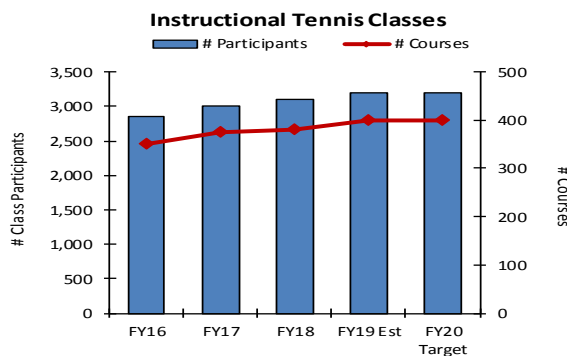
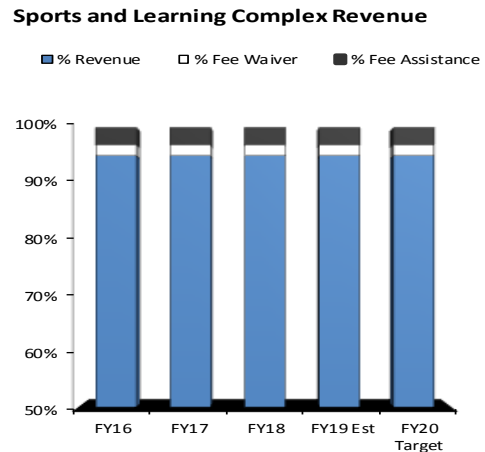
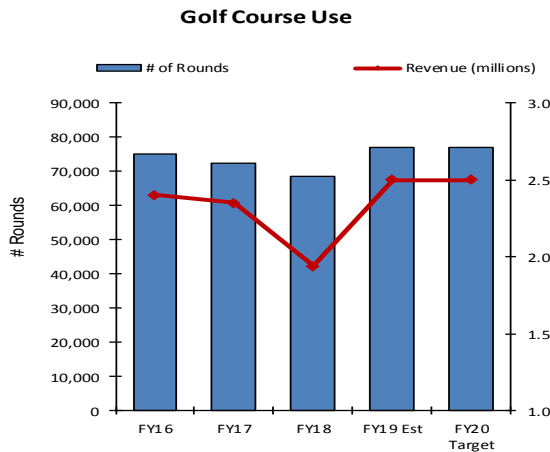
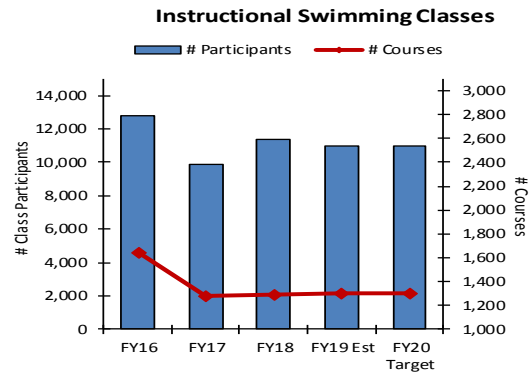
Sports, Health & Wellness Division Performance Measures

Outcome Objective: Provide high quality athletic and recreational programs, administration of a county-wide field permit procedure, staff and an array of facilities for the citizens of Prince George's County. The Division's functions include coordination of a comprehensive sports program, management and supervision, administration support of Prince George's County Boys and Girls 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 programs and services, excellent recreational opportunities for the entire family, and numerous facilities to enhance quality of life for our 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 Hispanic Heritage Month Program, Asian Pacific Heritage Month Receptions, and the World Dance Showcase. Through partnerships, ACHD supports and coordinates special activities and/or programs and events at the Bluebird Blues Festival (in cooperation with Prince George's Community College), The Prince George's County Fair, and Bowie State University's Fine and Performing Arts Center. ACHD also supports activities and programs of the Harlem Remembrance Foundation and the Oscar Hawkins Ballet Arts Academy. Staff serves as liaison to the Prince George's Arts and Humanities Council, the Prince George's Philharmonic, Harlem Remembrance Foundation, Gateway Arts and Entertainment District, College Park Arts Exchange, the Clarice Smith Performing Arts Center at the University of Maryland, Gateway Arts Center and the Bowie Center for the Performing Arts. This support allows those organizations to provide a variety of performing and visual arts programs to all County residents. The Division also coordinates the Department's arts grant from the Maryland State Arts Council.

MISSION

The goal of the Arts and Cultural Heritage Division (ACHD) is to provide high quality arts programs and services, interpretative programs, affordable historical rental sites and manage events at the Prince George's Show Place Arena and Equestrian Center. ACHD serves the public, assists artists and arts organizations to improve the quality of life, promotes tourism to expand the cultural awareness/appreciation of the County and preserves the County's historic buildings.

PROGRAMS AND SERVICES PROVIDED

Montpelier Arts Center

The Montpelier Arts Center provides programs in the visual and performing arts for the public and local artists. Classes and summer camp programs are offered for children. Adult and children art classes include most disciplines of the visual arts and a varied exhibition program is offered in the Center's three galleries for public viewing seven days per week. Thirteen art studios are rented annually. Montpelier's performing arts programs include jazz concerts by renowned local and international musicians, classical recitals selected from a juried competition, blues and folk concerts, and artistically acclaimed films. Other programs and services include special tours, an Artist Opportunity bulletin board, Master Workshop program, and recording production of jazz concerts.

Publick Playhouse

The Prince George's Publick Playhouse for the Performing Arts presents top quality professional productions in theatre, dance, and music that include touring companies from around the nation as well as regional artists. Playhouse offerings include exceptional cultural experiences for area schoolchildren through a full season of Midweek Matinees. Programming for families includes



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

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

Arts/Harmony Hall Regional Center

Harmony Hall is a multi-faceted arts facility located in Southern Prince George's County. This center is programmed to serve the general community, as well as to provide services and opportunities to the arts community. Programming addresses a broad spectrum of visual and performing arts, to include exhibitions by community and regional artists, classes, workshops and summer camps in visual arts, dance, theater and music, all taught by professional arts educators. As an arts presenter, Arts/Harmony Hall Regional Center hosts professional artists in classical, jazz and folk music, theatre, dance, children's performances, festivals and special events. In addition, rental space is made available to performing arts groups, rehearsal space to performers, and classroom space to Prince George's Community College's continuing education classes for senior citizens.

Brentwood Arts Exchange

The Brentwood Arts Exchange (BAE) houses a gallery of changing exhibitions for viewing by the public, a contemporary fine crafts store, and a classroom space available for a variety of activities. BAE offers an arts education program for all ages to explore a variety of art disciplines, including workshops and classes in digital media, drawing, felting, collage, artist career skills and much more.

Exhibits include the art of Latino artists during Hispanic Heritage month; Prince George's County artists that either live, work, attend school or have their studio in Prince George's County; works of student artists from the University of Maryland Department of Art Print Department; works of African American artists; and a "regional" exhibition. Rental space is used by County residents and elected officials for meetings, lectures, receptions and other small events.

Community Arts Services

Community Arts Services provides arts programming through festivals, performances, exhibitions, classes, workshops and consultation for the benefit of County artists, arts organizations and the public in the disciplines of visual arts, music, dance, theatre, and fine craft. Local artists can be enrolled in artist registries, receive newsletters of upcoming professional development opportunities, or compete in the Annual Juried Competition, the Choreographers' Showcase, the Love to Dance Showcase, World Dance Showcase, or the Teen Touring Ensembles productions. Artists also are involved in programs as instructors and lead activities intended for youth development in the arts. Single events or festivals are held at arts facilities, historic sites and parks for County residents during Black History Month, Asian Pacific Heritage Month, and Shakespeare in the Parks. This section also operates community programs and services through partnerships at the Clarice Smith Performing Arts Center at the University of Maryland, the Bowie Center for the Performing Arts, and at the Gateway Arts Center through the Brentwood Arts Exchange, and 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



Prince George's County

Parks and Recreation Department – Arts and Cultural Heritage

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.

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.

FY20 BUDGET PRIORITIES

- Work collaboratively with Natural Historic Resources (NHRD), Park, Planning & Development (PP&D), and Maintenance & Development (M&D) to implement the proposed prioritization model for Historic Rental facility renovations, maintenance, and safety needs. As part of this work, develop predictable and cyclical maintenance needs plan projected at three (3), five (5), ten (10) and twenty (20) years for all historic properties.
- Increase focus and expansion of cultural engagement opportunities through the use of arts programs and services (i.e. Hispanic Heritage month, Celebrate Africa Festival, Black History month, and Asian Pacific Heritage month).
- Work collaboratively with Area Operations to increase arts programs and services within each area (i.e. exhibitions, visual and performing arts classes, and special events).
- In an effort to support youth development and build life-long appreciation for the arts, work to build signature, high impact visual media, and performing arts opportunities for youth and teens (i.e. teen art summits, STEAM programming, Junior Academy for Performing Arts (JAPPA), Teen Performance Ensembles, Creative-Works & B-Roll Media Partnerships).
- Continue the development of a Public Art Initiative by working collaboratively with Park Planning and Development and Area Operations to address CIP projects in addition to developing a general policy for the Department. Facilitate public artwork that is integrated into CIP projects and is compatible with their geographic settings. Strengthen countywide relationships with community stakeholders in order to facilitate awareness of community history, and identity.
- Work with Public Affairs and Marketing to rebrand rental facilities and continue to evaluate and align facility rental fees and charges to improve overall cost recovery.
- Continue to develop and expand presenting art exhibitions that highlight visual artists in Prince George's county, Maryland and provide visual arts programs and services to enhance cultural education and recreation opportunities throughout the county.
- Work collaboratively with Department Leadership and Park Planning, and Development (PP&D) to re-establish a current lease agreement with the county for Show Place Arena & Prince George's Equestrian Center that includes allowances for improved community



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

access, safety, and equestrian programs that implement cost recovery strategies for daily parking lot use and maintenance.

BUDGET AT A GLANCE

Summary of Division Budget

		FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,839,360	\$1,706,507	-7.2%
<i>Recreation Fund</i>				
	Expenditures	<u>\$4,579,268</u>	<u>\$4,332,591</u>	<u>-5.4%</u>
	TOTAL EXPENDITURES	\$6,418,628	\$6,039,098	-5.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	11.00	10.00	-9.1%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>27.00</u>	<u>25.00</u>	<u>-7.4%</u>
	TOTAL FUNDED CAREER POSITIONS	38.00	35.00	-7.9%
<i>Park Fund</i>				
	Funded Workyears	21.00	21.50	2.4%
<i>Recreation Fund</i>				
	Funded Workyears	<u>63.00</u>	<u>62.50</u>	<u>-0.8%</u>
	TOTAL FUNDED WORKYEARS	84.00	84.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Transferred out the Black History program to the Natural and Historic Resources Division.
- Transferred one (1) career full time position and two (2) seasonal/intermittent staff from Performing Arts to Community Arts Program within the division.
- Increased seasonal/intermittent funding for Historic Rental properties to support to the work program.
- Reduced revenue for historic property rentals, and service fees for Montpelier Arts Center and the Performing Arts program.
- Transferred non-personnel funding from Art Program Partnerships to Community Arts to allow additional support of festivals and concerts.
- Increased revenue budget at Harmony Hall Regional Center.



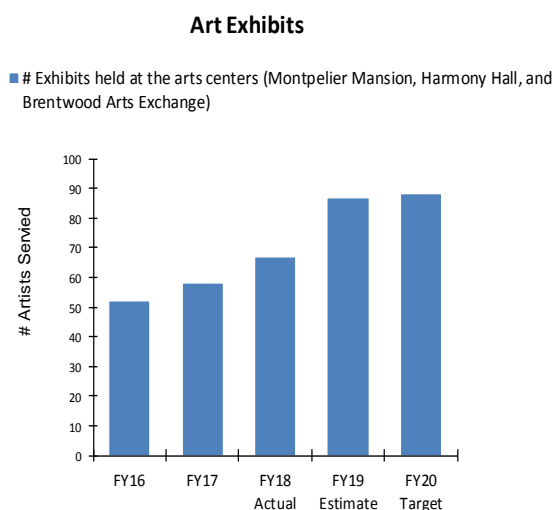
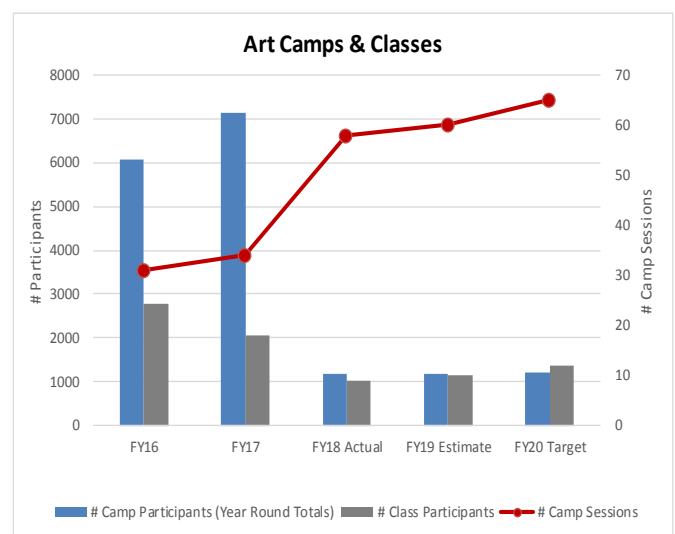
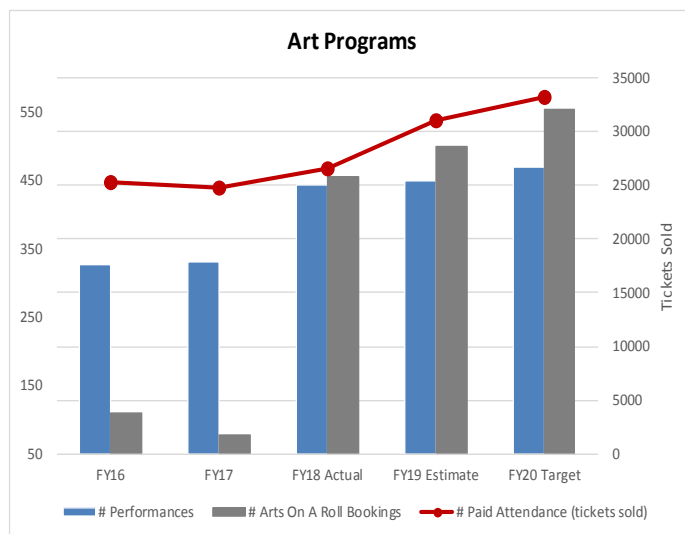
Prince George's County Parks and Recreation Department – Arts and Cultural Heritage

GOALS AND PERFORMANCE MEASURES

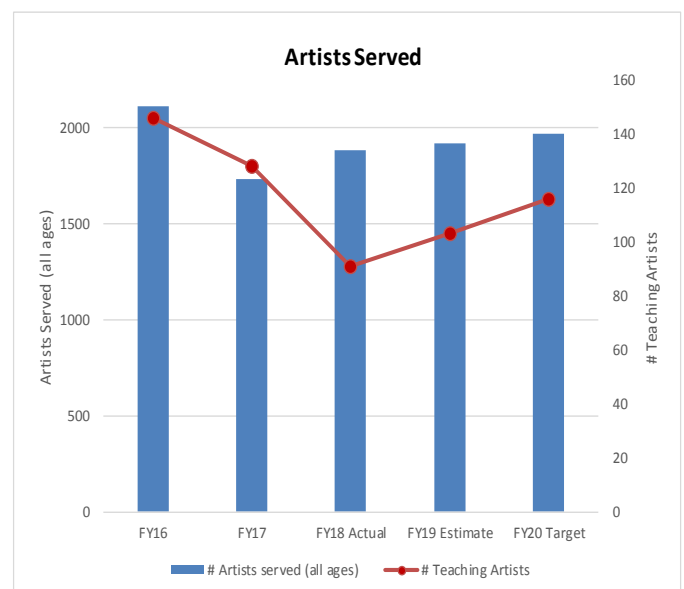
Arts and Cultural Heritage Division Performance Measures

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

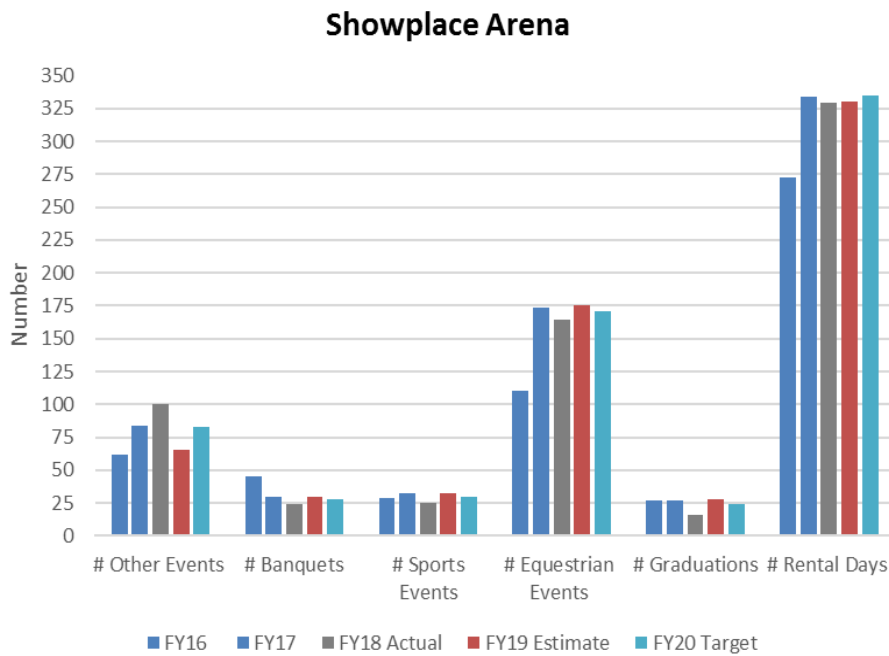
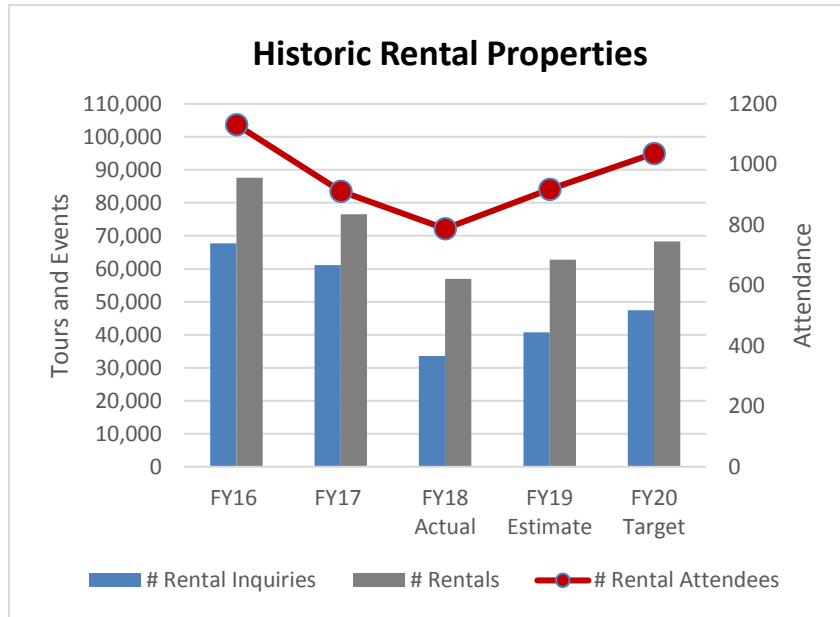
Impact Objective: Art participants in arts classes and camps learn new skills in the arts and expand their knowledge and support of the arts. By providing services and programs that offer and provide employment opportunities for Prince George's County artists, support for artists in Prince George's County is enhanced. The Black History Program preserves and interprets Prince George's County's African American history by providing educational interpretive programs, exhibits and tours of historic properties. Historic rental properties continue to be available and affordable by all users through a reduced fee structure that allows governmental and non-profit organizations to utilize venues during off-peak hours/days. The Showplace Arena is an adaptable entertainment and sports venue that enriches the cultural life and local economy of Southern Maryland. It hosts a variety of equestrian events with exhibitors from throughout the world. Public Art projects enhance our built and natural environment and improve the quality of life by making art visible and accessible.



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

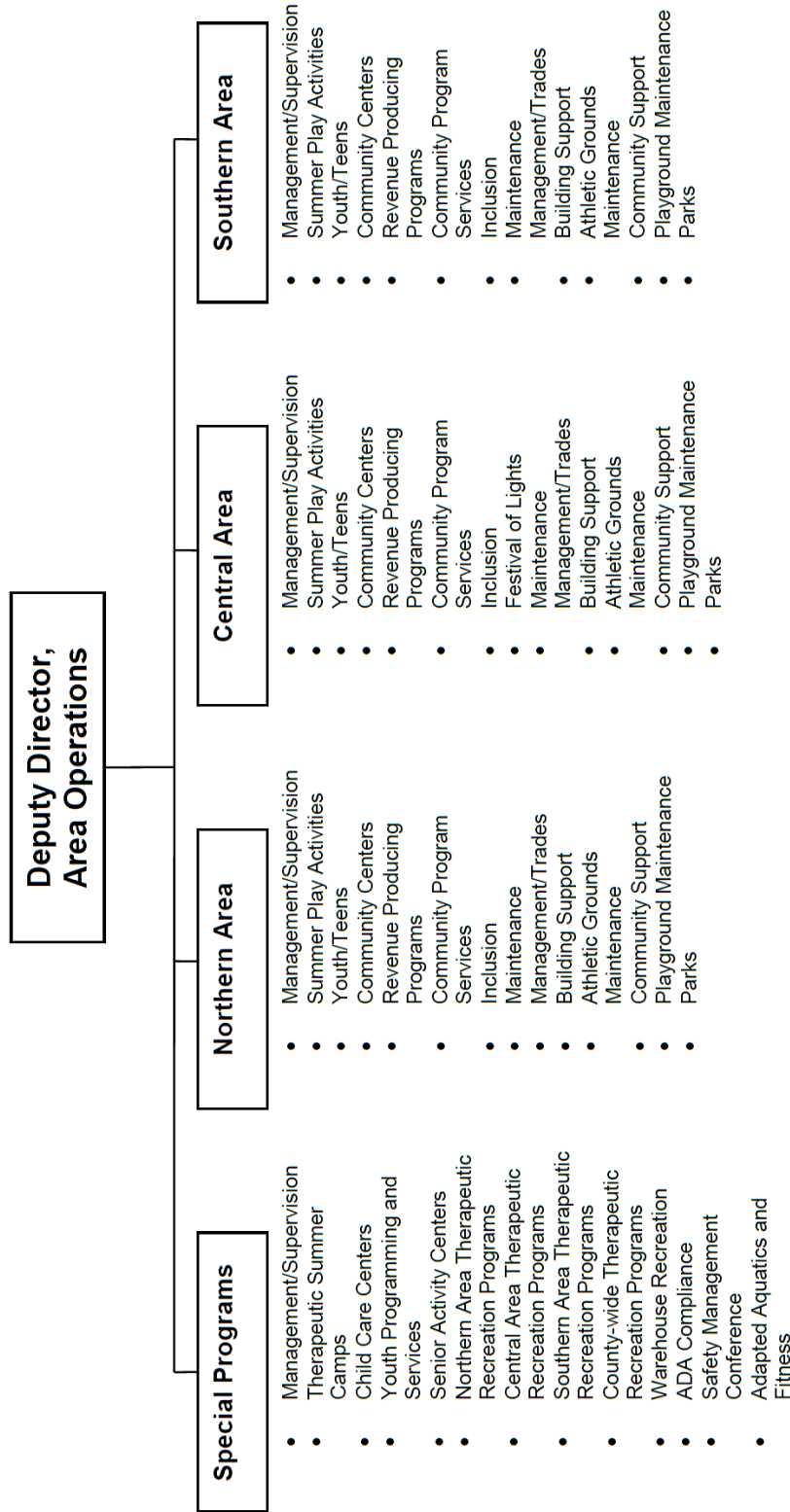


Prince George's County Parks and Recreation Department – Arts and Cultural Heritage



ORGANIZATIONAL STRUCTURE

AREA OPERATIONS



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

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

		FY19 Adopted	FY20 Proposed	% Change
Budget				
<i>Park Fund</i>				
	Expenditures	\$371,177	\$0	-100.0%
<i>Recreation Fund</i>				
	Expenditures	<u>\$84,763</u>	<u>\$450,185</u>	<u>431.1%</u>
	TOTAL EXPENDITURES	\$455,940	\$450,185	-1.3%

Staffing

<i>Park Fund</i>				
	Funded Career Positions	2.00	0.00	-100.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>1.00</u>	<u>3.00</u>	<u>200.0%</u>
	TOTAL FUNDED CAREER POSITIONS	3.00	3.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	2.00	0.00	-100.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>1.00</u>	<u>3.00</u>	<u>200.0%</u>
	TOTAL FUNDED WORKYEARS	3.00	3.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Transferred two (2) career positions from Park Fund to the Rec Fund to reallocate overhead expenses more equitably between the Park and Rec Funds.



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

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Youth Services

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

County-Wide Senior Centers and Services

This section is responsible for coordination of the Department's senior programs and services. Responsibilities include all aspects of management - developing, monitoring, implementing, and evaluating the delivery of Seniors 60 & Better recreation programs, resource information for community and advocacy groups, Departmental training on a variety of senior topics, and coordination of senior special events, to include the Centenarian Celebration and Senior Health and Fitness Day.

We operate six (6) Senior Activity Centers which provide a wide range of recreation activities, such as fitness and exercise classes, arts and crafts, games and clubs, billiards, special events, trips, and workshops and classes. The centers serve as sites for the Prince George's County Senior Nutrition Lunch Program, which provides hot lunches on site. The Senior Activity Centers are: Langley Park Senior Center, Gwendolyn Britt Senior Activity Center, Evelyn Cole Senior Activity Center, Camp Springs Senior Activity Center, John E. Howard Senior Activity Center, and Laurel-Beltsville Senior



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

Activity Center.

Child Care Centers

This section manages and supervises the Prince George's County Employees Child Care Center in Upper Marlboro and the Prince George's County Public School Employee's Child Care Center located at Glenridge Elementary School. The centers operate year-round for infants through kindergarten, are licensed and accredited by the Maryland State Department of Education, and follow strict mandates regarding staff certification, training, and facility requirements. Children at the centers are involved in an enriching program, which incorporates a quality preschool curriculum into the morning hours of daycare. Activities include: science, art, music, reading readiness, math readiness, literature, cooking, dramatic play, special events and field trips.

Therapeutic Recreation Programs

The Therapeutic Recreation Section provides programs and services for County residents with disabilities. Responsibilities include all aspects of developing, monitoring, implementing and evaluating the delivery of therapeutic recreation services, ensuring accessibility to individuals with disabilities throughout the County; providing extensive support and resource information for community and advocacy groups and overseeing the sign language interpretation contract. Training and resources for the Department's therapeutic and inclusion staff is provided by this section. Specialized adapted recreation programs including adapted aquatics and fitness programming and services are also provided with outreach to individuals with developmental, intellectual, sensory and physical disabilities. The programs are managed in the Northern, Central, and Southern Areas of the County. Programs include after-school therapeutic recreation programs, Swim-n-Gym, skill development classes such as: adapted softball, basketball, floor hockey, gymnastics, art and comprehensive summer day camps. Comprehensive specialized programs for individuals with disabilities are also provided on a County-wide basis. Programs also include the year-round Leisure Skills Development Program, Adult Social Clubs, special events, and Camp Sunshine.

Administration - Special Programs

This section is responsible for overall management, supervision, and coordination of programs and facilities. This includes requesting and monitoring expenditures for both tax-supported and revenue-producing programs and evaluating personnel. This section oversees special projects such as the Recreation Warehouse, Summer Food Service Program, and Youth Camp Health and Safety Certification. It also maintains liaison with numerous governmental organizations, including the Maryland State Department of Education, the Maryland Department of Health and Mental Hygiene, the Prince George's County Department of Social Services, the Prince George's County Department of Family Services, Office on Aging, and the Prince George's County Health Department.

FY20 BUDGET PRIORITIES

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



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

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

BUDGET AT A GLANCE

Summary of Division Budget

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$9,858,556	\$9,852,472	-0.1%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	55.00	55.20	0.4%
Funded Workyears	137.22	144.40	5.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Added one (1) part-time career Child Care Aide.
- Removed OBI funding for the Southern Area Aquatics Recreation Complex (SAARC).
- Increased seasonal/intermittent funding to support Therapeutic Recreation programs.
- Transferred seasonal/intermittent funding to support Safe Summer programs in Sports Health and Wellness Division.
- Added revenue target for Senior Center at Southern Area Aquatic Recreation Complex.
- Increased revenue for childcare centers based on historic trends.



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

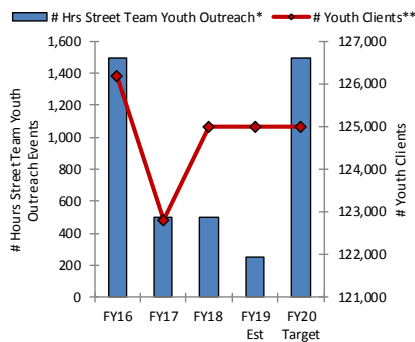
GOALS AND PERFORMANCE MEASURES

Special Programs Division Performance Measures

Outcome Objective: Provide quality services for youth, seniors, and individuals with disabilities. Programs and services include two employee child care centers. Senior Services oversees senior programming including operating 6 senior activity centers and a number of large scale signature special events. Therapeutic Recreation provides opportunities in both inclusive and specialized settings to promote and facilitate the development of leisure and skills, socialization and independence for individuals with disabilities. Youth Services provides leadership to the department on youth services, implementation of the Youth Action Plan, expansion of county-wide youth programs and services, staff training and education and partnerships with government and community stakeholders. Additionally, the Division provides technical support on ADA/accessibility issues and stewards the Senior Strategic Plan. The Division also operates the Glenridge Recreation Warehouse, coordinates the Departmental Child Care Committee and serves as the liaison with the County on SYEP and Summer Nutrition programs.

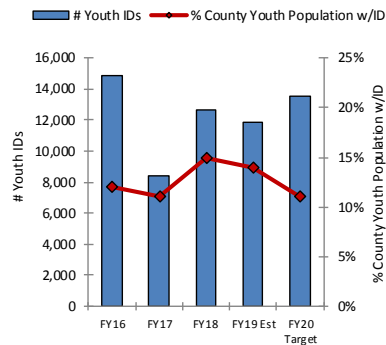
Impact Objective: Produce safe and nurturing child care and supervised play environments for children; provides resources, leadership, and direction for other Departmental child care and youth programs and provides recreational opportunities for individuals with disabilities, youth and seniors that promote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

Youth Outreach



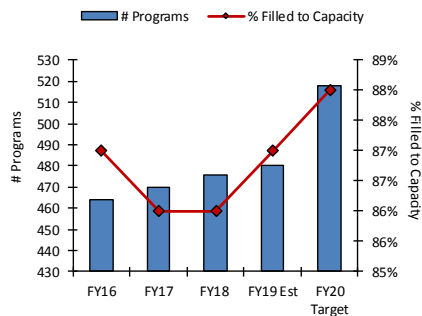
** Youth clients - anyone 6 - 17 in the SMARTLink database

Youth Participation

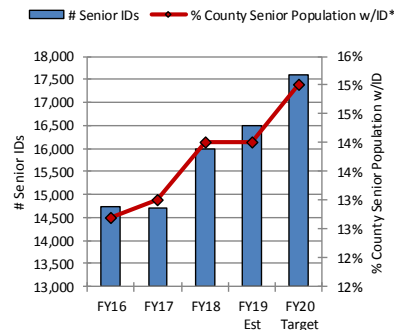


*2010 U.S. Census 6 to 17 (total 76,846)
Note: All Smartlink accounts were scrubbed to eliminate non-active accounts in FY17.

Therapeutic Recreation Programs



Senior Participation



The senior population of 116,832 based on 2017 Census updated estimates of the 2010 Census.



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

OVERVIEW

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

Each Area is divided into four regions for the purpose of community outreach. Regional Managers are assigned to work closely with citizens' groups, municipalities, houses of worship, schools, recreation councils and government agencies to assess park and recreation needs. Each Area has the responsibility to maintain and repair community centers, historical sites, and enterprise facilities. Associated duties include daily custodial services; litter control; mowing; athletic field preparation; park, facility and park property repair; road bridge and trail maintenance; support to community and countywide festivals; support to municipalities; repair and replacement of playground equipment; and management of picnic areas, campgrounds, and regional parks.

MISSION

The mission of the Area Operations is to provide, in partnership with citizens, comprehensive and high-quality park and recreation programs, facilities, and services that respond to the communities' changing needs. Area Operations also strives to preserve, enhance, and protect open spaces to enrich the quality of life for present and future generations in a safe, secure environment.

PROGRAMS AND SERVICES PROVIDED

Summer Play Activities

The summer playground program operates 30 hours per week for eight weeks and is designed for youth entering the first through sixth grades. These programs are conducted at local parks, schools, and municipal facilities during the summer months. Regular programs include sports and games, arts and crafts, drama, music, nature, storytelling, and special events. In the Central Area, Watkins Regional Park operates a miniature train, antique carousel, and miniature golf course from May to October. Watkins Regional Park also hosts food truck hubs on Fridays, Saturdays, and Sundays. Southern Area's Cosca Regional Park operates boat rentals, and concessions. Mobile units also operate programs at local parks and apartment complexes. In addition, all of these Areas now operate Safe Summer programs at select locations.

Teen Initiatives

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



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

free play.

Community Centers

Community centers are localized facilities programmed to meet the leisure needs of various ages and special interest groups in a geographic area. They are programmed and operated on a daily basis throughout the year. In addition to those centers constructed by M-NCPPC, other facilities (i.e. municipal-owned and schools) are programmed and staffed as community center operations. These include youth centers, senior centers, municipal and community activity centers, and park schools.

Revenue Producing Programs

Revenue Producing programs provide the public with specialized leisure opportunities at a minimal fee to help defray actual operating expenditures that are too costly to be absorbed by tax funds. Programs include, but are not limited to theater, arts, roller-skating, workshops, off-site trips, pre-school play activities, bus activity fees, regional park operations, gymnastics, and special interest clubs. The public provides extensive input as to which trips and activities are offered.

Community Program Services

Community Program Services such as senior meals, support to community events, coordination of recreation councils and volunteers are planned, developed and implemented in this unit. Staff works cooperatively with community volunteers including recognized recreation councils, the Board of Education, Boys & Girls Clubs, PTA's, social groups and municipal governments. Close and effective communication with local communities is vital to the daily delivery of leisure services. Community input provides the basis for program development and community activities.

Inclusion

Inclusion provides quality leisure opportunities in an integrated setting for individuals with disabilities. It assures that recreation is an integral right of everyone's life. Programs and activities are provided for all ages and levels of readiness. Those with severe disabilities and those who wish to participate in special programs may participate in therapeutic recreation programs where a more individualized program is stressed. The individual makes the choice, and staff place participants after an assessment of their needs.

Management/Trades

The Management/Trades program involves the administration and management of a comprehensive park maintenance program throughout the three areas. The Area Offices supervise, monitor, evaluate, and schedule general maintenance on a routine basis for developed and undeveloped parks, community centers, and other buildings and facilities. Area trades personnel, (i.e., carpentry, welding, and painting) perform specialty work orders. Mechanics provide inspections, maintenance, repairs, and diagnostic work for vehicles, trailers, off-road equipment, and miscellaneous power equipment. Supplies and materials are inventoried and warehoused year-round.

Building Support

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

Athletic Grounds Maintenance

This program involves daily general park maintenance within the three Areas. Activities include



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

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, non-perishable food items and new socks are collected and distributed to shelters throughout the County to help those less fortunate.

Management/Supervision

The Division Chief in each Area oversees the use of tax-supported and special revenue funds. Division Offices evaluate and monitor the programs, services, and facilities and serve as a liaison with the municipalities located in the Areas. The offices provide administrative support to program staff and community volunteer groups, and assist in the interpretation of park and recreation programs to the general public and volunteer organizations. Offices administer personnel operations for all employees in the three Areas.

FY20 BUDGET PRIORITIES

- 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.
- Evaluate recreational services development and delivery, analyzed cost recovery worksheets of said services and explored divestment of any outdated services at community centers through use of the Comprehensive Recreation Program Plan and the Functional Master Plan.
- Evaluate and develop effective partnerships and collaborations through use of Community Connect, the department's online portal to request services, space and equipment, with recreation councils, civic associations, nonprofit organizations, and County government agencies 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 programs and transportation.



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

- Increase the number of programs, classes and events at community centers that include a health and wellness element with an eventual goal of 70%.
- Explore the consolidation of park maintenance functions in order to increase efficiency and effectiveness and combine like-processes and streamline services provided to community centers, parks, special events, inclement weather events, and Community Connect requests.
- Initiate a playground safety initiative by employing Certified Playground Safety Inspectors to promote the latest public playground safety standards and guidelines in order to identify and address hazards, maintenance issues, accessibility compliance, and surface, environmental, and playground layout planning.
- Initiate a formal consolidated annual training program for seasonal and intermittent employees based on “Smiles Can Achieve It”, a program that discovered possible areas of improvement for front desk staff at various community centers. Required training would include customer service, cardiopulmonary resuscitation certification (CPR), First Aid, cash handling, defensive driving refresher and in-service trainings as needed.



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

BUDGET AT A GLANCE

Summary of Northern Area Division Budget

		FY19	FY20	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$7,236,285	\$7,321,871	1.2%
<i>Recreation Fund</i>				
	Expenditures	<u>\$7,140,310</u>	<u>\$7,785,520</u>	<u>9.0%</u>
	TOTAL EXPENDITURES	\$14,376,595	\$15,107,391	5.1%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	72.00	74.00	2.8%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>43.00</u>	<u>47.00</u>	<u>9.3%</u>
	TOTAL FUNDED CAREER POSITIONS	115.00	121.00	5.2%
<i>Park Fund</i>				
	Funded Workyears	89.50	91.50	2.2%
<i>Recreation Fund</i>				
	Funded Workyears	<u>140.70</u>	<u>156.80</u>	<u>11.4%</u>
	TOTAL FUNDED WORKYEARS	230.20	248.30	7.9%

Summary of Central Area Division Budget

		FY19	FY20	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,425,227	\$6,555,022	2.0%
<i>Recreation Fund</i>				
	Expenditures	<u>\$7,293,932</u>	<u>\$7,236,658</u>	<u>-0.8%</u>
	TOTAL EXPENDITURES	\$13,719,159	\$13,791,680	0.5%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	69.00	71.00	2.9%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>44.00</u>	<u>44.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	113.00	115.00	1.8%
<i>Park Fund</i>				
	Funded Workyears	97.20	99.20	2.1%
<i>Recreation Fund</i>				
	Funded Workyears	<u>138.60</u>	<u>147.10</u>	<u>6.1%</u>
	TOTAL FUNDED WORKYEARS	235.80	246.30	4.5%



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

Summary of Southern Area Division Budget

	FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$6,882,993	\$6,650,679	-3.4%
<i>Recreation Fund</i>			
Expenditures	<u>\$12,029,450</u>	<u>\$10,616,563</u>	<u>-11.7%</u>
TOTAL EXPENDITURES	\$18,912,443	\$17,267,242	-8.7%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	74.00	75.00	1.4%
<i>Recreation Fund</i>			
Funded Career Positions	<u>53.00</u>	<u>53.00</u>	<u>0.0%</u>
TOTAL FUNDED CAREER POSITIONS	127.00	128.00	0.8%
<i>Park Fund</i>			
Funded Workyears	95.00	96.00	1.1%
<i>Recreation Fund</i>			
Funded Workyears	<u>228.20</u>	<u>207.40</u>	<u>-9.1%</u>
TOTAL FUNDED WORKYEARS	323.20	303.40	-6.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Restructured area operations by transferring two (2) community centers from the Southern Area Operations to Central Area Operations and two (2) community centers from the Central Area Operations to the Northern Area Operations (CAO, NAO, SAO).
- Added three (3) full-time career Parks and Recreation Community Supervisor positions in the Recreation Fund (CAO, NAO, SAO).
- Added one (1) full-time career Principal Administrative Assistant position in the Park Fund (CAO).
- Added two (2) full-time career Park Manager I positions (Certified Playground Inspectors) in the Park Fund (CAO, SAO).
- Added one (1) full-time career Management Analyst II position in the Recreation Fund (SAO).
- Increased overtime funding for park maintenance operations (CAO, NAO, SAO).
- Increased seasonal/intermittent and non-personnel funding to support Teen Programs (NAO).
- Increasing revenue target for Summer Playgrounds based on historic trends from prior years (NAO).
- Removed OBI funding for Peppermill Community Center (CAO).
- Removed OBI funding for the Horsepen Trailhead - Bicycle Skills Park (CAO).
- Removed OBI funding for Southern Area Aquatic and Recreation Center (SAO).



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

- Removed OBI funding for Beltsville and Bladensburg Community Centers (NAO).
- Increased Festival of Lights revenue target (CAO).
- Transferred capital outlay (vehicle) funding from Southern Regional Technology and Recreation Complex budget to Support Services (SAO).
- Increased seasonal/intermittent funding for community centers (CAO, NAO, SAO).
- Increased seasonal/intermittent funding for Inclusion Services (CAO, SAO).
- Increased seasonal/intermittent funding to support Summer Playgrounds (NAO).
- Decreased revenue for trips programs based on historic trends from prior years (NAO).
- Increased non-personnel funding to support Community Program Services. (NAO).



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

GOALS AND PERFORMANCE MEASURES

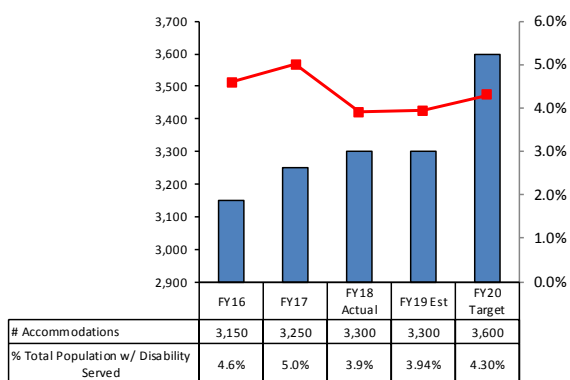
Area Operations Performance Measures

Northern, Central and Southern Areas

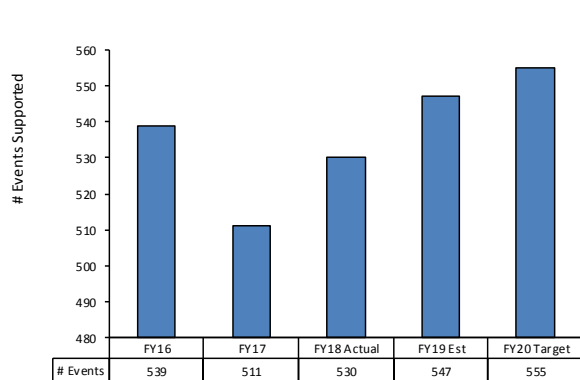
Outcome Objective: Area Operations, including the Northern, Central and Southern Areas, provide safe, clean and aesthetically pleasing parks, facilities and playground equipment as well as, affordable and enjoyable opportunities for participation in specialized leisure activities, co-sponsored or cooperative 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

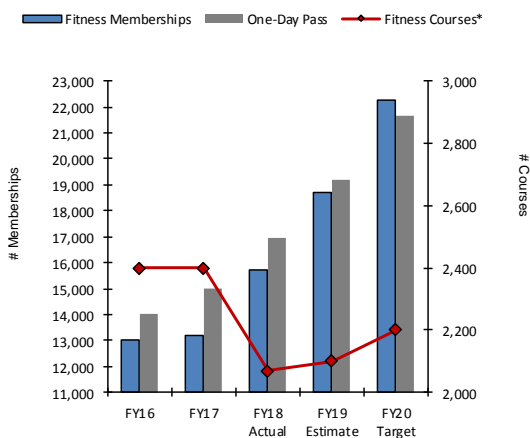


* based on total # people with disabilities in Prince George's County (2010) Note: Community events include events sponsored or co-

** # Accommodations refers to the number of instances an accommodation was sponsored by M-NCPPC, local municipalities, recreation councils, Boys & Girls Clubs, community associations;

*** Types of accommodations include: interpreters, providing support staff (inc and support given for requests made by PGPCS, County the ratio of staff to participants), adaptive equipment (i.e., water wheel Government, WSSC, etc. and behavior training for program staff.

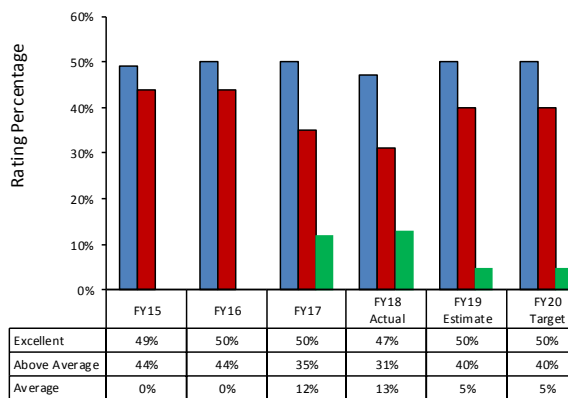
Fitness



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

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

Parent Satisfaction Survey- Summer Camps



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

NORTHERN AREA FACILITIES MAP

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

COMMUNITY CENTERS:

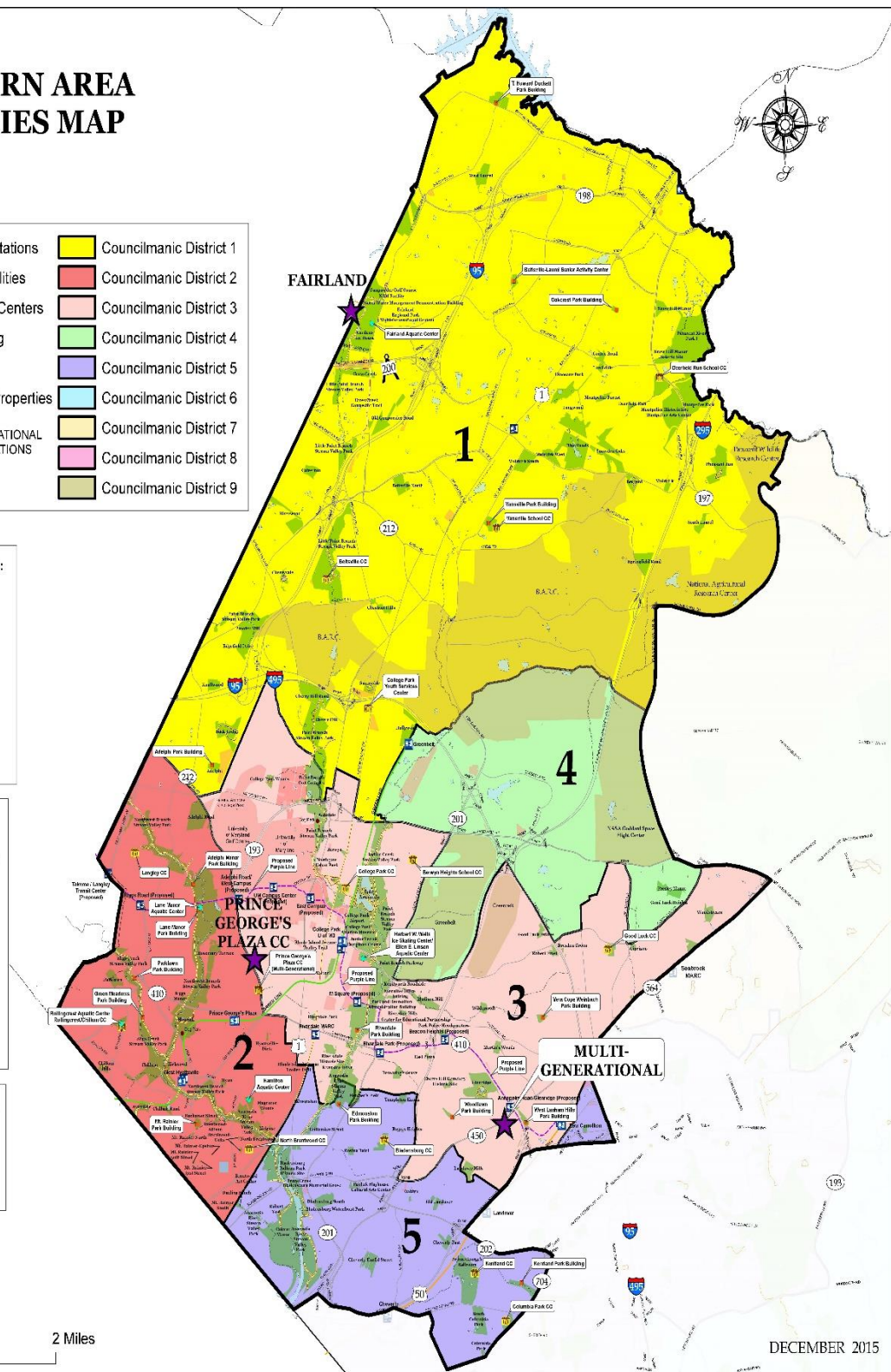
- Beltsville
- Berwyn Heights
- Bladensburg
- College Park
- Columbia Park
- Deerfield Run
- Good Luck
- Kentland
- Langley Park
- North Brentwood
- Prince George's Plaza
- Rollingcrest-Chillum
- Vansville School

PARK BUILDINGS:

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

AQUATIC CENTERS:

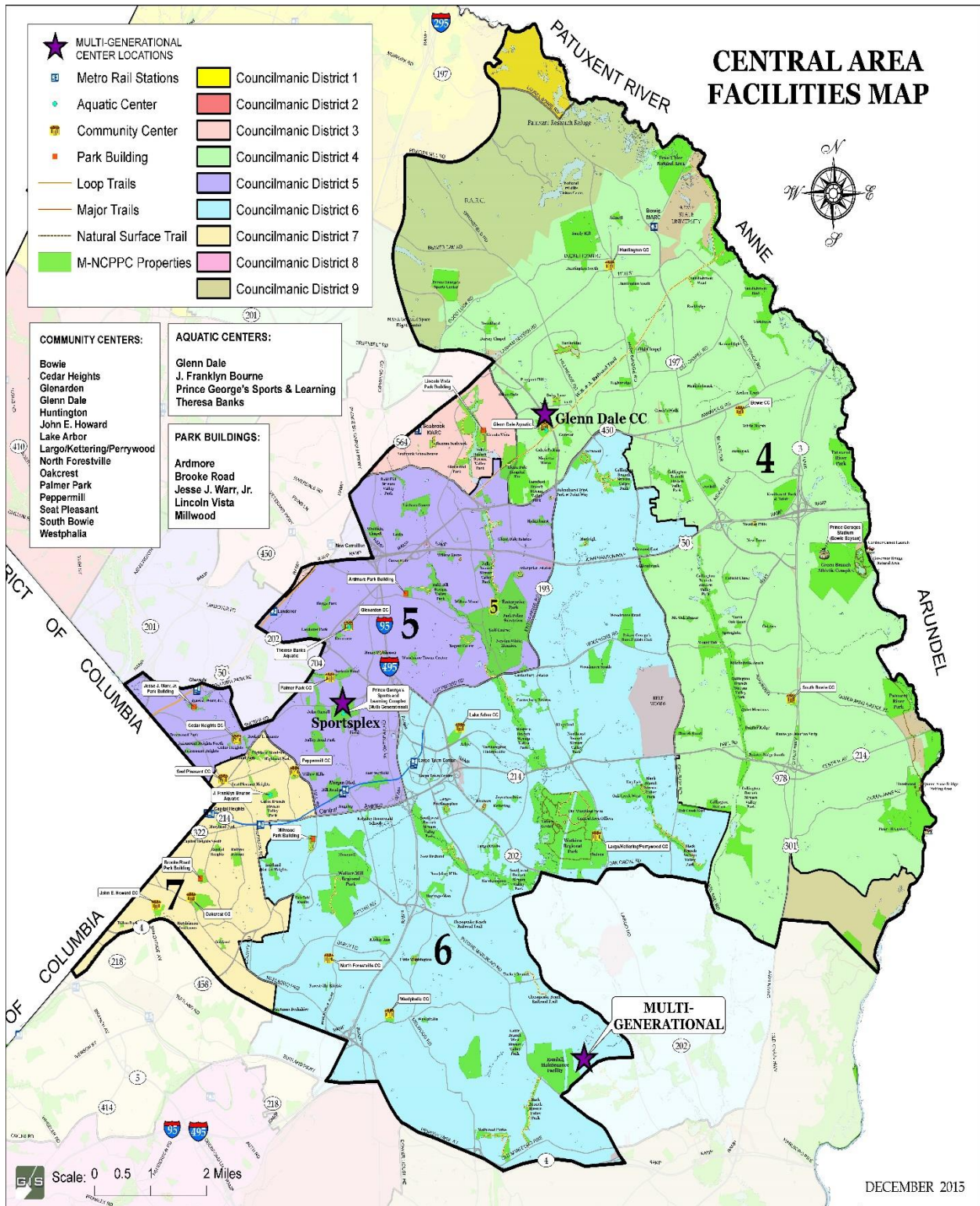
- Ellen E. Linson
- Fairland
- Hamilton
- Lane Manor
- Rollingcrest



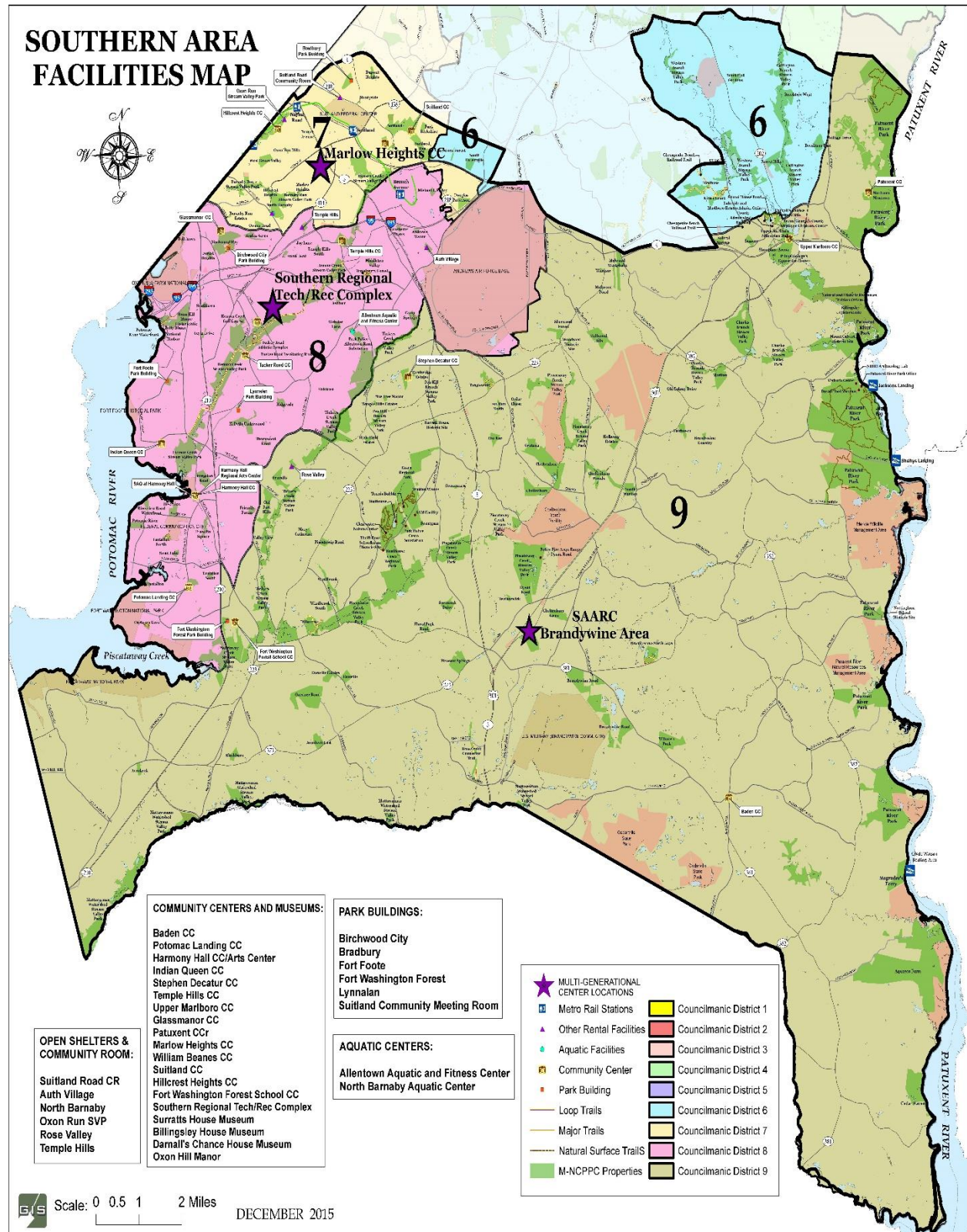
Scale: 0 0.5 1 2 Miles

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

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

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

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

Budget	FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
<i>Park Fund</i>			
OPEB Prefunding	\$ 2,448,279	\$ 2,292,854	-6.3%
OPEB Paygo	4,022,608	3,974,645	-1.2%
Marker for Compensation Adjustment <i>(included in Division budgets)</i>		1,527,835	0.0%
Marker for Possible Reclassification	321,441	221,292	-31.2%
Other Personnel	16,100	16,700	3.7%
Legislative Project Charges	451,000	451,000	0.0%
CIP Transfer (Paygo)	22,699,000	34,295,000	51.1%
Debt Service Transfer	13,753,538	15,296,269	11.2%
Operating Expenditure Reserve 5%	6,212,100	6,296,700	1.4%
Park Fund Total	\$ 49,924,066	\$ 64,372,295	28.9%
<i>Recreation Fund</i>			
OPEB Prefunding	\$ 906,181	\$ 859,820	-5.1%
OPEB Paygo	1,488,888	1,490,492	0.1%
Marker for Compensation Adjustment <i>(included in Division budgets)</i>		600,760	0.0%
Marker for Aquatics compensation adjustment	750,600	-	-100.0%
Marker for Possible Reclassification	231,665	203,473	-12.2%
Other Personnel	90,800	99,500	9.6%
Legislative Project Charges	2,391,000	2,391,000	0.0%
Enterprise Fund Transfer	8,584,855	8,223,379	-4.2%
CIP Transfer (Paygo)	8,000,000	10,000,000	25.0%
Operating Expenditure Reserve 5%	4,474,400	4,122,600	-7.9%
Recreation Fund Total	\$ 26,918,389	\$ 27,991,024	4.0%
TOTAL EXPENDITURES	\$ 76,842,455	\$ 92,363,319	20.2%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Added compensation funding for wage adjustments for Park Fund of \$1,749,127 (subject to negotiations).
- Added compensation funding for wage adjustments for Recreation Fund of \$804,233 (subject to negotiations).
- Decreased OPEB Pre-funding and OPEB PAYGO by in the Park Fund by \$203,388 and \$44,757 in the Recreation Fund.
- Increased Debt Service by \$1,542,731 in the Park Fund.
- Increased the PAYGO transfer to CIP by \$11,596,000 in the Park Fund.
- Increased PAYGO transfer to CIP by \$2,000,000 in the Recreation Fund.
- Decreased the Enterprise Fund Subsidy in the Recreation Fund by \$361,476.



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

Name of Project Charge	Fund	Department	FY19 Adopted Allocation	FY20 Proposed Reduction	FY20 Proposed Allocation
City of Bowie, Allen Pond Maintenance	Park	Parks and Rec	\$ 101,700		\$ 101,700
Patuxent River 4-H Center Foundation	Park	Parks and Rec	\$ 34,300		\$ 34,300
Patuxent Riverkeepers (Earthreports, Inc.)	Park	Parks and Rec	\$ 15,000		\$ 15,000
Prince George's Community College - Park Police/Security/Pool	Park	Parks and Rec	\$ 300,000		\$ 300,000
100 Black Men of Prince George's County	Rec	Parks and Rec	\$ 3,750		\$ 3,750
After School Arts (World Art Focus)	Rec	Parks and Rec	\$ 98,000		\$ 98,000
All Shades of Pink (Healthcare Services)	Rec	Parks and Rec	\$ 15,000		\$ 15,000
Anacostia Trails and Heritage Area	Rec	Parks and Rec	\$ 40,000		\$ 40,000
Anacostia Watershed Society	Rec	Parks and Rec	\$ 20,000		\$ 20,000
Art Works Now	Rec	Parks and Rec	\$ 35,000		\$ 35,000
Beltsville-Adelphi Boys & Girls Club	Rec	Parks and Rec	\$ 7,500		\$ 7,500
Camp Springs Boys & Girls Club	Rec	Parks and Rec	\$ 10,000		\$ 10,000
Cherry Lane Boxing & Fitness	Rec	Parks and Rec	\$ 10,000		\$ 10,000
City of College Park - Senior Programming	Rec	Parks and Rec	\$ 50,000		\$ 50,000
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
City of Greenbelt, Recreation Services	Rec	Parks and Rec	\$ 70,000		\$ 70,000
City of Greenbelt, Therapeutic Program	Rec	Parks and Rec	\$ 12,000		\$ 12,000
City of Hyattsville, Recreation Services	Rec	Parks and Rec	\$ 19,000		\$ 19,000
City of Laurel Parks Department	Rec	Parks and Rec	\$ 10,000		\$ 10,000
City of Laurel Senior Services	Rec	Parks and Rec	\$ 54,400		\$ 54,400
City of Laurel, Anderson & Murphy CC	Rec	Parks and Rec	\$ 22,000		\$ 22,000
Coalition for African Americans in the Performing Arts	Rec	Parks and Rec	\$ 20,000		\$ 20,000
College Park Arts Exchange	Rec	Parks and Rec	\$ 5,000		\$ 5,000
College Park Boys & Girls Club	Rec	Parks and Rec	\$ 7,500		\$ 7,500
Cooperative Extension Service (4H) - University of Maryland	Rec	Parks and Rec	\$ 208,600		\$ 208,600
Forestville Boys & Girls Club	Rec	Parks and Rec	\$ 25,000		\$ 25,000
Ft. Washington Boys & Girls Club	Rec	Parks and Rec	\$ 10,000		\$ 10,000
Gateway Arts Program	Rec	Parks and Rec	\$ 45,000		\$ 45,000
Girl Scouts Capital Area	Rec	Parks and Rec	\$ 10,000		\$ 10,000
Glenarden Boys & Girls Club	Rec	Parks and Rec	\$ 15,000		\$ 15,000
Greater Laurel United Soccer Club	Rec	Parks and Rec	\$ 5,000		\$ 5,000
Greenbelt Aquatics & Fitness Center	Rec	Parks and Rec	\$ 100,000		\$ 100,000
Greenbelt Community Center	Rec	Parks and Rec	\$ 40,000		\$ 40,000
Ivy Community Charities	Rec	Parks and Rec	\$ 10,000		\$ 10,000
Junior Achievement	Rec	Parks and Rec	\$ 20,000		\$ 20,000
Kentland's Boxing Club	Rec	Parks and Rec	\$ 5,000		\$ 5,000
Kettering-Largo-Mitchellville Boys & Girls Club	Rec	Parks and Rec	\$ 20,000		\$ 20,000
Lake Arbor Foundation	Rec	Parks and Rec	\$ 175,000		\$ 175,000
Lanham Boys & Girls Club	Rec	Parks and Rec	\$ 25,000		\$ 25,000
Latin America Youth Center	Rec	Parks and Rec	\$ 40,000		\$ 40,000
Laurel Historical Society	Rec	Parks and Rec	\$ 22,500		\$ 22,500
Laurel Little League	Rec	Parks and Rec	\$ 5,000		\$ 5,000
Laurel Stallions (West Laurel Football Association)	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
Marlton Swim & Recreation Club	Rec	Parks and Rec	\$ 20,000		\$ 20,000
Millwood/Waterford Programming	Rec	Parks and Rec	\$ 10,000		\$ 10,000
New Carrollton Boys & Girls Club	Rec	Parks and Rec	\$ 5,000		\$ 5,000
Oxon Hills Boys & Girls Club	Rec	Parks and Rec	\$ 7,500		\$ 7,500
Palmer Park Boys & Girls Club	Rec	Parks and Rec	\$ 20,000		\$ 20,000
Pi Upsilon Lambda Alpha Phi Alpha Charitable Foundation	Rec	Parks and Rec	\$ 3,750		\$ 3,750
Prince George's Arts and Humanities Council	Rec	Parks and Rec	\$ 120,000		\$ 120,000
Prince George's Community College Outreach; Facilities; etc.	Rec	Parks and Rec	\$ 300,000		\$ 300,000
Prince George's Community College - Team Builders Program	Rec	Parks and Rec	\$ 100,000		\$ 100,000
Prince George's Philharmonic	Rec	Parks and Rec	\$ 100,000		\$ 100,000
Prince George's Pride Lacrosse Club	Rec	Parks and Rec	\$ 20,000		\$ 20,000
Prince George's Tennis Assoc.	Rec	Parks and Rec	\$ 20,000		\$ 20,000
Pyramid Atlantic Art Center	Rec	Parks and Rec	\$ 30,000		\$ 30,000
Seat Pleasant Leadership Development - The Training Source	Rec	Parks and Rec	\$ 85,000		\$ 85,000
Theresa Banks Swim Club	Rec	Parks and Rec	\$ 20,000		\$ 20,000
Town of Forest Heights	Rec	Parks and Rec	\$ 10,000		\$ 10,000
Town of Forest Heights Community Development Corporation	Rec	Parks and Rec	\$ 7,500		\$ 7,500
White Rose Foundation	Rec	Parks and Rec	\$ 10,000		\$ 10,000
World-Wide Community	Rec	Parks and Rec	\$ 25,000		\$ 25,000
Youth Development Program (In Reach, Inc.)	Rec	Parks and Rec	\$ 50,000		\$ 50,000
Youth Services Program-City of Laurel	Rec	Parks and Rec	\$ 25,000		\$ 25,000
Youth Wellness Leadership Institute	Rec	Parks and Rec	\$ 50,000		\$ 50,000
Net Change to Project Charges				\$0	
Total Project Charges			\$ 2,842,000		\$ 2,842,000



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 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Office of the Director				
Personnel Services	918,645	1,497,355	1,357,436	-9.3%
Supplies and Materials	14,631	33,600	33,600	0.0%
Other Services and Charges	298,097	368,861	161,861	-56.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,231,373	1,899,816	1,552,897	-18.3%
Park Police				
Personnel Services	17,655,270	17,764,570	17,653,721	-0.6%
Supplies and Materials	1,259,582	1,245,700	928,300	-25.5%
Other Services and Charges	1,691,952	1,009,200	1,009,200	0.0%
Capital Outlay	535,106	100,200	100,200	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	21,141,910	20,119,670	19,691,421	-2.1%
Management Services				
Personnel Services	4,882,881	5,091,205	5,502,146	8.1%
Supplies and Materials	235,483	276,300	315,300	14.1%
Other Services and Charges	1,224,176	1,396,760	1,392,960	-0.3%
Capital Outlay	7,499	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,350,039	6,764,265	7,210,406	6.6%
Public Affairs and Marketing				
Personnel Services	1,495,451	1,845,371	1,898,991	2.9%
Supplies and Materials	34,953	49,050	51,550	5.1%
Other Services and Charges	629,342	547,050	503,350	-8.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	2,159,746	2,441,471	2,453,891	0.5%
Administration and Development				
Personnel Services	305,231	324,278	310,571	-4.2%
Supplies and Materials	564	6,700	6,700	0.0%
Other Services and Charges	6,464	23,800	23,800	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	312,259	354,778	341,071	-3.9%



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 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Information Tech & Communications				
Personnel Services	2,855,923	3,395,209	3,267,369	-3.8%
Supplies and Materials	1,042,749	1,295,392	1,449,000	11.9%
Other Services and Charges	920,816	742,500	742,500	0.0%
Capital Outlay	-	83,900	83,900	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,819,488	5,517,001	5,542,769	0.5%
Park Planning and Development				
Personnel Services	5,598,030	6,517,987	6,869,152	5.4%
Supplies and Materials	31,508	47,600	47,600	0.0%
Other Services and Charges	131,057	573,865	563,865	-1.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,760,594	7,139,452	7,480,617	4.8%
Support Services				
Personnel Services	235,936	214,700	305,800	42.4%
Supplies and Materials	621,821	688,651	649,651	-5.7%
Other Services and Charges	8,084,027	10,591,379	10,363,707	-2.1%
Capital Outlay	1,084,656	970,000	933,000	-3.8%
Other Classifications	-	-	-	-
Chargebacks	1,575,754	1,567,726	1,826,957	16.5%
Total	11,602,195	14,032,456	14,079,115	0.3%
Facility Oper.-Deputy Director				
Personnel Services	423,122	613,619	-	-100.0%
Supplies and Materials	42,527	16,400	-	-100.0%
Other Services and Charges	122,412	29,000	-	-100.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	588,061	659,019	-	-100.0%
Maintenance and Development				
Personnel Services	14,450,253	15,154,255	15,246,241	0.6%
Supplies and Materials	3,353,857	4,702,100	4,702,100	0.0%
Other Services and Charges	10,645,243	7,202,100	7,202,100	0.0%
Capital Outlay	1,209,153	539,700	1,139,700	111.2%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	29,658,507	27,598,155	28,290,141	2.5%



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

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Natural and Historic Resources				
Personnel Services	5,715,307	6,529,790	7,202,835	10.3%
Supplies and Materials	591,526	515,400	603,900	17.2%
Other Services and Charges	323,683	594,300	704,700	18.6%
Capital Outlay	91,579	62,000	62,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,722,095	7,701,490	8,573,435	11.3%
Arts and Cultural Heritage				
Personnel Services	1,339,023	1,375,560	1,240,412	-9.8%
Supplies and Materials	186,736	231,500	233,795	1.0%
Other Services and Charges	181,390	232,300	232,300	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,707,150	1,839,360	1,706,507	-7.2%
Area Oper.-Deputy Director				
Personnel Services	311,434	327,477	-	-100.0%
Supplies and Materials	13,508	5,000	-	-100.0%
Other Services and Charges	16,366	38,700	-	-100.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	341,308	371,177	-	-100.0%
Northern Area Operations				
Personnel Services	5,616,394	5,968,785	6,054,371	1.4%
Supplies and Materials	735,003	593,200	593,200	0.0%
Other Services and Charges	257,937	404,300	404,300	0.0%
Capital Outlay	365,851	270,000	270,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,975,185	7,236,285	7,321,871	1.2%
Central Area Operations				
Personnel Services	5,245,859	5,252,102	5,391,897	2.7%
Supplies and Materials	564,113	713,825	703,825	-1.4%
Other Services and Charges	453,634	317,300	317,300	0.0%
Capital Outlay	120,183	142,000	142,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,383,789	6,425,227	6,555,022	2.0%



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

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Southern Area Operations				
Personnel Services	4,735,634	5,715,593	5,629,779	-1.5%
Supplies and Materials	529,141	532,500	510,000	-4.2%
Other Services and Charges	464,689	348,900	348,900	0.0%
Capital Outlay	321,111	286,000	162,000	-43.4%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,050,575	6,882,993	6,650,679	-3.4%
Non-departmental				
Personnel Services	4,489,043	6,808,428	8,033,326	18.0%
Salary Adjustment Marker	-	321,441	1,749,127	444.2%
Other Personnel	-	16,100	16,700	3.7%
OPEB PreFunding	1,649,596	2,448,279	2,292,854	-6.3%
OPEB Paygo	2,839,447	4,022,608	3,974,645	-1.2%
Supplies and Materials	(225,821)	-	-	-
Other Services and Charges	496,604	451,000	451,000	0.0%
Capital Outlay	(32,793)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,727,033	7,259,428	8,484,326	16.9%
Grants				
Personnel Services	81,841	-	-	-
Supplies and Materials	233,626	-	-	-
Other Services and Charges	501,053	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	816,520	-	-	-
Other Financing Uses/Transfers Out				
Capital Projects Funds	11,600,000	22,699,000	34,295,000	51.1%
Debt Service Fund	11,031,799	13,753,538	15,296,269	11.2%
Enterprise Fund	-	-	-	-
Total	22,631,799	36,452,538	49,591,269	36.0%
Budgetary Reserve	-	6,212,100	6,296,700	1.4%
Fund Total	139,979,625	166,906,681	181,822,137	8.9%
Total Park Fund				
Personnel Services	76,355,278	84,396,284	85,964,047	1.9%
Supplies and Materials	9,265,507	10,952,918	10,828,521	-1.1%
Other Services and Charges	26,448,942	24,871,315	24,421,843	-1.8%
Capital Outlay	3,702,345	2,453,800	2,892,800	17.9%
Other Classifications	-	-	-	-
Chargebacks	1,575,754	1,567,726	1,826,957	16.5%
Subtotal Park Fund	117,347,826	124,242,043	125,934,168	1.4%
Transfers Out	22,631,799	36,452,538	49,591,269	36.0%
Budgetary Reserve	-	6,212,100	6,296,700	1.4%
Total Park Fund	139,979,625	166,906,681	181,822,137	8.9%



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

PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Public Affairs and Marketing				
Personnel Services	233,453	397,049	390,738	-1.6%
Supplies and Materials	37,134	14,100	19,600	39.0%
Other Services and Charges	574,172	577,349	582,849	1.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	844,759	988,498	993,187	0.5%
Maintenance & Development				
Personnel Services	-	220,248	201,823	-8.4%
Supplies and Materials	-	178,303	178,303	0.0%
Other Services and Charges	-	455,000	455,000	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	853,551	835,126	-2.2%
Facility Operations - Deputy				
Personnel Services	-	37,678	641,630	1602.9%
Supplies and Materials	-	57,500	73,900	28.5%
Other Services and Charges	-	42,500	71,500	68.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	137,678	787,030	471.6%
Support Services				
Personnel Services	159,533	65,000	55,000	-15.4%
Supplies and Materials	221,009	560,800	560,800	0.0%
Other Services and Charges	5,463,113	15,479,892	8,068,663	-47.9%
Capital Outlay	532,677	416,000	446,000	7.2%
Other Classifications	-	-	-	-
Chargebacks	174,432	169,402	227,738	34.4%
Total	6,550,764	16,691,094	9,358,201	-43.9%
Sports, Health, and Wellness				
Personnel Services	10,162,504	11,761,561	12,516,586	6.4%
Supplies and Materials	868,102	1,574,252	1,453,353	-7.7%
Other Services and Charges	979,382	828,256	854,055	3.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	12,009,989	14,164,069	14,823,994	4.7%
Natural and Historic Resources				
Personnel Services	872,160	945,048	1,025,175	8.5%
Supplies and Materials	76,922	128,100	159,200	24.3%
Other Services and Charges	182,113	148,700	277,100	86.3%
Capital Outlay	-	-	50,000	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,131,195	1,221,848	1,511,475	23.7%
Arts and Cultural Heritage				
Personnel Services	3,054,766	3,335,118	3,206,941	-3.8%
Supplies and Materials	266,733	312,793	266,693	-14.7%
Other Services and Charges	907,231	931,357	798,957	-14.2%
Capital Outlay	475	-	60,000	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,229,205	4,579,268	4,332,591	-5.4%



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 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Area Operations Deputy				
Personnel Services	79,756	84,763	406,485	379.6%
Supplies and Materials	-	-	5,000	-
Other Services and Charges	-	-	38,700	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	79,756	84,763	450,185	431.1%
Special Programs				
Personnel Services	6,750,216	8,174,006	8,233,922	0.7%
Supplies and Materials	476,503	637,800	611,800	-4.1%
Other Services and Charges	957,334	1,046,750	1,006,750	-3.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	8,184,054	9,858,556	9,852,472	-0.1%
Northern Area Operations				
Personnel Services	6,218,910	6,287,343	7,013,153	11.5%
Supplies and Materials	303,152	433,967	386,967	-10.8%
Other Services and Charges	441,695	419,000	385,400	-8.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,963,756	7,140,310	7,785,520	9.0%
Central Area Operations				
Personnel Services	6,420,620	6,318,165	6,470,791	2.4%
Supplies and Materials	477,470	459,967	264,067	-42.6%
Other Services and Charges	432,846	475,800	461,800	-2.9%
Capital Outlay	-	40,000	40,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,330,937	7,293,932	7,236,658	-0.8%
Southern Area Operations				
Personnel Services	7,153,912	8,962,864	8,354,877	-6.8%
Supplies and Materials	629,640	1,676,486	1,153,986	-31.2%
Other Services and Charges	681,916	790,100	787,700	-0.3%
Capital Outlay	29,024	600,000	320,000	-46.7%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	8,494,492	12,029,450	10,616,563	-11.7%



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

PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Non-Departmental				
Personnel Services	1,601,533	3,468,134	3,254,045	-6.2%
Salary Adjustment Marker	-	231,665	804,233	247.2%
Other Personnel	-	841,400	99,500	-88.2%
OPEB PreFunding	588,516	906,181	859,820	-5.1%
OPEB Paygo	1,013,017	1,488,888	1,490,492	0.1%
Supplies and Materials	(25,368)	-	-	-
Other Services and Charges	3,763,671	2,391,000	2,391,000	0.0%
Capital Outlay	(36,604)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,303,232	5,859,134	5,645,045	-3.7%
Grants				
Personnel Services	99,035	-	-	-
Supplies and Materials	33,196	-	-	-
Other Services and Charges	324,695	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	456,926	-	-	-
Other Financing Uses/Transfers Out				
Capital Projects Fund	-	8,000,000	10,000,000	25.0%
Enterprise Fund	8,748,421	8,584,855	8,223,379	-4.2%
Total	8,748,421	16,584,855	18,223,379	9.9%
Budgetary Reserve	-	4,474,400	4,122,600	-7.9%
Fund Total	70,327,486	101,961,406	96,574,026	-5.3%
Total Recreation Fund				
Personnel Services	42,806,398	50,056,977	51,771,166	3.4%
Supplies and Materials	3,364,494	6,034,068	5,133,669	-14.9%
Other Services and Charges	14,708,168	23,585,704	16,179,474	-31.4%
Capital Outlay	525,572	1,056,000	916,000	-13.3%
Other Classifications	-	-	-	-
Chargebacks	174,432	169,402	227,738	34.4%
Subtotal Recreation Fund	61,579,065	80,902,151	74,228,047	-8.2%
Transfers Out	8,748,421	16,584,855	18,223,379	9.9%
Budgetary Reserve	-	4,474,400	4,122,600	-7.9%
Total Recreation Fund	70,327,486	101,961,406	96,574,026	-5.3%



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 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>OFFICE OF THE DIRECTOR</u>						
Full-Time Career	9.00	9.00	9.00	9.00	9.00	9.00
Part-Time Career	-	-	-	-	-	-
Career Total	9.00	9.00	9.00	9.00	9.00	9.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	5.00	-	-	-	3.00
Subtotal Office of the Director	9.00	14.00	9.00	9.00	9.00	12.00
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	43.00	43.00	44.00	44.00	50.00	50.00
Part-Time Career	1.00	1.00	-	-	-	-
Career Total	44.00	44.00	44.00	44.00	50.00	50.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	18.50	-	30.10	-	29.10
Subtotal Management Services	44.00	62.50	44.00	74.10	50.00	79.10
<u>ADMINISTRATION AND DEVELOPMENT</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Administration and Development	2.00	2.00	2.00	2.00	2.00	2.00
<u>IT AND COMMUNICATIONS</u>						
Full-Time Career	28.00	28.00	28.00	28.00	29.00	29.00
Part-Time Career	2.00	1.90	2.00	1.90	2.00	1.90
Career Total	30.00	29.90	30.00	29.90	31.00	30.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	4.00	-	4.00	-	2.00
Subtotal IT and Communications	30.00	33.90	30.00	33.90	31.00	32.90
<u>PARK POLICE</u>						
Full-Time Career	156.00	156.00	161.00	161.00	166.00	166.00
Part-Time Career	-	-	-	-	-	-
Career Total	156.00	156.00	161.00	161.00	166.00	166.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	-	-	0.50
Subtotal Park Police	156.00	156.50	161.00	161.00	166.00	166.50
<u>PARK PLANNING AND DEVELOPMENT</u>						
Full-Time Career	54.00	54.00	56.00	56.00	57.00	57.00
Part-Time Career	-	2.80	-	-	1.00	1.00
Career Total	54.00	56.80	56.00	56.00	58.00	58.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	3.80	-	2.15	-	2.20
Subtotal Park Planning and Development	54.00	60.60	56.00	58.15	58.00	60.20
<u>FACILITY OPERATIONS</u>						
Full-Time Career	259.00	260.00	261.00	261.00	265.00	265.00
Part-Time Career	5.00	4.60	4.00	3.51	3.00	2.60
Career Total	264.00	264.60	265.00	264.51	268.00	267.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	82.90	-	68.87	-	74.50
Subtotal Facility Operations	264.00	347.50	265.00	333.38	268.00	342.10



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 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
AREA OPERATIONS						
Full-Time Career	210.00	210.00	217.00	217.00	220.00	220.00
Part-Time Career	-	-	-	-	-	-
Career Total	210.00	210.00	217.00	217.00	220.00	220.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	60.45	-	66.90	-	66.70
Subtotal Area Operations	210.00	270.45	217.00	283.90	220.00	286.70
TOTAL PARK FUND POSITIONS/WORKYEARS						
Full-Time Career	761.00	762.00	778.00	778.00	798.00	798.00
Part-Time Career	8.00	10.30	6.00	5.41	6.00	5.50
Career Total	769.00	772.30	784.00	783.41	804.00	803.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	175.15	-	172.02	-	178.00
Grand Total Park Fund	769.00	947.45	784.00	955.43	804.00	981.50
RECREATION FUND						
FACILITY OPERATIONS						
Full-Time Career	89.00	88.00	95.00	95.00	99.00	99.00
Part-Time Career	3.00	2.80	3.00	2.72	3.00	2.76
Career Total	92.00	90.80	98.00	97.72	102.00	101.76
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	179.50	-	202.03	-	235.40
Subtotal Facility Operations	92.00	270.30	98.00	299.75	102.00	337.16
AREA OPERATIONS						
Full-Time Career	180.00	180.00	183.00	183.00	189.00	189.00
Part-Time Career	13.00	13.00	13.00	14.92	14.00	13.60
Career Total	193.00	193.00	196.00	197.92	203.00	202.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	452.33	-	450.15	-	457.80
Subtotal Area Operations	193.00	645.33	196.00	648.07	203.00	660.40
TOTAL RECREATION FUND POSITIONS/WORKYEARS						
Full-Time Career	269.00	268.00	278.00	278.00	288.00	288.00
Part-Time Career	16.00	15.80	16.00	17.64	17.00	16.36
Career Total	285.00	283.80	294.00	295.64	305.00	304.36
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	631.83	-	652.18	-	693.20
Grand Total Recreation Fund	285.00	915.63	294.00	947.82	305.00	997.56
TOTAL PARK AND RECREATION FUNDS POSITIONS/WORKYEARS						
Full-Time Career	1,030.00	1,030.00	1,056.00	1,056.00	1,086.00	1,086.00
Part-Time Career	24.00	26.10	22.00	23.05	23.00	21.86
Career Total	1,054.00	1,056.10	1,078.00	1,079.05	1,109.00	1,107.86
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	806.98	-	824.20	-	871.20
Grand Total Park and Recreation Funds	1,054.00	1,863.08	1,078.00	1,903.25	1,109.00	1,979.06



Prince George's County Parks and Recreation Department – Enterprise Fund

OVERVIEW

The goal of the Enterprise Fund Programs is to provide specialized fee-based recreation facilities and services, managed to control costs to match revenue and/or subsidies and marketed to enhance the County's tourism efforts.

User fees and charges along with merchandise sales and concessions predominately finance the Enterprise facilities. These facilities operate to serve specialized recreation needs without unnecessarily taxing those who do not use the services. The Enterprise Fund includes both self-operated facilities and facilities leased to private concessionaires. Examples of self-operated facilities include the Prince George's Sports & Learning Complex, ice rinks, golf courses, tennis courts, and an equestrian center. Other classifications in this Fund include chargebacks. FY20 total expenditures are \$19,116,579, a decrease of \$198,219.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses by Fund/Division/Facility PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Revenues and Transfers In:				
Ice Rinks	\$ 1,018,609	\$ 1,026,253	\$ 1,258,069	22.6%
Golf Courses	3,044,110	3,554,926	3,523,332	-0.9%
Regional Park Tennis Bubbles	514,879	580,734	511,931	-11.8%
Show Place Arena / Equestrian Center	3,450,228	3,517,389	3,420,390	-2.8%
Trap and Skeet Center	1,374,212	1,711,557	1,720,712	0.5%
College Park Airport	515,313	630,456	601,085	-4.7%
Bladensburg Waterfront Park	465,332	-	-	-
Enterprise Administration	(1,513)	699,164	741,620	6.1%
Sports and Learning Complex	7,269,019	7,662,576	7,339,440	-4.2%
Total Revenues and Transfers In	17,650,190	19,383,055	19,116,579	-1.4%
Expenses and Transfers Out:				
Ice Rinks	739,462	1,027,688	1,258,069	22.4%
Golf Courses	4,154,541	3,566,235	3,523,332	-1.2%
Regional Park Tennis Bubbles	535,143	580,707	511,931	-11.8%
Show Place Arena / Equestrian Center	3,407,120	3,535,359	3,420,390	-3.3%
Trap and Skeet Center	1,431,509	1,716,781	1,720,712	0.2%
College Park Airport	476,111	630,773	601,085	-4.7%
Bladensburg Waterfront Park	240,626	-	-	-
Enterprise Administration	450,708	568,033	741,620	30.6%
Sports and Learning Complex	8,972,274	7,689,222	7,339,440	-4.5%
Total Expenses and Transfers Out	\$ 20,407,494	\$ 19,314,798	\$ 19,116,579	-1.0%



Prince George's County

Parks and Recreation Department – Ice Rinks

OVERVIEW

This program operates and maintains the Tucker Road Ice Rink and the Herbert Wells Ice Rink. Herbert Wells Ice Rink is a covered outdoor rink operating from late October through late March. Both ice rinks are National Hockey League regulation size, operate seven days a week and rent space for both Youth and Adult hockey programs and special events. Each rink offers a comprehensive learn-to-skate program, as well as recreational skating, birthday parties, free-style sessions, pick-up hockey sessions, Youth and Adult Hockey teams, and Learn to Play Hockey programs. The Tucker Road Ice Rink offers Summer Ice Skating and other specialty camps for all ages. Due to a fire incident in early 2017, Tucker Road Ice Rink was forced to close. Construction planning for a new facility is underway, with an anticipated reopen timeframe in FY20.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	2,000	2,000	0.0%
Charges for Services	160,155	170,000	170,000	0.0%
Rentals and Concessions	96,127	101,500	101,500	0.0%
Miscellaneous	-	-	-	-
Interest	20,103	4,600	4,600	0.0%
Transfers In	742,224	748,153	979,969	31.0%
Total Oper. Rev and Other Sources	1,018,609	1,026,253	1,258,069	22.6%
Operating Expenses and Other Uses:				
Personnel Services	324,902	640,238	702,769	9.8%
Goods for Resale	-	-	-	-
Supplies and Materials	33,777	190,400	109,400	-42.5%
Other Services and Charges	287,716	197,050	445,900	126.3%
Depreciation & Amortization Expense	93,067	-	-	-
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	739,462	1,027,688	1,258,069	22.4%
Gain (Loss)	\$ 279,147	\$ (1,435)	\$ -	-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 – Ice Rinks**

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ICE RINKS</u>						
Full-Time Career	2.00	2.00	2.00	2.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		7.00		7.00		8.50
Total Workyears	2.00	9.00	2.00	9.00	3.00	11.50

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Added one (1) full-time career position for Tucker Road Ice Rink via OBI.
- Increased in seasonal and non-personnel services funding via OBI for Tucker Road Ice Rink.
- Decreased non-personnel funding for utilities based on historic trends.



Prince George's County

Parks and Recreation Department – Golf Courses

OVERVIEW

This program operates and maintains three golf facilities throughout Prince George's County. Enterprise Golf Course is an 18-hole course, driving range and short game area. Paint Branch Golf Complex is a 9-hole executive course with a lighted and heated driving range, short game area and indoor golf performance center. Henson Creek Golf Course is a 9-hole course and includes a driving range. Each of these facilities hosts The On-Par Junior Golf Program for youth, adult leagues and tournaments.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	307,258	420,000	420,000	0.0%
Charges for Services	1,191,911	1,720,000	1,720,000	0.0%
Rentals and Concessions	410,288	435,000	435,000	0.0%
Miscellaneous	2,041	-	-	-
Interest	57,726	30,000	60,000	100.0%
Transfers In	1,074,886	949,926	888,332	-6.5%
Total Oper. Rev and Other Sources	3,044,110	3,554,926	3,523,332	-0.9%
Operating Expenses and Other Uses:				
Personnel Services	2,497,711	2,141,493	2,191,732	2.3%
Goods for Resale	279,836	228,100	138,100	-39.5%
Supplies and Materials	656,274	633,800	744,900	17.5%
Other Services and Charges	540,677	364,100	333,600	-8.4%
Depreciation & Amortization Expense	180,044	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	198,742	115,000	-42.1%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	4,154,541	3,566,235	3,523,332	-1.2%
Gain (Loss)	\$ (1,110,431)	\$ (11,309)	\$ -	-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 18 Actual		FY 19 Adopted		FY 20 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		27.10
Total Workyears	16.00	38.50	16.00	38.50	16.00	43.10

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Increased interest revenue based on historical trend and projection forecasts.
- Increased seasonal/intermittent funding to support work program and operational needs.
- Decreased non-personnel funding for utilities based on historic trends.
- Removed one-time funding for new golf carts.



Prince George's County

Parks and Recreation Department – Regional Park Tennis Bubbles

OVERVIEW

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

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - REGIONAL PARK TENNIS BUBBLES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	457	-	-	-
Charges for Services	150,465	165,000	165,000	0.0%
Rentals and Concessions	202,964	250,000	275,000	10.0%
Miscellaneous	-	-	-	-
Interest	13,397	6,400	12,800	100.0%
Transfers In	147,596	159,334	59,131	-62.9%
Total Oper. Rev and Other Sources	<u>514,879</u>	<u>580,734</u>	<u>511,931</u>	<u>-11.8%</u>
Operating Expenses and Other Uses:				
Personnel Services	407,981	391,807	393,031	0.3%
Goods for Resale	-	-	-	-
Supplies and Materials	60,806	146,800	66,800	-54.5%
Other Services and Charges	25,979	42,100	52,100	23.8%
Depreciation & Amortization Expense	40,376	-	-	-
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>535,143</u>	<u>580,707</u>	<u>511,931</u>	<u>-11.8%</u>
Gain (Loss)	\$ <u>(20,264)</u>	\$ <u>27</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 18 Actual		FY 19 Adopted		FY 20 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 FY20 PROPOSED BUDGET

- Increased interest revenue based on historical trend and projection forecasts.
- Increased seasonal/intermittent funding to support work program and operational needs.
- Decreased non-personnel funding for utilities based on historic trends.
- Transferred program revenue and expenses associated with Junior Tennis Championship Center (JTCC) in from Recreation Fund.



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 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	285,406	412,000	412,000	0.0%
Charges for Services	3,899	5,500	5,500	0.0%
Rentals and Concessions	1,077,238	1,053,000	1,053,000	0.0%
Miscellaneous	14,759	-	-	-
Interest	43,024	25,000	44,600	78.4%
Transfers In	2,025,902	2,021,889	1,905,290	-5.8%
Total Oper. Rev and Other Sources	3,450,228	3,517,389	3,420,390	-2.8%
Operating Expenses and Other Uses:				
Personnel Services	2,018,057	1,890,054	1,899,085	0.5%
Goods for Resale	121,551	250,400	250,400	0.0%
Supplies and Materials	169,152	131,600	131,600	0.0%
Other Services and Charges	589,580	1,141,505	1,017,505	-10.9%
Depreciation & Amortization Expense	508,780	-	-	-
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	3,407,120	3,535,359	3,420,390	-3.3%
Gain (Loss)	\$ 43,108	\$ (17,970)	\$ -	-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 – Show Place Arena / Prince George's
Equestrian Center**

	FY 18 Actual		FY 19 Adopted		FY 20 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		23.50		23.50
Total Workyears	15.00	37.50	15.00	38.50	15.00	38.50

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

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



Prince George's County

Parks and Recreation Department – Trap and Skeet Center

OVERVIEW

The program provides recreational and competitive sport shooting for the public and nationally and internationally recognized league shooting in shotgun sporting clays, trap, skeet, five stand, international bunker, and international skeet. Local, regional, and nationally sanctioned competitions are hosted regularly. A variety of classes and leagues are offered for all skill levels. Certified instructors teach instructional programs such as hunter safety and basic shotgun techniques.

This facility is available for corporate and group outings, events, and tournaments. An onsite retail store stocks a wide selection of shotgun sports supplies and accessories.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - TRAP AND SKEET CENTER Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	1,097,501	1,500,000	1,500,000	0.0%
Charges for Services	195,659	180,000	180,000	0.0%
Rentals and Concessions	40,538	30,000	30,000	0.0%
Miscellaneous	-	-	-	-
Interest	5,501	3,200	6,400	100.0%
Other	-	-	-	-
Transfers In	35,014	(1,643)	4,312	-362.4%
Total Oper. Rev and Other Sources	1,374,212	1,711,557	1,720,712	0.5%
Operating Expenses and Other Uses:				
Personnel Services	560,738	612,062	615,993	0.6%
Goods for Resale	439,165	903,304	903,304	0.0%
Supplies and Materials	28,239	46,915	46,915	0.0%
Other Services and Charges	377,803	154,500	154,500	0.0%
Depreciation & Amortization Expense	25,564	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	1,431,509	1,716,781	1,720,712	0.2%
Gain (Loss)	\$ (57,296)	\$ (5,224)	\$ -	-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 – Trap and Skeet Center**

	FY 18 Actual		FY 19 Adopted		FY 20 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 FY20 PROPOSED BUDGET

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



Prince George's County

Parks and Recreation Department – College Park Airport

OVERVIEW

The College Park Airport provides the public with an active general aviation airport and is operated with a dual-role function. As a Federal Aviation Administration (FAA) designated Reliever Airport for Reagan National Airport, the facility meets the needs of the pilots and passengers visiting the greater Washington metro area by offering aircraft parking facilities, fuel, maintenance, and related services. As the world's oldest continuously operated airport, the facility promotes its historical heritage and meets the recreational and educational needs of local pilots through special events, including fly-ins, reunions, meetings, and seminars.

Due to federally-mandated security restrictions imposed after September 11, 2001, the airport has been severely impacted in its ability to generate revenue from airport users.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - COLLEGE PARK AIRPORT

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	66,513	116,000	116,000	0.0%
Charges for Services	1,445	116,000	116,000	0.0%
Rentals and Concessions	110,138	102,000	102,000	0.0%
Miscellaneous	72,289	-	-	-
Interest	9,333	4,800	9,600	100.0%
Transfers In	255,595	291,656	257,485	-11.7%
Total Oper. Rev and Other Sources	515,313	630,456	601,085	-4.7%
Operating Expenses and Other Uses:				
Personnel Services	260,067	337,173	307,485	-8.8%
Goods for Resale	97,983	134,900	134,900	0.0%
Supplies and Materials	21,940	25,400	25,400	0.0%
Other Services and Charges	73,355	98,300	98,300	0.0%
Depreciation & Amortization Expense	22,767	-	-	-
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	476,111	630,773	601,085	-4.7%
Gain (Loss)	\$ 39,202	\$ (317)	\$ -	-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 – College Park Airport**

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>COLLEGE PARK AIRPORT</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		4.00		4.00
Total Workyears	2.00	6.00	2.00	6.00	2.00	6.00

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

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



Prince George's County

Parks and Recreation Department – Bladensburg Waterfront Park

OVERVIEW

The Bladensburg Waterfront Park provides a wide range of recreation services and opportunities such as boating, bird watching and fishing. In addition, educational programs such as river and bicycle tours, canoe and kayak safety programs, nature, and history experiences are offered to schools, nonprofit partners, community members and the public. The goal of the park is to provide beautification, recreational, and educational activities for the public, as well as a boat storage facility, boat rentals and boat access to the Anacostia River.

In previous fiscal years, this activity was primarily funded through a transfer from the Recreation Fund, except for small amounts collected for rentals and user fees. In FY19, the Park's entire operation moved to the Park Fund.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - BLADENSBURG WATERFRONT PARK Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	885	-	-	-
Charges for Services	21,103	-	-	-
Rentals and Concessions	136,077	-	-	-
Miscellaneous	10,044	-	-	-
Interest	20,865	-	-	-
Transfers In	276,359	-	-	-
Total Oper. Rev and Other Sources	465,332	-	-	-
Operating Expenses and Other Uses:				
Personnel Services	161,244	-	-	-
Goods for Resale	-	-	-	-
Supplies and Materials	25,818	-	-	-
Other Services and Charges	53,565	-	-	-
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	240,626	-	-	-
Gain (Loss)	\$ 224,706	\$ -	\$ -	-

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



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

	FY 18 Actual		FY 19 Adopted		FY 20 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>BLADENSBURG WATERFRONT PARK</u>						
Full-Time Career	1.00	1.00	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	1.00	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	4.00	-	-	-	-
Total Workyears	1.00	5.00	-	-	-	-

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Program transferred to the Park Fund in FY19.



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

OVERVIEW

Enterprise Administration functions are absorbed into the various operating Divisions, including Sports, Health and Wellness, Arts and Cultural Heritage, and Natural and Historical Resources. Funding in the Enterprise Administration includes compensation adjustments and administrative costs. It also includes interest revenue for the now closed Sandy Hill Landfill, which will eventually be developed as a ball field complex.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ENTERPRISE ADMINISTRATION Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	640,000	640,000	0.0%
Rentals and Concessions	-	-	-	-
Miscellaneous	-	-	-	-
Interest	4,139	4,000	8,000	100.0%
Transfers In	(5,652)	55,164	93,620	69.7%
Total Oper. Rev and Other Sources	(1,513)	699,164	741,620	6.1%
Operating Expenses and Other Uses:				
Personnel Services	-	85,493	199,420	133.3%
Goods for Resale	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	139,480	176,540	370,009	109.6%
Depreciation & Amortization Expense	-	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	311,228	306,000	172,191	-43.7%
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	450,708	568,033	741,620	30.6%
Gain (Loss)	\$ (452,221)	\$ 131,131	\$ -	-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 – Enterprise Administration**

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Increased interest revenue based on historical trend and projection forecasts.
- Added \$180,230 for compensation markers (subject to negotiations).
- Increased OPEB allocations by \$126,137.
- Decreased non-personnel services funding for CAS chargebacks.



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

OVERVIEW

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

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

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SPORTS & LEARNING COMPLEX Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	20,569	-	-	-
Charges for Services	2,129,471	2,483,000	2,483,000	0.0%
Rentals and Concessions	718,141	817,200	817,200	0.0%
Miscellaneous	204,341	-	-	-
Interest	-	2,000	4,000	100.0%
Transfers In	4,196,497	4,360,376	4,035,240	-7.5%
Total Oper. Rev and Other Sources	7,269,019	7,662,576	7,339,440	-4.2%
Operating Expenses and Other Uses:				
Personnel Services	5,804,252	5,312,622	5,278,840	-0.6%
Goods for Resale	1,125	-	-	-
Supplies and Materials	416,500	450,000	450,000	0.0%
Other Services and Charges	1,630,890	1,926,600	1,610,600	-16.4%
Depreciation & Amortization Expense	1,121,756	-	-	-
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	8,974,524	7,689,222	7,339,440	-4.5%
Gain (Loss)	\$ (1,705,505)	\$ (26,646)	\$ -	-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 – Prince George's Sports & Learning
Complex**

	FY 18 Actual		FY 19 Adopted		FY 20 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 FY20 PROPOSED BUDGET

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



Prince George's County Parks and Recreation Department – 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 2020 through 2025. 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 FY20 is \$59,200,000. Recommended funding for FY20 projects includes the following sources:

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

A primary objective for the Department of Parks and Recreation in developing the FY20-FY25 CIP is to align our bond and PayGo funding for CIP projects with our financial capacity over the next six years. The fiscal outlook for FY20 to FY25 is more positive than in recent years. Healthier fund balances are projected as a result of the positive revenue outlook combined with the prudent budgeting and fiscal management practices of the Department and Commission. The Department is recommending that this strengthened fiscal position be used to continue the efforts begun in last year's CIP. Therefore, the Department's Proposed FY20-FY25 CIP aims to substantially increase budget year funding and outer year planning to meet essential infrastructure needs.

Park Acquisition

The total cost for proposed park acquisition is \$7,000,000 for FY20 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 \$12,495,000 for FY20. This category includes specific park development projects, public safety improvements, other facility development and two (2) general renovation funds.

Infrastructure Maintenance

The total cost for proposed infrastructure maintenance is \$39,705,000 for FY20. This category includes aquatic facilities, historic properties, community centers, park buildings and storm water infrastructure.

Operating Budget Impacts (OBI's)

OBI's are the costs associated with the operating, maintaining and policing of new and expanded parks. M-NCPPC continually adds new facilities, open space, land and trails to its existing inventory. Much of the land is acquired and developed through the CIP, while some is obtained through partnerships and developers. New and expanded park facilities require additional operating, maintenance, and safety resources.

New Position OBI Requests

In FY20, the Department has requested one (1) new position in the Enterprise Fund related to OBI. This Tucker Road Ice Rink staffer OBI is \$84,764.



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

FUNDING SUMMARY

FISCAL YEAR 2020

PARK ACQUISITION

PROGRAM OPEN SPACE 100% FUNDING	\$4,000,000
PAYGO	\$3,000,000
TOTAL	\$7,000,000

PARK DEVELOPMENT

PAYGO	\$10,465,000
DEVELOPER	\$2,000,000
OTHER	\$30,000
TOTAL	\$12,495,000

INFRASTRUCTURES MAINTENANCE

PAYGO	\$30,830,000
M-NCPPC BONDS	\$8,875,000
TOTAL	\$39,705,000

GRAND TOTAL	\$59,200,000
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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 2020

	FY 18 Actual	FY 19 Adopted	FY 20 Proposed	% Change
Revenues:				
Intergovernmental -	\$	\$	\$	
Federal	-	-	-	-
State (POS)	2,641,936	6,692,000	4,000,000	-40.2%
State (Other)	976,012	3,770,000	-	-100.0%
County	-	-	-	-
Interest	855,979	350,000	500,000	42.9%
Contributions	1,417,010	7,000,000	2,000,000	-71.4%
Miscellaneous	-	-	-	-
Total Revenues	<u>5,890,937</u>	<u>17,812,000</u>	<u>6,500,000</u>	<u>-63.5%</u>
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	39,071	-	-	-
Other Services and Charges	39,710,575	30,000	30,000	0.0%
Capital Outlay	2,066,730	59,411,000	59,170,000	-0.4%
Park Acquisition	1,526,991	6,692,000	7,000,000	4.6%
Park Development	-	14,435,000	12,465,000	-13.6%
Infrastructure Maintenance	539,739	38,284,000	39,705,000	3.7%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	<u>41,816,376</u>	<u>59,441,000</u>	<u>59,200,000</u>	<u>-0.4%</u>
Excess of Revenues over Expenditures	<u>(35,925,440)</u>	<u>(41,629,000)</u>	<u>(52,700,000)</u>	<u>26.6%</u>
Other Financing Sources (Uses):				
Bond Proceeds	35,994,899	11,250,000	8,875,000	-21.1%
Transfers In				
Transfer from Park Fund (Pay-Go)	11,600,000	22,699,000	34,295,000	51.1%
Transfer from Recreation Fund (Pay-Go)	-	8,000,000	10,000,000	25.0%
Transfer from Special Revenue Fund	2,701	-	-	-
Transfer from Administration Fund	30,000	30,000	30,000	0.0%
Total Transfers In	<u>11,632,701</u>	<u>30,729,000</u>	<u>44,325,000</u>	<u>44.2%</u>
Transfers Out				
Transfer to Park Fund (Interest)	(855,979)	(350,000)	(500,000)	42.9%
Transfer to Park Fund (Pay-Go)	-	-	-	-
Total Transfers Out	<u>(855,979)</u>	<u>(350,000)</u>	<u>(500,000)</u>	<u>42.9%</u>
Total Other Financing Sources (Uses)	<u>46,771,620</u>	<u>41,629,000</u>	<u>52,700,000</u>	<u>26.6%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>10,846,181</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	42,217,891	42,217,892	53,064,072	25.7%
Fund Balance, Ending	\$ <u>53,064,072</u>	\$ <u>42,217,892</u>	\$ <u>53,064,072</u>	<u>25.7%</u>



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 FY20 Proposed Special Revenue Expenditure Budget is \$8,145,469, a decrease of \$296,928 from the FY19 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 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues and Other Sources:					
Planning Department:					
Geographic Information Systems (GIS)	\$ 7	\$ -	\$ -	-	-
Historic Preservation Non-Capital Program	-	-	357,075	-	-
Parks and Rec. Department:					
Northern Area Community Centers	2,102,791	1,695,522	1,695,522	2,007,874	18.4%
Central Area Community Centers	2,361,700	2,127,593	2,127,593	2,022,195	-5.0%
Southern Area Community Centers	2,118,456	2,393,000	2,393,000	2,186,046	-8.6%
Beltsville/Laurel Senior Activity Center	316,625	184,000	184,000	234,000	27.2%
Prince George's Stadium	115,281	116,200	116,200	115,600	-0.5%
Federally Forfeited Property	46,739	25,700	25,700	40,200	56.4%
Festival of Lights	1,128	500	500	300	-40.0%
Safety Programs	-	100	100	-	-100.0%
Nature Programs and Facilities	247,121	212,700	212,700	162,448	-23.6%
Area Operations	15,340	55,000	55,000	38,000	-30.9%
Recreation Warehouse	6,819	1,800	1,800	900	-50.0%
Patuxent Outdoor Programs	138,851	116,800	116,800	115,900	-0.8%
General Contributions	60,404	55,200	55,200	52,600	-4.7%
Seized Money/Escrow	(10,528)	13,200	13,200	13,200	0.0%
Special Historic Projects and Programs	168,806	154,300	154,300	152,900	-0.9%
Interagency Agreements	472,957	950,000	950,000	950,000	0.0%
Send a Kid to Camp	27,945	-	-	-	-
Subtotal Parks and Rec. Department:	<u>8,190,435</u>	<u>8,101,615</u>	<u>8,101,615</u>	<u>8,092,163</u>	<u>-0.1%</u>
Total Revenues and Other Sources	<u>8,190,442</u>	<u>8,101,615</u>	<u>8,458,690</u>	<u>8,092,163</u>	<u>-0.1%</u>
Expenditures and Other Uses:					
Planning Department:					
Geographic Information Systems (GIS)	2,701	-	-	-	-
Historic Preservation Non-Capital Program	-	-	-	20,000	-
Parks and Rec. Department:					
Northern Area Community Centers	1,556,074	1,695,522	1,695,522	2,007,874	18.4%
Central Area Community Centers	1,991,853	2,127,593	2,127,593	2,022,195	-5.0%
Southern Area Community Centers	1,773,114	2,393,000	2,393,000	2,186,046	-8.6%
Laurel-Beltsville Senior Activity Center	208,404	161,000	161,000	234,000	45.3%
Prince George's Stadium	46,634	102,000	102,000	115,600	13.3%
Federally Forfeited Property	-	65,100	65,100	40,200	-38.2%
Festival of Lights	(42,395)	19,506	19,506	19,506	0.0%
Safety Programs	(12,289)	100	100	-	-100.0%
Nature Programs and Facilities	243,721	203,540	203,540	162,448	-20.2%
Area Operations	56,754	55,000	55,000	38,000	-30.9%
Recreation Warehouse	(16,382)	331,800	331,800	15,000	-95.5%
Patuxent Outdoor Programs	126,999	112,812	112,812	115,900	2.7%
General Contributions	-	55,200	55,200	52,600	-4.7%
Seized Money/Escrow	-	13,200	13,200	13,200	0.0%
Special Historic Projects and Programs	217,293	157,024	157,024	152,900	-2.6%
Interagency Agreements	472,957	950,000	950,000	950,000	0.0%
Send a Kid to Camp	-	-	-	-	-
Subtotal Parks and Rec. Department:	<u>6,622,737</u>	<u>8,442,397</u>	<u>8,442,397</u>	<u>8,125,469</u>	<u>-3.8%</u>
Total Expenditures and Other Uses	<u>6,625,438</u>	<u>8,442,397</u>	<u>8,442,397</u>	<u>8,145,469</u>	<u>-3.5%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	\$ <u>1,565,005</u>	\$ <u>(340,782)</u>	\$ <u>16,293</u>	\$ <u>(53,306)</u>	<u>-84.4%</u>
Fund Balance - Beginning					
	<u>9,394,435</u>	<u>8,649,105</u>	<u>10,959,440</u>	<u>10,975,733</u>	<u>26.9%</u>
Fund Balance - Ending	\$ <u>10,959,440</u>	\$ <u>8,308,323</u>	\$ <u>10,975,733</u>	\$ <u>10,922,427</u>	<u>31.5%</u>



Prince George's County Special Revenue Funds – Geographic Information System (GIS)

OVERVIEW

The GIS Special Revenue Fund was used to maintain and update the geographic data used by the Commission, WSSC, and Prince George's County. The GIS database 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. 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. From 1991 through 2018, this fund had periodically received reimbursements from the County and WSSC for developing and maintaining some of the basic layers. These reimbursements are no longer maintained in the GIS Special Revenue Fund and will subsequently be maintained in Capital Improvement Program (CIP) to be used for subsequent updating of the layers.

SUMMARY OF FY20 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 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	7	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>7</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>7</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Fund	(2,701)	-	-	-	-
Total Transfers (Out)	<u>(2,701)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>(2,701)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(2,694)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	2,694	(7)	-	-	-100.0%
Fund Balance - Ending	<u>\$ -</u>	<u>\$ (7)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-100.0%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- None



Prince George's County Special Revenue Funds – Historic Preservation Non-Capital Grant

OVERVIEW

The Historic Preservation Non-Capital Grant Special Revenue Fund provides grants to support projects that identify, preserve, promote and protect the historic, cultural and archeological resources of Prince George's County for the benefit of the public and to encourage the revitalization of communities. These grants are intended to help produce and disseminate information, stimulate public discussion about preservation, make technical expertise accessible and encourage community partnerships. Revenues in this fund were periodically collected by Prince George's County government as mitigation funds for the loss of historic sites in the County. Funds collected by the County government over time were transferred to the Maryland-National Capital Park and Planning Commission (M-NCPPC) during FY 2019 to allow M-NCPPC to administer the Historic Preservation Non-Capital grant fund. Whether the fund balance will be augmented in the future is unknown, but for the foreseeable future, any remaining balance in the fund will be carried forward until the fund is exhausted. Expenditures from this fund will be grant awards for the cost of professional services, such as preservation and planning consultants, planning studies, design work and educational outreach. Funds may also be used for conservation projects involving architectural, archeological or cultural resources.

SUMMARY OF FY20 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
PLANNING DEPARTMENT - HISTORIC PRESERVATION NON-CAPITAL GRANT PROGRAM
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ 357,075	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>357,075</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	20,000	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>-</u>	<u>-</u>	<u>357,075</u>	<u>(20,000)</u>	<u>-</u>
Other Financing Sources (Uses):					
Total Transfers In	<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>357,075</u>	<u>(20,000)</u>	<u>-</u>
Fund Balance - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>357,075</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 357,075</u>	<u>\$ 337,075</u>	<u>-</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- None.



Prince George's County

Special Revenue Funds: Community Centers

OVERVIEW

The Community Centers Special Revenue Funds provide supplemental funding to enhance and expand community service programs. Funds are generated from fees and charges for classes, workshops, special events, program registrations facility rentals and vending. Funds provide community outreach programs (special events and community activities); specialized equipment and supplies; community ethnic/heritage programming; volunteer recruitment; program transportation; and contractual services. Specifically, revenues are collected from our many diverse community programs and activities, such as class programs in:

- Computer skills (animation, web page design, Microsoft Office)
- Fitness and health (aerobics, weight training, yoga, Tai Chi, Zumba, boot camps)
- Martial arts (Karate, Judo, Tae Kwon Do, Aikido)
- Crafts (floral design, ceramics, sketching)
- Performing arts (ballet, tap and jazz, hip-hop, piano, African dance, Salsa)
- Sports (soccer, basketball, cheerleading, gymnastics, boxing, baseball skills, flag football)
- Lifestyle and learning (cooking, hand/line dance, guitar, piano, voice, tutoring)

These are just a sampling of the more than 6,900 classes offered at the community centers. Seasonal events celebrating Halloween, Thanksgiving, Christmas, Mother's Day, Father's Day, and other holidays help to bring families together. Annually, more than 45,000 people participate in these classes and similar events. Pre-school and Kids' Care programs (school age, after-school childcare) operate at more than 24 sites with a combined registration of nearly 1,000. A large portion of the revenues and expenditures are from the summer day camp program held at all of our community centers, with over 500 sessions and more than 12,000 children registered. In addition, vending and rentals are active revenue producers. Furthermore, over 30,000 access cards to fitness rooms and community centers are sold each year.



Prince George's County Special Revenue Funds: Community Centers

SUMMARY OF FY20 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 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	11,469	9,500	9,500	23,500	147.4%
Charges for Services	1,896,070	1,584,700	1,584,700	1,866,800	17.8%
Rentals and Concessions	180,870	99,822	99,822	110,822	11.0%
Interest	-	-	-	-	-
Miscellaneous	14,382	1,500	1,500	6,752	350.1%
Total Revenues	<u>2,102,791</u>	<u>1,695,522</u>	<u>1,695,522</u>	<u>2,007,874</u>	<u>18.4%</u>
Expenditures by Major Object:					
Personnel Services	1,137,311	1,173,860	1,173,860	1,400,816	19.3%
Supplies and Materials	204,188	201,749	201,749	248,086	23.0%
Other Services and Charges	183,746	280,913	280,913	321,972	14.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	30,829	39,000	39,000	37,000	-5.1%
Total Expenditures	<u>1,556,074</u>	<u>1,695,522</u>	<u>1,695,522</u>	<u>2,007,874</u>	<u>18.4%</u>
Excess of Revenues over Expenditures	<u>546,717</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u><u>546,717</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
Fund Balance - Beginning	<u>2,912,208</u>	<u>2,912,208</u>	<u>3,458,925</u>	<u>3,458,925</u>	<u>18.8%</u>
Fund Balance - Ending	<u>\$ 3,458,925</u>	<u>\$ 2,912,208</u>	<u>\$ 3,458,925</u>	<u>\$ 3,458,925</u>	<u>18.8%</u>



Prince George's County Special Revenue Funds: Community Centers

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
CENTRAL AREA COMMUNITY CENTERS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	142	19,000	19,000	5,000	-73.7%
Charges for Services	2,048,413	2,003,371	2,003,371	1,924,725	-3.9%
Rentals and Concessions	306,396	100,000	100,000	88,700	-11.3%
Interest	-	-	-	-	-
Miscellaneous	6,748	5,222	5,222	3,770	-27.8%
Total Revenues	<u>2,361,700</u>	<u>2,127,593</u>	<u>2,127,593</u>	<u>2,022,195</u>	<u>-5.0%</u>
Expenditures by Major Object:					
Personnel Services	1,602,377	1,487,958	1,487,958	1,381,630	-7.1%
Supplies and Materials	248,228	256,913	256,913	258,894	0.8%
Other Services and Charges	110,422	343,722	343,722	344,671	0.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	30,826	39,000	39,000	37,000	-5.1%
Total Expenditures	<u>1,991,853</u>	<u>2,127,593</u>	<u>2,127,593</u>	<u>2,022,195</u>	<u>-5.0%</u>
Excess of Revenues over Expenditures	<u>369,847</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>369,847</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	2,068,910	2,068,910	2,438,757	2,438,757	17.9%
Fund Balance - Ending	<u>\$ 2,438,757</u>	<u>\$ 2,068,910</u>	<u>\$ 2,438,757</u>	<u>\$ 2,438,757</u>	<u>17.9%</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 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	1,318	-	-	-	-
Charges for Services	1,878,766	1,991,000	1,991,000	1,787,546	-10.2%
Rentals and Concessions	230,931	398,000	398,000	394,500	-0.9%
Interest	-	-	-	-	-
Miscellaneous	7,440	4,000	4,000	4,000	0.0%
Total Revenues	<u>2,118,456</u>	<u>2,393,000</u>	<u>2,393,000</u>	<u>2,186,046</u>	<u>-8.6%</u>
Expenditures by Major Object:					
Personnel Services	1,260,088	1,593,960	1,593,960	1,472,433	-7.6%
Supplies and Materials	297,412	445,727	445,727	405,047	-9.1%
Other Services and Charges	184,788	314,313	314,313	271,566	-13.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	30,826	39,000	39,000	37,000	-5.1%
Total Expenditures	<u>1,773,114</u>	<u>2,393,000</u>	<u>2,393,000</u>	<u>2,186,046</u>	<u>-8.6%</u>
Excess of Revenues over Expenditures	<u>345,342</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>345,342</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	663,148	504,025	1,008,490	1,008,490	100.1%
Fund Balance - Ending	<u>\$ 1,008,490</u>	<u>\$ 504,025</u>	<u>\$ 1,008,490</u>	<u>\$ 1,008,490</u>	<u>100.1%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Realigned the community center structure by transferring two (2) community centers from Southern Area Operations to Central Area Operations and two (2) community centers from Central Area Operations to Northern Area Operations. (CAO, NAO, SAO).
- Decreased revenue and expenditure targets based on historical trend and current actual projections.
- Decreased chargeback allocation (NAO, CAO, SAO).



Prince George's County

Special Revenue Funds: Laurel-Beltsville Senior Activity Center

OVERVIEW

The Laurel-Beltsville Senior Activity Center Special Revenue Fund provides supplemental funding to enhance classes, special events, and amenities at the center. Funds are generated from fees and charges for classes, workshops, special events, trips, program registrations, memberships and rentals. Funds will provide outreach programs (special events and community activities); specialized equipment and supplies; community ethnic/heritage programming; volunteer recruitment, recognition and training; program transportation; contractual services; and leadership. Examples of the offerings include:

- Computer skills
- Woodworking
- Lifestyle and learning
- Fitness and well being
- Ceramics
- Volunteer opportunities

SUMMARY OF FY20 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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	115	500	500	500	0.0%
Charges for Services	158,948	110,500	110,500	160,500	45.2%
Rentals and Concessions	157,231	30,000	30,000	30,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	331	43,000	43,000	43,000	0.0%
Total Revenues	316,625	184,000	184,000	234,000	27.2%
Expenditures by Major Object:					
Personnel Services	164,163	110,408	110,408	183,408	66.1%
Supplies and Materials	13,640	19,392	19,392	19,392	0.0%
Other Services and Charges	30,601	31,200	31,200	31,200	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	208,404	161,000	161,000	234,000	45.3%
Excess of Revenues over Expenditures	108,221	23,000	23,000	-	-100.0%
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	108,221	23,000	23,000	-	-100.0%
Fund Balance - Beginning	165,516	188,516	273,737	296,737	57.4%
Fund Balance - Ending	\$ 273,737	\$ 211,516	\$ 296,737	\$ 296,737	40.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Increased revenue target based on historical trend and current actual projections.
- Increased personnel services allocation based on trends.



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 FY20 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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	112,307	115,000	115,000	115,000	0.0%
Interest	2,974	1,200	1,200	600	-50.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>115,281</u>	<u>116,200</u>	<u>116,200</u>	<u>115,600</u>	<u>-0.5%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	8,741	42,000	42,000	49,300	17.4%
Other Services and Charges	37,893	60,000	60,000	66,300	10.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>46,634</u>	<u>102,000</u>	<u>102,000</u>	<u>115,600</u>	<u>13.3%</u>
Excess of Revenues over Expenditures	<u>68,647</u>	<u>14,200</u>	<u>14,200</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>68,647</u>	<u>14,200</u>	<u>14,200</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	255,957	269,757	324,604	338,804	25.6%
Fund Balance - Ending	<u>\$ 324,604</u>	<u>\$ 283,957</u>	<u>\$ 338,804</u>	<u>\$ 338,804</u>	<u>19.3%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projection.



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 FY20 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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,120	700	700	200	-71.4%
Miscellaneous	45,619	25,000	25,000	40,000	60.0%
Total Revenues	46,739	25,700	25,700	40,200	56.4%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	30,100	30,100	20,100	-33.2%
Capital Outlay	-	35,000	35,000	20,100	-42.6%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	65,100	65,100	40,200	-38.2%
Excess of Revenues over Expenditures	46,739	(39,400)	(39,400)	-	-100.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Park Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	46,739	(39,400)	(39,400)	-	-100.0%
Fund Balance - Beginning	84,509	45,209	131,248	91,848	103.2%
Fund Balance - Ending	\$ 131,248	\$ 5,809	\$ 91,848	\$ 91,848	1481.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- None



Prince George's County Special Revenue Funds: Festival of Lights

OVERVIEW

The Festival of Lights Special Revenue Fund provides a supplemental funding mechanism to improve, expand, and enhance the festival. Funds are spent for exhibits, equipment, supplies, materials, and marketing and advertising. The Festival of Lights operates over a six-week period and hosts nearly 20,000 vehicles of residents and visitors.

SUMMARY OF FY20 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 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	628	500	500	300	-40.0%
Miscellaneous	500	-	-	-	-
Total Revenues	<u>1,128</u>	<u>500</u>	<u>500</u>	<u>300</u>	<u>-40.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	(42,395)	10,000	10,000	10,000	0.0%
Other Services and Charges	-	9,506	9,506	9,506	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>(42,395)</u>	<u>19,506</u>	<u>19,506</u>	<u>19,506</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>43,523</u>	<u>(19,006)</u>	<u>(19,006)</u>	<u>(19,206)</u>	<u>1.1%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>43,523</u>	<u>(19,006)</u>	<u>(19,006)</u>	<u>(19,206)</u>	<u>1.1%</u>
Fund Balance - Beginning	8,419	(10,287)	51,942	32,936	-420.2%
Fund Balance - Ending	<u>\$ 51,942</u>	<u>\$ (29,293)</u>	<u>\$ 32,936</u>	<u>\$ 13,730</u>	<u>-146.9%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projection.



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 FY20 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS SAFETY PROGRAMS					
Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2020					
	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	100	100	-	-100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	-	100	100	-	-100.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	(12,289)	100	100	-	-100.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	(12,289)	100	100	-	-100.0%
Excess of Revenues over Expenditures	12,289	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)- Capital Project Funds					
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	12,289	-	-	-	-
Fund Balance - Beginning	7,169	7,169	19,458	19,458	171.4%
Fund Balance - Ending	\$ 19,458	\$ 7,169	\$ 19,458	\$ 19,458	171.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projection.
- Decreased non-personnel services based on historic trend and current actuals.



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 FY20 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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	11,909	15,000	15,000	15,000	0.0%
Charges for Services	127,769	111,000	111,000	61,548	-44.6%
Rentals and Concessions	98,813	70,000	70,000	70,000	0.0%
Interest	3,062	1,700	1,700	900	-47.1%
Miscellaneous	5,568	15,000	15,000	15,000	0.0%
Total Revenues	247,121	212,700	212,700	162,448	-23.6%
Expenditures by Major Object:					
Personnel Services	197,171	134,983	134,983	93,891	-30.4%
Supplies and Materials	36,146	44,257	44,257	44,257	0.0%
Other Services and Charges	10,403	24,300	24,300	24,300	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	243,721	203,540	203,540	162,448	-20.2%
Excess of Revenues over Expenditures	3,400	9,160	9,160	-	-100.0%
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	3,400	9,160	9,160	-	-100.0%
Fund Balance - Beginning	274,448	292,848	277,848	287,008	-2.0%
Fund Balance - Ending	\$ 277,848	\$ 302,008	\$ 287,008	\$ 287,008	-5.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projection.
- Decreased revenue and expenditure allocations based on historic trend and current actuals.



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 FY20 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
AREA OPERATIONS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	15,340	10,500	10,500	15,500	47.6%
Rentals and Concessions	-	-	-	-	-
Interest	-	34,000	34,000	17,000	-50.0%
Miscellaneous	-	10,500	10,500	5,500	-47.6%
Total Revenues	15,340	55,000	55,000	38,000	-30.9%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	18,000	18,000	4,000	-77.8%
Other Services and Charges	10,002	18,000	18,000	15,612	-13.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	46,752	19,000	19,000	18,388	-3.2%
Total Expenditures	56,754	55,000	55,000	38,000	-30.9%
Excess of Revenues over Expenditures	(41,414)	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(41,414)	-	-	-	-
Fund Balance - Beginning	178,067	68,067	136,653	136,653	100.8%
Fund Balance - Ending	\$ 136,653	\$ 68,067	\$ 136,653	\$ 136,653	100.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projection.
- Decreased revenue and expenditure allocations based on historic trend and current actuals.



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 FY20 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
RECREATION WAREHOUSE
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	3,629	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	3,190	1,800	1,800	900	-50.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>6,819</u>	<u>1,800</u>	<u>1,800</u>	<u>900</u>	<u>-50.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	(17,737)	331,800	331,800	15,000	-95.5%
Other Services and Charges	1,355	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>(16,382)</u>	<u>331,800</u>	<u>331,800</u>	<u>15,000</u>	<u>-95.5%</u>
Excess of Revenues over Expenditures	<u>23,201</u>	<u>(330,000)</u>	<u>(330,000)</u>	<u>(14,100)</u>	<u>-95.7%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)- Capital Project Funds					
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>23,201</u>	<u>(330,000)</u>	<u>(330,000)</u>	<u>(14,100)</u>	<u>-95.7%</u>
Fund Balance - Beginning	980,678	980,678	1,003,879	673,879	-31.3%
Fund Balance - Ending	<u>\$ 1,003,879</u>	<u>\$ 650,678</u>	<u>\$ 673,879</u>	<u>\$ 659,779</u>	<u>1.4%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projection.
- Decreased non-personnel services based on trends and actuals.



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 FY20 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 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	706	3,000	3,000	3,000	0.0%
Charges for Services	34,641	24,000	24,000	24,000	0.0%
Rentals and Concessions	72,527	68,000	68,000	68,000	0.0%
Interest	4,149	1,800	1,800	900	-50.0%
Miscellaneous	26,828	20,000	20,000	20,000	0.0%
Total Revenues	138,851	116,800	116,800	115,900	-0.8%
Expenditures by Major Object:					
Personnel Services	86,191	46,870	46,870	49,958	6.6%
Supplies and Materials	24,164	33,942	33,942	33,942	0.0%
Other Services and Charges	8,990	32,000	32,000	32,000	0.0%
Capital Outlay	7,655	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	126,999	112,812	112,812	115,900	2.7%
Excess of Revenues over Expenditures	11,852	3,988	3,988	-	-100.0%
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	11,852	3,988	3,988	-	-100.0%
Fund Balance - Beginning	338,153	344,753	350,005	353,993	2.7%
Fund Balance - Ending	\$ 350,005	\$ 348,741	\$ 353,993	\$ 353,993	1.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projection.



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 FY20 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
GENERAL CONTRIBUTIONS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	38,388	38,000	38,000	38,000	0.0%
Interest	11,066	5,200	5,200	2,600	-50.0%
Miscellaneous	10,950	12,000	12,000	12,000	0.0%
Total Revenues	<u>60,404</u>	<u>55,200</u>	<u>55,200</u>	<u>52,600</u>	<u>-4.7%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	40,600	40,600	38,000	-6.4%
Other Services and Charges	-	14,600	14,600	14,600	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>55,200</u>	<u>55,200</u>	<u>52,600</u>	<u>-4.7%</u>
Excess of Revenues over Expenditures	<u>60,404</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>60,404</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	956,588	486,288	1,016,992	1,016,992	109.1%
Fund Balance - Ending	<u>\$ 1,016,992</u>	<u>\$ 486,288</u>	<u>\$ 1,016,992</u>	<u>\$ 1,016,992</u>	<u>109.1%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projection.



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 FY20 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 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	375	200	200	200	0.0%
Miscellaneous	(10,903)	13,000	13,000	13,000	0.0%
Total Revenues	<u>(10,528)</u>	<u>13,200</u>	<u>13,200</u>	<u>13,200</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	5,200	5,200	5,200	0.0%
Other Services and Charges	-	8,000	8,000	8,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>13,200</u>	<u>13,200</u>	<u>13,200</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>(10,528)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(10,528)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>43,097</u>	<u>36,097</u>	<u>32,569</u>	<u>32,569</u>	<u>-9.8%</u>
Fund Balance - Ending	<u>\$ 32,569</u>	<u>\$ 36,097</u>	<u>\$ 32,569</u>	<u>\$ 32,569</u>	<u>-9.8%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY20 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 FY20 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 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	38,874	45,000	45,000	45,000	0.0%
Charges for Services	77,181	52,000	52,000	52,000	0.0%
Rentals and Concessions	38,625	30,000	30,000	30,000	0.0%
Interest	5,008	2,800	2,800	1,400	-50.0%
Miscellaneous	9,118	24,500	24,500	24,500	0.0%
Total Revenues	<u>168,806</u>	<u>154,300</u>	<u>154,300</u>	<u>152,900</u>	-0.9%
Expenditures by Major Object:					
Personnel Services	144,630	66,896	66,896	66,896	0.0%
Supplies and Materials	30,789	58,432	58,432	58,432	0.0%
Other Services and Charges	41,874	31,696	31,696	27,572	-13.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>217,293</u>	<u>157,024</u>	<u>157,024</u>	<u>152,900</u>	-2.6%
Excess of Revenues over Expenditures	<u>(48,487)</u>	<u>(2,724)</u>	<u>(2,724)</u>	<u>-</u>	-100.0%
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					
	<u>(48,487)</u>	<u>(2,724)</u>	<u>(2,724)</u>	<u>-</u>	-100.0%
Fund Balance - Beginning	454,874	454,874	406,387	403,663	-11.3%
Fund Balance - Ending	<u>\$ 406,387</u>	<u>\$ 452,150</u>	<u>\$ 403,663</u>	<u>\$ 403,663</u>	-10.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- Decreased interest revenue based on forecasted projection.



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 FY20 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020**

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Intergovernmental	\$ 472,957	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>472,957</u>	<u>950,000</u>	<u>950,000</u>	<u>950,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	271,655	700,000	700,000	700,000	0.0%
Supplies and Materials	201,303	-	-	-	-
Other Services and Charges	-	250,000	250,000	250,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>472,957</u>	<u>950,000</u>	<u>950,000</u>	<u>950,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

- None



Prince George's County

Special Revenue Funds: Send A Kid To Camp

OVERVIEW

This Special Revenue Fund program provides a mechanism for residents to donate money to support the Department of Parks and Recreation summer campers. Donations contribute to the summer experience for eligible children ages 3-17 based on documented need. These funds are available for Prince George's County residents only.

SUMMARY OF FY20 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SEND A KID TO CAMP
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	27,945	-	-	-	-
Total Revenues	<u>27,945</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>27,945</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Fund	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>27,945</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	-	-	27,945	27,945	-
Fund Balance - Ending	<u>\$ 27,945</u>	<u>\$ -</u>	<u>\$ 27,945</u>	<u>\$ 27,945</u>	<u>-</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY20 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 FY20 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 FY20 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 FY20, 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 FY20 are \$291,835.



Prince George's County Advance Land Acquisition Funds

PRINCE GEORGE'S ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Property Taxes	\$ 331	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>331</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	347	-	9	-	-
Debt Service -					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>347</u>	<u>-</u>	<u>9</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>(16)</u>	<u>-</u>	<u>(9)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Capital Projects Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(16)</u>	<u>-</u>	<u>(9)</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	25	9	9	-	-100.0%
Fund Balance - Ending	<u>\$ 9</u>	<u>\$ 9</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-100.0%</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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	3,158	-	-	-	-
Miscellaneous (Contributions)	347	-	9	-	-
Total Revenues	3,505	-	9	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	288,347	-	291,835	1.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	288,347	-	291,835	1.2%
Excess of Revenues over Expenditures	3,505	(288,347)	9	(291,835)	1.2%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
ALA Debt Service Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	3,505	(288,347)	9	(291,835)	1.2%
Total Net Position - Beginning	288,322	288,347	291,827	291,836	1.2%
Total Net Position - Ending	\$ 291,827	\$ -	\$ 291,836	\$ 1	-



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 FY20 PROPOSED BUDGET

The FY20 proposed budget includes debt service on an expected \$30.0 million issue in the spring of 2019.

SUMMARY OF FY20 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 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	32,003	-	-	-	-
Debt Service -	10,999,796	13,753,538	13,753,538	15,296,269	11.2%
Debt Service Principal	7,881,181	8,348,872	8,348,872	9,255,000	10.9%
Debt Service Interest	2,905,686	5,254,666	5,254,666	5,791,269	10.2%
Debt Service Fees	212,929	150,000	150,000	250,000	66.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>11,031,799</u>	<u>13,753,538</u>	<u>13,753,538</u>	<u>15,296,269</u>	<u>11.2%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(11,031,799)</u>	<u>(13,753,538)</u>	<u>(13,753,538)</u>	<u>(15,296,269)</u>	<u>11.2%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	11,031,799	13,753,538	13,753,538	15,296,269	11.2%
Total Transfers In	<u>11,031,799</u>	<u>13,753,538</u>	<u>13,753,538</u>	<u>15,296,269</u>	<u>11.2%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>11,031,799</u>	<u>13,753,538</u>	<u>13,753,538</u>	<u>15,296,269</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Prince George's County Debt Service Requirements for FY20

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

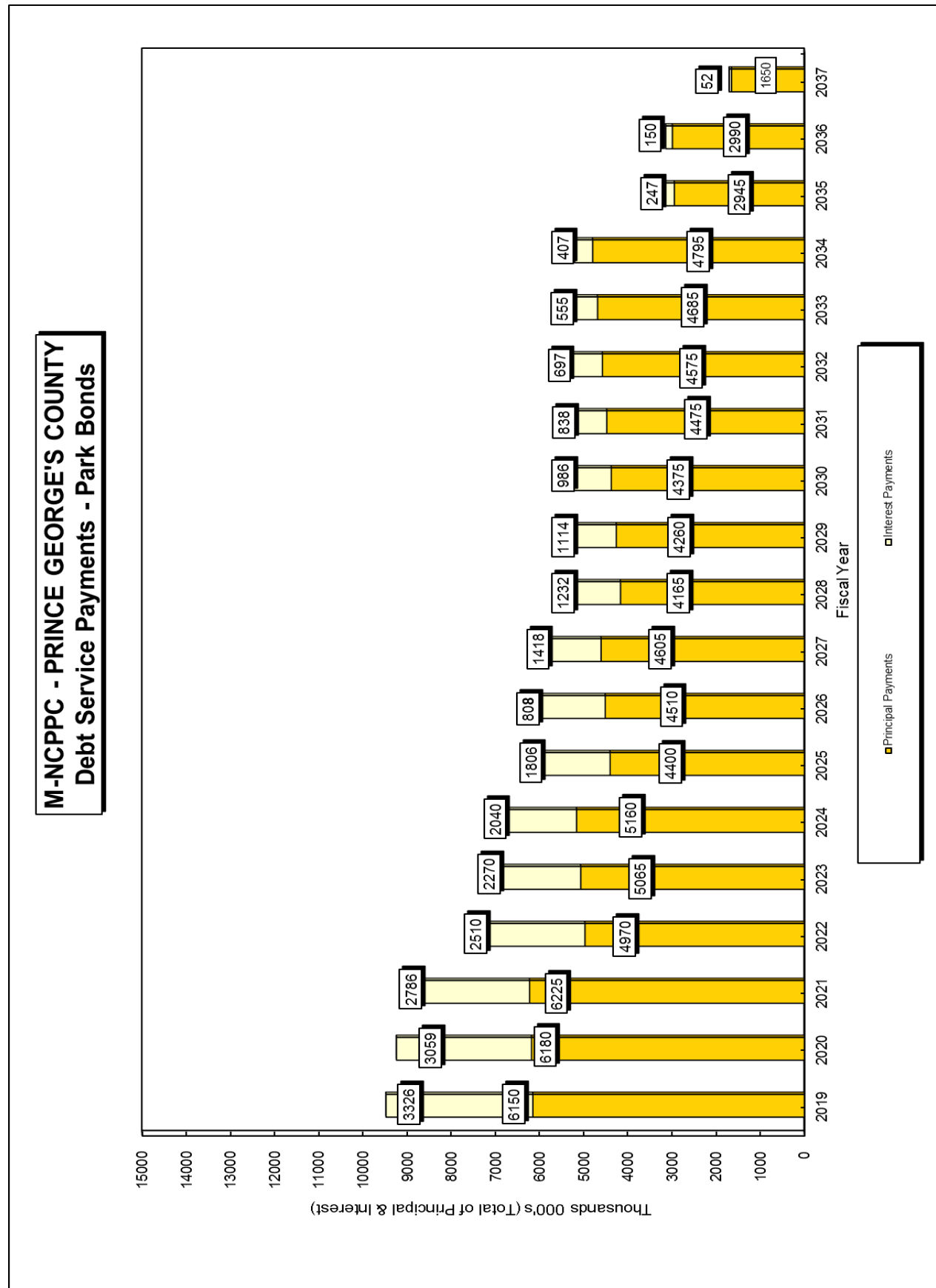
PRINCE GEORGE'S COUNTY

DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2020

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/19	FY 2020 Payments			Balance
						Principal	Interest	Total	
NN-2 Park Acquisition and Development Reunding Bond	2.4212%	03/04/10	05/01/21	14,080,000	2,690,000	1,355,000	80,700	1,435,700	1,335,000
*PG 2012-A Park Acquisition and Development Reunding Bond	1.8735%	06/07/12	01/15/24	11,420,000	4,340,000	875,000	190,950	1,065,950	3,465,000
PGC 2014 Park and Acquisition and Development Bond	2.8363%	06/05/14	12/01/23	26,565,000	21,385,000	1,045,000	768,863	1,813,863	20,340,000
PGC 2015A Park and Acquisition and Development Bond	2.5817%	10/15/15	01/15/36	24,820,000	21,915,000	1,255,000	843,069	2,098,069	20,660,000
PGC 2017-A Park and Acquisition and Development Bond	2.7053%	07/27/17	01/15/37	33,000,000	29,700,000	1,650,000	1,175,625	2,825,625	28,050,000
PG 2018 A- Park and Acquisition and Development Bond	3.1261%	11/29/18	11/01/38	31,000,000	31,000,000	1,575,000	1,382,062	2,957,062	29,425,000
Proposed Debt Service- Spring '19				30,000,000	-	1,500,000	1,350,000	2,850,000	28,500,000
Issuance Costs				170,885,000	111,030,000	9,255,000	5,791,269	15,046,269	131,775,000
Total Park Fund Debt Service								250,000	131,775,000



Prince George's County Debt Service Payments - Park Bonds



Prince George's County Risk Management Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Risk Management Self Insurance Fund was established on July 1, 1978. Through centralized management, the Risk Management program uses safety and loss control practices and self-insurance administration to reduce liability and mitigate losses to the Commission. The program's overall goals include: reducing the risk of personal injury to employees; protecting and securing Commission assets; avoiding or minimizing injury to users of Commission services and facilities; and managing costs and risk efficiently. The Department of Human Resources and Management (DHRM) is responsible for the program. The Fund is administered jointly with the Finance Department.

The program goals are met through risk assessments; implementation of loss control programs; management of commercial insurance and self-insured coverages; subrogation of liability; establishment of vendor insurance requirements to protect the agency against losses; supervisory/employee training and compliance reviews for adherence with workplace safety regulations issued by Maryland Occupational Safety and Health (MOSH), the federal Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and the Department of Transportation (DOT); accident and damage investigations; facility inspections; administration of safety programs such as the drug and alcohol education and testing program, driver's license monitoring program and defensive driving program; risk assessments of new and existing agency programs; emergency response program; and case management of workplace injuries and liability claims.

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 FY20, the Risk Management and Workplace Safety Office is staffed by three safety specialists, a workers' compensation specialist, a liability specialist, risk manager, and a shared administrative support position. A small amount of the Division Chief's time is directly charged to the Fund and some fiscal oversight by the Executive Director and Corporate Budget team is charged back to the Risk Management program. This fund presently includes 6 positions and 6.8 workyears.



Prince George's County

Risk Management Internal Service Fund

FY19 WORK PROGRAM ACCOMPLISHMENTS

- Comprehensive assessment of Automated External Defibrillators (AEDs) utilized throughout Commission facilities for compliance with State requirements.
- Developed enhanced accident investigation protocols to help minimize severity and potential for future claims.
- Conducted comprehensive safety training workshops for maintenance and trades personnel.
- Continued comprehensive examination of workers' compensation and liability claims for accident reduction and enhanced return-to-work strategies.
- Conducted a comprehensive review of the Commission-wide insurance portfolio to address ongoing special coverage needs.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY20 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 FY20 agency-wide expenses are \$7,318,037. After the application of unrestricted fund balance and interest income (explained further below in greater detail), the total funding needs are adjusted to \$5,651,700, representing a total decrease in requesting funding by 1.7% from FY19 adopted levels.

The FY20 proposed expenses of \$7,318,037 reflect a 1.2% increase from the FY19 adopted budget levels of \$7,233,240. These expenses are comprised of three components. The largest component (58%) 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 FY20 expenses are attributed to actual claims experienced 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 FY20 proposed expense for Prince George's County funded operations is \$4,317,702. After the application of \$925,902 in available fund balance and \$250,000 of interest income, the proposed funding level is adjusted down to \$3,141,800. The FY20 funding level represents a 6.6% decrease from the FY19 adopted budget, due to projected claims expenses, use of fund balance, and adjustments to the internal administrative cost which includes additional funding for training, adjustments related to the position reclassification study, an adjusted chargeback model, and recognition of EOB rent.



Prince George's County

Risk Management Internal Service Fund

Proposed funding is allocated as follows: 73.8% (or \$1,944,600) to the Park Fund; 18.3% (or \$481,500) to the Recreation Fund; 7.1% (or \$186,600) to the Enterprise Fund; and less than 1% to the Planning Department (or \$16,300). A nominal amount is attributed to CAS (\$6,600).

FY20 WORK PROGRAM PRIORITIES

- Continue to implement and monitor 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.
- Implement specialized training to address frequent causes of accidents/injuries.
- Continue to perform comprehensive assessment of site-specific emergency action protocols for all agency facilities.
- Enhance monthly position-specific safety trainings for maintenance and trades personnel.

BUDGET AT A GLANCE

		FY19 Adopted	FY20 Proposed	% Change	% Allocated*
Montgomery County					
Budget					
	Expenditures	\$ 2,933,215	\$ 3,000,335	2.3%	41.0%
Staffing					
	Funded Career Positions	3.00	3.00	0.0%	50.0%
	Funded Workyears	3.40	3.40	0.0%	50.0%

Prince George's County

Budget					
	Expenditures	\$ 4,300,025	\$ 4,317,702	0.4%	59.0%
Staffing					
	Funded Career Positions	3.00	3.00	0.0%	50.0%
	Funded Workyears	3.40	3.40	0.0%	50.0%

Combined Department Total

Budget					
	Expenditures	\$ 7,233,240	\$ 7,318,037	1.2%	100.0%
Staffing					
	Funded Career Positions	6.00	6.00	0.0%	100.0%
	Funded Workyears	6.80	6.80	0.0%	100.0%

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



Prince George's County Risk Management Internal Service Fund

SUMMARY OF FY20 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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,630,600	2,454,300	2,454,300	2,215,700	-9.7%
Recreation	900,600	673,000	673,000	530,100	-21.2%
Planning	102,900	57,600	57,600	25,300	-56.1%
CAS	5,900	1,100	1,100	7,800	609.1%
Enterprise	112,200	176,200	176,200	362,900	106.0%
Miscellaneous (Claim Recoveries, etc.)	493,721	-	-	-	-
Total Operating Revenues	<u>4,245,921</u>	<u>3,362,200</u>	<u>3,362,200</u>	<u>3,141,800</u>	<u>-6.6%</u>
Operating Expenses:					
Personnel Services	472,989	473,467	473,467	502,033	6.0%
Supplies and Materials	30,732	33,720	33,720	34,750	3.1%
Other Services and Charges:					
Insurance Claims:					
Parks	1,567,771	1,979,836	1,979,836	1,944,600	-1.8%
Recreation	236,877	499,700	499,700	481,500	-3.6%
Planning	(59,232)	69,900	69,900	16,300	-76.7%
CAS	43,655	8,000	8,000	6,600	-17.5%
Enterprise	464,394	119,100	119,100	186,600	56.7%
Misc., Professional services, etc.	284,024	842,057	842,057	853,274	1.3%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	270,052	274,245	274,245	292,045	6.5%
Total Operating Expenses	<u>3,311,262</u>	<u>4,300,025</u>	<u>4,300,025</u>	<u>4,317,702</u>	<u>0.4%</u>
Operating Income (Loss)	<u>934,659</u>	<u>(937,825)</u>	<u>(937,825)</u>	<u>(1,175,902)</u>	<u>25.4%</u>
Nonoperating Revenue (Expenses):					
Interest Income	264,585	131,000	131,000	250,000	90.8%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>264,585</u>	<u>131,000</u>	<u>131,000</u>	<u>250,000</u>	<u>90.8%</u>
Income (Loss) Before Operating Transfers	<u>1,199,244</u>	<u>(806,825)</u>	<u>(806,825)</u>	<u>(925,902)</u>	<u>14.8%</u>
Operating Transfers In (Out):					
Transfer In	799,863	-	-	-	-
Transfer (Out)	(799,863)	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	1,199,244	(806,825)	(806,825)	(925,902)	14.8%
Total Net Position - Beginning	<u>10,672,706</u>	<u>9,720,358</u>	<u>11,871,950</u>	<u>11,065,125</u>	<u>13.8%</u>
Total Net Position - Ending	<u>\$ 11,871,950</u>	<u>\$ 8,913,533</u>	<u>\$ 11,065,125</u>	<u>\$ 10,139,223</u>	<u>13.8%</u>
Designated Position	6,394,765	7,471,223	1,575,116	1,566,332	-79.0%
Unrestricted Position	5,477,184	1,442,310	9,490,009	8,572,891	494.4%
Total Net Position, June 30	<u>\$ 11,871,950</u>	<u>\$ 8,913,533</u>	<u>\$ 11,065,125</u>	<u>\$ 10,139,223</u>	<u>13.8%</u>

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

Parks	\$ 492,100	\$ 542,000	\$ 542,000	\$ 543,500	0.3%
Recreation	149,300	136,800	136,800	134,600	-1.6%
Planning	19,600	19,100	19,100	4,600	-75.9%
CAS	1,500	2,200	2,200	1,800	-18.2%
Enterprise	28,700	32,600	32,600	52,200	60.1%
Total	<u>\$ 691,200</u>	<u>\$ 732,700</u>	<u>\$ 732,700</u>	<u>\$ 736,700</u>	<u>0.5%</u>

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



Prince George's County 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 FY20 PROPOSED BUDGET

The financing authority of the CEISF may be carried over from year to year. This means that if the total authorized amount of financing is not utilized during a particular fiscal year any remaining funding may be carried over to succeeding fiscal years. Approval of the budget gives the Commission's Secretary-Treasurer and other officers authority to carry out financing for this fund at such time and on such terms as is believed to be advantageous to the Commission without additional action by the Commission or a Planning Board.

For FY20, the Commission is not proposing any new purchases for either the Prince George's Department of Planning or the Department of Parks and Recreation.

For FY20, the Commission is proposing new purchases of IT equipment by the Corporate IT division of the CIO in the total bi-county amount of \$500,000, split 50/50 with Montgomery.

- \$300,000 for servers and server component capacity for the virtual environment.
- \$100,000 for wireless controller upgrade.
- \$100,000 for additional network devices.



Prince George's County Capital Equipment Internal Service Fund

SUMMARY OF FY20 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 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Parks & Recreation - Park Fund	532,627	1,824,627	1,824,627	1,862,427	2.1%
Finance	113,000	-	-	-	-
Corporate IT	-	149,150	149,150	180,500	21.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>645,627</u>	<u>1,973,777</u>	<u>1,973,777</u>	<u>2,042,927</u>	<u>3.5%</u>
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	589,445	-	-	-	-
Other Services and Charges:	(634)	-	-	-	-
Debt Service:					
Debt Service Principal	-	45,150	-	90,300	100.0%
Debt Service Interest	-	11,650	-	23,300	100.0%
Depreciation & Amortization Expense	1,291,094	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	250,000	-
Other Classifications	-	-	-	-	-
Chargebacks	31,942	44,000	44,000	23,290	-47.1%
Total Operating Expenses	<u>1,911,847</u>	<u>100,800</u>	<u>44,000</u>	<u>386,890</u>	<u>283.8%</u>
Operating Income (Loss)	<u>(1,266,220)</u>	<u>1,872,977</u>	<u>1,929,777</u>	<u>1,656,037</u>	<u>-11.6%</u>
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	250,000	-
Interest Income	10,665	3,000	3,000	5,000	66.7%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>10,665</u>	<u>3,000</u>	<u>3,000</u>	<u>255,000</u>	<u>8400.0%</u>
Income (Loss) Before Operating Transfers	<u>(1,255,555)</u>	<u>1,875,977</u>	<u>1,932,777</u>	<u>1,911,037</u>	<u>1.9%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	<u>(1,255,555)</u>	<u>1,875,977</u>	<u>1,932,777</u>	<u>1,911,037</u>	<u>1.9%</u>
Total Net Position - Beginning	<u>6,179,000</u>	<u>7,439,083</u>	<u>4,923,445</u>	<u>6,856,222</u>	<u>-7.8%</u>
Total Net Position - Ending	<u>\$ 4,923,445</u>	<u>\$ 9,315,060</u>	<u>\$ 6,856,222</u>	<u>\$ 8,767,259</u>	<u>-5.9%</u>

Note: Future Financing Plans

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

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



Prince George's County

Commission-wide CIO & IT Initiatives Internal Service Fund

MISSION

The Chief Information Officer (CIO) reports to the Executive Committee to ensure Commission-wide focus on technology systems. The CIO is responsible for strategic planning for the enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the Commission's Chief Technology Security Officer. The Office of the CIO (OCIO) has its own office space in the Executive Office Building.

Executive Overview

Working in collaboration with the Chief Technology Officers of each department and the Information Technology Council, the Office of the Chief Information Officer (OCIO) has submitted the FY20 budget with the following highlights.

FY19 has seen sustained progress in advancing Enterprise IT Systems the face of increased information technology security threats and breaches. The OCIO is recruiting an IT Security Officer to and leads the information security planning processes to establish an inclusive and comprehensive information security program in alignment with MNCPPC System-wide Information Security Policies. The IT Security Officer has functional responsibility for the management and delivery of information security outcomes executed by all IT Divisions across the Commission. The OCIO worked closely with the Office of Internal Audit to review of our information technology environment and the policies that govern it, identified gaps and made recommendations. Our focus is to ensure that the integrity and confidentiality of Commission's data is protected under all circumstances. A comprehensive security assessment is being carried out and recommendations will be promptly implemented to ensure that the Commission's environment is able to face all types of threats in the increasingly changing technology environment. The CIO collaborated with the Information Technology Council to rank Commission Wide IT (CWIT) project priorities for FY20 to ensure that projects are aligned with Commissions goals and objectives.

OCIO Budget Overview

The proposed FY20 expenditure budget is \$1,351,101 representing a \$146,676 (12.3%) increase from the FY19 adopted levels. This is mainly due to the addition of the position of Project Manager. In addition, the IT Security Officer position partially funded in FY19 is fully funded in FY20, along with health insurance increases, OPEB increases, and compensation markers for this office.

Commission-wide IT Initiatives

The budget request for the IT Initiatives was developed with the Chief Technology Officers and was vetted and supported by the Information Technology Council. The OCIO requests authority to spend \$2,053,257 in FY20. This consists of \$425,000 for new project initiatives, \$1,985,255 for ongoing software license fees, and \$195,500 for debt service for the Alliance Security System replacement that budgeted in FY17 and debt funded. The new project initiatives are:

- Budget Software replacement
- Intranet upgrade
- Remediation of Security Assessment Findings
- Active Directory Phase V
- Enterprise Content Management (ECM) - Feasibility & Requirements Study



Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

The ongoing software license fees are for:

- Microsoft Licenses – Annual Enterprise License agreement
- Kronos – Annual Cloud hosting and related services
- Adobe – Annual Enterprise License agreement
- Website – Annual hosting and
- End user IT Security Training

By comparison the adopted budget for FY19 initiatives was \$1,605,025

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

Proposed Changes consist of:

1. Project Manager/Systems Analyst MC \$65,663, PGC \$80,974 (\$146,636) The Project Manager/Systems Analyst will be integral part of the PMO in gathering and performing in developing in depth requirement analysis to ensure systems implementation achieve goals and objectives. This new position will reduce that consulting need, as well as allow us to retain the expertise and institutional knowledge gained in implementing these projects.
2. Budget Software Replacement MC \$30,810, PGC \$44,220 (\$75,000) Support for the current Lawson Budget Planning (LBP) software from Infor will end in June 2019. Patches and modifications will no longer be provided; technical support will no longer be available. benefits of this replacement are: Continued integration with Infor Financial ERP Module, improved flexibility for budget development, and improved reporting.
3. Intranet upgrade MC \$47,500, PGC \$52,500 (\$100,000) The existing intranet (InSite) serves as a Commission-Wide Communication system, a forms and documents repository, employee training calendar and serves as a one stop shop for events, policies and major initiatives. The current platform is at end of life and must move to a supported platform as soon as funding can be secured. Benefits of the upgrade will be: Continuation of existing services; and the ability to add new services, provide secure access to content outside of the Commission's network, and enhanced security.
4. Remediation of Security Assessment Findings MC \$75,000, PGC \$75,000 (\$150,000) The Commission-wide Security Assessment was awarded to an IP Plus, an experienced IT Security firm. The work began June 2018 and is expected to be completed December 2018. We expect several issues will be identified that will need to be addressed in a timely manner. The proposed budget is only an estimate; if funding is needed beyond this amount, departments will be asked to fund mid-year.
5. Active Directory Phase V MC \$45,500, PGC \$54,500 (\$100,000) This is the next phase of the Active Directory Project, which manages permissions and access to email, network storage, and other network resources. Benefits of Phase V will be: Address Departmental legacy systems and applications that could not move over to the new AD environment, assist in resolving technical problems that may require systems customizations, eliminate the lingering security issues related to the old AD environment by ensuring legacy environment retirement by the end of 2020.



Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

6. Enterprise Content Management (ECM) - Feasibility & Requirements Study MC \$45,000, PGC \$55,000 (\$100,000) We currently own multiple variations of ECM, yet several Department representatives at multiple levels have stated the need for a comprehensive Enterprise Content Management. This project is expected to move us forward in resolving the technology gaps among such variations. An ECM solution will help the Commission to organize, manage and distribute documents, images, and other departmental specific information. The project involves conducting a thorough needs assessment and for the Project team to establish a comprehensive inventory of requirements and identify a solution that will store, track, edit, and collaborate on content creation and other information related projects, while maintaining appropriate security levels. The solution will also streamline the life-cycle of information and automates various business processes using embedded workflows.

Specific benefits of ECM are expected to be: Electronic Signature, disaster Recovery, regulatory Compliance, document Capture and Access Control, document Security, archiving & Retention, document and Content Management, and E-Forms and workflows to enable Business Process Automation.

BUDGET AT A GLANCE

		FY19 Adopted	FY20 Proposed	% Change	% Allocated*
<i>Montgomery County</i>					
Budget					
	Expenditures	\$ 1,009,126	\$ 1,835,729	81.9%	43.3%
Staffing					
	Funded Career Positions	3.00	3.50	16.7%	50.0%
	Funded Workyears	3.00	3.50	16.7%	50.0%
<i>Prince George's County</i>					
Budget					
	Expenditures	\$ 1,783,950	\$ 2,406,392	34.9%	56.7%
Staffing					
	Funded Career Positions	3.00	3.50	16.7%	50.0%
	Funded Workyears	3.00	3.50	16.7%	50.0%
<i>Combined Department Total</i>					
Budget					
	Expenditures	\$ 2,793,076	\$ 4,242,121	51.9%	100.0%
Staffing					
	Funded Career Positions	6.00	7.00	16.7%	100.0%
	Funded Workyears	6.00	7.00	16.7%	100.0%

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



Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

SUMMARY OF FY20 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY CIO & COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	31,451	23,987	23,987	36,656	52.8%
CIO	2,902	3,000	3,000	2,150	-28.3%
Finance	105,427	23,686	23,686	36,061	52.2%
Legal	20,890	16,591	16,591	13,021	-21.5%
Inspector General	4,015	3,980	3,980	3,200	-19.6%
Corporate IT	-	64,015	64,015	106,228	65.9%
Parks & Recreation - Park Fund	767,079	724,679	724,679	603,754	-16.7%
Parks & Recreation - Recreation Fund	602,853	277,653	277,653	1,336,261	381.3%
Planning	291,093	618,720	618,720	280,477	-54.7%
Enterprise	26,900	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,852,610	1,756,311	1,756,311	2,417,808	37.7%
Operating Expenses:					
Personnel Services	480,497	552,919	552,919	717,304	29.7%
Supplies and Materials	157,381	27,856	27,856	27,856	0.0%
Other Services and Charges:	1,383,453	1,045,797	1,045,797	1,582,558	51.3%
Debt Service:					
Debt Service Principal	-	128,237	128,237	61,750	-51.8%
Debt Service Interest	-	29,141	29,141	16,924	-41.9%
Depreciation & Amortization Expense	109,310	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	2,130,641	1,783,950	1,783,950	2,406,392	34.9%
Operating Income (Loss)	(278,031)	(27,639)	(27,639)	11,416	-141.3%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	4,704	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	4,704	-	-	-	-
Income (Loss) Before Operating Transfers	(273,327)	(27,639)	(27,639)	11,416	-141.3%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(273,327)	(27,639)	(27,639)	11,416	-141.3%
Total Net Position - Beginning	2,159,159	2,453,098	1,885,832	1,858,193	-24.3%
Total Net Position - Ending	\$ 1,885,832	\$ 2,425,459	\$ 1,858,193	\$ 1,869,609	-22.9%

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



Prince George's County

Commission-wide Executive Office Building Internal Service Fund

MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for expenses related to housing Central Administrative Services (CAS) operations which include departments of Finance, Legal, Human Resources and Management; the Office of the Inspector General; the Office of the Chief Information Officer; and the Merit System Board.

The Executive Office Building (EOB), which was built in 1968, serves as the headquarters for bi-County support to the agency. All CAS operations, with the exception of the Office of the Inspector General and the Agency-wide Archives program, are located within the EOB at 6611 Kenilworth Avenue in Riverdale, Maryland. The Office of the Inspector General and the Archives program are housed offsite due to space configuration challenges.

The EOB also houses the Employees' Retirement System, and the Prince George's County Parks and Recreation Department's Information Technology and Communications Division, both of which help offset the operations costs for the EOB.

The EOB proposed budget supports two employees who are responsible for the daily maintenance, repair, and operation of the building and surrounding property. Staff is responsible for ensuring safe and effective operation of the building, repairs of mechanical systems, maintenance of security systems, and compliance with regulatory and workplace safety standards (e.g. fire, elevator, electrical, OSHA, MOSH, EPA, and the Americans with Disabilities Act), emergency preparedness, planned lifecycle asset replacement, and fleet vehicle oversight. A portion of the management services supervisor and administrative staff is charged to CAS facility operations as they provide budget, procurement, and contract administration for facility management.

HIGHLIGHTS AND MAJOR CHANGES IN FY20 PROPOSED BUDGET

Because the Executive Office Building is nearly 50 years old, with many original systems and outdated design elements, it poses a number of structural, operational, and space design challenges. A facility condition assessment was completed by an independent facility consultant which identified a number of significant and costly updates to maintain the integrity of the building. At the direction of the Commission, a feasibility study was launched to determine the long-term viability of remaining at the EOB as compared to relocation, with emphasis on cost containment.

Initial cost analysis revealed that it will be more financially prudent to relocate CAS operations to an alternate site. Consultants are presently researching feasible alternate sites through purchase or lease, which will address concerns and reduce long-term operating costs.

Once a feasible alternative is identified and approved through a cost-benefit analysis, we will have a more accurate understanding of funding needs. If the feasibility analysis is completed in FY19, a budget amendment will be submitted for a proposed relocation project.

For FY20, the EOB budget is \$1,440,307. The budget reflects an increase of 6.3% (or \$84,913). This adjustment is needed to address and critical repairs for the continued safe and reliable operation of the facility and expected life cycle maintenance. The FY20 budget reflects 12 months of continued operation of the present EOB configuration until a feasible relocation option is approved.



Prince George's County

Commission-wide Executive Office Building Internal Service Fund

- **Revenue to the Fund:**

Revenue to the fund is provided annually through operational occupancy charges to the tenant departments/operations based on allocated space. The occupancy rate is based on the per square footage cost from anticipated costs to operate the building, ensure a clean/safe and secure worksite for occupants and visitors, and address planned repairs and maintenance to the building. The cost per square foot covers facility maintenance and repairs, mechanical systems, janitorial services, security and electronic access systems, and grounds maintenance.

The proposed budget maintains the current occupancy rate of \$26.00/sq. ft. which is funded as follows:

- \$1,352,000 is projected from occupancy revenue, and
- \$25,000 is projected in interest income.

- **Expenditures in the Fund:**

- Personnel Services: The EOB/CAS Facility Operations are maintained by two facilities staff (facility superintendent and maintenance worker) who manage day to day operations of the building on mechanical systems, perform the majority of needed repairs, and address occupant concerns. Extensive and daily maintenance is required to operate a multi-story building and its grounds, thus requiring the facilities staff to focus primarily on technical repairs, testing and maintenance. Costs for wages and benefits essentially remain flat, based on adjustments in medical and pension costs as projected by the Corporate Budget Office.
- Supplies and Materials: This category covers building supplies and parts, HVAC refrigerant and lubricants, and technology/security software/supplies (badges, key cards, etc.). These have been adjusted to accommodate required security system components, and preventative maintenance performed by EOB staff
- 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 professional services. Expenses in this category were adjusted slightly to address life cycle maintenance and repairs.
- Capital Projects: This category includes capital expenses for structural building improvements, machinery, and equipment (boilers, generators, etc.). The additional funding for FY20 addresses critical building repairs to meet immediate operational needs.
- Chargebacks: DHRM management services manager oversees the supervision of the facility staff and administrative management of EOB, including budget administration, expenditure monitoring, procurement, and project management.

FY20 Priorities and Major Known Commitments

Critical improvements to EOB for continued operation of the facility and occupant safety will be performed in FY20.



Prince George's County Commission-wide Executive Office Building Internal Service Fund

FY20 Staffing

No changes in positions or workyears are proposed.

Executive Office Building

	FY19	FY20	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Staffing			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	2.00	2.00	0.0%



Prince George's County Commission-wide Executive Office Building Internal Service Fund

SUMMARY OF FY20 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Charges for Services (Office Space Rental):	\$	\$	\$	\$	
PGC Parks and Recreation	126,178	126,178	126,178	126,178	0.0%
Retirement System	108,680	108,680	108,680	108,680	0.0%
Chief Information Office	59,644	59,644	59,644	59,644	0.0%
Risk Management	54,808	54,808	54,808	54,808	0.0%
Group Insurance	65,338	65,338	65,338	65,338	0.0%
CAS Departments	937,352	937,352	937,352	937,352	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	1,352,000	1,352,000	1,352,000	1,352,000	0.0%
Operating Expenses:					
Personnel Services	212,261	238,790	238,790	240,569	0.7%
Supplies and Materials	46,177	35,500	35,500	42,500	19.7%
Other Services and Charges:	486,919	955,146	955,146	977,530	2.3%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	171,669	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	45,000	45,000	85,000	88.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	80,958	80,958	94,708	17.0%
Total Operating Expenses	917,026	1,355,394	1,355,394	1,440,307	6.3%
Operating Income (Loss)	434,974	(3,394)	(3,394)	(88,307)	2501.9%
Nonoperating Revenue (Expenses):					
Interest Income	37,990	5,000	5,000	25,000	400.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	37,990	5,000	5,000	25,000	400.0%
Income (Loss) Before Operating Transfers	472,964	1,606	1,606	(63,307)	-4041.9%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	472,964	1,606	1,606	(63,307)	-4041.9%
Total Net Position - Beginning	4,172,500	4,645,464	4,645,464	4,647,070	0.0%
Total Net Position - Ending	\$ 4,645,464	\$ 4,647,070	\$ 4,647,070	\$ 4,583,763	-1.4%

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



Prince George's County Commission-wide Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include the employer, employee and retiree share of insurance premiums. The Flexible Spending program is also accounted for in this fund.

The Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The premiums paid through the operating department insurance costs constitute most of the revenue, 80%. Revenue from employee and retiree share of the premiums makes up 17% of revenue, with the EGWP subsidy and interest income making up the balance. The Fund is treated as a Commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB Pay-go costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed by 6 full-time positions.

Highlights and Major Changes in the FY20 Proposed Budget

The Proposed FY20 expenditure budget is \$64.02 million, which reflects a 7.6% increase from the FY19 Adopted Budget. This increase results from higher claims experience which resulted in higher rates forecast for FY20.

The FY20 Proposed Budget reflects the effect of previously negotiated changes in employee health insurance cost share. The administrative expenses are factored into the health insurance rates, and are paid through the premiums paid by the employer and employee.

The FY20 Proposed Budget contains a designated reserve of \$6.40 million, which is sufficient to meet the 10.0% of total operating expense reserve policy. A summary of the Proposed Budget follows.

Essential Need

No essential needs are proposed for FY20.

Group Insurance Fund

	FY19 <u>Adopted</u>	FY20 <u>Proposed</u>	% <u>Change</u>
Staffing			
Funded Career Positions	6.00	6.00	0.0%
Funded Workyears	6.20	6.20	0.0%



Prince George's County Commission-wide Group Insurance Internal Service Fund

SUMMARY OF FY20 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2020

	FY 18 Actual	FY 19 Adopted	FY 19 Estimate	FY 20 Proposed	% Change
Operating Revenues:					
Intergovernmental:	\$	\$	\$	\$	
EGWP Subsidy	2,004,422	1,681,000	1,681,000	2,000,000	19.0%
Charges for Services:					
Employer Contributions, Other	13,900	13,490	13,490	14,180	5.1%
Employee/Retiree Contributions	7,481,332	11,782,010	11,782,010	12,737,218	8.1%
Employer Contributions/Premiums	36,325,350	43,486,196	43,486,196	47,913,873	10.2%
Miscellaneous (Claim Recoveries, etc.)	2,994,046	-	-	-	-
Total Operating Revenues	<u>48,819,050</u>	<u>56,962,696</u>	<u>56,962,696</u>	<u>62,665,271</u>	<u>10.0%</u>
Operating Expenses:					
Personnel Services	668,643	778,214	778,214	789,377	1.4%
Supplies and Materials	28,224	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	621,745	437,088	437,088	483,928	10.7%
Insurance Claims and Fees	39,755,907	49,334,171	49,334,171	54,215,757	9.9%
Insurance Premiums	7,935,338	8,555,408	8,555,408	8,169,825	-4.5%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	360,386	353,640	353,640	311,410	-11.9%
Total Operating Expenses	<u>49,370,243</u>	<u>59,508,521</u>	<u>59,508,521</u>	<u>64,020,297</u>	<u>7.6%</u>
Operating Income (Loss)	<u>(551,193)</u>	<u>(2,545,825)</u>	<u>(2,545,825)</u>	<u>(1,355,026)</u>	<u>-46.8%</u>
Non-operating Revenue (Expenses):					
Interest Income	229,962	150,000	150,000	200,000	33.3%
Total Non-operating Revenue (Expenses)	<u>229,962</u>	<u>150,000</u>	<u>150,000</u>	<u>200,000</u>	<u>33.3%</u>
Income (Loss) Before Operating Transfers	<u>(321,230)</u>	<u>(2,395,825)</u>	<u>(2,395,825)</u>	<u>(1,155,026)</u>	<u>-51.8%</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	(321,230)	(2,395,825)	(2,395,825)	(1,155,026)	-51.8%
Total Net Position, Beginning	16,174,135	15,852,905	15,852,905	13,457,080	-15.1%
Total Net Position, Ending	<u>15,852,905</u>	<u>13,457,080</u>	<u>13,457,080</u>	<u>12,302,054</u>	<u>-8.6%</u>
Designated Position	4,443,322	5,950,852	5,950,852	6,402,030	7.6%
Unrestricted Position	11,409,583	7,506,227	7,506,227	5,900,024	-21.4%
Total Net Position, June 30	<u>\$ 15,852,905</u>	<u>\$ 13,457,080</u>	<u>\$ 13,457,080</u>	<u>\$ 12,302,054</u>	<u>-8.6%</u>

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



Appendices

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Prince George's County

Appendices - Glossary

Accrual Basis of Accounting- The method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Administration Fund/Tax- Those funds approved to finance planning and administrative support activities.

Adopted Budget- The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without text.

Advance Land Acquisition Revolving Fund (ALARF)- The Revolving Fund is a source of disbursements for highways, streets, school sites and other public purposes. It was originally financed by a Bond Issuance and is serviced through a dedicated property tax. The revolving fund is maintained by reimbursements from agencies for which the Commission bought the land.

Appropriation- Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

Assessable Base- The total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue. (See Tax Rate). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

Authorized Positions- The number of positions shown by the budget in the approved personnel complement.

Balanced Budget- A budget whose revenues and other financing sources together equal the expenditures, other uses, and required funds.

Bonds- Bonds are debt and are issued for a period of more than one year. The U.S. government, local governments, water districts, companies and many other types of institutions sell bonds. When an investor buys bonds, he or she is lending money. The seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

Budget- A detailed schedule of estimated revenues and expenditures for a specified period. (See Operating Budget)

Capital Improvement Program (CIP)- A six-year program describing major real property purchases, renovation and construction projects. The **first year** of the CIP is designated the **Capital Budget**. Years two through six reflect the capital program and are subject to future modification. In Prince George's County the Commission submits its CIP to the County by January 15th every year and in Montgomery County by November 1st in every odd numbered year.

Capital Outlay- Funds in the **operating budget** for capital purchases other than land and improvements to the land, such as some furniture, vehicles, and equipment. To qualify as a capital outlay, an item must be a fixed asset and have a unit cost (the total cost to obtain one fully functioning asset) of \$10,000 or more. Capital outlay items are not as extensive as items in the Capital Budget.

Central Administrative Services (CAS)- The Commission's centralized core administrative departments (Human Resources and Management, Finance, Inspector General, Legal, Merit System Board) that are funded jointly by Prince George's and Montgomery Counties.

Chargebacks- Charges made by a department to other departments to recover all or a portion of the costs incurred to provide a specific service to those departments. These recoveries may be within the same fund or they may be from one fund to another. The expense appears under Other Classifications in the Commission structure.

Chief Information Officer (CIO)/Commission-Wide IT Initiatives- The Commission's unit responsible for technology systems, technology security, and strategic planning for enterprise-wide IT systems.



Prince George's County

Appendices - Glossary

Collective Bargaining Agreement- A legally binding contract between the Commission as an employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

Cost of Living Adjustment (COLA)-Funds approved by the County Councils to increase career employees' salaries to make up (sometimes in-part) for the annual change in the Cost-of-Living rate as reported by the Bureau of Labor Statistics for the Washington-Baltimore Metropolitan Area.

Debt Service- The amount of funds needed to re-pay principal and interest on outstanding bonded indebtedness.

Depreciation- Amount allocated during a financial period to amortize the cost of acquiring capital assets over the useful life of those assets.

Encumbrance- A commitment within an organization to use funds for a specific purpose; there is a legal obligation to spend in the future. Encumbrances allow organizations to recognize future commitments of resources prior to an actual expenditure. A purchase order is a typical encumbrance transaction.

Enterprise Funds- Those funds which account for the operation and maintenance of various facilities (such as golf courses and ice rinks) and services that are entirely or primarily supported by user fees. These activities are similar to businesses operated by private enterprise.

Fiscal Year (FY)- The Commission's fiscal year, extending from July 1 in one calendar year to June 30 in the next. Where only a two-digit number is shown, e.g., FY20, the year ending June 30 of the number shown is intended. (June 30, 2020, 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.



Prince George's County Appendices - Acronyms

ACRONYMS

Adequate Public Facilities Ordinance	APFO
Agricultural Advisory Committee	AAV
Agricultural Preservation Advisory Board	APAB
All-Terrain Vehicle	ATV
Americans with Disabilities Act	ADA
Base Realignment and Closure (military)	BRAC
Bi-county Transitway	BCT
Building Lot Termination	BLT
Bus Rapid Transit	BRT
Capital Improvement Program	CIP
Central Business District	CBD
Commercial-Residential zone	CR
Community Based Planning	CBP
Community Development Center	CDC
Comprehensive Annual Financial Report	CAFR
Computer Aided Dispatch	CAD
Consolidated Transportation Program	CTP
Corridor Cities Transitway	CCT
Crime Prevention through Environmental Design	CPTED
Department Of Economic Development	DED
Department of Housing and Community Affairs	DHCA
Department of Public Works and Transportation	DPWT
Development Information Activity Center	DIAC
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Draft Environmental Impact Statement	DEIS
Environmental Protection Agency	EPA
Floor Area Ratio	FAR
Geographic Information System	GIS
Government Finance Officers Association	GFOA
Governmental Accounting Standards Board	GASB
Greenhouse Gas	GHG
Historic Area Work Permit	HAWP
Historic Preservation Commission	HPC
Housing Opportunities Commission	HOC
Integrated Pest Management	IPM
Inter County Connector	ICC
Interstate Commission On The Potomac River Basin	ICPRB
Interagency Technology Policy and Coordination Committee	ITPCC
Land Preservation, Parks, and Recreation	LPPR



Prince George's County Appendices - Acronyms

Law Enforcement Officers Bill of Rights	LEOBR
Legacy Open Space	LOS
Leadership in Environmental Education Design	LEED
Local Area Network / Wide Area Network	LAN / WAN
Local Area Transportation Review	LATR
Locally Preferred Alignment	LPA
Maryland Department of Planning	MDP
Maryland Transit Administration	MTA
Memorandum Of Understanding	MOU
Metropolitan Washington Council Of Governments	MWCOG
Mid County Highway	M-83
Minority, Female and Disabled procurement program	MFD
Moderately Priced Dwelling Unit	MPDU
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department Of Housing And Community Affairs	MC DHCA
Montgomery County Department Of Permitting Services	MCDPS
Montgomery County Department Of Economic Development	MC DED
Montgomery County Department of Transportation	MCDOT
Montgomery County Government	MCG
Montgomery County Public Schools	MCPS
Montgomery County Soil Conservation District	MCSCD
National Parks Service	NPS
Policy Area Mobility Review	PAMR
Park, Recreation, and Open Space	PROS
Prince George's Department of Public Works & Transportation	PG DPWT
Program Open Space	POS
Research & Technology Center	RTC
Right Of Way	ROW
Rural Density Transfer zone	RDT
Sectional Map Amendment	SMA
Silver Spring Transit Center	SSTC
State Department of Assessments & Taxation	SDAT
State Highway Administration	SHA
State Of Maryland Department Of Environment	MDE
State of Maryland Department Of Housing And Community Development	DHCD
State of Maryland Department Of Natural Resources	DNR
Total Maximum Daily Load	TMDL
Town Sector zone	T-S
Transferable Development Rights	TDR
Transit Oriented Development	TOD
Transportation Action Partnership	TAP



Prince George's County Appendices - Acronyms

Transportation Policy Area Review	TPAR
United States Fish & Wildlife Service	USF&WS
US Army Core Of Engineers	USACOE
US Environmental Protection Agency	EPA
Us Forest Service	USFS
US National Oceanic Atmospheric Administration	NOAA
Washington Area Bicycle Association	WABA
Washington Metropolitan Area Transit Authority	WMATA
Washington Suburban Sanitary Commission	WSSC
Zoning Text Amendment	ZTA



Prince George's County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratio of Net General Obligation Bonded Debt
To Assessed Value and Net General Obligation Bonded Debt Per Capita
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds		
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value
2009	959,013	\$ 126,613,148	\$ 39,114	0.03 %	\$ 146,276,983	\$ 3,210	0.002 %
2010	976,321	149,161,911	34,114	0.02	171,220,841	2,680	0.002
2011	992,928	149,284,865	29,319	0.02	171,646,984	2,145	0.001
2012	1,006,218	143,754,415	35,654	0.02	165,916,424	1,905	0.001
2013	1,017,759	140,577,467	32,462	0.02	161,877,310	1,665	0.001
2014	1,027,780	141,899,535	44,616	0.03	163,601,193	1,430	0.001
2015	1,036,233	142,418,524	41,464	0.03	163,656,758	1,200	0.001
2016	1,043,863	151,113,059	51,857	0.03	174,057,795	1,075	0.001
2017	1,050,370	157,476,558	56,953	0.04	181,546,725	1,020	0.001
2018	1,056,920	163,053,038	52,924	0.03	188,182,436	885	0.000
							Net Bonded Debt Per Capita
							\$ 3.35
							2.74
							2.16
							1.89
							1.64
							1.39
							1.16
							1.03
							0.97
							0.84

PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds		
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value
2009	834,560	\$ 82,671,572	\$ 85,501	0.10 %	\$ 88,636,874	\$ 585	0.001 %
2010	865,705	91,889,365	76,246	0.08	98,521,803	290	0.000
2011	874,045	84,718,780	65,925	0.08	90,863,504	-	-
2012	881,138	79,043,657	56,363	0.07	84,542,585	-	-
2013	890,081	73,123,809	47,086	0.06	78,518,921	-	-
2014	904,430	70,551,044	67,280	0.10	75,744,055	-	-
2015	909,535	71,578,363	58,860	0.08	76,747,781	-	-
2016	908,049	74,240,911	73,329	0.10	79,385,919	-	-
2017	912,756	78,488,744	64,534	0.08	83,863,174	-	-
2018	n.a.	84,361,738	92,162	0.11	90,065,188	-	-
							Net Bonded Debt Per Capita
							\$ 0.70
							0.33
							n.a.
							n.a.
							n.a.
							n.a.
							n.a.
							n.a.
							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



Prince George's County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Governmental Activities (1)		Business- Type Activities (1)	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				Percentage Of Personal Income	Outstanding Debt Per Capita			Percentage Of Personal Income	Outstanding Debt Per Capita
2009	\$ 32,290	\$ 2,301	\$ 4,523	\$ 39,114	0.06	%	3,210	\$ 42,324	0.06	%	\$ 44.13
2010	29,680	1,041	3,393	34,114	0.05		2,680	36,794	0.05		37.69
2011	26,710	368	2,241	29,319	0.04		2,145	31,464	0.04		31.69
2012	34,590	-	1,064	35,654	0.05		1,905	37,559	0.05		37.33
2013	32,240	-	222	32,462	0.04		1,665	34,127	0.05		33.53
2014	44,616	-	-	44,616	0.06		1,430	46,046	0.06		44.80
2015	41,464	-	-	41,464	0.05		1,200	42,664	0.05		41.17
2016	51,857	-	-	51,857	0.06		1,075	52,932	0.06		50.71
2017	56,953	-	-	56,953	0.07		1,020	57,973	0.07		55.19
2018	52,924	-	-	52,924	0.06		885	53,809	0.06		50.91

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business- Type Activities (1)	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				Percentage Of Personal Income	Outstanding Debt Per Capita			Percentage Of Personal Income	Outstanding Debt Per Capita
2009	\$ 85,501	\$ 1,054	\$ -	\$ 86,555	0.26		\$ 585	\$ 87,140	0.26	%	\$ 104.41
2010	76,246	653	-	76,899	0.22		290	77,189	0.23		89.16
2011	65,925	369	-	66,294	0.19		-	66,294	0.19		75.85
2012	56,363	120	-	56,483	0.15		-	56,483	0.15		64.10
2013	47,086	-	-	47,086	0.12		-	47,086	0.12		52.90
2014	67,280	-	-	67,280	0.17		-	67,280	0.17		74.39
2015	58,860	-	-	58,860	0.14		-	58,860	0.14		64.71
2016	73,329	-	-	73,329	0.17		-	73,329	0.17		80.75
2017	64,534	-	-	64,534	na		-	64,534	na		70.70
2018	92,162	-	-	92,162	na		-	92,162	na		na

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Table 14 for personal income and population data. Data are not available for Prince George's County for FY 2017 and FY 2018.

Source: The Maryland-National Capital Park and Planning Commission, Montgomery and Prince George's County Governments



Prince George's County Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Principal Employers

Current Fiscal Year and Nine Years Ago

MONTGOMERY COUNTY

Employer	2018			2009		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	>30,000	1	6.12 %	>30,000	1	6.27 %
Montgomery County Public Schools	20,000 - 25,000	2	4.59	20,000 - 25,000	2	4.70
Montgomery County Government	10,000 - 15,000	3	2.55	5,000 - 10,000	5	1.57
U.S. Department of Commerce	5,000 - 10,000	4	1.53	5,000 - 10,000	4	1.57
U.S. Department of Defense	2,500 - 5,000	5	0.76	10,000 - 15,000	3	2.61
Holy Cross Hospital of Silver Spring	2,500 - 5,000	6	0.76	2,500 - 5,000	10	0.78
Adventist Healthcare	2,500 - 5,000	7	0.76	5,000 - 10,000	7	1.57
Government Employees Insurance Co.	2,500 - 5,000	8	0.76	**	-	-
Marriott International, Inc (Headquarters)	2,500 - 5,000	9	0.76	2,500 - 5,000	8	0.78
U. S. Nuclear Regulatory Commission	1,500 - 2,500	10	0.41	**	-	-
Lockheed Martin Corporation	**	-	-	5,000 - 10,000	6	1.57
Giant Food Corporation	**	-	-	2,500 - 5,000	9	0.78
Total			19.00 %			22.20 %

PRINCE GEORGE'S COUNTY

Employer	2017 (1)			2008(1)		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
University System of Maryland (2)	20,205	1	4.93 %	12,454	3	3.98 %
Joint Base Andrews Naval Air Facility Washington*	17,500	2	4.27	15,000	2	4.80
U.S. Internal Revenue Service *	4,735	3	1.16	5,539	5	1.77
United States Census Bureau *	4,605	4	1.12	4,158	8	1.33
United Parcel Service	3,000	5	0.73	4,220	7	1.35
NASA/Goddard Space Flight Center *	3,000	6	0.47	3,083	9	0.99
MGM National Harbor	2,830	7	0.57	-	-	-
Inovalon - MedAssurant	2,500	8	0.50	-	-	-
University Of Maryland Capital Region Health (Formerly Dimensions Healthcare System)	2,400	9	0.48	-	-	-
Marriott International	2,200	10	0.44	-	-	-
Giant Food, Inc.	-	-	-	5,394	6	1.73
Verizon	-	-	-	2,738	10	0.88
Prince George's County Public Schools	-	-	-	18,888	1	6.04
Prince George's County Government	-	-	-	6,889	4	2.20
Total	62,975		14.68 %	78,363		25.07 %

Note:

- (1) In 2018, Information is not yet available.
- (2) Includes UMPC, UMUC and Bowie State University
- (*) Employee counts for federal and military facilities exclude contractors.
- (**) Employer is not one of the ten largest employers during the year noted.

Source: Montgomery County and Prince George's County Governments.



Prince George's County Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Demographic Statistics
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population (1)	Total Personal Income 000's omitted (2,3)	Per Capita Income (4)	Labor Force (5)	Unemployment Rate (6)	Registered Pupils (7)
2009	959,013	\$ 66,147,761	\$ 68,975	522,421	5.3 %	137,763
2010	976,321	69,149,438	70,827	532,549	5.6	140,500
2011	992,928	73,818,085	74,344	536,832	5.3	143,309
2012	1,006,218	76,994,315	76,519	540,427	5.2	146,497
2013	1,017,759	74,017,970	72,726	543,124	4.9	149,018
2014	1,027,780	75,745,140	73,698	545,005	4.4	151,289
2015	1,036,233	80,786,226	77,961	549,111	3.9	153,852
2016	1,043,863	84,518,332	80,967	548,401	3.4	159,242
2017	1,050,370	87,230,000	83,047	557,412	3.3	161,909
2018	1,056,920	90,840,000	85,948	562,343	3.4	161,936

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)
2009	834,560	\$ 33,227,622	\$ 38,810	452,754	7.1 %	127,977
2010	865,705	34,302,938	39,647	462,138	7.7	127,039
2011	874,045	35,036,640	40,215	466,787	7.2	126,671
2012	881,138	38,481,250	43,672	469,150	6.8	123,833
2013	890,081	38,595,921	43,362	467,318	6.9	123,737
2014	904,430	40,215,913	44,465	469,359	6.2	125,136
2015	909,535	40,806,805	44,866	495,449	4.7	127,576
2016	908,049	41,922,938	46,168	498,002	4.4	128,936
2017	912,756	n. a.	n. a.	513,393	4.7	130,814
2018	n. a.	n. a.	n. a.	512,961	4.7	130,814

Notes: n.a. represents information that was unavailable at the time the tables were updated

- (1) Source: Data for 2008-2009 from the U.S. Bureau of the Census, data for 2010-2017 estimated by the Montgomery County Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2017-2018 is not currently available for Prince George's County)
- (3) Source: Data for 2010 - 2017 are estimates derived by the Montgomery County Department of Finance
- (4) Source: Per Capita Income is derived by dividing personal income by population
- (5) Source: Bureau of Labor Statistics, U.S. Department of Labor
- (6) Source: Maryland Department of Labor, Licensing and Regulations. Represents yearly average figures.
- (7) Source: Office of Management and Budget, Montgomery County
- (8) Source: Data for 2010-2017 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Estimates for 2018 are not available
Data for 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 2018. Prince George's County data for 2018 is an estimate
- (10) Source: www.mdreportcard.org, 2018 estimates for Prince George's County



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY TAX RATES BY FUND: FY06 THRU FY20

		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<u>FY06</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY07</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY08</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY09</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY10</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY11</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY12</u>	Real	0.0466	0.1719	0.0605	0.0000	0.2790
	Personal	0.1165	0.4298	0.1512	0.0000	0.6975
<u>FY13</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY14</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY15</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY16</u>	Real	0.0566	0.1594	0.0780	0.0000	0.2940
	Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY17</u>	Real	0.0566	0.1594	0.0780	0.0000	0.2940
	Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY18</u>	Real	0.0566	0.1594	0.0780	0.0000	0.2940
	Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY19 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>FY20 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: FY06 THRU FY20

<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>
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	\$774	\$18,718,208	\$7,227,894	\$297,871,290
FY17	\$50,886,287	\$140,198,260	\$79,833,954	\$488	\$18,379,647	\$7,326,773	\$296,625,409
FY18	\$54,030,873	\$148,553,695	\$84,068,783	\$331	\$9,776,611	\$8,190,442	\$304,620,735
FY19 ADOPTED	\$55,580,000	\$153,172,700	\$88,109,275	\$0	\$19,383,055	\$8,101,615	\$324,346,645
FY20 PROPOSED	\$56,112,200	\$156,866,100	\$88,540,207	\$0	\$19,116,579	\$8,092,163	\$328,727,249



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY EXPENDITURES BY FUND: FY06 THRU FY20

<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>
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	\$774	\$20,669,914	\$6,441,735	\$282,140,130
FY17	\$41,472,971	\$131,348,336	\$67,802,662	\$430	\$20,976,605	\$6,999,310	\$268,600,314
FY18	\$42,134,896	\$139,979,625	\$70,327,486	\$347	\$20,408,619	\$6,625,438	\$279,476,411
FY19 ADOPTED*	\$55,017,574	\$166,906,681	\$97,487,006	\$0	\$19,314,798	\$8,442,397	\$347,168,456
FY20 PROPOSED*	\$57,950,960	\$181,822,137	\$92,451,426	\$0	\$19,116,579	\$8,145,469	\$359,486,571

* Includes Reserves for Administration, Park and Recreation Funds



Prince George's County

Appendices – Historical Data

PRINCE GEORGE'S COUNTY WORKYEARS BY FUND: FY06 THRU FY20

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK</u>	<u>RECREATION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY06	241.68	680.60	651.20	207.50	160.00	1,940.98
FY07	252.50	684.60	662.70	215.50	162.50	1,977.80
FY08	274.35	693.30	675.30	218.00	174.50	2,035.45
FY09	287.20	759.90	724.00	213.00	189.50	2,173.60
FY10	284.60	767.40	751.60	202.00	198.50	2,204.10
FY11	283.15	789.40	765.80	200.50	216.50	2,255.35
FY12	275.15	800.10	709.60	193.00	216.50	2,194.35
FY13	261.10	824.30	687.10	188.00	216.50	2,177.00
FY14	267.20	845.80	716.10	180.00	215.50	2,224.60
FY15	268.45	865.30	729.10	181.00	215.50	2,259.35
FY16	256.69	892.80	779.60	202.00	263.50	2,394.59
FY17	250.81	896.45	775.13	202.00	263.50	2,387.89
FY18	255.65	947.45	915.63	203.00	263.50	2,585.23
FY19 ADOPTED	263.69	955.43	947.82	199.00	263.50	2,629.44
FY20 PROPOSED	269.47	981.50	997.56	206.10	264.80	2,719.43



Prince George's County Appendices - Pay Schedules

**The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective October 7, 2018
1.5% COLA**

Grade	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
10	\$29,746 \$14.3010	\$41,609 \$20.0043	\$53,470 \$25.7067
12	\$33,419 \$16.0668	\$45,301 \$21.7793	\$57,184 \$27.4923
14	\$36,974 \$17.7760	\$50,122 \$24.0971	\$63,269 \$30.4178
16	\$41,490 \$19.9471	\$56,243 \$27.0399	\$70,995 \$34.1322
18	\$46,987 \$22.5899	\$63,694 \$30.6221	\$80,401 \$38.6543
20	\$49,336 \$23.7192	\$66,880 \$32.1538	\$84,423 \$40.5880
22	\$53,267 \$25.6091	\$72,206 \$34.7144	\$91,150 \$43.8221
24	\$55,930 \$26.8894	\$75,816 \$36.4500	\$95,702 \$46.0106
26	\$60,326 \$29.0029	\$81,877 \$39.3639	\$103,429 \$49.7255
28	\$64,363 \$30.9438	\$88,263 \$42.4341	\$112,164 \$53.9250
30	\$70,213 \$33.7563	\$96,291 \$46.2938	\$122,367 \$58.8303
32	\$77,991 \$37.4957	\$105,685 \$50.8101	\$133,379 \$64.1245
34	\$84,084 \$40.4250	\$113,981 \$54.7986	\$143,880 \$69.1731
36	\$93,036 \$44.7288	\$126,118 \$60.6337	\$159,201 \$76.5389
38	\$101,988 \$49.0327	\$138,254 \$66.4683	\$174,521 \$83.9043
40	\$112,186 \$53.9356	\$147,717 \$71.0178	\$183,246 \$88.0990

**Approved by the Commission
May 16, 2018**



**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective October 7, 2018
1.5% COLA**

Lawson Grade	Minimum	Midpoint	Maximum	Longevity
HL1	\$26,569 \$12.7736	\$36,017 \$17.3159	\$45,467 \$21.8591	\$46,830 \$22.5144
HL2	\$29,673 \$14.2659	\$41,505 \$19.9543	\$53,339 \$25.6438	\$54,939 \$26.4130
HL3/HL4	\$33,338 \$16.0279	\$45,192 \$21.7269	\$57,046 \$27.4260	\$58,758 \$28.2490
HL5/HL6	\$36,885 \$17.7332	\$50,001 \$24.0389	\$63,117 \$30.3447	\$65,010 \$31.2548
HL7	\$41,389 \$19.8986	\$56,107 \$26.9745	\$70,824 \$34.0500	\$72,949 \$35.0716

**Approved by the Commission
May 10, 2018**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective October 7, 2018
1.5% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$26,648 \$12.8115	\$36,124 \$17.3673	\$45,600 \$21.9231	\$46,969 \$22.5813
HC2	\$28,465 \$13.6851	\$38,587 \$18.5514	\$48,708 \$23.4173	\$50,169 \$24.1197
HC3	\$29,760 \$14.3077	\$41,628 \$20.0135	\$53,497 \$25.7197	\$55,102 \$26.4913
HC4	\$33,435 \$16.0745	\$45,324 \$21.7904	\$57,211 \$27.5053	\$58,928 \$28.3308
HC5	\$36,994 \$17.7856	\$50,147 \$24.1091	\$63,303 \$30.4341	\$65,200 \$31.3462
HC6	\$41,510 \$19.9567	\$56,271 \$27.0534	\$71,033 \$34.1505	\$73,162 \$35.1740

Approved by the Commission
May 10, 2018



**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective October 7, 2018
1.5% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$28,465 \$13.6851	\$38,587 \$18.5514	\$48,708 \$23.4173	\$50,169 \$24.1197
HT2	\$33,435 \$16.0745	\$45,324 \$21.7904	\$57,211 \$27.5053	\$58,928 \$28.3308
HT3	\$36,994 \$17.7856	\$50,147 \$24.1091	\$63,301 \$30.4332	\$65,200 \$31.3462
HT4	\$41,510 \$19.9567	\$56,271 \$27.0534	\$71,033 \$34.1505	\$73,163 \$35.1745

**Approved by the Commission
May 10, 2018**



Prince George's County Appendices - Pay Schedules

The Maryland-National Capital Park and Planning Commission
FOP Park Police
Effective July 15, 2018 (1.5% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02 (annual) (hourly)	\$52,577 \$25,2774	\$54,422 \$26,1644	\$56,327 \$27,0803	\$58,298 \$28,0279	\$60,335 \$29,0072	\$62,450 \$30,0240	\$64,634 \$31,0740	\$66,896 \$32,1615	\$69,236 \$33,2865	\$71,664 \$34,4538	\$74,173 \$35,6601	\$76,764 \$36,9058	\$79,451 \$38,1976	\$82,233 \$39,5351		
P03 (annual) (hourly)	\$55,208 \$25,2668	\$57,143 \$27,4726	\$59,150 \$28,4375	\$61,212 \$29,4288	\$63,348 \$30,4558	\$65,571 \$31,5245	\$67,865 \$32,6274	\$70,246 \$33,7721	\$72,701 \$34,9524	\$75,246 \$36,1760	\$77,883 \$37,4438	\$80,610 \$38,7548	\$83,425 \$40,1082	\$86,345 \$41,5120		
P04 (annual) (hourly)	\$55,183 \$26,5303	\$57,966 \$27,8683	\$60,001 \$28,8466	\$62,100 \$29,8558	\$64,270 \$30,8990	\$66,522 \$31,9817	\$68,848 \$33,1000	\$71,256 \$34,2577	\$73,754 \$35,4587	\$76,331 \$36,6976	\$79,007 \$39,3139	\$81,773 \$40,6889	\$84,633 \$42,1139	\$87,597 \$43,5889		
P05 (annual) (hourly)	\$60,838 \$29,2490	\$63,915 \$30,7284	\$66,149 \$31,8024	\$68,464 \$32,9154	\$70,857 \$34,0659	\$73,339 \$35,2591	\$75,906 \$36,4933	\$78,566 \$37,7721	\$81,317 \$39,0947	\$84,159 \$40,4611	\$87,108 \$41,8788	\$90,160 \$43,3462	\$93,309 \$44,8601	\$96,575 \$46,4303	\$99,952 \$48,0538	\$102,453 \$49,2563
Rank	ASI 1*	ASI 2**														
P02 (annual) (hourly)	\$84,701 \$40,7216	\$87,453 \$42,0447														
P03 (annual) (hourly)	\$88,935 \$42,7572	\$91,826 \$44,1471														
P04 (annual) (hourly)	\$93,385 \$44,8966	\$96,420 \$46,3558														
P05 (annual) (hourly)	\$105,527 \$50,7341	\$108,956 \$52,3827														

*ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.

**ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 19 years.

Approved by the Commission
June 21, 2017

**Prince George's County
Appendices – Pay Schedules**

**Park Police Command Officers
Effective July 15, 2018
1.5% COLA**

Title	Minimum	Midpoint	Maximum
Lieutenant [P06]	\$70,920 \$ 34.0962	\$95,827 \$ 46.0707	\$120,737 \$ 58.0466
Captain [P07]	\$82,051 \$ 39.4476	\$110,863 \$ 53.2995	\$139,677 \$ 67.1524
Commander [P09]	\$100,234 \$ 48.1894	\$130,270 \$ 62.6298	\$160,301 \$ 77.0678

**Officer Candidate Pay Scale
Effective July 15, 2018
1.5% COLA**

<u>Position</u>	<u>Scale</u>
Candidate [PC]	\$50,924 \$ 24.4827

**Approved by the Commission
May 16, 2018**



**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 October 7, 2018
1.5% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
EGT	\$49,336 \$23.7192	\$65,453 \$31.4678	\$84,423 \$40.5880
EHT	\$55,930 \$26.8894	\$74,198 \$35.6721	\$95,702 \$46.0106
EIT	\$63,340 \$30.4519	\$84,134 \$40.4490	\$108,599 \$52.2111
EJT	\$76,533 \$36.7947	\$102,702 \$49.3760	\$133,379 \$64.1245

<u>TITLE</u>	<u>GRADE</u>
Programmer/Analyst I	EGT
GIS Specialist I	EGT
IT Telecommunications Spec I	EGT
Programmer/Analyst II	EHT
GIS Specialist II	EHT
Senior IT Support Specialist	EIT
Programmer/Analyst III	EIT
GIS Specialist III	EIT
IT Systems Manager/Leader	EJT

**Approved by the Commission
May 16, 2018**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 920	N01	\$11.5000	\$12.3500	\$13.2000	950	I
PFA II - 921	N02	\$11.5500	\$12.6750	\$13.8000		
PFA III - 922	N03	\$11.6000	\$13.0500	\$14.5000		
PFMA I - 930	N04	\$11.6500	\$13.4500	\$15.2500	951	II
PFMA II - 931	N05	\$11.7000	\$13.8500	\$16.0000		
PFMA III - 932	N07	\$11.7500	\$14.2750	\$16.8000		
Call Center/Help Desk Rep 1 - 936	N08	\$11.8000	\$14.7250	\$17.6500	952	III
Not in Use	N10	\$11.8500	\$15.2000	\$18.5500		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$20.0500	953	IV
Call Center/Help Desk Rep 2 - 937	N12	\$13.2626	\$16.9100	\$21.6500		
Intern II/Call Center-Help Desk Rep 3 (938)	N13	\$15.2514	\$19.4455	\$23.6396	954	V
Not in Use	N14	\$17.5395	\$22.3632	\$27.1869		
Camp Health Supv - 941	N15	\$20.1711	\$25.7179	\$31.2647	955	VI

Approved by the Commission
October 18, 2017



Prince George's County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission Aquatics Seasonal/Intermittent Pay Schedule Effective May 13, 2018 Pay Schedule Adjustments and New Grade

	<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
900 - Ramp Guard/Slide Attendant	AQ2	\$12.00	\$12.61	\$13.23	\$13.89
906 - Shallow Water Lifeguard	AQ3	\$13.00	\$13.88	\$14.57	\$15.30
901 - Lifeguard	AQ4	\$15.00	\$15.75	\$16.53	\$17.36
902 - Instructor Aide/Swim Lessons	AQ5	\$16.50	\$17.31	\$18.18	\$19.09
903 - Assistant Pool Manager	AQ6	\$18.14	\$19.05	\$20.00	\$21.00
905 - Water Safety Instructor or 904 - Pool Manager	AQ7	\$19.96	\$20.96	\$22.01	\$23.10
907 - Senior Pool Manager	AQ8	\$24.15	\$25.36	\$26.62	\$27.95

Approved by Commission
February 21, 2018



**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$11.5000	\$16.7500	\$22.0000
Spec Svcs Instructor 2	SS2	\$12.5000	\$19.7500	\$27.0000
Spec Svcs Instructor 3	SS3	\$15.5000	\$24.7500	\$34.0000
Spec Svcs Instructor 4	SS4	\$21.0000	\$33.5000	\$46.0000
Spec Svcs Instructor 5*	SS5	\$34.0000	\$54.5000	\$75.0000

* Use of Specialty Services Instructor 5 requires Human Resources Director approval

**Approved by the Commission
October 18, 2017**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
Effective First Full Pay Period in October 2017
Minimum Wage Update and Schedule Adjustments

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	T11	\$11.5000	\$14.2750	\$17.0500
Tennis Instructor 2	T12	\$15.0000	\$19.0000	\$23.0000
Tennis Instructor 3	T13	\$20.0000	\$27.0000	\$34.0000
Tennis Instructor 4	T14	\$32.0000	\$36.0000	\$40.0000

Approved by the Commission
October 18, 2017

