

# The Maryland-National Capital Park and Planning Commission



## Proposed Annual Budget Fiscal Year 2025

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Prince George's County

The Maryland-National Capital Park and Planning  
Commission

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

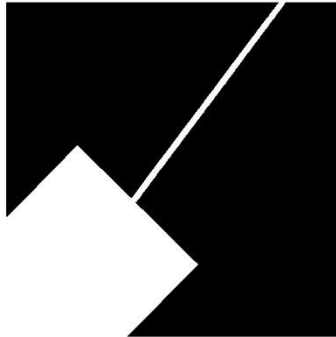
Proposed Annual Budget  
Fiscal Year 2025

**Commissioners**

Peter A. Shapiro, Chairman of the Commission  
Artie Harris, Vice-Chairman of the Commission

Dorothy F. Bailey  
William M. Doerner  
Manuel R. Geraldo  
A. Shuanise Washington

Mitra Pedoeem  
Shawn Bartley  
James Hedrick  
Josh Linden



**Officers**

Asuntha Chiang-Smith, Executive Director  
Gavin Cohen, Secretary-Treasurer  
Debra S. Borden, General Counsel

**Prince George's County Directors**

Lakisha Hull  
*Director of Planning*

Bill Tyler  
*Director of Parks and Recreation*

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*Director of Planning*

Miti Figueredo  
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**July 01, 2023**

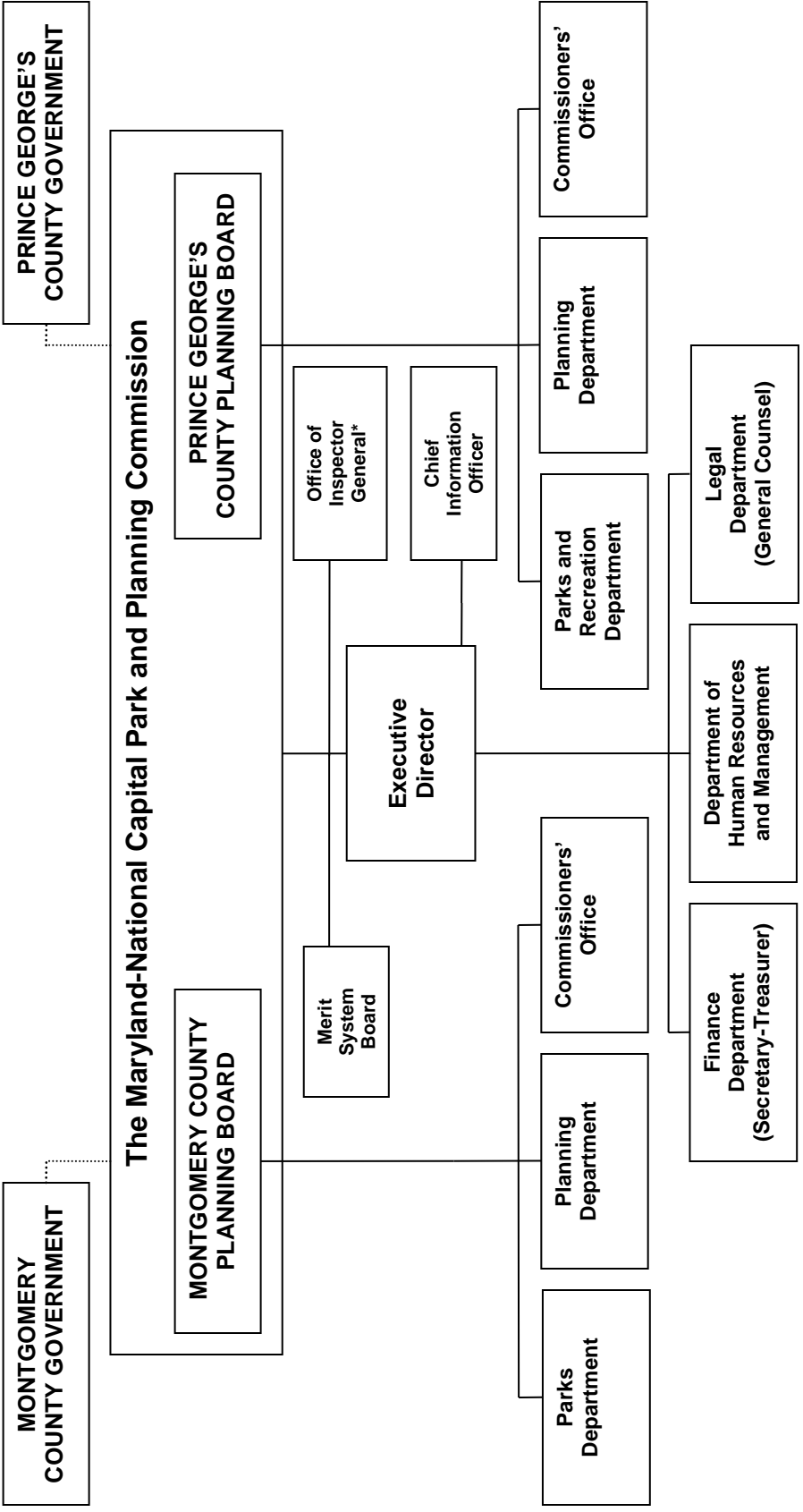
*Christopher P. Morrell*

**Executive Director**

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



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January 15, 2024

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

The Honorable Jolene Ivey  
Chair  
Prince George's County Council  
1301 McCormick Drive  
Largo, MD 20774

Dear Ms. Alsobrooks and Ms. Ivey:

Pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland, I am pleased to transmit for your consideration and approval the FY25 Proposed Budget of the Maryland-National Capital Park and Planning Commission for Prince George's County.

The total FY25 Proposed Budget for tax supported funds (Administration, Park, Recreation and Advance Land Acquisition [ALA] Debt Service) is \$466.5 million, a 23.3 percent increase over the FY24 Adopted Budget. The total FY25 Proposed Budget for tax and non-tax supported funds (excluding ALA Revolving Fund, Capital Projects Fund, and Internal Service Funds (ISFs)), is \$508.7 million, an increase of 22.6 percent over the FY24 Budget. These increases reflect funding to address critical needs and a one-time transfer from the Administration Fund to the Largo HQ Building ISF.

**Summary of FY25 Proposed Operating Budget Expenditures  
(net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY24 Adjusted Adopted	FY25 Proposed	\$ Change	% Change
<b>Prince George's Funds</b>				
Administration (1)	\$ 67,381,803	\$ 113,263,246	\$ 45,881,443	68.1%
Park (2)	194,652,804	222,257,889	27,605,085	14.2%
Recreation (3)	116,205,573	130,965,253	14,759,680	12.7%
ALA Debt	-	-	-	-
<b>Subtotal Tax Supported</b>	<b>378,240,180</b>	<b>466,486,388</b>	<b>88,246,208</b>	<b>23.3%</b>
Enterprise	15,067,047	16,642,675	1,575,628	10.5%
Special Revenue	6,832,133	8,195,459	1,363,326	20.0%
Park Debt	14,668,753	17,384,703	2,715,950	18.5%
<b>Total Prince George's</b>	<b>\$ 414,808,113</b>	<b>\$ 508,709,225</b>	<b>\$ 93,901,112</b>	<b>22.6%</b>

(1) Includes transfer to Capital Projects and Largo HQ Bldg

(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. The wisdom of connecting land use planning and parkland management under one agency continues to strengthen Prince George's County's quality of life culturally and economically. Each day, the Commission strives to manage physical growth; plan communities; protect and steward natural, cultural, and historic resources; and to provide innovative leisure, performing arts, and recreational experiences that enhance and support the vibrancy and wellness of our culturally and geographically diverse community. The Commission performs these duties while assisting and supporting the County to achieve a variety of overall economic development, health, and quality of life goals.

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

As stewards of taxpayer money, and recognizing competing demands and limited availability of funds, once again we have submitted a fiscally prudent budget for your review. Utilizing existing resources, the FY25 Proposed Budget continues to support our primary mission by continuing to address critical infrastructure needs and ensuring adequate fiscal resources are available to maintain service delivery.

The FY25 Proposed Budget includes funding related to provide adequate resources for necessary planning studies, as well as to augment prior year operational and staffing levels to continue to deliver park and recreation programs and services at the highest levels.

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

The FY25 Proposed Budget continues to build upon the spirit of collaboration and commitment between the Commission and the County. This collaboration and commitment help to ensure that the residents of Prince George's County continue to receive high quality planning, parks, and recreation services to support the County's economic development and the overall health and wellness of our community. Excellent parks, recreation, performing arts, and land use planning enhance the quality of life and make our community an attractive place to live, work, and conduct business. Additionally, multiple studies have demonstrated that incorporating parks and recreation into land use planning measurably improves the health of communities, fulfilling some of the strategies in the County's Strategic Healthcare Plan.

Through numerous important collaborative projects such as the Planning Assistance to Municipalities and Communities Program (PAMC), transit-oriented development (TOD), and implementing recommendations from the Plan Prince George's 2035 General Plan Update, the Commission continues to partner with the County to promote economic vitality, environmental sustainability and overall enhanced quality of life for all of our residents.





### ***Moving Forward***

We have been successful with our budget strategy over the past several years. We do not project structural deficits in the Administration, Park or Recreation Funds in FY25. We remain ever mindful of the six-year plan (adopted in FY16) that guided us to these results, and budget available resources to continue the high level of services we provide, as well as to continue to address previously unfunded infrastructure improvements.

### ***FISCAL YEAR 2025 BUDGET OBJECTIVES***

As previously noted, the key objective in the FY25 Proposed Budget is to provide necessary planning studies, as well as to augment prior year operational and staffing levels to continue to deliver park and recreation programs and services at the highest levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY25:

- Medical Insurance and Benefit Costs;
- Full funding of Other Post-Employment Benefits (OPEB) PayGo and Pre-Funding as determined by the current actuarial study;
- Full funding of pension contribution as determined by the current 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 \$16.7 million, mostly due to employee compensation markers and health insurance expenses.





**FY25 Proposed Budget**  
**Summary of Changes in Major Personnel Costs**  
**Prince George's County Administration Fund, Park Fund, and Recreation Fund**

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>OPEB</b>				
OPEB PayGo & Prefunding	\$ 12,178,667	\$ 13,466,964	\$ 1,288,297	10.6%
<b>Pension (ERS)</b>				
Pension (ERS)	15,857,486	19,882,040	4,024,554	25.4%
<b>Health and Benefits(1)</b>				
Employee Health Benefits	26,591,210	29,083,001	2,491,791	9.4%
<b>Subtotal Personnel Costs</b>	<b>\$ 54,627,363</b>	<b>\$ 62,432,005</b>	<b>\$ 7,804,642</b>	<b>14.3%</b>
<b>Employee Compensation</b>				
Marker for Changes to Employee Comp.		8,876,430	8,876,430	-
Marker for Possible Reclassifications	1,673,631	1,673,631	-	0.0%
Marker for Minimum Wage Increase	-	-	-	-
<b>Total Major Personnel Costs</b>			<b>\$ 16,681,072</b>	

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

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

**Employee Compensation**

For employee compensation, the budget includes a dollar marker of \$8.9 million. The Commission will be in full contract negotiations with the Municipal and County Government Employees Organization (MCGEO) and a wage re-opener with the Fraternal Order of Police (FOP), the results of which will be presented for approval at the Joint County Council Meeting in May 2024. Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is nearing completion (\$1.7 million).

**Major Non-Personnel Cost Changes**

A one-time transfer from the Administration Fund to the Largo Headquarters Internal Service Fund for necessary repairs and maintenance is included.

**Investing to Meet Essential Needs**

Included in the funding levels of the Administration Fund, Park Fund and Recreation Fund is a funding request of \$8.5 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs.







For the Commissioners’ Office, funding is included for legislative support. In the Planning Department, additional positions and increased professional services are proposed to continue a robust work program.

In CAS, new initiatives include promoting social equity; enhancing recruitment, retention and succession planning; and fortifying Commission cyber and financial security.

For the Park and Recreation Funds, additional positions are proposed to continue to improve service delivery, maintenance, and operations. Each department’s budget section provides detailed information on how this increased investment will be used. Below is a summary of new investment by department.

<b>Fund</b>	<b>Department</b>	<b>Critical Needs and Program Enhancements</b>	
Administration	Commissioners' Office	\$	50,000
Administration	Planning		1,024,128
Administration	CAS		580,391
Park	Parks & Recreation		4,056,266
Recreation	Parks & Recreation		2,808,936
<b>Total</b>		<b>\$</b>	<b>8,519,721</b>

***Project Charges***

From FY05 to FY12, project charge payments to the County and other agencies increased from \$5.0 million to \$22.0 million annually. This tremendous increase coincided with the same period that property tax revenues began a steep decline, resulting in the Commission having to redirect resources to meet the rising project charge costs. Some years ago, we began working together with the County on a plan of phased reductions in project charges. Our plan was to reduce project charges steadily each year through FY19. That plan was scaled back a bit to accommodate the County’s fiscal challenges. The schedule was stretched out by two years and FY21 was the last year of planned reductions. The total for project charges in FY21 was \$8.1 million. FY23 increased to \$8.4 million, FY24 increased to \$14.2 million with \$4.4 million in one-time funding. The same amount in FY24 less the one-time funding is proposed to continue in FY25.

***Summary of FY25 Proposed Budget for General Fund Accounts***

For the three tax supported operating funds, we are putting forward a total proposed budget of \$466.5 million. The Administration Fund, which funds the Planning Department, Commissioners’ Office, and Central Administrative Services (CAS) departments, is proposed to increase by 68.1 percent, or \$45.9 million over the FY24 Budget. The Park Fund is proposed to increase 14.2 percent, or \$27.6 million. Lastly, the Recreation Fund budget is proposed to increase by 12.7 percent, or \$14.8 million. No changes in property tax rates are required to fund the FY25 Proposed Budget.





The following table summarizes the FY25 Proposed Budget:

**M-NCPPC**  
**Summary of FY25 Proposed Budget General Fund Accounts**  
**By Fund by Department (excludes reserves)**

	FY24 Adjusted Adopted	FY25 Proposed	\$ Change	% Change
<b>Prince George's</b>				
<b>Administration Fund</b>				
Commissioners' Office Operating	\$ 2,514,716	\$ 2,610,874	\$ 96,158	3.8%
Planning Department Operating	42,802,986	45,189,482	2,386,496	5.6%
Project Charges	4,901,799	4,901,799	-	0.0%
CAS Departments	13,074,544	14,883,859	1,809,315	13.8%
Transfer to Capital Projects	30,000	30,000	-	0.0%
Transfer to Largo HQ Bldg	-	40,000,000	40,000,000	-
Non-Departmental (1)	4,057,758	5,647,232	1,589,474	39.2%
<b>Subtotal Admin Fund</b>	<b>67,381,803</b>	<b>113,263,246</b>	<b>45,881,443</b>	<b>68.1%</b>
<b>Park Fund</b>				
Park Fund Operating	141,986,607	171,755,470	29,768,863	21.0%
Project Charges	826,800	626,800	(200,000)	-24.2%
Transfer to Capital Projects	26,500,000	19,346,000	(7,154,000)	-27.0%
Transfer to Debt Service	14,271,253	16,919,703	2,648,450	18.6%
Non-Departmental (1)	11,068,144	13,609,916	2,541,772	23.0%
<b>Subtotal Park Fund</b>	<b>194,652,804</b>	<b>222,257,889</b>	<b>27,605,085</b>	<b>14.2%</b>
<b>Recreation Fund</b>				
Recreation Fund Operating	76,460,968	95,964,205	19,503,237	25.5%
Project Charges	8,449,350	4,264,350	(4,185,000)	-49.5%
Transfer to Enterprise	8,427,243	8,046,671	(380,572)	-4.5%
Transfer to Capital Projects	10,000,000	13,000,000	3,000,000	30.0%
Non-Departmental (1)	12,868,012	9,690,027	(3,177,985)	-24.7%
<b>Subtotal Recreation Fund</b>	<b>116,205,573</b>	<b>130,965,253</b>	<b>14,759,680</b>	<b>12.7%</b>
<b>Prince George's Total General Fund</b>	<b>\$ 378,240,180</b>	<b>\$ 466,486,388</b>	<b>\$ 88,246,208</b>	<b>23.3%</b>

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





**Assessable Base and Tax Rates**

The total FY25 property tax revenue estimate for the Administration, Park, and Recreation funds is \$381.6 million, an increase of 6.3 percent, or \$22.7 million, over the FY24 Adopted Budget. This projection is based upon the latest State Department of Assessments and Taxation (SDAT) estimates. Final SDAT estimates for FY25 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 FY25 are unchanged from FY24. Those tax rates are as follows:

<b>FY25 Proposed Budget Property Tax Rates by Fund</b>		
	<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>
<b>Total</b>	<b>29.40</b>	<b>73.50</b>

**FY25 Work Program**

**Planning Department**

In our continuing effort to provide effective and efficient service to all stakeholders, the Department is requesting five full-time career positions and two term contract positions to address the increasing workload. The Planning Department's proposed budget for FY25 is 5.6 percent, or \$2.4 million, over last year's adopted budget.

The FY25 budget proposal will focus on executing, completing, and/or expanding ongoing programs and the multi-year projects approved in the six-year work program for FY24 and FY25, which are as follows:

- Central Avenue Blue Line Sector Plan
- Port Towns Sector Plan
- Placemaking Around Town (PAT) Program
- Planning Assistance for Municipalities and Communities (PAMC) Program
- Update to the Uniform Standards for Mandatory Referral Review
- Master Plan of Transportation (MPOT) Update

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





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

The Department of Parks and Recreation operating budget proposes a 13.8 percent, or \$44.6 million, increase over FY24. Two main factors account for this increase:

- Increased debt service for capital projects.
- Increased operational costs to continue to improve service delivery, maintenance, and operations.

In developing the FY25 objectives, the Department worked to ensure that they are in strategic alignment with the overall goals of the adopted Formula 2040, Land Preservation Parks and Recreation, and Comprehensive Recreation Program Plans. Divisional objectives have been developed to support each of the following and are delineated in the budget narrative.

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

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





### **Enterprise Fund**

Total Enterprise Fund operating revenues are proposed to increase 25.2 percent to \$7.9 million. Operating expenses are projected to increase by 10.5 percent to \$16.6 million. Fund balance of \$720 thousand is proposed to be utilized, resulting in the subsidy from the Recreation Fund decreasing by \$381 thousand to a level of \$8.0 million. The Department places high priority on social equity and maintaining access to the park and recreation system. With affordable prices and an effective fee assistance policy, the Department encourages broad participation and access to services for all County residents throughout our facilities.

### **Capital Budget and Capital Improvement Program (CIP)**

In addition to the operating budget, this transmittal also includes the Capital Budget (the first year of the six-year CIP). The FY25-FY30 Proposed CIP is \$373.4 million, with \$131.2 million proposed for FY25, which is 3.4 percent less than the FY24 amount. The FY25-FY30 CIP represents a 6.1 percent decrease from the Adopted FY24-FY29 CIP.

The priorities of the proposed FY25-FY30 CIP include:

- Stewardship of Existing Assets:
  - Maintain and enhance existing infrastructure
  - Focus on playgrounds, athletic fields, and paved and natural surface trails
- Implementation of Current Projects:
  - Fully fund critical projects in the pipeline that were affected by market conditions
- Growth to Meet Community Need:
  - Implementation of recommendations in Formula 2040 and Regional Park Master Development Plans to meet the needs of a growing and changing population
  - Enhanced focus on creating new high-quality athletic facilities
- Achieving Equity:
  - Providing additional resources to areas of the County most in need of high-quality parks and recreation facilities

The Proposed FY25-FY30 CIP is informed and prepared consistent with the Department's capital budget goals: 1) financial sustainability; 2) maintenance and improvement of the existing parks and recreation infrastructure; and 3) ensuring that sufficient staff capacity is in place to carry out the Department's capital work program.

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

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

For FY25, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- Promoting Social Equity:
  - One Supplier Diversity and Inclusion chief
  - Supplier Diversity and Inclusion Program Outreach
  - One Americans with Disabilities Act (ADA) coordinator







- Funding for the Diversity Council Pride Collaborative
- Recruitment, Retention and Succession Planning:
  - One Learning Management specialist
  - One Apprenticeship specialist
  - One HR specialist (funded by an ISF)
  - Funding for a Recruitment Refresh Campaign
- Fortifying Commission Financial Security:
  - One Corporate Assistant Treasury & Investments manager
  - Funding for Continuing Professional Education
- Fortifying Commission Cyber Security:
  - Cybersecurity network monitoring tool software

### ***Spending Affordability***

The Commission continues to meet regularly with the County's Spending Affordability Committee (SAC) to ensure compliance with SAC guidelines and recommendations. We met with SAC most recently in December and provided the Committee an updated Six Year Operating Plan. We find the Spending Affordability process immensely beneficial in focusing our attention on a long-range financial viewpoint and providing a regular opportunity for the useful sharing of information. The six year projection process highlights potential fiscal problems early to help identify and implement strategies to maintain the solid financial position of the Commission. We appreciate the efforts of both branches of government in this process. Although we have not received the final SAC report, we fully expect that our budget proposal will comply with its recommendations.

### ***Summary***

As we have noted earlier, the FY25 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 FY29. Improving property tax revenue projections have allowed this budget to continue to include significant funding for infrastructure maintenance, as well as to address staffing needs in several departments. We are proposing a budget that continues to provide our award-winning services so that we will be able to do so when the economy fully re-opens.

In closing, the Commission continues to embrace our mission, and we remain committed to employing our collective knowledge, creativity, and expertise to provide the very best in planning, parks, and recreation services for the 947,000 residents of Prince George's County. We remain equally proud of the work of our dedicated and talented employees and will continue our pursuit of excellence in delivering the very best in public service.

We pledge to work with you to improve the County economy through prudent 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 FY25 Proposed Budget, and we thank you for your consideration.

Sincerely,

Peter A. Shapiro  
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.
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# Prince George's County Overview – Budget Guide

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## BUDGET GUIDE

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

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

## BUDGET STRUCTURE AND CONTENT

The Budget Book can be read in an unfolding manner with each section first providing higher level information followed by the supporting and more detailed information. The **Overview, Fiscal and Budget Summary Schedules** sections of the Book are intended to provide “the 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 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 FY25 budget and the Commission's long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget's development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



# Prince George's County

## Overview – Budget Guide

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The final summary subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide summary level information about the budget as a fiscal plan for the coming year, along with historical data from prior fiscal years for comparison purposes. **The Administration, Park and Recreation Fund schedules present an adjusted version of the Fiscal Year 2024 budget to account for further distribution of personnel funding from the Non-Departmental section of each fund to specific departments, divisions, and programs. Fund totals remain the same. The adjustment is only reflected in department and division totals and is presented as *FY24 Adjusted Adopted* where applicable.**

Included in this section are a series of schedules and charts detailing the financial aspects of the proposed budget. The following schedules and charts for the Proposed Budget Fiscal Year 2025 are included:

- Commission Summary of FY25 Proposed Budget by County and Fund Type
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY23 and Budgeted Use of Fund Balance/Net Position for FY24 and FY25
- Prince George's County FY25 Proposed Budget Summary by Fund Summary by Department by Division
- Prince George's County FY25 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$527,568,825
- Prince George's County FY25 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$527,568,825
- Prince George's County FY25 Proposed Budget Expenditure Summary by Major Object
- Prince George's County FY25 Proposed Budget Summary of Funds Required (Percent of Total by Major Object) Total Operating Funds \$527,568,825
- Prince George's County Governmental Funds Summary of Revenues, Expenditures, and Changes in Fund Balance
- Prince George's County Revenues and Expenditures General Fund Accounts FY16 Actual to FY25 Proposed
- Prince George's County Ending Fund Balance General Fund Accounts FY16 Actual to FY25 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 County

## Overview – Budget Guide

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- Prince George's County Enterprise Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Prince George's County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Prince George's County Capital Equipment Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Prince George's County Largo Headquarters Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Net Position
- Prince George's County Chief Information Officer (CIO) Fund Summary of Revenues, Expenses, and Changers in Fund Net Position
- Prince George's County Commission-Wide Initiatives (CWIT) Fund Summary of Revenues, Expenses, and Changers in Fund Net Position
- Commission-wide Executive Office Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Commission-wide Group Health Insurance Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position
- Prince George's County Tax Rates and Assessable Base
- Prince George's County Positions/Workyears Summary by Fund
- Summary of Project Charges Paid to Prince George's County

### Department Budget Section

This section of the Budget Book provides specific information about each department and division operations and policies.

The Department sections are comprised of:

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

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

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





# Prince George's County

## Overview – Budget Guide

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- An **Organization Chart** that illustrates the structure of the department or division.
- An **Overview** (department or division, as is appropriate) that describes the department or division, how it is organized and how it serves its customers.
- A **Mission** or purpose statement.
- A list of the **Services and Programs Provided** and, where appropriate, a description.
- **Accomplishments** attained during the prior fiscal year and fiscal year to date.
- **Goals and Performance Measures**, actual and planned, for the budget year. This information is provided in multiple formats including narrative description, tables, and charts.
- Summary budget information at two levels: department level and division level. Department level information is labeled **Summary of Department Budget**, and Division level is referred to as **Budget at a Glance**. Summary information includes the total budgeted expenditures with year over year change from the prior year Adjusted Adopted Budget, along with a staffing summary.
- Following each budget summary section is the **Highlights and Major Changes in the FY25 Proposed Budget**. This section points out significant changes in the budget and any additional information about major budget plans for the budget year.
- Special sections, as needed, are included in the department pages. These sections provide further explanation about a significant aspect of department operations. For example, the Planning Department's pages will include information about the planning work program.
- The last section for each department's budget pages provides detailed budget and position information. There is a **Summary of Division Budgets** that shows expenditure information by major object for the budget year and two previous years. This section is followed by **Summary of Positions and Workyears**, which shows detailed staffing information by position type for the budget year and two previous years.

### Other Funds

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

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

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



# Prince George's County Overview – Budget Guide

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## 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. Project description details for individual projects are included the capital budget documents prepared by the respective County governments. They are generally published by March 15 by both the Montgomery and Prince George's County governments.

## Appendices

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

## BUDGETARY BASIS

### Basis of Accounting

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

### Basis of Budgeting

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

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

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



# Prince George's County

## Overview – Budget Guide

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

### **BUDGET PROCESS**

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

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

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

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

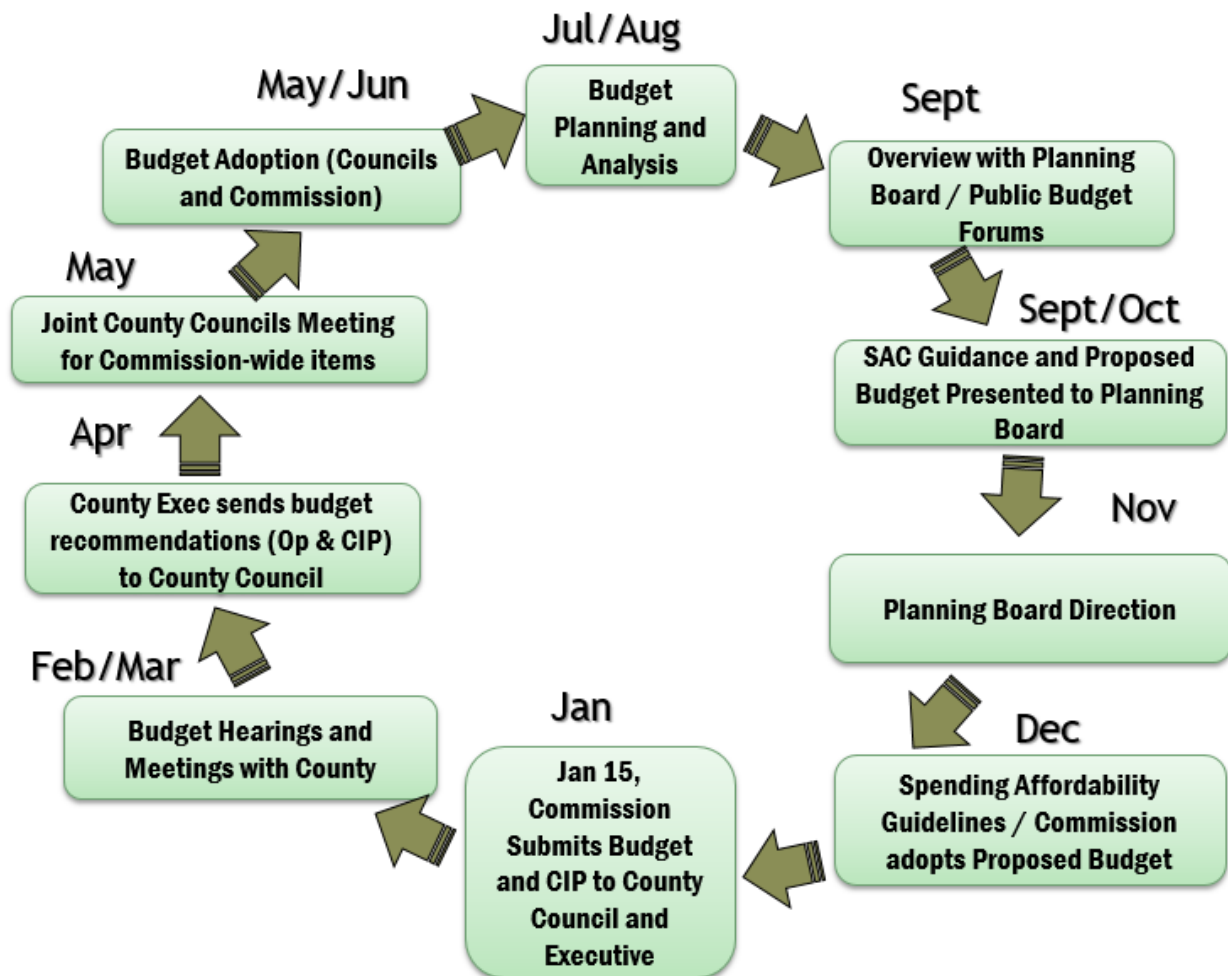
The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.



# Prince George's County Overview – Budget Guide

## Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2023
• Meet with Spending Affordability Committee	By August 30, 2023
• Budget Overview with Planning Board	September to November 2023
• Staff Develops Budget	September to November 2023
• Planning Board Work Sessions	September to December 2023
• Spending Affordability Committee Issues Guidelines	December 2023
• Commission Approves Proposed Budget	December 21, 2023
• Staff Produce Proposed Budget Book	December 2022 to January 2024
• Submit Proposed Operating Budget and Capital Improvement Program to County Executive and County Council	January 15, 2024
• County Executive Makes Recommendations	January 15 to April 1, 2024
• County Council Holds Public Hearings	April 2024
• County Council Reviews Budget	April 2024
• County Councils Meet Jointly	May 2024
• County Councils Adopt Budget	By June 1, 2024
• Commission Adopts Budget Resolution	June 12, 2024



# Prince George's County Overview – Background

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## BACKGROUND

### AUTHORITY AND PURPOSE

The Maryland-National Capital Park and Planning Commission (M-NCPPC) was established by the Maryland General Assembly in 1927 to serve the bi-county area of Prince George's and Montgomery Counties. This area has a population of approximately 2.01 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 192 park or recreation entities to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

### PRINCE GEORGE'S COUNTY PROFILE

Prince George's County, established on April 23, 1696, was governed by County Commissioners until the election of Charter Home Rule in 1970. Under Home Rule, the elected County Executive forms the executive branch of government, while 11 County Council members comprise the legislative branch, nine are elected from separate districts and two are at-large.

Prince George's County lies in central Maryland east of the Fall Line, a geographic line of demarcation separating the coastal plain to the east from the upland plateau to the west. The County is bounded by Montgomery County and the District of Columbia to the west, Howard County to the north, Anne Arundel and Calvert Counties to the east, and Charles County to the south. The County contains 27 incorporated municipalities within its 483 square miles (311,680 acres). The Commission provides over 28,000 acres of parkland within the County (close to 9 percent of the total land area in Prince George's County).

### THE RESIDENTS WE SERVE

One of the County's greatest resources and strengths is its diverse citizenry. With an estimated population of 946,971 as of July 1, 2022, Prince George's County is the second most populous county in Maryland. African American persons represent 64.1 percent of the population; White persons are 11.4 percent; Hispanic and Latino origin persons are 20.9 percent; and Asian persons are 4.4 percent. Approximately 24.1 percent of the County population is estimated to be foreign born and 28.9 percent speak a language other than English at home.

According to the United States Census bureau, approximately 51.7 percent of the County's residents are female. While the median age of a County resident is 37.5 years, approximately 21.7 percent of County residents are secondary school age or younger (under 18 years old), and approximately 15.3 percent are age 65 or older. Student enrollment during the 2022-2023 school year was 131,146.



## Prince George's County Overview – Background

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According to the US Census Bureau records, the 2022 median household income in the County was \$97,735, compared to the Maryland state median of \$98,461 and national median of \$74,850. The median value of an owner-occupied home in Prince George's County was \$380,500, equal to the state median of \$338,500. About 35.6 percent of County residents over age 25 have at least a bachelor's degree. The County's labor force for 2023 was estimated to be 500,403 and the current unemployment rate in 2023 was 2.3 percent versus 1.7 percent for the state, which is the lowest unemployment rate in the country.

### **CUSTOMER DEFINITION AND FOCUS**

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

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

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

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

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



## Prince George's County Overview – Background

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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 election districts centered in Aquasco and Nottingham. The boundary for the Regional District covers the entire County, with the exception of the City of Laurel. The Commission operates recreational programming in Prince George's and provides these services to the entire County.

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

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

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

### FUNDS AND FUNDING SOURCES

Under the statutory authority provided by State law, the Commission's park, recreation, planning, and general administrative functions are financed primarily by five statutorily designated property taxes that must be levied on a separate county basis. In Prince George's County, county-assessed property taxes support approximately 96 percent of the Commission's tax-supported operations. The remainder of the revenues is derived from grants, interest, fees and charges, and fund balance.

The five accounts (funds) are separately maintained within the General Fund, as follows:



# 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** provides funds to support current operational and administrative expenses. These include the costs necessary to exercise the powers and functions granted to the Commission, as well as the Commission’s planning function. Additionally, funds to support staff operations serving the entire Commission, such as human resources, accounting, purchasing, and legal services, are budgeted in this Fund.

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

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

The fourth tax-supported fund is the **Advance Land Acquisition Debt Service Fund**. Revenues generated by this fund’s property tax rate are dedicated to support debt service payments on bonds sold to acquire land in advance of the need for governmental purposes, including school and library sites. It is not part of the General Fund. During FY11, the Commission fully paid off all remaining debt service in this fund. As a result, we transferred the 0.13 cent real property tax rate (0.32 cent on personal property) to the Recreation Fund in FY12. Since the assessable base for both of these funds covers the entire county, there was no adverse impact to any individual county resident.

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

### Special Revenue Funds

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





## Prince George's County Overview – Background

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

### **Park Debt Service Fund**

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

### **Capital Projects Fund**

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

### **Enterprise Fund**

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

### **Internal Service Funds**

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



# Prince George's County

## Overview – Policies

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### POLICIES

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

### FISCAL POLICY

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

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. We have different reserve levels for different fund types. The Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund, Park Fund, and Recreation Fund. In FY25, 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 policy is to maintain reserves equivalent to 10 percent of operating expenses plus one year of debt service.

### CIP IMPACT CONSIDERATION

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

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



# Prince George's County

## Overview – Policies

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

### INVESTMENT POLICY

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

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

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

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

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

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

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



# Prince George's County

## Overview – Policies

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

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

### **DEBT MANAGEMENT POLICY**

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

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

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

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

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



## Prince George's County Overview – Policies

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

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

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

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

### **LONG-TERM SUSTAINABILITY**

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



## Prince George's County Overview – Policies

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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 Fund covers the entire county, because, until the Commission took over operations in the early 1970's, recreation programming was a county governmental function. The assessable base for the Administration Fund (the Regional District), on the other hand, embraces the entire county except for the City of Laurel, which has its own planning function. The assessable base for the Park Fund (Metropolitan District) excludes the incorporated cities of Laurel, Greenbelt and District Heights and several unincorporated areas in the far northern and southeastern portions of the County. As a result, if the Commission, for example, shifts 1 cent of tax rate from the Park Fund to the Recreation Fund, the result, in effect, is a 1 cent tax rate increase for those County citizens and residents living in areas of the county not covered by the Park Fund district. For a \$100,000 home, this results in a tax increase of \$10 per year.

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

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

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

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



## Prince George's County Overview – Policies

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impact to the operating budget as these capital facilities are completed in the future.

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

### PERFORMANCE MEASURES

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

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



# Prince George’s County

## Overview – Budget Issues

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### BUDGET ISSUES

This section of the budget provides the global context underlying the Commission’s FY25 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

### REVENUES

Property tax revenues constitute approximately 96 percent of the General Fund operating revenues in Prince George’s County. The latest projections provided by the State Department of Assessments and Taxation (SDAT) show the County’s FY25 assessable base (both real and personal) projected to grow by 7.26 percent next year. The remaining 4.0 percent of General Fund revenues are projected to increase by 15.9 percent in FY25 due to projected decreases in payment in lieu of taxes and miscellaneous revenue.

#### Property Tax Revenue and Tax Rates

The total FY25 property tax revenue estimate for the four tax-supported<sup>1</sup> funds is \$381.6 million, an increase of 6.3 percent or \$22.7 million over the FY24 Adopted Budget. Final SDAT estimates for FY25 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 FY25 are unchanged from FY24. Those tax rates are as follows:

<b>FY25 Proposed Property Tax Rates by Fund</b>		
	<b><u>Real</u></b>	<b><u>Personal</u></b>
Administration Fund	5.66	14.15
Park Fund	15.94	39.85
Recreation Fund	7.80	19.50
ALA Debt	<u>0.00</u>	<u>0.00</u>
<b>Total</b>	<b>29.40</b>	<b>73.50</b>

#### Fees, Charges, and Rentals

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

Service charges and fees of the three major tax-supported funds (Administration, Park, and

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





# Prince George's County

## Overview – Budget Issues

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Recreation) are projected at \$16.0 million for FY25, an increase of \$2.3 million or 16.4 percent more than the FY24 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. In past years, bank fees have been netted against interest revenue. They are now being shown separately as an expenditure.

Total General Fund interest income for FY25 is proposed at \$315,000, a 4.8 percent increase from the FY24 budget.

### Grant Revenues

No grants are budgeted in either the Administration, Park or Recreation Funds this year, although unbudgeted grants in all funds are treated as automatic budget amendments if no tax funded match is necessary to receive the grant and provide the program.

### Enterprise Fund Revenues

In FY25, total Enterprise Fund operating revenues are proposed to be \$7.9 million, a 25.2 percent increase from FY24. Operating expenses are projected to increase by 10.5 percent to \$16.6 million. As a result, the subsidy from the Recreation Fund is budgeted to decrease by \$380 thousand to \$8.0 million.

The Commission operates a number of programs such as golf courses and ice rinks, classified as Enterprise Fund programs, but most are neither wholly nor predominately self-sustaining. As a result, FY25 continues to include subsidies to the Enterprise Fund. Two programs – the Show Place Arena/Equestrian Center and the Golf Courses – account for the majority of the subsidies. The Commission continues to monitor the size of the subsidy and strives to maintain a balance between subsidy and affordability. The Commission places value on the maximum usage and enjoyment of services, which often leads to below market fee structures.

## EXPENDITURES

The FY25 Proposed Budget's goal is to continue to provide adequate resources for necessary planning studies as well as for park and recreation infrastructure and service delivery. We continue to address our infrastructure improvement needs by contributing Pay-Go from both the Park Fund and the Recreation Fund.

The Proposed Budget includes the following major known commitments for personnel costs in FY25:

- Medical Insurance and Benefit Costs;
- Full funding of OPEB PayGo and Pre-Funding as determined by the current actuarial study;



# Prince George's County Overview – Budget Issues

- Full funding of pension contribution as determined by the current 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 \$16.7 million, mostly due to increased health and benefit costs and employee compensation markers.

## Exhibit 1

<b>FY25 Proposed Budget</b>					
<b>Summary of Changes in Major Personnel Costs</b>					
<b>Prince George's County Administration Fund, Park Fund, and Recreation Fund</b>					
	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	
<b>OPEB</b>					
OPEB PayGo & Prefunding	\$ 12,178,667	\$ 13,466,964	\$ 1,288,297	10.6%	
<b>Pension (ERS)</b>					
Pension (ERS)	15,857,486	19,882,040	4,024,554	25.4%	
<b>Health and Benefits(1)</b>					
Employee Health Benefits	26,591,210	29,083,001	2,491,791	9.4%	
<b>Subtotal Personnel Costs</b>	<b>\$ 54,627,363</b>	<b>\$ 62,432,005</b>	<b>\$ 7,804,642</b>	<b>14.3%</b>	
<b>Employee Compensation</b>					
Marker for Changes to Employee Comp.		8,876,430	8,876,430	-	
Marker for Possible Reclassifications	1,673,631	1,673,631	-	0.0%	
Marker for Minimum Wage Increase	-	-	-	-	
<b>Total Major Personnel Costs</b>			<b>\$ 16,681,072</b>		

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

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

### ***OPEB***

OPEB costs for FY25 have been determined by the actuary. The net change for total OPEB costs is a \$1.3 million increase or 10.6 percent more than the FY24 adopted amount.

Total OPEB funding is \$13.5 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

### ***Pension (ERS)***

As determined by the actuary, pension costs are projected to increase by 25.4 percent in FY25, representing an increased cost of \$4.0 million over the FY24 Adopted Budget.



# Prince George's County Overview – Budget Issues

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

Health insurance and benefit costs are projected to increase by 9.4 percent in FY25, or \$2.5 million more than the FY24 Adopted Budget.

## ***Employee Compensation***

The Commission's FY25 budget includes a dollar marker of \$8.9 million in the General Fund. The Commission will be in full contract negotiations with the Municipal and County Government Employees Organization (MCGEO) and a wage re-opener with the Fraternal Order of Police (FOP). Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is nearing completion (\$1.7 million).

Total expenditures for tax supported funds in the FY25 Proposed Budget (excluding reserves) are \$466.5 million, a 23.3 percent increase from the FY24 Adopted Budget. The total FY25 Proposed Budget for Tax and Non-Tax Supported Funds (less reserves), including the Enterprise and Special Revenue Funds, is \$508.7 million, 22.6 percent more than the FY24 Adopted Budget. Exhibit 2 (below) provides a comparative total funds summary.

## **Exhibit 2**

### **Summary of FY25 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY24 Adjusted Adopted	FY25 Proposed	\$ Change	% Change
<b>Prince George's Funds</b>				
Administration (1)	\$ 67,381,803	\$ 113,263,246	\$ 45,881,443	68.1%
Park (2)	194,652,804	222,257,889	27,605,085	14.2%
Recreation (3)	116,205,573	130,965,253	14,759,680	12.7%
ALA Debt	-	-	-	-
<b>Subtotal Tax Supported</b>	<b>378,240,180</b>	<b>466,486,388</b>	<b>88,246,208</b>	<b>23.3%</b>
Enterprise	15,067,047	16,642,675	1,575,628	10.5%
Special Revenue	6,832,133	8,195,459	1,363,326	20.0%
Park Debt	14,668,753	17,384,703	2,715,950	18.5%
<b>Total Prince George's</b>	<b>\$ 414,808,113</b>	<b>\$ 508,709,225</b>	<b>\$ 93,901,112</b>	<b>22.6%</b>

(1) Includes transfer to Capital Projects and Largo HQ Bldg

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

(3) Includes transfer to Enterprise Fund and Capital Projects

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

- A one-time transfer from the Administration Fund to the Largo Headquarters Internal Service Fund for necessary repairs and maintenance is included.

## ***Capital Projects***

The FY25 Proposed Budget continues to address critical infrastructure improvement needs. Toward that end, this budget continues to utilize a mixture of PayGo from both the Park and Recreation Funds and General Obligation debt to fund the capital program.



# Prince George's County

## Overview – Budget Issues

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### *Investing to Meet Essential Needs*

Included in the funding levels of the Administration Fund, Park Fund and Recreation Fund is a funding request of \$9.0 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs.

For the Commissioners' Office, funding is included for legislative support.

In the Planning Department, additional positions and increased professional services are proposed coupled to continue an aggressive work program.

In CAS, new initiatives include promoting social equity; enhancing recruitment, retention and succession planning; and fortifying Commission cyber and financial security.

For the Park and Recreation Funds, additional positions are proposed to continue to improve service delivery, maintenance, and operations. Each department's budget section provides detailed information on how this increased investment will be used. Below is a summary of new investment by department.

<b>Fund</b>	<b>Department</b>	<b>Critical Needs and Program Enhancements</b>	
Administration	Commissioners' Office	\$	50,000
Administration	Planning		1,024,128
Administration	CAS		580,391
Park	Parks & Recreation		4,056,266
Recreation	Parks & Recreation		2,808,936
<b>Total</b>		<b>\$</b>	<b>8,519,721</b>

### *Project Charges*

From FY05 to FY12, project charge payments to the County and other agencies increased from \$5 million to \$22 million annually. This tremendous increase coincided with the same period that property tax revenues began a steep decline, resulting in the Commission having to redirect resources to meet the rising project charge costs. Some years ago, we began working together with the County on a plan of phased reductions in project charges. Our plan was to reduce project charges steadily each year through FY19. That plan proved a bit too aggressive, given the County's fiscal challenges. The schedule was stretched out by two years and FY21 was the last year of planned reductions. The total for project charges in FY21 was \$8.1 million. FY23 increased to \$8.4 million, FY24 increased to \$14.2 million with \$4.4 million in one-time funding. The same amount in FY24 less the one-time funding is proposed to continue in FY25.

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

### **FUND BALANCE**

Going into FY25, the General Fund accounts project to have combined fund balances totaling \$173.0 million. In total, the FY25 Proposed Budget decreases these balances by \$69.1 million. Exhibit 3 shows the projected change in fund balances for the three general fund accounts.



# Prince George's County Overview – Budget Issues

## Exhibit 3

### FY25 Proposed Budget Use of Fund Balance Prince George's County General Fund Accounts

	FY24 Estimated Ending (Undesignated)	FY25 Proposed Ending (Undesignated)	Use of Fund Balance (1)
<b>Administration Fund</b>	53,807,610	15,362,930	<b>(38,444,680)</b>
<b>Park Fund</b>	69,056,298	50,933,168	<b>(18,123,130)</b>
<b>Recreation Fund</b>	50,098,072	37,521,962	<b>(12,576,110)</b>
<b>Total</b>	<b>\$172,961,980</b>	<b>\$ 103,818,060</b>	<b>\$ (69,143,920)</b>

(1) Use of fund balance is the amount of fund balance used for operations and capital funding as well as the amount of fund balance needed to meet expenditure reserve requirements. The amount of fund balance (\$18,859,600) used to meet the reserve requirement, which is not included here, 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, 2023, is estimated at \$1.31 billion. This represents the excess of anticipated tax revenue from the mandatory 10-cent personal property and 4-cent real property tax rate available during the next 30 years over the debt service on the \$150.2 million of outstanding Park Acquisition and Development Bonds. The Commission's Prince George's County bonds are rated AAA by Standard & Poor's Corporation, AAA by Fitch Ratings, and Aaa by Moody's Investor Services, Inc.

## SPENDING AFFORDABILITY PROCESS

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

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

The final SAC report is completed typically in December each year and includes the Committee's



## Prince George's County Overview – Budget Issues

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recommendations including:

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

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

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

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



**FY25 Proposed Budget**  
**Fiscal and Budget Summary Schedules**



COMMISSION SUMMARY of FY25 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			% Change
	FY 23	FY 24	FY 25	FY 23	FY 24	FY 25	FY 23	FY 24	FY 25	
	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed	
<b>Total Sources: (excluding use of fund balance)</b>										
<b>Governmental Funds:</b>										
General Funds:										
Administration Fund	\$ 69,524,179	\$ 70,685,966	\$ 75,112,666	\$ 37,206,518	\$ 40,632,389	\$ 44,544,670	\$ 106,730,697	\$ 111,318,355	\$ 119,657,336	7.5%
Park Fund	194,964,445	193,220,394	205,740,259	124,810,173	133,871,608	137,220,892	319,774,618	327,092,002	342,961,151	4.9%
Recreation Fund	108,014,642	110,719,320	118,977,143	-	-	-	108,014,642	110,719,320	118,977,143	7.5%
General Funds Total	372,503,266	374,625,680	399,830,068	162,016,691	174,503,997	181,765,562	534,519,957	549,129,677	581,595,630	5.9%
ALA Debt Service Fund	172	-	-	2,194,795	2,233,122	2,313,300	2,194,967	2,233,122	2,313,300	3.6%
Tax Supported Funds Total	372,503,438	374,625,680	399,830,068	164,211,486	176,737,119	184,078,862	536,714,924	551,362,799	583,908,930	5.9%
Park Debt Service Fund	12,571,715	14,668,753	17,384,703	6,166,380	7,455,062	8,211,690	18,738,095	22,123,815	25,596,393	15.7%
Property Management Fund	-	-	-	1,567,671	1,557,600	1,488,700	1,567,671	1,557,600	1,488,700	-4.4%
Capital Projects Fund	78,439,217	135,894,000	131,365,000	31,064,461	52,225,000	58,158,000	109,503,678	188,119,000	189,523,000	0.7%
Special Revenue Funds	7,874,850	6,705,338	8,119,454	6,556,423	6,811,263	7,539,313	14,431,273	13,516,601	15,658,767	15.8%
Governmental Funds Total	471,389,220	531,893,771	556,699,225	209,566,421	244,786,044	259,476,565	680,955,641	776,679,815	816,175,790	5.1%
<b>Proprietary Funds:</b>										
Enterprise Fund	16,957,587	14,721,843	15,922,671	13,057,721	12,559,152	12,918,910	30,015,308	27,280,995	28,841,581	5.7%
Internal Service Funds:										
Risk Management Fund	6,152,379	3,347,200	3,716,300	4,808,275	2,962,600	3,591,000	10,960,654	6,309,800	7,307,300	15.8%
Capital Equipment Fund	251,900	95,000	128,250	2,163,434	1,394,380	1,250,550	2,415,334	1,489,380	1,378,800	-7.4%
Wheaton Headquarters Bldg Fund	-	-	-	2,416,057	2,937,103	2,937,103	2,416,057	2,937,103	2,937,103	0.0%
CIO Fund	3,549,449	3,747,101	4,118,123	2,566,371	2,746,207	3,093,820	6,115,820	6,493,308	7,211,943	11.1%
Comm-wide IT Initiatives Fund	1,933,430	918,138	455,789	1,587,546	535,666	287,198	3,520,976	1,453,804	742,987	-48.9%
Largo Headquarters Bldg Fund	55,889,143	4,000,000	46,818,178	-	-	-	55,889,143	4,000,000	46,818,178	1070.5%
Executive Office Building Fund*	-	-	-	-	-	-	1,639,074	1,524,816	1,555,233	2.0%
Group Insurance Fund*	-	-	-	-	-	-	62,772,496	79,010,000	85,038,559	7.6%
Internal Service Funds Total	67,776,301	12,107,439	55,236,640	13,541,683	10,575,956	11,159,671	145,729,554	103,218,211	152,990,103	48.2%
Proprietary Funds Total	84,733,888	26,829,282	71,159,311	26,599,404	23,135,108	24,078,581	175,744,862	130,499,206	181,831,684	39.3%
<b>Private Purpose Trust Funds:</b>										
ALA Revolving Fund	9,571	-	-	2,281,909	2,110,522	2,193,100	2,291,480	2,110,522	2,193,100	3.9%
<b>GRAND TOTAL</b>	<b>\$ 556,132,679</b>	<b>\$ 558,723,053</b>	<b>\$ 627,858,536</b>	<b>\$ 238,447,734</b>	<b>\$ 270,031,674</b>	<b>\$ 285,748,246</b>	<b>\$ 858,991,983</b>	<b>\$ 909,289,543</b>	<b>\$ 1,000,200,574</b>	<b>10.0%</b>
<b>Total Uses and Funds Required: (includes reserve in budget amounts but not in actual)</b>										
<b>Governmental Funds:</b>										
General Funds:										
Administration Fund	53,078,008	70,749,403	116,924,946	37,555,836	41,878,636	47,660,102	90,633,844	112,628,039	164,585,048	46.1%
Park Fund	243,180,006	202,346,904	231,557,489	126,040,641	135,094,368	147,704,743	369,220,647	337,441,272	379,262,232	12.4%
Recreation Fund	121,837,463	121,515,873	136,863,553	-	-	-	121,837,463	121,515,873	136,863,553	12.6%
General Funds Total	418,095,477	394,612,180	485,345,988	163,596,477	176,973,004	195,364,845	581,691,954	571,585,184	680,710,833	19.1%
ALA Debt Service Fund	127	-	-	2,200,040	2,233,122	2,313,300	2,200,167	2,233,122	2,313,300	3.6%
Tax Supported Funds Total	418,095,604	394,612,180	485,345,988	165,796,517	179,206,126	197,678,145	583,892,121	573,818,306	683,024,133	19.0%
Park Debt Service Fund	12,571,715	14,668,753	17,384,703	6,166,380	7,455,062	8,211,690	18,738,095	22,123,815	25,596,393	15.7%
Property Management Fund	-	-	-	1,722,166	1,757,600	1,688,700	1,722,166	1,757,600	1,688,700	-3.9%
Capital Projects Fund	42,106,780	135,894,000	131,335,000	26,711,111	52,225,000	58,158,000	68,817,891	188,119,000	189,493,000	0.7%
Special Revenue Funds	6,068,944	6,832,133	8,195,459	6,867,364	7,940,988	9,024,081	12,936,308	14,773,121	17,219,540	16.6%
Governmental Funds Total	478,843,043	552,007,066	642,261,150	207,263,538	248,584,776	274,760,616	686,106,581	800,591,842	917,021,766	14.5%
<b>Proprietary Funds:</b>										
Enterprise Fund	31,475,982	15,067,047	16,642,675	10,268,038	10,833,205	11,283,610	41,744,020	25,900,252	27,926,285	7.8%
Internal Service Funds:										
Risk Management Fund	7,590,782	4,767,320	5,469,216	6,303,961	3,568,420	3,997,628	13,894,743	8,335,740	9,466,844	13.6%
Capital Equipment Fund	464,228	15,665	1,116,751	2,814,747	4,074,085	2,744,864	3,278,975	4,089,750	3,861,615	-5.6%
Wheaton Headquarters Bldg Fund	-	-	-	6,794,025	2,937,103	2,937,103	6,794,025	2,937,103	2,937,103	0.0%
CIO Fund	2,944,786	3,771,220	4,136,313	2,136,504	2,765,306	3,108,225	5,081,290	6,536,526	7,244,538	10.8%
Comm-wide IT Initiatives Fund	758,877	918,138	455,789	623,117	535,666	287,198	1,381,994	1,453,804	742,987	-48.9%
Largo Headquarters Bldg Fund	5,123,169	4,000,000	46,818,178	-	-	-	5,123,169	4,000,000	46,818,178	1070.5%
Executive Office Building Fund*	-	-	-	-	-	-	1,211,521	1,614,123	1,685,496	4.4%
Group Insurance Fund *	-	-	-	-	-	-	62,330,327	79,026,000	85,054,620	7.6%
Internal Service Funds Total	16,881,842	13,472,343	57,996,247	18,672,353	13,880,580	13,075,018	99,096,044	107,993,046	157,811,381	46.1%
Proprietary Funds Total	48,357,824	28,539,390	74,638,922	28,940,391	24,713,785	24,358,628	140,840,064	133,893,298	185,737,666	38.7%
<b>Private Purpose Trust Funds:</b>										
ALA Revolving Fund	38	302,637	312,177	176	5,840,404	8,238,398	214	6,143,041	8,550,575	39.2%
<b>GRAND TOTAL</b>	<b>\$ 527,200,905</b>	<b>\$ 580,849,093</b>	<b>\$ 717,212,249</b>	<b>\$ 236,204,105</b>	<b>\$ 279,138,965</b>	<b>\$ 307,357,642</b>	<b>\$ 826,946,859</b>	<b>\$ 940,628,181</b>	<b>\$ 1,111,310,007</b>	<b>18.1%</b>

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

**Explanatory Note:** This schedule summarizes the total revenues and total funds required for FY25. 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.





COMMISSION SUMMARY

Summary of Changes in Actual Fund Balance/Net Position for FY23 and Budgeted Use of Fund Balance/Net Position for FY24 and FY25

	Prince George's County			Montgomery County			Total Commission		
	FY 23	FY 24	FY 25	FY 23	FY 24	FY 25	FY 23	FY 24	FY 25
	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed	Actual	Adjusted Adopted	Proposed
<b>Governmental Funds:</b>									
Administration Fund	16,446,171	(63,437)	(41,812,280)	(349,318)	(1,246,247)	(3,115,432)	16,096,853	(1,309,684)	(44,927,712)
Park Fund	(48,215,561)	(9,126,510)	(25,817,230)	(1,230,468)	(1,222,760)	(10,483,851)	(49,446,029)	(10,349,270)	(36,301,081)
Recreation Fund	(13,822,821)	(10,796,553)	(17,886,410)	-	-	-	(13,822,821)	(10,796,553)	(17,886,410)
General Funds Total	(45,592,211)	(19,986,500)	(85,515,920)	(1,579,786)	(2,469,007)	(13,599,283)	(47,171,997)	(22,455,507)	(99,115,203)
ALA Debt Service Fund	45	-	-	(5,245)	-	-	(5,200)	-	-
Tax Supported Funds Total	(45,592,166)	(19,986,500)	(85,515,920)	(1,585,031)	(2,469,007)	(13,599,283)	(47,177,197)	(22,455,507)	(99,115,203)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	(154,495)	(200,000)	(200,000)	(154,495)	(200,000)	(200,000)
Capital Projects Fund	36,332,437	-	30,000	4,353,350	-	-	40,685,787	-	30,000
Special Revenue Funds	1,805,906	(126,795)	(76,005)	(310,941)	(1,129,725)	(1,484,768)	1,494,965	(1,256,520)	(1,560,773)
Governmental Funds Total	(7,453,823)	(20,113,295)	(85,561,925)	2,302,883	(3,798,732)	(15,284,051)	(5,150,940)	(23,912,027)	(100,845,976)
<b>Proprietary Funds:</b>									
Enterprise Fund	(14,518,395)	(345,204)	(720,004)	2,789,683	1,725,947	1,635,300	(11,728,712)	1,380,743	915,296
Risk Management Fund	(1,438,403)	(1,420,120)	(1,752,916)	(1,495,686)	(605,820)	(406,628)	(2,934,089)	(2,025,940)	(2,159,544)
Capital Equipment Fund	(212,328)	79,335	(988,501)	(651,313)	(2,679,705)	(1,494,314)	(863,641)	(2,600,370)	(2,482,815)
Wheaton Headquarters Bldg Fund	-	-	-	(4,377,968)	-	-	(4,377,968)	-	-
CIO Fund	604,663	(24,119)	(18,190)	429,867	(19,099)	(14,405)	1,034,530	(43,218)	(32,595)
Comm-wide IT Initiatives Fund	1,174,553	-	-	964,429	-	-	2,138,982	-	-
Largo Headquarters Bldg Fund	50,765,974	-	-	-	-	-	50,765,974	-	-
Executive Office Building Fund*	-	-	-	-	-	-	427,553	(89,307)	(130,263)
Group Insurance Fund *	-	-	-	-	-	-	442,169	(16,000)	(16,061)
Internal Service Funds Total	50,894,459	(1,364,904)	(2,759,607)	(5,130,670)	(3,304,624)	(1,915,347)	46,633,511	(4,774,835)	(4,821,278)
Proprietary Funds Total	36,376,064	(1,710,108)	(3,479,611)	(2,340,987)	(1,578,677)	(280,047)	34,904,798	(3,394,092)	(3,905,982)
<b>Private Purpose Trust Funds:</b>									
ALA Revolving Fund	9,533	(302,637)	(312,177)	2,281,733	(3,729,882)	(6,045,298)	2,291,266	(4,032,519)	(6,357,475)
<b>GRAND TOTAL</b>	<b>28,931,774</b>	<b>(22,126,040)</b>	<b>(89,353,713)</b>	<b>2,243,629</b>	<b>(9,107,291)</b>	<b>(21,609,396)</b>	<b>32,045,124</b>	<b>(31,338,638)</b>	<b>(111,109,433)</b>

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

**Explanatory Note:** This schedule summarizes the change in fund balances and net position for FY23 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 FY25 PROPOSED BUDGET SUMMARY**  
**FUND SUMMARY BY DEPARTMENT AND BY DIVISION**

	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO Internal Service Fund	Commission-wide IT Internal Service Fund	Largo Headquarters Building Internal Service Fund	Total
<b>Sources:</b>															
Property Taxes	\$ 74,035,800	\$ 201,964,700	\$ 105,550,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 381,551,100
Intergovernmental	228,266	487,959	238,776	-	-	-	7,525,000	950,000	-	-	-	-	-	-	9,430,001
Sales	50,000	-	58,560	-	-	-	-	88,320	1,804,300	-	-	-	-	-	2,001,180
Charges for Services	693,600	75,300	11,070,247	-	-	-	-	5,833,515	3,583,500	3,696,300	128,250	4,118,123	455,789	5,886,332	35,540,956
Rentals and Concessions	-	2,493,800	1,666,480	-	-	-	-	1,027,355	2,463,200	-	-	-	-	-	7,650,835
Interest	105,000	105,000	105,000	-	-	-	100,000	20,600	15,000	20,000	-	-	-	-	470,600
Miscellaneous	-	513,500	287,480	-	-	-	-	199,664	10,000	-	-	-	-	-	1,010,644
<b>Total Revenues</b>	<b>75,112,666</b>	<b>205,640,259</b>	<b>118,977,143</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,625,000</b>	<b>8,119,454</b>	<b>7,876,000</b>	<b>3,716,300</b>	<b>128,250</b>	<b>4,118,123</b>	<b>455,789</b>	<b>5,886,332</b>	<b>437,655,316</b>
Transfers In	-	100,000	-	16,919,703	-	-	32,376,000	-	8,046,671	-	-	-	-	40,931,846	98,374,220
Debt Proceeds	-	-	-	465,000	-	-	91,364,000	-	-	-	-	-	-	-	91,829,000
Use of Fund Balance/Net Assets	41,812,280	25,817,230	17,886,410	-	-	312,177	-	76,005	720,004	1,752,916	988,501	18,190	-	-	89,383,713
<b>Total Available Funds</b>	<b>\$ 116,924,946</b>	<b>\$ 231,557,489</b>	<b>\$ 136,863,553</b>	<b>\$ 17,384,703</b>	<b>\$ -</b>	<b>\$ 312,177</b>	<b>\$ 131,365,000</b>	<b>\$ 8,195,459</b>	<b>\$ 16,642,675</b>	<b>\$ 5,469,216</b>	<b>\$ 1,116,751</b>	<b>\$ 4,136,313</b>	<b>\$ 455,789</b>	<b>\$ 46,818,178</b>	<b>\$ 717,242,249</b>
<b>Uses:</b>															
Commissioners' Office	\$ 3,898,174	-	-	-	-	-	-	-	-	-	-	-	-	-	3,898,174
<b>Planning Department:</b>															
Director's Office	2,831,478	-	-	-	-	-	-	-	-	-	-	-	-	-	2,831,478
Management Services	4,623,940	-	-	-	-	-	-	-	-	-	-	-	-	-	4,623,940
Development Review	7,882,221	-	-	-	-	-	-	-	-	-	-	-	-	-	7,882,221
Community Planning	7,214,782	-	-	-	-	-	-	-	-	-	-	-	-	-	7,214,782
Community Planning - North	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community Planning - South	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Information Management	8,896,362	-	-	-	-	-	-	-	-	-	-	-	-	-	8,896,362
Countywide Planning	9,670,826	-	-	-	-	-	-	-	-	-	-	-	-	-	9,670,826
Support Services	7,684,372	-	-	-	-	-	-	-	-	-	-	-	-	-	7,684,372
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Revenue Operations	-	-	-	-	-	-	-	70,000	-	-	-	-	-	-	70,000
<b>Planning Operations Total</b>	<b>48,803,981</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>48,873,981</b>
<b>Central Administrative Services (CAS):</b>															
Dept. of Human Resources and Mgr	5,614,440	-	-	-	-	-	-	-	-	-	-	-	-	-	5,614,440
Department of Finance	3,939,533	-	-	-	-	-	-	-	-	-	-	-	-	-	3,939,533
Legal Department	1,830,100	-	-	-	-	-	-	-	-	-	-	-	-	-	1,830,100
Merit System Board	88,411	-	-	-	-	-	-	-	-	-	-	-	-	-	88,411
Office of Inspector General	807,067	-	-	-	-	-	-	-	-	-	-	-	-	-	807,067
Corporate IT	1,702,083	-	-	-	-	-	-	-	-	-	-	-	-	-	1,702,083
Support Services	902,225	-	-	-	-	-	-	-	-	-	-	-	-	-	902,225
<b>CAS Total</b>	<b>14,883,859</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,883,859</b>



**PRINCE GEORGE'S COUNTY FY25 PROPOSED BUDGET SUMMARY  
FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd**

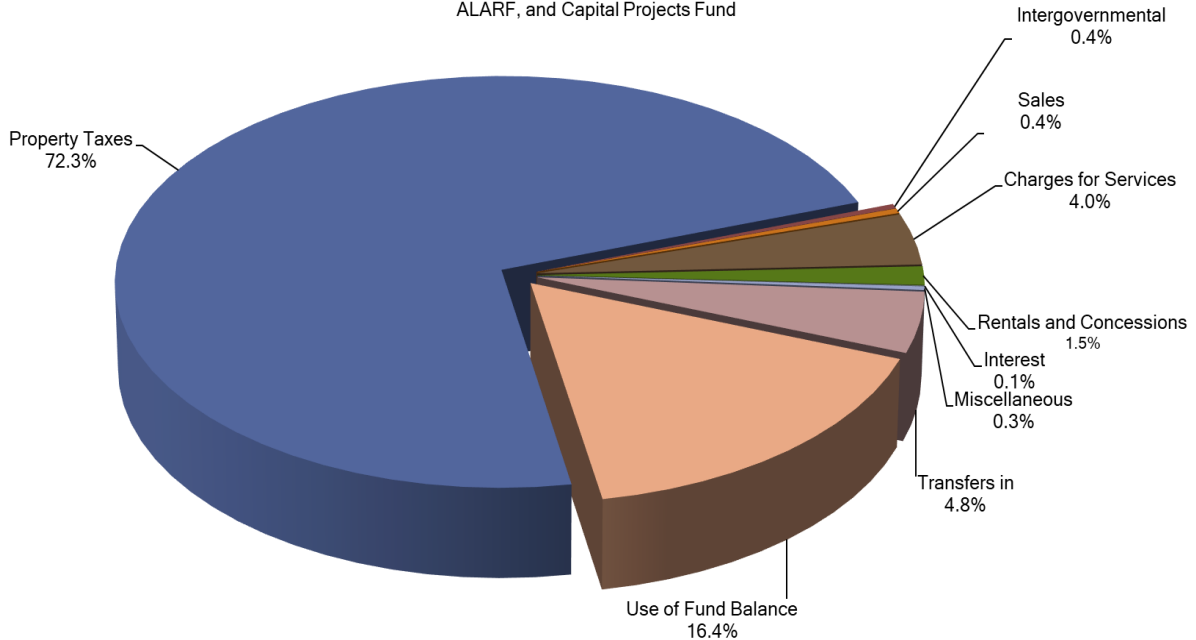
**Prince George's County  
Overview – Fiscal and Budget Summary Schedules**

	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO Internal Service Fund	Commission-wide IT Initiatives Internal Service Fund	Largo Headquarters Building Internal Service Fund	Total
<b>Parks and Rec. Operating Divisions:</b>															
Office of the Director	-	50,326,432	-	-	-	-	-	-	-	-	-	-	-	-	50,326,432
Administration and Development	-	35,869,045	16,035,939	-	-	-	-	-	-	-	-	-	-	-	51,904,984
Facility Operations	-	86,186,793	35,182,768	-	-	-	-	-	-	-	-	-	-	-	121,369,561
Area Operations	-	-	49,009,848	-	-	-	-	-	-	-	-	-	-	-	49,009,848
Special Revenue Operations	-	-	-	-	-	-	-	8,125,459	-	-	-	-	-	-	8,125,459
Enterprise Operations	-	-	-	-	-	-	-	-	16,642,675	-	-	-	-	-	16,642,675
Total Park and Rec. Operations	-	172,382,270	100,228,555	-	-	-	-	8,125,459	16,642,675	-	-	-	-	-	297,378,959
NonDepartmental	5,647,232	13,609,916	9,690,027	-	-	-	-	-	-	-	-	-	-	-	28,947,175
Advanced Land Acquisition	-	-	-	-	-	312,177	-	-	-	-	-	-	-	-	312,177
Debt Service	-	-	-	17,384,703	-	-	-	-	-	-	-	-	-	-	17,384,703
Capital Projects	-	-	-	-	-	-	131,235,000	-	-	-	-	-	-	-	131,235,000
Transfer to Debt Service	-	16,919,703	-	-	-	-	-	-	-	-	-	-	-	-	16,919,703
Risk Management Operating	-	-	-	-	-	-	-	-	-	5,469,216	-	-	-	-	5,469,216
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	184,905	-	-	-	184,905
CIO Internal Service Fund	-	-	-	-	-	-	-	-	-	-	-	4,136,313	-	-	4,136,313
Commission-wide IT Initiatives Internal Ser	-	-	-	-	-	-	-	-	-	-	-	-	455,789	-	455,789
Largo Headquarters Building	-	-	-	-	-	-	-	-	-	-	-	-	-	46,818,178	46,818,178
Transfers Out	40,030,000	19,346,000	21,046,671	-	-	-	100,000	-	-	-	931,846	-	-	-	81,454,517
<b>Total Uses</b>	<b>\$ 113,263,246</b>	<b>\$ 222,257,889</b>	<b>\$ 130,965,253</b>	<b>\$ 17,384,703</b>	<b>\$ -</b>	<b>\$ 312,177</b>	<b>\$ 131,335,000</b>	<b>\$ 8,195,459</b>	<b>\$ 16,642,675</b>	<b>\$ 5,469,216</b>	<b>\$ 1,116,751</b>	<b>\$ 4,136,313</b>	<b>\$ 455,789</b>	<b>\$ 46,818,178</b>	<b>\$ 698,352,649</b>
<b>Designated Expenditure Reserve @ 5%</b>	<b>3,661,700</b>	<b>9,299,600</b>	<b>5,898,300</b>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<i>not applicable</i>	<b>18,859,600</b>
<b>Total Required Funds</b>	<b>\$ 116,924,946</b>	<b>\$ 231,557,489</b>	<b>\$ 136,863,553</b>	<b>\$ 17,384,703</b>	<b>\$ -</b>	<b>\$ 312,177</b>	<b>\$ 131,335,000</b>	<b>\$ 8,195,459</b>	<b>\$ 16,642,675</b>	<b>\$ 5,469,216</b>	<b>\$ 1,116,751</b>	<b>\$ 4,136,313</b>	<b>\$ 455,789</b>	<b>\$ 46,818,178</b>	<b>\$ 717,212,249</b>
Excess of Sources over Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30,000
<b>Total Funded Career/Term Positions</b>	<b>321.33</b>	<b>900.00</b>	<b>382.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>49.00</b>	<b>4.00</b>	<b>-</b>	<b>3.50</b>	<b>-</b>	<b>-</b>	<b>1,659.83</b>
<b>Total Funded Workyears</b>	<b>319.19</b>	<b>1,078.57</b>	<b>1,112.73</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>129.76</b>	<b>129.76</b>	<b>4.00</b>	<b>-</b>	<b>3.50</b>	<b>-</b>	<b>-</b>	<b>2,777.51</b>

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

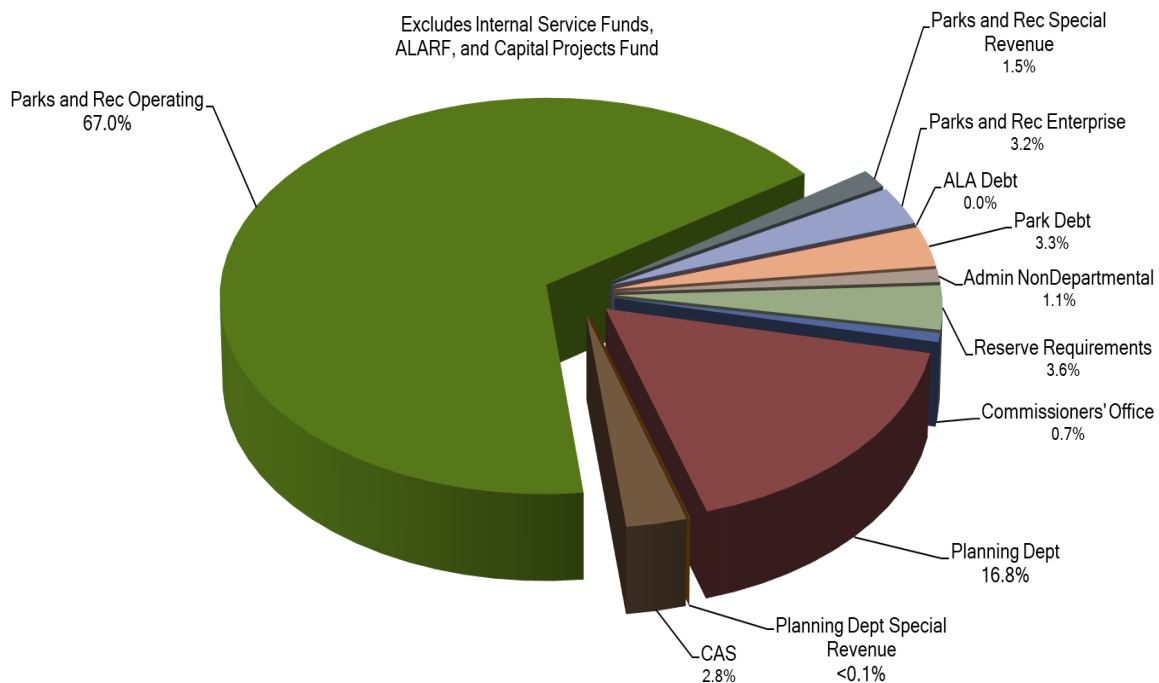
Prince George's County FY25 Proposed Budget  
Revenue Sources (Percent of Total by Type)  
Total Operating Funds \$527,568,825

Excludes Internal Service Funds,  
ALARF, and Capital Projects Fund



Prince George's FY25 Proposed Budget  
Funds Required (Percent of Total by Function)  
Total Operating Funds \$527,568,825

Excludes Internal Service Funds,  
ALARF, and Capital Projects Fund





**PRINCE GEORGE'S COUNTY FY25 PROPOSED BUDGET  
EXPENDITURE SUMMARY BY MAJOR OBJECT**

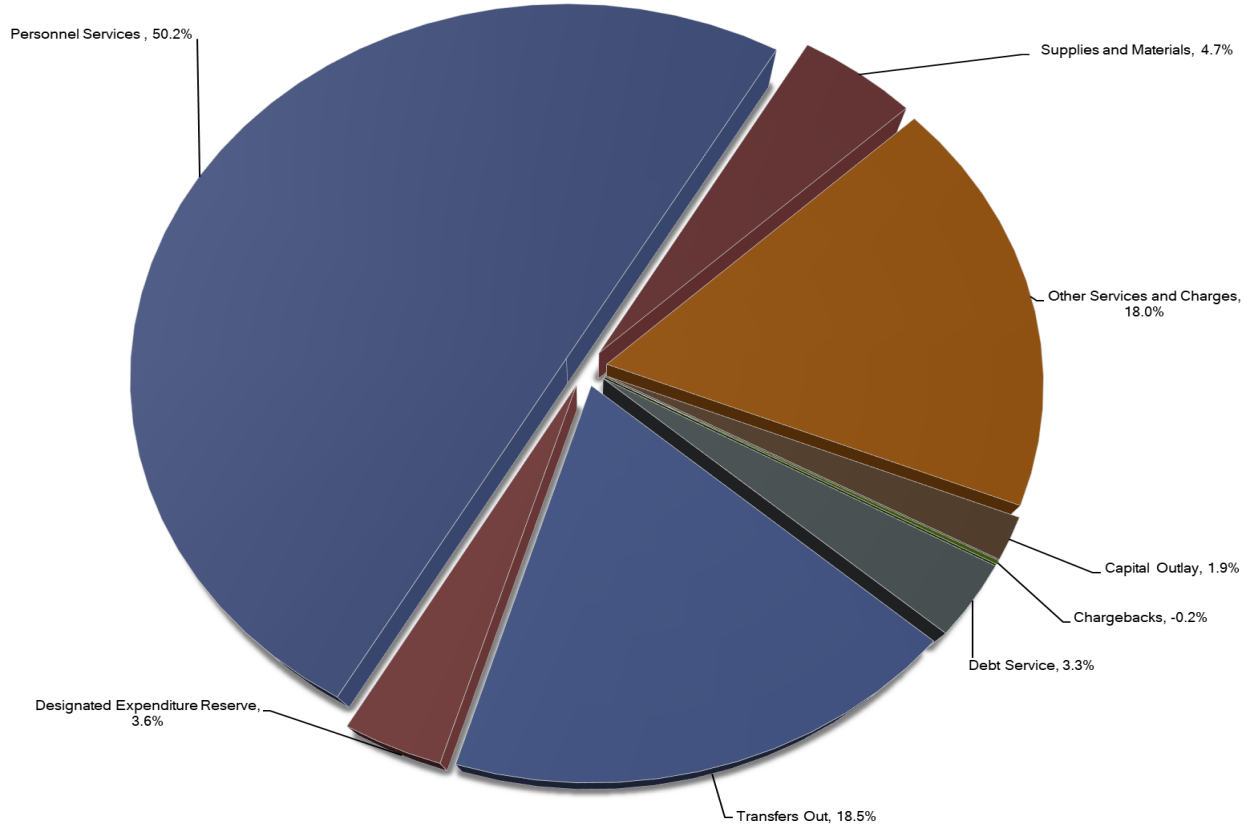
	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Charge-backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
<b>Governmental Funds:</b>									
General Funds:									
Administration Fund									
Commissioners' Office	\$ 2,062,159	\$ 37,500	\$ 1,666,363	\$ 90,000	\$ 42,152	\$ -	\$ -	\$ -	\$ 3,898,174
Planning Department	29,916,021	523,200	17,107,445	771,200	486,115	-	40,030,000	-	88,833,981
DHRM	5,623,616	40,240	742,476	-	(791,892)	-	-	-	5,614,440
Department of Finance	4,582,771	40,255	300,307	-	(983,800)	-	-	-	3,939,533
Legal Department	2,594,682	27,608	281,255	-	(1,073,445)	-	-	-	1,830,100
Merit System Board	70,861	1,000	16,550	-	-	-	-	-	88,411
Office of Inspector General	841,691	3,753	88,127	-	(126,504)	-	-	-	807,067
Corporate IT	1,759,207	55,800	941,819	-	(1,054,743)	-	-	-	1,702,083
CAS Support Services	7,576	21,048	873,601	-	-	-	-	-	902,225
Non-Departmental	5,639,232	-	8,000	-	-	-	-	-	5,647,232
Budgetary Reserve	-	-	-	-	-	-	-	3,661,700	3,661,700
Administration Fund Total	53,097,816	750,404	22,025,943	861,200	(3,502,117)	-	40,030,000	3,661,700	116,924,946
Park Fund									
Department of Parks and Recreation	121,145,674	13,292,054	42,153,608	7,728,900	1,671,950	-	36,265,703	9,299,600	231,557,489
Park Fund Total	121,145,674	13,292,054	42,153,608	7,728,900	1,671,950	-	36,265,703	9,299,600	231,557,489
Recreation Fund									
Department of Parks and Recreation	75,873,262	6,969,122	25,249,528	1,151,713	674,957	-	21,046,671	5,898,300	136,863,553
Recreation Fund Total	75,873,262	6,969,122	25,249,528	1,151,713	674,957	-	21,046,671	5,898,300	136,863,553
General Funds Total	250,116,752	21,011,580	89,429,079	9,741,813	(1,155,210)	-	97,342,374	18,859,600	485,345,988
ALA Debt Service Fund									
Tax Supported Funds Total	250,116,752	21,011,580	89,429,079	9,741,813	(1,155,210)	-	97,342,374	18,859,600	485,345,988
Park Debt Service Fund									
Capital Projects Fund	-	-	30,000	131,205,000	-	-	100,000	-	131,335,000
Special Revenue Funds									
Planning Department	-	-	70,000	-	-	-	-	-	70,000
Department of Parks and Recreation	5,239,190	1,365,330	1,450,839	20,500	49,600	-	-	-	8,125,459
Special Revenue Funds Total	5,239,190	1,365,330	1,520,839	20,500	49,600	-	-	-	8,195,459
Governmental Funds Total	255,355,942	22,376,910	90,979,918	140,967,313	(1,105,610)	17,384,703	97,442,374	18,859,600	642,261,150
<b>Proprietary Funds:</b>									
Enterprise Fund									
Department of Parks and Recreation	9,512,663	2,538,734	4,112,998	236,800	241,480	-	-	-	16,642,675
Enterprise Fund Total	9,512,663	2,538,734	4,112,998	236,800	241,480	-	-	-	16,642,675
Internal Service Funds:									
Risk Management Fund	731,707	36,000	4,276,421	-	425,088	-	-	-	5,469,216
Capital Equipment Fund	-	-	430	175,000	9,475	-	931,846	-	1,116,751
CIO Internal Service Fund	917,291	27,902	3,191,120	-	-	-	-	-	4,136,313
Commission-wide IT Initiatives Fund	-	-	455,789	-	-	-	-	-	455,789
Largo Headquarters Building Fund	-	-	5,886,332	40,931,846	-	-	-	-	46,818,178
Internal Service Funds Total	1,648,998	63,902	13,810,092	41,106,846	434,563	-	931,846	-	57,996,247
Proprietary Funds Total	11,161,661	2,602,636	17,923,090	41,343,646	676,043	-	931,846	-	74,638,922
<b>Private Purpose Trust Funds:</b>									
ALA Revolving Fund									
Private Purpose Trust Funds Total	-	-	35	312,142	-	-	-	-	312,177
GRAND TOTAL	\$ 266,517,603	\$ 24,979,546	\$ 108,903,043	\$ 182,623,101	\$ (429,567)	\$ 17,384,703	\$ 98,374,220	\$ 18,859,600	\$ 717,212,249

\* Park Fund transfer out includes the transfers to Capital Projects Fund (\$19.35M) and to Debt Service (\$16.92M). Recreation Fund transfer out includes the transfers to Capital Projects Fund (\$13.0M) and to Enterprise Fund (\$8.05M).

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

Prince George's County FY25 Proposed Budget  
Summary of Funds Required (Percent of Total by Major Object)  
Total Operating Funds \$527,568,825

Excludes Internal Service Funds,  
ALARF, and Capital Projects Fund



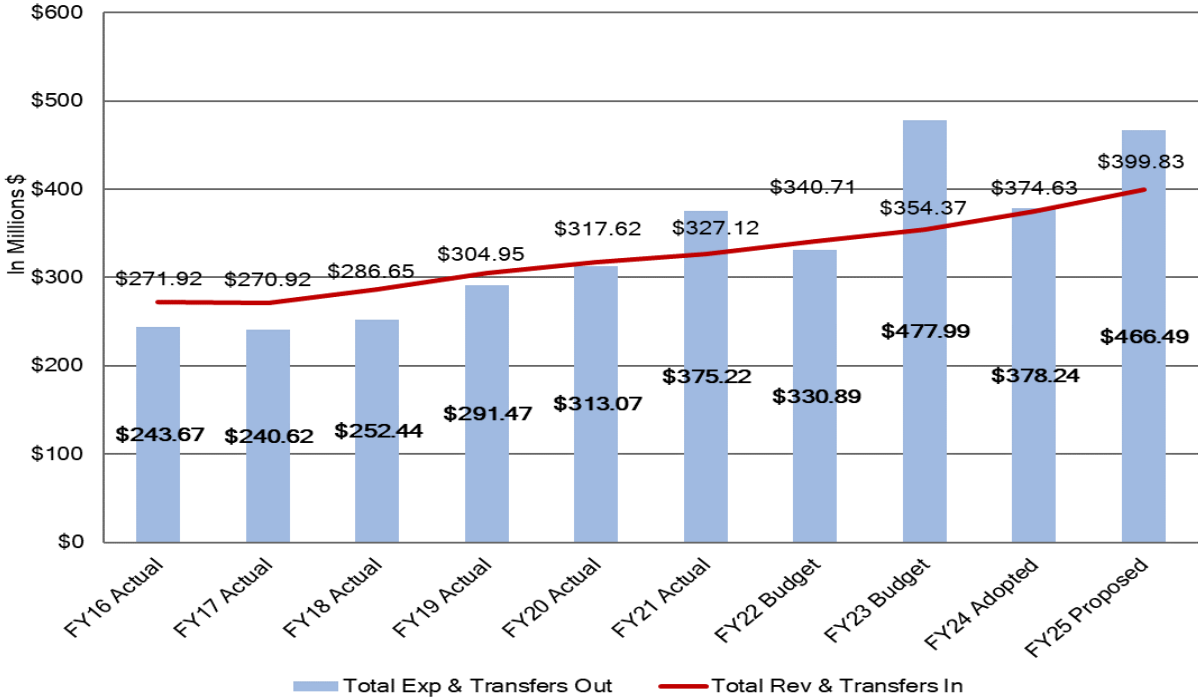
**PRINCE GEORGE'S COUNTY GOVERNMENTAL FUNDS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2025**

General Fund Accounts	Advance Land Acquisition Debt Service Fund		Total Tax Supported Funds		Park Debt Service Fund		Capital Projects Fund		Special Revenue Funds		Total Governmental Funds				
	FY 24 Adjusted Adopted	FY 25 Proposed	FY 24 Adjusted Adopted	FY 25 Proposed	FY 24 Adjusted Adopted	FY 25 Proposed	FY 24 Adjusted Adopted	FY 25 Proposed	FY 24 Adjusted Adopted	FY 25 Proposed	FY 24 Adjusted Adopted	FY 25 Proposed	% Change		
<b>Revenues:</b>															
Property Taxes	\$ 358,834,000	\$ 381,551,100	\$ -	\$ -	\$ 358,834,000	\$ 381,551,100	\$ -	\$ -	\$ -	\$ -	\$ 950,000	\$ 950,000	\$ 358,834,000	\$ 381,551,100	6.3%
Intergovernmental -															
Federal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
County - Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
County - Non-Grant Permit Fee	55,000	55,000	-	-	55,000	55,000	-	-	-	-	-	-	55,000	55,000	0.0%
PGC PILOT	900,001	900,001	-	-	900,001	900,001	-	-	-	-	-	-	900,001	900,001	0.0%
Sales	100,400	108,560	-	-	100,400	108,560	-	-	-	73,600	88,320	-	174,000	196,880	13.1%
Charges for Services	10,103,940	11,839,147	-	-	10,103,940	11,839,147	-	-	-	4,731,769	5,833,515	-	14,835,709	17,672,662	19.1%
Rentals and Concessions	3,644,359	4,160,280	-	-	3,644,359	4,160,280	-	-	-	777,518	1,027,355	-	4,421,877	5,187,635	17.3%
Interest	300,000	315,000	-	-	300,000	315,000	-	-	100,000	100,000	-	-	415,500	435,600	4.8%
Miscellaneous	587,980	800,980	-	-	587,980	800,980	-	-	-	156,951	199,664	-	744,931	1,000,644	34.3%
<b>Total Revenues</b>	<b>374,525,680</b>	<b>399,730,068</b>	<b>-</b>	<b>-</b>	<b>374,525,680</b>	<b>399,730,068</b>	<b>-</b>	<b>-</b>	<b>17,504,000</b>	<b>7,625,000</b>	<b>6,705,338</b>	<b>8,119,454</b>	<b>398,735,018</b>	<b>415,474,522</b>	<b>4.2%</b>
<b>Expenditures:</b>															
Personnel Services	220,461,457	250,116,752	-	-	220,461,457	250,116,752	-	-	-	-	4,293,447	5,239,190	224,754,904	255,355,942	13.6%
Supplies and Materials	19,173,277	21,011,580	-	-	19,173,277	21,011,580	-	-	-	-	1,162,830	1,365,330	20,336,107	22,376,910	10.0%
Other Services and Charges	75,053,049	89,429,079	-	-	75,053,049	89,429,079	-	-	30,000	30,000	1,301,756	1,520,839	76,384,805	90,979,918	19.1%
Debt Service	-	-	-	-	-	-	14,668,753	17,384,703	-	-	-	-	14,668,753	17,384,703	18.5%
Capital Outlay	5,609,613	9,741,813	-	-	5,609,613	9,741,813	-	-	135,764,000	131,205,000	20,500	20,500	141,394,113	140,967,313	-0.3%
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Chargebacks	(1,285,712)	(1,155,210)	-	-	(1,285,712)	(1,155,210)	-	-	-	-	53,600	49,600	(1,232,112)	(1,105,610)	-10.3%
<b>Total Expenditures</b>	<b>319,011,684</b>	<b>369,144,014</b>	<b>-</b>	<b>-</b>	<b>319,011,684</b>	<b>369,144,014</b>	<b>14,668,753</b>	<b>17,384,703</b>	<b>135,794,000</b>	<b>131,235,000</b>	<b>6,832,133</b>	<b>8,195,459</b>	<b>476,306,570</b>	<b>525,959,176</b>	<b>10.4%</b>
Excess of Revenues over (under) Expenditures	55,513,996	30,586,054	-	-	55,513,996	30,586,054	(14,668,753)	(17,384,703)	(118,290,000)	(123,610,000)	(126,795)	(76,005)	(77,571,552)	(110,484,654)	42.4%
<b>Other Financing Sources (Uses):</b>															
Debt Proceeds	-	-	-	-	-	-	-	-	81,860,000	91,364,000	-	-	81,860,000	91,364,000	11.6%
Premiums on Bonds Issued	-	-	-	-	-	-	397,500	465,000	-	-	-	-	397,500	465,000	17.0%
Transfers In															
Total Transfers In	100,000	100,000	-	-	100,000	100,000	14,271,253	16,919,703	36,530,000	32,376,000	-	-	50,901,253	49,395,703	-3.0%
Transfers (Out):															
Total Transfers (Out)	(59,228,496)	(97,342,374)	-	-	(59,228,496)	(97,342,374)	-	-	(100,000)	(100,000)	-	-	(59,328,496)	(97,442,374)	64.2%
Total Other Financing Sources (Uses)	(59,128,496)	(97,242,374)	-	-	(59,128,496)	(97,242,374)	14,668,753	17,384,703	118,290,000	123,640,000	-	-	73,830,257	43,782,329	-40.7%
<b>Total Uses</b>	<b>378,240,180</b>	<b>466,486,388</b>	<b>-</b>	<b>-</b>	<b>378,240,180</b>	<b>466,486,388</b>	<b>14,668,753</b>	<b>17,384,703</b>	<b>135,894,000</b>	<b>131,335,000</b>	<b>6,832,133</b>	<b>8,195,459</b>	<b>535,635,066</b>	<b>623,401,550</b>	<b>16.4%</b>
Excess of Sources over (under) Uses	(3,614,500)	(66,656,320)	-	-	(3,614,500)	(66,656,320)	-	-	-	30,000	(126,795)	(76,005)	(3,741,295)	(66,702,325)	1682.9%
Designated Expenditure Reserve @ 5%	16,372,000	18,859,600	-	-	16,372,000	18,859,600	-	-	-	-	-	-	16,372,000	18,859,600	15.2%
<b>Total Required Funds</b>	<b>394,612,180</b>	<b>485,345,988</b>	<b>-</b>	<b>-</b>	<b>394,612,180</b>	<b>485,345,988</b>	<b>14,668,753</b>	<b>17,384,703</b>	<b>135,894,000</b>	<b>131,335,000</b>	<b>6,832,133</b>	<b>8,195,459</b>	<b>552,007,066</b>	<b>642,261,150</b>	<b>16.4%</b>
Excess of Sources over (under) Total Funds Required	(19,986,500)	(85,515,920)	-	-	(19,986,500)	(85,515,920)	-	-	-	30,000	(126,795)	(76,005)	(20,113,295)	(85,561,925)	325.4%
Fund Balance - Beginning	118,461,576	189,333,980	-	-	118,461,576	189,333,980	-	-	180,240,523	216,572,960	10,577,495	12,321,106	309,279,593	418,228,045	35.2%
Fund Balance - Ending	\$ 114,847,076	\$ 122,677,660	\$ -	\$ -	\$ 114,847,076	\$ 122,677,660	\$ -	\$ -	\$ 180,240,523	\$ 216,602,960	\$ 10,450,700	\$ 12,245,101	\$ 305,538,298	\$ 351,525,720	15.1%
<b>Classification of Ending Fund Balance:</b>															
Designated Expenditure Reserve	16,372,000	18,859,600	not applicable	not applicable	16,372,000	18,859,600	not applicable	not applicable	not applicable	not applicable	683,213	819,546	17,055,213	19,679,146	15.4%
Undesignated Fund Balance	98,475,076	103,818,060	-	-	98,475,076	103,818,060	-	-	180,240,523	216,602,960	9,767,487	11,425,555	288,483,085	331,846,574	15.0%
<b>Total Ending Fund Balance</b>	<b>\$ 114,847,076</b>	<b>\$ 122,677,660</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114,847,076</b>	<b>\$ 122,677,660</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 180,240,523</b>	<b>\$ 216,602,960</b>	<b>\$ 10,450,700</b>	<b>\$ 12,245,101</b>	<b>\$ 305,538,298</b>	<b>\$ 351,525,720</b>	<b>15.1%</b>

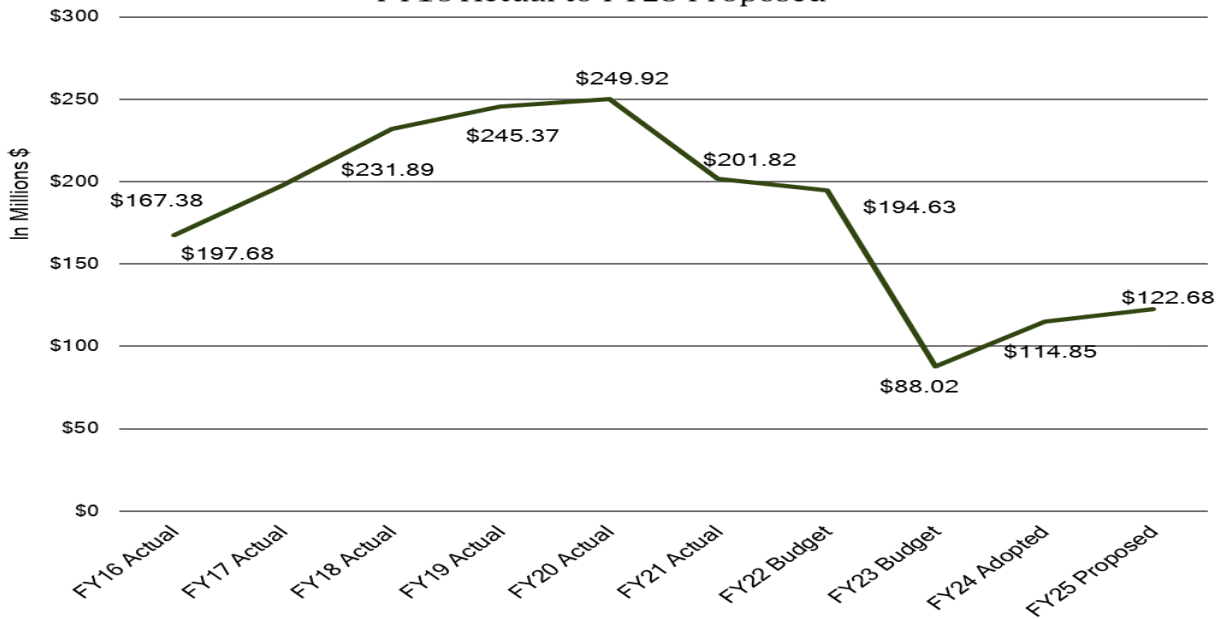
Note: For the General Fund designated Expenditure Reserve is part of total required funds because there needs to be sufficient ending fund balance to meet the reserve requirement. However, it is not a use of fund balance because it is not appropriated to spend. Rather, it is a designated part of ending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

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

Prince George's County  
Revenue and Expenditures  
General Fund Accounts  
FY16 Actual to FY25 Proposed



Prince George's County  
Ending Fund Balance  
General Fund Accounts  
FY16 Actual to FY25 Proposed





**CENTRAL ADMINISTRATIVE SERVICES**  
**BUDGET SUMMARY**  
**Expenditures by County, by Department and by Object**  
**PROPOSED BUDGET FISCAL YEAR 2025**

	Montgomery County				Prince George's County				Combined Department Total		
	FY 24 Adjusted Adopted	FY 25 Proposed	% Change	% Allocation*	FY 24 Adjusted Adopted	FY 25 Proposed	% Change	% Allocation*	FY 24 Adjusted Adopted	FY 25 Proposed	% Change
<b>DHRM</b>	\$	\$			\$	\$			\$	\$	
Personnel Services	3,258,717	4,085,310	25.4%	42.1%	4,763,202	5,623,616	18.1%	57.9%	8,021,919	9,708,926	21.0%
Supplies and Materials	32,357	29,260	-9.6%	42.1%	47,143	40,240	-14.6%	57.9%	79,500	69,500	-12.6%
Other Services and Charges	402,983	561,272	39.3%	43.1%	546,371	742,476	35.9%	56.9%	949,354	1,303,748	37.3%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,694,057	4,675,842	26.6%	42.2%	5,356,716	6,406,332	19.6%	57.8%	9,050,773	11,082,174	22.4%
Chargebacks	(304,025)	(318,850)	4.9%	28.7%	(762,367)	(791,892)	3.9%	71.3%	(1,066,392)	(1,110,742)	4.2%
<b>Total</b>	<b>3,390,032</b>	<b>4,356,992</b>	<b>28.5%</b>	<b>43.7%</b>	<b>4,594,349</b>	<b>5,614,440</b>	<b>22.2%</b>	<b>56.3%</b>	<b>7,984,381</b>	<b>9,971,432</b>	<b>24.9%</b>
<b>Department of Finance</b>											
Personnel Services	3,074,195	3,439,959	11.9%	42.9%	4,120,672	4,582,771	11.2%	57.1%	7,194,867	8,022,730	11.5%
Supplies and Materials	30,174	30,244	0.2%	42.9%	40,326	40,255	-0.2%	57.1%	70,500	70,499	0.0%
Other Services and Charges	266,499	244,283	-8.3%	44.9%	323,279	300,307	-7.1%	55.1%	589,778	544,590	-7.7%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,370,868	3,714,486	10.2%	43.0%	4,484,277	4,923,333	9.8%	57.0%	7,855,145	8,637,819	10.0%
Chargebacks	(522,523)	(589,100)	12.7%	37.5%	(935,378)	(983,800)	5.2%	62.5%	(1,457,901)	(1,572,900)	7.9%
<b>Total</b>	<b>2,848,345</b>	<b>3,125,386</b>	<b>9.7%</b>	<b>44.2%</b>	<b>3,548,899</b>	<b>3,939,533</b>	<b>11.0%</b>	<b>55.8%</b>	<b>6,397,244</b>	<b>7,064,919</b>	<b>10.4%</b>
<b>Legal Department</b>											
Personnel Services	2,440,550	2,668,597	9.3%	50.7%	2,479,917	2,594,682	4.6%	49.3%	4,920,467	5,263,279	7.0%
Supplies and Materials	27,720	28,392	2.4%	50.7%	27,280	27,608	1.2%	49.3%	55,000	56,000	1.8%
Other Services and Charges	274,396	292,022	6.4%	50.9%	267,353	281,255	5.2%	49.1%	541,749	573,277	5.8%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,742,666	2,989,011	9.0%	50.7%	2,774,550	2,903,545	4.6%	49.3%	5,517,216	5,892,556	6.8%
Chargebacks	(986,173)	(1,062,498)	7.7%	49.7%	(996,307)	(1,073,445)	7.7%	50.3%	(1,982,480)	(2,135,943)	7.7%
<b>Total</b>	<b>1,756,493</b>	<b>1,926,513</b>	<b>9.7%</b>	<b>51.3%</b>	<b>1,778,243</b>	<b>1,830,100</b>	<b>2.9%</b>	<b>48.7%</b>	<b>3,534,736</b>	<b>3,756,613</b>	<b>6.3%</b>
<b>Merit System Board</b>											
Personnel Services	71,154	70,861	-0.4%	50.0%	71,154	70,861	-0.4%	50.0%	142,308	141,722	-0.4%
Supplies and Materials	1,000	1,000	0.0%	50.0%	1,000	1,000	0.0%	50.0%	2,000	2,000	0.0%
Other Services and Charges	15,300	16,550	8.2%	50.0%	15,300	16,550	8.2%	50.0%	30,600	33,100	8.2%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	87,454	88,411	1.1%	50.0%	87,454	88,411	1.1%	50.0%	174,908	176,822	1.1%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>87,454</b>	<b>88,411</b>	<b>1.1%</b>	<b>50.0%</b>	<b>87,454</b>	<b>88,411</b>	<b>1.1%</b>	<b>50.0%</b>	<b>174,908</b>	<b>176,822</b>	<b>1.1%</b>

**-CONTINUED-**  
**CENTRAL ADMINISTRATIVE SERVICES**  
**BUDGET SUMMARY**  
**Expenditures by County, by Department and by Object**  
**PROPOSED BUDGET FISCAL YEAR 2025**

	Montgomery County				Prince George's County				Combined Department Total		
	FY 24 Adjusted Adopted	FY 25 Proposed	% Change	% Allocation*	FY 24 Adjusted Adopted	FY 25 Proposed	% Change	% Allocation*	FY 24 Adjusted Adopted	FY 25 Proposed	% Change
Office of Inspector General											
Personnel Services	490,275	494,508	0.9%	37.0%	813,198	841,691	3.5%	63.0%	1,303,473	1,336,199	2.5%
Supplies and Materials	2,596	2,596	0.0%	40.9%	3,753	3,753	0.0%	59.1%	6,349	6,349	0.0%
Other Services and Charges	64,461	63,332	-1.8%	41.8%	86,241	88,127	2.2%	58.2%	150,702	151,459	0.5%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	557,332	560,436	0.6%	37.5%	903,192	933,571	3.4%	62.5%	1,460,524	1,494,007	2.3%
Chargebacks	-	-	-	0.0%	(155,679)	(126,504)	-18.7%	100.0%	(155,679)	(126,504)	-18.7%
<b>Total</b>	<b>557,332</b>	<b>560,436</b>	<b>0.6%</b>	<b>41.0%</b>	<b>747,513</b>	<b>807,067</b>	<b>8.0%</b>	<b>59.0%</b>	<b>1,304,845</b>	<b>1,367,503</b>	<b>4.8%</b>
Corporate IT											
Personnel Services	1,539,717	1,759,207	14.3%	50.0%	1,554,228	1,759,207	13.2%	50.0%	3,093,945	3,518,414	13.7%
Supplies and Materials	76,300	55,800	-26.9%	50.0%	76,300	55,800	-26.9%	50.0%	152,600	111,600	-26.9%
Other Services and Charges	882,962	946,116	7.2%	50.1%	882,465	941,819	6.7%	49.9%	1,765,427	1,887,935	6.9%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,498,979	2,761,123	10.5%	50.0%	2,512,993	2,756,826	9.7%	50.0%	5,011,972	5,517,949	10.1%
Chargebacks	(622,589)	(616,942)	-0.9%	36.9%	(1,092,732)	(1,054,743)	-3.5%	63.1%	(1,715,321)	(1,671,685)	-2.5%
<b>Total</b>	<b>1,876,390</b>	<b>2,144,181</b>	<b>14.3%</b>	<b>55.7%</b>	<b>1,420,261</b>	<b>1,702,083</b>	<b>19.8%</b>	<b>44.3%</b>	<b>3,296,651</b>	<b>3,846,264</b>	<b>16.7%</b>
CAS Support Services											
Personnel Services	8,360	6,174	-26.1%	44.9%	10,640	7,576	-28.8%	55.1%	19,000	13,750	-27.6%
Supplies and Materials	16,720	17,152	2.6%	44.9%	21,280	21,048	-1.1%	55.1%	38,000	38,200	0.5%
Other Services and Charges	685,366	721,159	5.2%	45.2%	865,905	873,601	0.9%	54.8%	1,551,271	1,594,760	2.8%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	710,446	744,485	4.8%	45.2%	897,825	902,225	0.5%	54.8%	1,608,271	1,646,710	2.4%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>710,446</b>	<b>744,485</b>	<b>4.8%</b>	<b>45.2%</b>	<b>897,825</b>	<b>902,225</b>	<b>0.5%</b>	<b>54.8%</b>	<b>1,608,271</b>	<b>1,646,710</b>	<b>2.4%</b>
Total Central Administrative Services											
Personnel Services	10,882,968	12,524,616	15.1%	44.7%	13,813,011	15,480,404	12.1%	55.3%	24,695,979	28,005,020	13.4%
Supplies and Materials	186,867	164,444	-12.0%	46.4%	217,082	189,704	-12.6%	53.6%	403,949	354,148	-12.3%
Other Services and Charges	2,591,967	2,844,734	9.8%	46.7%	2,986,914	3,244,135	8.6%	53.3%	5,578,881	6,088,869	9.1%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	13,661,802	15,533,794	13.7%	45.1%	17,017,007	18,914,243	11.1%	54.9%	30,678,809	34,448,037	12.3%
Chargebacks	(2,435,310)	(2,587,390)	6.2%	39.1%	(3,942,463)	(4,030,384)	2.2%	60.9%	(6,377,773)	(6,617,774)	3.8%
<b>Total</b>	<b>\$ 11,226,492</b>	<b>\$ 12,946,404</b>	<b>15.3%</b>	<b>46.5%</b>	<b>\$ 13,074,544</b>	<b>\$ 14,883,859</b>	<b>13.8%</b>	<b>53.5%</b>	<b>\$ 24,301,036</b>	<b>\$ 27,830,263</b>	<b>14.5%</b>

\* % 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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 66,116,581	\$ 69,627,700	\$ 69,627,700	\$ 74,035,800	6.3%
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	63,690	55,000	55,000	55,000	0.0%
PGC PILOT	174,281	173,266	173,266	173,266	0.0%
Sales	93,885	50,000	50,000	50,000	0.0%
Charges for Services	672,806	680,000	680,000	693,600	2.0%
Rentals and Concessions	-	-	-	-	-
Interest	2,402,331	100,000	100,000	105,000	5.0%
Miscellaneous	605	-	-	-	-
Total Revenues	<u>69,524,179</u>	<u>70,685,966</u>	<u>70,685,966</u>	<u>75,112,666</u>	<u>6.3%</u>
<b>Expenditures:</b>					
Personnel Services	38,051,564	47,779,346	47,779,346	53,097,816	11.1%
Supplies and Materials	572,833	1,510,582	1,510,582	750,404	-50.3%
Other Services and Charges	14,136,553	20,506,420	20,506,420	22,025,943	7.4%
Capital Outlay	378,926	969,000	969,000	861,200	-11.1%
Other Classifications	-	-	-	-	-
Chargebacks	(3,336,068)	(3,413,545)	(3,413,545)	(3,502,117)	2.6%
Total Expenditures	<u>49,803,808</u>	<u>67,351,803</u>	<u>67,351,803</u>	<u>73,233,246</u>	<u>8.7%</u>
Excess of Revenues over (under) Expenditures	<u>19,720,371</u>	<u>3,334,163</u>	<u>3,334,163</u>	<u>1,879,420</u>	<u>-43.6%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Park Fund	-	-	-	-	-
Capital Projects Fund	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Largo HQ Bldg Fund	-	-	-	(40,000,000)	-
Total Transfers (Out)	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(40,030,000)</u>	<u>133333.3%</u>
Total Other Financing Sources (Uses)	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(40,030,000)</u>	<u>133333.3%</u>
Total Uses	<u>49,833,808</u>	<u>67,381,803</u>	<u>67,381,803</u>	<u>113,263,246</u>	<u>68.1%</u>
Excess of Sources over (under) Uses	<u>19,690,371</u>	<u>3,304,163</u>	<u>3,304,163</u>	<u>(38,150,580)</u>	<u>-1254.6%</u>
Designated Expenditure Reserve @ 5%	3,244,200	3,367,600	3,367,600	3,661,700	8.7%
Total Required Funds	<u>\$ 53,078,008</u>	<u>\$ 70,749,403</u>	<u>\$ 70,749,403</u>	<u>\$ 116,924,946</u>	<u>65.3%</u>
Excess of Sources over (under) Total Funds Required	<u>\$ 16,446,171</u>	<u>\$ (63,437)</u>	<u>\$ (63,437)</u>	<u>\$ (41,812,280)</u>	<u>65811.5%</u>
Fund Balance - Beginning	<u>34,180,676</u>	<u>35,995,060</u>	<u>53,871,047</u>	<u>57,175,210</u>	<u>58.8%</u>
Fund Balance - Ending	<u>\$ 53,871,047</u>	<u>\$ 39,299,223</u>	<u>\$ 57,175,210</u>	<u>\$ 19,024,630</u>	<u>-51.6%</u>
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	3,244,200	3,367,600	3,367,600	3,661,700	8.7%
Undesignated Fund Balance	<u>50,626,847</u>	<u>35,931,623</u>	<u>53,807,610</u>	<u>15,362,930</u>	<u>-57.2%</u>
Total Ending Fund Balance	<u>\$ 53,871,047</u>	<u>\$ 39,299,223</u>	<u>\$ 57,175,210</u>	<u>\$ 19,024,630</u>	<u>-51.6%</u>

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



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

## PRINCE GEORGE'S COUNTY PARK FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 180,615,183	\$ 189,941,700	\$ 189,941,700	\$ 201,964,700	6.3%
Intergovernmental -					
Federal	20,346	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
PGC PILOT	490,819	487,959	487,959	487,959	0.0%
Federal Non-Grant	-	-	-	-	-
Sales	5,751	-	-	-	-
Charges for Services	16,966	70,900	70,900	75,300	6.2%
Rentals and Concessions	2,040,405	2,006,335	2,006,335	2,493,800	24.3%
Interest	4,882,843	100,000	100,000	105,000	5.0%
Miscellaneous	358,423	513,500	513,500	513,500	0.0%
<b>Total Revenues</b>	<b>188,430,736</b>	<b>193,120,394</b>	<b>193,120,394</b>	<b>205,640,259</b>	<b>6.5%</b>
<b>Expenditures:</b>					
Personnel Services	91,236,401	108,736,897	108,736,897	121,145,674	11.4%
Supplies and Materials	9,627,874	11,087,175	11,087,175	13,292,054	19.9%
Other Services and Charges	31,712,091	29,043,124	29,043,124	42,153,608	45.1%
Capital Outlay	10,106,085	3,488,900	3,488,900	7,728,900	121.5%
Other Classifications	-	-	-	-	-
Chargebacks	1,519,065	1,525,455	1,525,455	1,671,950	9.6%
<b>Total Expenditures</b>	<b>144,201,516</b>	<b>153,881,551</b>	<b>153,881,551</b>	<b>185,992,186</b>	<b>20.9%</b>
Excess of Revenues over (under) Expenditures	44,229,220	39,238,843	39,238,843	19,648,073	-49.9%
<b>Other Financing Sources (Uses):</b>					
Transfers In:					
Administration Fund	-	-	-	-	-
Capital Projects Fund (Interest)	6,533,709	100,000	100,000	100,000	0.0%
<b>Total Transfers In</b>	<b>6,533,709</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0.0%</b>
Transfers (Out):					
Capital Project Fund	(31,350,000)	(26,500,000)	(26,500,000)	(19,346,000)	-27.0%
Debt Service Fund	(12,419,990)	(14,271,253)	(14,271,253)	(16,919,703)	18.6%
Enterprise Fund	-	-	-	-	-
Largo HQ Bldg Fund	(48,000,000)	-	-	-	-
<b>Total Transfers (Out)</b>	<b>(91,769,990)</b>	<b>(40,771,253)</b>	<b>(40,771,253)</b>	<b>(36,265,703)</b>	<b>-11.1%</b>
<b>Total Other Financing Sources (Uses)</b>	<b>(85,236,281)</b>	<b>(40,671,253)</b>	<b>(40,671,253)</b>	<b>(36,165,703)</b>	<b>-11.1%</b>
<b>Total Uses</b>	<b>235,971,506</b>	<b>194,652,804</b>	<b>194,652,804</b>	<b>222,257,889</b>	<b>14.2%</b>
Excess of Sources over (under) Uses	(41,007,061)	(1,432,410)	(1,432,410)	(16,517,630)	1053.1%
Designated Expenditure Reserve @ 5%	7,208,500	7,694,100	7,694,100	9,299,600	20.9%
<b>Total Required Funds</b>	<b>\$ 243,180,006</b>	<b>\$ 202,346,904</b>	<b>\$ 202,346,904</b>	<b>\$ 231,557,489</b>	<b>14.4%</b>
Excess of Sources over (under) Total Funds Required	\$ (48,215,561)	\$ (9,126,510)	\$ (9,126,510)	\$ (25,817,230)	182.9%
Fund Balance - Beginning	119,189,869	55,735,693	78,182,808	76,750,398	37.7%
Fund Balance - Ending	\$ 78,182,808	\$ 54,303,283	\$ 76,750,398	\$ 60,232,768	10.9%
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	7,208,500	7,694,100	7,694,100	9,299,600	20.9%
Undesignated Fund Balance	70,974,308	46,609,183	69,056,298	50,933,168	9.3%
<b>Total Ending Fund Balance</b>	<b>\$ 78,182,808</b>	<b>\$ 54,303,283</b>	<b>\$ 76,750,398</b>	<b>\$ 60,232,768</b>	<b>10.9%</b>

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



# Prince George's County

## Overview – Fiscal and Budget Summary Schedules

### PRINCE GEORGE'S COUNTY RECREATION FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Property Taxes	\$ 94,036,216	\$ 99,264,600	\$ 99,264,600	\$ 105,550,600	6.3%
Intergovernmental -					
Federal	-	-	-	-	-
State	527,404	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
PGC PILOT	240,175	238,776	238,776	238,776	0.0%
Sales	200,314	50,400	50,400	58,560	16.2%
Charges for Services	7,511,174	9,353,040	9,353,040	11,070,247	18.4%
Rentals and Concessions	1,336,636	1,638,024	1,638,024	1,666,480	1.7%
Interest	3,245,786	100,000	100,000	105,000	5.0%
Miscellaneous	916,937	74,480	74,480	287,480	286.0%
<b>Total Revenues</b>	<b>108,014,642</b>	<b>110,719,320</b>	<b>110,719,320</b>	<b>118,977,143</b>	<b>7.5%</b>
<b>Expenditures:</b>					
Personnel Services	56,238,401	63,945,214	63,945,214	75,873,262	18.7%
Supplies and Materials	3,605,523	6,575,520	6,575,520	6,969,122	6.0%
Other Services and Charges	20,493,425	25,503,505	25,503,505	25,249,528	-1.0%
Capital Outlay	744,121	1,151,713	1,151,713	1,151,713	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	595,988	602,378	602,378	674,957	12.0%
<b>Total Expenditures</b>	<b>81,677,458</b>	<b>97,778,330</b>	<b>97,778,330</b>	<b>109,918,582</b>	<b>12.4%</b>
Excess of Revenues over (under) Expenditures	26,337,184	12,940,990	12,940,990	9,058,561	-30.0%
<b>Other Financing Sources (Uses):</b>					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers In/(Out):					
Capital Projects Fund	(19,588,514)	(10,000,000)	(10,000,000)	(13,000,000)	30.0%
Enterprise Fund	(9,065,291)	(8,427,243)	(8,427,243)	(8,046,671)	-4.5%
Largo HQ Bldg Fund	(7,000,000)	-	-	-	-
Total Transfers (Out)	(35,653,805)	(18,427,243)	(18,427,243)	(21,046,671)	14.2%
<b>Total Other Financing Sources (Uses)</b>	<b>(35,653,805)</b>	<b>(18,427,243)</b>	<b>(18,427,243)</b>	<b>(21,046,671)</b>	<b>14.2%</b>
<b>Total Uses</b>	<b>117,331,263</b>	<b>116,205,573</b>	<b>116,205,573</b>	<b>130,965,253</b>	<b>12.7%</b>
Excess of Sources over (under) Uses	(9,316,621)	(5,486,253)	(5,486,253)	(11,988,110)	118.5%
Designated Expenditure Reserve @ 5%	4,506,200	5,310,300	5,310,300	5,898,300	11.1%
<b>Total Required Funds</b>	<b>\$ 121,837,463</b>	<b>\$ 121,515,873</b>	<b>\$ 121,515,873</b>	<b>\$ 136,863,553</b>	<b>12.6%</b>
Excess of Sources over (under) Total Funds Required	\$ (13,822,821)	\$ (10,796,553)	\$ (10,796,553)	\$ (17,886,410)	65.7%
Fund Balance - Beginning	70,211,246	26,730,823	60,894,625	55,408,372	107.3%
Fund Balance - Ending	\$ 60,894,625	\$ 21,244,570	\$ 55,408,372	\$ 43,420,262	104.4%
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	4,506,200	5,310,300	5,310,300	5,898,300	11.1%
Undesignated Fund Balance	56,388,425	15,934,270	50,098,072	37,521,962	135.5%
<b>Total Ending Fund Balance</b>	<b>\$ 60,894,625</b>	<b>\$ 21,244,570</b>	<b>\$ 55,408,372</b>	<b>\$ 43,420,262</b>	<b>104.4%</b>

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



# Prince George's County

## Overview – Fiscal and Budget Summary Schedules

### PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Property Taxes	\$ 172	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>172</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	127	-	72	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>127</u>	<u>-</u>	<u>72</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>45</u>	<u>-</u>	<u>(72)</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In:					
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers (Out):					
Capital Projects Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<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>45</u>	<u>-</u>	<u>(72)</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>27</u>	<u>-</u>	<u>72</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 72</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



# Prince George's County

## Overview – Fiscal and Budget Summary Schedules

**PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND**  
**Summary of Revenues, Expenditures, and Changes in Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	9,443	-	-	-	-
Miscellaneous (Contributions)	128	-	72	-	-
Total Revenues	<u>9,571</u>	<u>-</u>	<u>72</u>	<u>-</u>	<u>-</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	38	-	38	35	-
Capital Outlay	-	302,637	-	312,142	3.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>38</u>	<u>302,637</u>	<u>38</u>	<u>312,177</u>	<u>3.2%</u>
Excess of Revenues over Expenditures	<u>9,533</u>	<u>(302,637)</u>	<u>34</u>	<u>(312,177)</u>	<u>3.2%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In:					
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers (Out):					
ALA Debt Service Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>9,533</u>	<u>(302,637)</u>	<u>34</u>	<u>(312,177)</u>	<u>3.2%</u>
Total Net Position - Beginning	<u>302,610</u>	<u>302,637</u>	<u>312,143</u>	<u>312,177</u>	<u>3.2%</u>
Total Net Position - Ending	<u>\$ 312,143</u>	<u>\$ -</u>	<u>\$ 312,177</u>	<u>\$ -</u>	<u>-</u>



# Prince George's County

## Overview – Fiscal and Budget Summary Schedules

### PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND

#### Summary of Revenues, Expenditures, and Changes in Fund Balance

#### PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	12,571,715	14,668,753	14,668,753	17,384,703	18.5%
Debt Service Principal	8,061,364	8,741,159	8,741,159	9,864,958	12.9%
Debt Service Interest	4,354,310	5,380,094	5,380,094	6,904,745	28.3%
Debt Service Fees	156,041	547,500	547,500	615,000	12.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>12,571,715</u>	<u>14,668,753</u>	<u>14,668,753</u>	<u>17,384,703</u>	<u>18.5%</u>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<u>(12,571,715)</u>	<u>(14,668,753)</u>	<u>(14,668,753)</u>	<u>(17,384,703)</u>	<u>18.5%</u>
<b>Other Financing Sources (Uses):</b>					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	151,725	397,500	397,500	465,000	17.0%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	12,419,990	14,271,253	14,271,253	16,919,703	18.6%
<b>Total Transfers In</b>	<u>12,419,990</u>	<u>14,271,253</u>	<u>14,271,253</u>	<u>16,919,703</u>	<u>18.6%</u>
Transfer to CIP	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>12,571,715</u>	<u>14,668,753</u>	<u>14,668,753</u>	<u>17,384,703</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	-	-	-	-	-
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 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Intergovernmental -	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	6,537,679	11,304,000	11,304,000	6,025,000	-46.7%
State (Other)	500,000	6,100,000	6,100,000	1,500,000	-75.4%
County	-	-	-	-	-
Interest	6,533,709	100,000	100,000	100,000	0.0%
Contributions	-	-	-	-	-
Miscellaneous	990,666	-	-	-	-
Total Revenues	<u>14,562,054</u>	<u>17,504,000</u>	<u>17,504,000</u>	<u>7,625,000</u>	<u>-56.4%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	937,844	-	-	-	-
Other Services and Charges	27,271,443	30,000	30,000	30,000	0.0%
Capital Outlay	7,363,784	135,764,000	135,764,000	131,205,000	-3.4%
Park Acquisition	6,315,667	9,277,000	9,277,000	5,000,000	-46.1%
Park Development	-	71,837,000	71,837,000	59,025,000	-17.8%
Infrastructure Maintenance	1,048,117	54,650,000	54,650,000	67,180,000	22.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>35,573,071</u>	<u>135,794,000</u>	<u>135,794,000</u>	<u>131,235,000</u>	<u>-3.4%</u>
Excess of Revenues over Expenditures	<u>(21,011,017)</u>	<u>(118,290,000)</u>	<u>(118,290,000)</u>	<u>(123,610,000)</u>	<u>4.5%</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds	12,908,649	81,860,000	81,860,000	91,364,000	11.6%
Premiums on Bonds Issued	-	-	-	-	-
Transfers In					
Transfer from Park Fund (Pay-Go)	31,350,000	26,500,000	26,500,000	19,346,000	-27.0%
Transfer from Recreation Fund (Pay-Go)	19,588,514	10,000,000	10,000,000	13,000,000	30.0%
Transfer from Administration Fund	30,000	30,000	30,000	30,000	0.0%
Total Transfers In	<u>50,968,514</u>	<u>36,530,000</u>	<u>36,530,000</u>	<u>32,376,000</u>	<u>-11.4%</u>
Transfers Out					
Transfer to Park Fund (Interest)	<u>(6,533,709)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>0.0%</u>
Total Transfers Out	<u>(6,533,709)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>57,343,454</u>	<u>118,290,000</u>	<u>118,290,000</u>	<u>123,640,000</u>	<u>4.5%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>36,332,437</u>	<u>-</u>	<u>-</u>	<u>30,000</u>	<u>-</u>
Fund Balance, Beginning	180,240,523	180,240,523	216,572,960	216,572,960	20.2%
Fund Balance, Ending	<u>\$ 216,572,960</u>	<u>\$ 180,240,523</u>	<u>\$ 216,572,960</u>	<u>\$ 216,602,960</u>	<u>20.2%</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 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Intergovernmental	\$ 160,911	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
Sales	40,682	73,600	73,600	88,320	20.0%
Charges for Services	3,416,013	4,731,769	4,731,769	5,833,515	23.3%
Rentals and Concessions	1,520,582	777,518	777,518	1,027,355	32.1%
Interest	335,400	15,500	15,500	20,600	32.9%
Miscellaneous	101,176	156,951	156,951	199,664	27.2%
<b>Total Revenues</b>	<b>5,574,764</b>	<b>6,705,338</b>	<b>6,705,338</b>	<b>8,119,454</b>	<b>21.1%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	2,917,051	4,293,447	4,293,447	5,239,190	22.0%
Supplies and Materials	385,899	1,162,830	1,162,830	1,365,330	17.4%
Other Services and Charges	331,251	1,301,756	1,301,756	1,520,839	16.8%
Capital Outlay	21,367	20,500	20,500	20,500	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	113,290	53,600	53,600	49,600	-7.5%
<b>Total Expenditures</b>	<b>3,768,858</b>	<b>6,832,133</b>	<b>6,832,133</b>	<b>8,195,459</b>	<b>20.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>1,805,906</b>	<b>(126,795)</b>	<b>(126,795)</b>	<b>(76,005)</b>	<b>-40.1%</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Special Revenue Subfund	195,668	-	-	-	-
Recreation Fund	-	-	-	-	-
Administration Fund	2,104,418	-	-	-	-
<b>Total Transfers In</b>	<b>2,300,086</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Special Revenue Subfund	(195,668)	-	-	-	-
Recreation Fund	(2,104,418)	-	-	-	-
Capital Projects Fund	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>(2,300,086)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>1,805,906</b>	<b>(126,795)</b>	<b>(126,795)</b>	<b>(76,005)</b>	<b>-40.1%</b>
<b>Fund Balance - Beginning</b>	<b>10,641,995</b>	<b>10,577,495</b>	<b>12,447,901</b>	<b>12,321,106</b>	<b>16.5%</b>
<b>Fund Balance - Ending</b>	<b>\$ 12,447,901</b>	<b>\$ 10,450,700</b>	<b>\$ 12,321,106</b>	<b>\$ 12,245,101</b>	<b>17.2%</b>
<b>Classification of Ending Fund Balance:</b>					
Designated Expenditure Reserve	376,886	683,213	683,213	819,546	20.0%
Undesignated Fund Balance	12,071,015	9,767,487	11,637,892	11,425,555	17.0%
<b>Total Ending Fund Balance</b>	<b>\$ 12,447,901</b>	<b>\$ 10,450,700</b>	<b>\$ 12,321,106</b>	<b>\$ 12,245,101</b>	<b>17.2%</b>

*Fund Balance should be at least 10% of budgeted expenditures*



# 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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	1,476,060	1,960,000	1,960,000	1,804,300	-7.9%
Charges for Services	2,896,659	2,406,400	2,406,400	3,583,500	48.9%
Rentals and Concessions	2,966,636	1,903,200	1,903,200	2,463,200	29.4%
Miscellaneous	5,642	10,000	10,000	10,000	0.0%
Total Operating Revenues	<u>7,344,997</u>	<u>6,279,600</u>	<u>6,279,600</u>	<u>7,861,000</u>	<u>25.2%</u>
<b>Operating Expenses:</b>					
Personnel Services	4,987,476	8,381,206	8,381,206	9,512,663	13.5%
Goods for Resale	1,303,624	1,376,304	1,376,304	1,334,304	-3.1%
Supplies and Materials	1,186,997	1,114,330	1,114,330	1,204,430	8.1%
Other Services and Charges	4,051,784	3,709,698	3,709,698	4,112,998	10.9%
Depreciation & Amortization Expense	686,366	-	-	-	-
Capital Outlay	18,981,561	271,800	271,800	236,800	-12.9%
Other Classifications	-	-	-	-	-
Chargebacks	277,273	213,709	213,709	241,480	13.0%
Total Operating Expenses	<u>31,475,081</u>	<u>15,067,047</u>	<u>15,067,047</u>	<u>16,642,675</u>	<u>10.5%</u>
Operating Income (Loss)	<u>(24,130,084)</u>	<u>(8,787,447)</u>	<u>(8,787,447)</u>	<u>(8,781,675)</u>	<u>-0.1%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	547,299	15,000	15,000	15,000	0.0%
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	(901)	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>546,398</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>(23,583,686)</u>	<u>(8,772,447)</u>	<u>(8,772,447)</u>	<u>(8,766,675)</u>	<u>-0.1%</u>
<b>Operating Transfers In (Out):</b>					
Transfer In - Park Fund	-	-	-	-	-
Transfer In - Recreation Fund	9,065,291	8,427,243	8,427,243	8,046,671	-4.5%
Transfer In - Other	-	-	-	-	-
Transfer Out - Recreation Fund	-	-	-	-	-
Net Operating Transfer	<u>9,065,291</u>	<u>8,427,243</u>	<u>8,427,243</u>	<u>8,046,671</u>	<u>-4.5%</u>
Income (Loss) Before Capital Contributions	<u>(14,518,395)</u>	<u>(345,204)</u>	<u>(345,204)</u>	<u>(720,004)</u>	<u>108.6%</u>
Capital Contributions	-	-	-	-	-
Change in Net Position	(14,518,395)	(345,204)	(345,204)	(720,004)	108.6%
Total Net Position - Beginning	<u>24,854,786</u>	<u>24,854,786</u>	<u>10,336,391</u>	<u>10,097,021</u>	<u>-59.4%</u>
Total Net Position - Ending	<u>\$ 10,336,391</u>	<u>\$ 24,509,582</u>	<u>\$ 9,991,187</u>	<u>\$ 9,377,017</u>	<u>-61.7%</u>

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



# Prince George's County

## 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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges for Services:					
Parks	3,063,100	2,795,600	2,795,600	2,739,900	-2.0%
Recreation	588,900	444,100	444,100	726,200	63.5%
Planning	38,600	-	-	-	-
CAS	13,400	24,200	24,200	50,100	107.0%
Enterprise	267,500	63,300	63,300	180,100	184.5%
Miscellaneous (Claim Recoveries, etc.)	474,505	-	-	-	-
<b>Total Operating Revenues</b>	<b>4,446,005</b>	<b>3,327,200</b>	<b>3,327,200</b>	<b>3,696,300</b>	<b>11.1%</b>
<b>Operating Expenses:</b>					
Personnel Services	585,868	702,433	702,433	731,707	4.2%
Supplies and Materials	240	36,000	36,000	36,000	0.0%
Other Services and Charges:					
Insurance Claims:					
Parks	3,200,620	2,042,000	2,042,000	2,380,400	16.6%
Recreation	566,072	419,800	419,800	574,600	36.9%
Planning	20,944	27,800	27,800	46,200	66.2%
CAS	(1,396)	11,500	11,500	25,300	120.0%
Enterprise	433,338	100,100	100,100	137,600	37.5%
Insurance Reimbursement					
Misc., Professional services, etc.	1,381,389	1,053,184	1,053,184	1,112,321	5.6%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	378,259	374,503	374,503	425,088	13.5%
<b>Total Operating Expenses</b>	<b>6,565,334</b>	<b>4,767,320</b>	<b>4,767,320</b>	<b>5,469,216</b>	<b>14.7%</b>
<b>Operating Income (Loss)</b>	<b>(2,119,329)</b>	<b>(1,440,120)</b>	<b>(1,440,120)</b>	<b>(1,772,916)</b>	<b>23.1%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	680,926	20,000	20,000	20,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>680,926</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>0.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>(1,438,403)</b>	<b>(1,420,120)</b>	<b>(1,420,120)</b>	<b>(1,752,916)</b>	<b>23.4%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	1,025,448	-	-	-	-
Transfer (Out)	(1,025,448)	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>(1,438,403)</b>	<b>(1,420,120)</b>	<b>(1,420,120)</b>	<b>(1,752,916)</b>	<b>23.4%</b>
<b>Total Net Position - Beginning</b>	<b>13,133,882</b>	<b>12,096,615</b>	<b>11,695,479</b>	<b>10,275,359</b>	<b>-15.1%</b>
<b>Total Net Position - Ending</b>	<b>\$ 11,695,479</b>	<b>\$ 10,676,495</b>	<b>\$ 10,275,359</b>	<b>\$ 8,522,443</b>	<b>-20.2%</b>
<b>Designated Position</b>	<b>1,616,034</b>	<b>3,318,513</b>	<b>3,282,986</b>	<b>3,246,326</b>	<b>-2.2%</b>
<b>Unrestricted Position</b>	<b>10,079,445</b>	<b>7,357,982</b>	<b>6,992,373</b>	<b>5,276,118</b>	<b>-28.3%</b>
<b>Total Net Position, June 30</b>	<b>\$ 11,695,479</b>	<b>\$ 10,676,495</b>	<b>\$ 10,275,359</b>	<b>\$ 8,522,443</b>	<b>-20.2%</b>

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

Parks	\$ 657,600	\$ 730,100	\$ 730,100	\$ 741,800	1.6%
Recreation	154,000	150,100	150,100	179,000	19.3%
Planning	6,800	10,000	10,000	14,400	44.0%
CAS	3,500	4,200	4,200	7,900	88.1%
Enterprise	55,600	35,800	35,800	42,900	19.8%
<b>Total</b>	<b>\$ 877,500</b>	<b>\$ 930,200</b>	<b>\$ 930,200</b>	<b>\$ 986,000</b>	<b>6.0%</b>

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



# Prince George's County

## Overview – Fiscal and Budget Summary Schedules

### PRINCE GEORGE'S COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges to Departments					
Parks & Recreation - Park Fund	-	-	-	-	-
Finance	142,500	-	-	-	-
Corporate IT	-	95,000	95,000	128,250	35.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	<u>142,500</u>	<u>95,000</u>	<u>95,000</u>	<u>128,250</u>	<u>35.0%</u>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	5,726	-	-	-	-
Other Services and Charges:	19,153	-	-	430	-
<b>Debt Service:</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	439,349	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	175,000	-
Other Classifications	-	-	-	-	-
Chargebacks	-	15,665	15,665	9,475	-39.5%
Total Operating Expenses	<u>464,228</u>	<u>15,665</u>	<u>15,665</u>	<u>184,905</u>	<u>1080.4%</u>
Operating Income (Loss)	<u>(321,728)</u>	<u>79,335</u>	<u>79,335</u>	<u>(56,655)</u>	<u>-171.4%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	109,400	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>109,400</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>(212,328)</u>	<u>79,335</u>	<u>79,335</u>	<u>(56,655)</u>	<u>-171.4%</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	(931,846)	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>(931,846)</u>	<u>-</u>
Change in Net Position	(212,328)	79,335	79,335	(988,501)	-1346.0%
Total Net Position - Beginning	<u>4,890,981</u>	<u>4,889,776</u>	<u>4,678,653</u>	<u>4,757,988</u>	<u>-2.7%</u>
Total Net Position - Ending	<u>\$ 4,678,653</u>	<u>\$ 4,969,111</u>	<u>\$ 4,757,988</u>	<u>\$ 3,769,487</u>	<u>-24.1%</u>
<b>Note: Future Financing Plans</b>					
Capital equipment financed for Planning	\$ -	\$ -	\$ -	\$ -	-
Capital equipment financed for Parks and Rec	-	-	-	-	-
Capital equipment financed for Finance Dept.	-	-	-	-	-
Capital equipment financed for Corporate IT	125,000	-	-	175,000	-

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



# Prince George's County

## Overview – Fiscal and Budget Summary Schedules

### PRINCE GEORGE'S COUNTY LARGO HEADQUARTERS BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	
<b>Charges for Services (Office Space Rental):</b>					
PGC Commissioners / Planning	-	1,333,334	1,333,334	2,133,208	60.0%
PGC Parks & Recreation - Park Fund	-	1,333,333	1,333,333	1,876,562	40.7%
PGC Parks & Recreation - Recreation Fur	-	1,333,333	1,333,333	1,876,562	40.7%
Rental Revenues	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>-</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>5,886,332</b>	<b>47.2%</b>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	4,098,834	4,000,000	4,000,000	5,886,332	47.2%
Depreciation & Amortization Expense	1,024,335	-	-	-	-
Capital Outlay	-	-	-	40,931,846	-
Chargebacks	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>5,123,169</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>46,818,178</b>	<b>1070.5%</b>
<b>Operating Income (Loss)</b>	<b>(5,123,169)</b>	<b>-</b>	<b>-</b>	<b>(40,931,846)</b>	<b>-</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	889,143	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>889,143</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>(4,234,026)</b>	<b>-</b>	<b>-</b>	<b>(40,931,846)</b>	<b>-</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	55,000,000	-	-	40,931,846	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>55,000,000</b>	<b>-</b>	<b>-</b>	<b>40,931,846</b>	<b>-</b>
<b>Change in Net Position</b>	<b>50,765,974</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Net Position - Beginning</b>	<b>59,630,663</b>	<b>24,330,743</b>	<b>110,396,637</b>	<b>110,396,637</b>	<b>353.7%</b>
<b>Total Net Position - Ending</b>	<b>\$ 110,396,637</b>	<b>\$ 24,330,743</b>	<b>\$ 110,396,637</b>	<b>\$ 110,396,637</b>	<b>353.7%</b>

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



# Prince George's County

## Overview – Fiscal and Budget Summary Schedules

### PRINCE GEORGE'S COUNTY CIO INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental:	\$	\$	\$	\$	
Federal Grant	-	-	-	-	-
Charges to Departments/Funds:					
DHRM	45,589	58,577	58,577	60,067	2.5%
CIO	18,097	4,626	4,626	3,089	-33.2%
Finance	40,203	54,203	54,203	56,012	3.3%
Legal	22,705	26,435	26,435	28,298	7.0%
Inspector General	5,563	7,111	7,111	5,922	-16.7%
Corporate IT	125,949	143,484	143,484	164,444	14.6%
Parks & Recreation - Park Fund	842,980	1,043,824	1,043,824	1,106,644	6.0%
Parks & Recreation - Recreation Fund	1,852,422	1,939,221	1,939,221	2,177,082	12.3%
Planning	471,202	469,620	469,620	516,565	10.0%
Enterprise	-	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>3,424,710</u>	<u>3,747,101</u>	<u>3,747,101</u>	<u>4,118,123</u>	<u>9.9%</u>
<b>Operating Expenses:</b>					
Personnel Services	781,713	853,399	853,399	917,291	7.5%
Supplies and Materials	3,182	27,344	27,344	27,902	2.0%
Other Services and Charges:	2,159,891	2,890,477	2,890,477	3,191,120	10.4%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	<u>2,944,786</u>	<u>3,771,220</u>	<u>3,771,220</u>	<u>4,136,313</u>	<u>9.7%</u>
Operating Income (Loss)	<u>479,924</u>	<u>(24,119)</u>	<u>(24,119)</u>	<u>(18,190)</u>	<u>-24.6%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	124,739	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>124,739</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>604,663</u>	<u>(24,119)</u>	<u>(24,119)</u>	<u>(18,190)</u>	<u>-24.6%</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	604,663	(24,119)	(24,119)	(18,190)	-24.6%
Total Net Position - Beginning	<u>(310,799)</u>	<u>(310,799)</u>	<u>293,864</u>	<u>269,745</u>	<u>-186.8%</u>
Total Net Position - Ending	<u>\$ 293,864</u>	<u>\$ (334,918)</u>	<u>\$ 269,745</u>	<u>\$ 251,555</u>	<u>-175.1%</u>

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



# Prince George's County

## Overview – Fiscal and Budget Summary Schedules

### PRINCE GEORGE'S COUNTY COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND

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

#### PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	413,855	22,758	22,758	-	-100.0%
CIO	351	436	436	-	-100.0%
Finance	381,758	26,054	26,054	-	-100.0%
Legal	285,200	10,972	10,972	-	-100.0%
Inspector General	3,371	6,456	6,456	-	-100.0%
Corporate IT	11,650	9,874	9,874	-	-100.0%
Parks & Recreation - Park Fund	354,633	355,716	355,716	195,798	-45.0%
Parks & Recreation - Recreation Fund	369,633	338,236	338,236	195,798	-42.1%
Planning	112,979	147,636	147,636	64,193	-56.5%
Enterprise	-	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,933,430</b>	<b>918,138</b>	<b>918,138</b>	<b>455,789</b>	<b>-50.4%</b>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	25,281	-	-	-	-
Other Services and Charges:	723,033	918,138	918,138	455,789	-50.4%
<b>Debt Service:</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	10,563	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>758,877</b>	<b>918,138</b>	<b>918,138</b>	<b>455,789</b>	<b>-50.4%</b>
<b>Operating Income (Loss)</b>	<b>1,174,553</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	-	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>1,174,553</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>1,174,553</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Net Position - Beginning</b>	<b>2,851,920</b>	<b>1,891,970</b>	<b>4,026,473</b>	<b>4,026,473</b>	<b>112.8%</b>
<b>Total Net Position - Ending</b>	<b>\$ 4,026,473</b>	<b>\$ 1,891,970</b>	<b>\$ 4,026,473</b>	<b>\$ 4,026,473</b>	<b>112.8%</b>
<b>Note: Future Financing Plans</b>					
Capital equipment financed for IT Initiatives	\$ 2,357,200	\$ -	\$ -	\$ -	

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





# Prince George's County

## Overview – Fiscal and Budget Summary Schedules

### COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	-	-	-	-	-
Retirement System	121,868	123,917	123,917	126,396	2.0%
Chief Information Office	64,511	37,143	37,143	44,807	20.6%
Risk Management	59,280	65,717	65,717	66,792	1.6%
Group Insurance	70,670	80,428	80,428	81,738	1.6%
CAS Departments	1,150,314	1,213,611	1,213,611	1,231,500	1.5%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,466,643</b>	<b>1,520,816</b>	<b>1,520,816</b>	<b>1,551,233</b>	<b>2.0%</b>
<b>Operating Expenses:</b>					
Personnel Services	257,593	266,683	266,683	325,112	21.9%
Supplies and Materials	57,426	66,500	66,500	68,500	3.0%
Other Services and Charges:	723,056	1,071,120	1,071,120	1,070,720	0.0%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	59,663	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	90,000	90,000	90,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	113,783	119,820	119,820	131,164	9.5%
<b>Total Operating Expenses</b>	<b>1,211,521</b>	<b>1,614,123</b>	<b>1,614,123</b>	<b>1,685,496</b>	<b>4.4%</b>
<b>Operating Income (Loss)</b>	<b>255,122</b>	<b>(93,307)</b>	<b>(93,307)</b>	<b>(134,263)</b>	<b>43.9%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	172,431	4,000	4,000	4,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>172,431</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>427,553</b>	<b>(89,307)</b>	<b>(89,307)</b>	<b>(130,263)</b>	<b>45.9%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>427,553</b>	<b>(89,307)</b>	<b>(89,307)</b>	<b>(130,263)</b>	<b>45.9%</b>
<b>Total Net Position - Beginning</b>	<b>6,507,958</b>	<b>6,404,022</b>	<b>6,935,511</b>	<b>6,846,204</b>	<b>6.9%</b>
<b>Total Net Position - Ending</b>	<b>\$ 6,935,511</b>	<b>\$ 6,314,715</b>	<b>\$ 6,846,204</b>	<b>\$ 6,715,941</b>	<b>6.4%</b>

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



# Prince George's County

## Overview – Fiscal and Budget Summary Schedules

### COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND

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

#### PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 3,219,732	\$ 3,000,000	\$ 3,000,000	\$ 3,500,000	16.7%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	13,429,227	16,000,000	16,000,000	16,600,000	3.8%
Employer Contributions/Premiums	45,578,303	60,000,000	60,000,000	64,930,559	8.2%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>62,227,262</u>	<u>79,000,000</u>	<u>79,000,000</u>	<u>85,030,559</u>	<u>7.6%</u>
Operating Expenses:					
Personnel Services	1,070,596	909,621	909,621	1,196,376	31.5%
Supplies and Materials	17,614	62,500	62,500	51,200	-18.1%
Other Services and Charges:					
Professional Services	2,423,552	967,328	967,328	1,000,799	3.5%
Insurance Claims and Fees	49,845,738	68,528,863	68,528,863	73,404,144	7.1%
Insurance Premiums	8,472,889	8,200,000	8,200,000	8,900,000	8.5%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	499,938	357,688	357,688	502,101	40.4%
Total Operating Expenses	<u>62,330,327</u>	<u>79,026,000</u>	<u>79,026,000</u>	<u>85,054,620</u>	<u>7.6%</u>
Operating Income (Loss)	<u>(103,065)</u>	<u>(26,000)</u>	<u>(26,000)</u>	<u>(24,061)</u>	<u>-7.5%</u>
Non-operating Revenue (Expenses):					
Interest Income	545,234	10,000	10,000	8,000	-20.0%
Total Non-operating Revenue (Expenses)	<u>545,234</u>	<u>10,000</u>	<u>10,000</u>	<u>8,000</u>	<u>-20.0%</u>
Income (Loss) Before Operating Transfers	<u>442,169</u>	<u>(16,000)</u>	<u>(16,000)</u>	<u>(16,061)</u>	<u>0.4%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	442,169	(16,000)	(16,000)	(16,061)	0.4%
Total Net Position, Beginning	<u>13,456,871</u>	<u>12,003,871</u>	<u>13,899,040</u>	<u>13,883,040</u>	<u>15.7%</u>
Total Net Position, Ending	<u>13,899,040</u>	<u>11,987,871</u>	<u>13,883,040</u>	<u>13,866,979</u>	<u>15.7%</u>
Designated Position	6,233,033	7,902,600	7,902,600	8,505,462	7.6%
Unrestricted Position	7,666,007	4,085,271	5,980,440	5,361,517	31.2%
Total Net Position, June 30	<u>\$ 13,899,040</u>	<u>\$ 11,987,871</u>	<u>\$ 13,883,040</u>	<u>\$ 13,866,979</u>	<u>15.7%</u>

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



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

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

<u>Tax Rates:</u> (Cents per \$100 of assessed value)		FY 23 Actual	FY 24 Adopted	FY 25 Proposed	Rate Change
Administration					
	Real	5.66	5.66	5.66	-
	Personal	14.15	14.15	14.15	-
Park					
	Real	15.94	15.94	15.94	-
	Personal	39.85	39.85	39.85	-
Recreation					
	Real	7.80	7.80	7.80	-
	Personal	19.50	19.50	19.50	-
Adv. Land Acquisition					
	Real	0.00	0.00	0.00	-
	Personal	0.00	0.00	0.00	-
Total Tax Rates (Cents)					
	Real	<u>29.40</u>	<u>29.40</u>	<u>29.40</u>	-
	Personal	<u>73.50</u>	<u>73.50</u>	<u>73.50</u>	-

<u>Assessable Base:</u> (in billions \$)		FY 23 Actual	FY 24 Adopted	FY 25 Proposed	% Change
Regional District (Administration Fund)					
	Real	108.561	114.868	123.202	7.26%
	Personal	3.111	3.393	3.178	-6.34%
Metropolitan District (Park Fund)					
	Real	105.135	111.243	119.314	7.26%
	Personal	3.013	3.286	3.078	-6.33%
Entire County (Recreation Fund and ALA Fund)					
	Real	112.324	118.849	127.473	7.26%
	Personal	3.219	3.511	3.289	-6.32%

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 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ADMINISTRATION FUND</u>						
Full-Time Career	290.79	289.85	302.65	302.65	309.59	309.59
Part-Time Career	7.07	4.00	6.59	4.22	6.58	4.21
<b>Career Total</b>	<b>297.86</b>	<b>293.85</b>	<b>309.24</b>	<b>306.87</b>	<b>316.17</b>	<b>313.80</b>
Term Contract	3.00	3.25	3.19	3.11	5.16	5.09
Seasonal/Intermittent		1.30		0.30		0.30
Less Lapse		(1.00)		(4.25)		-
<b>TOTAL ADMINISTRATION FUND</b>	<b>300.86</b>	<b>297.40</b>	<b>312.43</b>	<b>306.03</b>	<b>321.33</b>	<b>319.19</b>
<u>PARK FUND</u>						
Full-Time Career	840.00	840.00	854.00	854.00	894.00	894.00
Part-Time Career	6.00	5.52	5.00	4.22	6.00	5.17
<b>Career Total</b>	<b>846.00</b>	<b>845.52</b>	<b>859.00</b>	<b>858.22</b>	<b>900.00</b>	<b>899.17</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		222.43		249.51		179.40
<b>TOTAL PARK FUND</b>	<b>846.00</b>	<b>1,067.95</b>	<b>859.00</b>	<b>1,107.73</b>	<b>900.00</b>	<b>1,078.57</b>
<u>RECREATION FUND</u>						
Full-Time Career	340.00	340.00	342.00	342.00	359.00	359.00
Part-Time Career	3.00	1.94	12.00	7.44	23.00	21.85
<b>Career Total</b>	<b>343.00</b>	<b>341.94</b>	<b>354.00</b>	<b>349.44</b>	<b>382.00</b>	<b>380.85</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		933.65		926.72		731.88
<b>TOTAL RECREATION FUND</b>	<b>343.00</b>	<b>1,275.59</b>	<b>354.00</b>	<b>1,276.16</b>	<b>382.00</b>	<b>1,112.73</b>
<u>TOTAL TAX SUPPORTED (Admin, Park, and Rec)</u>						
Full-Time Career	1,470.79	1,469.85	1,498.65	1,498.65	1,562.59	1,562.59
Part-Time Career	16.07	11.46	23.59	15.88	35.58	31.23
<b>Career Total</b>	<b>1,486.86</b>	<b>1,481.31</b>	<b>1,522.24</b>	<b>1,514.53</b>	<b>1,598.17</b>	<b>1,593.82</b>
Term Contract	3.00	3.25	3.19	3.11	5.16	5.09
Seasonal/Intermittent		1,157.38		1,176.53		911.58
Less Lapse		(1.00)		(4.25)		-
<b>TOTAL TAX SUPPORTED</b>	<b>1,489.86</b>	<b>2,640.94</b>	<b>1,525.43</b>	<b>2,689.91</b>	<b>1,603.33</b>	<b>2,510.49</b>
<u>ENTERPRISE FUND</u>						
Full-Time Career	47.00	47.00	47.00	47.00	49.00	49.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>47.00</b>	<b>47.00</b>	<b>47.00</b>	<b>47.00</b>	<b>49.00</b>	<b>49.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		91.40		91.40		80.76
<b>TOTAL ENTERPRISE FUND</b>	<b>47.00</b>	<b>138.40</b>	<b>47.00</b>	<b>138.40</b>	<b>49.00</b>	<b>129.76</b>
<u>SPECIAL REVENUE FUND</u>						
Seasonal/Intermittent		136.40		136.40		129.76
<u>INTERNAL SERVICE FUNDS</u>						
Full-Time Career	7.00	7.40	7.50	7.50	7.50	7.50
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>7.00</b>	<b>7.40</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>
<u>TOTAL TAX &amp; NON-TAX SUPPORTED FUNDS</u>						
Full-Time Career	1,524.79	1,524.25	1,553.15	1,553.15	1,619.09	1,619.09
Part-Time Career	16.07	11.46	23.59	15.88	35.58	31.23
<b>Career Total</b>	<b>1,540.86</b>	<b>1,535.71</b>	<b>1,576.74</b>	<b>1,569.03</b>	<b>1,654.67</b>	<b>1,650.32</b>
Term Contract	3.00	3.25	3.19	3.11	5.16	5.09
Seasonal/Intermittent		1,385.18		1,404.33		1,122.10
Less Lapse		(1.00)		(4.25)		-
<b>GRAND TOTAL</b>	<b>1,543.86</b>	<b>2,923.14</b>	<b>1,579.93</b>	<b>2,972.21</b>	<b>1,659.83</b>	<b>2,777.51</b>



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

## Project Charges Paid to Prince George's County

Name of Project Charge	Fund Paying	Department	FY23 Budget	FY24 Adopted	FY25 Proposed
Reimbursement to County Council	Admin	Commissioners	\$ 1,287,300	\$ 1,287,300	\$ 1,287,300
People's Zoning Counsel	Admin	Planning	250,000	250,000	250,000
Zoning Enforcement Unit	Admin	Planning	1,537,099	1,537,099	1,537,099
Water & Sewer Planning Unit	Admin	Planning	155,300	155,300	155,300
GIS Program	Admin	Planning	340,500	340,500	340,500
Tax Collection Fee	Admin	Planning	34,400	34,400	34,400
Economic Development Corp.	Admin	Planning	65,000	65,000	65,000
DPIE Permits & Inspections	Admin	Planning	376,200	376,200	376,200
DPW&T Engineering, Inspect. & Permits	Admin	Planning	205,600	205,600	205,600
Redevelopment Authority	Admin	Planning	544,000	400,000	400,000
EDC General Plan Goals	Admin	Planning	250,400	250,400	250,400
Total Administration Fund			<u>\$ 5,045,799</u>	<u>\$ 4,901,799</u>	<u>\$ 4,901,799</u>
City of Bowie, Allen Pond Maint.	Park	Parks and Rec	115,000	115,000	115,000
Huntington City Community Development Corporation	Park	Parks and Rec	112,500	112,500	112,500
Patuxent River 4-H Center Foundation	Park	Parks and Rec	34,300	34,300	34,300
Town of Forest Heights (Community Maintenance and Beautification)	Park	Parks and Rec	100,000	100,000	100,000
Patuxent Riverkeepers	Park	Parks and Rec	15,000	15,000	15,000
PGCC - Park Police/ Security/ Pool	Park	Parks and Rec	300,000	250,000	250,000
City of Seat Pleasant (Beautification)	Park	Parks and Rec	-	200,000	-
Total Park Fund			<u>\$ 676,800</u>	<u>\$ 826,800</u>	<u>\$ 626,800</u>
100 Black Men of Prince George's County	Rec	Parks and Rec	25,000	25,000	25,000
After School Arts (World Art Focus)	Rec	Parks and Rec	98,000	98,000	98,000
Allentown Boys & Girls Club	Rec	Parks and Rec	10,000	10,000	10,000
Alliance for Innovation in Education, Inc.	Rec	Parks and Rec	-	-	-
Anacostia Trails and Heritage Area	Rec	Parks and Rec	60,000	60,000	60,000
Anacostia Watershed Society, Inc.	Rec	Parks and Rec	50,000	50,000	50,000
Art Works Now	Rec	Parks and Rec	35,000	35,000	35,000
Beltsville-Adelphi Boys and Girls Club	Rec	Parks and Rec	15,000	30,000	30,000
Camp Springs Girls & Boys Club	Rec	Parks and Rec	30,000	30,000	30,000
Cherry Lane Boxing and Fitness	Rec	Parks and Rec	10,000	20,000	20,000
City of College Park, Youth & Family Services	Rec	Parks and Rec	30,000	45,000	45,000
City of College Park - Senior Programming	Rec	Parks and Rec	50,000	50,000	50,000
City of District Heights - Senior Programming	Rec	Parks and Rec	-	250,000	250,000
City of District Heights - Youth Programming	Rec	Parks and Rec	-	250,000	250,000
City of Greenbelt, After School Arts	Rec	Parks and Rec	15,000	15,000	15,000
City of Greenbelt, Recreation Services	Rec	Parks and Rec	70,000	70,000	70,000
City of Greenbelt, Therapeutic Program	Rec	Parks and Rec	15,000	15,000	15,000
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	55,000	55,000	55,000
City of Laurel, Youth Services Programming	Rec	Parks and Rec	30,000	45,000	45,000
City of Laurel, Anderson & Murphy CC	Rec	Parks and Rec	22,000	30,000	30,000
Clinton Boys and Girls Club, Inc.	Rec	Parks and Rec	10,000	10,000	10,000
Coalition for African Americans in the Performing Arts	Rec	Parks and Rec	20,000	20,000	20,000
College Park Arts Exchange	Rec	Parks and Rec	5,000	5,000	5,000
The Conservancy of Broad Creek, Inc.	Rec	Parks and Rec	50,000	50,000	50,000
The Denney House, Inc.	Rec	Parks and Rec	50,000	50,000	50,000
District Heights Boys & Girls Club, Inc.	Rec	Parks and Rec	50,000	50,000	50,000
Cooperative Extension Service (4H)	Rec	Parks and Rec	208,600	208,600	208,600
End Time Harvest Ministries Inc.	Rec	Parks and Rec	100,000	100,000	100,000
End Time Harvest Ministries Inc. (Pathways to Career Success Program)	Rec	Parks and Rec	-	50,000	50,000
Forestville Boys and Girls Club	Rec	Parks and Rec	50,000	50,000	50,000
Ft. Washington Area Recreation Council, Inc	Rec	Parks and Rec	15,000	30,000	30,000
Ft. Washington Pool Association, Inc.	Rec	Parks and Rec	10,000	10,000	10,000
Gateway Arts Program	Rec	Parks and Rec	45,000	45,000	45,000
G-I-R-L-S-Inc.	Rec	Parks and Rec	20,000	20,000	20,000
Girl Scouts Capital Area	Rec	Parks and Rec	10,000	10,000	10,000



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

## Project Charges Paid to Prince George's County

Name of Project Charge	Fund Paying	Department	FY23 Budget	FY24 Adopted	FY25 Proposed
Glenarden Boys and Girls Club	Rec	Parks and Rec	20,000	20,000	20,000
Glenarden Track Club	Rec	Parks and Rec	20,000	20,000	20,000
The Global Air Drone Academy, Inc.	Rec	Parks and Rec	15,000	15,000	15,000
Greater Laurel United Soccer Club	Rec	Parks and Rec	5,000	5,000	5,000
Greenbelt Aquatics & Fitness Center	Rec	Parks and Rec	110,000	110,000	110,000
Greenbelt Community Center	Rec	Parks and Rec	50,000	50,000	50,000
Huntington City Community Development Corporation	Rec	Parks and Rec	15,000	15,000	15,000
ImpactDMV Inc.	Rec	Parks and Rec	-	100,000	100,000
Ivy Community Charities	Rec	Parks and Rec	10,000	10,000	10,000
Joan's House Inc.	Rec	Parks and Rec	-	100,000	100,000
Junior Achievement	Rec	Parks and Rec	20,000	20,000	20,000
Kappa Epsilon Lambda Education Foundation, Incorporated (KELF)	Rec	Parks and Rec	-	100,000	100,000
Kentlands Boxing Club	Rec	Parks and Rec	5,000	5,000	5,000
Kettering-Largo-Mitchellville Boys & Girls Club	Rec	Parks and Rec	30,000	30,000	30,000
Lake Arbor Foundation	Rec	Parks and Rec	175,000	175,000	175,000
Lanham Boys & Girls Club	Rec	Parks and Rec	25,000	25,000	25,000
Latin America Youth Center	Rec	Parks and Rec	40,000	40,000	40,000
Laurel Boys & Girls Club	Rec	Parks and Rec	55,000	100,000	100,000
Laurel Historic Society	Rec	Parks and Rec	30,000	50,000	50,000
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
Make Smart Cool	Rec	Parks and Rec	20,000	20,000	20,000
Making a New United People (M.A.N.U.P)	Rec	Parks and Rec	25,000	-	-
Maryland Buccaneers Youth Club Co	Rec	Parks and Rec	10,000	10,000	10,000
Marlboro Boys' & Girls' Club, Inc	Rec	Parks and Rec	10,000	10,000	10,000
Mentoring Through Athletics Inc.	Rec	Parks and Rec	30,000	30,000	30,000
Millwood/ Waterford Programming	Rec	Parks and Rec	10,000	10,000	10,000
One Love Life Center, Inc	Rec	Parks and Rec	50,000	50,000	50,000
Oxon Hill Boys & Girls Club	Rec	Parks and Rec	10,000	10,000	10,000
Oxon Hill High School Instrumental Music Department	Rec	Parks and Rec	15,000	15,000	15,000
Oxon Hill Recreation Club Inc	Rec	Parks and Rec	15,000	15,000	15,000
Palmer Park Boys & Girls Club	Rec	Parks and Rec	20,000	20,000	20,000
Palmer Park Smash	Rec	Parks and Rec	10,000	10,000	10,000
Pi Upsilon Lambda Alpha Pi Alpha Charitable Foundation	Rec	Parks and Rec	3,750	3,750	3,750
PGCC - Outreach, Facilities, etc	Rec	Parks and Rec	300,000	250,000	250,000
PGCC Team Builders Program	Rec	Parks and Rec	100,000	100,000	100,000
Prince George's African American Museum and Cultural Center	Rec	Parks and Rec	25,000	25,000	25,000
Prince George's Arts and Humanities Council	Rec	Parks and Rec	120,000	120,000	120,000
Prince George's Philharmonic	Rec	Parks and Rec	100,000	100,000	100,000
Prince George's Pride Lacrosse Club	Rec	Parks and Rec	25,000	25,000	25,000
Prince George's Tennis Assoc.	Rec	Parks and Rec	30,000	30,000	30,000
Pyramid Atlantic Art Center	Rec	Parks and Rec	30,000	30,000	30,000
Reid Temple AME	Rec	Parks and Rec	-	100,000	100,000
Seat Pleasant Leadership Development Program	Rec	Parks and Rec	85,000	85,000	85,000
Student Athletes for Educational Opportunities	Rec	Parks and Rec	20,000	20,000	20,000
Tantallon Community Players, Inc.	Rec	Parks and Rec	-	-	-
Theresa Banks Swim Club	Rec	Parks and Rec	20,000	20,000	20,000
Town of Forest Heights (Youth and Community Programming)	Rec	Parks and Rec	100,000	125,000	125,000
West Laurel Swim Club, Incorporated	Rec	Parks and Rec	50,000	50,000	50,000
White Rose Foundation	Rec	Parks and Rec	10,000	10,000	10,000
World-Wide Community	Rec	Parks and Rec	25,000	-	-
Youth Development Program (In Reach, Inc.)	Rec	Parks and Rec	50,000	50,000	50,000
One-Time Project Charges Allocated for FY2024 Only					
Capitol Heights Parks and Recreation	Rec	Parks and Rec	-	200,000	-
City of Seat Pleasant, Senior Programming	Rec	Parks and Rec	-	25,000	-
City of Seat Pleasant, Social Services	Rec	Parks and Rec	-	60,000	-
Community on the Front Line	Rec	Parks and Rec	-	100,000	-
Impact One	Rec	Parks and Rec	-	50,000	-
Judge Me Now Literacy & STEAM Resources, Inc.	Rec	Parks and Rec	-	100,000	-
Local Initiatives Support Corporation (LISC)	Rec	Parks and Rec	-	250,000	-
Operation Earnie's Plate Incorporated	Rec	Parks and Rec	-	100,000	-
Progressive Maryland, Inc.	Rec	Parks and Rec	-	100,000	-
Reid Temple Christian Academy (Pre-K Program)	Rec	Parks and Rec	-	2,300,000	-
Suitland Civic Association	Rec	Parks and Rec	-	800,000	-
Town of Morningside	Rec	Parks and Rec	-	100,000	-
<b>Total Recreation Fund</b>			<b>\$ 3,246,350</b>	<b>\$ 8,449,350</b>	<b>\$ 4,264,350</b>
<b>Total All Funds</b>			<b>\$ 8,968,949</b>	<b>\$ 14,177,949</b>	<b>\$ 9,792,949</b>



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# Prince George's County Commissioners' Office

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## EXECUTIVE OVERVIEW

### Prince George's County Planning Board



**Peter A. Shapiro**  
Chair



**Dorothy F. Bailey**  
Vice Chair



**William M. Doerner**  
Commissioner



**Manuel R. Geraldo**  
Commissioner



**A. Shuanise Washington**  
Commissioner

The Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission (M-NCPPC) is responsible for developing and recommending to the Prince George's County Council land use policies that guide the orderly growth and development of the County. The Planning Board is also charged with the administration of the County's park system and comprehensive recreation program. The Planning Board carries out its land use planning responsibilities through the adoption of a series of master and functional plans and the application of land use controls (Zoning and Subdivision Regulations). Its oversight of the parks and recreation program and development of overall park and recreation service standards is performed through regular meetings with the Director and staff, members of the recreation community and recreation advisory support groups. In summary, 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. 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. The Board holds its weekly hearings using a virtual meeting platform providing options for those participating online or by phone. It also holds public forums to solicit comments on the Commission's budget and work program. At other times, the Planning Board may conduct forums to discuss various planning, park or recreation matters that may or may not result in immediate solutions but may impact future policies or regulations. Planning Board members often attend and participate in special community events, dedications of new or rehabilitated facilities, groundbreaking, and festivals, and serve as members on State or County task forces.

### MISSION

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

### 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 conducting outreach programs to inform and educate the community and other stakeholders. The Planning Board Office serves as the point of contact for local, county, state, regional, and federal officials, and agencies; acts as a liaison to the public and



# Prince George's County Commissioners' Office

assists with resolution of issues; and assists members of the public with accessing online information and documents related to M-NCPPC issues and Planning Board meetings. The Planning Board's multi-faceted activities and programs include but are not limited to the following examples: coordination of weekly Planning Board Meetings, annual Fall Budget Forums, Collegiate Internship Program, and exhibits highlighting Prince George's County and M-NCPPC at statewide conferences.

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

## BUDGET AT A GLANCE

### Summary of Commissioners' Office Budget

		<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>
<b>Budget</b>				
	Expenditures	\$3,802,016	\$3,898,174	2.5%
<b>Staffing</b>				
	Funded Career Positions	16.00	16.00	0.0%
	Funded Workyears	14.00	14.00	0.0%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The Prince George's County Planning Board Office is proposing a budget of \$3,898,174 which increases expenditures \$96,158 or 2.5% above the FY24 approved budget. We have increased funding in the Management Consultant Services Classification (\$50,000). This funding is designated for a consultant who will assist with legislative representation, advocacy, and consulting services for the Prince George's County Planning Board. Also, we have upgraded the vacant position in our budget to a more senior position to provide administrative support to the Chair. Our personnel complement will remain at 16.0 career positions. All other non-personnel classifications will remain at FY24 levels.

### *Legislative Project Charges*

This budget contains \$1,287,300 to reimburse the Prince George's County Council for their planning and zoning functions. Also, the budget includes \$183,208 to address the shared occupancy cost at our new Largo headquarters.



# Prince George's County Commissioners' Office

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Commissioners' Office					
Personnel Services	1,507,568	2,016,001	2,016,001	2,062,159	2.3%
Supplies and Materials	16,024	37,500	37,500	37,500	0.0%
Other Services and Charges	1,550,121	1,616,363	1,616,363	1,666,363	3.1%
Capital Outlay	-	90,000	90,000	90,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	42,152	42,152	42,152	0.0%
<b>Total</b>	<b>3,073,713</b>	<b>3,802,016</b>	<b>3,802,016</b>	<b>3,898,174</b>	<b>2.5%</b>

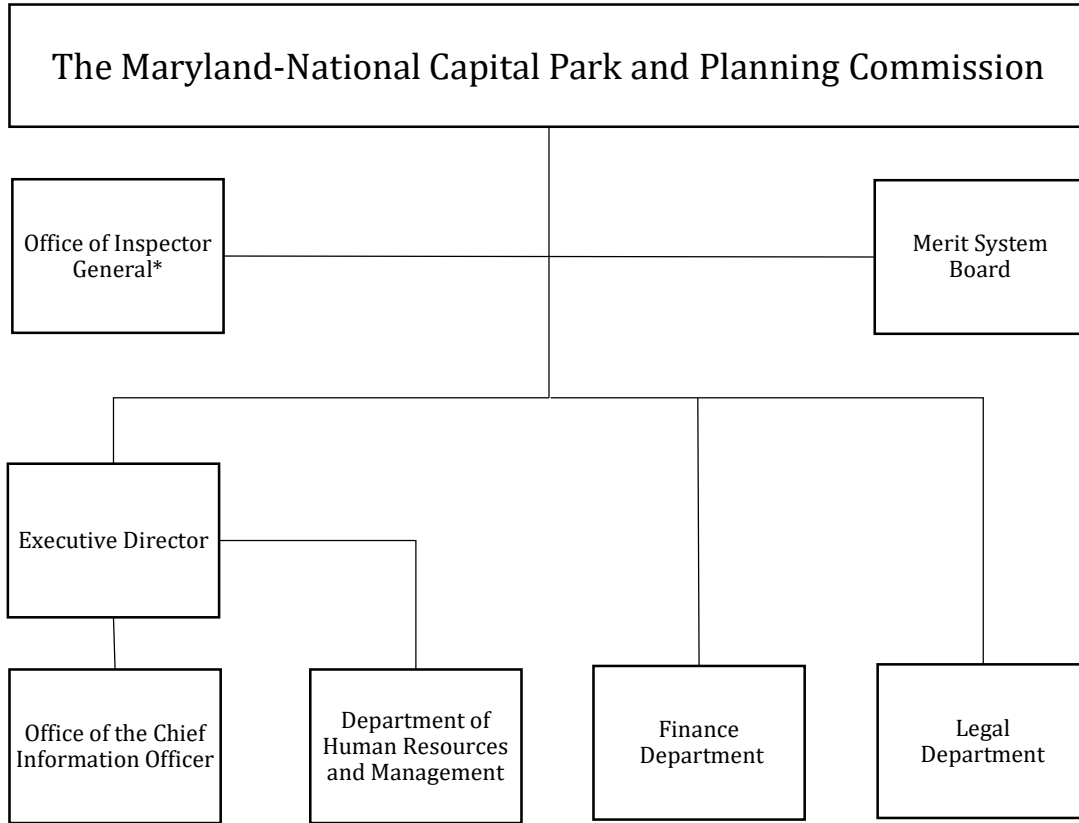
	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>ADMINISTRATION FUND</b>						
<b><u>COMMISSIONERS' OFFICE</u></b>						
Full-Time Career	12.50	12.50	12.00	12.00	12.00	12.00
Part-Time Career	4.00	2.00	4.00	2.00	4.00	2.00
<b>Career Total</b>	<b>16.50</b>	<b>14.50</b>	<b>16.00</b>	<b>14.00</b>	<b>16.00</b>	<b>14.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Commissioners' Office</b>	<b>16.50</b>	<b>14.50</b>	<b>16.00</b>	<b>14.00</b>	<b>16.00</b>	<b>14.00</b>



# Central Administrative Services Overview

## ORGANIZATIONAL STRUCTURE

### CENTRAL ADMINISTRATIVE SERVICES



\* Office of Inspector General reports to the Audit Committee



# Central Administrative Services Overview

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## EXECUTIVE OVERVIEW

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

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

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

The Commission's three Officers – the Executive Director, the Secretary-Treasurer, and the General Counsel – are responsible for corporate functions as well as leading their respective departments. To enhance independence, the Office of the Inspector General is overseen by the Audit Committee, while administrative oversight is provided by the Executive Director. The Chief Information Officer (CIO) reports to the Executive Director to enable focus on Enterprise-wide Information Technology (IT) initiatives recommended by the IT Council.

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 Funds section.

## 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 agency-wide administrative and human resource management, corporate governance and quality corporate budgeting and forecasting. The Department delivers executive and operational leadership through a set of best management practices, strong fiscal planning, and fair employment and compensation programs. It is composed of five cross-functional divisions including the Office of the Executive Director, Corporate Budget, Corporate Policy and Management Operations, Corporate Human Resources and Corporate Communications.

### Finance Department

The Finance Department operates under the direction of the Secretary-Treasurer, and is organized into three divisions: Administrative Services, Accounting and Corporate Procurement. The Department is responsible for corporate financial policy, management of debt and investments, payroll administration and disbursements, accounting and financial reporting, procurement, and Enterprise Resource Planning (ERP) program management.



# Central Administrative Services Overview

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## **Legal Department**

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

## **Office of the Inspector General**

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

## **Merit System Board**

The Merit System Board, which is authorized by the agency's enabling legislation, is an impartial board comprised of three appointed members. The Board is responsible for making recommendations to the agency's Merit System, hearing appeals of adverse actions (e.g., termination, demotion, loss of pay, etc.) and hearing appeals on administrative grievances. With support of the Department of Human Resources and Management, the Board recommends changes to Merit System Rules and Regulations, reviews proposed changes to compensation and classification plans and submits recommendations to the Commission.

## **Support Services**

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

Full descriptions of the CAS departments, divisions and units are provided in their respective sections.



# Central Administrative Services Overview

## CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY23 Budget	FY24 Adopted	FY25 Proposed	% Change
<b>MONTGOMERY</b>						
	Park Fund - Labor Relations	DHRM	75,000	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	46,500	50,000	50,000	0.0%
	Risk Management	DHRM	87,023	80,069	87,072	8.7%
	Capital Equipment Fund	Finance	40,700	46,200	45,900	-0.6%
	Enterprise Funds	Finance	131,000	108,400	134,000	23.6%
	Park Fund - ERP Operations	Finance	97,700	100,300	130,700	30.3%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Park Fund	Finance	-	19,324	-	-100.0%
	Risk Management	Finance	20,700	16,200	19,500	20.4%
	Special Revenue Funds (multiple)	Finance	64,900	66,000	76,900	16.5%
	Capital Equipment Fund	Corporate IT	16,014	20,302	19,409	-4.4%
	Enterprise Funds	Corporate IT	57,400	56,506	51,610	-8.7%
	Park Fund - Data Center	Corporate IT	297,406	317,424	329,489	3.8%
	Pension Trust Fund	Corporate IT	70,845	71,908	72,986	1.5%
	Risk Management	Corporate IT	18,114	18,103	16,662	-8.0%
	Spec Rev Fund - Planning	Corporate IT	20,695	22,109	20,687	-6.4%
	Spec Rev Fund - Parks	Corporate IT	16,219	16,917	17,144	1.3%
	Admin Fund - Commissioners' Office	Legal	243,720	210,378	227,208	8.0%
	Admin Fund - Planning	Legal	100,312	108,337	117,004	8.0%
	Park Fund	Legal	181,399	195,911	211,583	8.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	236,480	244,598	264,166	8.0%
	Spec Rev Fund - Development Review	Legal	180,416	194,849	210,437	8.0%
	<b>Subtotal Montgomery</b>		<b>2,095,843</b>	<b>2,132,135</b>	<b>2,270,757</b>	<b>6.5%</b>
<b>PRINCE GEORGE'S</b>						
	Admin Fund - Planning - HRIS/CC	DHRM	23,508	60,053	27,830	-53.7%
	Admin Fund - Planning - Recruitment	DHRM	18,208	18,445	21,831	18.4%
	Park Fund - HRIS/CC	DHRM	122,495	90,387	115,894	28.2%
	Park Fund - Labor Relations	DHRM	75,000	75,000	75,000	0.0%
	Park Fund - Park Police Support	DHRM	46,500	50,000	50,000	0.0%
	Park Fund - Recruitment	DHRM	60,660	61,448	72,728	18.4%
	Recreation Fund - Recruitment	DHRM	60,660	61,448	72,728	18.4%
	Recreation Fund - HRIS/CC	DHRM	155,601	166,561	162,032	-2.7%
	Risk Management	DHRM	87,023	80,069	87,072	8.7%
	Capital Equipment Fund	Finance	17,900	14,900	9,400	-36.9%
	Enterprise Funds	Finance	173,200	141,700	169,700	19.8%
	Park Fund - New Positions	Finance	128,600	164,800	160,000	-2.9%
	Park Fund - ERP Operations	Finance	146,400	140,900	176,800	25.5%
	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%
	Park Fund	Finance	-	25,391	-	-100.0%
	Recreation Fund	Finance	-	16,486	-	-100.0%
	Recreation Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Recreation Fund - ERP Operations	Finance	85,800	86,800	112,400	29.5%
	Risk Management	Finance	32,000	24,700	23,800	-3.6%
	Special Revenue Funds (multiple)	Finance	77,700	53,600	49,600	-7.5%
	Capital Equipment Fund	Corporate IT	805	765	75	-90.2%
	Enterprise Funds	Corporate IT	104,073	72,009	71,780	-0.3%
	Park Fund - Data Center	Corporate IT	451,638	488,718	519,185	6.2%
	Recreation Fund - Data Center	Corporate IT	243,927	333,229	277,797	-16.6%
	Pension Trust Fund	Corporate IT	70,845	71,908	72,986	1.5%
	Risk Management	Corporate IT	26,332	26,783	23,965	-10.5%
	Special Revenue Funds (multiple)	Corporate IT	35,590	-	-	-
	Park Fund	Inspector General	149,686	155,679	126,504	-18.7%
	Admin Fund - Planning	Legal	322,644	348,454	376,332	8.0%
	Admin Fund - Planning - Atty support	Legal	84,412	101,965	110,122	8.0%
	Park Fund	Legal	226,886	245,037	264,640	8.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	248,843	268,751	290,251	8.0%
	<b>Subtotal Prince George's</b>		<b>3,470,236</b>	<b>3,639,286</b>	<b>3,713,752</b>	<b>2.0%</b>
<b>Commission-Wide</b>						
	EOB	DHRM	113,783	119,820	131,164	9.5%
	Group Insurance	DHRM	89,247	78,092	82,391	5.5%
	Group Insurance	Corporate IT	195,291	198,640	177,910	-10.4%
	Group Insurance	Finance	215,400	209,800	241,800	15.3%
	<b>Subtotal Commission-Wide</b>		<b>613,721</b>	<b>606,352</b>	<b>633,265</b>	<b>4.4%</b>
<b>COMBINED TOTAL</b>			<b>6,179,800</b>	<b>6,377,773</b>	<b>6,617,774</b>	<b>3.8%</b>
<b>SUMMARY BY SUPPLIER DEPARTMENT</b>						
	DHRM		1,061,208	1,066,392	1,110,742	4.2%
	Finance		1,454,400	1,457,901	1,572,900	7.9%
	Corporate IT		1,625,194	1,715,321	1,671,685	-2.5%
	Legal		1,889,312	1,982,480	2,135,943	7.7%
	Inspector General		149,686	155,679	126,504	-18.7%
<b>TOTAL</b>			<b>6,179,800</b>	<b>6,377,773</b>	<b>6,617,774</b>	<b>3.8%</b>



# Central Administrative Services Overview

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## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The bi-county proposed FY25 operating budget for CAS before chargebacks is \$34,448,037, which is a 12.3% increase over FY24. The budget sustains, at a minimum, the same service level as FY24, 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 FY25 proposed budget is based on the analysis performed in the fall of 2023.

The FY25 funding allocation for all Administration Funds' CAS services, except for the Merit System Board, is approximately 45.1% Montgomery County and 54.9% Prince George's County. The allocation is calculated prior to chargebacks, as chargebacks shift the cost within county to another fund and do not impact each county's funding share. The Merit System Board's budget is allocated at 50% for each county.

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

### Investing in an Essential Needs Budget

In FY25, the proposed budget addresses major known commitments and critical needs. The proposed budget focuses on such core needs as identified in each department's budgets.

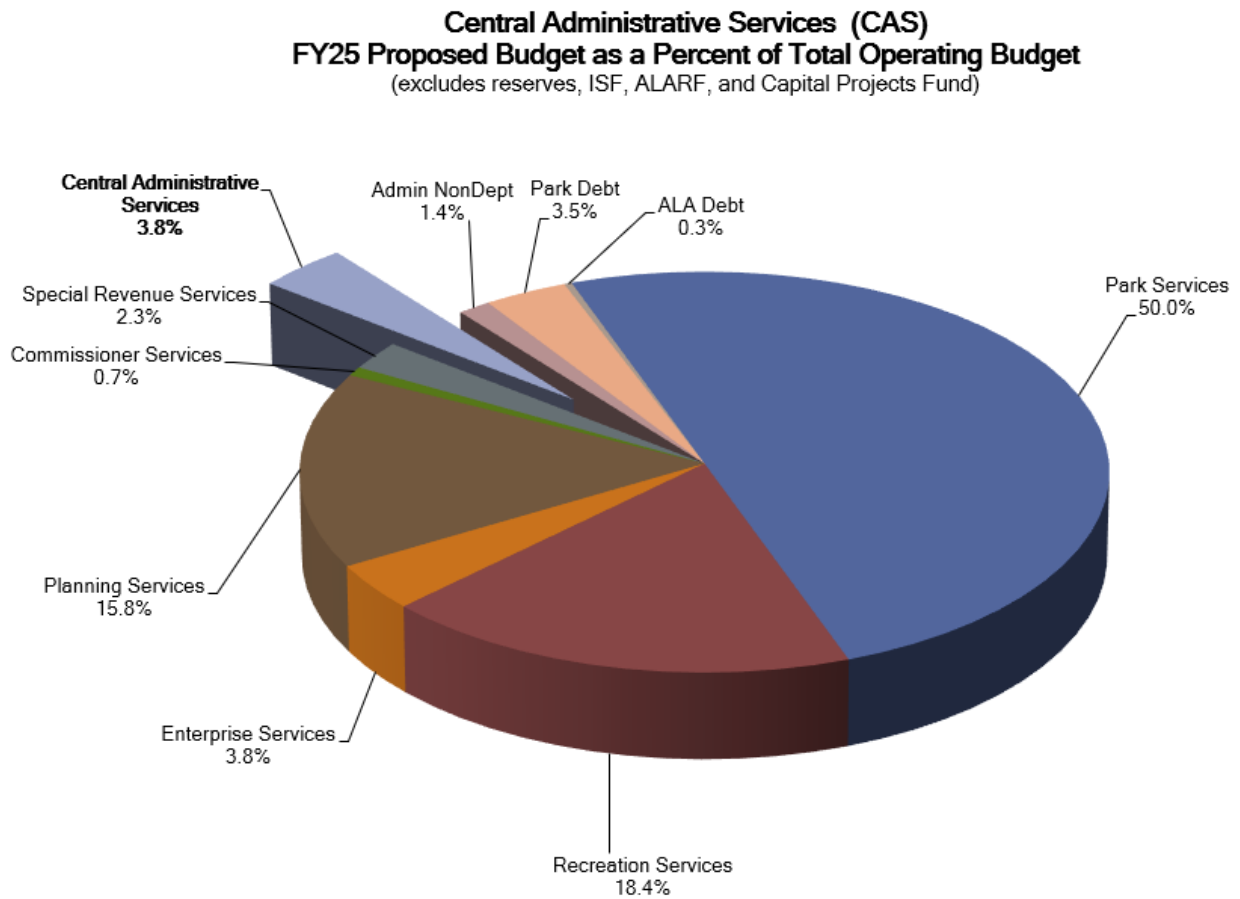
The CAS budget proposal reflects positions and workyears comparable to FY11 levels, even while work program demands have increased over the past fourteen years. Work program demands such as implementation of regulatory updates, required policy reviews, legal advice, zoning ordinance review, and continued rollout of ERP functionality increase the demand for CAS departments' services.

The CAS proposed budget is 3.8% of the Commission's proposed total bi-county operating budget.





# Central Administrative Services Overview

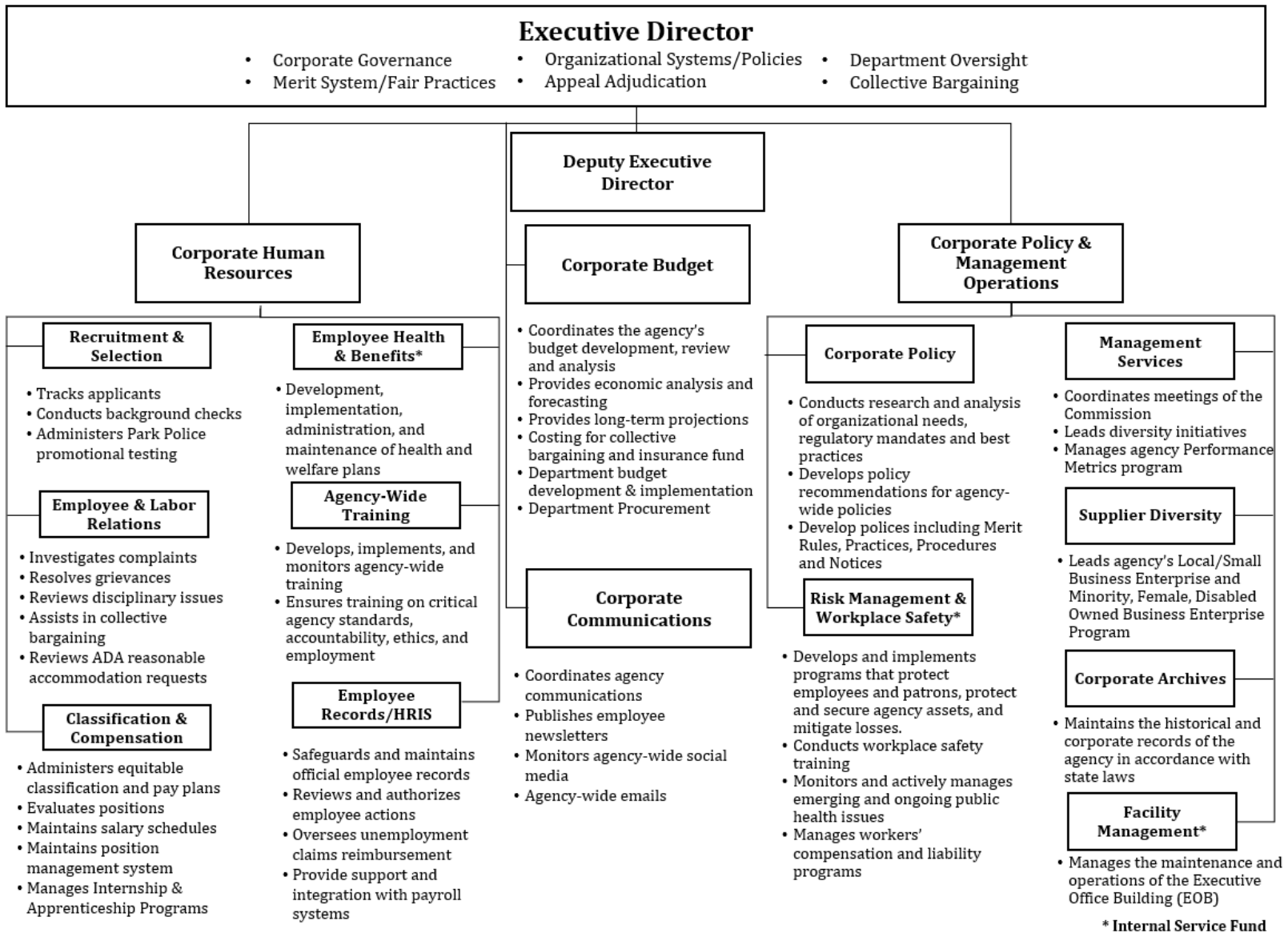


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



# Department of Human Resources and Management

ORGANIZATIONAL STRUCTURE



# Central Administrative Services

## Department of Human Resources and Management

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### OVERVIEW

The Department of Human Resources and Management (DHRM) delivers executive and operational leadership through corporate governance for the agency through:

- Corporate budgeting and prudent fiscal planning,
- Human resources administration and programs that ensure equal employment opportunities, fair practices, employee career development, diversity, equity, and inclusion,
- Administration of the agency's supplier diversity program, and
- Organizational standards and Continuation of Operations plans, promoting public accountability, organizational effectiveness, workplace safety and a preferred workplace.

The Department is led by the Executive Director, who also carries out chief administrative officer duties for the agency.

Most of the Department's functions are funded in the Administration Fund. However, the Risk Management and Workplace Safety program, Employee Health and Benefits functions, and operation of the Executive Office Building (EOB) are funded through Internal Service Funds. Full details for these programs and budgets can be found in the *Other Funds* section.

### MISSION

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

### PROGRAMS AND SERVICES PROVIDED

#### Office of the Executive Director

The Office of the Executive Director provides leadership, coordination, and administrative direction for the agency. The Executive Director ensures public accountability through ensuring fair and sensible workplace practices, implementing the Merit System Rules and Regulations, and overseeing organizational policies and union contracts. The Office serves as liaison with both County Councils and County Executives, coordinates meetings of the agency, executes all agency contracts, reviews employment concerns, handles adjudication of grievance appeals, and leads diversity, equity and inclusion initiatives for the agency.

#### Corporate Budget

The Corporate Budget Division oversees the agency's budget preparation process and provides sound, timely, and transparent fiscal information to support effective resource allocation management, accuracy, and uniformity across the agency. The Division leads the responsible and sustainable use of public resources to meet the needs of bi-county residents through comprehensive fiscal and budget analysis, revenue estimates, and long-term fiscal policies and strategies.



# Central Administrative Services

## Department of Human Resources and Management

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### Corporate Communications

Corporate Communications was established in 2020 to coordinate communications with the Office of the Executive Director and operating departments during the height of the pandemic. The Office assists DHRM and the Office of the Chief Information Officer (OCIO) with writing, editing, graphic design, desktop publishing, and producing presentations. The Office handles agency-wide employee communications, including weekly and monthly newsletters for approximately 3,000 employees and retirees, as well as monitoring general agency email inquiries, and social media accounts.

### Corporate Policy and Management Operations

This Division is responsible for managing the system of agency-wide policies, implementing programs which safeguard employees, patrons and agency assets, and administering corporate programs which support the mission of the agency and best practices. The Division conducts management studies, research and analysis to promote public accountability, transparency, and workplace efficiency; develops and administers Commission Continuation of Operations plans, workplace safety, risk management programs and the Supplier Diversity and Inclusion program; and recommends/develops programs and standards for best practices and preferred workplace initiatives.

#### *Agency Policies and Procedures*

The Corporate Policy Office conducts research and analysis of organizational needs, regulatory mandates, and best practices for greater efficiency, cost containment, and effective programs. The Office develops recommendations for agency-wide policies in areas such as organizational functions, employment regulations, workplace standards, and internal controls. Policies are developed through a collaborative review with input from departments, the Merit System Board, union representatives, and other stakeholders.

#### *Corporate Records and Archives*

This function ensures official records are safeguarded and retained in accordance with federal and state public record mandates. The Archives Office formally retains the documented actions of the Commission and conducts research of historical records and actions.

#### *Risk Management and Workplace Safety*

The Risk Management and Workplace Safety Office develops and implements programs that protect employees and patrons, protect and secure the agency's assets, and mitigate losses. In addition, the Office is responsible for the Continuation of Operations plans for the Commission and coordination with local jurisdictions. This program is funded through an Internal Service Fund. Further details can be found in the *Other Funds* section.

#### *Administrative Services and Facility Operations*

This function carries out agency-wide and departmental operational activities, which include coordinating and supporting corporate meetings of the Commission, Directors, and other ad hoc or standing committees, ensuring smooth operations of the Office of the Executive Director, and maintaining EOB facility operations. EOB operations are funded through an Internal Service Fund. Further details can be found in the *Other Funds* section.

#### *Performance Measurement and Management*

This program will enable agency leaders to make data-driven decisions regarding the services the agency provides, ensuring a robust return on investment. A performance management framework



## Central Administrative Services

### Department of Human Resources and Management

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improves gap identification, accountability, decision-making, and organizational effectiveness. This program will provide an easily understandable analysis of metrics; and monitor and interpret performance trends to disseminate to relevant stakeholders and agency leadership. This program will also be crucial in the development and measurement of a robust and effective Supplier Diversity and Inclusion Program.

#### *Supplier Diversity and Inclusion Program*

This program has been developed to ensure that minority, female, and disabled-owned business enterprises (MBEs) and small-local-owned business enterprises (SLBEs) have equal opportunities to succeed in pursuing business with the Commission as any other potential vendors. In conjunction with the Maryland Department of Transportation (MDOT) and the FY25 completion of the disparity study, our agency will implement the MBE portion of the Supplier Diversity and Inclusion Program. Focused outreach, education, and training seminars will increase participation and move us toward full compliance with existing state benchmarks and reporting requirements.

#### **Corporate Human Resources**

This Division provides expert guidance and advice on human resources matters across the Commission. The Division also provides oversight of all programs and activities relating to employment and working conditions: compensation, benefits, labor relations, records, and recruitment. Additional services include Commission-wide training coordination, employment for disabled persons, publishing annual personnel management reviews, and succession planning for the agency.

#### *Classification and Compensation*

This team is responsible for the development, implementation, administration, and maintenance of equitable classification and pay plans for all agency employees and positions. They provide guidance and customer-service to the operating departments, and administer the classification plan that analyzes and evaluates positions based upon duties, responsibilities, and minimum qualifications. Additionally, the team maintains salary schedules, conducts salary surveys, updates and maintains the position management system, reviews and assists in reorganizations, and manages the Internship and Apprenticeship Programs.

#### *Employee Health and Benefits*

This team is responsible for the development, implementation, administration, and maintenance of medical, dental, vision, disability, life insurance, deferred compensation, and prescription benefit plans for employees and retirees, and their eligible dependents. They also administer the agency's occupational health services. This program is funded through an Internal Service Fund. Further details can be found in the *Other Funds* section.

#### *Employee and Labor Relations*

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



## **Central Administrative Services**

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

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#### *Human Resources Information Systems*

This team maintains and safeguards official employee records (physical and electronic) according to federal and state regulations. Staff uses Human Resources Information Systems (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*

This team supports the M-NCPPC's efforts to attract and maintain a diverse, skilled, and effective workforce. Staff provides lifecycle recruitment activities to the agency from advertising, testing, application processing, selection, and employment/promotion offers. This team manages an outsourced online applicant tracking system. Related tasks involve administration of background/reference checks, language proficiency testing, and Park Police entry, lateral, and advancement testing.

#### *Learning and Organizational Development*

This agency-wide training program educates all employees in policies and procedures, respectful workplaces, diversity and inclusion, leadership development, and prevention of fraud, waste and abuse. This program is also responsible for leading Succession Planning efforts and administering the agency's Learning Management System.



# Central Administrative Services

## Department of Human Resources and Management

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### FY23 ACCOMPLISHMENTS



Processed **40,542** job applications and filled **555** vacancies.



Processed **29,000** Personnel Actions and payment calculations.



Processed **438** unemployment claims to avoid state penalties.



Processed **16,000** compensation transactions, a 45.5% increase over FY22.



Processed **21,200** benefit enrollments and changes for employees and retirees, a 63.3% increase over FY22.



Covered **36** union and management topics.



Received the Distinguished Budget Presentation Award from the Government Finance Officers' Association (GFOA) for the **37th consecutive year**.



Reviewed and processed **395** workers' compensation and liability claims.



Processed **231** MPI research and records requests.



Handled **605** COVID-19 cases.



Organized **27** agency-wide management meetings, and **7** agency-wide and departmental events.



Digitized **7,000** paper-based employee files.



**Expanded Leadership Training** across the Commission.



Began the formation of the agency's **Continuation of Operations Plan**



# Central Administrative Services

## Department of Human Resources and Management

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### FY24-25 STRATEGIC GOALS

#### Promote Social Equity

**Supplier Diversity and Inclusion Program Implementation:** The Supplier Diversity and Inclusion Program is designed to ensure that local/small businesses enterprises have the same opportunities to succeed in pursuing business with the agency as other potential vendors. In conjunction with the Maryland Department of Transportation (MDOT), a disparity study is currently being conducted which will inform how our certified Minority Business Enterprise (MBE) component program will be developed. Once the study is completed during FY25, the Commission finally can put in place its MBE entities program, along with expanding those of its certified local/small business component. In FY25, the program will continue to increase the participation of those vendors in our procurement processes and move us toward full compliance with existing state legislation and enable us to effectively analyze its progress in meeting benchmarks and requirements for reporting.

**Americans with Disability Act (ADA) Program Coordination:** Our organization has made great strides in accessibility within respective Departments and will now benefit from a centralized program to mitigate noncompliance risk, synchronize ADA activities across the Commission, and document our transition plan efforts. Both our structural and programming efforts will be reviewed for compliance under the ADA. This will enable the Commission to develop uniform response protocols to requests for accommodation, customer and employee complaints, and local jurisdiction requests for aid.

#### Strengthen our Workforce

**Recruitment Refresh:** The Commission-wide recruitment refresh initiative will create a more targeted recruitment campaign that will highlight the Commission's extraordinary benefits and ability to accommodate candidates' lifestyle preferences. In addition, the campaign will seek to attract multi-generational and multicultural candidates by creating more videos/pictures and utilizing social media channels more effectively.

**Training and Succession Planning Program:** Utilizing the new Learning Management System (LMS) currently being implemented, the Department also wants to prioritize the development of learning content that will be used across the Commission and expand its leadership development programming.

**Expand the Intern and Apprenticeship Programs:** Our current apprenticeship efforts focus mainly on the traditional trades of HVAC, Plumbing, and Electric. We hope to expand this to other career tracks such as Horticulture, Carpentry, and Fleet/Equipment Maintenance. By partnering with local high schools and workforce development agencies, we hope to increase our recruitment pipeline and offer training opportunities to those who seek careers that do not require college degrees.

**Establish a Paid Family Medical Leave Insurance (PFML) Program:** In accordance with the 'Time to Care Act', we will be establishing a PFML program to which employers and employees will make contributions. Further details can be found under the Group Insurance Fund in the *Other Funds* section.





# Central Administrative Services Department of Human Resources and Management

## BUDGET AT A GLANCE

### Summary of DHRM Budget

	FY24 Adjusted Adopted	FY25 Proposed	% Change	% Allocated *
<b>Montgomery County Budget</b>				
Expenditures	\$3,390,032	\$4,356,992	28.5%	43.7%
<b>Staffing</b>				
Funded Career Positions	20.76	23.15	11.5%	42.1%
Term Contract Positions	0.81	0.84	3.7%	42.0%
Funded Workyears	19.50	23.86	22.4%	42.1%
<b>Prince George's County Budget</b>				
Expenditures	\$4,594,349	\$5,614,440	22.2%	56.3%
<b>Staffing</b>				
Funded Career Positions	30.24	31.85	5.3%	57.9%
Term Contract Positions	1.19	1.16	-2.5%	58.0%
Funded Workyears	28.85	32.82	13.8%	57.9%
<b>Combined Department Total Budget</b>				
Expenditures	\$7,984,381	\$9,971,432	24.9%	100.0%
<b>Staffing</b>				
Funded Career Positions	51.00	55.00	7.8%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	48.35	56.68	17.2%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The FY25 proposed budget is \$9,971,432, representing an increase of 24.9% over FY24. The increase will fund ongoing operations administered by the Department, while addressing service level cost pressures and prior year budget cuts, to continue to meet the continually expanding scope and volume of the Department's work and fund critical needs.

The FY25 funding allocation before chargebacks is 42.1% Montgomery and 57.9% to Prince George's, which is a shift of 1.4% from Prince George's to Montgomery, compared to FY24.

**Personnel Services:** This category includes adjustments for compensation, benefit elections and pension, annualization of salary compensation increases in FY24, and the addition of four new positions in FY25:

- **Supplier Diversity and Inclusion Chief (\$178,940):** This position is necessary to lead the Commission's state-mandated Supplier Diversity and Inclusion Program. We are in the process of conducting a disparity study in conjunction with the MDOT and are expecting the results in FY25, which will inform how the MBE portion of the Supplier Diversity and



## Central Administrative Services Department of Human Resources and Management

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Inclusion Program will be implemented. The program is not properly staffed to implement the MBE portion of the program, which is the largest portion and takes the most effort to establish. In addition, this position will be responsible for expanding the base of small, local, and minority vendors that participate in agency contracting opportunities, conduct outreach, develop policies, consult with MBE vendors, and ensure maximum participation of MBE and SLBE businesses in the agency's competitive solicitations. The position would also be responsible for submitting mandated reporting and conducting analysis of the agency's compliance with state legislative requirements.

- **ADA Coordinator (\$144,351):** A knowledgeable, central ADA Coordinator is mandated in Title II of the ADA and was identified as a best practice by the Inspector General. Currently, several employees within the Departments perform these functions, but a single coordinator is essential to our efforts in reaching a unified and consistent approach to reporting processes and to guide compliance activities for ADA. This new position would serve both counties by developing an organizational response to ADA-related complaints, investigations, public information inquiries, transition plans, and compliance. In addition, the position would be responsible for compiling agency-wide reporting and documentation of efforts, and ensuring best practices, procedures and administrative processes are uniform across all departments. This position would also act as the subject matter expert on all issues regarding Employment (Title I), Public Services (Title II), Public Accommodations (Title III), Telecommunications (Title IV), and Miscellaneous (Title IV) of the ADA.
- **Learning & Organizational Development Coordinator (\$109,763):** As our LMS becomes fully implemented across the Commission, a Coordinator will be needed to keep content compliant, relevant, and up to date; track employee participation; respond to questions related to the LMS; analyze training data; and make recommendations for new training programs. This position would provide in-person training to the departments; provide support for administration of the LMS system; and support skill development programs, succession planning, and employee retention activities.
- **Apprenticeship Specialist (\$125,975):** This position is needed to expand the agency's traditional trades Apprenticeship Program and develop a Youth Apprenticeship Program specifically targeted to high school students that may not be on a 4-year college track. In addition to expanding the existing Internship Program for college students, this position would partner with local workforce development agencies to identify potential applicants and funding sources for apprentices. These efforts would help create a pipeline for employment with M-NCPPC.

**Other Operating Charges:** This category includes an increase of 33.5% for ongoing Department programs including the outside labor counsel for union negotiations, agency-wide training, LMS management, and park police promotional testing. To help reduce this increase, supplies and materials remain flat and funding to implement the new 'Time to Care Act' has been moved to the Group Insurance Fund. This increase also includes the following critical needs:

- **Supplier Diversity and Inclusion Program Outreach (\$170,000):** This request includes \$85,000 for ongoing costs including vendor training events, outreach materials, and conference sponsorships and memberships. \$85,000 in one-time costs is also included for the purchase of compliance software and specialized legal and consulting reviews to ensure the program procedures and implementation plans are sufficient and comply with state requirements.



## Central Administrative Services

### Department of Human Resources and Management

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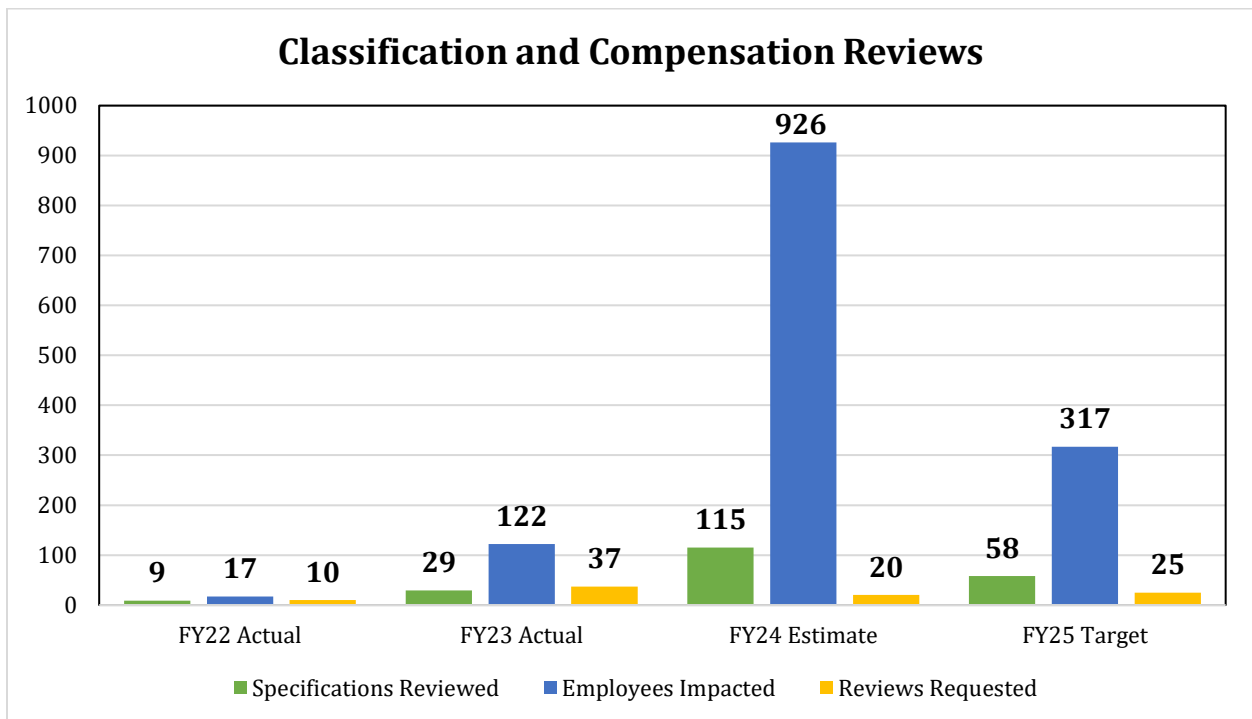
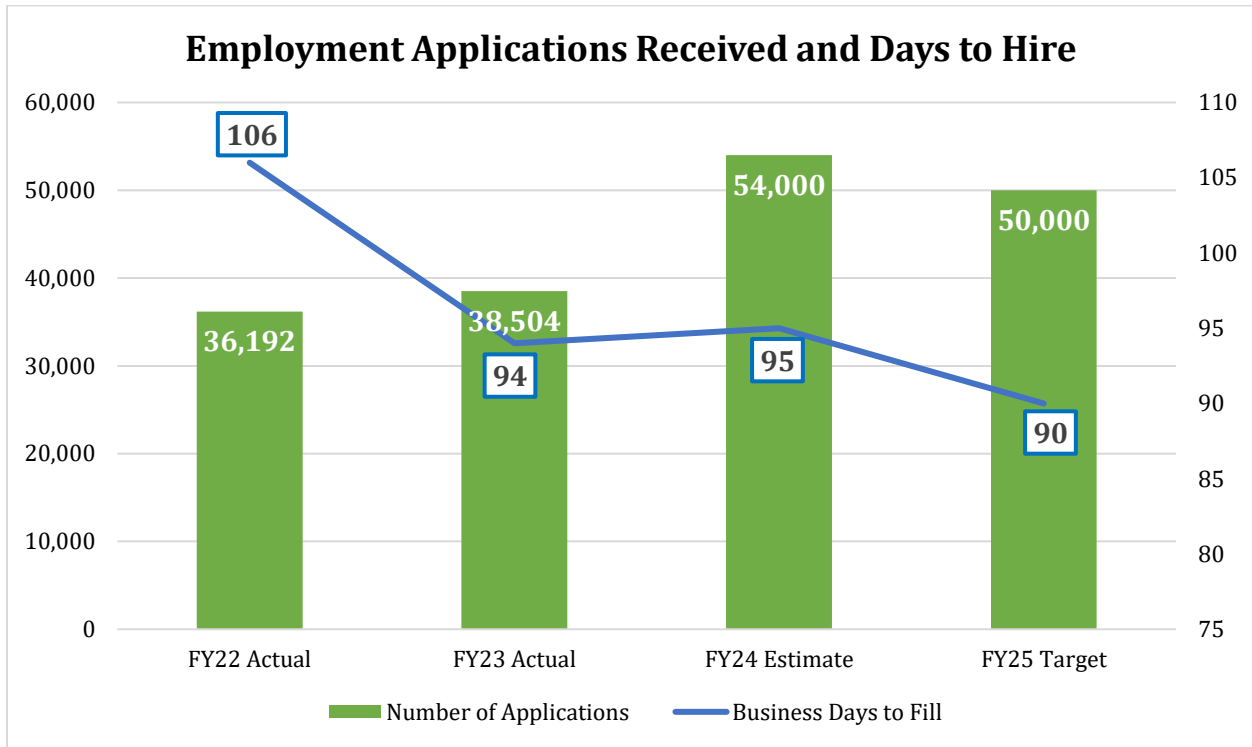
- **Recruitment Refresh (\$50,000):** This funding request would update our recruitment tools to be more visually and culturally appealing to today’s jobseekers. We will be highlighting our extraordinary benefits that are not offered by other employers, promoting our lifestyle benefits that go beyond work-life balance, and adding videos, pictures and links to specific job postings on social media platforms. This recruitment refresh would serve to reduce the need to hire executive recruitment firms for certain jobs and bring in more applicants that are qualified for job openings.
- **Diversity Council Funding for Pride Collaborative (\$15,000):** Funding will be used to establish a core Pride Committee to represent the LGBTQ+ community in the Commission, organize LGBTQ+ awareness and inclusivity workshops/trainings for all Commission employees, support individual departmental needs for Pride programing, and further collaborate with local LGBTQ+ organizations for event partnerships and support.

**Chargebacks:** This category includes an increase of 4.2% for wage and benefit allocations and expenses for services directly impacting specific programs or departments outside of DHRM.



# Central Administrative Services Department of Human Resources and Management

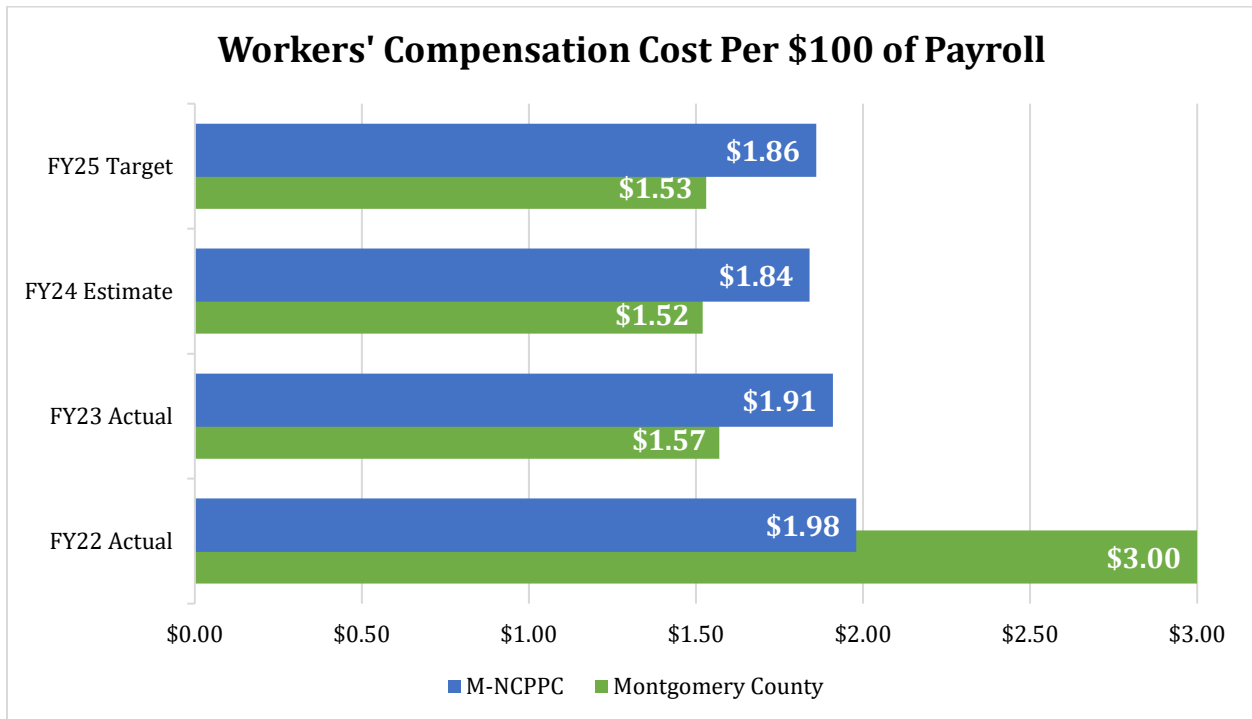
## PERFORMANCE MEASURES



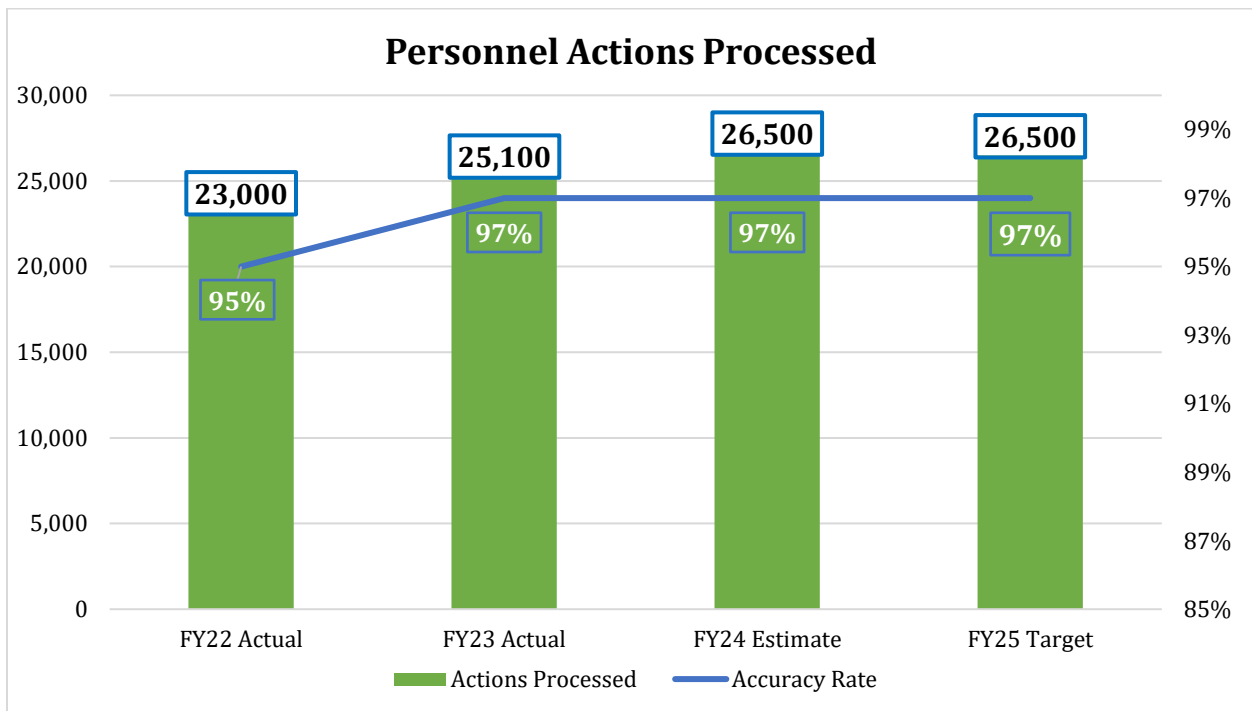
The multi-year Classification and Compensation study is expected to be completed by the end of FY24.



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



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



These actions include hiring, seasonal contract renewals, merit increases and terminations.



## DEPARTMENT OF FINANCE

**Corporate  
Secretary-Treasurer/Chief  
Financial Officer**

- Department Oversight
- ERS Trustee
- Contract Attestation
- 115 Trust (OPEB) Trustee
- Corporate Seal

Corporate Business  
Services & Finance  
Administration

Corporate Accounting  
Services

Corporate Procurement  
Services

Administrative  
Services

ERP Business  
Operations

Payroll  
Operations

General  
Accounting

Accounts  
Payable

Treasury  
Operations

- Administration & Management
- Commission Financing Bond Sales
- Financial and Economic Analysis
- Department Budget Development, Review & Analysis
- Department HR Administration
- Department Procurement
- Department Policy Administration
- Property Tax Assessment

- Corporate ERP Business Operations
- Maintaining the absence management system
- Maintaining the time and attendance system
- Maintaining payroll system configurations
- Maintaining/developing payroll related reports
- Troubleshooting payroll system issues
- Administering end-user security
- Administering business intelligence dashboards
- Maintaining and developing business reports
- Overseeing the operations and functional support for the Commission's financial systems and human resources systems including the timekeeping system

- Payroll Operations
- Payroll Tax Compliance
- Payroll Regulatory Compliance
- Reconciling employee deductions and their appropriate distribution.
- Complying with all IRS regulations as they relate to payroll including reconciliation and submission of all payroll taxes and regulatory reporting (e.g. W-2's, 941's).
- Maintaining confidentiality of employees' pay records
- Appropriate taxation of take-home vehicles as it relates to Commission

- Commission Financial Reporting & Analysis
- General Accounting
- Commission Projections
- Accounts Receivable
- CIP Management & Grant Billings
- Bond Debt & Arbitrage Accounting & Reporting
- Contract Funds Certification
- Capital Assets & Land Records
- Enterprise Financial Management (EFM) Commission-wide Training and End User Functional Support
- EFM Report Facilitation
- Accounting Structure Maintenance & Reorganizations
- Accounting Systems Updates, Enhancements, Implementations, Test Plans & Business Requirements Collaboration

- Vendor Payments Processing & Record Maintenance
- Employee Travel Advances & Reimbursements
- Executive Credit Card Program
- IRS Form 1099 Reporting

- Cash & Revenue Processing
- Investment Management & Reporting
- Property Tax Revenue and other
- Revenue Processing & Reporting
- Management of Bank Accounts & Bank Reconciliations
- Administration of the Post-Retirement Insurance Benefits Program (115 Trust)
- Bond & Debt Payments
- Investment of Bond & Debt proceeds & Drawdowns
- Administration of Petty Cash Program
- Processing & Submission of Tax Filings
- Escheat Property Management & Filing

- Overseeing the procurement operations of the Commission
- Responsible for the development of procurement policy and procedures in accordance with Commission procedures and applicable state and federal laws, as well as contract review and processing
- Administering and monitoring the Commission's central procurement function, in compliance with Commission procurement policies and practices
- Overseeing the procurement of all necessary commodities, supplies, equipment, and services
- Implementing the provisions of the Commission's Non-Discrimination Policy
- Foster and maintain relationships between the community, vendors and Commission departments and ensure the equitable treatment of all regarding procurement of goods and services
- Reviewing all contracts for availability of funds, compliance with bidding procedures, and financial acceptability of the vendors

# Central Administrative Services

## Department of Finance

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### OVERVIEW

The Department of Finance is directed by the Secretary-Treasurer and guided by the Commission. The Secretary-Treasurer directs agency-wide duties and responsibilities to reflect the strategic priorities established by the Commission and the work programs as approved in the annual budget. Staff assignments may include inter-divisional, interdepartmental and inter-agency teams. The Department is organized into three service divisions: 1) Corporate Financial Services & Finance Administration, 2) Corporate Accounting Services, and 3) Corporate Procurement Services.

The Department administers the organization's financial systems to ensure fiscal stability, public accountability, and the overall integrity of fiscal activities. The Department provides efficient, effective, and comprehensive financial services and analysis, debt management, payroll, accounting, procurement, investments and treasury operations, internal controls, and administration of the corporate financial system platforms. Specific departmental objectives reflect priorities established by the Commission and the Secretary-Treasurer. The Department provides financial expertise and guidance to M-NCPPC operating departments and serves as a technical resource to Montgomery and Prince George's County governments, and other relevant outside entities, to ensure a financially sound organization.

### MISSION

The Department of Finance's mission is to maintain a financially-sound organization, including implementation of financial planning and controls, to support Commission programs, ensure fiscal accountability, and provide comprehensive financial services for Commission management. In carrying out this mission, the Department is responsible for maintaining strong internal controls and implementing and administering corporate financial systems by using advanced technologies.

### PROGRAMS AND SERVICES PROVIDED

The Secretary-Treasurer is the Commission's fiscal advisor and is appointed to serve at the pleasure of the Commission and is the head of the Department of Finance. Departmental duties and responsibilities are directed by the Secretary-Treasurer for each program as approved in the annual budget.

Some of the functions of the Secretary-Treasurer include directing financial matters such as coordinating financial activities, services, and reports for internal and external entities, including but not limited to, the Commission and the Planning Boards; the Executive Director; M-NCPPC departments; County Councils; County Executive offices; other local, state, and federal agencies, and external auditors; exercising the fiduciary responsibility associated with managing public assets by protecting the agency's assets through the establishment of internal controls; developing, implementing, and monitoring compliance with financial policies and programs in conformance with authoritative governmental accounting, auditing, financial reporting, procurement and investment standards including, but not limited, to those of the Governmental Accounting Standards Board (GASB), the Government Finance Officers Association (GFOA), applicable state and federal laws, and other government industry standards, as appropriate; monitoring the agency's revenues and expenditures for compliance with Division II of the Land Use Article of the Annotated Code of Maryland and the agency's formally adopted budgets, and serving as Ex-Officio on the Retirement Plan Board of Trustees and Ex-Officio on the 115 Other



## Central Administrative Services Department of Finance

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Post-Employment Benefits (OPEB) Trust Fund.

**The Corporate Financial Services and Finance Administration Division** has three (3) major work programs: Finance Administration, Payroll Operations, and Financial Systems Operations Management.

**Finance Administration** is responsible for the Department's administration and management (provide corporate financial oversight and direct the overall operations of the Finance Department); budget development and monitoring; manage the debt program to finance capital equipment and the Commission's capital improvement projects; department procurement; departmental human resources; review department policies and procedures, and Property Tax Assessments.

**Payroll Operations** processes payroll in accordance with Merit System Rules and Regulations, collective bargaining agreements, and federal/state/local regulations; complies with all IRS regulations as they relate to payroll including reconciliation and submission of all payroll taxes and regulatory reporting; processes two bi-weekly payrolls for all agency employees; provides payroll related reporting; and is responsible for payroll tax compliance.

**ERP Business Operations Management** is responsible for oversight and management of user-security, business intelligence reporting, change management, and change control of the ERP financial systems, and provides operations support to the payroll, time keeping, general ledger and procurement systems. The section also offers financial analysis and reporting expertise to other Commission departments to enable them to make informed judgments and strategic financial planning decisions.

**The Corporate Accounting Services Division** has three (3) major programs: General Accounting, Accounts Payable, and Treasury Operations.

**General Accounting** is responsible for recording and reporting financial transactions, and preparing financial statements in accordance with Generally Accepted Accounting Principles (GAAP); maintaining formal accounting, land and capital asset records; preparing financial schedules and documents for Commission financings; preparing quarterly budget projections; generating grant and other billings; providing Capital Improvement Program (CIP) accounting, analysis, reporting, and billings; providing contract fund certifications; reviewing actual expenditure and budget data in the Accounting System, coordinating the annual external audit; and preparing the Annual Comprehensive Financial Report (ACFR) and Uniform Financial Report for the State. This function also develops and provides Commission-wide end-user training and functional support for the Enterprise Financial Management (EFM) system, facilitates reporting and business requirements, and provides administrator services for other ancillary software and systems.

**Accounts Payable** is responsible for the processing and recording of vendor payments in accordance with Commission practices, policies and procedures; maintaining proper file management and vendor records; responding to internal and external payment status inquiries; and preparing form 1099s for vendors and submission to the IRS.

**Treasury Operations** is responsible for managing banking operations; managing 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; Post-Retirement Insurance Benefits Program (115 Trust) Administration; Petty Cash Administration; Escheat Property Program





## Central Administrative Services Department of Finance

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management; processing and submission of tax filings; processing and recording property tax and other revenue and cash transactions; bond and other debt payments, and bond proceeds and drawdowns; preparing financial reports to provide historical and projected information on property tax collections and other revenue sources; and preparing investment reconciliations and reports to inform management of investment returns and compliance with investment policy.

**The Corporate Procurement Division** oversees 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 the development of procurement policy and procedures in accordance with Commission procedures and applicable state and federal laws, as well as contract review and processing; administering and monitoring the Commission's central procurement function, in compliance with Commission procurement policies and practices; implementing the provisions of the Commission's Non-Discrimination Policy which promotes equal and fair competition between all vendors; fostering and maintaining relationships between the community, vendors, and Commission departments and ensuring the equitable treatment of all regarding procurement of goods and services; and reviewing all contracts for availability of funds, compliance with bidding procedures, and financial acceptability of vendor.

### FY24 ACCOMPLISHMENTS

- The Department was awarded the Certificate of Achievement for Excellence in Financial Reporting for its Annual Comprehensive Financial Report (ACFR) by the Government Finance Officers Association (GFOA) of the United States and Canada. This marks the 50th consecutive year of receiving this distinction, the longest in the Special District Category.
- The Employee ACH Project was implemented, transitioning employee vendors from receiving payments by checks to ACH (Automated Clearing House) payments.
- An upgrade to the timekeeping software was initiated. The new system is expected to be operational by the second quarter of 2024.
- Updated the Commission Investment Policy.
- A Procurement Policy was approved by the Trust Board and the Commission for the 115 Trust.
- A competitive Request for Proposal (RFP) was issued with a contract awarded for Financial Advisory Services for the 115 Trust.
- Implemented the new Subscription-Based Information Technology Arrangements (SBITAs) GASB 96, which establishes new accounting and financial reporting requirements for SBITAs to address the disclosure and the recognition of a subscription liability for the amount owed on these contracts offset by a capitalized asset, related to the purchase of software hosted on the cloud.
- A new Executive Credit Card Program was implemented.
- Issued Bonds for Montgomery County in the amount of \$10,000,000 and for Prince George's County in the amount of \$50,000,000 to support the Capital Improvement Programs (CIP).
- Corporate Procurement launched a new online waiver form to allow for more efficiency and simplicity in processing waivers.
- The Purchase Card manual was updated by Corporate Procurement.



# Central Administrative Services Department of Finance

## BUDGET AT A GLANCE

### Summary of Department of Finance Budget

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b>Montgomery County Budget</b>				
Expenditures	\$2,848,345	\$3,125,386	9.7%	44.2%
<b>Staffing</b>				
Funded Career Positions	20.54	21.02	2.3%	42.9%
Funded Workyears	19.69	21.02	6.8%	42.9%
<b>Prince George's County Budget</b>				
Expenditures	\$3,548,899	\$3,939,533	11.0%	55.8%
<b>Staffing</b>				
Funded Career Positions	27.46	27.98	1.9%	57.1%
Funded Workyears	26.42	27.98	5.9%	57.1%
<b>Combined Department Total Budget</b>				
Expenditures	\$6,397,244	\$7,064,919	10.4%	100.0%
<b>Staffing</b>				
Funded Career Positions	48.00	49.00	2.1%	100.0%
Funded Workyears	46.11	49.00	6.3%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The proposed budget for FY25 is \$7,064,919, representing a 10.4% increase, equivalent to \$667,675, from the FY24 adopted budget. This increase includes two main components:

- An 8% increase, amounting to \$514,679, to the previous year's baseline budget. This portion of the increase is allocated for annualizing merits/COLAs (Cost of Living Adjustments) and covering increased benefit costs.
- A 2.4% increase, equivalent to \$152,996 in compensation and benefits, for funding a new position for Treasury Operations.

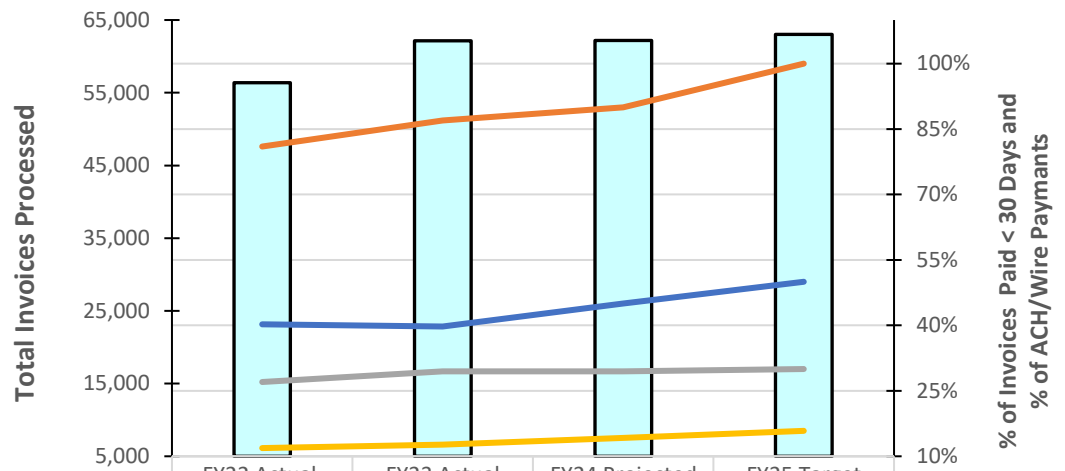
In summary, the budget increase is primarily driven by adjustments for employee compensation and benefits, as well as the addition of a new position.



# Central Administrative Services Department of Finance

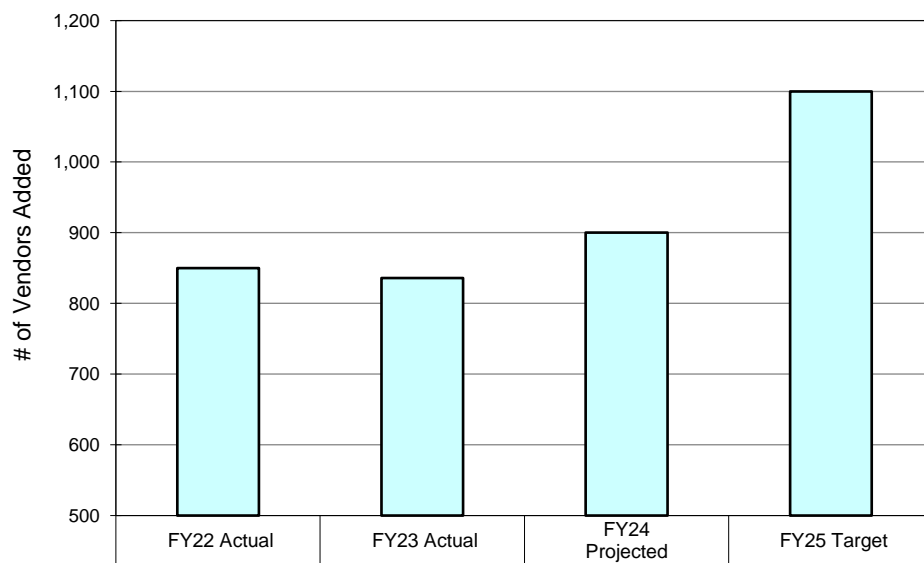
## GOALS AND PERFORMANCE MEASURES

### Accounts Payable



	FY22 Actual	FY23 Actual	FY24 Projected	FY25 Target
Invoices processed	56,355	62,153	62,200	63,000
Total AP Payments issued	15,216	16,664	16,700	17,000
Total ACH/Wire Payments Issued	6,130	6,624	7,515	8,500
% of Invoices Paid 30 Days or Less	81%	87%	90%	100%
% of Payments by ACH/Wire	40%	40%	45%	50%

### Procurement



	FY22 Actual	FY23 Actual	FY24 Projected	FY25 Target
Vendors Added to Bidders List	850	836	900	1,100

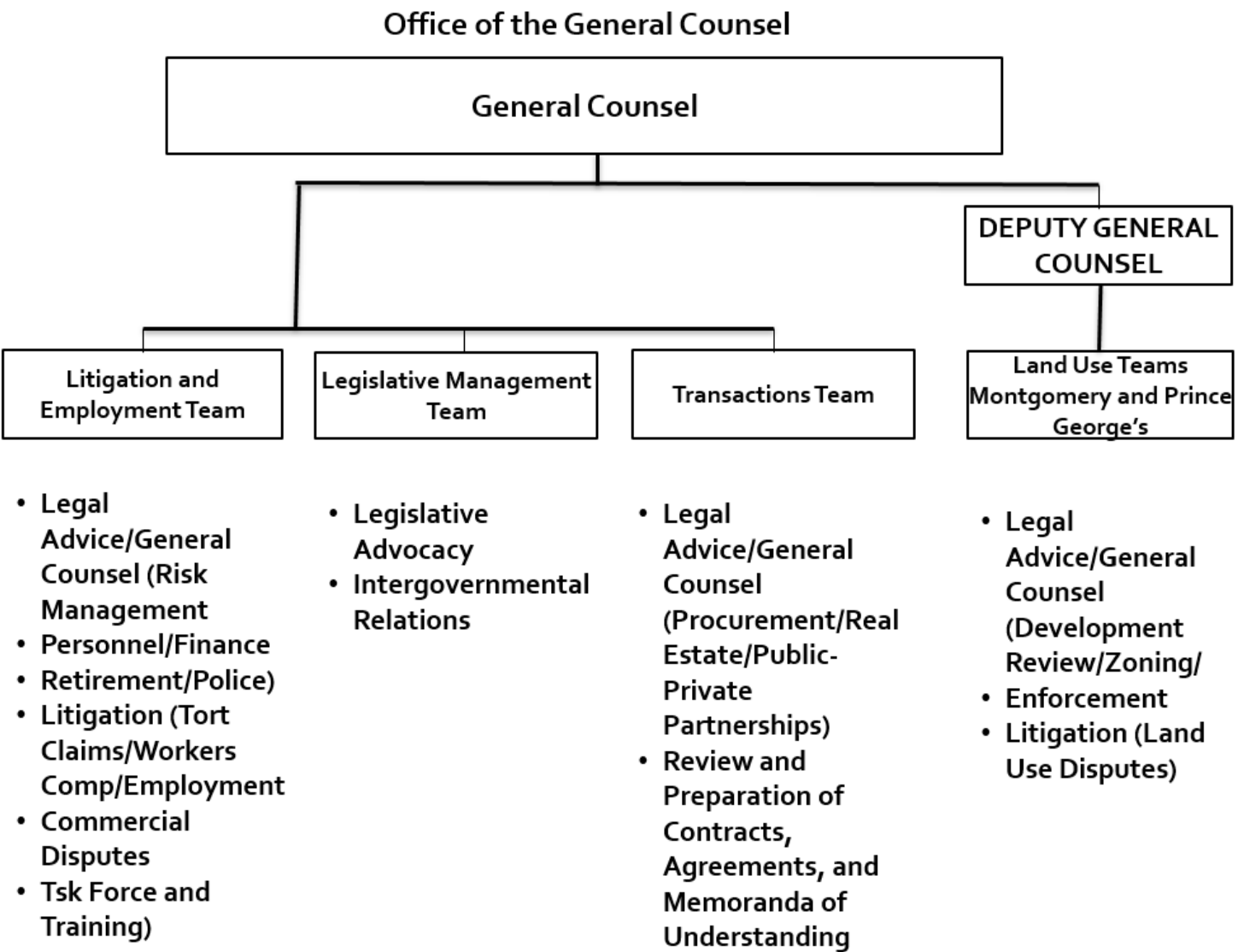


**Commission Bond Ratings**

<b>Rating Agency Information</b>	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Projected</b>	<b>FY25 Target</b>
<b>Commission Montgomery County Bonds:</b>				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poor's Rating Services	AAA	AAA	AAA	AAA
<b>Commission Prince George's County Bonds:</b>				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poor's Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE



# Central Administrative Services Legal Department

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## OVERVIEW

The Office of the General Counsel (OGC) is headed by the General Counsel, and its mission is to provide cost effective legal guidance, advice, and representation to the Commission. In order to achieve that mission, the OGC's primary focus is to provide proactive counsel, preventive advice, and early intervention to support decision makers with a clear picture of all their lawful options.

## 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.

## GOALS AND OBJECTIVES

To advance its overall mission, the OGC has established the following strategic goals and objectives for FY24:

### Strategic Goal 1 – Enhancing Client Service Level Experiences

**Objective A** – Create training modules on major legal topics that impact the Commission to ensure that Commission staff and leadership has easy access to information concerning legal matters by the fourth quarter of FY24.

**Objective B** – Create a more effective process/procedure for reviewing contracts to ensure that relevant stakeholders are engaged in ensuring that all contracts are properly reviewed to limit risk by the fourth quarter of FY24.

**Objective C** – Create a library of contracts and legal forms/documents templates for use by all Commission departments to create greater efficiency and uniformity in the contracts and legal forms/documents used Commission wide for the procurement of by the end of FY24.

**Objective D** – Draft and assist with the approval of substantive amendments to the County Zoning Ordinance and Subdivision Regulations, and increase advocacy on behalf of the Commission for proper amendments to laws proposed by the General Assembly and County Council during the legislative session.

**Objective E** – Resolve 75% or greater of lawsuits within 365 days of the complaint being served on all defendants.

### Strategic Goal 2 – Implementation of Special Projects

**Objective A** – Participate in leadership meetings, every month, to identify Commission wide issues and problems that need to be addressed and solved.

**Objective B** – Create and/or participate in special working groups to solve issues and problems that have been identified by Commission leadership.



# Central Administrative Services Legal Department

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## Strategic Goal 3 – Taking a Budget Saving Approach

**Objective A** – Reduce average amount paid per worker’s compensation case by 3.5% compared to the previous fiscal year.

**Objective B** – Decrease amount spent on outside counsel by 5% compared to the previous fiscal year.

**Objective C** – Hire a compliance attorney by the end of FY24 to assist in increasing the Commission’s regulatory compliance and decreasing risk in order reduce probability of penalties and fines.

## Strategic Goal 4 – Implementation of Legal Technology

**Objective A** – Transition from current legal case management platform and identify potential new legal case management platform by the end of FY24.

**Objective B** – Implement lobbyist registration portal by the third quarter of FY24.

## PROGRAMS AND SERVICES PROVIDED

The OGC consists of the following five teams: (1) Litigation, (2) Transactions, (3) Prince George’s County Land Use, (4) Montgomery County Land Use, and (5) Legislative Management. Through each of these teams, the OGC provides a comprehensive program of legal services to the Commission. The Litigation team handles civil litigation, appellate litigation, administrative hearings, and ancillary civil court proceedings. The Transactions team provides advice, legal support, and preparation of legal documents for the effective transaction of public business. The Prince George’s County and Montgomery County Land Use teams provide advice and legal support to their respective County Planning Boards and Planning Departments and defend and enforce land use decisions. The Legislative Management team provides guidance concerning legislation proposed by the General Assembly and County Councils and advocates for or on behalf of the Commission.

## ACCOMPLISHMENTS

**Protecting the Public Interest in Litigation:** During FY23, the OGC registered 22 new litigation cases and closed 28 cases – ending the year with 23 cases pending in state and federal courts. The cases closed during the year covered a variety of conventional disputes, including 4 tort claims, 5 employment claims, 5 workers compensation appeals, 1 contract dispute, and 1 forfeiture matter. In addition, the Commission Litigation team defended 4 Merit Board appeals. The Litigation team consistently delivered successful results and handled several complex matters including construction, employment, and unique workers compensation and liability matters, and continued to move cases forward, while adapting to changing court procedures and other limitations associated with hybrid office and court protocols. The OGC continues to litigate a myriad of novel legal issues arising in relation to the novel coronavirus and the Commission’s now-rescinded vaccine mandate.



## Central Administrative Services Legal Department

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**Proactive Legal Support for Commission Policy Makers:** The Land Use Legal team in Prince George’s County continued to regularly advise the Prince George’s County Planning Board and Planning Department staff on a full range of legal issues related to planning, zoning, and subdivision matters. The team also defended the Planning Board in several cases before both the County’s Circuit Court and the Appellate Court of Maryland.

Highlights of the fiscal year included a substantive rewrite of the County’s new Zoning Ordinance, extensive work on Department of Parks and Recreation land development issues including projects involving Westphalia Central Park, and assistance with the County Office of Law and County Council attorneys on a range of litigation matters and administrative appeals. The Legal Team also advised the Commission on Maryland Public Information Act (MPIA) and Open Meetings Act (OMA) matters, including appearances before the Office of the MPIA Ombudsman and work with subsidiary bodies of the Commission on OMA compliance. Members of the Legal team also gave presentations throughout the year to local, state, and international audiences on land use and zoning subjects.

The Land Use Legal team in Montgomery County worked with Montgomery Planning Staff to update the Development Review Administrative Regulations (last approved in 2017) to clarify and ensure consistency with updated codes and procedures. They advised on updates to the County Forest Conservation Law and regulations (which became effective in April 2023) to implement the No Net Loss of Forest Initiative. Also, in cooperation with Planning Staff and as part of the Peer Review team, they helped to update the library of templates used for staff reports and resolutions, assuring they align with current and ever-changing laws and regulations.

**Building Quality of Life – One Transaction at a Time: 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 (MOU), and policies related to the Commission’s park and recreation functions. Examples of important projects initiated or completed during FY23 include: a new lease at Prince George’s Stadium for the Bowie Baysox baseball team; acquisition of University of Maryland Global Campus complex in Largo as the new home of the Prince George’s Planning Department and the Department of Parks and Recreation (DPR); a tri-party.

**Legislative Support:** The Legislative team has worked extensively on highly important issues such as: the forest conservation act, stream restoration, cannabis reform, county street parking, standing to sue land use and zoning requests, and off-street parking bills. During the 90-day MGA legislative session, the team tracked legislative bills daily, flagged relevant legislation for various departments within the Commission, and worked with the Commission’s contracted lobbyists to ensure the Commission’s legislative priorities are implemented and bond bills and capital initiatives are supported and included within the 2023 legislative budget. The Legislative team has worked closely with the Public Affairs Divisions, as well as the Planning, and Parks departments to host various placemaking projects in Suitland, Riverdale and Largo, Md. The Legislative team has coordinated the presence of elected officials, nonprofit organizations, and local government organizations to participate.





# Central Administrative Services Legal Department

## BUDGET AT A GLANCE

The OGC is proposing a maintenance budget in FY25 with no new positions requested and nearly all increases accounted for in personnel and pension costs. The fiscal impact of our personnel budget is a net increase of \$342,812, resulting in personnel services allocated to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$1,926,513 (9.7% increase)
- Prince George’s County Administration Fund: \$1,830,100 (2.9% increase)

These figures reflect the updated labor allocation formula between Montgomery and Prince George’s Counties respectively, 50.7% to 49.3%, as well as any changes in charges passed through for the CIO allocation and CWIT charges. Please refer to the Commission-wide CIO & IT Initiatives Internal Service Funds section of the budget book for specific details.

## Summary of Legal Department Budget

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b>Montgomery County Budget</b>				
Expenditures	\$1,756,493	\$1,926,513	9.7%	51.3%
<b>Staffing</b>				
Funded Career Positions	13.89	14.20	2.2%	50.7%
Funded Workyears	13.60	14.20	4.4%	50.7%
<b>Prince George's County Budget</b>				
Expenditures	\$1,778,243	\$1,830,100	2.9%	48.7%
<b>Staffing</b>				
Funded Career Positions	14.11	13.80	-2.2%	49.3%
Funded Workyears	13.82	13.80	-0.1%	49.3%
<b>Combined Department Total Budget</b>				
Expenditures	\$3,534,736	\$3,756,613	6.3%	100.0%
<b>Staffing</b>				
Funded Career Positions	28.00	28.00	0.0%	100.0%
Funded Workyears	27.42	28.00	2.1%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The OGC’s total proposed budget of \$3.7M includes \$221,877 (6.3%) in increased funding requests compared to FY24.



# Central Administrative Services Office of the Inspector General

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## OVERVIEW

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

The Inspector General is appointed by and reports to the Commission's Audit Committee (AC). The AC is comprised of four voting members, one Commissioner from each of the Planning Boards, and two public members. The Commission Chair serves as an ex officio nonvoting member of the AC.

## MISSION

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

## ACCOMPLISHMENTS

Throughout FY23, the completion of numerous audit engagements furthered the OIG's obligation to timely identify the most critical risks and vulnerabilities in Commission programs and operations.

Completed engagements included:

- The OIG completed 9 performance audits in FY23. Performance audits provide objective analysis to assist management and those charged with governance and oversight. Identified issues, risks, and recommendations resulted in improved program performance and operations, and a stronger internal control environment.
- The OIG completed 4 fraud, waste, and abuse investigations, 3 limited investigations, and 3 management advisories (i.e., consulting service) in FY23. The completion of these types of investigations and reviews increase fiduciary responsibility and awareness throughout the Commission.
- The OIG completed 19 follow-up reviews in FY23. Upon completion of the follow-up reviews, the OIG concluded 44 of the 51 (86%) of the recommendations were resolved, 6 were partially resolved as some degree of progress was made.

The OIG facilitated a Commission-wide risk assessment in May 2023. The assessment identified auditable units, inherent risks, and mitigating controls. The results of the assessment provided the basis for the FY24 Audit Plan, which was subsequently approved by the AC.

The OIG's quality control program was significantly enhanced in FY24 due to a newly implemented, comprehensive indexing, referencing, and review (IRR) program. The IRR program requires additional review and approval of audit reports and work papers for all performance audits and fraud, waste, and abuse investigations. The IRR program strengthens the reliability of audit findings and conclusions, thus providing increased value to Commission stakeholders.



# Central Administrative Services Office of the Inspector General

## BUDGET AT A GLANCE

### Summary of Office of the Inspector General Budget

	FY24 Adjusted Adopted	FY25 Proposed	% Change	% Allocated *
<b>Montgomery County Budget</b>				
Expenditures	\$557,332	\$560,436	0.6%	41.0%
<b>Staffing</b>				
Funded Career Positions	2.57	2.46	-4.3%	35.1%
Funded Workyears	2.77	2.66	-4.0%	35.5%
<b>Prince George's County Budget</b>				
Expenditures	\$747,513	\$807,067	8.0%	59.0%
<b>Staffing</b>				
Funded Career Positions	4.43	4.54	2.5%	64.9%
Funded Workyears	4.73	4.84	2.3%	64.5%
<b>Combined Department Total Budget</b>				
Expenditures	\$1,304,845	\$1,367,503	4.8%	100.0%
<b>Staffing</b>				
Funded Career Positions	7.00	7.00	0.0%	100.0%
Funded Workyears	7.50	7.50	0.0%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The OIG provides Commission-wide professional auditing, investigation, and advisory services. The OIG's operating budget is split between Montgomery County and Prince George's County 41.0%/59.0% respectively.

The OIG's total proposed budget of \$1.37M includes \$62,658 (4.8%) in increased funding requests when compared to FY24. The OIG is not requesting any new positions in FY25. A \$32,726 increase in personnel costs is attributed to approved salary and benefit costs for the OIG's current 7.5 WYS. Additional proposed increases include \$2,277 of known commitments to maintain the Commission's independent Ethics and Employee Hotline application and the OIG's internal workpaper application, as well as an increase of \$13,750 in the OIG's annual training budget.

Montgomery County's budget remained relatively flat, increasing \$3,104 to \$560,436 (0.6%). A modest increase in training costs of \$5,644 was offset with reductions in internal service payments to the OCIO for Commission-wide IT projects.

Prince George's County's budget reflects an increase of \$59,554 (8.0%). Increases in training costs of \$8,106 were offset with reductions in internal service payments to the OCIO. Additional increases are attributed to a \$29,175 decrease in chargebacks from Prince George's County. Prince George's County covers the salary and benefit costs for one position within the OIG. Due to staffing



## Central Administrative Services Office of the Inspector General

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changes within the OIG, the salary and benefit costs for the position identified for chargebacks in FY25 are less than the previously assigned position.

### GOALS AND PERFORMANCE MEASURES

#### Goals:

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

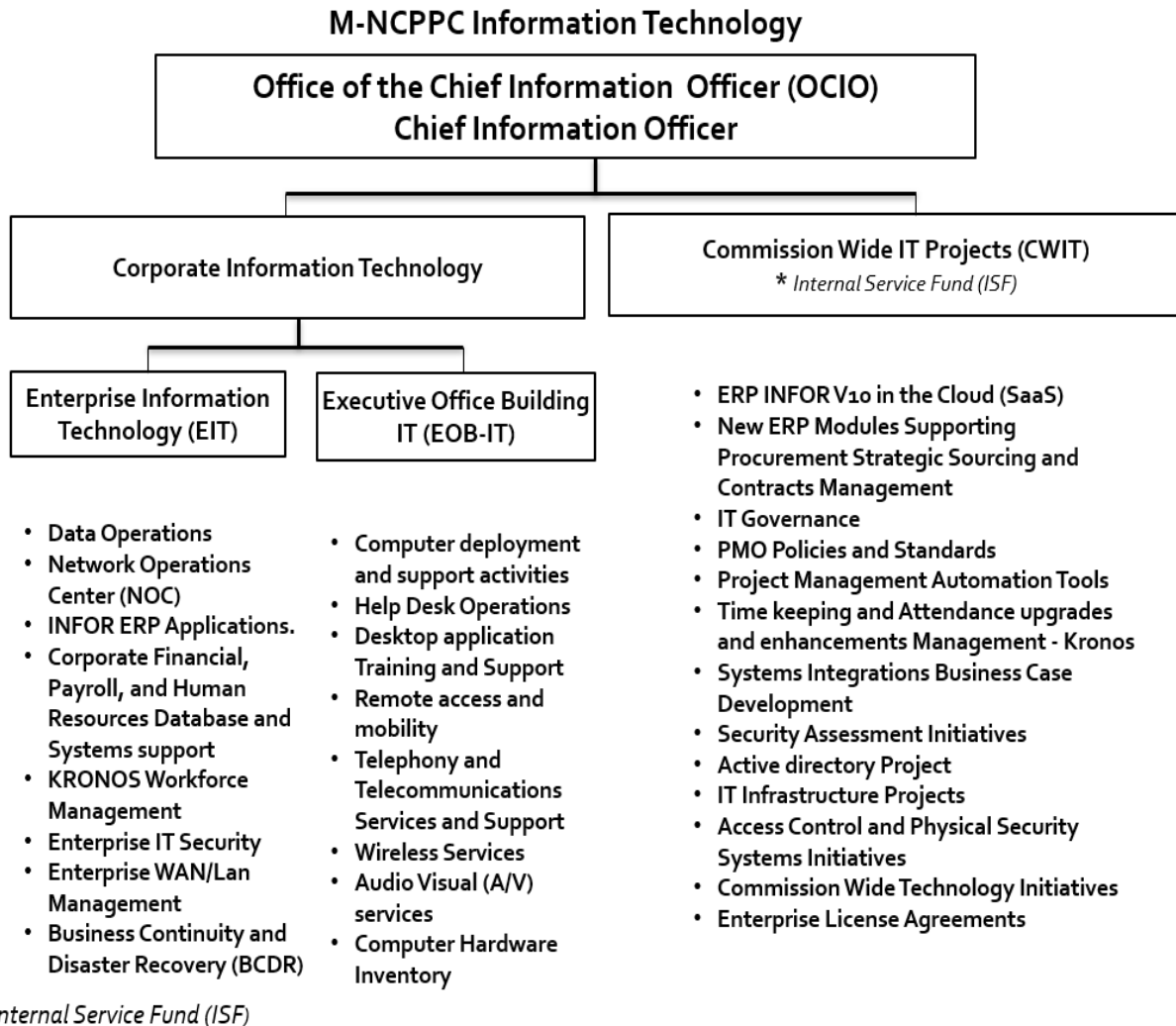
#### Performance Measures:

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



# Central Administrative Services Corporate IT

## ORGANIZATIONAL STRUCTURE



# Central Administrative Services

## Corporate IT

### OVERVIEW

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

Corporate IT is comprised of two Divisions: Enterprise IT (EIT) and Executive Office Building IT (EOB-IT).

**EIT** is responsible for administering agency-wide infrastructure and producing consistent and timely communication of agency-wide IT standards and procedures. EIT also implements and administers security governance policies to ensure the protection of Commission data.

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

### MISSION

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

### PROGRAMS AND SERVICES PROVIDED

Corporate IT is responsible for supporting and maintaining the following systems and processes:

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

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

AGENCY-WIDE PROCESSES & PROGRAMS	
MHC Document Management	Archive Records Management System
Kinsey Reporting	FileHold archiving software
Purchase Card System	SharePoint services
Safety Shoe program	Verdiem Surveyor system



## Central Administrative Services Corporate IT

ePersonality	Disaster Recovery and COOP
DSS Employee Document Self Service	Facility Security Systems (Lenel)
Oracle & SQL Databases	Symantec Enterprise Backup System
Personnel Action Automation	Labor Soft Grievance hosted service
Employees' Retirement System	

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

### FY23 ACCOMPLISHMENTS

**Implemented AdobeSign in CAS Departments:** Significant strides have been made towards building a secure, efficient, and streamlined workflow for reviewing contracts and agreements. This innovative solution empowers business units to confidently manage their digital signatures, paving the way for a more agile, productive, and future-ready organization.

**Continued to maintain and optimize the help desk system:** EOB IT continued to improve efficiency, communication and customer satisfaction, through optimizing this system that ensures automation, prioritization, integration, and record-keeping.

**Enhanced security with by updating equipment for CAS users:** We continued to equip our users with state-of-the-art laptops, monitors, and other essential peripherals with highly secure configurations. This increases security and enables us to meet our commitment to top-notch security.

**Cybersecurity Enhancements:** EIT successfully implemented a series of cutting-edge cybersecurity enhancements to fortify and safeguard the agency's infrastructure, networks, and computing environment. The agency's security posture has been significantly bolstered by deploying a top-performing endpoint security solution that utilizes dynamic and interactive cybersecurity services. In addition, we have completed several robust cybersecurity policies and supporting operating procedures, further reinforcing our commitment to maintaining a secure and resilient digital environment.

**Microsoft 365 Enhancements:** The agency has made significant progress in enhancing the security of Microsoft 365, a cloud-based platform for document sharing and business workflows. With the introduction of advanced email encryption and other security measures, communication is now more secure than ever. New security protocols and data management controls have been implemented to prevent the unauthorized sharing of unencrypted personal information, including credit card details. Moreover, policies have been established to secure Microsoft 365 OneDrive and SharePoint storage. The agency can safeguard sensitive information and maintain the highest data privacy standards with all these implemented measures.

**Protected our agency's information systems through employee education:** The division has a vital role in protecting our agency's information systems. We take pride in deploying the Security Awareness Training program, which has been educating our employees about security threats for



# Central Administrative Services Corporate IT

several years. Through this initiative, we have seen a significant improvement in employee awareness, contributing to reducing our agency's IT security risks. We will continue working with the operating departments to keep our agency's data safe and secure.

## BUDGET AT A GLANCE

### Summary of Corporate IT Budget

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b>Montgomery County Budget</b>				
Expenditures	\$1,876,390	\$2,144,181	14.3%	55.7%
<b>Staffing</b>				
Funded Career Positions	10.00	10.00	0.0%	50.0%
Funded Workyears	9.46	10.00	5.7%	50.0%
<b>Prince George's County Budget</b>				
Expenditures	\$1,420,261	\$1,702,083	19.8%	44.3%
<b>Staffing</b>				
Funded Career Positions	10.00	10.00	0.0%	50.0%
Funded Workyears	9.46	10.00	5.7%	50.0%
<b>Combined Department Total Budget</b>				
Expenditures	\$3,296,651	\$3,846,264	16.7%	100.0%
<b>Staffing</b>				
Funded Career Positions	20.00	20.00	0.0%	100.0%
Funded Workyears	18.92	20.00	5.7%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The FY25 proposed budget for is \$3,846,264, representing a \$549,613 (or 16.7%) increase from FY24 adopted levels.

**Personnel Services:** This category includes an increase of 13.7% and includes compensation adjustments, benefit election adjustments and increases in retirement. The main cost driver is the annualization of new positions added in FY24.

**Supplies and Equipment:** This category covers IT equipment for CAS employees and technology operations in the EOB. These expenses are proposed to decrease by \$41,000. This is one-time decrease is an effort to offset the cost of replacing our firewall and network switches through the Capital Equipment Fund.

**Other Services and Charges:** This category includes IT services integral to our operations acquired through contracts, which can increase up to 10% each year; ongoing services bid out





## Central Administrative Services Corporate IT

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annually and subject to current market costs, which have been steadily increasing over the past several years; and funding to replace network switches and our firewall through the Capital Equipment Fund. One new initiative is included in this request:

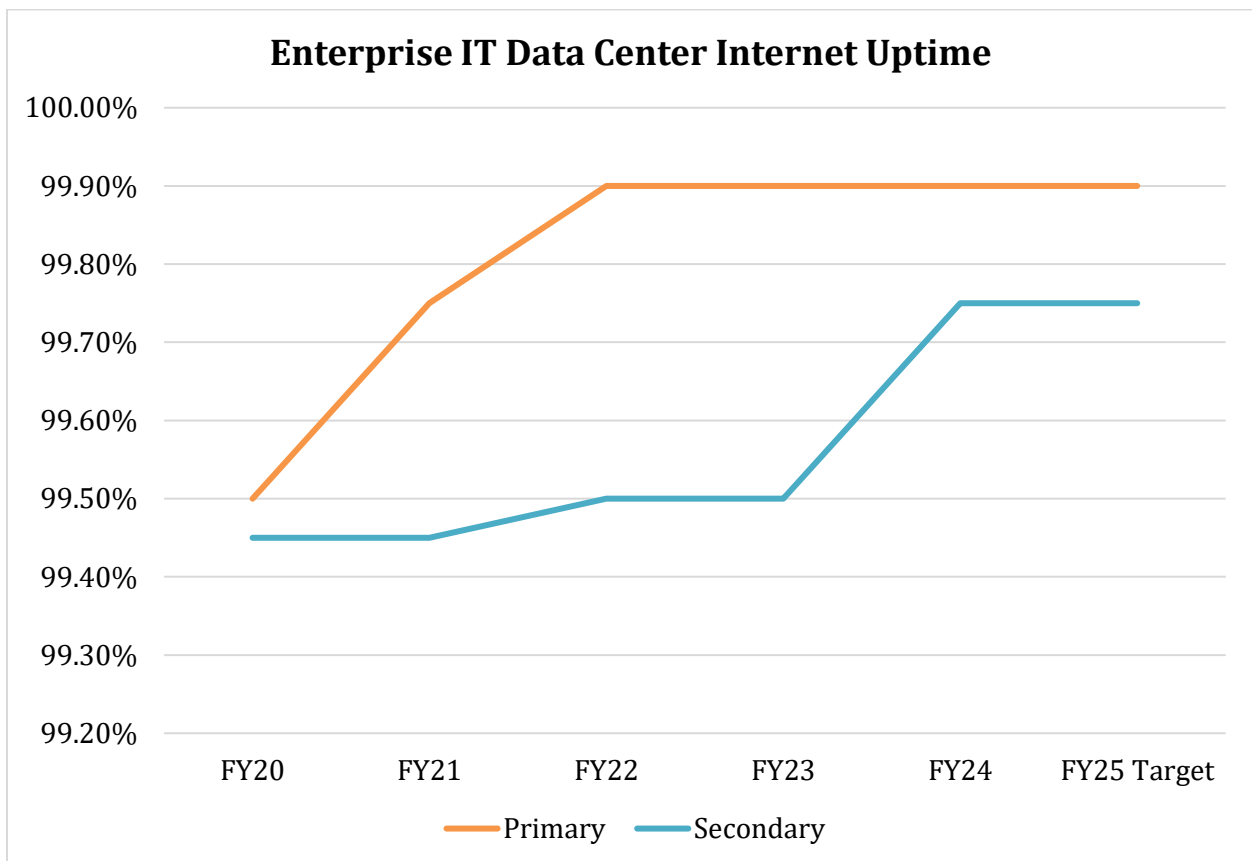
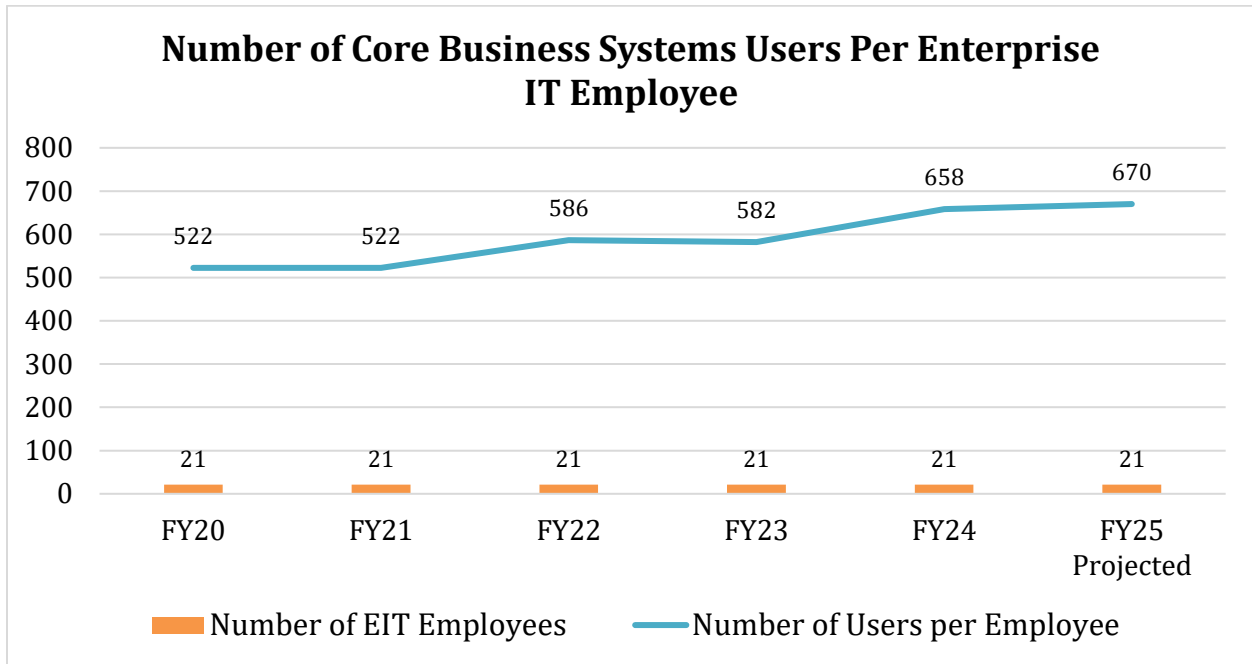
- **\$50,00 to Increase Network Security:** Corporate IT is requesting funding to acquire a network monitoring tool to increase our network security. This tool is designed to quickly detect network issues and provide comprehensive visibility into the user experience. It will enhance our security profile and enable our IT support teams to identify and troubleshoot problems proactively and more efficiently.

**Chargebacks:** Chargebacks have decreased by 2.5% due to the transfer of the Kronos/UKG license from this budget to the Commission-wide CIO License budget.

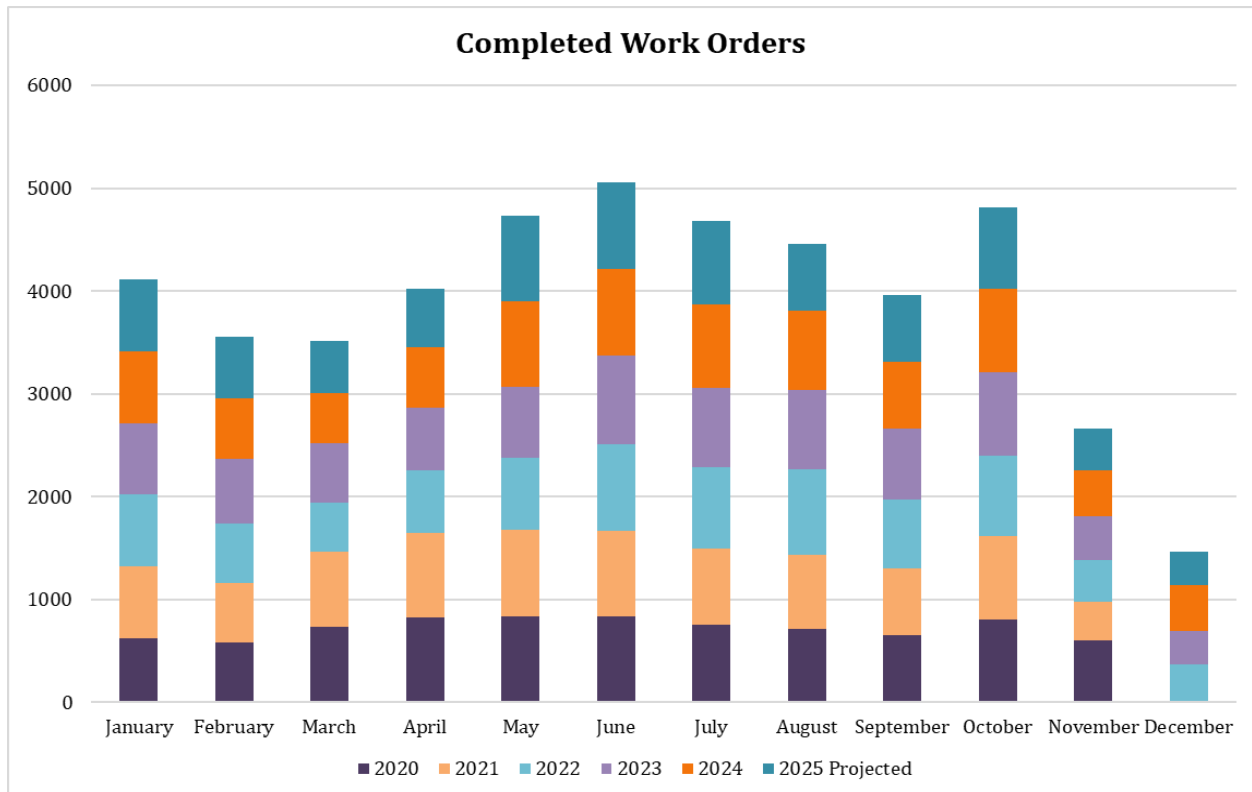
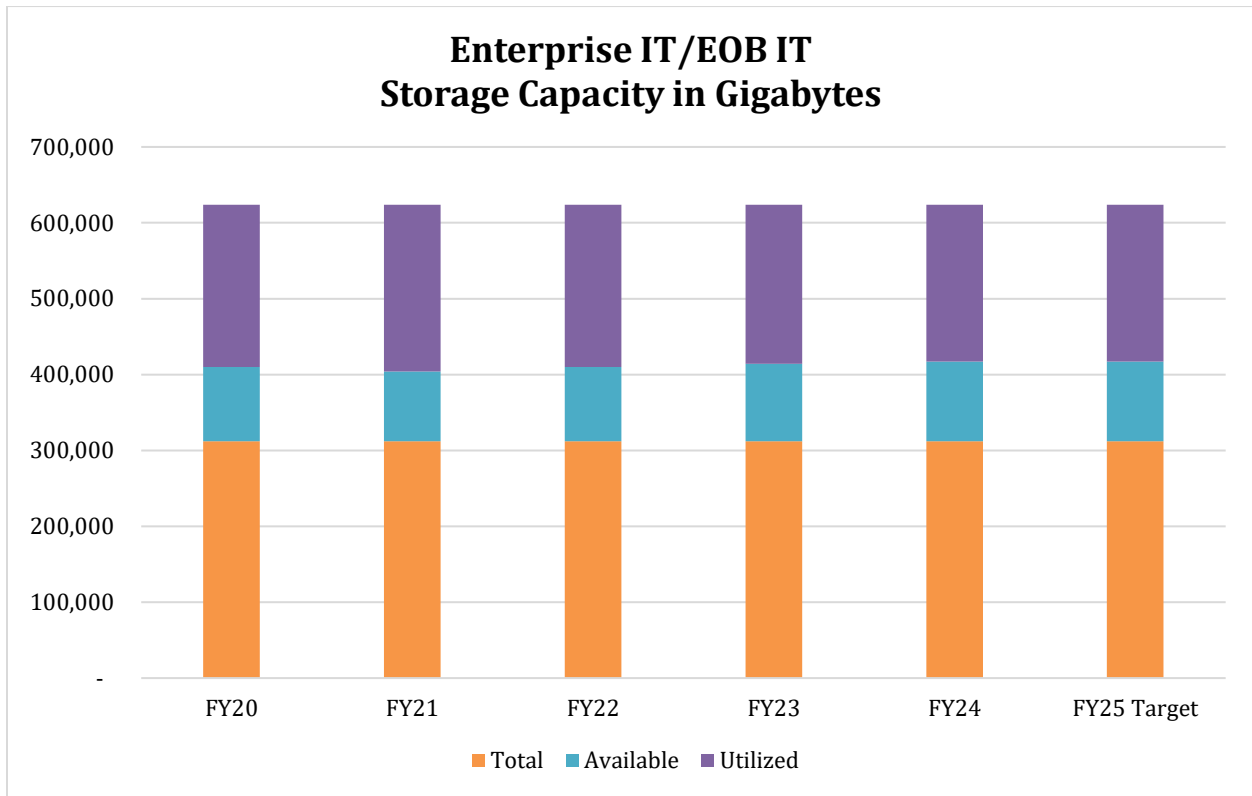


# Central Administrative Services Corporate IT

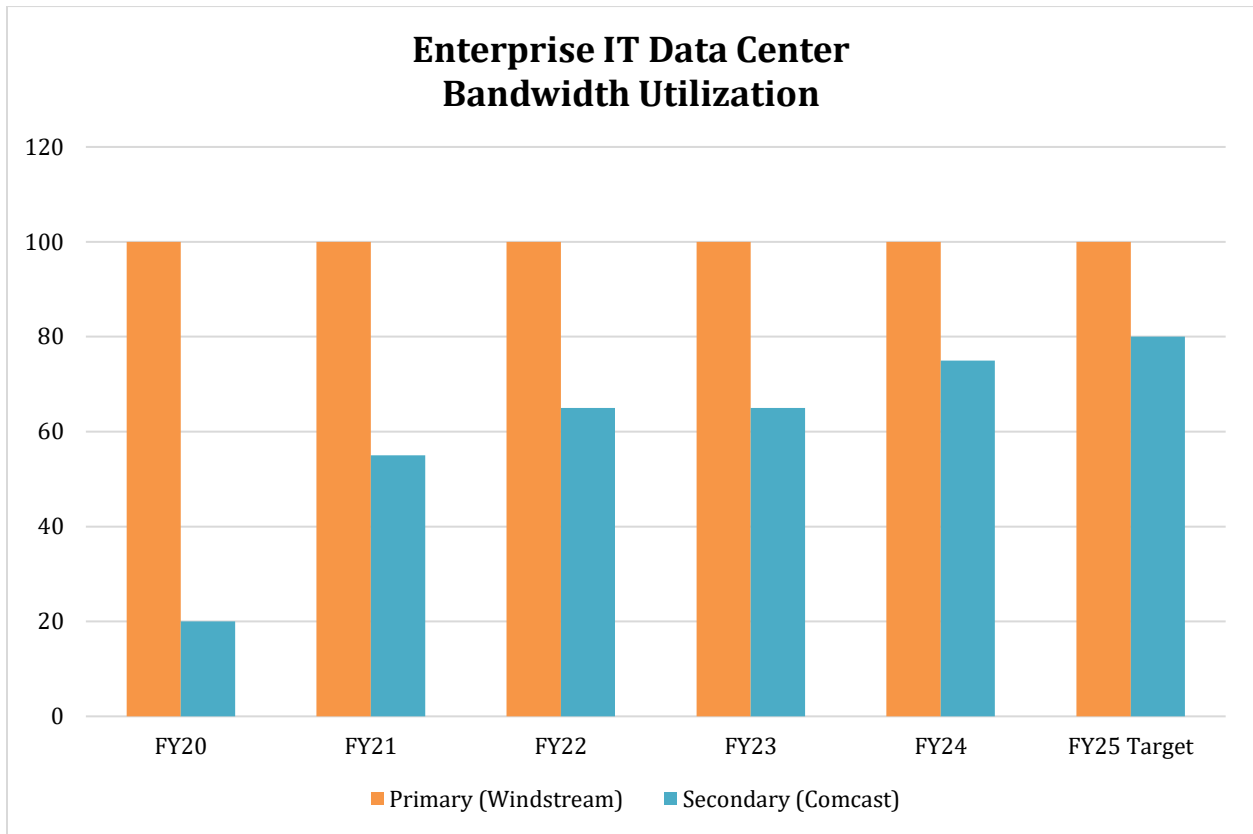
## GOALS AND PERFORMANCE MEASURES



**Central Administrative Services  
Corporate IT**



# Central Administrative Services Corporate IT



# Central Administrative Services CAS Support Services

## MISSION AND OVERVIEW

The purpose of the Central Administrative Services Support Services budget is to provide support to the departments and units that make up Central Administrative Services (CAS).

## PROGRAMS AND SERVICES PROVIDED

The Central Administrative Services Support Services budget accounts for non-discretionary shared operating expenses attributable to the Department of Human Resources and Management, Finance Department, Legal Department, Office of the Inspector General, Office of the Chief Information Officer, and Merit System Board as they provide corporate administrative governance and support to the agency as a whole.

## FY23 ACCOMPLISHMENTS

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

## FY25 PRIORITIES

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

## BUDGET AT A GLANCE

### Summary of CAS Support Services Budget

	FY24 Adjusted Adopted	FY25 Proposed	% Change	% Allocated *
<b>Montgomery County Budget</b>				
Expenditures	\$710,446	\$744,485	4.8%	45.2%
<b>Prince George's County Budget</b>				
Expenditures	\$897,825	\$902,225	0.5%	54.8%
<b>Combined Department Total Budget</b>				
Expenditures	\$1,608,271	\$1,646,710	2.4%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The total FY25 proposed budget is \$1,646,710, which is an increase of 2.4% (\$38,439) over the FY24 adopted budget.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission approved FY25 budget funding allocation between the counties of 45.2% to Montgomery County and 54.8% to Prince George's County. Major components of the budget are described below:



## Central Administrative Services CAS Support Services

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**Personnel Services:** This category is for state unemployment insurance reimbursements, which have decreased 33.3% compared to FY24. The CAS Support Services budget does not include funding for any positions.

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

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

The main cost driver of the budget (78.7% or \$1,296,060) is occupancy, which increased 1.4% compared to FY24 due to:

- **Tenant Changes:** While the rent was increased, several shifts in space reduced the CAS portion of the facility, resulting in only a minor increase in rent.
- **Executive Office Building Repairs and Updates:** Expenses for cleaning, supplies, building system maintenance, and utilities are charged to CAS through rent, which has been increased by 2% for FY25.

The CAS portion of Workers' Compensation and liability funding is projected to more than double to \$100,200 from \$48,000 in FY24.



# Central Administrative Services Merit System Board

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## MISSION AND OVERVIEW

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

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

## PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

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

## FY23 ACCOMPLISHMENTS

The Merit System Board closed 22 cases, received 17 new appeals, and reviewed and approved three classifications series reviews submitted by the Department of Human Resources and Management.

## FY24-25 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

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b>Montgomery County Budget</b>				
Expenditures	\$87,454	\$88,411	1.1%	50.0%
<b>Staffing</b>				
Funded Career Positions	2.00	2.00	0.0%	50.0%
Funded Workyears	1.75	1.75	0.0%	50.0%
<b>Prince George's County Budget</b>				
Expenditures	\$87,454	\$88,411	1.1%	50.0%
<b>Staffing</b>				
Funded Career Positions	2.00	2.00	0.0%	50.0%
Funded Workyears	1.75	1.75	0.0%	50.0%
<b>Combined Department Total Budget</b>				
Expenditures	\$174,908	\$176,822	1.1%	100.0%
<b>Staffing</b>				
Funded Career Positions	4.00	4.00	0.0%	100.0%
Funded Workyears	3.50	3.50	0.0%	100.0%

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The Merit System Board Budget is proposed at \$176,822, which reflects a slight increase of 1.1% (\$1,914) over FY24. Both counties fund the Merit Board's budget equally.

Total funded career positions remain unchanged for FY25. Projected expenditures vary by caseload from year to year and are not predictable. In a heavy caseload year, the Board may need to request supplemental funding. Major components of the budget are listed below.

**Personnel Services:** This category includes salary and benefits for one part-time Merit System administrator and three part-time contract Board members. Salaries of the appointed Board members are determined by the Commission. The FY25 proposed budget is projected to decrease by 0.4% (\$586) due to adjustments in estimated administrator hours.

**Supplies and Materials:** This category supports the operations of the Board and has not changed for FY25.

**Other Services and Charges:** This category is for outside legal counsel and transcription services and is projected to increase by 8.2% (\$2,500) compared to FY24.





# Central Administrative Services

## Summary of CAS Department Budgets

### CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Department of Human Resources and Management</b>					
<b>Montgomery County</b>					
Personnel Services	2,430,517	3,258,717	3,258,717	4,085,310	25.4%
Supplies and Materials	24,441	32,357	32,357	29,260	-9.6%
Other Services and Charges	812,737	402,983	402,983	561,272	39.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(310,038)	(304,025)	(304,025)	(318,850)	4.9%
<b>Total</b>	<b>2,957,657</b>	<b>3,390,032</b>	<b>3,390,032</b>	<b>4,356,992</b>	<b>28.5%</b>
<b>Prince George's County</b>					
Personnel Services	3,631,654	4,763,202	4,763,202	5,623,616	18.1%
Supplies and Materials	36,509	47,143	47,143	40,240	-14.6%
Other Services and Charges	1,157,880	546,371	546,371	742,476	35.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(751,169)	(762,367)	(762,367)	(791,892)	3.9%
<b>Total</b>	<b>4,074,874</b>	<b>4,594,349</b>	<b>4,594,349</b>	<b>5,614,440</b>	<b>22.2%</b>
<b>Combined Total</b>					
Personnel Services	6,062,171	8,021,919	8,021,919	9,708,926	21.0%
Supplies and Materials	60,950	79,500	79,500	69,500	-12.6%
Other Services and Charges	1,970,617	949,354	949,354	1,303,748	37.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,061,207)	(1,066,392)	(1,066,392)	(1,110,742)	4.2%
<b>Total</b>	<b>7,032,531</b>	<b>7,984,381</b>	<b>7,984,381</b>	<b>9,971,432</b>	<b>24.9%</b>
<b>Department of Finance</b>					
<b>Montgomery County</b>					
Personnel Services	2,467,384	3,074,195	3,074,195	3,439,959	11.9%
Supplies and Materials	19,710	30,174	30,174	30,244	0.2%
Other Services and Charges	572,141	266,499	266,499	244,283	-8.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(521,287)	(522,523)	(522,523)	(589,100)	12.7%
<b>Total</b>	<b>2,537,948</b>	<b>2,848,345</b>	<b>2,848,345</b>	<b>3,125,386</b>	<b>9.7%</b>
<b>Prince George's County</b>					
Personnel Services	3,314,897	4,120,672	4,120,672	4,582,771	11.2%
Supplies and Materials	26,342	40,326	40,326	40,255	-0.2%
Other Services and Charges	731,897	323,279	323,279	300,307	-7.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(933,113)	(935,378)	(935,378)	(983,800)	5.2%
<b>Total</b>	<b>3,140,023</b>	<b>3,548,899</b>	<b>3,548,899</b>	<b>3,939,533</b>	<b>11.0%</b>
<b>Combined Total</b>					
Personnel Services	5,782,281	7,194,867	7,194,867	8,022,730	11.5%
Supplies and Materials	46,052	70,500	70,500	70,499	0.0%
Other Services and Charges	1,304,038	589,778	589,778	544,590	-7.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,454,400)	(1,457,901)	(1,457,901)	(1,572,900)	7.9%
<b>Total</b>	<b>5,677,971</b>	<b>6,397,244</b>	<b>6,397,244</b>	<b>7,064,919</b>	<b>10.4%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

### CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Legal Department</b>					
<b>Montgomery County</b>					
Personnel Services	2,154,454	2,440,550	2,440,550	2,668,597	9.3%
Supplies and Materials	42,255	27,720	27,720	28,392	2.4%
Other Services and Charges	481,213	274,396	274,396	292,022	6.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(969,296)	(986,173)	(986,173)	(1,062,498)	7.7%
<b>Total</b>	<b>1,708,626</b>	<b>1,756,493</b>	<b>1,756,493</b>	<b>1,926,513</b>	<b>9.7%</b>
<b>Prince George's County</b>					
Personnel Services	1,994,159	2,479,917	2,479,917	2,594,682	4.6%
Supplies and Materials	40,437	27,280	27,280	27,608	1.2%
Other Services and Charges	454,025	267,353	267,353	281,255	5.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(920,016)	(996,307)	(996,307)	(1,073,445)	7.7%
<b>Total</b>	<b>1,568,605</b>	<b>1,778,243</b>	<b>1,778,243</b>	<b>1,830,100</b>	<b>2.9%</b>
<b>Combined Total</b>					
Personnel Services	4,148,613	4,920,467	4,920,467	5,263,279	7.0%
Supplies and Materials	82,692	55,000	55,000	56,000	1.8%
Other Services and Charges	935,238	541,749	541,749	573,277	5.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,889,312)	(1,982,480)	(1,982,480)	(2,135,943)	7.7%
<b>Total</b>	<b>3,277,231</b>	<b>3,534,736</b>	<b>3,534,736</b>	<b>3,756,613</b>	<b>6.3%</b>
<b>Merit System Board</b>					
<b>Montgomery County</b>					
Personnel Services	63,743	71,154	71,154	70,861	-0.4%
Supplies and Materials	-	1,000	1,000	1,000	0.0%
Other Services and Charges	-	15,300	15,300	16,550	8.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>63,743</b>	<b>87,454</b>	<b>87,454</b>	<b>88,411</b>	<b>1.1%</b>
<b>Prince George's County</b>					
Personnel Services	63,743	71,154	71,154	70,861	-0.4%
Supplies and Materials	-	1,000	1,000	1,000	0.0%
Other Services and Charges	-	15,300	15,300	16,550	8.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>63,743</b>	<b>87,454</b>	<b>87,454</b>	<b>88,411</b>	<b>1.1%</b>
<b>Combined Total</b>					
Personnel Services	127,486	142,308	142,308	141,722	-0.4%
Supplies and Materials	-	2,000	2,000	2,000	0.0%
Other Services and Charges	-	30,600	30,600	33,100	8.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>127,486</b>	<b>174,908</b>	<b>174,908</b>	<b>176,822</b>	<b>1.1%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

### CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Office of Inspector General</b>					
<b>Montgomery County</b>					
Personnel Services	326,656	490,275	490,275	494,508	0.9%
Supplies and Materials	783	2,596	2,596	2,596	0.0%
Other Services and Charges	22,848	64,461	64,461	63,332	-1.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>350,287</b>	<b>557,332</b>	<b>557,332</b>	<b>560,436</b>	<b>0.6%</b>
<b>Prince George's County</b>					
Personnel Services	603,072	813,198	813,198	841,691	3.5%
Supplies and Materials	1,131	3,753	3,753	3,753	0.0%
Other Services and Charges	31,352	86,241	86,241	88,127	2.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(149,686)	(155,679)	(155,679)	(126,504)	-18.7%
<b>Total</b>	<b>485,869</b>	<b>747,513</b>	<b>747,513</b>	<b>807,067</b>	<b>8.0%</b>
<b>Combined Total</b>					
Personnel Services	929,728	1,303,473	1,303,473	1,336,199	2.5%
Supplies and Materials	1,914	6,349	6,349	6,349	0.0%
Other Services and Charges	54,200	150,702	150,702	151,459	0.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(149,686)	(155,679)	(155,679)	(126,504)	-18.7%
<b>Total</b>	<b>836,156</b>	<b>1,304,845</b>	<b>1,304,845</b>	<b>1,367,503</b>	<b>4.8%</b>
<b>Corporate IT</b>					
<b>Montgomery County</b>					
Personnel Services	1,190,433	1,539,717	1,539,717	1,759,207	14.3%
Supplies and Materials	53,774	76,300	76,300	55,800	-26.9%
Other Services and Charges	1,049,980	882,962	882,962	946,116	7.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(594,338)	(622,589)	(622,589)	(616,942)	-0.9%
<b>Total</b>	<b>1,699,849</b>	<b>1,876,390</b>	<b>1,876,390</b>	<b>2,144,181</b>	<b>14.3%</b>
<b>Prince George's County</b>					
Personnel Services	1,190,433	1,554,228	1,554,228	1,759,207	13.2%
Supplies and Materials	53,774	76,300	76,300	55,800	-26.9%
Other Services and Charges	1,053,767	882,465	882,465	941,819	6.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,030,856)	(1,092,732)	(1,092,732)	(1,054,743)	-3.5%
<b>Total</b>	<b>1,267,118</b>	<b>1,420,261</b>	<b>1,420,261</b>	<b>1,702,083</b>	<b>19.8%</b>
<b>Combined Total</b>					
Personnel Services	2,380,866	3,093,945	3,093,945	3,518,414	13.7%
Supplies and Materials	107,548	152,600	152,600	111,600	-26.9%
Other Services and Charges	2,103,747	1,765,427	1,765,427	1,887,935	6.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(1,625,194)	(1,715,321)	(1,715,321)	(1,671,685)	-2.5%
<b>Total</b>	<b>2,966,967</b>	<b>3,296,651</b>	<b>3,296,651</b>	<b>3,846,264</b>	<b>16.7%</b>



# Central Administrative Services

## Summary of CAS Department Budgets

### CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>CAS Support Services</b>					
<b>Montgomery County</b>					
Personnel Services	6,463	8,360	8,360	6,174	-26.1%
Supplies and Materials	12,838	16,720	16,720	17,152	2.6%
Other Services and Charges	608,509	685,366	685,366	721,159	5.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>627,810</b>	<b>710,446</b>	<b>710,446</b>	<b>744,485</b>	<b>4.8%</b>
<b>Prince George's County</b>					
Personnel Services	8,226	10,640	10,640	7,576	-28.8%
Supplies and Materials	16,339	21,280	21,280	21,048	-1.1%
Other Services and Charges	768,943	865,905	865,905	873,601	0.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>793,508</b>	<b>897,825</b>	<b>897,825</b>	<b>902,225</b>	<b>0.5%</b>
<b>Combined Total</b>					
Personnel Services	14,689	19,000	19,000	13,750	-27.6%
Supplies and Materials	29,177	38,000	38,000	38,200	0.5%
Other Services and Charges	1,377,452	1,551,271	1,551,271	1,594,760	2.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,421,318</b>	<b>1,608,271</b>	<b>1,608,271</b>	<b>1,646,710</b>	<b>2.4%</b>
<b>COMBINED SUMMARY FOR CAS DEPARTMENTS</b>					
<b>Montgomery County</b>					
Personnel Services	8,639,650	10,882,968	10,882,968	12,524,616	15.1%
Supplies and Materials	153,801	186,867	186,867	164,444	-12.0%
Other Services and Charges	3,547,428	2,591,967	2,591,967	2,844,734	9.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(2,394,959)	(2,435,310)	(2,435,310)	(2,587,390)	6.2%
<b>Total</b>	<b>9,945,920</b>	<b>11,226,492</b>	<b>11,226,492</b>	<b>12,946,404</b>	<b>15.3%</b>
<b>Prince George's County</b>					
Personnel Services	10,806,184	13,813,011	13,813,011	15,480,404	12.1%
Supplies and Materials	174,532	217,082	217,082	189,704	-12.6%
Other Services and Charges	4,197,864	2,986,914	2,986,914	3,244,135	8.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(3,784,840)	(3,942,463)	(3,942,463)	(4,030,384)	2.2%
<b>Total</b>	<b>11,393,740</b>	<b>13,074,544</b>	<b>13,074,544</b>	<b>14,883,859</b>	<b>13.8%</b>
<b>Combined Total</b>					
Personnel Services	19,445,834	24,695,979	24,695,979	28,005,020	13.4%
Supplies and Materials	328,333	403,949	403,949	354,148	-12.3%
Other Services and Charges	7,745,292	5,578,881	5,578,881	6,088,869	9.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	(6,179,799)	(6,377,773)	(6,377,773)	(6,617,774)	3.8%
<b>Total</b>	<b>21,339,660</b>	<b>24,301,036</b>	<b>24,301,036</b>	<b>27,830,263</b>	<b>14.5%</b>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 23		FY 24		FY 25	
	POS	WYS	POS	WYS	POS	WYS
<b>DEPARTMENT OF HMN. RES. &amp; MGMT.</b>						
<i>Montgomery County</i>						
Full-Time Career	17.64	17.44	20.35	20.35	22.73	22.73
Part-Time Career	0.50	0.25	0.41	0.33	0.42	0.34
<b>Career Total</b>	<b>18.14</b>	<b>17.69</b>	<b>20.76</b>	<b>20.68</b>	<b>23.15</b>	<b>23.07</b>
Term Contract	1.00	0.75	0.81	0.77	0.84	0.79
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.95)		-
<b>Subtotal Dept of Hmn. Res. &amp; Mgmt.</b>	<b>19.14</b>	<b>17.44</b>	<b>21.57</b>	<b>19.50</b>	<b>23.99</b>	<b>23.86</b>
<i>Prince George's County</i>						
Full-Time Career	26.36	26.06	29.65	29.65	31.27	31.27
Part-Time Career	0.50	0.25	0.59	0.47	0.58	0.46
<b>Career Total</b>	<b>26.86</b>	<b>26.31</b>	<b>30.24</b>	<b>30.12</b>	<b>31.85</b>	<b>31.73</b>
Term Contract	1.00	1.25	1.19	1.11	1.16	1.09
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(2.38)		-
<b>Subtotal Dept of Hmn. Res. &amp; Mgmt.</b>	<b>27.86</b>	<b>26.56</b>	<b>31.43</b>	<b>28.85</b>	<b>33.01</b>	<b>32.82</b>
<b>TOTAL</b>						
Full-Time Career	44.00	43.50	50.00	50.00	54.00	54.00
Part-Time Career	1.00	0.50	1.00	0.80	1.00	0.80
<b>Career Total</b>	<b>45.00</b>	<b>44.00</b>	<b>51.00</b>	<b>50.80</b>	<b>55.00</b>	<b>54.80</b>
Term Contract	2.00	2.00	2.00	1.88	2.00	1.88
Seasonal/Intermittent		-		-		-
Less Lapse		(2.00)		(4.33)		-
<b>Total Dept of Hmn. Res. &amp; Mgmt.</b>	<b>47.00</b>	<b>44.00</b>	<b>53.00</b>	<b>48.35</b>	<b>57.00</b>	<b>56.68</b>
<b>DEPARTMENT OF FINANCE</b>						
<i>Montgomery County</i>						
Full-Time Career	19.57	19.22	20.54	20.54	21.02	21.02
Part-Time Career	0.43	-	-	-	-	-
<b>Career Total</b>	<b>20.00</b>	<b>19.22</b>	<b>20.54</b>	<b>20.54</b>	<b>21.02</b>	<b>21.02</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		(0.85)		-
<b>Subtotal Department of Finance</b>	<b>20.00</b>	<b>19.22</b>	<b>20.54</b>	<b>19.69</b>	<b>21.02</b>	<b>21.02</b>
<i>Prince George's County</i>						
Full-Time Career	26.43	25.79	27.46	27.46	27.98	27.98
Part-Time Career	0.57	-	-	-	-	-
<b>Career Total</b>	<b>27.00</b>	<b>25.79</b>	<b>27.46</b>	<b>27.46</b>	<b>27.98</b>	<b>27.98</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		(1.04)		-
<b>Subtotal Department of Finance</b>	<b>27.00</b>	<b>25.79</b>	<b>27.46</b>	<b>26.42</b>	<b>27.98</b>	<b>27.98</b>
<b>TOTAL</b>						
Full-Time Career	46.00	45.01	48.00	48.00	49.00	49.00
Part-Time Career	1.00	-	-	-	-	-
<b>Career Total</b>	<b>47.00</b>	<b>45.01</b>	<b>48.00</b>	<b>48.00</b>	<b>49.00</b>	<b>49.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		(1.89)		-
<b>Total Department of Finance</b>	<b>47.00</b>	<b>45.01</b>	<b>48.00</b>	<b>46.11</b>	<b>49.00</b>	<b>49.00</b>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>LEGAL DEPARTMENT</b>						
<i>Montgomery County</i>						
Full-Time Career	14.00	14.00	13.89	13.89	14.20	14.20
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>14.00</b>	<b>14.00</b>	<b>13.89</b>	<b>13.89</b>	<b>14.20</b>	<b>14.20</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	(0.29)	-	-
<b>Subtotal Legal Department</b>	<b>14.00</b>	<b>14.00</b>	<b>13.89</b>	<b>13.60</b>	<b>14.20</b>	<b>14.20</b>
<i>Prince George's County</i>						
Full-Time Career	13.00	13.00	14.11	14.11	13.80	13.80
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>13.00</b>	<b>13.00</b>	<b>14.11</b>	<b>14.11</b>	<b>13.80</b>	<b>13.80</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	(0.29)	-	-
<b>Subtotal Legal Department</b>	<b>13.00</b>	<b>13.00</b>	<b>14.11</b>	<b>13.82</b>	<b>13.80</b>	<b>13.80</b>
<b>TOTAL</b>						
Full-Time Career	27.00	27.00	28.00	28.00	28.00	28.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>27.00</b>	<b>27.00</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	(0.58)	-	-
<b>Total Legal Department</b>	<b>27.00</b>	<b>27.00</b>	<b>28.00</b>	<b>27.42</b>	<b>28.00</b>	<b>28.00</b>
<b>MERIT SYSTEM BOARD</b>						
<i>Montgomery County</i>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	2.00	1.75	2.00	1.75	2.00	1.75
<b>Career Total</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Merit System Board</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>
<i>Prince George's County</i>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	2.00	1.75	2.00	1.75	2.00	1.75
<b>Career Total</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Subtotal Merit System Board</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>	<b>2.00</b>	<b>1.75</b>
<b>TOTAL</b>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	4.00	3.50	4.00	3.50	4.00	3.50
<b>Career Total</b>	<b>4.00</b>	<b>3.50</b>	<b>4.00</b>	<b>3.50</b>	<b>4.00</b>	<b>3.50</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
<b>Total Merit System Board</b>	<b>4.00</b>	<b>3.50</b>	<b>4.00</b>	<b>3.50</b>	<b>4.00</b>	<b>3.50</b>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>OFFICE OF INSPECTOR GENERAL</b>						
<i>Montgomery County</i>						
Full-Time Career	3.00	3.00	2.57	2.57	2.46	2.46
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>3.00</b>	<b>3.00</b>	<b>2.57</b>	<b>2.57</b>	<b>2.46</b>	<b>2.46</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.20	-	0.20	-	0.20
Less Lapse	-	-	-	-	-	-
<b>Subtotal Inspector General</b>	<b>3.00</b>	<b>3.20</b>	<b>2.57</b>	<b>2.77</b>	<b>2.46</b>	<b>2.66</b>
<i>Prince George's County</i>						
Full-Time Career	4.00	4.00	4.43	4.43	4.54	4.54
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.43</b>	<b>4.43</b>	<b>4.54</b>	<b>4.54</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.30	-	0.30	-	0.30
Less Lapse	-	-	-	-	-	-
<b>Subtotal Inspector General</b>	<b>4.00</b>	<b>4.30</b>	<b>4.43</b>	<b>4.73</b>	<b>4.54</b>	<b>4.84</b>
<b>TOTAL</b>						
Full-Time Career	7.00	7.00	7.00	7.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Less Lapse	-	-	-	-	-	-
<b>Total Inspector General</b>	<b>7.00</b>	<b>7.50</b>	<b>7.00</b>	<b>7.50</b>	<b>7.00</b>	<b>7.50</b>
<b>CORPORATE IT</b>						
<i>Montgomery County</i>						
Full-Time Career	9.00	9.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>9.00</b>	<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	(0.54)	-	-
<b>Subtotal Corporate IT</b>	<b>9.00</b>	<b>9.00</b>	<b>10.00</b>	<b>9.46</b>	<b>10.00</b>	<b>10.00</b>
<i>Prince George's County</i>						
Full-Time Career	9.00	9.00	10.00	10.00	10.00	10.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>9.00</b>	<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	(0.54)	-	-
<b>Subtotal Corporate IT</b>	<b>9.00</b>	<b>9.00</b>	<b>10.00</b>	<b>9.46</b>	<b>10.00</b>	<b>10.00</b>
<b>TOTAL</b>						
Full-Time Career	18.00	18.00	20.00	20.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>18.00</b>	<b>18.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	(1.08)	-	-
<b>Total Corporate IT</b>	<b>18.00</b>	<b>18.00</b>	<b>20.00</b>	<b>18.92</b>	<b>20.00</b>	<b>20.00</b>



# Central Administrative Services

## Summary of CAS Positions and Workyears

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

	FY 23		FY 24		FY 25	
	Budget POS	WYS	Adopted POS	WYS	Proposed POS	WYS
<b>TOTAL CENTRAL ADMINSTRATIVE SERVICES</b>						
<i>Montgomery County</i>						
Full-Time Career	63.21	62.66	67.35	67.35	70.41	70.41
Part-Time Career	2.93	2.00	2.41	2.08	2.42	2.09
<b>Career Total</b>	<b>66.14</b>	<b>64.66</b>	<b>69.76</b>	<b>69.43</b>	<b>72.83</b>	<b>72.50</b>
Term Contract	1.00	0.75	0.81	0.77	0.84	0.79
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		(1.00)		(3.63)		-
<b>Subtotal CAS</b>	<b>67.14</b>	<b>64.61</b>	<b>70.57</b>	<b>66.77</b>	<b>73.67</b>	<b>73.49</b>
<i>Prince George's County</i>						
Full-Time Career	78.79	77.85	85.65	85.65	87.59	87.59
Part-Time Career	3.07	2.00	2.59	2.22	2.58	2.21
<b>Career Total</b>	<b>81.86</b>	<b>79.85</b>	<b>88.24</b>	<b>87.87</b>	<b>90.17</b>	<b>89.80</b>
Term Contract	1.00	1.25	1.19	1.11	1.16	1.09
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(1.00)		(4.25)		-
<b>Subtotal CAS</b>	<b>82.86</b>	<b>80.40</b>	<b>89.43</b>	<b>85.03</b>	<b>91.33</b>	<b>91.19</b>
<b>TOTAL</b>						
Full-Time Career	142.00	140.51	153.00	153.00	158.00	158.00
Part-Time Career	6.00	4.00	5.00	4.30	5.00	4.30
<b>Career Total</b>	<b>148.00</b>	<b>144.51</b>	<b>158.00</b>	<b>157.30</b>	<b>163.00</b>	<b>162.30</b>
Term Contract	2.00	2.00	2.00	1.88	2.00	1.88
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		(2.00)		(7.88)		-
<b>Total CAS</b>	<b>150.00</b>	<b>145.01</b>	<b>160.00</b>	<b>151.80</b>	<b>165.00</b>	<b>164.68</b>





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

## OVERVIEW

This section accounts for those items that are included in the Administration Fund’s budget, but are not allocated to specific departments or units:

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

## BUDGET AT A GLANCE

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

Budget	FY24	FY25	%
	<u>Adjusted Adopted</u>	<u>Proposed</u>	<u>Change</u>
OPEB Prefunding	\$ 964,910	\$ 1,034,530	7.2%
OPEB PayGo	1,458,418	1,690,672	15.9%
Marker for Changes to Employee Comp.	898,313	2,198,479	144.7%
Marker for Possible Reclasifications	715,551	715,551	0.0%
Other Personnel	4,566	-	-100.0%
Bank Fees	16,000	8,000	-50.0%
Transfer to Capital Projects Fund	30,000	30,000	0.0%
Transfer to Largo HQ Building Fund	-	40,000,000	-
Operating Expenditure Reserve @ 5%	3,367,600	3,661,700	8.7%
<b>Total Expenditures</b>	<b>\$ 7,455,358</b>	<b>\$ 49,338,932</b>	<b>561.8%</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

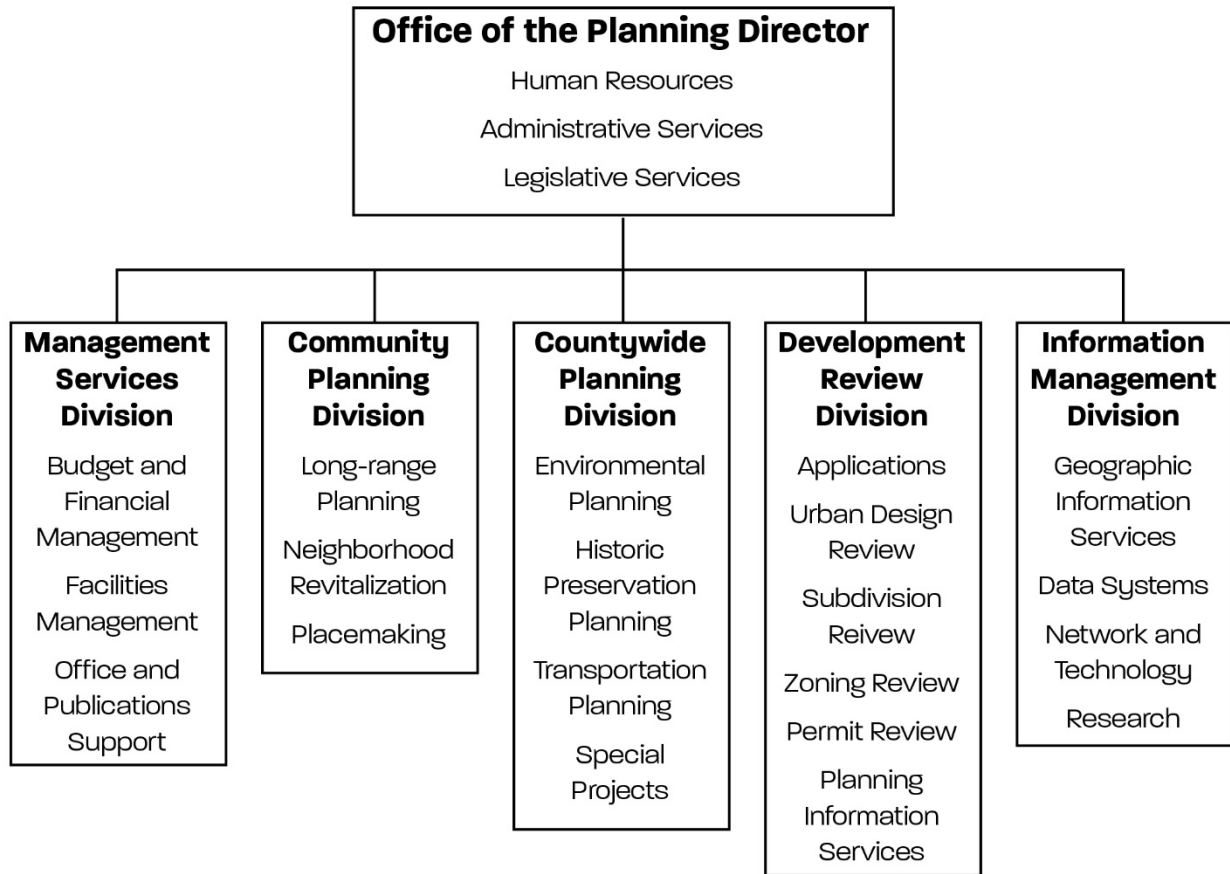
- OPEB Pre-funding and OPEB PayGo increased by \$301,874 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$2,914,030 is included for:
  - 1) A compensation marker. We are in full contract negotiations with MCGEO and are beginning a wage re-opener with the FOP.
  - 2) Funding for possible reclassification adjustments based on the study that is currently being completed.



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**ORGANIZATIONAL STRUCTURE**



# Prince George's County Planning Department

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## EXECUTIVE OVERVIEW

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

## MISSION

To promote economic vitality, environmental sustainability, design excellence, and quality development that promotes healthy lifestyles in Prince George's County neighborhoods.

## 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 analyses and forecasts are used to identify population and other trends.
- Analyzes proposals for development in a manner that enables the Planning Board and the County Council to make informed decisions while balancing the different needs and values within the community at large.
- Collects, maintains, and makes available significant public information about the County, land development, and the planning process. The Department provides information through community outreach, a user-friendly information center that provides data in a variety of ways, and an interactive website at [www.pgplanning.org](http://www.pgplanning.org).
- Performs technical analyses, offers advice and recommendations, and responds to emerging issues at the request of elected and appointed officials, staff, and citizens regarding matters related to existing and future use of land. Much of this effort is performed in collaboration with County, municipal, and state agencies.
- Performs public outreach to enhance knowledge of, and participation in, planning, zoning and development programs, processes, and decisions.
- Supports the programs of the Prince George's County 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.



# Prince George's County Planning Department

## PRINCE GEORGE'S COUNTY ADMINISTRATION FUND Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2025

	FY 24 Adjusted Adopted	FY 25 Proposed	% Change
Planning Department			
Director's Office	\$ 2,600,393	\$ 2,831,478	8.9%
Management Services	4,825,704	4,623,940	-4.2%
Development Review	7,647,878	7,882,221	3.1%
Community Planning	6,188,397	7,214,782	16.6%
Countywide Planning	9,676,429	9,670,826	-0.1%
Information Management	8,732,611	8,896,362	1.9%
Support Services	6,746,073	7,684,372	13.9%
Grants	-	-	-
Subtotal Planning Department	46,417,485	48,803,981	5.1%
Transfer Out	30,000	30,000	-
Total Expenditures	\$ 46,447,485	\$ 48,833,981	5.1%

The Prince George's County Planning Department's FY 2025 proposed budget total is \$48,833,981 which is \$2,386,496 or 5.14 percent greater than the Adopted FY 2024 Operating Budget and within the spending limit set in the Commission's most recent Six-Year Projection model.

### Personnel Salaries and Wages

Included in the total proposed budget is \$29,916,021 for personnel compensation and benefit costs, which is \$2,007,445 or 7.2 percent greater than the Adopted FY 2024 Operating Budget. This increase is primarily due to the following:

Projected increases in pension and medical insurance costs totaling \$996,433.

A proposal to decrease salary lapse to support the Department's aggressive recruitment of hard to fill positions, and increase the staff complement by 7.0 positions to include:

- Five (5) new full-time career positions, and
- Two (2) term contract positions.

The proposed new positions to be added in FY 2025 are summarized below:

<u>Division</u>	<u>Status</u>	<u>Position</u>
Planning Director's Office	Career Full-Time	Administrative Specialist II
Management Services	Career Full-Time	Visual Media & Imaging Specialist I
Management Services	Term Contract	Administrative Assistant I
Management Services	Term Contract	Administrative Assistant I
Community Planning	Career Full-Time	Planner II
Community Planning	Career Full-Time	Planner II
Community Planning	Career Full-Time	Planner II



## Prince George's County Planning Department

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The FY 2025 proposed budget also includes \$18,917,960 for non-personnel services costs, which is \$379,051 or 2.04 percent greater than the adopted FY 2024 budget, given that increases in certain categories were offset by decreases in other categories within the following non-personnel service categories:

### Supplies and Materials

The FY 2025 proposed budget for supplies and materials is \$523,200, which is a decrease of \$732,800 or 58.3 percent, below the adjusted adopted FY 2024 total. This variance results primarily from the following:

- Proposed decrease in funding for office systems furniture, office supplies, software, and the minimization of desktop printers.
- Proposed increase in funding of \$84,000 for the Community Planning Division's placemaking events and workshop supplies, \$5,000 in costs for signage to publicize public hearings, and \$9,000 in supplies for the Development Review Division's Neighborhood Planning Academy program.

### Other Services and Charges

The FY 2025 proposed budget for other services and charges is \$17,107,445, which is an increase of \$1,220,302 or 7.7 percent greater than the FY 2024 total. This amount is a result of increases in certain items being offset by decreases in other areas, as noted in the highlights for this category below:

- **Proposed increases to other services and charges for the Planning Department's work programs are highlighted below:**

The Community Planning Division's consultant budget for FY2024 reflects a \$467,500 increase from the adopted FY 2024 budget to support programming, which includes the following:

- A proposed increase of \$150,000 for the Planning Assistance to Municipalities and Communities (PAMC) program to address increasing consultant costs and the desire to expand this successful program. This ongoing program is available to 26 municipalities and unincorporated areas throughout the County represented by community groups and civic or business associations. The goal of the program is to help communities implement local strategy recommendations from Plan 2035 and master and sector plans, as well as other Commission studies. A variety of planning studies, urban design exercises, and transportation and mobility evaluations are undertaken each year.



## Prince George's County Planning Department

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- A proposed increase of \$17,500 for the University of Maryland Partnership for Action Learning in Sustainability (PALS) Program will provide more funding per project given the increases in costs. The Planning Department has traditionally budgeted for seven projects annually, and this funding increase would continue to allow the Department to fund seven projects.
- A proposed increase of \$300,000 for the completion of the Master Plan Evaluation project. This Project is an important tool that will review and examine the 13,700+ strategies across each of the County's 38 master, sector, and transit district development plans and create scorecards for each.
- The scorecards are an analysis of the public policy, fiscal, economic, and market conditions that influence implementation, or non-implementation, of the plans and recommendations on near term implementation measures. These data will assist the Division in the development of the six-year work program and provide baseline data for continued evaluation.
- The Development Review Division's other services and charges reflect an increase of \$59,600 from the adopted FY 2024 budget. This increase is a result of inflationary costs, and due to a new Zoning Ordinance requirement for all Zoning Map Amendments for a Planned Development Zone to have a legal advertisement in a local newspaper.
- The Countywide Planning Division must send mailings to residents and procure media advertisements for the Master Plan of Transportation (MPOT) Public Hearings, as required by the current zoning ordinance at a cost of \$325,000.
- The Information Management Division will have an increase of \$229,000 in software related to cybersecurity and system enhancements. The Department is investing in various software that will assist with detecting and eliminating viruses, as well as enhance our current helpdesk system, manage our projects, enhance GIS (the location analysis in our applications), and provide fileserver and network support.
- Given our laser-like focus on recruitment and retention of highly qualified employees, we are looking to increase professional development by \$18,700.
- **Proposed decreases in expenditures that are projected to offset increases within the other services and charges budget are as follows:**
  - The Countywide Planning Division has a decrease of \$300,000 in funding associated with having to delay the Update to the Green Infrastructure Plan given the General Assembly's changes that mandate that our Department revise Subtitle 25, Woodland and Wildlife Habitat Conservation Ordinance (WCO) and woodland conservation requirements, as well as a \$300,000 savings associated with a decrease in costs for modifying WCO Division 2, and an ongoing project expecting to have consultants on board with funding covered from the prior fiscal year.
  - The Information Management Division proposes a decrease of \$170,500 or 5.5 percent below the FY 2024 adopted budget. This is because of a reduction of Microsoft



# Prince George's County Planning Department

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Office 365 licenses, renewals and other software purchases; some of which will be covered by Commission-Wide IT projects (CWIT).

## Capital Outlay

The proposed FY 2025 capital outlay budget totals \$771,200, which is a decrease of \$107,800 or 12.3 percent below the FY 2024 total. The FY 2025 proposed reduction is due to the decrease in funding for carpet and tile floor replacement.

## Support Services

The FY 2025 Support Services budget proposal is for \$7,679,372, which is an increase of \$938,299 or 13.9 percent from the FY 2024 total. The increase is due to the anticipated operational costs associated with the new Largo Headquarters and chargebacks to support legal services provided by M-NCPPC's Central Administrative Services office.

## HIGHLIGHTS AND MAJOR CHANGES IN FY 2025 PROPOSED BUDGET

The FY 2025 work program contains resources for carryover projects and programs that will continue implementation efforts that began in prior years.

**Work Programs:** The Prince George's County Planning Department's FY 2025 proposed budget work programs/projects include the Central Avenue Blue Line Sector Plan; Port Towns Sector Plan; Placemaking Around Town (PAT) Program; Planning Assistance to Municipalities and Communities (PAMC) Program; Update to the Uniform Standards for Mandatory Referral Review; Master Plan of Transportation (MPOT) and Transportation Review Guidelines Implementation. Detailed descriptions of these work programs/projects are included in the Divisional sections of this document.

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

- \$1,657,288 in maintenance agreements for major equipment, including computer hardware, computer software, geographic information systems, workstations, printers, etc.
- \$65,000 for janitorial services at the Lakeside Offices.
- \$50,000 for office equipment.
- \$1,950,000 occupancy costs for Largo Headquarters.
- \$444,000 for telephones and postage.
- \$180,000 for the lease, service, supplies, and maintenance of printing/copying equipment.
- \$87,500 for utilities at the Lakeside Offices and Largo HQ.
- \$3,614,499 in project charges paid to the County government:
  - \$1,537,099 for the Zoning Enforcement Unit (this includes inspections for new construction).
  - \$155,300 for the Water and Sewer Planning Unit.
  - \$340,500 for the GIS program.





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- \$34,400 for Tax Collection Fees.
- \$65,000 to administer the County's Enterprise Zones.
- \$376,200 in permits and inspections for M-NCPPC Department of Permitting, Inspections and Enforcement (DPIE).
- \$205,600 for engineering, inspection, and permitting-Department of Public Works and Transportation (DPW&T).
- \$400,000 for support of redevelopment projects.
- \$250,400 for Economic Development Corporation General Plan Goals.
- \$250,000 for People's Zoning Counsel.

## WORK PROGRAM PRIORITY

### PLANNING Implementing Plan Prince George's 2035 through:

- Continuing to implement and monitor strategies identified in Plan 2035 including developing and maintaining a scorecard system of Master and Sector Plans supporting Plan 2035, continuous monitoring of Plan 2035 Indicators of Success, facilitating right-sized zoning for economic development, and exploring options to incentivize development in priority areas.

## PLAN IMPLEMENTATION

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

- Continuing work on a multiyear contract to overhaul the travel demand modeling system from a four-step, trip-based process that has been used in Prince George's County since the 1990s to a dynamic, activity-based process.
- Continuing efforts to train both staff and the land development community to implement the new Zoning Ordinance and Subdivision Regulations.
- Continuing to develop community partnerships to inform and educate Prince Georgians and facilitate action to implementation plans through Creative Placemaking, the Planning Assistance to Municipalities and Communities (PAMC) program, the Partnership for Action Learning in Sustainability (PALS) program with the University of Maryland, and the Neighborhood Planning Academy.
- Continuing to work with the appropriate County and State agencies to ensure coordinated and comprehensive review of development applications and permits.

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

- Continuing to support the Prince George's County Department of Permitting, Inspections and Enforcement (DPIE); Department of Public Works and Transportation (DPW&T); and the Department of Parks and Recreation (DPR) regarding the appropriate use of urban and non-urban street and shared-use path standards within various parts of the County, particularly as they align with Plan 2035's Plan Centers and development applications.



## Prince George's County Planning Department

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- Coordinating with DPW&T, DPIE, and the Maryland State Highway Administration (SHA) to review onsite and offsite bicycle and pedestrian improvements related to development review cases.

### **Helping improve economic development around Metro Stations by continued efforts that include:**

- Continuing work on the Central Avenue Blue/Silver Line Sector Plan and SMA to facilitate and address future development in and around Capitol Heights, Addison Road-Seat Pleasant, and Morgan Boulevard Metro Stations.
- Working to help facilitate implementation recommendations of the *Economic Development Strategic Plan*, *New Carrollton Downtown Access and Connectivity Strategy*, the *Southern Avenue Metro Station Area Pedestrian Accessibility Study*, and the *Largo Town Center Placemaking, Branding, and Wayfinding Strategy*.
- Assisting the County and GSA with the facilitation of the new FBI Headquarters at Greenbelt Metro.
- Continuing to develop strategies that encourage high density/high quality development in Plan 2035 designated centers.

### **DEVELOPMENT REVIEW**

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

- Continuing to provide training and education programs to explain the new Zoning Ordinance to residents and the business community.
- Continuing efforts to implement new commercial off-the-shelf software for tracking Development Activity Monitoring within the County boundaries.
- Continuing to improve coordination and communication efforts with all development review stakeholders.
- Streamlining procedures within development review processes.

### **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.



# Prince George's County Planning Department

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## 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 the operations of the Planning Board and Planning Department's relocation to its new facility and continuing the effort to move Parks and Recreation's administrative functions to the facility, which is in proximity to the Wayne K. Curry Administration Building.
- Keeping abreast of changing technology and strategically planning and implementing new solutions to meet the priorities of our customers.



**GLOSSARY OF PLANNING TERMINOLOGY**

In the Planning Department budget pages that follow, many specific terms are used that may be unfamiliar to the reader. To facilitate a better understanding of the information and descriptions of Planning Department work efforts, the following terms are listed and defined. A complete list of defined terminology can be found at <https://www.mncppc.org/166/Planning-Department>.

**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.



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- High-rise apartments: Multiple-unit structures (5 or more stories high with elevator).

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

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

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

**Developing Tier:** The largely suburban subarea of the County is 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.



## Prince George's County Planning Department

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

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

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

**Metropolitan Centers:** Areas of the County with a high concentration of land uses (such as government service or major employment, major educational complexes, and high-intensity commercial uses) that attract employers and customers from other parts of the Washington metropolitan area. Metropolitan centers are, or maybe, 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, which 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 various 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.



## Prince George's County Planning Department

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**Planning Area:** A district geographically defined by natural or man-made 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 except the City of Laurel (which is not under M-NCPPC jurisdiction).

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

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

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

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

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

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

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

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

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

**Transit District Overlay Zone (TDOZ):** A mapped zone superimposed over other zones in a designated area around a Metro station. The TDOZ may modify certain requirements for



## Prince George's County Planning Department

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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, mitigation measures and penalties.

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





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

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## OVERVIEW

The Planning Director's Office provides administration and overall direction for the Planning Department. This responsibility includes the planning, supervision, and coordination of all planning services. The Director's Office encompasses human resources, legislative services, and special department-wide project support functions.

## PROGRAMS AND SERVICES PROVIDED

- General Administration
- Human Resources
- Legislative Services

## ACCOMPLISHMENTS

- Continued to assist the Planning Board with its virtual meetings.
- Planned and facilitated the successful move to Largo Headquarters in collaboration with the Management Services Division.
- Developed and implemented the Planning Educational Program. The Division has hosted up to 20 training courses throughout the past year to assist Planning Department staff in their professional development.
- Assisted with the implementation of the automated Performance Management System.
- Developed new standard operating procedures for the Tuition Assistance Program and position change requests.
- Pursued laser-like focus on recruitment and retention of highly qualified staff.
- Continued to produce and distribute a monthly Director's Corner e-newsletter to all staff.
- Continued to provide legislative updates.

## BUDGET AT A GLANCE

### Summary of Division Budget

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
Expenditures	\$2,600,393	\$2,831,478	8.9%
<b>Staffing</b>			
Funded Career Positions	14.00	15.00	7.1%
Funded Term Positions	-	-	-
Funded Workyears	14.00	15.00	7.1%



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

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## HIGHLIGHTS AND MAJOR CHANGES IN FY 2025 PROPOSED BUDGET

**Personnel Services** budget increased by \$209,985 or 8.7 percent, above FY 2024 total. The variance is due to the staffing complement increasing by one full-time career position in FY 2025, the decrease in salary lapses and increased costs associated with medical, pension, and other insurance benefits.

**Supplies and Materials** budget increased by \$4,400 or 11.3 percent above the FY 2024 total, primarily due to inflationary cost increases.

**Other Services and Charges** budget increased by \$34,100 or 24.0 percent, above the FY 2024 total, which includes programmatic costs.

**Capital Outlay** budget decreased by \$17,400 or 100 percent, below the FY 2024 total.

**Funded Positions:** Total positions will change as follows: The Planning Director's Office is proposing to amend the staff complement by adding one full-time career position, an Administrative Specialist II. This Administrative Specialist II position will provide needed internal Human Resources recruitment duties, including but not limited to, reviewing and approving documents for interview, selection, on/off-boarding for new and departing staff members, and helping staff to maximize our efforts to recruit new talent in our competitive job market.



# Prince George's County

## Planning Department – Management Services

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### OVERVIEW

The Management Services Division (MSD) provides administrative services and special project functions for the Planning Department. This responsibility includes the planning, supervision, and coordination of services not covered in the Planning Director's Office. The Management Services Division encompasses budgeting, finance, procurement, facilities management, office services, web development, and publications and graphics support functions.

### PROGRAMS AND SERVICES PROVIDED

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

### ACCOMPLISHMENTS

- Planned and facilitated the successful move to Largo Headquarters.
- Designed new letterhead and business cards for the Department.
- Implemented MicroMain, a new facilities management ticketing system that reduces response times for facility-related issues.
- Continued to provide audio visual and other support for the Planning Board.
- Continued oversight of the Planning Board and Planning Department website update and redesign.
- Won six national design awards (Publications).
- Hired three new employees.
- Created materials for the Neighborhood Planning Academy, including PowerPoints, facilitator and participant workbooks, social media promotion, and website.
- Continued to print all plans and studies in-house and on-demand for increased quality, shorter production times, and reduced cost.
- Helped produce multiple virtual and in-person community meetings for both the Central Avenue-Blue/Silver Line Sector Plan, the Port Towns Sector Plan projects, and the Largo Placemaking event, including online sign-up, graphics, PowerPoints, surveys and polls, various kinds of signage (posters, flyers, etc.), video/event production, and social media promotion of the event.
- Increased social engagement. Since the beginning of FY 2024, four of the Department's social media accounts (Facebook, Instagram, LinkedIn, and X, formerly Twitter) have garnered 2.5K new posts, 677K impressions, 468K users reached, 5.03 percent average post engagement (up by 2.83 percent from the previous period), 7.9K followers (1.6K new followers since the previous period), and 1.6M impressions.
- Continued work on upgrades to the DAMS, Person of Record, Preapplication, and Zoning intake applications.
- Continued to produce the internal Director's Corner e-newsletter.
- Supported the Department with ongoing plans and studies such as the U.S. Route 1 Land Redevelopment Study; Retail Revitalization report and website; Population, Housing, and Economic Survey (2023); Master Plan of Transportation; a multitude of PAMC reports



# Prince George's County Planning Department – Management Services

(including Bladensburg Market and Feasibility Analysis, Healthy Corner Store Initiative Guidance and Toolkit, Anacostia Trails Heritage Area Wayfinding and Signage Study, Accokeek Heritage Tourism Study), and more.

## BUDGET AT A GLANCE

### Summary of Division Budget

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
Expenditures	\$4,825,704	\$4,623,940	-4.2%
<b>Staffing</b>			
Funded Career Positions	20.00	21.00	5.0%
Funded Term Positions	-	2.00	100.0%
Funded Workyears	20.00	23.00	15.0%

## HIGHLIGHTS AND MAJOR CHANGES IN FY 2025 PROPOSED BUDGET

**Personnel Services** budget increased by \$365,584 or 14.1 percent above the FY 2024 total. The variance is primarily due to the FY 2025 proposal to include one full-time career position and two full-time term contract positions, decrease of salary lapse, and increased costs associated with medical, pension, and other insurance benefits.

**Supplies and Materials** budget decreased by \$331,400 or 60.5 percent below the FY 2024 total. This decrease is primarily to cover one-time costs in FY 2024 to upgrade office systems furniture across the Department.

**Other Services and Charges** budget decreased by \$110,200 or 7.8 percent below the FY 2024 total. The decrease is primarily due to a reduction in funding for space planning and design services.

**Capital Outlay** budget decreased by \$117,900 or 37.8 percent below the FY 2024 total. The decrease is the result of a reduction in the request for replacement fleet vehicles.

**Funded Positions:** Total positions will increase by three (3) as described in the Personnel Services section above. The Division is proposing to add one Visual Media & Imaging Specialist I position, and two Administrative Assistant I positions. These positions will provide video intake, editing and related tasks to support the increased demand; and greet and manage visitor building access, answer telephones, provide administrative tasks to support the facilities operations team respectively.



# Prince George's County Planning Department – Development Review

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## MISSION

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

## PROGRAMS AND SERVICES PROVIDED

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

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

DRD staff provides technical review and best professional recommendations on new development proposals. In addition, they provide 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. Further innovations are expected with the implementation of a new software program—Development Activity Review Tracking System (DARTS)—that will provide the public and staff with greater access to development information. The new DARTS program replaces the existing DAMS program.

## ACCOMPLISHMENTS

- Analyzed 407 applications for zoning map amendments, special exceptions, conceptual and detailed site plans, preliminary plans, and final plats of subdivision for conformance with County plans, policies, and development regulations.
- Processed 12,872 permits in FY 2023.
- **4-21010 MARLBORO GATEWAY**—On July 7, 2022, the Planning Board approved with revised conditions a preliminary plan of subdivision for five parcels for 150 multifamily dwelling units and 10,000 square feet of commercial development. The property is 19.76 acres in the RMF-48 Zone (MX-T Prior Zone), within Planning Area 79.
- **4-21047 CHANCE ACADEMY**—On July 7, 2022, the Planning Board approved with



## Prince George's County Planning Department – Development Review

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- revised conditions a preliminary plan of subdivision for one parcel for development of 26,130 square feet of institutional use. The property is 9.90 acres in the RE Zone (R-E Prior Zone), within Planning Area 71A.
- **4-05109 GOODMAN HEIGHTS**—On July 7, 2022, the Planning Board approved a waiver of the rules of procedure for a single-family detached subdivision. The property is 11.76 acres in the RSF-65 Zone (R-55 Prior Zone), within Planning Area 70.
  - **4-05109 GOODMAN HEIGHTS**—On July 7, 2022, the Planning Board approved a request for reconsideration hearing for a single-family detached subdivision. The property is 11.76 acres in the RSF-65 Zone (R-55 Prior Zone), within Planning Area 70.
  - **4-21049 CASE YERGAT**—On July 21, 2022, the Planning Board approved with revised conditions a preliminary plan of subdivision for 610 lots and 58 parcels for development of 493 single-family detached and 117 single-family attached dwelling units. The property is 158.28 acres in the LCD/MIO Zones (R-M/M-I-O Prior Zones), within Planning Area 78.
  - **4-21029 PARKSIDE, SECTION 7**—On July 21, 2022, the Planning Board approved with revised conditions a preliminary plan of subdivision for 627 lots and 95 parcels for development of 627 single family attached units and 32,000 square feet of commercial development. The property is 113.51 acres in the LCD/MIO Zones (R-M/L-A-C/M-I-O Prior Zones), within Planning Area 78.
  - **4-18007 WOODMORE OVERLOOK COMMERCIAL**—On July 28, 2022, the Planning Board approved a one-year extension of a preliminary plan of subdivision for six parcels and one outparcel for 157,286 square feet of gross floor area for commercial development and 164 dwelling units. The property is 18.33 acres in the RMF-48 Zone (M-X-T Prior Zone), within Planning Area 73.
  - **4-21003 TOWNE SQUARE AT SUITLAND FEDERAL CENTER, PHASE 4**—On July 28, 2022, the Planning Board approved with revised findings and conditions a preliminary plan of subdivision for six parcels for development of 270 multifamily dwelling units and 204,840 square feet of commercial use. The property is 6.43 acres in the LMUTC Zone (M-U-TC/D-D-O Prior Zones), within Planning Area 75A.
  - **4-21013 VISTA 95**—On July 28, 2022, the Planning Board approved with revised conditions a preliminary plan of subdivision for five parcels for development of 387,556 square feet of industrial use. The property is 48.30 acres in the IE/MIO Zones (I-1/M-I-O Prior Zones), within Planning Area 78.
  - **SDP-8804-02 COLLINGTON CENTER (NASA FEDERAL CREDIT UNION)**—On September 8, 2022, the Planning Board approved with conditions a specific design plan for construction of two 4-story office buildings and associated site improvements. The property is 11.01 acres in the LCD Zone (E-I-A Prior Zone), within Planning Area 74A.
  - **DSP-21014 4100 LAUREL ROAD PROPERTY**—On September 8, 2022, the Planning Board approved with conditions a detailed site plan for development of an industrial



## Prince George's County Planning Department – Development Review

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- storage yard. The property is 0.896 acres in the IE Zone (I-1 Prior Zone), within Planning Area 76A.
- **4-22007 9113 BALTIMORE AVENUE**—On September 8, 2022, the Planning Board approved with conditions a preliminary plan of subdivision for one parcel for development of 331 multifamily dwelling units and 3,937 square feet of commercial use. The property is 3.82 acres in the LTO-E Zone (M-U-I/D-D-O Prior Zones), within Planning Area 66.
  - **4-21047 CHANCE ACADEMY**—On September 8, 2022, the Planning Board denied a request by Tamla Kirkland for reconsideration of a preliminary plan of subdivision for one parcel for development of 26,130 square feet of institutional use. The property is 0.896 acres in the IE Zone (I-1 Prior Zone), within Planning Area 76A.
  - **4-21047 CHANCE ACADEMY**—On September 8, 2022, the Planning Board denied a request by Derek J. Baumgardner for reconsideration for a preliminary plan of subdivision for one parcel for development of 26,130 square feet of institutional use. The property is 0.896 acres in the IE Zone (I-1 Prior Zone), within Planning Area 76A.
  - **DSP-21045 THE CASSIDY**—On September 15, 2022, the Planning Board approved with revised conditions a detailed site plan for development of 175 multifamily dwelling units within 3 buildings. The property is 13.14 acres in the RMF-20/MIO Zones (R-18/M-I-O Prior Zones), within Planning Area 75A.
  - **DPLS-22002 THE CASSIDY**—On September 15, 2022, the Planning Board approved a departure of parking and loading standards for development of 175 multifamily dwelling units within 3 buildings. The property is 13.14 acres in the RMF-20/MIO Zones (R-18/M-I-O Prior Zones), within Planning Area 75A.
  - **DSP-22007 CHERRY LANE STORAGE**—On September 22, 2022, the Planning Board approved with revised conditions a detailed site plan for construction of a three-story, 108,273-square-foot consolidated storage facility with 895 units and a manager's office. The property is 2.33 acres in the IE Zone (I-1 Prior Zone), within Planning Area 62.
  - **4-21057 ALTA NEW CARROLLTON**—On September 22, 2022, the Planning Board approved with revised conditions a preliminary plan of subdivision for one parcel for development of 320 multifamily dwelling units. The property is 3.72 acres in the RTO-H-C Zone (C-O/M-X-T/T-D-O Prior Zones), within Planning Area 69.
  - **4-05109 GOODMAN HEIGHTS**—On September 22, 2022, the Planning Board granted with conditions a reconsideration of a preliminary plan of subdivision for a single-family detached subdivision. The property is 11.76 acres in the RSF-65 Zone (R-55 Prior Zone), within Planning Area 70.
  - **DSP-90001-02 ALTA NEW CARROLLTON-WOOD PARTNERS**—On September 29, 2022, the Planning Board approved with revised conditions a detailed site plan for construction of 320 multifamily dwelling units in one building complex. The property is 3.72 acres in the RTO-H-C Zone (C-O/M-X-T/T-D-O Prior Zones), within Planning Area



## Prince George's County Planning Department – Development Review

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- **DSP-22009 VISTA 95 LOGISTICS CENTER**—On September 29, 2022, the Planning Board approved with revised findings and conditions a detailed site plan for construction of two warehouse/distribution buildings that include a combined gross floor area of 373,835 square feet. The property is 53.21 acres in the IE/MIO Zones (I-1/M-I-O Prior Zones), within Planning Area 78.
- **DSP-21024 ECOGRADS**—On September 29, 2022, the Planning Board approved with revised conditions a detailed site plan for one mixed-use building with a total of 123 multifamily dwelling units and 2,314 square feet of ground floor commercial space. The property is 0.52 acres in the LTO-E Zone (M-U-I/D-D-O Prior Zones), within Planning Area 66.
- **DSP-21023 FOX CLUB APARTMENTS**—On October 13, 2022, the Planning Board approved with conditions that a detailed site plan for demolition of the existing pool and pool house for replacement with an alternative recreational area at an existing apartment complex. The property is 11.81 acres in the RMF-20 Zone (R-18 Prior Zone), within Planning Area 76B.
- **SE-4852 WESTGATE APARTMENTS**—On October 20, 2022, the Planning Board approved with revised conditions a special exception to permit the enlargement of a certified nonconforming apartment building with an additional seven dwelling units. The property is 9.22 acres in the RMF-20 Zone (R-18 Prior Zone), within Planning Area 60.
- **4-21058 FAIRWOOD SQUARE**—On October 20, 2022, the Planning Board approved with revised findings and conditions a preliminary plan of subdivision for 200 lots and 36 parcels for development of 200 single-family attached dwellings and 5,000 square feet of commercial use. The property is 22.29 acres in the RE Zone (R-E Prior Zone), within Planning Area 71A.
- **SDP-0111-H2 BEECH TREE EAST VILLAGE, LOT 14 BLOCK L**—On October 27, 2022, the Planning Board approved a specific design plan for proposed 21-foot by 12-foot deck and an 11-foot by 16-foot screened porch attached to the rear of the existing single-family detached dwelling and located within the rear-yard setback. The property is 0.21 acre in the LDC Zone (R-S Prior Zone), within Planning Area 79.
- **CSP-21003 UPPER MARLBORO GATEWAY PROPERTY**—On October 27, 2022, the Planning Board approved with revised conditions a conceptual site plan for development of 153 multifamily dwelling units and 31,678 square feet of commercial/retail space. The property is 4.68 acres in the RMF-48 Zone (M-X-T Prior Zone), within Planning Area 79.
- **DSP-94052-03 BREIGHTON HILLS CONDOMINIUMS**—On October 27, 2022, the Planning Board approved with conditions a detailed site plan for development of 24 multifamily dwelling units. The property is 1.99 acres in the RMF-12 Zone (R-30C Prior Zone), within Planning Area 76A.





## Prince George's County Planning Department – Development Review

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- **DSP-07031-05 MELFORD PROPERTY POD 6**—On November 3, 2022, the Planning Board approved with revised findings and conditions a detailed site plan to replace two single-story office buildings with one single-story building on Lot 1 and one multistory office building with one single-story building on Lot 7. The property is 38.88 acres in the TAC-E Zone (M-X-T Prior Zone), within Planning Area 71B.
- **CDP-9901-01 FOREST HILLS**—On November 17, 2022, the Planning Board approved a comprehensive design plan for an amendment to revise plans and conditions to remove the proposed trail. The property is 167.70 acres in the LCD Zone (R-L Prior Zone), within Planning Area 79.
- **DSP-19071 THE PROMISE (ETOD)**—On November 17, 2022, the Planning Board approved with revised findings and conditions a detailed site plan for a mixed-use development containing 880 multifamily units, 134 assisted living units, and 37,810 square feet of commercial space. The property is 15.10 acres in the NAC Zone (M-X-T/D-D-O Prior Zones), within Planning Area 76A.
- **DDS-685 THE PROMISE (ETOD)**—On November 17, 2022, the Planning Board approved with revised findings and conditions a departure to allow a reduction in parking space size, loading space distance, and number of street trees. The property is 15.10 acres in the NAC Zone (M-X-T/D-D-O Prior Zones), within Planning Area 76A.
- **DSP-07072-02 MELFORD, BLOCK 3, LOTS 1 AND 2**—On December 1, 2022, the Planning Board approved with revised conditions a detailed site plan for revision to replace two 8,167-square-foot retail buildings with one 10,260-square-foot commercial building, relocate a future pad site, and reconfigure the parking area. The property is 23.50 acres in the TAC-E Zone (M-X-T Prior Zone), within Planning Area 71B.
- **SDP-2201 NCBP, PARCEL 12**—On December 1, 2022, the Planning Board approved a specific design plan for development of a 168,480-square-foot warehouse distribution building. The property is 9.98 acres in the LCD/IE/AR Zones (R-S/I-1/R-A Prior Zones), within Planning Area 74A.
- **4-20039 TOWNE SQUARE AT SUITLAND FEDERAL CENTER, PHASE 2C**—On December 1, 2022, the Planning Board approved with conditions a preliminary plan of subdivision for nine lots and one parcel for development of nine single-family attached dwellings. The property is 0.40 acre in the LMUTC Zone (M-U-TC/D-D-O Prior Zones), within Planning Area 75A.
- **PPS-2022-006 SPARC RECREATION FACILITY**—On December 8, 2022, the Planning Board approved with revised conditions a preliminary plan of subdivision for two parcels for development of 19,800 square feet of recreational use. The property is 3.31 acres in the CGO Zone, within Planning Area 61, and reviewed per the provisions of the current Zoning Ordinance (effective April 1, 2022).
- **4-21050 RENARD INDUSTRIAL**—On December 8, 2022, the Planning Board approved with revised conditions a preliminary plan of subdivision for one parcel for 38,000 square feet of industrial development. The property is 6.03 acres in the IE Zone (I-1



## Prince George's County Planning Department – Development Review

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Prior Zone), within Planning Area 85A.

- **CSP-88020-03 GLENWOOD HILLS**—On December 8, 2022, the Planning Board approved with revised conditions a conceptual site plan for revision of a previously approved mixed-use development consisting of 319 single-family units, 278 multifamily units, and 203,000 square feet of office/retail space, and replacement with mixed-use development consisting of 126 townhouses, 550 multifamily dwelling units, 775,000 square feet of industrial space, and 50,000 square feet of commercial/retail space. The property is 133.45 acres in the RMF-48/RSF-65/MIO Zones (M-X-T/R-55/M-I-O Prior Zones), within Planning Area 75A.
- **ZMA-2022-001 MARIANNE DAVIS TRUST DEVELOPMENT**—On December 15, 2022, the Planning Board approved transmittal to the Zoning Hearing Examiner a zoning map amendment request to rezone the subject property from Residential, Rural Zone (RR) to Residential, Multifamily-48 Zone (RMF-48). The property is 12.43 acres in the RR Zone, within Planning Area 70, and reviewed per the provisions of the current Zoning Ordinance (effective April 1, 2022).
- **4-22042 ADVANCE AUTO PARTS**—On December 15, 2022, the Planning Board approved with revised conditions a preliminary plan of subdivision for one parcel for 6,889 square feet of commercial development. The property is 1.14 acres in the LTO-E/CGO/MIO Zones (M-U-I/M-I-O/D-D-O Prior Zones), within Planning Area 72.
- **4-20015 ADDITION TO SIGNATURE CLUB AT MANNING VILLAGE**—On December 15, 2022, the Planning Board approved with revised conditions a preliminary plan of subdivision for 76 lots and 12 parcels for development of 72 single-family attached dwellings and 4 single-family attached live-work units. The property is 7.26 acres in the RMF-48 Zone (M-X-T Prior Zone), within Planning Area 84.
- **DSP-06079-05 WESTRIDGE (D'ARCY PARK SOUTH)**—On December 15, 2022, the Planning Board approved with revised conditions a detailed site plan to revise the DSP condition on the timing of recreational facilities construction. The property is 0.82 acre in the RR/MIO Zones (R-R/M-I-O Prior Zones), within Planning Area 78.
- **DSP-20030 LIVINGSTON OF FORT WASHINGTON**—On December 15, 2022, the Planning Board approved with conditions a detailed site plan for construction of a 78,812-square-foot integrated shopping center. The property is 12.27 acres in the CGO Zone (C-S-C Prior Zone), within Planning Area 80.
- **SDP-1603-03 NATIONAL CAPITAL BUSINESS PARK, PARCEL 11**—On December 15, 2022, the Planning Board approved with revised conditions a specific design plan for development of a 301,392squarefoot warehouse distribution building including 58,968 square feet of office space. The property is 26.23 acres in the LCD/IE/AR Zones (R-S/I-1/R-A Prior Zones), within Planning Area 74A.
- **4-17024 WALKER MILL RESIDENTIAL**—On December 15, 2022, the Planning Board approved an extension of the preliminary plan of subdivision validity period for two single-family detached residential units. The property is 0.36 acre in the RSF-65 Zone



## Prince George's County Planning Department – Development Review

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(R-55 Prior Zone), within Planning Area 75A.

- **4-22043 PENZANCE FOXLEY ROAD**—On January 5, 2023, the Planning Board approved with conditions a preliminary plan of subdivision for one parcel for development of 162,500 square feet of industrial use. The property is 11.49 acres in the IE/M-I-O Zones (I-1/M-I-O Prior Zones), within Planning Area 77.
- **4-18017 THE ENCLAVE AT BRANDYWINE**—On January 12, 2023, the Planning Board approved a one-year extension of a preliminary plan of subdivision for 4 parcels and 104 lots for development of single-family attached townhouse dwellings. The property is 19.11 acres in the RSF-A Zone (R-T Prior Zone), within Planning Area 85A.
- **4-15011 STEPHEN'S CROSSING AT BRANDYWINE, OUTLOT W**—On January 12, 2023, the Planning Board approved a one-year extension of a preliminary plan of subdivision for 56 residential units. The property is 7.12 acres in the RMF-48 Zone (M-X-T Prior Zone), within Planning Area 85A.
- **4-03071 FOREST HILLS**—On January 12, 2023, the Planning Board approved with revised findings and conditions a reconsideration of conditions 10 and 11 of preliminary plan of subdivision for lots 1-116 and parcels A-I for residential development. The property is 167.70 acres in the LCD Zone (R-L Prior Zone), within Planning Area 79.
- **DSP-22015 9113 BALTIMORE AVENUE**—On January 19, 2023, the Planning Board approved with revised findings and conditions a detailed site plan for one mixed-use building with 317 multifamily dwelling units and 3,296 square feet of ground-floor commercial space. The property is 3.82 acres in the LTO-E Zone (M-U-I/D-D-O Prior Zones), within Planning Area 66.
- **4-21008 WESTPHALIA TOWN CENTER-PHASE 5**—On January 19, 2023, the Planning Board approved with revised conditions a preliminary plan of subdivision for 133 lots and 7 parcels for development of 133 townhouse units. The property is 9.38 acres in the TAC-E/MIO Zones (M-X-T/M-I-O Prior Zones), within Planning Area 78.
- **PPS-2022-003 BRANDYWINE CROSSING APARTMENTS PHASE II**—On January 19, 2023, the Planning Board approved with revised conditions a preliminary plan of subdivision for one parcel for development of 221 multifamily residential dwelling units. The property is 8.27 acres in the TAC-C Zone, within Planning Area 85A, and was reviewed per the provisions of the current Zoning Ordinance (effective April 1, 2022).
- **4-21051 GLENWOOD HILLS**—On January 19, 2023, the Planning Board approved with revised findings and conditions a preliminary plan of subdivision for 126 lots and 37 parcels for development of 676 dwelling units and 825,000 square feet of commercial and industrial development. The property is 133.45 acres in the RMF-48/RSF-65/MIO Zones (M-X-T/R-55/M-I-O Prior Zones), within Planning Area 75A.
- **4-07050 LIVINGSTON OF FORT WASHINGTON**—On January 19, 2023, the Planning



## Prince George's County Planning Department – Development Review

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- Board approved a one-year extension of a preliminary plan of subdivision for residential access road through commercial retail property; there is no construction at this time. The property is 12.27 acres in the CGO Zone (C-S-C Prior Zone), within Planning Area 80.
- **4-17038 HILLEL CENTER**—On January 26, 2023, the Planning Board approved a one-year extension of a preliminary plan of subdivision for a 38,728-square-foot cultural center. The property is 0.87 acre in the NAC Zone (M-U-I/D-D-O Prior Zone), within Planning Area 66.
  - **DSP-98061-05 RAISING CANE'S BOWIE**—On January 26, 2023, the Planning Board approved with condition that a detailed site plan for an amendment to DSP-98061 for development of an eating and drinking establishment with a drive-through. The property is 6.78 acres in the TAC-E Zone (C-M Prior Zone), within Planning Area 71B.
  - **PPS-2022-001 WASHINGTON SQUARE**—On January 26, 2023, the Planning Board approved with revised findings and conditions a preliminary plan of subdivision for 135 lots and 31 parcels for development of 135 townhouse dwelling units. The property is 20.09 acres in the RSF-A Zone, within Planning Area 75A, and was reviewed per the provisions of the current Zoning Ordinance (effective April 1, 2022).
  - **DSP-22043 MELFORD MANSIONS**—On January 26, 2023, the Planning Board approved with conditions and revised findings a detailed site plan for development of 435 multifamily dwelling units and a 12,000-square-foot clubhouse. The property is 11.42 acres in the TAC-E Zone (M-X-T Prior Zone), within Planning Area 71B.
  - **PPS-2022-005 COMMUNICARE HEALTH**—On February 2, 2023, the Planning Board approved with conditions a preliminary plan of subdivision for one parcel for the addition of 33,000 square feet to an existing 45,034-square-foot nursing home. The property is 3.08 acres in the CGO/MIO Zones, within Planning Area 75A, and was reviewed per the provisions of the current Zoning Ordinance (effective April 1, 2022).
  - **CSP-22001 CAROZZA PROPERTY**—On February 2, 2023, the Planning Board approved with revised conditions a conceptual site plan for mixed-use development consisting of 199 townhouse units, 401 multifamily units, and 40,000 square feet of commercial. The property is 59.93 acres in the CGO/MIO Zones (M-X-T/M-I-O Prior Zones), within Planning Area 77.
  - **DSP-19057 LIW IRONWORKS**—On February 2, 2023, the Planning Board approved with conditions a detailed site plan to construct a contractor's office, with indoor storage and accessory fabrication. The property is 1.50 acres in the IE Zone (I-3 Prior Zone), within Planning Area 80.
  - **DSP-21001 SUFFRAGE POINT**—On February 2, 2023, the Planning Board approved with revised findings and conditions a detailed site plan to develop 41 single-family attached dwelling units. The property is 4.66 acres in the RSF-65 Zone (R-55/D-D-O Prior Zones), within Planning Area 68.



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- **SDP-0318-H2 THE PRESERVE AT PISCATAWAY, LOT 75 BLOCK B**—On February 9, 2023, the Planning Board approved with conditions a specific design plan to construct a 12-foot by 20-foot elevated deck, with a landing and steps at the rear of an existing single-family detached dwelling within the rear yard setback. The property is 0.15 acre in the LCD Zone (R-L Prior Zone), within Planning Area 84.
- **4-15007 BHAGYA VILLAGE**—On February 9, 2023, the Planning Board approved a one-year extension of a preliminary plan of subdivision for apartment housing for the elderly or physically handicapped. The property is 6.01 acres in the RSF-95 Zone (R-80 Prior Zone), within Planning Area 70.
- **4-16029 FORESTVILLE CENTER, PARCEL 193**—On February 9, 2023, the Planning Board approved a one-year extension for a preliminary plan of subdivision for a commercial shopping center. The property is 1.37 acres in the CGO/MIO Zones (C-S-C/R-55/M-I-O Prior Zones), within Planning Area 75A.
- **4-17027 SOUTH LAKE (FORMERLY KARINGTON)**—On February 9, 2023, the Planning Board approved a one-year extension of a preliminary plan of subdivision for 66 lots and 3 parcels for development of 66 residential dwellings. The property is 11.00 acres in the LCD Zone (E-I-A Prior Zone), within Planning Area 74A.
- **4-06116 GREENVALE PARKWAY**—On February 9, 2023, the Planning Board disapproved a one-year extension of a preliminary plan of subdivision for Lots 1–8 (single-family residential lots). The property is 2.14 acres in the RSF-65 Zone (R-55 Prior Zone), within Planning Area 69.
- **4-22034 DISCOVERY DISTRICT**—On February 16, 2023, the Planning Board approved a preliminary plan of subdivision for 9 parcels for 285 multifamily dwellings, 524,000 square feet of commercial development, and existing university buildings. The property is 42.91 acres in the LTO-E Zone (M-U-I /DD-O Prior Zones), within Planning Area 66.
- **ZMA-2022-001 MARIANNE DAVIS TRUST DEVELOPMENT**—On February 23, 2023, the Planning Board approved transmittal of a revised staff recommendation to the ZHE for a zoning map amendment request to rezone the subject property from Residential, Rural Zone (RR) to Residential, Multifamily-48 Zone (RMF-48). The property is 12.43 acres in the RR Zone (R-R Prior Zone), within Planning Area 70.
- **SDP-2204 PARKSIDE SECTION 7**—On February 23, 2023, the Planning Board approved with revised conditions a specific design plan for development of 617 single-family attached dwelling units and associated infrastructure. The property is 113.51 acres in the LCD Zone (R-M/L-A-C Prior Zones), within Planning Area 78.
- **DSP-22019 MARLBORO GATEWAY**—On February 23, 2023, the Planning Board approved with revised conditions a detailed site plan for construction of three buildings with 150 multifamily dwelling units, including 90 age-restricted units. The property is 19.76 acres in the RMF-48 Zone (M-X-T Prior Zone), within Planning Area 79.
- **4-08002 WESTPHALIA CENTER**—On February 23, 2023, the Planning Board granted a



## Prince George's County Planning Department – Development Review

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- waiver of the rules of procedure and a request for reconsideration hearing of a preliminary plan for mixed-use, commercial, and residential development, regarding Condition 19. The property is 482.57 acres in the TAC-E/MIO Zones (M-X-T/M-I-O Prior Zones), within Planning Area 78.
- **4-22007 9113 BALTIMORE AVENUE**—On February 23, 2023, the Planning Board granted a waiver of the rules of procedure for a reconsideration request submitted beyond 14 days of the final decision (Section 10a) and denied a waiver of the rules of procedure to allow a hearing on the merits of the request to occur on the same day as the request for reconsideration (Section 10f). The Planning Board also denied a request for reconsideration of Conditions 4(a) and 4(c) of a preliminary plan for one parcel for development of 331 multifamily dwelling units and 3,937 square feet of commercial use. The property is 3.82 acres in the LTO-E Zone (M-U-I/D-D-O Prior Zones), within Planning Area 66.
  - **SDP-8912-H9 JENKINS-HEIM COVINGTON, LOT 76, BLOCK B**—On March 2, 2023, the Planning Board approved with conditions a specific design plan for construction of a 12-foot by 29-foot screened porch, with a landing and steps to grade at the rear of an existing single-family detached dwelling within the rear-yard setback. The property is 0.16 acre in the LCD Zone (R-S Prior Zone), within Planning Area 71B.
  - **CSP-21006 HYATTSVILLE BRIGHTSEAT ROAD**—On March 2, 2023, the Planning Board approved with revised conditions a conceptual site plan for development of a 3,939-square-foot gas station with a food or beverage store. The property is 2.0 acres in the IE Zone (I-3 Prior Zone), within Planning Area 72.
  - **CSP-22003 BRIGHTSEAT INDUSTRIAL**—On March 2, 2023, the Planning Board approved with revised conditions a conceptual site plan for development of a 152,080-square-foot distribution warehouse. The property is 12.04 acres in the IE Zone (I-3 Prior Zone), within Planning Area 72.
  - **DET-2022-001 WESTPHALIA BUSINESS CENTER 1 AND 2**—On March 2, 2023, the Planning Board approved with revised conditions a detailed site plan to develop a total of 306,000 square feet of commercial/warehouse uses on two proposed parcels. The property is 33.17 acres in the TAC-E/MIO Zones (M-X-T/M-I-O Prior Zones), within Planning Area 78.
  - **4-17014 LUSBY'S LANE**—On March 2, 2023, the Planning Board approved a one-year extension for a preliminary plan of subdivision for 29 lots and 5 parcels for single-family detached development. The property is 32.13 acres in the RR/MIO Zones (R-R/M-I-O Prior Zones), within Planning Area 85A.
  - **4-20003 HOPE VILLAGE CENTER-ROYAL FARMS #282**—On March 9, 2023, the Planning Board approved a one-year extension of a preliminary plan of subdivision for two parcels and one outparcel for 4,650 square feet of commercial development. The property is 37.59 acres in the RMF-48/MIO Zones (M-X-T/M-I-O Prior Zones), within Planning Area 82A.



## Prince George's County Planning Department – Development Review

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- **SDP-2203 CASE YERGAT**—On March 9, 2023, the Planning Board approved with conditions a specific design plan for infrastructure only for the residential community. The property is 158.28 acres in the LCD/MIO Zones (R-M/M-I-O Prior Zones), within Planning Area 78.
- **4-22017 COLE'S MANOR**—On March 9, 2023, the Planning Board approved with revised conditions a preliminary plan of subdivision for seven lots for development of seven single-family detached dwellings. The property is 5.35 acres in the RR Zone (R-R Prior Zone), within Planning Area 60.
- **SDP-2102 800 PRINCE GEORGE'S BOULEVARD**—On March 9, 2023, the Planning Board approved with revised conditions a specific design plan for development of a 47,550-square-foot warehouse and distribution center with accessory office uses. The property is 4.69 acres in the LCD Zone (E-I-A Prior Zone), within Planning Area 74A.
- **4-22044 PARKLAND ROCK CREEK**—On March 9, 2023, the Planning Board approved with revised conditions a preliminary plan of subdivision for 514 lots and 76 parcels for development of 98 single family detached dwellings, 416 single-family attached dwellings, 160 (senior) multifamily units, and 12,500 square feet of commercial use. The property is 156.87 acres in the LCD/MIO Zones (R-M/L-A-C/M-I-O Prior Zones), within Planning Area 78.
- **4-22006 HYATTSVILLE BRIGHTSEAT ROAD**—On March 16, 2023, the Planning Board approved with revised conditions a preliminary plan of subdivision for two parcels for 51,674 square feet of commercial development. The property is 5.30 acres in the IE Zone (I-3 Prior Zone), within Planning Area 72.
- **4-22004 LIBRARY APARTMENTS**—On March 16, 2023, the Planning Board approved with revised conditions a preliminary plan of subdivision for one parcel for development of 209 multifamily dwelling units. The property is 2.87 acres in the RTO-H-C Zone (M-X-T/T-D-O Prior Zones), within Planning Area 68.
- **4-16006 MELFORD VILLAGE**—On March 23, 2023, the Planning Board approved a six-year extension of a preliminary plan of subdivision for residential and commercial development. The property is 129.16 acres in the TAC-E Zone (M-X-T Prior Zone), within Planning Area 71B.
- **CDP-0601-02 WOODSIDE VILLAGE-WESTPHALIA MEADOWS**—On March 30, 2023, the Planning Board approved with revised conditions a comprehensive design plan for development of 200–257 single-family attached and 15–28 single-family detached units, for a total of 285 dwelling units. The property is 63.30 acres in the LCD/MIO Zones (R-M/M-I-O Prior Zones), within Planning Area 78.
- **DSP-22022 HILLSIDE AT FORT WASHINGTON**—On March 30, 2023, the Planning Board approved with conditions a detailed site plan for development of 64 single-family attached dwelling units. The property is 14.11 acres in the RR Zone (R-R Prior Zone), within Planning Area 80.



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- **4-21035 MD CLINTON WOODYARD**—On March 30, 2023, the Planning Board approved with conditions a preliminary plan of subdivision for one parcel for 6,837 square feet of commercial development. The property is 1.11 acres in the CGO/MIO Zones (C-S-C/M-I-O Prior Zones), within Planning Area 81A.
- **4-22046 BRIGHTSEAT INDUSTRIAL**—On March 30, 2023, the Planning Board approved with revised conditions a preliminary plan of subdivision for one parcel for development of 152,080 square feet of industrial development. The property is 12.04 acres in the IE Zone (I-3 Prior Zone), within Planning Area 72.
- **CSP-13006-01 1990 BRIGHTSEAT ROAD PROPERTY**—On March 30, 2023, the Planning Board approved with revised conditions a conceptual site plan for development of up to 172 rear-loaded single-family attached condominium units on a single lot. The property is 22.15 acres in the AG/TAC-C Zones (O-S/M-X-T Prior Zones), within Planning Area 72.
- **DDS-681 CMFI TABERNACLE OF PRAISE**—On April 6, 2023, the Planning Board approved with conditions a departure from design standards for a 13-foot departure from the design standards to reduce the width of the driveway from 22 feet to 9 feet. The property is 15.50 acres in the RR Zone (R-R Prior Zone), within Planning Area 71A.
- **DSP-22016 DASH IN BOWIE**—On April 6, 2023, the Planning Board approved with conditions a detailed site plan for the development of a gas station, food, or beverage store, and a car wash. The property is 1.68 acres in the TAC-e Zone (C-M Prior Zone), within Planning Area 71B.
- **CSP-87128-02 PENN PLACE 1**—On April 6, 2023, the Planning Board approved with conditions a conceptual site plan for the development of 168 multifamily units and 767 square feet of commercial space. The property is 7.54 acres in the RMF-48 Zone (M-X-T Prior Zone), within Planning Area 75A.
- **SDP-2206 NCBP PARCELS 7, 8, AND 9**—On April 6, 2023, the Planning Board approved with conditions a specific design plan for the construction of 358,450-square-foot warehouse distribution building and a 3-acre outdoor storage yard. The property is 29.17 acres in the LCD/IE/AR Zones (R-S/I-1/ R-A Prior Zones), within Planning Area 74A.
- **4-08002 WESTPHALIA CENTER**—On April 13, 2023, the Planning Board approved with conditions a reconsideration for a preliminary plan of subdivision. The property is 482.57 acres in the TAC/e/ MIO Zones (M-X-T/M-I-O Prior Zones), within Planning Area 78.
- **4-19044 METRO CITY--** On April 13, 2023, the Planning Board approved a one-year extension of an approved preliminary plan of subdivision. The property is 39.68 acres in the RMF-48 Zone (M-X-T/D-D-O Prior Zones), within Planning Area 75A.
- **4-18031 ACCOKEEK PROPERTY--** On April 13, 2023, the Planning Board approved a 90-day extension for an approved preliminary plan of subdivision. The property is 9.18





## Prince George's County Planning Department – Development Review

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acres in the RR Zone (R-R Prior Zone), within Planning Area 84.

- **DSP-22028 FAIRWOOD SQUARE**—On April 13, 2023, the Planning Board approved with conditions a detailed site plan for 200 single-family attached (townhouse) dwelling units and infrastructure for future development of approximately 5,000 square feet of commercial/retail uses on Parcel 1 in the prior R-E Zone. The property is 22.29 acres in the RE Zone (R-E Prior Zone), within Planning Area 71A.
- **SE-4856 ALEXANDER PROPERTY**—On April 20, 2023, the Planning Board transmitted the Special Exception technical staff report to the Zoning Hearing Examiner to permit elderly housing (one-family attached dwellings) use for 61 dwelling units. The property is 10 acres in the RR- Zone (R-R Prior Zone), within Planning Area 78.
- **SDP-0609-H7 BALMORAL, LOT 21 BLOCK E**—On April 20, 2023, the Planning Board approved a homeowner's minor amendment to construct a 12-foot y 20-foot elevated, irregular-shaped deck, at the rear of an existing single-family detached dwelling within the rear yard setback. The property is 0.19 acre in the LCD Zone (R-R Prior Zone), within Planning Area 79.
- **DSP-15021-01 HYATTSVILLE BRIGHTSEAT ROAD**—On April 20, 2023, the Planning Board approved with conditions a detailed site plan for an amendment to DSP-15021 to replace a 4-story, 124-room hotel with a 1-story, 4,050 square-foot gas station with a food or beverage store. The property is 5.30 acres in the IE Zone (I-3 Prior Zone), within Planning Area 72.
- **SDP-0002-H14 CAMERON GROVE PHASE TWO, LOT 83, BLOCK A**—On April 27, 2023, the Planning Board approved a homeowner's minor amendment to construct a sunroom. The property is 0.27 acre in the LCD Zone (R-L Prior Zone), within Planning Area 74A.
- **ROSP-4785-03 TRADITIONS AT BEECHFIELD- ENTERPRISE ROAD**—On April 27, 2023, the Planning Board approved with conditions a revision to an approved special exception site plan for previously approved parcels 3 through 7 (condominiums) to provide architecture and subsequent infrastructure (drive aisles, parking, water, and sanitary). The property is 83.66 acres in the RE Zone (R-E Prior Zone), within Planning Area 71A.
- **DSP-21034 ADVANCE AUTO**—On May 4, 2023, the Planning Board approved with conditions a detailed site plan for the construction of a 6,889-square-foot building for a vehicle parts or tire store. The property is 1.14 acres in the CGO/LTO-e/MIO (M-U-I/ D-D-O/ M-I-O Prior Zones), within Planning Area 72.
- **4-20021 BRANDYWINE WOODS (CONSERVATION SUBDIVISION)**—On May 4, 2023, the Planning Board approved a two-year extension for a previously approved preliminary plan of subdivision. The property is 106.62 acres in the RR Zone (R-R Prior Zone), within Planning Area 85B.
- **DSP-22023 7010 GREENBELT ROAD (GREENBELT SQUARE)**—On May 18, 2023, the



## Prince George's County Planning Department – Development Review

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- Planning Board approved with conditions a detailed site plan the development of 95 age-restricted multifamily condominium units. The property is 4.50 acres in the RMF-20 Zone (R-18 Prior Zone), within Planning Area 67.
- **ZMA-2022-003 SMITH LAKE ESTATES**—On May 18, 2023, the Planning Board approved with conditions a zoning map amendment to develop rezone the property from Residential, Rural (RR) Zone to the Residential Planned Development (R-PD) Zone. The property is 62.52 acres in the RR Zone (R-R Prior Zone), within Planning Area 82A.
  - **4-20013 KATHMANDU VILLAGE**—On May 18, 2023, the Planning Board approved a one-year extension for an approved preliminary plan of subdivision. The property is 11.47 acres in the MIO- RSF-65 Zone (M-I-O/ R-80 Prior Zone), within Planning Area 75A.
  - **DSP-86116-15 WATERSIDE SUBDIVISION, HILL RESIDENCE**—On May 18, 2023, the Planning Board approved a request to construct a new, two-story, single-family residence and boat pier in the Chesapeake Bay Critical Area, along with two variance requests. The property is 0.58 acre in the LDO-RR Zone (L-D-O/ R-R) Prior Zone), within Planning Area 80.
  - **CP-22002 HILL RESIDENCE- WATERSIDE**— On May 18, 2023, the Planning Board approved a request to construct a new, two-story, single-family residence and boat pier in the Chesapeake Bay Critical Area, along with two variance requests. The property is 0.58 acre in the LDO-RR Zone (L-D-O/ R-R) Prior Zone), within Planning Area 80.
  - **DSP-22032 YAMAN'S ESTATES**—On May 25, 2023, the Planning Board approved with conditions a detailed site plan for the development of one single-family detached dwelling. The property is 0.46 acre in the RR Zone (R-R Prior Zone), within Planning Area 83.
  - **DSP-21039 GOODMAN HEIGHTS**—On May 25, 2023, the Planning Board approved with condition that a detailed site plan for the construction of recreational facilities is developed, owned and operated by a homeowner's association. The property is 11.76 acres in the RSF-65 Zone (R-55 Prior Zone), within Planning Area 70.
  - **DET-2022-018 BOWIE MARKETPLACE**—On May 25, 2023, the Planning Board approved with condition of a detailed site plan for the development of two consolidated storage buildings, with accessory outdoor storage and a car wash. The property is 4.94 acres in the CGO Zone within Planning Area 71B.
  - **CSP-21001 LINDA LANE PROPERTY**—On June 1, 2023, the Planning Board approved a conceptual site plan for a mixed-use development for 105 multifamily units and 104,600 square feet of commercial/ retail space. The property is 5.60 acres in the CN/MIO Zones (M-X-T Prior Zone), within Planning Area 76B.
  - **SDP-8419-H8 ENFIELD CHASE, LOT 61 BLOCK A DECK**—On June 8, 2023, the Planning Board approved with conditions a homeowner's minor amendment to add a 12-foot by 12-foot deck over the setback. The property is 0.13 acre in the LCD Zone (R-S



# Prince George's County Planning Department – Development Review

Prior Zone), within Planning Area 71B.

- **SDP-8945-08 TERNBERRY DEVELOPMENT**—On June 22, 2023, the Planning Board approved with conditions the development of seven single-family detached dwellings and four single-family attached townhomes. The property is 1.30 acres in the LCD Zone (R-S Prior Zone), within Planning Area 71B.
- **DET-2022-003 ALLORA BRANDYWINE 2.0**—On June 22, 2023, the Planning Board approved with conditions a detailed site plan for the development of 221 multifamily dwelling units (comprising 132 one-bedroom units and 89 two-bedroom units) in five multifamily buildings. The property is 8.27 acres in the TAC-c Zone, within Planning Area 85A.
- **DSP-22024 DISCOVERY DISTRICT**—On June 25, 2023, the Planning Board approved with conditions the construction of two buildings with approximately 272,800 square feet of office space and 40,000 square feet of retail space. The property is 42.91 acres in the LTO-e Zone (M-U-I/ D-D-O Prior Zone), within Planning Area 66.

## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>
<b>Budget</b>				
	Expenditures	\$7,647,878	\$7,882,221	3.1%
<b>Staffing</b>				
	Funded Career Positions	56.00	56.00	-
	Funded Term Positions	2.00	2.00	-
	Funded Workyears	58.00	58.00	-

## HIGHLIGHTS AND MAJOR CHANGES IN FY 2025 PROPOSED BUDGET

**Personnel Services** budget increased by \$374,443 or 5.4 percent above the FY 2024 total. The increase is the result of a decrease in salary lapse and increased costs associated with pension, medical insurance, and other related benefits.

**Supplies and Materials** budget decreased by \$130,200 or 83.6 percent below the FY 2024 total. This is primarily due to the request to decrease office system furniture. The \$144,200 decrease to office system furniture will be offset by increases of \$9,000 to support quarterly events for the Neighborhood Academy program and \$5,000 to advertise public hearings.

**Other Services and Charges** increased by \$59,600 or 12.9% above the FY 2024 budget, which is primarily due to following:

- **Advertisement Public Hearings** budget increased by \$5,000 due to a new Zoning Ordinance requirement that all Zoning Map Amendments for a Planned



# Prince George's County Planning Department – Development Review

Development Zone publish a legal advertisement in a local newspaper and \$45,000 due to operational costs associated with conducting the Neighborhood Planning Academy on a quarterly basis. Printing, Binding, and copying services were reduced by \$8,000.

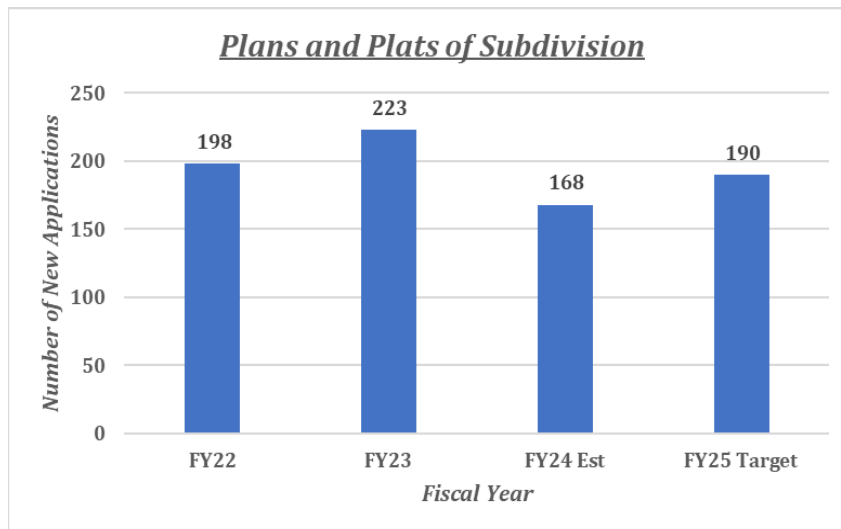
**Funded Positions** Funded positions for FY 2025 will remain consistent with FY 2024.

## GOALS AND PERFORMANCE MEASURES

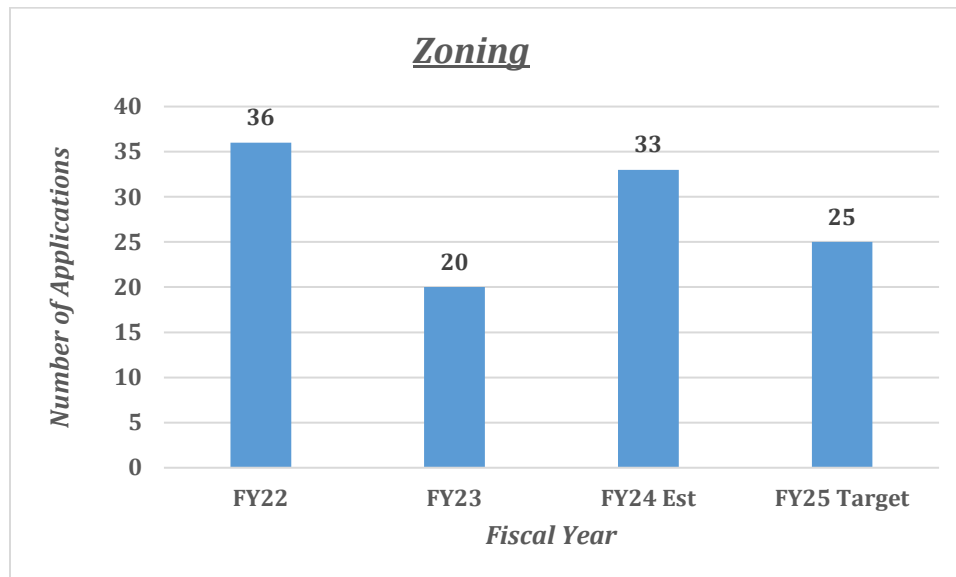
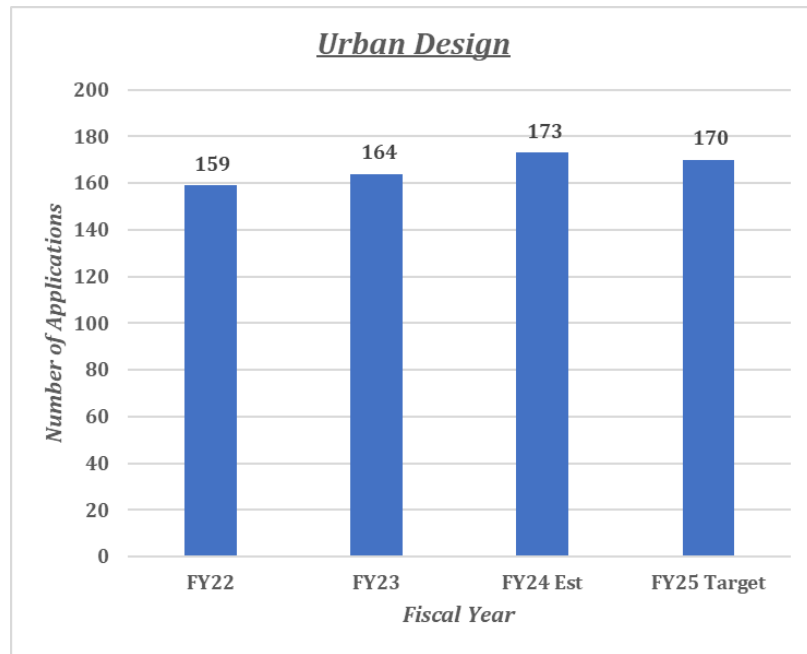
**Divisional Goal:** Provide professional, objective analysis and evaluation of development proposals as mandated by law for the benefit of applicants, citizens, public officials, and government agencies to implement public plans and policies concerning land use and design, and to improve the quality of development in Prince George's County. This will be accomplished through the review and analysis of various development applications received, analyzed, and evaluated; and responding to applicant inquiries received via either walk-ins, telephone, or written requests.

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

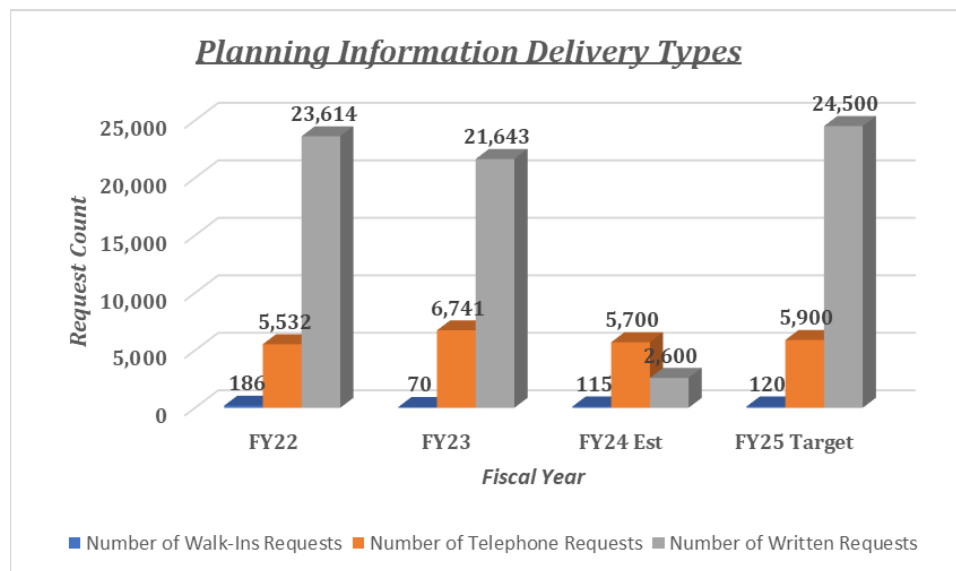
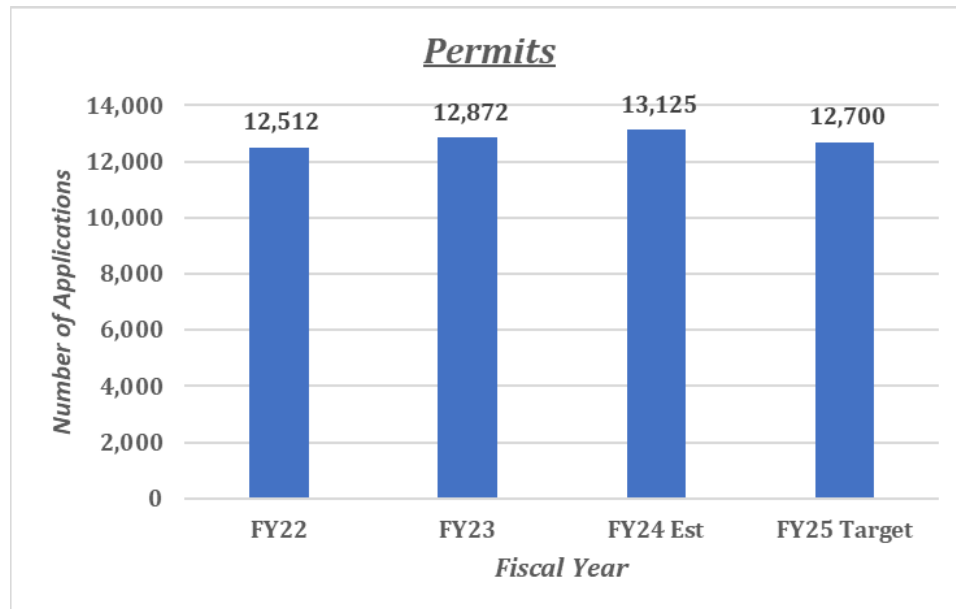
**Outcome Subdivision, Zoning, Urban Design:** Information and recommendations for the public and decision-makers.



# Prince George's County Planning Department – Development Review



# Prince George's County Planning Department – Development Review



# Prince George's County Planning Department – Community Planning

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## MISSION

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

## PROGRAMS AND SERVICES PROVIDED

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

The division currently has four sections:

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

The division is responsible for:

- Development of master and sector plans
- Master and sector plan amendments
- Comprehensive rezoning through sectional map amendments associated with master and sector plans
- Plan 2035 downtown implementation studies and coordination



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

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- Master Plan evaluation and monitoring
- Planning Assistance to Municipalities and Communities (PAMC) program
- Sustainable Communities Program coordination
- Placemaking
- Public engagement
- Specialized and local planning and feasibility studies
- Public outreach and education
- Development review

### ACCOMPLISHMENTS

#### Conducted community meetings for:

- West Hyattsville-Queens Chapel Sector Plan and Sectional Map Amendment
- Bowie-Mitchellville and Vicinity Master Plan and Sectional Map Amendment
- Central Avenue Blue Line Sector Plan and Sectional Map Amendment
- Port Towns Sector Plan and Sectional Map Amendment
- Southern Green Line Minor Plan Amendment
- Henson Creek-South Potomac Minor Plan Amendment and Sectional Map Amendment
- Route 1 Land Redevelopment Study
- Creative Placemaking Activities

**Sector Plans and Sectional Map Amendments:** The District Council initiated the Central Avenue Blue Line Sector Plan and Sectional Map Amendment for an area along Central Avenue from the DC line to the Capital Beltway and the Port Towns Sector Plan and Sectional Map Amendment encompassing the cities of Edmonston, Bladensburg, Cottage City, and Colmar Manor. Staff worked with the public, stakeholders, elected officials, and partner agencies in each area and conducted significant public outreach, including community festivals and events, formal public meetings, and in-area office hours. Additionally, staff continued work to complete the West Hyattsville-Queens Chapel Sector Plan and Sectional Map Amendment. Final approval of the plan was delayed because the draft plan and SMA were remanded to staff for further consideration of current legislation and floodplain and environmental issues.

**Minor Plan Amendments:** The District Council initiated two Minor Plan Amendments, one in the Henson Creek-South Potomac Plan Area (which includes a Sectional Map Amendment) to review and revise development pattern guidelines and policies in portions of the plan area and one in the Southern Green Line Station plan area to add policies and strategies from the approved Central Branch Avenue Corridor Revitalization Sector Plan that are specific to Suitland Road.

**Placemaking Strategies:** After extensive public and stakeholder engagement, staff delivered three strategy documents that will guide future development of three downtowns in Prince George's County, including the Largo Placemaking, Branding, and Wayfinding study; the New Carrollton Downtown Access and Connectivity Strategy; and the Southern Avenue Metro Pedestrian Study.

**Route 1 Land Redevelopment Study:** After extensive public and stakeholder engagement, staff delivered the Route 1 Land Redevelopment Study, which includes strategies for neighborhood revitalization, real estate development, complete streets, and design that support the development of healthy, equitable neighborhoods. Most important is to involve residents and stakeholders in the study area in the process.





# Prince George's County Planning Department – Community Planning

**Placemaking Demonstration Projects:** Partnering with the Better Block Foundation and community organizations, the Placemaking Section delivered two demonstration projects, one in Riverdale Park and one in Largo. These events were designed to activate underutilized spaces and demonstrate what is possible.

**Largo Wayfinding, Branding, and Placemaking Strategy:** The final study was published in 2023 and rolled out with the Placemaking Largo event. CPD staff have been working with Prince George's County and Partner Agencies to begin implementation of this plan.

**Planning Assistance to Municipalities and Communities (PAMC) Projects:**

- Completed five PAMC projects/reports including *The ATHA Wayfinding and Signage Study*, the *College Park Age-Friendly Action Plan*, the *Healthy Corner Store Initiative Guidance and Toolkit*, the *Accokeek Heritage Tourism Study*, and the *Town of Edmonston Economic Development Strategy*.
- Continued work on the Master Plan Recommendations Database for five master/sector plans.
- Completed the Sustainable Community Renewal application and received approvals for the Greater Chillum and the Central Avenue-Blue Line Corridor (Towns of Capitol Heights, Fairmount Heights, and Seat Pleasant, and unincorporated areas of the County) Sustainable Communities.
- Published the Retail Revitalization Guide, an interactive, online toolkit to encourage and support the redevelopment and improvement of struggling suburban retail centers throughout Prince George's County into new sustainable, thriving places that better serve the Prince George's County community.
- Completed and published the Urban Land Institute (ULI) Housing Evaluation Technical Assistance Panel (TAP) for the County.
- Facilitated a Partnership for Action Learning in Sustainability (PALS) project pursuant to memorandum of understanding (MOU) with University of Maryland to create a Bike Stress Map Application and Instructional Video.
- Provided statistical analysis of housing units and the development pipeline for Department Leadership and the County Council.

## BUDGET AT A GLANCE

### Summary of Division Budget

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
Expenditures	\$6,188,397	\$7,214,782	16.6%
<b>Staffing</b>			
Funded Career Positions	34.00	37.00	8.8%
Funded Workyears	34.00	37.00	8.8%



# Prince George's County Planning Department – Community Planning

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## HIGHLIGHTS AND MAJOR CHANGES IN FY 2025 PROPOSED BUDGET

**Personnel Services** budget increased by \$550,785, or 12.2 percent above the FY 2024 total. This is a result of adding three new positions, a decrease in the salary lapses and increases in costs associated with medical, pension and other insurance benefits.

**Supplies and Materials** budget increased by \$4,000 or 4.2 percent, above the FY 2024 total primarily due to inflationary cost increases associated with Community Planning workshop supplies.

**Other Services and Charges** budget increased by \$512,500, or 33.6 percent primarily to support successful existing programs and complete an existing initiative within the Community Planning Division. There is a proposed increase of \$150,000 for the PAMC to address increasing consultant costs and the desire to expand this successful program. This ongoing program is available to 26 municipalities and unincorporated areas throughout the County represented by community groups and civic or business associations. The goal of the program is to help communities implement local strategy recommendations from Plan 2035 and master and sector plans, as well as other Commission studies. A variety of planning studies, urban design exercises, and transportation and mobility evaluations are undertaken each year.

- A proposed increase of \$17,500 for the University of Maryland PALS Program to allow more funding per project given the increases in costs. The Planning Department has traditionally budgeted for 7 projects annually, and this funding increase would continue to allow the Department to fund 7 projects.
- A proposed increase of \$300,000 to complete the Division's Plan Master Evaluation Project. This Project is an important tool that will review and examine the 13,700+ strategies across each of the County's 38 master, sector, and transit district development plans and create scorecards for each. The scorecards are an analysis of the public policy, fiscal, economic, and market conditions that influence implementation, or non-implementation, of the plans and recommendations on near-term implementation measures. These data will assist the Division in the development of the six-year work program and provide baseline data for continued evaluation.

**Capital Outlay** budget decreased by \$40,900 or 100 percent, below FY 2024.

**Funded Positions:** Funded positions will increase by three full-time career positions. These new positions will be assigned as follows: a Planner I/II for the Master Plans and Studies Section to bring the staff complement closer to the assumptions of the Six Year Work Program; a Planner II position for the Neighborhood Revitalization Section due to expansion of the PAMC program; and a Planner II position for the Placemaking Section to lead the various labor-intensive and project management requirements of placemaking projects in the County.

**Master Plan Evaluation Project:** Master plans and sector plans provide specific recommendations for a subregion or planning area regarding land use, the environment, historic preservation, housing, commercial and employment areas, economic development, urban design, transportation, and public facilities. Each plan contains a multitude of strategies and metrics. This project will complete the Division's Master Plan Evaluation Project. This program has been staffed intermittently since 2017 due to turnover within the Community Planning Division. The Master



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

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Plan Evaluation Project is an important tool that will review and examine the 13,700+ strategies across each of the County's 38 master, sector, and transit district development plans and create scorecards for each. The scorecards are an analysis of the public policy, fiscal, economic, and market conditions that influence implementation, or non-implementation, of the plans and recommendations on near-term implementation measures. These data will assist the Division in the development of the six-year work program and provide baseline data for continued evaluation.

**Placemaking Around Town (PAT) Program:** Placemaking is a key element in the delivery of Plan 2035, and the County's Master and Sector Plans. In particular, the PAT Program will tap into the community heritage, arts, and culture elements to elevate the sense of place. The PAT Program, administered through the Community Planning Division—Placemaking Section of the Prince George's County Planning Department, provides place-based community engagement and programming to support placemaking initiatives throughout Prince George's County. For the purposes of this program, placemaking is defined as a hands-on, community-centered planning approach that prioritizes urban design, stakeholder engagement, and programming to create places where people want to gather. The objective of the program is to create fun and engaging experiences for community members, in their neighborhoods, around some of the Planning Department's planning projects and goals. To achieve this objective, the PAT team will lead and coordinate partnerships with agency partners and stakeholders to advance placemaking projects and uncover synergies among program goals.

**Central Avenue Blue Line Sector Plan:** In FY 2025, the Department will release a staff draft and work toward approval of this sector plan and sectional map amendment focused on the Capitol Heights, Addison Road, and Morgan Boulevard Metro Stations, the FedEx Field property, as well as properties along Central Avenue from the County's shared border with the District of Columbia to the Capital Beltway. This plan will reflect the vision and goals contained in Plan 2035, including focusing on new development in the designated centers and preserving existing neighborhoods. It will replace the 2008 *Approved Capitol Heights Transit District Development Plan*, and portions of the 2010 *Approved Subregion 4 Master Plan*.

**Cultural Arts Study Implementation:** The Department successfully completed the Prince George's County Cultural Arts Study in FY 2023, and implementation began in FY 2024. In FY 2025, the Department will continue to collaborate with our partner agencies, artists, artist organizations and community residents to further define the recommendations and move to begin the implementation process.

**Plan 2035 Local Centers' Implementation:** This is a continuing work program item. The Department participates in numerous activities to assist with creating viable local centers. Activities include creative placemaking, special studies, assisting with grant applications, and participating on advisory committees. Examples of current committees include the Bowie State MARC Station Development Board and the Town Center Design Review Committees for Riverdale Park, Suitland, Brentwood, and Mt. Rainier. FY 2024 projects currently include:

- A wayfinding study for the Town of Upper Marlboro.
- Implementation of the Southern Avenue Pedestrian Access Study.
- Working with local groups to build on the successes of the Placemaking Demonstration event in Riverdale Park.
- Additional demonstration events in other local centers.



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

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**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 of Prince George's Plaza, New Carrollton, Largo Town Center as well as provide creative placemaking activities. This is an ongoing effort and a continuation of the work program. In FY 2025, this program includes:

- A working group to activate Hyattsville Crossing; and
- Implementation of the Largo Placemaking, Branding, and Wayfinding Study, and New Carrollton Access and Connectivity Study.

**Port Towns Sector Plan and Sectional Map Amendment:** In FY 2025, the Department will release a staff draft and work toward approval of this sector plan and sectional map amendment for the Towns of Cottage City, Colmar Manor, Bladensburg, and Edmonston, collectively known as the "Port Towns." This plan will integrate ongoing planning activities in these and adjacent communities and identify strategies for economic development and housing preservation. This plan will replace the 2009 *Approved Port Towns Sector Plan* and a portion of the 2018 *Approved Greater Cheverly Sector Plan* and is anticipated to be approved in FY 2026.

**Planning Assistance to Municipalities and Communities Program (PAMC):** This ongoing program is available to municipalities and unincorporated areas throughout the County, represented by community groups and civic or business associations. The goal of the program is to help communities implement strategy recommendations from Plan 2035 and master and sector plans. A variety of planning studies, urban design exercises, and transportation and mobility evaluations are undertaken each year. With this budget, funding and staffing for this highly successful program are increased to provide additional local projects throughout the County.

**Sustainable Communities Program Assistance:** Planning staff continues to assist with the preparation of Sustainable Communities applications and renewals as requested. Renewal applications have been completed for Eagle Harbor. Additionally, staff will complete renewals for Upper Marlboro, Langley Park, Greater Camp Springs-Morningside, Port Towns, Kentland-Palmer Park, Suitland and Naylor Road Metro Stations, and Landover-New Carrollton. Staff will continue to coordinate with the Maryland Department of Housing and Community Development on additional community projects in FY 2025.

**Minor Plan Amendments:** Minor plan 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. These projects occur as needed.

### GOALS AND PERFORMANCE MEASURES

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

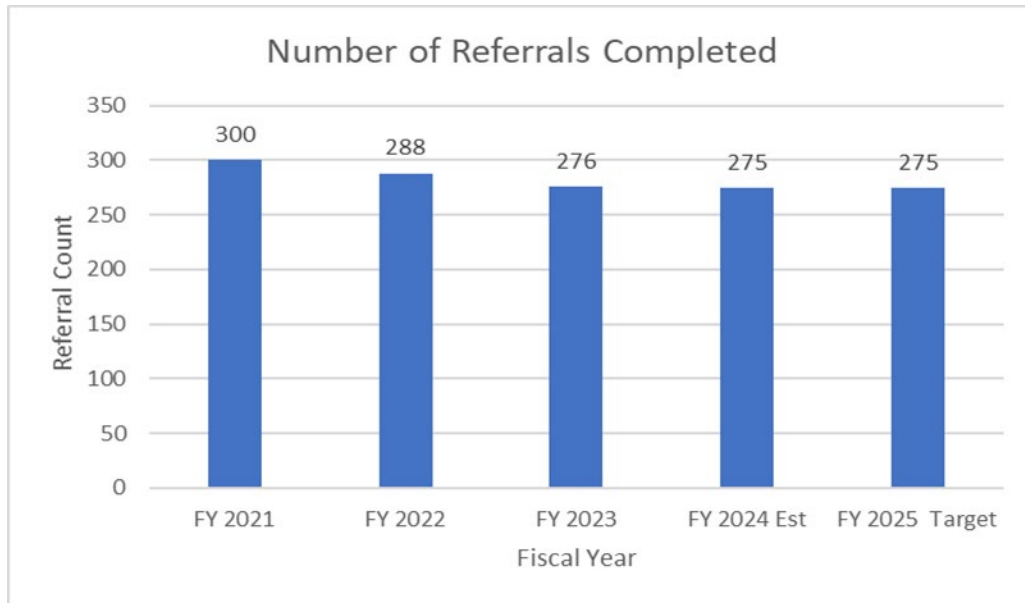
**Divisional Objective:** Provide long-range comprehensive planning services, encourage neighborhood revitalization initiatives and creative placemaking to implement Plan 2035 and the master and sector plans to the public, communities, and elected and appointed officials.



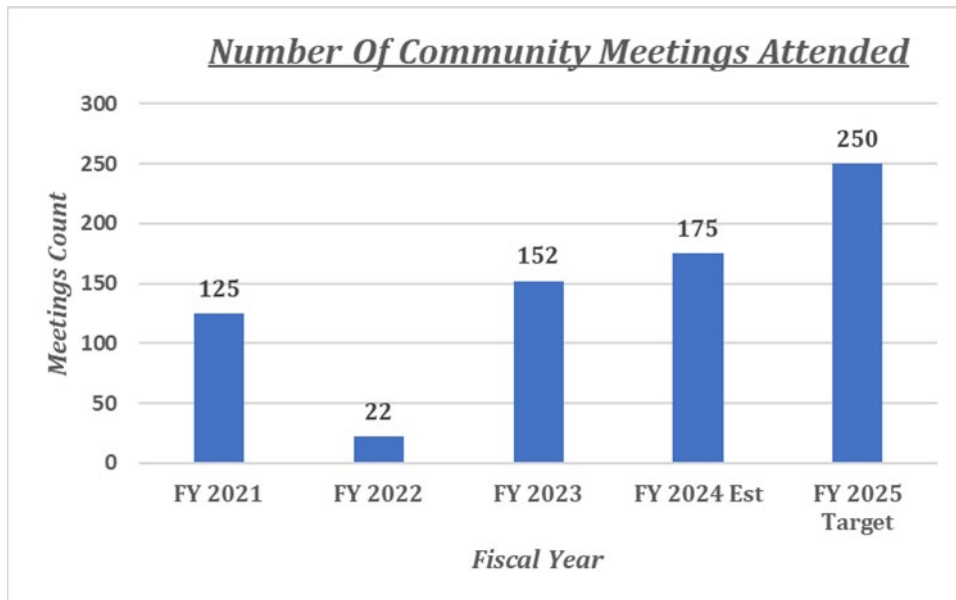
# Prince George's County Planning Department – Community Planning

**Outcome for Community Planning:** Master and sector plans that provide a long-term vision for the communities in Prince George's County that are fact-based and community driven. Communities who are more engaged feel ownership of the plans and studies in their areas.

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



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



# Prince George's County Planning Department – Countywide Planning

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## MISSION

The mission of the Countywide Planning Department is to provide the highest quality planning services and growth management guidance on countywide issues to communities, public officials, and other government agencies to achieve sustainable, desirable, and livable communities.

## PROGRAMS AND SERVICES PROVIDED

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

The division is responsible for:

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

## ACCOMPLISHMENTS

- Continued implementation of staff, decision maker, and stakeholder training on the new Zoning Ordinance, Subdivision Regulations, and Landscape Manual.
- Continued work on follow-up steps to ensure the ongoing success of the new development codes, with emphasis on three initial areas of focus:
  - Ongoing monitoring of the new codes and identification and proactive amendment of revisions will continue to be necessary to ensure the new Zoning Ordinance, Subdivision Regulations, and Landscape Manual work as intended.
  - Collaboration with County Agency partners and other stakeholders in updating the County's public facilities requirements and tests.
  - Initial evaluation of the County's signage regulations with the goal of bringing them into compliance with precedent established by the Supreme Court in the Reed v. Town of Gilbert case and progeny cases since that time.
- Coordinated the Planning Department's analysis of three cycles of Water and Sewer Amendments consistent with the recommendations of the 2018 Plan. Staff completed the following Water and Sewer Amendment requests during the reporting period:
  - Eight applications for the June 2022 cycle were presented to the Planning Board on September 29, 2022.
  - Eleven applications for the December 2022 cycle were reviewed and presented to the Planning Board on April 13, 2023.



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

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- Four applications for the June 2023 cycle were reviewed and commented on for a future review by the Planning Board.
- Conducted mandatory referral reviews, consistent with the 2018 Guidelines, for several solar panel installations to incentivize solar energy use while protecting neighborhoods, farmland, and historic viewsheds.
- Presented six (6) Mandatory Referral applications to the Planning Board, including the Federal Bureau of Engraving and Printing; Oxon Hill Fire Station, and the City of Cheverly Public Works building.
- Made a presentation to the Council of the Whole on Public Safety adequacy analysis and mitigation.
- Coordinated the Department review of projects submitted for Intergovernmental Review through the State of Maryland Clearinghouse, including the following:
  - Maryland Department of Health – excess property
  - Maryland Department of Transportation – excess property
  - Rowley Training Center – Supplemental Environmental Assessment
  - University of Maryland – demolition
  - Joint Base Andrews – new construction
  - National Register of Historic Places – Designation of Cheverly Historic District
  - WSSC – main replacement
- Reviewed land development proposals for adequacy of public safety and public facilities.
- Continued implementation of the Resource Conservation Functional Master Plan.
- Reviewed natural resource inventory plans (NRIs) to establish existing environmental site conditions for all sites required to follow the entitlement process and/or file for a grading permit.
- Reviewed land development proposals for protection of regulated environmental features, conformance to the Woodland and Wildlife Habitat Conservation Ordinance (WCO), and implementation of the Chesapeake Bay Critical Area (CBCA) Ordinance.
- Supported the Development Review Division through detailed analysis of environmental impacts associated with proposed developments in the County.
- Reviewed all major projects to be built by federal, state, and County government agencies to ensure community awareness and enhance project design (state-mandated “mandatory referral” process).
- Reviewed all Water and Sewer Amendments for environmental impacts.
- Provided Geotechnical review of all entitlement cases and geotechnical coordination with the Department of Permitting, Inspections and Enforcement (DPIE) for their programming purposes.
- Reviewed all permits within the County containing a grading element for conformance to an approved tree conservation plan or CBCA Conservation Plan, easement recordation processing, and bonding notification.
  - Interacted with the public via phone or email concerning requests for environmental information, processes, procedures, and plan copy requests.
- Participated in master plan updates (both Community Planning and Countywide Planning Divisions).



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

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- Supported DPIE for semi-annual CBCA reporting.
- Supported DPIE for violations of the WCO and CBCA ordinances, including participation in court cases.
- Represented the Department on the Maryland Sustainable Forestry Council, Patuxent River Commission, Regional Tree Canopy Subcommittee, Energy and Environmental Policy Committee, Climate Action Commission, and the Agricultural Resources Advisory Committee.
- Presented policies and legislative updates to the Building Industry Association.
- Prepared and submitted the FY 2022 Annual Forest Conservation Report to the Maryland Department of Natural Resources.
- Initiated review of the Subtitle 25 update.
- Managed the Planning Board's award of \$400,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local nonprofit organizations and private property owners.
- Provided staff support to the County Historic Preservation Commission, including onboarding four new commissioners in FY 2023.
- Reviewed rehabilitation proposals (Historic Area Work Permits) affecting County historic sites and districts.
- Reviewed all development applications and building permits received by the Development Review Division for potential impacts on historic and archeological resources.
- Ongoing documentation of historic buildings and cemeteries throughout the County.
- Coordinated with the Department of Permitting, Inspections and Enforcement on unauthorized work and permit violations affecting designated historic sites and districts.
- Coordinated with the Department of Parks and Recreation on reviewing structural and archeological work plans affecting Commission-owned historic sites.
- Processed County Historic Property Tax Credit applications for review and approved improvements to historic sites and districts.
- Participated in master and sector plan development, providing historical background information and reviewing existing conditions reports and plan recommendations.
- Communicated with the public via phone, e-mail, and in-person meetings to provide information relevant to the County's historic preservation program.
- Completed ongoing reporting requirements for the Certified Local Government (CLG) program administered by the State of Maryland.
- Continued support of the Department's update of the Master Plan of Transportation (MPOT), which was endorsed by the County Council for initiation on September 16, 2021.
- Continued to support the Development Review Division through detailed analysis of transportation facilities and adequacy associated with proposed developments and mandatory referrals in the County.
- Continued to support the Department's update of the Transportation Review Guidelines (TRG), which was initiated by the Planning Board on May 19, 2022.
- Continued to support the Department's overhaul of the travel demand modeling system from a four-step, trip-based process to a hybrid, tour-based, dynamic, activity-based model





# Prince George's County Planning Department – Countywide Planning

based on the Planning Department's desire to incorporate advanced practice modeling techniques.

- Continued the Department's community planning efforts with the Carole Highlands Safe Mobility Study, which evaluates safe mobility in this neighborhood with a focus on pedestrian travel.
- Continued work on the Pedestrian and Bicyclist Behavioral Study which considers the impacts that elements such as equity, safety, and infrastructure have on pedestrian and bicycle behavior in the County.
- Reviewed and provided comments for ongoing regional transportation infrastructure projects with the Maryland Department of Transportation and Prince George's County's Department of Public Works and Transportation and Department of Permits, Inspection and Enforcement including the Purple Line, I-95/I-495 Managed Lanes, the Baltimore-Washington Superconducting Maglev, and the I-495 Southside Express Lanes Study.
- Continued coordination with the Maryland Department of Transportation and Prince George's County's Department of Public Works and Transportation and Department of Permits, Inspection and Enforcement on the transportation scoping process as well as development review and other county projects.

## BUDGET AT A GLANCE

### Summary of Division Budget

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
Expenditures	\$9,676,429	\$9,670,826	-0.1%
<b>Staffing</b>			
Funded Career Positions	46.00	46.00	-
Funded Term Positions	0.00	0.00	-
Funded Workyears	46.00	46.00	-

## HIGHLIGHTS AND MAJOR CHANGES IN FY 2025 PROPOSED BUDGET

**Personnel Services** budget increased by \$194,897 or 3 percent, above the FY 2024 total. The variance is primarily due to a decrease in salary lapse and increased costs associated with pension, medical, and other related group insurance benefits.

**Supplies and Materials** budget decreased by \$108,000 or 84.4 percent, below the FY 2024 total. This decrease is primarily related to the elimination of the office system furniture request made in the prior year.

**Other Services and Charges** budget decreased by \$35,400 or 1.2 percent, below the FY 2024 total. This decrease is primarily a result of decreased funding needed for consulting services to support Countywide Planning projects.

**Capital Outlay** budget decreased by \$57,100 or 100 percent, below FY 2024.



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

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**Funded Positions:** Funded positions for FY 2025 will remain consistent with FY 2024.

**Prince George's County ad-hoc intersection/multimodal facility turning movement counts:**

This project is to set aside funding for the Transportation Planning Section to engage contractor services to collect intersection turning movement counts at various intersections in the County. For the FY 2024 fiscal year, the project has been expanded to include funding for the collection of needed bicycle and pedestrian counts at various intersections or various multimodal facilities in the County. Should counts be needed, this project will “ride on” the existing Department of Public Works and Transportation contract for traffic counts and similar other multimodal counts projects. These counts will be used to supplement other traffic studies for development applications or other Countywide transportation planning studies, as needed.

**Update to the Countywide Master Plan of Transportation:** This plan will replace the 2009 *Approved Countywide Master Plan of Transportation* (MPOT) and will amend all the County's approved and active area master plans. *Plan Prince George's 2035 Approved General Plan* (Plan 2035) recommends updating the MPOT after ten years, and this plan update will comprehensively develop goals, strategies, and policies to better implement Plan 2035. This plan envisions a countywide transportation system that not only supports the safe and equitable movement of people and goods within the County and region, but also encourages economic, cultural, and social activity in Plan 2035 centers. The plan will reassess the policies and recommendations of the 2009 MPOT, evaluate existing ones, and propose new County rights-of-way, scenic and historic road designations, transit corridors, pedestrian facilities, and bicycle corridors. Moreover, this plan will follow a multimodal approach and use the Planning Department's transportation forecast model to discuss and address County traffic congestion and future transportation needs. This plan began in FY 2021 and Permission to Print will be completed in FY 2024. Staff will continue working with all parties until the MPOT is finalized in FY 2025.

**New Transportation Model:** The Model development phase of TransForM will be completed during FY 2024. Version 2.5 is expected to be completed by September 2024 and version 3.0 is scheduled for completion by April 2025. Staff continue to work on the next phase—Validation and Testing—with consultants to ensure the model can address our current and expected needs before it is available for data sharing. Staff obtained approval for an extension of this contract to incorporate a new task related to supporting Community Planning Master plan projects. Staff used the model to develop a travel demand forecast for the Bowie-Mitchellville and Vicinity Master Plan, the Adelphi Road Sector Plan, as well as the West Hyattsville-Queens Chapel Master Plan. A forecast is being developed for the ongoing countywide Master Plan of Transportation. A secondary task under the change order was initiated to explore how COVID-19 has changed transportation in the County by using big data, and what adjustments are needed to allow TransForM to blend the impact of COVID on future forecasts. Staff also continued the next phase of the transportation forecast modeling project, TransForM: Beyond 3.0. This project has several customized applications and deliverables, including revisions to account for the impact of the COVID-19 pandemic on County travel demand patterns. A new post-COVID base traffic analysis (2021-2022) year, and new 2035-General Plan and 2045-Master Plan of Transportation horizon year scenarios are being developed to support the MPOT update and upcoming Community Planning area master plans. The staff is requesting approval for the addition of financial resources of approximately \$300,000 per fiscal year to continue the enhancements, training, and development of customized applications to bring this tool to its final stage.



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

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**Update to the Transportation Review Guidelines:** The Transportation Review Guidelines Parts 1 and 2 are the guiding documents used by the Transportation Planning Section and development case applicants to outline the process for reviewing the transportation impacts of development applications. They provide technical standards for evaluating transportation adequacy. Part 1 focuses on automobile transportation and the necessary transportation impact studies and Part 2 focuses on pedestrian and bicycle facilities. The Transportation Review Guidelines Part 1 were updated in 2012, and Part 2 was added in 2013. New guidelines will be necessary to facilitate transportation reviews of development projects under the new Zoning Ordinance and Subdivision Regulations, which include new zones, development case types, and thresholds for adequate public facilities (APF). The guidelines will also help implement policy recommendations for master plans, including the Master Plan of Transportation. Additionally, it will be necessary to consolidate Parts 1 and 2 of the guidelines into a single comprehensive document to encourage a multimodal and holistic approach to transportation review. This update to the guidelines began in FY 2022 and will be completed in FY 2025.

**Master Plan of Transportation (MPOT) and Transportation Review Guidelines (TRG) Implementation:** The Transportation Planning Section has been fully engaged in updating two of the section's primary technical products, the MPOT and TRG, to enhance best practices in the development of transportation planning policy and infrastructure and enhancing the review of multimodal transportation facilities associated with development applications. Both the MPOT and TRG updates are scheduled to be completed and adopted by the County Council and Planning Board in FY 2025. MPOT 2035 identifies several key plan recommendations to further study and implement emerging transportation trends that will advance accessibility and mobility in the County. The TRG update examined best practices and new methodologies that necessitate the need for future implementation and maintenance, such as future survey data on various land uses in the County to update local trip generation rates that are developed in the TRG update. This project is to assist and provide funding for the implementation of the MPOT 2035 recommendations and goals and enhance the methodologies developed in the TRG update.

**Predictive Analysis Tool:** This project is to allocate funding for the development of a Countywide Predictive Analysis Tool to use data-driven analytics to forecast future vehicle, pedestrian, and bicycle crashes on County transportation facilities. Traditionally, crash and roadway studies relied heavily on subjective and limited quantitative methods to measure safety performance. To help aid in the County's efforts to eliminate fatal crashes through its Vision Zero program, advance the recommendations on safety made in the Countywide Master Plan of Transportation, Pedestrian and Bicycle Pedestrian Study, and other efforts that prioritize safety in transportation facilities, this project will be essential in forecasting future crashes on the network and will enable the Planning Department to effectively provide sound and safe multimodal alternatives as part of its future planning efforts. The Predictive analysis tool will help identify roadway sites with the greatest potential for improvement and quantify the expected safety performance of different project alternatives. Predictive approaches combine crash, roadway inventory, and traffic volume data to provide more reliable estimates of an existing or proposed roadway's expected safety performance.

**Synchro Traffic Software:** The TRG update modified the measure of effectiveness criteria for evaluating vehicular Level of Service associated with development applications. Applicants will be required to use the Highway Capacity Manual (HCM) methodology to evaluate impacts that are solely applied through the macrosimulation program Synchro Trafficware. This line item will provide funding to obtain Synchro Trafficware software licenses to aid the Department in reviewing transportation adequacy using the new methodology outlined in the TRG.



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

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**Update and Revisions to The Woodland Conservation Ordinance (Subtitle 25) and the Environmental Technical Manual (Parts A-D):** In FY 2023, State legislation through Senate Bill SB526 and House Bill HB723 (Forest Conservation Act), required jurisdictions to either adopt the requirements outlined in the legislation or to establish their own alternative ordinance. FY2024 was largely focused on establishing an alternative Woodland Conservation Ordinance for adoption by the County Council and a major update to Parts A-D of the Environmental Technical Manual. Revisions to the State legislation and release of a revised State Forest Conservation Act Technical Manual are anticipated and will likely result in necessary updates to both the Woodland Conservation Ordinance and the Environmental Technical Manual during FY2025.

**Update and Revisions to the Chesapeake Bay Critical Area Ordinance (Subtitle 5B) and the Environmental Technical Manual (Part E):** In FY 2025, the Environmental Planning Section will start the scoping process, and later the review of the Chesapeake Bay Critical Area (CBCA) Ordinance located in Subtitle 5B. Scoping will include an evaluation of the current ordinance, updates in State regulations, and the current County environmental goals. The Environmental Technical Manual does not contain any policies or procedures relating to the CBCA and will need to be fully written. The Department has included funding in the proposed FY 2025 budget to begin an update to Subtitle 5B and Part E of the Environmental Technical Manual.

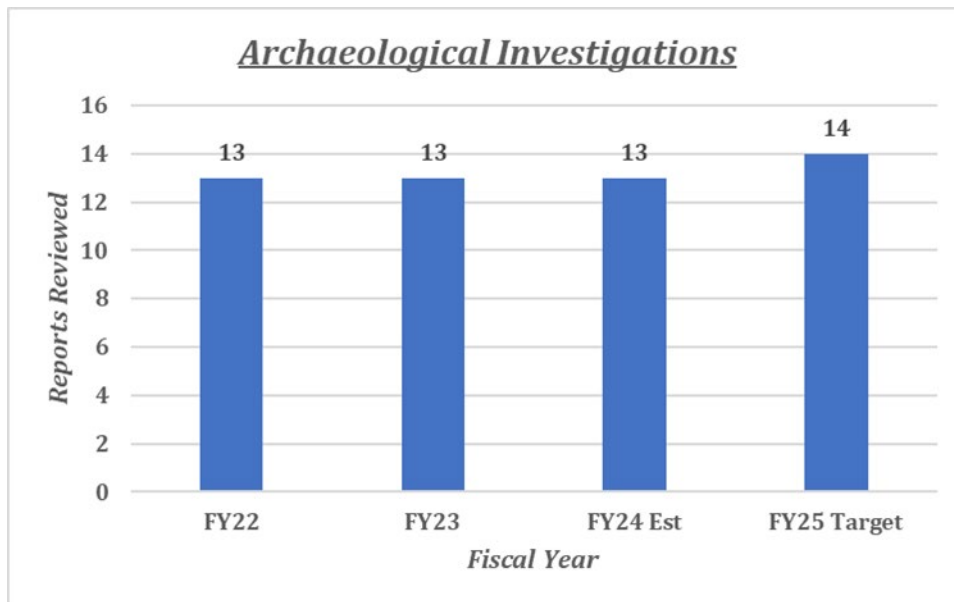
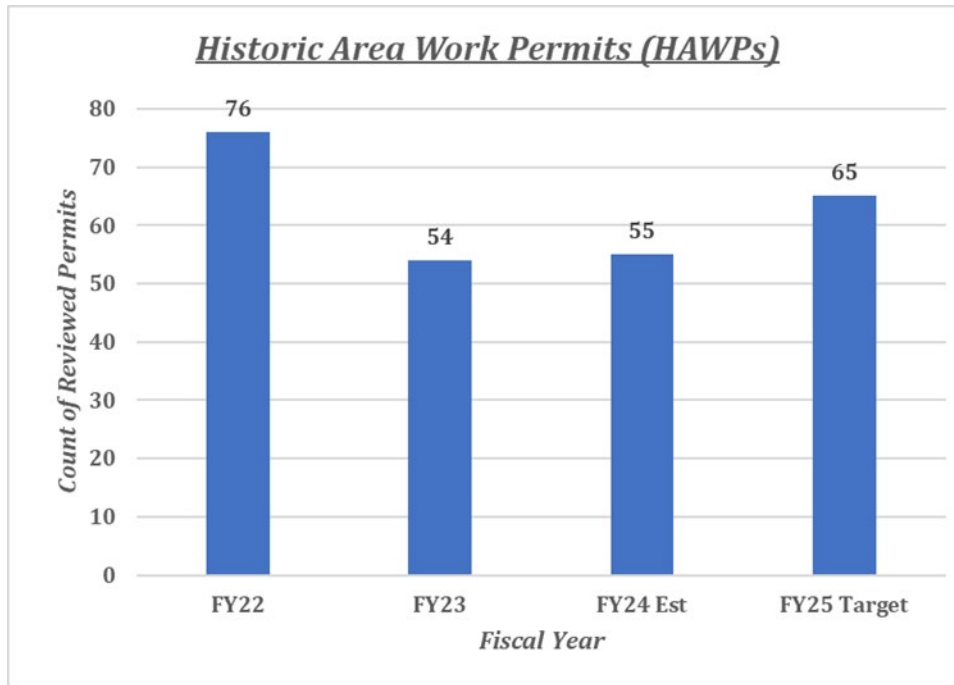
### GOALS AND PERFORMANCE MEASURES

#### Countywide Planning Division Performance Measures

- **Divisional Goal:** To provide the highest quality planning services and growth management guidance on countywide issues to communities, public officials, and other government agencies to achieve sustainable, desirable, and livable communities through the preparation of functional master plans and studies, and the review of zoning, subdivision, permit, and environmental applications.
- **Divisional Objective:** To provide professional planning guidance on countywide historic preservation and environmental issues as well as transportation and public facility needs to other Commission staff and outside agencies to protect and enhance existing natural resources and the environment as well as to achieve sustainable, desirable, and livable communities.
- **Outcome for Historic Preservation:** Professional planning guidance on historic preservation issues. Master planning and development review processes focus attention on the preservation and enhancement of natural and historic resources.

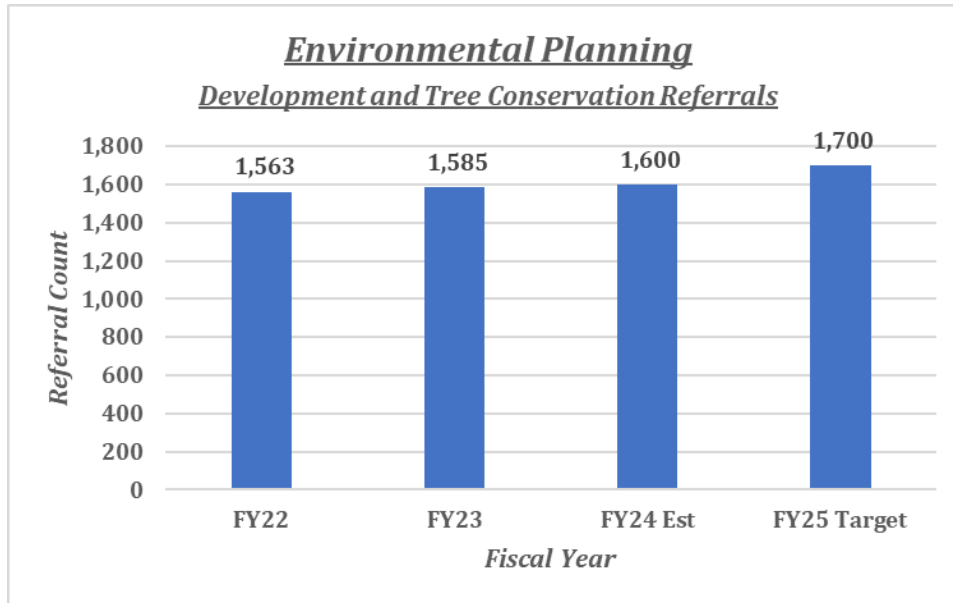


# Prince George's County Planning Department – Countywide Planning

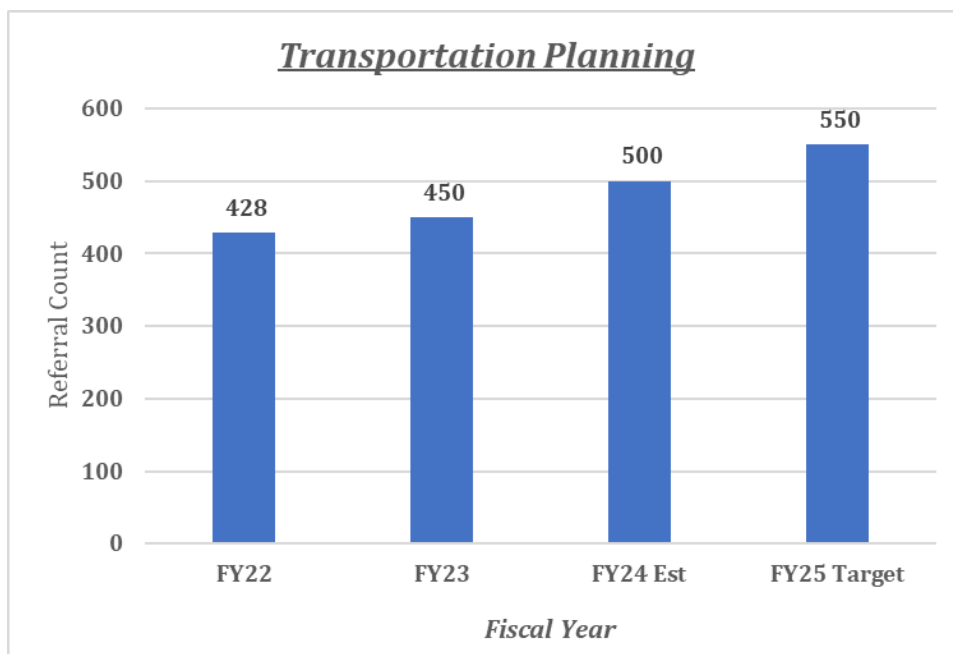


# Prince George's County Planning Department – Countywide Planning

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



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



# Prince George's County Planning Department – Information Management

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## MISSION

The mission of the Information Management Division (IMD) is to serve as the Planning Department's resource for the identification, assembly, processing, and analysis of spatial and tabular data; to provide the Department with a reliable and secure, 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, planning analysis and research, and geographic information system (GIS) services. IMD works to identify, assemble, process, analyze, and report land records and socioeconomic and statistical data and other information essential to the Commission's role in 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, County, and municipal government agencies; state and federal agencies; and the private sector (planners, surveyors, engineers, utilities, and real estate and economic development professionals). Examples of programs and services provided include:

- Geographic information services and applications
- Document imaging administration and support
- Development activity applications and support
- Planning research and analysis
- Socioeconomic and demographic analysis and forecasting
- Partnerships with organizations such as the U.S. Census Bureau, the Maryland State Data Center and municipalities throughout the County
- Computer systems operation
- Systems analysis/programming support
- Application development
- Database administration and support
- Hardware/software/supplies acquisition
- Network and user support
- Coordination with Commission and County IT systems

## ACCOMPLISHMENTS

- Continued to maintain and enhance PGAtlas. Updated aerial imagery and street level imagery in PGAtlas. Conducted three PGAtlas training sessions that included staff and citizens. PGAtlas use continues to be embraced as an essential business tool for the community. During a one-year period the public accessed PGAtlas.com 241,606 times.
- Continued to support our open-data portal that allows GIS data to be downloaded in multiple formats at no cost. More than 34,385 GIS files were downloaded in the past 12 months.
- Continued support of our development activity notification application that automatically notifies users (over 821) when a development case is submitted.
- Developed multiple ArcGIS Online applications independently and in cooperation with Community Planning: Central Avenue-Blue/Silver Line Sector Plan and SMA; Sensitive



## Prince George's County Planning Department – Information Management

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- GIS Datasets for Park and Planning Staff; Cultural Arts Study Story Map; Undeveloped Land; Prince George's County Business Start-Up Personal Property Tax Credit; Cultural Arts Study Story Map; New Carrollton Downtown Access Study; Census 2020 Population by Race and Ethnicity: Geographic Distributions by Census Tract; Planning Assistance to Municipalities and Communities (PAMC); Aerial Imagery Comparison. During the past 12 months, departmental ArcGIS Online applications were accessed 46,363 times.
- Completed 38 custom GIS map and analysis requests and worked with the County on producing multiple maps for economic development projects.
  - Created, updated, and maintained 161 countywide GIS layers, many of which required daily updates, such as property, zoning, development activity, and easement layers.
  - Developed 3D Models to support various work programs:
    - Adelphi Road Sector Plan
    - DSP-22034 Alta Woodmore
  - Developed viewshed analysis for:
    - 4-22041 15713 Livingston Road
    - TCP2-031-2022 14700 Bonds Retreat Rd
    - MR-2019F Enterprise Road Solar
  - Continued support for address assignment, street naming activities, and multiple requests for street name changes. Added and modified 12,314 records on the GIS premise address layer.
  - Increased address data updates to support DPIE's Momentum application.
  - Developed a Development Review Address Extract and SketchMap Application.
  - Completed map standards training and assessment.
  - Completed the update of Open StreetMap.
  - Completed ESRI ArcUrban and ArcGIS Pro assessments.
  - Created a secure GIS Cloud site for core GIS layers that is updated daily.
  - Implemented system rewrite and numerous enhancements in support of CMA in both DAMS and Permit Tracking.
  - Implemented new zone codes and case types for new zoning ordinance.
  - Implemented numerous new reports in DAMS in support of tracking cases in old and new ordinances.
  - Completed vendor selection for our new commercial development tracking system. Begin DAMS replacement project - performed set up, gap analysis, and data migration.
  - Imported over 1000 missing TCP1 cases into DAMS.
  - Developed new Single and Multifamily applications.
  - Developed new Renewal Tracking Application for contracts, maintenance agreements, certificates, and other items that expire and require renewals or RFPs.
  - Supported more than 400 custom mailing labels, data extract, user, and other requests for internal and external customers.
  - Completed scanning projects for property address, historic preservation, community planning, and planning files. Continued supporting scanning initiatives throughout the Planning Department.
  - Developed numerous SharePoint public access sites in support of Community Planning.
  - Completed Oracle upgrades and established quarterly patching schedule.
  - Mitigated all severity 3 and 4 vulnerabilities identified by security team.
  - Redesigned departmental web pages.
  - Converted all Data Systems applications to use HTTPS.





## Prince George's County Planning Department – Information Management

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- Updated Public Lands inventory and updated process documentation.
- Completed initial Pipeline research in preparation for development of new dashboard, website and reporting.
- Updated all applications to work with Chrome and Edge, retired Internet Explorer for all Data Systems applications.
- Continued to maintain, support, and upgrade servers, software, desktops, laptops, and peripheral devices.
- Completed major updates to our network infrastructure environment.
- Actively involved in and contributed to Commission-wide technology projects: Vulnerability Testing, Data Loss Protection, Microsoft Information Management, Adobe Upgrades, Attribute consolidation, and External MFA Enforcement.
- Assisted in Commission-wide Chief Technology Officer, IT Council, Microsoft Governance, and Security Administration Group Meetings.
- Continued Tech Refresh—phasing out older model desktops and continuation of video monitoring distribution.
- Continued administration and management of Planning Department's KnowBe4 Security Campaign.
- Continued various security enhancements: Barracuda Firewall Upgrade, Piloting Authentication Application for Multi-Factor Authentication, Monthly Patch Deployments continued.
- Participated in technical discussions and planning of Data Center move to Largo HQ.
- Provided PC upgrades and replacements for Chairman's Office.
- Completed VoIP Project. Converted from analog to digital phone system, using MS Teams as the user interface.
- Completed 3PAR: Patch Upgrade, Service Processor Upgrade, OS Upgrade.
- Configuration and testing of Intune Mobile Device Management to support Mobile Devices.
- VMWare/SAN Health Check – Deep-dive into our current virtual and SAN environments.
- Worked on VPN Project - Develop a new strategic plan around how best to leverage solutions that will enhance security, provide zero trust access to critical business applications, enhance current remote desktop technologies.
- Assisted and supported the IT needs of incoming and outgoing college interns, temps, contractors, and new Planning Department employees.
- Assisted in technology planning, setup, and implementation for remote Planning Board and Budget Hearing meetings.
- Prepared and published the Annual Report on Growth per the Land Use Article of the Annotated Code of Maryland.
- Developed annual population, household, and employment forecasts by traffic analysis zone for regional transportation planning purposes and local planning initiatives.
- Prepared and published the annual Pupil Yield Factors and Public-School Clusters for the public facilities planning tasks.
- Performed research, analysis, and mapping related to townhouse development in Prince George's County. Developed and published the report.
- Provided training and support related to the use of the Census Bureau's data products to the County Council's Budget & Policy Group.



# Prince George's County Planning Department – Information Management

- Supported Community Planning and Countywide Planning Divisions by providing comprehensive demographic, housing, socioeconomic, and land use analyses for formulating sound policies.
- Furnished special studies for the departmental senior management and County Council.
- Prepared routine demographic, employment, housing, and socioeconomic reports.
- Monitored various U.S. Census Bureau programs for data releases.
- Served as a liaison between the Census Bureau, the Metropolitan Washington Council of Governments, and the Maryland State Data Center.
- Oversaw and was responsible for migration of the Data Center from the County Administration Building to the Largo Headquarters. This included determining requirements, design, planning, migration, installation, testing and setup of all data center equipment and applications including racks, servers, power supply, internet service, and network closets. It also included oversight and installation of a new wireless network and core switch for the IT infrastructure. Lastly oversaw the decommissioning and setup of all desktop and other computer devices and equipment associated with the move.

## BUDGET AT A GLANCE

### Summary of Division Budget

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>
<b>Budget</b>			
Expenditures	\$8,732,611	\$8,896,362	1.9%
<b>Staffing</b>			
Funded Career Positions	35.00	35.00	-
Funded Workyears	35.00	35.00	-

## HIGHLIGHTS AND MAJOR CHANGES IN FY 2025 PROPOSED BUDGET

**Personnel Services** budget increased by \$311,751 or 6.2 percent, above the FY 2024 total, primarily due to a decrease in salary lapse and increased costs associated with pension, medical, and other related group insurance benefits.

**Supplies and Materials** budget decreased \$172,500, or -67.6 percent, below the FY 2024 total. This decrease is primarily due to the decrease in funding for replacement of office systems furniture.

**Other Services and Charges** budget decreased \$170,500, or -5.5 percent, less than the FY 2024 total. This proposed decrease is primarily a result of the reduction of Microsoft Office 365 licenses and renewals that are now covered by Commission-Wide IT projects (CWIT) and the reduction of funding needed for other software.

**Capital Outlay** budget increased by \$195,000 or 51 percent, above the FY 2024 total primarily due to desktop and laptop replacements, network and other infrastructure updates.



# Prince George's County Planning Department – Information Management

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**Funded Positions** for FY 2025 will remain consistent with FY 2024.

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

- Complete migration to ArcGIS Pro.
- Provide GIS integration support for the new development tracking application (DARTS).
- Finalize and adopt new addressing regulations.
- Begin evaluation of AI based software tools for location analysis. Initial planning and coordination for the potential acquisition.
- Implement an automated address change notification process.
- Increase data update frequency using GIS website.
- Expand street-level imagery to include strip malls, alleys, parks, etc.

**Research Section:** This section will focus on the following activities:

- Continue to re-establish the Section by recruiting additional staff.
- Prepare and publish The Annual Report on Growth per the Land Use Article of the Annotated Code of Maryland.
- Serve as a liaison between the Census Bureau, the Metropolitan Washington Council of Governments, and the Maryland State Data Center.
- Distribute Round 10 socioeconomic forecasts by transportation zone.
- Support Community and Countywide Planning Divisions by providing comprehensive demographic and socioeconomic data and land use analysis for formulating sound policies.
- Produce an annual population, housing, and economic survey report.
- Prepare other demographic and socioeconomic reports or analyses per requests from internal or external customers.
- Analyze nonresidential development for existing conditions, trends, and new construction.
- Prepare and publish the Pupil Yield Factors and Public-School Clusters.
- Perform pipeline analysis and monitor development trends.
- Monitor various U.S. Census Bureau programs for data releases.
- Act as a repository for various County studies to help coordinate data.

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

- Develop a Pipeline dashboard, web page, and map.
- Continue to support system changes in existing DAMS application for zoning map amendment.



## Prince George's County Planning Department – Information Management

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- Implement system enhancements to automate the submission of development applications online via web tools.
- Begin User testing, data migration, and implementation of DAMS replacement (DARTS).
- Continue to upgrade departmental server environment.
- Initiate plans for replacement of Permits Tracking System.
- Redesign of nightly load process for DAMS and Permits
- Upgrade of FileNet software and hardware environment.

**Network and Technology Services Section:** This section will continue to maintain our systems environment, including hardware, software, servers, cloud and network solutions. Major initiatives will revolve around supporting the back-to-the-office initiatives, the hybrid work environment, and continued security initiatives. New initiatives include:

- Improving our network management and monitoring solution.
- Upgrading Cisco Switches (Replace EOL switches).
- Increase VMWare Horizon Environment (add new blades/hard drive/memory).
- Wireless Site Survey—Expand Wireless Coverage.
- New Helpdesk System (Upgraded, Cloud-Based).
- Security Remediation/Vulnerability Tools—Continued implementation of vulnerability assessment, intrusion protection and other enhancements to our network security.

### GOALS AND PERFORMANCE MEASURES

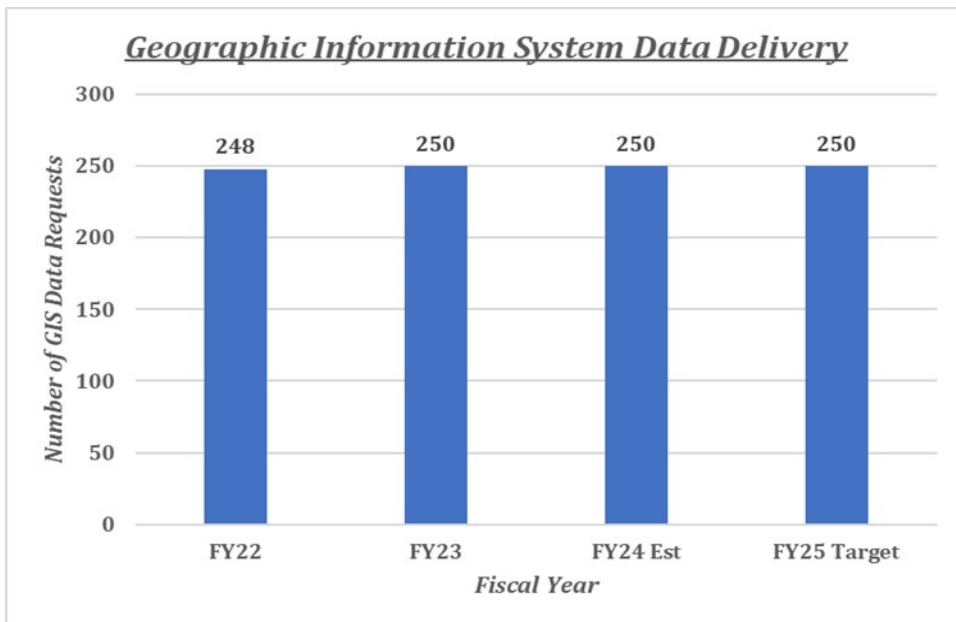
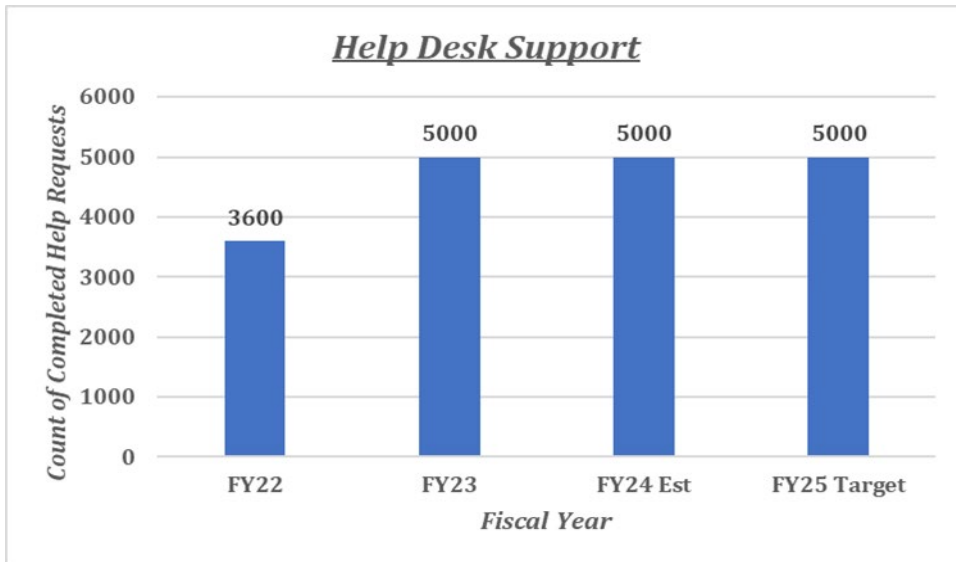
**Divisional Goal:** To be the Department's resource for the identification, assembly, processing, and analysis of data, and to provide the Department with a reliable, state-of-the-art computing infrastructure.

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

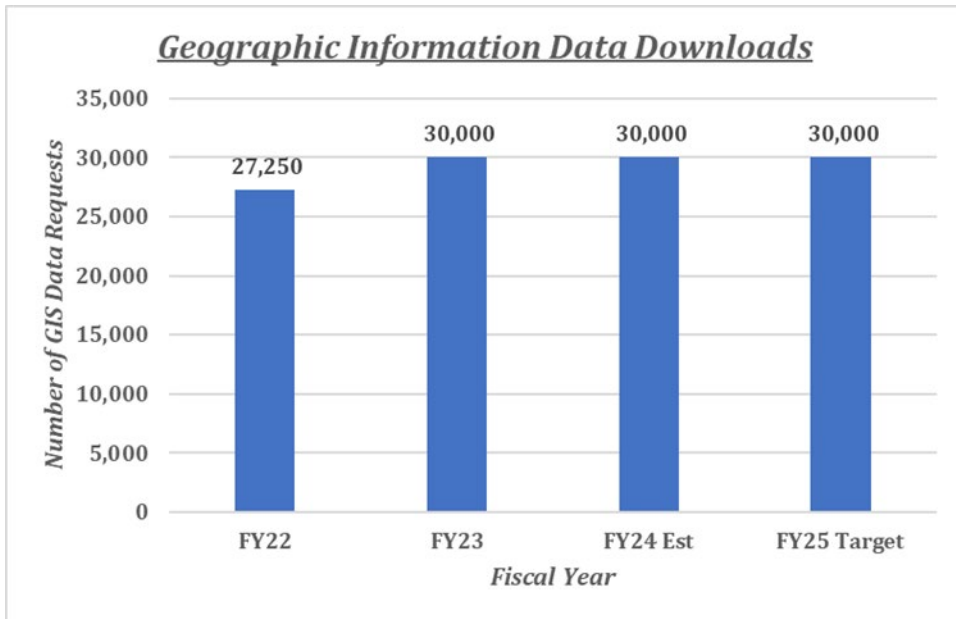
**Outcome Data Systems:** Improved software, hardware, and technical resources.



# Prince George's County Planning Department – Information Management



# Prince George's County Planning Department – Information Management



# Prince George's County Planning Department – Support Services

## PROGRAMS AND SERVICES PROVIDED

The Planning Department Support Services budget contains department-wide costs to support each division. These costs include but are not limited to unemployment insurance, communication (telephones and internet access), utilities, postage, office space rental, lease and maintenance of copy equipment, and capital equipment.

## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY24 Adjusted <u>Adopted</u></b>	<b>FY25 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>				
	Expenditures	\$6,746,073	\$7,684,372	13.9%
<b>Staffing</b>				
	Funded Career Positions	0.00	0.00	-
	Funded Workyears	0.00	0.00	-

**Personnel Services** budget for FY 2025 remains consistent with the FY 2024 budget. The unemployment budget will remain at \$5,000.

**Supplies and Materials** budget for FY 2024 increased \$900 or 2.6 percent above the FY 2024 total, primarily due to inflationary costs.

**Other Services and Charges** budget for FY 2025 increased \$930,202 or 15.1 percent above the FY 2024 total. The increase is due to the anticipated operational costs associated with the new Largo Headquarters.

**Chargeback** budget for FY 2025 increased by \$7,197 or 1.36 percent above the FY 2024 total. This is primarily due to the increased costs associated with the legal department.

**Funded Positions** – No change.



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

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<b>County Project Charges</b>	<b>FY 2024 Adjusted Adopted Budget</b>	<b>Proposed Reductions</b>	<b>FY 2025 Proposed Budget</b>
People's Zoning Counsel	250,000		250,000
Zoning Enforcement Unit	1,537,099		1,537,099
Water and Sewer Planning Unit	155,300		155,300
GIS Program	340,500		340,500
Tax Collection Fee	34,400		34,400
Economic Development Corp.	65,000		65,000
DPIE Permits and Inspections	376,200		376,200
DPW&T Engineering, Inspections, and Permits	205,600		205,600
Redevelopment Authority	400,000		400,000
EDC General Plan Goals	250,400		250,400
<b>Total</b>	<b>\$ 3,614,499</b>	<b>0.00</b>	<b>\$ 3,614,499</b>





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

**PRINCE GEORGE'S COUNTY ADMINISTRATION FUND**  
**Expenditures by Division by Type**  
**PROPOSED BUDGET FISCAL YEAR 2025**

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Director's Office</b>					
Personnel Services	1,944,108	2,402,093	2,402,093	2,612,078	8.7%
Supplies and Materials	(40,138)	38,900	38,900	43,300	11.3%
Other Services and Charges	247,485	142,000	142,000	176,100	24.0%
Capital Outlay	(40)	17,400	17,400	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>2,151,415</b>	<b>2,600,393</b>	<b>2,600,393</b>	<b>2,831,478</b>	<b>8.9%</b>
<b>Management Services</b>					
Personnel Services	2,086,709	2,598,056	2,598,056	2,963,640	14.1%
Supplies and Materials	201,429	547,900	547,900	216,500	-60.5%
Other Services and Charges	332,746	1,410,000	1,410,000	1,299,800	-7.8%
Capital Outlay	-	311,900	311,900	194,000	-37.8%
Other Classifications	-	-	-	-	-
Chargebacks	-	(42,152)	(42,152)	(50,000)	18.6%
<b>Total</b>	<b>2,620,884</b>	<b>4,825,704</b>	<b>4,825,704</b>	<b>4,623,940</b>	<b>-4.2%</b>
<b>Development Review</b>					
Personnel Services	5,727,364	6,960,578	6,960,578	7,335,021	5.4%
Supplies and Materials	18,364	155,800	155,800	25,600	-83.6%
Other Services and Charges	455,335	462,000	462,000	521,600	12.9%
Capital Outlay	-	69,500	69,500	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>6,201,063</b>	<b>7,647,878</b>	<b>7,647,878</b>	<b>7,882,221</b>	<b>3.1%</b>
<b>Community Planning</b>					
Personnel Services	3,588,550	4,527,497	4,527,497	5,078,282	12.2%
Supplies and Materials	14,474	95,800	95,800	99,800	4.2%
Other Services and Charges	1,108,505	1,524,200	1,524,200	2,036,700	33.6%
Capital Outlay	-	40,900	40,900	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>4,711,529</b>	<b>6,188,397</b>	<b>6,188,397</b>	<b>7,214,782</b>	<b>16.6%</b>
<b>Countywide Planning</b>					
Personnel Services	5,512,473	6,422,029	6,422,029	6,616,926	3.0%
Supplies and Materials	7,648	127,900	127,900	19,900	-84.4%
Other Services and Charges	2,256,911	3,069,400	3,069,400	3,034,000	-1.2%
Capital Outlay	-	57,100	57,100	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>7,777,032</b>	<b>9,676,429</b>	<b>9,676,429</b>	<b>9,670,826</b>	<b>-0.1%</b>



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

## PRINCE GEORGE'S COUNTY ADMINISTRATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Information Management</b>					
Personnel Services	4,421,638	4,993,323	4,993,323	5,305,074	6.2%
Supplies and Materials	166,198	255,100	255,100	82,600	-67.6%
Other Services and Charges	2,531,053	3,101,988	3,101,988	2,931,488	-5.5%
Capital Outlay	378,966	382,200	382,200	577,200	51.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>7,497,855</b>	<b>8,732,611</b>	<b>8,732,611</b>	<b>8,896,362</b>	<b>1.9%</b>
<b>Support Services</b>					
Personnel Services	5,562	5,000	5,000	5,000	0.0%
Supplies and Materials	14,302	34,600	34,600	35,500	2.6%
Other Services and Charges	1,447,778	6,177,555	6,177,555	7,107,757	15.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	448,772	528,918	528,918	536,115	1.4%
<b>Total</b>	<b>1,916,414</b>	<b>6,746,073</b>	<b>6,746,073</b>	<b>7,684,372</b>	<b>13.9%</b>
<b>Grants</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Planning Department</b>					
Personnel Services	23,286,404	27,908,576	27,908,576	29,916,021	7.2%
Supplies and Materials	382,277	1,256,000	1,256,000	523,200	-58.3%
Other Services and Charges	8,379,813	15,887,143	15,887,143	17,107,445	7.7%
Capital Outlay	378,926	879,000	879,000	771,200	-12.3%
Other Classifications	-	-	-	-	-
Chargebacks	448,772	486,766	486,766	486,115	-0.1%
<b>Total</b>	<b>32,876,192</b>	<b>46,417,485</b>	<b>46,417,485</b>	<b>48,803,981</b>	<b>5.1%</b>



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

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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b><u>PLANNING DEPARTMENT</u></b>						
<b><u>DIRECTOR'S OFFICE</u></b>						
Full-Time Career	13.00	13.00	14.00	14.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>13.00</b>	<b>13.00</b>	<b>14.00</b>	<b>14.00</b>	<b>15.00</b>	<b>15.00</b>
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Director's Office</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>15.00</b>	<b>15.00</b>
<b><u>MANAGEMENT SERVICES</u></b>						
Full-Time Career	18.50	18.50	20.00	20.00	21.00	21.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>18.50</b>	<b>18.50</b>	<b>20.00</b>	<b>20.00</b>	<b>21.00</b>	<b>21.00</b>
Term Contract	-	-	-	-	2.00	2.00
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Management Services</b>	<b>18.50</b>	<b>18.50</b>	<b>20.00</b>	<b>20.00</b>	<b>23.00</b>	<b>23.00</b>
<b><u>DEVELOPMENT REVIEW</u></b>						
Full-Time Career	56.00	56.00	56.00	56.00	56.00	56.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>56.00</b>	<b>56.00</b>	<b>56.00</b>	<b>56.00</b>	<b>56.00</b>	<b>56.00</b>
Term Contract	-	-	2.00	2.00	2.00	2.00
Seasonal/Intermittent	-	1.00	-	-	-	-
<b>Subtotal Development Review</b>	<b>56.00</b>	<b>57.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>
<b><u>COMMUNITY PLANNING</u></b>						
Full-Time Career	33.00	33.00	34.00	34.00	37.00	37.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>33.00</b>	<b>33.00</b>	<b>34.00</b>	<b>34.00</b>	<b>37.00</b>	<b>37.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Community Planning</b>	<b>33.00</b>	<b>33.00</b>	<b>34.00</b>	<b>34.00</b>	<b>37.00</b>	<b>37.00</b>
<b><u>COUNTYWIDE PLANNING</u></b>						
Full-Time Career	45.00	45.00	46.00	46.00	46.00	46.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>45.00</b>	<b>45.00</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>
Term Contract	1.00	1.00	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Countywide Planning</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>	<b>46.00</b>
<b><u>INFORMATION MANAGEMENT</u></b>						
Full-Time Career	34.00	34.00	35.00	35.00	35.00	35.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>34.00</b>	<b>34.00</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Information Management</b>	<b>34.00</b>	<b>34.00</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>	<b>35.00</b>
<b><u>TOTAL PLANNING</u></b>						
Full-Time Career	199.50	199.50	205.00	205.00	210.00	210.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>199.50</b>	<b>199.50</b>	<b>205.00</b>	<b>205.00</b>	<b>210.00</b>	<b>210.00</b>
Term Contract	2.00	2.00	2.00	2.00	4.00	4.00
Seasonal/Intermittent	-	1.00	-	-	-	-
<b>Grand Total Planning Department</b>	<b>201.50</b>	<b>202.50</b>	<b>207.00</b>	<b>207.00</b>	<b>214.00</b>	<b>214.00</b>



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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

160+ 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

- 13 Aquatic Facilities
- 3 Tennis Bubbles
- 40+ Pickleball Courts
- 1 Trap & Skeet Center
- 2 Ice-Skating Rinks
- 300+ Athletic Fields
- 3 Futsol Courts
- 4 Athletic Complexes
- 5 Skate Parks
- 3 Nature Centers
- 1 Minor League Baseball Stadium
- 1 Boxing Center
- 6 Senior Activity Centers
- 2 Child Care Centers
- 45 Community Centers
- 2 Multi-Generational Centers
- 1 Equestrian Center & Arena
- 24 Historic Sites & Landmarks
- 4 Golf Courses
- 1 Youth Golf Training Center
- 1 Aviation Museum
- 4 Cultural Arts Centers
- 2 Archery Ranges

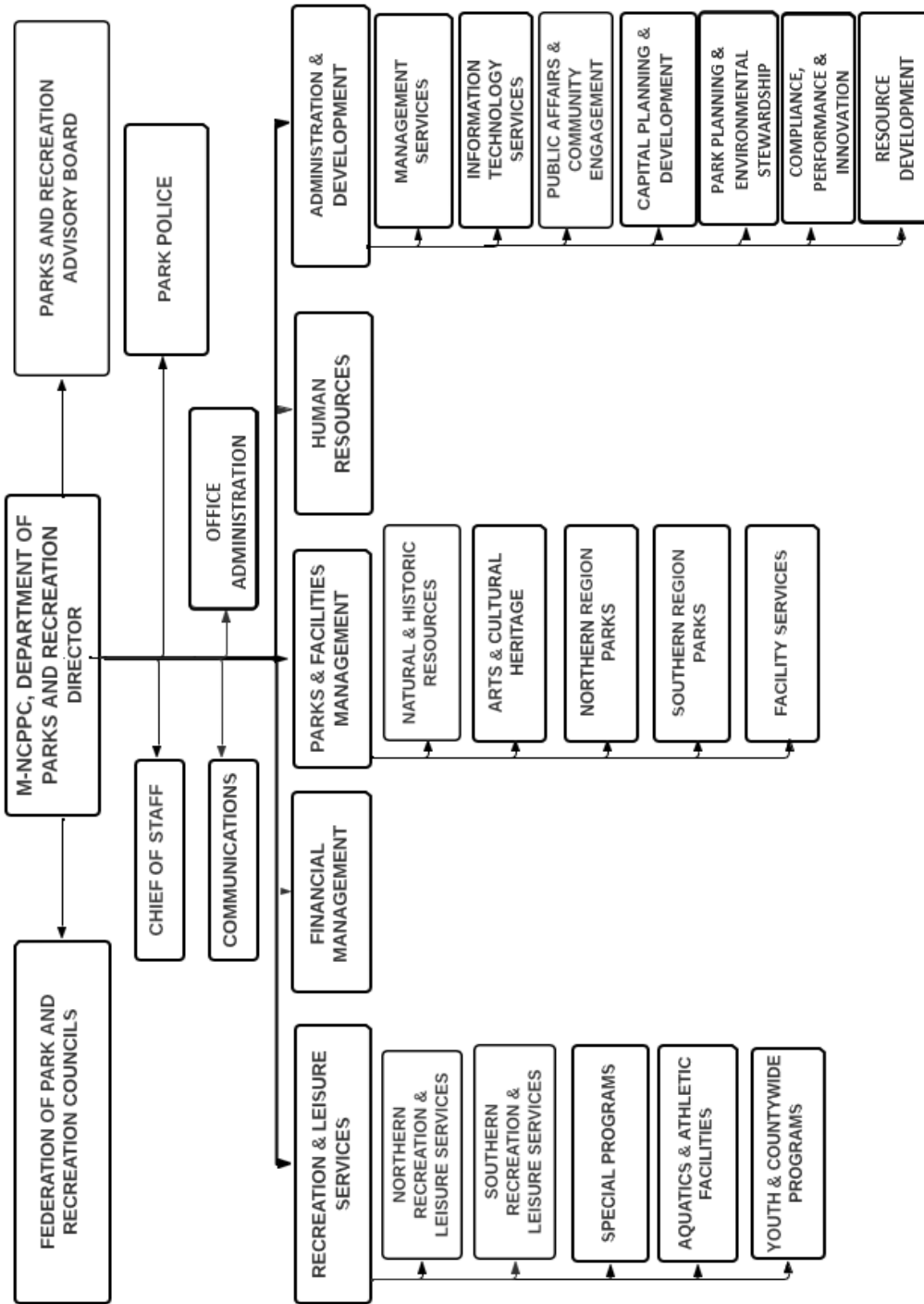




# Prince George's County Parks and Recreation Department

## ORGANIZATIONAL STRUCTURE

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



# Prince George's County Parks and Recreation Department

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## EXECUTIVE OVERVIEW

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

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

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

## MISSION

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





# Prince George's County Parks and Recreation Department

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## MAJOR PROGRAMS AND SERVICES PROVIDED

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

## DEPARTMENTAL PRIORITIES

In FY25, the following strategies were employed to develop the proposed budget:

- **Proposed FY25 Capital Improvement Program:** The Department's key CIP initiatives include: 1) investment in trails, playgrounds, and athletic fields; 2) investing in existing facilities (historic sites, art centers, aquatic facilities, and community centers) and infrastructure; 3) public safety improvements, including ADA and code compliance; and 4) implement growth initiatives in approved plans and feasibility studies. The plans for renovating existing infrastructure and developing new facilities are based on adopted plans and completed feasibility studies.
- **Athletic Fields:** The Department is committed to developing new maintenance standards for ballfields to include maintaining and upgrading the existing infrastructure supporting our diverse park and recreation programs. Providing adequate field maintenance is the key to safe and quality programs and facilities. Considerable time and resources are required to maintain a field properly. Developing a feasible field maintenance plan is a particularly important part of any program.
- **Playgrounds:** The Department is committed to developing playground maintenance standards. Timely, preventive routine maintenance procedures help control expenses by reducing upkeep and replacement costs, enabling more accurate budgeting. Well-maintained playground equipment can help children to develop cognitively, physically, communicatively, socially, and emotionally in a safer environment. Proper, routine, and timely maintenance is a way of managing risks in the community's play areas, helping to protect users, and demonstrating a standard of care.
- **Trails and Infrastructure Maintenance:** The Department will focus on maintaining our paved and natural surface trails throughout the County. We will develop a comprehensive plan to make upgrades and critical repairs to the trail system, along with improving maps and signage for trail patrons. In addition, the Department will make continued investments to maintain the existing infrastructure that supports our varied recreational programs.



## Prince George's County Parks and Recreation Department

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- **Website Upgrade:** The Department will continue the process of redesigning the Department's website to increase engagement and improve functionality. Additionally, increasing social media outreach by utilizing new tools to connect with residents and visitors. We will explore opportunities to enhance our virtual programming and strengthen our community outreach and partnerships throughout the County.
- **Cultural Arts:** The Department plans to increase the visibility of arts and cultural program offerings to the community by developing innovative arts and cultural programs and activities for teens, seniors, and youth emphasizing the County's diverse cultures.
- **Public Safety:** The Department remains committed to ensuring the safety of all residents and patrons when visiting and using our open spaces and facilities. The Prince George's County Park Police will maintain a high focus on crime prevention and civic engagement by way of programs and collaborative community partnerships. The Park Police are mindful of the importance of community policing in the delivery of law enforcement services and community perceptions. The Division has implemented practices, reorganized, and reviewed policies and procedures to ensure the community is served by up-to-date and reformative standards.



# Prince George's County Parks and Recreation Department

## SUMMARY OF DEPARTMENT BUDGET

### PRINCE GEORGE'S COUNTY PARKS AND RECREATION DEPARTMENT Expenditures Summary by Division by Fund PROPOSED BUDGET FISCAL YEAR 2025

	FY24 Adjusted Adopted			FY25 Proposed			
	Park Fund FY24	Rec Fund FY24	Dept.Total FY24	Park Fund FY25	Rec Fund FY25	Dept.Total FY25	%
	Adjusted Adopted	Adjusted Adopted	Adjusted Adopted	Proposed	Proposed	Proposed	Change
Office of the Director	\$ 4,027,744	\$ -	\$ 4,027,744	\$ 4,622,629	\$ -	\$ 4,622,629	14.8%
Park Police	25,456,506	-	25,456,506	28,906,337	-	28,906,337	13.6%
Support Services	12,963,382	10,207,156	23,170,538	16,797,466	13,427,858	30,225,324	30.4%
Administration and Development - Deputy Director	1,339,525	-	1,339,525	2,487,909	-	2,487,909	85.7%
Management Services	7,031,570	-	7,031,570	7,960,626	-	7,960,626	13.2%
Information Technology Services	6,756,223	-	6,756,223	9,364,305	-	9,364,305	38.6%
Capital Planning and Development	7,429,464	-	7,429,464	7,612,829	-	7,612,829	2.5%
Public Affairs and Community Engagement	3,837,264	1,147,153	4,984,417	4,011,415	1,814,518	5,825,933	16.9%
Park Planning and Envir. Stewardship (formerly Land Management and Envir. Stewardship)	3,184,034	-	3,184,034	4,431,961	-	4,431,961	39.2%
Parks and Facilities Management - Deputy Director	-	653,839	653,839	-	778,192	778,192	19.0%
Facility Services	30,355,996	1,229,076	31,585,072	37,988,560	1,829,889	39,818,449	26.1%
Natural and Historic Resources	10,441,722	1,746,113	12,187,835	12,988,810	2,308,512	15,297,322	25.5%
Northern Region Parks Division	14,597,028	-	14,597,028	16,896,791	-	16,896,791	15.8%
Southern Region Parks Division	13,643,162	-	13,643,162	15,840,415	-	15,840,415	16.1%
Arts and Cultural Heritage	1,749,787	5,122,934	6,872,721	2,472,217	6,537,930	9,010,147	31.1%
Recreation and Leisure Services - Deputy Director	-	533,288	533,288	-	566,061	566,061	6.1%
Aquatics and Athletic Facilities	-	18,002,016	18,002,016	-	19,689,052	19,689,052	9.4%
Special Programs	-	13,727,777	13,727,777	-	15,017,951	15,017,951	9.4%
Youth and Countywide Sports	-	3,982,048	3,982,048	-	4,832,756	4,832,756	21.4%
Northern Recreation and Leisure Services	-	14,159,722	14,159,722	-	16,567,940	16,567,940	17.0%
Southern Recreation and Leisure Services	-	14,399,196	14,399,196	-	16,857,896	16,857,896	17.1%
Central Area Operations	-	-	-	-	-	-	-
Non-Departmental	11,068,144	12,868,012	23,936,156	13,609,916	9,690,027	23,299,943	-2.7%
Transfers Out	40,771,253	18,427,243	59,198,496	36,265,703	21,046,671	57,312,374	-3.2%
Budgetary Reserve	7,694,100	5,310,300	13,004,400	9,299,600	5,898,300	15,197,900	16.9%
<b>Fund Total</b>	<b>\$ 202,346,904</b>	<b>\$ 121,515,873</b>	<b>\$ 323,862,777</b>	<b>\$ 231,557,489</b>	<b>\$ 136,863,553</b>	<b>\$ 368,421,042</b>	<b>13.8%</b>



# Prince George's County Parks and Recreation Department

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## 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 FY25 work program changes are listed by program.

- The FY25 Proposed Operating Budget for the Department of Parks and Recreation in Prince George's County is developed with the strategic vision of continuing to address critical infrastructure needs and ensuring adequate fiscal resources are available to maintain service delivery. The strategy employed to develop the FY25 Proposed Budget is to increase funding to meet needs in a manner that is fiscally prudent. Overall, the Department's goal is to maintain its fiscal health to support the delivery of programs and services at the highest levels. The combination of fiscal management acuity, care for our parks, and innovative programming is consistent with the Commission for Accreditation of Park and Recreation Agencies (CAPRA) Accreditation and gold-medal status that the Department of Parks and Recreation has been nationally recognized for.
- The total operating expenditures within both the Park and Recreation Funds are proposed to increase by \$44,250,887 or 17.6% from \$251,659,881 in FY24 to \$295,910,768 in FY25. This increase does not include the transfers to the CIP (PayGo), Debt Service or Expenditure Reserves.
- The Debt Service costs are projected to increase by \$2,648,450, or 18.6% from \$14,271,253 in FY24 to \$16,919,703 in FY25.
- PayGo is projected to decrease by \$4,154,000 or -11.4% from \$36,500,000 in FY24 to \$32,346,000 in FY25.
- The total combined expenditure budget is increasing by \$44,558,265 or 13.8%, from \$323,862,777 in FY24 to \$368,421,042 in FY25.

### Park Fund

The FY25 Park Fund expenditure budget (excluding reserves) is proposed to increase by \$27,605,085 or 14.2%, from \$194,652,804 to \$222,257,889. The proposed FY25 operating budget major changes include:

- (\$33,200) decrease for Risk Management;
- \$5,357,213 increase for compensation markers;
- \$665,762 increase for other post-employment benefits (OPEB);
- \$146,495 increase for CAS chargebacks (Data Center Charges, ERP Operations, Audit Personnel, Legal Personnel and Recruitment);
- (\$97,098) decrease for Commission-Wide Information Technology Initiative (CWIT) and CIO Allocation;
- \$2,648,450 increase to Debt Service;
- (\$7,154,000) decrease to PAYGO transfer to CIP



## Prince George's County Parks and Recreation Department

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The Park Fund program revenues are proposed to increase \$491,865 from FY24 to FY25. The Park Fund program revenues primarily include Park Permits, Park Police fines, agricultural leases, historic property rentals and park house rentals. The increase is attributed to returning the revenue goals to pre-pandemic levels for rentals, programs and offerings within the Park Fund.

### Recreation Fund

The FY25 Recreation Fund expenditure budget (excluding reserves) is proposed to increase by \$14,759,680 or 12.7% from \$116,205,573 to \$130,965,253. Major changes include:

- \$286,700 increase for Risk Management;
- \$2,278,818 increase for compensation markers;
- \$320,661 increase for other post-employment benefits (OPEB);
- \$72,579 increase for CAS chargebacks (increases in ERP Operations, Recruitment, Class and Compensation, and New Initiatives)
- \$15,450 increase in Commission-Wide Information Technology (CWIT) Initiatives and CIO Allocation;
- (\$380,572) decrease to subsidy for the Enterprise Fund
- \$3,000,000 increase to PAYGO transfer to CIP

The Recreation Fund program revenues are proposed to increase by \$1,966,823 from FY24 to FY25. The Recreation Fund program revenues primarily include aquatics, summer play activities, sports programs, the Fairland Athletic complex, arts programs, and childcare. The increase is attributed to returning the revenue goals to pre-pandemic levels for programs and offerings in the Recreation Fund.

### Workyear Changes (All Funds)

The proposed FY25 total workyears for the Park, Recreation, and Enterprise Funds is 2,321.06 which represents a decrease of 201.23 below the FY24 level of 2,522.29. While new position requests were included in the FY25 proposed budget, the workyears decreased based on a calculation for seasonal staff using the state mandated minimum wage increase.



# Prince George's County Parks and Recreation Department

## FY25 Proposed Budget Summary of Parks and Recreation Department Positions by Fund and Position Type

Fund	<u>FY24 Adopted</u>		<u>FY25 Proposed</u>	
	Positions	Workyears	Positions	Workyears
<i>Summary of Full-time Career Positions and Workyears</i>				
Park	854.00	854.00	894.00	894.00
Recreation	342.00	342.00	359.00	359.00
Enterprise	<u>47.00</u>	<u>47.00</u>	<u>49.00</u>	<u>49.00</u>
<b>Total</b>	<b>1,243.00</b>	<b>1,243.00</b>	<b>1,302.00</b>	<b>1,302.00</b>
<i>Summary of Part-time Career Positions and Workyears</i>				
Park	5.00	4.22	6.00	5.17
Recreation	12.00	7.44	23.00	21.85
Enterprise	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total</b>	<b>17.00</b>	<b>11.66</b>	<b>29.00</b>	<b>27.02</b>
<i>Non-Career Workyears (Seasonal and Intermittent Positions)</i>				
Park		249.51		179.40
Recreation		926.72		731.88
Enterprise		<u>91.40</u>		<u>80.76</u>
<b>Total</b>		<b>1,267.63</b>		<b>992.04</b>

## WORK PROGRAM PRIORITIES

### FY25 Budget Priorities

The Proposed FY25 Operating budget for the Prince George's County Department of Parks and Recreation is required to stay within the County's Spending Affordability Committee's (SAC) recommended guidelines once adopted. The Department plans its budget according to the fiscal context projected in the Six-Year Plan that SAC approves. The Department's challenge is to maintain existing service levels and an aging infrastructure while responding to demand for increased services and expansion. We continue to address our infrastructure improvement needs by using existing fund balances in the Park Fund and the Recreation Fund. The Department therefore intends to exercise strong fiscal prudence in meeting our operational needs for the next fiscal year.

In FY25, we are employing the following strategies to develop our proposed budget:

- **Proposed FY25 – FY30 CIP - Strategically Planning for the Future:** Staff presented the proposed FY25-FY30 CIP to the Planning Board in December 2023. The Department's key CIP initiatives are: 1) investment in trails, playgrounds, and athletic fields; 2) investing in existing facilities (historic sites, art centers, aquatic facilities, and community centers) and infrastructure; 3) public safety improvements, including ADA and code compliance, and 4) implement growth initiatives in approved plans and feasibility studies. The plans for



## Prince George's County Parks and Recreation Department

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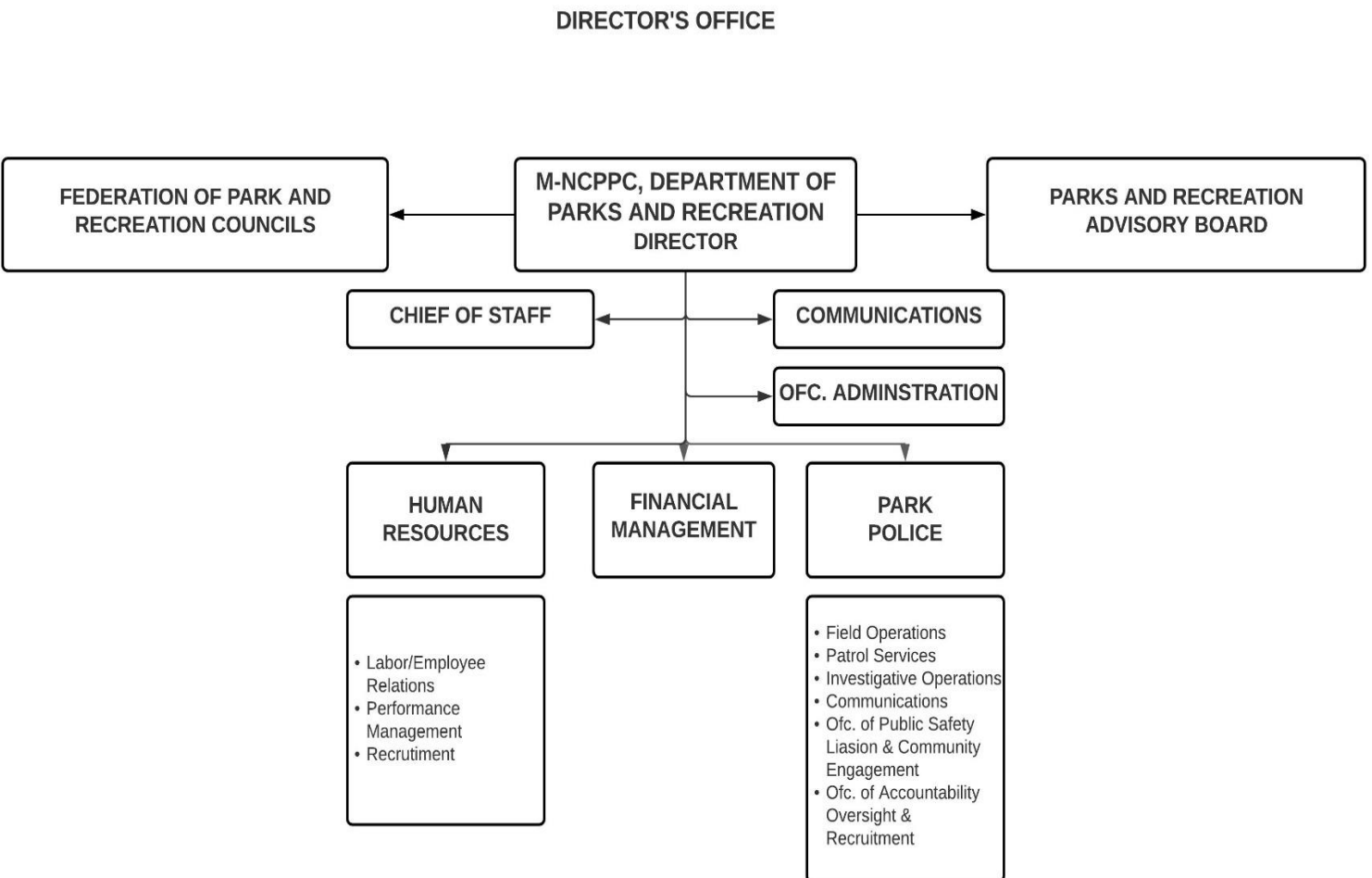
renovating existing infrastructure and developing new facilities are based on adopted plans and completed feasibility studies.

- **Athletic Fields:** The Department is committed to developing new maintenance standards for ballfields to include maintaining and upgrading the existing infrastructure supporting our diverse park and recreation programs. Providing adequate field maintenance is the key to safe and quality programs and facilities. Considerable time and resources are required to maintain a field properly. Developing a feasible field maintenance plan is a particularly important part of any program.
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- **Trails and Infrastructure Maintenance:** The Department will focus on maintaining our paved and natural surface trails throughout the County. We will develop a comprehensive plan to make upgrades and critical repairs to the trail system, along with improving maps and signage for trail patrons. In addition, the Department will make continued investments to maintain the existing infrastructure that supports our varied recreational programs.
- **Website Upgrade:** The Department will continue the process of redesigning the Department's website to increase engagement and improve functionality. Additionally, increasing social media outreach by utilizing new tools to connect with residents and visitors. We will explore opportunities to enhance our virtual programming and strengthen our community outreach and partnerships throughout the County.
- **Cultural Arts:** The Department plans to increase the visibility of arts and cultural program offerings to the community by developing innovative arts and cultural programs and activities for teens, seniors, and youth emphasizing the County's diverse cultures.
- **Public Safety:** The Department remains committed to ensuring the safety of all residents and patrons when visiting and using our open spaces and facilities. The Prince George's County Park Police will maintain a high focus on crime prevention and civic engagement by way of programs and collaborative community partnerships. Park Police are mindful of the importance of community policing in the delivery of law enforcement services and community perceptions. The Division has implemented practices, reorganized, and reviewed policies and procedures to ensure the community is served by up-to-date and reformative standards.



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

ORGANIZATIONAL STRUCTURE





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

## OVERVIEW

The Office of the Director provides overall program direction, organizational communications, policy guidance, and administration for the entire Department of Parks and Recreation. This responsibility includes planning, supervising, and coordinating all parks and recreation facilities and services. The Director supervises the Chief of Staff and three Deputy Directors that oversee Recreation and Leisure Services (formerly Area Operations), Parks and Facilities Management (formerly Facility Operations), and Administration and Development. In addition, the Office of the Director manages the Park Police Division, the Human Resources, and Financial Management units.

## PROGRAMS AND SERVICES PROVIDED

### Human Resources

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

### Financial Management

The Financial Management Unit provides overall management and coordination of the Department's operating budget. This includes the management of six distinct operating funds including the Park, Recreation, Enterprise, Special Revenue, Advanced Land Acquisition, and Internal Service Funds. The unit prepares and oversees the management of these budgets. The unit also provides Department-wide training to the field divisions to ensure they are competent and responsible in their fiscal management duties. In addition, the unit implements the Department's cost recovery program by conducting cost analysis and fee policy assessment for the ongoing implementation and administration of the Department's Formula 2040 Functional Master Plan.

## BUDGET AT A GLANCE

### Summary of Division Budget

		FY24 Adjusted <u>Adopted</u>	FY25 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$4,027,744	\$4,622,629	14.8%
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	26.00	29.00	11.5%
	Funded Workyears	28.15	30.70	9.1%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Added one (1) full-time career position for Financial Management
- Added two (2) full-time career positions for Human Resources.



# Prince George's County

## Parks and Recreation Department - Park Police

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### OVERVIEW

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

### MISSION

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

### PROGRAMS AND SERVICES PROVIDED

#### Office of the Division Chief

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

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

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

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

#### Field Operations

Field Operations provides police services and security to the M-NCPPC and patrons who use the over 28,500 acres of parkland. This consists of administrative buildings, historic buildings and facilities, community and recreation centers, parks, trails, and undeveloped land.

Officers proactively respond to residents' requests for service and conduct active preventive patrols. Field Operations consists of two (2) components: Patrol Services and Canine (K-9) Services. Field Operations lieutenants work with recreation and program managers to plan and coordinate park and community events. Park Police managers and supervisors coordinate Division programs to ensure a strategic approach to policing and problem solving. Park Police officers enforce M-NCPPC Park Rules & Regulations, County Ordinances, and State and Federal laws.

Patrol Services is comprised of ten (10) vehicular patrol squads providing 24-hour police coverage. Patrol units respond to community Calls-For-Service (CFS) and are active in their preventive patrols. Intelligence based on officer observations, community complaints, and information from M-NCPPC staff and the community are used to identify and target areas for patrol deployments.



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

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Officers are assigned to those areas based on an analysis of the CFS data. Park Police also utilize programmable people counters and video camera technology to track park usage in remote trail areas. This increases the efficiency of patrol deployment and minimizes the budget impact for additional staffing. Vehicular patrol officers are also assigned special details and provide security and traffic control at community festivals such as the County Fair, the Harlem Renaissance Festival, and other large community events. Vehicular patrols, police bicycle patrol and motorcycle trained officers supplement patrols of the community centers, community events, and hiker/biker trails. Patrol Officers coordinate the Division's Gang Resistance Education and Training (G.R.E.A.T.) Program and Drug Abuse Resistance Education (D.A.R.E.) Program at selected Prince George's County Public Schools and during Department of Parks and Recreation summer camps and playgrounds. Canine Teams also provides patrol coverage seven (7) days a week.

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

### **Office of Public Safety Liaison and Community Engagement**

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

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

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

Mounted Services comprises two (2) horse-mounted patrol squads providing active patrols of the hiker/biker trail system and regional parks. Mounted personnel can patrol by horse, vehicle or T3.



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

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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 (D.A.R.E.) program, summer day camps and other children's programs. Officers and horses are also trained in civil disturbance and search/rescue. They are frequently deployed for crowd control at large events and gatherings and provide specialized services to other local public safety agencies. Mounted officers are responsible for providing police coverage on the 90 miles of hiker/biker trails. When not patrolling on horseback, the unit supplements patrol in assigned patrol cruisers.

The Potomac Riverfront Trail Unit is assigned to the Potomac River Waterfront Community Park and is responsible for providing patrol coverage seven (7) days a week at the Woodrow Wilson Bridge Trail and at other park locations in proximity. The officers assigned to this Unit also provide police coverage for all special events on the Woodrow Wilson Bridge Trail and for those events at the National Harbor that traverse onto park property.

### **Support Operations**

Support Operations is one of three operations within the Maryland-National Capital Park Police and is responsible for providing necessary support to all personnel within the division. The assigned personnel work professionally and responsively to ensure that police services are delivered to the public quickly and effectively. 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 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 Maryland Police and Correctional Training Commission (PCTC) Police Certification and Instructor Certifications are current and active.

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

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

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



# Prince George's County

## Parks and Recreation Department - Park Police

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### **Office of Accountability, Oversight, and Recruitment (OAO)**

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

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

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

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

Special Assignment Team is responsible for reducing crime on park property through special enforcement strategies and tactics to include plain clothes surveillance, checking of Hot Spot areas, rapid deployment to certain emergency situations, and other duties as assigned. The unit consists of one (1) sergeant and four (4) officers.

### **FY24 ACCOMPLISHMENTS**

- Reorganized and realigned functions of the Park Police to improve efficiency, effectiveness, delivery of police services and community engagement.
- Increased overall staffing through the recruitment, hiring, and background process.
- Created a Mental Wellness Room to assist with the physical and mental wellness of Park Police staff.
- Completed garage project to store the Park Police Mobile Command Post at the Watkins Regional Park Maintenance Yard.
- Created a Lactation Center to tend to the needs of officers with babies.
- Purchased hybrid Ford Explorer patrol vehicles and electronic bicycles (E-Bikes) to reduce the carbon footprint for vehicle usage and to improve the efficiency of bike patrol officers.
- Completed a comprehensive review and revisions department policies and procedures to be fully compliant with all legislative of Police Reform Initiatives for the state of Maryland and Prince George's County.
- Maintained compliance with all International Association of Chiefs of Police Inc., (IACP) accreditation standards.



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

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## FY25 BUDGET PRIORITIES

- Complete the building of the Park Police Enterprise Substation.
- Begin second phase of construction at the Park Police Headquarters.
- Begin implementation and upgrading of the Motorola radio communications and records management systems.
- Implementing effective strategies to better maintain the operational readiness of all security and public safety enterprise management platforms and site security, public and life safety projects.
- Upgrade officers with newer weapons to include night vision lighting.
- Purchase newer portable handheld radios for better transmission and interoperability with partnering local law enforcement agencies.
- Begin and complete Phase two of the Park Police Headquarters renovation project.
- Add additional staff in preparation for future growth with the acquisition of the Largo Headquarters and other property under the jurisdiction of the M-NCPPC.
- Continue the commission-wide upgrade and migration of all public safety access control, intrusion detection and video surveillance systems to the Lenel and Milestone Video platform.

## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY24</b>	<b>FY25</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
		<b><u>Adopted</u></b>		
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$25,456,506	\$28,906,337	13.6%
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	170.00	175.00	2.9%
	Funded Workyears	174.93	178.62	2.1%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Added five (5) full-time career officers.
- Increased overtime and shift differential.
- Added funding for uniforms, training, and supplies for mounted unit.
- Added additional funding for new vehicle outfitting and software maintenance agreements.



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

## GOALS AND PERFORMANCE MEASURES

### Park Police Performance Measures

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

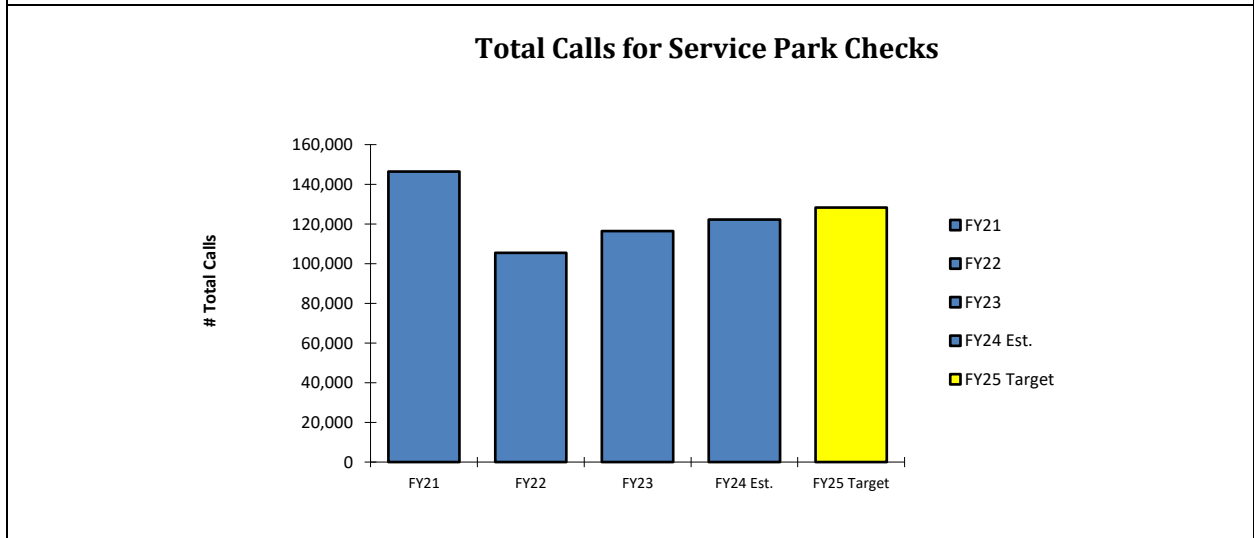
**Impact Objective:** The Park Police will provide safe environments for Commission employees and park patrons, and protection for park property and facilities by providing efficient, proactive, and courteous responses to reduce crime and fulfill the safety needs of park users and County residents.



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

**Goal: Public Safety**

**Desired Outcome: Total Calls for Service Park Checks - Crime Reduction and Prevention**





# Prince George's County Parks and Recreation Department - Support Services

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## OVERVIEW

Support Services provides funding for services essential to the operation of the park and recreation system that relate to more than one operating division/office within the Department of Parks and Recreation. The Division funds office supplies, computer hardware and software, software maintenance, risk management, legal fees for outside services, group long-term disability, unemployment compensation, data/telecommunication services, utilities (water and sewer, electricity, gas, and heating fuel), rents and leases, vehicle replacements, workers' compensation claims, refuse collection, and other central support costs.

## BUDGET AT A GLANCE

### Summary of Division Budget

		FY24 <u>Adjusted</u> <u>Adopted</u>	FY25 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$12,963,382	\$16,797,466	29.6%
<i>Recreation Fund</i>				
	Expenditures	<u>\$10,207,156</u>	<u>\$13,427,858</u>	<u>31.6%</u>
	TOTAL EXPENDITURES	\$23,170,538	\$30,225,324	30.4%

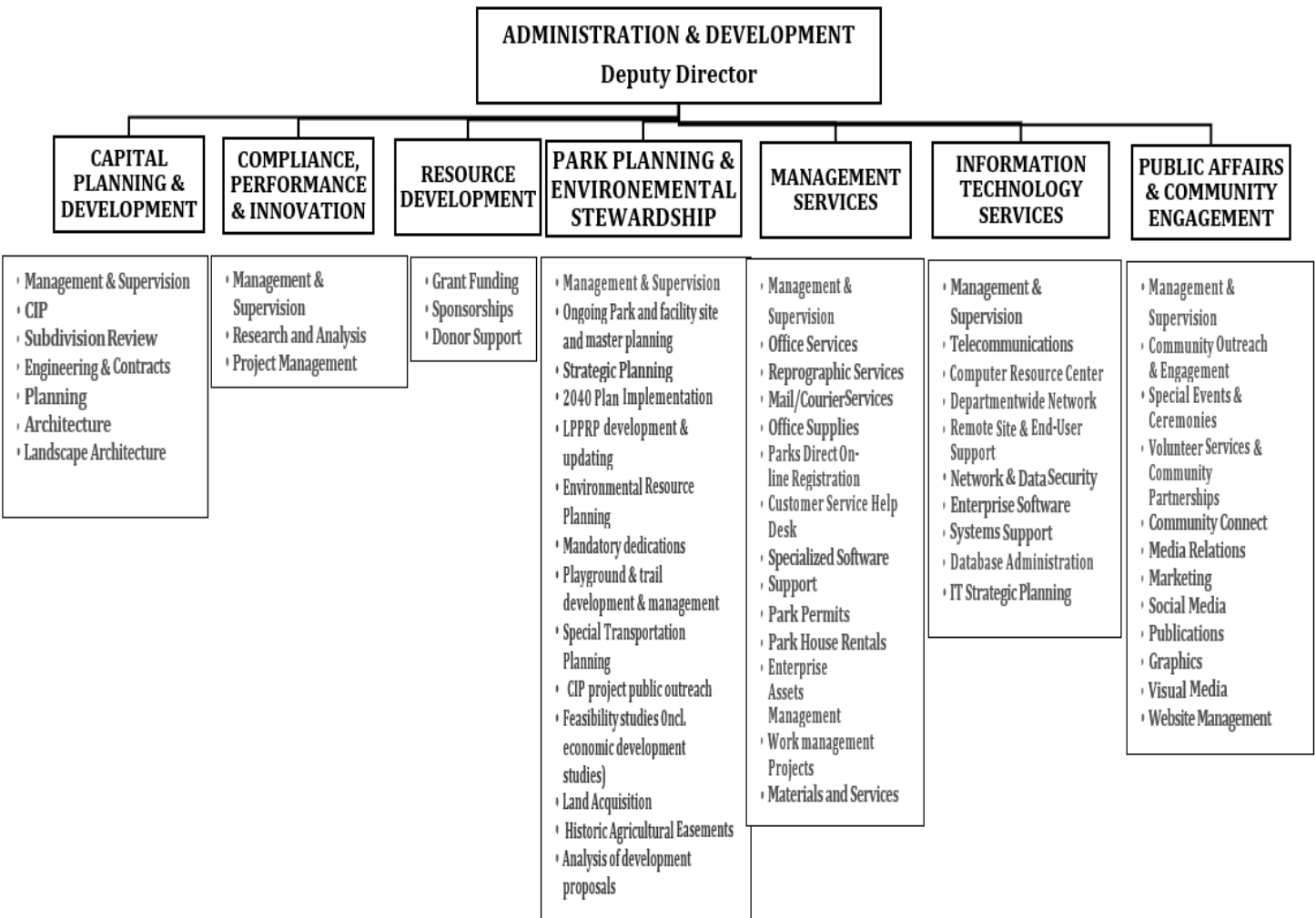
## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increased funding for Capital Outlay for new and replacement vehicles.
- Increased funding for Largo Headquarter expenses.
- Increased funding for legal services.
- Reallocated utility funding for PGSLC from the Enterprise Fund.



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

**ORGANIZATIONAL STRUCTURE**



# Prince George's County

## Parks and Recreation Department – Administration and Development

### Deputy Director

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#### OVERVIEW

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

The Compliance Performance and Innovation Division (CP&ID) focuses on several initiatives, most notably the coordination of the Commission's accreditation by the Commission for Accreditation of Park and Recreation Agencies (CAPRA). The CP&ID is also responsible for the agency-wide Performance work pertaining to the completion of the annual National Recreation and Park Association's (NRPA's) American Academy of Park and Recreation Agencies (AAPRA) National Gold Medal agency-wide application. In addition, this division oversees the development and updating of the Comprehensive Recreational Programming Plan (CRPP) and administers surveys to assess patron satisfaction with Departmental recreation and leisure programs. Regarding Compliance and Innovation, the CP&ID analyzes current processes and procedures for efficiency and consistency, and develops best practices as established by industry standards. This often relates to audit recommendations, as well as the development of Key Performance Indicators, as programs and services are measured.

The Resource Development Unit now resides within Administration and Development and supports generating additional resources for the Department of Parks and Recreation. The unit helps generate funds through grant funding, sponsorships, and donor support, creating flexibility within the department's capital and operating budgets.

#### MISSION

The goal of Administration and Development is to provide essential site and facility planning and real estate development support and services to the Operating Divisions in the Department 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 residents and the public in a safe, secure, inclusive, and fulfilling environment.

The goal of CP&ID is to have a single division responsible for coalescing critical practices, procedures, and process improvements in a symbolic fashion that creates efficiency and ensures compliance with standards and regulations crucial to the Department's success. The division is made up of three pillars, Compliance, Performance, and Innovation. Compliance management consists of monitoring and assessing the Department's processes, procedures, and industry requirements to protect assets, maximize efficiency, and strengthen the services we provide to our patrons. The second pillar is Performance. This division houses the coordination of CAPRA accreditation and Gold Medal qualification, including cross-departmental coordination. Lastly, the third pillar of the CP&ID is Innovation. This facet identifies and implements best practices related to the Department's practices and processes. This pillar utilizes what is learned in the first two pillars and enacts process improvements. This work is in place to serve residents of Prince George's County and to meet the expressed needs and demands of the public in a safe, secure, inclusive, and



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

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fulfilling environment.

**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY24</b>	<b>FY25</b>	<b>%</b>
		<b><u>Adjusted</u></b>		
		<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$1,339,525	\$2,487,909	85.7%
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	7.00	15.00	114.3%
	Funded Workyears	9.37	18.06	92.7%

**HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET**

- Formed the Compliance Performance and Innovation Division (formerly Special Projects Unit) and added three (3) full-time career positions.
- Added funding for supplies and materials, other services and charges, and capital outlay for Compliance Performance and Innovation Division.
- Added one (1) full-time career Administrative Assistant position.
- Added Resource and Development to Deputy Director for Administration and Development to include four (4) full-time career positions.
- Preparation to launch the Foundation in 2025, including securing board members and staff.



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

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## OVERVIEW

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

## MISSION

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

## PROGRAMS AND SERVICES PROVIDED

### Division Management

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

### Training & Organizational Development

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

### Office Services

The Office Services Unit (OSU) manages the Park and Printing Solutions platform, which is a web to print online ordering system for requesting and submitting print jobs. The Unit functions as in-plant operations within the Department to include reprographic productions, mailroom and courier services and recreation warehouse services. Additionally, OSU has management oversight of the Department's Recreation Warehouse. The Recreation Warehouse includes oversight of the Infor Inventory Module v10, the purchasing platform for administrative, recreational and leisure program supplies.

### Enterprise Asset Management

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



# Prince George's County

## Parks and Recreation Department – Management Services

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### Data Analytics

The Data Analytics work program consists of inspecting, cleansing, transforming, and modelling data with the goal of discovering useful information, informing conclusions, promoting, and supporting data driven decision-making throughout the Department.

### Customer Service Help Desk (PARKS DIRECT) Operations

The Customer Service Help Desk Unit serves as the first line of support for the county residents as well as the Department facilities and staff. The Help Desk maintains several information systems (particularly the PARKS DIRECT registration software) and disseminates information about M-NCPPC activities to include policies and programming, facilitating procedural actions for clients, as well as troubleshooting the use of the publicly accessible software applications.

### Customer Service Help Desk Projects

The Customer Service Help Desk Projects Unit provides hardware and software configuration management for several information systems (particularly PARKS DIRECT) as well as custom application development and maintenance. Working with staff across all Divisions to implement new features and enhancements to existing systems and introduce new technologies to support business needs.

### Property Management/Park Permits

The Property Management/Park Permits Unit provides permitting and reservation services for picnic shelters and park buildings within the Department. Manage all rental agreements and contracts related to the inventory of park property houses, parkland, and agricultural use.

## FY24 ACCOMPLISHMENTS

From Jan – Aug 2023, the Training and Organizational Development (Training & OD) Unit completed a series of administrator training and partnered with the CAS-Learning and Development Project team to prepare the Department's learning management home page. During this time, Training & OD started the communication campaign to inform the workforce of the features of the Cornerstone Learning Management System (LMS), communicated the impact of moving to the LMS and the training dates for the workforce. Communications were featured monthly in the Department *in the Know* e-newsletter.

In Sep 2023, Training & OD delivered three virtual General User trainings (Sep 18, 21, and 26) and three Administrative Supervisors/People Manager virtual trainings (Sep 19, 27, and 28) to introduce users to the functions of the platform and for their respective roles.

On schedule and promised to the Commission stakeholders, the Cornerstone LMS launched Oct 2, 2023. The FY24 Training Season from Oct – Jun 2023 is being delivered from the LMS.

- Recreation Warehouse

The operational assessment of the Recreation Warehouse continues. To date, the following actions have been taken.

- ⊖ Workforce Assessment Complete - Additional career staff are needed to support this year-round work program. In FY23, a career Warehouse Operations Manager was hired.
- ⊖ Operational Assessment Complete – The assessment revealed one career employee has been trained on the Lawson Inventory Module v10. To mitigate this operational



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

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risk and leverage the functionality of the platform, training was delivered to the Warehouse Manager, two intermittent Warehouse Stock Clerks, and the Office Services Unit Manager and MSD Assistant Division Chief, both of whom have management oversight of the Recreation Warehouse.

- Business Review Process – The review process revealed the warehouse does not have standard operation procedures to standardize scheduled inventory counts, receiving and distribution of goods, customer service and safety and risk measures. By February 2025, SOP's will be finalized. In Feb 2024, a Customer Service Survey will be delivered to the department workforce to benchmark Recreation Warehouse service delivery and customer satisfaction. This data will be used to measure performance and improve service delivery to our internal stakeholders.
  
- Customer Service Help Desk  
The Customer Service Help Desk implemented technologies that included the addition of a self-service kiosk and Customer Relationship Software that streamline citizen requests by implementing smart forms to automatically assign work tickets.
  
- EAM -Data Relations  
The Data Relations Team supported many divisions creating visual dashboards to capture labor costs, status of work orders, asset compliance, track activity status, track revenue generated from enrollments, and analysis of internal and external customer satisfaction for various departments.  
The integration between Customer Relations Management (CRM) and EAM was completed in August 2023. The process was also streamlined and simplified to alleviate duplication of customers requesting maintenance services.
- Dashboards have been created to measure progress with significant Department work programs. The EAM unit will continue to automate the connection between citizen requests for maintenance and work order management.
- Cornerstone Learning Management System has been procured by M-NCPPC. During the first quarter of 2023, the M-NCPPC will develop a timeline and training roll out Commission-wide to introduce the new platform.
- Park and Printing Solutions (PPS) underwent technological enhancements to improve the speed of print for end-users and updated the PPS landing page to enhance the end-user's experience. Department-wide training will commence in the FY23 4<sup>th</sup> Quarter to introduce the enhanced PPS platform to the workforce.
- The Customer Service Help Desk implemented technologies that included the addition of a self-service kiosk and Customer Relationship Software that streamline citizen requests by implementing smart forms to automatically assign work tickets.
- Dashboards have been created to measure progress with significant Department work programs. The EAM unit will continue to automate the connection between citizen requests for maintenance and work order management.

### FY25 BUDGET PRIORITIES

- MSD will strengthen the coordination of the division to better align programs and services. This will be achieved by combining the two permits' units into one comprehensive One Stop Permit Operation.



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

- The MSD EAM unit will initiate the recruitment process for the Utility Analyst position.
- MSD will work to strengthen the partnership with Employ Prince George’s to devise a plan or program through their workforce grants. Through this partnership we hope to stabilize the problem that MSD faces with seasonal workers that serve in a critical job function such as the help desk. It is our goal to tap into their on-the-job training, incumbent worker, and youth program to offset costs not currently available to seasonal staff.
- MSD all-staff retreat with the goal to discuss ways to increase the efficiency and effectiveness of MSD administrative functions to better support the Commission’s mission while maintaining support of the workforce, increasing employee engagement, and overseeing the use of taxpayer dollars.
- In partnership with the Department Human Resources Unit and CAS-Department of Human Resources, the Management Services Division Training and Organizational Development Unit will begin to stand up the Succession Planning Functions of the Cornerstone Learning Management System. This will include project timelines, employee data uploads, quality assurance review, administrator, and end user training.
- Training and Organizational Development will implement customer service surveys to measure the effectiveness and customer satisfaction of the Office Services Unit (Mail, Courier and Reprographic Services and Recreation Warehouse service delivery). Data collected will be used to improve efficiencies and service delivery to the department workforce,

## BUDGET AT A GLANCE

### Summary of Division Budget

	<b>FY24 <u>Adjusted Adopted</u></b>	<b>FY25 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>			
<i>Park Fund</i>			
Expenditures	\$7,031,570	\$7,960,626	13.2%
<b>Staffing</b>			
<i>Park Fund</i>			
Funded Career Positions	41.00	45.00	9.8%
Funded Workyears	69.61	71.45	2.6%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Added one (1) full-time career Sr. Clerical Inventory Assistant position.
- Added one (1) full-time career Fleet Assistant position.
- Added one (1) full-time career Call Service Representative position.
- Added one (1) full-time career Energy Analyst position.





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

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- Increased funding training for staff Office Services, Help Desk, and Help Desk Projects
- Increased funding for software subscriptions.
- Increased funding Office Services renovation
- Increased funding for Executive and Senior Leadership Teams training

### GOALS AND PERFORMANCE MEASURES

#### Management Services Division Performance Measures

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

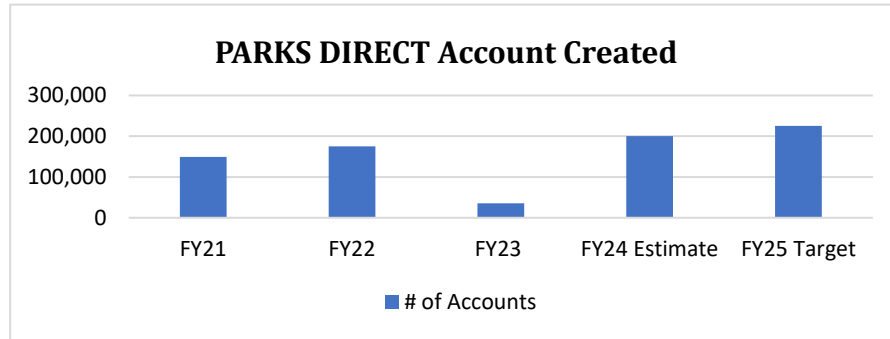
**Impact Objective:** Provide the Department Divisions, the Commission's Central Administrative Services, and the residents of Prince George's County with accurate, timely information and assistance by implementing and interpreting Commission and Departmental policies and systems.



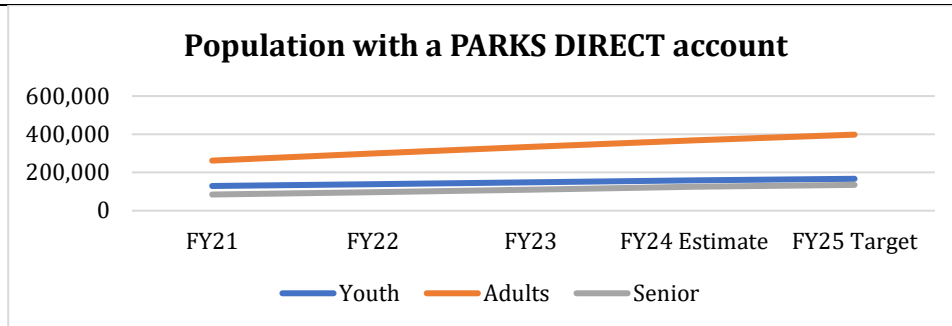
# Prince George's County Parks and Recreation Department – Management Services

**Goal:** Park and Recreation Operations

**Desired Outcome:** Support our Diverse Park and Recreation Program



\*FY23 VSI database change.



Note: Population total source is 2010 US Census.

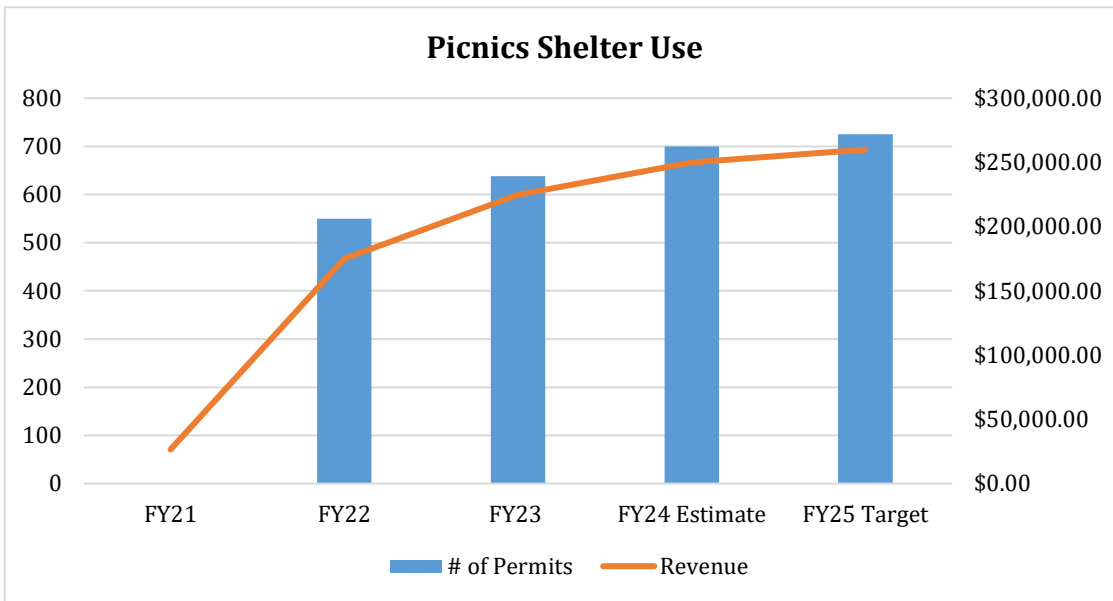
\*Please note having an account does not mean the same thing as having an ID membership. Many clients participate in programs that do not require an ID.



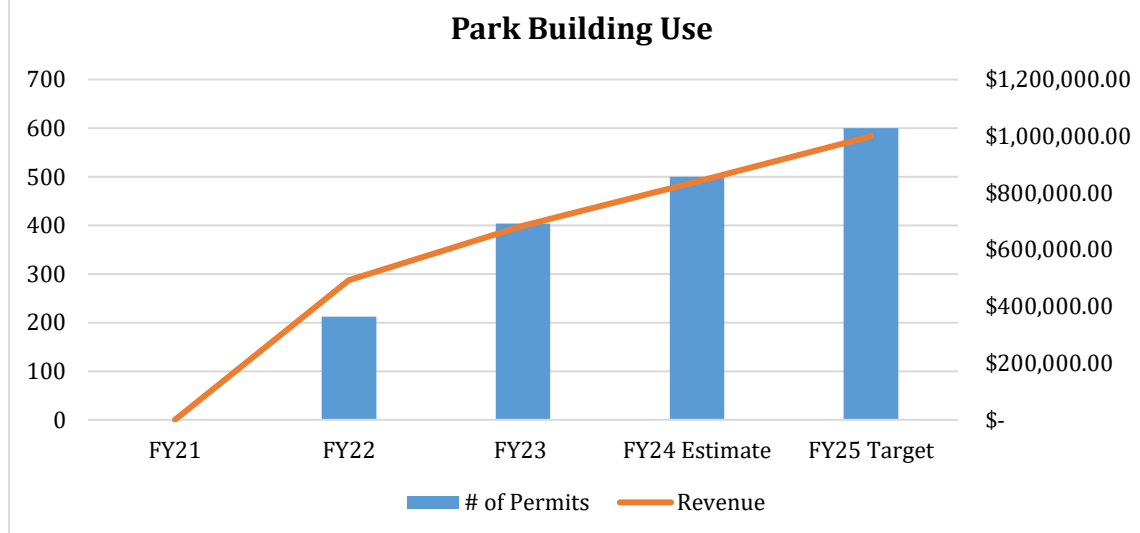
# Prince George's County Parks and Recreation Department – Management Services

**Goal:** Fiscal Stability

**Desired Outcome:** Continued Enterprise Fund Analysis



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



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



# Prince George's County

## Parks and Recreation Department – Information Technology Services

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### OVERVIEW

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

### MISSION

The Information Technology Services Division is committed to providing professional, innovative, reliable, and secure technology services to staff and residents in support of a comprehensive parks and recreation program.

### PROGRAMS AND SERVICES PROVIDED

Core responsibilities include ensuring network security and integrity; managing the Department's wide area voice and data communication networks; administering Department-wide database management systems; providing authorized access to client server and web-based applications and portals; implementing and managing electronic security systems; hardware, software, telephone and peripheral installation, management, and maintenance. The Division also maintains and provides support for various applications such as Microsoft Office; Windows, Macintosh and Linux based operating systems; mobile devices; various databases, and other specific business applications. The Division also serves as the tactical and administrative lead for the Department's Strategic Plan initiatives such as document imaging and archiving; IT and Communications-related policy and procedure creation and enforcement; disaster recovery; business continuity; Payment Card Industry (PCI) compliance. The Information Technology Services Division is organized into four (4) major units:

#### **Management and Supervision**

The Management and Supervision unit provides overall management, administration, and coordination of Division programs. This includes fiscal management for tax-supported funds; clerical, personnel, and purchasing support; and supervision. This unit is also responsible for managing inventory and overall system management of data and voice for the Department. This unit also develops and executes long-term yearly strategic automation plans as well as management of hardware, software, and equipment refresh cycles.

#### **Desktop, Server, and Application Support**

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



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

## Messaging, Voice, and Data Services

The Messaging, Voice and Data Services operation records installation, management and repair activities associated with core switches and routers; leased voice and data circuits; Business Communication Systems (BCM), Voice Over Internet Protocol (VOIP) and other Internet Protocol (IP) based technology; mobile and desktop communications technology; and electronic messaging services for all Department facilities in the County.

## Voice, Network and Security Infrastructure Services

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

## FY24 ACCOMPLISHMENTS

- Completed 40% of the multi-phased of the ongoing network infrastructure project.
- Installed an outsourced support and monitoring team to manage our wireless/mobile device complement.
- Enhanced security on our remote end points, by enacting compliance policies and health checks. These procedures protect the end point, our users, and the Department's data.

## FY25 BUDGET PRIORITIES

- Continue a multi-phased project of deployment of refreshed network infrastructure, optimized to provide connectivity that supports various programs, public safety and more.
- ITS will partner with our police force in transitioning to a more modern computer aided dispatch platform.
- Work closely with network providers, hardware manufacturers and public safety to expand network access for surveillance and emergency services in areas where the current network is inadequate.

## BUDGET AT A GLANCE

### Summary of Division Budget

	FY24 Adjusted Adopted	FY25 Proposed	% Change
<b>Budget</b>			
<i>Park Fund</i>			
Expenditures	\$6,756,223	\$9,364,305	38.6%
<b>Staffing</b>			
<i>Park Fund</i>			
Funded Career Positions	33.00	33.00	0.0%
Funded Workyears	39.06	37.41	-4.2%



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

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## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Added funding to support upgrade of Avaya IP Telephony and associated hardware systems.
- Added funding to support relocation of the County's intergovernmental Network (C-NET) circuit to 8100 Corporate Drive.
- Added funding to facilitate network infrastructure overhaul of critical Wi-Fi systems and related hardware to increase security posture.
- Added funding to replace outdated server hosts. These systems host critical virtual machines that serve the Department.

## GOALS AND PERFORMANCE MEASURES

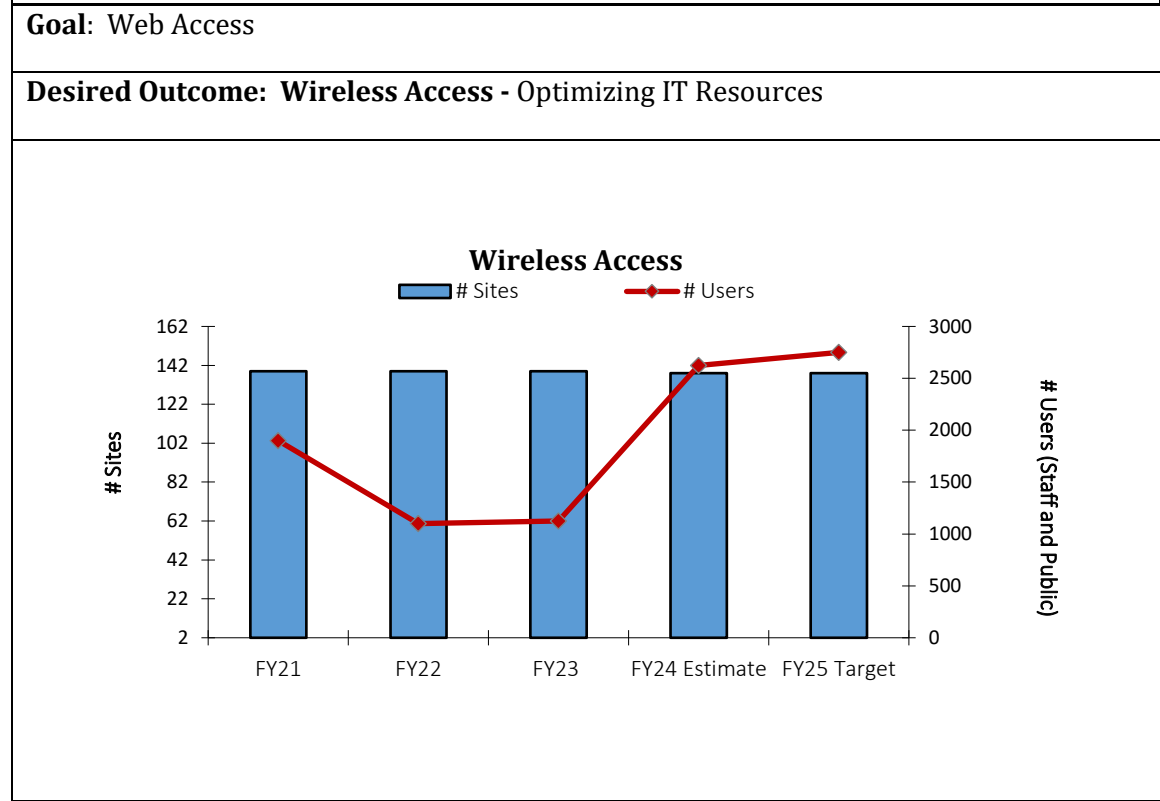
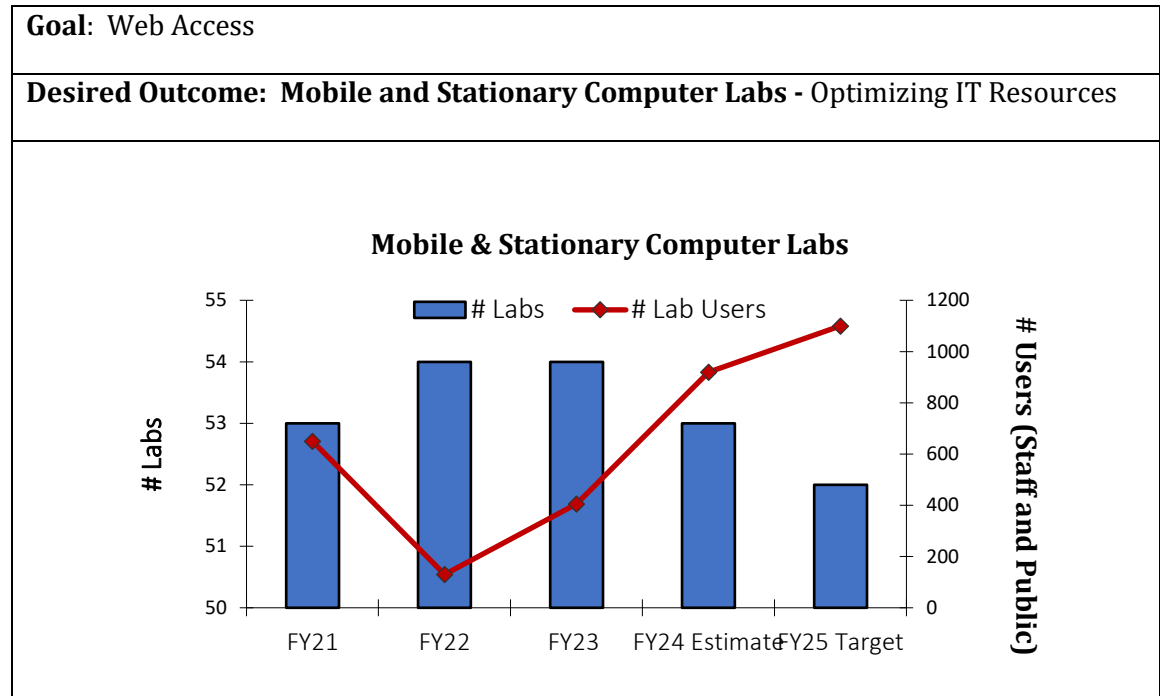
### Information Technology Services Division Performance Measures

**Outcome Objective:** In pursuit of the Departmental mission, the IT Services Division serves Department staff and oversees the following functional areas: end user support, systems support and configuration, procurement, security of operations, access to web-based applications, web-related support, hardware, telecommunications, and software support. The Division also manages installation, maintenance, integration and upgrading agency computing and telecommunications systems, equipping end users with desktop computers, mobile and desktop communications systems, peripheral and productivity software, the centralized customer support, decentralized site-based customer support, multi-tier service level agreements (SLA) and evening and weekend on-call remote access support.

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



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



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

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## OVERVIEW

The Capital Planning and Development Division (formerly Park Planning and Development) is responsible for formulating and implementing the Capital Improvement Program (CIP).

The mission of the Capital Planning and Development Division is to plan, design, and construct quality park facilities for the public to meet the park and recreation needs of Prince George's County residents. The Department's six-year CIP, prepared annually by the Division, reflects the priority park acquisition and development projects in the County as defined in the adopted [Formula 2040 Functional Master Plan for Parks, Recreation & Open Space](#). The Master Plan serves as a framework to support current and future CIP needs. The objectives and policy priorities of Formula 2040 are focused on connectivity, economic development, and health and wellness.

## PROGRAMS AND SERVICES PROVIDED

### Capital Improvement Program and Procurement

This work program develops and monitors the Capital Improvement Program (the capital budget and five outer capital planning years) based on input from the operating divisions, the public, and park planning staff. The program ensures that the CIP is aligned with the County's Spending Affordability Six Year Plan and provides for the procurement of CIP projects.

### Project Management for Capital Projects

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

## FY24 ACCOMPLISHMENTS

- Construction of the Marlow Heights Community Center.
- Implementation of the North College Park Community Center, Prince George's Plaza Multi-Generational Center, Publick Playhouse; as well as Cosca and Walker Mill Regional Park Master Development Plans.
- Rehabilitation of historic and cultural resources at Oxon Hill Manor, Concord Manor, Mt. Calvert, Riversdale, and Snow Hill Manor.
- Initiated feasibility studies for Bladensburg and Beltsville Community Centers.
- Replaced various playgrounds across the County including Bell Acres, Chillum, Fort Washington Forest, Lakeland, Madison Hills, New Orchard, New Town, and Woodberry Forest.
- Completed multiple field irrigation projects and stormwater mitigation projects.
- In partnership with Anne Arundel County, completed a bridge across the Patuxent River to connect the WB&A Trail in Anne Arundel County with the WB&A Trail in Prince George's County.
- Completed realignment of the trail at Lane Manor and Henson Creek.
- Design of the first phase of the Central Avenue Connector Trail
- Design and construction of the Prince George's Connector Trail.





# Prince George’s County Parks and Recreation Department – Capital Planning and Development

## FY25 BUDGET PRIORITIES

- Implementation of the North College Park Community Center, Green Branch Athletic Complex, Glenn Dale Multi-Generational Center as well as continued support of the Cosca and Walker Mill Regional Park Master Development Plans.
- Continued support of the restoration of historic properties including Oxon Hill Manor, Riversdale, Ridgely Rosenwald Schoolhouse, Compton Bassett, and Surratt House.
- Funding for the rehabilitation of the aquatic amenities at the Sports and Learning Complex.
- Resources to continue to replace various playgrounds across the County.
- Continued investment in the County’s athletic fields and trails.
- Emphasis on making accessibility improvements across the County for recreational facilities.

## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY24</b>	<b>FY25</b>	<b>%</b>
		<b><u>Adjusted</u></b>		
		<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$7,429,464	\$7,612,829	2.5%
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	45.00	47.00	4.4%
	Funded Workyears	48.80	49.72	1.9%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Added two (2) full-time career Project Manager positions.



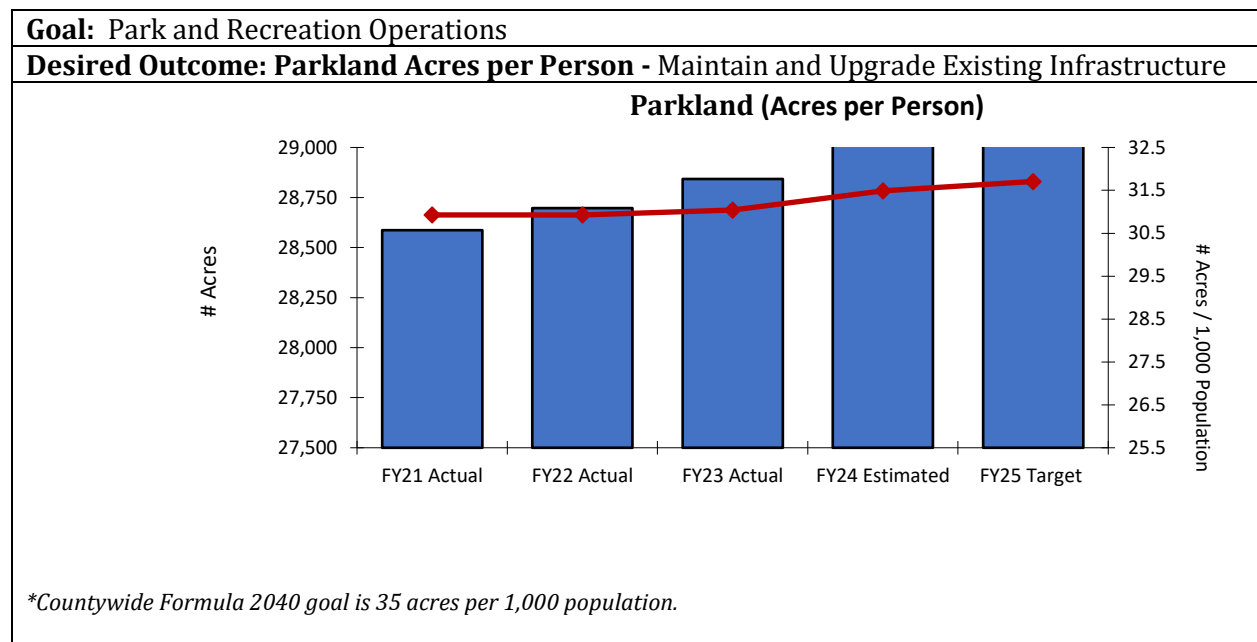
# Prince George's County Parks and Recreation Department – Capital Planning and Development

## GOALS AND PERFORMANCE MEASURES

### Capital Planning and Development Division Performance Measures

**Outcome Objective:** Prepare the Capital Improvement Program and implement that program through land acquisition and the planning, design, and construction of park facilities. Planners solicit residents' input to ascertain facility needs. Design staff establish the program and concept and then monitor consultants through the schematic, design development and construction document phases of a project. Engineering staff bid projects, handle contract administration, and monitor construction. The Division also performs the regulatory functions of subdivision, site plan and zoning application review to assure compliance with County codes.

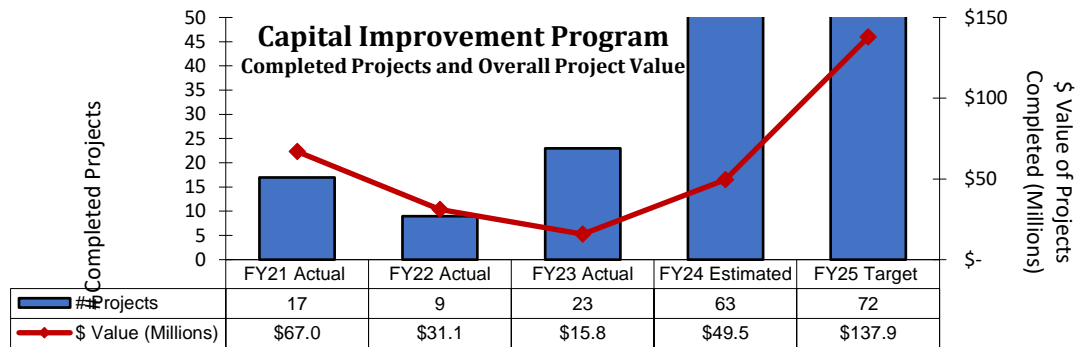
**Impact Objective:** Ensure that acquisition and development projects are fully funded, and proper procedures are followed through planning, design, and construction. The Division acquires parkland and builds quality park facilities to meet the park and recreation needs of Prince George's County residents.



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

**Goal:** Park and Recreation Operations

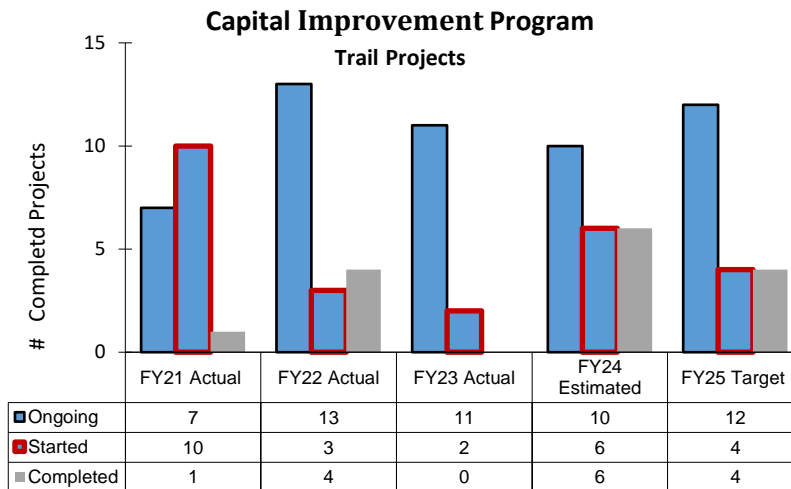
**Desired Outcome: Capital Improvement Program - Maintain and Upgrade Existing Infrastructure**



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

**Goal:** Park and Recreation Operations

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

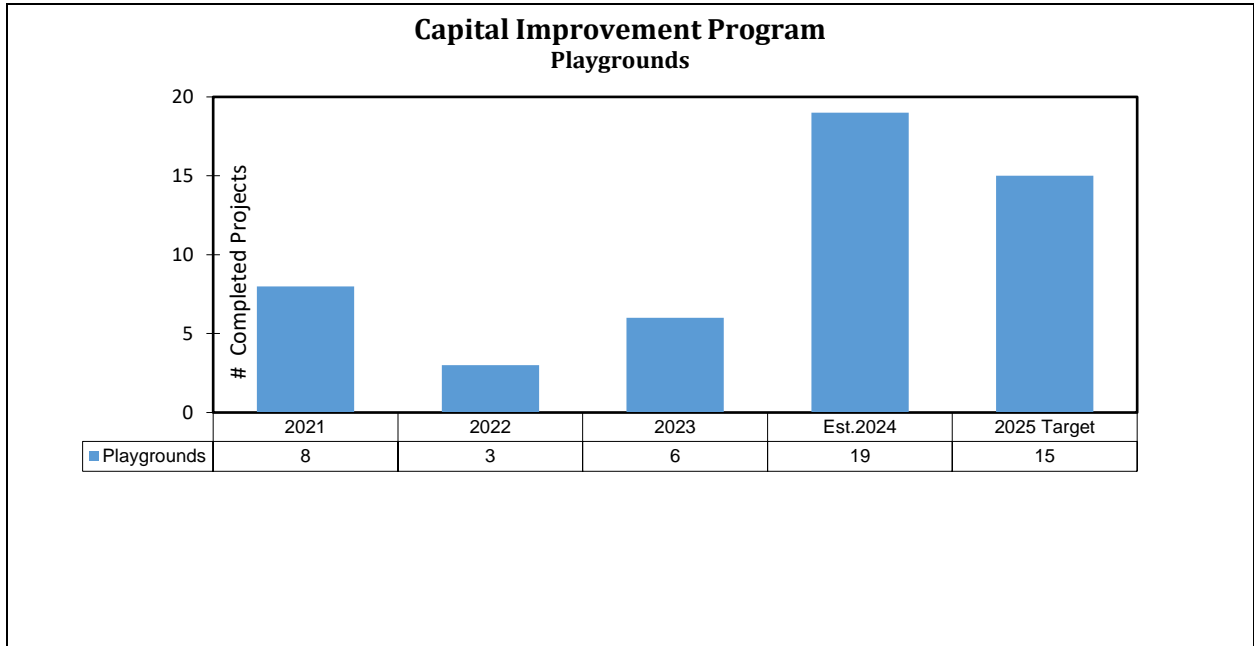


**Goal:** Public Safety

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

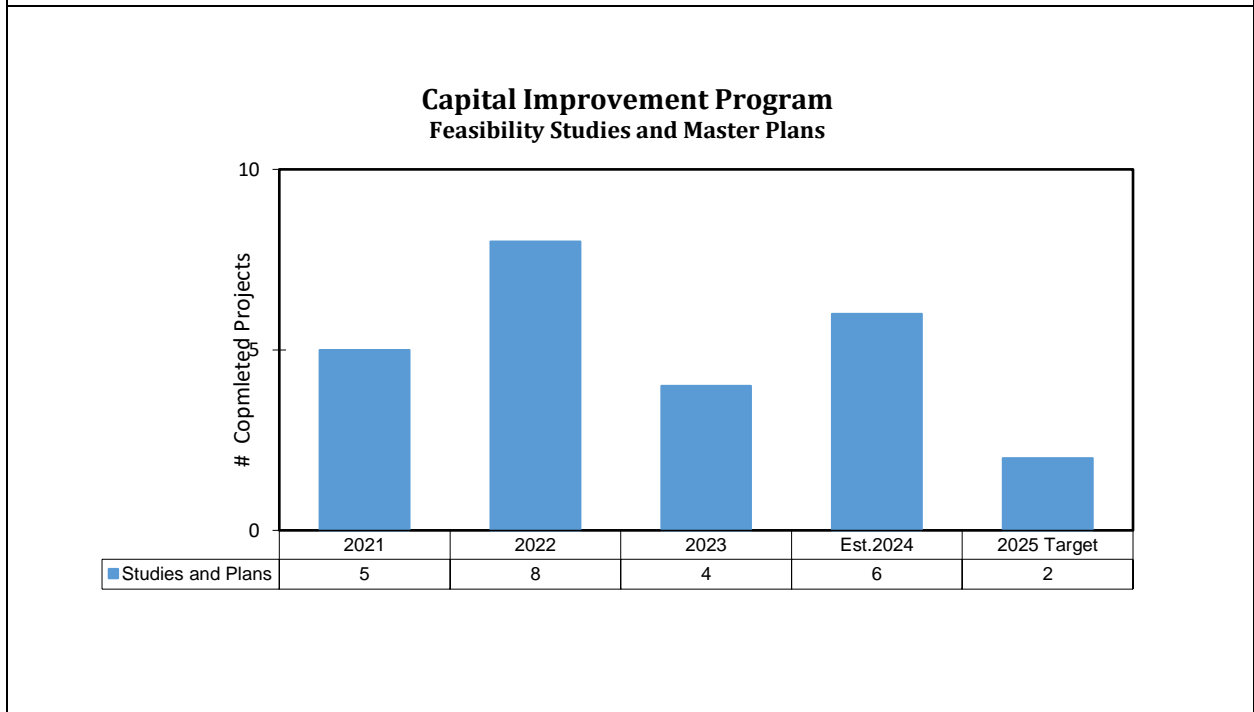


**Prince George's County  
Parks and Recreation Department – Capital Planning and Development**



**Goal:** Park and Recreation Operations

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



# Prince George's County

## Parks and Recreation Department – Public Affairs and Community Engagement

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### OVERVIEW

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

### MISSION

The Public Affairs and Community Engagement Division's goal is to ensure one look, one message, one voice for the Department of Parks and Recreation.

### PROGRAMS AND SERVICES PROVIDED

The Division serves the following distinct Department-wide functions:

- Communications and Marketing
- Community Outreach and Engagement
- Content Development
- Graphics and Visual Media
- Resource Development
- Volunteer Services and Community Partnerships
- Website

### Management and Supervision

The Public Affairs Management unit includes the Office of the Division Chief, responsible for the overall management and supervision of the Division.

### Communications and Marketing

The Communications and Marketing unit provides professional communications and marketing for the Department. The unit handles inquiries from newspaper, radio, television and electronic news media reporters and writers, and serves as the official spokesperson for the Department. Writes and disseminates news releases and proactively places ideas for news stories and event coverage. Staff is on call 24 hours a day and provide crisis communication and media services to all divisions of the Department. The unit monitors all coverage and keeps a current database of media contacts for the Department, and trains staff in their dealings with the media. This unit also develops and manages the overall communication plan for the Department, along with program- and facility-specific marketing initiatives and campaigns. Areas of emphasis are marketing to youth, seniors, and multicultural audiences. The unit purchases and places advertising and coordinate 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 multiple social media platforms and electronic newsletters.



# Prince George's County

## Parks and Recreation Department – Public Affairs and Community Engagement

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### **Community Outreach and Engagement**

The Community Outreach and Community Engagement 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. The unit also features a Community Outreach Team responsible for actively engaging the community and attending numerous community events to inform residents about parks and recreation services. This unit also is responsible for planning and managing the development of community meetings sponsored by the Department.

### **Content Development**

The Content Development unit manages content and copy for a comprehensive publishing program for the Department. Unit staff writes, edits, produces, and distributes the quarterly *Guide to Classes and Activities*, working closely with recreation programmers and the PARKS DIRECT database team. The unit 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, among others.

### **Graphics and Visual Media**

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 other PACE 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 communications purposes throughout the Department. The unit maintains and manages a large photographic archive for the Department.

### **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, student service-learning opportunities and volunteer applications, background checks and hours of service. 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.

### **Web Development**

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



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

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## FY24 ACCOMPLISHMENTS

- Increased capacity by filling critical vacancies including the Communications and Marketing Manager, Web Manager, and adding administrative support to manage clerical, human resource, and finance task.
- Increased community engagement through public affairs and media relations. In this past year, the Department's media impressions have increased to a value of \$135,000,000.
- Media coverage of signature and highly recognized programs included over sixty stories on National broadcast, print, radio, and online outlets. Coverage included:
  - Wizard of Oz playground on CBS News August 10, 2023
  - Dinosaur Park on Fox News July 12, 2023
  - Dinosaur Park on NBC Nightly News July 13, 2023
  - Hispanic Media coverage totaling 4,263,511 local and national impressions.
- Increased social media outreach engagement rate per impression on all Department social media accounts (Facebook, Twitter, Instagram, & LinkedIn). This indicates how engaged the community were with the Department's brand.
  - Instagram account has seen a 177.1% increase in engagement with 35.7% increase in followers.
  - Facebook followers increased by 9%,
  - LinkedIn followers increased by 18.5%,
  - Twitter followers increased by 2.1%%
- Strengthened community outreach through language assistance and marketing material development. Processed language translations of more than forty products, including: maintenance instructions, department policies, and exhibit descriptions.
- Launched the website redesign to provide a more streamlined avenue to communicate programs, services, and events on the web while ensuring access for all with new ADA features.
- Managed the development and design of 350 projects and produced over 1,700 marketing materials.
- Raised over \$25 million in local, state, and federal grants, sponsorships and partnerships, and commemoratives.
- Provided community partnership support to 350 community partners valuing at \$300,000.

## FY25 BUDGET PRIORITIES

To initiate a branding study to aid in developing communication strategies to increase awareness and program and event participation. This will improve the department's efforts to further understand its patrons and add value to products and services.

- Onboard the Parks and Recreation Advisory Board (PRAB) to re-engage with community stakeholders.
- Expanding translations of more marketing pieces by hiring a bilingual writer.
- Continue to develop and implement upgrades to the new website, including expanding the trails feature, streamlining the calendar, and automating the connection between Parks Direct and the online calendar.
- Implement the Friends of the Parks program.



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

**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY24 <u>Adjusted Adopted</u></b>	<b>FY25 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$3,837,264	\$4,011,415	4.5%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,147,153</u>	<u>\$1,814,518</u>	<u>58.2%</u>
	<b>TOTAL EXPENDITURES</b>	<b>\$4,984,417</b>	<b>\$5,825,933</b>	<b>16.9%</b>
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	23.00	20.00	-13.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>4.00</u>	<u>5.00</u>	<u>25.0%</u>
	<b>TOTAL FUNDED CAREER POSITIONS</b>	<b>27.00</b>	<b>25.00</b>	<b>-7.4%</b>
<i>Park Fund</i>				
	Funded Workyears	38.95	32.59	-16.3%
<i>Recreation Fund</i>				
	Funded Workyears	<u>7.66</u>	<u>8.46</u>	<u>10.4%</u>
	<b>TOTAL FUNDED WORKYEARS</b>	<b>46.61</b>	<b>41.05</b>	<b>-11.9%</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET**

- Added two (2) full-time career positions.
- Increased funding for contracted services.
- Reallocated advertising funds to PACE from other Divisions.
- Transferred Resource Development (four (4) full-time career positions) to Deputy, Administration & Development.





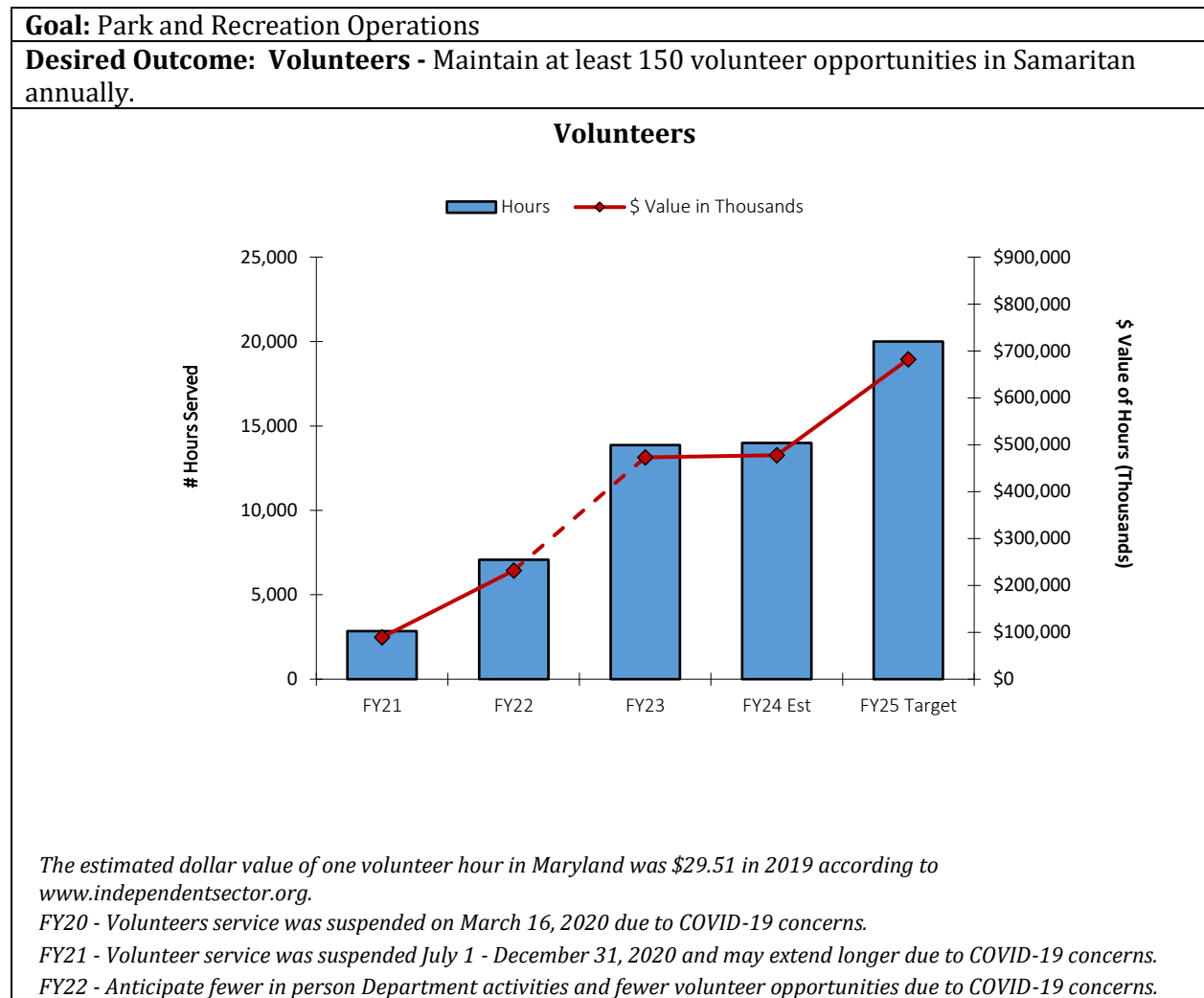
# Prince George's County Parks and Recreation Department – Public Affairs and Community Engagement

## GOALS AND PERFORMANCE MEASURES

### Public Affairs and Community Engagement Division Performance Measures

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

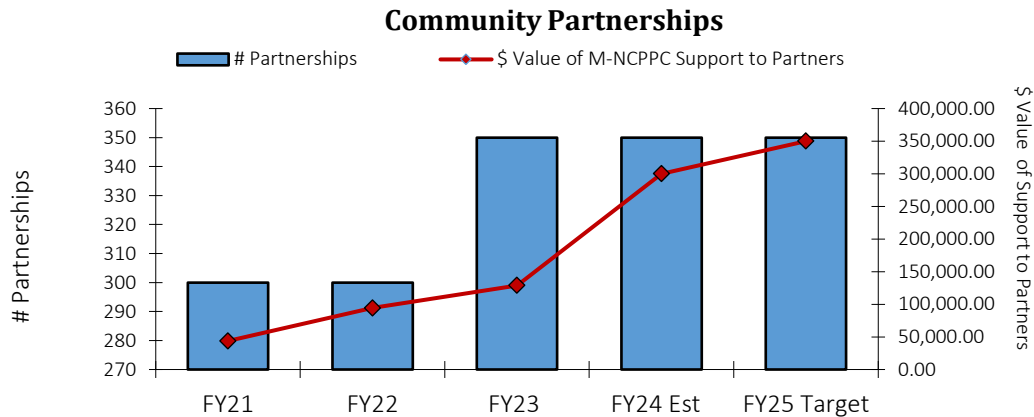
**Impact Objective:** Produce digital and print communication tools to provide the public with up-to-date, accurate information about the Department of Parks and Recreation's programs and services. Through translation services, reach a wider audience to help the Department connect with communities. Volunteer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



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

**Goal:** Park and Recreation Operations

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



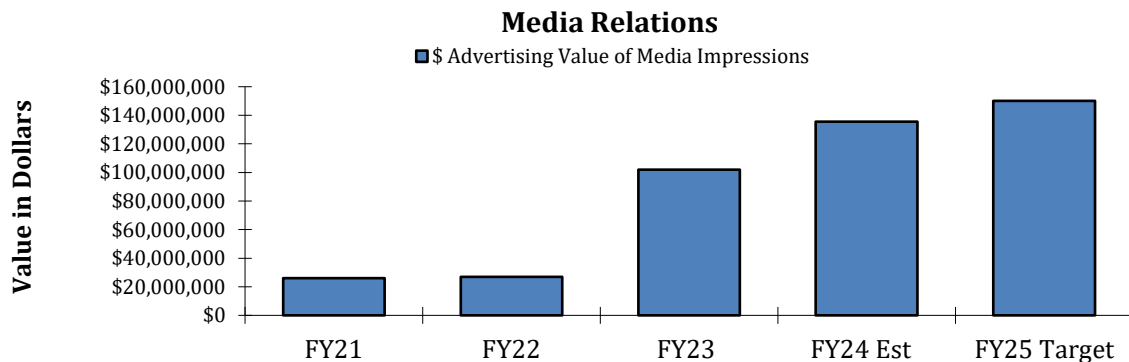
Average support to partnerships in FY20, as recorded in Community Connect - \$1,536.

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

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

**Goal:** Innovative Programming

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



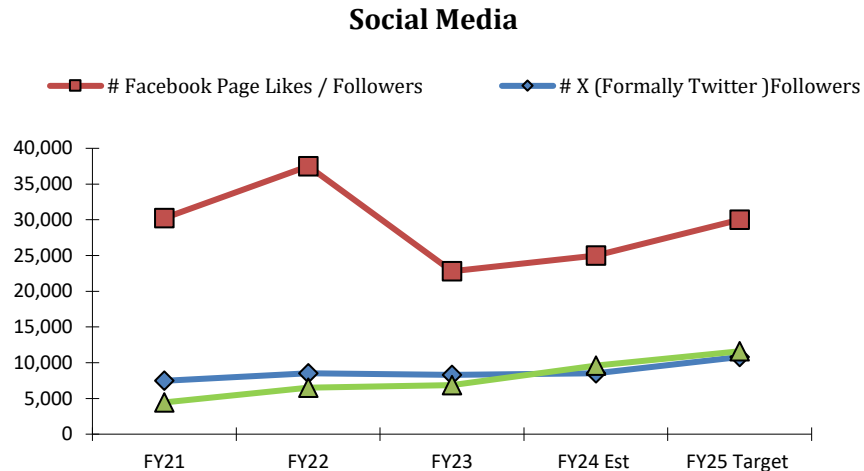
Advertising value of media impressions provided by Meltwater, industry standard software used to issue news releases and capture value data.



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

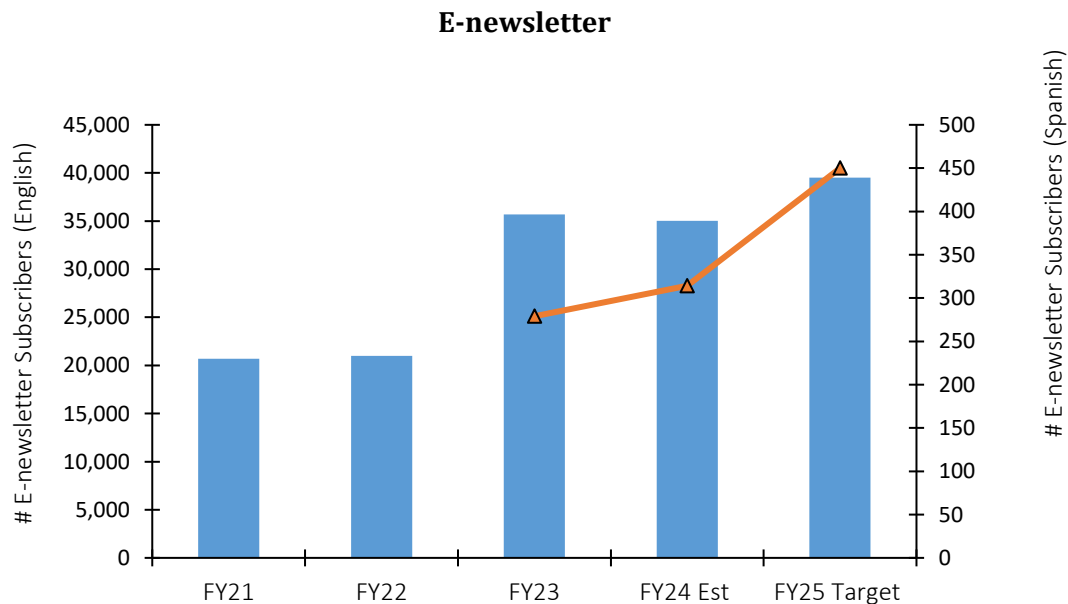
## Goal: Innovative Programming

**Desired Outcome:** Support our Diverse Parks and Recreation Programs via the web to promote marketing and strengthen community engagement in our programs and services.



## Goal: Parks and Recreation Operations

**Desired Outcome:** Support our Diverse Parks and Recreation Programs via the web to promote marketing and strengthen community engagement in our programs and services.



\*\*/\*\* The Spanish E-Newsletter was not in place.

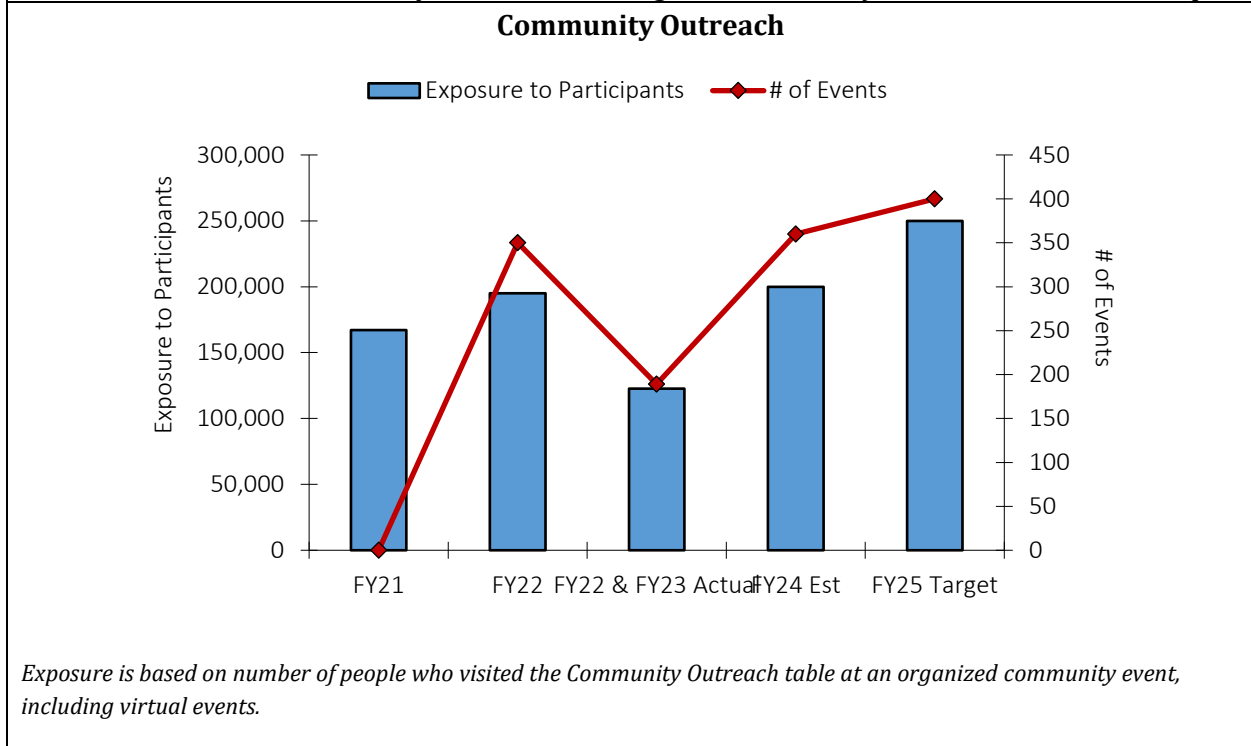
\*\*\* In August 2021, the newsletter subscriber was purged of inactive emails. Numbers have been adjusted and provide a more accurate baseline for current measures. As of September 1, 2021, the current open rate for the English newsletter is 10.03% with a click rate of 12.9%. For the Spanish newsletter,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



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

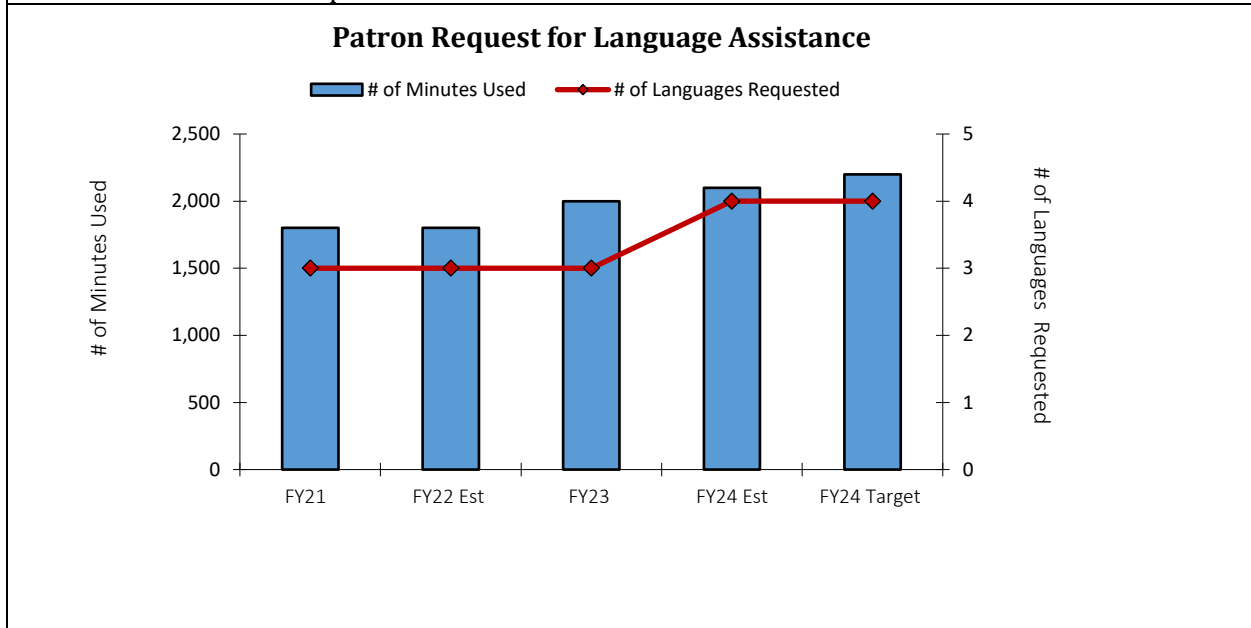
**Goal:** Innovative Programming

**Desired Outcome:** **Community Outreach** - Strengthen Community Outreach and Partnerships



**Goal:** Innovative Programming

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

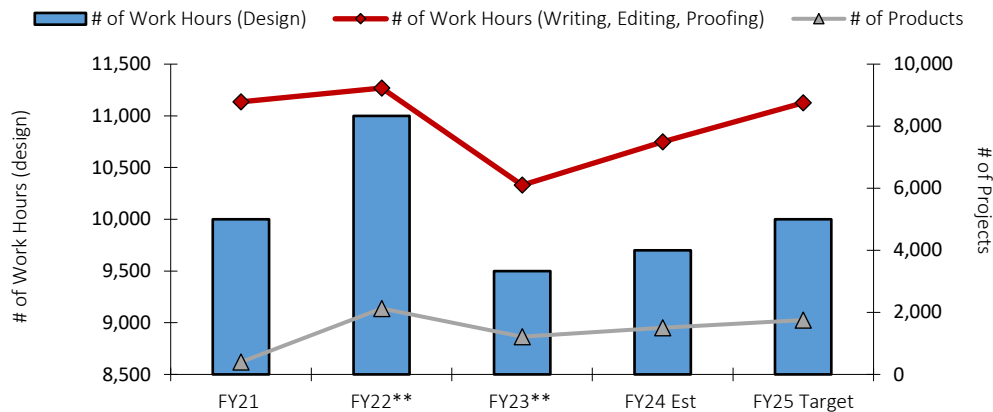


# Prince George's County Parks and Recreation Department – Public Affairs and Community Engagement

**Goal:** Parks and Recreation Operations

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

## Graphics & Publications Products\*



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

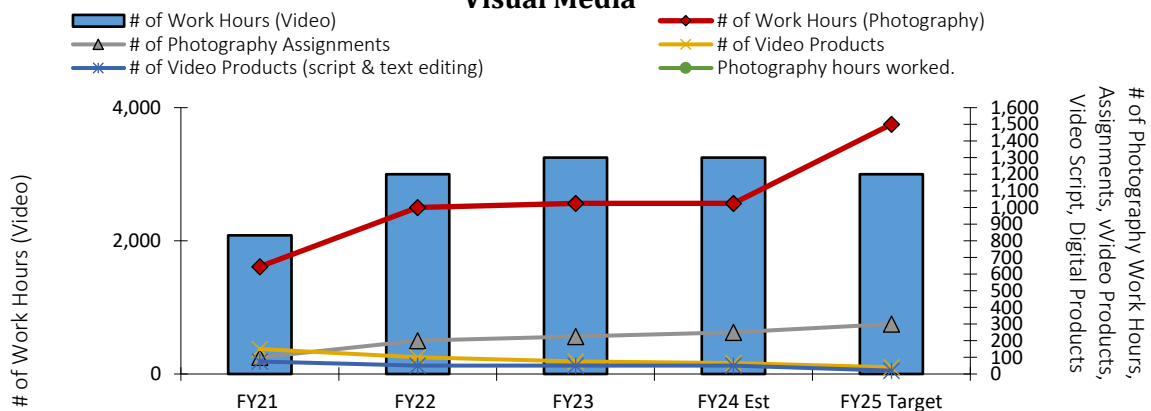
\*\*In FY 22 and FY23, the Department has increased its commitment to create promotional products to the Spanish speaking community. This has generated additional design and writing hours.

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

**Goal:** Innovative Programming

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

## Visual Media



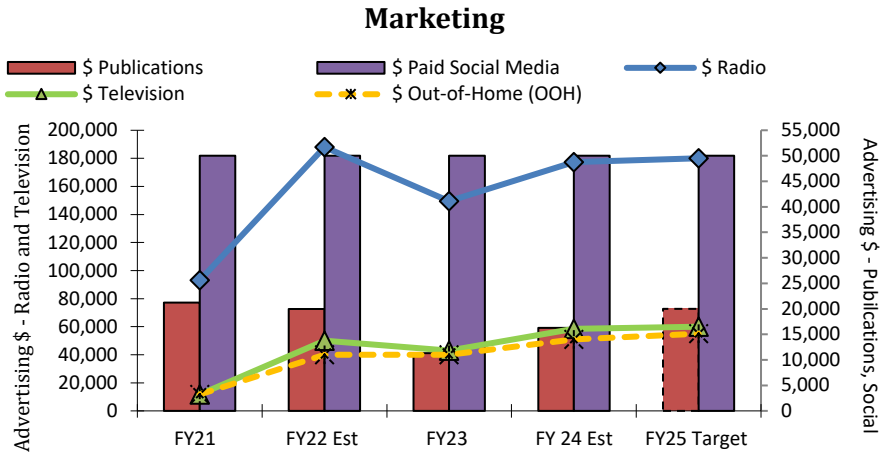
Video hours worked, including filming, editing, and photo research.  
Photography hours worked. Event coverage, shooting and editing, 4-8 hours.  
Headshots, shooting and editing, 1-3 hours



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

**Goal:** Innovative Programming

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



*\*\*OOH marketing formats include billboards, transit, and alternative.*



# Prince George's County

## Parks and Recreation Department – Park Planning and Environmental Stewardship

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### OVERVIEW

The Park Planning and Environmental Stewardship Division (formerly Land Management and Environmental Stewardship) was created in fiscal year 2023. This new division will focus on the long term-planning and management of the County's parks, trails, and natural resources. This Division's work in park acquisition and planning projects are guided by the adopted [Formula 2040 Functional Master Plan for Parks, Recreation & Open Space](#). The division's work focuses on park and trail planning, trail development, land acquisition, environmental stewardship, and real estate partnerships.

The Park Planning and Environmental Stewardship Division leads the long-range park and recreation facility planning for the county. The Park Planning section uses data to establish, analyze, and monitor the level-of-service program for parkland, facilities, and services used to prepare park master plans and to determine community, park and recreation facility needs. The land acquisition/real estate partnerships section maintains an acquisition plan to support countywide goals, acquires properties, and engages in partnerships to further the recreational and economic development goals.

### PROGRAMS AND SERVICES PROVIDED

The park and natural resource planning work program prepares master park development plans, including the State Land Preservation, Park, and Recreation Plan. The Division acquires land based on level-of-service needs for parkland and to protect natural resources (i.e., stream valleys, agriculture, open spaces,) in accordance with approved capital improvement funding. The work program also includes regulatory functions of subdivision review, site plan review, and review of zoning applications to assure compliance with County codes.

### FY24 ACCOMPLISHMENTS

- Finalized the access plan for Walker Mill Regional Park;
- Finalized the Master Park Development Plan for Cosca Regional Park;
- Initiated master development plan for Fairland Regional Park;
- Acquired more than 600 acres, including critical properties to implement the Land Acquisition Master Plan;
- Expansion of trail, environmental and natural resource planning within the Department.
- Continue planning efforts for trail development throughout the County.
- Finalized the Wayfinding Signage Construction Documents and procurement for the Anacostia Tributary Trail.
- Coordinated system wide trail resurfacing, stripping and safety.
- Updated the Recreational Facilities Design Manual
- Reinitiated the Westphalia Central Park Implementation Committee, including developing an implementation plan, and establishing criteria for legislative updates.
- Initiated the Countywide Golf Study and needs assessment.



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

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## FY25 BUDGET PRIORITIES

- Initiate the Glenn Dale Hospital Property Master Park Development Plan.
- Lead the Master Park Development Plan for Fairland Regional Park.
- Develop a Park Master Conservation Plan for the Patuxent River Park.
- Develop a Henson Creek watershed improvement strategy.
- Establish key environmental stewardship policy maps for the Department.
- Develop a strategy document to guide partnerships using compensatory flood plain storage in Metro station areas.
- Implement an invasive species management pilot program.
- Implement the trails signage plan countywide.
- Initiate the Piscataway Trail Implementation Plan
- Envision and plan for the future of Wilmer's Park.

## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY24</b>	<b>FY25</b>	<b>%</b>
		<b><u>Adjusted</u></b>		
		<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$3,184,034	\$4,431,961	39.2%
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	21.00	26.00	23.8%
	Funded Workyears	21.00	25.95	23.6%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Added funds from Capital Planning and Development to operate the work programs.
- Added five (5) career full-time positions to support a work program realignment.





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

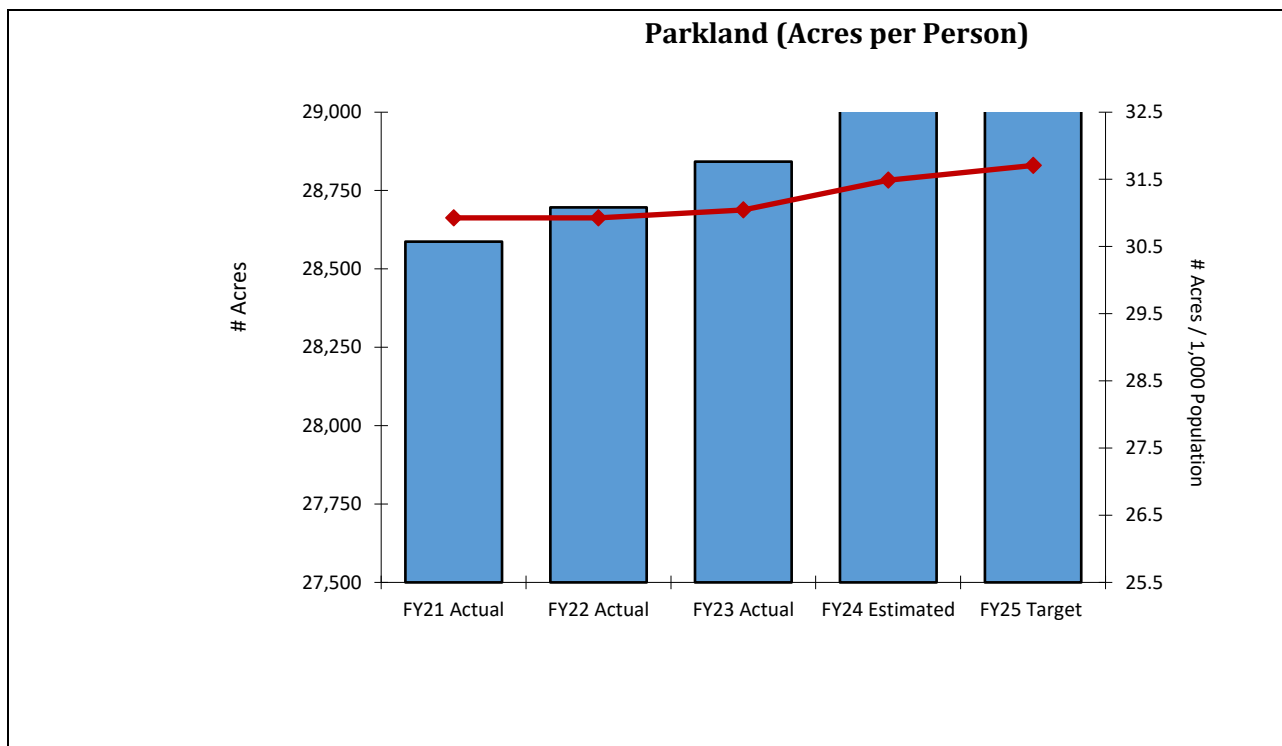
## GOALS AND PERFORMANCE MEASURES

### Park Planning and Environmental Stewardship Performance Measures

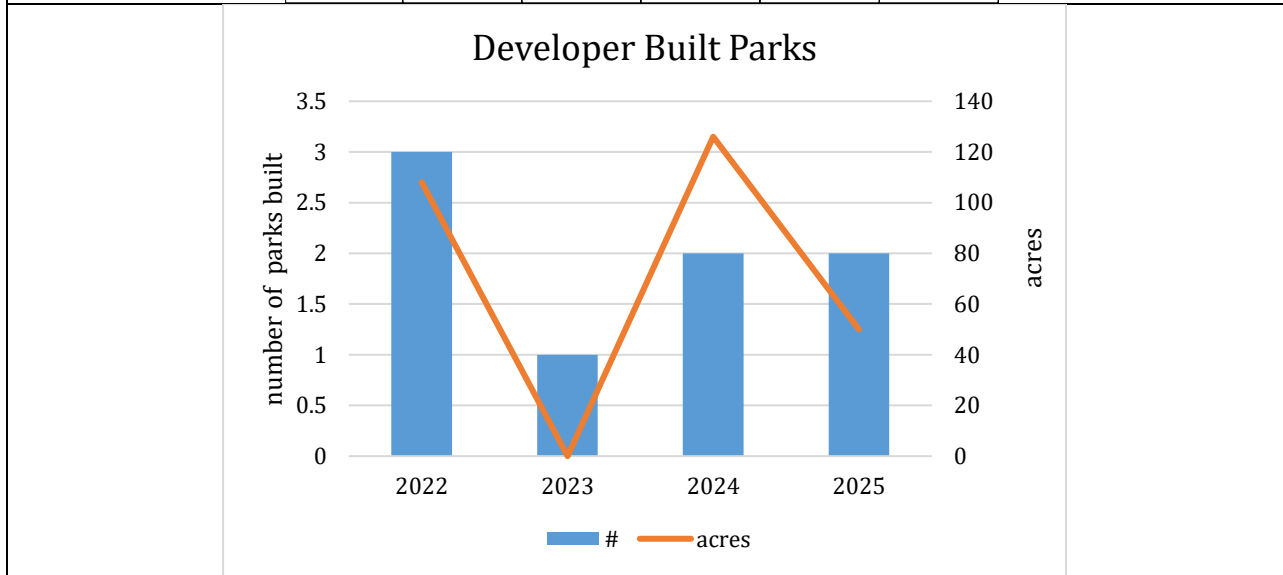
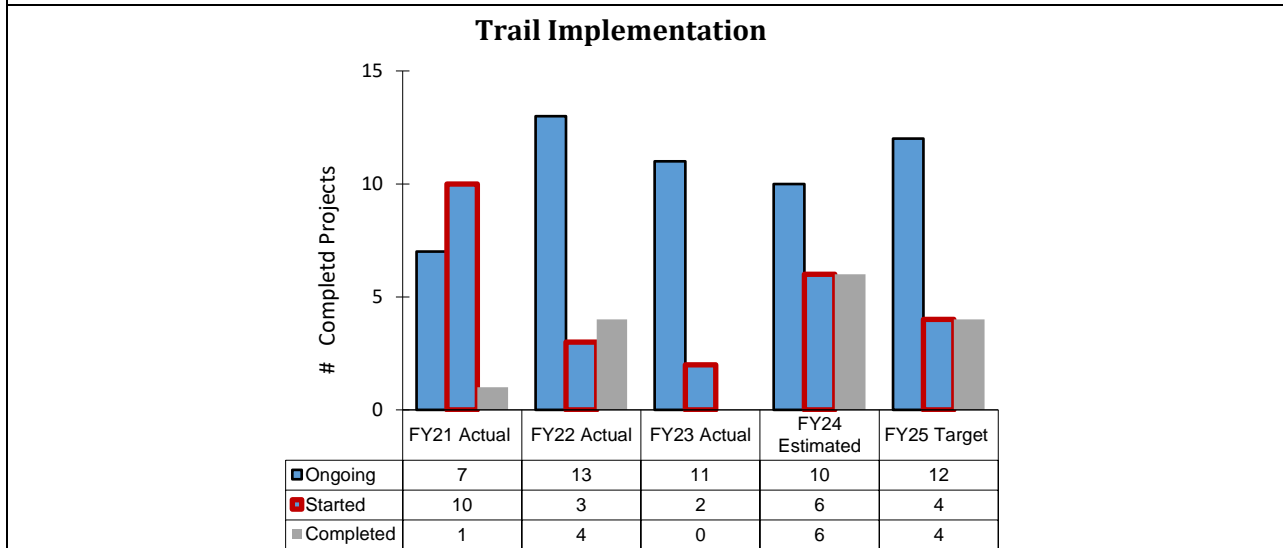
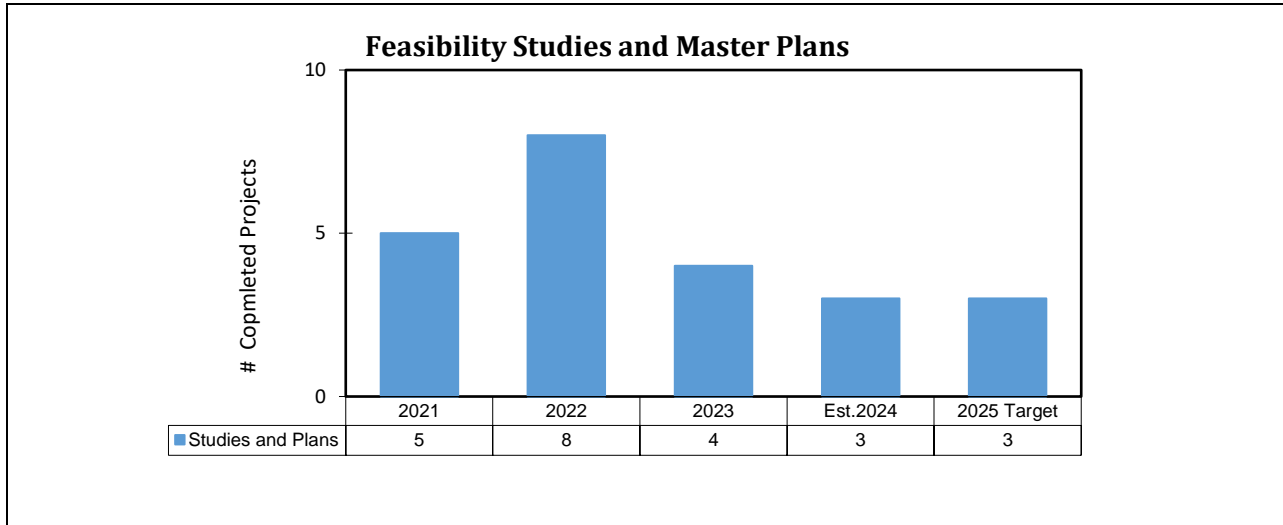
**Outcome Objective:** Acquire parkland to support the agricultural, economic development, environmental, historical, conservation and recreational goals of the county. Provide planning services to guide the conservation, mitigation, management and development of parkland and facilities. This is accomplished through policy development, feasibility studies and master plans, community planning and engagement, the establishment or evaluation of a program, and concept development.

**Impact Objective:** Effectively utilize funding for acquisition and trail development projects. The Division acquires parkland, establish partnerships, leads and supports conservation and mitigation projects, evaluates park development impacts, and plans quality park facilities to meet the park and recreation needs of the residents of Prince George's County.

The Park Planning and Environmental Stewardship Division (PPES) was established in the FY23 budget, however FY25 will be the full year of its staffing and implementation. Many of the work program items such as Trail Development and Program Management, Planning and Feasibility Studies, Land Acquisition, and management of developer-built park and trail improvements. Prior to FY25 the projects were implemented in through the Capital Planning and Development Division (CPD), those performance measures that began in CPD and are being continued by PPES are shown here. In the next budget, the team will refine the Performance Measures shown and consider adding measures to reflect partnerships and environmental stewardship efforts.

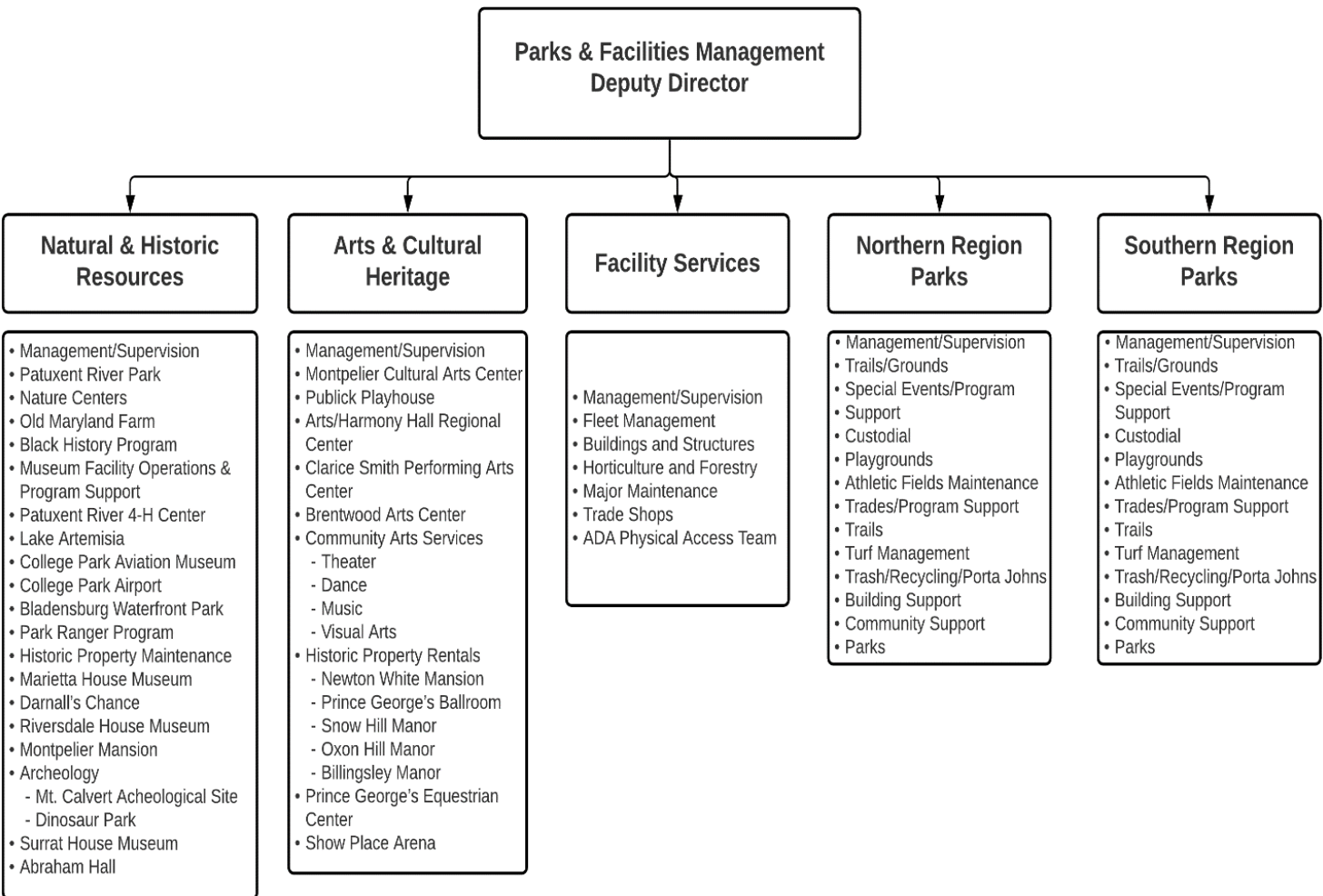


# Prince George's County Parks and Recreation Department – Park Planning and Environmental Stewardship



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

**ORGANIZATIONAL STRUCTURE**



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

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**OVERVIEW**

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

**MISSION**

The goal of Parks and Facilities Management is to provide, maintain, and preserve a comprehensive park and recreation system of programs, facilities, and services for the residents of Prince George’s County, and to meet the expressed needs and demands of the public in a well-maintained, secure, inclusive, and fulfilling environment.

**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY24</b>	<b>FY25</b>	<b>%</b>
		<b><u>Adjusted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
		<b><u>Adopted</u></b>		
<b>Budget</b>				
<i>Recreation Fund</i>				
	Expenditures	\$653,839	\$778,192	19.0%
<b>Staffing</b>				
<i>Recreation Fund</i>				
	Funded Career Positions	3.00	3.00	0.0%
	Funded Workyears	3.00	3.00	0.0%

**HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET**

- Added seasonal funding.



# Prince George's County

## Parks and Recreation Department - Facility Services

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### OVERVIEW

The Facility Services Division (formerly Maintenance and Development) provides maintenance, repair, and renovation of Department facilities and properties through six major work programs. The Division also coordinates with and provides snow removal and landscaping services to the Prince George's County Government.

### MISSION

The goal of this division is to provide professional, high quality maintenance services for all parks and recreation facilities in support of the Department's diverse work programs and to provide customers with a safe, well-maintained, aesthetically pleasing parks and recreation system.

### PROGRAMS AND SERVICES PROVIDED

#### Fleet Management

The Fleet Management work program consists of a central garage facility, mechanics, and administrative support staff responsible for a fleet of over 3,460 vehicles, trailers, self-propelled off-road equipment, and other miscellaneous pieces of motorized or wheeled equipment. This section also maintains 10 fuel sites and provides support to five satellite garage operations. The Fleet Management work program sets maintenance standards, provides technical assistance to the Department, and specifies and coordinates the purchases of all vehicles.

#### Buildings and Structures

The Buildings and Structures work program consists of Electric, HVACR, Plumbing, Carpentry, Masonry, and Welding teams. Work programs within the skilled trade areas include preventive maintenance, routine and emergency repairs, renovations, and alterations at various park buildings. This section provides estimating, plan review, and supervision of major projects, facility inspections and responses to issues involving fire protection systems, elevators, electrical and lighting, HVACR, roofing and plumbing systems, or structural building components.

#### Horticulture and Forestry Section

The Horticulture and Forestry Section work program consists of the Greenhouse, Exhibits, and Forestry teams. The Greenhouse team grows most of the plant material for the Landscaping teams, supplies plants for office spaces and works with the Exhibit team to create special themes for unique events. The Exhibits team designs and creates displays and posters for unique events, installs several types of signage, and installs vehicle graphics. The Forestry unit provides skilled tree care services for diseased and damaged trees, as well as corrective measures and emergency response in the event of storms, hurricanes, and tornados.

#### Major Maintenance and Inspection

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



# Prince George's County

## Parks and Recreation Department - Facility Services

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### Critical Projects

The Critical Projects work program houses the Aquatics Maintenance, Heavy Equipment, and Sustainability teams. This section's goal is to respond appropriately and timely when addressing emergencies affecting our structures and facilities. The construction of larger, more technologically complex aquatic buildings requires a degree of expertise and frequency of maintenance that is outside the scope of our trade shop program. Specialized Pool Mechanics have direct responsibility for the oversight and troubleshooting of filtration system abnormalities in these structures.

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

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

### Administration/Management and Supervision

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

### FY24 ACCOMPLISHMENTS

- Completed LED field lighting upgrades at Park Berkshire, Fletchers and Watkins Fields #1.
- Solar roadway LED lighting for Henson Creek Golf Course.
- Solar Flower installation for roadway LED lighting at FSD/Randall Farm.
- Completed phase one of the Sustainability Learning Center at FSD/Randall Farm.
- Completed phase one of the M-NCPPC owned EV charger upgrades throughout the County.
- Completed several miles of trail improvements/enhancements.
- Completed multiple sport court renovations and upgrades.
- Completed several ADA compliance projects.

### FY25 BUDGET PRIORITIES

- Continue with the implementation of additional solar projects to provide power and additional security at remote locations without increasing our carbon footprint.
- Continuing to execute energy saving initiatives by extending LED lighting upgrades to additional facilities.
- Complete all phases of the Sustainability Learning Center to better provide educational opportunities, pertaining to sustainability best practices to the Departments staff and students from across Prince George's County and surrounding jurisdictions.
- Continue to execute the transition to electrical equipment, vehicles, and tools, when possible, to reduce our overall carbon footprint and noise pollution.



# Prince George's County

## Parks and Recreation Department - Facility Services

- Continue with infrastructure upgrades to accommodate the installation of Commission-owned EV chargers and solar powered systems throughout the Department.
- Continue to implement ways to offer a higher level of service and repairs to all trails, but with an increased focus on heavily used connector trails throughout Prince George's County.
- Continue with ADA compliance upgrades and improvements.
- Continue to work with PEPCO, BGE and SMECO to install more electric vehicle charging stations at Commission owned facilities.
- Evaluate and schedule upgrades to elevator systems.
- Evaluate roofing systems with ongoing leaks and plan for repairs and replacements in a more effective manner.
- Identify ways to streamline maintenance and repair request utilizing the EAM system more efficiently.
- Continue to identify boilers, HVAC systems and water heaters needing replacement.

### BUDGET AT A GLANCE

#### Summary of Division Budget

		FY24 <u>Adjusted</u> <u>Adopted</u>	FY25 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$30,355,996	\$37,988,560	25.1%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,229,076</u>	<u>\$1,829,889</u>	<u>48.9%</u>
	<b>TOTAL EXPENDITURES</b>	<b>\$31,585,072</b>	<b>\$39,818,449</b>	<b>26.1%</b>
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	153.00	156.00	2.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>3.00</u>	<u>3.00</u>	<u>0.0%</u>
	<b>TOTAL FUNDED CAREER POSITIONS</b>	<b>156.00</b>	<b>159.00</b>	<b>1.9%</b>
<i>Park Fund</i>				
	Funded Workyears	177.50	174.40	-1.7%
<i>Recreation Fund</i>				
	Funded Workyears	<u>4.10</u>	<u>2.80</u>	<u>-31.7%</u>
	<b>TOTAL FUNDED WORKYEARS</b>	<b>181.60</b>	<b>177.20</b>	<b>-2.4%</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Added three (3) full-time career positions for Largo Headquarters



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

- Increased funding for HVAC system repairs.
- Increased funding for electrical systems repairs.
- Increased funding for Largo Headquarters expenses
- Increased funding for Horticulture and Forestry
- Increased funding for Fleet Management.
- Increased funding for Aquatics Maintenance.

## GOALS AND PERFORMANCE MEASURES

### Facility Services Division Performance Measures

**Outcome Objective:** Provide professional, high quality skilled maintenance services for the facilities and programs throughout the Department in Prince George's County. Services are normally provided as preventive maintenance or scheduled at our work force's request to include services in Fleet Management, Buildings and Trades, Horticulture and Forestry or Major Maintenance and Inspection.

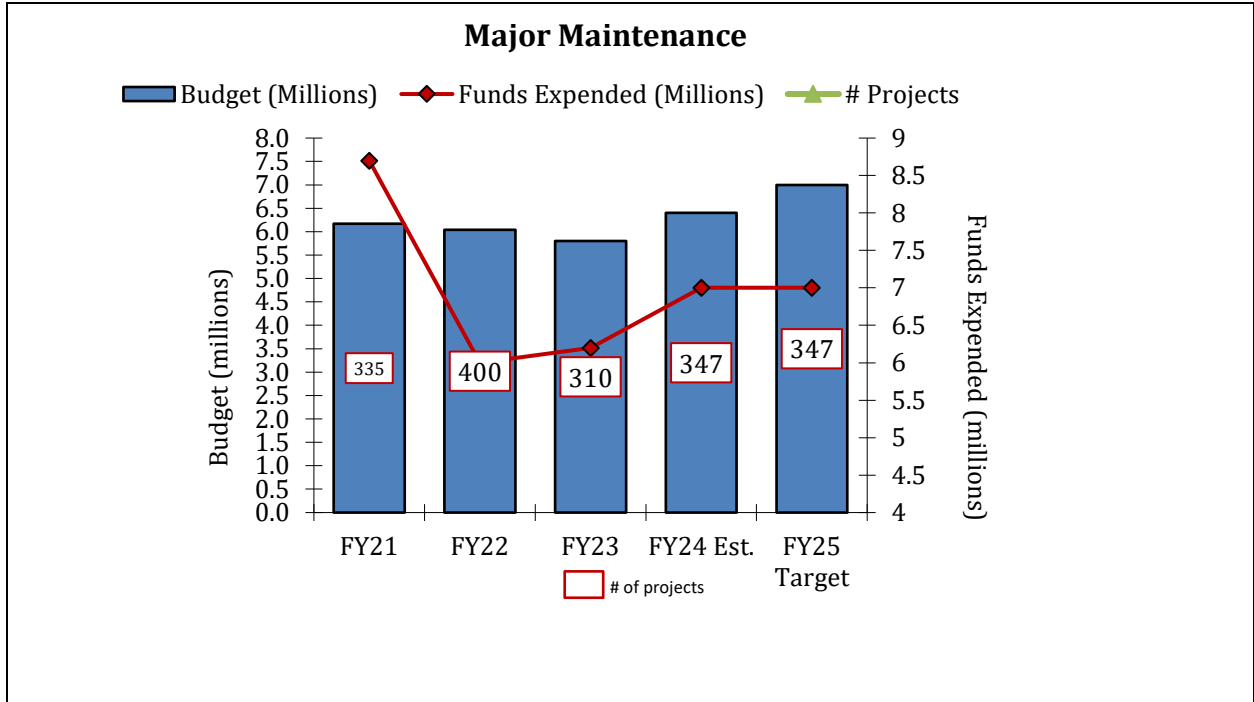
**Impact Objective:** Provide area residents with safe, well-maintained, and aesthetically pleasing facilities, programs, and services throughout the park system. The level of confidence and reassurance for a safe, well-maintained environment promotes customer participation and satisfaction year-round.

<b>Goal:</b> Park and Recreation Operations																		
<b>Desired Outcome:</b> <b>Work Orders</b> – Maintain and Upgrade Existing Infrastructure																		
<i>Escalated = a project was not completed on the projected schedule</i>																		
<p><b>Work Order Status</b></p> <table border="1"> <caption>Work Order Status Data</caption> <thead> <tr> <th>Fiscal Year</th> <th>% Complete On Time</th> <th>% Escalated</th> </tr> </thead> <tbody> <tr> <td>FY21</td> <td>92%</td> <td>8%</td> </tr> <tr> <td>FY22</td> <td>98%</td> <td>3%</td> </tr> <tr> <td>FY23</td> <td>97%</td> <td>3%</td> </tr> <tr> <td>FY24 Est.</td> <td>95%</td> <td>2%</td> </tr> <tr> <td>FY25 Target</td> <td>98%</td> <td>2%</td> </tr> </tbody> </table>	Fiscal Year	% Complete On Time	% Escalated	FY21	92%	8%	FY22	98%	3%	FY23	97%	3%	FY24 Est.	95%	2%	FY25 Target	98%	2%
Fiscal Year	% Complete On Time	% Escalated																
FY21	92%	8%																
FY22	98%	3%																
FY23	97%	3%																
FY24 Est.	95%	2%																
FY25 Target	98%	2%																
<b>Goal:</b> Park and Recreation Operations																		
<b>Desired Outcome:</b> <b>Major Maintenance</b> - Maintain and Upgrade Existing Infrastructure																		





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



# Prince George's County

## Parks and Recreation Department – Natural and Historic Resources

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### OVERVIEW

The goal of the Natural and Historic Resources Division (NHRD) is to provide historically accurate interpretation, education, and conservation of the County's natural resources. The nature components of the Division consist of Patuxent River Park (over 7000 acres of natural park area along the Patuxent River), Bladensburg Waterfront Park, Old Maryland Farm, Clearwater, Watkins, and Mount Rainier Nature Centers. This division also maintains natural area parks such as Cheltenham Wetland Park, Suitland Bog, Lake Artemesia, Dueling Creek, and many other Natural Area sites throughout the County. The Division includes the Black History Program that manages three African American historic sites including the Ridgeley Rosenwald School, Dorsey Chapel, and Abraham Hall. The Division staff also coordinates cultural heritage events including Juneteenth, Echoes of the Enslaved, American Indian Festival. The division has five restored historic house museums - Surratt House, Darnall's Chance, Marietta House, Riversdale, and Montpelier Mansion that are staffed and open to the public. In addition, the work program manages several other historical sites including Cherry Hill Cemetery, Nottingham, and Seabrook Schoolhouse. The Division also operates the College Park Aviation Museum, which tells the important story of aviation history in the County, and College Park Airport, the oldest continuously operated airport in the world. The Division facilities and museums have both local and regional appeal, attracting tourists and interest statewide. In some cases, museums have received national and international attention.

The Division also operates the Park Ranger Unit, Archeology Unit, Dinosaur Park, and the Historic Property Maintenance Unit. The Division provides thousands of programs, projects, and events to hundreds of thousands of people each year which are enjoyed by County residents of all ages. In addition, the Natural and Historic Resources Division is one of the largest providers of educational outreach programs and destination points to the Prince George's County School system and others. The Division also oversees and manages the Department's commercial agriculture program, community garden plots, youth garden initiatives, and Urban Agriculture Incubator program.

### MISSION

The goal of this Division is to provide the public with professional natural and historical resource management services, conservation, interpretative programs, museums, parks, and facilities that educate, engage, and encourage stewardship and visitation of the County's diverse natural resources and historical heritage. Along with interfacing with the public throughout the large park system and providing interpretation, natural resource protection, and overall quality customer service to our patrons and visitors.

### PROGRAMS AND SERVICES PROVIDED

#### Patuxent River Park

The Patuxent River Park is composed of approximately 7,800 acres of natural area parkland and is part of the Patuxent River Watershed Park. The park includes the Jug Bay Natural Area, Clyde Watson Boating Area, Governor's Bridge Natural Area, Aquasco Farm, Fran Uhler Natural Area, Cedar Haven, and numerous other open spaces. Offerings include natural history programs, nature hikes, river ecology boat tours, three boat ramps, three fishing piers, hiking and horseback trails, water trails, camping, boat rental, recreational hunting, a corporate rental pavilion site, Patuxent Rural Life Museums, 30' ADA observation tower, and the Chesapeake Bay Critical Area Driving Tour. The program also provides for park maintenance operations.



# Prince George's County

## Parks and Recreation Department – Natural and Historic Resources

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### **Nature Centers**

The Division operates three nature centers: Watkins Nature Center, Clearwater Nature Center, and Mt. Rainier Nature & Recreation Center. The Watkins Nature Center, located in the central part of the County within Watkins Regional Park, provides nature programs for participants of all ages, spring and summer day camps, special events, clubs, specialty workshops, hikes, and conservation programs on natural and cultural history. An expanding volunteer program involves scouts, special education students, and high school service-learning hours. Volunteers provide trail and garden maintenance, animal care, wildlife surveys, special events, camp, and school programs. Watkins Nature Center works closely with other conservation agencies, the Prince George's County Public Schools, and other Divisions within the Commission to assist special events and environmental education.

Clearwater Nature Center, located in the southern part of the County within Cosca Regional Park, provides a wide variety of interpretive programs such as hikes, presentations, wildlife, and natural and cultural history events for people of all ages. Park Naturalists also assist consultants, colleges, and researchers and have two Geology clubs. Staff ensure that nature programs for school groups track closely with State and County school curriculum guidelines. The Clearwater Nature Center works closely with other conservation agencies and volunteers to provide support for special events and environmental education.

Mt. Rainier Nature Recreation Center is a unique facility located inside the Capital Beltway providing a nature study program in an urban area where nature finds little room to flourish. The Mt. Rainier Nature Recreation Center serves hundreds of visitors in guided programs and activities along with drop-in visitation for the surrounding neighborhoods. Programs offered to the community include nature study, urban wildlife, urban beautification, and animal care. Programs for adults and youth clubs pertaining to the theme of urban nature are offered. The facility offers a wide variety of community programs for persons of all ages and curriculum-based programs for school groups and has a large recreational rental space used for special activities like family reunions, birthday parties, and other related rentals.

### **Old Maryland Farm**

Old Maryland Farm is an educational farm facility that houses livestock and offers herbs, vegetable, and flower gardening displays. It provides opportunities for the public to observe and learn about live farm animals. Patrons learn work skills through cooperative programs with Prince George's County Public Schools and other public agencies. Interpretive programs for students are aligned with the Prince George's County school curriculum. In addition, a wide range of farm and gardening programs are offered to County residents of all ages and abilities. Volunteer opportunities are available for youth and adults to help with care of farm animals, routine greenhouse and garden maintenance, and visitor services. The site also offers a Honeybee Collective where residents can rent space to have their own beehives.

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

This section provides research and museum support for the Department's historic museums and sites, and nature facilities. Responsibilities include design, research, and fabrication for six nature sites and twelve historic sites and museums; educational exhibits; and public education materials. The program documents, preserves and presents the rich cultural history of Prince George's County. It maintains the Department's historical library and collects, and houses written and visual evidence of the County's rich heritage.



# Prince George's County

## Parks and Recreation Department – Natural and Historic Resources

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### **Black History Program**

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

### **Archaeology Unit**

The Archaeology Unit is responsible for preserving, protecting, and interpreting the numerous and significant archaeological sites and resources owned by the Commission. Sites such as Northampton shed light on the living conditions of slaves and tenant farmers at Maryland plantations. This unit also manages the Mount Calvert Historical and Archaeological Park and Visitor Center. This includes excavating, interpreting, and curating artifacts and associated documents. Staff work closely with Capital Planning and Development and Facility Services Division staff to ensure Commission restoration and development projects meet State and Federal regulations and guidelines. Staff monitors archaeological projects by contractors, and review, edit, and produce archaeological reports. This unit serves as the liaison between the Department and the Historic Preservation Commission, the Maryland Historical Trust, the State Department of Natural Resources, and the State Highway Administration on archaeological matters. In addition, the staff oversees interpretive programming and the curating of fossils found at Dinosaur Park. The Archaeology Unit administers a volunteer program offering hands-on activities to students and the public. It produces exhibits, conducts interpretive programs, writes grant proposals, provides talks, and lectures and provides public information.

### **Museum Exhibit and Support Unit (MESU)**

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

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

### **College Park Aviation Campus**

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



# Prince George's County

## Parks and Recreation Department – Natural and Historic Resources

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### **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 provides 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 provides park operations support, manages multiple natural area parks, issue park permits, manages the Department's Deer Management program, and works with Park Police on support for special events and park issues. The unit also provides visitor assistance and supervision of volunteers and youth groups on conservation-related projects. Park Rangers design and conduct public programs for all ages and provide on-site evaluation of wildlife complaints and respond to injured wildlife on park property. The Park Ranger Unit manages the Department's Youth Gardening Initiatives, and the Department's Community Garden Plots.

### **Historic Property Maintenance Section**

This unit provides routine and specialized maintenance functions, restoration services for the Department's historic sites and museums. In addition, they provide regular support for a variety of tasks within other division sites. The unit also manages the Department's recycling program.

## **FY24 ACCOMPLISHMENTS**

### **Adequate Facilities and Safety**

- Completed the Birds of Prey mew at Clearwater Nature Center
- Completed more than 185 minor maintenance and historic preservation projects across the Division. From regular gutter and power washing of all facilities to floor, roof and window repairs to rebuilding of small structures at the Farm, Waterfront Parks and Nature Centers. These small investments prevent larger, more expensive costs.
- Expanded natural surface trail network by 8 miles.
- Fully restored the Peace Cross – a nationally significant historic site.
- Completed Patuxent River Park Classroom.
- Completed the Aviation Campus 'placemaking project.'

### **Program and Service Delivery**

- As part of the Division's Inclusive Interpretation Initiative, hosted many programs and events at several of our Department's sites including: Echoes of the Enslaved, Latinas in Aviation, Native American Land Recognition, Reparative Genealogy Series, the Giving Voice Initiative, Juneteenth and the American Indian Festival.
- Launched the Sankofa: the Mobile Museum – visiting schools across the county and the Department's major events.
- Hosted more than 115 special events that attracted 55,000 participants.
- Offered more than 2,600 programs that served approximately 45,000 attendees.

### **Fiscal Sustainability**

- Developed comprehensive business plans for College Park Airport and Bladensburg Waterfront Park that result in an increase of 10 percent more revenue.
- Developed cost recovery plans for each NHRD facility – balancing mission of education and stewardship with revenue objectives.



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

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## FY25 BUDGET PRIORITIES

### Adequate Facilities and Safety

- Build new bird mew at Watkins Regional Park
- Complete more than 185 minor maintenance and historic preservation projects across the Division. These small investments prevent larger, more expensive costs.
- Install new 'living bulkhead' project at Bladensburg Waterfront Park – expanding the sustainability program.
- Restore exterior envelope of Darnall's Chance Museum.

### Program and Service Delivery

- Implement Concord Manor's interpretation plan – opening site to public and hosting several major programs and events.
- Develop Descendent Project – engaging descendants from enslaved people who lived and worked at our sites.
- Launch American Indian Program – re-interpreting Mount Calvert to center the Native American story and developing county-wide programs and events that celebrate and recognize indigenous people.
- Expand the Urban Farm Incubator program to include a site at Walker Mill Regional Park.
- Increase engagement with Prince George's County Schools through expanded programming and enhanced marketing.
- Develop plans for Dinosaur Park "Discovery Lab" – expanding programming and access.

### Fiscal Sustainability

- Form a partnership with two private sector companies at the College Park Airport – generating an additional \$100,000 by 2026.
- Develop a Sankofa pricing strategy that charges non-Prince George's County entities and recovers costs.
- Host 120 special events that attract 60,000 participants.
- Offer more than 3,000 programs that serve approximately 65,000 attendees.
  
- Develop comprehensive business plans for College Park Airport and Bladensburg Waterfront Park that result in an increase of 10 percent more revenue.
- Develop cost recovery plans for each NHRD facility – balancing mission of education and stewardship with revenue objectives.



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

## BUDGET AT A GLANCE

### Summary of Division Budget

		FY24 <u>Adjusted</u> <u>Adopted</u>	FY25 <u>Proposed</u>	% <u>Change</u>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$10,441,722	\$12,988,810	24.4%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,746,113</u>	<u>\$2,308,512</u>	<u>32.2%</u>
	<b>TOTAL EXPENDITURES</b>	<b>\$12,187,835</b>	<b>\$15,297,322</b>	<b>25.5%</b>
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	67.00	73.00	9.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>11.00</u>	<u>14.00</u>	<u>27.3%</u>
	<b>TOTAL FUNDED CAREER POSITIONS</b>	<b>78.00</b>	<b>87.00</b>	<b>11.5%</b>
<i>Park Fund</i>				
	Funded Workyears	110.90	107.30	-3.2%
<i>Recreation Fund</i>				
	Funded Workyears	<u>21.80</u>	<u>20.00</u>	<u>-8.3%</u>
	<b>TOTAL FUNDED WORKYEARS</b>	<b>132.70</b>	<b>127.30</b>	<b>-4.1%</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Added eight (8) full-time career positions and one (1) part-time career position:  
1 Museum Manager for Sankofa Program, 1 Urban Farm Manager, 1 Natural Historic Resources Program Manager, 1 American Indian History Program Manager, 1 Natural Surface Trails Manager, 2 Park General Maintenance Positions to support Natural Surface Trails Program, 1 Museum Manager at Dinosaur Park & Discovery Lab, and 1 Lead Paleontologist.
- Added funding to support expansion of Natural Surface Trails Program.
- Added funding to support New American Indian History Program Exhibit Design and Fabrication.
- Added funding to support Dinosaur Park & Discovery Lab.
- Added funding to upgrade bird housing at Watkins Nature Center.



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

## GOALS AND PERFORMANCE MEASURES

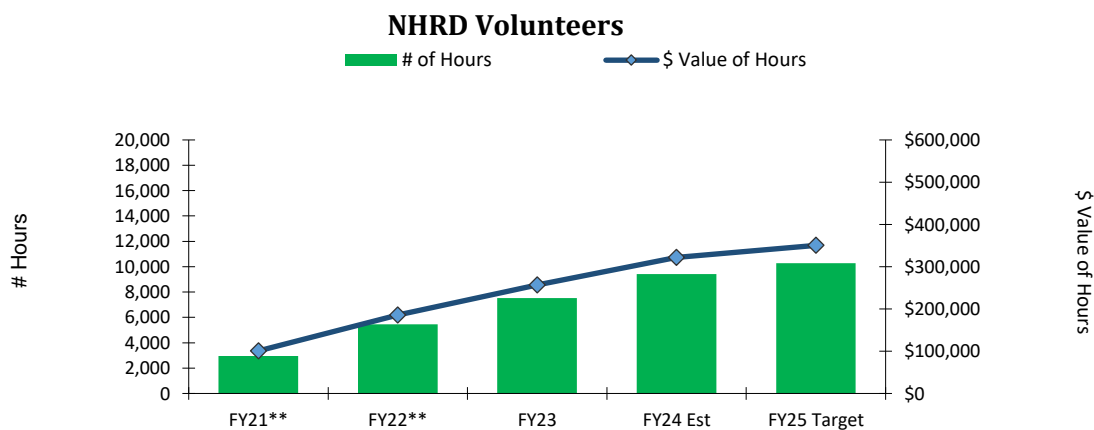
### Natural and Historic Resources Division Performance Measures

**Outcome Objective:** Provide nature and history programs/activities for the public and educational and interpretive programs at schools. Also, provide additional resources to recreation, cultural and educational professionals in a fun yet meaningful way. Our work program works to ensure the continued safeguarding and improvement of historical structures and interpretation throughout the County. In delivering these services, we provide opportunities for youth and adults to volunteer their services to make a meaningful contribution towards the continued preservation of our diverse resources and provide enriching life experiences. Each of our performance measures aligns with the budget goal of innovative programming, with a primary outcome of engaging community members in volunteer work, programming, and special events.

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

#### Goal: Park and Recreation Operations

Desired Outcome: Provide Volunteer Opportunities



\*\*The estimated value of one volunteer hour in the State of MD was \$32.82 in 2021 according to independentsector.org

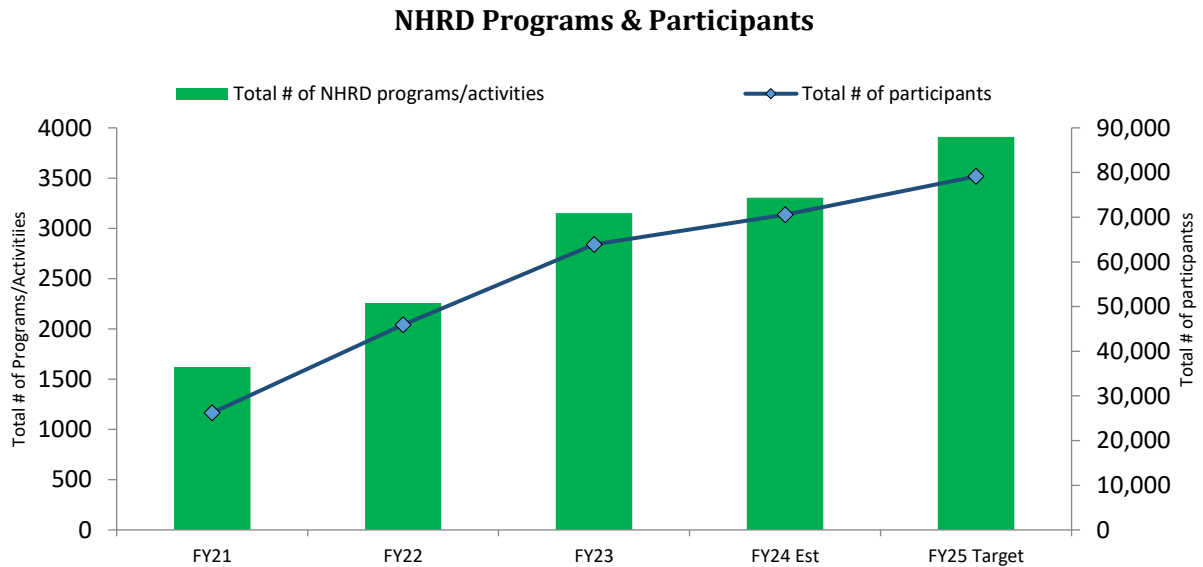




# Prince George's County Parks and Recreation Department – Natural and Historic Resources

**Goal:** Innovative Programming

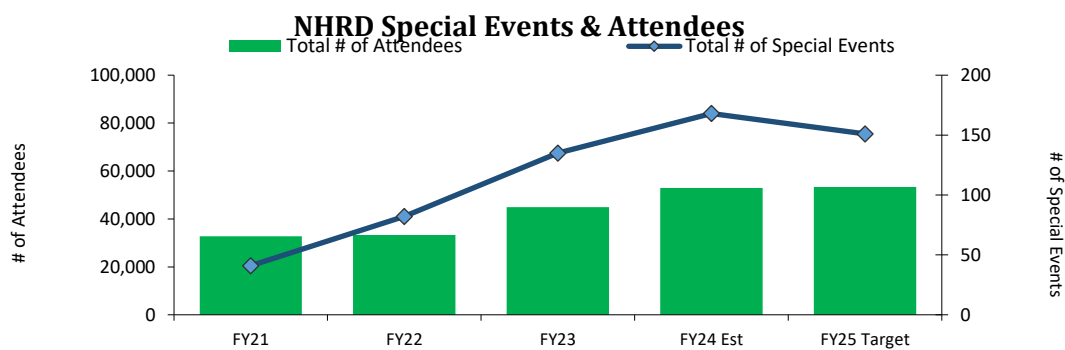
**Desired Outcome:** NHRD Programs & Participants - Enhancement of virtual and innovative programming offerings



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

**Goal:** Innovative Programming

**Desired Outcome:** NHRD Special Events & Attendees - Support our Diverse Park and Recreation Programs



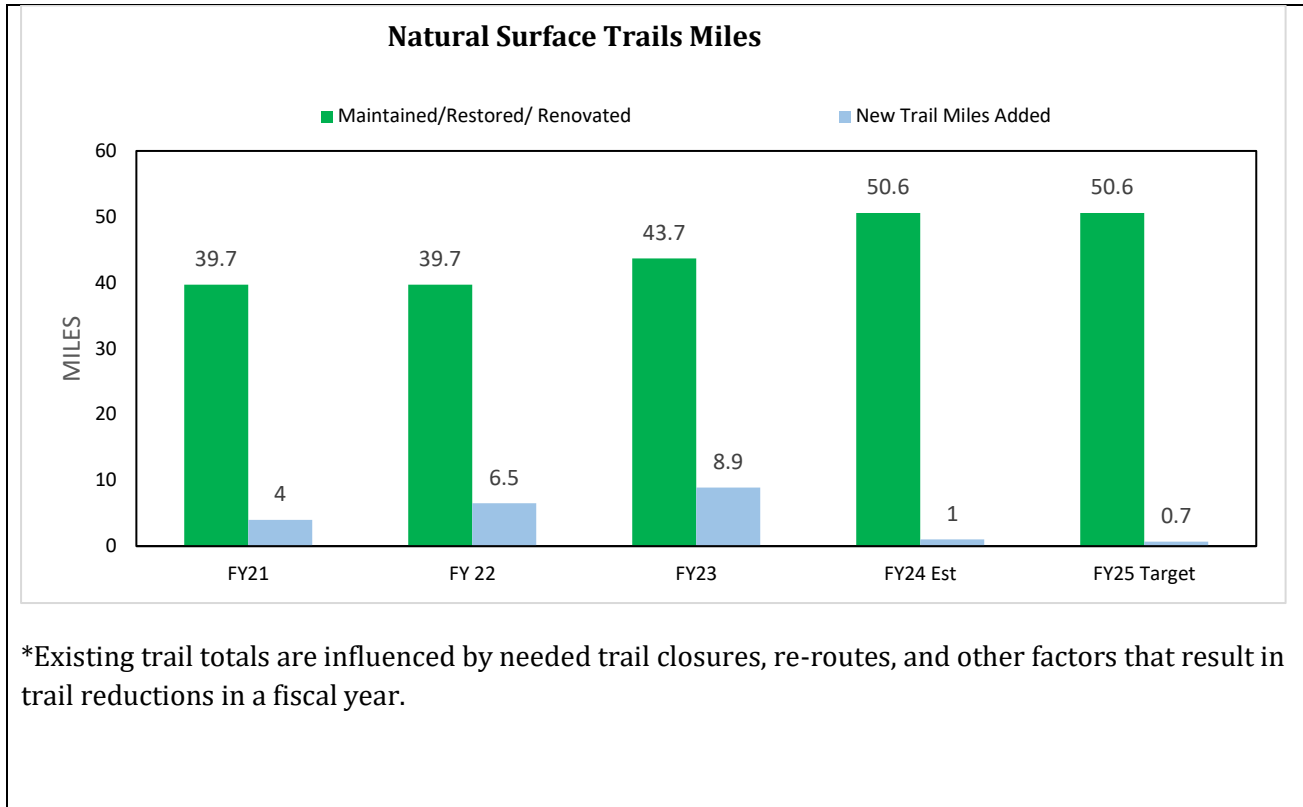
\*\* FY20 and FY'21 - Reduction of numbers in all performance measures due to COVID-19.

**Goal:** Trails

**Desired Outcome:** Natural Surface Trails Miles – Increase the county's natural surface trail network



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



# Prince George's County

## Parks and Recreation Department – Northern and Southern Region

### Parks

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#### OVERVIEW

The Northern and Southern Region Parks Divisions support, provide, maintain, and preserve a comprehensive park system of park facilities and grounds. This includes custodial services and the management of park structures and grounds including athletic fields, playgrounds, trails, and regional parks. The divisions also support the activities of recreational, athletic and community programming. Furthermore, the divisions provide snow removal services to the Department and assist with the snow operations for the Prince George's County Government.

#### MISSION

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

#### PROGRAMS AND SERVICES PROVIDED

##### Management and Trades

The Management and Trades program involves the administration and management of a comprehensive general park maintenance program for developed and undeveloped parks, community centers, and other buildings and facilities within the region. Each administrative group is responsible for preparing, managing, and reporting on the division's annual operating budget and providing administrative support to division staff including payroll, human resources, procurement, and fixed asset control. Additionally, this group provides representation in MCGEO Union negotiations. Divisional trades personnel (i.e., carpentry, welding, and painting) perform specialty work per schedule or by request. Supplies and materials are inventoried and warehoused year-round.

##### Building Support

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

##### Area Maintenance

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

##### Playgrounds

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



# Prince George's County

## Parks and Recreation Department – Northern and Southern Region

### Parks

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#### Trails

This program involves trail inspections (including bridges), trail maintenance, mowing along trails, trails signage, general ground maintenance along trails and coordination of activities with the Land Management & Environmental Stewardship and Capital Planning and Development Division's trail program and the Facility Services Division's major maintenance asphalt repair and stream valley repairs.

#### Athletic Fields & Turf Management

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

#### Trash, Recycling and Waste Management

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

#### Program Support

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

#### FY24 ACCOMPLISHMENTS

- Continued optimization of newly structured maintenance work programs while adapting to the socio-economic impacts of the COVID-19 pandemic.
- Successful implementation of large-scale, Countywide athletic field cultural practices including nutrient management, aerification and over-seeding.
- Utilization of two electric utility carts and GPS-guided paint systems to reduce the carbon footprint and improve efficiency.
- Procurement of electric equipment across work programs to reduce the Department's carbon footprint.
- Procurement of Georgia buggies for the playground Crews.
- Procurement of a Foam stream for newly created Playground Vegetation Team. Foamstream is 100% environmentally friendly and biodegradable, and 100% glyphosate-free.
- PODS – Program on Demand – Mobile units for special events.
- NRPD provided support for 106 special event requests since July 1, 2023.
- Procurement of two electric golf carts to be utilized by multiple work programs.
- Playground renovations, NRPD & FSD – including EWF, timbers, and drainage. Sites completed – Ardmore, Deanwood, Lanham Forest, Regent Forest, Meadow Brook, Rock Ledge.
- Completed 219 monthly Playground inspections - Which 2628 total yearly inspections.
- Closed out 870 EAM (Citizen) Requested work orders and 3000+ in housework orders so far for the year.
- Community Centers and Permit Buildings renovations and upgrades due to flooring outdated and painting within facilities.



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

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- Installation of irrigation and renovation of center third at Beltsville Community Center
- Complete renovation of Riverdale Community Park Field #1- included new irrigation, new infield mix, new Iron-Cutter Bermuda turfgrass, new player protection fencing and backstop, new viewing plaza and new scoreboard.
- Park Renovation at Sandy Hill Neighborhood Park- new 90ft baseball diamond with irrigation and lighting and poured-in-place playground.

**FY25 BUDGET PRIORITIES**

- Maintain and upgrade existing infrastructure supporting our diverse park and recreation programs.
- Implement new maintenance standards for athletic fields and playgrounds.
- Replace minor play equipment apparatus and playground surfaces.
- Develop a comprehensive plan for upgrades and critical repairs to the trail system, map improvements, and signage.
- Separate the Management and Trades accounting units to reflect the Trades separate from the management units.
- Separate the athletic field maintenance budget to NRPD Athletic Field Maintenance and County-Wide Athletic Field Renovation
- Recruit and hire new managers to oversee the newly acquired Board of Education synthetic turf athletic fields.
- Perform renovations and upgrades at athletic facilities.
- Recruit and hire new staff to meet optimal maintenance standards.

**BUDGET AT A GLANCE**

**Summary of Northern Region Parks Division Budget**

	<b>FY24 <u>Adjusted Adopted</u></b>	<b>FY25 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>			
<i>Park Fund</i>			
Expenditures	\$14,597,028	\$16,896,791	15.8%
<b>Staffing</b>			
<i>Park Fund</i>			
Funded Career Positions	134.00	139.00	3.7%
Funded Workyears	178.10	175.10	-1.7%



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

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**Summary of Southern Region Parks Division Budget**

		<b>FY24</b>	<b>FY25</b>	<b>%</b>
		<b><u>Adjusted</u></b>		
		<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$13,643,162	\$15,840,415	16.1%
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	129.00	132.00	2.3%
	Funded Workyears	150.00	149.00	-0.7%

**HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET**

- Added five (5) new career full-time positions to support playgrounds, trails, and athletic fields.
- Increased supplies and materials to strengthen maintenance requirements for trails, playgrounds, area maintenance, and athletic turf and ballfields.
- Increased maintenance funds for gym floors and dance rooms at community centers.
- Added three (3) positions to the county-wide renovation team, including an irrigation team and oversight of contractual maintenance of PGCPS artificial turf fields.
- Added positions and funding to support the new headquarters building in Largo.
- Funding for Non-Native Invasive (NNI) eradication on trails, which will promote native species growth.



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

**GOALS AND PERFORMANCE MEASURES**

**Northern Region Parks and Southern Region Parks**

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

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

<b>Goal: Parks Operations</b>				
<b>Desired Outcome:</b> Equipment and Materials provided in support of community events. These include events sponsored or co-sponsored by M-NCPPC, local municipalities, recreation councils, Boys & Girls Clubs, community associations, and support given for requests made by the Prince George's Public School system, County Government, WSSC, etc.				
	Actuals	Actuals	Estimated	Target
<b>Division</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
Northern Region Parks Division	101	160	350	375
Southern Region Parks Division	32	112	160	249
<b>Total</b>	<b>133</b>	<b>272</b>	<b>510</b>	<b>535</b>
<b>Goal: Playgrounds</b>				
<b>Desired Outcome:</b> Safe and Protected Environment of Park Open Spaces and Facilities for our Service Community. A routine inspection program ensures that all playgrounds are safe for use. These inspections are conducted monthly by a Certified Playground Inspector. More informal inspections are done weekly based on usage.				
<b>Industry Standard</b>	<b>FY 22 Actuals</b>	<b>FY23 Actuals</b>	<b>FY 24 Estimate</b>	<b>FY25 Target</b>
<b>Monthly</b>	50% of playground inspections are completed monthly	50% of playground inspections are completed monthly	75% of playground inspections are completed monthly	100% of playground inspections are completed monthly
<b>Goal: Trails</b>				
<b>Desired Outcome:</b> Trail Inspections to ensure a Safe and Protected Environment of Park Open Spaces and Facilities for our Service Community.				



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

Safety is central to all maintenance operations and the most crucial trail maintenance concern. Trail inspections occur on a regularly scheduled basis. The frequency depends on the amount of trail use, location, age, the condition of railings, bridges, and trail surfaces, proper and adequate signage, removal of debris, and coordination with other agencies associated with trail maintenance. All trail inspections are to be documented. Identified maintenance tasks are provided below that would need to be performed due to the inspection or are scheduled through a routine maintenance plan.

Trail sweeping is one of the most important aspects of trail maintenance, helping ensure trail user safety. The sweeping to be performed depends on trail design and location. The machine will sweep trails that require cleaning of the whole system. Trails that require only spot sweeping of bad areas will be cleaned by hand or with blowers. Some trails require a combination of methods. Cleaning will be performed on a regular schedule.

<b>Industry Standard</b>	<b>FY 22 Actual</b>	<b>FY23 Actual</b>	<b>FY 24 Estimate</b>	<b>FY 25 Target</b>
<b>Monthly and immediately after significant weather events</b>	75% of trail inspections are completed monthly	75% of trail inspections are completed monthly	100% of trail inspections are completed monthly	100% of trail inspections are completed monthly





# Prince George's County

## Parks and Recreation Department – Arts and Cultural Heritage

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### OVERVIEW

The Arts and Cultural Heritage Division coordinates and manages four arts facilities; five historic rental properties; the Prince George's Equestrian Center at The Show Place Arena; community arts services; youth and teen arts services; art exhibitions; visual and public art for Commission and Department facilities; and other programs serving County arts organizations, artists, and residents. Programs include art camps; visual and performing arts classes and events; teen art initiatives; art exhibitions; performances in music, dance, and theatre for all ages; touring performances for school children; a community park summer music series and festival, Shakespeare in the Parks; artist studios; rental facilities for arts and non-arts organizations; artist residencies; and rental of historic sites for social functions. The Division staff coordinates various cultural heritage events including Hispanic Heritage Month and, Black History Month programs and poster internships; Asian Pacific Heritage Month programs and receptions; the Celebrate Africa festival; and the World Dance Showcase. Through partnerships, the work program supports and coordinates special activities and/or programs and events at the Bluebird Blues Festival in cooperation with Prince George's Community College; the Prince George's County Fair; Creative Suitland's performing arts summer Front Porch program; the Pyramid Atlantic Art Center; the Bowie Center for the Performing Arts; B-Roll Media; Just Rock Enterprises; and the Foundation for the Advancement of Music and Education (FAME). Staff serves as liaisons to the Prince George's Arts and Humanities Council, the Prince George's Philharmonic, Gateway Arts and Entertainment District, College Park Arts Exchange, the Clarice Smith Performing Arts Center at the University of Maryland, the Coalition for African Americans in the Performing Arts, Arts Works Now, World Arts Focus, Pyramid Atlantic Art Center, Oxon Hill School Instrumental Music Department Booster, and Tantallon Community Players. This support allows those organizations to provide a variety of performing and visual arts programs to all County residents. The Division also coordinates the Department's arts grant from the Maryland State Arts Council.

### MISSION

The goal of the Arts and Cultural Heritage Division is to provide high quality arts programs and services, interpretative programs, affordable historical rental sites and manage events at the Prince George's Show Place Arena and Equestrian Center. The division serves the public, assists artists and arts organizations to improve the quality of life, promotes tourism to expand the cultural awareness/appreciation of the County and preserves the County's historic buildings.

### PROGRAMS AND SERVICES PROVIDED

#### Administration

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

#### Montpelier Arts Center

The Montpelier Arts Center provides programs in visual and performing arts for the public and local artists. Classes and summer camp programs are offered for children. Adult and children's art classes including most disciplines in the visual arts, with varied exhibition programs offered at the



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

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Center's three galleries for viewing 7 days/week. Seventeen artist studios are rented annually. Montpelier's performing arts programs include jazz concerts by renowned local and international musicians; classical recitals are 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 and regional artists. Playhouse offerings include performing art residencies, exceptional cultural experiences for area schoolchildren through a full season of programming that is supported in part by the GEICO Philanthropic Foundation and features curriculum and educational-based performances. Programming for families includes a monthly Family Fun Series, the Platinum Series monthly offerings for seniors 60 and better, and weekend performances which present programs for all ages. All Playhouse events are offered at affordable prices to ensure they are available to every resident of Prince George's County. The Playhouse is also home to several County arts organizations and other artists and groups who rent the facility to present their productions to the community.

### **Harmony Hall Arts Center**

Harmony Hall is a multi-faceted arts facility located in southern Prince George's County. This center is programmed to serve the general community and provide services and opportunities to the arts community. Programming addresses a broad spectrum of visual and performing arts for all ages, to include exhibitions by community and regional artists, special events, classes, workshops and summer camps in visual arts, dance, theater, and music, all taught by professional arts educators. As an arts presenter, Harmony Hall Arts Center hosts professional artists in jazz, rhythm and blues, and folk music, theatre, dance, children's performances, festivals, and special events. In addition, rental space is made available to performing arts groups, rehearsal space to performers, and classroom space to Prince George's Community College's continuing education classes for seniors.

### **Brentwood Arts Exchange**

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

### **Community Arts Services**

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



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

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Performing Arts Center at the University of Maryland, the Bowie Center for the Performing Arts, and at the Gateway Arts Center through the Brentwood Arts Exchange, coordinates the Department's project charge program for arts, and manages several other short- and long-term partnerships.

### **Historic Rental Properties**

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

### **Public and Visual Art Programs**

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

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

### **Teen Arts Programs**

The Teen Arts unit provides specialized year-round arts programs developed specifically for teens and young adults. The unit was created to deliver high-quality, relevant, and participatory arts education experiences. Programs such as the Teen Arts Council, Junior Academy for the Performing Arts, Safe Summer, Teen Art Spark, Expressions Camp, Nature Quest, Young Stars, and an internship program were all created to educate, develop, and help youth craft the skills necessary to build a professional career in the performing and visual arts industry. This unit also provides camps, classes, and forums for youth input regarding the effectiveness of programs.



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

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## FY24 ACCOMPLISHMENTS

### ARTS CENTERS

- Created a one-year artist residency program to allow more artists the opportunity to participate in Montpelier Art Center's art community.
- Partnered with the Laurel Art Guild and Coalition of African Americans in the Performing Arts (CAAPA) to expand opportunities for artists and the community at the Montpelier Arts Center.
- Partnered with the Foundation for the Advancement of Music & Education (FAME) to promote arts education for classes at the Harmony Hall Regional Arts Center.
- Expanded the gallery exhibitions at the Harmony Hall Regional Arts Center by providing a platform for emerging artists to highlight their talents in the community gallery space.
- Partnered with Prince George's County Public Schools to host their Film and Theatre One-Act Festivals, and to reestablish school shows, tours, and field trips to the Publick Playhouse.

### COMMUNITY ARTS

- Provided free drop-in arts activities at Creative Suitland every Saturday throughout the year through the Arts on a Roll mobile unit.
- Supported creative placemaking initiatives throughout the County with activities, logistical support, and support for artists.
- Partnered with Portico, Pyramid Atlantic, Red Dirt Studios, Washington Glass School, and Otis Street Art Projects to present a year-long, evolving, collaborative exhibition at the Brentwood Arts Exchange.
- Collaborated with the Washington Modular collective to present two "Sonic Frontiers" experimental music mini festival exhibitions at the Brentwood Arts Exchange.
- Worked with the National Park Service and National Harbor to add new high-profile performance locations for the summer tour of the Shakespeare in the Parks production.
- Continued the ongoing partnership with The Clarice at the University of Maryland to present youth theater classes, provide free and low-cost rehearsal space for county-based dance organizations, and to provide rent credit discounts to county arts organizations utilizing the concert halls.

### HISTORIC RENTAL PROPERTIES

- Presented collaborative Black History Program with other Venues of Prince Georges, targeting adult audiences at the Newton While Mansion.
- Celebrated the grand reopening of Snow Hill Manor and unveiled renovations to the site to include roof, window, and door restorations, following a five-year closure.
- Offered a community centered event to engage residents in Oxon Hill Manor's rich history.

### PUBLIC AND VISUAL ARTS

- Implemented a new call for entry platform, Café, which reaches a larger audience of visual artists, for call for entry opportunities.
- Created a digital photographic database that will eventually be accessible to residents and visitors interested in learning more about the public art projects across the county.
- Completed the Jesse J. Warr Jr. KABOOM Mural project, wherein members of the community attended and aided in painting the community mural.
- Developed and executed public art enhancements for the College Park Aviation Campus.



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

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- Reactivated the Arts on the Trails program by increasing the artwork on trails throughout Prince George's County.
- Selected, curated, and installed 19 exhibitions throughout the varying M-NCPPC facilities.
- Coordinated and installed the Prince George's County Delegation exhibition in the Lowe House Office building in Annapolis, MD.
- Coordinated and installed the two-year sculpture exhibition, "Past and Present" at Oxon Hill Manor.
- In collaboration with the NHRD (Natural and Historic Resources Division) Black History Month (BHM) program, coordinated the search and selection of the BHM poster internship students and the creation of the annual poster.
- Coordinated the search and selection of Hispanic Heritage Month internship students and the creation of the annual poster.
- Revitalized and enhanced the core structure and operation of the Youth Arts Corps. Program, that centers on developing the professional advancement of 10-15 young artists ages 16 to 24.

### TEEN ARTS

- Launched the Young Stars program which was created to deliver high-quality, relevant, and participatory arts education experiences. The program focused on professional artist development, business training, and opportunities for young artists to perform at various venues in Prince George's County.
- Created the Department's first Teen Arts Council. The Council provided teens aged 14-18 with a platform to inspire and empower other local youth arts opportunities through advocacy, programming, marketing, and performing and visual arts framework.
- Rebranded the Nature Quest program that provided youth the opportunity to tell their nature stories through drawing, painting, photography, mixed media, and poetry. The redeveloped program included visual and performing arts with an artist reception and an awards ceremony.
- Created the Department's first Arts INTERSHIP PROGRAM. The arts-focused program forged a partnership with Joe's Movement Emporium and other community stakeholders to provide youth and young adults internships and jobs in the creative sector.
- Launched the Young Stars program which was created to deliver high-quality, relevant, and participatory arts education experiences. The program focused on professional artist development, business training, and opportunities for young artists to perform at various venues in Prince George's County.

### SHOW PLACE ARENA/PRINCE GEORGE'S EQUESTRIAN CENTER

- Hosted two large horse shows: Capital Challenge Horse Show and Washington International Horse Show which accounted for over \$10 million in economic impact for Prince George's County.
- Hosted several events and programs to include the Colonial Classic Horse Show, the Sportworx Gymnastics Invitational, the Maryland Horse & Pony Show, the Maryland State Wrestling Association Championships, and others.
- Enhanced the customer experience at the Show Place Arena and Prince George's Equestrian Center through several large-scale facility improvements to include landscaping improvements, renovations to an equestrian schooling ring, sound system upgrades, fixed and telescoping seating replacement, installation of a new LED Display Board, and renovation to the Winner Circle Lounge, Paddock Room and Tack Room.
- Upgraded existing security and safety features to include a new fire suppression system.



# Prince George's County

## Parks and Recreation Department – Arts and Cultural Heritage

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- Renewed its popular “Artwork on the Concourse” annual exhibition of eight (8) large scale art reproductions on display and undertook updating the “horse” mural on the Route 4/Upper Marlboro water tower.

### **FY25 BUDGET PRIORITIES**

#### **Increase the Visibility of Arts and Cultural Program Offerings to the Community**

- Raise public awareness about the positive impact of the arts and humanities in our communities and lives.
- Create video highlights and collect testimonials about the many arts programs offered by the Department.
- Continue to work collaboratively with the Park Planning and Development Division and Area Operations to facilitate the inclusion of art enhancements to renovation and new construction projects involving facilities, trails, and parklands, while actively engaging the community in the process.
- Develop an outreach plan that seeks to interface with residents who are not currently participating in our programs.
- Increase social media outreach by utilizing new tools to connect with residents and visitors.
- Provide oversight and training to staff members who are responsible for maintaining their/our section of the website.

#### **Develop Innovative Arts and Cultural Programs and Activities for Teens, Seniors, and Youth Emphasizing the County's Diverse Cultures**

- Develop a teen arts council that provides guidance and feedback to guide art programs, events and offerings for teens.
- Initiate innovation programs that work to increase the knowledge of and to strengthen the professional capacity of artists in the area of Public Art project development, grantsmanship, and other areas providing growth opportunities.
- Develop internal “Art grant” opportunities that encourages internal programming staff to interface with ACHD in the formulation and creation of new arts focused programs.
- Improve the use of technology in programs and being more intentional about developing STEAM programs with internal and external partners.
- Integrate partnerships into program planning to serve a broader population.
- Highlight the cultural history within the Historic Rental Properties by storytelling.
- Develop internal collaboration with the Diversity Council to enhance and increase our cultural program offerings.
- Develop a department-wide framework within which to celebrate National Arts & Humanities Month, a collective recognition of culture in the county and nation. The goals of which are:
  - Focusing on equitable access to the arts at the local, state, and national levels.
  - Encouraging individuals, organizations, and diverse communities to participate in the arts.



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

## Public Safety

- Continue to work with Facilities Services Division to maintain safe and accessible facilities by way of focusing on exterior curb appeal, improved landscaping, better signage, addressing leaks and elevator repairs.

## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY24 <u>Adjusted</u> <u>Adopted</u></b>	<b>FY25 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>				
<i>Park Fund</i>				
	Expenditures	\$1,749,787	\$2,472,217	41.3%
<i>Recreation Fund</i>				
	Expenditures	<u>\$5,122,934</u>	<u>\$6,537,930</u>	<u>27.6%</u>
	<b>TOTAL EXPENDITURES</b>	<b>\$6,872,721</b>	<b>\$9,010,147</b>	<b>31.1%</b>
<b>Staffing</b>				
<i>Park Fund</i>				
	Funded Career Positions	10.00	10.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>30.00</u>	<u>33.00</u>	<u>10.0%</u>
	<b>TOTAL FUNDED CAREER POSITIONS</b>	<b>40.00</b>	<b>43.00</b>	<b>7.5%</b>
<i>Park Fund</i>				
	Funded Workyears	29.60	31.50	6.4%
<i>Recreation Fund</i>				
	Funded Workyears	<u>72.10</u>	<u>69.20</u>	<u>-4.0%</u>
	<b>TOTAL FUNDED WORKYEARS</b>	<b>101.70</b>	<b>100.70</b>	<b>-1.0%</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Added three (3) new full-time career positions.
- Increased seasonal funding.
- Added maintenance funding for arts centers.
- Increased funding for Public Art and Community Art Programs.
- Restored revenue goals to pre-COVID levels.



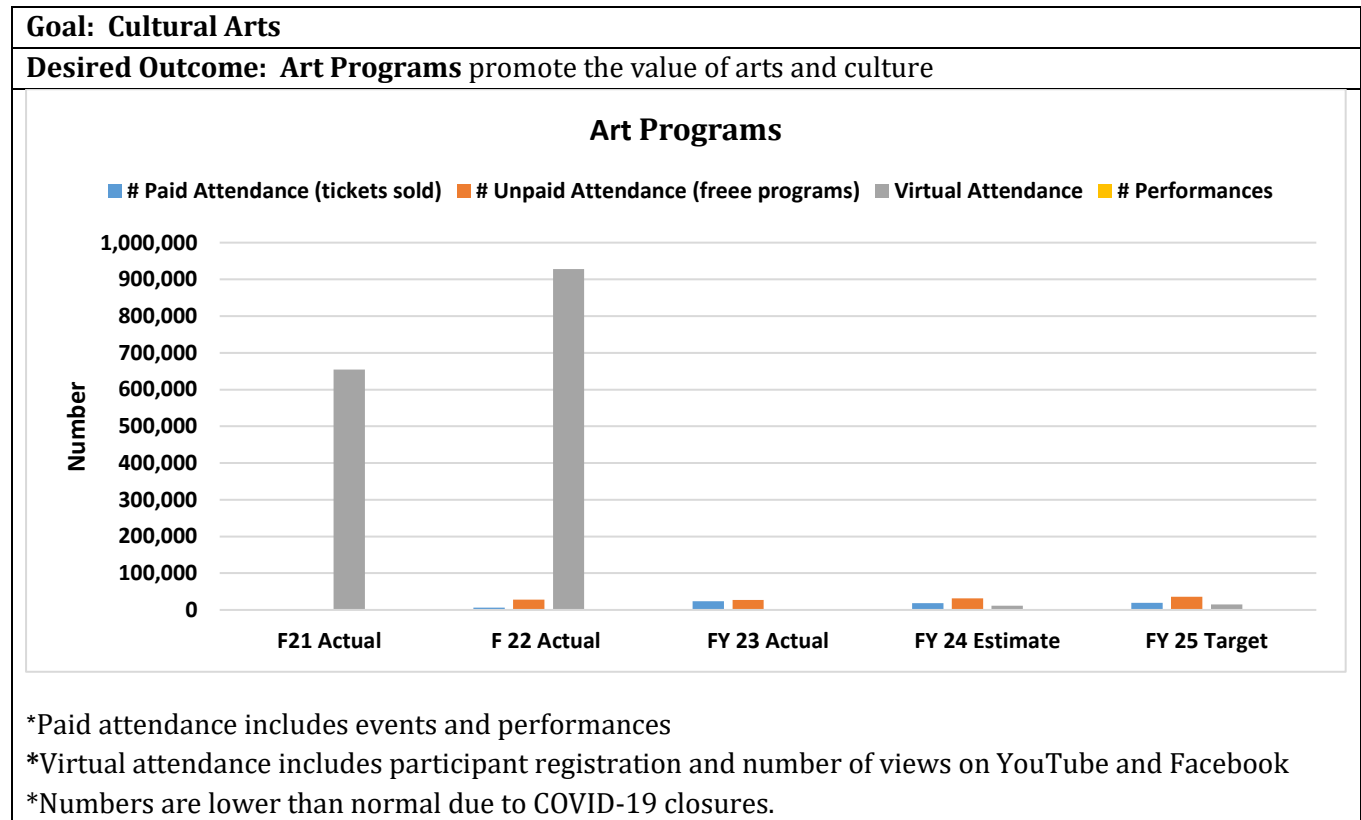
# Prince George's County Parks and Recreation Department – Arts and Cultural Heritage

## GOALS AND PERFORMANCE MEASURES

### Arts and Cultural Heritage Division Performance Measures

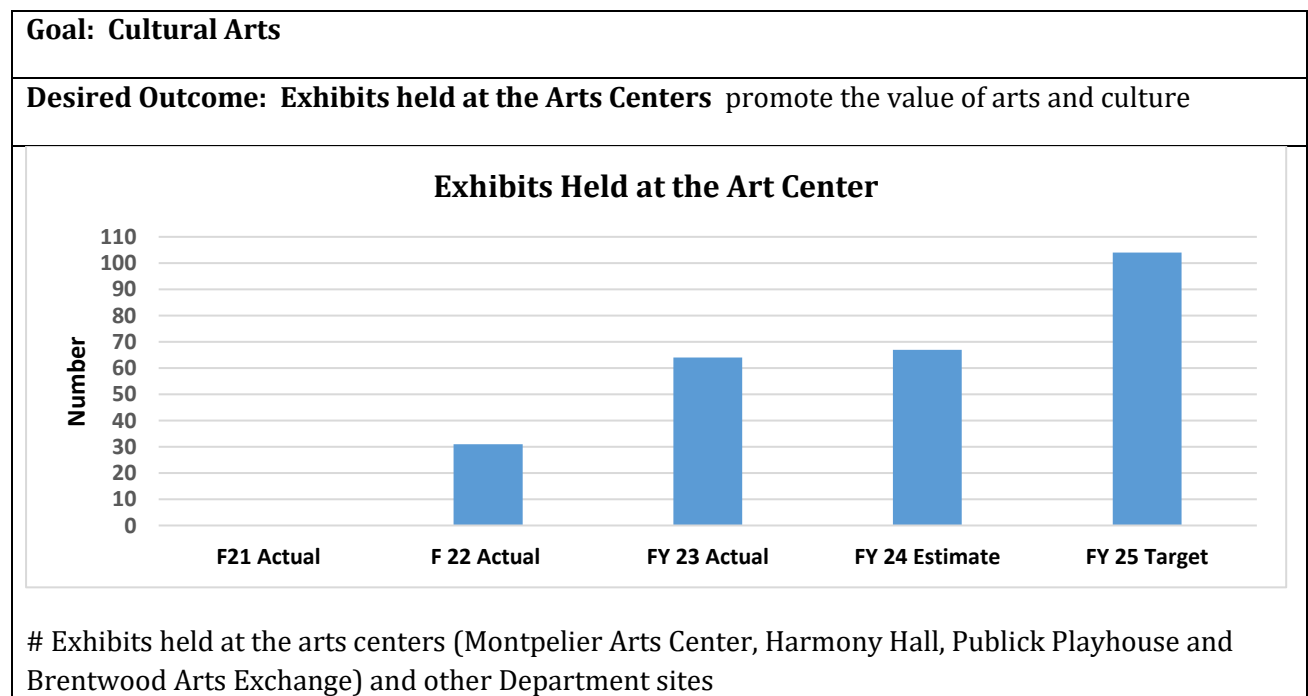
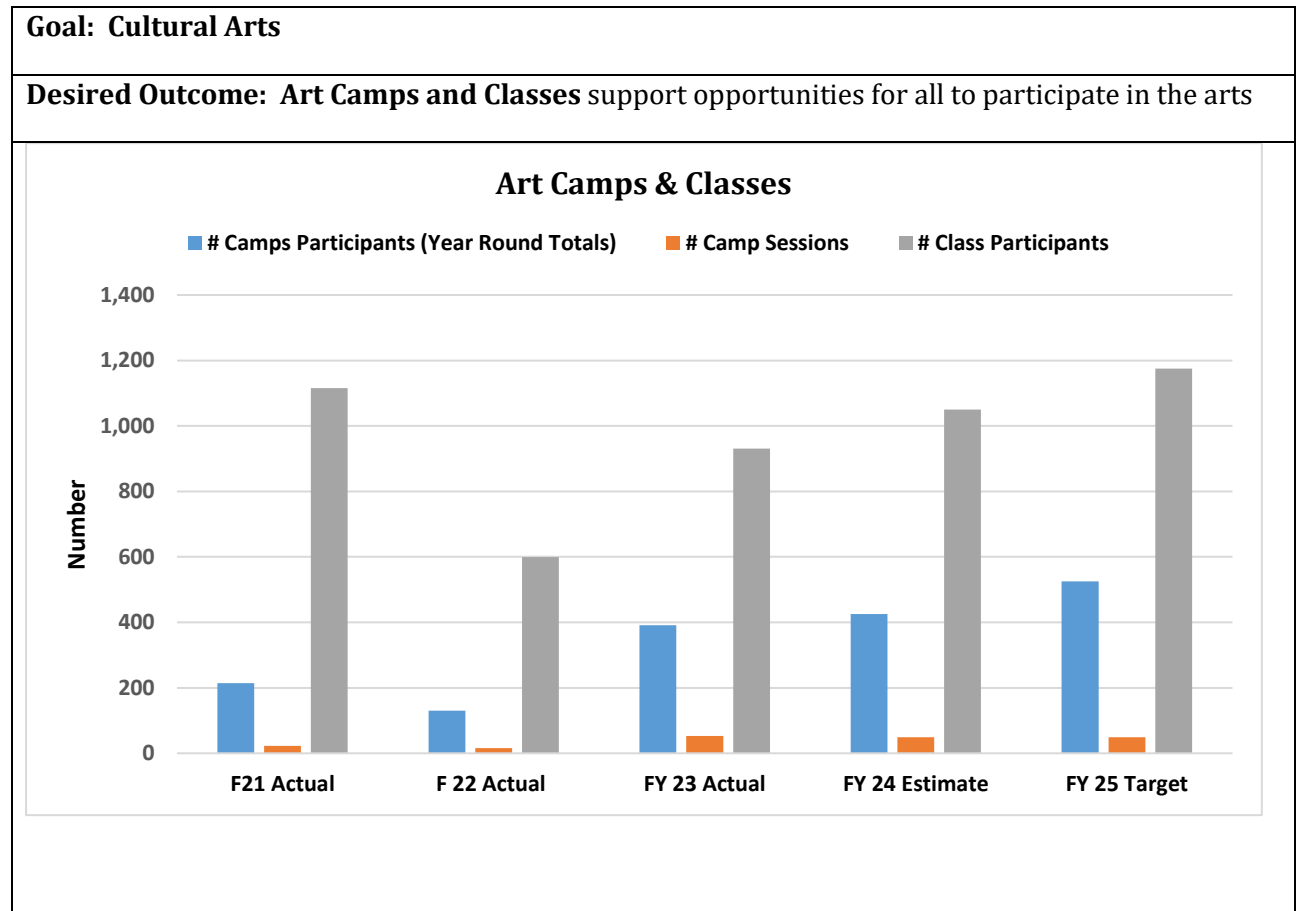
**Outcome Objective:** Provide high-quality arts and cultural programs and services to enhance opportunities for public engagement and expand awareness of the rich history of Prince George's County. The programs serve the public, artists, arts organizations, and equestrian groups to enhance quality of life and promote 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:** Participants in arts classes and camps learn new skills in the arts and expand their knowledge and support of the arts. By providing services and programs that offer and provide employment opportunities for Prince George's County artists, support for artists in Prince George's County is enhanced. Historic rental properties continue to be available and affordable to all users through a reduced fee structure that allows governmental and non-profit organizations to utilize venues during off-peak hours/days. The Showplace Arena is an adaptable entertainment and sports venue that enriches the cultural life and local economy of Southern Maryland. It hosts a variety of equestrian events with exhibitors from throughout the world. Public Art projects enhance our built and natural environment and improve the quality of life by making art visible and accessible.





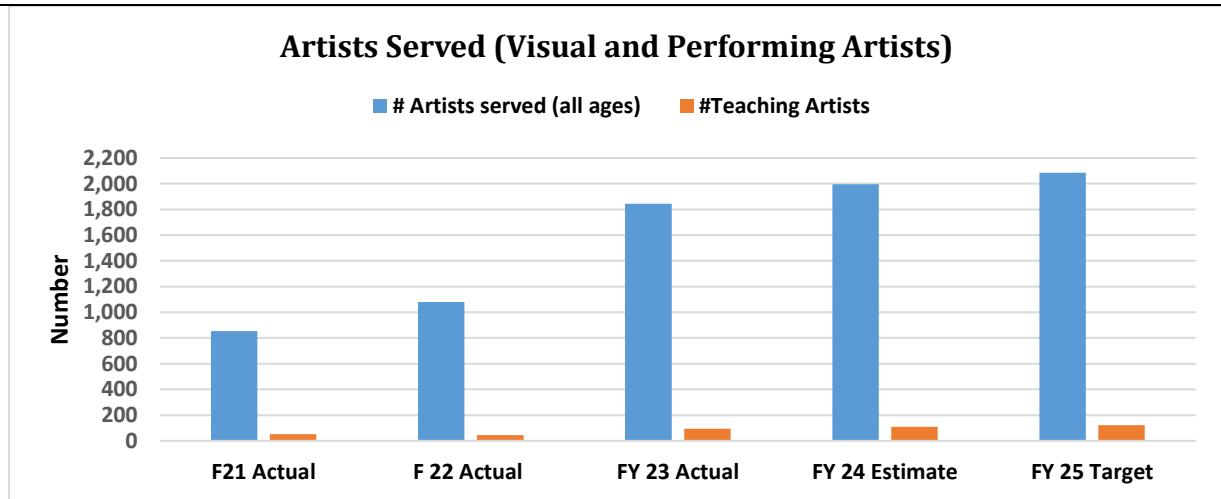
# Prince George's County Parks and Recreation Department – Arts and Cultural Heritage



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

**Goal:** Parks and Recreation Operations

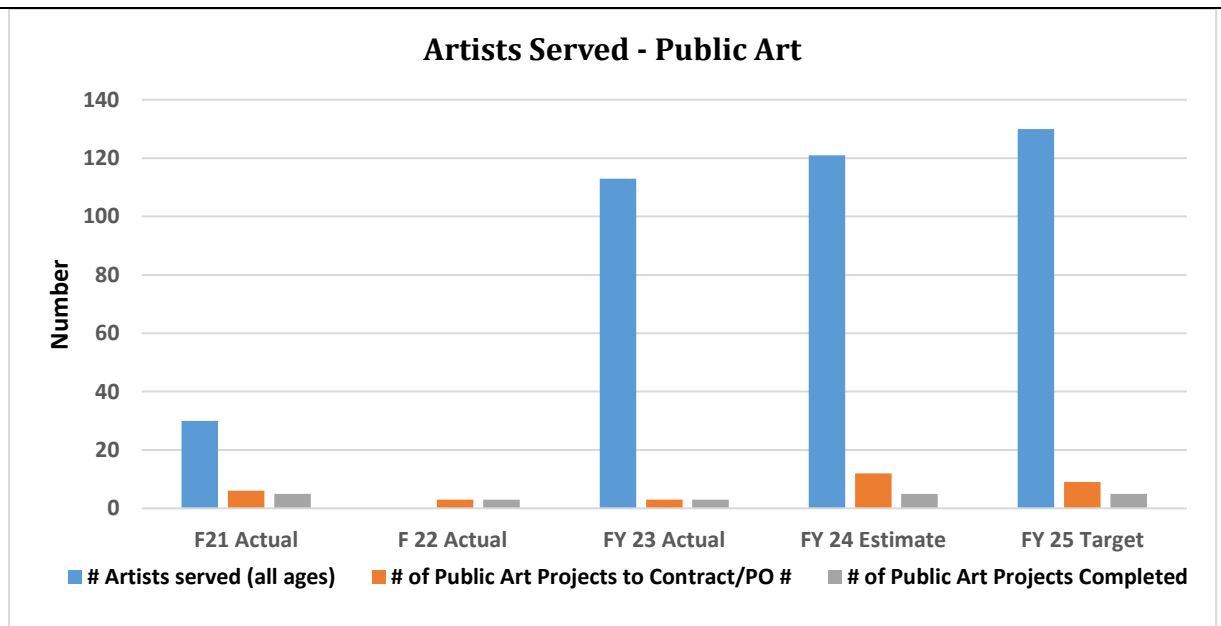
**Desired Outcome: Artists Served** Support our Diverse Park and Recreation Programs



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

**Goal:** Parks and Recreation Operations

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



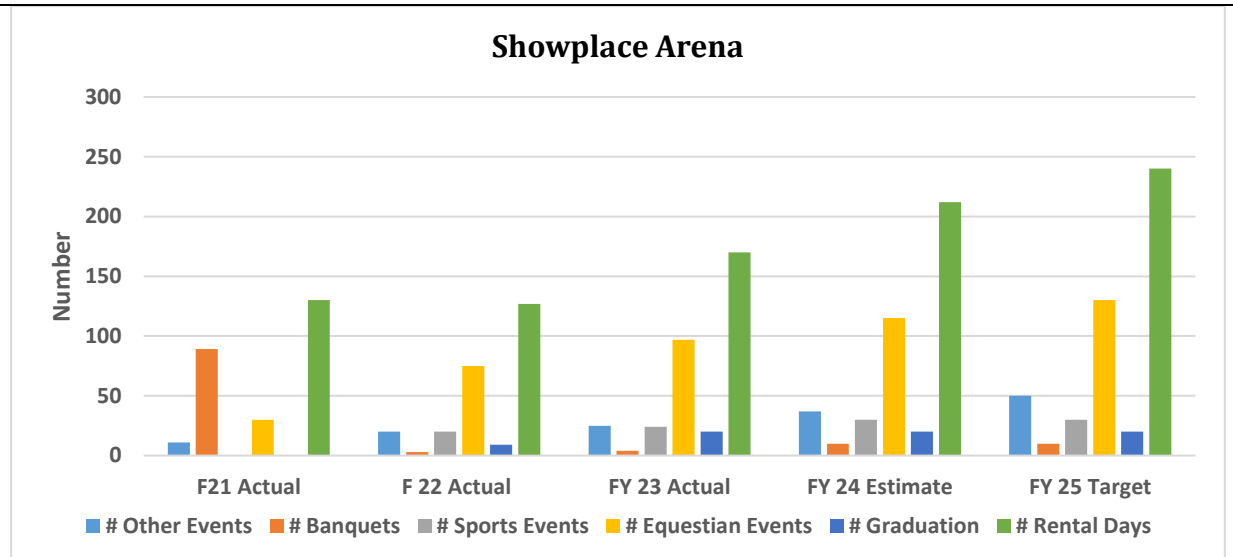
\*Projects supplemented by CIP funds.



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

**Goal:** Fiscal Stability

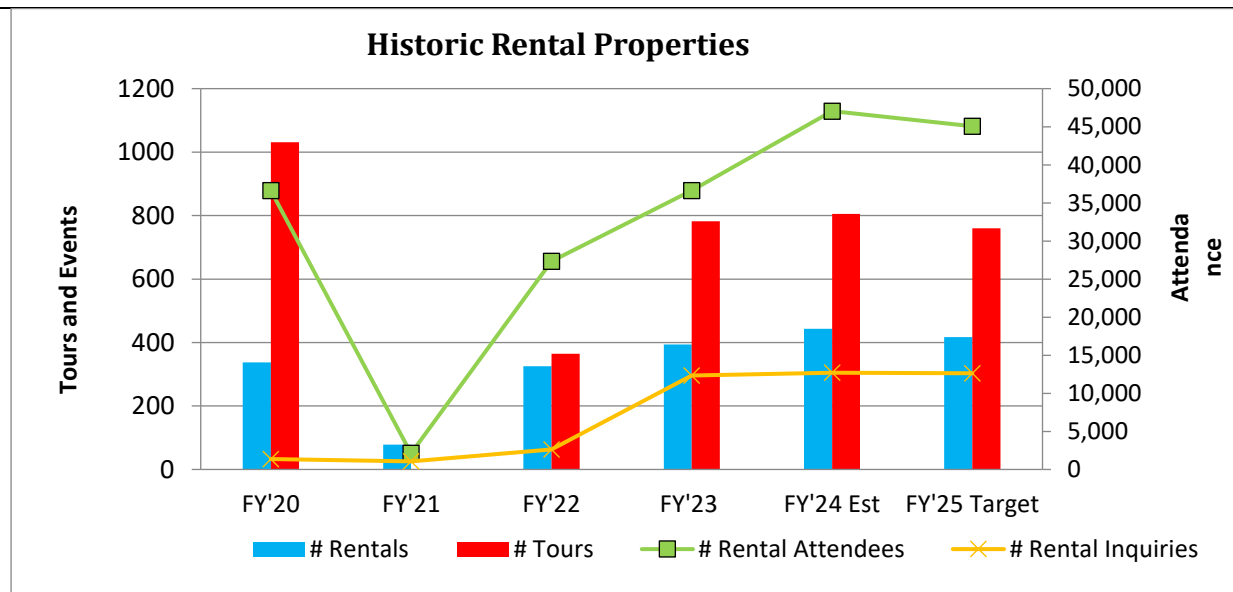
**Desired Outcome:** Showplace Arena Continued Enterprise Fund Analysis



Higher number of Banquets is due to hosting the County's Grand Jury sessions in the banquet rooms

**Goal:** Fiscal Stability

**Desired Outcome:** Historic Rental Properties Continued Enterprise Fund Analysis

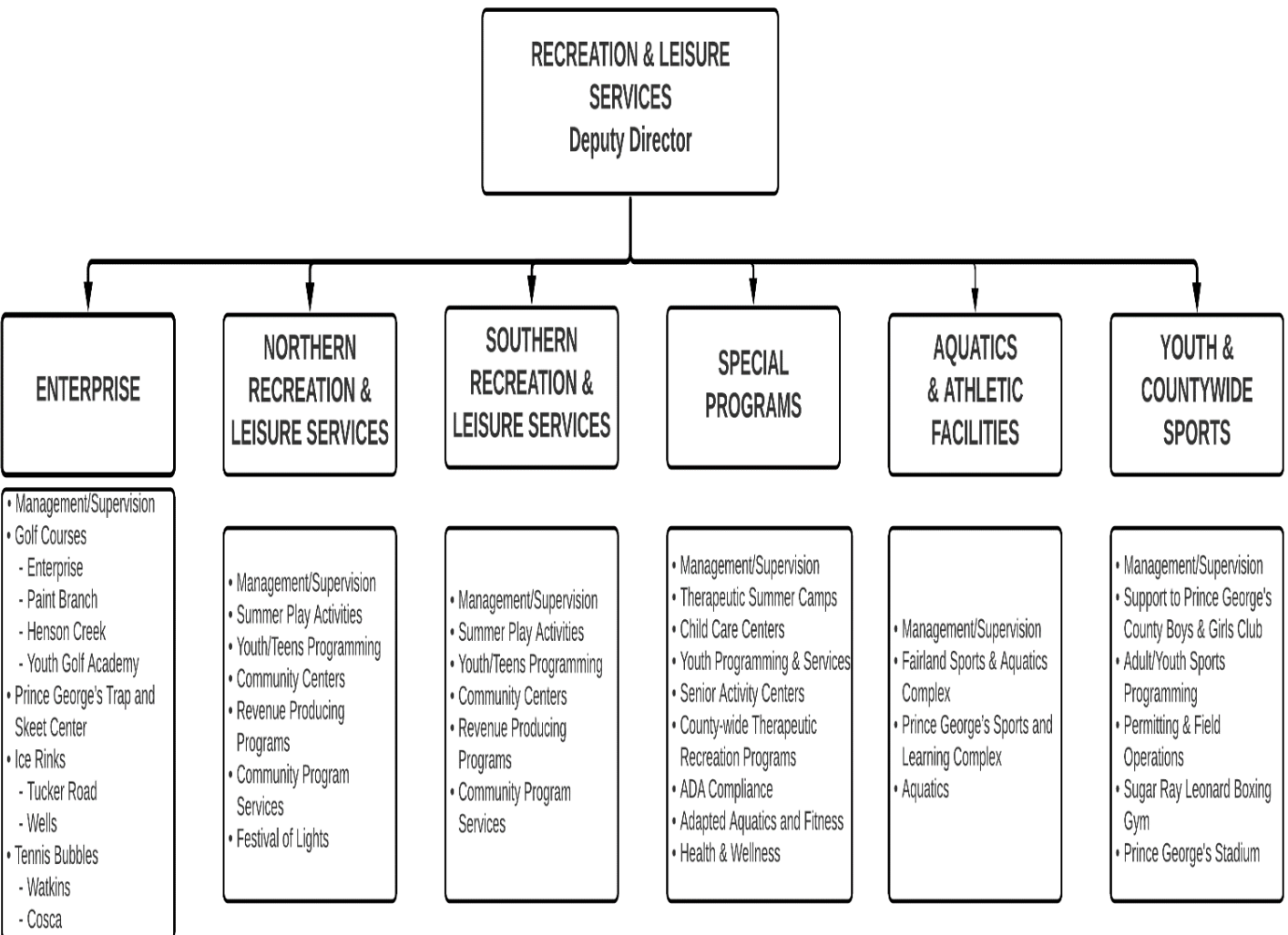


# Rental attendees increased due to the pandemic slowing down and clients having more guests# Rentals remained the same for FY23 and FY24 due to construction closures at Oxon Hill Manor and Newton White Mansion



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

ORGANIZATIONAL STRUCTURE



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

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**OVERVIEW**

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

**MISSION**

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

**BUDGET AT A GLANCE**

**Summary of Division Budget**

		<b>FY24</b>	<b>FY25</b>	<b>%</b>
		<b><u>Adjusted</u></b>		
		<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>				
<i>Recreation Fund</i>				
	Expenditures	\$533,288	\$566,061	6.1%
<b>Staffing</b>				
<i>Recreation Fund</i>				
	Funded Career Positions	3.00	3.00	0.0%
	Funded Workyears	3.00	3.00	0.0%

**HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET**

- Increased funding for supplies and materials and other services and charges.



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

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## OVERVIEW

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

AAFD facilities include Allentown Splash, Tennis, and Fitness Park, Rollingcrest-Chillum Splash Pool, Theresa Banks Aquatic Center, Fairland Sports and Aquatics Complex, Southern Regional Aquatic Wellness Center, the aquatic facility at the Southern Area Aquatics and Recreation Complex (SAARC), Prince George's Sports & Learning Complex, Glenn Dale Splash Park, Ellen Linson Splash Park, Hamilton Splash Park, Lane Manor Splash Park, North Barnaby Splash Park, and J. Franklyn Bourne Memorial Pool.

Enterprise Facilities include Prince George's County Trap & Skeet Center, Golf Courses (Enterprise, Paint Branch, Henson Creek, and Kentland), Ice Rinks (Tucker Road and Herbert Wells) and Regional Park Tennis Bubbles (Watkins and Cosca).

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

The Division manages 95 career employees and 1100 seasonal/intermittent employees working in over 1500 total positions.

## MISSION

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

## PROGRAMS AND SERVICES PROVIDED

### Management and Supervision

The Management and Supervision unit provides overall management, administration, and coordination of Division programs and facilities. This includes fiscal management for tax-supported and revenue-producing funds, administrative support, supervision of facilities and management of several specialty sports and leisure programs and services.

### Aquatic Operations

The Division operates thirteen aquatic facilities. The facilities include indoor and outdoor aquatic amenities and offer an array of programs and activities to include swimming lessons, water fitness classes, competitive swimming, lifeguarding and water safety training classes, leisure swimming, and special events. The Division also runs the Prince George's Parks and Recreation (PGPR) Sharks



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

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Swim Team providing an affordable competitive swimming program for County youth and teens. The (PGPR) Sharks Swim Team is an official USA Swimming Team (PGPR-PV) within the Potomac Valley Swimming LSC. The Club Season begins in the Fall and continues throughout the Winter and Spring. The Summer Season Team competes in the Prince-Mont Swim League.

### **Fairland Sports and Aquatics Complex**

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

The aquatics center features a 50-meter-long course pool, plus a leisure pool, and an 18-person spa. The aquatics center has multiple water fitness programs with a large senior 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 35 swim meets each year.

The six-court tennis bubble offers year-round tennis with a large instructional program as well as a summer and winter Junior competitive program.

The Fitness Center consists of an aerobics studio with a wood dance floor and a weight room offering cardiovascular equipment, "Cybex" weight training machines and a free-weight lifting area. Full complements of exercise classes are also offered, including specialized wellness classes.

Fairland offers a 12,000-square-foot gymnastics venue fully equipped for United States Association for Gymnastics men's, women's and trampoline competition. Additional programs include instruction, open gym, field trips, and birthday parties.

### **Prince George's Sports and Learning Complex (PGSLC)**

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

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

### **FY24 ACCOMPLISHMENTS**

- Continue the improvement of cost recovery performance at Division facilities utilizing previously developed recommendations for program, class, rental, rates/fee increases that align with the broader competitive market, prioritizing facility operation and expense management strategies around peak usage times and increasing fiscal efficiency by optimizing seasonal and non-personnel spending without negatively impacting customer experience.
  - Implemented fee increases for indoor track meets, tennis facility rentals, aquatic rentals and programs, trap and skeet and golf courses to better align these offerings with the department's cost recovery guidelines.
  - Completed bunker renovations at Enterprise Golf Course reducing the cost of



# Prince George's County

## Parks and Recreation Department – Aquatics and Athletic Facilities

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- maintenance and personnel spending while improving course conditions for patrons.
- Expansion of leasing options across other properties and disciplines such as Trap & Skeet, Fitness, and Tennis. Identifying specialized equipment that will assist the division with staying updated with latest technology and the ability to replace outdated assets with the newest industry standards which will create efficiency in retention and increase revenue potential for overall cost recovery.
  - Purchased upgraded fitness equipment at Prince George's Sports and Learning Complex increasing fitness memberships and improving return on investment for patrons.
  - Initiated a multi-year lease-to-own program for maintenance equipment for all golf courses which is projected to save the department over \$45K annually.
  - Implemented use of Golf Now app which manages golf tee times to increase efficiency, improve customer service, and cost recovery.
- Continue to increase learn-to-swim program opportunities to meet or exceed pre-pandemic participation by improving recruitment and outreach of certified quality Water Safety Instructors.
  - Increased number of learn-to swim program offerings from 3,800 participants in FY22 to 8,822 in FY23 with an additional 370 courses offered. The division achieved an additional 6% growth in FY24 by increasing Water Safety Instructor recruitment, training, and course offerings.
- Expanding Youth Tennis Program opportunities for both competitive and developmental athletes through multiple tennis tournaments working with USTA and Mid-Atlantic Region to host competitive sanctioned events and increasing learn to play opportunities.
  - The tennis team created a USTA tournament series hosted at the three bubbles across the county. This provided a local opportunity for county players and welcomed tennis players from outside the area.

### FY25 BUDGET PRIORITIES

- Fiscal Accountability and Responsibility - Improve overall cost recovery for enterprise and recreation funds through market appropriate program/rental fee adjustments and expenditure controls.
  - Fee increases for daily admissions, swim lessons, lap lane & swim meet rentals, track & field rentals.
  - Review golf cart lease program performance and implement expenditure reductions at Enterprise, Henson Creek, and Paint Branch
  - Reduce ammunition procurement at Trap and Skeet while still maintaining reasonable stock levels.
  - FY25 - Rec Fund Goal is 35% and Enterprise Goal is 68%
    - AAFD currently operates at 33% for rec fund and 66% for enterprise fund.
- Innovative Programming - Increase participation opportunities in golf, aquatics, and tennis through increased programs, partnerships, and technology.
  - Trackman Golf Simulators at Paint Branch
  - Junior Golf Programs
  - Learn to Swim Classes
  - Make a Splash in School Program with Prince George's County Public Schools





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

- Centennial Programs with American Red Cross
- USTA Mid-Atlantic Leagues and Tournaments
- Prioritize Public Safety - Increase training and certification opportunities for the community.
  - Continue to provide safe and well-staffed aquatic facilities utilizing training and recruitment incentives (i.e. lifeguard and instructor training and certification courses, monthly in-service trainings, etc.)
  - CPR/AED certification classes for the community
- Stewardship of Current Infrastructure - Ensure facilities/complexes have adequate funding within operational budgets to address aging aesthetic and equipment needs.
  - Establish and/or update capital outlay allocations for complexes and golf facilities.
  - Establish lifecycle plans for improvements and equipment replacement to justify annual expenditures.

## BUDGET AT A GLANCE

### Summary of Division Budget

		<b>FY24</b>	<b>FY25</b>	<b>%</b>
		<b><u>Adjusted</u></b>		
		<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>				
<i>Recreation Fund</i>				
	Expenditures	\$18,002,016	\$19,689,052	9.4%
<b>Staffing</b>				
<i>Recreation Fund</i>				
	Funded Career Positions	64.00	65.00	1.6%
	Funded Workyears	417.10	317.20	-24.0%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Added one (1) full-time career position at Allentown Aquatics.
- Transferred PGSLC utilities to Recreation Fund.
- Restored revenue goals for all facilities to pre-COVID levels.
- Transferred Ice House Garden rental revenue from Fairland Administration to Tucker Rd. Ice.



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

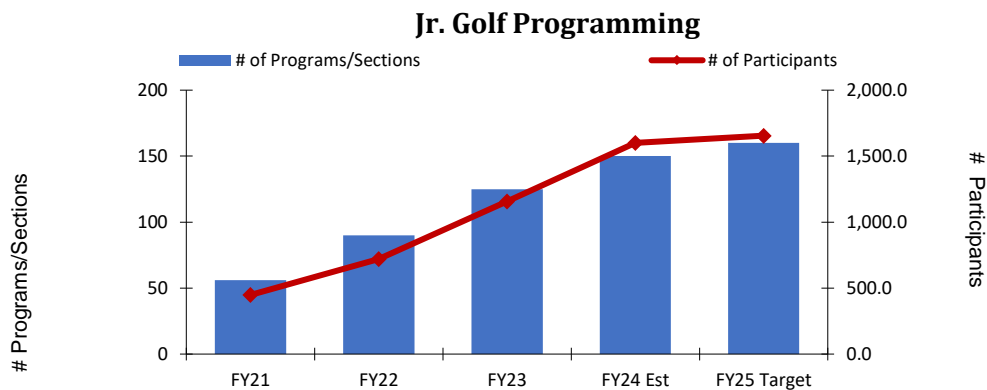
## GOALS AND PERFORMANCE MEASURES

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

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

**Goal:** Innovative Programming / Expand Youth Sports

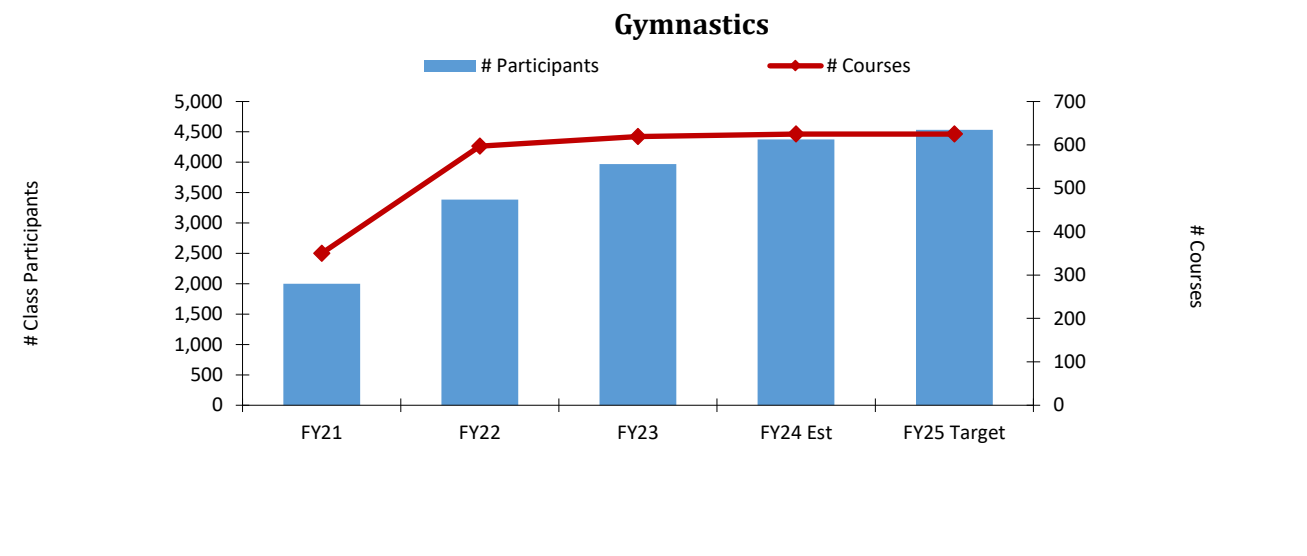
**Desired Outcome: Jr. Golf Programming** - To grow the game of golf in the County, the division has expanded opportunities for youth and teens to participate in programs such as First Tee, Operation 36, PGA Jr. League, and Summer Camps to provide much needed exposure to the game.



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

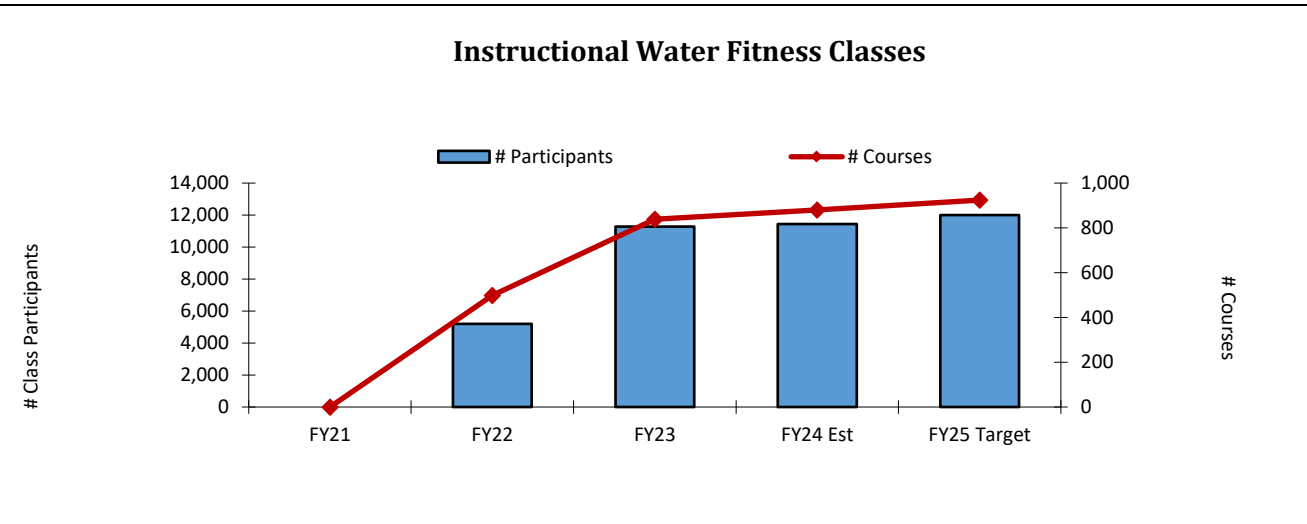
**Goal:** Innovative Programming / Expand Youth Sports

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



**Goal:** Innovative Programming

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

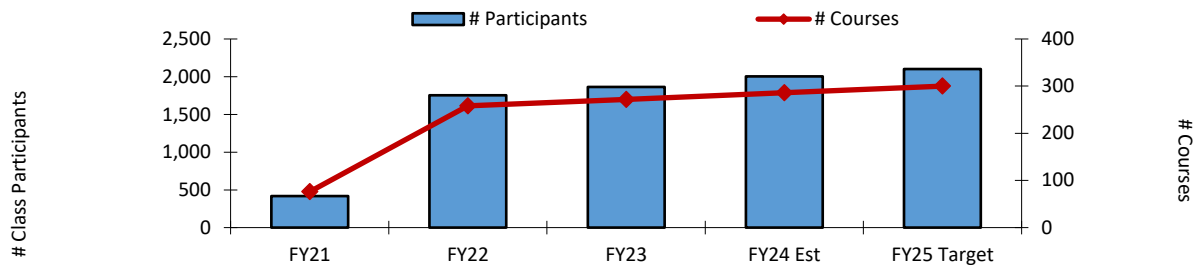


# Prince George's County Parks and Recreation Department – Aquatics and Athletic Facilities

**Goal:** Innovative Programming / Fiscal Stability

**Desired Outcome:** Tennis Instruction is offered to promote health and wellness among residents and visitors while maintaining a business model for the Watkins and Cosca Tennis bubbles that are part of the Enterprise Fund.

## Instructional Tennis Classes



Note: Tennis for FY 23 could be affected by the construction of Fairland's tennis bubble.

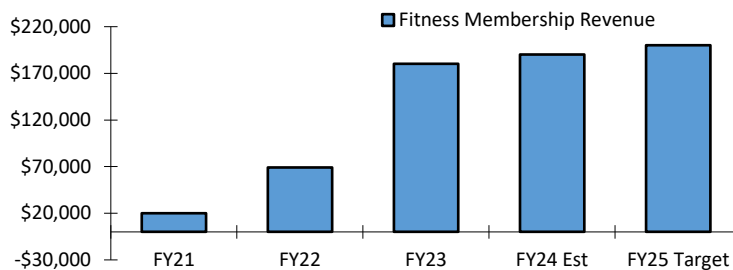


# Prince George's County Parks and Recreation Department – Aquatics and Athletic Facilities

**Goal:** Fiscal Stability/Cost Recovery

**Desired Outcome:** Fitness Memberships provide an additional revenue source for our complex facilities (Fairland, Prince George's Sports and Learning Complex, and Allentown Splash, Tennis, and Fitness Park.) The memberships also provide access for patrons to maintain overall health and wellness by a variety of exercise and strength training equipment. ALL Fitness Memberships were canceled at the onset of the Covid-19 pandemic, and revenue was drastically reduced across the Division. A collective decision as a Department was made to not to sell or offer 1, 2, or 6 Month memberships. In May 2021, the Department initiated a special Frequent Visitors Fitness monthly pass at a reduced rate. FY22, increase due to navigating more freely with less Departmental Covid restrictions regarding programming/classes as well as reinstating monthly memberships in June. FY23 estimating 10% increase, based on Department back to 100% capacity, post pandemic guidelines and restriction that have been currently uplifted and the comfortability of our stakeholders to get back to regular benefits of exercise in a public setting.

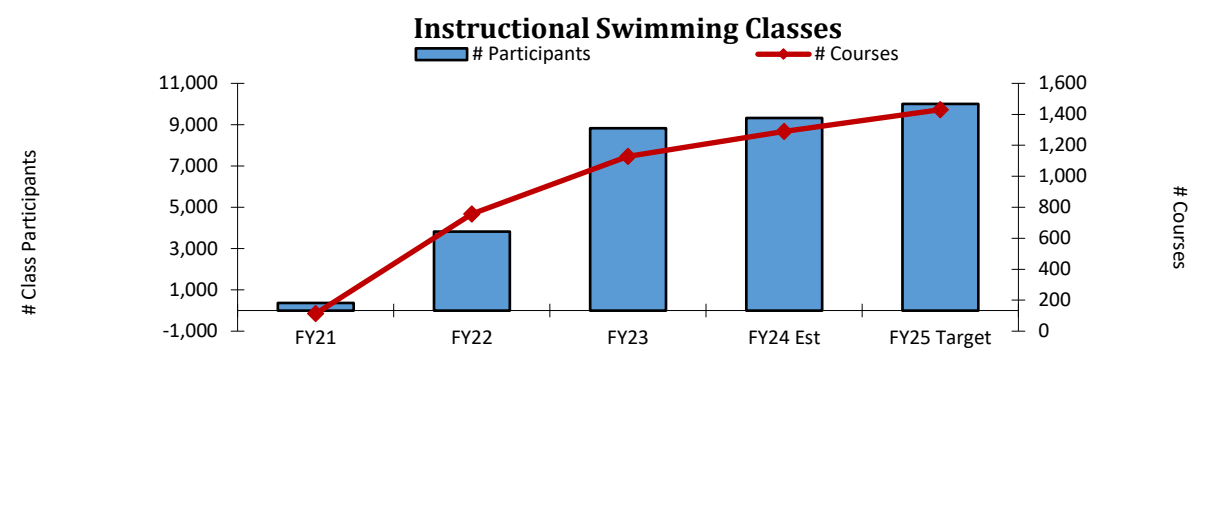
**Fitness Memberships**



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

**Goal:** Public Safety

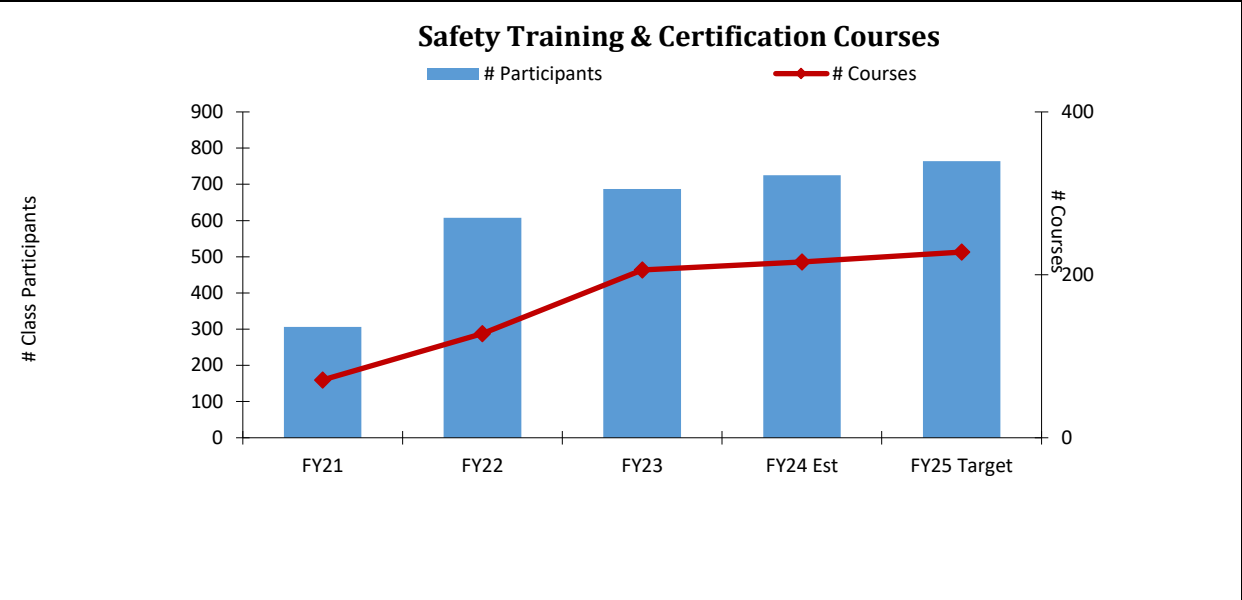
**Desired Outcome: Instructional Swimming Classes** - The purpose of teaching swimming lessons is to keep Residents and Visitors safe in, on, and around the water. During the pandemic, caregiver assisted swim lessons were offered with reduced registration capacity to ensure social distancing among participants.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



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

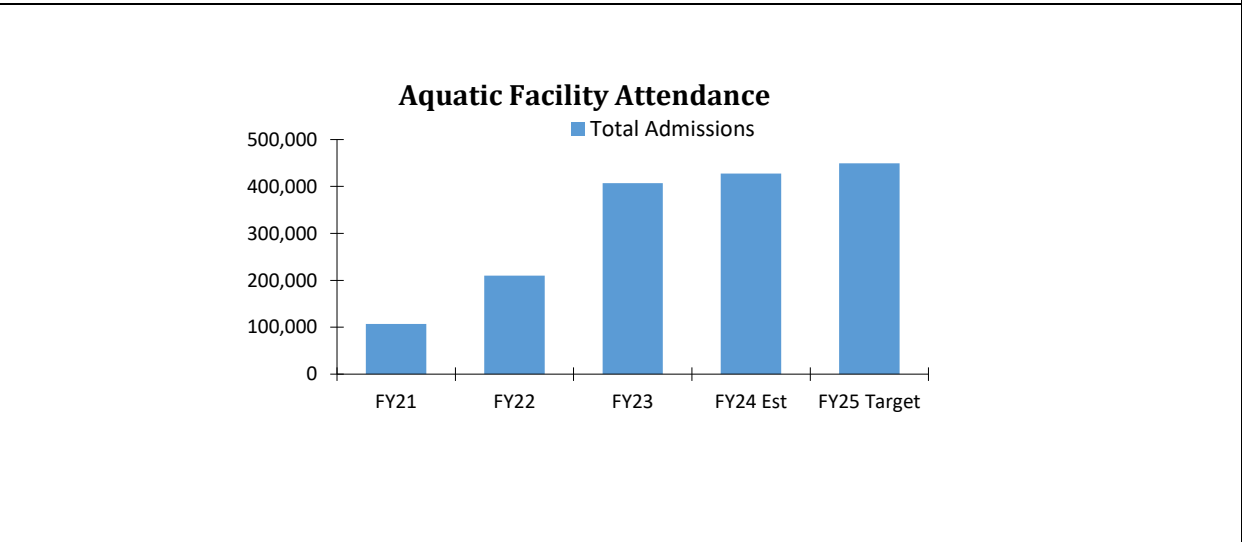
**Goal:** Public Safety

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



**Goal:** Public Safety

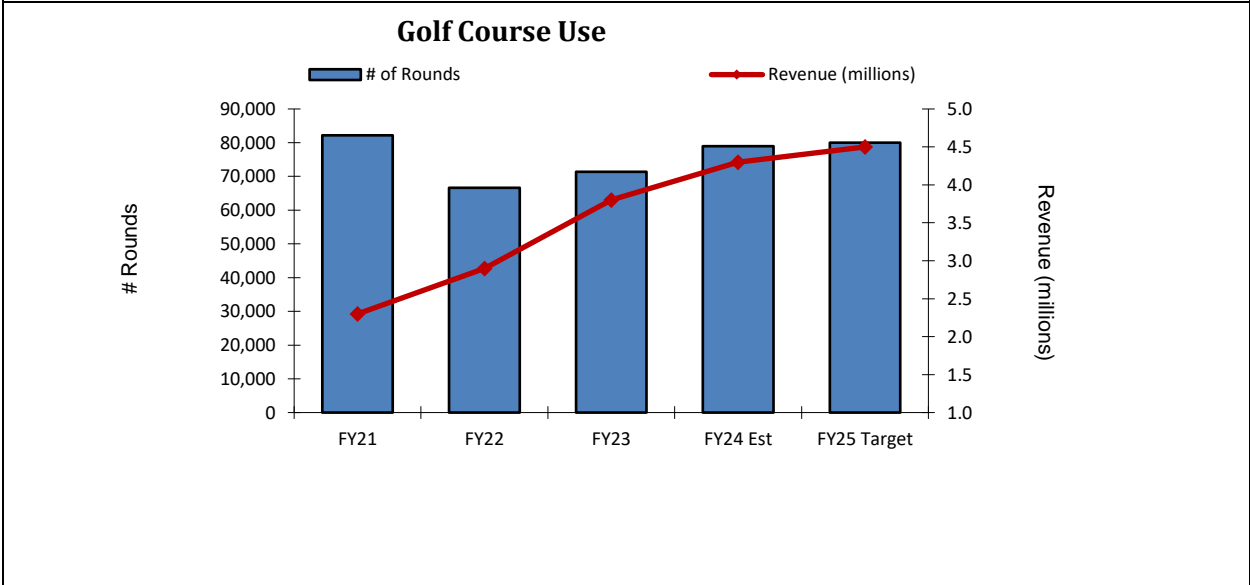
**Desired Outcome: Aquatic Facility Attendance** - Swimming Pool facilities allow for drop-in, reservation, and membership-based attendance. General swimming opportunities provide unstructured time for Residents and Visitors to recreate in a healthy environment.



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

**Goal:** Park and Recreation Operations / Programming

**Desired Outcome: Gof Course Use** - Golf operations continue to make strong headway in both rounds and revenue. Golf participation has grown in this current climate as this sport is a perfectly suited to be a good social distancing activity. Concentration of proper tee sheet utilizations, properly built event contracts, proper staffing needs, and internal controls will lead to increased rounds and revenue. Each golf course is consistently being proactive to providing a stronger and more consistent turf for our players and guests. This elevated product that our customers can count on will result in future growth of our operations.

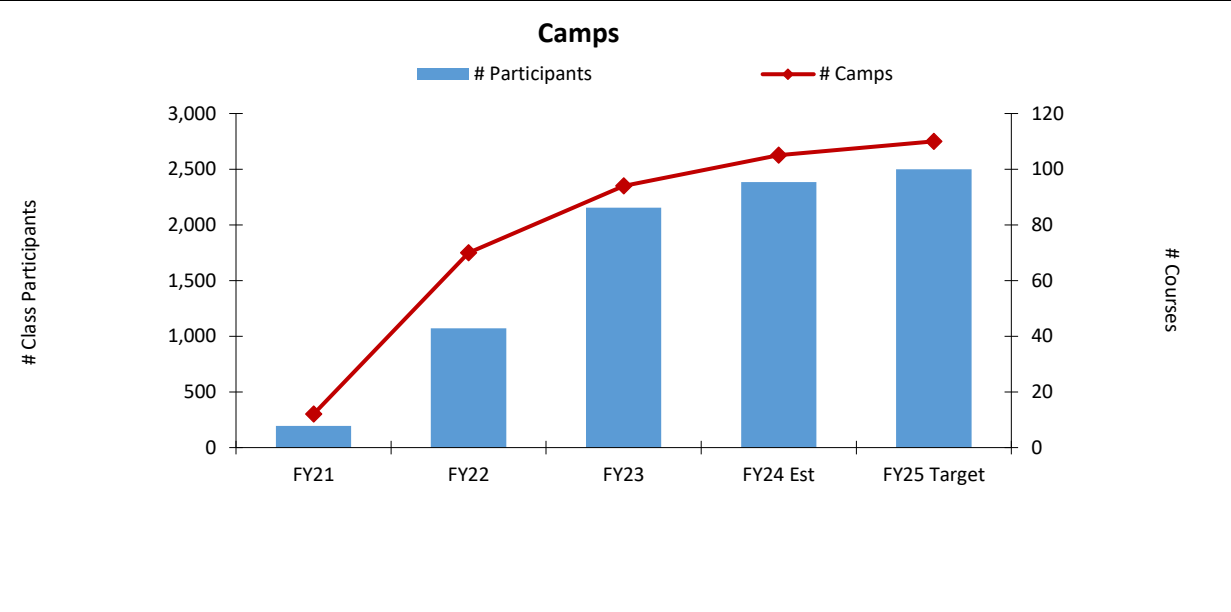




# Prince George's County Parks and Recreation Department – Aquatics and Athletic Facilities

## Goal: Park and Recreation Operations / Programming

**Outcome:** During this time, a variety of summer specialty camps were offered throughout the Division in FY22 which shows a 450% increase. There was an increase from the previous fiscal year, that was provided by innovative programming such as offering camps as an in person and virtual option, this provided those parents who were not comfortable with sending their kids off to camp an alternative and allowed us to serve more campers due to limitation in camp sizes and pods. There were also new camps added to our existing camp offering portfolio. For FY23 we are estimating a 20% increase in participation due to anticipated normal camp offerings and the comfortability of parents post-pandemic.



# Prince George's County

## Parks and Recreation Department – Special Programs

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### OVERVIEW

The Special Programs Division manages two (2) childcare centers; provides youth programming and services to include marketing, partnerships, and training and education for staff; leads the Department's Safe Summer Program; and provides leadership and direction of programs and services for seniors, including the operation of six (6) senior centers as well as senior programming at Southern Area Aquatics and Recreation Complex. The Division also provides coordination of a variety of programs, projects and services serving children, youth, families, and seniors including the Youth Workforce Development Program, Child Care licensing and operation, senior nutrition programs and recreational activities, Sustainability and Conservation and Youth Camp Standards. The Therapeutic Recreation section, with oversight of Inclusion Services, provides comprehensive services and programs for County residents with disabilities in specialized and inclusive settings. Programs are designed to promote and facilitate developing leisure skills, socialization, and independence. These programs offer specialized year-round and seasonal activities and skill classes for all ages.

### MISSION

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

### Administration

The administration of Special Programs is responsible for the overall management, supervision, and coordination of programs and facilities. This includes requesting and monitoring expenditures for both tax-supported and revenue-producing programs and evaluating personnel. This section oversees special projects such as the Summer Food Service Program, and Youth Camp Health and Safety Certification. It also maintains liaison with numerous governmental organizations, including the Maryland State Department of Education, the Prince George's County Department of Social Services, the Prince George's County Department of Family Services, Office on Aging, the Prince George's County Department of the Environment, the Prince George's County Local Management Board, the University of Maryland, Prince George's County Public Schools, Maryland Association of Environment and Outdoor Educators, and the Prince George's County Health Department.

### Youth Services

The Youth Services unit coordinates the Department's youth services and programming, including the development and administration of the comprehensive County-wide Youth Action Plan, designed to ensure strategic delivery of services and to accomplish positive youth development outcomes. These youth development principles and programs focus on social development, cultural awareness, environmental stewardship, enrichment, health and wellness, youth leadership and advocacy, and civic engagement. The Safe Summer Program, Teen Cotillion, Summer Youth Enrichment Program, Youth Arts Corps, Talk Up Not Down Youth Poetry Camp and Teen Leadership Council are among the notable programs.



# Prince George's County

## Parks and Recreation Department – Special Programs

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### **Countywide Senior Centers and Services**

The Countywide Senior Centers and Services unit is responsible for coordination of the Department's senior programs and services. Responsibilities include all aspects of management - developing, monitoring, implementing, and evaluating the delivery of Seniors '60 & Better' recreation programs, resource information for community and advocacy groups, Departmental training on a variety of senior topics, and coordination of senior special events, to include the Centenarian Celebration and Senior Health, Active Aging Week, Black History in Motion, and Fitness Day. The unit operates six (6) Senior Activity Centers and senior programming at Southern Area Aquatics and Recreation Complex which provide a wide range of recreation activities, such as fitness and exercise classes, arts and crafts, games and clubs, billiards, special events, trips, and workshops and classes. The centers serve as sites for the Prince George's County Senior Nutrition Lunch Program, which provides hot lunches on site. The Senior Activity Centers are Langley Park Senior Center, Gwendolyn Britt Senior Activity Center, Evelyn Cole Senior Activity Center, Camp Springs Senior Activity Center, John E. Howard Senior Activity Center, and Laurel-Beltsville Senior Activity Center.

### **Child Care Centers**

The Child Care Centers unit manages and supervises the Prince George's County Employees Child Care Center in Upper Marlboro and the Prince George's County Public School Employees Child Care Center located at Glenridge Elementary School. The centers operate year-round for infants through kindergarten, are licensed and accredited by the Maryland State Department of Education, and follow strict mandates regarding staff certification, training, and facility requirements. Children at the centers are involved in an enriching program, which incorporates a quality preschool curriculum into the morning hours of daycare. Activities include science, art, music, reading readiness, math readiness, literature, cooking, dramatic play, special events and field trips.

### **Therapeutic Recreation Programs**

The Therapeutic Recreation unit provides programs and services for County residents with disabilities. Responsibilities include all aspects of developing, monitoring, implementing, and evaluating the delivery of therapeutic recreation services, ensuring accessibility to individuals with disabilities throughout the County, providing extensive support and resource information for community and advocacy groups and overseeing the sign language interpretation contract. Training and resources for the Department's therapeutic and inclusion staff are provided by this section. Specialized adapted recreation programs including adapted aquatics and fitness programming and services are also provided with outreach to individuals with developmental, intellectual, sensory, and physical disabilities. The programs are managed in the Northern, Central, and Southern Areas of the County. Programs include after-school therapeutic recreation programs, skill development classes such as: adapted softball, basketball, floor hockey, bocce, swimming, 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 Independence Training Program, Teen and Adult Social Clubs, special events, and Camp Sunshine.

### **Program Access/Inclusion**

The Program Access/Inclusion unit supports the Department's delivery of fair and equitable leisure opportunities in the most integrated settings engaging people with and without disabilities together. It ensures people can access their preferred recreation programs and setting based on their individual needs and preferences regardless of their disability. Program Access staff work with Department programmers to ensure inclusive programs, activities and special events are free from barriers and are equipped to meet the needs of the people registered. This includes



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

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identification of barriers, staff training, equipment/supply support, program/activity modifications and/or trained staff support. Modifications are developed individually upon the completion of a participation assessment. With recreation being about choice, an integral right to quality of life, patrons may choose to participate independently, with support or may participate in specialized therapeutic programs.

### Health and Wellness

This program administers countywide health and wellness programs. Our goal is to improve the overall health (physical, mental, and environmental) of Prince George's County residents and promote a wellness ethic for the community by integrating fitness and wellness into facilities, programs, and events. The *Health and Wellness Action Plan* was written to align the Department with national public health movements. The *Plan* focuses on reducing obesity in the County, elevating the Department's roles as a health and wellness provider, and increasing resident participation in healthy lifestyle activities. The Department works with internal and external partners to provide classes, workshops, and activities for all ages. Partners include the Prince George's County Health Department, University of Maryland Capital Region Health, Suburban Hospital, Giant Nutrition, University of Maryland School of Public Health, and many others. Partnership programs include Walk with Ease; Fit and Strong; and Dine, Learn and Move. Signature Programs include: Fitness in the Parks, Yoga in the Parks, Healthy Trails 5k and the Get Fit Mobile, and others.

### FY24 ACCOMPLISHMENTS

- Senior Services continues to prepare for the opening of Hampton Park SAC (Spending Affordability Committee), to be in the new Prince George's County Health and Human Resources HQ. The proposed build-out completion date of the interior of the facility is February 2025
- Senior Services has restarted their Senior Trips and Excursions program. They kicked off the year with a trip to New York City. All special events have sold out including Senior Line Dance Party with 900 attendees and the Senior Picnic (in collaboration with Prince George's County Family Services) with over 1900 seniors.
- Youth Services has continued to support youth programming countywide including the return of Teenfest summer kickoff event, continue to support Safe Summer, SYEP, Teen/Pre-teen Nights at the community centers, summer nutrition program, afterschool activities and programs. Youth Arts Corps continued and was reassigned at the end of the calendar year to ACHD as part of Synergy realignment.
- The Get Fit Mobile Program launched a summer long initiative, visiting regional parks on a rotating basis, summer operations programs, Kids Care programs and at special events (both internal and external).
- Health and Wellness focused on patron and staff evaluations to review all program offerings to ensure current partnerships are in both in alignment with goals and are mutually beneficial. They hosted the 2nd Annual Mental Health Awareness Week in October, including Mental Health First Aide certification training and collaborating with TR on Youth Mental Health Awareness events in the Spring.
- Health and Wellness introduced Out-of-School time programming for youth and pre-teens countywide offering programs to Kids Care Programs.
- Therapeutic Recreation completed the transition of Inclusion Services that included filling all Program Access career vacancies. All operations are fully integrated with SPD.



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

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- Therapeutic Recreation and Inclusion Services worked with an outside consultant on developing a Disability Services Action Plan to guide, goal and objectives for the next five years.
- Therapeutic Recreation filled all existing career vacancies to return to full staff compliment. Worked with Human Resources on a more robust recruitment plan for both career and intermittent staff recruitment and retention including college hiring fairs, extensive advertising of positions, hiring bonuses and salary equity reviews.

### **FY25 BUDGET PRIORITIES**

- Opening and programming of the new Hampton Park Senior Activity Center as part of the new Prince George's County Health and Human Services headquarters with be a major focus of Senior Services. Additionally, working to develop a mobile senior activity unit to expand outreach into the community.
- Senior Services team will focus on implementing new class offerings/special events and increase the number of Senior ID participants.
- Youth Services will continue to support in-person youth programming including Safe Summer, Summer Youth Enrichment Program (SYEP), and the Youth Advisory Council. Provide additional youth development training for both career and seasonal staff that host teen/preteen programs and childcare programs.
- Health and Wellness will develop program guidelines and staff trainings and more targeted marketing to develop more consistent physical and nutrition-based activities in recreational programming.
- Expand recurring health and wellness programs with a focus on physical activity and hands-on nutrition activities in Kids Care programs.
- Therapeutic Recreation will focus on the smooth transition of leadership to incorporate Inclusion Services personnel, services, and management under their direct supervision.
- Therapeutic Recreation and Program Access (Inclusion Services) will identify and develop best practices and training to improve service delivery emphasizing Summer Operations Camps and Playgrounds and Kids Care programs.
- Therapeutic Recreation will commemorate the 50<sup>th</sup> Anniversary of the Therapeutic Recreation program with special events, oral histories, and other programs to highlight the impactful work of both TR and Disabilities Services in Prince George's County.
- Conservation Outreach will continue to grow the Conservation Job Corps to a year-round program. Lead the Festival del Rio Anacostia celebration at Bladensburg Waterfront Park in partnership with NHRD.



**Prince George’s County  
Parks and Recreation Department – Special Programs**

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**BUDGET AT A GLANCE**

**Summary of Division Budget**

	<b>FY24 <u>Adjusted Adopted</u></b>	<b>FY25 <u>Proposed</u></b>	<b>% <u>Change</u></b>
<b>Budget</b>			
<i>Recreation Fund</i>			
Expenditures	\$13,727,777	\$15,017,951	9.4%
<b>Staffing</b>			
<i>Recreation Fund</i>			
Funded Career Positions	68.00	71.00	4.4%
Funded Workyears	254.90	173.80	-31.8%

**HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET**

- Added two (2) career full-time Therapeutic Recreation Specialists
- Added one (1) full-time career Administrative Assistant
- Increased funding for seasonal support



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

## GOALS AND PERFORMANCE MEASURES

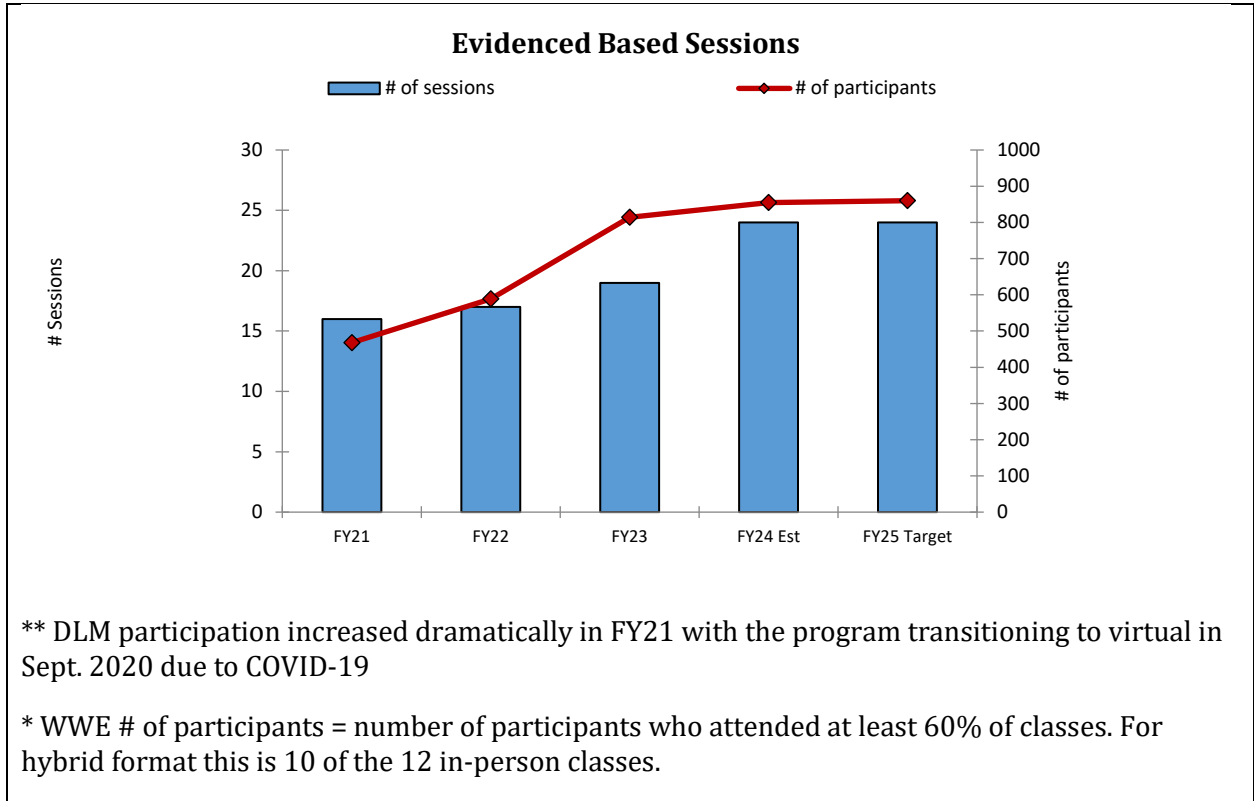
**Outcome Objective:** Provide quality Health and Wellness services for youth, seniors, and individuals with disabilities in line with Formula 2040 and the Comprehensive Recreation goals and objectives. Programs and services include two employee childcare centers, operating the Department's six senior activity centers; providing therapeutic recreation opportunities in both inclusive and specialized settings to promote and facilitate the development of leisure and skills, socialization, and independence for individuals with disabilities and a Health and Wellness team dedicated to providing fitness and wellness programs and services to the community. Provides leadership to the department on youth services and on the expansion of county-wide youth programs and services, staff training and education and partnerships with government and community stakeholders. Additionally, the Division provides technical support on ADA/accessibility issues. The Division also operates the Glenridge Recreation Warehouse.

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

<b>Goal:</b> Innovative Programming
<b>Desired Outcome:</b> Enhancement of virtual and innovative programming offerings
<p><b>Evidence-based Programs</b> - The Team partners with the Prince George's County Health Department, University of Maryland Capital Region Health, and Suburban Hospital to hold a monthly Dine, Learn and Move program. Dine, Learn and Move brings together residents of all ages for guided exercise, step-by-step cooking demonstrations with a chef, and an interactive nutrition-based discussion with a Registered Dietician. As a result of the gathering restrictions amidst the COVID-19 pandemic, a virtual Dine, Learn and Move program was launched in September 2020 to continue to support the Health and Wellness Action Plan goals to reduce obesity in the County, elevate the Department's role as a health and wellness provider, and increase resident participation in healthier lifestyles.</p> <p>Walk With Ease is a six-week evidence-based chronic disease, low impact walking program developed by the Arthritis Foundation that teaches participants how to engage in physical activity safely and comfortably. The program is designed to help reduce the pain and discomfort of arthritis. Due to the gathering restrictions amidst the COVID-19 pandemic, the structure of the program changed to a hybrid format. The hybrid format consisted of two in-person sessions and one virtual self-guided session. The Team offers this free walking program of NRPA to foster community support, education, and a safe environment to walk for individuals suffering from arthritis.</p>



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





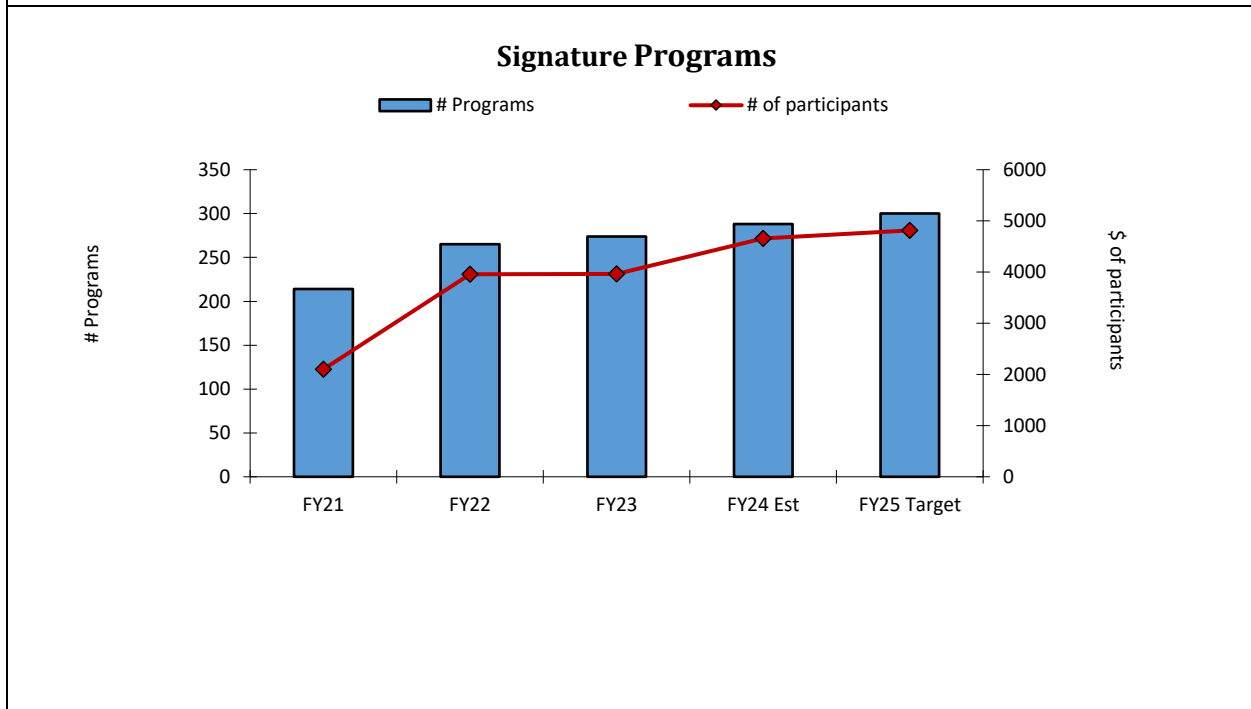
# Prince George's County Parks and Recreation Department – Special Programs

**Goal:** Innovative Programming

**Desired Outcome: Signature Programs** - advance the health and wellness of residents by providing diverse experiences that are attractive and inclusive of all ages, abilities, lifestyles, and backgrounds. Programs include Fitness in the Parks, Yoga in the Parks, and Healthy Trails 5K walk/run events. Yoga in the Parks is a series of free outdoor yoga classes. Participants learn basic moves to strengthen their bodies, increase flexibility and free their minds. Yoga in the Parks has expanded into Fitness in the Parks which is a free exercise program that provides participants the opportunity to exercise outdoors, be physically active in a constantly changing environment, and enhance their physical and mental health. Fitness in the Parks also brings various fitness opportunities to parks and natural areas across the County.

Healthy Trails 5K walk/run events are family-friendly events held in the Spring and Fall. The Department of Parks and Recreation encourages runners and walkers of all abilities, ages, and skill levels to come together, enjoy scenic views of the Woodrow Wilson Bridge Trail and be active. A portion of the proceeds from each Healthy Trails 5K supports an M-NCPPC program. Previous races have contributed proceeds towards Community Gardens, Healthy Minds, Healthy Bodies, Bosom Buddies, and the Kids to Camp campaign.

As a result of COVID-19 restrictions and to maintain participants' safety, the Healthy Trails 5K Committee changed the event format to provide a hybrid 5K walk/run, where participants were able to attend in-person or remain engaged virtually through Facebook Live.



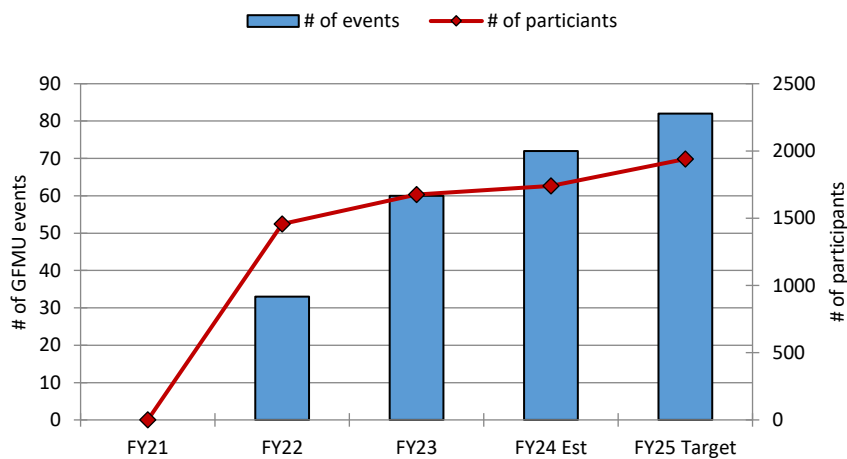
# Prince George's County Parks and Recreation Department – Special Programs

**Goal:** Innovative Programming

**Desired Outcome: Partnerships** - The Health and Wellness Team partners with stakeholders through Partnerships, Sponsorships, and Grants to further accomplish the health and wellness objectives, engage in a countywide collaboration to reduce obesity and obtain grants and sponsorships to increase funding for community health needs. The Team collaborates with several community partners to address the health and wellbeing of residents in Prince George's County. To establish rapport, increase credibility, and enhance the Team's reputation as a quality health and wellness partner, the Team continuously engages with other stakeholders. Newly formed public health and healthcare provider partnerships with expertise in nutrition and sports medicine will help accomplish these health and wellness objectives.

**Desired Outcome: Outreach** - The Health and Wellness Team also supports events, programs, and national campaigns by bringing awareness to physical activity, nutrition education, and healthy eating. Ongoing national campaigns include National Heart Health Month, March is National Nutrition Month, National Walking Day, May is National Physical Fitness and Sports Month, National Family Fitness Day, and National Park Rx Day, Wellness in the Woods: A Family Festival.

**Get Fit Mobile Unit Events**



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

**Goal:** Innovative Programming

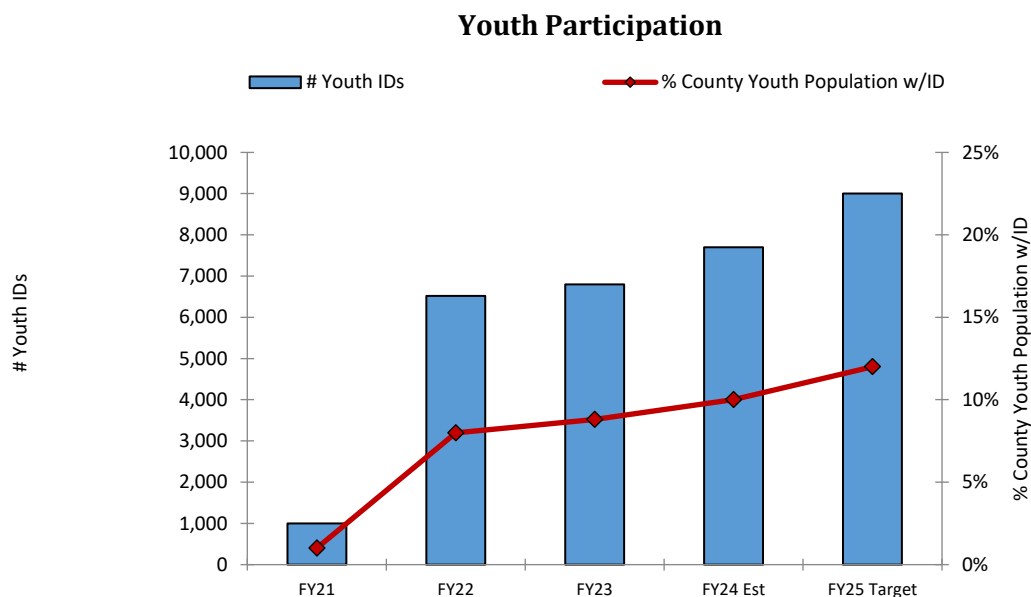
**Desired Outcome:** **Get Fit Mobile** aims to encourage the adoption of healthy behaviors to reduce chronic disease, and increase healthy outcomes through fitness, sports, and wellness and nutrition programming. The Get Fit Mobile program delivers interactive games, and physical and nutrition-based activity challenges with a mobile unit. The Get Fit Mobile unit makes appearances at countywide programs, festivals, and events. In response to reduced community interaction opportunities for Get Fit Mobile during the start of COVID-19, monthly Grab & Go distribution events were started as a contact-free way to engage the community. The Grab & Go bags have a theme based on health education and include items to promote healthy lifestyles, physical activity, nutrition, and sports distributed countywide.

Attended = Includes events we find on our own as well as host.

Requested = Includes external invites

**Goal:** Park and Recreation Operations

**Desired Outcome:** **Youth Participation** - Support our Diverse Park and Recreation Programs



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

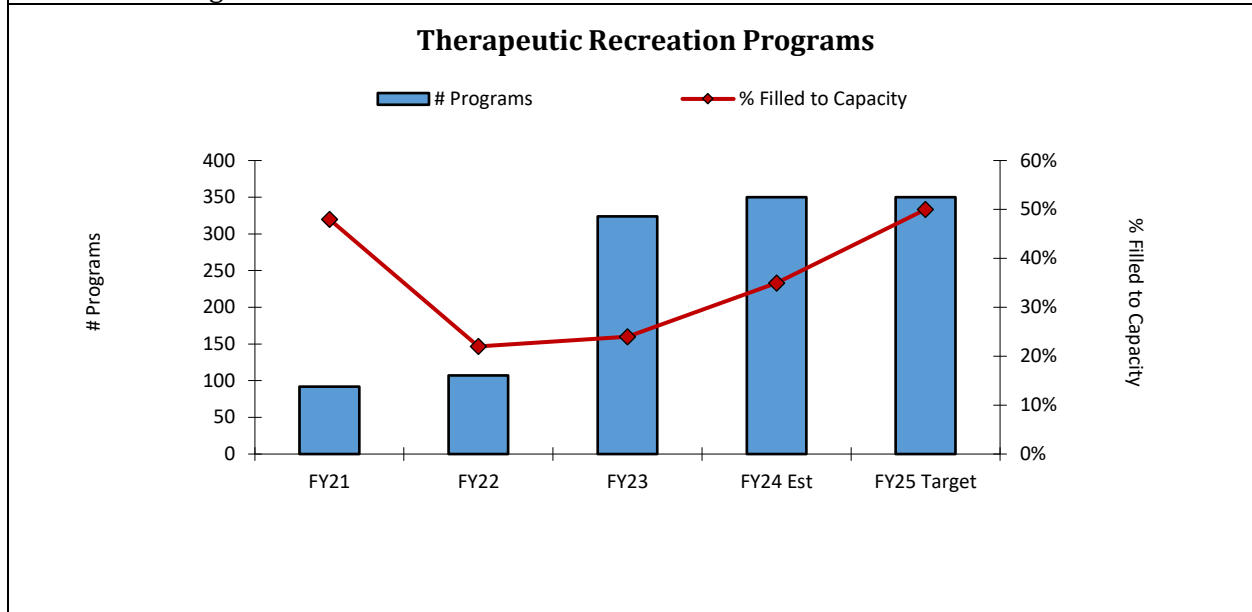
\*\* Youth clients - anyone 6 - 17 in the Parks Direct database



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

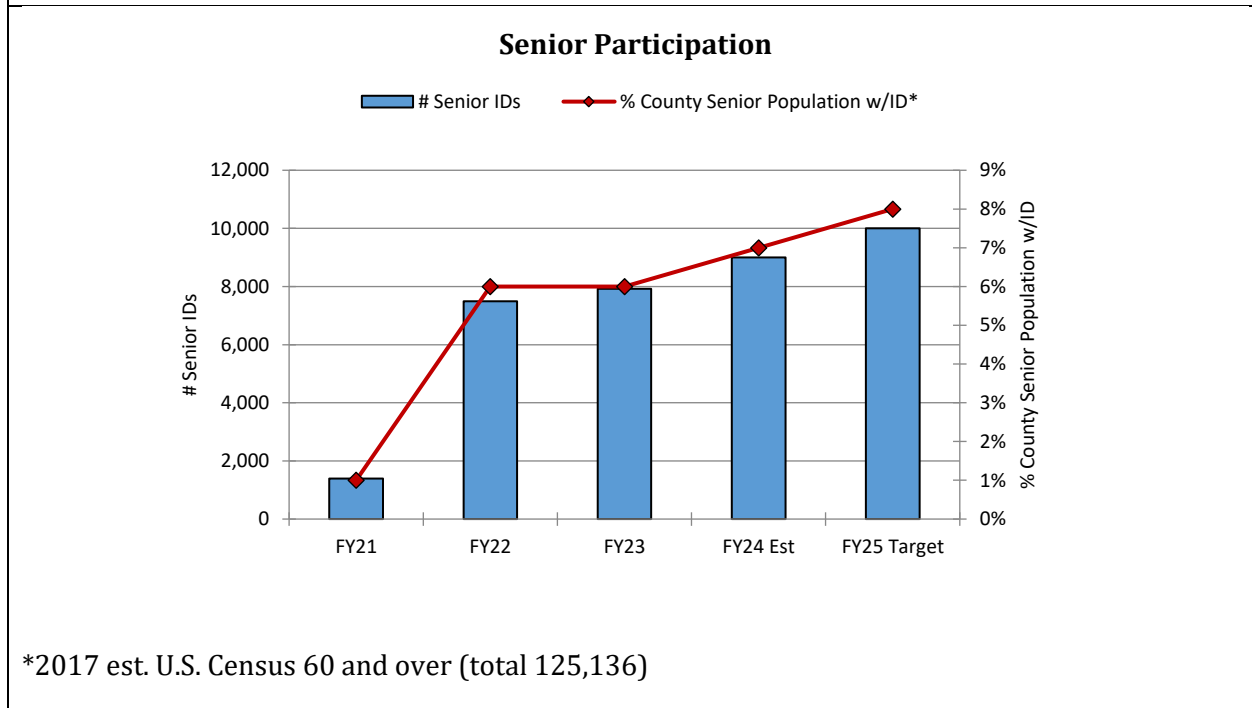
**Goal:** Park and Recreation Operations

**Desired Outcome:** Therapeutic Recreation Programs - Support our Diverse Park and Recreation Programs



**Goal:** Park and Recreation Operations

**Desired Outcome:** Senior Participation - Support our Diverse Park and Recreation Programs



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

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## OVERVIEW

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

The Division manages the following functions: leagues, clinics, and tournaments for a variety of sports that include baseball, basketball, flag football, futsal, lacrosse, soccer, softball, track & field, and volleyball. Facilities managed by the Division include the Sugar Ray Leonard Boxing Facility and the Prince George's County Stadium, home of the Bowie Baysox. The Division also oversees the permitting of outdoor tennis courts and athletic fields.

The Division coordinates and schedules a comprehensive athletic program and provides administrative support and resources to the Prince George's County Boys and Girls Club. Revenues are generated through various programs, including athletic field permitting, youth and adult sports leagues, courses, clinics, and tournaments. In collaboration with national sports governing bodies, area universities and colleges, and local professional sports organizations, the Division focuses on connecting youth, coaches, parents, and sports commissioners to beneficial character development and physical fitness skills and resources.

## MISSION

The Youth and Countywide Sports Division is dedicated to creating beneficial social and physical fitness centered sports and recreation opportunities available through its programming and making it easier for youth to engage in sports at all levels and abilities. A primary objective of this Division is to contribute to healthy youth by providing a seamless sports experience for youth and connecting parents and coaches with opportunities to advance this initiative.

## PROGRAMS AND SERVICES PROVIDED

### Management and Supervision

The Management and Supervision unit provides overall management, administration, and coordination of Division programs and facilities. This includes fiscal management for tax-supported and revenue-producing funds, clerical support, supervision of facilities and management of their programs. Salaries for administrative services, officials' costs, and contractual agreements for the Prince George's County Boys and Girls Club are also budgeted in this unit.

### Leagues, Courses, Clinics and Tournaments

The Leagues, Courses, Clinics and Tournaments program provides for supervision, management of countywide field and outdoor tennis court permitting, and a comprehensive sports program administering countywide leagues, courses, clinics and tournaments for adult and youth athletics. It also handles the scheduling for the Prince George's County Boys and Girls Club, inter-center leagues, independent youth programs, and the roster process for sports leagues. Staff administers the sanctioning and registration of over 18,000 youth participants in the Prince George's Boys and Girls Club, inter-center leagues, independent youth programs, and the roster process for sports leagues. The program also provides funding for the management of the Sugar Ray Leonard Boxing Center and programming curriculum at the facility.



# Prince George's County

## Parks and Recreation Department – Youth and Countywide Sports

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### Franchise

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

### Athletic Permitting and Field Operations

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

### FY24 ACCOMPLISHMENTS

- Utilized Liberty Sports Park for numerous activities (soccer, football, lacrosse, kickball) to include YCSD Leagues/Practices, PGCBGC practices, games, tournaments and PGCPs practices.
- Collaborated with Police Athletic League (PAL) for participation in our Flag Football, Soccer and Boxing programs.
- Continued the Girls 3 x 3 Basketball series and Girls only ICB/GEAR basketball league at Kentland CC.
- Hosted PGCPs Middle School Basketball & Softball Championships at Walker Mill Regional Park and hosted Middle School Girls softball clinics at Bowie State University.
- The new PGPARKS website was unveiled with an increase in youth sports presence on social media.
- Continued to work with PPD, Northern and Southern Region Parks Divisions, and FSD staff to expand Pickleball court inventory (indoor and outdoor) and enhance and upgrade many athletic ballfields.
- Hosted a Prince George's Lacrosse Night at the UMD/John Hopkins Men's Lacrosse game for our Youth Lacrosse participants.
- Organized the first Prince George's vs Montgomery County High School age Futsal Championship for Boys and Girls.
- Partnered with NFL Flag and collaborated with the Washington Commanders to host a Coed Flag Football Clinic and new co-ed flag football Fall league.
- Developed Phase 1 of an MOU with PGCPs for the shared use of nine artificial turf athletic fields.

### FY25 BUDGET PRIORITIES

- Expand use of Liberty Sports Park to include Safe Summer Programming and Open Play/Drop-in opportunities in various sports.
- Continue to create Phase 2 of the PGCPs shared use MOU to expand to indoor space.
- Work with PGCPs on developing a middle school aged softball and volleyball recreational league.



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

- Continue to collaborate with the UMD/College Park Athletic Department on a program to have their student athletes work with our young sports participants via clinics or workshops.
- Develop a girl only flag football league and softball program for girls.
- Continue to enhance the Youth Sports Webpage to include affiliates listings.
- Expand our partnership with local collegiate and professional sports teams to provide expanded programming opportunities.
- Increase the staff development activities for YCSD to specifically focus on Code of Conduct, Team building and customer care.
- Expand Pee Wee sports to include additional locations and additional sports.
- Hire additional sports programming staff to oversee and expand our adult sports offerings.

## BUDGET AT A GLANCE

### Summary of Division Budget

	<b>FY24</b> <b><u>Adjusted</u></b> <b><u>Adopted</u></b>	<b>FY25</b> <b><u>Proposed</u></b>	<b>%</b> <b><u>Change</u></b>
<b>Budget</b>			
<i>Recreation Fund</i>			
Expenditures	\$3,982,048	\$4,832,756	21.4%
<b>Staffing</b>			
<i>Recreation Fund</i>			
Funded Career Positions	23.00	27.00	17.4%
Funded Workyears	40.60	42.50	4.7%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Added four (4) full-time career positions for Field Permits Unit.
- Increased seasonal funding.



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

## GOALS AND PERFORMANCE MEASURES

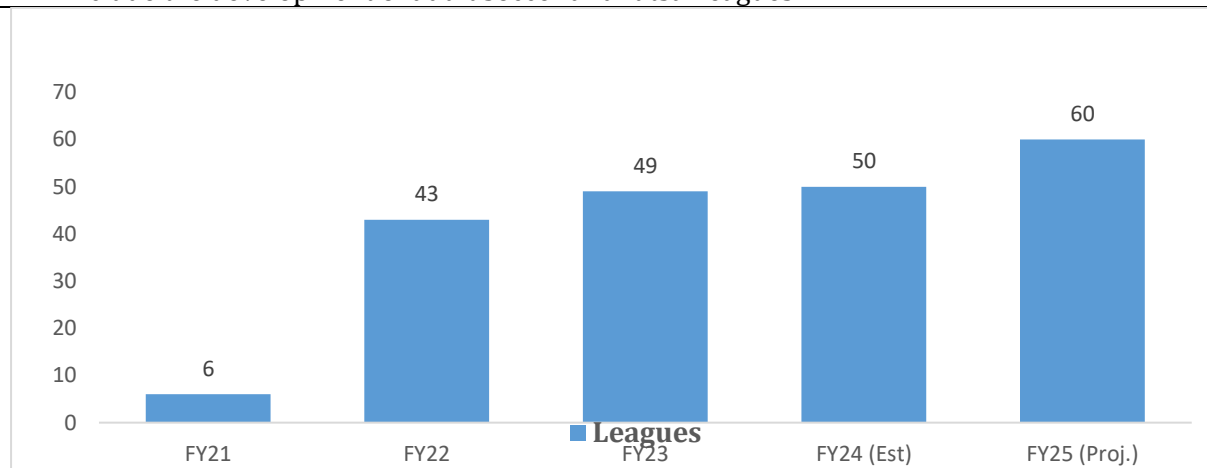
### Youth and Countywide Sports Division Performance Measures

**Outcome Objective:** Provide high quality athletic programs for individual and team sports, for youth of all ages and skill levels; in doing so, also revamp and administer a comprehensive county-wide field/court permitting process that includes the entire inventory of indoor and outdoor athletic venues across the County (Department/Prince George's County Public School properties, Prince George's County Boys and Girls Club (PGCB&GC) owned facilities). Professionally driven staff and facilities for Prince George's County residents will be available for use year-round, with the priority granted to youth sports training/activities. The Division's functions include coordination and scheduling of a comprehensive sports program, management and supervision, administration of the existing PGCB&GC, and varying degrees of upgrading and maintenance of state-of-the-art athletic facilities throughout the County.

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

**Goal:** Innovative Programming

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



*FY21: No Leagues due to pandemic*

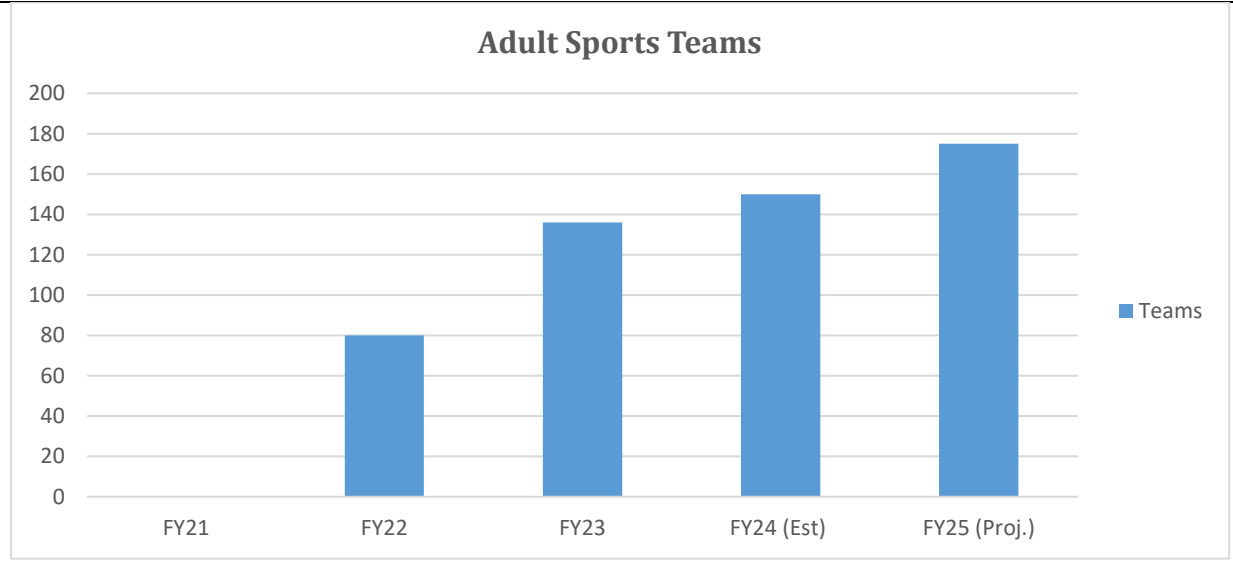




# Prince George's County Parks and Recreation Department – Youth and Countywide Sports

**Goal:** Innovative Programming

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



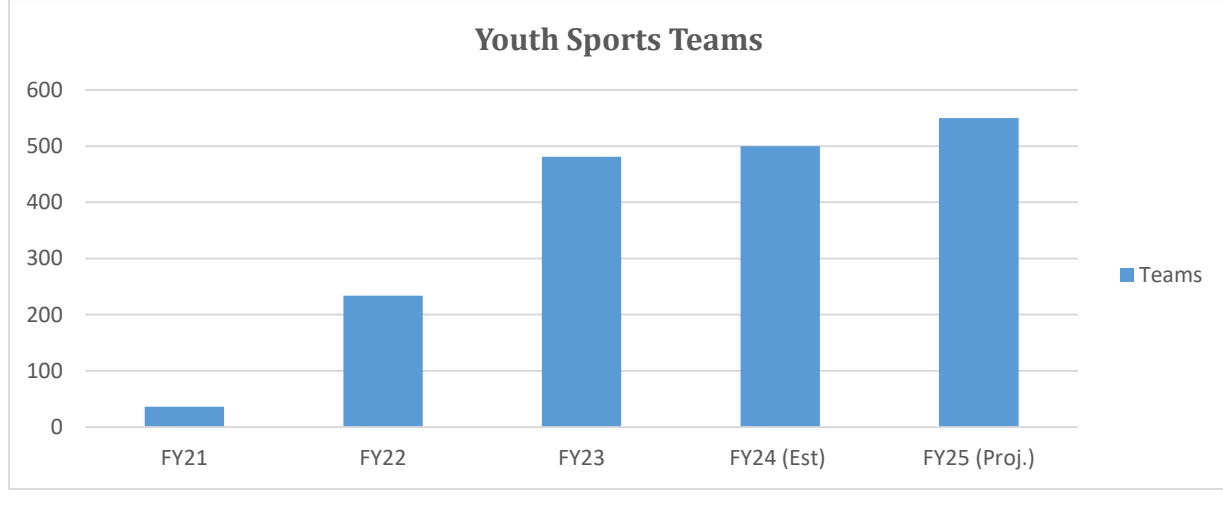
*FY21: No league play due to pandemic*



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

**Goal:** Innovative Programming

**Desired Outcome: Youth Sports Leagues** - are offered by the Department of Parks and Recreation for the following sports: basketball, soccer, baseball, softball, lacrosse, and flag football. Newly established program offerings include the addition of girls' basketball, girls' lacrosse, youth volleyball and countywide futsal & soccer leagues. Youth sports leagues are open for all skill levels. The expansion of Pee Wee sports leagues countywide for ages 3- to 6-year-old is an area of focus for FY23 and FY24.

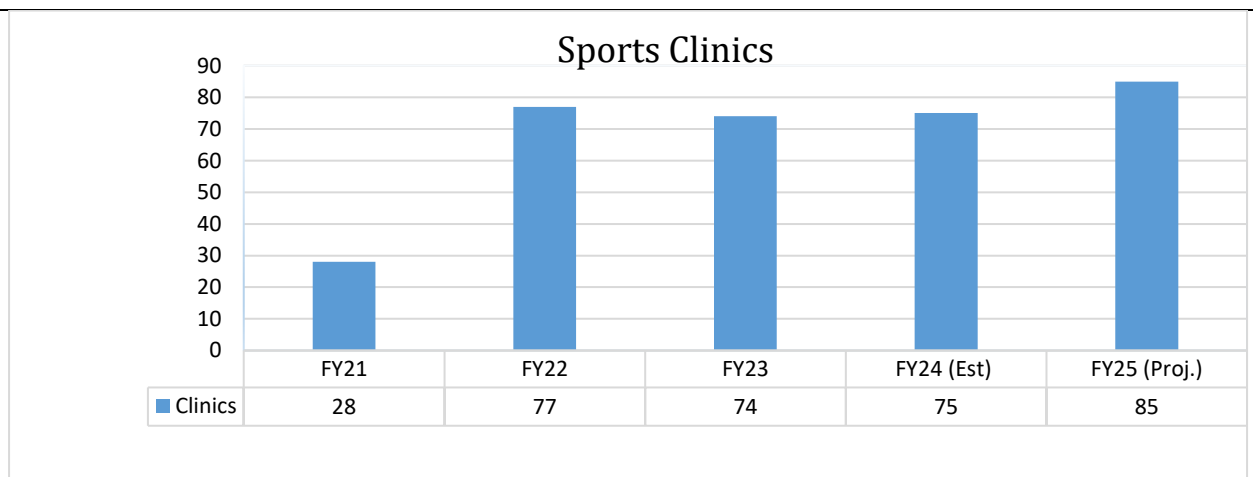


# Prince George's County Parks and Recreation Department – Youth and Countywide Sports

**Goal:** Innovative Programming

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

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

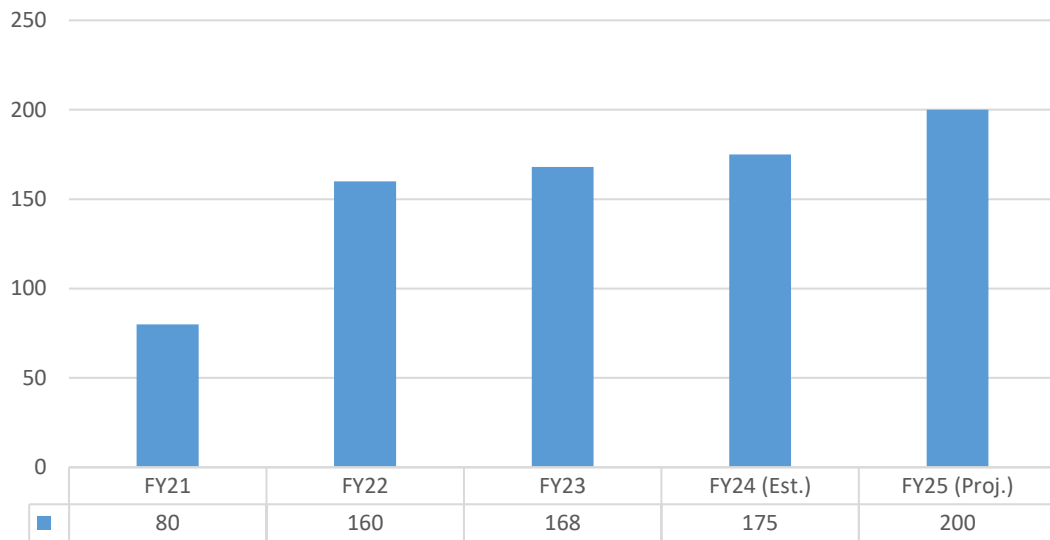


# Prince George's County Parks and Recreation Department – Youth and Countywide Sports

**Goal:** Parks and Recreation Operations

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

**Athletic Field User Groups**



\*includes rectangle and diamond fields: natural grass and artificial turf\*  
 FY 21: limited athletic field inventory available for rental due to COVID-19 closures

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



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

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## OVERVIEW

Recreation and Leisure Services is divided into the Northern and Southern Divisions. It is the goal of Recreation and Leisure Services to provide, maintain, and preserve a comprehensive and recreation system of programs, facilities, and services to the residents of a demographically diverse area to meet the expressed needs and demands of the public in a safe, secure, inclusive, and fulfilling environment. Both Divisions coordinate, manage, and direct comprehensive and recreation programs for their residents. This includes managing and supervising 45 community centers, one of which is the County's first multi-generational complex, as well as community programs and revenue producing, senior, and youth programs.

Both Divisions are divided into smaller regions for community outreach. Regional Managers are assigned to work closely with residents' groups, municipalities, houses of worship, schools, recreation councils, and government agencies to assess parks and recreation.

## MISSION

The mission of Recreation and Leisure Services, in partnership with residents, is to provide comprehensive and high-quality recreation programs, facilities, and services that respond to the community's changing needs. Recreation and Leisure Services also strive to preserve, enhance, and protect open spaces to enrich the quality of life for present and future generations in a safe, secure environment.

## Management and Supervision

Each Division Chief oversees the use of tax-supported and special revenue funds. Division Offices evaluate and monitor the programs, services, and facilities and serve as a liaison with municipalities in the northern and southern parts of the County. The offices provide administrative support to program staff and community volunteer groups and assist in the interpretation of park and recreation programs for the public and volunteer organizations. Offices administer personnel operations for all employees in both Divisions.

## Summer Play Activities

The Department offers several programs during the summer months as positive alternatives for youth, teens, and young adults during out-of-school time. The summer playground program, ages 6-12, and the summer teen site program, ages 13-17, both operate 30 hours per week for seven weeks. These programs are conducted virtually as well as in person at local schools and municipal facilities during the summer months. Activities include sports and games, arts and crafts, drama, music, nature, storytelling, STEAM activities and other special events. Traditional and specialty day camps are offered from 7 am – 6 pm during the summer for pre-school-age to teens. The late-night Safe Summer program is offered at select locations until midnight for ages 13-24.

In collaboration with Park Police and to extend our reach in engaging communities, pop-up recreation and mobile units operate programs at local parks and apartment complexes. Activities include block parties, movie nights, arts and crafts, roller skating, and more. Summer outdoor movies and outdoor concerts are also major features during the warm months.

Additionally, in the Northern Division, Watkins Regional Park operates a miniature train, antique carousel, and miniature golf course from May to October. Watkins Regional Park also hosts food



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

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truck hubs on Fridays, Saturdays, and Sundays.

## **Teen Initiatives**

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

## **Community Centers**

Community centers are localized facilities programmed to meet the leisure needs of various ages and special interest groups in a geographic area. They are programmed and operated daily throughout the year. In addition to those centers constructed by M-NCPPC, other facilities (e.g., municipal-owned and schools) are programmed and staffed as community center operations, including 19 park schools. 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, after school childcare, bus activity fees, regional park operations, gymnastics, various recreation/sports activities, health and wellness nutrition/fitness classes and special interest clubs. The public provides extensive input as to which trips and activities are offered.

## **Community Program Services**

Community Program Services such as senior meals, support to community events, coordination of recreation councils and volunteers are planned, developed, and implemented in this unit. Staff works cooperatively with community volunteers including recognized recreation councils, the Board of Education, Boys & Girls Clubs, Parent Teacher Organizations, social groups, and municipal governments. Close and effective communication with local communities is vital to the daily delivery of leisure services. Community input provides the basis for program development and community activities.

## **Festival of Lights**

The Festival of Lights operation provides the resources to maintain and develop festive holiday light displays at Watkins Regional Park for the public to enjoy. In addition to the admission fee, non-perishable food items and new socks are collected and distributed to shelters throughout the County to help those less fortunate.



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

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## FY24 ACCOMPLISHMENTS

- Continued to provide extensive staff training and professional development, approving 95% of staff requests. Conducted internal financial and personnel training to ensure that staff are knowledgeable and are complying with best practices for government agencies.
- Increased summer playground offerings (in person) this summer back at Prince George's County public schools. This was the first time the program was back in the schools since the summer of 2019. This was a performance measure that was targeted.
- Increased winter programs at the park which included the first ever Trek or Treat. This program was filled to capacity and allowed children to come out and enjoy a safe Halloween themed event. It was such a tremendous success; we will continue it as an annual event. Programming additions to the Festival of Lights included sold-out carriage rides. This was a performance measure that was targeted.
- Continued to upgrade infrastructure of community centers by assuring that dividers are working, gym floors are resurfaced, and fitness room equipment is replaced.
- Partnered with Feed the Fridge to create a walk-up outside refrigerator at Glassmanor Community Center with full course lunch and dinner meals (catered by local restaurants) for free for the community.
- Over 5,000 Grab and Go meals were distributed to youth and over 2,000 to seniors.
- Over 39,000 home test kits and masks were distributed at community centers to County residents.
- Hosted the grand opening of the Music Recording Studio at Southern Regional Technology and Recreation Complex.
- Built two Kaboom! Playgrounds were built at Bladensburg and Suitland Community Centers.

## FY25 BUDGET PRIORITIES

- Strengthen career staff coverage in all of our community centers with an intentional focus on economically challenged areas.
- Target performance measures in attendance, revenue and programming that will include increasing summer camp offerings and revenue, increasing volunteer hours, increasing the program delivery rate as well as the program utilization, and increasing attendance and revenue from special events. These will be outlined in a separate performance measure document. Particular focus will be on year-round program delivery rate and child-care attendance.



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

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**BUDGET AT A GLANCE**

**Summary of Northern Recreation and Leisure Services Division Budget**

	<b>FY24</b>	<b>FY25</b>	<b>%</b>
	<b><u>Adjusted</u></b>		
	<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>			
<i>Recreation Fund</i>			
Expenditures	\$14,159,722	\$16,567,940	17.0%
<b>Staffing</b>			
<i>Recreation Fund</i>			
Funded Career Positions	81.00	87.00	7.4%
Funded Workyears	231.10	223.90	-3.1%

**Summary of Southern Recreation and Leisure Services Division Budget**

	<b>FY24</b>	<b>FY25</b>	<b>%</b>
	<b><u>Adjusted</u></b>		
	<b><u>Adopted</u></b>	<b><u>Proposed</u></b>	<b><u>Change</u></b>
<b>Budget</b>			
<i>Recreation Fund</i>			
Expenditures	\$14,399,196	\$16,857,896	17.1%
<b>Staffing</b>			
<i>Recreation Fund</i>			
Funded Career Positions	64.00	71.00	10.9%
Funded Workyears	230.10	229.70	-0.2%

**HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET**

- Added five (5) career part-time childcare positions and one (1) full-time facility director in Northern Recreation Leisure Services.
- Added five (5) career part-time childcare positions and two (2) full-time facility directors in Southern Recreation Leisure Services.
- Increased funding for seasonal staffing 24 sites in Northern Recreation Leisure Services.
- Restored revenue goals to pre-Covid Levels.
- Transferred revenue goal for the Festival of Lights to the Special Revenue Fund





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

## GOALS AND PERFORMANCE MEASURES

### Northern and Southern Recreation & Leisure Services

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

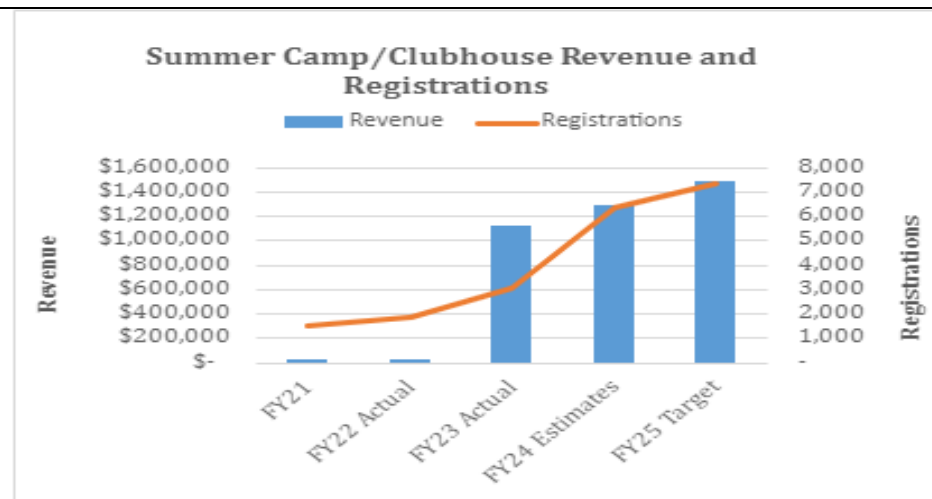
**Impact Objective:** It is the goal of Recreation and Leisure Services is to provide, maintain, and preserve a comprehensive park and recreation system of programs, facilities, and services to the residents of Prince George's County to meet the expressed needs and demands of the public in a safe, secure, inclusive, and fulfilling environment.

### MISSION

The mission of Recreation and Leisure Services is to provide, in partnership with residents, comprehensive and high-quality park and recreation programs, facilities, and services that respond to the communities' changing needs. Recreation and Leisure Services also strives to preserve, enhance, and protect open spaces to enrich the quality of life for present and future generations in a safe, secure environment.

**Goal:** Innovative Programming

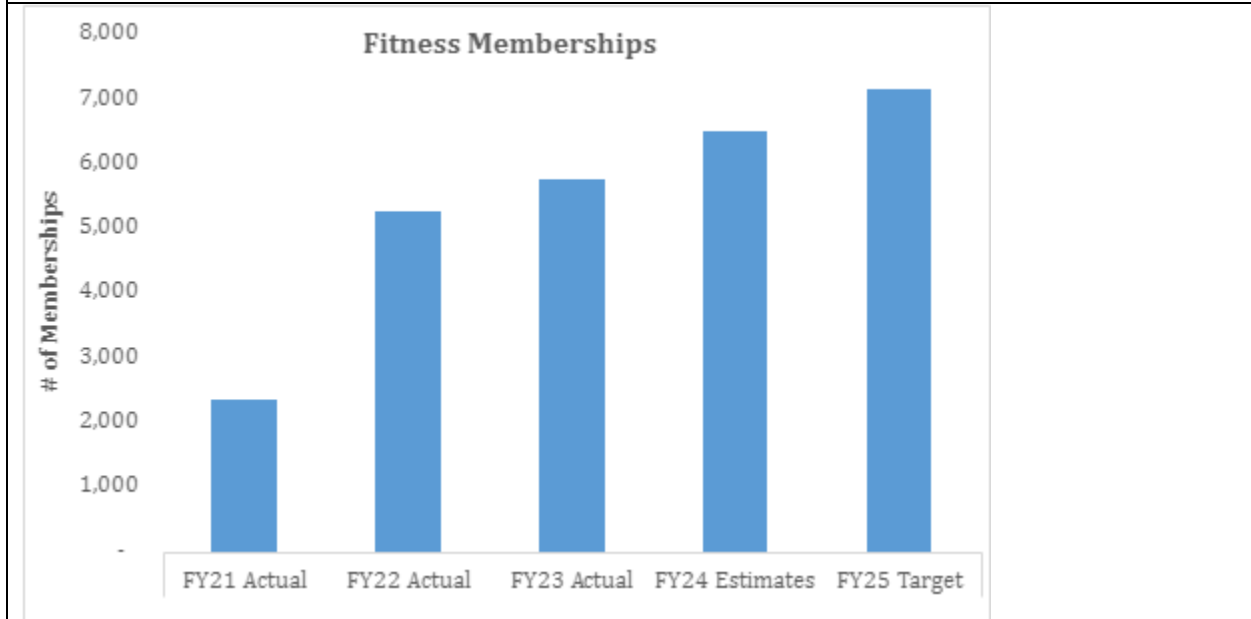
**Desired Outcome: Summer Camps/Clubhouse Revenue and Registrations** - Enhancement of virtual and innovative programming offerings



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

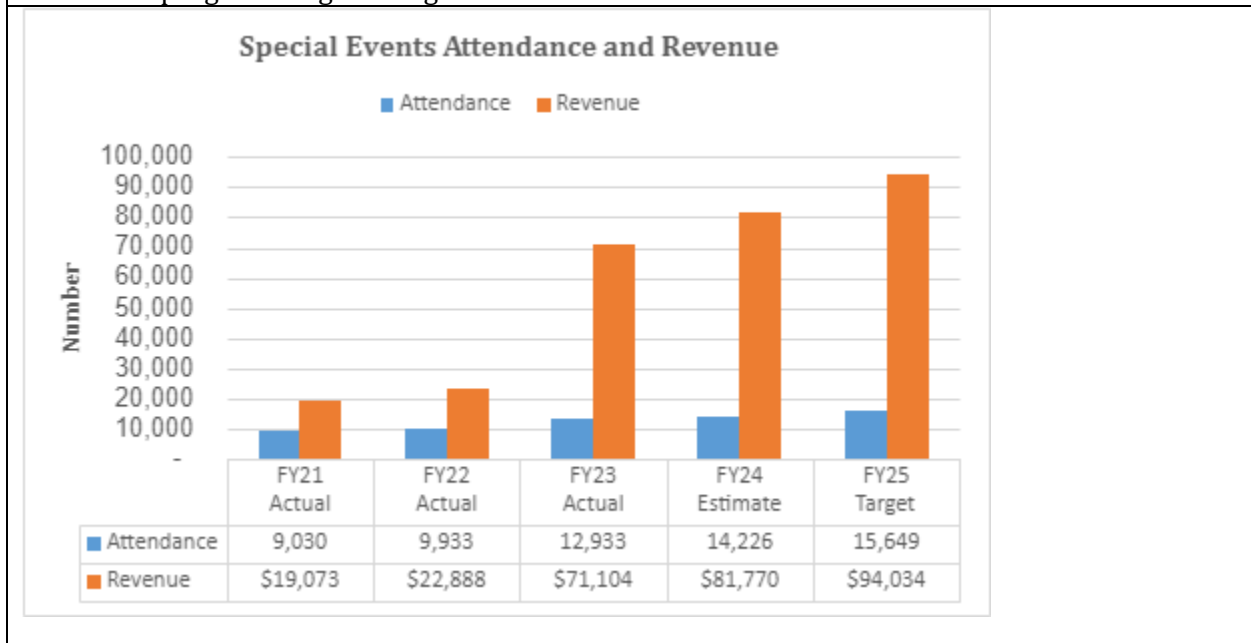
**Goal:** Park and Recreation Operations

**Desired Outcome:** Fitness Memberships – Support our Diverse Park and Recreation Programs



**Goal:** Innovative Programming

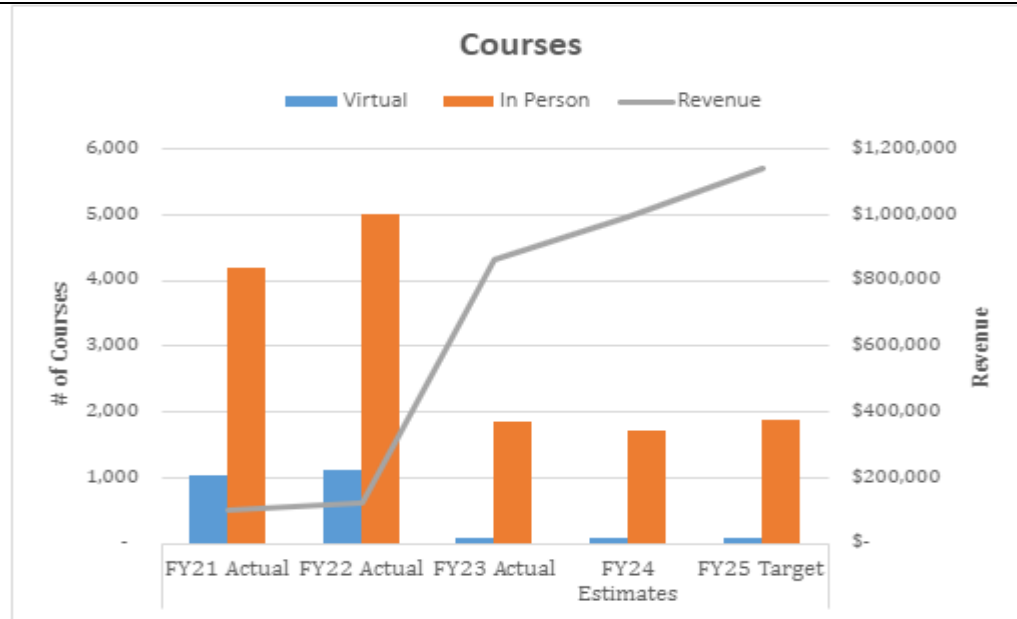
**Desired Outcome:** Special Events Attendance and Revenue - Enhancement of virtual and innovative programming offerings



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

**Goal:** Innovative Programming

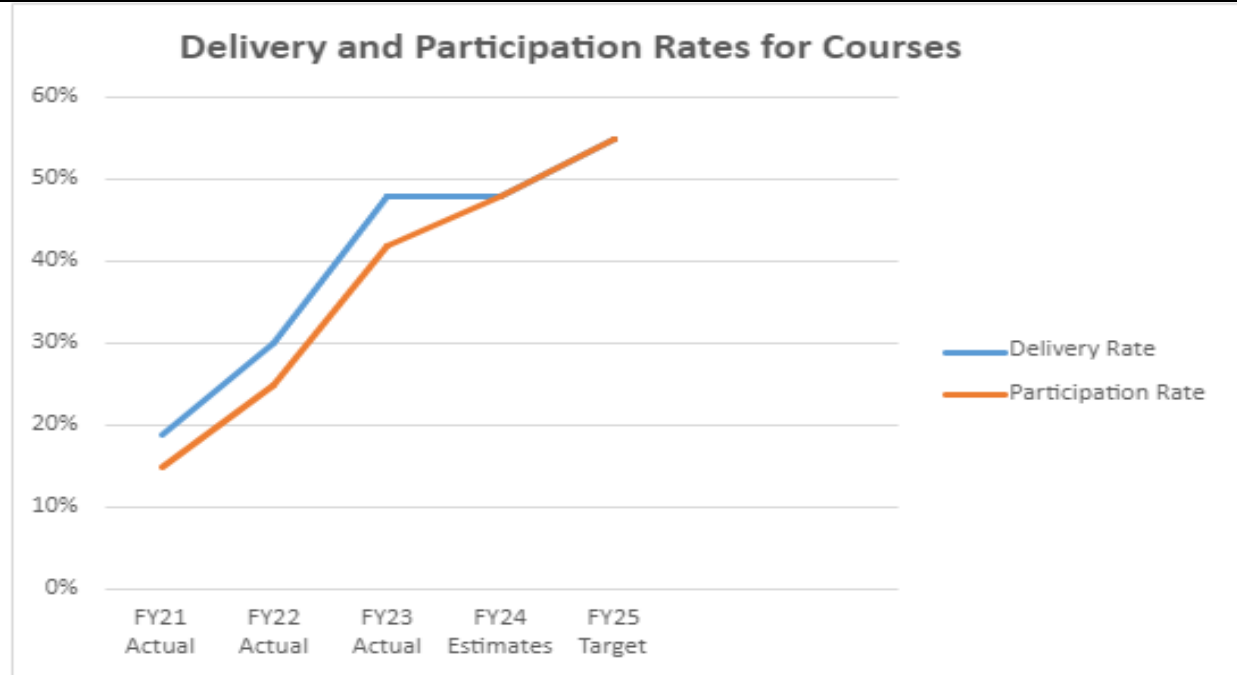
**Desired Outcome:** - Virtual and In Person Courses and Revenue - Enhancement of virtual and innovative programming offerings



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

**Goal:** Innovative Programming

**Desired Outcome:** Delivery and Participation Rates for Courses - Enhancement of virtual and innovative programming offerings



\*Delivery Rate was calculated by looking at all active and cancelled courses only. Active courses divided by total courses (active + cancelled)

\*Participation rate was calculated by looking at enrolled vs max capacity of active courses



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

## OVERVIEW

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

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

## BUDGET AT A GLANCE

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

Budget		FY24 Adjusted Adopted	FY25 Proposed	% Change
<i>Park Fund</i>				
	OPEB Prefunding	\$ 2,763,794	\$ 2,887,702	4.5%
	OPEB PayGo	4,177,347	4,719,201	13.0%
	Marker for Changes to Employee Comp.	2,545,025	4,696,433	84.5%
	Marker for Possible Reclassifications	660,780	660,780	0.0%
	Other Personnel	50,398	-	-100.0%
	Bank Fees	44,000	19,000	-56.8%
	Legislative Project Charges	826,800	626,800	-24.2%
	Transfer to Capital Projects Fund	26,500,000	19,346,000	-27.0%
	Transfer to Debt Service Fund	14,271,253	16,919,703	18.6%
	Operating Expenditure Reserve @ 5%	7,694,100	9,299,600	20.9%
	<b>Park Fund Total</b>	<b>\$ 59,533,497</b>	<b>\$ 59,175,219</b>	<b>-0.6%</b>
<i>Recreation Fund</i>				
	OPEB Prefunding	\$ 1,120,545	\$ 1,190,043	6.2%
	OPEB PayGo	1,693,653	1,944,816	14.8%
	Marker for Changes to Employee Comp.	1,258,525	1,981,518	57.4%
	Marker for Possible Reclassifications	297,300	297,300	0.0%
	Other Personnel	20,639	-	-100.0%
	Bank Fees	28,000	12,000	-57.1%
	Legislative Project Charges	8,449,350	4,264,350	-49.5%
	Transfer to Enterprise Fund	8,427,243	8,046,671	-4.5%
	Transfer to Capital Projects Fund	10,000,000	13,000,000	30.0%
	Operating Expenditure Reserve @ 5%	5,310,300	5,898,300	11.1%
	<b>Recreation Fund Total</b>	<b>\$ 36,605,555</b>	<b>\$ 36,634,998</b>	<b>0.1%</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 96,139,052</b>	<b>\$ 95,810,217</b>	<b>-0.3%</b>



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

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## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Added compensation funding for wage adjustments for Park Fund of \$5,357,213 (subject to negotiations).
- Added compensation funding for wage adjustments for Recreation Fund of \$2,278,818 (subject to negotiations).
- Increased OPEB Pre-funding and OPEB PayGo in the Park Fund by \$665,762 and increased the same by \$320,661 in the Recreation Fund.
- Increased transfer to Debt Service Fund by \$2,648,450 in the Park Fund.
- Decreased the PayGo transfer to Capital Projects Fund by (\$7,154,000) in the Park Fund.
- Increased PayGo transfer to Capital Projects Fund by \$3,000,000 in the Recreation Fund.
- Decreased the Enterprise Fund Subsidy in the Recreation Fund by (\$380,572).



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

Name of Project Charge	Fund	Department	FY24	FY25
			Adopted Allocation	Proposed Allocation
City of Bowie, Allen Pond Maint.	Park	Parks and Rec	115,000	115,000
Huntington City Community Development Corporation	Park	Parks and Rec	112,500	112,500
Patuxent River 4-H Center Foundation	Park	Parks and Rec	34,300	34,300
Town of Forest Heights (Community Maintenance and Beautification)	Park	Parks and Rec	100,000	100,000
Patuxent Riverkeepers	Park	Parks and Rec	15,000	15,000
PGCC - Park Police/Security/Pool	Park	Parks and Rec	250,000	250,000
City of Seat Pleasant (Beautification)	Park	Parks and Rec	200,000	-
100 Black Men of Prince George's County	Rec	Parks and Rec	25,000	25,000
After School Arts (World Art Focus)	Rec	Parks and Rec	98,000	98,000
Allentown Boys & Girls Club	Rec	Parks and Rec	10,000	10,000
Anacostia Trails and Heritage Area	Rec	Parks and Rec	60,000	60,000
Anacostia Watershed Society, Inc.	Rec	Parks and Rec	50,000	50,000
Art Works Now	Rec	Parks and Rec	35,000	35,000
Beltsville-Adelphi Boys and Girls Club	Rec	Parks and Rec	30,000	30,000
Camp Springs Girls & Boys Club	Rec	Parks and Rec	30,000	30,000
Cherry Lane Boxing and Fitness	Rec	Parks and Rec	20,000	20,000
City of College Park, Youth & Family Services	Rec	Parks and Rec	45,000	45,000
City of College Park - Senior Programming	Rec	Parks and Rec	50,000	50,000
City of District Heights - Senior Programming	Rec	Parks and Rec	250,000	250,000
City of District Heights - Youth Programming	Rec	Parks and Rec	250,000	250,000
City of Greenbelt, After School Arts	Rec	Parks and Rec	15,000	15,000
City of Greenbelt, Recreation Services	Rec	Parks and Rec	70,000	70,000
City of Greenbelt, Therapeutic Program	Rec	Parks and Rec	15,000	15,000
City of Hyattsville, Recreation Services	Rec	Parks and Rec	19,000	19,000
City of Laurel Parks Department	Rec	Parks and Rec	10,000	10,000
City of Laurel Senior Services	Rec	Parks and Rec	55,000	55,000
City of Laurel, Youth Services Programming	Rec	Parks and Rec	45,000	45,000
City of Laurel, Anderson & Murphy CC	Rec	Parks and Rec	30,000	30,000
Clinton Boys and Girls Club, Inc.	Rec	Parks and Rec	10,000	10,000
Coalition for African Americans in the Performing Arts	Rec	Parks and Rec	20,000	20,000
College Park Arts Exchange	Rec	Parks and Rec	5,000	5,000
The Conservancy of Broad Creek, Inc.	Rec	Parks and Rec	50,000	50,000
The Denney House, Inc.	Rec	Parks and Rec	50,000	50,000
District Heights Boys & Girls Club, Inc.	Rec	Parks and Rec	50,000	50,000
Cooperative Extension Service (4H)	Rec	Parks and Rec	208,600	208,600
End Time Harvest Ministries Inc.	Rec	Parks and Rec	100,000	100,000
End Time Harvest Ministries Inc. (Pathways to Career Success Program)	Rec	Parks and Rec	50,000	50,000
Forestville Boys and Girls Club	Rec	Parks and Rec	50,000	50,000
Ft. Washington Area Recreation Council, Inc.	Rec	Parks and Rec	30,000	30,000
Ft. Washington Pool Association, Inc.	Rec	Parks and Rec	10,000	10,000
Gateway Arts Program	Rec	Parks and Rec	45,000	45,000
G-I-R-L-S, Inc.	Rec	Parks and Rec	20,000	20,000
Girl Scouts Capital Area	Rec	Parks and Rec	10,000	10,000
Glenarden Boys and Girls Club	Rec	Parks and Rec	20,000	20,000
Glenarden Track Club	Rec	Parks and Rec	20,000	20,000
The Global Air Drone Academy, Inc.	Rec	Parks and Rec	15,000	15,000
Greater Laurel United Soccer Club	Rec	Parks and Rec	5,000	5,000
Greenbelt Aquatics & Fitness Center	Rec	Parks and Rec	110,000	110,000
Greenbelt Community Center	Rec	Parks and Rec	50,000	50,000
Huntington City Community Development Corporation	Rec	Parks and Rec	15,000	15,000
ImpactDMV Inc.	Rec	Parks and Rec	100,000	100,000
Ivy Community Charities	Rec	Parks and Rec	10,000	10,000
Joan's House Inc.	Rec	Parks and Rec	100,000	100,000
Junior Achievement	Rec	Parks and Rec	20,000	20,000
Kappa Epsilon Lambda Education Foundation, Incorporated (KELF)	Rec	Parks and Rec	100,000	100,000
Kentlands Boxing Club	Rec	Parks and Rec	5,000	5,000
Kettering-Largo-Mitchellville Boys & Girls Club	Rec	Parks and Rec	30,000	30,000
Lake Arbor Foundation	Rec	Parks and Rec	175,000	175,000
Lanham Boys & Girls Club	Rec	Parks and Rec	25,000	25,000
Latin America Youth Center	Rec	Parks and Rec	40,000	40,000
Laurel Boys & Girls Club	Rec	Parks and Rec	100,000	100,000
Laurel Historic Society	Rec	Parks and Rec	50,000	50,000
Laurel Little League	Rec	Parks and Rec	5,000	5,000
Laurel Stallions	Rec	Parks and Rec	5,000	5,000
Make Smart Cool	Rec	Parks and Rec	20,000	20,000
Maryland Buccaneers Youth Club Co	Rec	Parks and Rec	10,000	10,000
Marlboro Boys' & Girls' Club, Inc	Rec	Parks and Rec	10,000	10,000
Mentoring Through Athletics Inc.	Rec	Parks and Rec	30,000	30,000
Millwood/Waterford Programming	Rec	Parks and Rec	10,000	10,000
One Love Life Center, Inc	Rec	Parks and Rec	50,000	50,000
Oxon Hill Boys & Girls Club	Rec	Parks and Rec	10,000	10,000
Oxon Hill High School Instrumental Music Department	Rec	Parks and Rec	15,000	15,000
Oxon Hill Recreation Club Inc	Rec	Parks and Rec	15,000	15,000
Palmer Park Boys & Girls Club	Rec	Parks and Rec	20,000	20,000
Palmer Park Smash	Rec	Parks and Rec	10,000	10,000
Pi Upsilon Lambda Alpha Pi Alpha Charitable Foundation	Rec	Parks and Rec	3,750	3,750
PGCC - Outreach, Facilities, etc	Rec	Parks and Rec	250,000	250,000
PGCC Team Builders Program	Rec	Parks and Rec	100,000	100,000
Prince George's African American Museum and Cultural Center	Rec	Parks and Rec	25,000	25,000
Prince George's Arts and Humanities Council	Rec	Parks and Rec	120,000	120,000
Prince George's Philharmonic	Rec	Parks and Rec	100,000	100,000
Prince George's Pride Lacrosse Club	Rec	Parks and Rec	25,000	25,000
Prince George's Tennis Assoc.	Rec	Parks and Rec	30,000	30,000
Pyramid Atlantic Art Center	Rec	Parks and Rec	30,000	30,000
Reid Temple AME	Rec	Parks and Rec	100,000	100,000
Seat Pleasant Leadership Development Program	Rec	Parks and Rec	85,000	85,000
Student Athletes for Educational Opportunities	Rec	Parks and Rec	20,000	20,000
Theresa Banks Swim Club	Rec	Parks and Rec	20,000	20,000
Town of Forest Heights (Youth and Community Programming)	Rec	Parks and Rec	125,000	125,000
West Laurel Swim Club, Incorporated	Rec	Parks and Rec	50,000	50,000
White Rose Foundation	Rec	Parks and Rec	10,000	10,000
Youth Development Program (In Reach, Inc.)	Rec	Parks and Rec	50,000	50,000
<i>One-Time Project Charges Allocated for FY2024 Only</i>				
Capitol Heights Parks and Recreation	Rec	Parks and Rec	200,000	-
City of Seat Pleasant, Senior Programming	Rec	Parks and Rec	25,000	-
City of Seat Pleasant, Social Services	Rec	Parks and Rec	60,000	-
Community on the Front Line	Rec	Parks and Rec	100,000	-
Impact One	Rec	Parks and Rec	50,000	-
Judge Mc Now Literacy & STEAM Resources, Inc.	Rec	Parks and Rec	100,000	-
Local Initiatives Support Corporation (LISC)	Rec	Parks and Rec	250,000	-
Operation Earnie's Plate Incorporated	Rec	Parks and Rec	100,000	-
Progressive Maryland, Inc.	Rec	Parks and Rec	100,000	-
Reid Temple Christian Academy (Pre-K Program)	Rec	Parks and Rec	2,300,000	-
Sutland Civic Association	Rec	Parks and Rec	800,000	-
Town of Morningside	Rec	Parks and Rec	100,000	-
<b>Total Project Charges</b>			<b>\$ 9,276,150</b>	<b>\$ 4,891,150</b>



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

## PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Office of the Director</b>					
Personnel Services	2,960,794	3,769,983	3,769,983	4,204,768	11.5%
Supplies and Materials	47,852	36,900	36,900	43,000	16.5%
Other Services and Charges	249,813	220,861	220,861	374,861	69.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>3,258,459</b>	<b>4,027,744</b>	<b>4,027,744</b>	<b>4,622,629</b>	<b>14.8%</b>
<b>Park Police</b>					
Personnel Services	19,499,454	22,449,206	22,449,206	24,297,022	8.2%
Supplies and Materials	1,026,246	887,900	887,900	1,062,915	19.7%
Other Services and Charges	680,511	1,059,200	1,059,200	2,486,200	134.7%
Capital Outlay	3,333,111	1,060,200	1,060,200	1,060,200	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>24,539,322</b>	<b>25,456,506</b>	<b>25,456,506</b>	<b>28,906,337</b>	<b>13.6%</b>
<b>Support Services</b>					
Personnel Services	156,711	136,600	136,600	182,600	33.7%
Supplies and Materials	42,681	519,300	519,300	569,300	9.6%
Other Services and Charges	9,494,645	9,728,027	9,728,027	11,814,616	21.4%
Capital Outlay	967,415	1,054,000	1,054,000	2,559,000	142.8%
Other Classifications	-	-	-	-	-
Chargebacks	1,519,065	1,525,455	1,525,455	1,671,950	9.6%
<b>Total</b>	<b>12,180,517</b>	<b>12,963,382</b>	<b>12,963,382</b>	<b>16,797,466</b>	<b>29.6%</b>
<b>Administration and Development - Deputy Director</b>					
Personnel Services	824,067	1,231,825	1,231,825	2,183,209	77.2%
Supplies and Materials	20,753	18,900	18,900	43,500	130.2%
Other Services and Charges	22,589	88,800	88,800	211,200	137.8%
Capital Outlay	-	-	-	50,000	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>867,409</b>	<b>1,339,525</b>	<b>1,339,525</b>	<b>2,487,909</b>	<b>85.7%</b>
<b>Management Services</b>					
Personnel Services	5,102,452	5,339,610	5,339,610	6,082,666	13.9%
Supplies and Materials	134,383	343,400	343,400	345,400	0.6%
Other Services and Charges	1,211,056	1,348,560	1,348,560	1,532,560	13.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>6,447,891</b>	<b>7,031,570</b>	<b>7,031,570</b>	<b>7,960,626</b>	<b>13.2%</b>





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

## PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Information Technology Services</b>					
Personnel Services	3,904,899	4,069,723	4,069,723	4,226,700	3.9%
Supplies and Materials	1,143,411	1,444,000	1,444,000	1,396,051	-3.3%
Other Services and Charges	2,180,545	1,242,500	1,242,500	3,741,554	201.1%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>7,228,855</b>	<b>6,756,223</b>	<b>6,756,223</b>	<b>9,364,305</b>	<b>38.6%</b>
<b>Capital Planning and Development</b>					
Personnel Services	4,719,364	6,482,622	6,482,622	6,665,987	2.8%
Supplies and Materials	59,769	27,600	27,600	27,600	0.0%
Other Services and Charges	1,048,652	919,242	919,242	919,242	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>5,827,785</b>	<b>7,429,464</b>	<b>7,429,464</b>	<b>7,612,829</b>	<b>2.5%</b>
<b>Public Affairs and Community Engagement</b>					
Personnel Services	2,178,065	2,975,983	2,975,983	2,535,004	-14.8%
Supplies and Materials	49,319	173,400	173,400	171,000	-1.4%
Other Services and Charges	621,909	687,881	687,881	1,305,411	89.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>2,849,293</b>	<b>3,837,264</b>	<b>3,837,264</b>	<b>4,011,415</b>	<b>4.5%</b>
<b>Park Planning and Envir. Stewardship (formerly Land Management and Envir. Stewardship)</b>					
Personnel Services	1,872,661	3,007,411	3,007,411	3,984,438	32.5%
Supplies and Materials	2,886	20,000	20,000	45,400	127.0%
Other Services and Charges	339,134	156,623	156,623	402,123	156.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>2,214,681</b>	<b>3,184,034</b>	<b>3,184,034</b>	<b>4,431,961</b>	<b>39.2%</b>
<b>Facility Services</b>					
Personnel Services	14,264,922	16,031,496	16,031,496	17,188,060	7.2%
Supplies and Materials	4,325,881	4,287,200	4,287,200	4,713,200	9.9%
Other Services and Charges	11,495,781	9,497,600	9,497,600	13,572,600	42.9%
Capital Outlay	2,919,922	539,700	539,700	2,514,700	365.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>33,006,506</b>	<b>30,355,996</b>	<b>30,355,996</b>	<b>37,988,560</b>	<b>25.1%</b>



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

## PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Natural and Historic Resources</b>					
Personnel Services	7,799,239	8,585,722	8,585,722	9,722,810	13.2%
Supplies and Materials	559,158	627,400	627,400	1,432,400	128.3%
Other Services and Charges	1,304,665	1,166,600	1,166,600	1,771,600	51.9%
Capital Outlay	111,330	62,000	62,000	62,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>9,774,392</b>	<b>10,441,722</b>	<b>10,441,722</b>	<b>12,988,810</b>	<b>24.4%</b>
<b>Northern Region Parks Division</b>					
Personnel Services	10,000,532	12,276,068	12,276,068	13,404,607	9.2%
Supplies and Materials	1,124,199	1,248,800	1,248,800	1,345,613	7.8%
Other Services and Charges	1,143,982	710,660	710,660	1,510,071	112.5%
Capital Outlay	1,048,410	361,500	361,500	636,500	76.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>13,317,123</b>	<b>14,597,028</b>	<b>14,597,028</b>	<b>16,896,791</b>	<b>15.8%</b>
<b>Southern Region Parks Division</b>					
Personnel Services	9,501,761	10,879,297	10,879,297	11,727,250	7.8%
Supplies and Materials	997,278	1,218,580	1,218,580	1,742,880	43.0%
Other Services and Charges	807,870	1,133,785	1,133,785	1,523,785	34.4%
Capital Outlay	1,711,123	411,500	411,500	846,500	105.7%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>13,018,032</b>	<b>13,643,162</b>	<b>13,643,162</b>	<b>15,840,415</b>	<b>16.1%</b>
<b>Arts and Cultural Heritage</b>					
Personnel Services	1,451,575	1,304,007	1,304,007	1,776,437	36.2%
Supplies and Materials	171,729	233,795	233,795	353,795	51.3%
Other Services and Charges	474,892	211,985	211,985	341,985	61.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>2,098,196</b>	<b>1,749,787</b>	<b>1,749,787</b>	<b>2,472,217</b>	<b>41.3%</b>
<b>Non-departmental</b>					
Personnel Services	6,979,559	10,197,344	10,197,344	12,964,116	27.1%
Salary Adjustment Marker	-	3,205,805	3,205,805	5,357,213	67.1%
Salary Lapse	-	-	-	-	-
Other Personnel	-	50,398	50,398	-	-100.0%
OPEB PreFunding	2,999,119	2,763,794	2,763,794	2,887,702	4.5%
OPEB Paygo	3,980,440	4,177,347	4,177,347	4,719,201	13.0%
Supplies and Materials	(77,671)	-	-	-	-
Other Services and Charges	644,799	870,800	870,800	645,800	-25.8%
Capital Outlay	(5,226)	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>7,541,461</b>	<b>11,068,144</b>	<b>11,068,144</b>	<b>13,609,916</b>	<b>23.0%</b>



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

## PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
Grants					
Personnel Services	20,346	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	(8,752)	-	-	-	-
Capital Outlay	20,000	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total	<u>31,594</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Uses/Transfers Out					
Capital Projects Funds	31,350,000	26,500,000	26,500,000	19,346,000	-27.0%
Debt Service Fund	12,419,990	14,271,253	14,271,253	16,919,703	18.6%
Enterprise Fund	-	-	-	-	-
Largo HQ Bldg Fund	48,000,000	-	-	-	-
Total	<u>91,769,990</u>	<u>40,771,253</u>	<u>40,771,253</u>	<u>36,265,703</u>	<u>-11.1%</u>
Budgetary Reserve	7,208,500	7,694,100	7,694,100	9,299,600	20.9%
Fund Total	<u>243,180,006</u>	<u>202,346,904</u>	<u>202,346,904</u>	<u>231,557,489</u>	<u>14.4%</u>
Total Park Fund					
Personnel Services	91,236,401	108,736,897	108,736,897	121,145,674	11.4%
Supplies and Materials	9,627,874	11,087,175	11,087,175	13,292,054	19.9%
Other Services and Charges	31,712,091	29,043,124	29,043,124	42,153,608	45.1%
Capital Outlay	10,106,085	3,488,900	3,488,900	7,728,900	121.5%
Other Classifications	-	-	-	-	-
Chargebacks	1,519,065	1,525,455	1,525,455	1,671,950	9.6%
Subtotal Park Fund	<u>144,201,516</u>	<u>153,881,551</u>	<u>153,881,551</u>	<u>185,992,186</u>	<u>20.9%</u>
Transfers Out	91,769,990	40,771,253	40,771,253	36,265,703	-11.1%
Budgetary Reserve	7,208,500	7,694,100	7,694,100	9,299,600	20.9%
Total Park Fund	<u>243,180,006</u>	<u>202,346,904</u>	<u>202,346,904</u>	<u>231,557,489</u>	<u>14.4%</u>



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

## PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Public Affairs and Community Engagement</b>					
Personnel Services	475,550	539,689	539,689	832,053	54.2%
Supplies and Materials	21,351	428,600	428,600	428,601	0.0%
Other Services and Charges	544,440	178,864	178,864	553,864	209.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,041,341</b>	<b>1,147,153</b>	<b>1,147,153</b>	<b>1,814,518</b>	<b>58.2%</b>
<b>Facility Services</b>					
Personnel Services	255,104	320,243	320,243	421,056	31.5%
Supplies and Materials	97,505	178,303	178,303	178,303	0.0%
Other Services and Charges	824,372	730,530	730,530	1,230,530	68.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,176,981</b>	<b>1,229,076</b>	<b>1,229,076</b>	<b>1,829,889</b>	<b>48.9%</b>
<b>Parks and Facilities Management - Deputy Director</b>					
Personnel Services	438,702	453,439	453,439	550,892	21.5%
Supplies and Materials	16,439	128,900	128,900	136,800	6.1%
Other Services and Charges	42,791	71,500	71,500	90,500	26.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>497,932</b>	<b>653,839</b>	<b>653,839</b>	<b>778,192</b>	<b>19.0%</b>
<b>Support Services</b>					
Personnel Services	252,712	79,600	79,600	31,200	-60.8%
Supplies and Materials	102,020	243,800	243,800	343,800	41.0%
Other Services and Charges	8,941,260	8,835,378	8,835,378	11,931,901	35.0%
Capital Outlay	388,970	446,000	446,000	446,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	595,988	602,378	602,378	674,957	12.0%
<b>Total</b>	<b>10,280,950</b>	<b>10,207,156</b>	<b>10,207,156</b>	<b>13,427,858</b>	<b>31.6%</b>
<b>Aquatics and Athletic Facilities</b>					
Personnel Services	14,650,029	15,330,668	15,330,668	17,467,704	13.9%
Supplies and Materials	829,124	1,240,993	1,240,993	1,240,993	0.0%
Other Services and Charges	1,388,412	1,430,355	1,430,355	980,355	-31.5%
Capital Outlay	73,019	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>16,940,584</b>	<b>18,002,016</b>	<b>18,002,016</b>	<b>19,689,052</b>	<b>9.4%</b>



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

## PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Youth and Countywide Sports</b>					
Personnel Services	2,474,653	2,972,598	2,972,598	3,823,306	28.6%
Supplies and Materials	85,943	451,650	451,650	451,650	0.0%
Other Services and Charges	213,208	557,800	557,800	557,800	0.0%
Capital Outlay	173,036	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>2,946,840</b>	<b>3,982,048</b>	<b>3,982,048</b>	<b>4,832,756</b>	<b>21.4%</b>
<b>Natural and Historic Resources</b>					
Personnel Services	1,272,122	1,369,813	1,369,813	1,757,212	28.3%
Supplies and Materials	102,901	159,200	159,200	246,700	55.0%
Other Services and Charges	258,138	217,100	217,100	304,600	40.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>1,633,161</b>	<b>1,746,113</b>	<b>1,746,113</b>	<b>2,308,512</b>	<b>32.2%</b>
<b>Arts and Cultural Heritage</b>					
Personnel Services	3,636,078	3,993,049	3,993,049	4,976,545	24.6%
Supplies and Materials	188,376	295,228	295,228	422,728	43.2%
Other Services and Charges	735,999	834,657	834,657	1,138,657	36.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>4,560,453</b>	<b>5,122,934</b>	<b>5,122,934</b>	<b>6,537,930</b>	<b>27.6%</b>
<b>Recreation and Leisure Services - Deputy Director</b>					
Personnel Services	415,546	489,588	489,588	491,361	0.4%
Supplies and Materials	17,055	5,000	5,000	21,000	320.0%
Other Services and Charges	16,324	38,700	38,700	53,700	38.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>448,925</b>	<b>533,288</b>	<b>533,288</b>	<b>566,061</b>	<b>6.1%</b>
<b>Special Programs</b>					
Personnel Services	8,929,539	11,909,967	11,909,967	13,155,439	10.5%
Supplies and Materials	796,740	727,060	727,060	771,762	6.1%
Other Services and Charges	572,123	1,090,750	1,090,750	1,090,750	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>10,298,402</b>	<b>13,727,777</b>	<b>13,727,777</b>	<b>15,017,951</b>	<b>9.4%</b>



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

## PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2025

	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Northern Recreation and Leisure Services</b>					
Personnel Services	10,557,799	11,697,576	11,697,576	14,105,795	20.6%
Supplies and Materials	420,521	894,875	894,875	894,874	0.0%
Other Services and Charges	1,325,551	1,503,271	1,503,271	1,503,271	0.0%
Capital Outlay	1,119	64,000	64,000	64,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>12,304,990</b>	<b>14,159,722</b>	<b>14,159,722</b>	<b>16,567,940</b>	<b>17.0%</b>
<b>Southern Recreation and Leisure Services</b>					
Personnel Services	9,922,802	10,398,322	10,398,322	12,847,022	23.5%
Supplies and Materials	863,745	1,821,911	1,821,911	1,831,911	0.5%
Other Services and Charges	1,666,308	1,537,250	1,537,250	1,537,250	0.0%
Capital Outlay	107,977	641,713	641,713	641,713	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>12,560,832</b>	<b>14,399,196</b>	<b>14,399,196</b>	<b>16,857,896</b>	<b>17.1%</b>
<b>Non-Departmental</b>					
Personnel Services	2,916,705	4,390,662	4,390,662	5,413,677	23.3%
Salary Adjustment Marker	-	1,555,825	1,555,825	2,278,818	46.5%
Other Personnel	-	20,639	20,639	-	-100.0%
OPEB PreFunding	1,253,310	1,120,545	1,120,545	1,190,043	6.2%
OPEB Paygo	1,663,395	1,693,653	1,693,653	1,944,816	14.8%
Supplies and Materials	(11,373)	-	-	-	-
Other Services and Charges	3,462,158	8,477,350	8,477,350	4,276,350	-49.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>6,367,490</b>	<b>12,868,012</b>	<b>12,868,012</b>	<b>9,690,027</b>	<b>-24.7%</b>
<b>Grants</b>					
Personnel Services	41,060	-	-	-	-
Supplies and Materials	75,176	-	-	-	-
Other Services and Charges	502,341	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total</b>	<b>618,577</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Uses/Transfers Out</b>					
Capital Projects Fund	19,588,514	10,000,000	10,000,000	13,000,000	30.0%
Enterprise Fund	9,065,291	8,427,243	8,427,243	8,046,671	-4.5%
Largo HQ Bldg Fund	7,000,000	-	-	-	-
<b>Total</b>	<b>35,653,805</b>	<b>18,427,243</b>	<b>18,427,243</b>	<b>21,046,671</b>	<b>14.2%</b>
Budgetary Reserve	4,506,200	5,310,300	5,310,300	5,898,300	11.1%
<b>Fund Total</b>	<b>121,837,463</b>	<b>121,515,873</b>	<b>121,515,873</b>	<b>136,863,553</b>	<b>12.6%</b>
<b>Total Recreation Fund</b>					
Personnel Services	56,238,401	63,945,214	63,945,214	75,873,262	18.7%
Supplies and Materials	3,605,523	6,575,520	6,575,520	6,969,122	6.0%
Other Services and Charges	20,493,425	25,503,505	25,503,505	25,249,528	-1.0%
Capital Outlay	744,121	1,151,713	1,151,713	1,151,713	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	595,988	602,378	602,378	674,957	12.0%
<b>Subtotal Recreation Fund</b>	<b>81,677,458</b>	<b>97,778,330</b>	<b>97,778,330</b>	<b>109,918,582</b>	<b>12.4%</b>
Transfers Out	35,653,805	18,427,243	18,427,243	21,046,671	14.2%
Budgetary Reserve	4,506,200	5,310,300	5,310,300	5,898,300	11.1%
<b>Total Recreation Fund</b>	<b>121,837,463</b>	<b>121,515,873</b>	<b>121,515,873</b>	<b>136,863,553</b>	<b>12.6%</b>



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

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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>PARK FUND</b>						
<u>OFFICE OF THE DIRECTOR</u>						
Full-Time Career	26.00	26.00	26.00	26.00	29.00	29.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>26.00</b>	<b>26.00</b>	<b>26.00</b>	<b>26.00</b>	<b>29.00</b>	<b>29.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.15	-	2.15	-	1.70
<b>Subtotal Office of the Director</b>	<b>26.00</b>	<b>28.15</b>	<b>26.00</b>	<b>28.15</b>	<b>29.00</b>	<b>30.70</b>
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	41.00	41.00	41.00	41.00	45.00	45.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>45.00</b>	<b>45.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	26.23	-	28.61	-	26.45
<b>Subtotal Management Services</b>	<b>41.00</b>	<b>67.23</b>	<b>41.00</b>	<b>69.61</b>	<b>45.00</b>	<b>71.45</b>
<u>ADMINISTRATION AND DEVELOPMENT</u>						
Full-Time Career	7.00	7.00	7.00	7.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>15.00</b>	<b>15.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.37	-	2.37	-	3.06
<b>Subtotal Administration and Development</b>	<b>7.00</b>	<b>9.37</b>	<b>7.00</b>	<b>9.37</b>	<b>15.00</b>	<b>18.06</b>
<u>PUBLIC AFFAIRS AND COMMUNITY ENGAGEMENT</u>						
Full-Time Career	21.00	21.00	23.00	23.00	20.00	20.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>21.00</b>	<b>21.00</b>	<b>23.00</b>	<b>23.00</b>	<b>20.00</b>	<b>20.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	15.95	-	15.95	-	12.59
<b>Subtotal Public Affairs and Community Engagemen</b>	<b>21.00</b>	<b>36.95</b>	<b>23.00</b>	<b>38.95</b>	<b>20.00</b>	<b>32.59</b>
<u>INFORMATION TECHNOLOGY SERVICES</u>						
Full-Time Career	31.00	31.00	31.00	31.00	31.00	31.00
Part-Time Career	2.00	1.88	2.00	1.88	2.00	1.88
<b>Career Total</b>	<b>33.00</b>	<b>32.88</b>	<b>33.00</b>	<b>32.88</b>	<b>33.00</b>	<b>32.88</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	6.18	-	6.18	-	4.53
<b>Subtotal Information Technology Services</b>	<b>33.00</b>	<b>39.06</b>	<b>33.00</b>	<b>39.06</b>	<b>33.00</b>	<b>37.41</b>
<u>PARK POLICE</u>						
Full-Time Career	170.00	170.00	170.00	170.00	175.00	175.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>170.00</b>	<b>170.00</b>	<b>170.00</b>	<b>170.00</b>	<b>175.00</b>	<b>175.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	4.93	-	4.93	-	3.62
<b>Subtotal Park Police</b>	<b>170.00</b>	<b>174.93</b>	<b>170.00</b>	<b>174.93</b>	<b>175.00</b>	<b>178.62</b>
<u>CAPITAL PLANNING AND DEVELOPMENT</u>						
Full-Time Career	45.00	45.00	45.00	45.00	47.00	47.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>45.00</b>	<b>45.00</b>	<b>45.00</b>	<b>45.00</b>	<b>47.00</b>	<b>47.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	3.80	-	3.80	-	2.72
<b>Subtotal Capital Planning and Development</b>	<b>45.00</b>	<b>48.80</b>	<b>45.00</b>	<b>48.80</b>	<b>47.00</b>	<b>49.72</b>
<u>PARK PLANNING AND ENV. STEWARDSHIP (formerly LAND MANAGEMENT AND ENV. STEWARDSHIP)</u>						
Full-Time Career	20.00	20.00	21.00	21.00	25.00	25.00
Part-Time Career	1.00	1.00	-	-	1.00	0.95
<b>Career Total</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>26.00</b>	<b>25.95</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Subtotal Park Planning and Env. Stewardship</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>26.00</b>	<b>25.95</b>



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

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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>PARK FUND</b>						
<u>PARKS AND FACILITIES MANAGEMENT</u>						
Full-Time Career	479.00	479.00	490.00	490.00	507.00	507.00
Part-Time Career	3.00	2.64	3.00	2.34	3.00	2.34
<b>Career Total</b>	<b>482.00</b>	<b>481.64</b>	<b>493.00</b>	<b>492.34</b>	<b>510.00</b>	<b>509.34</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	160.82	-	185.52	-	124.73
<b>Subtotal Parks and Facilities Management</b>	<b>482.00</b>	<b>642.46</b>	<b>493.00</b>	<b>677.86</b>	<b>510.00</b>	<b>634.07</b>
<b>TOTAL PARK FUND POSITIONS/WORKYEARS</b>						
Full-Time Career	840.00	840.00	854.00	854.00	894.00	894.00
Part-Time Career	6.00	5.52	5.00	4.22	6.00	5.17
<b>Career Total</b>	<b>846.00</b>	<b>845.52</b>	<b>859.00</b>	<b>858.22</b>	<b>900.00</b>	<b>899.17</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	222.43	-	249.51	-	179.40
<b>Grand Total Park Fund</b>	<b>846.00</b>	<b>1,067.95</b>	<b>859.00</b>	<b>1,107.73</b>	<b>900.00</b>	<b>1,078.57</b>
<b>RECREATION FUND</b>						
<u>PUBLIC AFFAIRS AND COMMUNITY ENGAGEMENT</u>						
Full-Time Career	5.00	5.00	4.00	4.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>5.00</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	3.66	-	3.66	-	3.46
<b>Subtotal Public Affairs and Community Engagemen</b>	<b>5.00</b>	<b>8.66</b>	<b>4.00</b>	<b>7.66</b>	<b>5.00</b>	<b>8.46</b>
<u>PARKS AND FACILITIES MANAGEMENT</u>						
Full-Time Career	45.00	45.00	47.00	47.00	52.00	52.00
Part-Time Career	-	-	-	-	1.00	0.95
<b>Career Total</b>	<b>45.00</b>	<b>45.00</b>	<b>47.00</b>	<b>47.00</b>	<b>53.00</b>	<b>52.95</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	55.76	-	55.76	-	49.53
<b>Subtotal Parks and Facilities Management</b>	<b>45.00</b>	<b>100.76</b>	<b>47.00</b>	<b>102.76</b>	<b>53.00</b>	<b>102.48</b>
<u>RECREATION AND LEISURE SERVICES</u>						
Full-Time Career	290.00	290.00	291.00	291.00	302.00	302.00
Part-Time Career	3.00	1.94	12.00	7.44	22.00	20.90
<b>Career Total</b>	<b>293.00</b>	<b>291.94</b>	<b>303.00</b>	<b>298.44</b>	<b>324.00</b>	<b>322.90</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	874.23	-	867.30	-	678.89
<b>Subtotal Recreation and Leisure Services</b>	<b>293.00</b>	<b>1,166.17</b>	<b>303.00</b>	<b>1,165.74</b>	<b>324.00</b>	<b>1,001.79</b>
<b>TOTAL RECREATION FUND POSITIONS/WORKYEARS</b>						
Full-Time Career	340.00	340.00	342.00	342.00	359.00	359.00
Part-Time Career	3.00	1.94	12.00	7.44	23.00	21.85
<b>Career Total</b>	<b>343.00</b>	<b>341.94</b>	<b>354.00</b>	<b>349.44</b>	<b>382.00</b>	<b>380.85</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	933.65	-	926.72	-	731.88
<b>Grand Total Recreation Fund</b>	<b>343.00</b>	<b>1,275.59</b>	<b>354.00</b>	<b>1,276.16</b>	<b>382.00</b>	<b>1,112.73</b>
<b>TOTAL PARK AND RECREATION FUNDS POSITIONS/WORKYEARS</b>						
Full-Time Career	1,180.00	1,180.00	1,196.00	1,196.00	1,253.00	1,253.00
Part-Time Career	9.00	7.46	17.00	11.66	29.00	27.02
<b>Career Total</b>	<b>1,189.00</b>	<b>1,187.46</b>	<b>1,213.00</b>	<b>1,207.66</b>	<b>1,282.00</b>	<b>1,280.02</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	1,156.08	-	1,176.23	-	911.28
<b>Grand Total Park and Recreation Funds</b>	<b>1,189.00</b>	<b>2,343.54</b>	<b>1,213.00</b>	<b>2,383.89</b>	<b>1,282.00</b>	<b>2,191.30</b>





# Prince George's County Parks and Recreation Department – Enterprise Fund

## OVERVIEW

The goal of the Enterprise Fund Programs is to provide specialized fee-based recreation facilities and services, manage to control costs to match revenue and/or subsidies and marketed to enhance the County's tourism efforts.

User fees and charges along with merchandise sales and concessions predominately finance Enterprise facilities. These facilities operate to serve specialized recreation needs without unnecessarily taxing those who do not use the services. The Enterprise Fund includes both self-operated facilities and facilities leased to private concessionaires. Examples of self-operated facilities include the Bladensburg Waterfront Park, Tucker Road Ice Rink, Enterprise Golf Course, Cosca Regional Park Tennis Center, Show Place Area and Equestrian Center and other similar amenities. Other classifications in this Fund include chargebacks. The FY25 proposed expenditures total \$16,642,675, an increase of \$1,575,628.

## BUDGET AT A GLANCE

### PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses by Fund/Division/Facility PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues and Transfers In:</b>					
Ice Rinks	\$ 2,184,031	\$ 1,312,089	\$ 1,312,089	\$ 1,867,424	42.3%
Golf Courses	4,127,633	3,459,171	3,459,171	4,007,103	15.8%
Regional Park Tennis Bubbles	668,748	615,123	615,123	673,359	9.5%
Show Place Arena / Equestrian Center	3,782,483	4,329,694	4,329,694	4,214,372	-2.7%
Trap and Skeet Center	1,650,015	1,694,575	1,694,575	1,777,162	4.9%
College Park Airport	815,628	674,167	674,167	942,543	39.8%
Bladensburg Waterfront Park	1,862,667	1,738,024	1,738,024	1,762,801	1.4%
Enterprise Administration	1,331,401	899,000	899,000	677,907	-24.6%
Sports and Learning Complex	534,981	-	-	-	-
Enterprise Division	-	-	-	-	-
<b>Total Revenues and Transfers In</b>	<b>16,957,587</b>	<b>14,721,843</b>	<b>14,721,843</b>	<b>15,922,671</b>	<b>8.2%</b>
<b>Expenses and Transfers Out:</b>					
Ice Rinks	1,697,387	1,336,704	1,336,704	1,893,991	41.7%
Golf Courses	4,692,519	3,582,241	3,582,241	4,139,935	15.6%
Regional Park Tennis Bubbles	626,609	631,533	631,533	681,071	7.8%
Show Place Arena / Equestrian Center	4,757,661	3,981,916	3,981,916	4,208,154	5.7%
Trap and Skeet Center	1,691,625	1,727,394	1,727,394	1,812,584	4.9%
College Park Airport	816,519	690,577	690,577	733,144	6.2%
Bladensburg Waterfront Park	1,223,960	1,746,229	1,746,229	1,762,801	0.9%
Enterprise Administration	1,088,005	1,264,619	1,264,619	1,410,995	11.6%
Sports and Learning Complex	14,879,895	-	-	-	-
Enterprise Division	-	105,834	105,834	-	-100.0%
<b>Total Expenses and Transfers Out</b>	<b>\$ 31,474,180</b>	<b>\$ 15,067,047</b>	<b>\$ 15,067,047</b>	<b>\$ 16,642,675</b>	<b>10.5%</b>



# Prince George's County Parks and Recreation Department - Ice Rinks

## OVERVIEW

This program operates and maintains the Tucker Road Ice Rink and the Herbert Wells Ice Rink. Herbert Wells Ice Rink is a covered outdoor rink operating from late October through late March. The Tucker Road Ice Rink is a fully enclosed year-round facility. Both facilities are National Hockey League (NHL) regulation size, operate seven days a week and rent space for both Youth and Adult hockey programs and special events. Each rink offers a comprehensive learn-to-skate program, recreational skating, birthday parties, free-style sessions, pick-up hockey sessions, Youth and Adult Hockey teams, and Learn to Play Hockey programs.

## BUDGET AT A GLANCE

### PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	1,600	1,600	1,600	0.0%
Charges for Services	397,507	136,000	136,000	342,000	151.5%
Rentals and Concessions	597,473	81,200	81,200	539,200	564.0%
Miscellaneous	-	-	-	-	-
Interest	129,877	2,500	2,500	2,500	0.0%
Transfers In	1,059,174	1,090,789	1,090,789	982,124	-10.0%
<b>Total Oper. Rev and Other Sources</b>	<b>2,184,031</b>	<b>1,312,089</b>	<b>1,312,089</b>	<b>1,867,424</b>	<b>42.3%</b>
<b>Operating Expenses and Other Uses:</b>					
Personnel Services	994,087	785,904	785,904	1,031,591	31.3%
Goods for Resale	-	-	-	10,000	-
Supplies and Materials	166,889	109,400	109,400	233,200	113.2%
Other Services and Charges	536,411	441,400	441,400	619,200	40.3%
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>1,697,387</b>	<b>1,336,704</b>	<b>1,336,704</b>	<b>1,893,991</b>	<b>41.7%</b>
<b>Gain (Loss)</b>	<b>\$ 486,644</b>	<b>\$ (24,615)</b>	<b>\$ (24,615)</b>	<b>\$ (26,567)</b>	<b>7.9%</b>

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



# Prince George's County Parks and Recreation Department - Ice Rinks

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ICE RINKS</u>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		18.40		18.40		13.48
<b>Total Workyears</b>	<b>3.00</b>	<b>21.40</b>	<b>3.00</b>	<b>21.40</b>	<b>3.00</b>	<b>16.48</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Maintained interest revenue based on historical trends and projected forecasts.
- Restored Tucker Road Ice Rink budget (revenue and expenses) which was reduced in FY18.



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

## OVERVIEW

This program provides recreational golf facilities to the public and to the region. Our program offers one eighteen-hole golf property, two nine-hole golf properties, and a three-hole golf facility designed for growing the game of golf. Enterprise, Paint Branch, Henson Creek and Cross Creek Golf Courses all offer a challenging golf layout, food and beverage, merchandise selections, practice facilities, and more. The Division prides itself on quality course conditions and superior customer service. Some of the internal programs include but is not limited to general golf play, individual and group instruction, corporate and charity event hosting, food, and beverage, fully stocked golf shops, practice facilities, golf simulator instruction, and Jr. Golf development.

## BUDGET AT A GLANCE

### PRINCE GEORGE'S COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	294,637	336,000	336,000	429,900	27.9%
Charges for Services	1,930,606	1,376,000	1,376,000	2,297,500	67.0%
Rentals and Concessions	444,370	348,000	348,000	450,000	29.3%
Miscellaneous	-	-	-	-	-
Interest	127,044	3,000	3,000	3,000	0.0%
Transfers In	1,330,976	1,396,171	1,396,171	826,703	-40.8%
<b>Total Oper. Rev and Other Sources</b>	<b>4,127,633</b>	<b>3,459,171</b>	<b>3,459,171</b>	<b>4,007,103</b>	<b>15.8%</b>
<b>Operating Expenses and Other Uses:</b>					
Personnel Services	2,840,683	2,326,756	2,326,756	2,864,550	23.1%
Goods for Resale	193,655	138,100	138,100	86,100	-37.7%
Supplies and Materials	662,695	541,515	541,515	507,815	-6.2%
Other Services and Charges	841,925	460,870	460,870	566,470	22.9%
Depreciation & Amortization Expense	153,561	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	115,000	115,000	115,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>4,692,519</b>	<b>3,582,241</b>	<b>3,582,241</b>	<b>4,139,935</b>	<b>15.6%</b>
<b>Gain (Loss)</b>	<b>\$ (564,886)</b>	<b>\$ (123,070)</b>	<b>\$ (123,070)</b>	<b>\$ (132,832)</b>	<b>7.9%</b>

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



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

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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>GOLF COURSES</u>						
Full-Time Career	15.00	15.00	15.00	15.00	17.00	17.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>17.00</b>	<b>17.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		26.60		26.60		24.03
<b>Total Workyears</b>	<b>15.00</b>	<b>41.60</b>	<b>15.00</b>	<b>41.60</b>	<b>17.00</b>	<b>41.03</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Reallocated non-personnel funding between facilities.
- Increased revenue goals for all golf facilities.
- Added two (2) full-time career golf positions.



# 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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	757	-	-	-	-
Charges for Services	140,470	136,000	136,000	186,000	36.8%
Rentals and Concessions	247,413	220,000	220,000	220,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	27,896	2,000	2,000	2,000	0.0%
Transfers In	252,212	257,123	257,123	265,359	3.2%
<b>Total Oper. Rev and Other Sources</b>	<b>668,748</b>	<b>615,123</b>	<b>615,123</b>	<b>673,359</b>	<b>9.5%</b>
<b>Operating Expenses and Other Uses:</b>					
Personnel Services	552,446	512,633	512,633	562,171	9.7%
Goods for Resale	-	-	-	-	-
Supplies and Materials	41,396	66,800	66,800	66,800	0.0%
Other Services and Charges	30,409	52,100	52,100	52,100	0.0%
Depreciation & Amortization Expense	2,358	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>626,609</b>	<b>631,533</b>	<b>631,533</b>	<b>681,071</b>	<b>7.8%</b>
<b>Gain (Loss)</b>	<b>\$ 42,139</b>	<b>\$ (16,410)</b>	<b>\$ (16,410)</b>	<b>\$ (7,712)</b>	<b>-53.0%</b>

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



# Prince George's County Parks and Recreation Department - Regional Park Tennis Bubbles

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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TENNIS BUBBLES</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		11.00		11.00		8.09
<b>Total Workyears</b>	<b>2.00</b>	<b>13.00</b>	<b>2.00</b>	<b>13.00</b>	<b>2.00</b>	<b>10.09</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Maintained interest revenue based on historical trends and projected forecasts.
- Increased seasonal funding.



# Prince George's County Parks and Recreation Department - Show Place Arena & Prince George's Equestrian Center

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## OVERVIEW

The Show Place Arena at Prince George's Equestrian Center manages a ninety-nine (99) acre rental property for large-scale attractions and equestrian events, drawing patrons nationwide. Grounds maintenance covers 863 parking spaces utilized for Arena events, weekday commuters and visitors to local government buildings, law enforcement agencies, and mowing of 15 acres.

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

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





# Prince George's County Parks and Recreation Department - Show Place Arena & Prince George's Equestrian Center

## BUDGET AT A GLANCE

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

#### Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	49,600	329,600	329,600	80,000	-75.7%
Charges for Services	450	4,400	4,400	4,000	-9.1%
Rentals and Concessions	1,323,591	1,102,400	1,102,400	1,102,400	0.0%
Miscellaneous	-	-	-	-	-
Interest	145,257	3,500	3,500	3,500	0.0%
Transfers In	2,263,585	2,889,794	2,889,794	3,024,472	4.7%
<b>Total Oper. Rev and Other Sources</b>	<b>3,782,483</b>	<b>4,329,694</b>	<b>4,329,694</b>	<b>4,214,372</b>	<b>-2.7%</b>
<b>Operating Expenses and Other Uses:</b>					
Personnel Services	2,729,830	2,334,988	2,334,988	2,561,226	9.7%
Goods for Resale	143,002	200,000	200,000	200,000	0.0%
Supplies and Materials	247,954	244,700	244,700	244,700	0.0%
Other Services and Charges	1,161,790	1,080,428	1,080,428	1,080,428	0.0%
Depreciation & Amortization Expense	477,486	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	121,800	121,800	121,800	0.0%
Other Classifications	2,401	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>4,762,463</b>	<b>3,981,916</b>	<b>3,981,916</b>	<b>4,208,154</b>	<b>5.7%</b>
<b>Gain (Loss)</b>	<b>\$ (979,980)</b>	<b>\$ 347,778</b>	<b>\$ 347,778</b>	<b>\$ 6,218</b>	<b>-98.2%</b>

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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<b>SHOW PLACE ARENA / EQUESTRIAN CENTER</b>						
Full-Time Career	15.00	15.00	15.00	15.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	18.79	-	18.79	-	19.53
<b>Total Workyears</b>	<b>15.00</b>	<b>33.79</b>	<b>15.00</b>	<b>33.79</b>	<b>15.00</b>	<b>34.53</b>



**Prince George's County  
Parks and Recreation Department - Show Place Arena & Prince George's  
Equestrian Center**

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**HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET**

- Decreased revenue based on forecasted projections.
- Increased seasonal funding.



# 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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	1,003,262	1,200,000	1,200,000	1,200,000	0.0%
Charges for Services	246,656	144,000	144,000	144,000	0.0%
Rentals and Concessions	44,646	24,000	24,000	24,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	12,764	1,000	1,000	1,000	0.0%
Other	-	-	-	-	-
Transfers In	342,687	325,575	325,575	408,162	25.4%
Total Oper. Rev and Other Sources	<u>1,650,015</u>	<u>1,694,575</u>	<u>1,694,575</u>	<u>1,777,162</u>	<u>4.9%</u>
<b>Operating Expenses and Other Uses:</b>					
Personnel Services	728,074	638,675	638,675	723,865	13.3%
Goods for Resale	750,992	903,304	903,304	903,304	0.0%
Supplies and Materials	6,548	46,915	46,915	46,915	0.0%
Other Services and Charges	203,841	138,500	138,500	138,500	0.0%
Depreciation & Amortization Expense	2,170	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>1,691,625</u>	<u>1,727,394</u>	<u>1,727,394</u>	<u>1,812,584</u>	<u>4.9%</u>
Gain (Loss)	\$ <u>(41,610)</u>	\$ <u>(32,819)</u>	\$ <u>(32,819)</u>	\$ <u>(35,422)</u>	<u>7.9%</u>

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



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

	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TRAP AND SKEET CENTER</u>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		8.50		8.50		6.22
<b>Total Workyears</b>	<b>4.00</b>	<b>12.50</b>	<b>4.00</b>	<b>12.50</b>	<b>4.00</b>	<b>10.22</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET**

- Maintained interest revenue based on historical trends and projected forecasts.



# Prince George's County Parks and Recreation Department - College Park Airport

## OVERVIEW

The College Park Airport provides the public with an active general aviation airport and is operated with a dual-role function. As a Federal Aviation Administration (FAA) designated National Plan of Integrated Airports (NPIAS), and a Maryland Aviation Administration (MAA) small urban airport the facility meets the needs of the pilots and passengers visiting the greater Washington metro area by offering aircraft parking facilities, fuel, maintenance, and related services. As the world's oldest continuously operated airport, the facility promotes its historical heritage and meets the recreational and educational needs of local pilots through support of the Civil Air Patrol (CAP), Tuskegee Airman training, special events, including fly-ins, reunions, meetings, and seminars. College Park Airport has as tenants the Prince Georges County Police Aviation Helicopter Unit, which provides essential services for the county.

The airport also offers state-of-the-art conference and rental amenities for up to 150 people.

Due to federally mandated security restrictions imposed after September 11, 2001, the airport has been severely impacted in its ability to generate revenue from airport users.

## BUDGET AT A GLANCE

### PRINCE GEORGE'S COUNTY ENTERPRISE FUND - COLLEGE PARK AIRPORT Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	127,124	92,800	92,800	92,800	0.0%
Charges for Services	167,772	92,800	92,800	92,800	0.0%
Rentals and Concessions	141,537	81,600	81,600	81,600	0.0%
Miscellaneous	1,500	-	-	-	-
Interest	22,541	1,000	1,000	1,000	0.0%
Transfers In	356,654	405,967	405,967	674,343	66.1%
<b>Total Oper. Rev and Other Sources</b>	<b>817,128</b>	<b>674,167</b>	<b>674,167</b>	<b>942,543</b>	<b>39.8%</b>
<b>Operating Expenses and Other Uses:</b>					
Personnel Services	412,432	401,477	401,477	479,044	19.3%
Goods for Resale	215,547	134,900	134,900	134,900	0.0%
Supplies and Materials	17,728	25,400	25,400	25,400	0.0%
Other Services and Charges	154,896	93,800	93,800	93,800	0.0%
Depreciation & Amortization Expense	14,416	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	35,000	35,000	-	-100.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>815,019</b>	<b>690,577</b>	<b>690,577</b>	<b>733,144</b>	<b>6.2%</b>
<b>Gain (Loss)</b>	<b>\$ 2,109</b>	<b>\$ (16,410)</b>	<b>\$ (16,410)</b>	<b>\$ 209,399</b>	<b>-1376.0%</b>

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



**Prince George’s County  
Parks and Recreation Department - College Park Airport**

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	FY 23 Budget		FY 24 Adopted		FY 25 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	-	-	-	-	-	-
<b>Career Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.48		4.48		4.86
<b>Total Workyears</b>	<b>2.00</b>	<b>6.48</b>	<b>2.00</b>	<b>6.48</b>	<b>2.00</b>	<b>6.86</b>

**HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET**

- Maintained interest revenue based on historical trends and projected forecasts.
- Increased seasonal funding.



# 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 park's goal is to provide beautification, recreational, and educational activities for the public, as well as a boat storage facility, boat rentals and access to the Anacostia River.

The site has undergone a new solar installation on many of the structures to help off-set energy cost and demonstrate the importance of supporting conservation at an environmental education site.

## BUDGET AT A GLANCE

### PRINCE GEORGE'S COUNTY ENTERPRISE FUND - BLADENSBURG WATERFRONT PARK Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	680	-	-	-	-
Charges for Services	13,198	5,200	5,200	5,200	0.0%
Rentals and Concessions	167,606	46,000	46,000	46,000	0.0%
Miscellaneous	5,642	10,000	10,000	10,000	0.0%
Interest	66,224	2,000	2,000	2,000	0.0%
Transfers In	1,609,317	1,674,824	1,674,824	1,699,601	1.5%
<b>Total Oper. Rev and Other Sources</b>	<b>1,862,667</b>	<b>1,738,024</b>	<b>1,738,024</b>	<b>1,762,801</b>	<b>1.4%</b>
<b>Operating Expenses and Other Uses:</b>					
Personnel Services	300,386	286,229	286,229	302,801	5.8%
Goods for Resale	428	-	-	-	-
Supplies and Materials	43,787	79,600	79,600	79,600	0.0%
Other Services and Charges	842,984	1,380,400	1,380,400	1,380,400	0.0%
Depreciation & Amortization Expense	36,375	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>1,223,960</b>	<b>1,746,229</b>	<b>1,746,229</b>	<b>1,762,801</b>	<b>0.9%</b>
<b>Gain (Loss)</b>	<b>\$ 638,707</b>	<b>\$ (8,205)</b>	<b>\$ (8,205)</b>	<b>\$ -</b>	<b>-100.0%</b>

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



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

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	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>BLADENSBURG WATERFRONT PARK</u>						
Full-Time Career	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		3.63		3.63		4.55
<b>Total Workyears</b>	<b>1.00</b>	<b>4.63</b>	<b>1.00</b>	<b>4.63</b>	<b>1.00</b>	<b>5.55</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Maintained interest revenue based on historical trends and projected forecasts.
- Increased seasonal funding.





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

## OVERVIEW

The Enterprise Administration functions are absorbed into the various operating Divisions, including Sports, Health and Wellness, Arts and Cultural Heritage, and Natural and Historical Resources. Funding in the Enterprise Administration includes compensation adjustments and administrative costs. It also includes interest revenue for the now closed Sandy Hill Landfill, which will eventually be developed as a ball field complex.

## BUDGET AT A GLANCE

### PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ENTERPRISE ADMINISTRATION

#### Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	512,000	512,000	512,000	0.0%
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	15,696	-	-	-	-
Transfers In	1,315,705	387,000	387,000	165,907	-57.1%
<b>Total Oper. Rev and Other Sources</b>	<b>1,331,401</b>	<b>899,000</b>	<b>899,000</b>	<b>677,907</b>	<b>-24.6%</b>
<b>Operating Expenses and Other Uses:</b>					
Personnel Services	531,204	988,710	988,710	987,415	-0.1%
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	279,528	62,200	62,200	182,100	192.8%
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	277,273	213,709	213,709	241,480	13.0%
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>1,088,005</b>	<b>1,264,619</b>	<b>1,264,619</b>	<b>1,410,995</b>	<b>11.6%</b>
<b>Gain (Loss)</b>	<b>\$ 243,396</b>	<b>\$ (365,619)</b>	<b>\$ (365,619)</b>	<b>\$ (733,088)</b>	<b>100.5%</b>

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



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

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	FY 23 Budget		FY 24 Adopted		FY 25 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ENTERPRISE ADMINISTRATION</u>						
Full-Time Career	-	-	4.00	4.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	-	-	4.00	4.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Total Workyears</b>	-	-	4.00	4.00	5.00	5.00

**HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET**

- Increased non-personnel services funding for CAS chargebacks.



# Prince George's County Parks and Recreation Department – Enterprise Division

## OVERVIEW

Future plans are for the newly established Enterprise Division to manage Golf Operations, Ice Rinks, Tennis Bubbles, and the Prince George's County Trap & Skeet Center. Enterprise Division facilities will include Prince George's County Trap & Skeet Center, Golf Courses (Enterprise, Paint Branch, Henson, and Kentland), Ice Rinks (Tucker Road and Wells) and Regional Park Tennis Bubbles (Watkins and Cosca). Bladensburg Waterfront Park and College Park Airport will remain under the oversight of the Natural and Historic Resources Division. Similarly, the Show Place Arena and Equestrian Center will remain under the oversight of the Arts and Cultural Heritage Division.

## MISSION

The Enterprise Division will be dedicated to supporting healthy communities through people, parks, and programs that work together to improve the quality of life for all Prince George's County residents. The division's operations will emphasize revenue generation and improved cost recovery through its offering of several specialty sports facilities and programs.

## BUDGET AT A GLANCE

### PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ENTERPRISE DIVISION Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	-	-	-	-	-
Total Oper. Rev and Other Sources	-	-	-	-	-
<b>Operating Expenses and Other Uses:</b>					
Personnel Services	-	105,834	105,834	-	-100.0%
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	-	105,834	105,834	-	-100.0%
Gain (Loss)	\$ -	\$ (105,834)	\$ (105,834)	\$ -	-100.0%

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



# Prince George's County Parks and Recreation Department – Enterprise Division

	Budget		Adopted		Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ENTERPRISE DIVISION</u>						
Full-Time Career	5.00	5.00	1.00	1.00	-	-
Part-Time Career	-	-	-	-	-	-
<b>Career Total</b>	<b>5.00</b>	<b>5.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>	<b>-</b>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
<b>Total Workyears</b>	<b>5.00</b>	<b>5.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>	<b>-</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- All positions transferred to Enterprise Administration.



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

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## OVERVIEW

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

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

This facility was transferred to the Recreation Fund in FY23.



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

## BUDGET AT A GLANCE

### PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SPORTS & LEARNING COMPLEX Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues and Other Sources:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	-	-	-	-	-
Transfers In	534,981	-	-	-	-
<b>Total Oper. Rev and Other Sources</b>	<b>534,981</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Expenses and Other Uses:</b>					
Personnel Services	(4,101,666)	-	-	-	-
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	18,981,561	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
<b>Total Oper. Exp and Other Uses</b>	<b>14,879,895</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Gain (Loss)</b>	<b>\$ (14,344,914)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

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

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

None.



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

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## OVERVIEW

The Commission, by law, has the responsibility of acquiring, developing, and maintaining the park system for Prince George's County. The Capital Improvement Program (CIP) is a six-year program for the park acquisition and park development for Fiscal Years 2025 through 2030. 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 FY25 Budget Year request is \$131.23 million; 3% less than the adopted FY24 CIP budget. The total six-year request is \$373.38 million representing a 6% decrease under the approved FY24-29 CIP. The funding request decreases for the budget year and the six-year period are due to the fact that all state grants have not yet been included in the budget. Recommended funding for FY25 projects includes the following sources:

- Program Open Space
- PayGo
- Bond Sales
- State Grants

The CIP follows the guidelines set by the County's Spending Affordability Committee (SAC). The Department again recommends that funding in the CIP be aligned so that infrastructure needs can be addressed on an equitable basis as transfers from the Park and Recreation Funds respectively to the CIP are completed. The funding summary table below shows the funding sources for the Proposed FY25-FY30 CIP which align with the following FY25-30 CIP priorities:

- 1) *Stewardship of Existing Assets* – Investment in the replacement and enhancement of existing infrastructure with a focus on playgrounds, athletic fields, and paved and natural surface trails.
- 2) *Implementation of Current Projects* – Full funding for projects in the pipeline affected by market conditions.
- 3) *Growth to Meet Community Needs* – Implementation of the Formula 2040 Functional Master Plan and Regional Park Master Development Plans to meet the needs of a growing and changing population.
- 4) *Achieving Equity* – Providing additional resources to areas of the County most in need of high-quality parks and recreation.

### **Park Acquisition**

The total cost for proposed park acquisition is \$5,000,000 for FY25 and covers two (2) acquisition categories, Countywide Local Parkland, and Regional Stream Valley Parkland.

### **Park and Facility Development**

The total cost for proposed park and facility development is \$59,025,000 for FY25. This category includes specific park development projects, trail development, public safety improvements, and other facility development.

### **Infrastructure Maintenance**

The total cost for proposed infrastructure maintenance is \$67,180,000 for FY25. This category includes aquatic facilities, historic properties, community centers, parks, playgrounds, athletic fields & courts and storm water infrastructure.



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

## 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 assets in FY25 that will have an operating budget impact are Sandy Hill and Canter Creek parks.

## FUNDING SUMMARY

Summary of Proposed FY25-30 CIP Funding by Project Type						
	FY25 Budget		FY26-FY30		6YR Totals	% of Total
	Year	% of Total	Planned CIP	% of Total		
Acquisition						
Acquisition-Parkland	\$ 5,000,000	4%	\$ -	0%	\$ 5,000,000	1%
Acquisition-HARP	-	0%	-	0%	-	0%
<b>Subtotal Acquisition</b>	<b>5,000,000</b>	<b>4%</b>	<b>-</b>	<b>0%</b>	<b>5,000,000</b>	<b>1%</b>
Infrastructure Maintenance						
Aquatic	20,300,000	15%	4,000,000	2%	24,300,000	7%
Facilities	19,500,000	15%	52,500,000	22%	72,000,000	19%
Historic Property	6,850,000	5%	30,650,000	13%	37,500,000	10%
Park-Playground-Fields	20,530,000	16%	76,000,000	31%	96,530,000	26%
Stormwater	-	0%	5,000,000	2%	5,000,000	1%
<b>Subtotal Infrastructure</b>	<b>67,180,000</b>	<b>51%</b>	<b>168,150,000</b>	<b>69%</b>	<b>235,330,000</b>	<b>63%</b>
New Construction/ Development	56,750,000	43%	54,280,000	22%	111,030,000	30%
Other	1,305,000	1%	5,220,000	2%	6,525,000	2%
Trails	1,000,000	1%	14,500,000	6%	15,500,000	4%
<b>TOTALS</b>	<b>\$ 131,235,000</b>	<b>100%</b>	<b>\$ 242,150,000</b>	<b>100%</b>	<b>\$ 373,385,000</b>	<b>100%</b>

As the CIP is considered to be a subset of Prince George's County's capital program, detailed project descriptions can be found on the County's website.

<https://www.mncppc.org/ArchiveCenter/ViewFile/Item/785>





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

## FY25-30 CAPITAL IMPROVEMENT PLAN (\$000)

Project #	Project Name	Project Type	Proposed FY25 - FY30 CIP (\$000)					FY26 FUNDING SOURCE				FY27 FUNDING SOURCE				FY28 FUNDING SOURCE				FY29 FUNDING SOURCE				FY30 FUNDING SOURCE																														
			TOTAL	FY25	FY26	FY27	FY28	FY29	FY30	BOND	FOR	PAYGO	BOND	FOR	PAYGO	BOND	FOR	PAYGO	BOND	FOR	PAYGO	BOND	FOR	PAYGO	BOND	FOR	PAYGO	BOND	FOR	PAYGO	BOND	FOR	PAYGO																					
4190001	41903205	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500																	
4190001	41903206	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500												
4190001	41903207	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500											
4190001	41903208	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500										
4190001	41903209	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500									
4190001	41903210	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500									
4190001	41903211	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500								
4190001	41903212	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500							
4190001	41903213	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500							
4190001	41903214	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500					
4190001	41903215	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500				
4190001	41903216	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500			
4190001	41903217	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	
4190001	41903218	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	
4190001	41903219	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	
4190001	41903220	1000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500

# 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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental -	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	6,537,679	11,304,000	11,304,000	6,025,000	-46.7%
State (Other)	500,000	6,100,000	6,100,000	1,500,000	-75.4%
County	-	-	-	-	-
Interest	6,533,709	100,000	100,000	100,000	0.0%
Contributions	-	-	-	-	-
Miscellaneous	990,666	-	-	-	-
Total Revenues	<u>14,562,054</u>	<u>17,504,000</u>	<u>17,504,000</u>	<u>7,625,000</u>	<u>-56.4%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	937,844	-	-	-	-
Other Services and Charges	27,271,443	30,000	30,000	30,000	0.0%
Capital Outlay	7,363,784	135,764,000	135,764,000	131,205,000	-3.4%
Park Acquisition	6,315,667	9,277,000	9,277,000	5,000,000	-46.1%
Park Development	-	71,837,000	71,837,000	59,025,000	-17.8%
Infrastructure Maintenance	1,048,117	54,650,000	54,650,000	67,180,000	22.9%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>35,573,071</u>	<u>135,794,000</u>	<u>135,794,000</u>	<u>131,235,000</u>	<u>-3.4%</u>
Excess of Revenues over Expenditures	<u>(21,011,017)</u>	<u>(118,290,000)</u>	<u>(118,290,000)</u>	<u>(123,610,000)</u>	<u>4.5%</u>
<b>Other Financing Sources (Uses):</b>					
Bond Proceeds	12,908,649	81,860,000	81,860,000	91,364,000	11.6%
Premiums on Bonds Issued	-	-	-	-	-
Transfers In					
Transfer from Park Fund (Pay-Go)	31,350,000	26,500,000	26,500,000	19,346,000	-27.0%
Transfer from Recreation Fund (Pay-Go)	19,588,514	10,000,000	10,000,000	13,000,000	30.0%
Transfer from Administration Fund	30,000	30,000	30,000	30,000	0.0%
Total Transfers In	<u>50,968,514</u>	<u>36,530,000</u>	<u>36,530,000</u>	<u>32,376,000</u>	<u>-11.4%</u>
Transfers Out					
Transfer to Park Fund (Interest)	<u>(6,533,709)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>0.0%</u>
Total Transfers Out	<u>(6,533,709)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>0.0%</u>
Total Other Financing Sources (Uses)	<u>57,343,454</u>	<u>118,290,000</u>	<u>118,290,000</u>	<u>123,640,000</u>	<u>4.5%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>36,332,437</u>	<u>-</u>	<u>-</u>	<u>30,000</u>	<u>-</u>
Fund Balance, Beginning	180,240,523	180,240,523	216,572,960	216,572,960	20.2%
Fund Balance, Ending	<u>\$ 216,572,960</u>	<u>\$ 180,240,523</u>	<u>\$ 216,572,960</u>	<u>\$ 216,602,960</u>	<u>20.2%</u>



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# Prince George's County Special Revenue Funds

## SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds (SRF) 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 FY25 Proposed Special Revenue Expenditure Budget is \$8,195,459, which is an increase of \$1,363,326 from the FY24 Budget based on an increase in seasonal funding.

**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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues and Other Sources:</b>					
Planning Department:					
Historic Preservation Non-Capital Program	\$ 26,430	\$ 5,500	\$ 5,500	\$ 10,000	81.8%
Parks and Recreation Department:					
Northern Recreation and Leisure Services (formerly Northern Area Community Centers)	4,270,532	2,883,070	2,883,070	3,485,520	20.9%
Central Area Community Centers	195,668	-	-	-	-
Southern Recreation and Leisure Services (formerly Southern Area Community Centers)	2,184,582	2,098,240	2,098,240	2,393,000	14.0%
Laurel-Beltsville Senior Activity Center	240,885	187,200	187,200	224,640	20.0%
Prince George's Stadium	215,023	116,000	116,000	236,053	103.5%
Federally Forfeited Property	5,742	41,000	41,000	41,000	0.0%
Festival of Lights	13,330	1,000	1,000	300,000	29900.0%
Safety Programs	5,438	-	-	-	-
Nature Programs and Facilities	183,019	122,738	122,738	147,286	20.0%
Recreation and Leisure Services (formerly Area Operations Deputy Director)	21,746	26,290	26,290	24,295	-7.6%
Recreation Warehouse	4,860	1,000	1,000	1,000	0.0%
Patuxent Outdoor Programs	153,925	101,000	101,000	121,200	20.0%
General Contributions	82,699	46,500	46,500	46,500	0.0%
Seized Money/Escrow	1,393	3,600	3,600	3,600	0.0%
Special Historic Projects and Programs	105,841	122,200	122,200	135,360	10.8%
Interagency Agreements	160,911	950,000	950,000	950,000	0.0%
Send a Kid to Camp	2,831	-	-	-	-
Subtotal Parks and Recreation Department:	<u>7,848,425</u>	<u>6,699,838</u>	<u>6,699,838</u>	<u>8,109,454</u>	<u>21.0%</u>
Total Revenues and Other Sources	<u>7,874,855</u>	<u>6,705,338</u>	<u>6,705,338</u>	<u>8,119,454</u>	<u>21.1%</u>
<b>Expenditures and Other Uses:</b>					
Planning Department:					
Historic Preservation Non-Capital Program	39,629	70,000	70,000	70,000	0.0%
Parks and Recreation Department:					
Northern Recreation and Leisure Services (formerly Northern Area Community Centers)	2,614,348	2,904,600	2,904,600	3,485,520	20.0%
Central Area Community Centers	2,104,418	-	-	-	-
Southern Recreation and Leisure Services (formerly Southern Area Community Centers)	571,522	2,119,770	2,119,770	2,393,000	12.9%
Laurel-Beltsville Senior Activity Center	145,378	197,965	197,965	237,558	20.0%
Prince George's Stadium	120,750	116,000	116,000	236,053	103.5%
Federally Forfeited Property	17,410	41,000	41,000	41,000	0.0%
Festival of Lights	2	1,000	1,000	300,000	29900.0%
Safety Programs	4	-	-	-	-
Nature Programs and Facilities	40,497	125,825	125,825	150,373	19.5%
Recreation and Leisure Services (formerly Area Operations Deputy Director)	36,038	26,290	26,290	24,295	-7.6%
Recreation Warehouse	157,602	1,000	1,000	1,000	0.0%
Patuxent Outdoor Programs	125,032	101,000	101,000	121,200	20.0%
General Contributions	1,657	46,500	46,500	46,500	0.0%
Seized Money/Escrow	4	3,600	3,600	3,600	0.0%
Special Historic Projects and Programs	50,919	127,583	127,583	135,360	6.1%
Interagency Agreements	43,734	950,000	950,000	950,000	0.0%
Send a Kid to Camp	5	-	-	-	-
Subtotal Parks and Recreation Department:	<u>6,029,320</u>	<u>6,762,133</u>	<u>6,762,133</u>	<u>8,125,459</u>	<u>20.2%</u>
Total Expenditures and Other Uses	<u>6,068,949</u>	<u>6,832,133</u>	<u>6,832,133</u>	<u>8,195,459</u>	<u>20.0%</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>					
	\$ 1,805,906	\$ (126,795)	\$ (126,795)	\$ (76,005)	-40.1%
<b>Fund Balance - Beginning</b>					
	10,641,995	10,577,495	12,447,901	12,321,106	16.5%
<b>Fund Balance - Ending</b>	<u>\$ 12,447,901</u>	<u>\$ 10,450,700</u>	<u>\$ 12,321,106</u>	<u>\$ 12,245,101</u>	<u>17.2%</u>



# Prince George's County Special Revenue Funds – Historic Preservation Non-Capital Grant

## OVERVIEW

The Historic Preservation Non-Capital Grant SRF 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 over time were transferred to the M-NCPPC during FY20 to allow the agency 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 FY25 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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	26,430	5,500	5,500	10,000	81.8%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>26,430</b>	<b>5,500</b>	<b>5,500</b>	<b>10,000</b>	<b>81.8%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	39,629	70,000	70,000	70,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>39,629</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>0.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(13,199)</b>	<b>(64,500)</b>	<b>(64,500)</b>	<b>(60,000)</b>	<b>-7.0%</b>
<b>Other Financing Sources (Uses):</b>					
Total Transfers In	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>(13,199)</b>	<b>(64,500)</b>	<b>(64,500)</b>	<b>(60,000)</b>	<b>-7.0%</b>
Fund Balance - Beginning	812,099	747,599	798,900	734,400	-1.8%
Fund Balance - Ending	\$ 798,900	\$ 683,099	\$ 734,400	\$ 674,400	-1.3%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- None.



# Prince George's County

## Special Revenue Funds: Community Centers

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### OVERVIEW

The Community Centers SRF provide supplemental funding to enhance and expand community service programs. Funds are generated from fees and charges for classes, workshops, special events, program registrations facility rentals and vending. Funds provide community outreach programs (special events and community activities); specialized equipment and supplies; community ethnic/heritage programming; volunteer recruitment; program transportation; and contractual services. Specifically, revenues are collected from our many diverse community programs and activities, such as class programs in:

- Computer skills (animation, web page design, Microsoft Office, musical engineering)
- Fitness and health (aerobics, weight training, yoga, Zumba, boot camps)
- Martial arts (Karate, Judo, Tae Kwon Do, Aikido)
- Crafts (floral design, ceramics, sketching)
- Performing arts (ballet, tap and jazz, hip-hop, piano, African dance, Salsa)
- Sports (soccer, basketball, cheerleading, gymnastics, boxing, baseball skills, flag football, pickleball, futsal)
- Lifestyle and learning (cooking, hand/line dance, guitar, piano, voice, tutoring)

These are just a sampling of the more than 6,900 in-person classes offered at the community centers as well as virtual classes. Seasonal events celebrating fall and winter holidays, Mother's Day, Father's Day, and other holidays help to bring families together. Annually, more than 45,000 people participate in these classes and similar events. Pre-school and Kids' Care programs (school age, after-school childcare) operate at more than 25 sites with a combined registration of nearly 1,000. A large portion of the revenues and expenditures are from the summer day camp program held at all our community centers, with over 500 sessions and more than 12,000 children registered. In addition, vending and rentals are active revenue producers. Furthermore, over 30,000 access cards to fitness rooms and community centers are sold each year.



# Prince George's County Special Revenue Funds: Community Centers

## SUMMARY OF FY25 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS  
NORTHERN RECREATION AND LEISURE SERVICES COMMUNITY CENTERS  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	2,465	22,800	22,800	27,360	20.0%
Charges for Services	2,186,340	2,707,491	2,707,491	3,248,989	20.0%
Rentals and Concessions	542,178	146,018	146,018	175,222	20.0%
Interest	154,713	-	-	-	-
Miscellaneous	5,552	6,761	6,761	33,949	402.1%
Total Revenues	<u>2,891,248</u>	<u>2,883,070</u>	<u>2,883,070</u>	<u>3,485,520</u>	<u>20.9%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	2,159,710	1,974,171	1,974,171	2,556,091	29.5%
Supplies and Materials	135,304	463,325	463,325	463,325	0.0%
Other Services and Charges	78,666	451,949	451,949	451,949	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	45,000	15,155	15,155	14,155	-6.6%
Total Expenditures	<u>2,418,680</u>	<u>2,904,600</u>	<u>2,904,600</u>	<u>3,485,520</u>	<u>20.0%</u>
Excess of Revenues over Expenditures	<u>472,568</u>	<u>(21,530)</u>	<u>(21,530)</u>	<u>-</u>	<u>-100.0%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Recreation Fund	-	-	-	-	-
Administration Fund	<u>1,379,284</u>	-	-	-	-
Total Transfers In	<u>1,379,284</u>	-	-	-	-
Transfers In/(Out)-					
Special Revenue Subfund	(195,668)	-	-	-	-
Recreation Fund	<u>-</u>	-	-	-	-
Total Transfers (Out)	<u>(195,668)</u>	-	-	-	-
Total Other Financing Sources (Uses)	<u>1,183,616</u>	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,656,184</u>	<u>(21,530)</u>	<u>(21,530)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	<u>3,606,693</u>	<u>3,606,693</u>	<u>5,262,877</u>	<u>5,241,347</u>	<u>45.3%</u>
Fund Balance - Ending	<u>\$ 5,262,877</u>	<u>\$ 3,585,163</u>	<u>\$ 5,241,347</u>	<u>\$ 5,241,347</u>	<u>46.2%</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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Special Revenue Subfund	195,668	-	-	-	-
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>195,668</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Recreation Fund	<u>(2,104,418)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>(2,104,418)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>(1,908,750)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(1,908,750)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	1,908,750	1,908,750	-	-	-100.0%
Fund Balance - Ending	<u>\$ -</u>	<u>\$ 1,908,750</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-100.0%</u>



# Prince George's County Special Revenue Funds: Community Centers

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS  
SOUTHERN RECREATION AND LEISURE SERVICES COMMUNITY CENTERS  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	1,475	-	-	-	-
Charges for Services	984,653	1,765,840	1,765,840	1,991,000	12.8%
Rentals and Concessions	415,596	327,600	327,600	398,000	21.5%
Interest	39,604	-	-	-	-
Miscellaneous	18,120	4,800	4,800	4,000	-16.7%
Total Revenues	<u>1,459,448</u>	<u>2,098,240</u>	<u>2,098,240</u>	<u>2,393,000</u>	<u>14.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	486,521	1,246,154	1,246,154	1,520,384	22.0%
Supplies and Materials	31,471	505,243	505,243	505,243	0.0%
Other Services and Charges	8,530	353,218	353,218	353,218	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	45,000	15,155	15,155	14,155	-6.6%
Total Expenditures	<u>571,522</u>	<u>2,119,770</u>	<u>2,119,770</u>	<u>2,393,000</u>	<u>12.9%</u>
Excess of Revenues over Expenditures	<u>887,926</u>	<u>(21,530)</u>	<u>(21,530)</u>	<u>-</u>	<u>-100.0%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	725,134	-	-	-	-
Total Transfers In	<u>725,134</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>725,134</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,613,060</u>	<u>(21,530)</u>	<u>(21,530)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	<u>(49,567)</u>	<u>(49,567)</u>	<u>1,563,493</u>	<u>1,541,963</u>	<u>-3210.8%</u>
Fund Balance - Ending	<u>\$ 1,563,493</u>	<u>\$ (71,097)</u>	<u>\$ 1,541,963</u>	<u>\$ 1,541,963</u>	<u>-2268.8%</u>

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increased seasonal funding.
- Restored revenue goals to pre-COVID levels.



# Prince George's County Special Revenue Funds: Laurel-Beltsville Senior Activity Center

## OVERVIEW

The Laurel-Beltsville Senior Activity Center SRF 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 FY25 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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	400	400	480	20.0%
Charges for Services	71,295	128,400	128,400	154,080	20.0%
Rentals and Concessions	141,310	24,000	24,000	28,800	20.0%
Interest	12,038	-	-	-	-
Miscellaneous	16,242	34,400	34,400	41,280	20.0%
<b>Total Revenues</b>	<b>240,885</b>	<b>187,200</b>	<b>187,200</b>	<b>224,640</b>	<b>20.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	107,371	149,384	149,384	188,977	26.5%
Supplies and Materials	21,211	19,392	19,392	19,392	0.0%
Other Services and Charges	16,796	29,189	29,189	29,189	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>145,378</b>	<b>197,965</b>	<b>197,965</b>	<b>237,558</b>	<b>20.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>95,507</b>	<b>(10,765)</b>	<b>(10,765)</b>	<b>(12,918)</b>	<b>20.0%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>95,507</b>	<b>(10,765)</b>	<b>(10,765)</b>	<b>(12,918)</b>	<b>20.0%</b>
Fund Balance - Beginning	333,348	333,348	428,855	418,090	25.4%
<b>Fund Balance - Ending</b>	<b>\$ 428,855</b>	<b>\$ 322,583</b>	<b>\$ 418,090</b>	<b>\$ 405,172</b>	<b>25.6%</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increased seasonal funding.
- Restored revenue goals to pre-COVID levels.



# Prince George's County

## Special Revenue Funds: Prince George's Stadium

### OVERVIEW

The Prince George's Stadium SRF 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 FY25 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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	203,460	115,000	115,000	235,053	104.4%
Interest	11,563	1,000	1,000	1,000	0.0%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>215,023</b>	<b>116,000</b>	<b>116,000</b>	<b>236,053</b>	<b>103.5%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	19,161	49,200	49,200	49,200	0.0%
Other Services and Charges	101,589	66,800	66,800	186,853	179.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>120,750</b>	<b>116,000</b>	<b>116,000</b>	<b>236,053</b>	<b>103.5%</b>
<b>Excess of Revenues over Expenditures</b>	<b>94,273</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>94,273</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Balance - Beginning	262,121	262,121	356,394	356,394	36.0%
Fund Balance - Ending	\$ 356,394	\$ 262,121	\$ 356,394	\$ 356,394	36.0%

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Restored revenue goals to pre-Covid levels.



# 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 FY25 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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	5,742	1,000	1,000	1,000	0.0%
Miscellaneous	-	40,000	40,000	40,000	0.0%
<b>Total Revenues</b>	<b>5,742</b>	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>	<b>0.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	17,410	20,500	20,500	20,500	0.0%
Capital Outlay	-	20,500	20,500	20,500	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>17,410</b>	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>	<b>0.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>(11,668)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers In/(Out)-					
Park Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>(11,668)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning</b>	<b>161,401</b>	<b>161,401</b>	<b>149,733</b>	<b>149,733</b>	<b>-7.2%</b>
<b>Fund Balance - Ending</b>	<b>\$ 149,733</b>	<b>\$ 161,401</b>	<b>\$ 149,733</b>	<b>\$ 149,733</b>	<b>-7.2%</b>

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- None.



# Prince George's County

## Special Revenue Funds: Festival of Lights

### OVERVIEW

The Festival of Lights SRF provides a supplemental funding mechanism to improve, expand, and enhance the festival. Funds are spent for exhibits, equipment, supplies, materials, 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 FY25 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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	299,000	-
Rentals and Concessions	-	-	-	-	-
Interest	420	1,000	1,000	1,000	0.0%
Miscellaneous	12,910	-	-	-	-
<b>Total Revenues</b>	<b>13,330</b>	<b>1,000</b>	<b>1,000</b>	<b>300,000</b>	<b>29900.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	40,000	-
Supplies and Materials	2	1,000	1,000	180,000	17900.0%
Other Services and Charges	-	-	-	80,000	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>2</b>	<b>1,000</b>	<b>1,000</b>	<b>300,000</b>	<b>29900.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>13,328</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>13,328</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Balance - Beginning	10,929	10,929	24,257	24,257	121.9%
Fund Balance - Ending	\$ 24,257	\$ 10,929	\$ 24,257	\$ 24,257	121.9%

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Moved revenue goal from the Recreation Fund to the Special Revenue Fund.
- Added seasonal and non-personnel funding to the Special Revenue Fund.



# Prince George's County Special Revenue Funds: Safety Programs

## OVERVIEW

The Safety Program SRF'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 delegate 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 FY25 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS SAFETY PROGRAMS					
Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2025					
	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	140	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	683	-	-	-	-
Miscellaneous	4,615	-	-	-	-
<b>Total Revenues</b>	<b>5,438</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	4	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues over Expenditures</b>	<b>5,434</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers In/(Out)-</b>					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>5,434</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Balance - Beginning	13,981	13,981	19,415	19,415	38.9%
Fund Balance - Ending	<b>\$ 19,415</b>	<b>\$ 13,981</b>	<b>\$ 19,415</b>	<b>\$ 19,415</b>	<b>38.9%</b>

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- None.



# Prince George's County Special Revenue Funds: Nature Programs and Facilities

## OVERVIEW

The Nature Programs and Facilities SRF provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated from donations/contributions, programs, classes, registration fees, special event admissions, rentals, and merchandise sales. Expenditures are used for non-budgeted conservation and environmental programs and projects, which enhance and expand revenue opportunities. This includes gift shop merchandise for resale and non-budgeted animal supplies and services.

## SUMMARY OF FY25 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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	116	12,000	12,000	14,400	20.0%
Charges for Services	65,287	49,238	49,238	59,086	20.0%
Rentals and Concessions	100,035	48,500	48,500	58,200	20.0%
Interest	15,723	1,000	1,000	1,200	20.0%
Miscellaneous	1,858	12,000	12,000	14,400	20.0%
<b>Total Revenues</b>	<b>183,019</b>	<b>122,738</b>	<b>122,738</b>	<b>147,286</b>	<b>20.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	27,906	94,055	94,055	104,055	10.6%
Supplies and Materials	3,373	26,670	26,670	36,670	37.5%
Other Services and Charges	9,218	5,100	5,100	9,648	89.2%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>40,497</b>	<b>125,825</b>	<b>125,825</b>	<b>150,373</b>	<b>19.5%</b>
<b>Excess of Revenues over Expenditures</b>	<b>142,522</b>	<b>(3,087)</b>	<b>(3,087)</b>	<b>(3,087)</b>	<b>0.0%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>142,522</b>	<b>(3,087)</b>	<b>(3,087)</b>	<b>(3,087)</b>	<b>0.0%</b>
Fund Balance - Beginning	420,710	420,710	563,232	560,145	33.1%
Fund Balance - Ending	\$ 563,232	\$ 417,623	\$ 560,145	\$ 557,058	33.4%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Increased seasonal funding.
- Restored revenue goals to pre-Covid levels.





# Prince George's County Special Revenue Funds: Recreation and Leisure Services

## OVERVIEW

The Recreation and Leisure Services SRF 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 FY25 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS  
RECREATION AND LEISURE SERVICES  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	20,900	20,000	20,000	18,000	-10.0%
Rentals and Concessions	-	-	-	-	-
Interest	846	1,000	1,000	1,000	0.0%
Miscellaneous	-	5,290	5,290	5,295	0.1%
<b>Total Revenues</b>	<b>21,746</b>	<b>26,290</b>	<b>26,290</b>	<b>24,295</b>	<b>-7.6%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	3,000	3,000	3,000	0.0%
Other Services and Charges	12,748	-	-	5	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	23,290	23,290	23,290	21,290	-8.6%
<b>Total Expenditures</b>	<b>36,038</b>	<b>26,290</b>	<b>26,290</b>	<b>24,295</b>	<b>-7.6%</b>
Excess of Revenues over Expenditures	(14,292)	-	-	-	-
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(14,292)	-	-	-	-
Fund Balance - Beginning	38,438	38,438	24,146	24,146	-37.2%
Fund Balance - Ending	\$ 24,146	\$ 38,438	\$ 24,146	\$ 24,146	-37.2%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- None.



# Prince George's County Special Revenue Funds: Recreation Warehouse

## OVERVIEW

The Recreation Warehouse SRF 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 FY25 PROPOSED BUDGET

<b>PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS RECREATION WAREHOUSE</b>					
<b>Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2025</b>					
	FY 23	FY 24	FY 24	FY 25	%
	Actual	Adjusted Adopted	Estimate	Proposed	Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	4,860	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	1,000	1,000	1,000	0.0%
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<u>4,860</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>0.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	151,153	1,000	1,000	1,000	0.0%
Other Services and Charges	6,449	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>157,602</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>0.0%</u>
<b>Excess of Revenues over Expenditures</b>	<u>(152,742)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
<b>Transfers In</b>					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Transfers In/(Out)-</b>					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<u>(152,742)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	1,016,562	1,016,562	863,820	863,820	-15.0%
Fund Balance - Ending	<u>\$ 863,820</u>	<u>\$ 1,016,562</u>	<u>\$ 863,820</u>	<u>\$ 863,820</u>	<u>-15.0%</u>

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- None.



# Prince George's County Special Revenue Funds: Patuxent Outdoor Programs

## OVERVIEW

The Patuxent Outdoor Programs SRF 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 FY25 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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	8,574	2,400	2,400	2,880	20.0%
Charges for Services	50,319	19,200	19,200	23,040	20.0%
Rentals and Concessions	72,544	54,400	54,400	65,280	20.0%
Interest	11,218	1,000	1,000	1,200	20.0%
Miscellaneous	11,270	24,000	24,000	28,800	20.0%
<b>Total Revenues</b>	<b>153,925</b>	<b>101,000</b>	<b>101,000</b>	<b>121,200</b>	<b>20.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	84,485	88,500	88,500	88,500	0.0%
Supplies and Materials	8,805	7,500	7,500	17,500	133.3%
Other Services and Charges	10,375	5,000	5,000	15,200	204.0%
Capital Outlay	21,367	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>125,032</b>	<b>101,000</b>	<b>101,000</b>	<b>121,200</b>	<b>20.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>28,893</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>28,893</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Balance - Beginning	309,512	309,512	338,405	338,405	9.3%
Fund Balance - Ending	\$ 338,405	\$ 309,512	\$ 338,405	\$ 338,405	9.3%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Restored revenue goals to pre-COVID levels.



# Prince George's County

## Special Revenue Funds: General Contributions

### OVERVIEW

The General Contributions SRF 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 FY25 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS**  
**GENERAL CONTRIBUTIONS**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	27,376	38,000	38,000	38,000	0.0%
Interest	39,949	1,000	1,000	1,000	0.0%
Miscellaneous	15,374	7,500	7,500	7,500	0.0%
Total Revenues	<u>82,699</u>	<u>46,500</u>	<u>46,500</u>	<u>46,500</u>	<u>0.0%</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	1,499	28,000	28,000	28,000	0.0%
Other Services and Charges	158	18,500	18,500	18,500	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>1,657</u>	<u>46,500</u>	<u>46,500</u>	<u>46,500</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>81,042</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>81,042</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	1,232,037	1,232,037	1,313,079	1,313,079	6.6%
Fund Balance - Ending	<u>\$ 1,313,079</u>	<u>\$ 1,232,037</u>	<u>\$ 1,313,079</u>	<u>\$ 1,313,079</u>	<u>6.6%</u>

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- None.



# Prince George's County

## Special Revenue Funds: Seized Money Escrow

### OVERVIEW

The Seized Money Escrow SRF 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 FY25 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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,233	1,000	1,000	1,000	0.0%
Miscellaneous	160	2,600	2,600	2,600	0.0%
<b>Total Revenues</b>	<b>1,393</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>0.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	1,800	1,800	1,800	0.0%
Other Services and Charges	4	1,800	1,800	1,800	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>4</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	<b>0.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>1,389</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>1,389</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Balance - Beginning	39,446	39,446	40,835	40,835	3.5%
Fund Balance - Ending	\$ 40,835	\$ 39,446	\$ 40,835	\$ 40,835	3.5%

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- None.



# Prince George's County

## Special Revenue Funds: Special Historic Projects and Programs

### OVERVIEW

The Special Historic Projects and Programs SRF 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 FY25 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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	23,192	36,000	36,000	43,200	20.0%
Charges for Services	37,084	41,600	41,600	40,320	-3.1%
Rentals and Concessions	18,083	24,000	24,000	28,800	20.0%
Interest	13,842	1,000	1,000	1,200	20.0%
Miscellaneous	13,640	19,600	19,600	21,840	11.4%
<b>Total Revenues</b>	<b>105,841</b>	<b>122,200</b>	<b>122,200</b>	<b>135,360</b>	<b>10.8%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	7,324	41,183	41,183	41,183	0.0%
Supplies and Materials	13,920	56,700	56,700	60,200	6.2%
Other Services and Charges	29,675	29,700	29,700	33,977	14.4%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>50,919</b>	<b>127,583</b>	<b>127,583</b>	<b>135,360</b>	<b>6.1%</b>
<b>Excess of Revenues over Expenditures</b>	<b>54,922</b>	<b>(5,383)</b>	<b>(5,383)</b>	<b>-</b>	<b>-100.0%</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>54,922</b>	<b>(5,383)</b>	<b>(5,383)</b>	<b>-</b>	<b>-100.0%</b>
Fund Balance - Beginning	371,155	371,155	426,077	420,694	13.3%
Fund Balance - Ending	\$ 426,077	\$ 365,772	\$ 420,694	\$ 420,694	15.0%

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- Restored revenue goals to pre-COVID levels.



# Prince George's County Special Revenue Funds: Interagency Agreements

## OVERVIEW

The Interagency Agreements SRF includes revenues and associated expenses from other agencies and governments 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 FY25 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS  
INTERAGENCY AGREEMENTS  
Summary of Revenues, Expenditures, and Changes in Fund Balance  
PROPOSED BUDGET FISCAL YEAR 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ 160,911	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>160,911</b>	<b>950,000</b>	<b>950,000</b>	<b>950,000</b>	<b>0.0%</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	43,734	700,000	700,000	700,000	0.0%
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	250,000	250,000	250,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>43,734</b>	<b>950,000</b>	<b>950,000</b>	<b>950,000</b>	<b>0.0%</b>
<b>Excess of Revenues over Expenditures</b>	<b>117,177</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>117,177</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Balance - Beginning	110,518	110,518	227,695	227,695	106.0%
Fund Balance - Ending	\$ 227,695	\$ 110,518	\$ 227,695	\$ 227,695	106.0%

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- None.



# Prince George's County

## Special Revenue Funds: Send A Kid To Camp

### OVERVIEW

The Send A Kid To Camp SRF 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 FY25 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 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,396	-	-	-	-
Miscellaneous	1,435	-	-	-	-
<b>Total Revenues</b>	<b>2,831</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	5	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues over Expenditures</b>	<b>2,826</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Sources (Uses):</b>					
Transfers In					
Administration Fund	-	-	-	-	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Transfers In/(Out)-					
Capital Project Fund	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>2,826</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Balance - Beginning	43,863	43,863	46,689	46,689	6.4%
Fund Balance - Ending	\$ 46,689	\$ 43,863	\$ 46,689	\$ 46,689	6.4%

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

- None.





# Prince George's County

## Advance Land Acquisition Funds

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### EXECUTIVE OVERVIEW

The Maryland Annotated Code, Land Use Article empowers the Maryland National Capital Park and Planning Commission to include funding in its annual budget for the acquisition of lands needed for State highways, streets or roads as well as for school sites and other public uses in Prince George's County. The Commission established a continuing land acquisition revolving fund from which disbursements for such purchases may be made. The purchase must be shown in the Commission's general plan for the physical development of the regional district or in an adopted plan. The acquisition requires the approval of the County Council of Prince George's County. The acquisition of school sites also requires the prior approval of the Prince George's County Board of Education.

The Commission may transfer the land to the County or agency for which it was acquired upon repayment of funds disbursed for the land, plus interest. Any repayment is placed in the land acquisition revolving fund for future purchases. If an agency later determines that the land is not needed for public use, the Commission may use the land as part of its park system. Alternatively, it may sell, exchange, or otherwise dispose of it under its general authority covering the disposition of park and recreation properties.

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 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 FY25 budget assumes no ALARF property tax because no debt service payment is anticipated.

On July 1, 1970, the Commission issued bonds in the amount of \$3,270,000 to initially establish the size of the ALARF and increased the size of the ALARF in 1972 by issuing \$2,200,000 in bonds. The Commission then issued bonds in the amount of \$5,000,000 in June 1990. The Commission established a debt service fund to pay the principal and interest payments on outstanding bond issues using proceeds from a property tax levy. All bonds have since been paid off; therefore, no debt service is budgeted nor is any property tax currently being levied.

Since the Commission cannot fully anticipate the future needs and requests of other governmental agencies for specific acquisitions, the Commission proposes, in accordance with its authority as prescribed the Maryland Annotated Code, Land Use Article to expend the entire balance in the ALARF for Advance Land purchases. Since, by law, the County Council has final approval for all land acquisitions by the ALARF, the proposed expenditures from this fund should serve as an estimate only. If no request for land acquisition comes from other agencies and the Commission does not make subsequent purchases, the proposed expenditures will not be made, and therefore will not affect fund balance. Total appropriated funds for the ALARF for FY25 are \$312,177.



# Prince George's County Advance Land Acquisition Funds

## SUMMARY OF FY25 PROPOSED BUDGET

### PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ 172	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>172</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	127	-	72	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>127</u>	<u>-</u>	<u>72</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>45</u>	<u>-</u>	<u>(72)</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In:					
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers (Out):					
Capital Projects Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>45</u>	<u>-</u>	<u>(72)</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>27</u>	<u>-</u>	<u>72</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 72</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



# Prince George's County Advance Land Acquisition Funds

## PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND Summary of Revenues, Expenditures, and Changes in Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	9,443	-	-	-	-
Miscellaneous (Contributions)	128	-	72	-	-
<b>Total Revenues</b>	<u>9,571</u>	<u>-</u>	<u>72</u>	<u>-</u>	<u>-</u>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	38	-	38	35	-
Capital Outlay	-	302,637	-	312,142	3.1%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<u>38</u>	<u>302,637</u>	<u>38</u>	<u>312,177</u>	<u>3.2%</u>
<b>Excess of Revenues over Expenditures</b>	<u>9,533</u>	<u>(302,637)</u>	<u>34</u>	<u>(312,177)</u>	<u>3.2%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
ALA Debt Service Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues and Other Financing Sources     over (under) Expenditures and Other Financing Uses</b>	<u>9,533</u>	<u>(302,637)</u>	<u>34</u>	<u>(312,177)</u>	<u>3.2%</u>
<b>Total Net Position - Beginning</b>	<u>302,610</u>	<u>302,637</u>	<u>312,143</u>	<u>312,177</u>	<u>3.2%</u>
<b>Total Net Position - Ending</b>	<u>\$ 312,143</u>	<u>\$ -</u>	<u>\$ 312,177</u>	<u>\$ -</u>	<u>-</u>



# Prince George's County Park Debt Service Fund

## EXECUTIVE OVERVIEW

The Park Debt Service Fund is used to account for the accumulation of resources and the payment of general obligation bond principal, interest, and related costs. Resources consist of the annual transfer from the Park Fund.

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The FY25 Proposed Budget includes debt service on an expected \$62.0 million issue in the spring of 2025.

## SUMMARY OF FY25 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND**  
**Summary of Revenues, Expenditures, and Changes in Fund Balance**  
**PROPOSED BUDGET FISCAL YEAR 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditures by Major Object:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	12,571,715	14,668,753	14,668,753	17,384,703	18.5%
Debt Service Principal	8,061,364	8,741,159	8,741,159	9,864,958	12.9%
Debt Service Interest	4,354,310	5,380,094	5,380,094	6,904,745	28.3%
Debt Service Fees	156,041	547,500	547,500	615,000	12.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Expenditures</b>	<b>12,571,715</b>	<b>14,668,753</b>	<b>14,668,753</b>	<b>17,384,703</b>	<b>18.5%</b>
Designated Expenditure Reserve	-	-	-	-	-
<b>Excess of Revenues over Expenditures</b>	<b>(12,571,715)</b>	<b>(14,668,753)</b>	<b>(14,668,753)</b>	<b>(17,384,703)</b>	<b>18.5%</b>
<b>Other Financing Sources (Uses):</b>					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	151,725	397,500	397,500	465,000	17.0%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	12,419,990	14,271,253	14,271,253	16,919,703	18.6%
<b>Total Transfers In</b>	<b>12,419,990</b>	<b>14,271,253</b>	<b>14,271,253</b>	<b>16,919,703</b>	<b>18.6%</b>
Transfer to CIP	-	-	-	-	-
<b>Total Transfers (Out)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Financing Sources (Uses)</b>	<b>12,571,715</b>	<b>14,668,753</b>	<b>14,668,753</b>	<b>17,384,703</b>	<b>-</b>
<b>Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	-



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

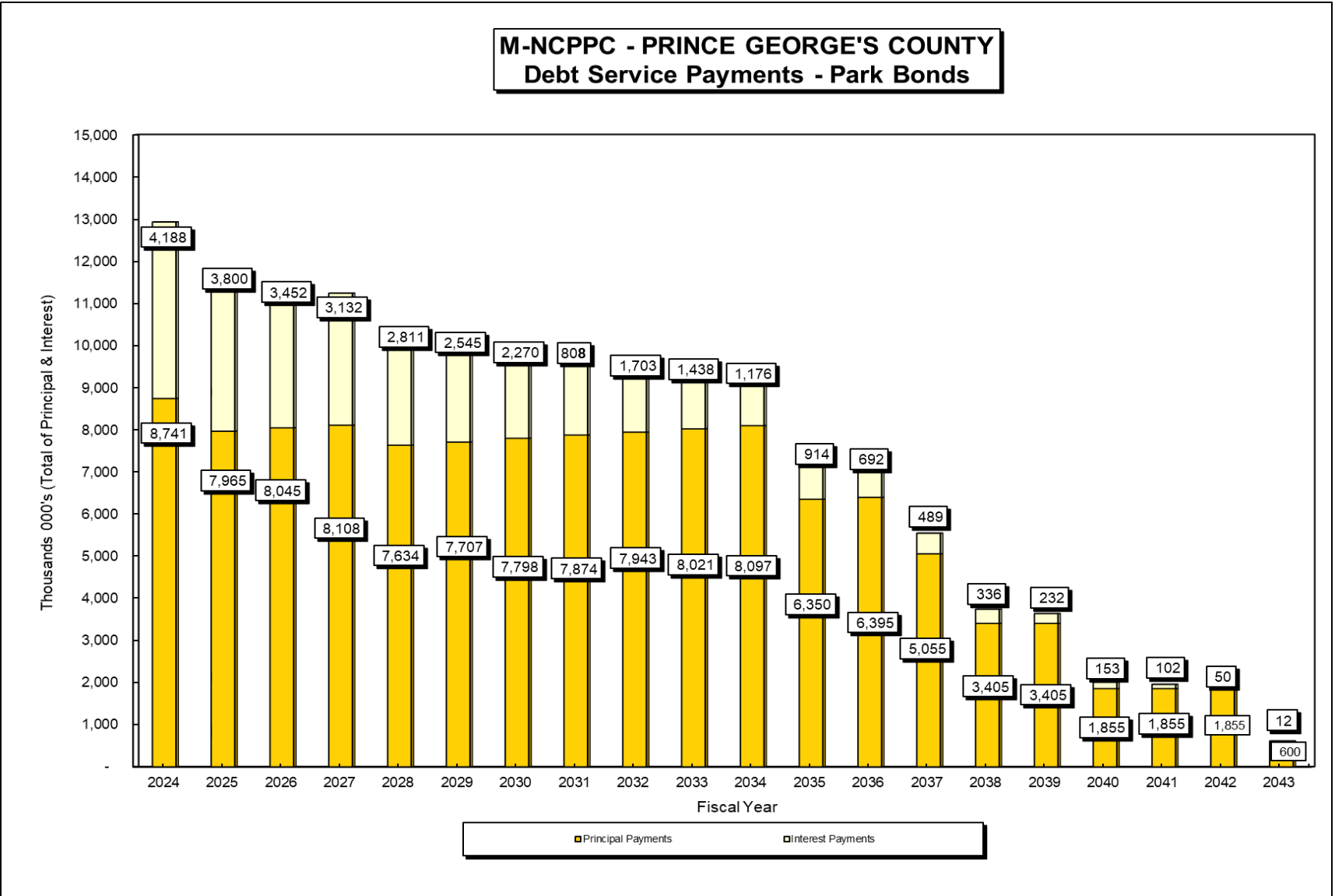
PRINCE GEORGE'S COUNTY  
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2025

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/24	FY 2025 Payments			Balance
						Principal	Interest	Total	
PGC-2015A Park and Acquisition and Development Bond	2.5817%	10/15/15	01/15/36	19,360,000	15,200,000	1,480,000	507,318	1,987,318	13,720,000
PGC-2017A Park and Acquisition and Development Bond	2.7053%	07/27/17	01/15/37	26,400,000	21,450,000	1,650,000	763,126	2,413,126	19,800,000
PGC-2018A Park and Acquisition and Development Bond	3.1261%	11/29/18	11/01/38	27,900,000	23,250,000	1,550,000	943,562	2,493,562	21,700,000
PGC-2020A Park Acquisition and Development Refunding Bond	1.4500%	10/10/20	01/15/34	19,119,615	16,076,805	1,429,958	233,114	1,663,072	14,646,847
PGC-2021A Park Acquisition and Development Bond	1.7815%	10/21/21	11/01/41	25,100,000	22,590,000	1,255,000	847,125	2,102,125	21,335,000
PGC-2022A Park Acquisition and Development Bond	3.3540%	08/31/22	11/01/42	12,000,000	11,400,000	600,000	505,500	1,105,500	10,800,000
Proposed Debt Service- \$38.0M Spring 2024				38,000,000	38,000,000	1,900,000	1,710,000	3,610,000	36,100,000
Proposed Debt Service- \$62.0M Spring 2025				<u>62,000,000</u>	<u>-</u>	<u>-</u>	<u>1,395,000</u>	<u>1,395,000</u>	<u>62,000,000</u>
				<u>229,879,615</u>	<u>147,966,805</u>	<u>9,864,958</u>	<u>6,904,745</u>	<u>16,769,703</u>	<u>200,101,847</u>
Issuance Costs (includes underwriters disc.)								615,000	-
Total Park Fund Debt Service								<u>17,384,703</u>	<u>200,101,847</u>





Prince George's County  
Debt Service Payments - Park Bonds



# Prince George's County

## Risk Management Internal Service Fund

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### MISSION AND OVERVIEW

The Risk Management and Workplace Safety Office develops and implements programs that protect employees and patrons; protect and secure the agency's assets; and mitigate losses. The Office:

- Conducts training on workplace safety, regulatory compliance, and accident prevention,
- Develops and administers safety and loss control programs,
- Ensures compliance with federal and state safety regulations,
- Manages the workers' compensation claims program and the liability program,
- Performs risk analysis, inspections, and accident investigations,
- Manages agency-wide insurance portfolio (self-insurance and commercial policies), and
- Guides the agency's Continuation of Operations Program (COOP).

### FY23 WORK PROGRAM ACCOMPLISHMENTS

The Office continued to address occupational health and workers' compensation claims:

- Followed up on 605 COVID-19 cases reported by employees.
- Received and reviewed 560 drug and alcohol test results.
- Reviewed and processed 257 workers' compensation claims.
- Tracked 4,090 workers' compensation loss workdays.
- Reviewed and/or processed 138 liability claims.

The Office also continued to address ongoing safety throughout our locations and facilities:

- Conducted 30 workplace safety facility/program audits,
- Conducted 39 facility safety inspections,
- Conducted 34 compliance and awareness trainings, and
- Reviewed and responded to 20 safety complaints.

### FY24-25 WORK PROGRAM PRIORITIES

- **Emergency Preparedness:** Implement an agency-wide emergency notification system to communicate weather emergencies, closings, threats, and alerts. Perform regular review of site-specific emergency action protocols for agency facilities.
- **Implement Continuity of Operations Plan (COOP):** Continue implementation of agency-wide web-based COOP template, coordinate COOP activities with county COOP functions and conduct regular desktop training exercises. Monitor annual reviews for necessary updates.
- **Training:** Conduct specialized, agency-wide, Controlled Substance training to incorporate changes in laws and relevant policies.
- **Risk and Safety Policies:** Complete comprehensive review of the Risk Management and Safety Manual to ensure related policies are current and updated as necessary to maintain compliance with federal, state, and local laws.
- **Regulatory Compliance:** Continue comprehensive compliance training and facility inspections to provide safe spaces for employees and patrons. Conduct regular audits of



## Prince George's County Risk Management Internal Service Fund

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losses and accidents to identify areas of focus, coordinated return to work strategies, and proper case reserves.

- **Loss Monitoring:** Conduct regular assessments of workers' compensation and liability claims, property losses, and recommend strategies for containing costs, improving safety, and reducing liability to the agency.

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The Risk Management budget is made up of three components:

- **Insurance Claims:** Workers' compensation claims are compensable under state law and include medical and wage reimbursements for employees with work-related injuries and illnesses. Fluctuations in the overall budget are largely driven by the quantity, severity, and complexity of these claims. Proposed budget figures are based on actual payments and projected expenses for open claims and an actuarial estimate for claims incurred but not yet reported. The remaining projected claim expenses are liability claims related to property damage, general liability, and auto claims. While the Risk and Safety Office manages the program, these expenses are funded directly by the Department that incurs the expense.
- **Risk and Safety Office Program Expenses:** These expenses include personnel services, insurance policies, staff training resources, accident prevention costs, and chargebacks to fund the Risk and Safety Office programs that protect employees and patrons, secure the agency's assets, and mitigate losses.
- **Administrative Expenses:** The agency participates in the Montgomery County Self Insurance Program (MCSIP). MCSIP provides claims adjudication services, group coverage for commercial insurance, and actuarial services which are utilized to develop the workers' compensation and liability claims budget.

The total FY25 Proposed Budget is \$7,279,300, which is a 16.9% increase over FY24 due to:

- Decreased claims but increased costs per claim due to the severity/worsening of medical conditions and increasing costs of medical treatment over time (surgeries, increases in medical treatment expenses/wages, etc.).
- Increased claims expenses from settlements in liability and workers' compensation claims.
- Increase in workers' compensation case reserves and actuarial reserve for claims that have been incurred but not reported (IBNR).
- Increase in internal administrative expenses.

To offset the total expense to each county, unrestricted fund balance and interest income have been applied against the expenses, resulting in a 22.5% increase to Montgomery and a 12.0% increase to Prince George's.





# Prince George's County Risk Management Internal Service Fund

## BUDGET AT A GLANCE

		<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b>Montgomery County Budget</b>					
<b>Budget</b>	Expenditures	\$3,568,420	\$3,997,628	12.0%	42.2%
<b>Staffing</b>	Funded Career Positions	4.00	4.00	0.0%	50.0%
	Funded Workyears	4.00	4.00	0.0%	50.0%
<b>Prince George's County Budget</b>					
<b>Budget</b>	Expenditures	\$4,767,320	\$5,469,216	14.7%	57.8%
<b>Staffing</b>	Funded Career Positions	4.00	4.00	0.0%	50.0%
	Funded Workyears	4.00	4.00	0.0%	50.0%
<b>Combined Department Total Budget</b>					
<b>Budget</b>	Expenditures	\$8,335,740	\$9,466,844	13.6%	100.0%
<b>Staffing</b>	Funded Career Positions	8.00	8.00	0.0%	100.0%
	Funded Workyears	8.00	8.00	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 FY25 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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
<b>Charges for Services:</b>					
Parks	3,063,100	2,795,600	2,795,600	2,739,900	-2.0%
Recreation	588,900	444,100	444,100	726,200	63.5%
Planning	38,600	-	-	-	-
CAS	13,400	24,200	24,200	50,100	107.0%
Enterprise	267,500	63,300	63,300	180,100	184.5%
Miscellaneous (Claim Recoveries, etc.)	474,505	-	-	-	-
<b>Total Operating Revenues</b>	<b>4,446,005</b>	<b>3,327,200</b>	<b>3,327,200</b>	<b>3,696,300</b>	<b>11.1%</b>
<b>Operating Expenses:</b>					
Personnel Services	585,868	702,433	702,433	731,707	4.2%
Supplies and Materials	240	36,000	36,000	36,000	0.0%
<b>Other Services and Charges:</b>					
Insurance Claims:					
Parks	3,200,620	2,042,000	2,042,000	2,380,400	16.6%
Recreation	566,072	419,800	419,800	574,600	36.9%
Planning	20,944	27,800	27,800	46,200	66.2%
CAS	(1,396)	11,500	11,500	25,300	120.0%
Enterprise	433,338	100,100	100,100	137,600	37.5%
Insurance Reimbursement	-	-	-	-	-
Misc., Professional services, etc.	1,381,389	1,053,184	1,053,184	1,112,321	5.6%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	378,259	374,503	374,503	425,088	13.5%
<b>Total Operating Expenses</b>	<b>6,565,334</b>	<b>4,767,320</b>	<b>4,767,320</b>	<b>5,469,216</b>	<b>14.7%</b>
<b>Operating Income (Loss)</b>	<b>(2,119,329)</b>	<b>(1,440,120)</b>	<b>(1,440,120)</b>	<b>(1,772,916)</b>	<b>23.1%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	680,926	20,000	20,000	20,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>680,926</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>0.0%</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>(1,438,403)</b>	<b>(1,420,120)</b>	<b>(1,420,120)</b>	<b>(1,752,916)</b>	<b>23.4%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	1,025,448	-	-	-	-
Transfer (Out)	(1,025,448)	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>(1,438,403)</b>	<b>(1,420,120)</b>	<b>(1,420,120)</b>	<b>(1,752,916)</b>	<b>23.4%</b>
<b>Total Net Position - Beginning</b>	<b>13,133,882</b>	<b>12,096,615</b>	<b>11,695,479</b>	<b>10,275,359</b>	<b>-15.1%</b>
<b>Total Net Position - Ending</b>	<b>\$ 11,695,479</b>	<b>\$ 10,676,495</b>	<b>\$ 10,275,359</b>	<b>\$ 8,522,443</b>	<b>-20.2%</b>
<b>Designated Position</b>	<b>1,616,034</b>	<b>3,318,513</b>	<b>3,282,986</b>	<b>3,214,813</b>	<b>-3.1%</b>
<b>Unrestricted Position</b>	<b>10,079,445</b>	<b>7,357,982</b>	<b>6,992,373</b>	<b>5,307,630</b>	<b>-27.9%</b>
<b>Total Net Position, June 30</b>	<b>\$ 11,695,479</b>	<b>\$ 10,676,495</b>	<b>\$ 10,275,359</b>	<b>\$ 8,522,443</b>	<b>-20.2%</b>

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

	FY 23	FY 24	FY 24	FY 25	%
Parks	\$ 657,600	\$ 730,100	\$ 730,100	\$ 741,800	1.6%
Recreation	154,000	150,100	150,100	179,000	19.3%
Planning	6,800	10,000	10,000	14,400	44.0%
CAS	3,500	4,200	4,200	7,900	88.1%
Enterprise	55,600	35,800	35,800	42,900	19.8%
<b>Total</b>	<b>\$ 877,500</b>	<b>\$ 930,200</b>	<b>\$ 930,200</b>	<b>\$ 986,000</b>	<b>6.0%</b>

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



# Prince George's County

## Capital Equipment Internal Service Fund

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### EXECUTIVE OVERVIEW

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. All equipment is financed on a tax-exempt basis, resulting in considerable interest savings. The participating departments are charged an annual rental payment based on the life of the equipment.

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 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 FY25, 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 FY25, the Corporate IT Division of the Office of the CIO is proposing \$350,000 of new capital purchases, split 50/50 between Montgomery and Prince George's, for a firewall and network switches replacements.

For FY25, there will be a transfer of \$931,846 to Largo Headquarters Building Fund.



# Prince George's County Capital Equipment Internal Service Fund

## SUMMARY OF FY25 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 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental - Federal	\$ -	\$ -	\$ -	\$ -	-
Charges to Departments					
Parks & Recreation - Park Fund	-	-	-	-	-
Finance	142,500	-	-	-	-
Corporate IT	-	95,000	95,000	128,250	35.0%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>142,500</b>	<b>95,000</b>	<b>95,000</b>	<b>128,250</b>	<b>35.0%</b>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	5,726	-	-	-	-
Other Services and Charges:	19,153	-	-	430	-
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	439,349	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	175,000	-
Other Classifications	-	-	-	-	-
Chargebacks	-	15,665	15,665	9,475	-39.5%
<b>Total Operating Expenses</b>	<b>464,228</b>	<b>15,665</b>	<b>15,665</b>	<b>184,905</b>	<b>1080.4%</b>
<b>Operating Income (Loss)</b>	<b>(321,728)</b>	<b>79,335</b>	<b>79,335</b>	<b>(56,655)</b>	<b>-171.4%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	109,400	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>109,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>(212,328)</b>	<b>79,335</b>	<b>79,335</b>	<b>(56,655)</b>	<b>-171.4%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	(931,846)	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(931,846)</b>	<b>-</b>
<b>Change in Net Position</b>	<b>(212,328)</b>	<b>79,335</b>	<b>79,335</b>	<b>(988,501)</b>	<b>-1346.0%</b>
<b>Total Net Position - Beginning</b>	<b>4,890,981</b>	<b>4,889,776</b>	<b>4,678,653</b>	<b>4,757,988</b>	<b>-2.7%</b>
<b>Total Net Position - Ending</b>	<b>\$ 4,678,653</b>	<b>\$ 4,969,111</b>	<b>\$ 4,757,988</b>	<b>\$ 3,769,487</b>	<b>-24.1%</b>
<b>Note: Future Financing Plans</b>					
Capital equipment financed for Planning	\$ -	\$ -	\$ -	\$ -	
Capital equipment financed for Parks and Rec	-	-	-	-	
Capital equipment financed for Finance Dept.	-	-	-	-	
Capital equipment financed for Corporate IT	125,000	-	-	175,000	

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



# Prince George's County

## Largo Headquarters Building Internal Service Fund

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### OVERVIEW

Our new Headquarters Building (Largo HQ) is comprised of two buildings at 1601 and 1616 McCormick Drive in Largo, MD. 1616 McCormick Drive is the primary location for the Prince George's County Commissioners' Office and the Prince George's County Planning Department. In the future, Prince George's County Department of Parks and Recreation will move into the both 1601 McCormick Drive and 1616 McCormick Drive.

The Planning Department and Commissioners' Offices were previously located in leased space at the County Administration Building (CAB) and in office condominiums adjacent to the CAB in Upper Marlboro, Maryland. The administrative offices of the Department of Parks and Recreation are currently located in Riverdale, Maryland and in leased space at Walker Drive in Greenbelt, Maryland. This headquarters will:

- Provide the necessary space needed as the departments relocate multiple offices from Upper Marlboro, Riverdale, and Greenbelt.
- Support the implementation of the General Plan by incentivizing the development of Downtown Largo.
- Provide the community with a one-stop location for various M-NCPPC services.
- Align with the unified vision outlined in the Prince George's County Plan 2035 and the Blue Line Corridor.
- Will be an economic driver for the County, with the relocation of approximately 800 Commission employees to the new building that will assist with Largo's evolution as an economic development hub for Prince George's County.
- Be near other Prince George's County agencies, the Office of County Executive, and the County Council located in Downtown Largo to better serve the residents of Prince George's County.

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The Prince George's County Planning Board and Planning Department moved into 1616 McCormick Drive in November 2023. In the future, the Department of Parks and Recreation will fully occupy 1601 McCormick Drive and part of 1616 McCormick Drive.



# Prince George's County

## Largo Headquarters Building Internal Service Fund

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### SUMMARY OF FY25 PROPOSED BUDGET

- The Commission was authorized \$90 million to purchase and renovate the properties, which allowed the Planning Board and Planning Department to expedite renovation and relocation.
- The Internal Service Fund will serve two purposes in FY25: to serve as the fund for the operating and maintenance expenditures for the headquarters and to serve as the fund for additional repairs and renovations.
- The proposed FY25 budget includes \$5,886,332 in operating and maintenance expenditures, which includes the following contributions for the respective operating budgets: \$183,208 from the Planning Board, \$1,950,000 from the Planning Department, \$1,876,562 from the Department of Parks and Recreation (Parks Fund) and \$1,876,562 (Recreation Fund). In the initial phase, the Planning Department will generate most of the costs associated with operating and maintaining the building, as the Department of Parks and Recreation modifies the facilities for its occupancy. Since there is no recent historical data that outlines the full cost of operating the building, actual expenditures will be incurred between mid-November 2023 through June 2024, which will provide more accurate projections of the funding that will be required in the future.
- The proposed FY25 budget also includes \$40,931,846. \$40,000,000 of which will be transferred from the Administrative Fund and \$931,846 will be transferred from the Capital Equipment ISF. These funds will address a multitude of repairs/maintenance at 1616 McCormick Drive (such as providing a new roof, switchgear, security, exterior curtain wall replacement, ADA compliance measures, EV stations for fleet vehicles, outfitting the auditorium, and providing a food hall style concept in downtown Largo utilizing the building's commercial kitchen and cafeteria area) and at 1601 McCormick Drive (such as repairs to the roof, security, and IT cabling and infrastructure needs). This budget also includes funding needed by the Department of Parks and Recreation to plan and design a program for its spaces in 1601 and 1616 McCormick Drive to prepare the spaces for occupancy and to move into the buildings.



# Prince George's County

## Largo Headquarters Building Internal Service Fund

**PRINCE GEORGE'S COUNTY LARGO HEADQUARTERS BUILDING INTERNAL SERVICE FUND**  
**Summary of Revenues, Expenses, and Changes in Fund Net Position**  
**PROPOSED BUDGET FISCAL YEAR 2025**

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	%
					Change
<b>Operating Revenues:</b>					
Intergovernmental	\$	\$	\$	\$	
<b>Charges for Services (Office Space Rental):</b>					
PGC Commissioners / Planning	-	1,333,334	1,333,334	2,133,208	60.0%
PGC Parks & Recreation - Park Fund	-	1,333,333	1,333,333	1,876,562	40.7%
PGC Parks & Recreation - Recreation Fur	-	1,333,333	1,333,333	1,876,562	40.7%
Rental Revenues	-	-	-	-	-
Miscellaneous	-	-	-	-	-
<b>Total Operating Revenues</b>	<u>-</u>	<u>4,000,000</u>	<u>4,000,000</u>	<u>5,886,332</u>	<u>47.2%</u>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	4,098,834	4,000,000	4,000,000	5,886,332	47.2%
Depreciation & Amortization Expense	1,024,335	-	-	-	-
Capital Outlay	-	-	-	40,931,846	-
Chargebacks	-	-	-	-	-
<b>Total Operating Expenses</b>	<u>5,123,169</u>	<u>4,000,000</u>	<u>4,000,000</u>	<u>46,818,178</u>	<u>1070.5%</u>
<b>Operating Income (Loss)</b>	<u>(5,123,169)</u>	<u>-</u>	<u>-</u>	<u>(40,931,846)</u>	<u>-</u>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	889,143	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<u>889,143</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Income (Loss) Before Operating Transfers</b>	<u>(4,234,026)</u>	<u>-</u>	<u>-</u>	<u>(40,931,846)</u>	<u>-</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	55,000,000	-	-	40,931,846	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<u>55,000,000</u>	<u>-</u>	<u>-</u>	<u>40,931,846</u>	<u>-</u>
<b>Change in Net Position</b>	50,765,974	-	-	-	-
<b>Total Net Position - Beginning</b>	59,630,663	24,330,743	110,396,637	110,396,637	353.7%
<b>Total Net Position - Ending</b>	\$ <u>110,396,637</u>	\$ <u>24,330,743</u>	\$ <u>110,396,637</u>	\$ <u>110,396,637</u>	<u>353.7%</u>

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



# Prince George's County

## Commission-wide CIO & IT Initiatives Internal Service Fund

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### EXECUTIVE OVERVIEW

The Chief Information Officer (CIO) is responsible for developing and implementing strategic plans for agency-wide Information Technology (IT) systems. Working closely with various departments, the CIO ensures that the business requirements are met while keeping an eye on the latest technological advancements. Furthermore, the CIO serves as the Commission's Chief Technology Security Officer and provides recommendations for adhering to best practices, allocating resources appropriately, and delivering exceptional customer service. With a deep understanding of the uniqueness of each operating department's programs, the CIO confidently leads the agency toward greater efficiency, effectiveness, and success.

The Program Management Office (PMO) is a unit within the Office of the Chief Information Officer (OCIO). The PMO is accountable for planning, organizing, and executing IT projects that benefit the entire agency in a challenging IT environment. With guidance from the CIO, the PMO team aims to increase flexibility and offer cost-efficient, creative solutions that enable the agency to gain maximum advantages from its IT investments.

The CIO Internal Service Fund (ISF) budget supports the operations of the OCIO and PMO.

The Commission-wide IT (CWIT) ISF budget is developed with the IT Council to advance agency-wide programs and systems properly. It is crucial to continuously assess and update these systems to guarantee the security of the agency's assets. This leads to greater efficiency of systems that enhance employee productivity and allow the agency to continue functioning without interruption.

### FY24 PROGRAM ACCOMPLISHMENTS

Continuous progress has been made during FY24 to advance the agency's IT infrastructure, systems and security.

#### **Learning Management System (LMS)**

The agency-wide Learning Management System (LMS) has been successfully implemented. This system consolidates all existing training subscriptions into a single platform and will govern, assign, automate, and track required employee training. The team analyzed business needs, gathered and vetted requirements, and evaluated solutions in collaboration with the Department of Human Resources and Management and departmental training facilitators. Furthermore, they worked with various departments to ensure a smooth migration of the relevant data and initiated the data migration process from the existing training calendar.

#### **Performance Evaluation Digitization**

The Digitized Performance Evaluation process has undergone several improvements, making it more efficient and accessible for all employees. The automation has been well received by our users. Moreover, the system now allows admin staff to enter employee job functions on behalf of their managers, making it more user-friendly. To ensure a smooth transition to the online system, staff were provided comprehensive training to embrace the change and use the system confidently.

#### **External Website Redesign**

The newly redesigned main website for the Department of Parks and Recreation, Prince George's County was successfully launched earlier this year. The team worked with the department staff to review thousands of web pages and reduce the average number of clicks from seven to three. They also added multiple language features, incorporated the most recent Americans with Disabilities





# Prince George's County

## Commission-wide CIO & IT Initiatives Internal Service Fund

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Act (ADA) regulations, and ensured responsiveness to the diversity of residents. The team is currently working on a redesign of the Prince George's Planning and Central Administrative Services sites.

### **Cybersecurity Improvements**

We have made significant strides in advancing our Enterprise IT Systems capabilities despite the challenges of modern-day security threats and breaches. Under the guidance of the CIO/Information Security Officer, we have been working tirelessly to update and enhance our Security Policies and Standard Operating Procedures while ensuring compliance with National Security Standards through the latest governance initiatives. We are dedicated to consistently improving our security measures by continually upgrading our security settings for our Microsoft 365 environment, conducting yearly cyber security assessments, and providing security awareness training to all employees who use our networks.

### **Collaborations with the Inspector General**

The OCIO worked closely with the Inspector General to identify areas where we can enhance our information technology infrastructure and policies. This partnership is critical in ensuring that our agency's data integrity and confidentiality are always protected.

## **FY24-25 STRATEGIC GOALS**

### **Enterprise Resource Planning (ERP) Replacement Project**

An in-depth study incorporating the CIO's recommendation and external consultants' expertise determined replacement of the agency's current ERP is the best course of action. A new system will enhance efficiency by enabling employees to complete their daily tasks in a more simplified and streamlined manner. Additionally, a new system will help with our efforts to attract and retain recent graduates and talented professionals to the agency.

To ensure that the future ERP system aligns with the agency's objectives, planning for the replacement has already begun. The project team is actively working with various departments to collect and vet their requirements and the Request for Proposal (RFP) is expected to be published this spring.

Once the new system has been selected, implementation is expected to begin in FY25 and continue through FY26.

### **System Enhancements**

Several of our current systems integrate with and/or are dependent on our current ERP system. To ensure the most continuity, the following systems need to be upgraded or replaced before the ERP implementation begins:

- **Timekeeping System:** our current timekeeping system will no longer be supported after December, 2025, and we must upgrade to the newer, more reliable version of the system.
- **Corporate Budget Software:** our current software is a manual, legacy system and needs to be replaced.
- **Accounts Payable System:** Our current system is not designed to enable electronic routing, which is critical to enhancing the security of our payment system and needs to be upgraded.



# Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

In addition, we will continue to address any changing mandates, critical operational needs, and other updates needed to meet requirements identified by our departments.

## Data and Information Security

We will continue to ensure the security of, and appropriate access to, confidential information.

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

Combined, the CIO and CWIT funds remain flat compared to FY24.

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
CIO & Licenses	\$6,536,526	\$7,244,538	\$708,012	10.8%
CWIT	\$1,453,804	\$742,987	(\$710,817)	-48.9%
Total	\$7,990,330	\$7,987,525	(\$2,805)	0.0%

## Chief Information Officer Internal Service Fund

The FY25 proposed budget is \$7,244,538 and funds the OCIO operations and agency-wide licenses and subscriptions.

### Base Budget Request

The proposed budget for the OCIO is \$1,998,538 and includes an increase of 6.7% over FY24 adopted levels. This increase can be attributed to changes in compensation and escalation of expert consulting costs. No new initiatives are proposed for FY25.

The FY25 CIO budget allocation is 44.2% to Montgomery and 55.8% to Prince George's, which remains unchanged from FY24. This equates to \$883,260 to Montgomery and \$1,115,278 to Prince George's.

### Licenses and Subscriptions

The proposed budget for licenses and subscriptions is \$5,246,000 and includes an increase of 12.5%. This increase is due to contractual increases and the transfer of the Kronos/UKG license that was previously paid from the Corporate IT budget and funded through an Administration Fund chargeback. This amount includes two new licenses: Microsoft Unified Support (\$290,000) and Lenel Security (\$20,000).

The cost distribution for licenses and subscriptions are calculated based on license and/or employee counts. The FY25 distribution is \$2,224,965 to Montgomery and \$3,021,035 to Prince George's.



# Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

## BUDGET AT A GLANCE

		<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b>Montgomery County Budget</b>					
	Expenditures	\$2,765,306	\$3,108,225	12.4%	42.9%
<b>Staffing</b>					
	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
<b>Prince George's County Budget</b>					
	Expenditures	\$3,771,220	\$4,136,313	9.7%	57.1%
<b>Staffing</b>					
	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
<b>Combined Department Total Budget</b>					
	Expenditures	\$6,536,526	\$7,244,538	10.8%	100.0%
<b>Staffing</b>					
	Funded Career Positions	7.00	7.00	0.0%	100.0%
	Funded Workyears	7.00	7.00	0.0%	100.0%

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



# Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

## SUMMARY OF FY25 PROPOSED BUDGET

### PRINCE GEORGE'S COUNTY CIO INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental:	\$	\$	\$	\$	
Federal Grant	-	-	-	-	-
Charges to Departments/Funds:					
DHRM	45,589	58,577	58,577	60,067	2.5%
CIO	18,097	4,626	4,626	3,089	-33.2%
Finance	40,203	54,203	54,203	56,012	3.3%
Legal	22,705	26,435	26,435	28,298	7.0%
Inspector General	5,563	7,111	7,111	5,922	-16.7%
Corporate IT	125,949	143,484	143,484	164,444	14.6%
Parks & Recreation - Park Fund	842,980	1,043,824	1,043,824	1,106,644	6.0%
Parks & Recreation - Recreation Fund	1,852,422	1,939,221	1,939,221	2,177,082	12.3%
Planning	471,202	469,620	469,620	516,565	10.0%
Enterprise	-	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>3,424,710</b>	<b>3,747,101</b>	<b>3,747,101</b>	<b>4,118,123</b>	<b>9.9%</b>
<b>Operating Expenses:</b>					
Personnel Services	781,713	853,399	853,399	917,291	7.5%
Supplies and Materials	3,182	27,344	27,344	27,902	2.0%
Other Services and Charges:	2,159,891	2,890,477	2,890,477	3,191,120	10.4%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>2,944,786</b>	<b>3,771,220</b>	<b>3,771,220</b>	<b>4,136,313</b>	<b>9.7%</b>
<b>Operating Income (Loss)</b>	<b>479,924</b>	<b>(24,119)</b>	<b>(24,119)</b>	<b>(18,190)</b>	<b>-24.6%</b>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	124,739	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>124,739</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>604,663</b>	<b>(24,119)</b>	<b>(24,119)</b>	<b>(18,190)</b>	<b>-24.6%</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>604,663</b>	<b>(24,119)</b>	<b>(24,119)</b>	<b>(18,190)</b>	<b>-24.6%</b>
<b>Total Net Position - Beginning</b>	<b>(310,799)</b>	<b>(310,799)</b>	<b>293,864</b>	<b>269,745</b>	<b>-186.8%</b>
<b>Total Net Position - Ending</b>	<b>\$ 293,864</b>	<b>\$ (334,918)</b>	<b>\$ 269,745</b>	<b>\$ 251,555</b>	<b>-175.1%</b>

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



# Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

## Commission-wide IT Internal Service Fund

This budget is developed in coordination with the IT Council to properly advance agency-wide programs and systems. Continual evaluation of, and updates to, these systems are critical to ensure the security of the agency's assets, greater efficiency of systems which enhance employee productivity, and effective continuation of operations for the agency to continue to function during times of crisis. This budget is funded through direct contributions from the departments based on usage allocations.

### Base Continuing Projects Budget Request

There are no continuing projects in this budget request. One-time funding of \$450,000 was identified to cover ongoing projects in FY25.

### Financed Continuing Project Budget Requests

The only financed project is the ERP Replacement Project. The cost is projected to increase from \$4M to \$7.57M. Montgomery Planning prepaid part of their contribution in FY22, and the CAS Departments prepaid their full contribution in FY23.

Factoring the additional funds and prepayments in, the amount requested in FY25 is \$742,987, which represents the third year of six for financing.

### New Project Budget Requests

There are no new project requests in FY25.

## **BUDGET AT A GLANCE**

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>	<b>% Allocated *</b>
<b><i>Montgomery County Budget</i></b>				
Expenditures	\$535,666	\$287,198	-46.4%	38.7%
<b><i>Prince George's County Budget</i></b>				
Expenditures	\$918,138	\$455,789	-50.4%	61.3%
<b><i>Combined Department Total Budget</i></b>				
Expenditures	\$1,453,804	\$742,987	-48.9%	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 FY25 PROPOSED BUDGET

### PRINCE GEORGE'S COUNTY COMMISSION-WIDE IT INITIATIVES INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	413,855	22,758	22,758	-	-100.0%
CIO	351	436	436	-	-100.0%
Finance	381,758	26,054	26,054	-	-100.0%
Legal	285,200	10,972	10,972	-	-100.0%
Inspector General	3,371	6,456	6,456	-	-100.0%
Corporate IT	11,650	9,874	9,874	-	-100.0%
Parks & Recreation - Park Fund	354,633	355,716	355,716	195,798	-45.0%
Parks & Recreation - Recreation Fund	369,633	338,236	338,236	195,798	-42.1%
Planning	112,979	147,636	147,636	64,193	-56.5%
Enterprise	-	-	-	-	-
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>1,933,430</b>	<b>918,138</b>	<b>918,138</b>	<b>455,789</b>	<b>-50.4%</b>
<b>Operating Expenses:</b>					
Personnel Services	-	-	-	-	-
Supplies and Materials	25,281	-	-	-	-
Other Services and Charges:	723,033	918,138	918,138	455,789	-50.4%
<b>Debt Service:</b>					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	10,563	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>758,877</b>	<b>918,138</b>	<b>918,138</b>	<b>455,789</b>	<b>-50.4%</b>
<b>Operating Income (Loss)</b>	<b>1,174,553</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Nonoperating Revenue (Expenses):</b>					
Debt Proceeds	-	-	-	-	-
Interest Income	-	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income (Loss) Before Operating Transfers</b>	<b>1,174,553</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in Net Position</b>	<b>1,174,553</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Net Position - Beginning</b>	<b>2,851,920</b>	<b>1,891,970</b>	<b>4,026,473</b>	<b>4,026,473</b>	<b>112.8%</b>
<b>Total Net Position - Ending</b>	<b>\$ 4,026,473</b>	<b>\$ 1,891,970</b>	<b>\$ 4,026,473</b>	<b>\$ 4,026,473</b>	<b>112.8%</b>
<b>Note: Future Financing Plans</b>					
Capital equipment financed for IT Initiatives	\$ 2,357,200	\$ -	\$ -	\$ -	-

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



# Prince George's County

## Commission-wide Executive Office Building Internal Service Fund

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### MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for the expenses of operating the Executive Office Building (EOB) in Riverdale, MD. This facility houses the bi-county operations of the agency including the departments of Finance, Legal, Human Resources and Management (“DHRM”), the Office of the Chief Information Officer (OCIO), the Office of the Inspector General (OIG), the Merit System Board, and the Employees’ Retirement System (ERS). The Recruitment and Selection Office of DHRM and the agency-wide Archives program are located offsite.

### HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The FY25 Proposed Budget is \$1,685,496 and includes an increase of 4.4% (or \$71,373) over FY24 levels.

#### Revenue

**Occupancy:** Revenue to the fund is provided annually through operational occupancy charges to the tenants based on allocated space. The occupancy rate is based on the per square footage cost of facility maintenance and repairs, mechanical systems, janitorial services, security, electronic access systems, and grounds maintenance. In order to address the increasing operational costs of the aging building infrastructure, the proposed budget includes an occupancy rate of \$29.83, which is a 2% increase over the FY24 adopted rate.

**Interest:** Interest income is projected to remain flat compared to FY24.

**Fund Balance:** Fund balance of \$130,263 will be used to absorb the proposed FY25 budget balance.

#### Expenditures

**Personnel Services:** This category includes an increase of 21.9% (\$58,429). The proposed budget includes 2 career positions and workyears as well as one new seasonal contract position. The career positions manage the day-to-day operations of building mechanical systems, perform necessary repairs, and address occupant concerns. Extensive daily maintenance is required to operate a multi-story building and its grounds, thus requiring the facility staff to focus primarily on technical repairs and maintenance. The new seasonal position will provide main lobby desk receptionist services and security.

**Other Operating Charges:** This category remains flat compared to FY24 levels and covers utilities, preventative maintenance, parts and equipment, repairs, maintenance supplies, and professional services including janitorial and pest control services.

**Capital Projects:** This category remains flat compared to FY24 levels and provides funding for any major structural building improvements, machinery, or equipment necessary to maintain the building and grounds.

**Chargebacks:** This category includes an increase of 9.5% (\$11,344) for salary and benefit allocations of DHRM staff time. These allocations have been adjusted to more accurately reflect the DHRM staff time required to support the facility’s operations.



# Prince George's County Commission-wide Executive Office Building Internal Service Fund

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## FY25 WORK PROGRAM PRIORITIES

**Maintain Operations:** Continue to ensure the facility is clean and fully functioning through maintaining and repairing systems and equipment, implementing necessary improvements, and addressing any concerns of employees, tenants and visitors.

**Building Infrastructure Repairs and Upgrades:** Make upgrades to building infrastructure to ensure adequate building operations and employee safety. This would include:

- Making incremental and needed upgrades to HVAC systems to provide improved airflow and heating/cooling, especially in hallways and common spaces.
- Address water leaks into workspaces from the building exterior including resealing around windows and ETACs (A/C wall units).
- Upgrade both interior and exterior lighting (such as parking lot lights) to improve employee safety.

**Management of Office Space:** Find new and effective ways to manage office space within the building. The building is approaching full capacity and with an anticipated growth in the workforce, accommodations will need to be addressed.

### Program Goals & Objectives

The primary goal of the Executive Office Building Fund is the continued effective operation of building systems to ensure that employees have a safe, healthy, and productive work environment. To reach this goal, the fund covers expenses related to the ongoing maintenance and repairs of the facility and grounds. Due to the age of the building, over the next several years, additional building infrastructure issues will be addressed through incremental upgrades such as those to HVAC and plumbing systems.

### FY25 Staffing

No changes in positions or workyears are proposed.

### Executive Office Building

	<b>FY24 Adjusted Adopted</b>	<b>FY25 Proposed</b>	<b>% Change</b>
<b>Staffing</b>			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	2.00	2.00	0.0%





# Prince George's County Commission-wide Executive Office Building Internal Service Fund

## SUMMARY OF FY25 PROPOSED BUDGET

### COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (Office Space Rental):					
PGC Parks and Recreation	-	-	-	-	-
Retirement System	121,868	123,917	123,917	126,396	2.0%
Chief Information Office	64,511	37,143	37,143	44,807	20.6%
Risk Management	59,280	65,717	65,717	66,792	1.6%
Group Insurance	70,670	80,428	80,428	81,738	1.6%
CAS Departments	1,150,314	1,213,611	1,213,611	1,231,500	1.5%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<u>1,466,643</u>	<u>1,520,816</u>	<u>1,520,816</u>	<u>1,551,233</u>	<u>2.0%</u>
<b>Operating Expenses:</b>					
Personnel Services	257,593	266,683	266,683	325,112	21.9%
Supplies and Materials	57,426	66,500	66,500	68,500	3.0%
Other Services and Charges:	723,056	1,071,120	1,071,120	1,070,720	0.0%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	59,663	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	90,000	90,000	90,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	113,783	119,820	119,820	131,164	9.5%
<b>Total Operating Expenses</b>	<u>1,211,521</u>	<u>1,614,123</u>	<u>1,614,123</u>	<u>1,685,496</u>	<u>4.4%</u>
<b>Operating Income (Loss)</b>	<u>255,122</u>	<u>(93,307)</u>	<u>(93,307)</u>	<u>(134,263)</u>	<u>43.9%</u>
<b>Nonoperating Revenue (Expenses):</b>					
Interest Income	172,431	4,000	4,000	4,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
<b>Total Nonoperating Revenue (Expenses):</b>	<u>172,431</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>0.0%</u>
<b>Income (Loss) Before Operating Transfers</b>	<u>427,553</u>	<u>(89,307)</u>	<u>(89,307)</u>	<u>(130,263)</u>	<u>45.9%</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Change in Net Position</b>	<u>427,553</u>	<u>(89,307)</u>	<u>(89,307)</u>	<u>(130,263)</u>	<u>45.9%</u>
<b>Total Net Position - Beginning</b>	<u>6,507,958</u>	<u>6,404,022</u>	<u>6,935,511</u>	<u>6,846,204</u>	<u>6.9%</u>
<b>Total Net Position - Ending</b>	<u>\$ 6,935,511</u>	<u>\$ 6,314,715</u>	<u>\$ 6,846,204</u>	<u>\$ 6,715,941</u>	<u>6.4%</u>

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



# Prince George's County Commission-wide Group Insurance Internal Service Fund

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## EXECUTIVE OVERVIEW

The Commission's Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include the employer, employee and retiree share of insurance premiums. The Flexible Spending program is also accounted for in this fund.

The Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The 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 six full-time positions.

## HIGHLIGHTS AND MAJOR CHANGES IN FY25 PROPOSED BUDGET

The proposed FY25 expenditure budget is \$85.0 million, which reflects a 7.6% increase over FY24 budget levels.

The FY25 Proposed Budget reflects the Commission-adopted employee health insurance cost share. The administrative expenses are factored into the health insurance rates and paid through the employer and employee contributions for health care premiums.

The FY25 Proposed Budget contains a designated reserve of \$8.5 million, which is enough to meet the 10.0% of total operating expenses reserve policy.

The Health and Benefits Office is requesting a **Corporate Human Resources Specialist II (\$126,384)** to meet the benefits needs of the growing retiree and career staff population and to implement the 'Time to Care Act' legislation. A full-time position is necessary to meet this ongoing need. Montgomery County Government already has a position for the implementation and Prince George's County Government will be requesting resources in FY25.

<u>Staffing</u>	<u>FY24 Adjusted Adopted</u>	<u>FY25 Proposed</u>	<u>% Change</u>
Funded Career Positions	6.00	7.00	16.7%
Funded Workyears	6.00	7.00	16.7%



# Prince George's County Commission-wide Group Insurance Internal Service Fund

## SUMMARY OF FY25 PROPOSED BUDGET

### COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2025

	FY 23 Actual	FY 24 Adjusted Adopted	FY 24 Estimate	FY 25 Proposed	% Change
<b>Operating Revenues:</b>					
Intergovernmental:					
EGWP Subsidy	\$ 3,219,732	\$ 3,000,000	\$ 3,000,000	\$ 3,500,000	16.7%
<b>Charges for Services:</b>					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	13,429,227	16,000,000	16,000,000	16,600,000	3.8%
Employer Contributions/Premiums	45,578,303	60,000,000	60,000,000	64,930,559	8.2%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
<b>Total Operating Revenues</b>	<u>62,227,262</u>	<u>79,000,000</u>	<u>79,000,000</u>	<u>85,030,559</u>	<u>7.6%</u>
<b>Operating Expenses:</b>					
Personnel Services	1,070,596	909,621	909,621	1,196,376	31.5%
Supplies and Materials	17,614	62,500	62,500	51,200	-18.1%
<b>Other Services and Charges:</b>					
Professional Services	2,423,552	967,328	967,328	1,000,799	3.5%
Insurance Claims and Fees	49,845,738	68,528,863	68,528,863	73,404,144	7.1%
Insurance Premiums	8,472,889	8,200,000	8,200,000	8,900,000	8.5%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	499,938	357,688	357,688	502,101	40.4%
<b>Total Operating Expenses</b>	<u>62,330,327</u>	<u>79,026,000</u>	<u>79,026,000</u>	<u>85,054,620</u>	<u>7.6%</u>
<b>Operating Income (Loss)</b>	<u>(103,065)</u>	<u>(26,000)</u>	<u>(26,000)</u>	<u>(24,061)</u>	<u>-7.5%</u>
<b>Non-operating Revenue (Expenses):</b>					
Interest Income	545,234	10,000	10,000	8,000	-20.0%
<b>Total Non-operating Revenue (Expenses)</b>	<u>545,234</u>	<u>10,000</u>	<u>10,000</u>	<u>8,000</u>	<u>-20.0%</u>
<b>Income (Loss) Before Operating Transfers</b>	<u>442,169</u>	<u>(16,000)</u>	<u>(16,000)</u>	<u>(16,061)</u>	<u>0.4%</u>
<b>Operating Transfers In (Out):</b>					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
<b>Net Operating Transfer</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Change in Net Position</b>	<u>442,169</u>	<u>(16,000)</u>	<u>(16,000)</u>	<u>(16,061)</u>	<u>0.4%</u>
<b>Total Net Position, Beginning</b>	<u>13,456,871</u>	<u>12,003,871</u>	<u>13,899,040</u>	<u>13,883,040</u>	<u>15.7%</u>
<b>Total Net Position, Ending</b>	<u>13,899,040</u>	<u>11,987,871</u>	<u>13,883,040</u>	<u>13,866,979</u>	<u>15.7%</u>
<b>Designated Position</b>	<u>6,233,033</u>	<u>7,902,600</u>	<u>7,902,600</u>	<u>8,505,462</u>	<u>7.6%</u>
<b>Unrestricted Position</b>	<u>7,666,007</u>	<u>4,085,271</u>	<u>5,980,440</u>	<u>5,361,517</u>	<u>31.2%</u>
<b>Total Net Position, June 30</b>	<u>\$ 13,899,040</u>	<u>\$ 11,987,871</u>	<u>\$ 13,883,040</u>	<u>\$ 13,866,979</u>	<u>15.7%</u>

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



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# Prince George's County

## Appendices - Glossary

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**Accrual Basis of Accounting** – Method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

**Administration Fund/Tax** – Funds approved to finance planning and administrative support activities.

**Adopted Budget** – The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without detailed description.

**Advance Land Acquisition Revolving Fund (ALARF)** – Source of disbursements for highways, streets, school sites and other public purposes. Originally financed by a Bond Issuance and is serviced through a dedicated property tax. Maintained by reimbursements from agencies for which the Commission bought the land.

**Appropriation** – Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

**Assessable Base** – Total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue. (see *Tax Rate*). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

**Authorized Positions** – Number of approved positions in the Adopted Budget.

**Balanced Budget** – When revenues and other financing sources equal the expenditures, other uses, and required funds in a budget.

**Bonds** – Debt issued for a period of more than one year by governments, municipalities, and companies. Investors purchase the bonds and 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*).

**Career Employee** – An employment status for full and part time employees. Career employees occupy positions and their work effort is measured in workyears. (see *Workyears*).

**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. The Commission submits its CIP annually to Prince George's County by January 15 and every odd numbered year to Montgomery County by November 1.

**Capital Outlay** – Funds in the operating budget for capital purchases other than land and improvements to the land, such as furniture, vehicles, and equipment. To qualify as capital outlay, an item must be a fixed asset and have a unit cost of \$10,000 or more. Capital outlay items are not as extensive as items in the Capital Budget.

**Central Administrative Services (CAS)** – The Commission's centralized core administrative departments (Human Resources and Management, Finance, Legal) and units (Inspector General, Chief Information Officer, Merit System Board) that are funded jointly by Prince George's and Montgomery Counties.

**Chargebacks** – Charges made by a department to other departments to recover all or a portion of the costs incurred to provide a specific service to those departments. These recoveries may be within the same fund or they may be from one fund to another. The expense appears under Other Classifications in the Commission structure.

**Chief Information Officer (CIO)/Commission-Wide IT (CWIT) Initiatives** – The Commission's unit responsible for enterprise-wide information technology systems, security, and strategic planning.

**Collective Bargaining Agreement** – A legally binding contract between the Commission as an employer and a certified representative of a recognized bargaining unit for specific terms and



# Prince George's County

## Appendices - Glossary

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conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

**Cost of Living Adjustment (COLA)** – An upward increment of an employee's rate of pay to make up for the annual change in the Cost-of-Living rate.

**Debt Service** – Amount of funds needed to re-pay principal and interest on outstanding bonded indebtedness.

**Depreciation** – Amount allocated during a financial period to amortize the cost of acquiring capital assets over the useful life of those assets.

**Enterprise Funds** – Funds which account for the operation and maintenance of various facilities (such as golf courses and ice rinks) and services that are entirely or primarily supported by user fees.

**Fiscal Year (FY)** – The time period designated by the Commission signifying the beginning and ending period for recording financial transactions. The Commission's fiscal year begins on July 1 and ends on June 30.

**Fund** – A set of accounts reserved for types of revenues and expenditures for services such as parks, planning and administration. Funds are created to assure clear legal compliance with the accounting standards and practices.

**Fund Balance** – Amounts left unexpended or unencumbered in a fund at the end of a fiscal year.

**General Fund** – Fund used to account for all assets and liabilities except those particularly assigned for other purposes in another more specialized fund. The Commission's General Fund is made up of five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George's County Administration Fund, Prince George's County Park Fund, and Prince George's County Recreation Fund.

**Generally Accepted Accounting Principles (GAAP)** – The minimum standards governing financial reporting in both the public and private sector.

**The Governmental Accounting Standards Board (GASB)** – The independent organization that establishes and improves standards of financial accounting and reporting for state and local governments.

**Governmental Funds** – All funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Governmental funds use the modified accrual method of accounting.

**Internal Service Funds** – Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, information systems, and risk management.

**Land Use Article of the Annotated Code of Maryland** – Establishes the purpose, powers, and duties of the Commission.

**Merit Increase** – An upward increment in an employee's rate of pay within the salary range for a given class of work recognizing the completion of a period of satisfactory service.

**Modified Accrual Method** – Method of accounting utilized for governmental funds where revenues are recorded when they are both measurable and available (collectable during the fiscal year or soon enough thereafter to pay current year liabilities), expenditures are recorded when a liability is incurred, and expenditures for debt 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.

**Operating Budget** – A comprehensive financial plan by which the Commission's operating programs are funded for a single fiscal year.

**Operating Budget Impact (OBI)** – The increase (or possible decrease) in cost in the operating budget attributable to the addition of a new facility or program, or the renovation or expansion of an existing facility.

**Other Services and Charges** – Category of expenditure reflecting services, fees, repairs or maintenance on equipment, rents and leases, and insurance.

**Park Fund/Tax** – Funds approved to finance park operating expenses and debt service.



# Prince George's County

## Appendices - Glossary

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**Pay-As-You-Go (PAYGO)** – Concept of utilizing available current revenues or fund balance to pay for capital projects in lieu of the use of bond proceeds, thus eliminating the need to pay interest charges on those bonds.

**Personal Property Tax** – A charge on movable property not attached to the land and improvements classified for purposes of assessment. This tax is imposed on businesses within the Commission's boundaries.

**Personnel Services** – Category of expenditure reflecting salaries, wages and benefits.

**Position** – An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period.

**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. These funds use the accrual rather than modified accrual method of accounting. The two types of proprietary funds are the enterprise fund and internal service fund.

**Real Property Tax** – A charge on real estate, including land and improvements (buildings, fences, etc.) classified for purposes of assessment.

**Recreation Fund/Tax** – Those funds approved to finance recreation programs (Prince George's County only).

**Reserve** – A portion of funds in a budget that is legally restricted for a certain purpose.

**Salary Lapse** – Amount deducted from Personnel Services to account for assumed savings resulting from vacancies.

**Seasonal/Intermittent** – An employment status for temporary, intermittent, seasonal or as-needed employees. These employees do not occupy positions but their work effort is measured in workyears (see *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".

**Special Revenue Funds** – Funds used to account for and report on the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

**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** – When current revenue from taxes, fees, investments, grants and other sources is less than current expenditures. If available, fund balance is employed to cover the difference.

**Support Services** – Budget accounting for expenses that are shared by more than one division within a department or by more than one department. These expenses cannot be appropriately or feasibly allocated to the budgets of departments or their sub-units.

**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.

**Term Contract** – An employment status of at least 30 hours per week for a period of less than two years. Term contract employees occupy positions and their work effort is measured in workyears.



## Prince George's County Appendices - Glossary

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**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 equivalent to 2,080 work hours per year.





**ACRONYMS**

Aquatics and Athletic Facilities Division	AAFD
American Academy of Park and Recreation Agencies	AAPRA
Audit Committee	AC
Annual Comprehensive Financial Report	ACFR
Automated Clearing House	ACH
Arts and Cultural Heritage Division	ACHD
Americans with Disabilities Act	ADA
Automatic Electronic Defibrillator	AED
Artificial Intelligence	AI
Advance Land Acquisition	ALA
Adequate Public Facilities	APF
Agriculture Reserve Zone	AR
American Society for Testing and Materials	ASTM
Anacostia Trails and Heritage Area	ATHA
Business Communication Systems	BCM
Black History Month	BHM
Coalition of African Americans in the Performing Arts	CAAPA
Civil Air Patrol	CAP
Commission for Accreditation of Park and Recreation Agencies	CAPRA
Central Administrative Services	CAS
Chesapeake Bay Critical Area	CBCA
Capital Equipment Internal Service Fund	CEISF
Calls-For-Service	CFS
Commercial, General and Office	CGO
Chief Information Officer	CIO
Capital Improvement Program	CIP
Criminal Justice Information Systems	CJIS
Certified Local Government	CLG
Countywide Map Amendment	CMA
Intergovernmental Network	C-NET
Council of Governments	COG
Cost of Living Adjustment	COLA
Continuity of Operations	COOP
Compliance Performance and Innovation Division	CP&ID
College Park Aviation Museum	CPAM
Community Planning Division	CPD
Consumer Price Index	CPI
Consumer Price Index – Urban	CPI-U
Cardiopulmonary Resuscitation	CPR



# Prince George's County

## Appendices - Acronyms

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Consumer Products Safety Commission	CPSC
Certified Playground Safety Inspectors	CPSI
Commercial-Residential Zone	CR
Customer Relations Management	CRM
Comprehensive Recreational Programming Plan	CRPP
Community Services Unit	CSU
Commission-wide Information Technology	CWIT
Drug Awareness Resistance Education	D.A.R.E.
Development Activity Monitoring System	DAMS
Development Activity Review Tracking System	DARTS
Department of Human Resources and Management	DHRM
Department of Permitting, Inspections and Enforcement	DPIE
Department of Parks and Recreation	DPR
Department of Public Works and Transportation	DPW&T
Development Review Division	DRD
Enterprise Asset Management	EAM
Economic Development Corporation	EDC
Enterprise Financial Management	EFM
Enterprise Information Technology	EIT
Emergency Medical Technician	EMT
Executive Office Building	EOB
Executive Office Building IT	EOB-IT
End of Useful Life	EOL
Enterprise Resource Planning	ERP
Employees' Retirement System (Pension)	ERS
Expedited Transit-Oriented Development	ETOD
Engineered Wood Fiber	EWF
Federal Aviation Administration	FAA
Foundation for the Advancement of Music, and Education	FAME
Fraternal Order of Police	FOP
Facility Services Division	FSD
Gang Resistance Education and Training	G.R.E.A.T.
Generally Accepted Accounting Principles	GAAP
Governmental Accounting Standards Board	GASB
Government Finance Officers Association	GFOA
Geographic Information System	GIS
Headquarters	HQ
Human Resources	HR
Human Resources Information Systems	HRIS
Heating, Ventilation and Air Conditioning	HVAC
Heating, Ventilation, Air Conditioning and Refrigeration	HVACR



## Prince George's County Appendices - Acronyms

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International Association of Chiefs of Police	IACP
Incurred But Not Reported	IBNR
Inter-Center Basketball	ICB/GEAR
Industrial Employment	IE
Information Management Division	IMD
Internet Protocol	IP
Indexing, Referencing, and Review	IRR
Internal Revenue Service	IRS
Internal Service Fund	ISF
Information Technology	IT
Legacy Comprehensive Design	LCD
Light Emitting Diode	LED
Learning Management System	LMS
Legacy Mixed-Use Town Center	LMUTC
Long-Term Disability	LTD
Local Transit-Oriented	LTO
Maryland Aviation Administration	MAA
Minority, Female and Disabled-Owned Business Enterprise	MBE
Municipal and County Government Employees Organization/UFCWU Local 1994	MCGEO
Montgomery County Self Insurance Program	MCSIP
Maryland Department of Transportation	MDOT
Maryland Economic Development Corporation	MEDCO
Museum Exhibit and Support Unit	MESU
Maryland General Assembly	MGA
Military Installation Overlay	MIO
Major League Baseball	MLB
Maryland-National Capital Park and Planning Commission	M-NCPPC
Memorandum of Understanding	MOU
Maryland Public Information Act	MPIA
Master Plan of Transportation	MPOT
Metropolitan Service Area	MSA
Management Services Division	MSD
Neighborhood Activity Center	NAC
National Aeronautics and Space Administration	NASA
National Hockey League	NHL
Natural and Historic Resources Division	NHRD
Non-Native Invasive	NNI
National Plan of Integrated Airports	NPIAS
National Recreation and Park Association	NPRA
Northern Region Parks Divisions	NRPD
Operating and Maintenance Costs	O&M



## Prince George's County Appendices - Acronyms

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Office of Accountability, Oversight, and Recruitment	OA0
Office of the Chief Information Officer	OCIO
Organizational Development	OD
Office of the General Counsel	OGC
Office of the Inspector General	OIG
Maryland Open Meetings Act	OMA
Other Post-Employment Benefits	OPEB
Office Services Unit	OSU
Public Affairs and Community Engagement	PACE
Police Athletic League	PAL
Partnership for Action Learning in Sustainability	PALS
Planning Assistance to Municipalities and Communities	PAMC
Placemaking Around Town	PAT
Personal Computer	PC
Payment Card Industry	PCI
Maryland Police and Correctional Training Commission	PCTC
Paid Family Medical Leave	PFML
Prince George's County Boys and Girls Club	PGCB&GC
Prince George's County Public Schools	PGCPS
Prince George's Parks and Recreation	PGPR
Prince Georges' Parks & Recreation-Potomac Valley USA Swimming Team	PGPR-PV
Prince George's Sports and Learning Complex	PGSLC
Program Management Office	PMO
Park Planning and Environmental Stewardship Division	PPES
Park and Printing Solutions	PPS
Parks, and Recreation Administration Building	PRA
Parks and Recreation Advisory Board	PRAB
Part Time	PT
Residential Agricultural	RA
Residential Estate	RE
Request for Proposal	RFP
Residential Multifamily	RMF
Rural Residential	RR
Residential Suburban Development	RS
Residential Single Family	RSF
Southern Area Aquatics and Recreation Complex	SAARC
Spending Affordability Committee	SAC
Storage Area Networks	SAN
Self-Contained Underwater Breathing Apparatus	SCUBA
State Department of Assessments & Taxation	SDAT
State Highway Administration	SHA



# Prince George's County Appendices - Acronyms

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Service Level Agreements	SLA
Small-Local-Owned Business Enterprise	SLBE
Sectional Map Amendment	SMA
Standard Operating Procedure	SOP
Special Revenue Fund	SRF
Science, Technology, Engineering, the Arts and Mathematics	STEAM
Town Activity Center	TAC
Transportation Action Partnership	TAP
Tree Conservation Plan	TCP
Transit District Development Plan	TDDP
Transit District Overlay Zone	TDOZ
Transferable Development Rights	TDR
Transit Oriented Development	TOD
Transportation Review Guidelines	TRG
Town Sector	TS
Urban Land Institute	ULI
University of Maryland	UMD
United States Tennis Association	USTA
Voice over Internet Protocol	VOIP
Virtual Private Network	VPN
Woodland Conservation Ordinance	WCO
Washington Suburban Sanitary Commission	WSSC
Youth and Countywide Sports Division	YCSD



# Prince George's County Appendices - Historical Data

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratio of Net General Obligation Bonded Debt  
To Assessed Value and Net General Obligation Bonded Debt Per Capita  
Last Ten Fiscal Years

### MONTGOMERY COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds			Net Bonded Debt Per Capita
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	
2014	1,025,063	\$ 141,899,535	\$ 44,616	0.03	\$ 163,601,193	1,430	0.001	1.40
2015	1,033,370	142,418,524	41,464	0.03	163,656,758	1,200	0.001	1.16
2016	1,039,327	151,113,059	51,857	0.03	174,057,795	1,075	0.001	1.03
2017	1,047,239	157,476,558	56,953	0.04	181,546,725	1,020	0.001	0.97
2018	1,048,794	163,053,038	52,924	0.03	188,182,436	885	0.000	0.84
2019	1,051,129	167,427,077	64,917	0.04	193,106,472	750	0.000	0.71
2020	1,062,061	171,202,657	69,749	0.04	197,588,106	620	0.000	0.58
2021	1,069,095	175,812,274	65,965	0.04	203,030,055	490	0.000	0.46
2022	1,076,176	178,388,570	60,728	0.03	206,800,000	365	0.000	0.34
2023	1,068,846	185,401,357	69,719	0.04	214,054,758	240	0.000	0.22

### PRINCE GEORGE'S COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds			Net Bonded Debt Per Capita
		Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	Assessed Value (2)	General Bonded Debt Outstanding (1)	Ratio of Net Bonded Debt to Assessed Value	
2014	904,430	\$ 70,551,045	\$ 67,280	0.10	\$ 75,744,055	\$ -	-	n.a.
2015	909,535	71,578,363	58,860	0.08	76,747,781	-	-	n.a.
2016	908,049	74,240,911	73,329	0.10	79,385,919	-	-	n.a.
2017	912,756	78,488,744	64,534	0.08	83,863,174	-	-	n.a.
2018	909,308	84,361,738	92,162	0.11	90,065,188	-	-	n.a.
2019	909,327	89,052,828	110,946	0.12	95,038,631	-	-	n.a.
2020	909,612	100,289,916	110,946	0.11	100,289,916	-	-	n.a.
2021	910,551	99,283,346	103,467	0.10	105,862,549	-	-	n.a.
2022	946,971	110,821,221	125,092	0.11	110,821,221	-	-	n.a.
2023	n.a.	109,070,515	129,297	0.12	116,239,005	-	-	n.a.

Notes: n.a. represents information that was unavailable at the time the tables were updated  
 Notes: (1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums  
 (2) Metropolitan District only  
 Source: Assessed Value is from Montgomery County and Prince George's County Governments  
 Population estimates are from the U.S. Bureau of the Census, Population Estimates Branch

# Prince George's County Appendices - Historical Data

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type  
Last Ten Fiscal Years

### MONTGOMERY COUNTY

Year	Governmental Activities (1) General Obligation Bonds	Business-Type Activities (1) Revenue Bonds and Notes	Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
				Percentage Of Personal Income	Outstanding Debt Per Capita			Percentage Of Personal Income	Outstanding Debt Per Capita
2014	\$ 44,616	\$ -	\$ 44,616	0.05	\$ 43.18	\$ 1,430	\$ 46,046	0.06	\$ 44.56
2015	41,464	-	41,464	0.05	39.90	1,200	42,664	0.05	41.05
2016	51,857	-	51,857	0.06	49.52	1,075	52,932	0.06	50.54
2017	56,953	-	56,953	0.06	54.30	1,020	57,973	0.06	55.28
2018	52,924	-	52,924	0.06	50.35	885	53,809	0.06	51.19
2019	64,917	-	64,917	0.07	61.12	750	65,667	0.07	61.83
2020	69,749	-	69,749	0.07	65.24	620	70,369	0.07	65.82
2021	65,965	-	65,965	0.07	61.70	490	66,455	0.07	62.16
2022	60,728	-	60,728	0.06	56.43	365	61,093	0.06	56.77
2023	69,719	-	69,719	0.07	65.23	240	69,959	0.07	65.45

### PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1) General Obligation Bonds	Business-Type Activities (1) Revenue Bonds and Notes	Total Primary Government(1)	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
				Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)			Percentage Of Personal Income (2)	Outstanding Debt Per Capita (2)
2014	\$ 67,280	\$ -	\$ 67,280	0.17	\$ 74.39	\$ -	\$ 67,280	0.17	\$ 74.39
2015	58,860	-	58,860	0.14	64.71	-	58,860	0.14	64.71
2016	73,329	-	73,329	0.17	80.75	-	73,329	0.17	80.75
2017	64,534	-	64,534	0.15	70.70	-	64,534	0.15	70.70
2018	92,162	-	92,162	0.21	101.35	-	92,162	0.21	101.35
2019	119,227	-	119,227	0.26	131.12	-	119,227	0.26	131.12
2020	110,946	-	110,946	0.23	121.97	-	110,946	0.23	121.97
2021	103,467	-	103,467	0.20	113.63	-	103,467	0.20	113.63
2022	125,092	-	125,092	0.25	132.10	-	125,092	0.25	132.10
2023	129,297	-	129,297	na	na	-	129,297	na	na

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Demographic Statistics table for personal income and population data. Data are not available for Prince George's County for FY 2023.

Source: The Maryland-National Capital Park and Planning Commission, Montgomery and Prince George's County Governments



# Prince George's County Appendices – Historical Data

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

### Principal Employers

Current Fiscal Year and Nine Years Ago

#### MONTGOMERY COUNTY

<u>Employer</u>	<u>2023</u>			<u>2014</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>
U.S. Department of Health and Human Services	25,000 - 30,000	1	6.05 %	25,000 - 30,000	1	6.09 %
Montgomery County Public Schools	25,000 - 30,000	2	6.05	20,000 - 25,000	2	6.09
Montgomery County Government	10,000 - 15,000	3	2.75	10,000 - 15,000	4	2.77
U.S. Department of Commerce	5,000 - 10,000	4	1.65	5,000 - 10,000	5	1.66
U.S. Department of Defense	5,000 - 10,000	5	1.65	10,000 - 15,000	3	2.77
Adventist Healthcare	5,000 - 10,000	6	1.65	2,500 - 5,000	6	0.83
AstraZeneca Pharmaceuticals LP	2,500 - 5,000	7	0.82	*		-
Holy Cross Hospital of Silver Spring	2,500 - 5,000	8	0.82	2,500 - 5,000	10	0.83
Montgomery College	2,500 - 5,000	9	0.82	2,500 - 5,000	9	0.83
Giant of Maryland, LLC	2,500 - 5,000	10	0.82	*		-
Marriott International Admin Svcs, Inc.	*		-	2,500 - 5,000	7	0.83
Lockheed Martin Corporation	*		-	2,500 - 5,000	8	0.83
<b>Total</b>			<b>23.08 %</b>			<b>23.53 %</b>

#### PRINCE GEORGE'S COUNTY

<u>Employer</u>	<u>2022 (1)</u>			<u>2013</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total County Employment</u>
University System of Maryland (2)	20,250	1	4.03 %	17,905	1	3.82 %
Joint Base Andrews Naval Air Facility Washington*	11,650	2	2.32	13,500	2	2.88
Prince George's County Government	6,519	3	1	7,003	3	1.49
U.S. Internal Revenue Service *	4,735	4	0.94	5,539	4	1.18
United States Census Bureau *	4,605	5	0.92	4,414	5	0.94
WMATA (Metro)	3,546	6	0.71	**		-
United Parcel Service	3,000	7	0.60	4,220	6	0.90
NASA/Goddard Space Flight Center *	3,000	8	0.60	3,397	7	0.72
Prince George's Community College	2,045	9	0.41	2,638	10	0.56
MGM National Harbor	2,000	10	0.40	**		-
Giant Food, Inc.	**		-	3,000	8	0.64
Verizon	**		-	2,738	9	0.58
<b>Total</b>	<b>61,350</b>		<b>12.20 %</b>	<b>64,354</b>		<b>13.72 %</b>

Note:

- (1) 2023 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)
2014	1,029,222	\$ 76,436,416	\$ 74,266	544,271	4.3 %	151,298
2015	1,038,524	82,025,296	78,983	547,229	3.8	153,852
2016	1,045,476	86,856,827	83,079	544,650	3.3	156,447
2017	1,054,403	89,327,351	84,718	561,370	3.2	159,010
2018	1,056,926	90,438,012	85,567	565,885	3.1	161,545
2019	1,060,230	91,221,261	86,039	576,770	2.8	162,680
2020	1,061,243	92,866,711	87,507	559,307	6.1	165,267
2021	1,054,827	97,825,022	92,740	546,559	5.1	160,564
2022	1,061,814	97,170,000	91,513	546,813	2.9	158,232
2023	1,068,846	101,660,000	95,112	539,974	2.1	160,554

### 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)
2014	904,430	\$ 40,215,913	\$ 44,465	469,359	6.2 %	125,136
2015	909,535	40,806,805	44,866	495,449	4.7	127,576
2016	908,049	41,922,938	46,168	498,002	4.4	128,936
2017	912,756	43,232,981	47,365	513,393	4.7	130,814
2018	909,308	44,938,165	49,420	504,423	4.1	132,322
2019	909,327	46,034,388	50,625	515,140	4.0	132,667
2020	909,612	49,296,368	54,195	493,988	7.9	135,962
2021	910,551	52,461,141	57,615	502,401	6.1	131,657
2022	946,971	49,958,493	52,756	497,930	2.9	128,777
2023	n.a.	n. a.	n. a.	n. a.	n.a	n.a.

Notes: n.a. represents information that was unavailable at the time the tables were updated

- (1) Source: Data for 2014-2023 estimated by the Montgomery County, Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2023 is not currently available for Prince George's C
- (3) Source: Data for 2014-2023 estimated by the Montgomery County, Department of Finance
- (4) Source: Per Capita Income is derived by dividing personal income by population
- (5) Source: Bureau of Labor Statistics, U.S. Department of Labor
- (6) Source: Maryland Department of Labor, Licensing and Regulations. Represents yearly average figures.
- (7) Source: Data for 2014-2023 estimated by the Montgomery County, Department of Finance
- (8) Source: Data for 2014-2022 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Updated November 16, 2023
- (9) Source: Maryland Department of Labor, Career and Workforce Information, updated June 2022
- (10) Source: www.mdreportcard.org, updated August 14, 2023



**Prince George's County  
Appendices – Historical Data**

**PRINCE GEORGE'S COUNTY  
TAX RATES BY FUND: FY11 THRU FY25**

<u>YEAR</u>		<u>ADMINISTRATION</u>	<u>PARK</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<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	-	0.2790
	Personal	0.1165	0.4298	0.1512	-	0.6975
<u>FY13</u>	Real	0.0541	0.1544	0.0705	-	0.2790
	Personal	0.1353	0.3860	0.1762	-	0.6975
<u>FY14</u>	Real	0.0541	0.1544	0.0705	-	0.2790
	Personal	0.1353	0.3860	0.1762	-	0.6975
<u>FY15</u>	Real	0.0541	0.1544	0.0705	-	0.2790
	Personal	0.1353	0.3860	0.1762	-	0.6975
<u>FY16</u>	Real	0.0566	0.1594	0.0780	-	0.2940
	Personal	0.1415	0.3985	0.1950	-	0.7350
<u>FY17</u>	Real	0.0566	0.1594	0.0780	-	0.2940
	Personal	0.1415	0.3985	0.1950	-	0.7350
<u>FY18</u>	Real	0.0566	0.1594	0.0780	-	0.2940
	Personal	0.1415	0.3985	0.1950	-	0.7350
<u>FY19</u>	Real	0.0566	0.1594	0.0780	-	0.2940
	Personal	0.1415	0.3985	0.1950	-	0.7350
<u>FY20</u>	Real	0.0566	0.1594	0.0780	-	0.2940
	Personal	0.1415	0.3985	0.1950	-	0.7350
<u>FY21</u>	Real	0.0566	0.1594	0.0780	-	0.2940
	Personal	0.1415	0.3985	0.1950	-	0.7350
<u>FY22</u>	Real	0.0566	0.1594	0.0780	-	0.2940
	Personal	0.1415	0.3985	0.1950	-	0.7350
<u>FY23</u>	Real	0.0566	0.1594	0.0780	-	0.2940
	Personal	0.1415	0.3985	0.1950	-	0.7350
<u>FY24 ADOPTED</u>	Real	0.0566	0.1594	0.0780	-	0.2940
	Personal	0.1415	0.3985	0.1950	-	0.7350
<u>FY25 PROPOSED</u>	Real	0.0566	0.1594	0.0780	-	0.2940
	Personal	0.1415	0.3985	0.1950	-	0.7350

NOTE: Rates are per \$100 of assessed valuation.



# Prince George's County Appendices – Historical Data

## PRINCE GEORGE'S COUNTY REVENUES BY FUND: FY11 THRU FY25

YEAR	ADMINISTRATION	PARK	RECREATION	ADVANCE LAND ACQUISITION	ENTERPRISE	SPECIAL REVENUE	TOTAL
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	\$20,447,484	\$6,606,507	\$279,815,385
FY13	\$44,886,984	\$167,858,932	\$66,457,098	(\$2,164)	\$18,954,573	\$7,195,200	\$305,350,623
FY14	\$43,244,181	\$119,691,034	\$65,739,812	\$1,298	\$18,718,941	\$8,131,151	\$255,526,417
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	\$455	\$18,379,647	\$7,326,773	\$296,625,376
FY18	\$54,030,873	\$148,553,695	\$84,068,783	\$331	\$17,650,190	\$8,190,442	\$312,494,314
FY19	\$58,106,191	\$159,037,925	\$87,810,258	\$287	\$17,404,427	\$7,509,744	\$329,868,832
FY20	\$60,065,278	\$168,039,028	\$89,511,620	\$200	\$14,955,331	\$5,458,753	\$338,030,209
FY21	\$62,711,549	\$173,004,300	\$91,403,059	\$74	\$17,750,792	\$1,774,065	\$346,643,839
FY22	\$63,898,408	\$174,356,810	\$95,551,066	\$161	\$18,192,312	\$3,501,842	\$355,500,599
FY23	\$69,524,179	\$194,964,445	\$108,014,642	\$0	\$16,957,587	\$5,574,764	\$395,035,617
FY24 ADOPTED	\$70,685,966	\$193,220,394	\$110,719,320	\$0	\$14,721,843	\$6,705,338	\$396,052,861
FY25 PROPOSED	\$75,112,666	\$205,740,259	\$118,977,143	\$0	\$15,922,671	\$8,119,454	\$423,872,193



# Prince George's County Appendices – Historical Data

## PRINCE GEORGE'S COUNTY EXPENDITURES BY FUND: FY11 THRU FY25

YEAR	ADMINISTRATION	PARK	RECREATION	ADVANCE LAND ACQUISITION	ENTERPRISE	SPECIAL REVENUE	TOTAL
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	\$43,648,248	\$135,585,634	\$73,612,925	\$774	\$20,669,914	\$6,441,735	\$279,959,230
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	\$20,409,744	\$6,625,438	\$279,477,536
FY19	\$44,561,636	\$155,731,537	\$91,177,091	\$287	\$21,515,890	\$7,322,653	\$320,309,094
FY20	\$50,301,836	\$179,881,257	\$82,883,834	\$146	\$19,578,125	\$5,646,737	\$338,291,935
FY21	\$110,199,164	\$183,049,173	\$81,969,638	\$120	\$14,861,052	\$2,272,468	\$392,351,615
FY22	\$50,374,992	\$171,434,087	\$88,865,316	\$151	\$21,122,419	\$2,693,319	\$334,490,284
FY23	\$49,833,808	\$235,971,506	\$117,331,263	\$0	\$31,475,982	\$6,068,944	\$440,681,503
FY24 ADOPTED*	\$70,749,403	\$202,346,904	\$121,515,873	\$0	\$15,067,047	\$6,832,133	\$416,511,360
FY25 PROPOSED*	\$116,924,946	\$231,557,489	\$136,863,553	\$0	\$16,642,675	\$8,195,459	\$510,184,122

\*Includes Reserves for Administration, Park and Recreation Funds



# Prince George's County

## Appendices – Historical Data

### PRINCE GEORGE'S COUNTY WORKYEARS BY FUND: FY11 THRU FY25

YEAR	ADMINISTRATION	PARK	RECREATION	ENTERPRISE	SPECIAL REVENUE	TOTAL
FY11	283.15	789.40	765.80	200.50	216.50	2,255.35
FY12	275.15	800.10	709.60	193.00	216.50	2,194.35
FY13	261.10	824.30	687.10	188.00	216.50	2,177.00
FY14	267.20	845.80	716.10	180.00	215.50	2,224.60
FY15	268.45	865.30	729.10	181.00	215.50	2,259.35
FY16	256.69	892.80	779.60	202.00	263.50	2,394.59
FY17	250.81	896.45	775.13	202.00	263.50	2,387.89
FY18	255.65	947.45	915.63	203.00	263.50	2,585.23
FY19	263.69	955.43	947.82	199.00	263.50	2,629.44
FY20	270.18	984.90	1,005.56	206.10	264.80	2,731.54
FY21	273.80	1,028.11	1,177.17	258.60	189.10	2,926.78
FY22	288.13	1,033.39	1,155.78	267.30	140.20	2,884.80
FY23	297.40	1,067.95	1,275.59	138.40	136.40	2,915.74
FY24 ADOPTED	306.80	1,107.73	1,276.16	138.40	136.40	2,965.49
FY25 PROPOSED	319.19	1,078.57	1,112.73	129.76	129.76	2,770.01



# Prince George's County Appendices - Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**General Service Pay Schedule**  
**Effective January 7, 2024**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<b>10</b>	\$32,831 \$15.7841	\$46,956 \$22.5750	\$61,081 \$29.3659
<b>12</b>	\$36,885 \$17.7332	\$51,104 \$24.5692	\$65,323 \$31.4053
<b>14</b>	\$40,809 \$19.6197	\$56,542 \$27.1837	\$72,275 \$34.7476
<b>16</b>	\$45,792 \$22.0154	\$63,446 \$30.5029	\$81,100 \$38.9904
<b>18</b>	\$51,860 \$24.9327	\$71,852 \$34.5442	\$91,845 \$44.1563
<b>20</b>	\$54,452 \$26.1788	\$75,445 \$36.2716	\$96,439 \$46.3649
<b>22</b>	\$58,791 \$28.2649	\$81,457 \$39.1620	\$104,124 \$50.0596
<b>24</b>	\$61,730 \$29.6779	\$85,528 \$41.1192	\$109,325 \$52.5601
<b>26</b>	\$66,582 \$32.0106	\$92,366 \$44.4067	\$118,150 \$56.8029
<b>28</b>	\$71,037 \$34.1524	\$99,583 \$47.8764	\$128,129 \$61.6005
<b>30</b>	\$77,494 \$37.2567	\$108,640 \$52.2308	\$139,785 \$67.2043
<b>32</b>	\$86,079 \$41.3841	\$119,222 \$57.3183	\$152,364 \$73.2519
<b>34</b>	\$92,804 \$44.6173	\$128,581 \$61.8178	\$164,359 \$79.0188
<b>36</b>	\$102,685 \$49.3678	\$142,273 \$68.4005	\$181,862 \$87.4337
<b>38</b>	\$112,565 \$54.1178	\$155,964 \$74.9827	\$199,362 \$95.8471
<b>40</b>	\$123,821 \$59.5293	\$166,575 \$80.0841	\$209,329 \$100.6389

**Approved by the Commission**  
**May 17, 2023**



**Prince George's County  
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
Service/Labor Bargaining Unit Pay Schedule  
Effective January 7, 2024**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$29,325 \$14.0986	\$40,632 \$19.5346	\$51,938 \$24.9702	\$53,626 \$25.7817
HL2	\$32,750 \$15.7452	\$46,841 \$22.5197	\$60,931 \$29.2938	\$62,911 \$30.2457
HL3/HL4	\$36,795 \$17.6899	\$50,980 \$24.5096	\$65,167 \$31.3303	\$67,285 \$32.3486
HL5/HL6	\$40,710 \$19.5721	\$56,405 \$27.1178	\$72,101 \$34.6639	\$74,444 \$35.7904
HL7	\$45,682 \$21.9625	\$63,293 \$30.4293	\$80,905 \$38.8966	\$83,534 \$40.1606

**Approved by the Commission  
May 17, 2023**



# Prince George's County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
Office/Clerical Bargaining Unit Pay Schedule  
Effective January 7, 2024

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$29,412 \$14,1404	\$40,751 \$19,5918	\$52,091 \$25,0438	\$53,784 \$25,8577
HC2	\$31,417 \$15,1043	\$43,530 \$20,9279	\$55,641 \$26,7505	\$57,449 \$27,6197
HC3	\$32,846 \$15,7913	\$46,979 \$22,5861	\$61,111 \$29,3803	\$63,097 \$30,3351
HC4	\$36,903 \$17,7418	\$51,128 \$24,5808	\$65,354 \$31,4202	\$67,478 \$32,4413
HC5	\$40,831 \$19,6303	\$56,572 \$27,1981	\$72,314 \$34,7663	\$74,664 \$35,8962
HC6	\$45,815 \$22,0264	\$63,479 \$30,5188	\$81,143 \$39,0111	\$83,780 \$40,2788
HC7	\$49,503 \$23,7995	\$68,588 \$32,9750	\$87,671 \$42,1495	\$90,521 \$43,5197

Approved by the Commission  
May 17, 2023





# Prince George's County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Trades Bargaining Unit Pay Schedule**  
**Effective January 7, 2024**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$31,417 \$15.1043	\$43,530 \$20.9279	\$55,641 \$26.7505	\$57,449 \$27.6197
HT2	\$36,903 \$17.7418	\$51,128 \$24.5808	\$65,354 \$31.4202	\$67,478 \$32.4413
HT3	\$40,831 \$19.6303	\$56,571 \$27.1976	\$72,312 \$34.7654	\$74,662 \$35.8952
HT4	\$45,815 \$22.0264	\$63,479 \$30.5188	\$81,143 \$39.0111	\$83,780 \$40.2788
HT5	\$49,502 \$23.7990	\$68,588 \$32.9750	\$87,672 \$42.1500	\$90,521 \$43.5197

**Approved by the Commission**  
**May 17, 2023**



# Prince George's County Appendices – Pay Schedules

## THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

FOP Park Police  
Effective January 7, 2024

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
P02 (annual) (hourly)	\$61,110 \$29,3798	\$63,254 \$30,4106	\$65,469 \$31,4755	\$67,762 \$32,5779	\$70,127 \$33,7149	\$72,586 \$34,8971	\$75,124 \$36,1173	\$77,755 \$37,3822	\$80,472 \$38,6885	\$83,295 \$40,0457	\$86,212 \$41,4481	\$89,222 \$42,8952	\$92,346 \$44,3971	\$95,579 \$45,9514	\$98,924 \$47,5596		
P03 (annual) (hourly)	\$64,168 \$29,3683	\$66,418 \$30,8500	\$68,750 \$31,9317	\$71,147 \$33,0529	\$73,628 \$34,2053	\$76,214 \$35,3981	\$78,879 \$36,6413	\$81,646 \$37,9226	\$84,500 \$39,2529	\$87,458 \$40,6250	\$90,524 \$42,0471	\$93,693 \$43,5212	\$96,966 \$45,0447	\$100,359 \$46,6183	\$103,872 \$48,2495	\$109,070 \$49,9385	
P04 (annual) (hourly)	\$64,139 \$30,8361	\$69,740 \$32,3913	\$72,179 \$33,5288	\$74,702 \$34,7014	\$77,319 \$35,9144	\$80,022 \$37,1726	\$82,822 \$38,4721	\$85,725 \$39,8183	\$88,720 \$41,2139	\$91,830 \$42,6538	\$95,045 \$44,1490	\$98,368 \$45,6947	\$101,815 \$47,2923	\$105,382 \$48,9495	\$109,070 \$50,6644	\$124,448 \$52,4375	
P05 (annual) (hourly)	\$70,712 \$33,9962	\$74,288 \$35,7154	\$76,884 \$36,9635	\$79,577 \$38,2582	\$82,358 \$39,5952	\$85,243 \$40,9822	\$88,226 \$42,4163	\$91,318 \$43,9029	\$94,515 \$45,4399	\$97,819 \$47,0284	\$101,246 \$48,6760	\$104,794 \$50,3817	\$108,453 \$52,1409	\$112,250 \$53,9663	\$116,174 \$55,8529	\$120,240 \$57,8077	\$124,448 \$59,8308
<b>Rank</b>	<b>ASI 1*</b> (3.5%)	<b>ASI 2**</b> (3.5%)	<b>ASI 3**</b> (3.5%)														
P02 (annual) (hourly)	\$97,049 \$46,6582	\$100,446 \$48,2913	\$109,679 \$52,7303														
P03 (annual) (hourly)	\$101,902 \$48,9913	\$105,469 \$50,7063	\$115,165 \$55,3678														
P04 (annual) (hourly)	\$107,002 \$51,4433	\$110,747 \$53,2438	\$120,927 \$58,1380														
P05 (annual) (hourly)	\$122,090 \$58,6971	\$126,363 \$60,7514	\$137,978 \$66,3356														

\*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 18 years.  
 \*\*\*ASI 3 Applies to all officers on the first anniversary date on which the officer has completed 21 years.

Approved by the Commission  
February 22, 2023



**Prince George's County  
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
Park Police Command Officers  
Effective January 7, 2024**

<u>Title</u>		<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Lieutenant [P06]	(annual)	\$ 82,839	\$ 116,955	\$ 151,072
	(hourly)	\$ 39.8264	\$ 56.2284	\$ 72.6308
Captain [P07]	(annual)	\$ 95,841	\$ 135,306	\$ 174,770
	(hourly)	\$ 46.0774	\$ 65.0510	\$ 84.0240
Commander [P09]	(annual)	\$ 117,080	\$ 158,828	\$ 200,577
	(hourly)	\$ 56.2885	\$ 76.3596	\$ 96.4313

**Officer Candidate Pay Scale  
Effective January 7, 2024**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$ 61,110
	(hourly)	\$ 29.3798

**Approved by the Commission  
February 22, 2023**



# Prince George's County Appendices – Pay Schedules

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Seasonal/Intermittent Pay Schedule**  
**Proposal Effective on or before 5/1/22 (B1) and 5/8/22 (B2)**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
PFA I (920) and RCI/Instructor I (950)	S1	\$15.0000	\$17.1250	\$19.2500
PFA II (921)	S2	\$15.0500	\$17.2570	\$19.5000
PFA III (922)	S3	\$15.1000	\$17.4250	\$19.7500
PFMA I (930) and RCI/Instructor II (951)	S4	\$15.2500	\$17.6900	\$20.1300
PFMA II (931)	S5	\$15.7500	\$18.3488	\$20.9475
PFMA III (932)	S7	\$16.0000	\$18.7200	\$21.4400
Call Center/Help Desk Rep 1 - 936 and RCI/Instructor III (952)	S8	\$16.2500	\$19.1750	\$22.1000
Not in Use	S10	\$16.3700	\$19.3985	\$22.4269
Intern I, Playground Manager and RCI/Instructor IV (953)	S11	\$16.5000	\$19.6350	\$22.7700
Call Center/Help Desk Rep 2 (937)	S12	\$16.7500	\$20.1000	\$23.4500
Intern II, Call Center-Help Desk Rep 3 (938) and RCI/Instructor V (954)	S13	\$17.0000	\$21.5050	\$26.0100
Not in Use	S14	\$17.5395	\$22.3632	\$27.1869
Camp Health Supv (941) and RCI/Instructor VI (955)	S15	\$20.1711	\$25.7179	\$31.2647

**Approved by the Commission**  
**September 15, 2021**



# Prince George's County Appendices – Pay Schedules

**The Maryland-National Capital Park and Planning Commission  
Aquatics Seasonal/Intermittent Pay Schedule  
Effective on or before 5/1/22 (B1) and 5/8/22 (B2)**

	<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
900 - Ramp Guard/Slide Attendant	AQ2	\$15.00	\$15.75	\$16.54	\$17.36
906 - Shallow Water Lifeguard	AQ3	\$16.20	\$17.01	\$17.86	\$18.75
901 - Lifeguard	AQ4	\$17.50	\$18.38	\$19.29	\$20.26
902 - Instructor Aide/Swim Lessons	AQ5	\$18.50	\$19.43	\$20.40	\$21.42
903 - Assistant Pool Manager	AQ6	\$20.00	\$21.00	\$22.05	\$23.15
905 - Water Safety Instructor or 904 - Pool Manager	AQ7	\$22.00	\$23.10	\$24.26	\$25.47
907 - Senior Pool Manager	AQ8	\$25.00	\$26.25	\$27.56	\$28.94

**Approved by the Commission  
September 15, 2021**



# Prince George's County Appendices – Pay Schedules

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
Specialty Services Pay Schedule  
Proposal Effective on or before 5/1/22 (B1) and 5/8/22 (B2)

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$15.0000	\$18.5000	\$22.0000
Spec Svcs Instructor 2	SS2	\$16.0000	\$21.5000	\$27.0000
Spec Svcs Instructor 3	SS3	\$17.0000	\$25.5000	\$34.0000
Spec Svcs Instructor 4	SS4	\$21.0000	\$33.5000	\$46.0000
Spec Svcs Instructor 5*	SS5	\$34.0000	\$54.5000	\$75.0000

Approved by the Commission  
September 15, 2021



## Prince George's County Appendices – Pay Schedules

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**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**Tennis Instructor Pay Schedule**  
**Proposal Effective on or before 5/1/22 (B1) and 5/8/22 (B2)**

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$15.0000	\$17.5000	\$20.0000
Tennis Instructor 2	TI2	\$17.5000	\$21.3750	\$25.2500
Tennis Instructor 3	TI3	\$20.0000	\$28.7500	\$37.5000
Tennis Instructor 4	TI4	\$32.0000	\$36.0000	\$40.0000

**Approved by the Commission**  
**September 15, 2021**



**Prince George's County  
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
Seasonal/Intermittent  
2023 Summer Camp/Playground/Playtime and Safe Summer Staff  
Effective: 5/14/23 (B1) and 5/21/23 (B2)**

<b>JOB TITLE</b>	<b>JOB CODE</b>	<b>GRADE</b>	<b>RATES</b>
Playground Manager/Camp Director	940	S11	\$21.50
Camp Health Supervisor	941	S15	\$20.1711 - \$31.2647
Camp/Playground Asst Director	943	S7	\$18.50
Camp/Playground Administrator	944	S5	\$17.25
Camp/Playground Senior Counselor	945	S4	\$16.50
Camp/Playground Counselor	946	S3	\$16.00
Camp/Playground Assistant Counselor	947	S1	\$15.75
Summer Youth Employment Program Counselor	962	S1	\$15.00
Safe Summer Staff	948	S13	\$21.00

**Approved by the Commission  
September 15, 2021**







The Maryland-National Capital Park and Planning Commission  
Prince George's County

Administration Fund

**SUMMARY STATEMENT OF REVENUES EXPENDITURES and CHANGES IN FUND BALANCE**

	FY24 Adopted	FY24 Estimated	FY25 Projected	FY26 Projected	FY27 Projected	FY28 Projected	FY29 Projected	FY30 Projected
<b>Revenues by Type:</b>								
Tax Revenues	69,627,700	69,612,800	74,035,800	76,069,700	78,159,800	80,307,800	82,515,300	84,783,600
Intergovernmental Revenues	228,266	228,266	228,266	209,014	209,014	189,762	189,762	170,510
Sales	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Charges for Services	680,000	680,000	693,600	707,472	721,621	736,054	750,775	765,790
Interest Revenue	100,000	100,000	105,000	110,250	115,763	121,551	127,628	127,628
Miscellaneous Revenue	-	-	-	-	-	-	-	-
Budgetary Revenue (use of fund balance)	63,437	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>70,749,403</b>	<b>70,671,066</b>	<b>75,112,666</b>	<b>77,146,436</b>	<b>79,256,198</b>	<b>81,405,167</b>	<b>83,633,465</b>	<b>85,897,529</b>
<b>Expenditures by Type:</b>								
Personnel	47,779,346	47,779,346	53,104,972	55,648,815	58,224,367	61,340,903	64,544,048	67,769,924
Supplies and Materials	1,510,582	1,510,582	750,404	786,322	779,582	816,502	809,916	847,869
Other Services and Charges	15,604,621	15,604,621	17,893,320	20,118,069	20,594,638	20,969,752	21,319,736	21,632,818
Project Charges	4,901,799	4,901,799	4,901,799	4,901,799	4,901,799	4,901,799	4,901,799	4,901,799
Capital Outlay	969,000	969,000	861,200	878,424	895,992	913,912	932,191	950,834
Chargebacks	(3,413,545)	(3,413,545)	(3,502,117)	(3,677,222)	(3,861,083)	(4,054,138)	(4,259,285)	(4,472,249)
<b>Total Operating Expenditures</b>	<b>67,351,803</b>	<b>67,351,803</b>	<b>74,009,578</b>	<b>78,656,206</b>	<b>81,535,295</b>	<b>84,888,729</b>	<b>88,248,405</b>	<b>91,630,996</b>
<b>Transfers Out</b>								
Transfer to Special Revenue Fund	-	-	-	-	-	-	-	-
Transfer to Capital Projects Fund	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Transfer to Park Fund	-	-	-	-	-	-	-	-
Transfer to Largo HQ Bldg Internal Service Fund	-	-	40,000,000	-	-	-	-	-
<b>Total Expenditures</b>	<b>67,381,803</b>	<b>67,381,803</b>	<b>114,039,578</b>	<b>78,686,206</b>	<b>81,565,295</b>	<b>84,918,729</b>	<b>88,278,405</b>	<b>91,660,996</b>
<b>Excess of Revenues over (under) Expenditures and Transfers Out</b>	<b>3,304,163</b>	<b>3,289,263</b>	<b>(38,926,912)</b>	<b>(1,539,771)</b>	<b>(2,309,098)</b>	<b>(3,513,563)</b>	<b>(4,644,940)</b>	<b>(5,763,467)</b>
<b>Fund Balance - Budget Basis, Beginning</b>	<b>53,871,047</b>	<b>53,871,047</b>	<b>57,160,310</b>	<b>18,233,397</b>	<b>16,693,627</b>	<b>14,384,529</b>	<b>10,870,966</b>	<b>6,226,026</b>
<b>Fund Balance - Budget Basis, Ending</b>	<b>57,175,210</b>	<b>57,160,310</b>	<b>18,233,397</b>	<b>16,693,627</b>	<b>14,384,529</b>	<b>10,870,966</b>	<b>6,226,026</b>	<b>462,559</b>
<b>Classification of Fund Balance</b>								
Designated for Reserve (5% of Expenditures)	3,367,600	3,367,600	3,700,500	3,932,800	4,076,800	4,244,400	4,412,400	4,581,500
Undesignated	53,807,610	53,792,710	14,532,897	12,760,827	10,307,729	6,626,566	1,813,626	(4,118,941)
<b>Total</b>	<b>57,175,210</b>	<b>57,160,310</b>	<b>18,233,397</b>	<b>16,693,627</b>	<b>14,384,529</b>	<b>10,870,966</b>	<b>6,226,026</b>	<b>462,559</b>
<b>Estimated Budget Deficit</b>	<b>No Deficit</b>	<b>No Deficit</b>	<b>No Deficit</b>	<b>No Deficit</b>	<b>No Deficit</b>	<b>No Deficit</b>	<b>No Deficit</b>	<b>(4,118,941)</b>

**OPTIONS TO MODEL FOR MANAGING THE FUND**

Tax Rate Change - enter as cents (1.0 = one cent)	-	-	-	-	-	-	-	-
Operating Budget Changes (enter growth as positive, reductions as negative)								
CAS Office Space Needs	-	-	-	642,967	703,039	757,616	675,512	654,240

The Maryland-National Capital Park and Planning Commission  
Prince George's County

**Administration Fund**

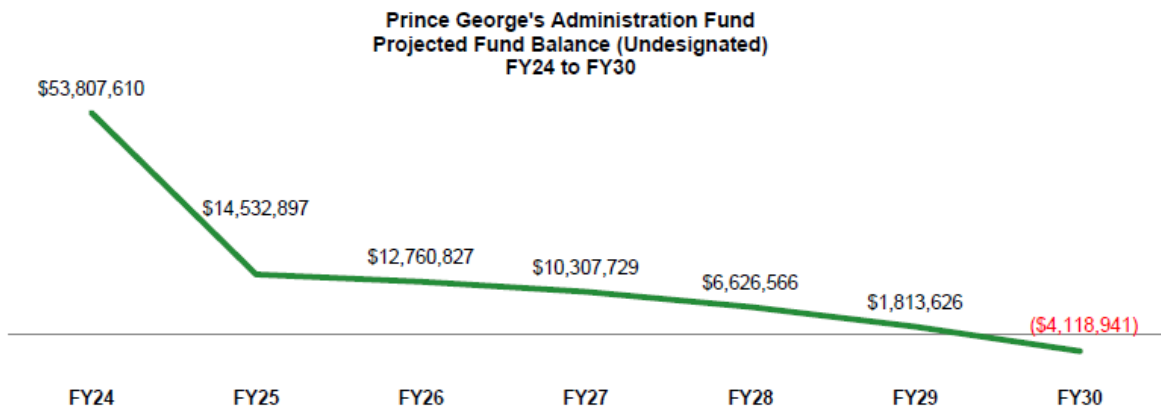
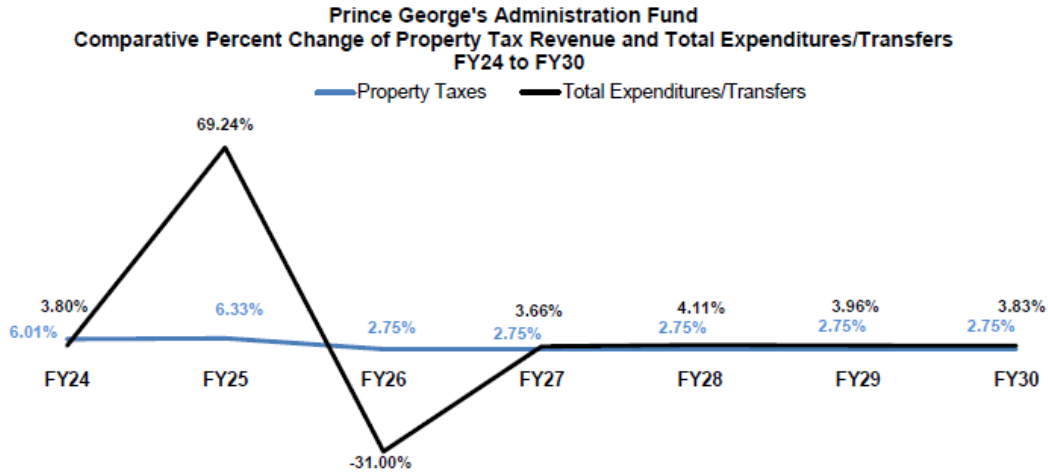
SUMMARY OF MAJOR ASSUMPTIONS									
Control Totals Before Modeling	FY24	FY24	FY25	FY26	FY27	FY28	FY29	FY30	
Revenues			75,112,666	77,146,436	79,256,198	81,405,167	83,633,465	85,897,529	
Change to Revenue from Modeling			-	-	-	-	-	-	
Expenditures and Transfers			114,039,578	78,686,206	81,565,295	84,918,729	88,278,405	91,660,996	
Change to Expenditures and Transfers from Modeling			-	-	-	-	-	-	
<b>Other Major Cost Assumptions</b>									
Pension Cost Change %			25.34%	0.00%	-2.22%	6.82%	-2.13%	0.00%	
Modify Baseline (Yes/No)			No	No	No	No	No	No	
Modified Pension Assumption									
Health Insurance (Medical/Rx/Dental/Vision) Baseline**			8.2%	4.8%	4.7%	4.6%	4.5%	4.5%	
Modify Baseline (Yes/No)			No	No	No	No	No	No	
Health Insurance (Medical/Rx/Dental/Vision) Modified									
<b>General Cost Changes (modify by entering new percentage)</b>									
Supplies and Materials			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	
Other Services and Charges			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	
Capital Outlay			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	
Other Classifications			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Chargebacks			8.50%	5.50%	5.50%	5.50%	5.50%	5.50%	
<b>Property Tax Growth Assumptions</b>									
Baseline Rate of Change			2.75%	2.80%	2.80%	2.80%	2.80%	2.80%	
Modify Baseline (Yes/No)			No	No	No	No	No	No	
Modified Rate of Change			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Year over Year Change after Modifications			6.84%	2.80%	2.80%	2.80%	2.80%	2.80%	
Salary Lapse	(1,247,907)	(1,247,907)	(563,933)	(594,949)	(627,671)	(662,193)	(698,614)	(737,038)	
Operating Budget Changes									



# Prince George's County Multi-year Projections Presented to Spending Affordability Committee

The Maryland-National Capital Park and Planning Commission  
Prince George's County

## Administration Fund





The Maryland-National Capital Park and Planning Commission  
Prince George's County

Park Fund

**SUMMARY STATEMENT OF REVENUES EXPENDITURES and CHANGES IN FUND BALANCE**

	FY24	FY24	FY25	FY26	FY27	FY28	FY29	FY30
	Adopted	Estimated	Projected	Projected	Projected	Projected	Projected	Projected
<b>Revenues by Type:</b>								
Tax Revenues	189,941,700	189,901,300	201,964,700	207,512,000	213,212,500	219,071,000	225,091,300	231,278,300
Intergovernmental Revenues	487,959	487,959	487,959	433,741	433,741	379,524	379,524	325,306
Sales	-	-	-	-	-	-	-	-
Charges for Services	70,900	70,900	72,318	73,764	75,240	76,744	78,279	79,845
Rentals/Concessions Revenues	2,006,335	2,006,335	2,529,327	2,579,913	2,631,511	2,684,142	2,737,825	2,792,581
Interest Revenue	100,000	100,000	105,000	110,250	115,763	121,551	127,628	134,010
Miscellaneous Revenue	513,500	513,500	530,075	547,479	565,753	584,940	605,087	626,242
Transfers In - Capital Projects Fund (interest)	100,000	100,000	85,000	70,000	55,000	55,000	55,000	55,000
Transfers In - Administration Fund	-	-	-	-	-	-	-	-
Budgetary Revenue (use of fund balance)	9,126,510	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>202,346,904</b>	<b>193,179,994</b>	<b>205,774,379</b>	<b>211,327,148</b>	<b>217,089,508</b>	<b>222,972,901</b>	<b>229,074,643</b>	<b>235,291,283</b>
<b>Expenditures by Type:</b>								
Personnel	108,685,712	108,685,712	121,152,281	126,451,134	131,979,463	138,839,204	145,920,385	152,685,738
Supplies and Materials	11,087,175	11,087,175	13,292,054	13,557,895	13,829,053	14,105,634	14,387,747	14,675,502
Other Services and Charges	29,043,124	29,043,124	42,347,000	36,957,156	38,061,120	38,996,166	40,002,410	40,933,164
Capital Outlay	3,488,900	3,488,900	7,728,900	7,883,478	8,041,148	8,201,971	8,366,010	8,533,330
Chargebacks	1,525,455	1,525,455	1,671,950	1,763,907	1,860,922	1,963,273	2,071,253	2,185,172
<b>Total Operating Expenditures</b>	<b>153,830,366</b>	<b>153,830,366</b>	<b>186,192,185</b>	<b>186,613,571</b>	<b>193,771,706</b>	<b>202,106,247</b>	<b>210,747,805</b>	<b>219,012,905</b>
<b>Transfers Out</b>								
Transfer to Debt Service Fund - Existing	14,271,253	14,271,253	16,919,703	11,497,154	11,240,303	10,444,903	10,251,234	10,068,185
Transfer to Debt Service Fund - New	-	-	-	9,458,000	15,111,000	20,561,000	25,482,000	28,835,000
Transfer to Capital Projects Fund - Paygo	26,500,000	26,500,000	19,346,000	14,100,000	14,750,000	14,750,000	14,750,000	14,750,000
Transfer to Largo HQ Bldg Internal Service Fund	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>194,601,619</b>	<b>194,601,619</b>	<b>222,457,888</b>	<b>221,668,725</b>	<b>234,873,009</b>	<b>247,862,150</b>	<b>261,231,039</b>	<b>272,666,090</b>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(1,381,225)	(1,421,625)	(16,683,510)	(10,341,577)	(17,783,502)	(24,889,250)	(32,156,396)	(37,374,807)
Fund Balance - Budget Basis, Beginning	78,182,808	78,182,808	76,761,183	60,077,673	49,736,096	31,952,594	7,063,345	-
Fund Balance - Budget Basis, Ending	76,801,583	76,761,183	60,077,673	49,736,096	31,952,594	7,063,345	(25,093,051)	(37,374,807)
<b>Classification of Fund Balance</b>								
Designated for Reserve (5% of Expenditures)	7,691,500	7,691,500	9,309,600	9,330,700	9,688,600	10,105,300	10,537,400	10,950,600
Undesignated	69,110,083	69,069,683	50,768,073	40,405,396	22,263,994	(3,041,955)	(35,630,451)	(48,325,407)
<b>Total</b>	<b>76,801,583</b>	<b>76,761,183</b>	<b>60,077,673</b>	<b>49,736,096</b>	<b>31,952,594</b>	<b>7,063,345</b>	<b>(25,093,051)</b>	<b>(37,374,807)</b>
<b>Estimated Budget Deficit</b>	<i>No Deficit</i>	<i>No Deficit</i>	<i>No Deficit</i>	<i>No Deficit</i>	<i>No Deficit</i>	<i>(3,041,955)</i>	<i>(35,630,451)</i>	<i>(48,325,407)</i>

**OPTIONS TO MODEL FOR MANAGING THE FUND**

Tax Rate Change - enter as cents (1.0 = one cent)			-	-	-	-	-	-
Operating Budget Changes (enter growth as positive, reductions as negative)	-	-	-	-	-	-	-	-

The Maryland-National Capital Park and Planning Commission  
Prince George's County

Park Fund

SUMMARY OF MAJOR ASSUMPTIONS									
Control Totals Before Modeling	FY24	FY24	FY25	FY26	FY27	FY28	FY29	FY30	
Revenues			205,774,379	211,327,148	217,089,508	222,972,901	229,074,643	235,291,283	
Change to Revenue from Modeling			-	-	-	-	-	-	
Expenditures and Transfers			222,457,888	221,668,725	234,873,009	247,862,150	261,231,039	272,666,090	
Change to Expenditures and Transfers from Modeling			-	-	-	-	-	-	
<b>Other Major Cost Assumptions</b>									
Pension Cost Change %			25.34%	0.00%	-2.22%	6.82%	-2.13%	0.00%	
Modify Baseline (Yes/No)			No	No	No	No	No	No	
Modified Pension Assumption									
Health Insurance (Medical/Rx/Dental/Vision) Baseline**			8.2%	4.8%	4.7%	4.6%	4.5%	4.5%	
Modify Baseline (Yes/No)			No	No	No	No	No	No	
Health Insurance (Medical/Rx/Dental/Vision) Modified									
<b>General Cost Changes (modify on Global Assumption Tab)</b>									
Supplies and Materials			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	
Other Services and Charges			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	
Capital Outlay			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	
Other Classifications			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Chargebacks			8.50%	5.50%	5.50%	5.50%	5.50%	5.50%	
<b>Property Tax Growth Assumptions</b>									
Baseline Rate of Change			2.75%	2.80%	2.80%	2.80%	2.80%	2.80%	
Modify Baseline (Yes/No)			No	No	No	No	No	No	
Modified Rate of Change			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Year over Year Change after Modifications			6.84%	2.80%	2.80%	2.80%	2.80%	2.80%	
<b>OBI Assumptions</b>									
New Costs for Fiscal Year	-	-	200,000	20,000	250,000	200,000	200,000	200,000	200,000
One-Time Costs from Previous Fiscal Year	-	-	-	(100,000)	-	(150,000)	(100,000)	(100,000)	(100,000)
Net OBI	-	-	200,000	(80,000)	250,000	50,000	100,000	100,000	
<b>Debt Assumptions</b>									
New Issues	-	-	61,585,851	53,507,182	70,666,814	68,130,671	61,507,916	41,910,000	
Salary Lapse	(7,882,384)	(7,882,384)	(7,882,384)	(8,315,915)	(8,773,290)	(9,255,821)	(9,764,891)	(10,301,960)	
Debt Capacity (should be no more than 10% of tax supported exps)	4.5%	4.3%	4.6%	5.5%	6.7%	7.6%	8.4%	8.8%	

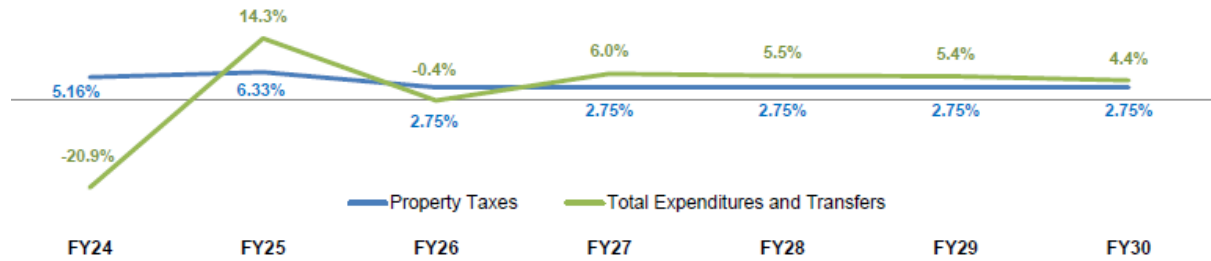


# Prince George's County Multi-year Projections Presented to Spending Affordability Committee

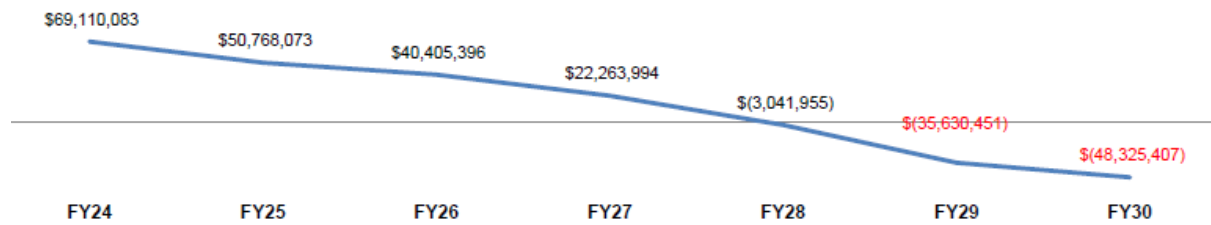
The Maryland-National Capital Park and Planning Commission  
Prince George's County

## Park Fund

Prince George's Park Fund  
Comparative Percent Change of Property Tax Revenue and Total Expenditures/Transfers  
FY24 to FY30



Prince George's Park Fund  
Projected Fund Balance (Undesignated)  
FY24 to FY30





The Maryland-National Capital Park and Planning Commission  
Prince George's County

**Recreation Fund**

**SUMMARY STATEMENT OF REVENUES EXPENDITURES and CHANGES IN FUND BALANCE**

	FY24 Adopted	FY24 Estimated	FY25 Projected	FY26 Projected	FY27 Projected	FY28 Projected	FY29 Projected	FY30 Projected
<b>Revenues by Type:</b>								
Tax Revenues	99,264,600	99,244,000	105,550,600	108,450,700	111,431,000	114,493,600	117,641,100	120,875,500
Intergovernmental Revenues	238,776	238,776	238,776	212,245	212,245	185,714	185,714	159,184
Sales	50,400	50,400	50,400	50,400	50,400	50,400	50,400	50,400
Charges for Services	9,353,040	9,353,040	9,820,692	10,311,727	10,827,313	11,368,679	11,937,113	12,533,968
Rentals/Concessions Revenues	1,638,024	1,638,024	1,719,055	1,804,138	1,893,475	1,987,279	2,085,773	2,189,191
Interest Revenue	100,000	100,000	105,000	110,000	116,000	122,000	128,000	134,000
Miscellaneous Revenue	74,480	74,480	74,480	74,480	74,480	74,480	74,480	74,480
Transfers In	-	-	-	-	-	-	-	-
Budgetary Revenue (use of fund balance)	10,796,553	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>121,515,873</b>	<b>110,698,720</b>	<b>117,559,003</b>	<b>121,013,690</b>	<b>124,604,913</b>	<b>128,282,152</b>	<b>132,102,579</b>	<b>136,016,723</b>
<b>Expenditures by Activity:</b>								
Personnel	63,970,416	63,970,416	75,873,262	78,983,106	82,177,373	85,875,575	89,769,282	93,563,442
Supplies and Materials	6,575,520	6,575,520	6,969,122	7,108,504	7,250,675	7,395,688	7,543,602	7,694,474
Other Services and Charges	25,503,505	25,503,505	25,249,528	24,593,992	25,470,344	25,864,224	26,315,982	26,776,774
Capital Outlay	1,151,713	1,151,713	1,151,713	1,174,747	1,198,242	1,222,207	1,246,651	1,271,584
Chargebacks	602,378	602,378	674,957	712,080	751,244	792,562	836,153	882,142
<b>Total Operating Expenditures</b>	<b>97,803,532</b>	<b>97,803,532</b>	<b>109,918,582</b>	<b>112,572,429</b>	<b>116,847,879</b>	<b>121,150,257</b>	<b>125,711,670</b>	<b>130,188,416</b>
<b>Transfers Out</b>								
Transfer to Enterprise Fund	8,427,243	8,427,243	8,046,671	8,046,671	8,046,671	8,046,671	8,046,671	8,046,671
Transfer to Capital Projects Fund	10,000,000	10,000,000	13,000,000	17,000,000	10,000,000	10,000,000	10,000,000	10,000,000
Transfer to Largo HQ Bldg Internal Service Fund	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>116,230,775</b>	<b>116,230,775</b>	<b>130,965,253</b>	<b>137,619,100</b>	<b>134,894,550</b>	<b>139,196,928</b>	<b>143,758,341</b>	<b>148,235,087</b>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(5,511,455)	(5,532,055)	(13,406,250)	(16,605,411)	(10,289,637)	(10,914,776)	(11,655,762)	(12,218,364)
Fund Balance - Budget Basis, Beginning	60,894,625	60,894,625	55,362,570	41,956,319	25,350,909	15,061,272	4,146,496	-
Fund Balance - Budget Basis, Ending	55,383,170	55,362,570	41,956,319	25,350,909	15,061,272	4,146,496	(7,509,266)	(12,218,364)
<b>Classification of Fund Balance</b>								
Designated for Reserve (5% of Expenditures)	5,311,500	5,311,500	5,898,300	6,031,000	6,244,700	6,459,800	6,687,900	6,911,800
Undesignated	50,071,670	50,051,070	36,058,019	19,319,909	8,816,572	(2,313,304)	(14,197,166)	(19,130,164)
<b>Total</b>	<b>55,383,170</b>	<b>55,362,570</b>	<b>41,956,319</b>	<b>25,350,909</b>	<b>15,061,272</b>	<b>4,146,496</b>	<b>(7,509,266)</b>	<b>(12,218,364)</b>
<b>Estimated Budget Deficit</b>	<i>No Deficit</i>	<i>No Deficit</i>	<i>No Deficit</i>	<i>No Deficit</i>	<i>No Deficit</i>	<i>(2,313,304)</i>	<i>(14,197,166)</i>	<i>(19,130,164)</i>

**OPTIONS TO MODEL FOR MANAGING THE FUND**

Tax Rate Change - enter as cents (1.0 = one cent)	-	-	-	-	-	-	-	-
Operating Budget Changes (enter growth as positive, reductions as negative)	-	-	-	-	-	-	-	-



The Maryland-National Capital Park and Planning Commission  
Prince George's County

**Recreation Fund**

SUMMARY OF MAJOR ASSUMPTIONS								
Control Totals Before Modeling	FY24	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Revenues			117,559,003	121,013,690	124,604,913	128,282,152	132,102,579	136,016,723
Change to Revenue from Modeling			-	-	-	-	-	-
Expenditures and Transfers			130,965,253	137,619,100	134,894,550	139,196,928	143,758,341	148,235,087
Change to Expenditures and Transfers from Modeling			-	-	-	-	-	-
<b>Other Major Cost Assumptions</b>								
Pension Cost Change %			25.34%	0.00%	-2.22%	6.82%	-2.13%	0.00%
Modify Baseline (Yes/No)			No	No	No	No	No	No
Modified Pension Assumption								
Health Insurance (Medical/Rx/Dental/Vision) Baseline**			8.2%	4.8%	4.7%	4.6%	4.5%	4.5%
Modify Baseline (Yes/No)			No	No	No	No	No	No
Health Insurance (Medical/Rx/Dental/Vision) Modified								
<b>General Cost Changes (modify on Global Assumption Tab)</b>								
Supplies and Materials			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Other Services and Charges			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Capital Outlay			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Other Classifications			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Chargebacks			8.50%	5.50%	5.50%	5.50%	5.50%	5.50%
<b>Property Tax Growth Assumptions</b>								
Baseline Rate of Change			2.75%	2.80%	2.80%	2.80%	2.80%	2.80%
Modify Baseline (Yes/No)			No	No	No	No	No	No
Modified Rate of Change			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Year over Year Change after Modifications			6.84%	2.80%	2.80%	2.80%	2.80%	2.80%
<b>OBI Assumptions</b>								
New Costs for Fiscal Year	-	-	175,000	-	450,000	200,000	200,000	200,000
One-Time Costs from Previous Fiscal Year	-	-	(150,000)	(75,000)	-	(250,000)	(100,000)	(100,000)
Net OBI Expenditures	-	-	25,000	(75,000)	450,000	(50,000)	100,000	100,000
OBI Revenues	-	-	-	-	-	-	-	-
Salary Lapse	(3,900,513)	(3,900,513)	(3,900,514)	(4,115,042)	(4,341,369)	(4,580,144)	(4,832,052)	(5,097,815)



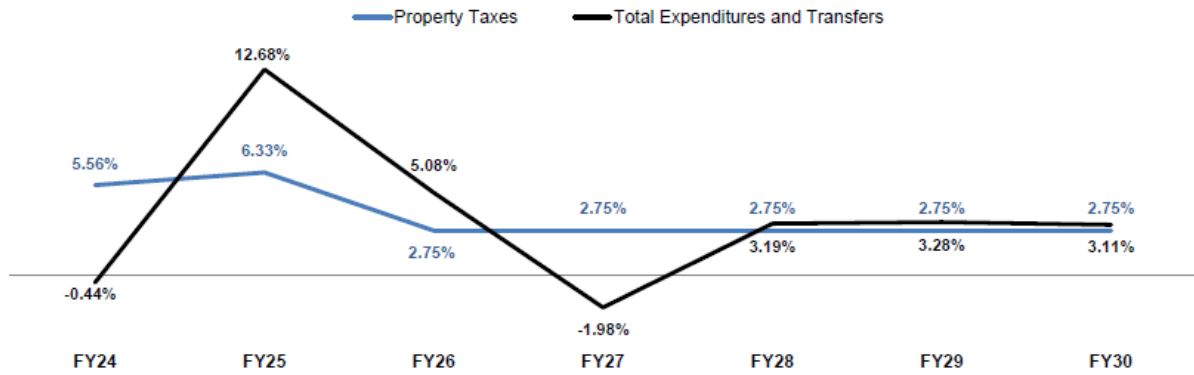


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The Maryland-National Capital Park and Planning Commission  
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## Recreation Fund

Prince George's Recreation Fund  
Comparative Percent Change of Property Tax Revenue and Total Expenditures/Transfers  
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Prince George's Recreation Fund  
Projected Fund Balance (undesignated)  
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