



The Maryland-National Capital Park and Planning Commission



Proposed Annual Budget Fiscal Year 2016



Prince George's County

The Maryland-National Capital Park and Planning Commission

www.mncppc.org

Proposed Annual Budget Fiscal Year 2016

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For the Fiscal Year Beginning

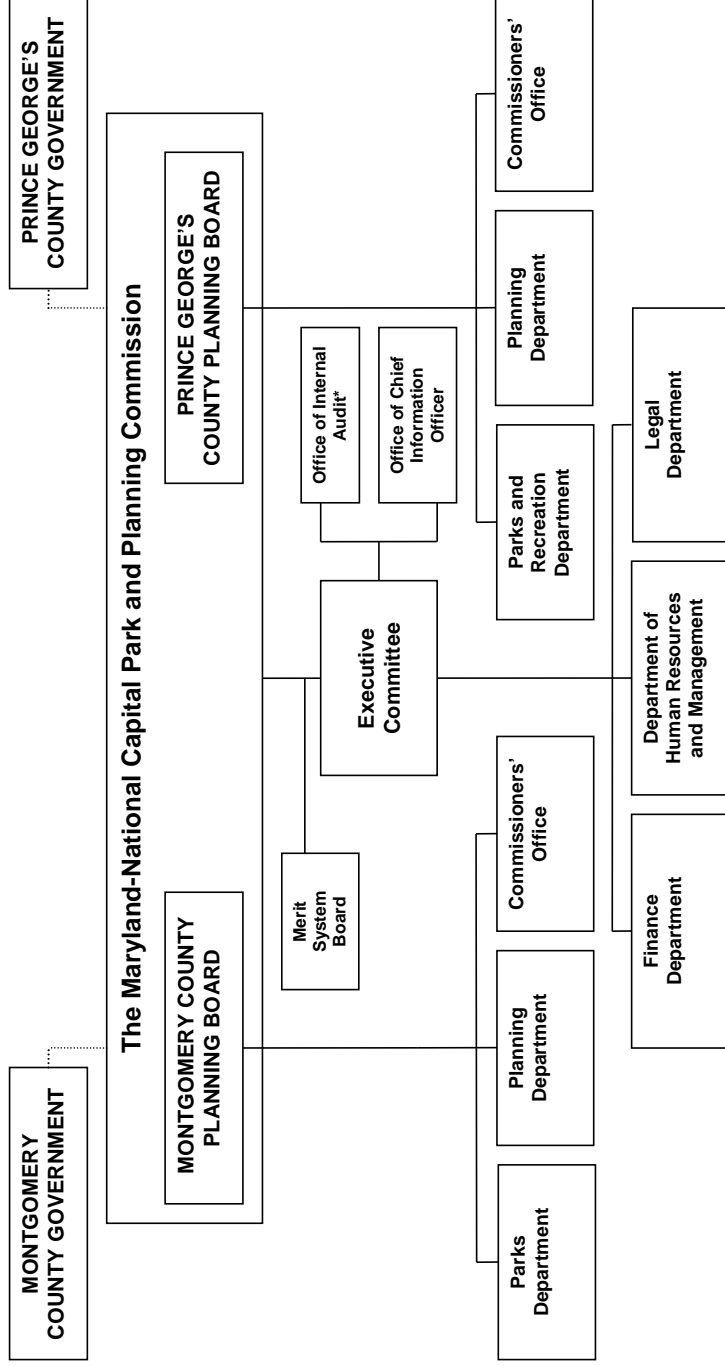
July 1, 2014

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Maryland-National Capital Park & Planning Commission for its annual budget for the fiscal year beginning July 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



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

**The Maryland-National Capital Park and Planning
Commission
Proposed Annual Budget Fiscal Year 2016
Prince George's County**

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Office of the Chairman
 Prince George's County Planning Board

January 9, 2015

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

The Honorable Mel R. Franklin
 Chairman
 Prince George's County Council
 County Administration Building
 14741 Governor Oden Bowie Drive
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Dear Mr. Baker and Mr. Franklin:

I am pleased to transmit the FY16 proposed budget of The Maryland-National Capital Park and Planning Commission for Prince George's County for your consideration and approval. The proposal is submitted pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland.

The total FY16 proposed budget for tax supported funds (Administration, Park, Recreation and Advance Land Acquisition [ALA] Debt Service) is \$263.2 million, a 1.0 percent decrease from the FY15 Adopted Budget. The total FY16 Proposed Budget for Tax and Non-Tax Supported Funds (excluding ALA Revolving Fund and Internal Service Funds), is \$304.7 million, a decrease of 0.3% from the FY15 budget.

**Summary of FY16 Proposed Budget Expenditures
 (net reserves, ALARF, and Internal Service Funds)**

	FY15 Adopted	FY16 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 49,403,566	\$ 50,321,029	\$ 917,463	1.9%
Park (2)	143,119,027	139,700,465	(3,418,562)	-2.4%
Recreation (3)	73,337,443	73,226,936	(110,507)	-0.2%
ALA Debt	-	-	-	-
Subtotal Tax Supported	265,860,036	263,248,430	(2,611,606)	-1.0%
Enterprise	19,804,804	20,032,147	227,343	1.1%
Special Revenue (4)	8,722,682	9,457,277	734,595	8.4%
Park Debt	11,342,000	11,955,637	613,637	5.4%
Total Prince George's	\$ 305,729,522	\$ 304,693,491	\$ (1,036,031)	-0.3%

- (1) Includes transfer to Special Revenue Fund
- (2) Includes transfer to Debt Service and Capital Projects
- (3) Includes transfer to Enterprise Fund
- (4) Includes transfer to Capital Projects

Commitment to Continued Collaboration

The FY16 Proposed Budget builds upon the spirit of collaboration and commitment between the Commission and the County to ensure that the residents of Prince George's County continue to receive high quality planning, parks and recreation services to support the County's economic development and the overall health and wellness of our community. Excellent parks, recreation and land use planning enhance the quality of life and make our community an attractive place to live, work and conduct business. Through numerous important collaborative projects such as the Transforming Neighborhoods Initiative (TNI), Plan Prince George's 2035 General Plan Update, Healthy Lifestyles programming through Health Department community transformation grants, and the multi-year Zoning/Subdivision Rewrite, the Commission continues to partner with the County to promote economic vitality, environmental sustainability, health and wellness and overall enhanced quality of life for all of our residents.

Creating a New Path to Maintain Fiscal Stability

In past years, the Commission has taken a number of difficult steps to reduce costs in order to enable delivery of services and facilities at a total tax rate which has remained flat since FY04. These steps included renegotiating union contracts, keeping wages flat during FY11, FY12 and FY13, implementing retirement incentive plans, and redesigning medical and pension plans while asking our employees to share more in their cost. In partnership with the County, we reduced the project charge burden and, when delivering new facilities or renovating existing facilities, relied more on debt, while still remaining within our debt policy limits.

Utilizing our long-term fiscal plan, we prudently increased and used fund balances to weather the storm as property tax revenues plummeted by nearly 21% from FY10 through FY14. This planned use of our "savings account" was necessary in order to continue to deliver planned facilities and maintain services at levels requested by our citizens.

The FY16 Proposed Budget continues to use fund balances totaling \$47.8 million to augment revenue sources due to the minimal growth in property tax revenue. Our long-term plan indicates that fund balances are being depleted at levels which are not sustainable and therefore, during the budget work sessions, we plan to work collaboratively with you and your teams to create a new plan for fiscal sustainability. This plan will require making difficult choices to achieve significant expenditure reductions and may necessitate revenue enhancements, and possibly a tax rate increase, in the near future. It is clear that we must together develop the path forward by balancing the public's needs for facilities/services with the tax revenues necessary to fund them.

FISCAL YEAR 2016 BUDGET OBJECTIVES

We have three primary objectives in our Proposed Budget:

1. Maintain current service levels with the necessary cost modifications for major known commitments.
2. Continue the stabilization actions established over the past few years.

3. Reinvest fund balances in accordance with our long-term fiscal plan in order to meet core service needs while the assessable base recovers.

The Proposed Budget does not yet reflect the service reductions necessary to close the gap between revenues and expenditures in coming years. In developing the new fiscal plan, we commit to working hard to identify opportunities to reduce costs with the least impact on our customers.

Despite continued fiscal challenges in FY16, revenues are growing, albeit slowly. We have also slowed the growth in personnel costs through benefit restructuring as reflected by the 0.2% growth between FY15 and FY16. The Proposed Budget includes the following major known commitments for personnel costs in FY16:

- ✓ Medical Insurance and Benefit Costs;
- ✓ Full funding of OPEB PayGo and Pre-Funding as determined by an actuarial study;
- ✓ Full funding of the pension contribution as determined by an actuarial study; and
- ✓ A dollar marker to adjust employee compensation subject to negotiations.

The table below summarizes the budget changes for personnel costs.

FY16 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Prince George's County Administration Fund, Park Fund, and Recreation Fund					
		FY15	FY16	\$	%
		Adopted	Proposed	Change	Change
OPEB					
	OPEB Prefunding	\$ 2,568,923	\$ 2,568,923	\$ -	0.0%
	OPEB Paygo	6,331,838	6,745,657	413,819	6.5%
	Subtotal OPEB	8,900,761	9,314,580	413,819	4.6%
Pension (ERS)					
	Pension (ERS)	15,514,268	15,100,354	(413,914)	-2.7%
Health and Benefits(1)					
	Employee Health Benefits	17,241,462	17,321,029	79,567	0.5%
	Subtotal Personnel Costs	\$ 41,656,491	\$ 41,735,963	\$ 79,472	0.2%
Employee Compensation					
	Marker for Changes to Employee Comp.	-	2,783,714	2,783,714	
	Total Major Personnel Costs			\$ 2,863,186	

(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 are budgeted in accordance with the annual actuarial valuations. Health costs are growing more slowly due to the restructuring of employee benefits and the focus on wellness initiatives.

Employee Compensation

The Commission's FY16 budget provides for possible employee compensation changes as labor negotiations are on-going. The FY16 Proposed Budget includes \$2.8 million for potential compensation adjustments for represented employees, as required by State law, and to adjust non-represented employee compensation. The specific form of employee compensation adjustment will be determined through labor negotiations, as needed, and presented for approval at the Joint County Council Meeting in May, 2015.

Major Non-Personnel Cost Changes

In addition to the investments in essential needs and the reduction in project charges discussed below, operating budget impacts (OBI) for opening new facilities will impact the General Fund by \$1.3 million. Offsetting the increases in personnel costs are reductions of \$515,000 of one-time FY15 expenses, as well as the planned, yet significant, reduction in CIP PayGo of \$7.2 million. This is in line with the proposed FY16-FY21 Capital Improvement Program. It should be noted that although the Capital Improvement Program covers a six year period, only the first year of the plan is presented for budget adoption.

Investing to Meet Essential Service Needs

One of the primary objectives in the FY16 proposed budget is to continue to reinvest fund balances in accordance with our long-term fiscal plan in order to meet core public service needs in the present and future. This investment will be made primarily in the Prince George's County Department of Parks and Recreation and consists of replacement vehicle purchases; Department-wide infrastructure improvements to include Voice Over IP (VOIP) and wiring upgrades; and increased staffing due to growth in patronage of existing services and facilities, along with continued emphasis on public safety. Each department's budget section provides detailed information on how this increased investment will be used. Below is a summary of the investment by department.

<u>Fund</u>	<u>Department</u>	<u>Essential Needs Investment Amount</u>
Administration	Planning	\$227,000
Administration	DHRM	143,996
Administration	Finance	165,511
Administration	Internal Audit	3,460
Park		1,934,700
Recreation		<u>146,700</u>
Total		\$2,621,367

Project Charge Reductions

From FY05 to FY12, project charge payments to the County and other agencies increased from \$5 million to \$22 million annually. This tremendous increase coincided with the same period that property tax revenues began a steep decline, resulting in the Commission having to redirect resources to meet the rising project charge costs. Three years ago, we began working together with the County on a plan of phased reductions in project charges. Our plan was to reduce project charges steadily each year through FY18 - lowering the charges paid from \$22 million in

FY12 down to \$9.1 million by FY18. That plan has proved a bit too aggressive, given the County's fiscal challenges. Although we took the first step of the plan together in FY13 by reducing project charges by nearly \$5 million, FY14's and FY15's reductions were modified to \$1.5 million and \$1.2 million, respectively. We are proposing a reduction of \$2.14 million in FY16. This effort is a key measure in rebalancing resource allocation. We appreciate the County's understanding and continued support in addressing project charges.

Summary of FY16 Proposed Budget for General Fund Accounts

For the three tax supported operating funds, we are putting forward a total proposed budget of \$263.2 million. The Administration Fund, which funds the Planning Department, Commissioners' Office, and Central Administrative Services (CAS) departments, is proposed to increase by 1.9 percent, or \$917,000 from the FY15 budget. The Park Fund is proposed to decrease 2.4 percent, or \$3.4 million, due to continued scaling back of the CIP PayGo funding that was substantially increased in FY14. Lastly, the Recreation Fund budget is proposed to decrease by 0.2 percent, or \$110,000. No changes in property tax rates are required to fund the FY16 proposed budget. The table on the following page summarizes the budget.

M-NCPPC				
Summary of FY16 Proposed Budget General Fund Accounts				
By Fund by Department (excludes reserves)				
	FY15 Adopted	FY16 Proposed	\$ Change	% Change
Prince George's				
Administration Fund				
Commissioners' Office	1,962,071	1,994,923	32,852	1.7%
Planning Department Operating	29,756,509	30,420,401	663,892	2.2%
Project Charges	7,695,800	6,762,466	(933,334)	-12.1%
CAS	8,060,129	8,448,190	388,061	4.8%
Transfer to Special Revenue	30,000	30,000	-	0.0%
Non-Departmental (1)	1,899,057	2,665,049	765,992	40.3%
Subtotal Admin Fund	49,403,566	50,321,029	917,463	1.9%
Park Fund				
Park Fund Operating	109,507,538	111,346,078	1,838,540	1.7%
Project Charges	952,800	551,000	(401,800)	-42.2%
Transfer to Capital Projects	16,155,000	8,935,000	(7,220,000)	-44.7%
Transfer to Debt Service	11,342,000	11,955,637	613,637	5.4%
Non-Departmental (1)	5,161,689	6,912,750	1,751,061	33.9%
Subtotal Park Fund	143,119,027	139,700,465	(3,418,562)	-2.4%
Recreation Fund				
Recreation Fund Operating	56,675,454	56,693,794	18,340	0.0%
Project Charges	5,096,170	4,291,300	(804,870)	-15.8%
Transfer to Enterprise	9,725,804	9,721,347	(4,457)	0.0%
Non-Departmental (1)	1,840,015	2,520,495	680,480	37.0%
Subtotal Recreation Fund	73,337,443	73,226,936	(110,507)	-0.2%
Prince George's Total General Fund	265,860,036	263,248,430	(2,611,606)	-1.0%

(1) Non-Departmental for FY15 Adopted includes OPEB prefunding and OPEB paygo. For FY16 Non-Departmental includes OPEB prefunding and OPEB paygo, and a budget marker for compensation adjustments.

Assessable Base and Tax Rates

The total FY16 property tax revenue estimate for the Administration, Park, and Recreation funds is \$214.8 million, an increase of 0.2 percent, or \$521,000, from the FY15 Adopted Budget. This projection is based on the November State Department of Assessments & Taxation (SDAT) estimates. Final SDAT estimates for FY16 will be released in March. During budget work sessions, staff will update property tax revenues based on any significant change.

The Commission is proposing to maintain its overall real property tax rate at 27.90 cents per \$100 of assessed value and its overall personal property tax rate at 69.75 cents per \$100 of assessed value. It should be noted that the Commission has been able to maintain its excellent, national award winning Planning and Parks and Recreation services through the recession without an increase in the total tax rate, which was originally designed to last for only six years, and which has not changed since FY04. FY16 will, be the 12th consecutive year without an increase in the total rate. This has been possible through innovative fiscal management strategies and a collaborative working relationship with the County Executive, County Council, and your staffs. The FY13 tax rate shift to stabilize the Administration and Recreation funds is an example of an innovative approach taken to maintain services while property tax revenues plummeted, without raising overall tax rates. The proposed tax rates for FY16 are unchanged from FY15. Those tax rates are as follows:

FY16 Proposed Budget Property Tax Rates by Fund		
	<u>Real</u>	<u>Personal</u>
Administration Fund	5.41	13.53
Park Fund	15.44	38.60
Recreation Fund	7.05	17.62
ALA Debt	<u>0.00</u>	<u>0.00</u>
Total	27.90	69.75

FY16 Work Program

Planning Department:

The Planning Department's proposed budget for FY16 is 0.7 percent, or \$269,442, less than last year's adopted budget. After the proposed \$933,334 reduction in project charges, the largest change from FY15 is an increase of approximately \$227,000 in professional services to include funding for printing several updated plans and studies under completion, and for two continuing and multi-year programs that began in prior fiscal years, the Historic Preservation Grant Program, and the Graduate Assistance Program. The FY16 work program contains resources for ongoing development review, planning, data maintenance activities, community/municipal outreach, and the completion of projects started in prior years. The FY16 budget also includes resources for continued planning efforts for multiyear small community plans and studies begun in prior years. These include:

- Cheverly Sector Plan and Sectional Map Amendment
- College Park/Riverdale Park Transit District Development Plan and Transit District Overlay Zone(TDDP/TDOZ) Update
- East Riverdale/Beacon Heights Sector Plan and SMA

- Green Infrastructure Functional Master Plan
- Morgan Boulevard Metro Station/Summerfield Area Sector Plan and SMA
- Prince George's County Primary Healthcare Plan
- Prince George's Plaza TDDP/TDOZ
- Subregion 4 Employment Action Plan

In FY16, the Planning Department will continue with implementation efforts that began in prior years. These include:

- Historic Preservation Implementation Strategy
- Industrial Zone Implementation Policies
- Joint Base Andrews Joint Land Use Study (JLUS) Implementation Committee
- Landover Gateway Sector Plan Implementation
- Master Plan of Transportation (MPOT) Strategic Transportation Implementation
- Southern Green Line Transit-Oriented Development Corridor Action Plan Implementation
- Subregion 4 Transit-Oriented Development (TOD) Implementation Plan
- Town of Upper Marlboro Action Plan/Greater Upper Marlboro Strategy Implementation, Trails Policy Implementation
- Westphalia Sector Plan Implementation

New work programs and projects proposed to begin in FY16 include the following, which are described in detail within the Department's narrative of this proposal:

- Adaptive Reuse of Sand and Gravel
- Bowie Sustainability Plan
- Downtown Development Programs
- Innovation Corridor Action

Department of Parks and Recreation:

The Department of Parks and Recreation budget proposes a 1.6 percent, or \$3.5 million, decrease from FY15. This primarily reflects a scaling back of the PayGo transfer to the Capital Improvement Program (CIP). In FY16, the CIP will continue to focus on infrastructure improvements, completion of projects already underway, and meeting the priorities set out through the Formula 2040 Functional Master Plan for Parks, Recreation and Open Space.

In developing the FY16 objectives, the Department worked to ensure that they are in strategic alignment with the overall goals of the adopted Formula 2040 and Comprehensive Recreation Program Plans. Divisional objectives have been developed to support each of the following and are delineated in the budget narrative.

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

- Adequate facilities and safety
 - Invest to maintain existing infrastructure.
 - Invest to provide for adequate public safety.
 - Invest in new facilities to satisfy existing and future service gaps.
 - Support Prince George's County economic development through new investment.
 - Physically connect residents to access parks, trails, recreation facilities and programs in our neighborhoods and communities.

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

- Maintaining a fiscally sustainable organization
 - Diversify and enhance non-property tax revenues.
 - Use marketing and communications more aggressively to reach a larger audience and cultivate a loyal following.

Enterprise Fund

In FY16, total Enterprise Fund operating revenues are proposed to increase by 2.2 percent to \$10.3 million. Operating expenses are projected to increase by 1.1 percent. As a result, the subsidy from the Recreation Fund is budgeted to decrease by less than 0.1 percent to \$9.7 million. Nearly 60 percent of the tax subsidy supports operations and management of these services and activities at the Show Place Arena and the Prince George's Sports and Learning Complex. The Commission's policy is to not turn away any participant solely on the basis of ability to pay, and to encourage broad participation and access to services for all County residents and citizens throughout our facilities. The Sports and Learning Complex exemplifies this policy by providing state of the art equipment and facilities along with world class programs to a wide range of users for very modest fees.

Spending Affordability

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

Summary

As we have discussed with both the Spending Affordability Committee and representatives of the County Executive's Office and County Council, our multi-year projections show us unable to continue to balance our budget using fund balance after FY16. As is evidenced by the document before you, this budget was prepared as a continuation of existing services.

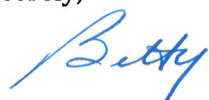
We understand that the County, the State and other jurisdictions in the region are also facing fiscal challenges. Thus, we are not alone in our need to develop strategies for a new fiscal plan to assure that FY16 budget decisions are affordable. We look forward to working with both of your offices in determining the best and most fiscally responsible way to address the coming challenges, both in this budget year, as well as in subsequent budget years.

In closing, the Commission continues to embrace our mission, and we remain committed to employing our collective knowledge, creativity and expertise, to provide the very best in planning, parks and recreation services for the 890,000+ residents of Prince George's County. We remain equally proud of the work of our dedicated and talented employees, and assure you that we will continue our pursuit of excellence in delivering the very best in public service.

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

Most important, we look forward to working together with you and the Planning, Zoning and Economic Development (PZED) Committee and full Council in the coming weeks as you review this proposal, and continuing to collaborate with you in providing vital services and programs for our treasured customers – the citizens and residents of Prince George's County.

Sincerely,



Elizabeth M. Hewlett, Chairman

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Overview

One
Commission

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

Mission

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

Strategic

Focus

- **Mission-driven Core Services:** Delivery of quality, high performance programs and services directly related to the statutory mandates of the Land Use Article.
 - **Revenue Diversification:** Outreach for additional funding sources such as public/private partnerships and grants to diversify revenue sources and reduce reliance on the property taxes as a source of funds; development of fee structure for services and programs with an overall goal of covering cost but also recognizing equity and ability to pay realities; encouraging active volunteer participation to augment programs, services and service delivery.
 - **Customer Focused Programs:** Maintain on-going communication with users, key stakeholders and funders to determine needs, service performance and receive feedback. Use this information to help develop programs, facilities and services.
 - **Management and Employee Accountability:** Establish clear lines of accountability at all levels of the Commission that customers are a priority, innovation is promoted, service capacities are continuously developing and productivity is constantly improving.
 - **Contemporary Technologies:** Facilitate programs and services by advanced information technologies improving the flow of information and access to services by customers and stakeholders.
 - **Prioritized Capital Improvement Program:** Manage and direct the Commission's capital program in a method that permits the operating budget to absorb the impact of implementing new programs, facilities and services.
 - **Performance Measurement:** Promote greater efficiency, increase fiscal responsibility and meet customer and stakeholder expectation through a performance measurement system that reports and produces information to plan, monitor, evaluate and adjust programs and services.
-
-



Prince George's County Overview – Budget Guide

BUDGET GUIDE

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

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

BUDGET STRUCTURE AND CONTENT

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

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

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

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

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

Background and Policies provide the following information:

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

The next subsection is **Budget Issues**, which discusses significant revenue and expenditure issues that impact both the FY16 budget and the Commission's long-term fiscal outlook. It takes a more in-depth look at various factors shaping the proposed budget's development. For example, although the process is different, both counties develop spending affordability guidelines that impact the Commission.



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The final summary subsection of the Overview is the **Fiscal and Budget Summary Schedules**. The Fiscal and Budget Summary Schedules are intended to provide the reader summary level information about the budget as a fiscal plan for the coming year. Included in this section are a series of schedules and charts detailing the financial aspects of the proposed budget. The following schedules and charts for the Proposed Budget Fiscal Year 2016 are included:

- Commission Summary of FY16 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY14 and Budgeted Use of Fund Balance/Net Position for FY15 and FY16;
- Prince George's County FY16 Proposed Budget Summary by Fund Summary by Department by Division;
- Prince George's County FY16 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$316,809,891;
- Prince George's County FY16 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$316,809,891;
- Prince George's County FY16 Proposed Budget Summary by Major Object;
- Prince George's County FY16 Proposed Budget Summary of Funds Required (Percent of Total by Object) Total Operating Funds \$316,809,891;
- Prince George's County Governmental Funds Summary of Revenues, Expenditures, and Changes in Fund Balances;
- Prince George's County Ending Fund Balance General Fund Accounts FY07 Actual to FY16 Proposed;
- Prince George's County Revenues and Expenditures General Fund Accounts FY07 Actual to FY16 Proposed;
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object;
- Prince George's County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Recreation Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Net Position;
- Prince George's County Park Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Capital Projects Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Special Revenue Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's Enterprise Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Capital Equipment Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;



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

Department Budget Section

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

The Department sections are comprised of:

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

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

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

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



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

- Following each budget summary section is the **Highlights and Major Changes in the FY16 Proposed Budget**. This section points out significant changes in the budget and any additional information to help the reader understand major budget plans for the budget year.
- Special sections, as needed, are included in the department pages. These sections provide the reader a better understanding about a significant aspect of department operations. For example, the Planning Department's pages will include information about the planning work program.
- The last section for each department's budget pages provides detailed budget and position information. There is a **Summary of Division Budgets** that shows expenditure information by major object for the budget year and two previous years. This section is followed by **Summary of Positions and Workyears**, which shows detailed staffing information by position type for the budget year and two previous years.

Other Funds

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

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

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

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

Capital Improvement Program

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



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Appendices

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

BUDGETARY BASIS

Basis of Accounting

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

Basis of Budgeting

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

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

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

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



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BUDGET PROCESS

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

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

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

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

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



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Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2014
• Meet with Spending Affordability Committee	By August 30, 2014
• Budget Overview with Planning Board	September to November 2014
• Staff Develops Budget	September to November 2014
• Planning Board Work Sessions	September to December 2014
• Spending Affordability Committee Issues Guidelines	December 2014
• Commission Approves Proposed Budget	December 17, 2014
• Staff Produce Proposed Budget Book	December 2013 to January 2015
• Submit Proposed Operating Budget and Capital Improvement Program to County Executive and County Council	January 15, 2015
• County Executive Makes Recommendations	January 15 to April 1, 2015
• County Council Holds Public Hearings	April 2015
• County Council Reviews Budget	April 2015
• County Councils Meet Jointly	May 2015
• County Councils Adopt Budget	By June 1, 2015
• Commission Adopts Budget Resolution	June 17, 2015



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BACKGROUND

AUTHORITY AND PURPOSE

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

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

The Commission is a nationally recognized planning, parks and recreation agency. M-NCPPC is the only five-time gold medal winner of the National Parks and Recreation Association Award for Excellence, and is one of 118 park or recreation entities to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

PRINCE GEORGE'S COUNTY PROFILE

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

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

THE RESIDENTS WE SERVE

One of the County's greatest resources and strengths is its diverse citizenry. According to the U.S. Census Bureau (2013), the County's population is currently estimated at 890,081 and growing at about 1 percent annually. African-American persons represent 65.2 percent of the population; White persons are 22.2 percent; Hispanic and Latino origin persons are 16.2 percent; and Asian persons are 4.9 percent. Approximately 20 percent of the County population is estimated to be foreign born and speak a language other than English at home.

According to the United States Census bureau, approximately 52.7 percent of the County's residents are female. While the median age of a County resident is 35.9 years, approximately 23 percent of County residents are secondary school age or younger (under 18 years old), and approximately 10.8 percent are age 65 or older. According to the Prince George's County Public School (PGCPS)



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website, student enrollment in Prince George's public schools for the School Year 2013-14 totaled 125,136.

According to the Department of Planning of the Maryland State Data Center 2013 records, the median household income in the County was \$72,052 compared to the Maryland state median of \$72,483 and national median of \$52,250. Family households accounted for 66.3 percent of County households. The 2013 median value of an owner-occupied home in Prince George's County was \$247,600 compared to a state median of \$280,200. About 30 percent of County residents over age 25 have at least a bachelor's degree. The County's labor force for 2013 was estimated to be 507,987 and the average unemployment rate was 6.8 percent, close to the state average, which was 6.6 percent.

CUSTOMER DEFINITION AND FOCUS

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

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

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

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

The Commission's reforestation efforts have had a major impact on the air quality in the region.



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Overview – Background

Consider the time and effort Commission planners spend reviewing requests for housing developments to ensure that they are not built in flood plains, or on ground otherwise unsuitable for development; that they are spaced properly; that there are amenities such as adequate open space and sidewalks; and that existing and planned infrastructure can adequately support the development. When these factors are considered, it becomes clear that all the County's residents, visitors, and neighbors are customers of the Commission.

ORGANIZATION

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

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

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

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

FUNDS AND FUNDING SOURCES

Under the statutory authority provided by State law, the Commission's park, recreation, planning, and general administrative functions are financed primarily by five statutorily designated property taxes that must be levied on a separate county basis. In Prince George's County, county-assessed property taxes support approximately 80 percent of the Commission's tax-supported operations. The remainder of the revenues is derived from grants, interest, fees and charges, and fund balance. The five accounts (funds) are separately maintained within the General Fund, as follows:



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

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

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

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

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

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

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

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



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Special Revenue Funds

Special Revenue Funds account for revenue sources that are restricted or committed for specific purposes other than capital projects or debt service, if that revenue is a substantial portion of the fund's resources. Special Revenue Funds are used when the revenue is restricted or committed by grantors, contributors, laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. For example, the Park Police have the authority to seize certain assets when making an arrest on drug-related charges. Following conviction, the court can award those assets to the Commission. Pursuant to State law, proceeds are placed in a Special Revenue Fund where they can only be expended for costs associated with drug enforcement activities within the County's park system.

Park Debt Service Fund

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

Capital Projects Fund

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

Although always adopted as part of the CIP, this fund has not been presented separately before in the proposed budget document. Prior fiscal years are presented here for comparison purposes only.

Enterprise Fund

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

Internal Service Funds

Internal Service Funds are used to account for the consolidated financing of goods or services that are centrally provided to the operating departments on a cost reimbursement basis. Internal Service Funds are used by the Commission to account for such functions as the Commission's group insurance and risk management programs, the capital equipment funds in both counties, and the funding necessary to operate and maintain the Commission's Executive Office Building.



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POLICIES

FISCAL POLICY

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

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. Generally, the Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund, Park Fund, and Recreation Fund. In FY16, the proposed budget includes designated fund reserves equaling 5 percent of expenditure in these funds in Prince George's County. A stable or rising level of reserves satisfies concerns of the bond rating agencies.
- The Commission will seek cost reductions and productivity improvements as methods of minimizing taxpayer costs and maximizing customer satisfaction.
- Non-tax revenue sources, such as user fees, will be sought and developed to the greatest possible extent, keeping in balance service availability, public benefit, and fairly set fees. User fees in the Enterprise Fund are set to:
 1. Be competitive with comparable public and private facilities and services in the area.
 2. Reflect user demand and patterns of use.
- The Commission seeks to minimize debt service costs by the prudent use of appropriate debt instruments, consistent with the goal of maintaining tax rate stability and stable reserves. Debt service, correctly structured, will match the bond-funded cost of facilities with the useful life of the facilities. The Commission also limits outstanding indebtedness, in accordance with its Debt Management Policy, well below State statute limitations.
- In the Enterprise Fund, the Commission's goal is to maintain reserves equivalent to 10 percent of operating expenses plus one year of debt service.

CIP IMPACT CONSIDERATION

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

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



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

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

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

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

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

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

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



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

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

DEBT MANAGEMENT POLICY

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

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

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

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

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



Prince George's County Overview – Policies

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

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

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

LONG-TERM SUSTAINABILITY

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

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



Prince George's County Overview – Policies

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

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

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

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

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



Prince George's County Overview – Policies

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

PERFORMANCE MEASURES

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

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



Prince George's County Overview – Budget Issues

BUDGET ISSUES

This section of the budget provides the global context underlying the Commission's FY16 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

Property tax revenues constitute nearly 95 percent of the General Fund operating revenues in Prince George's County. From FY10 through FY14, the assessable property tax base has lost more than 23 percent of its value in Prince George's County. The latest projections provided by the Maryland State Department of Assessments and Taxation (SDAT), released in November, show the County's FY16 real assessable base projected to grow by 0.47 percent next year. The remaining 5 percent of General Fund revenues are projected to grow by 7.5 percent in FY16 due to higher expected interest revenues.

In the past years, the Commission has taken a number of steps to reduce costs to enable delivery of services and facilities at a total tax rate which has remained flat since FY04. These steps included renegotiating union contracts, keeping wages flat during FY11, FY12 and FY13, implementing retirement incentive plans, and redesigning medical and pension plans while asking our employees to share more in their cost. In partnership with the County, we reduced the project charge burden and when delivering new or renovating existing facilities relied more on debt while staying within our debt policy limits.

Utilizing our long-term fiscal plan, we prudently increased and used fund balances to weather the storm as property tax revenues plummeted by nearly 21% from FY10 through FY14. This planned use of our "savings account" was necessary in order to continue to deliver facilities and maintain services at levels requested by our citizens.

Due to the minimal growth in property tax revenue, the FY16 Proposed Budget continues to use fund balances totaling \$47.8 million to augment operating revenue sources. Our long-term plan indicates that fund balances are being depleted at levels which are not sustainable and therefore, during the budget work sessions, we plan to work collaboratively with the County to create a new plan for fiscal sustainability. This plan will require making difficult choices to achieve significant expenditure reductions and may necessitate revenue enhancements, and possibly a tax rate increase, in the near future. It is clear that we must together develop the path forward by balancing the public's needs for facilities/services with the tax revenues necessary to fund them.

Property Tax Revenue and Tax Rates

The total FY16 property tax revenue estimate for the four tax-supported¹ funds is \$214.8 million, an increase of 0.2 percent or \$520,900 from the FY15 Adopted Budget. Assessable base and property tax revenues in FY15 are within the adopted budget projections. The real property assessable base is projected to increase by 0.47 percent in FY16, based upon the November SDAT estimates. Final SDAT estimates for FY15 will be released in March. In the Adopted Budget, staff will update property tax revenues based on that estimate.

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



Prince George's County

Overview – Budget Issues

Within this proposed budget, the Commission is proposing to maintain its overall real property tax rate at 27.90 cents per \$100 of assessed value and its overall personal property tax rate at 69.75 cents per \$100 of assessed value. It should be noted that Commission has been able to maintain its excellent, national award winning services through the Recession without an increase in the total tax rate, which has not changed since FY04—meaning that FY16 will be the 12th year in a row without an increase in the total rate. The proposed tax rates for FY16 are unchanged from FY15. Those tax rates are as follows:

	<u>Real</u>	<u>Personal</u>
Administration Fund	5.41	13.53
Park Fund	15.44	38.60
Recreation Fund	7.05	17.62
ALA Debt	<u>0.00</u>	<u>0.00</u>
Total	27.90	69.75

The budget review process with the County will concentrate on a new fiscal plan which may include a tax rate increase.

Fees, Charges, and Rentals

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

Service charges and fees of the three major tax-supported funds (Administration, Park, and Recreation) are projected at \$11.3 million for FY16, an increase of \$479,000 or 4.4 percent from the FY15 budget.

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

Interest Income

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

Total General Fund interest income for FY16 is proposed at \$605,000, an increase of 95.5 percent from the FY15 budget, in line with expected FY15 estimates.



Prince George's County

Overview – Budget Issues

Grant Revenues

The Planning Department anticipates grant revenue in FY15 at \$144,600, a 4.8 percent increase from last year. This Prince George's County grant will fund the Department's stormwater management efforts. No grants are budgeted in either the Park or Recreation Funds, although unbudgeted grants in all funds are treated as automatic budget amendments if no tax funded match is necessary to receive the grant and provide the program.

Enterprise Fund Revenues

In FY16, total Enterprise Fund operating revenues are proposed to increase by 2.2 percent to \$10.3 million. Operating expenses are projected to increase by 1.1 percent to \$20.0 million. As a result, the subsidy from the Recreation Fund of \$9.7 million in FY16 is budgeted to decrease minimally by \$4,457.

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, FY16 continues to include subsidies to the Enterprise Fund. Two programs – the Prince George's Sports and Learning Complex and the Show Place Arena/Equestrian Center – account for the majority of the subsidies. The Commission continues to monitor the size of the subsidy and strives to maintain a balance between subsidy and affordability. For example, a decision was made when the Sports and Learning Complex was constructed to designate a two-mile radius around the Complex, built next to FedEx Field, as an impact area, in which all citizens and residents would be able to use the Center at a discounted rate. This decision impacts revenues received and increases the subsidy. The Commission places value on the maximum usage and enjoyment of services, which often leads to below market fee structures.

EXPENDITURES

There are three primary objectives in the Proposed Budget. First, maintain current service levels with the necessary cost modifications for major known commitments. Second, continue the stabilization actions put in place over the past few years. Third, reinvest fund balances in accordance with the long-term fiscal plan to meet core service needs while the assessable base recovers. The Proposed Budget does not yet reflect the service reductions necessary to close the gap between revenues and expenditures in coming years. In developing the new fiscal plan, we commit to working hard to identify opportunities to reduce costs with the least impact on our customers.

Despite continued fiscal challenges in FY16, revenues are growing, albeit slowly. We have also slowed the growth in personnel costs through benefit restructuring as reflected by the 0.2% growth between FY15 and FY16. The Proposed Budget includes the following major known commitments for personnel costs in FY16:

- ✓ Medical Insurance and Benefit Costs;
- ✓ Full funding of OPEB PayGo and Pre-Funding as determined by the actuarial study;
- ✓ Full funding of pension contribution as determined by the actuarial study; and
- ✓ A dollar marker to adjust employee compensation, subject to negotiations.

As can be seen in Exhibit 1, the embedded cost pressure for personnel expenses is in excess of \$2.8 million.



Prince George's County Overview – Budget Issues

Exhibit 1

FY16 Proposed Budget				
Summary of Changes in Major Personnel Costs				
Prince George's County Administration Fund, Park Fund, and Recreation Fund				
	FY15	FY16	\$	%
	Adopted	Proposed	Change	Change
OPEB				
OPEB Prefunding	\$ 2,568,923	\$ 2,568,923	\$ -	0.0%
OPEB Paygo	6,331,838	6,745,657	413,819	6.5%
Subtotal OPEB	8,900,761	9,314,580	413,819	4.6%
Pension (ERS)				
Pension (ERS)	15,514,268	15,100,354	(413,914)	-2.7%
Health and Benefits(1)				
Employee Health Benefits	17,241,462	17,321,029	79,567	0.5%
Subtotal Personnel Costs	\$ 41,656,491	\$ 41,735,963	\$ 79,472	0.2%
Employee Compensation				
Marker for Changes to Employee Comp.	-	2,783,714	2,783,714	
Total Major Personnel Costs			\$ 2,863,186	

(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 FY16 have been determined by the actuary. The actuarial analysis has taken into account plan design changes that went into effect in FY14. These changes included cost share increases for retirees and employees and the adoption of a credited service model to earn the retiree health benefit for new hires.

The net change for total OPEB costs is about a \$413,819 increase or 4.6 percent more than the FY15 adopted figures.

Total OPEB funding is \$9.31 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 decreasing by 2.7 percent in FY16. This represents a cost savings of \$414,000 from the FY15 Adopted Budget.

Health Insurance and Benefits

On average, health insurance and benefit costs are projected to increase by 0.5 percent in FY16, adding \$79,567 more cost to the budget. Growth in health insurance costs continues to be offset by increased cost share paid by employees for certain health plans, and implementation of health and wellness initiatives.



Prince George's County Overview – Budget Issues

Employee Compensation

The Commission's FY16 budget provides for possible employee compensation changes, as negotiations are on-going. The FY16 Proposed Budget includes \$2.8 million for potential compensation adjustments for represented employees as required by §16-212 and §16-310 of the Land Use Article, as may be necessary pending labor negotiations, and to adjust non-represented employee compensation. The specific form of employee compensation adjustment will be determined through negotiations, as needed, and presented for approval at the Joint County Council Meeting in May 2015.

Exhibit 2

Summary of FY16 Proposed Budget Expenditures (net reserves, ALARF, and Internal Service Funds)

	FY15 Adopted	FY16 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 49,403,566	\$ 50,321,029	\$ 917,463	1.9%
Park (2)	143,119,027	139,700,465	(3,418,562)	-2.4%
Recreation (3)	73,337,443	73,226,936	(110,507)	-0.2%
ALA Debt	-	-	-	-
Subtotal Tax Supported	265,860,036	263,248,430	(2,611,606)	-1.0%
Enterprise	19,804,804	20,032,147	227,343	1.1%
Special Revenue (4)	8,722,682	9,457,277	734,595	8.4%
Park Debt	11,342,000	11,955,637	613,637	5.4%
Total Prince George's	\$ 305,729,522	\$ 304,693,491	\$ (1,036,031)	-0.3%

(1) Includes transfer to Special Revenue Fund

(2) Includes transfer to Debt Service and Capital Projects

(3) Includes transfer to Enterprise Fund

(4) Includes transfer to Capital Projects

Major Non-Personnel Cost Changes

- In addition to the investments in essential needs and reduction in project charges, both discussed below, operating budget impacts (OBI) for opening new facilities will impact the General Fund by \$1.3 million. Offsetting the increases in personnel costs are reductions of \$2.14 million in project charges and \$515,000 in CIP start-up costs for CIP projects scheduled for completion in FY15. CIP PAYGO is projected to decrease by \$7.2 million and Debt Service costs are projected to increase by \$613,637. These are in line with the proposed FY16-FY21 Capital Improvement Program.

Investing to Meet Essential Service Needs

For FY16, this investment will be made primarily in the Department of Parks and Recreation, consisting of replacement vehicle purchases; Department-wide infrastructure improvements to include Voice Over IP (VOIP) and wiring upgrades; and increased staffing due to growth in patronage of existing services and facilities, along with continued emphasis on public safety. Below is a summary of the investment by department.



Prince George's County Overview – Budget Issues

<u>Fund</u>	<u>Department</u>	<u>Essential Needs Investment Amount</u>
Administration	Planning	\$227,000
Administration	DHRM	143,996
Administration	Finance	165,511
Administration	Internal Audit	3,460
Park		1,934,700
Recreation		<u>146,700</u>
Total		\$2,621,367

Some of these costs will be offset with savings and removal of one-time requests from the prior year, and by funding from the County.

Project Charge Reductions

Three years ago, we began working together with the County on a plan of phased reductions in project charges. Our plan was to reduce project charges steadily each year through FY18 - lowering the charges paid from the high of \$22 million funded in FY12 down to \$9.1 million by FY18. That plan has proved a bit too aggressive given the County's fiscal challenges. Although we took the first step of the plan together in FY13 by reducing project charges nearly \$5 million, FY14's and FY15's reductions were modified to \$1.5 million and \$1.2 million, respectively. Working with the County's Office of Management and Budget, we are proposing a reduction of \$2.14 million in FY16. This effort is a key measure in rebalancing resource allocation.

FUND BALANCE

A key objective of the FY13 budget strategy was to build fund balances in the short-run through the tax rate shift and transfer of CIP funds back into the Park Fund, so that those fund balances could be used to maintain services and facilities through the Recession and recovery. Going into FY16, the General Fund accounts project to have combined fund balances totaling \$122.3 million. These fund balances will continue to be used to offset the impact of the minimally growing property tax revenues and the cost pressure of major known commitments. In total, the FY16 Proposed Budget uses \$47.8 million of fund balance. The majority of fund balance used is in the Park Fund (\$26.3 million), which has the most fund balance available. Of the \$26.3 million, \$9 million is for PayGo CIP funding. Exhibit 3 shows the projected change in fund balances for the three general fund accounts.



Prince George's County Overview – Budget Issues

Exhibit 3

FY16 Proposed Budget Use of Fund Balance Prince George's County General Fund Accounts

	FY15 Estimated Ending	FY16 Proposed Ending (Undesignated)	Use of Fund Balance(1)
Administration Fund	15,859,400	6,120,871	(9,738,529)
Park Fund	90,477,327	64,151,462	(26,325,865)
Recreation Fund	16,041,387	4,285,251	(11,756,136)
Total	122,378,114	74,557,584	(47,820,530)

(1) Use of fund balance is the amount of fund balance used for operations and the amount of fund balance needed to meet expenditure reserve requirements. The amount of fund balance used to meet the reserve requirement will not be spent.

As part of the spending affordability process, the Commission has presented County Council staff and the County's Office of Management and Budget with a Six-Year Plan containing the budget strategies of the FY16 Proposed Budget through FY21. Recognizing that fund balances will be depleted in future years, we will be working with County staff to determine the most fiscally responsible path forward.

DEBT

Debt Service in the Park Fund is proposed to be \$11.9 million in FY16, compared to \$11.3 million in the FY15 Adopted Budget.

Expenditures for the Advance Land Acquisition Debt Service Fund are proposed at \$0 in FY16, as there is no currently outstanding debt in this fund. Any immediate need to purchase land in anticipation of future public uses in the County can be handled by existing fund balance in the revolving fund, currently estimated at \$2.5 million.

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, 2014, is estimated at \$827 million. This represents the excess of anticipated tax revenue from the mandatory 10-cent personal property and 4-cent real property tax rate available during the next 30 years over the debt service on the \$66 million of outstanding Park Acquisition and Development Bonds. The Commission's Prince George's County bonds are rated AAA by Standard & Poor's Corporation, AA+ by Fitch Ratings, and Aa1 by Moody's Investor Services, Inc.



Prince George's County

Overview – Budget Issues

SPENDING AFFORDABILITY PROCESS

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

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

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

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

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

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

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



FY16 Proposed Budget
Fiscal and Budget Summary Schedules



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

COMMISSION SUMMARY of FY16 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			% Change
	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	
Total Sources: (excluding use of fund balance)										
Governmental Funds:										
General Funds:										
Administration Fund	\$ 43,244,181	\$ 42,928,400	\$ 43,097,100	\$ 27,056,857	\$ 26,307,469	\$ 28,505,900	\$ 70,301,038	\$ 69,235,869	\$ 71,603,000	3.4%
Park Fund	119,691,034	118,561,900	119,315,100	82,202,861	90,450,931	93,647,725	201,893,895	209,012,831	212,962,825	1.9%
Recreation Fund	65,739,812	64,599,050	65,132,100	-	-	-	65,739,812	64,599,050	65,132,100	0.8%
General Funds Total	228,675,027	226,089,350	227,544,300	109,259,718	116,758,400	122,153,625	337,934,745	342,847,750	349,697,925	2.0%
ALA Debt Service Fund	1,298	-	-	1,704,476	1,723,014	1,775,700	1,705,774	1,723,014	1,775,700	3.1%
Tax Supported Funds Total	228,676,325	226,089,350	227,544,300	110,964,194	118,481,414	123,929,325	339,640,519	344,570,764	351,473,625	2.0%
Park Debt Service Fund	10,087,606	11,342,000	11,955,637	3,881,641	5,142,738	5,069,085	13,969,247	16,484,738	17,014,722	3.2%
Property Management Fund	-	-	-	1,023,717	1,026,320	1,126,800	1,023,717	1,026,320	1,126,800	9.8%
Capital Projects Fund	55,945,772	50,576,500	28,030,000	31,954,406	40,979,200	28,943,000	87,900,178	91,555,700	56,973,000	-37.8%
Special Revenue Funds	8,131,151	8,201,005	8,715,776	3,501,277	3,564,800	4,078,298	11,632,427	11,765,805	12,794,074	8.7%
Governmental Funds Total	302,840,853	296,208,855	276,245,713	151,325,235	169,194,472	163,136,508	454,166,088	465,403,327	439,382,221	-5.6%
Proprietary Funds:										
Enterprise Fund	18,718,941	19,804,804	20,032,147	10,096,922	9,727,505	10,316,041	28,815,862	29,532,309	30,348,188	2.8%
Internal Service Funds:										
Risk Management Fund	6,817,406	6,699,500	4,239,600	3,634,928	3,519,000	2,800,200	10,452,333	10,218,500	7,039,800	-31.1%
Capital Equipment Fund	288,607	1,599,380	2,151,321	1,473,388	1,968,130	2,414,783	1,761,994	3,567,510	4,566,104	28.0%
Executive Office Building Fund*	-	-	-	-	-	-	1,061,141	1,073,800	1,194,440	11.2%
Group Insurance Fund*	-	-	-	-	-	-	43,999,886	51,533,593	57,146,287	10.9%
Internal Service Funds Total	7,106,012	8,298,880	6,390,921	5,108,315	5,487,130	5,214,983	56,775,354	66,393,403	69,946,631	5.4%
Proprietary Funds Total	25,824,953	28,103,684	26,423,068	15,205,237	15,214,635	15,531,024	85,591,217	95,925,712	100,294,819	4.6%
Private Purpose Trust Funds:										
ALA Revolving Fund	22,999	14,900	20,000	1,427,607	1,455,990	1,629,540	1,450,606	1,470,890	1,649,540	12.1%
GRAND TOTAL	\$ 328,688,805	\$ 324,327,439	\$ 302,688,781	\$ 167,958,079	\$ 185,865,097	\$ 180,297,072	\$ 541,207,911	\$ 562,799,929	\$ 541,326,580	-3.8%
Total Uses and Funds Required: (Includes reserve in budget amounts but not in actual)										
Governmental Funds:										
General Funds:										
Administration Fund	43,232,140	51,872,266	52,835,629	25,750,754	30,825,785	31,760,697	68,982,894	82,698,051	84,596,326	2.3%
Park Fund	143,834,821	148,900,127	145,640,965	84,167,883	93,482,739	98,823,649	228,002,704	242,382,866	244,464,614	0.9%
Recreation Fund	68,075,030	77,004,343	76,888,236	-	-	-	68,075,030	77,004,343	76,888,236	-0.2%
General Funds Total	255,141,991	277,776,736	275,364,830	109,918,637	124,308,524	130,584,346	365,060,628	402,085,260	405,949,176	1.0%
ALA Debt Service Fund	-	-	-	1,700,704	1,724,400	1,775,700	1,700,704	1,724,400	1,775,700	3.0%
Tax Supported Funds Total	255,141,991	277,776,736	275,364,830	111,619,341	126,032,924	132,360,046	366,761,332	403,809,660	407,724,876	1.0%
Park Debt Service Fund	10,087,606	11,342,000	11,955,637	3,881,641	5,142,738	5,069,085	13,969,247	16,484,738	17,014,722	3.2%
Property Management Fund	-	-	-	1,022,655	1,026,320	1,126,800	1,022,655	1,026,320	1,126,800	9.8%
Capital Projects Fund	28,940,143	50,576,500	28,030,000	20,545,120	40,979,200	28,943,000	49,485,263	91,555,700	56,973,000	-37.8%
Special Revenue Funds	7,035,505	8,722,682	9,457,277	4,529,732	5,744,249	5,656,827	11,565,237	14,466,931	15,114,104	4.5%
Governmental Funds Total	301,205,245	348,417,918	324,807,744	141,598,489	178,925,431	173,145,758	442,803,734	527,343,349	497,953,502	-5.6%
Proprietary Funds:										
Enterprise Fund	21,546,671	19,804,804	20,032,147	9,508,592	9,424,917	9,431,262	31,055,264	29,229,721	29,463,409	0.8%
Internal Service Funds:										
Risk Management Fund	2,609,549	6,229,739	5,028,364	1,622,415	3,779,721	3,335,045	4,231,984	10,009,460	8,363,409	-16.4%
Capital Equipment Fund	696,979	1,610,047	2,379,822	1,814,772	1,357,753	1,562,883	2,511,751	2,967,800	3,942,705	32.8%
Executive Office Building Fund*	-	-	-	-	-	-	816,648	1,191,691	1,194,440	0.2%
Group Insurance Fund*	-	-	-	-	-	-	39,981,064	51,611,797	58,038,275	12.5%
Internal Service Funds Total	3,306,527	7,839,786	7,408,186	3,437,187	5,137,474	4,897,928	47,541,426	65,780,748	71,538,829	8.8%
Proprietary Funds Total	24,853,199	27,644,590	27,440,333	12,945,779	14,562,391	14,329,190	78,596,690	95,010,469	101,002,238	6.3%
Private Purpose Trust Funds:										
ALA Revolving Fund	-	9,305,810	2,532,215	1,264,014	9,760,386	9,913,355	1,264,014	19,066,196	12,445,570	-34.7%
GRAND TOTAL	\$ 326,058,444	\$ 385,368,318	\$ 354,780,292	\$ 155,808,282	\$ 203,248,208	\$ 197,388,303	\$ 522,664,438	\$ 641,420,014	\$ 611,401,310	-4.7%

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

Explanatory Notes: This schedule summarizes the total revenues and total funds required for FY16. The revenues do not include the use or gain in fund balance. Therefore, the schedule intentionally does not balance. The amount of fund balance used or gained is summarized in the schedule on the following page. The two schedules are intended to be read together to provide a fuller picture of the financial condition of each fund.

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

COMMISSION SUMMARY Summary of Changes in Actual Fund Balance/Net Position for FY14 and Budgeted Use of Fund Balance/Net Position for FY15 and FY16

	Prince George's County			Montgomery County			Total Commission		
	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	FY 14 Actual	FY 15 Adopted	FY 16 Proposed
Governmental Funds:									
Administration Fund	12,041	(8,943,866)	(9,738,529)	1,306,103	(4,518,316)	(3,254,797)	1,318,144	(13,462,182)	(12,993,326)
Park Fund	(24,143,787)	(30,338,227)	(26,325,865)	(1,965,021)	(3,031,808)	(5,175,924)	(26,108,809)	(33,370,035)	(31,501,789)
Recreation Fund	(2,335,218)	(12,405,293)	(11,756,136)	-	-	-	(2,335,218)	(12,405,293)	(11,756,136)
General Funds Total	(26,466,964)	(51,687,386)	(47,820,530)	(658,918)	(7,550,124)	(8,430,721)	(27,125,883)	(59,237,510)	(56,251,251)
ALA Debt/Service Fund	1,298	-	-	3,772	(1,386)	-	5,070	(1,386)	-
Tax Supported Funds Total	(26,465,666)	(51,687,386)	(47,820,530)	(655,146)	(7,551,510)	(8,430,721)	(27,120,813)	(59,238,896)	(56,251,251)
Paik Debt/Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	1,062	-	-	1,062	-	-
Capital Projects Fund	27,005,629	-	-	11,409,286	-	-	38,414,915	-	-
Special Revenue Funds	1,095,646	(521,677)	(741,501)	(1,028,455)	(2,179,449)	(1,578,529)	67,190	(2,701,126)	(2,320,030)
Governmental Funds Total	1,635,608	(52,209,063)	(48,562,031)	9,726,746	(9,730,959)	(10,009,250)	11,362,354	(61,940,022)	(58,571,281)
Proprietary Funds:									
Enterprise Fund	(2,827,731)	-	-	588,329	302,588	884,779	(2,239,401)	302,588	884,779
Risk Management Fund	4,207,857	469,761	(785,764)	2,012,513	(260,721)	(534,845)	6,220,369	209,040	(1,323,609)
Capital Equipment Fund	(408,372)	(10,667)	(228,501)	(341,385)	610,377	851,900	(749,757)	599,710	623,399
Executive Office Building Fund*	-	-	-	-	-	-	244,493	(117,891)	-
Group Insurance Fund *	-	-	-	-	-	-	3,518,823	(78,204)	(891,988)
Internal Service Funds Total	3,799,485	459,094	(1,017,265)	1,671,128	349,656	317,055	9,233,928	612,655	(1,592,198)
Proprietary Funds Total	971,754	459,094	(1,017,265)	2,259,458	652,244	1,201,834	6,994,527	915,243	(707,419)
Private Purpose Trust Funds:									
ALA Revolving Fund	22,999	(9,290,910)	(2,512,215)	163,593	(8,304,396)	(8,283,815)	186,592	(17,595,306)	(10,796,030)
GRAND TOTAL	2,630,361	(61,040,879)	(62,091,511)	12,149,797	(17,383,111)	(17,091,231)	18,543,473	(78,620,085)	(70,074,730)

* 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 FY14 Actual. For the current and proposed budget amounts, the change represents the gain/loss of fund balance necessary to balance the budget. This includes any fund balance needed to fund the reserve requirement. Fund balance used to fund the budgeted reserve requirements will not actually be spent. Therefore, the actual change in fund balance will be less.

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

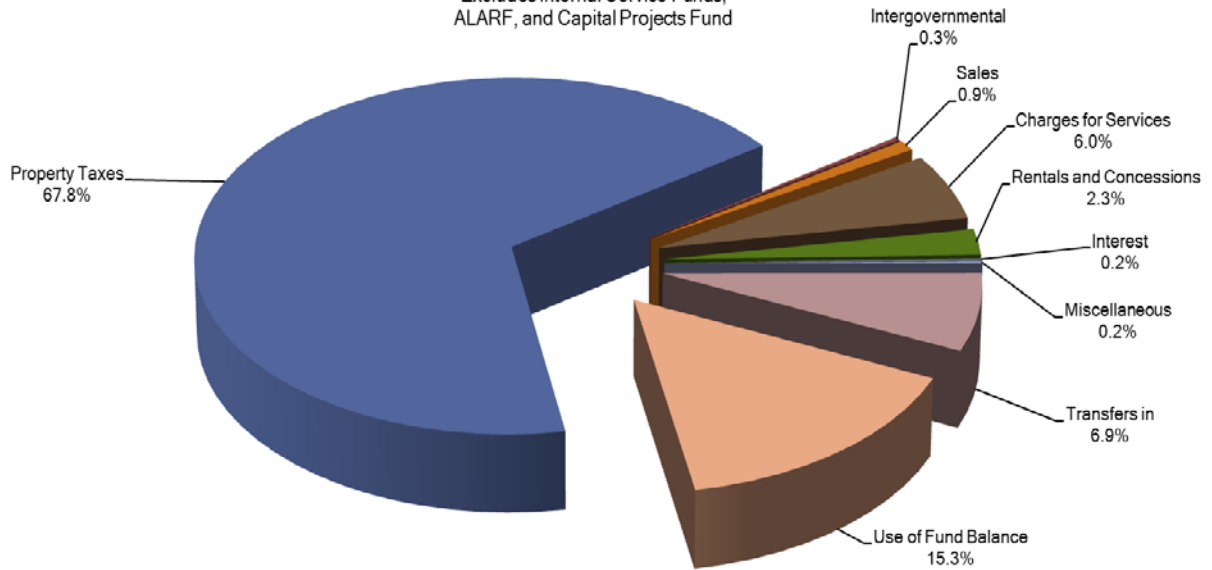
PRINCE GEORGE'S COUNTY FY16 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

	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	Total
Sources:												
Property Taxes	42,094,500	115,910,300	56,808,600	-	-	-	-	-	-	-	-	214,813,400
Intergovernmental	209,600	-	-	-	-	-	3,290,000	800,000	-	-	-	4,299,600
Sales	51,000	-	62,500	-	-	-	-	423,100	2,451,000	-	-	2,987,600
Charges for Services	602,000	148,500	6,959,500	-	-	-	-	6,341,571	4,902,000	4,189,600	2,149,321	25,292,492
Rentals and Concessions	-	2,391,300	1,093,700	-	-	-	-	947,600	2,937,800	-	-	7,370,400
Interest	130,000	350,000	125,000	-	-	-	-	20,005	20,000	50,000	2,000	932,005
Miscellaneous	10,000	300,000	82,800	-	-	20,000	-	153,500	-	-	-	1,546,300
Total Revenues	43,097,100	119,100,100	65,132,100	-	-	20,000	-	8,685,776	10,310,800	4,239,600	2,151,321	257,241,797
Transfers In	-	215,000	-	-	-	-	-	30,000	9,721,347	-	-	14,590,000
Bond Proceeds	-	-	-	11,955,637	-	-	-	-	-	788,764	-	30,856,984
Use of Fund Balance/Net Assets	9,738,529	26,325,865	11,756,136	-	-	2,512,215	-	741,501	-	-	228,501	52,091,511
Total Available Funds	\$ 52,835,629	\$ 145,640,965	\$ 76,888,236	\$ 11,955,637	\$ -	\$ 2,512,215	\$ 28,030,000	\$ 9,457,277	\$ 20,032,147	\$ 5,028,364	\$ 2,379,822	\$ 354,780,292
Uses:												
Commissioners' Office	3,132,223	-	-	-	-	-	-	-	-	-	-	3,132,223
Planning Department	4,387,415	-	-	-	-	-	-	-	-	-	-	4,387,415
Director's Office	5,971,328	-	-	-	-	-	-	-	-	-	-	5,971,328
Development Review	5,094,566	-	-	-	-	-	-	-	-	-	-	5,094,566
Community Planning	5,699,463	-	-	-	-	-	-	-	-	-	-	5,699,463
Information Management	7,187,695	-	-	-	-	-	-	-	-	-	-	7,187,695
Countywide Planning	7,560,500	-	-	-	-	-	-	-	-	-	-	7,560,500
Support Services	144,600	-	-	-	-	-	-	-	-	-	-	144,600
Grants	-	-	-	-	-	-	-	-	-	-	-	-
Special Revenue Operations	-	-	-	-	-	-	-	-	-	-	-	-
Planning Operations Total	36,045,567	-	-	-	-	-	-	-	-	-	-	36,045,567
Central Administrative Services (CAS):												
Dept of Human Resources and Mgmt.	2,498,101	-	-	-	-	-	-	-	-	-	-	2,498,101
Department of Finance	3,755,221	-	-	-	-	-	-	-	-	-	-	3,755,221
Legal Department	1,006,269	-	-	-	-	-	-	-	-	-	-	1,006,269
Merit System Board	69,769	-	-	-	-	-	-	-	-	-	-	69,769
Office of Internal Audit	347,035	-	-	-	-	-	-	-	-	-	-	347,035
Support Services	771,795	-	-	-	-	-	-	-	-	-	-	771,795
CAS Total	8,448,190	-	-	-	-	-	-	-	-	-	-	8,448,190
Parks and Rec. Operating Divisions:												
Office of the Director	21,018,313	-	-	-	-	-	-	-	-	-	-	21,018,313
Administration and Development	31,913,725	-	7,169,365	-	-	-	-	-	-	-	-	39,083,090
Facility Operations	38,422,859	-	17,457,872	-	-	-	-	-	-	-	-	55,880,731
Area Operations	19,991,181	-	32,066,557	-	-	-	-	-	-	-	-	52,057,738
Special Revenue Operations	-	-	-	-	-	-	-	9,427,277	-	-	-	9,427,277
Enterprise Operations	-	-	-	-	-	-	-	-	20,032,147	-	-	20,032,147
Total Park and Rec. Operations	111,346,078	-	56,683,794	-	-	-	-	9,427,277	20,032,147	-	-	197,489,296
NonDepartmental	2,665,049	7,463,750	6,811,795	-	-	-	-	-	20,032,147	-	-	16,940,594
Advanced Land Acquisition	-	-	-	-	-	2,532,215	-	-	-	-	-	2,532,215
Debt Service	-	-	-	11,955,637	-	-	-	-	-	-	-	11,955,637
Capital Projects	-	-	-	-	-	-	27,815,000	-	-	-	-	27,815,000
Risk Management Operating	-	-	-	-	-	-	-	-	-	5,028,364	-	5,028,364
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	-	2,379,822	2,379,822
Transfers Out	30,000	20,890,637	9,721,347	-	-	-	215,000	30,000	-	-	-	30,886,984
Total Uses	\$ 50,821,028	\$ 139,700,465	\$ 73,226,936	\$ 11,955,637	\$ -	\$ 2,532,215	\$ 28,030,000	\$ 9,457,277	\$ 20,032,147	\$ 5,028,364	\$ 2,379,822	\$ 342,663,892
Designated Expenditure Reserve @ 5%	2,514,600	5,940,500	3,661,300	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	12,116,400
Total Required Funds	\$ 52,835,629	\$ 145,640,965	\$ 76,888,236	\$ 11,955,637	\$ -	\$ 2,532,215	\$ 28,030,000	\$ 9,457,277	\$ 20,032,147	\$ 5,028,364	\$ 2,379,822	\$ 354,780,292
Excess of Sources over Uses	-	-	-	-	-	-	-	-	-	-	-	-
Total Funded Career Positions	276.40	754.00	270.00	-	-	-	-	-	67.00	3.00	1.75	1,372.15
Total Funded Workyears	270.19	892.80	779.60	-	-	-	-	263.50	202.00	3.15	1.75	2,412.99

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

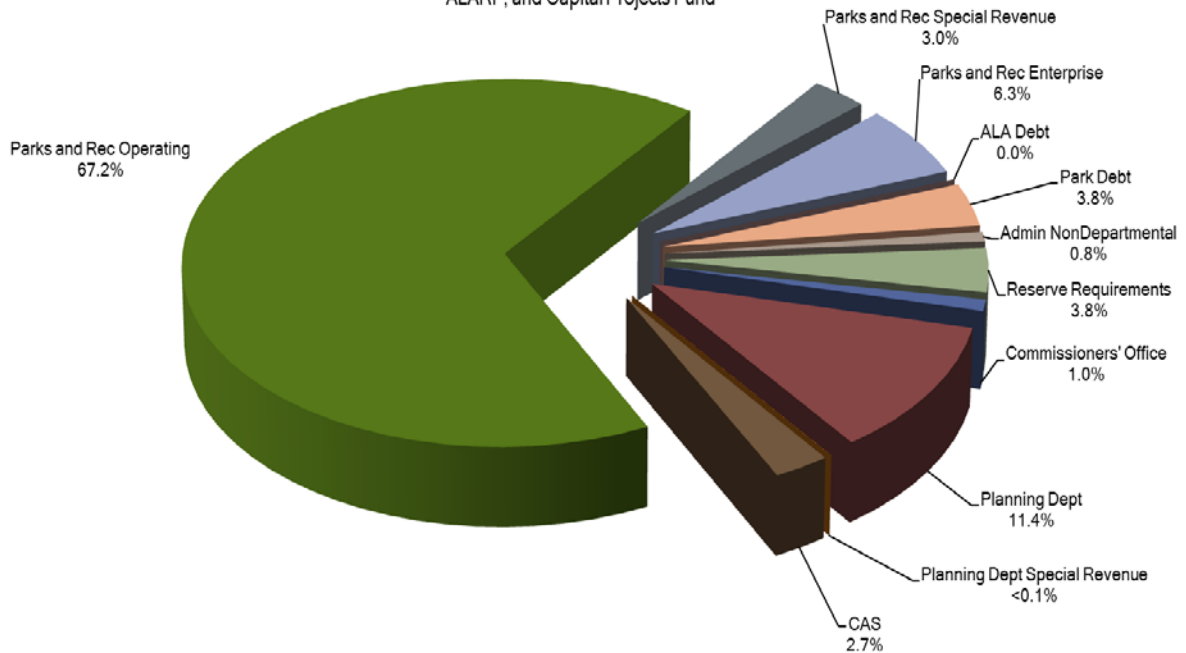
Prince George's County FY16 Proposed Budget
Revenue Sources (Percent of Total by Type)
Total Operating Funds \$316,809,891

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



Prince George's FY16 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$316,809,891

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



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

PRINCE GEORGE'S COUNTY FY16 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

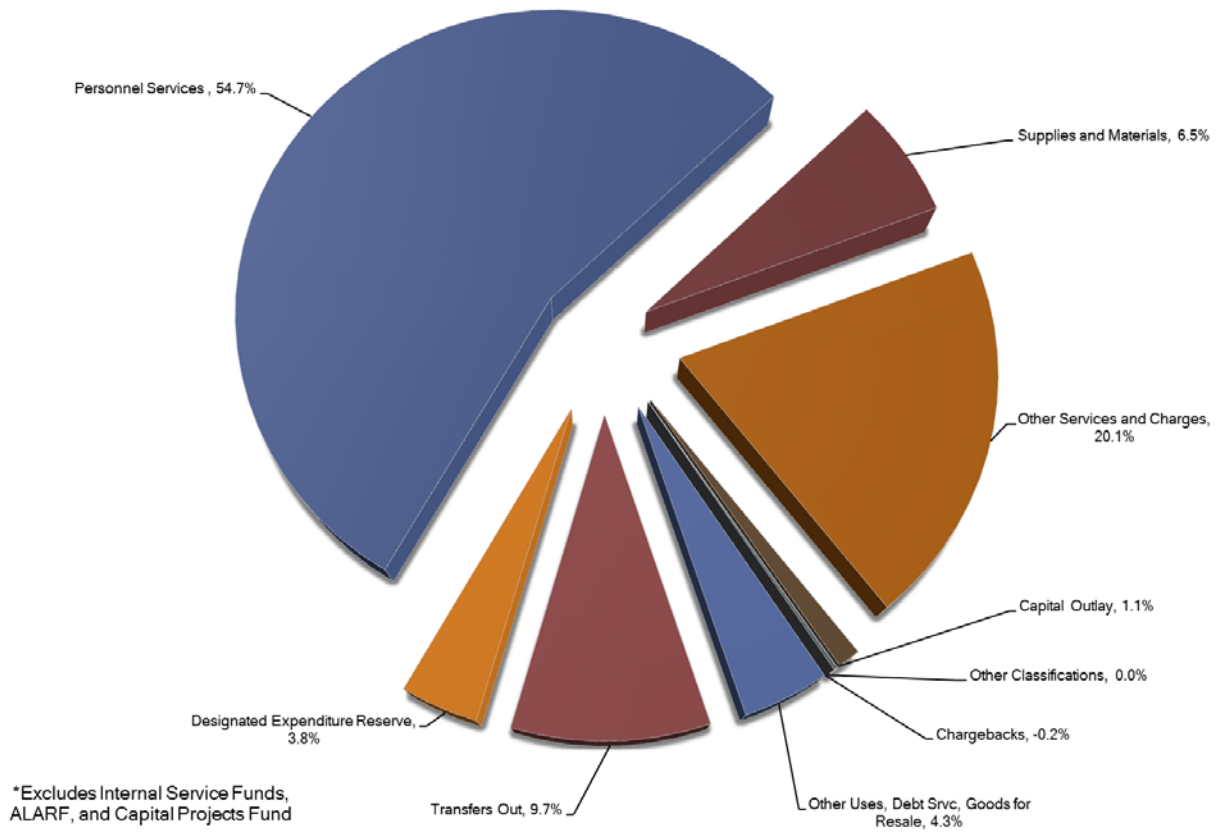
	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Other Classifications	Charge-backs	Other Uses, Debt Service, Goods for Resale	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:										
General Funds:										
Administration Fund										
Commissioners' Office	\$ 1,655,364	\$ 39,000	\$ 1,425,359	\$ 12,500	-	\$ -	\$ -	\$ -	\$ -	\$ 3,132,223
Planning Department	21,548,467	596,200	13,467,400	160,000	-	273,500	-	30,000	-	36,075,567
DHRM	2,480,378	48,341	392,484	-	-	(423,102)	-	-	-	2,498,101
Department of Finance	4,263,935	104,300	912,186	-	-	(1,525,200)	-	-	-	3,755,221
Legal Department	1,529,319	13,768	197,901	-	-	(734,719)	-	-	-	1,006,269
Merit System Board	48,961	918	19,890	-	-	-	-	-	-	69,769
Office of Internal Audit	421,865	9,500	10,670	-	-	(95,000)	-	-	-	347,035
CAS Support Services	5,795	13,825	752,175	-	-	-	-	-	-	771,795
Non-Departmental	2,665,049	-	-	-	-	-	-	-	-	2,665,049
Budgetary Reserve	-	-	-	-	-	-	-	-	2,514,600	2,514,600
Administration Fund Total	34,619,133	825,852	17,178,065	172,500	-	(2,504,521)	-	30,000	2,514,600	52,835,629
Park Fund										
Department of Parks and Recreation	80,024,128	11,541,000	23,510,299	2,326,500	-	1,407,901	-	20,890,637	5,940,500	145,640,965
Park Fund Total	80,024,128	11,541,000	23,510,299	2,326,500	-	1,407,901	-	20,890,637	5,940,500	145,640,965
Recreation Fund										
Department of Parks and Recreation	42,695,479	4,321,400	15,588,150	788,400	-	112,160	-	9,721,347	3,661,300	76,888,236
Recreation Fund Total	42,695,479	4,321,400	15,588,150	788,400	-	112,160	-	9,721,347	3,661,300	76,888,236
General Funds Total	157,338,740	16,688,252	56,276,514	3,287,400	-	(984,460)	-	30,641,984	12,116,400	275,364,830
ALA Debt Service Fund										
Tax-Supported Funds Total	157,338,740	16,688,252	56,276,514	3,287,400	-	(984,460)	-	30,641,984	12,116,400	275,364,830
Park Debt Service Fund										
Park Debt Service Fund	-	-	-	-	-	-	11,955,637	-	-	11,955,637
Capital Projects Fund										
Capital Projects Fund	-	-	27,815,000	-	-	-	-	215,000	-	28,030,000
Special Revenue Funds										
Planning Department	-	-	-	-	-	-	-	30,000	-	30,000
Department of Parks and Recreation	4,818,771	1,829,400	2,602,206	35,000	-	141,900	-	-	-	9,427,277
Special Revenue Funds Total	4,818,771	1,829,400	2,602,206	35,000	-	141,900	-	30,000	-	9,457,277
Governmental Funds Total	162,157,511	18,517,652	58,878,720	31,137,400	-	(842,560)	11,955,637	30,886,984	12,116,400	324,807,744
Proprietary Funds:										
Enterprise Fund										
Department of Parks and Recreation	11,235,338	1,921,900	4,762,105	271,800	-	315,300	1,525,704	-	-	20,032,147
Enterprise Fund Total	11,235,338	1,921,900	4,762,105	271,800	-	315,300	1,525,704	-	-	20,032,147
Internal Service Funds:										
Risk Management Fund	455,097	22,500	4,268,153	-	-	282,614	-	-	-	5,028,364
Capital Equipment Fund	304,483	7,348	457,291	-	-	19,700	1,591,000	-	-	2,379,822
Internal Service Funds Total	759,580	29,848	4,725,444	-	-	302,314	1,591,000	-	-	7,408,186
Proprietary Funds Total	12,754,498	1,981,596	14,212,993	271,800	-	919,928	4,707,704	-	-	27,440,333
Private Purpose Trust Funds:										
ALA Revolving Fund	-	-	-	2,532,215	-	-	-	-	-	2,532,215
Private Purpose Trust Funds Total	-	-	-	2,532,215	-	-	-	-	-	2,532,215
GRAND TOTAL	\$ 174,912,009	\$ 20,499,248	\$ 73,091,713	\$ 33,941,415	\$ -	\$ 77,368	\$ 16,663,341	\$ 30,886,984	\$ 12,116,400	\$ 354,780,292

* Park Fund transfer out includes the transfers to CIP Pay-Go (\$8.9M) and to Debt Service (\$11.9M)



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

Prince George's County FY16 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds* \$316,809,891



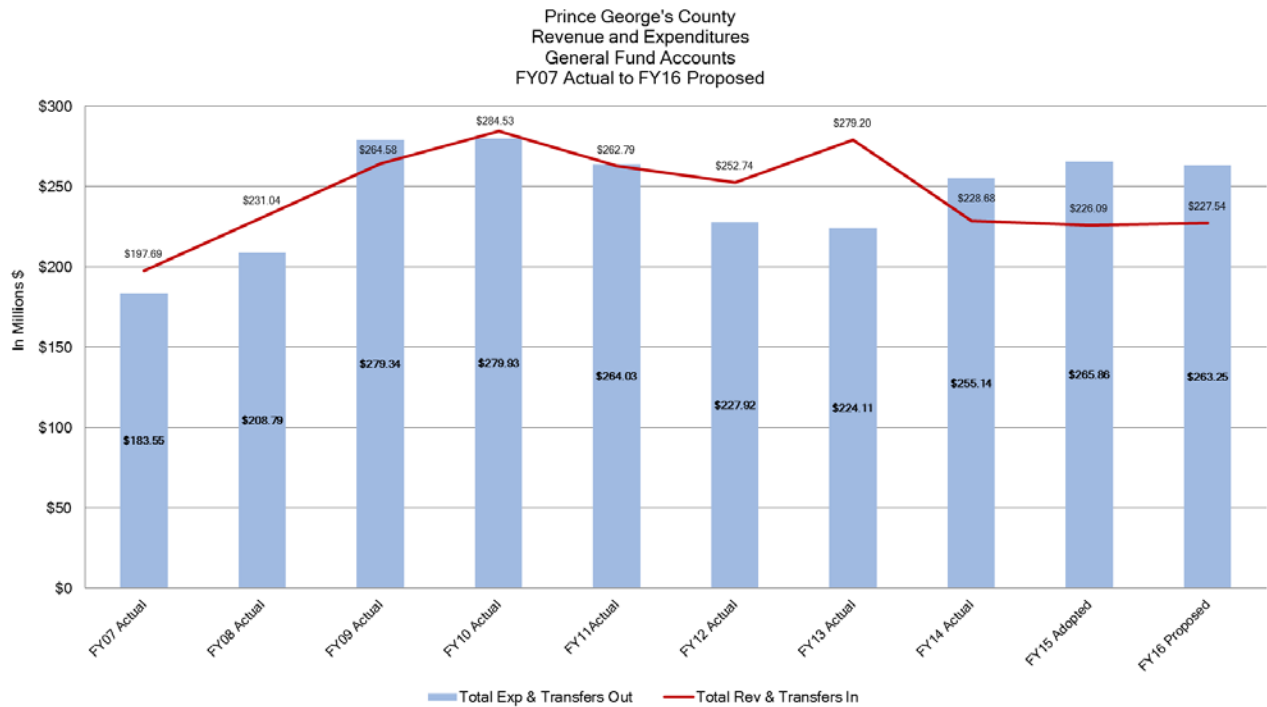
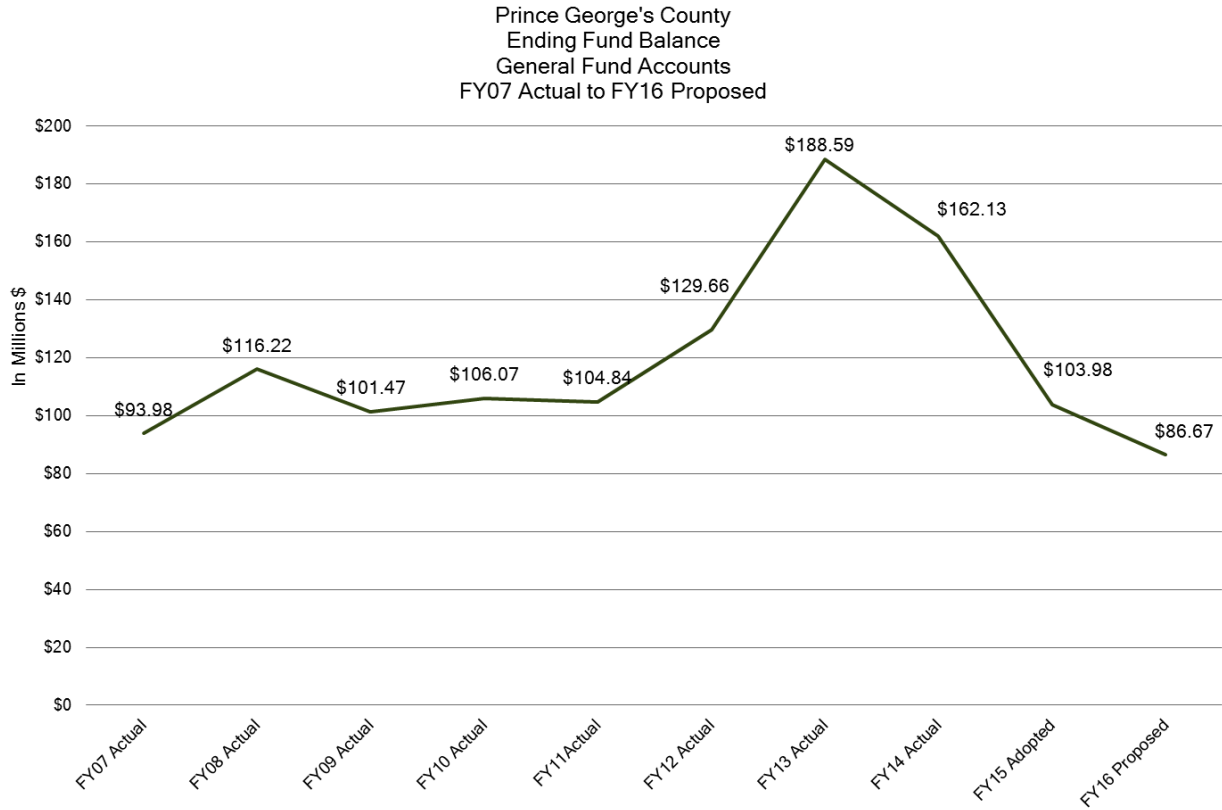
Prince George's County Overview - Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	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			
	FY15 Adopted	FY16 Proposed	FY15 Adopted	FY16 Proposed	FY15 Adopted	FY16 Proposed	FY15 Adopted	FY16 Proposed	FY15 Adopted	FY16 Proposed	FY15 Adopted	FY16 Proposed	FY15 Adopted	FY16 Proposed	% Change	
Revenues:																
Property Taxes	214,292,500	214,813,400	-	-	214,292,500	214,813,400	-	-	-	-	375,000	800,000	214,292,500	214,813,400	0.2%	
Intergovernmental - Federal	-	-	-	-	-	-	-	-	-	-	-	-	-	800,000	113.3%	
Sale	-	-	-	-	-	-	-	-	-	-	-	-	6,666,000	3,290,000	-50.6%	
County - Grant	138,000	144,600	-	-	138,000	144,600	-	-	6,666,000	3,290,000	-	138,000	144,600	4.8%		
County - Non-Grant/Permit/Fee	65,000	65,000	-	-	65,000	65,000	-	-	-	-	-	-	65,000	65,000	0.0%	
Sales	121,000	113,500	-	-	121,000	113,500	-	-	-	-	-	-	536,600	536,600	-2.1%	
Charges for Services	7,540,200	7,710,000	-	-	7,540,200	7,710,000	-	-	-	-	427,200	423,100	6,341,571	6,341,571	1.6%	
Rentals and Concessions	3,168,400	3,485,000	-	-	3,168,400	3,485,000	-	-	-	-	917,900	947,600	4,086,300	4,432,600	8.5%	
Interest	309,450	605,000	-	-	309,450	605,000	-	-	155,500	215,000	9,905	20,005	474,855	840,005	76.3%	
Miscellaneous	289,300	392,800	-	-	289,300	392,800	-	-	-	-	149,100	153,900	448,400	1,546,300	244.8%	
Total Revenues	225,933,850	227,329,300	-	-	225,933,850	227,329,300	-	-	6,821,500	4,505,000	8,171,005	8,685,776	240,926,355	240,520,076	-0.2%	
Expenditures:																
Personnel Services	15,181,712	15,338,740	-	-	15,181,712	15,338,740	-	-	-	-	4,439,800	4,818,771	156,259,512	162,157,511	3.8%	
Supplies and Materials	15,777,924	16,688,252	-	-	15,777,924	16,688,252	-	-	-	-	1,882,682	1,829,400	17,660,606	18,517,652	4.9%	
Other Services and Charges	58,422,343	56,276,514	-	-	58,422,343	56,276,514	-	-	-	-	2,199,400	2,602,206	60,821,743	58,878,720	-2.9%	
Debt Service	-	-	-	-	-	-	11,942,000	11,955,637	-	-	-	-	-	11,942,000	11,955,637	54%
Capital Outlay	3,521,900	3,287,400	-	-	3,521,900	3,287,400	-	-	50,421,000	27,815,000	40,000	35,000	53,982,900	31,137,400	-42.3%	
Other Classifications	(934,647)	(984,460)	-	-	(934,647)	(984,460)	-	-	-	-	130,800	141,900	(803,847)	(842,560)	4.8%	
Chargebacks	228,607,232	232,606,446	-	-	228,607,232	232,606,446	11,342,000	11,955,637	50,421,000	27,815,000	8,692,682	9,427,277	239,062,914	281,804,360	-5.9%	
Total Expenditures	(2,673,382)	(5,277,146)	-	-	(2,673,382)	(5,277,146)	(11,342,000)	(11,955,637)	(43,599,500)	(23,310,000)	(52,1677)	(741,501)	(58,136,559)	(41,284,284)	-29.0%	
Excess of Revenues over (under) Expenditures																
Other Financing Sources (Uses):																
Bond Proceeds	-	-	-	-	-	-	-	-	27,600,000	14,590,000	-	-	27,600,000	14,590,000	-47.1%	
Transfers In	155,500	215,000	-	-	155,500	215,000	11,942,000	11,955,637	16,155,000	8,935,000	30,000	30,000	27,682,500	21,135,637	-23.6%	
Transfers (Out):																
Total Transfers (Out)	(37,252,804)	(30,641,984)	-	-	(37,252,804)	(30,641,984)	-	-	(155,500)	(215,000)	(30,000)	(30,000)	(37,438,304)	(30,886,984)	-17.5%	
Total Other Financing Sources (Uses)	(37,097,304)	(30,426,984)	-	-	(37,097,304)	(30,426,984)	11,342,000	11,955,637	43,599,500	23,310,000	-	-	17,844,196	4,838,653	-72.9%	
Total Uses	285,960,036	283,248,430	-	-	285,960,036	283,248,430	11,342,000	11,955,637	50,576,500	28,030,000	8,722,682	9,457,277	336,501,218	312,691,344	-7.1%	
Excess of Sources over (under) Uses	(39,770,686)	(35,704,130)	-	-	(39,770,686)	(35,704,130)	-	-	-	-	(52,1677)	(741,501)	(40,292,363)	(36,445,631)	-9.5%	
Designated Expenditure Reserve @ 5%	11,916,700	12,116,400	-	-	11,916,700	12,116,400	-	-	-	-	-	-	11,916,700	12,116,400	1.7%	
Total Required Funds	277,776,736	275,364,830	-	-	277,776,736	275,364,830	11,342,000	11,955,637	50,576,500	28,030,000	8,722,682	9,457,277	348,417,918	324,807,744	-6.8%	
Excess of Sources over (under) Total Funds Required	(51,687,386)	(47,820,530)	-	-	(51,687,386)	(47,820,530)	-	-	-	-	(52,1677)	(741,501)	(52,209,063)	(48,582,031)	-7.0%	
Fund Balance - Beginning	143,745,794	122,378,114	(2,882)	(2,882)	143,742,902	122,378,114	-	-	69,240,347	96,245,976	5,713,572	6,736,035	218,696,821	225,380,124	3.0%	
Fund Balance - Ending	103,975,108	86,673,984	(2,882)	(2,882)	103,972,216	86,673,984	-	-	69,240,347	96,245,976	5,191,895	5,994,534	178,404,458	188,914,493	5.5%	

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

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



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

CENTRAL ADMINISTRATIVE SERVICES BUDGET SUMMARY Expenditures by County, by Department and by Object PROPOSED BUDGET FISCAL YEAR 2016

	Montgomery County			Prince George's County			Combined Department Total		
	FY 15 Adopted	FY 16 Proposed	% Change	FY 15 Adopted*	FY 16 Proposed	% Change	FY 15 Adopted	FY 16 Proposed	% Change
DHRM									
Personnel Services	1,798,661	1,863,541	3.6%	2,316,968	2,480,378	7.1%	4,115,629	4,343,919	5.5%
Supplies and Materials	36,354	36,319	-0.1%	46,646	48,341	3.6%	83,000	84,660	2.0%
Other Services and Charges	348,451	294,879	-15.4%	447,099	392,484	-12.2%	795,550	687,363	-13.6%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,183,466	2,194,739	0.5%	2,810,713	2,921,203	3.9%	4,994,179	5,115,942	2.4%
Chargebacks	(153,393)	(159,529)	4.0%	(406,829)	(423,102)	4.0%	(560,222)	(582,631)	4.0%
Total	2,030,073	2,035,210	0.3%	2,403,884	2,498,101	3.9%	4,433,957	4,533,311	2.2%
Department of Finance									
Personnel Services	3,089,552	3,202,653	3.7%	4,169,302	4,263,935	2.3%	7,258,854	7,466,588	2.9%
Supplies and Materials	79,900	79,900	0.0%	104,300	104,300	0.0%	184,200	184,200	0.0%
Other Services and Charges	663,263	697,318	5.1%	866,491	912,186	5.3%	1,529,754	1,609,504	5.2%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	3,832,715	3,979,871	3.8%	5,140,093	5,280,421	2.7%	8,972,808	9,260,292	3.2%
Chargebacks	(757,200)	(791,800)	4.6%	(1,490,000)	(1,525,200)	2.4%	(2,247,200)	(2,317,000)	3.1%
Total	3,075,515	3,188,071	3.7%	3,650,093	3,755,221	2.9%	6,725,608	6,943,292	3.2%
Legal Department									
Personnel Services	1,837,794	1,780,896	-3.1%	1,438,408	1,529,319	6.3%	3,276,202	3,310,215	1.0%
Supplies and Materials	16,688	16,032	-3.9%	13,112	13,768	5.0%	29,800	29,800	0.0%
Other Services and Charges	232,603	230,457	-0.9%	182,759	197,901	8.3%	415,362	428,358	3.1%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	2,087,085	2,027,385	-2.9%	1,634,279	1,740,988	6.5%	3,721,364	3,768,373	1.3%
Chargebacks	(578,119)	(574,220)	-0.7%	(711,018)	(734,719)	3.3%	(1,289,137)	(1,308,939)	1.5%
Total	1,508,966	1,453,165	-3.7%	923,261	1,006,269	9.0%	2,432,227	2,459,434	1.1%
Merit System Board									
Personnel Services	62,410	48,961	-21.5%	62,410	48,961	-21.5%	124,820	97,922	-21.5%
Supplies and Materials	900	918	2.0%	900	918	2.0%	1,800	1,836	2.0%
Other Services and Charges	19,500	19,890	2.0%	19,500	19,890	2.0%	39,000	39,780	2.0%
Capital Outlay	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	82,810	69,769	-15.7%	82,810	69,769	-15.7%	165,620	139,538	-15.7%
Chargebacks	-	-	-	-	-	-	-	-	-
Total	82,810	69,769	-15.7%	82,810	69,769	-15.7%	165,620	139,538	-15.7%

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

-CONTINUED-
CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2016

	Montgomery County			Prince George's County			Combined Department Total				
	FY 15 Adopted	FY 16 Proposed	% Change	% Allocation*	FY 15 Adopted	FY 16 Proposed	% Change	% Allocation*	FY 15 Adopted	FY 16 Proposed	% Change
Office of Internal Audit											
Personnel Services	189,678	186,009	-1.9%	30.6%	399,747	421,865	5.5%	69.4%	589,425	607,874	3.1%
Supplies and Materials	5,500	5,500	0.0%	36.7%	9,500	9,500	0.0%	63.3%	15,000	15,000	0.0%
Other Services and Charges	4,100	5,630	37.3%	34.5%	7,200	10,670	48.2%	65.5%	11,300	16,300	44.2%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	199,278	197,139	-1.1%	30.8%	416,447	442,035	6.1%	69.2%	615,725	639,174	3.8%
Chargebacks	-	-	-	0.0%	(70,000)	(95,000)	35.7%	100.0%	(70,000)	(95,000)	35.7%
Total	199,278	197,139	-1.1%	36.2%	346,447	347,035	0.2%	63.8%	545,725	544,174	-0.3%
CAS Support Services											
Personnel Services	4,510	4,685	3.9%	44.7%	5,490	5,795	5.6%	55.3%	10,000	10,480	4.8%
Supplies and Materials	15,334	11,175	-27.1%	44.7%	18,666	13,825	-25.9%	55.3%	34,000	25,000	-26.5%
Other Services and Charges	517,113	607,997	17.6%	44.7%	629,478	752,175	19.5%	55.3%	1,146,591	1,360,172	18.6%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	536,957	623,857	16.2%	44.7%	653,634	771,795	18.1%	55.3%	1,190,591	1,395,652	17.2%
Chargebacks	-	-	-	-	-	-	-	-	-	-	-
Total	536,957	623,857	16.2%	44.7%	653,634	771,795	18.1%	55.3%	1,190,591	1,395,652	17.2%
Total Central Administrative Services											
Personnel Services	6,982,605	7,086,745	1.5%	44.7%	8,392,325	8,750,253	4.3%	55.3%	15,374,930	15,836,998	3.0%
Supplies and Materials	154,676	149,844	-3.1%	44.0%	193,124	190,652	-1.3%	56.0%	347,800	340,496	-2.1%
Other Services and Charges	1,785,030	1,856,171	4.0%	44.8%	2,152,527	2,285,306	6.2%	55.2%	3,937,557	4,141,477	5.2%
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
Other Classifications	-	-	-	-	-	-	-	-	-	-	-
Subtotal Before Chargebacks	8,922,311	9,092,760	1.9%	44.8%	10,737,976	11,226,211	4.5%	55.2%	19,660,287	20,318,971	3.4%
Chargebacks	(1,488,712)	(1,525,549)	2.5%	35.4%	(2,677,847)	(2,778,021)	3.7%	64.6%	(4,166,559)	(4,303,570)	3.3%
Total	\$ 7,433,599	\$ 7,567,211	1.8%	47.2%	\$ 8,060,129	\$ 8,448,190	4.8%	52.8%	\$ 15,493,728	\$ 16,015,401	3.4%

* % Allocation is the amount of budget funded by each County.



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY ADMINISTRATION FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Property Taxes	\$ 42,195,517	\$ 41,988,400	\$ 41,988,400	\$ 42,094,500	0.3%
Intergovernmental -					
Federal	144,160	-	-	-	-
State	-	-	-	-	-
County - Grant	123,514	138,000	138,000	144,600	4.8%
County - Non-Grant Permit Fee	-	65,000	65,000	65,000	0.0%
Sales	-	51,000	51,000	51,000	0.0%
Charges for Services	652,574	602,000	602,000	602,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	126,087	74,000	74,000	130,000	75.7%
Miscellaneous	2,328	10,000	10,000	10,000	0.0%
Total Revenues	43,244,181	42,928,400	42,928,400	43,097,100	0.4%
Expenditures:					
Personnel Services	28,806,943	32,997,816	32,971,878	34,619,133	4.9%
Supplies and Materials	493,640	872,524	872,524	825,852	-5.3%
Other Services and Charges	15,221,353	17,731,573	17,735,043	17,178,065	-3.1%
Capital Outlay	305,233	182,500	182,500	172,500	-5.5%
Other Classifications	-	-	-	-	-
Chargebacks	(1,625,029)	(2,410,847)	(2,410,847)	(2,504,521)	3.9%
Total Expenditures	43,202,140	49,373,566	49,351,098	50,291,029	1.9%
Excess of Revenues over (under) Expenditures	42,041	(6,445,166)	(6,422,698)	(7,193,929)	11.6%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Special Revenue Fund	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Transfers (Out)	(30,000)	(30,000)	(30,000)	(30,000)	
Total Other Financing Sources (Uses)	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Uses	43,232,140	49,403,566	49,381,098	50,321,029	1.9%
Excess of Sources over (under) Uses	12,041	(6,475,166)	(6,452,698)	(7,223,929)	11.6%
Designated Expenditure Reserve @ 5%	-	2,468,700	2,467,600	2,514,600	1.9%
Total Required Funds	\$ 43,232,140	\$ 51,872,266	\$ 51,848,698	\$ 52,835,629	1.9%
Excess of Sources over (under) Total Funds Required	\$ 12,041	\$ (8,943,866)	\$ (8,920,298)	\$ (9,738,529)	8.9%
Fund Balance - Beginning	22,300,057	16,975,293	22,312,098	15,859,400	-6.6%
Fund Balance - Ending	\$ 22,312,098	\$ 10,500,127	\$ 15,859,400	\$ 8,635,471	-17.8%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	2,468,700	2,467,600	2,514,600	1.9%
Undesignated Fund Balance	22,312,098	8,031,427	13,391,800	6,120,871	-23.8%
Total Ending Fund Balance	\$ 22,312,098	\$ 10,500,127	\$ 15,859,400	\$ 8,635,471	-17.8%

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY PARK FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Property Taxes	\$ 116,298,076	\$ 115,632,100	\$ 115,632,100	\$ 115,910,300	0.2%
Intergovernmental -					
Federal	14,990	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	157,320	152,800	152,800	148,500	-2.8%
Rentals and Concessions	2,441,780	2,284,500	2,284,500	2,391,300	4.7%
Interest	343,215	151,000	151,000	350,000	131.8%
Miscellaneous	223,764	186,000	186,000	300,000	61.3%
Total Revenues	119,479,145	118,406,400	118,406,400	119,100,100	0.6%
Expenditures:					
Personnel Services	70,955,851	77,721,527	77,721,527	80,024,128	3.0%
Supplies and Materials	10,213,586	10,140,000	10,140,000	11,541,000	13.8%
Other Services and Charges	21,515,611	23,841,100	23,841,100	23,510,299	-1.4%
Capital Outlay	5,576,439	2,551,000	2,551,000	2,326,500	-8.8%
Other Classifications	-	-	-	-	-
Chargebacks	1,260,729	1,368,400	1,368,400	1,407,901	2.9%
Total Expenditures	109,522,215	115,622,027	115,622,027	118,809,828	2.8%
Excess of Revenues over (under) Expenditures	9,956,930	2,784,373	2,784,373	290,272	-89.6%
Other Financing Sources (Uses):					
Transfers In:					
Capital Projects Funds	211,889	155,500	155,500	215,000	38.3%
Total Transfers In	211,889	155,500	155,500	215,000	38.3%
Transfers (Out):					
Capital Project Fund	(24,225,000)	(16,155,000)	(16,155,000)	(8,935,000)	-44.7%
Debt Service Fund	(10,087,606)	(11,342,000)	(11,342,000)	(11,955,637)	5.4%
Enterprise Fund	-	-	-	-	-
Total Transfers (Out)	(34,312,606)	(27,497,000)	(27,497,000)	(20,890,637)	-24.0%
Total Other Financing Sources (Uses)	(34,100,717)	(27,341,500)	(27,341,500)	(20,675,637)	14.2%
Total Uses	143,834,821	143,119,027	143,119,027	139,700,465	-2.4%
Excess of Sources over (under) Uses	(24,143,787)	(24,557,127)	(24,557,127)	(20,385,365)	-17.0%
Designated Expenditure Reserve @ 5%	-	5,781,100	5,781,100	5,940,500	2.8%
Total Required Funds	\$ 143,834,821	\$ 148,900,127	\$ 148,900,127	\$ 145,640,965	-2.2%
Excess of Sources over (under) Total Funds Required	\$ (24,143,787)	\$ (30,338,227)	\$ (30,338,227)	\$ (26,325,865)	-13.2%
Fund Balance - Beginning	139,178,241	106,999,325	115,034,454	90,477,327	-15.4%
Fund Balance - Ending	\$ 115,034,454	\$ 82,442,198	\$ 90,477,327	\$ 70,091,962	-15.0%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	5,781,100	5,781,100	5,940,500	2.8%
Undesignated Fund Balance	115,034,454	76,661,098	84,696,227	64,151,462	-16.3%
Total Ending Fund Balance	\$ 115,034,454	\$ 82,442,198	\$ 90,477,327	\$ 70,091,962	-15.0%

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY RECREATION FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Property Taxes	\$ 56,872,700	\$ 56,672,000	\$ 56,672,000	\$ 56,808,600	0.2%
Intergovernmental -					
Federal	3,802	-	-	-	-
State	450,340	-	-	-	-
County - Grant	89,826	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	70,000	70,000	62,500	-10.7%
Charges for Services	6,826,773	6,785,400	6,785,400	6,959,500	2.6%
Rentals and Concessions	1,162,428	883,900	883,900	1,093,700	23.7%
Interest	121,458	84,450	84,450	125,000	48.0%
Miscellaneous	212,485	103,300	103,300	82,800	-19.8%
Total Revenues	65,739,812	64,599,050	64,599,050	65,132,100	0.8%
Expenditures:					
Personnel Services	37,836,054	41,100,369	41,100,369	42,695,479	3.9%
Supplies and Materials	3,353,768	4,765,400	4,765,400	4,321,400	-9.3%
Other Services and Charges	16,065,139	16,849,670	16,849,670	15,588,150	-7.5%
Capital Outlay	1,737,815	788,400	788,400	788,400	0.0%
Other Classifications	173	-	-	-	-
Chargebacks	159,861	107,800	107,800	112,160	4.0%
Total Expenditures	59,152,810	63,611,639	63,611,639	63,505,589	-0.2%
 Excess of Revenues over (under) Expenditures	 6,587,002	 987,411	 987,411	 1,626,511	 64.7%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers In/(Out):					
Enterprise Fund	(8,922,220)	(9,725,804)	(9,725,804)	(9,721,347)	0.0%
Total Transfers (Out)	(8,922,220)	(9,725,804)	(9,725,804)	(9,721,347)	0.0%
Total Other Financing Sources (Uses)	(8,922,220)	(9,725,804)	(9,725,804)	(9,721,347)	0.0%
 Total Uses	 68,075,030	 73,337,443	 73,337,443	 73,226,936	 -0.2%
 Excess of Sources over (under) Uses	 (2,335,218)	 (8,738,393)	 (8,738,393)	 (8,094,836)	 -7.4%
 Designated Expenditure Reserve @ 5%	 -	 3,666,900	 3,666,900	 3,661,300	 -0.2%
 Total Required Funds	 \$ 68,075,030	 \$ 77,004,343	 \$ 77,004,343	 \$ 76,888,236	 -0.2%
 Excess of Sources over (under) Total Funds Required	 \$ (2,335,218)	 \$ (12,405,293)	 \$ (12,405,293)	 \$ (11,756,136)	 -5.2%
 Fund Balance - Beginning	 27,114,998	 19,771,176	 24,779,780	 16,041,387	 -18.9%
Fund Balance - Ending	\$ 24,779,780	\$ 11,032,783	\$ 16,041,387	\$ 7,946,551	-28.0%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	-	3,666,900	3,666,900	3,661,300	-0.2%
Undesignated Fund Balance	24,779,780	7,365,883	12,374,487	4,285,251	-41.8%
Total Ending Fund Balance	\$ 24,779,780	\$ 11,032,783	\$ 16,041,387	\$ 7,946,551	-28.0%

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Property Taxes	\$ 1,298	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	1,594	-	-
Total Revenues	<u>1,298</u>	<u>-</u>	<u>1,594</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	-	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>1,298</u>	<u>-</u>	<u>1,594</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Capital Projects Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,298</u>	<u>-</u>	<u>1,594</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	(2,892)	(2,892)	(1,594)	-	-100.0%
Fund Balance - Ending	<u>\$ (1,594)</u>	<u>\$ (2,892)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-100.0%</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 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	22,999	14,900	14,900	20,000	34.2%
Miscellaneous (Contributions)	-	-	-	-	-
Total Revenues	<u>22,999</u>	<u>14,900</u>	<u>14,900</u>	<u>20,000</u>	<u>34.2%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	1,594	-	-
Debt Service -					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	9,305,810	6,800,000	2,532,215	-72.8%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>9,305,810</u>	<u>6,801,594</u>	<u>2,532,215</u>	<u>-72.8%</u>
Excess of Revenues over Expenditures	<u>22,999</u>	<u>(9,290,910)</u>	<u>(6,786,694)</u>	<u>(2,512,215)</u>	<u>-73.0%</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
ALA Debt Service Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>22,999</u>	<u>(9,290,910)</u>	<u>(6,786,694)</u>	<u>(2,512,215)</u>	<u>-73.0%</u>
Total Net Position - Beginning	<u>9,275,910</u>	<u>9,290,910</u>	<u>9,298,909</u>	<u>2,512,215</u>	<u>-73.0%</u>
Total Net Position - Ending	<u>\$ 9,298,909</u>	<u>\$ -</u>	<u>\$ 2,512,215</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 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	10,087,606	11,342,000	11,342,000	11,955,637	5.4%
Debt Service Principal	7,961,975	8,784,275	8,784,275	9,212,965	4.9%
Debt Service Interest	1,830,966	2,432,725	2,432,725	2,617,672	7.6%
Debt Service Fees	294,665	125,000	125,000	125,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	10,087,606	11,342,000	11,342,000	11,955,637	5.4%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	(10,087,606)	(11,342,000)	(11,342,000)	(11,955,637)	5.4%
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	10,087,606	11,342,000	11,342,000	11,955,637	5.4%
Total Transfers In	10,087,606	11,342,000	11,342,000	11,955,637	5.4%
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	10,087,606	11,342,000	11,342,000	11,955,637	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	-	-	-	-	-
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	-



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY CAPITAL PROJECTS FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Intergovernmental -	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	-	3,041,000	3,041,000	3,000,000	-1.3%
State (Other)	3,256,611	3,625,000	3,625,000	290,000	-92.0%
County	-	-	-	-	-
Interest	211,889	155,500	155,500	215,000	38.3%
Contributions	-	-	-	1,000,000	-
Miscellaneous	410,068	-	-	-	-
Total Revenues	3,878,568	6,821,500	6,821,500	4,505,000	-34.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	28,728,254	50,421,000	50,421,000	27,815,000	-44.8%
Park Acquisition	3,714,098	6,521,000	6,521,000	6,000,000	-8.0%
Park Development	25,014,156	43,900,000	43,900,000	21,815,000	-50.3%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	28,728,254	50,421,000	50,421,000	27,815,000	-44.8%
Excess of Revenues over Expenditures	(24,849,686)	(43,599,500)	(43,599,500)	(23,310,000)	-46.5%
Other Financing Sources (Uses):					
Bond Proceeds	27,812,204	27,600,000	27,600,000	14,590,000	-47.1%
Transfers In					
Transfer from Park Fund (Pay-Go)	24,255,000	16,155,000	16,155,000	8,935,000	-44.7%
Transfer from Special Revenue Fund	-	-	-	-	-
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	24,255,000	16,155,000	16,155,000	8,935,000	-44.7%
Transfers Out					
Transfer to Park Fund	(211,889)	(155,500)	(155,500)	(215,000)	38.3%
Total Transfers Out	(211,889)	(155,500)	(155,500)	(215,000)	38.3%
Total Other Financing Sources (Uses)	51,855,315	43,599,500	43,599,500	23,310,000	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	27,005,629	-	-	-	-
Fund Balance, Beginning	69,240,347	69,240,347	96,245,976	96,245,976	39.0%
Fund Balance, Ending	\$ 96,245,976	\$ 69,240,347	\$ 96,245,976	\$ 96,245,976	39.0%



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 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Intergovernmental	\$ 1,039,960	\$ 375,000	\$ 375,000	\$ 800,000	113.3%
Sales	362,457	427,200	427,200	423,100	-1.0%
Charges for Services	5,763,095	6,291,900	6,291,900	6,341,571	0.8%
Rentals and Concessions	782,632	917,900	917,900	947,600	3.2%
Interest	16,902	9,905	9,905	20,005	102.0%
Miscellaneous	136,105	149,100	149,100	153,500	3.0%
Total Revenues	<u>8,101,151</u>	<u>8,171,005</u>	<u>8,171,005</u>	<u>8,685,776</u>	<u>6.3%</u>
Expenditures by Major Object:					
Personnel Services	4,130,420	4,439,800	4,439,800	4,818,771	8.5%
Supplies and Materials	757,221	1,882,682	1,855,400	1,829,400	-2.8%
Other Services and Charges	1,986,544	2,199,400	2,185,023	2,602,206	18.3%
Capital Outlay	37,029	40,000	40,000	35,000	-12.5%
Other Classifications	(16,545)	-	-	-	-
Chargebacks	110,836	130,800	130,800	141,900	8.5%
Total Expenditures	<u>7,005,505</u>	<u>8,692,682</u>	<u>8,651,023</u>	<u>9,427,277</u>	<u>8.5%</u>
Excess of Revenues over Expenditures	<u>1,095,646</u>	<u>(521,677)</u>	<u>(480,018)</u>	<u>(741,501)</u>	<u>42.1%</u>
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Administration Fund	30,000	30,000	30,000	30,000	0.0%
Total Transfers In	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>0.0%</u>
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Capital Projects Fund	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Transfers (Out)	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>0.0%</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>1,095,646</u>	<u>(521,677)</u>	<u>(480,018)</u>	<u>(741,501)</u>	<u>42.1%</u>
Fund Balance - Beginning	<u>6,120,407</u>	<u>5,713,572</u>	<u>7,216,053</u>	<u>6,736,035</u>	<u>17.9%</u>
Fund Balance - Ending	<u>\$ 7,216,053</u>	<u>\$ 5,191,895</u>	<u>\$ 6,736,035</u>	<u>\$ 5,994,534</u>	<u>15.5%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	700,550	869,268	865,102	942,728	8.5%
Undesignated Fund Balance	<u>6,515,502</u>	<u>4,322,627</u>	<u>5,870,932</u>	<u>5,051,806</u>	<u>16.9%</u>
Total Ending Fund Balance	<u>\$ 7,216,053</u>	<u>\$ 5,191,895</u>	<u>\$ 6,736,035</u>	<u>\$ 5,994,534</u>	<u>15.5%</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	2,296,251	2,381,000	2,381,000	2,451,000	2.9%
Charges for Services	4,363,086	4,886,948	4,886,948	4,902,000	0.3%
Rentals and Concessions	2,952,240	2,794,300	2,794,300	2,937,800	5.1%
Miscellaneous	166,915	6,000	6,000	-	-100.0%
Total Operating Revenues	9,778,493	10,068,248	10,068,248	10,290,800	2.2%
Operating Expenses:					
Personnel Services	10,726,801	10,906,404	10,906,404	11,235,338	3.0%
Goods for Resale	1,473,069	1,422,400	1,422,400	1,525,704	7.3%
Supplies and Materials	1,712,417	2,009,100	2,009,100	1,921,900	-4.3%
Other Services and Charges	4,238,262	4,939,400	4,939,400	4,762,105	-3.6%
Depreciation & Amortization Expense	3,085,035	-	-	-	-
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	236,800	236,800	271,800	14.8%
Other Classifications	-	-	-	-	-
Chargebacks	286,300	290,700	290,700	315,300	8.5%
Total Operating Expenses	21,521,884	19,804,804	19,804,804	20,032,147	1.1%
Operating Income (Loss)	(11,743,391)	(9,736,556)	(9,736,556)	(9,741,347)	0.0%
Nonoperating Revenue (Expenses):					
Interest Income	18,228	10,752	10,752	20,000	86.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	(24,788)	-	-	-	-
Total Nonoperating Revenue (Expenses):	(6,560)	10,752	10,752	20,000	86.0%
Income (Loss) Before Operating Transfers	(11,749,951)	(9,725,804)	(9,725,804)	(9,721,347)	0.0%
Operating Transfers In (Out):					
Transfer In - Park Fund	-	-	-	-	-
Transfer In - Recreation Fund	8,922,220	9,725,804	9,725,804	9,721,347	0.0%
Transfer In - Other	-	-	-	-	-
Transfer Out - Recreation Fund	-	-	-	-	-
Net Operating Transfer	8,922,220	9,725,804	9,725,804	9,721,347	0.0%
Change in Net Position	(2,827,731)	-	-	-	-
Total Net Position - Beginning	49,245,595	49,245,595	46,417,864	46,417,864	-5.7%
Total Net Position - Ending	\$ 46,417,864	\$ 49,245,595	\$ 46,417,864	\$ 46,417,864	-5.7%

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	3,748,700	4,325,300	4,325,300	2,724,100	-37.0%
Recreation	1,357,200	1,695,800	1,695,800	1,047,100	-38.3%
Planning	150,800	221,900	221,900	165,400	-25.5%
CAS	5,000	4,700	4,700	4,700	0.0%
Enterprise	194,900	423,000	423,000	248,300	-41.3%
Miscellaneous (Claim Recoveries, etc.)	518,254	-	-	-	-
Total Operating Revenues	5,974,854	6,670,700	6,670,700	4,189,600	-37.2%
Operating Expenses:					
Personnel Services	338,813	416,986	416,986	455,097	9.1%
Supplies and Materials	67,900	20,578	20,578	22,500	9.3%
Other Services and Charges:					
Insurance Claims:					
Parks	394,789	2,779,677	2,779,677	2,460,802	-11.5%
Recreation	409,164	1,247,707	1,247,707	705,790	-43.4%
Planning	(41,409)	229,821	229,821	101,398	-55.9%
CAS	21,378	8,249	8,249	5,208	-36.9%
Enterprise	46,007	480,050	480,050	199,323	-58.5%
Misc., Professional services, etc.	198,738	774,841	774,841	795,632	2.7%
Depreciation & Amortization Expense	5,896	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	98,705	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	273,792	271,830	271,830	282,614	4.0%
Total Operating Expenses	1,813,773	6,229,739	6,229,739	5,028,364	-19.3%
Operating Income (Loss)	4,161,081	440,961	440,961	(838,764)	-290.2%
Nonoperating Revenue (Expenses):					
Interest Income	46,776	28,800	28,800	50,000	73.6%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	46,776	28,800	28,800	50,000	73.6%
Income (Loss) Before Operating Transfers	4,207,857	469,761	469,761	(788,764)	-267.9%
Operating Transfers In (Out):					
Transfer In	795,776	-	-	-	-
Transfer (Out)	(795,776)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	4,207,857	469,761	469,761	(788,764)	-267.9%
Total Net Position - Beginning	5,630,630	5,734,443	9,838,487	10,308,248	79.8%
Total Net Position - Ending	9,838,487	6,204,204	10,308,248	9,519,484	53.4%
Designated Position	5,801,542	5,849,341	5,849,341	5,609,072	-4.1%
Unrestricted Position	4,036,945	354,863	4,458,907	3,910,412	1001.9%
Total Net Position, June 30	\$ 9,838,487	\$ 6,204,204	\$ 10,308,248	\$ 9,519,484	53.4%

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

Parks	\$ 432,431	\$ 497,296	\$ 497,296	\$ 504,337	1.4%
Recreation	134,749	154,961	154,961	156,936	1.3%
Planning	12,900	14,835	14,835	16,407	10.6%
CAS	1,039	1,195	1,195	1,424	19.2%
Enterprise	30,263	34,802	34,802	34,241	-1.6%
Total	\$ 611,382	\$ 703,089	\$ 703,089	\$ 713,345	1.5%

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (to Other Funds)	286,675	1,592,380	2,015,163	2,149,321	35.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	286,675	1,592,380	2,015,163	2,149,321	35.0%
Operating Expenses:					
Personnel Services	107,028	190,883	190,883	304,483	59.5%
Supplies and Materials	25,346	4,996	4,996	7,348	47.1%
Other Services and Charges:	388,576	493,268	493,268	457,291	-7.3%
Debt Service:					
Debt Service Principal	-	718,500	640,000	1,264,500	76.0%
Debt Service Interest	-	184,200	175,000	326,500	77.3%
Depreciation & Amortization Expense	160,629	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	15,400	18,200	18,200	19,700	8.2%
Total Operating Expenses	696,979	1,610,047	1,522,347	2,379,822	47.8%
Operating Income (Loss)	(410,304)	(17,667)	492,816	(230,501)	1204.7%
Nonoperating Revenue (Expenses):					
Interest Income	1,932	7,000	2,000	2,000	-71.4%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	1,932	7,000	2,000	2,000	-71.4%
Income (Loss) Before Operating Transfers	(408,372)	(10,667)	494,816	(228,501)	2042.1%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(408,372)	(10,667)	494,816	(228,501)	2042.1%
Total Net Position - Beginning	5,488,682	5,647,870	5,080,310	5,575,126	-1.3%
Total Net Position - Ending	\$ 5,080,310	\$ 5,637,203	\$ 5,575,126	\$ 5,346,625	-5.2%

Note: Future Financing Plans

Capital equipment financed for Parks and Rec	\$ 6,300,000	\$ 6,300,000	\$ 500,000
Capital equipment financed for IT Initiatives	-	-	-
Capital equipment financed for Finance Dept.	100,000	100,000	100,000

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	187,523	190,992	190,992	212,449	11.2%
Retirement System	84,743	86,317	86,317	96,015	11.2%
CAS Departments	782,065	796,491	796,491	885,976	11.2%
Miscellaneous (Claim Recoveries, etc.)	242	-	-	-	-
Total Operating Revenues	1,054,573	1,073,800	1,073,800	1,194,440	11.2%
Operating Expenses:					
Personnel Services	192,839	244,316	244,316	247,351	1.2%
Supplies and Materials	17,704	19,800	19,800	21,089	6.5%
Other Services and Charges:	472,969	538,267	538,267	594,000	10.4%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	133,136	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	389,308	389,308	332,000	-14.7%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	-	-	-	-	-
Total Operating Expenses	816,648	1,191,691	1,191,691	1,194,440	0.2%
Operating Income (Loss)	237,925	(117,891)	(117,891)	-	-100.0%
Nonoperating Revenue (Expenses):					
Interest Income	6,567	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	6,567	-	-	-	-
Income (Loss) Before Operating Transfers	244,493	(117,891)	(117,891)	-	-100.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	244,493	(117,891)	(117,891)	-	-100.0%
Total Net Position - Beginning	2,965,479	2,748,240	3,209,972	3,092,081	12.5%
Total Net Position - Ending	\$ 3,209,972	\$ 2,630,349	\$ 3,092,081	\$ 3,092,081	17.6%

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND

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

PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	449,577	450,000	450,000	700,000	55.6%
EGWP Subsidy	-	-	-	1,805,000	
Charges for Services:					
ISF Revenue, Other	-	22,360	22,360	18,600	-16.8%
ISF Revenue, Employee Share	8,564,011	9,396,329	9,396,329	9,884,689	5.2%
ISF Revenue, Employer Share	34,460,787	41,649,904	41,649,904	44,722,998	7.4%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	43,474,375	51,518,593	51,518,593	57,131,287	10.9%
Operating Expenses:					
Personnel Services	565,216	701,346	701,346	726,962	3.7%
Supplies and Materials	1,583	20,000	20,000	35,000	75.0%
Other Services and Charges:					
Professional Services	252,316	395,000	395,000	395,000	0.0%
Insurance Claims and Fees	31,740,851	42,413,811	42,413,811	48,031,482	13.2%
Insurance Premiums	7,111,649	7,814,040	7,814,040	7,866,031	0.7%
Change in IBNR	77,968	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	231,481	267,600	267,600	283,800	6.1%
Total Operating Expenses	39,981,064	51,611,797	51,611,797	57,338,275	11.1%
Operating Income (Loss)	3,493,311	(93,204)	(93,204)	(206,988)	122.1%
Non-operating Revenue (Expenses):					
Interest Income	25,512	15,000	15,000	15,000	0.0%
Total Non-operating Revenue (Expenses)	25,512	15,000	15,000	15,000	0.0%
Income (Loss) Before Operating Transfers	3,518,823	(78,204)	(78,204)	(191,988)	145.5%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	(700,000)	-
Net Operating Transfer	-	-	-	(700,000)	-
Change in Net Position	3,518,823	(78,204)	(78,204)	(891,988)	1040.6%
Total Net Position, Beginning	7,467,241	7,467,241	10,986,064	10,907,860	46.1%
Total Net Position, Ending	10,986,064	7,389,037	10,907,860	10,015,872	35.6%
Designated Position	3,449,191	3,870,885	3,870,885	4,300,371	11.1%
Unrestricted Position	7,536,873	3,518,152	7,036,975	5,715,501	62.5%
Total Net Position, June 30	\$ 10,986,064	\$ 7,389,037	\$ 10,907,860	\$ 10,015,872	35.6%

Policy requires a reserve equal to 7.5% of Total Operating Expense



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

PRINCE GEORGE'S COUNTY TAX RATES AND ASSESSABLE BASE

		FY 14 Actual	FY 15 Adopted	FY 16 Proposed	Rate Change
<u>Tax Rates:</u>					
(Cents per \$100 of assessed value)					
Administration					
	Real	5.41	5.41	5.41	-
	Personal	13.53	13.53	13.53	-
Park					
	Real	15.44	15.44	15.44	-
	Personal	38.60	38.60	38.60	-
Recreation					
	Real	7.05	7.05	7.05	-
	Personal	17.62	17.62	17.62	-
Adv. Land Acquisition					
	Real	0.00	0.00	0.00	-
	Personal	0.00	0.00	0.00	-
Total Tax Rates (Cents)					
	Real	<u>27.90</u>	<u>27.90</u>	<u>27.90</u>	-
	Personal	<u>69.75</u>	<u>69.75</u>	<u>69.75</u>	-

		FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
<u>Assessable Base:</u>					
(in billions \$)					
Regional District (Administration Fund)					
	Real	70.513	71.628	72.090	0.6%
	Personal	2.653	2.702	2.588	-4.2%
Metropolitan District (Park Fund)					
	Real	67.989	69.055	69.500	0.6%
	Personal	2.562	2.605	2.495	-4.2%
Entire County (Recreation Fund and ALA Fund)					
	Real	73.013	74.165	74.642	0.6%
	Personal	2.731	2.798	2.680	-4.2%

*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 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	269.80	269.25	270.30	269.50	268.80	267.50
Part-Time Career	7.60	4.05	6.60	3.55	7.60	4.43
Career Total	277.40	273.30	276.90	273.05	276.40	271.93
Term Contract	-	-	-	-	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(6.10)	-	(4.60)	-	(2.24)
TOTAL ADMINISTRATION FUND	277.40	267.20	276.90	268.45	276.90	270.19
PARK FUND						
Full-Time Career	733.00	733.00	737.00	737.00	745.00	745.00
Part-Time Career	9.00	6.30	9.00	6.30	9.00	6.30
Career Total	742.00	739.30	746.00	743.30	754.00	751.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	106.50	-	122.00	-	141.50
TOTAL PARK FUND	742.00	845.80	746.00	865.30	754.00	892.80
RECREATION FUND						
Full-Time Career	247.00	247.00	249.00	249.00	251.00	251.00
Part-Time Career	20.00	15.60	20.00	15.60	19.00	15.10
Career Total	267.00	262.60	269.00	264.60	270.00	266.10
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	453.50	-	464.50	-	513.50
TOTAL RECREATION FUND	267.00	716.10	269.00	729.10	270.00	779.60
TOTAL TAX SUPPORTED (Admin, Park, and Rec)						
Full-Time Career	1,249.80	1,249.25	1,256.30	1,255.50	1,264.80	1,263.50
Part-Time Career	36.60	25.95	35.60	25.45	35.60	25.83
Career Total	1,286.40	1,275.20	1,291.90	1,280.95	1,300.40	1,289.33
Term Contract	-	-	-	-	0.50	0.50
Seasonal/Intermittent	-	560.00	-	586.50	-	655.00
Less Lapse	-	(6.10)	-	(4.60)	-	(2.24)
TOTAL TAX SUPPORTED	1,286.40	1,829.10	1,291.90	1,862.85	1,300.90	1,942.59
ENTERPRISE FUND						
Full-Time Career	68.00	68.00	67.00	67.00	66.00	66.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	69.00	68.50	68.00	67.50	67.00	66.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	111.50	-	113.50	-	135.50
TOTAL ENTERPRISE FUND	69.00	180.00	68.00	181.00	67.00	202.00
SPECIAL REVENUE FUND						
Seasonal/Intermittent	-	215.50	-	215.50	-	263.50
INTERNAL SERVICE FUNDS						
Full-Time Career	3.50	3.65	4.00	4.15	4.50	4.65
Part-Time Career	-	-	-	-	0.25	0.25
Career Total	3.50	3.65	4.00	4.15	4.75	4.90
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,321.30	1,320.90	1,327.30	1,326.65	1,335.30	1,334.15
Part-Time Career	37.60	26.45	36.60	25.95	36.85	26.58
Career Total	1,358.90	1,347.35	1,363.90	1,352.60	1,372.15	1,360.73
Term Contract	-	-	-	-	0.50	0.50
Seasonal/Intermittent	-	887.00	-	915.50	-	1,054.00
Less Lapse	-	(6.10)	-	(4.60)	-	(2.24)
GRAND TOTAL	1,358.90	2,228.25	1,363.90	2,263.50	1,372.65	2,412.99



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

COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

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EXECUTIVE OVERVIEW

The Prince George's County Planning Board of The Maryland-National Capital Park and Planning Commission (M-NCPPC) has the responsibility of developing and recommending to the Prince George's County Council land use policies that provide a long-range course of action to guide the orderly growth and development of the County. The Planning Board is also charged with the administration of the County's park system and comprehensive recreation program. The Planning Board carries out its land use planning responsibilities through the adoption of a series of master and functional plans and the application of land use controls (Zoning and Subdivision Regulations). Its oversight of the parks and recreation programs is performed through regular meetings with the Director and staff, members of the recreation community and recreation advisory support groups, and the development of overall park and recreation service standards. In sum, the Planning Board works with planning professionals, elected and appointed officials, and citizens to create, maintain, and promote socially and economically viable communities in the County.



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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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



Prince George's County Commissioners' Office

BUDGET AT A GLANCE

Summary of Commissioners' Office Budget

		<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>
Budget	Expenditures	\$3,099,371	\$3,132,223	1.1%
Staffing	Funded Career Position	16.00	16.00	0.0%
	Funded Workyears	13.50	13.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

In FY 2016, the Commissioners' Office proposed budget will increase by only 1.1% or \$32,852 from the FY 2015 adopted budget. This slight increase is primarily due to compensation adjustments. Also, per our agreement with the County, the lease for fourth floor office space will result in a 3% increase. All other non-personnel classifications will remain at FY 2015 levels.

Legislative Project Charges

This budget also contains \$1,137,300 to reimburse the Prince George's County Council for planning and zoning functions, and also includes \$144,624 for the office's rent in the County Administration Building.

	<u>FY 14 Actual</u>	<u>FY 15 Adopted</u>	<u>FY 16 Proposed</u>	<u>% Change</u>
Commissioners' Office				
Personnel Services	1,467,109	1,625,725	1,655,364	1.8%
Supplies and Materials	50,355	39,000	39,000	0.0%
Other Services and Charges	1,427,716	1,422,146	1,425,359	0.2%
Capital Outlay	-	12,500	12,500	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>2,945,180</u>	<u>3,099,371</u>	<u>3,132,223</u>	<u>1.1%</u>

	<u>FY 14 Actual</u>		<u>FY 15 Adopted</u>		<u>FY 16 Proposed</u>	
	<u>POS</u>	<u>WYS</u>	<u>POS</u>	<u>WYS</u>	<u>POS</u>	<u>WYS</u>

ADMINISTRATION FUND

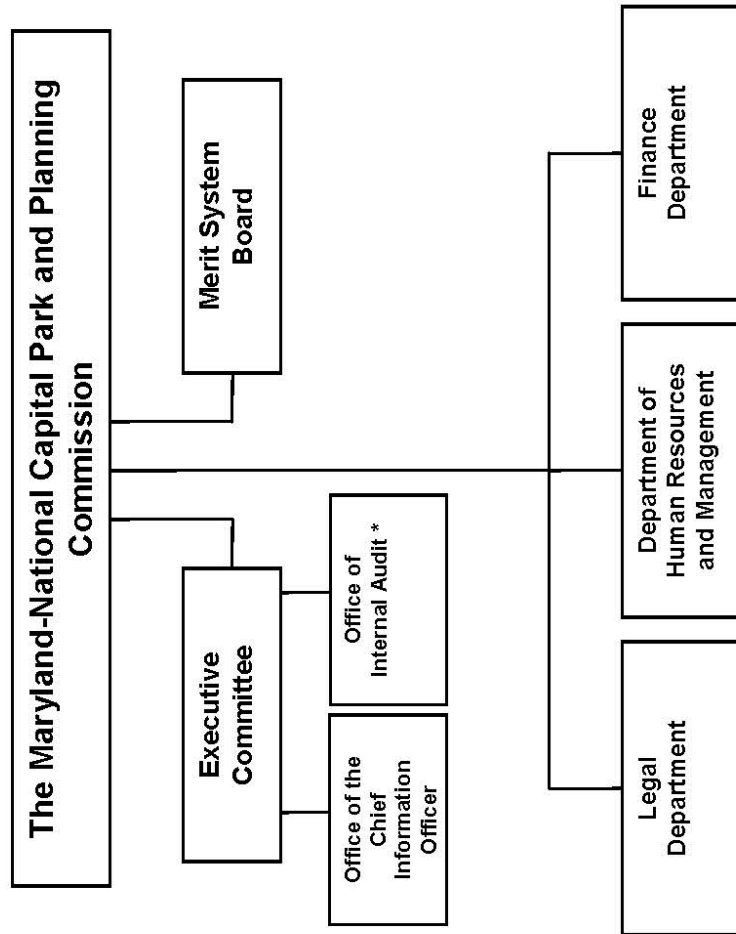
COMMISSIONERS' OFFICE

Full-Time Career	11.00	11.00	11.00	11.00	11.00	11.00
Part-Time Career	5.00	2.50	5.00	2.50	5.00	2.50
Career Total	<u>16.00</u>	<u>13.50</u>	<u>16.00</u>	<u>13.50</u>	<u>16.00</u>	<u>13.50</u>
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Commissioners' Office	<u>16.00</u>	<u>13.50</u>	<u>16.00</u>	<u>13.50</u>	<u>16.00</u>	<u>13.50</u>



ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



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



Central Administrative Services Overview

EXECUTIVE OVERVIEW

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

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

The Commission's three Officers -- the Executive Director, the Secretary-Treasurer, and the General Counsel -- are responsible for corporate functions as well as leading their respective departments. The Office of Internal Audit is overseen by the Chair and Vice-Chair, in conjunction with the Audit Committee, to increase independence. Administrative oversight for Internal Audit is provided by the Executive Director. The Chief Information Officer reports to the Executive Committee (Chair, Vice-Chair, and Executive Director) to enable focus on Enterprise-wide IT initiatives. CAS also includes funding for the Merit System Board and CAS Support Services. The Office of the Chief Information Officer is shown in the Internal Service Fund section of the FY16 Proposed Budget Document (under the Capital Equipment Fund).

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

PROGRAMS AND SERVICES PROVIDED

Department of Human Resources and Management

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

Finance Department

The Finance Department operates under the direction of the Secretary-Treasurer, and is organized into four divisions: Administrative Services, Accounting, Central Purchasing, and Information Technology. The Department is responsible for corporate financial policy, management of debt and investments, payroll administration and disbursements, accounting and financial reporting, procurement, and Information Technology (IT) administration and systems support for Central Administrative Services and the Employees' Retirement System (ERS).



Central Administrative Services

Overview

Legal Department

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

Office of Internal Audit

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

Merit System Board

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

Support Services

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

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



Central Administrative Services Overview

CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY14 Budget	FY15 Adopted	FY16 Proposed	% Change
MONTGOMERY						
	Risk Management	DHRM	\$17,941	\$19,200	\$19,970	4.0%
	Risk Management	Finance	27,900	43,600	47,300	8.5%
	Risk Management	Legal	178,560	186,880	189,009	1.1%
	Data Center - Park Fund	Finance	255,700	255,700	255,700	0.0%
	Enterprise Funds	Finance	181,500	181,600	197,000	8.5%
	Grants - Single Audit	Finance	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	97,800	130,800	141,900	8.5%
	CE Fund/EOB Fund	Finance	28,000	29,000	31,500	8.6%
	Trust/Agency and Special Revenue Funds	Finance	21,000	24,200	26,100	7.9%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Admin Fund - Dev. Rev.	Legal	122,500	133,550	133,433	-0.1%
	Admin Fund - Planning	Legal	84,690	85,000	85,000	0.0%
	Park Fund	Legal	137,800	140,589	134,678	-4.2%
	Park Police Support	DHRM	50,395	56,100	\$58,345	4.0%
	Labor Relations - Park	DHRM	52,915	58,896	\$61,255	4.0%
	Group Insurance	DHRM	17,941	19,200	\$19,970	4.0%
	Subtotal Montgomery		<u>\$1,399,041</u>	<u>\$1,488,715</u>	<u>\$1,525,560</u>	<u>2.5%</u>
PRINCE GEORGE'S						
	Risk Management	DHRM	\$17,941	\$19,200	\$19,970	4.0%
	Risk Management	Finance	48,900	58,100	63,000	8.4%
	Risk Management	Legal	185,750	194,510	199,644	2.6%
	Data Center - Park Fund	Finance	526,100	526,100	526,100	0.0%
	Enterprise Funds	Finance	223,314	226,700	245,880	8.5%
	Sportsplex	Finance	62,986	64,000	69,420	8.5%
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Grants - Single Audit	Finance	7,500	7,500	7,500	0.0%
	Group Insurance	Finance	97,800	130,800	141,900	8.5%
	CE Fund/EOB Fund	Finance	15,400	18,200	19,700	8.2%
	Trust/Agency and Special Revenue Funds	Finance	111,700	130,800	141,900	8.5%
	Park Fund P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Park Fund (5713)	Finance	124,000	143,000	125,000	-12.6%
	Pension Trust Fund	Finance	23,600	23,600	23,600	0.0%
	Park Fund	Internal Audit	60,000	70,000	95,000	35.7%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Park Fund - Atty support	Legal	80,000	80,000	80,000	0.0%
	Admin Fund - Planning	Legal	230,085	229,200	234,134	2.2%
	Park Fund	Legal	164,400	175,208	188,841	7.8%
	Adm Fund/PL HRIS/CC	DHRM	20,158	21,570	\$22,430	4.0%
	Park Fund HRIS/CC	DHRM	50,395	53,920	\$56,080	4.0%
	Recreation Fund HRIS/CC	DHRM	50,395	53,920	\$56,080	4.0%
	PG Planning Recruit.	DHRM	15,119	16,180	\$16,824	4.0%
	Rec Fund Recruit.	DHRM	59,466	53,920	\$56,080	4.0%
	Park Fund Recruit	DHRM	41,324	53,920	\$56,080	4.0%
	Park Police Support	DHRM	50,395	56,100	\$58,345	4.0%
	Labor Relations - Park	DHRM	52,915	58,896	\$61,255	4.0%
	Group Insurance	DHRM	17,941	19,200	\$19,970	4.0%
	Subtotal Prince George's		<u>\$2,530,882</u>	<u>\$2,677,844</u>	<u>\$2,778,033</u>	<u>3.7%</u>
COMBINED TOTAL			<u>\$3,929,923</u>	<u>\$4,166,559</u>	<u>\$4,303,593</u>	<u>3.3%</u>
SUMMARY OF CHARGEBACKS BY SUPPLIER DEPARTMENT						
	DHRM		515,238	560,222	582,654	4.0%
	Finance		2,106,700	2,247,200	2,317,000	3.1%
	Legal		1,247,985	1,289,137	1,308,939	1.5%
	Internal Audit		60,000	70,000	95,000	35.7%
TOTAL			<u>\$3,929,923</u>	<u>\$4,166,559</u>	<u>\$4,303,593</u>	<u>3.3%</u>



Central Administrative Services

Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The bi-county proposed FY16 operating budget for Central Administrative Services before chargebacks is \$20,318,971, which is a 3.4% increase over FY15. The budget sustains, at a minimum, the same service level as FY15, 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 FY16 proposed budget is based on the analysis performed in the fall of 2014.

The FY16 funding allocation for all administrative funds, except for the Merit System Board, is approximately 45% Montgomery County and 55% Prince George's County. The allocation is calculated prior to chargebacks, as chargebacks shift the cost within county to another fund and do not impact each county's funding share. The Merit System Board's budget is allocated at 50% for each county.

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

Investing in an Essential Needs Budget

In FY16, the proposed budget looks to address essential needs including those that have been postponed in prior years because of funding issues. The proposed budget focuses on such core needs as:

- Providing additional support to operate and maintain the new Enterprise Resource Planning (ERP) system.
- Responding to a 75% increase in recruitment activity.
- Responding to significant need to update agency policies.
- Professional development for staff

The CAS budget proposal continues to freeze 4 work years (or 3%) of positions - even while work program demands have increased over the past few years. Work program demands such as collective bargaining, development of strategies for long-term fiscal planning, increased cost analyses for alternative medical designs to contain costs, preparation for health care reform, required policy revisions, zoning ordinance review, legal advice, and the new ERP continue to increase the demand for CAS departments' services.

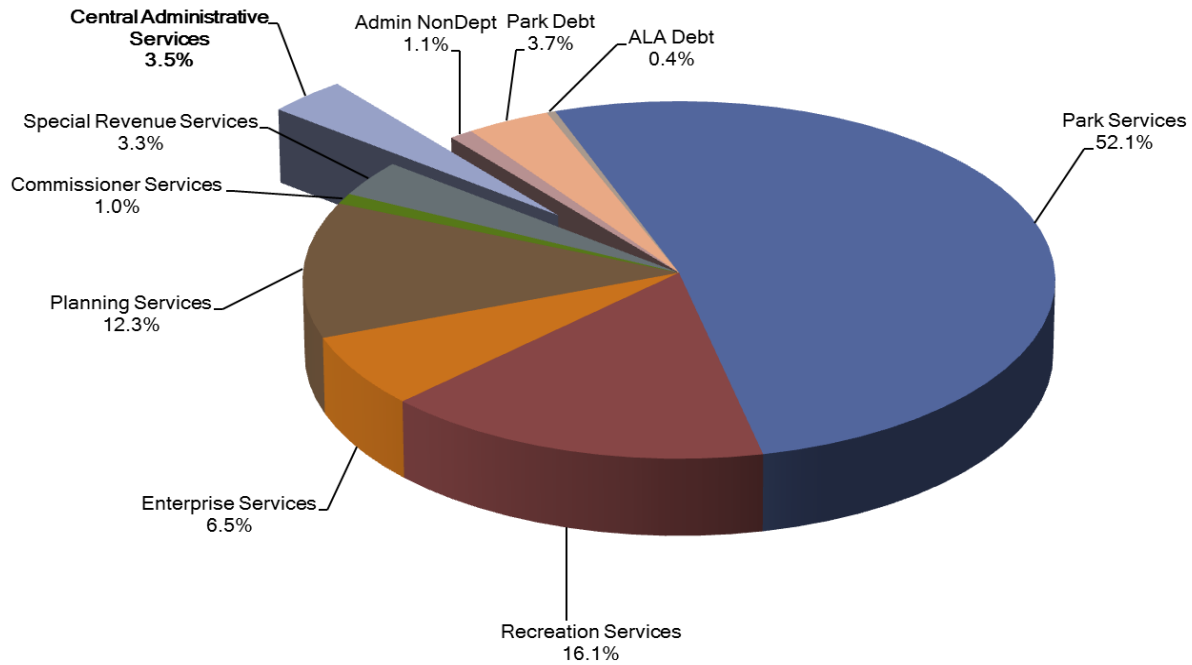
In addition to the above demands, in FY16, CAS departments will conclude their major overhaul of all corporate financial and human resource systems through the ERP. Additional staffing resources are requested in the Finance and Human Resources departments to support ERP.

The CAS proposed budget is 3.5% of the Commission's proposed total bi-county operating budget.



Central Administrative Services Overview

Central Administrative Services (CAS)
FY16 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, and ALARF)



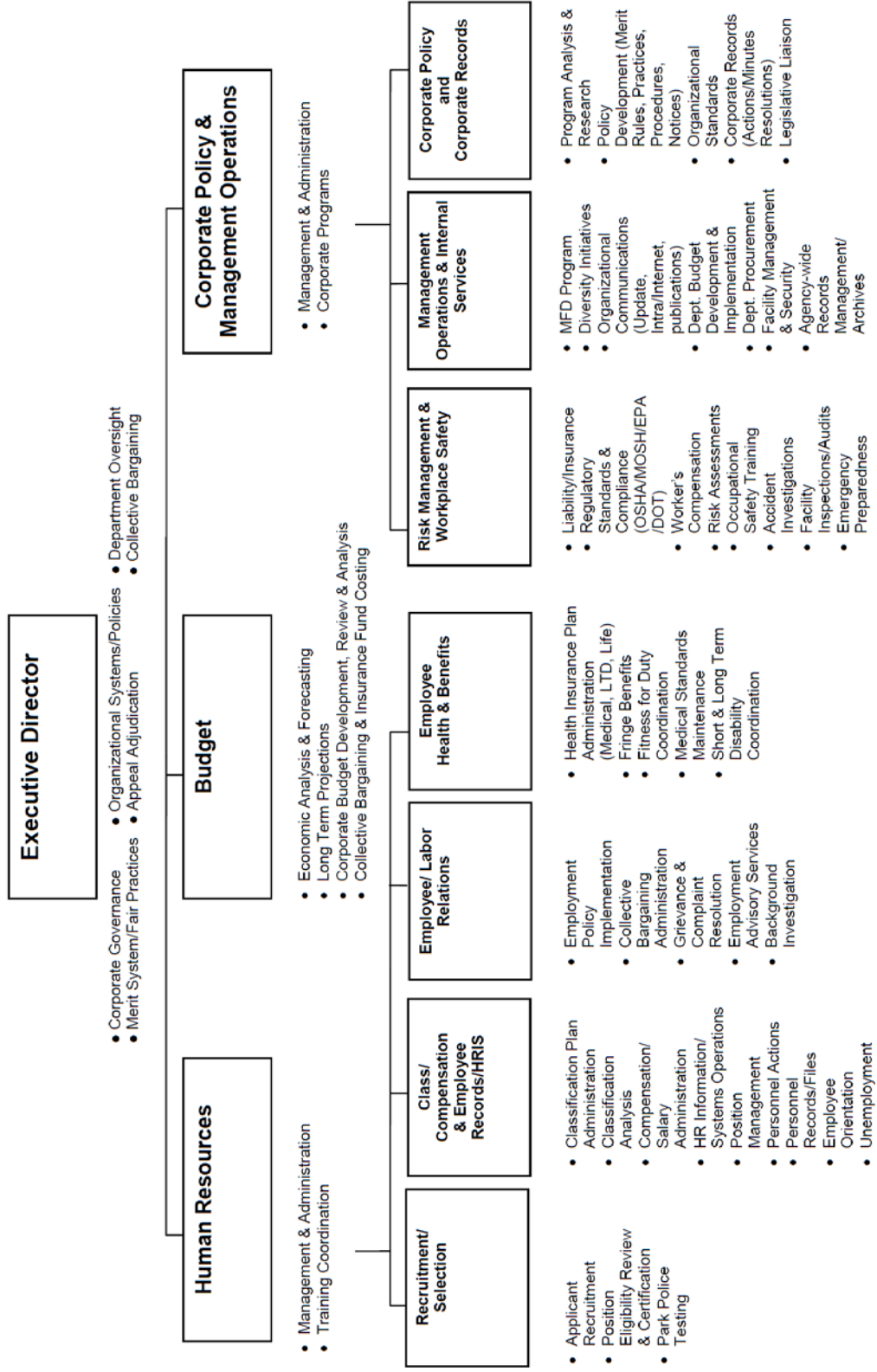
CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



Central Administrative Services Department of Human Resources and Management

ORGANIZATIONAL STRUCTURE

DEPARTMENT OF HUMAN RESOURCES & MANAGEMENT



Central Administrative Services

Department of Human Resources and Management

MISSION AND OVERVIEW

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

Under the leadership of the Executive Director, DHRM includes four Divisions:

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

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

Most of the DHRM functions are funded in the Administration Funds. However, the Employee Health and Benefits, and Risk and Workplace Safety functions are included in the Group Insurance and Risk Management Internal Service Funds respectively. The Management Operations and Internal Services unit of DHRM includes the management of the Executive Office Building (EOB) Internal Service Fund. The EOB activities include landlord-tenant relations, energy conservation, major maintenance projects, and space planning. The EOB houses the Department of Human Resources and Management, Finance and Legal Departments, certain Department of Parks and Recreation offices, the Employees' Retirement System, and the Merit System Board.

PROGRAMS AND SERVICES PROVIDED

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

Office of the Executive Director

The Office of the Executive Director provides executive leadership, coordination, and administrative direction for the operation of the agency and the DHRM. The Executive Director assures public accountability through a set of responsible, best-management practices, systems and programs to meet local, State, County, and Federal regulatory requirements, and sustain the agency and its employees in the bi-county region. Services provided by the Office include ensuring fair and prudent workplace practices, implementation of the Merit System Rules and Regulations, and



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Department of Human Resources and Management

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

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

Corporate Budget Division

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

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

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

Corporate Policy and Management Operations Division

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



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Department of Human Resources and Management

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

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

Management Operations and Internal Services carry out corporate and departmental activities including: budget management and procurement administration for DHRM, Risk Management, Group Insurance, the Executive Office Building, CAS Support Services, and the Merit System Board; development and dissemination of corporate communications (e.g., agency-wide directives, Notices, employee newsletters, facility and emergency closing information, telephone directories, etc.); management of agency-wide intranet communication; support for agency-wide programs including diversity initiatives; and management of facility security and agency-wide employee identification badging program. Staff also maintains the Executive Office Building, which houses the Central Administrative Services departments/units, certain divisions of Prince George's Department of Parks and Recreation, the Employees' Retirement System, and the Merit System Board. Operations include facility maintenance, support, and compliance with State/local fire/workplace codes.

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



Central Administrative Services

Department of Human Resources and Management

Human Resources Division

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

The HR Division strives to ensure fair and equitable treatment of all employees and administers a personnel system to create and maintain a diverse, qualified, healthy, and motivated workforce. The Merit System Rules and Regulations, Administrative Practices, Administrative Procedures, and union contracts are the foundation for this work. The two collective bargaining agreements cover Park Police Officers through the rank of Sergeant (FOP), and general service career employees in the Service/Labor, Skilled Trades, and Office/Clerical classifications (MCGEO). The Division includes the HR Director and cross-functional teams to carry out HR employee and employment services activities.

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

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

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

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

Employee and Labor Relations Office 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,



Central Administrative Services

Department of Human Resources and Management

administration of employment policy and collective bargaining contracts, and ongoing training on updated and current Commission policies for managers and employees. This unit also reviews reasonable accommodation requests for compliance with the Americans with Disabilities Act.

Employee Health and Benefits Office administers a comprehensive health benefits program, including medical, dental, vision service, prescription drug plans and life and long-term disability insurance programs. Related work covers administration of the flexible spending account program, Consolidated Omnibus Budget Reconciliation Act (COBRA), the employee assistance program, critical incident support, long-term care, childcare and elder care referral networks, Employees' Sick Leave Bank, deferred compensation plans, and a tuition assistance program. The team also coordinates specialized medical testing and monitoring such as return to work, pre-employment, police physicals, fitness for duty examinations, and psychological evaluations. It also oversees the family medical leave program (FMLA). Other services include workshops and presentations, benefit processing, records and eligibility maintenance, health benefit communications, and legal compliance with Federal and State mandates.

FY15 ACCOMPLISHMENTS

Below is a summary of major accomplishments.

- **Corporate governance:** Provided guidance and oversight in areas related to upholding the Merit System, organizational policies and standards, collective bargaining and agency-wide programs such as Diversity Council, Enterprise Resource Planning, conflict resolution (administrative grievances), Equal employment opportunity, and employee appeals adjudication, etc.
- **Budget:** Continued enhancing the role of the corporate budget office to assure prudent use of funds, providing long-range strategic budget planning, streamlining budget processes, and improving transparency of budget information.
 - **GFOA Award:** Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for the 29th consecutive year in FY2015.
- **Collective Bargaining:** Will be completing full collective bargaining negotiations with the Municipal and County Government Employees Organization (MCGEO). DHRM implemented contract changes from FY14 negotiated Fraternal Order of Police (FOP) Contract.
- **Enterprise Resource Planning System (ERP):** DHRM, in partnership with the Department of Finance, is implementing new Human Resources Information and Budget systems. The ERP will integrate multiple functional areas such as Human Resources, Payroll, Budget, and other components in order to create efficiencies and provide better information for decision making purposes. The new ERP system will increase budget automation including business analytics, flexible budgeting, labor cost modeling, and more efficient budget planning and reporting.
- **Pension and Benefits Savings:** Implemented pension, medical, and prescription benefits plan design and cost share changes to maintain competitive benefits at sustainable funding levels.
 - As a result of Collective Bargaining with MCGEO, effective FY15, the Group Insurance Fund Reserve was adjusted from 7.0% to 7.5%.



Central Administrative Services

Department of Human Resources and Management

- Applied for and received \$449,576 in subsidies from the Federal government for retiree drug expenses.
- Implemented benefit changes to control longer term medical cost through preventative health screenings, flu shots, health lifestyle education, smoking cessation, and prescription drug management to assist with better care of chronic illness.
- As a result of collective bargaining with the FOP, the pension plans C and D employee contributions will increase by 0.5% on March 1, 2015 and 0.5% on January 1, 2016.
- **Policy Development and Management Studies:** Researching and analyzing business programs/standards to address operational concerns, strengthen internal controls and enhance efficiencies. The following policy areas are among those that will be addressed:
 - Code of conduct, public accountability and ethics standards including financial disclosure, secondary employment, acceptance of awards, use of agency resources, etc.
 - Americans with Disabilities Act (including use of Service Animals, Grievance Procedures, Ticketing, and Power-Driven Mobility Devices).
 - Time and attendance policies to address work schedules, absences, and authorization of hours worked.
 - Use of e-cigarettes.
 - Standards governing temporary contract employment.
 - Operational protocols for handling communicable disease protocols (e.g., Ebola, MRSA, and other blood-borne pathogens).
 - Internal salary equity reviews and adjustments.
 - Retention incentives for critical program delivery.
 - Telework program.
 - Preparation and handling of emergency situations (communications, emergency response, essential employee designation).
- **Records Management:** Launched agency-wide record retention policy update to ensure continued compliance with State archiving requirement and helped implement digital platform to improve inventory and access.
 - Improved interface and functionality of archives inventory management system database, including digital record uploading and database management.
 - Enhanced outreach efforts with departments and developed online resources for improved understanding of records retention and retrieval.
- **Workplace Excellence Awards:** Led the effort for the Commission to receive four Workplace Excellence Awards from the Alliance for Workplace Excellence (AWE) for innovative policies and programs to support a preferred workplace. The awards include the Workplace Excellence Seal of Approval Award, Health and Wellness Seal of Approval Trailblazer Award, Diversity Champion Award, and the EcoLeadership Award.
- **Workforce Analysis:** Implemented a multi-year review, analysis, and update of the agency's compensation and classification system covering 300 class specifications. The goal of this study is to ensure pay equity and enable the Commission recruit and retain a highly skilled workforce.
- **Workforce Planning and Development:** Began development of an agency-wide training program to address critical job skills, workplace standards including non-discrimination and ethics policies, and leadership development in preparation for significant succession planning needs. Expanded webinars to provide essential training on workforce standards/policies.



Central Administrative Services

Department of Human Resources and Management

FY16 BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

		<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<i>Montgomery County</i>					
Budget					
	Expenditures	\$2,030,073	\$2,035,210	0.3%	44.9%
Staffing					
	Funded Career Positions	16.00	16.50	3.1%	44.6%
	Funded Workyears	14.75	15.50	5.1%	44.3%
<hr/>					
<i>Prince George's County</i>					
Budget					
	Expenditures	\$2,403,884	\$2,498,102	3.9%	55.1%
Staffing					
	Funded Career Positions	21.00	20.50	-2.4%	55.4%
	Funded Workyears	18.75	19.50	4.0%	55.7%
<hr/>					
<i>Combined Department Total</i>					
Budget					
	Expenditures	\$4,433,957	\$4,533,312	2.2%	100.0%
Staffing					
	Funded Career Positions	37.00	37.00	0.0%	100.0%
	Funded Workyears	33.50	35.00	4.5%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The FY16 proposed budget is \$4,533,312, representing an increase of 2.2% (or \$99,355) over the FY15 adopted budget level. Please note that the proposed compensation marker is not included in this number. Based on a recent cost allocation analysis by the Corporate Budget Office, the Commission supported adjusting the FY16 funding allocation before chargebacks to 42.9% Montgomery and 57.1% Prince George's. This shifts 0.8% funding from Montgomery County to Prince George's County as compared to FY15. Major components of the budget are described below:

- **Personnel Services:** This category, which includes salaries and benefits, has a proposed increase of 5.55% (or \$228,291). The proposed DHRM budget includes 38 positions with 35 WYS (of which 15.5 WYS and 19.5 WYS are allocated to Montgomery and Prince George's respectively). This reflects the same Merit position count as in FY15, with two (2) additional work years. One term contract position is also proposed. The changes, which are described



Central Administrative Services

Department of Human Resources and Management

below, provide necessary support to Departments and meet the overall objectives and demands of the agency.

1. **One position to support administration of the new Enterprise Resource Planning (ERP) System.** While the new ERP system offers a number of efficiencies, it must be managed for accurate reporting, maintenance, and support to departments. The Human Resources module is more complex, offering greater capabilities and requiring regular updates to be carried out. When ERP is live, continuing support will be required to: retrieve information from the converted HRIS system; train managers on new HRIS/ERP system; develop management reports; and implement system upgrades. It is critical that the agency has sufficient resources for this corporate system.

2. **Restore one (1) frozen Human Resources position to address significantly increased recruitment activities.**

In FY11, DHRM eliminated a number of positions and froze others, including one recruitment position, due to a decline in overall hiring in the agency. Consequently, the Office has been staffed by a manager and two specialists to address agency-wide recruitment activities. Over the last few years, there has been a steady and notable increase in hiring activities and support requested by operating departments.

- In calendar year 2011, 35,640 applicants were screened; in 2012, 47,438 applicants were screened; and in 2013, 61,968 applicants were screened. This equates to a 74% increase in workload (applicants screened) over the past two years. In 2014, the number of applicants screened was approximately 62,000, with continued modest growth projected in subsequent years. In addition to recruitment activities, the Office is responsible for all oversight of the Criminal Justice Information System (CJIS), fingerprinting and background checks, assisting with return to work placements, Park Police promotional testing administration, American with Disabilities Act (ADA) Title I training for field staff, conducting Critical Testing, and representing the agency at job fairs, etc. All of these programs are necessary and/or mandated.

The increased activity is related to more robust recruitment outreach, implemented with departments and increased hiring activities. The current staff compliment cannot adequately meet the increased workload without adverse effects on quality and responsiveness to departments.

3. **Convert existing Seasonal/Intermittent staff to part-time Merit (Records Program Aide)**

The Records/Archives program has required the assistance of a long-term, seasonal support staff. This program is a critical agency-wide function, as it is the official Office of the Record for the agency, as defined by the State of Maryland. The State of Maryland requires all public agencies to secure, catalogue, and make available for appropriate public requests, the official records of the agency, including corporate decisions, public actions, maps/zoning documents, policies, standards, and, financial and employment records, etc. We are seeking to convert the position to part-time Merit employment to provide much needed support to the Records program. The position has been funded through unbudgeted salary lapse. With the inclusion of a reasonable salary lapse in the budget, the shift to Merit will not result in a significant funding increase.



Central Administrative Services

Department of Human Resources and Management

- The agency plans to move its extensive system of records into a digital platform. This change places a greater emphasis on the need for accurate record conversions. The program has suffered significantly due to budget constraints and loss of staffing. Over the past few years, it has been staffed with only one dedicated Merit employee, resulting in significant challenges in maintaining compliance with State mandates.
- The Seasonal employee provides essential historical information. His experience has been helpful in retrieval of records and in the significant streamlining of operations that has taken place over the last two years.

4. **Move 0.5 work year of existing administrative position (Grade G) to Risk Management**

We are requesting to repurpose 0.5 work year of an existing funded administrative position in the Corporate Budget Office. Due to realignment of the Corporate Budget Office's work program among budget analysts, the administrative position has the capacity to support other work programs. A transfer of 0.5 authorized position/work year will enable the department to shift resources to the Risk Management/Workplace Safety program which has significant need for administrative support.

- The Risk Management/Workplace Safety Office develops and implements programs to protect employees and patrons, secure agency assets, mitigate losses through inspections, and administer workers' compensation, training, and liability programs. These programs require extensive reporting and compliance recordkeeping.
- The transfer of a 0.5 work year to this unit will provide administrative support, so Risk and Safety Specialists can address more critical technical evaluations for the agency.

5. **Add one term Contract position to address extensive policy work and eliminate frozen Merit Management Analyst position**

As is typical for an agency of this size and diversity, organizational standards require regular review and update to ensure compliance with evolving Federal/State mandates, promote greater efficiencies and public accountability, and provide clear directives on operational needs code of conduct. The current staffing level (two dedicated management analysts) is insufficient to address this extensive workload, which comprises nearly 200 policies covering organizational functions, employment, procurement, financial systems, risk/liability, and safety regulations. Through reorganizations which occurred over five years ago, the function has been considerably downsized, causing a considerable backlog of work and a large number of critical policies that require attention (e.g., ethics, ADA compliance, financial procedures, etc.). Competent policy work entails strong research, analysis, and vetting with stakeholders. While notable progress is being made to clarify, update, and streamline policies, the current staffing level cannot get to critical work identified by operating departments or required to ensure compliance with Federal/State laws and best practices. Outdated standards create liability for the agency, lack of understanding of program requirements, and inconsistent application by management.

- The need to update policies is regularly stressed by our operating departments, internal audit, and the findings of the external accreditation process of the Commission for Accreditation of Park and Recreation Agencies (CAPRA).
- The frozen Merit position, which is being proposed for elimination, is presently designated as a Prince George's only position. As the requested contract position would



Central Administrative Services

Department of Human Resources and Management

serve agency-wide efforts, it would be designated as a bi-county funded term contract position.

- **Supplies and Materials:** These charges reflect an increase of 2% (or \$1,660) based on adjustments for the Consumer Price Index (CPI).
- **Other Services and Charges:** These charges are proposed to decrease by 13.60% (or \$108,187) primarily due to:
 1. **Reallocation of shared copier cost:** Costs have been allocated to relevant budgets as follows: CAS Support Services (\$90,000), Risk Management Fund (\$15,000) and Group Insurance Fund (\$15,000).
 2. **Funding to Restore Agency-Wide Leadership Training Program** (as supported by Operating Departments). The agency does not have a formal training program for its workforce to address significant succession planning issues and workforce competency.
 - The M-NCPPC FY13 annual Personnel Management Review reveals that 683 (or 34%) of current employees will be eligible to retire between FY14 and FY18 (collectively), 71% of the agency's Officials/Administrators will be eligible to retire during this same period. Department Directors have been working together to identify solutions to provide consistent training on mandatory standards and succession planning.
 - Operating departments requested this program be housed in CAS to provide greater cost efficiency, a consistent training platform, and broader access to all departments. The Leadership Program will focus on core, concrete business skills, such as project management, ethical decision making, and performance accountability. This training would not replace training efforts that may be offered in some departments, as those efforts are specific to service operations (e.g., parks management, planning, legal, etc.).
 - This funding will be used to reinstitute an agency-wide leadership development program. The program, which was previously administered through CAS, was eliminated in 2009 due to budget cuts.

FY16 Priorities

In addition to performing the departmental functions identified previously, major priorities for FY16 include:

- Continue to implement management-supported recommendations from the Classification and Compensation Study, including job class series reviews prioritized by operating departments.
- Effectively operate and maintain the new ERP Human Resources module. Continue implementation of features such as employee self-serve for benefits to streamline processes.
- Respond to significant increase in recruitment activity.



Central Administrative Services

Department of Human Resources and Management

- Accelerate extensive review and revision of outdated agency standards/policies, including areas such as workplace conduct, organizational functions, workplace safety standards, and training assistance program.
- Implement agency-wide Leadership Development program to address deficit in workforce training and critical succession planning concerns.
- Update corporate records program with the State of Maryland and to meet public record-keeping requirements and appropriate record retention/access standards.
- Implement job safety analysis program with departments employing trades and maintenance positions to help reduce work injuries and lost time.
- Implement full MCGEO collective bargaining agreement changes and implement a coordinated wellness program.



Central Administrative Services Department of Human Resources and Management

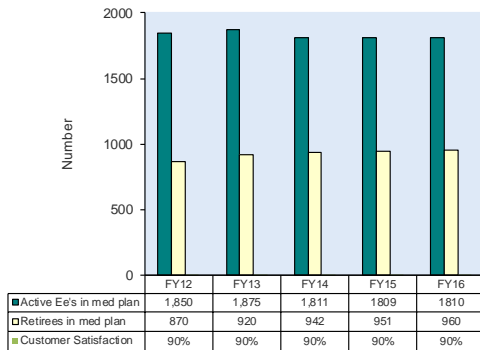
GOALS AND PERFORMANCE MEASURES

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

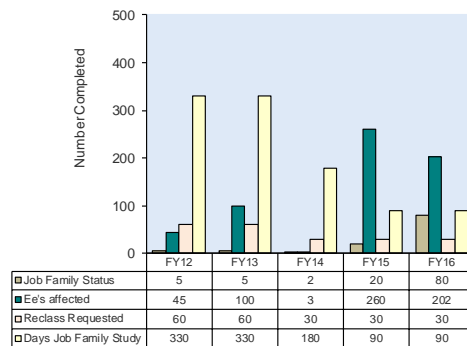
Objective: To provide quality corporate management and human resource systems.

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

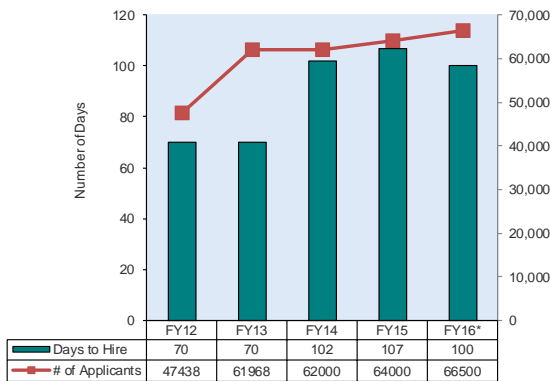
Employee Health and Benefits



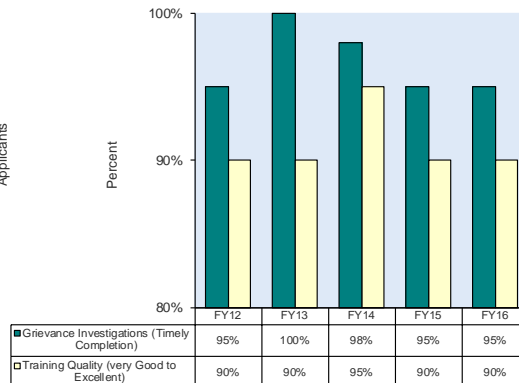
Classification and Compensation



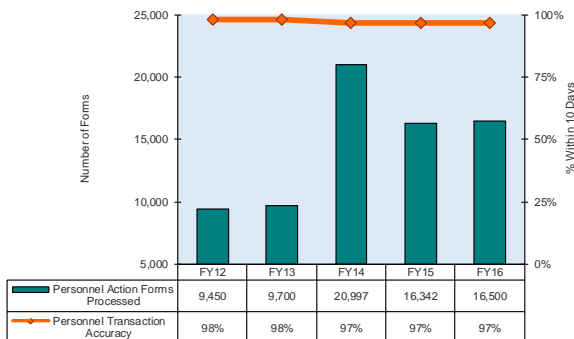
Recruitment and Selection



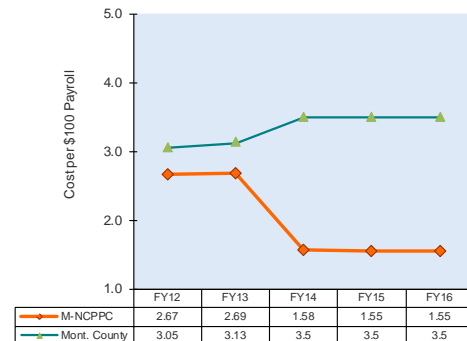
Employee and Labor Relations



Human Resource Records

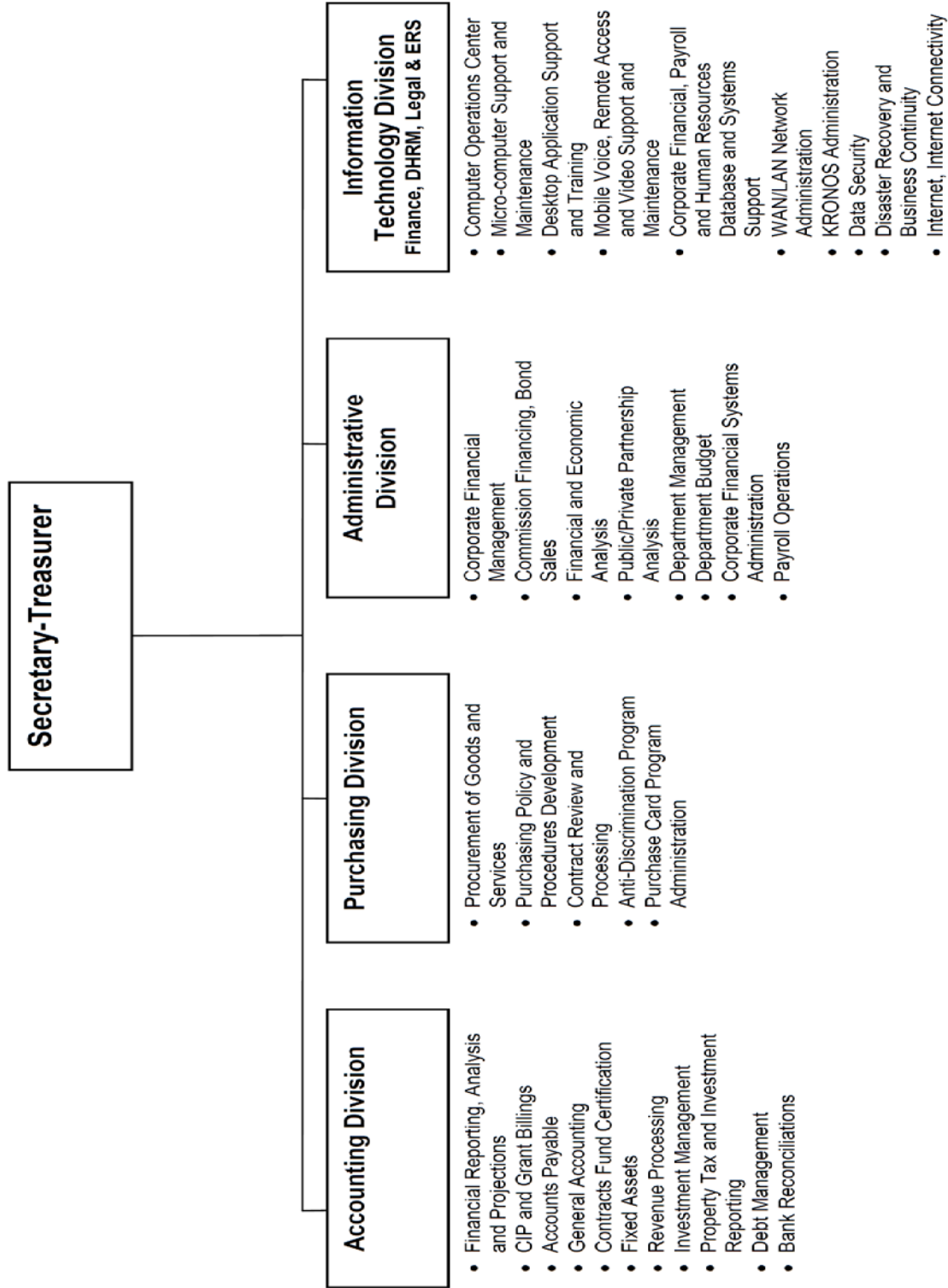


Risk and Safety Management Claims and Workers' Compensation Costs



ORGANIZATIONAL STRUCTURE

FINANCE DEPARTMENT



Central Administrative Services

Finance Department

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Office of the Secretary-Treasurer

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

Accounting Division

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

Central Purchasing

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



Central Administrative Services

Finance Department

of the Commission’s Non-Discrimination Policy, the Division promotes equal and fair competition between all vendors.

Finance Information Technology

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

Financial Systems

<ul style="list-style-type: none"> Financial Management (3 Lawson ERP Modules-- Accounting, Purchasing, Fixed Assets) 	<ul style="list-style-type: none"> SYMPRO Investment and Debt Management
<ul style="list-style-type: none"> Purchasing Bidders List and Contract Log 	<ul style="list-style-type: none"> Lawson Budgeting & Planning
<ul style="list-style-type: none"> EnergyCAP Utility/Energy Management 	<ul style="list-style-type: none"> Performance series- prior finance system for archive.
<ul style="list-style-type: none"> Purchase Card System 	

Human Resources Systems

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

<ul style="list-style-type: none"> Contract management 	<ul style="list-style-type: none"> Mobile Device policy and program administration
<ul style="list-style-type: none"> eCounsel hosted service 	<ul style="list-style-type: none"> Microsoft Office 365 hosted email service
<ul style="list-style-type: none"> NeoGov hosted service 	<ul style="list-style-type: none"> Kronos timekeeping hosted service
<ul style="list-style-type: none"> Safety Shoe program 	<ul style="list-style-type: none"> Labor Soft Grievance hosted service
<ul style="list-style-type: none"> Performance metric system 	<ul style="list-style-type: none"> INSITE and Training Calendar
<ul style="list-style-type: none"> Symantec Enterprise Backup System 	<ul style="list-style-type: none"> VMware virtualized servers and desktops
<ul style="list-style-type: none"> Archive Records Management System 	<ul style="list-style-type: none"> Disaster recovery and Business Continuity program
<ul style="list-style-type: none"> Computer Tape/Media Library System 	<ul style="list-style-type: none"> Contract Routing and PO System
<ul style="list-style-type: none"> Sharepoint service 	<ul style="list-style-type: none"> Active Directory service
<ul style="list-style-type: none"> Verdiem Surveyor system 	<ul style="list-style-type: none"> Sympro Investment program

ACCOMPLISHMENTS

The Department received the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association of the United States and Canada for the 41st consecutive year in FY2013. The Commission has received this award longer than any other organization in its category.



Central Administrative Services Finance Department

BUDGET AT A GLANCE

Summary of Finance Department Budget

		FY15 Adopted	FY16 Proposed	% Change	% Allocated*
Montgomery County					
Budget					
	Expenditures	\$3,075,515	\$3,188,071	3.7%	45.9%
Staffing					
	Funded Career Positions	26.40	26.40	0%	43.3%
	Funded Workyears	24.30	25.19	3.7%	43.4%
Prince George's County					
Budget					
	Expenditures	\$3,650,093	\$3,755,221	2.9%	54.1%
Staffing					
	Funded Career Positions	34.60	34.60	0%	56.7%
	Funded Workyears	31.70	32.81	3.5%	56.6%
Combined Department Total					
Budget					
	Expenditures	\$6,725,608	\$6,943,292	3.2%	100.0%
Staffing					
	Funded Career Positions	61.00	61.00	0.0%	100.0%
	Funded Workyears	56.00	58.00	3.6%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The FY16 Proposed Budget is \$6,943,292 which reflects a 3.2% increase from the FY15 adopted budget after chargebacks.

The Personnel Services budget increases \$207,734 or 2.9%. Funds have been requested in the non-departmental account for salary adjustments in FY16. Permission is sought to fund two lapsed positions as follows:

- Purchasing Division- One (1) purchasing professional to meet increasing work demands. Funding of this position will still result in a complement below FY 2010 levels.
- Accounting Division- One (1) professional position to provide user support for the Enterprise financial system. Focus is needed for support of the software, user training, and report development and maintenance.



Central Administrative Services

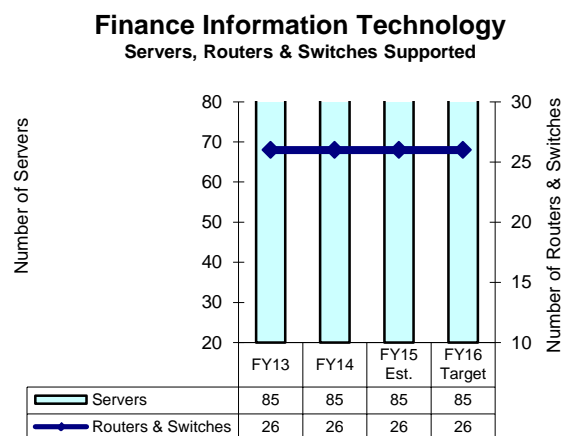
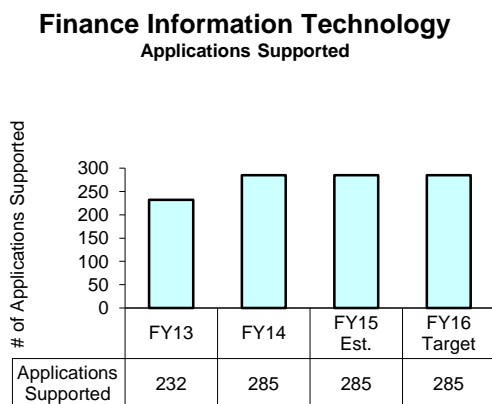
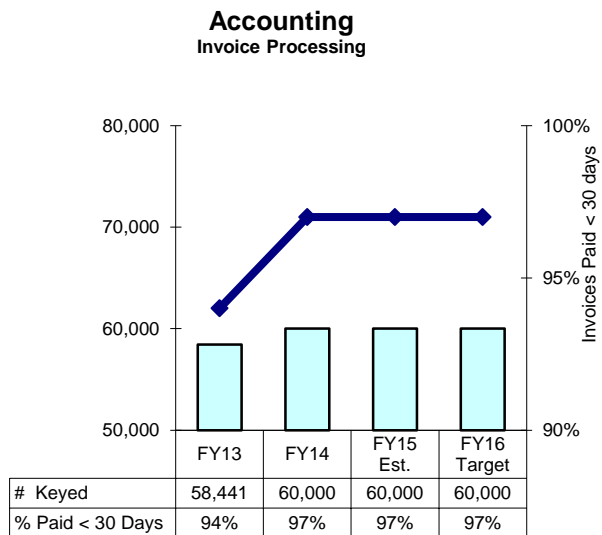
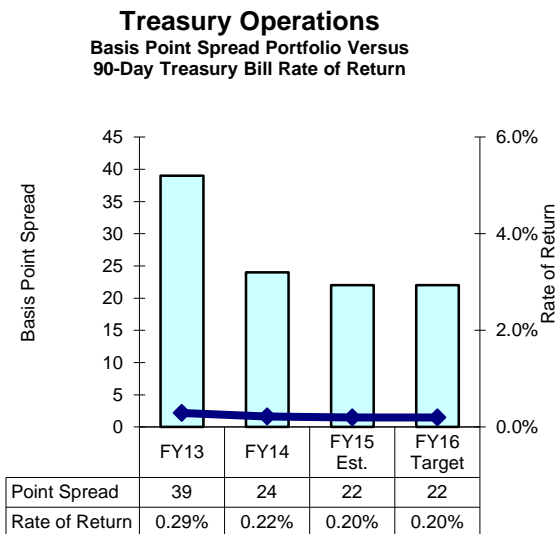
Finance Department

- Supplies and Materials are proposed to remain at FY15 levels with a 0% change. Other Services and Charges are proposed to increase \$79,750 from FY15 levels with a 5.2% change. The increase is requested to fund the following:

Additional audit fees per contracted amount	\$29,200
IT Software & Hardware maintenance per contracts	18,700
Training	31,850

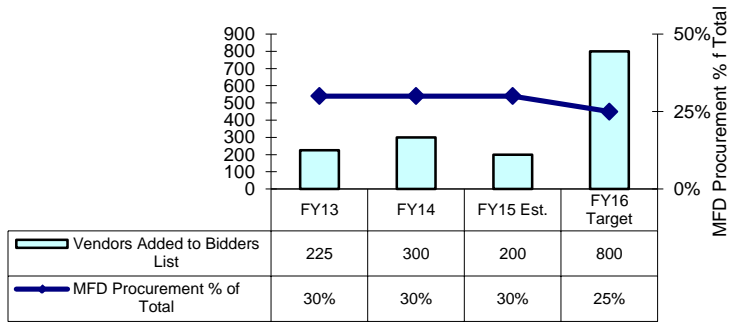
The Department's only major initiative is to continue the Enterprise Resource Planning System (ERP) project to implement a more efficient and user-friendly corporate financial system that will better meet the needs of the Commission for accurate, timely information management. The various software modules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

GOALS AND PERFORMANCE MEASURES



Central Administrative Services Finance Department

MFD Procurement Opportunity Minority, Female or Disability Owned

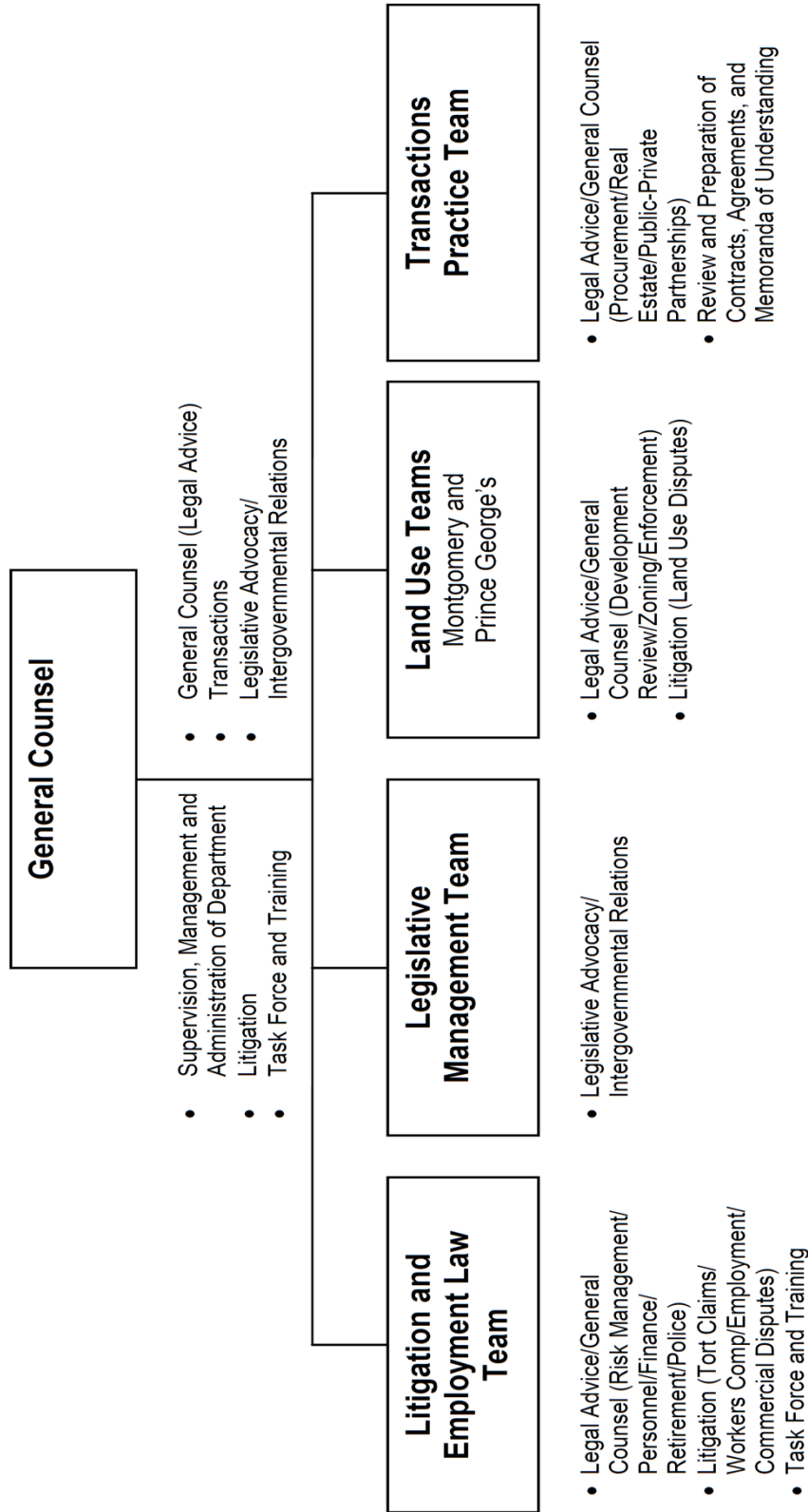


	FY13	FY14	FY15 Est.	FY16 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AA+	AA+	AA+	AA+
Moody's Investor Services Inc.	Aa1	Aa1	Aa1	Aa1
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



ORGANIZATIONAL STRUCTURE

LEGAL DEPARTMENT



Central Administrative Services

Legal Department

OVERVIEW

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

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 lawful options.

PROGRAMS AND SERVICES PROVIDED

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

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

ACCOMPLISHMENTS

- Provided appeal-proof regulatory guidance in several contested development review cases – including the MGM Casino at National Harbor and the first Whole Foods grocery location in Prince George's County.
- Delivered primary legal support in Montgomery County to achieve substantial completion of a new zoning ordinance and a corresponding map amendment.
- Led negotiations in a bundle of real estate transactions associated with the future relocation of the Commission's Montgomery County Regional Office (MRO) from Silver Spring to Wheaton, Maryland.



Central Administrative Services

Legal Department

- Publicly recognized for legal expertise and contributions to special training programs hosted by 1,000 Friends of Maryland, the Maryland Planning Commissioners Association, the International Municipal Lawyers Association, and the Urban Land Institute.

BUDGET AT A GLANCE

Summary of Legal Department Budget

	FY15 Adopted	FY16 Proposed	% Change	% Allocated*
Montgomery County				
Budget				
Expenditures	\$1,508,966	\$1,453,165	-3.7%	59.1%
Staffing				
Funded Career Positions	12.70	13.70	7.9%	57.1%
Funded Workyears	13.50	13.50	0.0%	57.4%
Prince George's County				
Budget				
Expenditures	\$923,261	\$1,006,269	9.0%	40.9%
Staffing				
Funded Career Positions	10.30	10.30	0.0%	42.9%
Funded Workyears	10.00	10.00	0.0%	42.6%
Combined Department Total				
Budget				
Expenditures	\$2,432,227	\$2,459,434	1.1%	100.0%
Staffing				
Funded Career Positions	23.00	24.00	4.3%	100.0%
Funded Workyears	23.50	23.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The proposed FY16 Legal Department budget presents maintenance-level spending with two modest enhancements noted below:

- The proposed budget includes enhancing one term contract work year to a career/merit position to service the planning functions in Montgomery County (\$30,000). It also includes updating estimates for adjustments to attorney grade levels under the Commission's approved restructured attorney job series. The total amount projected for this enhancement is \$60,000 (allocated separately at \$30,000 for Montgomery County and \$30,000 for Prince George's County administrative funds, respectively).



Central Administrative Services

Office of Internal Audit

OVERVIEW

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

MISSION

The mission of the OIA is to provide independent objective audit/review and risk assessment services designed to add value and improve the operations of the Commission. The Chief Internal Auditor reports directly to the Chair and Vice Chair of the Commission.

ACCOMPLISHMENTS

- The OIA passed a peer review in FY15 and was awarded a certificate of Compliance by the Association of Local Government Auditors. Generally accepted government auditing standards (GAGAS) requires all audit organizations to obtain an external peer review at least once every 3 years that is sufficient in scope to provide a reasonable basis for determining whether, for the period under review, the reviewed audit organization's system of quality control was suitably designed and whether the audit organization is complying with its quality control system in order to provide the audit organization with reasonable assurance of conforming with applicable professional standards. (GAO-3.96)
- The OIA facilitated a Commission wide risk assessment in FY15. The risk assessment process identified 47 auditable units/processes and subsequently ranked the inherent risks of each unit/process by impact and likelihood. The results of the risk assessment were used to develop the FY15 audit plan, approved by the Audit Committee.



Central Administrative Services Office of Internal Audit

BUDGET AT A GLANCE

Summary of Office of Internal Audit Budget

	<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
Montgomery County				
Budget				
Expenditures	\$199,278	\$197,139	-1.1%	36.2%
Staffing				
Funded Career Positions	2.00	2.00	0.0%	40.0%
Funded Workyears	2.00	2.00	0.0%	40.0%
<hr/>				
Prince George's County				
Budget				
Expenditures	\$346,447	\$347,035	0.2%	63.8%
Staffing				
Funded Career Positions	3.00	3.00	0.0%	60.0%
Funded Workyears	3.00	3.00	0.0%	60.0%
<hr/>				
Combined Department Total				
Budget				
Expenditures	\$545,725	\$544,174	-0.3%	100.0%
Staffing				
Funded Career Positions	5.00	5.00	0.0%	100.0%
Funded Workyears	5.00	5.00	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The FY16 proposed budget is \$544,174, slightly under (0.3%) the FY15 adopted budget of \$545,725. Total Personnel Services will increase \$18,449 (3.1%) due to internal equity and planned salary adjustments, offset with a decrease in benefit costs. Other Services and Charges reflect a \$5,000 increase in FY15 to cover increased administrative costs, professional memberships, workshops, and general professional services. Chargebacks to Prince George's County increase \$25,000 to account for salary equity adjustments approved in FY15.



Central Administrative Services Office of Internal Audit

GOALS AND PERFORMANCE MEASURES

Goals:

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

Performance Measures: The Chief Internal Auditor is responsible for developing a comprehensive internal audit plan which is approved by the Audit Committee. FY15 audit selection was based on the results of a Commission wide risk assessment facilitated by the OIA.

The FY15 approved audit plan included 21 planned/performance audits (5,688 hours) and 29 other reviews and special projects (1,992 hours) for a total of 50 reviews. Due to an increased number of management advisories and fraud, waste & abuse reviews, the OIA is only expected to complete approximately 16 planned/performance audits (4,579 hours) in FY15. However, the total number of reviews is projected to increase to 59. For FY16, the total number of completed reviews should increase by approximately 6 reviews as OIA does not anticipate any personnel vacancies in FY16 (720 hours budgeted in the FY15 approved audit plan as a result of unfilled positions.)

Types of Audits	Planned/Approved FY15			Estimated FY15			Estimated FY16
	# of Audits	Budgeted Hours	%	# of Audits	Estimated Hours	%	# of Audits
IT Audits (Commission Wide)	6	2250	29.3%	6	2250	29.3%	6
Commission Wide Process/Compliance Audits	10	2218	28.9%	5	1109	14.4%	6
Facility Audits	5	1220	15.9%	5	1220	15.9%	6
Follow-Up Reviews	10	300	3.9%	10	180	2.3%	10
Management Advisories	4	354	4.6%	13	1136	14.8%	15
Fraud, Waste & Abuse	13	1046	13.6%	18	1493	19.4%	20
Special Projects	2	292	3.8%	2	292	3.8%	2
TOTAL	50	7680	100%	59	7680	100%	65



Central Administrative Services Merit System Board

MISSION AND OVERVIEW

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

The Merit System Board oversees the Commission's Merit System, upholds employee rights guaranteed under the Merit System, recommends employment and compensation policies to the Commission, and serves as the final administrative appellate body for employment matters pertaining to non-represented Merit System employees.

PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

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

FY15 ACCOMPLISHMENTS

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

FY16 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.
- Timely review of classification specifications as part of the comprehensive study that requires review and update of all specifications over a three year period.



Central Administrative Services Merit System Board

BUDGET AT A GLANCE

Summary of Merit System Board Budget

	<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
Montgomery County				
Budget				
Expenditures	\$82,810	\$69,769	-15.7%	50.0%
Staffing				
Funded Career Position	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
<hr/>				
Prince George's County				
Budget				
Expenditures	\$82,810	\$69,769	-15.7%	50.0%
Staffing				
Funded Career Position	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
<hr/>				
Combined Department Total				
Budget				
Expenditures	\$165,620	\$139,538	-15.7%	100.0%
Staffing				
Funded Career Position	1.00	1.00	0.0%	100.0%
Funded Workyears	0.50	0.50	0.0%	100.0%

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

Position and workyears remain unchanged from FY15 Levels.

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The FY16 Merit System Board Budget is proposed at \$139,538, which reflects a 15.7% reduction (or \$26,082) from FY15 levels. This reduction is attributed primarily to adjustments in wage and benefit cost as a result of updated personnel projections by the Corporate Budget Office.

Both counties fund the Merit Board's budget equally. The budget provides for one part-time Merit system position that serves as administrator and three part-time contract Board positions (one part-time chair, and two part-time Board members). The salaries of appointed Board members are determined by the Commission through Resolution. Thus, Board member salaries are determined by contract and are not subject to employee wage adjustments. No changes are expected in FY16 to Board member salaries. The proposed salary for the one part-time Merit employee is based on maintaining similar work hours. Total positions remain unchanged for FY16.

In order to maintain its impartiality, the Merit Board has its own funding and office space in the Executive Office Building. The Board's operating budget provides for a small amount of supplies



Central Administrative Services Merit System Board

and materials specifically for the Board and its office. The Other Services and Charges category funds mostly outside legal counsel fees and the cost of transcription for Board hearings. The projected expenditures in this category vary by caseload from year to year and are not predictable. In a heavy caseload year, the Board may have to request supplemental funding.

- Personnel Services: This category, which covers salaries and benefits, decreased by 21.5% or (\$26,898).
- Supplies and Materials: These charges reflect a modest increase of 2% (or \$36) based on Consumer Price Index (CPI) adjustments.
- Other Services and Charges: These charges reflect a modest increase of 2% (or \$780) based on CPI adjustments.



Central Administrative Services

CAS Support Services

MISSION AND OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

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

Expenses covered by the CAS Support Services budget include:

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

FY15 ACCOMPLISHMENTS

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

FY16 PRIORITIES

- Evaluate expenditures for additional cost savings through competitive bidding and sustainability initiatives such as enhanced recycling.



Central Administrative Services

CAS Support Services

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<i>Montgomery County</i>				
Budget				
Expenditures	\$536,957	\$623,856	16.2%	44.7%
<i>Prince George's County</i>				
Budget				
Expenditures	\$653,634	\$771,796	18.1%	55.3%
<i>Combined Total</i>				
Budget				
Expenditures	\$1,190,591	\$1,395,652	17.2%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The total proposed FY16 budget is \$ 1,395,652, representing a 17.2% (or \$205,061 increase) from FY15 levels. This is primarily due to a small increase in occupancy rates at the Executive Office Building (EOB) operations of an aging infrastructure and systems, recognition of copier expense that was previously absorbed under DHRM budget; and the addition of external lease/rent to address housing of staff that cannot be accommodated within the existing EOB facility all of which are explained in greater detail below.

Based on the cost allocation analysis by the Corporate Budget Office, the Commission supported the FY16 budget changes to funding allocation between the counties. These changes, which were made to reflect cost drivers, change the split to 44.7% Montgomery County and 55.3% Prince George's County. This allocation shifts 0.4% from Montgomery to Prince George's as compared to FY15.

The Support Services budget does not include funding for any staff. The largest portion of the CAS budget (64% or \$885,976) is attributed to charges paid by CAS for EOB office space and building operations. These charges, along with other components are described below:

- Personnel Services costs for reimbursement of unemployment insurance for the State of Maryland. These charges increased 4.8% (or \$480) to cover projected unemployment costs.
- Supplies and Materials which cover small office fixtures, communication equipment and other office supplies shared by departments/units in the building are proposed to decrease by 26.5% (or \$9,000) based on cost containment measures including greater recycling/reuse of office fixtures.
- Other Services and Charges (OS&C) category includes expenses for occupancy of EOB, technology, utilities, postage, lease of copiers, and equipment repairs and maintenance. OS&C also provides funds for the CAS share of risk management and partial funds for the contract of equipment and services for the Document Production Services Center. This category increased 18.5% (or \$213,581) primarily due to the following:



Central Administrative Services

CAS Support Services

- An 11% increase (\$2.32/sq. ft.) in occupancy costs for CAS units housed at EOB. This adjustment is necessary to cover operating costs associated with being housed in an aging building without use of fund balance. In FY15, the occupancy rate was supplemented by the use of \$120,839 in fund balance. The adjusted rate does not rely on fund balance and more appropriately reflects costs associated with an aging infrastructure and systems.
- \$90,000 in reallocated budgeted costs for copier maintenance/lease agreements. This item was previously included under the DHRM budget and was shifted to CAS Support Services as it represents charges for shared printing/publication among CAS departments.
- \$75,000 for external lease/rent to address the housing of staff that cannot be accommodated within the existing EOB facility. The current building layout provides inadequate workspaces to house the authorized staff positions. While we have reworked existing office/storage spaces to house staff, the structural design of the building poses a number of challenges. In FY15, there is a shortage of at least six (6) workspaces. In FY16, the problem will worsen as four (4) additional workspaces will be needed.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	1,411,650	1,798,661	1,863,541	3.6%
Supplies and Materials	21,654	36,354	36,319	-0.1%
Other Services and Charges	518,024	348,451	294,879	-15.4%
Capital Outlay	6,912	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(228,405)	(153,393)	(159,529)	4.0%
Total	1,729,834	2,030,073	2,035,210	0.3%
Prince George's County				
Personnel Services	1,772,762	2,316,968	2,480,378	7.1%
Supplies and Materials	27,193	46,646	48,341	3.6%
Other Services and Charges	650,540	447,099	392,484	-12.2%
Capital Outlay	8,680	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(286,834)	(406,829)	(423,102)	4.0%
Total	2,172,341	2,403,884	2,498,101	3.9%
Combined Total				
Personnel Services	3,184,412	4,115,629	4,343,919	5.5%
Supplies and Materials	48,847	83,000	84,660	2.0%
Other Services and Charges	1,168,564	795,550	687,363	-13.6%
Capital Outlay	15,592	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(515,239)	(560,222)	(582,631)	4.0%
Total	3,902,175	4,433,957	4,533,311	2.2%
Department of Finance				
Montgomery County				
Personnel Services	3,221,885	3,089,552	3,202,653	3.7%
Supplies and Materials	77,896	79,900	79,900	0.0%
Other Services and Charges	592,227	663,263	697,318	5.1%
Capital Outlay	6,071	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(983,829)	(757,200)	(791,800)	4.6%
Total	2,914,251	3,075,515	3,188,071	3.7%
Prince George's County				
Personnel Services	3,677,226	4,169,302	4,263,935	2.3%
Supplies and Materials	88,905	104,300	104,300	0.0%
Other Services and Charges	675,926	866,491	912,186	5.3%
Capital Outlay	6,930	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,122,871)	(1,490,000)	(1,525,200)	2.4%
Total	3,326,115	3,650,093	3,755,221	2.9%
Combined Total				
Personnel Services	6,899,111	7,258,854	7,466,588	2.9%
Supplies and Materials	166,801	184,200	184,200	0.0%
Other Services and Charges	1,268,153	1,529,754	1,609,504	5.2%
Capital Outlay	13,001	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(2,106,700)	(2,247,200)	(2,317,000)	3.1%
Total	6,240,366	6,725,608	6,943,292	3.2%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
Legal Department				
Montgomery County				
Personnel Services	1,811,129	1,837,794	1,780,896	-3.1%
Supplies and Materials	18,040	16,688	16,032	-3.9%
Other Services and Charges	442,098	232,603	230,457	-0.9%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(805,075)	(578,119)	(574,220)	-0.7%
Total	1,466,192	1,508,966	1,453,165	-3.7%
Prince George's County				
Personnel Services	996,388	1,438,408	1,529,319	6.3%
Supplies and Materials	9,924	13,112	13,768	5.0%
Other Services and Charges	243,219	182,759	197,901	8.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(442,910)	(711,018)	(734,719)	3.3%
Total	806,621	923,261	1,006,269	9.0%
Combined Total				
Personnel Services	2,807,517	3,276,202	3,310,215	1.0%
Supplies and Materials	27,964	29,800	29,800	0.0%
Other Services and Charges	685,317	415,362	428,358	3.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,247,985)	(1,289,137)	(1,308,939)	1.5%
Total	2,272,813	2,432,227	2,459,434	1.1%
Merit System Board				
Montgomery County				
Personnel Services	58,210	62,410	48,961	-21.5%
Supplies and Materials	139	900	918	2.0%
Other Services and Charges	10,412	19,500	19,890	2.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	68,761	82,810	69,769	-15.7%
Prince George's County				
Personnel Services	58,210	62,410	48,961	-21.5%
Supplies and Materials	139	900	918	2.0%
Other Services and Charges	10,412	19,500	19,890	2.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	68,761	82,810	69,769	-15.7%
Combined Total				
Personnel Services	116,421	124,820	97,922	-21.5%
Supplies and Materials	278	1,800	1,836	2.0%
Other Services and Charges	20,823	39,000	39,780	2.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	137,522	165,620	139,538	-15.7%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
Office of Internal Audit				
Montgomery County				
Personnel Services	158,950	189,678	186,009	-1.9%
Supplies and Materials	6,942	5,500	5,500	0.0%
Other Services and Charges	9,636	4,100	5,630	37.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(22,224)	-	-	-
Total	153,304	199,278	197,139	-1.1%
Prince George's County				
Personnel Services	270,181	399,747	421,865	5.5%
Supplies and Materials	11,799	9,500	9,500	0.0%
Other Services and Charges	16,380	7,200	10,670	48.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(37,776)	(70,000)	(95,000)	35.7%
Total	260,583	346,447	347,035	0.2%
Combined Total				
Personnel Services	429,131	589,425	607,874	3.1%
Supplies and Materials	18,741	15,000	15,000	0.0%
Other Services and Charges	26,016	11,300	16,300	44.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(60,000)	(70,000)	(95,000)	35.7%
Total	413,887	545,725	544,174	-0.3%
CAS Support Services				
Montgomery County				
Personnel Services	3,610	4,510	4,685	3.9%
Supplies and Materials	12,148	15,334	11,175	-27.1%
Other Services and Charges	470,724	517,113	607,997	17.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	486,482	536,957	623,857	16.2%
Prince George's County				
Personnel Services	3,610	5,490	5,795	5.6%
Supplies and Materials	12,148	18,666	13,825	-25.9%
Other Services and Charges	470,724	629,478	752,175	19.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	486,482	653,634	771,795	18.1%
Combined Total				
Personnel Services	7,220	10,000	10,480	4.8%
Supplies and Materials	24,296	34,000	25,000	-26.5%
Other Services and Charges	941,448	1,146,591	1,360,172	18.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	972,964	1,190,591	1,395,652	17.2%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 <u>Actual</u>	FY 15 <u>Adopted</u>	FY 16 <u>Proposed</u>	% <u>Change</u>
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	6,665,435	6,982,605	7,086,745	1.5%
Supplies and Materials	136,818	154,676	149,844	-3.1%
Other Services and Charges	2,043,121	1,785,030	1,856,171	4.0%
Capital Outlay	12,983	-	-	-
Other Classifications	-	-	-	-
Chargebacks	<u>(2,039,533)</u>	<u>(1,488,712)</u>	<u>(1,525,549)</u>	<u>2.5%</u>
Total	<u>6,818,824</u>	<u>7,433,599</u>	<u>7,567,211</u>	<u>1.8%</u>
Prince George's County				
Personnel Services	6,778,377	8,392,325	8,750,253	4.3%
Supplies and Materials	150,108	193,124	190,652	-1.3%
Other Services and Charges	2,067,200	2,152,527	2,285,306	6.2%
Capital Outlay	15,610	-	-	-
Other Classifications	-	-	-	-
Chargebacks	<u>(1,890,391)</u>	<u>(2,677,847)</u>	<u>(2,778,021)</u>	<u>3.7%</u>
Total	<u>7,120,904</u>	<u>8,060,129</u>	<u>8,448,190</u>	<u>4.8%</u>
Combined Total				
Personnel Services	13,443,812	15,374,930	15,836,998	3.0%
Supplies and Materials	286,926	347,800	340,496	-2.1%
Other Services and Charges	4,110,321	3,937,557	4,141,477	5.2%
Capital Outlay	28,593	-	-	-
Other Classifications	-	-	-	-
Chargebacks	<u>(3,929,924)</u>	<u>(4,166,559)</u>	<u>(4,303,570)</u>	<u>3.3%</u>
Total	<u>13,939,728</u>	<u>15,493,728</u>	<u>16,015,401</u>	<u>3.4%</u>



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 14		FY 15		FY 16	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	16.00	15.75	16.00	15.75	16.50	15.75
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	15.75	16.00	15.75	16.50	15.75
Term Contract	-	-	-	-	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(1.75)	-	(1.00)	-	(0.75)
Subtotal Dept of Hmn. Res. & Mgmt.	16.00	14.00	16.00	14.75	17.00	15.50
<i>Prince George's County</i>						
Full-Time Career	21.00	21.00	21.00	20.75	20.50	19.75
Part-Time Career	-	-	-	-	-	-
Career Total	21.00	21.00	21.00	20.75	20.50	19.75
Term Contract	-	-	-	-	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(3.00)	-	(2.00)	-	(0.75)
Subtotal Dept of Hmn. Res. & Mgmt.	21.00	18.00	21.00	18.75	21.00	19.50
TOTAL						
Full-Time Career	37.00	36.75	37.00	36.50	37.00	35.50
Part-Time Career	-	-	-	-	-	-
Career Total	37.00	36.75	37.00	36.50	37.00	35.50
Term Contract	-	-	-	-	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(4.75)	-	(3.00)	-	(1.50)
Total Dept of Hmn. Res. & Mgmt.	37.00	32.00	37.00	33.50	38.00	35.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	26.00	26.00	26.00	26.00	26.00	26.00
Part-Time Career	0.40	0.30	0.40	0.30	0.40	0.30
Career Total	26.40	26.30	26.40	26.30	26.40	26.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(2.00)	-	(2.00)	-	(1.11)
Subtotal Department of Finance	26.40	24.30	26.40	24.30	26.40	25.19
<i>Prince George's County</i>						
Full-Time Career	34.00	34.00	34.00	34.00	34.00	34.00
Part-Time Career	0.60	0.30	0.60	0.30	0.60	0.30
Career Total	34.60	34.30	34.60	34.30	34.60	34.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(2.60)	-	(2.60)	-	(1.49)
Subtotal Department of Finance	34.60	31.70	34.60	31.70	34.60	32.81
TOTAL						
Full-Time Career	60.00	60.00	60.00	60.00	60.00	60.00
Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.60
Career Total	61.00	60.60	61.00	60.60	61.00	60.60
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(4.60)	-	(4.60)	-	(2.60)
Total Department of Finance	61.00	56.00	61.00	56.00	61.00	58.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 14		FY 15		FY 16	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	12.70	12.50	12.70	12.50	13.70	13.50
Part-Time Career	-	-	-	-	-	-
Career Total	12.70	12.50	12.70	12.50	13.70	13.50
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.70	13.50	13.70	13.50	13.70	13.50
<i>Prince George's County</i>						
Full-Time Career	10.30	10.00	10.30	10.00	10.30	10.00
Part-Time Career	-	-	-	-	-	-
Career Total	10.30	10.00	10.30	10.00	10.30	10.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	10.30	10.00	10.30	10.00	10.30	10.00
TOTAL						
Full-Time Career	23.00	22.50	23.00	22.50	24.00	23.50
Part-Time Career	-	-	-	-	-	-
Career Total	23.00	22.50	23.00	22.50	24.00	23.50
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	24.00	23.50	24.00	23.50	24.00	23.50
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
TOTAL						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	0.50	1.00	0.50	1.00	0.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	1.00	0.50	1.00	0.50	1.00	0.50



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 14		FY 15		FY 16	
	Actual POS	WYS	Adopted POS	WYS	Proposed POS	WYS
OFFICE OF INTERNAL AUDIT						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(0.50)	-	-	-	-
Subtotal Office of Internal Audit	2.00	1.50	2.00	2.00	2.00	2.00
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(0.50)	-	-	-	-
Subtotal Office of Internal Audit	3.00	2.50	3.00	3.00	3.00	3.00
TOTAL						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(1.00)	-	-	-	-
Total Office of Internal Audit	5.00	4.00	5.00	5.00	5.00	5.00
TOTAL CENTRAL ADMINISTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	57.20	56.50	57.20	56.50	58.70	57.50
Part-Time Career	0.40	0.30	0.40	0.30	0.40	0.30
Career Total	57.60	56.80	57.60	56.80	59.10	57.80
Term Contract	1.00	1.00	1.00	1.00	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(4.25)	-	(3.00)	-	(1.86)
Subtotal CAS	58.60	53.55	58.60	54.80	59.60	56.44
<i>Prince George's County</i>						
Full-Time Career	68.80	68.25	68.80	68.00	68.30	67.00
Part-Time Career	0.60	0.30	0.60	0.30	0.60	0.30
Career Total	69.40	68.55	69.40	68.30	68.90	67.30
Term Contract	-	-	-	-	0.50	0.50
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(6.10)	-	(4.60)	-	(2.24)
Subtotal CAS	69.40	62.45	69.40	63.70	69.40	65.56
TOTAL						
Full-Time Career	126.00	124.75	126.00	124.50	127.00	124.50
Part-Time Career	1.00	0.60	1.00	0.60	1.00	0.60
Career Total	127.00	125.35	127.00	125.10	128.00	125.10
Term Contract	1.00	1.00	1.00	1.00	1.00	1.00
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	(10.35)	-	(7.60)	-	(4.10)
Total CAS	128.00	116.00	128.00	118.50	129.00	122.00



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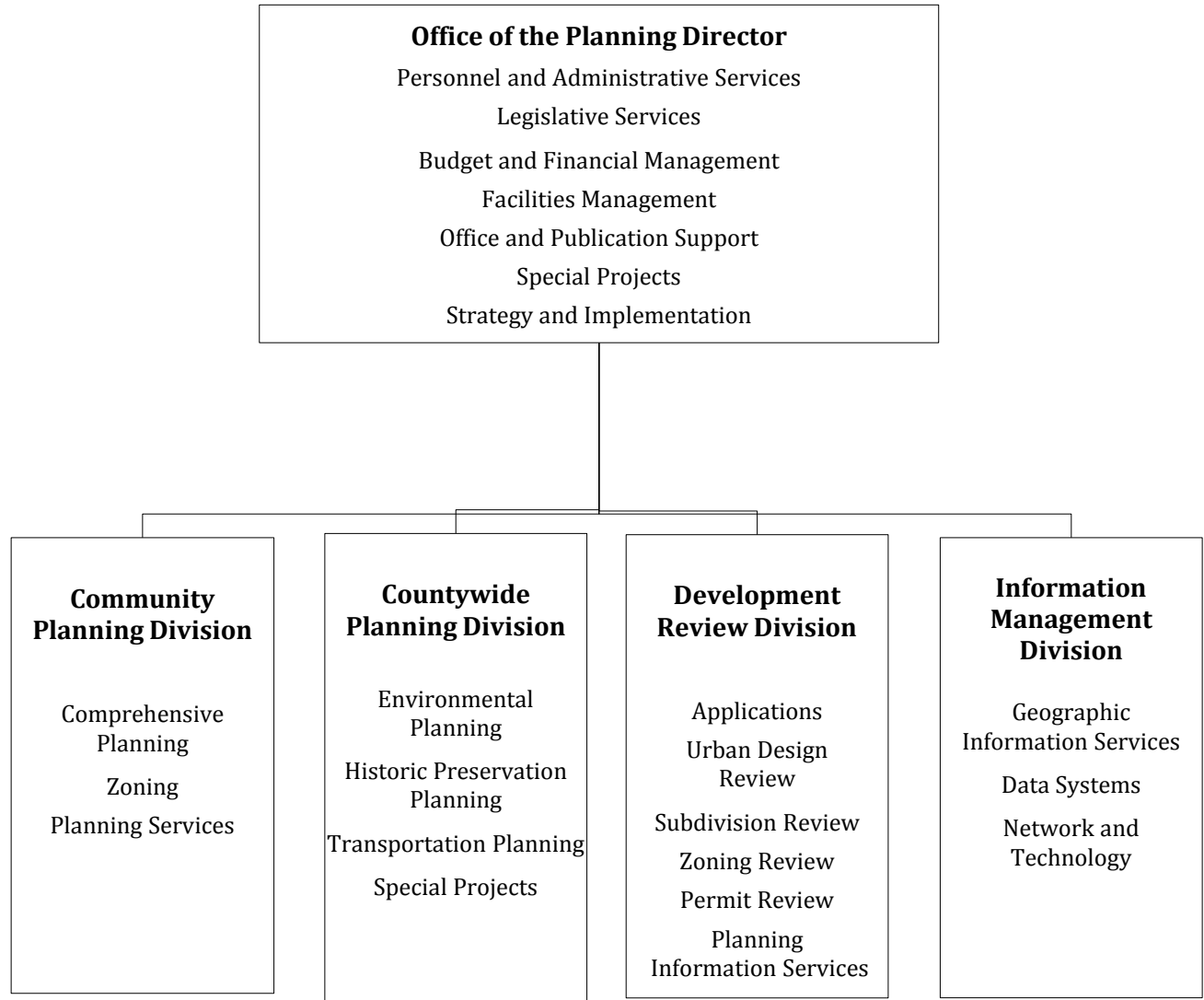
Planning Department

(Administration Fund)

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ORGANIZATIONAL STRUCTURE



Prince George's County Planning Department

EXECUTIVE OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

The Prince George's County Planning Department:

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



ACCOMPLISHMENTS

- **Director's Office accomplishments include:**
 - Plan Prince George's 2035 (General Plan Update) was approved by the District Council on May 6, 2014 with amendments (CR-26-2014). Plan Prince George's 2035 (General Plan Update) builds on the 2002 Prince George's County Approved General Plan and will help the county address existing, changing, and new priorities, such as public safety, sustainability, and transit oriented development
 - Worked with The Kentland/Palmer Park community to develop an application and action plan to obtain a sustainable communities designation from Maryland's Department of Housing and Community Development (DHCD). The Kentland/Palmer Park (TNI) focus area received the "Sustainable Community Designation" from the State of Maryland Department of Housing and Community Development. The "Sustainable Community Designation" provides local governments and community development organizations with funding mechanisms for essential projects aimed at strengthening communities through activities such as business retention and attraction, encouraging homeownership and commercial revitalization. Sustainable Communities is a place-based community revitalization designation offering a comprehensive package of resources

- **Community Planning Division accomplishments include:**
 - Completion of the following plans, studies and special projects: College Park-Riverdale Park Transit District Development Plan and Landover Metro Area and MD 202 Corridor Sector Plan, and initiation of the East Riverdale-Beacon Heights Purple Line Station Areas Sector Plan; Greater Chillum Community Study; Mt. Rainier Architectural Conservation Plan and Architectural Conservation Overlay Zone; and, brochure for the CoreNet Global Conference at National Harbor for the Economic Development Corporation
 - Planning Board adoption of the Prince George's Plaza Transit District Development Plan and Transit District Overlay Zone and progress on short term implementation activities
 - Preparation of Sustainable Community applications and award of Sustainable Community Designation for Suitland-Naylor, Landover Hills and New Carrollton, Camp Springs, and Riverdale/Bladensburg
 - Staff support to develop and implement strategies to improve conditions in six Transforming Neighborhood Initiative communities: East Riverdale -Bladensburg, Glassmanor-Oxon Hill, Hillcrest-Marlow Heights, Kentland-Palmer Park, Langley Park, and Suitland-Coral Hills including grant application and award and technical assistance on the Langley Park TNI Community Legacy streetscape improvement and beautification projects, and preparation of design concepts for revitalizing of a key community shopping center
 - Execution of professional services contracts for several projects/plans and studies including the following: East Riverdale-Beacon Heights and Cheverly Sector Plans
 - Continued implementation of recommendations in the Joint Base Andrews Joint Land Use Study pertaining to land use compatibility and to clear development in the Clear Zone north of Joint Base Andrews
 - Continuation of support to the Branch Avenue in Bloom Program on revitalization activities in the Naylor Road Metro Station Core and St. Barnabas Road areas
 - Support to the Westphalia Stakeholders Group including efforts to establish a governance strategy and establish guidelines for entryway and business signage; also support to the Westphalia Development Review Council
 - Continued support and technical assistance to the Town of Upper Marlboro on implementation of the Sustainable Community priorities including obtaining a \$30,000 technical assistant grant for a pedestrian and bicycle accessibility study; initiating a plan for streetscape improvements in the town core; seeking a \$300,000 state grant to create a



Prince George's County Planning Department

- façade improvement; and facilitating work to assess conditions and improvement plan for the historic Old Marlboro High School
- Continued assignment of staff resources and technical support for the Zoning Code Rewrite core team, various working groups, M-U-TC Local Review Design Committees and interim zoning ordinance amendments
- Support on efforts to facilitate development and activity in priority Metro station areas: Prince George's Plaza, New Carrollton, Largo, Branch Avenue and Suitland
- **Countywide Planning Division accomplishments include:**
 - Approval of Plan Prince George's 2035, the county's new umbrella land use plan
 - Completed first phase of public outreach for the County's new zoning and subdivision ordinances, and consultant's Evaluation and Recommendations Report outlining a recommended structure for the new ordinances
 - Managed the County's first successful application for certification of its land preservation programs by the Maryland Agricultural Land Preservation Foundation (MALPF), allowing the County to begin retaining 75% of agricultural transfer tax revenues for local use
 - Analyzed buying power and demographics of personnel located on Joint Base Andrews, in order to support County economic development efforts
 - Provided data and research to numerous business entities interested in locating or expanding in the County
 - Created Retail Opportunities Book used by the County to attract new retail at the International Conference of Shopping Centers
 - Administered \$250,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local non-profit organizations
 - Approval of new overlay zone boundaries to protect sensitive land within the Chesapeake Bay Critical Area (CBCA), and new legislation to streamline CBCA reviews
 - Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay
 - Land use analysis for Water and Sewer Plan Amendment cycles and the update of the Water and Sewer Plan
 - Implemented pedestrian and bicycle APF guidelines required by CB-2-2012, resulting in more pedestrian and bicycle amenities in new development projects
 - Assisted the County's Bicycle and Trail Advisory Group, the Transportation Planning Board Technical Committee, and the Transportation Planning Board Travel Forecasting and Bicycle/Pedestrian Subcommittees
 - Provided data and research to the Board of Education for its annual Educational Facilities Master Plan
 - Reviewed all major projects to be built by federal, state and county government agencies, to ensure community awareness and enhance project design (State-mandated "mandatory referral" process)
 - Successful co-location of Environmental Planning Section staff to DPIE to improve customer service
 - Supported DPIE's update of the County's Floodplain Ordinance



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- **Development Review Division accomplishments include:**
 - Analyzed approximately 374 applications for zoning map amendments, special exceptions, conceptual and detailed site plans, preliminary plans, and final plats of subdivision for conformance with County plans, policies, and development regulations
 - Processed approximately 34,700 permits in FY14
 - Responded to almost 10,150 inquiries from the general public in FY14
 - Processed a detailed site plan for the MGM Resort at National Harbor. This development will include entertainment and entertainment related uses, retail uses, 300-room hotel, conference/assembly rooms, 3,000-seat performance theater, numerous restaurant spaces equal to approximately 1,737 seats; and a 4,797-space parking garage. Marking a nearly one billion dollar investment in Prince George's County, this facility is intended to be one of the premier entertainment venues in the United States
 - In conjunction with Countywide Planning, continued organization and research on the Zoning/Subdivision Ordinance rewrite to simplify the ordinances and make them more responsive to newer planning initiatives related to infill and transit-oriented development

- **Information Management Division accomplishments include:**
 - Executed two multiyear Data Systems contracts:
 - Selected new contractor to provide programming support for the Planning Department applications and databases
 - Selected new contractor to provide document scanning services for the Planning Department's document imaging system
 - Responded to over 130 internal and external requests for data extracts, reports, and user support. Customers included municipalities, the County Executive's Office, the County Council, educational institutions, and numerous private sector businesses
 - Completed major upgrade to servers, software and databases that support the Planning Department's document imaging system
 - Built infrastructure for virtualization servers and desktops to improve system administration and management
 - Collaborated with other Commission Departments to complete the installation of a new WAN (wide area network) connection to improve network redundancy
 - Collaborated with Central Administrative Services to move production servers and remote desktop services into VMWare virtualization environment
 - The Ortho-image mapping and Planimetric Update Project is in progress. About 50% completed
 - PGAtlas rewrite and upgrade continues with 80% of project completed
 - Updated 54 countywide GIS layers in the SDE
 - Data and map services continued. Responded to over 205 internal and external requests for map, data, report, and technical services. Customers included municipalities, the County Executive's Office, the County Council, educational institutions, and numerous private sector businesses



Prince George's County Planning Department

SUMMARY OF DEPARTMENT BUDGET

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2016

	FY 15 Adopted	FY 16 Proposed	% Change
Planning Department			
Director's Office	\$ 4,668,016	\$ 4,387,415	-6.0%
Development Review	5,575,857	5,971,328	7.1%
Community Planning	5,629,846	5,094,566	-9.5%
Information Management	5,332,668	5,699,463	6.9%
County-Wide Planning	6,465,122	7,187,695	11.2%
Support Services	8,505,500	7,560,500	-11.1%
Grants	138,000	144,600	4.8%
Subtotal Planning Department	36,315,009	36,045,567	-0.7%
Transfers Out	30,000	30,000	0.0%
Total Department	\$ 36,345,009	\$ 36,075,567	-0.7%

The Prince George's County Planning Department's FY16 proposed budget total is \$36,075,567, which is \$269,442—or 0.7%—less than the Adopted FY15 Operating Budget and within the spending limit set in the Commission's most recent 6-Year Projection model.

Personnel Salaries and Wages

Included in the total proposed budget is \$21,548,467 for personnel compensation and benefit costs, which is \$467,758 more than the Adopted FY15 Operating Budget. This increase is primarily the result of increased costs for medical insurance and adjustments made to upgrade current vacant positions to higher grades in order to meet work program needs. These increases are offset by budgeted lapsed salary totaling \$300,000. The personnel salaries and wages identified do not include funding for cost-of-living adjustments (COLA) or merit increases for staff.

Also included in the total proposed budget is \$14,497,100 for non-personnel costs, which is \$737,200 or 4.8% less than the FY15 adopted Budget.

Supplies and Materials

The proposed budget for Supplies and Materials is \$596,200, which is a decrease of \$44,200 (6.9 %) from the adopted FY15 figure. The decrease is primarily the result of one-time costs for office furnishings included in the FY15 adopted budget that will not carry forward in FY16.

Other Services and Charges

The budget proposed for Other Services and Charges is \$13,467,400, which is a decrease of \$689,500 (4.9 %) from the adopted FY15 total. This category primarily funds expenses such as professional consulting services, printing services, and funding for the Department's Historic Preservation Grant Program.

Capital Outlay

The capital outlay budget proposal is \$160,000, which is a decrease of \$10,000 (5.9 %) under the FY15 total.



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Support Services

The support services budget is \$7,560,500 or \$945,000 less than the adopted FY15 figure. This decrease is primarily the result of reductions totaling \$933,333 for County project charges and \$56,000 in reductions for the lease and maintenance of walk-up copiers. The reductions are offset by inflationary increases for discretionary line items and a \$20,200 increase for office space rental at the County Administration Building, \$71,200 increase for the Planning Department's contribution to the Risk Management Fund, and \$71,900 increase for Microsoft Cloud subscriptions and KRONOS upgrades.

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The FY16 work program contains resources for ongoing development review, planning, data maintenance activities, community/municipal outreach, and the completion of projects started in prior years. The FY16 budget also includes resources for continued planning efforts for multiyear small community plans and studies approved in FY15. These include the Cheverly Sector Plan and Sectional Map Amendment (SMA), College Park/Riverdale Park Transit District Development Plan and Transit District Development Plan (TDDP/TDOZ) Update, East Riverdale/Beacon Heights Sector Plan and SMA, Green Infrastructure Functional Master Plan, Morgan Boulevard Metro Station/Summerfield Area Sector Plan and SMA, Primary Healthcare Plan, Prince George's Plaza TDDP/TDOZ, and the Subregion 4 Employment Action Plan.

In FY16, the Planning Department will continue with implementation efforts that began in prior years. These include the Historic Preservation Implementation Strategy, Industrial Zone Implementation Policies, Joint Base Andrews Joint Land Use Study (JLUS) Implementation Committee assignments, Landover Gateway Sector Plan Implementation, Mount Vernon Viewshed Overlay Zone, Master Plan of Transportation (MPOT) Strategic Transportation Implementation, City of Mt. Rainier Mixed-Use Town Center Zone Implementation, Scenic Byways Corridor Management Plan Implementation, Southern Green Line Transit-Oriented Development Corridor Action Plan Implementation, Subregion 4 Transit-Oriented Development (TOD) Implementation Plan, Town of Upper Marlboro Action Plan/Greater Upper Marlboro Strategy Implementation, Trails Policy Implementation, and Westphalia Sector Plan Implementation.

New work programs and projects proposed to begin in FY16 include the following, which are described in detail within the division's narrative of this proposal:

- Adaptive Reuse of Sand and Gravel
- Bowie Sustainability Plan
- Downtown Development Programs
- Innovation Corridor Action Plan

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

- \$557,200 in maintenance agreements for major equipment, including computer hardware, computer software, geographic information systems, workstations, printers, etc.
- \$50,200 for janitorial services at the Lakeside offices.
- \$46,000 for Lakeside office condominium fees.
- \$719,800 for County Administration Building (CAB) office space rent (including utilities).
- \$204,600 for telephones and postage.
- \$187,000 for the lease, service, supplies, and maintenance of printing/copying equipment.
- \$56,900 for utilities at the Lakeside offices.
- \$5,625,166 in project charges paid to the county government other than CAB rent, including:
 - \$250,000 for People's Zoning Counsel.



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- \$1,675,433 for the Zoning Enforcement Unit (this includes inspections for new construction).
- \$155,300 for the Water and Sewer Planning Unit.
- \$78,500 for administering tax collection.
- \$340,500 for the GIS program.
- \$65,000 to administer the County's Enterprise Zones.
- \$1,336,200 in permits and inspections for M-NCPPC (Department of Environmental Resources Inspection Division).
- \$699,867 for engineering inspection and permitting—Department of Public Works and Transportation (DPW&T).
- \$729,700 for support of redevelopment projects.
- \$294,666 for Economic Development Corporation General Plan Goals.

WORK PROGRAM PRIORITY

PLANNING

Updating the General Plan by:

- Continuing efforts on Plan Prince George's 2035, which is an update of the 2002 Prince George's County Approved General Plan and, when approved, will replace the 2002 plan.

Implementing the General Plan through:

- Completion of a variety of area master, sector, or transit district development plans started in previous years. This includes the Central Branch Avenue (MD5) Sector Plan, Central Branch Avenue Sectional Map Amendment, Cheverly Sector Plan and Sectional Map Amendment, Eastover/Forest Heights/MD210 Sector Plan and SMA, Greenbelt Metro Area Sector Plan and SMA, Landover Metro/MD202 Corridor Sector Plan and SMA, Langley Park/Takoma Park Area SMA, and Largo Lottsford Sector Plan and SMA.
- Continuing work on the following: Chillum Neighborhood Study and Action Plan, College Park/Riverdale Park TDDP/TDOZ Update, Comprehensive Mixed Use Zone Tool Handbook, and the Greenbelt Metro Area Sector Plan and SMA.
- Initiating the Prince George's Plaza TDDP/TDOZ Update.
- Completing the Purple Line Corridor Transit-Oriented Development (TOD) Station Design and Access Study.
- Implementing strategies identified in Plan Prince George's 2035 through development of the Priority Investment Districts (PIDs) and the Primary Employment Areas (PEAs).

PLAN IMPLEMENTATION

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

- Continuing implementation functions for a variety of area master, sector, or transit district development plans completed in previous fiscal years. This includes the Bowie State University/Bowie MARC Station Implementation Plan, Branch Avenue in Bloom, Central Branch Avenue Revitalization Sector Plan Implementation, Community Legacy/Sustainable Communities Plans, Eastover Shopping Center/Forest Heights/MD 210 Plan Implementation, Historic Preservation Implementation Strategy, Industrial Zone Implementation Policies, Joint Base Andrews Joint Land Use Study (JLUS) Implementation Committee assignments, Landover



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Gateway Sector Plan Implementation, Mount Vernon Viewshed Overlay Zone, Master Plan of Transportation (MPOT), Strategic Transportation Implementation, City of Mt. Rainier Mixed-Use Town Center Zone Implementation, Scenic Byways Corridor Management Plan Implementation, Southern Green Line Transit-oriented Development Corridor Action Plan Implementation, Subregion 4 Transit-Oriented Development (TOD) Implementation Plan, Town of Upper Marlboro Action Plan/Greater Upper Marlboro Strategy Implementation, Trails Policy Implementation, and Westphalia Sector Plan Implementation.

Helping to shape livable communities through implementation of the Approved Countywide Green Infrastructure Plan by:

- Completing update to the Functional Master Plan of Green Infrastructure for the county.

Helping to improve economic development around Metro stations by:

- Continuing implementation efforts under the Southern Green Line TOD Corridor Action Plan work program and the Subregion 4 TOD Implementation Plan work program.

DEVELOPMENT REVIEW

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

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

COMMUNITY PARTICIPATION AND OUTREACH

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

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

ADMINISTRATION

- Continuing to explore ways of retaining, training, and recruiting sufficient staff to meet program demands in collaboration with the central Human Resources function.
- Implementing Strategic Plan 2018, which will address four important questions: What are the Department's values? Where is the Department going? How will the Department get there? How will we know if we got there or if we are on the right path? In FY16, a Strategic Plan work group consisting of staff throughout the Department will continue to monitor the implementation of the plan and make revisions as necessary.
- Keeping abreast of changing technology and strategically planning and implementing new solutions to meet the priorities of our customers.



Prince George's County Planning Department

STAFF WEEKS

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

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

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

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

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

N—New One Year—Projects that are anticipated to begin, and be completed, in FY15.

NM—New Multiyear—Projects that are proposed to begin in FY15 and will not be completed in that year.



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Staff Week Summary

PROGRAMS AND PROJECTS	Adopted FY15	Proposed FY16	Net Change	% Change
I. COUNTYWIDE PLANNING	548	720	172	31.4%
Agriculture Preservation Support [C]	39	21	-18	
Archeological Review [C]	18	55	37	
Environmental Planning [C]	12	86	74	
Historic Area Work Permit Review [C]	41	39	-2	
Historic Preservation Grant Program Administration [C]	22	31	9	
Historic Preservation Planning [C]	49	67	18	
MDP Annual Report [C]	23	32	9	
Primary Healthcare Plan [M]	16	91	75	
Public Facilities Planning [C]	54	68	14	
Support to Historic Preservation Commission [C]	109	78	-31	
Transportation Planning [C]	72	58	-14	
Water and Sewer Planning [C]	23	24	1	
Watershed Planning [C]	70	70	0	
II. DOWNTOWN DEVELOPMENT	135	351	216	160.0%
Downtown Development Programs [NM]	0	260	260	
Prince Georges Plaza TDDP/TDOZ [M]	135	91	-44	
III. INNOVATION CORRIDOR	0	110	110	110.0%
Innovation Corridor Action Plan [NM]	0	110	110	
IV. TRANSFORMING NEIGHBORHOODS INITIATIVE	133	174	41	30.8%
Transforming Neighborhoods Initiative [M]	133	174	41	
V. REGULATORY AND POLICY FRAMEWORK	657	716	59	9.0%
Green Infrastructure Functional Master Plan [M]	21	40	19	
Historic Preservation Implementation Strategy [M]	45	42	-3	
Major Revision of Zoning Ordinance and Other Regulations [M]	401	502	101	
MPOT Implementation [M]	48	15	-33	
New Transportation Model [M]	90	70	-20	
Trails Policies Implementation [C]	52	47	-5	
VI. LOCAL OPPORTUNITIES	547	1133	586	107.1%
Adaptive Reuse of Sand and Gravel Operations [NM]	0	52	52	
Bowie Sustainability Plan [NM]	0	10	10	
Branch Ave. in Bloom [M]	25	57	32	
Cheverly Sector Plan and Sectional Map Amendment [M]	105	191	86	
College Park/Riverdale Park TDDP/TDOZ Update [M]	50	49	-1	
Community Legacy/Sustainable Communities Plans [M]	22	110	88	
East Riverdale/Beacon Heights Sector Plan and SMA [M]	0	259	259	
Joint Base Andrews JLUS Implementation Com. [M]	91	38	-53	
Morgan Boulevard Metro Station – Summerfield Area Sector Plan and SMA [M]	0	100	100	



Prince George's County Planning Department

PROGRAMS AND PROJECTS	Adopted FY15	Proposed FY16	Net Change	% Change
Mt. Rainier Architectural Conservation Plan and Overlay Zone [M]	77	25	-52	
Planning Assistance to Municipalities [C]	115	149	34	
Subregion 4 Employment Action Plan (formerly Industrial Zone Implementation Policies (Identified in Subregion IV Plan) [M]	62	93	31	
VII. INTERGOVERNMENTAL COORDINATION	565	742	177	31.3%
Intergovernmental and Private Sector Coordination [C]	341	375	34	
Requests from Other Departments/Agencies [C]	224	367	143	
VIII. DEVELOPMENT REVIEW ACTIVITIES	2,664	3,080	416	15.6%
Assigning Street Names/House Numbers [C]	29	25	-4	
Information Center [C]	251	302	51	
Mandatory Referral	0	203	203	
Processing of All Permits [C]	779	820	41	
Processing Alternative Compliance [C]	28	22	-6	
Processing Chesapeake Bay Critical Area Plans [C]	57	71	14	
Processing CPD's and SDP's [C]	214	265	51	
Processing Concept./Detailed Site Plans [C]	449	448	-1	
Processing Subdivision Applications [C]	350	315	-35	
Processing Zoning, Special Exceptions & Departure Applications [C]	375	326	-49	
Woodland Conservation Program Management and Enforcement [C]	132	283	151	
IX. MANAGING COUNTYWIDE DATABASES	659	662	3	-0.5%
Community Organization Monitoring Sys. [C]	3	4	1	
Data/Map Sales and Production [C]	50	51	1	
Data Warehouse Initiative [M]	65	61	-4	
Development Activity Monitoring System [C]	24	27	3	
GIS: 3D GIS Implementation [M]	21	10	-11	
GIS: 3D Facilities and Asset Management [M]	4	4	0	
GIS: Applications [C]	24	25	1	
GIS: Development [C]	170	168	-2	
GIS: Land Use Layer Maintenance [C]	14	14	0	
GIS: Maintenance [C]	191	203	12	
Land Data File Maintenance [C]	88	92	4	
Public Lands & Facilities Inventory [C]	5	3	-2	
X. PROVISION OF PUBLIC INFORMATION	489	441	-48	-9.8%
Approved Plan Publications [M]	0	64	64	
Communication w/Public: Public Info [C]	146	103	-43	
Demographic and Economic Analysis [C]	23	36	13	
Federal/State Statistical Analysis [C]	9	15	6	



Prince George's County Planning Department

PROGRAMS AND PROJECTS	Adopted FY15	Proposed FY16	Net Change	% Change
Housing, Population, Employment Forecasts [C]	63	38	-25	
Master Address Database [C]	7	7	0	
Pipeline Maintenance and Implementation [C]	20	19	-1	
Prince George's County Food System Study [M]	47	3	-44	
Public Participation/Public Engagement Initiative [C]	32	13	-19	
Real Estate Research and Analysis [C]	7	27	20	
Special Research Studies [C]	61	58	-3	
Website Development/ Management [C]	74	58	-16	
XI. MANAGEMENT/ADMINISTRATION/SUPPORT	713	602	-111	-15.6%
Computer Systems Operation/Maintenance [C]	374	328	-46	
Data Systems: Document Management [C]	42	152	110	
Department Training [C]	83	59	-24	
Records Management [C]	2	10	8	
Strategic Plan 2018 [M]	212	53	-159	



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 better understanding of the information and descriptions of Planning Department work efforts, the following terms are listed and defined. A more complete list of defined terminology can be found on the web site, www.mncppc.org/pgco.

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

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

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

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

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

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

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

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

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

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

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

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



Prince George's County Planning Department

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

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

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

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

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

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

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

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

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

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

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

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



Prince George's County Planning Department

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

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

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

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

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

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

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

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

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

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

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

Sectional Map Amendment (SMA): (A) The rezoning of a planning area (or a combination of planning areas, municipalities, those areas subject to a master plan, or areas subject to an adopted urban renewal plan), either selectively or in its entirety, to implement a master plan and policies to achieve specified planning goals. (B) A legislative act that implements the land use recommendations contained in a master plan by comprehensively rezoning property to reflect



Prince George's County Planning Department

master plan policies, but not necessarily to follow all master plan land use policies or recommendations.

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

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

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

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

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

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

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

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

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

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

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



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

OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- Plan Prince George's 2035 (General Plan Update) was approved by the District Council on May 6, 2014 with amendments (CR-26-2014). Plan Prince George's 2035 (General Plan Update) builds on the 2002 Prince George's County Approved General Plan and will help the county address existing, changing, and new priorities, such as public safety, sustainability, and transit oriented development.
- The Department worked with The Kentland/Palmer Park community to develop an application and action plan to obtain a sustainable communities designation from Maryland's Department of Housing and Community Development (DHCD). The Kentland/Palmer Park Transforming Neighborhoods Initiative (TNI) focus area received the "Sustainable Community Designation" from the State of Maryland Department of Housing and Community Development. The "Sustainable Community Designation" provides local governments and community development organizations with funding mechanisms for essential projects aimed at strengthening communities through activities such as business retention and attraction, encouraging homeownership and commercial revitalization. Sustainable Communities is a place-based community revitalization designation offering a comprehensive package of resources.



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

BUDGET AT A GLANCE

- **Personnel Services** budget decreased by \$471,301, or 11.6 % under FY15 totals, primarily due to 4 full-time career positions being transferred from the Planning Director's Office to support staffing needs in both the Information Management Division and the Countywide Planning Division. One planning supervisor position was transferred to the Information Management Division to serve as an acting division chief due to a retirement and one planner coordinator position was transferred to the Information Management Division to fill a need in network support staffing needs. One planner coordinator position was transferred to the Countywide Planning Division to support the Special Projects Section to assist with implementation efforts related to the General Plan Update and one Principal administrative specialist position was transferred to the Countywide Planning Division to support efforts related to mandatory referrals.
- **Supplies and Materials** budget increased by \$4,400 or 3.5 % over the FY15 total, primarily due to inflationary increases.
- **Other Services and Charges** budget increased by \$136,300 or 31.4 % over the FY15 total, primarily due to increased costs for professional consulting services and printing services to support the Director's Office Strategy and Implementation Sections efforts in FY16.
- **Capital Outlay** budget increased by \$50,000 or 83.3 % over the FY15 total, primarily to cover expenses to upgrade several HVAC units and to upgrade the Department's outdated postage machine.
- **Funded Positions/Funded Workyears** decreased by four positions and four workyears, respectively. This is due to two positions being transferred to support the Information Management Division and two positions being transferred to support the Countywide Planning Division.

Summary of Division Budget

		FY15 Adopted	FY16 Proposed	% Change
Budget				
	Expenditures	\$4,668,016	\$4,387,415	-6.0%
Staffing				
	Funded Career Positions	35.50	31.50	-11.3%
	Funded Workyears	35.50	31.50	-11.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

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



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

outgrowth of citizens' desire to see implementable projects as a part of the Kentland/Palmer Park Transforming Neighborhood Initiative (TNI).

In FY16, staff will continue to work with county agencies and residents to move forward the Kentland/Palmer Park Transforming Neighborhoods Initiative neighborhood revitalization program(s). Staff will also assist the community in applying for additional grant opportunities at the county, state, and federal government levels.

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

In FY16, staff will continue its work with various stakeholders to include County agencies in the implementation of goals and policies of the Approved Landover Gateway Sector Plan.

Largo Town Center Approved Sector Plan and Sectional Map Amendment: The Largo Town Center Approved Sector Plan and Sectional Map Amendment was completed in FY14. This sector plan amended portions of the Approved Sector Plan and Sectional Map Amendment for the Morgan Boulevard and Largo Town Center Metro Areas and the 1990 Largo-Lottsford Master Plan and Sectional Map Amendment for planning area 73. This multiyear program consists of several plan implementation efforts associated with the Subregion 4 Master Plan implementation effort, and the Central Avenue - Metro Blue Line Corridor economic and transportation analysis and recommendations to be completed as part of the Central Avenue - Metro Blue Line Project.

In FY16, staff will continue working with various stakeholders to include County agencies as they proceed with key implementation efforts associated with the goals and policies of the Largo Town Center Approved Sector Plan and Sectional Map Amendment. This multiyear program consists of several plan implementation efforts associated with the plan and sectional map amendment.

Primary Health Care Strategic Plan: In FY13, the Planning Department began work with the County Executive's Office and the Prince George's County Health Department on this multiyear activity to prepare a countywide Primary Health Care Strategic Plan. This plan will provide recommendations and implementation strategies focused on increasing access to preventative services, including health promotion and disease prevention, health behavior education, immunization practices, alcohol and drug addiction, unplanned pregnancies, and mental health services to residents of the County. This plan will also provide recommendations to increase the number of primary health care providers in order to address shortages and to improve access to these services for the underserved and underinsured residents of the County.

In FY16, work on the Primary Health Care Strategic Plan will continue and will include ongoing coordination of outreach and engagement programs involving County agencies, advisory and stakeholder committees, residents, and other key stakeholders.

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



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

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

In FY16, staff will continue to collaborate with the five working groups to address issues related to Public Safety, Technology and Information Management, Economic Development and Infrastructure, Community Engagement, and Health/Human Services/Education. Our principal implementation endeavor is to move forward the recommendations identified in the Sustainable Communities and Community Legacy Applications.

Bowie State MARC Station Sector Plan and SMA: This multi-year project focuses on the implementation of the recommendations set forth in the 2010 *Approved Bowie State MARC Station Sector Plan and Sectional Map Amendment*. The area comprises approximately 3.6 square miles in northeastern Prince George's County, including 219 acres of undeveloped county-owned land. Adopted by the Planning Board in October 2009 and approved by the District Council in January 2010, the final plan was published during the fourth quarter of FY11. The sector plan outlines a vision for a new community center -- a small "college town"-- clustered at the Bowie State MARC Station and adjacent to Bowie State University. The proposed community center is envisioned as a close-knit mix of open spaces and residential, retail, high-quality office, and institutional uses that are designed to be attractive, walkable, and community-oriented in scope.

In FY16, staff will continue working with the Office of Central Services and other county agencies on the Request for Qualification/Request for Proposal process to select a master developer for the 219-acre county-owned parcel. In addition staff will continue to support the Bowie State MARC Station Development Board.

Subregion 4 Transit-Oriented Development Implementation: This multiyear program activity will implement the recommendations of the 2010 *Subregion 4 Master Plan and Sectional Map Amendment*. A key recommendation of the Subregion 4 Master Plan is to provide implementation assistance to support the delivery of transit-oriented development at the Capitol Heights, Addison Road, Morgan Boulevard, and Largo Metro Station areas. In FY14, activities started along the Central Avenue - Metro Blue Line Corridor and its vicinity will continue focusing on the identification and coordination of implementation strategies/activities and the completion of the sector plan and sectional map amendment. Staff in the Planning Department, working with state and County agencies and municipalities, will develop specific recommendations to support the delivery of transit-oriented development. In addition, over the next five years, staff will support the efforts of the work group as prescribed in the sustainable communities' application, and subsequent designation, that was granted for this area.

Work on the sectional map amendment will continue in FY16. Work on the Subregion 4 Transit-Oriented Development Implementation will also continue and will include project/program development, ongoing coordination of outreach and engagement programs, involving County agencies, Council of Governments (COG), municipalities, residents, and other key stakeholders.



Prince George's County Planning Department – Development Review

OVERVIEW

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

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

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

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

ACCOMPLISHMENTS

- Analyzed approximately 374 applications for zoning map amendments, special exceptions, conceptual and detailed site plans, preliminary plans, and final plats of subdivision for conformance with County plans, policies, and development regulations.
- Processed approximately 34,700 permits in FY14.
- Responded to almost 10,150 inquiries from the general public in FY14.
- Processed a detailed site plan for the MGM Resort at National Harbor. This development will include entertainment and entertainment related uses, retail uses, 300-room hotel, conference/assembly rooms, 3,000-seat performance theater, numerous restaurant spaces equal to approximately 1,737 seats; and a 4,797-space parking garage. Marking a nearly one billion dollar investment in Prince George's County, this facility is intended to be one of the premier entertainment venues in the United States.



Prince George’s County Planning Department – Development Review

- In conjunction with Countywide Planning, continued organization and research on the Zoning/Subdivision Ordinance rewrite to simplify the ordinances and make them more responsive to newer planning initiatives related to infill and transit-oriented development.

BUDGET AT A GLANCE

- Personnel Services budget increased by \$319,971 or 6.1 % as compared to FY15 totals— primarily due to staffing level in the Division increasing by 2 full-time career positions and the conversion of one senior planning technician position to a principal planning technician position to meet work program needs.
- Supplies and Materials budget decreased by \$3,900—5.8 % under the FY15 total— primarily due to one-time costs in FY15 associated with purchases related to staff relocating to the County’s Department of Permitting, Inspections, and Enforcement (DPIE).
- Other Services and Charges budget increased by \$79,400—30.3 % over FY15 totals—primarily due to increased costs related to maintenance of copying equipment housed in the Development Review Division.

Summary of Division Budget

		FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$5,575,857	\$5,971,328	7.1%
Staffing				
	Funded Career Positions	53.00	55.00	3.8%
	Funded Workyears	53.00	55.00	3.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

None

GOALS AND PERFORMANCE MEASURES

Development Review Division Performance Measures

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

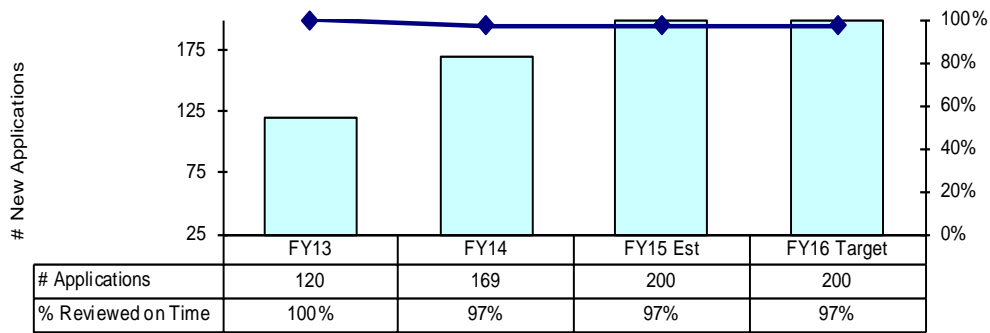
Divisional Objective: Providing a factual and legal basis for decisions on public plans and policies concerning the use and design of land.

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

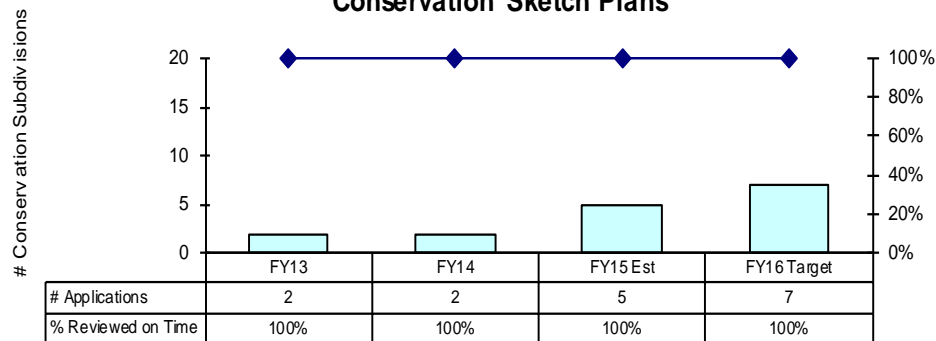


Prince George's County Planning Department – Development Review

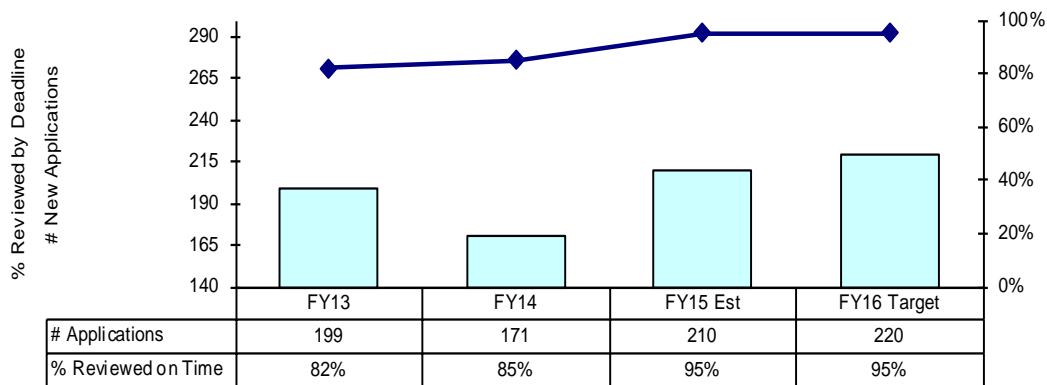
Preliminary Plans of Subdivision



Conservation Sketch Plans



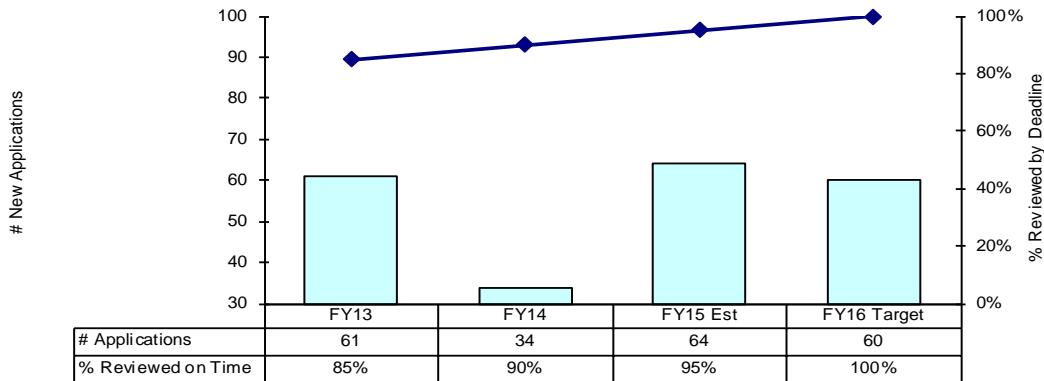
Urban Design



Prince George's County Planning Department – Development Review

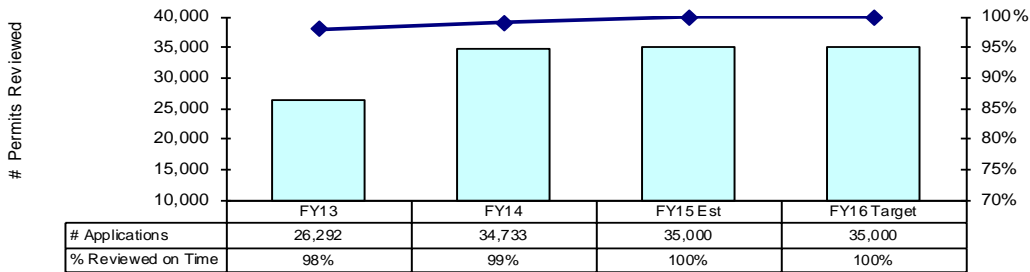
Development Review Division Performance Measures Cont'd

Zoning

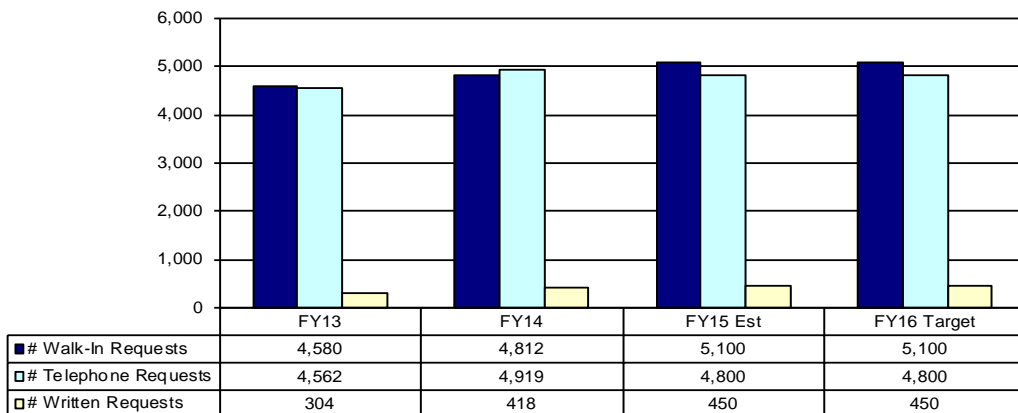


Outcome Permit Review Section: Accurate and timely permit review.

Permits



Modes of Delivery of Planning and Development Information Service



Prince George's County Planning Department – Community Planning

OVERVIEW

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

ACCOMPLISHMENTS

- Completion of the following plans, studies and special projects: College Park-Riverdale Park Transit District Development Plan and Landover Metro Area and MD 202 Corridor Sector Plan, and initiation of the East Riverdale-Beacon Heights Purple Line Station Areas Sector Plan; Greater Chillum Community Study; Mt. Rainier Architectural Conservation Plan and Architectural Conservation Overlay Zone; and, brochure for the CoreNet Global Conference at National Harbor for the Economic Development Corporation.
- Planning Board adoption of the Prince George's Plaza Transit District Development Plan and Transit District Overlay Zone and progress on short term implementation activities.
- Preparation of Sustainable Community applications and award of Sustainable Community Designation for Suitland-Naylor, Landover Hills and New Carrollton, Camp Springs, and Riverdale/Bladensburg.
- Staff support to develop and implement strategies to improve conditions in six Transforming Neighborhood Initiative communities: East Riverdale –Bladensburg, Glassmanor-Oxon Hill, Hillcrest-Marlow Heights, Kentland-Palmer Park, Langley Park, and Suitland-Coral Hills including grant application and award and technical assistance on the Langley Park TNI



Prince George's County Planning Department – Community Planning

Community Legacy streetscape improvement and beautification projects, and preparation of design concepts for revitalizing of a key community shopping center.

- Execution of professional services contracts for several projects/plans and studies including the following: East Riverdale-Beacon Heights and Cheverly Sector Plans.
- Continued implementation of recommendations in the Joint Base Andrews Joint Land Use Study pertaining to land use compatibility and to clear development in the Clear Zone north of Joint Base Andrews.
- Continuation of support to the Branch Avenue in Bloom Program on revitalization activities in the Naylor Road Metro Station Core and St. Barnabas Road areas.
- Support to the Westphalia Stakeholders Group including efforts to establish a governance strategy and establish guidelines for entryway and business signage; also support to the Westphalia Development Review Council.
- Continued support and technical assistance to the Town of Upper Marlboro on implementation of the Sustainable Community priorities including obtaining a \$30,000 technical assistant grant for a pedestrian and bicycle accessibility study; initiating a plan for streetscape improvements in the town core; seeking a \$300,000 state grant to create a façade improvement; and facilitating work to assess conditions and improvement plan for the historic Old Marlboro High School.
- Continued assignment of staff resources and technical support for the Zoning Code Rewrite core team, various working groups, M-U-TC Local Review Design Committees and interim zoning ordinance amendments.
- Support on efforts to facilitate development and activity in priority Metro station areas: Prince George's Plaza, New Carrollton, Largo, Branch Avenue and Suitland.

BUDGET AT A GLANCE

- **Personnel Services** budget for FY16 is \$3,361,366, which is \$135,180 less than the FY15 totals. This is due primarily to two full-time career positions being transferred out of the Community Planning Division. One of the full-time career positions were transferred to the Planning Development Review Divisions Urban Design Review Section and one is being transferred to the Countywide Planning Division in order to support the Special Projects Section.
- **Supplies and Materials** budget for FY16 is \$72,700, which is \$6,800 more than the FY15 total. This is primarily due to an increase in the budget for in-house printing supplies for community plans.
- **Other Services and Charges** budget for FY16 is \$1,660,500, which is \$406,900 under the FY15 total. This is primarily due to decreased budgeted dollars for professional services to support outside consultants for community plans.
- **Funded Positions/Workyears:** Funded Positions in FY16 decreased by 2 career positions. One of the full-time career positions were transferred to the Planning Development Review Divisions Urban Design Review Section and one is being transferred to the Countywide Planning Division in order to support the Special Projects Section.



Summary of Division Budget

		FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$5,629,846	\$5,094,566	-9.5%
Staffing				
	Funded Career Positions	34.00	32.00	-5.9%
	Funded Workyears	33.75	31.63	-6.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

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

Work started in FY15 and will continue into FY16. Work items to be addressed by the study team in FY16 include identifying and mapping already closed and reclaimed mines and documenting their status in terms of reclamation, reforestation, and meeting of Special Exception and other conditions set by the implementing agencies; evaluating future land use possibilities on reclaimed, closed or abandoned sand and gravel mines, and; assessing and comparing state, county and other versions of sand and gravel mine datasets to produce an up to date GIS dataset, e.g. creating one layer with different attributes all pertaining to sand and gravel mines.

In FY16, staff will remain engaged with implementing agencies and supporting staff to maintain momentum with implementation activities. Anticipated activities will include facilitating cross-agency dialogue, sharing of research, providing background support for the study team, and project management.

Bowie Sustainability Plan: This project was initiated in FY15 as a PAMC funded partnership between the City of Bowie and M-NCPPC to create a Bowie Sustainability Plan. The goal is to develop an overarching plan that ties together all aspects of sustainability policies and programs within the Bowie community. During FY15, background work on the project commenced. Key tasks included: assignment of project team members, development of a scope of work and schedule, request and approval by the Planning Board for PAMC funding necessary to hire a consultant support team, development of a consultant RFP and selection of the consultant team, and formal project kick-off.

In FY16, work will continue on plan development. Key elements of the project involve re-assessment of the Green Team, community engagement, assessment and challenges report, sustainability goals, implementation strategies, and public outreach necessary to develop a Sustainability Plan.

Branch Avenue in Bloom: This program will continue in FY16 under an existing MOU between the



Prince George's County Planning Department – Community Planning

Commission and the University of Maryland's Small Business Development and Technical Center to implement the commercial revitalization program resulting from the Approved Branch Avenue Corridor Sector Plan and SMA. The program encompasses the Branch Avenue commercial corridor from Suitland Parkway to Colebrooke Drive, and St. Barnabas Road from Branch Avenue to Temple Hill Road.

In FY16, the program will continue to advance the following goals:

- Bring positive attention to revitalization efforts
- Promote the project areas' assets and opportunities
- Build strong working relationships with public agencies
- Establish business organizations and marketing programs
- Improve the appearance, maintenance, operation, and marketability of businesses
- Ensure compliance with codes and regulations

The program planning and day-to-day administration of program activities will continue to be carried out by the Small Business Development Center (MDSBDC) staff. Staff will continue to work collaboratively with MDSBDC staff and other stakeholders to implement the program.

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

In FY16, staff will promote the plan among key property owners and developers, and identify and pursue short-term implementation activities. Specific activities may include identifying and prioritizing infrastructure improvements (first and second quarters), implementation of the Camp Springs Sustainable Communities Action Plan, coordinate/facilitate a streetscape plan for Allentown Road and provide assistance/staff support in identified focus areas

Cheverly Sector Plan and Sectional Map Amendment: During 2012, the City of Cheverly, with planning and municipal assistance from the Planning Department, completed work on Envision Cheverly, which defines priority short and long range goals, objectives, and strategy areas for more detailed planning. Building on this important community based effort, in addition to the priorities defined by Envision Cheverly, the sector plan will also consider the recommendations from the 2005 Sector Plan and Sectional Map Amendment for the Tuxedo Road/Arbor Street/Cheverly Metro Station and the Landover Metro Station Area and MD 202 Corridor Sector Plan and SMA. The sector plan will address the industrial and publically-owned properties north and south of the John Hanson Highway (US 50)—immediately adjacent to and within the Town of Cheverly—and potential future uses for the Prince George's County Hospital property.

In FY16, staff will complete the draft plan in the third quarter with Planning Board adoption in the fourth quarter.

East Riverdale-Beacon Heights Purple Line Station Areas Sector Plan and Sectional Map Amendment: This multiyear sector plan updates and amends portions of the 1994 *Approved Master Plan and Sectional Map Amendment for Planning Area 68* and the 1994 *Approved Master Plan and Sectional Map Amendment for Bladensburg-New Carrollton and Vicinity (Planning Area 69)*. The sector plan area will incorporate land generally located within one-half mile of two proposed Purple Line stations: Riverdale Park and Beacon Heights, and includes commercial and residential



Prince George's County Planning Department – Community Planning

properties along portions of Kenilworth Avenue (MD 201) and East West Highway (MD 410). Residential communities that will benefit from these two Purple Line stations, including Riverdale Heights, Templeton Knolls, Eastpines, and Beacon Heights, are also within the sector plan area.

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

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

In FY16, the project will be formally initiated. Following the completion of pre-planning, staff anticipates Planning Board adoption of the preliminary plan within the fiscal year.

Joint Base Andrews Joint Land Use Study (JLUS) Implementation Committee: This is an ongoing program to implement recommendations in the completed Joint Land Use Study that address land use encroachment issues near Joint Base Andrews Naval Air Facility and base impacts on the adjacent community. Activities will include ongoing support to the JLUS implementation and oversight committee, development and administration of a Military Installation Overlay Zone (MIOZ), input on a property acquisition and business relocation strategy and program, activities to identify potential funding sources for property acquisition, and other activities consistent with recommendations in the JLUS report. This will also include the completion of an OEA grant project to specifically identify potential funding sources for property acquisition and determine solutions for clearing the designated Clear Zone.

In FY16, staff will complete the sectional map amendment to implement the MIOZ legislation and manage the consultant contract funded by a Department of Defense, Office of Economic Adjustment grant to identify and begin implementation of strategies to clear the designated Clear Zone.

Morgan Boulevard/Central Avenue Corridor Study: This is a new effort to implement recommendations of the 2010 Approved Subregion 4 Master Plan and build upon the recommendations of the 2014 Largo Town Center Sector Plan by identifying opportunities for new development and redevelopment in and around the Morgan Boulevard Metro Station with development of the new regional medical center at the Largo Town Center Station on Metro's Blue and Silver Lines, and in light of planned development on Central Avenue near the Capital Beltway. With consultant assistance, as needed, the Planning Department will explore the potential for spillover demand associated with hospital services and how to capture that demand including health-related office space and supportive residential, retail and entertainment in the metro station area and nearby Central Avenue.

In FY16, a draft study is expected to be completed that will reflect community input and current and projected market potential.

Mount Rainier M-U-TC Architectural Conservation Overlay Zone and Architectural Conservation District Plan ("ACOZ/ACDP"): At the request of the Town of Mount Rainier, and detailed in County Council resolution CR 85-2013, an Architectural Conservation District Overlay Zone



Prince George's County Planning Department – Community Planning

and District Plan was prepared for the town's single-family residential development in FY14. The drafted Architectural Conservation District Plan includes a detailed inventory of the built environment and includes a description of all structure types, an architectural survey identifying architectural and urban design patterns that distinguish the Mount Rainier residential district from other areas of the County, and proposed design regulations that address character building, placement, and density where appropriate.

In FY16, it is expected that the Planning Board will hold a public hearing and adopt the proposed plan and overlay zone and transmit the Adopted Architectural Conservation Plan and Overlay Zone to the District Council for their final action.

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

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

In FY16, staff will conduct post-approval work to include printing services and updating the Department's web site for the following plans and studies approved in prior fiscal years.

Prince George's Plaza TDDP/TDOZ: This is an ongoing project to complete an update to the 1992 Transit District Development Plan for the Prince George's Plaza Transit District Overlay Zone to address current, planned, and future transit-oriented development activity within the area surrounding the Prince George's Plaza Metro Station. This 300-acre study area will include properties west of Adelphi and Queens Chapel Roads, and in the vicinity of East-West Highway, Toledo Terrace, and Belcrest Road. The TDDP and TDOZ update will address the following key issues and opportunities: urban design vision and principles; TOD and appropriate residential, office, retail, and mixed-use development polices and strategies; improvements to support a network of "complete streets;" TOD supporting zoning and design standards; off-street parking and circulation; adequacy of public facilities; and recommendations for future infrastructure to support TOD.

A comprehensive community, business, and stakeholder involvement plan supports the development of the TDDP/TDOZ update. WMATA and other County and state agencies will continue to be active partners throughout the preparation of the TDDP/TDOZ update.

In FY16, staff will complete the preliminary plan and proposed TDOZ amendment by the early summer of 2015. Planning Board adoption is tentatively scheduled for late summer or early fall 2015, and final District Council approval is scheduled for late fall 2015 or early 2016.

Southern Green Line Station Sector Plan Implementation: This is an ongoing effort to facilitate implementation of key recommendations in the approved sector plan in collaboration with federal, state, regional, and local government agencies. Efforts will continue in FY16 to secure funding to design and construct the Suitland multi-purpose trail along Suitland Road and Silver Hill Road,



Prince George's County Planning Department – Community Planning

work with State Highway Administration on Silver Hill Road improvements, work to support the development of a non-profit civic center in the Naylor Road Metro Station area, work with WMATA on joint development at the Branch Avenue Metro Station, monitor work on the Naylor Road Station Area streetscape and Branch Avenue Woods Way projects, and develop a marketing program to attract developers. Work will also continue to support the growth and activities of the Green Line Coalition, pursuing funding for major capital projects, facilitating property assembly, creating development incentives, and other activities to encourage development and improvements in key project areas.

Subregion 4 Employment Areas Action Plan

The Prince George's County Planning Department is developing an action plan with the dual goals to grow and improve the industrial/employment areas while mitigating the impacts of industrial land use on adjacent residential neighborhoods.

Subregion 4 comprises approximately 29 square miles in the central part of Prince George's County, bordered by the Capital Beltway, the District of Columbia, U.S. 50 and Suitland Parkway. Subregion 4 provides approximately 35 % (35%) of the county's industrial development and approximately 54,500 (18%) of the county's jobs, as well as several landmarks important to economic development, including the Suitland Federal Center, FedEx Field, and seven Metro stations. The Action Plan is focused on nine employment areas that are planned and zoned for industrial land use and the surrounding neighborhoods.

A key finding of the 2010 *Approved Subregion 4 Master Plan* is that considerable market potential exists for industrial activities within the subregion, and a key planning vision would reinforce the area for regional industrial and employment development. At the same time, citizens engaged in the preparation of the Subregion 4 Master Plan voiced concerns about the truck traffic and the visual, noise, dust, and other environmental impacts from industrial activity on the residential neighborhoods in the subregion. To respond to these concerns, The *Subregion 4 Employment Areas Action Plan* will provide an action plan to address: 1) conflicts between industrial land use and adjacent residential neighborhoods, and 2) the health of existing industrial areas, i.e. looking for employment development to be as robust and sustainable as possible.

In FY16, the project will be completed, endorsed by the Planning Board, and transmitted to the County Council for consideration.

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

Work items to be addressed by this working group in FY16 include streetscape improvements (sidewalk retrofits, street furniture, building façade improvements, wayfinding and better signage collaboration between the state, county, and town, and street trees) in the town core, pedestrian and bicycle accessibility in the town and surrounding areas, alleviating parking shortages in the town core at peak times, collaboration with the County and historical groups to find a low-impact adaptive reuse for the Old Marlboro High School, and stormwater management retrofit projects.



Prince George's County Planning Department – Community Planning

In FY16, staff will remain engaged with town leadership to maintain momentum with implementation activities. Anticipated activities will include facilitating working group meetings, researching and providing background support for the working group, grant writing, and project management. Additionally, staff will continue to work with the town on development of a Main Street Program.

Westphalia Sector Plan Implementation: This is a continuing project to develop a governance framework and structure for the Westphalia community building upon recommendations from a 2009 study on Governance of Westphalia and other common-owned communities. The project has entailed review of council authority to regulate common-owned communities and possible incentives to foster support for the proposed common-owned community structure among Westphalia developers. It has also involved the design of governance structure, including preparation of any related legislation for council consideration and an implementation strategy. In FY15 staff continued coordinating stakeholder meetings, staffing of new Governance and Gateway Signage Sub-Committees, and joint development of a governance structure.

In FY16, staff will continue to support monthly Stakeholder meetings, Governance and Gateway Signage Sub-Committees, other potential sub-committees, and will support the Westphalia Sector Development Review Council as needed. Staff will also assist in the coordination of an annual open house for the community. The project schedule will include approximately 6 months of back ground/consultant selection time during the second half of 2015 and approximately 1 year for the actual planning process during FY16. The project is anticipated to be completed in May of 2016.

GOALS AND PERFORMANCE MEASURES

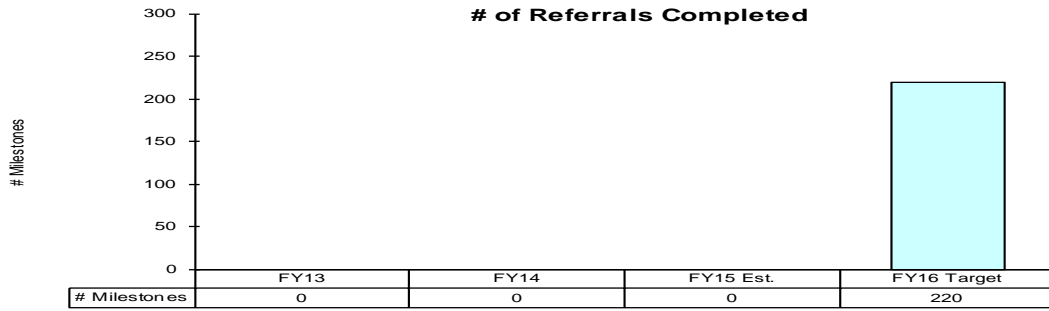
Divisional Goal: Provide opportunities for community involvement, to focus resources on issues of local concern and to provide relevant, accurate and updated planning information in order to help decision makers meet physical, social and economic challenges facing the northern sector of the County.

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

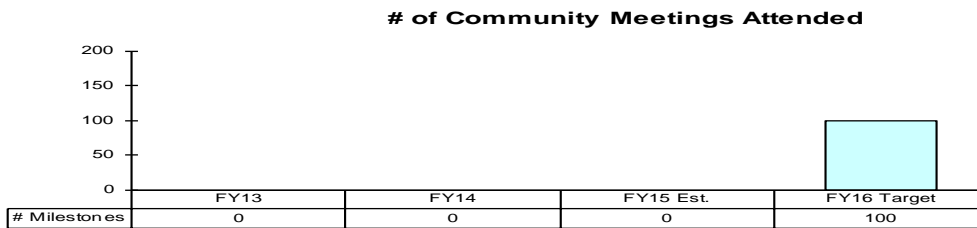
Outcome Community Planning: Develop realistic plan for Communities in Prince George County.



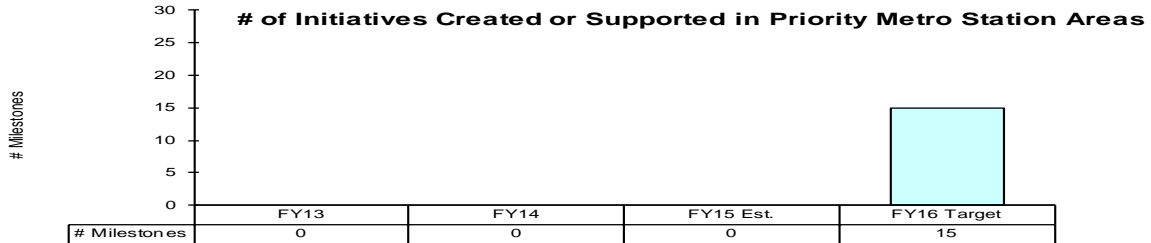
Prince George's County Planning Department – Community Planning



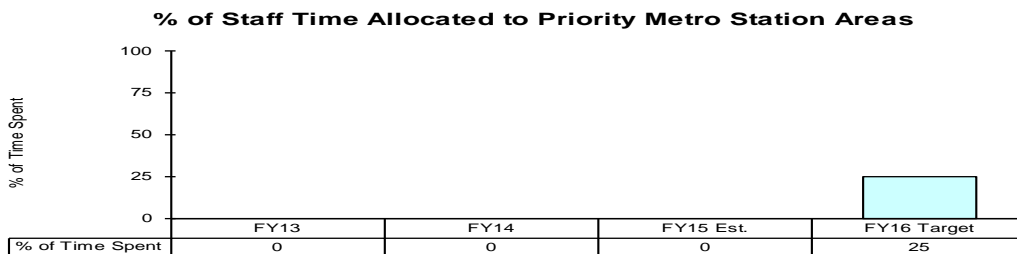
Outcome for number of referrals completed: Timely review of development application



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



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



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



Prince George's County Planning Department – Countywide Planning

OVERVIEW

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

ACCOMPLISHMENTS

- Approval of Plan Prince George's 2035, the county's new umbrella land use plan.
- Completed first phase of public outreach for the County's new zoning and subdivision ordinances, and consultant's Evaluation and Recommendations Report outlining a recommended structure for the new ordinances.
- Managed the County's first successful application for certification of its land preservation programs by the Maryland Agricultural Land Preservation Foundation (MALPF), allowing the County to begin retaining 75% of agricultural transfer tax revenues for local use.
- Analyzed buying power and demographics of personnel located on Joint Base Andrews, in order to support County economic development efforts.
- Provided data and research to numerous business entities interested in locating or expanding in the County.
- Created Retail Opportunities Book used by the County to attract new retail at the International Conference of Shopping Centers.
- Administered \$250,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local non-profit organizations.
- Approval of new overlay zone boundaries to protect sensitive land within the Chesapeake Bay Critical Area (CBCA), and new legislation to streamline CBCA reviews.
- Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
- Land use analysis for Water and Sewer Plan Amendment cycles and the update of the Water and Sewer Plan.
- Implemented pedestrian and bicycle APF guidelines required by CB-2-2012, resulting in more pedestrian and bicycle amenities in new development projects.



Prince George's County

Planning Department – Countywide Planning

- Assisted the County's Bicycle and Trail Advisory Group, the Transportation Planning Board Technical Committee, and the Transportation Planning Board Travel Forecasting and Bicycle/Pedestrian Subcommittees.
- Provided data and research to the Board of Education for its annual Educational Facilities Master Plan.
- Reviewed all major projects to be built by federal, state, and county government agencies, to ensure community awareness and enhance project design (State-mandated "mandatory referral" process).
- Successful co-location of Environmental Planning Section staff to DPIE to improve customer service.
- Supported DPIE's update of the County's Floodplain Ordinance.

BUDGET AT A GLANCE

- **Personnel Services** budget for FY16 is \$5,130,495 which is \$405,173 more than the FY15 total. This is due to a total of 3 full-time career positions being transferred into the Countywide Planning Division offset by one full-time career position being transferred out of the Countywide Planning Division. Positions transferred into the Countywide Planning Division included one full-time career position transferred from the Planning Director's office to support the Special Projects Section work with mandatory referrals, one full-time career position transferred from the Community Planning Division to support the Special Projects Section work with General Plan Update implementation efforts, and one full-time career position transferred from the Community Planning Division to support the Special Project Sections work related to the Zoning Ordinance re-write project. The one position transferred out of the Countywide Planning Division was transferred from the Environmental Planning Section into the Development Review Divisions Permit Review section to support increased workloads within the Permit Review Section. The increase in budget was also affected by filling one vacant position in the Division at a higher grade level in order to meet work program needs.
- **Supplies and Materials** budget for FY16 is \$51,900 which is \$14,600 less than the FY15 total. This is due to a decrease in the budget for in-house printing supplies for countywide plans and projects.
- **Other Services and Charges** budget is \$2,005,300 which is \$332,000 more than the FY15 totals—primarily due to increased budget for professional services to support outside consulting services for Countywide Planning projects that include the New Transportation Model Project and the major revisions to the Zoning Ordinance and Subdivision Regulations Projects.
- **Funded Positions/Workyears:** Funded Positions in FY16 were increased by a net of 2 full-time career positions. This is due to a total of 3 full-time career positions being transferred into the Countywide Planning Division offset by one full-time career position being transferred out of the Countywide Planning Division. Positions transferred into the Countywide Planning Division included one full-time career position transferred from the Planning Director's office to support the Special Projects Section work with mandatory referrals, one full-time career position transferred from the Community Planning Division to support the Special Projects Section work with General Plan Update implementation efforts, and one full-time career position transferred from the Community Planning Division to support the Special Project Sections work related to the Zoning Ordinance re-write project. The one position transferred out of the Countywide Planning Division was transferred from the Environmental Planning



Prince George's County Planning Department – Countywide Planning

Section into the Development Review Divisions Permit Review section to support increased workloads within the Permit Review Section.

Summary of Division Budget

		<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>
Budget				
	Expenditures	\$6,465,122	\$7,187,695	11.2%
Staffing				
	Funded Career Positions	42.00	44.00	4.8%
	Funded Workyears	42.00	44.00	4.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

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

In FY16 and FY17, this project will include a significant public outreach effort, identification of critical issues, numerous drafts of new Zoning Ordinance and Subdivision Regulations language for public comment, and finally, the introduction of comprehensive regulatory revisions for review and approval by the District Council.

Downtown Development Plans: Plan Prince George's 2035 emphasizes the need to identify a short list of competitive metro station areas that can become the County's next generation of economic engines by combining dense vertical development, a well-integrated mix of land uses, and outstanding public infrastructure. The Plan identifies three Downtowns as near-term development priorities (Prince George's Plaza Metro, New Carrollton Metro, and Largo Town Center Metro) and identifies two longer-term opportunities along Metro's southern green line (Suitland Metro and Branch Avenue Metro). Success requires the integration of planning and zoning, major public funding for infrastructure, incentives to attract private investment, regulatory streamlining, event programming, and a coordinated marketing campaign.

In FY16, the Downtown Development Plans will be prepared in close cooperation with the Executive, Council, and other stakeholders, and will set forth an action plan for each downtown that combines the above elements.

Innovation Corridor Action Plan: This collaborative initiative will shepherd the implementation of a priority recommendation of the 2014 Plan Prince George's 2035 Approved General Plan for the creation of an innovation corridor around the Greenbelt and College Park/U of MD Metro stations and along Baltimore Avenue (US 1) and Greenbelt Road (MD 193). This part of Prince George's County contains the highest concentration of economic activity in the county's four targeted industry clusters – the Federal Government; business services; healthcare and life sciences; and information, communication and electronics, and advanced technology industries – and has the greatest potential to catalyze future job growth, research, and innovation in the near- to mid-term.



Prince George's County Planning Department – Countywide Planning

In FY16, the Planning Department will propose a draft Action Plan that:

- Defines the boundaries of the innovation corridor.
- Engages existing research and technology anchors including the University of Maryland and the M Square research and office park, Beltsville Agricultural Research Center, and NASA Goddard Space Flight Center to foster synergies between the industry clusters.
- Proposes a comprehensive implementation program to identify and initiate specific programs, tax incentives, financial investments, and targeted infrastructure improvements necessary to enhance the county's premier regional employment area and to maximize the development and economic potential of the innovation corridor.

In partnership with the Prince George's County Economic Development Corporation, Planning Department staff will draw together major employers; other federal, state, regional, and county agencies; the cities of Greenbelt, College Park, and Hyattsville and the towns of Berwyn Heights, University Park, Riverdale Park, and Edmonston; property and business owners; and investors to create proactive strategies to fully achieve the vision of Plan Prince George's 2035.

Retail Market Analysis and Strategic Action Plan: Requested by the Economic Development Corporation and other economic development officials, this study will assess the size, strength, and character of retail consumption in the county, recommend strategies to strengthen, redevelop, or re-purpose underperforming retail centers, identify ways to reverse retail "leakage" that occurs when county residents shop elsewhere, and seek to attract more high-end retail to the county.

The analysis and action plan will be completed during FY16.

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

In FY16, the Department will continue design and development of the new model, with testing and documentation to take place in future years. Full deployment is anticipated in FY19.

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 in order to achieve sustainable, desirable, and livable communities.

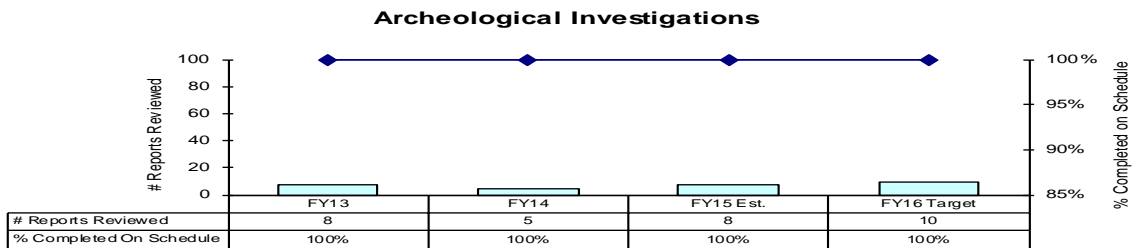
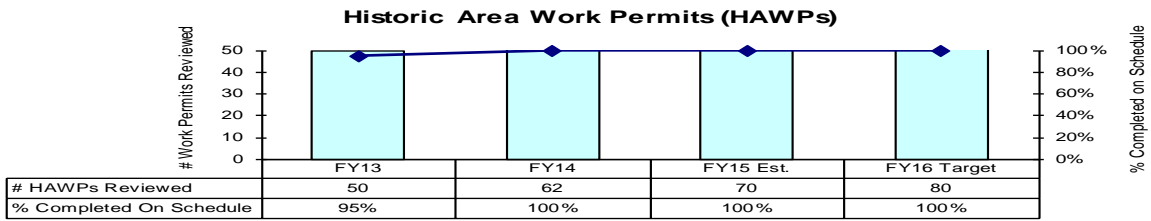
Divisional Objective: To provide professional planning guidance on countywide historic preservation and environmental issues as well as transportation and public facilities needs to other Commission staff and outside agencies in order to protect and enhance existing natural resources and the environment,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



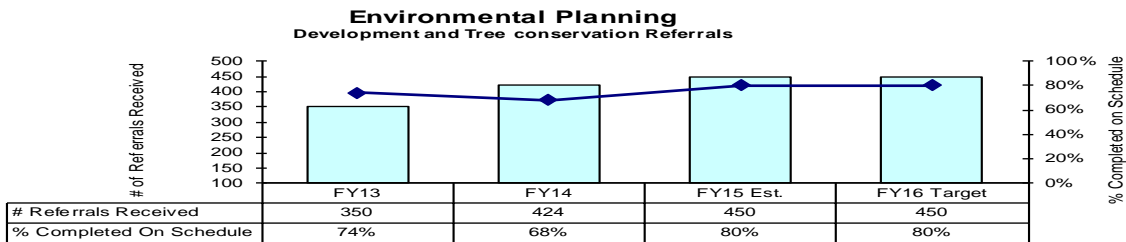
Prince George's County Planning Department – Countywide Planning

and enhancement of natural and historic resources.

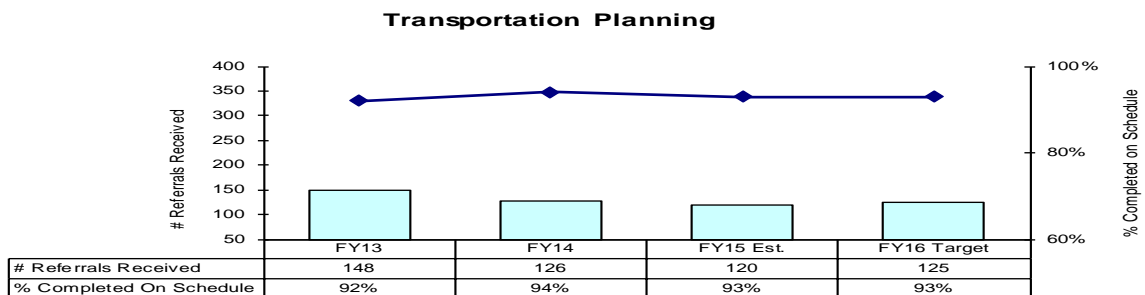


Countywide Planning Division Performance Measures

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



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



Prince George's County Planning Department – Information Management

OVERVIEW

MISSION

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

PROGRAMS AND SERVICES PROVIDED

The Information Management Division (IMD) provides computer systems and personal computer (PC) support, software development, database management, and Geographic Information System (GIS) services. IMD works to identify, assemble, process, analyze, and report statistical data and other information essential to the Commission's role for County planning and land development. The Division also manages the Department's geographic information systems, data processing services, and network communications.

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

ACCOMPLISHMENTS

- Executed two multiyear Data Systems contracts:
 - Selected new contractor to provide programming support for the Planning Department applications and databases.
 - Selected new contractor to provide document scanning services for the Planning Department's document imaging system.
- Responded to over 130 internal and external requests for data extracts, reports, and user support. Customers included municipalities, the County Executive's Office, the County Council, educational institutions, and numerous private sector businesses.
- Completed major upgrade to servers, software and databases that support the Planning Department's document imaging system.
- Built infrastructure for virtualization servers and desktops to improve system administration and management.
- Collaborated with other Commission Departments to complete the installation of a new WAN (wide area network) connection to improve network redundancy.
- Collaborated with Central Administrative Services to move production servers and remote desktop services into VMWare virtualization environment.
- The Ortho-image mapping and Planimetric Update Project is in progress and is about 50% completed.
- PGAtlas rewrite and upgrade continues with 80% completed.
- Updated 54 countywide GIS layers in the SDE.
- Data and map services continued. Responded to over 205 internal and external requests for map, data, report, and technical services. Customers included municipalities, the County Executive's Office, the County Council, educational institutions, and numerous private sector businesses.



BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$335,695, 9.9 % over FY15 totals, primarily due to the transfer of 2 full-time career position from the Planning Director’s Office to the Information Management Division. One position was transferred to serve as the Acting Division Chief and a second position was transferred to fill work program needs in the Network Support Section.
- **Supplies and Materials** budget for FY16 decreased by \$31,000, or 11.1 % compared to FY15, primarily due to one-time funding included in FY15 for the purchase of software licenses for personal computers.
- **Other Services and Charges** budget for FY16 shows an increase of \$122,100, 7.9 % over the FY15 numbers, primarily due to an increase in budgeted dollars for professional services to support PGAtlas website and the geographic information system (GIS) application development.
- **Funded Positions/Workyears:** Funded Positions in FY16 increased by 2 full-time career positions. One position was transferred to serve as the Acting Division Chief and a second position was transferred to fill a need in the Network Support Section in order to assist with work program needs.

Summary of Division Budget

		FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$5,332,668	\$5,699,463	6.9%
Staffing				
	Funded Career Positions	27.00	29.00	7.4%
	Funded Workyears	27.00	29.00	7.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

Systems Analysis/Programming Support: This project will result in the implementation of a vendor package software (Hansen) to replace the Planning Department’s current Development Review Activity Monitoring system and database. This software will be interfaced with the Planning Department’s document imaging system.

Document Management: This project will complete the integration of our FileNet Document Management System with the Development Activity Monitoring System (Hansen), expand Document Management by requiring digital submission of all, or most, development applications, and by incorporating business processes and workflows into Development Review application and other appropriate database applications. This will also augment our ability to make documents available to the public through various web applications used by the Department.

During FY16, the Department will continue expansion of the document management system.

PGAtlas Upgrades (ARC IMS Support): In June 2013 the Department entered into a new contract for hosting and expanding PGAtlas services to the Department, County government, and the general



Prince George's County Planning Department – Information Management

public. During FY16, the Department will finalize the upgrade of PGAtlas and improve the user functionality.

GIS Application Development: The Department will continue to assist with the development of specialized GIS services, such as 3D Modeling and decision support application development (CommunityViz®).

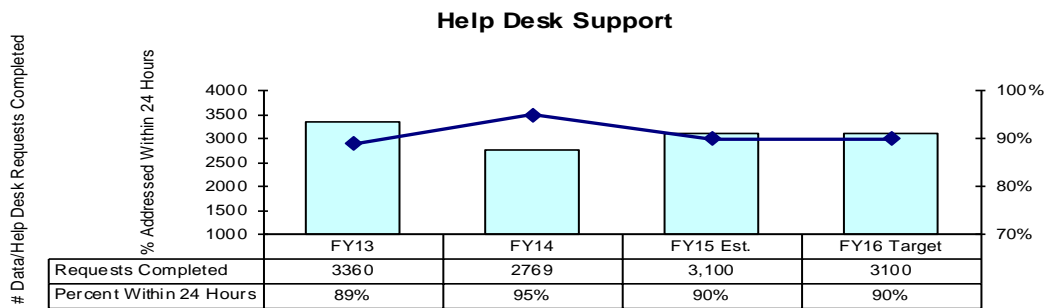
During FY16, the Department will continue to maintain and update GIS layers, assist with data and map requests and evaluate GIS Cloud storage options

GOALS AND PERFORMANCE MEASURES

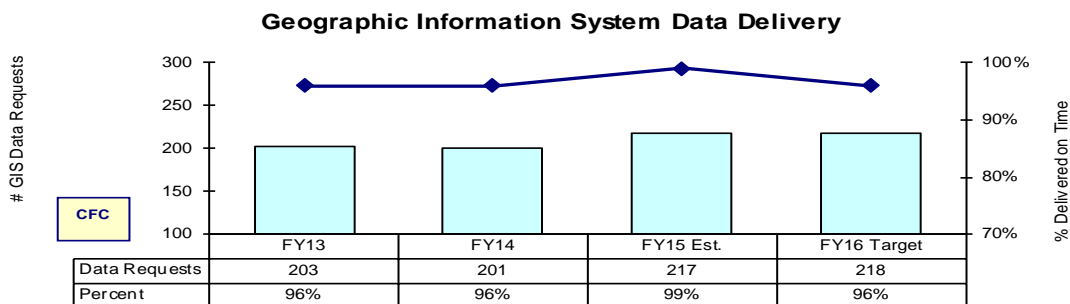
Divisional Goal: To be the Department’s resource for the identification, assembly, processing, and analysis of data, and to provide the Department with a reliable, state-of-the-art computing infrastructure.

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

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



Outcome Geographic Information System: Improved software, hardware and technical resources. *Charter for Change* highlights improved information service delivery.



OVERVIEW

PROGRAMS AND SERVICES PROVIDED

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

BUDGET AT A GLANCE

- **Personnel Services** budget for FY16 increased by \$6,800 or 25% over FY15 totals, primarily due to increased costs for group insurance.
- **Supplies and Materials** budget for FY16 decreased by \$5,900—16.3 % under the FY15 totals primarily due to reductions made to funding for non-monetary performance recognition program awards.
- **Other Services and Charges** budget for FY16 decreased by \$952,400—11.6 % under the FY15 totals. The decrease is primarily due to approximately \$933,000 in reductions to County project charges and \$56,000 in reductions to risk management insurance that are offset by increases in the budget for the lease of storage and office space.
- **Chargebacks** budget for FY16 increased by \$6,500—2.4 % over the FY15 totals.
- **Funded Positions/Workyears:** No change.

Summary of Division Budget

		FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
Budget				
	Expenditures	\$8,505,500	\$7,560,500	-11.1%
Staffing				
	Funded Career Positions	0.00	0.00	0.0%
	Funded Workyears	0.00	0.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

County Project Charges

The Planning Department provides funding support to various County agencies for County services that are directly related to The Maryland-National Capital Park and Planning Commission's responsibilities under the Land Use Article. The following chart shows changes in the project charges in FY16 as compared to FY15.



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

County Project Charges	FY15 Adopted Budget	Proposed Reductions	Proposed FY16 Budget
People's Zoning Counsel	250,000	-	250,000
Zoning Enforcement Unit	1,761,900	(86,467)	1,675,433
Water and Sewer Planning Unit	155,300	-	155,300
GIS Program	340,500	-	340,500
Tax Collection Fee	78,500	-	78,500
Economic Development Corp.	65,000	-	65,000
DPIE Permits and Inspections	1,816,200	(480,000)	1,336,200
DPW&T Engineering, Inspections, and Permits	929,800	(229,933)	699,867
Redevelopment Authority	844,500	(114,800)	729,700
EDC General Plan Goals	316,800	(22,134)	294,666
Total	6,558,500	(933,334)	5,625,166
*Note: this list does not include the County charge for CAB Office Rent			



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

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
Director's Office				
Personnel Services	3,175,842	4,047,916	3,576,615	-11.6%
Supplies and Materials	75,836	126,000	130,400	3.5%
Other Services and Charges	831,185	434,100	570,400	31.4%
Capital Outlay	235,461	60,000	110,000	83.3%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,318,324	4,668,016	4,387,415	-6.0%
Development Review				
Personnel Services	4,828,036	5,246,357	5,566,328	6.1%
Supplies and Materials	10,463	67,500	63,600	-5.8%
Other Services and Charges	124,282	262,000	341,400	30.3%
Capital Outlay	11,210	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,973,991	5,575,857	5,971,328	7.1%
Community Planning				
Personnel Services	2,969,015	3,496,546	3,361,366	-3.9%
Supplies and Materials	3,461	65,900	72,700	10.3%
Other Services and Charges	874,580	2,067,400	1,660,500	-19.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	3,847,056	5,629,846	5,094,566	-9.5%
Information Management				
Personnel Services	3,224,013	3,399,368	3,735,063	9.9%
Supplies and Materials	172,784	278,400	247,400	-11.1%
Other Services and Charges	831,425	1,544,900	1,667,000	7.9%
Capital Outlay	42,952	110,000	50,000	-54.5%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,271,174	5,332,668	5,699,463	6.9%
County-Wide Planning				
Personnel Services	4,218,288	4,725,322	5,130,495	8.6%
Supplies and Materials	2,720	66,500	51,900	-22.0%
Other Services and Charges	1,194,366	1,673,300	2,005,300	19.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,415,374	6,465,122	7,187,695	11.2%



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

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
Support Services				
Personnel Services	(170)	27,200	34,000	25.0%
Supplies and Materials	30,995	36,100	30,200	-16.3%
Other Services and Charges	7,940,446	8,175,200	7,222,800	-11.6%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	265,362	267,000	273,500	2.4%
Total	8,236,633	8,505,500	7,560,500	-11.1%
Grants				
Personnel Services	127,933	138,000	144,600	4.8%
Supplies and Materials	-	-	-	-
Other Services and Charges	84,801	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	212,734	138,000	144,600	4.8%
Total Planning Department				
Personnel Services	18,542,957	21,080,709	21,548,467	2.2%
Supplies and Materials	296,259	640,400	596,200	-6.9%
Other Services and Charges	11,881,085	14,156,900	13,467,400	-4.9%
Capital Outlay	289,623	170,000	160,000	-5.9%
Other Classifications	-	-	-	-
Chargebacks	265,362	267,000	273,500	2.4%
Total	31,275,286	36,315,009	36,045,567	-0.7%



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

POSITION DETAIL BY DIVISION BY FUND

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>PLANNING DEPARTMENT</u>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	32.00	32.00	35.50	35.50	31.50	31.50
Part-Time Career	1.00	0.50	-	-	-	-
Career Total	33.00	32.50	35.50	35.50	31.50	31.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Director's Office	33.00	32.50	35.50	35.50	31.50	31.50
<u>DEVELOPMENT REVIEW</u>						
Full-Time Career	53.00	53.00	53.00	53.00	55.00	55.00
Part-Time Career	-	-	-	-	-	-
Career Total	53.00	53.00	53.00	53.00	55.00	55.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Development Review	53.00	53.00	53.00	53.00	55.00	55.00
<u>COMMUNITY PLANNING</u>						
Full-Time Career	37.00	37.00	33.00	33.00	30.00	30.00
Part-Time Career	1.00	0.75	1.00	0.75	2.00	1.63
Career Total	38.00	37.75	34.00	33.75	32.00	31.63
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning	38.00	37.75	34.00	33.75	32.00	31.63
<u>INFORMATION MANAGEMENT</u>						
Full-Time Career	28.00	28.00	27.00	27.00	29.00	29.00
Part-Time Career	-	-	-	-	-	-
Career Total	28.00	28.00	27.00	27.00	29.00	29.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Information Management	28.00	28.00	27.00	27.00	29.00	29.00
<u>COUNTYWIDE PLANNING</u>						
Full-Time Career	40.00	40.00	42.00	42.00	44.00	44.00
Part-Time Career	-	-	-	-	-	-
Career Total	40.00	40.00	42.00	42.00	44.00	44.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Countywide Planning	40.00	40.00	42.00	42.00	44.00	44.00
<u>TOTAL PLANNING</u>						
Full-Time Career	190.00	190.00	190.50	190.50	189.50	189.50
Part-Time Career	2.00	1.25	1.00	0.75	2.00	1.63
Career Total	192.00	191.25	191.50	191.25	191.50	191.13
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Grand Total Planning Department	192.00	191.25	191.50	191.25	191.50	191.13



Department of Parks & Recreation

(Park /Recreation /Enterprise /CIP)

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

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Prince George's County Parks and Recreation Department

PARKS, TRAILS AND OPEN SPACE

27,327 - Total Park Acreage

592 Parks

13,851 Acres of Developed Park Land

337 Athletic Fields

586 Athletic Courts

27 Park Buildings

229 Playgrounds

4 Regional Parks

16,086 - Stream Valley Park Land

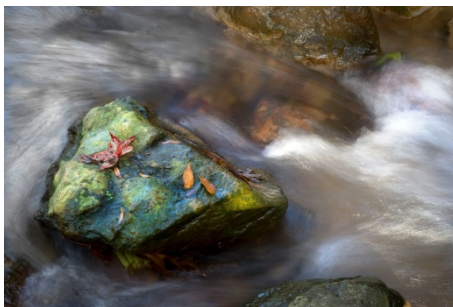
52 Walking Loop Trails

100 Miles of Trails (53.2 paved mi.)

1 Airpark

2 Marinas

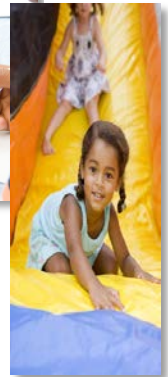
30 Historical/Archaeological Sites



Prince George's County Parks and Recreation Department

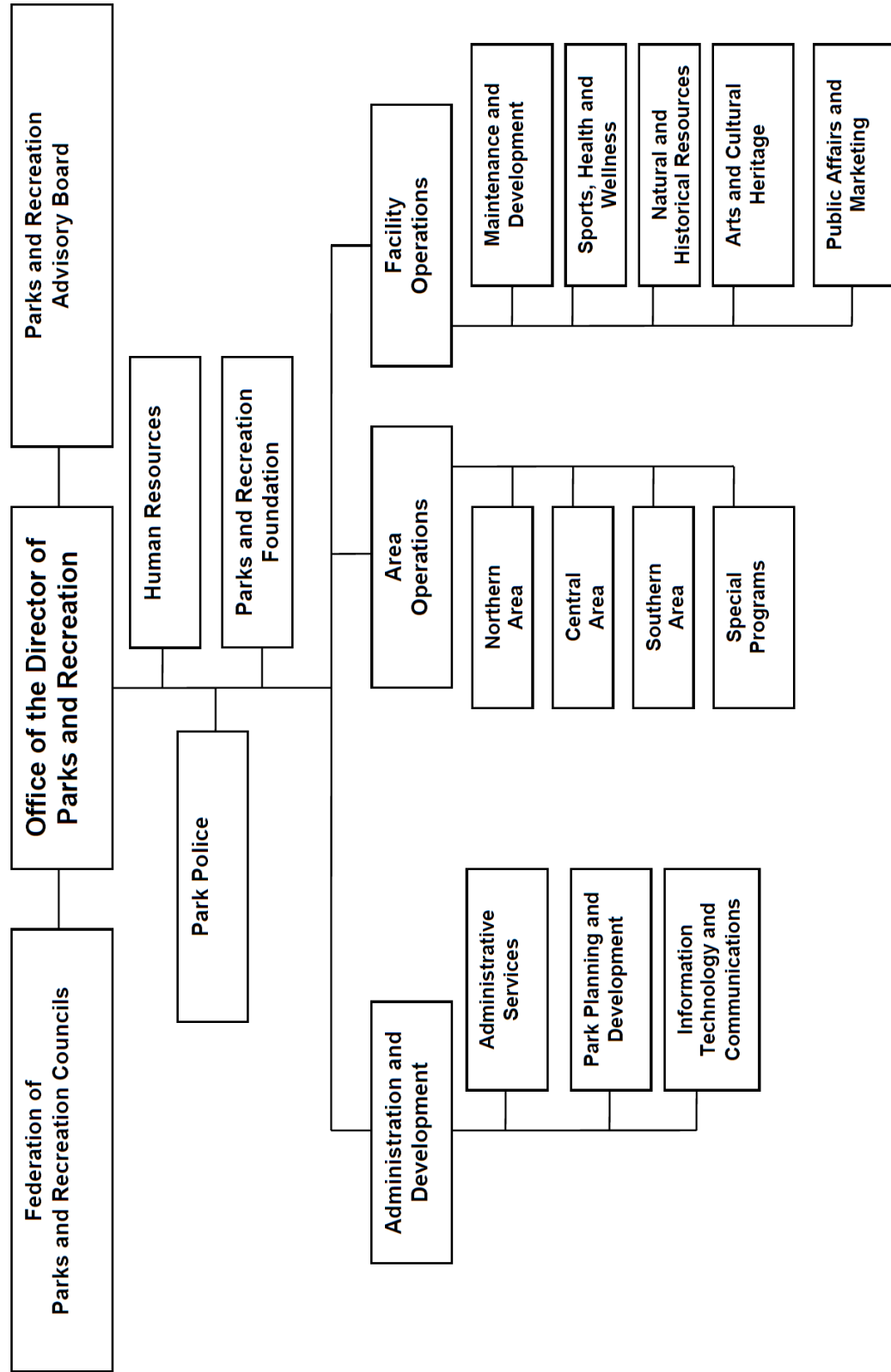
RECREATION SERVICES

- 11 Aquatic Facilities
- 3 Tennis Bubbles
- 1 Trap & Skeet Center
- 3 Ice-Skating Rinks
- 4 Athletic Centers
- 4 Skate Parks
- 3 Nature Centers
- 1 Baseball Stadium
- 1 Boxing Center
- 1 Sports & Learning Center
- 5 Nature Areas
- 6 Senior Centers
- 2 Child Care Centers
- 44 Community Centers
- 1 Equestrian Center & Arena
- 30 Historic Sites
- 4 Golf Courses
- 1 Youth Golf Training Center
- 1 Aviation Museum
- 4 Regional Arts Facilities



ORGANIZATIONAL STRUCTURE

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



Prince George's County Parks and Recreation Department

EXECUTIVE OVERVIEW

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

The residents of Prince George's County, presently more than 890,000 in number, are the primary customers served. Additionally, residents of Montgomery County, people employed in Prince George's County, and all visitors to Prince George's County are served by Department programs and operations. Those served include people of all ages, income levels, and ability levels, with interests that are indoor or outdoor-oriented, active, and/or passive, and related to the arts, sports, fitness, nature, history, dance, games, hobbies, travel, crafts, health, education, socialization, and/or volunteering. The Department has an interactive website (www.pgparcs.com) that provides information to citizens on upcoming classes, activities, and events and allows feedback on customer service park development issues, as well as an online help desk.

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

MISSION

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



Prince George's County Parks and Recreation Department

MAJOR PROGRAMS AND SERVICES PROVIDED

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

STRATEGIES EMPLOYED

In FY16, the Department is employing the following strategies to develop the proposed budget:

- **Proposed FY16 CIP:** The CIP budget timeline and operating budget timeline began running parallel in FY13. Staff presents the proposed FY16 to FY21 CIP Plan to the Planning Board in December. The fiscal pressures on the operating budget also apply to the CIP, and the expansion of the CIP program is limited in two ways. First, limited property tax revenue growth means new funds for the CIP are unlikely. Second and more importantly, because the rate of cost growth for existing services is outpacing the rate of revenue growth, the operating budget has extremely limited fiscal capacity to support the expansion of facilities and services through the CIP. The Department has to continue to manage a sustainable CIP. Consequently, staff advises that any new projects added to the CIP be offset by removing or delaying existing projects.

Our proposed FY16 CIP will build on the adopted FY15 capital budget, which emphasizes maintaining and renovating the infrastructure for existing services. We will continue to balance and strategically manage the use of funding sources for projects (i.e. PAYGO vs. debt service). And, we will continuously analyze the impact of new facilities in all our operations for both direct and indirect costs. We are mindful that property tax revenue growth alone at the current tax rates will not be sufficient to sustain the continuous expansion of our park and recreation system.

- **Project Charge Reductions:** We continue to work with the County's Spending Affordability Committee and County Government to reduce Legislative Project Charges with goals of reducing \$401,800 in the Park Fund and \$804,870 in the Recreation Fund in FY16.
- **Staffing Analysis:** We continue to comprehensively analyze our existing staff complement. Rather than requesting new positions for some of our immediate programming needs or maintenance and operation of our new facilities, we are looking to transfer positions from



Prince George's County Parks and Recreation Department

the lower priority programs into those program areas, which have more immediate needs. In the long run, this exercise will help keep the budget base lower than if we add new positions to support our expanding programs and cadre of new facilities.

- **Non-Personnel and Capital Outlay Analysis:** We are thoroughly scrutinizing our non-personnel needs. We are emphasizing funding for public safety and maintenance. We are removing any one-time funding that was included in FY15. In addition, we will use some FY15 year-end surplus funds to procure certain one-time Divisional requests that could not be accommodated in our FY16 proposal.
- **Program Analysis:** We are continuing to work with our Program and Facility Managers to develop strategies to enhance revenues and/or reduce expenses. We are instituting cost-recovery models, analyzing the cost/benefits of all programs, their value to the public and making necessary adjustments to revenues, expenditures, and offerings.



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 2016

	FY15 Adopted			FY16 Proposed			% Change
	Park Fund	Rec Fund	Dept.Total	Park Fund	Rec Fund	Dept.Total	
	FY15	FY15	FY15	FY16	FY16	FY16	
	Adopted	Adopted	Adopted	Proposed	Proposed	Proposed	
Office of the Director	\$ 1,940,864	\$ -	\$ 1,940,864	\$ 2,410,036	\$ -	\$ 2,410,036	24.2%
Park Police	17,920,806	-	17,920,806	18,608,277	-	18,608,277	3.8%
Administrative Services	4,574,209	-	4,574,209	5,107,230	-	5,107,230	11.7%
Public Affairs and Marketing	2,065,966	911,099	2,977,065	2,192,005	920,451	3,112,456	4.5%
Administration and Development	326,749	-	326,749	336,314	-	336,314	2.9%
Information Tech & Communications	5,435,712	-	5,435,712	5,285,197	-	5,285,197	-2.8%
Park Planning and Development	6,501,011	-	6,501,011	6,394,884	-	6,394,884	-1.6%
Support Services	14,031,200	7,434,155	21,465,355	14,790,100	7,169,365	21,959,465	2.3%
Facility Oper.-Deputy Director	441,903	-	441,903	439,393	-	439,393	-0.6%
Maintenance and Development	28,130,161	-	28,130,161	27,761,483	-	27,761,483	-1.3%
Natural and Historic Resources	6,186,975	1,445,016	7,631,991	6,048,596	1,348,031	7,396,627	-3.1%
Arts and Cultural Heritage	1,928,869	3,944,396	5,873,265	1,981,382	3,994,955	5,976,337	1.8%
Area Oper.-Deputy Director	444,180	-	444,180	452,685	-	452,685	1.9%
Northern Area Operations	6,545,734	7,513,780	14,059,514	6,642,884	7,591,231	14,234,115	1.2%
Central Area Operations	6,734,422	7,930,626	14,665,048	6,594,173	7,589,202	14,183,375	-3.3%
Southern Area Operations	6,298,777	8,369,495	14,668,272	6,301,439	8,423,282	14,724,721	0.4%
Sports, Health, and Wellness	-	10,597,705	10,597,705	-	11,194,435	11,194,435	5.6%
Special Programs	-	8,529,182	8,529,182	-	8,462,842	8,462,842	-0.8%
Non-Departmental	6,114,489	6,936,185	13,050,674	7,463,750	6,811,795	14,275,545	9.4%
Transfers Out	27,497,000	9,725,804	37,222,804	20,890,637	9,721,347	30,611,984	-17.8%
Budgetary Reserve	5,781,100	3,666,900	9,448,000	5,940,500	3,661,300	9,601,800	1.6%
Fund Total	\$ 148,900,127	\$ 77,004,343	\$ 225,904,470	\$ 145,640,965	\$ 76,888,236	\$ 222,529,201	-1.5%



Prince George's County Parks and Recreation Department

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

FUND SUMMARIES

The Department has two tax-supported operating funds: the Park Fund and the Recreation Fund. The highlights of the Department's proposed budget are shown below for these two Funds. The Enterprise, Internal Service, Advanced Land Acquisition and Special Revenue Fund budgets are shown in separate sections of this document. Major FY16 work program changes are listed by program.

- The total operating expenditures within both the Park and Recreation Funds are proposed to increase by \$3,077,294, or 1.6%, from \$188,959,470 in FY15 to \$192,036,764 in FY16. This increase does not include the Park Fund's transfer to the CIP (PAYGO), Debt Service or Expenditure Reserves.
- The combined PAYGO and Debt Service costs are projected to decrease by -\$6,606,363, or 24.0%, from \$27,497,000 in FY15 to \$20,890,637 in FY16.
- Therefore, the total combined expenditure budget is decreasing by -\$3,529,069, or -1.6%, from \$216,456,470 in FY15 to \$212,927,401 in FY16.

Park Fund

The FY16 Park Fund expenditure budget is proposed to decrease by \$3,259,162 or -2.2%, from \$148,900,127 to \$145,640,965. The Proposed FY16 operating budget major changes include:

- (1,579,800) for Risk Management;
- (401,800) for legislative project charges;
- 1,511,081 for compensation increases;
- 239,980 for other post-employment benefits (OPEB);
- (262,365) for pension costs;
- 1,045,000 for the Capital Equipment ISF for vehicle purchases and Department-wide infrastructure improvements to include Voice Over IP (VOIP) and wiring upgrades;
- (32,000) for CAS chargebacks, funding for the Commission's chief information officer, the Capital Equipment Technology Initiative and EOB rent;
- 1,305,000 to support Operating Budget Impact (OBI) and start-up costs for CIP projects scheduled for completion in FY16;
- (41,900) to remove start-up costs for CIP projects scheduled for completion in FY15;
- 120,000 for rent for additional space leased at Walker Drive;
- 627,700 for new positions and increased overtime funding;
- 262,000 for vehicles, outfitting vehicles, uniforms and supplies for the new Park Police positions included in the proposed budget; and
- 88,091 additional seasonal/intermittent funding for the increased minimum wage impact.

The Park Fund's Operating Expenditure Reserve is proposed to increase by \$159,400 from \$5,781,100 to \$5,940,500, based on 5% of the operating expenditure budget less Debt Service.

The Park Fund's program revenues are proposed to increase by \$216,500, or 8.3% from \$2,623,300 in FY15 to \$2,839,800 in FY16. The Park Fund program revenues primarily include the Parks and Recreation Foundation, Park Permits, Park Police fines, agricultural leases, historic property



Prince George's County Parks and Recreation Department

rentals, park house rentals and Festival of Lights. This increase is mainly from increased Park Permit rentals and Parks and Recreation Foundation revenue.

Recreation Fund

The FY16 Recreation Fund expenditure budget (excluding reserves) is proposed to decrease by \$110,507, or 0.2% from \$73,337,443 to \$73,226,936. Major changes include:

- (642,300) for Risk Management;
- (804,870) for legislative project charges;
- 594,933 for compensation increases;
- 635,000 for utility and telecommunications costs;
- 85,547 for other post-employment benefits (OPEB);
- (69,270) for pension costs;
- (55,940) for CAS chargebacks, funding for the Commission's chief information officer, and the Capital Equipment Technology Initiative;
- (473,000) to remove start-up costs for CIP projects scheduled for completion in FY15;
- 359,413 additional seasonal/intermittent funding for the increased minimum wage impact; and
- 146,700 for new positions.

The Fund's Operating Expenditure Reserve is proposed to decrease by -\$5,600 from \$3,666,900 in FY15 to \$3,661,300 in FY16.

The Recreation Fund's program revenues are proposed to increase by \$355,900, or 4.5%, from \$7,842,600 in FY15 to \$8,198,500 in FY16. The Recreation Fund program revenues primarily include aquatics, summer play activities, various sports programs including inter-center activities and adult franchise programs, Fairland Athletic complex, arts programs, child care, and trips and excursions.

Workyear Changes (All Funds)

The proposed FY16 total workyears for the Park, Recreation and Enterprise Funds is 1,874.4 which represents a net increase of 99.0 workyears over the FY15 level of 1,775.4. The workyears will be distributed as follows:

Workyear Changes – Park Fund

- Adding 5 Full-Time Career Park Police Officer Positions;
- Adding 1 Full-Time Career Park Police Security Systems Specialist Position;
- Adding 1 Full-Time Career Park Ranger Position;
- Adding 1 Full-Time Career Position transferred from the Recreation Fund;
- Adding 16.0 Seasonal/Intermittent Workyears for Maintenance Programs, EAM support, and Special Projects support (1.5 - OBI);
- Adding 3.5 Seasonal/Intermittent Workyears related to restructuring our business model to rely less on independent contractors and more on seasonal employees.

Workyear Changes – Recreation Fund

- Converting 1 Recreation Specialist III Position from Part-Time Career to Full-Time Career
- Adding 1 Full-Time Career Recreation/Enterprise Facility Manager I position transferred from the Enterprise Division;
- Adding 1 Full-Time Career Sports Health and Wellness Coordinator Position;



Prince George's County Parks and Recreation Department

- Transferring 1 Full-Time Career position to the Park Fund;
- Adding 12.5 Seasonal/Intermittent Recreation Program Workyears;
- Adding 36.5 Seasonal/Intermittent Workyears related to restructuring our business model to rely less on independent contractors and more on seasonal employees.

Workyear Changes –Enterprise Fund

- Transferring 1 Full-Time Career Recreation/Enterprise Facility Manager I Position to the Recreation Fund;
- Adding 2.0 Seasonal/Intermittent Enterprise Program Workyears;
- Adding 20.0 Seasonal/Intermittent Workyears related to restructuring our business model to rely less on independent contractors and more on seasonal employees.

FY16 Proposed Budget Summary of Parks and Recreation Department Positions by Fund and Position Type

Fund	Adopted FY15		Proposed FY16	
	Positions	Workyears	Positions	Workyears
<i>Summary of Full-Time Career Positions and Workyears</i>				
Park	737.00	737.00	745.00	745.00
Recreation	249.00	249.00	251.00	251.00
Enterprise	<u>67.00</u>	<u>67.00</u>	<u>66.00</u>	<u>66.00</u>
Total	1,053.00	1,053.00	1,062.00	1,062.00
<i>Summary of Part-Time Career Positions and Workyears</i>				
Park	9.00	6.30	9.00	6.30
Recreation	20.00	15.60	19.00	15.10
Enterprise	<u>1.00</u>	<u>0.50</u>	<u>1.00</u>	<u>0.50</u>
Total	30.00	22.40	29.00	21.90
<i>Non-Career Workyears (Seasonal and Intermittent Positions)</i>				
Park		122.00		141.50
Recreation		464.50		513.50
Enterprise		<u>113.50</u>		<u>135.50</u>
Total		700.00		790.50

WORK PROGRAM PRIORITIES

FY16 Budget Priorities

Understanding the restraints from our revenues growing slower than expenses, the Department seeks to maintain high quality programs and services. We remain committed to minimizing the impact on the citizens of Prince George's County. In developing our FY16 Department and Divisional objectives, we worked to ensure that they are in strategic alignment with the overall goals of our adopted Formula 2040 and Comprehensive Recreation Program Plans.

The general goals of these plans fall into three categories:



Prince George's County Parks and Recreation Department

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

The following are our main proposed FY16 goals with their corresponding specific Divisional objectives:

ADEQUATE FACILITIES AND SAFETY - GOALS:

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

Objectives:

Park Police

- Add additional police officers to reduce crime response time, to increase security at events, and to provide better coverage to the rapidly growing Southern region of the County.
- Review the fine structure for parking violations and municipal infractions for park rules and regulation violations.
- Continue to upgrade public safety technology systems to better maintain operational readiness of all security and public safety enterprise management platforms and site security, public and life safety projects.
- Complete the move to a new Park Police Headquarters.
- Assess and strengthen the theft prevention programs.

Information Technology & Communications

- Continue year four of a four-year implementation plan for Voice Over Internet Protocol Network (VOIP). This plan installs the VOIP telephone system and re-engineers wide area voice and data network infrastructures.

Park Planning & Development

- Continue to implement the project management system.
- Use the capital project evaluation model to prioritize CIP Projects.

Maintenance & Development

- Realign personnel to incorporate a Critical Projects Work Unit and facilitate ongoing ADA accessibility renovations.
- Implement recommendations from the future Maintenance Master Plan which is currently in the development stage.

Natural & Historical Resources

- Work collaboratively with all Divisions to implement a system for historic preservation and renovation at historic sites in need of emergency repair.



Prince George's County Parks and Recreation Department

Special Programs

- Develop and implement ADA Transition planning regarding compliant program and facility accessibility by collaborating with other divisions.

Northern, Central & Southern Area Operations

- Evaluate and strengthen parks infrastructure to allocate funding toward sustainability of park amenities in areas with maximum usage.

PROGRAM AND SERVICES DELIVERY - GOALS:

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

Objectives:

Information Technology & Communications

- Continue to expand mobile computer labs and after-school computer clubs including partnering with Prince Georges County Public Schools and utilizing students enrolled in Technology Academies and STEM programs to provide training and technical assistance.

Natural & Historical Resources

- Work towards fully staffing historical and nature career positions to optimize and expand environmental and historical educational opportunities throughout Prince George's County.

Sports, Health & Wellness

- Expand non-traditional youth sports into after-school programs to include cricket, lacrosse, yoga and golf. SHWD will provide instruction, demonstration and supervision of games/leagues at various afterschool programs at community centers.
- Build the capacity of the Health and Wellness team to accomplish Formula 2040 objectives, including reaching goal of having a health and wellness component in 75% of our programs.
- Develop Prescription Recreation, measuring impact of parks and recreation service and pursuit of grant and funding opportunities.
- Increase learn-to-swim and water fitness participation through increased outreach, expanded course offerings, and partnerships.



Prince George's County Parks and Recreation Department

Arts & Cultural Heritage

- Develop a Public Art Initiative by working collaboratively with Park Planning and Development and Area Operations to address CIP projects in addition to developing a general policy for the Department.
- Broaden art services by working with Area Operations and external art organizations and educational institutions to develop working strategies to provide quality art experiences throughout Prince George's County.
- Work with Area Operations, Natural Historic Resources Division and external public and private organizations to develop strategies to identify broad based cultural and historical programs to enhance programs focused on Prince George's County history and cultural diversity.

Special Programs

- Provide additional Out of School time programming by partnering with other divisions and reallocate resources to increase structured programming offerings at community centers during those critical hours at both drop-in sites as well as Kids Care programs.
- Improve the sustainability of the Aging In Place recommendation by restructuring the senior program staffing, allowing for more regional large scale events such as Club 300, Seniors on Stage, Senior Dance Party, etc.
- Work with Area Operations to identify under-utilized facility space to expand Therapeutic Recreation aftercare, adapted aquatics and fitness programs.

Northern, Central & Southern Area Operations

- Continue to provide opportunities for all ages by offering multi-disciplinary recreation, signature and community-based special events, out of school time programs for youth and teens, and active aging programs with an emphasis on evaluating service development and delivery, cost recovery, collaboration, divestment and health & wellness.

MAINTAINING A FISCALLY SUSTAINABLE ORGANIZATION - GOALS:

1. Diversify and enhance non-property tax revenues.
2. Use marketing and communications more aggressively to reach a larger audience and cultivate a loyal following.

Objectives:

Parks & Recreation Foundation

- Achieve non-profit status as a 501(c)3 organization and begin to implement the action plan for the Foundation.
- Update the policy for naming rights and sponsorships for the department.

Administrative Services

- Evaluate the delivery of the services, internal business processes, and software support provided by the Customer Service Help Desk and Park Permits.
- Fully implement the new Enterprise Asset Management (EAM) system.



Prince George's County Parks and Recreation Department

- Develop and seek Planning Board's adoption of new fees and charges policies and cost recovery model to increase our program revenues.

Office of the Director

- Implement the performance metrics and action plans based on the goals identified in the Formula 2040 Master Plan.

Park Planning & Development

- Begin to implement the master plans that have County-wide impact.
- Restructure the Division to improve project delivery and planning services.

Public Affairs & Marketing

- Continue developing a plan to shift session-based program and course marketing to social media, mobile apps and print-on-demand publications, and redevelop the program guide as an interactive online document.
- Develop a production timeline and train staff in mobile app development.
- Realign to ensure efficient use of resources in communication and marketing efforts related to outreach and program development across the department.

Maintenance & Development

- Install a solar array at Randall Farm Maintenance Facility as a pilot program for the Department.
- Continue executing energy saving initiatives by extending LED lighting upgrades to parking lot lighting at departmental sites.

Natural & Historical Resources

- Expand and improve the Department's recycling program at all office, park and recreational sites to demonstrate our commitment to sustainability.

Sports, Health & Wellness

- Review field utilization policies and fees and update/revise as needed to ensure maximum access and usage by the community.
- Review golf course business processes to increase program participation and enhance customer experience.

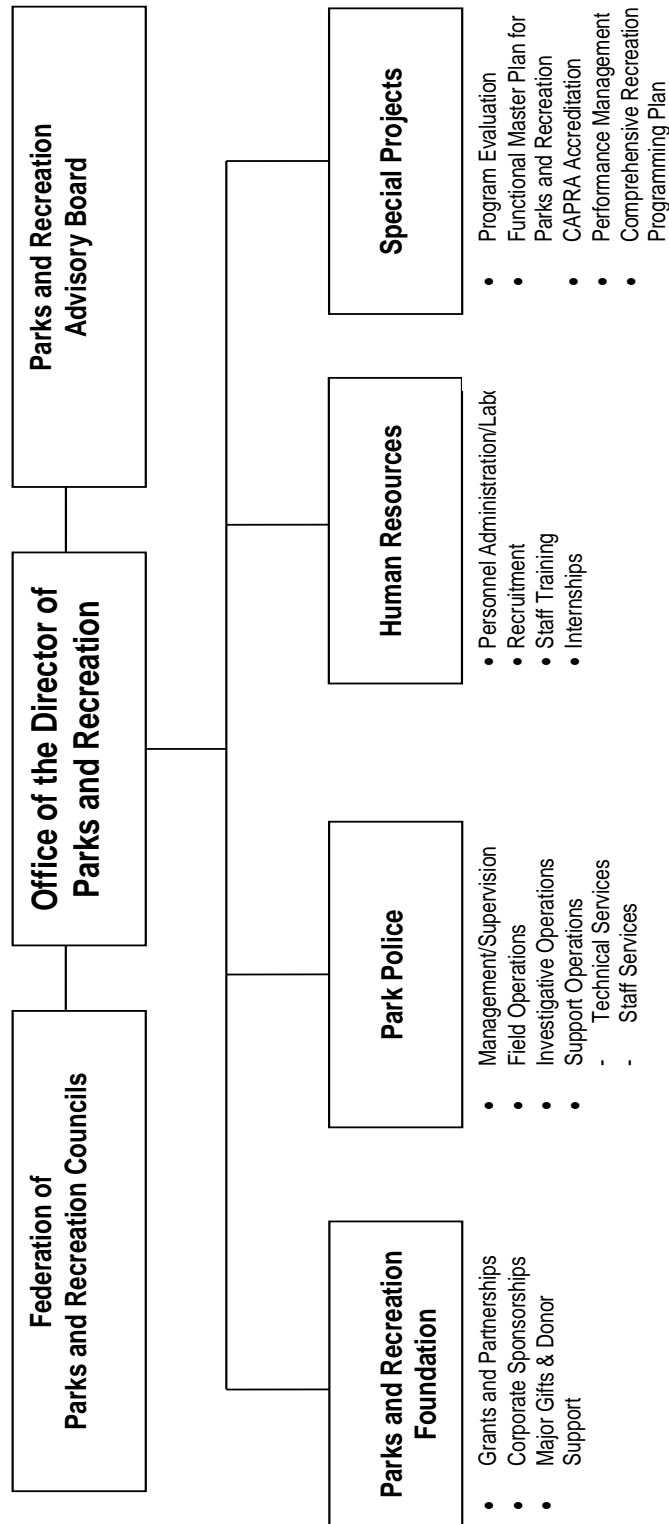
Arts & Cultural Heritage

- Work with internal and external resources in addressing the recommendations of the Maryland Stadium Authority to enhance the Show Place Arena/Prince George's Equestrian Center's ability to host more events, increase revenue and improve its overall appearance.



ORGANIZATIONAL STRUCTURE

OFFICE OF THE DIRECTOR



Prince George's County

Parks and Recreation Department – Office of the Director

OVERVIEW

The Office of the Director provides overall program direction, policy guidance, and administration for the entire Department of Parks and Recreation. This responsibility includes planning, supervising, and coordinating all parks and recreation facilities and services. The Director directly supervises three Deputy Directors for Area Operations, Facility Operations and Administration and Development, the Department's Human Resources Management section, and the Special Projects section. The Office also directly oversees the Park Police and The Parks and Recreation Foundation.

The Human Resources Management section is responsible for four Department-wide programs: Labor/Employee Relations, Training and Employee Development, Recruitment, and the Internship Program. The unit handles the management of employee grievances through initial levels of the grievance process, disciplinary actions, job classification, benefit administration, tuition assistance, and intern and summer worker placement. The unit also manages all mandatory and voluntarily-chosen training, ranging from Commission-wide initiatives and policies to personal and professional development. The section works closely with the Central Administrative Services units on all labor/employee relations matters and recruitment.

The Special Projects section spearheads five major Department-wide initiatives. These include coordinating the Commission's efforts to be accredited/re-accredited by the Commission on Accreditation by Parks and Recreation Agencies (CAPRA). It managed the 2010 and Beyond Parks and Recreation Vision and Needs Assessment which was the basis for the first-ever comprehensive Formula 2040 Functional Master Plan for Parks and Recreation Facilities and Services. The section also coordinates Departmental efforts in Managing for Results to establish meaningful performance measures for the various divisions and programs. In addition, the section conducts program evaluation for major programs through community and participant survey methods. Finally, the unit facilitates and keeps up-to-date the Comprehensive Strategic Recreational Programming Plan. In FY16, the unit's main focus will be managing the implementation of the Adopted 2040 Functional Master Plan recommendations.

The Parks and Recreation Foundation established in FY14 works in conjunction with the Planning Board and the Department of Parks and Recreation to generate additional resources. The Foundation is a registered non-profit in accordance with Section 501(c) (3) missioned to raise cash donations, support, in-kind contributions and link to corporate sponsorships for the park and recreation system. The foundation will have the ability to:

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



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

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,940,864	\$2,410,036	24.2%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	11.00	14.00	27.3%
	Funded Workyears	13.00	19.00	46.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue for the Parks and Recreation Foundation.
- Adding the Special Projects section by consolidating the Research and Evaluation unit from the Administrative Services Division into this unit including transferring two (2) FT positions and non-personnel funding.
- Adding one (1) position to the Special Projects unit transferred from the Park Planning and Development Division.
- Transferring funding from Support Services to add three (3) seasonal Work Years for the Special Projects unit.



Prince George's County

Parks and Recreation Department - Park Police

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Field Operations

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

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



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

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

The Park Police's Homeland Security unit is responsible for developing a coordinated safety and preparedness strategy; to protect life, property, and the M-NCPPC community from the effects of natural and man-made disasters to include terrorist acts and other threats. Responsibilities include site security assessments, emergency/disaster preparedness, suspicious mail/package handling, large event security assessments, and liaison with Federal and local Homeland security Organizations and Fusion Centers. The unit currently consists of one (1) lieutenant, one (1) sergeant, and three (3) officers who are members of the Rapid Deployment Unit. The Rapid Deployment Unit 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.

Support Operations

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

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

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

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

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

Security & Public Safety Systems Operations is responsible for the design, implementation, maintenance, and standardization of security, public, and life safety technology solutions necessary to protect MNCPPC employees, patrons, and property including but not limited to integrated access



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

control and intrusion detection systems, video surveillance and analytics systems, fire alarm and mass notification systems, trail and park security systems, central station event and alarm reporting systems, and fixed automatic license plate reading systems.

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

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

Investigative Operations

The Investigative Operations is composed of two units: Investigative Services and Crime Analysis.

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

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

Office of the Division Chief

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

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

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

Community Services unit (CSU) is staffed to handle all of the Park Police youth programs such as Cops Camp; Drug Awareness Resistance Education (D.A.R.E.); Rape Aggression Defense; Fatal Vision (alcohol awareness); Safe and Drug Free Community Basketball Games; Trading Places; NFL Punt, Pass and Kick; Turkey Bowl; Xtreme Teens and Safe Summer programs. The CSU is responsible for community outreach programs. Staff of the CSU meet with communities, listen to their concerns, relay that information to the M-NCPPC and utilize M-NCPPC and local resources to address their issues, fears and/or concerns. The CSU provides oversight for the Park Police



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

Volunteer Academy and helps coordinate its volunteers to assist in M-NCPPC programs such as free fingerprint services, child ID programs, park patrols, Hispanic Festival, County Fair, Community Days, and safety education and awareness programs. The CSU also provides security analysis/assessments and security recommendations for facilities that use live music bands.

ACCOMPLISHMENTS

FY15 Budget Priority Updates

- Work toward fully staffing officers complement to reduce crime response time, increase security at events, and provide better coverage to the rapidly growing Southern region of the County.
 - Succeeded in hiring additional police officers and is fully staffed for the Division's approved complement of officers.
 - Anticipate filling all vacant civilian positions by fiscal year's end.
- Continue to expand technology initiatives such as automatic license plates readers, automated facility access controls, integrated intrusion and access control systems for recreation building rentals, and automated fine collection systems integrated with the Maryland Vehicle Administration and court systems.
 - Installed several cameras and automated access controls in most of the recreation facilities and trails to increase the efficiency of service to the public in preventing and monitoring criminal activity and to monitor access to Commission facilities.
 - Records Section is now equipped with credit card processing machine to provide easy payment options for fines.
- Expand security and public safety systems staffing to better maintain operational readiness of all security and public safety enterprise management platforms and site security, public and life safety projects.
 - Additional officers hired to increase our presence in the community, and to install and use cameras in our parks and facilities.
- Establish a theft prevention program and formal strategies toward reducing theft of personal items on park property and at Commission-sponsored events.
 - Established more effective theft prevention programs to those already in place.
 - Begun the implementation of a "Safe Parks Initiative" to reduce thefts of personal property for M-NCPPC customers, which includes crime prevention education.



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

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$17,920,806	\$18,608,277	3.8%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	150.00	155.00	3.3%
Funded Workyears	150.50	155.50	3.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Adding five (5) new FT career police officer positions to support the expanding park system.
- Adding one (1) FT new career security systems specialist position.
- Transferring one (1) FT career position to the Administrative Services Division for the EAM Administration unit.
- Increasing funding for overtime costs based on actual projected compensation levels.
- Adding funding for uniforms, equipment, and outfitting vehicles for the new police officer positions.
- Adding operational funding for the new Park Police Headquarters.
- Adding funding for on-going maintenance costs and continued expansion of the Department's Project Security and Fire Enhancements Technology Initiative (SAFTI).



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

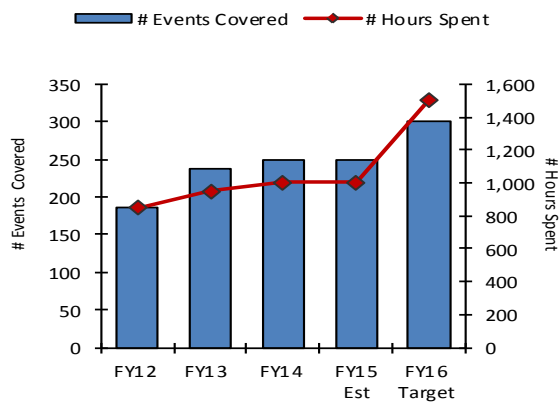
GOALS AND PERFORMANCE MEASURES

Park Police Performance Measures

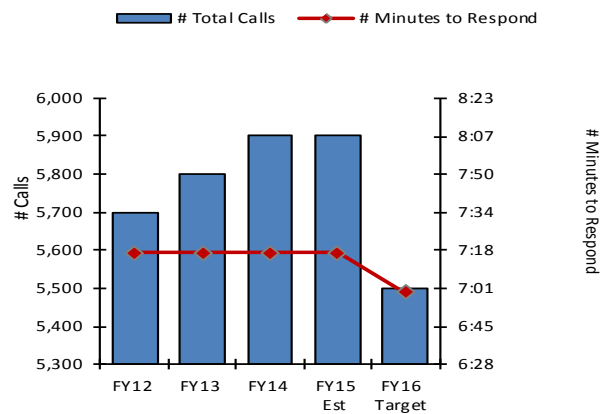
Outcome Objective: The Park Police intends to provide professional park police services in partnership with the community and other divisions of the Commission in order to protect life, property and to identify and apprehend violators to provide a safe and secure environment.

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

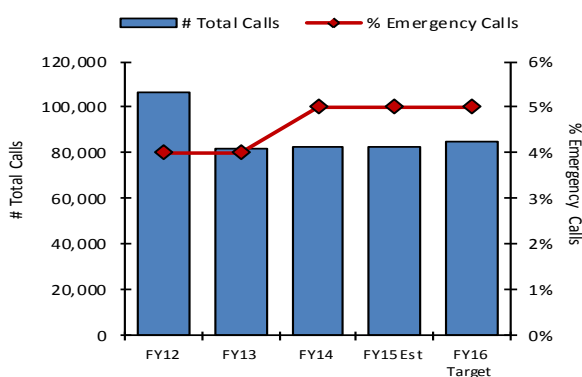
Special Event Coverage



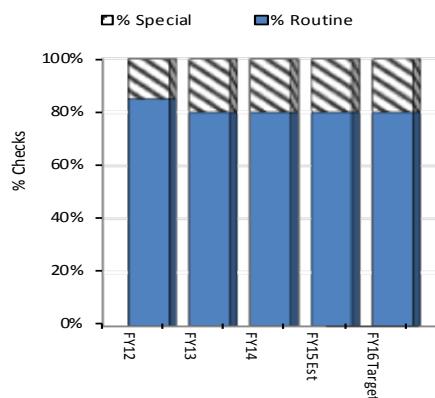
Emergency Calls for Service



Total Calls for Service



Park Checks

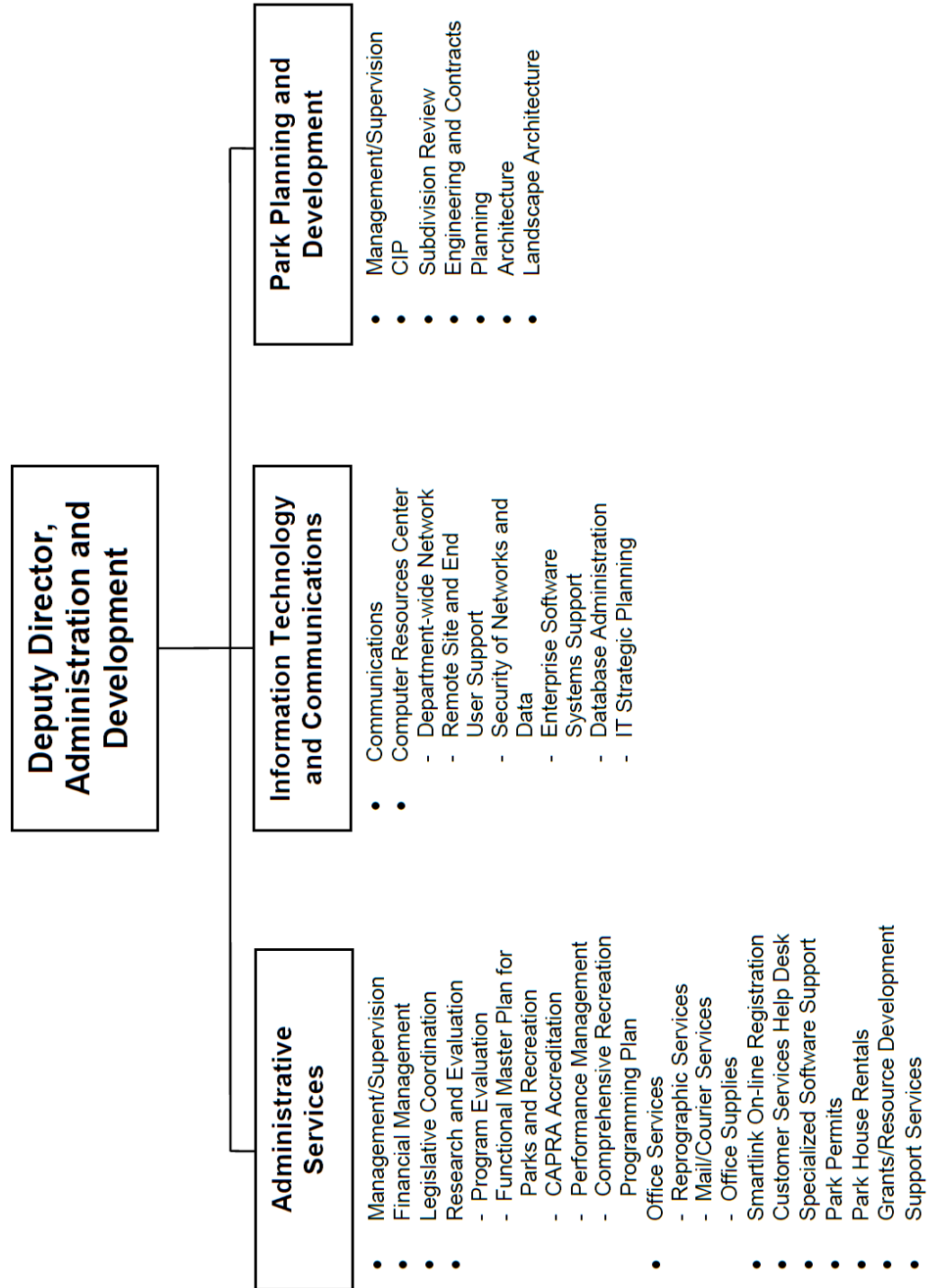


Routine checks are documented regular visits. Departmental rate is approx. 70,000 visits per month to a neighborhood or community park. Special Area Checks are approx. 16,500 per month. Ratio of Special to routine is stable.



ORGANIZATIONAL STRUCTURE

ADMINISTRATION and DEVELOPMENT



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

OVERVIEW

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

MISSION

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

BUDGET AT A GLANCE

Summary of Division Budget

		FY15 Adopted	FY16 Proposed	% Change
Budget				
<i>Park Fund</i>				
	Expenditures	\$326,749	\$336,314	2.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	2.00	2.00	0%
	Funded Workyears	2.00	2.00	0%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing personnel costs based on actual projected compensation levels.



Prince George's County

Parks and Recreation Department – Administrative Services

OVERVIEW

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

- Park Permits
- Office Services
 - Printing and reproduction
 - Mailings, postage
 - Courier services
- Financial management and budget
- Legislative review and coordination
- Customer Service
 - SMARTlink on-line registration
 - Help Desk
 - Department-wide specialized training and specialized software support
- Grants Management and Resource Development
- Park Property Management
- Enterprise Asset Management (EAM)
 - Asset Management
 - Work Flow/Work Order Management
 - Project Management
 - Material and Services Inventory and Procurement

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

MISSION

The Administrative Services Division provides professional, high quality administrative, management, and customer service support to other Divisions within the Department, the Commission's Central Administrative Services and the citizens of Prince George's County including financial and budget management; research and evaluation, performance management, long-range facility and services planning; customer service and help desk services including on-line program registrations support; park permitting; property management program; grants and resource development; and, general office services, document printing and reproduction support and inter-office mail distribution.

PROGRAMS AND SERVICES PROVIDED

Administrative Services Management

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

Park Permits

The Park Permits office provides administrative and permitting services for recreation facilities. The unit is responsible for permitting and establishing fees for non-school usage. The unit uses a



Prince George's County

Parks and Recreation Department – Administrative Services

software program that coordinates all reservations and rentals. The office is also responsible for coordinating ballfield renovations, building maintenance, and incident reports.

Office Services

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

Financial Management

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

Customer Service Help Desk

The Customer Service Help Desk serves as the first line of support for the public as well as for Department of Parks and Recreation facilities and staff. The Customer Service Help Desk supports many software platforms utilized by the Department. Support is offered through designing and conducting software training, live technical support for each software package, and platform administration. These packages currently include: Class Registration Software, Active Citizen Request (ACR), Kronos (training and support only), and Samaritan Volunteer Management. The public interface at the help desk call center, which fields over 500 phone calls on peak days, handles a myriad of tasks including disseminating accurate information about general M-NCPPC activities to include policies and programming, facilitating procedural actions for clients with the Department, as well as troubleshooting the use of the publicly accessible software applications (Class, GEN & ACR). Internal support also includes assisting Commission staff with internal procedures related to various software packages (cash handling, accounts receivable, data entry, etc.), serving as a liaison between the department and other M-NCPPC Departments, promulgating information regarding software upgrades, procedure changes and/or modifications to staff, data collection and reporting as it relates to the various software applications, as well as many other support functions.

Grants Management and Resource Development

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

Park Property Management

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



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

Enterprise Asset Administration

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

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

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

ACCOMPLISHMENTS

FY15 Budget Priority Updates:

- Working with the Prince George's County Planning Board to adopt a strategic implementation plan for the Formula 2040 Functional Master Plan for Parks, Recreation and Open Space.
 - Departmental performance metrics which will align with the Formula 2040 Functional Master Plan goals and objectives are being formulated this fiscal year with implementation planned for next fiscal year.
 - A new survey platform and protocols are being developed to conduct customer satisfaction surveys for one-third of recreation programs annually.
- Achieving Commission reaccreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA).
 - Visitation by the CAPRA committee was held in July 2014.
 - Accreditation approval is expected to be announced in November 2014.
- Integrating and supporting new major software initiatives including the Commission's new Enterprise Resource Planning and Enterprise Assets Management packages along with the Department's Food and Beverage management package.
 - The ERP & EAM is in various stages of implementation and the Customer Service Help Desk has dedicated key staff to both projects to foster adoption and ease transition.
 - Food & Beverage initiative has been delayed pending finalization of the software vendor contract.



Prince George's County

Parks and Recreation Department – Administrative Services

- Seeking Planning Board’s adoption of policies and procedures for fees and charges, fee assistance and cost-recovery to help diversify our revenue sources.
 - An internal review of our fees and charges has been discussed and is currently in formation.
- Continuing to demolish park houses that are in disrepair and too costly to renovate.
 - Continuing to work with consultant to determine financial feasibility of each house.
 - As residents vacate houses, determination will be made whether to raze.

BUDGET AT A GLANCE

Summary of Division Budget

	FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$4,574,209	\$5,107,230	11.7%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	31.00	34.00	9.7%
Funded Workyears	39.50	52.00	31.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue budget for Park Permits and Park Property Management based on current projected levels.
- Adding one (1) FT career position for the Customer Service Help Desk transferred from Sports, Health and Wellness Division.
- Adding five (5) FT career positions for the EAM Administration unit transferred from Central Area Operations Division (1), Information Technology and Communications Division (1), Maintenance and Development Division (2), and Park Police Division (1).
- Transferring one (1) FT career position to Park, Planning and Development Division.
- Transferring two (2) FT career positions to Office of the Director, Special Projects unit.
- Adding eight (8) seasonal workyears for EAM Administration, partially funded from Support Services.
- Adding funding for EAM maintenance/license fees transferred from Support Services.
- Adding 1.5 Seasonal/Intermittent Workyears related to restructuring our business model to rely less on independent contractors and more on seasonal employees



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

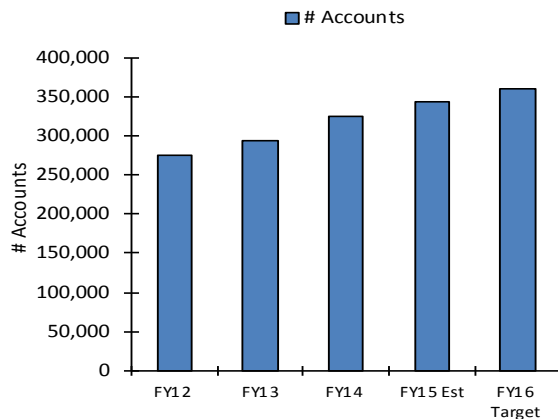
GOALS AND PERFORMANCE MEASURES

Administrative Services Division Performance Measures

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

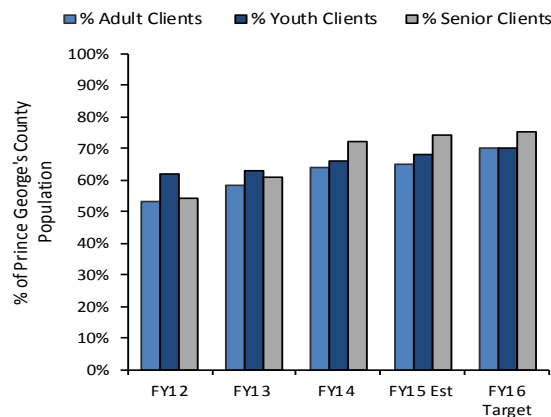
Impact Objective: Provide the Department Divisions, the Commission's Central Administrative Services, and the citizens of Prince George's County with accurate, timely information and assistance by implementing and interpreting Commission and Departmental policies and systems.

SMARTLink Accounts



Active Accounts = Active (not frozen) status

Population with SMARTlink Accounts



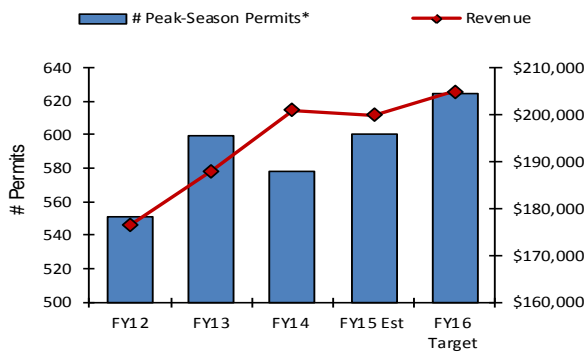
Note: Population total source is 2010 US Census

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

Senior Clients = 60+ yrs. (125,382)

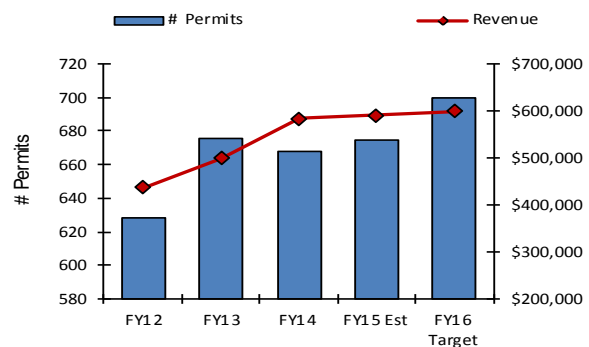
Adult Clients = 18 - 59 yrs. (532,039)

Picnic Shelter Use



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

Recreation Building Use



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

OVERVIEW

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

MISSION

The goal of the Information Technology and Communications Division (ITC) is to provide secure, reliable, and accurate information and communication systems while delivering first class customer support services to all of our internal and external customers.

PROGRAMS AND SERVICES PROVIDED

The ITC Division has implemented an all-in-one enterprise asset acquisition management, inventory administration, network auditing, patch management and customer support request database management tracking system entitled “TrackIT”. Core responsibilities include ensuring network security and integrity; managing the Department’s wide area voice and data communication networks; administering Department-wide database management systems; providing authorized access to client server and web based applications and portals; implementing and managing electronic security systems; hardware, software, telephone and peripheral installation, management and maintenance. The unit also provides customer support for various Commercial Off the Shelf (COTS) applications such as Microsoft Office; Windows, Macintosh and Linux based operating systems; iPad, Smartphone, Blackberry and Exchange electronic messaging systems; Oracle; Activenet Technologies; Network Access Control; Citrix and GIS applications. The Division also serves as the tactical and administrative lead for the Department’s Strategic Plan initiatives such as document imaging and archiving; IT and Communications-related policy and procedure creation and enforcement; disaster recovery; business continuity; Purchase Card Interface (PCI) compliance and education and enterprise maintenance management systems and reporting.

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

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

The Desktop, Server and Application Support function tracks Hardware, Software, Peripheral, Communication Equipment and other expenses associated with the support provided to the eight (8) functional areas. This group is specifically responsible for administration of Linux, Oracle, Citrix, and Active Directory environments; hardware, software and peripheral installation, maintenance and repair; patch management; data backup, disaster recovery and Continuation of



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

Operations (COOP); Storage Area Networks (SAN) management, desktop security and management; end user training; as well as customer support request resolution.

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

The Voice, Network and Security Infrastructure Services unit has primary responsibility for voice and data network security. This unit's account tracking function includes expenses and resources associated with installation, administration, maintenance, coding, monitoring and repair of agency firewalls, Intrusion Detection Systems (IDS), Security Incident Management (SIEM), world wide web content filtering, Active Customer Response (ACR), Active Content Management (ACM), Class (SMARTlink) hardware and software, forensic analysis, incident response and all other perimeter and internal security guidelines.

ACCOMPLISHMENTS

FY15 Budget Priority Updates:

- Continuing to develop and implement industry best practices for security, including better payment card industry (PCI) compliance and disaster recovery operations.
 - Improved system security by updating firewall and content filtering security equipment.
 - Hired a local consulting firm to help us customize our PCI implementation program.
- Continuing year three of a four-year implementation plan for Voice Over Internet Protocol Network (VOIP). This plan installs the VOIP telephone system and re-engineers wide area voice and data network infrastructures.
 - Completed year three of a four-year implementation plan for Voice Over Internet Protocol Network (VOIP). VOIP is now deployed at Sports & Learning Complex, Executive Office Building, Walker Drive and Show Place Arena.
- Continuing to expand mobile computer labs and after-school computer clubs and increase social networks presence.
 - Added two new mobile computer labs and after-school computer clubs at Southern Regional Technology and Recreation Complex, North Forestville and Fort Washington Forest Community Centers and increased social networks presence by creating new YouTube and Facebook pages for youth programs.
- Evaluating the organizational structure and technology systems to ensure we have a technology service model that incorporates best practices in efficiency, security, and end-user support.
 - On-going evaluation of systems in progress.



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

BUDGET AT A GLANCE

Summary of Division Budget

	FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$5,435,712	\$5,285,197	-2.8%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	27.00	26.00	-3.7%
Funded Workyears	32.20	31.20	-3.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Transferring one (1) FT career position to the Administrative Services Division for the Enterprise Asset Management Administration unit.
- Adding funding for infrastructure wiring upgrades and supplies for the telecommunications main distribution frame (MDF) room renovation at the Prince George's Sports and Learning Complex.
- Eliminating one-time start-up costs for the Palmer Park Community Center renovation.
- Adding operational funding for the Division's move to the new Park Police Headquarters.

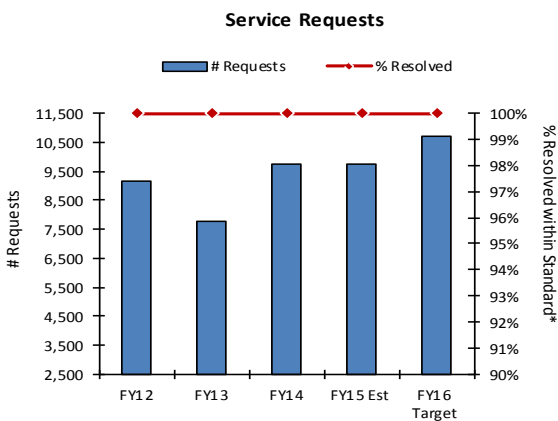


Prince George's County Parks and Recreation Department – Information Technology and Communications

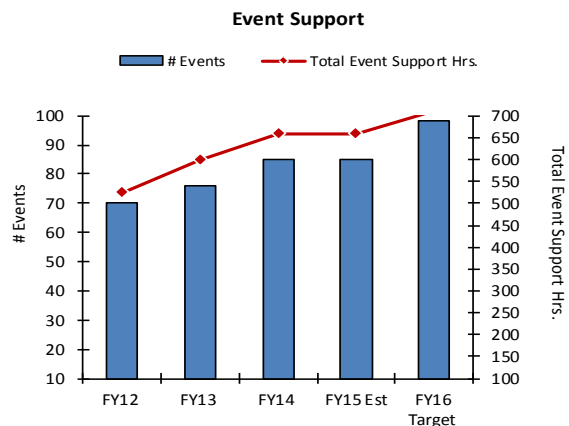
GOALS AND PERFORMANCE MEASURES

Information Technology & Communications Division Performance Measures

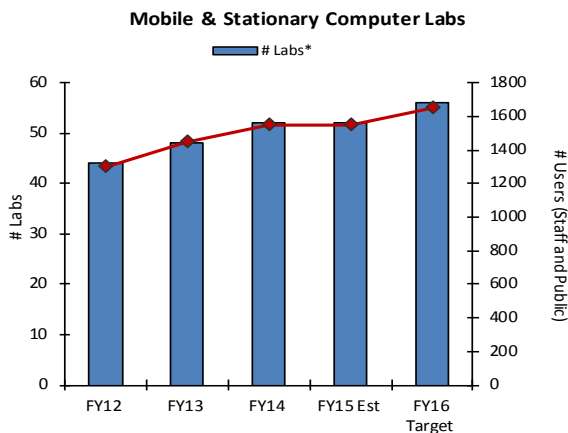
Outcome Objective: In pursuit of the Departmental mission, the IT and Communications Division serves departmental staff and oversees the following functional areas: end user support, systems support and configuration, procurement, security of operations, access to web-based applications, web-related support, hardware, telecommunications and software support. The Division also manages installation, maintenance, integration and upgrading agency computing and telecommunications systems, equipping end users with desktop computers, mobile and desktops communications systems, peripheral and productivity software, the centralized customer support center, decentralized site-based customer support, multi-tier service level agreements (SLA) and evening and weekend on-call remote access support.



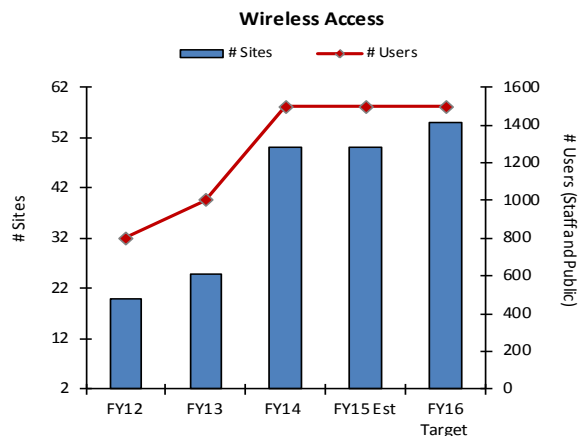
* Service requests include over 115 Service Request Types with 9 escalating service level agreement (SLA) priority types
 ** Target for resolution time for priority 1 thru 5 types is three (3) business days



* Events include events sponsored or co-sponsored by MNCPPC. Average # service hours spent per event is 7 hours (includes setup, consultation & breakdown)



* Labs have an average of 15 stations



Note: Wireless access was instituted as part of our corporate historic facility marketing package and customer requests. The objective is to configure setup and deploy billable wireless internet access for customers at ten facilities.



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

OVERVIEW

The primary functions of the Division are the preparation of the Capital Improvement Program (CIP), and the planning, design, engineering and construction management of those CIP projects. Land is acquired through the CIP, grants, mandatory dedication, and surplus property programs.

The Division also performs the regulatory functions of subdivision review, site plan review, and review of zoning applications to assure compliance with County codes. The Park Planning and Development Division is composed of six major functional sections: Planning, Land Acquisition/Development Review, Capital Improvement Program, Landscape Architecture, Architecture and Construction Inspection.

MISSION

The goal of the Park Planning and Development Division is to plan, design, and construct quality park facilities for the general public in order to meet the park and recreation needs of Prince George's County residents.

PROGRAMS AND SERVICES PROVIDED

Planning

This section reviews site plans for park purposes, prepares specific area park and recreation facilities studies including the State Land Preservation and Recreation Plan, and provides forest conservation review. Staff prepares statistical, graphic and analytical reports on all aspects of departmental activities; in addition, staff prepares, conducts, and/or coordinates surveys on departmental services. The program maintains a computerized inventory of all parkland and Commission-owned facilities, and establishes the level-of-service program for parkland, facilities and services used to prepare park master plans and to determine park and facility needs.

Land Acquisition/Development Review

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

Capital Improvement Program and Procurement

This section develops the Capital Improvement Program (the capital budget and 5 outer years) based on input from the operating divisions, the public, and park planning staff. The program ensures that the CIP is aligned with the 6-year Spending Affordability Plan and provides for the implementation of the CIP through an in-house procurement effort consisting of soliciting 'requests for proposals', 'invitation for bids' and processing design/construction contracts.

Landscape Architecture

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

Architecture

This section plans, designs, and acquires construction permits for buildings approved and funded in the CIP and in the departmental operating budgets. The program includes the development and oversight of all design work for the completion of local, community, regional, and special park projects, and assistance to municipalities and citizens' requests as required.



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

Construction Inspection and Engineering

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

ACCOMPLISHMENTS

FY15 Budget Priority Updates

- Re-implementing e-Builder, stressing the importance of using the system from budget approval through occupancy/use with emphasis on business process/workflow applications and fully integrating e-Builder with the Enterprise Asset Management system (EAM) for effective capital asset management.
 - E-Builder will be replaced by the Commission-wide Enterprise Asset Management (EAM) for managing and tracking capital projects from the request phase through completion, using workflows based on established business processes in Spring 2015.
- Continuing to develop a CIP development process that is transparent and collaborative, with input from the operating divisions and stakeholders, as well as empirically validated data as to need and cost.
 - Developed a capital project evaluation model to provide a more consistent and reliable method for prioritizing CIP projects.
- Developing procedures for ensuring that there is ADA compliance throughout all design and construction processes and determining priorities as to which park facilities will be addressed via the ADA Transition Plan.
 - M&D is focusing on the physical access inspections and plans for renovations of non-compliant items, and finalizing the priority rating process for each type of amenity.
 - PP&D will continue to ensure that compliance requirements are met for new projects.
- Completing a comprehensive analysis of the Division's planning, design, and construction work program and re-structuring the Division to better allocate staff resources, improve project delivery times, clearly define roles and responsibilities, and determine staffing capacity as it relates to projects being considered for inclusion in the CIP.
 - Comprehensive analysis is in progress with a consultant's assistance.
 - In addition to re-structuring of resources, business process workflows are being formalized, which will feed into the configuration of the EAM for CIP projects.



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

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$6,501,011	\$6,394,884	-1.6%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	54.00	54.00	0.0%
Funded Workyears	55.00	55.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Reducing personnel costs based on actual projected compensation levels.
- Adding one (1) FT career position transferring from the Administrative Services Division.
- Transferring one (1) FT career position to the Office of the Director Special Projects unit.



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

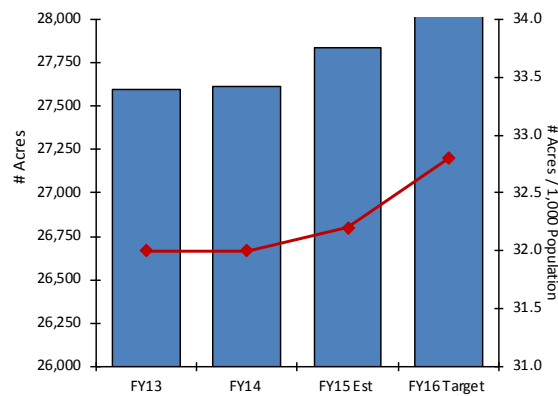
GOALS AND PERFORMANCE MEASURES

Park Planning and Development Division Performance Measures

Outcome Objective: Prepare the Capital Improvement Program and implement that program through land acquisition and the planning, design and construction of park facilities. Planners solicit citizen input to ascertain facility needs. Design staff establish the program and concept and then monitor consultants through the schematic, design development and construction document phases of a project. Engineering staff bid projects, handle contract administration and monitor construction. The Division also performs the regulatory functions of subdivision, site plan and zoning application review to assure compliance with County codes.

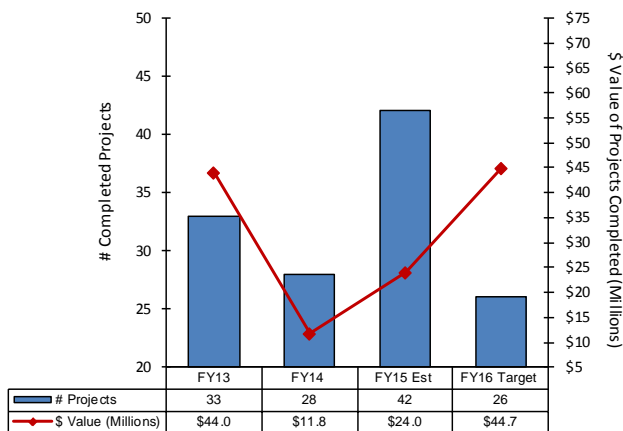
Impact Objective: Ensure that acquisition and development projects are fully funded and proper procedures are followed through planning, design and construction. The Division acquires parkland and builds quality park facilities in order to meet the park and recreation needs of the residents of Prince George's County. Note: All graphs below are from data as of Early December 2014.

Park Acres

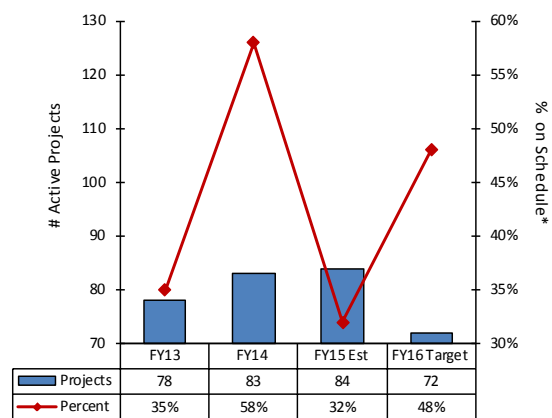


*Department standard = 35 acres per 1,000 population based on 2010 US Census data

**Capital Improvement Program
Completed Projects**



**Capital Improvement Program
Development Projects**



*Reached Projected Milestones



Prince George's County

Parks and Recreation Department - Support Services

OVERVIEW

Support Services provides funding for services essential to the operation of the park and recreation system that relate to more than one operating division/office within the Department of Parks and Recreation. The Division funds office supplies, computer hardware and software, software maintenance, risk management, legal fees for outside services, group long-term disability, unemployment compensation, data/telecommunication services, utilities (water and sewer, electricity, gas, and heating fuel), rents and leases, workers' compensation claims, refuse collection, and other central support costs.

BUDGET AT A GLANCE

Summary of Division Budget

Budget	FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
<i>Park Fund</i>			
Expenditures	\$14,031,200	\$14,790,100	5.4%
<i>Recreation Fund</i>			
Expenditures	<u>\$7,434,155</u>	<u>\$7,169,365</u>	<u>-3.6%</u>
TOTAL EXPENDITURES	\$21,465,355	\$21,959,465	2.3%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

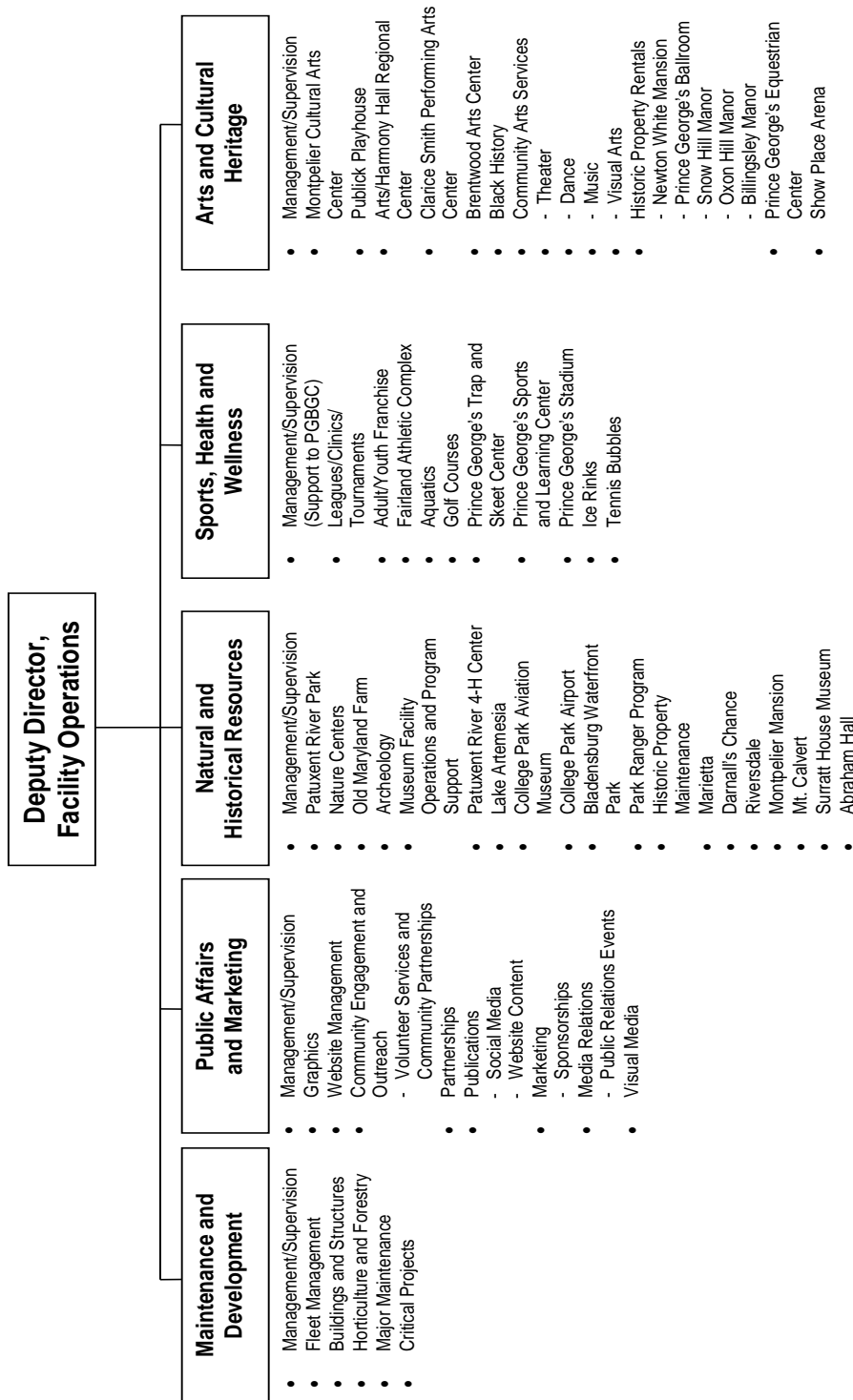
- Increasing group insurance for LTD payments by \$32,400.
- Decreasing the flexible benefits charges by -\$1,100.
- Decreasing unemployment insurance payments by -\$40,600.
- Decreasing risk management charges by -\$2,222,100.
- Increasing the chargeback for funding of the Commission's chief information officer by \$109,600.
- Decreasing funding for the Commission-wide technology initiative by -\$276,500.
- Increasing funding for the Capital Equipment ISF by \$1,045,000.
- Increasing funding for utilities and telecommunications costs by \$623,000.
- Increasing the rent for departmental staff located at EOB by \$35,649.
- Increasing the finance, legal, personnel, labor relations and police support chargebacks by \$43,861.
- Increasing the rent based on the expansion at Walker Drive by \$120,000.
- Adding one-time start-up funding of \$1,101,900 for the new Park Police Headquarters.
- Transferring funding of \$8,000 for the maintenance contract of the green roof for Southern Regional Technology and Recreation Complex to the Maintenance and Development Division.
- Transferring \$22,500 for the Active Content Management (ACM) maintenance contract to the Public Affairs Division.
- Transferring \$60,000 for the Enterprise Asset Management software annual maintenance/license contract to the Administrative Services Division.
- Transferring \$60,000 of non-personnel funding to the Office of the Director Division to fund administrative support for the new Special Projects unit.
- Adding funding of \$153,500 to purchase vehicles for the new Park Police positions.



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

ORGANIZATIONAL STRUCTURE

FACILITY OPERATIONS



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

OVERVIEW

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

MISSION

The goal of Facility Operations is to provide, maintain, and preserve a comprehensive park and recreation system of programs, facilities and services for the residents of Prince George’s County, and to meet the expressed needs and demands of the public in a safe, secure, inclusive, and fulfilling environment.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$441,903	\$439,393	-0.6%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	4.00	4.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- None



Prince George's County

Parks and Recreation Department – Maintenance and Development

OVERVIEW

Maintenance and Development provides maintenance and repair of Department facilities and properties through six major work programs. The Division also coordinates with and provides services to the Prince George's County Government.

MISSION

The goal of this Division is to provide professional, high quality maintenance services for all parks and recreation facilities in support of the Department's diverse work programs and to provide customers with a safe, well-maintained, aesthetically pleasing parks and recreation system.

PROGRAMS AND SERVICES PROVIDED

Fleet Management

This work program consists of a central garage facility, mechanics, and administrative support staff responsible for a fleet of over 2,800 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 six satellite garage operations. Fleet management sets maintenance policy, provides technical assistance to the Department, and specifies and bids all vehicles.

Buildings and Structures

This unit consists of Electric, HVACR, Heavy Equipment, Plumbing, Carpentry, Masonry, Welding, and the Locksmith units. Work programs within the skilled trade's areas include preventive maintenance, routine and emergency repairs, renovations and alterations to over 430 park buildings and structures, including historical restorations, and new construction of park development projects. This section provides estimating, plan review, and supervision of major projects, facility inspection and responses to issues involving fire protection systems, elevators, electrical and lighting, HVAC, roofing and plumbing systems, or structural building components.

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

Horticulture and Forestry Section (Roads and Grounds)

This work group provides landscape horticulture to the park system, special interest facilities, and historic property rental facilities. The Horticulture unit also provides turf-mowing services to County facilities including police stations, firehouses, and county office buildings and provides installation and renovation of ball fields throughout the park system. In conjunction with the Department of Public Works and Transportation, it assigns manpower and equipment for snow removal and maintains multiple County snow emergency routes. The Forestry unit also provides skilled tree care services for diseased and damaged trees, as well as corrective measures and emergency response in the event of storms, hurricanes and tornados.

Major Maintenance and Inspection

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



Prince George's County

Parks and Recreation Department – Maintenance and Development

replacement cycles. This group also oversees infrastructure improvement funding and projects to complement the Capital Improvement Program.

Critical Projects

This unit houses facility maintenance technicians, the Exhibit Shop and the ADA facilities compliance group. The goal of this section is to respond in an appropriate and timely manner when addressing the emergency situations that affect our structures and facilities. The construction of larger, more technologically complex buildings require a degree of expertise and frequency of maintenance that is outside the scope of our trade shop program. Specialized building maintenance technicians have direct responsibility for the oversight and troubleshooting of mechanical systems in these structures including computerized geothermal HVAC, fire detection/suppression, controlled lighting and building security.

The Exhibit Shop provides signage and graphics to meet the code, directional, interpretive, and aesthetic requirements of all Commission facilities. It creates, designs and produces original art work as required in the form of posters, banners, advertisements, displays and exhibits for programs, facilities, and community based events.

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

Administration/Management/Supervision

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

ACCOMPLISHMENTS

FY15 Budget Priority Updates

- Continuing to implement the Americans with Disabilities Act (ADA) Recreation Facilities Standards Compliance; ongoing repair and replacement of features identified as non-compliant in ADA audits, and maintaining database for Department of Justice reporting.
 - M&D is focusing on the physical access inspections and plans for renovations of non-compliant items, and finalizing the priority rating process for each type of amenity.
 - PP&D will continue to ensure that compliance requirements are met for new projects.
- Taking a lead role in implementing the Enterprise Asset Management (EAM) system, which will provide our staff with the ability to track and manage the cost of maintenance, development, operations and projects across all of our park properties and amenities. The system will also assist the Department in streamlining business processes, coordinating maintenance and construction activities, measuring operational success, and delivering high-quality services faster, and more economically.
 - The EAM went Live in November 2014.
 - Staffing and office accommodations are in process while the focus is on uploading significant volumes of information from various data bases and training end-users.



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

- A team of intermittent staff has been assigned to the areas and will serve as hands on assistance to assure a smooth transition to using this new software.
- EAM program unit will be transferred to the Administrative Services Division in FY16.

BUDGET AT A GLANCE

Summary of Division Budget

	FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$28,130,161	\$27,761,483	-1.3%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	178.00	176.00	-1.1%
Funded Workyears	192.50	194.00	0.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Adding the Critical Projects unit and realigning staff and non-personnel funding from other divisional units to create this unit. Adding 3.0 seasonal workyears for the Critical Projects unit utilizing funding reallocated from non-personnel costs within the Division.
- Transferring one (2) FT career positions to the Administrative Services Division for the EAM Administration unit.
- Adding 0.5 seasonal workyear and operational funding for the new Park Police Headquarters and the Southern Area Dog Park.



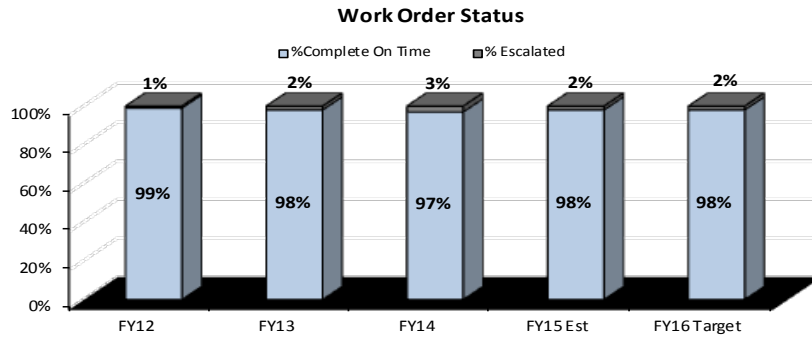
Prince George's County Parks and Recreation Department – Maintenance and Development

GOALS AND PERFORMANCE MEASURES

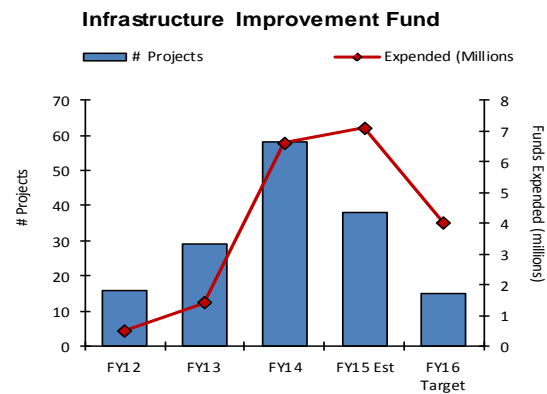
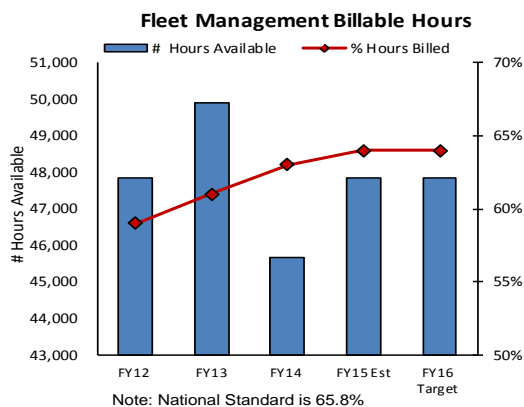
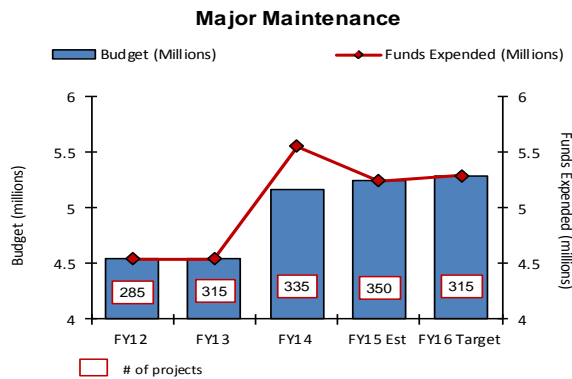
Maintenance & Development Division Performance Measures

Outcome Objective: Provide professional, high quality skilled maintenance services for the facilities and programs throughout the Department in Prince George's County. Services are normally provided as preventive maintenance or scheduled at the request of our work force to include services in Fleet Management, Buildings and Trades, Horticulture and Forestry or Major Maintenance and Inspection.

Impact Objective: Provide area citizens with safe, well-maintained and aesthetically pleasing facilities, programs, and services throughout the park system. The level of confidence and reassurance for a safe, well maintained environment promotes customer participation and satisfaction year round.



Escalated = a project was not completed on the projected schedule



Prince George's County

Parks and Recreation Department – Public Affairs and Marketing

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

Management/Supervision

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

Graphics

The Graphics unit manages a comprehensive graphic design program and internet presence for the Department. The unit provides professional graphic design services for all divisions in support of print publications, marketing, and communication plans. Working closely with the Marketing, Publications and Web Management units, the unit designs and manages the look of both electronic and print media.

Web Management

The Web Management unit manages www.pgparcs.com and multiple sub-sites on a daily basis, using a content management system. The unit trains Departmental staff in content management and maintains links to the SMARTlink registration system, and supports use of new media such as online video and RSS feeds. In addition, the unit provides computer programming for surveys, feedback forms, and other interactive opportunities.



Prince George's County

Parks and Recreation Department – Public Affairs and Marketing

Community Relations and Outreach

The Community Relations and Outreach unit provides community outreach connections between the Department and various community groups, civic associations, homeowners associations, recreation councils, business groups, and advocacy groups. The unit works with contacts throughout multicultural, immigrant, and non-English speaking communities, and manages translation services. The unit also is responsible for attending numerous community events to inform residents about parks and recreation services, and for building and maintaining the Community Outreach Toolkit, an online resource for staff throughout the Department. The unit tracks the effectiveness of various community outreach efforts and trains Departmental staff. In addition, the unit provides event planning services and publicity for Departmental groundbreakings, dedications, facility openings, and other ceremonies.

Media Relations

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

Publications

The Publications unit manages content for a comprehensive print and web-based publishing program for the Department. Unit staff writes, edits, produces and distributes the seasonal *Guide to Classes and Activities*, working closely with recreation programmers and the SMARTlink database. In addition, the unit oversees copy and content for Departmental web pages, and web-based publications. The unit also provides content for the summer programs book, calendars, direct mail pieces, brochures, and a weekly e-newsletter to support marketing and communication efforts throughout the Department.

Marketing and Advertising

The Marketing and Advertising unit develops and manages the overall marketing plan for the Department, along with smaller program and facility specific marketing initiatives. Particular areas of emphasis are marketing to youth and multicultural audiences. Included in the work plan is market research. The unit purchases and places advertising and coordinated collateral materials in local media outlets as part of an overall marketing campaign.

Volunteer Services and Partnerships

Volunteer Services recruits volunteers and recognizes volunteer efforts for the Department. This unit has oversight of Community Connect, Make a Difference Day, group and individual volunteerism, service learning opportunities and recording employee volunteer service. Included is a systematic youth development training module for teen volunteers. The unit trains staff and monitors their use of an online software program to manage volunteer recruitment, training, placement, and tracking. The unit also works 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.

Visual Media

The Visual Media unit documents parks and recreation activities, facilities, and lands to provide photographic resources for publications, web sites, marketing and community relations use



Prince George's County

Parks and Recreation Department – Public Affairs and Marketing

throughout the Department. The unit also maintains and manages a large photographic archive for the Department.

ACCOMPLISHMENTS

FY15 Budget Priority Updates

- Developing community partnership policy/program/process as a standard business practice for the Department.
 - Launched online Community Connect portal to have one point of entry and response for organizations and individuals requesting partnerships with the Department. Continue to develop and implement standardized business processes throughout the Department to address requests for use of facilities and support services from partners and non-partners.
- Continuing to develop a plan to shift session-based program and course marketing to social media, mobile apps and print-on-demand publications, and redevelop the program guide as an interactive online document.
 - Work continues in this area; a production timeline is being developed and staff are being trained in mobile app development.
- Increasing the Department's presence on Facebook, Twitter, and YouTube.
 - The Department of Parks and Recreation's performance on social media continues to grow. New page likes and followers (newly engaged constituents) continue to increase on Facebook and Twitter. We are currently ranked 2nd among similar pages in the metropolitan area, based on Facebook numbers. We have reached more than 100,000 constituents with our outreach efforts and campaigns on social media. An updated Departmental social media policy has been put in place. A part-time work year has been allocated to focus on social media, including live tweets and posts during events. A part-time work year has been allocated to video production, resulting in dissemination of 12 promotional YouTube videos with more than 14,000 views.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$2,065,966	\$2,192,005	6.1%
<i>Recreation Fund</i>				
	Expenditures	<u>\$911,099</u>	<u>\$920,451</u>	<u>1.0%</u>
	TOTAL EXPENDITURES	\$2,977,065	\$3,112,456	4.5%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	12.00	12.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>2.00</u>	<u>2.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	14.00	14.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	17.50	17.50	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>3.00</u>	<u>7.00</u>	<u>133.3%</u>
	TOTAL FUNDED WORKYEARS	20.50	24.50	19.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Reallocating non-personnel funding to add 4.0 seasonal workyears to provide increased support for visual media/imaging, volunteer management and community partnership management.
- Adding funding for the Active Content Management (ACM) maintenance contract, transferring from Support Services.
- Adding operational and one-time start-up costs for support for the new Westphalia Community Center.



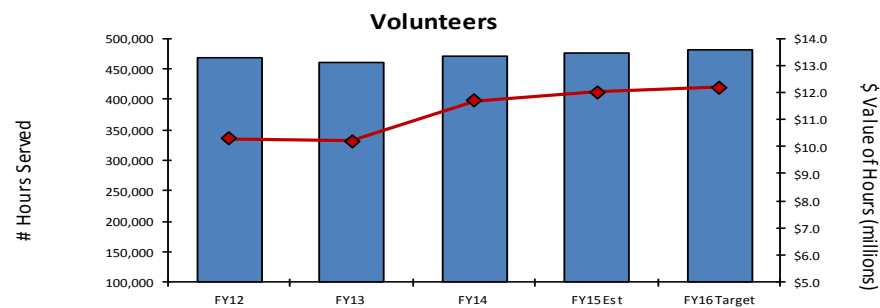
Prince George's County Parks and Recreation Department – Public Affairs and Marketing

GOALS AND PERFORMANCE MEASURES

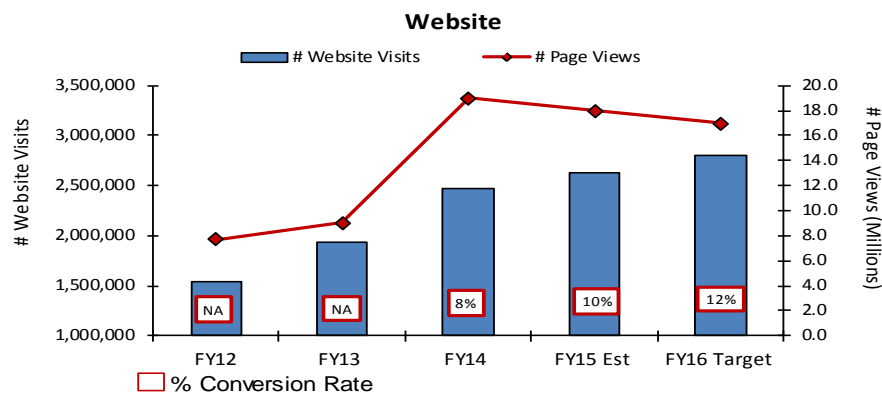
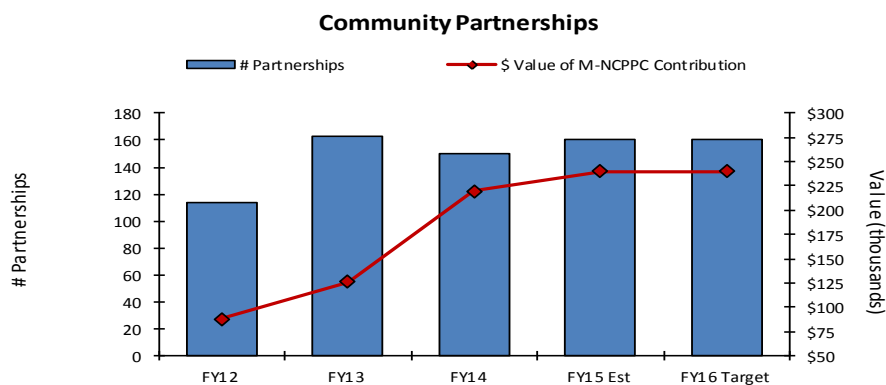
Public Affairs & Marketing Division Performance Measures

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

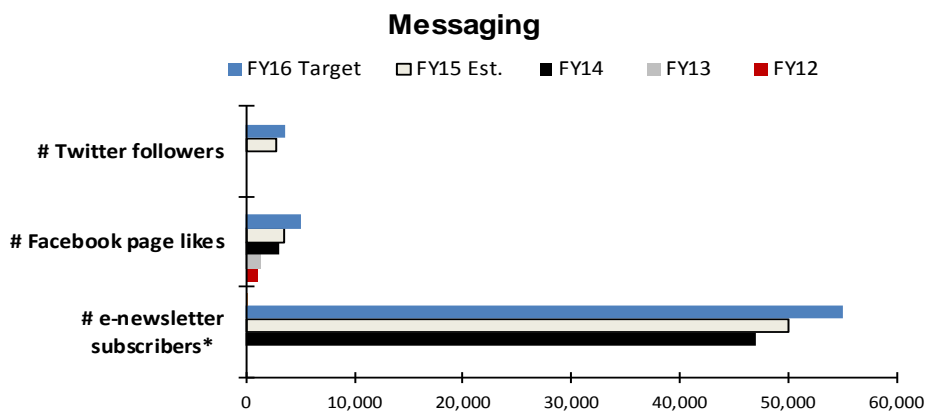
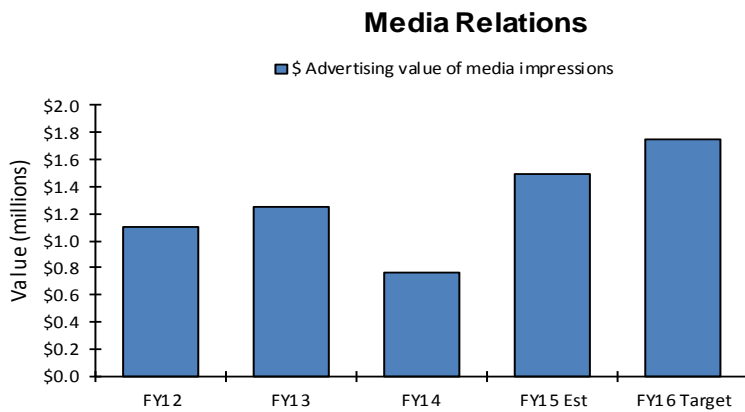
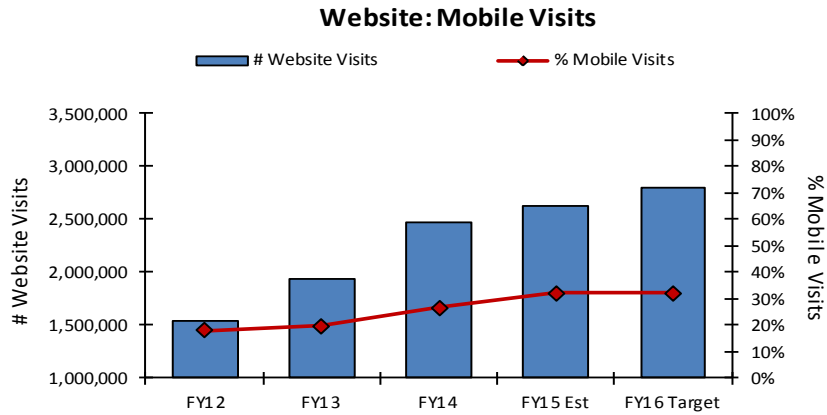
Impact Objective: Produce digital and print communication tools to provide the public with up-to-date, accurate information about the Department of Parks and Recreation's programs and services. Through translation services, reach a wider audience to help the Department connect with communities. Volunteer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



The estimated value of one volunteer hour in Maryland was \$25.43 in 2013 according to www.independentsector.org



Public Affairs & Marketing Division Performance Measures



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

OVERVIEW

The Natural and Historical Resources Division (NHRD) general mission is Natural and Historical interpretation, education, and conservation. The nature components of the Division consist of Patuxent River Park (a large natural area park along the Patuxent River), Bladensburg Waterfront park, Old Maryland Farm, and Clearwater, Watkins, and Mount Rainier Nature Centers. NHRD also maintains natural area parks such as Cheltenham Wetland Park, Suitland Bog, Lake Artemesia, Dueling Creek, and many other Natural Area sites. NHRD has five restored historic house museums- Surratt House, Darnall's Chance, Marietta House, Riversdale, and Montpelier Mansion that are staffed and open to the public. In addition, NHRD manages a number of other historical sites including Cherry Hill Cemetery, Nottingham and Seabrook Schoolhouse, and the Battle of Bladensburg 1812 Visitor Center that provide insight into the early life of residents. NHRD also operates the College Park Aviation Museum which tells the important story of aviation history in the County, and College Park Airport which is the oldest continuously operated airport in the world. NHRD facilities and museums have both local and regional appeal, attracting tourists and interest statewide. In some cases, museums have received national and international attention.

The Division also operates the Park Ranger Unit, Archeology Unit, Dinosaur Park and the Historic Property Maintenance Unit. NHRD provides thousands of programs each year which are enjoyed by County residents of all ages, and is one of the largest providers of outreach programs to the Prince George's County School system.

MISSION

The goal of this Division is to provide the public with professional natural and historical resource management services, interpretative programs, museums, parks and facilities that educate and encourage stewardship of the County's diverse natural resources and historical heritage.

PROGRAMS AND SERVICES PROVIDED

Patuxent River Park

The Patuxent River Park is composed of over 7,400 acres of natural area parkland and is part of the Patuxent River Watershed Park. The park includes the Jug Bay Natural Area, Clyde Watson Boating Area, Governor's Bridge Natural Area, Aquasco Farm, Fran Uhler Natural Area, Cedar Haven, and numerous other open spaces. Offerings include natural history programs, nature hikes, river ecology boat tours, boat ramps, fishing pier, hiking and horseback trails, water trails, camping, boat rental, a corporate rental pavilion site, Patuxent Rural Life Museums, and the Chesapeake Bay Critical Area Driving Tour. The program also provides for park maintenance operations.

Nature Centers

NHRD operates three nature centers: Watkins Nature Center, Clearwater Nature Center and Mt. Rainier Nature Recreation Center. The Watkins Nature Center, located in the central part of the County, provides nature programs for children and adults, spring and summer day camps, special events, clubs, specialty workshops, hikes, and conservation programs on natural and cultural history. An expanding volunteer program involves scouts, special education students, high school community service students, and adult community service candidates. Volunteers provide trail and garden maintenance, animal care, wildlife surveys, special events, camp and school programs. Watkins Nature Center works closely with other conservation agencies, the Prince George's County Public Schools, and other divisions within the Commission to provide assistance to special events and environmental education.



Prince George's County

Parks and Recreation Department – Natural and Historical Resources

Clearwater Nature Center, located in the southern part of the County, provides a wide variety of interpretive programs such as hikes, presentations, wildlife, and natural and cultural history events for children and adults. Park Naturalists also provide assistance to consultants, colleges, and researchers. Staff ensures that nature programs for school groups track closely with State and County school curriculum guidelines. The Clearwater Nature Center works closely with other conservation agencies and volunteers to provide support for special events and environmental education. Staff also manages the Dyson Road Natural Area.

Mt. Rainier Nature Recreation Center is a unique facility located inside the Capital Beltway providing a nature study program in an urban area where nature finds little room to flourish. The Mt. Rainier Nature Recreation Center serves hundreds of visitors in guided programs and activities along with drop-in visitation for the surrounding neighborhoods. Programs offered to the community include nature study, urban wildlife, urban beautification, and animal care. Programs for adults and youth clubs pertaining to the theme of urban nature are offered. The facility offers a wide variety of community programs for persons of all ages and curriculum-based programs for school groups in the northern part of the County.

Old Maryland Farm

Old Maryland Farm is an educational farm facility that houses livestock and offers herb, vegetable, and flower gardening displays. It provides opportunities for the public to observe and learn about live farm animals. Special population students and patrons learn work skills through cooperative programs with the Prince George's County Public Schools and other public agencies.

Interpretive programs for students are aligned with the Prince George's County school curriculum. In addition, a wide range of farm and gardening programs are offered to County citizens of all ages and abilities. Volunteer opportunities are available for youth and adults to help with care of farm animals, routine greenhouse and garden maintenance, and visitor services. Old Maryland Farm provides support for the County 4-H youth program and the Prince George's County Fair Petting Zoo.

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 Mt. Calvert Archaeological Park and Visitor Center. This includes excavating, interpreting, and curating artifacts and associated documents. Staff work closely with Park Planning and Development and Maintenance and Development staff to ensure Commission restoration and development projects meet State and Federal regulations and guidelines. Staff monitors archaeological projects by contractors, and review, edit, and produce archaeological reports. This unit serves as the liaison between the Commission and the Historic Preservation Commission, the Maryland Historical Trust, the State Department of Natural Resources, and the State Highway Administration on archaeological matters. In addition, the staff oversees interpretive programming and the curating of fossils found at Dinosaur Park.

The Archaeology Unit administers a volunteer program offering hands-on activities to students and the general public. It produces exhibits and conducts interpretive programs. In addition, staff writes grant proposals, give numerous talks and lectures and provide public information.

Museum Facility Operations and Program Support Section

This program provides research and museum support for the Department's historic museums and sites, and nature facilities. Responsibilities include design, research and fabrication for six nature sites and nine historic sites and museums; educational exhibits; and public education materials.

This program documents and preserves the rich cultural history of Prince George's County. It



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

maintains the Department's historical library and collects and houses written and visual evidence of the County's rich heritage.

This program also provides for the operation of the following museums:

- Riversdale House Museum, a National Historical Landmark, provides interpretative tours, programs and special events and is a source of research into early Federal, State, County, African American and women's history. Riversdale is the home of the founder of the University of Maryland.
- Surratt House Museum focuses on the Civil War era and the Lincoln assassination story. The museum has been featured on television, video, and in print nationally, and its friends group has a five-time award-winning web site. The museum's James O. Hall Research Center works with authors, historians, and the general public.
- Montpelier Mansion, a National Historic Landmark, operates as a house museum and rental facility. The Montpelier staff offers a variety of activities including tours, concerts, and colonial battle re-enactments.
- Darnall's Chance House Museum is dedicated to the interpretation and study of the history and culture of 18th century Prince George's County. Located in Upper Marlboro, the museum is a historic house/public-use facility offering tours, special events, exhibits, and rental opportunities.

College Park Aviation Museum

The museum features a two-story aviation gallery with more than 10 full-sized planes significant to the history of the airfield, which is the oldest continuously operating airport in the world. Four interactive exhibit rooms, a large library and archives, an 80-seat auditorium, and an aviation gift shop are at the museum. This Smithsonian-affiliated museum offers tours and aviation-related programs, exhibits, and activities for the public. The College Park Aviation Museum serves over 70,000 visitors annually of all ages. The museum's popular school and summer tour programs have served thousands of students. In addition to drop-in tours, the museum provides special events such as Scout Days, Flight Night, and the Santa Fly-In. In 2015, the museum will celebrate the opening of a 13,000 square foot annex, which will provide increased museum and meeting space, as well as establish a permanent airport terminal and flight operations building for the adjacent College Park Airport.

Park Ranger Unit

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



Prince George's County

Parks and Recreation Department – Natural and Historical Resources

Historic Property Maintenance Section

This unit provides routine and specialized maintenance, custodial and restoration services for the Department's historic sites/museums. This unit serves both developed and undeveloped historic properties. The unit also manages the department's recycling program.

Administration

This office manages and supervises the programs of the natural, historical facilities and museums of the Department. It provides administrative and budgetary support to all division facilities. It also provides oversight of the Bladensburg Waterfront Park and College Park Airport. Management activities include a liaison to County and State agencies, coordination of program and maintenance activities, internal coordination with Department initiatives, and coordination of special County-wide events.

ACCOMPLISHMENTS

FY15 Budget Priority Updates

- Finalizing plans for battle markers, signage and murals to highlight Battle of Bladensburg and the British invasion route.
 - The Battle of Bladensburg celebration was held in August 2014.
- Finalizing Requests for Proposals (RFPs) and construction of new Airport Operations facility.
 - The groundbreaking ceremony was held in September 2014, and construction is projected to be completed in winter 2015.
- Working collaboratively with Finance and the Park Planning and Development Division to implement a system for historic preservation and renovation at historic sites in need of emergency repair.
 - Committee formed with staff from PP&D, M&D, and NHRD.
 - Training conducted with construction staff on how to recognize potential archaeological artifacts.



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

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,186,975	\$6,048,596	-2.2%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,445,016</u>	<u>\$1,348,031</u>	<u>-6.7%</u>
	TOTAL EXPENDITURES	\$7,631,991	\$7,396,627	-3.1%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	55.00	56.00	1.8%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>9.00</u>	<u>9.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	64.00	65.00	1.6%
<i>Park Fund</i>				
	Funded Workyears	75.60	77.60	2.6%
<i>Recreation Fund</i>				
	Funded Workyears	<u>14.00</u>	<u>16.50</u>	<u>17.9%</u>
	TOTAL FUNDED WORKYEARS	89.60	94.1	5.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Adding one (1) FT career park ranger position.
- Increasing non-personnel capital equipment funding.
- Adding one-time start-up funding for the Walker Mill North - Concord Out Buildings project.
- Adding 3.5 Seasonal/Intermittent Workyears related to restructuring our business model to rely less on independent contractors and more on seasonal employees



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

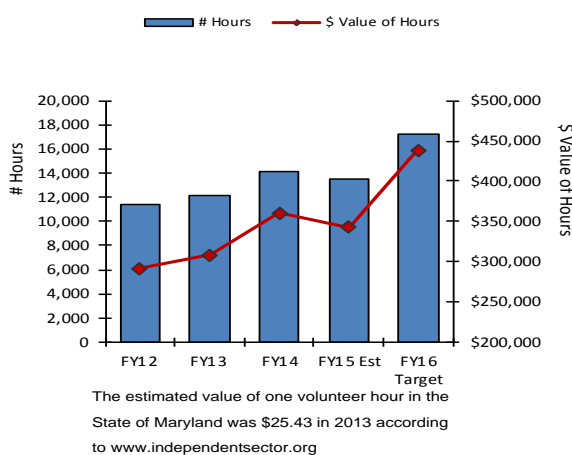
GOALS AND PERFORMANCE MEASURES

Natural and Historical Resources Division Performance Measures

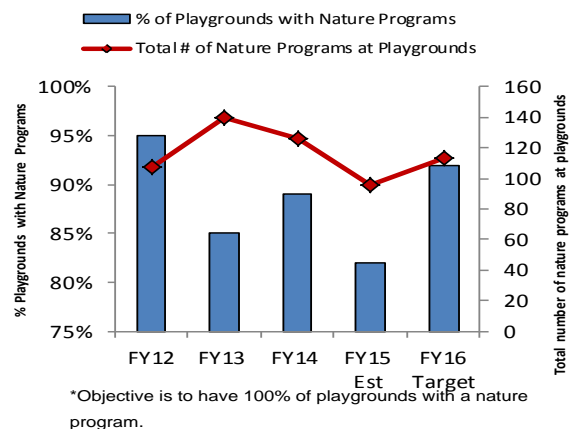
Outcome Objective: Provide nature programs at summer playgrounds and educational and interpretive programs at elementary schools. Also, provide additional resources to recreation and educational professionals in a fun yet meaningful way. Our work program works to ensure the continued safeguarding and improvement of historical structures throughout the County. In delivering these services, we provide opportunities for both students and adults to volunteer their services in order to both make a meaningful contribution towards the continued preservation of our diverse resources and provide enriching life experiences.

Impact Objective: Provide professional natural and historical resource management services and interpretive programs in order to educate our community and encourage stewardship of the natural resources and the historical heritage of Prince George's County.

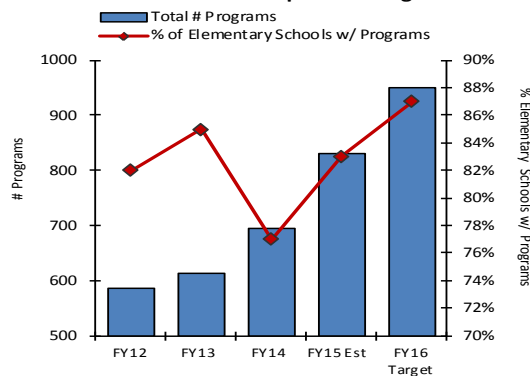
Museum Volunteers & Docents



Summer Playgrounds with Nature Programs



Educational & Interpretive Programs



Note: Objective is to have 100% of elementary schools with programs. In FY'14, Prince George's County Schools had a high teacher attrition rate. Although the % of elementary schools with programs decreased in FY'14, the total number of programs increased.



Prince George's County

Parks and Recreation Department – Sports, Health and Wellness

OVERVIEW

The Sports, Health and Wellness Division (SHWD) manages the following functions: Leagues, Clinics, Tournaments, Inter-Center Basketball, Flag Football, Kickball, Aquatics, Ice Rinks, and Tennis Bubbles. Facilities include Allentown Splash, Tennis, and Fitness Park, Rollingcrest-Chillum Splash Pool, Glenn Dale Splash Park, Theresa Banks Aquatic Center, Fairland Sports and Aquatics Complex, Prince George's Sports & Learning Complex, Prince George's Trap & Skeet Center, Sugar Ray Leonard Boxing Facility, Enterprise Facilities, Golf Courses (Enterprise, Paint Branch, Henson, and Kentland) and the Prince George's County Stadium.

The Division coordinates and schedules a comprehensive athletic program and provides administrative support to the Prince George's County Boys and Girls Club. Revenues are generated through various programs, including rentals, youth and adult franchise leagues, and tournaments. Emphasis also includes developing a healthier community by increasing walking trails, upgrading fitness rooms, hosting lunchtime learning series for staff and a continued partnership with the Prince George's County Health Department. Other opportunities are afforded to all youth in the areas of swimming, gymnastics, tennis, boxing, track and field, and golf to enjoy these activities in a fun, structured and professional manner.

MISSION

The goal of the Sports, Health and Wellness Division is to provide recreational opportunities for the citizens of Prince George's County through youth and adult leagues, clinics, and tournaments. The Division also emphasizes health and wellness and aquatic programs to insure our citizens are getting the total package of recreational outlets to have fun and to highlight the importance of living healthy lifestyles.

PROGRAMS AND SERVICES PROVIDED

Leagues, Clinics and Tournaments

This program provides for supervision and management of County-wide field permitting and a comprehensive sports program administering County-wide leagues, clinics and tournaments for adult and youth athletics from age 5 to seniors. It also handles the scheduling for the Prince George's County Boys and Girls Club. Staff administers the sanctioning and registration of over 18,000 youth participants in the Prince George's Boys and Girls Club, inter-center leagues, independent youth programs, and the roster process for all franchise leagues. The program also provides funding for the management of the Sugar Ray Leonard Boxing Center.

Franchise

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

Fairland Sports and Aquatics Complex

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



Prince George's County

Parks and Recreation Department – Sports, Health and Wellness

The aquatics center features a heavily used 50-meter long course pool, plus a 25-meter training pool, and an 18-person spa. The aquatics center has multiple water fitness programs with a large senior citizen component. Additionally, five competitive swim teams train at Fairland, plus a synchronized swim program. The facility also hosts SCUBA and Kayak programs. The center hosts over 40 swim competitions each year.

The six-court tennis bubble offers year-round tennis with a large instructional program as well as a summer and winter Junior Competitive program.

The Fitness Center consists of an aerobics studio with a wood dance floor and a weight room offering cardiovascular equipment, “Cybex” weight training machines and a free-weight lifting area. Full complements of exercise classes are also offered, including specialized wellness classes. Fairland offers a 12,000-square-foot gymnastics venue fully equipped for United States Association for Gymnastics men’s, women’s and trampoline competition. Additional programs include instruction, open gym, field trips, and birthday parties.

Management and Supervision

The Management and Supervision unit provides overall management, administration, and coordination of Division programs and facilities. This includes fiscal management for tax-supported and revenue-producing funds, clerical support, supervision of facilities and management of the aquatics program. Salaries for administrative services, officials’ costs, and contractual agreements for the Prince George’s County Boys and Girls Club are also budgeted in this unit.

Health and Wellness

This program administers County-wide health and wellness programs. The Department of Parks and Recreation is dedicated to promoting a wellness ethic. Our goal is to provide facilities and programs that have wellness components that will contribute to the physical and social health of our patrons and to the environment of our communities. The Department works with internal and external partners to provide classes, workshops, and activities for all ages.

Aquatic Centers/ Pools

The Sports, Health and Wellness Division operates eleven aquatic facilities. The facilities include indoor and outdoor aquatic amenities and offer an array of programs and activities to include swimming lessons, water fitness classes, lifeguard and water safety training classes, leisure swimming, and special events.

ACCOMPLISHMENTS

FY15 Budget Priority Updates

- Increased tennis participation across the County through enhanced community partnerships, programs, and events.
 - We achieved the following goal by way of the Advantage Prince George's Youth Tennis Program, an after-school collaborative program implemented with the Tennis Center at College Park. Program provides tennis instruction and activities for 300 Kids' Care participants from seven Community Centers throughout the County (Beltsville, Kentland, South Bowie, Peppermill, Suitland, Hillcrest Heights, and College Park). This 8-week program operates twice a year, in the fall and in the spring. Many of the participants had never participated in organized tennis instruction and activities.



**Prince George's County
Parks and Recreation Department – Sports, Health and Wellness**

- QuickStart (10 and under tennis) has been expanded to a year-round offering.
- Additional classes have been added to the existing course schedules at the regional tennis facilities.
- Developed strategies that support Formula 2040 Health and Wellness objectives, including after-school programming, by adding nutrition/sports/wellness components, and to eventually reach a goal of having a health and wellness component in 75% of our programs.
 - Built the capacity of the Health and Wellness team, including the hiring of a Program Coordinator and Health Communications Specialist to provide support for current and new programs, and potential grant and partnership opportunities.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$10,597,705	\$11,194,435	5.6%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	49.00	50.00	2.0%
Funded Workyears	160.90	176.40	9.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue based on historic trends and actual projections.
- Increasing seasonal/intermittent funding for projected impact of minimum wage increase.
- Adding one (1) seasonal workyear at the Aquatic Centers offset by increased revenue.
- Adding one (1) new FT career position and 2.5 seasonal workyears to support and expand Health and Wellness program initiatives.
- Adding one (1) FT career position, transferred from the Enterprise Fund (Tucker Road Ice Rink).
- Transferring one (1) FT career position to the Administrative Services Division.
- Adding 11.0 Seasonal/Intermittent Workyears related to restructuring our business model to rely less on independent contractors and more on seasonal employees.



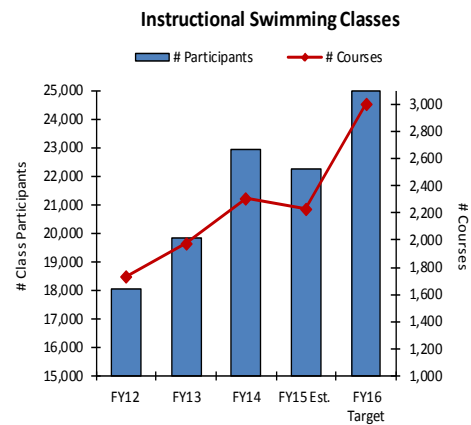
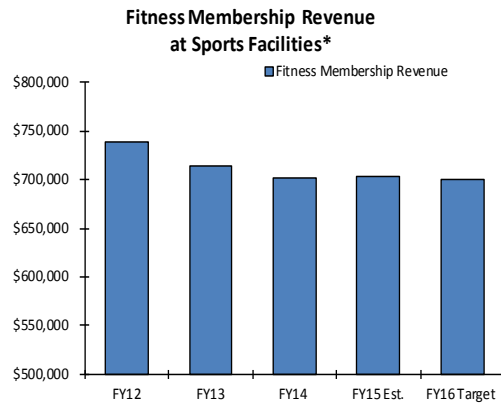
Prince George's County Parks and Recreation Department – Sports, Health and Wellness

GOALS AND PERFORMANCE MEASURES

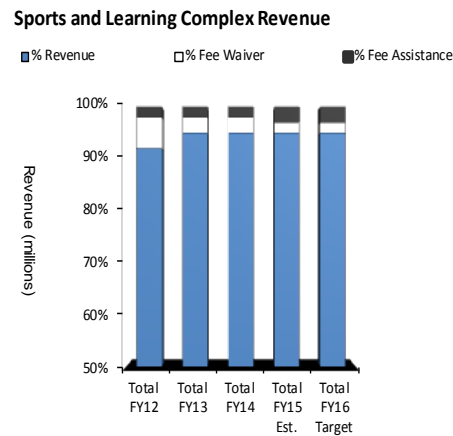
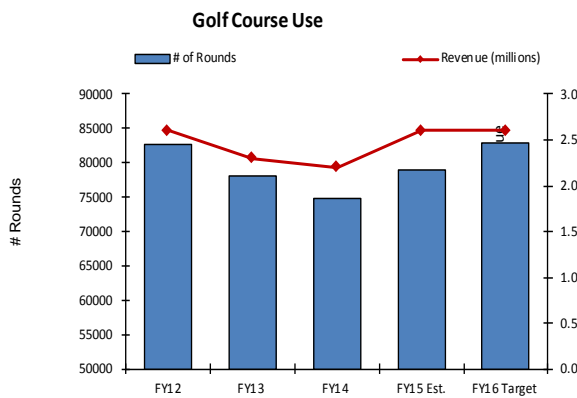
Sports, Health & Wellness Division Performance Measures

Outcome Objective: Provide high quality athletic and recreational programs, administration of a county-wide field permit process, professionally driven staff and an array of facilities for the citizens of Prince George's County. The Division's functions include coordination and scheduling of a comprehensive sports program, management and supervision, administration support of Prince George's County Boys and Girls Club, aquatic venues, golf courses and state of the art facilities that include the Fairland Sports and Aquatics Center and the Sports and Learning Complex.

Impact Objective: Provides the Department, stakeholders (Board of Education) and the citizens of Prince George's County with quality programs and services, excellent recreational opportunities for the entire family, and numerous facilities to enhance **quality** of life for our internal and external customers.



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



Rounds by Golf Course

	FY12	FY13	FY14	FY15 Est.	FY16 Target
Enterprise	37449	34836	33388	36000	38000
Henson Creek	21246	20104	19072	20000	21000
Paint Branch	23974	23066	22463	23000	24000

Fiscal Year	Projected Revenue	Actual Revenue
FY12	3,629,800	3,023,893
FY13	3,445,300	3,293,859
FY14	3,226,700	3,254,349
FY15	3,237,700	TBD
FY16	3,256,200	TBD



Prince George's County

Parks and Recreation Department – Arts and Cultural Heritage

OVERVIEW

The Arts and Cultural Heritage Division (ACHD) coordinates and manages four arts facilities, five historic rental properties, the Prince George's Equestrian Center and Show Place Arena, community arts services, and other programs serving County arts organizations, artists, and residents. Programs include art camps; visual and performing arts classes; Xtreme Teen art initiatives; art exhibitions; performances in music, dance and theatre for all ages; touring performances for school children; artist studios; rental facilities for arts and non-arts organizations; artist residencies; and rental of historic sites for social functions. ACHD coordinates special events, such as the Bluebird Blues Festival (in cooperation with Prince George's Community College), The Prince George's County Fair, Juneteenth (in coordination with the Natural and Historic Resources Division), and the Harlem Renaissance Festival. Staff serves as liaison to the Prince George's Arts Council, the Prince George's Philharmonic, Harlem Remembrance Foundation, Gateway Arts and Entertainment District, the Clarice Smith Performing Arts Center at the University of Maryland, Gateway Arts Center and the Bowie Center for the Performing Arts. This support allows those organizations to provide a variety of performing and visual arts programs to all County residents. The Division also coordinates the Department's arts grant from the Maryland State Arts Council.

MISSION

The goal of the Arts and Cultural Heritage Division (ACHD) is to provide high quality arts programs and services, interpretative programs, affordable historical rental sites and manage events at the Prince George's Show Place Arena and Equestrian Center. ACHD serves the general public, assists artists and arts organizations to improve the quality of life, promote tourism and expands the cultural awareness/appreciation of the County and preserves the County's historic buildings.

PROGRAMS AND SERVICES PROVIDED

Montpelier Arts Center

The Montpelier Arts Center provides programs in the visual and performing arts for the public and local artists. Classes for children and adults include most disciplines of the visual arts and a varied exhibition program is offered in the Center's three galleries for public viewing seven days per week. Thirteen art studios are rented annually. Montpelier's performing arts programs include jazz concerts by renowned local and international musicians, classical recitals selected from a juried competition, blues and folk concerts, and artistically acclaimed films. Other programs and services include special tours, an Artist Opportunity bulletin board, Master Workshop program, and recording production of jazz concerts.

Publick Playhouse

The Publick Playhouse for the Performing Arts presents top quality professional productions in theatre, dance, and music that include touring companies from around the nation as well as regional artists. Playhouse offerings include exceptional cultural experiences for area school children through a full season of Midweek Matinees. Programming for families includes monthly Saturday Morning at the Movies-Vaudeville Style, the Platinum Series monthly offerings for senior citizens, and weekend performances which present programs for all ages. All Playhouse events are offered at affordable prices to ensure they are available to every resident of Prince George's County. The Playhouse is also home to several County arts organizations and other artists and groups who rent the facility to present their productions to the community.



Prince George's County

Parks and Recreation Department – Arts and Cultural Heritage

Arts/Harmony Hall Regional Center

Harmony Hall is a multi-faceted arts facility located in Southern Prince George's County and is programmed to serve the general community, as well as to provide services and opportunities to the arts community. Programming addresses a broad spectrum of visual and performing arts, to include exhibitions by community and regional artists, classes, workshops and summer camps in visual arts, dance, theater and music, all taught by professional arts educators. As an arts presenter, Arts/Harmony Hall Regional Center hosts professional artists in classical, jazz and folk music, theatre, dance, children's performances, festivals and special events. In addition, rental space is made available to performing arts groups, rehearsal space to performers, and classroom space to Prince George's Community College's continuing education classes for senior citizens.

Brentwood Arts Exchange

The Brentwood Arts Exchange (BAE) houses a gallery of changing exhibitions for viewing by the public, a contemporary fine crafts store, and a classroom space available for a variety of activities. BAE offers an arts education program for all ages to explore a variety of art disciplines, including workshops and classes in digital media, drawing, felting, collage, artist career skills and much more.

Exhibits include the art of Latino artists during Hispanic Heritage month; Prince George's County Juried Exhibition featuring artists that either live, work, attend school or have their studio in Prince George's County; works of student artists from the University of Maryland Department of Art Print Department; works of African American artists; and a "regional" exhibition.

Rental space is used by County residents and elected officials for meetings, lectures, receptions and other small events.

Community Arts Services

Community Arts Services provides arts programming through festivals, performances, exhibitions, classes, workshops and consultation for the benefit of County artists, arts organizations and the general public in the disciplines of visual arts, music, dance, theatre, and fine craft. Local artists can be enrolled in artists registries, receive newsletters of upcoming professional development opportunities, or compete in the Annual Juried Competition, the Choreographers' Showcase, the Love to Dance Showcase, World Dance Showcase, or the Teen Touring Ensembles productions. Artists also are involved in programs as instructors and lead activities intended for youth development in the arts. Single events or festivals are held at arts facilities, historic sites and parks for County residents during Black History Month, Asian Pacific Heritage Month, and Shakespeare in the Parks. This section also operates community programs and services through partnerships at the Clarice Smith Performing Arts Center at the University of Maryland, the Bowie Center for the Performing Arts, and at the Gateway Arts Center through the Brentwood Arts Exchange, and coordinates the Department's grants program for arts.

Black History

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



Prince George's County

Parks and Recreation Department – Arts and Cultural Heritage

Historic Property Rentals

This section is responsible for five historic rental properties: Newton White Mansion, Prince George's Ballroom, Snow Hill Manor, Oxon Hill Manor, and Billingsley Manor, and coordinates targeted marketing and advertising for the Department's rental sites. The sixth property, the Concord Historic site is currently under renovation. The rental properties provide unique spaces for events, weddings and meetings. The properties also provide County residents an opportunity to enjoy Black History events, activities for youth, family and seniors, the mid-week summer jazz concert series at Oxon Hill Manor, and are a showcase for regional area event businesses.

Administration

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

ACCOMPLISHMENTS

FY15 Budget Priority Updates

- Developing the “Community Arts Learning Lab” program curriculum, locations, and other logistics.
 - Discussions with Bowie State University are in progress to establish a partnership enabling the Division to provide a variety of art camps and classes at the Bowie campus.
- Implementing the “Youth Arts Initiative “identified in the Division’s Strategic Plan.
 - Staff vacancies have slowed implementation. However, broadening arts services to the community remains a priority. Currently, discussion and pre-planning for the restructuring of job functions for the Community Arts Unit is underway. The new job functions will enable the Division to develop sustainable working relationships with Area Operations to provide quality arts experiences throughout the County. Community Art Specialists and the Community Arts Coordinator are attending Area regional managers’ meetings to discuss strategies and art program options.
- Developing additional human and financial capital through professional development and training, adequate staffing, and creating and implementing new cost recovery strategies.
 - Career staff has participated in professional development and training classes, and the Division is establishing a review and approval process for summer camps and new programs including cost recovery strategies.



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

BUDGET AT A GLANCE

Summary of Division Budget

		<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,928,869	\$1,981,382	2.7%
<i>Recreation Fund</i>				
	Expenditures	<u>\$3,944,396</u>	<u>\$3,994,955</u>	<u>1.3%</u>
	TOTAL EXPENDITURES	\$5,873,265	\$5,976,337	1.8%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	12.00	12.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>25.00</u>	<u>25.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	37.00	37.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	21.00	22.00	4.8%
<i>Recreation Fund</i>				
	Funded Workyears	<u>44.50</u>	<u>51.00</u>	<u>14.6%</u>
	TOTAL FUNDED WORKYEARS	65.50	73.00	11.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue based on historic trends and actual projections.
- Increasing seasonal/intermittent funding for projected impact of minimum wage increase.
- Adding two (2) seasonal workyears and reallocating non-personnel costs from within the Division to fund increased seasonal and non-personnel costs for the Arts-On-A-Roll initiative.
- Adding 5.5 Seasonal/Intermittent Workyears related to restructuring our business model to rely less on independent contractors and more on seasonal employees



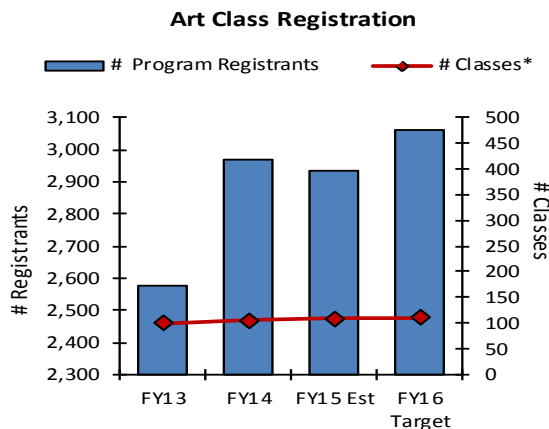
Prince George's County Parks and Recreation Department – Arts and Cultural Heritage

GOALS AND PERFORMANCE MEASURES

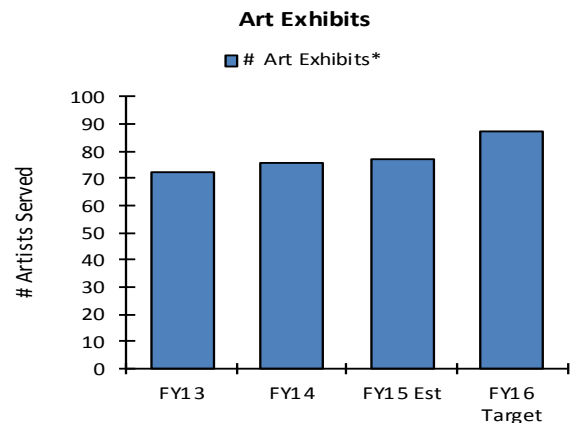
Arts and Cultural Heritage Division Performance Measures

Outcome Objective: Provide high-quality arts and cultural programs and services to enhance opportunities for public engagement and expand awareness of the rich history of Prince George's County. The programs serve the general public, artists, arts organizations, and equestrian groups with the purpose of enhancing quality of life and promoting tourism and economic benefit in the County. The Arts and Cultural Heritage Division (ACHD) manages art centers, historic properties, cultural heritage sites, an arena and equestrian center, and public art projects for community centers throughout the County. Arts Centers offer art exhibitions of emerging and established artists, dance and music concerts, performances for children and families, afternoon teas with live music, and classes in the visual and performing arts. Community Arts and Cultural Heritage units offer a myriad of programs, festivals, and activities for every age.

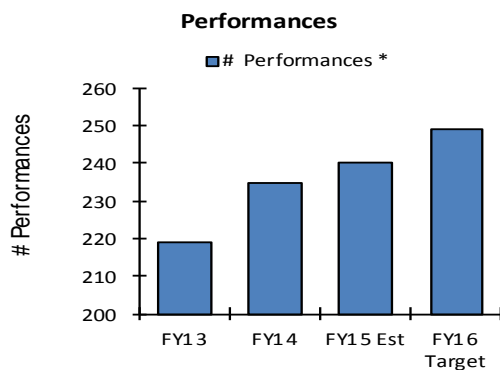
Impact Objective: Art participants in arts classes and camps learn new skills in the arts and expand their knowledge and support of the arts. By providing services and programs that offer and provide employment opportunities for Prince George's County artists, support for artists in Prince George's County is enhanced. The Black History Program preserves and interprets Prince George's County's African American history by providing educational interpretive programs, exhibits and tours of historic properties. Historic rental properties continue to be available and affordable by all users through a reduced fee structure that allows governmental and non-profit organizations to utilize venues during off-peak hours/days. The Showplace Arena is an adaptable entertainment and sports venue that enriches the cultural life and local economy of Southern Maryland. It hosts a variety of equestrian events with exhibitors from throughout the world. Public Art projects enhance our built and natural environment and improve the quality of life by making art visible and accessible.



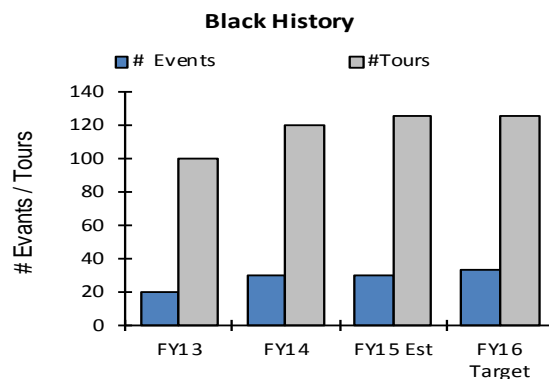
* Visual and Performing Arts Held at ACHD Arts Centers or UMD Clarice Smith Center.



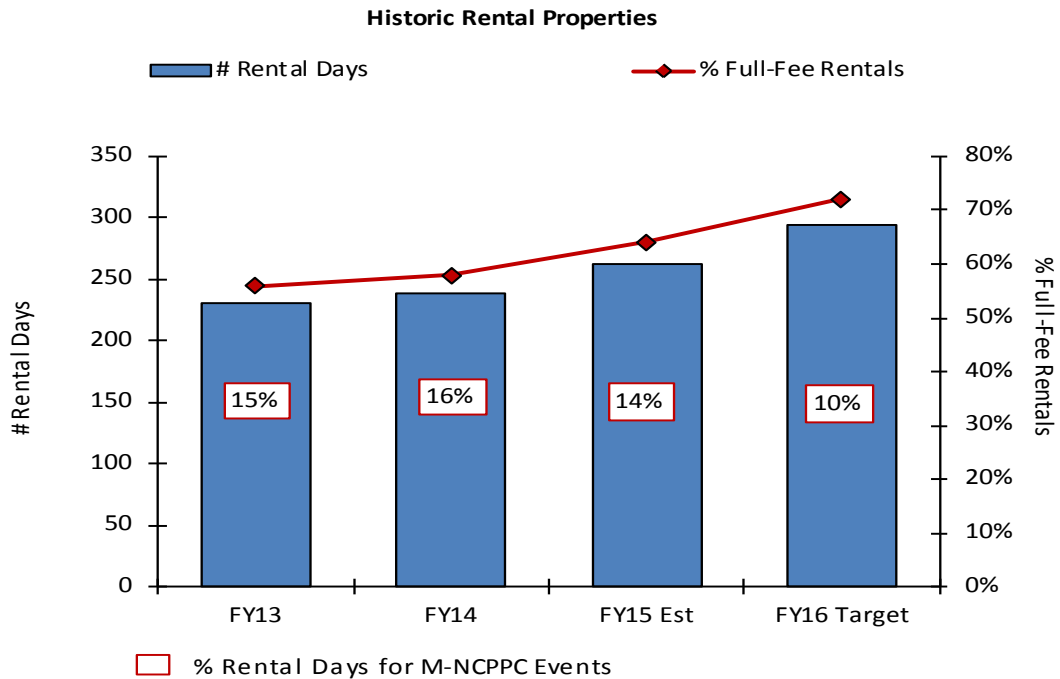
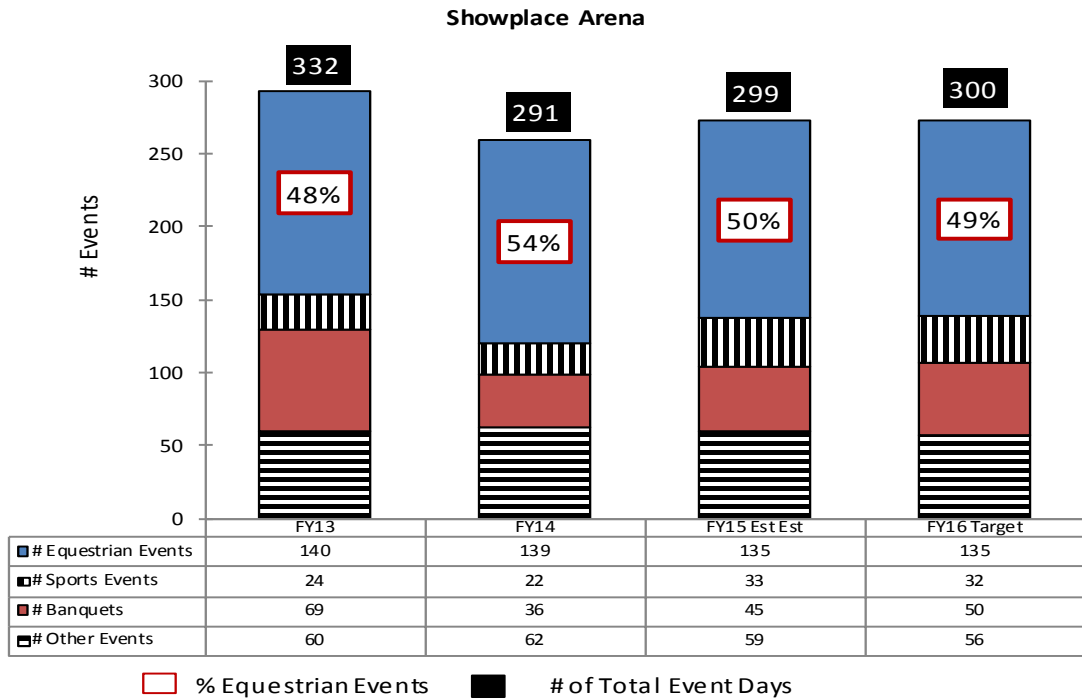
* Works of Visual Art Produced by Artists Living or Working in Prince George's County.



* Theatre, Music and Dance at ACHD Facilities.

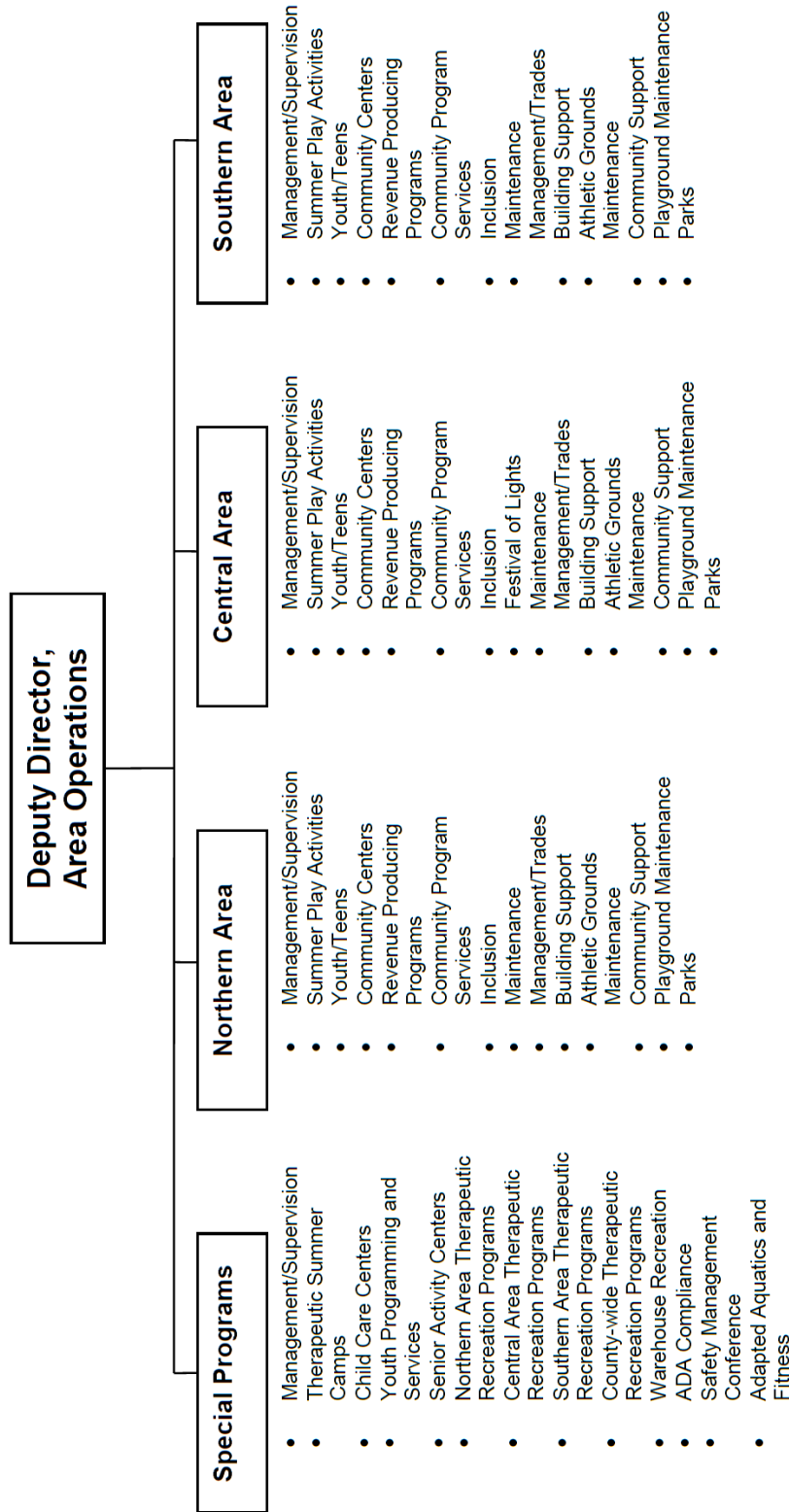


Arts and Cultural Heritage Division Performance Measures



ORGANIZATIONAL STRUCTURE

AREA OPERATIONS



**Prince George’s County
Parks and Recreation Department - Area Operations Deputy Director**

OVERVIEW

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

MISSION

This budget funds the Office of Area Operations Deputy Director who oversees the coordination, management, supervision and direction of a comprehensive parks and recreation program, including daily custodial and grounds maintenance and operation of 44 community centers and over 400 developed and maintained parks organized into the Northern, Central, and Southern Areas. In addition, specialized services are planned, developed and implemented through the Special Programs Division including child care, therapeutic recreation, and youth and senior services.

BUDGET AT A GLANCE

Summary of Division Budget

	FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$444,180	\$452,685	1.9%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	3.00	3.00	0.0%
Funded Workyears	3.00	3.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing personnel costs based on actual projected compensation levels.



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

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Youth Services

This section coordinates the Department's youth services and programming, including the development and administration of the comprehensive County-wide Youth Action Plan, designed to ensure strategic delivery of services and to accomplish positive youth development outcomes. These youth development principles and programs focus on social development, cultural awareness, environmental stewardship, enrichment, health and wellness, youth leadership and advocacy, and civic engagement. The Safe Summer Program, Teen Cotillion, Positive Pathways for Pre-Teens, Parent Xchange and Teen Leadership Council are among the notable programs.

County-Wide Senior Centers and Services

This section is responsible for coordination of the Department's senior programs and services. Responsibilities include all aspects of management - developing, monitoring, implementing, and evaluating the delivery of Seniors 60 & Better recreation programs, resource information for community and advocacy groups, Departmental training on a variety of senior topics, and coordination of senior special events, to include the Centenarian Celebration and Senior Health and Fitness Day.

We operate six (6) Senior Activity Centers which provide a wide range of recreation activities, such as fitness and exercise classes, arts and crafts, games and clubs, billiards, special events, trips, and workshops and classes. The centers serve as sites for the Prince George's County Nutritional Lunch Program, which provides hot lunches on site. The Senior Activity Centers are: Langley Park Senior Center, Gwendolyn Britt Senior Activity Center, Evelyn Cole Senior Activity Center, Camp Springs Senior Activity Center, John E. Howard Senior Activity Center, and Laurel-Beltsville Senior Activity Center.



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

Child Care Centers

This section manages and supervises the Prince George's County Employees Child Care Center in Upper Marlboro and the Prince George's County Public School Employee's Child Care Center located in Glenridge Elementary School. The centers operate year-round for infants through kindergarten, are licensed and accredited by the Maryland State Department of Education, and follow strict mandates regarding staff certification, training and facility requirements. Children at the centers are involved in an enriching program, which incorporates a quality preschool curriculum into the morning hours of day care. Activities include: science, art, music, reading readiness, math readiness, literature, cooking, dramatic play, special events and field trips.

Therapeutic Recreation Programs

The Therapeutic Recreation Section provides programs and services for County residents with disabilities. Responsibilities include all aspects of developing, monitoring, implementing and evaluating the delivery of therapeutic recreation services, ensuring accessibility to individuals with disabilities throughout the County; providing extensive support and resource information for community and advocacy groups, and overseeing the sign language interpretation contract. Training and resources for the Department's therapeutic and inclusion staff is provided by this section. Specialized adapted recreation programs including adapted aquatics and fitness programming and services are also provided with outreach to individuals with developmental and physical disabilities. The programs are managed in the Northern, Central, and Southern Areas of the County. Programs include after-school therapeutic recreation programs, Swim-n-Gym, skill development classes such as: adapted softball, basketball, volleyball, and comprehensive summer day camps. Comprehensive specialized programs for individuals with disabilities are also provided on a County-wide basis. Programs also include the year-round Leisure Skills Development Program, Spring into the Park, Adult Social Clubs, special events, and Camp Sunshine.

Administration - Special Programs

This section is responsible for overall management, supervision and coordination of programs and facilities. This includes requesting and monitoring expenditures for both tax-supported and revenue-producing programs, and evaluating personnel. This section oversees special projects such as the Recreation Warehouse, Summer Food Service Program, and Youth Camp Health and Safety Certification. It also maintains liaison with numerous governmental organizations, including the Maryland State Department of Education, the Maryland Department of Health and Mental Hygiene, the Prince George's County Department of Social Services, the Prince George's County Department of Family Services, Office on Aging, and the Prince George's County Health Department.

ACCOMPLISHMENTS

FY15 Budget Priority Updates

- Implement Aging in Place recommendations with increased seasonal/intermittent funding and the addition of a Rec/Enterprise Facility Manager II for the Camp Springs Senior Activity Center.
 - Increased intermittent funding at Camp Springs Senior Activity Center to begin implementing the Aging in Place recommendations. Over 15,800 Senior IDs have been issued and participation in Aging in Place is projected to increase by 15%.
- Continue to expand the adapted aquatic and fitness programs.



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

- Expanded adaptive aquatics to all seven swim centers, increased overall number of programs, and recruited and cross-trained additional water safety instructors and life guards.
 - Increased episodic therapeutic athletic clinics (softball, football, soccer, kickball, bocce ball, basketball, fitness ball, and Zumba) countywide.
 - Expanded Healthy Minds, Healthy Bodies program to include Fairland Sports & Aquatics Complex and hired additional staff with post rehabilitative personal training certifications.
- Provide more outreach and mobile recreation via the Roving Leaders program which will be inclusive of the Street Team.
 - Youth Services has expanded outreach and mobile recreation in various ways - 1) partnering with Arts and Cultural Heritage to help promote the Arts on a Roll van with "Arts After School" and the "Get To Know Your Wild Neighbor initiative"; 2) "Come Out and Play" mobile recreation at more locations, and expanded activities and partners; 3) expanding the use of the bicycle safety program by working with the Park Police Volunteer Association and NHRD at after-school locations and various local events.
 - The Street Team continues to provide outreach to schools, churches, and various other non-profits.
 - Continuing to focus on girls by creating, "Girl Scouts Excited About Recreation," a program influenced by the national "Girls Excited About Recreation" (G.E.A.R.) initiative.

BUDGET AT A GLANCE

Summary of Division Budget

	FY15 Adopted	FY16 Proposed	% Change
Budget			
<i>Recreation Fund</i>			
Expenditures	\$8,529,182	\$8,462,842	-0.8%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	52.00	52.00	0.0%
Funded Workyears	114.20	125.20	9.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue based on historic trends and actual projections.
- Increasing seasonal/intermittent funding for projected impact of minimum wage increase.
- Reallocating funding from non-personnel costs to add two (2) seasonal workyears for the Street Team program to provide additional outreach services.
- Reducing personnel costs based on actual projected compensation levels.
- Adding 9.0 Seasonal/Intermittent Workyears related to restructuring our business model to rely less on independent contractors and more on seasonal employees.



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

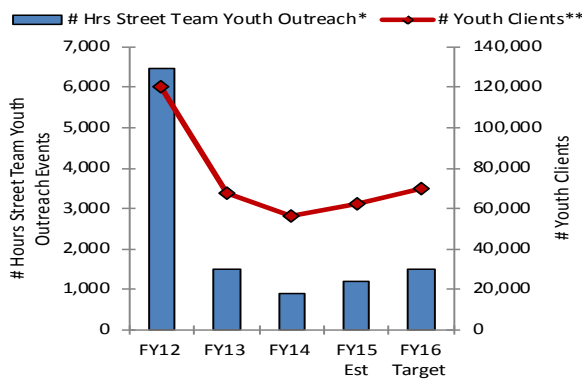
GOALS AND PERFORMANCE MEASURES

Special Programs Division Performance Measures

Outcome Objective: Provide quality services for youth, seniors, and individuals with disabilities. Programs and services include employee child care, operating the Department's senior activity centers and therapeutic recreation opportunities in both inclusive and specialized settings to promote and facilitate the development of leisure and skills, socialization and independence for individuals with disabilities. Leadership to the department on youth services includes implementation of the Youth Action Plan and expansion of county-wide youth programs and services, staff training and education and partnerships with government and community stakeholders. Additionally, the Division provides technical support on ADA/accessibility issues and stewards the Senior Strategic Plan. The Division also operates the Glenridge Recreation Warehouse and coordinates the Departmental Safety Committee and Safety Management Conference.

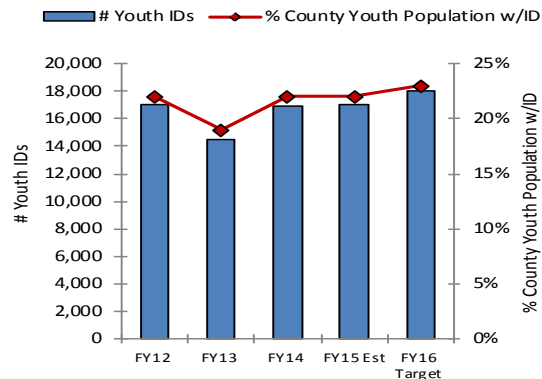
Impact Objective: Produce safe and nurturing child care and supervised play environments for children; provides resources, leadership, and direction for other Departmental child care and youth programs and provides recreational opportunities for individuals with disabilities, youth and seniors that promote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

Youth Outreach



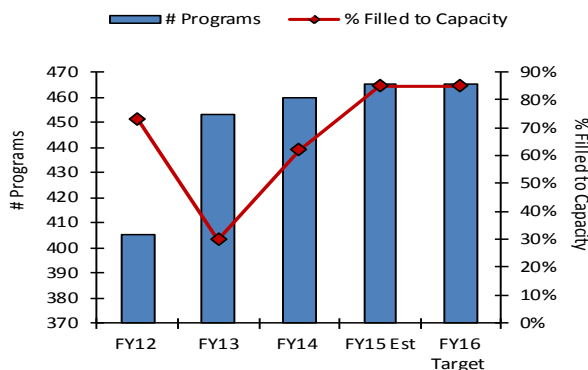
* Street Team - Youth Services Youth Outreach unit that provides direct marketing to youth. Data not available for FY09 or FY10.
** Youth clients - anyone 6 - 17 in the SMARTLink database

Youth Participation

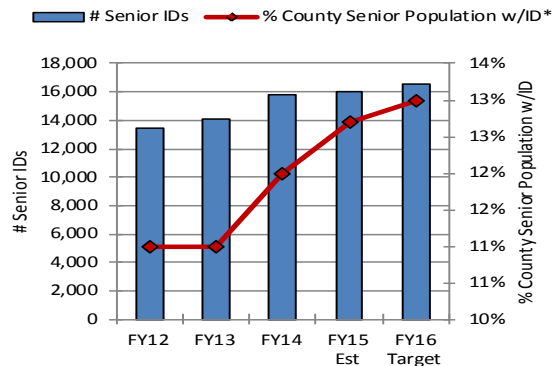


*2010 U.S. Census 6 to 17 (total 76,846)

Therapeutic Recreation Programs



Senior Participation



*2010 U.S. Census 60 and over (total 125,136)



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

OVERVIEW

Area Operations is divided into the Northern, Central, and Southern Area Divisions. It is the goal of the Area Operations Divisions to provide, maintain, and preserve a comprehensive park and recreation system of programs, facilities, and services to the residents of a demographically diverse area in order to meet the expressed needs and demands of the public in a safe, secure, inclusive, and fulfilling environment. Each Division coordinates, manages, and directs comprehensive park and recreation programs for its citizens. This includes managing and supervising 46 community centers, Inclusion, Revenue Producing programs, Senior, and Youth programs.

Each Area is divided into four regions for the purpose of community outreach. Regional Managers are assigned to work closely with citizens groups, municipalities, houses of worship, schools, recreation councils and government agencies to assess park and recreation needs. Each Area has the responsibility to maintain and repair community centers, historical sites, and enterprise facilities. Associated duties include daily custodial services; litter control; mowing; athletic field preparation; park, facility and park property repair; road bridge and trail maintenance; support to community and countywide festivals; support to municipalities; repair and replacement of playground equipment; and management of picnic areas, campgrounds, and regional parks.

MISSION

The mission of the Area Operations is to provide, in partnership with citizens, comprehensive and high-quality park and recreation programs, facilities, and services that respond to the communities' changing needs. Area Operations also strives to preserve, enhance, and protect open spaces to enrich the quality of life for present and future generations in a safe, secure environment.

PROGRAMS AND SERVICES PROVIDED

Summer Play Activities

The summer playground program operates 30 hours per week for six weeks and is designed for youth entering the first through sixth grades. These programs are conducted at local parks, schools, and municipal facilities during the summer months with a fee of \$40 per child. Regular programs include sports and games, arts and crafts, drama, music, nature, storytelling, and special events. In the Central Area, Watkins Regional Park operates a miniature train, antique carousel, and miniature golf course from May to October. Southern Area's Cosca Regional Park operates a tram train, boat rentals, and concessions. Mobile units also operate programs at local parks and apartment complexes. In addition, all of these Areas now operate Safe Summer programs at select locations.

Teen Initiatives

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



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

Community Centers

Community centers are localized facilities programmed to meet the leisure needs of various ages and special interest groups in a geographic area. They are programmed and operated on a daily basis throughout the year. In addition to those centers constructed by M-NCPPC, other facilities (i.e. municipal-owned and schools) are programmed and staffed as community center operations. These include youth centers, senior centers, municipal and community activity centers, and park schools.

Revenue Producing Programs

Revenue Producing programs provide the public with specialized leisure opportunities at a minimal fee to help defray actual operating expenditures that are too costly to be absorbed by tax funds. Programs include, but are not limited to theater, arts, roller-skating, workshops, off-site trips, pre-school play activities, bus activity fees, regional park operations, gymnastics, and special interest clubs. The public provides extensive input as to which trips and activities are offered.

Community Program Services

Community Program Services such as senior meals, support to community events, coordination of recreation councils and volunteers are planned, developed and implemented in this unit. Staff works cooperatively with community volunteers including recognized recreation councils, the Board of Education, Boys & Girls Clubs, PTA's, social groups and municipal governments. Close and effective communication with local communities is vital to the daily delivery of leisure services. Community input provides the basis for program development and community activities.

Inclusion

Inclusion provides quality leisure opportunities in an integrated setting for individuals with disabilities. It assures that recreation is an integral right of everyone's life. Programs and activities are provided for all ages and levels of readiness. Those with severe disabilities and those who wish to participate in special programs may participate in therapeutic recreation programs where a more individualized program is stressed. The individual makes the choice, and staff place participants after an assessment of their needs.

Management/Trades

The Management/Trades program involves the administration and management of a comprehensive park maintenance program throughout the three areas. The Area Offices supervise, monitor, evaluate, and schedule general maintenance on a routine basis for developed and undeveloped parks, community centers, and other buildings and facilities. Area trades personnel, (i.e., carpentry, welding, and painting) perform specialty work orders. Mechanics provide inspections, maintenance, repairs, and diagnostic work for vehicles, trailers, off-road equipment, and miscellaneous power equipment. Supplies and materials are inventoried and warehoused year-round.

Building Support

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

Athletic Grounds Maintenance

This program involves daily general park maintenance within the three Areas. Activities include grass mowing, trash pick-up and litter control, ball field and athletic equipment maintenance, picnic area maintenance, tennis and basketball court maintenance, fencing and gate repair, and routine maintenance of roads, bridges and trails.



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

Community Support

This program involves maintenance support services for recreation programs and other activities, including summer playgrounds and camps, community center special activities, tennis bubbles, pools, golf courses, community activities, recreation council and other volunteer programs and activities.

Playground Maintenance

This program involves specific oversight of playground equipment located at developed parks and community centers throughout the three Areas. Inspections are conducted on a routine basis, inspection records are maintained, and repair, removal, and replacement of playground apparatus are conducted as warranted. Special training for assigned staff is scheduled throughout the year for them to remain apprised of the latest Consumer Products Safety Commission (CPSC) guidelines and American Society for Testing and Materials (ASTM) standards.

Festival of Lights

This operation, administered by the Central Area, provides the resources to maintain and develop festive holiday light displays at Watkins Regional Park for the public to enjoy. In addition to the admission fee, canned goods are collected and distributed to shelters throughout the County to help those less fortunate.

Management/Supervision

The Division Chief in each Area oversees the use of tax-supported and special revenue funds. Division Offices evaluate and monitor the programs, services, and facilities and serve as a liaison with the municipalities located in the Areas. The offices provide clerical support to program staff and community volunteer groups, and assist in the interpretation of park and recreation programs to the general public and volunteer organizations. Offices administer personnel operations for all employees in the three Areas.

FY15 BUDGET PRIORITY UPDATES

- Provide multi-disciplinary recreation opportunities for all ages and abilities at community centers, recreation buildings, schools and parks to include comprehensive recreation class program, signature and community-based special events, out of school time programs for youth and teens, active aging programs and targeted services to those with the highest need through the Transforming Neighborhood Initiative.
 - Annually, provide over 6,900 classes, community-based youth and senior programs, and special events, as well as daily drop-in opportunities at forty-four (44) community centers located throughout the County.
- Sustain and strengthen the parks program and its infrastructure to continue to promote play, recreation, health and wellness through the development of master plans for regional parks and the maintenance of athletic fields, trails, parks and playgrounds, custodial services, waste management, snow, leaf and ice removal and light trades.
 - Annually maintain nearly 1,100 athletic fields, playgrounds, parks, trails, and facilities (community centers, recreation Buildings, office buildings, comfort stations/restroom buildings, nature centers/visitor centers, arts facilities, historic properties).



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

- Implement the approved functional master plan entitled Formula 2040 through existing community center and program operations and the new multigenerational service model.
 - Annually orient and review the functional master plan with staff and provide training and updates on relevant plan components including purposeful programming, cost recovery system, partnerships, marketing, etc.
 - Over 600 hours spent on briefing staff on the functional master plan, purposeful programming model and cost recovery system.
 - New initiatives added in support of the functional master plan goals, objectives and/or policy areas:
 - Southern Area Aquatics and Recreation Complex
 - Southern Regional Technology and Recreation Complex Pool Addition
 - Health and Wellness Zones
 - Health and Wellness, Arts & Culture, Volunteerism, Enrichment, Nature and Conservatism (H.A.V.E.N.)
 - Success through Teamwork Respect Inclusiveness Values and Excellence (S.T.R.I.V.E.)
 - Wellness Ambassadors
 - Youth Gardens
 - After-School Summer Jam
 - Langley Park Athletic Council
 - Tucker Road Health And Wellness Zone

BUDGET AT A GLANCE

Summary of Northern Area Division Budget

		FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,545,734	\$6,642,884	1.5%
<i>Recreation Fund</i>				
	Expenditures	<u>\$7,513,780</u>	<u>\$7,591,231</u>	<u>1.0%</u>
	TOTAL EXPENDITURES	\$14,059,514	\$14,234,115	1.2%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	71.00	71.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>45.00</u>	<u>45.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	116.00	116.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	82.5	82.50	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>137.00</u>	<u>138.5</u>	<u>1.1%</u>
	TOTAL FUNDED WORKYEARS	219.50	221.00	0.7%



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

Summary of Central Area Division Budget

		FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,734,422	\$6,594,173	-2.1%
<i>Recreation Fund</i>				
	Expenditures	<u>\$7,930,626</u>	<u>\$7,589,202</u>	<u>-4.3%</u>
	TOTAL EXPENDITURES	\$14,665,048	\$14,183,375	-3.3%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	67.00	66.00	-1.5%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>44.00</u>	<u>44.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	111.00	110.00	-0.9%
<i>Park Fund</i>				
	Funded Workyears	88.50	87.50	-1.1%
<i>Recreation Fund</i>				
	Funded Workyears	<u>125.00</u>	<u>128.00</u>	<u>2.4%</u>
	TOTAL FUNDED WORKYEARS	213.50	215.50	0.9%

Summary of Southern Area Division Budget

		FY15 <u>Adopted</u>	FY16 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$6,298,777	\$6,301,439	0.0%
<i>Recreation Fund</i>				
	Expenditures	<u>\$8,369,495</u>	<u>\$8,423,282</u>	<u>0.6%</u>
	TOTAL EXPENDITURES	\$14,668,272	\$14,724,721	0.4%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	69.00	69.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>43.00</u>	<u>43.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	112.00	112.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	88.50	90.00	1.7%
<i>Recreation Fund</i>				
	Funded Workyears	<u>130.50</u>	<u>137.00</u>	<u>5.0%</u>
	TOTAL FUNDED WORKYEARS	219.00	227.00	3.7%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing personnel costs based on actual projected compensation levels. (NAO)
- Converting one (1) PT career position to FT career. (NAO)
- Transferring one (1) FT career position to the Administrative Services Division for the EAM Administration unit. (CAO)
- Increasing seasonal/intermittent funding for projected impact of minimum wage increase. (NAO, CAO, SAO)
- Adding 1.5 seasonal workyears for increased programming and custodial services at Cosca Skate Park. (SAO)
- Adding operational funding and for renovations and additions at Adelphi Park and the new Park Police Headquarters. (NAO)
- Eliminating non-personnel funding for one-time start-up costs for renovation of Palmer Park Community Center. (CAO)
- Adding 1.0 seasonal workyears and operational funding for new park additions and renovations at Betty Bloom Park, Mellwood Hills Community Park, Piscataway Creek SVP, Southern Area Dog Park, and Tucker Road Athletic Complex. (SAO)
- Adding 9.5 Seasonal/Intermittent Workyears related to restructuring our business model to rely less on independent contractors and more on seasonal employees.



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

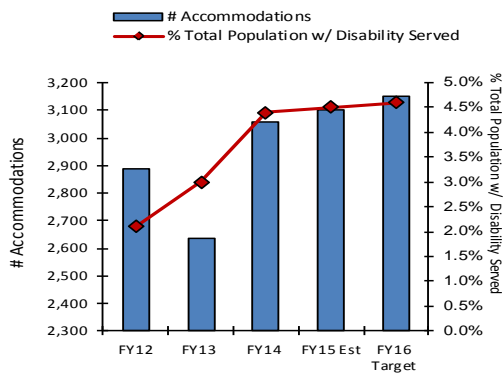
GOALS AND PERFORMANCE MEASURES

Area Operations Performance Measures Northern, Central and Southern Areas

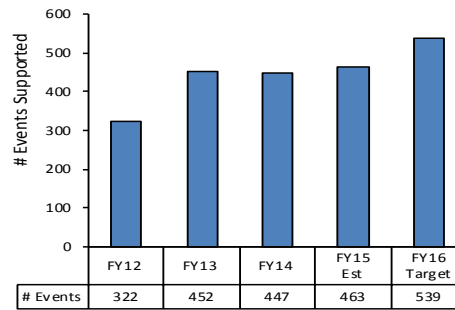
Outcome Objective: Area Operations, including the Northern, Central and Southern Areas, provide safe, clean and aesthetically pleasing parks, facilities and playground equipment as well as, affordable and enjoyable opportunities for participation in specialized leisure activities, co-sponsored or cooperative activities and events using volunteers and partnerships. Area Operations also provides access and/or accommodation in full compliance with ADA for persons with disabilities.

Impact Objective: Area Operations, including the Northern, Central and Southern Areas, provide, maintain and preserve a comprehensive park and recreation system of programs, facilities, and services for residents of Prince George's County in order to meet the expressed needs and demands of the public in a safe, secure inclusive and fulfilling environment.

ADA Accommodations



Equipment & Materials Provided in Support of Community Events



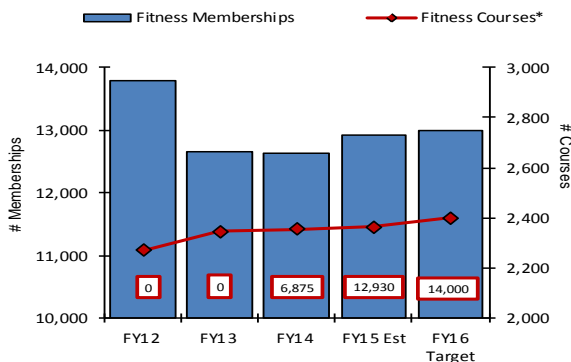
* based on total # people with disabilities in Prince George's County (2010 U.S. Census)

** # Accommodations refers to the number of instances an accommodation was made, not the number of customers served.

*** Types of accommodations include: interpreters, providing support staff (increasing the ratio of staff to participants), adaptive equipment (i.e., water wheelchair) and behavior training for program staff.

Note: Community events include events sponsored or co-sponsored by M-NCPPC, local municipalities, recreation councils, Boys & Girls Clubs, community associations; and support given for requests made by PGPCS, County Government, WSSC, etc.

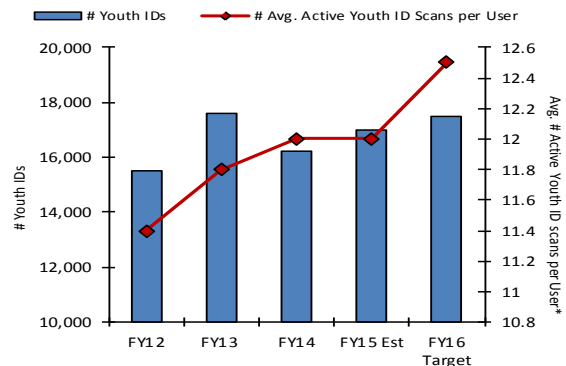
Fitness



□ One-day fitness pass (program started FY'14)

* Courses include fitness, health and martial arts programs offered at community centers only, i.e. does not include Sports & Learning, Fairland, nature, senior or arts centers.

Extreme Teen Program Drop-in Activity Participation



*Active IDs - used at least once within a fiscal year



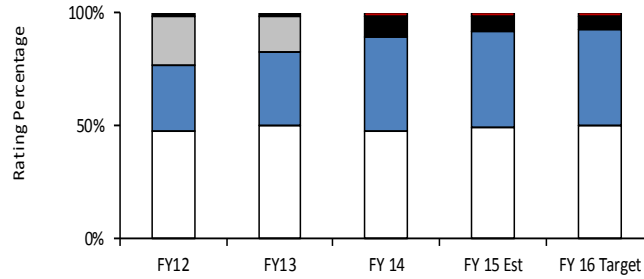
Prince George's County Parks and Recreation Department - Northern, Central, and Southern Areas

Area Operations Performance Measures

Parent Satisfaction - Program Quality

Summer Playgrounds

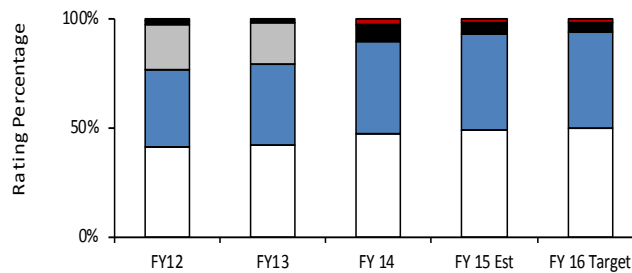
Excellent
 Above Average
 Average
 Below Average
 Poor



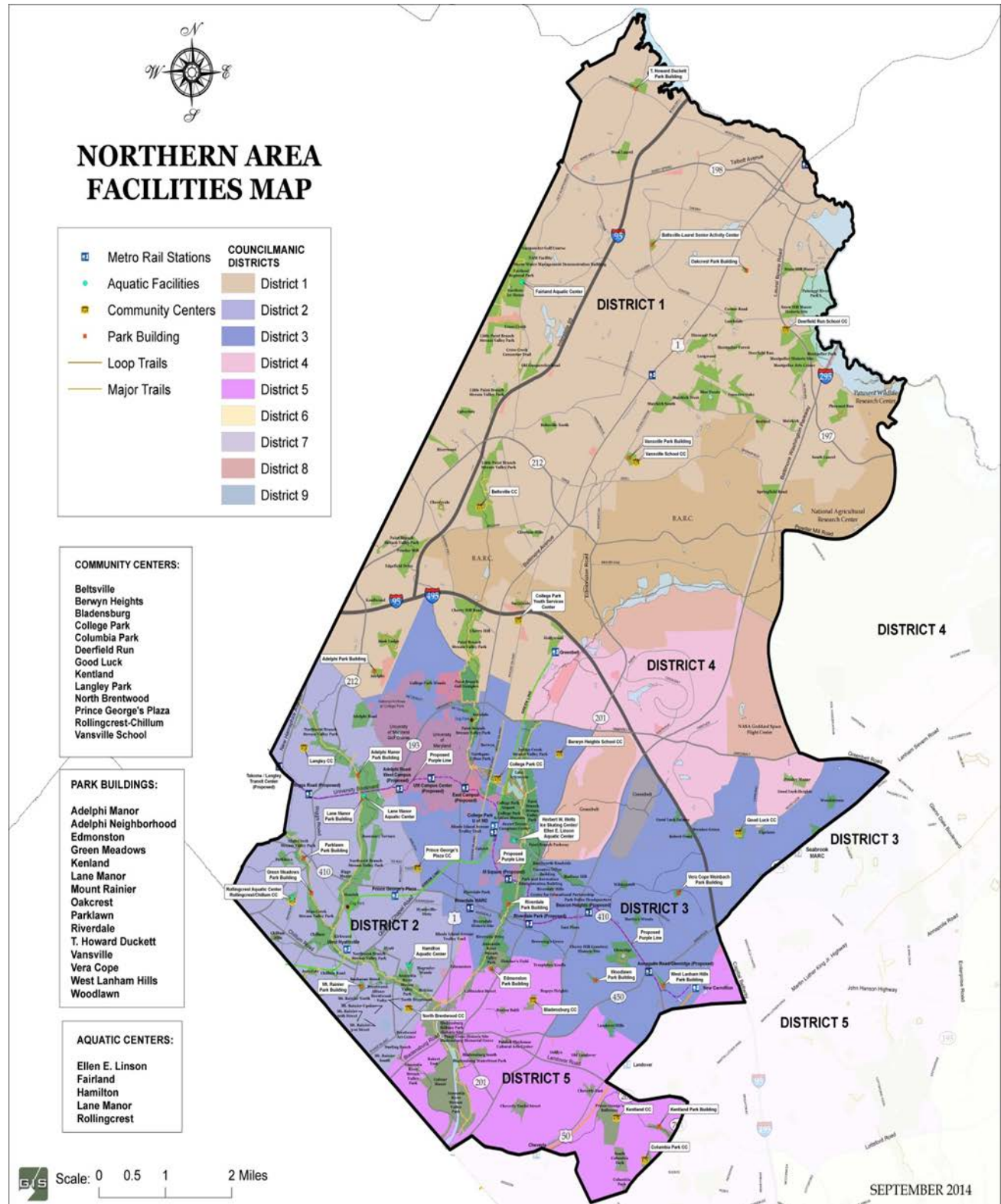
Parent Satisfaction - Program Quality

Summer Day Camps

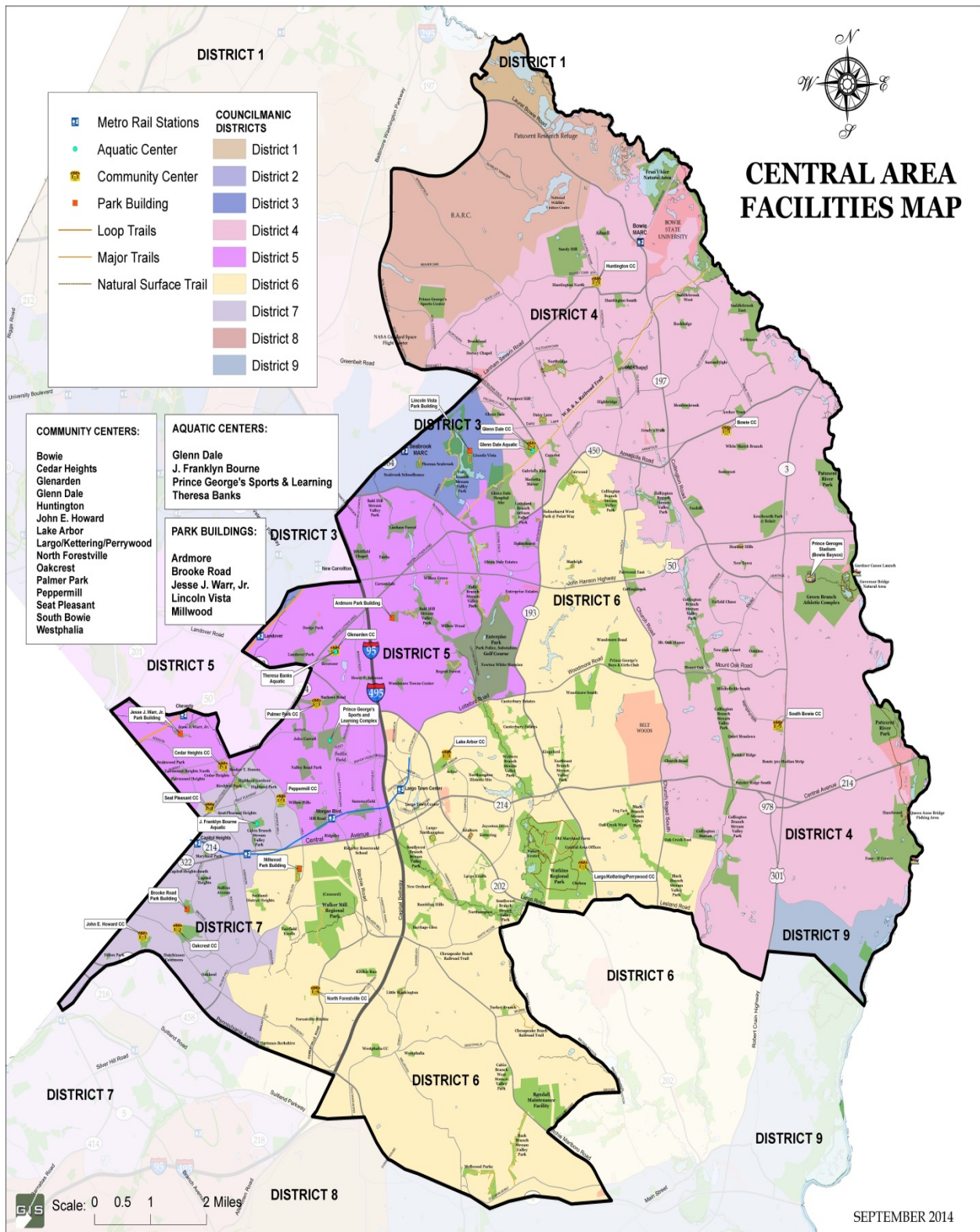
Excellent
 Above Average
 Average
 Below Average
 Poor



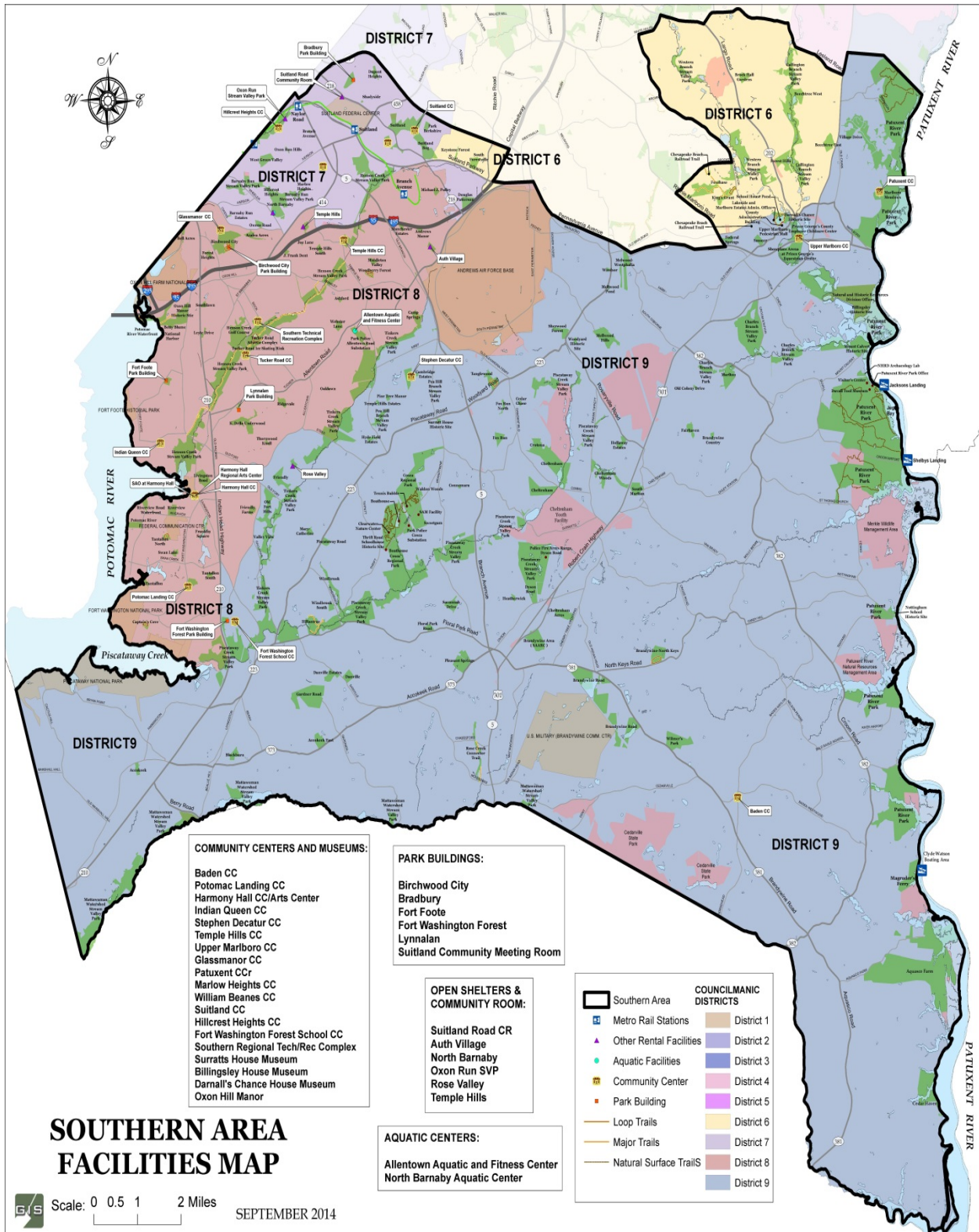
Prince George's County Parks and Recreation Department - Northern, Central, and Southern Areas



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



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



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

OVERVIEW

The Other/Transfers account for expenses including:

- Debt service
- CIP transfers (PayGo)
- Enterprise Fund subsidy
- Compensation increases
- Reserve accounts
- Legislatively mandated activities including transfers to the County government and funding support to specific County programs, community groups and municipalities

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

	<u>FY15 Adopted</u>	<u>FY16 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
OPEB Prefunding	\$1,489,758	\$1,489,758	0.0%
OPEB PayGo	3,671,931	3,911,911	6.5%
Compensation Adjustment <i>(included in Division budgets)</i>		1,511,081	100.0%
Legislative Project Charges	952,800	551,000	-42.2%
CIP Transfer (PayGo)	16,155,000	8,935,000	-44.7%
Debt Service Transfer	11,342,000	11,955,637	5.4%
Operating Expenditure Reserve 5%	<u>5,781,100</u>	<u>5,940,500</u>	<u>2.8%</u>
Park Fund Total	\$39,392,589	\$34,294,887	-12.9%
<i>Recreation Fund</i>			
OPEB Prefunding	\$531,062	\$531,062	0.0%
OPEB PayGo	1,308,953	1,394,500	6.5%
Compensation Adjustment <i>(included in Division budgets)</i>		594,933	100.0%
Legislative Project Charges	5,096,170	4,291,300	-15.8%
Enterprise Fund Transfer	9,725,804	9,721,347	0.0%
Operating Expenditure Reserve 5%	<u>3,666,900</u>	<u>3,661,300</u>	<u>-0.2%</u>
Recreation Fund Total	\$20,328,889	\$20,194,442	-0.7%
TOTAL EXPENDITURES	\$59,721,478	\$54,489,329	-8.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Adding compensation funding for wage adjustments for Park Fund of \$1,511,081 (subject to negotiations).
- Adding compensation funding for wage adjustments for Recreation Fund of \$594,933 (subject to negotiations).
- Increasing the OPEB Pre-funding and OPEB PayGo by \$239,980 in the Park Fund, and \$85,547 in the Recreation Fund.
- Increasing Debt Service by \$613,637 in the Park Fund.



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

- Decreasing the PayGo transfer to CIP by -\$7,220,000 in the Park Fund.
- Decreasing the Enterprise Fund Subsidy in the Recreation Fund by -\$4,457.
- Decreasing the Legislative Project Charges by -\$401,800 in the Park Fund and -\$804,870 in the Recreation Fund.

Project Charges	FY16 Budget	Change From FY15 to FY16
Park Fund		
City of Bowie Allen Pond Maintenance	\$101,700	\$0
Green to Greatness Planting Day	\$100,000	(\$125,000)
Patuxent River 4-H Center Foundation	\$34,300	\$0
Patuxent Riverkeepers	\$15,000	\$0
Prince George's College Park Police/Security, etc.	\$300,000	\$0
Prince George's County Police Department	\$0	(\$36,800)
Prince George's County Tax Collection Fee	\$0	(\$240,000)
Total	\$551,000	(\$401,800)
Recreation Fund		
After School Arts Program (World Art Focus)	\$98,000	\$0
All Shades of Pink (Healthcare Services)	\$20,000	\$0
Allentown Boys and Girls Club	\$5,000	\$0
Anacostia Watershed Society River Cl.	\$15,000	\$0
Camp Springs Boys & Girls Club	\$5,000	\$0
City of Greenbelt (Recreation Services)	\$70,000	\$0
City of Greenbelt After School Arts Program	\$12,000	\$0
City of Greenbelt Therapeutic Program	\$12,000	\$0
City of Hyattsville (Recreation Services)	\$19,000	\$0
City of Laurel Senior Services	\$54,400	\$0
City of Laurel Anderson & Murphy Comm. Ctr.	\$22,000	\$0
Community College - Outreach; Facilities, Etc.	\$300,000	\$0
Cooperative Extension Service (4-H) - Patuxent River 4-H Foundation Prog	\$208,600	\$0
Daughter for the Day Program (Senior Svcs) - District 7	\$7,500	\$0
Daughter for the Day Program (Senior Svcs) - District 8	\$10,000	\$0
Forestville Boys & Girls Club	\$20,000	\$0
Ft. Washington Boys & Girls Club	\$5,000	\$0
Gateway Arts Program	\$105,000	\$0
Glenarden Boys and Girls Club	\$15,000	\$0
Global Development Services for Youth, Inc.	\$2,500	\$0
Greenbelt Aquatic and Fitness Center	\$100,000	\$0



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

Greenbelt Community Center	\$40,000	\$0
Harlem Renaissance - Harlem Remembrance Foundation	\$70,000	\$0
Ivy Community Charities of Prince George's County	\$10,000	\$0
John 14:2, Inc. and Women Veterans Interactive	\$7,500	\$0
Lake Arbor Foundation	\$175,000	\$0
Lanham Boys & Girls Club	\$30,000	\$0
Latin American Youth Center	\$40,000	\$0
Laurel Boys & Girls Club	\$75,000	\$0
Laurel Historic Society	\$12,500	\$0
Millwood/Waterford Programming	\$10,000	\$0
Oxon Hill Boys and Girls Club	\$5,000	\$0
Prince George's Tennis Association	\$20,000	\$0
Prince George's County Memorial Library System	\$2,012,800	(\$699,970)
Prince George's Philharmonic	\$90,000	\$0
Seat Pleasant Leadership Dev Program (The Training Source, Inc.)	\$85,000	\$0
Tax Collection Fee	\$0	(\$104,900)
Team Builders Program - Pr George's Comm Collg	\$100,000	\$0
Theresa Banks Swim Club	\$20,000	\$0
Tiger Shark Swim Team	\$5,000	\$0
Town of Forest Heights	\$10,000	\$0
Town of Forest Heights/Oxon Hill Community Development Corp	\$7,500	\$0
White Rose Foundation	\$10,000	\$0
World-Wide Community	\$20,000	\$0
Youth Development Program (In Reach, Inc.)	\$100,000	\$0
Youth Services Programming, City of Laurel	\$50,000	\$0
Youth Wellness Leadership Institute	\$50,000	\$0
Total	\$4,291,300	(\$804,870)
Combined Total	\$4,842,300	(\$1,206,670)



**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 2016**

	<u>FY 14 Actual</u>	<u>FY 15 Adopted</u>	<u>FY 16 Proposed</u>	<u>% Change</u>
Office of the Director				
Personnel Services	721,377	1,690,064	2,103,036	24.4%
Supplies and Materials	18,567	27,100	39,300	45.0%
Other Services and Charges	94,274	223,700	267,700	19.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>834,217</u>	<u>1,940,864</u>	<u>2,410,036</u>	<u>24.2%</u>
Park Police				
Personnel Services	16,063,740	16,637,406	16,906,377	1.6%
Supplies and Materials	1,038,810	791,200	979,700	23.8%
Other Services and Charges	744,541	371,000	601,000	62.0%
Capital Outlay	259,368	121,200	121,200	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>18,106,459</u>	<u>17,920,806</u>	<u>18,608,277</u>	<u>3.8%</u>
Administrative Services				
Personnel Services	3,019,991	3,257,809	3,785,030	16.2%
Supplies and Materials	149,307	253,400	246,200	-2.8%
Other Services and Charges	610,700	1,063,000	1,076,000	1.2%
Capital Outlay	54,163	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>3,834,161</u>	<u>4,574,209</u>	<u>5,107,230</u>	<u>11.7%</u>
Public Affairs and Marketing				
Personnel Services	1,324,096	1,546,766	1,641,305	6.1%
Supplies and Materials	33,635	26,800	27,800	3.7%
Other Services and Charges	298,148	492,400	522,900	6.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>1,655,879</u>	<u>2,065,966</u>	<u>2,192,005</u>	<u>6.1%</u>
Administration and Development				
Personnel Services	830,399	289,249	300,814	4.0%
Supplies and Materials	6,264	17,700	15,700	-11.3%
Other Services and Charges	75,733	19,800	19,800	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>912,396</u>	<u>326,749</u>	<u>336,314</u>	<u>2.9%</u>



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

**PRINCE GEORGE'S COUNTY PARK FUND
Expenditures by Division by Type
PROPOSED BUDGET FISCAL YEAR 2016**

	<u>FY 14 Actual</u>	<u>FY 15 Adopted</u>	<u>FY 16 Proposed</u>	<u>% Change</u>
Information Tech & Communications				
Personnel Services	2,750,081	3,436,712	3,297,097	-4.1%
Supplies and Materials	1,401,529	1,212,800	1,201,900	-0.9%
Other Services and Charges	529,882	621,200	621,200	0.0%
Capital Outlay	1,417,538	165,000	165,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>6,099,030</u>	<u>5,435,712</u>	<u>5,285,197</u>	<u>-2.8%</u>
Park Planning and Development				
Personnel Services	5,493,151	6,308,911	6,202,784	-1.7%
Supplies and Materials	33,278	71,600	71,600	0.0%
Other Services and Charges	238,260	120,500	120,500	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>5,764,689</u>	<u>6,501,011</u>	<u>6,394,884</u>	<u>-1.6%</u>
Support Services				
Personnel Services	322,823	206,800	207,100	0.1%
Supplies and Materials	700,467	573,600	1,568,600	173.5%
Other Services and Charges	10,310,183	11,210,900	10,781,499	-3.8%
Capital Outlay	1,333,651	671,500	825,000	22.9%
Other Classifications	-	-	-	-
Chargebacks	1,260,729	1,368,400	1,407,901	2.9%
Total	<u>13,927,853</u>	<u>14,031,200</u>	<u>14,790,100</u>	<u>5.4%</u>
Facility Oper.-Deputy Director				
Personnel Services	321,536	385,603	385,393	-0.1%
Supplies and Materials	10,721	26,900	25,000	-7.1%
Other Services and Charges	17,859	29,400	29,000	-1.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>350,116</u>	<u>441,903</u>	<u>439,393</u>	<u>-0.6%</u>
Maintenance and Development				
Personnel Services	13,284,180	15,002,361	14,684,883	-2.1%
Supplies and Materials	4,724,881	4,677,000	4,892,800	4.6%
Other Services and Charges	6,849,011	7,371,400	7,544,400	2.3%
Capital Outlay	1,761,877	1,079,400	639,400	-40.8%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>26,619,949</u>	<u>28,130,161</u>	<u>27,761,483</u>	<u>-1.3%</u>



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

**PRINCE GEORGE'S COUNTY PARK FUND
Expenditures by Division by Type
PROPOSED BUDGET FISCAL YEAR 2016**

	<u>FY 14 Actual</u>	<u>FY 15 Adopted</u>	<u>FY 16 Proposed</u>	<u>% Change</u>
Natural and Historic Resources				
Personnel Services	4,957,682	5,696,675	5,482,896	-3.8%
Supplies and Materials	300,366	249,200	252,300	1.2%
Other Services and Charges	131,914	241,100	251,400	4.3%
Capital Outlay	27,986	-	62,000	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>5,417,948</u>	<u>6,186,975</u>	<u>6,048,596</u>	<u>-2.2%</u>
Arts and Cultural Heritage				
Personnel Services	1,344,508	1,410,069	1,462,582	3.7%
Supplies and Materials	230,883	264,500	264,500	0.0%
Other Services and Charges	271,051	254,300	254,300	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>1,846,442</u>	<u>1,928,869</u>	<u>1,981,382</u>	<u>2.7%</u>
Area Oper.-Deputy Director				
Personnel Services	377,860	391,880	400,385	2.2%
Supplies and Materials	8,080	13,600	13,600	0.0%
Other Services and Charges	27,656	38,700	38,700	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>413,596</u>	<u>444,180</u>	<u>452,685</u>	<u>1.9%</u>
Northern Area Operations				
Personnel Services	4,993,594	5,489,734	5,584,684	1.7%
Supplies and Materials	521,766	545,300	547,500	0.4%
Other Services and Charges	334,581	392,800	392,800	0.0%
Capital Outlay	388,459	117,900	117,900	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>6,238,400</u>	<u>6,545,734</u>	<u>6,642,884</u>	<u>1.5%</u>
Central Area Operations				
Personnel Services	4,844,309	5,494,122	5,354,873	-2.5%
Supplies and Materials	562,440	684,000	683,000	-0.1%
Other Services and Charges	342,711	314,300	314,300	0.0%
Capital Outlay	154,131	242,000	242,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>5,903,591</u>	<u>6,734,422</u>	<u>6,594,173</u>	<u>-2.1%</u>



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

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
Southern Area Operations				
Personnel Services	4,756,836	5,315,677	5,312,139	-0.1%
Supplies and Materials	572,788	705,300	711,500	0.9%
Other Services and Charges	241,557	123,800	123,800	0.0%
Capital Outlay	234,420	154,000	154,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,805,601	6,298,777	6,301,439	0.0%
Non-departmental				
Personnel Services	5,545,784	5,161,689	6,912,750	33.9%
Salary Adjustment Marker	59,584	-	1,511,081	-
OPEB PreFunding	2,521,900	1,489,758	1,489,758	0.0%
OPEB Paygo	2,964,300	3,671,931	3,911,911	6.5%
Supplies and Materials	(100,196)	-	-	-
Other Services and Charges	386,464	952,800	551,000	-42.2%
Capital Outlay	(55,154)	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,776,898	6,114,489	7,463,750	22.1%
Grants				
Personnel Services	3,904	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	11,086	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	14,990	-	-	-
Other Financing Uses/Transfers Out				
Capital Projects Funds	24,225,000	16,155,000	8,935,000	-44.7%
Debt Service Fund	10,087,606	11,342,000	11,955,637	5.4%
Enterprise Fund	-	-	-	-
Total	34,312,606	27,497,000	20,890,637	-24.0%
Total Park Fund				
Personnel Services	70,955,851	77,721,527	80,024,128	3.0%
Supplies and Materials	10,213,586	10,140,000	11,541,000	13.8%
Other Services and Charges	21,515,611	23,841,100	23,510,299	-1.4%
Capital Outlay	5,576,439	2,551,000	2,326,500	-8.8%
Other Classifications	-	-	-	-
Chargebacks	1,260,729	1,368,400	1,407,901	2.9%
Subtotal Park Fund	109,522,215	115,622,027	118,809,828	2.8%
Transfers Out	34,312,606	27,497,000	20,890,637	-24.0%
Budgetary Reserve	-	5,781,100	5,940,500	2.8%
Total Park Fund	143,834,821	148,900,127	145,640,965	-2.2%



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

**PRINCE GEORGE'S COUNTY RECREATION FUND
Expenditures by Division by Type
PROPOSED BUDGET FISCAL YEAR 2016**

	<u>FY 14 Actual</u>	<u>FY 15 Adopted</u>	<u>FY 16 Proposed</u>	<u>% Change</u>
Public Affairs and Marketing				
Personnel Services	248,940	203,099	296,451	46.0%
Supplies and Materials	19,463	21,600	21,600	0.0%
Other Services and Charges	540,333	686,400	602,400	-12.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>808,736</u>	<u>911,099</u>	<u>920,451</u>	<u>1.0%</u>
Support Services				
Personnel Services	63,371	99,255	90,755	-8.6%
Supplies and Materials	86,709	295,300	310,300	5.1%
Other Services and Charges	5,705,312	6,515,800	6,240,150	-4.2%
Capital Outlay	920,354	416,000	416,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	159,861	107,800	112,160	4.0%
Total	<u>6,935,607</u>	<u>7,434,155</u>	<u>7,169,365</u>	<u>-3.6%</u>
Sports, Health, and Wellness				
Personnel Services	8,662,489	8,859,005	9,455,735	6.7%
Supplies and Materials	793,300	845,300	854,300	1.1%
Other Services and Charges	746,712	893,400	884,400	-1.0%
Capital Outlay	31,303	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>10,233,804</u>	<u>10,597,705</u>	<u>11,194,435</u>	<u>5.6%</u>
Natural and Historic Resources				
Personnel Services	1,033,287	1,049,716	952,731	-9.2%
Supplies and Materials	103,768	242,600	242,600	0.0%
Other Services and Charges	219,035	152,700	152,700	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>1,356,090</u>	<u>1,445,016</u>	<u>1,348,031</u>	<u>-6.7%</u>
Arts and Cultural Heritage				
Personnel Services	2,516,621	2,987,396	3,080,955	3.1%
Supplies and Materials	320,396	230,300	275,300	19.5%
Other Services and Charges	630,117	726,700	638,700	-12.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>3,467,134</u>	<u>3,944,396</u>	<u>3,994,955</u>	<u>1.3%</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 2016**

	<u>FY 14 Actual</u>	<u>FY 15 Adopted</u>	<u>FY 16 Proposed</u>	<u>% Change</u>
Special Programs				
Personnel Services	5,905,855	6,781,182	6,754,842	-0.4%
Supplies and Materials	628,573	658,300	618,300	-6.1%
Other Services and Charges	1,096,429	1,089,700	1,089,700	0.0%
Capital Outlay	42,215	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>7,673,072</u>	<u>8,529,182</u>	<u>8,462,842</u>	<u>-0.8%</u>
Northern Area Operations				
Personnel Services	5,789,573	6,463,480	6,540,931	1.2%
Supplies and Materials	311,926	581,600	581,600	0.0%
Other Services and Charges	360,574	427,500	427,500	0.0%
Capital Outlay	102,665	41,200	41,200	0.0%
Other Classifications	173	-	-	-
Chargebacks	-	-	-	-
Total	<u>6,564,911</u>	<u>7,513,780</u>	<u>7,591,231</u>	<u>1.0%</u>
Central Area Operations				
Personnel Services	5,479,095	6,321,726	6,453,302	2.1%
Supplies and Materials	408,176	1,019,900	546,900	-46.4%
Other Services and Charges	398,532	507,800	507,800	0.0%
Capital Outlay	45,350	81,200	81,200	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>6,331,153</u>	<u>7,930,626</u>	<u>7,589,202</u>	<u>-4.3%</u>
Southern Area Operations				
Personnel Services	6,033,877	6,495,495	6,549,282	0.8%
Supplies and Materials	639,834	870,500	870,500	0.0%
Other Services and Charges	436,310	753,500	753,500	0.0%
Capital Outlay	351,643	250,000	250,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>7,461,664</u>	<u>8,369,495</u>	<u>8,423,282</u>	<u>0.6%</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 2016

	FY 14 Actual	FY 15 Adopted	FY 16 Proposed	% Change
Non-Departmental				
Personnel Services	1,981,600	1,840,015	2,520,495	37.0%
Salary Adjustment Marker	-	-	594,933	-
Retirement	-	-	-	-
OPEB PreFunding	910,900	531,062	531,062	0.0%
OPEB Paygo	1,070,700	1,308,953	1,394,500	6.5%
Supplies and Materials	(17,845)	-	-	-
Other Services and Charges	5,484,787	5,096,170	4,291,300	-15.8%
Capital Outlay	208,504	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,657,046	6,936,185	6,811,795	-1.8%
Grants				
Personnel Services	121,346	-	-	-
Supplies and Materials	59,468	-	-	-
Other Services and Charges	446,998	-	-	-
Capital Outlay	35,781	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	663,593	-	-	-
Other Financing Uses/Transfers Out				
Enterprise Fund	8,922,220	9,725,804	9,721,347	0.0%
Total	8,922,220	9,725,804	9,721,347	0.0%
Total Recreation Fund				
Personnel Services	37,836,054	41,100,369	42,695,479	3.9%
Supplies and Materials	3,353,768	4,765,400	4,321,400	-9.3%
Other Services and Charges	16,065,139	16,849,670	15,588,150	-7.5%
Capital Outlay	1,737,815	788,400	788,400	0.0%
Other Classifications	173	-	-	-
Chargebacks	159,861	107,800	112,160	4.0%
Subtotal Recreation Fund	59,152,810	63,611,639	63,505,589	-0.2%
Transfers Out	8,922,220	9,725,804	9,721,347	0.0%
Budgetary Reserve	-	3,666,900	3,661,300	-0.2%
Total Recreation Fund	68,075,030	77,004,343	76,888,236	-0.2%



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

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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>OFFICE OF THE DIRECTOR</u>						
Full-Time Career	3.00	3.00	11.00	11.00	14.00	14.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	11.00	11.00	14.00	14.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	2.00	-	5.00
Subtotal Office of the Director	3.00	3.00	11.00	13.00	14.00	19.00
<u>ADMINISTRATIVE SERVICES</u>						
Full-Time Career	30.00	30.00	31.00	31.00	34.00	34.00
Part-Time Career	-	-	-	-	-	-
Career Total	30.00	30.00	31.00	31.00	34.00	34.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	8.50	-	8.50	-	18.00
Subtotal Administrative Services	30.00	38.50	31.00	39.50	34.00	52.00
<u>ADMINISTRATION AND DEVELOPMENT</u>						
Full-Time Career	6.00	6.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	6.00	6.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Administration and Development	6.00	6.00	2.00	2.00	2.00	2.00
<u>PUBLIC AFFAIRS AND MARKETING</u>						
Full-Time Career	12.00	12.00	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	12.00	12.00	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.00	-	-	-	-
Subtotal Public Affairs and Marketing	12.00	14.00	-	-	-	-
<u>IT AND COMMUNICATIONS</u>						
Full-Time Career	27.00	27.00	27.00	27.00	26.00	26.00
Part-Time Career	2.00	1.20	2.00	1.20	2.00	1.20
Career Total	29.00	28.20	29.00	28.20	28.00	27.20
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.00	-	4.00	-	4.00
Subtotal IT and Communications	29.00	30.20	29.00	32.20	28.00	31.20
<u>PARK POLICE</u>						
Full-Time Career	150.00	150.00	150.00	150.00	155.00	155.00
Part-Time Career	-	-	-	-	-	-
Career Total	150.00	150.00	150.00	150.00	155.00	155.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Subtotal Park Police	150.00	150.50	150.00	150.50	155.00	155.50
<u>PARK PLANNING AND DEVELOPMENT</u>						
Full-Time Career	54.00	54.00	54.00	54.00	54.00	54.00
Part-Time Career	-	-	-	-	-	-
Career Total	54.00	54.00	54.00	54.00	54.00	54.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	1.00	-	1.00	-	1.00
Subtotal Park Planning and Development	54.00	55.00	54.00	55.00	54.00	55.00



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

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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>FACILITY OPERATIONS</u>						
Full-Time Career	240.00	240.00	252.00	252.00	251.00	251.00
Part-Time Career	7.00	5.10	7.00	5.10	7.00	5.10
Career Total	247.00	245.10	259.00	257.10	258.00	256.10
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		48.00		53.50		59.00
Subtotal Facility Operations	247.00	293.10	259.00	310.60	258.00	315.10
<u>AREA OPERATIONS</u>						
Full-Time Career	211.00	211.00	210.00	210.00	209.00	209.00
Part-Time Career	-	-	-	-	-	-
Career Total	211.00	211.00	210.00	210.00	209.00	209.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		44.50		52.50		54.00
Subtotal Area Operations	211.00	255.50	210.00	262.50	209.00	263.00
<u>TOTAL PARK FUND POSITIONS/WORKYEARS</u>						
Full-Time Career	733.00	733.00	737.00	737.00	745.00	745.00
Part-Time Career	9.00	6.30	9.00	6.30	9.00	6.30
Career Total	742.00	739.30	746.00	743.30	754.00	751.30
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		106.50		122.00		141.50
Grand Total Park Fund	742.00	845.80	746.00	865.30	754.00	892.80
<u>RECREATION FUND</u>						
<u>PUBLIC AFFAIRS AND MARKETING</u>						
Full-Time Career	2.00	2.00	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		1.00		-		-
Subtotal Public Affairs and Marketing	2.00	3.00	-	-	-	-
<u>FACILITY OPERATIONS</u>						
Full-Time Career	77.00	77.00	80.00	80.00	81.00	81.00
Part-Time Career	5.00	2.90	5.00	2.90	5.00	2.90
Career Total	82.00	79.90	85.00	82.90	86.00	83.90
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		135.50		139.50		167.00
Subtotal Facility Operations	82.00	215.40	85.00	222.40	86.00	250.90
<u>AREA OPERATIONS</u>						
Full-Time Career	168.00	168.00	169.00	169.00	170.00	170.00
Part-Time Career	15.00	12.70	15.00	12.70	14.00	12.20
Career Total	183.00	180.70	184.00	181.70	184.00	182.20
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		317.00		325.00		346.50
Subtotal Area Operations	183.00	497.70	184.00	506.70	184.00	528.70



Prince George's County Parks and Recreation Department - Summary of Positions and Workyears

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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
TOTAL RECREATION FUND POSITIONS/WORKYEARS						
Full-Time Career	247.00	247.00	249.00	249.00	251.00	251.00
Part-Time Career	20.00	15.60	20.00	15.60	19.00	15.10
Career Total	267.00	262.60	269.00	264.60	270.00	266.10
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		453.50		464.50		513.50
Grand Total Recreation Fund	267.00	716.10	269.00	729.10	270.00	779.60
TOTAL PARK AND RECREATION FUNDS POSITIONS/WORKYEARS						
Full-Time Career	980.00	980.00	986.00	986.00	996.00	996.00
Part-Time Career	29.00	21.90	29.00	21.90	28.00	21.40
Career Total	1,009.00	1,001.90	1,015.00	1,007.90	1,024.00	1,017.40
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		560.00		586.50		655.00
Grand Total Park and Recreation Funds	1,009.00	1,561.90	1,015.00	1,594.40	1,024.00	1,672.40



Prince George's County

Parks and Recreation Department – Enterprise Fund

OVERVIEW

The goal of the Enterprise Fund Programs is to provide specialized fee-based recreation facilities and services, managed to control costs to match revenue and/or subsidies and marketed to enhance the County's tourism efforts.

User fees and charges along with merchandise sales and concessions predominately finance the Enterprise facilities. These facilities operate to serve specialized recreation needs without unnecessarily taxing those who do not use the services. The Enterprise Fund includes both self-operated facilities and facilities leased to private concessionaires. Examples of self-operated facilities include the Prince George's Sports & Learning Complex, ice rinks, golf courses, tennis courts, and an equestrian center. In addition, by State law, the Bladensburg Waterfront Park is included in the Enterprise Fund. Other classifications in this Fund include chargebacks. FY16 total expenditures are \$20,032,147, an increase of \$227,343. This increase is due primarily to increased compensation and OPEB costs as well as increased Goods for Resale funding.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND
Summary of Revenues, Expenses by Fund/Division/Facility
PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues and Transfers In:					
Ice Rinks	\$ 1,298,115	\$ 1,543,406	\$ 1,543,406	\$ 1,334,702	-13.5%
Golf Courses	2,995,413	3,497,412	3,497,412	3,597,700	2.9%
Regional Park Tennis Bubbles	411,401	710,289	710,289	724,023	1.9%
Show Place Arena / Equestrian Center	3,418,605	3,729,319	3,729,319	3,696,898	-0.9%
Trap and Skeet Center	1,926,979	1,604,250	1,604,250	1,739,347	8.4%
College Park Airport	442,129	442,113	442,113	474,799	7.4%
Bladensburg Waterfront Park	357,819	302,469	302,469	332,664	10.0%
Enterprise Administration	1,046,697	772,002	772,002	777,509	0.7%
Sports and Learning Complex	6,821,783	7,203,544	7,203,544	7,354,505	2.1%
Total Revenues and Transfers In	<u>18,718,941</u>	<u>19,804,804</u>	<u>19,804,804</u>	<u>20,032,147</u>	<u>1.1%</u>
Expenses and Transfers Out:					
Ice Rinks	1,457,309	1,543,406	1,543,406	1,334,702	-13.5%
Golf Courses	3,377,800	3,497,412	3,497,412	3,597,700	2.9%
Regional Park Tennis Bubbles	468,608	710,289	710,289	724,023	1.9%
Show Place Arena / Equestrian Center	3,446,896	3,729,319	3,729,319	3,696,898	-0.9%
Trap and Skeet Center	1,895,033	1,604,250	1,604,250	1,739,347	8.4%
College Park Airport	984,650	442,113	442,113	474,799	7.4%
Bladensburg Waterfront Park	559,730	302,469	302,469	332,664	10.0%
Enterprise Administration	1,063,421	772,002	772,002	777,509	0.7%
Sports and Learning Complex	8,243,647	7,203,544	7,203,544	7,354,505	2.1%
Total Expenses and Transfers Out	<u>\$ 21,497,093</u>	<u>\$ 19,804,804</u>	<u>\$ 19,804,804</u>	<u>\$ 20,032,147</u>	<u>1.1%</u>



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

OVERVIEW

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

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	2,047	3,000	3,000	3,000	0.0%
Charges for Services	299,462	333,000	333,000	333,000	0.0%
Rentals and Concessions	200,058	233,600	233,600	233,600	0.0%
Miscellaneous	(2,996)	-	-	-	-
Interest	150	-	-	200	-
Transfers In	796,398	973,806	973,806	764,902	-21.5%
Total Oper. Rev and Other Sources	1,295,119	1,543,406	1,543,406	1,334,702	-13.5%
Operating Expenses and Other Uses:					
Personnel Services	659,148	705,606	705,606	602,802	-14.6%
Goods for Resale	1,025	3,000	3,000	3,000	0.0%
Supplies and Materials	177,968	308,300	308,300	196,000	-36.4%
Other Services and Charges	501,369	526,500	526,500	532,900	1.2%
Depreciation & Amortization Expense	120,795	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	1,460,304	1,543,406	1,543,406	1,334,702	-13.5%
Gain (Loss)	\$ (165,185)	\$ -	\$ -	\$ -	-

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



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

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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ICE RINKS						
Full-Time Career	3.00	3.00	3.00	3.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		7.00		7.00		7.00
Subtotal Ice Rinks	3.00	10.00	3.00	10.00	2.00	9.00

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Transferring one (1) FT career position to the Sports, Health and Wellness Division in the Recreation Fund.
- Eliminating non-personnel funding for one-time start-up costs for renovations at Herbert Wells Ice Rink.



Prince George's County

Parks and Recreation Department – Golf Courses

OVERVIEW

This program operates and maintains four golf facilities throughout Prince George's County. Enterprise Golf Course is an 18-hole course, driving range and short game area. Paint Branch Golf Complex is a 9-hole executive course with a lighted and heated driving range, short game area and indoor golf performance center. Henson Creek Golf Course is a 9-hole course and includes a driving range. Kentland Golf Training Center is a driving range and also includes a 3-hole practice short course. Each of these facilities hosts The First Tee of Prince George's County, with the chapter office at Paint Branch Golf Complex.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	329,875	425,000	425,000	420,000	-1.2%
Charges for Services	1,439,738	1,762,500	1,762,500	1,720,000	-2.4%
Rentals and Concessions	420,252	394,000	394,000	435,000	10.4%
Miscellaneous	(14,250)	6,000	6,000	-	-100.0%
Interest	2,223	-	-	2,500	-
Transfers In	803,325	909,912	909,912	1,020,200	12.1%
Total Oper. Rev and Other Sources	<u>2,981,163</u>	<u>3,497,412</u>	<u>3,497,412</u>	<u>3,597,700</u>	<u>2.9%</u>
Operating Expenses and Other Uses:					
Personnel Services	2,081,250	2,115,812	2,115,812	2,217,300	4.8%
Goods for Resale	224,179	234,100	234,100	234,100	0.0%
Supplies and Materials	610,024	642,600	642,600	642,200	-0.1%
Other Services and Charges	280,782	389,900	389,900	389,100	-0.2%
Depreciation & Amortization Expense	195,815	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	115,000	115,000	115,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	<u>3,392,050</u>	<u>3,497,412</u>	<u>3,497,412</u>	<u>3,597,700</u>	<u>2.9%</u>
Gain (Loss)	\$ <u>(410,887)</u>	\$ -	\$ -	\$ -	-

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



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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>GOLF COURSES</u>						
Full-Time Career	16.00	16.00	16.00	16.00	16.00	16.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	16.00	16.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.50		22.50		22.50
Subtotal Golf Courses	16.00	38.50	16.00	38.50	16.00	38.50

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing personnel cost based on actual projected compensation levels.
- Increasing seasonal/intermittent funding for projected impact of minimum wage increase.



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

OVERVIEW

This program supervises and operates the tennis facilities at Cosca and Watkins Regional Parks. These facilities offer two indoor tennis bubbles and year-round tennis instruction. They also offer summer tennis camps for beginning tennis players ages 6-12. In addition, each tennis facility has adjacent outdoor tennis courts available on a first-come, first-served basis. The activities are intended to be financed primarily through user fees and charges and other revenues, instead of by tax-supported funds.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - REGIONAL PARK TENNIS BUBBLES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	492	-	-	-	-
Charges for Services	105,700	125,000	125,000	125,000	0.0%
Rentals and Concessions	242,539	250,000	250,000	250,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	940	-	-	1,000	-
Transfers In	61,730	335,289	335,289	348,023	3.8%
Total Oper. Rev and Other Sources	411,401	710,289	710,289	724,023	1.9%
Operating Expenses and Other Uses:					
Personnel Services	272,878	351,989	351,989	339,723	-3.5%
Goods for Resale	-	-	-	-	-
Supplies and Materials	125,433	323,800	323,800	349,800	8.0%
Other Services and Charges	26,332	34,500	34,500	34,500	0.0%
Depreciation & Amortization Expense	43,965	-	-	-	-
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	468,608	710,289	710,289	724,023	1.9%
Gain (Loss)	\$ (57,208)	\$ -	\$ -	\$ -	-

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



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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TENNIS BUBBLES</u>						
Full-Time Career	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	1.00	1.00	1.00	1.00	1.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		7.50		9.50		9.50
Subtotal Indoor Tennis	1.00	8.50	1.00	10.50	1.00	10.50

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing cost for utilities (propane) based on historic trends and actual projections.



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

OVERVIEW

This section consists of administration and management activities for the Show Place Arena, including event-specific revenues and expenses and maintenance of the Arena, surrounding grounds, and outdoor facilities. Maintenance of the building includes such items as the general building cleaning (including ten sets of restrooms and two locker rooms), structural maintenance, electrical system, and utilities. Event-specific activities consist of setting up the stage, loading dirt in and out of the arena for horse shows and rodeos, setting up and tearing down the basketball floor, electric and phone and data hook-ups, dressing rooms for athletic events, pipe and drape, banquet room set-ups (tables, chairs, podium, sound system), and providing security, parking, door ushers, ticket sellers and takers, and Emergency Medical Technicians. This section includes advertising and marketing for the facility.

This section also consists of the Equestrian Center's outdoor facilities including the horse show rings, barns, and grounds maintenance. The show ring area consists of one covered outdoor horse ring, two show rings, two warm-up rings, one auxiliary ring, and 240 horse stalls located in seven barns. This section includes the therapeutic riding program and all other activities that take place on the infield of the former race track such as parking, concerts, temporary stabling for major horse shows, and the Prince George's County Fair.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SHOW PLACE ARENA / EQUESTRIAN CENTER Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	178,589	412,000	412,000	412,000	0.0%
Charges for Services	23,590	5,500	5,500	5,500	0.0%
Rentals and Concessions	1,042,950	1,053,000	1,053,000	1,053,000	0.0%
Miscellaneous	-	-	-	-	-
Interest	4,510	-	-	5,000	-
Transfers In	2,168,966	2,258,819	2,258,819	2,221,398	-1.7%
Total Oper. Rev and Other Sources	3,418,605	3,729,319	3,729,319	3,696,898	-0.9%
Operating Expenses and Other Uses:					
Personnel Services	1,589,073	1,841,019	1,841,019	1,849,998	0.5%
Goods for Resale	130,016	250,400	250,400	250,400	0.0%
Supplies and Materials	164,873	163,400	163,400	163,400	0.0%
Other Services and Charges	817,795	1,352,700	1,352,700	1,311,300	-3.1%
Depreciation & Amortization Expense	745,142	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	121,800	121,800	121,800	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	3,446,899	3,729,319	3,729,319	3,696,898	-0.9%
Gain (Loss)	\$ (28,294)	\$ -	\$ -	\$ -	-

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



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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SHOW PLACE ARENA / EQUESTRIAN CENTER</u>						
Full-Time Career	16.00	16.00	15.00	15.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	15.00	15.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		22.50		22.50		22.50
Subtotal Showplace Arena	16.00	38.50	15.00	37.50	15.00	37.50

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing seasonal/intermittent funding for projected impact of minimum wage increase.
- Decreasing non-personnel costs for utilities and increasing telecommunications costs based on historic trends and actual current projections.



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

OVERVIEW

The program provides recreational and competitive sport shooting for the general public and nationally and internationally recognized league shooting in shotgun sporting clays, trap, skeet, five stand, international bunker, and international skeet. Local, regional, and nationally sanctioned competitions are hosted regularly. Certified instructors teach instructional programs such as hunter safety and basic shotgun techniques.

This facility is available for corporate and group outings, events, and tournaments. An onsite retail store stocks a wide selection of shotgun sports supplies and accessories.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - TRAP AND SKEET CENTER Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	1,688,223	1,370,000	1,370,000	1,500,000	9.5%
Charges for Services	203,870	135,448	135,448	180,000	32.9%
Rentals and Concessions	18,654	57,000	57,000	30,000	-47.4%
Miscellaneous	-	-	-	-	-
Interest	451	-	-	500	-
Other	-	-	-	-	-
Transfers In	15,781	41,802	41,802	28,847	-31.0%
Total Oper. Rev and Other Sources	<u>1,926,979</u>	<u>1,604,250</u>	<u>1,604,250</u>	<u>1,739,347</u>	<u>8.4%</u>
Operating Expenses and Other Uses:					
Personnel Services	528,464	574,250	574,250	593,043	3.3%
Goods for Resale	1,048,799	800,000	800,000	903,304	12.9%
Supplies and Materials	57,480	50,000	50,000	49,500	-1.0%
Other Services and Charges	234,704	180,000	180,000	193,500	7.5%
Depreciation & Amortization Expense	25,587	-	-	-	-
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>1,895,033</u>	<u>1,604,250</u>	<u>1,604,250</u>	<u>1,739,347</u>	<u>8.4%</u>
Gain (Loss)	<u>\$ 31,947</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

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



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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
TRAP AND SKEET CENTER						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		6.00		6.00		13.00
Subtotal Trap and Skeet Center	4.00	10.00	4.00	10.00	4.00	17.00

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing personnel cost based on actual projected compensation levels.
- Increasing goods for resale cost offset by an increase in projected revenue.
- Increasing non-personnel funding for telecommunications costs based on actual current projections.
- Adding 7.0 Seasonal/Intermittent Workyears related to restructuring our business model to rely less on independent contractors and more on seasonal employees



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

OVERVIEW

The College Park Airport provides the public with an active general aviation airport and is operated with a dual-role function. As a Federal Aviation Administration (FAA) designated Reliever Airport for Reagan National Airport, the facility meets the needs of the pilots and passengers visiting the greater Washington metro area by offering aircraft parking facilities, fuel, maintenance, and related services. As the world's oldest continuously operated airport, the facility promotes its historical heritage and meets the recreational and educational needs of local pilots through special events, including fly-ins, reunions, meetings, and seminars.

Due to federally-mandated security restrictions imposed after September 11, 2001, the airport has been severely impacted in its ability to generate revenue from airport users.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - COLLEGE PARK AIRPORT Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	97,025	81,000	81,000	116,000	43.2%
Charges for Services	52,127	36,000	36,000	36,000	0.0%
Rentals and Concessions	54,959	82,000	82,000	102,000	24.4%
Miscellaneous	-	-	-	-	-
Interest	835	-	-	1,000	-
Transfers In	237,183	243,113	243,113	219,799	-9.6%
Total Oper. Rev and Other Sources	442,129	442,113	442,113	474,799	7.4%
Operating Expenses and Other Uses:					
Personnel Services	181,749	221,013	221,013	216,399	-2.1%
Goods for Resale	69,051	134,900	134,900	134,900	0.0%
Supplies and Materials	67,967	22,200	22,200	22,200	0.0%
Other Services and Charges	84,604	64,000	64,000	66,300	3.6%
Depreciation & Amortization Expense	581,279	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	35,000	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	984,650	442,113	442,113	474,799	7.4%
Gain (Loss)	\$ (542,521)	\$ -	\$ -	\$ -	-

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



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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>COLLEGE PARK AIRPORT</u>						
Full-Time Career	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	1.00	1.00	1.00	1.00	1.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		3.00		3.00		4.00
Subtotal College Park Airport	1.00	4.00	1.00	4.00	1.00	5.00

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Decreasing personnel cost based on actual projected compensation levels.
- Adding 1.0 seasonal workyear for staffing for additional rental programming offset by projected increase in rental revenue.
- Adding non-personnel funding for purchase of above ground fuel tanker cost to be offset by projected increase in sales revenue.



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

OVERVIEW

This program fulfills a federal requirement for flood control by dredging the Bladensburg Waterfront Park basin, and provides marine services such as boating, canoeing, and public fishing. Educational programs such as boat tours, canoe and kayak safety programs, nature and history programs, canoe and bicycle tours, and school programs are offered.

This activity is primarily funded through a transfer from the Recreation Fund, except for small amounts collected for rentals and user fees. The goal of the park is to provide beautification, recreational, and educational activities for the general public, as well as a boat storage facility, boat rentals and boat access to the Anacostia River.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - BLADENSBURG WATERFRONT PARK Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	5,641	16,500	16,500	16,500	0.0%
Rentals and Concessions	117,895	50,000	50,000	70,000	40.0%
Miscellaneous	-	-	-	-	-
Interest	1,979	-	-	2,100	-
Transfers In	232,304	235,969	235,969	244,064	3.4%
Total Oper. Rev and Other Sources	<u>357,819</u>	<u>302,469</u>	<u>302,469</u>	<u>332,664</u>	<u>10.0%</u>
Operating Expenses and Other Uses:					
Personnel Services	271,750	220,569	220,569	243,664	10.5%
Goods for Resale	-	-	-	-	-
Supplies and Materials	50,170	36,000	36,000	36,000	0.0%
Other Services and Charges	61,413	45,900	45,900	53,000	15.5%
Depreciation & Amortization Expense	176,396	-	-	-	-
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>559,730</u>	<u>302,469</u>	<u>302,469</u>	<u>332,664</u>	<u>10.0%</u>
Gain (Loss)	\$ <u>(201,911)</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	<u>-</u>

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



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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>BLADENSBURG WATERFRONT PARK</u>						
Full-Time Career	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	1.00	1.00	1.00	1.00	1.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		2.00		2.00		4.00
Subtotal Bladensburg Waterfront Park	1.00	3.00	1.00	3.00	1.00	5.00

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing personnel cost based on actual projected compensation levels.
- Adding 1.0 seasonal workyear for staffing funding for War of 1812 programming offset by projected increase in rental revenue.
- Increasing non-personnel funding for telecommunications costs based on actual current projections.
- Adding 1.0 Seasonal/Intermittent Workyears related to restructuring our business model to rely less on independent contractors and more on seasonal employees.



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

OVERVIEW

Enterprise Administration functions are absorbed into the various operating Divisions, including Sports, Health and Wellness, Arts and Cultural Heritage, and Natural and Historical Resources. Funding in the Enterprise Administration includes compensation adjustments and administrative costs. It also includes interest revenue for the now closed Sandy Hill Landfill, which will eventually be developed as a ball field complex.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ENTERPRISE ADMINISTRATION Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	5,950	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Interest	1,647	10,752	10,752	1,700	-84.2%
Transfers In	1,039,100	761,250	761,250	775,809	1.9%
Total Oper. Rev and Other Sources	1,046,697	772,002	772,002	777,509	0.7%
Operating Expenses and Other Uses:					
Personnel Services	524,900	2	2	154,304	-
Goods for Resale	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	252,221	481,300	481,300	307,905	-36.0%
Depreciation & Amortization Expense	-	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	286,300	290,700	290,700	315,300	8.5%
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	1,063,421	772,002	772,002	777,509	0.7%
Gain (Loss)	\$ (16,724)	\$ -	\$ -	\$ -	-

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

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Adding compensation funding for wage adjustments of \$154,304 (subject to negotiations).
- Decreasing non-personnel costs for Risk Management, flexible spending and the Commission-wide technology initiative and increasing costs for the finance chargeback.
- Decreasing interest revenue based on trend and actual projected revenue.



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

OVERVIEW

This 88-acre site is a state-of-the-art athletic training facility and high-tech learning facility. It includes a 20,000 square foot gymnastics competitive arena; 50 meter indoor competitive pool with adjacent leisure pool, tunnel slide and hot tub; 200 meter indoor track arena with seating for 3,500 spectators; fitness center and indoor running track; 20,000 square feet of classroom and meeting space; children's center, complete with an outdoor playground; operation and maintenance storage space; open atrium with a warm and inviting café space and community rooms; administrative offices; and locker rooms. An outside vendor provides full-scale catering and concession services and a hot lunch program for summer day camp participants. The 280,000 square foot complex has met the needs of the local community and positively impacted the economic growth of the County. The facility has provided pre-Olympic training opportunities in track and field, swimming, and gymnastics, and has served as a major venue for international, national, and regional events. A new artificial turf field added in FY12 further enhances the offerings of this facility.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SPORTS & LEARNING COMPLEX Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Budget	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues and Other Sources:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	(7,542)	90,000	90,000	-	-100.0%
Charges for Services	2,227,009	2,473,000	2,473,000	2,486,000	0.5%
Rentals and Concessions	854,932	674,700	674,700	764,200	13.3%
Miscellaneous	166,915	-	-	-	-
Interest	5,494	-	-	6,000	-
Transfers In	3,567,433	3,965,844	3,965,844	4,098,305	3.3%
Total Oper. Rev and Other Sources	6,814,241	7,203,544	7,203,544	7,354,505	2.1%
Operating Expenses and Other Uses:					
Personnel Services	4,617,588	4,876,144	4,876,144	5,018,105	2.9%
Goods for Resale	-	-	-	-	-
Supplies and Materials	458,501	462,800	462,800	462,800	0.0%
Other Services and Charges	1,979,043	1,864,600	1,864,600	1,873,600	0.5%
Depreciation & Amortization Expense	1,196,057	-	-	-	-
Debt Service	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Oper. Exp and Other Uses	8,251,189	7,203,544	7,203,544	7,354,505	2.1%
Gain (Loss)	\$ (1,436,948)	\$ -	\$ -	\$ -	-

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



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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>SPORTS AND LEARNING COMPLEX</u>						
Full-Time Career	26.00	26.00	26.00	26.00	26.00	26.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	27.00	26.50	27.00	26.50	27.00	26.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		41.00		41.00		53.00
Subtotal Sports and Learning Complex	27.00	67.50	27.00	67.50	27.00	79.50

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue based on historic trends and actual projections.
- Increasing personnel cost based on actual projected compensation levels.
- Increasing seasonal/intermittent funding for projected impact of minimum wage increase.
- Decreasing non-personnel funding for utilities and increasing telecommunications costs based on historic trends and actual current projections.
- Adding 12.0 Seasonal/Intermittent Workyears related to restructuring our business model to rely less on independent contractors and more on seasonal employees



Prince George's County Parks and Recreation Department – Capital Improvement Program

OVERVIEW

The Commission, by law, has the responsibility of acquiring, developing and maintaining the park system for Prince George's County. The Capital Improvement Program (CIP) is a six-year program for the park acquisition and park development for Fiscal Years 2016 through 2021. The first year represents the capital budget with the remaining five years targeted for planning purposes. The law requires that the CIP be submitted to the County Executive by January 15 each year.

The proposed capital budget for FY16 is \$27,815,000. Recommended funding for FY16 projects includes the following sources:

- Program Open Space
- PayGo
- Grants
- Bond Sales

The proposed FY16 Capital Budget builds upon the adopted FY15-FY20 CIP and provides funding for new projects while continuing to emphasize maintenance and renovation of existing park infrastructure.

A primary objective for the Department of Parks and Recreation in developing the FY16 – FY21 CIP is to align our bond and PayGo funding for CIP projects with our financial capacity over the next six years.

Park Acquisition

The total cost for proposed park acquisition is \$6,000,000 for FY16 and covers three (3) acquisition categories that will be funded by Program Open Space, PayGo, and Bonds.

Park Development

The total cost for proposed park development is \$21,815,000 for FY16. This covers twenty-seven (27) specific park development projects and three (3) general renovation funds that cover the cost to renovate community centers, playgrounds, trails and other public facilities.

Operating Budget Impacts (OBI's)

OBI's are the costs associated with the operating, maintaining and policing of new and expanded parks. M-NCPPC continually adds new facilities, open space, land and trails to its existing inventory. Much of the land is acquired and developed through the CIP, while some is obtained through partnerships and developers. New and expanded park facilities require additional operating, maintenance, and safety resources. The chart below details the added resources necessary to implement completed CIP and non-CIP work programs associated with new or expanded park infrastructure.



**Prince George's County
Parks and Recreation Department - Capital Improvement Program**

Projects With an OBI Impact in FY16	FY16 OBI Expenditures	FY16 Career Workyears	Seasonal Workyears
Adelphi Park - Playground	2,900	0.0	0.0
Betty Bloom Park - Playground	2,900	0.0	0.0
Mellwood Hills Community Park - Phase 2 Loop trails	3,100	0.0	0.0
Park Police Headquarters - new facility	1,229,900	0.0	0.5
Piscataway Creek SVP - trail (King Charles Dr. to Indian Head Hwy)	12,200	0.0	1.0
Prince George's Sports and Learning - MDF Room Renovation	20,000	0.0	0.0
Southern Area - Dog Park - location TBD	4,600	0.0	0.0
Tucker Road Athletic Complex - Synthetic turf field	6,000	0.0	0.0
Walker Mill North - Concord Out Buildings (Barns)	13,400	0.0	0.0
Westphalia Neighborhood Park - new community center	10,000	0.0	0.0
TOTAL OBI	1,305,000	0.0	1.5

Note: This funding was added to divisional operating budgets.

FUNDING SUMMARY

FISCAL YEAR 2016

PARK ACQUISITION

PROGRAM OPEN SPACE 100% FUNDING	\$3,000,000
PAYGO	\$1,000,000
M-NCPPC BONDS	\$2,000,000
TOTAL	\$6,000,000

PARK DEVELOPMENT

PAYGO	\$7,935,000
M-NCPPC BONDS	\$12,590,000
GRANTS	\$290,000
DEVELOPER	\$1,000,000
TOTAL	\$21,815,000

GRAND TOTAL	\$27,815,000
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Prince George's County Parks and Recreation Department – Capital Projects Fund

OVERVIEW

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

Although always adopted as part of the CIP, this fund has not been presented separately before in the proposed budget document. Prior fiscal years are presented here for comparison purposes only.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY CAPITAL PROJECTS FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Intergovernmental -	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	1,344,848	3,041,000	3,041,000	3,000,000	-1.3%
State (Other)	1,911,763	3,625,000	3,625,000	290,000	-92.0%
County	-	-	-	-	-
Interest	211,889	155,500	155,500	215,000	38.3%
Contributions	-	-	-	1,000,000	-
Miscellaneous	410,068	-	-	-	-
Total Revenues	<u>3,878,568</u>	<u>6,821,500</u>	<u>6,821,500</u>	<u>4,505,000</u>	<u>-34.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	28,728,254	50,421,000	50,421,000	27,815,000	-44.8%
Park Acquisition	3,714,098	6,521,000	6,521,000	6,000,000	-8.0%
Park Development	25,014,156	43,900,000	43,900,000	21,815,000	-50.3%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>28,728,254</u>	<u>50,421,000</u>	<u>50,421,000</u>	<u>27,815,000</u>	<u>-44.8%</u>
Excess of Revenues over Expenditures	<u>(24,849,686)</u>	<u>(43,599,500)</u>	<u>(43,599,500)</u>	<u>(23,310,000)</u>	<u>-46.5%</u>
Other Financing Sources (Uses):					
Bond Proceeds	27,812,204	27,600,000	27,600,000	14,590,000	-47.1%
Transfers In					
Transfer from Park Fund (Pay-Go)	24,255,000	16,155,000	16,155,000	8,935,000	-44.7%
Transfer from Special Revenue Fund	-	-	-	-	-
Transfer from Debt Service Fund	-	-	-	-	-
Total Transfers In	<u>24,255,000</u>	<u>16,155,000</u>	<u>16,155,000</u>	<u>8,935,000</u>	<u>-44.7%</u>
Transfers Out					
Transfer to Park Fund	(211,889)	(155,500)	(155,500)	(215,000)	38.3%
Total Transfers Out	<u>(211,889)</u>	<u>(155,500)</u>	<u>(155,500)</u>	<u>(215,000)</u>	<u>38.3%</u>
Total Other Financing Sources (Uses)	<u>51,855,315</u>	<u>43,599,500</u>	<u>43,599,500</u>	<u>23,310,000</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>27,005,629</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	69,240,347	69,240,347	96,245,976	96,245,976	39.0%
Fund Balance, Ending	<u>\$ 96,245,976</u>	<u>\$ 69,240,347</u>	<u>\$ 96,245,976</u>	<u>\$ 96,245,976</u>	<u>39.0%</u>



Other Funds

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Prince George's County Special Revenue Funds

SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects. The FY16 Proposed Special Revenue Expenditure Budget is \$9,457,277 an increase of \$734,595 or 8.4% greater than the FY15 Budget.

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SUMMARY BY SPECIAL REVENUE PROGRAMS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues and Other Sources:					
Planning Department:					
Geographic Information Systems (GIS)	\$ 30,005	\$ 30,005	\$ 30,005	\$ 30,005	0.0%
Parks and Rec. Department:					
Northern Area Community Centers	1,692,892	1,822,300	1,822,300	1,822,300	0.0%
Central Area Community Centers	2,265,754	2,207,500	2,207,500	2,236,371	1.3%
Southern Area Community Centers	1,960,304	2,605,100	2,605,100	2,605,100	0.0%
Beltsville/Laurel Senior Activity Center	149,477	184,000	184,000	184,000	0.0%
Prince George's Stadium	123,741	115,100	115,100	115,200	0.1%
Federally Forfeited Property	121	25,100	25,100	25,100	0.0%
Festival of Lights	884	200	200	200	0.0%
Safety Programs	541	100	100	100	0.0%
Nature Programs and Facilities	189,981	196,400	196,400	211,700	7.8%
Area Operations	25,440	10,600	10,600	26,900	153.8%
Recreation Warehouse	337,935	330,800	330,800	331,200	0.1%
Patuxent Outdoor Programs	115,888	95,200	95,200	115,400	21.2%
General Contributions	53,883	47,200	47,200	53,600	13.6%
Seized Money/Escrow	2,213	3,800	3,800	6,000	57.9%
Special Historic Projects and Programs	142,132	152,600	152,600	152,600	0.0%
Interagency Agreements	1,039,960	375,000	375,000	800,000	113.3%
Subtotal Parks and Rec. Department:	<u>8,101,146</u>	<u>8,171,000</u>	<u>8,171,000</u>	<u>8,685,771</u>	<u>6.3%</u>
Total Revenues and Other Sources	<u>8,131,151</u>	<u>8,201,005</u>	<u>8,201,005</u>	<u>8,715,776</u>	<u>6.3%</u>
Expenditures and Other Uses:					
Planning Department:					
Geographic Information Systems (GIS)	30,000	30,000	30,000	30,000	0.0%
Parks and Rec. Department:					
Northern Area Community Centers	1,277,422	1,822,300	1,822,300	1,822,300	0.0%
Central Area Community Centers	2,357,082	2,207,500	2,207,500	2,236,371	1.3%
Southern Area Community Centers	1,750,008	2,760,000	2,760,000	2,760,000	0.0%
Laurel-Beltsville Senior Activity Center	137,600	156,000	156,000	161,000	3.2%
Prince George's Stadium	102,241	102,000	102,000	102,000	0.0%
Federally Forfeited Property	5,500	70,000	70,000	65,000	-7.1%
Festival of Lights	-	50,000	50,000	19,506	-61.0%
Safety Programs	42,000	62,282	20,623	100	-99.8%
Nature Programs and Facilities	188,971	178,700	178,700	194,000	8.6%
Area Operations	39,299	125,800	125,800	136,900	8.8%
Recreation Warehouse	(154,103)	330,000	330,000	330,000	0.0%
Patuxent Outdoor Programs	97,934	89,300	89,300	109,500	22.6%
General Contributions	4,104	155,000	155,000	525,000	238.7%
Seized Money/Escrow	-	15,000	15,000	13,000	-13.3%
Special Historic Projects and Programs	117,484	193,800	193,800	152,600	-21.3%
Interagency Agreements	1,039,960	375,000	375,000	800,000	113.3%
Subtotal Parks and Rec. Department:	<u>7,005,505</u>	<u>8,692,682</u>	<u>8,651,023</u>	<u>9,427,277</u>	<u>8.5%</u>
Total Expenditures and Other Uses	<u>7,035,505</u>	<u>8,722,682</u>	<u>8,681,023</u>	<u>9,457,277</u>	<u>8.4%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>1,095,646</u>	<u>(521,677)</u>	<u>(480,018)</u>	<u>(741,501)</u>	<u>42.1%</u>
Fund Balance - Beginning	<u>6,120,407</u>	<u>5,713,572</u>	<u>7,216,053</u>	<u>6,736,035</u>	<u>17.9%</u>
Fund Balance - Ending	<u>\$ 7,216,053</u>	<u>\$ 5,191,895</u>	<u>\$ 6,736,035</u>	<u>\$ 5,994,534</u>	<u>15.5%</u>



Prince George's County Special Revenue Funds: Geographic Information Systems (GIS)

OVERVIEW

The GIS Special Revenue Fund is used to maintain and update the geographic data used by the Commission, WSSC and Prince George's County. The GIS database currently contains over 100 data layers. Each data layer has an identified maintenance/update schedule. The Planning Department GIS Section is responsible for the maintenance and update for the vast majority of these layers. Some commitments are based on continuing agreements from the original County GIS GeoMap Consortium. Several layers, such as property and zoning, are critical to the business mission of County government; and other layers, such as aerial orthophotography and topography, have become critical to various private business interests in the County. Since 1991, this fund has periodically received reimbursements from the County and WSSC for developing and maintaining some of the basic layers. These reimbursements are maintained in the GIS Special Revenue Fund and will be used for subsequent updating of the layers.

SUMMARY OF FY16 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
PLANNING DEPARTMENT - GEOGRAPHIC INFORMATION SYSTEM (GIS)
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	5	5	5	5	0.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>0.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	30,000	30,000	30,000	30,000	0.0%
Total Transfers In	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>0.0%</u>
Transfers In/(Out)-					
Capital Project Fund	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Total Transfers (Out)	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>0.0%</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>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>0.0%</u>
Fund Balance - Beginning	<u>2,651</u>	<u>2,656</u>	<u>2,656</u>	<u>2,661</u>	<u>0.2%</u>
Fund Balance - Ending	<u>\$ 2,656</u>	<u>\$ 2,661</u>	<u>\$ 2,661</u>	<u>\$ 2,666</u>	<u>0.2%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- None.



Prince George's County

Special Revenue Funds: Community Centers

OVERVIEW

The Community Centers Special Revenue Funds provide supplemental funding to enhance and expand community service programs. Funds are generated from fees and charges for classes, workshops, special events, and program registrations. Funds provide community outreach programs (special events and community activities); specialized equipment and supplies; community ethnic/heritage programming; volunteer recruitment; program transportation, and contractual services. Specifically, revenues are collected from our many diverse community programs and activities, such as class programs in:

- Computer skills (animation, web page design, Microsoft Office)
- Fitness and health (low- and high- impact aerobics, weight training, yoga, Zumba)
- Martial arts (Karate, Judo, Tae Kwon Do, Aikido)
- Crafts (floral design, ceramics, sketching)
- Performing arts (ballet, tap and jazz, piano, African dance)
- Sports (soccer, basketball, cheerleading)
- Lifestyle and learning (cooking, hand dance, financial management)

These are just a sampling of the more than 600 classes offered at the community centers. Seasonal events celebrating Halloween, Thanksgiving, Christmas, Mother's Day, Father's Day, and other holidays help to bring families together. Annually, more than 45,000 people participate in these classes and similar events. Pre-school and Kids' Care programs (school-age, after-school child care) operate at more than 24 sites with a combined registration of nearly 1,000. A large portion of the revenues and expenditures are from the summer day camp program held at all of our community centers, with over 500 sessions and more than 12,000 children registered. In addition, vending and rentals are active revenue producers. Also, over 30,000 access cards to fitness rooms and community centers are sold each year.



Prince George's County Special Revenue Funds: Community Centers

SUMMARY OF FY16 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
NORTHERN AREA COMMUNITY CENTERS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	5,611	9,500	9,500	9,500	0.0%
Charges for Services	1,560,371	1,715,700	1,715,700	1,715,700	0.0%
Rentals and Concessions	113,305	95,600	95,600	95,600	0.0%
Interest	-	-	-	-	-
Miscellaneous	13,605	1,500	1,500	1,500	0.0%
Total Revenues	<u>1,692,892</u>	<u>1,822,300</u>	<u>1,822,300</u>	<u>1,822,300</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	862,281	1,071,500	1,071,500	1,141,600	6.5%
Supplies and Materials	115,900	274,400	274,400	274,400	0.0%
Other Services and Charges	270,105	446,400	446,400	376,300	-15.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	29,136	30,000	30,000	30,000	0.0%
Total Expenditures	<u>1,277,422</u>	<u>1,822,300</u>	<u>1,822,300</u>	<u>1,822,300</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>415,470</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>415,470</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	1,936,128	1,904,658	2,351,598	2,351,598	23.5%
Fund Balance - Ending	<u>\$ 2,351,598</u>	<u>\$ 1,904,658</u>	<u>\$ 2,351,598</u>	<u>\$ 2,351,598</u>	<u>23.5%</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 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	346	19,000	19,000	19,000	0.0%
Charges for Services	2,054,369	2,087,500	2,087,500	2,116,371	1.4%
Rentals and Concessions	182,065	100,000	100,000	100,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	28,974	1,000	1,000	1,000	0.0%
Total Revenues	<u>2,265,754</u>	<u>2,207,500</u>	<u>2,207,500</u>	<u>2,236,371</u>	<u>1.3%</u>
Expenditures by Major Object:					
Personnel Services	1,176,779	1,277,500	1,277,500	1,306,371	2.3%
Supplies and Materials	395,366	325,000	325,000	325,000	0.0%
Other Services and Charges	766,947	575,000	575,000	575,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	(12,010)	-	-	-	-
Chargebacks	30,000	30,000	30,000	30,000	0.0%
Total Expenditures	<u>2,357,082</u>	<u>2,207,500</u>	<u>2,207,500</u>	<u>2,236,371</u>	<u>1.3%</u>
Excess of Revenues over Expenditures	<u>(91,328)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(91,328)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	1,063,847	1,026,325	972,519	972,519	-5.2%
Fund Balance - Ending	<u>\$ 972,519</u>	<u>\$ 1,026,325</u>	<u>\$ 972,519</u>	<u>\$ 972,519</u>	<u>-5.2%</u>



Prince George's County Special Revenue Funds: Community Centers

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SOUTHERN AREA COMMUNITY CENTERS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	210	1,100	1,100	1,100	0.0%
Charges for Services	1,831,038	2,202,000	2,202,000	2,202,000	0.0%
Rentals and Concessions	129,454	398,000	398,000	398,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	(398)	4,000	4,000	4,000	0.0%
Total Revenues	<u>1,960,304</u>	<u>2,605,100</u>	<u>2,605,100</u>	<u>2,605,100</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	1,062,551	1,485,000	1,485,000	1,485,000	0.0%
Supplies and Materials	238,560	560,000	560,000	560,000	0.0%
Other Services and Charges	411,544	685,000	685,000	685,000	0.0%
Capital Outlay	7,353	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	30,000	30,000	30,000	30,000	0.0%
Total Expenditures	<u>1,750,008</u>	<u>2,760,000</u>	<u>2,760,000</u>	<u>2,760,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>210,296</u>	<u>(154,900)</u>	<u>(154,900)</u>	<u>(154,900)</u>	<u>0.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>210,296</u>	<u>(154,900)</u>	<u>(154,900)</u>	<u>(154,900)</u>	<u>0.0%</u>
Fund Balance - Beginning	<u>364,181</u>	<u>179,800</u>	<u>574,477</u>	<u>419,577</u>	<u>133.4%</u>
Fund Balance - Ending	<u>\$ 574,477</u>	<u>\$ 24,900</u>	<u>\$ 419,577</u>	<u>\$ 264,677</u>	<u>963.0%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue based on historical trends and current actual projections. (CAO)
- Adding 1.0 seasonal workyear for NAO and for CAO and also increasing personnel cost by projected impact of minimum wage increase.
- Decreasing Other Services and Charges based on historical trends and current actual projections. (NAO)



Prince George's County Special Revenue Funds: Laurel-Beltsville Senior Activity Center

OVERVIEW

The Laurel-Beltsville Senior Activity Center Special Revenue Fund provides supplemental funding to enhance classes, special events, and amenities at the center. Funds are generated from fees and charges for classes, workshops, special events, trips, program registrations, memberships and rentals. Funds will provide outreach programs (special events and community activities); specialized equipment and supplies; community ethnic/heritage programming; volunteer recruitment, recognition and training; program transportation; contractual services; and leadership. Examples of the offerings include:

- Computer skills
- Woodworking
- Lifestyle and learning
- Fitness and well being
- Ceramics
- Volunteer opportunities

SUMMARY OF FY16 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 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	185	500	500	500	0.0%
Charges for Services	128,448	110,500	110,500	110,500	0.0%
Rentals and Concessions	20,845	30,000	30,000	30,000	0.0%
Interest	-	-	-	-	-
Miscellaneous	-	43,000	43,000	43,000	0.0%
Total Revenues	149,477	184,000	184,000	184,000	0.0%
Expenditures by Major Object:					
Personnel Services	106,924	101,000	101,000	106,000	5.0%
Supplies and Materials	3,977	20,000	20,000	20,000	0.0%
Other Services and Charges	31,138	35,000	35,000	35,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	(4,440)	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	137,600	156,000	156,000	161,000	3.2%
Excess of Revenues over Expenditures	11,878	28,000	28,000	23,000	-17.9%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	11,878	28,000	28,000	23,000	-17.9%
Fund Balance - Beginning	(25,303)	(27,421)	(13,425)	14,575	-153.2%
Fund Balance - Ending	\$ (13,425)	\$ 579	\$ 14,575	\$ 37,575	6389.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing personnel cost by projected impact of minimum wage increase.



Prince George's County Special Revenue Funds: Prince George's Stadium

OVERVIEW

The Prince George's Stadium Special Revenue Fund is used for improvements, special activities, sale of goods, and special functions. Revenues are generated from stadium events, rentals, and sale of special materials. Funds are used for up-front costs to produce concerts and special events, specialized landscaping, and additional items to enhance the stadium for the benefit of the public.

SUMMARY OF FY16 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 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	123,557	115,000	115,000	115,000	0.0%
Interest	184	100	100	200	100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>123,741</u>	<u>115,100</u>	<u>115,100</u>	<u>115,200</u>	<u>0.1%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	40,061	42,000	42,000	42,000	0.0%
Other Services and Charges	32,504	60,000	60,000	60,000	0.0%
Capital Outlay	29,676	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>102,241</u>	<u>102,000</u>	<u>102,000</u>	<u>102,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>21,499</u>	<u>13,100</u>	<u>13,100</u>	<u>13,200</u>	<u>0.8%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>21,499</u>	<u>13,100</u>	<u>13,100</u>	<u>13,200</u>	<u>0.8%</u>
Fund Balance - Beginning	84,521	89,021	106,020	119,120	33.8%
Fund Balance - Ending	<u>\$ 106,020</u>	<u>\$ 102,121</u>	<u>\$ 119,120</u>	<u>\$ 132,320</u>	<u>29.6%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- None



Prince George's County Special Revenue Funds: Federally Forfeited Property

OVERVIEW

The primary purpose of the Department's Forfeiture Program is 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 FY16 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 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	121	100	100	100	0.0%
Miscellaneous	-	25,000	25,000	25,000	0.0%
Total Revenues	<u>121</u>	<u>25,100</u>	<u>25,100</u>	<u>25,100</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	5,500	30,000	30,000	30,000	0.0%
Capital Outlay	-	40,000	40,000	35,000	-12.5%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>5,500</u>	<u>70,000</u>	<u>70,000</u>	<u>65,000</u>	<u>-7.1%</u>
Excess of Revenues over Expenditures	<u>(5,379)</u>	<u>(44,900)</u>	<u>(44,900)</u>	<u>(39,900)</u>	<u>-11.1%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>(5,379)</u>	<u>(44,900)</u>	<u>(44,900)</u>	<u>(39,900)</u>	<u>-11.1%</u>
Fund Balance - Beginning	92,470	87,370	87,091	42,191	-51.7%
Fund Balance - Ending	<u>\$ 87,091</u>	<u>\$ 42,470</u>	<u>\$ 42,191</u>	<u>\$ 2,291</u>	<u>-94.6%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Decreasing expenditures for capital outlay based on current actual projections.



Prince George's County

Special Revenue Funds: Festival of Lights

OVERVIEW

The Festival of Lights Special Revenue Fund provides a supplemental funding mechanism to improve, expand, and enhance the festival. Funds are spent for exhibits, equipment, supplies, materials, and marketing and advertising. The Festival of Lights operates over a six-week period and hosts nearly 20,000 vehicles of residents and visitors.

SUMMARY OF FY16 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 2016					
	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	134	200	200	200	0.0%
Miscellaneous	750	-	-	-	-
Total Revenues	884	200	200	200	0.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	25,000	25,000	10,000	-60.0%
Other Services and Charges	-	25,000	25,000	9,506	-62.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	50,000	50,000	19,506	-61.0%
Excess of Revenues over Expenditures	884	(49,800)	(49,800)	(19,306)	-61.2%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	884	(49,800)	(49,800)	(19,306)	-61.2%
Fund Balance - Beginning	68,222	68,822	69,106	19,306	-71.9%
Fund Balance - Ending	\$ 69,106	\$ 19,022	\$ 19,306	\$ -	-100.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Decreasing expenditures based on current actual projections.



Prince George's County Special Revenue Funds: Safety Programs

OVERVIEW

The Safety Program Special Revenue Fund's purpose is to enhance the Commission's and the Department's safety program and to continue the annual sponsorship of the Safety Management Conference. The program provides safety, fitness, and risk management educational opportunities for park and recreational professionals. Funds are generated from net profits derived from delegates' registration fees, exhibitors' fees, and sale of merchandise at the annual conference. Funds are used for non-budgeted items to offset costs for promoting the Safety Management Conference at various conferences, seminars, training sessions, and workshops. In addition, funds are used in conjunction with the Department's safety program to subsidize award ceremonies, guest speakers, educational costs, staff training, refreshments, safety equipment, and transportation.

SUMMARY OF FY16 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS SAFETY PROGRAMS					
Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016					
	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	420	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	121	100	100	100	0.0%
Miscellaneous	-	-	-	-	-
Total Revenues	541	100	100	100	0.0%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	208	27,282	-	-	-100.0%
Other Services and Charges	41,792	35,000	20,623	100	-99.7%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	42,000	62,282	20,623	100	-99.8%
Excess of Revenues over Expenditures	(41,459)	(62,182)	(20,523)	-	-100.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(41,459)	(62,182)	(20,523)	-	-100.0%
Fund Balance - Beginning	61,982	62,182	20,523	-	-100.0%
Fund Balance - Ending	\$ 20,523	\$ -	\$ -	\$ -	-

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Decreasing expenditures based on current actual projections.



Prince George's County

Special Revenue Funds: Nature Programs and Facilities

OVERVIEW

The Nature Programs and Facilities Special Revenue Fund provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated from donations/contributions, nature center programs, class charges, registration fees, special event admissions, rentals, and merchandise sales. Expenditures are used for non-budgeted conservation and environmental programs and projects, which enhance and expand revenue opportunities. This includes gift shop merchandise for resale and non-budgeted animal supplies/services.

SUMMARY OF FY16 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 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	15,436	15,000	15,000	15,000	0.0%
Charges for Services	101,354	111,000	111,000	111,000	0.0%
Rentals and Concessions	67,375	55,000	55,000	70,000	27.3%
Interest	618	400	400	700	75.0%
Miscellaneous	5,199	15,000	15,000	15,000	0.0%
Total Revenues	<u>189,981</u>	<u>196,400</u>	<u>196,400</u>	<u>211,700</u>	<u>7.8%</u>
Expenditures by Major Object:					
Personnel Services	125,018	124,700	124,700	124,700	0.0%
Supplies and Materials	40,866	37,000	37,000	45,000	21.6%
Other Services and Charges	23,088	17,000	17,000	24,300	42.9%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>188,971</u>	<u>178,700</u>	<u>178,700</u>	<u>194,000</u>	<u>8.6%</u>
Excess of Revenues over Expenditures	<u>1,010</u>	<u>17,700</u>	<u>17,700</u>	<u>17,700</u>	<u>0.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>1,010</u>	<u>17,700</u>	<u>17,700</u>	<u>17,700</u>	<u>0.0%</u>
Fund Balance - Beginning	<u>312,366</u>	<u>330,404</u>	<u>313,376</u>	<u>331,076</u>	<u>0.2%</u>
Fund Balance - Ending	<u>\$ 313,376</u>	<u>\$ 348,104</u>	<u>\$ 331,076</u>	<u>\$ 348,776</u>	<u>0.2%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue and expenditures based on historical trend and current actual projections.



Prince George's County Special Revenue Funds: Area Operations

OVERVIEW

The Area Operations Special Revenue Fund provides a supplemental funding mechanism to capture non-budgeted proceeds for major repairs and improvements to neighborhood/community park facilities and to facilitate unique leisure service requirements. Revenues are generated from interest earnings from the Community Centers Special Revenue Funds and from proceeds from Maryland Recreation and Parks Association amusement park ticket sales. Funds are used to: 1) maintain, enhance, and repair community park facilities; 2) provide specialized equipment to automate and improve operations efficiencies; 3) provide specialized training for staff; 4) fund pilot programs and subsidize activities within economically deprived neighborhoods; 5) expand countywide community service programs; and 6) provide supplemental funding for inclusion services.

SUMMARY OF FY16 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS AREA OPERATIONS					
Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016					
	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	10,511	-	-	10,000	-
Rentals and Concessions	-	-	-	-	-
Interest	11,323	6,100	6,100	13,400	119.7%
Miscellaneous	3,606	4,500	4,500	3,500	-22.2%
Total Revenues	25,440	10,600	10,600	26,900	153.8%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	10,644	50,000	50,000	50,000	0.0%
Other Services and Charges	6,955	35,000	35,000	35,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	21,700	40,800	40,800	51,900	27.2%
Total Expenditures	39,299	125,800	125,800	136,900	8.8%
Excess of Revenues over Expenditures	(13,859)	(115,200)	(115,200)	(110,000)	-4.5%
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(13,859)	(115,200)	(115,200)	(110,000)	-4.5%
Fund Balance - Beginning	309,981	286,081	296,122	180,922	-36.8%
Fund Balance - Ending	\$ 296,122	\$ 170,881	\$ 180,922	\$ 70,922	-58.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue based on historical trend and current actual projections.
- Increasing finance chargeback by \$11,100.



Prince George's County Special Revenue Funds: Recreation Warehouse

OVERVIEW

The Recreation Warehouse Special Revenue Fund is used to purchase recreational supplies and materials for summer and year-round community service activities and programs. Revenues are generated from the sale of supplies and materials to community service organizations. Funds are spent for supplies and materials to restock the warehouse and to provide supplies to park and recreation councils and community centers.

SUMMARY OF FY16 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
RECREATION WAREHOUSE
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
	Change				
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	298,176	330,000	330,000	330,000	0.0%
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	1,024	800	800	1,200	50.0%
Miscellaneous	38,736	-	-	-	-
Total Revenues	<u>337,935</u>	<u>330,800</u>	<u>330,800</u>	<u>331,200</u>	<u>0.1%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	(151,729)	330,000	330,000	330,000	0.0%
Other Services and Charges	(2,374)	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>(154,103)</u>	<u>330,000</u>	<u>330,000</u>	<u>330,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>492,038</u>	<u>800</u>	<u>800</u>	<u>1,200</u>	<u>50.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>492,038</u>	<u>800</u>	<u>800</u>	<u>1,200</u>	<u>50.0%</u>
Fund Balance - Beginning	<u>519,763</u>	<u>521,163</u>	<u>1,011,801</u>	<u>1,012,601</u>	<u>94.3%</u>
Fund Balance - Ending	<u>\$ 1,011,801</u>	<u>\$ 521,963</u>	<u>\$ 1,012,601</u>	<u>\$ 1,013,801</u>	<u>94.2%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing interest revenue based on historical trend and current actual projections.



Prince George's County Special Revenue Funds: Patuxent Outdoor Programs and Special Conservation Projects

OVERVIEW

This Special Revenue Fund provides a supplemental funding mechanism to generate proceeds for special outdoor-outreach programs and conservation projects for at-risk youth and other program participants; provide innovative outdoor environmental and educational programs; and support nature and conservation related activities. Revenues are generated from donations; sales of books, maps, fishing licenses, and gift shop merchandise; program fees and charges; rentals; and special events. Funds are used for non-budgeted conservation and environmental programs and projects and include merchandise for resale, conservation project supplies, clinic charges, and duck blinds.

SUMMARY OF FY16 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 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	2,843	2,100	2,100	3,000	42.9%
Charges for Services	22,927	18,200	18,200	24,000	31.9%
Rentals and Concessions	66,705	58,300	58,300	68,000	16.6%
Interest	396	300	300	400	33.3%
Miscellaneous	23,017	16,300	16,300	20,000	22.7%
Total Revenues	115,888	95,200	95,200	115,400	21.2%
Expenditures by Major Object:					
Personnel Services	53,294	43,300	43,300	43,300	0.0%
Supplies and Materials	23,800	32,000	32,000	34,200	6.9%
Other Services and Charges	20,840	14,000	14,000	32,000	128.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	97,934	89,300	89,300	109,500	22.6%
Excess of Revenues over Expenditures	17,953	5,900	5,900	5,900	0.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	17,953	5,900	5,900	5,900	0.0%
Fund Balance - Beginning	183,011	181,740	200,964	206,864	13.8%
Fund Balance - Ending	\$ 200,964	\$ 187,640	\$ 206,864	\$ 212,764	13.4%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue and expenditures based on historical trend and current actual projections.



Prince George's County Special Revenue Funds: General Contributions

OVERVIEW

This Special Revenue Fund provides funding for facilities and leisure activities for the benefit and enjoyment of County residents. This fund serves as a depository for contributions or donations to a living memorial for a loved one, friend, or outstanding citizen; beautifying park property with additional landscaping and other amenities; and restoring carousel animals. Revenues are received from public, private, and corporate contributions/donations including revenues from our established Commemorative Gifts Program. Revenues also are received from cell tower agreements with telecommunications companies. Funds are used to offset the cost of tree purchases or related landscape features; carousel restoration; purchase of equipment, supplies, and capital outlay items; and for other designated uses.

SUMMARY OF FY16 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
GENERAL CONTRIBUTIONS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	41,805	36,000	36,000	41,000	13.9%
Interest	1,943	1,200	1,200	2,600	116.7%
Miscellaneous	10,135	10,000	10,000	10,000	0.0%
Total Revenues	53,883	47,200	47,200	53,600	13.6%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	4,104	75,000	75,000	75,000	0.0%
Other Services and Charges	-	80,000	80,000	450,000	462.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	4,104	155,000	155,000	525,000	238.7%
Excess of Revenues over Expenditures	49,779	(107,800)	(107,800)	(471,400)	337.3%
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	49,779	(107,800)	(107,800)	(471,400)	337.3%
Fund Balance - Beginning	744,421	638,421	794,200	686,400	7.5%
Fund Balance - Ending	\$ 794,200	\$ 530,621	\$ 686,400	\$ 215,000	-59.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue and expenditures based on historical trend and current actual projections.



Prince George's County Special Revenue Funds: Seized Money Escrow

OVERVIEW

The Seized Money Escrow provides a supplemental funding mechanism to capture proceeds to support drug enforcement training and education. This fund is governed by Article 27, Section 297 of the Annotated Code of Maryland entitled, "The Controlled Dangerous Substance Act." Revenues consist of local seizures of monies by patrol officers, as well as found monies and monies kept for safekeeping. Funds are used for training and educational materials used to promote drug awareness and education.

SUMMARY OF FY16 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 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	35	-	-	-	-
Miscellaneous	2,178	3,800	3,800	6,000	57.9%
Total Revenues	<u>2,213</u>	<u>3,800</u>	<u>3,800</u>	<u>6,000</u>	<u>57.9%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	5,000	5,000	5,000	0.0%
Other Services and Charges	-	10,000	10,000	8,000	-20.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>15,000</u>	<u>15,000</u>	<u>13,000</u>	<u>-13.3%</u>
Excess of Revenues over Expenditures	<u>2,213</u>	<u>(11,200)</u>	<u>(11,200)</u>	<u>(7,000)</u>	<u>-37.5%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>2,213</u>	<u>(11,200)</u>	<u>(11,200)</u>	<u>(7,000)</u>	<u>-37.5%</u>
Fund Balance - Beginning	17,672	17,672	19,885	8,685	-50.9%
Fund Balance - Ending	<u>\$ 19,885</u>	<u>\$ 6,472</u>	<u>\$ 8,685</u>	<u>\$ 1,685</u>	<u>-74.0%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue and decreasing expenditures based on historical trend and current actual projections.



Prince George's County Special Revenue Funds: Special Historic Projects and Programs

OVERVIEW

This Fund provides a supplemental funding mechanism to support archaeological studies, publication of historical documents and research, exhibits on museum artifacts and curators' collections, and historical programs and activities at select historic sites, including Dorsey Chapel and Mt. Calvert. Revenues are generated through admission fees, rentals, donations, publication sales, and special event charges at these historic sites. Funds are used for programs and projects designed to enhance these historic structures.

SUMMARY OF FY16 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 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	39,230	50,000	50,000	45,000	-10.0%
Charges for Services	54,078	47,000	47,000	52,000	10.6%
Rentals and Concessions	37,521	30,000	30,000	30,000	0.0%
Interest	1,000	600	600	1,100	83.3%
Miscellaneous	10,303	25,000	25,000	24,500	-2.0%
Total Revenues	<u>142,132</u>	<u>152,600</u>	<u>152,600</u>	<u>152,600</u>	0.0%
Expenditures by Major Object:					
Personnel Services	65,912	61,800	61,800	61,800	0.0%
Supplies and Materials	35,463	80,000	80,000	58,800	-26.5%
Other Services and Charges	16,204	52,000	52,000	32,000	-38.5%
Capital Outlay	-	-	-	-	-
Other Classifications	(95)	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>117,484</u>	<u>193,800</u>	<u>193,800</u>	<u>152,600</u>	-21.3%
Excess of Revenues over Expenditures	<u>24,648</u>	<u>(41,200)</u>	<u>(41,200)</u>	<u>-</u>	-100.0%
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>24,648</u>	<u>(41,200)</u>	<u>(41,200)</u>	<u>-</u>	-100.0%
Fund Balance - Beginning	384,494	344,678	409,142	367,942	6.7%
Fund Balance - Ending	<u>\$ 409,142</u>	<u>\$ 303,478</u>	<u>\$ 367,942</u>	<u>\$ 367,942</u>	21.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Decreasing expenditures based on historical trend and current actual projections.



Prince George's County Special Revenue Funds: Interagency Agreements

OVERVIEW

The Special Revenue Fund for interagency agreements includes revenues and associated expenses from other agencies and government(s) for work the Commission performs on a "reimbursement-for-service" basis. For example, the Commission maintains agreements with the Prince George's County Department of Public Works and Transportation to assist with snow removal from County roads.

SUMMARY OF FY16 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2016**

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ 1,039,960	\$ 375,000	\$ 375,000	\$ 800,000	113.3%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>1,039,960</u>	<u>375,000</u>	<u>375,000</u>	<u>800,000</u>	<u>113.3%</u>
Expenditures by Major Object:					
Personnel Services	677,660	275,000	275,000	550,000	100.0%
Supplies and Materials	-	-	-	-	-
Other Services and Charges	362,300	100,000	100,000	250,000	150.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>1,039,960</u>	<u>375,000</u>	<u>375,000</u>	<u>800,000</u>	<u>113.3%</u>
Excess of Revenues over Expenditures	-	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

- Increasing revenue and expenditures based on historical trend and current actual projections.



Prince George's County

Advance Land Acquisition Funds

EXECUTIVE OVERVIEW

The Maryland Annotated Code, Land Use Article empowers the Maryland National Capital Park and Planning Commission to include funding in its annual budget for the acquisition of lands needed for State highways, streets or roads as well as for school sites and other public uses in Prince George's County. The Commission established a continuing land acquisition revolving fund from which disbursements for such purchases may be made. The purchase must be shown in the Commission's general plan for the physical development of the regional district or in an adopted plan. The acquisition requires the approval of the County Council of Prince George's County. The acquisition of school sites also requires the prior approval of the Prince George's County Board of Education.

The Commission may transfer the land to the County or agency for which it was acquired upon repayment of funds disbursed for the land, plus interest. Any repayment is placed in the land acquisition revolving fund for future purchases. If an agency later determines that the land is not needed for public use, the Commission may use the land as part of its park system. Alternatively, it may sell, exchange, or otherwise dispose of it under its general authority covering the disposition of park and recreation properties.

HIGHLIGHTS AND MAJOR CHANGES IN FY16 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 FY16 budget assumes no ALARF property tax because no debt service payment is anticipated.

On July 1, 1970, the Commission issued bonds in the amount of \$3,270,000 to initially establish the size of the ALARF, and increased the size of the ALARF in 1972 by issuing \$2,200,000 in bonds. The Commission then issued bonds in the amount of \$5,000,000 in June 1990. The first two bond issues have been paid off, and a portion of the 1990 bond issue was refunded in FY96 at a lower interest rate. The Commission established a debt service fund to pay the principal and interest payments on outstanding bond issues using proceeds from the property tax levy. For FY16, debt service is not anticipated because bonds were paid off in FY11.

Since the Commission cannot fully anticipate the future needs and requests of other governmental agencies for specific acquisitions, the Commission proposes, in accordance with its authority as prescribed the Maryland Annotated Code, Land Use Article to expend the entire balance in the ALARF for Advance Land purchases. Since, by law, the County Council has final approval for all land acquisitions by the ALARF, the proposed expenditures from this fund should serve as an estimate only. If no request for land acquisition comes from other agencies and the Commission does not make subsequent purchases, the proposed expenditures will not be made, and therefore will not affect fund balance. Total appropriated funds for the Advance Land Acquisition Revolving Fund for FY16 are \$2,532,215.



Prince George's County Advance Land Acquisition Funds

SUMMARY OF FY16 PROPOSED BUDGET

PRINCE GEORGE'S ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Property Taxes	\$ 1,298	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	1,594	-	-
Total Revenues	1,298	-	1,594	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	-	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Excess of Revenues over Expenditures	1,298	-	1,594	-	-
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Capital Projects Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	1,298	-	1,594	-	-
Fund Balance - Beginning	(2,892)	(2,892)	(1,594)	-	-100.0%
Fund Balance - Ending	\$(1,594)	\$(2,892)	\$-	\$-	-100.0%



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 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	22,999	14,900	14,900	20,000	34.2%
Miscellaneous (Contributions)	-	-	-	-	-
Total Revenues	<u>22,999</u>	<u>14,900</u>	<u>14,900</u>	<u>20,000</u>	<u>34.2%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	-	-	1,594	-	-
Debt Service -					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	9,305,810	6,800,000	2,532,215	-72.8%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>9,305,810</u>	<u>6,801,594</u>	<u>2,532,215</u>	<u>-72.8%</u>
Excess of Revenues over Expenditures	<u>22,999</u>	<u>(9,290,910)</u>	<u>(6,786,694)</u>	<u>(2,512,215)</u>	<u>-73.0%</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
ALA Debt Service Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>22,999</u>	<u>(9,290,910)</u>	<u>(6,786,694)</u>	<u>(2,512,215)</u>	<u>-73.0%</u>
Total Net Position - Beginning	<u>9,275,910</u>	<u>9,290,910</u>	<u>9,298,909</u>	<u>2,512,215</u>	<u>-73.0%</u>
Total Net Position - Ending	<u>\$ 9,298,909</u>	<u>\$ -</u>	<u>\$ 2,512,215</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 FY16 PROPOSED BUDGET

The FY16 proposed budget includes debt service on an expected \$26.4 million issue in the spring of 2015.

SUMMARY OF FY16 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Debt Service -	10,087,606	11,342,000	11,342,000	11,955,637	5.4%
Debt Service Principal	7,961,975	8,784,275	8,784,275	9,212,965	4.9%
Debt Service Interest	1,830,966	2,432,725	2,432,725	2,617,672	7.6%
Debt Service Fees	294,665	125,000	125,000	125,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>10,087,606</u>	<u>11,342,000</u>	<u>11,342,000</u>	<u>11,955,637</u>	<u>5.4%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(10,087,606)</u>	<u>(11,342,000)</u>	<u>(11,342,000)</u>	<u>(11,955,637)</u>	<u>5.4%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	-	-	-	-
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	10,087,606	11,342,000	11,342,000	11,955,637	5.4%
Total Transfers In	<u>10,087,606</u>	<u>11,342,000</u>	<u>11,342,000</u>	<u>11,955,637</u>	<u>5.4%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>10,087,606</u>	<u>11,342,000</u>	<u>11,342,000</u>	<u>11,955,637</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Prince George's County Debt Service Requirements for FY16

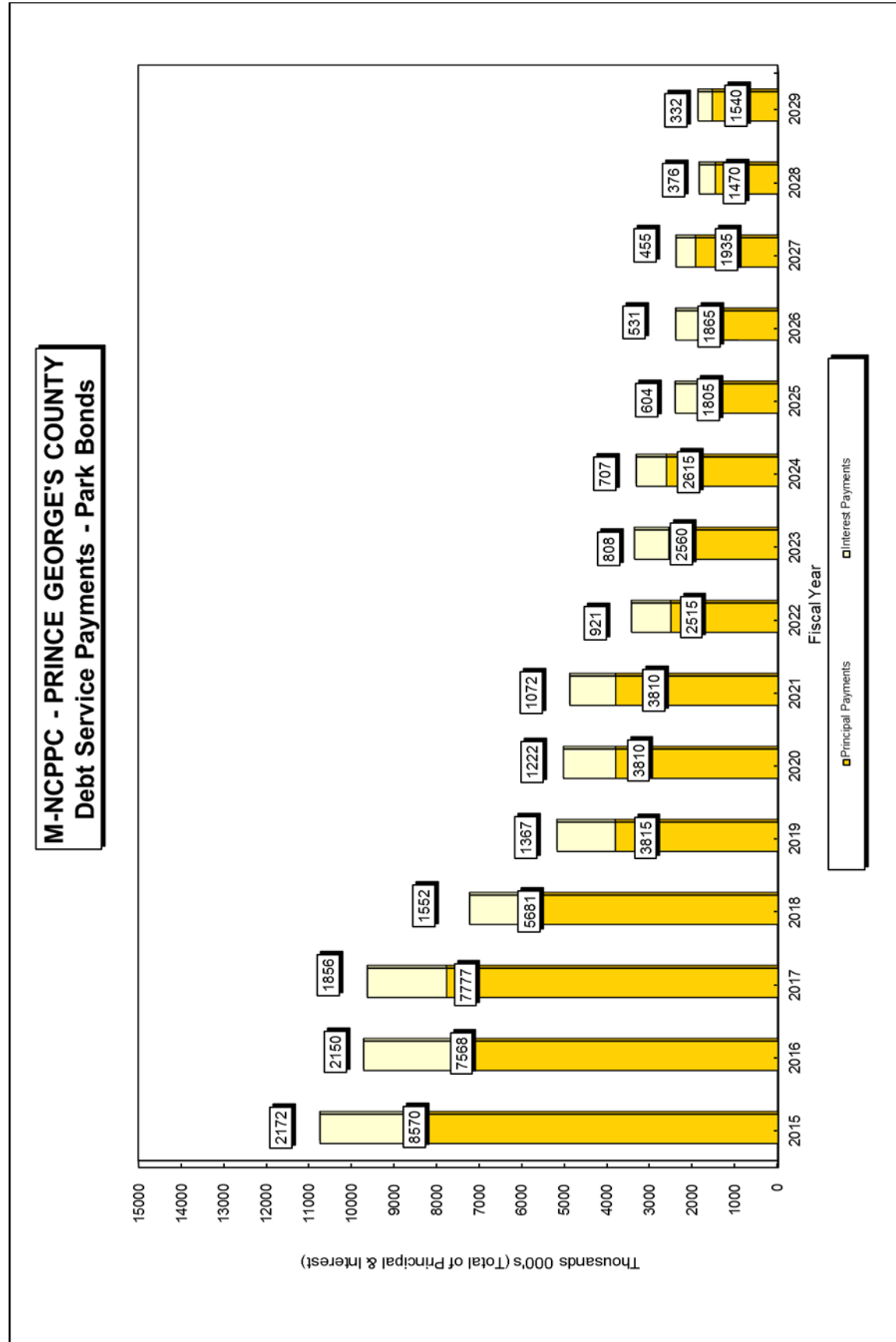
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PRINCE GEORGE'S COUNTY
DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2016

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/15	FY 2016 Payments			
						Principal	Interest	Total	
KK-2 Park Acquisition and Development	3.2004%	04/10/08	05/01/18	17,300,000	5,481,298	1,798,171	175,424	1,973,595	3,683,127
EE-2 Park Acquisition and Development	3.2824%	03/15/04	01/15/24	37,525,000	4,620,000	2,315,000	231,000	2,546,000	2,305,000
JJ-2 Park Acquisition and Development	4.3180%	06/06/07	06/06/27	8,900,000	6,060,000	355,000	263,775	618,775	5,705,000
NN-2 Park Acquisition and Development Reunding Bond	2.4212%	03/04/10	05/01/21	14,080,000	8,080,000	1,215,000	268,550	1,483,550	6,865,000
*PG 2012-A Park Acquisition and Development Reunding Bond	1.8735%	06/07/12	01/15/24	11,420,000	8,000,000	940,000	305,175	1,245,175	7,060,000
PGC 2014 Park and Acquisition and Development Bond	3.1090%	05/01/14	01/15/22	26,565,000	25,295,000	945,000	906,462	1,851,462	24,350,000
Proposed Park Bond				26,401,000	26,401,000	1,320,050	792,030	2,112,080	25,080,950
				<u>142,191,000</u>	<u>83,937,298</u>	<u>8,888,221</u>	<u>2,942,416</u>	<u>11,830,637</u>	<u>75,049,077</u>
Paying Agents Fees								125,000	-
Total Park Fund Debt Service								<u>11,955,637</u>	<u>75,049,077</u>



Prince George's County Debt Service Payments - Park Bonds



Prince George's County Risk Management Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Risk Management Self Insurance Fund was established on July 1, 1978. Through centralized management, the Risk Management program uses safety and loss control practices and self-insurance administration to reduce liability and mitigate losses to the Commission. The program's overall goals include: reducing the risk of personal injury to employees; protecting and securing Commission assets; avoiding or minimizing injury to users of Commission services and facilities; and managing costs and risk efficiently. The Department of Human Resources and Management (DHRM) is responsible for the program. The Fund is administered jointly with the Finance Department.

The program goals are met through risk assessments; implementation of loss control programs; management of commercial insurance and self-insured coverages; subrogation of liability; establishment of vendor insurance requirements to protect the agency against losses; supervisory/employee training and compliance reviews for adherence with workplace safety regulations issued by Maryland Occupational Safety and Health (MOSH), federal Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA) and the Department of Transportation (DOT); accident and damage investigations; facility inspections; administration of safety programs such as the drug and alcohol education and testing program, drivers' license monitoring program and defensive driving program; risk assessments of new and existing agency programs; emergency response program; and case management of workplace injuries and liability claims.

For specialized services related to third party reviews of workers' compensation/liability claims and participation in group insurance, the Commission participates in a self-insurance program administered by the Montgomery County Government (MCSIP). This program is open to the Commission as a bi-county organization. Participation in MCSIP offers cost effective, independent claims adjudication services, and group discounts on commercial insurance policies for areas of general liability, real and personal property, police professional liability, automobile liability, and public official liability. Participation in MCSIP is reflected in the budget through external administration fees. Separate from MCSIP, the Commission also purchases insurance for various surety bonds, police horses, catastrophic losses, and blanket coverage for other specialized programs. The Commission handles its own litigation and representation on liability and workers' compensation claims to enable better control of the outcome from these efforts. The Legal Department charges the Fund for these legal services.

Staffing

For FY15, the Risk Management and Workplace Safety Office is staffed by three safety specialists, a workers' compensation specialist, a liability specialist, and a risk manager. A small amount of the Division Chief's time is directly charged to the Fund and some fiscal oversight by the Executive Director and Corporate Budget team is charged back to the Risk Management program. This fund presently includes 6.0 positions and 6.3 workyears.

For FY16, we are proposing the transfer of 0.5 position and 0.5 workyears through the sharing of an existing administrative position that is presently funded entirely by the Department of Human Resources and Management in the Administration Fund. This change is addressed further under the new initiative section.



Prince George's County

Risk Management Internal Service Fund

FY15 PROGRAM ACCOMPLISHMENTS

Some of the areas that will be addressed during the fiscal year include:

- Developing and implementing OSHA certification training for all maintenance/construction supervisors to enhance understanding and application of federal safety standards.
- Completing updated blood-borne pathogen training for all first responders that includes new Center for Disease Control components on communicable diseases.
- Implementing bi-county working group with county health departments and emergency management services representatives to encourage protocol exchange and more consistent guidance on biohazards.
- Updating the safety regulations manual to incorporate new federal/state regulatory standards and enhanced protocols on construction/maintenance operations (e.g. welding, forklift, equipment operation).
- Designing and conducting mandatory safety and liability awareness training for more than 1200 participants.
- Implementing online safety training for supervisors in a number of areas including: job safety analysis and hazard communications.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY16 PROPOSED BUDGET

Each year, the Risk Management budget is developed to establish necessary funding levels for projected future claims, insurance costs, personnel costs, and external administration fees. Claims expenses include paid claims, incurred but not reported claims estimates, and claim reserves. While the Commission subrogates its claims to offset losses and applies for reimbursements from the Federal Emergency Management Administration (FEMA), these recoveries are not budgeted as a revenue source to this Fund, but are returned directly to the affected departments after being received.

Total proposed FY16 agency-wide expenses are \$8,363,409. After the application of unrestricted fund balance and interest income the total funding needs are adjusted to \$6,959,800. The application of fund balance and interest income is detailed for each county (see funding by County).

The FY16 expenses of \$8,363,409 reflect a 16% decrease (or \$1,646,051) from the FY15 adopted budget levels of \$10,009,460. These expenses are comprised of three components (workers' compensation and liability claims, internal administrative expenses and external administrative fees). The largest component (66%) is related to costs for workers' compensation and liability claims. By nature, this expense can vary significantly year to year based on number, severity, and complexity of claims filed. As the Commission participates in the Montgomery County Government Self Insurance Program (MCSIP) for claim management services, we employ actuarial consultant AON to review historical losses and determine our projected costs. The FY16 reductions are primarily attributed to enhanced claims management and an adjusted actuarial approach that utilizes a longer historical average of claims data to project future costs. This approach, which is commonly referred to as smoothing, is used to minimize volatility in projected claims costs.

FY16 PROGRAM PRIORITIES

- Develop comprehensive database of safety training programs to enhance tracking of necessary instruction, covered positions, and participants who have completed required training.
- Continue analyzing evolving regulatory standards and ensuring timely update of risk and safety policies for continued compliance with external regulatory, accreditation and accountability standards.
- Design and implement supervisory training on accident investigations related to maintenance/trades/construction activities.



Prince George's County

Risk Management Internal Service Fund

- Continue comprehensive examination of workers' compensation and liability claims for accident reduction and enhanced return to work strategies.
- New Initiative: For FY16, we are proposing the transfer of 0.5 position and 0.5 workyears through the sharing of an existing administrative position that is presently funded entirely by the Department of Human Resources and Management in the Administration Fund. Due to realignment of the Corporate Budget Office, the administrative position has capacity to support the needs of Risk Management/Workplace Safety. The cost of this transferred resource is \$53,000. The transfer will enable Risk and Safety Specialists more capacity to address critical technical evaluations for the agency.

	FY15 Adopted	FY16 Proposed	% Change	% Allocated*
<i>Montgomery County</i>				
Budget				
Expenditures	\$3,779,721	\$3,335,045	-11.8%	39.9%
<i>Prince George's County</i>				
Budget				
Expenditures	\$6,229,739	\$5,028,364	-19.3%	60.1%
<i>Combined Departmental Total</i>				
Budget				
Expenditures	\$10,009,460	\$8,363,409	-16.4%	100.0%

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

Prince George's County's share of the FY16 expenses is \$5,028,364, which reflects a 19.3% decrease in costs from FY15 levels of \$6,229,739. After the application of \$788,764 of available fund balance and \$50,000 of interest income, the proposed funding level is adjusted down to \$4,189,600. The FY16 funding level represents a 37% decrease from the FY15 adopted budget, due to savings in projected claims expenses and use of fund balance.

90% of funding is attributed to the Park and Recreation Funds, \$2,724,100 and \$1,047,100, respectively. 6% of funding is allocated to the Enterprise Fund (\$248,300); 4% for the Planning Department (\$165,400); and 0.1% for CAS (\$4,700).



Prince George's County Risk Management Internal Service Fund

SUMMARY OF FY16 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 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	3,748,700	4,325,300	4,325,300	2,724,100	-37.0%
Recreation	1,357,200	1,695,800	1,695,800	1,047,100	-38.3%
Planning	150,800	221,900	221,900	165,400	-25.5%
CAS	5,000	4,700	4,700	4,700	0.0%
Enterprise	194,900	423,000	423,000	248,300	-41.3%
Miscellaneous (Claim Recoveries, etc.)	518,254	-	-	-	-
Total Operating Revenues	5,974,854	6,670,700	6,670,700	4,189,600	-37.2%
Operating Expenses:					
Personnel Services	338,813	416,986	416,986	455,097	9.1%
Supplies and Materials	67,900	20,578	20,578	22,500	9.3%
Other Services and Charges:					
Insurance Claims:					
Parks	394,789	2,779,677	2,779,677	2,460,802	-11.5%
Recreation	409,164	1,247,707	1,247,707	705,790	-43.4%
Planning	(41,409)	229,821	229,821	101,398	-55.9%
CAS	21,378	8,249	8,249	5,208	-36.9%
Enterprise	46,007	480,050	480,050	199,323	-58.5%
Misc., Professional services, etc.	198,738	774,841	774,841	795,632	2.7%
Depreciation & Amortization Expense	5,896	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	98,705	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	273,792	271,830	271,830	282,614	4.0%
Total Operating Expenses	1,813,773	6,229,739	6,229,739	5,028,364	-19.3%
Operating Income (Loss)	4,161,081	440,961	440,961	(838,764)	-290.2%
Nonoperating Revenue (Expenses):					
Interest Income	46,776	28,800	28,800	50,000	73.6%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	46,776	28,800	28,800	50,000	73.6%
Income (Loss) Before Operating Transfers	4,207,857	469,761	469,761	(788,764)	-267.9%
Operating Transfers In (Out):					
Transfer In	795,776	-	-	-	-
Transfer (Out)	(795,776)	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	4,207,857	469,761	469,761	(788,764)	-267.9%
Total Net Position - Beginning	5,630,630	5,734,443	9,838,487	10,308,248	79.8%
Total Net Position - Ending	9,838,487	6,204,204	10,308,248	9,519,484	53.4%
Designated Position	5,801,542	5,849,341	5,849,341	5,609,072	-4.1%
Unrestricted Position	4,036,945	354,863	4,458,907	3,910,412	1001.9%
Total Net Position, June 30	\$ 9,838,487	\$ 6,204,204	\$ 10,308,248	\$ 9,519,484	53.4%

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

Parks	\$ 432,431	\$ 497,296	\$ 497,296	\$ 504,337	1.4%
Recreation	134,749	154,961	154,961	156,936	1.3%
Planning	12,900	14,835	14,835	16,407	10.6%
CAS	1,039	1,195	1,195	1,424	19.2%
Enterprise	30,263	34,802	34,802	34,241	-1.6%
Total	\$ 611,382	\$ 703,089	\$ 703,089	\$ 713,345	1.5%

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



Prince George's County Capital Equipment Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. All equipment is financed on a tax exempt basis, resulting in considerable interest savings. The participating departments are charged an annual rental payment based on the life of the equipment.

The budget for the Chief Information Officer's Office (OCIO) is included in the Capital Equipment Internal Service Fund in each County based on a prorated share of expenditures and subscribed use of enterprise-wide systems. The CIO reports to the Executive Committee to ensure Commission-wide focus on technology systems. The CIO is responsible for strategic planning for the enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the Commission's Chief Technology Security Officer. The OCIO has its own office space in the Executive Office Building in the suite of the Office of the Executive Director.

HIGHLIGHTS AND MAJOR CHANGES IN FY16 PROPOSED BUDGET

The financing authority of the CEISF may be carried over from year to year. This means that if the total authorized amount of financing is not utilized during a particular fiscal year any remaining funding may be carried over to succeeding fiscal years. Approval of the budget gives the Commission's Secretary-Treasurer and other officers authority to carry out financing for this fund at such time and on such terms as is believed to be advantageous to the Commission without additional action by the Commission or by a Planning Board.

For FY16, the Commission proposes the purchase and financing of \$600,000 in capital outlay expenses in the CEISF. In FY16, the CEISF will charge \$2,149,321 to Prince George's County departments and CAS for equipment, consisting primarily wiring infrastructure upgrades and VOIP Unified Messaging Phone System upgrade. Total expenditures are estimated at \$2,379,822. This includes the Office of the CIO in compliance with the adopted IT Governance model.

The proposed budget for the Office of the Chief Information Officer for FY16 is \$344,571 primarily due to the request for 1.5 positions at Grade I to assist the OCIO. \$7,348 is proposed for supplies and materials specifically for use by the office staff. The Other Services and Charges budget funds enterprise-wide IT initiatives which cannot be financed, participation in professional associations, continuing education and networking memberships.



Prince George's County Capital Equipment Internal Service Fund

FY16 Budget Priorities and Strategies

Planned efforts during FY16 will address:

- Upgrade to Infor version 10
- ERP Cloud Hosting
- Development of an Enterprise PMO
- Continue with the consulting services providing the resources for the role of Acting Chief Information Officer. The responsibilities of the Acting CIO, which are provided on part time basis, include:
 - Provide leadership to CTO's
 - Advise the leadership bodies
 - Contract review and negotiation
 - Policy review
 - IT governance
 - Project oversight and program management
 - Communication with enterprise
 - Vendor management
 - Trend watch
 - Change agent
 - Trusted advisors
 - Performance management
 - Other duties as assigned



Prince George's County Capital Equipment Internal Service Fund

SUMMARY OF FY16 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 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Charges for Services (to Other Funds)	286,675	1,592,380	2,015,163	2,149,321	35.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	286,675	1,592,380	2,015,163	2,149,321	35.0%
Operating Expenses:					
Personnel Services	107,028	190,883	190,883	304,483	59.5%
Supplies and Materials	25,346	4,996	4,996	7,348	47.1%
Other Services and Charges:	388,576	493,268	493,268	457,291	-7.3%
Debt Service:					
Debt Service Principal	-	718,500	640,000	1,264,500	76.0%
Debt Service Interest	-	184,200	175,000	326,500	77.3%
Depreciation & Amortization Expense	160,629	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	15,400	18,200	18,200	19,700	8.2%
Total Operating Expenses	696,979	1,610,047	1,522,347	2,379,822	47.8%
Operating Income (Loss)	(410,304)	(17,667)	492,816	(230,501)	1204.7%
Nonoperating Revenue (Expenses):					
Interest Income	1,932	7,000	2,000	2,000	-71.4%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	1,932	7,000	2,000	2,000	-71.4%
Income (Loss) Before Operating Transfers	(408,372)	(10,667)	494,816	(228,501)	2042.1%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(408,372)	(10,667)	494,816	(228,501)	2042.1%
Total Net Position - Beginning	5,488,682	5,647,870	5,080,310	5,575,126	-1.3%
Total Net Position - Ending	\$ 5,080,310	\$ 5,637,203	\$ 5,575,126	\$ 5,346,625	-5.2%
Note: Future Financing Plans					
Capital equipment financed for Parks and Rec		\$ 6,300,000	\$ 6,300,000	\$ 500,000	
Capital equipment financed for IT Initiatives		-	-	-	
Capital equipment financed for Finance Dept.		100,000	100,000	100,000	

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



Prince George's County

Commission-wide Executive Office Building Internal Service Fund

EXECUTIVE OVERVIEW

Since the acquisition of Executive Office Building (EOB) in the early 1990s, the EOB proposed budget has been included only in the Commission's Prince George's Proposed Budget Document due to the physical location of the building. The Bi-County portion of the costs of funding EOB operations has been included in the CAS Support Services budget in the form of rent equal to the CAS share of tenant occupancy costs. In reviewing our budget proposals, it was decided that incorporating the Executive Office Building Internal Services Fund as a Commission-wide Fund provides more comprehensive information regarding the infrastructure and state of the EOB.

The Executive Office Building Internal Service Fund accounts for expenses related to the daily operations and maintenance of the EOB at 6611 Kenilworth Avenue in Riverdale, Maryland. The building, which was built 1968, serves as the headquarters for the Central Administrative Services (CAS) departments of Finance, Legal, Human Resources and Management (DHRM); the Internal Audit Division; the CIO Office; and the Merit System Board. Additionally, it houses the Employees' Retirement System, and the Prince George's County Parks and Recreation Department Information Technology and Communications Division and the Park Planning and Development Engineering Section.

The EOB Budget supports two employees who are responsible for the daily maintenance, repair, and operation of the facility and surrounding property. Major maintenance projects include reconstruction/renovations due to routine use, maintenance of security systems, compliance with workplace safety standards and the Americans with Disability Act, emergency preparedness, planned lifecycle asset replacement, and fleet vehicle oversight.

Staffing

This fund includes 2.0 positions and 2.0 workyears. No changes in positions or workyears are proposed.

FY15 ACCOMPLISHMENTS

- Updated elevator system to address frequent malfunctions and comply with State/local regulations.
- Addressed critical inadequate/non-existent heating/cooling in enclosed areas.
- Addressed space shortages by subdividing existing office areas to accommodate staff in the Human Resources Office.
- Repaired damage to walls/floors from weather damage and excessive wear (broken tile/ badly worn/torn carpet/peeling tile)
- Began implementing structural and operational repairs identified through facility condition assessment.
- Continue to replace window HVAC units that have far exceeded their life cycle, require frequent repairs, and rely on cooling agent that is being phased out by new EPA standards.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY16 PROPOSED BUDGET

For FY16, the EOB budget request is \$1,194,440, which represents a slight increase of 0.2% (or \$2,749) as compared to the FY15 budget. Although the building's aging infrastructure requires increasingly more attention, we are able to maintain a flat budget through cost-containment measures resulting from competitive bidding of specialized maintenance service and decreased reliance on external service contracts.

Revenue to the fund is provided annually through operational occupancy charges to the tenant departments/operations based on allocated space. Occupancy rates are based on anticipated



Prince George's County

Commission-wide Executive Office Building Internal Service Fund

operating expenses to enable a clean, safe, and secure worksite for occupants and visitors. The cost per square foot includes janitorial services, security and electronic access system, grounds maintenance, and daily facility maintenance services. The FY16 budget includes an increase of \$2.32/sq. foot to fully cover operating costs without use of a fund balance subsidy.

- **Revenue to the Fund:**

- \$1,194,440 is projected from occupancy revenue. This revenue is based on the per square footage cost to operate the building. In FY15, the Commission approved the use of \$120,000 in fund balance, with the understanding that the use of fund balance would be phased out for FY16. Increasing the rate from \$20.65 to \$22.97 per square foot covers budgeted expenses and eliminates the use of fund balance.

- **Expenditures in the Fund:**

- Personnel Services: The EOB is maintained by two staff. Overall personnel costs are projected to have a small increase of 1.2% (\$3,035) due to adjustment in Other Post-Employment Benefits (OPEB) and reduced allowance for emergency work.
- Supplies and Materials: This category covers small supplies, technology equipment/software and security systems. Expenses in this category are projected to increase by 6.5% (or \$1,289) based on a 2% CPI and industry adjustment for building supplies (e.g. HVAC refrigerant/parts).
- Other Services and Charges: This component includes expenses for construction, repairs, maintenance of major mechanical and operating services (elevator, HVAC, electrical, roofing), funding for capital improvements, and chargebacks. Expenses in this category increased 10.4% (or \$55,733) to accommodate 2% CPI adjustment for services and materials and additional maintenance needed on electrical/HVAC systems. Increases were partially offset by savings in utility costs through life cycle replacement of older equipment with higher efficiency systems.
- Capital Outlay: This category includes capital expenses for structural improvements, machinery, and equipment (boilers, elevators, generators, etc.). This category has a 14.7% decrease (or -\$57,308) due to planned completion of elevator replacements.

FY16 Priorities and Major Known Commitments

The base budget covers utilities, regular maintenance/repairs, and system upgrades needed to address concerns that were identified in comprehensive facility condition/energy use assessment. The building will continue to be managed for optimal operation, maintenance, repairs and cost efficiency. Some of the more significant projects are listed below, and respond to failing systems, structural improvements, and regulatory compliance with workplace safety standards and the ADA.

- Feasibility Study of Executive Office Building (\$25,000)
Due to the aging infrastructure, increasing repairs, and inadequate space issues, the Planning Boards supported a feasibility analysis of the EOB building. Structural and compliance reviews were conducted to ensure building integrity, occupant safety, energy efficiency, and compliance with fire/ADA and building codes. Corrective actions are underway, and are being phased in to reduce budget impact.



Prince George's County Commission-wide Executive Office Building Internal Service Fund

The second phase of this study will address more efficient and effective use of building space to improve service delivery, address inadequate workspace needs, and address concerns such as security.

- Asbestos/Lead Study (\$15,000)
Due to the age of the building, a comprehensive analysis must be conducted and maintained to identify these elements within the building.
- Address Heating/Ventilation and Cooling Issues (\$90,000 of which \$75,000 is budgeted in Capital Outlay)
A facility assessment of EOB identified significant uneven and inadequate heating/cooling/ventilation throughout central areas of the building. The present building structure was designed for work spaces to be located along perimeter walls. As we attempt to utilize core spaces to rectify inadequate work area needs, problems with stagnant airflow, moisture levels, inefficient use of energy, and, adequate heat have been identified. Instead of addressing concerns through a piecemeal approach, HVAC expertise is needed to identify appropriate HVAC modifications including proper duct work alignment. This will ensure maximum efficiency and mitigate occupant/visitor complaints regarding ventilation and moisture (15K in Professional Services and 40K in Capital Outlay for HVAC system modifications).

Other essential, planned, HVAC work is the continued phased-in replacement of aging perimeter window HVAC units. These units have exceeded their life cycle and require an increasing number of repairs. Furthermore, the units rely on Freon 22 as the cooling agent. The EPA has established a mandate to phase out the use of this type of Freon. All manufacturers of air conditioning and heating equipment are now required by law to only produce HVAC equipment that uses the new, environmentally friendly, R-410A Freon. In 2020, Freon R-22 will become completely obsolete and extinct. The phased-in replacement uses energy efficient units that will result in lower energy consumption, reduce staff time for repairs, and comply with new EPA regulations. The units will also allow us to meet the mandates of the Commission's Sustainability Policy. (35K in Capital Outlay for replacement of the perimeter HVAC system).

- Required Building Improvements Other than HVAC (\$257,000 Capital Outlay)
Planned projects address building code and regulatory compliance areas, as well as mechanical upgrades of operating systems that have surpassed their life cycle and require an increasing number of repairs. Work is needed to prevent further deterioration of the facility and ensure dependable operations, regardless of the outcome of the building feasibility study.

Projects include ADA modifications, electrical, plumbing, and fire/EMS system upgrades, repointing masonry for structural integrity, and phased in replacement of deteriorating/damaged windows.



Prince George's County Commission-wide Executive Office Building Internal Service Fund

SUMMARY OF FY16 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Office Space Rental- PGC Parks and Rec.	187,523	190,992	190,992	212,449	11.2%
Retirement System	84,743	86,317	86,317	96,015	11.2%
CAS Departments	782,065	796,491	796,491	885,976	11.2%
Miscellaneous (Claim Recoveries, etc.)	242	-	-	-	-
Total Operating Revenues	1,054,573	1,073,800	1,073,800	1,194,440	11.2%
Operating Expenses:					
Personnel Services	192,839	244,316	244,316	247,351	1.2%
Supplies and Materials	17,704	19,800	19,800	21,089	6.5%
Other Services and Charges:	472,969	538,267	538,267	594,000	10.4%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	133,136	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	389,308	389,308	332,000	-14.7%
Other Classifications	-	-	-	-	-
Chargebacks - Finance Dept.	-	-	-	-	-
Total Operating Expenses	816,648	1,191,691	1,191,691	1,194,440	0.2%
Operating Income (Loss)	237,925	(117,891)	(117,891)	-	-100.0%
Nonoperating Revenue (Expenses):					
Interest Income	6,567	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	6,567	-	-	-	-
Income (Loss) Before Operating Transfers	244,493	(117,891)	(117,891)	-	-100.0%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	244,493	(117,891)	(117,891)	-	-100.0%
Total Net Position - Beginning	2,965,479	2,748,240	3,209,972	3,092,081	12.5%
Total Net Position - Ending	\$ 3,209,972	\$ 2,630,349	\$ 3,092,081	\$ 3,092,081	17.6%

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

	FY 14 Actual		FY 15 Adopted		FY 16 Proposed	
	POS	WYS	POS	WYS	POS	WYS
EXECUTIVE OFFICE BUILDING						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00



Prince George's County Commission-wide Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include employer, employee and retiree share of insurance premiums. Medicare Part D provides a subsidy. The Flexible Spending program is also a part of this fund.

As an internal service fund, the Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The premiums paid through the operating department insurance costs constitute most of the revenue, 81%. Revenue from employee and retiree share of the premiums makes up 18% of revenue, with the Medicare subsidy and interest income making up the balance. The fund is treated as a Commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB Paygo costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed by 5 full-time positions plus a term contract position.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY16 PROPOSED BUDGET

The Proposed FY16 expenditure budget is \$57.33 million, which is an 11.1 % increase over the FY15 Adopted Budget. The dollar increase over FY15 Adopted Budget is \$5.72 million.

The FY16 Proposed Budget reflects the effect of previously negotiated changes in employee health insurance cost share and the increase in retiree health insurance cost share. Effective January 1, 2014, non-represented employees and MCGEO represented employees began paying a 20% cost share for certain health insurance plans. These cost shares apply to all health insurance plans except for the lowest cost plan and the prescription plan. For FOP represented employees and retirees, the cost share increased to 20% effective January 1, 2013. The increased employee cost share is reflected in the employee share of revenue. The administrative expenses are factored into the health insurance rates, and are paid through the premiums paid by the employer and employee.

The FY16 Proposed Budget contains a designated reserve of \$4.30 million, which is sufficient to meet the 7% of total operating expense reserve policy. A summary of the Proposed Budget is shown on the next page.

Requested Essential Need

In FY16, the Group Insurance Fund is proposing \$100,000 to be put toward wellness initiatives for staff. Wellness initiatives focus on healthy lifestyle choices and prevention of disease and injury. Our goal is to create a wellness culture through activities, events and online components that encourage employees to track their participation and success. These preventive measures will aid in combating rising health care costs by attacking the root of the problem, with the intention of curtailing the need for increased medical care and, thus, increased medical costs, which are often reflected in health care premiums employers and employees pay.

In FY16, \$15,000 is being added to the Group Insurance budget to cover the cost of printing and copying charges. These expenditures in the past have been charged to the Department of Human Resources and Management and in FY16, Group Insurance will begin paying its share of these costs.



Prince George's County Commission-wide Group Insurance Internal Service Fund

SUMMARY OF FY16 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2016

	FY 14 Actual	FY 15 Adopted	FY 15 Estimate	FY 16 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Grant-Medicare Part D Subsidy	449,577	450,000	450,000	700,000	55.6%
EGWP Subsidy	-	-	-	1,805,000	
Charges for Services:					
ISF Revenue, Other	-	22,360	22,360	18,600	-16.8%
ISF Revenue, Employee Share	8,564,011	9,396,329	9,396,329	9,884,689	5.2%
ISF Revenue, Employer Share	34,460,787	41,649,904	41,649,904	44,722,998	7.4%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	43,474,375	51,518,593	51,518,593	57,131,287	10.9%
Operating Expenses:					
Personnel Services	565,216	701,346	701,346	726,962	3.7%
Supplies and Materials	1,583	20,000	20,000	35,000	75.0%
Other Services and Charges:					
Professional Services	252,316	395,000	395,000	395,000	0.0%
Insurance Claims and Fees	31,740,851	42,413,811	42,413,811	48,031,482	13.2%
Insurance Premiums	7,111,649	7,814,040	7,814,040	7,866,031	0.7%
Change in IBNR	77,968	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	231,481	267,600	267,600	283,800	6.1%
Total Operating Expenses	39,981,064	51,611,797	51,611,797	57,338,275	11.1%
Operating Income (Loss)	3,493,311	(93,204)	(93,204)	(206,988)	122.1%
Non-operating Revenue (Expenses):					
Interest Income	25,512	15,000	15,000	15,000	0.0%
Total Non-operating Revenue (Expenses)	25,512	15,000	15,000	15,000	0.0%
Income (Loss) Before Operating Transfers	3,518,823	(78,204)	(78,204)	(191,988)	145.5%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	(700,000)	-
Net Operating Transfer	-	-	-	(700,000)	-
Change in Net Position	3,518,823	(78,204)	(78,204)	(891,988)	1040.6%
Total Net Position, Beginning	7,467,241	7,467,241	10,986,064	10,907,860	46.1%
Total Net Position, Ending	10,986,064	7,389,037	10,907,860	10,015,872	35.6%
Designated Position	3,449,191	3,870,885	3,870,885	4,300,371	11.1%
Unrestricted Position	7,536,873	3,518,152	7,036,975	5,715,501	62.5%
Total Net Position, June 30	\$ 10,986,064	\$ 7,389,037	\$ 10,907,860	\$ 10,015,872	35.6%

Policy requires a reserve equal to 7.5% of Total Operating Expense



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Appendices

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Prince George's County

Appendices - Glossary

Accrual Basis of Accounting- The method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Administration Fund/Tax- Those funds approved to finance planning and administrative support activities.

Adopted Budget- The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without text.

Advance Land Acquisition Revolving Fund (ALARF)- The Revolving Fund is a source of disbursements for highways, streets, school sites and other public purposes. It was originally financed by a Bond Issuance and is serviced through a dedicated property tax. The revolving fund is maintained by reimbursements from agencies for which the Commission bought the land.

Appropriation- Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

Assessable Base- The total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue. (See Tax Rate). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

Authorized Positions- The number of positions shown by the budget in the approved personnel complement.

Balanced Budget- A budget whose revenues and other financing sources together equal the expenditures, other uses, and required funds.

Bonds- Bonds are debt and are issued for a period of more than one year. The U.S. government, local governments, water districts, companies and many other types of institutions sell bonds. When an investor buys bonds, he or she is lending money. The seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

Budget- A detailed schedule of estimated revenues and expenditures for a specified period. (See Operating Budget)

Capital Improvement Program (CIP)- A six-year program describing major real property purchases, renovation and construction projects. The **first year** of the CIP is designated the **Capital Budget**. Years two through six reflect the capital program and are subject to future modification. In Prince George's County the Commission submits its CIP to the County by January 15th every year and in Montgomery County by November 1st in every odd numbered year.

Capital Outlay- Funds in the **operating budget** for capital purchases other than land and improvements to the land, such as some furniture, vehicles, and equipment. To qualify as a capital outlay, an item must be a fixed asset and have a unit cost (the total cost to obtain one fully functioning asset) of \$5,000 or more. Capital outlay items are not as extensive as items in the Capital Budget.

Central Administrative Services (CAS)- The Commission's centralized core administrative departments (Human Resources and Management, Finance, Internal Audit, Legal, Merit System Board) that are funded jointly by Prince George's and Montgomery Counties.

Chargebacks- Charges made by a department to other departments to recover all or a portion of the costs incurred to provide a specific service to those departments. These recoveries may be within the same fund or they may be from one fund to another. The expense appears under Other Classifications in the Commission structure.

Collective Bargaining Agreement- A legally binding contract between the Commission as an employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)



Prince George's County

Appendices - Glossary

Cost of Living Adjustment (COLA)-Funds approved by the County Councils to increase career employees' salaries to make up (sometimes in-part) for the annual change in the Cost-of-Living rate as reported by the Bureau of Labor Statistics for the Washington-Baltimore Metropolitan Area.

Debt Service- The amount of funds needed to re-pay principal and interest on outstanding bonded indebtedness.

Depreciation- Amount allocated during a financial period to amortize the cost of acquiring capital assets over the useful life of those assets.

Encumbrance- A commitment within an organization to use funds for a specific purpose; there is a legal obligation to spend in the future. Encumbrances allow organizations to recognize future commitments of resources prior to an actual expenditure. A purchase order is a typical encumbrance transaction.

Enterprise Funds- Those funds which account for the operation and maintenance of various facilities (such as golf courses and ice rinks) and services that are entirely or primarily supported by user fees. These activities are similar to businesses operated by private enterprise.

Fiscal Year (FY)- The Commission's fiscal year, extending from July 1 in one calendar year to June 30 in the next. Where only a two-digit number is shown, e.g., FY 16 the year ending June 30 of the number shown is intended. (June 30, 2016, in this case).

Fringe Benefits Costs- Funds authorized for the Commission's share of the cost of employees' social security, retirement, health and life insurance.

Fund- A set of accounts reserved for particular types of revenues and expenditures for services such as parks, planning and administration. Funds are created to assure clear compliance with the Land Use Article of the Annotated Code of Maryland, and with accounting standards and practices.

Fund Balance- Amounts left unexpended or unencumbered in a fund at the end of a fiscal year that can be used either to support budget amendments for unanticipated projects or offset revenue shortfalls in the current fiscal year, or to reduce the demand for tax revenue in the next

fiscal year. Tax receipts or interest income in excess of budgeted amounts may also create fund balance.

GAAP- Generally Accepted Accounting Principles (GAAP) are the minimum standards governing financial reporting in both the public and private sector. Governments and the accounting industry recognize the GASB as the primary source of GAAP for state and local governments.

GASB- The Governmental Accounting Standards Board or GASB is an independent, private-sector, not-for-profit organization that—through an open and thorough due process—establishes and improves standards of financial accounting and reporting for U.S. state and local governments.

GASB 45- The GASB Statement 45 provides for more complete financial reporting of costs and financial obligations arising from post-employment benefits other than pensions (OPEB) as part of the compensation for services rendered by employees. Post-employment healthcare benefits, the most common form of OPEB, are a significant financial commitment for many governments. Implementation of Statement 45, requires reporting annual OPEB cost and their unfunded actuarial accrued liabilities for past service costs. Prior to Statement 45, it was typical to use a "pay-as-you-go" accounting approach to report the cost of benefits after employees retire.

General Fund- The fund used to account for all assets and liabilities of a non-profit entity except those particularly assigned for other purposes in another more specialized fund. Within the Commission's accounting, the General Fund is made up of the following five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George's Administration Fund, Prince George's Park Fund, and Prince George's Recreation Fund.

Governmental Funds- All funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Governmental funds use the modified accrual method of accounting.

Internal Service Funds- Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, management of the Executive Office



Prince George's County

Appendices - Glossary

Building, information systems, and risk management.

Merit Increase- An upward increment in an employee's pay within the salary range for a given class of work. It recognizes the completion of a period of satisfactory service.

Modified Accrual Method- The method of accounting utilized for governmental funds where revenues are recorded when they are both measurable and available (collectable during the fiscal year or soon enough thereafter to pay current year liabilities), expenditures are recorded when a liability is incurred, and expenditures for debt service, claims and judgments are recorded only when payment has matured and is due.

OPEB - Other Post-Employment Benefits. See **GASB45** for details.

Operating Budget- A comprehensive financial plan by which the Commission's operating programs are funded for a single fiscal year. It includes descriptions of departments by work programs with estimated expenditures and revenue sources. It also relates data and information on the fiscal management of the Commission.

Operating Budget Impact (OBI)- The increase (or possible decrease) in cost in the operating budget attributable to the addition of a new facility or program, or the renovation or expansion of an existing facility.

Other Services and Charges- This category of expenditure reflects services, fees, repairs or maintenance on equipment, rents and leases, and insurance.

Outcome Measure- An assessment of program activity results as compared to its intended purpose. For example, if a program activity's intent was to increase the number of volunteers, the outcome measure would be the increase in the number of volunteers.

Output Measure- The tabulation, calculation, or recording of activity or effort, expressed in a quantitative manner. An example would be the number of arrests made, or the number of employees enrolling in a new benefit. Output measures do not refer to resources required or reflect the effectiveness or efficiency of the work performed.

Park Concessions- Food and entertainment provided by contractual businesses rather than Park Fund employees.

Park Fund/Tax- Those funds approved to finance park operating expenses and debt service.

Pay-As-You-Go (PAYGO)- The concept of utilizing available current revenues or fund balance to pay for capital projects in lieu of the use of bond proceeds, thus saving the Commission from having to pay interest charges on those bonds.

Performance Indicator- A particular value or characteristic used to measure output or outcome; specific information which either alone, or in combination with other data, permits the systematic assessment of how well services are being delivered. An example would be the percentage of reduction in job related accidents after safety training was conducted.

Performance Measurement- Performance measurement is a system that helps managers: (1) set standards and outcome objectives; (2) measure performance against goals, standards or benchmarks; and (3) communicate results. Performance measurement shifts thinking and focus, providing a practical technique for quantifying and establishing accountability. Performance measurement is fully integrated into the budgetary process and reflects specific strategies, goals, and objectives as determined by decision-makers.

Personal Property Tax- A charge on movable property not attached to the land and improvements classified for purposes of assessment. This tax is imposed on businesses within the Commission's boundaries.

Personal Services- The cost for personnel salary, wages and fringe benefits is reflected in this category.

Position- An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period. Employees who occupy a position are designated as career employees. A position may be full or part-time. A career employee may work full-time for a standard workweek, or may work less than a full-time workweek, but more than one-half a workweek, as a part-time employee. Career positions are defined in the Commission's Merit System Rules and Regulations.



Prince George's County

Appendices - Glossary

Program Budget- Program budgets cut across organizational boundaries and are not constrained by unit accounting. A program budget requests funds for the resources necessary for a set of defined activities that support the mission of the department. A program budget differs from a line item budget, which requests funds based on organizational structure including the costs of people, supplies, etc., that are required for specific activities from multiple sources.

Program Open Space (POS)- A state-funded program to provide for parkland and other open space for community use and preservation of natural resources.

Property Management Fund- An entity created to account for income and expenditures associated with the rental of park properties.

Proprietary Funds- A fund having profit and loss aspects; therefore it uses the accrual rather than modified accrual method of accounting. The two types of proprietary funds are the enterprise fund and internal service fund.

Real Property Tax- A charge on real estate, including land and improvements (buildings, fences, etc.) classified for purposes of assessment.

Recreation Fund/Tax- Those funds approved to finance recreation programs (Prince George's County only).

Reserve- Also referred to as "surplus" in an expenditure budget, it is shown but it cannot be spent without the consent of the approving body. With approval it may be spent for emergencies or other unforeseen purposes. Generally, this amount is held for future year's expenditures. This reserve is proposed to be at least 3-5% of the operating expenditures in the General Fund. Other funds may have separate reserve policies. If the term "Reserve" is used in the revenue listings in the budget, this term refers to a funding source that is carried over or created in a previous fiscal year.

Salary Lapse- The amount deducted from the budgets for employee salaries and wages to account for assumed savings resulting from turnover, i.e., periods when authorized positions are vacant because of retirements or resignations or when replacements are hired at lower salaries. Positions newly authorized in the budget may generate salary lapse because of delays in hiring. Lapse may also be generated from a deliberate

decision to hold a position that could otherwise be filled vacant for a specified period of time in order to generate savings. Lapse will differ from year to year and from department to department.

Seasonal or Seasonal/Intermittent- An employment status for temporary, intermittent, seasonal or as-needed employees. Employees may work full or part-time, but not continuously on a yearly basis. Employees in this category are not in career status. Seasonal/intermittent employees do not occupy positions but do perform work effort measured in workyears.

Service Charge/User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "user fee".

Service Quality Measure- A type of performance indicator that measures the timeliness or effectiveness of a program's operation or a record of customers' assessments. Whereas an output measure might project the number of facilities subject to a safety inspection in a given year, and an outcome measure might project the percentage of facilities receiving the inspection, a service quality measure would record the percentage of facilities inspected on schedule, the percentage of facilities passing inspection, or the percentage of facilities making identified safety improvements within a specified time frame. Results of customer surveys or other assessments tools may be reflected as a service quality measure.

Special Revenue Funds- Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. For example, the Federal Forfeited Property Fund collects revenues from the sale of drug-crime related assets seized in operations involving the Commission's Park Police. As required by Federal statute, these funds are used to purchase equipment and other resources necessary to combat drug-related crimes in the park system.

Spending Affordability- A budgeting process that establishes recommended expenditure and other financial limits based on anticipated revenues and other factors. In Montgomery County, the County Council adopts formal Spending Affordability Guidelines (SAG) for all County agencies, including the Commission. In Prince George's County, a three-member Spending Affordability Committee



Prince George's County Appendices - Glossary

(SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

Structural Deficit- This occurs when current revenue from taxes, fees, investments, grants and other sources is less than current expenditures for compensation and benefits, supplies and materials, contractual and maintenance work, and vehicles, among other potential costs. If available, fund balance is often employed to cover the difference.

Support Services- Budget accounts for expenses that are not appropriately or feasibly allocated to the budgets of particular departments or their sub-units. Examples include mail and messenger services, telephone, maintenance, and rent, shared by more than one division within a department or by more than one department.

Tax Rate- The rate, expressed in cents per \$100.00 of assessed valuation (see Assessable Base), applied to real and commercial personal

property to determine taxes levied to fund Commission operations. Thus a tax rate of 3 cents applied to an assessable base of \$10 billion will yield $.03 \times \$10,000,000,000/100 = \$3,000,000$.

Term Contract- An employee who works at least 30 hours per week for a period of less than two years. Term contract employees do not occupy career positions and are not part of the career personnel complement. Term contract employees' work efforts are measured in workyears.

User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "service charge".

Workyear-A standardized unit for measurement of government personnel efforts and costs. Usually, a work year is equivalent to 2,080 work hours in a 12-month period.



Prince George's County Appendices - Acronyms

ACRONYMS

Adequate Public Facilities Ordinance	APFO
Agricultural Advisory Committee	AAV
Agricultural Preservation Advisory Board	APAB
All Terrain Vehicle	ATV
Americans with Disabilities Act	ADA
Base Realignment and Closure (military)	BRAC
Bi-county Transitway	BCT
Building Lot Termination	BLT
Bus Rapid Transit	BRT
Capital Improvement Program	CIP
Central Business District	CBD
Commercial-Residential zone	CR
Community Based Planning	CBP
Community Development Center	CDC
Comprehensive Annual Financial Report	CAFR
Computer Aided Dispatch	CAD
Consolidated Transportation Program	CTP
Corridor Cities Transitway	CCT
Crime Prevention through Environmental Design	CPTED
Department Of Economic Development	DED
Department of Housing and Community Affairs	DHCA
Department of Public Works and Transportation	DPWT
Development Information Activity Center	DIAC
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Draft Environmental Impact Statement	DEIS
Environmental Protection Agency	EPA
Floor Area Ratio	FAR
Geographic Information System	GIS
Government Finance Officers Association	GFOA
Governmental Accounting Standards Board	GASB
Greenhouse Gas	GHG
Historic Area Work Permit	HAWP
Historic Preservation Commission	HPC
Housing Opportunities Commission	HOC
Integrated Pest Management	IPM
Inter County Connector	ICC
Interstate Commission On The Potomac River Basin	ICPRB
Interagency Technology Policy and Coordination Committee	ITPCC
Land Preservation, Parks, and Recreation	LPPR



Prince George's County Appendices - Acronyms

Law Enforcement Officers Bill of Rights	LEOBR
Legacy Open Space	LOS
Leadership in Environmental Education Design	LEED
Local Area Network / Wide Area Network	LAN / WAN
Local Area Transportation Review	LATR
Locally Preferred Alignment	LPA
Maryland Department of Planning	MDP
Maryland Transit Administration	MTA
Memorandum Of Understanding	MOU
Metropolitan Washington Council Of Governments	MWCOG
Mid County Highway	M-83
Minority, Female and Disabled procurement program	MFD
Moderately Priced Dwelling Unit	MPDU
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department Of Housing And Community Affairs	MC DHCA
Montgomery County Department Of Permitting Services	MCDPS
Montgomery County Department Of Economic Development	MC DED
Montgomery County Department of Transportation	MCDOT
Montgomery County Government	MCG
Montgomery County Public Schools	MCPS
Montgomery County Soil Conservation District	MCSCD
National Parks Service	NPS
Policy Area Mobility Review	PAMR
Park, Recreation, and Open Space	PROS
Prince George's Department of Public Works & Transportation	PG DPWT
Program Open Space	POS
Research & Technology Center	RTC
Right Of Way	ROW
Rural Density Transfer zone	RDT
Sectional Map Amendment	SMA
Silver Spring Transit Center	SSTC
State Highway Administration	SHA
State Of Maryland Department Of Environment	MDE
State of Maryland Department Of Housing And Community Development	DHCD
State of Maryland Department Of Natural Resources	DNR
Total Maximum Daily Load	TMDL
Town Sector zone	T-S
Transferable Development Rights	TDR
Transit Oriented Development	TOD
Transportation Action Partnership	TAP
Transportation Policy Area Review	TPAR



Prince George's County Appendices - Acronyms

United States Fish & Wildlife Service	USF&WS
US Army Core Of Engineers	USACOE
US Environmental Protection Agency	EPA
Us Forest Service	USFS
US National Oceanic Atmospheric Administration	NOAA
Washington Area Bicycle Association	WABA
Washington Metropolitan Area Transit Authority	WMATA
Washington Suburban Sanitary Commission	WSSC
Zoning Text Amendment	ZTA



Prince George's County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratio of Net General Obligation Bonded Debt
To Assessed Value and Net General Obligation Bonded Debt Per Capita
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population	Park Acquisition and Development Bonds			Advance Land Acquisition Bonds			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	
2005	930,286	88,294,369	40,585	0.05	102,184,337	5,390	0.01	5.79
2006	936,070	99,136,692	37,335	0.04	114,360,878	4,845	0.00	5.18
2007	941,491	112,335,704	38,740	0.03	129,659,726	4,290	0.00	4.56
2008	949,591	126,613,148	35,095	0.03	146,276,983	3,745	0.00	3.94
2009	957,760	140,254,264	36,813	0.03	162,053,662	3,210	0.00	3.35
2010	966,000	149,161,911	33,073	0.02	171,220,841	2,680	0.00	2.77
2011	979,551	149,284,865	28,951	0.02	171,646,984	2,145	0.00	2.19
2012	989,540	143,754,415	35,654	0.02	165,916,424	1,905	0.00	1.93
2013	999,247	140,577,467	32,462	0.02	161,877,310	1,665	0.00	1.67
2014	1,018,355	141,899,535	44,616	0.03	163,601,193	1,430	0.00	1.40

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	
2005	840,513	45,981,392	113,480	0.25	49,441,014	1,825	0.00	2.17
2006	836,644	55,083,907	105,030	0.19	55,100,674	1,505	0.00	1.80
2007	832,699	59,177,385	105,400	0.18	63,544,195	1,190	0.00	1.43
2008	830,514	70,615,992	95,735	0.14	75,728,883	885	0.00	1.07
2009	834,560	82,671,572	85,501	0.10	88,636,874	585	0.00	0.70
2010	865,705	91,889,365	76,246	0.08	98,521,803	290	0.00	0.33
2011	874,045	84,718,780	65,925	0.08	90,863,504	-	0.00	n.a.
2012	881,138	79,043,657	56,363	0.07	84,542,585	-	0.00	n.a.
2013	890,081	73,123,809	47,086	0.06	78,518,921	-	0.00	n.a.
2014	n.a.	70,551,044	67,280	0.10	75,744,055	-	0.00	n.a.

Notes: (1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums
(2) Metropolitan District only

Source: Assessed Value is from Montgomery County and Prince George's County Governments. Population estimates are from the U.S. Bureau of the Census, Population Estimates Branch except 2008 Montgomery County population estimated by the Montgomery County Office of Finance



Prince George's County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Advance Land Acquisition General Obligation Bonds(1)	Ratios		Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable		Total Primary Government(1)	Percentage Of Personal Income (2)	Total Debt (1)	Percentage Of Personal Income (2)
2005	31,760	5,256	8,825	114	45,955	0.08	51,345	0.09	55.72
2006	29,555	3,711	7,780	54	41,100	0.07	45,945	0.08	49.59
2007	32,025	5,259	6,715	27	44,026	0.07	48,316	0.08	51.86
2008	29,465	3,522	5,630	-	38,617	0.06	42,362	0.06	44.93
2009	32,290	2,301	4,523	-	39,114	0.06	42,324	0.07	44.13
2010	29,680	1,041	3,393	-	34,114	0.05	36,794	0.06	37.86
2011	26,710	368	2,241	-	29,319	0.04	31,464	0.05	32.09
2012	34,590	-	1,064	-	35,654	0.05	37,559	0.05	37.96
2013	32,240	-	222	-	32,462	0.04	34,127	0.04	33.51
2014	44,616	-	-	-	44,616	0.06	46,046	0.06	45.22

PRINCE GEORGE'S COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1)		Advance Land Acquisition General Obligation Bonds(1)	Ratios		Ratios	
	General Obligation Bonds	Notes Payable	Revenue Bonds and Notes	Notes Payable		Total Primary Government(1)	Percentage Of Personal Income (2)	Total Debt (1)	Percentage Of Personal Income (2)
2005	113,480	1,714	-	-	115,194	0.39	117,019	0.40	139.22
2006	105,030	1,496	-	-	106,526	0.35	108,031	0.36	129.12
2007	105,400	1,806	-	-	107,206	0.34	108,396	0.34	130.17
2008	95,735	1,438	-	-	97,173	0.29	98,058	0.30	118.07
2009	85,501	1,054	-	-	86,555	0.26	87,140	0.26	104.41
2010	76,246	653	-	-	76,899	0.22	77,189	0.23	89.16
2011	65,925	369	-	-	66,294	0.19	66,294	0.19	75.85
2012	56,363	120	-	-	56,483	0.15	56,483	0.15	64.10
2013	47,086	-	-	-	47,086	na	47,086	na	52.90
2014	67,280	-	-	-	67,280	na	67,280	na	na

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Table 15 for personal income and population data. Data are not available for Prince George's County for FY 2013 and FY 2014.

Source: The Maryland-National Capital Park and Planning Commission, Montgomery and Prince George's County Governments



Prince George's County Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Principal Employers

Current Fiscal Year and Nine Years Ago

MONTGOMERY COUNTY

Employer	2014			2005		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	28,500	1	6.31 %	38,800	1	8.58 %
Montgomery County Public Schools	25,429	2	5.63	20,987	2	4.64
U.S. Department of Defense	12,000	3	2.66	13,800	3	3.05
Montgomery County Government	10,815	4	2.39	8,272	4	1.83
U.S. Department of Commerce	5,500	5	1.22	6,200	5	1.37
Adventist Healthcare	4,900	6	1.08	6,000	6	1.33
Marriott International, Inc (Headquarters)	4,700	7	1.04	-	-	-
Lockheed Martin	4,000	8	0.89	3,900	10	0.86
Montgomery College	3,632	9	0.80	-	8	-
Holy Cross Hospital of Silver Spring	3,400	10	0.75	-	7	-
Giant Food Corporation	-	-	-	4,900	7	1.08
Verizon	-	-	-	4,700	8	1.04
Chevy Chase Bank	-	-	-	4,700	8	1.04
Total	102,876		22.77 %	112,259		24.82 %

PRINCE GEORGE'S COUNTY

Employer	2013 (1)			2004 (1)		
	Private Sector Employees	Rank	Percentage of Total County Employment	Private Sector Employees	Rank	Percentage of Total County Employment
United Parcel Service	4,220	1	0.90 %	2,300	6	0.48 %
Giant Food, Inc.	3,000	2	0.64	8,394	1	1.91
Verizon	2,738	3	0.59	-	-	-
Dimensions Health Corporation	2,500	4	0.53	3,000	3	0.68
Marriott International	2,430	5	-	-	-	-
Shoppers Food Warehouse	1,975	6	0.42	3,700	2	0.84
Safeway Stores, Inc	1,605	7	0.34	2,400	5	0.54
Target	1,400	8	0.30	-	-	-
Doctor's Community Hospital	1,300	9	0.28	-	-	-
Medstar Health (Southern MD Hospital Center)	1,242	10	0.27	-	-	-
Honeywell Technology Solutions	-	-	-	900	9	0.20
Digex, Inc.	-	-	-	700	10	0.16
Computer Science Corp	-	-	-	1,200	8	0.27
Raytheon Systems Company	-	-	-	1,300	7	0.03
Bell Atlantic Corp/Verizon	-	-	-	2,700	4	0.42
Total	22,410		4.27 %	26,594		5.53 %

Note:

(1) In 2014, Information is not yet available. The number of employees in FY 2004 is provided for the nine year comparison.

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)
2005	921,531	\$ 57,950,289	\$ 62,885	508,251	3.1 %	139,337
2006	926,492	62,251,585	67,191	518,142	2.8	139,387
2007	931,694	64,472,203	69,199	512,934	2.6	137,798
2008	942,748	67,379,333	71,471	519,330	3.2	137,745
2009	959,013	65,965,060	68,784	522,704	5.6	137,763
2010	976,006	67,991,412	69,663	525,908	5.8	140,500
2011	991,645	71,716,065	72,320	530,699	5.4	143,309
2012	1,004,709	73,551,167	73,206	535,371	5.2	146,497
2013	1,016,677	74,840,000	73,612	535,271	5.1	149,018
2014	1,018,355	78,420,000	77,007	529,482	4.3	151,289

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)
2005	840,513	\$ 29,434,782	\$ 34,496	445,124	4.5 %	136,095
2006	836,644	30,306,871	35,567	446,366	4.1	133,325
2007	832,699	31,753,583	37,361	448,144	3.7	131,014
2008	830,514	33,026,742	38,847	454,201	4.5	129,752
2009	834,560	33,227,622	38,810	452,754	7.1	127,977
2010	865,705	34,302,938	39,647	462,138	7.7	127,039
2011	874,045	35,036,640	40,215	466,787	7.2	126,671
2012	881,138	38,481,250	43,672	469,150	6.8	123,833
2013	890,081	n. a.	n. a.	467,318	6.9	123,737
2014	n. a.	n. a.	n. a.	469,359	6.2	125,136

Notes:

- (1) Source: Data for 2005-2009 from the U.S. Bureau of the Census, data for 2010-2014 estimated by the Montgomery County Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2013-2014 is not currently available)
- (3) Source: Data for 2010 - 2014 are estimates derived by the Montgomery County Department of Finance
- (4) Source: Per Capita Income is derived by dividing personal income by population
- (5) Source: Bureau of Labor Statistics, U.S. Department of Labor
- (6) Source: Maryland Department of Labor, Licensing and Regulations. Represents yearly average figures.
- (7) Source: Office of Management and Budget, Montgomery County
- (8) Source: Data for 2010-2013 are estimates derived by the Prince George's County Department of Finance and data for 2005-2009 by the U.S. Bureau of the Census, Population Estimates Branch
- (9) Source: Maryland Department of Labor, Career and Workforce Information
- (10) Source: www.mdreportcard.org



**Prince George's County
Appendices – Historical Data**

**PRINCE GEORGE'S COUNTY
TAX RATES BY FUND: FY02 THRU FY16**

		<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<u>FY02</u>	Real	0.0466	0.1420	0.0541	0.0013	0.2440
	Personal	0.1165	0.3550	0.1353	0.0032	0.6100
<u>FY03</u>	Real	0.0466	0.1420	0.0541	0.0013	0.2440
	Personal	0.1165	0.3550	0.1353	0.0032	0.6100
<u>FY04</u>	Real	0.0466	0.1770	0.0541	0.0013	0.2790
	Personal	0.1165	0.4425	0.1353	0.0032	0.6975
<u>FY05</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY06</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY07</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY08</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY09</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY10</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY11</u>	Real	0.0466	0.1719	0.0592	0.0013	0.2790
	Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY12</u>	Real	0.0466	0.1719	0.0605	0.0000	0.2790
	Personal	0.1165	0.4298	0.1512	0.0000	0.6975
<u>FY13</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY14</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY15 ADOPTED</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY16 PROPOSED</u>	Real	0.0541	0.1544	0.0705	0.0000	0.2790
	Personal	0.1353	0.3860	0.1762	0.0000	0.6975

NOTE: Rates are per \$100 of assessed valuation.



Prince George's County

Appendices – Historical Data

PRINCE GEORGE'S COUNTY REVENUES BY FUND: FY02 THRU FY16

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARKS RECREATION</u>	<u>ADVANCE LAND ACQ.</u>	<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>	
FY02	\$21,958,561	\$64,394,113	\$31,774,126	\$603,942	\$12,455,981	\$5,342,293	\$136,529,016
FY03	\$23,658,987	\$67,269,000	\$32,020,042	\$626,471	\$11,734,441	\$4,723,969	\$140,032,910
FY04	\$25,169,854	\$85,232,280	\$33,585,471	\$637,133	\$21,083,630	\$5,760,698	\$171,469,066
FY05	\$27,548,232	\$90,579,650	\$38,917,497	\$693,655	\$14,673,578	\$6,190,570	\$178,603,182
FY06	\$30,727,736	\$102,192,968	\$43,089,243	\$778,131	\$19,736,828	\$6,999,341	\$203,524,247
FY07	\$33,870,563	\$115,677,001	\$48,138,894	\$870,498	\$17,970,024	\$6,592,419	\$223,119,399
FY08	\$38,782,833	\$136,683,670	\$55,571,894	\$1,026,533	\$18,870,026	\$6,281,763	\$257,216,719
FY09	\$44,156,575	\$156,648,662	\$63,773,238	\$1,208,337	\$18,820,618	\$6,625,251	\$291,232,681
FY10	\$47,539,880	\$168,505,530	\$68,489,160	\$1,331,241	\$19,190,070	\$6,600,741	\$311,656,622
FY11	\$43,598,588	\$155,067,910	\$64,126,487	\$1,226,133	\$19,246,042	\$6,498,317	\$289,763,477
FY12	\$41,914,068	\$148,157,400	\$62,669,503	\$20,423	\$20,447,484	\$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 ADOPTED	\$42,928,400	\$118,561,900	\$64,599,050	\$0	\$19,804,804	\$8,201,005	\$254,095,159
FY16 PROPOSED	\$43,097,100	\$119,315,100	\$65,132,100	\$0	\$20,032,147	\$8,715,776	\$256,292,223



Prince George's County

Appendices – Historical Data

PRINCE GEORGE'S COUNTY EXPENDITURES BY FUND: FY02 THRU FY16

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARKS RECREATION</u>	<u>ADVANCE LAND ACQ.</u>	<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>	
FY02	\$20,950,707	\$67,105,430	\$31,262,686	\$604,506	\$13,618,436	\$6,142,865	\$139,684,630
FY03	\$22,319,003	\$69,863,305	\$32,964,829	\$625,047	\$13,713,854	\$5,393,052	\$144,879,090
FY04	\$23,293,022	\$74,781,015	\$33,796,457	\$637,133	\$15,514,516	\$5,106,906	\$153,129,049
FY05	\$25,083,208	\$81,761,904	\$36,383,991	\$695,369	\$16,901,594	\$5,697,817	\$166,523,883
FY06	\$28,279,773	\$88,758,461	\$37,098,589	\$778,084	\$18,003,738	\$6,096,333	\$179,014,978
FY07	\$30,550,585	\$111,748,441	\$41,251,224	\$870,098	\$19,208,298	\$6,282,108	\$209,910,754
FY08	\$36,013,065	\$126,818,980	\$45,959,710	\$1,023,642	\$21,197,733	\$8,231,009	\$239,244,139
FY09	\$48,395,070	\$164,084,663	\$66,856,025	\$1,198,453	\$21,515,156	\$8,752,386	\$310,801,753
FY10	\$42,956,456	\$170,473,900	\$66,497,008	\$1,330,748	\$21,628,325	\$6,743,147	\$309,629,584
FY11	\$41,836,466	\$153,508,201	\$68,681,869	\$1,240,913	\$21,923,090	\$5,394,813	\$292,585,352
FY12	\$42,201,370	\$118,598,989	\$67,122,354	\$21,125	\$22,115,089	\$6,040,508	\$256,099,435
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	\$21,546,671	\$7,035,505	\$283,724,167
FY15 ADOPTED*	\$51,872,266	\$148,900,127	\$77,004,343	\$0	\$19,804,804	\$8,722,682	\$306,304,222
FY16 PROPOSED*	\$52,835,629	\$145,640,965	\$76,888,236	\$0	\$20,032,147	\$9,457,277	\$304,854,254

* Includes Reserve



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY WORKYEARS BY FUND: FY02 THRU FY16

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REV. FUND</u>	<u>TOTAL</u>
FY02	243.55	639.60	640.60	217.50		1,741.25
FY03	238.33	640.70	635.60	217.50		1,732.13
FY04	238.43	650.50	632.60	210.50		1,732.03
FY05	229.43	650.50	634.00	209.50	155.00	1,878.43
FY06	241.68	680.60	651.20	207.50	160.00	1,940.98
FY07	252.50	684.60	662.70	215.50	162.50	1,977.80
FY08	274.35	693.30	675.30	218.00	174.50	2,035.45
FY09	287.20	759.90	724.00	213.00	189.50	2,173.60
FY10	284.60	767.40	751.60	202.00	198.50	2,204.10
FY11	285.50	789.40	765.80	200.50	216.50	2,257.70
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 ADOPTED	268.45	865.30	729.10	181.00	215.50	2,259.35
FY16 PROPOSED	270.19	892.80	779.60	202.00	263.50	2,408.09



Prince George's County Appendices – Pay Schedules

**The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective September 14, 2014
2.0% COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
A	\$24,971 \$12.0053	\$33,851 \$16.2745	\$42,731 \$20.5438
B	\$26,675 \$12.8245	\$36,159 \$17.3841	\$45,641 \$21.9429
C	\$27,888 \$13.4077	\$39,010 \$18.7548	\$50,131 \$24.1014
D	\$31,332 \$15.0635	\$42,473 \$20.4197	\$53,613 \$25.7755
E	\$34,666 \$16.6663	\$46,992 \$22.5923	\$59,319 \$28.5188
F	\$38,899 \$18.7014	\$52,731 \$25.3514	\$66,562 \$32.0010
G	\$44,054 \$21.1798	\$59,718 \$28.7107	\$75,381 \$36.2409
H	\$49,941 \$24.0100	\$67,698 \$32.5471	\$85,458 \$41.0856
I	\$56,559 \$27.1918	\$76,765 \$36.9063	\$96,970 \$46.6202
J	\$65,829 \$31.6486	\$90,278 \$43.4029	\$114,726 \$55.1567
K	\$78,833 \$37.9005	\$106,864 \$51.3769	\$134,896 \$64.8538
L	\$95,620 \$45.9712	\$129,622 \$62.3183	\$163,624 \$78.6654

Approved by the Commission June 18, 2014



Prince George's County

Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective September 14, 2014
2% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
L01	\$24,909 \$11.9755	\$33,769 \$16.2351	\$42,628 \$20.4942	\$43,906 \$21.1087
L02	\$27,820 \$13.3750	\$38,914 \$18.7087	\$50,009 \$24.0427	\$51,509 \$24.7639
L03,L04	\$31,256 \$15.0269	\$42,371 \$20.3705	\$53,484 \$25.7135	\$55,089 \$26.4849
L05,L06	\$34,582 \$16.6260	\$46,879 \$22.5381	\$59,175 \$28.4495	\$60,950 \$29.3029
L07	\$38,804 \$18.6559	\$52,603 \$25.2899	\$66,402 \$31.9240	\$68,394 \$32.8817

Approved by the Commission
June 18, 2014



Prince George's County

Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective September 14, 2014
2% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
C01	\$24,984 \$12.0115	\$33,868 \$16.2827	\$42,753 \$20.5543	\$44,036 \$21.1712
C02	\$26,688 \$12.8308	\$36,178 \$17.3933	\$45,667 \$21.9553	\$47,037 \$22.6139
C03	\$27,902 \$13.4144	\$39,029 \$18.7639	\$50,156 \$24.1135	\$51,662 \$24.8375
C04	\$31,347 \$15.0707	\$42,493 \$20.4293	\$53,639 \$25.7880	\$55,248 \$26.5615
C05	\$34,683 \$16.6745	\$47,016 \$22.6038	\$59,349 \$28.5332	\$61,129 \$29.3889
C06	\$38,919 \$18.7111	\$52,758 \$25.3644	\$66,598 \$32.0183	\$68,595 \$32.9784

Approved by the Commission
June 18, 2014



Prince George's County

Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective September 14, 2014
2% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
T01	\$26,688 \$12.8308	\$36,178 \$17.3933	\$45,667 \$21.9553	\$47,037 \$22.6139
T02	\$31,347 \$15.0707	\$42,493 \$20.4293	\$53,639 \$25.7880	\$55,248 \$26.5615
T03	\$34,683 \$16.6745	\$47,016 \$22.6038	\$59,348 \$28.5327	\$61,129 \$29.3889
T04	\$38,919 \$18.7111	\$52,758 \$25.3644	\$66,598 \$32.0182	\$68,596 \$32.9788

Approved by the Commission
June 18, 2014



Prince George's County Appendices – Pay Schedules

The Maryland-National Capital Park and Planning Commission
FOP Park Police
Effective July 6, 2014 (1.75% COLA)

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
P02		\$49,907	\$51,659	\$53,467	\$55,337	\$57,272	\$59,279	\$61,352	\$63,499	\$65,721	\$68,026	\$70,407	\$72,866	\$75,416	\$78,058	
		\$23,9938	\$24,8361	\$25,7053	\$26,6043	\$27,5346	\$28,4995	\$29,4962	\$30,5284	\$31,5966	\$32,7048	\$33,8495	\$35,0317	\$36,2577	\$37,5279	
P03	\$49,886	\$52,404	\$54,242	\$56,146	\$58,103	\$60,132	\$62,241	\$64,419	\$66,679	\$69,009	\$71,425	\$73,928	\$76,517	\$79,188	\$81,961	
P04	\$52,381	\$55,022	\$56,953	\$58,946	\$61,006	\$63,144	\$65,353	\$67,638	\$70,009	\$72,455	\$74,995	\$77,621	\$80,335	\$83,149	\$86,061	
P05	\$57,748	\$60,668	\$62,790	\$64,987	\$67,259	\$69,615	\$72,051	\$74,577	\$77,187	\$79,886	\$82,685	\$85,582	\$88,570	\$91,672	\$94,877	\$97,250
Rank	ASI 1*	ASI 2**														
P02	\$80,009	\$82,009														
P03	\$84,010	\$86,110														
P04	\$88,213	\$90,418														
P05	\$99,681	\$102,173														

*ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.

**ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 19 years.

Contract Approved by Commission May 1, 2014
Pay Schedule Approved by the Commission May 21, 2014



Prince George's County Appendices – Pay Schedules

Park Police Command Officers Effective July 6, 2014 1.75% COLA

Title	Minimum	Midpoint	Maximum
Lieutenant [P06]	\$67,319	\$90,961	\$114,606
Captain [P07]	\$77,884	\$105,234	\$132,584
Commander [P09]	\$95,145	\$123,655	\$152,161

Officer Candidate Pay Scale Effective July 6, 2014 1.75% COLA

<u>Position</u>	<u>Scale</u>
Candidate [PC]	\$48,338

Approved by the Commission June 18, 2014



Prince George's County
Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Special Salary Range Pay Schedule for Select Career IT Positions ONLY
Effective September 14, 2014
2% COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
GIT	\$46,256 \$22.2384	\$61,366 \$29.5029	\$79,152 \$38.0538
HIT	\$52,437 \$25.2101	\$69,565 \$33.4447	\$89,727 \$43.1380
IIT	\$59,386 \$28.5511	\$78,881 \$37.9236	\$101,818 \$48.9510
JIT	\$71,754 \$34.4971	\$96,289 \$46.2928	\$125,051 \$60.1206

<u>TITLE</u>	<u>GRADE</u>
Programmer/Analyst I	GIT
GIS Specialist I	GIT
IT Telecommunications Spec I	GIT
Programmer/Analyst II	HIT
GIS Specialist II	HIT
Senior IT Support Specialist	IIT
Programmer/Analyst III	IIT
GIS Specialist III	IIT
IT Systems Manager/Leader	JIT

Approved by the Commission
June 18, 2014



Prince George's County

Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in November 2014
Minimum Wage Update

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 2001	N01	\$8.4000	\$8.5876	\$9.7078	2003	I
PFA II - 2018	N02	\$8.4000	\$8.9095	\$10.3000		
PFA III - 2042	N03	\$8.4000	\$9.2917	\$11.0438		
PFMA I - 2047	N04	\$8.4000	\$9.7232	\$11.8244	2045	II
PFMA II - 2051	N05	\$8.4000	\$10.5356	\$12.8084		
	N06	\$9.0070	\$11.4841	\$13.9613		
PFMA III - 2059	N07	\$9.5472	\$12.1727	\$14.7983		
Help Desk Rep I-2080	N08	\$10.1194	\$12.9025	\$15.6854	2065	III
	N09	\$10.7264	\$13.6763	\$16.6263		
	N10	\$11.3703	\$14.4971	\$17.6242		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$19.0335	2067	IV
Help Desk Rep II-2081	N12	\$13.2626	\$16.9100	\$20.5574		
Intern II/Help Desk Rep III-2082	N13	\$15.2514	\$19.4455	\$23.6396	2069	V
	N14	\$17.5395	\$22.3632	\$27.1869		
	N15	\$20.1711	\$25.7179	\$31.2647	2071	VI

Approved by the Commission on October 22, 2014



**The Maryland-National Capital Park and Planning Commission
Aquatics Seasonal/Intermittent Pay Schedule
Effective First Full Pay Period in November 2014
Minimum Wage Update**

<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
A01	\$8.40	\$8.58	\$9.17
A02	\$8.78	\$9.43	\$10.09
A03	\$9.58	\$10.37	\$11.21
A04	\$11.01	\$11.93	\$12.90
A05	\$12.68	\$13.71	\$14.82
A06	\$14.58	\$15.76	\$17.06
A07	\$16.77	\$18.13	\$19.61

Approved by the Commission on October 22, 2014

