



The Maryland-National Capital Park and Planning Commission



Proposed Annual Budget Fiscal Year 2022

Prince George's County

The Maryland-National Capital Park and Planning Commission

www.mncppc.org

Proposed Annual Budget Fiscal Year 2022

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Casey Anderson, Vice-Chairman of the Commission

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Adrian R. Gardner, General Counsel

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For the Fiscal Year Beginning

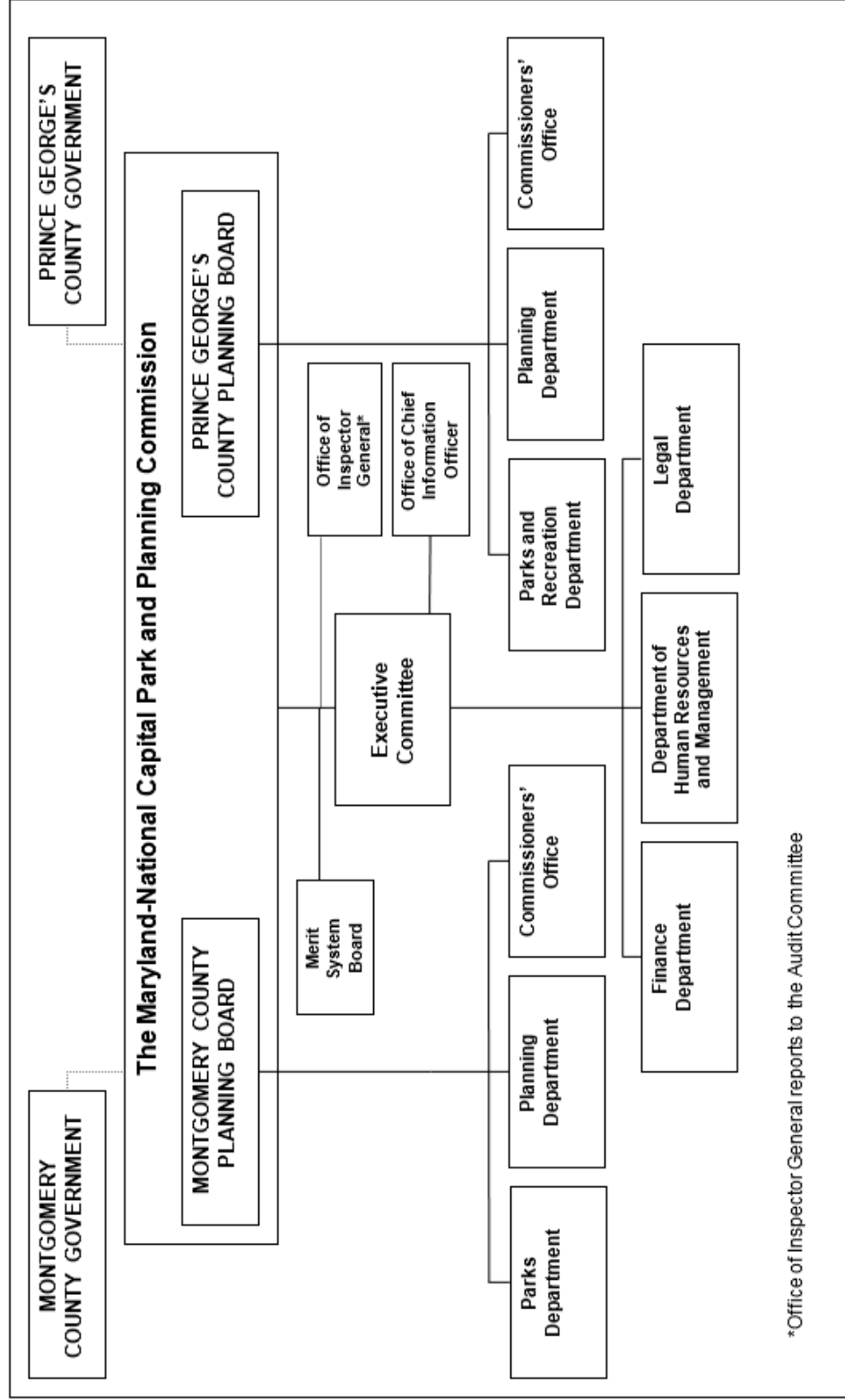
July 1, 2020

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Maryland-National Capital Parks and Planning Commission for its annual budget for the fiscal year beginning July 1, 2020. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communications device.

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

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



*Office of Inspector General reports to the Audit Committee

**The Maryland-National Capital Park and Planning Commission
Proposed Annual Budget Fiscal Year 2022
Prince George's County**

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January 15, 2021

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

The Honorable Calvin S. Hawkins, II
Chairman
Prince George's County Council
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772

Dear Ms. Alsobrooks and Mr. Hawkins:

Pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland, I am pleased to transmit for your consideration and approval the FY22 Proposed Budget of the Maryland-National Capital Park and Planning Commission for Prince George's County.

The total FY22 Proposed Budget for tax supported funds (Administration, Park, Recreation and Advance Land Acquisition [ALA] Debt Service) is \$328.3 million, a 2.0 percent decrease from the FY21 Adopted Budget. The total FY22 Proposed Budget for tax and non-tax supported funds (excluding ALA Revolving Fund, Capital Projects Fund and Internal Service Funds), is \$367.9 million, a decrease of 2.5 percent from the FY21 Budget, primarily due to decreased pay-go financing for capital improvements.

**Summary of FY22 Proposed Operating Budget Expenditures
(net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY21 Adopted	FY22 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 56,960,703	\$ 56,490,913	\$ (469,790)	-0.8%
Park (2)	182,721,465	173,794,779	(8,926,686)	-4.9%
Recreation (3)	95,370,701	98,018,975	2,648,274	2.8%
ALA Debt	-	-	-	-
Subtotal Tax Supported	335,052,869	328,304,667	(6,748,202)	-2.0%
Enterprise	19,148,292	19,481,057	332,765	1.7%
Special Revenue	8,158,062	6,819,205	(1,338,857)	-16.4%
Park Debt	15,064,619	13,288,277	(1,776,342)	-11.8%
Total Prince George's	\$ 377,423,842	\$ 367,893,206	\$ (9,530,636)	-2.5%

(1) Includes transfer to Park (FY21 only) and Capital Projects

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

(3) Includes transfer to Enterprise Fund and Capital Projects

Delivering Quality Projects, Programming and Services

The Commission's visionary mission remains compelling today -- the wisdom of connecting land use planning and parkland management under one agency continues to strengthen Prince George's County's quality of life culturally and economically. Each day, the Commission strives to manage physical growth, plan communities, protect and steward natural, cultural and historic resources, and to provide innovative leisure, performing arts, and multi-generational recreational experiences for all ages and abilities that enhance and support the vibrancy and wellness of our culturally and geographically diverse community – all while assisting and supporting the County to achieve a variety of overall economic development, health, and quality of life goals.

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

As stewards of taxpayer money, and recognizing competing demands and limited availability of funds, once again we have submitted a fiscally prudent budget for your review. Utilizing existing resources, the FY22 Proposed Budget continues to support our primary mission by continuing to address critical infrastructure needs and ensuring adequate fiscal resources are available to maintain service delivery.

The FY22 Proposed Budget includes funding related to necessary planning studies, legislative mandates, and maintaining park and recreation facilities and operations.

Commitment to Continued Collaboration

The FY22 Proposed Budget continues to build upon the spirit of partnership and commitment between the Commission and Prince George's County. This collaboration has been immensely successful and our shared commitment helps to ensure that the residents of Prince George's County continue to receive high quality planning, parks and recreation services to support the County's economic development goals and the overall health and wellness of our community. Excellent parks, recreation, performing arts, and land use planning enhance the quality of life and make our community an attractive place to live, work, and conduct business. Additionally, multiple studies have demonstrated that incorporating parks and recreation into land use planning measurably improves the health of communities, fulfilling some of the strategies in the County's Strategic Healthcare Plan.

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

Moving Forward

Through careful planning and collaboration, our agency has consistently adhered to a successful six-year budget strategy. With the exception of Park Fund Pay-Go transfers to the Capital Projects Fund, we do not project structural deficits in the Administration, Park or Recreation Funds in FY22. Although we remain mindful of the six-year plan (adopted in FY16) that guided us to these results, available resources have been budgeted to continue the high level of services we provide, as well as to continue to address previously unfunded infrastructure improvements.

FISCAL YEAR 2022 BUDGET OBJECTIVES

As previously noted, the key objective in the FY22 Proposed Budget is to ensure continued service delivery and to provide adequate resources both for necessary planning studies and implementation, as well as for addressing critical park and recreation infrastructure needs.

The Proposed Budget includes the following major known commitments for personnel costs in FY22:

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

As can be seen in the following table, personnel expenses are proposed to increase by \$6.5 million, mostly due to increased pension and health insurance costs and employee compensation markers.

FY22 Proposed Budget
Summary of Changes in Major Personnel Costs
Prince George's County Administration Fund, Park Fund, and Recreation Fund

	FY21 Adopted	FY22 Proposed	\$ Change	% Change
OPEB				
OPEB Paygo & Prefunding	\$ 10,658,189	\$ 10,728,689	\$ 70,500	0.7%
Pension (ERS)				
Pension (ERS)	12,219,211	14,367,078	2,147,867	17.6%
Health and Benefits(1)				
Employee Health Benefits	21,579,856	22,434,994	855,138	4.0%
Subtotal Personnel Costs	<u>\$ 44,457,256</u>	<u>\$ 47,530,761</u>	<u>\$ 3,073,505</u>	<u>6.9%</u>
Employee Compensation				
Marker for Changes to Employee Comp.		3,158,465	3,158,465	-
Marker for Possible Reclassifications	579,336	834,415	255,079	44.0%
Total Major Personnel Costs			<u>\$ 6,487,049</u>	

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

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

Employee Compensation

For employee compensation, the budget includes a dollar marker of \$3.2 million. The Commission is currently in full contract negotiations with the Municipal and County Government Employees Organization (MCGEO), and will begin shortly a wage and benefit re-opener with the Fraternal Order of Police (FOP), the results of which will be presented for approval at the Joint Montgomery/Prince George's Bi-County Council Meeting in May 2021. Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is under way (\$255,000)

Major Non-Personnel Cost Changes

- Substantial increase in the Recreation Fund subsidy to the Enterprise Fund, due to the expected programmatic revenue loss due to the economic effects of the COVID pandemic.
- Space planning and design expenses related to the future office relocation of the Planning Department and the Commissioners' Office are budgeted at \$225,500.

Investing to Meet Essential Needs

Included in the funding levels of the Administration Fund, Park Fund and Recreation Fund is a funding request of \$2.52 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs. This investment will be made primarily in the Planning Department, where staffing and professional services are proposed for an expanded work program. For the Department of Human Resources and Management (DHRM), it is an additional position to address Commission-wide Diversity, Equity and Inclusion compliance and training; and for the Inspector General, it is funding for analytical software. For the Park and Recreation Funds, the sole investment proposed for FY22 is their share of important enterprise IT projects. Each department's budget section provides detailed information on how this increased investment will be used. Below is a summary of new investment by department.

		Essential Needs
Fund	Department	Investment Amount
Administration	Commissioners' Office	\$ -
Administration	Planning	1,860,942
Administration	DHRM	63,966
Administration	Legal	-
Administration	Finance	5,720
Administration	Inspector General	1,467
Administration	Corporate IT	-
Administration	Share of CIO/CWIT Initiatives	114,400
Park	Parks & Recreation	237,300
Recreation	Parks & Recreation	237,300
Total		\$ 2,521,095

Project Charges

From FY05 to FY12, project charge payments to the County and other agencies increased from \$5 million to \$22 million annually. This tremendous increase coincided with the same period that property tax revenues began a steep decline, resulting in the Commission having to redirect resources to meet the rising project charge costs. Some years ago, in an effort to assist the County as well as maintain and improve our financial health, we began working together with the County on a plan of phased reductions in project charges. Our plan was to reduce project charges steadily each year through FY19. That plan was scaled back a bit to accommodate the County's fiscal challenges. The schedule was stretched out by two years and FY21 was the last year of planned reductions. The total project charges in both FY21 and FY22 is \$8.1 million. We appreciate the County's past support in reducing these charges to the current level.

Summary of FY22 Proposed Budget for General Fund Accounts

For the three tax supported operating funds, we are putting forward a total proposed budget of \$328.3 million. The Administration Fund, which funds the Planning Department, Commissioners' Office, and Central Administrative Services (CAS) departments, is proposed to decrease by 0.8 percent, or \$470 thousand from the FY21 Budget. The Park Fund is proposed to decrease 4.9 percent, or \$8.9 million. Lastly, the Recreation Fund budget is proposed to increase by 2.8 percent, or \$2.6 million. No changes in property tax rates are required to fund the FY22 Proposed Budget.

The following table summarizes the FY22 Proposed Budget:

Summary of FY22 Proposed Budget General Fund Accounts				
By Fund by Department (excludes reserves)				
	FY21	FY22	\$	%
	Adopted	Proposed	Change	Change
Administration Fund				
Commissioners' Office	\$ 2,288,921	\$ 2,350,379	\$ 61,458	2.7%
Planning Department Operating	34,406,828	35,812,387	1,405,559	4.1%
Project Charges	5,045,799	5,045,799	-	0.0%
CAS Departments	9,912,854	10,192,760	279,906	2.8%
Transfer to Park	3,000,000	-	(3,000,000)	-100.0%
Transfer to Capital Projects	30,000	30,000	-	0.0%
Non-Departmental (1)	2,276,301	3,059,588	783,287	34.4%
Subtotal Admin Fund	56,960,703	56,490,913	(469,790)	-0.8%
Park Fund				
Park Fund Operating	121,772,880	123,245,627	1,472,747	1.2%
Project Charges	464,300	464,300	-	0.0%
Transfer to Capital Projects	39,050,000	28,550,000	(10,500,000)	-26.9%
Transfer to Debt Service	14,839,619	13,063,277	(1,776,342)	-12.0%
Non-Departmental (1)	6,594,666	8,471,575	1,876,909	28.5%
Subtotal Park Fund	182,721,465	173,794,779	(8,926,686)	-4.9%
Recreation Fund				
Recreation Fund Operating	72,102,988	71,086,913	(1,016,075)	-1.4%
Project Charges	2,601,350	2,601,350	-	0.0%
Transfer to Enterprise	8,150,092	10,682,497	2,532,405	31.1%
Transfer to Capital Projects	10,000,000	10,000,000	-	0.0%
Non-Departmental (1)	2,516,271	3,648,215	1,131,944	45.0%
Subtotal Recreation Fund	95,370,701	98,018,975	2,648,274	2.8%
Prince George's Total General Fund	\$ 335,052,869	\$ 328,304,667	\$ (6,748,202)	-2.0%

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

Assessable Base and Tax Rates

The total FY22 property tax revenue estimate for the Administration, Park, and Recreation funds is \$322.3 million, an increase of 4.9 percent, or \$14.9 million, over the FY21 Adopted Budget. This projection is based upon the latest State Department of Assessments and Taxation (SDAT) estimates. Final SDAT estimates for FY22 will be released in March. In the Adopted Budget, staff will update property tax revenues based on that estimate.

The Commission is proposing to maintain its overall real property tax rate at 29.40 cents per \$100 of assessed value and its overall personal property tax rate at 73.50 cents per \$100 of assessed value. The proposed tax rates for FY22 are unchanged from FY21. Those tax rates are as follows:

FY22 Proposed Budget Property Tax Rates by Fund		
	<u>Real</u>	<u>Personal</u>
Administration Fund	5.66	14.15
Park Fund	15.94	39.85
Recreation Fund	7.80	19.50
ALA Debt	<u>0.00</u>	<u>0.00</u>
Total	29.40	73.50

FY22 Work Program

Planning Department

The Planning Department's proposed budget for FY22 is 3.7 percent, or \$1.4 million, greater than last year's adopted budget. In our continuing effort to provide effective and efficient service to all stakeholders, the Department is requesting three full-time career positions to re-create the Department's Research Section, and conversion of one part-time position to full-time in the Community Planning Division. The budget for professional/consulting services increased by \$1.2 million to provide funding for new work programs, plus \$187,500 for related postage expenses. Additional expenses related to planning for the future office relocation of the Planning Department and the Commissioners' Office are budgeted at \$225,500.

The Planning Department's proposed FY22 work program includes carryover projects and programs from FY21 and four new projects for FY22. The four new projects are listed below:

- Clinton Shopping Centers Case Study
- Land Acquisition Case Study
- Missing Middle Housing Pattern Book
- Multimodal Facility Design and Pedestrian Behavior Study

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

Department of Parks and Recreation

The Department of Parks and Recreation operating budget proposes a 2.1 percent, or \$5.98 million, decrease from FY21. This reflects several departmental initiatives: the repurposing of existing positions to optimize service delivery and the strategic use of FY21 budget savings to meet one-time expenditure needs thereby precluding the need for additional funding in FY22. In developing the FY22 objectives, the Department worked to ensure that they are in strategic alignment with the overall goals of the adopted Formula 2040, Land Preservation Parks and Recreation, and Comprehensive Recreation Program Plans. Divisional objectives have been developed to support each of the following and are delineated in the budget narrative.

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

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

Enterprise Fund

In FY22, total Enterprise Fund operating revenues are proposed to decrease by \$2.1 million to a total of \$8.6 million. Operating expenses are projected to increase by 1.7 percent to \$19.5 million. Due to the economic effects of the pandemic, program revenues have significantly fallen and may not recover immediately. As a result, the subsidy from the Recreation Fund is budgeted to increase by \$2.5 million to a total of \$10.7 million. More than 65 percent of the tax subsidy supports operations and management of these services and activities at the Show Place Arena and the Prince George's Sports and Learning Complex. The Department places high priority on social equity and maintaining access to the park and recreation system. With affordable prices and an effective fee assistance policy, the Department encourages broad participation and access to services for all County residents throughout our facilities. The Wayne K. Curry Sports and Learning Center at the Sports and Learning Complex exemplifies this policy by providing state of the art equipment and facilities along with world class programs to a wide range of users for very modest fees.

Capital Budget and Capital Improvement Program (CIP)

In addition to the operating budget, this transmittal also includes the Capital Budget (the first year of the six-year CIP). The FY22-FY27 Proposed CIP is \$215.3 million, with \$58.2 million proposed for FY22, which is 20.7 percent less than the FY21 amount. The FY22-FY27 CIP represents a 15.5 percent decrease from the Adopted FY21-FY26 CIP.

The proposed FY22-FY27 priorities are:

- Financial sustainability,
- Maintaining the existing infrastructure, and
- Ensuring that staff capacity is sufficient to deliver the CIP work program.

The proposed FY22 Capital Budget builds upon the adopted FY21-FY26 CIP and continues to invest in maintaining the existing infrastructure without over-leveraging the operating budget with the cost of new facilities or unsustainable increases in bond financing. This year, due to ongoing resource availability, we have proposed continuing the use of PayGo funding in the Recreation Fund but have discontinued the transfer from the Administration Fund.

Central Administrative Services (CAS)

For FY22, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- Department of Human Resources and Management (DHRM): one career position to address the emerging need for additional Diversity, Equity and Inclusion training and administration.
- Inspector General: funding for analytical software.
- Chief Information Officer:
 - Increased costs of Microsoft operational licenses
 - Funding for the following IT initiative
 - ERP Upgrade (first year funding)

Spending Affordability

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

Summary

As we have noted earlier, the FY22 Proposed Budget is balanced, and in keeping with our multi-year financial projections. The Administration, Park and Recreation Funds are projected to be in balance through at least FY27. Improving property tax revenue projections have allowed this budget to continue to include significant funding for infrastructure maintenance, as well as to address staffing needs in Planning and DHRM. However, the economic effects of the COVID pandemic are still affecting our Parks and Recreation programming. We are proposing a budget that continues to provide our award-winning services so that we will be able to do so when the economy re-opens.

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

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

Most of all, we look forward to working together with you and your respective staff in the coming weeks, and continuing to collaborate in providing vital services and programs to the residents of Prince George's County. We welcome further discussion of this FY22 Proposed Budget, and we thank you for your consideration.

Sincerely,



Elizabeth M. Hewlett
Chairman

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Overview

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One
Commission

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

Mission

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

Strategic
Focus

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

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

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

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

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

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

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



Prince George's County Overview – Budget Guide

BUDGET GUIDE

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

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

BUDGET STRUCTURE AND CONTENT

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

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

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

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

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

Background and Policies provide the following information:

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

The next subsection is **Budget Issues**, which discusses significant revenue and expenditure issues that impact both the FY22 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 2022 are included:

- Commission Summary of FY22 Proposed Budget by County and Fund Type;
- Commission Summary of Changes in Actual Fund Balance/Net Position for FY20 and Budgeted Use of Fund Balance/Net Position for FY21 and FY22;
- Prince George's County FY22 Proposed Budget Summary by Fund Summary by Department by Division;
- Prince George's County FY22 Proposed Budget Revenue Sources (Percent of Total by Type) Operating Funds Total \$386,831,710;
- Prince George's County FY22 Proposed Budget Funds Required (Percent of Total by Function) Operating Funds Total \$381,573,206;
- Prince George's County FY22 Proposed Budget Summary by Major Object;
- Prince George's County FY22 Proposed Budget Summary of Funds Required (Percent of Total by Object) Total Operating Funds \$381,573,206;
- 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 FY13 Actual to FY22 Proposed;
- Prince George's County Revenues and Expenditures General Fund Accounts FY13 Actual to FY22 Proposed;
- Central Administrative Services Budget Summary Expenditures by County, by Department and by Object;
- Prince George's County Administration Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Park Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Recreation Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Advance Land Acquisition Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Advance Land Acquisition Revolving Fund Summary of Revenues, Expenditures, and Changes in Fund Net Position;
- Prince George's County Park Debt Service Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Capital Projects Fund Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's County Special Revenue Funds Summary of Revenues, Expenditures, and Changes in Fund Balance;
- Prince George's Enterprise Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Risk Management Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Capital Equipment Internal Service Fund Summary of Revenues, Expenses, and Changes in Fund Net Position;
- Prince George's County Largo Headquarters Building Internal Service Fund Summary of Revenues, Expenses, and Changes in Net Position;



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

Department Budget Section

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

The Department sections are comprised of:

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

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

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

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



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as **Budget at a Glance**. Summary information includes the total budgeted expenditures with year over year change from the prior year Adopted Budget, along with a staffing summary.

- Following each budget summary section is the **Highlights and Major Changes in the FY22 Proposed Budget**. This section points out significant changes in the budget and any additional information to help the reader understand major budget plans for the budget year.
- Special sections, as needed, are included in the department pages. These sections provide the reader a better understanding about a significant aspect of department operations. For example, the Planning Department's pages will include information about the planning work program.
- The last section for each department's budget pages provides detailed budget and position information. There is a **Summary of Division Budgets** that shows expenditure information by major object for the budget year and two previous years. This section is followed by **Summary of Positions and Workyears**, which shows detailed staffing information by position type for the budget year and two previous years.

Other Funds

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

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

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

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

Capital Improvement Program

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

Appendices

The final section of the Budget Book provides a glossary of relevant budget terms, other



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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.

BUDGET PROCESS

Budget development at the Commission is a collaborative, iterative effort that uses input from many



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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.

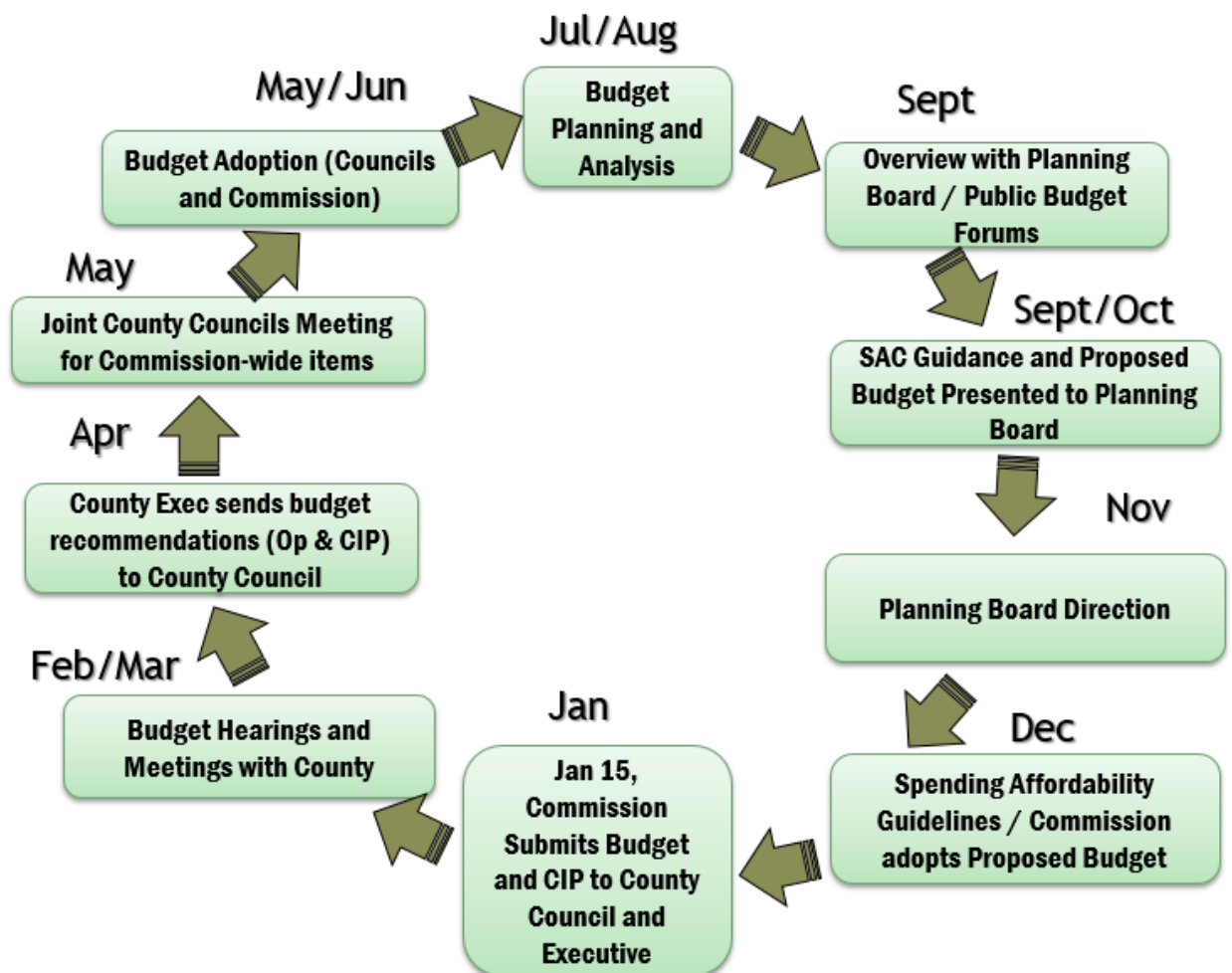
The CAS budget and other issues common to both Counties must be jointly agreed to by the two Counties. If the two County Councils cannot agree on the proposed budget, the budget is approved as presented.



Prince George's County Overview – Budget Guide

Development of the Operating Budget

• Staff Develops Budget Parameters	July to August 2020
• Meet with Spending Affordability Committee	By August 30, 2020
• Budget Overview with Planning Board	September to November 2020
• Staff Develops Budget	September to November 2020
• Planning Board Work Sessions	September to December 2020
• Spending Affordability Committee Issues Guidelines	December 2020
• Commission Approves Proposed Budget	December 16, 2020
• Staff Produce Proposed Budget Book	December 2020 to January 2021
• Submit Proposed Operating Budget and Capital Improvement Program to County Executive and County Council	January 15, 2021
• County Executive Makes Recommendations	January 15 to April 1, 2021
• County Council Holds Public Hearings	April 2021
• County Council Reviews Budget	April 2021
• County Councils Meet Jointly	May 2021
• County Councils Adopt Budget	By June 1, 2021
• Commission Adopts Budget Resolution	June 16, 2021



Prince George's County Overview – Background

BACKGROUND

AUTHORITY AND PURPOSE

The Maryland-National Capital Park and Planning Commission (M-NCPPC) was established by the Maryland General Assembly in 1927 to serve the bi-county area of Prince George's and Montgomery Counties. This area has a population of approximately 1.96 million citizens and extends over 1,000 square miles of Maryland, adjacent to the Nation's Capital. The purpose, powers and duties of the Commission are found in the Land Use Article of the Annotated Code of Maryland. Pursuant to this Article, the Commission is empowered to:

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

The Commission is a nationally recognized planning, parks and recreation agency. M-NCPPC is the only six-time gold medal winner of the National Parks and Recreation Association Award for Excellence and is one of 186 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 eleven (11) County Council members comprise the legislative branch, nine (9) of which are elected from separate districts and two (2) are at-large.

Prince George's County lies in central Maryland east of the Fall Line, a geographic line of demarcation separating the coastal plain 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 28,000 acres of parkland within the County (close to 9 percent of the total land area in Prince George's County).

THE RESIDENTS WE SERVE

One of the County's greatest resources and strengths is its diverse citizenry. According to the U.S. Census Bureau (2019), the County's population is currently estimated at 909,327 and growing at about 0.6 percent annually. African American persons represent 64.4 percent of the population; White persons are 27.1 percent; Hispanic and Latino origin persons are 19.5 percent; and Asian persons are 4.4 percent. Approximately 22.7 percent of the County population is estimated to be foreign born and 27.3 percent speak a language other than English at home.

According to the United States Census bureau, approximately 51.9 percent of the County's residents are female. While the median age of a County resident is 37.8 years, approximately 22.1 percent of County residents are secondary school age or younger (under 18 years old), and approximately 13.9 percent are age 65 or older. According to the Prince George's County Public School (PGCPS) website, student enrollment in Prince George's public schools for the School Year 2020-21 totaled 131,657.



Prince George's County

Overview – Background

According to the Maryland State Data Center 2018 records, the median household income in the County was \$83,034, compared to the Maryland state median of \$78,945 and national median of \$62,843. The 2019 median value of an owner-occupied home in Prince George's County was \$302,800 compared to a state median of \$314,800. About 33.1 percent of County residents over age 25 have at least a bachelor's degree. The County's labor force for 2020 was estimated to be 513,180 and the current unemployment rate in 2020 was 10.3 percent versus 6.8 percent for the state.

CUSTOMER DEFINITION AND FOCUS

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

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

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

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

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



Prince George's County Overview – Background

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

ORGANIZATION

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

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

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

The budget for the CAS staff functions is divided between the two counties based on service levels where applicable. Other CAS services due to their nature are divided equally, such as the Merit System Board. The budget for CAS units 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 98 percent of the Commission's tax-supported operations. The remainder of the revenues is derived from grants, interest, fees and charges, and fund balance.

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



Prince George's County Overview – Background

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

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

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

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

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

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

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

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

Special Revenue Funds

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



Prince George's County Overview – Background

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

Park Debt Service Fund

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

Capital Projects Fund

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

Enterprise Fund

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

Internal Service Funds

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



Prince George's County

Overview – Policies

POLICIES

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

FISCAL POLICY

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

- The budget must be balanced; anticipated revenues must equal or exceed anticipated expenditures.
- Adequate expenditure reserves will be proposed and maintained, sufficient to fund the cost of revenue fluctuations or unanticipated emergencies. Generally, the Commission targets a reserve of 3-5 percent of operating expenditures in the Administration Fund, Park Fund, and Recreation Fund. In FY22, the proposed budget includes designated fund reserves equaling 5 percent of expenditure in these funds in Prince George's County. A stable or rising level of reserves satisfies concerns of the bond rating agencies.
- The Commission will seek cost reductions and productivity improvements as methods of minimizing taxpayer costs and maximizing customer satisfaction.
- Non-tax revenue sources, such as user fees, will be sought and developed to the greatest possible extent, keeping in balance service availability, public benefit, and fairly set fees. User fees in the Enterprise Fund are set to:
 1. Be competitive with comparable public and private facilities and services in the area.
 2. Reflect user demand and patterns of use.
- The Commission seeks to minimize debt service costs by the prudent use of appropriate debt instruments, consistent with the goal of maintaining tax rate stability and stable reserves. Debt service, correctly structured, will match the bond-funded cost of facilities with the useful life of the facilities. The Commission also limits outstanding indebtedness, in accordance with its Debt Management Policy, well below State statute limitations.
- In the Enterprise Fund, the Commission's goal is to maintain reserves equivalent to 10 percent of operating expenses plus one year of debt service.

CIP IMPACT CONSIDERATION

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

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



Prince George's County

Overview – Policies

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

INVESTMENT POLICY

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

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

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

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

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

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

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



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

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

DEBT MANAGEMENT POLICY

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

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

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

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

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



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

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

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

LONG-TERM SUSTAINABILITY

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

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



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

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

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

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

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



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

PERFORMANCE MEASURES

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

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



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BUDGET ISSUES

This section of the budget provides the global context underlying the Commission's FY22 Proposed Budget. Both revenue and expenditure assumptions and major issues are discussed here.

REVENUES

Property tax revenues constitute approximately 95 percent of the General Fund operating revenues in Prince George's County. The latest projections provided by the State Department of Assessments and Taxation (SDAT) show the County's FY22 assessable base (both real and personal) projected to grow by 4.99 percent next year. The remaining 5 percent of General Fund revenues are projected to decrease by 11 percent in FY22 due to projected decreased charges for service, rentals and concessions, due to the economic effects of the COVID-19 pandemic.

Property Tax Revenue and Tax Rates

The total FY22 property tax revenue estimate for the four tax-supported¹ funds is \$322.3 million, an increase of 4.9 percent or \$14.9 million over the FY21 Adopted Budget. Final SDAT estimates for FY22 will be released in March. In the Adopted Budget, staff will update property tax revenues based on that estimate.

Within this proposed budget, the Commission is proposing to maintain its overall real property tax rate at 29.40 cents per \$100 of assessed value and its overall personal property tax rate at 73.50 cents per \$100 of assessed value. The proposed tax rates for FY22 are unchanged from FY21. Those tax rates are as follows:

FY22 Proposed Property Tax Rates by Fund

	<u>Real</u>	<u>Personal</u>
Administration Fund	5.66	14.15
Park Fund	15.94	39.85
Recreation Fund	7.80	19.50
ALA Debt	<u>0.00</u>	<u>0.00</u>
Total	29.40	73.50

Fees, Charges, and Rentals

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

Service charges and fees of the three major tax-supported funds (Administration, Park, and Recreation) are projected at \$11.1 million for FY22, a decrease of \$2.8 million or 20.2 percent less

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



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than the FY21 budget, due primarily to the economic effects of the COVID-19 pandemic.

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 FY22 is proposed at \$4.0 million, an increase of 23.1 percent over the FY21 budget, in line with recent earnings.

Grant Revenues

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

Enterprise Fund Revenues

In FY22, total Enterprise Fund operating revenues are proposed to be \$8.6 million, a decrease of \$2.1 million from FY21. Operating expenses are projected to increase by 1.7 percent to \$19.5 million. Due to the economic effects of the COVID-19 pandemic, program revenues have fallen and may not recover immediately. As a result, the subsidy from the Recreation Fund is budgeted to increase by \$2.5 million to \$10.7 million.

The Commission operates a number of programs such as golf courses and ice rinks, classified as Enterprise Fund programs, but most are neither wholly nor predominately self-sustaining. As a result, FY22 continues to include subsidies to the Enterprise Fund. Two programs – the Prince George's Sports and Learning Complex and the Show Place Arena/Equestrian Center – account for the majority of the subsidies. The Commission continues to monitor the size of the subsidy and strives to maintain a balance between subsidy and affordability. For example, a decision was made when the Sports and Learning Complex was constructed to designate a two-mile radius around the Complex, built next to FedEx Field, as an impact area, in which all citizens and residents would be able to use the Center at a discounted rate. This decision impacts revenues received and increases the subsidy. The Commission places value on the maximum usage and enjoyment of services, which often leads to below market fee structures.

EXPENDITURES

The FY22 Proposed Budget's goal is to continue to provide adequate resources for necessary planning studies as well as for park and recreation infrastructure and service delivery. We continue as well to address our infrastructure improvement needs by utilizing existing fund balances in both the Park Fund and the Recreation Fund.

The Proposed Budget includes the following major known commitments for personnel costs in FY22:



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

As can be seen in Exhibit 1, personnel expenses are proposed to increase by \$6.5 million, mostly due to increased pension and health insurance costs and employee compensation markers.

Exhibit 1

FY22 Proposed Budget				
Summary of Changes in Major Personnel Costs				
Prince George's County Administration Fund, Park Fund, and Recreation Fund				
	FY21 Adopted	FY22 Proposed	\$ Change	% Change
<u>OPEB</u>				
OPEB Paygo & Prefunding	\$ 10,658,189	\$ 10,728,689	\$ 70,500	0.7%
<u>Pension (ERS)</u>				
Pension (ERS)	12,219,211	14,367,078	2,147,867	17.6%
<u>Health and Benefits(1)</u>				
Employee Health Benefits	21,579,856	22,434,994	855,138	4.0%
Subtotal Personnel Costs	<u>\$ 44,457,256</u>	<u>\$ 47,530,761</u>	<u>\$ 3,073,505</u>	<u>6.9%</u>
<u>Employee Compensation</u>				
Marker for Changes to Employee Comp.		3,158,465	3,158,465	-
Marker for Possible Reclassifications	579,336	834,415	255,079	44.0%
Total Major Personnel Costs			<u>\$ 6,487,049</u>	

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

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

OPEB

OPEB costs for FY22 have been determined by the actuary. The net change for total OPEB costs is about a \$71 thousand increase or 0.7 percent greater than the FY21 adopted amount.

Total OPEB funding is \$10.73 million. At this level of funding, we continue to be essentially at full funding of the annual required contribution.

Pension (ERS)

As determined by the actuary, pension costs are projected to increase by 17.6 percent in FY22,



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representing a cost of \$2.15 million greater than the FY21 Adopted Budget.

Health Insurance and Benefits

Health insurance and benefit costs are projected to increase by 4.0 percent in FY22, or \$855,000 more than the FY21 Adopted Budget.

Employee Compensation

The Commission's FY21 budget includes a dollar marker of \$3.16 million in the General Fund. The Commission is in full contract negotiations with MCGEO and in a wage and benefit re-opener with the FOP. Also included is a marker for possible reclassification adjustments based on the multi-year classification study that is underway (\$255,000).

Total expenditures for tax supported funds in the FY22 Proposed Budget (excluding reserves) are \$328.3 million, a 2.0 percent decrease from the FY21 Adopted Budget. The total FY22 Proposed Budget for Tax and Non-Tax Supported Funds (less reserves), including the Enterprise and Special Revenue Funds, is \$367.9 million, 2.5 percent less than the FY21 Adopted Budget. Exhibit 2 (below) provides a comparative total funds summary.

Exhibit 2

Summary of FY22 Proposed Operating Budget Expenditures (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)

	FY21 Adopted	FY22 Proposed	\$ Change	% Change
Prince George's Funds				
Administration (1)	\$ 56,960,703	\$ 56,490,913	\$ (469,790)	-0.8%
Park (2)	182,721,465	173,794,779	(8,926,686)	-4.9%
Recreation (3)	95,370,701	98,018,975	2,648,274	2.8%
ALA Debt	-	-	-	-
Subtotal Tax Supported	335,052,869	328,304,667	(6,748,202)	-2.0%
Enterprise	19,148,292	19,481,057	332,765	1.7%
Special Revenue	8,158,062	6,819,205	(1,338,857)	-16.4%
Park Debt	15,064,619	13,288,277	(1,776,342)	-11.8%
Total Prince George's	\$ 377,423,842	\$ 367,893,206	\$ (9,530,636)	-2.5%

(1) Includes transfer to Park (FY21 only) and Capital Projects

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

(3) Includes transfer to Enterprise Fund and Capital Projects

Major Non-Personnel Cost Changes

- Substantial increase in the Recreation Fund subsidy to the Enterprise Fund, due to the expected programmatic revenue loss due to the economic effects of the COVID-19 pandemic.
- Additional expenses related to the future office relocation of the Planning Department and the Commissioners' Office.



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Capital Projects

The FY22 Proposed Budget continues to address critical infrastructure improvement needs. Toward that end, this budget continues to utilize Park Fund fund balance to assist in funding the PayGo transfer to the Capital Projects Fund. The transfer from the Recreation Fund continues, but the transfer from the Administration Fund to the Park Fund (seen in previous years) has been discontinued.

Investing to Meet Essential Needs

Included in the funding levels of the Administration Fund, Park Fund and Recreation Fund is a funding request of \$2.52 million to address critical equipment, programmatic, legislative, maintenance, and essential service needs. This investment will be made primarily in the Planning Department. In the Planning Department, staffing and professional services are proposed for an expanded work program. For Finance, it is dedicated funding for employee recognition awards; and for the Inspector General, it is funding for analytical software. For DHRM, it is an additional position to address Commission-wide Diversity, Equity and Inclusion training and compliance as part of our Labor Relations team; for Finance, it is dedicated funding for employee recognition awards; and for the Inspector General, it is funding for analytical software. For the Park and Recreation Funds, the sole investment proposed for FY22 is their share of CIO/CWIT Initiatives. Each department's budget section provides detailed information on how this increased investment will be used. Below is a summary of new investment by department.

Fund	Department	Essential Needs Investment Amount
Administration	Commissioners' Office	\$ -
Administration	Planning	1,860,942
Administration	DHRM	63,966
Administration	Legal	-
Administration	Finance	5,720
Administration	Inspector General	1,467
Administration	Corporate IT	-
Administration	Share of CIO/CWIT Initiatives	114,400
Park	Parks & Recreation	237,300
Recreation	Parks & Recreation	237,300
Total		\$ 2,521,095

Project Charges

From FY05 to FY12, project charge payments to the County and other agencies increased from \$5 million to \$22 million annually. This tremendous increase coincided with the same period that property tax revenues began a steep decline, resulting in the Commission having to redirect resources to meet the rising project charge costs. Some years ago, we began working together with the County on a plan of phased reductions in project charges. Our plan was to reduce project charges steadily each year through FY19. That plan proved a bit too aggressive, given the County's fiscal challenges. The schedule was stretched out by two years and FY21 was the last year of planned reductions. The total project charges in both FY21 and FY22 is \$8.1 million. We appreciate



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the County's past support in reducing these charges.

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

FUND BALANCE

Going into FY22, the General Fund accounts project to have combined fund balances totaling \$171.4 million. In total, the FY22 Proposed Budget adds \$11.7 million to fund balance. Exhibit 3 shows the projected change in fund balances for the three general fund accounts.

Exhibit 3

**FY22 Proposed Budget
Use of Fund Balance
Prince George's County General Fund Accounts**

	FY21 Estimated Ending (Undesignated)	FY22 Proposed Ending (Undesignated)	Use of Fund Balance (1)
Administration Fund	10,031,189	17,986,194	7,955,004
Park Fund	110,222,317	113,184,250	2,961,933
Recreation Fund	51,148,673	51,949,858	801,185
Total	\$171,402,179	\$ 183,120,302	\$ 11,718,122

(1) Use of fund balance is the amount of fund balance used for operations and capital funding as well as the amount of fund balance needed to meet expenditure reserve requirements. The amount of fund balance (\$13,680,000) used to meet the reserve requirement will not be spent.

DEBT

Debt service is the amount the Commission must pay each year for the principal and interest on the Commission's bonded indebtedness. The debt limit is established by State law using a formula that is based on projected property tax receipts from the mandatory tax rate over the next 30 years. For Park Acquisition and Development Bonds, the Commission's legal debt margin on June 30, 2020, is estimated at \$1.047 billion. This represents the excess of anticipated tax revenue from the mandatory 10-cent personal property and 4-cent real property tax rate available during the next 30 years over the debt service on the \$135.3 million of outstanding Park Acquisition and Development Bonds. The Commission's Prince George's County bonds are rated AAA by Standard & Poor's Corporation, AAA by Fitch Ratings, and Aaa by Moody's Investor Services, Inc.

SPENDING AFFORDABILITY PROCESS

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



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related field.

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

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

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

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

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

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



FY22 Proposed Budget
Fiscal and Budget Summary Schedules



Prince George's County

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COMMISSION SUMMARY OF FY22 PROPOSED BUDGET BY COUNTY AND FUND TYPE

	Prince George's County			Montgomery County			Total Commission			% Change
	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	
Total Sources: (excluding use of fund balance)										
Governmental Funds:										
General Funds:										
Administration Fund	\$ 60,065,278	\$ 61,543,517	\$ 64,419,417	\$ 31,087,046	\$ 32,432,807	\$ 33,526,300	\$ 91,152,324	\$ 93,976,324	\$ 97,945,717	4.2%
Park Fund	168,039,028	171,700,342	176,924,212	103,513,603	115,075,790	112,218,461	271,552,631	286,776,132	289,942,673	0.8%
Recreation Fund	89,511,620	96,695,799	98,952,560	134,600,649	147,508,597	145,744,761	89,511,620	96,695,799	98,952,560	2.3%
General Funds Total	317,615,925	329,939,658	340,296,189	2,013,927	2,068,181	2,117,000	452,216,575	477,448,255	486,040,950	1.8%
ALA Debt Service Fund	200	-	-	-	-	-	2,014,127	2,068,181	2,117,000	2.4%
Tax-Supported Funds Total	317,616,125	329,939,658	340,296,189	136,614,576	149,576,778	147,861,761	454,230,702	479,516,436	488,157,950	1.8%
Park Debt Service Fund	12,120,269	15,064,619	13,288,277	6,209,906	7,440,410	7,051,058	18,330,175	22,505,029	20,339,335	-9.6%
Property Management Fund	67,095,665	73,884,810	60,180,000	1,412,699	1,576,671	1,657,600	103,232,508	106,261,810	95,158,000	-10.4%
Capital Projects Fund	5,458,753	8,129,362	6,804,705	4,723,100	5,580,710	5,931,793	10,181,853	13,710,072	12,736,498	-7.1%
Special Revenue Funds	402,290,812	427,018,449	420,569,171	185,097,125	196,551,569	197,480,212	587,387,937	623,570,018	618,049,383	-0.9%
Governmental Funds Total										
Proprietary Funds:										
Enterprise Fund	14,955,331	19,148,292	19,481,057	9,281,155	12,608,136	12,588,055	24,236,487	31,756,428	32,069,112	1.0%
Internal Service Funds:										
Risk Management Fund	3,942,471	4,456,100	4,754,100	2,961,782	3,411,900	3,353,300	6,904,253	7,868,000	8,107,400	3.0%
Capital Equipment Fund	2,123,069	789,127	166,250	2,015,080	3,666,837	2,229,350	4,138,148	4,455,964	2,395,600	-46.2%
Wheaton Headquarters Bldg Fund	2,573,776	3,073,109	3,715,956	1,161,191	2,794,400	2,902,595	116,191	2,794,400	2,902,595	3.9%
CIO & Comm-wide IT Initiatives Fund	-	-	-	1,944,133	1,926,373	2,769,238	4,517,909	4,999,482	6,485,194	29.7%
Executive Office Building Fund*	-	-	-	-	-	-	1,431,191	1,402,000	1,456,080	3.9%
Group Insurance Fund	-	-	-	-	-	-	54,371,627	71,189,849	71,089,849	-0.1%
Internal Service Funds Total	8,639,315	8,318,336	8,636,306	7,037,186	11,799,510	11,254,483	71,479,319	92,709,695	92,436,718	-0.3%
Proprietary Funds Total	23,594,646	27,466,628	28,117,363	16,318,341	24,407,646	23,842,538	95,715,805	124,466,123	124,505,830	0.0%
Private Purpose Trust Funds:										
ALA Revolving Fund	5,441	-	-	1,981,209	2,025,581	2,081,950	1,986,650	2,025,581	2,081,950	2.8%
GRAND TOTAL	\$ 425,890,899	\$ 454,485,077	\$ 448,686,534	\$ 203,396,675	\$ 222,984,796	\$ 223,404,700	\$ 685,090,393	\$ 750,061,722	\$ 744,637,163	-0.7%
Total Uses and Funds Required: (Includes reserve in budget amounts but not in actual)										
Governmental Funds:										
Administration Fund	52,665,436	59,657,203	59,160,913	33,407,978	33,613,966	36,434,544	86,073,414	93,271,169	95,595,457	2.5%
Park Fund	186,110,457	189,163,065	180,403,879	106,277,898	115,766,946	122,389,722	292,386,355	304,930,011	302,793,601	-0.7%
Recreation Fund	86,502,534	99,639,201	102,419,875	139,685,877	149,380,912	158,824,266	86,502,534	99,639,201	102,419,875	2.8%
General Funds Total	325,278,426	348,459,469	341,984,667	191,363,753	208,761,818	215,648,532	464,964,303	497,840,381	500,808,933	0.6%
ALA Debt Service Fund	146	-	-	2,014,990	2,068,181	2,117,000	2,015,136	2,068,181	2,117,000	2.4%
Tax-Supported Funds Total	325,278,572	348,459,469	341,984,667	141,700,867	151,449,093	160,941,266	466,979,439	499,908,562	502,925,933	0.6%
Park Debt Service Fund	12,120,269	15,064,619	13,288,277	6,209,906	7,440,410	7,051,058	18,330,175	22,505,029	20,339,335	-9.6%
Property Management Fund	37,998,126	73,884,810	59,180,000	1,562,170	1,576,671	1,657,600	103,232,508	106,261,810	95,158,000	-11.4%
Capital Projects Fund	5,446,737	8,158,062	6,819,205	4,723,100	5,580,710	5,931,793	10,181,853	13,710,072	12,736,498	-10.6%
Special Revenue Funds	381,043,704	445,566,960	421,272,149	184,616,504	200,195,603	211,680,043	565,660,208	645,762,563	632,952,192	-2.0%
Governmental Funds Total										
Enterprise Fund	19,578,125	19,148,292	19,481,057	9,415,229	13,099,109	10,965,938	28,993,354	32,247,401	30,446,995	-5.6%
Internal Service Funds:										
Risk Management Fund	5,254,632	5,072,324	5,081,313	3,097,385	3,603,324	3,503,512	8,352,017	8,675,648	8,584,825	-1.0%
Capital Equipment Fund	1,330,711	-	153,804	3,304,550	3,656,413	3,059,286	4,635,261	2,794,400	2,902,595	-12.1%
Wheaton Headquarters Bldg Fund	2,479,735	2,969,100	3,609,371	1,852,587	1,951,835	2,745,816	4,332,322	4,920,935	6,355,187	29.1%
CIO & Comm-wide IT Initiatives Fund	-	-	-	-	-	-	896,029	1,474,572	1,501,205	1.8%
Executive Office Building Fund*	-	-	-	-	-	-	54,655,466	71,844,236	71,322,028	-0.7%
Group Insurance Fund	9,065,077	8,041,424	8,844,488	8,254,522	12,005,972	12,211,209	72,871,094	93,366,204	93,879,930	0.5%
Internal Service Funds Total	28,643,203	27,189,716	28,325,545	17,669,751	25,105,081	23,177,147	101,864,449	125,613,605	124,325,925	-1.0%
Proprietary Funds Total	-	-	304,715	-	10,447,087	12,549,349	-	10,746,366	12,854,064	19.6%
ALA Revolving Fund	409,686,906	473,055,955	449,902,409	202,286,256	235,747,771	247,406,539	667,524,657	782,122,534	770,132,181	-1.5%
GRAND TOTAL										

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

Explanatory Note: This schedule summarizes the total revenues and total funds required for FY22. 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 FY20 and Budgeted Use of Fund Balance/Net Position for FY21 and FY22

	Prince George's County			Montgomery County			Total Commission		
	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	FY 20 Actual	FY 21 Adopted	FY 22 Proposed
Governmental Funds:									
Administration Fund	7,399,842	1,886,314	5,258,504	(2,320,932)	(1,181,159)	(2,908,244)	5,078,910	705,155	2,350,260
Park Fund	(18,071,429)	(17,462,723)	(3,479,667)	(2,764,295)	(691,156)	(10,171,261)	(20,835,724)	(18,153,879)	(13,650,928)
Recreation Fund	3,009,086	(2,943,402)	(3,467,315)	-	-	-	3,009,086	(2,943,402)	(3,467,315)
General Funds Total	(7,662,501)	(18,519,811)	(1,688,478)	(5,085,227)	(1,872,315)	(13,079,505)	(12,747,728)	(20,392,126)	(14,767,983)
ALA Debt Service Fund	54	-	-	(1,063)	-	-	(1,009)	-	-
Tax Supported Funds Total	(7,662,447)	(18,519,811)	(1,688,478)	(5,086,290)	(1,872,315)	(13,079,505)	(12,748,737)	(20,392,126)	(14,767,983)
Park Debt Service Fund	-	-	-	-	-	-	-	-	-
Property Management Fund	-	-	-	(149,470)	-	-	(149,470)	-	-
Capital Projects Fund	29,097,539	-	1,000,000	7,327,957	-	-	36,425,496	-	1,000,000
Special Revenue Funds	(187,984)	(28,700)	(14,500)	(1,611,576)	(1,771,719)	(1,120,326)	(1,799,559)	(1,800,419)	(1,134,826)
Governmental Funds Total	21,247,108	(18,548,511)	(702,978)	480,621	(3,644,034)	(14,199,831)	21,727,729	(22,192,545)	(14,902,809)
Proprietary Funds:									
Enterprise Fund	(4,622,794)	-	-	(134,074)	(490,973)	1,622,117	(4,756,868)	(490,973)	1,622,117
Risk Management Fund	(1,312,161)	(616,224)	(327,213)	(135,603)	(191,424)	(150,212)	(1,447,764)	(807,648)	(477,425)
Capital Equipment Fund	792,358	789,127	12,446	(1,289,471)	10,424	(829,936)	(497,113)	799,551	(817,490)
Wheaton Headquarters Bldg Fund	-	-	-	116,191	-	-	116,191	-	-
Comm-wide CIO & IT Initiatives Fund	94,041	104,009	106,585	91,546	(25,462)	23,422	185,587	78,547	130,007
Executive Office Building Fund*	-	-	-	-	-	-	535,162	(72,572)	(45,125)
Group Insurance Fund*	-	-	-	-	-	-	(283,839)	(654,387)	(232,179)
Internal Service Funds Total	(425,762)	276,912	(208,182)	(1,217,336)	(206,462)	(956,726)	(1,391,776)	(656,509)	(1,442,212)
Proprietary Funds Total	(5,048,556)	276,912	(208,182)	(1,351,410)	(697,435)	665,391	(6,148,644)	(1,147,482)	179,905
Private Purpose Trust Funds:									
ALA Revolving Fund	5,441	(299,279)	(304,715)	1,981,209	(8,421,506)	(10,467,399)	1,986,650	(8,720,785)	(10,772,114)
GRAND TOTAL	16,203,993	(18,570,878)	(1,215,875)	1,110,420	(12,762,975)	(24,001,839)	17,565,735	(32,060,812)	(25,495,018)

* 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 FY20 Actual. For the current and proposed budget amounts, the change represents the gain (use) of fund balance necessary to balance the budget. This includes any fund balance needed to fund the reserve requirement. Fund balance used to fund the budgeted reserve requirements will not actually be spent. Therefore, the actual change in fund balance will be less.

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

PRINCE GEORGE'S COUNTY FY22 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION

	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO & Comm-wide IT Initiatives Internal Service Fund	Total
Property Taxes	\$ 62,546,900	\$ 170,630,100	\$ 89,169,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 322,346,100
Intergovernmental	247,517	542,177	265,306	-	-	-	3,000,000	950,000	-	-	-	-	5,005,000
Sales	50,000	-	50,400	-	-	-	-	73,600	1,960,000	-	-	-	2,134,000
Charges for Services	575,000	76,100	7,391,986	-	-	-	-	4,731,789	4,387,600	4,354,100	166,250	3,715,956	25,398,761
Rentals and Concessions	-	2,052,335	997,448	-	-	-	-	786,618	2,250,960	-	-	-	6,087,361
Interest	1,000,000	2,000,000	1,000,000	-	-	-	1,000,000	105,500	200,000	400,000	-	-	5,705,500
Miscellaneous	-	623,500	78,320	-	-	-	2,000,000	157,218	-	-	-	-	2,859,038
Total Revenues	64,419,417	175,924,212	98,952,560	-	-	-	6,000,000	6,804,705	8,798,560	4,754,100	166,250	3,715,956	369,535,760
Transfers In	-	1,000,000	-	13,063,277	-	-	38,580,000	-	10,682,497	-	-	-	63,325,774
Debt Proceeds	-	-	-	225,000	-	-	15,600,000	-	-	-	-	-	15,825,000
Use of Fund Balance/Net Assets	-	3,479,667	3,467,315	-	-	304,715	-	14,500	-	327,213	-	-	7,593,410
Total Available Funds	\$ 64,419,417	\$ 180,403,879	\$ 102,419,875	\$ 13,288,277	\$ -	\$ 304,715	\$ 60,180,000	\$ 6,819,205	\$ 19,481,057	\$ 5,081,313	\$ 166,250	\$ 3,715,956	\$ 456,279,944

Uses:

Commissioners' Office	\$ 3,487,679	-	-	-	-	-	-	-	-	-	-	-	3,487,679
Planning Department	-	-	-	-	-	-	-	-	-	-	-	-	-
Director's Office	1,852,950	-	-	-	-	-	-	-	-	-	-	-	1,852,950
Management Services	3,061,457	-	-	-	-	-	-	-	-	-	-	-	3,061,457
Development Review	6,591,311	-	-	-	-	-	-	-	-	-	-	-	6,591,311
Community Planning	5,454,091	-	-	-	-	-	-	-	-	-	-	-	5,454,091
Information Management	6,830,133	-	-	-	-	-	-	-	-	-	-	-	6,830,133
Countywide Planning	9,128,820	-	-	-	-	-	-	-	-	-	-	-	9,128,820
Support Services	6,802,124	-	-	-	-	-	-	-	-	-	-	-	6,802,124
Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Revenue Operations	-	-	-	-	-	-	-	20,000	-	-	-	-	20,000
Planning Operations Total	39,720,886	-	-	-	-	-	-	20,000	-	-	-	-	39,740,886
Central Administrative Services (CAS):	-	-	-	-	-	-	-	-	-	-	-	-	-
Dept. of Human Resources and Mgmt.	3,372,429	-	-	-	-	-	-	-	-	-	-	-	3,372,429
Department of Finance	2,945,326	-	-	-	-	-	-	-	-	-	-	-	2,945,326
Legal Department	1,361,563	-	-	-	-	-	-	-	-	-	-	-	1,361,563
Merit System Board	83,426	-	-	-	-	-	-	-	-	-	-	-	83,426
Office of Inspector General	364,718	-	-	-	-	-	-	-	-	-	-	-	364,718
Corporate IT	1,200,296	-	-	-	-	-	-	-	-	-	-	-	1,200,296
Support Services	865,002	-	-	-	-	-	-	-	-	-	-	-	865,002
CAS Total	10,192,760	-	-	-	-	-	-	-	-	-	-	-	10,192,760



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

PRINCE GEORGE'S COUNTY FY22 PROPOSED BUDGET SUMMARY FUND SUMMARY BY DEPARTMENT AND BY DIVISION Cont'd

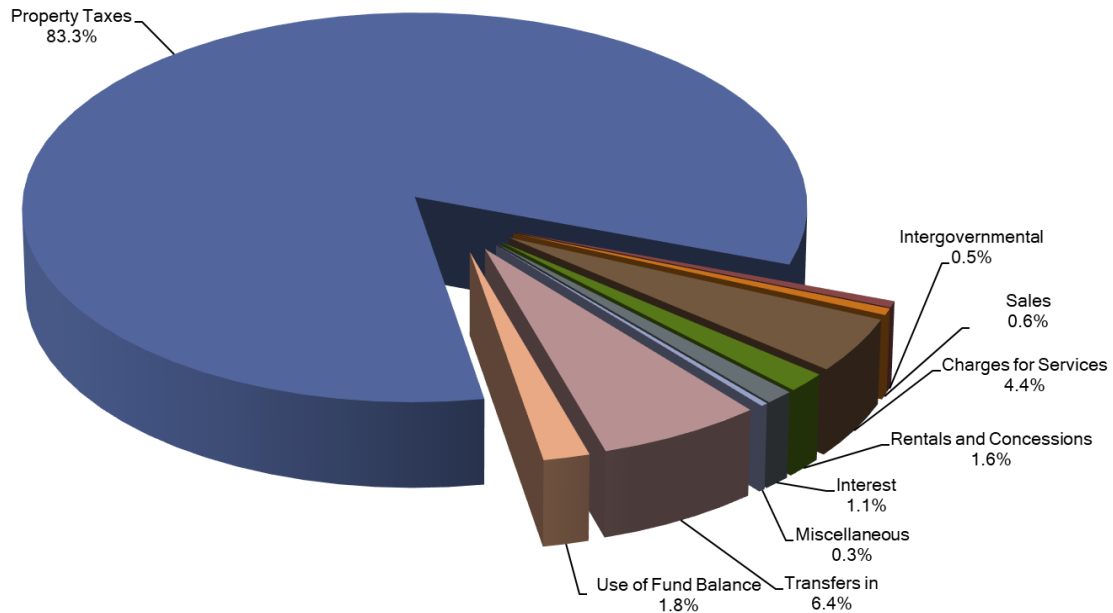
	Administration Fund	Park Fund	Recreation Fund	Park Debt Service Fund	ALA Debt Service Fund	ALA Revolving Fund	Capital Projects Fund	Special Revenue Fund	Enterprise Fund	Risk Management Internal Service Fund	Capital Equipment Internal Service Fund	CIO & Commission-wide IT Initiatives Internal Service Fund	Total
Parks and Rec. Operating Divisions:													
Office of the Director	-	24,672,788	-	-	-	-	-	-	-	-	-	-	24,672,788
Administration and Development	-	34,648,612	11,886,278	-	-	-	-	-	-	-	-	-	46,534,890
Facility Operations	-	42,461,823	22,817,234	-	-	-	-	-	-	-	-	-	65,279,057
Area Operations	-	21,462,404	36,383,401	-	-	-	-	-	-	-	-	-	57,845,805
Special Revenue Operations	-	-	-	-	-	-	-	6,799,205	-	-	-	-	6,799,205
Enterprise Operations	-	-	-	-	-	-	-	-	19,481,057	-	-	-	19,481,057
Total Park and Rec. Operators		123,245,627	71,085,913					6,799,205	19,481,057				220,612,802
NonDepartmental	3,059,588	8,935,875	6,249,565	-	-	-	-	-	-	-	-	-	18,245,028
Advanced Land Acquisition	-	-	-	-	-	304,715	-	-	-	-	-	-	304,715
Debt Service	-	-	-	13,288,277	-	-	-	-	-	-	-	-	13,288,277
Capital Projects	-	-	-	-	-	-	58,180,000	-	-	-	-	-	58,180,000
Transfer to Debt Service	-	13,063,277	-	-	-	-	-	-	-	-	-	-	13,063,277
Risk Management Operating	-	-	-	-	-	-	-	-	5,081,313	-	-	-	5,081,313
Capital Equipment Operating	-	-	-	-	-	-	-	-	-	153,804	-	-	153,804
CIO & Commission-wide Operating	-	-	-	-	-	-	-	-	-	-	3,609,371	-	3,609,371
Transfers Out	30,000	28,550,000	20,682,497	-	-	-	1,000,000	-	-	-	-	-	50,262,497
Total Uses	\$ 56,490,913	\$ 173,794,779	\$ 98,018,975	\$ 13,288,277	\$ -	\$ 304,715	\$ 59,180,000	\$ 6,819,205	\$ 19,481,057	\$ 5,081,313	\$ 153,804	\$ 3,609,371	\$ 436,222,409
Designated Expenditure Reserve @ 5%	2,670,000	6,609,100	4,400,900	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	not applicable	13,680,000
Total Required Funds	\$ 59,160,913	\$ 180,403,879	\$ 102,419,875	\$ 13,288,277	\$ -	\$ 304,715	\$ 59,180,000	\$ 6,819,205	\$ 19,481,057	\$ 5,081,313	\$ 153,804	\$ 3,609,371	\$ 449,902,409
Excess of Sources over Uses	\$ 5,258,504	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 12,446	\$ 106,585	\$ 6,377,535
Total Funded Career/Term Positions	281.74	818.00	313.00	-	-	-	-	-	68.00	3.00	-	3.50	1,487.24
Total Funded Workyears	277.38	1,040.09	1,154.78	-	-	-	-	140.20	261.60	3.40	-	3.50	2,880.95



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

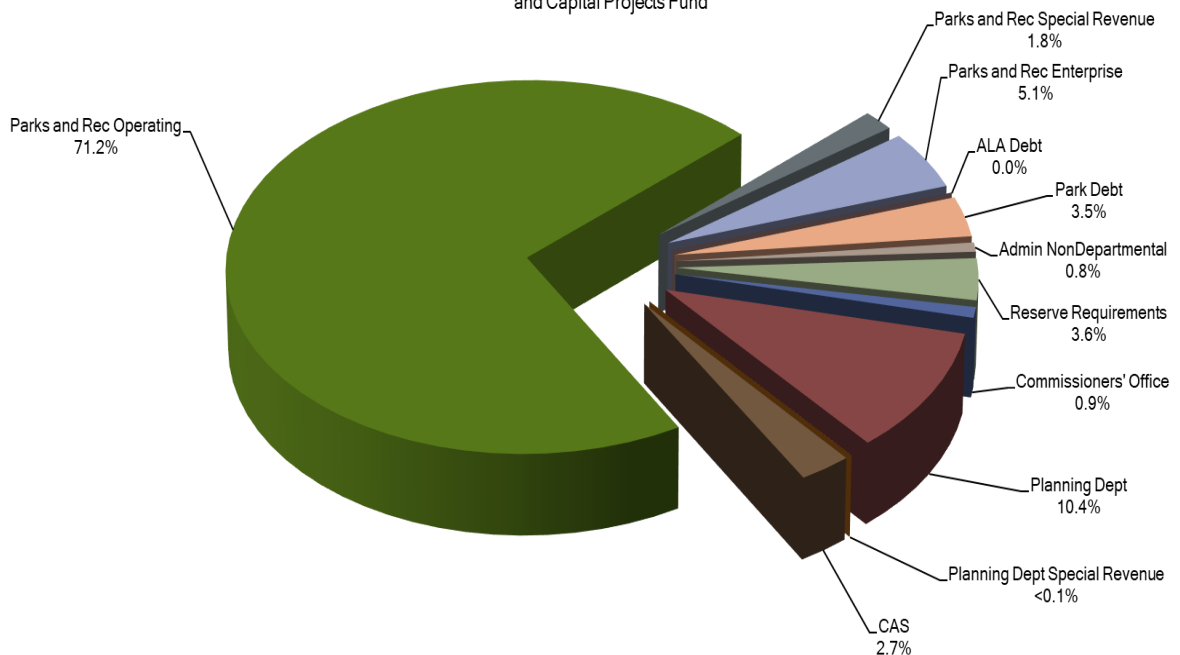
Prince George's County FY22 Proposed Budget
Revenue Sources (Percent of Total by Type)
Total Operating Funds \$386,831,710

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



Prince George's FY22 Proposed Budget
Funds Required (Percent of Total by Function)
Total Operating Funds \$381,573,206

Excludes Internal Service Funds, ALARF,
and Capital Projects Fund



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

PRINCE GEORGE'S COUNTY FY22 PROPOSED BUDGET EXPENDITURE SUMMARY BY MAJOR OBJECT

	Personnel Services	Supplies and Materials	Other Services and Charges	Capital Outlay	Change-backs	Debt Service	Transfers Out	Designated Expenditure Reserve	Total
Governmental Funds:									
General Funds:									
Administration Fund									
Commissioners' Office	1,904,334	37,500	1,455,845	90,000	-	-	-	-	3,487,679
Planning Department	22,120,962	872,000	16,046,519	256,000	425,405	-	30,000	-	39,750,886
DHRM	3,544,551	42,257	529,204	-	(743,583)	-	-	-	3,372,429
Department of Finance	3,517,339	34,606	304,643	-	(911,262)	-	-	-	2,945,326
Legal Department	2,011,161	16,147	193,007	-	(858,752)	-	-	-	1,361,563
Merit System Board	66,376	900	16,150	-	-	-	-	-	83,426
Office of Inspector General	487,281	3,695	19,592	-	(145,850)	-	-	-	364,718
Corporate IT	1,332,510	79,481	752,857	-	(964,552)	-	-	-	1,200,296
CAS Support Services	5,560	19,460	839,982	-	-	-	-	-	865,002
Non-Departmental	3,059,588	-	-	-	-	-	-	-	3,059,588
Budgetary Reserve	-	-	-	-	-	-	-	2,670,000	2,670,000
Administration Fund Total	38,049,662	1,106,046	20,157,799	346,000	(3,198,594)	-	30,000	2,670,000	59,160,913
Park Fund									
Department of Parks and Recreation	92,332,198	10,559,075	25,643,898	1,978,900	1,667,431	-	41,613,277	6,609,100	180,403,879
Park Fund Total	92,332,198	10,559,075	25,643,898	1,978,900	1,667,431	-	41,613,277	6,609,100	180,403,879
Recreation Fund									
Department of Parks and Recreation	53,384,028	5,068,552	17,735,829	806,000	352,069	-	20,682,497	4,400,900	102,419,875
Recreation Fund Total	53,384,028	5,068,552	17,735,829	806,000	352,069	-	20,682,497	4,400,900	102,419,875
General Funds Total	183,765,888	16,723,673	63,537,526	3,130,900	(1,179,094)	-	62,325,774	13,680,000	341,984,667
ALA Debt Service Fund									
Tax Supported Funds Total	183,765,888	16,723,673	63,537,526	3,130,900	(1,179,094)	-	62,325,774	13,680,000	341,984,667
Park Debt Service Fund									
Capital Projects Fund						13,288,277			13,288,277
Special Revenue Funds							1,000,000		59,180,000
Planning Department			20,000						20,000
Department of Parks and Recreation	4,210,160	1,154,405	1,264,656	24,100	145,884				6,799,205
Special Revenue Funds Total	4,210,160	1,154,405	1,264,656	24,100	145,884				6,819,205
Governmental Funds Total	187,976,048	17,878,078	64,852,182	61,305,000	(1,033,210)	13,288,277	63,325,774	13,680,000	421,272,149
Proprietary Funds:									
Enterprise Fund									
Department of Parks and Recreation	12,248,545	2,928,334	3,750,815	271,800	281,563				19,481,057
Enterprise Fund Total	12,248,545	2,928,334	3,750,815	271,800	281,563				19,481,057
Internal Service Funds:									
Risk Management Fund	480,374	35,000	4,215,540		350,399				5,081,313
Capital Equipment Fund				125,000	28,804				153,804
CIO & Commission-wide IT Initiatives Fund	675,941	25,244	2,908,186						3,609,371
Internal Service Funds Total	1,156,315	60,244	7,123,726	125,000	379,203				8,844,488
Proprietary Funds Total	13,404,860	2,988,578	10,874,541	396,800	660,766				28,325,545
Private Purpose Trust Funds:									
ALA Revolving Fund				304,715					304,715
Private Purpose Trust Funds Total				304,715					304,715
GRAND TOTAL	\$ 201,380,908	\$ 20,866,656	\$ 75,726,723	\$ 62,006,515	\$ (372,444)	\$ 13,288,277	\$ 63,325,774	\$ 13,680,000	\$ 449,902,409

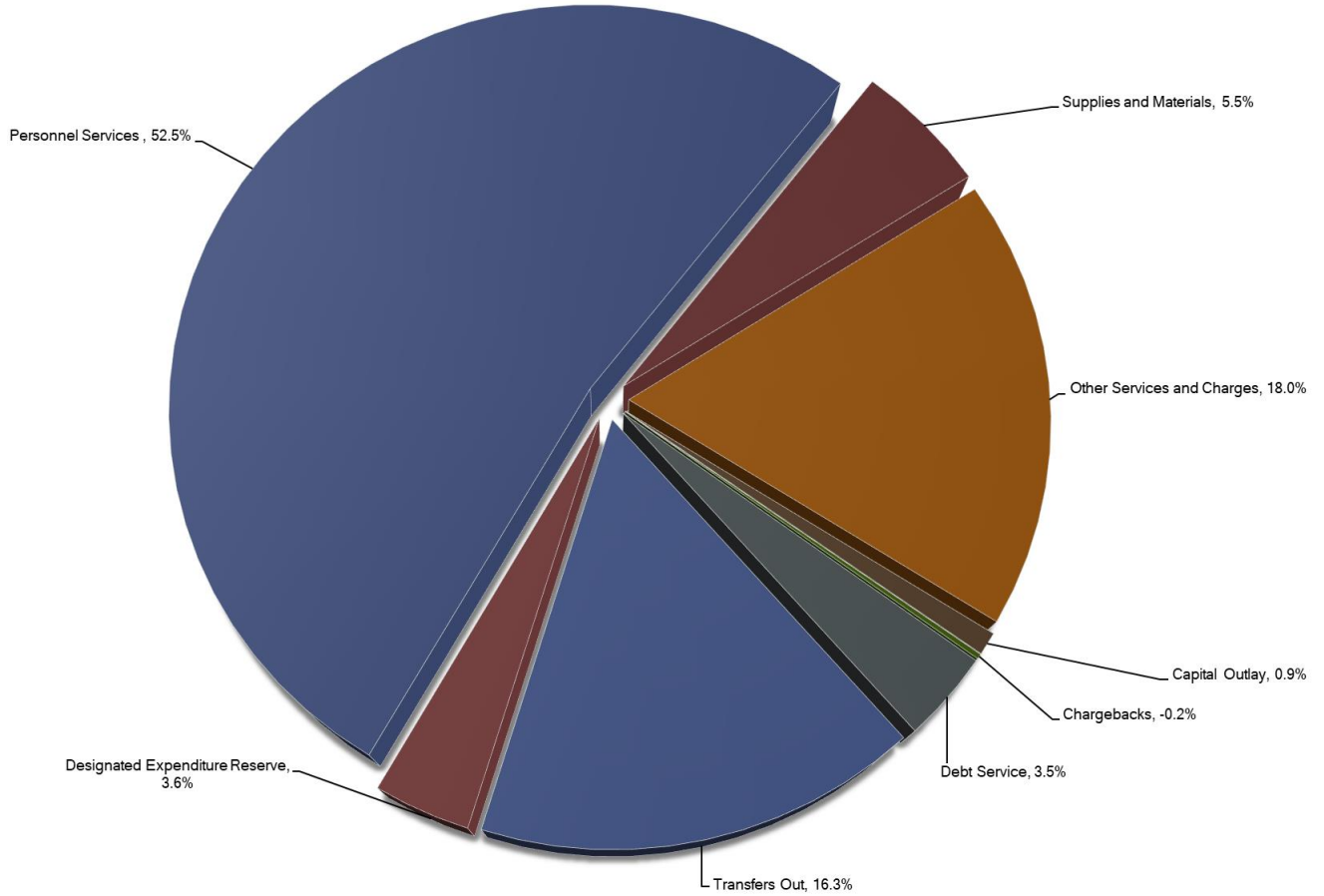
* Park Fund transfer out includes the transfers to Capital Projects Fund (\$28.65M) and to Debt Service (\$13.063M). Recreation Fund transfer out includes the transfers to the Capital Projects Fund (\$10.0M) and to the Enterprise Fund (\$10.682M).



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

Prince George's County FY22 Proposed Budget
Summary of Funds Required (Percent of Total by Major Object)
Total Operating Funds \$381,573,206

Excludes Internal Service Funds,
ALARF, and Capital Projects Fund



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

PRINCE GEORGE'S COUNTY GOVERNMENTAL FUNDS Summary of Revenues, Expenditures, and Changes in Fund Balances PROPOSED BUDGET FISCAL YEAR 2022

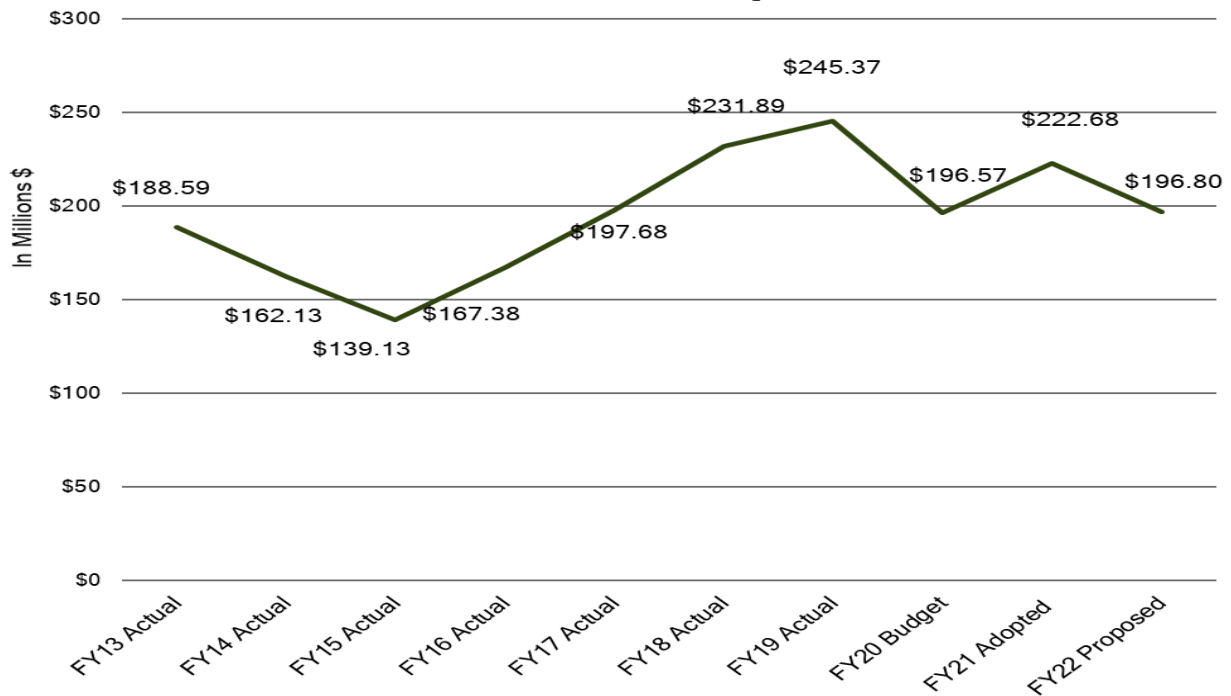
	General Fund Accounts			Advance Land Fund			Total Tax Supported Funds			Park Debt Service Fund			Capital Projects Fund			Special Revenue Funds			Total Governmental Funds			% Change
	FY 21 Adopted	FY 22 Proposed	FY 21 Adopted	FY 22 Proposed	FY 21 Adopted	FY 22 Proposed	FY 21 Adopted	FY 22 Proposed	FY 21 Adopted	FY 22 Proposed	FY 21 Adopted	FY 22 Proposed	FY 21 Adopted	FY 22 Proposed	FY 21 Adopted	FY 22 Proposed	FY 21 Adopted	FY 22 Proposed	FY 21 Adopted	FY 22 Proposed		
Revenues:																						
Property Taxes	307,396,900	322,346,100																				
Intergovernmental - Federal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
State	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
County - Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
County - Non-Grant Permit Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
PGC PILOT	55,000	55,000																				
Sales	1,000,000	1,000,000																				
Charges for Services	9,921,783	8,043,086																				
Rentals and Concessions	3,983,675	3,049,783																				
Interest	3,250,000	4,000,000																				
Miscellaneous	719,300	701,820																				
Total Revenues	3,264,339,658	3,329,296,189																				
Expenditures:																						
Personnel Services	177,994,683	183,765,888																				
Supplies and Materials	18,990,063	16,723,673																				
Other Services and Charges	60,536,427	63,537,526																				
Debt Service	-	-																				
Capital Outlay	3,540,327	3,130,900																				
Other Classifications	(1,077,332)	(1,179,094)																				
Chargebacks	259,983,158	265,978,893																				
Total Expenditures	66,456,500	73,317,296																				
Excess of Revenues over (under) Expenditures	66,456,500	73,317,296																				
Other Financing Sources (Uses):																						
Debt Proceeds	-	-																				
Premiums on Bonds Issued	-	-																				
Transfers In	-	-																				
Total Transfers In	3,500,000	1,000,000																				
Transfers (Out):																						
Total Transfers (Out)	(75,069,711)	(62,325,774)																				
Total Other Financing Sources (Uses)	(71,569,711)	(61,325,774)																				
Total Uses	335,052,869	325,304,667																				
Excess of Sources over (under) Uses	(5,113,211)	11,991,522																				
Designated Expenditure Reserve @ 5%	13,406,600	13,680,000																				
Total Required Funds	348,459,469	341,984,667																				
Excess of Sources over (under) Total Funds	(185,19,811)	(1,688,478)																				
Fund Balance - Beginning	227,789,931	184,808,779																				
Fund Balance - Ending	222,676,320	196,800,302																				
Classification of Ending Fund Balance:																						
Designated Expenditure Reserve	13,406,600	13,680,000																				
Undesignated Fund Balance	209,270,120	183,120,302																				
Total Ending Fund Balance	222,676,320	196,800,302																				

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

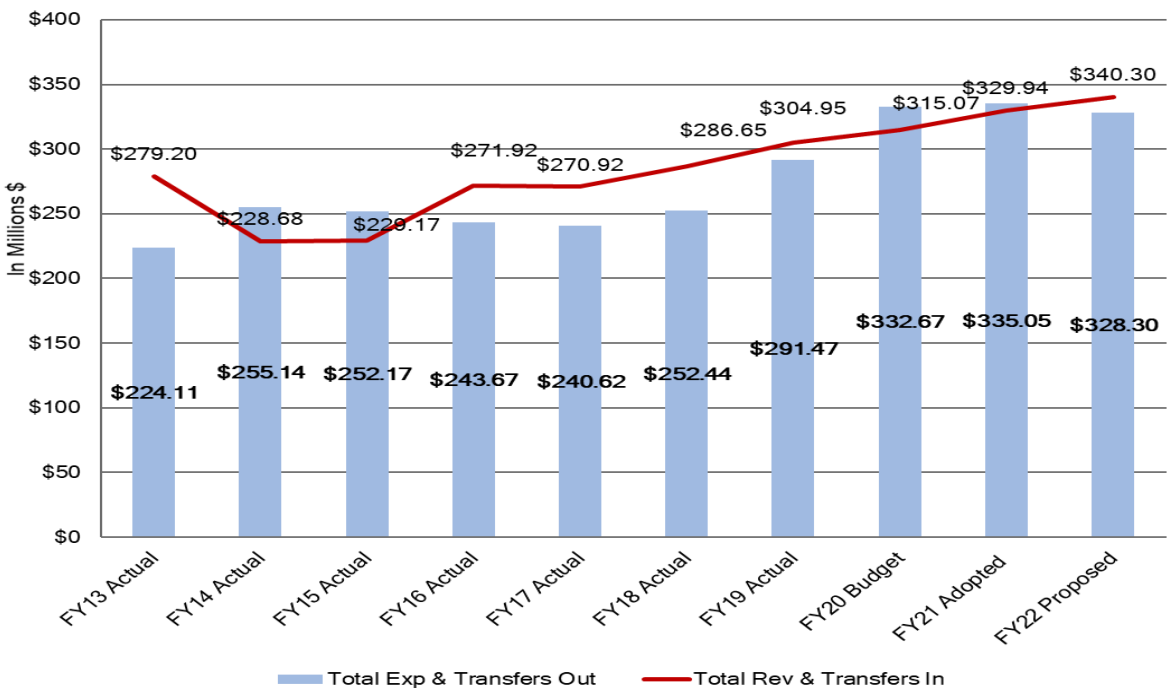


Prince George's County Overview - Fiscal and Budget Summary Schedules

Prince George's County
Ending Fund Balance
General Fund Accounts
FY13 Actual to FY22 Proposed



Prince George's County
Revenue and Expenditures
General Fund Accounts
FY13 Actual to FY22 Proposed



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

CENTRAL ADMINISTRATIVE SERVICES BUDGET SUMMARY Expenditures by County, by Department and by Object PROPOSED BUDGET FISCAL YEAR 2022

	Montgomery County				Prince George's County				Combined Department Total			
	FY 21 Adopted	FY 22 Proposed	Change %	Allocation* %	FY 21 Adopted	FY 22 Proposed	Change %	Allocation* %	FY 21 Adopted	FY 22 Proposed	Change %	
DHRM	\$	\$			\$	\$			\$	\$		
Personnel Services	2,288,005	2,452,998	7.2%	40.9%	3,212,007	3,544,551	10.4%	59.1%	5,500,012	5,997,549	9.0%	
Supplies and Materials	29,411	29,244	-0.6%	40.9%	41,289	42,257	2.3%	59.1%	70,700	71,501	1.1%	
Other Services and Charges	343,008	387,493	13.0%	42.3%	463,049	529,204	14.3%	57.7%	806,057	916,697	13.7%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,660,424	2,869,735	7.9%	41.1%	3,716,345	4,116,012	10.8%	58.9%	6,376,769	6,985,747	9.5%	
Chargebacks	(203,157)	(296,999)	46.2%	28.5%	(484,080)	(743,583)	53.6%	71.5%	(687,237)	(1,040,582)	51.4%	
Total	2,457,267	2,572,736	4.7%	43.3%	3,232,265	3,372,429	4.3%	56.7%	5,689,532	5,945,165	4.5%	
Department of Finance												
Personnel Services	2,456,846	2,631,855	7.1%	42.8%	3,351,288	3,517,339	5.0%	57.2%	5,808,134	6,149,194	5.9%	
Supplies and Materials	25,592	25,894	1.2%	42.8%	34,908	34,606	-0.9%	57.2%	60,500	60,500	0.0%	
Other Services and Charges	224,597	244,643	8.9%	44.5%	289,103	304,643	5.4%	55.5%	513,700	549,286	6.9%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,707,035	2,902,392	7.2%	42.9%	3,675,299	3,856,588	4.9%	57.1%	6,382,334	6,758,980	5.9%	
Chargebacks	(481,000)	(515,233)	7.1%	36.1%	(867,300)	(911,262)	5.1%	63.9%	(1,348,300)	(1,426,495)	5.8%	
Total	2,226,035	2,387,159	7.2%	44.8%	2,807,999	2,945,326	4.9%	55.2%	5,034,034	5,332,485	5.9%	
Legal Department												
Personnel Services	2,026,257	2,051,794	1.3%	50.5%	1,987,772	2,011,161	1.2%	49.5%	4,014,029	4,062,955	1.2%	
Supplies and Materials	16,873	16,873	0.0%	51.1%	16,147	16,147	0.0%	48.9%	33,020	33,020	0.0%	
Other Services and Charges	195,634	196,907	0.7%	50.5%	186,499	193,007	3.5%	49.5%	382,133	389,914	2.0%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,238,764	2,265,574	1.2%	50.5%	2,190,418	2,220,315	1.4%	49.5%	4,429,182	4,485,889	1.3%	
Chargebacks	(660,119)	(678,959)	2.9%	44.2%	(834,674)	(858,752)	2.9%	55.8%	(1,494,793)	(1,537,711)	2.9%	
Total	1,578,645	1,586,615	0.5%	53.8%	1,355,744	1,361,563	0.4%	46.2%	2,934,389	2,948,178	0.5%	
Merit System Board												
Personnel Services	70,155	66,376	-5.4%	50.0%	70,155	66,376	-5.4%	50.0%	140,310	132,752	-5.4%	
Supplies and Materials	900	900	0.0%	50.0%	900	900	0.0%	50.0%	1,800	1,800	0.0%	
Other Services and Charges	16,145	16,150	0.0%	50.0%	16,145	16,150	0.0%	50.0%	32,290	32,300	0.0%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	87,200	83,426	-4.3%	50.0%	87,200	83,426	-4.3%	50.0%	174,400	166,852	-4.3%	
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	
Total	87,200	83,426	-4.3%	50.0%	87,200	83,426	-4.3%	50.0%	174,400	166,852	-4.3%	



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

-CONTINUED-
CENTRAL ADMINISTRATIVE SERVICES
BUDGET SUMMARY
Expenditures by County, by Department and by Object
PROPOSED BUDGET FISCAL YEAR 2022

	Montgomery County				Prince George's County				Combined Department Total			
	FY 21 Adopted	FY 22 Proposed	% Change	% Allocation*	FY 21 Adopted	FY 22 Proposed	% Change	% Allocation*	FY 21 Adopted	FY 22 Proposed	% Change	
Office of Inspector General												
Personnel Services	313,482	348,542	11.2%	41.7%	515,835	487,281	-5.5%	58.3%	829,317	835,823	0.8%	
Supplies and Materials	2,400	2,654	10.6%	41.8%	3,948	3,695	-6.4%	58.2%	6,348	6,349	0.0%	
Other Services and Charges	11,663	16,150	38.5%	45.2%	16,402	19,592	19.4%	54.8%	28,065	35,742	27.4%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	327,545	367,346	12.2%	41.8%	536,185	510,568	-4.8%	58.2%	863,730	877,914	1.6%	
Chargebacks	-	-	-	0.0%	(143,289)	(145,850)	1.8%	100.0%	(143,289)	(145,850)	1.8%	
Total	327,545	367,346	12.2%	50.2%	392,896	364,718	-7.2%	49.8%	720,441	732,064	1.6%	
Corporate IT												
Personnel Services	1,329,997	1,311,358	-1.4%	49.6%	1,378,749	1,332,510	-3.4%	50.4%	2,708,746	2,643,868	-2.4%	
Supplies and Materials	77,777	78,219	0.6%	49.6%	80,626	79,481	-1.4%	50.4%	158,403	157,700	-0.4%	
Other Services and Charges	997,958	746,814	-25.2%	49.8%	1,025,000	752,857	-26.6%	50.2%	2,022,958	1,499,671	-25.9%	
Capital Outlay	1,473	-	-100.0%	-	1,527	-	-100.0%	-	3,000	-	-100.0%	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	2,407,205	2,136,391	-11.3%	49.7%	2,485,902	2,164,848	-12.9%	50.3%	4,893,107	4,301,239	-12.1%	
Chargebacks	(722,505)	(663,343)	-22.0%	36.9%	(1,265,172)	(964,552)	-23.8%	63.1%	(1,987,677)	(1,527,895)	-23.1%	
Total	1,684,700	1,573,048	-6.6%	56.7%	1,220,730	1,200,296	-1.7%	43.3%	2,905,430	2,773,344	-4.5%	
CAS Support Services												
Personnel Services	4,440	4,440	0.0%	44.4%	5,560	5,560	0.0%	55.6%	10,000	10,000	0.0%	
Supplies and Materials	22,422	15,540	-30.7%	44.4%	28,078	19,460	-30.7%	55.6%	50,500	35,000	-30.7%	
Other Services and Charges	626,230	673,093	7.5%	44.5%	782,382	839,982	7.4%	55.5%	1,408,612	1,513,075	7.4%	
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	653,092	693,073	6.1%	44.5%	816,020	865,002	6.0%	55.5%	1,469,112	1,558,075	6.1%	
Chargebacks	-	-	-	-	-	-	-	-	-	-	-	
Total	653,092	693,073	6.1%	44.5%	816,020	865,002	6.0%	55.5%	1,469,112	1,558,075	6.1%	
Total Central Administrative Services												
Personnel Services	8,489,182	8,867,363	4.5%	44.7%	10,521,366	10,964,778	4.2%	55.3%	19,010,548	19,832,141	4.3%	
Supplies and Materials	175,375	169,324	-3.5%	46.3%	205,896	196,546	-4.5%	53.7%	381,271	365,870	-4.0%	
Other Services and Charges	2,415,235	2,281,250	-5.5%	46.2%	2,778,580	2,655,435	-4.4%	53.8%	5,193,815	4,936,685	-5.0%	
Capital Outlay	1,473	-	-100.0%	-	1,527	-	-100.0%	-	3,000	-	-100.0%	
Other Classifications	-	-	-	-	-	-	-	-	-	-	-	
Subtotal Before Chargebacks	11,081,265	11,317,937	2.1%	45.0%	13,507,369	13,816,759	2.3%	55.0%	24,588,634	25,134,696	2.2%	
Chargebacks	(2,066,781)	(2,054,534)	-0.6%	36.2%	(3,594,515)	(3,623,999)	0.8%	63.8%	(5,661,296)	(5,678,533)	0.3%	
Total	\$ 9,014,484	\$ 9,263,403	2.8%	47.6%	\$ 9,912,854	\$ 10,192,760	2.8%	52.4%	\$ 18,927,338	\$ 19,456,163	2.8%	

* % 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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Property Taxes	\$ 57,336,375	\$ 59,646,000	\$ 59,646,000	\$ 62,546,900	4.9%
Intergovernmental -					
Federal	76,856	-	-	-	-
State	-	-	-	-	-
County - Grant	69,073	-	-	-	-
County - Non-Grant Permit Fee	51,565	55,000	55,000	55,000	0.0%
PGC PILOT	195,018	192,517	192,517	192,517	0.0%
Sales	39,432	50,000	50,000	50,000	0.0%
Charges for Services	675,774	600,000	600,000	575,000	-4.2%
Rentals and Concessions	-	-	-	-	-
Interest	1,586,958	1,000,000	1,000,000	1,000,000	0.0%
Miscellaneous	34,225	-	-	-	-
Total Revenues	60,065,278	61,543,517	61,543,517	64,419,417	4.7%
Expenditures:					
Personnel Services	31,761,822	36,358,916	36,358,916	38,049,662	4.7%
Supplies and Materials	709,001	2,139,896	2,139,896	1,106,046	-48.3%
Other Services and Charges	17,598,024	17,973,242	17,973,242	20,157,799	12.2%
Capital Outlay	141,994	642,527	642,527	346,000	-46.2%
Other Classifications	-	-	-	-	-
Chargebacks	(2,939,006)	(3,183,878)	(3,183,878)	(3,198,594)	0.5%
Total Expenditures	47,271,836	53,930,703	53,930,703	56,460,913	4.7%
Excess of Revenues over (under) Expenditures	12,793,442	7,612,814	7,612,814	7,958,504	4.5%
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	-	-	-	-	-
Transfers (Out):					
Park Fund	(3,000,000)	(3,000,000)	(3,000,000)	-	-100.0%
Capital Projects Fund	(30,000)	(30,000)	(30,000)	(30,000)	0.0%
Special Revenue Fund	-	-	-	-	-
Enterprise Fund	-	-	(60,000,000)	-	-
Total Transfers (Out)	(3,030,000)	(3,030,000)	(63,030,000)	(30,000)	-99.0%
Total Other Financing Sources (Uses)	(3,030,000)	(3,030,000)	(63,030,000)	(30,000)	-99.0%
Total Uses	50,301,836	56,960,703	116,960,703	56,490,913	-0.8%
Excess of Sources over (under) Uses	9,763,442	4,582,814	(55,417,186)	7,928,504	73.0%
Designated Expenditure Reserve @ 5%	2,363,600	2,696,500	2,696,500	2,670,000	-1.0%
Total Required Funds	\$ 52,665,436	\$ 59,657,203	\$ 119,657,203	\$ 59,160,913	-0.8%
Excess of Sources over (under) Total Funds Required	\$ 7,399,842	\$ 1,886,314	\$ (58,113,686)	\$ 5,258,504	178.8%
Fund Balance - Beginning	58,381,433	60,961,463	68,144,875	12,727,689	-79.1%
Fund Balance - Ending	\$ 68,144,875	\$ 65,544,277	\$ 12,727,689	\$ 20,656,194	-68.5%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	2,363,600	2,696,500	2,696,500	2,670,000	-1.0%
Undesignated Fund Balance	65,781,275	62,847,777	10,031,189	17,986,194	-71.4%
Total Ending Fund Balance	\$ 68,144,875	\$ 65,544,277	\$ 12,727,689	\$ 20,656,194	-68.5%

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY PARK FUND

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Property Taxes	\$ 156,510,766	\$ 162,718,100	\$ 162,718,100	\$ 170,630,100	4.9%
Intergovernmental -					
Federal	672,662	-	-	-	-
State	343,245	-	-	-	-
County - Grant	-	-	-	-	-
PGC PILOT	549,221	542,177	542,177	542,177	0.0%
Federal Non-Grant	-	-	-	-	-
Sales	1,861	-	-	-	-
Charges for Services	207,091	81,800	81,800	76,100	-7.0%
Rentals and Concessions	1,565,783	2,734,765	2,734,765	2,052,335	-25.0%
Interest	3,105,723	1,500,000	1,500,000	2,000,000	33.3%
Miscellaneous	526,139	623,500	623,500	623,500	0.0%
Total Revenues	163,482,491	168,200,342	168,200,342	175,924,212	4.6%
Expenditures:					
Personnel Services	81,543,772	88,519,303	88,519,303	92,332,198	4.3%
Supplies and Materials	9,266,002	11,086,075	11,086,075	10,559,075	-4.8%
Other Services and Charges	29,385,510	25,281,362	25,281,362	25,643,898	1.4%
Capital Outlay	3,782,685	2,091,800	2,091,800	1,978,900	-5.4%
Other Classifications	-	-	-	-	-
Chargebacks	1,753,019	1,853,306	1,853,306	1,667,431	-10.0%
Total Expenditures	125,730,988	128,831,846	128,831,846	132,181,502	2.6%
Excess of Revenues over (under) Expenditures	37,751,503	39,368,496	39,368,496	43,742,710	11.1%
Other Financing Sources (Uses):					
Transfers In:					
Administration Fund	3,000,000	3,000,000	3,000,000	-	-100.0%
Capital Projects Fund (Paygo)	-	-	-	-	-
Capital Projects Fund (Interest)	1,556,537	500,000	500,000	1,000,000	100.0%
Special Revenue Funds	-	-	-	-	-
Total Transfers In	4,556,537	3,500,000	3,500,000	1,000,000	-71.4%
Transfers (Out):					
Capital Project Fund	(42,030,000)	(39,050,000)	(39,050,000)	(28,550,000)	-26.9%
Debt Service Fund	(12,120,269)	(14,839,619)	(14,839,619)	(13,063,277)	-12.0%
Enterprise Fund	-	-	-	-	-
Total Transfers (Out)	(54,150,269)	(53,889,619)	(53,889,619)	(41,613,277)	-22.8%
Total Other Financing Sources (Uses)	(49,593,732)	(50,389,619)	(50,389,619)	(40,613,277)	-94.2%
Total Uses	179,881,257	182,721,465	182,721,465	173,794,779	-4.9%
Excess of Sources over (under) Uses	(11,842,229)	(11,021,123)	(11,021,123)	3,129,433	-128.4%
Designated Expenditure Reserve @ 5%	6,229,200	6,441,600	6,441,600	6,609,100	2.6%
Total Required Funds	\$ 186,110,457	\$ 189,163,065	\$ 189,163,065	\$ 180,403,879	-4.6%
Excess of Sources over (under) Total Funds Required	\$ (18,071,429)	\$ (17,462,723)	\$ (17,462,723)	\$ (3,479,667)	-80.1%
Fund Balance - Beginning	139,527,269	120,764,469	127,685,040	116,663,917	-3.4%
Fund Balance - Ending	\$ 127,685,040	\$ 109,743,346	\$ 116,663,917	\$ 119,793,350	9.2%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	6,229,200	6,441,600	6,441,600	6,609,100	2.6%
Undesignated Fund Balance	121,455,840	103,301,746	110,222,317	113,184,250	9.6%
Total Ending Fund Balance	\$ 127,685,040	\$ 109,743,346	\$ 116,663,917	\$ 119,793,350	9.2%

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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Property Taxes	\$ 81,701,169	\$ 85,032,800	\$ 85,032,800	\$ 89,169,100	4.9%
Intergovernmental -					
Federal	51,239	-	-	-	-
State	299,346	-	-	-	-
County - Grant	177,171	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
PGC PILOT	268,753	265,306	265,306	265,306	0.0%
Sales	48,082	63,000	63,000	50,400	-20.0%
Charges for Services	4,338,375	9,239,983	9,239,983	7,391,986	-20.0%
Rentals and Concessions	827,312	1,248,910	1,248,910	997,448	-20.1%
Interest	1,470,899	750,000	750,000	1,000,000	33.3%
Miscellaneous	329,275	95,800	95,800	78,320	-18.2%
Total Revenues	<u>89,511,620</u>	<u>96,695,799</u>	<u>96,695,799</u>	<u>98,952,560</u>	<u>2.3%</u>
Expenditures:					
Personnel Services	45,328,537	53,116,464	53,116,464	53,384,028	0.5%
Supplies and Materials	3,902,738	5,764,082	5,764,082	5,058,552	-12.2%
Other Services and Charges	14,465,710	17,280,823	17,280,823	17,735,829	2.6%
Capital Outlay	850,192	806,000	806,000	806,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	179,065	253,240	253,240	352,069	39.0%
Total Expenditures	<u>64,726,242</u>	<u>77,220,609</u>	<u>77,220,609</u>	<u>77,336,478</u>	<u>0.2%</u>
Excess of Revenues over (under) Expenditures	<u>24,785,378</u>	<u>19,475,190</u>	<u>19,475,190</u>	<u>21,616,082</u>	<u>11.0%</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out):					
Capital Projects Fund	(10,000,000)	(10,000,000)	(10,000,000)	(10,000,000)	0.0%
Enterprise Fund	(8,157,592)	(8,150,092)	(8,150,092)	(10,682,497)	31.1%
Total Transfers (Out)	<u>(18,157,592)</u>	<u>(18,150,092)</u>	<u>(18,150,092)</u>	<u>(20,682,497)</u>	<u>14.0%</u>
Total Other Financing Sources (Uses)	<u>(18,157,592)</u>	<u>(18,150,092)</u>	<u>(18,150,092)</u>	<u>(20,682,497)</u>	<u>14.0%</u>
Total Uses	<u>82,883,834</u>	<u>95,370,701</u>	<u>95,370,701</u>	<u>98,018,975</u>	<u>2.8%</u>
Excess of Sources over (under) Uses	<u>6,627,786</u>	<u>1,325,098</u>	<u>1,325,098</u>	<u>933,585</u>	<u>-29.5%</u>
Designated Expenditure Reserve @ 5%	3,618,700	4,268,500	4,268,500	4,400,900	3.1%
Total Required Funds	<u>\$ 86,502,534</u>	<u>\$ 99,639,201</u>	<u>\$ 99,639,201</u>	<u>\$ 102,419,875</u>	<u>2.8%</u>
Excess of Sources over (under) Total Funds Required	<u>\$ 3,009,086</u>	<u>\$ (2,943,402)</u>	<u>\$ (2,943,402)</u>	<u>\$ (3,467,315)</u>	<u>17.8%</u>
Fund Balance - Beginning	<u>47,464,289</u>	<u>46,063,999</u>	<u>54,092,075</u>	<u>55,417,173</u>	<u>20.3%</u>
Fund Balance - Ending	<u>\$ 54,092,075</u>	<u>\$ 47,389,097</u>	<u>\$ 55,417,173</u>	<u>\$ 56,350,758</u>	<u>18.9%</u>
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	3,618,700	4,268,500	4,268,500	4,400,900	3.1%
Undesignated Fund Balance	<u>50,473,375</u>	<u>43,120,597</u>	<u>51,148,673</u>	<u>51,949,858</u>	<u>20.5%</u>
Total Ending Fund Balance	<u>\$ 54,092,075</u>	<u>\$ 47,389,097</u>	<u>\$ 55,417,173</u>	<u>\$ 56,350,758</u>	<u>18.9%</u>

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Property Taxes	\$ 200	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	146	-	63	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>146</u>	<u>-</u>	<u>63</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>54</u>	<u>-</u>	<u>(63)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers (Out):					
Capital Projects Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>54</u>	<u>-</u>	<u>(63)</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>9</u>	<u>-</u>	<u>63</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 63</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND Summary of Revenues, Expenditures, and Changes in Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	5,295	-	-	-	-
Miscellaneous (Contributions)	146	-	63	-	-
Total Revenues	<u>5,441</u>	<u>-</u>	<u>63</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	299,279	-	304,715	1.8%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>299,279</u>	<u>-</u>	<u>304,715</u>	<u>1.8%</u>
Excess of Revenues over Expenditures	<u>5,441</u>	<u>(299,279)</u>	<u>63</u>	<u>(304,715)</u>	<u>1.8%</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>5,441</u>	<u>(299,279)</u>	<u>63</u>	<u>(304,715)</u>	<u>1.8%</u>
Total Net Position - Beginning	299,211	299,279	304,652	304,715	1.8%
Total Net Position - Ending	<u>\$ 304,652</u>	<u>\$ -</u>	<u>\$ 304,715</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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 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 -	12,120,269	15,064,619	15,064,619	13,288,277	-11.8%
Debt Service Principal	7,730,000	9,275,000	9,275,000	8,208,629	-11.5%
Debt Service Interest	4,390,269	5,389,619	5,389,619	4,704,648	-12.7%
Debt Service Fees	-	400,000	400,000	375,000	-6.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>12,120,269</u>	<u>15,064,619</u>	<u>15,064,619</u>	<u>13,288,277</u>	<u>-11.8%</u>
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	<u>(12,120,269)</u>	<u>(15,064,619)</u>	<u>(15,064,619)</u>	<u>(13,288,277)</u>	<u>-11.8%</u>
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	225,000	225,000	225,000	0.0%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	12,120,269	14,839,619	14,839,619	13,063,277	-12.0%
Total Transfers In	<u>12,120,269</u>	<u>14,839,619</u>	<u>14,839,619</u>	<u>13,063,277</u>	<u>-12.0%</u>
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>12,120,269</u>	<u>15,064,619</u>	<u>15,064,619</u>	<u>13,288,277</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	\$ -	\$ -	\$ -	\$ -	-



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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Intergovernmental -	\$	\$	\$	\$	
Federal	-	-	-	-	-
State (POS)	8,782,631	5,644,810	5,644,810	3,000,000	-46.9%
State (Other)	3,941,597	6,410,000	6,410,000	-	-100.0%
County	-	-	-	-	-
Interest	1,556,537	500,000	500,000	1,000,000	100.0%
Contributions	754,900	2,000,000	2,000,000	2,000,000	0.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>15,035,665</u>	<u>14,554,810</u>	<u>14,554,810</u>	<u>6,000,000</u>	<u>-58.8%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	139,167	-	-	-	-
Other Services and Charges	5,952,964	30,000	30,000	30,000	0.0%
Capital Outlay	30,349,458	73,354,810	73,354,810	58,150,000	-20.7%
Park Acquisition	4,780,161	9,644,810	9,644,810	6,000,000	-37.8%
Park Development	25,569,298	26,220,000	26,220,000	13,100,000	-50.0%
Infrastructure Maintenance	-	37,490,000	37,490,000	39,050,000	4.2%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>36,441,590</u>	<u>73,384,810</u>	<u>73,384,810</u>	<u>58,180,000</u>	<u>-20.7%</u>
Excess of Revenues over Expenditures	<u>(21,405,925)</u>	<u>(58,830,000)</u>	<u>(58,830,000)</u>	<u>(52,180,000)</u>	<u>-11.3%</u>
Other Financing Sources (Uses):					
Bond Proceeds	-	10,250,000	10,250,000	15,600,000	52.2%
Transfers In					
Transfer from Park Fund (Pay-Go)	42,030,000	39,050,000	39,050,000	28,550,000	-26.9%
Transfer from Recreation Fund (Pay-Go)	10,000,000	10,000,000	10,000,000	10,000,000	0.0%
Transfer from Administration Fund	30,000	30,000	30,000	30,000	0.0%
Total Transfers In	<u>52,060,000</u>	<u>49,080,000</u>	<u>49,080,000</u>	<u>38,580,000</u>	<u>-21.4%</u>
Transfers Out					
Transfer to Park Fund (Interest)	(1,556,537)	(500,000)	(500,000)	(1,000,000)	100.0%
Transfer to Park Fund (Pay-Go)	-	-	-	-	-
Total Transfers Out	<u>(1,556,537)</u>	<u>(500,000)</u>	<u>(500,000)</u>	<u>(1,000,000)</u>	<u>100.0%</u>
Total Other Financing Sources (Uses)	<u>50,503,463</u>	<u>58,830,000</u>	<u>58,830,000</u>	<u>53,180,000</u>	<u>-9.6%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>29,097,539</u>	<u>-</u>	<u>-</u>	<u>1,000,000</u>	<u>-</u>
Fund Balance, Beginning	82,705,472	82,705,471	111,803,011	111,803,011	35.2%
Fund Balance, Ending	<u>\$ 111,803,011</u>	<u>\$ 82,705,471</u>	<u>\$ 111,803,011</u>	<u>\$ 112,803,011</u>	<u>36.4%</u>



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS

Summary of Revenues, Expenditures, and Changes in Fund Balance

PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Intergovernmental	\$ 30,237	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
Sales	41,741	92,000	92,000	73,600	-20.0%
Charges for Services	4,070,660	5,909,712	5,909,712	4,731,769	-19.9%
Rentals and Concessions	1,024,623	945,022	945,022	786,618	-16.8%
Interest	193,755	50,000	50,000	105,500	111.0%
Miscellaneous	97,737	182,628	182,628	157,218	-13.9%
Total Revenues	5,458,753	8,129,362	8,129,362	6,804,705	-16.3%
Expenditures by Major Object:					
Personnel Services	4,108,297	5,451,002	5,451,002	4,210,160	-22.8%
Supplies and Materials	519,525	1,154,707	1,154,707	1,154,405	0.0%
Other Services and Charges	823,197	1,386,865	1,386,865	1,284,656	-7.4%
Capital Outlay	66,330	22,100	22,100	24,100	9.0%
Other Classifications	-	-	-	-	-
Chargebacks	129,388	143,388	143,388	145,884	1.7%
Total Expenditures	5,646,737	8,158,062	8,158,062	6,819,205	-16.4%
Excess of Revenues over Expenditures	(187,984)	(28,700)	(28,700)	(14,500)	-49.5%
Other Financing Sources (Uses):					
Transfers In					
Recreation Fund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Recreation Fund	-	-	-	-	-
Capital Projects Fund	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(187,984)	(28,700)	(28,700)	(14,500)	-49.5%
Fund Balance - Beginning	10,519,859	11,093,225	10,331,875	10,303,175	-7.1%
Fund Balance - Ending	\$ 10,331,875	\$ 11,064,525	\$ 10,303,175	\$ 10,288,675	-7.0%
Classification of Ending Fund Balance:					
Designated Expenditure Reserve	564,674	815,806	815,806	681,921	-16.4%
Undesignated Fund Balance	9,767,202	10,248,718	9,487,369	9,606,755	-6.3%
Total Ending Fund Balance	\$ 10,331,875	\$ 11,064,525	\$ 10,303,175	\$ 10,288,675	-7.0%



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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$ 7,280	\$ -	\$ -	\$ -	-
Sales	1,332,505	2,450,000	2,450,000	1,960,000	-20.0%
Charges for Services	2,674,891	5,484,500	5,484,500	4,387,600	-20.0%
Rentals and Concessions	2,126,059	2,813,700	2,813,700	2,250,960	-20.0%
Miscellaneous	359,104	-	-	-	-
Total Operating Revenues	<u>6,499,839</u>	<u>10,748,200</u>	<u>10,748,200</u>	<u>8,598,560</u>	<u>-20.0%</u>
Operating Expenses:					
Personnel Services	11,508,651	11,743,378	11,743,378	12,248,545	4.3%
Goods for Resale	827,504	1,376,304	1,376,304	1,376,304	0.0%
Supplies and Materials	1,136,764	1,643,415	1,643,415	1,552,030	-5.6%
Other Services and Charges	3,884,627	3,825,728	3,825,728	3,750,815	-2.0%
Depreciation & Amortization Expense	1,944,551	-	-	-	-
Capital Outlay	-	271,800	271,800	271,800	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	276,027	287,667	287,667	281,563	-2.1%
Total Operating Expenses	<u>19,578,125</u>	<u>19,148,292</u>	<u>19,148,292</u>	<u>19,481,057</u>	<u>1.7%</u>
Operating Income (Loss)	<u>(13,078,286)</u>	<u>(8,400,092)</u>	<u>(8,400,092)</u>	<u>(10,882,497)</u>	<u>29.6%</u>
Nonoperating Revenue (Expenses):					
Interest Income	289,926	250,000	250,000	200,000	-20.0%
Contribution of General Govt Assets	-	-	-	-	-
Loss on Sale/Disposal Assets	7,974	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>297,900</u>	<u>250,000</u>	<u>250,000</u>	<u>200,000</u>	<u>-20.0%</u>
Income (Loss) Before Operating Transfers	<u>(12,780,386)</u>	<u>(8,150,092)</u>	<u>(8,150,092)</u>	<u>(10,682,497)</u>	<u>31.1%</u>
Contributions from General Govt. Assets	-	-	-	-	-
Operating Transfers In (Out):					
Transfer In - Recreation Fund	8,157,592	8,150,092	8,150,092	10,682,497	31.1%
Net Operating Transfer	<u>8,157,592</u>	<u>8,150,092</u>	<u>8,150,092</u>	<u>10,682,497</u>	<u>31.1%</u>
Change in Net Position	(4,622,794)	-	-	-	-
Total Net Position - Beginning	<u>28,197,947</u>	<u>28,197,947</u>	<u>23,575,153</u>	<u>23,575,153</u>	<u>-16.4%</u>
Total Net Position - Ending	<u>\$ 23,575,153</u>	<u>\$ 28,197,947</u>	<u>\$ 23,575,153</u>	<u>\$ 23,575,153</u>	<u>-16.4%</u>

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY RISK MANAGEMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,215,700	3,022,100	3,022,100	3,318,400	9.8%
Recreation	530,100	614,400	614,400	667,300	8.6%
Planning	25,300	8,900	8,900	36,000	304.5%
CAS	7,800	7,200	7,200	11,400	58.3%
Enterprise	362,900	403,500	403,500	321,000	-20.4%
Miscellaneous (Claim Recoveries, etc.)	407,580	-	-	-	-
Total Operating Revenues	3,549,380	4,056,100	4,056,100	4,354,100	7.3%
Operating Expenses:					
Personnel Services	525,491	515,642	515,642	480,374	-6.8%
Supplies and Materials	38,162	34,750	34,750	35,000	0.7%
Other Services and Charges:					
Insurance Claims:					
Parks	3,037,641	2,534,700	2,534,700	2,450,900	-3.3%
Recreation	415,303	593,400	593,400	574,000	-3.3%
Planning	181,622	6,400	6,400	25,200	293.8%
CAS	31,465	7,000	7,000	13,100	87.1%
Enterprise	-	201,600	201,600	207,300	2.8%
Insurance Reimbursement	-	-	-	-	-
Misc., Professional services, etc.	751,236	897,594	897,594	945,040	5.3%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	273,712	281,238	281,238	350,399	24.6%
Total Operating Expenses	5,254,632	5,072,324	5,072,324	5,081,313	0.2%
Operating Income (Loss)	(1,705,252)	(1,016,224)	(1,016,224)	(727,213)	-28.4%
Nonoperating Revenue (Expenses):					
Interest Income	393,091	400,000	400,000	400,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	393,091	400,000	400,000	400,000	0.0%
Income (Loss) Before Operating Transfers	(1,312,161)	(616,224)	(616,224)	(327,213)	-46.9%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	(1,312,161)	(616,224)	(616,224)	(327,213)	-46.9%
Total Net Position - Beginning	11,008,540	10,085,272	9,696,379	9,080,155	-10.0%
Total Net Position - Ending	\$ 9,696,379	\$ 9,469,048	\$ 9,080,155	\$ 8,752,942	-7.6%
Designated Position	1,120,394	6,703,206	7,000,927	6,636,421	-1.0%
Unrestricted Position	8,575,985	2,765,842	2,079,228	2,116,521	-23.5%
Total Net Position, June 30	\$ 9,696,379	\$ 9,469,048	\$ 9,080,155	\$ 8,752,942	-7.6%

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

Parks	\$ 543,500	\$ 592,100	\$ 592,100	\$ 620,300	4.8%
Recreation	134,600	138,600	138,600	145,300	4.8%
Planning	4,600	1,500	1,500	6,400	326.7%
CAS	1,800	1,600	1,600	3,300	106.3%
Enterprise	52,200	47,100	47,100	52,500	11.5%
Total	\$ 736,700	\$ 780,900	\$ 780,900	\$ 827,800	6.0%

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY CAPITAL EQUIPMENT INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Parks & Recreation - Park Fund	1,862,427	627,627	627,627	-	-100.0%
Corporate IT	203,000	161,500	161,500	166,250	2.9%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	2,065,427	789,127	789,127	166,250	-78.9%
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	12,875	-	-	-	-
Other Services and Charges:	-	-	-	-	-
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	1,294,546	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	125,000	-
Other Classifications	-	-	-	-	-
Chargebacks	23,290	-	-	28,804	-
Total Operating Expenses	1,330,711	-	-	153,804	-
Operating Income (Loss)	734,716	789,127	789,127	12,446	-98.4%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	57,642	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	57,642	-	-	-	-
Income (Loss) Before Operating Transfers	792,358	789,127	789,127	12,446	-98.4%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	792,358	789,127	789,127	12,446	-98.4%
Total Net Position - Beginning	5,380,896	7,291,933	6,173,254	6,962,381	-4.5%
Total Net Position - Ending	\$ 6,173,254	\$ 8,081,060	\$ 6,962,381	\$ 6,974,827	-13.7%
Note: Future Financing Plans					
Capital equipment financed for Planning	\$ -	\$ -	\$ -	\$ -	
Capital equipment financed for Parks and Rec	-	-	-	-	
Capital equipment financed for Finance Dept.	-	-	-	-	
Capital equipment financed for Corporate IT	250,000	-	-	125,000	

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

PRINCE GEORGE'S COUNTY LARGO HEADQUARTERS BUILDING INTERNAL SERVICE FUND
Summary of Revenues, Expenses, and Changes in Fund Net Position
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Charges for Services (Office Space Rental):					
PGC Commissioners					-
PGC Planning					-
Rental Revenues					-
Miscellaneous					-
Total Operating Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Expenses:					
Personnel Services					-
Supplies and Materials					-
Other Services and Charges					-
Capital Outlay					-
Chargebacks					-
Total Operating Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Income (Loss)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Nonoperating Revenue (Expenses):					
Interest Income					-
Total Nonoperating Revenue (Expenses):	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) Before Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Transfers In (Out):					
Transfer In	-	-	60,000,000	-	-
Transfer (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>60,000,000</u>	<u>-</u>	<u>-</u>
Change in Net Position	-	-	60,000,000	-	-
Total Net Position - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>60,000,000</u>	<u>-</u>
Total Net Position - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000,000</u>	<u>\$ 60,000,000</u>	<u>-</u>

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

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

Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	43,458	35,900	35,900	64,973	81.0%
CIO	2,499	9,420	9,420	3,993	-57.6%
Finance	144,428	37,402	37,402	61,623	64.8%
Legal	15,518	12,979	12,979	23,553	81.5%
Inspector General	3,780	3,808	3,808	7,058	85.3%
Corporate IT	124,207	115,064	115,064	138,400	20.3%
Parks & Recreation - Park Fund	603,754	821,465	821,465	1,065,030	29.7%
Parks & Recreation - Recreation Fund	1,336,261	1,644,423	1,644,423	1,892,367	15.1%
Planning	280,477	392,648	392,648	458,959	16.9%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	2,554,381	3,073,109	3,073,109	3,715,956	20.9%
Operating Expenses:					
Personnel Services	562,238	702,041	702,041	675,941	-3.7%
Supplies and Materials	31,360	26,506	26,506	25,244	-4.8%
Other Services and Charges:	1,793,650	2,240,553	2,240,553	2,908,186	29.8%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	92,487	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	2,479,735	2,969,100	2,969,100	3,609,371	21.6%
Operating Income (Loss)	74,646	104,009	104,009	106,585	2.5%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	19,395	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	19,395	-	-	-	-
Income (Loss) Before Operating Transfers	94,041	104,009	104,009	106,585	2.5%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	94,041	104,009	104,009	106,585	2.5%
Total Net Position - Beginning	1,154,143	1,247,088	1,248,184	1,352,193	8.4%
Total Net Position - Ending	\$ 1,248,184	\$ 1,351,097	\$ 1,352,193	\$ 1,458,778	8.0%

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



Prince George's County

Overview – Fiscal and Budget Summary Schedules

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges for Services (Office Space Rental):	\$	\$	\$	\$	
PGC Parks and Recreation	126,178	126,178	126,178	-	-100.0%
Retirement System	108,680	108,680	108,680	113,027	4.0%
Chief Information Office	59,644	59,644	59,644	62,030	4.0%
Risk Management	54,808	54,808	54,808	57,000	4.0%
Group Insurance	65,338	65,338	65,338	67,952	4.0%
CAS Departments	937,352	937,352	937,352	1,106,071	18.0%
Miscellaneous (Claim Recoveries, etc.)	18,507	-	-	-	-
Total Operating Revenues	<u>1,370,507</u>	<u>1,352,000</u>	<u>1,352,000</u>	<u>1,406,080</u>	<u>4.0%</u>
Operating Expenses:					
Personnel Services	229,569	243,910	243,910	256,135	5.0%
Supplies and Materials	44,026	43,400	43,400	61,000	40.6%
Other Services and Charges:	453,957	1,003,490	1,003,490	988,644	-1.5%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	73,769	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	85,000	85,000	85,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	94,708	98,772	98,772	110,426	11.8%
Total Operating Expenses	<u>896,029</u>	<u>1,474,572</u>	<u>1,474,572</u>	<u>1,501,205</u>	<u>1.8%</u>
Operating Income (Loss)	<u>474,478</u>	<u>(122,572)</u>	<u>(122,572)</u>	<u>(95,125)</u>	<u>-22.4%</u>
Nonoperating Revenue (Expenses):					
Interest Income	60,684	50,000	50,000	50,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>60,684</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>535,162</u>	<u>(72,572)</u>	<u>(72,572)</u>	<u>(45,125)</u>	<u>-37.8%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	535,162	(72,572)	(72,572)	(45,125)	-37.8%
Total Net Position - Beginning	5,160,554	5,099,851	5,695,716	5,623,144	10.3%
Total Net Position - Ending	<u>\$ 5,695,716</u>	<u>\$ 5,027,279</u>	<u>\$ 5,623,144</u>	<u>\$ 5,578,019</u>	<u>11.0%</u>



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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 2,089,051	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	0.0%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	8,515,904	14,618,370	14,618,370	14,618,370	0.0%
Employer Contributions/Premiums	43,524,545	54,271,479	54,271,479	54,271,479	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>54,129,500</u>	<u>70,889,849</u>	<u>70,889,849</u>	<u>70,889,849</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	776,415	811,371	811,371	791,467	-2.5%
Supplies and Materials	6,845	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	1,864,903	504,018	504,018	504,018	0.0%
Insurance Claims and Fees	44,411,659	60,507,264	60,507,264	60,507,264	0.0%
Insurance Premiums	7,284,234	9,066,340	9,066,340	9,066,340	0.0%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	311,410	343,049	343,049	402,939	17.5%
Total Operating Expenses	<u>54,655,466</u>	<u>71,282,042</u>	<u>71,282,042</u>	<u>71,322,028</u>	<u>0.1%</u>
Operating Income (Loss)	<u>(525,966)</u>	<u>(392,193)</u>	<u>(392,193)</u>	<u>(432,179)</u>	<u>10.2%</u>
Non-operating Revenue (Expenses):					
Interest Income	242,127	300,000	300,000	200,000	-33.3%
Total Non-operating Revenue (Expenses)	<u>242,127</u>	<u>300,000</u>	<u>300,000</u>	<u>200,000</u>	<u>-33.3%</u>
Income (Loss) Before Operating Transfers	<u>(283,839)</u>	<u>(92,193)</u>	<u>(92,193)</u>	<u>(232,179)</u>	<u>151.8%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	(562,194)	(562,194)	-	-100.0%
Net Operating Transfer	<u>-</u>	<u>(562,194)</u>	<u>(562,194)</u>	<u>-</u>	<u>-100.0%</u>
Change in Net Position	(283,839)	(654,387)	(654,387)	(232,179)	-64.5%
Total Net Position, Beginning	<u>12,230,275</u>	<u>11,083,172</u>	<u>11,946,436</u>	<u>11,292,049</u>	<u>1.9%</u>
Total Net Position, Ending	<u>11,946,436</u>	<u>10,428,785</u>	<u>11,292,049</u>	<u>11,059,870</u>	<u>6.1%</u>
Designated Position	5,465,547	7,128,204	7,128,204	7,132,203	0.1%
Unrestricted Position	6,480,889	3,300,580	4,163,845	3,927,667	19.0%
Total Net Position, June 30	<u>\$ 11,946,436</u>	<u>\$ 10,428,785</u>	<u>\$ 11,292,049</u>	<u>\$ 11,059,870</u>	<u>6.1%</u>

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



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

PRINCE GEORGE'S COUNTY TAX RATES AND ASSESSABLE BASE

<u>Tax Rates:</u> (Cents per \$100 of assessed value)		<u>FY 20</u> <u>Budget</u>	<u>FY 21</u> <u>Adopted</u>	<u>FY 22</u> <u>Proposed</u>	<u>Rate</u> <u>Change</u>
Administration					
	Real	5.66	5.66	5.66	-
	Personal	14.15	14.15	14.15	-
Park					
	Real	15.94	15.94	15.94	-
	Personal	39.85	39.85	39.85	-
Recreation					
	Real	7.80	7.80	7.80	-
	Personal	19.50	19.50	19.50	-
Adv. Land Acquisition					
	Real	0.00	0.00	0.00	-
	Personal	0.00	0.00	0.00	-
Total Tax Rates (Cents)					
	Real	<u>29.40</u>	<u>29.40</u>	<u>29.40</u>	<u>-</u>
	Personal	<u>73.50</u>	<u>73.50</u>	<u>73.50</u>	<u>-</u>

<u>Assessable Base:</u> (in billions \$)		<u>FY 20</u> <u>Budget</u>	<u>FY 21</u> <u>Adopted</u>	<u>FY 22</u> <u>Proposed</u>	<u>%</u> <u>Change</u>
Regional District (Administration Fund)					
	Real	92.949	98.411	102.847	4.51%
	Personal	3.124	2.887	3.177	10.05%
Metropolitan District (Park Fund)					
	Real	90.016	95.305	99.601	4.51%
	Personal	3.025	2.796	3.077	10.05%
Entire County (Recreation Fund and ALA Fund)					
	Real	96.171	101.822	106.412	4.51%
	Personal	3.232	2.987	3.287	10.04%

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 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
Full-Time Career	266.58	265.63	270.20	269.25	275.67	274.58
Part-Time Career	6.06	3.00	6.05	3.00	5.07	2.25
Career Total	272.64	268.63	276.25	272.25	280.74	276.83
Term Contract	2.00	2.25	2.00	2.25	1.00	1.25
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(1.00)		(1.00)		(1.00)
TOTAL ADMINISTRATION FUND	274.64	270.18	278.25	273.80	281.74	277.38
PARK FUND						
Full-Time Career	801.00	801.00	809.00	809.00	812.00	812.00
Part-Time Career	6.00	5.90	6.00	5.53	6.00	5.53
Career Total	807.00	806.90	815.00	814.53	818.00	817.53
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		178.00		213.58		222.56
TOTAL PARK FUND	807.00	984.90	815.00	1,028.11	818.00	1,040.09
RECREATION FUND						
Full-Time Career	297.00	296.00	312.00	312.00	310.00	310.00
Part-Time Career	16.00	16.36	3.00	2.82	3.00	2.82
Career Total	313.00	312.36	315.00	314.82	313.00	312.82
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		693.20		862.35		841.96
TOTAL RECREATION FUND	313.00	1,005.56	315.00	1,177.17	313.00	1,154.78
TOTAL TAX SUPPORTED (Admin, Park, and Rec)						
Full-Time Career	1,364.58	1,362.63	1,391.20	1,390.25	1,397.67	1,396.58
Part-Time Career	28.06	25.26	15.05	11.35	14.07	10.60
Career Total	1,392.64	1,387.89	1,406.25	1,401.60	1,411.74	1,407.18
Term Contract	2.00	2.25	2.00	2.25	1.00	1.25
Seasonal/Intermittent		871.50		1,076.23		1,064.82
Less Lapse		(1.00)		(1.00)		(1.00)
TOTAL TAX SUPPORTED	1,394.64	2,260.64	1,408.25	2,479.08	1,412.74	2,472.25
ENTERPRISE FUND						
Full-Time Career	67.00	67.00	68.00	68.00	67.00	67.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	68.00	67.50	69.00	68.50	68.00	67.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		138.60		190.10		194.10
TOTAL ENTERPRISE FUND	68.00	206.10	69.00	258.60	68.00	261.60
SPECIAL REVENUE FUND						
Seasonal/Intermittent		264.80		189.10		140.20
INTERNAL SERVICE FUNDS						
Full-Time Career	6.50	6.90	6.50	6.90	6.50	6.90
Part-Time Career	-	-	-	-	-	-
Career Total	6.50	6.90	6.50	6.90	6.50	6.90
TOTAL TAX & NON-TAX SUPPORTED FUNDS						
Full-Time Career	1,438.08	1,436.53	1,465.70	1,465.15	1,471.17	1,470.48
Part-Time Career	29.06	25.76	16.05	11.85	15.07	11.10
Career Total	1,467.14	1,462.29	1,481.75	1,477.00	1,486.24	1,481.58
Term Contract	2.00	2.25	2.00	2.25	1.00	1.25
Seasonal/Intermittent		1,274.90		1,455.43		1,399.12
Less Lapse		(1.00)		(1.00)		(1.00)
GRAND TOTAL	1,469.14	2,738.44	1,483.75	2,933.68	1,487.24	2,880.95



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

Project Charges Paid to Prince George's County

Name of Project Charge	Fund Paying	Department	FY19 Budget	FY20 Budget	FY21 Adopted Budget	FY22 Proposed Budget
Reimbursement to County Council	Admin	Commissioners	\$ 1,137,300	\$ 1,137,300	\$ 1,137,300	\$ 1,137,300
Council Planning Position	Admin	Planning	-	150,000	150,000	150,000
People's Zoning Counsel	Admin	Planning	250,000	250,000	250,000	250,000
Zoning Enforcement Unit	Admin	Planning	1,675,433	1,588,967	1,537,099	1,537,099
Water & Sewer Planning Unit	Admin	Planning	155,300	155,300	155,300	155,300
GIS Program	Admin	Planning	340,500	340,500	340,500	340,500
Tax Collection Fee	Admin	Planning	34,411	34,411	34,400	34,400
Economic Development Corp.	Admin	Planning	65,000	65,000	65,000	65,000
DPIE Permits & Inspections	Admin	Planning	1,336,200	856,200	376,200	376,200
DPW&T Engineering, Inspect. & Permits	Admin	Planning	699,867	469,933	205,600	205,600
Redevelopment Authority	Admin	Planning	729,700	614,900	544,000	544,000
EDC General Plan Goals	Admin	Planning	294,667	272,534	250,400	250,400
Total Administration Fund			\$ 6,718,378	\$ 5,935,045	\$ 5,045,799	\$ 5,045,799
City of Bowie, Allen Pond Maint.	Park	Parks and Rec	101,700	101,700	115,000	115,000
Patuxent River 4-H Center Foundation	Park	Parks and Rec	34,300	34,300	34,300	34,300
Patuxent Riverkeepers	Park	Parks and Rec	15,000	15,000	15,000	15,000
PGCC - Park Police/Security/Pool	Park	Parks and Rec	300,000	300,000	300,000	300,000
Total Park Fund			\$ 451,000	\$ 451,000	\$ 464,300	\$ 464,300
100 Black Men of Prince George's County	Rec	Parks and Rec	3,750	25,000	25,000	25,000
After School Arts (World Art Focus)	Rec	Parks and Rec	98,000	98,000	98,000	98,000
All Shades of Pink (Healthcare Services)	Rec	Parks and Rec	15,000	-	-	-
Allentown Boys & Girls Club	Rec	Parks and Rec	-	10,000	10,000	10,000
Anacostia Watershed Society	Rec	Parks and Rec	20,000	20,000	40,000	40,000
Anacostia Trails and Heritage Area	Rec	Parks and Rec	40,000	40,000	50,000	50,000
Art Works Now	Rec	Parks and Rec	35,000	35,000	35,000	35,000
Beltsville-Adelphi Boys and Girls Club	Rec	Parks and Rec	7,500	7,500	7,500	7,500
Camp Springs Girls & Boys Club	Rec	Parks and Rec	10,000	10,000	10,000	10,000
Cherry Lane Boxing and Fitness	Rec	Parks and Rec	10,000	-	10,000	10,000
City of College Park, Youth & Family Services	Rec	Parks and Rec	20,000	30,000	30,000	30,000
City of College Park - Senior Programming	Rec	Parks and Rec	50,000	50,000	50,000	50,000
City of Greenbelt, After School Arts	Rec	Parks and Rec	12,000	12,000	15,000	15,000
City of Greenbelt, Recreation Services	Rec	Parks and Rec	70,000	70,000	70,000	70,000
City of Greenbelt, Therapeutic Program	Rec	Parks and Rec	12,000	12,000	15,000	15,000
City of Hyattsville, Recreation Services	Rec	Parks and Rec	19,000	19,000	19,000	19,000
City of Laurel Parks Department	Rec	Parks and Rec	10,000	10,000	10,000	10,000
City of Laurel Senior Services	Rec	Parks and Rec	54,400	55,000	55,000	55,000
City of Laurel, Anderson & Murphy CC	Rec	Parks and Rec	22,000	22,000	22,000	22,000
Coalition for African Americans in the Performing Arts	Rec	Parks and Rec	20,000	20,000	20,000	20,000
College Park Arts Exchange	Rec	Parks and Rec	5,000	5,000	5,000	5,000
College Park Boys and Girls Club	Rec	Parks and Rec	7,500	7,500	7,500	7,500
Cooperative Extension Service (4H)	Rec	Parks and Rec	208,600	208,600	208,600	208,600
Forestville Boys and Girls Club	Rec	Parks and Rec	25,000	25,000	25,000	25,000
Ft. Washington Boys & Girls Club	Rec	Parks and Rec	10,000	10,000	10,000	10,000
Gateway Arts Program	Rec	Parks and Rec	45,000	45,000	45,000	45,000
Girl Scouts Capital Area	Rec	Parks and Rec	10,000	10,000	10,000	10,000
Glenarden Boys and Girls Club	Rec	Parks and Rec	15,000	15,000	15,000	15,000
Glenarden Track Club	Rec	Parks and Rec	-	-	20,000	20,000



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

Project Charges Paid to Prince George's County

Name of Project Charge	Fund Paying	Department	FY19 Budget	FY20 Budget	FY21 Adopted Budget	FY22 Proposed Budget
Greater Laurel United Soccer Club	Rec	Parks and Rec	5,000	5,000	5,000	5,000
Greenbelt Aquatics & Fitness Center	Rec	Parks and Rec	100,000	100,000	110,000	110,000
Greenbelt Community Center	Rec	Parks and Rec	40,000	40,000	50,000	50,000
Ivy Community Charities	Rec	Parks and Rec	10,000	10,000	10,000	10,000
Junior Achievement	Rec	Parks and Rec	20,000	20,000	20,000	20,000
Kentlands Boxing Club	Rec	Parks and Rec	5,000	5,000	5,000	5,000
Kettering-Largo-Mitchellville Boys & Girls Club	Rec	Parks and Rec	20,000	20,000	20,000	20,000
Lake Arbor Foundation	Rec	Parks and Rec	175,000	175,000	175,000	175,000
Lanham Boys & Girls Club	Rec	Parks and Rec	25,000	25,000	25,000	25,000
Latin America Youth Center	Rec	Parks and Rec	40,000	40,000	40,000	40,000
Laurel Boys & Girls Club	Rec	Parks and Rec	-	50,000	50,000	50,000
Laurel Historic Society	Rec	Parks and Rec	22,500	22,500	22,500	22,500
Laurel Little League	Rec	Parks and Rec	5,000	5,000	5,000	5,000
Laurel Stallions	Rec	Parks and Rec	5,000	5,000	5,000	5,000
Making a New United People (M.A.N.U.P)	Rec	Parks and Rec	25,000	25,000	25,000	25,000
Marlton Swim & Recreation Club	Rec	Parks and Rec	20,000	-	-	-
Maryland Cheer Chargers	Rec	Parks and Rec	-	10,000	10,000	10,000
Millwood/ Waterford Programming	Rec	Parks and Rec	10,000	10,000	10,000	10,000
New Carrollton Boys & Girls Club	Rec	Parks and Rec	5,000	5,000	-	-
Oxon Hills Boys & Girls Club	Rec	Parks and Rec	7,500	7,500	7,500	7,500
Palmer Park Boys & Girls Club	Rec	Parks and Rec	20,000	20,000	20,000	20,000
Palmer Park Smash	Rec	Parks and Rec	-	10,000	10,000	10,000
Pi Upsilon Lambda Alpha Pi Alpha Charitable Foundation	Rec	Parks and Rec	3,750	3,750	3,750	3,750
PGCC - Outreach, Facilities, etc	Rec	Parks and Rec	300,000	300,000	300,000	300,000
PGCC Team Builders Program	Rec	Parks and Rec	100,000	100,000	100,000	100,000
Prince George's African American Museum and Cultural Center	Rec	Parks and Rec	-	-	25,000	25,000
Prince George's Arts and Humanities Council	Rec	Parks and Rec	120,000	120,000	120,000	120,000
Prince George's Philharmonic	Rec	Parks and Rec	100,000	100,000	100,000	100,000
Prince George's Pride Lacrosse Club	Rec	Parks and Rec	20,000	25,000	25,000	25,000
Prince George's Tennis Assoc.	Rec	Parks and Rec	20,000	20,000	30,000	30,000
Prince George's Youth Lacrosse	Rec	Parks and Rec	-	25,000	25,000	25,000
Pyramid Atlantic Art Center	Rec	Parks and Rec	30,000	30,000	30,000	30,000
Seat Pleasant Leadership Development Program	Rec	Parks and Rec	85,000	85,000	85,000	85,000
Student Athletes for Educational Opportunities	Rec	Parks and Rec	-	10,000	10,000	10,000
Theresa Banks Swim Club	Rec	Parks and Rec	20,000	20,000	20,000	20,000
Town of Forest Heights	Rec	Parks and Rec	10,000	-	-	-
Town of Forest Heights Community Development Corp	Rec	Parks and Rec	7,500	-	-	-
White Rose Foundation	Rec	Parks and Rec	10,000	10,000	10,000	10,000
World-Wide Community	Rec	Parks and Rec	25,000	25,000	25,000	25,000
Youth Development Program (In Reach, Inc.)	Rec	Parks and Rec	50,000	50,000	50,000	50,000
Youth Services Program	Rec	Parks and Rec	25,000	30,000	30,000	30,000
Youth Wellness Leadership Institute	Rec	Parks and Rec	50,000	50,000	50,000	50,000
Total Recreation Fund			\$ 2,391,000	\$ 2,485,350	\$ 2,601,350	\$ 2,601,350
Total All Funds			\$ 9,560,378	\$ 8,871,395	\$ 8,111,449	\$ 8,111,449



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

COMMISSIONERS' OFFICE AND CENTRAL ADMINISTRATIVE SERVICES (CAS)

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Prince George's County Commissioners' Office

EXECUTIVE OVERVIEW



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

The Planning Board is comprised of five commissioners, appointed by the Prince George's County Executive and confirmed by the Prince George's County Council. One full-time Chairman and four part-time members are supported by 11 full-time positions and one full-time position split between the Planning Board Office and the Planning Department. A Planning Board Administrator and Public Affairs Officer guide the work of the office. The Planning Board conducts formal business through weekly public hearings on planning, zoning, and subdivision activities. It also holds 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.

In response to the national pandemic, the Planning Board transitioned its work to a virtual format to protect the health, wellness and safety of the community and its staff. The Board held its weekly hearings using a virtual meeting platform providing options for those to participate online or by phone. The Board maintained its compliance with regulations and instituted new safety protocols and measures to conduct business safely.

MISSION

The mission of the Planning Board Office is to provide the highest level of professional support to the Planning Board 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.



Prince George's County Commissioners' Office

PROGRAMS AND SERVICES PROVIDED

The members of the Prince George's County Planning Board and its staff are committed to providing exemplary customer service and being proactive in outreach programs. These efforts serve to inform and educate the community and general public on the Board's multi-faceted activities and programs. The Planning Board 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.

BUDGET AT A GLANCE

Summary of Commissioners' Office Budget

	FY21	FY22	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget			
Expenditures	\$3,426,221	\$3,487,679	1.8%
Staffing			
Funded Career Positions	16.50	16.50	0.0%
Funded Workyears	14.50	14.50	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The Prince George's County Planning Board Office is proposing a budget which increases expenditures only \$61,458 (1.8%) above the FY21 approved budget. This increase originates in both the personnel services and other charges/services classification. An increase in medical insurance is the primary driver in personnel services while our lease agreement with the County for fourth floor office space in the County Administration Building allows for a 3% increase. All other non-personnel classifications will remain at FY21 levels.

Legislative Project Charges

This budget also contains \$1,137,300 to reimburse the Prince George's County Council for their planning and zoning functions. Also, the budget includes \$172,690 for the office's rent in the County Administration Building.

	FY 20	FY 21	FY 22	%
	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Commissioners' Office				
Personnel Services	1,564,495	1,847,826	1,904,334	3.1%
Supplies and Materials	21,511	37,500	37,500	0.0%
Other Services and Charges	1,416,104	1,450,895	1,455,845	0.3%
Capital Outlay	-	90,000	90,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>3,002,110</u>	<u>3,426,221</u>	<u>3,487,679</u>	<u>1.8%</u>



Prince George's County Commissioners' Office

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
ADMINISTRATION FUND						
<u>COMMISSIONERS' OFFICE</u>						
Full-Time Career	12.50	12.50	12.50	12.50	12.50	12.50
Part-Time Career	4.00	2.00	4.00	2.00	4.00	2.00
Career Total	16.50	14.50	16.50	14.50	16.50	14.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Commissioners' Office	16.50	14.50	16.50	14.50	16.50	14.50



ORGANIZATIONAL STRUCTURE

CENTRAL ADMINISTRATIVE SERVICES



*Office of the Inspector General reports to the Audit Committee



Central Administrative Services Overview

EXECUTIVE OVERVIEW

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

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

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

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

CAS also includes funding for the Merit System Board and CAS Support Services. The budget for the Office of the Chief Information Officer and Commission-wide IT initiatives are shown in the Internal Service Fund section of the FY22 Proposed Budget Document, under the Commission-wide CIO & IT Initiatives Internal Service Fund.

PROGRAMS AND SERVICES PROVIDED

Department of Human Resources and Management

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

Finance Department

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



Central Administrative Services

Overview

Legal Department

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

Office of the Inspector General

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

Office of the Chief Information Officer

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

Merit System Board

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

Support Services

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

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



Central Administrative Services Overview

CENTRAL ADMINISTRATIVE SERVICES CHARGEBACKS BY COUNTY BY FUND AND DEPARTMENT

County	Service User/Fund	Service Supplier	FY20 Budget	FY21 Adopted	FY22 Proposed	% Change
MONTGOMERY						
	Park Fund - Labor Relations	DHRM	66,250	68,250	75,000	9.9%
	Park Fund - Park Police Support	DHRM	45,000	50,000	46,500	-7.0%
	Risk Management	DHRM	23,106	24,314	80,310	230.3%
	Capital Equipment Fund	Finance	32,286	33,600	31,300	-6.8%
	Enterprise Funds	Finance	118,382	131,200	139,100	6.0%
	Park Fund - ERP Operations	Finance	88,000	76,100	90,133	18.4%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Risk Management	Finance	16,143	19,600	21,800	11.2%
	Spec Rev Fund - Planning	Finance	36,272	44,300	51,200	15.6%
	Spec Rev Fund - Parks	Finance	19,000	20,000	20,000	0.0%
	Capital Equipment Fund	Corporate IT	19,469	20,872	18,886	-9.5%
	Enterprise Funds	Corporate IT	71,388	79,112	84,583	6.9%
	Park Fund - Data Center	Corporate IT	352,455	443,739	268,613	-39.5%
	Pension Trust Fund	Corporate IT	23,600	68,767	69,798	1.5%
	Risk Management	Corporate IT	9,735	12,686	15,461	21.9%
	Spec Rev Fund - Planning	Corporate IT	21,873	27,015	29,993	11.0%
	Spec Rev Fund - Parks	Corporate IT	11,457	12,206	15,015	23.0%
	Admin Fund - Planning	Legal	87,550	90,177	92,882	3.0%
	Park Fund	Legal	158,320	163,070	167,962	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	206,394	212,586	218,964	3.0%
	Spec Rev Fund - Development Review	Legal	157,462	162,186	167,051	3.0%
	Subtotal Montgomery		1,657,442	1,853,080	1,797,851	-3.0%
PRINCE GEORGE'S						
	Admin Fund - Planning - HRIS/CC	DHRM	21,709	21,235	22,512	6.0%
	Admin Fund - Planning - Recruitment	DHRM	14,182	14,488	16,731	15.5%
	Park Fund - HRIS/CC	DHRM	47,246	48,266	130,574	170.5%
	Park Fund - Labor Relations	DHRM	66,250	68,250	75,000	9.9%
	Park Fund - Park Police Support	DHRM	45,000	50,000	46,500	-7.0%
	Park Fund - Recruitment	DHRM	54,261	53,074	55,738	5.0%
	Rec Fund - Recruitment	DHRM	54,261	53,074	55,738	5.0%
	Recreation Fund - HRIS/CC	DHRM	74,804	76,366	165,291	116.4%
	Risk Management	DHRM	23,106	24,314	80,310	230.3%
	Capital Equipment Fund	Finance	14,529	14,300	17,200	20.3%
	Enterprise Funds	Finance	172,191	178,600	180,300	1.0%
	Park Fund - New Positions	Finance	108,000	108,000	108,000	0.0%
	Park Fund - ERP Operations	Finance	210,000	119,400	140,022	17.3%
	Park Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Park Fund - P/P Prtnshps.	Finance	61,200	61,200	61,200	0.0%
	Rec Fund - Purchasing	Finance	50,000	50,000	50,000	0.0%
	Rec Fund - ERP Operations	Finance	-	73,800	81,040	9.8%
	Risk Management	Finance	32,286	27,600	31,300	13.4%
	Special Revenue Funds (multiple)	Finance	80,715	89,400	91,700	2.6%
	Capital Equipment Fund	Corporate IT	8,761	8,775	11,604	32.2%
	Enterprise Funds	Corporate IT	103,836	109,067	101,263	-7.2%
	Park Fund - Data Center	Corporate IT	777,904	948,790	644,466	-32.1%
	Pension Trust Fund	Corporate IT	23,600	68,767	69,798	1.5%
	Risk Management	Corporate IT	19,469	17,677	22,242	25.8%
	Special Revenue Funds (multiple)	Corporate IT	48,673	53,988	54,185	0.4%
	Park Fund	Inspector General	135,138	143,289	145,850	1.8%
	Admin Fund - Planning	Legal	281,595	290,042	298,744	3.0%
	Park Fund	Legal	198,020	203,961	210,080	3.0%
	Park Fund - Atty support	Legal	82,400	84,872	87,418	3.0%
	Pension Trust Fund	Legal	32,100	32,100	32,100	0.0%
	Risk Management	Legal	217,184	223,699	230,410	3.0%
	Subtotal Prince George's		3,108,420	3,366,394	3,367,316	0.0%
Commission-Wide						
	EOB	DHRM	94,708	98,772	110,426	11.8%
	Group Insurance	DHRM	35,382	36,833	79,952	117.1%
	Group Insurance	Corporate IT	103,836	116,216	121,988	5.0%
	Group Insurance	Finance	172,192	190,000	201,000	5.8%
	Subtotal Commission-Wide		406,118	441,821	513,366	16.2%
COMBINED TOTAL			5,171,980	5,661,295	5,678,533	0.3%
SUMMARY BY SUPPLIER DEPARTMENT						
	DHRM		665,265	687,236	1,040,582	51.4%
	Finance		1,322,396	1,348,300	1,426,495	5.8%
	Corporate IT		1,596,056	1,987,677	1,527,895	-23.1%
	Legal		1,453,125	1,494,793	1,537,711	2.9%
	Inspector General		135,138	143,289	145,850	1.8%
	TOTAL		5,171,980	5,661,295	5,678,533	0.3%



Central Administrative Services Overview

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The bi-county proposed FY22 operating budget for Central Administrative Services before chargebacks is \$25,134,696, which is a 2.2% increase over FY21. The budget sustains, at a minimum, the same service level as FY21, 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 FY22 proposed budget is based on the analysis performed in the Fall of 2020.

The FY22 funding allocation for all Administration Funds' CAS services except for the Merit System Board, is approximately 45.0% Montgomery County and 55.0% Prince George's County. The allocation is calculated prior to chargebacks, as chargebacks shift the cost within county to another fund and do not impact each county's funding share. The Merit System Board's budget is allocated at 50% for each county.

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 FY22, the proposed budget addresses major known commitments and essential needs. Most operations have not requested funding of new positions. The proposed budget focuses on such core needs as identified in each department's budgets.

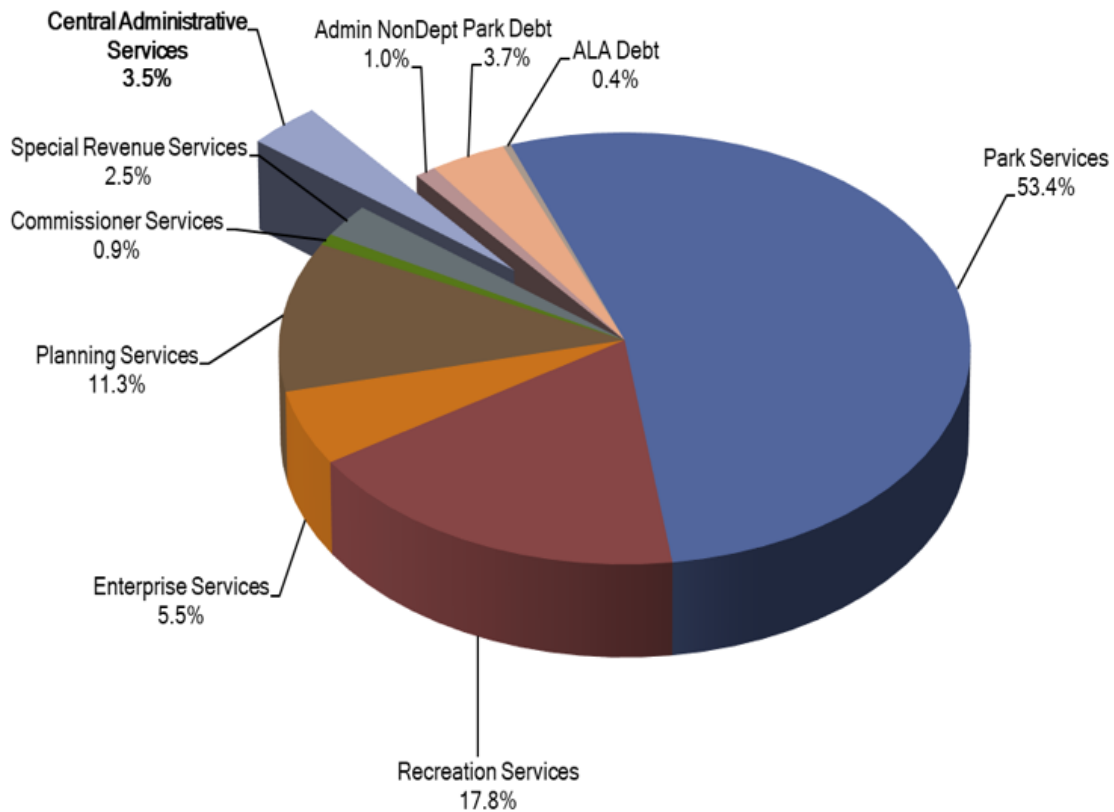
The CAS budget proposal reflects positions and workyears comparable to FY 2011 levels, even while work program demands have increased over the past nine years. Work program demands such as implementation of regulatory updates, required policy reviews, legal advice, zoning ordinance review, and continued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

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



Central Administrative Services Overview

Central Administrative Services (CAS)
FY22 Proposed Budget as a Percent of Total Operating Budget
(excludes reserves, ISF, ALARF, and Capital Projects Fund)

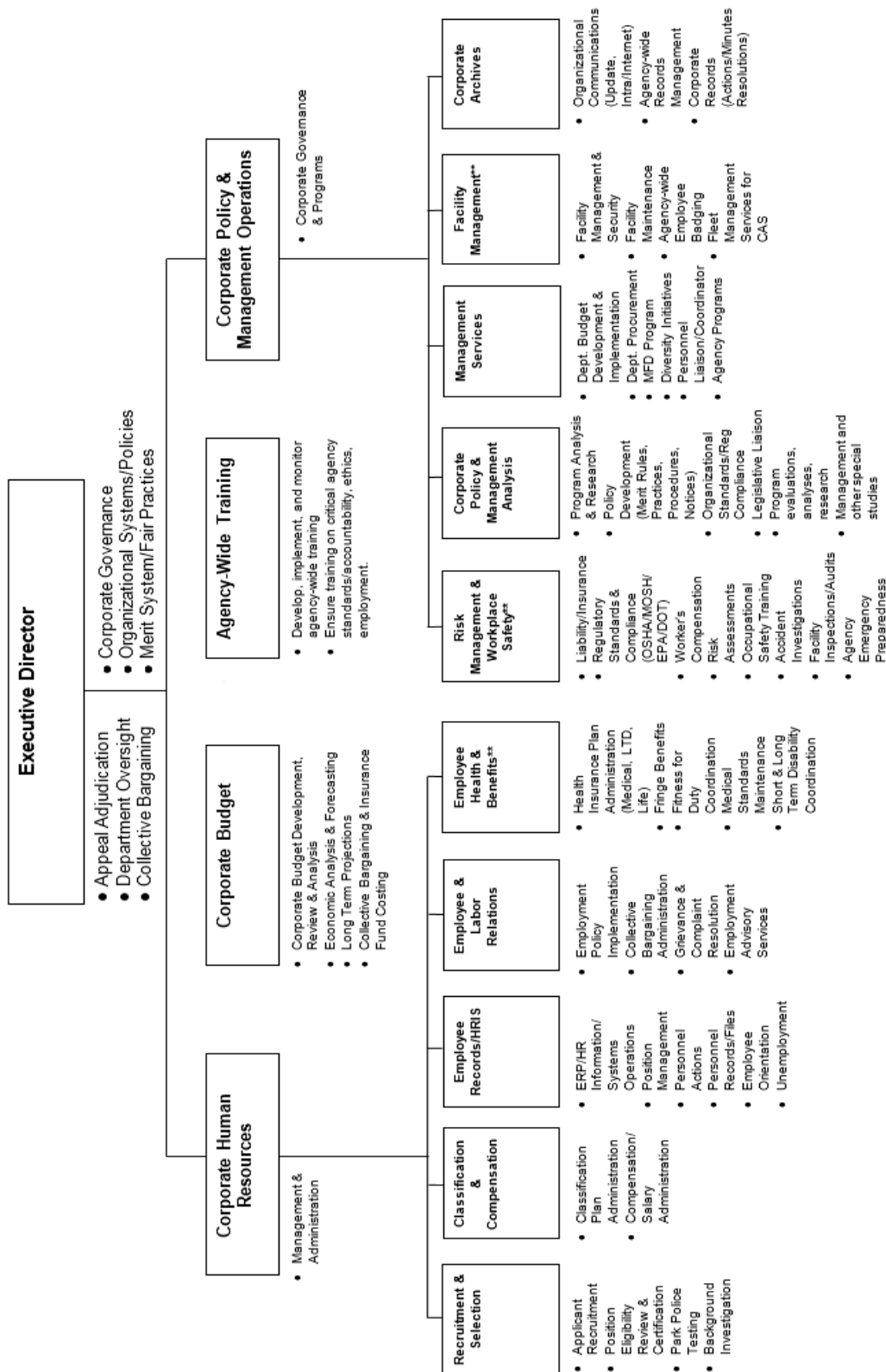


CAS continually strives to improve its operations by promoting best management practices, greater outreach/partnering with departments, and transparency. More comprehensive details on programs can be found in the individual department sections.



ORGANIZATIONAL STRUCTURE

Department of Human Resources and Management



** Internal Service Funds

Central Administrative Services

Department of Human Resources and Management

OVERVIEW

The Department of Human Resources and Management (DHRM) is responsible for corporate governance and operations guidance, fiscal planning and budgeting services, and human resources administration. Each of these functional areas are integral to enabling efficient and cost-effective operations across the entire agency. The Executive Director oversees this Department and carries out chief administrative officer duties for the agency.

Many of the Department's functions are funded in the Administration Fund. However, programs funded through the Risk Management Fund (Risk and Safety), Commission-Wide Executive Office Building Fund, and Commission-Wide Group Insurance Fund (health insurance and employee benefits) are also administered by the Department.

The Department performs with integrity, innovation, and responsiveness and delivers exceptional customer service to agency employees, elected and appointed officials, and the citizens and patrons served in the bi-county region.

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Office of the Executive Director

The Office of the Executive Director provides leadership, coordination, and administrative direction for the agency and the Department. The Executive Director assures public accountability through a set of responsible, corporate management best practice systems and programs that meet local, state, and federal regulatory requirements. Services provided by the Office include ensuring fair and prudent workplace practices, implementation of the Merit System Rules and Regulations, and oversight of organizational policies and union contracts. The Office ensures compliance with adopted policies, monitors effectiveness of the Minority, Female, and Disabled (MFD) procurement program, conducts contract execution and procurement waiver reviews, reviews employment concerns, handles adjudication of grievance appeals, negotiates collective bargaining agreements, serves as liaison with both County Councils and County Executives, and provides oversight of agency-wide initiatives such as the Diversity Council and preferred workplace programs.

The Executive Director meets regularly with the two respective Planning Board Chairs as the Executive Committee to support and administer the business of the agency.

Corporate Budget

The Corporate Budget Division promotes the responsible and sustainable use of public resources to meet the needs of bi-county residents by providing the agency and departments with central budget coordination, comprehensive fiscal and budget analysis, revenue estimates, and long-term fiscal policies and strategies.

The Corporate Budget Division oversees the agency's budget preparation process and provides sound, timely, and transparent fiscal information to support effective resource allocation



Central Administrative Services Department of Human Resources and Management

management, accuracy and uniformity across the agency. It works to understand customer needs and applies creative analyses to develop information that helps governance and operations to better meet customer needs.

Corporate Policy and Management Operations

The Corporate Policy and Management Operations team assists the Executive Director with carrying out agency-wide corporate governance duties and programs and manages five programs including Corporate Policy, Corporate Records, Management Operations and Internal Services, Risk Management and Workplace Safety, and Facility Operations.

Corporate Policy administers and develops agency-wide organizational policy, assists with organizational governance, conducts research and analysis of organizational needs, regulatory mandates, and best practices, and provides legislative support on bills or actions impacting policy or operational standards. The agency's policy system, as issued through Merit System Rules and Regulations, Notices, Resolutions, and Administrative Practices and Procedures, is managed by this Office.

Corporate Records manages the agency-wide Archive program to ensure official records are safeguarded and retained in accordance with Federal and State public record mandates, coordinates and supports corporate meetings of the Commission, the Executive Committee, Directors, and other ad hoc or standing committees, formally documents the actions of the Commission and conducts research of historical records and actions.

Management Operations and Internal Services carries out agency-wide and departmental operational activities including agency communications (e.g., agency-wide directives, Notices, employee newsletters, facility and emergency closing information, telephone directories, etc.), agency-wide training and programs including diversity and literacy initiatives, departmental staff development, EOB facility operations, department procurement administration, and overseeing the development and management of six operational budgets including the DHRM, CAS Support Services, the Merit System Board, Risk Management Internal Service Fund, Commission-Wide Group Insurance Internal Service Fund, and the Executive Office Building Internal Service Fund.

Risk Management and Workplace Safety develops and implements programs that to reduce risk of personal injury to employees and patrons, protect and secure the agency's assets, and mitigate losses. Goals are achieved through supervisory and employee training, compliance with federal and state safety regulations issued by the Maryland Occupational Safety and Health (MOSH), the Federal Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA) and the Department of Transportation (DOT), administers workers' compensation and liability programs, insurance portfolios for loss control, safety programs such as drug and alcohol testing, blood-borne pathogens and hazards handling, drivers' license and driver safety training, 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 and liability claims and participation in group insurance. This program is funded in the Risk Management Internal Services Budget.

Facility Operations manages the facility operations that house the Central Administrative Services Departments and units, certain divisions of Prince George's Department of Parks and Recreation, the Employees' Retirement System, and the Merit System Board. Operations include facility



Central Administrative Services Department of Human Resources and Management

maintenance, support compliance with state and local fire and workplace codes. The agency-wide employee identification badging program is also managed by this team. This program is funded in the EOB Facility Internal Services Budget.

Human Resources

The Human Resources (HR) Division ensures fair and equitable treatment of all employees, a diverse, qualified and available applicant pool, a merit-based employee recognition and compensation program, and an affordable, responsive, and attractive array of benefits and health programs. The Division administers two collective bargaining agreements that cover Park Police Officers through the rank of Sergeant (FOP) and general service career employees in the Service/Labor, Skilled Trades, and Office/Clerical classifications (MCGEO). The Division's five programs include Classification and Compensation, Human Resources Information Systems, Recruitment and Selection Services, Employee and Labor Relations and Employee Health and Benefits.

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

Human Resources Information Systems safeguards and maintains official employee records (physical and electronic) according to federal and state regulations. The Division maintains the employee records database, and reviews, enters, authorizes, and approves employee actions (e.g., hire, pay, terminate) in accordance with personnel policy and collective bargaining agreements. Responsibilities include custodianship of employee records, oversight and coordination of state unemployment reimbursement claims, employment verification and legal garnishments tracking, employee-data reporting and supporting and integrating existing timekeeping and payroll systems.

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

Employee and Labor Relations fosters management-employee partnerships and assists management in handling complex employment concerns. The team investigates complaints, resolves grievances, reviews disciplinary and performance issues, provides alternate dispute resolution, supports the Park Police Chiefs' Committee and Grievance Mediation Boards, and administers the Performance Recognition and Performance Management Programs. The Division also assists with the negotiation and administration of employment policy and collective bargaining contracts, conducts ongoing training on updated and current agency employment policies and reviews reasonable accommodation requests for compliance with the Americans with Disabilities Act.

Employee Health and Benefits administers a comprehensive health benefits program, including medical, dental, vision, and prescription drug plans, life and long-term disability insurance



Central Administrative Services Department of Human Resources and Management

programs, the flexible spending account program, the employee assistance program, critical incident support, long-term care, childcare and elder care referral networks, Employees' Sick Leave Bank, deferred compensation plans, and a tuition assistance program. This program is funded out of the Group Insurance Fund.

The team ensures implementation of programs such as the Affordable Care Act, Consolidated Omnibus Budget Reconciliation Act (COBRA), and Health Insurance Portability and Accountability Act (HIPAA), and the Family Medical Leave Program (FMLA). Programs aimed at improving the health and well-being of employees, such as health screenings, financial wellness counseling, smoking cessation classes and weight loss programs are also managed by the team. Other services include specialized medical testing and monitoring of return to work, pre-employment, police physicals, fitness for duty examinations programs and psychological evaluations workshops and presentations, benefit processing, records and eligibility maintenance, health benefit communications, and legal compliance with federal and state mandates.

FY21 ACCOMPLISHMENTS

Agency-wide Pandemic Response: In response to the unprecedented COVID-19 crisis, the Department led the development and implementation of the agency's response, education, and handling of COVID-19. Through the development of robust safety protocols and internal operating procedures, coordinated review of all suspected cases to mitigate exposure, case monitoring, and the updating of Continuity of Operations Programs (COOP), the department provided a framework for the workforce and agency facilities to reduce exposure of the virus and handle cases. The Department also provided wellness programs designed to support employees as they address the impacts of COVID-19 on their lives, and administered mandated emergency paid sick leave.

Unemployment Cases Surge: Shifted resources to address a 2000% increase in unemployment claims received.

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

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

Coordinated Communications Study: Began to analyze the agency's coordinated communications processes, which will assist agency Departments as we work together to effectively communicate with internal and external stakeholders.

National Recognition as a Workplace of Excellence: The agency was named as one of the best places to work in the nation by the Alliance for Workplace Excellence (AWE). The agency earned all four AWE awards including the Workplace Excellence Seal of Approval for our exceptional corporate culture, management practices and employee engagement practices; the Health and Wellness Seal of Approval for our health and wellness programs and assessments; the Diversity Champion Award for our leadership, demographics and diversity programs; and the EcoLeadership Award for waste minimization, conservation and energy efficiency.

Collective Bargaining and Labor Relations: The Executive Director led the management bargaining team in a full labor agreement with the Fraternal Order of Police Union (FOP) and a



Central Administrative Services Department of Human Resources and Management

wage reopener with the Municipal and County Government Employees Organization/UFCWU Local 1994 (MCGEO) Union which both carried over from FY20 into FY21 due to the COVID-19 crisis. A full labor agreement MCGEO began as well.

Fiscal Responsibility: The agency was a recipient of the Distinguished Budget Presentation Award from the Government Finance Officers' Association (GFOA) for the 35th consecutive year.

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

Policy Development and Management Studies: Policy review and analysis continued for nearly 200 functional areas necessary to ensure agency-wide regulatory compliance, fair practices, and accountability. The analysis focused on policies concerning finance and budgeting, office services, facilities and equipment, new management directives, and strengthening internal controls.

Employee Benefits: Benefit plans remained competitive and cost effective with emphasis on access and quality care. A robust health and wellness program continued to be strengthened to encourage employees to remain proactive about their health and help reduce overall health care costs. Introduced an automated enrollment option for new employees and employees with qualifying life events.

Employee Onboarding Automation: Implemented an automated onboarding process system to eliminate duplicate data entry across various systems, allow for a customized agency-wide and departmental-specific orientation, provide a tailored approach to benefit enrollment.

Human Resources Process Automations: In coordination with the Office of the Chief Information Officer, the Department introduced automatic notifications informing managers of approaching and overdue annual performance evaluations for direct reports and background checks for seasonal and temporary direct reports.

FY22 PRIORITIES

In addition to delivering the regular, ongoing work of the department, major priorities for FY22 include:

- Creating and standing up the robust set of metrics to we began to develop in FY21 to quantify overall agency performance.
- Further succession planning efforts through leadership development and specialized training to prepare staff members to transition into critical positions as they become vacant.
- Continue implementation of collective bargaining contracts and conducting negotiations with two collective bargaining units, including a full 3-year contract with the Municipal and County Government Employees Organization (MCGEO) and a wage and benefits reopener with the Fraternal Order Police (FOP).



Central Administrative Services

Department of Human Resources and Management

- Continued implementation of management-supported recommendations from the ongoing Classification and Compensation study, including job class series reviews prioritized by operating departments and allocation of staff to the new classification specifications.
- Reevaluating the agency-wide Wellness Program to leverage resources with current healthcare partners for maximum benefit, engage employees through surveys, and maximize the agency's impact on employees' wellbeing and productivity.
- Continued analysis and development of the agency's coordinated communications processes.

BUDGET AT A GLANCE

Summary of Department of Human Resources and Management Budget

	FY21	FY22	%	%
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$2,457,267	\$2,572,736	4.7%	43.3%
Staffing				
Funded Career Positions	17.49	17.92	2.5%	42.7%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	16.64	17.07	2.6%	41.6%
Prince George's County Budget				
Expenditures	\$3,232,265	\$3,372,429	4.3%	56.7%
Staffing				
Funded Career Positions	23.51	24.08	2.4%	57.3%
Term Contract Positions	1.00	1.00	0.0%	50.0%
Funded Workyears	23.36	23.93	2.4%	58.4%
Combined Department Total Budget				
Expenditures	\$5,689,532	\$5,945,165	4.5%	100.0%
Staffing				
Funded Career Positions	41.00	42.00	2.4%	100.0%
Term Contract Positions	2.00	2.00	0.0%	100.0%
Funded Workyears	40.00	41.00	2.5%	100.0%

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



Central Administrative Services

Department of Human Resources and Management

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The FY22 proposed budget is \$5,945,165, representing an increase of 4.5% (\$255,633) over the FY21 adopted budget level. This increase funds the ongoing operations administered by the Department, the addition of a career position, and support to the Office of the Chief Information Officer through allocated charges for technology systems. The increase is allocated \$140,164 to Prince George's and \$115,469 to Montgomery County after the application of chargebacks. The proposed compensation marker is not included in this number. Based on a recent cost allocation analysis by the Corporate Budget Division, the Commission supported adjusting the FY22 funding allocation before chargebacks to 40.9% Montgomery and 59.1% to Prince George's. This shifts 0.7% of the funding allocation from Montgomery to Prince George's, as compared to FY21. Major components of the budget include:

Personnel Services: This category includes an increase of 9.0% (\$497,537). The proposed DHRM budget includes 42 career and 2 term contract positions, with 41 WYS (of which 17.07 are allocated to Montgomery and 23.93 to Prince George's, respectively). One new position is requested for FY22:

- **Human Resources Specialist (\$108,234):** The Employee and Labor Relations team is comprised of one Human Resources Manager and 2 Human Resources Specialists. This small team is the clearing house for all disciplinary actions, conducts complex investigations requiring extensive knowledge of federal and state regulations, delivers agency-wide trainings, provides guidance to field HR staff, and supports Collective Bargaining efforts. The number of complex investigations, employee consultations and grievances continue to climb, and we anticipate this trend to continue as we all adjust to the "new normal" because of stressors that COVID-19 and civil unrest have placed on our communities.

Due to societal changes throughout the nation that impact our region and workforce, we need an additional HR specialist to proactively mitigate and address such situations in the workplace before they become grievances and to educate managers and coworkers alike on what is acceptable in the work environment and in our ever-evolving communities. This position will also serve as a DHRM liaison to the Diversity Council and the Park Police to ensure Diversity, Equity and Inclusion efforts are being coordinated across the Commission and are tailored to suit the unique challenges different members of our workforce may face.

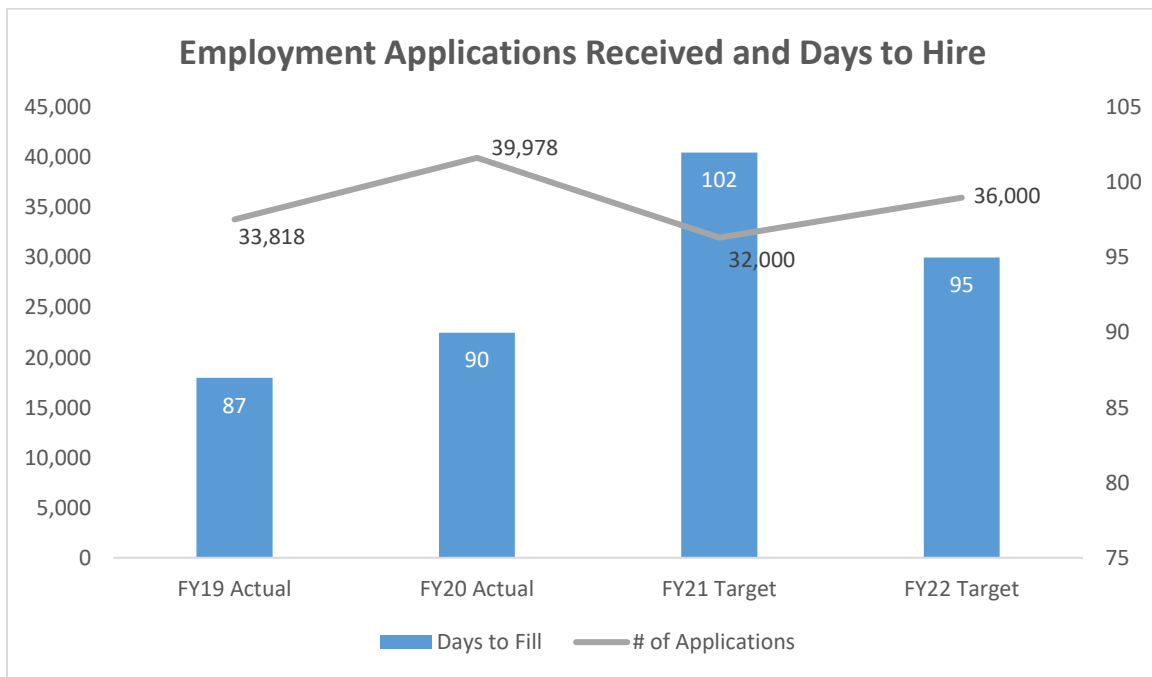
Other Operating Charges: This category includes an increase of 12.7% (\$111,441) for supplies, materials and professional services to support an upgrade of the ERP system, operating needs specific to the COVID-19 pandemic, labor negotiations, and employee records technical support.

Chargebacks: This category includes an increase of 51.4% (\$353,345) for wage and benefit allocations and expenses for services directly impacting specific programs or departments outside of DHRM. The increase is due to the utilization of chargebacks to allocate wage and benefit expenses to the Internal Service Funds managed by the Department instead of directly charging the funds, which was done in prior fiscal years. This change brings continuity to the way all wage and benefit allocations are recognized by the Department.

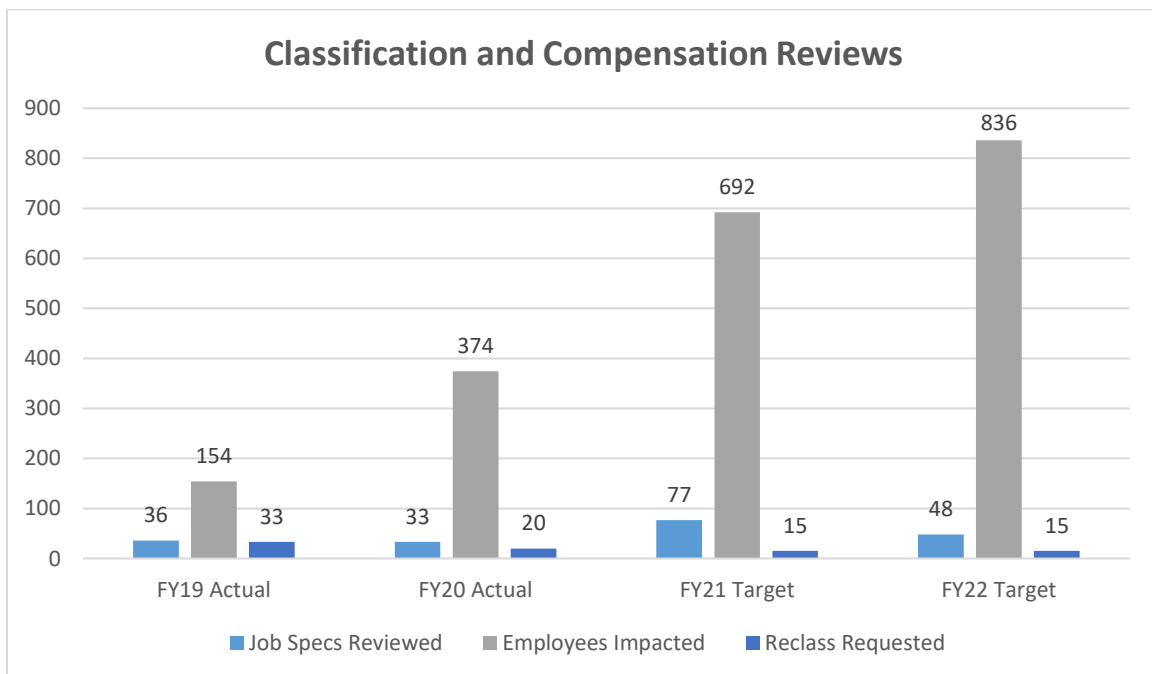


Central Administrative Services Department of Human Resources and Management

GOALS AND PERFORMANCE MEASURES



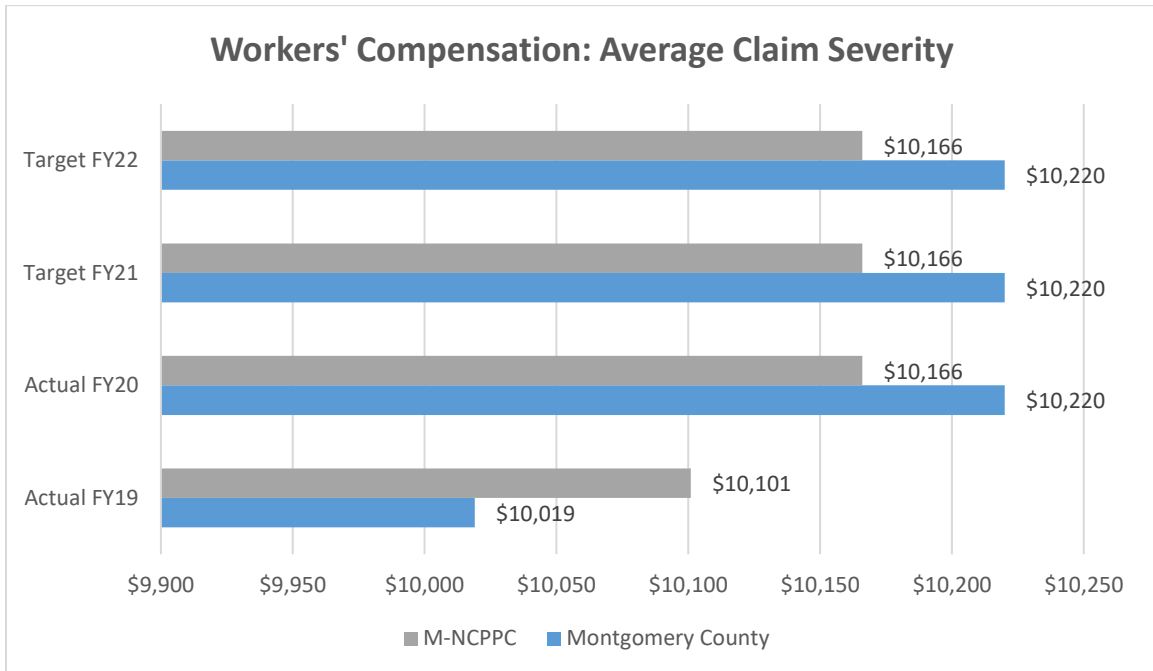
The time-to-fill metric is business days from close of posting to hire date. Due to the ongoing impact of the COVID-19 crisis, the number of applicants has decreased in FY21 while the days to fill have increased. An incremental recovery of these metrics has been projected in FY22.



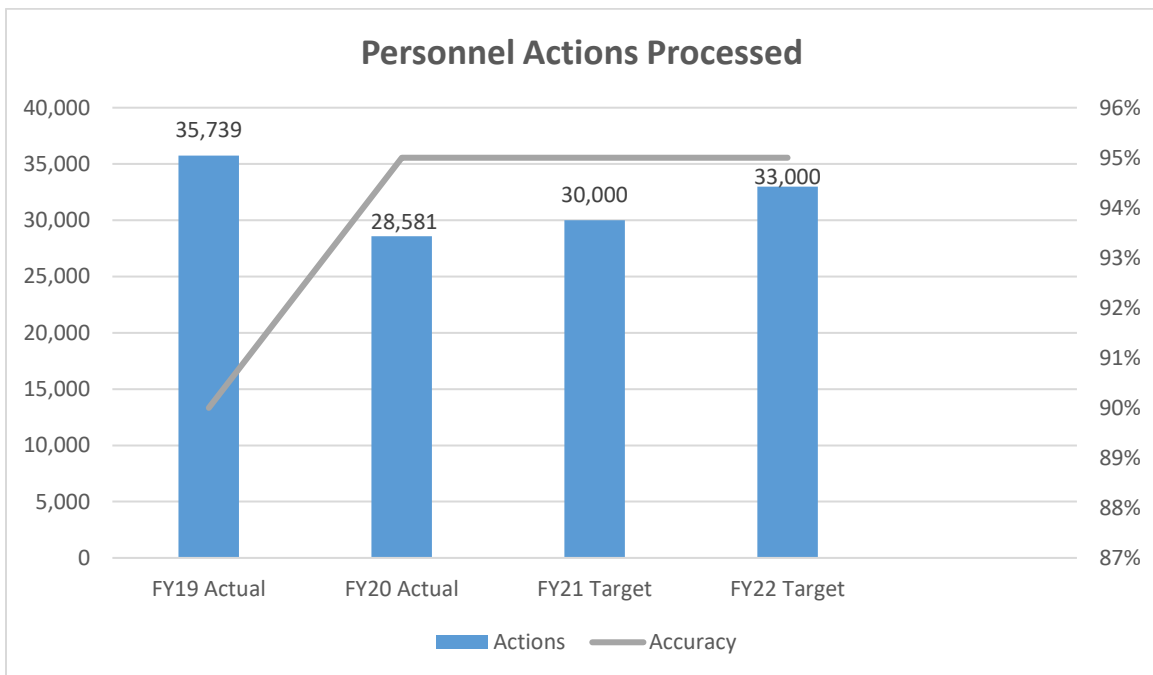
The number of job specifications reviewed in FY21 has increased due to additional funding provided by agency departments. In FY22, the increased funding support will be redistributed to the allocation of job specifications created from the reviews in FY21 and the development of additional new job specs, which will impact 21% more employees.



Central Administrative Services Department of Human Resources and Management



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

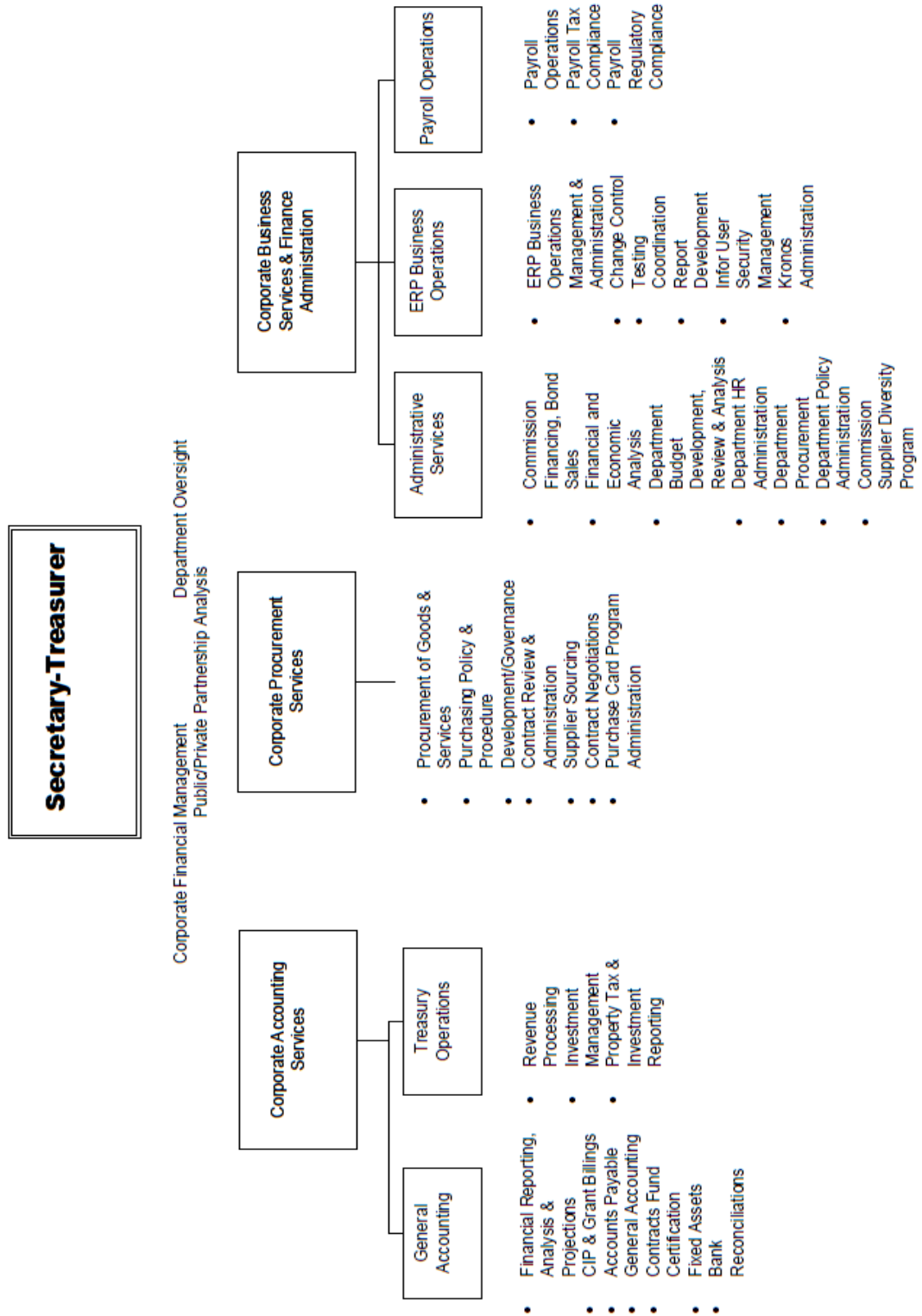


The decrease in Personnel Actions processed in FY20 and FY21 is due to the impact of COVID-19 on the agency's in-person programs (summer camps, etc.) and the pausing of annual pay increases in FY21.



ORGANIZATIONAL STRUCTURE

DEPARTMENT OF FINANCE



Central Administrative Services

Finance Department

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Office of the Secretary-Treasurer – Corporate & Business Services Division

The Office of the Secretary-Treasurer – Corporate & Business Services Division has three (3) major work programs: Department Management, Payroll Operations, and ERP Operations Management. Department Management has four (4) major functions: provide corporate financial oversight; direct the overall operations of the Finance Department; oversee the Supplier Diversity Program; and manage the debt program to finance capital equipment and the Commission's capital improvement projects. Payroll Operations processes two bi-weekly payrolls for all agency employees; ERP Program Management is responsible for oversight, management, user-security, change management and change control of the ERP business systems, and provides operations support to the payroll, Kronos, general ledger and procurement systems. The Division also offers financial advice and financial analysis expertise to other Commission departments to enable them to make informed judgments and strategic financial planning decisions.

Corporate Accounting Division

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



Central Administrative Services Finance Department

Corporate Procurement Division

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

ACCOMPLISHMENTS

The Department received the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association of the United States and Canada for the 47th consecutive year in FY2019. The Commission has received this award longer than any other organization in its category.

BUDGET AT A GLANCE

Summary of Finance Department Budget

	FY21 Adopted	FY22 Proposed	% Change	% Allocated *
Montgomery County Budget				
Expenditures	\$2,226,035	\$2,387,159	7.2%	44.8%
Staffing				
Funded Career Positions	20.92	20.00	-4.4%	42.6%
Funded Workyears	20.02	19.26	-3.8%	42.8%
Prince George's County Budget				
Expenditures	\$2,807,999	\$2,945,326	4.9%	55.2%
Staffing				
Funded Career Positions	26.08	27.00	3.5%	57.4%
Funded Workyears	24.98	25.74	3.0%	57.2%
Combined Department Total Budget				
Expenditures	\$5,034,034	\$5,332,485	5.9%	100.0%
Staffing				
Funded Career Positions	47.00	47.00	0.0%	100.0%
Funded Workyears	45.00	45.00	0.0%	100.0%

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



Central Administrative Services Finance Department

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The FY22 proposed budget is \$5,332,485 reflects an additional \$298,451 or 5.9% increase from the FY21 adopted budget after chargebacks.

The personnel services budget increased by \$81,990 in base salaries and by \$259,070 in benefits due to increased pension and benefit costs. Other operating charges increased by \$35,586 from CWIT increases, and chargebacks increased by \$78,195.

In developing this preliminary estimate of the FY22 budget request, the Finance Department has carefully considered how to meet the service needs of the operating departments.

After careful consideration and input from the operating departments, there are two proposed funding requests for fiscal 2022:

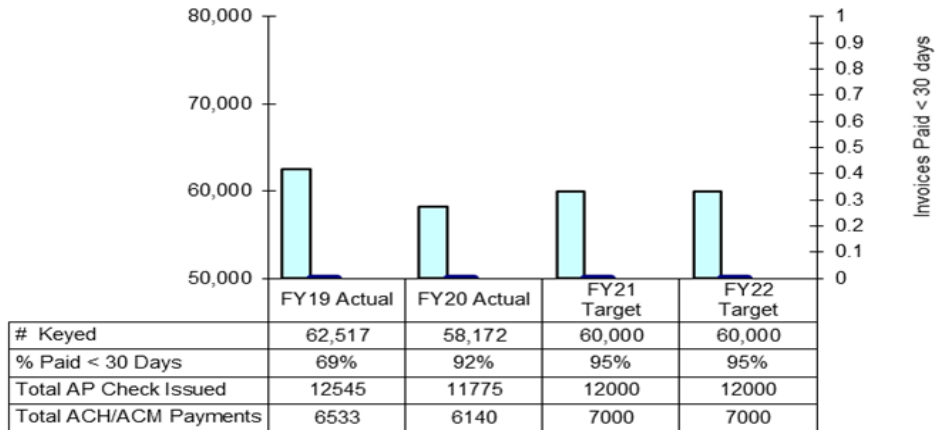
- Funding, \$10,000, is requested for Employee Recognition Awards as a separate item, as opposed to using lapsed salary.
- Funding, \$24,400, for Finance's share of Commission-wide IT initiatives (primarily the next version of ERP) which are presented as part of the Office of the CIO's budget request which Finance supports.



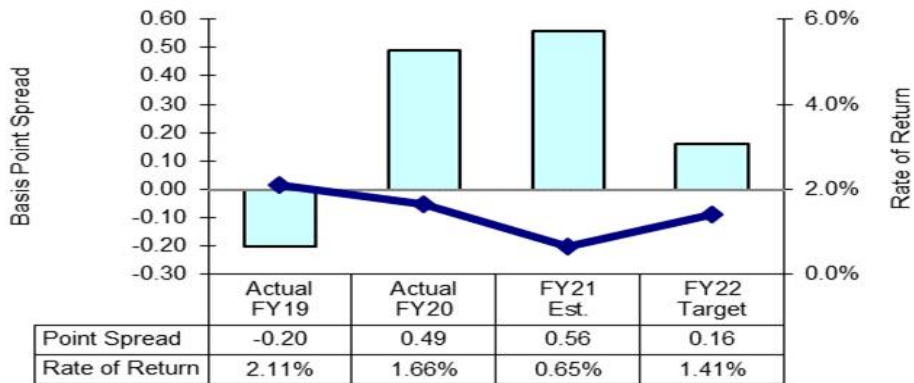
Central Administrative Services Finance Department

GOALS AND PERFORMANCE MEASURES

Accounting

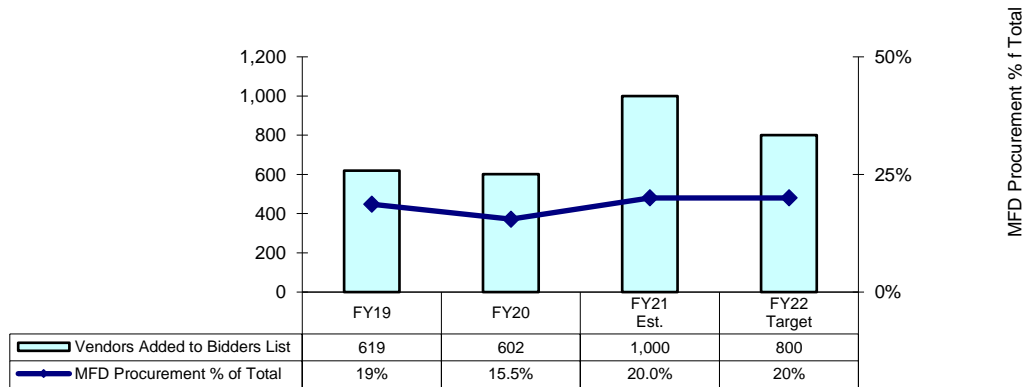


Treasury Operations Basis Point Spread Portfolio Versus 90-Day Treasury Bill Rate of Return



Central Administrative Services Finance Department

MFD Procurement Opportunity Minority, Female or Disability Owned



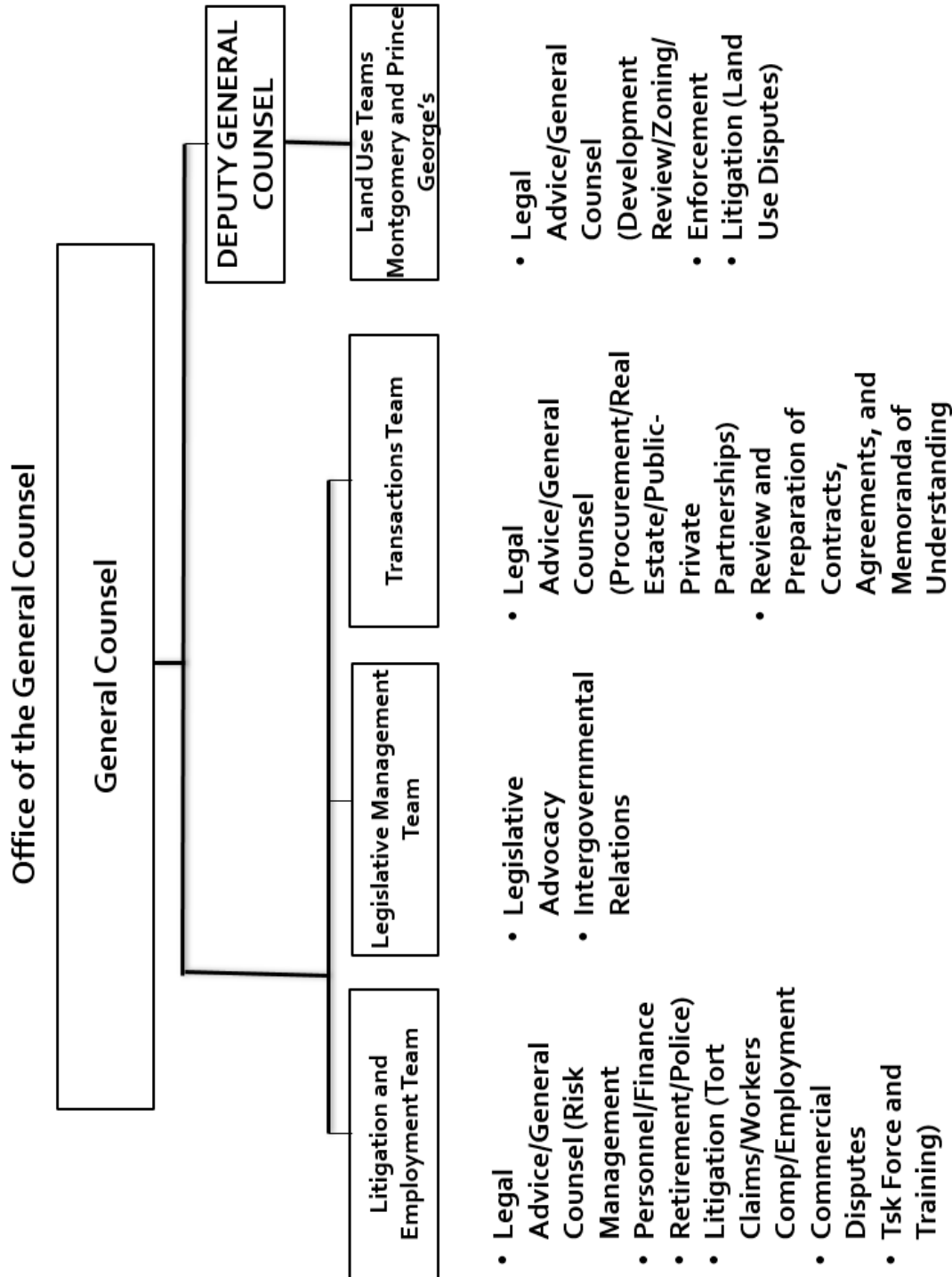
Bond Rating Data

Rating Agency Information	FY19	FY20	FY21 Est.	FY22 Target
Commission Montgomery County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA
Commission Prince George's County Bonds:				
Fitch Ratings	AAA	AAA	AAA	AAA
Moody's Investor Services Inc.	Aaa	Aaa	Aaa	Aaa
Standard & Poors Rating Services	AAA	AAA	AAA	AAA



Central Administrative Services Legal Department

ORGANIZATIONAL STRUCTURE



Central Administrative Services Legal Department

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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



Central Administrative Services Legal Department

ACCOMPLISHMENTS

Protecting the Public Interest in Litigation: During FY 2020, the OGC registered 11 new litigation cases and closed 12 cases – ending the year with 19 cases pending in state and federal courts. The cases closed during the year covered a variety of conventional disputes, including 1 ordinary tort claims, 1 employment claim, 7 workers compensation appeals, 8 administrative land use appeals, and 2 miscellaneous matters. The Commission litigation team consistently delivered successful results and handled a number of complex matters including construction, employment, and unique workers compensation and liability matters. The litigation team represented the Commission’s interest to prevent the *6525 Belcrest Road, LLC* plaintiffs from circumventing, through collateral litigation, the judicial-review process for challenging a Prince George’s County Planning Board decision. The OGC provided advice for a myriad of novel legal and compliance issues arising in response to the novel coronavirus.

Proactive Legal Support for Commission Policy Makers: The Legal Department continued in its tradition of delivering real-time, preventive counsel to support sound business and public policy decisions. During FY 2020, our work included: drafting amendments to the Zoning Ordinance for a new “Small Cell Wireless Facilities” zoning use category to facilitate the expansion of 5G technology in Prince George’s County; drafting a wholesale revision of the Subdivision Regulations in Montgomery County; developing effective strategies to assure continuation of operations by our Planning Boards and operating departments during the COVID-19 pandemic; and advising the agency’s management on the implementation of the Maryland Healthy Working Families Act. In addition, each OGC Land Use team continued its history of legal support for staff working to review important area development projects, such as the Metro Tower/One Bethesda Center Preliminary Plan and Sketch Plan in Montgomery County and the Conceptual and Detailed Site Plans for Southlake, a mixed-use development project in Prince George’s County.

Building Quality of Life – One Transaction at a Time: Commission attorneys represented staff and the Planning Boards in the negotiation and development of dozens of complex agreements, memoranda of understanding, and policies related to the Commission’s park and recreation functions. Examples of important projects initiated or completed during FY 2020 include: Establishing a COVID-19 Toolkit which is a suite of documents for use by Commission departments to address COVID-19-related issues; successful negotiation of a new comprehensive pension software administration system for the Employee Retirement System; the acquisition of a property on Albion Road in College Park from WMATA; revisions to the Montgomery County Parks Department Commemorative Naming Policy; completion of complex agreements for the Wheaton Regional Headquarters which is the new location for various Commission Departments in Montgomery County; finalizing the Westbard Self Storage Project in which the Commission will own and develop a new park and memorial dedicated to African Americans who historically occupied the property.

Legislative Support: In its role as legislative advocate for the Commission, the OGC Legislative Management Team lobbied or monitored over 160 bills during the 2020 Session of the Maryland General Assembly, including about 6 bills relating directly to agency operations in Prince George’s or Montgomery County. In addition, the Commission’s team in Annapolis engaged directly in advocating for a healthy bi-county share of the State’s Program Open Space “Local Side” funding, resulting in near record-setting allocations for Montgomery County and Prince George’s County of \$10 and \$17 million, respectively.



Central Administrative Services Legal Department

BUDGET AT A GLANCE

The Legal Department’s FY 2022 funding request will show a maintenance level budget – that takes into account the reduced service level at MRO that was required to meet the FY19, FY20, and FY21 funding cuts in the Montgomery County Administrative Fund. After accounting for the combined fiscal impact of personnel turnover, including expected increases in fringe benefit costs, the fiscal impact of our personnel budget results in a net increase of \$48,926, which results in a budget for personnel services allocable to the respective administrative funds as follows:

- Montgomery County Administration Fund: \$1,586,615
- Prince George’s County Administration Fund: \$1,361,563

These budget figures reflect the updated allocation formula (“split”) for Montgomery/Prince George’s County at 50.5% and 49.5% respectively, as well as any changes in non-departmental charges passed through for capital equipment, the CIO allocation, etc.

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

Summary of Legal Department Budget

		FY21 Adopted	FY22 Proposed	% Change	% Allocated *
Montgomery County Budget					
Budget	Expenditures	\$1,578,645	\$1,586,615	0.5%	53.8%
Staffing	Funded Career Positions	13.00	13.00	0.0%	52.0%
	Funded Workyears	13.00	13.00	0.0%	52.0%
Prince George's County Budget					
Budget	Expenditures	\$1,355,744	\$1,361,563	0.4%	46.2%
Staffing	Funded Career Positions	12.00	12.00	0.0%	48.0%
	Funded Workyears	12.00	12.00	0.0%	48.0%
Combined Department Total Budget					
Budget	Expenditures	\$2,934,389	\$2,948,178	0.5%	100.0%
Staffing	Funded Career Positions	25.00	25.00	0.0%	100.0%
	Funded Workyears	25.00	25.00	0.0%	100.0%

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



Central Administrative Services Legal Department

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

Additionally, our proposed estimate is based on a modest pass through of interdepartmental chargebacks that reflect our commitment to our client departments to maintain the current level of service. Further, the proposed budget has been adjusted to reflect final pension and OPEB numbers, which have increased across the Commission due to lower investment returns in the second half of FY21 related to the COVID-19 pandemic.



Central Administrative Services

Office of Inspector General

OVERVIEW

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

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

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

MISSION

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

ACCOMPLISHMENTS

- Performance audits provide objective analysis to assist management and those charged with governance and oversight in using the information to improve program performance and operations, reduce costs, and facilitate decision making. The OIG completed 13 performance audits in FY20. Seven (7) of the audits included a review of Commission-wide programs such as Recruitment and Selection, Group Insurance Fund, and Aquatic Fee Payments. Six (6) of the audits were full facility audits. As a result of these reviews, the OIG presented 46 audit recommendations to improve the effective and efficient operation of M-NCPPC programs and facilities.
- The OIG completed 10 investigations, 4 management advisories, and 22 follow-up reviews in FY20. Upon completion of the follow-up reviews, the OIG was able to conclude 49 of the 57 (94.2%) audit recommendations reviewed were satisfactorily resolved.
- The OIG facilitated a Commission-wide risk assessment in May 2019. As part of the assessment process, the OIG meet with key stakeholders throughout the Commission to identify auditable units, inherent risks, and mitigating controls. The results of the assessment provided the basis for the FY20 Audit Plan, which was subsequently approved by the AC. These activities furthered the OIG's obligation to timely identify the most critical risks and vulnerabilities in Commission programs and operations to allow the Commission to take necessary corrective actions.



Central Administrative Services Office of Inspector General

BUDGET AT A GLANCE

Summary of Office of the Inspector General

		FY21 Adopted	FY22 Proposed	% Change	% Allocated *
Montgomery County Budget					
Budget	Expenditures	\$327,545	\$367,346	12.2%	50.2%
Staffing	Funded Career Positions	2.00	2.00	0.0%	40.0%
	Funded Workyears	2.20	2.20	0.0%	40.0%
Prince George's County Budget					
Budget	Expenditures	\$392,896	\$364,718	-7.2%	49.8%
Staffing	Funded Career Positions	3.00	3.00	0.0%	60.0%
	Funded Workyears	3.30	3.30	0.0%	60.0%
Combined Department Total Budget					
Budget	Expenditures	\$720,441	\$732,064	1.6%	100.0%
Staffing	Funded Career Positions	5.00	5.00	0.0%	100.0%
	Funded Workyears	5.50	5.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The FY22 proposed budget of \$732,064 represents a 1.6% (or \$11,623) increase over FY21 adopted budget of \$720,441. Increased pension, benefit and contracted salary adjustments account for \$6,506 of the increase.

The budget also includes an additional \$5,157 to cover planned Commission-wide IT initiatives.

The OIG has requested one modest base budget increase of \$2,520 to cover licensing costs of analytical software used in audits and investigations.

Prince George's County chargebacks increased by \$2,561 due to approved pension and benefit costs of a full time Inspector.



Central Administrative Services Office of Inspector General

GOALS AND PERFORMANCE MEASURES

Goals:

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

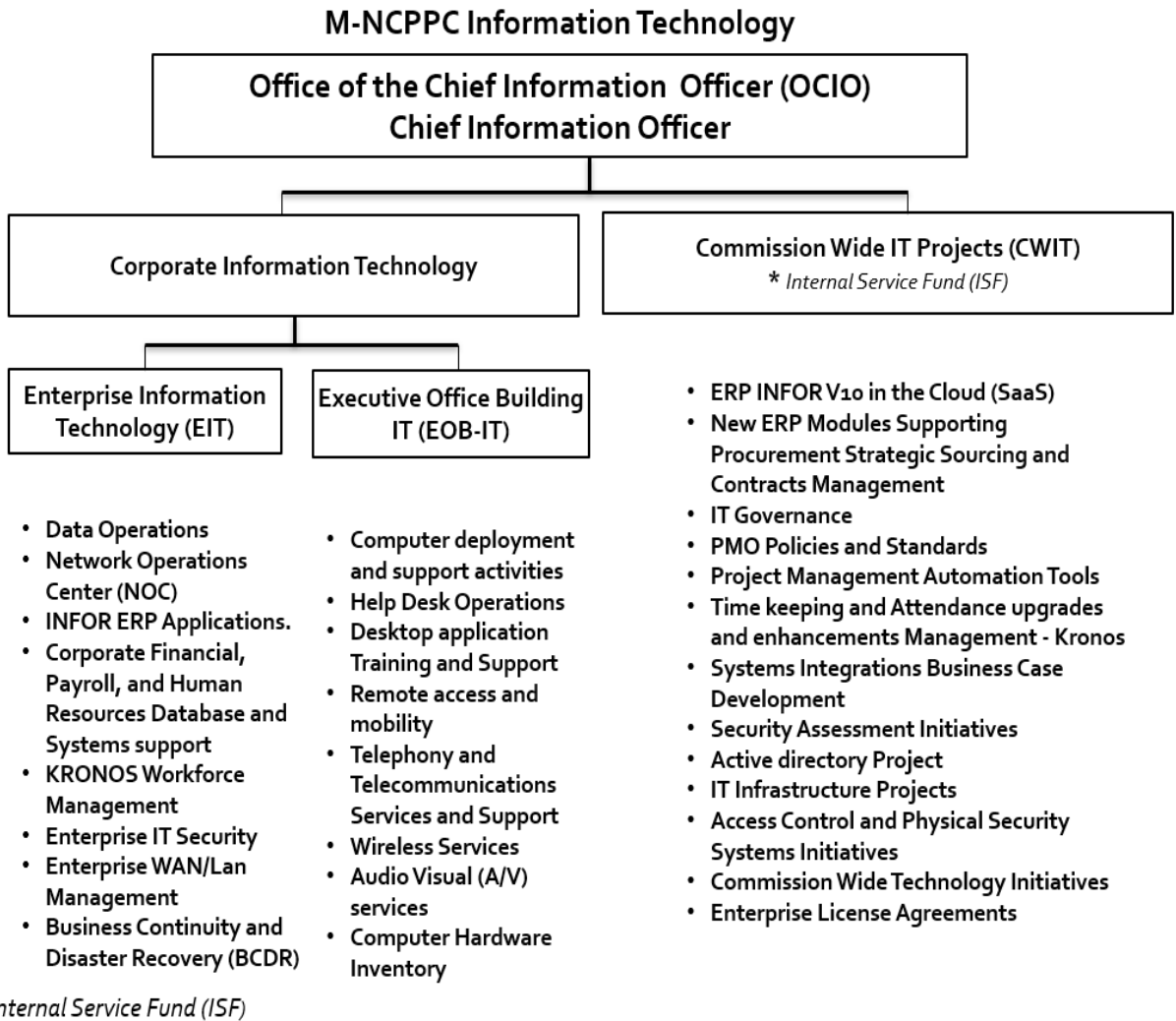
Performance Measures:

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



Central Administrative Services Corporate IT

ORGANIZATIONAL STRUCTURE



Central Administrative Services

Corporate IT

OVERVIEW

Corporate IT is responsible for the Corporate Data Center and Network Operation Center. It is comprised of two Divisions: Enterprise IT (EIT) and Executive Office Building IT (EOB-IT). Driven by IT governance policies, EIT executes the CIO’s objectives to deliver IT infrastructure, Systems, Applications, Security, accountability, and consistent, timely communication of enterprise IT standards. EIT implements and administers OCIO security governance policies to ensure the protection of Commission data, security administration, accountability and maintenance. EOB-IT objectives are focused on the delivery of Applications and end user services to EOB staff.

MISSION

The Enterprise IT (EIT) team is responsible for Enterprise infrastructure and ensures the delivery of cutting-edge technology-based solutions to address Commission requirements to integrate and automate information systems and all relevant data. EIT is also accountable to produce consistent and timely communication of enterprise IT standards and procedures. EIT implements and administers OCIO security governance policies to ensure the protection of Commission data, security administration, accountability and maintenance. EOB-IT manages all desktop computing, telephony, and Audio Visual (A/V) needs of users. The division will soon rollout a robust help desk solution supporting users across the commission in the areas of ERP, Time Management (Kronos) system, payroll, HR related matters, and all of Bi-County staff at EOB. Additionally, the division delivers against well-defined service criteria and supports the virtual desktop environment.

PROGRAMS AND SERVICES PROVIDED

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

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

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

Core Business Financial Systems

<ul style="list-style-type: none"> Financial Systems Management - Infor ERP Modules - Accounting, Purchasing, Fixed Assets, Strategic Sourcing and Contracts Management 	<ul style="list-style-type: none"> SYMPRO Investment and Debt Management AOS - Accounts payable Online System
<ul style="list-style-type: none"> Purchasing Bidders List and Contract Log 	<ul style="list-style-type: none"> Lawson Budgeting & Planning
<ul style="list-style-type: none"> Energy CAP Utility and Management 	<ul style="list-style-type: none"> Performance series - prior financial system for archive
<ul style="list-style-type: none"> Purchase Card System 	<ul style="list-style-type: none"> Kinsey Reporting
<ul style="list-style-type: none"> MHC – ERP Document Management 	<ul style="list-style-type: none"> DSS – Employee Document Self Service (Pay stub and W-2 forms)
<ul style="list-style-type: none"> Application Support 	<ul style="list-style-type: none"> Oracle Database management and SQL Database Management



Central Administrative Services Corporate IT

Core Business Human Resources Systems

<ul style="list-style-type: none"> • Infor ERP modules: HR, Benefits Administration, Salary Administration, Training & Development, Safety & Health • NEOGOV Applications: workforce recruitment and Onboarding 	<ul style="list-style-type: none"> • Digital Personnel Action automation Management and Support • Employees' Retirement System • ePersonality
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Program Support Systems

<ul style="list-style-type: none"> • Contract management • LRS retirement System • NEOGOV hosted service • Safety Shoe program • Performance metric system • Symantec Enterprise Backup System • Archive Records Management System • FileHold archiving software • SharePoint services • Verdiem Surveyor system 	<ul style="list-style-type: none"> • Mobile Devices • ERP Human Capital Management (HCM) • Microsoft Office 365 hosted email service • Time & attendance system (Kronos) hosted system • Labor Soft Grievance hosted service • INSITE Intranet and Training Calendar • VMware virtualized servers and desktops • Disaster recovery and Business Continuity program • Building Security System (Alliance and Lenel) • Accounting Online System (AOS)
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ACCOMPLISHMENTS

Executive Office Building IT (EOB-IT):

Major EOB-IT efforts included the Digital Transformation Initiative (DTI). The objective of this effort was to digitize internal and external business processes and artifacts (including pdf, word, excel, email, paper, fax forms, etc.) that support these processes within and outside of the organization. To support teleworkers additional laptops with full security protection configuration were procured and deployed to our users. The EOB telephone system was further enhanced to allow access to the office telephone system outside the boundaries of the office. This option was needed to provide a softphone option on the teleworking employees desktop so that the office extension is available on the employees laptop while teleworking.

Enterprise IT (EIT):

EIT continued to provide Cybersecurity enhancements to strengthen the MNCPPC Infrastructure, networks, and its computing environment. An industry top performing endpoint security solution was deployed. The solution utilizes dynamic and interactive cybersecurity services to further enhance the Commission's security posture. Several cybersecurity policies and supporting operating procedures were completed this budget year. The utility management system, Energy Cap was upgraded to a newer version with many features necessary to improve utility management within the operating departments. Some of those improvements are:

- Improved Data Quality to support Sustainability Goals, Enterprise Asset Management, Budget Managers, and Facility Managers
- Process Improvements for Operations and Corporate Accounting
- Address Office of the Inspector General (OIG) Major Audit Concerns with Energy Management
- Enhanced User Experience while reducing the overall IT expenditure cost to maintain the system.



Central Administrative Services Corporate IT

BUDGET AT A GLANCE

Summary of Corporate IT Budget

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated</u> *
Montgomery County Budget					
Budget	Expenditures	\$1,684,700	\$1,573,048	-6.6%	56.7%
Staffing	Funded Career Positions	8.84	8.84	0.0%	49.1%
	Funded Workyears	8.84	8.84	0.0%	49.1%
Prince George's County Budget					
Budget	Expenditures	\$1,220,730	\$1,200,296	-1.7%	43.3%
Staffing	Funded Career Positions	9.16	9.16	0.0%	50.9%
	Funded Workyears	9.16	9.16	0.0%	50.9%
Combined Department Total Budget					
Budget	Expenditures	\$2,905,430	\$2,773,344	-4.5%	100.0%
Staffing	Funded Career Positions	18.00	18.00	0.0%	100.0%
	Funded Workyears	18.00	18.00	0.0%	100.0%

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

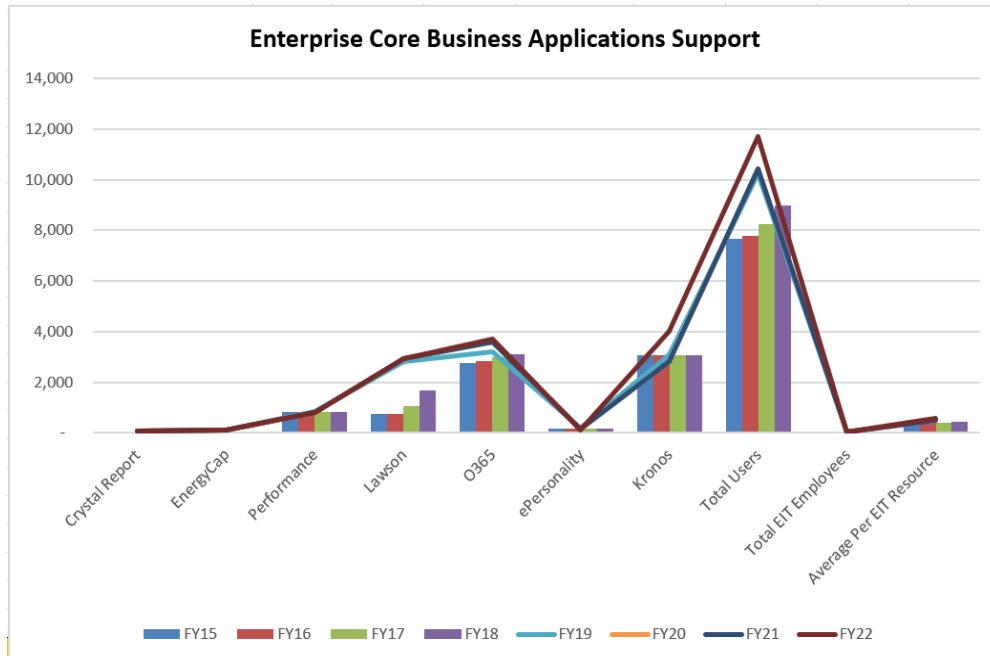
HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The proposed FY22 expenditure budget is \$2,773,344, representing a \$132,086 (4.5%) decrease from FY21 adopted levels. While software maintenance costs and the Corporate IT share of CWIT have increased in FY22, the increase has been offset by the transfer of software license costs to CWIT. This also resulted in a decrease to departmental chargebacks.

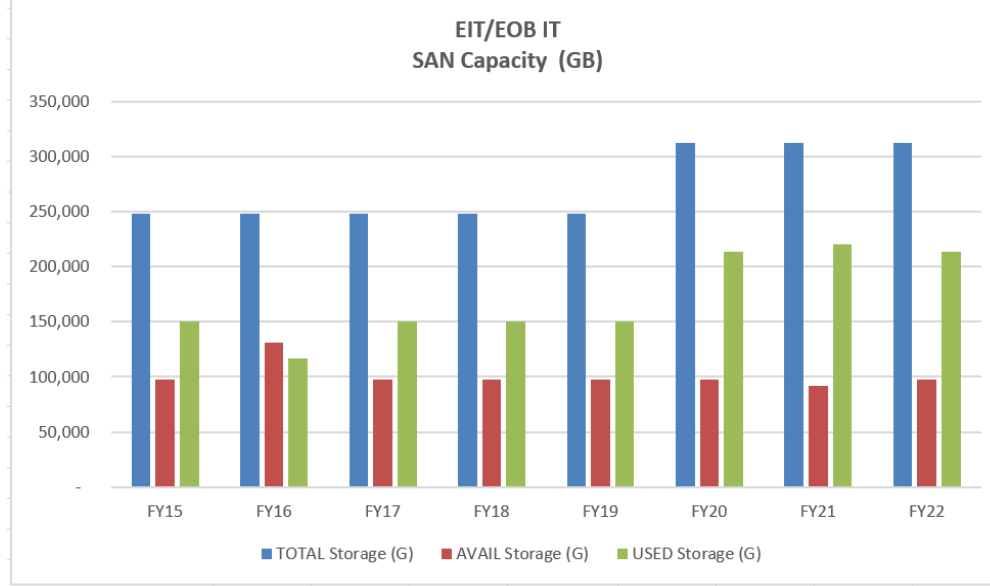


Central Administrative Services Corporate IT

GOALS AND PERFORMANCE MEASURES



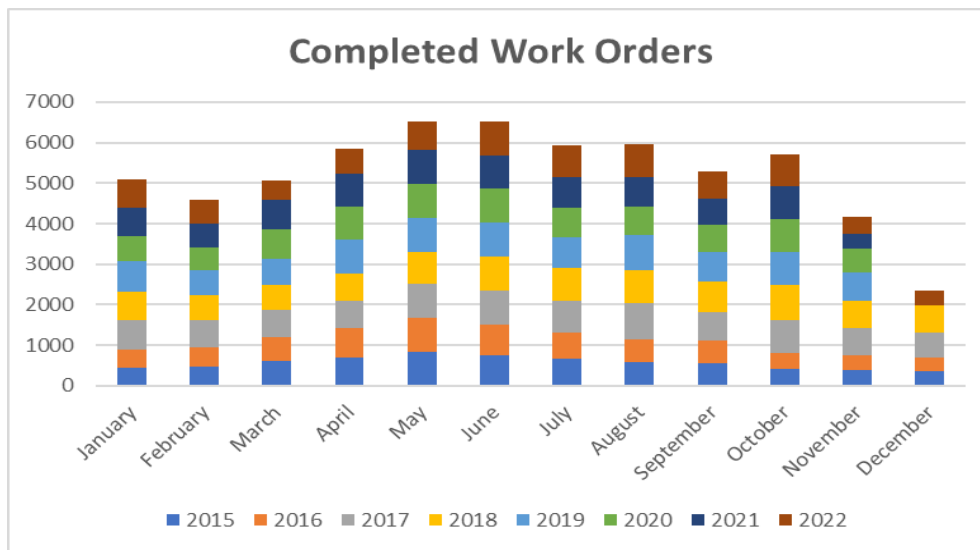
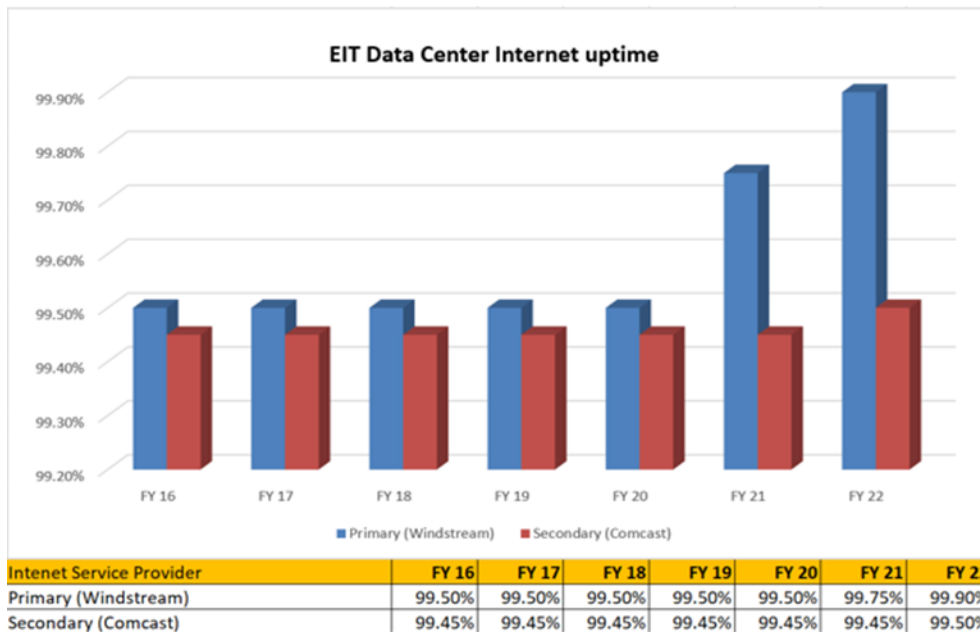
	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
Total Users	7,684	7,764	8,236	8,973	10,234	10,448	10,449	11,726
Total EIT Employees	20	20	20	20	20	21	21	21
Average Per EIT Resource	384	388	412	449	512	498	498	558



	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
TOTAL Storage (G)	248,000	248,000	248,000	248,000	248,000	312,000	312,000	312,000
AVAIL Storage (G)	98,048	131,506	98,048	98,048	98,048	98,048	92,048	98,048
USED Storage (G)	149,952	116,494	149,952	149,952	149,952	213,952	219,952	213,952



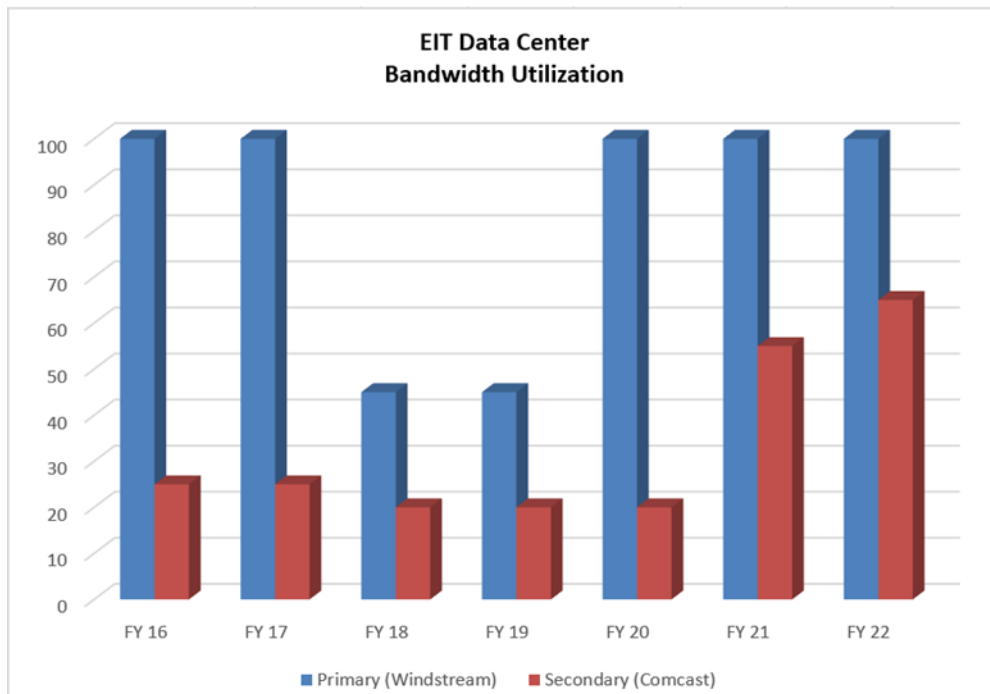
Central Administrative Services Corporate IT



Year	2015	2016	2017	2018	2019	2020	2021	2022
January	445	445	728	693	750	620	700	700
February	478	478	660	625	595	580	580	580
March	603	603	652	630	644	734	734	478
April	703	703	681	681	825	825	825	603
May	839	839	825	806	838	838	838	703
June	757	757	835	835	835	835	835	839
July	652	652	783	806	756	756	736	800
August	569	569	901	823	844	713	720	835
September	553	553	700	765	733	654	654	669
October	408	408	814	855	809	809	809	785
November	375	375	662	685	685	600	375	408
December	350	350	600	667	0	0	0	375
Total	6,732	6,732	8,841	8,871	8,314	7,964	7,806	7,775



Central Administrative Services Corporate IT



	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Primary (Windstream)	100	100	45	45	100	100	100
Secondary (Comcast)	25	25	20	20	20	55	65



Central Administrative Services

CAS Support Services

MISSION AND OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

FY21 ACCOMPLISHMENTS

- Effectively managed shared resources across all offices within Central Administrative Services, improving efficiency and cost containment.
- Worked with the State in ensuring compliance with records retention protocols to manage the agency’s public records.

FY22 PRIORITIES

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

BUDGET AT A GLANCE

Summary of CAS Support Services Budget

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>	<u>% Allocated*</u>
<i>Montgomery County Budget</i>				
Expenditures	\$653,092	\$693,073	6.1%	44.5%
<i>Prince George’s County Budget</i>				
Expenditures	\$816,020	\$865,002	6.0%	55.5%
<i>Combined Department Total Budget</i>				
Expenditures	\$1,469,112	\$1,558,075	6.1%	100.0%

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



Central Administrative Services

CAS Support Services

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The total FY22 proposed budget is \$1,558,075, which reflects an increase of 6.1% (\$88,963) over the FY21 adopted budget levels.

Based on the cost allocation analysis by the Corporate Budget Division, the Commission supported the FY22 budget funding allocation between the counties. The allocations remain the same as in FY21, 44.5% to Montgomery County and 55.5% to Prince George's County. Major components of the budget are described below:

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

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

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

The main cost driver of the budget (76% or \$1,183,775) is occupancy, which has increased 16% compared to FY21 levels due to:

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



Central Administrative Services Merit System Board

MISSION AND OVERVIEW

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

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

PROGRAMS AND SERVICES PROVIDED

The duties of the Merit System Board are to:

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

FY21 ACCOMPLISHMENTS

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

FY22 PRIORITIES

Continue to provide:

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



Central Administrative Services Merit System Board

BUDGET AT A GLANCE

Summary of Merit System Board Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated *</u>
Montgomery County Budget				
Expenditures	\$87,200	\$83,426	-4.3%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Prince George's County Budget				
Expenditures	\$87,200	\$83,426	-4.3%	50.0%
Staffing				
Funded Career Positions	0.50	0.50	0.0%	50.0%
Funded Workyears	0.25	0.25	0.0%	50.0%
Combined Department Total Budget				
Expenditures	\$174,400	\$166,852	-4.3%	100.0%
Staffing				
Funded Career Positions	1.00	1.00	0.0%	100.0%
Funded Workyears	0.50	0.50	0.0%	100.0%

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

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The FY22 Merit System Board Budget is proposed at \$166,852, which reflects a decrease of 4.3% (\$7,548) from FY21 levels. Both counties fund the Merit Board's budget equally.

Total funded career positions remain unchanged for FY22. Projected expenditures vary by caseload from year to year and are not predictable. In a heavy caseload year, the Board may need to request supplemental funding. Major components of the budget are listed below:

Personnel Services: This category includes salary and benefits for 1 part-time Merit System administrator and 3 part-time contract Board members. Salaries of the appointed Board members are determined by the Commission. Adjustments have been made per the projections made by the Corporate Budget Office. Prior fiscal year budgets included increases, which have been adjusted in FY22 resulting in a decrease in personnel costs compared to FY21 levels.

Supplies and Materials: This category supports the operations of the Board.

Other Services and Charges: This category is for outside legal counsel and transcription services.



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Department of Human Resources and Management				
Montgomery County				
Personnel Services	2,000,733	2,288,005	2,452,998	7.2%
Supplies and Materials	30,115	29,411	29,244	-0.6%
Other Services and Charges	532,311	343,008	387,493	13.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(192,487)	(203,157)	(296,999)	46.2%
Total	2,370,672	2,457,267	2,572,736	4.7%
Prince George's County				
Personnel Services	2,717,813	3,212,007	3,544,551	10.4%
Supplies and Materials	40,413	41,289	42,257	2.3%
Other Services and Charges	688,213	463,049	529,204	14.3%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(472,778)	(484,080)	(743,583)	53.6%
Total	2,973,661	3,232,265	3,372,429	4.3%
Combined Total				
Personnel Services	4,718,547	5,500,012	5,997,549	9.0%
Supplies and Materials	70,527	70,700	71,501	1.1%
Other Services and Charges	1,220,524	806,057	916,697	13.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(665,265)	(687,237)	(1,040,582)	51.4%
Total	5,344,333	5,689,532	5,945,165	4.5%
Department of Finance				
Montgomery County				
Personnel Services	2,349,976	2,456,846	2,631,855	7.1%
Supplies and Materials	47,515	25,592	25,894	1.2%
Other Services and Charges	293,938	224,597	244,643	8.9%
Capital Outlay	41,434	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(457,379)	(481,000)	(515,233)	7.1%
Total	2,275,485	2,226,035	2,387,159	7.2%
Prince George's County				
Personnel Services	2,926,898	3,351,288	3,517,339	5.0%
Supplies and Materials	61,218	34,908	34,606	-0.9%
Other Services and Charges	348,649	289,103	304,643	5.4%
Capital Outlay	53,383	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(865,017)	(867,300)	(911,262)	5.1%
Total	2,525,131	2,807,999	2,945,326	4.9%
Combined Total				
Personnel Services	5,276,874	5,808,134	6,149,194	5.9%
Supplies and Materials	108,733	60,500	60,500	0.0%
Other Services and Charges	642,588	513,700	549,286	6.9%
Capital Outlay	94,817	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,322,396)	(1,348,300)	(1,426,495)	5.8%
Total	4,800,616	5,034,034	5,332,485	5.9%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Legal Department				
Montgomery County				
Personnel Services	1,745,575	2,026,257	2,051,794	1.3%
Supplies and Materials	3,102	16,873	16,873	0.0%
Other Services and Charges	380,218	195,634	196,907	0.7%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(641,826)	(660,119)	(678,959)	2.9%
Total	1,487,068	1,578,645	1,586,615	0.5%
Prince George's County				
Personnel Services	1,714,665	1,987,772	2,011,161	1.2%
Supplies and Materials	3,114	16,147	16,147	0.0%
Other Services and Charges	376,208	186,499	193,007	3.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(811,299)	(834,674)	(858,752)	2.9%
Total	1,282,688	1,355,744	1,361,563	0.4%
Combined Total				
Personnel Services	3,460,240	4,014,029	4,062,955	1.2%
Supplies and Materials	6,216	33,020	33,020	0.0%
Other Services and Charges	756,426	382,133	389,914	2.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(1,453,125)	(1,494,793)	(1,537,711)	2.9%
Total	2,769,757	2,934,389	2,948,178	0.5%
Merit System Board				
Montgomery County				
Personnel Services	59,559	70,155	66,376	-5.4%
Supplies and Materials	886	900	900	0.0%
Other Services and Charges	4,202	16,145	16,150	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	64,647	87,200	83,426	-4.3%
Prince George's County				
Personnel Services	59,559	70,155	66,376	-5.4%
Supplies and Materials	886	900	900	0.0%
Other Services and Charges	4,202	16,145	16,150	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	64,647	87,200	83,426	-4.3%
Combined Total				
Personnel Services	119,119	140,310	132,752	-5.4%
Supplies and Materials	1,772	1,800	1,800	0.0%
Other Services and Charges	8,404	32,290	32,300	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	129,294	174,400	166,852	-4.3%



Central Administrative Services

Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Office of Inspector General				
Montgomery County				
Personnel Services	259,222	313,482	348,542	11.2%
Supplies and Materials	2,367	2,400	2,654	10.6%
Other Services and Charges	14,033	11,663	16,150	38.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	275,622	327,545	367,346	12.2%
Prince George's County				
Personnel Services	487,815	515,835	487,281	-5.5%
Supplies and Materials	4,457	3,948	3,695	-6.4%
Other Services and Charges	21,979	16,402	19,592	19.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(135,138)	(143,289)	(145,850)	1.8%
Total	379,113	392,896	364,718	-7.2%
Combined Total				
Personnel Services	747,038	829,317	835,823	0.8%
Supplies and Materials	6,824	6,348	6,349	0.0%
Other Services and Charges	36,012	28,065	35,742	27.4%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	(135,138)	(143,289)	(145,850)	1.8%
Total	654,735	720,441	732,064	1.6%
Corporate IT				
Montgomery County				
Personnel Services	1,106,622	1,329,997	1,311,358	-1.4%
Supplies and Materials	63,308	77,777	78,219	0.6%
Other Services and Charges	977,643	997,958	746,814	-25.2%
Capital Outlay	-	1,473	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(629,696)	(722,505)	(563,343)	-22.0%
Total	1,517,877	1,684,700	1,573,048	-6.6%
Prince George's County				
Personnel Services	1,380,156	1,378,749	1,332,510	-3.4%
Supplies and Materials	78,957	80,626	79,481	-1.4%
Other Services and Charges	1,139,786	1,025,000	752,857	-26.6%
Capital Outlay	-	1,527	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(1,054,660)	(1,265,172)	(964,552)	-23.8%
Total	1,544,239	1,220,730	1,200,296	-1.7%
Combined Total				
Personnel Services	2,486,779	2,708,746	2,643,868	-2.4%
Supplies and Materials	142,265	158,403	157,700	-0.4%
Other Services and Charges	2,117,429	2,022,958	1,499,671	-25.9%
Capital Outlay	-	3,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(1,684,356)	(1,987,677)	(1,527,895)	-23.1%
Total	3,062,116	2,905,430	2,773,344	-4.5%



Central Administrative Services Summary of CAS Department Budgets

CENTRAL ADMINISTRATIVE SERVICES Expenditures by Department by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
CAS Support Services				
Montgomery County				
Personnel Services	6,718	4,440	4,440	0.0%
Supplies and Materials	(1,596)	22,422	15,540	-30.7%
Other Services and Charges	607,973	626,230	673,093	7.5%
Capital Outlay	7,387	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	620,482	653,092	693,073	6.1%
Prince George's County				
Personnel Services	8,344	5,560	5,560	0.0%
Supplies and Materials	(1,974)	28,078	19,460	-30.7%
Other Services and Charges	750,324	782,382	839,982	7.4%
Capital Outlay	9,139	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	765,833	816,020	865,002	6.0%
Combined Total				
Personnel Services	15,062	10,000	10,000	0.0%
Supplies and Materials	(3,570)	50,500	35,000	-30.7%
Other Services and Charges	1,358,297	1,408,612	1,513,075	7.4%
Capital Outlay	16,526	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,386,315	1,469,112	1,558,075	6.1%
COMBINED SUMMARY FOR CAS DEPARTMENTS				
Montgomery County				
Personnel Services	7,528,406	8,489,182	8,867,363	4.5%
Supplies and Materials	145,697	175,375	169,324	-3.5%
Other Services and Charges	2,810,318	2,415,235	2,281,250	-5.5%
Capital Outlay	48,822	1,473	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(1,921,388)	(2,066,781)	(2,054,534)	-0.6%
Total	8,611,855	9,014,484	9,263,403	2.8%
Prince George's County				
Personnel Services	9,295,252	10,521,366	10,964,778	4.2%
Supplies and Materials	187,069	205,896	196,546	-4.5%
Other Services and Charges	3,329,360	2,778,580	2,655,435	-4.4%
Capital Outlay	62,522	1,527	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(3,338,892)	(3,594,515)	(3,623,999)	0.8%
Total	9,535,311	9,912,854	10,192,760	2.8%
Combined Total				
Personnel Services	16,823,658	19,010,548	19,832,141	4.3%
Supplies and Materials	332,766	381,271	365,870	-4.0%
Other Services and Charges	6,139,678	5,193,815	4,936,685	-5.0%
Capital Outlay	111,344	3,000	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	(5,260,280)	(5,661,296)	(5,678,533)	0.3%
Total	18,147,166	18,927,338	19,456,163	2.8%



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 20		FY 21		FY 22	
	POS	WYS	POS	WYS	POS	WYS
DEPARTMENT OF HMN. RES. & MGMT.						
<i>Montgomery County</i>						
Full-Time Career	16.99	16.64	16.99	16.64	17.42	17.07
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	17.49	16.89	17.49	16.89	17.92	17.32
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	18.49	16.64	18.49	16.64	18.92	17.07
<i>Prince George's County</i>						
Full-Time Career	23.01	22.86	23.01	22.86	23.58	23.43
Part-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Career Total	23.51	23.11	23.51	23.11	24.08	23.68
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		-		-		-
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal Dept of Hmn. Res. & Mgmt.	24.51	23.36	24.51	23.36	25.08	23.93
TOTAL						
Full-Time Career	40.00	39.50	40.00	39.50	41.00	40.50
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	41.00	40.00	41.00	40.00	42.00	41.00
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		-		-		-
Less Lapse		(2.00)		(2.00)		(2.00)
Total Dept of Hmn. Res. & Mgmt.	43.00	40.00	43.00	40.00	44.00	41.00
DEPARTMENT OF FINANCE						
<i>Montgomery County</i>						
Full-Time Career	20.03	19.58	20.47	20.02	19.57	19.26
Part-Time Career	0.44	-	0.45	-	0.43	-
Career Total	20.47	19.58	20.92	20.02	20.00	19.26
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Department of Finance	20.47	19.58	20.92	20.02	20.00	19.26
<i>Prince George's County</i>						
Full-Time Career	24.97	24.42	25.53	24.98	26.43	25.74
Part-Time Career	0.56	-	0.55	-	0.57	-
Career Total	25.53	24.42	26.08	24.98	27.00	25.74
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Subtotal Department of Finance	25.53	24.42	26.08	24.98	27.00	25.74
TOTAL						
Full-Time Career	45.00	44.00	46.00	45.00	46.00	45.00
Part-Time Career	1.00	-	1.00	-	1.00	-
Career Total	46.00	44.00	47.00	45.00	47.00	45.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		-		-		-
Less Lapse		-		-		-
Total Department of Finance	46.00	44.00	47.00	45.00	47.00	45.00



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 20 Budget		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
LEGAL DEPARTMENT						
<i>Montgomery County</i>						
Full-Time Career	13.00	13.00	13.00	13.00	13.00	13.00
Part-Time Career	-	-	-	-	-	-
Career Total	13.00	13.00	13.00	13.00	13.00	13.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	13.00	13.00	13.00	13.00	13.00	13.00
<i>Prince George's County</i>						
Full-Time Career	12.00	12.00	12.00	12.00	12.00	12.00
Part-Time Career	-	-	-	-	-	-
Career Total	12.00	12.00	12.00	12.00	12.00	12.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Legal Department	12.00	12.00	12.00	12.00	12.00	12.00
TOTAL						
Full-Time Career	25.00	25.00	25.00	25.00	25.00	25.00
Part-Time Career	-	-	-	-	-	-
Career Total	25.00	25.00	25.00	25.00	25.00	25.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Legal Department	25.00	25.00	25.00	25.00	25.00	25.00
MERIT SYSTEM BOARD						
<i>Montgomery County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
<i>Prince George's County</i>						
Full-Time Career	0.50	0.25	0.50	0.25	0.50	0.25
Part-Time Career	-	-	-	-	-	-
Career Total	0.50	0.25	0.50	0.25	0.50	0.25
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Merit System Board	0.50	0.25	0.50	0.25	0.50	0.25
TOTAL						
Full-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	0.50	1.00	0.50	1.00	0.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Merit System Board	1.00	0.50	1.00	0.50	1.00	0.50



Central Administrative Services

Summary of CAS Positions and Workyears

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

	FY 20 Budget		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
OFFICE OF INSPECTOR GENERAL						
<i>Montgomery County</i>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.20	-	0.20	-	0.20
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	2.00	2.20	2.00	2.20	2.00	2.20
<i>Prince George's County</i>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.30	-	0.30	-	0.30
Less Lapse	-	-	-	-	-	-
Subtotal Inspector General	3.00	3.30	3.00	3.30	3.00	3.30
TOTAL						
Full-Time Career	5.00	5.00	5.00	5.00	5.00	5.00
Part-Time Career	-	-	-	-	-	-
Career Total	5.00	5.00	5.00	5.00	5.00	5.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	0.50	-	0.50
Less Lapse	-	-	-	-	-	-
Total Inspector General	5.00	5.50	5.00	5.50	5.00	5.50
CORPORATE IT						
<i>Montgomery County</i>						
Full-Time Career	7.90	7.90	8.84	8.84	8.84	8.84
Part-Time Career	-	-	-	-	-	-
Career Total	7.90	7.90	8.84	8.84	8.84	8.84
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	7.90	7.90	8.84	8.84	8.84	8.84
<i>Prince George's County</i>						
Full-Time Career	10.10	10.10	9.16	9.16	9.16	9.16
Part-Time Career	-	-	-	-	-	-
Career Total	10.10	10.10	9.16	9.16	9.16	9.16
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Subtotal Corporate IT	10.10	10.10	9.16	9.16	9.16	9.16
TOTAL						
Full-Time Career	18.00	18.00	18.00	18.00	18.00	18.00
Part-Time Career	-	-	-	-	-	-
Career Total	18.00	18.00	18.00	18.00	18.00	18.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Less Lapse	-	-	-	-	-	-
Total Corporate IT	18.00	18.00	18.00	18.00	18.00	18.00



Central Administrative Services Summary of CAS Positions and Workyears

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

	FY 20 Budget		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
TOTAL CENTRAL ADMINSTRATIVE SERVICES						
<i>Montgomery County</i>						
Full-Time Career	60.42	59.37	61.80	60.75	61.33	60.42
Part-Time Career	0.94	0.25	0.95	0.25	0.93	0.25
Career Total	61.36	59.62	62.75	61.00	62.26	60.67
Term Contract	1.00	0.75	1.00	0.75	1.00	0.75
Seasonal/Intermittent		0.20		0.20		0.20
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal CAS	62.36	59.57	63.75	60.95	63.26	60.62
<i>Prince George's County</i>						
Full-Time Career	73.58	72.63	73.20	72.25	74.67	73.58
Part-Time Career	1.06	0.25	1.05	0.25	1.07	0.25
Career Total	74.64	72.88	74.25	72.50	75.74	73.83
Term Contract	1.00	1.25	1.00	1.25	1.00	1.25
Seasonal/Intermittent		0.30		0.30		0.30
Less Lapse		(1.00)		(1.00)		(1.00)
Subtotal CAS	75.64	73.43	75.25	73.05	76.74	74.38
TOTAL						
Full-Time Career	134.00	132.00	135.00	133.00	136.00	134.00
Part-Time Career	2.00	0.50	2.00	0.50	2.00	0.50
Career Total	136.00	132.50	137.00	133.50	138.00	134.50
Term Contract	2.00	2.00	2.00	2.00	2.00	2.00
Seasonal/Intermittent		0.50		0.50		0.50
Less Lapse		(2.00)		(2.00)		(2.00)
Total CAS	138.00	133.00	139.00	134.00	140.00	135.00



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

OVERVIEW

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

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

BUDGET AT A GLANCE

Summary of Non Departmental, Transfers, and Other Budget

Budget	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
OPEB Prefunding	\$ 821,108	\$ 737,321	-10.2%
OPEB PayGo	1,255,508	1,353,337	7.8%
Marker for Changes to Employee Comp. <i>(included in Divisional Budgets)</i>		724,838	-
Marker for Possible Reclassifications	199,685	244,092	22.2%
Transfer to Park Fund	3,000,000	-	-100.0%
Transfer to Capital Projects Fund	30,000	30,000	0.0%
Operating Expenditure Reserve @ 5%	<u>2,696,500</u>	<u>2,670,000</u>	-1.0%
Total Expenditures	\$ 8,002,801	\$ 5,759,588	-28.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- OPEB Pre-funding and OPEB PayGo increased by \$14,042 per the latest actuarial study.
- Employee Compensation Adjustments: funding of \$968,930 is included for:
 - 1) a compensation marker. We are in full contract negotiations with MCGEO, and are beginning a wage and benefit re-opener with the FOP;
 - 2) funding for possible reclassification adjustments based on the study that is currently being completed.



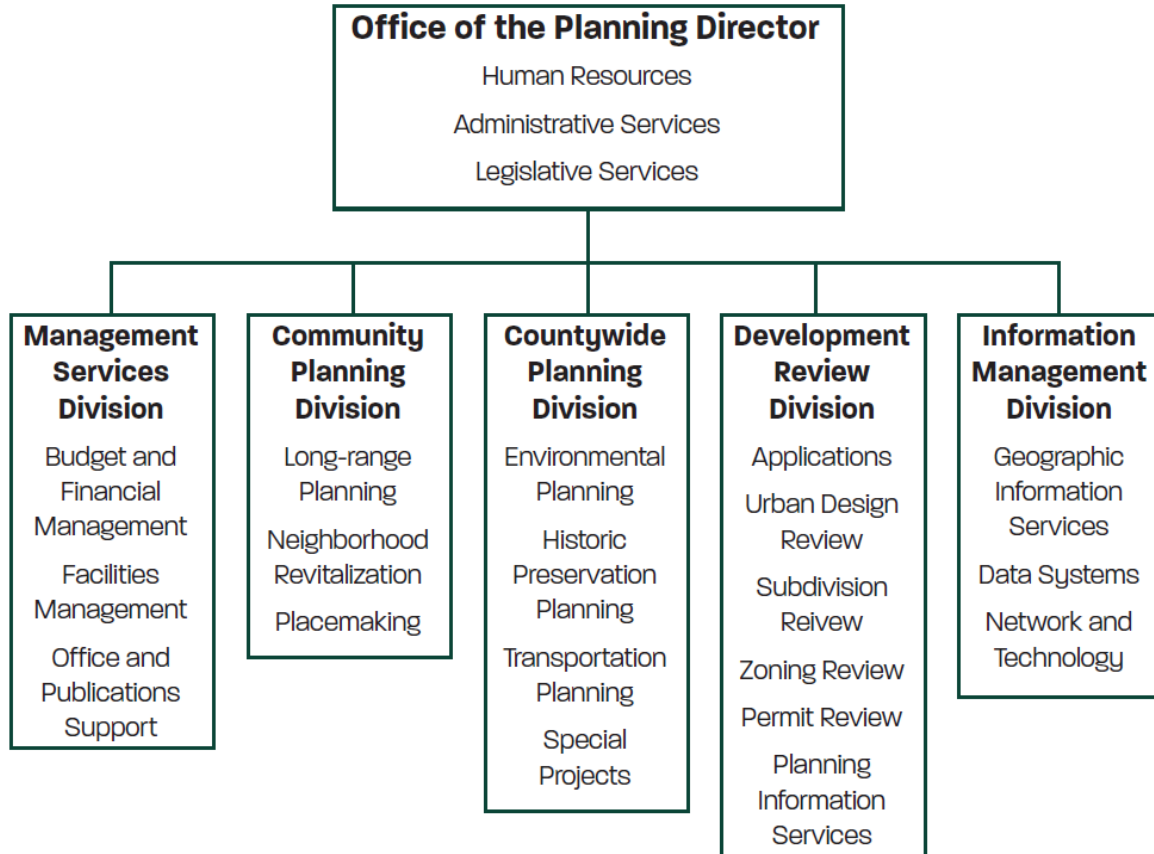
Planning Department
(Administration Fund)

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

The Prince George's County Planning Department:

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



ACCOMPLISHMENTS

Director's Office accomplishments include:

- Helped switch the Planning Board from in-person meetings to 100 percent virtual because of COVID-19.
- Purchased new in-house printing equipment to increase printed document quality and reduce cost.
- Helped to produce multiple virtual community meetings, including online sign-up, graphics, PowerPoints, online surveys and polls, and video/event production.
- Created online booking application for Bowie-Mitchellville and Vicinity Plan team and the Zoning Rewrite team.
- Oversaw the printing and mailing of a 395,000-piece countywide mailing for the Zoning Rewrite.
- Worked with the Census 2020 team to design and produce various materials including yard signs, posters, fact sheets, banners, and giveaways.
- Worked with the Census 2020 team to create website at PGCensus2020.org, social media accounts, and graphics for Facebook, Instagram, Twitter, and Nextdoor to boost public engagement.
- Hosted virtual lunch and learn event for Planning Department staff.
- Created and processed online Planning Board sign-up form.
- Created a monthly Director's Corner e-newsletter.

Development Review Division accomplishments include:

- Analyzed 253 applications for zoning map amendments, special exceptions, conceptual and detailed site plans, preliminary plans, and final plats of subdivision for conformance with County plans, policies, and development regulations.
- Processed 12,829 permits in FY 2020.
- Responded to 16,325 inquiries from the public in FY 2020.
- **4-19031 EAST PINES**—On April 2, 2020, the Planning Board approved with conditions, a preliminary plan of subdivision of one parcel for 250 multifamily dwelling units and 25,000 square feet of commercial development. The property is 3.25 acres zoned R-18/ R-55 within Planning Area 69.
- **DSP-19009 WESTPHALIA EAST**—On April 2, 2020, the Planning Board approved with conditions, a detailed site plan for the construction of 75 single-family detached, 416 single-family attached, and 164 two-family attached dwelling units. The property is 58.06 acres in the M-I-O/ M-X-T Zone within Planning Area 78.
- **DSP-04067-09 WOODMORE COMMONS**—On April 2, 2020, the Planning Board approved with conditions, a detailed site plan for 284 multifamily dwelling units in seven buildings, 4,000 square foot clubhouse, and surface parking. The property is 9.34 acres in the M-X-T Zone within Planning Area 73.
- **CSP-19002 ST. BARNABAS MIXED USE**—On April 9, 2020, the Planning Board approved with conditions a conceptual site plan for the development of 40-60 single-family attached, 180- 250 multifamily dwelling units, and 75,000-94,000 square feet of commercial/ retail space. The property is 11.07 acres in the M-X-T Zone within Planning Area 76A.
- **DSP-06001-01 THE COMMONS AT ADDISON ROAD METRO**—On April 9, 2020, the Planning Board approved, with conditions, a detailed site plan for the development of a mixed-use building including 193 multifamily dwelling units and 11,000 square feet of ground floor commercial uses. The property is 2.98 acres in the C-S-C/ D-D-O/ R-55 Zones within Planning Area 75A.



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- **CSP-19004 ENCLAVE AT WESTPHALIA**—April 16, 2020, the Planning Board approved with conditions, a conceptual site plan for the development of 475 single-family attached dwelling units. The property is 68.70 acres in the M-X-T/ M-I-O Zone within Planning Area 78.
- **4-18007 WOODMORE OVERLOOK COMMERCIAL**—On April 16, 2020, the Planning Board approved with conditions, a reconsideration of an approved preliminary plan for transportation conditions. The property is 18.33 acres in the M-X-T Zone, within Planning Area 73.
- **DSP-19037 KNOX ROAD DEVELOPMENT**—On April 30, 2020, the Planning Board approved with conditions, a detailed site plan for a mixed-use building with 343 multifamily dwelling units and 23,847 square feet of ground floor retail. The property is 1.65 acres in the D-D-O/ M-U-I Zones within Planning Area 66.
- **DSP-19066 FALLEN OAK TOWNHOMES**—On May 14, 2020, the Planning Board approved with conditions, a detailed site plan for 44 single-family attached dwelling units. The property is 19.03 acres in the M-X-T Zone within Planning Area 85A.
- **DSP-19040 AMBER RIDGE**—On May 14, 2020, the Planning Board approved with conditions, a detailed site plan for 187 single-family attached dwelling units. The property is 8.84 acres in the M-X-T Zone within Planning Area 74B.
- **DSP-19049 LAUREL HOSPITAL PROPERTY**—On May 14, 2020, the Planning Board approved with conditions, a detailed site plan for the development of a 70,200 square foot freestanding medical facility and 79,900 square foot medical office building on the site of the existing Laurel Hospital. The property is 48.02 acres in the R-R Zone within Planning Area 60.
- **DSP-19007 FAIRWAY ESTATES AT GLENN DALE**—On June 18, 2020, the Planning Board approved with conditions, a detailed site plan for residential development including 62 single-family attached units, 210 single-family detached units and recreation facilities. The property is 125.16 acres in the O-S/ R-18C Zones within Planning Area 70.
- **DSP-07073-12 NATIONAL HARBOR BELTWAY PARCEL 7**—On January 9, 2020, the Planning Board approved with conditions, a detailed site plan to construct a 2,467-space parking garage and 150-room hotel on Parcel 7. The property is 49.79 acres in the M-X-T Zone within Planning Area 80.
- **DSP-19014 GREENBELT METRO**—On January 9, 2020, the Planning Board approved with conditions, a detailed site plan for a multi-family development with 354 dwelling units and a clubhouse. The property is 15.89 acres in the C-O/D-D-O Zones within Planning Area 67.
- **4-19023 BELTWAY PLAZA**—On February 20, 2020, the Planning Board approved with conditions, a preliminary plan of subdivision for 55 parcels for mixed-use development of 2,500 multi-family dwelling units and 700,000 square feet of commercial development. The property is 19.03 acres in the M-X-T Zone within Planning Area 74B.
- **DSP-19023 SOUTH LAKE**—On March 26, 2020, the Planning Board approved with conditions, a detailed site plan for the development of 1,035 dwelling units as part of a mixed-use planned community, and amendment to Conceptual Site Plan layout. The property is 282.98 acres in the E-I-A Zone within Planning Area 74A.
- **DSP-00013-06 BISHOP MCNAMARA HIGH SCHOOL**—On December 5, 2019, the Planning Board approved, with conditions, a detailed site plan for the construction of a 20,655-square-foot addition to the existing school and an increase in student enrollment from 796 to 834. The property is 14.53 acres in the R-55/ C-S-C, M-I-O Zones within Planning Area 75A.
- **DSP-19008- WESTPHALIA CENTER (SNAPPER)**—On July 18, 2019, the Planning Board approved with conditions, a detailed site plan for a proposed merchandise logistics center. The property is 78.39 acres in the M-X-T/ M-I-O Zones within Planning Area 78.



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- **DSP-99044-17 MALL AT PRINCE GEORGE'S - MILLER'S ALE HOUSE**—On July 25, 2019, the Planning Board approved, with conditions, a revision of the approved detailed site plan for an 8,285-square-foot freestanding eating and drinking establishment on a pad site. The property is 51.03 acres in the M-U I/ T-D-O Zone within Planning Area 68.
- **DSP-13009-15 RIVERDALE PARK STATION**—On July 25, 2019, the Planning Board approved, with conditions, a detailed site plan for the construction of two multi-family buildings. The property is 37.34 acres in the M-U-T-C Zone within Planning Area 68.

Community Planning Division accomplishments include:

- Conducted Virtual Community meetings for:
 - The Westphalia ULI TAP
 - West Hyattsville-Queens Chapel Sector Plan (6)
 - Bowie-Mitchellville and Vicinity Master Plan (26)
 - Adelphi Road UMGC-UMD Station Area Sector Plan and SMA (6)
- Initiated master plans for the following areas:
 - Bowie-Mitchellville and Vicinity
 - West Hyattsville-Queens Chapel
 - Adelphi Road-UMGC/UMD Purple Line Station Area
- Processed a minor amendment to the Southern Green Line Station Area Development District Overlay Zone.
- Released a study on Adaptive Reuse of Mining Sites in Prince George's County.
- Consultant and staff work continued for Henson Creek Transit Village Study.
- SPACES PAMC project (Engineering Plan for Corridor Enhancements along MD 193), held three community meetings (January, September-virtual, and November-virtual)
- Conducted meeting in Spanish for several communities along with outreach materials and study documents
- Completed and published the first Five-Year Review of Plan 2035
- Completed PAMC projects for the City of Hyattsville CPTED Training Workshop, and City of Seat Pleasant Streetscape Enhancement Engineering and Design (MD 704)
- Entered and verified approximately 2,100 records in the Master Plan Recommendations Database for five master/sector plans.
- Completed a Scorecard for the 2007 *Approved Westphalia Sector Plan*.
- Completed three Sustainable Community Renewal applications (approved) for Greater Riverdale, New Carrollton/Landover Hills, and Suitland/Naylor Road. The Glass Manor/Oxon Hill Sustainable Community Application is in process for submittal in 2021.

Countywide Planning Division accomplishments include:

- Continued work on the countywide map amendment (CMA) pursuant to the Council's initiation on July 23, 2019. Developed and implemented a decision matrix to guide rezoning of more than 300,000 properties to the zones created by the adopted Zoning Ordinance. Created a public zoning "swipe tool" to show real-time zoning comparisons between the current and proposed zones. Provided notice to all properties and numerous business and apartment addresses of the Joint Public Hearing on the proposed CMA, originally scheduled for March 2020 and rescheduled due to Covid-19 for December 2020.
- Developed and implemented a staff education program to begin training on the new Zoning Ordinance and Subdivision Regulations. Began developing forms and internal Department procedures. Initiated external education with a multi-day training session for the Department of Permitting, Inspections, and Enforcement.



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- Initiated the development of an up-to-date Comprehensive Economic Development Strategic Action Plan for Prince George's County in collaboration with the County Executive's Office and the Economic Development Corporation (EDC). The University of Baltimore/Jacob France Institute/TEconomy Partners LLC (UB/JFI) consultant team is serving as the consultant for this project. The goal of the plan is to maximize County economic assets, overcome key challenges that impede the county's competitiveness in attracting, retaining, and developing high-growth industries, strengthen industrial and commercial centers, support mixed-used, transit-oriented development, and increase the county's net tax base by generating tax revenues that exceed the cost of public services needed to serve new development. Completed an updated analysis of the County's competitive position in existing and emerging industries as an initial step in the process.
- Provided research, mapping, and recommendations to assist the Prince George's County Economic Development Corporation (EDC) with the preparation of Enterprise Zone/Enterprise Zone Focus Area Application for identifying eligible census tracts for designation or re-designation. Performed a countywide data analysis of numerous indices and provided analytical maps to EDC based on eligibility criteria to evaluate and rank areas for designation. Prepared focused maps in collaboration with EDC to help refine EZ and EZ focus area boundaries based on Plan 2035, the Zoning Rewrite, and economic development strategic plan priorities.
- Served on the Metropolitan Washington Council of Governments MWCOG Planning Directors Technical Advisory Committee on behalf of the Planning Director. Provided data and technical advice to help develop strategies to resolve the region's growing shortage of affordable and workforce housing, increase housing production in Activity Centers and High Capacity Transit Stations (HCTS) areas, and how to address impediments to housing preservation and production in collaboration with other jurisdictions in the region.
- Assisted the Redevelopment Authority of Prince George's County in their efforts to implement the County's Competitive Retail Market Strategic Action Plan by helping select shopping center recipients to receive Round 2 funding under the Commercial Property Improvement Program (CPIP) developed as a result of recommendations from the 2017 Retail Strategic Action Plan.
- Provided data and research to numerous business entities interested in locating or expanding in the County.
- Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
- Completed the 2018 update to the Environmental Technical Manual.
- Prepared and submitted the FY19 Annual Forest Conservation Report
- Prepared and presented the 2019 Annual Report to the Planning Board on June 4, 2020, for transmittal to the Prince George's County Executive, County Council, and Maryland Department of Planning.
- Assisted with the development and adoption of the 2018 Water and Sewer Plan.
- Coordinated the Planning Department's analysis of four cycles of Water and Sewer Amendments consistent with the recommendations of the 2018 Plan.
- Prepared the 2020 Update of the Pupil Yield Factors and the Public-School Clusters study, published in February 2020.
- Conducted mandatory referral reviews, consistent with the 2018 Guidelines, for several solar panel installations to incentivize solar while protecting neighborhoods, farmland, and historic viewsheds.
- Coordinated the Department review of projects submitted for Intergovernmental Review through the State of Maryland Clearinghouse.



Prince George's County Planning Department

- Managed the Planning Board's award of \$300,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local nonprofit organizations. Reviewed rehabilitation proposals for historic structures.
- Continue to advance the implementation strategies from the Transportation Action Guide for Urban Communities to improve traffic and parking for College Park, Riverdale Park, University Park, and Hyattsville.
- Received the 2019 APA Maryland's Outstanding Project Award at the Maryland APA conference. The award was for the Transportation Action Guide for Urban Communities, Implementation Strategies Playbook for the Route 1 corridor.
- Continue to support the development review division through detailed analysis of transportation facilities and adequacy associated with proposed developments and mandatory referrals in the County.
- Received a MWCOG Transportation-Land Use Connections technical assistance project award.
- Reviewed and provided comments for ongoing regional transportation infrastructure projects including the I-95/I-495 Managed Lanes and the Baltimore-Washington Superconducting Maglev.
- Provided data and research to the Board of Education for its annual Educational Facilities Master Plan.
- Reviewed all major projects to be built by federal, state, and County government agencies to ensure community awareness and enhance project design (state-mandated "mandatory referral" process).
- Identified land use and community impacts of major State transportation projects, including I-495 managed lanes and the Baltimore-Washington maglev project.

Information Management Division accomplishments include:

- Continued to maintain and enhance PGAtlas. Conducted 13 PGAtlas training sessions that included staff and citizens. PGAtlas use continues to be embraced as an essential business tool for the community. Over a one-year period, the public accessed PGAtlas.com 201,183 times.
- Migrated its hosted data to the cloud using Amazon web services. This has resulted in an increase in performance and data security.
- Provided extensive support for Zoning rewrite task including developing GIS applications (Swipe too) and performing extensive data modeling and support.
- Continued to support our open-data portal that allows GIS data to be downloaded in multiple formats at no cost to the user. More than 34,903 GIS files were downloaded in the past 12 months.
- Continued support of application that automatically notifies users (more than 482) when a development case is entered in the development activity database.
- Successfully transitioned the property address assignment functions from the Development Review Division to Information Management Division; corrected 20,700 premise addresses, 8,740 address format errors, 8,095 Zip5 and 308,982 Zip4 code errors; increased street name standardization; cross-trained staff on address assignment functions; created a public-facing property address webpage; eliminated entering and storing staff notes on paper plats.
- Developed multiple ArcGIS Online application filters including specialized applications for the zoning rewrite analysis, Census 2020, the Purple Line, and PAMC projects. These ArcGIS Online applications were accessed 43,751 times in the past 12 months.
- Completed 229 custom GIS map and analysis requests and worked with the County on producing multiple maps for economic development-related projects.



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- Created, updated, and maintained 80 countywide GIS layers, many of which required daily updates, such as property, zoning, development activity, and easement layers.
- Fulfilled extensive mapping requests to support the zoning rewrite and the Census 2020 program.
- Developed a mobile version of PGAtlas to support use on mobile devices.
- Completed analysis projects related to implementing new GIS Software (GIS Pro) and completed a GIS Health Check Assessment.
- Contracted for support of a requirements analysis to define technical requirements for a development activity pipeline application.
- Completed updating the planimetric datasets and update of topographic elevation information using Light Detection and Ranging (LiDAR) technology jointly with Montgomery County Planning Department.
- Supported the Census Bureau's Boundary Annexation Survey (BAS) program, Local Update of Census Addresses (LUCA), and the Participant Statistical Areas (PSAP) program.
- Implemented multiple Microsoft BI GIS Dashboard Views for address management, tax account data and development activity.
- Supported more than 400 custom mailing label, data extract, user, and other report requests for internal and external customers.
- Completed scanning projects for property address, historic preservation, community planning, planning files. Continued supporting scanning initiatives throughout the planning department.
- Redeveloped the Street Index application and began providing a Street Index update to external customers on the web.
- Redeveloped the Correspondence Log application for the Director's office.
- Developed new Password Change Application to allow for enforcement of stricter password requirements.
- Enhanced Historic Properties and Cemeteries application to incorporate Archeological site data and provide additional data and action tracking.
- Upgraded Oracle servers to version 12.2.
- Developed SharePoint public access sites in support of Community Planning, redesigned Information Management SharePoint sites.
- Developed new forms and processes for on-boarding.
- Developed an application for Information Counter requests logging, enhance Employee Recognition database application.
- Reconciled Person of Record database to ensure file completion.
- Upgraded 2008 application servers to 2016.
- Updated Public Lands inventory.
- Working with the County to receive a quarterly download of ePermits data in support of Pipeline research.
- Provided support to County Council for validity extension analysis.
- Completed RFP for hiring project consultant for future Development Application Monitoring System and have selected vendor for moving to next phase, preparing documentation in support of DAMS replacement project.
- Implemented DAMS Pre-Acceptance module and reporting.
- Began redesigning Registered Associations application.
- Filled Programming Analyst III position, currently extending an offer for Sr. Socioeconomic and Demographic Planner and recruiting for Business Application Specialist.
- Began development of CMA request tracking database.



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- Continued to maintain, support, and upgrade servers, software, computers, and peripheral devices. Completed major upgrades to our monitors, laptops, and GIS workstation environments.
- Windows 10 Migration completed. Successfully migrated/updated 200 user PCs from Windows 7 to Windows 10 Enterprise.
- Deployed Microsoft Teams and GoToMeeting on a Department-wide basis. Conducted extensive training and user support operation to facilitate widespread utilization. Also, configured and implemented Microsoft Teams calls to allow for external calling from remote sites.
- Worked with the CIO Office to support major upgrade to the Commission's ERP, ESS, and the new online benefits platform.
- Expanded virtual infrastructure capacity to support and maximize a remote teleworking environment.
- Upgraded wireless infrastructure and increased security measures. Created a new guest wireless segment and internal PPD WLAN authenticated via AD. Applied website filtering.
- Upgraded MPLS router for increased reliability and continued maintenance.
- Updated our Data Protector Back-Up Environment firmware and installed new agents on each server for backups.
- Upgraded our Palo Alto Firewall Firmware.
- Implemented KnowBe4 as security awareness program (August 2020). Monitoring progress.
- Researched Office 365 backup solutions.
- Acquired and deployed Commission devices (more than 100) to a large percentage of Commission users to support secure teleworking during the pandemic.
- Upgraded VMWare Horizon Environment to support Direct Connect.
- Configured Configuration Gateway Manager (CMG) on Azure/SCCM to allow PCs that are not directly connected to our network/VPN for deployment of software and Windows Updates via Internet connectivity directory to Microsoft Updates Services.
- Complete build-out of new IT workspace area at Lakeside. Streamlined inventory processes and procedures.
- Migrated SharePoint site to a new Internal SharePoint site.
- Assisted in providing feedback for a Commission-wide litigation hold audit.
- Replaced our Anti-Virus End-Point platform. Crowd strike is a full-service cloud-based end-point protection platform that monitors, mitigates and provides analytics to stop advanced threats.
- Began deployment of Adobe Sign to support electronic document signature and workflow procedures
- Supported CTO and IT Council initiatives including procurement of an Electronic Content Management (ECM) system
- Hired one full time Census Coordinator and one-part time Census Coordination team member to support the Complete Count Committee.
- Created a website at PGCensus2020.org and social media accounts via Facebook, Instagram, Twitter, and Nextdoor to boost public engagement.
- Used social media to reach over 500,000 users through weekly social media posts, paid advertisements and sharing/reposting from our Census partners.
- Performed 2 rounds of direct mailing to residents: September 2019 direct mailer sent to 66,000 households/180,000 people and January direct mailer sent to 188,000/147,000 people.
- Participated in Census LUCA program where 43,000 addresses were corrected.



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- Performed more than 500 community events including in-person workshops, Census sign-up food distributions, interviews, job fairs, appearances, and virtual town halls.
- Partnered with various businesses to erect Census signage and marketing promos throughout the County such as Mall at Prince George's, WMATA, TheBus, Carrollton Enterprises, WPGC Radio, and Telemundo.
- Designed and produced various marketing materials which includes posters, yard signs, palm cards, fact sheets, commercial banners, and Census swag for giveaways.
- Held full bi-monthly Complete Count Committee membership and subcommittee meetings in person and virtually because of the global pandemic.
- Developed a monthly data report of Census tracts that fell below the County average self-response rate and maintained a Census website with resources, downloadable tools, and important updates.
- Performed door knocking and virtual phone banking through Census partnerships and community advocates.
- Translated Census materials in Spanish and offered printed bilingual materials for community partners.
- Maintained relationship with coalition members including: MD State Planning, Washington Council of Governments, MD Latino Statewide Coalition, the Office of Community Relations and the Office of the County Executive, CASA De Maryland, the NAACP, and many more.

SUMMARY OF DEPARTMENT BUDGET

PRINCE GEORGE'S COUNTY ADMINISTRATION FUND Summary of Expenditures by Division PROPOSED BUDGET FISCAL YEAR 2022

	FY 21 Adopted	FY 22 Proposed	% Change
Planning Department			
Director's Office	\$ 4,839,697	\$ 1,852,950	-61.7%
Management Services	-	3,061,457	-
Development Review	6,611,496	6,591,311	-0.3%
Community Planning	4,820,047	5,454,091	13.2%
Information Management	6,894,925	6,830,133	-0.9%
County-Wide Planning	8,579,058	9,128,820	6.4%
Support Services	6,570,104	6,802,124	3.5%
Grants	-	-	-
Subtotal Planning Department	38,315,327	39,720,886	3.7%
Transfer Out	30,000	30,000	-
Total Expenditures	<u>\$ 38,345,327</u>	<u>\$ 39,750,886</u>	<u>3.7%</u>

The Prince George's County Planning Department's FY 2022 proposed budget total is \$39,750,886, which is \$1,405,559—or 3.7 percent—more than the Adopted FY 2021 Operating Budget and within the spending limit set in the Commission's most recent Six-Year Projection model.

Personnel Salaries and Wages

Included in the total proposed budget is \$22,120,962 for personnel compensation and benefit costs, which is \$407,539, or 1.9 percent, more than the Adopted FY 2021 Operating Budget. This increase



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is primarily the result of the addition of three full-time career positions to the staffing complement and converting one part-time position in the Community Planning Division to a full-time career position. The three new full-time positions proposed in the Information Management Division will support the re-creation of the Planning Department Research Section. The increases are offset by the elimination of one term contract position in the Planning Director's Office that supported the Census 2020 update project.

Also included in the total proposed budget is \$17,599,924 for non-personnel costs, which is \$998,020 or 6.0 percent, more than the FY 2021 Adopted Budget. Significant variances in the major expenditure categories are identified below:

Supplies and Materials

The FY 2022 proposed budget for supplies and materials is \$872,000, which is a decrease of \$1,024,500, or 54.0 percent, from the adopted FY 2021 total. This variance results primarily from one-time costs included in the adopted FY 2021 budget for the replacement of office systems furniture and conference room monitors. The decrease in costs is slightly offset by an increase in costs for PPE supplies.

Other Services and Charges

The FY 2022 proposed budget for other services and charges is \$16,046,519, which is an increase of \$2,302,752, or 16.8 percent, from the FY 2021 total. This increase is due to:

- **Proposed increase to professional services/consulting services for Planning Department work programs totals \$1,200,700.**
- **Proposed increases for postage and printing totals \$187,500.**
The Planning Department anticipates additional costs being needed for printing and postage to account for Countywide mailing related to the Countywide Map Amendment.
- **Proposed increase in costs for space planning and design totals \$225,500.**
This increase is for anticipated space planning and design services needed for relocating the Planning Department headquarters.
- **Proposed increase in costs for Information Technology needs totals \$80,000.**
The Department's proposed information technologies budget reflects an increase in funding for Microsoft 365 licenses. This includes E5 licenses and calling plans to improve the Department's communications in a telework environment.

Capital Outlay

The FY 2022 capital outlay budget proposal is for \$256,000, which is a decrease of \$295,000, or 53.5 percent, from the FY 2021 total. The FY 2022 proposal includes funding for the following:

- HVAC replacement at Lakeside Offices
- Server replacement
- Large format scanner
- Plotter machine preplacement

Chargebacks

The FY 2022 chargeback budget proposal is for \$442,405 which is an increase of \$14,768 or 3.6 percent above the FY 2021 total. The increase is primarily related to chargebacks to Central Administrative Services (CAS) Legal Department support for Planning Department functions.



HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The FY 2022 work program contains resources for ongoing development review, planning, data maintenance activities, community/municipal outreach, and the completion of projects started in prior years. The FY 2022 budget also includes resources for continued planning efforts for multiyear small community plans and studies approved in prior years. In FY 2022, the Planning Department will continue implementation efforts that began in prior years.

Office of the Planning Director Reorganization: The Planning Director's office was reorganized through the creation of the new Management Services Division. Several administrative functions previously encompassed within the Planning Director's Office have been moved into the newly created Management Services Division. These functions include:

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

Position and Workyears: The Prince George's County Planning Department's FY 2022 proposed budget includes three new full-time career positions. The budget also proposes to convert one part-time career position to a full-time career position. One term contract position within the Planning Director's Office will be eliminated.

Work Programs: The Prince George's County Planning Department's FY 2022 proposed budget includes the addition of four new work programs that include the Prince George's County Multimodal Facility Design and Pedestrian Behavior Study; the Clinton Shopping Centers Case Study: Repurposing Vacant and Underutilized Shopping Centers; and the Missing Middle Housing Pattern Book. Detailed descriptions of these work programs are included in the Divisional Sections of this document.

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

- \$1,061,300 in maintenance agreements for major equipment, including computer hardware, computer software, geographic information systems, workstations, printers, etc.
- \$38,000 for janitorial services at the Lakeside offices.
- \$50,000 for Lakeside office condominium fees.
- \$859,661 for County Administration Building (CAB) office space rent (including utilities).
- \$672,600 for telephones and postage.
- \$276,214 for the lease, service, supplies, and maintenance of printing/copying equipment.
- \$64,200 for utilities at the Lakeside offices.
- \$3,908,499 in project charges paid to the County government:
 - \$1,537,099 for the Zoning Enforcement Unit (this includes inspections for new construction).
 - \$155,300 for the Water and Sewer Planning Unit.
 - \$340,500 for the GIS program.
 - \$65,000 to administer the County's Enterprise Zones.
 - \$376,200 in permits and inspections for M-NCPPC (Department of Permitting, Inspections and Enforcement (DPIE)).



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- \$240,000 for engineering inspection and permitting — Department of Public Works and Transportation (DPW&T).
- \$544,000 for support of redevelopment projects.
- \$250,400 for Economic Development Corporation General Plan Goals.
- \$150,000 for Prince George's County Council staffed planning position.
- \$250,000 for People's Zoning Counsel.

WORK PROGRAM PRIORITY

PLANNING

Implementing Plan Prince George's 2035 through:

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

PLAN IMPLEMENTATION

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

- Continuing work on a multiyear contract to overhaul the travel demand modeling system from a four-step, trip-based process that has been used in Prince George's County since the 1990s to a dynamic, activity-based process.
- Continuing efforts to implement the Zoning Ordinance and Subdivision Regulations that were approved in Fiscal Year 2019 and updating the zones through the Countywide Map Amendment project.

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

- Continuing to coordinate with the Prince George's County Department of Public Works and Transportation (DPW&T), the Prince George's county Department of Permitting Inspections and Enforcements (DPIE), and the State Highway Administration (SHA) to coordinate onsite and off-site bicycle and pedestrian improvements related to development review cases.
- Continuing to advance the implementation strategies from the Transportation Action Guide for Urban Communities to improve traffic and parking for College Park, Riverdale Park, University Park, and Hyattsville.

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

- Completing three Sustainable Community Renewal applications (approved) for Greater Riverdale, New Carrollton/Landover Hills, and Suitland/Naylor Road. Glass Manor/Oxon Hill Sustainable Community Application is in process for submittal in 2021.

DEVELOPMENT REVIEW

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

- Providing training and education programs to explain the new Zoning Ordinance to residents and the business community.



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- Supporting the County Council's adoption of a countywide map amendment to implement the new zones, including a proposed decision matrix and countywide remapping.

COMMUNITY PARTICIPATION AND OUTREACH

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

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

ADMINISTRATION

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

STAFF WEEKS

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

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



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

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

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

N—New One-Year Projects that are anticipated to begin, and be completed, in FY 2022.

NM—New Multiyear Projects that are proposed to begin in FY 2022 but not completed in that year.

Staff Week Summary

PROGRAMS AND PROJECTS	Adopted FY21	Proposed FY22	Net Change	% Change
I. COUNTYWIDE PLANNING	811	680	-131	-16%
Agriculture Preservation Support [C]	13	2	-11	
Archeological Review [C]	41	42	1	
Environmental Planning [C]	31	24	-7	
Historic Area Work Permit Review [C]	39	38	-1	
Historic Preservation Grant Program Administration [C]	42	38	-4	
Historic Preservation Planning [C]	44	41	-3	
Maryland Dept. of Planning (MDP) Annual Report [C]	19	13	-6	
Master Plan of Transportation (MPOT) Update [NM]	75	113	38	
Multimodal Facility Design and Pedestrian Behavior	-	4	4	
Public Facilities Planning [C]	46	29	-17	
Support to Historic Preservation Commission [C]	70	66	-4	
TMD Study [M]	6	6	0	
Transportation Planning [C]	65	21	-44	
Transportation Revised Guidelines Update [M]	0	7	7	
Water and Sewer Planning [C]	23	24	1	
Watershed Planning [C]	44	0	-44	
Woodland Conservation Program Management and Enforcement [C]	253	212	-41	
II. DOWNTOWN DEVELOPMENT	70	125	55	79%
Downtown Implementation Programs [M]	70	125	55	
III. INNOVATION CORRIDOR	10	5	-5	-50%
Economic Development Corporation (EDC) Strategic Plan Update [M]	10	5	-5	
IV. REGULATORY AND POLICY FRAMEWORK	750	615	-135	-18%
Countywide Map Amendment [M]	241	165	-76	
Growth Management Policy Update [M]	17	5	-12	
Historic Preservation Implementation Strategy [C]	3	3	0	
Major Revision of Zoning Ordinance and Other Regulations [M]	367	341	-26	



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PROGRAMS AND PROJECTS	Adopted FY21	Proposed FY22	Net Change	% Change
MPOT Implementation [M]	3	7	4	
New Transportation Model [M]	60	59	-1	
Prince George's County Economic Plan Update [M]	43	29	-14	
Pupil Yield Study [M]	9	0	-9	
Trails Policies Implementation [C]	7	6	-1	
V. LOCAL OPPORTUNITIES	776	975	199	26%
Land Acquisition Case Study	-	6	6	
Adelphi Road – UMGC-UMD Purple Line Station Sector Plan [NM]	110	88	-22	
Bowie and Vicinity Master Plan [M]	152	87	-65	
Cultural Arts Strategic Study [M]	48	35	-13	
Plan 2035 Annual Monitoring	-	33	33	
Fort Washington Transit Village Study [M]	17	0	-17	
Minor Plan Amendments [M]	14	14	0	
Morgan Blvd Brightseat Rd Corridor Sector Plan	-	168	168	
Neighborhood Conservation Overlay Zones [M]	9	0	-9	
Plan 2035 Local Centers Advisory & Implementation Committee Support and staffing [M]	20	30	10	
Planning Assistance to Municipalities and Communities (PAMC) [C]	184	224	-40	
Six- Year Work Program Evaluation and Monitoring [M]	42	29	-13	
Sustainable Communities Program [C]	33	16	-17	
Takoma/Langley Crossroads Study [M]	21	0	-21	
West Hyattsville Sector Plan [M]	126	141	15	
Clinton Shopping Centers Case Study	-	58	58	
Missing Middle Housing Pattern Book	-	46	46	
VI. INTERGOVERNMENTAL COORDINATION	536	450	-86	-16%
Coordination with Other Divisions [C]	135	131	-4	
Intergovernmental and Private Sector Coordination [C]	168	186	18	
Managed Lanes Project [M]	-	22	22	
MAGLEV [M]	-	22	22	
Requests from Other Departments/Agencies [C]	233	89	-144	
VII. DEVELOPMENT REVIEW ACTIVITIES	2,512	2,617	105	4%
Information Counter [C]	87	84	-3	
Mandatory Referral [C]	245	238	-7	
Processing of All Permits [C]	686	697	11	
Processing Alternative Compliance [C]	66	58	-8	
Processing Chesapeake Bay Critical Area Plans [C]	57	53	-4	
Processing CPD's and SDP's [C]	309	299	-10	
Processing Conceptual/Detailed Site Plans [C]	360	430	70	
Processing Subdivision Applications [C]	481	486	5	



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PROGRAMS AND PROJECTS	Adopted FY21	Proposed FY22	Net Change	% Change
Processing Zoning, Special Exceptions, and Departure Applications [C]	221	272	51	
VIII. MANAGING COUNTYWIDE DATABASES	614	572	-42	-7%
Assigning Street Names/House Numbers [C]	63	76	13	
Community Organization Monitoring System [C]	1	1	0	
Data/Map Sales and Production [C]	26	21	-5	
Data Warehouse Initiative [M]	41	31	-10	
Development Activity Monitoring System [C]	53	39	-14	
GIS: 3D GIS Implementation [M]	28	24	-4	
GIS: 3D Facilities and Asset Management [M]	9	3	-6	
GIS: Applications [C]	49	42	-7	
GIS: Development [C]	95	94	-1	
GIS: Land Use Layer Maintenance [C]	38	49	11	
GIS: Maintenance [C]	144	134	-10	
Land Data File Maintenance [C]	63	54	-9	
Public Lands and Facilities Inventory [C]	4	4	0	
IX. PROVISION OF PUBLIC INFORMATION	585	424	-161	-28%
Approved Plan Publications [M]	114	24	-90	
Communication with Public: Public Information [C]	175	121	-54	
Demographic and Economic Analysis [C]	13	69	56	
Federal/State Statistical Analysis [C]	15	28	13	
Housing, Population, and Employment Forecasts [C]	19	32	13	
Master Address Database [C]	11	11	0	
Pipeline Maintenance and Implementation [C]	18	25	7	
Real Estate Research and Analysis [C]	29	19	-10	
Special Research Studies [C]	61	60	-1	
Website Development/ Management [C]	71	13	-58	
Census 2020 Support [M]	59	22	-37	
X. MANAGEMENT/ADMINISTRATION/SUPPORT	686	593	-93	-14%
Computer Systems Operation/Maintenance [C]	300	333	33	
Data Systems: Document Management [C]	107	78	-29	
Department Training and Personnel Management [C]	189	132	-57	
Records Management [C]	90	50	-40	



GLOSSARY OF PLANNING TERMINOLOGY

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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



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recommendations contained in a master plan by comprehensively rezoning property to reflect master plan policies, but not necessarily to follow all master plan land use policies or recommendations.

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

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

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

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

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

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

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

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

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

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

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



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Planning Department – Office of the Director

OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

- General administration
- Human resources
- Legislative services

ACCOMPLISHMENTS

- Helped switch the Planning Board from in-person meetings to 100 percent virtual because of COVID-19.
- Purchased new in-house printing equipment to increase printed document quality and reduce cost.
- Helped to produce multiple virtual community meetings, including online sign-up, graphics, PowerPoints, online surveys and polls, and video/event production.
- Created online booking application for Bowie-Mitchellville and Vicinity Plan team and the Zoning Rewrite team.
- Oversaw the printing and mailing of a 395,000-piece countywide mailing for the Zoning Rewrite.
- Worked with the Census 2020 team to design and produce various materials including yard signs, posters, fact sheets, banners, and giveaways.
- Worked with the Census 2020 team to create website at PGCensus2020.org, social media accounts, and graphics for Facebook, Instagram, Twitter, and Nextdoor to boost public engagement.
- Hosted virtual lunch and learn event for Planning Department staff.
- Created and processed online Planning Board sign-up form.
- Created a monthly Director's Corner e-newsletter.

BUDGET AT A GLANCE

- **Personnel Services** budget decreased by \$1,959,747, or 54.1 percent, from FY 2021 total. The variance is due to a reorganization that will create a new Management Services Division, which transferred 16.5 staffed positions from the Planning Director's Office into the Management Services Division. The staffing complements also decreased by one term contract position that will be eliminated in FY 2022.
- **Supplies and Materials** budget decreased \$308,200 or 90.6 percent, from the FY 2021 total, primarily due to one-time expenses in FY 2021 for the replacement of Office Systems furniture. This funding will not be necessary in FY 2022.
- **Other Services and Charges** budget decreased \$464,300, or 74.3 percent, below the FY 2021 total, primarily due funding for the Department's publications and Graphing, Facility Management and Web Development functions being removed from the Planning Director's Office and into the newly formed Management Services Division for FY 2022.



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Planning Department – Office of the Director**

- **Capital Outlay** budget decreased \$254,500, or 100.0 percent, below the FY 2021 total, because all capital equipment costs normally budgeted in the Planning Director's Office were moved into the budget for the Management Services Division.
- **Funded Positions/Funded Workyears:** Total positions and work years will decrease by 17.5 respectively due to the transfer of 16.5 full-time career position to the newly created Management Services Division and the elimination of one term contract position that was a temporary assignment to assist with the 2020 Census Update project.

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$4,839,697	\$1,852,950	-61.7%
Staffing			
Funded Career Positions	27.50	11.00	-60.0%
Funded Term Positions	1.00	0.00	-100.0%
Funded Workyears	28.50	11.00	-61.4%



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Planning Department – Management Services

OVERVIEW

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

PROGRAMS AND SERVICES PROVIDED

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

ACCOMPLISHMENTS

- See accomplishments identified in the Planning Director's Office

BUDGET AT A GLANCE

- **Personnel Services** budget for FY 2022 is \$1,966,857 this covers the cost for the 16.5 fulltime career position that will staff the newly created Management Services Division.
- **Supplies and Materials** budget for FY 2022 is \$177,100. This budget covers funding for publications and graphic supplies, video and web application needs, as well as facility management supplies and materials.
- **Other Services and Charges** budget for FY 2022 is \$701,500. This covers funding for maintenance costs attributed to Office Services equipment, professional services for department-wide translation service utilized by our publications and graphics team, and funding for outsourced printing for various plans and studies produced by the Department.
- **Capital Outlay** budget for FY 2022 is \$216,000. This covers funding for HVAC replacements at our Lakeside Offices and vehicle replacement.
- **Funded Positions/Funded Workyears:** Total positions in the Management Services Division includes 16.5 career positions and work years respectively. This includes one full-time career position that is shared with the Commissioner's Office.

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$0	\$3,061,457	100.0%
Staffing			
Funded Career Positions	0.00	16.50	100.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	0.00	16.50	100.0%



Prince George's County Planning Department – Development Review Division

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

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

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

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

ACCOMPLISHMENTS

- Analyzed 253 applications for zoning map amendments, special exceptions, conceptual and detailed site plans, preliminary plans, and final plats of subdivision for conformance with County plans, policies, and development regulations.
- Processed 12,829 permits in FY 2020.
- Responded to 16,325 inquiries from the public in FY 2020.
- **4-19031 EAST PINES**—On April 2, 2020, the Planning Board approved with conditions, a preliminary plan of subdivision of one parcel for 250 multifamily dwelling units and 25,000 square feet of commercial development. The property is 3.25 acres zoned R-18/ R-55 within Planning Area 69.
- **DSP-19009 WESTPHALIA EAST**—On April 2, 2020, the Planning Board approved with conditions, a detailed site plan for the construction of 75 single-family detached, 416 single-family attached, and 164 two-family attached dwelling units. The property is 58.06 acres in the M-I-O/ M-X-T Zone within Planning Area 78.



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- **DSP-04067-09 WOODMORE COMMONS**—On April 2, 2020, the Planning Board approved with conditions, a detailed site plan for 284 multifamily dwelling units in seven buildings, 4,000 square foot clubhouse, and surface parking. The property is 9.34 acres in the M-X-T Zone within Planning Area 73.
- **CSP-19002 ST. BARNABAS MIXED USE**—On April 9, 2020, the Planning Board approved with conditions a conceptual site plan for the development of 40-60 single-family attached, 180- 250 multifamily dwelling units, and 75,000-94,000 square feet of commercial/ retail space. The property is 11.07 acres in the M-X-T Zone within Planning Area 76A.
- **DSP-06001-01 THE COMMONS AT ADDISON ROAD METRO**—On April 9, 2020, the Planning Board approved with conditions, a detailed site plan for the development of a mixed-use building including 193 multifamily dwelling units and 11,000 square feet of ground floor commercial uses. The property is 2.98 acres in the C-S-C/ D-D-O/ R-55 Zones within Planning Area 75A.
- **CSP-19004 ENCLAVE AT WESTPHALIA**—April 16, 2020, the Planning Board approved with conditions, a conceptual site plan for the development of 475 single-family attached dwelling units. The property is 68.70 acres in the M-X-T/ M-I-O Zone within Planning Area 78.
- **4-18007 WOODMORE OVERLOOK COMMERCIAL**—On April 16, 2020, the Planning Board approved with conditions, a reconsideration of an approved preliminary plan for transportation conditions. The property is 18.33 acres in the M-X-T Zone, within Planning Area 73.
- **DSP-19037 KNOX ROAD DEVELOPMENT**—On April 30, 2020, the Planning Board approved with conditions, a detailed site plan for a mixed-use building with 343 multifamily dwelling units and 23,847 square feet of ground floor retail. The property is 1.65 acres in the D-D-O/ M-U-I Zones within Planning Area 66.
- **DSP-19066 FALLEN OAK TOWNHOMES**—On May 14, 2020, the Planning Board approved with conditions, a detailed site plan for 44 single-family attached dwelling units. The property is 19.03 acres in the M-X-T Zone within Planning Area 85A.
- **DSP-19040 AMBER RIDGE**—On May 14, 2020, the Planning Board approved with conditions, a detailed site plan for 187 single-family attached dwelling units. The property is 8.84 acres in the M-X-T Zone within Planning Area 74B.
- **DSP-19049 LAUREL HOSPITAL PROPERTY**—On May 14, 2020, the Planning Board approved with conditions, a detailed site plan for the development of a 70,200 square foot freestanding medical facility and 79,900 square foot medical office building on the site of the existing Laurel Hospital. The property is 48.02 acres in the R-R Zone within Planning Area 60.
- **DSP-19007 FAIRWAY ESTATES AT GLENN DALE**—On June 18, 2020, the Planning Board approved with conditions, a detailed site plan for residential development including 62 single-family attached units, 210 single-family detached units and recreation facilities. The property is 125.16 acres in the O-S/ R-18C Zones within Planning Area 70.
- **DSP-07073-12 NATIONAL HARBOR BELTWAY PARCEL 7**—On January 9, 2020, the Planning Board approved with conditions, a detailed site plan to construct a 2,467-space parking garage and 150-room hotel on Parcel 7. The property is 49.79 acres in the M-X-T Zone within Planning Area 80.
- **DSP-19014 GREENBELT METRO**—On January 9, 2020, the Planning Board approved with conditions, a detailed site plan for a multi-family development with 354 dwelling units and a clubhouse. The property is 15.89 acres in the C-O/D-D-O Zones within Planning Area 67.
- **4-19023 BELTWAY PLAZA**—On February 20, 2020, the Planning Board approved with conditions, a preliminary plan of subdivision for 55 parcels for mixed-use development of



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2,500 multi-family dwelling units and 700,000 square feet of commercial development. The property is 19.03 acres in the M-X-T Zone within Planning Area 74B.

- **DSP-19023 SOUTH LAKE**—On March 26, 2020, the Planning Board approved with conditions, a detailed site plan for the development of 1,035 dwelling units as part of a mixed-use planned community, and amendment to Conceptual Site Plan layout. The property is 282.98 acres in the E-I-A Zone within Planning Area 74A.
- **DSP-00013-06 BISHOP MCNAMARA HIGH SCHOOL**—On December 5, 2019, the Planning Board approved, with conditions, a detailed site plan for the construction of a 20,655-square-foot addition to the existing school and an increase in student enrollment from 796 to 834. The property is 14.53 acres in the R-55/ C-S-C, M-I-O Zones within Planning Area 75A.
- **DSP-19008- WESTPHALIA CENTER (SNAPPER)**—On July 18, 2019, the Planning Board approved with conditions, a detailed site plan for a proposed merchandise logistics center. The property is 78.39 acres in the M-X-T/ M-I-O Zones within Planning Area 78.
- **DSP-99044-17 MALL AT PRINCE GEORGE’S - MILLER’S ALE HOUSE**—On July 25, 2019, the Planning Board approved, with conditions, a revision of the approved detailed site plan for an 8,285-square-foot freestanding eating and drinking establishment on a pad site. The property is 51.03 acres in the M-U I/ T-D-O Zone within Planning Area 68.
- **DSP-13009-15 RIVERDALE PARK STATION**—On July 25, 2019, the Planning Board approved, with conditions, a detailed site plan for the construction of two multi-family buildings. The property is 37.34 acres in the M-U-T-C Zone within Planning Area 68.

BUDGET AT A GLANCE

- **Personnel Services** budget increased by \$177,515 or 3.1 percent, compared to FY 2021 primarily due to increased costs for medical insurance and pension.
- **Supplies and Materials** budget decreased by \$289,800 or -66.5 percent from the FY 2021 total. This decrease is primarily due to one-time expenses in FY 2021 for the replacement of Office Systems furniture. This funding will not be necessary in FY 2022.
- **Other Services and Charges** budget increased by \$166,300 or 36.1 percent above the FY 2021 total, primarily due to increase funding for space planning services associated with relocating the Planning Department to new office space and increased funding for the Department’s graduate assistance program with the University of Maryland.
- **Capital Outlay** budget decreased by \$74,200, or -100.0 percent from the FY 2021 total, primarily due to one-time costs included in the FY 2021 budget for new office space carpeting and flooring. This funding will not be necessary in FY 2022.
- **Funded Positions/Funded Workyears:** Total FY 2022 funded positions and work years remain unchanged from FY 2021.

Summary of Division Budget

	FY21 Adopted	FY22 Proposed	% Change
Budget			
Expenditures	\$6,611,496	\$6,591,311	-0.3%
Staffing			
Funded Career Positions	55.00	55.00	0.0%
Funded Term Positions	0.00	0.00	0.0%
Funded Workyears	55.00	55.00	0.0%



Prince George's County Planning Department – Development Review Division

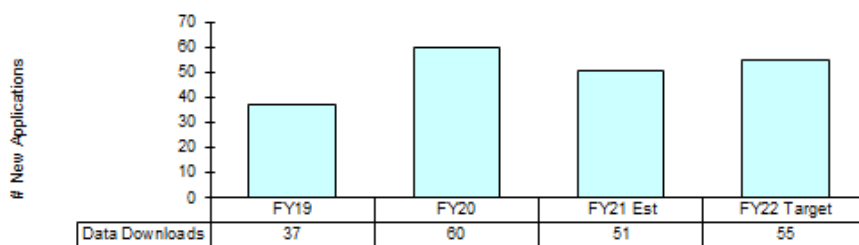
GOALS AND PERFORMANCE MEASURES

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

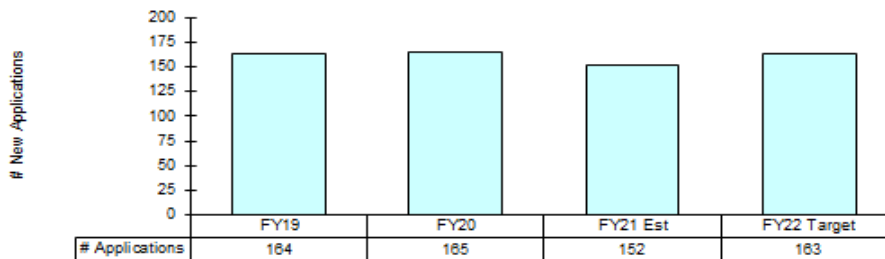
Divisional Objective: Providing a factual and legal basis for decisions on public plans and policies concerning the use and design of land.

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

Plans and Plats of Subdivision

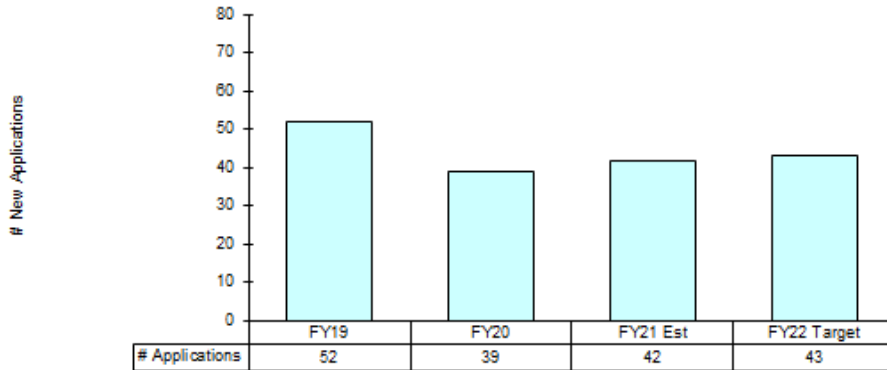


Urban Design

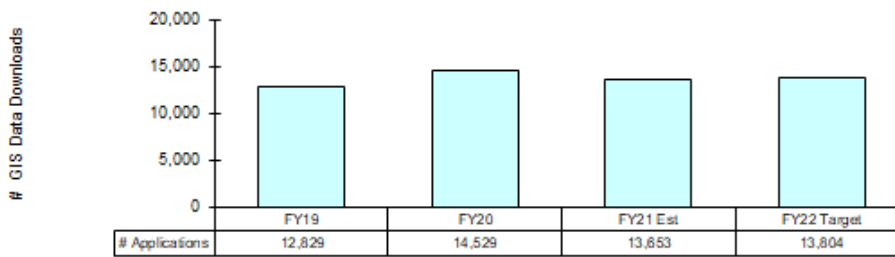


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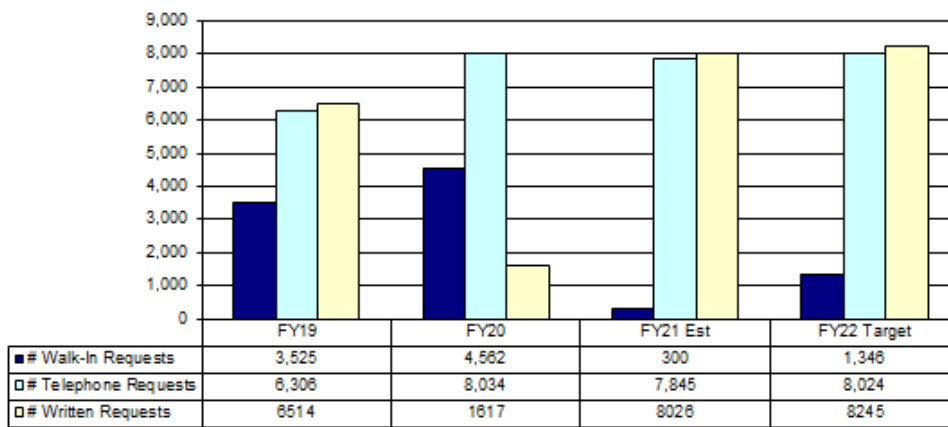
Zoning



Permits



Modes of Delivery of Planning and Development Information Service



Prince George's County Planning Department – Community Planning

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

The Division currently has three sections:

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

The Division is responsible for:

- Development of master and sector plans
- Master and sector plan amendments
- Plan 2035 downtown implementation studies and coordination
- Planning Assistance to Municipalities and Communities (PAMC) program
- Sustainable Communities Program coordination
- Specialized planning and feasibility studies
- Public outreach and education
- Master Plan evaluation and monitoring
- Creative placemaking activities and development review
- Comprehensive rezoning through sectional map amendments



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- Zoning text amendments

ACCOMPLISHMENTS

- Conducted Virtual Community meetings for:
 - The Westphalia ULI TAP
 - West Hyattsville-Queens Chapel Sector Plan (6)
 - Bowie-Mitchellville and Vicinity Master Plan (26)
 - Adelphi Road UMGC-UMD Station Area Sector Plan and SMA (6)
- Initiated master plans for the following areas:
 - Bowie-Mitchellville and Vicinity
 - West Hyattsville-Queens Chapel
 - Adelphi Road-UMGC/UMD Purple Line Station Area
- Processed a minor amendment to the Southern Green Line Station Area Development District Overlay Zone.
- Released a study on Adaptive Reuse of Mining Sites in Prince George's County.
- Consultant and staff work continued for Henson Creek Transit Village Study.
- SPACES PAMC project (Engineering Plan for Corridor Enhancements along MD 193), held three community meetings (January, September-virtual, and November-virtual)
- Conducted meeting in Spanish for several communities along with outreach materials and study documents
- Completed and published the first Five-Year Review of Plan 2035
- Completed PAMC projects for the City of Hyattsville CPTED Training Workshop, and City of Seat Pleasant Streetscape Enhancement Engineering and Design (MD 704)
- Entered and verified approximately 2,100 records in the Master Plan Recommendations Database for five master/sector plans.
- Completed a Scorecard for the 2007 *Approved Westphalia Sector Plan*.
- Completed three Sustainable Community Renewal applications (approved) for Greater Riverdale, New Carrollton/Landover Hills, and Suitland/Naylor Road. The Glass Manor/Oxon Hill Sustainable Community Application is in process for submittal in 2021.

BUDGET AT A GLANCE

- **Personnel Services** budget increased \$94,444, or 3.0 percent, above the FY 2021 total. The variance is primarily because of increased costs for medical insurance and pension.
- **Supplies and Materials** budget decreased \$151,200, or -65.7 percent, from the FY 2021 total primarily because of one-time expenses in FY 2021 for the replacement of Office Systems furniture. This funding will not be necessary in FY 2022.
- **Other Services and Charges** budget increased \$729,600, or 52.4 percent, above the FY 2021 total primarily because of an increased budget for outside consulting services for various plans and studies.
- **Capital Outlay** budget decreased \$38,800, or 100.0 percent, from the FY 2021 total, primarily because of one-time costs included in the FY 2021 budget for new office space carpeting and flooring. This funding will not be necessary in FY 2022,
- **Funded Positions/Workyears:** Funded positions unchanged from the FY 2021 total. Workyears will increase by 0.25 to account for converting a vacant part-time career position to full-time status in FY 2022.



Prince George's County Planning Department – Community Planning

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$4,820,047	\$5,454,091	13.2%
Staffing			
Funded Career Positions	29.00	29.00	0.0%
Funded Workyears	28.75	29.00	0.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

Adelphi Road-UMGC-UMD Purple Line Station Sector Plan and Sectional Map Amendment:

The District Council initiated a sector plan and concurrent sectional map amendment (SMA) for the Adelphi Road-UMGC-UMD Purple Line Station and surrounding communities within Planning Areas 65 and 66 in FY 2021. Public release of the staff draft plan and proposed SMA, a joint public hearing of the Planning Board and District Council, and Planning Board adoption are expected in FY 2022, with District Council approval scheduled for FY 2023.

Bowie-Mitchellville and Vicinity Master Plan: The District Council initiated a master plan for Planning Areas 71A, 71B, 74A, and 74B (Bowie-Mitchellville and Vicinity) in FY 2020. Public release of the staff draft plan and proposed SMA, a joint public hearing of the Planning Board and District Council, and Planning Board adoption are expected in FY 2022, with District Council approval scheduled for FY 2023.

Clinton Shopping Centers Case Study: Repurposing Vacant and Underutilized Shopping

Centers: The Prince George's Competitive Retail Market Strategic Action Plan identified shopping centers in the County that would benefit from reinvestment and redevelopment. The Redevelopment Authority's Commercial Improvement Program and the new Zoning Code offer an opportunity to evaluate how these centers could have redeveloped.

The study that will showcase how targeted vacant/underutilized shopping centers in the Clinton Corridor along MD 5 can be repurposed and identify some of the sources of financing for these projects. The effort will be based on the Prince George's Competitive Retail Market Strategic Action and will coordinate with key agency partners in the Redevelopment Authority and Revenue Authority and community stakeholders to identify opportunities from the new zoning ordinance and County programs.

Cultural Arts Strategic Study: The goal of this study is to develop a vision and recommendations for how the County and its partners can build upon, strengthen, and invest in the people, places, communities, and ideas that define cultural arts within Prince George's County. Key stakeholders in this collaboration include the Prince George's Arts and Humanities Council, M-NCPPC Department of Parks and Recreation, municipalities, county arts organizations, community members, artists, cultural organizations, and others who have a stake in the future of the County's cultural landscape. This is a multiyear project with completion estimate in December 2021.

Downtown Centers Implementation Programs: The Department will continue to work with elected officials, partner agencies, and community partners to implement Plan 2035 and master/sector plans at the three downtowns: Prince George's Plaza, New Carrollton, and Largo Town Center and creative placemaking activities. The Department will continue to facilitate and



Prince George's County Planning Department – Community Planning

monitor progress on critical implementation action items and continue to serve on the numerous advisory committees. This is an ongoing effort and a continuation of the FY 2021 work program. In FY 2021, this program included a Largo Town Center Wayfinding, Branding and Placemaking Study to identify locations for improving the wayfinding and opportunities for activating open space in Largo. A Countywide Wayfinding Study is also underway and will be completed in FY 2022. This study seeks to provide recommendations for coordination between the various agencies responsible for wayfinding across the County. The project began in FY 21 with stakeholder focus groups, research, and analysis.

This work program will also incorporate the short-term creative placemaking activities to catalyze long-term change. In FY 2021, Largo was identified as one of the locations for a pilot project partnering with the Better Block Foundation to deliver engagement through creative placemaking. This pilot would form part of the Wayfinding, Branding and Placemaking Strategy.

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

Master and Sector Plan Six-Year Work Program: In FY 2022, the Community Planning Division will continue to evaluate the County’s master and sector plans for consistency with Plan 2035 and identify priority implementation projects and master and sector plans. The evaluations will be used to prepare a six-year work program primarily focusing on plans, studies, and priority implementation activities. Development of a six-year work program allows the Commission and the County to consider a longer-term planning work program informed by a set of agreed upon criteria and provides the opportunity to influence the six-year capital improvement programs of implementing agencies. To assist with this evaluation, the Community Planning Division continues to monitor and update a comprehensive database of all recommendations within Prince George’s County’s 38 master, sector, and transit district development plans and the status of their implementation. This database informs the development of scorecards and development of the Six-Year Planning Work Program as well as upcoming master and sector plans. A new task for FY 22 is an update of the Master Plan Recommendation Database to create new protocols and scope out completion of this effort.

Minor Plan/Development District Overlay Zone Amendments: Minor plan or development district overlay zone (DDOZ) amendments allow for older master plans or DDOZs to be amended to address issues that may not warrant a comprehensive update and can address minor issues identified by the community or update policies and goals that are no longer applicable.

Missing Middle Housing Pattern Book: To support the policies and strategies in the County’s approved Housing for Opportunities Plan, the Department is proposing to create a Missing Middle Housing Pattern Book. The missing middle has been defined as “a range of multi-unit or clustered housing types compatible in scale with single-family homes that help meet the growing demand for walkable urban living.” The first step in promoting this type of housing development is to identify



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and provide missing middle housing typologies suitable for infill development, and new development projects in established communities, local centers, and regional transit districts. One approach may be to provide illustrations of appropriate missing middle housing types that would be appropriate to the existing context of a community under the new zoning ordinance. Examples of infill and new development of housing typologies can be presented as a pattern book. This resource could be a tool used by architects, planners, and communities to fundamentally rethink the way they design, locate, regulate, and develop housing. Many communities in Prince George's County want and need more diverse housing choices in walkable neighborhoods; housing that is attainable, sustainable, and beautifully designed.

Morgan Boulevard-Brightseat Road Corridor Sector Plan and Sectional Map Amendment:

Scoping and consultant procurement begin in FY 2021 for a new sector plan and a concurrent SMA along the Garrett A. Morgan and Brightseat Road corridors, including, but not limited to, the Morgan Boulevard Metrorail Station on the Blue and Silver Lines, FedEx Field, and the former Landover Mall site within Planning Area 72. This multiyear effort is scheduled for initiation, existing conditions analysis, and public/stakeholder engagement in FY 2022, with anticipated plan/SMA approval in FY 2024. This will build upon the Morgan Boulevard Study completed in July 2018.

Plan 2035 Local Centers' Implementation: The Department participates in numerous activities to assist with creating viable local centers. Activities include creative placemaking, special studies, assisting with grant applications and participating on advisory committees. In FY 2021, Suitland was identified as a pilot project for creative placemaking; stakeholder outreach and coordination with agencies is ongoing. Westphalia was identified as a location for a ULI TAP to address critical questions aimed at implementing the Westphalia Master Plan. Examples of current committees include the Largo Town Center Development Board, Westphalia Sector Development Advisory Council, Northern Gateway Committee, and Bowie State MARC Station Development Board. Staff also participates in the Town Center Design Review Committees for Riverdale Park, Suitland, Brentwood, and Mt. Rainier. This is a continuing work program item.

Plan 2035 Annual Monitoring: Following the completion of the Five-Year Review in FY 21, the Department will undertake further monitoring of Plan 2035. This will be provided as updates to the Plan 2035 website and will include a review progress on strategy implementation.

Planning Assistance to Municipalities and Communities Program (PAMC): This ongoing program is available to the 26 municipalities, excluding Laurel, in Prince George's County and to unincorporated areas throughout the County represented by community groups and civic or business associations. The goal of the program is to help communities implement the recommendations from Plan 2035 and the master and sector plans. Planning studies, urban design, and pedestrian and bicycle evaluation are evaluated on competitive solicitation and available funding.

Minor Amendment to the 2014 Approved Southern Green Line Station Area Sector Plan: This amendment corrects an administrative error in the initiation and subsequent approval of the 2014 *Approved Southern Green Line Station Area Sector Plan*. Though this Sector Plan was approved with a boundary that covers all of eastern Planning Area 76A, it contains no recommendations for this area outside of a half-mile radius around the Branch Avenue Metro Station. Through its approval, this plan superseded the 2013 *Approved Central Branch Avenue Revitalization Sector Plan*, which contains detailed recommendations for portions of Camp Springs, the Town of Morningside, and Marlow Heights, replacing substantive, community-driven revitalization policies and strategies with nothing. This error was compounded by the imposition of a Development District Overlay Zone over the entire Southern Green Line Station Area sector. The 2018 Zoning Ordinance and



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subsequent Countywide Map Amendment eliminates the Development District Overlay Zone, which leaves this area with no active growth policies or strategies. This minor amendment would revise the boundary of the 2014 Sector Plan to limit the area where it supersedes the 2013 *Approved Central Branch Avenue Revitalization Sector Plan* to the Metrorail Green Line and a half-mile radius around the Branch Avenue Metro Station and reinstate the policies and strategies of the 2013 Sector Plan.

Sustainable Communities Program Assistance: Staff will continue to assist with the preparation of Sustainable Communities applications and applications for designation renewal as requested. Renewal applications to be completed include Greater Riverdale Park (pending approval), Town of Landover Hills – City of New Carrollton (pending approval), Glassmanor-Oxon Hill (ongoing). Staff will continue to coordinate with MD DHCD and Prince George's County DHCD to aid communities with approved sustainable community designations.

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



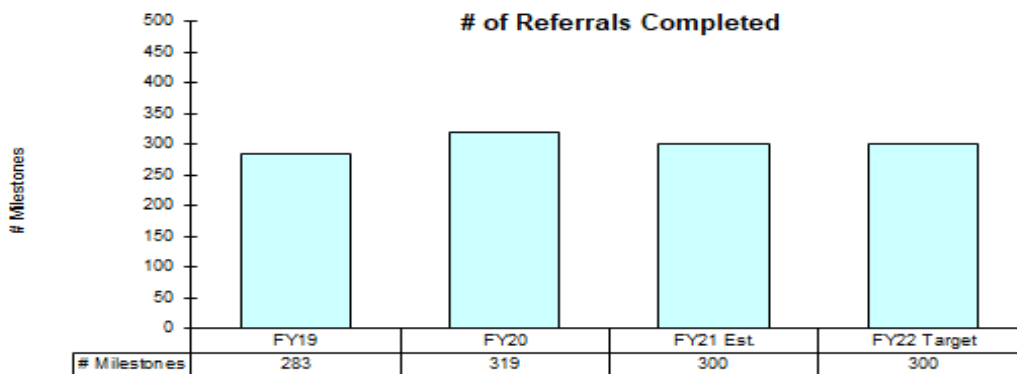
Prince George's County Planning Department – Community Planning

GOALS AND PERFORMANCE MEASURES

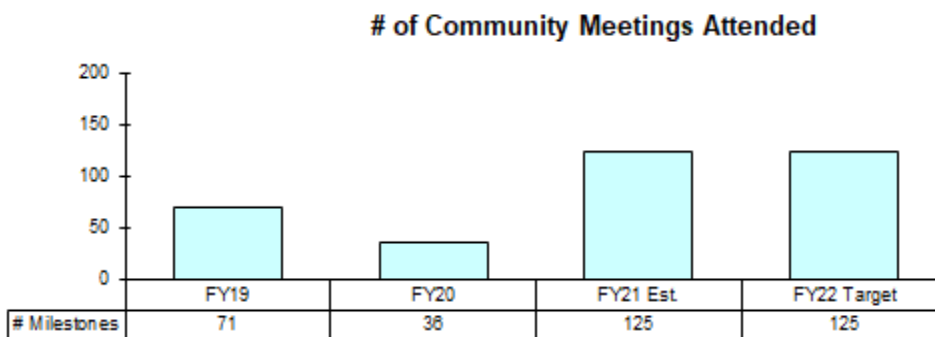
Divisional Goal: Provide opportunities for community involvement and public engagement in the preparation of master plans, sector plans, and studies to develop plans that are fact-driven, community driven, and future driven.

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

Outcome for Community Planning: Master and sector plans that provide a long-term vision for the communities in Prince George's County that are fact-based and community driven.



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.



Prince George's County Planning Department – Countywide Planning

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

The division is responsible for:

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

ACCOMPLISHMENTS

- Continued work on the countywide map amendment (CMA) pursuant to the Council's initiation on July 23, 2019. Developed and implemented a decision matrix to guide rezoning of more than 300,000 properties to the zones created by the adopted Zoning Ordinance. Created a public zoning "swipe tool" to show real-time zoning comparisons between the current and proposed zones. Provided notice to all properties and numerous business and apartment addresses of the Joint Public Hearing on the proposed CMA, originally scheduled for March 2020 and rescheduled due to Covid-19 for November 2020.
- Developed and implemented a staff education program to begin training on the new Zoning Ordinance and Subdivision Regulations. Began developing forms and internal Department procedures. Initiated external education with a multi-day training session for the Department of Permitting, Inspections, and Enforcement.
- Initiated the development of an up-to-date Comprehensive Economic Development Strategic Action Plan for Prince George's County in collaboration with the County Executive's Office and the Economic Development Corporation (EDC). The University of Baltimore/Jacob France Institute/TEconomy Partners LLC (UB/JFI) consultant team is serving as the consultant for this project. The goal of the plan is to maximize County economic assets, overcome key challenges that impede the county's competitiveness in attracting, retaining, and developing high-growth industries, strengthen industrial and commercial centers, support mixed-used, transit-oriented development, and increase the county's net tax base by generating tax revenues that exceed the cost of public services needed to serve new development. Completed an updated analysis of the County's competitive position in existing and emerging industries as an initial step in the process.
- Provided research, mapping, and recommendations to assist the Prince George's County Economic Development Corporation (EDC) with the preparation of Enterprise Zone/Enterprise Zone Focus Area Application for identifying eligible census tracts for



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designation or re-designation. Performed a countywide data analysis of numerous indices and provided analytical maps to EDC based on eligibility criteria to evaluate and rank areas for designation. Prepared focused maps in collaboration with EDC to help refine EZ and EZ focus area boundaries based on Plan 2035, the Zoning Rewrite, and economic development strategic plan priorities.

- Served on the Metropolitan Washington Council of Governments MWCOG Planning Directors Technical Advisory Committee on behalf of the Planning Director. Provided data and technical advice to help develop strategies to resolve the region's growing shortage of affordable and workforce housing, increase housing production in Activity Centers and High Capacity Transit Stations (HCTS) areas, and how to address impediments to housing preservation and production in collaboration with other jurisdictions in the region.
- Assisted the Redevelopment Authority of Prince George's County in their efforts to implement the County's Competitive Retail Market Strategic Action Plan by helping select shopping center recipients to receive Round 2 funding under the Commercial Property Improvement Program (CPIP) developed as a result of recommendations from the 2017 Retail Strategic Action Plan.
- Provided data and research to numerous business entities interested in locating or expanding in the County.
- Reviewed land development proposals for forest conservation, wetland preservation, and protection of the Chesapeake Bay.
- Completed the 2018 update to the Environmental Technical Manual.
- Prepared and submitted the FY19 Annual Forest Conservation Report
- Prepared and presented the 2019 Annual Report to the Planning Board on June 4, 2020, for transmittal to the Prince George's County Executive, County Council, and Maryland Department of Planning.
- Assisted with the development and adoption of the 2018 Water and Sewer Plan.
- Coordinated the Planning Department's analysis of four cycles of Water and Sewer Amendments consistent with the recommendations of the 2018 Plan.
- Prepared the 2020 Update of the Pupil Yield Factors and the Public-School Clusters study, published in February 2020.
- Conducted mandatory referral reviews, consistent with the 2018 Guidelines, for several solar panel installations to incentivize solar while protecting neighborhoods, farmland, and historic viewsheds.
- Coordinated the Department review of projects submitted for Intergovernmental Review through the State of Maryland Clearinghouse.
- Managed the Planning Board's award of \$300,000 in grants for the preservation and rehabilitation of historic properties, including many properties owned by local nonprofit organizations. Reviewed rehabilitation proposals for historic structures.
- Continue to advance the implementation strategies from the Transportation Action Guide for Urban Communities to improve traffic and parking for College Park, Riverdale Park, University Park, and Hyattsville.
- Received the 2019 APA Maryland's Outstanding Project Award at the Maryland APA conference. The award was for the Transportation Action Guide for Urban Communities, Implementation Strategies Playbook for the Route 1 corridor.
- Continue to support the development review division through detailed analysis of transportation facilities and adequacy associated with proposed developments and mandatory referrals in the County.
- Received a MWCOG Transportation-Land Use Connections technical assistance project award.



Prince George's County Planning Department – Countywide Planning

- Reviewed and provided comments for ongoing regional transportation infrastructure projects including the I-95/I-495 Managed Lanes and the Baltimore-Washington Superconducting Maglev.
- Provided data and research to the Board of Education for its annual Educational Facilities Master Plan.
- Reviewed all major projects to be built by federal, state, and County government agencies to ensure community awareness and enhance project design (state-mandated “mandatory referral” process).
- Identified land use and community impacts of major State transportation projects, including I-495 managed lanes and the Baltimore-Washington maglev project.

BUDGET AT A GLANCE

- **Personnel Services** budget decreased by \$84,438, or -1.6 percent, from the FY 2021 total. The variance is due to one full-time career position being transferred to the Information Management Division.
- **Supplies and Materials** budget decreased \$232,300, or -66.4 percent, from the FY 2021 total. This decrease is due to one-time expenses in FY 2021 for the replacement of Office Systems furniture. This funding will not be necessary in FY 2022.
- **Other Services and Charges** budget increased \$925,900 or 33.1 percent, above the FY 2021 total primarily due to increased budget for professional services to support outside consulting services for Countywide Planning projects.
- **Capital Outlay** budget decreased \$59,400, or -100.0 percent, under the FY 2021 total, primarily due to one-time costs included in the FY 2021 budget for new office space carpeting and flooring. This funding will not be necessary in FY 2022.
- **Funded Positions/Workyears:** Funded positions and work years in FY 2021 decrease by 1 full-time career due to the transfer of one full-time career position from the Countywide Planning Special Projects Section to the Information Management Division.

Summary of Division Budget

	FY21 Adopted	FY22 Proposed	% Change
Budget			
Expenditures	\$8,579,058	\$9,128,820	6.4%
Staffing			
Funded Career Positions	45.00	44.00	-2.2%
Funded Workyears	45.00	44.00	-2.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

Prince George’s County Multimodal Facility Design and Pedestrian Behavior Study: This study is to evaluate the utility of built pedestrian infrastructure in the context of capital improvement and property development projects. Pedestrian movements have a substantially higher degree of freedom than other modes as it relates to direction and efficiency of route, use (and non-use) of provided infrastructure, and perceived safety and comfort, which can influence when and how facilities like sidewalks, crosswalks, pedestrian beacons, etc. are used. This study will examine whether the presence and location of facilities encourage certain pedestrian behaviors and how to



Prince George's County Planning Department – Countywide Planning

design facilities that can best anticipate and accommodate future pedestrians. The findings of this study will help inform the Planning Department providing recommendations in area master plans, evaluating submitted development applications, and ensuring conformance with the adopted subdivision and zoning regulations. \$150,000 is requested for FY 2022 for contracting and implementation of this study.

Prince George's County ad-hoc intersection/turning movement counts: This project is to set aside funding for the Transportation Planning Section to engage contractor services to collect intersection and turning movement counts at various intersections in the County. Should counts be needed, this project will “ride on” the existing Department of Public Works & Transportation contract for traffic counts, similar other traffic counts projects. However, this project is wholly separate from the ongoing traffic counts program that is associated directly with obtaining traffic counts for existing conditions of ongoing and upcoming area master plans. These counts will be used to supplement other traffic studies for development application or other work program items, if necessary. \$50,000 is requested in FY 2022 for the contracting and collection of these traffic counts.

Update to the Countywide Master Plan of Transportation: This plan will replace the 2009 Approved Countywide Master Plan of Transportation (MPOT) and will amend all of the County's approved and active area master plans. Plan Prince George's 2035 Approved General Plan (Plan 2035) recommends updating the MPOT after 10 years and this plan update will comprehensively develop goals, strategies, and policies to better implement Plan 2035. This plan envisions a countywide transportation system that not only supports the safe and equitable movement of people and goods within the county and region, but also encourages economic, cultural, and social activity in Plan 2035 centers. The plan will reassess the policies and recommendations of the 2009 MPOT, and evaluate existing and propose new County rights-of-way, scenic and historic road designations, transit corridors, pedestrian facilities, and bicycle corridors. Moreover, this plan will follow a multimodal approach and use the Planning Department's transportation forecast model to discuss and address county traffic congestion and future transportation needs. This plan will begin in FY 2021 and it is expected that the plan will take approximately 24 months to complete. \$500,000 was approved for this project in FY 2021 and it is expected to be fully encumbered prior to FY 2022. An additional \$250,000 is requested for FY 2022 to seamlessly continue the project, develop and print mailings, plans, and other engagement materials.

New Transportation Model: This is an ongoing project update the County's transportation forecast model from a traditional four-step model to a state-of-the-art dynamic activity-based model, known as TransForM 3.0. This model will better forecast how the transportation network will be used in future growth and development scenarios. The scope of work for the FY 2020 project is currently underway and will include development of specific software applications that can be used with the new TransForM 3.0 model. These applications include travel demand forecasting and growth management programs that will better assist the section and department for both the long-term planning and development review aspects of our work program. In FY 2022, this project will continue the software development and staff training to use the model.

Update to the Transportation Review Guidelines: The Transportation Review Guidelines Parts 1 and 2 are the guiding documents used by the Transportation Planning Section and development case applicants to outline the process for reviewing the transportation impacts of development applications. They provide the technical standards for evaluating transportation adequacy. Part 1 focuses on automobile transportation and the necessary transportation impact studies and Part 2 focuses on pedestrian and bicycle facilities. The Transportation Review Guidelines Part 1 were updated in 2012 and Part 2 was added in 2013. New guidelines will be necessary to facilitate transportation reviews of development projects under the new Zoning Ordinance and Subdivision Regulations, which include new zones, development case types, and thresholds for adequate public



Prince George's County Planning Department – Countywide Planning

facilities (APF). The guidelines will also help implement policy recommendations for master plans, including the Master Plan of Transportation. Additionally, it will be necessary to consolidate Parts 1 and 2 of the guidelines into a single comprehensive document to encourage a multimodal and holistic approach to transportation review. In FY 2022, \$150,000 is requested for consultant services.

Growth Management Policy Update: The first stage of this study was to survey what Prince George's, Howard, Montgomery, Baltimore, and Anne Arundel Counties do for their Adequate Public Facility (APF) review. A summary table was forwarded to the County Council at the end of FY 2020. The second stage – if approved by the Council – will involve three separate efforts to look at transportation, schools, and other facilities, and recommend changes to the subdivision ordinance. These studies will provide specific recommendations that will improve the County's approach to APF. This will most likely be a multi-year study. The Department of Parks and Recreation (DPR) staff has hired a consultant to assist with the implementation of the parks and recreation components of the zoning and subdivision ordinances including mandatory dedication and adequate public facilities. The County Council will be kept abreast of this separate evaluation and its progress.

Update to the Managed Lanes Project: The Federal Highway Administration and the Maryland Department of Transportation have embarked upon the I-495/I-270 Managed Lanes project. This proposed public-private partnership (P3) is examining various impacts to communities surrounding the I-495 corridor in Prince George's County via the NEPA process. The Draft Environmental Impact Statement issued was 18,000 pages and review of the Final Environmental Impact Statement is likely to be as voluminous if not more during FY 22. This is a one Commission effort. The Prince George's County Planning staff is working with staff from the Department of Parks and Recreation, Montgomery County Parks and Planning, and Office of the General Counsel. Staff attends meetings and coordinates work products with others including presentations to the Prince George's County Council, Planning Board, and the M-NCPPC Full Commission. A Mandatory Referral for this project will be developed.

Update to the MagLev Project: The Federal Railroad Administration and the State of Maryland are proposing a new magnetic levitation (MagLev) rail line travelling from the District of Columbia, entering near the Bladensburg Waterfront Park, and through the county to the Baltimore-Washington Parkway before ending in Baltimore. This proposed rail line will operate both in tunnel and above ground in the County, along with associated facilities. Impacts to Prince George's County could be substantial. Staff will review the proposed impacts to communities along the identified corridor in Prince George's County. This project will follow the NEPA process. The Draft Environmental Impact Statement is expected to be released in January 2021 and the Final Environmental Impact Statement is likely to be released during FY 22. The Prince George's County Planning staff is working with staff from the Department of Parks and Recreation and Office of the General Counsel regarding planning impacts, mitigation, and community concerns. Staff will attend meetings and coordinate work products with others including presentations to the Prince George's County Council, Planning Board, and the M-NCPPC Full Commission. A Mandatory Referral for this project will be developed.



Prince George's County Planning Department – Countywide Planning

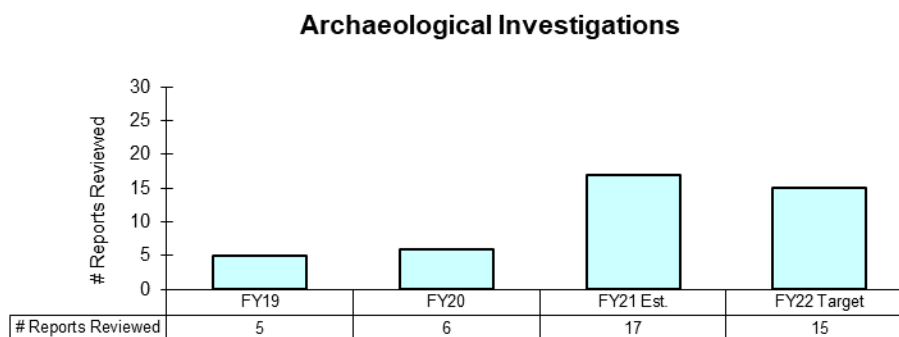
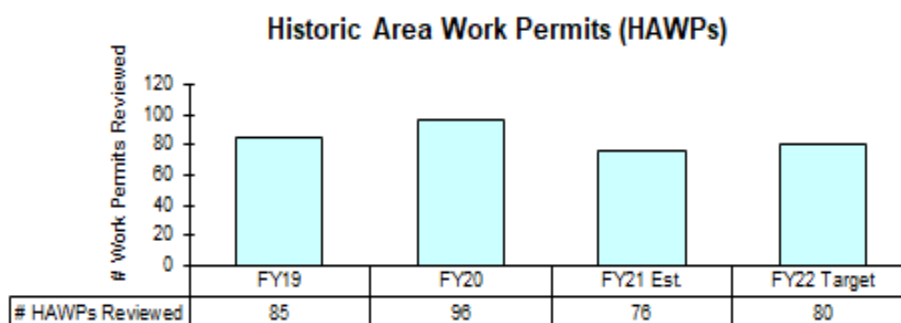
GOALS AND PERFORMANCE MEASURES

Countywide Planning Division Performance Measures

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

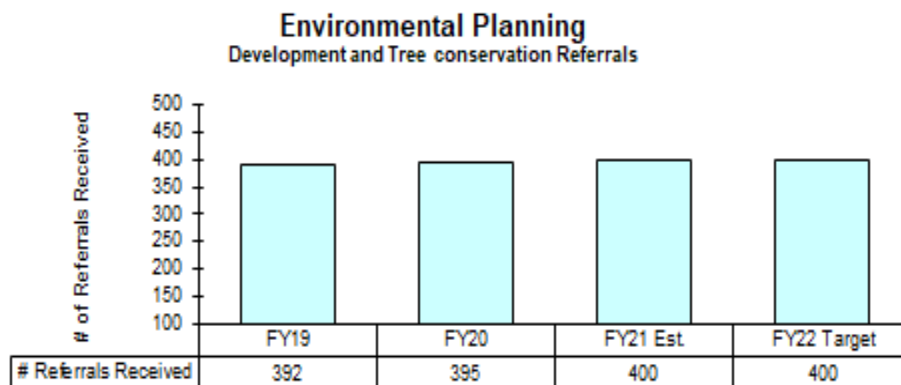
Divisional Objective: To provide professional planning guidance on countywide historic preservation and environmental issues as well as transportation and public facility needs to other Commission staff and outside agencies to protect and enhance existing natural resources and the environment as well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

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

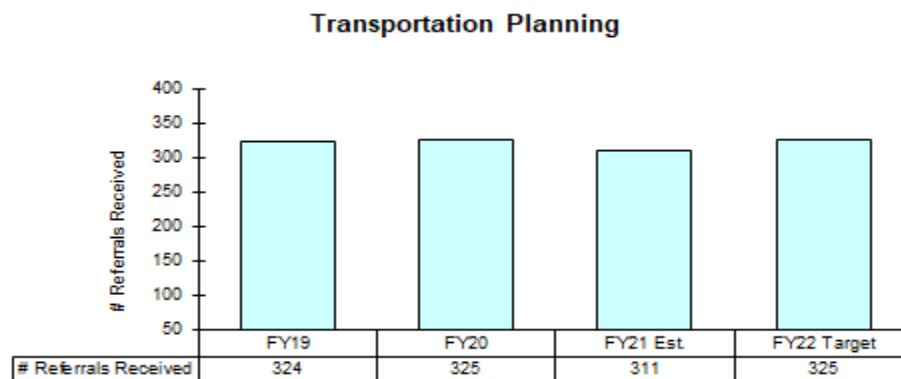


Prince George's County Planning Department – Countywide Planning

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



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



Prince George's County Planning Department – Information Management

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

ACCOMPLISHMENTS

- Continued to maintain and enhance PGAtlas. Conducted 13 PGAtlas training sessions that included staff and citizens. PGAtlas use continues to be embraced as an essential business tool for the community. Over a one-year period, the public accessed PGAtlas.com 201,183 times.
- Migrated its hosted data to the cloud using Amazon web services. This has resulted in an increase in performance and data security.
- Provided extensive support for Zoning rewrite task including developing GIS applications (Swipe too) and performing extensive data modeling and support.
- Continued to support our open-data portal that allows GIS data to be downloaded in multiple formats at no cost to the user. More than 34,903 GIS files were downloaded in the past 12 months.
- Continued support of application that automatically notifies users (more than 482) when a development case is entered in the development activity database.
- Successfully transitioned the property address assignment functions from the Development Review Division to Information Management Division; corrected 20,700 premise addresses, 8,740 address format errors, 8,095 Zip5 and 308,982 Zip4 code errors; increased street name standardization; cross-trained staff on address assignment functions; created a public-facing property address webpage; eliminated entering and storing staff notes on paper plats.



Prince George's County Planning Department – Information Management

- Developed multiple ArcGIS Online application filters including specialized applications for the zoning rewrite analysis, Census 2020, the Purple Line, and PAMC projects. These ArcGIS Online applications were accessed 43,751 times in the past 12 months.
- Completed 229 custom GIS map and analysis requests and worked with the County on producing multiple maps for economic development-related projects.
- Created, updated, and maintained 80 countywide GIS layers, many of which required daily updates, such as property, zoning, development activity, and easement layers.
- Fulfilled extensive mapping requests to support the zoning rewrite and the Census 2020 program.
- Developed a mobile version of PGAtlas to support use on mobile devices.
- Completed analysis projects related to implementing new GIS Software (GIS Pro) and completed a GIS Health Check Assessment.
- Contracted for support of a requirements analysis to define technical requirements for a development activity pipeline application.
- Completed updating the planimetric datasets and update of topographic elevation information using Light Detection and Ranging (LiDAR) technology jointly with Montgomery County Planning Department.
- Supported the Census Bureau's Boundary Annexation Survey (BAS) program, Local Update of Census Addresses (LUCA), and the Participant Statistical Areas (PSAP) program.
- Implemented multiple Microsoft BI GIS Dashboard Views for address management, tax account data and development activity.
- Supported more than 400 custom mailing label, data extract, user, and other report requests for internal and external customers.
- Completed scanning projects for property address, historic preservation, community planning, planning files. Continued supporting scanning initiatives throughout the planning department.
- Completed migrating our document imaging library to the Amazon cloud. Will begin testing the ability to restore from the cloud backup so we can then migrate to cloud back only and lengthen system availability times.
- Redeveloped the Street Index application and began providing a Street Index update to external customers on the web.
- Redeveloped the Correspondence Log application for the Director's office.
- Developed new Password Change Application to allow for enforcement of stricter password requirements.
- Enhanced Historic Properties and Cemeteries application to incorporate Archeological site data and provide additional data and action tracking.
- Upgraded Oracle servers to version 12.2.
- Developed SharePoint public access sites in support of Community Planning, redesigned Information Management SharePoint sites.
- Developed new forms and processes for on-boarding.
- Developed an application for Information Counter requests logging, enhance Employee Recognition database application.
- Reconciled Person of Record database to ensure file completion.
- Upgraded 2008 application servers to 2016.
- Updated Public Lands inventory.
- Working with the County to receive a quarterly download of ePermits data in support of Pipeline research.
- Provided support to County Council for validity extension analysis.



Prince George's County Planning Department – Information Management

- Completed RFP for hiring project consultant for future Development Application Monitoring System and have selected vendor for moving to next phase, preparing documentation in support of DAMS replacement project.
- Implemented DAMS Pre-Acceptance module and reporting.
- Began redesigning Registered Associations application.
- Filled Programming Analyst III position, currently extending an offer for Sr. Socioeconomic and Demographic Planner and recruiting for Business Application Specialist.
- Began development of CMA request tracking database.
- Continued to maintain, support, and upgrade servers, software, computers, and peripheral devices. Completed major upgrades to our monitors, laptops, and GIS workstation environments.
- Windows 10 Migration completed. Successfully migrated/updated 200 user PCs from Windows 7 to Windows 10 Enterprise.
- Deployed Microsoft Teams and GoToMeeting on a Department-wide basis. Conducted extensive training and user support operation to facilitate widespread utilization. Also, configured and implemented Microsoft Teams calls to allow for external calling from remote sites.
- Worked with the CIO Office to support major upgrade to the Commission's ERP, ESS, and the new online benefits platform.
- Expanded virtual infrastructure capacity to support and maximize a remote teleworking environment.
- Upgraded wireless infrastructure and increased security measures. Created a new guest wireless segment and internal PPD WLAN authenticated via AD. Applied website filtering.
- Upgraded MPLS router for increased reliability and continued maintenance.
- Updated our Data Protector Back-Up Environment firmware and installed new agents on each server for backups.
- Upgraded our Palo Alto Firewall Firmware.
- Implemented KnowBe4 as security awareness program (August 2020). Monitoring progress.
- Researched Office 365 backup solutions.
- Acquired and deployed Commission devices (more than 100) to a large percentage of Commission users to support secure teleworking during the pandemic.
- Upgraded VMWare Horizon Environment to support Direct Connect.
- Configured Configuration Gateway Manager (CMG) on Azure/SCCM to allow PCs that are not directly connected to our network/VPN for deployment of software and Windows Updates via Internet connectivity directory to Microsoft Updates Services.
- Complete build-out of new IT workspace area at Lakeside. Streamlined inventory processes and procedures.
- Migrated SharePoint site to a new Internal SharePoint site.
- Assisted in providing feedback for a Commission-wide litigation hold audit.
- Replaced our Anti-Virus End-Point platform. Crowd strike is a full-service cloud-based end-point protection platform that monitors, mitigates and provides analytics to stop advanced threats.
- Began deployment of Adobe Sign to support electronic document signature and workflow procedures
- Supported CTO and IT Council initiatives including procurement of an Electronic Content Management (ECM) system
- Hired one full time Census Coordinator and one-part time Census Coordination team member to support the Complete Count Committee.



Prince George's County

Planning Department – Information Management

- Created a website at PGCensus2020.org and social media accounts via Facebook, Instagram, Twitter, and Nextdoor to boost public engagement.
- Used social media to reach over 500,000 users through weekly social media posts, paid advertisements and sharing/reposting from our Census partners.
- Performed 2 rounds of direct mailing to residents: September 2019 direct mailer sent to 66,000 households/180,000 people and January direct mailer sent to 188,000/147,000 people.
- Participated in Census LUCA program where 43,000 addresses were corrected.
- Performed more than 500 community events including in-person workshops, Census sign-up food distributions, interviews, job fairs, appearances, and virtual town halls.
- Partnered with various businesses to erect Census signage and marketing promos throughout the County such as Mall at Prince George's, WMATA, TheBus, Carrollton Enterprises, WPGC Radio, and Telemundo.
- Designed and produced various marketing materials which includes posters, yard signs, palm cards, fact sheets, commercial banners, and Census swag for giveaways.
- Held full bi-monthly Complete Count Committee membership and subcommittee meetings in person and virtually because of the global pandemic.
- Developed a monthly data report of Census tracts that fell below the County average self-response rate and maintained a Census website with resources, downloadable tools, and important updates.
- Performed door knocking and virtual phone banking through Census partnerships and community advocates.
- Translated Census materials in Spanish and offered printed bilingual materials for community partners.
- Maintained relationship with coalition members including: MD State Planning, Washington Council of Governments, MD Latino Statewide Coalition, the Office of Community Relations and the Office of the County Executive, CASA De Maryland, the NAACP, and many more.

BUDGET AT A GLANCE

- **Personnel Services** budget for FY 2022 increased \$230,308, or 5.9 percent, above the FY 2021 total, primarily due to the staff complement increasing by four full-time career positions to support the re-created Research Section and an increase in workload in the GIS Section.
- **Supplies and Materials** budget for FY 2022 decreased \$110,200, or -30.8 percent, from the FY 2021 total. This decrease is primarily due to one-time expenses in FY 2021 for the replacement of Office Systems furniture. This funding will not be necessary in FY 2022.
- **Other Services and Charges** budget for FY 2022 shows a decrease of \$100,800, or -4.0 percent, from the FY 2021 total. This decrease is primarily because of one-time costs included in the FY 2021 budget for the construction of a new server room slightly offset by increase in costs for new Microsoft Office 365 licenses (including E5 calling plans).
- **Capital Outlay** budget for FY 2022 decreased \$84,100, or -67.8 percent, from the FY 2021 total primarily due to one-time costs included in the FY 2021 budget for new office space carpeting and flooring. This funding will not be necessary in FY 2022.
- **Funded Positions/Workyears** increased by four full-time career positions.



Prince George's County Planning Department – Information Management

Summary of Division Budget

	FY21 Adopted	FY22 Proposed	% Change
Budget			
Expenditures	\$6,894,925	\$6,830,133	-0.9%
Staffing			
Funded Career Positions	29.00	33.00	13.8%
Funded Workyears	29.00	33.00	13.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

Position and Workyears: The Information Management Division’s total FY 2022 funded positions and work years increased by four full-time career position as a result of transferring one GIS Specialist II position from the Countywide Planning Division to the Information Management Divisions GIS Section to assist with an increased workload. There is also a proposed request to increase the staff complement by three new full-time career positions to support the re-created Research Section.

Re-creating the Planning Department’s Research Section: This Section will provide support in the following areas:

- Assisting with pipeline development and monitoring.
- Providing support with existing conditions reports for demographics/real estate trends for master plans and studies.
- Providing monthly updates on MWCOG Reports and Region Forward indicators.
- Aiding with Master Plan scorecards and community profiles.
- Serving as a repository for various County studies to assist with the coordination of data.
- Provide future data collection on Plan 2035 indicators.
- Serving as a liaison between the Census Bureau, Metropolitan Washington Council of Governments, and the Maryland State Data Center.
- Performing analysis of census and related commercial datasets to determine County existing conditions and trends related to population, housing, jobs, income, and other demographic and socioeconomic conditions.
- Producing an annual demographics report.

Implement Office 365 Backup Solutions Awareness Software: The Department will implement new backup solutions for our Microsoft Office 365 environment. Additional Office 365 Security protocols will also continue to be implemented. We will also continue to expand our Office migration through the expanded use of E5 licenses.

New Helpdesk Solutions: The Department will evaluate an implement a new cloud-based helpdesk solution to support remote and in-office work requests.

Security Remediation/Vulnerability Tools: Implementation of vulnerability assessment, intrusion protection and other enhancements to our network security.



Prince George's County

Planning Department – Information Management

Phone System: Explore options and begin implementation of a voice over internet protocol (VOIP) system for improved phone system usage.

SCCM: Continue expansion and implementation of Microsoft System Center Configuration Manager (SCCM) to manage security and deployment of applications and devices. Features include remote control for Helpdesk Support, Patch Management, Operating System deployment and network protection.

GIS Data and Application Development: The Department will continue to assist with the development of specialized GIS services, such as 3D modeling, ArcGIS Online applications, and development decision support applications (Community Viz®). In FY 2022 we will begin development of a pipeline tracking application.

Addressing: In FY 2022 staff will implement the updated addressing regulations and cross-train staff to support address-related functions.

Zoning Rewrite: Continue to update procedures and develop applications and tools to support implementation of the Countywide Map Amendment (CMA). This will include implementation of code-hosting software for the County.

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

Document Imaging: Staff will continue to support the scanning of multiple datasets (DAMS, Historic Resources, Environmental Plans, Community Plans, etc.). Implementation of effective cloud-based backup procedures will be completed. We will also begin developing an application to provide public access to our DAMS documents.

Development Activity Monitoring: In FY 2021 staff began the process of migrating to a new commercial off-the-shelf software environment. In FY 2022 this process will continue. A pilot project will be completed, and the configuration setup will begin.

Census Support: In FY 2022, Census results will be published by the US Census Bureau. An analysis of the results will be conducted. Support will also begin to be initiated for various County and State redistricting programs.

Demographic and Socioeconomic Analysis: In FY 2021 a Senior Planner position was filled to provide support for socioeconomic and demographic analysis. A statistical abstract will be prepared to provide a demographic and socioeconomic profile of the County.



Prince George's County Planning Department – Information Management

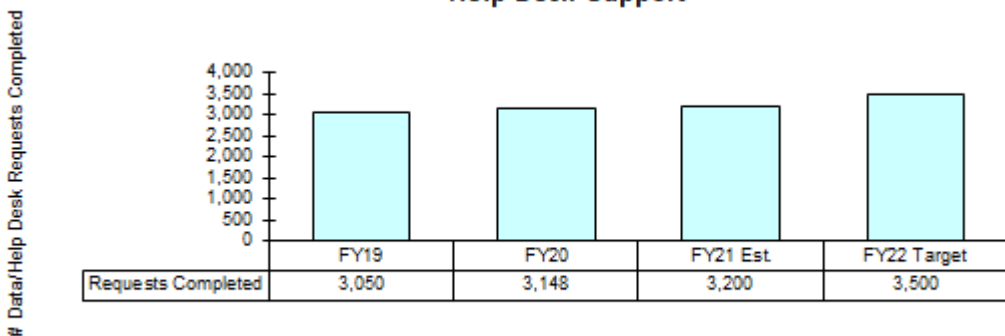
GOALS AND PERFORMANCE MEASURES

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

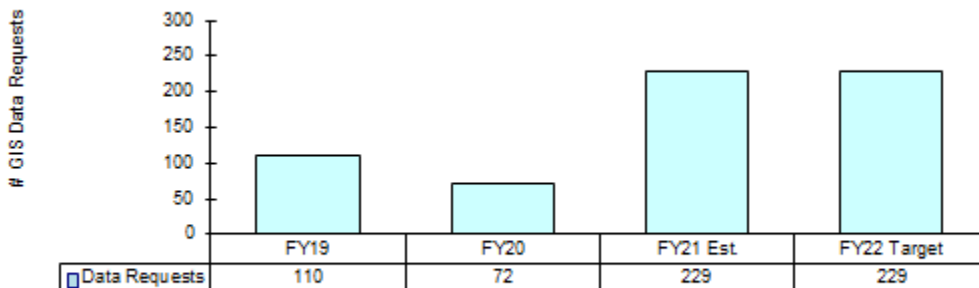
Divisional Objective: Providing a stable and reliable computing environment for the Department, County, and public.

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

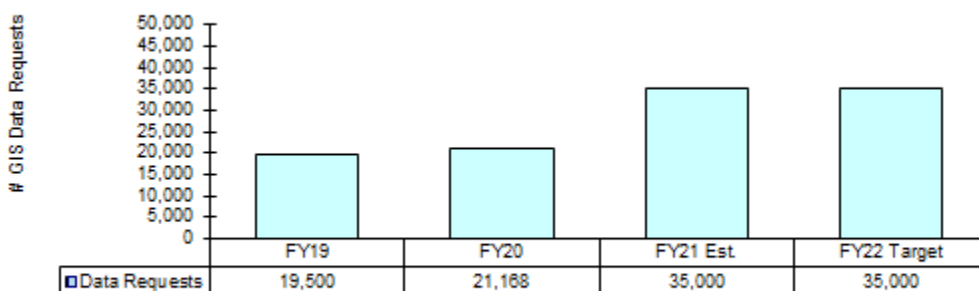
Help Desk Support



Geographic Information System Data Delivery



Geographic Information Data Downloads



Prince George's County

Planning Department – Support Services

PROGRAMS AND SERVICES PROVIDED

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

BUDGET AT A GLANCE

- **Personnel Services** budget for FY 2022 decreased \$17,400, or –46.9 percent, from FY 2021 total, primarily because of decreased costs for group insurance for long-term disability.
- **Supplies and Materials** budget for FY 2022 decreased \$109,900, or –60.2 percent, from the FY 2021 totals. The decrease is primarily the result of one-time costs included in the FY 2021 budget for the purchase of a new phone system for the Planning Department. This funding will not be needed in FY 2022.
- **Other Services and Charges** budget for FY 2022 increased \$344,552 or 5.8 percent above the FY 2021 total. This increase is primarily due to increased funding for the lease of office space at the County Administration Building and increased funding for postage that will be needed for two Countywide mailings for public notice in relation to the Countywide Map Amendment.
- **Chargebacks** budget for FY 2022 increased \$14,768, or 3.6 percent, above the FY 2021 total.
- **Funded Positions/Workyears** - No change.

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
Expenditures	\$6,570,104	\$6,802,124	3.5%
Staffing			
Funded Career Positions	0.00	0.00	0.0%
Funded Workyears	0.00	0.00	0.0%



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

County Project Charges	FY 2021 Adopted Budget	Proposed Reductions	Proposed FY 2022 Budget
People's Zoning Counsel	250,000	-	250,000
Zoning Enforcement Unit	1,537,099	-	1,537,099
Water and Sewer Planning Unit	155,300	-	155,300
GIS Program	340,500	-	340,500
Tax Collection Fee	-	-	-
Economic Development Corp.	65,000	-	65,000
DPIE Permits and Inspections	376,200	-	376,200
DPW&T Engineering, Inspections, and Permits	240,000	-	240,000
Redevelopment Authority	544,000	-	544,000
EDC General Plan Goals	250,400	-	250,400
Prince George's County Council Planning Position	150,000	-	150,000
Total	\$3,908,499	-	\$3,908,499
*Note: this list does not include the County charge for CAB Office Rent			



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

PRINCE GEORGE'S COUNTY PLANNING DEPARTMENT Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Director's Office				
Personnel Services	3,298,274	3,619,997	1,660,250	-54.1%
Supplies and Materials	96,980	340,000	31,800	-90.6%
Other Services and Charges	229,329	625,200	160,900	-74.3%
Capital Outlay	28,233	254,500	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>3,652,816</u>	<u>4,839,697</u>	<u>1,852,950</u>	<u>-61.7%</u>
Management Services				
Personnel Services	-	-	1,966,857	-
Supplies and Materials	-	-	177,100	-
Other Services and Charges	-	-	701,500	-
Capital Outlay	-	-	216,000	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>3,061,457</u>	<u>-</u>
Development Review				
Personnel Services	5,113,511	5,641,596	5,819,111	3.1%
Supplies and Materials	7,684	435,600	145,800	-66.5%
Other Services and Charges	213,045	460,100	626,400	36.1%
Capital Outlay	-	74,200	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>5,334,240</u>	<u>6,611,496</u>	<u>6,591,311</u>	<u>-0.3%</u>
Community Planning				
Personnel Services	2,705,929	3,158,047	3,252,491	3.0%
Supplies and Materials	1,248	230,100	78,900	-65.7%
Other Services and Charges	2,196,925	1,393,100	2,122,700	52.4%
Capital Outlay	-	38,800	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>4,904,102</u>	<u>4,820,047</u>	<u>5,454,091</u>	<u>13.2%</u>
Information Management				
Personnel Services	3,401,911	3,887,625	4,117,933	5.9%
Supplies and Materials	323,888	358,200	248,000	-30.8%
Other Services and Charges	1,637,604	2,525,000	2,424,200	-4.0%
Capital Outlay	51,239	124,100	40,000	-67.8%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>5,414,642</u>	<u>6,894,925</u>	<u>6,830,133</u>	<u>-0.9%</u>



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 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
County-Wide Planning				
Personnel Services	4,404,581	5,369,058	5,284,620	-1.6%
Supplies and Materials	1,443	350,000	117,700	-66.4%
Other Services and Charges	2,097,149	2,800,600	3,726,500	33.1%
Capital Outlay	-	59,400	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>6,503,172</u>	<u>8,579,058</u>	<u>9,128,820</u>	<u>6.4%</u>
Support Services				
Personnel Services	26,273	37,100	19,700	-46.9%
Supplies and Materials	3,119	182,600	72,700	-60.2%
Other Services and Charges	6,473,568	5,939,767	6,284,319	5.8%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	399,886	410,637	425,405	3.6%
Total	<u>6,902,846</u>	<u>6,570,104</u>	<u>6,802,124</u>	<u>3.5%</u>
Grants				
Personnel Services	69,073	-	-	-
Supplies and Materials	65,960	-	-	-
Other Services and Charges	10,897	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	<u>145,930</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Planning Department				
Personnel Services	19,019,552	21,713,423	22,120,962	1.9%
Supplies and Materials	500,321	1,896,500	872,000	-54.0%
Other Services and Charges	12,858,516	13,743,767	16,046,519	16.8%
Capital Outlay	79,472	551,000	256,000	-53.5%
Other Classifications	-	-	-	-
Chargebacks	399,886	410,637	425,405	3.6%
Total	<u>32,857,748</u>	<u>38,315,327</u>	<u>39,720,886</u>	<u>3.7%</u>



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

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

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<i>PLANNING DEPARTMENT</i>						
<u>DIRECTOR'S OFFICE</u>						
Full-Time Career	27.50	27.50	27.50	27.50	11.00	11.00
Part-Time Career	-	-	-	-	-	-
Career Total	27.50	27.50	27.50	27.50	11.00	11.00
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Director's Office	28.50	28.50	28.50	28.50	11.00	11.00
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	-	-	-	-	16.50	16.50
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	16.50	16.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Management Services	-	-	-	-	16.50	16.50
<u>DEVELOPMENT REVIEW</u>						
Full-Time Career	54.00	54.00	55.00	55.00	55.00	55.00
Part-Time Career	-	-	-	-	-	-
Career Total	54.00	54.00	55.00	55.00	55.00	55.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Development Review	54.00	54.00	55.00	55.00	55.00	55.00
<u>COMMUNITY PLANNING</u>						
Full-Time Career	28.00	28.00	28.00	28.00	29.00	29.00
Part-Time Career	1.00	0.75	1.00	0.75	-	-
Career Total	29.00	28.75	29.00	28.75	29.00	29.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Community Planning	29.00	28.75	29.00	28.75	29.00	29.00
<u>INFORMATION MANAGEMENT</u>						
Full-Time Career	27.00	27.00	29.00	29.00	33.00	33.00
Part-Time Career	-	-	-	-	-	-
Career Total	27.00	27.00	29.00	29.00	33.00	33.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Information Management	27.00	27.00	29.00	29.00	33.00	33.00
<u>COUNTYWIDE PLANNING</u>						
Full-Time Career	44.00	44.00	45.00	45.00	44.00	44.00
Part-Time Career	-	-	-	-	-	-
Career Total	44.00	44.00	45.00	45.00	44.00	44.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Subtotal Countywide Planning	44.00	44.00	45.00	45.00	44.00	44.00
<u>TOTAL PLANNING</u>						
Full-Time Career	180.50	180.50	184.50	184.50	188.50	188.50
Part-Time Career	1.00	0.75	1.00	0.75	-	-
Career Total	181.50	181.25	185.50	185.25	188.50	188.50
Term Contract	1.00	1.00	1.00	1.00	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Grand Total Planning Department	182.50	182.25	186.50	186.25	188.50	188.50

Department of Parks & Recreation

(Park /Recreation /Enterprise /CIP)

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

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Prince George's County Parks and Recreation Department

PARKS, TRAILS AND OPEN SPACE

28,671 - Total Park Acreage

371 Parks

11,541 Acres of Developed Park Land

3 Campgrounds

8 Conservation Areas

25 Park Buildings

234 Playgrounds

4 Regional Parks

26 Stream Valley Parks

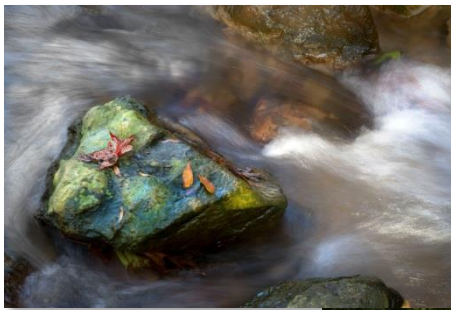
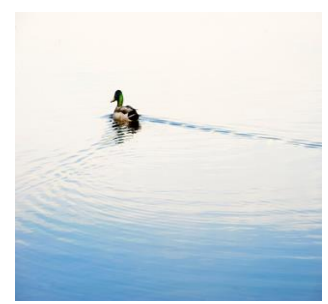
100+ Miles of Trails (53.2 paved mi.)

1 Airport

1 Marina

24 Historical/Archaeological Sites

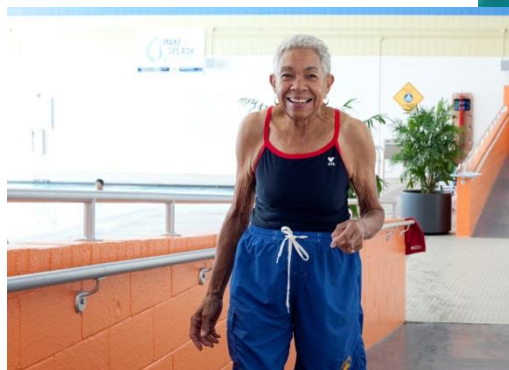
398 Picnic Areas/Shelters/Pavilions



Prince George's County Parks and Recreation Department

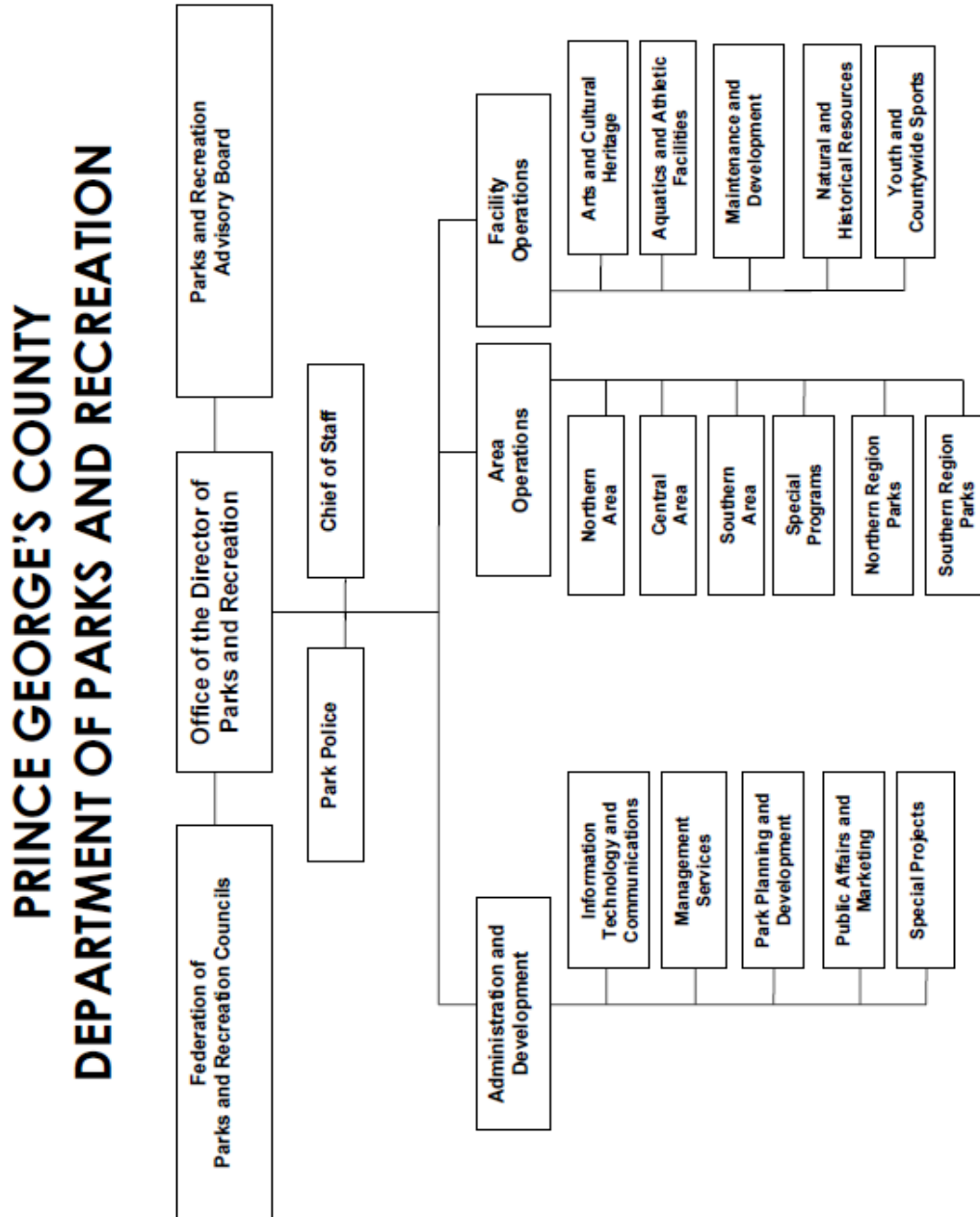
RECREATION SERVICES

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



Prince George's County
Parks and Recreation Department

ORGANIZATIONAL STRUCTURE



Prince George's County Parks and Recreation Department

EXECUTIVE OVERVIEW

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

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

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

MISSION

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

MAJOR PROGRAMS AND SERVICES PROVIDED

- AQUATICS
- COMPUTER SKILLS
- CRAFTS & HOBBIES
- FITNESS



Prince George's County Parks and Recreation Department

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

STRATEGIES EMPLOYED

In FY22, the following strategies were employed to develop the proposed budget:

- **Proposed FY22 Capital Improvement Program:** The goals and strategies in the CIP focus on three key factors: 1) financial sustainability; 2) maintaining the existing infrastructure; and 3) ensuring that staff capacity is sufficient to deliver the CIP work program. The Department's goal for the FY22-FY27 CIP is to continue to invest in maintaining the existing infrastructure without over-leveraging the operating budget with the cost of new facilities or unsustainable increases in bond financing. The Department deployed a feasibility study methodology to plan for renovations and new facilities. The methodology allows the Department to propose CIP projects with greater information on the service delivery goals and the financial costs. The budget impact of advancing any of those particular projects has not been determined and as such, the cost is not reflected in the CIP.
- **Workforce Analysis:** The Department continues to analyze how existing vacancies can best meet current operational needs. In response, the Department will repurpose positions to optimize its workforce complement and overall ability to deliver services and desired outputs. In addition, the organizational structure will be reviewed to identify opportunities for realignment to create greater efficiencies within the operation.
- **Base Budget Review and Strategic Use of FY21 Budget Savings:** The Department scrutinized its non-personnel needs along with removing any one-time funding that was included in FY21. This created budget capacity was used to the maximum extent feasible to meet FY22 budget needs. In addition, the Department intends to use forecasted salary savings from vacant positions to meet one-time expenditure needs in FY21. This action will eliminate the need to request additional funds in FY22.
- **Trails and Infrastructure Maintenance:** The Department has placed significant focus on the maintenance of our paved and natural surface trails throughout the County. It is the intention to develop a comprehensive plan to make upgrades and critical repairs to the trail system, along with improving maps and signage for trail patrons. In addition, the Department will make continued investments to maintain the existing infrastructure that supports our varied recreational programs.



Prince George's County Parks and Recreation Department

- **Innovative Programming:** The Department has an unyielding commitment to deliver innovative programs that meet the needs of County residents, in the post COVID-19 environment. In FY22, we will explore opportunities to enhance virtual programming and strengthen community outreach and partnerships throughout the County. FY22 will also feature our continued efforts of expanding the offerings within the Youth & Countywide Sports Division.
- **Conservation and Sustainability:** In FY22, the Department will continue its implementation of the Sustainability Plan with key elements focused on pesticide reduction and the overall protection of the County's environmental resources. Furthermore, the Sustainability Plan establishes baselines and specified goals to reach a 'Vision Zero' status by 2040 in which the Department will have minimized its environmental footprint as much as possible.
- **Public Safety:** Public safety, as measured by Part I crimes, has reached historic lows in the park and recreation system. The Department believes this positive outcome is due to sustained investment in the Park Police and a commitment to a community-policing model. For FY22, the Department remains committed to ensuring the safety of all residents and patrons when visiting and using our open spaces and facilities. Our Park Police will maintain their focus on crime prevention and civic engagement by way of programs and collaborative community partnerships.



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 2022

	FY21 Adopted			FY22 Proposed			
	Park Fund FY21	Rec Fund FY21	Dept.Total FY21	Park Fund FY22	Rec Fund FY22	Dept.Total FY22	%
	Adopted	Adopted	Adopted	Proposed	Proposed	Proposed	Change
Office of the Director	\$ 1,550,922	\$ -	\$ 1,550,922	\$ 3,424,926	\$ -	\$ 3,424,926	120.8%
Park Police	20,992,806	-	20,992,806	21,247,862	-	21,247,862	1.2%
Management Services	7,845,284	-	7,845,284	6,019,256	-	6,019,256	-23.3%
Public Affairs and Marketing	2,228,204	1,017,835	3,246,039	2,373,472	1,002,967	3,376,439	4.0%
Youth and Countywide Sports	-	4,365,918	4,365,918	-	4,353,556	4,353,556	-0.3%
Administration and Development	354,606	-	354,606	1,140,745	-	1,140,745	221.7%
Information Tech & Communicator	5,723,555	-	5,723,555	5,507,230	-	5,507,230	-3.8%
Park Planning and Development	8,547,735	-	8,547,735	8,819,449	-	8,819,449	3.2%
Support Services	13,647,571	10,154,186	23,801,757	13,161,932	10,162,491	23,324,423	-2.0%
Facility Oper.-Deputy Director	-	733,903	733,903	-	617,369	617,369	-15.9%
Maintenance and Development	28,662,550	1,128,175	29,790,725	28,964,827	1,106,418	30,071,245	0.9%
Natural and Historic Resources	9,355,866	1,505,577	10,861,443	9,450,545	1,512,020	10,962,565	0.9%
Arts and Cultural Heritage	1,666,171	4,410,851	6,077,022	1,672,979	4,416,317	6,089,296	0.2%
Area Oper.-Deputy Director	-	485,512	485,512	-	456,708	456,708	-5.9%
Northern Area Operations	-	7,972,090	7,972,090	-	8,044,870	8,044,870	0.9%
Central Area Operations	-	7,352,942	7,352,942	-	7,362,769	7,362,769	0.1%
Southern Area Operations	-	10,878,485	10,878,485	-	10,758,458	10,758,458	-1.1%
North Parks Division	10,623,647	-	10,623,647	11,176,493	-	11,176,493	5.2%
South Parks Division	10,573,963	-	10,573,963	10,285,911	-	10,285,911	-2.7%
Aquatics and Athletic Facilities	-	12,081,094	12,081,094	-	11,532,374	11,532,374	-4.5%
Special Programs	-	10,016,420	10,016,420	-	9,760,596	9,760,596	-2.6%
Non-Departmental	7,058,966	5,117,621	12,176,587	8,935,875	6,249,565	15,185,440	24.7%
Transfers Out	53,889,619	18,150,092	72,039,711	41,613,277	20,682,497	62,295,774	-13.5%
Budgetary Reserve	6,441,600	4,268,500	10,710,100	6,609,100	4,400,900	11,010,000	2.8%
Fund Total	\$ 189,163,065	\$ 99,639,201	\$ 288,802,266	\$ 180,403,879	\$ 102,419,875	\$ 282,823,754	-2.1%



Prince George's County Parks and Recreation Department

HIGHLIGHTS AND MAJOR CHANGES IN FY22 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 FY22 work program changes are listed by program.

- The FY22 Proposed Operating Budget for the Prince George's County Department of Parks and Recreation been developed with the strategic vision of continuing to address critical infrastructure needs and ensuring adequate fiscal resources are available to maintain service delivery. The strategy employed to develop the FY22 Proposed Budget included maintaining funding from the prior year and career work year levels to meet the Department's operational needs. While the current financial outlook remains favorable, the Department is mindful that the current COVID-19 pandemic could impact our future fiscal forecasts in the outer years. Overall, the Department's goal is to maintain its fiscal health to support the delivery of programs and services at the highest levels. The combination of fiscal management acuity and innovative programming is consistent with the gold-medal status that the Prince George's Department of Parks and Recreation has been nationally recognized for an unprecedented six times.
- The total operating expenditures within both the Park and Recreation Funds are proposed to increase by \$3,465,525 or 1.7% from \$206,052,455 in FY21 to \$209,517,980 in FY22. This increase does not include the transfers to the CIP (PayGo), Debt Service or Expenditure Reserves.
- The Debt Service costs are projected to decrease by -\$1,776,342, or -12.0% from \$14,839,619 in FY21 to \$13,063,277 in FY22.
- PayGo is projected to decrease by -\$10,500,000 or -21.4% from \$49,050,000 in FY21 to \$38,550,000 in FY22.
- Therefore, the total combined expenditure budget is decreasing by -\$5,978,512 or -2.1%, from \$288,802,266 in FY21 to \$282,823,754 in FY22.

Park Fund

The FY22 Park Fund expenditure budget (excluding reserves) is proposed to decrease by \$8,926,686 or -4.9%, from \$182,721,465 to \$173,794,779. The Proposed FY22 operating budget major changes include:

- (\$10,500,00) decrease to PAYGO transfer to CIP;
- (\$1,776,342) decrease to Debt Service;
- \$2,162,298 increase for compensation markers;
- (\$26,459) decrease for other post-employment benefits (OPEB);
- (\$185,875) decrease for CAS chargebacks;
- \$320,200 increase for Risk Management;
- \$243,565 increase for Commission-Wide Information Technology Initiative (CWIT) and CIO Allocation;
- (\$167,000) decrease to remove one-time funding for FY21 expenditures;



Prince George's County Parks and Recreation Department

- (\$88,900) decrease to remove OBI funding for CIP projects scheduled for FY21 completion;

The Park Fund program revenues are proposed to decrease by \$688,130 (-9.9%) from \$3,982,242 in FY21 to \$3,294,112 in FY22. The Park Fund program revenues primarily include Park Permits, Park Police fines, agricultural leases, historic property rentals and park house rentals. The decrease is attributed to the forecasted impact of the current pandemic on programs and offerings within the Park Fund.

Recreation Fund

The FY22 Recreation Fund expenditure budget (excluding reserves) is proposed to increase by \$2,648,274 or 2.8% from \$95,370,701 to \$98,018,975. Major changes include:

- No change for PAYGO;
- \$1,120,196 increase for compensation markers;
- \$82,917 increase for other post-employment benefits (OPEB);
- \$98,829 increase for CAS chargebacks;
- \$58,500 increase for Risk Management
- \$247,944 increase in Commission-Wide Information Technology Initiative (CWIT) and CIO Allocation;
- \$2,532,405 increase in subsidy transfer to Enterprise Fund;

The Recreation Fund program revenues are proposed to decrease by \$2,129,539 (19.5%) from \$10,912,999 in FY21 to \$8,783,460 in FY22. The Recreation Fund program revenues primarily include aquatics, summer play activities, sport programs, the Fairland Athletic complex, arts programs, childcare, and trips and excursions. The decrease is attributed to the forecasted impact of the current pandemic on programs and offerings supported by the Recreation Fund.

Workyear Changes (All Funds)

The proposed FY22 total workyears for the Park, Recreation and Enterprise Funds is 2,456.47, which represents a net decrease of -7.41 below the FY21 level of 2,463.88. No new positions were requested in the FY22 proposed budget. The Department did however transfer existing positions between the major funds to achieve greater work program alignment and efficiencies.



Prince George's County Parks and Recreation Department

FY22 Proposed Budget Summary of Parks and Recreation Department Positions by Fund and Position Type

Fund	<u>FY21 Adopted</u>		<u>FY22 Proposed</u>	
	Positions	Workyears	Positions	Workyears
<i>Summary of Full-time Career Positions and Workyears</i>				
Park	809.00	809.00	812.00	812.00
Recreation	312.00	312.00	310.00	310.00
Enterprise	<u>68.00</u>	<u>68.00</u>	<u>67.00</u>	<u>67.00</u>
Total	1,189.00	1,189.00	1,189.00	1,189.00
<i>Summary of Part-time Career Positions and Workyears</i>				
Park	6.00	5.53	6.00	5.53
Recreation	3.00	2.82	3.00	2.82
Enterprise	<u>1.00</u>	<u>0.50</u>	<u>1.00</u>	<u>0.50</u>
Total	10.00	8.85	10.00	8.85
<i>Non-Career Workyears (Seasonal and Intermittent Positions)</i>				
Park		213.58		222.56
Recreation		862.35		841.96
Enterprise		<u>190.10</u>		<u>194.10</u>
Total		1,266.03		1,258.62

WORK PROGRAM PRIORITIES

FY22 Budget Priorities

In developing our FY22 Department objectives, we worked to ensure that they are in strategic alignment with the overall goals of our adopted Formula 2040 and Comprehensive Recreation Program Plans. The general goals of these plans fall into three categories:

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

The following are our main proposed FY22 goals:

ADEQUATE FACILITIES AND SAFETY - GOALS:

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



Prince George's County Parks and Recreation Department

PROGRAM AND SERVICES DELIVERY - GOALS:

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

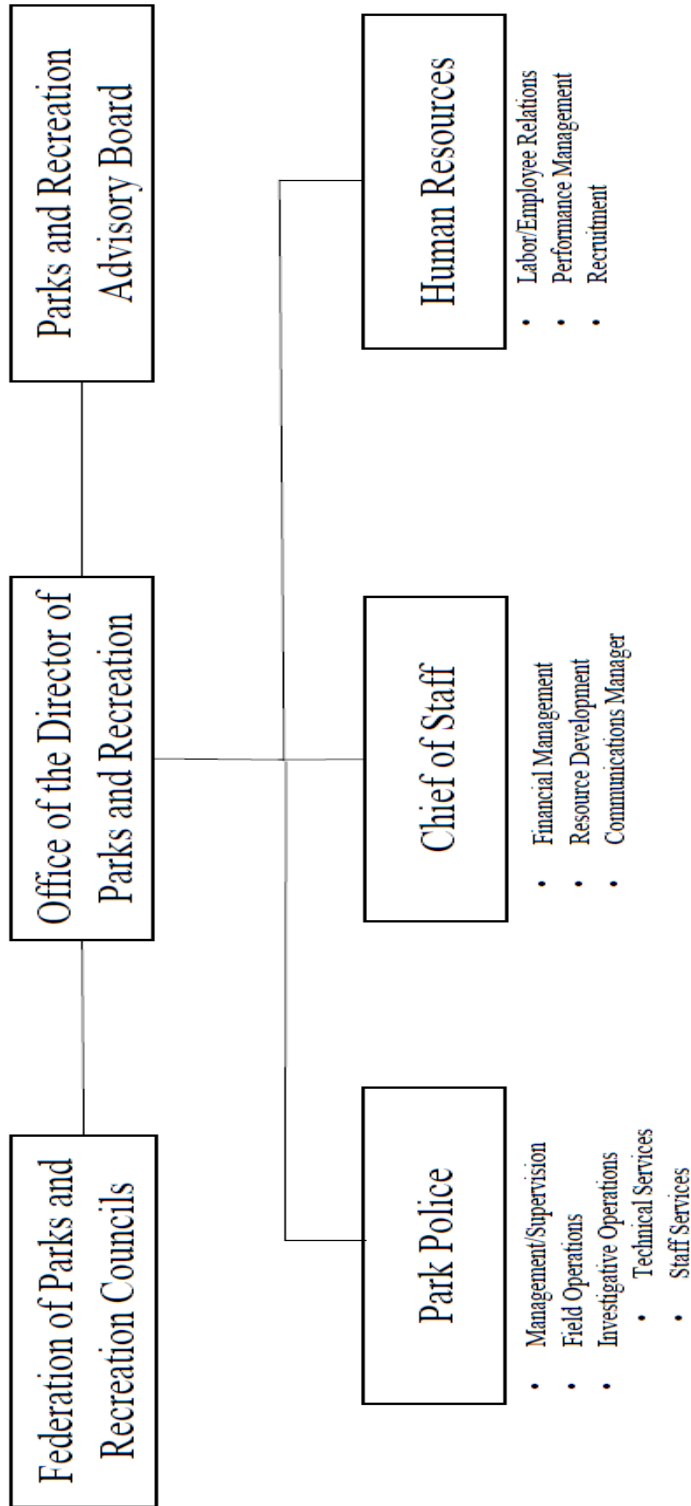
MAINTAINING A FISCALLY SUSTAINABLE ORGANIZATION - GOALS:

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



ORGANIZATIONAL STRUCTURE

OFFICE OF THE DIRECTOR



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

OVERVIEW

The Office of the Director provides overall program direction, organizational communications, policy guidance, and administration for the entire Department of Parks and Recreation. This responsibility includes planning, supervising, and coordinating all parks and recreation facilities and services. The Director supervises the Chief of Staff and three Deputy Directors that oversee Area Operations, Facility Operations, and Administration and Development. In addition, the Office of the Director manages the Park Police Division, the Human Resources, and Financial Management units and the Resource Development Office.

Resource Development

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

- Generate funds through grant funding, partnerships, and donor support;
- Create flexibility within our capital and operating budgets through contributing capital projects and programs to the County; and
- Ultimately, diversifying the Department's revenue source so that it is not as reliant on property tax dollars. Thus further, additional resources have enhanced the quantity, quality, and value of parks and recreation services for all Prince George's County residents.

Human Resources

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

Financial Management

The Financial Management Unit provides overall management and coordination of the Department's operating budget. This includes the management of six distinct operating funds including the Park, Recreation, Enterprise, Special Revenue, Advanced Land Acquisition, and Internal Service Funds. The unit prepares and oversees the management of these budgets. The unit also provides Departmentwide training to the field Divisions to ensure they are competent and responsible in their fiscal management duties. In addition, the unit also implements the Department's cost recovery program by conducting cost analysis and fee policy assessment for the ongoing implementation and administration of the Department's Formula 2040 Functional Master Plan.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,550,922	\$3,424,926	120.8%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	9.00	25.00	177.8%
	Funded Workyears	12.22	28.01	129.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Transferred one (1) career full-time position from Facility Operations Deputy to support a work program realignment.
- Transferred one (1) career full-time position from Administration and Development Deputy to support a work program realignment.
- Transferred one (1) career full-time position from Park Police to support a work program realignment.
- Transferred one (1) career full-time position from Public Affairs and Marketing to support a work program realignment.
- Transferred one (1) career full-time position from Northern Region Parks to support a work program realignment.
- Transferred the Human Resources and Financial Management Units from Management Services to support work program realignments.
- Transferred the Special Projects Unit to Administration and Development to support a work program realignment.



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

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

Field Operations

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

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

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



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

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

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

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

Support Operations

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

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

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

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

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



Prince George's County

Parks and Recreation Department – Park Police

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

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

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

Investigative Operations

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

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

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

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

Office of the Division Chief

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

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



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

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

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

FY21 ACCOMPLISHMENTS

- Began the first phase of upgrading to the latest Motorola radio communications system to maintain effective communication with all Washington DC region law enforcement agencies.

FY22 BUDGET PRIORITIES

- Implement the next phase of upgrading the Motorola radio communications and records management systems.
- Provide upgrades to the Park Police communications and record keeping systems to be in compliance with the FBI's transition to NIBRs for the reporting of crime statistics and reporting information.
- Implement effective strategies to better maintain the operational readiness of all security and public safety enterprise management platforms and site security, public and life safety projects.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$20,992,806	\$21,247,862	1.2%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	168.00	167.00	-0.6%
Funded Workyears	170.35	171.93	0.9%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

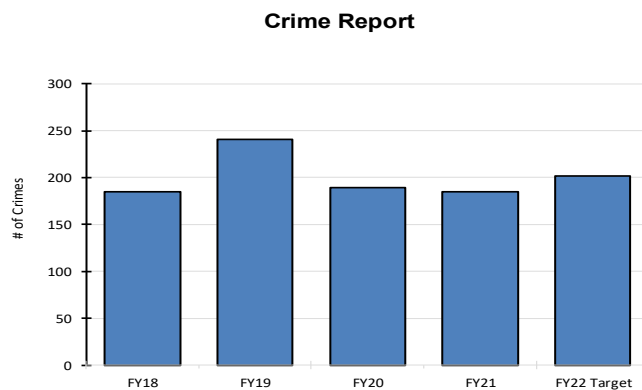
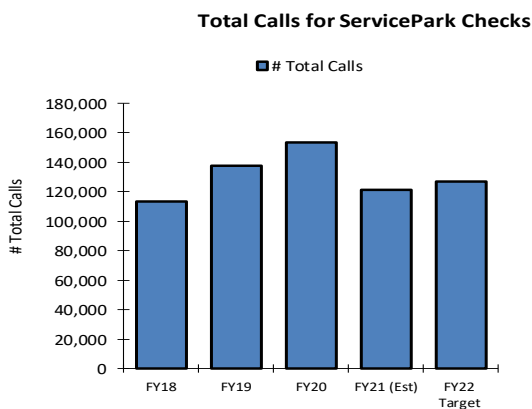
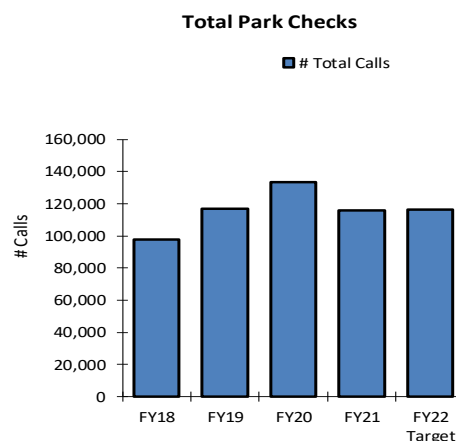
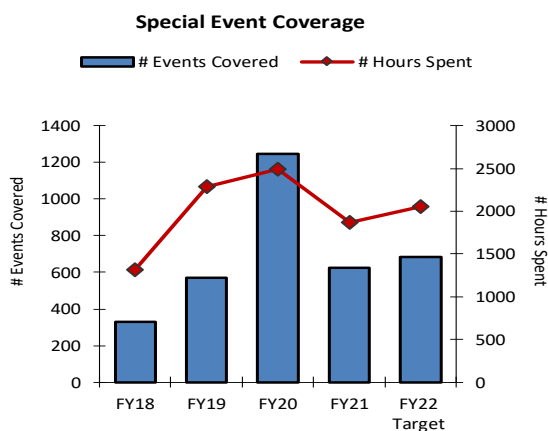
- Transferred one (1) career full-time position to the Office of the Director to support a work program realignment.
- Removed one-time funding allocated in the previous fiscal year for Park Police operations.

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 efficient, proactive and courteous responses to reduce crime and fulfill the safety needs of park users and County residents.



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

OVERVIEW

Support Services provides funding for services essential to the operation of the park and recreation system that relate to more than one operating division/office within the Department of Parks and Recreation. The Division funds office supplies, computer hardware and software, software maintenance, risk management, legal fees for outside services, group long-term disability, unemployment compensation, data/telecommunication services, utilities (water and sewer, electricity, gas, and heating fuel), rents and leases, vehicle replacements, workers' compensation claims, refuse collection, and other central support costs.

BUDGET AT A GLANCE

Summary of Division Budget

		FY21 Adopted	FY22 Proposed	% Change
Budget				
<i>Park Fund</i>				
	Expenditures	\$13,647,571	\$13,161,932	-3.6%
<i>Recreation Fund</i>				
	Expenditures	\$10,154,186	\$10,162,491	0.1%
	TOTAL EXPENDITURES	\$23,801,757	\$23,324,423	-2.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased group insurance for LTD payments by (\$128,300).
- Increased unemployment insurance payments by \$5,000.
- Increased risk management charges by \$378,700.
- Increased funding for the Commission-Wide Information Technology and related programs by \$491,509.
- Reallocated non-personnel funding to various divisions within the Department to support operations and service delivery.



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

ORGANIZATIONAL STRUCTURE

ADMINISTRATION and DEVELOPMENT



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

OVERVIEW

The Administration and Development Deputy Director is responsible for the coordination, management, supervision of four major support divisions: Management Services, Park Planning and Development, Public Affairs and Marketing, and Information Technology and Communications.

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

MISSION

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

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Park Fund</i>			
Expenditures	\$354,606	\$1,140,745	221.7%
Staffing			
<i>Park Fund</i>			
Funded Career Positions	2.00	7.00	250.0%
Funded Workyears	2.00	9.37	368.5%



HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Transferred one (1) career full-time position to the Office of the Director to support a work program realignment.
- Transferred in one (1) career full-time position from Information Technology and Communication to support a work program realignment.
- Transferred in the Special Projects Unit from the Office the Director to support a work program realignment.
- Transferred in the Public Affairs and Marketing Division from Facility Operations to a support work program realignment.



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

OVERVIEW

The Management Services Division provides high quality professional services to support the Operating Divisions within the Department. Additionally, the Division serves as the information hub for the residents of Prince George's County in promoting the multitude of recreational programs and services offered by the Department. Management Services is also a significant partner with the Commission's Central Administrative Services in delivering effective resource management in the areas of training and development, information systems, and customer service. The Division is comprised of the following work units:

- Division Management
- Training & Organizational Development
- Park Permits & Property Management
- Office Services
- Customer Service Help Desk
- Enterprise Asset Management
- Web Development

MISSION

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

Division Management

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

Training & Organizational Development

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

Park Permits & Park Property Management

The Park Permits Unit provides permitting and reservation services for park and recreational facilities. The Property Management section provides repair and maintenance of the real estate properties located on land acquired by the Department.

Office Services

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



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

Customer Service Help Desk

The Customer Service Help Desk Unit serves as the first line of support for County residents as well as for Department facilities and staff. The Help Desk maintains the Parks Direct online class registration system and disseminates information about M-NCPPC activities to include policies and programming, facilitating procedural actions for clients, as well as troubleshooting the use of the publicly accessible software applications.

Enterprise Asset Management

The Enterprise Asset Management (EAM) Unit administers the EAM software platform to track the cost, labor, materials, projects, and services related to the maintenance and inventory of the Department properties and amenities. The software has four major components:

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

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

Web Development

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

FY21 ACCOMPLISHMENTS

- Developed the work program and employed a Data Relationship Manager to build a methodology that will focus on leveraging data for decision-making and operational efforts.
- Expanded the scope of the recruitment work program by utilizing online platforms to find innovative ways to identify external talent as well as build a robust training and development curriculum to enhance the skills of our internal candidates for promotional opportunities.
- Conducted assessments of our database technologies and leveraged opportunities to upgrade systems for optimal efficiency and effectiveness. An upgrade to our Parks Direct Registration Database is scheduled for the third quarter FY21.



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

- Established a dedicated team that will focus on implementing the cost recovery methodology Department-wide. This is an ongoing effort that will involve partnership with the Special Projects Division.

FY22 BUDGET PRIORITIES

- Continue to expand the use of Parks and Recreation University to provide employees with opportunities to enhance their knowledge, skills, and abilities to support the Department's vision of providing the highest standard of excellence in public service through cooperative partnership with our diverse community.
- Refocus efforts that advance the organizational effectiveness of the Department by providing processes, programs, and tools that improve individual, team, and organizational performance that drive performance, engagement, change, and talent management.
- Build and implement a methodology that will focus on adopting business intelligence and data dashboards to supplement management decision making and operational efforts.
- Assemble a cross-divisional data management task force that will convene on a quarterly basis to evaluate and assess the data needs and requirements across the Department.

BUDGET AT A GLANCE

Summary of Division Budget

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$7,845,284	\$6,019,256	-23.3%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	54.00	39.00	-27.8%
	Funded Workyears	84.77	67.87	-19.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Transferred the Human Resources and Financial Management Units from Management Services to support work program realignments.
- Transferred the Special Projects Unit to Administration and Development to support a work program realignment.
- Combined the Customer Service Help Desk and Help Desk Projects into one unit.
- Transferred funding in from Support Services to support specific work programs managed within the Division.
- Decreased Park Permits revenue based on forecasted projections.



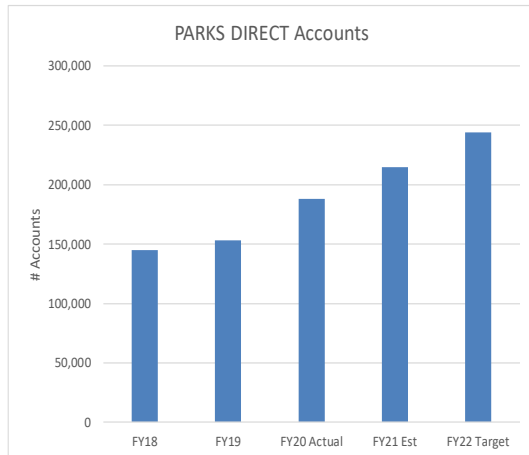
Prince George's County Parks and Recreation Department – Management Services

GOALS AND PERFORMANCE MEASURES

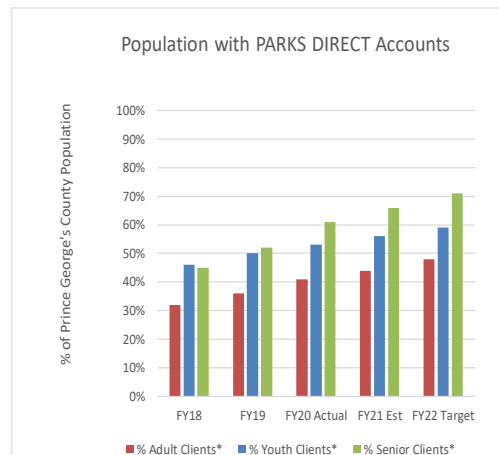
Management Services Division Performance Measures

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

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

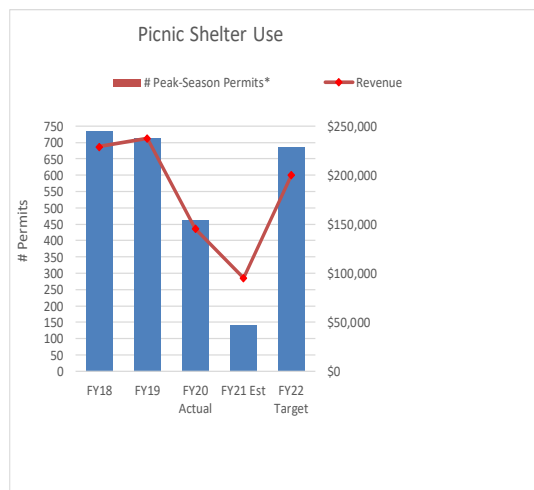


Active Accounts = Active (not frozen) status
*In FY18 the Department transitioned registration software and only migrated accounts with recent business, resulting in a significant drop in total accounts.

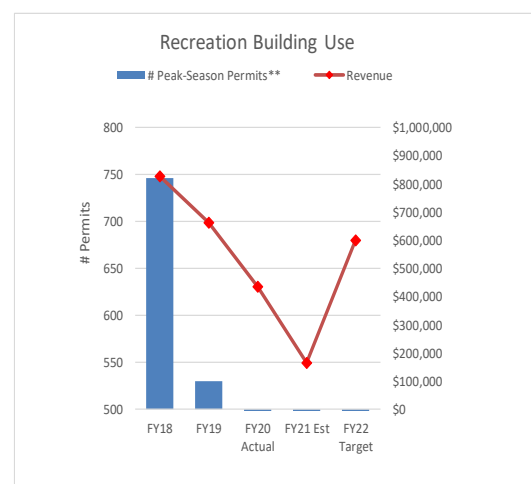


Note: Population total source is 2010 US Census
Youth Clients = 0-17 yrs (205,999)
Senior Clients = 60+ yrs. (125,382)
Adult Clients = 18 - 59 yrs.(532,039)

*Please note having an account does not mean the same thing as having an ID membership.



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



** a decrease in overall rental revenue with buildings due to Riverdale Park and Adelphi Mill no longer being rented. Adelphi Mill was a historic site that was bringing in around 4 times as much rental revenue per booking than the other park buildings.



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

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

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



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

resources associated with installation, administration, maintenance, coding, monitoring and repair of agency firewalls, forensic analysis, incident response, and all other perimeter and internal security guidelines.

FY21 ACCOMPLISHMENTS

- Finalized an agreement with a managed service provider for more efficiently providing IT equipment to sites and remote users.
- Added two additional software components to ensure patching and version compliance.
- In response to COVID-19, created a host of infrastructure and services to help the Department adjust to remote work.

FY22 BUDGET PRIORITIES

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

BUDGET AT A GLANCE

Summary of Division Budget

		FY21 Adopted	FY22 Proposed	% Change
Budget				
<i>Park Fund</i>				
	Expenditures	\$5,723,555	\$5,507,230	-3.8%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	32.00	31.00	-3.1%
	Funded Workyears	33.38	37.06	11.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Transferred one (1) career full-time position to the Administration and Development Deputy to support a work program realignment.
- Removed one-time and OBI funding allocated for IT related purchases and operations.



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

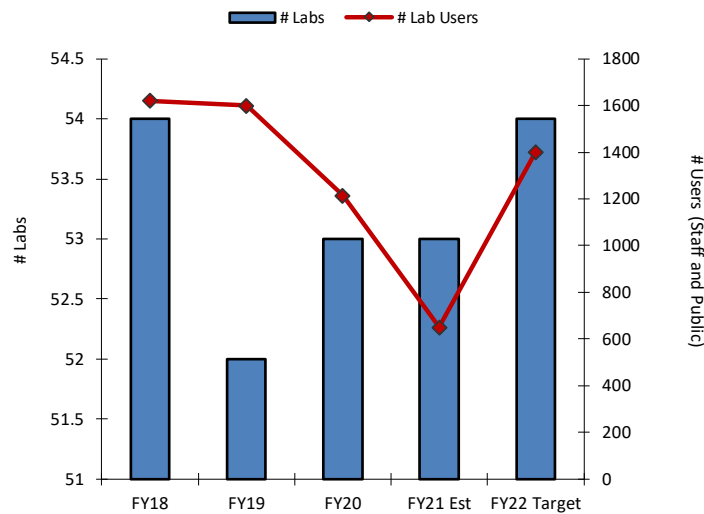
GOALS AND PERFORMANCE MEASURES

Information Technology & Communications Division Performance Measures

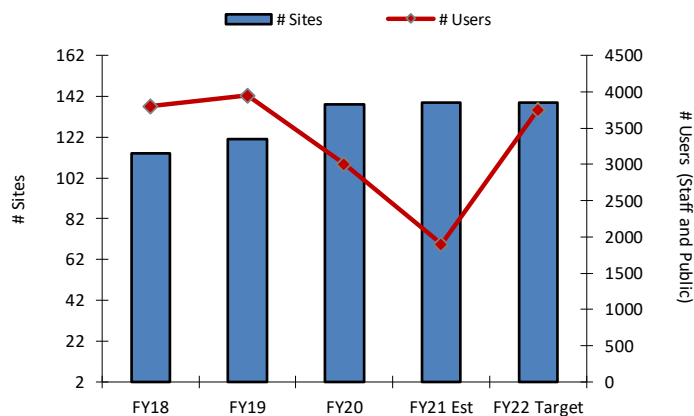
Outcome Objective: In pursuit of the Departmental mission, the IT and Communications Division serves departmental staff and oversees the following functional areas: end user support, systems support and configuration, procurement, security of operations, access to web-based applications, web-related support, hardware, telecommunications and software support. The Division also manages installation, maintenance, integration and upgrading agency computing and telecommunications systems, equipping end users with desktop computers, mobile and desktop communications systems, peripheral and productivity software, the centralized customer support, decentralized site-based customer support, multi-tier service level agreements (SLA) and evening and weekend on-call remote access support.

Impact Objective: The goal of the Information Technology and Communications Division (ITC) is to provide secure, reliable, and accurate information and communication systems while maximizing return on investment in alignment with Parks and Recreation's objectives by delivering first class customer support services to all of our internal and external patrons.

Mobile & Stationary Computer Labs



Wireless Access



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 CIP funded projects. Land for parks and recreational facilities is acquired with CIP funds, grants, mandatory dedication, and surplus property programs.

The Division also performs the regulatory functions of subdivision review, site plan review, and review of zoning applications to assure compliance with County codes. The Park Planning and Development Division is composed of six major functional sections: Planning, Land Acquisition/Development Review, Capital Improvement Program, Landscape Architecture, Architecture, and Construction Inspection.

MISSION

The mission of the Park Planning and Development Division is to plan, design, and construct quality park facilities for the general public in order to meet the park and recreation needs of Prince George's County residents. The Department's six-year CIP, prepared annually by the Division, reflects the priority park acquisition and development projects in the County as defined in the adopted Formula 2040 Functional Master Plan for Parks, Recreation & Open Space. The Master Plan serves as a framework to support current and future CIP needs. The objectives and policy priorities of Formula 2040 are focused on connectivity and economic development, as well as health and wellness.

PROGRAMS AND SERVICES PROVIDED

Planning

This section performs the long-term park and recreation facility planning for the Department and the County. This section is also the main contact for community engagement, evaluation and review of developer site plans for park purposes, preparation of specific area park and recreation facility studies, including the State Land Preservation and Recreation Plan, and provision of forest conservation reviews. Staff prepares statistical, graphic and analytical reports on all aspects of departmental activities. In addition, staff prepares, conducts, and/or coordinates and evaluates departmental services. The program maintains a computerized inventory of all parkland and Commission-owned facilities in the County and establishes the level-of-service program for parkland, facilities, and services used to prepare park master plans and to determine community park and recreational facility needs.

Land Acquisition/Development Review

This section manages the land acquisition program and acquires land based on level-of-service needs for parkland in accordance with approved capital improvement funding. It also reviews developer subdivision and site plans, permit/zoning petitions, as well as special exception and comprehensive design zone applications.

Capital Improvement Program and Procurement

This section develops the Capital Improvement Program (the capital budget and five outer capital planning years) based on input from the operating divisions, the public, and park planning staff. The program ensures that the CIP is aligned with the County's Spending Affordability Six Year Plan and provides for the implementation of the CIP through an in-house procurement effort consisting



Prince George's County

Parks and Recreation Department – Park Planning and Development

of soliciting requests for proposals, 'invitation for bids' and processing design and construction contracts.

Landscape Architecture

This section designs park plans and manages landscape architectural contractors for a variety of projects, including playgrounds and park amenities. The work program of this section includes the development and oversight of all design work for the completion of local, community, regional, and special park projects, and providing assistance to municipalities and citizens' requests as required.

Architecture

This section develops park and park facility design plans, specifications for park buildings and structures, and manages architectural design and general contractors hired by the department (typically for larger community center development projects). The section's work program includes the development and oversight of all design work for the completion of local, community, regional, and special park projects, and for assistance to municipalities and citizens' requests as required.

Construction 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 section's work program includes monitoring the quality of construction throughout the project's construction phase. Additionally, the section provides oversight and review of all change orders, schedules, and processing of payments to contractors for work performed.

FY21 ACCOMPLISHMENTS

- Completed the Division's capital project management manual and implemented process improvements within the operation to include utilizing the e-Builder Project Management Information System (PMIS) software for all CIP projects.
- Completed the Rollingcrest-Chillum Community Center, Hillcrest Heights Pool and Herbert Wells Ice Rink enclosure feasibility studies. The next feasibility study will focus on Good Luck Community Center projected to commenced in spring 2021.
- Projected to complete the Multi-Generational master plan in 2021. In addition, master plans for Cosca and Walker Mill Regional Parks are underway and on schedule to be completed during Summer of 2021.

FY22 BUDGET PRIORITIES

- Initiate feasibility studies for North College Park Area Indoor Recreation Facility, Dinosaur Park, Publick Playhouse, Harmony Hall Community Center, and the Southern and Central Area Maintenance Yards.
- Initiate master plans for Fairland Regional Park, Patuxent River Park, and Commission golf course needs assessment.
- Implement the Land Acquisition Master Plan.
- Continue planning efforts for trail development throughout the County.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$8,547,735	\$8,819,449	3.2%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	59.00	59.00	0.0%
	Funded Workyears	62.80	62.80	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- None.



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

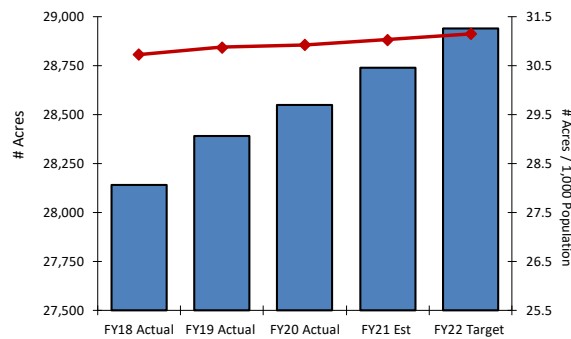
GOALS AND PERFORMANCE MEASURES

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 and recreation facilities. Park planners utilize *Formula 2040*, a functional master plan, along with staff and citizen input to determine park and facility needs. The team establishes the program and design concepts and procures and manages consultants through the schematic, the design development and construction phases of a project. The Division also performs regulatory functions of subdivision review, site plan review, and review of zoning applications.

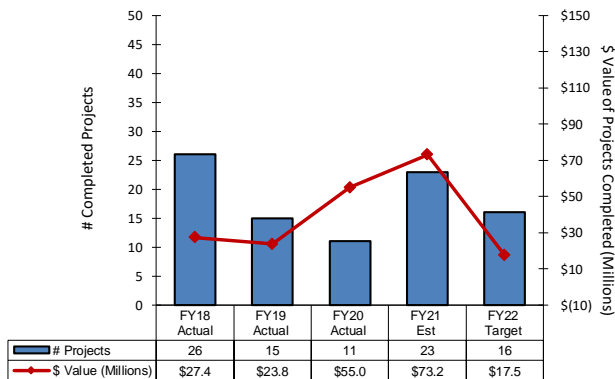
Impact Objective: Ensure that acquisition and development projects are fully funded and proper procedures are followed through planning, design and construction. The Division acquires parkland and builds quality park facilities in order to meet the park and

Parkland (Acres per Person)

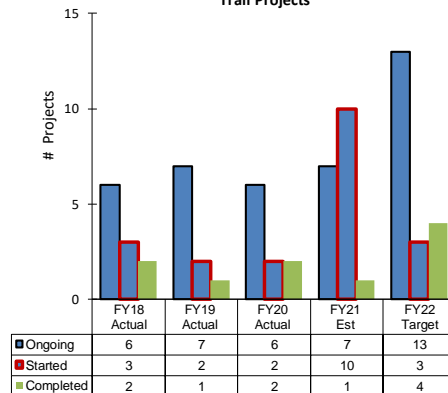


*Countywide Formula 2040 goal is 35 acres per 1,000 population.

**Capital Improvement Program
Completed Projects and Overall Project Value**



**Capital Improvement Program
Trail Projects**



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



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

OVERVIEW

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

MISSION

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

PROGRAMS AND SERVICES PROVIDED

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

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

Management/Supervision

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

Community Outreach and Engagement

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



Prince George's County

Parks and Recreation Department – Public Affairs and Marketing

Volunteer Services and Community Partnerships

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

Media Relations

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

Publications

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

Marketing and Advertising

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

Graphics

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



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

FY21 ACCOMPLISHMENTS

- Began development of a strategic communications plan to educate, inform and promote the work accomplished by the Department. The Division is currently conducting a needs assessment and filling vacancies to ensure the appropriate staffing is in place as it begins the next step of developing the plan.
- Executed a marketing plan for the opening of the Department's first multi-generational facility. The Division continues to work closely with Department and community stakeholders to support the launch of the Youth and Countywide Sports Division.
- Utilized innovative programming and market research to attract more followers and increase shares and likes on social media. This resulted in a 10% growth in followers. The Division continues to explore new opportunities for attracting new followers and increasing engagement, including updating its LinkedIn account and sharing content on the NextDoor app.

FY22 BUDGET PRIORITIES

- Utilize technology to increase community engagement and share resources with residents with the goal of increasing participation in the Department's programs and initiatives. This will include, but not limited to, virtual community meetings, social media engagement and targeted digital outreach.
- Continue to develop a Departmental communications strategy to increase awareness and participation. This will build on the effort that began in FY21 in order to ensure the plan is comprehensive and incorporates feedback from all stakeholders.
- Increase social media outreach by utilizing new tools to connect with residents and visitors.
- Identify and implement a new software system to capture the value of community partnerships.
- Reinforce Department policies and procedures to support strengthening the compliance for volunteers.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY21	FY22	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$2,228,204	\$2,373,472	6.5%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,017,835</u>	<u>\$1,002,967</u>	<u>-1.5%</u>
	TOTAL EXPENDITURES	\$3,246,039	\$3,376,439	4.0%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	14.00	14.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>3.00</u>	<u>3.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	17.00	17.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	25.77	27.32	6.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>6.70</u>	<u>6.70</u>	<u>0.0%</u>
	TOTAL FUNDED WORKYEARS	32.47	34.02	4.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Transferred one (1) career full time position to the Office of Director to support a work program realignment.
- Transferred one (1) career full time position from Southern Area Operations to support a work program realignment.
- Transferred one (1) career full time position from Marketing unit to Media Relations unit to focus on social media efforts.
- Transferred seasonal/intermittent funding from Facility Operations to support administrative needs within the operation.
- Reallocated non-personnel funds between Divisional units for social media use.



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

GOALS AND PERFORMANCE MEASURES

Public Affairs & Marketing Division Performance Measures

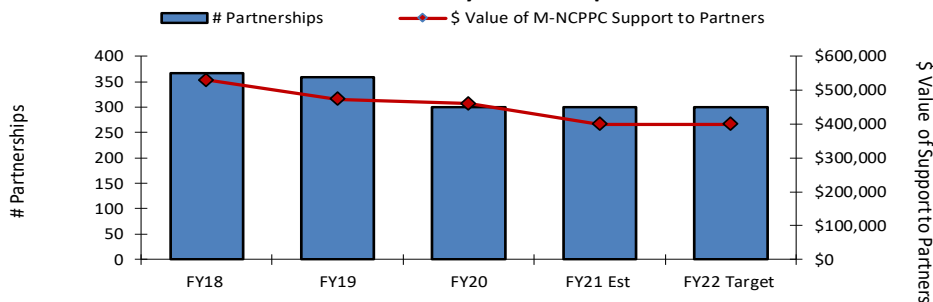
Outcome Objective: Provide professional marketing, promotion and community engagement services to the Department (including community outreach tools, publications, web site management, graphic design, photography and video, media relations and technical assistance) to promote and market programs, facilities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

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

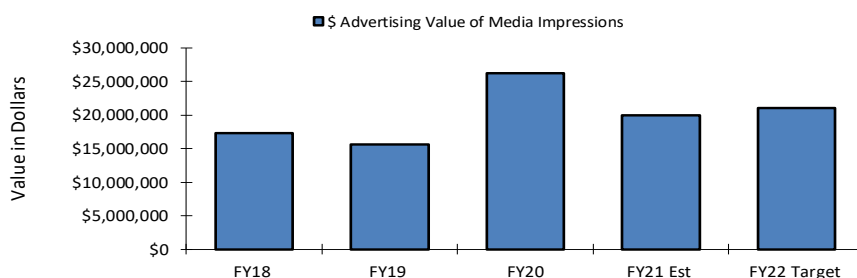
Volunteers



Community Partnerships



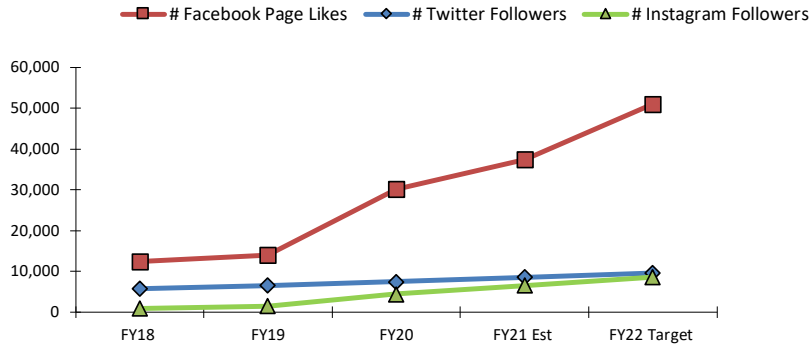
Media Relations



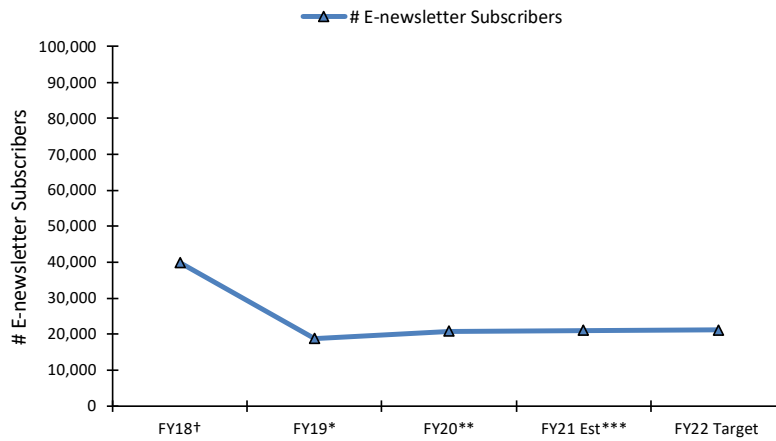
Prince George's County Parks and Recreation Department – Public Affairs and Marketing

Public Affairs & Marketing Division Performance Measures

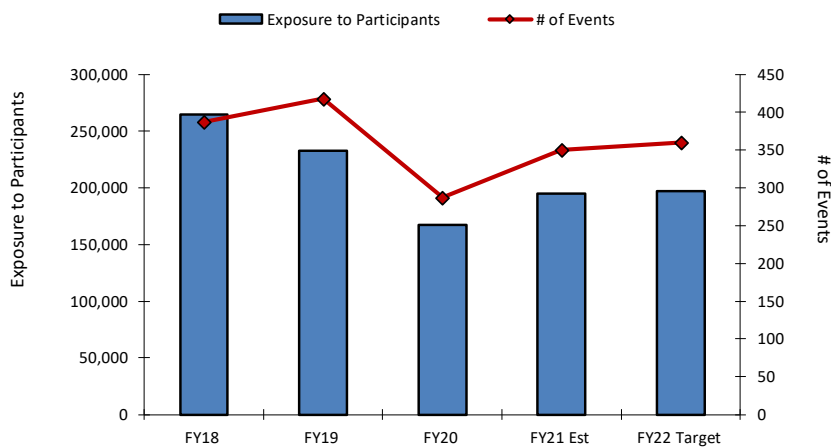
Social Media



E-newsletter



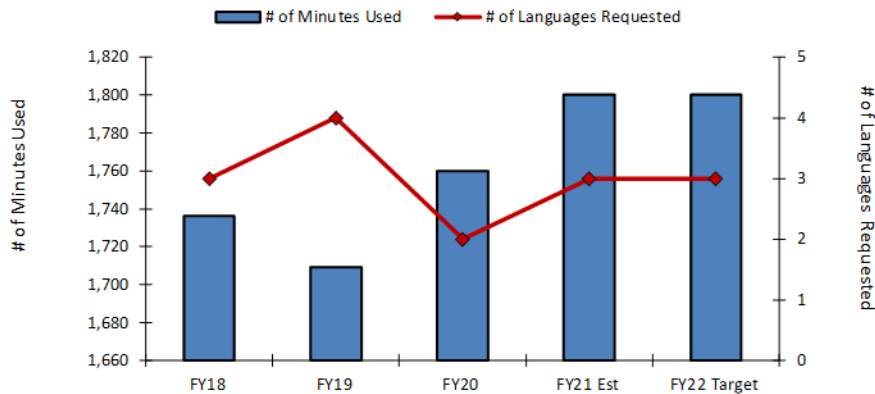
Community Outreach



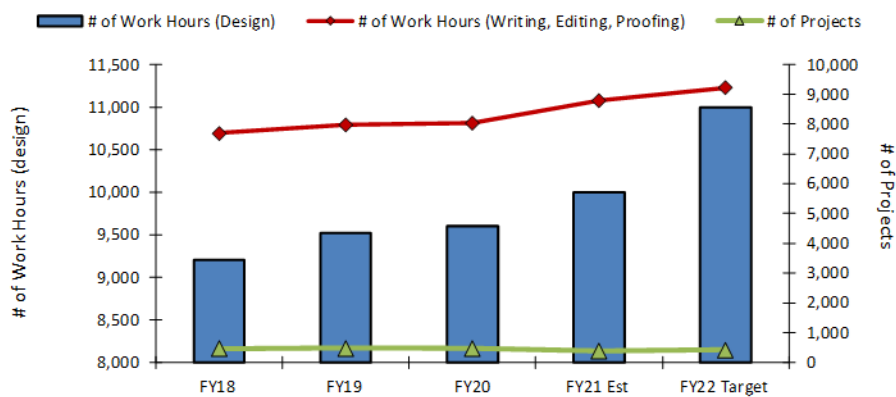
Prince George's County Parks and Recreation Department – Public Affairs and Marketing

Public Affairs & Marketing Division Performance Measures

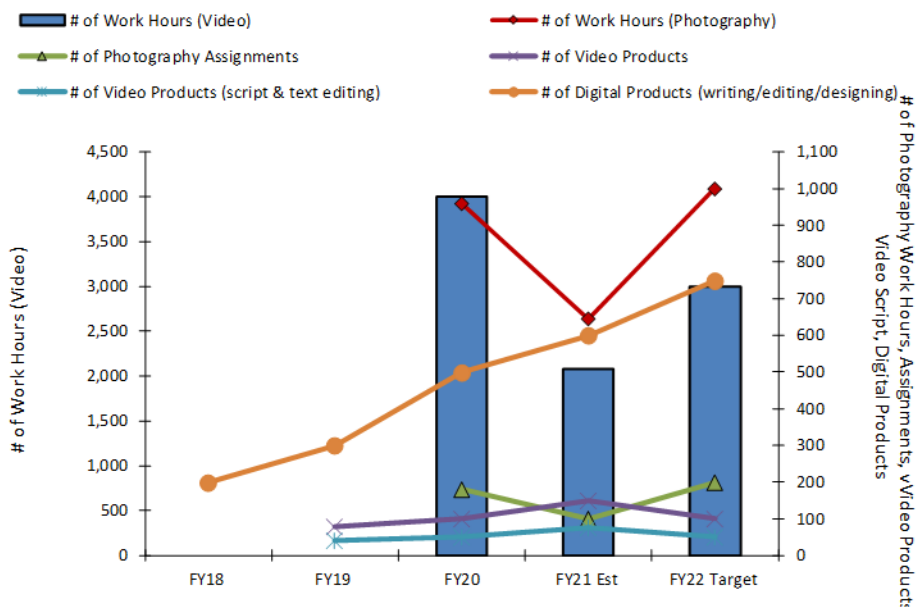
Patron Request for Language Assistance



Publications



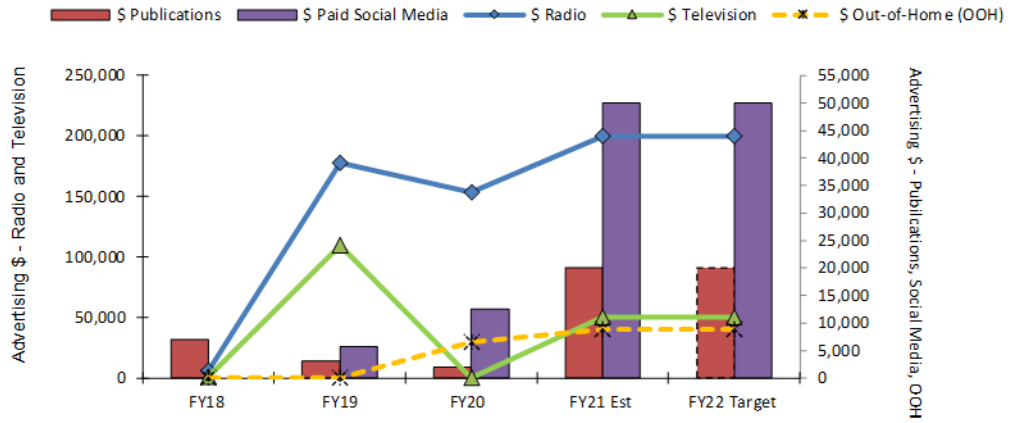
Visual Media



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

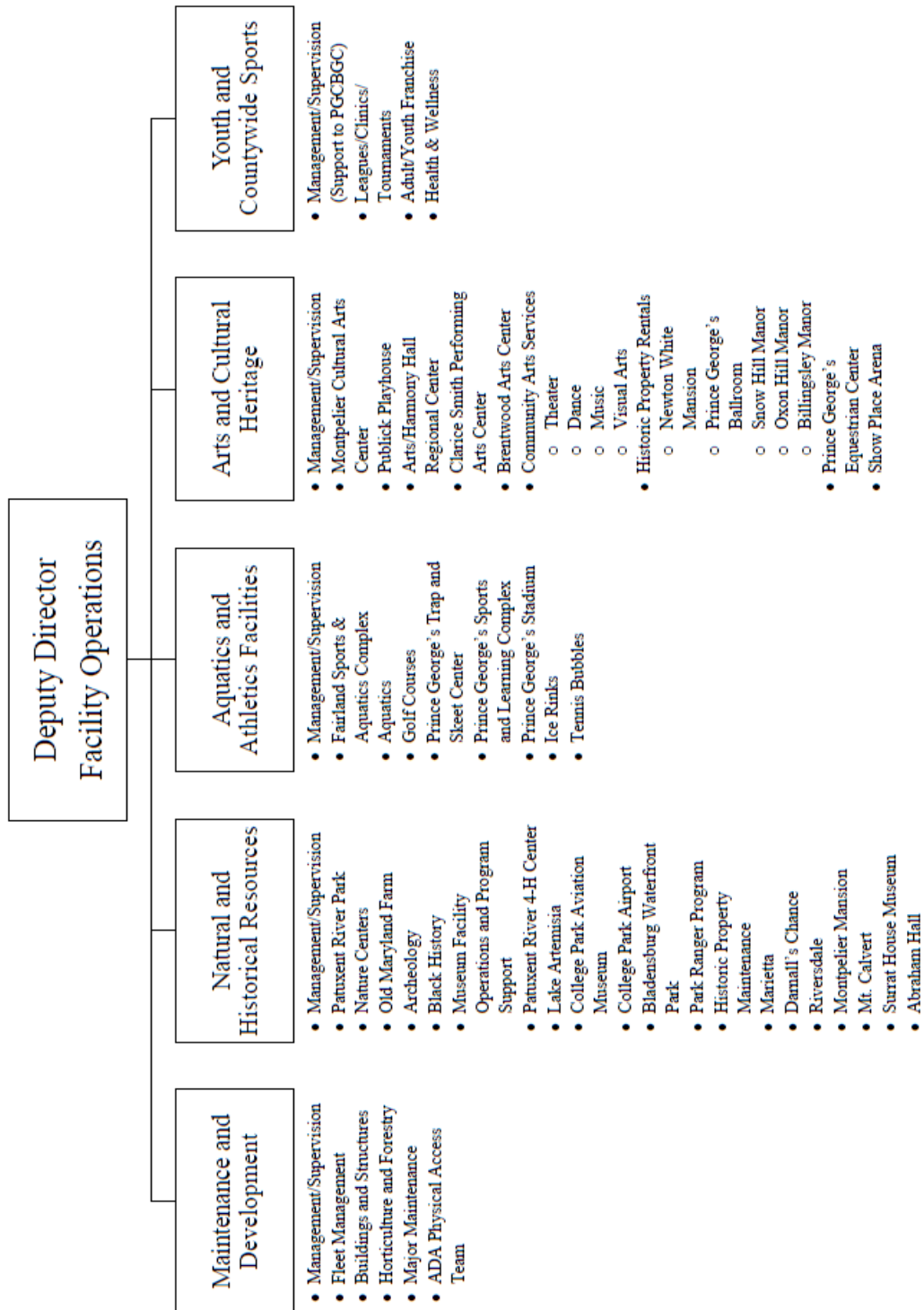
Public Affairs & Marketing Division Performance Measures

Marketing



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: Arts and Cultural Heritage; Aquatics and Athletic Facilities; Maintenance and Development; Natural and Historical Resources; and Youth and Countywide Sports.

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

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$733,903	\$617,369	-15.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	4.00	3.00	-25.0%
	Funded Workyears	8.50	3.00	-64.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Transferred one (1) career position to the Office of the Director to support a work program realignment.
- Transferred seasonal funding to Public Affairs and Marketing to support administrative needs within the operation.
- Reallocated seasonal and non-personnel funding to support operations and service delivery.



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

OVERVIEW

Maintenance and Development provides maintenance, repair, and renovation of Department facilities and properties through six major work programs. The Division also coordinates with and provides snow removal and landscaping services to the Prince George's County Government.

MISSION

The goal of this Division is to provide professional, high quality maintenance services for all parks and recreation facilities in support of the Department's diverse work programs and to provide customers with a safe, well-maintained, aesthetically pleasing parks and recreation system.

PROGRAMS AND SERVICES PROVIDED

Fleet Management

This work program consists of a central garage facility, mechanics, and administrative support staff responsible for a fleet of over 3,460 vehicles, trailers, self-propelled off-road equipment and other miscellaneous pieces of motorized or wheeled equipment. This section also maintains 10 fuel sites and provides support to five satellite garage operations. Fleet management sets maintenance policy, provides technical assistance to the Department, and specifies and bids all vehicles.

Buildings and Structures

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

Horticulture and Forestry Section

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

Major Maintenance and Inspection

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



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

Critical Projects

This unit houses facility maintenance technicians, the Heavy Equipment unit, and the ADA facilities compliance group. The goal of this section is to respond in an appropriate and timely manner when addressing the emergencies that affect our structures and facilities. The construction of larger, more technologically complex buildings requires a degree of expertise and frequency of maintenance that is outside the scope of our trade shop program. Specialized building maintenance technicians have direct responsibility for the oversight and troubleshooting of mechanical systems in these structures including computerized geothermal HVAC, fire detection/suppression, controlled lighting and building security.

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

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

Administration/Management/Supervision

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

FY21 ACCOMPLISHMENTS

- Installed the BAYweb system to provide 24-hour remote temperature sensor at various facilities.
- The Sustainability Team partnered with Public Affairs and Marketing to begin efforts of developing a webpage dedicated for sustainability.
- Developed a Sustainable Landscape program in partnership with Special Programs Division with the mission of improving Departmental efforts and allowing for CBLP training opportunities. The program also reduces the cost of landscaping materials through its development of partnerships with area nurseries.

FY22 BUDGET PRIORITIES

- Continue to upgrade the HVAC/R systems at the remaining facilities and incorporate into the BAYweb system for 24-hour remote temperature sensor options.
- Continue executing energy saving initiatives by extending LED lighting upgrades to various facilities.
- Implement additional solar projects in an effort to provide power and additional security at remote locations without increasing our carbon footprint.
- Implement a pilot program for the use of Biodiesel in a limited number of our fleet vehicles.
- Identify and implement additional sustainable initiatives that will reduce our carbon footprint.



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

BUDGET AT A GLANCE

		FY21 Adopted	FY22 Proposed	% Change
Budget				
<i>Park Fund</i>				
	Expenditures	\$28,662,550	\$28,964,827	1.1%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,128,175</u>	<u>\$1,106,418</u>	<u>-1.9%</u>
	TOTAL EXPENDITURES	\$29,790,725	\$30,071,245	0.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	179.00	179.00	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	181.00	181.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	199.51	199.41	-0.1%
<i>Recreation Fund</i>				
	Funded Workyears	<u>3.08</u>	<u>3.08</u>	<u>0.0%</u>
	TOTAL FUNDED WORKYEARS	202.59	202.49	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Reallocated seasonal and non-personnel funding within the division to support operations and service delivery.



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

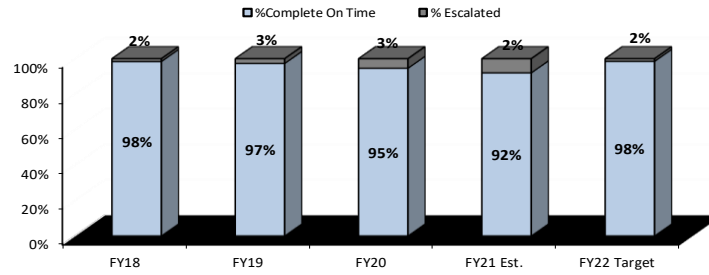
GOALS AND PERFORMANCE MEASURES

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.

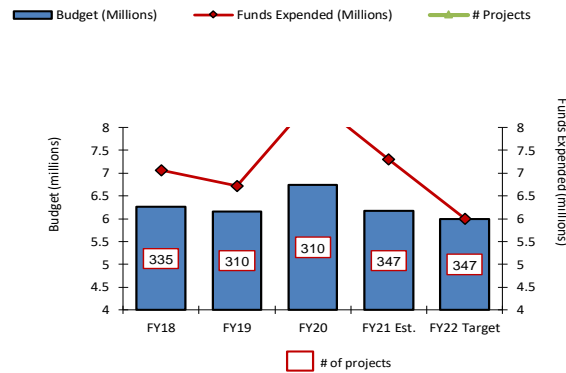
Impact Objective: Provide area citizens with safe, well-maintained and aesthetically pleasing facilities, programs, and services throughout the park system. The level of confidence and reassurance for a safe, well maintained environment promotes customer participation and satisfaction year round.

Work Order Status

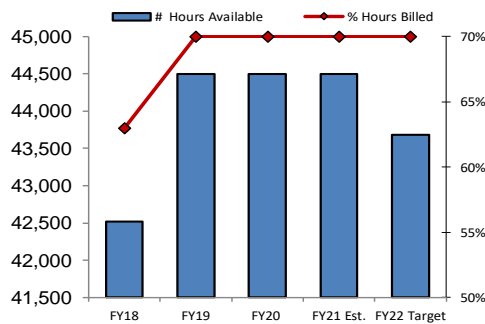


Escalated = a project was not completed on the projected schedule

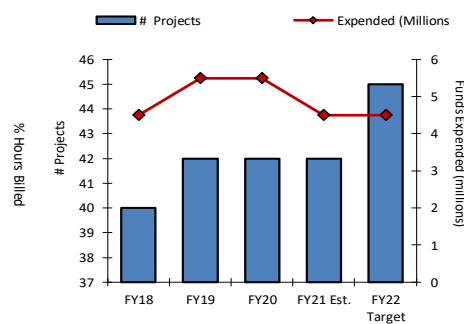
Major Maintenance



Fleet Management Billable Hours



Infrastructure Improvement Fund



Note: National Standard is 65.8%
Source: ICMA



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

OVERVIEW

The Natural and Historical Resources Division (NHRD) general mission is Natural and Historical interpretation, education, and conservation. The nature components of the Division consist of Patuxent River Park (over 7000 acres of natural park area along the Patuxent River), Bladensburg Waterfront Park, Old Maryland Farm, and Clearwater, Watkins, and Mount Rainier Nature Centers. NHRD also maintains natural area parks such as Cheltenham Wetland Park, Suitland Bog, Lake Artemesia, Dueling Creek, and many other Natural Area sites. The Division includes the Black History Program that manages three African American historic sites including the Ridgeley Rosenwald School, Dorsey Chapel, and Abraham Hall. The Division staff also coordinates cultural heritage events including Juneteenth and American Indian Festival. 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. 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, projects and events to hundreds of thousands of people each year which are enjoyed by County residents of all ages. In addition, NHRD is one of the largest providers of educational outreach programs and destination points 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, engage and encourage stewardship and visitation of the County's diverse natural resources and historical heritage. Along with interfacing with the public throughout our large park system and provide interpretation, natural resource protection, and overall customer service.

PROGRAMS AND SERVICES PROVIDED

Bladensburg Waterfront Park

Nestled among the Port Towns of Bladensburg, Colmar Manor and Cottage City, the Bladensburg Waterfront Park is located on the Anacostia River, one of the most historic waterways in America. The unique waterfront features a paved riverside walk, picnic pavilion, waterfront rental studio, a public fishing pier, free boat ramp, community boat storage, playground, B&O railroad caboose, interpretive signage, and bicycle, canoe, kayak, paddle boat, and rowboat rentals. In addition, there is a new trail section called the Kenilworth Aquatic Garden trail that connects to the larger Anacostia Riverwalk trail that runs through DC and interpretive signage that tells of the story of the War of 1812.

Patuxent River Park

The Patuxent River Park is composed of approximately 7,400 acres of natural area parkland and is part of the Patuxent River Watershed Park. The park includes the Jug Bay Natural Area, Clyde Watson Boating Area, Governor's Bridge Natural Area, Aquasco Farm, Fran Uhler Natural Area,



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

Cedar Haven, and numerous other open spaces. Offerings include natural history programs, nature hikes, river ecology boat tours, three boat ramps, three fishing piers, hiking and horseback trails, water trails, camping, boat rental, recreational hunting, a corporate rental pavilion site, Patuxent Rural Life Museums, 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 within Watkins Regional Park, provides nature programs for participants of all ages spring and summer day camps, special events, clubs, specialty workshops, hikes, and conservation programs on natural and cultural history. An expanding volunteer program involves scouts, special education students, and high school service-learning hours. Volunteers provide trail and garden maintenance, animal care, wildlife surveys, special events, camp and school programs. Watkins Nature Center works closely with other conservation agencies, the Prince George's County Public Schools, and other Divisions within the Commission to provide assistance to special events and environmental education.

Clearwater Nature Center, located in the southern part of the County within Cosca Regional Park, provides a wide variety of interpretive programs such as hikes, presentations, wildlife, and natural and cultural history events for people of all ages. Park Naturalists also provide assistance to consultants, colleges, and researchers and have two Geology clubs. 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.

Mt. Rainier Nature Recreation Center is a unique facility located inside the Capital Beltway providing a nature study program in an urban area where nature finds little room to flourish. The Mt. Rainier Nature Recreation Center serves hundreds of visitors in guided programs and activities along with drop-in visitation for the surrounding neighborhoods. Programs offered to the community include nature study, urban wildlife, urban beautification, and animal care. Programs for adults and youth clubs pertaining to the theme of urban nature are offered. The facility offers a wide variety of community programs for persons of all ages and curriculum-based programs for school groups and has a large recreational rental space used for special activities like family reunions, birthday parties, and other related rentals.

Old Maryland Farm

Old Maryland Farm is an educational farm facility that houses livestock and offers herb, vegetable, and flower gardening displays. It provides opportunities for the public to observe and learn about live farm animals. Patrons learn work skills through cooperative programs with 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.



Prince George's County

Parks and Recreation Department – Natural and Historical Resources

Museum Facility Operations and Program Support Section

This section provides research and museum support for the Department's historic museums and sites, and nature facilities. Responsibilities include design, research and fabrication for six nature sites and twelve historic sites and museums; educational exhibits; and public education materials. The program documents, preserves and presents the rich cultural history of Prince George's County. It maintains the Department's historical library and collects, and houses written and visual evidence of the County's rich heritage.

Black History

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

Archaeology Unit

The Archaeology Unit is responsible for preserving, protecting, and interpreting the numerous and significant archaeological sites and resources owned by the Commission. Sites such as Northampton shed light on the living conditions of slaves and tenant farmers at Maryland plantations. This unit also manages the Mount Calvert Historical and Archaeological Park and Visitor Center. This includes excavating, interpreting, and curating artifacts and associated documents. Staff work closely with Park Planning and Development and Maintenance and Development staff to ensure Commission restoration and development projects meet State and Federal regulations and guidelines. Staff monitors archaeological projects by contractors, and review, edit, and produce archaeological reports. This unit serves as the liaison between the Commission and the Historic Preservation Commission, the Maryland Historical Trust, the State Department of Natural Resources, and the State Highway Administration on archaeological matters. In addition, the staff oversees interpretive programming and the curating of fossils found at Dinosaur Park. The Archaeology Unit administers a volunteer program offering hands-on activities to students and the general public. It produces exhibits, conducts interpretive programs, writes grant proposals, provides talks and lectures and provides public information.

Museum Exhibit and Support Unit

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

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

College Park Aviation Campus

The sites host the Smithsonian-affiliated aviation museum, airport operations facility, and the hangar where the County Police Helicopter Unit is based. The museum features a two-story aviation gallery with more than 10 full-sized planes significant to the history of the airfield, which is the oldest continuously operating airport in the world. Four interactive exhibit rooms, a large library and archives, an 80-seat auditorium, and an aviation gift shop are at the museum. They offer tours



Prince George's County

Parks and Recreation Department – Natural and Historical Resources

and aviation-related programs, exhibits, and activities for the public. The College Park Aviation Museum serves over 70,000 visitors annually of all ages. The museum's popular school and summer tour programs have served thousands of students. In addition to drop-in tours, the museum provides special events such as Scout Days, Flight Night, and the Santa Fly-In. The new airport operation building is a 13,000 square foot state-of-the-art operations facility and rental space. The building provides pilot accommodations to increase customer service and will provide for rentals overlooking this historic runway. The airport is an important transportation hub providing economic stimulus for the County and the surrounding area.

Park Ranger Unit

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

Historic Property Maintenance Section

This unit provides routine and specialized maintenance functions, restoration services for the Department's historic sites and museums. In addition, they provide regular support for a variety of tasks within other NHRD sites. The unit also manages the Department's recycling program.

FY21 ACCOMPLISHMENTS

- Developed strengthened relationships with the school system by providing virtual field trips during the fall, winter and spring seasons. The division seeks to also launch the "Watershed Warriors" program, a new initiative that targets underserved audiences and teaches students about their local watershed and how to protect it.
- Hired a full-time outreach and marketing manager to focus on several key areas to include upgrading the facilities' website pages with more relevant content, images and event listings. In addition, the division has developed a marketing tool kit that empowers each facility manager to more effectively promote their individual programs.
- Collaborated with Maintenance and Development to secure contract to install solar panels at Bladensburg Waterfront Park in spring 2021. In addition, the division worked with University of Maryland to develop and install two sustainability pilot projects: green bulkhead and algae scrubber, which has the potential to scale into a major program.
- Created an internal working group to prioritize minor maintenance and repair projects for each site and completed several early projects including painting of Abraham Hall, Watkins Nature Center and Bladensburg Waterfront Park. New fixtures have been installed at Surratt House, Marietta, Clearwater Nature Center, Riversdale and additional projects are slated for completion in FY21.



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

FY22 BUDGET PRIORITIES

- Continue division-wide ‘minor maintenance’ program that will improve the visitor experience and result in a proactive maintenance strategy for each site.
- Establish a Natural Surface Trails strategy that enhances existing network, expands programming and increases support.
- Collaborate with key Divisions to continue our historic preservation work
- Establish Urban Farming Incubator Program as first of its kind in the county
- Fully execute Concord Manor’s interpretation plan including a major event in FY22.
- Provide more inclusive interpretation of our historic facilities ensuring they are places of unity, equity and social action.
- Build Mobile Museum’s reach and impact – especially in underserved areas
- Develop a comprehensive historic preservation and collections protocol that protects sites and artifacts as well as guides acquisitions.
- Work with multiple divisions to accomplish sustainability goals especially establishing Bladensburg Waterfront Park as the Department’s first ‘net zero’ facility – reducing its environmental impact as close to zero as possible.

BUDGET AT A GLANCE

Summary of Division Budget		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$9,355,866	\$9,450,545	1.0%
<i>Recreation Fund</i>				
	Expenditures	<u>\$1,505,577</u>	<u>\$1,512,020</u>	<u>0.4%</u>
	TOTAL EXPENDITURES	\$10,861,443	\$10,962,565	0.9%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	65.00	65.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>11.00</u>	<u>11.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	76.00	76.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	99.8	100.8	1.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>23.4</u>	<u>22.4</u>	<u>-4.3%</u>
	TOTAL FUNDED WORKYEARS	140.4	139.4	-0.7%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased revenue based on forecasted projections.



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

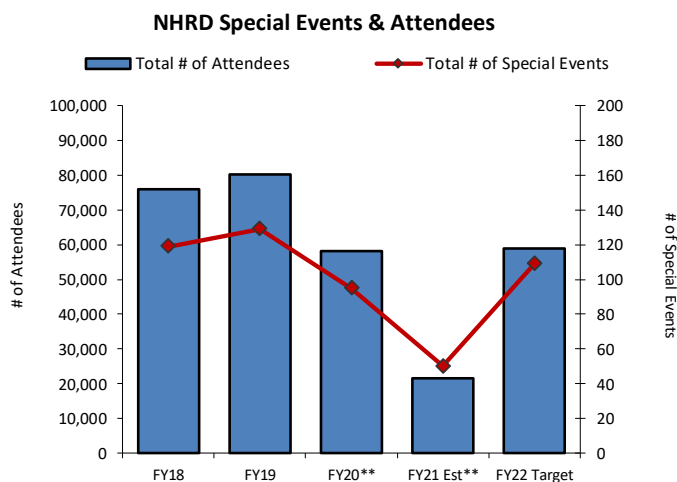
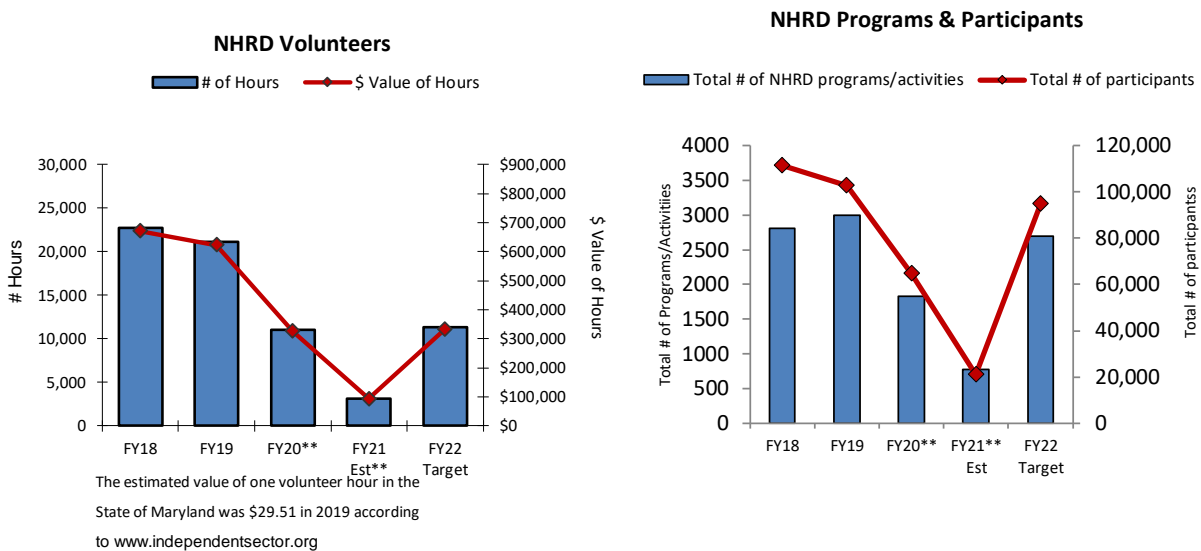
GOALS AND PERFORMANCE MEASURES

Natural and Historical Resources Division Performance Measures

Outcome Objective: Provide nature and history programs/activities for the public and educational and interpretive programs at schools. Also, provide additional resources to recreation, cultural and educational professionals in a fun yet meaningful way. Our work program works to ensure the continued safeguarding and improvement of historical structures and interpretation throughout the County. In delivering these services, we provide opportunities for both youth and adults to volunteer their services in order to both make a meaningful contribution towards the continued preservation of our diverse resources and provide enriching life experiences.

Impact Objective: Provide professional natural and historical resource management services and interpretive programs in order to educate our community and encourage stewardship of the natural resources and the historical heritage of Prince George's County.

In FY'20 and FY'21 there is a reduction of numbers of all performance measures due to COVID-19. NHRD transitioned to provide



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

OVERVIEW

The Aquatics and Athletic Facilities Division (AAFD) manages the following major programs and facilities: Aquatic Operations, Golf Operations, Ice Rinks, Tennis, Trap & Skeet, and the larger multi-use/sport complexes (Fairland Sports and Aquatics Complex and Prince George's Sports and Learning Complex).

Facilities include Allentown Splash, Tennis, and Fitness Park, Rollingcrest-Chillum Splash Pool, Theresa Banks Aquatic Center, Fairland Sports and Aquatics Complex, Prince George's Sports & Learning Complex, Glenn Dale Splash Park, Ellen Linson Splash Park, Hamilton Splash Park, Lane Manor Splash Park, North Barnaby Splash Park, J. Franklyn Bourne Memorial Pool, Prince George's Trap & Skeet Center, Golf Courses (Enterprise, Paint Branch, Henson, and Kentland), Ice Rinks (Tucker Road and Wells) and Regional Park Tennis Bubbles (Watkins and Cosca).

This Division is also responsible for the management and operation of new aquatic facilities to include the Southern Area Aquatic & Recreation Complex (SAARC) and the Southern Regional Technology and Recreation Complex (STRC).

The Division provides recreational opportunities for people of all ages and skill levels. An array of competitive and non-competitive activities are offered through revenue generating classes, programs, rentals and special events for youth and adults. Recreational and competitive participation opportunities are afforded to all youth in the areas of swimming, gymnastics, ice skating, hockey, tennis, track and field, and golf to enjoy these activities in a fun, structured and professional manner.

MISSION

The Aquatics and Athletic Facilities Division is dedicated to creating healthy communities through people, parks, and programs that work together to improve the quality of life for all Prince George's County residents. The Division also emphasizes health and wellness through its offering of several specialty sports programs to ensure residents are offered the total package of recreational outlets to have fun and to highlight the importance of living healthier lifestyles.

PROGRAMS AND SERVICES PROVIDED

Management and Supervision

The Management and Supervision unit provides overall management, administration, and coordination of Division programs and facilities. This includes fiscal management for tax-supported and revenue-producing funds, administrative support, supervision of facilities and management of several specialty sports and leisure programs and services.

Aquatic Operations

The Division operates eleven aquatic facilities (thirteen with the addition of SAARC and STRC in FY22). The facilities include indoor and outdoor aquatic amenities and offer an array of programs and activities to include swimming lessons, water fitness classes, competitive swimming, lifeguarding and water safety training classes, leisure swimming, and special events.

Golf Operations

The Division manages three golf operations to include one 18-hole course with a driving range,



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

large short game area, and practice greens (Enterprise); two 9-hole golf courses also equipped with driving ranges (Henson Creek and Paint Branch); Each of the courses offers a clubhouse, snack bar, pro shop, club & cart rentals, as well as learning opportunities through classes and lessons. Paint Branch Golf Course offers a Performance Training Center which includes year-round training and a golf simulator, video hitting bay, indoor putting green, and an exercise room. The Kentland Golf Training Center includes a 3-hole short course and a practice putting green.

Ice Rinks

The Division operates two ice rinks to include one semi-enclosed seasonal rink (Herbert Wells) and one year-round rink (Tucker Road). Both facilities include NHL regulation size rinks offering classes, lessons, rentals, competitions, special events, and public skating.

Regional Park Tennis

The Division operates two indoor tennis facilities to include Cosca and Watkins Tennis Bubbles. All three facilities operate year-round and offer classes, lessons, rentals, and competitions for all ages.

Trap & Skeet

This unique and comprehensive clay target shooting facility is open to the public on a year-round basis. The facility is fully equipped with 13 trap & skeet fields, doubles trap, Olympic bunker trap, wobble trap, international skeet, 5-stand, and sporting clays. The clubhouse features a fully stocked pro shop. The center offers learn-to-shoot classes, skeet, trap, and sporting clay clinics, youth programs, and private and group instruction and events.

Fairland Sports and Aquatics Complex

This complex features an aquatics center, a tennis bubble, a fitness and wellness center, and gymnastics arena.

The aquatics center features a 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.

Prince George's Sports and Learning Complex (PGSLC)

The centerpiece of the Prince George's Sports and Learning Complex is the Wayne K. Curry Sports and Learning Center, a building which includes the following facilities which are all linked via a central "Main Street" atrium area. The complex includes an aquatic center, field house, fitness center, gymnastics facility, and learning center and offers a variety of classes, lessons, rentals, special events, and recreational opportunities for all ages.



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

Outdoor recreation amenities complement the complex's indoor facilities. The Marvin F. Wilson Stadium features a lighted football field, outdoor track, outdoor support building with team rooms, restrooms, and a concession area, and seating for 5,500 spectators. Additionally, multi-purpose fields provide a great location for lacrosse, soccer, family reunions, and community festivals.

FY21 ACCOMPLISHMENTS

- Began the expansion of the Youth Gold Program by operating one week of a virtual youth golf camp and two, one-week in-person youth golf camps at Paint Branch Golf Course.
- Became a member of the First Tee of Greater Washington and offered Summer and Fall Sessions at three locations (Paint Branch Golf Course, Enterprise Golf Course & Henson Creek Golf Course). The division offered a Youth Golf Program called PGA Jr. League for team competition at all three golf properties.

FY22 BUDGET PRIORITIES

- Modify our delivery of the Make-A-Splash in School program by working with PGCPSS to offer virtual learning options to promote water safety information and skills.
- Expand Youth Tennis Program opportunities with the addition of a Summer Youth Tennis Tournament working with USTA and Mid-Atlantic Region to host a competitive sanctioned event.
- Offer a summer youth triathlon camp, which culminates in a splash and dash competition sponsored by US Triathlon.
- Grow the Health Fair at Fairland to include medical screening services such as pediatric dentistry.
- Expand our Figure Skating and Youth Hockey Programs at TRIR once the facility is opened. This will include instructional and competitive programs including the development of teams for competitions.

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$12,081,094	\$11,532,374	-4.5%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	41.00	42.00	2.0%
Funded Workyears	298.41	284.48	-4.7%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Transferred one (1) career full-time position from the Enterprise Fund to support a work program realignment.
- Transferred seasonal funding to the Enterprise Fund to support aquatic programming at the Sports and Learning Center
- Removed OBI funding for the South Rec Tech Aquatic Facility scheduled for completion in FY21.
- Reallocated seasonal and non-personnel funding within the division to support operations and service delivery.
- Decreased revenue based on forecasted projections.



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

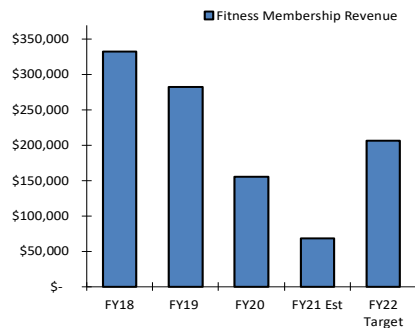
GOALS AND PERFORMANCE MEASURES

Aquatics and Athletic Facilities Division

Outcome Objective: Provide quality aquatics, athletic, and recreational programs for all ages and skill levels, coordinated by highly qualified, professionally driven staff in an array of facilities for the citizens of Prince George's County. The Division's functions include not only the programming aspects, it also encompasses the rental of venues that are comprised of the necessary amenities for the various specialized activities/training. Another major scope of this division is the management and supervision of career and seasonal intermittent staff to operate high profile aquatics venues, golf courses, and state of the art facilities that include the Fairland Sports and Aquatics Complex and the Prince George's Sports and Learning Complex.

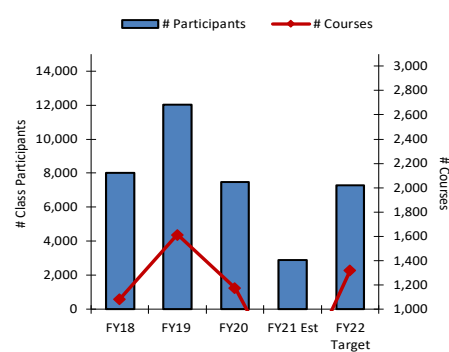
Impact Objective: Provides the Department, stakeholders (Board of Education), and the citizens of Prince George's County with quality programs and services, excellent recreational and rental opportunities for the entire family, and numerous facilities to enhance **quality** of life for our internal and external customers.

Fitness Membership Revenue at Sports Facilities*

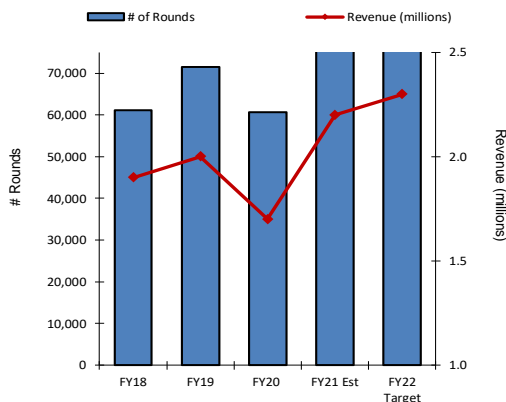


* Sports facilities include Prince George's Sports and Learning Complex and Fairland Sports and Aquatics Center.

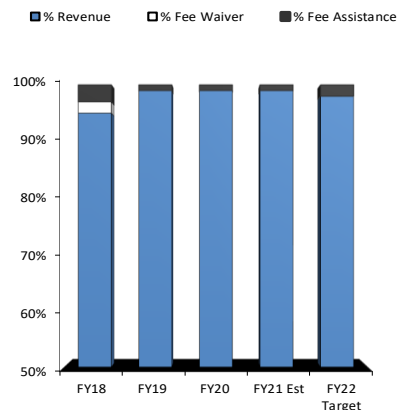
Instructional Swimming Classes



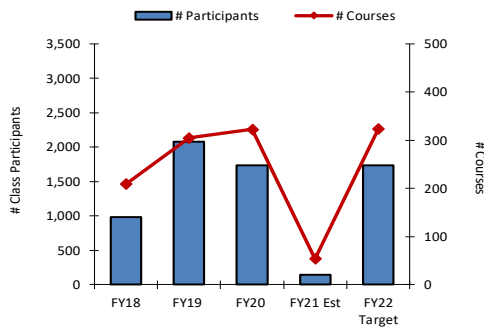
Golf Course Use



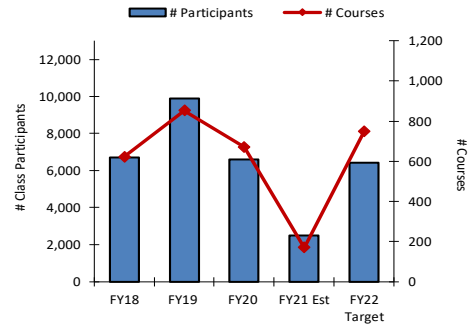
Sports and Learning Complex Revenue



Instructional Tennis Classes



Instructional Water Fitness Classes



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, and the Prince George's Equestrian Center/Show Place Arena, community arts services, art exhibits in Commissions facilities, public art for department facilities, and other programs serving County arts organizations, artists, and residents. Programs include art camps; visual and performing arts classes and events; Teen art initiatives; art exhibitions; performances in music, dance and theatre for all ages; touring performances for school children; artist studios; rental facilities for arts and non-arts organizations; artist residencies; and rental of historic sites for social functions. The Division staff coordinates various cultural heritage events including Hispanic Heritage Month Program, Asian Pacific Heritage Month Receptions, and the World Dance Showcase. Through partnerships, ACHD supports and coordinates special activities and/or programs and events at the Bluebird Blues Festival (in cooperation with Prince George's Community College), The Prince George's County Fair, and Bowie State University's Fine and Performing Arts Center. Staff serves as liaison to the Prince George's Arts and Humanities Council, the Prince George's Philharmonic, Gateway Arts and Entertainment District, College Park Arts Exchange, the Clarice Smith Performing Arts Center at the University of Maryland, Gateway Arts Center, the Coalition for African Americans in the Performing Arts, Pyramid Atlantic Art Center and the Bowie Center for the Performing Arts. This support allows those organizations to provide a variety of performing and visual arts programs to all County residents. The Division also coordinates the Department's arts grant from the Maryland State Arts Council.

MISSION

The goal of the Arts and Cultural Heritage Division (ACHD) is to provide high quality arts programs and services, interpretative programs, affordable historical rental sites and manage events at the Prince George's Show Place Arena and Equestrian Center. ACHD serves the public, assists artists and arts organizations to improve the quality of life, promotes tourism to expand the cultural awareness/appreciation of the County and preserves the County's historic buildings.

PROGRAMS AND SERVICES PROVIDED

Montpelier Arts Center

The Montpelier Arts Center provides programs in the visual and performing arts for the public and local artists. Classes and summer camp programs are offered for children. Adult and children art classes include most disciplines of the visual arts and a varied exhibition program is offered in the Center's three galleries for public viewing seven days per week. Thirteen art studios are rented annually. Montpelier's performing arts programs include jazz concerts by renowned local and international musicians, classical recitals selected from a juried competition, blues and folk concerts, and artistically acclaimed films. Other programs and services include special tours, an Artist Opportunity bulletin board, Master Workshop program, and recording production of jazz concerts.

Publick Playhouse

The Prince George's Publick Playhouse for the Performing Arts presents top quality professional productions in theatre, dance, and music that include touring companies from around the nation as well as regional artists. Playhouse offerings include exceptional cultural experiences for area schoolchildren through a full season of Midweek Matinees. Programming for families includes monthly Saturday Morning at the Movies-Vaudeville Style, the Platinum Series monthly offerings



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

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.

Harmony Hall Arts Center

Harmony Hall is a multi-faceted arts facility located in southern Prince George's County. This center is programmed to serve the general community, as well as to provide services and opportunities to the arts community. Programming addresses a broad spectrum of visual and performing arts for all ages, to include exhibitions by community and regional artists, special events, classes, workshops and summer camps in visual arts, dance, theater and music, all taught by professional arts educators. As an arts presenter, Harmony Hall Arts Center hosts professional artists in jazz, rhythm and blues, and folk music, theatre, dance, children's performances, festivals and special events. In addition, rental space is made available to performing arts groups, rehearsal space to performers, and classroom space to Prince George's Community College's continuing education classes for senior citizens.

Brentwood Arts Exchange

The Brentwood Arts Exchange (BAE) houses a gallery of changing exhibitions for viewing by the public, a contemporary fine crafts store, and a classroom space available for a variety of activities. BAE offers an arts education program for all ages to explore a variety of art disciplines, including workshops and classes in digital media, drawing, felting, collage, artist career skills and much more.

Exhibits include the art of Latino artists during Hispanic Heritage month; Prince George's County artists that either live, work, attend school or have their studio in Prince George's County; works of student artists from the University of Maryland Department of Art Print Department; works of African American artists; and a "regional" exhibition. Rental space is used for meetings, lectures, receptions and other small events.

Community Arts Services

Community Arts Services provides arts programming through festivals, performances, exhibitions, classes, workshops and consultation for the benefit of County artists, arts organizations and the public in the disciplines of visual arts, music, dance, theatre, and fine craft. Local artists can be enrolled in artist registries, receive newsletters of upcoming professional development opportunities, or compete in the Annual Juried Competition, the Choreographers' Showcase, the Best Dance Crew Competition, 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.

Visual and Public Art Programs

The Visual Arts Program provides and supports opportunities for all visual artists that live, work or maintain a studio in Prince George's County. Artists are given year-round exhibition opportunities in a number of M-NCPPC galleries, community facilities and beyond including the Publick Playhouse, Kentland Community Center, Watkins Nature Center, Sports and Learning Complex,



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

Southern Area Aquatic and Recreation Complex and the Maryland House of Delegates in Annapolis, Maryland, just to name a few. In addition to exhibition opportunities, artists are supported through workshops and professional development lectures and two annual county-wide exhibitions.

The Public Art program works closely with the Department's Park Planning & Development Division to identify opportunities for the development and incorporation of public art at newly constructed and/or renovated community centers, multi-generational complexes, and parks throughout the County. The Division works with the community to identify and select artists to design public art projects that are reflective of the communities in which they are to be installed.

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 rental properties provide unique spaces for events, weddings and meetings. The properties also provide County residents an opportunity to enjoy Black History and Hispanic Heritage events for youth, family and seniors, and are a showcase for regional 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.

FY21 ACCOMPLISHMENTS

- The Arts and Cultural Heritage Division continues to invest in staff development by providing training opportunities to staff. As we moved into virtual programming, staffing responsibilities have been realigned so that the Division can better serve the needs of the public. We have been able to streamline and develop efficient marketing efforts with input and collaboration with internal and external resources by increasing partnerships with arts organizations and working with Public Affairs and Marketing to promote arts virtual programs via on-line platforms like Facebook and YouTube.
- Job functions were realigned whereas implementation of cultural programs was accomplished through inter-divisional, inter-departmental and external collaboration. Due to the pandemic, programming pivoted from in-person to virtual to follow social distancing guidelines. Therefore, the Black History Month poster internship was postponed. The posters for Hispanic Heritage Month and Black History Month were developed by local professional artists. The Celebrate Africa Festival provided a variety of topic areas to engage the public through a virtual festival that featured musical performances, storytelling, African inspired fashions by local designers, dance classes, and highlighted local African food vendors' businesses. Musical performances included an Ethiopian group whose performance was filmed in Ethiopia specifically for the festival. Strategic changes to staff duties will be re-visited when the Division returns to offering in-person programs. We have focused on improving program quality in this highly competitive virtual programming market.



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

- The Arts & Cultural Heritage Division continues to work in concert with Natural and Historic Resources, Park Planning and Development, and Maintenance and Development on major projects that address the maintenance and safety needs of the Historic Rental Properties. While renovation work and maintenance repairs are ongoing, some of the highlights of items completed include: installing a generator at Billingsley House, window replacement, Bridal Suite refurbishment, speedbumps added, and new kitchen appliances at the Prince George's Ballroom; new hardwood floors, brick pillars reappointed, and slate steps repaired at Newton White Manor; new sidewalks/walkways in front, parking lights replaced, installation of a temporary roof, and baluster rails redone at Oxon Hill Manor.
- Prior to the public health crisis, visual and performing arts classes and events were planned for the Southern Area Aquatic and Recreation Complex (SAARC). An art exhibition and three public art pieces were installed at SAARC. Since the pandemic, collaborations with Area Operations were through Special Programs Division's Grab and Go program, where art kits were created and delivered to area residents and public art projects are in progress for the Southern Regional Technology and Recreation Complex, the soon to be newly built Tucker Road Ice Rink, and the College Park Airport. In spite of the public health crisis that has closed our facilities to the public, the Division has been able to develop enriching virtual programs that are available to the entire County. We continue to expand our offerings for art classes with new topics of interest from beginner to advanced. Some of these classes include but are not limited to ceramic slip casting, printmaking without a press, and themed craft workshops.
- The JAPA, Teen Performance Ensemble, the Prince George's Children's Theatre, and Shakespeare in the Parks were offered to the public on various platforms and formats. The theatre was offered as online theatre classes. Participants received participation certificates at the end of the sessions. Shakespeare in the Parks was recorded and broadcasted over local public and online radio outlets to rave reviews. The Teen Arts Summit is expected to grow in spring 2021 pending public health restrictions. The Annual Artists on the Rise exhibition featuring teen artists from across the region continues to grow in scale. Teens had the opportunity to create a short film due to the partnership with B-Roll Media.
- The Public Art program continues to grow and thrive in both in scope and public interest. We have continued to solicit public input for Public Art Projects for the Southern Regional Technology and Recreation Complex Aquatics Center, three major artworks for the new Tucker Road Ice Rink and the Southern Area Aquatic and Recreation Complex. In addition, a public art piece for the renovation project at the College Park Airport is scheduled for completion, i.e. the connecting breezeway to its major facilities.
- Various exhibitions that highlight county artists and residents through open call submissions have continued during the health crisis. Collaborations continues with local arts organizations to provide opportunities to hire residents as jurors, curators, and lecturers. The Annual County juried exhibition is being planned with physical and virtual elements including an exhibition, virtual tour, virtual juror and artist talk and a printed catalog to be exhibited at Brentwood Arts Exchange. Annual Hispanic Heritage Month poster has been printed and distributed through Prince George's County; exhibitions continue to be installed at various sites including the Publick Playhouse and the Watkins Nature Center; the annual Black History Month poster is under design and scheduled for



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

completion and unveiling. The virtual professional development workshops are scheduled to assist artists in reimagining visual art during the pandemic. We will continue to focus on increasing audience engagement.

FY22 BUDGET PRIORITIES

- Continue to engage our communities (artists, arts organizations, and the general public) through an evaluation and survey process to find out what services the community would like and assess the efficacy of the arts and culture program offerings.
- Ensure the Arts and Cultural Heritage Division is creatively competitive with other arts services organizations through enhanced staff training and development, strategic collaborations and partnerships.
- Continue to develop high quality art exhibitions that highlight visual artists in Prince George's County and provide opportunities for the artists and public to engage and participate in the creative process.
- Continue working collaboratively with Park Planning and Development and Area Operations to facilitate public artwork, include community stakeholders in the public art process and facilitate awareness of community history, and identity.
- Continue to work collaboratively with Natural and Historic Resources, Park, Planning & Development, Maintenance & Development, and external vendors to implement needed renovations and major maintenance to enhance and maintain facilities.



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

BUDGET AT A GLANCE

Summary of Division Budget

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$1,666,171	\$1,672,979	0.4%
<i>Recreation Fund</i>				
	Expenditures	<u>\$4,410,851</u>	<u>\$4,416,317</u>	<u>0.1%</u>
	TOTAL EXPENDITURES	\$6,077,022	\$6,089,296	0.2%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	10.00	10.00	0.0%
<i>Recreation Fund</i>				
	Funded Career Positions	<u>25.00</u>	<u>25.00</u>	<u>0.0%</u>
	TOTAL FUNDED CAREER POSITIONS	35.00	35.00	0.0%
<i>Park Fund</i>				
	Funded Workyears	23.10	23.10	0.0%
<i>Recreation Fund</i>				
	Funded Workyears	<u>67.59</u>	<u>67.59</u>	<u>0.0%</u>
	TOTAL FUNDED WORKYEARS	100.69	100.69	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased revenue based on forecasted projections.



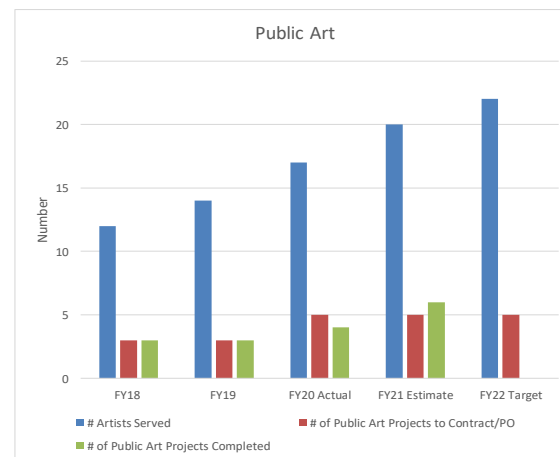
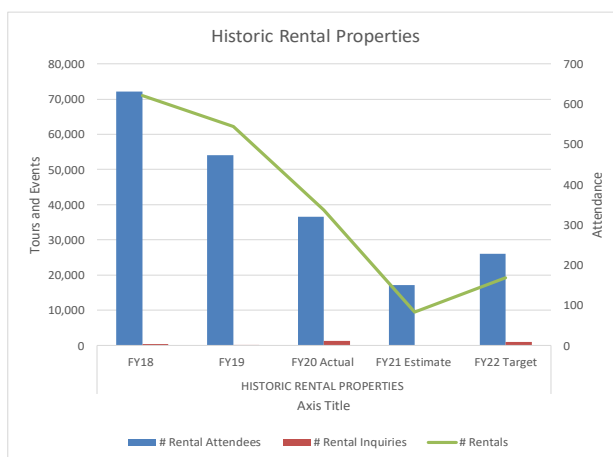
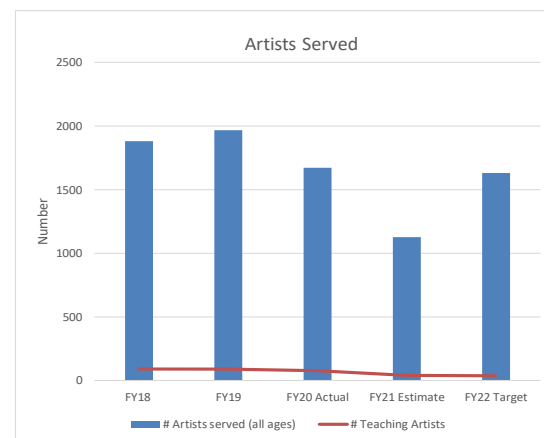
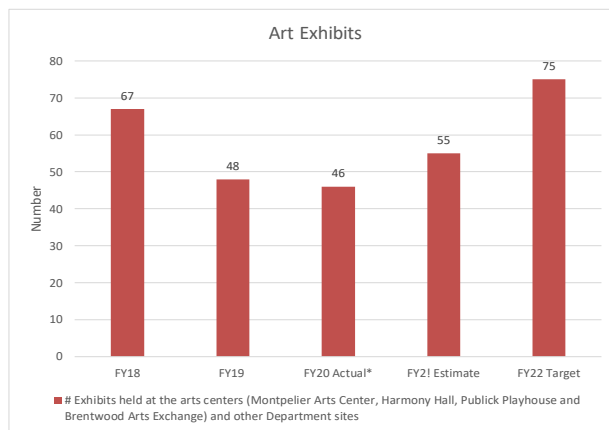
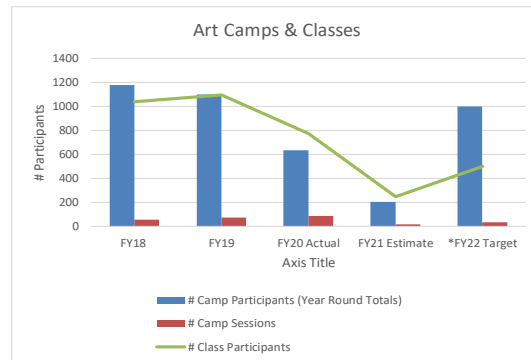
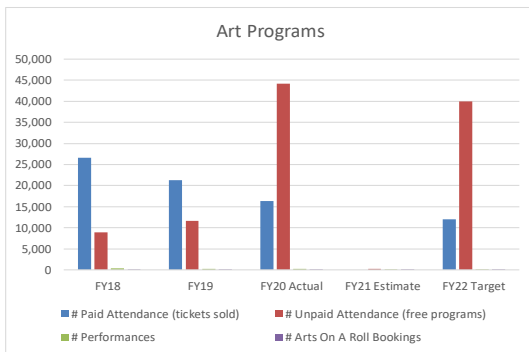
Prince George's County Parks and Recreation Department – Arts and Cultural Heritage

GOALS AND PERFORMANCE MEASURES

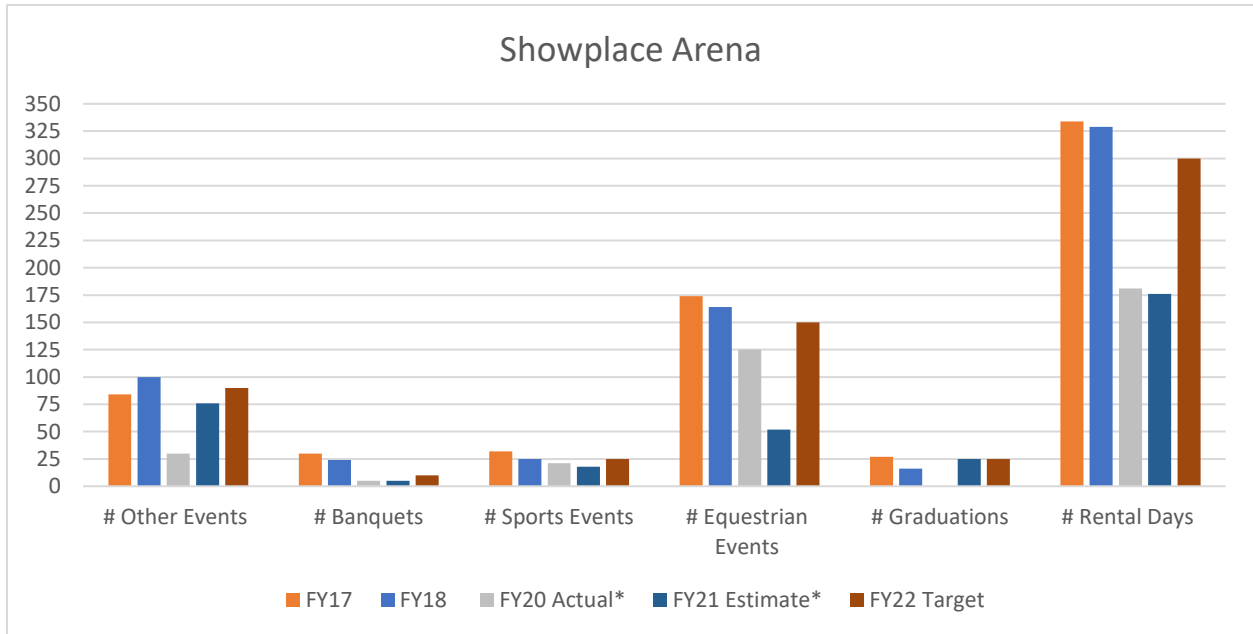
Arts and Cultural Heritage Division Performance Measures

Outcome Objective: Provide high-quality arts and cultural programs and services to enhance opportunities for public engagement and expand awareness of the rich history of Prince George's County. The programs serve the general public, artists, arts organizations, and equestrian groups with the purpose of enhancing quality of life and promoting tourism and economic benefit in the County. The Arts and Cultural Heritage Division (ACHD) manages art centers, historic properties, cultural heritage sites, an arena and equestrian center, and public art projects for community centers throughout the County. Arts Centers offer art exhibitions of emerging and established artists, dance and music concerts, performances for children and families, afternoon teas with live music, and classes in the visual and performing arts. Community Arts and Cultural Heritage units offer a myriad of programs, festivals, and activities for every age.

Impact Objective: Art participants in arts classes and camps learn new skills in the arts and expand their knowledge and support of the arts. By providing services and programs that offer and provide employment opportunities for Prince George's County artists, support for artists in Prince George's County is enhanced. Historic rental properties continue to be available and affordable by all users through a reduced fee structure that allows governmental and non-profit organizations to utilize venues during off-peak hours/days. The Showplace Arena is an adaptable entertainment and sports venue that enriches the cultural life and local economy of Southern Maryland. It hosts a variety of equestrian events with exhibitors from throughout the world. Public Art projects enhance our built and natural environment and improve the quality of life by making art visible and accessible.



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



Prince George's County

Parks and Recreation Department – Youth and Countywide Sports

OVERVIEW

The Youth and Countywide Sports Division (YCSD) focuses on providing educational and athletic opportunities for county residents and establishing a convenient, streamlined one-stop shop for all youth sports programs in the county. The new division has three major programs and services: Youth and Adult Sports, Health and Wellness, and Athletic Permitting and Field Operations.

The Division manages the following functions: leagues, clinics, and tournaments for a variety of sports to include baseball, basketball, boxing, football, golf, ice skating, lacrosse, soccer, softball, swimming, tennis, track & field and volleyball. Facilities managed by the Division include the Sugar Ray Leonard Boxing Facility and the Prince George's County Stadium, home of the Bowie Baysox. The Division also oversees athletic field permitting and operations.

The Division coordinates and schedules a comprehensive athletic program and provides administrative support and resources to the Prince George's County Boys and Girls Club. Revenues are generated through various programs, including athletic field permitting, youth and adult franchise leagues, and tournaments. Emphasis also includes developing a healthier community by increasing walking and biking trails, upgrading fitness rooms, hosting lunchtime learning series for staff and a continued partnership with the Prince George's County Health Department.

MISSION

The Youth and Countywide Sports Division is dedicated to creating healthy communities by increasing the health and wellness benefits available through its programming and making it easier for youth to engage in sports at all levels and abilities. A primary objective of this division is to contribute to healthy youth by providing a seamless sports experience for youth and connecting parents and coaches with opportunities to advance this initiative.

PROGRAMS AND SERVICES PROVIDED

Management and Supervision

The Management and Supervision unit provides overall management, administration, and coordination of Division programs and facilities. This includes fiscal management for tax-supported and revenue-producing funds, clerical support, supervision of facilities and management of their programs. Salaries for administrative services, officials' costs, and contractual agreements for the Prince George's County Boys and Girls Club are also budgeted in this unit.

Leagues, Clinics and Tournaments

This program provides for supervision and management of County-wide field permitting and a comprehensive sports program administering County-wide leagues, clinics and tournaments for adult and youth athletics from age 5 to seniors. It also handles the scheduling for the Prince George's County Boys and Girls Club. Staff administers the sanctioning and registration of over 18,000 youth participants in the Prince George's Boys and Girls Club, inter-center leagues, independent youth programs, and the roster process for all franchise leagues. The program also provides funding for the management of the Sugar Ray Leonard Boxing Center.

Franchise

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



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

generating profits that offset the cost of youth programs.

Athletic Permitting and Field Operations

This unit oversees and manages the permitting of all rectangle and diamond athletic fields to include our inventory of artificial turf locations. Included in their responsibilities are administering and monitoring our ControlLink automated lighting system and the monitoring and/or staffing of these locations during permitted times. Included in their responsibilities are working with Prince George's County Board of Education on the shared use locations at designated public school locations.

Health and Wellness

This program administers countywide health and wellness programs. The Department of Parks and Recreation is dedicated to promoting a wellness ethic. Our goal is to provide facilities and programs that have wellness components that will contribute to the physical and social health of our patrons and to the environment of our communities. The Department works with internal and external partners to provide classes, workshops, and activities for all ages.

FY21 ACCOMPLISHMENTS

- Expanded programming at the Sugar Ray Leonard Boxing Center to include classes and events.
- Increased youth lacrosse programming with the addition of a girls' program.
- Increased the sports inventory with the addition of a girls' volleyball program to include clinics and recreational league.
- Expanded youth basketball program with the addition of a 3 on 3 program for boys & girls.
- Increased the program delivery of the Get Fit Mobile unit through marketing and advertising to include the new Health and Wellness website.
- Increased partnerships that provide evidence-based programs, while focusing on sustainability.

FY22 BUDGET PRIORITIES

- Expand youth sports programming curriculum by offering new sports leagues, clinics and courses. Offerings to include countywide futsal league, girls' softball, and summer/fall youth baseball leagues.
- Implement Youth Sports Strategy to partner with local sports providers (Boys and Girls Clubs, independent sports organizations, and public/private public schools) to connect youth to sports program opportunities.
- Establish a Health and Wellness Virtual Program Library which provides virtual programs that promote HEAL (Healthy Eating and Active Living) and access to our produced and published health and wellness videos and programs via an online program library.



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

BUDGET AT A GLANCE

Summary of Division Budget

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$4,365,918	\$4,353,556	-0.3%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	26.00	26.00	0.0%
Funded Workyears	50.09	50.09	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Reallocated seasonal and non-personnel funding within the division to support operations and service delivery.
- Decreased revenue based on forecasted projections.



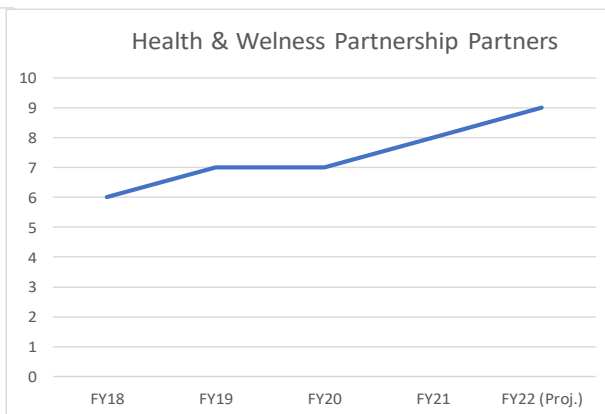
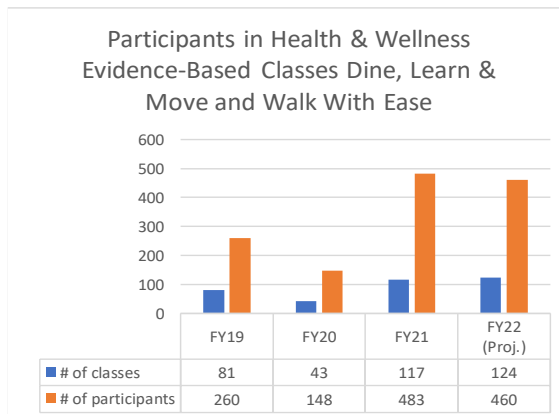
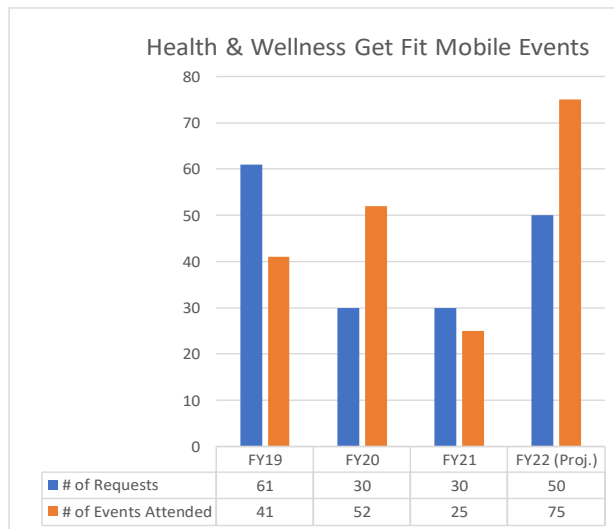
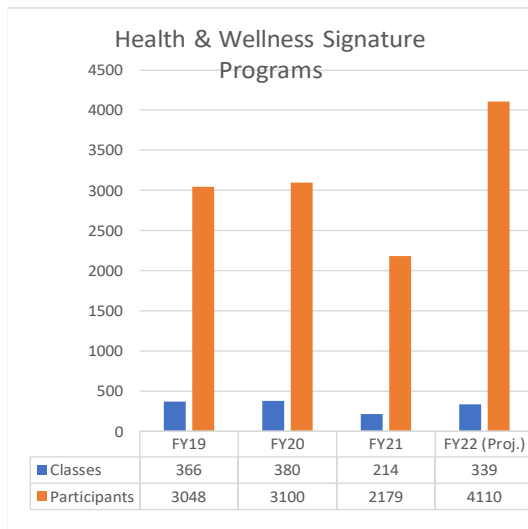
Prince George's County Parks and Recreation Department – Youth and Countywide Sports

GOALS AND PERFORMANCE MEASURES

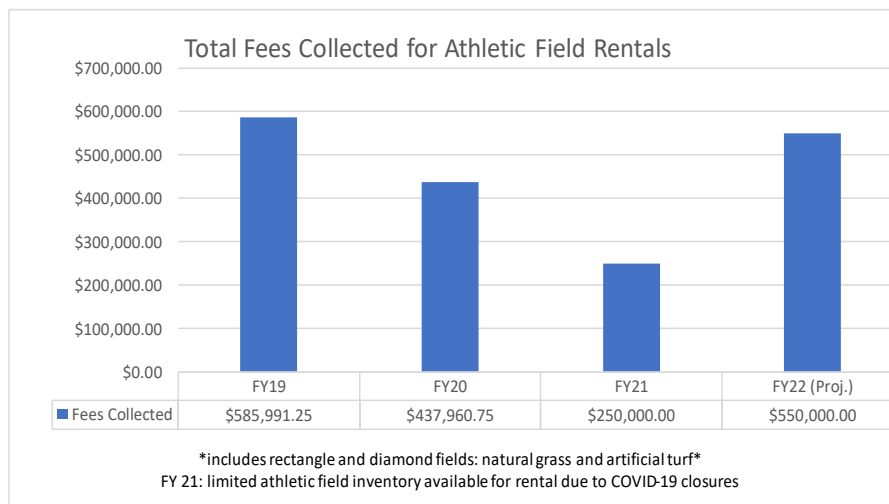
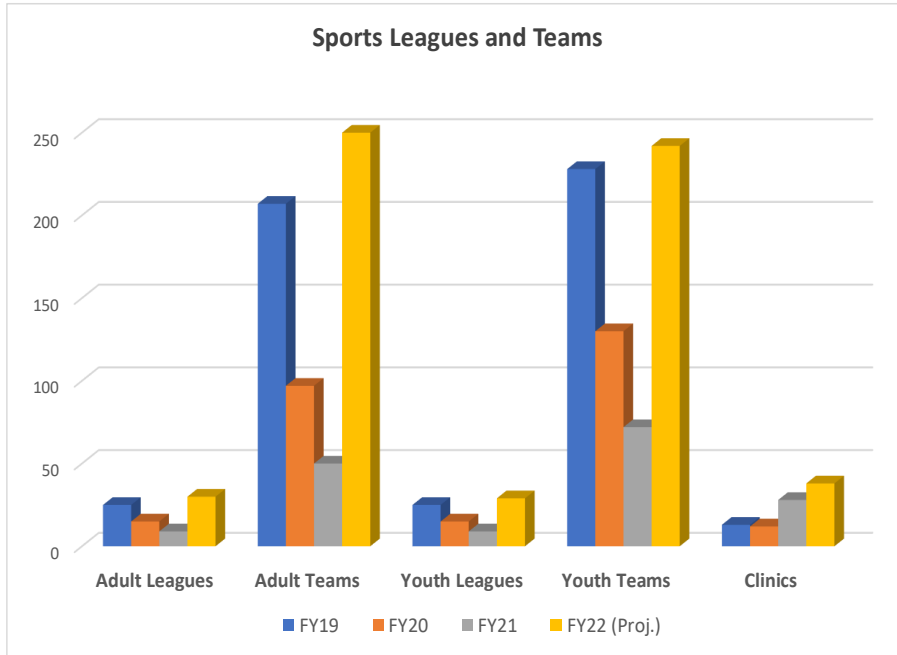
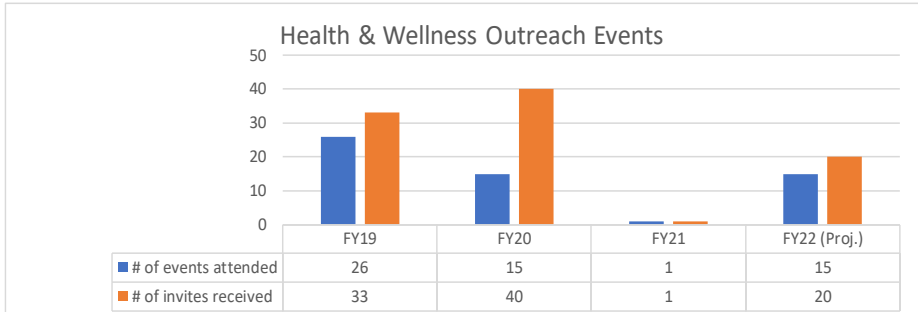
Youth and Countywide Sports Division

Outcome Objective: Provide high quality athletic programs for individual and team sports, for youth of all ages and skill levels; in doing so, also revamp and administer a comprehensive county-wide field/court permitting process that includes the entire inventory of indoor and outdoor athletic venues across the county (M-NCPPC, Prince George's County Public School properties, Prince George's County Boys' and Girls' Club (PGCB&GC) owned facilities). Professionally driven staff, and an array of facilities for the citizens of Prince George's County will be available for use on a year-round basis, with the priority being granted to youth sports training/activities. The Division's functions include coordination and scheduling of a comprehensive sports program, management and supervision, administration of the existing PGCB&GC, and varying degrees of upgrading and maintenance of state of the art athletic facilities throughout the county. The Health and Wellness facet of this division will provide a wealth of opportunities to educate our clientele on the importance of good nutrition, and routine exercise, for both the body and the mind.

Impact Objectives: Provides the Department, stakeholders (Board of Education, PGCB&GC) and the citizens of Prince George's County with quality youth and adult athletic programs and services, excellent health and wellness opportunities for the entire family, efficient and technologically sound online-based systems for registration/payment, permitting of venues, standings/program updates, statistical information, and numerous other aspects that assist with making the entire experience, from start to finish, a pleasant one. This Division's primary focus is to enhance the quality of youth sports and health and wellness opportunities for our entire base of internal and external customers. **Signature Programs** advance the health and wellness of residents by providing diverse experiences that are attractive and inclusive of all ages, abilities, lifestyles and backgrounds. Programs include Fitness in the Parks, Yoga in the Parks and Healthy Trails 5K walk/run events.



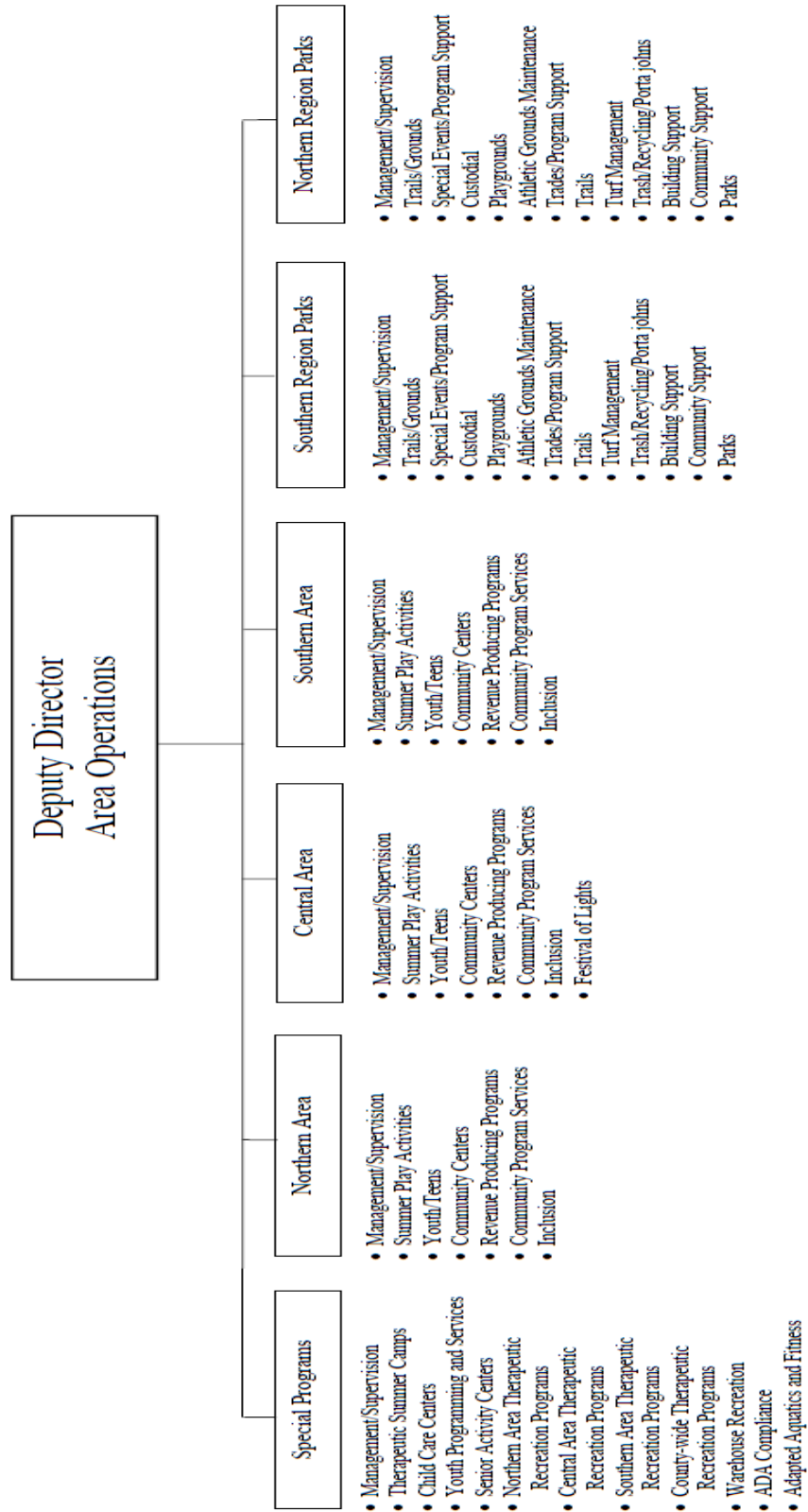
Prince George's County Parks and Recreation Department – Youth and Countywide Sports



Prince George's County
Parks and Recreation Department – Area Operations Deputy Director

ORGANIZATIONAL STRUCTURE

AREA OPERATIONS



Prince George's County Parks and Recreation Department – Area Operations Deputy Director

OVERVIEW

The goal of Area Operations is to provide a comprehensive park and recreation system in order to meet the expressed needs and demands of the public in a safe, secure, inclusive and fulfilling environment.

MISSION

This budget funds the Office of Area Operations Deputy Director who oversees the coordination, management, supervision and direction of a comprehensive parks and recreation program, including daily custodial and grounds maintenance and operation of 45 community centers, the County's first multi-generational center in Brandywine, 6 senior centers as well as over 400 developed and maintained parks organized into five divisions: Northern Area Operations, Central Area Operations, Southern Area Operation, Northern Region Parks, and Southern Region Parks. In addition, specialized services are planned, developed and implemented through a sixth division, Special Programs, to include child care, therapeutic recreation, and youth and senior services.

BUDGET AT A GLANCE

Summary of Division Budget

	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$485,512	\$456,708	-5.9%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	3.00	3.00	0.0%
Funded Workyears	3.00	3.00	0.0%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- None.



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

OVERVIEW

The Special Programs Division manages two (2) child care centers; provides youth programming and services to include marketing, partnerships, and training and education for staff; leads the Department's Safe Summer Program; and provides leadership and direction of programs and services for senior citizens, including the operation of six (6) senior centers. The Division also manages the Recreation Warehouse and provides coordination of a variety of programs, projects and services including the Youth Workforce Development Program, the Early Childhood Conference, and Youth Camp Standards. The Therapeutic Recreation section, with oversight of Inclusion Services, provides comprehensive services and programs for County residents with disabilities in specialized and inclusive settings. Programs are designed to promote and facilitate developing leisure skills, socialization and independence. These programs offer specialized year-round and seasonal activities and skill classes for all ages.

MISSION

The goal of the Special Programs Division is to administer and implement County-wide youth development opportunities; coordinate and administer County-wide Senior programs and services, provide fee-based, drop-in and Departmental recreation services; provide quality child care; establish and monitor compliance for all youth programs with State and local standards; provide Therapeutic Recreation opportunities for individuals with disabilities, promote and facilitate the development of leisure skills, socialization, and independence; and develop and coordinate Departmental programs.

PROGRAMS AND SERVICES PROVIDED

Youth Services

This section coordinates the Department's youth services and programming, including the development and administration of the comprehensive County-wide Youth Action Plan, designed to ensure strategic delivery of services and to accomplish positive youth development outcomes. These youth development principles and programs focus on social development, cultural awareness, environmental stewardship, enrichment, health and wellness, youth leadership and advocacy, and civic engagement. The Safe Summer Program, Teen Cotillion, Summer Youth Employment Program, Youth Arts Corp, Talk Up Not Down Youth Poetry Camp and Teen Leadership Council are among the notable programs.

County-Wide Senior Centers and Services

This section is responsible for coordination of the Department's senior programs and services. Responsibilities include all aspects of management - developing, monitoring, implementing, and evaluating the delivery of Seniors 60 & Better recreation programs, resource information for community and advocacy groups, Departmental training on a variety of senior topics, and coordination of senior special events, to include the Centenarian Celebration and Senior Health and Fitness Day.

We operate six (6) Senior Activity Centers which provide a wide range of recreation activities, such as fitness and exercise classes, arts and crafts, games and clubs, billiards, special events, trips, and workshops and classes. The centers serve as sites for the Prince George's County Senior Nutrition Lunch Program, which provides hot lunches on site. The Senior Activity Centers are: Langley Park Senior Center, Gwendolyn Britt Senior Activity Center, Evelyn Cole Senior Activity Center, Camp



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

Springs Senior Activity Center, John E. Howard Senior Activity Center, and Laurel-Beltsville Senior Activity Center.

Child Care Centers

This section manages and supervises the Prince George's County Employees Child Care Center in Upper Marlboro and the Prince George's County Public School Employees Child Care Center located at Glenridge Elementary School. The centers operate year-round for infants through kindergarten, are licensed and accredited by the Maryland State Department of Education, and follow strict mandates regarding staff certification, training, and facility requirements. Children at the centers are involved in an enriching program, which incorporates a quality preschool curriculum into the morning hours of daycare. Activities include: science, art, music, reading readiness, math readiness, literature, cooking, dramatic play, special events and field trips.

Therapeutic Recreation Programs

The Therapeutic Recreation Section provides programs and services for County residents with disabilities. Responsibilities include all aspects of developing, monitoring, implementing and evaluating the delivery of therapeutic recreation services, ensuring accessibility to individuals with disabilities throughout the County; providing extensive support and resource information for community and advocacy groups and overseeing the sign language interpretation contract. Training and resources for the Department's therapeutic and inclusion staff is provided by this section. Specialized adapted recreation programs including adapted aquatics and fitness programming and services are also provided with outreach to individuals with developmental, intellectual, sensory and physical disabilities. The programs are managed in the Northern, Central, and Southern Areas of the County. Programs include after-school therapeutic recreation programs, Swim-n-Gym, skill development classes such as: adapted softball, basketball, floor hockey, gymnastics, art and comprehensive summer day camps. Comprehensive specialized programs for individuals with disabilities are also provided on a County-wide basis. Programs also include the year-round Leisure Skills Development Program, Adult Social Clubs, special events, and Camp Sunshine.

Administration - Special Programs

This section is responsible for overall management, supervision, and coordination of programs and facilities. This includes requesting and monitoring expenditures for both tax-supported and revenue-producing programs and evaluating personnel. This section oversees special projects such as the Recreation Warehouse, Summer Food Service Program, and Youth Camp Health and Safety Certification. It also maintains liaison with numerous governmental organizations, including the Maryland State Department of Education, the Maryland Department of Health and Mental Hygiene, the Prince George's County Department of Social Services, the Prince George's County Department of Family Services, Office on Aging, and the Prince George's County Health Department.

F21 ACCOMPLISHMENTS

- Improved and expanded senior programming outreach to meet the needs of a growing and diverse senior population by collaborating with other key county and private organizations, other divisions and individual community centers.
- Worked with Departmental divisions to complete the ADA Transition Plan.
- Expanded programming opportunities for veterans with disabilities to support and promote social interaction, community connections, and overall wellness through the Healthy Minds Healthy Bodies program.



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

- Continued expansion of sports clinics and programming for individuals with physical disabilities.
- Reviewed, researched, and revised materials for a Standard Operating Procedures Manual to be utilized on a bi-county base regarding the delivery of services to individuals with disabilities.
- Continued the workings of expanding ADA Departmental Trainings to reach all layers of the agency and their work programs.
- Provided marketing (Social Media & Outreach) for Youth and Teen Program.

FY22 BUDGET PRIORITIES

- The Senior Services section will focus on the opening of the new Hampton Park Senior Activity Center that is part of the new Prince George's County Health and Human Services headquarters. In addition, a new campaign will be initiated to promote participation in the Senior ID program incorporating research findings and marketing plans developed in collaboration with the University of Maryland, College Park.
- Youth Services will engage in a new marketing campaign to promote participation in the free Youth ID and related Xtreme Teens programs. The campaign is to incorporate findings, goals and objectives from the updated Youth Action Plan developed by the Teen Task Force. In addition, Youth Services will provide guidance and funding for expanded STEAM programs and activities in year-round programming to include both afterschool and summer camp offerings.
- Therapeutic Recreation will be restarting and expanding in-person program offerings with a focus on adaptive aquatics programs at SAARC and Southern Regional Technology and Recreation Complex. In addition, TR will provide feedback and technical assistance in implementing updates to the ADA Transition plan.

BUDGET AT A GLANCE

Summary of Division Budget

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Recreation Fund</i>				
	Expenditures	\$10,016,420	\$9,760,596	-2.6%
Staffing				
<i>Recreation Fund</i>				
	Funded Career Positions	56.00	54.00	-3.6%
	Funded Work years	181.26	179.26	-1.1%



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

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Transferred one (1) career full-time position to the Office of the Director to support work program realignment.
- Transferred one (1) career full-time position to Southern Area Operations to support program realignment.
- Decreased revenue based on forecasted projections.



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

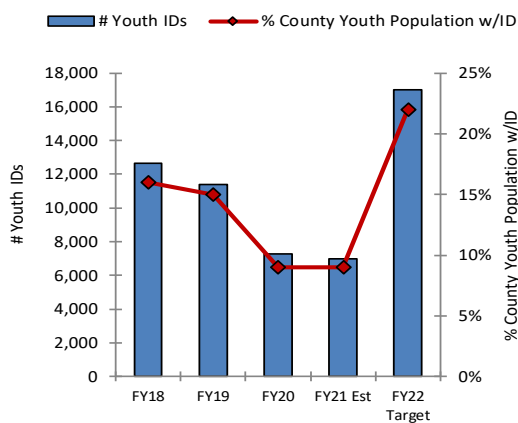
GOALS AND PERFORMANCE MEASURES

Special Programs Division Performance Measures

Outcome Objective: Provide quality services for youth, seniors, and individuals with disabilities in line with Formula 2040 and the Comprehensive Recreation goals and objectives. Programs and services include two employee child care centers, operating the Department's six senior activity centers; providing therapeutic recreation opportunities in both inclusive and specialized settings to promote and facilitate the development of leisure and skills, socialization and independence for individuals with disabilities. Provides leadership to the department on youth services and on the expansion of county-wide youth programs and services, staff training and education and partnerships with government and community stakeholders. Additionally, the Division provides technical support on ADA/accessibility issues. The Division also operates the Glenridge Recreation Warehouse.

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, independence, responsible use of natural, cultural and historical resources, and enriching use of out-of-school and unstructured time.

Youth Participation

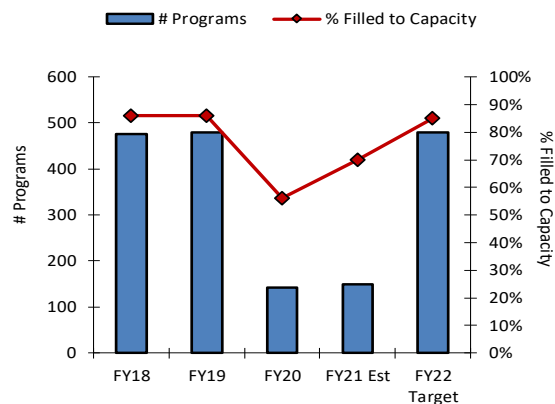


*2010 U.S. Census 6 to 17 (total 76,846)

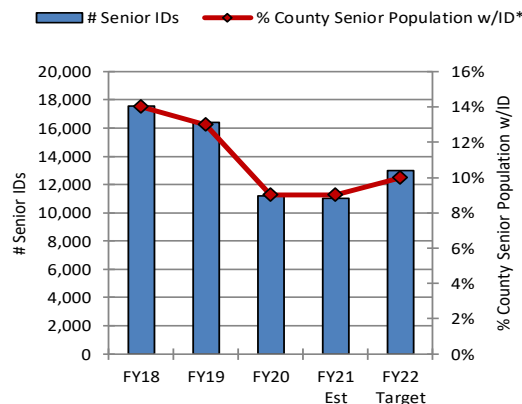
** Youth clients - anyone 6 - 17 in the Parks Direct database

Please note: inactive accounts were purged during transfer to Parks Direct in FY18

Therapeutic Recreation Programs



Senior Participation



*2017 est. 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 45 community centers, one of which is the County's first multi-generational complex, as well as Inclusion, Revenue Producing programs, Senior, and Youth programs.

Each Area is divided into five 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.

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 Department offers several programs during the summer months as positive alternatives for youth, teens, and young adults during out of school time. The summer playground program, ages 6-12, and the summer teen site program, ages 13-17, both operate 30 hours per week for eight weeks. These programs are conducted at local parks, schools, and municipal facilities during the summer months include sports and games, arts and crafts, drama, music, nature, storytelling, and special events. Traditional and specialty day camps are offered from 7 am – 6 pm from the close of the school year until the beginning of the next school year for pre-school age to teens. The late-night Safe Summer program is offered at select locations until midnight for ages 13-24. In the Central Area, Watkins Regional Park operates a miniature train, antique carousel, and miniature golf course from May to October. Watkins Regional Park also hosts food truck hubs on Fridays, Saturdays, and Sundays. Pop-up recreation and mobile units also operate programs at local parks and apartment complexes. Summer outdoor movies and outdoor concerts are also a major feature during the warm months.

Teen Initiatives

Teen Initiatives programs serve the interests and leisure needs of adolescent youth. Partnerships and other prevention strategies are keys to the effort. Through after-school, drop-in, virtual, and Friday and Saturday night teen centers youth are provided an opportunity to participate in a variety of activities. These activities include dance, theater performances, outdoor environmental projects, co-recreational events, swimming, workshops and clinics, an assortment of sporting events, arts and crafts and trips. School facilities play an integral part in programming efforts and provide needed space for activities. Sports programs provide a wide variety of indoor and outdoor activities on both team and individual levels. Activities include workshops, clinics, and demonstrations, and range from a high degree of sophisticated instruction to pick-up games and



Prince George's County Parks and Recreation Department – Northern, Central, and Southern Areas

free play.

Community Centers

Community centers are localized facilities programmed to meet the leisure needs of various ages and special interest groups in a geographic area. They are programmed and operated daily throughout the year. In addition to those centers constructed by M-NCPPC, other facilities (i.e., municipal-owned and schools) are programmed and staffed as community center operations. These include youth centers, senior centers, municipal and community activity centers, and park schools.

Revenue Producing Programs

Revenue Producing programs provide the public with specialized leisure opportunities at a minimal fee to help defray actual operating expenditures that are too costly to be absorbed by tax funds. Programs include, but are not limited to theater, arts, roller-skating, workshops, off-site trips, pre-school play activities, bus activity fees, regional park operations, gymnastics, various recreation/sports activities, health and wellness nutrition/fitness classes and special interest clubs. The public provides extensive input as to which trips and activities are offered.

Community Program Services

Community Program Services such as senior meals, support to community events, coordination of recreation councils and volunteers are planned, developed and implemented in this unit. Staff works cooperatively with community volunteers including recognized recreation councils, the Board of Education, Boys & Girls Clubs, 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.

Festival of Lights

This operation provides the resources to maintain and develop festive holiday light displays at Watkins Regional Park for the public to enjoy. In addition to the admission fee, non-perishable food items and new socks are collected and distributed to shelters throughout the County to help those less fortunate.

Management/Supervision

The Division Chief in each Area oversees the use of tax-supported and special revenue funds. Division Offices evaluate and monitor the programs, services, and facilities and serve as a liaison with the municipalities located in the Areas. The offices provide administrative support to program staff and community volunteer groups and assist in the interpretation of park and recreation programs to the general public and volunteer organizations. Offices administer personnel operations for all employees in the three Areas.



Prince George's County Parks and Recreation Department – Northern, Central, and Southern Areas

FY21 ACCOMPLISHMENTS

- Area Operations restructured into smaller regions that each have three community centers and an additional regional manager to promote greater efficiencies and focuses within the operations.
- Approved over 91% of the staff requests for professional development and training that aligned with staff career goals and interests. Due to COVID-19, some training requests were delayed until next fiscal year.
- Due to COVID-19, virtual camps were implemented, as well as various classes and programs to meet the needs and trends of the surrounding community. The Year-Round Programming Committee is addressing all issues related to programming, marketing, advertising, memberships and special events for the future.
- Developed a pricing strategy for consistency with each of the divisions for all fitness classes.
- Created a toolkit for regional managers to assist with consistent interactions with partners and outside groups.

FY22 BUDGET PRIORITIES

- Develop a comprehensive training and education curriculum inclusive of key Department plans, including the CAPRA accreditation process, the Formula 2040 Master Plan, and the Comprehensive Recreation Plan. The objective is to better-inform staff of how they guide many of the Departments decisions for our future, and how the plans should inform program planning in Area Operations.
- Develop and implement strategies on methods that may be used for staff to positively embrace change as the Department goes through realignments and transformations, especially focusing on how COVID-19 has changed the way we work and recreate.
- Continue to strengthen the “Ambassador” role of staff by building community relationship, developing partnerships with community stakeholders, and widening the gap of resources available in the county.
- In an effort to expand our virtual offering beyond the COVID 19 pandemic, Northern Area plans to add additional gaming rooms and/or virtual program “maker spaces” for staff to record or live stream their programming or have a space for youth gaming programs and tournaments. Underutilized classrooms in the division will be used to convert to virtual dedicated programming rooms.
- Strengthen our intermittent staff professional skills by offering more staff trainings on customer service, Parks Direct software, and virtual programming. Staff training will include year-round front desk and customer service, instructors and childcare.



Prince George's County Parks and Recreation Department – Northern, Central, and Southern Areas

BUDGET AT A GLANCE

Summary of Northern Area Division Budget

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$7,972,090	\$8,044,870	0.9%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	47.00	47.00	0.0%
Funded Work years	172.37	173.27	0.5%

Summary of Central Area Division Budget

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$7,352,942	\$7,362,769	0.1%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	44.00	44.00	0.0%
Funded Work years	153.03	153.43	0.3%

Summary of Southern Area Division Budget

	<u>FY21 Adopted</u>	<u>FY22 Proposed</u>	<u>% Change</u>
Budget			
<i>Recreation Fund</i>			
Expenditures	\$10,878,485	\$10,758,458	-1.1%
Staffing			
<i>Recreation Fund</i>			
Funded Career Positions	53.00	53.00	0.0%
Funded Work years	208.01	208.44	0.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Eliminated Transforming Neighborhood Initiative (TNI) and moved funding to Community Program Services (CAO, NAO, SAO).
- Transferred one (1) career full-time position from Community Program Services to Community Centers (SAO).
- Transferred one (1) career full-time position from Management & Supervision to Community Centers (NAO).
- Decreased revenue based on forecasted projections.



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

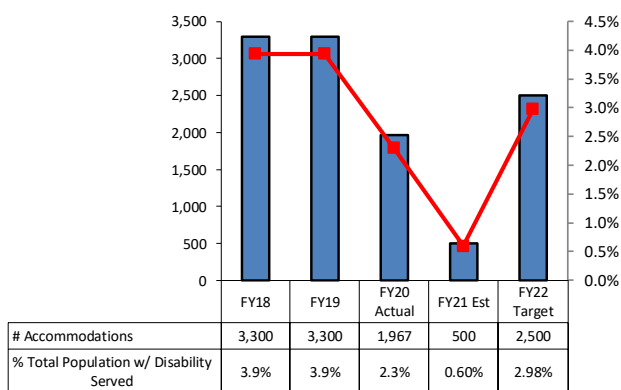
Outcome Objective: Area Operations, including the Northern, Central and Southern Areas affordable and enjoyable opportunities for participation in specialized leisure activities, co-sponsored or cooperative activities and events using volunteers and partnerships. Area Operations also provides access 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 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.

Due to Covid-19 program, assessments were not completed due to shutdown of targeted programs. During the period June 29, 2020 to August 4, 2020 the Department conducted 118 summer virtual clubhouses.

- 94% of the participants indicated they enjoyed the experience.
- Total participants = 1344

ADA Accomodations

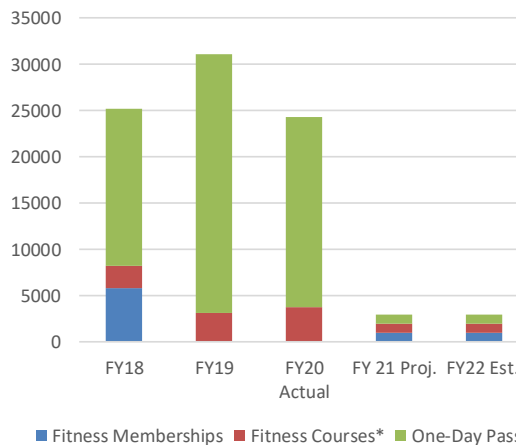


* Based on the 2017 Census Update for Prince George's County with 6.4% of persons of person under age 65 with a disability that's 83,778.

** # Accomodations refers to the number of instances an accomodation was made, not the number of customers served.

*** Types of accomodations include: interpreters, providing support staff (increasing the ratio of staff to participants), adaptive equipment (i.e., water wheelchair) and behavior training for program staff.

Fitness



One-day fitness pass (program started FY'14)

* Courses include fitness, health and martial arts programs offered at community centers only, i.e. does not include Sports & Learning, Fairland, nature, senior or arts centers.



Prince George's County Parks and Recreation Department - Northern, Central, and Southern Areas

NORTHERN AREA FACILITIES MAP

- | | |
|-------------------------------------|-------------------------|
| Metro Rail Stations | Councilmanic District 1 |
| Aquatic Facilities | Councilmanic District 2 |
| Community Centers | Councilmanic District 3 |
| Park Building | Councilmanic District 4 |
| Loop Trails | Councilmanic District 5 |
| M-NCPPC Properties | Councilmanic District 6 |
| MULTI-GENERATIONAL CENTER LOCATIONS | Councilmanic District 7 |
| | Councilmanic District 8 |
| | Councilmanic District 9 |

COMMUNITY CENTERS:

- Beltsville
- Berwyn Heights
- Bladensburg
- College Park
- Columbia Park
- Deerfield Run
- Good Luck
- Kentland
- Langley Park
- North Brentwood
- Prince George's Plaza
- Rollingcrest-Chillum
- Vansville School

PARK BUILDINGS:

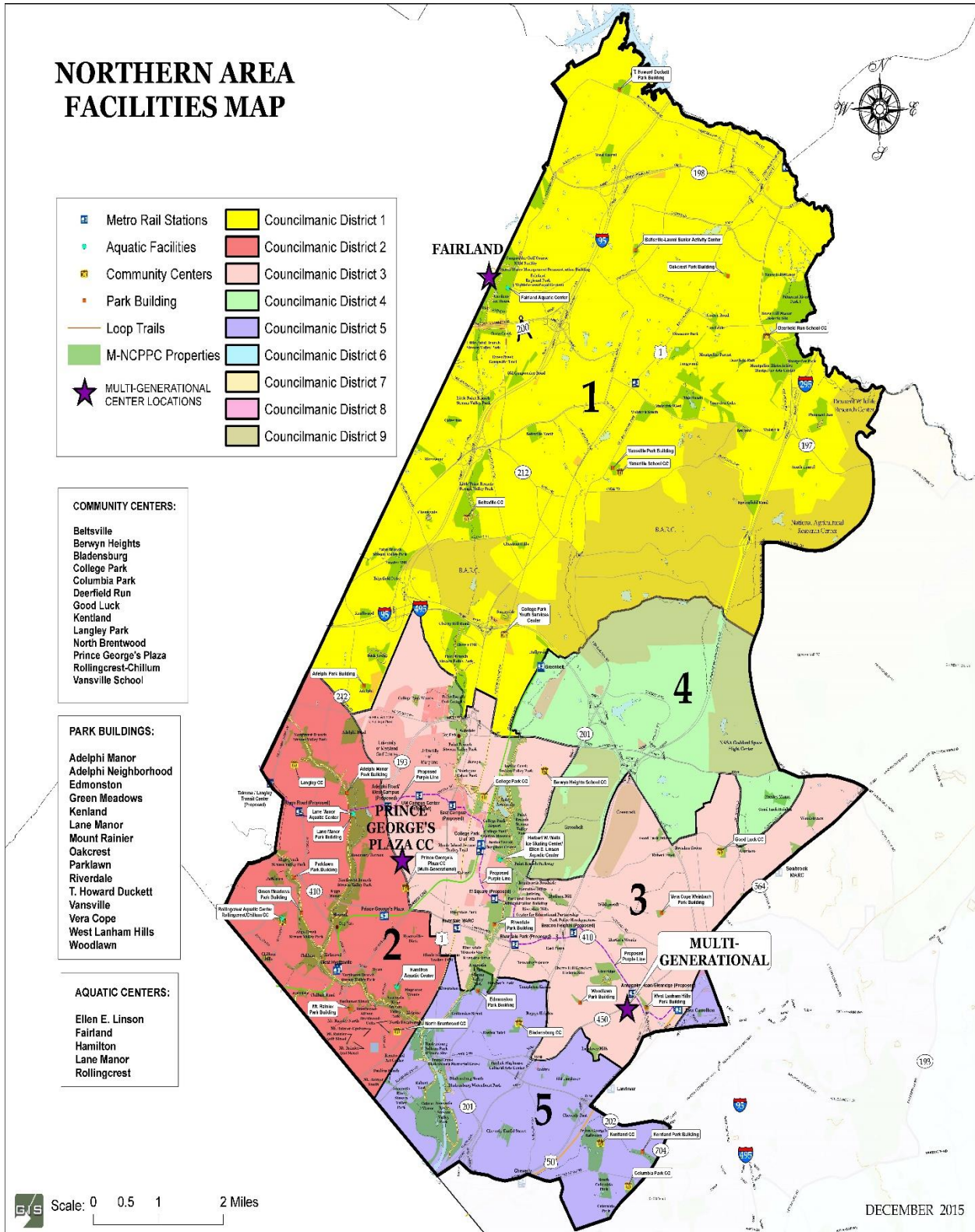
- Adelphi Manor
- Adelphi Neighborhood
- Edmonston
- Green Meadows
- Kentland
- Lane Manor
- Mount Rainier
- Oakcrest
- Parklawn
- Riverdale
- T. Howard Duckett
- Versville
- Vera Cope
- West Lantham Hills
- Woodlawn

AQUATIC CENTERS:

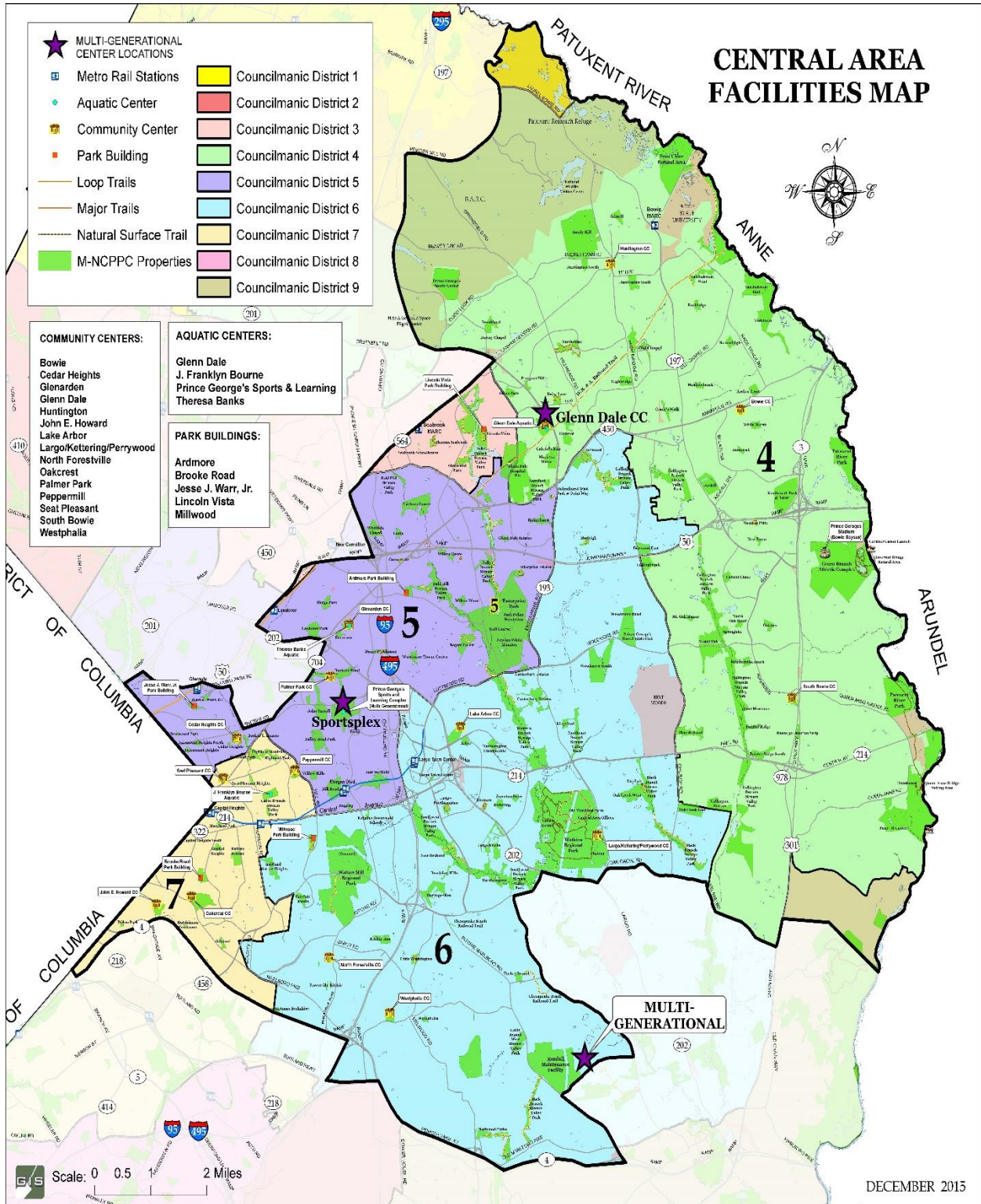
- Ellen E. Linson
- Fairland
- Hamilton
- Lane Manor
- Rollingcrest

Scale: 0 0.5 1 2 Miles

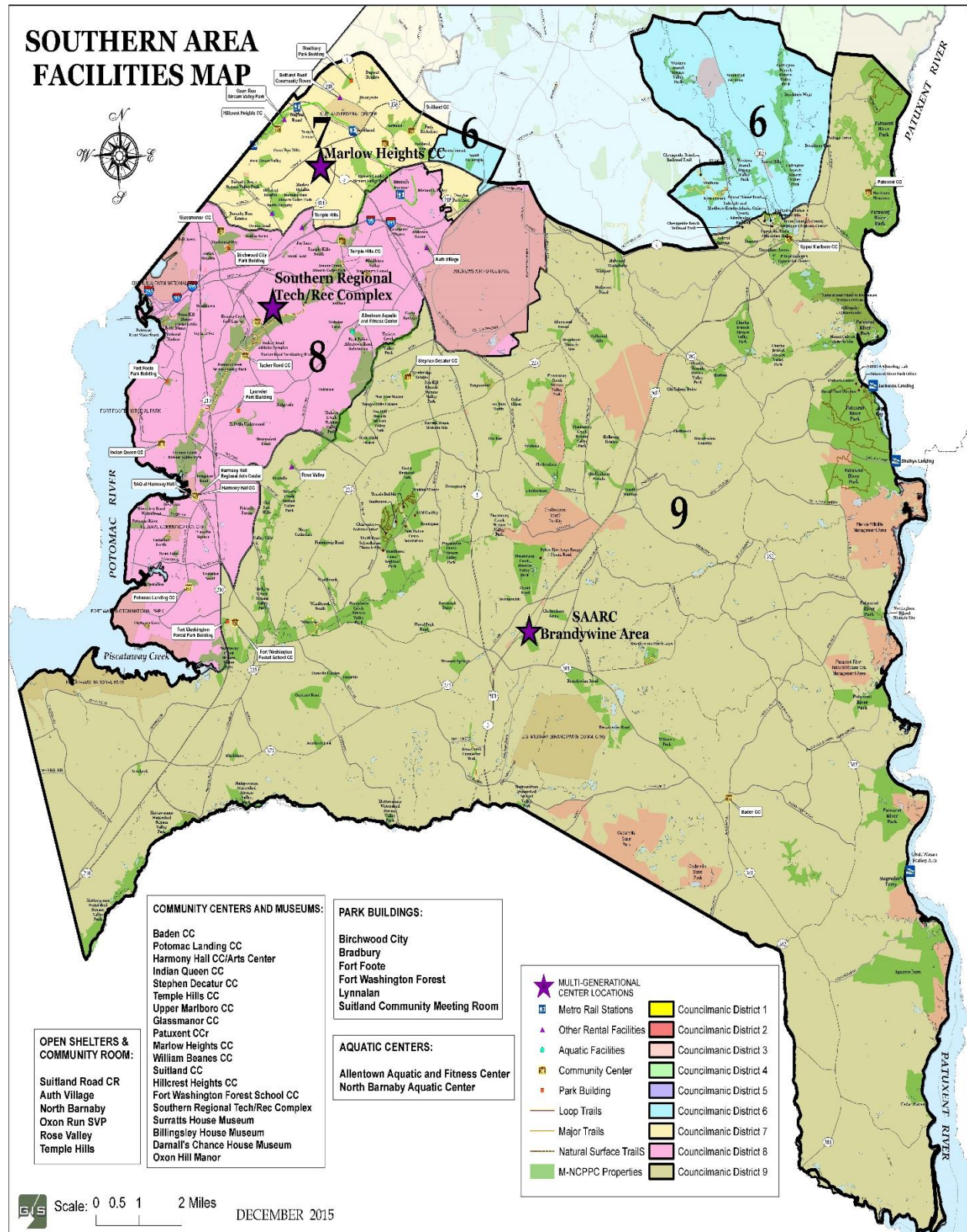
DECEMBER 2015



Prince George's County Parks and Recreation Department – Northern, Central, and Southern Areas



Prince George's County Parks and Recreation Department – Northern, Central, and Southern Areas



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

OVERVIEW

The newly organized Northern Region Parks and Southern Region Park Divisions will support, provide, maintain, and preserve a comprehensive park system of park facilities and grounds. This includes custodial services and the management of park structures and grounds including athletic fields, playgrounds, trails, and regional parks. The divisions also support the activities of recreational, athletic and community programming. Furthermore, the divisions provide snow removal services to the Department and assist with the snow operations for the Prince George's County Government.

MISSION

The goal of these Divisions is to provide professional, high quality maintenance services for all parks and recreation facilities within the North and South regions of the County in support of the Department of Parks and Recreation diverse work programs and to provide customers with a safe, well-maintained, aesthetically pleasing parks and recreation system.

PROGRAMS AND SERVICES PROVIDED

Management/Trades

The Management/Trades program involves the administration and management of a comprehensive general park maintenance program for developed and undeveloped parks, community centers, and other buildings and facilities within the region. Each administrative group is responsible for preparing, managing, and reporting on the division's annual operating budget and providing administrative support to division staff including payroll, human resources, procurement, and fixed asset control. Additionally, this group provides representation in MCGEO Union negotiations.

Divisional trades personnel (i.e., carpentry, welding, and painting) perform specialty work per schedules or by request. 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 around.

Building Support

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

Area Maintenance

This program includes general grounds maintenance of parks, courts, shelters, picnic tables, grills, signs, roadways, and general grounds mowing. This program also includes snow and ice control services for Department's parking lots and sidewalks.

Playgrounds

This program involves specific oversight of playground equipment located at developed parks and community centers throughout the Department. Inspections are conducted on a routine basis; inspection records are maintained; and repair, removal, and replacement of minor play equipment apparatus and playground surfacing are conducted as warranted. Staff are Certified Playground Safety Inspectors (CPSI) through the National Park and Recreation Association (NRPA) and are re-certified every three years. This program utilizes the Consumer Products Safety Commission (CPSC)



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

guidelines and American Society for Testing and Materials (ASTM) standards.

Trails

This program involves trail inspections (including bridges), trail maintenance, mowing along trails, trails signage, general ground maintenance along trails and coordination of activities with the Park Planning and Development Division's trail program and the Maintenance and Development Division's major maintenance asphalt repair and stream valley repairs.

Athletic Fields & Turf Management

This program involves daily, seasonal and annual ballfield (diamond and rectangular fields) and athletic equipment maintenance. The daily maintenance includes dragging and lining fields based upon field permits. Seasonal maintenance includes natural turf cultural practices including fertilization, aeration, and over-seeding. Annual maintenance includes coordinating with the Maintenance & Development Division to renovate fields on an as-needed basis.

Trash, Recycling and Waste Management

This program includes trash removal, recycling in the parks, dumping fees, and the rental and monitoring of portable toilets including cleaning fees.

Program Support

This program involves maintenance support services for recreational programs, community events, and other government support including transportation of stages, tables, chairs and other items. In the South Parks Division, this program includes providing resources for the Festival of Lights displays at Watkins Regional Park.

FY21 ACCOMPLISHMENTS

- Completed the construction of the new Northern Region Parks maintenance yard at Polk Street. Full relocation and occupancy will occur spring 2021.
- Implement new divisional organization structure and modified work program functions for greater alignment and work program efficiencies.

FY22 BUDGET PRIORITIES

- Develop performance standards for individual work program that can be evaluated and compared to industry standards and monitored annually for compliance.
- Align Park Divisions' work programs with the Formula 2040 Master Plan to set specific strategies and action plans.



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

BUDGET AT A GLANCE

Summary of Northern Region Parks Division Budget

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$10,623,647	\$11,176,493	5.2%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	107.00	110.00	2.8%
	Funded Workyears	151.30	154.30	2.0%

Summary of Southern Region Parks Division Budget

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
Budget				
<i>Park Fund</i>				
	Expenditures	\$10,573,963	\$10,285,911	-2.7%
Staffing				
<i>Park Fund</i>				
	Funded Career Positions	115.00	111.00	-3.5%
	Funded Workyears	136.00	132.00	-2.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Transferred one (1) career position to the Office of the Director to support a work program realignment.
- Transferred three (3) career positions to from Southern Region Parks to greater work program efficiencies and alignment in Northern Region Parks.



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

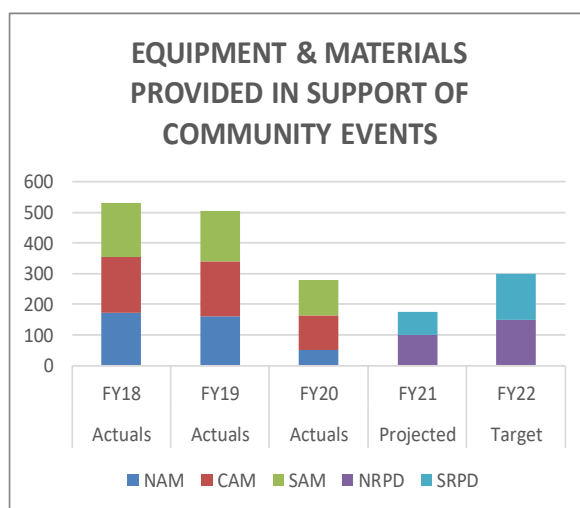
GOALS AND PERFORMANCE MEASURES

Area Operations Performance Measures

Northern Region Parks and Southern Region Parks

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

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



Note: Community events include events sponsored or co-sponsored by M-NCPPC, local municipalities, recreation councils, Boys & Girls Clubs, community associations; and support given for requests made by PGCPs, County Government, WSSC, etc.



Prince George's County Parks and Recreation Department – Non-Departmental, Other and Transfers

OVERVIEW

This Section accounts for those items that are included in the Park Fund's and Recreation Fund's budget but are not allocated to specific divisions:

- Other Post-Employment Benefits (OPEB)
- Compensation increases (compensation marker for each fund, as well as marker for possible position reclassifications)
- Inter-fund transfers
- Legislatively mandated activities including transfers to the County government and funding support to specific County programs, community groups and municipalities
- Reserve accounts

BUDGET AT A GLANCE

Summary of Non-Departmental, Transfers, and Other Budget

Budget	FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>
<i>Park Fund</i>			
OPEB Prefunding	\$ 2,475,376	\$ 2,198,523	-11.2%
OPEB PayGo	3,784,952	4,035,346	6.6%
Marker for Changes to Employee Comp. <i>(included in Divisional budgets)</i>		1,730,600	-
Marker for Minimum Wage Impact for Seasonal	-	43,318	-
Marker for Possible Reclassifications	253,381	388,380	53.3%
Other Personnel	80,957	75,408	-6.9%
Legislative Project Charges	464,300	464,300	0.0%
Transfer to Capital Projects Fund	39,050,000	28,550,000	-26.9%
Transfer to Debt Service Fund	14,839,619	13,063,277	-12.0%
Operating Expenditure Reserve @ 5%	6,441,600	6,609,100	2.6%
Park Fund Total	<u>\$ 67,390,185</u>	<u>\$ 57,158,252</u>	<u>-15.2%</u>
<i>Recreation Fund</i>			
OPEB Prefunding	\$ 917,836	\$ 847,885	-7.6%
OPEB PayGo	1,403,409	1,556,277	10.9%
Marker for Changes to Employee Comp. <i>(included in Divisional budgets)</i>		706,175	-
Marker for Minimum Wage Impact for Seasonal	-	212,078	-
Marker for Possible Reclassifications	126,270	201,943	59.9%
Other Personnel	68,756	123,857	80.1%
Legislative Project Charges	2,601,350	2,601,350	0.0%
Transfer to Enterprise Fund	8,150,092	10,682,497	31.1%
Transfer to Capital Projects Fund	10,000,000	10,000,000	0.0%
Operating Expenditure Reserve @ 5%	4,268,500	4,400,900	3.1%
Recreation Fund Total	<u>\$ 27,536,213</u>	<u>\$ 31,332,962</u>	<u>13.8%</u>
TOTAL EXPENDITURES	\$ 94,926,398	\$ 88,491,214	-6.8%



Prince George's County Parks and Recreation Department – Non-Departmental, Other and Transfers

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Added compensation funding for wage adjustments for Park Fund of \$2,162,298 (subject to negotiations).
- Added compensation funding for wage adjustments for Recreation Fund of \$1,120,196 (subject to negotiations).
- Decreased OPEB Pre-funding and OPEB PAYGO in the Park Fund by \$26,459 and increased the same by \$82,917 in the Recreation Fund.
- Decreased transfer to Debt Service Fund by (\$1,776,342) in the Park Fund.
- Decreased the PAYGO transfer to Capital Projects Fund by (\$10,500,000) in the Park Fund.
- No change to PAYGO transfer to Capital Projects Fund from the Recreation Fund.
- Increased the Enterprise Fund Subsidy in the Recreation Fund by \$2,532,405.



Prince George's County Parks and Recreation Department - Non-Departmental, Other and Transfers

Name of Project Charge	Fund	Department	FY21 Adopted Allocation	FY22 Proposed Allocation
City of Bowie, Allen Pond Maint.	Park	Parks and Rec	115,000	115,000
Patuxent River 4-H Center Foundation	Park	Parks and Rec	34,300	34,300
Patuxent Riverkeepers	Park	Parks and Rec	15,000	15,000
PGCC - Park Police/Security/Pool	Park	Parks and Rec	300,000	300,000
100 Black Men of Prince George's County	Rec	Parks and Rec	25,000	25,000
After School Arts (World Art Focus)	Rec	Parks and Rec	98,000	98,000
Allentown Boys & Girls Club	Rec	Parks and Rec	10,000	10,000
Anacostia Watershed Society	Rec	Parks and Rec	40,000	40,000
Anacostia Trails and Heritage Area	Rec	Parks and Rec	50,000	50,000
Art Works Now	Rec	Parks and Rec	35,000	35,000
Beltsville-Adelphi Boys and Girls Club	Rec	Parks and Rec	7,500	7,500
Camp Springs Girls & Boys Club	Rec	Parks and Rec	10,000	10,000
Cherry Lane Boxing and Fitness	Rec	Parks and Rec	10,000	10,000
City of College Park, Youth & Family Services	Rec	Parks and Rec	30,000	30,000
City of College Park - Senior Programming	Rec	Parks and Rec	50,000	50,000
City of Greenbelt, After School Arts	Rec	Parks and Rec	15,000	15,000
City of Greenbelt, Recreation Services	Rec	Parks and Rec	70,000	70,000
City of Greenbelt, Therapeutic Program	Rec	Parks and Rec	15,000	15,000
City of Hyattsville, Recreation Services	Rec	Parks and Rec	19,000	19,000
City of Laurel Parks Department	Rec	Parks and Rec	10,000	10,000
City of Laurel Senior Services	Rec	Parks and Rec	55,000	55,000
City of Laurel, Anderson & Murphy CC	Rec	Parks and Rec	22,000	22,000
Coalition for African Americans in the Performing Arts	Rec	Parks and Rec	20,000	20,000
College Park Arts Exchange	Rec	Parks and Rec	5,000	5,000
College Park Boys and Girls Club	Rec	Parks and Rec	7,500	7,500
Cooperative Extension Service (4H)	Rec	Parks and Rec	208,600	208,600
Forestville Boys and Girls Club	Rec	Parks and Rec	25,000	25,000
Ft. Washington Boys & Girls Club	Rec	Parks and Rec	10,000	10,000
Gateway Arts Program	Rec	Parks and Rec	45,000	45,000
Girl Scouts Capital Area	Rec	Parks and Rec	10,000	10,000
Glenarden Boys and Girls Club	Rec	Parks and Rec	15,000	15,000
Glenarden Track Club	Rec	Parks and Rec	20,000	20,000
Greater Laurel United Soccer Club	Rec	Parks and Rec	5,000	5,000
Greenbelt Aquatics & Fitness Center	Rec	Parks and Rec	110,000	110,000
Greenbelt Community Center	Rec	Parks and Rec	50,000	50,000
Ivy Community Charities	Rec	Parks and Rec	10,000	10,000
Junior Achievement	Rec	Parks and Rec	20,000	20,000
Kentlands Boxing Club	Rec	Parks and Rec	5,000	5,000
Kettering-Largo-Mitchellville Boys & Girls Club	Rec	Parks and Rec	20,000	20,000
Lake Arbor Foundation	Rec	Parks and Rec	175,000	175,000
Lanham Boys & Girls Club	Rec	Parks and Rec	25,000	25,000
Latin America Youth Center	Rec	Parks and Rec	40,000	40,000
Laurel Boys & Girls Club	Rec	Parks and Rec	50,000	50,000
Laurel Historic Society	Rec	Parks and Rec	22,500	22,500
Laurel Little League	Rec	Parks and Rec	5,000	5,000
Laurel Stallions	Rec	Parks and Rec	5,000	5,000
Making a New United People (M.A.N.U.P)	Rec	Parks and Rec	25,000	25,000
Maryland Cheer Chargers	Rec	Parks and Rec	10,000	10,000
Millwood/Waterford Programming	Rec	Parks and Rec	10,000	10,000
Oxon Hills Boys & Girls Club	Rec	Parks and Rec	7,500	7,500
Palmer Park Boys & Girls Club	Rec	Parks and Rec	20,000	20,000
Palmer Park Smash	Rec	Parks and Rec	10,000	10,000
Pi Upsilon Lambda Alpha Pi Alpha Charitable Foundation	Rec	Parks and Rec	3,750	3,750
PGCC - Outreach, Facilities, etc	Rec	Parks and Rec	300,000	300,000
PGCC Team Builders Program	Rec	Parks and Rec	100,000	100,000
Prince George's African American Museum and Cultural Center	Rec	Parks and Rec	25,000	25,000
Prince George's Arts and Humanities Council	Rec	Parks and Rec	120,000	120,000
Prince George's Philharmonic	Rec	Parks and Rec	100,000	100,000
Prince George's Pride Lacrosse Club	Rec	Parks and Rec	25,000	25,000
Prince George's Tennis Assoc.	Rec	Parks and Rec	30,000	30,000
Prince George's Youth Lacrosse	Rec	Parks and Rec	25,000	25,000
Pyramid Atlantic Art Center	Rec	Parks and Rec	30,000	30,000
Seat Pleasant Leadership Development Program	Rec	Parks and Rec	85,000	85,000
Student Athletes for Educational Opportunities	Rec	Parks and Rec	10,000	10,000
Theresa Banks Swim Club	Rec	Parks and Rec	20,000	20,000
White Rose Foundation	Rec	Parks and Rec	10,000	10,000
World-Wide Community	Rec	Parks and Rec	25,000	25,000
Youth Development Program (In Reach, Inc.)	Rec	Parks and Rec	50,000	50,000
Youth Services Program	Rec	Parks and Rec	30,000	30,000
Youth Wellness Leadership Institute	Rec	Parks and Rec	50,000	50,000
Total Project Charges			\$ 3,065,650	\$ 3,065,650



Prince George's County Parks and Recreation Department – Summary of Division Budgets

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Office of the Director				
Personnel Services	1,305,522	1,355,461	3,169,365	133.8%
Supplies and Materials	44,729	33,600	36,300	8.0%
Other Services and Charges	103,886	161,861	219,261	35.5%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,454,136	1,550,922	3,424,926	120.8%
Park Police				
Personnel Services	18,295,131	18,951,506	19,250,562	1.6%
Supplies and Materials	770,616	931,900	887,900	-4.7%
Other Services and Charges	1,364,047	1,009,200	1,009,200	0.0%
Capital Outlay	767,803	100,200	100,200	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	21,197,596	20,992,806	21,247,862	1.2%
Management Services				
Personnel Services	5,474,352	6,107,524	4,377,796	-28.3%
Supplies and Materials	151,649	316,300	322,400	1.9%
Other Services and Charges	1,317,560	1,421,460	1,319,060	-7.2%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,943,561	7,845,284	6,019,256	-23.3%
Public Affairs and Marketing				
Personnel Services	1,612,057	1,651,223	1,796,491	8.8%
Supplies and Materials	26,365	45,000	45,000	0.0%
Other Services and Charges	331,348	531,981	531,981	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,969,769	2,228,204	2,373,472	6.5%
Administration and Development				
Personnel Services	218,829	324,106	1,033,045	218.7%
Supplies and Materials	357	6,700	18,900	182.1%
Other Services and Charges	1,856	23,800	88,800	273.1%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	221,042	354,606	1,140,745	221.7%



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 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Information Tech & Communications				
Personnel Services	3,076,924	3,434,155	3,320,730	-3.3%
Supplies and Materials	1,502,505	1,463,000	1,444,000	-1.3%
Other Services and Charges	748,551	742,500	742,500	0.0%
Capital Outlay	-	83,900	-	-100.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,327,980	5,723,555	5,507,230	-3.8%
Park Planning and Development				
Personnel Services	6,275,149	7,436,270	7,707,984	3.7%
Supplies and Materials	39,082	47,600	47,600	0.0%
Other Services and Charges	674,691	1,063,865	1,063,865	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,988,922	8,547,735	8,819,449	3.2%
Support Services				
Personnel Services	374,097	291,500	163,200	-44.0%
Supplies and Materials	134,072	649,600	649,600	0.0%
Other Services and Charges	10,657,828	9,970,165	9,827,701	-1.4%
Capital Outlay	644,445	883,000	854,000	-3.3%
Other Classifications	-	-	-	-
Chargebacks	1,753,019	1,853,306	1,667,431	-10.0%
Total	13,563,461	13,647,571	13,161,932	-3.6%
Maintenance and Development				
Personnel Services	14,806,205	15,995,150	16,297,427	1.9%
Supplies and Materials	3,899,077	4,925,600	4,440,600	-9.8%
Other Services and Charges	10,608,148	7,202,100	7,687,100	6.7%
Capital Outlay	1,007,302	539,700	539,700	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	30,320,732	28,662,550	28,964,827	1.1%
Natural and Historic Resources				
Personnel Services	6,820,573	7,411,266	7,505,945	1.3%
Supplies and Materials	554,067	678,900	678,900	0.0%
Other Services and Charges	608,491	1,203,700	1,203,700	0.0%
Capital Outlay	177,742	62,000	62,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	8,160,873	9,355,866	9,450,545	1.0%



Prince George's County Parks and Recreation Department – Summary of Division Budgets

PRINCE GEORGE'S COUNTY PARK FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Arts and Cultural Heritage				
Personnel Services	1,122,578	1,220,391	1,227,199	0.6%
Supplies and Materials	230,085	233,795	233,795	0.0%
Other Services and Charges	412,577	211,985	211,985	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,765,240	1,666,171	1,672,979	0.4%
Northern Area Operations				
Personnel Services	5,793,610	-	-	-
Supplies and Materials	658,673	-	-	-
Other Services and Charges	389,415	-	-	-
Capital Outlay	494,647	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	7,336,344	-	-	-
Central Area Operations				
Personnel Services	5,343,170	-	-	-
Supplies and Materials	603,537	-	-	-
Other Services and Charges	611,503	-	-	-
Capital Outlay	133,998	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,692,207	-	-	-
Southern Area Operations				
Personnel Services	5,400,035	-	-	-
Supplies and Materials	566,659	-	-	-
Other Services and Charges	428,544	-	-	-
Capital Outlay	510,713	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,905,953	-	-	-
North Parks Division				
Personnel Services	-	8,978,287	9,531,133	6.2%
Supplies and Materials	-	868,200	868,200	0.0%
Other Services and Charges	-	565,660	565,660	0.0%
Capital Outlay	-	211,500	211,500	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	10,623,647	11,176,493	5.2%



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 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
South Parks Division				
Personnel Services	-	8,767,798	8,479,746	-3.3%
Supplies and Materials	-	885,880	885,880	0.0%
Other Services and Charges	-	708,785	708,785	0.0%
Capital Outlay	-	211,500	211,500	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	-	10,573,963	10,285,911	-2.7%
Non-departmental				
Personnel Services	5,624,613	6,594,666	8,471,575	28.5%
Salary Adjustment Marker	-	253,381	2,162,298	753.4%
Other Personnel	-	80,957	75,408	-6.9%
OPEB PreFunding	2,292,854	2,475,376	2,198,523	-11.2%
OPEB Paygo	3,331,759	3,784,952	4,035,346	6.6%
Supplies and Materials	(160,873)	-	-	-
Other Services and Charges	272,398	464,300	464,300	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	5,736,138	7,058,966	8,935,875	26.6%
Grants				
Personnel Services	927	-	-	-
Supplies and Materials	245,402	-	-	-
Other Services and Charges	854,667	-	-	-
Capital Outlay	46,035	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,147,032	-	-	-
Other Financing Uses/Transfers Out				
Capital Projects Funds	42,030,000	39,050,000	28,550,000	-26.9%
Debt Service Fund	12,120,269	14,839,619	13,063,277	-12.0%
Enterprise Fund	-	-	-	-
Total	54,150,269	53,889,619	41,613,277	-22.8%
Budgetary Reserve	6,229,200	6,441,600	6,609,100	2.6%
Fund Total	186,110,457	189,163,065	180,403,879	-4.6%
Total Park Fund				
Personnel Services	81,543,772	88,519,303	92,332,198	4.3%
Supplies and Materials	9,266,002	11,086,075	10,559,075	-4.8%
Other Services and Charges	29,385,510	25,281,362	25,643,898	1.4%
Capital Outlay	3,782,685	2,091,800	1,978,900	-5.4%
Other Classifications	-	-	-	-
Chargebacks	1,753,019	1,853,306	1,667,431	-10.0%
Subtotal Park Fund	125,730,988	128,831,846	132,181,502	2.6%
Transfers Out	54,150,269	53,889,619	41,613,277	-22.8%
Budgetary Reserve	6,229,200	6,441,600	6,609,100	2.6%
Total Park Fund	186,110,457	189,163,065	180,403,879	-4.6%



Prince George's County Parks and Recreation Department – Summary of Division Budgets

PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Public Affairs and Marketing				
Personnel Services	345,443	410,371	395,503	-3.6%
Supplies and Materials	16,349	28,600	28,600	0.0%
Other Services and Charges	376,420	578,864	578,864	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	738,211	1,017,835	1,002,967	-1.5%
Maintenance & Development				
Personnel Services	202,918	219,342	197,585	-9.9%
Supplies and Materials	45,103	453,833	178,303	-60.7%
Other Services and Charges	445,740	455,000	730,530	60.6%
Capital Outlay	91,087	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	784,847	1,128,175	1,106,418	-1.9%
Facility Operations - Deputy				
Personnel Services	460,703	603,503	416,969	-30.9%
Supplies and Materials	39,516	58,900	128,900	118.8%
Other Services and Charges	14,835	71,500	71,500	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	515,054	733,903	617,369	-15.9%
Support Services				
Personnel Services	742,372	213,700	68,700	-67.9%
Supplies and Materials	254,138	593,800	443,800	-25.3%
Other Services and Charges	6,658,804	8,647,446	8,851,922	2.4%
Capital Outlay	645,839	446,000	446,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	179,065	253,240	352,069	39.0%
Total	8,480,218	10,154,186	10,162,491	0.1%
Aquatics and Athletic Facilities				
Personnel Services	9,299,855	10,185,646	10,011,926	-1.7%
Supplies and Materials	694,014	1,240,993	890,993	-28.2%
Other Services and Charges	569,550	654,455	629,455	-3.8%
Capital Outlay	113,266	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	10,676,685	12,081,094	11,532,374	-4.5%



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 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Youth and Countywide Sports				
Personnel Services	1,220,078	3,297,558	3,285,196	-0.4%
Supplies and Materials	269,313	468,760	468,760	0.0%
Other Services and Charges	758,018	599,600	599,600	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	2,247,408	4,365,918	4,353,556	-0.3%
Natural and Historic Resources				
Personnel Services	1,145,460	1,129,277	1,135,720	0.6%
Supplies and Materials	180,872	159,200	159,200	0.0%
Other Services and Charges	178,698	217,100	217,100	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	1,505,029	1,505,577	1,512,020	0.4%
Arts and Cultural Heritage				
Personnel Services	3,148,886	3,270,201	3,275,667	0.2%
Supplies and Materials	158,435	309,193	309,193	0.0%
Other Services and Charges	752,565	831,457	831,457	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,059,887	4,410,851	4,416,317	0.1%
Area Operations Deputy				
Personnel Services	483,240	441,812	413,008	-6.5%
Supplies and Materials	5,408	5,000	5,000	0.0%
Other Services and Charges	7,778	38,700	38,700	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	496,425	485,512	456,708	-5.9%
Special Programs				
Personnel Services	6,928,292	8,382,870	8,127,046	-3.1%
Supplies and Materials	651,803	626,800	626,800	0.0%
Other Services and Charges	703,090	1,006,750	1,006,750	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	8,283,185	10,016,420	9,760,596	-2.6%



Prince George's County Parks and Recreation Department - Summary of Division Budgets

PRINCE GEORGE'S COUNTY RECREATION FUND Expenditures by Division by Type PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Northern Area Operations				
Personnel Services	6,176,936	7,262,439	7,335,219	1.0%
Supplies and Materials	260,590	380,550	380,550	0.0%
Other Services and Charges	454,660	329,101	329,101	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,892,186	7,972,090	8,044,870	0.9%
Central Area Operations				
Personnel Services	5,966,521	6,566,675	6,576,502	0.1%
Supplies and Materials	196,334	284,467	284,467	0.0%
Other Services and Charges	396,218	461,800	461,800	0.0%
Capital Outlay	-	40,000	40,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	6,559,072	7,352,942	7,362,769	0.1%
Southern Area Operations				
Personnel Services	6,860,139	8,616,799	8,496,772	-1.4%
Supplies and Materials	1,110,735	1,153,986	1,153,986	0.0%
Other Services and Charges	788,309	787,700	787,700	0.0%
Capital Outlay	-	320,000	320,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	8,759,182	10,878,485	10,758,458	-1.1%
Non-Departmental				
Personnel Services	2,109,230	2,516,271	3,648,215	45.0%
Salary Adjustment Marker	-	126,270	1,120,196	787.1%
Other Personnel	-	68,756	123,857	80.1%
OPEB PreFunding	859,820	917,836	847,885	-7.6%
OPEB Paygo	1,249,410	1,403,409	1,556,277	10.9%
Supplies and Materials	(31,953)	-	-	-
Other Services and Charges	2,142,018	2,601,350	2,601,350	0.0%
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	4,219,295	5,117,621	6,249,565	22.1%
Grants				
Personnel Services	238,466	-	-	-
Supplies and Materials	52,083	-	-	-
Other Services and Charges	219,007	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total	509,556	-	-	-
Other Financing Uses/Transfers Out				
Capital Projects Fund	10,000,000	10,000,000	10,000,000	0.0%
Enterprise Fund	8,157,592	8,150,092	10,682,497	31.1%
Total	18,157,592	18,150,092	20,682,497	14.0%
Budgetary Reserve	3,618,700	4,268,500	4,400,900	3.1%
Fund Total	86,502,534	99,639,201	102,419,875	2.8%
Total Recreation Fund				
Personnel Services	45,328,537	53,116,464	53,384,028	0.5%
Supplies and Materials	3,902,738	5,764,082	5,058,552	-12.2%
Other Services and Charges	14,465,710	17,280,823	17,735,829	2.6%
Capital Outlay	850,192	806,000	806,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	179,065	253,240	352,069	39.0%
Subtotal Recreation Fund	64,726,242	77,220,609	77,336,478	0.2%
Transfers Out	18,157,592	18,150,092	20,682,497	14.0%
Budgetary Reserve	3,618,700	4,268,500	4,400,900	3.1%
Total Recreation Fund	86,502,534	99,639,201	102,419,875	2.8%



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 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
PARK FUND						
<u>OFFICE OF THE DIRECTOR</u>						
Full-Time Career	9.00	9.00	9.00	9.00	25.00	25.00
Part-Time Career	-	-	-	-	-	-
Career Total	9.00	9.00	9.00	9.00	25.00	25.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	3.00	-	3.22	-	3.01
Subtotal Office of the Director	9.00	12.00	9.00	12.22	25.00	28.01
<u>MANAGEMENT SERVICES</u>						
Full-Time Career	54.00	54.00	54.00	54.00	39.00	39.00
Part-Time Career	-	-	-	-	-	-
Career Total	54.00	54.00	54.00	54.00	39.00	39.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	29.10	-	30.77	-	28.87
Subtotal Management Services	54.00	83.10	54.00	84.77	39.00	67.87
<u>ADMINISTRATION AND DEVELOPMENT</u>						
Full-Time Career	2.00	2.00	2.00	2.00	7.00	7.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	7.00	7.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	2.37
Subtotal Administration and Development	2.00	2.00	2.00	2.00	7.00	9.37
<u>PUBLIC AFFAIRS AND MARKETING</u>						
Full-Time Career	-	-	-	-	14.00	14.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	14.00	14.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	13.32
Subtotal Public Affairs and Marketing	-	-	-	-	14.00	27.32
<u>IT AND COMMUNICATIONS</u>						
Full-Time Career	29.00	29.00	30.00	30.00	29.00	29.00
Part-Time Career	2.00	1.90	2.00	1.88	2.00	1.88
Career Total	31.00	30.90	32.00	31.88	31.00	30.88
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.00	-	1.50	-	6.18
Subtotal IT and Communications	31.00	32.90	32.00	33.38	31.00	37.06
<u>PARK POLICE</u>						
Full-Time Career	166.00	166.00	168.00	168.00	167.00	167.00
Part-Time Career	-	-	-	-	-	-
Career Total	166.00	166.00	168.00	168.00	167.00	167.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	0.50	-	2.35	-	4.93
Subtotal Park Police	166.00	166.50	168.00	170.35	167.00	171.93
<u>PARK PLANNING AND DEVELOPMENT</u>						
Full-Time Career	57.00	57.00	58.00	58.00	58.00	58.00
Part-Time Career	1.00	1.00	1.00	1.00	1.00	1.00
Career Total	58.00	58.00	59.00	59.00	59.00	59.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	2.20	-	3.80	-	3.80
Subtotal Park Planning and Development	58.00	60.20	59.00	62.80	59.00	62.80
<u>FACILITY OPERATIONS</u>						
Full-Time Career	264.00	264.00	266.00	266.00	252.00	252.00
Part-Time Career	3.00	3.00	3.00	2.65	3.00	2.65
Career Total	267.00	267.00	269.00	268.65	255.00	254.65
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	74.50	-	106.64	-	94.78
Subtotal Facility Operations	267.00	341.50	269.00	375.29	255.00	349.43



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 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
AREA OPERATIONS						
Full-Time Career	220.00	220.00	222.00	222.00	221.00	221.00
Part-Time Career	-	-	-	-	-	-
Career Total	220.00	220.00	222.00	222.00	221.00	221.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	66.70	-	65.30	-	65.30
Subtotal Area Operations	220.00	286.70	222.00	287.30	221.00	286.30
TOTAL PARK FUND POSITIONS/WORKYEARS						
Full-Time Career	801.00	801.00	809.00	809.00	812.00	812.00
Part-Time Career	6.00	5.90	6.00	5.53	6.00	5.53
Career Total	807.00	806.90	815.00	814.53	818.00	817.53
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	178.00	-	213.58	-	222.56
Grand Total Park Fund	807.00	984.90	815.00	1,028.11	818.00	1,040.09
RECREATION FUND						
PUBLIC AFFAIRS AND MARKETING						
Full-Time Career	-	-	-	-	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	3.70
Subtotal Public Affairs and Marketing	-	-	-	-	3.00	6.70
FACILITY OPERATIONS						
Full-Time Career	107.00	107.00	109.00	109.00	106.00	106.00
Part-Time Career	3.00	2.76	3.00	2.82	3.00	2.82
Career Total	110.00	109.76	112.00	111.82	109.00	108.82
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	235.40	-	346.25	-	321.86
Subtotal Facility Operations	110.00	345.16	112.00	458.07	109.00	430.68
AREA OPERATIONS						
Full-Time Career	190.00	189.00	203.00	203.00	201.00	201.00
Part-Time Career	13.00	13.60	-	-	-	-
Career Total	203.00	202.60	203.00	203.00	201.00	201.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	457.80	-	516.10	-	516.40
Subtotal Area Operations	203.00	660.40	203.00	719.10	201.00	717.40
TOTAL RECREATION FUND POSITIONS/WORKYEARS						
Full-Time Career	297.00	296.00	312.00	312.00	310.00	310.00
Part-Time Career	16.00	16.36	3.00	2.82	3.00	2.82
Career Total	313.00	312.36	315.00	314.82	313.00	312.82
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	693.20	-	862.35	-	841.96
Grand Total Recreation Fund	313.00	1,005.56	315.00	1,177.17	313.00	1,154.78
TOTAL PARK AND RECREATION FUNDS POSITIONS/WORKYEARS						
Full-Time Career	1,098.00	1,097.00	1,121.00	1,121.00	1,122.00	1,122.00
Part-Time Career	22.00	22.26	9.00	8.35	9.00	8.35
Career Total	1,120.00	1,119.26	1,130.00	1,129.35	1,131.00	1,130.35
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	871.20	-	1,075.93	-	1,064.52
Grand Total Park and Recreation Funds	1,120.00	1,990.46	1,130.00	2,205.28	1,131.00	2,194.87



Prince George's County Parks and Recreation Department – Enterprise Fund

OVERVIEW

The goal of the Enterprise Fund Programs is to provide specialized fee-based recreation facilities and services, managed to control costs to match revenue and/or subsidies and marketed to enhance the County's tourism efforts.

User fees and charges along with merchandise sales and concessions predominately finance the Enterprise facilities. These facilities operate to serve specialized recreation needs without unnecessarily taxing those who do not use the services. The Enterprise Fund includes both self-operated facilities and facilities leased to private concessionaires. Examples of self-operated facilities include the Prince George's Sports & Learning Complex, ice rinks, golf courses, tennis courts, and an equestrian center. Other classifications in this Fund include chargebacks. FY22 total expenditures are \$19,481,057, an increase of \$332,765.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND Summary of Revenues, Expenses by Fund/Division/Facility PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Revenues and Transfers In:				
Ice Rinks	\$ 1,239,070	\$ 1,280,461	\$ 1,267,495	-1.0%
Golf Courses	2,607,877	3,589,262	3,547,505	-1.2%
Regional Park Tennis Bubbles	441,367	601,619	615,880	2.4%
Show Place Arena / Equestrian Center	2,937,029	3,471,010	3,457,965	-0.4%
Trap and Skeet Center	1,008,851	1,697,747	1,675,231	-1.3%
College Park Airport	583,230	605,260	611,129	1.0%
Bladensburg Waterfront Park	33,671	-	-	-
Enterprise Administration	(57,887)	701,770	900,346	28.3%
Sports and Learning Complex	6,154,149	7,201,163	7,405,506	2.8%
Total Revenues and Transfers In	14,947,357	19,148,292	19,481,057	1.7%
Expenses and Transfers Out:				
Ice Rinks	683,709	1,280,461	1,267,495	-1.0%
Golf Courses	3,896,040	3,589,262	3,547,505	-1.2%
Regional Park Tennis Bubbles	555,629	601,619	615,880	2.4%
Show Place Arena / Equestrian Center	3,476,829	3,471,010	3,457,965	-0.4%
Trap and Skeet Center	1,238,140	1,697,747	1,675,231	-1.3%
College Park Airport	728,874	605,260	611,129	1.0%
Bladensburg Waterfront Park	-	-	-	-
Enterprise Administration	651,191	701,770	900,346	28.3%
Sports and Learning Complex	8,355,688	7,201,163	7,405,506	2.8%
Total Expenses and Transfers Out	\$ 19,586,099	\$ 19,148,292	\$ 19,481,057	1.7%



Prince George's County

Parks and Recreation Department – Ice Rinks

OVERVIEW

This program operates and maintains the Tucker Road Ice Rink and the Herbert Wells Ice Rink. Herbert Wells Ice Rink is a covered outdoor rink operating from late October through late March. Both ice rinks are National Hockey League regulation size, operate seven days a week and rent space for both Youth and Adult hockey programs and special events. Each rink offers a comprehensive learn-to-skate program, as well as recreational skating, birthday parties, free-style sessions, pick-up hockey sessions, Youth and Adult Hockey teams, and Learn to Play Hockey programs. The Tucker Road Ice Rink offers Summer Ice Skating and other specialty camps for all ages. Due to a fire incident in early 2017, Tucker Road Ice Rink was forced to close. Construction planning for a new facility is underway, with an anticipated reopen timeframe in FY21.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ICE RINKS Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	2,000	1,600	-20.0%
Charges for Services	161,829	170,000	136,000	-20.0%
Rentals and Concessions	48,370	101,500	81,200	-20.0%
Miscellaneous	37	-	-	-
Interest	45,492	42,000	33,600	-20.0%
Transfers In	983,341	964,961	1,015,095	5.2%
Total Oper. Rev and Other Sources	<u>1,239,070</u>	<u>1,280,461</u>	<u>1,267,495</u>	<u>-1.0%</u>
Operating Expenses and Other Uses:				
Personnel Services	360,153	729,661	716,695	-1.8%
Goods for Resale	-	-	-	-
Supplies and Materials	54,886	109,400	109,400	0.0%
Other Services and Charges	183,400	441,400	441,400	0.0%
Depreciation & Amortization Expense	85,270	-	-	-
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>683,709</u>	<u>1,280,461</u>	<u>1,267,495</u>	<u>-1.0%</u>
Gain (Loss)	\$ <u>555,361</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 – Ice Rinks

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>ICE RINKS</u>						
Full-Time Career	3.00	3.00	3.00	3.00	3.00	3.00
Part-Time Career	-	-	-	-	-	-
Career Total	3.00	3.00	3.00	3.00	3.00	3.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		8.50		18.40		18.40
Total Workyears	3.00	11.50	3.00	21.40	3.00	21.40

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased interest revenue based on historical trend and forecasted projections.
- Decreased revenue based on forecasted projections.



Prince George's County Parks and Recreation Department – Golf Courses

OVERVIEW

This program operates and maintains three golf facilities throughout Prince George's County. Enterprise Golf Course is an 18-hole course, driving range and short game area. Paint Branch Golf Complex is a 9-hole executive course with a lighted and heated driving range, short game area and indoor golf performance center. Henson Creek Golf Course is a 9-hole course and includes a driving range. Each of these facilities hosts the On-Par Junior Golf Program for youth, adult leagues and tournaments.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - GOLF COURSES Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ 3,734	\$ -	\$ -	-
Sales	195,000	420,000	336,000	-20.0%
Charges for Services	1,063,351	1,720,000	1,376,000	-20.0%
Rentals and Concessions	348,722	435,000	348,000	-20.0%
Miscellaneous	2,368	-	-	-
Interest	87,355	90,000	72,000	-20.0%
Transfers In	908,807	924,262	1,415,505	53.1%
Total Oper. Rev and Other Sources	<u>2,609,337</u>	<u>3,589,262</u>	<u>3,547,505</u>	<u>-1.2%</u>
Operating Expenses and Other Uses:				
Personnel Services	2,446,083	2,268,662	2,312,703	1.9%
Goods for Resale	201,910	138,100	138,100	0.0%
Supplies and Materials	601,748	744,900	653,515	-12.3%
Other Services and Charges	463,136	322,600	328,187	1.7%
Depreciation & Amortization Expense	181,704	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	115,000	115,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>3,894,580</u>	<u>3,589,262</u>	<u>3,547,505</u>	<u>-1.2%</u>
Gain (Loss)	\$ <u>(1,285,243)</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 – Golf Courses

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
<u>GOLF COURSES</u>						
Full-Time Career	16.00	16.00	16.00	16.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	16.00	16.00	16.00	16.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		27.10		26.60		26.60
Total Workyears	16.00	43.10	16.00	42.60	15.00	41.60

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Transferred one (1) career position to the Recreation Fund to support operations within the Aquatics and Athletic Facilities Division.
- Decreased interest revenue based on historical trend and forecasted projections.
- Decreased revenue based on forecasted projections.



Prince George's County

Parks and Recreation Department – Regional Park Tennis Bubbles

OVERVIEW

This program operates and maintains the tennis facilities at Cosca and Watkins Regional Parks. These facilities offer two indoor tennis bubbles and year-round tennis instruction and leisure play. They also offer summer tennis camps for tennis players ages 6-12. In addition, each tennis facility has adjacent outdoor tennis courts available on a first-come, first-served basis. The Watkins Tennis facility also has a classroom available for programming and for special event rentals.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - REGIONAL PARK TENNIS BUBBLES

Summary of Revenues and Expenses

PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ 634	\$ -	\$ -	-
Sales	597	-	-	-
Charges for Services	116,922	170,000	136,000	-20.0%
Rentals and Concessions	241,675	275,000	220,000	-20.0%
Miscellaneous	(682)	-	-	-
Interest	22,027	22,000	17,600	-20.0%
Transfers In	60,195	134,619	242,280	80.0%
Total Oper. Rev and Other Sources	<u>441,367</u>	<u>601,619</u>	<u>615,880</u>	<u>2.4%</u>
Operating Expenses and Other Uses:				
Personnel Services	445,375	482,719	496,980	3.0%
Goods for Resale	-	-	-	-
Supplies and Materials	44,216	66,800	66,800	0.0%
Other Services and Charges	30,894	52,100	52,100	0.0%
Depreciation & Amortization Expense	35,143	-	-	-
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>555,629</u>	<u>601,619</u>	<u>615,880</u>	<u>2.4%</u>
Gain (Loss)	\$ <u>(114,262)</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 – Regional Park Tennis Bubbles**

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
TENNIS BUBBLES						
Full-Time Career	1.00	1.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	1.00	1.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	9.50	-	11.00	-	11.00
Total Workyears	1.00	10.50	2.00	13.00	2.00	13.00

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased interest revenue based on historical trend and projection forecasts.
- Decreased revenue based on forecasted projections.



Prince George's County Parks and Recreation Department – Show Place Arena / Prince George's Equestrian Center

OVERVIEW

The Show Place Arena at Prince George's Equestrian Center manages a ninety-nine-acre rental property for large-scale attractions and equestrian events, drawing patrons nationwide. Grounds maintenance covers 863 parking spaces utilized for Arena events, weekday commuters and visitors to local government buildings, law enforcement agencies, and mowing of 15 acres.

The Equestrian Center has three competition sized show rings, three warmup rings, 263 permanent stalls, a show office, food pavilion, lunging areas, horse trailer parking, camping facility, a maintenance yard, and temporary stall locations. The Center's Therapeutic Riding Program, free to County residents, includes stabling and turnout for ten horses. Maintenance consists of cleaning of stalls and outdoor buildings, maintaining show ring footing, repairs to barns and fences, and support to events that utilize the racetrack and infield, such as the Prince George's County Fair.

The Show Place Arena is 136' x 260 oval arena with permanent seating for 4,404 and additional seating for 800 on the floor. There are three banquet rooms, dressing rooms/locker rooms and production offices. The Arena operates a box office and food & beverage service. Maintenance includes daily facility cleaning and repairs and oversight of building systems. Event specific arrangements include installation of staging, basketball floor, footing for indoor equestrian events, set up of tables and chairs, pipe and drape, sound, voice/data connections, electric tie-in, as well as event staffing for security, parking, ushers, ticket sellers, event housekeeping and EMT's.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SHOW PLACE ARENA / EQUESTRIAN CENTER Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ 2,912	\$ -	\$ -	-
Sales	173,326	412,000	329,600	-20.0%
Charges for Services	3,534	5,500	4,400	-20.0%
Rentals and Concessions	735,020	1,053,000	842,400	-20.0%
Miscellaneous	19,858	-	-	-
Interest	79,576	72,500	58,000	-20.0%
Transfers In	1,922,803	1,928,010	2,223,565	15.3%
Total Oper. Rev and Other Sources	<u>2,937,029</u>	<u>3,471,010</u>	<u>3,457,965</u>	<u>-0.4%</u>
Operating Expenses and Other Uses:				
Personnel Services	1,993,215	2,004,282	1,991,237	-0.7%
Goods for Resale	85,080	200,000	200,000	0.0%
Supplies and Materials	109,403	200,000	200,000	0.0%
Other Services and Charges	794,003	944,928	944,928	0.0%
Depreciation & Amortization Expense	495,129	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	121,800	121,800	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>3,476,829</u>	<u>3,471,010</u>	<u>3,457,965</u>	<u>-0.4%</u>
Gain (Loss)	\$ <u>(539,800)</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 – Show Place Arena / Prince George's
Equestrian Center**

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
<u>SHOW PLACE ARENA / EQUESTRIAN CENTER</u>						
Full-Time Career	15.00	15.00	15.00	15.00	15.00	15.00
Part-Time Career	-	-	-	-	-	-
Career Total	15.00	15.00	15.00	15.00	15.00	15.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		23.50		18.80		18.80
Total Workyears	15.00	38.50	15.00	33.80	15.00	33.80

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased interest revenue based on historical trend and projection forecasts.
- Decreased revenue based on forecasted projections.



Prince George's County

Parks and Recreation Department – Trap and Skeet Center

OVERVIEW

The program provides recreational and competitive sport shooting for the public and nationally and internationally recognized league shooting in shotgun sporting clays, trap, skeet, five stand, international bunker, and international skeet. Local, regional, and nationally sanctioned competitions are hosted regularly. A variety of classes and leagues are offered for all skill levels. Certified instructors teach instructional programs such as hunter safety and basic shotgun techniques.

This facility is available for corporate and group outings, events, and tournaments. An onsite retail store stocks a wide selection of shotgun sports supplies and accessories.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - TRAP AND SKEET CENTER
Summary of Revenues and Expenses
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	851,115	1,500,000	1,200,000	-20.0%
Charges for Services	113,729	180,000	144,000	-20.0%
Rentals and Concessions	25,648	30,000	24,000	-20.0%
Miscellaneous	212	-	-	-
Interest	9,850	8,500	6,800	-20.0%
Other	-	-	-	-
Transfers In	8,297	(20,753)	300,431	-1547.7%
Total Oper. Rev and Other Sources	<u>1,008,851</u>	<u>1,697,747</u>	<u>1,675,231</u>	<u>-1.3%</u>
Operating Expenses and Other Uses:				
Personnel Services	560,583	609,028	586,512	-3.7%
Goods for Resale	447,473	903,304	903,304	0.0%
Supplies and Materials	17,903	46,915	46,915	0.0%
Other Services and Charges	186,617	138,500	138,500	0.0%
Depreciation & Amortization Expense	25,564	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>1,238,140</u>	<u>1,697,747</u>	<u>1,675,231</u>	<u>-1.3%</u>
Gain (Loss)	<u>\$ (229,289)</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 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>TRAP AND SKEET CENTER</u>						
Full-Time Career	4.00	4.00	4.00	4.00	4.00	4.00
Part-Time Career	-	-	-	-	-	-
Career Total	4.00	4.00	4.00	4.00	4.00	4.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		13.00		8.50		8.50
Total Workyears	4.00	17.00	4.00	12.50	4.00	12.50

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased interest revenue based on historical trend and forecasted projections.
- Decreased revenue based on forecasted projections.



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 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	91,657	116,000	92,800	-20.0%
Charges for Services	660	116,000	92,800	-20.0%
Rentals and Concessions	107,256	102,000	81,600	-20.0%
Miscellaneous	117,153	-	-	-
Interest	11,955	14,000	11,200	-20.0%
Transfers In	261,063	257,260	332,729	29.3%
Total Oper. Rev and Other Sources	589,744	605,260	611,129	1.0%
Operating Expenses and Other Uses:				
Personnel Services	327,412	316,160	322,029	1.9%
Goods for Resale	93,042	134,900	134,900	0.0%
Supplies and Materials	34,820	25,400	25,400	0.0%
Other Services and Charges	249,056	93,800	93,800	0.0%
Depreciation & Amortization Expense	18,030	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	35,000	35,000	0.0%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	722,360	605,260	611,129	1.0%
Gain (Loss)	\$ (132,615)	\$ -	\$ -	-

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 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>COLLEGE PARK AIRPORT</u>						
Full-Time Career	2.00	2.00	2.00	2.00	2.00	2.00
Part-Time Career	-	-	-	-	-	-
Career Total	2.00	2.00	2.00	2.00	2.00	2.00
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent		4.00		4.50		4.50
Total Workyears	2.00	6.00	2.00	6.50	2.00	6.50

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased interest revenue based on historical trend and forecasted projections.
- Decreased revenue based on forecasted projections.



Prince George's County Parks and Recreation Department – Bladensburg Waterfront Park

OVERVIEW

The Bladensburg Waterfront Park provides a wide range of recreation services and opportunities such as boating, bird watching and fishing. In addition, educational programs such as river and bicycle tours, canoe and kayak safety programs, nature, and history experiences are offered to schools, nonprofit partners, community members and the public. The goal of the park is to provide beautification, recreational, and educational activities for the public, as well as a boat storage facility, boat rentals and boat access to the Anacostia River.

In previous fiscal years, this activity was primarily funded through a transfer from the Recreation Fund, except for small amounts collected for rentals and user fees. In FY19, the park's entire operation moved to the Park Fund.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - BLADENSBURG WATERFRONT PARK Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	-	-	-
Rentals and Concessions	-	-	-	-
Miscellaneous	-	-	-	-
Interest	33,671	-	-	-
Transfers In	-	-	-	-
Total Oper. Rev and Other Sources	<u>33,671</u>	<u>-</u>	<u>-</u>	<u>-</u>
Operating Expenses and Other Uses:				
Personnel Services	-	-	-	-
Goods for Resale	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	-	-	-	-
Depreciation & Amortization Expense	-	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Gain (Loss)	\$ <u>33,671</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 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
<u>BLADENSBURG WATERFRONT PARK</u>						
Full-Time Career	-	-	-	-	-	-
Part-Time Career	-	-	-	-	-	-
Career Total	-	-	-	-	-	-
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	-	-	-	-	-
Total Workyears	-	-	-	-	-	-

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Program transferred to the Park Fund in FY19.



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

OVERVIEW

Enterprise Administration functions are absorbed into the various operating Divisions, including Sports, Health and Wellness, Arts and Cultural Heritage, and Natural and Historical Resources. Funding in the Enterprise Administration includes compensation adjustments and administrative costs. It also includes interest revenue for the now closed Sandy Hill Landfill, which will eventually be developed as a ball field complex.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - ENTERPRISE ADMINISTRATION Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	-	-	-	-
Charges for Services	-	640,000	512,000	-20.0%
Rentals and Concessions	-	-	-	-
Miscellaneous	-	-	-	-
Interest	-	1,000	800	-20.0%
Transfers In	(57,887)	60,770	387,546	537.7%
Total Oper. Rev and Other Sources	<u>(57,887)</u>	<u>701,770</u>	<u>900,346</u>	<u>28.3%</u>
Operating Expenses and Other Uses:				
Personnel Services	-	10,603	295,783	2689.6%
Goods for Resale	-	-	-	-
Supplies and Materials	-	-	-	-
Other Services and Charges	375,164	403,500	323,000	-20.0%
Depreciation & Amortization Expense	-	-	-	-
Debt Service	-	-	-	-
Debt Service Principal	-	-	-	-
Debt Service Interest	-	-	-	-
Debt Service Fees	-	-	-	-
Other Financing Uses	-	-	-	-
Capital Outlay	-	-	-	-
Other Classifications	-	-	-	-
Chargebacks	276,027	287,667	281,563	-2.1%
Transfers Out	-	-	-	-
Total Oper. Exp and Other Uses	<u>651,191</u>	<u>701,770</u>	<u>900,346</u>	<u>28.3%</u>
Gain (Loss)	\$ <u>(709,078)</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 - Enterprise Administration**

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased interest revenue based on historical trend and projection forecasts.
- Added \$144,583 for compensation markers (subject to negotiations).
- Decreased non-personnel services funding for CAS chargebacks.



Prince George's County Parks and Recreation Department – Prince George's Sports & Learning Complex

OVERVIEW

This 88-acre site is a state-of-the-art athletic training facility and high-tech learning facility. It includes a 20,000 square foot gymnastics competitive arena; 50 meter indoor competitive pool with adjacent leisure pool, tunnel slide and hot tub; 200 meter indoor track arena with seating for 3,500 spectators; fitness center and indoor running track; 20,000 square feet of classroom and meeting space; children's center, complete with an outdoor playground; operation and maintenance storage space; open atrium with a warm and inviting café space and community rooms; administrative offices; and locker rooms. An outside vendor provides full-scale catering and concession services and a hot lunch program for summer day camp participants.

The 280,000 square foot complex has met the needs of the local community and positively impacted the economic growth of the County. The facility has provided pre-Olympic training opportunities in track and field, swimming, and gymnastics, and has served as a major venue for international, national, and regional events. The outdoor stadium, comprised of a fully lit 400-meter, 8-lane track, an outdoor throwing cage and javelin runway, a concession facility, along with two team rooms, a press box, a 20' x 60' outdoor storage facility, and an athletic field lined for football, flag football, soccer, and lacrosse. In 2012, the field was developed into an artificial turf surface, which further enhanced the offerings of this facility, to include competitive and recreational year-round athletic games, leagues, and clinics for all ages. Another recent embellishment includes twelve outdoor stations for fitness which have proven to be extremely popular with the patrons of the facility, and the local community.



Prince George's County Parks and Recreation Department - Prince George's Sports & Learning Complex

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY ENTERPRISE FUND - SPORTS & LEARNING COMPLEX Summary of Revenues and Expenses PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Operating Revenues and Other Sources:				
Intergovernmental	\$ -	\$ -	\$ -	-
Sales	20,810	-	-	-
Charges for Services	1,214,866	2,483,000	1,986,400	-20.0%
Rentals and Concessions	619,368	817,200	653,760	-20.0%
Miscellaneous	228,132	-	-	-
Interest	-	-	-	-
Transfers In	4,070,973	3,900,963	4,765,346	22.2%
Total Oper. Rev and Other Sources	6,154,149	7,201,163	7,405,506	2.8%
Operating Expenses and Other Uses:				
Personnel Services	5,375,830	5,322,263	5,526,606	3.8%
Goods for Resale	-	-	-	-
Supplies and Materials	273,788	450,000	450,000	0.0%
Other Services and Charges	1,602,358	1,428,900	1,428,900	0.0%
Depreciation & Amortization Expense	1,103,712	-	-	-
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	8,355,688	7,201,163	7,405,506	2.8%
Gain (Loss)	\$ (2,201,539)	\$ -	\$ -	-

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.

	FY 20 Actual		FY 21 Adopted		FY 22 Proposed	
	POS	WYS	POS	WYS	POS	WYS
SPORTS AND LEARNING COMPLEX						
Full-Time Career	26.00	26.00	26.00	26.00	26.00	26.00
Part-Time Career	1.00	0.50	1.00	0.50	1.00	0.50
Career Total	27.00	26.50	27.00	26.50	27.00	26.50
Term Contract	-	-	-	-	-	-
Seasonal/Intermittent	-	53.00	-	102.30	-	106.30
Total Workyears	27.00	79.50	27.00	128.80	27.00	132.80

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Transferred in seasonal funding to the support Aquatic operations from the Recreation Fund.
- Decreased revenue based on forecasted projections.



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 2022 through 2027. 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 FY22 is \$58,180,000. This is 21% less than the adopted FY21 CIP budget. The total six-year request is \$215.28 million. This is a 15% decrease from the FY21-26 CIP.

Recommended funding for FY22 projects includes the following sources:

- Program Open Space
- PayGo
- Bond Sales
- Developer Contribution

The current positive fiscal outlook combined with the multi-funding support for the CIP create projected fund balances that allow the majority of projects in the Proposed CIP to be supported by PAYGO funds. In fact, nearly 80% of the Proposed FY 22-27 CIP will be PAYGO funded, which is a more cost-effective way to fund capital projects. Projections for new debt issuance to deliver the backlog of prior approved projects place negative pressure on the imbedded cost structure of the Park Fund risking structural deficits. Consequently, bond funding has been used to a limited extent with only 18% of the plan assuming bond financing. The remaining project funding is through Program Open Space and developer contributions.

Park Acquisition

The total cost for proposed park acquisition is \$6,000,000 for FY22 and covers three (3) acquisition categories to be funded by Program Open Space, M-NCPPC Bonds, and PayGo.

Park Development

The total cost for proposed park development is \$13,130,000 for FY22. This category includes specific park development projects, trail development, public safety improvements, and other facility development.

Infrastructure Maintenance

The total cost for proposed infrastructure maintenance is \$39,050,000 for FY22. This category includes aquatic facilities, historic properties, community centers, park buildings and storm water infrastructure.

Operating Budget Impacts (OBI's)

OBI's are the costs associated with the operating, maintaining and policing of new and expanded parks. M-NCPPC continually adds new facilities, open space, land and trails to its existing inventory. Much of the land is acquired and developed through the CIP, while some is obtained through partnerships and developers. Note, operating budget requirements resulting from proposed FY22 trail development and the Deerfield Run Community Center project under review plan years (FY23-FY27).



Prince George's County Parks and Recreation Department – Capital Improvement Program

FUNDING SUMMARY

FISCAL YEAR 2022

PARK ACQUISITION

PROGRAM OPEN SPACE 100% FUNDING	\$3,000,000
M-NCPPC BONDS	\$2,000,000
PAYGO	\$1,000,000
TOTAL	\$6,000,000

PARK DEVELOPMENT

PAYGO	\$9,100,000
M-NCPPC BONDS	\$2,000,000
DEVELOPER	\$2,000,000
OTHER	\$30,000
TOTAL	\$13,130,000

INFRASTRUCTURES MAINTENANCE

PAYGO	\$27,450,000
M-NCPPC BONDS	\$11,600,000
TOTAL	\$39,050,000

GRAND TOTAL	\$58,180,000
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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). Note, the proposed FY22 CIP budget has fund "uses" \$1 million less than the transfers, this is due an increase requested for playground renovations, but not finalized during the CIP development. Once the renovation plan is completed the proposed budget will be adjusted and presented accordingly.

BUDGET AT A GLANCE

PRINCE GEORGE'S COUNTY CAPITAL PROJECTS FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	% Change
Revenues:				
Intergovernmental -	\$	\$	\$	
Federal	-	-	-	-
State (POS)	8,782,631	5,644,810	3,000,000	-46.9%
State (Other)	3,941,597	6,410,000	-	-100.0%
County	-	-	-	-
Interest	1,556,537	500,000	1,000,000	100.0%
Contributions	754,900	2,000,000	2,000,000	0.0%
Miscellaneous	-	-	-	-
Total Revenues	15,035,665	14,554,810	6,000,000	-58.8%
Expenditures by Major Object:				
Personnel Services	-	-	-	-
Supplies and Materials	139,167	-	-	-
Other Services and Charges	5,952,964	30,000	30,000	0.0%
Capital Outlay	30,349,458	73,354,810	58,150,000	-20.7%
Park Acquisition	4,780,161	9,644,810	6,000,000	-37.8%
Park Development	25,569,298	26,220,000	13,100,000	-50.0%
Infrastructure Maintenance	-	37,490,000	39,050,000	4.2%
Other Classifications	-	-	-	-
Chargebacks	-	-	-	-
Total Expenditures	36,441,590	73,384,810	58,180,000	-20.7%
Excess of Revenues over Expenditures	(21,405,925)	(58,830,000)	(52,180,000)	-11.3%
Other Financing Sources (Uses):				
Bond Proceeds	-	10,250,000	15,600,000	52.2%
Transfers In				
Transfer from Park Fund (Pay-Go)	42,030,000	39,050,000	28,550,000	-26.9%
Transfer from Recreation Fund (Pay-Go)	10,000,000	10,000,000	10,000,000	0.0%
Transfer from Administration Fund	30,000	30,000	30,000	0.0%
Total Transfers In	52,060,000	49,080,000	38,580,000	-21.4%
Transfers Out				
Transfer to Park Fund (Interest)	(1,556,537)	(500,000)	(1,000,000)	100.0%
Transfer to Park Fund (Pay-Go)	-	-	-	-
Total Transfers Out	(1,556,537)	(500,000)	(1,000,000)	100.0%
Total Other Financing Sources (Uses)	50,503,463	58,830,000	53,180,000	-9.6%
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	29,097,539	-	1,000,000	-
Fund Balance, Beginning	82,705,472	82,705,471	111,803,011	35.2%
Fund Balance, Ending	\$ 111,803,011	\$ 82,705,471	\$ 112,803,011	36.4%



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Other Funds

OTHER FUNDS

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Prince George's County Special Revenue Funds

SUMMARY OF SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects. The FY22 Proposed Special Revenue Expenditure Budget is \$6,819,205, a decrease of -\$1,338,857 from the FY21 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 2022**

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues and Other Sources:					
Planning Department:					
Historic Preservation Non-Capital Program	\$ 5,910	\$ -	\$ -	5,500	-
Parks and Rec. Department:					
Northern Area Community Centers	1,655,610	2,020,467	2,020,467	1,616,374	-20.0%
Central Area Community Centers	1,698,349	2,022,195	2,022,195	1,617,756	-20.0%
Southern Area Community Centers	1,306,575	2,186,046	2,186,046	1,748,837	-20.0%
Beltsville/Laurel Senior Activity Center	169,252	234,000	234,000	187,200	-20.0%
Prince George's Stadium	79,529	124,600	124,600	134,200	7.7%
Federally Forfeited Property	4,222	44,100	44,100	48,200	9.3%
Festival of Lights	191	1,300	1,300	2,600	100.0%
Safety Programs	12,885	-	-	-	-
Nature Programs and Facilities	151,933	169,548	169,548	145,238	-14.3%
Area Operations	16,358	27,500	27,500	29,500	7.3%
Recreation Warehouse	100,140	6,800	6,800	13,600	100.0%
Patuxent Outdoor Programs	87,261	132,500	132,500	115,000	-13.2%
General Contributions	53,415	52,600	52,600	59,700	13.5%
Seized Money/Escrow	8,382	3,406	3,406	4,200	23.3%
Special Historic Projects and Programs	107,614	154,300	154,300	126,800	-17.8%
Interagency Agreements	-	950,000	950,000	950,000	0.0%
Send a Kid to Camp	1,128	-	-	-	-
Subtotal Parks and Rec. Department:	<u>5,452,843</u>	<u>8,129,362</u>	<u>8,129,362</u>	<u>6,799,205</u>	<u>-16.4%</u>
Total Revenues and Other Sources	<u>5,458,753</u>	<u>8,129,362</u>	<u>8,129,362</u>	<u>6,804,705</u>	<u>-16.3%</u>
Expenditures and Other Uses:					
Planning Department:					
Historic Preservation Non-Capital Program	12,000	20,000	20,000	20,000	0.0%
Parks and Rec. Department:					
Northern Area Community Centers	1,523,177	2,020,467	2,020,467	1,616,374	-20.0%
Central Area Community Centers	1,496,148	2,022,195	2,022,195	1,617,756	-20.0%
Southern Area Community Centers	1,681,098	2,186,046	2,186,046	1,748,837	-20.0%
Laurel-Beltsville Senior Activity Center	192,210	234,000	234,000	187,200	-20.0%
Prince George's Stadium	241,922	124,600	124,600	134,200	7.7%
Federally Forfeited Property	-	44,100	44,100	48,200	9.3%
Festival of Lights	-	10,000	10,000	2,600	-74.0%
Safety Programs	-	-	-	-	-
Nature Programs and Facilities	187,767	169,548	169,548	145,238	-14.3%
Area Operations	29,236	27,500	27,500	29,500	7.3%
Recreation Warehouse	43,966	6,800	6,800	13,600	100.0%
Patuxent Outdoor Programs	114,158	132,500	132,500	115,000	-13.2%
General Contributions	1,524	52,600	52,600	59,700	13.5%
Seized Money/Escrow	-	3,406	3,406	4,200	23.3%
Special Historic Projects and Programs	123,531	154,300	154,300	126,800	-17.8%
Interagency Agreements	-	950,000	950,000	950,000	0.0%
Send a Kid to Camp	-	-	-	-	-
Subtotal Parks and Rec. Department:	<u>5,634,737</u>	<u>8,138,062</u>	<u>8,138,062</u>	<u>6,799,205</u>	<u>-16.5%</u>
Total Expenditures and Other Uses	<u>5,646,737</u>	<u>8,158,062</u>	<u>8,158,062</u>	<u>6,819,205</u>	<u>-16.4%</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	\$ (187,984)	\$ (28,700)	\$ (28,700)	\$ (14,500)	-49.5%
Fund Balance - Beginning	10,519,859	11,093,225	10,331,875	10,303,175	-7.1%
Fund Balance - Ending	<u>\$ 10,331,875</u>	<u>\$ 11,064,525</u>	<u>\$ 10,303,175</u>	<u>\$ 10,288,675</u>	<u>-7.0%</u>



Prince George's County Special Revenue Funds – Historic Preservation Non-Capital Grant

OVERVIEW

The Historic Preservation Non-Capital Grant Special Revenue Fund provides grants to support projects that identify, preserve, promote and protect the historic, cultural and archeological resources of Prince George's County for the benefit of the public and to encourage the revitalization of communities. These grants are intended to help produce and disseminate information, stimulate public discussion about preservation, make technical expertise accessible and encourage community partnerships. Revenues in this fund were periodically collected by Prince George's County government as mitigation funds for the loss of historic sites in the County. Funds collected by the County government over time were transferred to the Maryland-National Capital Park and Planning Commission (M-NCPPC) during FY 2020 to allow M-NCPPC to administer the Historic Preservation Non-Capital grant fund. Whether the fund balance will be augmented in the future is unknown, but for the foreseeable future, any remaining balance in the fund will be carried forward until the fund is exhausted. Expenditures from this fund will be grant awards for the cost of professional services, such as preservation and planning consultants, planning studies, design work and educational outreach. Funds may also be used for conservation projects involving architectural, archeological or cultural resources.

SUMMARY OF FY22 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
PLANNING DEPARTMENT - HISTORIC PRESERVATION NON-CAPITAL GRANT PROGRAM
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022**

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	5,910	-	-	5,500	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>5,910</u>	<u>-</u>	<u>-</u>	<u>5,500</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	12,000	20,000	20,000	20,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>12,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>(6,091)</u>	<u>(20,000)</u>	<u>(20,000)</u>	<u>(14,500)</u>	<u>-27.5%</u>
Other Financing Sources (Uses):					
Total Transfers In	-	-	-	-	-
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>(6,091)</u>	<u>(20,000)</u>	<u>(20,000)</u>	<u>(14,500)</u>	<u>-27.5%</u>
Fund Balance - Beginning	312,075	292,075	305,985	285,985	-2.1%
Fund Balance - Ending	<u>\$ 305,985</u>	<u>\$ 272,075</u>	<u>\$ 285,985</u>	<u>\$ 271,485</u>	<u>-0.2%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- None.



Prince George's County

Special Revenue Funds: Community Centers

OVERVIEW

The Community Centers Special Revenue Funds provide supplemental funding to enhance and expand community service programs. Funds are generated from fees and charges for classes, workshops, special events, program registrations facility rentals and vending. Funds provide community outreach programs (special events and community activities); specialized equipment and supplies; community ethnic/heritage programming; volunteer recruitment; program transportation; and contractual services. Specifically, revenues are collected from our many diverse community programs and activities, such as class programs in:

- Computer skills (animation, web page design, Microsoft Office)
- Fitness and health (aerobics, weight training, yoga, Zumba, boot camps)
- Martial arts (Karate, Judo, Tae Kwon Do, Aikido)
- Crafts (floral design, ceramics, sketching)
- Performing arts (ballet, tap and jazz, hip-hop, piano, African dance, Salsa)
- Sports (soccer, basketball, cheerleading, gymnastics, boxing, baseball skills, flag football)
- Lifestyle and learning (cooking, hand/line dance, guitar, piano, voice, tutoring)

These are just a sampling of the more than 6,900 classes offered at the community centers. Seasonal events celebrating Halloween, Thanksgiving, Christmas, Mother's Day, Father's Day, and other holidays help to bring families together. Annually, more than 45,000 people participate in these classes and similar events. Pre-school and Kids' Care programs (school age, after-school childcare) operate at more than 24 sites with a combined registration of nearly 1,000. A large portion of the revenues and expenditures are from the summer day camp program held at all of our community centers, with over 500 sessions and more than 12,000 children registered. In addition, vending and rentals are active revenue producers. Furthermore, over 30,000 access cards to fitness rooms and community centers are sold each year.



Prince George's County Special Revenue Funds: Community Centers

SUMMARY OF FY22 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 2022**

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ 1,419	\$ -	\$ -	-	-
Sales	3,133	23,500	23,500	18,800	-20.0%
Charges for Services	1,369,050	1,879,393	1,879,393	1,503,514	-20.0%
Rentals and Concessions	209,173	110,822	110,822	88,658	-20.0%
Interest	69,841	-	-	-	-
Miscellaneous	2,993	6,752	6,752	5,402	-20.0%
Total Revenues	<u>1,655,610</u>	<u>2,020,467</u>	<u>2,020,467</u>	<u>1,616,374</u>	<u>-20.0%</u>
Expenditures by Major Object:					
Personnel Services	1,133,440	1,415,420	1,415,420	1,132,336	-20.0%
Supplies and Materials	171,755	245,086	245,086	245,086	0.0%
Other Services and Charges	180,983	319,961	319,961	198,952	-37.8%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	37,000	40,000	40,000	40,000	0.0%
Total Expenditures	<u>1,523,177</u>	<u>2,020,467</u>	<u>2,020,467</u>	<u>1,616,374</u>	<u>-20.0%</u>
Excess of Revenues over Expenditures	<u>132,432</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>132,432</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	3,550,586	3,666,749	3,683,018	3,683,018	0.4%
Fund Balance - Ending	<u>\$ 3,683,018</u>	<u>\$ 3,666,749</u>	<u>\$ 3,683,018</u>	<u>\$ 3,683,018</u>	<u>0.4%</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 2022**

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	915	5,000	5,000	4,000	-20.0%
Charges for Services	1,359,933	1,924,725	1,924,725	1,539,780	-20.0%
Rentals and Concessions	297,353	88,700	88,700	70,960	-20.0%
Interest	42,190	-	-	-	-
Miscellaneous	(2,043)	3,770	3,770	3,016	-20.0%
Total Revenues	<u>1,698,349</u>	<u>2,022,195</u>	<u>2,022,195</u>	<u>1,617,756</u>	<u>-20.0%</u>
Expenditures by Major Object:					
Personnel Services	1,299,678	1,383,641	1,383,641	979,202	-29.2%
Supplies and Materials	40,853	258,894	258,894	258,894	0.0%
Other Services and Charges	118,616	339,660	339,660	339,660	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	37,000	40,000	40,000	40,000	0.0%
Total Expenditures	<u>1,496,148</u>	<u>2,022,195</u>	<u>2,022,195</u>	<u>1,617,756</u>	<u>-20.0%</u>
Excess of Revenues over Expenditures	<u>202,201</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>202,201</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	1,862,017	2,156,720	2,064,218	2,064,218	-4.3%
Fund Balance - Ending	<u>\$ 2,064,218</u>	<u>\$ 2,156,720</u>	<u>\$ 2,064,218</u>	<u>\$ 2,064,218</u>	<u>-4.3%</u>



Prince George's County

Special Revenue Funds: Community Centers

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SOUTHERN AREA COMMUNITY CENTERS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	1,081,927	1,787,546	1,787,546	1,430,037	-20.0%
Rentals and Concessions	208,625	394,500	394,500	315,600	-20.0%
Interest	13,862	-	-	-	-
Miscellaneous	2,161	4,000	4,000	3,200	-20.0%
Total Revenues	1,306,575	2,186,046	2,186,046	1,748,837	-20.0%
Expenditures by Major Object:					
Personnel Services	1,219,079	1,474,444	1,474,444	1,037,235	-29.7%
Supplies and Materials	156,466	405,047	405,047	405,047	0.0%
Other Services and Charges	202,222	266,555	266,555	266,555	0.0%
Capital Outlay	66,330	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	37,000	40,000	40,000	40,000	0.0%
Total Expenditures	1,681,098	2,186,046	2,186,046	1,748,837	-20.0%
Excess of Revenues over Expenditures	(374,522)	-	-	-	-
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	(374,522)	-	-	-	-
Fund Balance - Beginning	574,135	684,029	199,613	199,613	-70.8%
Fund Balance - Ending	\$ 199,613	\$ 684,029	\$ 199,613	\$ 199,613	-70.8%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased revenue based on forecasted projections (NAO, CAO, SAO).
- Decreased expenses based on forecasted projections (NAO, CAO, SAO).



Prince George's County

Special Revenue Funds: Prince George's Stadium

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 FY22 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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	500	500	400	-20.0%
Charges for Services	59,803	160,500	160,500	128,400	-20.0%
Rentals and Concessions	102,867	30,000	30,000	24,000	-20.0%
Interest	6,663	-	-	-	-
Miscellaneous	(81)	43,000	43,000	34,400	-20.0%
Total Revenues	169,252	234,000	234,000	187,200	-20.0%
Expenditures by Major Object:					
Personnel Services	130,686	185,419	185,419	138,619	-25.2%
Supplies and Materials	25,862	19,392	19,392	19,392	0.0%
Other Services and Charges	35,662	29,189	29,189	29,189	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	192,210	234,000	234,000	187,200	-20.0%
Excess of Revenues over Expenditures	(22,958)	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(22,958)	-	-	-	-
Fund Balance - Beginning	335,342	349,386	312,384	312,384	-10.6%
Fund Balance - Ending	\$ 312,384	\$ 349,386	\$ 312,384	\$ 312,384	-10.6%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased revenue based on forecasted projections.
- Decreased expenses based on forecasted projections.



Prince George's County

Special Revenue Funds: Prince George's Stadium

OVERVIEW

The Prince George's Stadium Special Revenue Fund is used for improvements, special activities, sale of goods, and special functions. Revenues are generated from stadium events, rentals, and sale of special materials. Funds are used for up-front costs to produce concerts and special events, specialized landscaping, and additional items to enhance the stadium for the benefit of the public.

SUMMARY OF FY22 PROPOSED BUDGET

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	20,806	115,000	115,000	115,000	0.0%
Interest	7,396	9,600	9,600	19,200	100.0%
Miscellaneous	51,327	-	-	-	-
Total Revenues	79,529	124,600	124,600	134,200	7.7%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	16,636	58,300	58,300	58,300	0.0%
Other Services and Charges	225,286	66,300	66,300	75,900	14.5%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	241,922	124,600	124,600	134,200	7.7%
Excess of Revenues over Expenditures	(162,393)	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	(162,393)	-	-	-	-
Fund Balance - Beginning	465,190	465,225	302,797	302,797	-34.9%
Fund Balance - Ending	\$ 302,797	\$ 465,225	\$ 302,797	\$ 302,797	-34.9%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increased interest revenue based on forecasted projections.
- Increased non-personnel services allocation based on forecasted projections.



Prince George's County Special Revenue Funds: Federally Forfeited Property

OVERVIEW

The primary purpose of the Department's Forfeiture Program is for law enforcement to deter crime by depriving criminals of the profits and proceeds of their illegal activities and to weaken criminal enterprises by removing the instruments of crime. An ancillary purpose of the program is to enhance cooperation among federal, state, and local law enforcement agencies through the equitable sharing of federal forfeiture proceeds. Revenues deposited to this account consist of drug and asset forfeitures resulting from Park Police's participation with the U.S. Department of Justice's Drug Enforcement Administration (DEA) Drug Task Force. Funds are restricted to law enforcement purposes as defined in Section X of the Department of Justice's "Guide to Equitable Sharing of Federally Forfeited Property" (March '94) and Section 4 of the "Addendum to a Guide to Equitable Sharing" (March '98). Funds are used for training, law enforcement equipment, and drug education and awareness programs.

SUMMARY OF FY22 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 2022**

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	3,630	4,100	4,100	8,200	100.0%
Miscellaneous	592	40,000	40,000	40,000	0.0%
Total Revenues	4,222	44,100	44,100	48,200	9.3%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	22,000	22,000	24,100	9.5%
Capital Outlay	-	22,100	22,100	24,100	9.0%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	44,100	44,100	48,200	9.3%
Excess of Revenues over Expenditures	4,222	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)- Park Funds					
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	4,222	-	-	-	-
Fund Balance - Beginning	205,130	205,131	209,352	209,352	2.1%
Fund Balance - Ending	\$ 209,352	\$ 205,131	\$ 209,352	\$ 209,352	2.1%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increased interest revenue based on forecasted projections.
- Increased non-personnel services allocation based forecasted projections.



Prince George's County

Special Revenue Funds: Festival of Lights

OVERVIEW

The Festival of Lights Special Revenue Fund provides a supplemental funding mechanism to improve, expand, and enhance the festival. Funds are spent for exhibits, equipment, supplies, materials, and marketing and advertising. The Festival of Lights operates over a six-week period and hosts nearly 20,000 vehicles of residents and visitors.

SUMMARY OF FY22 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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	191	1,300	1,300	2,600	100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>191</u>	<u>1,300</u>	<u>1,300</u>	<u>2,600</u>	<u>100.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	10,000	10,000	2,600	-74.0%
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>2,600</u>	<u>-74.0%</u>
Excess of Revenues over Expenditures	<u>191</u>	<u>(8,700)</u>	<u>(8,700)</u>	<u>-</u>	<u>-100.0%</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<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>191</u>	<u>(8,700)</u>	<u>(8,700)</u>	<u>-</u>	<u>-100.0%</u>
Fund Balance - Beginning	10,821	(8,385)	11,012	2,312	-127.6%
Fund Balance - Ending	<u>\$ 11,012</u>	<u>\$ (17,085)</u>	<u>\$ 2,312</u>	<u>\$ 2,312</u>	<u>-113.5%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increased interest revenue based on forecasted projections.
- Decreased non-personnel services allocation based on forecasted projections.



Prince George's County Special Revenue Funds: Safety Programs

OVERVIEW

The Safety Program Special Revenue Fund's purpose is to enhance the Commission's and the Department's safety program and to continue the annual sponsorship of the Safety Management Conference. The program provides safety, fitness, and risk management educational opportunities for park and recreational professionals. Funds are generated from net profits derived from delegates' registration fees, exhibitors' fees, and sale of merchandise at the annual conference. Funds are used for non-budgeted items to offset costs for promoting the Safety Management Conference at various conferences, seminars, training sessions, and workshops. In addition, funds are used in conjunction with the Department's safety program to subsidize award ceremonies, guest speakers, educational costs, staff training, refreshments, safety equipment, and transportation.

SUMMARY OF FY22 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SAFETY PROGRAMS**
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	12,831	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	34	-	-	-	-
Miscellaneous	20	-	-	-	-
Total Revenues	<u>12,885</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>12,885</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>12,885</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	(6,286)	26,003	6,599	6,599	-74.6%
Fund Balance - Ending	<u>\$ 6,599</u>	<u>\$ 26,003</u>	<u>\$ 6,599</u>	<u>\$ 6,599</u>	<u>-74.6%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- None.



Prince George's County

Special Revenue Funds: Nature Programs and Facilities

OVERVIEW

The Nature Programs and Facilities Special Revenue Fund provides supplemental funding through budgeted proceeds for expanding and enhancing nature and environmental educational programs and projects at the nature facilities. Revenues are generated from donations/contributions, 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 FY22 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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	-	-
Sales	9,517	15,000	15,000	12,000	-20.0%
Charges for Services	63,866	61,548	61,548	49,238	-20.0%
Rentals and Concessions	69,692	70,000	70,000	56,000	-20.0%
Interest	6,448	8,000	8,000	16,000	100.0%
Miscellaneous	2,410	15,000	15,000	12,000	-20.0%
Total Revenues	<u>151,933</u>	<u>169,548</u>	<u>169,548</u>	<u>145,238</u>	<u>-14.3%</u>
Expenditures by Major Object:					
Personnel Services	155,791	122,778	122,778	98,468	-19.8%
Supplies and Materials	22,479	34,170	34,170	34,170	0.0%
Other Services and Charges	9,497	12,600	12,600	12,600	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>187,767</u>	<u>169,548</u>	<u>169,548</u>	<u>145,238</u>	<u>-14.3%</u>
Excess of Revenues over Expenditures	<u>(35,834)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>(35,834)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	356,503	365,590	320,669	320,669	-12.3%
Fund Balance - Ending	<u>\$ 320,669</u>	<u>\$ 365,590</u>	<u>\$ 320,669</u>	<u>\$ 320,669</u>	<u>-12.3%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased revenue based on forecasted projections.
- Decreased expenses based on forecasted 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 FY22 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
AREA OPERATIONS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	12,796	20,000	20,000	20,000	0.0%
Rentals and Concessions	-	-	-	-	-
Interest	1,869	2,000	2,000	4,000	100.0%
Miscellaneous	1,693	5,500	5,500	5,500	0.0%
Total Revenues	<u>16,358</u>	<u>27,500</u>	<u>27,500</u>	<u>29,500</u>	<u>7.3%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	4,112	4,112	3,616	-12.1%
Other Services and Charges	10,848	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	18,388	23,388	23,388	25,884	10.7%
Total Expenditures	<u>29,236</u>	<u>27,500</u>	<u>27,500</u>	<u>29,500</u>	<u>7.3%</u>
Excess of Revenues over Expenditures	<u>(12,878)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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	<u>(12,878)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	109,595	126,085	96,717	96,717	-23.3%
Fund Balance - Ending	<u>\$ 96,717</u>	<u>\$ 126,085</u>	<u>\$ 96,717</u>	<u>\$ 96,717</u>	<u>-23.3%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increased interest revenue based on forecasted projections.
- Increased non-personnel services based on forecasted projections.



Prince George's County Special Revenue Funds: Recreation Warehouse

OVERVIEW

The Recreation Warehouse Special Revenue Fund is used to purchase recreational supplies and materials for summer and year-round community service activities and programs. Revenues are generated from the sale of supplies and materials to community service organizations. Funds are spent for supplies and materials to restock the warehouse and to provide supplies to park and recreation councils and community centers.

SUMMARY OF FY22 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
RECREATION WAREHOUSE
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022**

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ 28,818	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	67,792	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	3,530	6,800	6,800	13,600	100.0%
Miscellaneous	-	-	-	-	-
Total Revenues	<u>100,140</u>	<u>6,800</u>	<u>6,800</u>	<u>13,600</u>	<u>100.0%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	43,966	6,800	6,800	13,600	100.0%
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>43,966</u>	<u>6,800</u>	<u>6,800</u>	<u>13,600</u>	<u>100.0%</u>
Excess of Revenues over Expenditures	<u>56,174</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>56,174</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	981,054	983,203	1,037,228	1,037,228	5.5%
Fund Balance - Ending	<u>\$ 1,037,228</u>	<u>\$ 983,203</u>	<u>\$ 1,037,228</u>	<u>\$ 1,037,228</u>	<u>5.5%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increased interest revenue based on forecasted projections.
- Increased non-personnel services based on forecasted 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 FY22 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 2022**

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	4,124	3,000	3,000	2,400	-20.0%
Charges for Services	6,645	24,000	24,000	19,200	-20.0%
Rentals and Concessions	53,661	68,000	68,000	54,400	-20.0%
Interest	4,818	7,500	7,500	15,000	100.0%
Miscellaneous	18,013	30,000	30,000	24,000	-20.0%
Total Revenues	<u>87,261</u>	<u>132,500</u>	<u>132,500</u>	<u>115,000</u>	<u>-13.2%</u>
Expenditures by Major Object:					
Personnel Services	69,824	106,000	106,000	88,500	-16.5%
Supplies and Materials	21,570	14,500	14,500	14,500	0.0%
Other Services and Charges	22,764	12,000	12,000	12,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>114,158</u>	<u>132,500</u>	<u>132,500</u>	<u>115,000</u>	<u>-13.2%</u>
Excess of Revenues over Expenditures	<u>(26,897)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>(26,897)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	280,149	295,049	253,252	253,252	-14.2%
Fund Balance - Ending	<u>\$ 253,252</u>	<u>\$ 295,049</u>	<u>\$ 253,252</u>	<u>\$ 253,252</u>	<u>-14.2%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased revenue based on forecasted projections.
- Decreased expenses based on forecasted 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 FY22 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS GENERAL CONTRIBUTIONS					
Summary of Revenues, Expenditures, and Changes in Fund Balance					
PROPOSED BUDGET FISCAL YEAR 2022					
	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	27,375	38,000	38,000	38,000	0.0%
Interest	19,653	7,100	7,100	14,200	100.0%
Miscellaneous	6,387	7,500	7,500	7,500	0.0%
Total Revenues	<u>53,415</u>	<u>52,600</u>	<u>52,600</u>	<u>59,700</u>	<u>13.5%</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	1,524	38,000	38,000	38,000	0.0%
Other Services and Charges	-	14,600	14,600	21,700	48.6%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>1,524</u>	<u>52,600</u>	<u>52,600</u>	<u>59,700</u>	<u>13.5%</u>
Excess of Revenues over Expenditures	<u>51,891</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Special Revenue Subfund	-	-	-	-	-
Administration Fund	-	-	-	-	-
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers In/(Out)-					
Special Revenue Subfund	-	-	-	-	-
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	<u>51,891</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	1,075,641	1,075,642	1,127,532	1,127,532	4.8%
Fund Balance - Ending	<u>\$ 1,127,532</u>	<u>\$ 1,075,642</u>	<u>\$ 1,127,532</u>	<u>\$ 1,127,532</u>	<u>4.8%</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increased interest revenue based on forecasted projections.
- Increased non-personnel services based on forecasted projections.



Prince George's County

Special Revenue Funds: Seized Money Escrow

OVERVIEW

The Seized Money Escrow provides a supplemental funding mechanism to capture proceeds to support drug enforcement training and education. This fund is governed by Article 27, Section 297 of the Annotated Code of Maryland entitled "The Controlled Dangerous Substance Act." Revenues consist of local seizures of monies by patrol officers, as well as found monies and monies kept for safekeeping. Funds are used for training and educational materials used to promote drug awareness and education.

SUMMARY OF FY22 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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	672	800	800	1,600	100.0%
Miscellaneous	7,709	2,606	2,606	2,600	-0.2%
Total Revenues	8,382	3,406	3,406	4,200	23.3%
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	1,406	1,406	2,200	56.5%
Other Services and Charges	-	2,000	2,000	2,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	3,406	3,406	4,200	23.3%
Excess of Revenues over Expenditures	8,382	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Funds	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	8,382	-	-	-	-
Fund Balance - Beginning	34,228	34,228	42,610	42,610	24.5%
Fund Balance - Ending	\$ 42,610	\$ 34,228	\$ 42,610	\$ 42,610	24.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Increased interest revenue based on forecasted projections.
- Increased non-personnel services based on forecasted projections.



Prince George's County

Special Revenue Funds: Special Historic Projects and Programs

OVERVIEW

This Fund provides a supplemental funding mechanism to support archaeological studies, publication of historical documents and research, exhibits on museum artifacts and curators' collections, and historical programs and activities at select historic sites, including Dorsey Chapel and Mt. Calvert. Revenues are generated through admission fees, rentals, donations, publication sales, and special event charges at these historic sites. Funds are used for programs and projects designed to enhance these historic structures.

SUMMARY OF FY22 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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	24,052	45,000	45,000	36,000	-20.0%
Charges for Services	36,016	52,000	52,000	41,600	-20.0%
Rentals and Concessions	35,070	30,000	30,000	24,000	-20.0%
Interest	6,411	2,800	2,800	5,600	100.0%
Miscellaneous	6,064	24,500	24,500	19,600	-20.0%
Total Revenues	107,614	154,300	154,300	126,800	-17.8%
Expenditures by Major Object:					
Personnel Services	99,799	63,300	63,300	35,800	-43.4%
Supplies and Materials	18,413	59,000	59,000	59,000	0.0%
Other Services and Charges	5,319	32,000	32,000	32,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	123,531	154,300	154,300	126,800	-17.8%
Excess of Revenues over Expenditures	(15,917)	-	-	-	-
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					
	(15,917)	-	-	-	-
Fund Balance - Beginning	337,892	340,707	321,975	321,975	-5.5%
Fund Balance - Ending	\$ 321,975	\$ 340,707	\$ 321,975	\$ 321,975	-5.5%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- Decreased revenue based on forecasted projections.
- Decreased expenses based on forecasted projections.



Prince George's County Special Revenue Funds: Interagency Agreements

OVERVIEW

The Special Revenue Fund for interagency agreements includes revenues and associated expenses from other agencies and government(s) for work the Commission performs on a “reimbursement-for-service” basis. For example, the Commission maintains agreements with the Prince George’s County Department of Public Works and Transportation to assist with snow removal from County roads.

SUMMARY OF FY22 PROPOSED BUDGET

**PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
INTERAGENCY AGREEMENTS
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022**

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ 950,000	\$ 950,000	\$ 950,000	0.0%
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>-</u>	<u>950,000</u>	<u>950,000</u>	<u>950,000</u>	<u>0.0%</u>
Expenditures by Major Object:					
Personnel Services	-	700,000	700,000	700,000	0.0%
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	250,000	250,000	250,000	0.0%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>950,000</u>	<u>950,000</u>	<u>950,000</u>	<u>0.0%</u>
Excess of Revenues over Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	<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>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- None.



Prince George's County

Special Revenue Funds: Send A Kid To Camp

OVERVIEW

This Special Revenue Fund program provides a mechanism for residents to donate money to support the Department of Parks and Recreation summer campers. Donations contribute to the summer experience for eligible children ages 3-17 based on documented need. These funds are available for Prince George's County residents only.

SUMMARY OF FY22 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY SPECIAL REVENUE FUNDS
SEND A KID TO CAMP
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Revenues:					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	638	-	-	-	-
Miscellaneous	490	-	-	-	-
Total Revenues	1,128	-	-	-	-
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Excess of Revenues over Expenditures	1,128	-	-	-	-
Other Financing Sources (Uses):					
Transfers In					
Administration Fund	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Transfers In/(Out)-					
Capital Project Fund	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses					
	1,128	-	-	-	-
Fund Balance - Beginning	35,787	35,787	36,915	36,915	3.2%
Fund Balance - Ending	\$ 36,915	\$ 35,787	\$ 36,915	\$ 36,915	3.2%

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

- None.



Prince George's County

Advance Land Acquisition Funds

EXECUTIVE OVERVIEW

The Maryland Annotated Code, Land Use Article empowers the Maryland National Capital Park and Planning Commission to include funding in its annual budget for the acquisition of lands needed for State highways, streets or roads as well as for school sites and other public uses in Prince George's County. The Commission established a continuing land acquisition revolving fund from which disbursements for such purchases may be made. The purchase must be shown in the Commission's general plan for the physical development of the regional district or in an adopted plan. The acquisition requires the approval of the County Council of Prince George's County. The acquisition of school sites also requires the prior approval of the Prince George's County Board of Education.

The Commission may transfer the land to the County or agency for which it was acquired upon repayment of funds disbursed for the land, plus interest. Any repayment is placed in the land acquisition revolving fund for future purchases. If an agency later determines that the land is not needed for public use, the Commission may use the land as part of its park system. Alternatively, it may sell, exchange, or otherwise dispose of it under its general authority covering the disposition of park and recreation properties.

HIGHLIGHTS AND MAJOR CHANGES IN FY22 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 FY22 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 FY22, 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 FY22 are \$304,715.



Prince George's County Advance Land Acquisition Funds

PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION DEBT SERVICE FUND Summary of Revenues, Expenditures, and Changes in Fund Balance PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Property Taxes	\$ 200	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	<u>200</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges-Contribution	146	-	63	-	-
Debt Service -	-	-	-	-	-
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Debt Service Fees	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>146</u>	<u>-</u>	<u>63</u>	<u>-</u>	<u>-</u>
Excess of Revenues over Expenditures	<u>54</u>	<u>-</u>	<u>(63)</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses):					
Transfers In:					
Total Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers (Out):					
Capital Projects Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	<u>54</u>	<u>-</u>	<u>(63)</u>	<u>-</u>	<u>-</u>
Fund Balance - Beginning	9	-	63	-	-
Fund Balance - Ending	<u>\$ 63</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>



Prince George's County Advance Land Acquisition Funds

PRINCE GEORGE'S COUNTY ADVANCE LAND ACQUISITION REVOLVING FUND Summary of Revenues, Expenditures, and Changes in Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Revenues:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	-
Intergovernmental -					
Federal	-	-	-	-	-
State	-	-	-	-	-
County - Grant	-	-	-	-	-
County - Non-Grant Permit Fee	-	-	-	-	-
Sales	-	-	-	-	-
Charges for Services	-	-	-	-	-
Rentals and Concessions	-	-	-	-	-
Interest	5,295	-	-	-	-
Miscellaneous (Contributions)	146	-	63	-	-
Total Revenues	<u>5,441</u>	<u>-</u>	<u>63</u>	<u>-</u>	<u>-</u>
Expenditures by Major Object:					
Personnel Services	-	-	-	-	-
Supplies and Materials	-	-	-	-	-
Other Services and Charges	-	-	-	-	-
Capital Outlay	-	299,279	-	304,715	1.8%
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>299,279</u>	<u>-</u>	<u>304,715</u>	<u>1.8%</u>
Excess of Revenues over Expenditures	<u>5,441</u>	<u>(299,279)</u>	<u>63</u>	<u>(304,715)</u>	<u>1.8%</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>5,441</u>	<u>(299,279)</u>	<u>63</u>	<u>(304,715)</u>	<u>1.8%</u>
Total Net Position - Beginning	299,211	299,279	304,652	304,715	1.8%
Total Net Position - Ending	<u>\$ 304,652</u>	<u>\$ -</u>	<u>\$ 304,715</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 FY21 PROPOSED BUDGET

The FY22 proposed budget includes debt service on an expected \$30.0 million issue in the spring of 2021.

SUMMARY OF FY22 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY PARK DEBT SERVICE FUND
Summary of Revenues, Expenditures, and Changes in Fund Balance
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 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 -	12,120,269	15,064,619	15,064,619	13,288,277	-11.8%
Debt Service Principal	7,730,000	9,275,000	9,275,000	8,208,629	-11.5%
Debt Service Interest	4,390,269	5,389,619	5,389,619	4,704,648	-12.7%
Debt Service Fees	-	400,000	400,000	375,000	-6.3%
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Expenditures	12,120,269	15,064,619	15,064,619	13,288,277	-11.8%
Designated Expenditure Reserve	-	-	-	-	-
Excess of Revenues over Expenditures	(12,120,269)	(15,064,619)	(15,064,619)	(13,288,277)	-11.8%
Other Financing Sources (Uses):					
Refunding Bonds Issued	-	-	-	-	-
Premiums on Bonds Issued	-	225,000	225,000	225,000	0.0%
Payment to Refunding Bond Escrow Agent	-	-	-	-	-
Transfers In/(Out)-					
Transfer from Park Fund	12,120,269	14,839,619	14,839,619	13,063,277	-12.0%
Total Transfers In	12,120,269	14,839,619	14,839,619	13,063,277	-12.0%
Transfer to CIP	-	-	-	-	-
Total Transfers (Out)	-	-	-	-	-
Total Other Financing Sources (Uses)	12,120,269	15,064,619	15,064,619	13,288,277	-
Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	-	-	-	-	-
Fund Balance, Beginning	-	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -	-



Prince George's County Debt Service Requirements for FY22

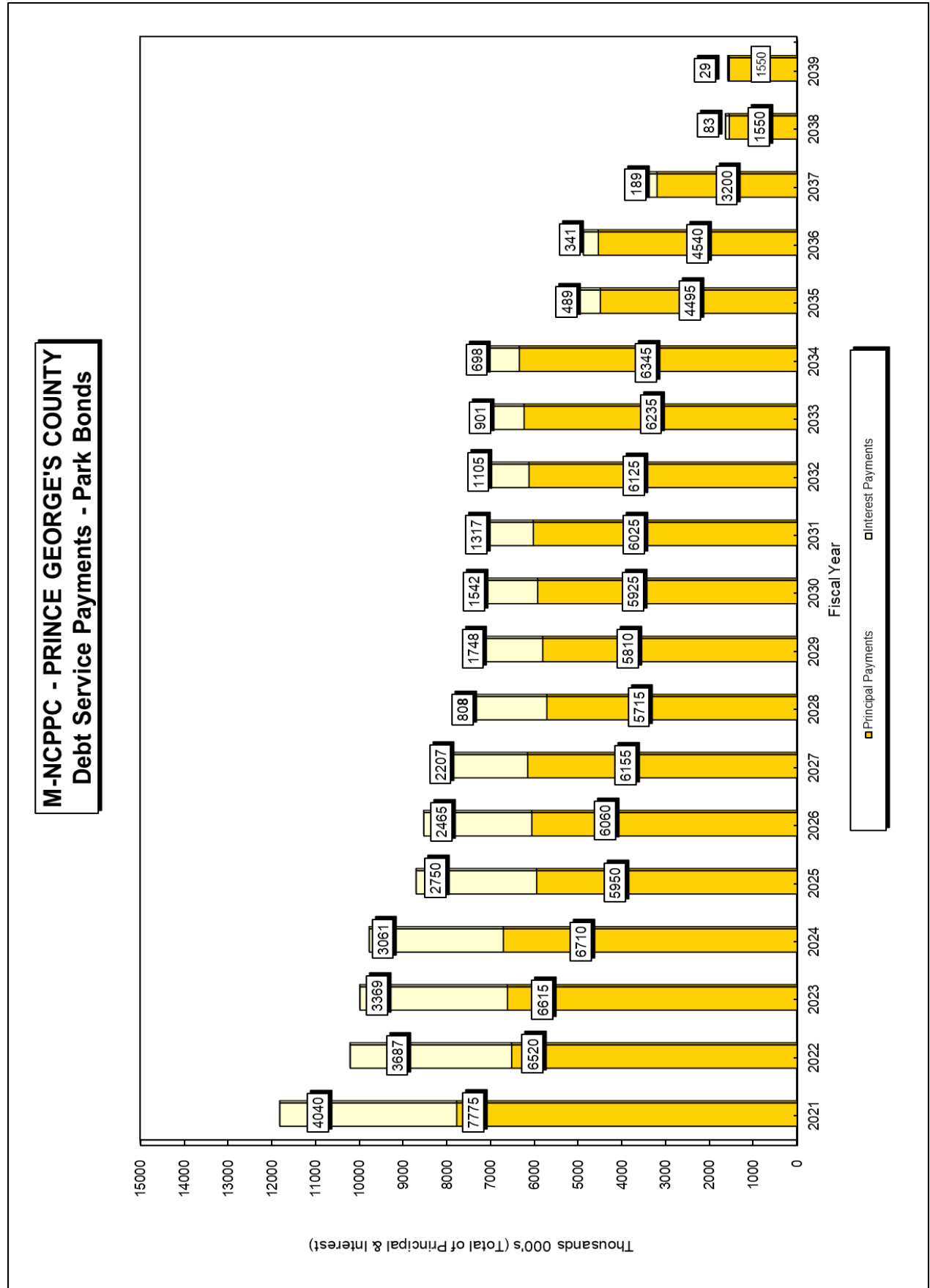
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

PRINCE GEORGE'S COUNTY DEBT SERVICE REQUIREMENTS FOR FISCAL YEAR ENDING JUNE 30, 2022

Park Acquisition and Development - Park Fund	Interest Rate	Issue Date	Maturity Date	Original Issue	Outstanding Balance 06/30/21	FY 2022 Payments			
						Principal	Interest	Total	
PG 2012-A Park Acquisition and Development Refunding Bond	1.8735%	06/07/12	01/15/24	11,420,000	2,600,000	865,000	121,350	986,350	1,735,000
PGC 2014-A Park and Acquisition and Development Bond	2.8363%	06/05/14	12/01/23	26,565,000	1,115,000	1,115,000	55,750	1,170,750	-
PGC 2015-A Park and Acquisition and Development Bond	2.5817%	10/15/15	01/15/36	19,360,000	19,360,000	1,340,000	715,318	2,055,318	18,020,000
PGC 2017-A Park and Acquisition and Development Bond	2.7053%	07/27/17	01/15/37	26,400,000	26,400,000	1,650,000	1,010,626	2,660,626	24,750,000
PG 2018 A- Park and Acquisition and Development Bond	3.1261%	11/29/18	11/01/38	27,900,000	27,900,000	1,550,000	1,176,062	2,726,062	26,350,000
PG 2020-A Park Acquisition and Development Refunding Bond	1.4500%	10/10/20	01/15/34	19,119,615	19,002,957	188,629	275,542	464,171	18,814,328
Proposed Debt Service- \$30M Spring '21				30,000,000	-	1,500,000	1,350,000	2,850,000	28,500,000
Issuance Costs (includes underwriters disc.)				160,764,615	96,377,957	8,208,629	4,704,648	12,913,277	118,169,328
Total Park Fund Debt Service								375,000	-
								13,288,277	118,169,328



Prince George's County Debt Service Payments - Park Bonds



Prince George's County Risk Management Internal Service Fund

MISSION AND OVERVIEW

This Fund supports a vigorous agency-wide risk management program that provides safe facilities and programs for employees and patrons, protects agency assets, and ensures compliance with federal and state regulations. Program goals are met through proactive risk assessments, development and delivery of comprehensive safety training programs, coordination of Continuity of Operations Planning (COOP) plans and public health concern responses, compliance reviews for adherence to federal and state safety regulations, administration of liability and workers' compensation programs, and management of agency wide safety programs such as the drug and alcohol education and testing program, driver safety, and emergency response programs.

The Fund also covers participation in the Montgomery County Self Insurance Program (MCSIP), which is open to the agency as a bi-county organization. The MCSIP provides independent claims adjudication services, group coverage for commercial insurance policies for general liability, real and personal property, police professional liability, automobile liability, and public official liability. Participation in MCSIP is reflected in the budget through external administration fees. Separate from MCSIP, the agency also purchases insurance for various surety bonds, police horses, catastrophes, and blanket coverage for other specialized programs.

FY21 WORK PROGRAM ACCOMPLISHMENTS

COVID-19 Response: In response to the unprecedented COVID-19 crisis, this unit developed and implemented the agency's COVID-19 response. The team provided a framework for the workforce and agency facilities to reduce the exposure of the virus through the development of robust safety protocols and internal operating procedures, coordinated review of all suspected cases to mitigate exposure, case monitoring, procurement of personal protective equipment, and updating of Continuity of Operations Programs (COOP).

Loss Mitigation: Continued to implement and monitor loss mitigation through risk assessments, protocols, safety programs, insurance, and loss transfer.

Claims Management: Conducted regular audits of claims managements to promote cost effectiveness, coordinate return to work strategies, and maintain proper case reserves.

Training: Continued specialized training to address and prevent frequent causes of accidents and injuries to employees and patrons. Enhanced monthly position-specific safety trainings for maintenance and trades personnel.

Emergency Protocols: Continued to perform comprehensive assessments of site-specific emergency action protocols for all agency facilities.

Safety Inspections: Continued comprehensive facility inspections to ensure safety and compliance with federal and state regulations.



Prince George's County

Risk Management Internal Service Fund

HIGHLIGHTS AND MAJOR CHANGES IN THE FY22 PROPOSED BUDGET

The main cost driver for the Risk Management budget is workers' compensation and liability claims that occur in the departments. Therefore, fluctuations in the Risk Management budget are largely driven by changes in these areas. This budget is developed to establish necessary funding levels for projected future claims, insurance costs, personnel costs, and external administration fees. While the agency subrogates its claims to offset losses and applies for reimbursements from the Federal Emergency Management Administration (FEMA), these recoveries are returned directly to the affected departments after being received.

Total FY22 proposed budget for Prince George's County funded operations is \$4,354,100, 7.3% increase over FY21 levels. This amount includes the application of unrestricted fund balance and interest income to offset total expenditures of \$5,081,313. The budget is broken out into three separate components:

Workers' Compensation and Liability Claims: As the largest component of the Fund's budget, this category is 64.4% (or \$3,270,500) of the total and reflects a 2.2% decrease from FY21 levels. Workers' compensation claims generally make up 80% of all claims expenses, while liability claims make up the remainder. These expenses are workplace claims filed by operating departments compensable under Maryland State law and can vary significantly year-to-year depending on the number, severity, and complexity of claims filed. Projected claims expenses utilize actuarial projections based on analysis of the last full cycle of claims, historical claims, expected future losses, and other variables such as expected industry adjustments for medical costs and replacement values to help determine necessary funding levels to protect the agency against future losses.

Internal Administrative Expenses: This category is 19.3% (or \$983,013) of the Fund's budget and reflects a 3.7% increase over FY21. These expenses enable the internal Risk Management and Workplace Safety Office to administer the agency's robust Risk and Safety program. The increase is mainly due to personnel and benefit adjustments provided by the Corporate Budget Office. The proposed budget includes 6 career positions (3 to each county) and 6.8 workyears (3.4 to each county). No personnel changes are proposed for FY22.

External Administrative Expenses: This category is 16.3% (or \$827,800) of the Fund's budget and reflects a 6% increase over FY21. These expenses are fees paid to MCSIP for claims adjudication, commercial insurance, and actuarial services.

FY22 WORK PROGRAM PRIORITIES

- Continue to actively manage public health issues such as the COVID-19 pandemic response, including implementation of federal, state and local guidance, and developing agency-wide safety protocols and COOP plans.
- Conduct specialized training to ensure compliance with workplace safety regulations, prevent accidents and injuries, and reduce costs to the Departments.
- Continue comprehensive facility inspections to provide safe spaces for employees and visitors. Conduct regular audits of losses and accidents to identify areas of focus, coordinated return to work strategies, and proper case reserves.



Prince George's County Risk Management Internal Service Fund

- Perform comprehensive assessments of departmental COOP Plans and continue regular review of site-specific emergency action protocols for agency facilities.
- Conduct regular assessments of worker's compensation and liability claims, property losses, and recommend strategies for containing costs, improving safety, and reducing liability to the agency.

BUDGET AT A GLANCE

		FY21	FY22	%	%
		<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Allocated *</u>
Montgomery County Budget					
Budget	Expenditures	\$3,603,324	\$3,503,512	-2.8%	40.8%
Staffing					
	Funded Career Positions	3.00	3.00	0.0%	50.0%
	Funded Workyears	3.40	3.40	0.0%	50.0%
Prince George's County Budget					
Budget	Expenditures	\$5,072,324	\$5,081,313	0.2%	59.2%
Staffing					
	Funded Career Positions	3.00	3.00	0.0%	50.0%
	Funded Workyears	3.40	3.40	0.0%	50.0%
Combined Department Total Budget					
Budget	Expenditures	\$8,675,648	\$8,584,825	-1.0%	100.0%
Staffing					
	Funded Career Positions	6.00	6.00	0.0%	100.0%
	Funded Workyears	6.80	6.80	0.0%	100.0%

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



Prince George's County Risk Management Internal Service Fund

SUMMARY OF FY22 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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges for Services:	\$	\$	\$	\$	
Parks	2,215,700	3,022,100	3,022,100	3,318,400	9.8%
Recreation	530,100	614,400	614,400	667,300	8.6%
Planning	25,300	8,900	8,900	36,000	304.5%
CAS	7,800	7,200	7,200	11,400	58.3%
Enterprise	362,900	403,500	403,500	321,000	-20.4%
Miscellaneous (Claim Recoveries, etc.)	407,580	-	-	-	-
Total Operating Revenues	<u>3,549,380</u>	<u>4,056,100</u>	<u>4,056,100</u>	<u>4,354,100</u>	<u>7.3%</u>
Operating Expenses:					
Personnel Services	525,491	515,642	515,642	480,374	-6.8%
Supplies and Materials	38,162	34,750	34,750	35,000	0.7%
Other Services and Charges:					
Insurance Claims:					
Parks	3,037,641	2,534,700	2,534,700	2,450,900	-3.3%
Recreation	415,303	593,400	593,400	574,000	-3.3%
Planning	181,622	6,400	6,400	25,200	293.8%
CAS	31,465	7,000	7,000	13,100	87.1%
Enterprise	-	201,600	201,600	207,300	2.8%
Insurance Reimbursement					
Misc., Professional services, etc.	751,236	897,594	897,594	945,040	5.3%
Depreciation & Amortization Expense	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	273,712	281,238	281,238	350,399	24.6%
Total Operating Expenses	<u>5,254,632</u>	<u>5,072,324</u>	<u>5,072,324</u>	<u>5,081,313</u>	<u>0.2%</u>
Operating Income (Loss)	<u>(1,705,252)</u>	<u>(1,016,224)</u>	<u>(1,016,224)</u>	<u>(727,213)</u>	<u>-28.4%</u>
Nonoperating Revenue (Expenses):					
Interest Income	393,091	400,000	400,000	400,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>393,091</u>	<u>400,000</u>	<u>400,000</u>	<u>400,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>(1,312,161)</u>	<u>(616,224)</u>	<u>(616,224)</u>	<u>(327,213)</u>	<u>-46.9%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	(1,312,161)	(616,224)	(616,224)	(327,213)	-46.9%
Total Net Position - Beginning	11,008,540	10,085,272	9,696,379	9,080,155	-10.0%
Total Net Position - Ending	<u>\$ 9,696,379</u>	<u>\$ 9,469,048</u>	<u>\$ 9,080,155</u>	<u>\$ 8,752,942</u>	<u>-7.6%</u>
Designated Position	1,120,394	6,703,206	7,000,927	6,636,421	-1.0%
Unrestricted Position	8,575,985	2,765,842	2,079,228	2,116,521	-23.5%
Total Net Position, June 30	<u>\$ 9,696,379</u>	<u>\$ 9,469,048</u>	<u>\$ 9,080,155</u>	<u>\$ 8,752,942</u>	<u>-7.6%</u>

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

	FY 20	FY 21	FY 21	FY 22	%
Parks	\$ 543,500	\$ 592,100	\$ 592,100	\$ 620,300	4.8%
Recreation	134,600	138,600	138,600	145,300	4.8%
Planning	4,600	1,500	1,500	6,400	326.7%
CAS	1,800	1,600	1,600	3,300	106.3%
Enterprise	52,200	47,100	47,100	52,500	11.5%
Total	\$ 736,700	\$ 780,900	\$ 780,900	\$ 827,800	6.0%

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



Prince George's County

Capital Equipment Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Capital Equipment Internal Service Fund (CEISF) was set up to establish an economical method of handling large equipment purchases. The fund spreads the cost of an asset over its useful life instead of burdening any one fiscal year with the expense. Considerable savings are realized over the life of the equipment through the use of the CEISF.

Departments use the CEISF to finance the purchase of equipment having a useful life of at least six (6) years. All revenue and costs associated with the financing of such equipment are recorded in the Internal Service Fund. All equipment is financed on a tax-exempt basis, resulting in considerable interest savings. The participating departments are charged an annual rental payment based on the life of the equipment.

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The financing authority of the CEISF may be carried over from year to year. This means that if the total authorized amount of financing is not utilized during a particular fiscal year any remaining funding may be carried over to succeeding fiscal years. Approval of the budget gives the Commission's Secretary-Treasurer and other officers authority to carry out financing for this fund at such time and on such terms as is believed to be advantageous to the Commission without additional action by the Commission or a Planning Board.

For FY22, the Commission is not proposing any new purchases for either the Prince George's Department of Planning or the Department of Parks and Recreation.

For FY22, the Corporate IT Division of the Office of the CIO is proposing \$250,000 of new capital purchases, split 50/50 between Montgomery and Prince George's, consisting of:

- Replacement primary storage servers/high performance disks
- Replacement tape backup storage
- Replacement servers for the virtualized environment



Prince George's County Capital Equipment Internal Service Fund

SUMMARY OF FY22 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 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges to Departments	\$	\$	\$	\$	
Parks & Recreation - Park Fund	1,862,427	627,627	627,627	-	-100.0%
Corporate IT	203,000	161,500	161,500	166,250	2.9%
Miscellaneous (Sale of Equipment, etc.)	-	-	-	-	-
Total Operating Revenues	2,065,427	789,127	789,127	166,250	-78.9%
Operating Expenses:					
Personnel Services	-	-	-	-	-
Supplies and Materials	12,875	-	-	-	-
Other Services and Charges:	-	-	-	-	-
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	1,294,546	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	125,000	-
Other Classifications	-	-	-	-	-
Chargebacks	23,290	-	-	28,804	-
Total Operating Expenses	1,330,711	-	-	153,804	-
Operating Income (Loss)	734,716	789,127	789,127	12,446	-98.4%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	57,642	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	57,642	-	-	-	-
Income (Loss) Before Operating Transfers	792,358	789,127	789,127	12,446	-98.4%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	792,358	789,127	789,127	12,446	-98.4%
Total Net Position - Beginning	5,380,896	7,291,933	6,173,254	6,962,381	-4.5%
Total Net Position - Ending	\$ 6,173,254	\$ 8,081,060	\$ 6,962,381	\$ 6,974,827	-13.7%
Note: Future Financing Plans					
Capital equipment financed for Planning	\$ -	\$ -	\$ -	\$ -	
Capital equipment financed for Parks and Rec	-	-	-	-	
Capital equipment financed for Finance Dept.	-	-	-	-	
Capital equipment financed for Corporate IT	250,000	-	-	125,000	

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

Largo Headquarters Building Internal Service Fund

OVERVIEW

The planned move from the County Office Building in Upper Marlboro to the new County facilities in Largo is no longer an option. At the request of the County Executive's Office, the Commission is pursuing construction of a new building to house the Commissioners' Office and the Planning Department. The proposed project, to be situated near the Largo Metro Station, will be an economic driver for the County. Toward this end, the Commission has engaged the Maryland Economic Development Corporation (MEDCO) as a partner for the project because of their ability to bring together public and private resources to develop other government facilities. MEDCO will construct the building on land acquired and owned by the Commission through a leaseback transaction.

To allocate Commission resources for this project, the Planning Board approved the transfer of \$60,000,000 from the Administration Fund in FY21.

To account for this facility that will be utilized by the Commission, a new internal service fund will be created. The Largo Headquarters Building Internal Service Fund will eventually account for all building related expenses and will be funded by "rental" charges to the Commissioners' Office and the Planning Department.

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

No budget is proposed for FY22.



Prince George's County

Largo Headquarters Building Internal Service Fund

SUMMARY OF FY22 PROPOSED BUDGET

PRINCE GEORGE'S COUNTY LARGO HEADQUARTERS BUILDING INTERNAL SERVICE FUND
Summary of Revenues, Expenses, and Changes in Fund Net Position
PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	%
					Change
Operating Revenues:					
Intergovernmental	\$	\$	\$	\$	
Charges for Services (Office Space Rental):					
PGC Commissioners					-
PGC Planning					-
Rental Revenues					-
Miscellaneous					-
Total Operating Revenues	-	-	-	-	-
Operating Expenses:					
Personnel Services					-
Supplies and Materials					-
Other Services and Charges					-
Capital Outlay					-
Chargebacks					-
Total Operating Expenses	-	-	-	-	-
Operating Income (Loss)	-	-	-	-	-
Nonoperating Revenue (Expenses):					
Interest Income					-
Total Nonoperating Revenue (Expenses):	-	-	-	-	-
Income (Loss) Before Operating Transfers	-	-	-	-	-
Operating Transfers In (Out):					
Transfer In	-	-	60,000,000	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	60,000,000	-	-
Change in Net Position	-	-	60,000,000	-	-
Total Net Position - Beginning	-	-	-	60,000,000	-
Total Net Position - Ending	\$ -	\$ -	\$ 60,000,000	\$ 60,000,000	-

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



Prince George's County

Commission-wide CIO & IT Initiatives Internal Service Fund

MISSION

The Chief Information Officer (CIO) reports to the Executive Committee to ensure Commission-wide focus on technology systems. The CIO is responsible for strategic planning for the enterprise-wide IT systems in collaboration with departments to meet business needs. The CIO also functions as the Commission's Chief Technology Security Officer. The Office of the CIO (OCIO) has its own office space in the Executive Office Building.

EXECUTIVE OVERVIEW

Working in collaboration with the Chief Technology Officers of each department and the Information Technology Council, the Office of the Chief Information Officer (OCIO) has submitted the FY22 budget with the following highlights.

FY21 has seen sustained progress in advancing Enterprise IT Systems in the face of increased information technology security threats and breaches. Continued to advance IT Security Policies and Standard Operating Procedures. Several initiatives are managed by the Information Security Officer to provide compliance with the National Institute of Standards and Technology (NIST):

1. M-NCPPC Vulnerability Management (VM) Policy and Standard Operating Procedures (SOP). We have developed an industry standard based vulnerability management policy. This policy defines how to secure M-NCPPC information assets through proper scanning, what constraints on behaviors of users as well as roles and responsibilities to meet effective vulnerability management
2. M-NCPPC Cybersecurity Incident Response Plan. We have developed a comprehensive cybersecurity incident response plan that will ensure we quickly recognize and respond to a cybersecurity related incident and assess, classify and efficiently contain the situation.

The OCIO worked closely with the Office of Inspector General to review our information technology environment and the policies that govern it, identify gaps and make recommendations. Our focus is to ensure that the integrity and confidentiality of Commission's data is protected under all circumstances. The CIO collaborated with the Information Technology Council to rank Commission Wide IT (CWIT) project priorities for FY22 to ensure that projects are aligned with Commissions goals and objectives.

OCIO Budget Overview

The proposed FY22 expenditure budget is \$1,525,471 representing a \$3,736 (0.2%) increase from the FY21 adopted levels. No new initiatives are proposed for FY22, other than the share of new initiatives proposed in CWIT.

Commission-wide IT Initiatives

The budget request for the IT Initiatives was developed with input from the Chief Technology Officers and was vetted and supported by the Information Technology Council. The OCIO requests authority to spend \$4,829,716 in FY22. This consists of \$3,369,710 for ongoing software license fees, \$460,000 for ongoing projects, and \$1,000,000 for one new project initiative. The new project initiative is:

- ERP Upgrade (first year funding)



Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

The ongoing software license fees are for:

- Microsoft Licenses – annual Enterprise License agreement
- Kronos – annual Cloud hosting and related services
- Adobe – annual Enterprise License agreement
- Website – annual hosting
- ADA scanning and Monitoring
- End user IT Security Training
- ERP Managed Services

The Software licenses moved from the Corporate IT budget and new software licenses are:

- Infor SaaS License subscription - \$458,000
- NeoGov SaaS recruitment subscription - \$49,500
- ServiceNow SaaS Corporate IT Service Desk - \$125,000
- Data Loss Prevention Solution - \$100,000
- Microsoft Azure cloud subscription to host Active Directory Domain Controllers - \$40,000
- Microsoft Office (O365) Backup - \$100,000

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

Proposed Changes consist of:

1. ERP Upgrade - MC \$410,700, PGC \$589,300 (\$1,000,000) - 2023 is end of life for the current ERP (V10). Cost will depend on the selected solution. This amount is the first year of budgeting funding for this upgrade.



Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

BUDGET AT A GLANCE

		FY21 <u>Adopted</u>	FY22 <u>Proposed</u>	% <u>Change</u>	% <u>Allocated</u> *
Montgomery County Budget					
Budget	Expenditures	\$1,951,835	\$2,745,816	40.7%	43.2%
Staffing	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
Prince George's County Budget					
Budget	Expenditures	\$2,969,100	\$3,609,371	21.6%	56.8%
Staffing	Funded Career Positions	3.50	3.50	0.0%	50.0%
	Funded Workyears	3.50	3.50	0.0%	50.0%
Combined Department Total Budget					
Budget	Expenditures	\$4,920,935	\$6,355,187	29.1%	100.0%
Staffing	Funded Career Positions	7.00	7.00	0.0%	100.0%
	Funded Workyears	7.00	7.00	0.0%	100.0%

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



Prince George's County Commission-wide CIO & IT Initiatives Internal Service Fund

SUMMARY OF FY22 PROPOSED BUDGET

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

Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges to Departments/Funds:	\$	\$	\$	\$	
DHRM	43,458	35,900	35,900	64,973	81.0%
CIO	2,499	9,420	9,420	3,993	-57.6%
Finance	144,428	37,402	37,402	61,623	64.8%
Legal	15,518	12,979	12,979	23,553	81.5%
Inspector General	3,780	3,808	3,808	7,058	85.3%
Corporate IT	124,207	115,064	115,064	138,400	20.3%
Parks & Recreation - Park Fund	603,754	821,465	821,465	1,065,030	29.7%
Parks & Recreation - Recreation Fund	1,336,261	1,644,423	1,644,423	1,892,367	15.1%
Planning	280,477	392,648	392,648	458,959	16.9%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	2,554,381	3,073,109	3,073,109	3,715,956	20.9%
Operating Expenses:					
Personnel Services	562,238	702,041	702,041	675,941	-3.7%
Supplies and Materials	31,360	26,506	26,506	25,244	-4.8%
Other Services and Charges:	1,793,650	2,240,553	2,240,553	2,908,186	29.8%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	92,487	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	-	-	-	-	-
Total Operating Expenses	2,479,735	2,969,100	2,969,100	3,609,371	21.6%
Operating Income (Loss)	74,646	104,009	104,009	106,585	2.5%
Nonoperating Revenue (Expenses):					
Debt Proceeds	-	-	-	-	-
Interest Income	19,395	-	-	-	-
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	19,395	-	-	-	-
Income (Loss) Before Operating Transfers	94,041	104,009	104,009	106,585	2.5%
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	-	-	-	-	-
Change in Net Position	94,041	104,009	104,009	106,585	2.5%
Total Net Position - Beginning	1,154,143	1,247,088	1,248,184	1,352,193	8.4%
Total Net Position - Ending	\$ 1,248,184	\$ 1,351,097	\$ 1,352,193	\$ 1,458,778	8.0%

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



Prince George's County

Commission-wide Executive Office Building Internal Service Fund

MISSION AND OVERVIEW

The Commission-wide Executive Office Building Internal Service Fund accounts for the expenses of operating the Executive Office Building (EOB) in Riverdale, MD. This facility houses the bi-county operations of the agency including the departments of Finance, Legal, Human Resources and Management, the Office of the Chief Information Officer, the Merit System Board and the Employees' Retirement System. The Prince George's County Parks and Recreation Department's Information Technology and Communications Division is currently housed in the EOB but has plans to relocate in FY21. This space will be absorbed by bi-county operations. The Office of the Inspector General and the agency-wide Archives program are located offsite.

HIGHLIGHTS AND MAJOR CHANGES IN FY22 PROPOSED BUDGET

The FY22 proposed budget is \$1,501,205 and includes an increase of 1.8% (or \$26,633) over FY21 levels.

Revenue

Occupancy: Revenue to the fund is provided annually through operational occupancy charges to the tenants based on allocated space. The occupancy rate is based on the per square footage cost of facility maintenance and repairs, mechanical systems, janitorial services, security and electronic access systems, and grounds maintenance. In order to address increasing operational costs and the facility's response to COVID-19, the proposed budget includes an occupancy rate of \$27.04, which is a 4% increase over the FY21 adopted rate.

Interest: Projected interest income remains flat compared to FY21.

Fund Balance: The use of fund balance is projected to decrease by 37.8% after the increase in occupancy rates.

Expenditures

Personnel Services: This category includes an increase of 5% (\$12,225). The proposed budget includes 2 career positions and workyears. These positions manage the day to day operations of building mechanical systems, perform necessary repairs, and address occupant concerns. Extensive daily maintenance is required to operate a multi-story building and its grounds, thus requiring the facility staff to focus primarily on technical repairs and maintenance.

Other Operating Charges: This category includes an increase of 0.3% (\$2,754) for utilities, preventative maintenance, parts and equipment, repairs, maintenance supplies, and professional services including janitorial and pest control services.

Capital Projects: This category remains flat compared to FY21 levels and provides funding for any major structural building improvements, machinery or equipment necessary to maintain the building and grounds.

Chargebacks: This category includes an increase of 11.8% (\$11,654) for salary and benefit allocations of Department of Human Resources and Management (DHRM) staff time. These



Prince George’s County
Commission-wide Executive Office Building Internal Service Fund

allocations have been adjusted to more accurately reflect the DHRM staff time required to support the facility’s operations.

FY22 WORK PROGRAM PRIORITIES

Maintain Operations: Continue maintenance and repairs of facility and grounds to ensure the effective operations of systems, address required repairs and renovations, and managing janitorial services, security and electronic access systems.

COVID-19 Response: Ensure effective COVID-19 response through regular cleaning, conducting entry screening protocols for employees and visitors, maintaining HVAC systems, and procuring personal protective equipment and other response supplies to reduce exposure.

FY22 Staffing

No changes in positions or workyears are proposed.

Executive Office Building

	<u>FY21</u>	<u>FY22</u>	<u>%</u>
	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Staffing			
Funded Career Positions	2.00	2.00	0.0%
Funded Workyears	2.00	2.00	0.0%



Prince George's County Commission-wide Executive Office Building Internal Service Fund

SUMMARY OF FY22 PROPOSED BUDGET

COMMISSION-WIDE EXECUTIVE OFFICE BUILDING INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Charges for Services (Office Space Rental):	\$	\$	\$	\$	
PGC Parks and Recreation	126,178	126,178	126,178	-	-100.0%
Retirement System	108,680	108,680	108,680	113,027	4.0%
Chief Information Office	59,644	59,644	59,644	62,030	4.0%
Risk Management	54,808	54,808	54,808	57,000	4.0%
Group Insurance	65,338	65,338	65,338	67,952	4.0%
CAS Departments	937,352	937,352	937,352	1,106,071	18.0%
Miscellaneous (Claim Recoveries, etc.)	18,507	-	-	-	-
Total Operating Revenues	<u>1,370,507</u>	<u>1,352,000</u>	<u>1,352,000</u>	<u>1,406,080</u>	<u>4.0%</u>
Operating Expenses:					
Personnel Services	229,569	243,910	243,910	256,135	5.0%
Supplies and Materials	44,026	43,400	43,400	61,000	40.6%
Other Services and Charges:	453,957	1,003,490	1,003,490	988,644	-1.5%
Debt Service:					
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Depreciation & Amortization Expense	73,769	-	-	-	-
Other Financing Uses	-	-	-	-	-
Capital Outlay	-	85,000	85,000	85,000	0.0%
Other Classifications	-	-	-	-	-
Chargebacks	94,708	98,772	98,772	110,426	11.8%
Total Operating Expenses	<u>896,029</u>	<u>1,474,572</u>	<u>1,474,572</u>	<u>1,501,205</u>	<u>1.8%</u>
Operating Income (Loss)	<u>474,478</u>	<u>(122,572)</u>	<u>(122,572)</u>	<u>(95,125)</u>	<u>-22.4%</u>
Nonoperating Revenue (Expenses):					
Interest Income	60,684	50,000	50,000	50,000	0.0%
Interest Expense, Net of Amortization	-	-	-	-	-
Loss on Sale/Disposal Assets	-	-	-	-	-
Total Nonoperating Revenue (Expenses):	<u>60,684</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>0.0%</u>
Income (Loss) Before Operating Transfers	<u>535,162</u>	<u>(72,572)</u>	<u>(72,572)</u>	<u>(45,125)</u>	<u>-37.8%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	-	-	-	-
Net Operating Transfer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Position	535,162	(72,572)	(72,572)	(45,125)	-37.8%
Total Net Position - Beginning	5,160,554	5,099,851	5,695,716	5,623,144	10.3%
Total Net Position - Ending	<u>\$ 5,695,716</u>	<u>\$ 5,027,279</u>	<u>\$ 5,623,144</u>	<u>\$ 5,578,019</u>	<u>11.0%</u>

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



Prince George's County Commission-wide Group Insurance Internal Service Fund

EXECUTIVE OVERVIEW

The Commission's Group Insurance Fund accounts for the costs associated with providing health insurance benefits to active and retired employees. The Fund revenues include the employer, employee and retiree share of insurance premiums. The Flexible Spending program is also accounted for in this fund.

The Fund covers all active employees with health and other insurance coverage in the operating departments and retirees eligible for health benefits. The operating department's contribution toward employee insurance costs make up 76% of the revenue. Revenue from employee and retiree share of the premiums makes up 21% of revenue, with the Employer Group Waiver Plan (EGWP) subsidy and interest income making up the balance. The Fund is treated as a Commission-wide fund because its costs are not specifically generated by either county. Rather, the costs represent the total health insurance pool cost. In addition, OPEB Pay-go costs are paid through the Group Insurance Fund.

The Group Insurance program is part of the Department of Human Resources and Management. It is staffed by 6 full-time positions.

HIGHLIGHTS AND MAJOR CHANGES IN THE FY22 PROPOSED BUDGET

The proposed FY22 expenditure budget is \$71.3 million, which reflects a 0.1% increase from FY21 budget levels.

The FY22 Proposed budget reflects the Commission-adopted employee health insurance cost share. The administrative expenses are factored into the health insurance rates and paid through the employer and employee contributions for health care premiums.

The FY22 Proposed Budget contains a designated reserve of \$7.13 million, which is enough to meet the 10.0% of total operating expenses reserve policy.

Essential Needs

No essential needs are proposed for FY22.

Group Insurance Fund

	FY20 Adopted	FY21 Proposed	% Change
Staffing			
Funded Career Positions	6.00	6.00	0.0%
Funded Workyears	6.20	6.20	0.0%



Prince George's County Commission-wide Group Insurance Internal Service Fund

SUMMARY OF FY22 PROPOSED BUDGET

COMMISSION-WIDE GROUP HEALTH INSURANCE INTERNAL SERVICE FUND Summary of Revenues, Expenses, and Changes in Fund Net Position PROPOSED BUDGET FISCAL YEAR 2022

	FY 20 Actual	FY 21 Adopted	FY 21 Estimate	FY 22 Proposed	% Change
Operating Revenues:					
Intergovernmental:					
EGWP Subsidy	\$ 2,089,051	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	0.0%
Charges for Services:					
Employer Contributions, Other	-	-	-	-	-
Employee/Retiree Contributions	8,515,904	14,618,370	14,618,370	14,618,370	0.0%
Employer Contributions/Premiums	43,524,545	54,271,479	54,271,479	54,271,479	0.0%
Miscellaneous (Claim Recoveries, etc.)	-	-	-	-	-
Total Operating Revenues	<u>54,129,500</u>	<u>70,889,849</u>	<u>70,889,849</u>	<u>70,889,849</u>	<u>0.0%</u>
Operating Expenses:					
Personnel Services	776,415	811,371	811,371	791,467	-2.5%
Supplies and Materials	6,845	50,000	50,000	50,000	0.0%
Other Services and Charges:					
Professional Services	1,864,903	504,018	504,018	504,018	0.0%
Insurance Claims and Fees	44,411,659	60,507,264	60,507,264	60,507,264	0.0%
Insurance Premiums	7,284,234	9,066,340	9,066,340	9,066,340	0.0%
Change in IBNR	-	-	-	-	-
Other Classifications	-	-	-	-	-
Chargebacks	311,410	343,049	343,049	402,939	17.5%
Total Operating Expenses	<u>54,655,466</u>	<u>71,282,042</u>	<u>71,282,042</u>	<u>71,322,028</u>	<u>0.1%</u>
Operating Income (Loss)	<u>(525,966)</u>	<u>(392,193)</u>	<u>(392,193)</u>	<u>(432,179)</u>	<u>10.2%</u>
Non-operating Revenue (Expenses):					
Interest Income	242,127	300,000	300,000	200,000	-33.3%
Total Non-operating Revenue (Expenses)	<u>242,127</u>	<u>300,000</u>	<u>300,000</u>	<u>200,000</u>	<u>-33.3%</u>
Income (Loss) Before Operating Transfers	<u>(283,839)</u>	<u>(92,193)</u>	<u>(92,193)</u>	<u>(232,179)</u>	<u>151.8%</u>
Operating Transfers In (Out):					
Transfer In	-	-	-	-	-
Transfer (Out)	-	(562,194)	(562,194)	-	-100.0%
Net Operating Transfer	<u>-</u>	<u>(562,194)</u>	<u>(562,194)</u>	<u>-</u>	<u>-100.0%</u>
Change in Net Position	(283,839)	(654,387)	(654,387)	(232,179)	-64.5%
Total Net Position, Beginning	<u>12,230,275</u>	<u>11,083,172</u>	<u>11,946,436</u>	<u>11,292,049</u>	<u>1.9%</u>
Total Net Position, Ending	<u>11,946,436</u>	<u>10,428,785</u>	<u>11,292,049</u>	<u>11,059,870</u>	<u>6.1%</u>
Designated Position	5,465,547	7,128,204	7,128,204	7,132,203	0.1%
Unrestricted Position	6,480,889	3,300,580	4,163,845	3,927,667	19.0%
Total Net Position, June 30	<u>\$ 11,946,436</u>	<u>\$ 10,428,785</u>	<u>\$ 11,292,049</u>	<u>\$ 11,059,870</u>	<u>6.1%</u>

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



Appendices

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Prince George's County

Appendices - Glossary

Accrual Basis of Accounting- The method of accounting used for Enterprise and Internal Service Funds. Revenues are generally recorded when earned. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Administration Fund/Tax- Those funds approved to finance planning and administrative support activities.

Adopted Budget- The Commission's budget as approved by the County Councils, including tax rates and expenditure limits by fund and division or operating unit. The Adopted Budget is printed in brief form without text.

Advance Land Acquisition Revolving Fund (ALARF)- The Revolving Fund is a source of disbursements for highways, streets, school sites and other public purposes. It was originally financed by a Bond Issuance and is serviced through a dedicated property tax. The revolving fund is maintained by reimbursements from agencies for which the Commission bought the land.

Appropriation- Authority to spend money within a specified dollar limit for an approved work program during the fiscal year. The County Council makes these appropriations for each category of spending.

Assessable Base- The total assessed value of the real and commercial personal property in the districts in which the Commission operates. Assessed value of property is determined by the Maryland State Department of Assessments and Taxation. The tax rates (approved by the County Councils) are applied to the assessable bases in each district to produce the Commission's tax revenue. (See Tax Rate). The assessable base can vary by fund within the County. The Advance Land Acquisition and Recreation Funds cover the entire County, while certain municipalities and unincorporated areas of the Counties are excluded from the Administration and Park Fund assessable bases.

Authorized Positions- The number of positions shown by the budget in the approved personnel complement.

Balanced Budget- A budget whose revenues and other financing sources together equal the expenditures, other uses, and required funds.

Bonds- Bonds are debt and are issued for a period of more than one year. The U.S. government, local governments, water districts, companies and many other types of institutions sell bonds. When an investor buys bonds, he or she is lending money. The seller of the bond agrees to repay the principal amount of the loan at a specified time. Interest-bearing bonds pay interest periodically.

Budget- A detailed schedule of estimated revenues and expenditures for a specified period. (See Operating Budget)

Capital Improvement Program (CIP)- A six-year program describing major real property purchases, renovation and construction projects. The **first year** of the CIP is designated the **Capital Budget**. Years two through six reflect the capital program and are subject to future modification. In Prince George's County the Commission submits its CIP to the County by January 15th every year and in Montgomery County by November 1st in every odd numbered year.

Capital Outlay- Funds in the **operating budget** for capital purchases other than land and improvements to the land, such as some furniture, vehicles, and equipment. To qualify as a capital outlay, an item must be a fixed asset and have a unit cost (the total cost to obtain one fully functioning asset) of \$10,000 or more. Capital outlay items are not as extensive as items in the Capital Budget.

Central Administrative Services (CAS)- The Commission's centralized core administrative departments (Human Resources and Management, Finance, Inspector General, Legal, Merit System Board) that are funded jointly by Prince George's and Montgomery Counties.

Chargebacks- Charges made by a department to other departments to recover all or a portion of the costs incurred to provide a specific service to those departments. These recoveries may be within the same fund or they may be from one fund to another. The expense appears under Other Classifications in the Commission structure.

Chief Information Officer (CIO)/Commission-Wide IT Initiatives- The Commission's unit responsible for technology systems, technology security, and strategic planning for enterprise-wide IT systems.



Prince George's County

Appendices - Glossary

Collective Bargaining Agreement- A legally binding contract between the Commission as an employer and a certified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g., hours, working conditions, salaries, or employee benefits.)

Cost of Living Adjustment (COLA)-Funds approved by the County Councils to increase career employees' salaries to make up (sometimes in-part) for the annual change in the Cost-of-Living rate as reported by the Bureau of Labor Statistics for the Washington-Baltimore Metropolitan Area.

Debt Service- The amount of funds needed to re-pay principal and interest on outstanding bonded indebtedness.

Depreciation- Amount allocated during a financial period to amortize the cost of acquiring capital assets over the useful life of those assets.

Encumbrance- A commitment within an organization to use funds for a specific purpose; there is a legal obligation to spend in the future. Encumbrances allow organizations to recognize future commitments of resources prior to an actual expenditure. A purchase order is a typical encumbrance transaction.

Enterprise Funds- Those funds which account for the operation and maintenance of various facilities (such as golf courses and ice rinks) and services that are entirely or primarily supported by user fees. These activities are similar to businesses operated by private enterprise.

Fiscal Year (FY)- The Commission's fiscal year, extending from July 1 in one calendar year to June 30 in the next. Where only a two-digit number is shown, e.g., FY22, the year ending June 30 of the number shown is intended. (June 30, 2022, in this case).

Fringe Benefits Costs- Funds authorized for the Commission's share of the cost of employees' social security, retirement, health and life insurance.

Fund- A set of accounts reserved for particular types of revenues and expenditures for services such as parks, planning and administration. Funds are created to assure clear compliance with the Land Use Article of the Annotated Code of Maryland, and with accounting standards and practices.

Fund Balance- Amounts left unexpended or unencumbered in a fund at the end of a fiscal year that can be used either to support budget amendments for unanticipated projects or offset revenue shortfalls in the current fiscal year, or to reduce the demand for tax revenue in the next fiscal year. Tax receipts or interest income in excess of budgeted amounts may also create fund balance.

GAAP- Generally Accepted Accounting Principles (GAAP) are the minimum standards governing financial reporting in both the public and private sector. Governments and the accounting industry recognize the GASB as the primary source of GAAP for state and local governments.

GASB- The Governmental Accounting Standards Board or GASB is an independent, private-sector, not-for-profit organization that—through an open and thorough due process—establishes and improves standards of financial accounting and reporting for U.S. state and local governments.

GASB 45- The GASB Statement 45 provides for more complete financial reporting of costs and financial obligations arising from post-employment benefits other than pensions (OPEB) as part of the compensation for services rendered by employees. Post-employment healthcare benefits, the most common form of OPEB, are a significant financial commitment for many governments. Implementation of Statement 45, requires reporting annual OPEB cost and their unfunded actuarial accrued liabilities for past service costs. Prior to Statement 45, it was typical to use a "pay-as-you-go" accounting approach to report the cost of benefits after employees retire.

General Fund- The fund used to account for all assets and liabilities of a non-profit entity except those particularly assigned for other purposes in another more specialized fund. Within the Commission's accounting, the General Fund is made up of the following five operating funds: Montgomery County Administration Fund, Montgomery County Park Fund, Prince George's Administration Fund, Prince George's Park Fund, and Prince George's Recreation Fund.

Governmental Funds- All funds except for the profit and loss funds (e.g., enterprise fund, internal service fund, and trust and agency fund). Governmental funds use the modified accrual method of accounting.



Prince George's County

Appendices - Glossary

Internal Service Funds- Separate financial accounts used to record transactions provided by one department or unit to other departments of the Commission on a cost-reimbursement basis. Examples of Internal Service Funds include capital equipment, management of the Executive Office Building, information systems, and risk management.

Merit Increase- An upward increment in an employee's pay within the salary range for a given class of work. It recognizes the completion of a period of satisfactory service.

Modified Accrual Method- The method of accounting utilized for governmental funds where revenues are recorded when they are both measurable and available (collectable during the fiscal year or soon enough thereafter to pay current year liabilities), expenditures are recorded when a liability is incurred, and expenditures for debt service, claims and judgments are recorded only when payment has matured and is due.

Net Position- The residual of assets, deferred outflows of resources, liabilities, and deferred inflows of resources. This amount is broken out into three components: net investment in capital assets, restricted and unrestricted.

OPEB - Other Post-Employment Benefits. See **GASB 45** for details.

Operating Budget- A comprehensive financial plan by which the Commission's operating programs are funded for a single fiscal year. It includes descriptions of departments by work programs with estimated expenditures and revenue sources. It also relates data and information on the fiscal management of the Commission.

Operating Budget Impact (OBI)- The increase (or possible decrease) in cost in the operating budget attributable to the addition of a new facility or program, or the renovation or expansion of an existing facility.

Other Services and Charges- This category of expenditure reflects services, fees, repairs or maintenance on equipment, rents and leases, and insurance.

Outcome Measure- An assessment of program activity results as compared to its intended purpose. For example, if a program activity's

intent was to increase the number of volunteers, the outcome measure would be the increase in the number of volunteers.

Output Measure- The tabulation, calculation, or recording of activity or effort, expressed in a quantitative manner. An example would be the number of arrests made, or the number of employees enrolling in a new benefit. Output measures do not refer to resources required or reflect the effectiveness or efficiency of the work performed.

Park Concessions- Food and entertainment provided by contractual businesses rather than Park Fund employees.

Park Fund/Tax- Those funds approved to finance park operating expenses and debt service.

Pay-As-You-Go (PAYGO)- The concept of utilizing available current revenues or fund balance to pay for capital projects in lieu of the use of bond proceeds, thus saving the Commission from having to pay interest charges on those bonds.

Performance Indicator- A particular value or characteristic used to measure output or outcome; specific information which either alone, or in combination with other data, permits the systematic assessment of how well services are being delivered. An example would be the percentage of reduction in job related accidents after safety training was conducted.

Performance Measurement- Performance measurement is a system that helps managers: (1) set standards and outcome objectives; (2) measure performance against goals, standards or benchmarks; and (3) communicate results. Performance measurement shifts thinking and focus, providing a practical technique for quantifying and establishing accountability. Performance measurement is fully integrated into the budgetary process and reflects specific strategies, goals, and objectives as determined by decision-makers.

Personal Property Tax- A charge on movable property not attached to the land and improvements classified for purposes of assessment. This tax is imposed on businesses within the Commission's boundaries.

Personal Services- The cost for personnel salary, wages and fringe benefits is reflected in this category.



Prince George's County

Appendices - Glossary

Position- An authorization of personnel effort on a continuous, year-round basis extending for an indefinite period. Employees who occupy a position are designated as career employees. A position may be full or part-time. A career employee may work full-time for a standard workweek, or may work less than a full-time workweek, but more than one-half a workweek, as a part-time employee. Career positions are defined in the Commission's Merit System Rules and Regulations.

Program Budget- Program budgets cut across organizational boundaries and are not constrained by unit accounting. A program budget requests funds for the resources necessary for a set of defined activities that support the mission of the department. A program budget differs from a line item budget, which requests funds based on organizational structure including the costs of people, supplies, etc., that are required for specific activities from multiple sources.

Program Open Space (POS)- A state-funded program to provide for parkland and other open space for community use and preservation of natural resources.

Property Management Fund- An entity created to account for income and expenditures associated with the rental of park properties.

Proprietary Funds- A fund having profit and loss aspects; therefore, it uses the accrual rather than modified accrual method of accounting. The two types of proprietary funds are the enterprise fund and internal service fund.

Real Property Tax- A charge on real estate, including land and improvements (buildings, fences, etc.) classified for purposes of assessment.

Recreation Fund/Tax- Those funds approved to finance recreation programs (Prince George's County only).

Reserve- Also referred to as "surplus" in an expenditure budget, it is shown but it cannot be spent without the consent of the approving body. With approval it may be spent for emergencies or other unforeseen purposes. Generally, this amount is held for future year's expenditures. This reserve is proposed to be at least 3-5% of the operating expenditures in the General Fund. Other funds may have separate reserve policies. If the term "Reserve" is used in the revenue listings in the budget, this term refers to a funding source

that is carried over or created in a previous fiscal year.

Salary Lapse- The amount deducted from the budgets for employee salaries and wages to account for assumed savings resulting from turnover, i.e., periods when authorized positions are vacant because of retirements or resignations or when replacements are hired at lower salaries. Positions newly authorized in the budget may generate salary lapse because of delays in hiring. Lapse may also be generated from a deliberate decision to hold a position that could otherwise be filled vacant for a specified period of time in order to generate savings. Lapse will differ from year to year and from department to department.

Seasonal or Seasonal/Intermittent- An employment status for temporary, intermittent, seasonal or as-needed employees. Employees may work full or part-time, but not continuously on a yearly basis. Employees in this category are not in career status. Seasonal/intermittent employees do not occupy positions but do perform work effort measured in workyears.

Service Charge/User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "user fee".

Service Quality Measure- A type of performance indicator that measures the timeliness or effectiveness of a program's operation or a record of customers' assessments. Whereas an output measure might project the number of facilities subject to a safety inspection in a given year, and an outcome measure might project the percentage of facilities receiving the inspection, a service quality measure would record the percentage of facilities inspected on schedule, the percentage of facilities passing inspection, or the percentage of facilities making identified safety improvements within a specified time frame. Results of customer surveys or other assessments tools may be reflected as a service quality measure.

Special Revenue Funds- Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. For example, the Federal Forfeited Property Fund collects revenues from the sale of drug-crime related assets seized in operations involving the Commission's Park Police. As required by Federal



Prince George's County Appendices - Glossary

statute, these funds are used to purchase equipment and other resources necessary to combat drug-related crimes in the park system.

Spending Affordability- A budgeting process that establishes recommended expenditure and other financial limits based on anticipated revenues and other factors. In Montgomery County, the County Council adopts formal Spending Affordability Guidelines (SAG) for all County agencies, including the Commission. In Prince George's County, a three-member Spending Affordability Committee (SAC) reviews the Commission's financial outlook and establishes a spending ceiling for both operating and capital spending.

Structural Deficit- This occurs when current revenue from taxes, fees, investments, grants and other sources is less than current expenditures for compensation and benefits, supplies and materials, contractual and maintenance work, and vehicles, among other potential costs. If available, fund balance is often employed to cover the difference.

Support Services- Budget accounts for expenses that are not appropriately or feasibly allocated to the budgets of particular departments or their sub-units. Examples include mail and messenger services, telephone, maintenance, and rent, shared

by more than one division within a department or by more than one department.

Tax Rate- The rate, expressed in cents per \$100.00 of assessed valuation (see Assessable Base), applied to real and commercial personal property to determine taxes levied to fund Commission operations. Thus a tax rate of 3 cents applied to an assessable base of \$10 billion will yield $0.03 \times \$10,000,000,000/100 = \$3,000,000$.

Term Contract- An employee who works at least 30 hours per week for a period of less than two years. Term contract employees do not occupy career positions and are not part of the career personnel complement. Term contract employees' work efforts are measured in workyears.

User Fee- A charge made to the public or other agencies for services performed by the Commission of a specific nature and thus not funded by tax revenues. Interchangeable with the term "service charge".

Workyear-A standardized unit for measurement of government personnel efforts and costs. Usually, a work year is equivalent to 2,080 work hours in a 12-month period.



ACRONYMS

Adequate Public Facilities Ordinance	APFO
Agricultural Advisory Committee	AAV
Agricultural Preservation Advisory Board	APAB
All-Terrain Vehicle	ATV
Americans with Disabilities Act	ADA
Base Realignment and Closure (military)	BRAC
Bi-county Transitway	BCT
Building Lot Termination	BLT
Bus Rapid Transit	BRT
Capital Improvement Program	CIP
Central Business District	CBD
Commercial-Residential zone	CR
Community Based Planning	CBP
Community Development Center	CDC
Comprehensive Annual Financial Report	CAFR
Computer Aided Dispatch	CAD
Consolidated Transportation Program	CTP
Corridor Cities Transitway	CCT
Crime Prevention through Environmental Design	CPTED
Department Of Economic Development	DED
Department of Housing and Community Affairs	DHCA
Department of Public Works and Transportation	DPWT
Development Information Activity Center	DIAC
Development Review Committee	DRC
Disabled Student Programs and Services	DSPS
Draft Environmental Impact Statement	DEIS
Environmental Protection Agency	EPA
Floor Area Ratio	FAR
Geographic Information System	GIS
Government Finance Officers Association	GFOA
Governmental Accounting Standards Board	GASB
Greenhouse Gas	GHG
Historic Area Work Permit	HAWP
Historic Preservation Commission	HPC
Housing Opportunities Commission	HOC
Integrated Pest Management	IPM
Inter County Connector	ICC
Interstate Commission On The Potomac River Basin	ICPRB
Interagency Technology Policy and Coordination Committee	ITPCC
Land Preservation, Parks, and Recreation	LPPR



Prince George's County Appendices - Acronyms

Law Enforcement Officers Bill of Rights	LEOBR
Legacy Open Space	LOS
Leadership in Environmental Education Design	LEED
Local Area Network / Wide Area Network	LAN / WAN
Local Area Transportation Review	LATR
Locally Preferred Alignment	LPA
Maryland Department of Planning	MDP
Maryland Transit Administration	MTA
Memorandum Of Understanding	MOU
Metropolitan Washington Council Of Governments	MWCOG
Mid County Highway	M-83
Minority, Female and Disabled procurement program	MFD
Moderately Priced Dwelling Unit	MPDU
Montgomery County Department of Environmental Protection	MCDEP
Montgomery County Department Of Housing And Community Affairs	MC DHCA
Montgomery County Department Of Permitting Services	MCDPS
Montgomery County Department Of Economic Development	MC DED
Montgomery County Department of Transportation	MCDOT
Montgomery County Government	MCG
Montgomery County Public Schools	MCPS
Montgomery County Soil Conservation District	MCSCD
National Parks Service	NPS
Policy Area Mobility Review	PAMR
Park, Recreation, and Open Space	PROS
Prince George's Department of Public Works & Transportation	PG DPWT
Program Open Space	POS
Research & Technology Center	RTC
Right Of Way	ROW
Rural Density Transfer zone	RDT
Sectional Map Amendment	SMA
Silver Spring Transit Center	SSTC
State Department of Assessments & Taxation	SDAT
State Highway Administration	SHA
State Of Maryland Department Of Environment	MDE
State of Maryland Department Of Housing And Community Development	DHCD
State of Maryland Department Of Natural Resources	DNR
Total Maximum Daily Load	TMDL
Town Sector zone	T-S
Transferable Development Rights	TDR
Transit Oriented Development	TOD
Transportation Action Partnership	TAP



Prince George's County Appendices - Acronyms

Transportation Policy Area Review	TPAR
United States Fish & Wildlife Service	USF&WS
US Army Core Of Engineers	USACOE
US Environmental Protection Agency	EPA
Us Forest Service	USFS
US National Oceanic Atmospheric Administration	NOAA
Washington Area Bicycle Association	WABA
Washington Metropolitan Area Transit Authority	WMATA
Washington Suburban Sanitary Commission	WSSC
Zoning Text Amendment	ZTA



Prince George's County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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	
2011	991,833	149,284,865	29,319	0.02	171,646,984	2,145	0.001	2.16
2012	1,005,852	143,754,415	35,654	0.02	165,916,424	1,905	0.001	1.89
2013	1,016,064	140,577,467	32,462	0.02	161,877,310	1,665	0.001	1.64
2014	1,025,617	141,899,535	44,616	0.03	163,601,193	1,430	0.001	1.39
2015	1,033,994	142,418,524	41,464	0.03	163,656,758	1,200	0.001	1.16
2016	1,040,245	151,113,059	51,857	0.03	174,057,795	1,075	0.001	1.03
2017	1,048,244	157,476,558	56,953	0.04	181,546,725	1,020	0.001	0.97
2018	1,052,567	163,053,038	52,924	0.03	188,182,436	885	0.000	0.84
2019	1,061,880	167,427,077	64,917	0.04	193,106,472	750	0.000	0.71
2020	1,070,928	171,202,657	69,749	0.04	197,588,106	620	0.000	0.58

PRINCE GEORGES 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	
2011	874,045	84,718,780	65,925	0.08	90,863,504	-	-	n.a.
2012	881,138	79,043,657	56,363	0.07	84,542,585	-	-	n.a.
2013	890,081	73,123,809	47,086	0.06	78,518,921	-	-	n.a.
2014	904,430	70,551,044	67,280	0.10	75,744,055	-	-	n.a.
2015	909,535	71,578,363	58,860	0.08	76,747,781	-	-	n.a.
2016	908,049	74,240,911	73,329	0.10	79,385,919	-	-	n.a.
2017	912,756	78,488,744	64,534	0.08	83,863,174	-	-	n.a.
2018	909,308	84,361,738	92,162	0.11	90,065,188	-	-	n.a.
2019	909,327	89,052,828	119,227	0.13	100,289,916	-	-	n.a.
2020	n.a.	93,969,053	110,946	0.12	100,289,916	-	-	n.a.

Notes: n.a. represents information that was unavailable at the time the tables were updated
Notes: (1) 000's omitted and this is the general bonded debt of both governmental and business-type activities, net of the original issuance discounts and premiums
(2) Metropolitan District only

Source: Assessed Value is from Montgomery County and Prince George's County Governments
Population estimates are from the U.S. Bureau of the Census, Population Estimates Branch

Prince George's County Appendices - Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1) Revenue Bonds and Notes	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable		Total Primary Government(1)	Percentage Of Personal Income			Outstanding Debt Per Capita	Percentage Of Personal Income
2011	26,710	368	2,241	29,319	0.04	2,145	31,464	0.04	31.72
2012	34,590	-	1,064	35,654	0.05	1,905	37,559	0.05	37.34
2013	32,240	-	222	32,462	0.04	1,665	34,127	0.05	33.59
2014	44,616	-	-	44,616	0.06	1,430	46,046	0.06	44.90
2015	41,464	-	-	41,464	0.05	1,200	42,664	0.05	41.26
2016	51,857	-	-	51,857	0.06	1,075	52,932	0.06	50.88
2017	56,953	-	-	56,953	0.06	1,020	57,973	0.06	55.30
2018	52,924	-	-	52,924	0.06	885	53,809	0.06	51.12
2019	64,917	-	-	64,917	0.07	750	65,667	0.07	62.39
2020	69,749	-	-	69,749	0.07	620	70,369	0.07	65.71

PRINCE GEORGES COUNTY

Year	Governmental Activities (1)		Business-Type Activities (1) Revenue Bonds and Notes	Ratios		Advance Land Acquisition General Obligation Bonds(1)	Total Debt (1)	Ratios	
	General Obligation Bonds	Notes Payable		Total Primary Government(1)	Percentage Of Personal Income (2)			Outstanding Debt Per Capita (2)	Percentage Of Personal Income (2)
2011	65,925	369	-	66,294	0.19	-	66,294	0.19	75.85
2012	56,363	120	-	56,483	0.15	-	56,483	0.15	64.10
2013	47,086	-	-	47,086	0.12	-	47,086	0.12	52.90
2014	67,280	-	-	67,280	0.17	-	67,280	0.17	74.39
2015	58,860	-	-	58,860	0.14	-	58,860	0.14	64.71
2016	73,329	-	-	73,329	0.17	-	73,329	0.17	80.75
2017	64,534	-	-	64,534	0.15	-	64,534	0.15	70.70
2018	92,162	-	-	92,162	0.21	-	92,162	0.21	101.35
2019	119,227	-	-	119,227	0.26	-	119,227	0.26	131.12
2020	110,946	-	-	110,946	na	-	110,946	na	na

Notes: (1) 000's omitted and general obligation bonds presented net of original issuance discounts and premiums.

(2) See Table 14 for personal income and population data. Data are not available for Prince George's County for FY 2020.

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	2020			2011		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
U.S. Department of Health and Human Services	25,000 - 30,000	1	5.82 %	>30,000	1	5.88 %
Montgomery County Public Schools	25,000 - 30,000	2	4.77	20,000 - 25,000	2	4.81
Montgomery County Government	10,000 - 15,000	3	2.65	5,000 - 10,000	4	1.60
U.S. Department of Defense	5,000 - 10,000	4	1.59	10,000 - 15,000	3	2.67
Adventist Healthcare	5,000 - 10,000	5	1.59	5,000 - 10,000	7	1.60
Holy Cross Hospital of Silver Spring	2,500 - 5,000	6	0.79	**		
Marriott International Admin Svcs, Inc.	2,500 - 5,000	7	0.79	5,000 - 10,000	6	1.60
Montgomery Community College	2,500 - 5,000	8	0.79	**		
Government Employees Insurance Co.	2,500 - 5,000	9	0.79	**		
U.S. Department of Commerce	2,500 - 5,000	10	0.79	5,000 - 10,000	5	1.60
Lockheed Martin Corporation	**		-	2,500 - 5,000	8	0.80
Giant Food Corporation	**		-	2,500 - 5,000	9	0.80
Verizon	**		-	2,500 - 5,000	10	0.80
Total			20.37 %			22.16 %

PRINCE GEORGE'S COUNTY

Employer	2019 (1)			2010		
	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
Joint Base Andrews Naval Air Facility Washington*	17,500	1	3.72 %	-	-	- %
NASA/Goddard Space Flight Center *	17,000	2	3.61	-	-	-
University System of Maryland (2)	14,000	3	2.98	-	-	-
U.S. Internal Revenue Service *	4,700	4	1.00	-	-	-
United States Census Bureau *	4,200	5	0.89	-	-	-
United Parcel Service	3,300	6	0.70	4,220	1	1.29
University of Maryland Capital Region Health	3,000	7	0.64	-	-	-
MGM National Harbor	2,500	8	0.53	-	-	-
Marriott International	2,000	9	0.43	-	-	-
Prince George's Community College	2,000	10	0.43	-	-	-
Giant Food, Inc.	-	-	-	3,600	2	1.10
Verizon	-	-	-	2,738	3	0.84
Dimensions Health Corporation	-	-	-	2,500	4	0.77
Gaylord National Resort and Convention Center	-	-	-	2,500	5	0.77
Shoppers Food Warehouse	-	-	-	1,975	6	0.60
Safeway Stores, Inc.	-	-	-	1,605	7	0.49
Chevy Chase Bank	-	-	-	1,456	8	0.45
Target	-	-	-	1,400	9	0.43
Doctors Community Hospital	-	-	-	1,300	10	0.40
Total	70,200		14.93 %	20,594		3.23 %

Note:

- (1) In 2020, information is not yet available.
- (2) Includes UMPC, UMUC and Bowie State University
- (*) Employee counts for federal and military facilities exclude contractors.
- (**) Employer is not one of the ten largest employers during the year noted.

Source: Montgomery County and Prince George's County Governments.



Prince George's County

Appendices – Historical Data

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Demographic Statistics
Last Ten Fiscal Years

MONTGOMERY COUNTY

Year	Population (1)	Total Personal Income 000's omitted (2,3)	Per Capita Income (4)	Labor Force (5)	Unemployment Rate (6)	Registered Pupils (7)
2011	991,833	\$ 74,484,881	\$ 75,098	536,858	5.3 %	143,309
2012	1,005,852	77,350,599	76,901	540,440	5.2	146,497
2013	1,016,064	74,736,158	73,555	543,131	4.9	149,018
2014	1,025,617	76,750,007	74,833	543,806	4.4	151,289
2015	1,033,994	82,629,149	79,913	547,383	3.9	153,852
2016	1,040,245	87,334,533	83,956	546,204	3.5	156,447
2017	1,048,244	89,462,226	85,345	554,246	3.4	159,016
2018	1,052,567	94,404,295	89,690	557,200	3.2	161,936
2019	1,061,880	97,600,000	91,912	565,866	2.9	162,680
2020	1,070,928	101,300,000	94,591	561,120	5.5	164,245

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)
2011	874,045	\$ 35,036,640	\$ 40,086	466,787	7.2 %	126,671
2012	881,138	38,481,250	43,672	469,150	6.8	123,833
2013	890,081	38,595,921	43,362	467,318	6.9	123,737
2014	904,430	40,215,913	44,465	469,359	6.2	125,136
2015	909,535	40,806,805	44,866	495,449	4.7	127,576
2016	908,049	41,922,938	46,168	498,002	4.4	128,936
2017	912,756	43,030,211	47,143	513,393	4.7	130,814
2018	909,308	44,938,165	49,420	504,423	4.1	132,322
2019	909,327	46,034,388	50,625	512,267	4.1	132,667
2020	n.a.	n. a.	n. a.	523,242	10.1	n.a.

Notes: n.a. represents information that was unavailable at the time the tables were updated

- (1) Source: Data for 2011-2020 estimated by the Montgomery County, Department of Finance
- (2) Source: Bureau of Economic Analysis, U.S. Department of Commerce (Income data for 2020 is not currently available for Prince George's County)
- (3) Source: Data for 2011-2020 estimated by the Montgomery County, Department of Finance
- (4) Source: Per Capita Income is derived by dividing personal income by population
- (5) Source: Bureau of Labor Statistics, U.S. Department of Labor
- (6) Source: Maryland Department of Labor, Licensing and Regulations. Represents yearly average figures.
- (7) Source: Data for 2011-2020 estimated by the Montgomery County, Department of Finance
- (8) Source: Data for 2011-2020 are estimates derived by the Prince George's County Department of Finance from the U.S. Bureau of the Census. Estimates for 2020 are not available
Data for 2019 estimates are provided by the U.S. Bureau of the Census, Population Estimates Branch.
- (9) Source: Maryland Department of Labor, Career and Workforce Information, updated June 2020. Prince George's County data for 2020 is an estimate
- (10) Source: www.mdreportcard.org, 2019 for Prince George's County. Estimates for 2020 are not available.



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY TAX RATES BY FUND: FY08 THRU FY22

	<u>ADMINISTRATION</u>	<u>PARKS</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>COMMISSION TOTAL</u>
<u>FY08</u>					
Real	0.0466	0.1719	0.0592	0.0013	0.2790
Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY09</u>					
Real	0.0466	0.1719	0.0592	0.0013	0.2790
Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY10</u>					
Real	0.0466	0.1719	0.0592	0.0013	0.2790
Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY11</u>					
Real	0.0466	0.1719	0.0592	0.0013	0.2790
Personal	0.1165	0.4298	0.1480	0.0032	0.6975
<u>FY12</u>					
Real	0.0466	0.1719	0.0605	0.0000	0.2790
Personal	0.1165	0.4298	0.1512	0.0000	0.6975
<u>FY13</u>					
Real	0.0541	0.1544	0.0705	0.0000	0.2790
Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY14</u>					
Real	0.0541	0.1544	0.0705	0.0000	0.2790
Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY15</u>					
Real	0.0541	0.1544	0.0705	0.0000	0.2790
Personal	0.1353	0.3860	0.1762	0.0000	0.6975
<u>FY16</u>					
Real	0.0566	0.1594	0.0780	0.0000	0.2940
Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY17</u>					
Real	0.0566	0.1594	0.0780	0.0000	0.2940
Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY18</u>					
Real	0.0566	0.1594	0.0780	0.0000	0.2940
Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY19</u>					
Real	0.0566	0.1594	0.0780	0.0000	0.2940
Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY20</u>					
Real	0.0566	0.1594	0.0780	0.0000	0.2940
Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY21 ADOPTED</u>					
Real	0.0566	0.1594	0.0780	0.0000	0.2940
Personal	0.1415	0.3985	0.1950	0.0000	0.7350
<u>FY22 PROPOSED</u>					
Real	0.0566	0.1594	0.0780	0.0000	0.2940
Personal	0.1415	0.3985	0.1950	0.0000	0.7350

NOTE: Rates are per \$100 of assessed valuation.



Prince George's County

Appendices – Historical Data

PRINCE GEORGE'S COUNTY REVENUES BY FUND: FY08 THRU FY22

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY08	\$38,782,833	\$136,683,670	\$55,571,894	\$1,026,533	\$18,870,026	\$6,281,763	\$257,216,719
FY09	\$44,156,575	\$156,648,662	\$63,773,238	\$1,208,337	\$18,820,618	\$6,625,251	\$291,232,681
FY10	\$47,539,880	\$168,505,530	\$68,489,160	\$1,331,241	\$19,190,070	\$6,600,741	\$311,656,622
FY11	\$43,598,588	\$155,067,910	\$64,126,487	\$1,226,133	\$19,246,042	\$6,498,317	\$289,763,477
FY12	\$41,914,068	\$148,157,400	\$62,669,503	\$20,423	\$20,236,041	\$6,606,507	\$279,603,942
FY13	\$44,886,984	\$167,858,932	\$66,457,098	(\$2,164)	\$18,954,573	\$7,195,200	\$305,350,623
FY14	\$43,244,180	\$153,791,751	\$65,739,812	\$1,298	\$18,718,941	\$8,131,151	\$289,627,133
FY15	\$43,301,686	\$120,113,682	\$65,757,736	\$310	\$19,300,333	\$7,162,393	\$255,636,140
FY16	\$46,822,167	\$150,626,799	\$74,475,448	\$774	\$18,718,208	\$7,227,894	\$297,871,290
FY17	\$50,886,287	\$140,198,260	\$79,833,954	\$488	\$18,379,647	\$7,326,773	\$296,625,409
FY18	\$54,030,873	\$148,553,695	\$84,068,783	\$331	\$9,776,611	\$8,190,442	\$304,620,735
FY19	\$58,106,191	\$159,037,925	\$87,810,258	\$287	\$17,404,427	\$7,509,744	\$329,868,832
FY20	\$60,065,278	\$168,039,028	\$89,511,620	\$200	\$14,955,331	\$5,458,753	\$338,030,210
FY21 ADOPTED	\$61,543,517	\$171,700,342	\$96,695,799	\$0	\$19,148,292	\$8,129,362	\$357,217,312
FY22 PROPOSED	\$64,419,417	\$176,924,212	\$98,952,560	\$0	\$19,481,057	\$6,804,705	\$366,581,951



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY EXPENDITURES BY FUND: FY08 THRU FY22

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK</u>	<u>RECREATION</u>	<u>ADVANCE LAND ACQUISITION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY08	\$36,013,065	\$126,818,980	\$45,959,710	\$1,023,642	\$21,197,733	\$8,231,009	\$239,244,139
FY09	\$48,395,070	\$164,084,663	\$66,856,025	\$1,198,453	\$21,515,156	\$8,752,386	\$310,801,753
FY10	\$42,956,456	\$170,473,900	\$66,497,008	\$1,330,748	\$21,628,325	\$6,743,147	\$309,629,584
FY11	\$41,836,466	\$153,508,201	\$68,681,869	\$1,240,913	\$21,923,090	\$5,394,813	\$292,585,352
FY12	\$42,201,370	\$118,598,989	\$67,122,354	\$21,125	\$22,115,089	\$6,044,573	\$256,103,500
FY13	\$43,065,241	\$114,472,444	\$62,730,936	\$0	\$20,278,177	\$6,184,938	\$246,731,736
FY14	\$43,232,140	\$143,834,821	\$68,075,030	\$0	\$21,546,672	\$7,035,505	\$283,724,168
FY15	\$45,260,119	\$137,081,915	\$69,829,806	(\$1,284)	\$21,560,807	\$6,721,983	\$280,453,346
FY16	\$45,829,148	\$135,585,634	\$73,612,925	\$774	\$20,669,914	\$6,441,735	\$282,140,130
FY17	\$41,472,971	\$131,348,336	\$67,802,662	\$430	\$20,976,605	\$6,999,310	\$268,600,314
FY18	\$42,134,896	\$139,979,625	\$70,327,486	\$347	\$20,408,619	\$6,625,438	\$279,476,411
FY19	\$44,561,636	\$155,731,537	\$91,177,091	\$287	\$21,515,890	\$7,322,653	\$320,309,094
FY20	\$52,665,436	\$186,110,457	\$86,502,534	\$146	\$19,578,125	\$5,646,737	\$350,503,434
FY21 ADOPTED*	\$59,657,203	\$189,163,065	\$99,639,201	\$0	\$19,148,292	\$8,158,062	\$375,765,823
FY22 PROPOSED*	\$59,160,913	\$180,403,879	\$102,419,875	\$0	\$19,481,057	\$6,819,205	\$368,284,929

* Includes Reserves for Administration, Park and Recreation Funds



Prince George's County Appendices – Historical Data

PRINCE GEORGE'S COUNTY WORKYEARS BY FUND: FY08 THRU FY22

<u>YEAR</u>	<u>ADMINISTRATION</u>	<u>PARK</u>	<u>RECREATION</u>	<u>ENTERPRISE</u>	<u>SPECIAL REVENUE</u>	<u>TOTAL</u>
FY08	274.35	693.30	675.30	218.00	174.50	2,035.45
FY09	287.20	759.90	724.00	213.00	189.50	2,173.60
FY10	284.60	767.40	751.60	202.00	198.50	2,204.10
FY11	283.15	789.40	765.80	200.50	216.50	2,255.35
FY12	275.15	800.10	709.60	193.00	216.50	2,194.35
FY13	261.10	824.30	687.10	188.00	216.50	2,177.00
FY14	267.20	845.80	716.10	180.00	215.50	2,224.60
FY15	268.45	865.30	729.10	181.00	215.50	2,259.35
FY16	256.69	892.80	779.60	202.00	263.50	2,394.59
FY17	250.81	896.45	775.13	202.00	263.50	2,387.89
FY18	255.65	947.45	915.63	203.00	263.50	2,585.23
FY19	263.69	955.43	947.82	199.00	263.50	2,629.44
FY20	270.18	984.90	1,005.56	206.10	264.80	2,731.54
FY21 ADOPTED	273.80	1,028.11	1,177.17	258.60	189.10	2,926.78
FY22 PROPOSED	277.38	1,040.09	1,154.78	261.60	140.20	2,874.05



Prince George's County Appendices - Pay Schedules

**The Maryland-National Capital Park and Planning Commission
General Service Pay Schedule
Effective July 14, 2019
No FY21 COLA**

Grade	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
10	\$30,192 \$14.5154	\$42,233 \$20.3043	\$54,272 \$26.0923
12	\$33,920 \$16.3077	\$45,981 \$22.1063	\$58,042 \$27.9048
14	\$37,529 \$18.0428	\$50,874 \$24.4587	\$64,218 \$30.8740
16	\$42,112 \$20.2462	\$57,087 \$27.4457	\$72,060 \$34.6442
18	\$47,692 \$22.9288	\$64,649 \$31.0813	\$81,607 \$39.2341
20	\$50,076 \$24.0750	\$67,883 \$32.6361	\$85,689 \$41.1966
22	\$54,066 \$25.9933	\$73,289 \$35.2351	\$92,517 \$44.4793
24	\$56,769 \$27.2928	\$76,953 \$36.9966	\$97,138 \$46.7010
26	\$61,231 \$29.4380	\$83,105 \$39.9543	\$104,980 \$50.4712
28	\$65,328 \$31.4077	\$89,587 \$43.0707	\$113,846 \$54.7337
30	\$71,266 \$34.2625	\$97,735 \$46.9880	\$124,203 \$59.7130
32	\$79,161 \$38.0582	\$107,270 \$51.5721	\$135,380 \$65.0865
34	\$85,345 \$41.0313	\$115,691 \$55.6207	\$146,038 \$70.2106
36	\$94,432 \$45.4000	\$128,010 \$61.5433	\$161,589 \$77.6870
38	\$103,518 \$49.7683	\$140,328 \$67.4654	\$177,139 \$85.1630
40	\$113,869 \$54.7447	\$149,933 \$72.0832	\$185,995 \$89.4207

**Approved by the Commission
July 15, 2020**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Service/Labor Bargaining Unit Pay Schedule
Effective July 14, 2019
No FY21 COLA

Lawson Grade	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HL1	\$26,968 \$12.9654	\$36,557 \$17.5755	\$46,149 \$22.1870	\$47,649 \$22.9082
HL2	\$30,118 \$14.4798	\$42,128 \$20.2538	\$54,139 \$26.0284	\$55,899 \$26.8745
HL3/HL4	\$33,838 \$16.2683	\$45,870 \$22.0529	\$57,902 \$27.8375	\$59,784 \$28.7423
HL5/HL6	\$37,438 \$17.9990	\$50,751 \$24.3995	\$64,064 \$30.8000	\$66,146 \$31.8010
HL7	\$42,010 \$20.1971	\$56,949 \$27.3793	\$71,886 \$34.5606	\$74,222 \$35.6837

Approved by the Commission
July 15, 2020



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Office/Clerical Bargaining Unit Pay Schedule
Effective July 14, 2019
No FY21 COLA

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HC1	\$27,048 \$13.0038	\$36,666 \$17.6279	\$46,284 \$22.2519	\$47,788 \$22.9750
HC2	\$28,892 \$13.8904	\$39,166 \$18.8298	\$49,439 \$23.7688	\$51,046 \$24.5413
HC3	\$30,206 \$14.5221	\$42,252 \$20.3135	\$54,299 \$26.1053	\$56,064 \$26.9538
HC4	\$33,937 \$16.3159	\$46,004 \$22.1173	\$58,069 \$27.9178	\$59,956 \$28.8250
HC5	\$37,549 \$18.0524	\$50,899 \$24.4707	\$64,253 \$30.8909	\$66,341 \$31.8947
HC6	\$42,133 \$20.2563	\$57,115 \$27.4591	\$72,098 \$34.6625	\$74,441 \$35.7889

Approved by the Commission
July 15, 2020



**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Trades Bargaining Unit Pay Schedule
Effective July 14, 2019
No FY21 COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>Longevity</u>
HT1	\$28,892 \$13.8904	\$39,166 \$18.8298	\$49,439 \$23.7688	\$51,046 \$24.5413
HT2	\$33,937 \$16.3159	\$46,004 \$22.1173	\$58,069 \$27.9178	\$59,956 \$28.8250
HT3	\$37,549 \$18.0524	\$50,899 \$24.4707	\$64,251 \$30.8899	\$66,339 \$31.8938
HT4	\$42,133 \$20.2563	\$57,115 \$27.4591	\$72,098 \$34.6625	\$74,441 \$35.7889

**Approved by the Commission
July 15, 2020**



Prince George's County Appendices - Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
FOP Park Police
FY21 COLA 0.75% effective November 15, 2020

Rank	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
P02 (annual) (hourly)	\$53,501 \$25,7216	\$55,378 \$26,6240	\$57,317 \$27,5563	\$59,323 \$28,5207	\$61,395 \$29,5168	\$63,548 \$30,5519	\$65,770 \$31,6202	\$68,072 \$32,7269	\$70,452 \$33,8712	\$72,924 \$35,0596	\$75,477 \$36,2870	\$78,113 \$37,5543	\$80,848 \$38,8692	\$83,678 \$40,2298	\$85,770 \$41,2356		
P03 (annual) (hourly)	\$53,479 \$25,7111	\$56,178 \$27,0087	\$58,147 \$27,9553	\$60,190 \$28,9375	\$62,288 \$29,9462	\$64,461 \$30,9909	\$66,724 \$32,0788	\$69,058 \$33,2010	\$71,480 \$34,3654	\$73,979 \$35,5688	\$76,568 \$36,8115	\$79,252 \$38,1019	\$82,027 \$39,4361	\$84,891 \$40,8130	\$87,862 \$42,2413	\$90,059 \$43,2976	
P04 (annual) (hourly)	\$56,153 \$26,9966	\$58,985 \$28,3582	\$61,056 \$29,3538	\$63,191 \$30,3803	\$65,400 \$31,4423	\$67,691 \$32,5438	\$70,058 \$33,6817	\$72,509 \$34,8601	\$75,051 \$36,0822	\$77,672 \$37,3423	\$80,395 \$38,6514	\$83,210 \$40,0048	\$86,120 \$41,4038	\$89,137 \$42,8543	\$92,259 \$44,3553	\$94,565 \$45,4639	
P05 (annual) (hourly)	\$61,907 \$29,7630	\$65,038 \$31,2683	\$67,311 \$32,3611	\$69,668 \$33,4942	\$72,103 \$34,6649	\$74,628 \$35,8788	\$77,240 \$37,1346	\$79,947 \$38,4361	\$82,746 \$39,7817	\$85,639 \$41,1726	\$88,639 \$42,6149	\$91,745 \$44,1082	\$94,949 \$45,6486	\$98,273 \$47,2466	\$101,709 \$48,8986	\$104,254 \$50,1221	\$106,860 \$51,3750
Rank	ASI1*	ASI2**															
P02 (annual) (hourly)	\$88,772 \$42,6788	\$91,879 \$44,1726															
P03 (annual) (hourly)	\$93,211 \$44,8130	\$96,473 \$46,3813															
P04 (annual) (hourly)	\$97,875 \$47,0553	\$101,301 \$48,7024															
P05 (annual) (hourly)	\$110,600 \$53,1731	\$114,471 \$55,0341															

*ASI 1 Applies to all officers on the first anniversary date on which the officer has completed 16 years.

**ASI 2 Applies to all officers on the first anniversary date on which the officer has completed 19 years.

Approved by the Commission
October 21, 2020



**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Park Police Command Officers
Effective November 15, 2020
0.75% COLA**

Title		Minimum	Midpoint	Maximum
Lieutenant [P06]	(annual)	\$72,524	\$97,993	\$123,467
	(hourly)	\$34.8673	\$47.1120	\$59.3591
Captain [P07]	(annual)	\$83,907	\$113,370	\$142,835
	(hourly)	\$40.3399	\$54.5048	\$68.6707
Commander [P09]	(annual)	\$102,501	\$133,216	\$163,926
	(hourly)	\$49.2793	\$64.0462	\$78.8106

**Officer Candidate Pay Scale
Effective November 15, 2020
0.75% COLA**

<u>Position</u>		<u>Scale</u>
Candidate [PC]	(annual)	\$52,076
	(hourly)	\$25.0365

**Approved by the Commission
October 21, 2020**



**Prince George's County
Appendices – Pay Schedules**

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Special Salary Range Pay Schedule for Select Career IT Positions ONLY
Effective July 14, 2019
No FY21 COLA**

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
EGT	\$50,076 \$24.0750	\$66,435 \$31.9399	\$85,689 \$41.1966
EHT	\$56,769 \$27.2928	\$75,311 \$36.2072	\$97,138 \$46.7010
EIT	\$64,290 \$30.9087	\$85,396 \$41.0558	\$110,228 \$52.9942
EJT	\$77,681 \$37.3466	\$104,243 \$50.1168	\$135,380 \$65.0865

<u>TITLE</u>	<u>GRADE</u>
Programmer/Analyst I	EGT
GIS Specialist I	EGT
IT Telecommunications Spec I	EGT
Programmer/Analyst II	EHT
GIS Specialist II	EHT
Senior IT Support Specialist	EIT
Programmer/Analyst III	EIT
GIS Specialist III	EIT
IT Systems Manager/Leader	EJT

**Approved by the Commission
July 15, 2020**



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Seasonal/Intermittent Pay Schedule
Effective Pay Period that Includes January 1, 2021
Change in State Minimum Wage Effective January 1, 2021

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>	<u>INSTRUCTORS</u>	
PFA I - 920	N01	\$11.7500	\$12.3500	\$13.2000	950	I
PFA II - 921	N02	\$11.7500	\$12.6750	\$13.8000		
PFA III - 922	N03	\$11.7500	\$13.0500	\$14.5000		
PFMA I - 930	N04	\$11.7500	\$13.4500	\$15.2500	951	II
PFMA II - 931	N05	\$11.7500	\$13.8500	\$16.0000		
PFMA III - 932	N07	\$11.7500	\$14.2750	\$16.8000		
Call Center/Help Desk Rep 1 - 936	N08	\$11.8000	\$14.7250	\$17.6500	952	III
Not in Use	N10	\$11.8500	\$15.2000	\$18.5500		
Intern I/Playground Manager	N11	\$12.2800	\$15.6567	\$20.0500	953	IV
Call Center/Help Desk Rep 2 - 937	N12	\$13.2626	\$16.9100	\$21.6500		
Intern II/Call Center-Help Desk Rep 3 (938)	N13	\$15.2514	\$19.4455	\$23.6396	954	V
Not in Use	N14	\$17.5395	\$22.3632	\$27.1869		
Camp Health Supv - 941	N15	\$20.1711	\$25.7179	\$31.2647	955	VI

Approved by the Commission
December 16, 2020



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Aquatics Seasonal/Intermittent Pay Schedule
Effective May 13, 2018
No Changes for FY21

	<u>Grade</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>
900 - Ramp Guard/Slide Attendant	AQ2	\$12.00	\$12.61	\$13.23	\$13.89
906 - Shallow Water Lifeguard	AQ3	\$13.00	\$13.88	\$14.57	\$15.30
901 - Lifeguard	AQ4	\$15.00	\$15.75	\$16.53	\$17.36
902 - Instructor Aide/Swim Lessons	AQ5	\$16.50	\$17.31	\$18.18	\$19.09
903 - Assistant Pool Manager	AQ6	\$18.14	\$19.05	\$20.00	\$21.00
905 - Water Safety Instructor or 904 - Pool Manager	AQ7	\$19.96	\$20.96	\$22.01	\$23.10
907 - Senior Pool Manager	AQ8	\$24.15	\$25.36	\$26.62	\$27.95

Approved by the Commission
July 15, 2020



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Specialty Services Pay Schedule
Effective Pay Period that Includes January 1, 2021
Change in State Minimum Wage Effective January 1, 2021

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Spec Svcs Instructor 1	SS1	\$11.7500	\$16.7500	\$22.0000
Spec Svcs Instructor 2	SS2	\$12.5000	\$19.7500	\$27.0000
Spec Svcs Instructor 3	SS3	\$15.5000	\$24.7500	\$34.0000
Spec Svcs Instructor 4	SS4	\$21.0000	\$33.5000	\$46.0000
Spec Svcs Instructor 5*	SS5	\$34.0000	\$54.5000	\$75.0000

* Use of Specialty Services Instructor 5 requires Human Resources Director approval

Approved by the Commission
December 16, 2020



Prince George's County Appendices – Pay Schedules

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
Tennis Instructor Pay Schedule
Effective Pay Period that Includes January 1, 2021
Change in State Minimum Wage Effective January 1, 2021

	<u>GRADE</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
Tennis Instructor 1	TI1	\$11.7500	\$14.2750	\$17.0500
Tennis Instructor 2	TI2	\$15.0000	\$19.0000	\$23.0000
Tennis Instructor 3	TI3	\$20.0000	\$27.0000	\$34.0000
Tennis Instructor 4	TI4	\$32.0000	\$36.0000	\$40.0000

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