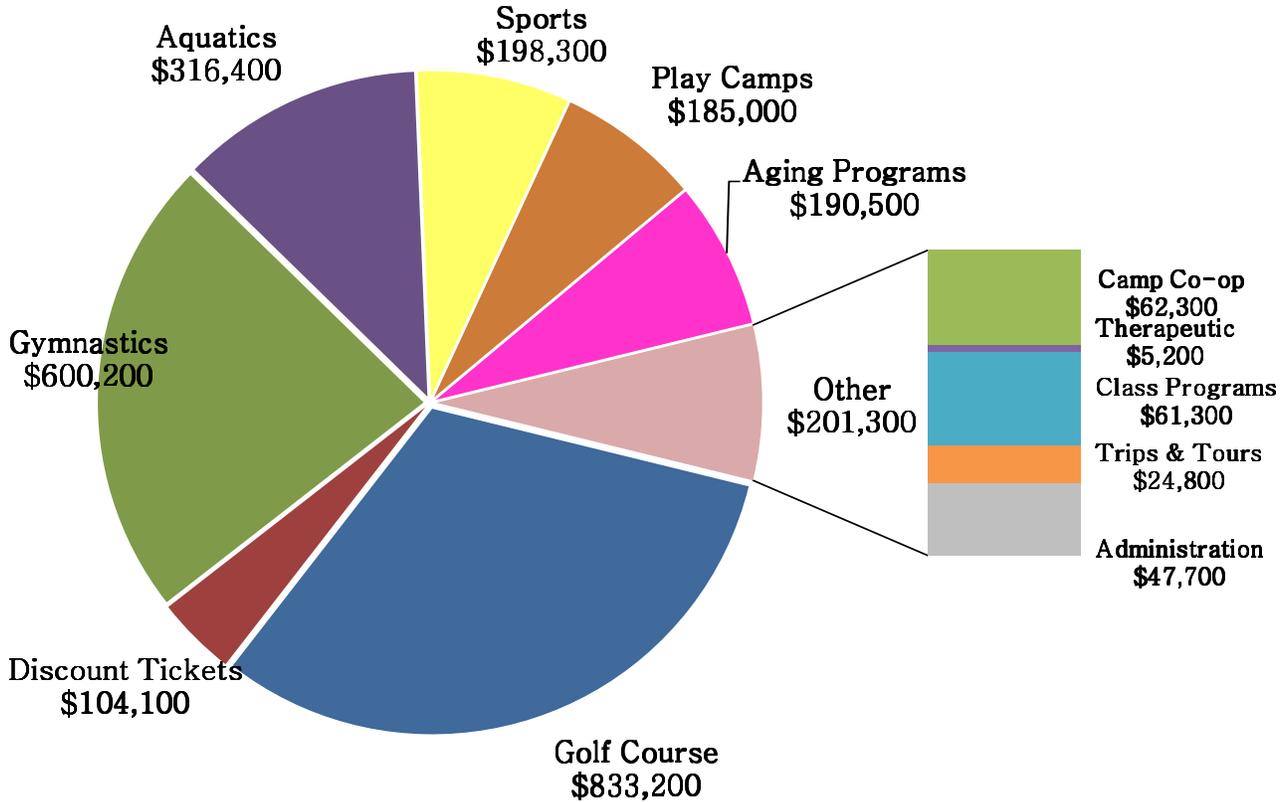


FISCAL YEAR 2014 RECREATION FUND

TOTAL PROPOSED BUDGET: \$2,629,000



	FY13 Adopted	FY14 Proposed	Variance	% Change
Operating Revenue	\$2,510,800	\$2,576,000	\$65,200	2.6%
Operating Expenditures	2,545,100	2,629,000	83,900	3.3%
Surplus/(Deficit)	(\$34,300)	(\$53,000)	(\$18,700)	
Equipment Reserve (Fund Balance)	0	23,500	23,500	NEW
Use of Fund Balance	34,300	29,500	(4,800)	-14.0%
Net Surplus/(Deficit)	\$0	\$0	\$0	

UNRESERVED FUND BALANCE *

Fund Balance @ 6/30/2012 is **\$748,390**.

Fund Balance @ 6/30/2013 is estimated to be **\$870,990**

**Does not include OPEB (Other Post Employment Benefits).*

RECREATION FUND

	FY13 Adopted	FY14 Proposed	Variance	% Change
<u>Revenues</u>				
Service Charges	\$2,287,200	\$2,365,200	\$78,000	3.4%
Rent Revenue	61,000	53,700	(7,300)	-12.0%
Food & Drink/Merch.	87,100	80,300	(6,800)	-7.8%
Other	75,500	76,800	1,300	1.7%
Subtotal	\$2,510,800	\$2,576,000	\$65,200	2.6%
Equipment Reserve (Fund Balance)	\$0	\$23,500	\$23,500	NEW
Use of Fund Balance	34,300	29,500	(4,800)	-14.0%
Total Revenues	\$2,545,100	\$2,629,000	\$83,900	3.3%
<u>Expenses</u>				
Salaries	\$1,280,700	\$1,286,000	\$5,300	0.4%
Fringe	249,500	267,500	18,000	7.2%
Operating	811,800	843,600	31,800	3.9%
Debt Service	173,800	170,900	(2,900)	-1.7%
Contingency	21,800	23,000	1,200	5.5%
Capital Outlay	0	21,500	21,500	New
Depreciation	7,500	7,500	0	0.0%
Total Baseline	\$2,545,100	\$2,620,000	\$74,900	2.9%
New Requests		\$9,000	\$9,000	New
Total Expenditures	\$2,545,100	\$2,629,000	\$83,900	3.3%
Net Operations	\$0	\$0		

CHANGES TO FEES

	<u>FY13</u>	<u>FY14</u>
<u>Sports</u>		
Indoor Youth League	Varies \$65 / \$70	Varies \$70 / \$75
<u>Community Centers (Recreation)</u>		
Punch Card: Adult	\$44 / \$45	\$50 / \$55
<u>Gymnastics</u>		
Summer Camps	\$95-\$130 / \$98-\$132 wk	\$100-\$140 / \$105-\$145 wk

Recreation

Department: Community Services
Division/Program: Recreation
Program Administrator: Sam Drury, Chief of Recreation
www.charlescountyparks.com

Account: 24.06.40
Fund: Enterprise

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Requested	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$691,825	\$758,600	\$767,100		\$8,500	1.1%
Fringe Benefits	102,570	113,000	128,500		15,500	13.7%
Operating Costs	445,095	467,100	518,900		51,800	11.1%
Debt Service	149,534	143,400	152,500		9,100	6.3%
Operating Contingency	0	3,100	1,500		(1,600)	-51.6%
Capital Outlay	0	0	21,500		21,500	N/A
Equipment Reserve	7,500	7,500	7,500		0	0.0%
Total Baseline	\$1,396,525	\$1,492,700	\$1,597,500	\$0	\$104,800	7.0%
New Request (see attached)	\$0	\$0	\$7,800	\$0	\$7,800	N/A
Total Expenditures	\$1,396,525	\$1,492,700	\$1,605,300	\$0	\$112,600	7.5%
Revenues	\$1,501,067	\$1,527,000	\$1,634,800		\$107,800	7.1%

Baseline Changes and Useful Information:

- **Personal Services** is increasing by \$8,500. This is the net effect of filling a position at a lower salary (\$7,600), eliminating the salary adjustment in the Sports Program \$1,300, allocating a portion of an Administrative Associate to the Recreation Fund \$14,500, and the effect of the FY13 merit increase for FY14 \$300.
- The increase of \$15,500 in **Fringe Benefits** is the net effect of increased participation in Health & Dental of \$12,800, the transfer of an Administrative Associate position \$3,400 and minor adjustments in the other fringe items of (\$700).
- **Operating cost** increase due to the following:
 - Increase in Contract Services \$31,700:
 - Sports (\$700) and Discount Tickets (\$10,000) based on actuals.
 - Trips & Tours \$4,400 due to increase in trip participation.
 - Programs \$13,000 to account for instructional cost and the afterschool snack program through the Charles County Board of Education.
 - Play Camps \$2,000 for transportation expense for additional camps.
 - Camp Co-Op \$2,000 due to increase in bus cost.
 - Gymnastics \$21,000 includes \$11,200 for the cost of new programs: MD Intensity Cheer and Fitness Program. The remaining \$9,800 is based on actuals and the FY13 Amended Budget to account for increased participation.
 - Credit Card Processing is increasing \$5,100 based on actuals.
 - Increase in General Supplies \$4,600:
 - Increase of \$2,000 in General Supplies per locations including Port Tobacco and Davis (Sports).
 - Due to increase in cost of field trips in Camp Co-Op and increase of \$1,800 is needed.
 - Minor adjustments based on actuals totaling \$800 in the other programs.
 - Funds of \$4,800 are being provided for in the Software account for the RecTrac Point of Sale Module/Web Splash page.
 - Minor adjustments in various accounts based on actuals totaling \$5,600.
- **Debt Service** reflects the debt amortization schedule.
- Items included in **Capital Outlay** include the following: A trampoline (\$7,400) and carpet bonded foam (\$6,400) to replace equipment that is old and/or in need of constant repairs and, pit foam cubes (\$7,700) to replace current equipment.
- FY2014 Program **Revenues** have been adjusted based on year end estimates for FY2013 and anticipated revenues from additional offerings for FY2014.

Play Camps \$33,300	Trips & Tours \$800
Sports \$15,600	Camp Co-Op (\$2,200)
Programs \$17,200	Discount Tickets (\$4,500)
Gymnastics \$11,000	
- Included in **Revenues** is a \$53,000 fund balance appropriation, an increase of \$18,700 to account for some items to be purchased utilizing equipment reserve funds.

Recreation

Department:	Community Services	Account:	24.06.40
Division/Program:	Recreation	Fund:	Enterprise
Program Administrator:	Sam Drury, Chief of Recreation		
	www.charlescountyparks.com		

Description

The Recreation Division offers a variety of structured and non-structured sports leagues and activities for persons age five to adult. All programs are self-supporting, with youth leagues being supplemented by the County for officials and part-time facility supervision.

- Sports programs include: Youth Basketball, Youth Indoor Soccer, Adult Volleyball, and Adult Basketball League.
- Trips and tours are offered through the Parks and Recreation Guide for registrants to have the opportunity to participate in variety of experiences.
- Three Outdoor Pools are operated seasonally at high school locations: La Plata, McDonough and Thomas Stone in addition to the year round Indoor Pool at Lackey High School and North Point High School.
- Camp CO-OP is an exciting day camp for special education students between the ages of 3 & 21 with moderate to severe disabilities.
- Therapeutic programs are, for the most part, operated under the auspices of the county Special Olympics Program.
- Discount tickets for amusement parks are offered starting in late April until the beginning of September each year. The ticket prices offer a 10-15 percent discount from the regular gate prices.
- The Elite Gymnastics & Recreation Center provides traditional gymnastics and dance classes for beginner to advanced levels for all ages. In addition pre-competitive and competitive teams are offered under the guidance of the USA Gymnastics Jr. Olympic Program.
- Community Centers are facilities that offer a variety of programs, services, activities and recreational opportunities to persons of all ages. More than merely a building, community centers are focal points in each geographic area of Charles County and generate a sense of community through interaction and programming. In addition to traditional recreation programs, the Centers offer less structured programs geared toward developing community cohesion and providing supportive services. Community Centers programs include: Class programs, Open programs, Playgrounds, and Special Events.
 - An ever-changing, wide variety of classes for all ages from two to adult are offered. The classes are categorized into dance, music, crafts, cooperative agencies, tiny tot, physical activities skills development, art, workshops, and special events.
 - Open programs are noncompetitive activities, such as basketball and volleyball, that emphasize fun and participation.
 - Additional programs include holiday dances and special events.

Positions:

<u>Title</u>	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>	<u>FY14</u> <u>FTE</u>
Recreation Program Supervisor	1.0	1.0	1.0	1.0	1.0
Recreations Center Coordinator	1.0	1.0	1.0	1.0	1.0
Center Coordinator	0.5	0.0	0.0	0.0	0.0
Administrative Associate	1.0	0.0	0.0	0.0	0.3
Assistant Aquatics Specialist	0.8	0.8	0.8	0.8	0.8
Part Time Positions	28.3	25.4	25.2	25.5	25.5
Total Full Time Equivalent	32.6	28.2	28.0	28.3	28.6

FY14 NEW OPERATING/CAPITAL REQUEST

<u>Item Description</u>	<u>Justification</u>	<u>Value of Request</u>	<u>Additional Operating Expenses</u>	<u>Equipment Direct Purchase</u>	<u>1/2 Year Lease</u>
Recreation Fund					
Community Services					
Programs					
	24.06.40.26.0503.000				
Laptop w/air card	To allow registration at events to be taken at multiple locations.	2,400	600	1,800	
Gymnastics					
	24.06.40.98.0503.000				
Rockwall	Increased programming and revenue. Build a traverse wall along the pit wall will increase revenue through birthday parties, camps and rentals. Will also be used as strength training for the gymnasts. Panels are \$375 each, six (6) are needed, hand holds needed cost	3,400		3,400	
* Air Floor w/cover	Safety and training equipment. Will be used as an increased safe landing area when practicing higher level skills, air floors provide more cushion and bounce to help the gymnast.	2,000		2,000	
Total Recreation Fund		7,800	600	7,200	0
<i>*Items to be purchased from Equipment Reserve.</i>					

FY 2014 Requested Vehicle and Equipment Listing

Item Description	Justification/Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<u>Recreation Fund</u>				
<u>Community Services</u>				
Gymnastics				
24.06.40.98.0500.000				
* Trampoline	The trampoline frame has been welded and repaired numerous times and trampoline mat is at the end of its useable life.	7,400	7,400	
* Pit Foam Cubes	Current foam cubes have outlived their useful life. Needed 2,750 cubes at \$2.70 each.	7,700	7,700	
* Carpet Bonded Foam	Carpet is torn in several places. The foam under the carpet has worn past its useable life.	6,400	6,400	
Total Recreation Fund		21,500	21,500	0
<i>* Items to be purchased with Equipment Reserve.</i>				

Recreation

Department: Public Works - Facilities **Account:** 24.05
Division/Program: Parks - Golf Course **Fund:** Enterprise
Program Administrator: Tom Roland, Chief of Parks
www.charlescountyparks.com/wpgc

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Requested	FY2014 Adopted	\$ Change from FY2013	% Chg.
Personal Services	\$453,167	\$448,300	\$445,100		(\$3,200)	-0.7%
Fringe Benefits	141,959	128,900	131,400		2,500	1.9%
Operating Costs	218,665	247,600	237,100		(10,500)	-4.2%
Debt Service	40,022	30,400	18,400		(12,000)	-39.5%
Total Baseline	\$853,813	\$855,200	\$832,000	\$0	(\$23,200)	-2.7%
New Request (see attached)	\$0	\$0	\$1,200	\$0	\$1,200	N/A
Total Expenditures	\$853,813	\$855,200	\$833,200	\$0	(\$22,000)	-2.6%
Revenues	\$669,927	\$820,900	\$803,700		(\$17,200)	-2.1%

Baseline Changes and Useful Information:

- The impact of the merit increase in FY13 was offset by the decrease in part time salaries netting a (\$3,200) decrease in **Personal Services**.
- Fringe Benefits** increase is due to Health & Dental increases.
- Operating Cost** have netted a decrease due to the following:
 - Decrease in Merchandise for Resale (\$3,900) and Concession Merchandise (\$2,300), both based on actuals.
 - Equipment being requested to replace a Lely spreader for \$4,000.
 - Adjustments in Vehicle Fuel (\$6,000) and Electricity (\$3,000) based on actuals.
 - Increase in Printing for forms, brochures and score cards. \$300
 - Minor adjustments in other accounts based on actuals totaling an increase of \$400.
- Changes in **Debt Service** due to:
 - Decrease due to final 1/2 year payment for the FY09 lease, refunding of the FY09 bond and adjustments to debt amortization schedule totaling a decrease of (\$14,100).
 - Increase of \$1,300 for the replacement of a 2001 Top Dresser that is in poor condition and increase of \$800 for the replacement of a 1999 blower that has lost compression. Total cost of Top Dresser is \$12,500 and total cost of the Debris Blower is \$7,100.
- Revenues** have been adjusted based on historical trends and anticipated revenues for FY2014.

Description

White Plains Golf course is a regionally acclaimed 18 hole golf facility. A tree-lined, well maintained, Bermuda grass fairways offers a challenging experience for all levels of golf play. The golf course is rated 3 stars by Golf Digest. Slope is rated between 108 and 125, and par is 70.

It is considered a well-maintained, challenging course. Concessions, pro shop, putting green, driving range, and cart rentals are available.

Positions:	FY10	FY11	FY12	FY13	FY14
<u>Title</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>	<u>FTE</u>
Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Golf Course Manager	1.0	1.0	1.0	1.0	1.0
Assistant Golf Course Superintendent	1.0	1.0	1.0	1.0	1.0
Golf Course Equipment Supervisor	1.0	1.0	1.0	1.0	1.0
Golf Equipment Mechanic Assistant	0.0	1.0	1.0	1.0	1.0
Fleet Maintenance Technician I	1.0	0.0	0.0	0.0	0.0
Part Time Positions	7.3	7.0	6.7	6.7	6.7
Total Full Time Equivalent	12.3	12.0	11.7	11.7	11.7

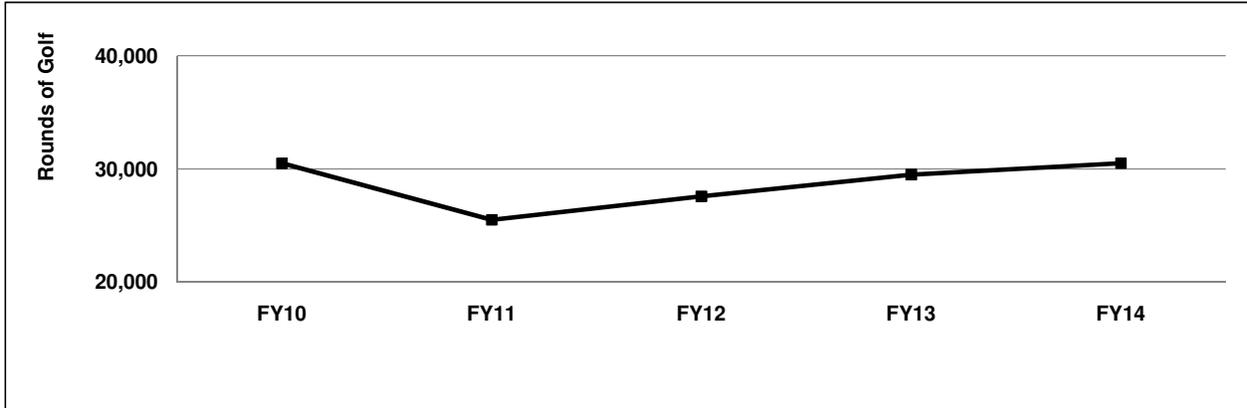
Recreation

Department: Public Works - Facilities
Division/Program: Parks - Golf Course
Program Administrator: Tom Roland, Chief of Parks
www.charlescountyparks.com/wpgc

Account: 24.05
Fund: Enterprise

Objectives & Measurements

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Projected	FY14 Estimated
<i>Objective: Promote golf play and provide quality, reasonably priced golf experience.</i>					
Number of Rounds of Golf	30,490	25,500	27,583	29,500	30,500



Number of Season Passes	177	131	125	150	150
Number of Tournaments/Outings	20	17	14	20	20

FY 2014 New Position Requests - Enterprise Funds

POSITION	FTE	SALARY	FRINGE	OPERATING	TOTAL
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Recreation Fund

Public Works - Facilities

Golf Course

Additional part time funding is needed to cover operation staffing.

Part Time II		\$1,000	\$100	\$100	\$1,200
Total - Public Works - Facilities		\$1,000	\$100	\$100	\$1,200

FY 2014 Requested Vehicle and Equipment Listing

Item Description	Justification / Replacement Information	Asset Value of Request	Direct Purchase	1/2 Year Lease
<u>Recreation - Golf</u>				
<u>Course</u>	10.05.41.70.0500.000			
<u>Public Works- Facilities</u>				
Top Dresser	Replace 2001 top dresser that is in poor condition.	12,500		1,300
Debris Blower	Replace 1999 blower that has lost compression and is no longer efficient.	7,100		800
Total Golf Course		19,600	0	2,100

Recreation

Department: Community Services **Account:** 24.06.21.11
Division/Program: Aging & Senior Programs - Nanjemoy Community Center **Fund:** Enterprise
Program Administrator: Dina Barclay, Chief of Aging
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Requested	FY2014 Adopted	\$ Change from FY2013	% Chg
Personal Services	\$2,012	\$12,900	\$12,900		\$0	0.0%
Fringe Benefits	143	1,400	1,400		0	0.0%
Operating Costs	7,597	11,700	8,700		(3,000)	-25.6%
Total Expenditures	\$9,751	\$26,000	\$23,000	\$0	(\$3,000)	-11.5%
Revenues	\$10,742	\$22,000	\$11,500		(\$10,500)	-47.7%

Baseline Changes and Useful Information:

- Contract Services has decreased based on actuals resulting in a reduction in **Operating Costs**.

Description

Nanjemoy Community Center is a multiservice center offering programs and services for the residents of southwestern Charles County. As a satellite facility, it offers outreach and counseling for benefits. Program opportunities for youth and adult, special community events, teen club, special community events and a health clinic are among the programs offered. All programs and classes are self-supporting.

Positions:

	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>	<u>FY14</u> <u>FTE</u>
Part Time Positions	0.3	0.3	0.3	0.3	0.3
Total Full Time Equivalent	0.3	0.3	0.3	0.3	0.3

Department: Community Services **Account:** 24.06.21
Division/Program: Aging & Senior Programs - Senior Services **Fund:** Enterprise
Program Administrator: Dina Barclay, Chief of Aging
www.charlescountymd.gov/cs/aging/aging-and-senior-programs

Expenditure Category	FY2012 Actual	FY2013 Adopted	FY2014 Requested	FY2014 Adopted	\$ Change from FY2013	% Chg
Personal Services	\$51,754	\$60,900	\$60,900		\$0	0.0%
Fringe Benefits	2,202	6,200	6,200		0	0.0%
Operating Costs	68,346	85,400	78,900		(6,500)	-7.6%
Operating Contingency	0	18,700	21,500		2,800	15.0%
Total Expenditures	\$122,302	\$171,200	\$167,500	\$0	(\$3,700)	-2.2%
Revenues	\$176,417	\$194,200	\$179,000		(\$15,200)	-7.8%

Baseline Changes and Useful Information:

- Operating Costs** have decreased based on actuals.

Description:

Program fees and donations support education, recreational, and social activities for Senior Citizens.

Positions:

	<u>FY10</u> <u>FTE</u>	<u>FY11</u> <u>FTE</u>	<u>FY12</u> <u>FTE</u>	<u>FY13</u> <u>FTE</u>	<u>FY14</u> <u>FTE</u>
Allocation from General Fund	0.5	0.5	0.5	0.0	0.0
Part Time Positions	3.2	3.2	3.2	3.2	3.2
Total Full Time Equivalent	3.7	3.7	3.7	3.2	3.2