

User Guide and Fiscal Policies

This document includes financial and descriptive information for capital projects administered by County agencies that report directly to the County Executive, as well as the seven semi-autonomous agencies such as the Board of Education, the Community College and the Library.

This document also contains capital project information for the Maryland-National Capital Park and Planning Commission (M-NCPPC). The Annotated Code of Maryland states that the M-NCPPC shall prepare an annual Capital Budget, which together with its operating budget, shall be submitted to the County Executive. In addition, the M-NCPPC must submit a six-year Capital Improvement Program to the County. The Capital Budget of the M-NCPPC must conform fully with that part of the Capital Program adopted for the first year of the six-year program.

The Capital Improvement Program for the Washington Suburban Sanitary Commission is not contained in this document and is transmitted to the County Council separately.

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DOCUMENT OVERVIEW

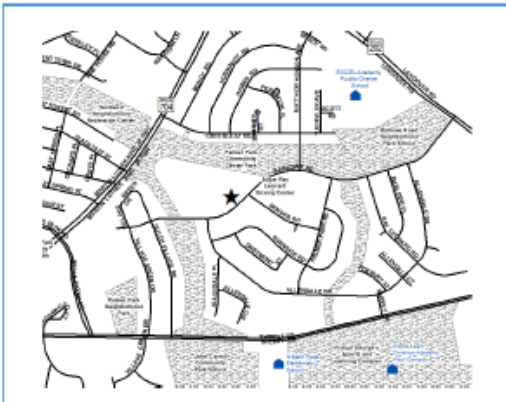
This document includes:

- **User Guide:** This section provides information on how to read a CIP page, an overview of the budget process, a Prince George’s County organization chart, a County map by Councilmanic District and an overview of the policies that affect the Capital Improvement Program.
- **Overview:** This section summarizes expenditures and revenues and for the Capital Budget and the Capital Improvement Program. There are two pie charts. The first chart shows the total dollars allocated to the five major project categories contained in the Capital Improvement Program. The second chart presents revenue by source.
- **Planning Area Maps:** This section contains a series of geographical maps for each area of the County. It can be used to identify projects located within specific areas of the County. A summary table listing each project alphabetically, its address, planning area, estimated completion date and cost is included as well.
- **Agency Sections:** These sections contain a summary of expenditures and revenues for each agency. Also, these sections contain detailed project pages for each capital project in the six-year Capital Improvement Program.
- **Index:** Three indexes appear at the end of the volume. The first lists projects by agency and by alphabetical order within the agency. The second lists projects by project name. The third lists projects by Council District.
- **Appendix:** This section contains:
 - Charter Provisions Pertaining to the CIP
 - Charter Provisions Pertaining to Bond Legislation
 - Charter Provisions Pertaining to Voter Referendum
 - Glossary

HOW TO READ THE CIP BUDGET PAGES

A sample of a CIP Project Page is shown below, followed by a description of the contents of each section within the project page.

Barlowe Road Renovation 4.50.0002
POLICE DEPARTMENT



Description: This renovation project will begin after the Police Chief's Office relocates to the new Training and Administrative Headquarters building.

Justification: The Special Operations' s Division is currently operating in an elementary school building constructed in 1951. The building's electrical system is stressed to support the needs of modern technology equipment and there is insufficient space to house currently assigned personnel and the specialized equipment.

Highlights: This renovation project will begin after the Police Chief's Office relocates to the new Training and Administration Headquarters building. The renovations will be made to accommodate the Special Operations Division.

Enabling Legislation: CB-32-2018

Location		Status	
Address	Barlowe Rd, Landover	Project Status	Design Not Begun
Council District	Five	Class	Rehabilitation
Planning Area	Landover Area	Land Status	No land involved

PROJECT MILESTONES

	Estimate	Actual
1 st Year in Capital Program		FY 2015
1 st Year in Capital Budget		FY XXXX
Completed Design	TBD	
Began Construction	TBD	
Project Completion	FY 2024	

CUMULATIVE APPROPRIATION (000'S)

Life to Date	FY 2019 Estimate	FY 2020	Total
\$0	\$0	\$0	\$0

Project Summary

Category/Description	Total Project Cost	Life to Date Actual	FY 2019 Estimate	Total 6 Years	Budget Year FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Beyond 6 Years
EXPENDITURE											
PLANS	\$1,000	\$—	\$—	\$1,000	\$—	\$1,000	\$—	\$—	\$—	\$—	\$—
LAND	—	—	—	—	—	—	—	—	—	—	—
CONSTR	9,300	—	—	9,300	—	—	—	6,300	3,000	—	—
EQUIP	1,721	—	—	1,721	—	—	—	1,000	721	—	—
OTHER	279	—	—	279	—	—	—	—	279	—	—
TOTAL	\$12,300	\$—	\$—	\$12,300	\$—	\$1,000	\$—	\$7,300	\$4,000	\$—	\$—
FUNDING											
GO BONDS	\$12,300	\$—	\$—	\$12,300	\$—	\$1,000	\$—	\$7,300	\$4,000	\$—	\$—
TOTAL	\$12,300	\$—	\$—	\$12,300	\$—	\$1,000	\$—	\$7,300	\$4,000	\$—	\$—
OPERATING IMPACT											
PERSONNEL	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—
OPERATING	—	—	—	—	—	—	—	—	—	—	—
DEBT	—	—	—	—	—	—	—	—	—	—	—
OTHER	—	—	—	—	—	—	—	—	—	—	—
TOTAL	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

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APPROVED CAPITAL IMPROVEMENT PROGRAM & BUDGET

PROJECT IDENTIFICATION

- **Project Title:** Identifies each project name, unique project number and agency.

MAP

The map identifies the location of the project. The map is scaled so that 1-inch equals 2,000 feet.

DESCRIPTION, JUSTIFICATION AND PROJECT HIGHLIGHTS

- **Description:** The type and size of facility to be built, the kind and amount of service to be rendered, and the geographical area to be served.
- **Justification:** Provides the purpose of constructing the project.
- **Project Highlights:** Provides reasons for changes in costs or schedule and description of funding identified as “Other”.
- **Enabling Legislation:** Provides the most recent legislation authorizing the County to borrow money to finance the specific project and provides for borrowing to be submitted to a referendum of the legal voters of the County.

LOCATION AND STATUS

- **Address:** The street address or closest intersection of the project and the corresponding city.
- **Council District:** The Councilmanic District where a project is located. Projects that affect several locations are shown as “Various” or “Countywide”.
- **Planning Area:** The Planning Area where a project is located.
- **Status:** Closing- Finance- Projects that have been completed but still have some financial obligations to settle; Completed- Projects that have completed the construction and build out stages; Design Not Begun – Projects programmed where design has not started; Design Stage- Projects where design has started but not completed; New- Projects appearing in the capital budget for the first time; Terminated- Projects previously included in a prior capital budget but have been removed or halted; and Under Construction- Projects that have reached the construction stage.
- **Class:** The type of improvement a project will provide including new construction, replacement, addition, rehabilitation, reconstruction, non-construction and land acquisition.
- **Land Status:** Identifies the status of the land acquisition including no land involved, under negotiation, location not determined, site selected only, publicly owned land, land bank acquisition and acquisition complete.

PROJECT MILESTONES

- **1st Year in Capital Program:** The first fiscal year a project appeared in an approved CIP.
- **1st Year in Capital Budget:** The first fiscal year a project appeared in an approved Capital Budget.

- **Completed Design:** Either the actual or estimated fiscal year the project will complete the design stage.
- **Began Construction:** Either the actual or estimated fiscal year the project will begin the construction stage.
- **Project Completion:** Either the actual or estimated fiscal year the project will be completed.

CUMULATIVE APPROPRIATION

- **Life to Date:** Prior expenditures for the project.
- **FY XXXX Estimate:** Estimated expenditures for the current fiscal year.
- **FY XXXX:** Expenditures expected to occur in the budget year.
- **Total:** The sum of all prior appropriations made for the project to date.

EXPENDITURE SCHEDULE

- **Total Project Costs:** Total cost of the project listed by expenditure category.
- **Life to Date Actual:** Prior expenditures for the project.
- **FY XXXX Estimate:** Estimated expenditures for the current fiscal year.
- **Total 6 Years:** Total expenditures for the next six years.
- **Budget Year FY XXXX:** Expenditures expected to occur in the budget year.
- **FY XXXX:** Expenditures expected to occur in the six-year program.
- **Beyond 6 Years:** Expenditures planned beyond the six-year program.

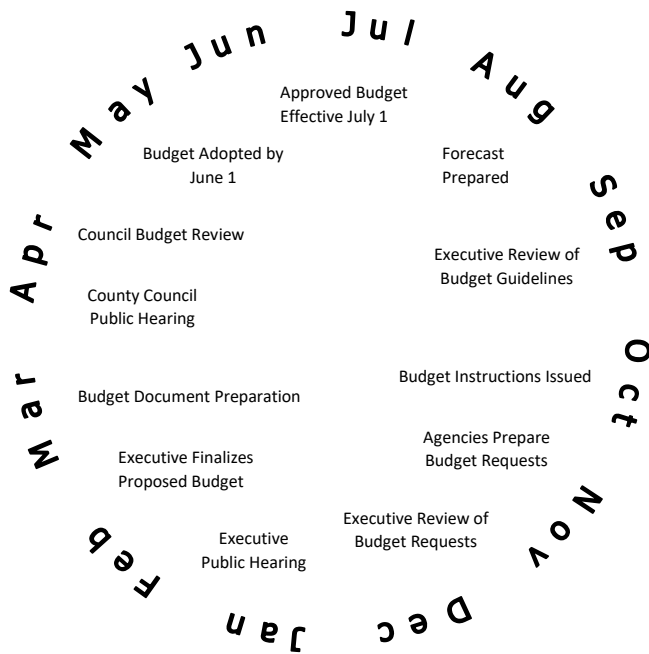
FUNDING SCHEDULE

Lists the sources from which the project will be financed and the Fiscal Year funds will be received. Funding sources include State aid, Federal aid, developer contributions, bonds from Maryland National Capital Park and Planning Commission (MNCPPC), revenue bonds, stormwater management bonds and general obligation bonds. If “Other” is used as a designation, the funding sources are identified in the project highlight statement.

OPERATING IMPACT

- **Personnel:** Additional personnel needed to staff the facility.
- **Operating:** Costs associated with needed supplies, rental equipment, etc.
- **Debt:** Cost of interest and principal on bonds sold.
- **Other:** Expenses due to the construction of the project that do not fall within one of the other categories (e.g. Capital Outlay).
- **Total:** Total cost of personnel, operating costs, debt and other.

CAPITAL IMPROVEMENT PROGRAM BUDGET PROCESS



The development of the Capital Budget and the six year Capital Improvement Program (CIP) includes the following three phases:

I. Formulating Capital Budget Requests: August – November

- In August- September of each year, the Director of the Office of Management and Budget (OMB) develops policy guidance and instructions to agencies and departments based upon the County Executive's priorities and the County's financial ability to issue new debt.
- OMB issues guidance in October of each year.
- During the months of October to November, agency heads assess their department's capital needs, relying upon prior planning studies and documents, functional plans, the Public Land and Facilities Inventory, and the Public Facility Development Program prepared by the Maryland National Capital Park and Planning Commission. Facility requests are programmed over the six year capital program period, in keeping with departmental priorities and fiscal guidelines.

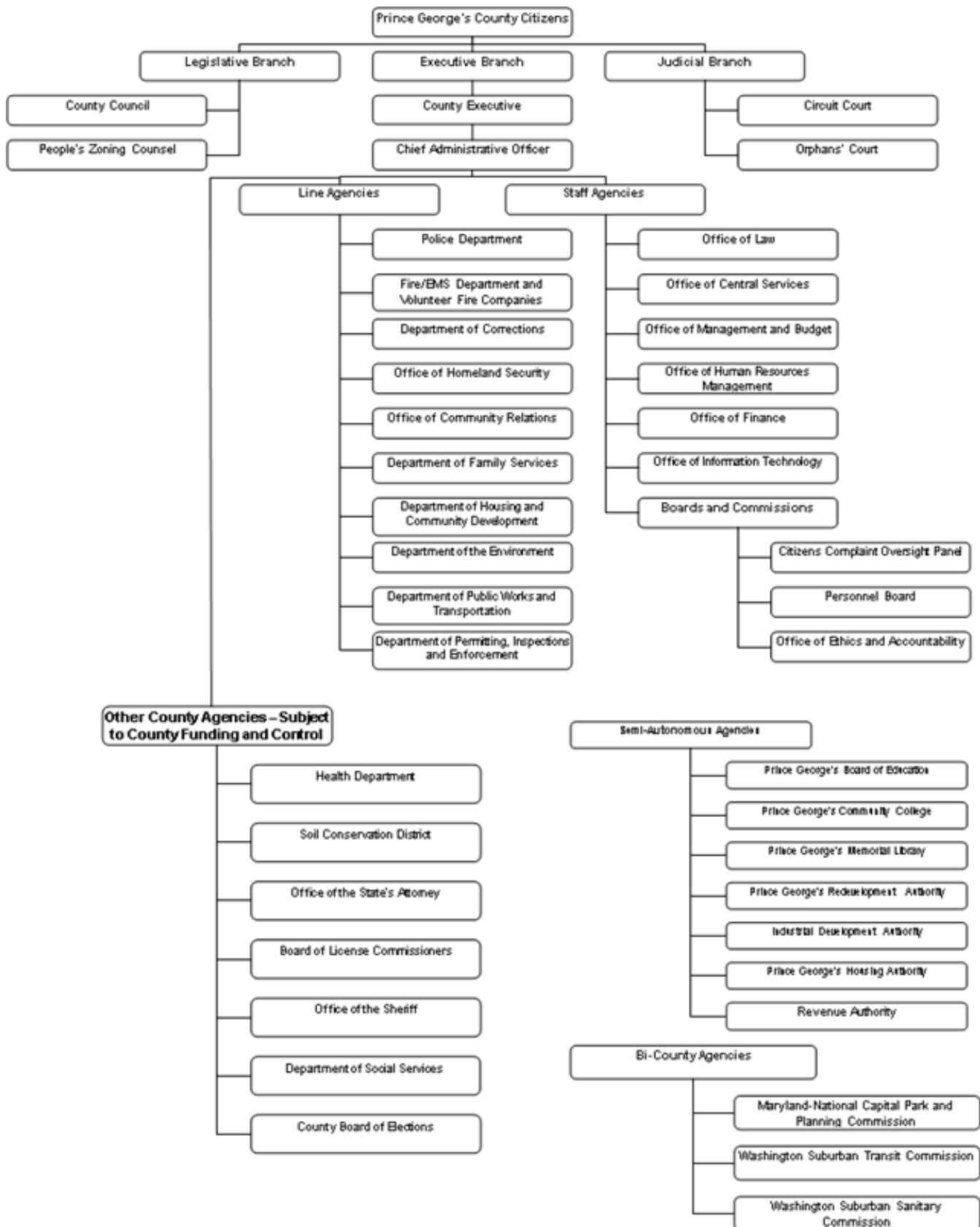
II. Executive Review and Proposal: December – March

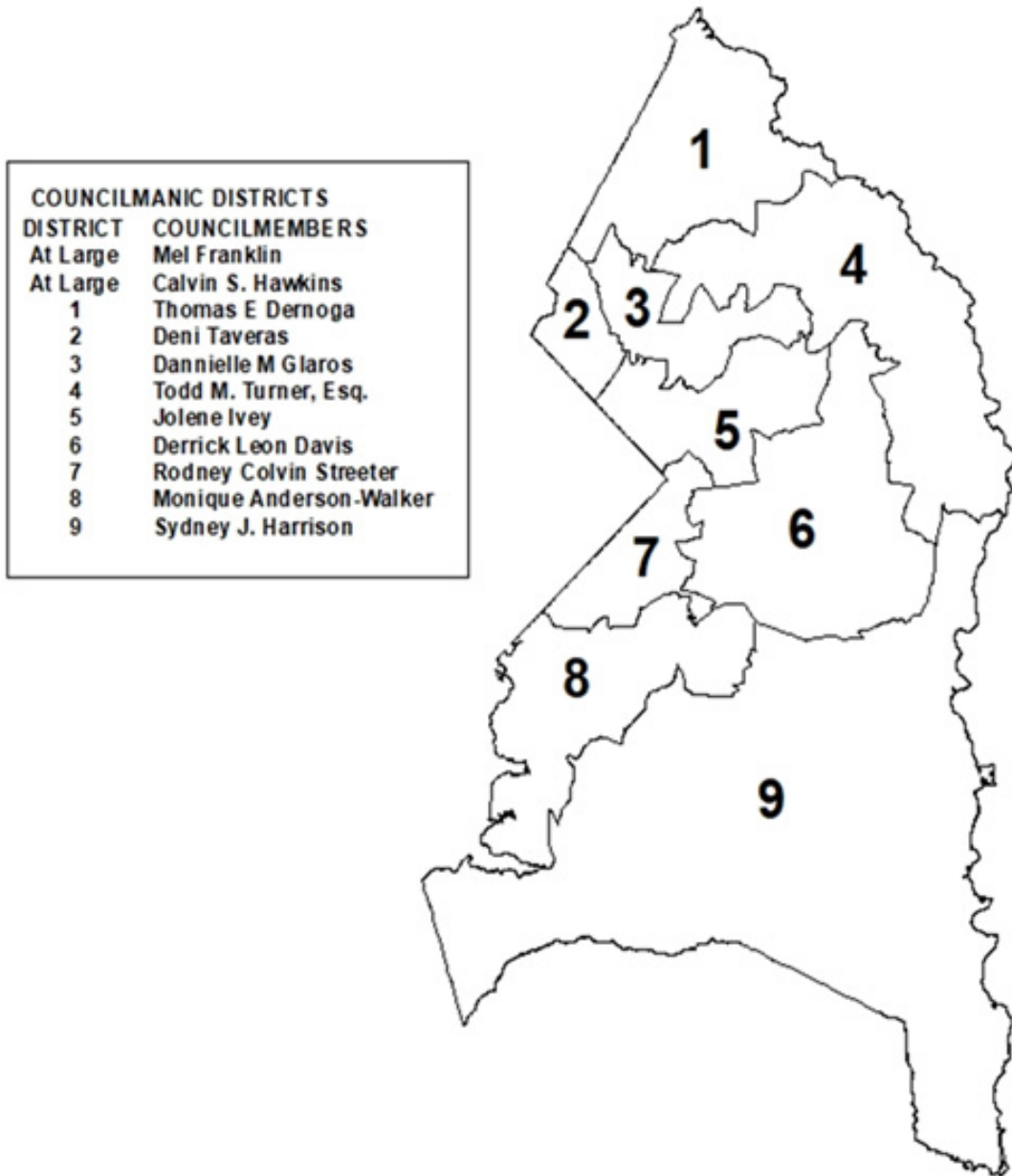
- Capital budget program requests are reviewed by Office of Management and Budget staff between December and February. Discussions are held between agencies and the Office of Management and Budget to ensure conformance with fiscal guidelines, development studies, and the County Executive's commitments.
- The County Executive holds at least one public hearing on the capital and operating budgets during the last two weeks of January.
- The Office of Management and Budget makes recommendations to the Chief Administrative Officer and the County Executive regarding the composition of the Capital Budget and program, reformulating agency submissions when necessary to conform to financial guidelines regarding debt issuance.
- The County Executive submits the Proposed Capital Budget and Six Year Capital Improvement Program to the Council no later than March 15.

III. County Council Review and Adoption: April – May

- During April and May, County Council staff review the Proposed Capital Budget and Program with staff from the Office of Management and Budget and departmental representatives.
- Between April 20 and May 10, the Council holds two public hearings on the Proposed Operating Budget and the Proposed Capital Budget.
- The Council, sitting as the Committee of the Whole, completes its review of the Capital Budget and Program by mid-May. The Council must adopt the Annual Budget and Appropriations Ordinance before June 1. Subsequently, it submits the Ordinance to the County Executive for signature.
- The Approved Capital Budget takes effect on July 1, the first day of the new fiscal year.

PRINCE GEORGE'S COUNTY GOVERNMENT ORGANIZATIONAL CHART



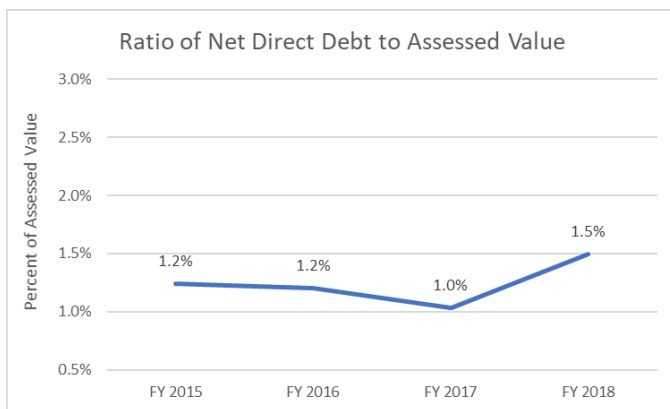


FISCAL POLICY STATEMENT

One of the fundamental criteria used in determining the schedule of projects in the Capital Improvement Program is the County's ability to make debt service payments on general obligation bonds (GOB's) issued to finance the capital costs of facilities. The County's debt service policy allows GOB sales to the extent that:

1. The ratio of net direct bonded debt to assessed value will not exceed 3.0%, based upon full market value.
2. The ratio of General Fund net debt service costs (i.e., principal and interest payments less recoveries) to General Fund revenue will not exceed 8.0%.

Over the last ten years, the ratio of net bonded debt to assessed value has remained relatively consistent. This indicates that the growth in the assessable base has kept pace with the County's need to finance new capital facilities and retire outstanding debt. The following table illustrates the County's conformance to its fiscal policies:



PLANS AND POLICIES THAT AFFECT THE CIP

1. The General Plan and Master Plan

In 1998, the Prince George's County Council found that the 1982 General Plan was no longer adequate to guide future County growth and development. As a result, the County Council adopted The Biennial Growth Policy Plan in November of 2000. Per the Approved General Plan by the Maryland-National Capital Park and Planning Commission in October 2002, the Biennial Growth Policy Plan's fundamental recommendation represented a comprehensive Smart Growth initiative that utilized a system of growth tiers, corridors and centers to guide future land use and development in Prince George's County.

Then in May 2014, the Prince George's County Council adopted Plan Prince George's 2035, the Approved General Plan. Plan Prince George's 2035 includes comprehensive recommendations for guiding future development within Prince George's County. The plan designates eight Regional Transit Districts, which are the focus of the County's planned growth and mixed-used development, and which have the capacity to become major economic generators. Six Neighborhood Reinvestment Areas are designated for coordinated funding and resources needed to stabilize and revitalize these areas. Also identified in the plan are Rural and Agricultural Areas composed of low-density residential, agricultural uses, and significant natural resources that are recommended for continued protection and investment to maintain critical infrastructure. The plan contains recommended goals, policies and strategies for the following elements: Land Use; Economic Prosperity; Transportation and Mobility; Natural Environment; Housing and Neighborhoods; Community Heritage, Culture, and Design; Healthy Communities; and Public Facilities. Plan implementation through prioritization of strategies, measuring short- and long-term success, public and municipal engagement, intergovernmental coordination, and public-private partnerships are also described.

2. Comprehensive Ten-Year Water and Sewerage Plan

Per the Approved 2008 Water and Sewer Plan, this plan embodies County goals, objectives and legal requirements for providing water and sewer service in Prince George's County while working with the solid waste, housing and transportation plans in providing guidance for the implementation of the County's General and Area Master Plans.

Furthermore, the water sewer plan also acts as a statement of policy by implementing the land use and development policies set by the County and as a working document which guides County planning; providing parameters that define how public and private water sewer services are provided to the County.

3. Comprehensive Ten-Year Solid Waste Management Plan

The County's Approved Comprehensive Ten-Year Solid Waste Management Plan for FY 2017-2026 was adopted by the County Council on May 12, 2017. The plan is designed to meet the County's present and future needs for solid waste management programs and facilities. It

identifies sources of solid wastes, provides for acceptable disposal sites and facilities and explores recycling and resource recovery possibilities. The plan was developed through close cooperation among County departments and agencies. The CIP includes several projects recommended for implementation by the Solid Waste Plan.

4. Public Land and Facilities Inventory

Provides a computerized and mapped inventory of all land and facilities that are owned by, leased to, or donated to the Prince George's County Government, the Washington Suburban Sanitary Commission, the Prince George's Community College, the Prince George's County Board of Education, and the Maryland National Park and Planning Commission.

5. Public Facility Development Program

This program synthesizes policy recommendations from County land use plans and agency studies and plans using a 15-year time horizon. It ensures project conformity to county plans and examines best build alternative with special attention to site requirements.

CIP AS A GUIDE TO PUBLIC ACTION

The CIP provides information needed for short-term land use planning and development decisions and serves as a coordinating device for the planning of government agency facilities and services planning. It represents the County's commitment, and that of the semi-autonomous agencies, to provide public facilities in specific areas within the time period covered by the Program. Projects included in the first two years of the CIP are closely related to current development and can be expected to be carried out essentially as programmed. Projects shown in the later years of the CIP may be subject to modification either in scope or timing, based on the review of needs, the availability of funding, or other circumstances which cannot be predicted with certainty so far in advance.

1. Use of CIP Information in Comprehensive Re-zoning

The majority of re-zoning actions are now carried out through comprehensive re-zoning or the Sectional Map

Amendment process. This involves the review of and amendment to the zoning of an entire area at one time. These reviews occur every two to six years and are intended to re-zone sufficient land to meet development needs for the next six to 10 years. Programmed public improvements are an important determinant of which areas will be suitable for developments during the time period covered by the Sectional Map Amendments. Conversely, the review of land requirements may lead to recommendations for public improvements needed to serve a developing area.

2. Subdivision Approvals Based on Adequacy of Public Facilities

The Subdivision Ordinance specifies that "the Planning Board shall not approve a subdivision plan if it finds that adequate public facilities and services do not exist or are not programmed for the area within which the proposed subdivision is located." The purpose of this requirement is to ensure the health, safety and welfare of local residents and to prevent excessive expenditure of public funds. This Ordinance is an important tool to prevent the premature subdivision of land and the resulting pressures to extend public facilities beyond the County's budget capabilities.

3. The CIP's Role in the Coordination of Public Improvements

The County's first CIP was published in 1967. Since that time, one of the objectives of County management has been to refine the CIP to make the programming of projects more precise in scope and timing. The intent is to provide reliable information about the availability of public improvements to both private sector and public sector decision-makers. Another objective is to improve coordination among the governmental bodies that provide and use public facilities. In the newly developing areas particularly, the availability of appropriate support facilities can be critical to the operation of a new project. Likewise, the capacity of existing roads, sewers and water supply lines is an important consideration in building or expanding public facilities in highly developed areas.

