

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 Commission must submit, to the County, a six-year Capital Improvement Program. The Capital Budget of the Commission 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.

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:** Two 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 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

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HOW TO READ THE CIP BUDGET PAGES

A sample of a CIP Project Page is shown below. The next page describes the contents of each section of the project page.

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CIP ID NO. LK510651		PROJECT NAME FIRE STATION RENOVATIONS		AGENCY FIRE / EMS					
COUNCIL DIST PLANNING AREA ADDRESS		LOCATION AND CLASSIFICATION STATUS CLASS FUNCTION Projected Rehabilitation Fire and Rescue Stations							
COUNCIL DIST PLANNING AREA ADDRESS		Multi-District Not Applicable County-wide							
EXPENDITURE SCHEDULE (000.S)									
TOTAL	THRU FY 17	EST. FY 18	BUD YR FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	BEYOND 5 YRS
PLANS	175	0	0	0	0	0	0	0	0
LAND	0	0	0	0	0	0	0	0	0
CONST	38647	6963	4000	3000	4175	1000	5000	5000	5000
EQUIP	1901	0	0	0	0	0	0	0	0
OTHER	7136	0	0	0	0	0	0	0	0
TOTAL	47859	13721	4000	3000	4175	1000	5000	5000	5000
FUNDING SCHEDULE (000.S)									
G O BDS	47859	13721	6963	4000	3000	4175	1000	5000	5000
TOTAL	47859	13721	6963	4000	3000	4175	1000	5000	5000
DESCRIPTION AND JUSTIFICATION									
<p>DESCRIPTION: This project provides funding for designing and replacing electrical, mechanical, structural and plumbing systems at numerous Fire/EMS facilities throughout the County. The 44 stations vary in age and require ongoing maintenance in order to provide continued service to their communities.</p> <p>JUSTIFICATION: Based on a consultant's study and an assessment provided by the Office of Central Services, numerous Fire/EMS stations have electrical, mechanical, structural and plumbing systems which no longer meet building code requirements and are subject to failure at any time. Many of these systems require a redesign prior to replacement in order to ensure the continued service with a minimum of maintenance. Some structural deficiencies were noted that are in need of redesign, but are not of the magnitude to warrant a separate project to accomplish.</p>									
OPERATING IMPACT (000.S)									
DEBT SERVICE		4307							
MAINTENANCE COSTS		0							
OPERATING COSTS		0							
TOTAL		4307							
COST SAVINGS		0							
APPROPRIATION DATA (000.S)									
YEAR FIRST IN CIP		FY 2001							
YEAR FIRST IN CAPITAL BUDGET		FY 2001							
CURRENT AUTH. THRU		FY 18 43283							
CUMULATIVE APPROP. THRU		FY 18 20684							
APPROPRIATION REQUESTED		4000							
BONDS SOLD		20684							
OTHER FUNDS		0							
TOTAL FUNDS RECEIVED		20684							
EXPENDITURES & ENCUMBRANCES		20684							
UNENCUMBERED BALANCE		0							
PROJECT STATUS									
LAND STATUS		No Land Involved							
PROJECT STATUS		Under Construction							
PERCENT COMPLETED		48							
ESTIMATED COMPLETION DATE		05/2025							
MAP									
<p>COUNTY-WIDE</p>									

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PROJECT IDENTIFICATION

- CIP ID No. (Identifies each project with a unique number.); Project Name; Agency

LOCATION AND CLASSIFICATION

- **Council Dist:** The Councilmanic District where a project is located Projects that affect several locations are shown as "Multi-District"
- **Planning Area:** The Planning Area where a project is located
- **Address:** The street address or closest intersection of the project
- **Status:** Original - Projects appearing in the capital budget for the first time; Continued - Projects included in prior capital budgets and for which no dollar change is being requested; Projected – Projects programmed to begin within the 6 year capital program, Revised - Projects previously included in a prior capital budget but for which cost estimates or dates have changed from the prior years
- **Class:** The type of improvement a project will provide including new construction, replacement, addition, rehabilitation, reconstruction, non-construction and land acquisition
- **Function:** The facility type, such as administrative, recreational, maintenance, library, police station, or correctional facility

EXPENDITURE SCHEDULE

- **Total** - Total cost of the project listed by expenditure category
- **Thru FY XX** - Prior expenditures
- **Est. FY XX** - Estimated expenditures for the current fiscal year
- **Total 6 Years** - Total expenditures for the next six years
- **Budget Year** - Expenditures expected to occur in the budget year
- **FYXX** - Expenditures expected to occur in the six-year program
- **Beyond 6 yrs.** - 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, and general obligation bonds. If "Other" is used as a designation, the funding sources are identified in the description statement.

DESCRIPTION AND JUSTIFICATION

- **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

OPERATING IMPACT

- **Debt Service:** Cost of interest and principal on bonds sold
- **Maintenance Costs:** Utilities, janitorial services and minor repairs
- **Operating Costs:** Additional personnel needed to staff the facility, plus needed supplies, rental equipment, etc.
- **Total:** Total cost of debt service, maintenance and operating costs
- **Cost Savings:** The reduction in expenses due to the construction of the project

APPROPRIATION DATA

- **Year First in CIP:** The first year a project appeared in an approved CIP
- **Year First in Capital Budget:** The first year a project appeared in an approved Capital Budget
- **Current Auth. Thru:** The total project cost included in the last approved CIP for the project, provided that the project was included in the Capital Budget. (Projects not included in the Capital Budget are not authorized.)
- **Cumulative Approp. Thru:** The sum of all prior appropriations made for the project to date
- **Appropriation Requested:** The new amount included in the Capital Budget year that has not been previously approved
- **Bonds Sold/Other Funds:** Revenue received for the current fiscal year
- **Expenditures & Encumbrances:** The amount spent for current fiscal year
- **Unencumbered Balance:** The funding available to be spent for this project

PROJECT STATUS

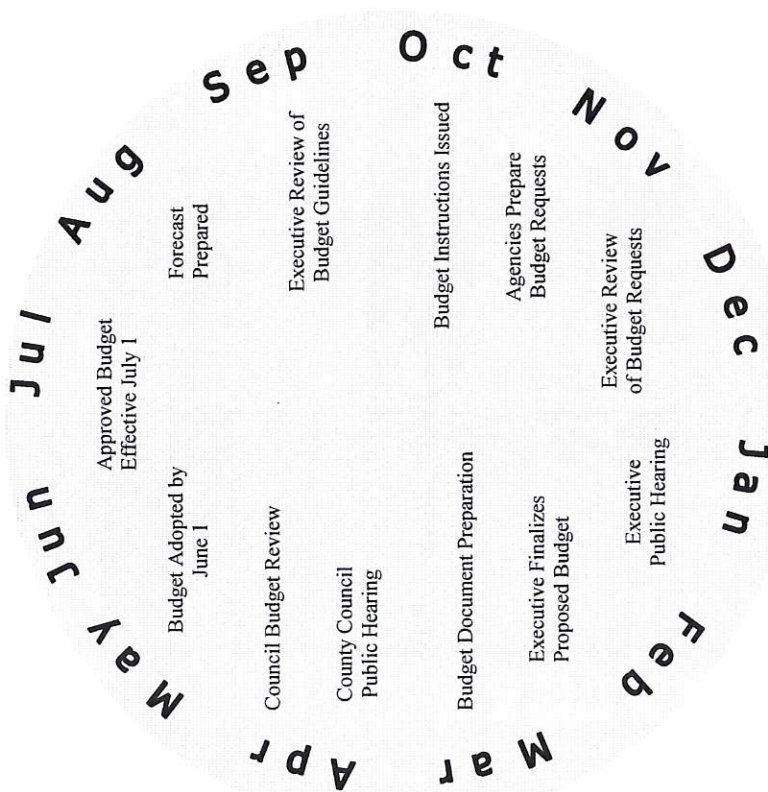
- **Land Status:** Identifies the land acquisition status
- **Project Stage:** The construction status of the project
- **Percent Completed:** The estimated percent of work that will be accomplished through the current year
- **Estimated Completion Date:** The month and year in which the project will be finished

MAP

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

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CAPITAL IMPROVEMENT PROGRAM BUDGET PROCESS



programmed over the six-year capital program period, in keeping with departmental priorities and fiscal guidelines.

- II. Executive Review and Proposal: October - March
 - Capital budget program requests are reviewed by Office of Management and Budget staff between October and January. 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

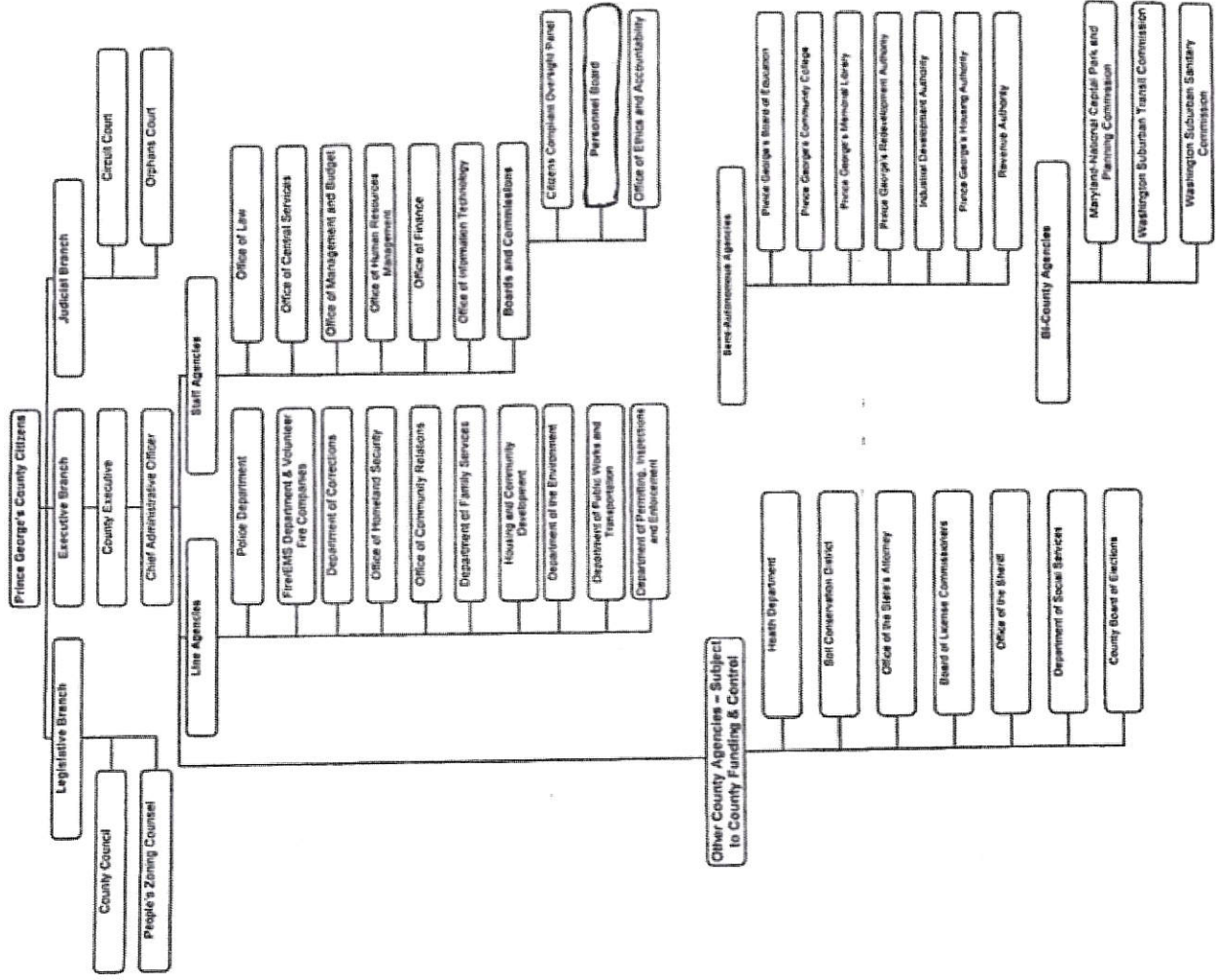
- During April and May, County Council staff review the Proposed Capital Budget and Program with staff from the Office of Management and Budget and departmental representatives.
- Between April 20 and May 10, the Council holds two public hearings on the Proposed Operating Budget and the Proposed Capital 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.

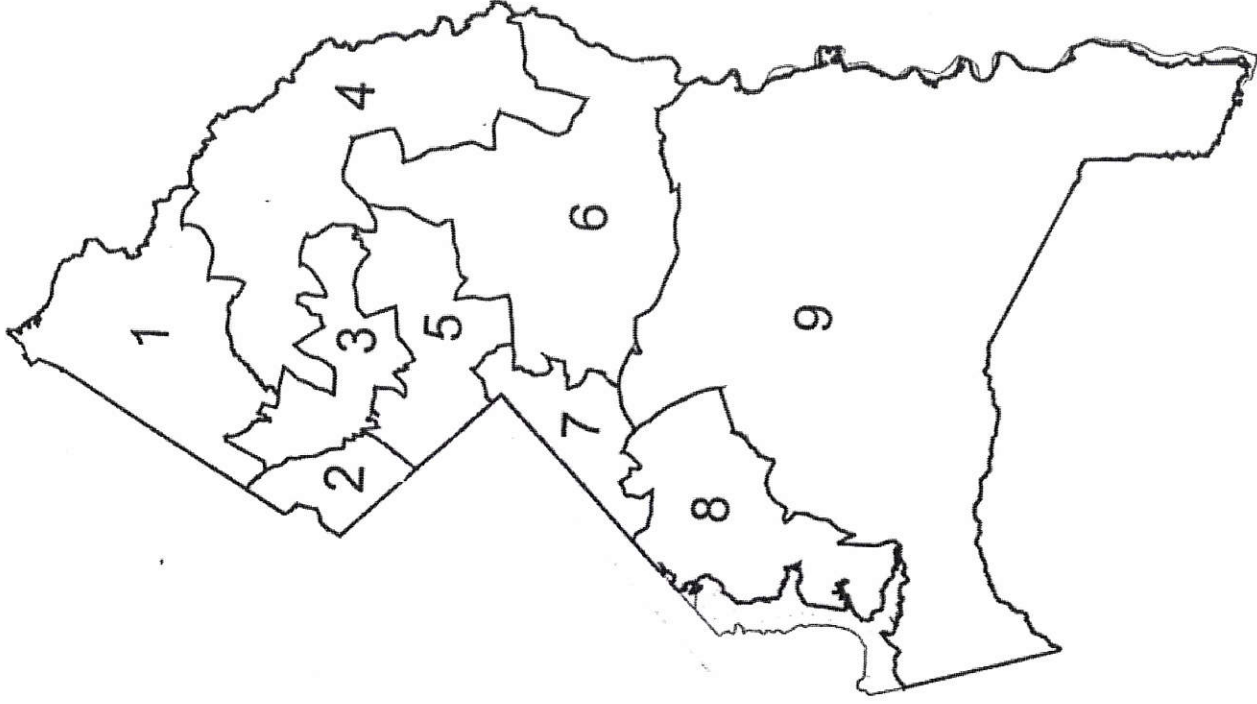
The development of the Capital Budget and the six-year Capital Improvement Program (CIP) includes the following three phases:

- I. Formulating Capital Budget Requests: August - September
 - In August of each year, the Director of the Office of Management and Budget issues 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.
 - During the month of September, 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

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PRINCE GEORGE'S COUNTY GOVERNMENT ORGANIZATIONAL CHART





DISTRICT	COUNCILMANIC DISTRICTS
1	Mary A. Lehman
2	Deni Taveras
3	Dannielle M. Glaros
4	Todd M. Turner
5	Andrea C Harrison
6	Derrick L. Davis
7	Karen R. Toles
8	Obie Patterson
9	Mel Franklin

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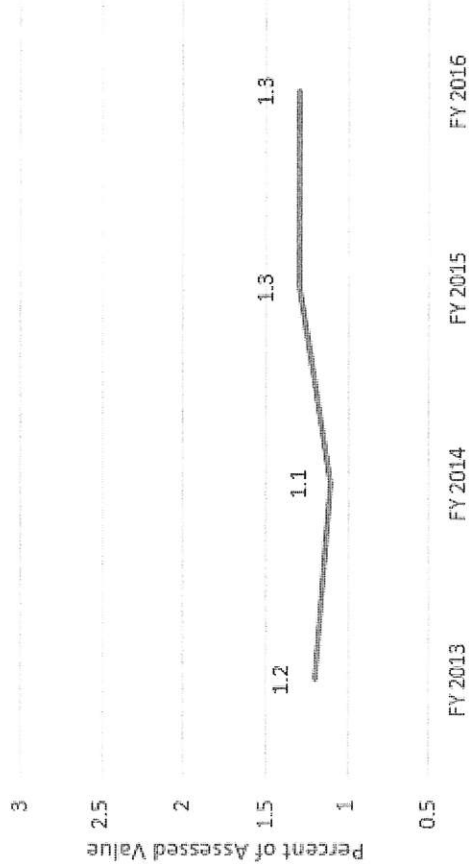
FISCAL POLICY STATEMENT

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:

Ratio of Net Direct Debt to Assessed Value



PLANS AND POLICIES WHICH 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 citing the lack of effective plan implementation, the loss of county-wide perspective and the emphasis on new development as opposed to the protection and revitalization of older, established areas.

As a result of these findings, 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. The three tiers encompassed the developed, developing and rural areas of the County. The Plan also recommended policy overlays to encourage revitalization of older communities and to protect environmental resources. These tiers, centers, corridors and overlays provide the basis for both managing the pace and development and for the type of development that is planned for the future.

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 2002-2011 was adopted by the County Council on

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October 29, 2002. 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-range 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.