

# 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:

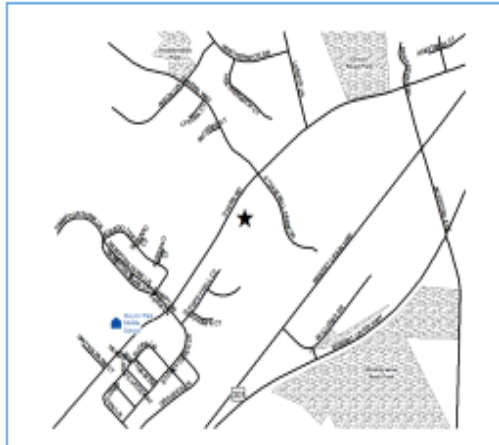
- **User Guide:** This section provides information on how to read a CIP page, an overview of the budget process, a Prince George’s County organization chart, a County map by Councilmanic District and an overview of the policies that affect the Capital Improvement Program.
- **Overview:** This section summarizes expenditures and revenues 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.
- **Appendix:** This section contains:
  - Charter Provisions Pertaining to the CIP
  - Charter Provisions Pertaining to Bond Legislation
  - Charter Provisions Pertaining to Voter Referendum
  - Glossary
  - DPWT Definition of Terms
- **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 in alphabetical order. The third lists projects by Council District and by alphabetical order within the Council District.

## 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 of the project page.

Brandywine Library 3.71.0005

MEMORIAL LIBRARY



**Description:** This project provides for a new branch library in the Brandywine area. The new facility will be approximately 25,000 square feet.

**Justification:** Brandywine is a part of the County exhibiting rapid residential growth. A new library is warranted for this growing community.

**Highlights:** An existing parcel of County-owned land has been set aside for this project. There are no significant changes for this project. However, total project costs have been increased for inflation.

**Enabling Legislation:** CB-44-2020

Location		Status	
<b>Address</b>	8301 Dyson Road, Brandywine	<b>Project Status</b>	Design Not Begun
<b>Council District</b>	Nine	<b>Class</b>	New Construction
<b>Planning Area</b>	Brandywine and Vicinity	<b>Land Status</b>	Publicly Owned Land

**PROJECT MILESTONES**

	Estimate	Actual
1 <sup>st</sup> Year in Capital Program		FY 2016
1 <sup>st</sup> Year in Capital Budget		FY 2017
Completed Design	TBD	
Began Construction	TBD	
Project Completion	TBD	

**CUMULATIVE APPROPRIATION (000'S)**

Life to Date	FY 2024 Estimate	FY 2025	Total
\$0	\$0	\$0	\$0

**Project Summary**

Category/Description	Total Project Cost	Life to Date Actual	FY 2024 Estimate	Total 6 Years	Budget Year FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Beyond 6 Years
<b>EXPENDITURE</b>											
PLANS	\$1,370	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$1,370
LAND	—	—	—	—	—	—	—	—	—	—	—
CONSTR	21,710	—	—	—	—	—	—	—	—	—	21,710
EQUIP	2,230	—	—	—	—	—	—	—	—	—	2,230
OTHER	650	—	—	—	—	—	—	—	—	—	650
<b>TOTAL</b>	<b>\$25,960</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$25,960</b>
<b>FUNDING</b>											
GO BONDS	\$25,960	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$25,960
<b>TOTAL</b>	<b>\$25,960</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$25,960</b>
<b>OPERATING IMPACT</b>											
PERSONNEL				\$—	\$—	\$—	\$—	\$—	\$—	\$—	
OPERATING				—	—	—	—	—	—	—	
DEBT				—	—	—	—	—	—	—	
OTHER				—	—	—	—	—	—	—	
<b>TOTAL</b>				<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	<b>\$—</b>	

## PROJECT IDENTIFICATION

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

## MAP

- The map identifies the location of the project. The map is scaled so that one 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:** Identifies the legislative act approved by the County Council which refers capital projects to a referendum of the voters. Section 323 of the County Charter requires citizen approval prior to the borrowing of funds to finance capital projects. The Board of Education, Environment (projects funded by revenue bonds only) and Stormwater capital projects do not require enabling authority under the County's charter.

## 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.
- Project 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; Under Construction- Projects that have reached the construction stage; Not Assigned- Used for ongoing, countywide programs involving multiple projects.
- 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. When a project is planned to begin beyond the six year period and has an indeterminate start, FY XXXX will be shown as the 1st year in the 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 year expenditures.
- 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 Cost:** Total cost of the project listed by expenditure category.
- Life to Date Actual:** Prior year expenditures.
- 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 a particular year of the six-year program.
- Beyond 6 Years:** Expenditures planned beyond the six-year program.

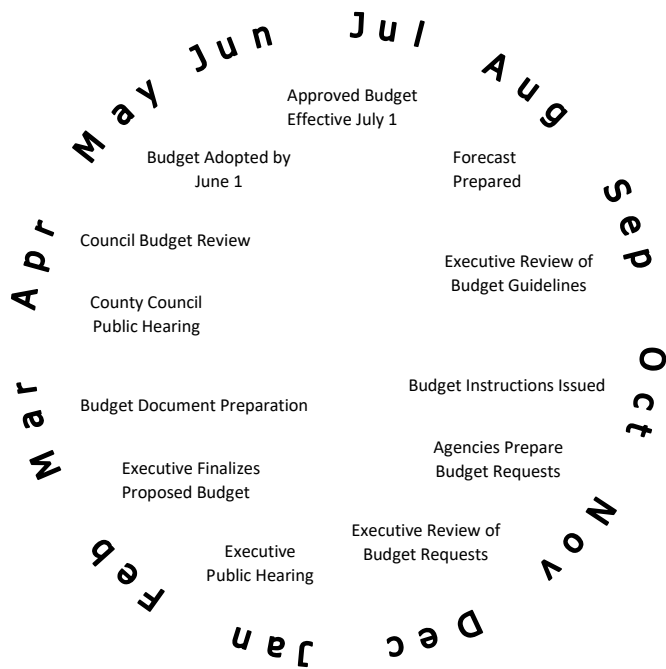
## FUNDING SCHEDULE

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 (various types) and other. If "Other" is used, the funding sources are identified in the project highlight statement.

## OPERATING IMPACT (section is under construction)

- 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 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 months of September, October and 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 in December 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

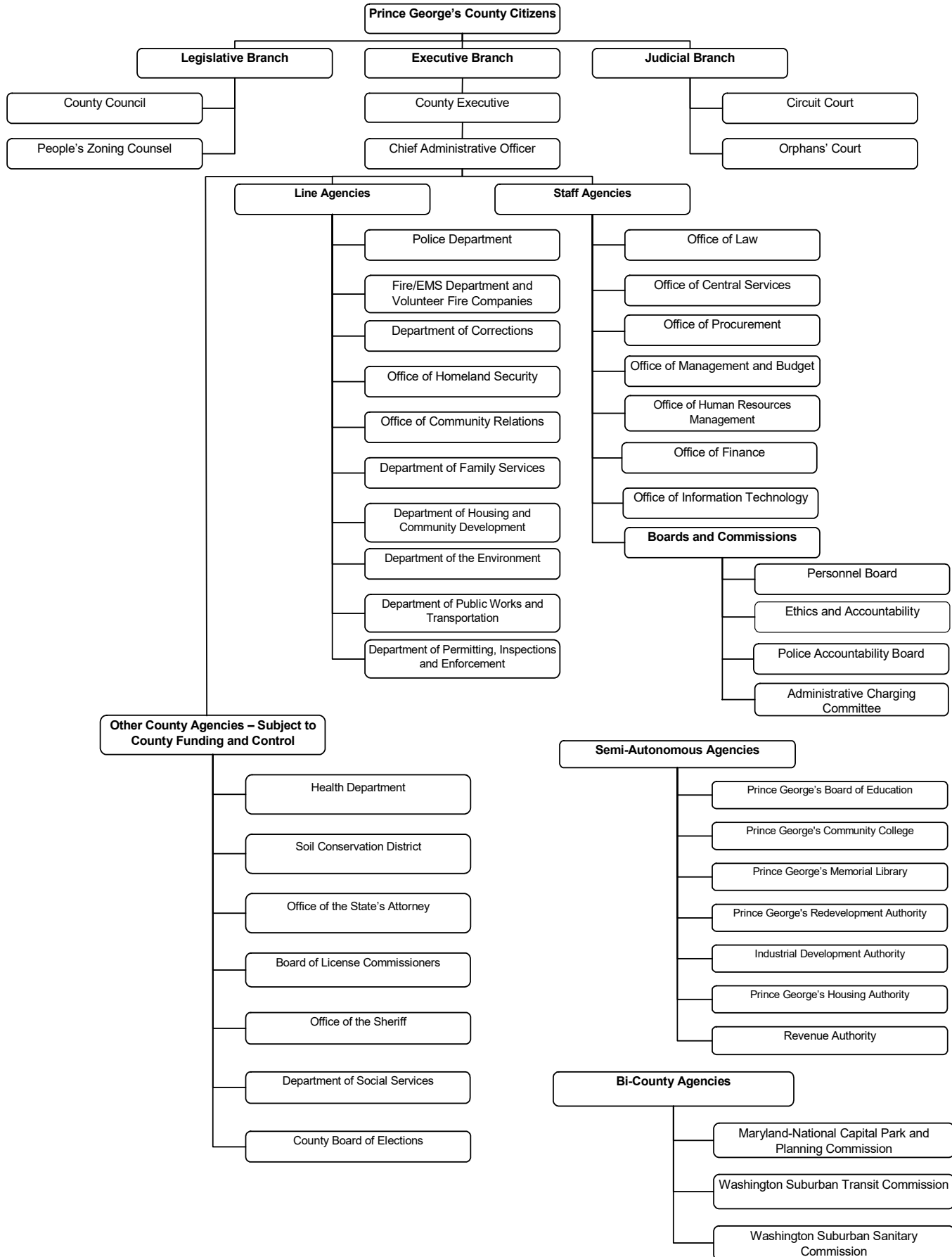
the County Executive regarding the composition of the Capital Budget and Program, reformulating agency submissions when necessary to conform to financial guidelines regarding debt issuance.

- The County Executive submits the Proposed Capital Budget and Six-Year Capital Improvement Program to the Council no later than March 15<sup>th</sup>.

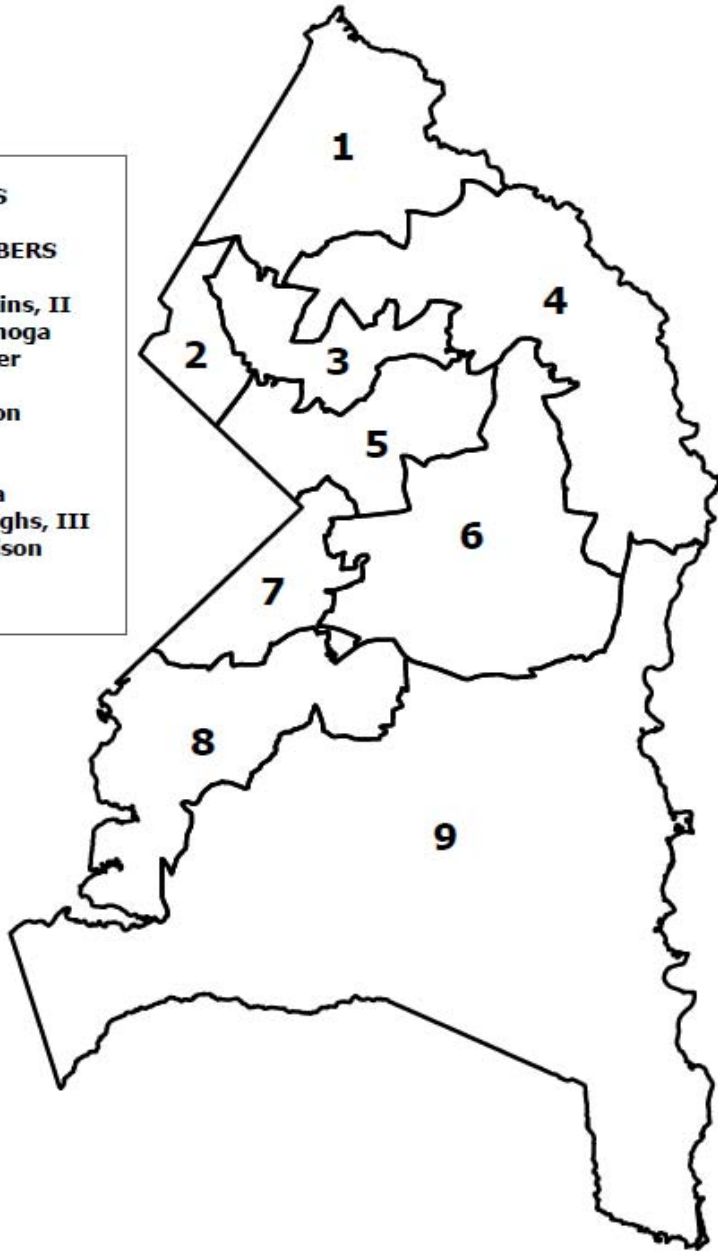
## III. County Council Review and Adoption: April - May

- 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<sup>th</sup> and May 10<sup>th</sup>, 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<sup>st</sup>. Subsequently, it submits the Ordinance to the County Executive for signature.
- The Approved Capital Budget takes effect on July 1<sup>st</sup>, the first day of the new fiscal year.

# PRINCE GEORGE'S COUNTY GOVERNMENT ORGANIZATIONAL CHART



COUNCILMANIC DISTRICTS	
DISTRICT	COUNCILMEMBERS
At Large	Mel Franklin
At Large	Calvin S. Hawkins, II
1	Thomas E. Dernoga
2	Wanika B. Fisher
3	Eric C. Olson
4	Ingrid S. Watson
5	Jolene Ivey
6	Wala Blegay
7	Krystal Oriadha
8	Edward Burroughs, III
9	Sydney J. Harrison

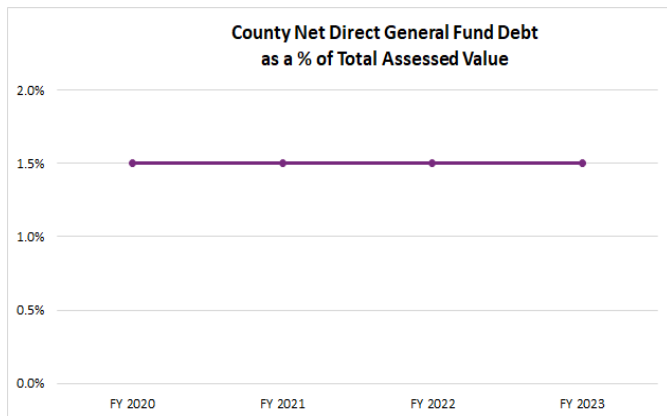


## FISCAL POLICY STATEMENT

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 (GO Bonds) issued to finance the capital costs of facilities. The County's debt service policy allows GO Bond 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 10 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 10-Year Water and Sewerage Plan

Per the Approved 2018 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. The plan provides parameters that define how public and private water and sewer services are provided to the County.

### 3. Comprehensive 10-Year Solid Waste Management Plan

The County's Approved Comprehensive 10-Year Solid Waste Management Plan for FYs 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

The 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 Capital 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 alternatives 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 Rezoning

The majority of rezoning actions are now carried out through comprehensive rezoning 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 2 to 6 years and are intended to rezone sufficient land to meet development needs for the next 6 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 developing areas, 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.

