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County Executive

PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF MANAGEMENT AND BUDGET

April 17, 2019

MEMORANDUM

TO: David H. Van Dyke
County Auditor

THRU: Stanley A. Earley, Director *SAE*
Office of Management and Budget

FROM: Terry Bellamy, Director
Department of Public Works and Transportation

RE: Second Round FY 2020 Proposed Budget Responses

Supplemental Budget Request

1. 1st Round p. 1, Q. 1 – The Department acknowledged its continuous efforts with the Office of Management and Budget (OMB) to determine the supplemental needed for FY 2019. Please provide an estimate of the amount the Department will be requesting, and the reasons the Department exceeded the approved budget.

The Agency projects a supplemental in the amount of \$500,000. Cost overruns are attributed to the active snow removal operations.

Overtime

2. 1st Round p. 8 Q 16 – As discussed in the staff review session, please provide a breakout of the costs for overtime projections in FY 2019 by Fund type in the amount of \$805,134. Also, please provide a brief description of the activities driving the overtime costs for FY 2019.

Overtime Projections are for general fund activities include snow removal, tree maintenance, litter control, in-house paving and concrete, roadside mowing and para-transit operations. \$805,134 is the projected Overtime spending in the General Fund.

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General Fund

3. Please confirm whether the General Fund Division Summary – Office of the Director, Fringe Benefits for FY 2019 is correct as shown on page 458 of the FY 2020 Proposed Budget at \$700 and explain any changes in the presentation of the numbers from FY 2019 to FY 2020.

In FY 2020, the Office of Administrative Services (OAS) will be separated from the Office of the Director (DIR), and the Fringe Benefits spread will be reallocated to align more appropriately with Compensation for each Division. In FY 2020, the Fringe Benefits rate for each division is 37.7 percent of Compensation. In FY 2019, the OAS and DIR cost centers are part of the same Budgetary Division, called “Office of the Director”, which has a total Fringe Benefits budget of \$606,800. The FY 2019 “Office of the Director” Fringe Benefits budget is the summation of the DIR cost center budget load, which is \$700, and the OAS cost center budget load, which is \$606,100.

4. Please provide details on the capital goods to be procured by the Office of Transportation proposed funding of \$8.7 million (95% increase over FY 2019 Capital Outlay), as shown on page 458 of the FY 2020 Proposed Budget.

The Department intends to purchase twenty fixed-route replacement buses, with a total value of \$8,600,000, in addition to four meal-delivery paratransit minivans, with a total value of \$108,400.

5. In FY 2018, the Department reported snow and ice removal cost breakdown in the following categories, please provide an update for FY 2019:

a. Vehicle Expense (include contractor resources)	\$3,417,777
b. Road Salt	\$1,350,000
c. Staff Compensation	\$1,127,600

Recoveries

6. 1st Round, p. 10, Q. 22 – Please segregate the FY 2020 proposed budget dollars by fund type for the following categories:
- Office of Director – Compensation, Office of Director – Operating, Office of Director – Fringe Benefits, Office of Highway Maintenance – Compensation, Office of Highway Maintenance – Operating, Office of Highway Maintenance – Fringe, Equipment Maintenance – Operating

Division	Character	WSTC Recovery	Solid Waste Fund Recovery	Stormwater Fund Recovery	CIP Recovery	Grant Recovery	Total Recovery
Office of the Director	Compensation	\$146,900	\$52,700	\$159,500	\$99,300	\$0	\$458,400
Office of the Director	Fringe Benefits	\$55,400	\$19,900	\$60,100	\$37,400	\$0	\$172,800
Office of the Director	Operating	\$87,300	\$0	\$0	\$0	\$0	\$87,300
Office of Administrative Services	Compensation	\$84,300	\$65,200	\$68,300	\$79,200	\$0	\$297,000
Office of Administrative Services	Fringe Benefits	\$31,800	\$24,600	\$25,700	\$29,900	\$0	\$112,000
Office of Highway Maintenance	Compensation	\$0	\$2,538,000	\$0	\$471,200	\$0	\$3,009,200
Office of Highway Maintenance	Fringe Benefits	\$0	\$956,800	\$0	\$177,600	\$0	\$1,134,400
Office of Highway Maintenance	Operating	\$56,600	\$5,878,000	\$1,768,300	\$1,877,200	\$3,200	\$9,583,300
Office of Engineering and Project Management	Compensation	\$0	\$0	\$0	\$1,884,600	\$0	\$1,884,600
Office of Engineering and Project Management	Fringe Benefits	\$0	\$0	\$0	\$710,500	\$0	\$710,500
Office of Engineering and Project Management	Operating	\$0	\$0	\$0	\$291,200	\$0	\$291,200
Office of Transportation	Compensation	\$3,574,500	\$0	\$0	\$0	\$0	\$3,574,500
Office of Transportation	Fringe Benefits	\$1,347,600	\$0	\$0	\$0	\$0	\$1,347,600
Office of Transportation	Operating	\$32,190,500	\$0	\$0	\$0	\$0	\$32,190,500
Office of Transportation	Capital Outlay	\$8,708,400	\$0	\$0	\$0	\$0	\$8,708,400
	Total:	\$46,283,300	\$9,535,200	\$2,081,900	\$5,658,100	\$3,200	\$63,561,700
Equipment Maintenance cost center (part of Office of Highway Maintenance)	Operating	\$50,600	\$906,600	\$1,750,000	\$306,800	\$3,200	\$3,017,200

7. Washington Suburban Transit Commission (WSTC) - Please confirm the amounts for FY 2019 and complete the chart below for FY 2020. Use the chart below to provide a breakdown by activity for General Fund Recoveries for FY 2020 which are recoverable from WSTC. (Adjust as needed)

	Description	FY 2019 Budget	FY 2020 Proposed Budget
1	Transit Services (WSTC)	\$ 45,931,700	\$ 46,283,300
2	Solid Waste Management	\$ 8,637,500	\$ 9,535,200
3	Storm Drain Activities	\$ 2,095,600	\$ 2,081,900
4	Capital Improvement	\$ 6,140,400	\$ 5,658,100
5	General Grant	\$ 3,200	\$ 3,200
	Total:	\$ 62,808,500	\$ 63,561,700

Information Technology

8. 1st Round p. 24, Q 45 - Please confirm that the Proposed FY 2020 funding of \$250,000 for AVL Updates includes the annual operating expense for 500 units in addition to the system maintenance.

Proposed funding for AVL includes \$100,000 for maintenance/replacement units and \$150,000 for data modem monthly charges through cellular carrier.

9. As discussed in the staff review session, please confirm that the increased expense in the General Fund for Office Automation in the amount of \$359,300 has been included in the Reconciliation from Prior Year (Budget Book, page 453). If included in Operating – Other category, then please itemize this category.

The \$359,300 General Fund increase for Office Automation is part of the line item within the "Reconciliation from Prior Year" table called: "Decrease Cost: Operating - Other: (\$80,700)", which is comprised of the following budgetary changes:

Telephone: \$12,800
Printing: \$7,700
Periodicals: \$700
Data-Voice: (\$3,500)
Office Automation: \$359,300
Training: \$1,700
Advertising: \$1,200
Travel Non-Training: \$500
Membership Fees: (\$1,000)
Mileage Reimbursement and Moving Costs: (\$4,500)
Disposal Fees: \$3,000
Operating Supplies: (\$291,400)
Office and Operating Equipment Repair/Maintenance: (\$2,500)
Vehicle Equipment Repair/Maintenance: (\$174,700)
Interagency Charges: \$10,000

TOTAL: (\$80,700)

The BUS

10. As discussed in the staff review session, the Maryland Transit Administration (MDTA) conducted an analysis of the supplier diversity participation plan for the new bus contract. Please provide a copy of the analysis as well as the Offerors plan to achieve the 10% MBE/DBE goal.

The MTA analysis identified fuel, oil supplies, drug testing, supplies and equipment, pest control and armored car service as DBE contracting opportunities. The goal is 10 percent and the MTA approved a 7.81 percent goal with 2.16 percent of the goal waived.

Revenues

11. As discussed in the staff review session, please provide a summary of the actual, estimated and proposed revenues received from WSTC for fiscal years 2018, 2019 and proposed 2020.

FY2018 Revenue	FY2019 Estimated	FY2020 Proposed
\$38,698,955	\$41,396,200	\$37,112,600

Grant Funds

12. As discussed in the staff review session, please provide a summary of the Transdev (incumbent bus operator) labor force identifying the percent of employees that reside in Prince George's County.

As of March 2019, 75.5% of Transdev staff reside in Prince George's County. This includes drivers, mechanics, supervisors and senior management.

General Funded Programs

13. Please clarify the FY 2019 Approved Budget for grant funds for the categories of Capital Outlay and Operating, as they are significantly different between the FY 2019 Approved Budget as compared to the FY 2020 Proposed Budget.

There is minimal differences between the two fiscal year grant budgets overall. In the FY 2020 Proposed Budget, the "Operating" and "Capital Outlay" characters were split more appropriately by character, with "Operating" being comprised of Grant Cash Match (\$689,900), SSTAP (\$333,000) and the Operating portion of the Rideshare Grant (\$111,600). "Capital Outlay" in FY 2020 is comprised of the Local Bus Capital Grant (\$500,000), Transportation Alternatives Program (\$707,300) and Maryland Bikeways Program (\$257,200).

14. Please provide a breakdown of the costs (Consultant, taxi data management system, 3 taxicab enforcement investigators, etc.) associated with the implementation of CB-09-2016 – Taxicab Regulation. Please confirm amounts reported for FY 2018; anticipated costs for FY 2019, and proposed costs for FY 2020. Explain any variances over the FY 2019 amounts. (Adjust as needed)

<u>Cost</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Consultant	\$163,790	\$0	\$0
Taxi Data Management System	\$0	\$250,000	\$180,000
3 Taxicab Enforcement Investigators	\$30,000	\$181,500	\$139,270
2 other positions	\$128,730	\$136,450	\$301,950
1) Community Developer			
2) Quality Assurance Analyst			
3) Permit Specialists			
Other costs	\$26,000	\$26,600	\$31,750 – funding for training and food included in FY2020
TOTAL COSTS	\$348,520	\$594,550	\$1,252,970

15. Last year, the Department indicated that the following staff will be needed to support the Taxicab program in order to comply with the Taxicab and Limousine legislation (CB-09-2016):

- One (1) Community Developer
- One (1) Quality Assurance Analyst
- Three (3) Taxi Investigators

A review of the funded vacancies for FY 2020 shows that two (2) Quality Assurance Analysts and zero (0) Investigators were funded. Please advise on the status of these positions and the need for an additional Quality Analyst.

- a. Are funds for these positions included in the FY 2020 proposed budget? If so, where?

Funding for Investigators, Quality Assurance Analysts, Permits Specialists and Community Developers are budgeted in the FY2020 proposed budget under the cost center 1660041000.

- b. Are these labor costs recoverable?

Labor costs for taxicab regulations are non-recoverable expenses.

16. Please provide a breakdown of Department's total cost, to date, required to implement the Taxicab and Limousine legislation.

The Taxicab Division was initiated in FY2018 with minimal annual expenses of \$153,714 for staff and operating. To date in FY2019, \$212,343 has been expended for compensation, operating and fringe. The majority of costs are related to compensation for Taxi Investigators and Community Developers.

17. As discussed in the staff review session, please provide an update and FY 2019 efforts on the Right Tree/Right Place Program; including the number of trees removed and trimmed.

Right Tree/Right Place Program services are completed by a contractor and is budgeted within the Capital Improvement Program Budget. The total amount of trees removed to date in FY 2019 is 1,291 and replaced/new planting is 6,700.

18. As discussed in the staff review session, please provide an update as to the County's standing among all Maryland counties as related to pedestrian fatalities. Also, provide a copy of the most recent pedestrian road safety audit. Please summarize what steps are planned in FY 2020 to address the findings in the audits.

In calendar year 2018, Prince George's County had twenty - eight (28) pedestrian fatalities. The increase in fatalities makes the County number one along with Baltimore County. In partnership with the State Highway Administration (SHA), the Department is taking several steps to address the increase in pedestrian fatalities to increase increased education, intersection improvements and introducing dedicated bicycle lanes where possible.

19. As discussed in the staff review session, please summarize, for periods FY 2018 (actual) to FY 2020 (proposed), the Capital Bikeshare Program; including the number of docking stations and bikes. Also, include the County's cash match for each year needed to subsidize this initiative.

In FY 2018, 6 stations were installed for 51 bikes; FY 2019, we are completing installation of 12 stations for 102 bikes and during FY 2020, we will install 31 stations for 264 bikes. FY 2019 and FY 2020 budgeted grant cash match is \$652,000.

20. Last year, the Department reported a grant award from the Department of Natural Resources for the Suitland Road and Regency Parkway outfall Repair. Please provide the amount of the grant award and how the funding was used in FY 2019 for this repair? Were the repairs completed in FY 2019 or will work continue into FY 2020.

The grant award is \$346,170 and our match is \$1,045,451. The project is currently under construction and will be substantially complete June 30, 2019.

21. Please provide details regarding the proposed \$3,404,200 in Video Lottery Terminal (VLT) fund allocation for MD 210 Improvements and how they will be spent in FY 2020. (FY 2020 Proposed Budget, Revenues, page 78).

The \$3.4 million in VLT revenue is budgeted in FY 2020 as part of the “MD 210 Corridor Transportation Improvements” Capital Project (page 92 in the Public Works CIP section). Funding will be used on the MD 210 corridor for activities such as interchange construction, traffic signal modifications, and lane widening.

22. What is the intended use of the \$1.5 million associated with the Transportation Services Improvement Fund revenues generated from the Uber/Lyft surcharges? Will the Department be prepared to submit the required reports to County Council by July 31, 2019, as stipulated in the legislation?

Funds from the Transportation Services Improvement Fund will be utilized to facilitate last mile first mile modes of transportation; and to introduce multimodal transportation initiatives within the County. The report for July 31, 2019 will be delayed one year, as funding will not be made available to the agency until July 1, 2019.

23. As it relates to the Transit Vision Plan (formerly known as the 5-year Transportation Plan):

- a. Has the Department identified the programmatic priorities for the plan?
DPW&T identified expanded weekday evening service among bus lines to attract evening commuters and late shift workers and phased Saturday service on bus lines that serve activity centers with shopping centers and medical facilities.
- b. If so, will action on those priorities be implemented during FY 2020?

Yes, the Department will implement expanded weekday service in the Fall 2019 and phased Saturday service in early 2020.

- c. Please specify what activities are planned in FY 2020 to achieve the Transit Vision Plan.

The Department, in coordination, with the County Executive’s Office, will propose various activities which may include fare waivers for all day or after certain hours, press events to announce new transit options, and rebranding efforts to promote and stimulate interest and support for County transit services. In areas of the County without transit service, but close to existing bus lines, the Department is strategically implementing pilot Microtransit zones within “First and Last” mile zones, as identified in the Transit Vision Plan.

Capital Improvement Projects (CIP)

24. As discussed in the staff review session, please provide the reason for transferring funds from Major Reconstruction Program (DOE) Stormwater Management District to DPW&T for Major Reconstruction Projects (new CIP), totaling approx. \$15.4 million. What projects have been consolidated under this CIP project.

In the FY 2019 Approved Budget Book there were two projects entitled "Major Reconstruction Program". One was listed under DoE and one under DPW&T. There is actually only one Major Reconstruction Program project that is managed by DPW&T. The change was made to add Major Reconstruction Program (DPW&T) so DPW&T would have direct access and control over the project from the time it is budgeted to the time funds are expended. In FY 2019, the request was mistakenly submitted by both DoE and DPW&T and thereby reflected in both agencies' budgets.

The project, Major Reconstruction Program (DoE), contains all the prior history to this project and will be closed at the end of FY19 pending financial closeout. All activity moving forward will be under the Major Reconstruction Program (DPW&T) project.

The changes in the Major Reconstruction Program (DPW&T) project from FY 2019 to FY 2020 are a result of conversations between DPW&T and OMB. The six-year funding listed under the previous DoE project were not needed in that project, but should have been under the DPW&T project. However, revisions were needed to program's funding plan because the County's bond target for the entire Stormwater bond program could not absorb simply added the two project spending plans together. The revised numbers based on those conversations of what is actually expected to be expended are included in the FY 2020 Proposed Budget Book.