

FISCAL YEAR

2025

TOWN OF  
RIVERDALE  
PARK

PROPOSED  
BUDGET

TOWN OF RIVERDALE PARK



Come Grow With Us

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**FY 2025**

**BUDGET INFORMATION**

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Riverdale Park  
Maryland**

For the Fiscal Year Beginning

**July 01, 2023**

*Christopher P. Morill*

Executive Director



**The Government Finance Officers Association  
of the United States and Canada**

*presents this*

**CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION**

*to*

**Finance Department  
Town of Riverdale Park, Maryland**



*The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards*

Executive Director

*Christopher P. Morill*

Date: **September 15, 2023**

# TOWN OF RIVERDALE PARK

## Office of the Town Manager

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April 8, 2024

Mayor, Council, and Residents of the Town of Riverdale Park,

On behalf of the Staff Budget Committee and the Staff Leadership Team, I am pleased to present to you a balanced Fiscal Year (FY) 2025 Proposed Operating and Capital Improvement Budget. This Proposed Budget document represents the dedicated work of Paul Smith, Finance and Employee Services Director, Gentry Jones, Deputy Finance Director C.P.A., and Jessica Barnes, Director of Administrative Services, along with the balance of the Staff Leadership Team, and staff team more broadly.

The Government Finance Officers Association (GFOA) offers guidance on the formulation and presentation of municipal budgets. The staff team continues to follow the GFOA guidelines for the Distinguished Budget Presentation Award. The Town received this prestigious award for FY2021, FY2022, FY2023, FY2024, and the staff team fully expects to receive the Distinguished Budget Presentation Award for FY2025. Staff continually work to improve the annual budget document by providing additional insight and analysis and improving transparency. The FY2025 Proposed Operating and Capital Improvement Budget document will be posted to the Town's website and links to the document will be shared through the Town's social media platforms. A link will also be emailed to all employees.

As the Town works to align spending with values, Town staff turn to the recently amended and newly adopted vision and commitment statements, the diversity, equity, and inclusion statement, and the Mayor and Council priorities. The Town's Walk, Bike, Drive Safety Initiative (WBDSI), Stormwater Management, and Sustainability enhancements are central focuses in formulating this Proposed Budget.

Years of prudent financial planning, coupled with the Town's ability to anticipate various stressors and pivot operations, has allowed the Town to not only maintain, but also to improve the delivery of services. The Town's systems and processes continue to evolve and add to the staff team's ability to be efficient and nimble. The Town continues to experience a decline in revenue net operating expenditure and staff conclude that this will continue for the next several years. Admittedly, this projection is based on the Budget Committee's conservative approach, but this one measure is an early warning indicator and requires that the Town take reasonable measures to ensure long-term financial sustainability. This too must be balanced with the changing community expectations and growth.

As discussed over the course of the last few years, the year-over-year decreases in revenue net operating expenditures, in simplest terms, means that increases in operating expenditures are outpacing increases in revenue. Rising operating costs, a decline in business personal property tax revenue caused by a change in State exemptions, and a modest increase of the assessable base caused by delayed development projects account for this decline. The FY2024 projected revenue net operating expenditures is \$939,545. This is lower than the year ending June 30, 2023, by 24.35% percent. This projection includes approximately \$486,000 in vacancy savings. Vacancy savings are the funds not expended because certain jobs were vacant for a period of time. It is important to note that if the

authorized positions had been filled throughout the year as planned, the revenue net operating expenditures projection would have been \$453,545 or a decrease of 63.4% year-over-year.

The Proposed Budget also comes at a time of increased performance and delivery of service expectations. Riverdale Park continues to grow and to change. The desire for more initiatives, improved delivery of services, and necessary preparation for population growth drives the need to increase staff levels and sharpen the delivery of services.

As a result, the FY2025 Proposed Operating Budget is reliant on a reallocation of funds from the Economic Recovery Fund, a General Fund transfer-in, expansion of the automated enforcement programs, an increase in the multifamily rental licensing fee, a transfer-in from the Health and Wellness Fund, the delayed hiring of new positions, and the delayed hiring of one existing position. It is prudent to delay hiring. This provides the Town with an opportunity to evaluate revenues versus projected revenues prior to implementing structural budget changes. The Proposed Budget also includes a modest increase in the contingency account. Historically, contingency has been funded at \$100,000. Since the inclusion of a contingency account, the Town has not had to utilize these funds, but as the budget grows, so too should the contingency amount. In FY2025, the contingency will increase to \$115,000. Further, the Proposed CIP Budget is reliant on transfers-in, grant funding and most notably a .0350 increase in the real property tax rate. The revenue from this real property tax rate increase in FY2025 would fund Walk, Bike, Drive Safety Initiative related projects.

While controlling expenditures and reviewing services delivered are important aspects of navigating budget stressors, the Town must also protect the assessable base while working to secure high-quality development. The expected build-out of the Riverdale Park Station development continues to be delayed. The development pipeline also includes two multifamily developments, one located in the Town Center and one on the former Chambers' Funeral Home property. The project pipeline developments are anticipated to add approximately 805 dwelling units and house more than 2,000 new residents. Many factors will determine when these developments are substantially complete. Staff are projecting that the Town will not receive new tax revenue from the pipeline development projects until FY2028 or later. Not in the development pipeline are the opportunities for redevelopment near Riverdale Park Kenilworth Purple Line Station. The Riverdale Plaza Shopping Center is an eleven-acre site that will likely see housing development in the next ten years. The influx of this level of growth will require that the Town operations grow in concert with, and preparation for, these developments.

As much as it is important to be responsive to the declining revenue net operating expenditures and related projections, it is equally important to move the Town forward, to budget to the Town's values, and to continue to invest in service delivery, infrastructure, and staff. This Proposed Budget balances competing demands, implements new programs, expands the arts, fully invests funds received through the American Rescue Plan Act (ARPA), continues resident support programs and grants, and anticipates the further tightening of the revenue net operating expenditures in the years ahead.

This Proposed Budget continues to track, for transparency purposes, what is being made possible because of the ARPA funds. However, the Town has confirmed that the selection of revenue replacement allows the funds, except for prohibited purposes, to be fungible. For reporting purposes to the U.S. Treasury, staff will illustrate that all funds are being drawn down through the revenue replacement provision for government services. There is no impact or necessary changes to make in the Town's Budget. Once the reporting change is complete, the remaining funds will then be treated as unrestricted funds. This change in strategy will meet guidelines, achieve optimum flexibility, and guarantee compliance with timeliness requirements.



## TOWN VALUES and the BUDGET

Every aspect of the Proposed Budget is designed to advance the Town's adopted vision and commitment through the delivery of high-quality services and the completion of visible and impactful investment throughout the Town. The Mayor and Council have adopted ten (10) vision and commitment statements, along with a diversity, equity, and inclusion statement. These statements serve in part to guide the Town's budget process.

### **Budgeting the Town's Vision and Commitment.**

In addition to maintaining funding for all current Town provided services, the FY2025 Proposed Budget illustrates its commitment to the Town's Vision to be the location of choice for residents, businesses, visitors and employees.

### **Transportation (WBDSI)**

The FY2025 Proposed Budget values transportation. The following are continuing, new, or expanded initiatives:

- Establishes an ongoing and reliable revenue stream for Walk, Bike, Drive related Capital Improvement Projects. The recommendation is an increase to the real property tax rate. The recommended increase is .035 cents per \$100 of assessed value. This increase would yield \$351,435 based on the projected assessable base as of July 1, 2024.
- Transfers-in \$300,000 from the General Fund Reserve to a specific Walk, Bike, Drive Project. The recommended project for this transfer-in is the Pedestrian Walkway and Queensbury Road Security CIP # 23PW06. This sidewalk project will enhance the safety of students, families, teachers, and staff from Riverdale Elementary School.
- Administers the Safe Streets for All grant funding.
- Expands automated speed enforcement through the implementation of the Residential District program which authorizes enforcement 7-days a week, and 24-hours per day.
- Activates the automated redlight enforcement program.
- Implements an automated parking enforcement program that will permit the Police Department to more effectively address unsafe and nuisance parking violations.
- Funds a Community Safety Officer in the Police Department to assist with automated enforcement, assist with the Walk, Bike, Drive Safety Initiative, conduct educational outreach, and serve as an additional effort to monitor the County's coverage of school crosswalks.
- Continues the carryover Capital Improvement Projects such as installation of additional solar powered traffic control signage, radar speed signs, accessibility ramps, and other roadway improvements that are underway.
- Administers Highway User Revenue (HUR) in the completion of road projects. In FY2025, the HUR is anticipated to be \$316,297. These restricted use funds are programmed for street improvements. The FY2025 Proposed Budget values transportation and safety. The Capital Improvement Program (CIP) budget again includes significant funds for solar-powered, flashing stop signs and pedestrian crossing signs, and radar speed signs. These enhancements along with extensive sidewalk, open space, and roadway improvements illustrate the Town's commitment to the Walk, Bike, Drive Safety Initiative.
- Expands bicycle training programs, and community and school-based traffic safety outreach, education, and training.

**Sustainability.**

The FY2025 Proposed Budget values sustainability. The following are continuing, new, or expanded initiatives:

- Establishes a 19% increase in funding for tree planting and maintenance. It is also good to note that residents will have the option to benefit from the Town’s tree maintenance contract. The selected vendor(s) will extend the Town’s price schedule to residents within the Town.
- Implements a curbside composting program that will start in January 2025.
- Acquires the Town’s first electric vehicle assigned to the Police Department.
- Expands rain gardens, funded in part by the Chesapeake Bay Trust.
- Builds a stormwater management project at the current Municipal Center.
- Completes additional pollinator gardens.
- Continues the Community Garden and Food Forest.
- And as noted elsewhere, incorporates stormwater management design into capital projects.

**Housing and Neighborhoods.**

The FY2025 Proposed Budget values housing and neighborhoods. The following are continuing, new, or expanded initiatives:

- Continues to fund park, recreation, sidewalk, and lighting projects.
- Maintains community support and grant programs:
  - Farmers Market Dollar Program – *through December 2024*
  - Emergency Repair Grant
  - Accessory Structure Grant
  - Neighborhood Safety Improvement Grant
  - Flood Prevention and Damage Mitigation Grant

**Business and Economic Development.**

The FY2025 Proposed Budget values business and economic development. The following are continuing, new, or expanded initiatives:

- Maintains funding for economic development programming.
- Completes projects in commercial areas.
- Continues funding for two (2) part-time ambassadors to focus on beautification and outreach activity both east of the river and in the Town Center
- Maintains business support and grant programs such as
  - Business Growth Grant
  - Commercial Appearance Grant (secured \$75,000 in State funding)
  - Celebrating Business Initiative
  - Neighborhood Safety Grant
  - Small Business Assistance program

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## **Employees.**

The FY2025 Proposed Budget values employees. The following are continuing, new, or expanded initiatives:

- Grants a 2.5% cost-of-living adjustment (COLA) and continuation of the merit-step increases per the approved Pay Range Plan.
- Continues the Town's portion of the health care benefit at seventy-eight percent (78%).
- Maintains all funding for retirement programs.
- Expands mental health support to police officer with an annual check-up session.
- Continues training opportunities with some reductions in travel.
- Continues TRP University online training courses.
- Adds key positions to advance the staff team's efforts.
- Completes renovation of existing Municipal Center.

## **Infrastructure.**

The FY2025 Proposed Budget values infrastructure investment. The CIP budget provides for road, sidewalk, parks and open space, and related improvements.

## **Arts and Recreation.**

The FY2025 Proposed Budget values arts and recreation. The following are continuing, new, or expanded initiatives:

- Authorizes a new part-time Events Coordinator.
- Expands Town event calendar as well as Town sponsored, and Town supported events.
- Continues programs such as
  - Patio Concert series
  - Movie Nights
  - Jazz on the Lawn
  - Train Stop Tunes
- Expands public arts.
- Includes a celebration of 105 years of TRP.

## **Community Engagement and Transparency.**

The FY2025 Proposed Budget values community engagement and transparency. The following are continuing, new, or expanded initiatives:

- Authorizes a full-time Communications Manager.
- Expands the *Town Crier*.
- Increases events and engagement above pre-pandemic levels.
- Funds a new website.
- Creates a much-improved cable channel.
- Supports volunteer efforts.

## **Ethical Governance.**

The FY2025 Budget Process demonstrates the Town's commitment to ethical governance. The budget process began in November 2023. The process is transparent and affords opportunities at every public Mayor and Council meeting from late November through most of May for the public to share input, thoughts, and concerns. Input is not only welcome, but it is required.

### **Best Practices, Technology and Data.**

The FY2025 Proposed Budget values best practices, technology, and data. This new vision and commitment statement is illustrated in FY2025 in the Town's approach to funding the Town's values, utilizing technology to further deliver service excellence, and using data to make sound policy and funding decisions. Of specific note, is the authorizing of a Finance Manager position to enhance reporting and analysis.

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### **Grants, Earmarks, Bond Bills and Cost-sharing**

As mentioned elsewhere, the Town needs to continue its deliberate focus on securing grant funding, Federal earmarks, State Bond Bills, and other cost-sharing initiatives. Future funding for Capital Improvements will rely heavily on these other funding sources. The FY2025 Proposed Budget includes aspirational projects. These are projects for which the Town is seeking grants, earmarks, or other funding opportunities. As funding is secured, staff will bring those projects to the Mayor and Council for consideration and direction.

### **BUDGET PROCESS**

The Town operates on a fiscal year, running from July 1 to June 30. While the process of formulating a budget document begins each November, the Town's work to ensure sustainability is ongoing.

The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments maintain an unassigned general fund balance of at least two months of operating expenditures or a 16.67% fund balance. When applied to the FY2024 Proposed Budget, the minimum fund balance should be no less than \$1,837,132. The projected unassigned General Fund balance as of June 30, 2025, is projected to be \$3,640,723. This represents approximately two (2) times the minimum required. This amount does not include any potential revenue net operating expenses that may or may not be realized during FY2025. The Town must resist inclinations to use these one-time funds for continual expenditures. Additionally, it is necessary for the Town to maintain a healthy unallocated fund balance should it need to respond to any considerable uncertainty in FY2025 and the years ahead.

In November 2023, the Budget Calendar was presented to the Mayor and Council. The Town Manager, along with the Budget Committee and the staff Leadership Team then began in earnest the FY2025 budget formulation process. The budget document is the most important and public document that a municipal corporation authors. Since December, the FY2024 budget process and related information have been discussed with the Mayor and Council eight (8) virtual public meetings at which public comment was welcomed.

### **FY2025 Budget Development and Preparation Calendar**

#### **November 2023**

- November 27. Mayor and Council Work Session presentation:
- Budget Development and Preparation Calendar

#### **December 2023**

- December 18. Mayor and Council Work Session presentation:
- Budget Assumptions



## **January 2024**

January 8. Mayor and Council Legislative Meeting presentation:

- Budget Priorities, Guidelines, Challenges, and Opportunities

January 29. Mayor and Council Work Session presentation:

- Fund Balances and initial year-end projections

## **February 2024**

February 5. Mayor and Council Legislative Meeting presentation:

- Capital Improvement Project Updates and Projections

February 26. Mayor and Council Work Session presentation:

- Constant Yield Notice
- Revenue
- FY2024 Estimated Actuals
- FY2025 Projections

## **March 2024**

March 4. Mayor and Council Legislative Meeting presentation:

- Expenditures
- FY2024 Estimated Actuals
- FY2025 Projections

March 18. State of the Town presentation:

- Budget Overview

March 26. Mayor and Council Work Session (Tuesday)

- Budget Updates and Adjustments

## **April 2024**

April 1: Mayor and Council Legislative Meeting presentation:

- Summary of the FY2025 Proposed Operating and Capital Improvement Budget

April 13: Budget Public Hearing:

- Review of Proposed FY2025 Operating and CIP Budget

April 20: Budget Public Hearing:

- Review of Proposed FY2025 Operating and CIP Budget

April 29: Mayor and Council Special Legislative Meeting and Work Session:

- Review of edits to the Proposed Budget
- Introduction of FY2025 Operating and CIP Budget and Tax Rates Ordinance

## **May 2024**

May 6: Real Property Tax Rate Public Hearing

May 20: Mayor and Council Special Legislative Meeting:

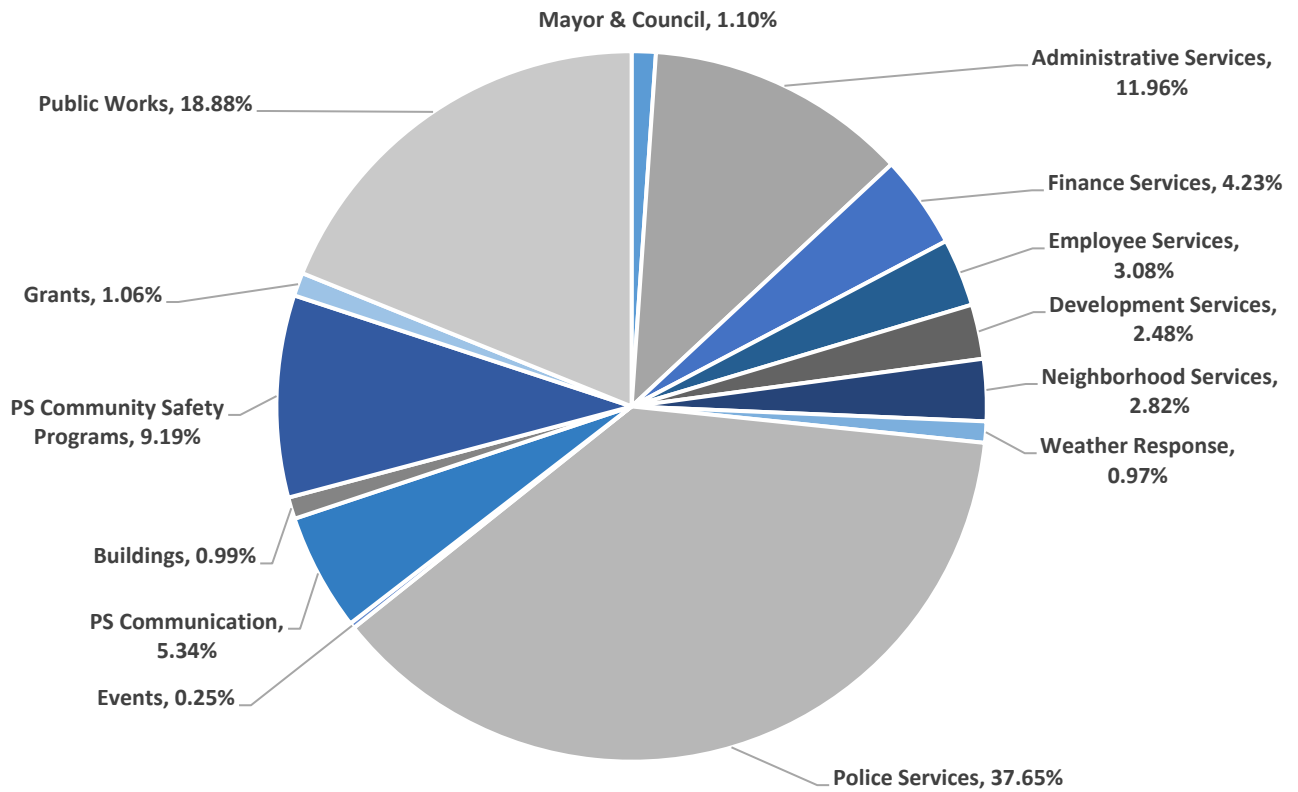
- Adoption Final FY2025 Operating and CIP Budget and Tax Rates Ordinance

## **PROPOSED FY2025 BUDGET**

The Budget Committee used a conservative approach but at the same time worked to meet the needs of the residents, businesses, visitors and employees through the continued delivery of high-quality services. The Proposed FY2025 Operating Budget is \$11,020,589.

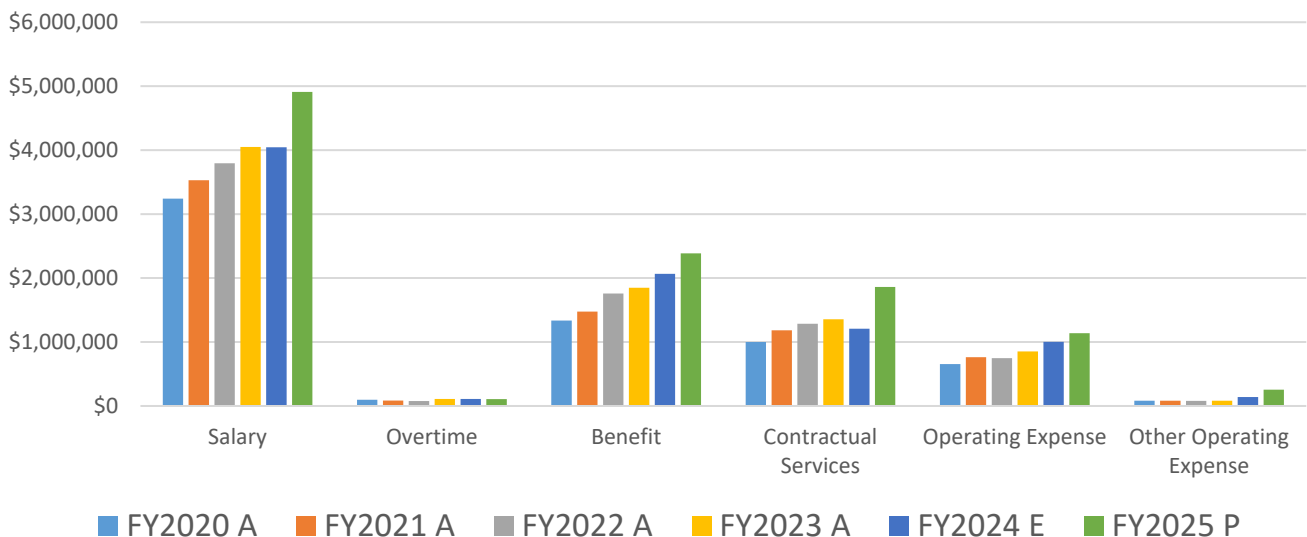
The chart below illustrates the percentage of the operating budget allocated to the various cost centers.

### PROPOSED FY2025 BUDGET



The following chart illustrates the expenditures among the major expenditures categories. It is important to note that 67.2% of the operating expenditure is comprised of salary, overtime, and benefits.

### 6-Year Operating Budget by Major Expense Category



SUMMARY

The Town continues to utilize a conservative approach to budgeting. While this approach has assisted the Town in navigating economic uncertainty, the required growth of the organization, coupled with increased costs of materials and services, along with delayed development and decreasing revenue net operating expenditures will present challenges for the Town. The Town's assessable base will be reassessed by the Maryland Department of Assessments and Taxation this fall with new values becoming effective for FY2026. The results of the reassessment will play a critical role in informing future decisions and addressing the challenges of growth. Year-over-year the operating budget has increased 15.6%.

New in FY2025 is a Significant Changes page in each cost center. These pages will highlight changes year-over-year and provide a brief explanation for the change. Additionally, the Capital Improvement Project pages have been reformatted to clearly indicate the stage of completion for each project.

Budgets are designed as the best calculated and strategic determinations that can be made given what is known at the time. Cash management and overall budget administration are crucial in every fiscal year and the uncertainty that we continue to face makes these efforts more important. The Proposed Budget provides a balanced approach to navigate the changing expectations while positioning the Town for continued success.

Respectfully Submitted,

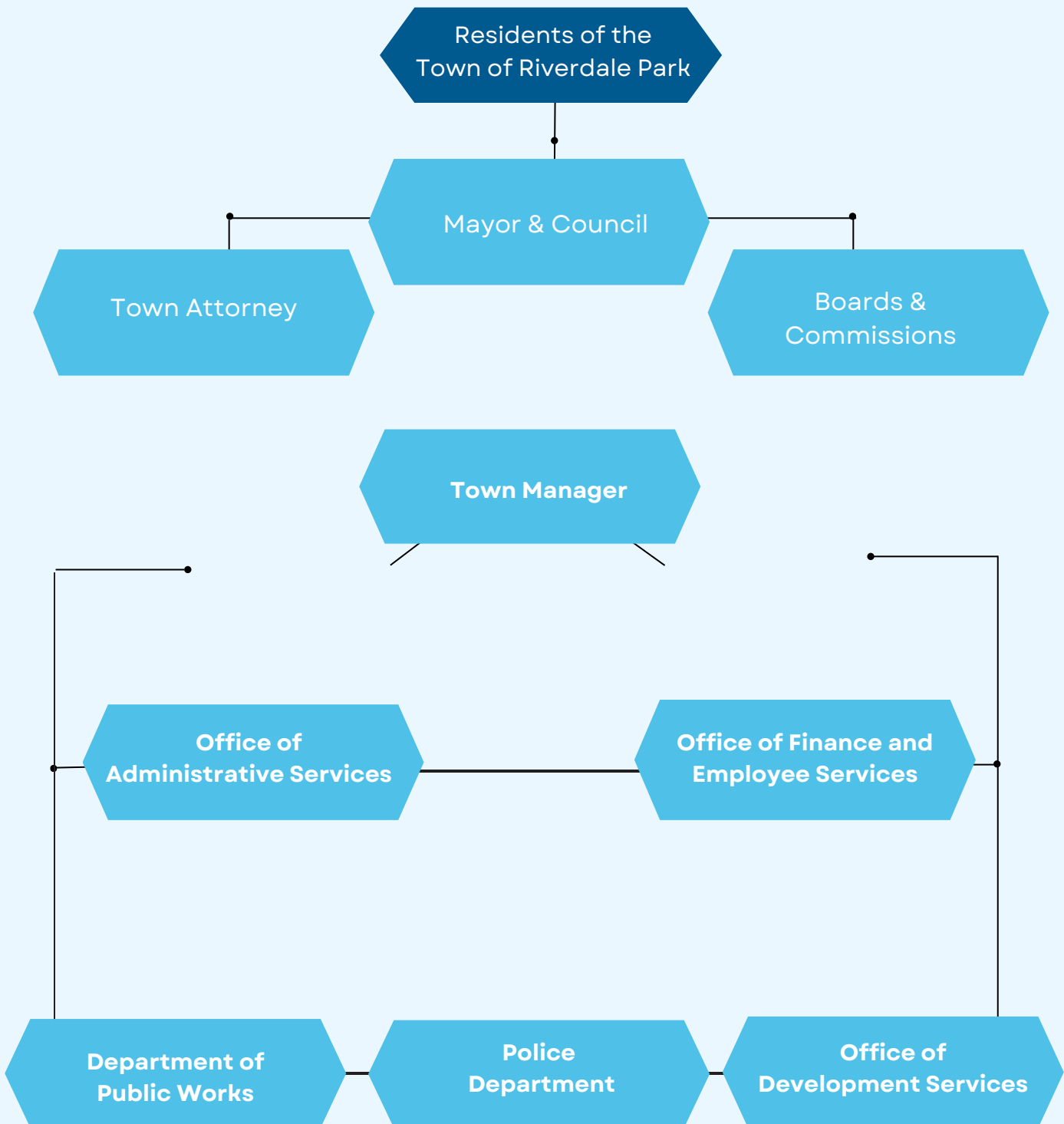


John N. Lestitian, Town Manager

# Vision Statement

The Town of Riverdale Park (TRP) will be the location of choice for residents, businesses, visitors, investors, and employees. TRP will achieve this because the Town actively commits to programs, initiatives, and resources that enhance housing and neighborhoods; sustainability; business and economic development; infrastructure; transportation; arts and recreation; ethics and character; community engagement and transparency; professional and well-trained employees; and best practices, technology and data.

## Reporting Structure



## Town Elected Officials



### The Honorable Alan Thompson, Mayor

#### **Councilmember Richard Smith**

- Ward 1

#### **Councilmember David Lingua**

- Ward 3

#### **Councilmember Karen Mejia**

- Ward 5

#### **Councilmember Aaron Faulx**

- Ward 2

#### **Councilmember Ifiok Inyang**

- Ward 4

#### **Councilmember Foday Kallon**

- Ward 6

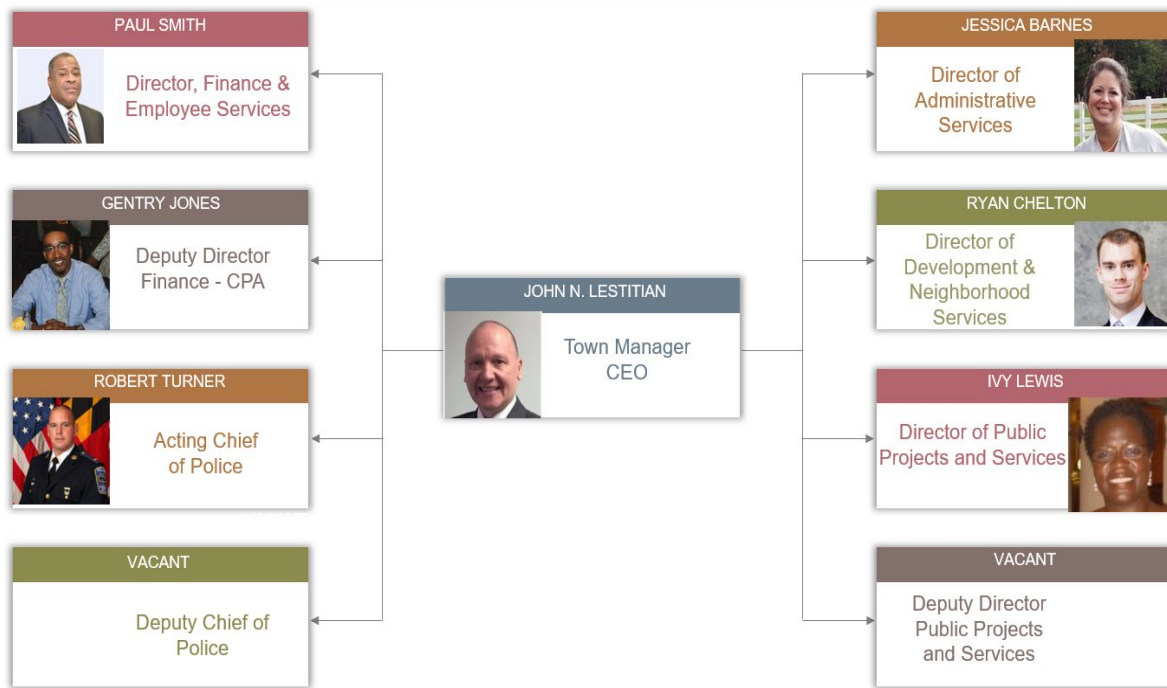
The Town Charter requires the appointment of a Town Manager to serve as the chief executive and operating officer of the Town. The Town Manager is appointed by an affirmative vote of the majority of the entire Council. The Town Manager serves at the pleasure of the Council.

The Town Manager appoints and removes all subordinate officers and employees of the town in accordance with the rules and regulations of any merit system adopted by the Council. Additionally, the Town Manager appoints department heads with written notification to the Council, allowing for a Council comment period of ten (10) calendar days from the day of notification and removes department heads with the consent of the Council.

The Town Manager is responsible for all Town operations and provides regular reports to the Council.

# Organizational Chart

## Meet The Leadership Team



The Town Charter requires the appointment of a Town Manager to serve as the chief executive and operating officer of the Town. An affirmative vote of the majority of the Council appoints the Town Manager. The Town Manager serves at the pleasure of the Council.

The Town Manager appoints and removes all subordinate officers and employees of the town by the rules and regulations of any merit system adopted by the Council. Additionally, the Town Manager appoints department heads with written notification to the Council, allowing for a Council comment period of ten (10) calendar days from the day of notification, and removes department heads with the consent of the Council.

The Town Manager is responsible for all operations and reports regularly to the Council.

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# Staff Budget Committee

<b>John N. Lestitian, Town Manager</b>	
<b>Paul Smith, Director Finance and Employee Services</b>	<b>Gentry Jones, C.P.A. Deputy Finance Director</b>

## Charter Requirements: Budget Development Process

The process and requirements for budget adoption are delineated in the Town Charter. Please note the following sections:

### § 602: Budget

The Town Manager, on such date as the council determines but at least sixty (60) days before the beginning of any fiscal year, shall submit a budget to the council. The budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The total of the anticipated revenues shall equal or exceed the total of the proposed expenditures. The budget shall be a public record and open to public inspection in the town office by anyone during normal business hours. [Amended 5-2-16, effective 6-21-16]

### § 603: Budget Adoption

Before adopting the budget, the council shall hold a public hearing after two weeks' prior notice thereof in a newspaper or newspapers with general circulation in the Town. The council may insert new items or increase or decrease the budget. If the council increases the total proposed expenditures, it shall also increase the total anticipated revenues to at least equal the total proposed expenditures. The budget shall be adopted by four (4) affirmative votes not later than June 30th of each fiscal year. The total anticipated revenues shall equal or exceed the proposed expenditures of the adopted budget.

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# Community Profile

The Town of Riverdale Park operates under a Council-Manager form of municipal government. A charter granted by the General Assembly of Maryland formed the governing authority for the Town.

The Town of Riverdale Park provides the community with various services and programs across multiple offices and departments. Services are provided through the following departments:

- Office of Administrative Services
- Office of Finance Services
- Office of Employee Services
- Police Department
- Office of Development Services
- Office of Neighborhood Services
- Department of Public Works

The Town is a responsible steward of its resources and provides accountability and transparency for the disbursement of funds, financial reporting, and asset management. All Town employees are supported through employee services programs and initiatives to promote efficient and effective operations.

The Town works to expand the commercial assessable base by supporting businesses' retention, expansion, and attraction. The Town liaises with the Maryland-National Capital Park and Planning Commission and Prince George's County, coordinates the Legacy Mixed-Use Town Center local design review committee, operates licensing and permitting functions, and provides community events programming.

The community enjoys parks and additional recreation areas. The Town provides an environment throughout our neighborhoods and community gathering places, making TRP the location of choice. The Town receives public safety services through the operation of the Town's Police Department and the volunteer Fire Department. The Town administers contractual services for the collection of residential trash and offers a bulk trash collection program for the convenience of residents.

Riverdale Park is a diverse community. This diversity makes the Town the location of choice for residents, businesses, visitors, and employees.





# Community Information



**Population**

7,351



**Median Age**

37.1



**Educational Attainment**

66%



**Bachelor's Degree or Higher**

28.4%



**Total Housing Units**

2,215



**Median Household Income**

\$87,819



**Individuals Below Poverty Level**

11.8%



**Number of Individuals Below Poverty**

787



**Homeownership Rate**

52.1%



**Language Other than English Spoken at Home**

56.6%



TOWN OF RIVERDALE PARK

# BUDGET ASSUMPTIONS

## Key

As used in this document, please note:

- A = Actual
- E = Estimated Actual
- B = Budget
- P = Projected

## General Fund Unassigned Reserve

The Government Finance Officers Association (GFOA) recommends that General Fund Unassigned Reserves be at least 16.67% of the annual operating expenses. The Town continues to exceed this minimum recommendation. The FY2025 Proposed Budget projects a \$4,605,827 General Fund unassigned balance as of June 30, 2024. This projection includes revenue net operating expenditures from FY2024 of \$939,545 that will be carried forward into FY2025 and distributed to other funds. As detailed on the Fund Balance Sheet (see page 46), the amount of \$397,323 is being transferred from the General Fund unassigned to the Debt Service Reserve Fund to pay a portion of the FY2025 debt service. Separately, \$397,380 is being transferred to the operating budget, \$244,665 is being transferred to the Capital Improvement Fund, \$242,000 is being transferred to CIP to match grant awards, and \$300,000 is being transferred from General Fund to CIP for a specific Walk, Bike, Drive project.

## Real Property Tax Rate

The State of Maryland Department of Assessments and Taxation (SDAT) assesses each property once every three (3) years. Assessments are certified by the Department to local governments, and they are converted into property tax bills by applying the appropriate property tax rates. An evaluation is based on an appraisal of the property's fair market value. FY2025 is the third year of the current assessment. The next State of Maryland Department of Assessments and Taxation reassessment of all properties in the Town will occur in the fall of the calendar year 2024. It will assign new values effective July 1, 2025 (FY2026).

The Town's current tax rate is set at .6540 per \$100 of assessed value. The proposed tax rate for FY2025 is .6890. This .0350 tax rate increase will fund Walk, Bike, Drive specific projects in FY2025. This tax rate increase is projected to yield an additional \$351,435.

## Business Personal Property Tax Rate

This is a tax on business-owned personal property imposed and collected by the local governments. Responsibility for assessing all personal property throughout Maryland rests with the Department of Assessments and Taxation. Personal property generally includes furniture, fixtures, office and industrial equipment, machinery, tools, supplies, inventory, and any other property not classified as real property. In July 2022, the State implemented a change to this taxing scheme. The revised guidelines increased the exemption from \$2,500 to \$20,000. This results in less business personal property tax for Town operations.

This tax rate is 2.00 per 100 in value and remains unchanged in the FY2025 proposed budget.

## Operating (Public Utility) Tax Rate

Maryland regulates utilities as "public service companies." Utility companies and railroads are assessed using the unit valuation method because the interconnected real and personal property function together to provide service. Assessments are certified by local governments and are converted into property tax bills by applying the appropriate tax rates set by local governments. Public utility and railroad property include all property used to operate the business. It includes real property such as land and buildings. It also includes personal property such as telephone or electric poles, towers, lines, cables, meters, transmission, distribution mains, and other equipment used to operate the utility.

This tax rate is \$2.00 per \$100 in value and remains unchanged in the FY2025 Proposed Budget.

## Admissions and Amusement Tax Rate

The Admissions and Amusement Tax is a tax on the gross receipts from admissions, the use or rental of recreational or sports equipment, and the sale of merchandise, refreshments, or service at a nightclub or similar place where entertainment is provided. Maryland's counties and municipalities impose the tax, and an additional tax is imposed by the State of Maryland, specifically for electronic bingo and tip jars. The State Comptroller's Office collects the admissions and amusement tax. The entire amount of the tax collected, less administrative expenses, is returned to the municipalities and counties imposing the local tax. The new State admissions and amusement tax revenue on electronic bingo and tip jars is directed to the State's general fund.

This tax rate is set at 5% of gross receipts of eligible activities and remains unchanged in the FY2025 Proposed Budget.

## Fee Schedule

The FY2025 Budget assumes an increase in the Multifamily Rental License fee from \$115 to \$125 per unit. A comparative analysis with neighboring municipalities informs the proposed fee adjustment and reflects our commitment to maintaining a balanced approach to funding essential services without burdening property owners. No other fee increases are proposed for FY2025.

## Debt Service

The Town has three (3) loans, with June 30, 2025, the total projected principal balance of \$934,000. The 2018 defeasance action significantly reduced the related debt payments for the CDA loans. The next significant date is the anticipated Maturity Date for the PNC Bank loan of May 30, 2026. This will lower the annual debt service payment of \$466,818 to \$169,744.

The combined annual debt service payment is \$466,818. The projected debt per capita as of June 30, 2025, is \$127.06, and the annual debt service payment represents 6.75% of gross real property tax revenue.



## The details of the loans follow:

Institution	Loan Date	Maturity Date	Interest Rate	Projected Principal Balance as of 6/30/25
PNC Bank	05/29/12	06/30/26	3.000%	291,000
State of Maryland CDA 30-year	10/01/13	05/01/31	5.085%	430,500
State of Maryland CDA 15-year	10/01/13	05/21/28	3.788%	212,500
<b>Total</b>				<b>934,000</b>

The Town has three (3) loans with a total principal balance of \$934,000 as of 06/30/2025, which is down from the \$1,345,500 balance that the Town will have at the end of FY2024. The annual debt service payment represents 6.75% of gross real property tax revenue.

The FY2025 Proposed Budget assumes the following:

1. No new debt service; and
2. \$397,323 will be transferred to the Debt Service Reserve fund to pay the debt service payments.

## Health Care Benefit

The Town participates in a Health Care Benefit Cooperative. The benefits are offered through Cigna and administered to the Town by Benecon, Inc. Historically, the Town has paid 78% of the premium, and participating employees cover the remaining 22%.

The annual premium has been locked in for both FY2024 and FY2025. There will be no increase in FY2025.



Please note the following premium history:

## Health Care Benefit Premium and Cost Sharing

<b>Single Participant Plan Total Premium</b>	<b>%</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Monthly		\$972	\$1,148	\$1,148
Annual		\$11,665	\$13,776	\$13,776
<b>Single Participant Plan Premium Share</b>		<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Town Annual	78%	\$9,099	\$10,745	\$10,745
Employee Annual*	22%	\$2,566	\$3,031	\$3,031
<b>Family Participant Plan Total Premium</b>		<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Monthly		\$2,260	\$2,688	\$2,688
Annual		\$27,129	\$32,259	\$32,259
<b>Family Participant Plan Premium Share</b>		<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>
Town Annual	78%	\$21,160	\$25,162	\$25,162
Employee Annual*	22%	\$5,969	\$7,097	\$7,097

As originally envisioned, the cost-sharing plan was a 75% Town-paid and 25% participant-paid split. The Town has covered at least 78% in the last several years. In FY2025, the Town will again cover 78%. However, it is important that the Town incrementally returns to the original cost-sharing plan, requiring participants to pay 25% of the premium.

## Health and Wellness Fund

The Town's participation in the Health Care Cooperative will sometimes result in the Town receiving an annual premium rebate. This fund was created to ensure that any such refunds will be segregated to offset future premium increases. Periodic transfers from the General Fund will also sustain this fund. Surprisingly, the Town received a premium refund for FY2024 of \$80,000. This amount brings the fund balance to a modest \$141,984. The Proposed Budget will transfer \$100,000 to the Operating Budget.

## Economic Development Fund

In 2018, the Town created the Economic Development Fund to promote the revitalization of the Town and to support economic development Town-wide through programs focused on business attraction, retention, and expansion. This fund may be used to hold real property acquired by the Town for economic redevelopment and related development activities. Revenues in this fund consist of periodic transfers from the General Fund. The goal is to make General Fund transfers from the various unrestricted fine revenue accounts when those accounts outperform the budgeted revenue. In FY2025, grants are projected to be awarded through various grant programs, including the Business Growth Grant, the Commercial Appearance Grant, and the Neighborhood Safety Improvement Program.

Economic Development Fund defined: This fund was established to promote the revitalization of the Town Center and older portions of the Town, as well as to support economic development town-wide through programs focused on business attraction, retention, and expansion. The fund may also be used for economic programs, grants, and initiatives to ensure Town residents' and businesses' health, safety, welfare, and economic security. Further, this fund may be used to hold real property acquired by the Town for economic redevelopment and related development activities. Revenues in this fund consist of periodic transfers from the General Fund or General Fund Reserve.

In FY2025, \$220,000 will be transferred from the Economic Development Fund to the General Fund operating budget.

## Economic Recovery Strategy Fund

In 2021, the Town created the Economic Recovery Strategy Fund to receive and track the federal dollars received through the American Rescue Plan Act (ARPA). This fund and the General Fund monies in the Economic Development Fund work in concert to ensure that all Town residents are eligible for Town programs. The purpose of this fund is defined as follows:

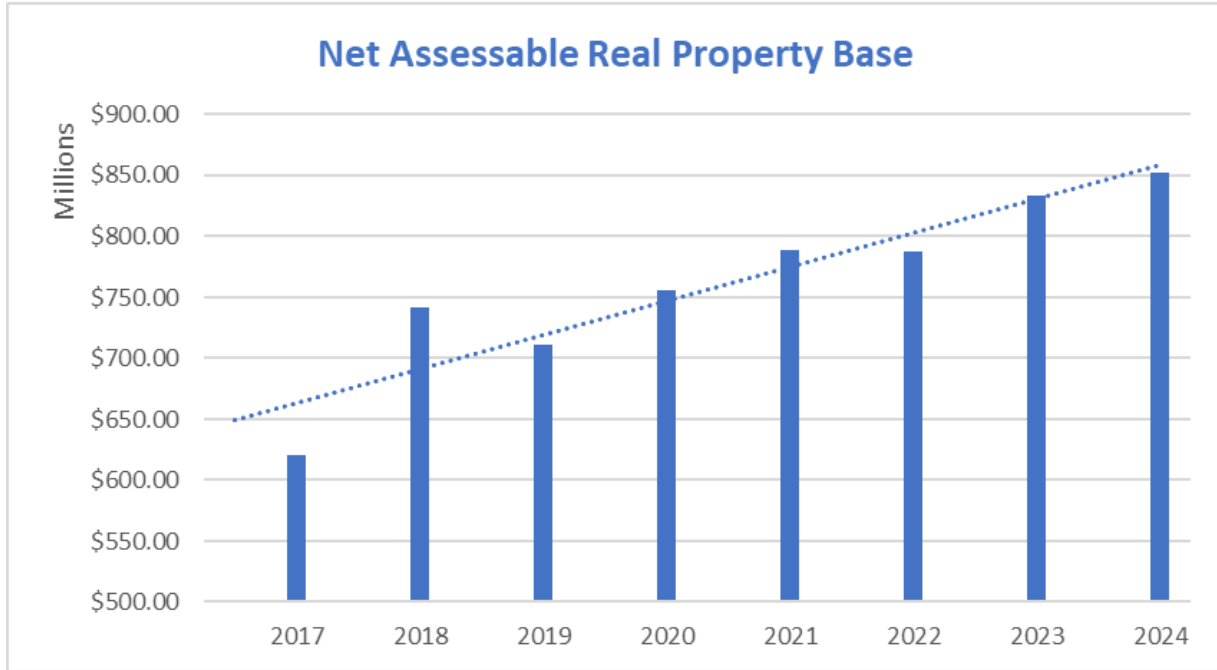
*ECONOMIC RECOVERY STRATEGY FUND: This fund comprises the Town's American Rescue Plan Act allocation. The fund will be used strategically and, when practicable, will leverage other Town funds to improve the quality of life for Riverdale Park residents, to provide immediate community recovery needs, to provide for the provision of government services, capital acquisitions, and infrastructure improvements, and to create a long-term investment for Riverdale Park's future. Funds will be allocated as part of the annual Town budget process and in compliance with all ARPA guidance. ELIGIBLE USES: As stated in the law, the use of funds is limited as follows:*

- *Support the COVID-19 public health and economic response by addressing COVID-19 and its impact on public health and addressing economic harm to households, small businesses, nonprofits, impacted industries, and the public sector.*
- *Provide premium pay for eligible workers performing essential work, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.*
- *Replace lost public sector revenue, using this funding to provide government services up to the amount of revenue loss, calculated or through the standard allowance, due to the pandemic.*
- *Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and expand affordable access to broadband internet.*

Since the beginning of the ARPA program the regulations and guidelines have evolved. The Town has selected an option of Revenue Replacement. This option provides the greatest flexibility for the Town. The Town plans to report eligible government services expenditures to the U.S. Treasury at the next reporting time. The fungibility of revenue replacement has been confirmed.

# Assessable Base

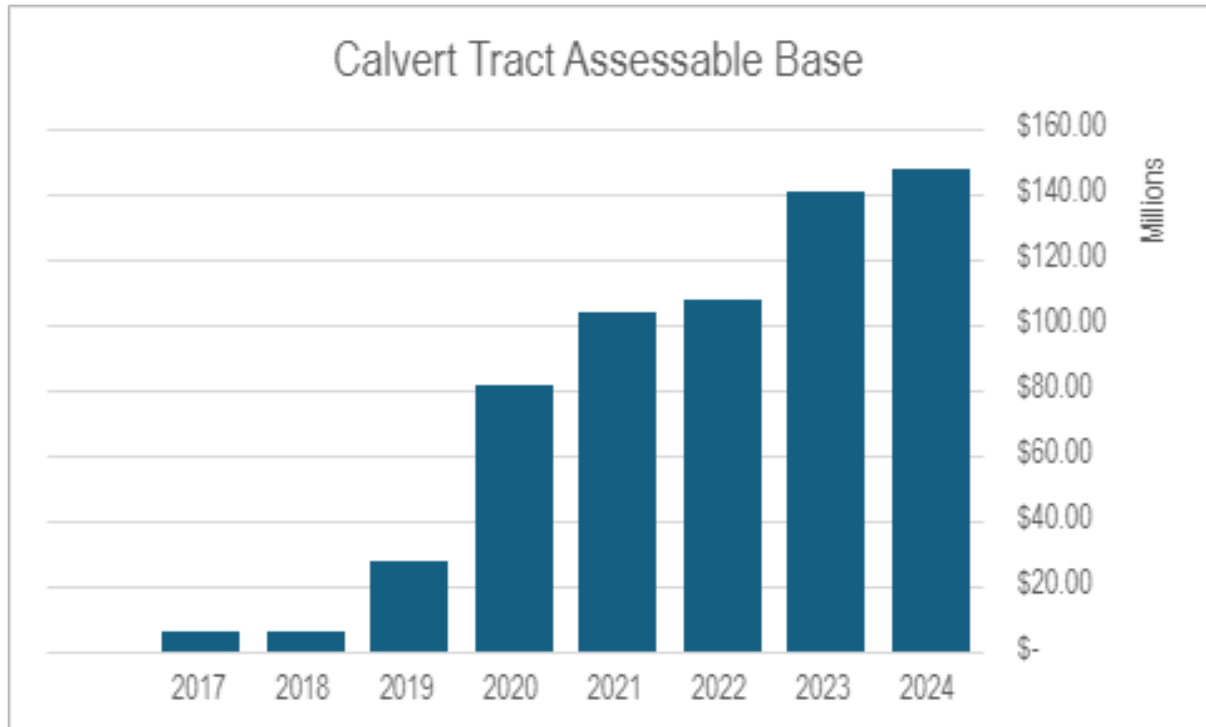
Real Property Tax is the largest source of revenue for town operations. Diverse uses and property ownership add to the stability of an assessable base. The following chart illustrates the growth and slight retractions of the assessed value over seven years.



Since the triennial reassessment, the Town’s net assessable base (as reported by the Constant Yield Tax Rate notice) has grown by 5.8% and 2.2% in 2023 and 2024, respectively. The Town is in the reassessment area for 2025, historically providing uncertainty. The last two reassessments resulted in reported decreases in the base. It is possible the upcoming assessment will see considerable gains in value, but staff are not able to make a projection now.

Year	Net Assessable Real Property Base	Difference from previous year	Percentage Growth	Inflation
2017	\$ 620,170,753.00			
2018	\$ 741,796,904.00	\$ 121,626,151.00	19.6%	2.5%
2019	\$ 710,717,537.00	\$ (31,079,367.00)	-4.2%	1.8%
2020	\$ 756,197,958.00	\$ 45,480,421.00	6.4%	1.2%
2021	\$ 789,139,419.00	\$ 32,941,461.00	4.4%	4.4%
2022	\$ 787,689,265.00	\$ (1,450,154.00)	-0.2%	6.5%
2023	\$ 833,571,585.00	\$ 45,882,320.00	5.8%	6.6%
2024	\$ 851,956,453.00	\$ 18,384,868.00	2.2%	
		Average	4.9%	3.8%

It is important to note that the Town’s assessable base, as reported by the State, does not include the value of the Calvert Tract, commonly known as the Town of Riverdale Park - Riverdale Park Station (TR -RPS) development. The Calvert Tract is subject to a Tax Increment Financing (TIF) mechanism requiring the payment of debt service for public infrastructure related to the development and related administrative costs before any real property taxes flow to the operating budget. The values within the Calvert Tract continue to rise, as noted below:



## Real Property Tax Revenue

The FY2025 budget relies on a tax rate increase of .0350. This increase will raise the rate to .6890 per \$100 of assessed value. The tax rate increase is projected to yield \$351,435. This increased revenue will fund Walk, Bike, Drive-related CIP projects.

The Town has seen a slight uptick in property values year-over-year. Delayed development projects continue to strain the Town’s real property tax revenue.

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## Other Post-Employment Benefits (OPEB)

The Town has committed funds to address the long-term liability related to retired employees. To date, \$271,547 has been dedicated for this purpose. In FY2025, there will be no transfers from OPEB to the Operating Budget. It is important to note that there are also no transfers from another fund to OPEB.

## Community Development Fund

The Community Development Fund was initially funded by a \$25,000 transfer from the General Fund Reserve. Future funding may include Community Development Block Grant Funds (CDBG), similar grant funding, and transfers from the General Fund Reserve. The fund is used to complete projects and award matching grants for projects that align with the town's vision and commitment. The Town has an established Accessory Structure, Flood Prevention and Damage Mitigation, Neighborhood Safety Improvement Grant, and Emergency Repair Grant programs. The beginning balance in FY2025 is projected to be \$54,217. \$30,000 in grants are projected throughout FY2025.

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## Authorized Number of Positions

The position schedule authorizes a total of 57.25 positions. It is important to note that the FY2025 Proposed Budget partially balances on the delayed hiring of all new positions except for the part-time events coordinator. Additionally, one current position will not be filled until the second Quarter (Q2) of FY2025.

## Future Positions

As mentioned elsewhere, the anticipated growth and the increased performance expectations will require strategically adding staff throughout the organization.

Succession planning is also a core element of this as several leadership staff will likely leave the organization in the next 3+ years.

## Pay Range Plan and Cost of Living Adjustment (COLA)

The FY2025 Proposed Budget includes a revised Pay Range Plan. Generally, pay range plans are updated annually. A 2.5% cost-of-living increase is applied to the existing Pay Range Plan.

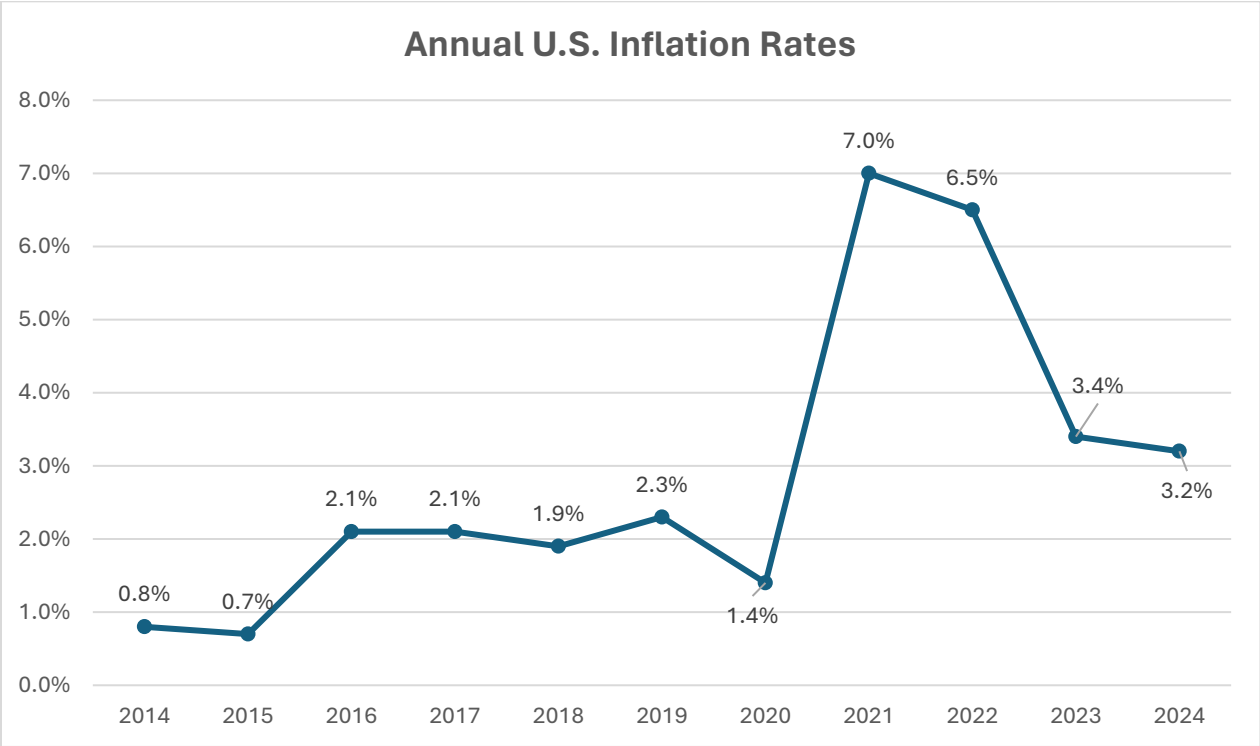




# BUDGET STRESSORS

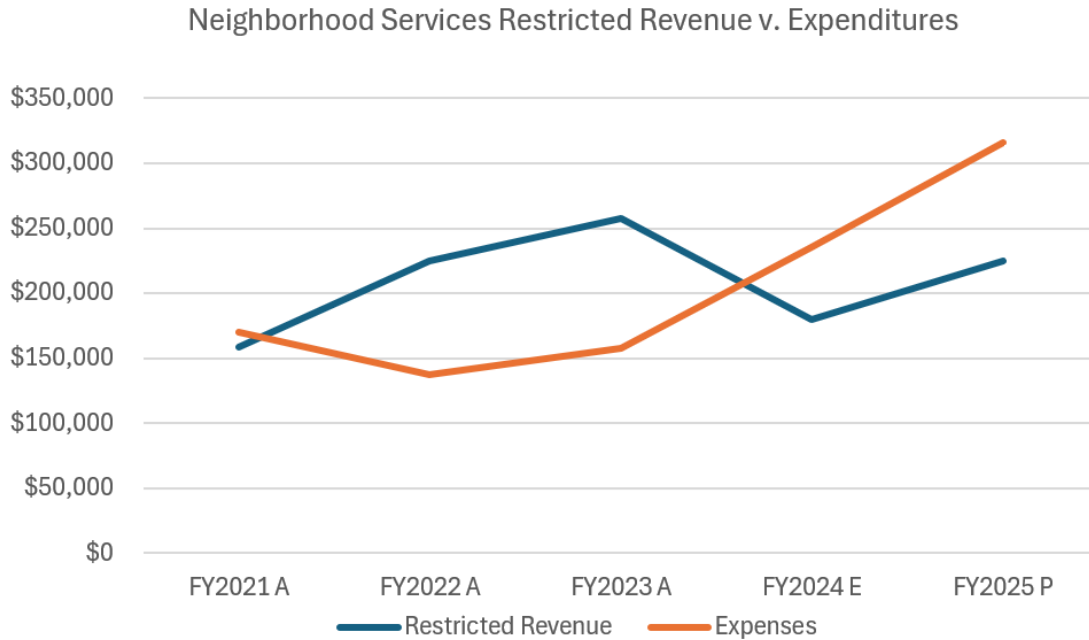
## Inflation

The inflation rate in the US decreased to 3.2% as of February 2024, down from 3.4%. This means that while prices have been rising, they are now doing so slightly slower than before. Some economic concerns might lead to further changes in how quickly prices rise.

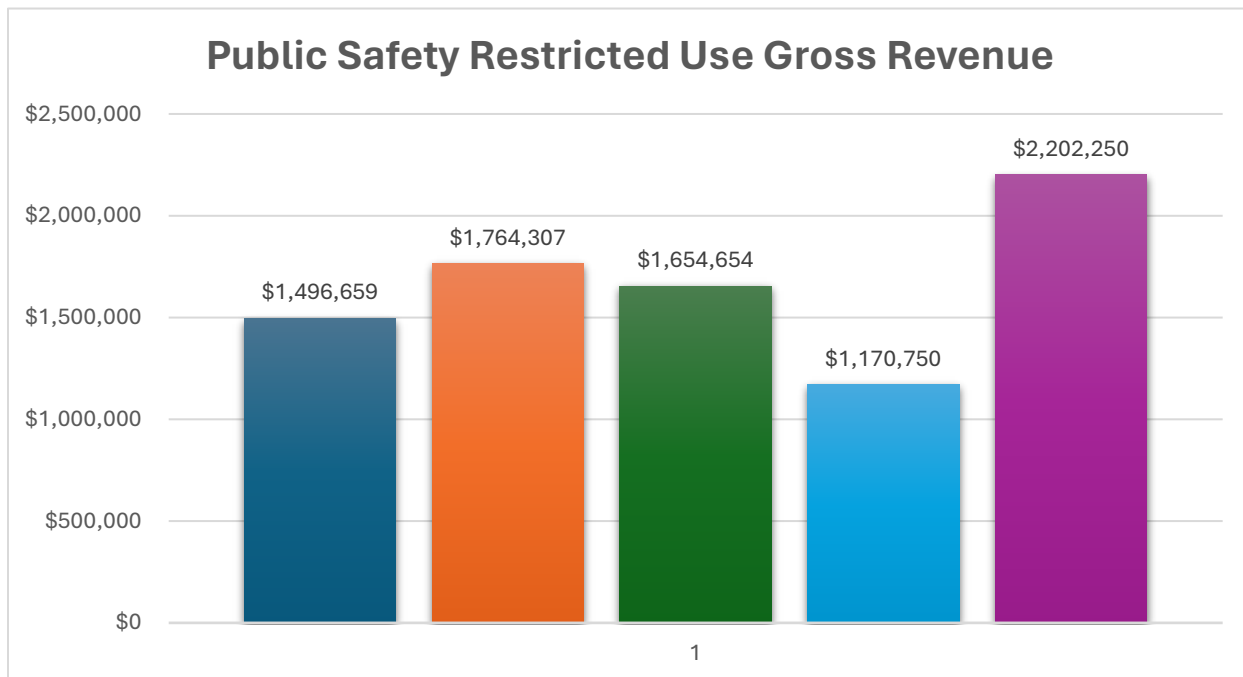


The Town receives a State Grant for the operation of the Police Department and separately collects various permitting and licensing fees and fines. The goal of all Town enforcement programs is voluntary compliance, but some level of fine revenue is inevitable. Fine revenue is unreliable, and because of this, the Town makes very conservative projections. It is important, however, to recognize that the annual police operating grant and various fees and fines lower the Town's reliance on tax revenues to support core operations. For example, the Town's Neighborhood Services programs are funded primarily by revenue raised through licensing and permit programs.

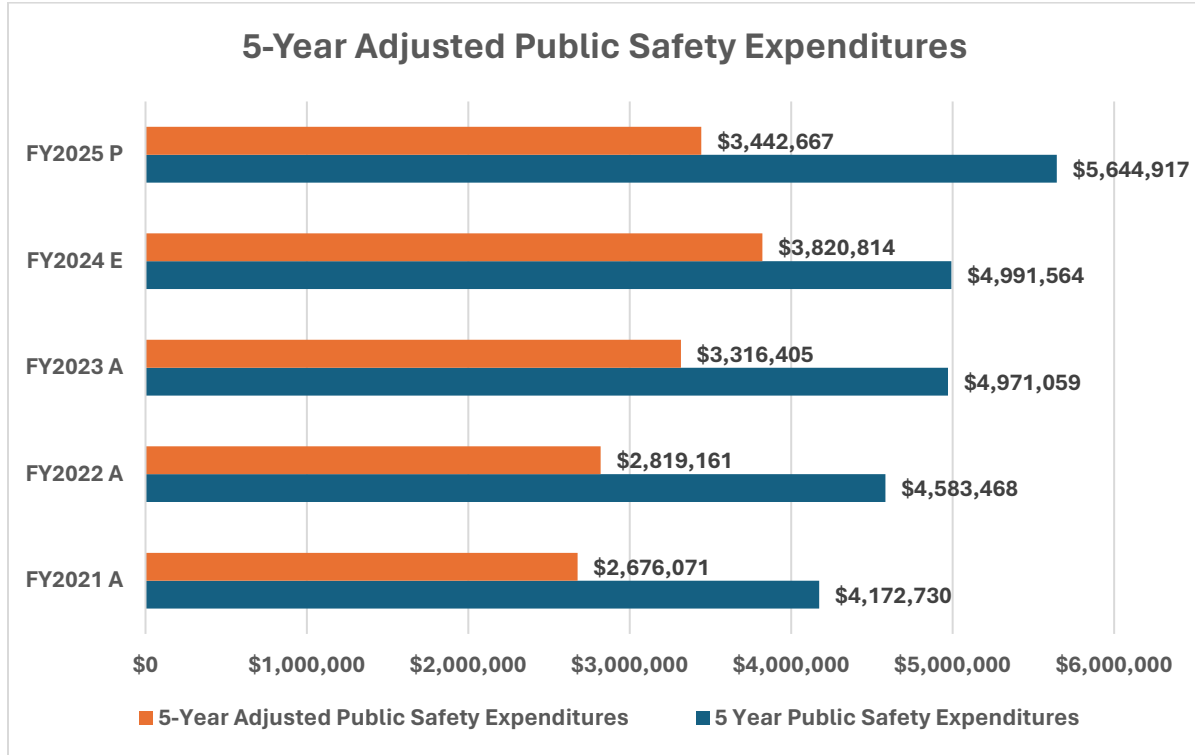
Please note the following illustration:



The Public Safety budget is likewise offset by restricted use operating revenue, as illustrated below:



The following chart compares adjusted public safety expenditures to non-adjusted public safety expenditures. When the public safety restricted use revenue is applied, the General Fund dollar expenditure becomes clear.

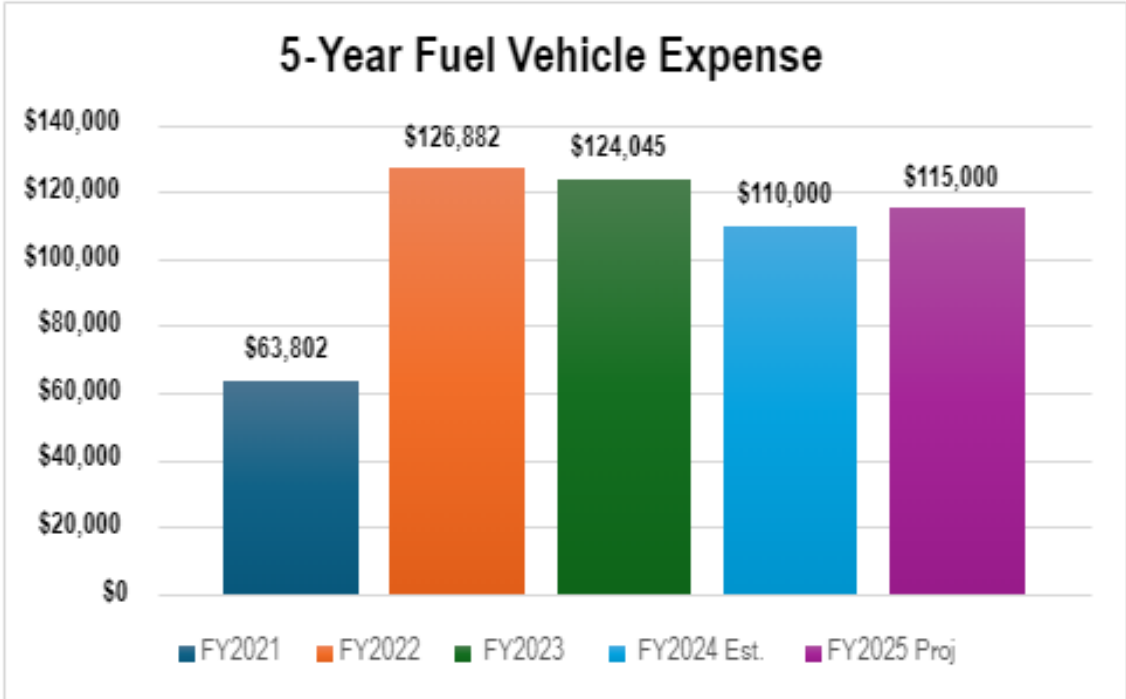


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# EXPENSES

## Fuel Costs

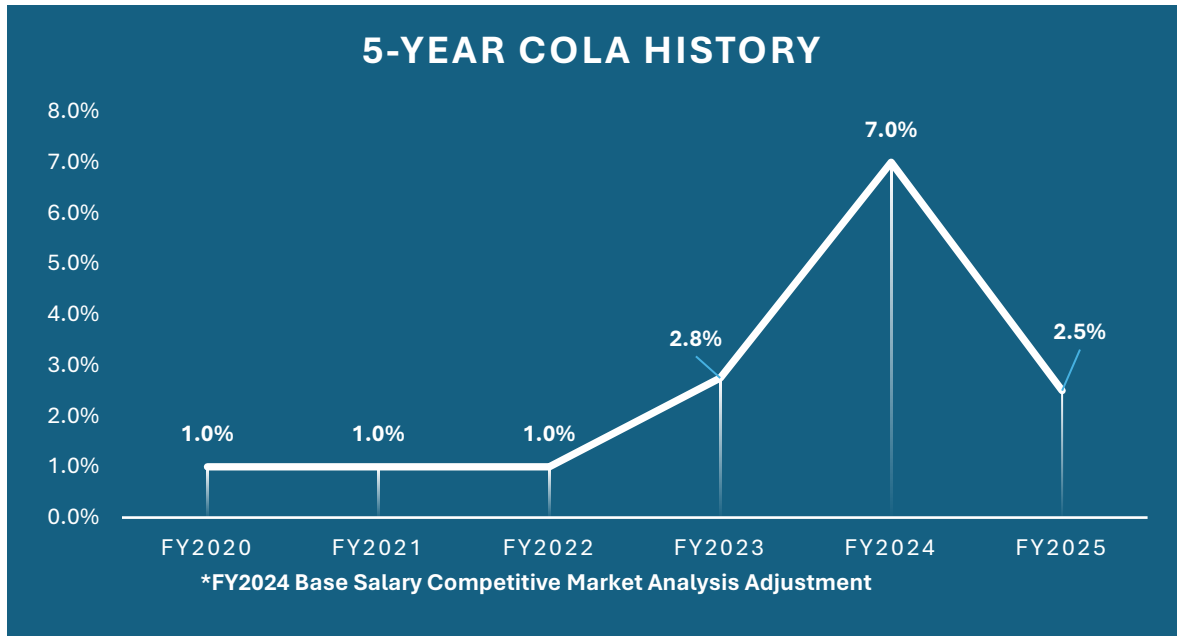
As illustrated below, the rising fuel cost directly impacts the cost of Town operations. Note that the fuel cost will inevitably affect the price of all supplies, goods, and services.



## Cost of Living Adjustment (COLA)

The Town has traditionally adopted a gradual approach to Cost-of-Living Adjustments (COLA) to responsibly manage financial stability and employee compensation. In Fiscal Year 2024, a significant modification was made to the Pay Range Plan. The Town revised the Pay Range Plan based on a consultant's recommendation for a comprehensive 7% adjustment. Due to budgetary constraints, this adjustment was divided into two phases: an initial increase of 3.5%, implemented on July 1, 2023, followed by an additional 3.5% increase on January 1, 2024. This phased approach allowed the Town to mitigate the immediate financial impact, resulting in a cost reduction of \$185,000 for FY2024.

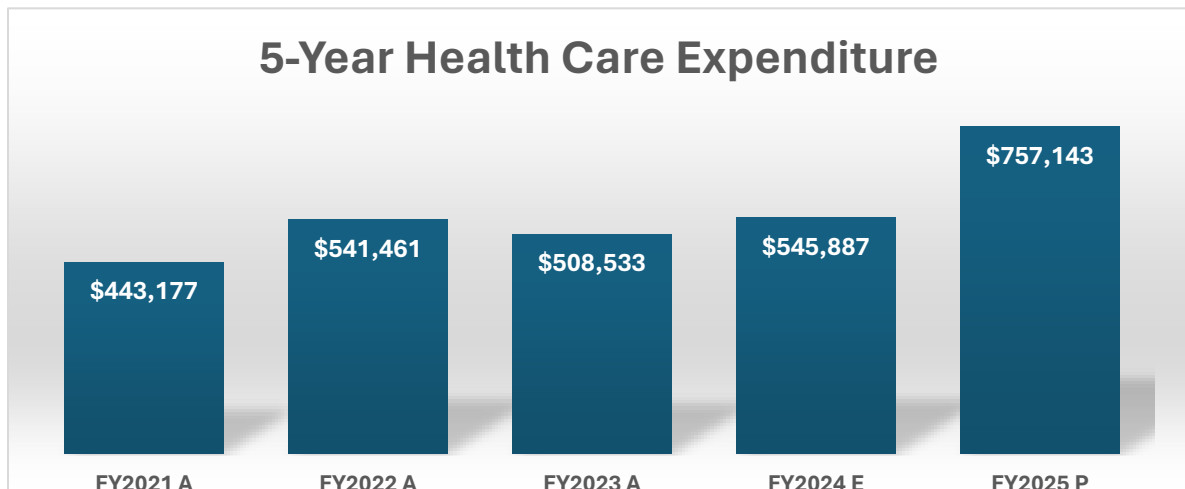
The Town has proposed a 2.5% COLA for FY2025, to remain competitive and to attempt to keep up with inflation. The COLA is one aspect of increasing employee compensation. The other aspect is the merit-step program increases in the Pay Range Plan.



## Health Care Benefit Expenditure

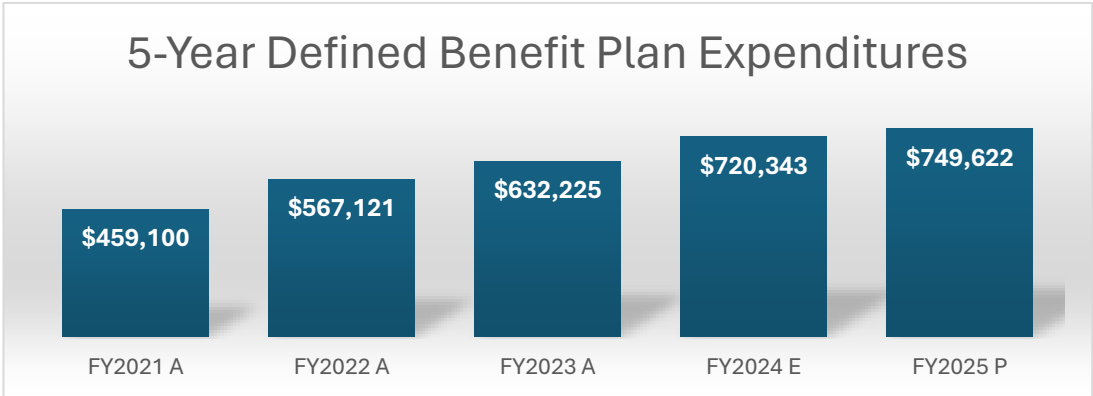
The Town's premium will remain unchanged this year, thanks to successful negotiations that secured a two-year rate agreement, with FY2025 being the second year. However, it is important to note that the expenditure on health care benefits is expected to rise by 5.24%. This increase is due to the addition of new positions and the assumption that currently authorized roles that are vacant will be filled in FY2025 with family plans. Plan participants cover 22% of this cost.

The Town currently observes an almost equal distribution of plan participants between the Single Plan and Family Plan, with a notable annual premium difference of \$18,483. Consequently, any participant switching from the Single to the Family Plan generates an additional \$14,473 in expenses for the Town. Given the possibility of qualifying events triggering plan changes at any moment within the fiscal year, the budget for all vacant and potentially vacant positions has been adjusted to assume Family Plan enrollment to mitigate unexpected financial impacts.



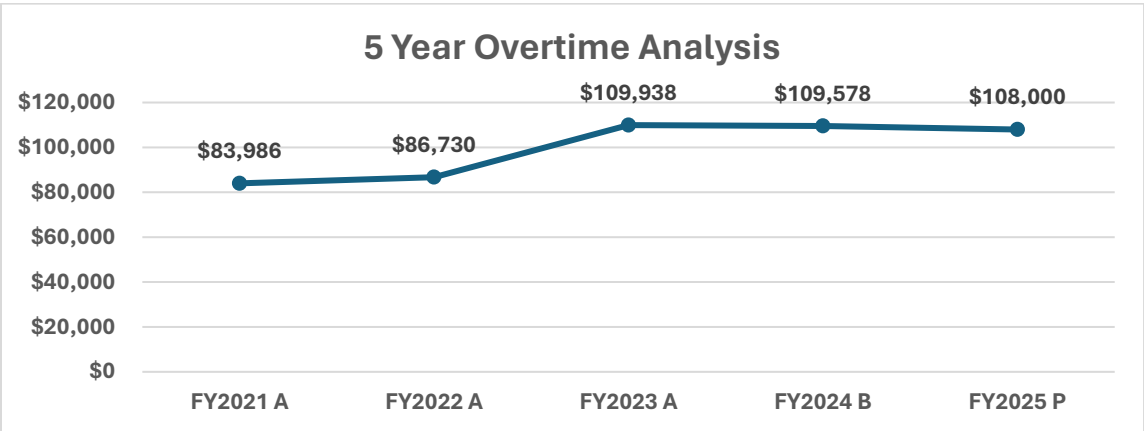
# Defined Benefit Plan Contributions

The Town's contribution to the Defined Benefit Plan (DBP), known as the Actuarially Determined Contribution (ADC), is set at 19.4% for FY2024 and FY2025. As salaries increase, so does the Town's contribution to the DBP. The established discount rate also impacts future increases in the ADC. Adopting the 19.4% ADC is in conjunction with lowering the discount rate from 7.0% to 6.8%. As reported by PNC Bank, the DBP portfolio performed well in the calendar year ending December 31, 2023. The year-end Market Value was \$11,695,469. The goal is to grow the Plan to be 90% funded. The ADC in FY2026 is expected to increase. The Town also needs to continue to contract the discount rate. The current targeted discount rate is 6.5%.



# Overtime Expenditures

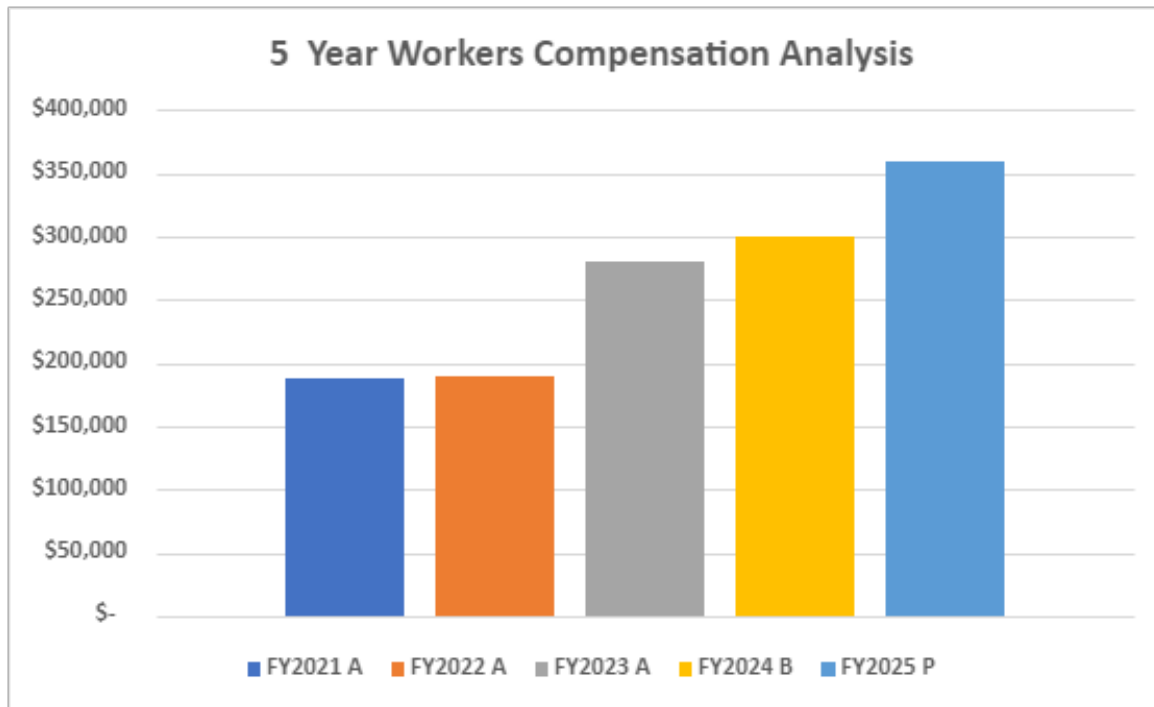
Department Managers work to limit overtime expenditures. This is accomplished through scheduling and utilizing part-time or seasonal employees. As illustrated below, overtime is managed to be relatively flat, considering the increases in salary expenses. However, long-term vacant positions will cause overtime to increase.





# Workers Compensation

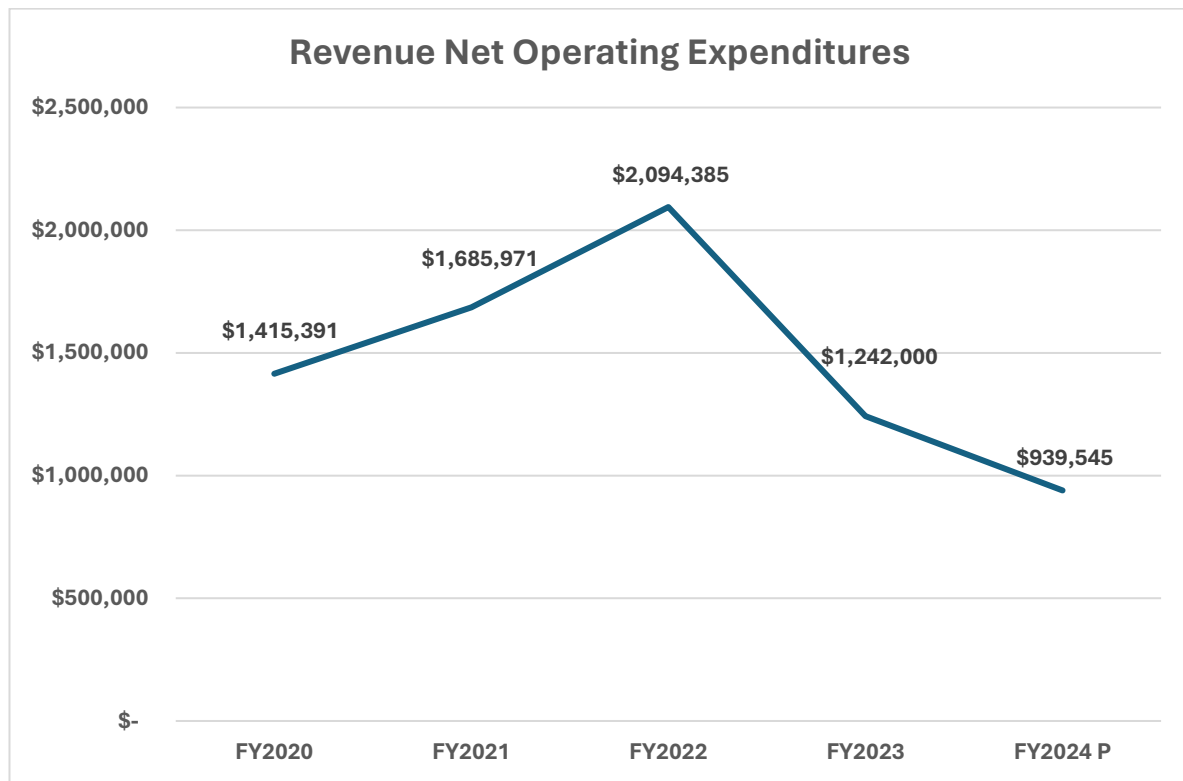
The Town has experienced a modest increase in Worker's Compensation claims. The Town strives to create a safe work environment. As noted in the FY2025 Objectives, the Office of Employee Services continues to redouble its efforts, along with the Department Managers and every employee, to improve safety and reduce the risk of workplace accidents. While this expense has flattened it remains considerably elevated and will take several years of reduced claims to lower.



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# Revenue Net Operating Expenditures

As noted elsewhere herein, an early warning indicator or caution is that revenue net operating expenditures have decreased because some revenues have constricted or increased modestly while expenditures have increased steadily. As noted elsewhere herein, when accounting for vacancy savings, the revenue net operating expenditure falls considerably. This reduces the Town's ability to transfer funds to other funds such as CIP, OPEB, Economic Development, and Debt Service. The change to needing increased funds in the current year for pay-go is here.



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**TOWN OF RIVERDALE PARK  
NOTICE OF A PROPOSED  
REAL PROPERTY TAX INCREASE**

For the taxable year beginning July 1, 2024, the Mayor and Council of the Town of Riverdale Park proposes to increase real property tax rates from \$0.6540 per \$100 of assessment to \$0.6890 per \$100 of assessment.

A virtual public hearing on the proposed real property tax rate increase will be held at 7:30 p.m. on Monday, May 6, 2024. To join, visit <https://us02web.zoom.us/j/81098464074?pwd=aWRzeHVpK3ZxdUdKd094UGlUS3oxUT09>  
Or call: 301-715-8592 (Meeting ID: 810-9846-4074 Passcode: 3272024) to participate.

The hearing is open to the public, and public testimony is encouraged.

Testimony may also be emailed to [community\\_input@riverdaleparkmd.gov](mailto:community_input@riverdaleparkmd.gov).

Persons with questions regarding this hearing may call 301-927-6381 for further information.

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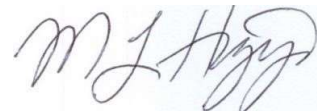
## 2024 Constant Yield Tax Rate Certification

Taxing authority: **Riverdale Park  
 in Prince George's County**

1	1-Jul-2023	Gross assessable real property base	\$	833,259,535
2	1-Jul-2023	Homestead Tax Credit	-	2,066,183
3	1-Jul-2023	Net assessable real property base		831,193,352
4	1-Jul-2023	Actual local tax rate (per \$100)	x	0.6540
5	1-Jul-2023	Potential revenue	\$	5,436,005
6	1-Jul-2024	Estimated assessable base	\$	875,127,938
7	1-Jan-2024	Half year new construction	-	5,478,000
8	1-Jul-2024	Estimated full year new construction*	-	0
9	1-Jul-2024	Estimated abatements and deletions**	-	17,693,485
10	1-Jul-2024	Net assessable real property base	\$	851,956,453

11	1-Jul-2023	Potential revenue	\$	5,436,005
12	1-Jul-2024	Net assessable real property base	÷	851,956,453
13	1-Jul-2024	<b>Constant yield tax rate</b>	\$	<b>0.6381</b>

Certified by



Director

\* Includes one-quarter year new construction where applicable.  
 \*\*Actual + estimated as of July 1, 2024, including Homestead Tax Credit.  
 Form CYTR #1

**FY2025 Authorized Position Schedule**

Positions		FY2023		FY2024		FY2025		Position Changes
		Status	Count	Status	Count	Status	Count	Count
<b>GENERAL GOVERNMENT</b>								
Town Manager	OTM	FT	1.00	FT	1.00	FT	1.00	0.00
Director Administrative Services	OAS	FT	1.00	FT	1.00	FT	1.00	0.00
Program Specialist	OAS	FT	3.00	FT	2.00	FT	2.00	0.00
Communication Manager	OAS	FT	0.00	FT	0.00	FT	1.00	1.00
Event Coordinator	OAS	PT	0.00	PT	0.00	PT	0.50	0.50
Director of Finance and Employee Services	OFS/OES	FT	1.00	FT	1.00	FT	1.00	0.00
Deputy Director Finance - CPA	OFS	FT	1.00	FT	1.00	FT	1.00	0.00
Finance Manager	OFS	FT	0.00	FT	0.00	FT	1.00	1.00
ARPA & Grant Program Manager (Term Position)	OFS	FT	1.00	FT	1.00	FT	1.00	0.00
Finance and Employee Services Coordinator	OFS/OES	FT	1.00	FT	1.00	FT	1.00	0.00
Director Development Services	ODS	FT	1.00	FT	1.00	FT	1.00	0.00
Special Projects Coordinator	ODS	FT	0.50	FT	0.50	FT	0.50	0.00
Neighborhood Improvement Specialist	ONS	FT	2.00	FT	3.00	FT	3.00	0.00
<b>TOTAL GENERAL GOVERNMENT</b>			<b>12.50</b>		<b>12.50</b>		<b>15.00</b>	<b>2.50</b>
<b>PUBLIC SAFETY</b>								
Chief of Police	PD	FT	1.00	FT	1.00	FT	1.00	0.00
Deputy Chief of Police	PD	FT	1.00	FT	1.00	FT	1.00	0.00
Captain (Position Eliminated in the FY24 Budget)	PD	FT	1.00	FT	0.00	FT	0.00	0.00
Lieutenant	PD	FT	1.00	FT	2.00	FT	2.00	0.00
Sergeant	PD	FT	5.00	FT	5.00	FT	5.00	0.00
Corporal	PD	FT	6.00	FT	6.00	FT	6.00	0.00
Private First Class	PD	FT	7.00	FT	7.00	FT	7.00	0.00
Police Officer	PD	FT	2.00	FT	2.00	FT	2.00	0.00
Records and Parking Permit Manager	PD	FT	1.00	FT	1.00	FT	1.00	0.00
Community Safety Manager	WBD	FT	0.00	FT	0.00	FT	1.00	1.00
Community Safety Specialist	WBD	FT	1.00	FT	1.00	FT	1.00	0.00
Telecommunications Supervisor	DS	FT	1.00	FT	1.00	FT	1.00	0.00
Telecommunicator	DS	FT	4.00	FT	4.00	FT	4.00	0.00
Telecommunicator	DS	PT	0.50	PT	0.50	PT	0.50	0.00
<b>TOTAL PUBLIC SAFETY</b>			<b>31.50</b>		<b>31.50</b>		<b>32.50</b>	<b>1.00</b>
<b>PUBLIC WORKS</b>								
Director of Public Projects and Services	DPW	FT	1.00	FT	1.00	FT	1.00	0.00
Deputy Director Public Projects and Services	DPW	FT	0.00	FT	1.00	FT	1.00	0.00
Operations Manager	DPW	FT	1.00	FT	0.00	FT	0.00	0.00
Special Projects Coordinator	DPW	FT	0.50	FT	0.50	FT	0.50	0.00
Team Leads	DPW	FT	0.00	FT	2.00	FT	2.00	0.00
Maintenance Technician	DPW	FT	4.00	FT	4.00	FT	4.00	0.00
Maintenance Technician Driver	DPW	FT	2.00	FT	0.00	FT	0.00	0.00
Neighborhood Ambassador	DPW	PT	0.00	PT	0.00	PT	1.00	1.00
Seasonal Maintenance Technician Driver	DPW	PT	0.25	PT	0.25	PT	0.25	0.00
<b>TOTAL PUBLIC WORKS</b>			<b>8.75</b>		<b>8.75</b>		<b>9.75</b>	<b>1.00</b>
<b>TOTAL ALL POSITIONS</b>			<b>52.75</b>		<b>52.75</b>		<b>57.25</b>	<b>4.50</b>

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Total General Government	15.00
Total Public Safety	32.50
Total Public Projects and Services	9.75
<b>Total Staff</b>	<b>57.25</b>

Riverdale Park Pay Range Plan (07/01/2024 - 06/30/2024)		FY2025							FY2025 COLA					2.50%					
Pay Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7M	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
53	Maintenance Technician I	\$21.94	\$22.27	\$22.60	\$23.17	\$23.75	\$24.34	\$24.95	\$25.45	\$25.96	\$26.48	\$27.01	\$27.55	\$28.10	\$28.66	\$29.23	\$29.81	\$30.41	\$31.02
53	Program Specialist I	\$44,758	\$45,431	\$46,104	\$47,267	\$48,450	\$49,654	\$50,898	\$51,918	\$52,958	\$54,019	\$55,100	\$56,202	\$57,324	\$58,466	\$59,629	\$60,812	\$62,036	\$63,281
54	Maintenance Technician II	\$24.83	\$25.20	\$25.58	\$26.22	\$26.88	\$27.55	\$28.24	\$28.80	\$29.38	\$29.97	\$30.57	\$31.18	\$31.80	\$32.44	\$33.09	\$33.75	\$34.43	\$35.12
54	Neighborhood Services Inspector - I	\$50,653	\$51,408	\$52,183	\$53,489	\$54,835	\$56,202	\$57,610	\$58,752	\$59,935	\$61,139	\$62,363	\$63,607	\$64,872	\$66,178	\$67,504	\$68,850	\$70,237	\$71,645
54	Program Specialist II																		
54	Telecommunicator I																		
55	Neighborhood Services Inspector - II		\$27.62	\$28.31	\$29.02	\$29.75	\$30.49	\$31.10	\$31.72	\$32.35	\$33.00	\$33.66	\$34.33	\$35.02	\$35.72	\$36.43	\$37.16	\$37.90	
55	Police Cadet/ Student Officer		\$56,345	\$57,752	\$59,201	\$60,690	\$62,200	\$63,444	\$64,709	\$65,994	\$67,320	\$68,666	\$70,033	\$71,441	\$72,869	\$74,317	\$75,806	\$77,316	
56	Police Officer - Private		\$29.83	\$30.58	\$31.34	\$32.12	\$32.92	\$33.58	\$34.25	\$34.94	\$35.64	\$36.35	\$37.08	\$37.82	\$38.58	\$39.35	\$40.14	\$40.94	
56	Telecommunicator II		\$60,853	\$62,383	\$63,934	\$65,525	\$67,157	\$68,503	\$69,870	\$71,278	\$72,706	\$74,154	\$75,643	\$77,153	\$78,703	\$80,274	\$81,886	\$83,518	
57	Community Safety Programs Manager		\$32.22	\$33.03	\$33.86	\$34.71	\$35.58	\$36.29	\$37.02	\$37.76	\$38.52	\$39.29	\$40.08	\$40.88	\$41.70	\$42.53	\$43.38	\$44.25	
57	Executive Associate		\$65,729	\$67,381	\$69,074	\$70,808	\$72,583	\$74,032	\$75,521	\$77,030	\$78,581	\$80,152	\$81,763	\$83,395	\$85,068	\$86,761	\$88,495	\$90,270	
57	Neighborhood Services Inspector - III																		
57	Police Officer - PFC																		
57	Program Specialist III																		
57	Project Manager (ARPA)																		
57	Records & Parking Permits Manager																		
57	Special Projects Coordinator																		
57	Team Leader																		
58	Police Officer - Corporal		\$35.43	\$36.32	\$37.23	\$38.16	\$39.11	\$39.89	\$40.69	\$41.50	\$42.33	\$43.18	\$44.04	\$44.92	\$45.82	\$46.74	\$47.67	\$48.62	
58	Finance Specialist II		\$72,277	\$37,773	\$38,719	\$39,686	\$40,674	\$41,486	\$42,318	\$43,160	\$44,023	\$44,907	\$45,802	\$46,717	\$47,653	\$48,610	\$49,577	\$50,565	
58	Telecommunicator Supervisor																		
59	Finance and Employee Services Coordinator		\$38.99	\$39.96	\$40.96	\$41.98	\$43.03	\$43.89	\$44.77	\$45.67	\$46.58	\$47.51	\$48.46	\$49.43	\$50.42	\$51.43	\$52.46	\$53.51	
59	Police Officer - Sergeant		\$79,540	\$81,518	\$83,558	\$85,639	\$87,781	\$89,536	\$91,331	\$93,167	\$95,023	\$96,920	\$98,858	\$100,837	\$102,857	\$104,917	\$107,018	\$109,160	
60	Police Officer - Lieutenant		\$42.90	\$43.97	\$45.07	\$46.20	\$47.36	\$48.31	\$49.28	\$50.27	\$51.28	\$52.31	\$53.36	\$54.43	\$55.52	\$56.63	\$57.76	\$58.92	
60	Deputy Director of Public Projects and Services		\$87,516	\$89,699	\$91,943	\$94,248	\$96,614	\$98,552	\$100,531	\$102,551	\$104,611	\$106,712	\$108,854	\$111,037	\$113,261	\$115,525	\$117,830	\$120,197	
61	Deputy Finance Director - CPA		\$47.17	\$48.35	\$49.56	\$50.80	\$52.07	\$53.11	\$54.17	\$55.25	\$56.36	\$57.49	\$58.64	\$59.81	\$61.01	\$62.23	\$63.47	\$64.74	
61	Director of Administrative Service		\$96,227	\$98,634	\$101,102	\$103,632	\$106,223	\$108,344	\$110,507	\$112,710	\$114,974	\$117,280	\$119,626	\$122,012	\$124,460	\$126,949	\$129,479	\$132,070	
61	Director of Development & Neighborhood Services																		
62	Deputy Chief of Police		\$49.99	\$51.24	\$52.52	\$53.83	\$55.18	\$56.28	\$57.41	\$58.56	\$59.73	\$60.92	\$62.14	\$63.38	\$64.65	\$65.94	\$67.26	\$68.61	
62	Finance & Employee Services Director		\$101,980	\$104,530	\$107,141	\$109,813	\$112,567	\$114,811	\$117,116	\$119,462	\$121,849	\$124,277	\$126,766	\$129,295	\$131,886	\$134,518	\$137,210	\$139,964	
62	Public Projects & Services Director																		
63	Chief of Police		\$54.51	\$55.87	\$57.27	\$58.70	\$60.17	\$61.37	\$62.60	\$63.85	\$65.13	\$66.43	\$67.76	\$69.12	\$70.50	\$71.91	\$73.35	\$74.82	
63			\$111,200	\$113,975	\$116,831	\$119,748	\$122,747	\$125,195	\$127,704	\$130,254	\$132,865	\$135,517	\$138,230	\$141,005	\$143,820	\$146,696	\$149,634	\$152,633	

# Financial Policies

## General

The Town has a duty to its residents to carefully account for public funds, to manage its finances wisely, and to plan for the adequate funding of services desired by the public, including the provision and maintenance of public facilities. The Town works to ensure that it can adequately fund and provide government services desired by the community, considering tight budgets, significant changes in Federal and State policies toward local government funding, and changes in economic conditions. Ultimately, the Town's reputation and success will depend on the public's awareness and acceptability of the management and delivery of these services.

These policies guide the Town's overall fiscal planning and management. The principles contained herein are intended to foster and support the continued financial strength, stability, and sustainability of Riverdale Park. These financial principles are broad and timeless statements. The Town seeks:

- To deliver quality services in an affordable, efficient, and cost-effective manner and to provide full value for each tax dollar.
- To maintain an adequate financial base to sustain the proper level of municipal services, thereby preserving the quality of life in Riverdale Park.
- To provide essential public facilities and prevent deterioration of the Town's public facilities and its capital assets.
- To have the ability to withstand local and regional economic fluctuations, to adjust to changes in the service requirements of our community, and to respond to changes in Federal and State priorities and funding as they affect the Town's residents.
- To protect and enhance the Town's credit rating in the financial community and assure the Town's taxpayers that the Town government is well-managed and financially sound.
- To ensure the legal use of all Town funds through adherence to the highest accounting and management practices as set by the Government Finance Officers Association (GFOA) standards for financial reporting and budgeting, by the Governmental Accounting

Standards Board (GASB) and other professional standards, and by adherence to State and Local Law and the Town's Charter.

Adherence to these principles will enhance the Town's financial health as well as its image and credibility with its residents, the public in general, bond rating agencies, and investors. It will also protect the Council's policy-making ability by ensuring that important policy decisions are not controlled by financial problems or emergencies.

To achieve these purposes, it is important to regularly engage in the process of financial planning, including reaffirming and updating these financial policies as Riverdale Park continues to grow and develop. Policy changes will be needed as the Town continues to grow and become more diverse and complex in the services it provides, as well as the organization under which it operates to provide these services to its residents.

### **Budget Administration and Controls**

Budget preparation allows departments the opportunity to reassess goals and objectives and the means for accomplishing them. Budget Administration is an important component of the budget preparation process. Budget Administration includes the planning, compilation, implementation, and monitoring of the Town's budget pursuant to Town budgetary policy and controls. The financial policies outlined below will protect the financial health of the Town and continue to provide the services that are important to the community.

- The Town uses a five-year (5) long-term financial plan that incorporates both revenue and expenditure projections. The long-range plan is updated annually and presented to the Town Council during the Town budget process.
- The Town prepares a budget based on the guidelines established by the GFOA. The proposed budget will contain the following:
  - Revenue estimates by major category and by major fund;
  - Expenditure estimates by fund, Department, and major expenditure category;
  - Estimated current available resources by the major fund;
  - Debt service by issue detailing principal and interest amounts by fund;
  - Proposed personnel staffing levels;
  - A detailed schedule of capital projects.
  - The budget fully appropriates the resources needed for authorized regular staffing. All personnel actions shall be in conformance with applicable federal and state law and all Town ordinances and policies;
  - The Finance Services Department, in consultation with the Town Manager, shall annually provide a budget preparation schedule outlining the preparation timelines for the proposed budget. Budget packages for the preparation of the budget, including forms and instructions, shall be distributed to Town departments in a timely manner for the Department's completion. Department Directors shall prepare and return their budget proposals to the Finance Services Department, as required in the budget preparation schedule.



- The Town strives to use one-time monies or currently available resources for one-time costs and capital expenditures and not ongoing current expenditures. If financial circumstances require the use of one-time monies for current expenditures, the Town Manager will address balancing any structural deficit in the long term and plan to replenish the General Fund Unassigned Reserve.
- The Town's annual budget includes contingency appropriations in the Operating Budget. These funds are to provide for unanticipated costs and needs that may arise throughout the fiscal year. The amount of contingency budgeted per fiscal year will be based on historical use and adjusted annually to protect against unknown risks and uncertainty.
- The budget is adopted by the Council at the fund level. The budget book will provide details on the departmental level. Department Directors are required to control expenditures to prevent exceeding their total departmental expenditure budget by category; budgetary transfers will be granted with proper approval level as outlined in the Operating Policies and Procedures (OPP). It is the responsibility of these Department Directors to immediately notify the Office of Finance Services and the Town Manager of any exceptional circumstances that could cause a departmental expenditure budget to be exceeded.
- The Office of Finance Services monitors and updates projected revenues monthly. If a deficit is projected during any fiscal year, the Town will take steps to reduce expenditures or increase operating revenues. The Town may also use contingency appropriations, General Fund Unassigned Reserves, or currently available resources to the extent necessary to ensure a balanced budget at the close of the fiscal year. Any transfer from General Fund Unassigned Reserves will require a budget amendment approved by the Council. The Town Manager may institute a cessation during the fiscal year on hirings, promotions, transfers, and capital equipment purchases or take other such proper steps to ensure the Town's fiscal health. Such action will not be taken arbitrarily, and the Town Manager shall report any such action to the Town Council.

### **Revenues and Collections**

All Town employees are considered stewards of public funds. To provide funding for service delivery, the Town must have reliable revenue sources. These diverse revenues must be collected equitably, timely, and efficiently.

The town's goal is to have a diverse general fund revenue base. While the majority of the Town's revenue is from real property taxes, and diversity is found within the assessable tax base. The other revenue sources include intergovernmental shared revenues, licenses and permits, user fees, automated enforcement fines, and other miscellaneous revenues.

It is important that the Town maintains a diversified and stable revenue base to shelter it from economic changes or short-term fluctuations in any one revenue source, or portion thereof, by:

- Attracting and retaining a diverse mix of real property uses;
- Ensuring real property is maintained, and regular reinvestment occurs;
- Seeking grant funds for Establishing new charges and fees as needed and as permitted by law;
- Pursuing legislative change, when necessary, to permit changes or establishment of user charges and fees;
- Ensuring collection of all revenues, late penalties, and related interest as authorized by the Town Statutes.

The Town monitors all taxes to ensure they are equitably administered and collections are timely and accurate. Fees and charges are recovered at the listed percentage of the reasonable cost necessary to provide the listed services, products, or regulations as specified in the Town Code.

The Town pursues intergovernmental aid for those programs and activities that address a recognized need and are consistent with the Town's long-range objectives. Any decision to pursue intergovernmental aid includes consideration of the following:

- Present and future funding requirements;
- Cost of administering the funds;
- Costs associated with special conditions or regulations attached to a grant award.

### **Expenditure Control**

Expenditure control is an important element of budget execution. The objective of expenditure control is to make sure expenditures have been approved and utilized for the intended purpose. This enables the Town to maintain a high level of fiscal discipline while implementing planned activities. Management ensures compliance with the legally adopted budget. In addition, purchases and expenditures comply with legal requirements, policies, and procedures set forth by the Town.

- Expenditures are controlled by the annual budget at the fund/department level. The Town Council establishes appropriations through the budget process. Transfers between major categories require Council approval. Administrative approval and processing of certain budget transfers within major categories are authorized by the Town Charter.
- The Town maintains a purchasing system that provides needed materials in a timely manner to avoid interruptions in the delivery of services. All purchases are made in accordance with the Town's purchasing policies, guidelines and procedures, and state and federal laws. The Town endeavors to obtain supplies, equipment, and services as economically as possible.
- Expenditures are controlled through appropriate internal controls and procedures when invoices are processed for payment.

- The Town pays applicable contractor invoices in accordance with the Town's policies and contract requirements.

## **FUND DESCRIPTIONS**

The financial operations of the Town are organized into funds, each of which is a separate fiscal and accounting entity. Every revenue received or expenditure made by the Town is accounted for through one of the funds delineated on the fund balance sheet.

### **Grants**

The Town seeks grant opportunities to diversify its revenue sources. Expenditures from awarded grants are subject to audit by the grantor. The Town is responsible for ensuring all grant funds are expended in accordance with grant agreements for eligible expenditures. The Town utilizes a cross-department process to ensure that grant funds are properly administered.

**FY2025**

**FUND BALANCE AND DEBT SERVICE**

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FY2025 Real Property Tax Revenue available after Debt Payments and Tax Incremental Financing Payments	Tax Rate	General Fund <sup>1</sup>	Tax Incremental Financing Calvert Tract <sup>2</sup>

<b>Assessable Base</b>		851,956,453	152,144,800
Gross Real Property Tax Revenue	0.6890	5,869,980	
TIF Revenue available for Town Debt Service	0.0880	133,887	
TIF Revenue dedicated to Calvert Tract	0.6010		906,783
TIF Administrative Expenses			(10,000)
TIF Interest Payments Due			(101,579)
TIF Adjusted Annual Debt Service			(263,004)
Walk Bike Drive CIP		(298,185)	(53,251)
<b>FY2025 Debt Payments</b>			
PNC - 11/30/2024		149,595	
PNC - 5/30/2025		147,480	
		<u>297,075</u>	
CDA (15 yr.) - 11/1/2024		6,164	
CDA (15 yr.) - 5/1/2025		71,164	
		<u>77,328</u>	
CDA (30 yr.) - 11/1/2024		13,958	
CDA (30 yr.) - 5/1/2025		78,458	
		<u>92,416</u>	
<b>Total Debt Payments</b>		<u>466,818</u>	(466,818)
TIF Surplus/Deficit			<u>478,949</u>
TIF Surplus Available for General Fund		478,949	(478,949)
Funds used from Debt Service Reserve Fund		397,323	
<b>Net Real Property Tax Revenue available for General Fund</b>		<u>6,115,137</u>	

<sup>1</sup> In calculating the constant yield for the Town of Riverdale Park, the State of Maryland subtracted the entire value of the Calvert Tract (Riverdale Park Station) from the Town's assessable base. This is a conservative approach. Staff are working with the State to ensure an accurate accounting.

<sup>2</sup> Based on current assessment and the June 2025 Projected Debt Service Coverage.

**Tax Incremental Financing (TIF) Riverdale Park Station / Calvert Tract**

The Calvert Tract is the location of the Riverdale Park Station Development. The Town is participating in a Tax Increment Financing (TIF) structure. The TIF involves the incremental increases in the assessable value of the Calvert Tract. Increases above the base value go to support the hard-cost construction of the bridge from Riverdale Park Station to Lafayette Avenue.

FY2025 Long Term Debt				
Institution	Date of Loan	Maturity Date	Interest Rate	Projected Principal Balance as of 6/30/2025
PNC Bank	05/29/12	06/30/26	3.00%	291,000
State of Maryland CDA - 30 Year	10/01/13	05/01/31	5.085%	430,500
State of Maryland CDA - 15 Year	10/01/13	05/21/28	3.788%	212,500
<b>Total</b>				<u><u>934,000</u></u>

The Town has three (3) loans with a total principal balance of \$934,000 as of 06/30/2025, which is down from the \$1,345,500 balance that the Town will have at the end of FY2024. The annual debt service payment represents 6.75% of gross real property tax revenue.

Fund Balance Projection for June 30, 2025	General Fund	OPEB Committed	Community Development Committed	Total General Fund	Economic Development Fund	Health and Wellness Fund	Special Revenue Fund (TIF Admin)	Debt Service Reserve Fund	Capital Improvement Projects
<b>AUDITED FUND BALANCES June 30, 2023</b>	5,239,498	400,000	72,467	5,711,965	906,580	61,984	96,910	95,594	5,429,031
<b>FY2024 Activity</b>									
<b>GENERAL FUND RESERVE TRANSFERS:</b>									
<b>Transfers from:</b>									
Operating Budget to OPEB				-					
General Fund to Debt Service Reserve	(342,458)	-		(342,458)				342,458	
General Fund to CIP	(1,106,258)			(1,106,258)					1,106,258
General Fund to Economic Development Fund	-		-	-	-				
General Fund to Community Development Fund	-		-	-					
General Fund Reserve to Operating Budget	(327,453)			(327,453)					
<b>OTHER FUND TRANSFERS</b>									
Economic Development to General Fund	75,000			75,000	(75,000)	-			
OPEB to General Fund	128,453	(128,453)		-					
Economic Fund to Community Development Fund			11,750	11,750	(11,750)				
<b>EXTERNAL DEPOSITS (INFLOWS) FY2024</b>									
From Prince Georges County TIF Real Property Taxes							433,602	130,229	
From State of Maryland Highway User Funds									278,748
From Benecon Health Care Benefit Premium Refund						80,000			13,168
From Cable Franchise PEG Capital Funds									7,036
From various CIP funding sources									389,540
Grant Revenues					75,000				(723,118)
ARPA Revenue					723,533				-
CDA Loan Proceeds									700,000
State Bond Bills									
<b>FUND EXPENDITURES (OUTFLOWS) FY2024</b>									
CIP Expenditures									(3,717,081)
ARPA Expenditures					(430,000)				
Economic Development Projected Grants Paid					(10,000)				
Community Development Projected Grants Paid			(30,000)	(30,000)					
Debt Service Payments								(466,941)	
TIF Administrative Fees Paid							(25,000)		
TIF Bond Bill Paid							(379,009)		
Projected FY2024 Operating Budget Net Surplus/(Deficit)	939,545			939,545					
<b>PROJECTED FUND BALANCES June 30, 2024</b>	<b>4,606,327</b>	<b>271,547</b>	<b>54,217</b>	<b>4,932,091</b>	<b>1,178,363</b>	<b>141,984</b>	<b>126,503</b>	<b>101,340</b>	<b>3,483,582</b>
<b>FY2025 Activity</b>									
<b>GENERAL FUND RESERVE TRANSFERS:</b>									
<b>Transfers from:</b>									
General Fund to Debt Service Reserve	(397,323)	-		(397,323)				397,323	
General Fund to CIP	(244,665)	-		(244,665)					244,665
General Fund to CIP - Matching Grants	(242,000)		-	(242,000)					242,000
General Fund Reserve to CIP	(300,000)			(300,000)					300,000
General Fund to Operating Budget	(397,380)			(397,380)					
<b>OTHER FUND TRANSFERS</b>									
Economic Development to General Fund	378,218			378,218	(378,218)	-			
OPEB to General Fund	-	-		-					
Health and Wellness Fund to General Fund	100,000		-	100,000		(100,000)			
<b>EXTERNAL DEPOSITS (INFLOWS) FY2025</b>									
Walk Bike Drive Tax Revenue (.035 Tax Increase)									351,435
From Prince Georges County TIF Real Property Taxes							478,949	-	
From State of Maryland Highway User Funds									316,297
From Benecon Health Care Benefit Premium Refund									16,000
From Cable Franchise PEG Capital Funds									33,000
Sale of Vehicles									837,540
Grant Revenues									354,887
Economic Development Fund to CIP					(354,887)				
CDA Loan Proceeds									-
State Bond Bills									-
<b>FUND EXPENDITURES (OUTFLOWS) FY2025</b>									
CIP Expenditures									(5,946,660)
Revenue Replacement Expenditures					(304,500)				
Economic Development Projected Grants Paid					(50,000)				
Community Development Projected Grants Paid			(30,000)	(30,000)					
Funds used from Debt Service Reserve								(397,323)	
TIF Administrative Fees Paid							(10,000)		
TIF Bond Bill Paid							(364,583)		
Projected FY2025 Operating Budget Net Surplus/(Deficit)	-			-					
<b>PROJECTED FUND BALANCES June 30, 2025</b>	<b>3,503,177</b>	<b>271,547</b>	<b>24,217</b>	<b>3,798,941</b>	<b>90,757</b>	<b>41,984</b>	<b>230,869</b>	<b>101,340</b>	<b>232,747</b>

FY2024 Activity and Fund Balances

FY2025 Activity and Fund Balances

**FY 2025**

**PROJECTIONS AND SUMMARIES**



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## Town of Riverdale Park 5-Year Projections

The 5-year projections are designed to provide a high-level view to assist in strategic decision-making. The projections are based on the FY2025 budget. Transfers from the General Fund (read as current-year revenue) to the CIP Fund for acquisition of vehicles and other CIP projects are referred to as pay-go. This is to differentiate between paying as we go (pay-go), from the use of prior year or grants.

Please note that the projections over 5-years illustrate potential future budget deficits. The FY2025 budget detailed in this document was balanced. This budget was balanced through delaying the hiring of certain positions; transfers from the health and wellness fund to the General Fund, and from ARPA funding; increasing multifamily rental licensing fees, and expanding the automated enforcement program. There are many variables at play in 5-year budget projections and it is important to keep a high-level view of such information.

The timing of new development will play a crucial role in the future financial health of the Town. For illustration purposes FY2025 projects a significant increase in real property tax revenue. However, with growth comes the need to expand the staff team. CIP will continue to be a significant challenge as without pay-go funding the Town will continue its reliance on grants, and revenue net operating expenditures will be higher than prior year. Retiring a significant part of debt service in FY2027 provides little relief in light of increased expenditures. While the Town has several development projects under consideration, the most impactful in the development pipeline is the full buildout of the Riverdale development. (See Appendix).

FY2025 5-Year Projections Operating Revenue	Projected Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
	FY2025	FY2026	FY2027	FY2028	FY2029
	\$	\$	\$	\$	\$
<b>Operating Revenue</b>	<b>11,178,807</b>	<b>11,393,081</b>	<b>11,901,810</b>	<b>12,257,236</b>	<b>12,619,626</b>
<b>Local Taxes</b>	7,696,137	7,888,540	8,381,574	8,716,837	9,065,510
Projected Growth Rate		2.5%	6.3%	4.0%	4.0%
<b>Licenses &amp; Permits</b>	229,125	233,708	238,382	240,766	243,174
Projected Growth Rate		2.0%	2.0%	1.0%	1.0%
<b>Administrative Fees</b>	2,100	2,100	2,121	2,121	2,142
Projected Growth Rate		0.0%	1.0%	0.0%	1.0%
<b>Fines &amp; Forfeitures</b>	72,500	72,500	73,225	73,225	73,957
Projected Growth Rate		0.0%	1.0%	0.0%	1.0%
<b>Automated Safety Programs</b>	2,168,750	2,168,750	2,168,750	2,168,750	2,168,750
Projected Growth Rate		0.0%	0.0%	0.0%	0.0%
<b>Intergovernmental Revenues</b>	291,666	294,583	297,529	300,504	303,509
Projected Growth Rate		1.0%	1.0%	1.0%	1.0%
<b>Reimbursements, Rebates and Refunds</b>	22,336	22,783	23,011	23,471	23,706
Projected Growth Rate		2.0%	1.0%	2.0%	1.0%
<b>Other Revenues</b>	696,193	710,117	717,218	731,562	738,878
Projected Growth Rate		2.0%	1.0%	2.0%	1.0%
<b>Total Revenue</b>	<b>11,178,807</b>	<b>11,393,081</b>	<b>11,901,810</b>	<b>12,257,236</b>	<b>12,619,626</b>

FY2025 5-Year Projections Operating Expenditures	Projected Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
	FY2025	FY2026	FY2027	FY2028	FY2029
	\$	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>11,178,807</b>	<b>11,741,817</b>	<b>12,354,033</b>	<b>13,005,573</b>	<b>13,700,148</b>
<b>Salary and Wages</b>	5,030,953	5,232,191	5,441,479	5,659,138	5,885,504
Projected Growth Rate		4.0%	4.0%	4.0%	4.0%
<b>Benefits</b>	2,414,979	2,656,477	2,922,125	3,214,338	3,535,772
Projected Growth Rate		10.0%	10.0%	10.0%	10.0%
<b>Overtime</b>	108,000	110,160	112,914	115,172	117,475
Projected Growth Rate		2.0%	2.5%	2.0%	2.0%
<b>Contractual Services</b>	1,861,128	1,926,267	1,993,686	2,063,465	2,135,686
Projected Growth Rate		3.5%	3.5%	3.5%	3.5%
<b>Operating Expenses</b>	1,138,597	1,178,448	1,219,694	1,262,383	1,306,566
Projected Growth Rate		3.5%	3.5%	3.5%	3.5%
<b>Other Expenses</b>	265,000	274,275	283,875	293,811	304,094
Projected Growth Rate		3.5%	3.5%	3.5%	3.5%
<b>Weather Response Services</b>	28,000	28,980	29,994	31,044	32,131
Projected Growth Rate		3.5%	3.5%	3.5%	3.5%
<b>Town Buildings - Town Hall</b>	28,950	29,963	31,012	32,097	33,220
Projected Growth Rate		3.5%	3.5%	3.5%	3.5%
<b>Town Buildings - Police Services</b>	29,500	30,533	31,602	32,708	33,853
Projected Growth Rate		3.5%	3.5%	3.5%	3.5%
<b>Town Buildings - Public Works</b>	38,500	39,848	41,243	42,687	44,181
Projected Growth Rate		3.5%	3.5%	3.5%	3.5%
<b>Town Buildings - Auxiliary</b>	11,700	12,110	12,534	12,973	13,427
Projected Growth Rate		3.5%	3.5%	3.5%	3.5%
<b>Community Events</b>	106,500	111,825	117,416	123,287	129,451
Projected Growth Rate		5.0%	5.0%	5.0%	5.0%
<b>Grants</b>	117,000	122,850	128,993	135,443	142,215
Projected Growth Rate		5.00%	5.00%	5.00%	5.00%
<b>Total Operating Expenditures</b>	<b>11,178,807</b>	<b>11,741,816</b>	<b>12,354,032</b>	<b>13,005,572</b>	<b>13,700,147</b>
<b>Additions to Expenditures</b>					
<b>Pay-go Capital Expenditures</b>	-	600,000	700,000	800,000	900,000
<b>Total General Fund Expenditures</b>	<b>11,178,807</b>	<b>12,341,816</b>	<b>13,054,032</b>	<b>13,805,572</b>	<b>14,600,147</b>
REVENUE NET OPERATING EXPENDITURES	(0)	(948,735)	(1,152,222)	(1,548,336)	(1,980,521)

# FY2025 Revenue and Expenditure Budget Overview

FY2025 Budget Detail Operating Revenue Summary	FY2023	FY2024	FY2024	FY2025	FY2025
	Actual Revenue	Approved Budget	Estimated Actual	Budget	Budget
	\$	\$	\$	\$	%
<b>Operating Revenue</b>	9,977,590	9,505,270	9,766,619	11,178,807	100%
Local Taxes	7,329,362	7,441,671	7,530,175	7,696,137	68.85%
Licenses & Permits	227,234	196,930	183,840	229,125	2.05%
Administrative Fees	46,410	2,950	22,900	2,100	0.02%
Fines & Forfeitures	46,880	45,500	37,000	72,500	0.65%
Automated Safety Programs	1,609,730	1,127,000	1,153,960	2,168,750	19.40%
Intergovernmental Revenues	332,297	164,836	251,407	291,666	2.61%
Reimbursements, Rebates and Refunds	32,366	37,336	22,336	22,336	0.20%
Other Revenues	353,310	489,047	565,001	696,193	6.23%
				—	
<b>Total Revenue</b>	<b>9,977,590</b>	<b>9,505,270</b>	<b>9,766,619</b>	<b>11,178,807</b>	<b>100%</b>

Operating Revenue

FY2025 Budget Detail Operating Expenditure Summary	FY2023	FY2024	FY2024	FY2025	FY2025
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget	Budget
	\$	\$	\$	\$	%
<b>Operating Expenditures</b>	8,489,453	9,500,270	8,827,074	11,178,807	100%
Salary and Wages	4,050,102	4,440,216	4,043,624	5,030,953	45.00%
Benefits	1,847,929	2,170,447	2,065,655	2,414,979	21.60%
Overtime	109,938	95,000	109,578	108,000	0.97%
Contractual Services	1,355,590	1,241,475	1,207,784	1,861,128	16.65%
Operating Expenditures	852,845	1,042,846	1,002,460	1,138,597	10.19%
Other Expenditures	82,897	239,500	139,000	265,000	2.37%
Weather Response Services	12,775	28,000	20,000	28,000	0.25%
Municipal Center Buildings	92,942	99,486	95,650	108,650	0.97%
Community Events	19,907	44,200	46,701	106,500	0.95%
Community Grants	64,528	99,100	96,623	117,000	1.05%
<b>Total Expenditures</b>	<b>8,489,453</b>	<b>9,500,270</b>	<b>8,827,074</b>	<b>11,178,807</b>	<b>100%</b>

Operating Expenditures



FY2025 Budget Detail Operating Revenue	FY2022	FY2023	FY2024	FY2024	FY2025
	Actual Revenue	Actual Revenue	Budget	Estimated Actual	Budget
	\$	\$	\$	\$	\$
<b>Operating Revenue</b>	<b>10,118,861</b>	<b>9,977,590</b>	<b>9,505,270</b>	<b>9,766,619</b>	<b>11,178,807</b>

**Local Taxes**

4001	Real Estate Taxes	5,495,759	5,668,184	5,945,771	5,945,771	6,115,137	Local Taxes
4008	Personal Property Tax	990,441	502,419	432,650	420,000	415,000	
4008.1	Tangibles - Write Off	—	—	—	—	—	
4010	Personal Property Tax Prior	—	—	—	—	—	
4010.1	Personal Property Tax Prior Write-Off	—	—	—	—	—	
4012	Local Income Taxes	830,107	910,425	820,000	900,000	900,000	
4014	Operating Tax	241,116	246,125	242,000	263,404	265,000	
4015	Admissions and Amusement Tax	2,531	2,209	1,250	1,000	1,000	
<b>Total Local Taxes</b>		<b>7,559,955</b>	<b>7,329,362</b>	<b>7,441,671</b>	<b>7,530,175</b>	<b>7,696,137</b>	

**Licenses & Permits**

4101	Multi-Family Rental License	144,430	148,915	115,000	134,000	146,125	Licenses & Permits
4101.1	Apartment License Write Off	—	—	—	—	—	
4104	Single Family Rental License	19,600	16,400	16,600	14,600	16,000	
4104.1	Single Family Write Off	—	—	—	—	—	
4106	Rental License Late Fees	—	—	—	—	—	
4106.1	Rental License Late Fees Write-off	—	—	—	—	—	
4111	Building Permits	16,024	15,576	15,609	—	16,000	
4113	Business License	35,130	30,640	30,620	30,620	45,000	
4113.1	Business License Write Off	—	—	—	—	—	
4114	Business License County	11,693	4,277	3,562	1,000	1,500	
4115	Parking Permits	650	1,738	250	400	1,000	
4119	Alarm Registrations & Reductions	2,440	2,200	2,520	2,300	2,500	
4121	Utility Permits	31,467	7,039	11,344	500	500	
4122	Other Licenses and Permits	250	450	425	420	500	
4120	5g Small Cell Tower Permits	—	—	1,000	—	—	
<b>Total Licenses &amp; Permits</b>		<b>261,684</b>	<b>227,234</b>	<b>196,930</b>	<b>183,840</b>	<b>229,125</b>	

**Administrative Fees**

4204	Abatement Fees	—	530	750	—	—	Administrative Fees
4207	Municipal Infractions	9,200	45,880	2,100	22,900	2,100	
4210	Flagging Receipts (MVA Flag)	—	—	100	—	—	
<b>Total Administrative Fees</b>		<b>9,200</b>	<b>46,410</b>	<b>2,950</b>	<b>22,900</b>	<b>2,100</b>	

**Fines & Forfeitures**

4301	Police Reports	7,950	11,555	7,500	7,500	7,500	Fines & Forfeitures
4304	Vehicle Impounds	28,743	33,550	30,000	28,000	30,000	
4310	Parking Citations	4,700	1,775	8,000	1,500	35,000	
<b>Total Fines &amp; Forfeitures</b>		<b>41,393</b>	<b>46,880</b>	<b>45,500</b>	<b>37,000</b>	<b>72,500</b>	

FY2025 Budget Detail Operating Revenue		FY2022	FY2023	FY2024	FY2024	FY2025
		Actual Revenue	Actual Revenue	Budget	Estimated Actual	Budget
		\$	\$	\$	\$	\$

**Automated Safety Programs**

4304	Safe Speed for Students	1,722,264	1,606,036	1,025,000	1,150,000	1,655,000
4310	Safe Speed for Students Prior Years	1,800	3,693	2,000	3,960	3,750
4403	Automated Red Light Enforcement	—	—	100,000	—	510,000
4404	Third-Party Collections	23,135	—	—	—	—
<b>Total Community Safety Programs</b>		<b>1,747,199</b>	<b>1,609,730</b>	<b>1,127,000</b>	<b>1,153,960</b>	<b>2,168,750</b>

Automated Safety Programs

**Intergovernmental Revenues**

4501	Highway User	—	—	—	—	—
4507	Financial Corp	—	—	—	—	—
4509	MVA	—	—	—	—	—

Intergovernmental Revenues

**Grant Revenues**

4707	State of Maryland Grants	65,046	—	—	—	—
4715	State Aid Police	167,732	282,297	164,836	251,407	250,000
4711	Police Grants	—	50,000	—	—	41,666
4817	Other Grants	—	—	—	—	—
<b>Total Intergovernmental Revenues</b>		<b>232,779</b>	<b>332,297</b>	<b>164,836</b>	<b>251,407</b>	<b>291,666</b>

**Reimbursements, Rebates and Refunds**

4601	Reimbursement	12,880	18,504	20,000	5,000	5,000
4610	Town Sponsorship	—	—	—	—	—
4615	Disposal Fee Rebate	17,336	13,862	17,336	17,336	17,336
<b>Total Reimbursements, Rebates and Refunds</b>		<b>30,216</b>	<b>32,366</b>	<b>37,336</b>	<b>22,336</b>	<b>22,336</b>

Reimbursements, Rebates and Refunds

**Other Revenue**

4804	Cable TV - Franchise Fees	62,556	66,227	59,000	55,398	55,000
4807	Investment Interest Income	5,190	109,155	75,000	152,500	74,595
4808	Interest Income	244	321	500	500	650
4807	Interest Income Write Off	—	—	—	—	—
4810	Contribution from ACP	20,000	20,000	20,000	20,000	—
4813	Miscellaneous	—	—	—	—	—
4813	Miscellaneous Revenue Write-off	—	—	—	—	—
4818	Election Fees	75	175	500	—	500
4865	Service Revenue	307	-2084	250	250	250
4901	Recycled Scrap Metal Revenue	799	262	344	400	600
4817	Grant Revenue	—	—	—	—	—
4835	Other Primary Income	33,517	23,675	6,000	8,500	9,000
<b>Transfer-in</b>						
4901	Health and Wellness Transfer-in	76,135	125,000	75,000	75,000	100,000
4904	Economic Development Transfer-in	—	—	—	—	—
4902	Defined Contribution Transfer-in	—	—	—	—	—
4903	OPEB Transfer-in	37,613	—	128,453	128,453	—
4901	Revenue Net Expenditure Transfer-in	—	—	—	—	77,380
4900	Transfer-In from Economic Development Fund (FRR)	—	100,000	124,000	124,000	378,218
4999	Write Off Account	—	-89420	—	—	—
<b>Other Revenue</b>		<b>236,435</b>	<b>353,310</b>	<b>489,047</b>	<b>565,001</b>	<b>696,193</b>

Other Revenue

<b>Total Revenue</b>		<b>10,118,861</b>	<b>9,977,590</b>	<b>9,505,270</b>	<b>9,766,619</b>	<b>11,178,807</b>
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FY2025 Budget Detail Expenditures By Cost Center	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
	8,489,453	9,500,270	8,827,074	11,178,807

Mayor & Council					
Salary & Wages	48,000	48,000	48,000	48,000	Mayor & Council
Benefits	4,130	3,866	3,871	3,896	
Overtime	—	—	—	—	
Contractual Services	—	—	—	—	
Operating Expenditures	33,965	38,900	27,033	68,400	
Other Operating Expenditures	—	500	—	500	
<b>Total Mayor &amp; Council</b>	<b>86,095</b>	<b>91,266</b>	<b>78,904</b>	<b>120,796</b>	

Administrative Services					
Salary & Wages	361,500	394,264	394,264	521,288	Administrative Services
Benefits	143,240	155,681	155,681	205,132	
Overtime	3,423	4,000	4,000	4,000	
Contractual Services	134,253	119,500	110,000	159,500	
Operating Expenditures	186,257	251,730	252,759	309,150	
Other Operating Expenditures	12,413	104,000	4,000	119,500	
<b>Total Administrative Services</b>	<b>841,086</b>	<b>1,029,175</b>	<b>920,704</b>	<b>1,318,570</b>	

Financial Services					
Salary & Wages	229,795	232,175	232,175	370,218	Financial Services
Benefits	85,526	82,442	82,442	127,000	
Overtime	—	2,000	2,000	—	
Contractual Services	28,897	30,000	30,000	77,380	
Operating Expenditures	16,339	17,154	16,454	18,750	
Other Operating Expenditures	—	—	—	—	
<b>Total Financial Services</b>	<b>360,557</b>	<b>363,771</b>	<b>363,071</b>	<b>593,347</b>	

Employee Services					
Salary & Wages	95,013	107,650	107,650	112,620	Employee Services
Benefits	30,395	37,890	37,890	39,033	
Overtime	—	—	—	—	
Contractual Services	82,104	114,000	108,000	119,350	
Operating Expenditures	38,682	57,816	54,541	68,441	
Other Operating Expenditures	—	—	—	—	
<b>Total Employee Services</b>	<b>246,194</b>	<b>317,356</b>	<b>308,081</b>	<b>339,443</b>	

FY2025 Budget Detail Expenditures By Cost Center	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
	8,489,453	9,500,270	8,827,074	11,178,807

Development Services				
Salary & Wages	133,905	147,786	148,286	156,594
Benefits	52,440	65,753	65,754	68,236
Overtime	—	—	—	—
Contractual Services	7,500	7,500	7,500	7,500
Operating Expenditures	3,845	6,016	4,116	5,616
Marketing, Promotions & Programming	9,016	35,000	35,000	45,000
<b>Total Development Services</b>	<b>206,706</b>	<b>262,056</b>	<b>260,656</b>	<b>282,946</b>

Development Services

Neighborhood Services				
Salary & Wages	110,098	152,737	123,872	187,768
Benefits	37,826	69,483	56,518	108,528
Overtime	427	2,500	1,000	3,000
Contractual Services	—	—	—	—
Operating Expenditures	8,845	10,698	10,298	11,500
Other Operating Expenditures	—	—	—	—
<b>Total Neighborhood Services</b>	<b>157,196</b>	<b>235,418</b>	<b>191,688</b>	<b>310,797</b>

Neighborhood Services

Police Services				
Salary & Wages	2,096,606	2,172,278	1,889,913	2,288,063
Benefits	1,058,449	1,177,783	1,102,488	1,235,694
Overtime	82,668	64,000	68,828	77,000
Contractual Services	10,523	40,100	10,958	40,523
Operating Expenditures	360,745	368,280	384,125	389,230
Other Operating Expenditures	—	—	—	—
<b>Total Police Services</b>	<b>3,608,991</b>	<b>3,822,440</b>	<b>3,456,310</b>	<b>4,030,510</b>

Police Department

Police Administration Services				
Salary & Wages	80,658	85,377	83,310	90,752
Benefits	30,414	25,461	25,461	27,026
Overtime	—	—	—	—
Contractual Services	—	—	—	—
Operating Expenditures	502	500	500	500
Other Operating Expenditures	—	—	—	—
<b>Total Administrative Services</b>	<b>111,575</b>	<b>111,338</b>	<b>109,271</b>	<b>118,278</b>



FY2025 Budget Detail Expenditures By Cost Center	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
	8,489,453	9,500,270	8,827,074	11,178,807

Public Safety Communications					
Salary & Wages	344,019	383,711	342,749	396,545	Public Safety Communications
Benefits	153,242	172,305	175,418	175,085	
Overtime	10,269	7,500	15,750	7,500	
Contractual Services	2,274	2,375	2,375	2,375	
Operating Expenditures	2,394	7,364	6,207	7,410	
Other Operating Expenditures	—	—	—	—	
<b>Total Public Safety Communications</b>	<b>512,198</b>	<b>573,255</b>	<b>542,499</b>	<b>588,915</b>	

Community Safety Programs					
Salary & Wages	70,575	73,337	70,908	125,351	Community Safety Programs
Benefits	25,345	26,833	29,826	66,426	
Overtime	—	—	—	—	
Contractual Services	639,361	375,000	420,000	813,000	
Operating Expenditures	3,015	9,360	6,960	8,460	
Other Operating Expenditures	—	—	—	—	
<b>Total Community Safety Programs</b>	<b>738,296</b>	<b>484,531</b>	<b>527,694</b>	<b>1,013,237</b>	

Public Works					
Salary & Wages	479,932	642,900	602,497	733,754	Public Works
Benefits	226,922	352,950	330,307	358,925	
Overtime	13,151	15,000	18,000	16,500	
Contractual Services	450,678	553,000	518,951	641,500	
Operating Expenditures	198,257	275,028	239,467	251,140	
Other Operating Expenditures	61,468	100,000	100,000	100,000	
<b>Total Public Works</b>	<b>1,430,408</b>	<b>1,938,878</b>	<b>1,809,222</b>	<b>2,101,819</b>	

Weather Response Services					
Overtime	9,481	12,000	12,000	12,000	Weather Response Services
Contractual Services	—	—	—	—	
Operating Expenses	—	—	—	—	
Other Operating Expenditures	3,294	16,000	8,000	16,000	
<b>Total Weather Response Services</b>	<b>12,775</b>	<b>28,000</b>	<b>20,000</b>	<b>28,000</b>	

FY2025 Budget Detail Expenditures By Cost Center	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
	8,489,453	9,500,270	8,827,074	11,178,807

Town Buildings - Town Hall				
Operating Expenditures	4,288	4,250	1,500	4,250
Other Operating Expenditures	21,826	23,968	21,400	24,700
<b>Total Town Buildings - Town Hall</b>	<b>26,114</b>	<b>28,218</b>	<b>22,900</b>	<b>28,950</b>

Town Buildings - Public Safety				
Operating Expenditures	1,790	3,500	1,000	3,500
Other Operating Expenditures	35,127	27,668	31,750	26,000
<b>Total Town Buildings - Public Safety</b>	<b>36,918</b>	<b>31,168</b>	<b>32,750</b>	<b>29,500</b>

Town Buildings - Public Works				
Operating Expenditures	1,832	8,500	1,500	3,500
Other Operating Expenditures	28,079	27,000	32,000	35,000
<b>Total Town Buildings - Public Works</b>	<b>29,910</b>	<b>35,500</b>	<b>33,500</b>	<b>38,500</b>

Town Buildings - Auxiliary				
Operating Expenditures	—	—	—	—
Other Operating Expenditures	—	4,600	6,500	11,700
<b>Total Town Buildings - Auxiliary</b>	<b>—</b>	<b>4,600</b>	<b>6,500</b>	<b>11,700</b>

Community Events				
Town Sponsored Events	18,707	39,000	40,371	95,000
Public Arts Programs	1,200	5,200	6,330	11,500
<b>Total Community Events</b>	<b>19,907</b>	<b>44,200</b>	<b>46,701</b>	<b>106,500</b>

Grants				
Grants	47,400	74,300	71,400	79,800
Social Concerns	17,128	24,800	25,223	37,200
<b>Total Grants</b>	<b>64,528</b>	<b>99,100</b>	<b>96,623</b>	<b>117,000</b>

<b>Total Expenditures by Cost Center</b>	<b>8,489,453</b>	<b>9,500,270</b>	<b>8,827,074</b>	<b>11,178,807</b>
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Municipal Center Buildings

FY2025 Budget Detail Expenditures By Category			FY2023	FY2024	FY2024	FY2025
			Actual Expenditure \$	Budgeted Expenditure \$	Estimated Actuals \$	Budgeted Expenditure \$
			8,489,453	9,500,270	8,827,074	11,178,807

Salary and Wages							
101.01	Mayor & Council	Salaries	48,000	48,000	48,000	48,000	Salary and Wages
102.01	Administrative Services	Salaries	361,500	394,264	394,264	521,288	
102.02	Financial Services	Salaries	229,795	232,175	232,175	370,218	
102.03	Employee Services	Salaries	95,013	107,650	107,650	112,620	
102.04	Development Services	Salaries	133,905	147,786	148,286	156,594	
102.05	Neighborhood Services	Salaries	110,098	152,737	123,872	187,768	
103.01	Police Services	Salaries	2,096,606	2,172,278	1,889,913	2,288,063	
103.02	Police Administrative Services	Salaries	80,658	85,377	83,310	90,752	
103.03	Public Safety Communications	Salaries	344,019	383,711	342,749	396,545	
103.04	Community Safety Programs	Salaries	70,575	73,337	70,908	125,351	
104.01	Public Works	Salaries	479,932	642,900	602,497	733,754	
<b>Total Salary Wages</b>			<b>4,050,102</b>	<b>4,440,216</b>	<b>4,043,624</b>	<b>5,030,953</b>	

Benefits							
101.01	Mayor & Council	Benefits	4,130	3,866	3,871	3,896	Benefits
102.01	Administrative Services	Benefits	143,240	155,681	155,681	205,132	
102.02	Financial Services	Benefits	85,526	82,442	82,442	127,000	
102.03	Employee Services	Benefits	30,395	37,890	37,890	39,033	
102.04	Development Services	Benefits	52,440	65,753	65,754	68,236	
102.05	Neighborhood Services	Benefits	37,826	69,483	56,518	108,528	
103.01	Police Services	Benefits	1,058,449	1,177,783	1,102,488	1,235,694	
103.02	Police Administrative Services	Benefits	30,414	25,461	25,461	27,026	
103.03	Public Safety Communications	Benefits	153,242	172,305	175,418	175,085	
103.04	Community Safety Programs	Benefits	25,345	26,833	29,826	66,426	
104.01	Public Works	Benefits	226,922	352,950	330,307	358,925	
<b>Total Benefits</b>			<b>1,847,929</b>	<b>2,170,447</b>	<b>2,065,655</b>	<b>2,414,979</b>	

Overtime							
101.01	Mayor & Council	Overtime	—	—	—	—	Overtime
102.01	Administrative Services	Overtime	3,423	4,000	4,000	4,000	
102.02	Financial Services	Overtime	—	2,000	2,000	—	
102.03	Employee Services	Overtime	—	—	—	—	
102.04	Development Services	Overtime	—	—	—	—	
102.05	Neighborhood Services	Overtime	427	2,500	1,000	3,000	
103.01	Police Services	Overtime	82,668	64,000	68,828	77,000	
103.02	Police Administrative Services	Overtime	—	—	—	—	
103.03	Public Safety Communications	Overtime	10,269	7,500	15,750	7,500	
103.04	Community Safety Programs	Overtime	—	—	—	—	
104.01	Public Works	Overtime	13,151	15,000	18,000	16,500	
<b>Total Overtime</b>			<b>109,938</b>	<b>95,000</b>	<b>109,578</b>	<b>108,000</b>	

FY2025 Budget Detail Expenditures By Category			FY2023	FY2024	FY2024	FY2025
			Actual Expenditure \$	Budgeted Expenditure \$	Estimated Actuals \$	Budgeted Expenditure \$
			8,489,453	9,500,270	8,827,074	11,178,807

Contractual Services							
101.01	Mayor & Council	Contractual Services	—	—	—	—	Contractual Services
102.01	Administrative Services	Contractual Services	134,253	119,500	110,000	159,500	
102.02	Financial Services	Contractual Services	28,897	30,000	30,000	77,380	
102.03	Employee Services	Contractual Services	82,104	114,000	108,000	119,350	
102.04	Development Services	Contractual Services	7,500	7,500	7,500	7,500	
102.05	Neighborhood Services	Contractual Services	—	—	—	—	
103.01	Police Services	Contractual Services	10,523	40,100	10,958	40,523	
103.02	Police Administrative Services	Contractual Services	—	—	—	—	
103.03	Public Safety Communications	Contractual Services	2,274	2,375	2,375	2,375	
103.04	Community Safety Programs	Contractual Services	639,361	375,000	420,000	813,000	
104.01	Public Works	Contractual Services	450,678	553,000	518,951	641,500	
<b>Total Contractual Services</b>			<b>1,355,590</b>	<b>1,241,475</b>	<b>1,207,784</b>	<b>1,861,128</b>	

Operating Expenditures							
101.01	Mayor & Council	Operating Expenditures	33,965	38,900	27,033	68,400	Operating Expenditures
102.01	Administrative Services	Operating Expenditures	186,257	251,730	252,759	309,150	
102.02	Financial Services	Operating Expenditures	16,339	17,154	16,454	18,750	
102.03	Employee Services	Operating Expenditures	38,682	57,816	54,541	68,441	
102.04	Development Services	Operating Expenditures	3,845	6,016	4,116	5,616	
102.05	Neighborhood Services	Operating Expenditures	8,845	10,698	10,298	11,500	
103.01	Police Services	Operating Expenditures	360,745	368,280	384,125	389,230	
103.02	Police Administrative Services	Operating Expenditures	502	500	500	500	
103.03	Public Safety Communications	Operating Expenditures	2,394	7,364	6,207	7,410	
103.04	Community Safety Programs	Operating Expenditures	3,015	9,360	6,960	8,460	
104.01	Public Works	Operating Expenditures	198,257	275,028	239,467	251,140	
<b>Total Operating Expenditures</b>			<b>852,845</b>	<b>1,042,846</b>	<b>1,002,460</b>	<b>1,138,597</b>	

Other Operating Expenditures							
101.01	Mayor & Council	Other Operating Expenditures	—	500	—	500	Other Operating Expenditures
102.01	Administrative Services	Other Operating Expenditures	12,413	104,000	4,000	119,500	
102.02	Financial Services	Other Operating Expenditures	—	—	—	—	
102.03	Employee Services	Other Operating Expenditures	—	—	—	—	
102.04	Development Services	Other Operating Expenditures	9,016	35,000	35,000	45,000	
102.05	Neighborhood Services	Other Operating Expenditures	—	—	—	—	
103.01	Police Services	Other Operating Expenditures	—	—	—	—	
103.02	Police Administrative Services	Other Operating Expenditures	—	—	—	—	
103.03	Public Safety Communications	Other Operating Expenditures	—	—	—	—	
103.04	Community Safety Programs	Other Operating Expenditures	—	—	—	—	
104.01	Public Works	Other Operating Expenditures	61,468	100,000	100,000	100,000	
<b>Total Other Operating Expenditures</b>			<b>82,897</b>	<b>239,500</b>	<b>139,000</b>	<b>265,000</b>	

FY2025 Budget Detail Expenditures By Category		FY2023	FY2024	FY2024	FY2025
		Actual Expenditure \$	Budgeted Expenditure \$	Estimated Actuals \$	Budgeted Expenditure \$
		8,489,453	9,500,270	8,827,074	11,178,807
<b>Weather Response Services</b>					
105.01	Weather Response Services				
	Overtime	9,481	12,000	12,000	12,000
	Operating Expenditures	—	—	—	—
	Other Operating Expenses	3,294	16,000	8,000	16,000
<b>Total Weather Response Services</b>		<b>12,775</b>	<b>28,000</b>	<b>20,000</b>	<b>28,000</b>
<b>Municipal Center Buildings</b>					
<b>106.01 Town Buildings - Town Hall</b>					
	Operating Expenditures	4,288	4,250	1,500	4,250
	Other Operating Expenditures	21,826	23,968	21,400	24,700
<b>Total Town Buildings - Town Hall</b>		<b>26,114</b>	<b>28,218</b>	<b>22,900</b>	<b>28,950</b>
<b>106.02 Town Buildings - Public Safety</b>					
	Operating Expenditures	1,790	3,500	1,000	3,500
	Other Operating Expenditures	35,127	27,668	31,750	26,000
<b>Total Town Buildings - Public Safety</b>		<b>36,918</b>	<b>31,168</b>	<b>32,750</b>	<b>29,500</b>
<b>106.03 Town Buildings - Public Works</b>					
	Operating Expenditures	1,832	8,500	1,500	3,500
	Other Operating Expenditures	28,079	27,000	32,000	35,000
<b>Total Town Buildings - Public Works</b>		<b>29,910</b>	<b>35,500</b>	<b>33,500</b>	<b>38,500</b>
<b>106.04 Town Buildings - Auxiliary</b>					
	Operating Expenditures	—	—	—	—
	Other Operating Expenditures	—	4,600	6,500	11,700
<b>Total Town Buildings - Auxiliary</b>		<b>—</b>	<b>4,600</b>	<b>6,500</b>	<b>11,700</b>
<b>Community Events and Grants</b>					
<b>102.06 Community Events</b>					
	Town Sponsored Events	18,707	39,000	40,371	95,000
	Public Arts Programs	1,200	5,200	6,330	11,500
<b>Total Community Events</b>		<b>19,907</b>	<b>44,200</b>	<b>46,701</b>	<b>106,500</b>
<b>102.07 Community Grants</b>					
	Community Grants	47,400	74,300	71,400	79,800
	Social Concerns	17,128	24,800	25,223	37,200
<b>Total Community Grants</b>		<b>64,528</b>	<b>99,100</b>	<b>96,623</b>	<b>117,000</b>
<b>Total Expenditures by Category</b>		<b>8,489,453</b>	<b>9,500,270</b>	<b>8,827,074</b>	<b>11,178,807</b>

**FY2025**

**MAYOR & COUNCIL**

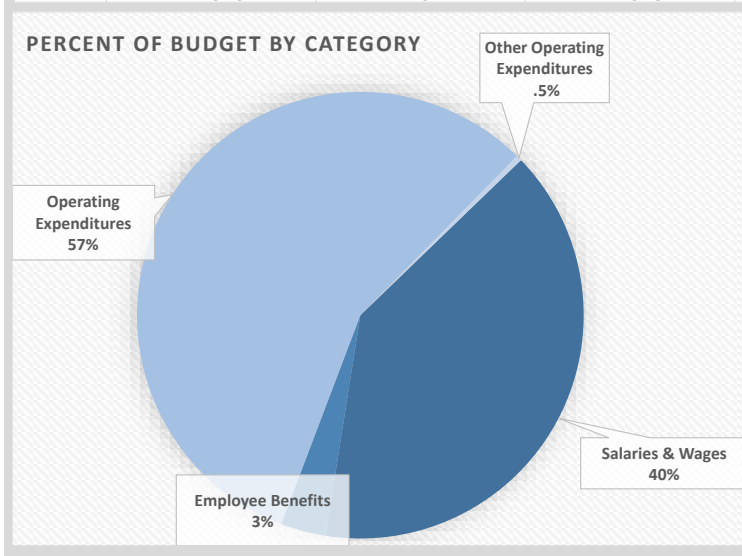
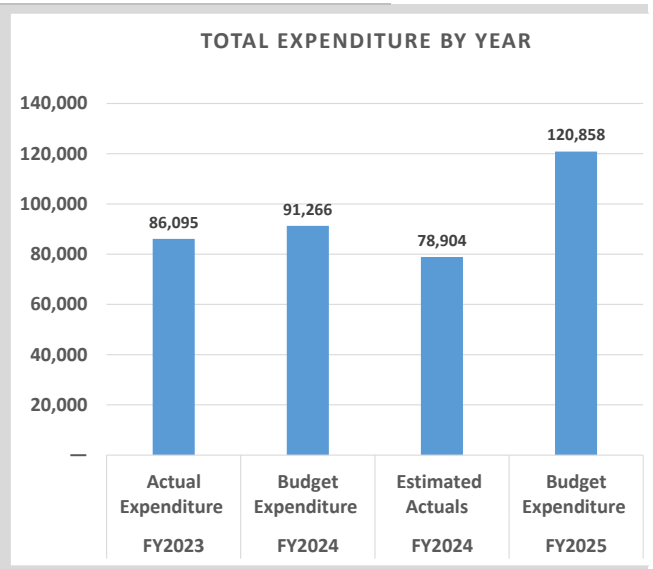
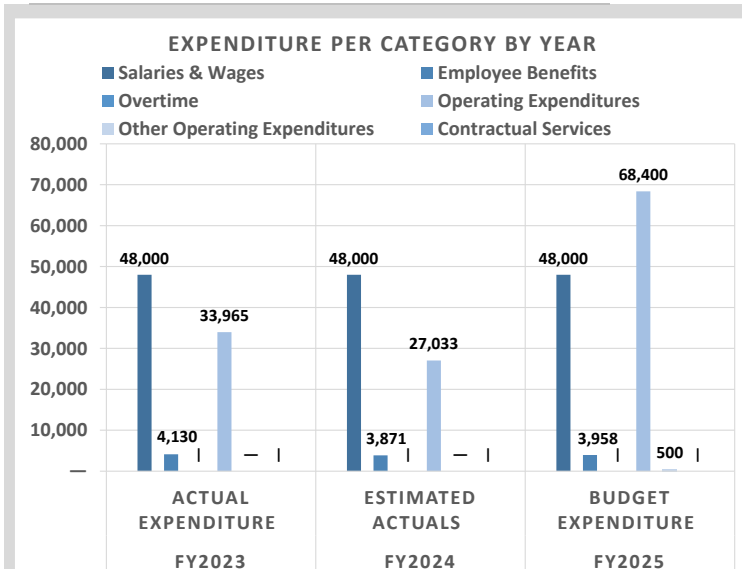
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# FY2025 Budget Overview - Mayor and Council

## Budget Expenditure

120,858

	Summary of Expenditures				Head Count		
	FY2023 Actual Expenditure	FY2024 Budget Expenditure	FY2024 Estimated Actuals	FY2025 Budget Expenditure	FY2023	FY2024	FY2025
Salaries & Wages	48,000	48,000	48,000	48,000			
Employee Benefits	4,130	3,866	3,871	3,958	Mayor and Council	7.00	7.00
Overtime	—	—	—	—			
Contractual Services	—	—	—	—			
Operating Expenditures	33,965	38,900	27,033	68,400	Total Head Count	7.00	7.00
Other Operating Expenditures	—	500	—	500			
<b>Total Expenditures</b>	<b>86,095</b>	<b>91,266</b>	<b>78,904</b>	<b>120,858</b>			





FY2025 Budget Detail Significant Changes	Mayor & Council			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	91,266	120,858	29,593	32%

<b>Salaries</b>	\$	48,000	\$	48,000	\$	-	0%
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There are no significant changes.

<b>Benefits</b>	\$	3,866	\$	3,958	\$	93	2%
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There are no significant changes.

<b>Operating Expenditures</b>	\$	38,900	\$	68,400	\$	29,500	76%
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This change is due to the anticipated expenses related to the Town Election that is scheduled for May 5, 2025.

<b>Other Operating Expenditures</b>	\$	500	\$	500	\$	-	0%
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There are no significant changes.

<b>Total</b>		91,266		120,858		29,593	32%
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FY2025 Budget Detail Mayor & Council	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budget Expenditure	Estimated Actuals	Budget Expenditure
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>52,130</b>	<b>51,866</b>	<b>51,871</b>	<b>51,958</b>
5005 Mayor and council	48,000	48,000	48,000	48,000
Mayor and Council Wages	48,000	48,000	48,000	48,000
<b>Subtotal</b>	<b>48,000</b>	<b>48,000</b>	<b>48,000</b>	<b>48,000</b>
5100 Employee Benefits	4,130	3,866	3,871	3,958
Workers Compensation	200	194	199	286
Payroll Taxes	3,930	3,672	3,672	3,672
<b>Subtotal</b>	<b>4,130</b>	<b>3,866</b>	<b>3,871</b>	<b>3,958</b>
5200 Overtime Premiums	—	—	—	—
Overtime Wages	—	—	—	—
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Employee Costs</b>	<b>52,130</b>	<b>51,866</b>	<b>51,871</b>	<b>51,958</b>

FY2025 Budget Detail Mayor & Council	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budget Expenditure	Estimated Actuals	Budget Expenditure
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>33,965</b>	<b>38,900</b>	<b>27,033</b>	<b>68,400</b>

#### Dues & Subscriptions

6013 Dues/Memberships/Subscription	8,759	9,000	8,833	9,000
Membership Dues	8,759	9,000	8,833	9,000
<b>Subtotal</b>	<b>8,759</b>	<b>9,000</b>	<b>8,833</b>	<b>9,000</b>
<b>Total Dues &amp; Subscriptions</b>	<b>8,759</b>	<b>9,000</b>	<b>8,833</b>	<b>9,000</b>

#### Telephone & Communications

6148 Telephone-Mobile	3,493	3,400	3,600	3,600
Mobile Phone	3,493	3,400	3,600	3,600
<b>Subtotal</b>	<b>3,493</b>	<b>3,400</b>	<b>3,600</b>	<b>3,600</b>
<b>Total Telephone &amp; Communications</b>	<b>3,493</b>	<b>3,400</b>	<b>3,600</b>	<b>3,600</b>

#### Benevolence and Goodwill

6080 Benevolence and Goodwill	—	650	—	650
Flowers, Fruit Baskets, Benevolence Items	—	650	—	650
<b>Subtotal</b>	<b>—</b>	<b>650</b>	<b>—</b>	<b>650</b>
<b>Total Benevolence and Goodwill</b>	<b>—</b>	<b>650</b>	<b>—</b>	<b>650</b>

#### Supplies

6124 Supplies-Office	210	200	200	200
Office Supplies	210	200	200	200
<b>Subtotal</b>	<b>210</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Total Supplies</b>	<b>210</b>	<b>200</b>	<b>200</b>	<b>200</b>

#### Meeting Expenditures

6015 Catering & Meals	—	1,500	1,000	1,500
Catering and Meals	—	1,500	1,000	1,500
<b>Subtotal</b>	<b>—</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>
<b>Total Meeting Expenditures</b>	<b>—</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>

#### Training & Education

6016 Education-Conference & Seminar	295	500	400	500
Mayors Conference	295	500	400	500
<b>Subtotal</b>	<b>295</b>	<b>500</b>	<b>400</b>	<b>500</b>
6022 Education-Training	1,480	5,000	4,000	5,000
Council Training & Education	1,480	5,000	4,000	5,000
<b>Subtotal</b>	<b>1,480</b>	<b>5,000</b>	<b>4,000</b>	<b>5,000</b>
<b>Total Training &amp; Education</b>	<b>1,775</b>	<b>5,500</b>	<b>4,400</b>	<b>5,500</b>

FY2025 Budget Detail Mayor & Council				
	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budget Expenditure	Estimated Actuals	Budget Expenditure
	\$	\$	\$	\$
<b>Special Services</b>				
6031 Elections	16,736	—	—	30,000
Election Fees	16,736	—	—	30,000
<b>Subtotal</b>	<b>16,736</b>	<b>—</b>	<b>—</b>	<b>30,000</b>
<b>Total Special Services</b>	<b>16,736</b>	<b>—</b>	<b>—</b>	<b>30,000</b>
<b>Special Events</b>				
6151 Special Projects & Events	1,245	9,500	2,000	9,500
Special Projects & Events	1,245	5,000	—	5,000
Seniors Luncheon	—	1,000	2,000	1,000
Translation Services for Public Meetings	—	3,500	—	3,500
<b>Subtotal</b>	<b>1,245</b>	<b>9,500</b>	<b>2,000</b>	<b>9,500</b>
<b>Total Special Events</b>	<b>1,245</b>	<b>9,500</b>	<b>2,000</b>	<b>9,500</b>
<b>Travel Expenses</b>				
6163 Travel- Mileage Reimbursement	367	800	350	800
Mileage Allowance	367	800	350	800
<b>Subtotal</b>	<b>367</b>	<b>800</b>	<b>350</b>	<b>800</b>
6166 Travel-Hotel	1,019	8,000	6,000	7,000
Hotels	1,019	8,000	6,000	7,000
<b>Subtotal</b>	<b>1,019</b>	<b>8,000</b>	<b>6,000</b>	<b>7,000</b>
6169 Travel - Meals and Incidentals	362	200	500	500
Meals	362	200	500	500
<b>Subtotal</b>	<b>362</b>	<b>200</b>	<b>500</b>	<b>500</b>
6172 Travel-Transportation	—	150	150	150
Transportation Expenditures	—	150	150	150
<b>Subtotal</b>	<b>—</b>	<b>150</b>	<b>150</b>	<b>150</b>
<b>Total Travel Expenditures</b>	<b>1,747</b>	<b>9,150</b>	<b>7,000</b>	<b>8,450</b>
<b>Total Operating Expenditures</b>	<b>33,965</b>	<b>38,900</b>	<b>27,033</b>	<b>68,400</b>

FY2025 Budget Detail Mayor & Council	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budget Expenditure	Estimated Actuals	Budget Expenditure
	\$	\$	\$	\$
<b>Other Operating Expenditures</b>	—	500	—	500

<b>Other Operating Expenditures</b>				
7010 Child Care Reimbursement	—	500	—	500
Child Care Reimbursement	—	500	—	500
<b>Subtotal</b>	—	500	—	500
<b>Total Operating Expenditures</b>	—	500	—	500
<b>Total Other Operating Expenditures</b>	—	500	—	500

**FY2025**

**ADMINISTRATIVE SERVICES**

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# OFFICE OF ADMINISTRATIVE SERVICES

## MISSION

The Office of Administrative Services (OAS) Team enhances program delivery to external and internal customers to ensure that Riverdale Park is the location of choice for residents, businesses, visitors, and employees. OAS' program portfolio includes communication between TRP, the public, businesses, and other community partners; coordination of events, development and operation of various programs, and a vast array of administrative functions to support Public Works, Development Services, Employee Services, Finance Services, and the Office of the Town Manager.

## ACCOMPLISHMENTS OF FY2024

- Disseminated Town-wide communications
- Created first ever bi-lingual (printed) Town Crier
- Implemented Constant Contact, a new bi-lingual and digital communication tool
- Coordinated and supported meetings of the Mayor & Council, Ethics Commission, TRP Board of Elections, and Town Seal Design Committee
- Managed Town's responses to Maryland Public Information Act requests
- Supplied Free Notary Services to TRP community
- Provided Town Departments with administrative support to include communications, outreach, engagement, and translation services

## OBJECTIVES FOR FY2025

- Launch new Town website
- Refine communication plan
- Grow OAS Team to meet community expectations
- Continue to automate and streamline licensing and permitting





# OFFICE OF ADMINISTRATIVE SERVICES

## KEY BUDGET, WORKLOAD MEASURES, AND PERFORMANCE INDICATORS

The Town will utilize the following to evaluate this cost center as it relates to budget, workload measures, and performance indicators.

WORKLOAD MEASURES	FY2023 ACTUAL	FY2024 TO DATE	FY2025 PROJECTIONS
Number of building permit applications processed	31	17	50
Number of business license applications processed	160	142	175
Number of Multi-Family rental license applications processed	21	17	21
Number of Single-Family rental license applications processed	74	71	75
Number of Status and Information Reports issued	26	18	26
Number of Maryland Public Information Act Requests received	49	44	55
Number of Agenda Items prepared	409	280	425
Number of social media posts	773	709	1200
Number of Town Crier newsletters sent	10	10	10
Number of electronic requests for service processed (Report a Concern)	27	22	40

PERFORMANCE MEASURES	FY2023 ACTUAL	FY2024 TO DATE	FY2025 PROJECTIONS
Percent of building permits issued within 10 days	58%	68%	80%
Percent of business licenses issued within 30 days	76%	55%	80%
Number of visitors to the Town website	64,000	61,000	69,000
Number of followers on Facebook	2672	2709	3000
Number of followers on X (formerly known as Twitter)	1099	1109	1200

\*FY2023: JULY 1, 2022, TO JUNE 30, 2023

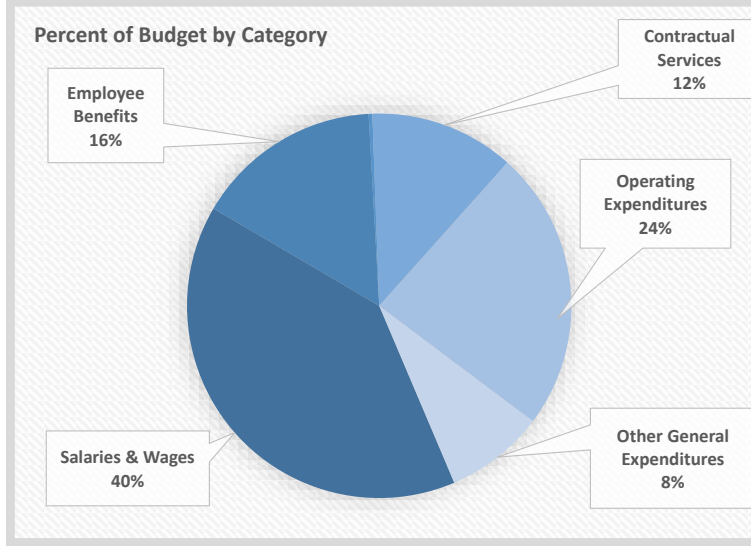
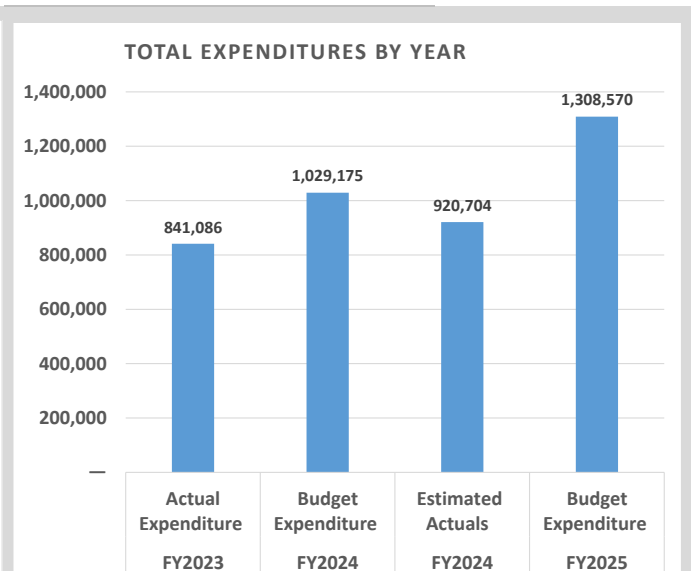
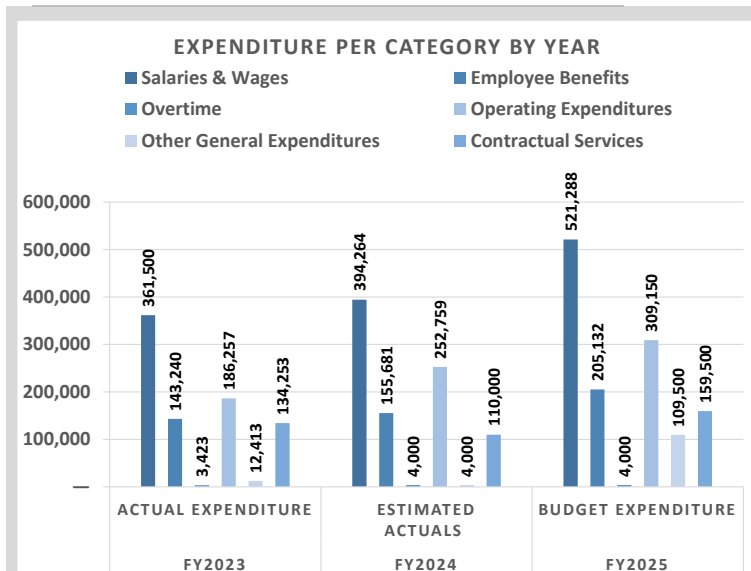
\*FY2024 TO DATE: JULY 1, 2023, TO PRESENT

# FY2025 Budget Overview - Administrative Services

## Budget Expenditure

**1,308,570**

	Summary of Expenditures				Staff Head Count			
	FY2023 Actual Expenditure	FY2024 Budget Expenditure	FY2024 Estimated Actuals	FY2025 Budget Expenditure	FY2023	FY2024	FY2025	
Salaries & Wages	361,500	394,264	394,264	521,288				
Employee Benefits	143,240	155,681	155,681	205,132				
Overtime	3,423	4,000	4,000	4,000				
Contractual Services	134,253	119,500	110,000	159,500				
Operating Expenditures	186,257	251,730	252,759	309,150				
Other General Expenditures	12,413	104,000	4,000	109,500				
<b>Total Expenditures</b>	<b>841,086</b>	<b>1,029,175</b>	<b>920,704</b>	<b>1,308,570</b>	<b>4.66</b>	<b>3.66</b>	<b>5.50</b>	
					Town Manager	1.00	1.00	1.00
					Director Admin Services	1.00	1.00	1.00
					Program Specialist	2.66	1.66	2.00
					Communications Manager	0.00	0.00	1.00
					Event Coordinator	0.00	0.00	0.50
					<b>Total Head Count</b>	<b>4.66</b>	<b>3.66</b>	<b>5.50</b>



FY2025 Budget Detail Significant Changes	Administrative Services			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	1,029,175	1,308,570	279,395	27%

<b>Salaries</b>	\$	394,264	\$	521,288	\$	127,024	32%
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The increase in the budget reflects the incorporation of a full-time Communications Manager (January 2025) and a part-time Events Coordinator position (July 2024). The increase also reflects an organization-wide 2.5% cost-of-living increase, and the continuation of the merit-step increases as included in the approved pay range plan.

The integration of these roles and related adjustments is essential for optimizing communication strategies, enhancing community engagement, and improving organizational efficiency.

The Communications Manager will develop and execute comprehensive communication plans, manage media relations, and oversee the Town's digital presence. They will also enhance internal communications to ensure consistent messaging and effective dissemination of information to stakeholders.

Meanwhile, the Events Coordinator will focus on planning and executing various events and programs to engage the community and promote the Town's vision. Responsibilities will include coordinating logistics, managing event budgets, and collaborating with internal and external stakeholders to ensure successful outcomes.

These positions will play vital roles in strengthening communication efforts, fostering community relationships, and driving the Town's success.

<b>Benefits</b>	\$	155,681	\$	205,132	\$	49,451	32%
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There is no increase in the health care benefit rate. However, the budget for health care benefit varies based on the number of participants, and whether the participant is in the single or family plan. Additionally, budget increases are tied to salary increases. These include retirement plan contributions, workers compensation, FICA, and Unemployment Tax. Specifically to OAS, the increase is related to the new positions.

<b>Overtime Premiums</b>	\$	4,000	\$	4,000	\$	-	0%
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There are no significant changes.

<b>Contractual Services</b>	\$	119,500	\$	159,500	\$	40,000	33%
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This adjustment reflects anticipated increases in costs associated with legal and information technology (IT) services. As we foresee growing demands in these areas, particularly in navigating legal complexities, and enhancing cybersecurity and our technological infrastructure, it is imperative to allocate resources accordingly.

<b>Operating Expenditures</b>	\$	251,730	\$	309,150	\$	57,420	23%
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This change reflects the increase in costs associated with the production of the bilingual *Town Crier* newsletter, as well as the expected higher expenses for printing and mailing communications.

<b>Other Operating Expenditures</b>	\$	104,000	\$	109,500	\$	5,500	5%
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This adjustment reflects the decision to increase the allocation of Contingency funds within the budget in anticipation of unforeseen circumstances or emergencies that may arise during the fiscal year.

<b>Total</b>		1,029,175		1,308,570		279,395	27%
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FY2025 Budget Detail Administrative Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budget Expenditure	Estimated Actuals	Budget Expenditure
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>508,163</b>	<b>553,945</b>	<b>553,945</b>	<b>730,420</b>
<b>5000 Salaries &amp; Wages</b>	<b>361,500</b>	<b>394,264</b>	<b>394,264</b>	<b>521,288</b>
5001 Wages-Full Time	357,898	390,104	390,104	514,008
5031 Bilingual Pay Premium	3,602	4,160	4,160	7,280
<b>Subtotal</b>	<b>361,500</b>	<b>394,264</b>	<b>394,264</b>	<b>521,288</b>
<b>5100 Employee Benefits</b>	<b>143,240</b>	<b>155,681</b>	<b>155,681</b>	<b>205,132</b>
5122 Payroll Taxes	31,122	30,467	30,467	40,285
5101 Insurance-Workers Compensation	1,517	1,576	1,576	2,394
5104 Insurance-Medical (75%)	46,410	52,803	52,803	73,651
5113 Insurance-Life	1,954	1,553	1,553	1,865
5119 Insurance-Long Term Disability	2,613	2,167	2,167	2,686
5120 AD&D	232	206	206	246
5125 Retirement-Defined Contribution	9,108	10,642	10,642	11,406
5046 Stipend Individual	1,305	1,233	1,233	1,300
5128 Retirement-Defined Benefits	48,979	55,035	55,035	71,299
<b>Subtotal</b>	<b>143,240</b>	<b>155,681</b>	<b>155,681</b>	<b>205,132</b>
<b>5200 Overtime Premiums</b>	<b>3,423</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
Overtime Premium	3,423	4,000	4,000	4,000
<b>Subtotal</b>	<b>3,423</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Total Employee Costs</b>	<b>508,163</b>	<b>553,945</b>	<b>553,945</b>	<b>730,420</b>

FY2025 Budget Detail Administrative Services				
	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budget Expenditure	Estimated Actuals	Budget Expenditure
	\$	\$	\$	\$
<b>Contractual Services</b>	<b>134,253</b>	<b>119,500</b>	<b>110,000</b>	<b>159,500</b>
5313 Legal Services	81,957	57,000	50,000	77,000
Fees for Town Attorney and related legal services	81,957	57,000	50,000	77,000
<b>Subtotal</b>	<b>81,957</b>	<b>57,000</b>	<b>50,000</b>	<b>77,000</b>
5314 Information Technology Services	52,295	60,000	60,000	80,000
Monthly IT services	52,295	60,000	60,000	80,000
<b>Subtotal</b>	<b>52,295</b>	<b>60,000</b>	<b>60,000</b>	<b>80,000</b>
5020 5g Small Cell Tower Permits	—	2,500	—	2,500
5g Small Cell Tower Permits	—	2,500	—	2,500
<b>Subtotal</b>	<b>—</b>	<b>2,500</b>	<b>—</b>	<b>2,500</b>
<b>Total Contractual Services</b>	<b>134,253</b>	<b>119,500</b>	<b>110,000</b>	<b>159,500</b>
<b>Total Contractual Services</b>	<b>134,253</b>	<b>119,500</b>	<b>110,000</b>	<b>159,500</b>

FY2025 Budget Detail Administrative Services	FY2023	FY2024	FY2024	FY2025
	Actual	Budget	Estimated	Budget
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>186,257</b>	<b>251,730</b>	<b>252,759</b>	<b>309,150</b>

#### Dues & Subscriptions

6013 Dues/Memberships/Subscription	4,321	4,300	3,500	4,300
Membership Dues	4,321	4,300	3,500	4,300
<b>Subtotal</b>	<b>4,321</b>	<b>4,300</b>	<b>3,500</b>	<b>4,300</b>
<b>Total Dues &amp; Subscriptions</b>	<b>4,321</b>	<b>4,300</b>	<b>3,500</b>	<b>4,300</b>

#### Training & Education

6016 Education-Conference & Seminar	247	3,000	1,000	3,000
Conference and Seminars	247	3,000	1,000	3,000
<b>Subtotal</b>	<b>247</b>	<b>3,000</b>	<b>1,000</b>	<b>3,000</b>
6022 Education-Training	304	1,500	100	1,500
Training	304	1,500	100	1,500
<b>Subtotal</b>	<b>304</b>	<b>1,500</b>	<b>100</b>	<b>1,500</b>
6025 Education-Training Aids	—	—	—	—
Training Aids	—	—	—	—
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Training &amp; Education</b>	<b>551</b>	<b>4,500</b>	<b>1,100</b>	<b>4,500</b>

#### Travel Expenditures

6166 Travel-Hotel	—	800	800	800
Hotel	—	800	800	800
<b>Subtotal</b>	<b>—</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>Total Travel Expenditures</b>	<b>—</b>	<b>800</b>	<b>800</b>	<b>800</b>

#### Special Services

6019 Education-Town Cable TV Channel	900	9,500	—	9,500
Camera/Cable Operations	900	9,500	—	9,500
<b>Subtotal</b>	<b>900</b>	<b>9,500</b>	<b>—</b>	<b>9,500</b>
<b>Total Special Services</b>	<b>900</b>	<b>9,500</b>	<b>—</b>	<b>9,500</b>

#### Equipment

6038 Equipment-Purchases	—	4,000	4,000	4,000
Admin Equipment Purchases	—	4,000	4,000	4,000
<b>Subtotal</b>	<b>—</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
6040 Equipment-Rental	3,903	5,000	4,000	5,500
Copy and Postage Machines Rental	3,903	5,000	4,000	5,500
<b>Subtotal</b>	<b>3,903</b>	<b>5,000</b>	<b>4,000</b>	<b>5,500</b>
<b>Total Equipment</b>	<b>3,903</b>	<b>9,000</b>	<b>8,000</b>	<b>9,500</b>

FY2025 Budget Detail Administrative Services	FY2023	FY2024	FY2024	FY2025
	Actual	Budget	Estimated	Budget
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$

**Information Technology**

6055 Information Technology - Small Purchases	12,840	15,000	15,000	15,000
IT purchases, Computers, IT related supplies	12,840	15,000	15,000	15,000
<b>Subtotal</b>	<b>12,840</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
6053 I-NET Internet Services	6,060	10,000	7,000	10,000
Internet Service Plans	6,060	10,000	7,000	10,000
<b>Subtotal</b>	<b>6,060</b>	<b>10,000</b>	<b>7,000</b>	<b>10,000</b>
6049 Information Technology Services	11,296	18,000	15,000	23,000
IT services, subscriptions, Installations, GPS, Public Wifi	11,296	18,000	15,000	23,000
<b>Subtotal</b>	<b>11,296</b>	<b>18,000</b>	<b>15,000</b>	<b>23,000</b>
6100 Software-Licenses and Subscriptions	—	—	—	—
Software subscriptions	—	—	—	—
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Information Technology</b>	<b>30,197</b>	<b>43,000</b>	<b>37,000</b>	<b>48,000</b>

**Insurance Liability**

6058 Insurance- Liability	87,006	100,000	119,029	130,000
Liability Insurance	87,006	100,000	119,029	130,000
<b>Subtotal</b>	<b>87,006</b>	<b>100,000</b>	<b>119,029</b>	<b>130,000</b>
<b>Total Insurance Liability</b>	<b>87,006</b>	<b>100,000</b>	<b>119,029</b>	<b>130,000</b>

**Printing/News Letters/Advertising**

6079 Newsletter (Town Crier)	25,855	36,000	36,000	45,000
Town Crier	25,855	36,000	36,000	45,000
<b>Subtotal</b>	<b>25,855</b>	<b>36,000</b>	<b>36,000</b>	<b>45,000</b>
6094 Printing & Binding	1,871	2,500	2,000	5,000
Printing and Binding	1,871	2,500	2,000	5,000
<b>Subtotal</b>	<b>1,871</b>	<b>2,500</b>	<b>2,000</b>	<b>5,000</b>
6097 Public & Legal Notices/Ads	6,304	6,500	10,000	10,000
Public and Legal Notices and Ads	6,304	6,500	10,000	10,000
<b>Subtotal</b>	<b>6,304</b>	<b>6,500</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Printing/News Letters/Advertising</b>	<b>34,029</b>	<b>45,000</b>	<b>48,000</b>	<b>60,000</b>

**Postage**

6091 Postage	8,967	8,000	8,000	12,000
Postage, postage machine, shipping fees	8,967	8,000	8,000	12,000
<b>Subtotal</b>	<b>8,967</b>	<b>8,000</b>	<b>8,000</b>	<b>12,000</b>
<b>Total Postage</b>	<b>8,967</b>	<b>8,000</b>	<b>8,000</b>	<b>12,000</b>

FY2025 Budget Detail Administrative Services	FY2023	FY2024	FY2024	FY2025
	Actual	Budget	Estimated	Budget
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$

**Office Supplies**

6124 Supplies-Office	4,563	9,000	9,000	10,000
General Office Supplies	4,563	9,000	9,000	10,000
<b>Subtotal</b>	<b>4,563</b>	<b>9,000</b>	<b>9,000</b>	<b>10,000</b>
<b>Total Supplies (Office)</b>	<b>4,563</b>	<b>9,000</b>	<b>9,000</b>	<b>10,000</b>

**Telephone & Communications**

6145 Telephone-Land Line	3,165	4,000	4,000	4,000
Telephone Land Lines	3,165	4,000	4,000	4,000
<b>Subtotal</b>	<b>3,165</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
6142 Telephone-Air Cards	704	500	500	500
Air Cards	704	500	500	500
<b>Subtotal</b>	<b>704</b>	<b>500</b>	<b>500</b>	<b>500</b>
6148 Telephone-Mobile	2,787	2,580	2,580	3,800
Mobile Phone	2,787	2,580	2,580	3,800
<b>Subtotal</b>	<b>2,787</b>	<b>2,580</b>	<b>2,580</b>	<b>3,800</b>
<b>Total Telephone &amp; Communications</b>	<b>6,656</b>	<b>7,080</b>	<b>7,080</b>	<b>8,300</b>

**Special Projects**

6151 Special Projects	5,111	11,000	11,000	12,000
Special Projects	5,111	11,000	11,000	12,000
<b>Subtotal</b>	<b>5,111</b>	<b>11,000</b>	<b>11,000</b>	<b>12,000</b>
<b>Total Special Projects</b>	<b>5,111</b>	<b>11,000</b>	<b>11,000</b>	<b>12,000</b>

**Vehicle and Transportation**

6154 Transportation-Gas & Oil	52	250	250	250
Fuel, Gas, Oil	52	250	250	250
<b>Subtotal</b>	<b>52</b>	<b>250</b>	<b>250</b>	<b>250</b>
6160 Transportation-Vehicles Maintenance	—	300	—	—
Vehicle Maintenance	—	300	—	—
<b>Subtotal</b>	<b>—</b>	<b>300</b>	<b>—</b>	<b>—</b>
<b>Total Vehicle and Transportation</b>	<b>52</b>	<b>550</b>	<b>250</b>	<b>250</b>

<b>Total Operating Expenditures</b>	<b>186,257</b>	<b>251,730</b>	<b>252,759</b>	<b>309,150</b>
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FY2025 Budget Detail Administrative Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budget Expenditure	Estimated Actuals	Budget Expenditure
	\$	\$	\$	\$
<b>Other Operating Expenditures</b>	<b>12,413</b>	<b>104,000</b>	<b>4,000</b>	<b>109,500</b>
<b>Computer Services</b>				
7055 Website-Domain Names	—	500	500	1,000
Domain Names	—	500	500	1,000
<b>Subtotal</b>	<b>—</b>	<b>500</b>	<b>500</b>	<b>1,000</b>
7058 Website-Hosting Services	2,724	3,500	3,500	3,500
Website Hosting & Maintenance	2,724	3,500	3,500	3,500
<b>Subtotal</b>	<b>2,724</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Total Computer Services</b>	<b>2,724</b>	<b>4,000</b>	<b>4,000</b>	<b>4,500</b>
<b>Contingency</b>				
7201 Contingency	9,689	100,000	—	105,000
Contingency	9,689	100,000	—	90,000
Leave Payout at Retirement	—	—	—	15,000
<b>Subtotal</b>	<b>9,689</b>	<b>100,000</b>	<b>—</b>	<b>105,000</b>
<b>Total Contingency</b>	<b>9,689</b>	<b>100,000</b>	<b>—</b>	<b>105,000</b>
<b>Total Other Operating Expenditures</b>	<b>12,413</b>	<b>104,000</b>	<b>4,000</b>	<b>109,500</b>

**FY2025**

**FINANCE SERVICES**

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# OFFICE OF FINANCE SERVICES

## MISSION

The mission of the Office of Finance Services is to uphold the financial integrity of the Town through meticulous financial planning, reporting, and budgeting. OFS is committed to ensuring robust internal controls, efficient accounts payable and receivable management, and seamless coordination of external audits. As champions of the Town's Five E's program—Ethics, Expectations, Efficiencies, Effectiveness, and Execution—OFS strives to achieve outstanding performance goals while setting the standard for ethical behavior across all operations.

## ACCOMPLISHMENTS OF FY2024

- Distinguished budget award
- Managed the annual budget within the allocated funds
- Enhanced transparency
- Budget projection hits the mark
- Presented over 36 financial reports to the council and public
- ARPA (American Rescue Plan) Reporting & Audit

## OBJECTIVES FOR FY2025

- Convert all accounting procedures to a digital form
- Develop dashboard of key financial performance indicators
- Enhance financial reporting
- Alternative Revenue Sources (Grants)
- Proposed position



# OFFICE OF FINANCE SERVICES

## KEY BUDGET, WORKLOAD MEASURES, AND PERFORMANCE INDICATORS

The Town will utilize the following to evaluate this cost center as it relates to budget, workload measures, and performance indicators.

<b>WORKLOAD MEASURES</b>	<b>FY2023 ACTUAL</b>	<b>FY2024 ESTIMATE</b>	<b>FY2025 PROJECTED</b>
Number of accounts payable processed	2401	2500	2300
Number of accounts receivable processed	1435	1500	1300
Number of payrolls processed	49	49	49
Number of journal entries made	104	125	125
Number of deposits processed	581	600	600
Number of debt payments processed	8	8	8
Number of loan and grant drawdowns processed	4	4	4
Number of bank reconciliations processed	128	128	128
Number of credit card reconciliations processed	160	160	160
Number of financial reports presented to the Mayor and Council	41	42	45
Number of cost center budget performance meetings held	16	16	16

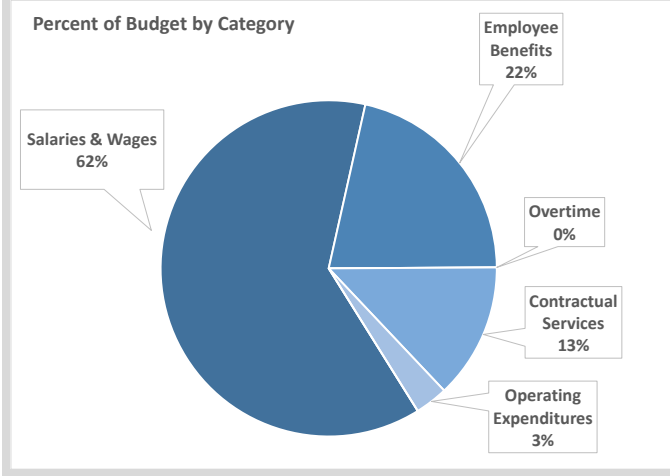
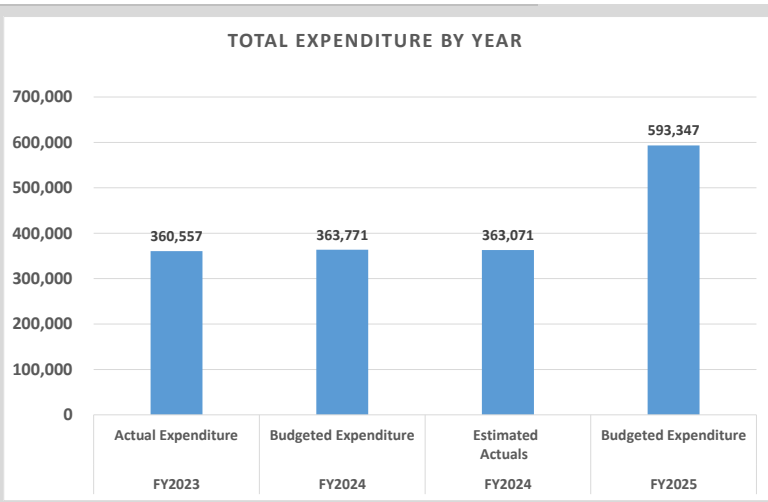
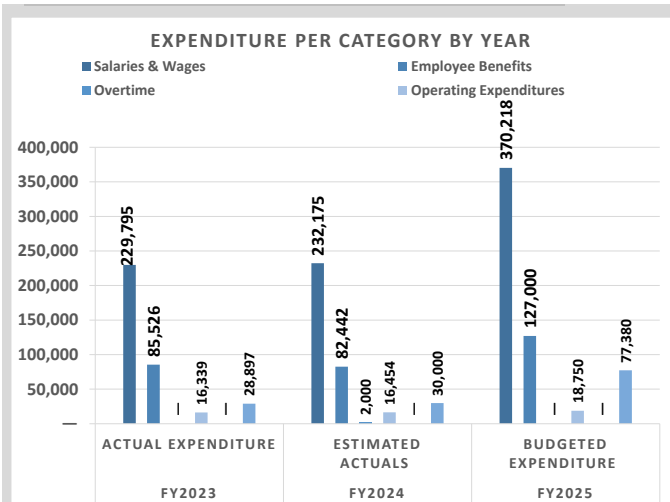
<b>PERFORMANCE MEASURES</b>	<b>FY2023 ACTUAL</b>	<b>FY2024 ESTIMATE</b>	<b>FY2025 PROJECTED</b>
Obtained Distinguished Budget Presentation Award	YES	YES	YES
Compliance with grant agreements for drawdowns	YES	YES	YES
Five year performance within range	YES	YES	YES

# FY2025 Budget Overview - Finance Services

## Budgeted Expenditure

**593,347**

	Summary of Expenditures				Staff Head Count			
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025	
Salaries & Wages	229,795	232,175	232,175	370,218	Finance & Employee Services Director	0.50	0.50	0.50
Employee Benefits	85,526	82,442	82,442	127,000	Deputy Finance Director CPA	1.00	1.00	1.00
Overtime	—	2,000	2,000	—	Finance Manager	0.00	0.00	1.00
Contractual Services	28,897	30,000	30,000	77,380	APRA & Grant Program Manager (Term Position)	0.00	0.00	1.00
Operating Expenditures	16,339	17,154	16,454	18,750	Program Specialist II	0.33	0.33	0.00
Other Operating Expenditures	—	—	—	—	Finance-Employee Services Coordinator	0.50	0.50	0.50
<b>Total Expenditures</b>	<b>360,557</b>	<b>363,771</b>	<b>363,071</b>	<b>593,347</b>	<b>Total Head Count</b>	<b>2.33</b>	<b>2.33</b>	<b>4.00</b>



FY2025 Budget Detail Significant Changes	Finance Services			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	363,771	593,347	229,576	63%

<b>Salaries</b>	\$	232,175	\$	370,218	\$	138,042	59%
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The budget reflects an organization-wide 2.5% cost-of-living increase, and the continuation of the merit-step increases as included in the approved pay range plan. The FY2025 budget also includes a new full-time Finance Manager role. This position is needed for specialized technical financial reporting and analysis. The Finance Manager will be tasked with achieving the Government Finance Officers Association (GFOA) financial reporting award criteria and the coordination of the annual external audit. The budget also reflects a full-time Grant Manager, formerly funded under ARPA.

<b>Benefits</b>	\$	82,442	\$	127,000	\$	44,558	54%
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There is no increase in the health care benefit rate. However, the budget for health care benefit varies based on the number of participants, and whether the participant is in the single or family plan. Additionally, there are budget increases that are tied to the salary increases. These include the retirement plan contributions, workers compensation, FICA, and Unemployment Tax. Specifically to OFS, the increase is related to the new position.

<b>Overtime Premiums</b>	\$	2,000	\$	-	\$	(2,000)	-100%
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The positions in Finance Services are FLSA exempt.

<b>Contractual Services</b>	\$	30,000	\$	77,380	\$	47,380	158%
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In FY2025, Finance Services will implement a new cloud-based subscription software system. This expenditure shift from the Capital Improvement Plan (CIP) to operational expenses reflects the recurring nature of the software subscription. Additionally, the integration process will encompass data conversion services, ensuring a seamless transition from our legacy systems to the new platform. Enhanced vendor payment processes will also be introduced, strengthening safeguards against fraud. These advancements signal our commitment to keeping pace with technology and leveraging it to elevate service delivery and ensure fiscal responsibility.

<b>Operating Expenditures</b>	\$	17,154	\$	18,750	\$	1,596	9%
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Operating expenditures for the Computer and Software category have been updated to reflect the acquisition of the new finance software subscription.

<b>Total</b>		363,771		593,347		229,576	63%
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FY2025 Budget Detail Finance Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>315,321</b>	<b>316,617</b>	<b>316,617</b>	<b>497,217</b>
<b>5000 Salaries &amp; Wages</b>	<b>229,795</b>	<b>232,175</b>	<b>232,175</b>	<b>370,218</b>
5001 Wages-Full Time	229,795	232,055	232,055	370,218
5037 Uniform Allowance	—	120	120	—
<b>Subtotal</b>	<b>229,795</b>	<b>232,175</b>	<b>232,175</b>	<b>370,218</b>
<b>5100 Employee Benefits</b>	<b>85,526</b>	<b>82,442</b>	<b>82,442</b>	<b>127,000</b>
5101 Insurance-Workers Compensation	916	937	937	1,267
5104 Insurance-Medical (75%)	20,218	29,898	29,898	44,819
5113 Insurance-Life	881	1,310	1,310	979
5119 Insurance-Long Term Disability	1,410	779	779	1,514
5120 AD&D	115	116	116	130
5122 Payroll Taxes	23,608	17,915	17,915	28,481
66000 Payroll Expenses	5,351	—	—	—
5046 Stipend Individual	—	—	—	—
5031 Bilingual Pay Premium	—	—	—	2,080
5125 Retirement-Defined Contribution	13,034	14,397	14,397	25,630
5128 Retirement-Defined Benefits	19,993	17,089	17,089	22,100
<b>Subtotal</b>	<b>85,526</b>	<b>82,442</b>	<b>82,442</b>	<b>127,000</b>
<b>5200 Overtime Premiums</b>	<b>—</b>	<b>2,000</b>	<b>2,000</b>	<b>—</b>
Overtime Premiums	—	2,000	2,000	—
<b>Subtotal</b>	<b>—</b>	<b>2,000</b>	<b>2,000</b>	<b>—</b>
<b>Total Employee Costs</b>	<b>315,321</b>	<b>316,617</b>	<b>316,617</b>	<b>497,217</b>



FY2025 Budget Detail Finance Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$

<b>Contractual Expenditures</b>	<b>28,897</b>	<b>30,000</b>	<b>30,000</b>	<b>77,380</b>
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**Contractual Services**

5300 Contractual Services	28,897	30,000	30,000	77,380
5301 Financial Services	28,897	30,000	30,000	77,380
<b>Subtotal</b>	<b>28,897</b>	<b>30,000</b>	<b>30,000</b>	<b>77,380</b>
<b>Total Contractual Services</b>	<b>28,897</b>	<b>30,000</b>	<b>30,000</b>	<b>77,380</b>

<b>Total Contractual Expenditures</b>	<b>28,897</b>	<b>30,000</b>	<b>30,000</b>	<b>77,380</b>
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FY2025 Budget Detail Finance Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>16,339</b>	<b>17,154</b>	<b>16,454</b>	<b>18,750</b>
<b>Finance Charges</b>				
6001 Bank Service Fees	1,120	1,250	400	1,500
Bank Fees	1,120	1,250	400	1,500
<b>Subtotal</b>	<b>1,120</b>	<b>1,250</b>	<b>400</b>	<b>1,500</b>
<b>Total Finance Charges</b>	<b>1,120</b>	<b>1,250</b>	<b>400</b>	<b>1,500</b>
<b>Information Technology</b>				
6004 Computer & Software	9,179	10,000	10,000	10,000
Voucher Approval System/ Accounting Software	9,179	10,000	10,000	10,000
<b>Subtotal</b>	<b>9,179</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
6100 Software-Licenses	2,966	3,000	3,000	3,000
Software Licenses	2,966	3,000	3,000	3,000
<b>Subtotal</b>	<b>2,966</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Information Technology</b>	<b>12,146</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
<b>Dues &amp; Subscriptions</b>				
6013 Dues/Memberships	1,603	1,500	1,500	2,000
Government Finance Officers Association Membership Dues	1,603	1,500	1,500	2,000
<b>Subtotal</b>	<b>1,603</b>	<b>1,500</b>	<b>1,500</b>	<b>2,000</b>
6014 Publications/Subscriptions	84	100	250	250
GOFA Subscription	84	100	250	250
<b>Subtotal</b>	<b>84</b>	<b>100</b>	<b>250</b>	<b>250</b>
<b>Total Dues &amp; Subscriptions</b>	<b>1,687</b>	<b>1,600</b>	<b>1,750</b>	<b>2,250</b>
<b>Training &amp; Education</b>				
6022 Education-Training	449	530	530	1,000
Training Materials	449	530	530	1,000
<b>Subtotal</b>	<b>449</b>	<b>530</b>	<b>530</b>	<b>1,000</b>
<b>Total Training &amp; Education</b>	<b>449</b>	<b>530</b>	<b>530</b>	<b>1,000</b>
<b>Telephones &amp; Communications</b>				
6148 Telephone - Mobile	937	774	774	1,000
Mobile Telephone	937	774	774	1,000
<b>Subtotal</b>	<b>937</b>	<b>774</b>	<b>774</b>	<b>1,000</b>
<b>Total Telephone &amp; Communications</b>	<b>937</b>	<b>774</b>	<b>774</b>	<b>1,000</b>
<b>Total Operating Expenditures</b>	<b>16,339</b>	<b>17,154</b>	<b>16,454</b>	<b>18,750</b>

**FY2025**

**EMPLOYEE SERVICES**

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# OFFICE OF EMPLOYEE SERVICES

## MISSION

The Office of Employee Services (OES) provides centralized support to the Town of Riverdale Park employees. The department strategically recruits, develops, and retains a highly qualified and diverse workforce in service of the Town's mission and maintains a professional and safe work environment. Provide employee services-related customer service to employees and management. Ensure updating, maintenance, and compliance of all human resources, benefits, and risk-related systems.

## ACCOMPLISHMENTS OF FY2024

- Launched phase II of TRP University
- Employee Wellness Program 30% increase
- Improvement in time-to-fill, cost per-hire, and diversity
- Updated position descriptions
- Implemented the Base Pay Competitive Market Review
- Established Employee Safety Committees

## OBJECTIVES FOR FY2025

- Enhance employee wellness
- Implement succession planning for key roles
- Retain and develop strategies to retain top talent
- Enhance communication channels
- Decrease accidents in workplace



# EMPLOYEE SERVICES

## KEY BUDGET, WORKLOAD MEASURES, AND PERFORMANCE INDICATORS

The Town will utilize the following to evaluate this cost center as it relates to budget, workload measures, and performance indicators.

<b>WORKLOAD MEASURES</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>	<b>FY2025 PROJECTED</b>
Number of position recruitments	7	6	5
Number of applications processed	360	600	500
Number of clicks	6,250	6,000	5,500
Number of employees onboarded	1	6	4
Number of Safety & Health Committee Meeting	2	2	5
Number of employee recognition events	15	7	18
Number of accident reports filed	5	4	2
Number of OSHA 300 accident reports filed	4	4	2
Number of in-house training sessions	7	7	10

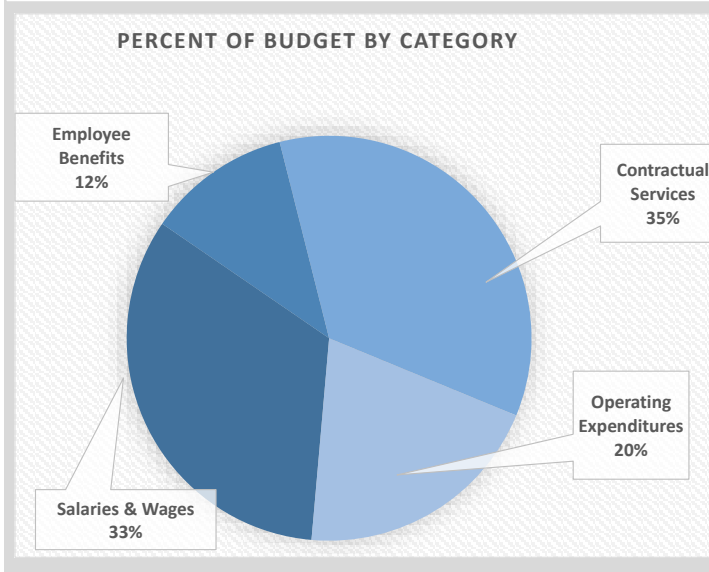
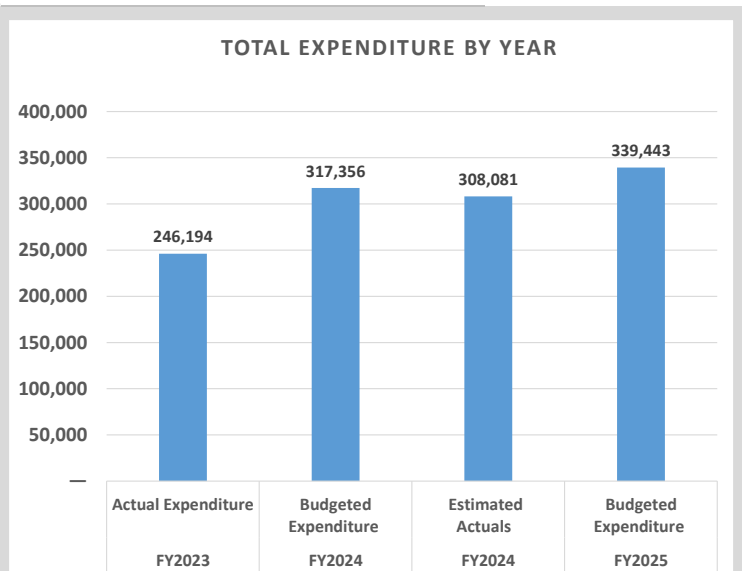
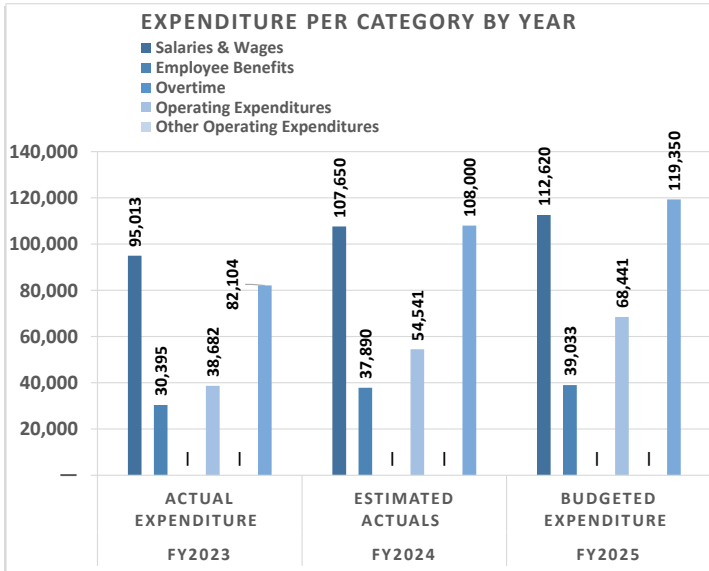
<b>PERFORMANCE MEASURES</b>	<b>FY2023 ACTUAL</b>	<b>FY2024 ESTIMATE</b>	<b>FY2025 PROJECTED</b>
Increase enrollment in the wellness program	21	28	30
Volunteer Turnover Ration	10.2%	3.6%	5.0%
Staffing history	48	53.75	57.25

# FY2025 Budget Overview - Employee Services

## Budgeted Expenditure

**339,443**

	Summary of Expenditures				Staff Head Count			
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025	
Salaries & Wages	95,013	107,650	107,650	112,620	Employee Services Director	0.50	0.50	0.50
Employee Benefits	30,395	37,890	37,890	39,033	Finance- Employee Services Coordinator	0.50	0.50	0.50
Overtime	—	—	—	—				
Contractual Services	82,104	114,000	108,000	119,350	<b>Total Head Count</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
Operating Expenditures	38,682	57,816	54,541	68,441				
Other Operating Expenditures	—	—	—	—				
<b>Total Expenditures</b>	<b>246,194</b>	<b>317,356</b>	<b>308,081</b>	<b>339,443</b>				



FY2025 Budget Detail Significant Changes	Employee Services			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	317,356	339,443	22,087	7%

<b>Salaries</b>	\$	107,650	\$	112,620	\$	4,969	5%
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The budget reflects an organization-wide 2.5% cost-of-living increase, and the continuation of the merit-step increases as included in the approved pay range plan.

<b>Benefits</b>	\$	37,890	\$	39,033	\$	1,143	3%
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There is no increase in the health care benefit rate. However, the budget for health care benefit varies based on the number of participants, and whether the participant is in the single or family plan. Additionally, there are budget increases that are tied to the salary increases. These include the retirement plan contributions, workers compensation, FICA, and Unemployment Tax.

<b>Overtime Premiums</b>	\$	-	\$	-	\$	-	0%
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There are no significant changes.

<b>Contractual Services</b>	\$	114,000	\$	119,350	\$	5,350	5%
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The budget includes funding for expanded Mental Health Services for our police officers. While the employee assistance program is available to all employees, this expanded program is for our police officers. This change is a direct response to the Town's implementation of an annual mental health session for each police officer. The State of Maryland requires biennial mental health sessions and the Town expanded this requirement as a proactive step towards supporting the well-being of our law enforcement personnel, ensuring they receive comprehensive care. This commitment not only aids in maintaining the officers' mental health but also contributes to the overall resilience and readiness of our police force.

<b>Operating Expenditures</b>	\$	57,816	\$	68,441	\$	10,625	18%
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For FY2025, the budget changes include more funds for helping employees with tuition costs, improving wellness programs, and boosting recognition for their hard work and achievements.

<b>Total</b>		317,356		339,443		22,087	7%
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FY2025 Budget Detail Employee Services				
	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>125,408</b>	<b>145,540</b>	<b>145,540</b>	<b>151,653</b>
<b>5000 Salaries &amp; Wages</b>	<b>95,013</b>	<b>107,650</b>	<b>107,650</b>	<b>112,620</b>
5001 Wages-Full Time	95,013	107,650	107,650	112,620
5004 Wages-Part-Time	—	—	—	—
5010 Wages-Interns	—	—	—	—
<b>Subtotal</b>	<b>95,013</b>	<b>107,650</b>	<b>107,650</b>	<b>112,620</b>
<b>5100 Employee Benefits</b>	<b>30,395</b>	<b>37,890</b>	<b>37,890</b>	<b>39,033</b>
5101 Insurance-Workers Compensation	401	435	435	524
5104 Insurance-Medical (75%)	7,344	10,743	10,743	10,746
5113 Insurance-Life	467	637	637	637
5119 Insurance-Long Term Disability	407	935	935	935
5120 AD&D	67	86	86	86
5122 Payroll Taxes	3,135	8,312	8,312	8,616
5125 Retirement- Defined Contributions	7,232	4,407	4,407	4,638
5128 Retirement-Defined Benefits	11,343	12,335	12,335	12,851
<b>Subtotal</b>	<b>30,395</b>	<b>37,890</b>	<b>37,890</b>	<b>39,033</b>
<b>5200 Premiums</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
Overtime Premiums	—	—	—	—
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Employee Costs</b>	<b>125,408</b>	<b>145,540</b>	<b>145,540</b>	<b>151,653</b>

FY2025 Budget Detail Employee Services	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure \$	Expenditure \$	Actuals \$	Expenditure \$
<b>Contractual Services</b>	<b>82,104</b>	<b>114,000</b>	<b>108,000</b>	<b>119,350</b>

**Contractual Expenditures**

6078 Employee Services	76,533	94,000	94,000	97,350
Employee Services, Benefit Calculations, Benefit Management Fees, Employee Services Management Software	76,533	94,000	94,000	97,350
Subtotal	76,533	94,000	94,000	97,350
5352 Mental Health Services	3,000	10,000	4,000	12,000
Mental Health Services	3,000	10,000	4,000	12,000
Subtotal	3,000	10,000	4,000	12,000
5313 Legal Services	2,571	10,000	10,000	10,000
Legal Services	2,571	10,000	10,000	10,000
<b>Subtotal</b>	<b>2,571</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Contractual Expenditures</b>	<b>82,104</b>	<b>114,000</b>	<b>108,000</b>	<b>119,350</b>
<b>Total Contractual Services Expenditures</b>	<b>82,104</b>	<b>114,000</b>	<b>108,000</b>	<b>119,350</b>

FY2025 Budget Detail Employee Services	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure \$	Expenditure \$	Actuals \$	Expenditure \$
<b>Operating Expenditures</b>	<b>38,682</b>	<b>57,816</b>	<b>54,541</b>	<b>68,441</b>
<b>Supplies</b>				
6124 Office Supplies	1,235	—	—	—
Supplies	1,235	—	—	—
<b>Subtotal</b>	<b>1,235</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Supplies</b>	<b>1,235</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Telephones &amp; Communications</b>				
6148 Telephone - Mobile	354	516	641	641
Mobile Telephone	354	516	641	641
<b>Subtotal</b>	<b>354</b>	<b>516</b>	<b>641</b>	<b>641</b>
<b>Total Telephones &amp; Communications</b>	<b>354</b>	<b>516</b>	<b>641</b>	<b>641</b>
<b>Computers and Information Technology</b>				
6100 Software-Licenses and Subscriptions	622	500	500	500
Software Subscriptions	622	500	500	500
<b>Subtotal</b>	<b>622</b>	<b>500</b>	<b>500</b>	<b>500</b>
6055 Information Technology - Small Purchases	1,701	2,000	2,000	2,000
Computer Purchase	1,701	2,000	2,000	2,000
<b>Subtotal</b>	<b>1,701</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Total Computers and Information Technology</b>	<b>2,323</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Dues and Subscriptions</b>				
6013 Dues/Memberships	4,217	3,000	3,000	3,500
Membership Dues	4,217	3,000	3,000	3,500
<b>Subtotal</b>	<b>4,217</b>	<b>3,000</b>	<b>3,000</b>	<b>3,500</b>
<b>Total Dues and Subscriptions</b>	<b>4,217</b>	<b>3,000</b>	<b>3,000</b>	<b>3,500</b>
<b>Training and Education</b>				
6022 Education-Training	765	5,000	5,000	6,000
Education-Training, Online Staff Training	765	5,000	5,000	6,000
<b>Subtotal</b>	<b>765</b>	<b>5,000</b>	<b>5,000</b>	<b>6,000</b>
6028 Education-Tuition Reimbursement	—	5,000	—	10,000
Education Reimbursement	—	5,000	—	10,000
<b>Subtotal</b>	<b>—</b>	<b>5,000</b>	<b>—</b>	<b>10,000</b>
6025 Education-Training Aids	510	2,000	2,000	2,500
Education Training Aids	510	2,000	2,000	2,500
<b>Subtotal</b>	<b>510</b>	<b>2,000</b>	<b>2,000</b>	<b>2,500</b>
<b>Total Training and Education</b>	<b>1,275</b>	<b>12,000</b>	<b>7,000</b>	<b>18,500</b>

FY2025 Budget Detail Employee Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure \$	Budgeted Expenditure \$	Estimated Actuals \$	Budgeted Expenditure \$
	<b>Operating Expenditures</b>	<b>38,682</b>	<b>57,816</b>	<b>54,541</b>
<b>Employee Services</b>				
6034 Employee Wellness Programs	4,103	12,000	7,000	12,000
Employee wellness programs, purchase of materials for employee promotions and incentives, purchase of materials for purpose of promoting safety, healthy snack wall	4,103	12,000	7,000	12,000
<b>Subtotal</b>	<b>4,103</b>	<b>12,000</b>	<b>7,000</b>	<b>12,000</b>
5041 Awards and Gifts	2,835	3,500	3,500	4,500
Employee awards and gifts to recognize significant milestones, achievements, and employee anniversaries	2,835	3,500	3,500	4,500
<b>Subtotal</b>	<b>2,835</b>	<b>3,500</b>	<b>3,500</b>	<b>4,500</b>
5040 Employee Recognition	1,992	7,500	7,500	7,500
Employee recognition program, stipends, purchase of certificates, plaques and any other items to be used as recognitions, employee Residency Initiative	1,992	7,500	7,500	7,500
<b>Subtotal</b>	<b>1,992</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
5121 Golds Gym	2,656	5,800	5,800	5,800
Gold's Gym	2,656	5,800	5,800	5,800
<b>Subtotal</b>	<b>2,656</b>	<b>5,800</b>	<b>5,800</b>	<b>5,800</b>
6077 New Hire Expenditures	15,947	10,000	17,000	12,500
Preemployment drug screen, credit check, background checks, medical services	15,947	10,000	17,000	12,500
<b>Subtotal</b>	<b>15,947</b>	<b>10,000</b>	<b>17,000</b>	<b>12,500</b>
6080 Benevolence and Goodwill	1,747	1,000	600	1,000
Flowers, fruit baskets and other goodwill items	1,747	1,000	600	1,000
<b>Subtotal</b>	<b>1,747</b>	<b>1,000</b>	<b>600</b>	<b>1,000</b>
<b>Total Employee Services</b>	<b>29,278</b>	<b>39,800</b>	<b>41,400</b>	<b>43,300</b>
<b>Total Operating Expenditures</b>	<b>38,682</b>	<b>57,816</b>	<b>54,541</b>	<b>68,441</b>

**FY2025**

**DEVELOPMENT SERVICES**

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# OFFICE OF DEVELOPMENT SERVICES

## MISSION

The Office of Development Services strives to increase economic opportunity within the Town in partnership with residents, businesses, government agencies, and other organizations, by developing programs and initiatives to promote a community where businesses and residents can flourish.

## ACCOMPLISHMENTS OF FY2024

- Dispersed \$263,846 to address food insecurity through the Farmers Market Dollars program
- Identified Town owned property for improvements
- Secured additional grant funds
- Coordinated with partners to install new art
- Strengthened the Town's assessable base

## OBJECTIVES FOR FY2025

- Invest in sustainable and green initiatives
- Carry on a broader effort to secure additional grant funds
- Encourage local business collaboration
- Increase local artwork and sculptures
- Protect and expand the Town's assessable tax base



# OFFICE OF DEVELOPMENT SERVICES

## KEY BUDGET, WORKLOAD MEASURES, AND PERFORMANCE INDICATORS

The Town will utilize the following to evaluate this cost center as it relates to budget, workload measures, and performance indicators.

<b>WORKLOAD MEASURES</b>	<b>FY2023 ACTUAL</b>	<b>FY2024 ESTIMATE</b>	<b>FY2025 PROJECTED</b>
Dollar value of TRP grants awarded to businesses	\$265,373.14	\$280,716.50	\$165,358.25
Dollar value of TRP grants awarded to residents	\$20,763	\$16,833	\$22,675
Number of business license renewals	244	256	265
Number of building permits issued	31	25	31

<b>PERFORMANCE MEASURES</b>	<b>FY2023 ACTUAL</b>	<b>FY2024 ESTIMATE</b>	<b>FY2025 PROJECTED</b>
Private funds leveraged through TRP grant programs	\$49,604.00	\$33,666.67	\$84,521.00
Grant funds secured for TRP projects and programs	\$575,500	\$1,177,415.00	\$900,000
Number of new businesses	3	4	3
Private investment as tracked by building permits	\$2,895,177.00	\$527,144.00	\$62,265,000
Growth in total accessible tax base	\$45,882,320.00	\$18,384,868.00	\$28,943,182

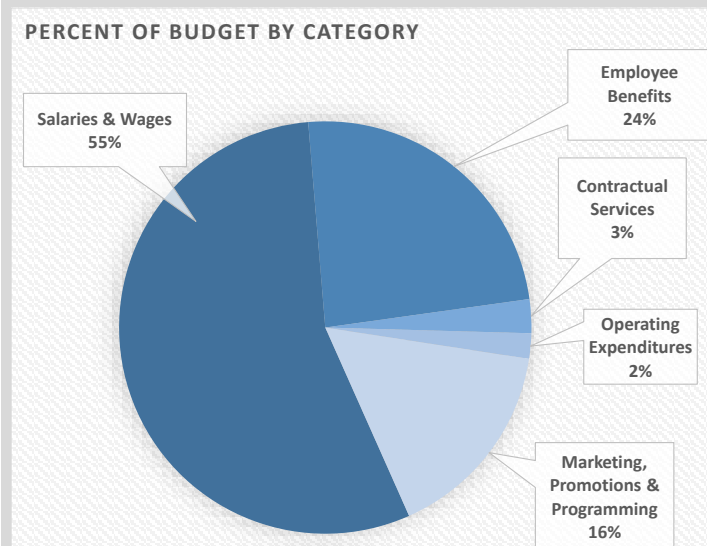
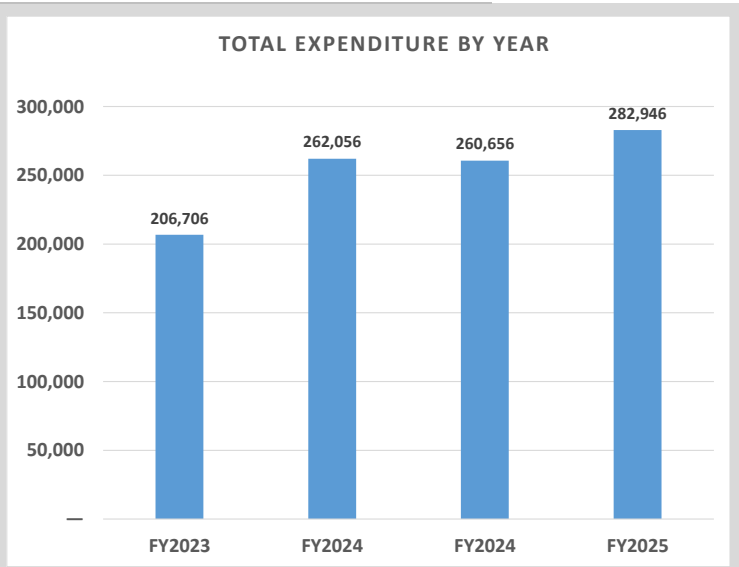
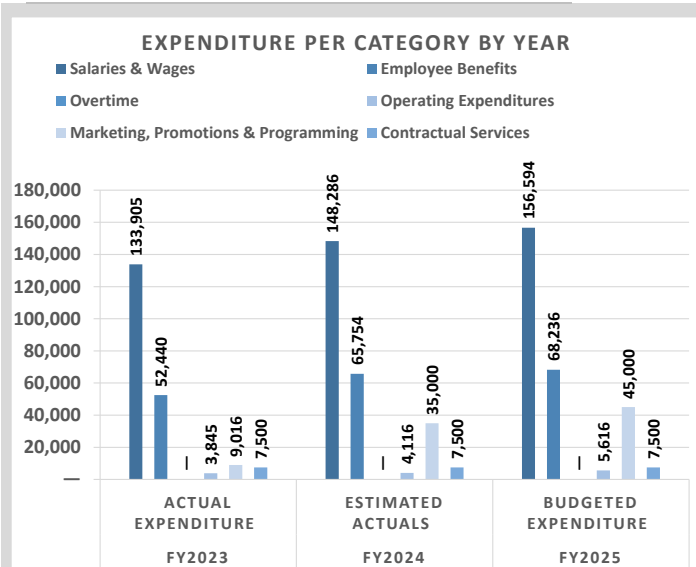


# FY2025 Budget Overview - Development Services

## Budgeted Expenditure

**282,946**

	Summary of Expenditures				Staff Head Count			
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025	
Salaries & Wages	133,905	147,786	148,286	156,594	Director of Development Services	1.00	1.00	1.00
Employee Benefits	52,440	65,753	65,754	68,236	Special Projects Coordinator	0.50	0.50	0.50
Overtime	—	—	—	—				
Contractual Services	7,500	7,500	7,500	7,500				
Operating Expenditures	3,845	6,016	4,116	5,616				
Marketing, Promotions & Programming	9,016	35,000	35,000	45,000				
<b>Total Expenditures</b>	<b>206,706</b>	<b>262,056</b>	<b>260,656</b>	<b>282,946</b>	<b>Total Head Count</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>



FY2025 Budget Detail Significant Changes	Development Services			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	262,056	282,946	20,890	8%
Salaries	\$ 147,786	\$ 156,594	\$ 8,808	6%

The budget reflects an organization-wide 2.5% cost-of-living increase, and the continuation of the merit-step increases as included in the approved pay range plan.

Benefits	\$ 65,753	\$ 68,236	\$ 2,482	4%
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There is no increase in the health care benefit rate. However, the budget for health care benefit varies based on the number of participants, and whether the participant is in the single or family plan. Additionally, there are budget increases that are tied to the salary increases. These include the retirement plan contributions, workers compensation, FICA, and Unemployment Tax.

Overtime Premiums	\$ -	\$ -	\$ -	0%
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There are no significant changes.

Contractual Services	\$ 7,500	\$ 7,500	\$ -	0%
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There are no significant changes.

Operating Expenditures	\$ 6,016	\$ 5,616	\$ (400)	-7%
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This change reflects the anticipated expenditure for Dues, Membership, and Subscriptions.

Marketing and Promotions	\$ 35,000	\$ 45,000	\$ 10,000	29%
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This change was requested by the Council and will provide funds for a program to provide micro grants for eligible businesses and organizations holding events in Town.

<b>Total</b>	<b>262,056</b>	<b>282,946</b>	<b>20,890</b>	<b>8%</b>
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FY2025 Budget Detail Development Services				
	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>186,345</b>	<b>213,540</b>	<b>214,040</b>	<b>224,830</b>
<b>5000 Salaries &amp; Wages</b>	<b>133,905</b>	<b>147,786</b>	<b>148,286</b>	<b>156,594</b>
5001 Wages-Full Time	133,905	147,786	147,786	156,594
5046 Stipend Individual			500	
<b>Subtotal</b>	<b>133,905</b>	<b>147,786</b>	<b>148,286</b>	<b>156,594</b>
<b>5100 Employee Benefits</b>	<b>52,440</b>	<b>65,753</b>	<b>65,754</b>	<b>68,236</b>
5101 Insurance-Workers Compensation	572	597	597	729
5104 Insurance-Medical (75%)	15,392	23,361	23,361	23,327
5113 Insurance-Life	632	716	716	716
5119 Insurance-Long Term Disability	707	1,009	1,009	1,009
5120 AD&D	91	95	95	95
5125 Retirement-Defined Contribution	—	—	—	—
5122 Payroll Taxes	7,547	11,306	11,306	11,980
5128 Retirement-Defined Benefits	27,499	28,670	28,670	30,380
<b>Subtotal</b>	<b>52,440</b>	<b>65,753</b>	<b>65,754</b>	<b>68,236</b>
<b>5200 Overtime Premiums</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
Overtime Premiums	—	—	—	—
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Employee Costs</b>	<b>186,345</b>	<b>213,540</b>	<b>214,040</b>	<b>224,830</b>

FY2025 Budget Detail Development Services				
	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure \$	Budgeted Expenditure \$	Estimated Actuals \$	Budgeted Expenditure \$
Contractual Services	7,500	7,500	7,500	7,500

**Contractual Services**

5310 Engineering Services	7,500	7,500	7,500	7,500
Engineering Services	7,500	7,500	7,500	7,500
<b>Subtotal</b>	7,500	7,500	7,500	7,500
<b>Total Contractual Services</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>Total Contractual Services</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>

FY2025 Budget Detail Development Services				
	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>3,845</b>	<b>6,016</b>	<b>4,116</b>	<b>5,616</b>
<b>Dues/Memberships/Subscriptions/Publications</b>				
6013 Dues/Memberships/Subscription	1,349	2,200	1,800	1,800
Membership fees	1,349	2,200	1,800	1,800
<b>Subtotal</b>	<b>1,349</b>	<b>2,200</b>	<b>1,800</b>	<b>1,800</b>
<b>Total Dues/Memberships/Subscriptions/Publications</b>	<b>1,349</b>	<b>2,200</b>	<b>1,800</b>	<b>1,800</b>
<b>Travel Expenditures</b>				
6166 Travel-Hotel	824	1,500	—	1,500
Hotel and Travel	824	1,500	—	1,500
<b>Subtotal</b>	<b>824</b>	<b>1,500</b>	<b>—</b>	<b>1,500</b>
<b>Total Travel Expenditures</b>	<b>824</b>	<b>1,500</b>	<b>—</b>	<b>1,500</b>
<b>Training and Education</b>				
6022 Education-Training	962	1,500	1,500	1,500
Training and Certifications	962	1,500	1,500	1,500
<b>Subtotal</b>	<b>962</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Training and Education</b>	<b>962</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Telephones and Communications</b>				
6148 Telephone-Mobile	710	516	516	516
Mobile Phone	710	516	516	516
<b>Subtotal</b>	<b>710</b>	<b>516</b>	<b>516</b>	<b>516</b>
<b>Total Telephones and Communications</b>	<b>710</b>	<b>516</b>	<b>516</b>	<b>516</b>
<b>Operating Supplies</b>				
6127 Supplies-Operating & Materials	—	300	300	300
Operating Supplies	—	300	300	300
<b>Subtotal</b>	<b>—</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Total Operating Supplies</b>	<b>—</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Total Operating Expenditures</b>	<b>3,845</b>	<b>6,016</b>	<b>4,116</b>	<b>5,616</b>

FY2025 Budget Detail Development Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure \$	Budgeted Expenditure \$	Estimated Actuals \$	Budgeted Expenditure \$
	<b>Marketing, Promotions and Programming</b>	<b>9,016</b>	<b>35,000</b>	<b>35,000</b>
<b>Marketing and Promotions</b>				
9004 Marketing and Promotion	9,016	20,000	20,000	30,000
Economic Development Marketing and Promotion	9,016	20,000	20,000	30,000
<b>Subtotal</b>	<b>9,016</b>	<b>20,000</b>	<b>20,000</b>	<b>30,000</b>
9006 Programming	—	15,000	15,000	15,000
Economic Development Programming	—	15,000	15,000	15,000
<b>Subtotal</b>	<b>—</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Total Marketing and Promotions</b>	<b>9,016</b>	<b>35,000</b>	<b>35,000</b>	<b>45,000</b>
<b>Total Marketing, Promotions and Programming</b>	<b>9,016</b>	<b>35,000</b>	<b>35,000</b>	<b>45,000</b>

**FY2025**

**NEIGHBORHOOD SERVICES**

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# OFFICE OF NEIGHBORHOOD SERVICES

## MISSION

Neighborhood Services encourages owners and tenants to work with the Town and our partners to meet or exceed compliance with the Town's codes and community standards to ensure safe and well-maintained homes, businesses, and neighborhoods. These efforts protect investments, enhance the quality of life throughout the Town, and add to the curb appeal of TRP to ensure that the Town is the location of choice for residents, businesses, visitors, and investors.

## ACCOMPLISHMENTS OF FY2024

- Implemented proactive measures to assist in removing blighting conditions
- Developing and disseminating a guide to assist businesses
- Administered the recently adopted Riverdale Park Property Maintenance Code
- Implemented a software system for inspections that includes a resident portal

## OBJECTIVES FOR FY2025

- Expand digital documentation and record keeping by digitizing existing paper records
- Enhance online permitting process
- Increase staff efficiency through technology
- Improve staff training
- Expand multilingual resources



# OFFICE OF NEIGHBORHOOD SERVICES

## KEY BUDGET, WORKLOAD MEASURES, AND PERFORMANCE INDICATORS

The Town will utilize the following to evaluate this cost center as it relates to budget, workload measures, and performance indicators.

<b>WORKLOAD MEASURES</b>	<b>FY2023 ACTUAL</b>	<b>FY2024 ESTIMATE</b>	<b>FY2025 PROJECTED</b>
Number of complaint responses	115	92	82
Number of warning notices issued	180	59	60
Number of violation notices issued	112	127	93
Number and total dollar value of fines issued	236	19	5
Number of permit inspections completed	12	28	25
Number of stop work orders issued	5	4	3
Number of outreach meetings, consultations, and events attended	169	125	150

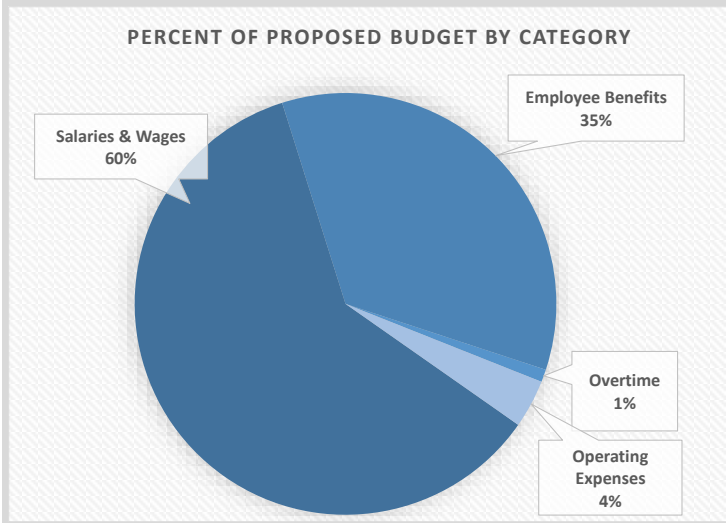
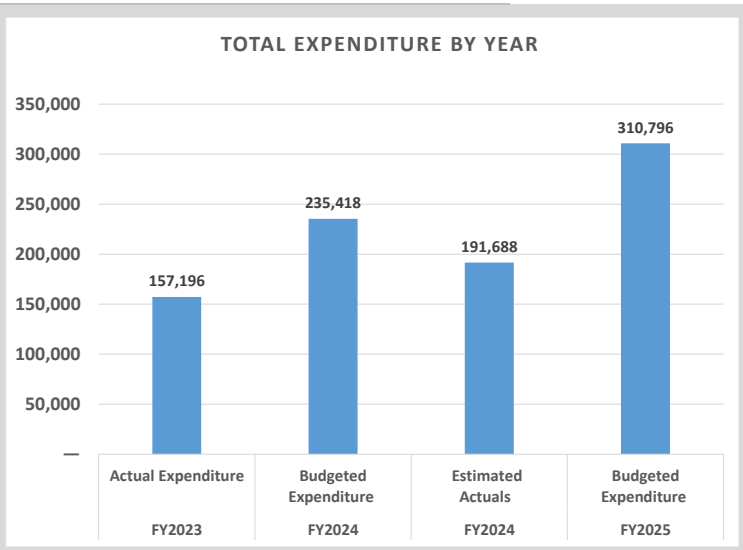
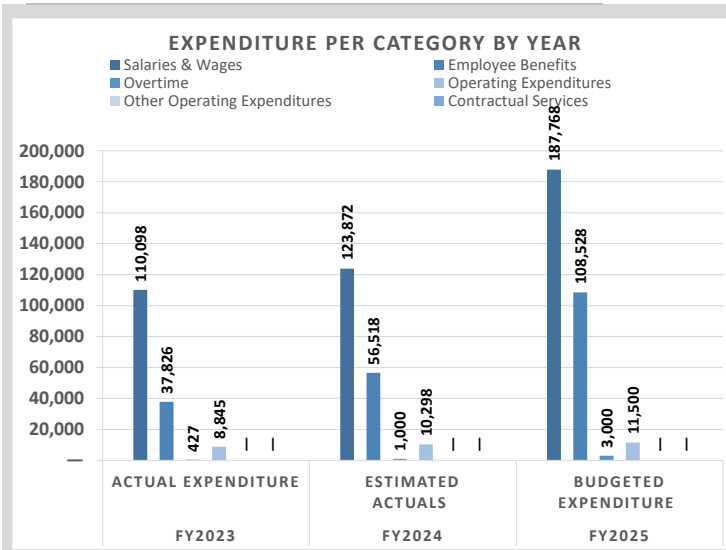
<b>PERFORMANCE MEASURES</b>	<b>FY2023 ACTUAL</b>	<b>FY2024 ESTIMATE</b>	<b>FY2025 PROJECTED</b>
Voluntary compliance rate	85%	87%	95%
Number of successful appeals to board of code appeals	0	0	0
Percent of safety violations abated within allotted time	94%	97%	99%

# FY2025 Budget Overview - Neighborhood Services

## Budgeted Expenditure

**310,796**

	Summary of Expenditures				Staff Head Count			
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025	
Salaries & Wages	110,098	152,737	123,872	187,768				
Employee Benefits	37,826	69,483	56,518	108,528				
Overtime	427	2,500	1,000	3,000				
Contractual Services	—	—	—	—				
Operating Expenditures	8,845	10,698	10,298	11,500				
Other Operating Expenditures	—	—	—	—				
<b>Total Expenditures</b>	<b>157,196</b>	<b>235,418</b>	<b>191,688</b>	<b>310,796</b>				
					Neighborhood Improvement Specialist	2.00	3.00	3.00
					<b>Total Head Count</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>



FY2025 Budget Detail Significant Changes	Neighborhood Services			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	235,418	310,797	75,379	32%

<b>Salaries</b>	\$	152,737	\$	187,768	\$	35,031	23%
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The budget reflects an organization-wide 2.5% cost-of-living increase, and the continuation of the merit-step increases as included in the approved pay range plan. The increase also reflects the funding of the third Neighborhood Services position (authorized in FY2024 for hiring in January 2024) for one year.

<b>Benefits</b>	\$	69,483	\$	108,528	\$	39,045	56%
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There is no increase in the health care benefit rate. However, the budget for health care benefit varies based on the number of participants, and whether the participant is in the single or family plan. Additionally, there are budget increases that are tied to the salary increases. These include the retirement plan contributions, workers compensation, FICA, and Unemployment Tax. Specifically for Neighborhood Services, the increase reflects the benefits of the third Neighborhood Services position for one year.

<b>Overtime Premiums</b>	\$	2,500	\$	3,000	\$	500	0%
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There are no significant changes.

<b>Contractual Services</b>	\$	-	\$	-	\$	-	0%
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There are no significant changes.

<b>Operating Expenditures</b>	\$	10,698	\$	11,500	\$	802	7%
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The changes reflect the expenses related to Membership and Dues, Education-Training, and cell phone service for the third Neighborhood Services position.

<b>Other Operating Expenditures</b>	\$	-	\$	-	\$	-	0%
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There are no significant changes.

<b>Total</b>		235,418		310,797		75,379	32%
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FY2025 Budget Detail Neighborhood Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Approved Budget	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>148,351</b>	<b>224,720</b>	<b>181,390</b>	<b>299,297</b>
<b>5000 Salaries &amp; Wages</b>	<b>110,098</b>	<b>152,737</b>	<b>123,872</b>	<b>187,768</b>
5001 Wages-Full Time	110,098	152,737	123,872	187,768
<b>Subtotal</b>	<b>110,098</b>	<b>152,737</b>	<b>123,872</b>	<b>187,768</b>
<b>5100 Employee Benefits</b>	<b>37,826</b>	<b>69,483</b>	<b>56,518</b>	<b>108,528</b>
5101 Insurance-Workers Compensation	11,365	13,263	10,151	18,801
5104 Insurance-Medical (75%)	89	12,617	10,746	35,908
5113 Insurance-Life	458	782	610	963
5119 Insurance-Long Term Disability	762	1,306	1,268	1,590
5120 AD&D	85	103	80	127
5122 Payroll Taxes	8,967	11,876	9,630	14,713
5128 Retirement-Defined Benefits	16,101	29,536	24,032	36,427
<b>Subtotal</b>	<b>37,826</b>	<b>69,483</b>	<b>56,518</b>	<b>108,528</b>
<b>5200 Overtime Premiums</b>	<b>427</b>	<b>2,500</b>	<b>1,000</b>	<b>3,000</b>
Overtime Premiums	427	2,500	1,000	3,000
<b>Subtotal</b>	<b>427</b>	<b>2,500</b>	<b>1,000</b>	<b>3,000</b>
<b>Total Employee Costs</b>	<b>148,351</b>	<b>224,720</b>	<b>181,390</b>	<b>299,297</b>

FY2025 Budget Detail Neighborhood Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budgeted Expenditure \$
	<b>Operating Expenditures</b>	<b>8,845</b>	<b>10,698</b>	<b>10,298</b>

#### Dues/Memberships/Subscriptions/Publications

6013 Dues/Memberships	523	500	500	750
Membership Dues	523	500	500	750
<b>Subtotal</b>	<b>523</b>	<b>500</b>	<b>500</b>	<b>750</b>
<b>Total Dues/Memberships/Subscriptions/Publications</b>	<b>523</b>	<b>500</b>	<b>500</b>	<b>750</b>

#### Training and Education

6022 Education-Training	2,273	3,000	3,000	4,000
Training and Conferences	2,273	3,000	3,000	4,000
<b>Subtotal</b>	<b>2,273</b>	<b>3,000</b>	<b>3,000</b>	<b>4,000</b>
6025 Education-Training Aids	272	1,000	1,000	1,000
Code Reference Materials	272	1,000	1,000	1,000
<b>Subtotal</b>	<b>272</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Training and Education</b>	<b>2,545</b>	<b>4,000</b>	<b>4,000</b>	<b>5,000</b>

#### Office Supplies

6124 Supplies-Office	220	—	—	—
Office Supplies	220	—	—	—
<b>Subtotal</b>	<b>220</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Supplies</b>	<b>220</b>	<b>—</b>	<b>—</b>	<b>—</b>

#### Operating Supplies

6127 Supplies-Operating and Materials	554	1,500	1,500	1,500
Operating and Materials	554	1,500	1,500	1,500
<b>Subtotal</b>	<b>554</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Operating Supplies</b>	<b>554</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>

#### Information Technology

6055 Information Technology - Small Purchases	—	—	—	—
IT Purchases	—	—	—	—
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Information Technology</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

#### Equipment

6040 Equipment-Rental	769	750	750	750
Equipment Rental - Copier	769	750	750	750
<b>Subtotal</b>	<b>769</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>Total Equipment</b>	<b>769</b>	<b>750</b>	<b>750</b>	<b>750</b>

FY2025 Budget Detail Neighborhood Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Approved Budget	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Telephones and Communications</b>				
6142 Telephone-Air Cards	—	—	—	—
Air Cards	—	—	—	—
<b>Subtotal</b>	—	—	—	—
6148 Telephone-Mobile	1,382	1,548	1,548	2,000
Communications - Cell Phones and Service	1,382	1,548	1,548	2,000
<b>Subtotal</b>	1,382	1,548	1,548	2,000
<b>Total Telephones and Communications</b>	<b>1,382</b>	<b>1,548</b>	<b>1,548</b>	<b>2,000</b>
<b>Vehicle and Transportation</b>				
6154 Transportation-Gas and Oil	1,015	900	—	—
Gasoline and Oil	1,015	900	—	—
<b>Subtotal</b>	1,015	900	—	—
6160 Transportation-Vehicles Maintenance	1,297	500	500	500
Vehicle Repairs and Maintenance	1,297	500	500	500
<b>Subtotal</b>	1,297	500	500	500
<b>Total Vehicle and Transportation</b>	<b>2,313</b>	<b>1,400</b>	<b>500</b>	<b>500</b>
<b>Uniforms</b>				
6184 Uniforms-Purchases	539	1,000	1,500	1,000
General Uniform Items	539	1,000	1,500	1,000
<b>Subtotal</b>	539	1,000	1,500	1,000
<b>Total Uniforms</b>	<b>539</b>	<b>1,000</b>	<b>1,500</b>	<b>1,000</b>
<b>Total Operating Expenditures</b>	<b>8,845</b>	<b>10,698</b>	<b>10,298</b>	<b>11,500</b>

**FY2025**

**COMMUNITY EVENTS**



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# COMMUNITY EVENTS

## MISSION

Community Events bring diverse residents, businesses, visitors, and employees together in celebration of the Town and make TRP the location of choice for residents, businesses, visitors, investors, and employees. Community Events are a pivotal tool to build community, enhance our interactions, celebrate our diversity and inclusion, and to remind us of all the relevance of the Town.

## ACCOMPLISHMENTS OF FY2024

- Leveraged partnerships with community stakeholders to bring events and music to Town
- Coordinated and executed new Town events such as Salsa & Salsa, the Holiday Season Kick-off event, and Valentine's Day Luncheon at Crescent Cities Center
- Enhanced outreach, communication, and engagement

## OBJECTIVES FOR FY2025

- More Town events, Town sponsored events, and Town supported events
- Expand partnerships and sponsorship opportunities
- Increase volunteer participation in events
- Program community space in newly renovated Municipal Center
- Increase inclusive programming throughout the year



# COMMUNITY EVENTS

## KEY BUDGET, WORKLOAD MEASURES, AND PERFORMANCE INDICATORS

The Town will utilize the following to evaluate this cost center as it relates to budget, workload measures, and performance indicators.

<b>WORKLOAD MEASURES</b>	<b>FY2023 ACTUAL</b>	<b>FY2024 TO DATE</b>	<b>FY2025 PROJECTED</b>
Number of Town events, Town sponsored events, and Town support events	13	15	20
Number of virtual events	2	7	2
Number of community clean-ups	2	2	5

<b>PERFORMANCE MEASURES</b>	<b>FY2023 ACTUAL</b>	<b>FY2024 TO DATE</b>	<b>FY2025 PROJECTED</b>
Number of event volunteers	90	100	110
Number of volunteer hours	180	200	220
Number and value of event sponsorships	0	0	0

\*FY2023: July 1, 2022, to June 30, 2023

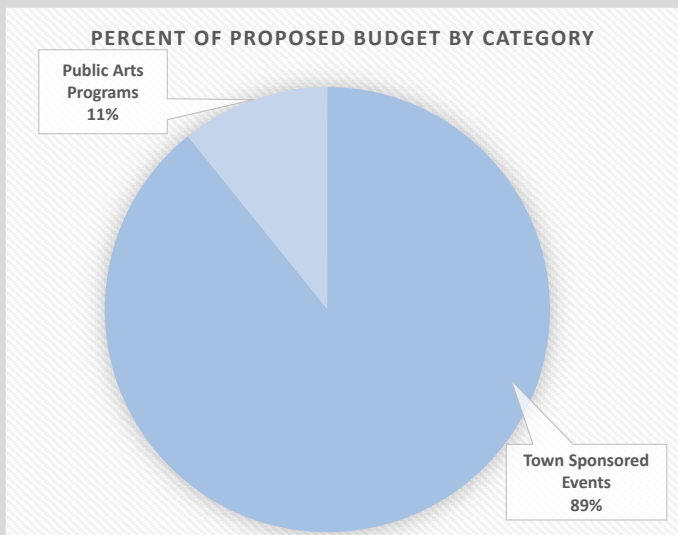
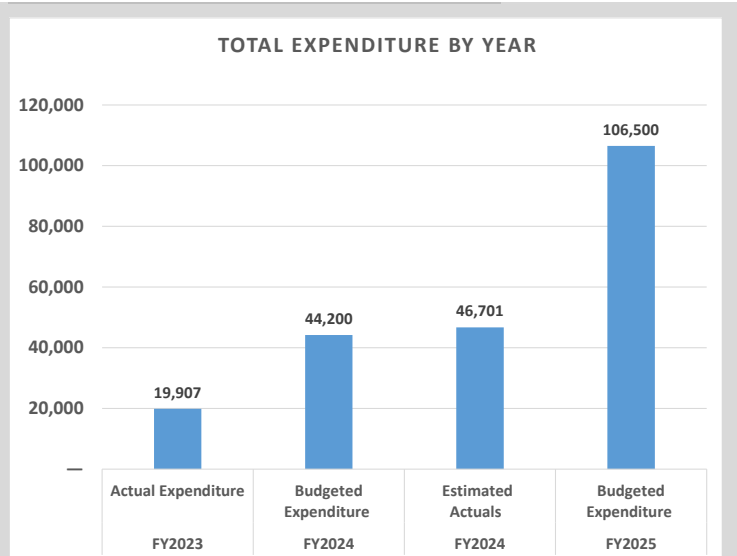
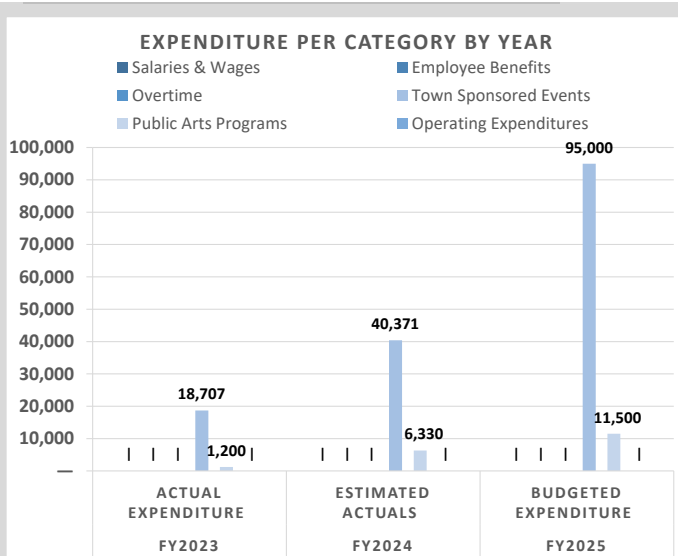
\*FY2024 to date: July 1, 2023, to present

# FY2025 Budget Overview - Community Events

## Budgeted Expenditure

106,500

	Summary of Expenditures				Staff Head Count		
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025
Salaries & Wages	—	—	—	—			
Employee Benefits	—	—	—	—			
Overtime	—	—	—	—			
Operating Expenditures	—	—	—	—			
Town Sponsored Events	18,707	39,000	40,371	95,000			
Public Arts Programs	1,200	5,200	6,330	11,500			
<b>Total Expenditures</b>	<b>19,907</b>	<b>44,200</b>	<b>46,701</b>	<b>106,500</b>			



FY2025 Budget Detail Significant Changes	Community Events			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	57,398	121,000	63,602	111%

<b>Town Sponsored Events</b>	\$	39,000	\$	95,000	\$	56,000	144%
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This change reflects more Town events, Town sponsored events, and Town supported events. It also includes the anticipated increases in expenses related to legacy events. The expenses related to the Town's Centennial Celebration, which was delayed due to COVID-19, are also reflected in this change.

<b>Public Arts Programs</b>	\$	5,200	\$	11,500	\$	6,300	121%
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This change is due to an increase in the amount of the Town's sponsorship of Jazz on the Lawn at Riversdale House Museum. Moreover, it also includes an additional Movie Night event and the related expenses which are higher than anticipated in FY2024.

<b>Total</b>		57,398		121,000		63,602	111%
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FY2025 Budget Detail Community Events	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Approved Budget	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Town Sponsored Events</b>	<b>18,707</b>	<b>39,000</b>	<b>40,371</b>	<b>95,000</b>
<b>Town Sponsored Events</b>				
8004 Centennial Celebration	—	—	—	25,000
Entertainment and Supplies	—	—	—	25,000
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>25,000</b>
8007 Children's Events	3,696	3,500	4,000	5,000
Entertainment and Supplies	3,696	3,500	4,000	5,000
<b>Subtotal</b>	<b>3,696</b>	<b>3,500</b>	<b>4,000</b>	<b>5,000</b>
8010 Spring Event	—	2,000	2,000	5,000
Entertainment and Supplies	—	2,000	2,000	5,000
<b>Subtotal</b>	<b>—</b>	<b>2,000</b>	<b>2,000</b>	<b>5,000</b>
8013 Fun Run	—	2,000	—	—
Entertainment and Supplies	—	2,000	—	—
<b>Subtotal</b>	<b>—</b>	<b>2,000</b>	<b>—</b>	<b>—</b>
8016 Holiday Events	—	12,000	15,871	20,000
Entertainment and Supplies	—	12,000	15,871	20,000
<b>Subtotal</b>	<b>—</b>	<b>12,000</b>	<b>15,871</b>	<b>20,000</b>
8017 Public Safety Community Events	3,888	5,000	5,000	10,000
Entertainment and Supplies	3,888	5,000	5,000	10,000
<b>Subtotal</b>	<b>3,888</b>	<b>5,000</b>	<b>5,000</b>	<b>10,000</b>
8019 Community Events	10,506	12,500	12,500	25,000
Entertainment and Supplies	10,506	12,500	12,500	25,000
<b>Subtotal</b>	<b>10,506</b>	<b>12,500</b>	<b>12,500</b>	<b>25,000</b>
8022 Honoring Veterans	617	2,000	1,000	5,000
Veterans Day / Memorial Day	617	2,000	1,000	5,000
<b>Subtotal</b>	<b>617</b>	<b>2,000</b>	<b>1,000</b>	<b>5,000</b>
<b>Total Town Sponsored Events</b>	<b>18,707</b>	<b>39,000</b>	<b>40,371</b>	<b>95,000</b>
<b>Total Town Sponsored Events</b>	<b>18,707</b>	<b>39,000</b>	<b>40,371</b>	<b>95,000</b>

FY2025 Budget Detail Community Events				
	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budgeted Expenditure \$
<b>Public Arts Programs</b>	<b>1,200</b>	<b>5,200</b>	<b>6,330</b>	<b>11,500</b>
<b>Public Arts Programs</b>				
8301 Jazz on the Lawn	1,200	2,200	2,200	3,500
Jazz on the Lawn	1,200	2,200	2,200	3,500
<b>Subtotal</b>	<b>1,200</b>	<b>2,200</b>	<b>2,200</b>	<b>3,500</b>
8304 Summer Movie Nights	—	3,000	4,130	8,000
Summer Movie Nights	—	3,000	4,130	8,000
<b>Subtotal</b>	<b>—</b>	<b>3,000</b>	<b>4,130</b>	<b>8,000</b>
<b>Total Public Arts Programs</b>	<b>1,200</b>	<b>5,200</b>	<b>6,330</b>	<b>11,500</b>
<b>Public Arts Programs Total</b>	<b>1,200</b>	<b>5,200</b>	<b>6,330</b>	<b>11,500</b>

**FY2025**

**COMMUNITY GRANTS**



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# COMMUNITY GRANTS

## MISSION

From the Fire Department, to social concerns, to the arts, residents, businesses, and beyond, TRP is committed to providing grants through established programs for causes and partner entities that improve Town life.

## ACCOMPLISHMENTS OF FY2024

- Provided funding to the Fire Department
- Supported children and families at Riverdale Elementary School
- Continued support of public art through community partnerships
- Promoted and supported the Farmers Market

## OBJECTIVES FOR FY2025

- Partner with community entities to coordinate resources through programs that align with the Town's vision and commitment statements and diversity and inclusion statement
- Develop stronger partnerships with community stakeholders
- Explore opportunities to leverage the Town's grants
- Expand public displays of art in TRP; utilizing art in placemaking



# COMMUNITY GRANTS

## KEY BUDGET, WORKLOAD MEASURES, AND PERFORMANCE INDICATORS

The Town will utilize the following to evaluate this cost center as it relates to budget, workload measures, and performance indicators.

PERFORMANCE MEASURES	FY2023 ACTUAL	FY2024 ESTIMATE	FY2025 PROJECTED
Number of fire calls responded to by Fire Department	849	637	
Number of EMS calls responded to by Fire Department	1241	170	
Number of Farmer's Market held	50	52	52
Average number of attendees for Farmer's Market	650	965	990
Number of food baskets distributed	42	50	50
Number of children that received toys	100	150	150
Number of coats distributed	80	55	60
Number of families served by Thanksgiving meal	425	450	450
Number of uniforms purchased for RES students	80	85	90
Number of sneakers purchased for RES students	0	250	0
Number of RES parents participating in RES parent engagement event(s)	30	270	300
Number of students that received birthday books	490	400	450
Number of Doll Club meetings	0	0	0
Number of Riverdale Park Doll Club students	0	0	0
Number of public art projects	11	5	13

\*FY2023: JULY 1, 2022, TO JUNE 30, 2023

\*FY2024 TO DATE: JULY 1, 2023, TO PRESENT

FIRE DEPARTMENT FIGURES WERE COLLECTED ON A CALENDAR YEAR BASIS

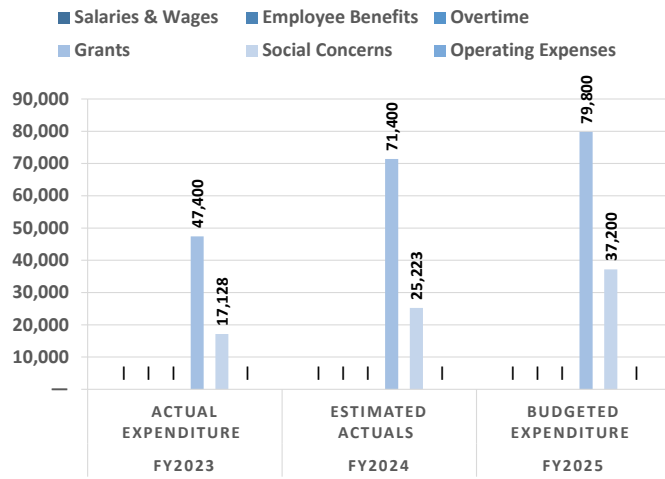
# FY2025 Budget Overview - Community Grants

## Budgeted Expenditure

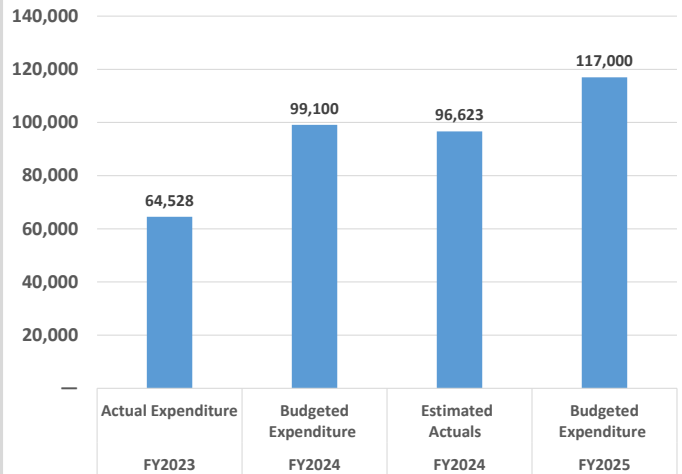
**117,000**

	Summary of Expenditures				Staff Head Count			
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025	
Salaries & Wages	—	—	—	—				
Employee Benefits	—	—	—	—				
Overtime	—	—	—	—				
Operating Expenses	—	—	—	—				
Grants	47,400	74,300	71,400	79,800				
Social Concerns	17,128	24,800	25,223	37,200				
<b>Total Expenditures</b>	<b>64,528</b>	<b>99,100</b>	<b>96,623</b>	<b>117,000</b>	<b>Total Head Count</b>	0.00	0.00	0.00

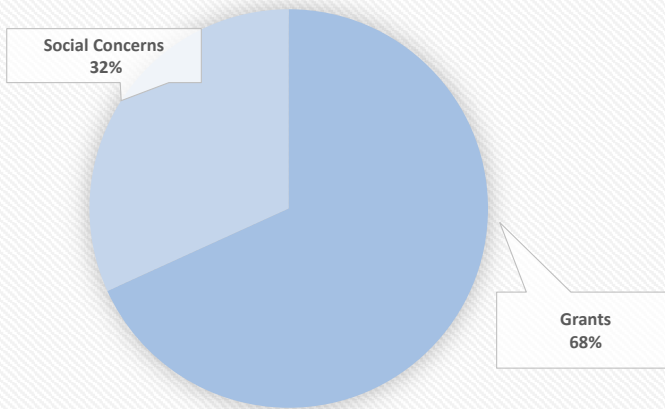
EXPENDITURE PER CATEGORY BY YEAR



TOTAL EXPENDITURE BY YEAR



PERCENT OF PROPOSED BUDGET BY CATEGORY



FY2025 Budget Detail Significant Changes	Community Grants			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	112,298	131,500	19,202	17%

<b>Grants</b>	\$	74,300	\$	79,800	\$	5,500	7%
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This change reflects an increase in the Town's sponsorship of the Summer Patio Concert series as well as an overall increase in the amount budgeted for public arts programming.

<b>Social Concerns</b>	\$	24,800	\$	37,200	\$	12,400	50%
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The budget includes an increase in the Undesignated Social Concerns line item. This increase will ensure that the Mayor and Council are able to allocate funds throughout the fiscal year to assist with community needs. During the budget development process, staff received community input suggesting that the Town contribute towards social service and mental health agencies.

<b>Total</b>		112,298		131,500		19,202	17%
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FY2025 Budget Detail Community Grants	FY2023	FY2024	FY2024	FY2025
	Actual	Approved	Estimated	Budgeted
	Expenditure	Budget	Actuals	Expenditure
	\$	\$	\$	\$
<b>Grants</b>	<b>47,400</b>	<b>74,300</b>	<b>71,400</b>	<b>79,800</b>
<b>8500 Public Grants</b>				
8501 Hyattsville CDC	1,500	2,000	3,000	3,000
Public Art Programming (Patio Concert Series)	1,500	2,000	3,000	3,000
<b>Subtotal</b>	<b>1,500</b>	<b>2,000</b>	<b>3,000</b>	<b>3,000</b>
8503 Hyattsville CDC Agreement	10,000	28,000	28,000	28,000
Public Art Hyattsville CDC Agreement	10,000	28,000	28,000	28,000
<b>Subtotal</b>	<b>10,000</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>
8507 Public Arts Programming	—	3,500	3,500	8,000
Public Arts Programming	—	3,500	3,500	8,000
<b>Subtotal</b>	<b>—</b>	<b>3,500</b>	<b>3,500</b>	<b>8,000</b>
8509 Community Projects	—	1,000	1,000	1,000
Community Projects	—	1,000	1,000	1,000
<b>Subtotal</b>	<b>—</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
8825 Farmers Market	12,900	16,800	12,900	16,800
Annual Contribution to Riverdale Park Farmers Market	12,900	16,800	12,900	16,800
<b>Subtotal</b>	<b>12,900</b>	<b>16,800</b>	<b>12,900</b>	<b>16,800</b>
<b>Total Public Grants</b>	<b>24,400</b>	<b>51,300</b>	<b>48,400</b>	<b>56,800</b>
<b>8700 Municipal Grants</b>				
8701 Fire Department	23,000	23,000	23,000	23,000
Fire Department	23,000	23,000	23,000	23,000
<b>Subtotal</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>
<b>Total Municipal Grants</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>
<b>Total Grants</b>	<b>47,400</b>	<b>74,300</b>	<b>71,400</b>	<b>79,800</b>

FY2025 Budget Detail Community Grants	FY2023	FY2024	FY2024	FY2025
	Actual	Approved	Estimated	Budgeted
	Expenditure	Budget	Actuals	Expenditure
	\$	\$	\$	\$
<b>Social Concerns</b>	<b>17,128</b>	<b>24,800</b>	<b>25,223</b>	<b>37,200</b>
<b>Social Concerns</b>				
8801 The Birthday Book Project	1,000	1,200	1,000	1,200
The Birthday Book Project	1,000	1,200	1,000	1,200
<b>Subtotal</b>	<b>1,000</b>	<b>1,200</b>	<b>1,000</b>	<b>1,200</b>
8804 Riverdale Park Elementary School - Funds for Parent Outreach	650	650	650	1,000
Funds for Parent Outreach	650	650	650	1,000
<b>Subtotal</b>	<b>650</b>	<b>650</b>	<b>650</b>	<b>1,000</b>
8807 Riverdale Park Elementary School - Uniforms for Students	3,987	2,000	2,000	2,500
Uniform Purchases	3,987	2,000	2,000	2,500
<b>Subtotal</b>	<b>3,987</b>	<b>2,000</b>	<b>2,000</b>	<b>2,500</b>
8810 Community Thanksgiving Meal	5,000	5,000	5,000	5,500
Community Thanksgiving	5,000	5,000	5,000	5,500
<b>Subtotal</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,500</b>
8816 Community Coat Drive Donations	—	2,000	1,984	2,000
Coat Drive Donations	—	2,000	1,984	2,000
<b>Subtotal</b>	<b>—</b>	<b>2,000</b>	<b>1,984</b>	<b>2,000</b>
8822 Seasonal Gifts for Children and Families	2,741	2,750	3,389	3,500
Annual Toy Drive, Seasonal Food Baskets, etc.	2,741	2,750	3,389	3,500
<b>Subtotal</b>	<b>2,741</b>	<b>2,750</b>	<b>3,389</b>	<b>3,500</b>
8828 Undesignated Social Concerns	3,750	11,200	11,200	21,500
Undesignated Social Concern Funds	3,750	11,200	11,200	21,500
<b>Subtotal</b>	<b>3,750</b>	<b>11,200</b>	<b>11,200</b>	<b>21,500</b>
<b>Total Social Concerns</b>	<b>17,128</b>	<b>24,800</b>	<b>25,223</b>	<b>37,200</b>
<b>Total Social Concerns</b>	<b>17,128</b>	<b>24,800</b>	<b>25,223</b>	<b>37,200</b>

**FY2025**

**POLICE SERVICES**



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# POLICE SERVICES

## MISSION

The Police Department is a full-service law enforcement agency that works with our residents, businesses, community partners, and the broader staff team to deliver transparent and quality police services to address the needs of our diverse and growing community. Police Services includes the cost center of Police Administration.

## ACCOMPLISHMENTS OF FY2024

- 54% of staff is bilingual
- Completed crisis intervention training for all sworn staff
- Adopted a parking management system
- Educated school children on driver safety & drug awareness
- Community engagement
- Increased foot and bicycle patrols
- Launched neighborhood safety cameras

## OBJECTIVES FOR FY2025

- Invest with an emphasis on hiring talented and committed people
- Train and fully implement tactical medical training for staff members
- Achieve and certify officers as Traffic Safety Specialists
- Plan development for succession planning
- Engage to strengthen RPPD's relationships within the community



# POLICE SERVICES

## KEY BUDGET, WORKLOAD MEASURES, AND PERFORMANCE INDICATORS

The Town will utilize the following to evaluate the Police Department's cost centers as it relates to budget, workload measures, and performance indicators.

WORKLOAD MEASURES	FY2023 ACTUAL	FY2024 ESTIMATE	FY2025 PROJECTED
Number of moving violations	3309	3116	
Number of vehicle accidents personal injury	265	229	
Number of vehicle accidents property damage	663	519	
Number of driving under the influence	57	48	
Number of firearms recovered	17	13	
Number of non-marijuana drug arrests	10	16	
Number of physical arrests	145	159	
Number of vehicles impounded	683	758	
Number of State Attorney body-worn camera requests	138	182	
Number of training hours	2270	2120	
Number of record expungements completed	8	10	
Number of reports completed	1177	1347	
Number of parking permits issued	11	84	
Number of calls for service dispatched by Communications	10196	10,566	
Number of 911 calls transferred to Communications	2430	3336	
Number of vehicle release forms processed	592	651	
Number of community outreach events	19	19	
Number of automated safety program citations issued	48,129	44,924	

PERFORMANCE MEASURES	FY2023 ACTUAL	FY2024 ESTIMATE	FY2025 PROJECTED
Average response time (high-priority calls)	2:41 min	2:42 min	
Investigative case closure rates:			
Murders	100%	N/A	
Rapes	N/A	N/A	
Robberies	80%	77%	
Aggravated assault	89%	85%	
Burglary	68%	62%	
Larceny/theft	79%	71%	
Motor vehicle theft	54%	55%	
Overall	77%	70%	

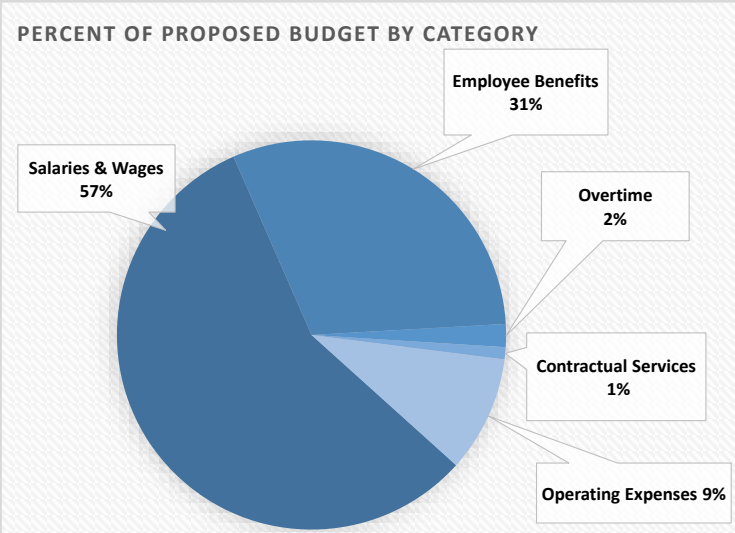
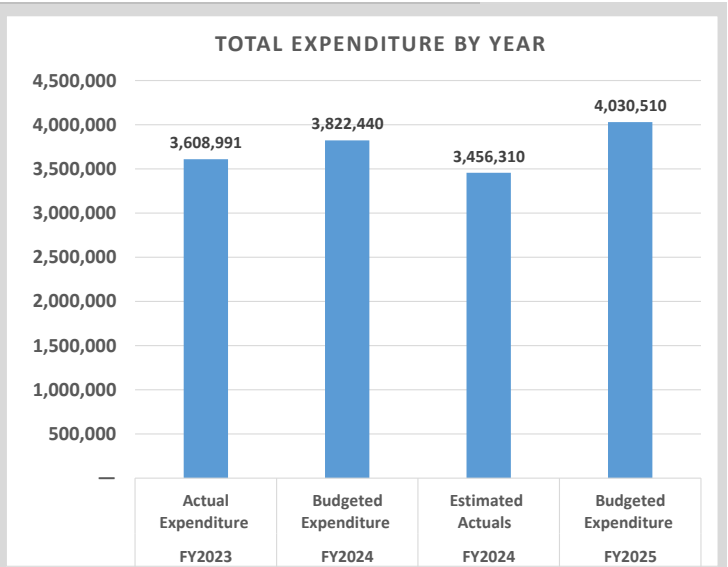
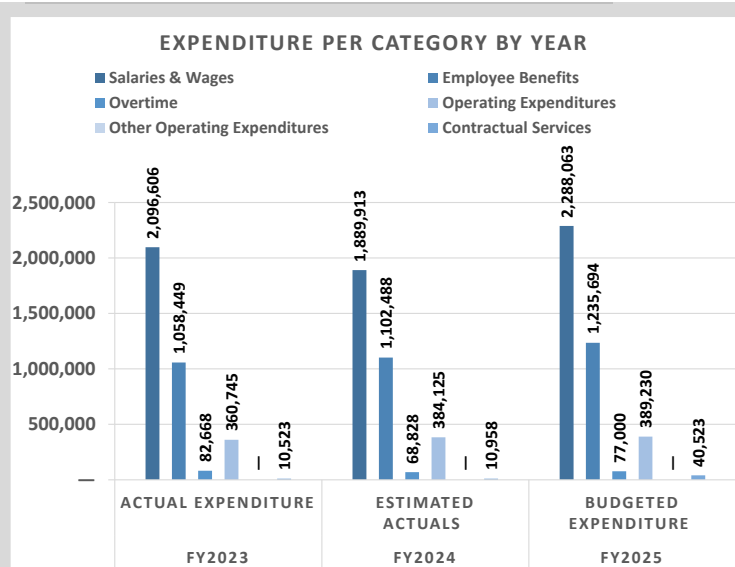
Not a full year. Indicators July 1, 2023 through February 29, 2024. The Police Department does not project enforcement related performance indicators; Enforcement quotas are prohibited by Maryland statute.

# FY2025 Budget Overview - Police Services

## Budgeted Expenditures

**4,030,510**

	Summary of Expenditures				Staff Head Count			
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025	
Salaries & Wages	2,096,606	2,172,278	1,889,913	2,288,063	Command Staff	4.00	4.00	4.00
Employee Benefits	1,058,449	1,177,783	1,102,488	1,235,694	Sergeants	5.00	5.00	5.00
Overtime	82,668	64,000	68,828	77,000	Corporals	9.00	6.00	6.00
Contractual Services	10,523	40,100	10,958	40,523	Police Officers	6.00	9.00	9.00
Operating Expenditures	360,745	368,280	384,125	389,230				
Other Operating Expenditures	—	—	—	—				
<b>Total Expenditures</b>	<b>3,608,991</b>	<b>3,822,440</b>	<b>3,456,310</b>	<b>4,030,510</b>	<b>Total Head Count</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>



FY2025 Budget Detail Significant Changes	Police Services			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	3,822,440	4,030,510	208,070	5%

<b>Salaries</b>	\$	2,172,278	\$	2,288,063	\$	115,786	5%
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The budget reflects an organization-wide 2.5% cost-of-living increase, and the continuation of the merit-step increases as included in the approved pay range plan.

<b>Benefits</b>	\$	1,177,783	\$	1,235,694	\$	57,911	5%
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There is no increase in the health care benefit rate. However, the budget for health care benefit varies based on the number of participants, and whether the participant is in the single or family plan. Additionally, there are budget increases that are tied to the salary increases. These include the retirement plan contributions, workers compensation, FICA, and Unemployment Tax.

<b>Overtime Premiums</b>	\$	64,000	\$	77,000	\$	13,000	20%
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The budget reflects an increase in overtime costs due to the increase in employee salaries and the need for employees to backfill vacancies.

<b>Contractual Services</b>	\$	40,100	\$	40,523	\$	423	1%
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There are no significant changes however, the slight change reflects a projected increase in vendor costs.

<b>Operating Expenditures</b>	\$	368,280	\$	389,230	\$	20,950	6%
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This change includes an increased allocation for Training and Conferences, based on projected cost assessments. This reflects the transition post-COVID to more in-person training.

<b>Other Operating Expenditures</b>	\$	-	\$	-	\$	-	0%
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There are no significant changes.

<b>Total</b>		3,822,440		4,030,510		208,070	5%
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FY2025 Budget Detail Police Services	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>3,237,724</b>	<b>3,414,060</b>	<b>3,061,228</b>	<b>3,600,757</b>
<b>5000 Salaries &amp; Wages</b>	<b>2,096,606</b>	<b>2,172,278</b>	<b>1,889,913</b>	<b>2,288,063</b>
5001 Wages-Full Time	1,903,054	2,005,838	1,721,555	2,116,120
5019 Comp Time	—	15,000	15,000	15,000
5023 Holiday 1.5	55,517	55,000	57,138	55,000
5025 Night Differential	33,823	26,500	26,500	26,500
5050 Field Training Officer Stipend	—	—	—	—
5051 Acting Pay	—	—	—	—
5028 Special Rates	—	25,000	15,000	25,000
5031 Bilingual Stipend	20,876	21,840	18,720	27,043
5037 Uniform Allowance	14,100	14,100	12,000	14,400
5046 Stipend Individual	69,235	9,000	24,000	9,000
<b>Subtotal</b>	<b>2,096,606</b>	<b>2,172,278</b>	<b>1,889,913</b>	<b>2,288,063</b>
<b>5100 Employee Benefits</b>	<b>1,058,449</b>	<b>1,177,783</b>	<b>1,102,488</b>	<b>1,235,694</b>
5101 Insurance-Workers Compensation	227,807	232,913	248,226	276,628
5104 Insurance-Medical	273,666	376,155	367,014	359,080
5113 Insurance-Life	10,081	8,867	7,293	9,367
5119 Insurance-Long Term Disability	14,175	13,354	10,963	13,805
5120 AD&D	1,227	1,170	963	1,236
5122 Payroll Taxes	163,264	156,193	134,048	165,053
5125 Retirement-Defined Contribution	—	—	—	—
5128 Retirement-Defined Benefits	368,228	389,131	333,980	410,525
5121 Golds Gym	—	—	—	—
66000 Payroll Expenses	—	—	—	—
<b>Subtotal</b>	<b>1,058,449</b>	<b>1,177,783</b>	<b>1,102,488</b>	<b>1,235,694</b>
<b>5200 Overtime Premium</b>	<b>82,668</b>	<b>64,000</b>	<b>68,828</b>	<b>77,000</b>
5201 Overtime Premium	82,668	64,000	68,828	77,000
<b>Subtotal</b>	<b>82,668</b>	<b>64,000</b>	<b>68,828</b>	<b>77,000</b>
<b>Total Employee Cost</b>	<b>3,237,724</b>	<b>3,414,060</b>	<b>3,061,228</b>	<b>3,600,757</b>

FY2025 Budget Detail Police Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure \$	Budgeted Expenditure \$	Estimated Actuals \$	Budgeted Expenditure \$
	<b>Contractual Services</b>	<b>10,523</b>	<b>40,100</b>	<b>10,958</b>

**Contractual Services**

5316 Parking Enforcement Services	306	24,000	88	24,000
TBD	306	24,000	88	24,000
<b>Subtotal</b>	<b>306</b>	<b>24,000</b>	<b>88</b>	<b>24,000</b>
5328 Policy and Procedures Services	10,217	11,100	10,870	11,523
One Year Law Enforcement Policy Updates	10,217	11,100	10,870	11,523
<b>Subtotal</b>	<b>10,217</b>	<b>11,100</b>	<b>10,870</b>	<b>11,523</b>
5313 Legal Services	—	5,000	—	5,000
Specialized Counsel	—	5,000	—	5,000
<b>Subtotal</b>	<b>—</b>	<b>5,000</b>	<b>—</b>	<b>5,000</b>
<b>Total Contractual Services</b>	<b>10,523</b>	<b>40,100</b>	<b>10,958</b>	<b>40,523</b>
<b>Total Contractual Services</b>	<b>10,523</b>	<b>40,100</b>	<b>10,958</b>	<b>40,523</b>

FY2025 Budget Detail Police Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure \$	Budgeted Expenditure \$	Estimated Actuals \$	Budgeted Expenditure \$
	<b>Operating Expenditures</b>	<b>360,745</b>	<b>368,280</b>	<b>384,125</b>
<b>Service Charges</b>				
6085 Other Services and Charges	1,362	1,700	1,200	1,700
Service Charges	1,362	1,700	1,200	1,700
<b>Subtotal</b>	<b>1,362</b>	<b>1,700</b>	<b>1,200</b>	<b>1,700</b>
<b>Total Service Charges</b>	<b>1,362</b>	<b>1,700</b>	<b>1,200</b>	<b>1,700</b>
<b>Dues/Memberships/Subscriptions/Publications</b>				
6013 Dues/Memberships	2,045	2,550	2,550	2,550
Annual membership fees	2,045	2,550	2,550	2,550
<b>Subtotal</b>	<b>2,045</b>	<b>2,550</b>	<b>2,550</b>	<b>2,550</b>
<b>Total Dues/Memberships/Subscriptions/Publications</b>	<b>2,045</b>	<b>2,550</b>	<b>2,550</b>	<b>2,550</b>
<b>Training and Education</b>				
6016 Education-Conference and Seminar	5,293	7,500	7,500	7,500
IACP Conference, FBINA Annual Conference, LEEDS and Seminar LEEDS Re-trainer, MD Chiefs of Police/ Sheriffs' Professional development Conference, MML Conference	5,293	7,500	7,500	7,500
<b>Subtotal</b>	<b>5,293</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
6022 Education-Training	8,202	7,500	16,000	16,000
Professional Development- FBINA, NWU- School of Police Staff and Command, Advance Criminal Traffic, In-Service, FBINA-MD/DE Chapter	8,202	7,500	16,000	16,000
<b>Subtotal</b>	<b>8,202</b>	<b>7,500</b>	<b>16,000</b>	<b>16,000</b>
<b>Total Education and Training</b>	<b>13,494</b>	<b>15,000</b>	<b>23,500</b>	<b>23,500</b>
<b>Equipment</b>				
6040 Equipment-Rental	1,941	2,200	2,200	2,200
Copy Machine	1,941	2,200	2,200	2,200
<b>Subtotal</b>	<b>1,941</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>
6038 Equipment-Purchases	—	5,000	5,000	5,000
Equipment Purchases	—	5,000	5,000	5,000
<b>Subtotal</b>	<b>—</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
6067 Maintenance-Machinery/Equipment	11,771	10,000	10,000	10,000
Officers' Equipment repairs - LIDAR, RADAR, PBT's	11,771	10,000	10,000	10,000
<b>Subtotal</b>	<b>11,771</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Equipment Rental</b>	<b>13,712</b>	<b>12,200</b>	<b>12,200</b>	<b>12,200</b>



FY2025 Budget Detail Police Services	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$

**Information Technology**

6052 Information Technology-Internet	1,616	1,680	250	1,680
Internet, NCIC logons	1,616	1,680	250	1,680
<b>Subtotal</b>	<b>1,616</b>	<b>1,680</b>	<b>250</b>	<b>1,680</b>
6100 Software-Licenses	1,426	1,700	1,700	1,700
Crime Reports, LInX	1,426	1,700	1,700	1,700
<b>Subtotal</b>	<b>1,426</b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>
6103 Software-Maintenance Agreements	1,050	1,200	1,200	1,200
Crimestar IT Technical Support	1,050	1,200	1,200	1,200
<b>Subtotal</b>	<b>1,050</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>Total Information Technology</b>	<b>4,092</b>	<b>4,580</b>	<b>3,150</b>	<b>4,580</b>

**Postage**

6091 Postage-Messenger Services	1,045	2,000	1,500	1,750
Postage Meter / Mailings	1,045	2,000	1,500	1,750
<b>Subtotal</b>	<b>1,045</b>	<b>2,000</b>	<b>1,500</b>	<b>1,750</b>
<b>Total Postage</b>	<b>1,045</b>	<b>2,000</b>	<b>1,500</b>	<b>1,750</b>

**Office Supplies**

6124 Supplies-Office	11,379	7,500	6,000	6,000
Office Supplies	11,379	7,500	6,000	6,000
<b>Subtotal</b>	<b>11,379</b>	<b>7,500</b>	<b>6,000</b>	<b>6,000</b>
<b>Total Supplies (Office)</b>	<b>11,379</b>	<b>7,500</b>	<b>6,000</b>	<b>6,000</b>

FY2025 Budget Detail Police Services	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$
<b>Operating Supplies</b>				
6130 Supplies-Safety Related	1,201	1,400	1,400	1,400
First Aid Kit OSHA Compliance	1,201	1,400	1,400	1,400
<b>Subtotal</b>	<b>1,201</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>
<b>Total Operating Supplies</b>	<b>1,201</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>
<b>Telephones and Communications</b>				
6145 Telephone-Land Line	6,860	7,000	7,000	7,200
Telephone Land Lines	6,860	7,000	7,000	7,200
<b>Subtotal</b>	<b>6,860</b>	<b>7,000</b>	<b>7,000</b>	<b>7,200</b>
6142 Telephone-Air Cards	10,473	21,000	15,000	15,500
Communications - MDT Wireless Cards	10,473	21,000	15,000	15,500
<b>Subtotal</b>	<b>10,473</b>	<b>21,000</b>	<b>15,000</b>	<b>15,500</b>
6148 Telephone-Mobile	11,904	13,500	13,500	14,500
Communications - Cell Phones	11,904	13,500	13,500	14,500
<b>Subtotal</b>	<b>11,904</b>	<b>13,500</b>	<b>13,500</b>	<b>14,500</b>
<b>Total Telephones and Communications</b>	<b>29,236</b>	<b>41,500</b>	<b>35,500</b>	<b>37,200</b>
<b>Vehicle and Transportation</b>				
6154 Transportation-Gas and Oil	149,642	143,000	135,000	143,000
Gasoline - unleaded	149,642	143,000	135,000	143,000
<b>Subtotal</b>	<b>149,642</b>	<b>143,000</b>	<b>135,000</b>	<b>143,000</b>
6157 Transportation-Vehicles Body	11,697	2,500	—	—
Vehicle Body Repair	11,697	2,500	—	—
<b>Subtotal</b>	<b>11,697</b>	<b>2,500</b>	<b>—</b>	<b>—</b>
6160 Transportation-Vehicles Maintenance	67,151	63,000	90,000	70,000
Vehicle Maintenance, Tires, Other Repairs (Windows/lights/Sirens), Labor Cost	67,151	63,000	90,000	70,000
<b>Subtotal</b>	<b>67,151</b>	<b>63,000</b>	<b>90,000</b>	<b>70,000</b>
<b>Total Vehicle and Transportation</b>	<b>228,490</b>	<b>208,500</b>	<b>225,000</b>	<b>213,000</b>

FY2025 Budget Detail Police Services	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Travel Expenditures</b>				
6163 Travel- Mileage Reimbursement	—	200	200	200
Travel- Mileage Reimbursement	—	200	200	200
<b>Subtotal</b>	<b>—</b>	<b>200</b>	<b>200</b>	<b>200</b>
6166 Travel-Hotel	2,313	3,500	4,275	4,500
Travel and Hotels	2,313	3,500	4,275	4,500
<b>Subtotal</b>	<b>2,313</b>	<b>3,500</b>	<b>4,275</b>	<b>4,500</b>
6169 Travel - Meals and Incidentals	1,156	2,500	2,500	3,500
Travel Meals and Incidentals	1,156	2,500	2,500	3,500
<b>Subtotal</b>	<b>1,156</b>	<b>2,500</b>	<b>2,500</b>	<b>3,500</b>
6172 Travel-Transportation	—	150	150	150
Travel-Transportation	—	150	150	150
<b>Subtotal</b>	<b>—</b>	<b>150</b>	<b>150</b>	<b>150</b>
<b>Total Travel Expenditures</b>	<b>3,469</b>	<b>6,350</b>	<b>7,125</b>	<b>8,350</b>
<b>Uniforms</b>				
6181 Uniforms-Police Gear	6,366	7,000	7,000	7,000
Ammunition and supplies	6,366	7,000	7,000	7,000
<b>Subtotal</b>	<b>6,366</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
6136 Supplies-Special Police	2,096	5,000	5,000	5,000
Protective equipment - evidence bags, flare, crime scene preservation	2,096	5,000	5,000	5,000
<b>Subtotal</b>	<b>2,096</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
6184 Uniforms-Purchases	6,340	11,500	11,500	23,500
Officer replacement - new uniform and equipment, General Uniform Items, Uniform Items for Bike Patrol	6,340	11,500	11,500	23,500
<b>Subtotal</b>	<b>6,340</b>	<b>11,500</b>	<b>11,500</b>	<b>23,500</b>
6056 Body Camera and Taser Program	36,419	36,500	36,500	36,500
Body Camera Program	36,419	36,500	36,500	36,500
<b>Subtotal</b>	<b>36,419</b>	<b>36,500</b>	<b>36,500</b>	<b>36,500</b>
<b>Total Uniforms</b>	<b>51,221</b>	<b>60,000</b>	<b>60,000</b>	<b>72,000</b>
<b>Total Operating Expenditures</b>	<b>360,745</b>	<b>368,280</b>	<b>384,125</b>	<b>389,230</b>

**FY 2025**

**POLICE ADMINISTRATIVE SERVICES**

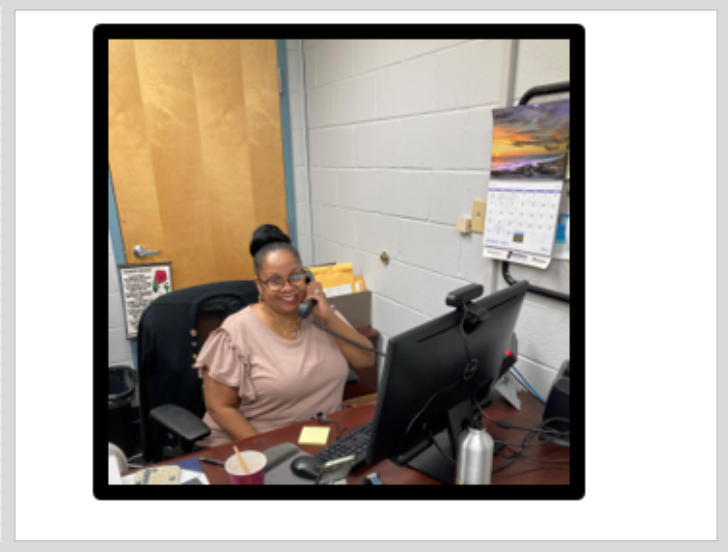
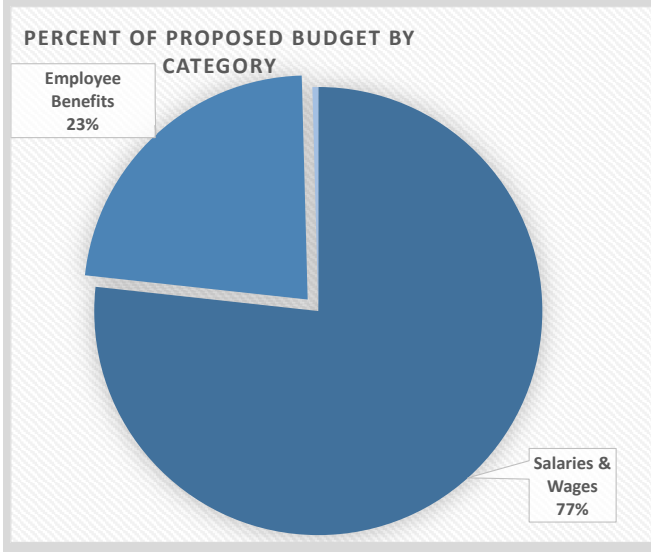
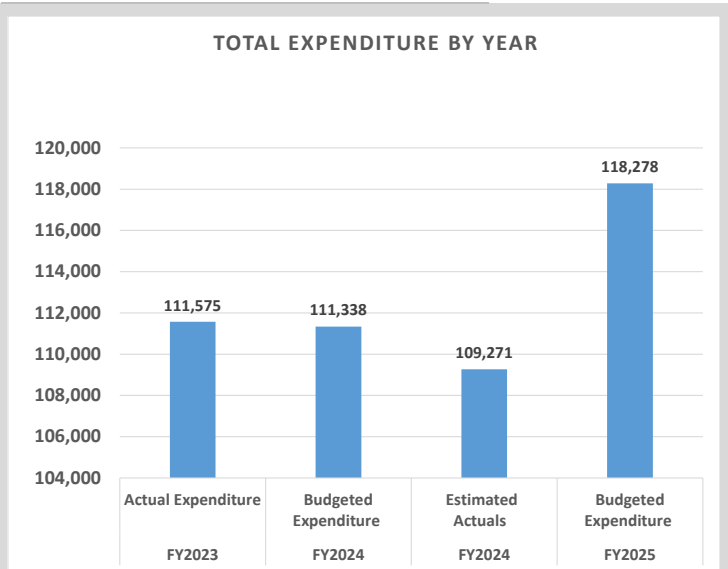
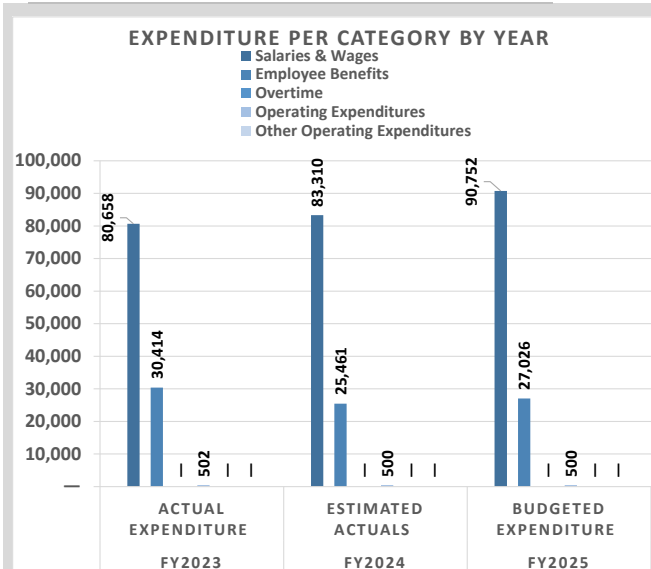
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# FY2025 Budget Overview - Police Administrative Services

## Budgeted Expenditure

118,278

	Summary of Expenditures				Staff Head Count		
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025
Salaries & Wages	80,658	85,377	83,310	90,752			
Employee Benefits	30,414	25,461	25,461	27,026	Executive Associate	0.00	0.00
Overtime	—	—	—	—	Records and Parking Permit Manager	1.00	1.00
Contractual Services	—	—	—	—			
Operating Expenditures	502	500	500	500			
Other Operating Expenditures	—	—	—	—			
<b>Total Expenditures</b>	<b>111,575</b>	<b>111,338</b>	<b>109,271</b>	<b>118,278</b>	<b>Total Head Count</b>	<b>1.00</b>	<b>1.00</b>



FY2025 Budget Detail Significant Changes	Police Administrative Services			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	111,338	118,278	6,940	6%

<b>Salaries</b>	\$	85,377	\$	90,752	\$	5,375	6%
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The budget reflects an organization-wide 2.5% cost-of-living increase, and the continuation of the merit-step increases as included in the approved pay range plan.

<b>Benefits</b>	\$	25,461	\$	27,026	\$	1,565	6%
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There is no increase in the health care benefit rate. However, the budget for health care benefits varies based on the number of participants and whether the participant is in the single or family plan. Additionally, there are budget increases that are tied to the salary increases. These include the retirement plan contributions, workers compensation, FICA, and Unemployment Tax.

<b>Overtime Premiums</b>	\$	-	\$	-	\$	-	0%
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There are no significant changes.

<b>Contractual Services</b>	\$	-	\$	-	\$	-	0%
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There are no significant changes.

<b>Operating Expenditures</b>	\$	500	\$	500	\$	-	0%
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There are no significant changes.

<b>Other Operating Expenditures</b>	\$	-	\$	-	\$	-	0%
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There are no significant changes.

<b>Total</b>		111,338		118,278		6,940	6%
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FY2025 Budget Detail Police Administrative Services				
	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budgeted Expenditure \$
<b>Employee Costs</b>	<b>111,072</b>	<b>110,838</b>	<b>108,771</b>	<b>117,778</b>
5000 Salaries and Wages	80,658	85,377	83,310	90,752
5001 Wages-Full Time	80,538	85,257	83,190	90,632
5037 Uniform Allowance	120	120	120	120
5025 Night Differential	—	—	—	—
5046 Stipend Individual	—	—	—	—
5023 Holiday 1.5	—	—	—	—
<b>Subtotal</b>	<b>80,658</b>	<b>85,377</b>	<b>83,310</b>	<b>90,752</b>
5100 Employee Benefits	30,414	25,461	25,461	27,026
5101 Insurance-Workers Compensation	315	344	344	455
5104 Insurance-Medical (75%)	5,194	1,092	1,092	1,092
5113 Insurance-Life	1,014	351	351	351
5119 Insurance-Long Term Disability	1,523	556	556	556
5120 AD&D	263	46	46	46
5122 Payroll Taxes	6,430	6,531	6,531	6,943
5125 Retirement-Defined Contribution	—	—	—	—
5128 Retirement-Defined Benefits	15,677	16,540	16,540	17,583
<b>Subtotal</b>	<b>30,414</b>	<b>25,461</b>	<b>25,461</b>	<b>27,026</b>
5200 Overtime Premiums	—	—	—	—
Overtime Premiums	—	—	—	—
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Employee Costs</b>	<b>111,072</b>	<b>110,838</b>	<b>108,771</b>	<b>117,778</b>



FY2025 Budget Detail Police Administrative Services				
	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Approved Budget	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>502</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Operating Expenditures</b>				
6148 Telephones-Mobile	502	500	500	500
Mobile	502	500	500	500
<b>Subtotal</b>	<b>502</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total Operating Expenditures</b>	<b>502</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total Operating Expenditures</b>	<b>502</b>	<b>500</b>	<b>500</b>	<b>500</b>

**FY2025**

**PUBLIC SAFETY COMMUNICATIONS**

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# PUBLIC SAFETY COMMUNICATIONS

## MISSION

Public Safety Communication Services provides 24-hour, 7-day per week, full-service emergency communications and non-emergency support in an efficient, effective, and professional manner to enhance public safety and the safety of Town police officers.

## ACCOMPLISHMENTS OF FY2024

- Increased bilingual staffing
- Trained new hires in PowerPhone total response dispatch training
- Dispatched 13,222 calls for service while providing elevated service to the residents of Riverdale Park

## OBJECTIVES FOR FY2024

- Focus on recruiting quality staff to fill two-part time positions
- Prepare for and successfully pass the upcoming NCIC audit
- Recertify all staff in the Total Response dispatch support system to improve efficiency

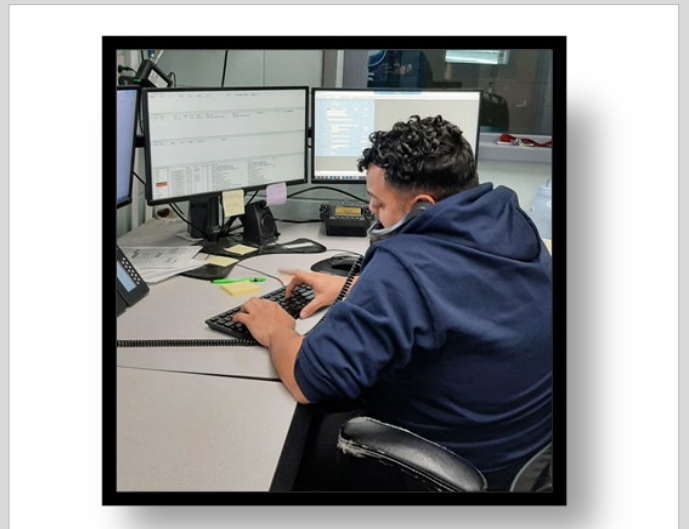
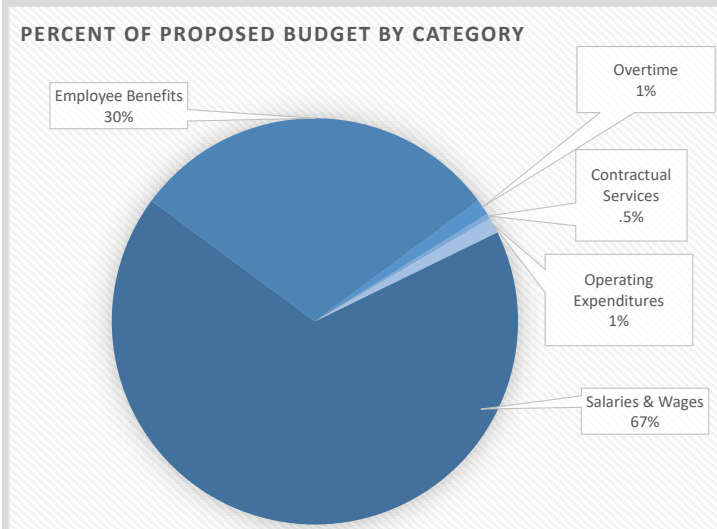
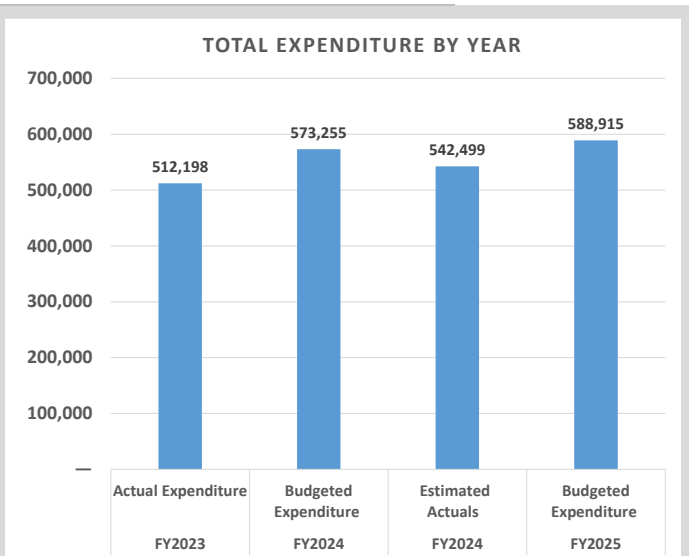
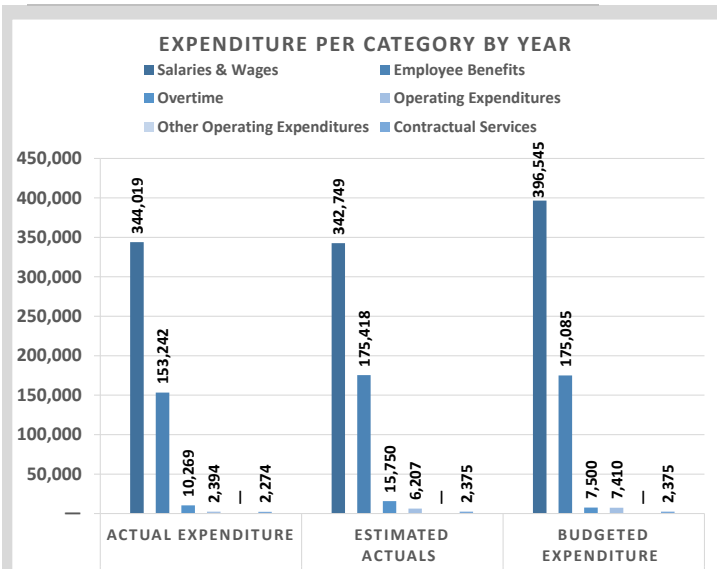


# FY2025 Budget Overview - Police Communication Services

## Budgeted Expenditure

**588,915**

	Summary of Expenditures				Staff Head Count		
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025
Salaries & Wages	344,019	383,711	342,749	396,545			
Employee Benefits	153,242	172,305	175,418	175,085	Telecommunications Supervisor	1.00	1.00
Overtime	10,269	7,500	15,750	7,500	Telecommunicators	4.50	4.50
Contractual Services	2,274	2,375	2,375	2,375			
Operating Expenditures	2,394	7,364	6,207	7,410			
Other Operating Expenditures	—	—	—	—			
<b>Total Expenditures</b>	<b>512,198</b>	<b>573,255</b>	<b>542,499</b>	<b>588,915</b>	<b>Total Head Count</b>	<b>5.50</b>	<b>5.50</b>



FY2025 Budget Detail Significant Changes	Police Communication Services			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	573,255	588,915	15,660	3%

<b>Salaries</b>	\$	383,711.04	\$	396,545.36	\$	12,834.32	3%
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The budget reflects an organization-wide 2.5% cost-of-living increase, and the continuation of the merit-step increases as included in the approved pay range plan.

<b>Benefits</b>	\$	172,305.19	\$	175,084.66	\$	2,779.47	2%
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There is no increase in the health care benefit rate. However, the budget for health care benefit varies based on the number of participants, and whether the participant is in the single or family plan. Additionally, there are budget increases that are tied to the salary increases. These include the retirement plan contributions, workers compensation, FICA, and Unemployment Tax.

<b>Overtime Premiums</b>	\$	7,500.00	\$	7,500.00	\$	-	0%
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There are no significant changes.

<b>Contractual Services</b>	\$	2,375.00	\$	2,375.00	\$	-	0%
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There are no significant changes.

<b>Operating Expenditures</b>	\$	7,364.00	\$	7,410.00	\$	46.00	1%
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There are no significant changes.

<b>Other Operating Expenditures</b>	\$	-	\$	-	\$	-	0%
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There are no significant changes.

<b>Total</b>		573,255		588,915		15,660	3%
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FY2025 Budget Detail Police Communication Services	FY2023	FY2024	FY2024	FY2025
	Actual	Approved	Estimated	Budgeted
	Expenditure	Budget	Actuals	Expenditure
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>507,529</b>	<b>563,516</b>	<b>533,917</b>	<b>579,130</b>
<b>5000 Salaries and Wages</b>	<b>344,019</b>	<b>383,711</b>	<b>342,749</b>	<b>396,545</b>
5001 Wages-Full Time	318,762	340,721	305,994	351,475
5023 Holiday 1.5	12,774	10,000	15,100	10,000
5019 Comp Time	—	2,500	—	2,500
5025 Night Differential	9,681	12,410	12,263	12,410
5028 Special Rates	—	6,000	—	6,000
5031 Bilingual Stipend	2,202	6,240	4,123	8,320
5046 Stipend Individual	—	5,000	4,668	5,000
5037 Uniform Allowance	600	840	600	840
<b>Subtotal</b>	<b>344,019</b>	<b>383,711</b>	<b>342,749</b>	<b>396,545</b>
<b>5100 Employee Benefits</b>	<b>153,242</b>	<b>172,305</b>	<b>175,418</b>	<b>175,085</b>
5101 Insurance-Workers Compensation	1,317	1,375	3,488	2,098
5104 Insurance-Medical (75%)	69,122	86,450	89,761	86,232
5113 Insurance-Life	1,525	1,433	1,490	1,433
5119 Insurance-Long Term Disability	2,226	2,489	2,021	2,489
5120 AD&D	196	188	192	188
5122 Payroll Taxes	26,953	26,606	26,514	27,588
5125 Retirement-Defined Contribution	6,426	6,564	7,618	7,045
5128 Retirement-Defined Benefits	45,479	47,200	44,335	48,012
<b>Subtotal</b>	<b>153,242</b>	<b>172,305</b>	<b>175,418</b>	<b>175,085</b>
<b>5200 Overtime Premiums</b>	<b>10,269</b>	<b>7,500</b>	<b>15,750</b>	<b>7,500</b>
5201 Overtime Premiums	10,269	7,500	15,750	7,500
<b>Subtotal</b>	<b>10,269</b>	<b>7,500</b>	<b>15,750</b>	<b>7,500</b>
<b>Total Employee Costs</b>	<b>507,529</b>	<b>563,516</b>	<b>533,917</b>	<b>579,130</b>

<b>FY2025 Budget Detail</b> <b>Police Communication Services</b>	FY2023	FY2024	FY2024	FY2025
	Actual	Approved	Estimated	Budgeted
	Expenditure	Budget	Actuals	Expenditure
	\$	\$	\$	\$
<b>Contractual Expenditures</b>	<b>2,274</b>	<b>2,375</b>	<b>2,375</b>	<b>2,375</b>
<b>Contractual Expenditures</b>				
<b>5334 Voice Recorder Service Plan</b>	2,274	2,375	2,375	2,375
Voice Recorder Service Plan	2,274	2,375	2,375	2,375
<b>Subtotal</b>	<b>2,274</b>	<b>2,375</b>	<b>2,375</b>	<b>2,375</b>
<b>Total Contractual Expenses</b>	<b>2,274</b>	<b>2,375</b>	<b>2,375</b>	<b>2,375</b>
<b>Total Contractual Services Expenditures</b>	<b>2,274</b>	<b>2,375</b>	<b>2,375</b>	<b>2,375</b>



FY2025 Budget Detail Police Communication Services	FY2023	FY2024	FY2024	FY2025
	Actual	Approved	Estimated	Budgeted
	Expenditure	Budget	Actuals	Expenditure
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>2,394</b>	<b>7,364</b>	<b>6,207</b>	<b>7,410</b>
<b>Dues/Memberships/Subscription</b>				
6013 Dues/Memberships	—	100	—	100
Dues and Membership	—	100	—	100
<b>Subtotal</b>	<b>—</b>	<b>100</b>	<b>—</b>	<b>100</b>
<b>Total Dues/Membership</b>	<b>—</b>	<b>100</b>	<b>—</b>	<b>100</b>
<b>Training and Education</b>				
6022 Education-Training	679	2,000	897	2,000
Education Training	679	2,000	897	2,000
<b>Subtotal</b>	<b>679</b>	<b>2,000</b>	<b>897</b>	<b>2,000</b>
<b>Total Training and Education</b>	<b>679</b>	<b>2,000</b>	<b>897</b>	<b>2,000</b>
<b>Information Technology</b>				
6052 Information Technology-Internet	448	504	550	550
NCIC Log on fees	448	504	550	550
<b>Subtotal</b>	<b>448</b>	<b>504</b>	<b>550</b>	<b>550</b>
6103 Software-Maintenance Agreements	—	600	600	600
Software-Licenses - Criss Cross	—	600	600	600
<b>Subtotal</b>	<b>—</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Total Information Technology</b>	<b>448</b>	<b>1,104</b>	<b>1,150</b>	<b>1,150</b>
<b>Repairs and Maintenance (Equipment)</b>				
6067 Maintenance-Machinery/Equipment	—	2,000	2,000	2,000
Equipment Maintenance Public Safety, Town Hall, Public Works	—	2,000	2,000	2,000
Video Camera System	—	2,000	2,000	2,000
<b>Subtotal</b>	<b>—</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Total Repairs and Maintenance (Equipment)</b>	<b>—</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Postage</b>				
6091 Postage-Messenger Services	—	—	—	—
Postage	—	—	—	—
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Postage</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Telephones and Communications</b>				
6142 Telephone-Air Cards	480	480	480	480
Verizon Wireless Air Card	480	480	480	480
<b>Subtotal</b>	<b>480</b>	<b>480</b>	<b>480</b>	<b>480</b>
6148 Telephone-Mobile	502	480	480	480
Verizon Wireless Mobile	502	480	480	480
<b>Subtotal</b>	<b>502</b>	<b>480</b>	<b>480</b>	<b>480</b>
<b>Total Telephones and Communications</b>	<b>982</b>	<b>960</b>	<b>960</b>	<b>960</b>
<b>Uniforms</b>				
6184 Uniforms-Purchases	285	1,200	1,200	1,200
Uniform Purchases	285	1,200	1,200	1,200
<b>Subtotal</b>	<b>285</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>Total Uniforms</b>	<b>285</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>Total Operating Expenditures</b>	<b>2,394</b>	<b>7,364</b>	<b>6,207</b>	<b>7,410</b>

**FY2025**

**COMMUNITY SAFETY PROGRAMS**

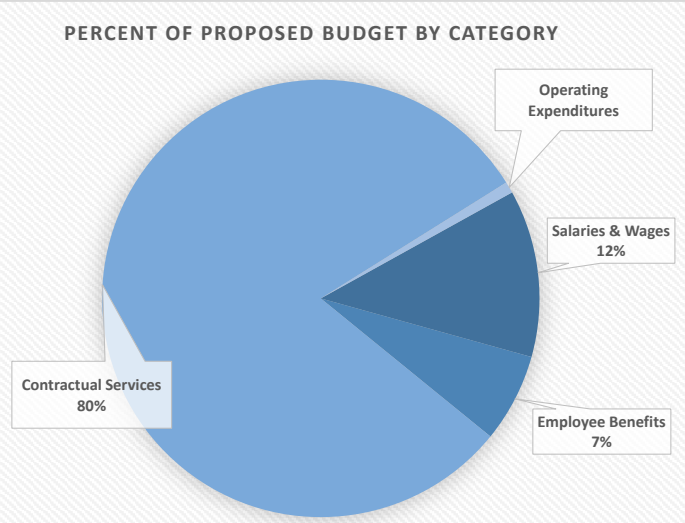
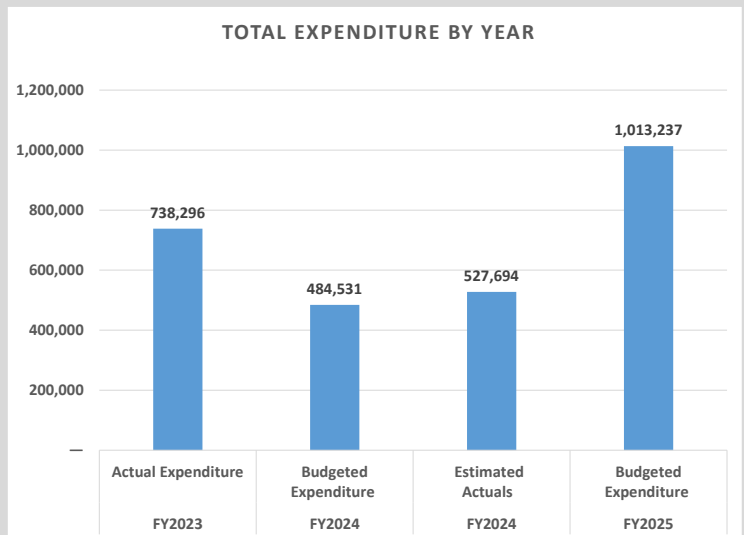
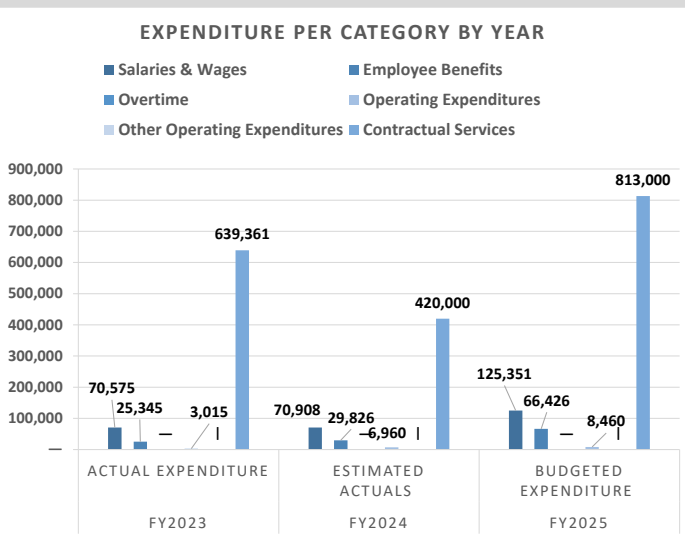
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# FY2025 Budget Overview - Community Safety Programs

## Budgeted Expenditure

1,013,237

	Summary of Expenditures				Staff Head Count			
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025	
Salaries & Wages	70,575	73,337	70,908	125,351				
Employee Benefits	25,345	26,833	29,826	66,426				
Overtime	—	—	—	—				
Contractual Services	639,361	375,000	420,000	813,000				
Operating Expenditures	3,015	9,360	6,960	8,460				
Other Operating Expenditures	—	—	—	—				
<b>Total Expenditures</b>	<b>738,296</b>	<b>484,531</b>	<b>527,694</b>	<b>1,013,237</b>	<b>Total Head Count</b>	1.00	1.00	2.00



FY2025 Budget Detail Significant Changes	Community Safety Programs			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	484,531	1,013,237	528,706	109%
<b>Salaries</b>	\$ 73,337	\$ 125,351	\$ 52,014	71%

The budget reflects an organization-wide 2.5% cost-of-living increase, and the continuation of the merit-step increases as included in the approved pay range plan.

The budget also includes funding for a Community Safety Officer, whose position will be funded by revenue generated through automated enforcement. This officer will play a crucial role beyond automated enforcement; they will be active in the community, contribute to educational initiatives on drug awareness and driver safety, and will be present at community events.

<b>Benefits</b>	\$ 26,833	\$ 66,426	\$ 39,592	148%
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There is no increase in the health care benefit rate. However, the budget for health care benefit varies based on the number of participants, and whether the participant is in the single or family plan. Additionally, there are budget increases that are tied to the salary increases. These include the retirement plan contributions, workers compensation, FICA, and Unemployment Tax. Specifically for Community Safety Programs, the increase is related to the new position.

<b>Overtime Premiums</b>	\$ -	\$ -	\$ -	0%
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There are no significant changes.

<b>Contractual Services</b>	\$ 375,000	\$ 813,000	\$ 438,000	117%
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This budget reflects a substantial increase in the automated enforcement program costs. This reflects both the move to Residential District speed enforcement and the full implementation of the redlight enforcement program.

<b>Operating Expenditures</b>	\$ 9,360	\$ 8,460	\$ (900)	-10%
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The budget has been adjusted to reflect a decrease in the allocation for Training and Conferences.

<b>Other Operating Expenditures</b>	\$ -	\$ -	\$ -	0%
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There are no significant changes.

<b>Total</b>	484,531	1,013,237	528,706	109%
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FY2025 Budget Detail Community Safety Programs Safe Speed for Students	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>95,920</b>	<b>100,171</b>	<b>100,734</b>	<b>191,777</b>
<b>5000 Salaries &amp; Wages</b>	<b>70,575</b>	<b>73,337</b>	<b>70,908</b>	<b>125,351</b>
5001 Wages-Full Time	68,475	73,037	70,308	122,591
5004 Wages-Part-Time	—	—	—	—
5023 Holiday 1.5	—	—	—	—
5028 Special Rates	—	—	—	—
5037 Uniform Allowance	150	300	600	1,200
5046 Stipend Individual	1,950	—	—	—
5031 Bilingual Stipend	—	—	—	1,560
<b>Subtotal</b>	<b>70,575</b>	<b>73,337</b>	<b>70,908</b>	<b>125,351</b>
<b>5100 Employee Benefits</b>	<b>25,345</b>	<b>26,833</b>	<b>29,826</b>	<b>66,426</b>
5101 Insurance-Workers Compensation	5,725	7,067	9,754	13,678
5104 Insurance-Medical (75%)	—	—	—	18,872
5113 Insurance-Life	—	—	—	339
5119 Insurance-Long Term Disability	—	—	—	120
5120 AD&D	—	—	—	45
5122 Payroll Taxes	5,559	5,597	5,561	9,589
5128 Retirement-Defined Benefits	14,061	14,169	14,511	23,783
5125 Retirement-Defined Contribution	—	—	—	—
66000 Payroll Expenses	—	—	—	—
<b>Subtotal</b>	<b>25,345</b>	<b>26,833</b>	<b>29,826</b>	<b>66,426</b>
<b>5200 Overtime Premiums</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
Overtime Premiums	—	—	—	—
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Employee Costs</b>	<b>95,920</b>	<b>100,171</b>	<b>100,734</b>	<b>191,777</b>

FY2025 Budget Detail Community Safety Programs Safe Speed for Students				
	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$
<b>Contractual Services</b>	<b>639,361</b>	<b>375,000</b>	<b>420,000</b>	<b>813,000</b>
<b>Contractual Services</b>				
5319 Automated Speed Camera Program	639,361	355,000	420,000	645,000
Opto Traffic (SS4S) Program	639,361	355,000	420,000	645,000
<b>Subtotal</b>	639,361	355,000	420,000	645,000
5320 Automated Red-Light Program	—	20,000	—	168,000
Traffic Red-Light Program	—	20,000	—	168,000
<b>Subtotal</b>	—	20,000	—	168,000
5317 Third Party Collections	—	—	—	—
Third Party Collections	—	—	—	—
<b>Subtotal</b>	—	—	—	—
<b>Total Contractual Services</b>	<b>639,361</b>	<b>355,000</b>	<b>420,000</b>	<b>645,000</b>
<b>Total Contractual Services</b>	<b>639,361</b>	<b>375,000</b>	<b>420,000</b>	<b>813,000</b>

FY2025 Budget Detail Community Safety Programs Safe Speed for Students				
	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>3,015</b>	<b>9,360</b>	<b>6,960</b>	<b>8,460</b>
<b>Information Technology</b>				
6052 Information Technology-Internet	84	100	100	100
Information Technology	84	100	100	100
<b>Subtotal</b>	<b>84</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Total Information Technology</b>	<b>84</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Special Services</b>				
6109 Speed Camera - Admin Exp. Current Year	—	6,000	4,500	6,000
Automated Safety Evaluation for Speed Camera	—	6,000	4,500	6,000
<b>Subtotal</b>	<b>—</b>	<b>6,000</b>	<b>4,500</b>	<b>6,000</b>
<b>Total Special Services</b>	<b>—</b>	<b>6,000</b>	<b>4,500</b>	<b>6,000</b>
<b>Telephones &amp; Communications</b>				
6148 Telephone-Mobile	517	480	480	480
Communications - Cell Phones	517	480	480	480
<b>Subtotal</b>	<b>517</b>	<b>480</b>	<b>480</b>	<b>480</b>
6142 Telephone-Air Cards	502	480	480	480
Verizon Wireless Air Card	502	480	480	480
<b>Subtotal</b>	<b>502</b>	<b>480</b>	<b>480</b>	<b>480</b>
<b>Total Telephones &amp; Communications</b>	<b>1,019</b>	<b>960</b>	<b>960</b>	<b>960</b>
<b>Training &amp; Education</b>				
6022 Education-Training	—	300	400	400
Training & Education	—	300	400	400
<b>Subtotal</b>	<b>—</b>	<b>300</b>	<b>400</b>	<b>400</b>
<b>Total Training &amp; Education</b>	<b>—</b>	<b>300</b>	<b>400</b>	<b>400</b>
<b>Uniforms</b>				
6184 Uniforms-Purchases	1,912	2,000	1,000	1,000
New Uniform	1,912	2,000	1,000	1,000
<b>Subtotal</b>	<b>1,912</b>	<b>2,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Uniforms</b>	<b>1,912</b>	<b>2,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Operating Expenditures</b>	<b>3,015</b>	<b>9,360</b>	<b>6,960</b>	<b>8,460</b>



**FY2025**

**PUBLIC WORKS**

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# DEPARTMENT OF PUBLIC WORKS

## MISSION

Public Works provides the highest quality essential services to the community in a prompt, courteous, safe, appropriate, and cost-effective way. The Department, through its skilled and dedicated employees, strives to maintain the Town's infrastructure and buildings in an effective, efficient and sustainable manner to make TRP the location of choice.

## ACCOMPLISHMENTS OF FY2024

- Installed the Town's first protected bike lane
- Increased flashing traffic signs to 45, 30 Stop signs and 15 PED Crossing signs
- Distributed 13,200 leaf bags; collected 4,200 CY
- Completed 15 road improvement projects
- Completed phase 1 Trolley Trail lighting project
- Implemented brine machine using geo melt (beet juice and brine mix)
- Simplified leaf collection
- Completed preliminary infrastructure survey

## OBJECTIVES FOR FY2025

- Complete conversion of streetlights to LED 3000 Kelvins
- Map infrastructure survey results
- Continue replacement of gas-powered tools with electric-powered tools
- Secure on-call construction contract for road improvements projects
- Complete Walk, Bike, Drive infrastructure projects
- Outsource custodial services to all Town buildings



# DEPARTMENT OF PUBLIC WORKS

## KEY BUDGET, WORKLOAD MEASURES, AND PERFORMANCE INDICATORS

The Town will utilize the following to evaluate this cost center as it relates to budget, workload measures, and performance indicators.

WORKLOAD MEASURES	FY2023 FINAL	FY2024 PROJECTED	FY2024 ESTIMATE	FY2025 PROJECTED
Total streetlights converted to LED (# of 3,000 kelvin kelvins)	119 (50)	119 (75)	231 (25%)*	231 (50%)
Corner cans/recycling containers maintained	81	85	88	88
Free leaf bags disseminated	9000	10,000	13,200	19,500
Trees planted	80	50	50	100
Miles of street swept	1144	3700	3700	3700
Feet of curbs painted	2040	2060	2060	2060
Crosswalks painted	125	125	125	125
Street signs repaired/replaced	153	110	80	110
Trees removed	17	10	16	10
Capital improvement 50 percent completed	11	14	14	9

NOTE: \* THE INCREASE IN TOTAL LED LIGHTS REFLECTS THE TRANSFER OF STREETLIGHTS IN RIVERDALE PARK STATION TO THE TOWN, ALL OF WHICH ARE LED 5000 KELVINS.

PERFORMANCE MEASURES	FY2023 ESTIMATE	FY2024 PROJECTED	FY2024 ESTIMATE	FY2025 PROJECTED
Capital projects on schedule and budget	10	10	10	9
Percent reduction in tonnage from leaf vacuuming program	5%	10%	10%	0
Trees planted to every 1 tree removed	11	4	3	5
Percent of service requests responded to within 24 hours	75%	95%	95%	95%
Percent of crosswalks repainted annually	25%	25%	25%	40%
Percent of stop bars repainted annually	25%	25%	25%	40%

# FY2025 Budget Overview - Public Works

## Budgeted Expenditure

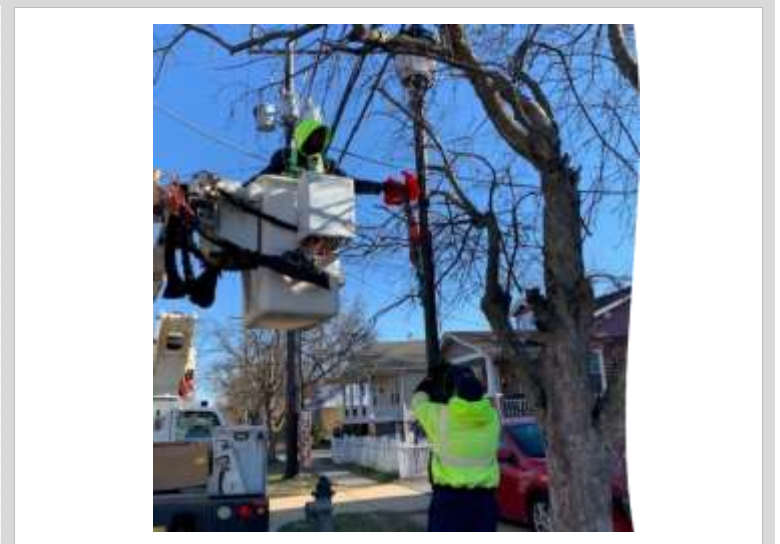
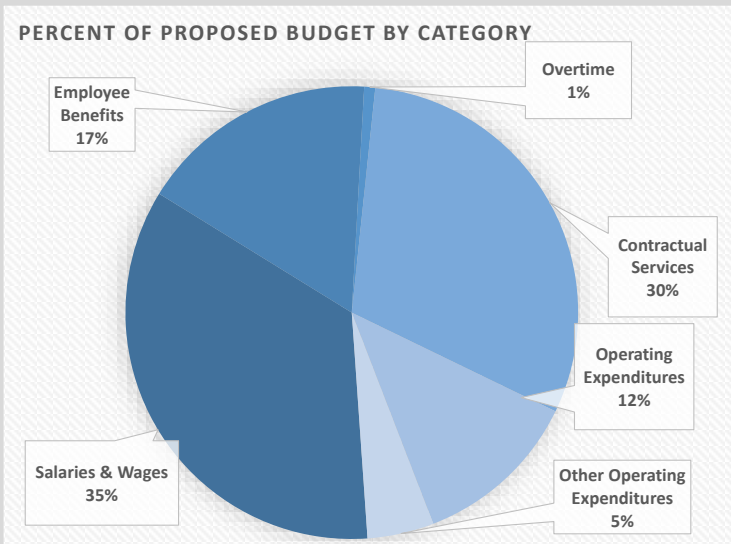
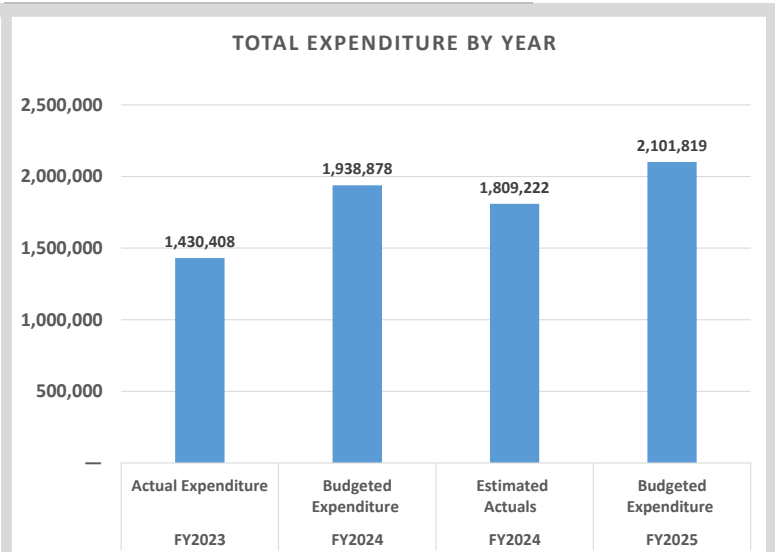
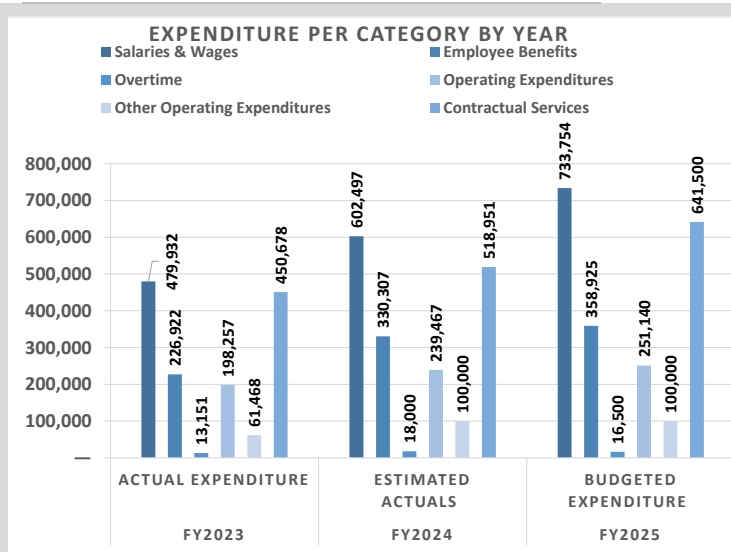
**2,101,819**

### Summary of Expenditures

	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
Salaries & Wages	479,932	642,900	602,497	733,754
Employee Benefits	226,922	352,950	330,307	358,925
Overtime	13,151	15,000	18,000	16,500
Contractual Services	450,678	553,000	518,951	641,500
Operating Expenditures	198,257	275,028	239,467	251,140
Other Operating Expenditures	61,468	100,000	100,000	100,000
<b>Total Expenditures</b>	<b>1,430,408</b>	<b>1,938,878</b>	<b>1,809,222</b>	<b>2,101,819</b>

### Staff Head Count

	FY2023	FY2024	FY2025
Director, Public Projects & Services	1.00	1.00	1.00
Deputy Director, Public Projects & Serv	0.00	1.00	1.00
Special Projects Coordinator	0.50	0.50	0.50
Operations Manager	1.00	0.00	0.00
Team Leaders	2.00	2.00	2.00
Maintenance Technicians	4.00	4.00	4.00
Seasonal	0.25	0.25	0.25
Neighborhood Ambassador	0.00	0.00	1.00
<b>Total Head Count</b>	<b>8.75</b>	<b>8.75</b>	<b>9.75</b>



FY2025 Budget Detail Significant Changes	Public Works			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	1,938,878	2,101,819	162,940	8%

<b>Salaries</b>	\$ 642,900	\$ 733,754	\$ 90,854	14%
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The budget reflects an organization-wide 2.5% cost-of-living increase, and the continuation of the merit-step increases as included in the approved pay range plan.

The budget increase includes an anticipated higher hiring rate for the currently vacant Deputy Director position. Additionally, the Clean Street Ambassadors positions, which had been budgeted as ARPA funding.

<b>Benefits</b>	\$ 352,950	\$ 358,925	\$ 5,975	2%
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There is no increase in the health care benefit rate. However, the budget for health care benefit varies based on the number of participants, and whether the participant is in the single or family plan. Additionally, there are budget increases that are tied to the salary increases. These include the retirement plan contributions, workers compensation, FICA, and Unemployment Tax.

<b>Overtime Premiums</b>	\$ 15,000	\$ 16,500	\$ 1,500	10%
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Overtime has been increased by 10% due to various operational demands and staffing adjustments.

<b>Contractual Services</b>	\$ 553,000	\$ 641,500	\$ 88,500	16%
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The budget increase is anticipated to support two new service initiatives and to manage expected rises in the cost of existing services. Specifically, the increase will fund custodial services for Town buildings.

Additionally, as of January 1, 2025, the budget will cover composting services. An Invitation to Bid for landscaping services will be issued in the summer of 2024 and staff anticipate a potential increase in costs.

In accordance with the Tree Maintenance Plan additional funds are budgeted for tree planting and maintenance.

<b>Operating Expenditures</b>	\$ 275,028	\$ 251,140	\$ (23,888)	-9%
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Funding for hand tools has been reduced, reflecting the substantial increase in our inventory accumulated over the past two budget cycles.

<b>Other Operating Expenditures</b>	\$ 100,000	\$ 100,000	\$ -	0%
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There are no significant changes.

<b>Total</b>	1,938,878	2,101,819	162,940	8%
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FY2025 Budget Detail Public Works	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>720,005</b>	<b>1,010,850</b>	<b>950,804</b>	<b>1,109,179</b>
Salaries & Wages	479,932	642,900	602,497	733,754
5001 Wages-Full Time	471,449	636,660	596,257	727,514
5004 Wages-Part-Time	—	—	—	—
5046 Stipend Individual	8,483	6,240	6,240	6,240
<b>Subtotal</b>	<b>479,932</b>	<b>642,900</b>	<b>602,497</b>	<b>733,754</b>
Employee Benefits	226,922	352,950	330,307	358,925
5101 Insurance-Workers Compensation	38,455	41,298	39,029	51,581
5104 Insurance-Medical (75%)	71,100	146,723	135,654	135,654
5113 Insurance-Life	2,475	2,829	2,829	2,591
5119 Insurance-Long Term Disability	3,354	4,458	4,458	4,122
5120 AD&D	332	376	376	345
5122 Payroll Taxes	36,057	49,181	44,926	50,118
5125 Retirement-Defined Contribution	10,284	14,317	14,317	15,224
5128 Retirement-Defined Benefits	64,865	93,767	88,716	99,290
<b>Subtotal</b>	<b>226,922</b>	<b>352,950</b>	<b>330,307</b>	<b>358,925</b>
Overtime Premiums	13,151	15,000	18,000	16,500
5201 Overtime Premium	13,151	15,000	18,000	16,500
<b>Subtotal</b>	<b>13,151</b>	<b>15,000</b>	<b>18,000</b>	<b>16,500</b>
<b>Total Employee Costs</b>	<b>720,005</b>	<b>1,010,850</b>	<b>950,804</b>	<b>1,109,179</b>

FY2025 Budget Detail Public Works				
	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure \$	Expenditure \$	Actuals \$	Expenditure \$
<b>Contractual Services</b>	<b>450,678</b>	<b>553,000</b>	<b>518,951</b>	<b>641,500</b>
<b>Contractual Services</b>				
5307 Landscape Services	45,889	94,000	94,000	117,500
Contracted Landscaping	45,889	94,000	94,000	117,500
<b>Subtotal</b>	<b>45,889</b>	<b>94,000</b>	<b>94,000</b>	<b>117,500</b>
5310 Engineering Services	10,000	10,000	10,000	10,000
Engineering	10,000	10,000	10,000	10,000
<b>Subtotal</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
5350 Custodial Services	—	—	—	25,000
Contracted Janitorial Services	—	—	—	25,000
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>25,000</b>
5353 Composting Services	—	—	—	24,000
Compost Services	—	—	—	24,000
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>24,000</b>
5322 Trash	349,971	365,000	349,951	365,000
Residential Trash Collection Services	349,971	365,000	349,951	365,000
<b>Subtotal</b>	<b>349,971</b>	<b>365,000</b>	<b>349,951</b>	<b>365,000</b>
5325 Tree Maintenance Services	44,819	84,000	65,000	100,000
Plant and trim existing trees	44,819	84,000	65,000	100,000
<b>Subtotal</b>	<b>44,819</b>	<b>84,000</b>	<b>65,000</b>	<b>100,000</b>
<b>Total Contractual Services</b>	<b>440,678</b>	<b>543,000</b>	<b>508,951</b>	<b>582,500</b>
<b>Total Contractual Services</b>	<b>450,678</b>	<b>553,000</b>	<b>518,951</b>	<b>641,500</b>



FY2025 Budget Detail Public Works	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>198,257</b>	<b>275,028</b>	<b>239,467</b>	<b>251,140</b>
<b>Information Technology</b>				
6004 Computer and Software	—	500	—	—
Software	—	500	—	—
<b>Subtotal</b>	<b>—</b>	<b>500</b>	<b>—</b>	<b>—</b>
6049 Information Technology Services	4,162	—	4,103	5,500
GPS Application	4,162	—	4,103	5,500
<b>Subtotal</b>	<b>4,162</b>	<b>—</b>	<b>4,103</b>	<b>5,500</b>
<b>Total Information Technology</b>	<b>4,162</b>	<b>500</b>	<b>4,103</b>	<b>5,500</b>
<b>Special Services</b>				
6076 Mosquito Control Program	1,209	1,700	1,624	1,700
Yearly payment to MDA mosquito control program	1,209	1,700	1,624	1,700
<b>Subtotal</b>	<b>1,209</b>	<b>1,700</b>	<b>1,624</b>	<b>1,700</b>
6010 Disposal Fees	9,558	25,000	25,000	25,000
MD Environmental Services, Prince George's County, Brandywine Sand and Gravel, City of College Park, Curbside Composting	9,558	25,000	25,000	25,000
<b>Subtotal</b>	<b>9,558</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
6175 Tree Installation	—	15,000	15,000	15,000
Installation of new trees	—	15,000	15,000	15,000
<b>Subtotal</b>	<b>—</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Total Special Services</b>	<b>10,767</b>	<b>41,700</b>	<b>41,624</b>	<b>41,700</b>
<b>Dues/Memberships/Subscriptions/Publications</b>				
6013 Dues/Memberships/Subscription	3,420	3,500	3,500	3,500
iCloud Storage, Maryland Municipal League, APWA Dues, ULI	3,420	3,500	3,500	3,500
<b>Subtotal</b>	<b>3,420</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Training and Education</b>				
6016 Education-Conference and Seminar	1,014	2,000	1,000	2,000
DPW Conference	1,014	2,000	1,000	2,000
<b>Subtotal</b>	<b>1,014</b>	<b>2,000</b>	<b>1,000</b>	<b>2,000</b>
6022 Education-Training	2,883	3,000	1,500	3,000
CDL, APWA Snow/DPW Conference, Flagger Certification, MML Conference, Tree Expert training, Prevention Pavement Maintenance, Pesticide Classes	2,883	3,000	1,500	3,000
<b>Subtotal</b>	<b>2,883</b>	<b>3,000</b>	<b>1,500</b>	<b>3,000</b>
<b>Total Training and Education</b>	<b>3,897</b>	<b>5,000</b>	<b>2,500</b>	<b>5,000</b>

FY2025 Budget Detail Public Works	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$

**Equipment**

6037 Equipment-Operator for Projects	—	2,000	800	2,000
Various Projects	—	2,000	800	2,000
<b>Subtotal</b>	—	2,000	800	2,000
6038 Equipment-Purchases	9,027	6,000	4,000	4,000
Snowblower, Weed eater, edgers, tools, backpack and other power tools	9,027	6,000	4,000	4,000
<b>Subtotal</b>	9,027	6,000	4,000	4,000
6040 Equipment-Rental	769	2,000	2,000	2,000
Copier Lease, Walk Behind Concrete Saw, Jack Hammer, Fork Lift, Crane, Backfill/Compacter, Bob Cat, Other Equipment Rental	769	2,000	2,000	2,000
<b>Subtotal</b>	769	2,000	2,000	2,000
6067 Maintenance-Machinery/Equipment	3,487	4,500	4,500	4,500
Equipment Maintenance	3,487	4,500	4,500	4,500
<b>Subtotal</b>	3,487	4,500	4,500	4,500
<b>Total Equipment</b>	<b>13,283</b>	<b>14,500</b>	<b>11,300</b>	<b>12,500</b>

**Street Light Repair**

6112 Street-Light Fixtures and Repair	28,345	38,000	15,000	15,000
Streetlight Repair, Fixture Labor and Materials, Street LED Fixtures, Street LED Retrofits, Streetlight Lamps, Streetlight Pole Repair, Labor to Install Knocked Down Poles	28,345	38,000	15,000	15,000
<b>Subtotal</b>	28,345	38,000	15,000	15,000
6118 Street-Signs and Traffic Co	19,459	15,000	15,000	15,000
Street Signs and Paint	19,459	15,000	15,000	15,000
<b>Subtotal</b>	19,459	15,000	15,000	15,000
<b>Total Street Light Repair</b>	<b>47,803</b>	<b>53,000</b>	<b>30,000</b>	<b>30,000</b>

**Office Supplies**

6124 Supplies-Office	2,195	2,500	2,500	2,500
Supplies	2,195	2,500	2,500	2,500
<b>Subtotal</b>	2,195	2,500	2,500	2,500
<b>Total Supplies (Office)</b>	<b>2,195</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>

FY2025 Budget Detail Public Works	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$

**Operating Supplies**

6127 Supplies-Operating and Materials	32,396	35,000	35,000	35,000
Supplies and Operating Materials	32,396	35,000	35,000	35,000
<b>Subtotal</b>	<b>32,396</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
6130 Supplies-Safety Related	163	1,200	1,200	1,200
Safety Supplies	163	1,200	1,200	1,200
<b>Subtotal</b>	<b>163</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
6133 Supplies-Hand Tools	—	40,000	10,000	10,000
Tools	—	40,000	10,000	10,000
<b>Subtotal</b>	<b>—</b>	<b>40,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Supplies (General)</b>	<b>32,559</b>	<b>76,200</b>	<b>46,200</b>	<b>46,200</b>

6148 Telephone-Mobile	4,740	4,128	4,740	4,740
Mobile telephones	4,740	4,128	4,740	4,740
<b>Subtotal</b>	<b>4,740</b>	<b>4,128</b>	<b>4,740</b>	<b>4,740</b>
<b>Total Telephones and Communications</b>	<b>4,740</b>	<b>4,128</b>	<b>4,740</b>	<b>4,740</b>

**Vehicles and Transportation**

6154 Transportation-Gas and Oil	18,153	25,000	35,000	35,000
Purchased through Prince George's Country	18,153	25,000	35,000	35,000
<b>Subtotal</b>	<b>18,153</b>	<b>25,000</b>	<b>35,000</b>	<b>35,000</b>
6160 Transportation-Vehicles Maint.	44,946	30,000	45,000	45,000
Vehicle Maintenance, Inspections, DOT inspections, Tractor Service, Sweeper Service, Supplies, SUV	44,946	30,000	45,000	45,000
<b>Subtotal</b>	<b>44,946</b>	<b>30,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Total Vehicles and Transportation</b>	<b>63,098</b>	<b>55,000</b>	<b>80,000</b>	<b>80,000</b>

**Travel Expenditures**

6166 Travel-Hotel	—	3,000	1,000	3,000
Hotels for Conferences	—	3,000	1,000	3,000
<b>Subtotal</b>	<b>—</b>	<b>3,000</b>	<b>1,000</b>	<b>3,000</b>
6169 Travel - Meals and Incidentals	565	1,500	500	1,500
Meals and Incidentals	565	1,500	500	1,500
<b>Subtotal</b>	<b>565</b>	<b>1,500</b>	<b>500</b>	<b>1,500</b>
6172 Travel-Transportation	—	2,000	1,000	2,000
Transportation	—	2,000	1,000	2,000
<b>Subtotal</b>	<b>—</b>	<b>2,000</b>	<b>1,000</b>	<b>2,000</b>
<b>Total Travel Expenditures</b>	<b>565</b>	<b>6,500</b>	<b>2,500</b>	<b>6,500</b>

FY2025 Budget Detail Public Works	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$
<b>Uniforms</b>				
6178 Uniforms-Laundry Services	6,048	6,000	6,000	6,500
Uniforms and laundry services	6,048	6,000	6,000	6,500
<b>Subtotal</b>	6,048	6,000	6,000	6,500
6184 Uniforms-Purchases	5,717	6,500	4,500	6,500
Uniforms, boots, etc.	5,717	6,500	4,500	6,500
<b>Subtotal</b>	5,717	6,500	4,500	6,500
<b>Total Uniforms</b>	<b>11,766</b>	<b>12,500</b>	<b>10,500</b>	<b>13,000</b>
<b>Total Operating Expenditures</b>	<b>198,257</b>	<b>275,028</b>	<b>239,467</b>	<b>251,140</b>

FY2025 Budget Detail Public Works	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Other Operating Expenditures</b>	<b>61,468</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

**Other Operating Expenditures**

7047 Utilities- Electric Streetlights	61,468	100,000	100,000	100,000
Electric Street Lights	61,468	100,000	100,000	100,000
<b>Subtotal</b>	<b>61,468</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Total Other Operating Expenditures</b>	<b>61,468</b>	<b>84,800</b>	<b>100,000</b>	<b>100,000</b>
<b>Total Other Operating Expenditures</b>	<b>61,468</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

**FY2025**

**WEATHER RESPONSE SERVICES**

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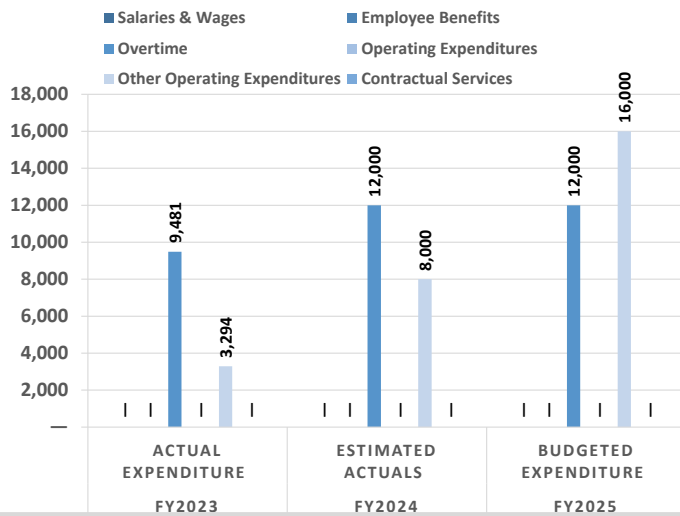
# FY2025 Budget Overview - Weather Response Services

## Budgeted Expenditure

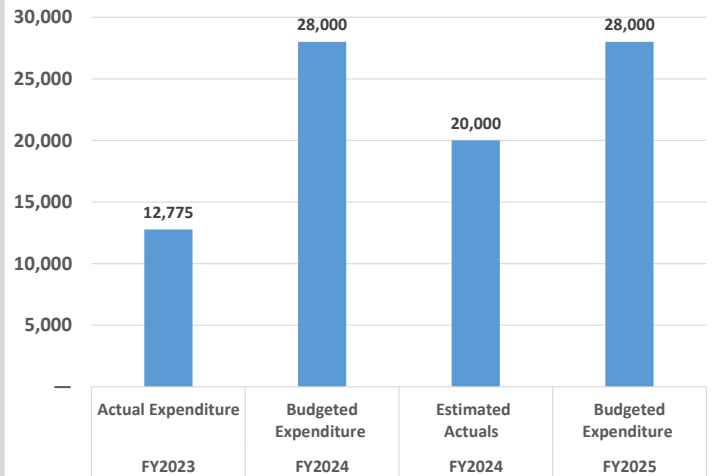
**28,000**

	Summary of Expenditures				Staff Head Count		
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025
Salaries & Wages	—	—	—	—			
Employee Benefits	—	—	—	—			
Overtime	9,481	12,000	12,000	12,000			
Contractual Services	—	—	—	—			
Operating Expenditures	—	—	—	—			
Other Operating Expenditures	3,294	16,000	8,000	16,000			
<b>Total Expenditures</b>	<b>12,775</b>	<b>28,000</b>	<b>20,000</b>	<b>28,000</b>	<b>Total Head Count</b>	-	-

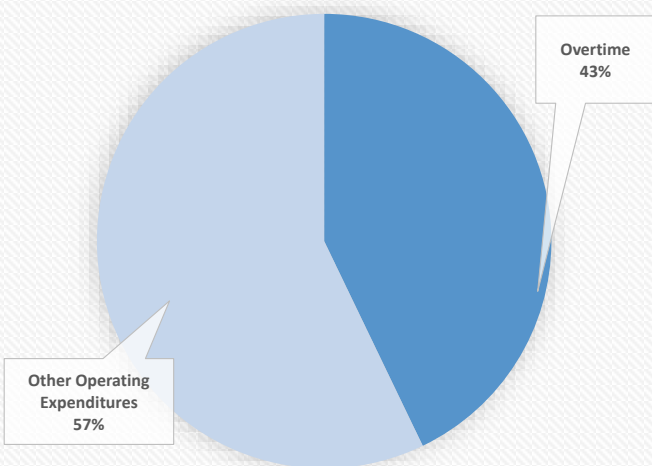
EXPENDITURE PER CATEGORY BY YEAR



TOTAL EXPENDITURE BY YEAR



PERCENT OF PROPOSED BUDGET BY CATEGORY





FY2025 Budget Detail Significant Changes	Weather Response Services			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	28,000	28,000	—	0%
<b>Salaries</b>	\$ -	\$ -	\$ -	0%

There are no significant changes.

<b>Benefits</b>	\$ -	\$ -	\$ -	0%
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There are no significant changes.

<b>Overtime Premiums</b>	\$ 12,000	\$ 12,000	\$ -	0%
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There are no significant changes.

<b>Contractual Services</b>	\$ -	\$ -	\$ -	0%
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There are no significant changes.

<b>Operating Expenditures</b>	\$ -	\$ -	\$ -	0%
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There are no significant changes.

<b>Other Operating Expenditures</b>	\$ 16,000	\$ 16,000	\$ -	0%
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There are no significant changes.

<b>Total</b>	28,000	28,000	—	0%
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FY2025 Budget Detail Weather Response Services	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>9,481</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
5200 Overtime Premiums	9,481	12,000	12,000	12,000
Overtime Premiums - Weather related	9,481	12,000	12,000	12,000
<b>Subtotal</b>	<b>9,481</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>Total Employee Costs</b>	<b>9,481</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>

FY2025 Budget Detail Weather Response Services	FY2023	FY2024	FY2024	FY2025
	Actual	Budgeted	Estimated	Budgeted
	Expenditure	Expenditure	Actuals	Expenditure
	\$	\$	\$	\$
<b>Other Operating Expenditures</b>	<b>3,294</b>	<b>16,000</b>	<b>8,000</b>	<b>16,000</b>
<b>Other General Expenditures</b>				
6166 Travel - Hotel	710	1,000	500	1,000
Emergency Accommodations	710	1,000	500	1,000
<b>Subtotal</b>	<b>710</b>	<b>1,000</b>	<b>500</b>	<b>1,000</b>
7061 Weather Emergency Events	2,584	15,000	7,500	15,000
Weather Emergency Events	2,584	15,000	7,500	15,000
<b>Subtotal</b>	<b>2,584</b>	<b>15,000</b>	<b>7,500</b>	<b>15,000</b>
<b>Total Other General Expenditures</b>	<b>2,584</b>	<b>15,000</b>	<b>7,500</b>	<b>15,000</b>
<b>Total Other Operating Expenditures</b>	<b>3,294</b>	<b>16,000</b>	<b>8,000</b>	<b>16,000</b>

**FY2025**

**MUNICIPAL BUILDINGS - TOWN HALL**

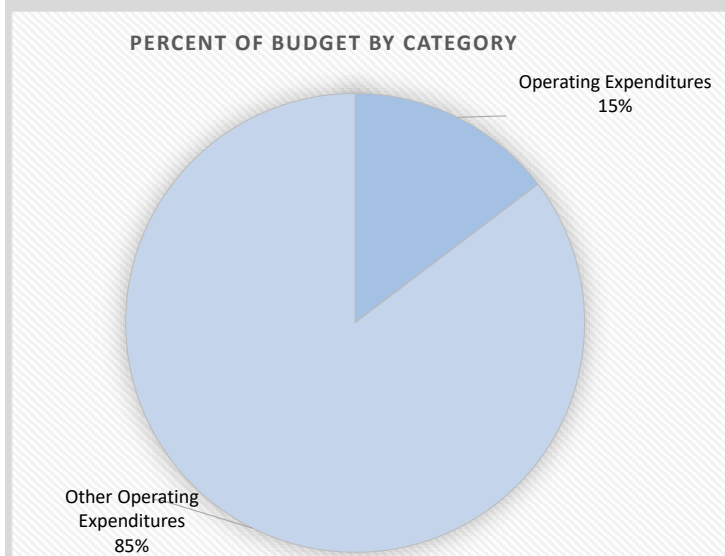
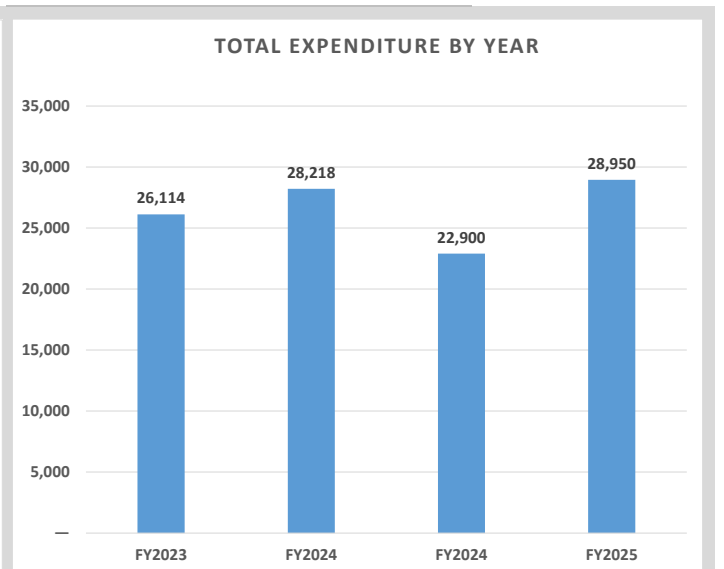
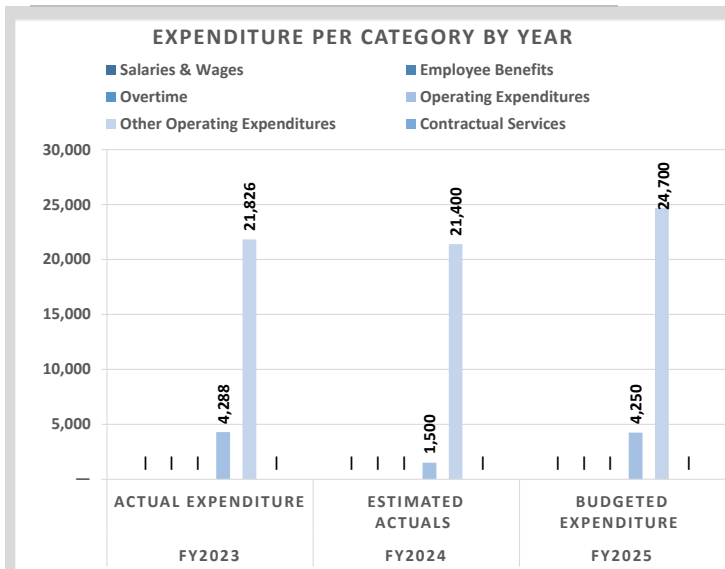
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# FY2025 Budget Overview: Town Buildings - Town Hall

## Budgeted Expenditure

28,950

	Summary of Expenditures				Staff Head Count		
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025
Salaries & Wages	—	—	—	—			
Employee Benefits	—	—	—	—			
Overtime	—	—	—	—			
Contractual Services	—	—	—	—			
Operating Expenditures	4,288	4,250	1,500	4,250			
Other Operating Expenditures	21,826	23,968	21,400	24,700			
<b>Total Expenditures</b>	<b>26,114</b>	<b>28,218</b>	<b>22,900</b>	<b>28,950</b>	<b>Total Head Count</b>	-	-



FY2025 Budget Detail Significant Changes	Municipal Buildings - Town Hall			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	32,084	32,908	825	3%

<b>Operating Expenditures</b>	\$	4,250	\$	4,250	\$	-	0%
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There are no significant changes.

<b>Other Operating Expenditures</b>	\$	23,968	\$	24,700	\$	732.00	3%
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There are no significant changes.

<b>Total</b>		32,084		32,908		825	3%
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FY2025 Budget Detail Town Buildings - Town Hall				
	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>4,288</b>	<b>4,250</b>	<b>1,500</b>	<b>4,250</b>

**Supplies**

6121 Janitorial Supplies	4,288	4,250	1,500	4,250
Janitorial Supplies	4,288	4,250	1,500	4,250
<b>Subtotal</b>	<b>4,288</b>	<b>4,250</b>	<b>1,500</b>	<b>4,250</b>
<b>Total Supplies</b>	<b>4,288</b>	<b>1,000</b>	<b>1,500</b>	<b>4,250</b>
<b>Total Operating Expenditures</b>	<b>4,288</b>	<b>4,250</b>	<b>1,500</b>	<b>4,250</b>



FY2025 Budget Detail Town Buildings - Town Hall				
	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure \$	Budgeted Expenditure \$	Estimated Actuals \$	Budgeted Expenditure \$
<b>Other Operating Expenditures</b>	<b>21,826</b>	<b>23,968</b>	<b>21,400</b>	<b>24,700</b>

**Building Maintenance**

6061 Maintenance-Buildings	5,611	7,668	6,000	8,000
Building Maintenance	5,611	7,668	6,000	8,000
<b>Subtotal</b>	<b>5,611</b>	<b>7,668</b>	<b>6,000</b>	<b>8,000</b>
<b>Total Building Maintenance</b>	<b>5,611</b>	<b>7,668</b>	<b>6,000</b>	<b>8,000</b>

**Utilities**

7046 Utilities-Electric Buildings	9,320	9,400	9,400	9,400
Pepco	9,320	9,400	9,400	9,400
<b>Subtotal</b>	<b>9,320</b>	<b>9,400</b>	<b>9,400</b>	<b>9,400</b>
7049 Utilities-Gas	3,717	3,800	3,800	3,800
Washington Gas	3,717	3,800	3,800	3,800
<b>Subtotal</b>	<b>3,717</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>
7052 Utilities-Water	3,179	3,100	2,200	3,500
WSSC	3,179	3,100	2,200	3,500
<b>Subtotal</b>	<b>3,179</b>	<b>3,100</b>	<b>2,200</b>	<b>3,500</b>
<b>Total Utilities</b>	<b>16,215</b>	<b>16,300</b>	<b>15,400</b>	<b>16,700</b>
<b>Other Operating Expenditures</b>	<b>21,826</b>	<b>23,968</b>	<b>21,400</b>	<b>24,700</b>

**FY2025**

**MUNICIPAL BUILDINGS - PUBLIC SAFETY**

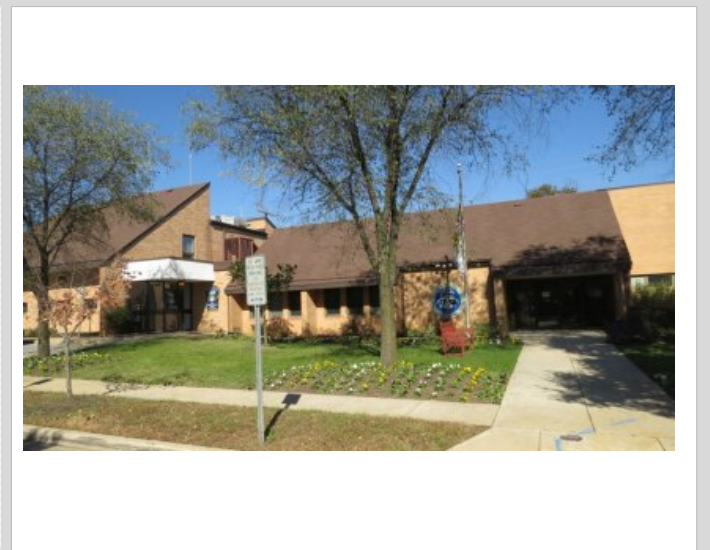
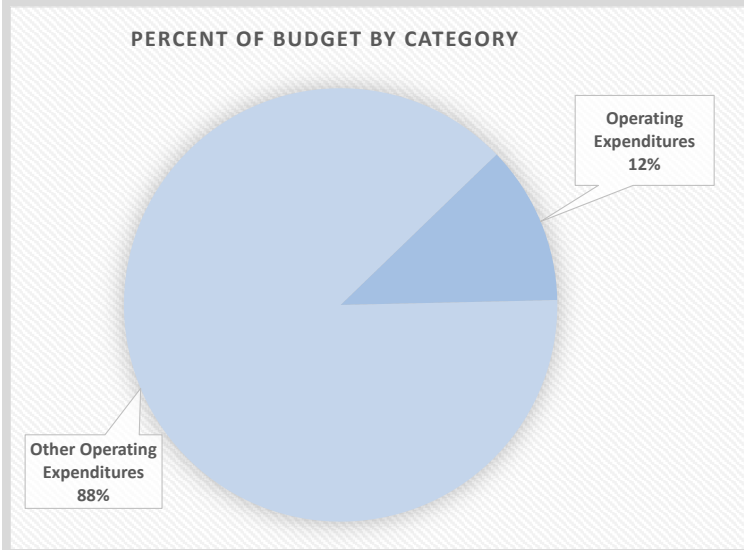
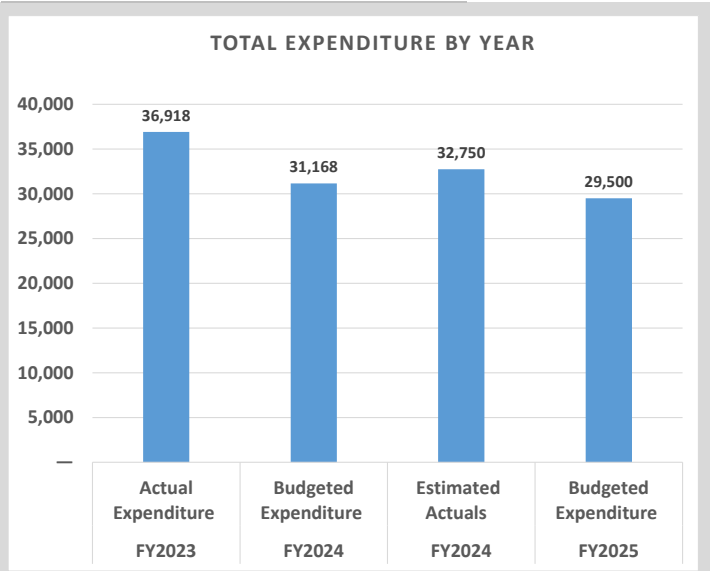
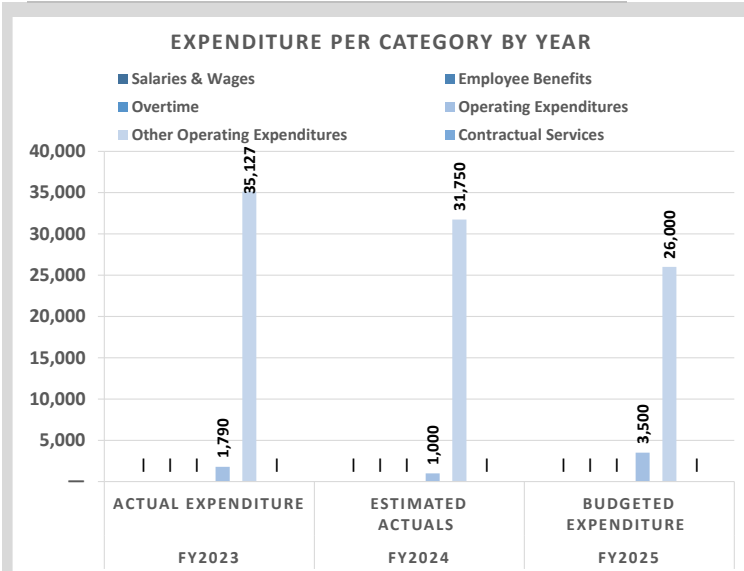
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# FY2025 Budget Overview: Town Buildings - Public Safety

## Budgeted Expenditure

29,500

	Summary of Expenditures				Staff Head Count		
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025
Salaries & Wages	—	—	—	—			
Employee Benefits	—	—	—	—			
Overtime	—	—	—	—			
Contractual Services	—	—	—	—			
Operating Expenditures	1,790	3,500	1,000	3,500			
Other Operating Expenditures	35,127	27,668	31,750	26,000			
<b>Total Expenditures</b>	<b>36,918</b>	<b>31,168</b>	<b>32,750</b>	<b>29,500</b>			
<b>Total Head Count</b>							



FY2025 Budget Detail Significant Changes	Municipal Town Buildings - Public Safety			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	31,168	29,500	-1668	-5%
<b>Operating Expenditures</b>	\$ 3,500	\$ 3,500	\$ -	0%

There are no significant changes.

<b>Other Operating Expenditures</b>	\$ 27,668	\$ 26,000	\$ (1,668)	-6%
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This change reflects a reduction in Building Maintenance (supplies) due to the anticipated contracted janitorial services.

<b>Total</b>	31,168	29,500	-1668	-5%
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FY2025 Budget Detail Town Buildings - Public Safety	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
	<b>Operating Expenditures</b>	<b>1,790</b>	<b>3,500</b>	<b>1,000</b>
<b>Operating Supplies</b>				
6121 Janitorial Supplies	1,790	3,500	1,000	3,500
Janitorial Supplies	1,790	3,500	1,000	3,500
<b>Subtotal</b>	<b>1,790</b>	<b>3,500</b>	<b>1,000</b>	<b>3,500</b>
<b>Total Operating Supplies</b>	<b>1,790</b>	<b>3,500</b>	<b>1,000</b>	<b>3,500</b>
<b>Total Operating Expenditures</b>	<b>1,790</b>	<b>3,500</b>	<b>1,000</b>	<b>3,500</b>

FY2025 Budget Detail Town Buildings - Public Safety	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Other Operating Expenditures</b>	<b>35,127</b>	<b>27,668</b>	<b>31,750</b>	<b>26,000</b>
<b>Maintenance Buildings</b>				
6061 Maintenance-Buildings	10,492	7,668	12,000	6,000
Building Maintenance	10,492	7,668	12,000	6,000
<b>Subtotal</b>	<b>10,492</b>	<b>7,668</b>	<b>12,000</b>	<b>6,000</b>
<b>Total Maintenance Buildings</b>	<b>10,492</b>	<b>7,668</b>	<b>12,000</b>	<b>6,000</b>
<b>Utilities</b>				
7046 Utilities-Electric Buildings	19,661	14,000	14,000	14,000
Pepco	19,661	14,000	14,000	14,000
<b>Subtotal</b>	<b>19,661</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
7049 Utilities-Gas	2,984	3,500	3,250	3,500
Washington Gas	2,984	3,500	3,250	3,500
<b>Subtotal</b>	<b>2,984</b>	<b>3,500</b>	<b>3,250</b>	<b>3,500</b>
7052 Utilities-Water	1,991	2,500	2,500	2,500
WSSC	1,991	2,500	2,500	2,500
<b>Subtotal</b>	<b>1,991</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Total Utilities</b>	<b>24,636</b>	<b>20,000</b>	<b>19,750</b>	<b>20,000</b>
<b>Total Other Operating Expenditures</b>	<b>35,127</b>	<b>27,668</b>	<b>31,750</b>	<b>26,000</b>

**FY2025**

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**MUNICIPAL BUILDINGS - PUBLIC WORKS**



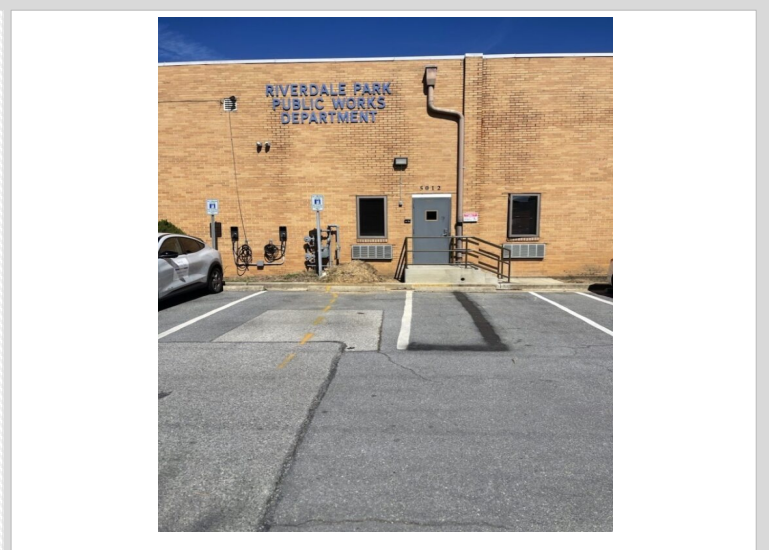
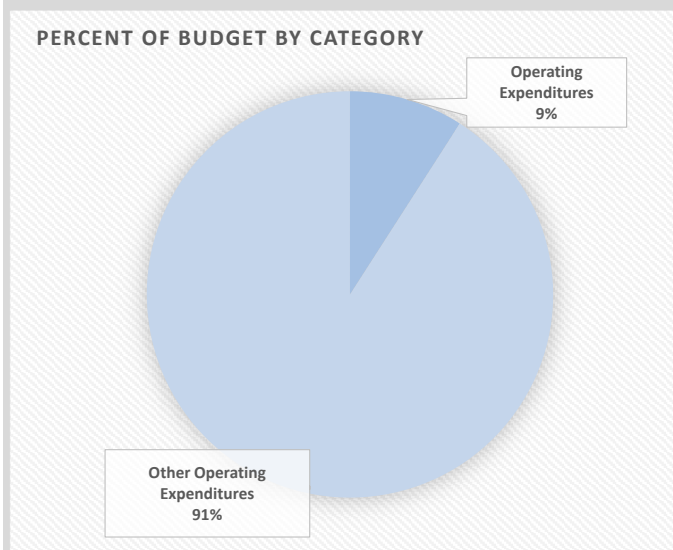
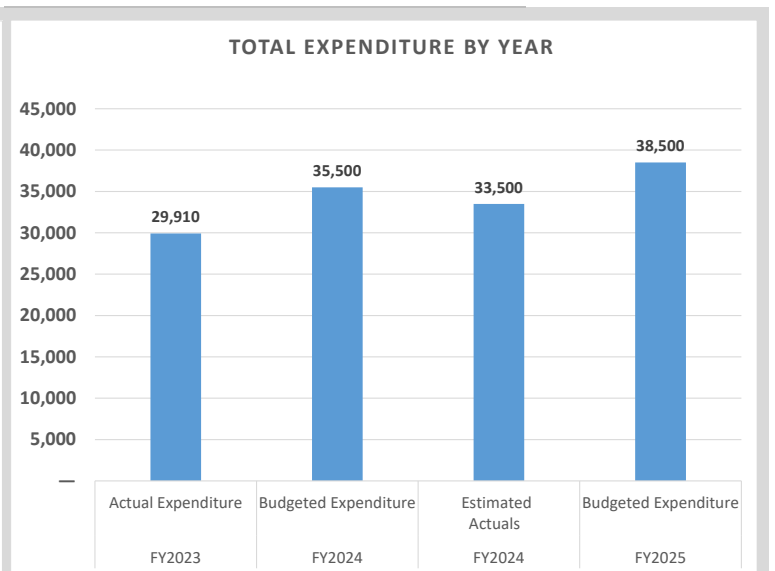
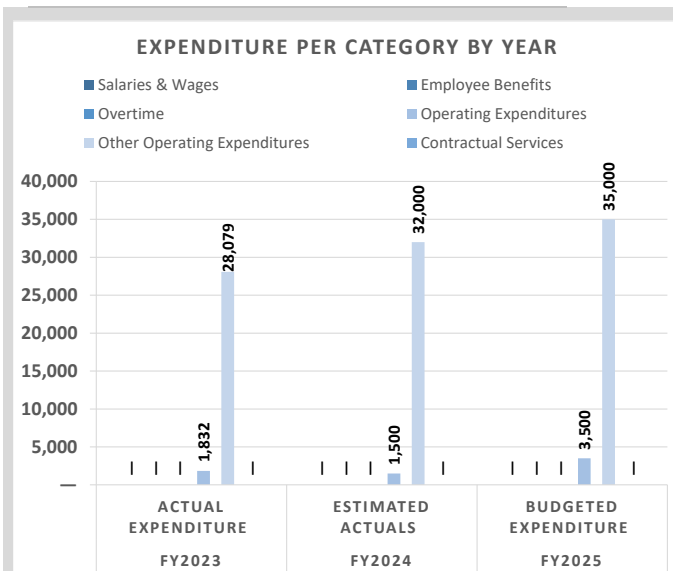
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# FY2025 Budget Overview: Town Buildings - Public Works

## Budgeted Expenditure

**38,500**

	Summary of Expenditures				Staff Head Count		
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025
Salaries & Wages	—	—	—	—			
Employee Benefits	—	—	—	—			
Overtime	—	—	—	—			
Contractual Services	—	—	—	—			
Operating Expenditures	1,832	8,500	1,500	3,500			
Other Operating Expenditures	28,079	27,000	32,000	35,000			
<b>Total Expenditures</b>	<b>29,910</b>	<b>35,500</b>	<b>33,500</b>	<b>38,500</b>			



FY2025 Budget Detail Significant Changes	Municipal Town Buildings - Public Works			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	35,500	38,500	3,000	8%
<b>Operating Expenditures</b>	\$ 8,500	\$ 3,500	\$ (5,000)	-59%

In the FY2025 budget, the EV Charging expenses were moved from Operating Expenditures to Utilities - Electric in Other Operating Expenditures.

<b>Other Operating Expenditures</b>	\$ 27,000	\$ 35,000	\$ 8,000	30%
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This increase reflects the moving of the EV Charging expenses from Operating Expenditures to Other Operating Expenditures and an anticipated increase in building maintenance due to the age of the building, and the limited scope of the building renovations.

<b>Total</b>	35,500	38,500	3,000	8%
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FY2025 Budget Detail Town Buildings - Public Works	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>1,832</b>	<b>8,500</b>	<b>1,500</b>	<b>3,500</b>

<b>Operating Expenditures</b>				
6121 Janitorial Supplies	1,832	3,500	1,500	3,500
Janitorial Supplies	1,832	3,500	1,500	3,500
<b>Subtotal</b>	<b>1,832</b>	<b>3,500</b>	<b>1,500</b>	<b>3,500</b>
Electric Vehicle Charge Station	—	5,000	—	—
EVC Station Operations	—	5,000	—	—
<b>Subtotal</b>	<b>—</b>	<b>5,000</b>	<b>—</b>	<b>—</b>
<b>Total Operating Expenditures</b>	<b>1,832</b>	<b>3,500</b>	<b>1,500</b>	<b>3,500</b>
<b>Total Operating Expenditures</b>	<b>1,832</b>	<b>8,500</b>	<b>1,500</b>	<b>3,500</b>

FY2025 Budget Detail Town Buildings - Public Works	FY2023	FY2024	FY2024	FY2025
	Actual Expenditure	Estimated Actuals	Budgeted Expenditure	Budgeted Expenditure
	\$	\$	\$	\$
<b>Other Operating Expenditures</b>	<b>28,079</b>	<b>27,000</b>	<b>32,000</b>	<b>35,000</b>

**Maintenance Buildings**

6061 Maintenance-Buildings	13,875	12,000	15,000	15,000
Heating System Maintenance, Supplies, Service Call Replacement, HVAC Maintenance, Generators	13,875	12,000	15,000	15,000
<b>Subtotal</b>	<b>13,875</b>	<b>12,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Total Maintenance Buildings</b>	<b>13,875</b>	<b>12,000</b>	<b>15,000</b>	<b>15,000</b>

**Utilities**

7046 Utilities-Electric Buildings	7,236	7,000	10,000	12,000
Pepco	7,236	7,000	10,000	12,000
<b>Subtotal</b>	<b>7,236</b>	<b>7,000</b>	<b>10,000</b>	<b>12,000</b>
7049 Utilities-Gas	5,322	5,000	5,000	5,000
Washington Gas	5,322	5,000	5,000	5,000
<b>Subtotal</b>	<b>5,322</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
7052 Utilities-Water	1,645	3,000	2,000	3,000
WSSC	1,645	3,000	2,000	3,000
<b>Subtotal</b>	<b>1,645</b>	<b>3,000</b>	<b>2,000</b>	<b>3,000</b>
<b>Total Utilities</b>	<b>14,204</b>	<b>15,000</b>	<b>17,000</b>	<b>20,000</b>
<b>Total Other Operating Expenditures</b>	<b>28,079</b>	<b>27,000</b>	<b>32,000</b>	<b>35,000</b>

**FY2025**

**MUNICIPAL BUILDINGS - AUXILIARY**

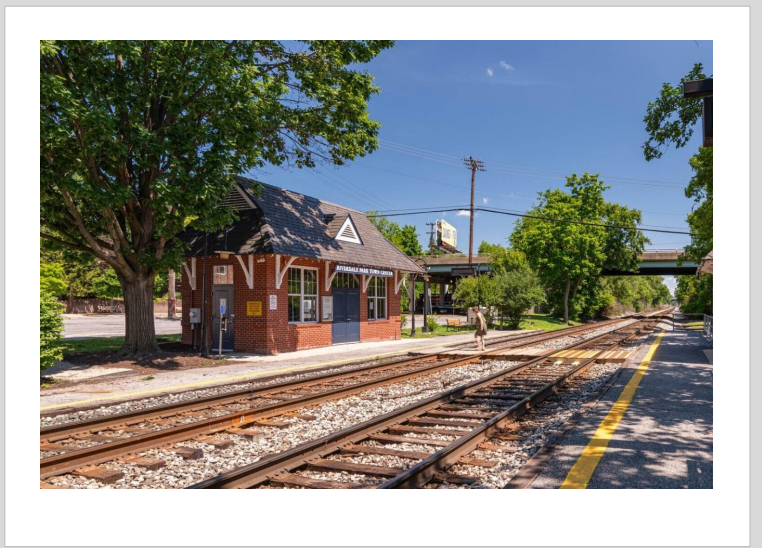
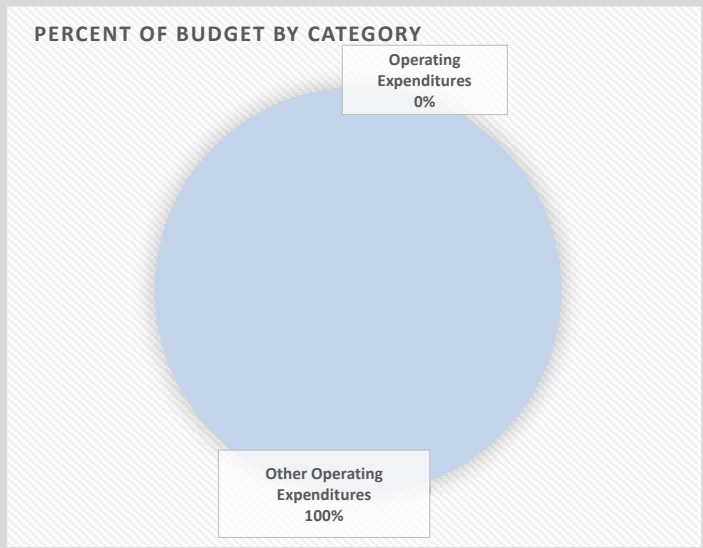
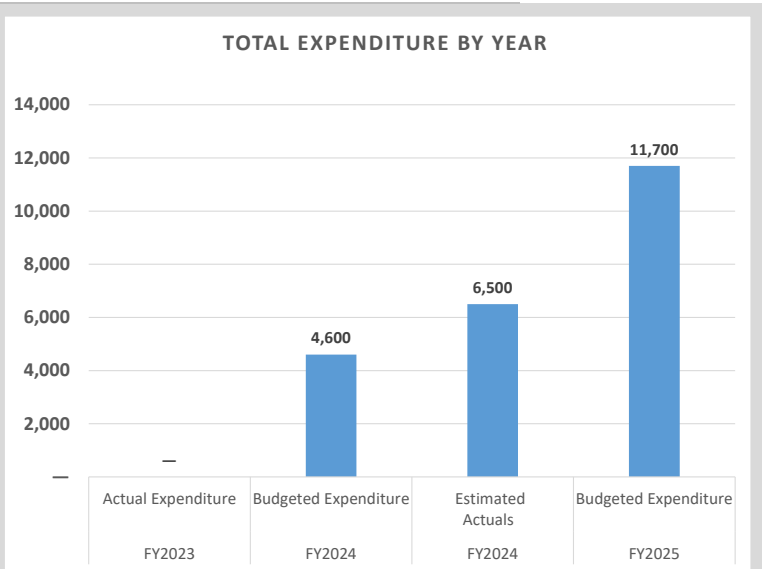
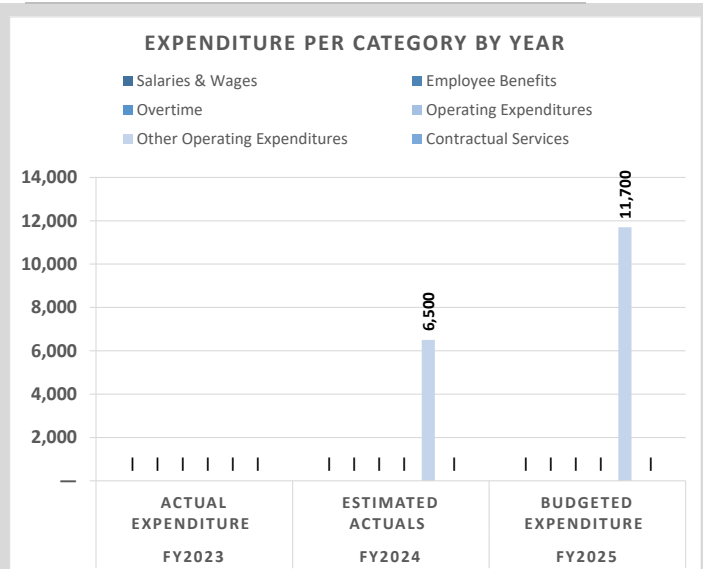
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# FY2025 Budget Overview: Town Buildings - Auxiliary

## Budgeted Expenditure

**11,700**

	Summary of Expenditures				Staff Head Count		
	FY2023 Actual Expenditure	FY2024 Budgeted Expenditure	FY2024 Estimated Actuals	FY2025 Budgeted Expenditure	FY2023	FY2024	FY2025
Salaries & Wages	—	—	—	—			
Employee Benefits	—	—	—	—			
Overtime	—	—	—	—			
Contractual Services	—	—	—	—			
Operating Expenditures	—	—	—	—			
Other Operating Expenditures	—	4,600	6,500	11,700			
<b>Total Expenditures</b>	—	<b>4,600</b>	<b>6,500</b>	<b>11,700</b>	<b>Total Head Count</b>		





FY2025 Budget Detail Significant Changes	Municipal Town Buildings - Auxiliary			
	FY2024	FY2025	\$	%
	Approved Budget	Proposed Budget	Increase/Decrease	Increase/Decrease
	4,600	11,700	7,100	154%
<b>Other Operating Expenditures</b>	<b>\$ 4,600</b>	<b>\$ 11,700</b>	<b>\$ 7,100</b>	<b>154%</b>

This change reflects the higher expenses for maintenance of the Train Station building and anticipated increase in maintenance at the Boys and Girls Club as use increases.

<b>Total</b>	<b>4,600</b>	<b>11,700</b>	<b>7,100</b>	<b>154%</b>
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FY2025 Budget Detail Town Buildings - Auxiliery			FY2024	FY2025
	Actual Expenditure	Budgeted Expenditure	Estimated Actuals	Budgeted Expenditure
	\$	\$	\$	\$
<b>Other Operating Expenditures</b>	—	4,600	6,500	11,700
<b>Maintenance Buildings</b>				
6061 Maintenance-Buildings	—	1,000	3,500	3,500
Heating System Maintenance, Supplies, Service Call Replacement, HVAC Maintenance, Generators	—	1,000	3,500	3,500
<b>Subtotal</b>	—	1,000	3,500	3,500
<b>Total Maintenance Buildings</b>	—	1,000	3,500	3,500
<b>Utilities</b>				
7046 Utilities-Electric Buildings	—	1,200	900	3,500
Pepco for Auxilery Buildings	—	1,200	900	3,500
<b>Subtotal</b>	—	1,200	900	3,500
7049 Utilities-Gas	—	1,200	1,200	1,200
Gas for 6325 51st St and Auxiliery Buildings	—	1,200	1,200	1,200
<b>Subtotal</b>	—	1,200	1,200	1,200
7052 Utilities-Water	—	1,200	900	3,500
WSSC - Auxiliery Buildings	—	1,200	900	3,500
<b>Subtotal</b>	—	1,200	900	3,500
<b>Total Utilities</b>	—	24,502	23,902	29,102
<b>Total Other Operating Expenditures</b>	—	4,600	6,500	11,700

**FY2025**

**CAPITAL IMPROVEMENT PROGRAMS & PLAN**

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## **Capital Improvement Programs (CIP) Budget FY2025**

Capital expenditures include acquisitions of buildings, facilities, land, and equipment and significant upgrades and improvements to current buildings, facilities, land, and equipment. The acquisition of vehicles, equipment, and goods which are of significant value and have a useful life of five or more years are included. Also included are leased vehicles which will be owned by the Town at the end of the lease agreement.

This is both a fiscal and planning document that allows the Town to prioritize, monitor, and inventory capital project costs, funding sources, departmental responsibilities, and project schedules. The CIP Program includes a comprehensive review of capital needs and provides information and criteria to assist the Mayor and Council in the review of projects.

As illustrated in the 5-year projections, funding for pay-go projects and acquisitions continue to be a stressor on the budget. Exploring alternative funding and alternative methods of project completion are important elements of the Town's CIP. Staff will continue to update projections as new information becomes available.

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**CIP FY2024 Mid-Year Transfers**

CIP Changes Approved  
Legislation Meeting 11/6/2023

From			To		
Project Name	Project #	Amount	Project Name	Project #	Amount
Pedestrian Walkway	23PW06	\$137,090	54th Pocket park/ Tot Lot	22PW04	\$137,090
Public WiFi	24DS02	\$57,206	54th Pocket park/ Tot Lot	22PW04	\$57,206
Public WiFi	24DS02	\$36,000	DPW Vehicle Replacements	11PW06	\$36,000
Public WiFi	24DS02	\$20,000	Neighborhood Safety Cameras	20PD01	\$20,000
Public WiFi	24DS02	\$6,794	DPW Building Renovations	23PW04	\$6,794
Sidewalk Improvements	22DS02	\$23,206	DPW Building Renovations	23PW04	\$23,206
Sidewalk Improvements	22DS02	\$26,794	47th & Taylor Linear Park	23DS01	\$26,794
Neighborhood Service Vehicle Replacements	23NS01	\$295	47th & Taylor Linear Park	23DS01	\$295
Electric Charging Stations	23NS02	\$5,036	47th & Taylor Linear Park	23DS01	\$5,036
		\$312,421			\$312,421

CIP Changes Approved  
Legislation Meeting 2/5/2024

From			To		
Project Name	Project #	Amount	Project Name	Project #	Amount
Building Demolition and Parking Lot Development	20DS06	\$75,000	Municipal Center Project	18GG01	\$75,000
Public WiFi	24DS02	\$65,000	54th Place Pocket Park	22PW04	\$65,000
Building Demolition and Parking Lot Development**	20DS06	\$105,000	54th Place Pocket Park	22PW04	\$105,000
Public WiFi	24DS02	\$75,000	Pedestrian Walkway	23PW06	\$75,000
		\$320,000			\$320,000

\*\* \$180,000.00 was restored to Project 20DS06 Building Demolition and Parking Lot Development in FY2025

**Capital Improvement Programs  
FY2025 Revenue**

In any given year, revenue sources for CIP include, but are not limited to, grants from other governmental agencies, appropriations from other Town funds, external financing, prior year's appropriated fund balances, highway user revenue (HUR) and cable franchise - Public, Education and Government (PEG) funds.

It is important to note that all CIP funds except for transfers from the General Fund typically have use restrictions. These use restrictions must be followed when allocating expenditures to available revenue sources.

**FY2025 Available CIP Revenue**

	<b>Total</b>	<b>Restricted Use</b>	<b>Unrestricted Use</b>
<b>Capital Improvement Fund Sources as of June 30, 2024</b>	4,653,414	4,150,125	503,290
<b>CIP Fund Balance Sources FY2024</b>			
From State of Maryland Highway User Funds	316,297	316,297	
From Cable Franchise PEG Capital Funds	16,000	16,000	
Grant Revenue	1,032,540	1,032,540	
Transfer from Economic Development - Revenue Replacement	354,887	354,887	
Transfer From General Fund Reserve	300,000	300,000	
Walk Bike Drive Tax Revenue	351,435	351,435	-
Match Grant Revenue from General Fund	142,000	142,000	-
Transfer From General Fund	244,665	-	244,665
Sale of Vehicles	33,000	-	33,000
<b>Total CIP Fund Balance</b>	<b>7,444,239</b>	<b>6,663,284</b>	<b>780,955</b>
<b>Total FY2024 Available</b>	<b>7,444,239</b>	<b>6,663,284</b>	<b>780,955</b>



**Capital Improvement Programs  
FY2025 Expenditures**

**FY2025 Expenditures**

<b>Projects</b>		<b>Total</b>	<b>Restricted</b>	<b>Unrestricted</b>
<b>Community Projects</b>				
CIP23DS01	47th to Taylor Linear Park	100,125	25,125	75,000
CIP22DS03	Pollinator Garden	8,951	—	8,951
CIP24DS01	Mount Rose Park	225,000	—	225,000
CIP24DS02	ARPA Public WiFi	10,006	10,006	—
CIP19GG02	Community Garden	7,993	—	7,993
CIP24PW06	Flood Mitigation - Rain Garden	131,280	131,280	—
CIP20PP04	Welcome Signage	39,182	—	39,182
CIP23GG02	Town Common Seal	34,219	—	34,219
CIP20DS02	Bus Stop Improvements	65,650	—	65,650
CIP19GG01	Adam and Emily Plummer Park	280,495	280,495	—
CIP19GG03	Town Center Underpass	65,000	—	65,000
CIP22PW04	54th Place Pocket Park & Tot Lot	30,000	30,000	—
CIP23GG03	Town Center Trail and Parking Lot Redesign	670,270	670,270	—
CIP23GG04	Electric Charge Station	—	—	—
<b>Subtotal:</b>		<b>1,668,170</b>	<b>1,147,176</b>	<b>520,994</b>
<b>Building Renovations</b>				
CIP18GG01	Municipal Center Renovation	293,323	213,323	80,000
CIP18GG01	Municipal Center Storm Water	70,000	70,000	—
CIP22PW03	Building Weatherization and Stabilization	—	—	—
CIP23PW01	DPW Building Renovation	140,000	140,000	—
CIP20DS06	Building Demolition and Parking Lot Development	533,748	100,000	433,748
CIP23PW06	Pedestrian Walkway & Queensbury Road Security	330,000	330,000	—
<b>Subtotal:</b>		<b>1,367,071</b>	<b>853,323</b>	<b>513,748</b>
<b>Technology Upgrades</b>				
CIP14GG02	Council Chambers Camera system	195,772	195,772	—
CIP20FS01	Technology Improvements (Finance)	—	—	—
CIP23AS01	Website Update Project	60,000	30,000	30,000
CIP21PD05	Technology Improvements (Police)	4,500	—	4,500
<b>Subtotal:</b>		<b>260,272</b>	<b>225,772</b>	<b>34,500</b>
<b>Public Safety Acquisitions</b>				
CIP20PD01	Neighborhood Safety Camera System	40,000	40,000	—
CIP23PWD05	Traffic Signs Project	95,221	95,221	—
CIP24PD01	Police Weapons	—	—	—
CIP23PWD06	E-Message Board	—	—	—
<b>Subtotal:</b>		<b>135,221</b>	<b>135,221</b>	<b>—</b>
<b>Vehicle Acquisitions</b>				
CIP11PD06	Vehicle Replacements - Police	199,538	—	199,538
CIP23NS01	Vehicle Replacements - Neighborhood Service	—	—	—
CIP11PW06	Vehicle Upgrades and Replacements - Public Works	133,000	31,857	101,143
<b>Subtotal:</b>		<b>332,538</b>	<b>31,857</b>	<b>300,681</b>
<b>Street Light Acquisitions</b>				
CIP22PW05	Street Light Pole Acquisition	50,986	—	50,986
CIP21PW03	Street Light Improvement	195,000	195,000	—
CIP20PP03	Trolley Trail Lighting	—	—	—
<b>Subtotal:</b>		<b>245,986</b>	<b>195,000</b>	<b>50,986</b>
<b>Furniture &amp; Equipment</b>				
CIP21PW02	Office Furnishing	29,505	29,505	—
CIP12PW10	Street Furniture and Waste Receptacles	15,000	—	15,000
<b>Subtotal:</b>		<b>44,505</b>	<b>29,505</b>	<b>15,000</b>
<b>Road &amp; Sidewalk Construction</b>				
CIP23PW02	Engineering Services	16,506	—	16,506
CIP24PW01	Natoli Place - Lafayette Avenue Redesign	315,000	315,000	—
CIP24PW04	Storm Water Improvement	120,000	120,000	—
CIP22DS02	CDBG Funded Sidewalk Improvements	345,876	345,876	—
CIP20PP02	Curb Ramp Improvements	52,001	15,000	37,001
CIP11PW07	Streets and Sidewalk Improvement	672,018	672,018	—
<b>Subtotal:</b>		<b>1,521,400</b>	<b>1,467,893</b>	<b>53,506</b>
<b>Walk Bike Drive Safety</b>				
CIP25PP01	Safe Streets and Roads for All	537,500	537,500	—
CIP25PP02	Walk Bike Drive Safety Improvements	351,435	351,435	—
<b>Subtotal:</b>		<b>888,935</b>	<b>888,935</b>	<b>—</b>
<b>Total</b>		<b>6,464,097</b>	<b>4,974,682</b>	<b>1,489,415</b>

**Capital Improvement Program  
Town of Riverdale Park**

**47th to Taylor Linear Park  
Project #23DS01**



**Department:** Office of Development Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 30 years  
**Category:** Community Development  
**Location:** 47th Avenue to Taylor Road  
**Year Submitted:** FY2023  
**Anticipated Completion:** 6/30/2025

**Description:**

The 47th to Taylor Linear Park is to be situated on Town-owned property located in a mature woodland area. The project goal is to connect 47th Avenue to Taylor Road and include a walking trail, stormwater improvements, educational stations regarding native trees and plants, and, in a later phase, lighting. A study will determine how best to meet the project goal in light of the grade change from 47th Avenue to Taylor Road, and stormwater management issues and requirements. The project aligns with the Town's vision and commitment to Housing and Neighborhoods, Sustainability, and Arts and Recreation.

**Project Status**

Pre-Planning	In Process
Design and engineering	Not started
Community Engagement	In Process
Permit	Not Started
Solicitation for Services	Not Started
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Started
Funding Deadline	No

**Budget Impact**

FY2024 General Fund dollars were spent on the feasibility study, topographical survey, and utility markings. Additional funding will be sought from the State of Maryland, MNCPPC, or other potential sources for the construction of the project.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	25,000	100,125	—	—
Transfer from CIP Unrestricted	75,000	—	—	25,000	50,000	—	—	—
Transfer from 22DS02 Sidewalk Improvement	26,794	—	—	—	26,794	—	—	—
Transfer from 23NS01 NS Vehicles	295	—	—	—	295	—	—	—
Transfer from 23NS02 Electric Charge Station	5,036	—	—	—	5,036	—	—	—
Potential Grant Revenue	—	—	—	—	—	—	225,000	—
<b>Total:</b>	<b>107,125</b>							
<b>Total Funding Sources:</b>		—	—	25,000	107,125	100,125	225,000	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
47th to Taylor Linear Park Expenditures	107,125	—	—	—	7,000	100,125	225,000	
<b>Total:</b>	<b>107,125</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	7,000	100,125	225,000	—
<b>Total End Year Balance</b>		—	—	25,000	100,125	—	—	—

**Capital Improvement Program  
Town of Riverdale Park**

**Pollinator Garden  
Project #22DS03**



**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 15-25 Years  
**Category:** Community Development  
**Location:** 4 locations  
**Year Submitted:** FY2022  
**Anticipated Completion:** 6/30/2025

**Description:**

Pollinator gardens are designed to attract, support, and maintain local pollinators by supplying pollen and nectar to ensure essential animals stay in the local area to keep pollinating our trees, bushes, and gardens for continued use flower, fruit, and vegetable production. The project aligns with the Town's vision and commitment to Housing and Neighborhoods, Sustainability, and Arts and Recreation.

**Project Status**

Pre-Planning	Completed
Design and engineering	Completed
Community Engagement	Completed
Permit	Not Applicable
Solicitation for Services	Not Applicable
Construction (Phase 1)	Completed
Construction (Phase 2)	Active
Funding Deadline	No

**Budget Impact**

The first location has been installed, and the second location will be completed later this spring. There are enough budgeted funds remaining for at least three more pollinator gardens. The cost includes the purchase of the flowers, bushes, and flora of the pollinator garden, soil, materials and infrastructure, signs and interpretive pieces, and materials for short-term maintenance.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	5,000	9,966	8,951	—	—
Transfer from CIP Unrestricted	15,000	—	5,000	5,000	5,000	—	—	—
<b>Total:</b>	<b>15,000</b>							
<b>Total Funding Sources:</b>		<b>—</b>	<b>5,000</b>	<b>10,000</b>	<b>14,966</b>	<b>8,951</b>	<b>—</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Pollinator Garden Expenditures	15,000	—	—	34	6,015	8,951	—	
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>34</b>	<b>6,015</b>	<b>8,951</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>—</b>	<b>5,000</b>	<b>9,966</b>	<b>8,951</b>	<b>—</b>	<b>—</b>	<b>—</b>

Capital Improvement Program  
Town of Riverdale Park

Mount Rose Park  
Project #24DS01



**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 30 Years  
**Category:** Community Development  
**Location:** Lafayette Place at Madison Street  
**Year Submitted:** FY2023  
**Anticipated Completion:** 6/30/2025

**Description:**

Mount Rose Park is to be situated on Town-owned property located at the southern boundary that the Town shares with the Town of Edmonston. The name of the park commemorates Adam Plummer's home which was located nearby. The park will include hard- and softscape improvements along with lighting, seating, and signage. The project aligns with the Town's vision and commitments to Housing and Neighborhoods, Sustainability, and Arts and Recreation.

**Project Status**

Pre-Planning	In Process
Design and engineering	In Process
Community Engagement	In Process
Permit	Not Started
Solicitation for Services	Not Started
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Applicable
Funding Deadline	No

**Budget Impact**

The project budget in FY2024, covered the boundary survey, topographic survey, utility mapping, and concept plan. The project is expected to be buildout in FY2025. The project will cost \$255,000. The project includes hardscape improvements, along with landscape improvements, lighting and seating.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	—	225,000	—	—
Transfer from CIP Unrestricted	180,000	—	—	—	180,000	—	—	—
Transfer from Adam and Emily - CIP19GG01	75,000	—	—	—	75,000	—	—	—
<b>Total:</b>	<b>255,000</b>							
<b>Total Funding Sources:</b>		—	—	—	<b>255,000</b>	<b>225,000</b>	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Mount Rose Park Expenditures	<b>30,000</b>	—	—	—	30,000	225,000	—	—
<b>Total Capital Project Expenditures:</b>		—	—	—	<b>30,000</b>	<b>225,000</b>	—	—
<b>Total End Year Balance</b>		—	—	—	<b>225,000</b>	—	—	—

**Capital Improvement Program  
Town of Riverdale Park**

**Public WiFi  
Project #24DS02**



**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 10 Years  
**Category:** Community Development  
**Location:** Various locations throughout the Town  
**Year Submitted:** FY2023

**Anticipated Completion:**

**Description:**

The project involves the installation and maintenance of wireless access points in strategic locations, offering free and reliable internet connectivity for residents and visitors. The project aligns with the Town's vision and commitment to Housing and Neighborhoods, and Best practices, Technology, and Data.

**Project Status**

Pre-Planning	Completed
Design and engineering	Not Applicable
Community Engagement	In Process
Permit	Not Applicable
Solicitation for Services	Not Applicable
Construction (Phase 1)	Active
Construction (Phase 2)	Not Applicable
Funding Deadline	No

**Budget Impact**

The project will cost a total of \$29,994 with the remainder of funds transferred to other projects.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	279,946	10,006	—	—
Transfer from CIP Unrestricted	—	—	—	—	—	—	—	—
Transfer from 23GG01	300,000	—	—	300,000	—	—	—	—
<b>Total:</b>	<b>300,000</b>							
<b>Total Funding Sources:</b>		—	—	300,000	279,946	10,006	—	—
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Wifi Expenditures	29,994	—	—	20,054	9,940	10,006	—	—
Transfer to 22PW04 54th Pocket Park/Tot	57,206	—	—	—	57,206	—	—	—
Transfer to 11PW06 DPW Vehicle	36,000				36,000			
Transfer to 20PD01 Neighborhood Safety	20,000				20,000			
Transfer to 23PW04 DPW Building	6,794				6,794			
Transfer to 22PW04 54th Pocket Park/Tot	65,000				65,000			
Transfer to 23PW06 Pedestrian Walkway					75,000			
<b>Total:</b>	<b>214,994</b>							
<b>Total Capital Project Expenditures:</b>		—	—	20,054	269,940	10,006	—	—
<b>Total End Year Balance</b>		—	—	279,946	10,006	—	—	—

Capital Improvement Program  
Town of Riverdale Park

Community Garden  
Project #19GG02



**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 10 Years  
**Category:** Community Development  
**Location:** 6105 51st Avenue  
**Year Submitted:** FY2020  
**Anticipated Completion:** Ongoing

**Description:**  
 The Community Garden was constructed in the spring of 2020 and converted into a Food Forest in response to the pandemic. Town staff installed garden beds and fences to keep wildlife from eating the food growing there. Signage has been installed and additional improvements will be made in FY2025. The project aligns with the Town's vision and commitments to Housing and Neighborhoods, and Sustainability.

Project Status	
Pre-Planning	Completed
Design and engineering	Not Applicable
Community Engagement	In Process
Permit	Not Applicable
Solicitation for Services	Completed
Construction (Phase 1)	Completed
Construction (Phase 2)	Active
Funding Deadline	No

**Budget Impact**  
 Funding is available from CIP Unrestricted.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	6,488	6,456	156	4,993	7,993	—	—
Transfer from CIP Unrestricted	25,000	—	—	5,000	5,000	—	—	—
<b>Total:</b>	<b>25,000</b>							
<b>Total Funding Sources:</b>		<b>6,488</b>	<b>6,456</b>	<b>5,156</b>	<b>9,993</b>	<b>7,993</b>	<b>—</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Community Garden Expenditures	25,000	32	6,300	163	2,000	7,993	—	—
<b>Total:</b>	<b>25,000</b>							
<b>Total Capital Project Expenditures:</b>		<b>32</b>	<b>6,300</b>	<b>163</b>	<b>2,000</b>	<b>7,993</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>6,456</b>	<b>156</b>	<b>4,993</b>	<b>7,993</b>	<b>—</b>	<b>—</b>	<b>—</b>

**Capital Improvement Program  
Town of Riverdale Park**

**Flood Mitigation - Rain Garden  
Project #24PW06**



**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Storm Water Management  
**Useful Life:** 30 Years  
**Category:** Community Development  
**Location:** Various  
**Year Submitted:** FY2024  
**Anticipated Completion:** Ongoing

**Description:**

This project is part of the Town's strategy to mitigate flooding in residential areas and improve water quality where the installation of a rain garden in the tree box area of the public right-of-way will have a measurable impact. Criteria to identify and evaluate locations best suited for rain gardens is a necessary component of the project. Additionally, a plant palette will also guide the design of rain gardens. Rain gardens will be maintain by Public Works. The project furthers the Town's vision and commitment to Housing and Neighborhoods, Sustainability and Community Engagement and Transparency.

**Project Status**

Pre-Planning	Completed
Design and engineering	In Process
Community Engagement	In Process
Permit	Not Started
Solicitation for Services	Not Applicable
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Applicable
Funding Deadline	Yes Stormwater Stewardship Grant - 10/1/2025

**Budget Impact**

Project funding comes from Revenue Replacement funds and the County's Stormwater Stewardship Grant Program. The Stormwater Stewardship Grant requires a \$80,000 match from the Town.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	—	131,280	—	—
Transfer from CIP Unrestricted	—	—	—	—	—	—	—	—
PG County Stormwater Stewardship Grant (Partial)	69,540	—	—	—	69,540	—	—	—
Revenue Replacement Funds	231,740	—	—	—	231,740	—	—	—
<b>Total:</b>	<b>—</b>							
<b>Total Funding Sources:</b>		—	—	—	<b>301,280</b>	<b>131,280</b>	—	—
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Flood Mitigation Expenditures	151,280	—	—	—	20,000	131,280	—	—
Transfer to 20DS06	150,000	—	—	—	150,000	—	—	—
<b>Total:</b>	<b>452,560</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	<b>170,000</b>	<b>131,280</b>	—	—
<b>Total End Year Balance</b>		—	—	—	<b>131,280</b>	—	—	—

**Welcome Signage  
Project #20PP04**



**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 10 Years  
**Category:** Community Development  
**Location:** Various  
**Year Submitted:** FY2020  
**Anticipated Completion:** 6/30/2025

**Description:**

The Welcome Signage project will involve the design and installation of welcome signs in strategically selected locations. Potential locations include River Road, East West Highway, Baltimore Avenue and Kenilworth Avenue. The project furthers the Town's vision and commitment to Infrastructure.

**Project Status**

Pre-Planning	Completed
Design and engineering	Completed
Community Engagement	In Process
Permit	Applied
Solicitation for Services	Not Started
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Started
Funding Deadline	No

**Budget Impact**

Funding is available from CIP Unrestricted.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	10,000	15,000	20,000	39,182	39,182	—	—
Transfer from CIP Unrestricted	90,000	5,000	5,000	20,000	50,000	—	—	—
<b>Total:</b>	<b>90,000</b>							
<b>Total Funding Sources:</b>		<b>15,000</b>	<b>20,000</b>	<b>40,000</b>	<b>89,182</b>	<b>39,182</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Welcome Signage Expenditures	50,818	—	—	818	50,000	39,182	—	
	—	—	—	—	—	—	—	
<b>Total:</b>	<b>50,818</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>818</b>	<b>50,000</b>	<b>39,182</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>15,000</b>	<b>20,000</b>	<b>39,182</b>	<b>39,182</b>	<b>—</b>	<b>—</b>	<b>—</b>



**Capital Improvement Program  
Town of Riverdale Park**

**Town Common Seal  
Project #CIP23GG02**



**Department:** Administrative Services  
**Contact:** Jessica Barnes  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 30+ years  
**Category:** Community Development  
**Location:** Town Administration  
**Year Submitted:** FY2023

**Anticipated Completion:** 6/30/2025

**Description:**  
 This project is anticipated to be completed in Fiscal Year 2025 and will have a significant fiscal impact as the current common seal is replaced with the newly designed common seal on signage, employee uniforms, vehicle decals, police officer badges of authority, and promotional materials.

**Justification**  
 On March 7, 2022, the Mayor and Council adopted Resolution 2022-R-03 establishing a design committee charged with developing and implementing a process, with the assistance of Town contracted vendor(s) and Town staff, to review the current Common Seal, seek broad community-wide engagement on images and wording for inclusion on the Common Seal, synthesize community input, and guided by the Town's Diversity and inclusion statement, the Town's history, and the Town's vision and commitment statements, work with a Town contracted vendor to produce draft designs for consideration by the Mayor and Council. The Town Seal Design Committee selected the Neighborhood Design Center (NDC) to guide the community engagement process and selection of an artist. It is anticipated that a final design for the Town's Common Seal will be selected on or about July 1, 2024.

**Budget Impact**  
 Funds are available from Unrestricted CIP.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	45,219	34,219	—	—
Transfer from CIP Unrestricted	59,000	—	—	50,000	9,000	—	—	—
<b>Total:</b>	<b>59,000</b>							
<b>Total Funding Sources:</b>		—	—	50,000	54,219	34,219	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Town Common Seal Expenditures	24,781	—	—	4,781	20,000	34,219	—	
<b>Total:</b>	<b>49,563</b>							
<b>Total Capital Project Expenditures:</b>		—	—	4,781	20,000	34,219	—	—
<b>Total End Year Balance</b>		—	—	45,219	34,219	—	—	—

Capital Improvement Program  
Town of Riverdale Park

Bus Stop Improvements  
Project #20DS02



**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 25 Years  
**Category:** Community Development  
**Location:** Riverdale Road  
**Year Submitted:** FY2020  
**Anticipated Completion:** Ongoing

**Description:**  
 This project was originally envisioned to be a partnership with Prince George's County. The County is no longer financially supporting this project. The Town will complete improvements to bus stop locations adjacent to Town-owned sidewalks primarily in the neighborhood east of the Anacostia River. The design of the shelters will be coordinated with the County.

Project Status	
Pre-Planning	Completed
Design and engineering	Completed
Community Engagement	In Process
Permit	Not Started
Solicitation for Services	Issued
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Started
Funding Deadline	No

**Budget Impact**  
 Funds will be from CDA Loan and a transfer from Unrestricted CIP.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	45,000	45,000	70,000	97,500	65,650	—	—
1132 - CDA 15 - 30 Year Loan	45,000	—	—	—	—	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Transfer from CIP unrestricted	75,000	—	25,000	27,500	22,500	—	—	—
<b>Total:</b>	<b>120,000</b>							
<b>Total Funding Sources:</b>		<b>45,000</b>	<b>70,000</b>	<b>97,500</b>	<b>120,000</b>	<b>65,650</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Bus Stop Improvements Expenditures	54,350	—	—	—	54,350	65,650	—	—
<b>Total:</b>	<b>54,350</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>54,350</b>	<b>65,650</b>	<b>—</b>	<b>—</b>

<b>Total End Year Balance</b>		<b>45,000</b>	<b>70,000</b>	<b>97,500</b>	<b>65,650</b>	<b>—</b>	<b>—</b>	<b>—</b>
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Capital Improvement Program  
Town of Riverdale Park

Adam and Emily Plummer Park  
Project #19GG01



**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 25 Years  
**Category:** Community Development  
**Location:** Tuckerman Street and Van Buren/Lafayette  
**Year Submitted:** FY2019  
**Anticipated Completion:** 6/30/2025

**Description:**  
 In FY2024, staff and project engineers continued the search for an effective stormwater solution for Adam and Emily Plummer Park. New stormwater infrastructure is proposed for the west end of the site; and the implementation of the Lazy Meadow design will address stormwater management on the east end of the site. A County permit is pending for the west end stormwater plan. A permit will be filed for the Lazy Meadow plan. The project is expected to be completed in FY2025. The project aligns with the Town's vision and commitment Housing and Neighborhoods, Sustainability, and Arts and Recreation.

Project Status	
Pre-Planning	Completed
Design and engineering	In Process
Community Engagement	In Process
Permit	Pending
Solicitation for Services	Not Started
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Applicable
Funding Deadline	Yes State DNR - 10/20/2026

**Budget Impact**  
 Funding received from the Maryland Department of Natural Resources was used to support landscaping, sidewalks, an ADA access ramp, street lighting, signage, stormwater management, and associated site amenities.

Funding Sources	Total Required Project Funding	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	72,156	63,276	251,606	308,040	280,495	—	—
Unrestricted CIP	129,630	10,000	25,000	14,630	75,000	—	—	—	—
Grants, Loans, or Other Sources TBD	177,750	—	—	177,750	—	—	—	—	—
County Tree Conservation Fund Grant	100,000	—	—	—	—	100,000	—	—	—
CDA 15 Year	68,000	68,000	—	—	—	—	—	—	—
<b>Total:</b>	<b>475,380</b>								
<b>Total Funding Sources:</b>		<b>78,000</b>	<b>97,156</b>	<b>255,656</b>	<b>326,606</b>	<b>408,040</b>	<b>280,495</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:	—	—	—	—	—	—	—	—	—
Adam and Emily Plummer Park Expenditures	114,885	5,844	33,880	4,050	18,566	52,545	280,495	—	—
Transfer to Project CIP24DS01 Mount Rose	75,000	—	—	—	—	75,000	—	—	—
<b>Total:</b>	<b>119,885</b>								
<b>Total Capital Project Expenditures:</b>		<b>5,844</b>	<b>33,880</b>	<b>4,050</b>	<b>18,566</b>	<b>127,545</b>	<b>280,495</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>72,156</b>	<b>63,276</b>	<b>251,606</b>	<b>308,040</b>	<b>280,494.85</b>	<b>—</b>	<b>—</b>	<b>—</b>

**Capital Improvement Program  
Town of Riverdale Park**

**Town Center Underpass  
Project #19GG03**



**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 10 - 15 Years  
**Category:** Community Development  
**Location:** Town Center Underpass  
**Year Submitted:** FY2020  
**Anticipated Completion:** 6/30/2025

**Description:**

The Underpass Capital Improvements Project will include the design and improvements to create an attractive public space near the Town Center and under the East-West Highway overpass. The concept of the project is to improve the area's aesthetics (such as through creating a mural project) and make a much-needed public space for community events. Staff are awaiting formal permission from SHA to begin making improvements. The project furthers the Town's vision and commitment to Arts and Recreation, and Business and Economic Development.

**Project Status**

Pre-Planning	Completed
Design and engineering	Completed
Community Engagement	In Process
Permit	Applied
Solicitation for Services	Active
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Started
Funding Deadline	No

**Budget Impact**

Funding is available from CIP Unrestricted.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	30,000	28,750	35,000	55,000	65,000	—	—
1132 - CDA 15 - 30 Year Loan	—	—	—	—	—	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Transfer from CIP Unrestricted	75,000	—	10,000	20,000	15,000	—	—	—
<b>Total:</b>	<b>75,000</b>							

<b>Total Funding Sources:</b>		<b>30,000</b>	<b>38,750</b>	<b>55,000</b>	<b>70,000</b>	<b>65,000</b>	<b>—</b>	<b>—</b>
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Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:	—	—	—	—	—	—	—	—
Town Center Underpass Expenditures	10,000	1,250	3,750	—	5,000	65,000	—	—
<b>Total:</b>	<b>10,000</b>							

<b>Total Capital Project Expenditures:</b>		<b>1,250</b>	<b>3,750</b>	<b>—</b>	<b>5,000</b>	<b>65,000</b>	<b>—</b>	<b>—</b>
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<b>Total End Year Balance</b>		<b>28,750</b>	<b>35,000</b>	<b>55,000</b>	<b>65,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
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**Capital Improvement Program  
Town of Riverdale Park**

**54th Place Pocket Park & Tot Lot  
Project #22PW04**



**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Improvements  
**Useful Life:** 10 - 15 Years  
**Category:** Community Development  
**Location:** 54th Place  
**Year Submitted:** FY2021  
**Anticipated Completion:** 8/30/2024

**Description:**  
 This project is part of the Town initiative to make public investments and expand recreational facilities in neighborhoods east of the Anacostia River. The project will be constructed on the liner stretch of Town-owned property known as 54th place, south of Riverdale Road. The project furthers the vision and commitment to Housing and Neighborhood, and Arts and Recreation. Playground equipment serving serving ages 2 to 5 and 5 to 12, and other standalone play equipment, and lighting and perimeter landscape treatment are part of the project.

Project Status	
Pre-Planning	Completed
Design and engineering	Completed
Community Engagement	In process
Permit	Applied
Solicitation for Services	Issued
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Applicable
Funding Deadline	Yes CDBG Funds - 6/30/2024

**Budget Impact**  
 Funding is carried over from FY22 CIP Unrestricted; additional CIP Unrestricted funds are added to cover the cost of the project, along with CDGB Funds.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	100,000	234,037	30,000	—	—
Unrestricted CIP	175,000	—	100,000	—	75,000	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
CDGB Funds	150,000	—	—	150,000	—	—	—	—
Transfer from 23PW06 Pedestrian	137,090	—	—	—	137,090	—	—	—
Transfer from 20DS06 Building Demolition	105,000	—	—	—	105,000	—	—	—
Transfer from 24DS02 WiFi	122,206	—	—	—	122,206	—	—	—
<b>Total:</b>	<b>689,296</b>	—	100,000	250,000	673,333	30,000	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:	—	—	—	—	—	—	—	—
54th Place Park & Tot Expenditures	659,296	—	—	15,963	643,333	30,000	—	—
<b>Total:</b>	<b>659,296</b>	—	—	15,963	643,333	30,000	—	—
<b>Total Capital Project Expenditures:</b>		—	—	15,963	643,333	30,000	—	—
<b>Total End Year Balance</b>		—	100,000	234,037	30,000	—	—	—

Capital Improvement Program  
Town of Riverdale Park

Town Center Trolley Trail and Parking Lot Redesign  
Project #23GG03



**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Pedestrian Safety Improvements  
**Useful Life:** 15-25  
**Category:** Infrastructure Improvement  
**Location:** Town Center  
**Year Submitted:** FY2023  
**Anticipated Completion:** 6/30/2026

**Description:**

The goal of the Town Center Trail and Parking Lot Redesign Project is to improve circulation and safety for all modes of travel within the Town Center. Specifically, the project seeks to create clear and distinct pathways in the Town Center for pedestrians, bicyclists, and other micromobility users, separate from vehicles driving into and through the center. This project is being coordinated with the Natoli-Lafayette Redesign project, given its proximity and importance. The concept plan and engineering plan will be completed in FY2025 with construction starting at the end of the fiscal year or in FY2026. The project supports the vision and commitment to Housing and Neighborhoods, Infrastructure and Transportation.

**Project Status**

Pre-Planning	In Process
Design and engineering	Not Started
Community Engagement	In Process
Permit	Not Applicable
Solicitation for Services	Not Applicable
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Started
Funding Deadline	Yes State Bond Funds - 12/31/2028

**Budget Impact**

Bond Bill funding, transferred from the Maryland National Capital Park and Planning Commission to the Town, is anticipated to complete this project. No Town match is required.

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	Future Funds Required
Beginning Balance	—	—	—	250,000	760,000	89,730	—	—
State Bond Bill	850,000	—	250,000	600,000	—	—	—	—
Transfer from CIP unrestricted	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>850,000</b>							
<b>Total Funding Sources:</b>		—	250,000	850,000	760,000	89,730	—	—

Project Expenditures	Total Project Cost	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	Future Project Cost
Planned Uses:								
Trolley Trail and Town Center Expenditures	850,000	—	—	90,000	670,270	89,730	—	
<b>Total:</b>	<b>850,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	90,000	670,270	89,730	—	—
<b>Total End Year Balance</b>		—	250,000	760,000	89,730	—	—	—

Capital Improvement Program  
Town of Riverdale Park

Electric Charge Station  
Project #23NS02



**Department:** Neighborhood Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** TBD  
**Useful Life:** 10 Years  
**Category:** Vehicles  
**Location:** DPW  
**Year Submitted:** FY2023  
**Anticipated Completion:** 6/30/2023

Completed

Description:								
The Town is purchasing charging stations for use by the Town's electric vehicles.								
Justification								
On January 9th 2018, the Mayor and Council established the Town of Riverdale Park's vision and commitment statement for Sustainability. In line with this commitment, the Town is purchasing electric vehicles for the Town's Neighborhood Services staff. These vehicles require an electric vehicle charging station in order to keep the vehicles operating.								
Budget Impact								
Funding is available from Economic Development Funds								
Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	80,037	—	—	—	80,037	—	—	—
Revenue Replacement Funds	85,000	—	—	85,000	—	—	—	—
<b>Total:</b>	<b>165,037</b>							
<b>Total Funding Sources:</b>		—	—	85,000	80,037	—	—	—
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:	—	—	—	—	—	—	—	
Electric Charge Station Expenditures		—	—	4,963	—	—	—	
Transfer to 23ds01 47th & Taylor Linear	5,037				5,037			
Transfer to 23GG01	75,000				75,000	—	—	
<b>Total:</b>	<b>10,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	4,963	80,037	—	—	—
<b>Total End Year Balance</b>		—	—	80,037	—	—	—	—

**Capital Improvement Program  
Town of Riverdale Park**

**Municipal Center Renovations  
Project #18GG01**



**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Facility and Public Improvements  
**Useful Life:** 10 - 30 Years  
**Category:** Building and Structures  
**Location:** 5004, 5008, and 5012 Queensbury Road  
**Year Submitted:** FY2013  
**Anticipated Completion:** 7/31/2024

**Description:**

The Municipal Center Project renovation is nearing completion. All components of the project are underway or completed in both Town Hall and Police Department. Any carryover into FY 2025 will focus on finishings in the Council Chambers which served as a staging area for construction materials during the bulk of construction in Town Hall. The project furthers the Town's vision and commitment to Professional and Well-trained Employees, Community Engagement and Transparency, and Sustainability.

**Project Status**

Pre-Planning	Completed
Design and engineering	Completed
Community Engagement	In Process
Permit	Issued
Solicitation for Services	Applied
Construction (Phase 1)	Near Completion
Construction (Phase 2)	Not Applicable
Funding Deadline	Yes State Bonds - 12/31/2025

**Budget Impact**

The project has multiple funding sources including State Community Development Administration (CDA) loans and Bond funds, the sale of property, and Unrestricted CIP funds.

Funding Sources	Total Required Project Funding	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	-	91,364	901,294	628,351	602,016	808,135	268,323	—	—
1132 - CDA 15 - 30 Year Loan	575,000	575,000	—	—	—	—	—	—	—
1133 - State Bond Bills	525,000	525,000	—	—	—	—	—	—	—
Sale of Property	70,000	70,000	—	—	—	—	—	—	—
Unrestricted CIP	171,364	—	—	—	80,000	—	—	—	—
Revenue Replacement Funds	687,984	—	—	—	123,600	539,384	25,000	—	—
Transfer from CIP21PW11	40,000	—	—	—	40,000	—	—	—	—
Transfer from 20DS06 Building Demo	75,000	—	—	—	—	75,000	—	—	—
<b>Total:</b>	<b>2,144,348</b>								

<b>Total Funding Sources:</b>		<b>1,261,364</b>	<b>901,294</b>	<b>628,351</b>	<b>845,616</b>	<b>1,422,519</b>	<b>293,323</b>	<b>—</b>	<b>—</b>
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Expenditures	Total Project Cost	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Design	-								
Construction	2,200,152	360,070	272,944	26,335	37,481	1,154,196	293,323	—	—
Municipal Center Expenditures	2,144,348	360,070	272,944	26,335	37,481	1,154,196	293,323	—	—
<b>Total:</b>	<b>2,144,348</b>								

<b>Total Capital Project Expenditures:</b>		<b>360,070</b>	<b>272,944</b>	<b>26,335</b>	<b>37,481</b>	<b>1,154,196</b>	<b>293,323</b>	<b>—</b>	<b>—</b>
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<b>Total End Year Balance</b>		<b>901,294</b>	<b>628,351</b>	<b>602,016</b>	<b>808,135</b>	<b>268,323</b>	<b>—</b>	<b>—</b>	<b>—</b>
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**Capital Improvement Program  
Town of Riverdale Park**

**Municipal Center Storm Water  
Project #25GG01**



**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Facility and Public Improvements  
**Useful Life:** 10 - 30 Years  
**Category:** Building and Structures  
**Location:** 5004, 5008, and 5012 Queensbury Road  
**Year Submitted:** FY2025  
**Anticipated Completion:** 6/30/2025

**Description:**

This is a new project to provide rainwater harvesting at the Police and Town Hall buildings to manage stormwater runoff by capturing and storing rainwater either through a cistern system or bio-retention facility. The project furthers the vision and commitment to Sustainability.

**Project Status**

Pre-Planning	Not Started	
Design and engineering	Not Started	
Community Engagement	Not Started	
Permit	Not Started	
Solicitation for Services	Not Started	
Construction (Phase 1)	Not Started	
Construction (Phase 2)	Not Started	
Funding Deadline	Yes	Stormwater Stewardship Grant - 10/1/2025

**Budget Impact**

The project received a County Stormwater Stewardship Program grant.

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
PG County Stewardship Grant (Partial)				70,000	70,000		
<b>Total:</b>	-						
<b>Total Funding Sources:</b>		—	—	<b>70,000</b>	<b>70,000</b>	—	—

Expenditures	Total Project Cost	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Municipal Center Storm Water Expenditures	-	—	—	—	70,000	—	
<b>Total:</b>	-						
<b>Total Capital Project Expenditures:</b>		—	—	—	<b>70,000</b>	—	—
<b>Total End Year Balance</b>		—	—	<b>70,000</b>	—	—	—

Capital Improvement Program  
Town of Riverdale Park

Building Weatherization and Stabilization - 6105 51st Avenue  
Project #22PW03



**Department:** Public Projects  
**Contact:** Ivy Lewis  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 10 - 25 Years  
**Category:** Infrastructure  
**Location:** 6105 51st Avenue  
**Year Submitted:** FY2022  
**Anticipated Completion:** 6/30/2025

**Description:**  
 The project location is the Boys and Girls Club, a Town-owned building, and the location of the Community Garden - Food Forest. Extensive improvements were completed since FY2022 when the project was first funded. Future improvements will include enhancing accessibility, when funding is identified. The project supports the vision and commitment to Housing and Neighborhoods.

Project Status	
Pre-Planning	Completed
Design and engineering	Completed
Community Engagement	In Process
Permit	Not Applicable
Solicitation for Services	Issued
Construction (Phase 1)	Completed
Construction (Phase 2)	Near Completion
Funding Deadline	No

**Budget Impact**  
 Carryover funds will be used to complete the project.

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	16,452	35,807	5,001	—	—
Unrestricted CIP	79,000	30,000	40,000	9,000	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—
<b>Total:</b>	<b>79,000</b>						
<b>Total Funding Sources:</b>		<b>30,000</b>	<b>56,452</b>	<b>44,807</b>	<b>5,001</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:							
Building Weatherization Expenditures	73,999	13,548	20,645	39,807	—	—	—
Transfer to CIP 11PW06 Vehicle Upgrades	—				5,001		
<b>Total:</b>	<b>73,999</b>						
<b>Total Capital Project Expenditures:</b>		<b>13,548</b>	<b>20,645</b>	<b>39,807</b>	<b>5,001</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>16,452</b>	<b>35,807</b>	<b>5,001</b>	<b>—</b>	<b>—</b>	<b>—</b>

**Capital Improvement Program  
Town of Riverdale Park**

**DPW Building Renovations  
Project #23PW04**



**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Facility and Public Improvements  
**Useful Life:** 15-25  
**Category:** Building and Structures  
**Location:** Public Works Building  
**Year Submitted:** FY2023  
**Anticipated Completion:** 6/30/2025

**Description:**

In FY2024, activity focused on preparing an as-built plan for the electrical system in the Public Works building, necessary for the installation of the alarm system, and completing architectural renderings and specifications for all project components including a fire alarm system, a women's restroom and locker room; upgrades to the men's restroom and locker room; and, redesign of entrances into the building to improve egress and ingress. The project furthers the Town's vision and commitment to Professional and Well-trained Employees, Community Engagement and Transparency, and Sustainability.

**Project Status**

Pre-Planning	Completed
Design and engineering	In Process
Community Engagement	Not Applicable
Permit	Not Started
Solicitation for Services	Not Started
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Applicable
Funding Deadline	No

**Budget Impact**

Funding is available from Revenue Replacement Funds

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	—	140,000	—	—
Unrestricted CIP	—	—	—	—	—	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Revenue Replacment Funds	130,000	—	—	—	130,000	—	—	—
Transfer from Sidewalk Improvements 22DS02	23,206	—	—	—	23,206	—	—	—
Transfer from Public WiFi 24DS02	—	—	—	—	6,794	—	—	—
<b>Total:</b>	<b>130,000</b>							
<b>Total Funding Sources:</b>		—	—	—	160,000	140,000	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Building Renovation Expenditures	20,000	—	—	—	20,000	140,000	—	—
<b>Total:</b>	<b>20,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	20,000	140,000	—	—
<b>Total End Year Balance</b>		—	—	-	140,000	-	-	—

**Capital Improvement Program  
Town of Riverdale Park**

**Building Demolition and Parking Lot Development  
Project #20DS06**



**Department:** Public Projects  
**Contact:** Ivy Lewis  
**Priority:** Medium  
**Type:** Replacement and New  
**Useful Life:** 10 Years  
**Category:** Community Development  
**Location:** 5000 and 5002 Queensbury Road  
**Year Submitted:** FY2020

**Anticipated Completion:** 6/30/2025

**Description:**  
 Progress has been made on the Building Demolition and Park Lot Development Project including securing a contractor to demolish the two residential structures to make way for the Municipal Center Parking Lot, and completing the engineering plan for the parking lot. Both the demolition and engineering plan are awaiting County permit approval. The parking lot will include permeable pavement, EV charging stations, landscaping, accessibility ramps, sidewalks, and lighting. The project supports the vision and commitment to Housing and Neighborhoods, Sustainability, Infrastructure and Transportation.

Project Status	
Pre-Planning	Completed
Design and engineering	Completed
Community Engagement	In Process
Permit	Pending
Solicitation for Services	Not Started
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Applicable
Funding Deadline	Yes State Bond Funds - 12/31/2027 & 12/31/2030

**Budget Impact**  
 Funding is from the CDA 30-year loan proceeds, State Bond funds, and Unrestricted CIP.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	55,000	55,000	115,000	486,765	353,748	—	—
Unrestricted CIP (Backfill)	305,000	—	10,000	30,000	265,000	180,000	—	—
Revenue Replacement Funds	365,000	—	—	365,000	—	—	—	—
State of MD Bond Bill	385,000	—	50,000	—	100,000	—	—	—
CDA 30-Year Loan	548,000	—	—	—	—	—	—	—
Transfer from 24PW06	150,000	—	—	—	150,000	—	—	—
<b>Total:</b>	<b>1,753,000</b>							
<b>Total Funding Sources:</b>		<b>55,000</b>	<b>115,000</b>	<b>510,000</b>	<b>1,001,765</b>	<b>533,748</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Building Demolition and Parking Lot Expenditures	619,252	—	—	23,235	103,017	533,748	—	—
Transfer to 23GG01	365,000	—	—	—	365,000	—	—	—
Transfer to 18GG01 Municipal Center					75,000			
Transfer to 22PW04 54th Tot Lot					105,000			
<b>Total:</b>	<b>984,252</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>23,235</b>	<b>648,017</b>	<b>533,748</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>55,000</b>	<b>115,000</b>	<b>486,765</b>	<b>353,748</b>	<b>-</b>	<b>—</b>	<b>—</b>

**Capital Improvement Program  
Town of Riverdale Park**

**Pedestrian Walkway & Queensbury Road Security  
Project #23PW06**



**Department:** Public Projects  
**Contact:** Ivy Lewis  
**Priority:** Medium  
**Type:** Replacement and New  
**Useful Life:** 10 Years  
**Category:** Community Development  
**Location:** 5000 block of Queensbury Road  
**Year Submitted:** FY2023  
**Anticipated Completion:** 6/30/2025

**Description:**  
 The project scope has evolved to include the extension of the existing sidewalk on the south side of Queensbury Road east of Taylor Road to the cul-de-sac on the east end, and a permeable pathway through the adjacent open space between Queensbury Road and Riverdale Road, on property owned by MNCPPC. The project furthers the vision and commitment to Housing and Neighborhoods, Sustainability, and Infrastructure.

Project Status	
Pre-Planning	Completed
Design and engineering	In Process
Community Engagement	In Process
Permit	Not Started
Solicitation for Services	Not Applicable
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Applicable
Funding Deadline	No

**Budget Impact**  
 The project received Revenue Replacement funds in FY2024 specifically for engineering services to design the sidewalk extension and permeable path through the open space and obtain all required permits. Carryover funds will cover the cost of the permeable pathway through the open space. Additional funds, from the State of Maryland, Safe Streets for All, or other sources will be sought to fund the sidewalk extension.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	112,090	30,000	—	—
Unrestricted CIP	25,000	—	—	25,000	—	—	—	—
Revenue Replacement Funds	137,090	—	—	87,090	50,000	—	—	—
Grant - Safe walk to School Transfer from General Fund Reserve Transfer from WiFi	—	—	—	—	—	—	—	—
	—	—	—	—	75,000	300,000	—	—
	—	—	—	—	75,000	—	—	—
<b>Total:</b>	<b>162,090</b>							
<b>Total Funding Sources:</b>		—	—	112,090	237,090	330,000	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Pedestrian Walkway Expenditures	70,000	—	—	—	70,000	330,000	—	
Transfer to 54th Pocket Park/Tot Lot	137,090	—	—	—	137,090	—	—	
<b>Total:</b>	<b>207,090</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	207,090	330,000	—	—
<b>Total End Year Balance</b>		—	—	112,090	30,000	-	—	—

**Capital Improvement Program  
Town of Riverdale Park**

**Council Chambers Camera  
Project #14GG02**

**Department:** Administrative Services  
**Contact:** Jessica Barnes  
**Priority:** Medium  
**Type:** Acquisition and installation  
**Useful Life:** 5-7 Years  
**Category:** Technology  
**Location:** Town Hall  
**Year Submitted:** FY2017  
**Anticipated Completion:** 7/31/2024



**Description:**  
 This project will be timed with improvements to the Municipal Center and includes the installation of a new camera system and other audio video (AV) features in the Council Chambers. The camera system will be used to record and broadcast Mayor and Council meetings. It is anticipated that the project will be completed by the beginning of FY2025. The project furthers the vision and commitment to Best practices, Technology, and Data.

**Justification**  
 The existing system is obsolete and does not provide the desired quality of video and audio communication. The Town would also like to have the ability to conduct hybrid public meetings to accommodate the needs of the community.

**Budget Impact**  
 This project is funded by a portion of the cable franchise funds that are set aside each year for Capital projects that are related to the broadcast of public, education, and government (PEG) programming.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	119,781	142,668	152,696	166,604	179,772	—	—
Unrestricted CIP	—	—	—	—	—	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Deposit from PEG funds	179,772	22,887	10,028	13,908	13,168	16,000	—	—
<b>Total:</b>	<b>179,772</b>							
<b>Total Funding Sources:</b>		<b>142,668</b>	<b>152,696</b>	<b>166,604</b>	<b>179,772</b>	<b>195,772</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Acquire/installation camera system	—	—	—	—	—	195,772	—	—
System Upgrades	—	—	—	—	—	—	—	—
Council Chambers Expenditures	—	—	—	—	—	195,772	—	—
<b>Total:</b>	<b>—</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>195,772</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>142,668</b>	<b>152,696</b>	<b>166,604</b>	<b>179,772</b>	<b>—</b>	<b>—</b>	<b>—</b>

Capital Improvement Program  
Town of Riverdale Park

Technology Improvements  
Project #20FS01



**Department:** Finance Services, NS, DS, AS  
**Contact:** Paul Smith  
**Priority:** High  
**Type:** Technology / Process Improvement  
**Useful Life:** 7.5 Years  
**Category:** Technology  
**Location:** Town Hall  
**Year Submitted:** FY2020

**Anticipated Completion:** Moved to Operating

**Description:**

The project is no longer in CIP and funds have been added to Contract Services in the Operating budget to fund cloud-based accounting software.

**Budget Impact**

The project is no longer in CIP and funds have been added to Contract Services in the Operating budget to fund cloud-based accounting software.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	62,870	62,870	113,000	113,000	113,000	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Unrestricted CIP	50,130	—	50,130	—	—	—	—	—
Transferred from 18GG03	62,870	—	—	—	—	—	—	—
<b>Total:</b>	<b>113,000</b>							
<b>Total Funding Sources:</b>		<b>62,870</b>	<b>113,000</b>	<b>113,000</b>	<b>113,000</b>	<b>113,000</b>	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Technology Improvements Expenditures	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>—</b>							
Transfer to 22DS02 CDBG Sidewalk Project						113,000		
<b>Total Capital Project Expenditures:</b>		—	—	—	—	<b>113,000</b>	—	—
<b>Total End Year Balance</b>		<b>62,870</b>	<b>113,000</b>	<b>113,000</b>	<b>113,000</b>	—	—	—

Capital Improvement Program  
Town of Riverdale Park

Website Update  
Project #23AS01



**Department:** Administrative Services  
**Contact:** Jessica Barnes  
**Priority:** Medium  
**Type:** Technology  
**Useful Life:** 5 Years  
**Category:** Technology  
**Location:** Town Administration  
**Year Submitted:** FY2023  
**Anticipated Completion:** 12/31/2024

**Description:**  
 In 2017 the Town's website was redesigned and vastly improved. However, the Town's website is in need of a redesign. The Town is seeking a website that is easier to navigate and has more interactive features to meet the growing needs of the community. The Town will issue a Requests for Proposals (RFP) at the end of FY2024 and it is anticipated that a new website will be in place at the end of CY2024. The project furthers the vision and commitment to Best practices, Technology, and Data, and Community Engagement and Transparency.

**Justification**  
 A recent community survey revealed difficulty navigating the current website.

**Budget Impact**  
 Funds are available from Unrestricted CIP.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	20,000	60,000	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Unrestricted CIP	30,000	—	—	20,000	10,000	—	—	—
Revenue Replacement Funds	30,000	—	—	—	30,000	—	—	—
<b>Total:</b>	<b>30,000</b>							
<b>Total Funding Sources:</b>		—	—	20,000	60,000	60,000	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Website Update Expenditures	—	—	—	—	—	60,000	—	—
<b>Total:</b>	<b>—</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	—	60,000	—	—
<b>Total End Year Balance</b>		—	—	20,000	60,000	—	—	—



Capital Improvement Program  
Town of Riverdale Park

Technology Improvements  
Project #21PD05



**Department:** Police Department  
**Contact:** Robert Turner  
**Priority:** High  
**Type:** Technology  
**Useful Life:** 7 Years  
**Category:** Technology  
**Location:** Police Department  
**Year Submitted:** FY2021  
**Anticipated Completion:** Ongoing

**Description:**

The Police Department Command Staff and Community Safety Programs coordinator utilize Panasonic CF-54 laptop computers in order to perform their job function. The computers are used to access crash reports via the Delta Plus program, CAD/RMS reports via Motorola Premier One, review automated enforcement citations and general office use. The project furthers the vision and commitment to Best practices, Technology, and Data.

**Justification**

The aging CF-54 models are no longer produced by Panasonic and the CF-55 is the replacement model being offered from Panasonic. Some of the aging units still run Windows 7 and are experiencing hardware and battery failures with greater frequency. Soon they will be to the point where it is no longer cost effective to service these devices.

**Budget Impact**

Funding is available from Unrestricted Use CIP.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	28,728	30,000	25,968	25,968	21,468	—
Unrestricted CIP	44,124	—	30,000	—	14,124	—	—	—
Restricted CIP	30,000	30,000	—	—	—	—	—	—
<b>Total:</b>	<b>74,124</b>							
<b>Total Funding Sources:</b>		<b>30,000</b>	<b>58,728</b>	<b>30,000</b>	<b>40,092</b>	<b>25,968</b>	<b>21,468</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Technology Improvement Expenditures	46,884	—	28,728	4,032	14,124	4,500	—	—
Transfer Balance to CIP21PD01	1,272	1,272	—	—	—	—	—	—
<b>Total:</b>	<b>95,040</b>							
<b>Total Capital Project Expenditures:</b>		<b>1,272</b>	<b>28,728</b>	<b>4,032</b>	<b>14,124</b>	<b>4,500</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>28,728</b>	<b>30,000</b>	<b>25,968</b>	<b>25,968</b>	<b>21,468</b>	<b>21,468</b>	<b>—</b>

Capital Improvement Program  
Town of Riverdale Park

Neighborhood Safety Camera System  
Project #20PD01



**Department:** Police and Public Works  
**Contact:** Robert Turner and Ivy Lewis  
**Priority:** Medium  
**Type:** New  
**Useful Life:** 5 - 7 Years  
**Category:** Vehicles  
**Location:** Designated Neighborhoods  
**Year Submitted:** FY2020  
**Anticipated Completion:** 12/31/2024

**Description:**

This CIP project improves neighborhood safety and deters crime. The project furthers the vision and commitment to Housing and Neighborhoods and Infrastructure.

**Project Status**

Pre-Planning	Not Started
Design and engineering	Not Started
Community Engagement	Not Started
Permit	Not Applicable
Solicitation for Services	Not Started
Construction (Phase 1)	Active
Construction (Phase 2)	Not Started
Funding Deadline	No

**Budget Impact**

In FY2025, staff will seek out and apply for grants to cover the purchase and installation of safety cameras for this area of Town.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	160,000	160,000	41,846	—	—	—
Unrestricted CIP	26,000	—	—	—	26,000	—	—	—
Restricted CIP	35,000	35,000	—	—	—	—	—	—
Budget Amendment	125,000	125,000	—	—	—	—	—	—
Revenue Replacement Funds	62,000	—	—	—	22,000	40,000	—	—
Transfer from 24DS02 Public WiFi	20,000	—	—	—	20,000	—	—	—
Potential Grant Revenue	—	—	—	—	—	—	150,000	150,000
<b>Total:</b>	<b>268,000</b>							
<b>Total Funding Sources:</b>		<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>109,846</b>	<b>40,000</b>	<b>150,000</b>	<b>150,000</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Neighborhood Safety Camera System Expenditures	268,000	—	—	118,154	109,846	40,000	—	
<b>Total:</b>	<b>268,000</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>118,154</b>	<b>109,846</b>	<b>40,000</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>160,000</b>	<b>160,000</b>	<b>41,846</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>150,000</b>

Capital Improvement Program  
Town of Riverdale Park

Traffic Signs  
Project #23PWD05



**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Infrastructure Improvements  
**Useful Life:** 10-15 Years  
**Category:** Pedestrian and Traffic Safety  
**Location:** High Pedestrian Locations  
**Year Submitted:** FY2022  
**Anticipated Completion:** Ongoing

**Description:**

This project supports the Town's Walk, Bike Drive Safety Initiative through the acquisition and installation of solar-powered LED Stop and Pedestrian Crossing signs at intersections with high pedestrian activities and vulnerable populations, especially schools. Innovations in sign design are ongoing, allowing for new products to be tested for their impact on driver and pedestrian behaviors. The project furthers the vision and commitment to Housing and Neighborhoods, and Infrastructure.

**Justification**

Increasing pedestrian and bike safety, particularly, continues to be a high-priority concern. These traffic calming and pedestrian safety devices allow drivers to see stop and pedestrian crossing signs sooner, during daylight, at night, and in fog, rain, and snow conditions. Additionally, they have proven to change driver behavior at intersections, including to make fewer rolling stops and flowthroughs and by increasing awareness of high-risk and high incident intersections.

**Budget Impact**

Funding is available from Unrestricted CIP and Economic Development Funds.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	70,221	95,221	—	—
Unrestricted CIP	122,000	—	—	112,000	10,000	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Revenue Replacement Funds	90,000	—	—	—	90,000	—	—	—
<b>Total:</b>	<b>122,000</b>							
<b>Total Funding Sources:</b>		—	—	112,000	170,221	95,221	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:	—	—	—	—	—	—	—	
Traffic Signs Expenditures	116,779	—	—	41,779	75,000	95,221	—	
<b>Total:</b>	<b>116,779</b>							
<b>Total Capital Project Expenditures:</b>		—	—	41,779	75,000	95,221	—	—
<b>Total End Year Balance</b>		—	—	70,221	95,221	—	—	—

**Capital Improvement Program  
Town of Riverdale Park**

**Police Weapons  
Project #24PD01**



**Department:** Police Department  
**Contact:** Robert Turner  
**Priority:** High  
**Type:** Equipment  
**Useful Life:** 10 Years  
**Category:** Equipment  
**Location:** Police Department  
**Year Submitted:** FY2024

**Complete**

**Anticipated Completion:** Ongoing

**Description:**

The Police Department is requesting the purchase of 30 Smith & Wesson M&P handguns to replace the current aging weapons. The last significant handgun purchase was in 2016. The best practice is for Police Departments is to update their firearms every 5 to 7 years to prevent failures in the field. Cost includes installation of Tritium night sights which improves officers accuracy in low light situations

**Justification**

Cost includes installation of Tritium night sights which improves officers accuracy in low light situations

**Budget Impact**

Funding is available from CIP Unrestricted.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	—	110	—	—
Unrestricted CIP	20,000	—	—	—	20,000	—	—	—
<b>Total:</b>	<b>20,000</b>							
<b>Total Funding Sources:</b>		—	—	—	<b>20,000</b>	<b>110</b>	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Police Weapon Purchase	19,890	—	—	—	19,890	—	—	—
Transfer to 12PW10 Street Furniture						110		
<b>Total:</b>	<b>19,890</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	<b>19,890</b>	<b>110</b>	—	—
<b>Total End Year Balance</b>		—	—	—	<b>110</b>	—	—	—



**Department:** Admin Services  
**Contact:** Jessica Barnes  
**Priority:** Medium  
**Type:** Equipment  
**Useful Life:** 10-15 Years  
**Category:** Community Engagement  
**Location:** Mobile Device  
**Year Submitted:** FY2023  
**Anticipated Completion:** 6/30/2024

**Complete**

**Description:**

Acquire a second Electronic Message Board to communicate important and time-sensitive information to residents and the general public. The project furthers the vision and commitment to Community Engagement and Transparency.

**Justification**

The purchase of a second electronic message board allows a shorter rotation of important messages to the five key locations in Town where the message board is usually placed. A second board will also allow different messages to be displayed at different locations at the same time, including when and where urgent, emergency-related information needs to be posted.

**Budget Impact**

The purchase will be funded from CIP Unrestricted.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	16,000	—	—	—
Unrestricted CIP	16,000	—	—	16,000	—	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>16,000</b>							
<b>Total Funding Sources:</b>		—	—	16,000	16,000	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
E-Message Board Expenditures	16,000	—	—	—	16,000	—	—	
<b>Total:</b>	<b>16,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	16,000	—	—	—
<b>Total End Year Balance</b>		—	—	16,000	—	—	—	—

Capital Improvement Program  
Town of Riverdale Park

Vehicle Replacements - Police  
Project #11PD06



**Department:** Police  
**Contact:** Robert Turner  
**Priority:** Medium  
**Type:** Replacements  
**Useful Life:** 5 - 7 Years  
**Category:** Vehicles  
**Location:** Police Department  
**Year Submitted:** FY2011  
**Anticipated Completion:** Ongoing

**Description:**

The Police Department routinely needs to update its vehicle fleet. This year's expenditure is to pay the lease payment for cruisers and to purchase one electric vehicle.

**Justification**

The Police Department works to ensure the longest practical useful life of its fleet.

**Budget Impact**

The Department will acquire one electric vehicle.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	153,193	161,200	20,146	321,140	191,538	—	—
Unrestricted CIP	286,571	35,211	42,735	51,507	102,568	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Revenue Replacement Funds	682,186	—	—	435,310	246,876	—	—	—
Transfer from CIP 18GG04 Public	54,000	—	—	—	—	—	—	—
Safety Surcharge	207,591	60,000	—	—	—	—	—	—
Sale of Existing Vehicles	42,201	14,207	3,000	12,000	6,831	8,000	—	—
<b>Total:</b>	<b>1,272,549</b>							
<b>Total Funding Sources:</b>		<b>262,611</b>	<b>206,935</b>	<b>518,963</b>	<b>677,415</b>	<b>199,538</b>	<b>—</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Vehicle Lease and Purchases / Upfitting	1,081,011	101,411	186,789	197,823	485,877	199,538	65,401	
<b>Total:</b>	<b>1,081,011</b>							
<b>Total Capital Project Expenditures:</b>		<b>101,411</b>	<b>186,789</b>	<b>197,823</b>	<b>485,877</b>	<b>199,538</b>	<b>65,401</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>161,200</b>	<b>20,146</b>	<b>321,140</b>	<b>191,538</b>	<b>—</b>	<b>-65401</b>	<b>—</b>

Capital Improvement Program  
Town of Riverdale Park

Vehicle Replacement - Neighborhood Services  
Project #23NS01



**Department:** Neighborhood Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** Replacements  
**Useful Life:** 10 Years  
**Category:** Vehicles  
**Location:** Neighborhood Services  
**Year Submitted:** FY2023

**Complete**

**Anticipated Completion:** 7/31/2023

**Description:**

In FY2024 one new electric vehicle was added to the fleet of Neighborhood Services.

**Justification**

In FY2023 Neighborhood Services acquired two electric vehicles. In FY2024 an additional electric vehicle was acquired for the newly created Neighborhood Service Specialist position. The project furthers the vision and commitment to Professional and Well-trained Employees.

**Budget Impact**

Funding is available from Economic Development Fund.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	12,198	—	—	—	12,198	—	—	—
Revenue Replacement Funds	155,000	—	—	115,000	40,000	—	—	—
<b>Total:</b>	<b>167,198</b>							
<b>Total Funding Sources:</b>		—	—	115,000	52,198	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:	—	—	—	—	—	—	—	
Purchase of Electric Vehicles	154,705	—	—	102,802	51,903	—	—	
Transfer to 23DS01 47th&Taylor Linear park	295	—	—	—	295	—	—	
<b>Total:</b>	<b>154,705</b>							
<b>Total Capital Project Expenditures:</b>		—	—	102,802	52,198	—	—	—
<b>Total End Year Balance</b>		—	—	12,198	—	—	—	—

**Capital Improvement Program  
Town of Riverdale Park**

**Vehicle Upgrades, Purchases and Replacements  
Project #11PW06**

**Department:** DPW  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Vehicle  
**Useful Life:** 10 Years  
**Category:** Vehicle  
**Location:** DPW  
**Year Submitted:** FY2011  
**Anticipated Completion:** Ongoing



**Description:**

In FY2025, the project includes the purchase of one pickup truck and utility vehicle.

**Justification**

Recent purchases of work vehicles for Public Works have allowed the department to retire the oldest vehicles in the fleet, thereby reducing vehicle maintenance costs, and improve vehicle safety with the latest safety features.

**Budget Impact**

Economic Development funds are allocated to purchase a small pickup truck, potentially offset by the sale proceeds from older vehicles and equipment.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	21,547	54,547	-24312	175,286	71,142	—	—
Unrestricted CIP	282,859	33,000	25,453	—	70,000	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Revenue Replacement Funds	549,000	—	—	534,000	15,000	31,857	—	—
Sale of Vehicles	—	—	—	—	205	25,000	—	25,000
Transfer 24DS02 Public WiFi	—	—	—	—	36,000	—	—	—
Transfer from 22PW03 Building Weatherization	—	—	—	—	—	5,001	—	—
<b>Total:</b>	<b>831,859</b>							
<b>Total Funding Sources:</b>		<b>54,547</b>	<b>80,000</b>	<b>509,688</b>	<b>296,491</b>	<b>133,000</b>	<b>—</b>	<b>25,000</b>
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Vehicle Upgrades, Purchases and Replacement Expenditures	534,647	—	104,312	334,402	225,348	133,000	—	—
<b>Total:</b>	<b>534,647</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>104,312</b>	<b>334,402</b>	<b>225,348</b>	<b>133,000</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>54,547</b>	<b>-24312</b>	<b>175,286</b>	<b>71,142.29</b>	<b>—</b>	<b>—</b>	<b>25,000</b>



**Capital Improvement Program  
Town of Riverdale Park**

**Street Light Acquisitions  
Project #22PW05**

**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** Medium  
**Type:** Lighting  
**Useful Life:** 10 Years  
**Category:** Lighting  
**Location:** Throughout the Town  
**Year Submitted:** FY2022  
**Anticipated Completion:** Ongoing



**Description:**  
 In FY2024, staff continued the conversion of the Town's remaining halogen lights with more efficient LED lights, at 3000 Kelvins. Staff also continued the conversion of LED lights from 5500 Kelvins to 3000 Kelvins. The conversion of all remaining halogen lights and lights with LEDs at 5500 Kelvin will be completed in FY2025. Funds are also used to purchase streetlight poles and globes.

**Justification**  
 Street lighting is necessary for proper pedestrian, traffic, and personal safety. The lower light temperatures better protect the environment from light pollution. The Town must maintain a supply of poles to replace damaged and broken poles. The Town streetlight system is expanding with the assumption of responsibility for streetlights in Riverdale Park Station and new Town streetlights along the Trolley Trail, in the 54th Avenue multi-family community, and new pocket park and tot lot on 54th Place.

**Budget Impact**  
 This necessary ongoing project requires transfers from CIP Unrestricted.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	581	—	30,000	8,935	8,295	—	—
Unrestricted CIP	169,081	10,000	30,000	20,500	94,000	—	—	—
Transfer from CIP21PW05 Street light Improvement						42,691		
<b>Total:</b>	<b>169,081</b>							
<b>Total Funding Sources:</b>		<b>10,581</b>	<b>30,000</b>	<b>50,500</b>	<b>102,935</b>	<b>50,986</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Street Light Acquisitions Expenditures	146,786	10,581	—	41,565	94,640	50,986	—	
<b>Total:</b>	<b>264,007</b>							
<b>Total Capital Project Expenditures:</b>		<b>10,581</b>	<b>—</b>	<b>41,565</b>	<b>94,640</b>	<b>50,986</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>—</b>	<b>30,000</b>	<b>8,935</b>	<b>8,295</b>	<b>—</b>	<b>—</b>	<b>—</b>

**Capital Improvement Program  
Town of Riverdale Park**

**Street Light Improvement  
Project #21PW03**

**Department:** Public Projects  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Lighting  
**Useful Life:** 20 Years  
**Category:** Lighting  
**Location:** TBD  
**Year Submitted:** FY2021  
**Anticipated Completion:** 6/30/2025



**Description:**

In FY2023, the PY46 project included the acquisition and installation of improved lighting along 54th Avenue south of Riverdale Road. In FY2025, the PY50 project will include the acquisition and installation of improved lighting along Lafayette Avenue from Riverdale Road to Nicholson Street and 47th Avenue from Nicholson Street to Longfellow Street.

**Project Status**

Pre-Planning	In Process
Design and engineering	In Process
Community Engagement	In Process
Permit	Not Started
Solicitation for Services	Not Started
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Applicable
Funding Deadline	Yes CDBG - 6/30/2025

**Budget Impact**

A transfer from the General Fund Unallocated reserve to the CIP fund made in a budget amendment provides \$30,000. Additional funding is from reprogramming an existing CDBG grant administered through Prince George's County. An additional amount of CIP Unrestricted is added to support the project.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	180,000	177,295	55,588	42,691	—	—
Unrestricted CIP	80,000	—	—	80,000	—	—	—	—
CDGB Grant PY46	150,000	150,000	—	—	—	—	—	—
CDBG Grant PY50	195,000	—	—	—	—	195,000	—	—
Budget Ammendment	30,000	30,000	—	—	—	—	—	—
<b>Total:</b>	<b>230,000</b>							
<b>Total Funding Sources:</b>		<b>180,000</b>	<b>180,000</b>	<b>257,295</b>	<b>55,588</b>	<b>237,691</b>	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Street Light Expenditures		—	2,705	201,707	12,898	195,000	—	
Transfer to CIP22PW05 Sreet light Acquisitions						42,691		
<b>Total:</b>	<b>217,309</b>							
<b>Total Capital Project Expenditures:</b>		—	<b>2,705</b>	<b>201,707</b>	<b>12,898</b>	<b>237,691</b>	—	—
<b>Total End Year Balance</b>		<b>180,000</b>	<b>177,295</b>	<b>55,588</b>	<b>42,690.80</b>	—	—	—

Capital Improvement Program  
Town of Riverdale Park

Trolley Trail Lighting  
Project #20PP03



**Department:** Public Projects  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Pedestrian Safety Improvements  
**Useful Life:** 10 Years  
**Category:** Public Projects  
**Location:** Rhode Island Avenue  
**Year Submitted:** FY2020  
**Anticipated Completion:** 6/30/2024

Complete

**Description:**

The last phase of the Trolley Trail Lighting Project will be completed in FY2024 with the installation of Town-owned pedestrian streetlights north of MD 410 and south of Queensbury Road. The project furthers the vision and commitment to Housing and Neighborhoods, Sustainability, Infrastructure and Transportation.

**Project Status**

Pre-Planning	Completed
Design and engineering	Completed
Community Engagement	In Process
Permit	Issued
Solicitation for Services	Not Applicable
Construction (Phase 1)	Near Completion
Construction (Phase 2)	Not Applicable
Funding Deadline	Yes State Bond Funds - 6/30/2024

**Budget Impact**

The project received bond funding with a required Town match.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	145,000	90,670	78,639	—	—	—
Unrestricted CIP	85,000	85,000	—	—	—	—	—	—
State of MD Bond Bill	85,000	85,000	—	—	—	—	—	—
Transfer from 23GG03 Trolley Trail	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>170,000</b>							
<b>Total Funding Sources:</b>		<b>170,000</b>	<b>145,000</b>	<b>90,670</b>	<b>78,639</b>	<b>—</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Trolley Trail Lighting Expenditures		25,000	54,330	12,031	78,639	—	—	
<b>Total:</b>	<b>170,000</b>							
<b>Total Capital Project Expenditures:</b>		<b>25,000</b>	<b>54,330</b>	<b>12,031</b>	<b>78,639</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>145,000</b>	<b>90,670</b>	<b>78,639</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

Capital Improvement Program  
Town of Riverdale Park

Office Furnishing  
Project #21PW02



**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** Medium  
**Type:** Furnishings  
**Useful Life:** 10 Years  
**Category:** Renovation, Fixtures and Furniture  
**Location:** Varied  
**Year Submitted:** FY2021  
**Anticipated Completion:** 12/31/2024

**Description:**

This project will outfit new and renovated office and shared spaces in Town Hall.

**Justification**

New furnishings are required.

**Budget Impact**

Funding is available from CIP Unrestricted and Economic Development.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	6,500	10,000	3,215	3,215	—	—
Unrestricted CIP	17,500	6,500	3,500	7,500	—	—	—	—
Revenue Replacement Funds	—	—	—	—	—	26,290	—	—
<b>Total:</b>	<b>17,500</b>							
<b>Total Funding Sources:</b>		<b>6,500</b>	<b>10,000</b>	<b>17,500</b>	<b>3,215</b>	<b>29,505</b>	<b>—</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Office Renovations	14,285	—	—	14,285	—	29,505	—	—
<b>Total:</b>	<b>14,285</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>14,285</b>	<b>—</b>	<b>29,505</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>6,500</b>	<b>10,000</b>	<b>3,215</b>	<b>3,215</b>	<b>—</b>	<b>—</b>	<b>—</b>

Capital Improvement Program  
Town of Riverdale Park

Street Furniture and Waste Receptacles  
Project #12PW10



**Department:** Public Projects  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Pedestrian Safety Improvements  
**Useful Life:** 10 Years  
**Category:** Public Projects  
**Location:** Rhode Island Avenue  
**Year Submitted:** FY2020  
**Anticipated Completion:** Ongoing

**Description:**

The purchase and replacement of public trash and recycling receptacles, pet waste stations, and benches are an important part of the Town's ongoing effort to control litter and pet waste on Town streets and harmful bacteria and nutrients from local waterways and improve the attractiveness and livability of the Town.

**Justification**

These acquisitions are in keeping with the Town's vision and commitment to Sustainability and Housing and Neighborhoods, and Business and Economic development.

**Budget Impact**

Funds are available from CIP Unrestricted.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	7,240	7,938	7,938	-4782	5,385	5,160	—
Unrestricted CIP	98,110	20,350	25,000	17,760	25,000	14,665	—	—
Transfer from 24PD01 Police Weapons						110		
<b>Total:</b>	<b>98,110</b>							
<b>Total Funding Sources:</b>		<b>27,590</b>	<b>32,938</b>	<b>25,698</b>	<b>20,218</b>	<b>20,160</b>	<b>5,160</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Street Furniture Expenditures	89,965	19,653	25,000	30,479	14,833	15,000	5,160	—
<b>Total:</b>	<b>182,690</b>							
<b>Total Capital Project Expenditures:</b>		<b>19,653</b>	<b>25,000</b>	<b>30,479</b>	<b>14,833</b>	<b>15,000</b>	<b>5,160</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>7,938</b>	<b>7,938</b>	<b>-4782</b>	<b>5,385</b>	<b>5,160</b>	<b>0</b>	<b>—</b>

**Capital Improvement Program  
Town of Riverdale Park**

**Engineering Services  
Project #23PW02**

**Department:** Public Projects and ODS  
**Contact:** Ivy Lewis and Ryan Chelton  
**Priority:** High  
**Type:** Reconstruction and Construction  
**Useful Life:** 15-25 Years  
**Category:** Streets and sidewalks  
**Location:** Various throughout Riverdale Park  
**Year Submitted:** FY2023  
**Anticipated Completion:** Ongoing



**Description:**

These capital improvement project funds are used to investigate, assess, and provide an official report on an infrastructure problem, provide design services as may be required in response to an identified need on an unscheduled project or formerly unidentified infrastructure problem, review complicated utility permit applications, and identify requirements that the Town should establish as a condition of approval.

**Justification**

Staff and residents identify issues that need a timely assessment and resolution by a specialist in engineering services. Without these funds, these issues and the projects that derive from them would have to wait for the next budget circle to receive funding, allowing more time for the problem to worsen or costs to increase substantially.

**Budget Impact**

Services will be funded with CIP unrestricted.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	46,506	16,506	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Unrestricted CIP	80,000	—	—	50,000	30,000	—	—	—
	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>80,000</b>							
<b>Total Funding Sources:</b>		—	—	50,000	76,506	16,506	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Engineering Expenditures	63,494	—	—	3,494	60,000	16,506	—	—
	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>63,494</b>							
<b>Total Capital Project Expenditures:</b>		—	—	3,494	60,000	16,506	—	—
<b>Total End Year Balance</b>		—	—	46,506	16,506	—	—	—

**Capital Improvement Program  
Town of Riverdale Park**

**Natoli Place - Lafayette Avenue Redesign  
CIP24PW01**



**Department:** Public Projects  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Vehicle and Pedestrian Safety Improvements  
**Useful Life:** 30 Years  
**Category:** Infrastructure  
**Location:** Natoli Place and Lafayette Avenue  
**Year Submitted:** FY2024  
**Anticipated Completion:** 6/30/2026

**Description:**

This project aims to provide greater clarity for drivers and improve all users' safety by redesigning and reconstructing the crisscross road configuration. As it is currently configured and signed, navigating the roadways confuses motorists and pedestrians. Given the proximity and the need to sequence road reconstruction activity, this project is coordinated with the Town Center redesign. The project supports the vision and commitment to Housing and Neighborhoods, Infrastructure, and Transportation.

**Project Status**

Pre-Planning	In Process
Design and engineering	Not Started
Community Engagement	Not Started
Permit	Not Applicable
Solicitation for Services	Not Applicable
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Started
Funding Deadline	o

**Budget Impact**

This project is funded with Revenue Replacement funds.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	—	315,000	—	—
Unrestricted CIP	—	—	—	—	—	—	—	—
Restricted CIP	—	—	—	—	—	—	—	—
Revenue Replacement Funds	325,000	—	—	—	325,000	—	—	—
<b>Total:</b>	<b>325,000</b>							
<b>Total Funding Sources:</b>		—	—	—	325,000	315,000	—	—
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Natoli Place Expenditures	325,000	—	—	—	10,000	315,000	—	—
<b>Total:</b>	<b>650,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	10,000	315,000	—	—
<b>Total End Year Balance</b>		—	—	—	315,000	—	—	—

**Capital Improvement Program  
Town of Riverdale Park**

**Storm Water Improvements  
Project #24PW04**



**Department:** Public Projects  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Improvements  
**Useful Life:** 25 Years  
**Category:** Infrastructure  
**Location:** Beale Circle  
**Year Submitted:** FY2024

**Anticipated Completion:** Ongoing

**Description:**

The project involves addressing persistent flooding on Beale Circle east and installing new stormwater facilities as may be necessary in the public open space between Beale Circle east and west if important to stormwater management at the site. It furthers the vision and commitment to Housing and Neighborhoods, Sustainability, Infrastructure and Transportation.

**Project Status**

Pre-Planning	Complete
Design and engineering	In Process
Community Engagement	In Process
Permit	Not Started
Solicitation for Services	Not Applicable
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Started
Funding Deadline	No

**Budget Impact**

A state grant funds the project. There is no required match for these funds.

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	120,000	—	—
Unrestricted CIP	—	—	—	—	—	—	—
Bond Bill	—	—	—	—	—	—	—
State Grant	150,000	—	—	150,000	—	—	—
<b>Total:</b>	<b>150,000</b>						
<b>Total Funding Sources:</b>		—	—	<b>150,000</b>	<b>120,000</b>	—	—

Project Expenditures	Total Project Cost	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:							
Engineering and Design	150,000	—	—	30,000	120,000	—	—
Construction	—	—	—	—	—	—	—
Storm Water Expenditures	150,000	—	—	30,000	120,000	—	—
<b>Total:</b>	<b>150,000</b>						
<b>Total Capital Project Expenditures:</b>		—	—	<b>30,000</b>	<b>120,000</b>	—	—
<b>Total End Year Balance</b>		—	—	<b>120,000</b>	—	—	—



Capital Improvement Program  
Town of Riverdale Park

CDBG Funded Sidewalk improvements  
Project #22DS02



**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** High  
**Type:** Reconstruction and construction  
**Useful Life:** 15-25 Years  
**Category:** Streets and sidewalks  
**Location:** Various  
**Year Submitted:** FY2022  
**Anticipated Completion:** 12/31/2024

**Description:**

Each year, the Town applies for CDBG Funds to improve pedestrian safety through new sidewalk installation and replacements. Projects are in qualified low-to-moderate income census tracts as an area improvement in FY2024. The Town received \$190,000 to install missing sidewalks on 47th and 48th Avenues between Nicholson and Longfellow Streets. The project furthers the vision and commitment to Housing and Neighborhoods,

**Project Status**

Pre-Planning	Complete
Design and engineering	In process
Community Engagement	In process
Permit	Not Started
Solicitation for Services	Not Applicable
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Started
Funding Deadline	Yes CDBG - 12/31/2024

**Budget Impact**

CDBG Grants and Revenue Replacement funds support this project.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	155,000	155,000	167,500	179,754	232,876	—	—
Unrestricted CIP	45,000	—	45,000	—	—	—	—	—
Revenue Replacement Funds	125,000	—	—	—	125,000	—	—	—
CDBG Grant PY47	305,000	—	150,000	—	—	—	—	—
CDBG Grant PY49	188,000	—	—	188,000	—	—	—	—
Transferred from 20FS01 Technology Improvements	—	—	—	—	—	113,000	—	—
<b>Total:</b>	<b>663,000</b>							
<b>Total Funding Sources:</b>		<b>155,000</b>	<b>350,000</b>	<b>355,500</b>	<b>304,754</b>	<b>345,876</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
CDBG Funded Expenditures		—	182,500	175,746	21,879	345,876	—	
Transfer to 23PW04 DPW Building Reno					23,206			
Transfer to 23DS01 47th & Taylor Linear					26,794			
<b>Total:</b>	<b>360,854</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>182,500</b>	<b>175,746</b>	<b>71,879</b>	<b>345,876</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>155,000</b>	<b>167,500</b>	<b>179,754</b>	<b>232,876</b>	<b>—</b>	<b>—</b>	<b>—</b>

Capital Improvement Program  
Town of Riverdale Park

Curb Ramp Improvements  
Project #20PP02



**Department:** Public Projects  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Improvements  
**Useful Life:** 20 Years  
**Category:** Pedestrian and Traffic Safety  
**Location:** Varied throughout the Town  
**Year Submitted:** FY2020  
**Anticipated Completion:** Ongoing

**Description:**

The Curb Ramp Installation project will involve the identification and prioritization of intersections in high traffic locations currently without curb ramps. The project furthers the vision and commitment to Housing and Neighborhoods, Infrastructure and Transportation.

**Project Status**

Pre-Planning	Completed
Design and engineering	In Process
Community Engagement	In Process
Permit	Not Applicable
Solicitation for Services	Not Applicable
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Applicable
Funding Deadline	o

**Budget Impact**

Revenue Replacement funds will support the program in FY2024.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	25,356	—	25,000	22,643	37,643	35,642	—
Unrestricted CIP	25,000	—	25,000	—	—	50,000	—	—
CDA 15-Year Loan	25,356	—	—	—	—	—	—	—
Revenue Replacement Fund					75,000	—	—	
<b>Total:</b>	<b>50,356</b>							
<b>Total Funding Sources:</b>		<b>25,356</b>	<b>25,000</b>	<b>25,000</b>	<b>97,643</b>	<b>87,643</b>	<b>35,642</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Curb Ramp Expenditures	87,714	25,356	—	2,358	60,000	52,001	35,642	—
<b>Total:</b>	<b>175,427</b>							
<b>Total Capital Project Expenditures:</b>		<b>25,356</b>	<b>—</b>	<b>2,358</b>	<b>60,000</b>	<b>52,001</b>	<b>35,642</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>—</b>	<b>25,000</b>	<b>22,643</b>	<b>37,643</b>	<b>35,642</b>	<b>—</b>	<b>—</b>

**Capital Improvement Program  
Town of Riverdale Park**

**Streets and Sidewalk Improvement  
Project #11PW07**

**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Reconstruction and Construction  
**Useful Life:** 15-25 Years  
**Category:** Streets and sidewalks  
**Location:** Various throughout Riverdale Park  
**Year Submitted:** FY2011  
**Anticipated Completion:** Ongoing



**Description:**

This ongoing project funds the repair and resurfacing of roads, the installation of crosswalks, and the construction, reconstruction, and repair of sidewalks throughout the Town. Numerous road improvement projects were completed in FY2024. Additional road projects will be completed in FY2025. The project supports the vision and commitment to Housing and Neighborhoods, Infrastructure and Transportation.

**Project Status**

Pre-Planning	Completed
Design and engineering	In Process
Community Engagement	In Process
Permit	Not Applicable
Solicitation for Services	Issued
Construction (Phase 1)	Near Completion
Construction (Phase 2)	Not Started
Funding Deadline	No

**Budget Impact**

In FY2025, funding is largely from Highway User Funds.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	552,515	705,683	276,630	317,065	355,720	—	—
Highway User Revenue	1,397,130	188,168	219,053	221,122	278,748	316,297	—	—
Grants - Municipal Participation Program	20,721	—	—	—	—	—	—	—
Unrestricted CIP	—	—	—	—	—	—	—	—
Economic Development Funds	450,000	—	—	—	450,000	—	—	—
<b>Total:</b>	<b>1,417,851</b>							
<b>Total Funding Sources:</b>		<b>740,683</b>	<b>924,736</b>	<b>497,752</b>	<b>1,045,813</b>	<b>672,018</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Streets and Sidewalks Expenditures	1,503,886	35,000	648,106	180,687	640,093	672,018	—	—
Transfer to 23PW04 DPW Building Reno					23,206			
Transfer to 23DS01 47th & Taylor Linear Park					26,794			
<b>Total:</b>	<b>1,503,886</b>							
<b>Total Capital Project Expenditures:</b>		<b>35,000</b>	<b>648,106</b>	<b>180,687</b>	<b>690,093</b>	<b>672,018</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>705,683</b>	<b>276,630</b>	<b>317,065</b>	<b>355,720</b>	<b>—</b>	<b>—</b>	<b>—</b>

Capital Improvement Program  
Town of Riverdale Park

Safe Streets for All  
Project #25PP01



**Department:** Public Works  
**Contact:** Ivy Lewis and LaVerne Peakes  
**Priority:** High  
**Type:** Improvements  
**Useful Life:** 10-15 Years  
**Category:** Pedestrian and Traffic Safety  
**Location:** Varied throughout the Town  
**Year Submitted:** FY2025  
**Anticipated Completion:** 12/31/2025

**Description:**  
 The Town received a Safe Streets for All Federal grant that will support the development of the Walk, Bike, Drive Safety Initiative Plan and fund the design, the implementation of quick-build road safety projects, and engineering services to identify options for future road safety projects. This program supports the vision and commitment to Housing and Neighborhoods, Sustainability, Infrastructure, Community Engagement and Transparency, and Transportation.

Project Status		
Pre-Planning	Completed	
Design and engineering	Not Started	
Community Engagement	Not Started	
Permit	Not Applicable	
Solicitation for Services	Not Applicable	
Construction (Phase 1)	Not Started	
Construction (Phase 2)	Not Started	
Funding Deadline	Yes	Safe Streets and Roads for All Grant - 12/31/2028

**Budget Impact**  
 Safe Speed for All Grant funds, with a match, will support the program in FY2025.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	—	—	372,500	—
Safe Streets & Roads for All Grant	—	—	—	—	—	768,000	—	—
Grant Matching Funds	—	—	—	—	—	142,000	—	—
<b>Total:</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>910,000</b>	<b>372,500</b>	<b>—</b>
<b>Total Funding Sources:</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>910,000</b>	<b>372,500</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Plan Development	—	—	—	—	—	157,500	—	—
Studies and NEPA	—	—	—	—	—	135,000	—	—
Quick Build	—	—	—	—	—	245,000	—	—
Edmonston Expenditures	—	—	—	—	—	—	—	—
Safe Streets & Roads for All	—	—	—	—	—	537,500	—	—
<b>Total:</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>537,500</b>	<b>—</b>	<b>—</b>
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>537,500</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>372,500</b>	<b>372,500</b>	<b>—</b>

Capital Improvement Program  
Town of Riverdale Park

Walk Bike Drive Safety Improvements  
Project #25PP02



**Department:** Public Works  
**Contact:** Ivy Lewis and LaVerne Peakes  
**Priority:** High  
**Type:** Improvements  
**Useful Life:** 10-15 Years  
**Category:** Pedestrian and Traffic Safety  
**Location:** Varied throughout the Town  
**Year Submitted:** FY2025  
**Anticipated Completion:** Ongoing

**Description:**  
 This CIP project will fund permanent infrastructure improvements in support of the Engineering and Environmental Enhancement goals and objectives of the Walk Bike Drive Safety Initiative. Projects may include new curb ramps, curb extensions, and continental crosswalks, raised crosswalks and intersections, infill of sidewalks missing on blocks with heavy pedestrian traffic, installation of barriers to prevent motorists from entering the Trolley Trail, and other improvements to increase safety for pedestrians, bicyclist and other vulnerable users.

**Project Status**

Pre-Planning	In Process
Design and engineering	Not Started
Community Engagement	In Process
Permit	Not Started
Solicitation for Services	Not Started
Construction (Phase 1)	Not Started
Construction (Phase 2)	Not Started
Funding Deadline	No

**Budget Impact**  
 Tax revenue from the increase will fund this project.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	—	—	—	—
Tax Revenue	—	—	—	—	—	351,435	—	—
<b>Total:</b>	—	—	—	—	—	—	—	—
<b>Total Funding Sources:</b>		—	—	—	—	<b>351,435</b>	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Walk Bike Drive Safety Expenditures	—	—	—	—	—	351,435	—	—
<b>Total:</b>	—	—	—	—	—	—	—	—
<b>Total Capital Project Expenditures:</b>		—	—	—	—	<b>351,435</b>	—	—
<b>Total End Year Balance</b>		—	—	—	—	—	—	—

### Aspirational Projects

The following projects are not currently funded or not completely funded. The Town is actively seeking funds for these projects. \$100,000 is available for these aspirational projects towards any required match.

Project Name	Grant, Earmark, Cost-sharing	Proposed Project
Purple Line Neighborhood Connectivity	Community Project funding (Ivey)	The Purple Line Neighborhood Connectivity Project in Riverdale Park, to enhance bicyclist and pedestrian connectivity to the Purple Line Transit from nearby low-to-moderate income communities.
	Congressional Earmarks (VanHollen & Cardin)	The Purple Line Neighborhood Connectivity Project in Riverdale Park, to enhance bicyclist and pedestrian connectivity to the Purple Line Transit from nearby low-to-moderate income communities.
Neighborhood Intersection Art	Asphalt Art Initiative	Incorporate art into painted intersections and on the trolley trail.
Sidewalk Connectivity	Walk, Bike, Drive Safety Improvements	Install missing sidewalks with priority given to high pedestrian traffic areas; and install painted bike path on Tanglewood Drive, Taylor Road, and Rhode Island south of Queensbury and other suitable locations.
Safe Routes to School	Safe Routes to School	Queensbury sidewalk extension and permeable pavement through MNCPPC property between Queensbury and Riverdale Road
47th to Taylor Linear Park	Department of Natural Resources	Secure funding for the construction phase of this project.
Funding	Amount	Purpose
CIP Unrestricted	\$100,000	Matching Funds

**FY2025**

**ECONOMIC RECOVERY STRATEGY FUND**

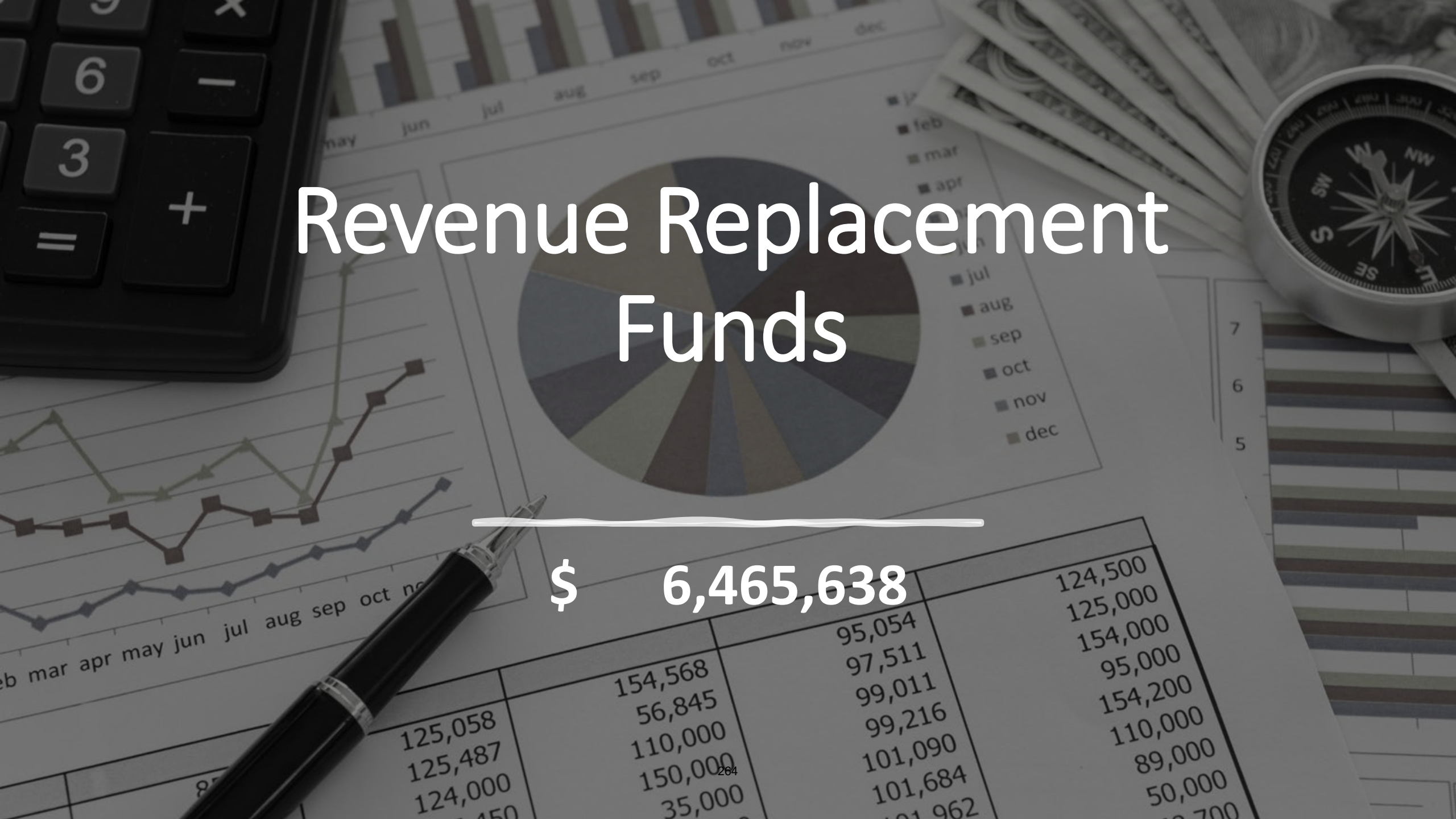
**But for ARPA**



# Revenue Replacement Funds

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\$ 6,465,638



Funding From ARPA  
Enabled The Town  
To Allocate  
Resources To The  
Following Projects.



**But For ARPA  
The Following Projects  
Would Not Have Happened**

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# Public Health

\$125,589 est.

Personal Protective Equipment  
Mask - Gloves - Testing



# Negative Economic Impacts

\$1,406,843 est.

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- Household Assistance: Food Programs
  - Farmer's Market Program
  - Food Assistance (Nonprofit)
- Household Assistance: Rent, Mortgage and Utility Aid
  - Rent/Mtg/Utility (Nonprofit)
- Household Assistance: Small Business
  - Direct Assistance to Small Business

# Infrastructure Projects

\$ 2,625,381 est.

- 11PW07 Streets and Sidewalk Improvement
- 18GG01 Municipal Center Renovations
- 20DS06 Building Demolition & Parking Lot Development
- 20PP02 Curb Ramp Improvements
- 22DS02 CDBG Funded Sidewalk Improvements
- 23NS02 Electric Charge Station

- 23PW04 DPW Building Renovations
- 23PW06 Pedestrian Walkway & Queensbury Road Security
- 24PW01 Natoli Place - Lafayette Avenue Redesign
- 24DS02 Public Wi-Fi Project
- 24PW06 Flood Mitigation - Rain Garden
- 22PW04 54th Pocket Park/ Tot Lot
- 23DS01 47th & Taylor Linear Park

# Acquisitions

\$ 1,588,186 est.

- 11PD06 Vehicle Replacements - Police
- 11PW06 Vehicle Upgrades & Replacements - DPW
- 23NS01 Vehicle Replacement - Neighborhood Services
- 20PD01 Neighborhood Safety Camera System
- 23AS01 Website Update
- 23PWD05 Traffic Signs

# Administration

## \$ 719,639 est.

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- **Support Staff**
  - ARPA Fund Manager
  - Grants Manager
  - Street Ambassadors
  - Benefits & Wages
  - Premium Pay for Essential Workers



**Economic Recovery Strategy**

	<b>Total Required Project Funding</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>Future Funds Required</b>
<b>Revenue</b>	—	—	—	3,251,882	258,482	—
Economic Development Funds	6,465,638	706,223	4,687,931	429,580	641,905	—
<b>Total Funding Sources:</b>	<b>6,465,638</b>	<b>706,223</b>	<b>4,687,931</b>	<b>3,681,462</b>	<b>900,387</b>	<b>—</b>
<b>Project Expenses</b>	<b>Total Project Cost</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>Future Project Cost</b>
Public Health	125,589.00	88,329	37,260	—	—	—
Negative Economic Impacts	1,406,843.08	547,151	437,192	285,000	137,500	—
Infrastructure/CIP	4,098,147	6,162	723,118	2,993,400	375,467	—
Revenue Replacement	115,000.00	—	115,000	—	—	—
Administration	720,059.04	64,580	123,479	144,580	387,420	—
<b>Total Project Expenditures :</b>	<b>6,465,638</b>	<b>706,223</b>	<b>1,436,049</b>	<b>3,422,980</b>	<b>900,387</b>	<b>—</b>
<b>Total End Year Balance</b>	<b>-</b>	<b>-</b>	<b>3,251,882</b>	<b>258,482</b>	<b>—</b>	<b>—</b>

**Economic Recovery Strategy  
Town of Riverdale Park**

**Public Health**

**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** High  
**Type:** Economic Development Fund  
**Useful Life:** 4 Years  
**Category:** Public Health  
**Location:** Town Hall  
**Year Submitted:** FY 2024



**Description:**

This category includes a broad range of services and programming that are needed to contain COVID-19 public health emergency.

**Justification**

The Final Rule provides a list of enumerated eligible uses for COVID-19 mitigation including, but not limited to: vaccination/testing programs, monitoring, contact tracing and public health surveillance, public health data systems, COVID-19 prevention and treatment, support for isolation and quarantine, transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations, support for prevention, mitigation or other services in congregate living facilities, public facilities, schools, small businesses, nonprofits and impacted industries, emergency operation centers and emergency response equipment (i.e. emergency response radio systems).

**Budget Impact**

Funding is available from Restricted Use Economic Recovery Strategy Funds

<b>Funding Sources</b>	<b>Total Required Project Funding</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>Future Funds Required</b>
Beginning Balance		—	—	—	—	—
Economic Development Fund	125,589	88,329	37,260	—	—	—
<b>Total Funding Sources:</b>	<b>125,589</b>	<b>88,329</b>	<b>37,260</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Project Expenditures</b>	<b>Total Project Cost</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>Future Project Cost</b>
Planned Uses:						
COVID-19 Vaccination	—	—	—	—	—	—
COVID-19 Testing	—	—	—	—	—	—
Personal Protective Equipment	125,589	88,329	37,260	—	—	—
Mental Health Services	—	—	—	—	—	—
Substance Use Services	—	—	—	—	—	—
Other Public Health Services Care packages for seniors	—	—	—	—	—	—
<b>Total Public Health Expenditures :</b>	<b>125,589</b>	<b>88,329</b>	<b>37,260</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**Economic Recovery Strategy  
Town of Riverdale Park**

**Negative Economic Impacts**

**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** High  
**Type:** Economic Development Fund  
**Useful Life:** 4 Years  
**Category:** Public Health  
**Location:** Town Hall  
**Year Submitted:** FY 2024



**Description:**

This category includes a broad range of services and programming to assist households, small businesses, nonprofits and other impacted industries.

**Justification**

The Final Rule outlines the following eligible uses of Recovery Funds to respond to the impacts of the pandemic on households and communities (non-exhaustive list): Food assistance and food banks, emergency housing assistance, health insurance coverage expansion, benefits for surviving family members who have died from COVID-19, burials, home repair and home weatherization, cash assistance, assistance in accessing and applying for public benefits or services, child care and early learning services, assistance to address the impact of early learning loss for K-12 students.

**Budget Impact**

Funding is available from Restricted Use Economic Recovery Strategy Funds

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	Future Funds Required
Beginning Balance	—	—	—	—	—	—
Economic Development Fund	1,406,843	547,151	437,192	285,000	137,500	—
<b>Total Funding Sources:</b>	<b>1,406,843</b>	<b>547,151</b>	<b>437,192</b>	<b>285,000</b>	<b>137,500</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2022	FY2023	FY2024	FY2025	Future Project Cost
Planned Uses:						
<b>Household Assistance: Food Programs</b>						
Farmer's Market Program	924,357	237,867	313,990	235,000	137,500	—
Food Assistance (Nonprofit)	201,436	103,036	98,400	—	—	—
<b>Household Assistance: Rent, Mortgage and Utility Aid</b>						
RISE	50,000	—	—	50,000	—	—
Rent/Mtg/Utility (Nonprofit)	209,802	200,000	9,802	—	—	—
<b>Household Assistance: Small Business</b>						
Direct Assistance to Small Business	21,248	6,248	15,000	—	—	—
<b>Aid to Nonprofit Organizations</b>						
Varies programs in partnership w/ nonprofits	—	—	—	—	—	—
<b>Total Negative Economic Impacts Expenditures:</b>	<b>1,406,843</b>	<b>547,151</b>	<b>437,192</b>	<b>285,000</b>	<b>137,500</b>	<b>—</b>
<b>Total End Year Balance</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**ARPA (American Rescue Plan Act)  
Town of Riverdale Park**

**Capital Improvement Projects (CIP)**

**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** High  
**Type:** Economic Development Fund  
**Useful Life:** 4 Years  
**Category:** Public Health  
**Location:** Town Hall  
**Year Submitted:** FY2022



**Description:**

This category includes a broad range of Capital Improvement Charges.

**Justification**

Economic Development Funds may be used for Infrastructure Projects.

**Budget Impact**

Funding is available from Restricted Use Economic Recovery Strategy Funds

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	Future Funds Required
Beginning Balance	—	—	—	3,251,882	258,482.22	—
Economic Development Fund	4,098,147	6,162	3,975,000	—	116,985	—
<b>Total Funding Sources:</b>	<b>4,098,147</b>	<b>6,162</b>	<b>3,975,000</b>	<b>3,251,882</b>	<b>375,467</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2022	FY2023	FY2024	FY2025	Future Project Cost
Planned Uses:						
Capital Improvement Projects and Acquisitions	4,098,147	6,162	723,118	2,993,400	375,467	—
<b>Total Capital Project Expenditures:</b>	<b>4,098,147</b>	<b>6,162</b>	<b>723,118</b>	<b>2,993,400</b>	<b>375,467</b>	<b>—</b>
<b>Total End Year Balance</b>	<b>—</b>	<b>—</b>	<b>3,251,882</b>	<b>258,482</b>	<b>—</b>	<b>—</b>

**Economic Recovery Strategy  
Town of Riverdale Park**

**Revenue Replacement**

**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** High  
**Type:** Economic Development Fund  
**Useful Life:** 4 Years  
**Category:** Public Health  
**Location:** Town Hall  
**Year Submitted:** FY 2024



**Description:**

This category includes a broad range of services, projects and programs to restore and bolster public sector capacity, which supports government’s ability to deliver critical COVID-19 services.

**Justification**

Newly offered in the final rule Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.”

**Budget Impact**

Funding is available from Restricted Use Economic Recovery Strategy Funds

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	Future Funds Required
Beginning Balance	—	—	—	—	—	—
Economic Development Fund	115,000	—	115,000	—	—	—
	—	—	—	—	—	—
<b>Total Funding Sources:</b>	<b>115,000</b>	<b>—</b>	<b>115,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2022	FY2023	FY2024	FY2025	Future Project Cost
Planned Uses:						
Provision of Government Services - Revenue Replacement	115,000	—	115,000	—	—	—
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>115,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>	<b>115,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**Economic Recovery Strategy  
Town of Riverdale Park**

**Administration**

**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** High  
**Type:** ARPA  
**Useful Life:** Economic Development Fund  
**Category:** Public Health  
**Location:** Town Hall  
**Year Submitted:** FY 2024



**Description:**

This category includes administrative costs, including payments to consultants and/or payroll to assist with the implementation of ARPA projects. This includes costs associated with effective project management, as well as legal and regulatory compliance.

**Justification**

Economic Development funds may be used for direct and indirect administrative expenses involved in administering the program.

**Budget Impact**

Funding is available from Restricted Use Economic Recovery Strategy Funds

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	Future Funds Required
Beginning Balance	—	—	—	—	—	—
Economic Development Fund	720,059	64,580	123,479	144,580	387,420	—
	—	—	—	—	—	—
<b>Total Funding Sources:</b>	<b>720,059</b>	<b>64,580</b>	<b>123,479</b>	<b>144,580</b>	<b>387,420</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2022	FY2023	FY2024	FY2025	Future Project Cost
Planned Uses:						
Administrative Expenses	341,841	64,580	123,479.04	144,580	9,202	—
Transfer to General Fund: Operating Account	378,218				378,218	
<b>Total Administration Expenditures:</b>	<b>720,059</b>	<b>64,580</b>	<b>123,479</b>	<b>144,580</b>	<b>387,420</b>	<b>—</b>
<b>Total End Year Balance</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**FY2025**

**APPENDICES**

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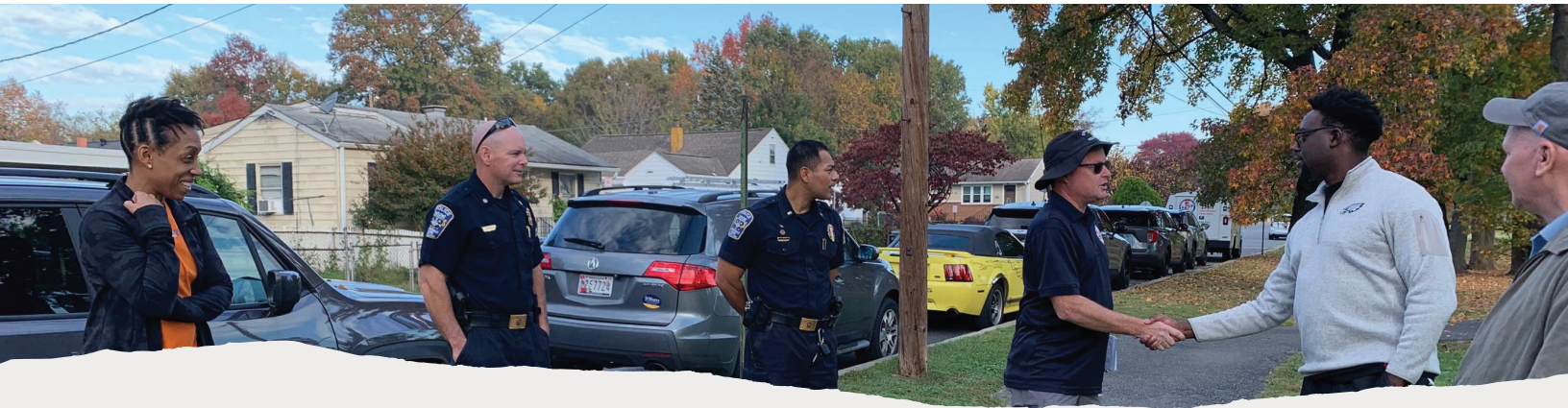
# **APPENDIX A**

# **STATE OF THE TOWN**



TOWN OF RIVERDALE PARK

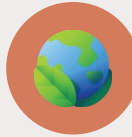
# State of the Town 2024



# Vision and Commitment Statements



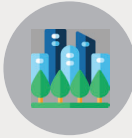
Housing and Neighborhoods



Sustainability



Business and Economic Development



Infrastructure

# Vision and Commitment Statements

- Arts & Recreation
- Community Engagement & Transparency
- Employee Development
- Transportation
- Ethical Governance
- Best practices, Technology, and Data







# Acknowledgements



# Acknowledgements

Riversdale House Museum



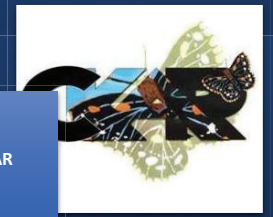
Hyattsville CDC



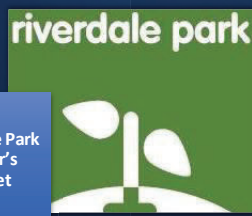
Riversdale Fire Department



CKAR



Riversdale Park Farmer's Market



Riversdale Park Arts



Faith Community Partners







# Community Focus





# Walk, Bike, Drive Safety Initiative



## **WBD Priority Projects**

- Town Center Trail and Parking Lot Redesign
- Natoli Place - Lafayette Avenue Redesign
- Queensbury Pedestrian Walkway
- Flashing Stop and Ped Crossing Signs
- Trolley Trail Lighting Project
- 47<sup>th</sup> Avenue and 48<sup>th</sup> Avenue Sidewalk Installation
- New Curb Ramps and Crosswalks



## **SS4A Potential Projects**

- Painted or raised Intersections
  - Riverdale Road at 54<sup>th</sup> Avenue
  - Riverdale Road at Tanglewood Drive
  - Riverdale Road at Taylor
  - Queensbury Crossing at Town Center
- Curb Extensions
  - Taylor at East-West Highway
- Mid-block Crosswalk
  - 54<sup>th</sup> Avenue
- Painted Bike Paths
  - Riverdale Road
- Painted Sidewalks
  - Beale Circle
  - Quintana Street
  - Patterson Street





# Walk, Bike, Drive Advisory Committee



- ✓ Established by Resolution 2024-R-04 on March 4<sup>th</sup>
- ✓ **Advisory members (8)**
  - ✓ One member with education and/or experience in transportation planning and/or urban design.
  - ✓ One member with education and/or experience in civil engineering.
  - ✓ One member with education and/or experience in public accessibility.
  - ✓ One member with education and/or experience in urban bicycling.
  - ✓ One representative from each State of Maryland Accredited primary or secondary educational institution located within the Town.
  - ✓ One resident member not requiring specific education or experience.
  - ✓ One TRP located business member not requiring specific education or experience.

## New in FY2025

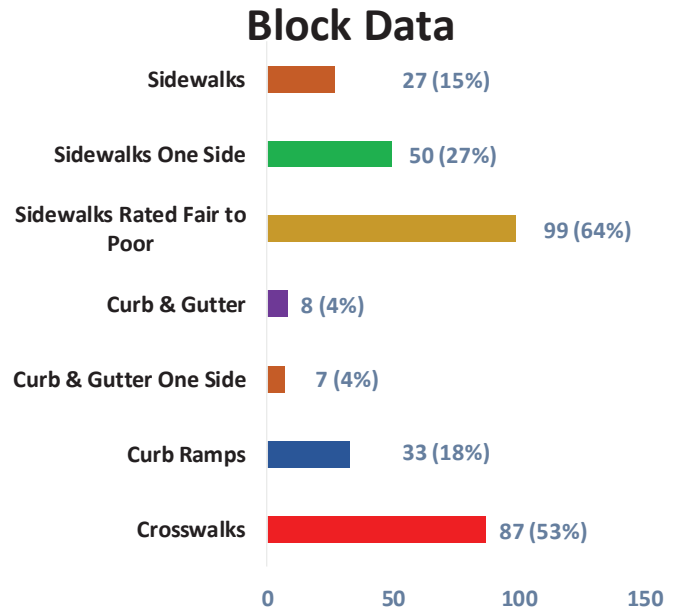
- **Enhanced Automated Enforcement**
  - Red Light Camera Enforcement
- Proposed - Addition of Residential Enforcement Districts for speed monitoring
- Automated Parking Permits & Enforcement
- Proposed- New Community Safety Specialist
- Proposed designated WBD CIP funding



# Preliminary Infrastructure Survey Results

## Survey Results Create Opportunities:

1. Target infill development and repairs
2. Prioritize improvements based on pedestrian activity
3. Complete missing infrastructure at the same time
4. Develop multi-year improvement plan
5. Share development schedule with residents



# Capital Improvement Plan (CIP)



# CIP Projects

Infrastructure  
Projects (28)

Acquisition Projects  
(9)

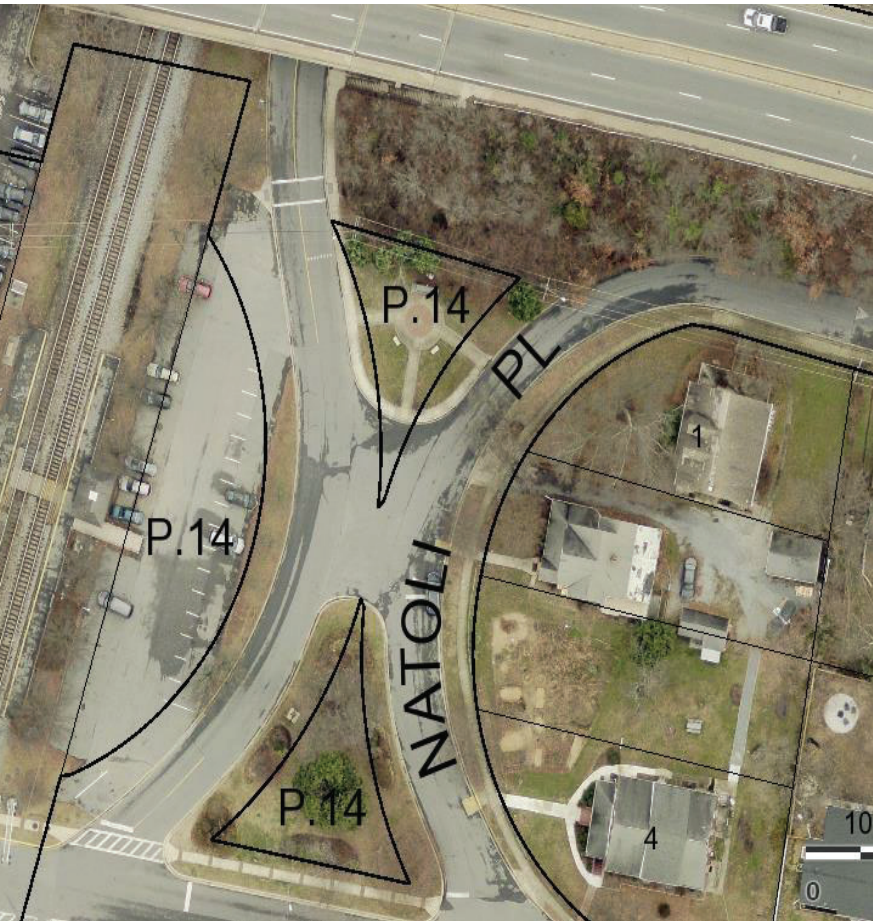
Major CIP Projects





## Town Center Trail and Parking Lot Redesign

- Project goal
- Coordinated with Natoli Place-Lafayette Avenue Project
- Project planning phase underway
  - Key stakeholders & engagement strategies
  - Opportunities to coordinate with County, State, MNCPPC, and other entities
  - Opportunities project creates
  - Identification of challenges & obstacles to overcome
  - Tentative Schedule
  - Support for existing activities
- Fully funded with State Bonds



## Natoli Place-Lafayette Avenue Redesign

- Project goal
- Coordination of planning and construction with Town Center Project
- Project planning phase underway
  - Key stakeholders & engagement strategies
  - Coordination with CSX
  - Opportunities and constraints
  - Guiding principles
  - Project schedule
- ARPA funded





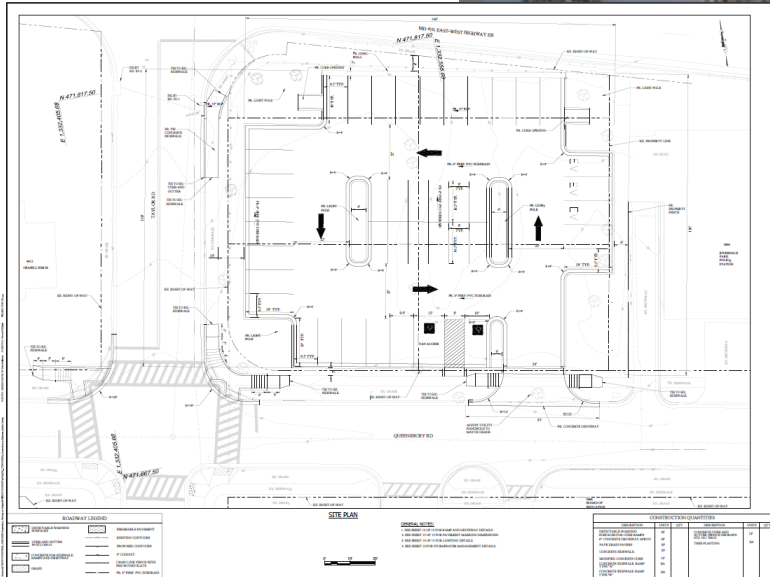
## **Municipal Center Additions and Alterations**

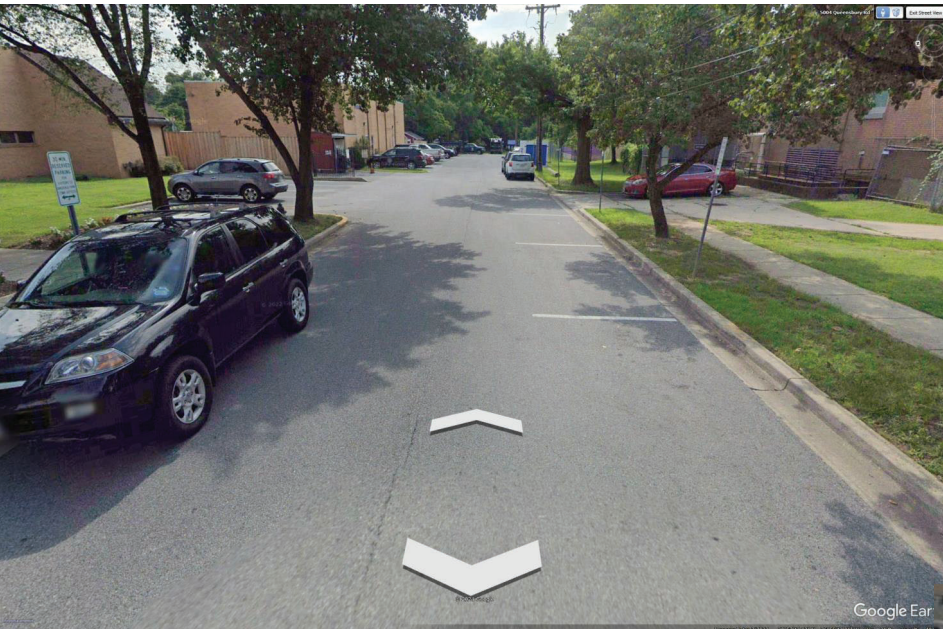
- Project goal
- Multiple funding sources
- Major additions and alterations
- Progress toward completion
- Target completion date
- Ceremonial Reopening of Town Hall



# Queensbury Parking Lot Project

- Project goal
- Design elements
  - Permeable pavement
  - EV Charging station
  - Lighting
  - Perimeter and interior landscaping
  - Accessibility ramp
  - Parking lot operations
- Permit review underway
- CIP Unrestricted and Bond funds





# Queensbury Pedestrian Walkway

- Project goal
- Design elements
  - Extended sidewalk
  - Perimeter decorative fence
  - Permeable pathway through Park Property
- Engineering scope of work
- Right of Entry from MNCPPC
- ARPA funding







RIVERDALE PARK  
PUBLIC WORKS  
DEPARTMENT

## **DPW Renovation Project**

- Project goal
- Project Design Underway
- Project Elements
  - Fire alarm system
  - Installation of women's restroom and locker room
  - Redesign of men's restroom and lock room
  - Resign of rear, east side, and east side front entrances
- ARPA Funded

# Stormwater Projects

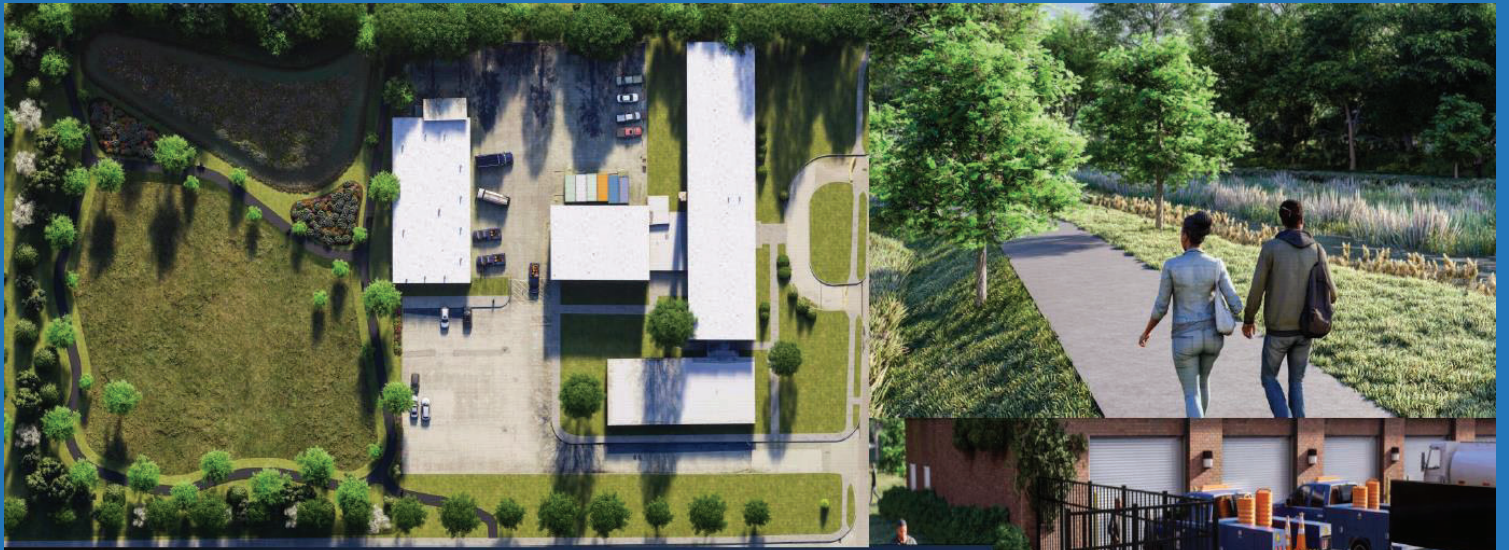
- Beale Circle Design (Bond Funded)
- Rain Garden (Town and County Funded)
- Municipal Center Bio Retention/Cistern System (County Funded)
- Town Mitigation Assistance to Residents



**6601 Baltimore Avenue**







Riverdale Park Community and Municipal Center  
6601 Baltimore Avenue, Riverdale Park, MD









## **6601 Baltimore Avenue: Stormwater**



# Sustainability



# Pollinator Gardens

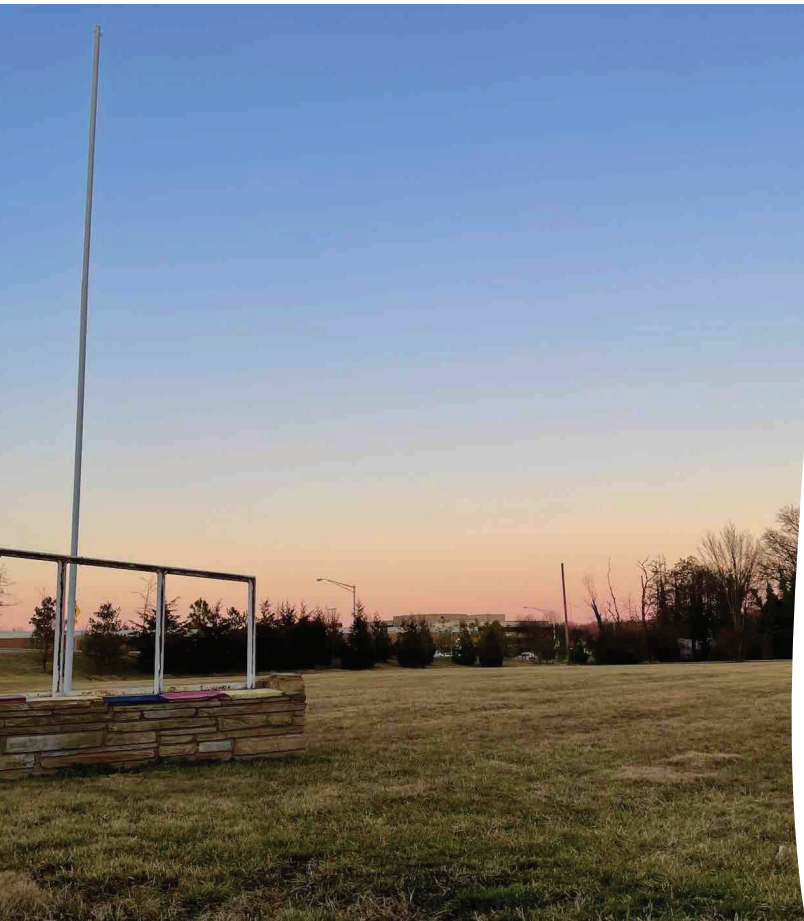
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- Rivertech Court and Lafayette Avenue
- Madison Street and 47<sup>th</sup> Avenue
- Potential new locations
  - Paper Streets/Alleys





# Community Garden and Food Forest



## **Park and Trees**

- Town-Owned Park Projects Underway
  - Adam and Emily Plummer Park
  - 54<sup>th</sup> Place Pocket Park & Tot Lot
  - 47<sup>th</sup> to Taylor Linear Park
  - Mount Rose Park
- Tree Inventory and Management Plan Underway
- Town Arborist Solicitation Underway
  - Town Price Extended to Residents
- Planned Education and Consultant Services to Property Owners





## **Alternative Revenue Sources**

- Centralized Approach (One staff person – housed in the Finance Dept)
- Applications are completed with the input of Department Heads
- All grant applications are aligned with the Town's priorities
- In coordination with the Town's budget and capital plan
- Focused on gaps in project funding
- Provides structure for uniform policies, reporting, compliance and procedures



## Grants Awarded to the Town

- Chesapeake Bay Trust / PGC Stormwater Stewardship Program \$139,540 (Public Works)
- Maryland Façade Improvement Program \$75,000 (Development Services)
- Safe Streets & Roads for All \$768,000 (Public Works)
- Connected Devices Maryland – 100 Chromebooks for Riverdale Elementary School - \$19,875 (Neighborhood Services)
- COPS Hiring Program - \$125,000 (Police Department)
- Police Recruitment & Retention - \$50,000 (Police Department)
- **Total - \$1,177,415**

# Events, Engagement, and Outreach

# Events

- Coffee with a Cop
- Earth Day Clean Up
- Trolley Trail Day
- Train Stop Tunes
- Jazz on the Lawn
- Patio Concert Series
- Walk & Talks
- Community Conversations
- Memorial Day Wreath Laying Ceremony



# Events

- Holiday Season Kick-off
- Children's Holiday Party Bags
- National Night Out
- Salsa & Salsa
- Movie Nights
- Veterans Day Ceremony
- Shop with a Cop
- Toy Drive
- Valentine's Day Luncheon at Crescent Cities







## **Future Events: FY2025 and Beyond**

- More Town events, Town sponsored events, and Town supported events
- Expand partnerships and sponsorship
- Increase volunteers
- Proposed new position







# Engagement and Outreach



Board of Code Appeals



Chief's Community Advisory Council



Ethics Commission



Green Team / Sustainability Committee



Town Seal Design Committee



TRP Board of Elections





# Committees at Work





# Communications

# Communication

- *Town Crier*
- Constant Contact
- Status and Information Report
- Social Media platforms
  - Facebook
  - Instagram
  - YouTube
  - X
- Town Website



Stay Connected With TRP - Mantengase Conectado Con TRP



@RiverdaleParkMD



@RiverdaleParkMD\_gov



@Town of Riverdale Park



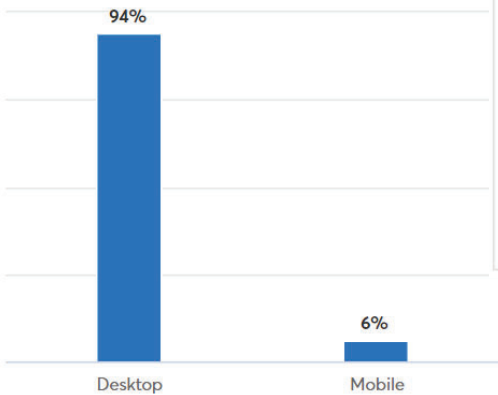
@Riverdale\_Park\_

# Communication



## Constant Contact Growth To Date

1,597 Opens

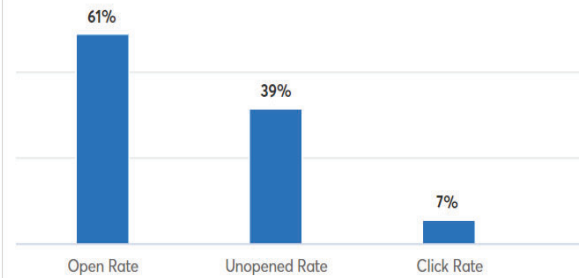


Subscribed

**972**

The number of contacts who subscribed to receive your emails.

2,792 Sends





# Programs





## Addressing Food Insecurity

4 Year Summary:

- Farmers Market Dollar Program
- \$201,436 to Non-profits to Supply Food
- Food Forest/Community Garden



## Supporting Residents

### Resident Grant Programs

- Accessory Structure Grant Program
- Residential Emergency Repair Program
- Neighborhood Safety Improvement Grant Program
- Flood Prevention and Damage Mitigation Grant Program

\$22,929 dollars were awarded in 2023





## Supporting Businesses



Grant Programs



Licensing Program





## Business Programs



Small Business Assistance Grant



Business Growth Grant



Commercial Appearance Grant



Celebrating Business Initiative



Neighborhood Safety Improvement Grant Program



Commercial Emergency Repair Program



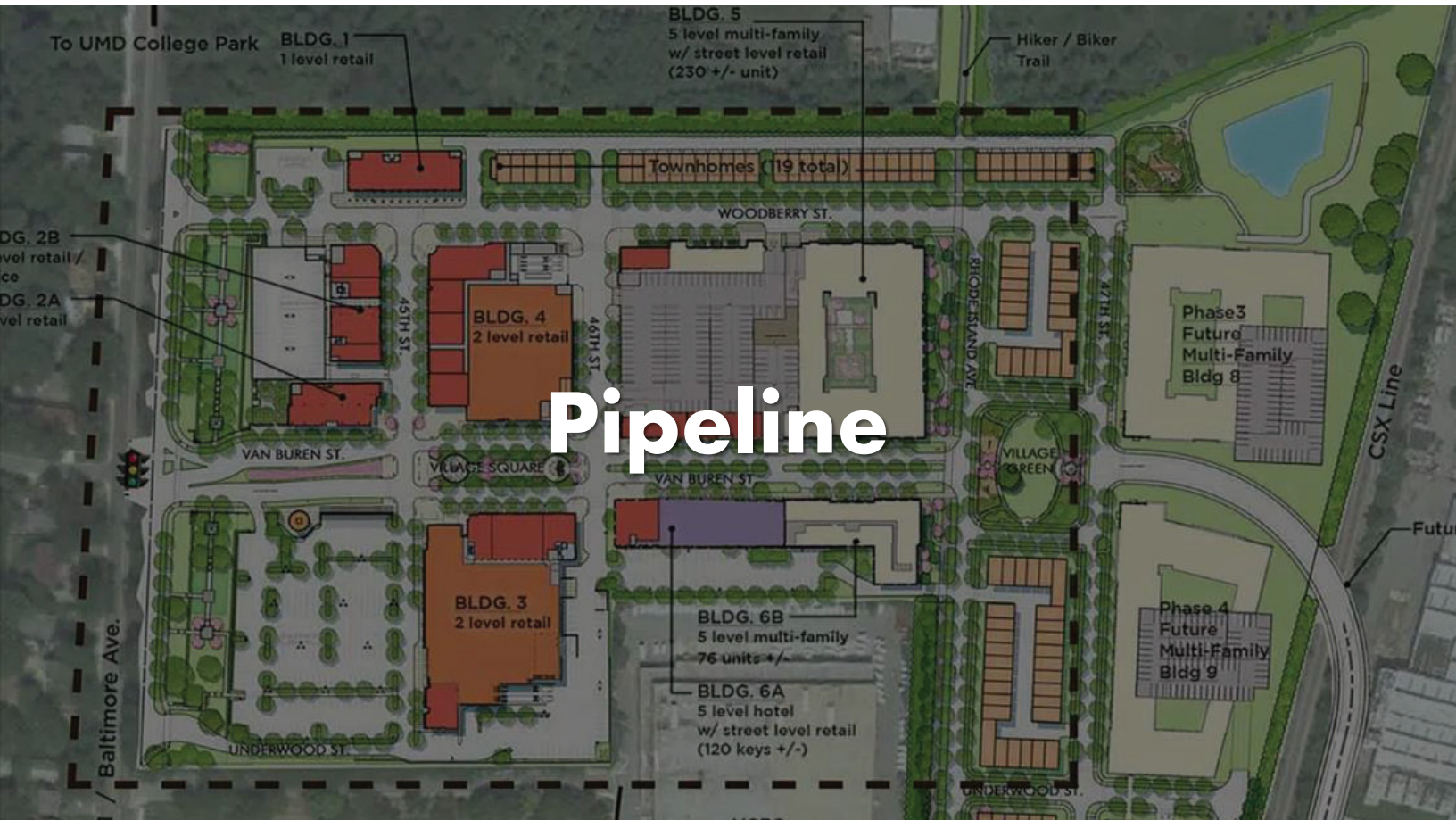
Flood Prevention and Damage Mitigation Program



# Development



# Pipeline





## Known Projects And Stages

- The Lofts
- The Chambers Project (AL KAREEM)
- Riverdale Park Station (RPS)
- Plaza Del Alamo

# Likely Redevelopment

- Riverdale Plaza Shopping Center

The property owner has share with staff future plans involving redeveloping the lot when the Purple Line station is further along.

- 6201, 6203, 6205 Natoli Place and 4709 Rittenhouse

These properties are available for sale and are advertised as a transit-oriented development opportunity.





# In-fill Development And Results

Single-family lots expecting  
redevelopment:

- 5016 Oglethorpe Street
- 5408 Quesada Road
- 5406 Quesada Road
- 5004 Ingraham Street





## Purple Line



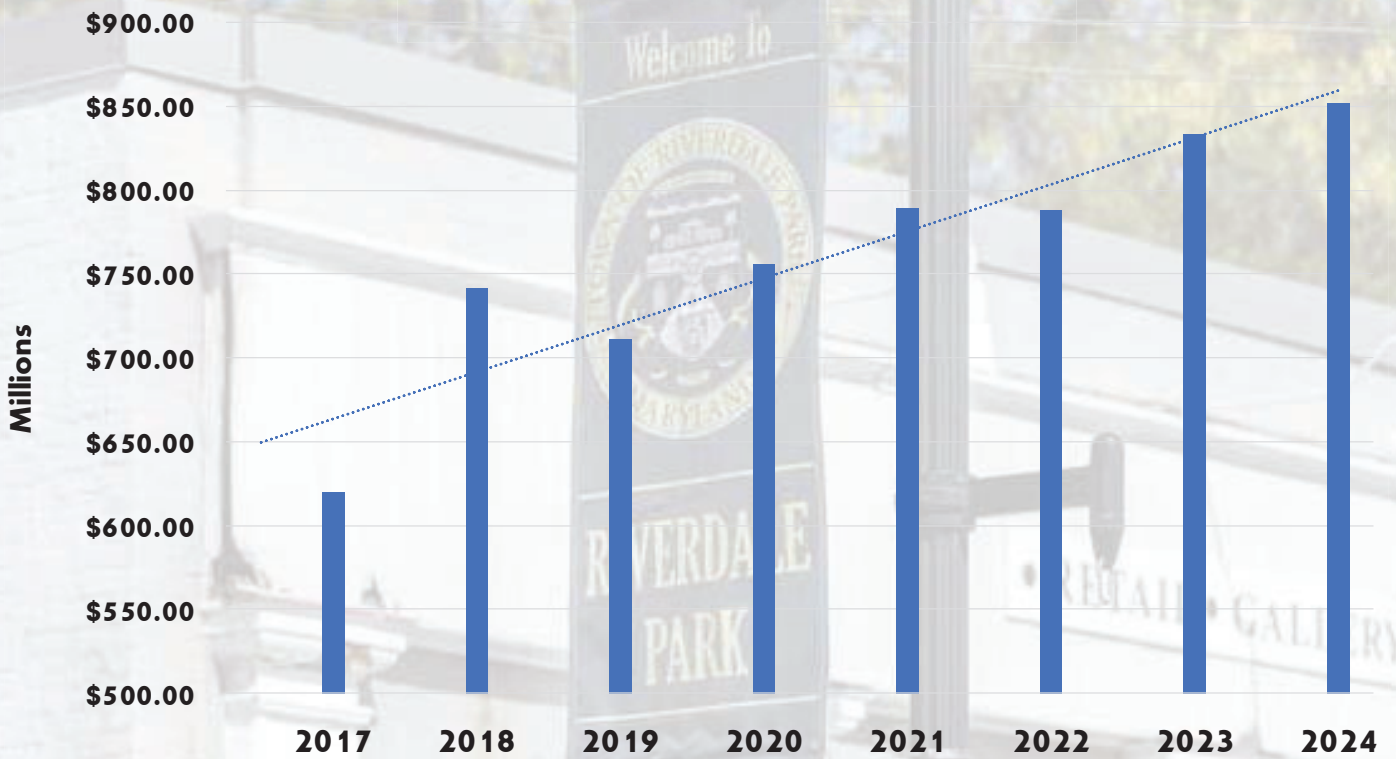


## Assessable Base

- The bulk of the Town's revenue is derived from taxes based on the assessable base.
- We have to keep the properties that are in town currently in good condition, by notifying property owners of code violations, and installing new, and maintaining existing, infrastructure to attract new development.
- New development has a significant impact on the assessable base.



# Assessable Base



Source: Constand Yield Tax Rate notices

# Assessable Base

Riverdale Park is in the reassessment area for 2025. The end of December 2024 notices should be generated with the new values to cover 2025-2027.

Year	Net Assessable Real Property Base	Difference from previous year	Percentage Growth	Inflation
2017	\$ 620,170,753.00			
2018	\$ 741,796,904.00	\$ 121,626,151.00	19.6%	2.5%
2019	\$ 710,717,537.00	\$ (31,079,367.00)	-4.2%	1.8%
2020	\$ 756,197,958.00	\$ 45,480,421.00	6.4%	1.2%
2021	\$ 789,139,419.00	\$ 32,941,461.00	4.4%	4.4%
2022	\$ 787,689,265.00	\$ (1,450,154.00)	-0.2%	6.5%
2023	\$ 833,571,585.00	\$ 45,882,320.00	5.8%	6.6%
2024	\$ 851,956,453.00	\$ 18,384,868.00	2.2%	
		Average	4.9%	3.8%

Source: Constand Yield Tax Rate notices

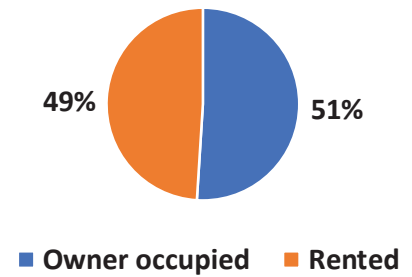
# Impact

Median Value of Owner-occupied Units: \$430,300  
Median Gross Rent: \$1,547

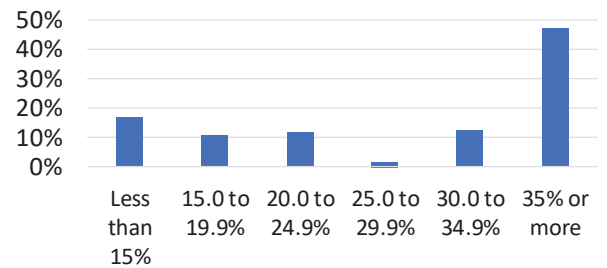
Nearly half of the renters (47.2%) spend 35% or more of their income on rent, indicating potential affordability issues.

A proportion of homeowners with mortgages (14.0%) also spend 35% or more of their income on housing.

### Housing Tenure



### Gross Rent As A Percentage Of Household Income (GRAPI)



Source: 2022 American Community Survey 5-Year Estimates

# Business Highlights

On December 8<sup>th</sup>, 2023, the Washington Commanders announced they would be relocating their business operations to Riverdale Park.

In addition to the many benefits associated with the Commanders relocating to Riverdale Park, we were pleased to learn that the move is expected to bring approximately 200 jobs to the area.





# Demographics

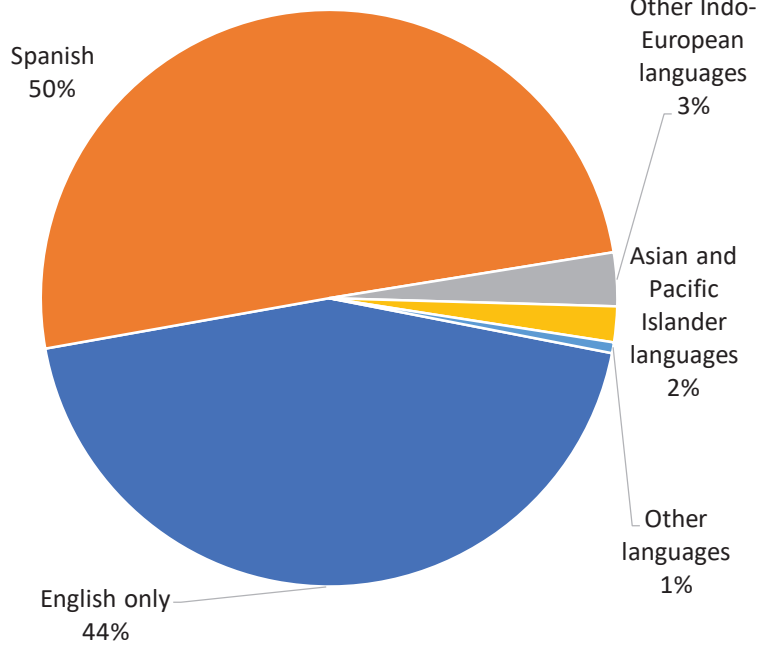
# Language Diversity in Riverdale Park

55.9% of residents speak a language other than English at home.

20.7% state average for non-English language at home.

50.2% of residents speak Spanish at home.

Language Spoken at Home



# Educational Attainment and Workforce

28.5% of residents have a Bachelor's degree or higher, compared to 43.8% in Maryland.

**68.2%**

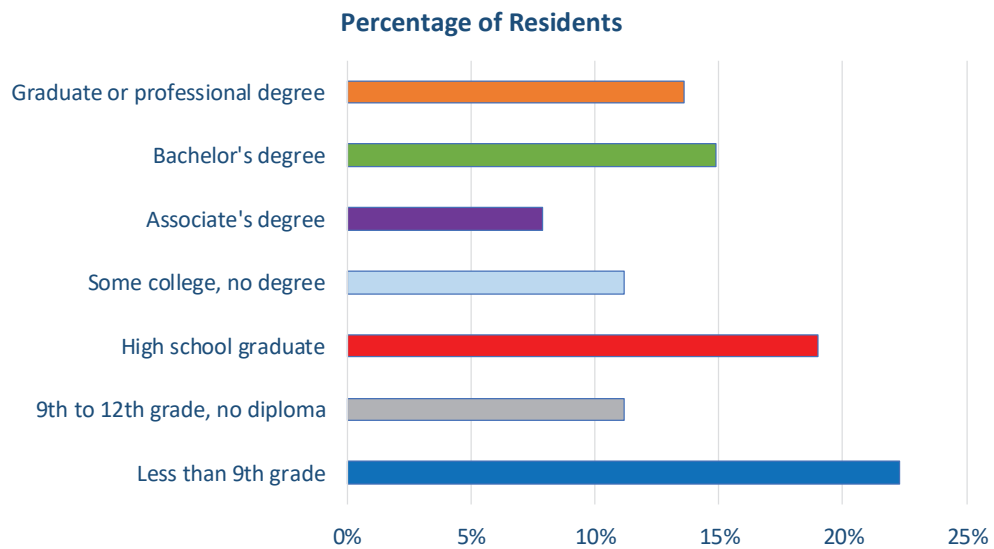
Employment Rate in Riverdale Park

**63.7%**

Employment Rate in Maryland

**60.10%**

Employment Rate in US



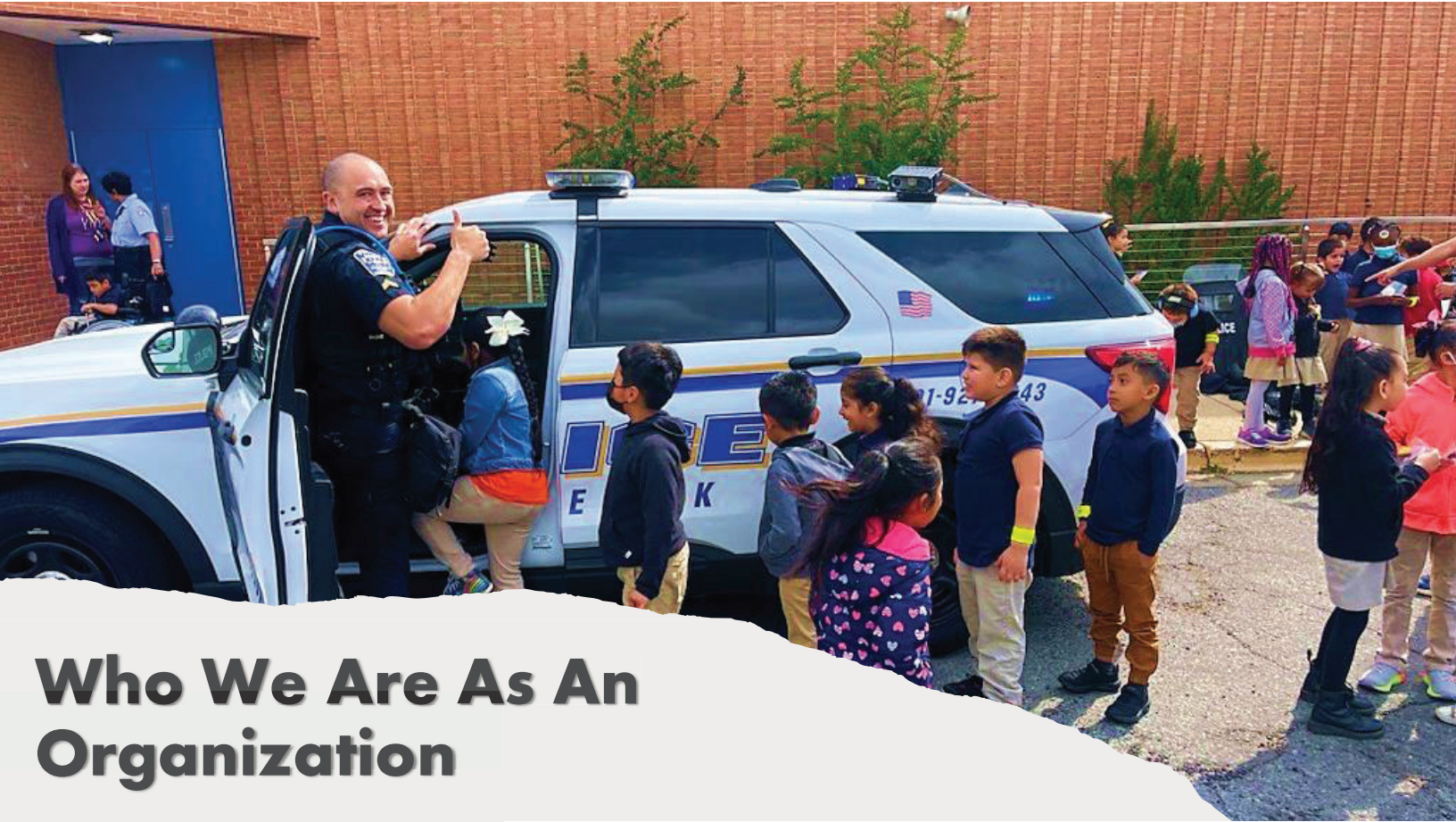
Source: 2022 American Community Survey 5-Year Estimates



# Elected Leadership

RIVERDALE PA





# Who We Are As An Organization





# Town of Riverdale Park



**8**  
Average  
Tenure YRS

**23%**  
Female

**41**  
Average Age

**77%**  
Male

## Total Employees



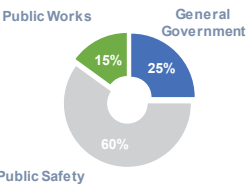
**48**  
Headcount

**52.75**  
Positions

## Employee Headcount



## Headcount by Department



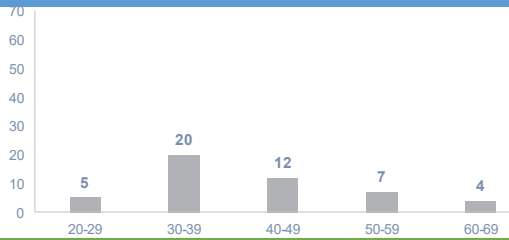
Public Safety



**35%**

\_\_\_\_\_

## Age

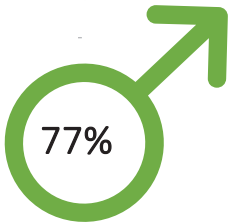


## Tenure



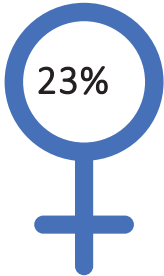
**Diversity Matters**

# Headcount Comparison Based on Gender

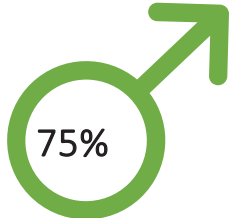


Male

EMPLOYEE

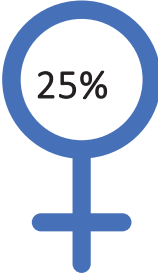


Female

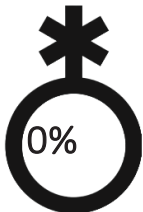


Male

LEADERSHIP TEAM



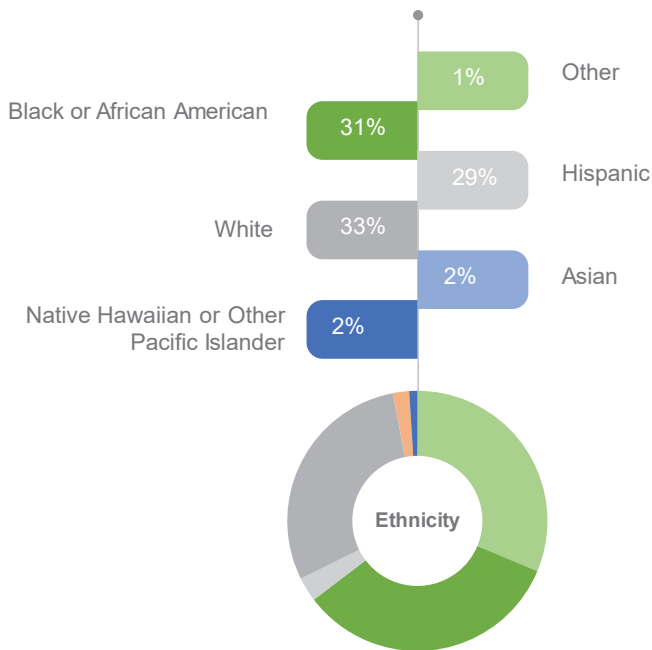
Female



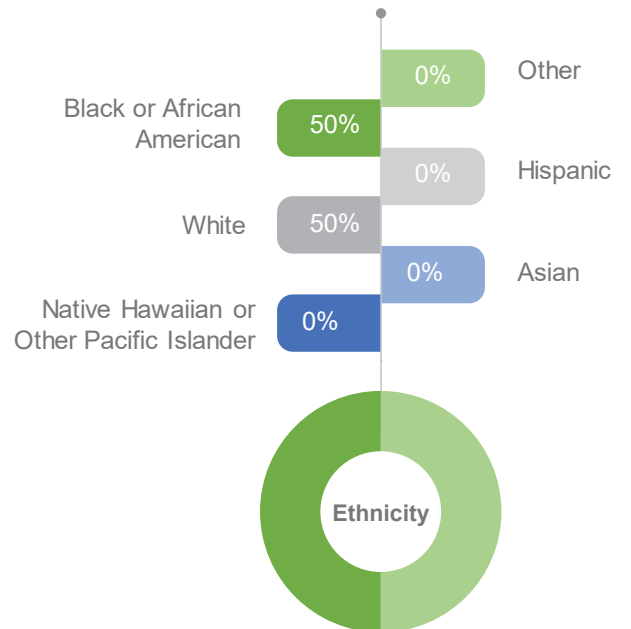
Non Binary

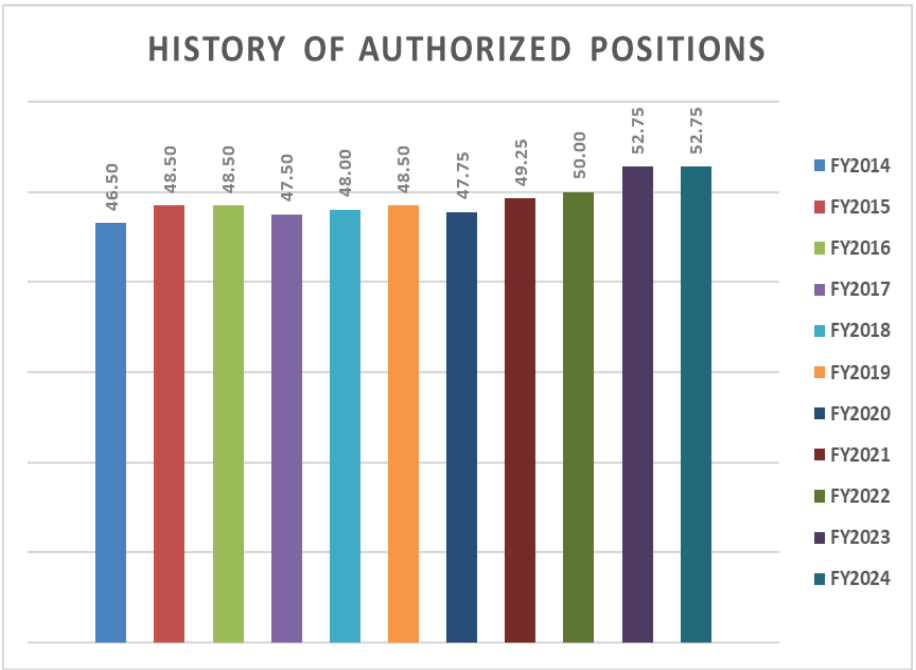
# Employee Demographics

## Employee



## Leadership Team

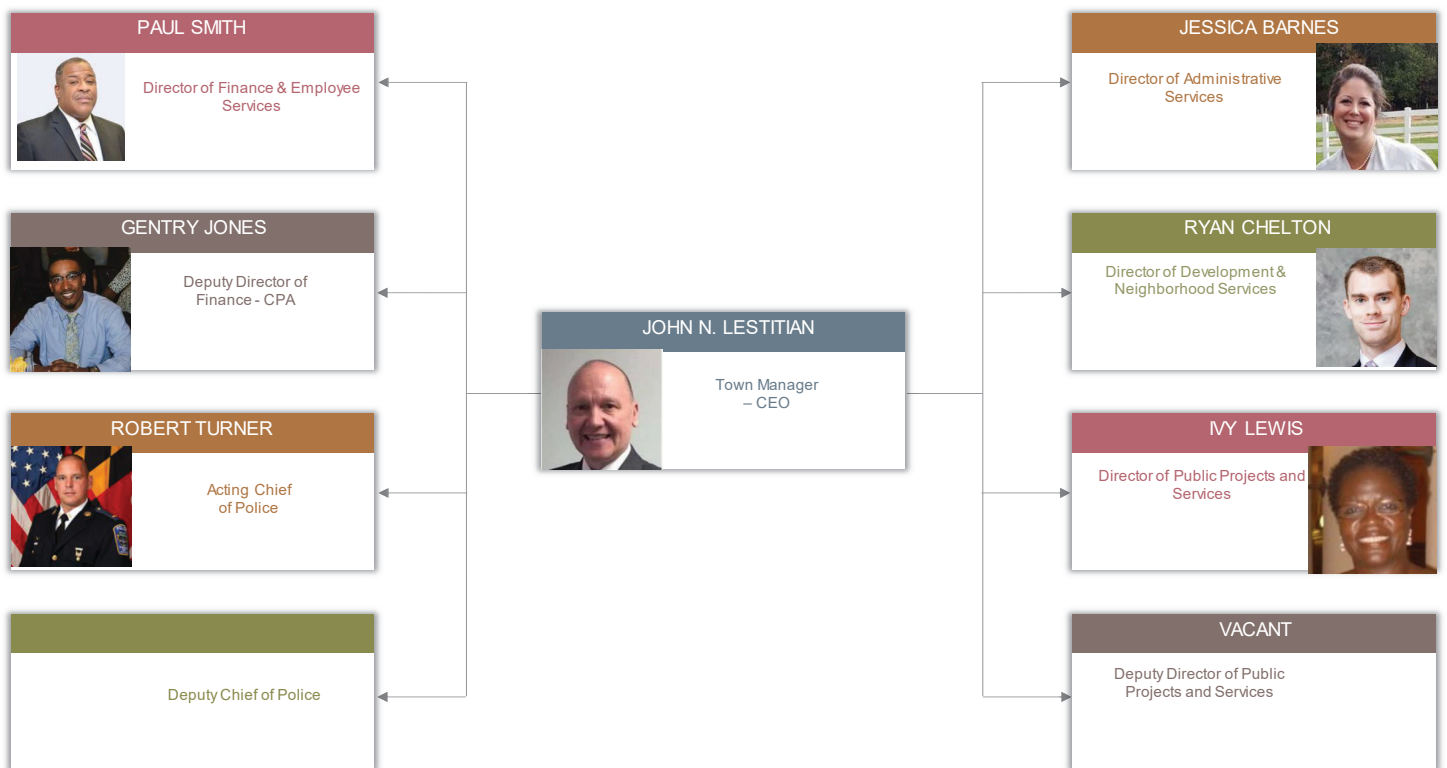




# Succession Planning



# Meet The Leadership Team





# Departments

Office of Administrative Services

Office of Development Services

Office of Employee Services

Office of Finance Services

Office of Neighborhood Services

Police Department

Department of Public Works



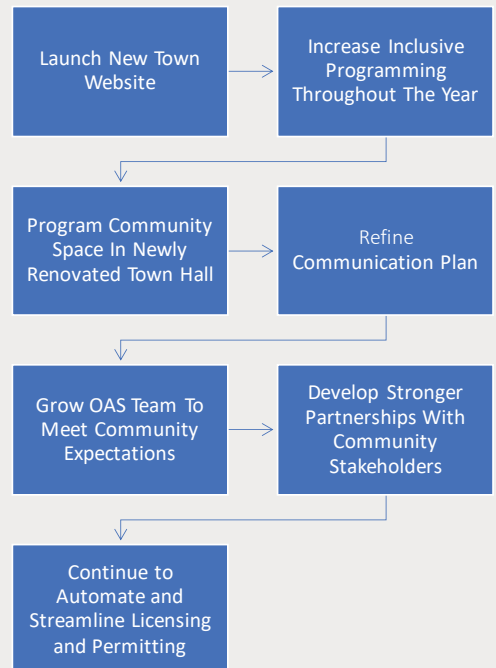


## Office of Administrative Services Accomplishments

- Coordinated and executed all Town events
- Disseminated Town-wide communications
  - Created first ever bi-lingual (printed) *Town Crier* & Implemented Constant Contact, a new bi-lingual and digital communication tool
- Coordinated and supported meetings of Mayor & Council, Ethics Commission, TRP Board of Elections, and Town Seal Design Committee
- Managed Town's responses to Maryland Public Information Act requests
- Supplied Free Notary Services to TRP Community
- Provided Town Departments with administrative support to include communications, outreach, engagement, and translation services
- Leveraged partnerships with community stakeholders to bring events and music to Town



## Office of Administrative Services Goals







## Office of Development Services Accomplishments

---

Dispersed \$263,846 to address food insecurity through the farmers market dollars program

---

Identified Town owned property for improvements

---

Secured additional grant funds

---

Coordinated with partners to install new art

---

Strengthened the Town's assessable base



## Office of Development Services Goals



Invest

Sustainable and Green Initiatives



Carry on

Broader effort to secure additional grant funds



Encourage

Local business collaboration



Increase

Local artwork and sculptures



Protect & Expand

The Town's assessable tax base



## Office of Neighborhood Services Accomplishments



Implemented proactive measures to assist in removing blighting conditions



Developing and disseminating a guide to assist businesses



Administered the recently adopted Riverdale Park Property Maintenance Code



Implemented a software system for inspections that includes a resident portal



# Office of Neighborhood Services

## Goals



Expand Digital Documentation and Record Keeping by Digitizing existing paper records



Enhance online permitting process



Increase staff efficiency through technology



Improve staff training



Expand Multilingual resources

## Office of Employee Services Accomplishments

- Launched Phase II of TRP University
- Employee Wellness Program 30% increase
- Improvement in time-to-fill, cost-per-hire, and diversity
- Updated Position Descriptions
- Implemented The Base Pay Competitive Market Review
- Established Employee Safety Committees





# Office of Employee Services Goals



## Enhance

Employee  
Wellness



## Implement

Succession  
planning for  
key roles



## Retain

Develop  
strategies  
to retain  
top talent



## Enhance

Communication  
Channels



## Decrease

Accidents in  
workplace



# Office of Finance Services Accomplishments



Distinguished Budget Award



Managed the annual budget within the allocated funds



Enhanced transparency



Budget Projection hits the mark



Presented over 36 Financial Reports to the Council and Public



ARPA Reporting & Audit



# Office of Finance Services Goals



Convert All Accounting Procedures To A Digital Form



Develop Dashboard Of Key Financial Performance Indicators



Enhance Financial Reporting



Alternative Revenue Sources (Grants)



Proposed Position





# Police Department Accomplishments

---

54% Of Staff Is Bilingual

---

Completed Crisis Intervention Training For All Sworn Staff

---

Adopted A Parking Management System

---

Educated School Children On Driver Safety & Drug Awareness

---

Community Engagement

---

Increased Foot And Bicycle Patrols

---

Launched Neighborhood Safety Cameras





# Police Department Goals





# DPW Accomplishments

- Installed the Town's first protected bike lane
- Increased flashing traffic signs to 45
  - 30 Stop signs and 15 PED Crossing signs
- Distributed 13,200 leaf bags; collected 4,200 CY
- Completed 15 road improvement projects
- Completed phase 1 Trolley trail lighting project
- Implemented brine machine using geo melt (beet juice and brine mix)
- Simplified leaf collection
- Completed preliminary infrastructure survey





## **Department of Public Works Goals**

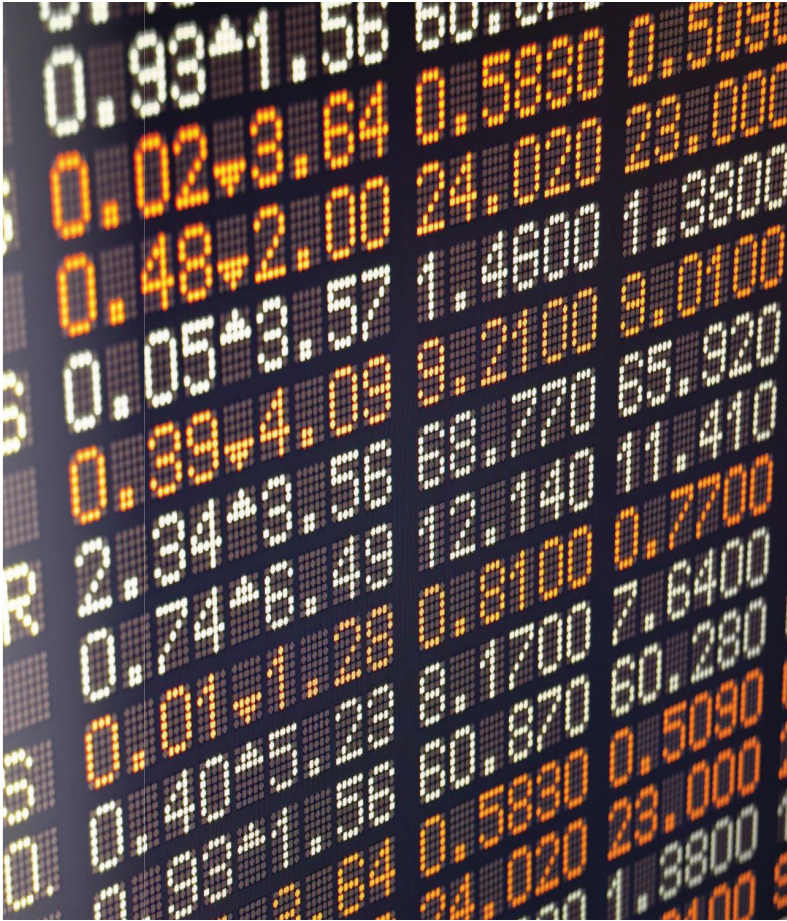
- Complete conversion of streetlights to LED 3000 Kelvins
- Map infrastructure survey results
- Continue replacement of gas-powered tools with electric-powered
- Secure on-call construction contract for road improvements projects
- Complete Walk, Bike, Drive infrastructure projects
- Outsource custodial services to all Town buildings

# Budget



# History of Tax Rate

- FY2025 Projected - TBD
- FY2024 Approved .6540
- FY2022 Approved .6540
- FY2021 Approved .6540
- FY2020 Approved .6540
- FY2019 Approved .6540
- FY2018 Approved .6540
- FY2017 Approved .6540
- FY2016 Approved .6540
- FY2015 Approved .6540
- FY2014 Approved .6540
- FY2013 Approved .6540



# Sources and Uses

## Sources

- Local Taxes
- Licenses and Permits
- Administrative Fees
- Fines and Forfeitures
- Automated Safety Programs
- Reimbursement / Rebates
- Grant
- Transfers in

## Uses

- Salary and Benefits / Overtime
- Contractual Services
- Operating Expenditures
- Weather Response Services
- Municipal Buildings
- Community Events/ Grants
- Capital Improvement Projects

# Revenue Net Operating Expenditure History

<b>FY2024 Projected</b>	<b>\$825,000</b>
<b>FY2023 Actual</b>	<b>\$1,242,000</b>
<b>FY2022 Actual</b>	<b>\$2,094,385</b>
<b>FY2021 Actual</b>	<b>\$1,804,566</b>
<b>FY2020 Actual</b>	<b>\$1,411,961</b>
<b>FY2019 Actual</b>	<b>\$730,280</b>





# FY2025 Budget

## Finding Balance





TOWN OF RIVERDALE PARK

# Q&A

# **APPENDIX B**

# **COMMON ACRONYMS**

## COMMON ACRONYMS

CAFR	Comprehensive Annual Financial Report
CALEA	Commission on Accreditation for Law Enforcement Agencies
CATV	Cable Access Television
CDBG	Community Development Block Grant
CIP	Capital Investment Program
CO	Certificate of Occupancy
DMV	Department of Motor Vehicles
EEO	Equal Employment Opportunity
EMS	Emergency Management Services
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Administration
FT	Full-time
FTE	Full-time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GO Bonds	General Obligation Bonds
GIS	Geographic Information Systems
N/A	Not Applicable
OAS	Office of Administrative Services
OPEB	Other Post Employment Benefits
OSHA	Occupational Safety and Health Act
PIL	Payment in Lieu
PIO	Public Information Officer
PO	Purchase Order
PT	Part-time
TIA	Traffic Impact Analysis
TIP	Transportation Improvement Program
TRP	Town of Riverdale Park

# **APPENDIX C**

# **GLOSSARY OF TERMS**



**Account** – A separate financial reporting unit for budgeting, management, or accounting purposes. All budgetary transactions, whether revenue or expenditure, are recorded in accounts.

**Accounts Payable** – A short term liability account reflecting amounts owed to private persons or organizations for goods and services received by the Town.

**Accounts Receivable** – An asset account reflecting amounts due from private persons or organizations for goods and services furnished by the Town.

**Accrual Basis** – The recording of the financial effects on an entity of cash transactions in the periods in which they occur rather than the periods in which the cash is received.

**Ad Valorem Taxes** – Commonly referred to as property taxes, are levied on the value of real, certain personal, and public utility property according to the property's valuation and tax rate.

**Adopted Budget** – The budget approved by the Town Council and enacted through a budget ordinance adopted on or before June 30 of each year.

**Appropriated Fund Balance** - The amount of fund balance budgeted as revenue to offset expenses that exceed current revenue.

**Appropriation** – This is the legal authorization granted by the Town Council to expend or obligate funds for specific purposes. An appropriation usually is limited in the amount and time that it may be expended. The Council appropriates annually, at the beginning of each fiscal year, by department, based upon the adopted Budget. Additional appropriations may be approved by the Council during the fiscal year by amending the Budget and appropriating the funds for expenditure.

**Assessed Value** – The value of real estate or personal property as determined by the County Tax Assessor as a basis for levying property taxes.

**Asset** – A probable future economic benefit obtained or controlled by the Town as a result of past transactions or events.

**Audit** – An examination, usually by an official or private accounting firm retained by the Town Council that reports on the accuracy of the annual financial report.

**Authorized Positions** - Employee positions that are authorized in the adopted budget to be filled during the fiscal year.

**Balanced Budget** – Occurs when planned expenditures equal anticipated revenues. In Maryland, it is a requirement that the budget submitted to the Town Council be balanced.

**Base Budget** – Those resources necessary to meet established and existing routine service levels.

**Basis of Accounting & Basis of Budgeting** – The system under which revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in accounts and reported in financial statements. It specifically relates to the timing of the measurements made.

**Bond** – a written promise to pay a designated sum of money (the principal) at a specific date in the future, along with periodic interest at a specified rate. The payment on bonds is identified as Debt Service. Bonds are generally used to obtain long-term financing for capital improvements.

**Bond Rating** – A grade indicating a governmental unit’s investment qualities. Generally speaking, the higher the bond rating, the more favorable the interest rate and the lower the cost of financing of capital projects funded by bonds. A high rating is indicative of the government’s strong financial position.

**Bond Referendum** – An election in which registered voters vote on whether the Town will be allowed to issue debt in the form of interest-bearing bonds.

**Budget** – A financial plan containing estimated expenditures and resources covering a fiscal year.

**Budget Adjustment Transfer** – the transfer of funds between line accounts within a function or across functional areas in accordance with policy. Authority is granted by Town Council to Budget Officer/Designee.

**Budget Amendment** – A revision of the adopted budget that, when approved by the Town Council, replaces the original provision. Budget amendments occur throughout the fiscal year as spending priorities shift.

**Budget Calendar** – The schedule of key dates which the Town follows in the preparation and adoption of the budget.

**Budget Document** – The official written statement prepared by the Town’s staff and presented to the Town Council containing the proposed financial plan for the fiscal year.

**Budget Message** – A written summary of the proposed budget to the Town Council which discusses major budget issues and recommendations.

**Budget Ordinance** – The official enactment by the Council establishing the legal authority for staff to obligate and expend funds.

**CAFR** – Comprehensive Annual Financial Report. The official annual report of a government.

**Capital Improvement Plan (CIP)** – A plan of proposed capital outlay to be incurred each year over a fixed number of years to meet capital needs.

**Capital Outlay** – Outlays which result in the acquisition (either new or replacement) or additions to fixed assets having a significant value (\$5,000 or more) and possessing a useful life of more than one year.

**Capital Project** – Major construction, acquisition, or renovation activities which add value to physical assets or significantly increase their useful life.

**Capital Project Fund** – A fund used to account for financial resources accumulated for the acquisition or construction of major capital facilities.

**Capital Reserve Fund** - A type of account on a municipality's balance sheet that is reserved for long-term capital investment projects or any other large and anticipated expense(s) that will be incurred in the future. This type of reserve fund is set aside to ensure that the company or municipality has adequate funding to at least partially finance the project.

**Chart of Accounts** – A chart that assigns a unique number to each type of transaction and to each budgetary unit in the organization.

**COLA** – A Cost-of-Living Adjustment is an increase in salaries to offset the adverse effect of inflation on compensation.

**Consumer Price Index (CPI)** – A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (economic inflation).

**Contingency Account** – Account in which funds are set aside for emergency and exceptional expenditures that may become necessary during the year and which have not otherwise been

provided for in the context of the annual operating budget.

**Debt Service** – Payment of interest and repayment of principal on Town debt.

**Deficit** – The amount by which expenditures exceed revenues during an accounting period.

**Department** – An organizational unit within the Town which is functionally unique in its delivery of services or activities.

**Depreciation** – Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence. The portion of the cost of a fixed asset, other than a wasting asset, charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of the cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

**Designated Fund Balance** – Monies over the years that remain unspent after all budgeted expenditures have been made, but which are reserved for specific purposes and are unavailable for appropriation.

**Effectiveness Measure** – A performance measure identifying quality or extent to which an organization is obtaining its objectives (i.e. Percentage of year waste/leaf collection points serviced on time)

**Efficiency Measure** – A performance measure identifying inputs used per unit of output, or unit of cost (i.e., Cost per ton of yard waste/leaves collected)

**Encumbrance** – The commitment of appropriated funds to purchase an item or service.

**Enterprise Fund** – A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. Operations are financed from charges to users for services provided.

**Expenditure** – The cost of goods or services whether payment has been made or not.

**Fees** – A general term used for any charge levied by the Town associated with providing a service or permitting an activity.

**Fiduciary Fund** – A special classification funded to account for assets held by the Town in a trustee capacity on behalf of outside parties, including other governments.

**Fiscal Year (FY)** – A twelve-month period which determines the time frame for financial reporting, budgeting, and accounting.

**Fixed Assets** – Long-lived tangible assets obtained or controlled as a result of past transactions, events, or circumstances.

**Fund** – A fiscal entity with revenues and expenses that are segregated for the purpose of accounting for an activity(s) with common objectives.

**Fund Balance** – The excess of the assets of a fund over its liabilities.

**GAAP** – Generally accepted accounting principles. A uniform minimum standard used by state and local governments for financial recording and reporting; established by the accounting profession through the Governmental Accounting Standards Board.

**General Fund** – A fund that accounts for most of the basic government services such as public safety, streets and highways, sanitation, parks and recreation, and general government services.

**General Obligation Bonds** – Bonds issued by a government entity which are backed by its full faith, credit, and unlimited taxing authority.

**Goal** – a statement of Council direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given time period.

**Grants** – Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity or facility.

**In Lieu of Taxes** – A contribution by benefactors of Town services who are tax exempt.

**Interest** – Compensation for the use of borrowed money, generally expressed as an annual percentage of the principal amount.

**Interfund Transfers** – The movement of moneys between funds of the same governmental entity.

**Interfund Loan** - The loan of moneys between funds of the same governmental entity for cash flow purposes with full intent to reimburse.

**Intergovernmental Revenue** – Revenue received from another government for general purposes or special intent.

**Lease** – A contract for temporary use of equipment or facilities at a negotiated price.

**Levy** – To impose taxes for the support of government services and activities.

**Liabilities** – Probable future sacrifices of economic benefits arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events.

**Mission** – A broad statement outlining the Town's purpose for existing.

**Modified Accrual Basis** – A method for accounting for the receipt and expenditure of funds whereby revenues are recorded when they become measurable and available and expenditures are recorded when the liability is incurred.

**Moody's Investor Service** – A recognized bond rating agency.

**Net Bonded Debt** – The amount calculated as gross bonded debt less debt service monies available at year-end less debt payable from Enterprise Revenues, which ultimately equates to amounts to be repaid through property taxes.

**Objective** – a statement of specific direction, purpose or intent to be accomplished by staff within a program.

**Per Capita Debt** – The amount of the Town's debt divided by the population. It is used as an indication of credit position by reference to the proportionate debt borne per resident.

**Performance Measurement** – Any systematic attempt to learn how responsive a government's services are to the needs of constituents through the use of standards, workload indicators, etc....

**Personnel Expenses** – Cost of salaries, wages, and fringe benefits such as employer's share of social security contributions, retirement expenses, and health and life insurance payments.

**Proprietary Funds** – A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. Operations are financed from charges to users for services provided. Also referred to as an Enterprise Fund.

**Resources** – Assets that can be used to fund expenditures such as property taxes, charges for services, beginning fund balances, or working capital.

**Revenue** – A term used to represent actual or expected income to a specific fund.

**Resources** – Assets that can be used to fund expenditures such as property taxes, charges for services, beginning fund balances, or working capital.

**Resources** – Assets that can be used to fund expenditures such as property taxes, charges for services, beginning fund balances, or working capital.

**Revenue** – A term used to represent actual or expected income to a specific fund.

**Retirement Healthcare Fund (OPEB)** – A legal trust fund having been established to account for the collection of assets to be expended for medical coverage for retired Riverdale Park employees up to the age of Medicare eligibility.

**Special Revenue Fund** – Funds that are set aside to pay for large expenditure items. The fund provides a means to provide consistent funding from General Fund without competition with other community investment projects or increasing debt.

**Standard & Poor's Corporation** – A recognized bond rating agency.

**Structurally Balanced Budget** – A balanced budget that supports financial sustainability for multiple years into the future.

**Surplus** – The amount by which revenues exceed expenditures.

**Tax Base** – The total assessed valuation of real property within the Town.

**Tax Levy** – The product when the tax rate is multiplied by assessed values.

**Tax Rate** – The amount per \$100 of property valuation that is levied for the support of government services or activities.

**Transfer** – An appropriation to or from another fund. A transfer is the movement of money from one fund to another to wholly or partially support the functions of the receiving fund.

**Unencumbered Balance** – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

**Unassigned Fund Balance** – That portion of resources, which at year's end, exceeded requirements and has not been assigned to some future time for a specific project or use. Money in the unassigned fund balance is not in the Budget and therefore has not been appropriated for expenditure. However, those funds are available for use if the need arises in accordance with Town Policy.

**Workload Measure** – A performance measure identifying how much or how many products or services were produced (ex. Number of yard waste/leaf collection points served).

# APPENDIX D

# TIF BOND PROJECT

**Calvert Tract  
Town of Riverdale Park, Maryland**

**TIF Bond Projection No. 11**

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*Bond Projections*

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*Tax Increment Projections*

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**Calvert Tract  
Town of Riverdale Park, Maryland**

**TIF Bond Projection No. 11**

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**Calvert Tract  
Town of Riverdale Park, Maryland**

*Bond Projections*

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

Schedule I: Sources and Uses of Funds and Bond Issuance Assumptions

	Bond Proceeds	Percent
Sources of funds:		
Total bond proceeds	\$3,622,281	100.0%
Interest earned in the improvement fund	\$0	0.0%
<b>Total sources of funds</b>	<b>\$3,622,281</b>	<b>100.0%</b>
Total uses of funds:		
Public improvements drawn	\$3,422,281	94.5%
Issuance costs <sup>1</sup>	\$200,000	5.5%
Underwriter Discount	\$0	0.0%
Capitalized interest	\$0	0.0%
Reserve fund	\$0	0.0%
Rounding	\$0	0.0%
<b>Total uses of funds</b>	<b>\$3,622,281</b>	<b>100.0%</b>

*Assumptions:*

Maturity	19.74 years
Interest only	1.74 years
Amortization	18 years

Bond coupon rate 7.00%

Reinvestment rates:

Reserve fund	NA
Improvement fund	NA
Capitalized interest account	NA

Date bonds issued 17-Sep-15

Dates payments due:

Interest	December 15 and June 15
Principal	June 15

Capitalized interest:

Interest funded through	NA
Months interest funded	NA

*MuniCap, Inc.*

*10-Oct-22*

<sup>1</sup>Assumes of the total estimated \$400,000 related to issuance costs, provided by Calvert Tract, LLC, \$200,000 is allocated to the County Special Taxing District Bonds and \$200,000 is allocated to the Town Tax Increment Financing Bonds.

**Calvert Tract  
Town of Riverdale Park, Maryland**

**Schedule II: Debt Service Projections**

Date	Principal	Interest Rate	Interest	Gross Debt Service Payments	Gross Annual Debt Service Payments	Capitalized Interest	Reserve Fund Income	Administrative Expenses	Net Annual Debt Service
15-Dec-22			\$106,724	\$106,724					
15-Jun-22	\$147,000	7.00%	\$106,724	\$253,724	\$360,447		\$0	\$10,213	\$370,660
15-Dec-22			\$101,579	\$101,579			\$0		
15-Jun-23	\$157,000	7.00%	\$101,579	\$258,579	\$360,157		\$0	\$10,417	\$370,574
15-Dec-23			\$96,084	\$96,084			\$0		
15-Jun-24	\$168,000	7.00%	\$96,084	\$264,084	\$360,167		\$0	\$10,625	\$370,793
15-Dec-24			\$90,204	\$90,204			\$0		
15-Jun-25	\$180,000	7.00%	\$90,204	\$270,204	\$360,407		\$0	\$10,838	\$371,245
15-Dec-25			\$83,904	\$83,904			\$0		
15-Jun-26	\$193,000	7.00%	\$83,904	\$276,904	\$360,807		\$0	\$11,055	\$371,862
15-Dec-26			\$77,149	\$77,149			\$0		
15-Jun-27	\$206,000	7.00%	\$77,149	\$283,149	\$360,297		\$0	\$11,276	\$371,573
15-Dec-27			\$69,939	\$69,939			\$0		
15-Jun-28	\$221,000	7.00%	\$69,939	\$290,939	\$360,877		\$0	\$11,501	\$372,379
15-Dec-28			\$62,204	\$62,204			\$0		
15-Jun-29	\$236,000	7.00%	\$62,204	\$298,204	\$360,407		\$0	\$11,731	\$372,139
15-Dec-29			\$53,944	\$53,944			\$0		
15-Jun-30	\$253,000	7.00%	\$53,944	\$306,944	\$360,887		\$0	\$11,966	\$372,853
15-Dec-30			\$45,089	\$45,089			\$0		
15-Jun-31	\$270,000	7.00%	\$45,089	\$315,089	\$360,177		\$0	\$12,205	\$372,383
15-Dec-31			\$35,639	\$35,639			\$0		
15-Jun-32	\$289,000	7.00%	\$35,639	\$324,639	\$360,277		\$0	\$12,449	\$372,727
15-Dec-32			\$25,524	\$25,524			\$0		
15-Jun-33	\$310,000	7.00%	\$25,524	\$335,524	\$361,047		\$0	\$12,698	\$373,746
15-Dec-33			\$14,674	\$14,674			\$0		
15-Jun-34	\$331,000	7.00%	\$14,674	\$345,674	\$360,347		\$0	\$12,952	\$373,300
15-Dec-34			\$3,089	\$3,089			\$0		
15-Jun-35	\$88,250	7.00%	\$3,089	\$91,338	\$94,427		\$0	\$13,211	\$107,638
<b>Total</b>	<b>\$3,049,250</b>		<b>\$1,731,485</b>	<b>\$4,780,734</b>	<b>\$4,780,734</b>	<b>\$0</b>	<b>\$0</b>	<b>\$163,138</b>	<b>\$4,943,872</b>

MuniCap, Inc.

10-Oct-22

**Calvert Tract  
Town of Riverdale Park, Maryland**

*Tax Increment Projections*

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

Schedule III: Summary of Development

Property Type	Estimated Date of Completion	Property Area <sup>1</sup>				Assessed Value <sup>2</sup>			Total Assessed Value
		Units	GSF Per Unit/Room	GSF	Rooms	Per Unit	Per GSF	Per Room	
<b>Existing development<sup>3</sup></b>									
<i>Commercial</i>									
Retail	2017	-	-	135,633	-	-	\$235	-	\$31,902,493
Office	2019	-	-	15,583	-	-	\$235	-	\$3,665,307
Sub-total commercial				151,216					\$35,567,800
<i>Residential</i>									
Rental - apartments									
Building 5	2021	229	968	221,750	-	\$199,211	\$206	-	\$45,619,400
Sub-total rental apartments		229		221,750					\$45,619,400
For sale - townhomes	2019	119	1,965	233,788	-	\$488,020	\$248	-	\$58,074,400
Sub-total residential		348		455,538					\$103,693,800
<i>Total existing development</i>		348		606,754					\$139,261,600
<b>Future development</b>									
<i>Commercial</i>									
Hotel	2025	-	540	64,810	120	-	\$169	\$91,043	\$10,925,194
Sub-total commercial				64,810	120				\$10,925,194
<i>Residential</i>									
Rental - apartments									
Building 6B	2025	76	1,000	76,000	-	\$215,485	\$215	-	\$16,376,872
Building 7	2026	266	1,000	266,000	-	\$215,485	\$215	-	\$57,319,051
Buildings 8 & 9	2029	285	1,000	285,000	-	\$215,485	\$215	-	\$61,413,269
Sub-total rental apartments		627		627,000					\$135,109,191
Sub-total residential		627		627,000					\$135,109,191
<i>Total future development</i>		627		691,810	120				\$146,034,385
<b>Total development</b>		<b>975</b>		<b>1,298,564</b>	<b>120</b>				<b>\$285,295,985</b>

MuniCap, Inc.

10-Oct-22

<sup>1</sup>Future development square footage provided by Calvert Tract, LLC. See Schedule IX for existing development.

<sup>2</sup>See Schedule IV. Assessed value is equal to 100% of market value.

<sup>3</sup>Values represent the actual assessed values as reported by the State Department of Assessment and Taxation for tax year beginning July 1, 2021. See Schedule IX.

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

Schedule IV: Comparison of Valuation Methods<sup>1</sup>

Property Type	Comparables <sup>2</sup>	Income Capitalization <sup>3</sup>	Sales Prices <sup>4</sup>	Actual Values <sup>5</sup>
<b>Commercial</b>				
<i>Retail</i>				
Per GSF	-	-	-	<u><b>\$235.21</b></u>
<i>Office</i>				
Per GSF	-	-	-	<u><b>\$235.21</b></u>
<i>Hotel</i>				
Per Room	<u><b>\$91,043</b></u>	\$123,534	-	-
Per GSF	\$166.99	\$228.73	-	-
<b>Residential</b>				
<i>Apartments- existing</i>				
Per Unit	\$187,319	\$337,095	-	<u><b>\$199,211</b></u>
Per GSF	\$168.91	\$348.12	-	-
<i>Apartments - future</i>				
Per Unit	\$187,319	\$337,095	-	<u><b>\$215,485</b></u>
Per GSF	\$168.91	\$348.12	-	-
<i>For Sale - Townhomes</i>				
Per Unit	-	-	\$390,000	<u><b>\$488,020</b></u>
Per GSF	-	-	\$198.51	\$248.41

MuniCap, Inc.

10-Oct-22

<sup>1</sup>Valuation approach chosen for each type of development is underlined and shown in bold and italics.

<sup>2</sup>See Schedules V-A and V-B.

<sup>3</sup>See Schedules VI-A and VI-B.

<sup>4</sup>Provided by Calvert Tract, LLC.

<sup>5</sup>See Schedule IX. Office and retail values represent the average value for all developed commercial parcels. **Additional information needed on actual value breakdown.**

**Calvert Tract  
Town of Riverdale Park, Maryland**

**Schedule V-A: Calculation of Market Value - Comparables (Commercial)<sup>1</sup>**

Property Type	Year Built/Reno. <sup>2</sup>	Address	Municipality	Assessed Value			Area		Assessed Value	
				Land	Improvement	Total	GSF	Rooms <sup>2</sup>	Per GSF	Per Room
<i>Hotel</i>										
Greenbelt Marriott	1985	6400 Ivy Lane	Greenbelt	\$4,360,800	\$10,670,500	\$15,031,300	221,750	191	\$68	\$78,698
Courtyard Marriott	1991/2010	6301 Golden Triangle	Greenbelt	\$2,692,000	\$9,290,100	\$11,982,100	79,867	152	\$150	\$78,830
Hampton Inn Bowie	1999	15202 Major Lansdale Boulevard	Bowie	\$2,752,900	\$8,153,700	\$10,906,600	46,896	103	\$233	\$105,889
TownePlace Suite Bowie Town Center	2005	3700 Town Center Boulevard	Bowie	\$5,206,600	\$6,783,400	\$11,990,000	55,102	119	\$218	\$100,756
Average value PGSF/room									\$167	<b><u>\$91,043</u></b>

MuniCap, Inc.

10-Oct-22

<sup>1</sup>Information illustrated for each property based on information provided by Maryland State Department of Assessments and Taxation. Value chosen is underlined and shown in bold and italics.

<sup>2</sup>Source: CoStar.

**Calvert Tract  
Town of Riverdale Park, Maryland**

**Schedule V-B: Calculation of Market Value - Comparables (Residential)<sup>1</sup>**

Property Type	Year Built	Address	Municipality	Assessed Value				Area		Assessed Value		
				Land	Improvement	Total		GSF	Units <sup>2</sup>	Per GSF	Per Unit	
						As Is	Adjusted				As Is	Adjusted
<i>Apartments</i>												
Pilot House At Riverdale (existing project apartments) <sup>3</sup>	2021	4650 Van Buren Street	Riverdale Park	\$3,875,900	\$41,743,500	\$45,619,400	\$49,346,100	216,000	229	\$211	<u>\$199,211</u>	<u>\$215,485</u>
Summerfield at Morgan Metro	2011	8100 Gibbs Way	Landover	\$2,744,200	\$88,260,100	\$91,004,300	-	-	478	-	\$190,386	-
Emerson at Cherry Lane	2007	14700 4th Street	Laurel	\$12,876,300	\$63,823,700	\$76,700,000	-	605,800	445	\$127	\$172,360	-
Average value PGSF/unit										\$169	\$187,319	-

MuniCap, Inc.

10-Oct-22

<sup>1</sup>Information illustrated for each property based on information provided by Maryland State Department of Assessments and Taxation. Value chosen for each type of development is underlined and shown in bold and italics.

<sup>2</sup>Source: CoStar.

<sup>3</sup>Adjusted value represents value at stabilization (7/1/2024).



***Calvert Tract  
Town of Riverdale Park, Maryland***

**Schedule VI-A: Calculation of Market Value - Income Capitalization  
(Hotel)**

	Hotel
<i>Income Capitalization</i>	
Square feet <sup>1</sup>	64,810
Number of rooms <sup>1</sup>	120
Average daily rate per room <sup>2</sup>	\$105.00
Gross annual income	\$38,325
Assumed occupancy rate <sup>2</sup>	70.0%
Effective gross income per room	\$26,828
Assumed expense ratio <sup>3</sup>	53.4%
Less: assumed expenses	(\$14,326)
Net operating income per room	\$12,502
Capitalization rate <sup>4</sup>	8.80%
Tax rate <sup>4</sup>	1.32%
Overall cap rate	10.12%
Total estimated value per room	\$123,534

*MuniCap, Inc.*

*10-Oct-22*

<sup>1</sup>See Schedule III.

<sup>2</sup>Provided by Calvert Tract, LLC.

<sup>3</sup>Represents the expense ratio for all U.S. hotels, excluding property taxes, as reported in the *STR HOST 2017 U.S. Hotel Operating Statistics Study Report for the Year 2016*.

<sup>4</sup>The Maryland Department of Assessments and Taxation uses a fully-loaded capitalization rate, which is reflected by adding the real property tax rate to the market capitalization rate. As a result, real property taxes are netted out of the assumed expenses shown above. The cap rate assumes a 8.8% base market rate plus real property tax rates of \$0.654 (Town of Riverdale Park), \$0.874 (Prince George's County), \$0.112 (State of Maryland), \$0.2790 (National Capital Park and Planning Commission), \$0.054 (Stormwater/Chesapeake Bay Water Quality) and \$0.026 (Washington Suburban Transit Commission) per \$100. Market cap rate represents the YTD cap rate based on market pricing trends, as reported in the *CoStar Maryland South/East Hospitality Submarket Report*. Real property tax rates used represent the rate for fiscal year 2021-2022 as reported by *Prince George's County Office of Finance*.

***Calvert Tract  
Town of Riverdale Park, Maryland***

**Schedule VI-B: Calculation of Market Value - Income Capitalization  
(Residential)**

	Apartment
Rent per net SF <sup>1</sup>	\$2.64
Net square feet <sup>1</sup>	900
Monthly rent per unit	\$2,376
Annual rent per unit	\$28,512
Vacancy rate <sup>1</sup>	6.60%
Less: vacancy	(\$1,882)
Effective rent per unit	\$26,630
Expense ratio	21.04%
Less: expenses <sup>2</sup>	(\$6,000)
Net operating income per unit	\$20,630
Capitalization rate <sup>3</sup>	4.80%
Tax rate <sup>3</sup>	1.32%
Overall cap rate	6.12%
Market value per unit	\$337,095
Market value per net SF	\$374.55
Market value per gross SF	\$348.12

*MuniCap, Inc.*

*10-Oct-22*

<sup>1</sup>Source: CoStar. Represents data for the Pilot House at Riverdale, the existing project apartments.

<sup>2</sup>Assumed by MuniCap. **Additional information needed.**

<sup>3</sup>The Maryland Department of Assessments and Taxation uses a fully-loaded capitalization rate, which is reflected by adding the real property tax rate to the market capitalization rate. As a result, real property taxes are netted out of the assumed expenses shown above. The cap rate assumes a 4.80% base market rate plus real property tax rates of \$0.654 (Town of Riverdale Park), \$0.874 (Prince George's County), \$0.112 (State of Maryland), \$0.2790 (National Capital Park and Planning Commission), \$0.054 (Stormwater/Chesapeake Bay Water Quality) and \$0.026 (Washington Suburban Transit Commission) per \$100. Market cap rate represents the YTD cap rate based on market pricing trends, as reported in the *CoStar Hyattsville Multifamily Submarket Report*. Real property tax rates used represent the rate for fiscal year 2021-2022 as reported by *Prince George's County Office of Finance*.

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

Schedule VII-A: Projected Absorption - Commercial<sup>1</sup>

Development Year Ending	Tax Year Beginning	Hotel			
		(Rooms)		(GSF)	
		Annual	Cumulative	Annual	Cumulative
31-Dec-22	1-Jul-23	0	0	0	0
31-Dec-23	1-Jul-24	0	0	0	0
31-Dec-24	1-Jul-25	0	0	0	0
31-Dec-25	1-Jul-26	120	120	64,810	64,810
31-Dec-26	1-Jul-27	0	120	0	64,810
31-Dec-27	1-Jul-28	0	120	0	64,810
31-Dec-28	1-Jul-29	0	120	0	64,810
31-Dec-29	1-Jul-30	0	120	0	64,810
31-Dec-30	1-Jul-31	0	120	0	64,810
31-Dec-31	1-Jul-32	0	120	0	64,810
31-Dec-32	1-Jul-33	0	120	0	64,810
31-Dec-33	1-Jul-34	0	120	0	64,810
31-Dec-34	1-Jul-35	0	120	0	64,810
31-Dec-35	1-Jul-36	0	120	0	64,810
31-Dec-36	1-Jul-37	0	120	0	64,810
31-Dec-37	1-Jul-38	0	120	0	64,810
31-Dec-38	1-Jul-39	0	120	0	64,810
31-Dec-39	1-Jul-40	0	120	0	64,810
31-Dec-40	1-Jul-41	0	120	0	64,810
31-Dec-41	1-Jul-42	0	120	0	64,810
<b>Total</b>		<b>120</b>		<b>64,810</b>	

MuniCap, Inc.

10-Oct-22

<sup>1</sup>Provided by Calvert Tract, LLC.

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

Schedule VII-B: Projected Absorption - Residential<sup>1</sup>

Development Year	Tax Year	Rental - Apartments											
		Building 6B				Building 7				Buildings 8 & 9			
		(Units)		(GSF)		(Units)		(GSF)		(Units)		(GSF)	
Ending	Beginning	Annual	Cumulative	Annual	Cumulative	Annual	Cumulative	Annual	Cumulative	Annual	Cumulative	Annual	Cumulative
31-Dec-22	1-Jul-23	0	0	0	0	0	0	0	0	0	0	0	0
31-Dec-23	1-Jul-24	0	0	0	0	0	0	0	0	0	0	0	0
31-Dec-24	1-Jul-25	0	0	0	0	0	0	0	0	0	0	0	0
31-Dec-25	1-Jul-26	76	76	76,000	76,000	0	0	0	0	0	0	0	0
31-Dec-26	1-Jul-27	0	76	0	76,000	266	266	266,000	266,000	0	0	0	0
31-Dec-27	1-Jul-28	0	76	0	76,000	0	266	0	266,000	0	0	0	0
31-Dec-28	1-Jul-29	0	76	0	76,000	0	266	0	266,000	0	0	0	0
31-Dec-29	1-Jul-30	0	76	0	76,000	0	266	0	266,000	285	285	285,000	285,000
31-Dec-30	1-Jul-31	0	76	0	76,000	0	266	0	266,000	0	285	0	285,000
31-Dec-31	1-Jul-32	0	76	0	76,000	0	266	0	266,000	0	285	0	285,000
31-Dec-32	1-Jul-33	0	76	0	76,000	0	266	0	266,000	0	285	0	285,000
31-Dec-33	1-Jul-34	0	76	0	76,000	0	266	0	266,000	0	285	0	285,000
31-Dec-34	1-Jul-35	0	76	0	76,000	0	266	0	266,000	0	285	0	285,000
31-Dec-35	1-Jul-36	0	76	0	76,000	0	266	0	266,000	0	285	0	285,000
31-Dec-36	1-Jul-37	0	76	0	76,000	0	266	0	266,000	0	285	0	285,000
31-Dec-37	1-Jul-38	0	76	0	76,000	0	266	0	266,000	0	285	0	285,000
31-Dec-38	1-Jul-39	0	76	0	76,000	0	266	0	266,000	0	285	0	285,000
31-Dec-39	1-Jul-40	0	76	0	76,000	0	266	0	266,000	0	285	0	285,000
31-Dec-40	1-Jul-41	0	76	0	76,000	0	266	0	266,000	0	285	0	285,000
31-Dec-41	1-Jul-42	0	76	0	76,000	0	266	0	266,000	0	285	0	285,000
<b>Total</b>		<b>76</b>		<b>76,000</b>		<b>266</b>		<b>266,000</b>		<b>285</b>		<b>285,000</b>	

MuniCap, Inc.

10-Oct-22

<sup>1</sup> Provided by Calvert Tract, LLC.

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

**Schedule VIII-A: Projected Assessed Value - Commercial**

Development Year Ending	Tax Year Beginning	Inflation Factor <sup>1</sup>	Hotel				
			Building 6A				Total Assessed Value
			Rooms <sup>2</sup>	Value Per Room <sup>3</sup>	Phase-In Percentage <sup>4</sup>	Phased-In Value Per Room	
31-Dec-22	1-Jul-23	100.0%	0	\$91,043	0%	\$0	\$0
31-Dec-23	1-Jul-24	103.0%	0	\$93,775	0%	\$0	\$0
31-Dec-24	1-Jul-25	106.1%	0	\$96,588	0%	\$0	\$0
31-Dec-25	1-Jul-26	109.3%	120	\$99,485	80%	\$79,588	\$9,550,604
31-Dec-26	1-Jul-27	112.6%	120	\$102,470	93%	\$95,297	\$11,435,654
31-Dec-27	1-Jul-28	115.9%	120	\$105,544	100%	\$105,544	\$12,665,294
31-Dec-28	1-Jul-29	119.4%	120	\$108,710	100%	\$108,710	\$13,045,253
31-Dec-29	1-Jul-30	123.0%	120	\$111,972	100%	\$111,972	\$13,436,611
31-Dec-30	1-Jul-31	126.7%	120	\$115,331	100%	\$115,331	\$13,839,709
31-Dec-31	1-Jul-32	130.5%	120	\$118,791	100%	\$118,791	\$14,254,900
31-Dec-32	1-Jul-33	134.4%	120	\$122,355	100%	\$122,355	\$14,682,547
31-Dec-33	1-Jul-34	138.4%	120	\$126,025	100%	\$126,025	\$15,123,024
31-Dec-34	1-Jul-35	142.6%	120	\$129,806	100%	\$129,806	\$15,576,714
31-Dec-35	1-Jul-36	146.9%	120	\$133,700	100%	\$133,700	\$16,044,016
31-Dec-36	1-Jul-37	151.3%	120	\$137,711	100%	\$137,711	\$16,525,336
31-Dec-37	1-Jul-38	155.8%	120	\$141,842	100%	\$141,842	\$17,021,096
31-Dec-38	1-Jul-39	160.5%	120	\$146,098	100%	\$146,098	\$17,531,729
31-Dec-39	1-Jul-40	165.3%	120	\$150,481	100%	\$150,481	\$18,057,681
31-Dec-40	1-Jul-41	170.2%	120	\$154,995	100%	\$154,995	\$18,599,411
31-Dec-41	1-Jul-42	175.4%	120	\$159,645	100%	\$159,645	\$19,157,394

MuniCap, Inc.

10-Oct-22

<sup>1</sup>Assumes an annual inflation rate of 3%. Inflation rate accounts for annual increasing assessed value.

<sup>2</sup>See Schedule VII-A.

<sup>3</sup>See Schedule III.

<sup>4</sup>Assumes property is initially assessed at 80% of its full market value with the remaining value phased-in over a three year period.

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

**Schedule VIII-B: Projected Assessed Value - Residential**

Development Year Ending	Tax Year Beginning	Inflation Factor <sup>1</sup>	Rental - Apartments										
			Building 6B					Building 7					
			Units <sup>2</sup>	Value Per Unit <sup>3</sup>	Phase-In Percentage <sup>4</sup>	Phased-In Value Per Unit	Projected Assessed Value	Units <sup>2</sup>	Value Per Unit <sup>3</sup>	Phase-In Percentage <sup>4</sup>	Phased-In Value Per Unit	Projected Assessed Value	
31-Dec-22	1-Jul-23	100.0%	0	\$215,485	0%	\$0	\$0	\$0	0	\$215,485	0%	\$0	\$0
31-Dec-23	1-Jul-24	103.0%	0	\$221,950	0%	\$0	\$0	\$0	0	\$221,950	0%	\$0	\$0
31-Dec-24	1-Jul-25	106.1%	0	\$228,608	0%	\$0	\$0	\$0	0	\$228,608	0%	\$0	\$0
31-Dec-25	1-Jul-26	109.3%	76	\$235,466	80%	\$188,373	\$14,316,360	\$0	0	\$235,466	0%	\$0	\$0
31-Dec-26	1-Jul-27	112.6%	76	\$242,530	93%	\$225,553	\$17,142,051	\$17,142,051	266	\$242,530	80%	\$194,024	\$51,610,477
31-Dec-27	1-Jul-28	115.9%	76	\$249,806	100%	\$249,806	\$18,985,283	\$18,985,283	266	\$249,806	93%	\$232,320	\$61,797,095
31-Dec-28	1-Jul-29	119.4%	76	\$257,301	100%	\$257,301	\$19,554,841	\$19,554,841	266	\$257,301	100%	\$257,301	\$68,441,944
31-Dec-29	1-Jul-30	123.0%	76	\$265,020	100%	\$265,020	\$20,141,486	\$20,141,486	266	\$265,020	100%	\$265,020	\$70,495,202
31-Dec-30	1-Jul-31	126.7%	76	\$272,970	100%	\$272,970	\$20,745,731	\$20,745,731	266	\$272,970	100%	\$272,970	\$72,610,058
31-Dec-31	1-Jul-32	130.5%	76	\$281,159	100%	\$281,159	\$21,368,103	\$21,368,103	266	\$281,159	100%	\$281,159	\$74,788,360
31-Dec-32	1-Jul-33	134.4%	76	\$289,594	100%	\$289,594	\$22,009,146	\$22,009,146	266	\$289,594	100%	\$289,594	\$77,032,011
31-Dec-33	1-Jul-34	138.4%	76	\$298,282	100%	\$298,282	\$22,669,420	\$22,669,420	266	\$298,282	100%	\$298,282	\$79,342,971
31-Dec-34	1-Jul-35	142.6%	76	\$307,230	100%	\$307,230	\$23,349,503	\$23,349,503	266	\$307,230	100%	\$307,230	\$81,723,260
31-Dec-35	1-Jul-36	146.9%	76	\$316,447	100%	\$316,447	\$24,049,988	\$24,049,988	266	\$316,447	100%	\$316,447	\$84,174,958
31-Dec-36	1-Jul-37	151.3%	76	\$325,941	100%	\$325,941	\$24,771,488	\$24,771,488	266	\$325,941	100%	\$325,941	\$86,700,207
31-Dec-37	1-Jul-38	155.8%	76	\$335,719	100%	\$335,719	\$25,514,632	\$25,514,632	266	\$335,719	100%	\$335,719	\$89,301,213
31-Dec-38	1-Jul-39	160.5%	76	\$345,790	100%	\$345,790	\$26,280,071	\$26,280,071	266	\$345,790	100%	\$345,790	\$91,980,250
31-Dec-39	1-Jul-40	165.3%	76	\$356,164	100%	\$356,164	\$27,068,473	\$27,068,473	266	\$356,164	100%	\$356,164	\$94,739,657
31-Dec-40	1-Jul-41	170.2%	76	\$366,849	100%	\$366,849	\$27,880,528	\$27,880,528	266	\$366,849	100%	\$366,849	\$97,581,847
31-Dec-41	1-Jul-42	175.4%	76	\$377,855	100%	\$377,855	\$28,716,944	\$28,716,944	266	\$377,855	100%	\$377,855	\$100,509,302

MuniCap, Inc.

10-Oct-22

<sup>1</sup>Assumes an annual inflation rate of 3%. Inflation rate accounts for annual increasing assessed value.

<sup>2</sup>See Schedule VII-B.

<sup>3</sup>See Schedule III.

<sup>4</sup>Assumes property is initially assessed at 80% of its full market value with the remaining value phased-in over a three year period.

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

Schedule VIII-B: Projected Assessed Value - Residential, continued

Development Year Ending	Tax Year Beginning	Inflation Factor <sup>1</sup>	Rental - Apartments					Total Residential Projected Assessed Value
			Buildings 8 & 9					
			Units <sup>2</sup>	Value Per Unit <sup>3</sup>	Phase-In Percentage <sup>4</sup>	Phased-In Value Per Unit	Projected Assessed Value	
31-Dec-22	1-Jul-23	100.0%	0	\$215,485	0%	\$0	\$0	\$0
31-Dec-23	1-Jul-24	103.0%	0	\$221,950	0%	\$0	\$0	\$0
31-Dec-24	1-Jul-25	106.1%	0	\$228,608	0%	\$0	\$0	\$0
31-Dec-25	1-Jul-26	109.3%	0	\$235,466	0%	\$0	\$0	\$14,316,360
31-Dec-26	1-Jul-27	112.6%	0	\$242,530	0%	\$0	\$0	\$68,752,529
31-Dec-27	1-Jul-28	115.9%	0	\$249,806	0%	\$0	\$0	\$80,782,378
31-Dec-28	1-Jul-29	119.4%	0	\$257,301	0%	\$0	\$0	\$87,996,785
31-Dec-29	1-Jul-30	123.0%	285	\$265,020	80%	\$212,016	\$60,424,459	\$151,061,148
31-Dec-30	1-Jul-31	126.7%	285	\$272,970	93%	\$253,862	\$72,350,737	\$165,706,526
31-Dec-31	1-Jul-32	130.5%	285	\$281,159	100%	\$281,159	\$80,130,386	\$176,286,849
31-Dec-32	1-Jul-33	134.4%	285	\$289,594	100%	\$289,594	\$82,534,298	\$181,575,455
31-Dec-33	1-Jul-34	138.4%	285	\$298,282	100%	\$298,282	\$85,010,326	\$187,022,718
31-Dec-34	1-Jul-35	142.6%	285	\$307,230	100%	\$307,230	\$87,560,636	\$192,633,400
31-Dec-35	1-Jul-36	146.9%	285	\$316,447	100%	\$316,447	\$90,187,455	\$198,412,402
31-Dec-36	1-Jul-37	151.3%	285	\$325,941	100%	\$325,941	\$92,893,079	\$204,364,774
31-Dec-37	1-Jul-38	155.8%	285	\$335,719	100%	\$335,719	\$95,679,871	\$210,495,717
31-Dec-38	1-Jul-39	160.5%	285	\$345,790	100%	\$345,790	\$98,550,268	\$216,810,589
31-Dec-39	1-Jul-40	165.3%	285	\$356,164	100%	\$356,164	\$101,506,776	\$223,314,906
31-Dec-40	1-Jul-41	170.2%	285	\$366,849	100%	\$366,849	\$104,551,979	\$230,014,353
31-Dec-41	1-Jul-42	175.4%	285	\$377,855	100%	\$377,855	\$107,688,538	\$236,914,784

MuniCap, Inc.

10-Oct-22

<sup>1</sup>Assumes an annual inflation rate of 3%. Inflation rate accounts for annual increasing assessed value.

<sup>2</sup>See Schedule VII-B.

<sup>3</sup>See Schedule III.

<sup>4</sup>Assumes property is initially assessed at 80% of its full market value with the remaining value phased-in over a three year period.

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

Schedule IX: Assessed Values as of July 1, 2021<sup>1</sup>

Account Identifier	Municipality	SF	Total Acreage	Land Use	Assessed Value		
					Land	Improvements	Total
<b>Commercial<sup>2</sup></b>							
195548543	Riverdale	49,274	-	Market	-	-	-
	Riverdale	6,500	-	Office	-	-	-
		55,774	4.9405		\$5,380,200	\$8,330,700	\$13,710,900
195548645	Riverdale	8,042	1.0155	Retail Store	\$1,203,800	\$1,117,700	\$2,321,500
195548656	Riverdale	15,947	-	Restaurant	-	-	-
	Riverdale	9,083	-	Office	-	-	-
		25,030	2.0680		\$2,252,000	\$8,569,300	\$10,821,300
195548667	Riverdale	62,370	1.5321	Retail Store	\$1,668,400	\$7,045,700	\$8,714,100
195548942	Riverdale	-	1.7542	Commercial	\$764,100	\$0	\$764,100
Subtotal commercial		151,216					\$36,331,900
<b>Rental</b>							
195548931	Riverdale	-	3.5592	Residential	\$1,550,300	\$44,069,100	\$45,619,400
195549401	Riverdale	-	2.9709	Residential	\$1,294,100	\$0	\$1,294,100
195549412	Riverdale	-	2.3741	Residential	\$1,034,100	\$0	\$1,034,100
195550080	Riverdale	-	-	Residential	\$487,300	\$0	\$487,300
Subtotal rental							\$48,434,900
<b>For Sale Townhomes</b>							
195548587	Riverdale	2,428	-	Town House	\$100,000	\$455,900	\$555,900
195548598	Riverdale	1,116	-	Town House	\$100,000	\$373,200	\$473,200
195548601	Riverdale	1,116	-	Town House	\$100,000	\$351,300	\$451,300
195548612	Riverdale	1,116	-	Town House	\$100,000	\$378,800	\$478,800
195548623	Riverdale	992	-	Town House	\$100,000	\$346,200	\$446,200
195548634	Riverdale	1,240	-	Town House	\$100,000	\$455,900	\$555,900
195548691	Riverdale	1,240	-	Town House	\$100,000	\$455,900	\$555,900
195548703	Riverdale	992	-	Town House	\$100,000	\$352,000	\$452,000
195548714	Riverdale	1,116	-	Town House	\$100,000	\$348,100	\$448,100
195548725	Riverdale	1,116	-	Town House	\$100,000	\$377,100	\$477,100
195548736	Riverdale	1,116	-	Town House	\$100,000	\$348,100	\$448,100
195548747	Riverdale	1,116	-	Town House	\$100,000	\$378,600	\$478,600
195548758	Riverdale	1,116	-	Town House	\$100,000	\$351,100	\$451,100
195548760	Riverdale	1,116	-	Town House	\$100,000	\$375,400	\$475,400
195548771	Riverdale	1,116	-	Town House	\$100,000	\$350,100	\$450,100
195548782	Riverdale	992	-	Town House	\$100,000	\$348,100	\$448,100
195548793	Riverdale	1,240	-	Town House	\$100,000	\$453,300	\$553,300
195548805	Riverdale	1,240	-	Town House	\$100,000	\$455,400	\$555,400
195548816	Riverdale	992	-	Town House	\$100,000	\$348,100	\$448,100
195548827	Riverdale	1,116	-	Town House	\$100,000	\$379,500	\$479,500
195548838	Riverdale	1,116	-	Town House	\$100,000	\$379,500	\$479,500
195548840	Riverdale	1,116	-	Town House	\$100,000	\$373,100	\$473,100
195548851	Riverdale	992	-	Town House	\$100,000	\$380,200	\$480,200
195548862	Riverdale	992	-	Town House	\$100,000	\$353,000	\$453,000
195548873	Riverdale	1,116	-	Town House	\$100,000	\$379,500	\$479,500
195548884	Riverdale	1,116	-	Town House	\$100,000	\$378,100	\$478,100
195548895	Riverdale	1,116	-	Town House	\$100,000	\$379,500	\$479,500
195548907	Riverdale	992	-	Town House	\$100,000	\$353,000	\$453,000
195548918	Riverdale	992	-	Town House	\$100,000	\$378,000	\$478,000
195548920	Riverdale	1,116	-	Town House	\$100,000	\$422,200	\$522,200
195549013	Riverdale	1,116	-	Town House	\$100,000	\$374,900	\$474,900
195549024	Riverdale	1,116	-	Town House	\$100,000	\$349,200	\$449,200
195549035	Riverdale	1,240	-	Town House	\$100,000	\$404,500	\$504,500
195549046	Riverdale	1,116	-	Town House	\$100,000	\$350,000	\$450,000
195549057	Riverdale	1,116	-	Town House	\$100,000	\$375,800	\$475,800
195549068	Riverdale	1,116	-	Town House	\$100,000	\$350,000	\$450,000
195549070	Riverdale	992	-	Town House	\$100,000	\$350,000	\$450,000
195549081	Riverdale	1,240	-	Town House	\$100,000	\$451,500	\$551,500
195549148	Riverdale	1,160	-	Town House	\$100,000	\$451,500	\$551,500
195549150	Riverdale	928	-	Town House	\$100,000	\$376,000	\$476,000
195549161	Riverdale	928	-	Town House	\$100,000	\$349,200	\$449,200
195549172	Riverdale	928	-	Town House	\$100,000	\$374,200	\$474,200
195549183	Riverdale	928	-	Town House	\$100,000	\$350,300	\$450,300
195549194	Riverdale	1,044	-	Town House	\$100,000	\$375,800	\$475,800
195549206	Riverdale	1,160	-	Town House	\$100,000	\$451,200	\$551,200
195549217	Riverdale	1,220	-	Town House	\$100,000	\$451,500	\$551,500
195549228	Riverdale	1,098	-	Town House	\$100,000	\$372,800	\$472,800
195549230	Riverdale	976	-	Town House	\$100,000	\$348,200	\$448,200
195549241	Riverdale	976	-	Town House	\$100,000	\$347,100	\$447,100
195549252	Riverdale	976	-	Town House	\$100,000	\$350,100	\$450,100
195549263	Riverdale	1,098	-	Town House	\$100,000	\$375,200	\$475,200
195549274	Riverdale	1,220	-	Town House	\$100,000	\$451,500	\$551,500

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<sup>1</sup>Source: Maryland State Department of Assessments and Taxation.

<sup>2</sup>Square footages based on site plan provided by Calvert Tract, LLC.



**Calvert Tract**  
**Town of Riverdale Park, Maryland**

Schedule IX: Assessed Values as of July 1, 2021<sup>1</sup>, continued

Account Identifier	Municipality	SF	Total Acreage	Land Use	Assessed Value		
					Land	Improvements	Total
195549285	Riverdale	1,520	-	Town House	\$100,000	\$500,100	\$600,100
195549296	Riverdale	1,008	-	Town House	\$100,000	\$372,800	\$472,800
195549308	Riverdale	1,008	-	Town House	\$100,000	\$375,800	\$475,800
195549310	Riverdale	896	-	Town House	\$100,000	\$349,200	\$449,200
195549321	Riverdale	1,008	-	Town House	\$100,000	\$375,300	\$475,300
195549332	Riverdale	1,120	-	Town House	\$100,000	\$451,200	\$551,200
195549343	Riverdale	1,120	-	Town House	\$9,000	\$546,600	\$555,600
195549354	Riverdale	1,008	-	Town House	\$9,000	\$470,300	\$479,300
195549365	Riverdale	896	-	Town House	\$9,000	\$444,200	\$453,200
195549376	Riverdale	1,008	-	Town House	\$9,000	\$469,500	\$478,500
195549387	Riverdale	1,008	-	Town House	\$9,000	\$470,200	\$479,200
195549398	Riverdale	1,520	-	Town House	\$9,000	\$603,100	\$612,100
195549503	Riverdale	1,220	-	Town House	\$9,000	\$546,600	\$555,600
195549514	Riverdale	976	-	Town House	\$9,000	\$443,200	\$452,200
195549525	Riverdale	1,098	-	Town House	\$9,000	\$468,100	\$477,100
195549536	Riverdale	1,098	-	Town House	\$9,000	\$469,200	\$478,200
195549547	Riverdale	1,098	-	Town House	\$9,000	\$470,300	\$479,300
195549558	Riverdale	1,098	-	Town House	\$9,000	\$469,100	\$478,100
195549560	Riverdale	1,098	-	Town House	\$9,000	\$469,500	\$478,500
195549571	Riverdale	976	-	Town House	\$9,000	\$443,200	\$452,200
195549582	Riverdale	1,220	-	Town House	\$9,000	\$545,000	\$554,000
195549593	Riverdale	1,160	-	Town House	\$9,000	\$546,600	\$555,600
195549605	Riverdale	928	-	Town House	\$9,000	\$440,500	\$449,500
195549616	Riverdale	1,044	-	Town House	\$9,000	\$466,000	\$475,000
195549627	Riverdale	1,044	-	Town House	\$9,000	\$458,700	\$467,700
195549638	Riverdale	1,044	-	Town House	\$9,000	\$466,000	\$475,000
195549640	Riverdale	1,044	-	Town House	\$9,000	\$469,500	\$478,500
195549651	Riverdale	1,044	-	Town House	\$9,000	\$458,300	\$467,300
195549662	Riverdale	928	-	Town House	\$9,000	\$440,200	\$449,200
195549673	Riverdale	1,160	-	Town House	\$9,000	\$546,600	\$555,600
195549684	Riverdale	1,520	-	Town House	\$9,000	\$611,400	\$620,400
195549695	Riverdale	1,008	-	Town House	\$9,000	\$466,000	\$475,000
195549707	Riverdale	1,008	-	Town House	\$9,000	\$469,500	\$478,500
195549718	Riverdale	896	-	Town House	\$9,000	\$443,200	\$452,200
195549720	Riverdale	1,008	-	Town House	\$9,000	\$466,000	\$475,000
195549731	Riverdale	1,120	-	Town House	\$9,000	\$546,600	\$555,600
195549742	Riverdale	1,120	-	Town House	\$9,000	\$553,300	\$562,300
195549753	Riverdale	1,008	-	Town House	\$9,000	\$473,600	\$482,600
195549764	Riverdale	896	-	Town House	\$9,000	\$444,200	\$453,200
195549775	Riverdale	1,008	-	Town House	\$9,000	\$470,200	\$479,200
195549786	Riverdale	1,008	-	Town House	\$9,000	\$470,200	\$479,200
195549797	Riverdale	1,520	-	Town House	\$9,000	\$584,200	\$593,200
195549800	Riverdale	1,160	-	Town House	\$9,000	\$550,200	\$559,200
195549811	Riverdale	928	-	Town House	\$9,000	\$453,200	\$462,200
195549822	Riverdale	1,044	-	Town House	\$9,000	\$475,500	\$484,500
195549833	Riverdale	1,044	-	Town House	\$9,000	\$476,600	\$485,600
195549844	Riverdale	1,044	-	Town House	\$9,000	\$475,500	\$484,500
195549855	Riverdale	1,044	-	Town House	\$9,000	\$477,500	\$486,500
195549866	Riverdale	1,044	-	Town House	\$9,000	\$476,600	\$485,600
195549877	Riverdale	928	-	Town House	\$9,000	\$448,500	\$457,500
195549888	Riverdale	1,160	-	Town House	\$9,000	\$548,000	\$557,000
195549890	Riverdale	1,220	-	Town House	\$9,000	\$550,700	\$559,700
195549902	Riverdale	976	-	Town House	\$9,000	\$452,300	\$461,300
195549913	Riverdale	1,098	-	Town House	\$9,000	\$472,800	\$481,800
195549924	Riverdale	1,098	-	Town House	\$9,000	\$472,800	\$481,800
195549935	Riverdale	1,098	-	Town House	\$9,000	\$472,900	\$481,900
195549946	Riverdale	1,098	-	Town House	\$9,000	\$478,600	\$487,600
195549957	Riverdale	1,098	-	Town House	\$9,000	\$478,800	\$487,800
195549968	Riverdale	976	-	Town House	\$9,000	\$448,200	\$457,200
195549970	Riverdale	1,220	-	Town House	\$9,000	\$550,700	\$559,700
195549981	Riverdale	1,120	-	Town House	\$9,000	\$556,300	\$565,300
195549992	Riverdale	1,008	-	Town House	\$9,000	\$471,500	\$480,500
195550001	Riverdale	896	-	Town House	\$9,000	\$451,400	\$460,400
195550012	Riverdale	1,008	-	Town House	\$9,000	\$478,000	\$487,000
195550023	Riverdale	1,008	-	Town House	\$9,000	\$478,800	\$487,800
195550034	Riverdale	1,520	-	Town House	\$9,000	\$607,000	\$616,000
Subtotal for sale townhomes							\$58,074,400
<b>Total</b>							<b>\$142,841,200</b>

MuniCap, Inc.

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<sup>1</sup>Source: Maryland State Department of Assessments and Taxation.

***Town of Riverdale Park, Maryland***

**Schedule IX: Assessed Values as of July 1, 2021<sup>1</sup>, continued**

Total development AV <sup>2</sup>	\$142,841,200
Undeveloped property AV <sup>2</sup> :	
195548942	\$764,100
195549401	\$1,294,100
195549412	\$1,034,100
195550080	\$487,300
<hr/>	
Sub-total undeveloped property AV	\$3,579,600
Existing development AV:	\$139,261,600
Apartment AV	\$45,619,400
Townhome AV	\$58,074,400
Commercial AV	\$35,567,800
<hr/>	
Remaining existing development AV	\$139,261,600
<hr/> <hr/>	
<i>MuniCap, Inc.</i>	<i>10-Oct-22</i>

<sup>1</sup>Source: Maryland State Department of Assessments and Taxation.

<sup>2</sup>See previous pages.

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

**Schedule X: Projected Total Assessed Value**

Development Year Ending	Tax Year Beginning	Inflation Factor <sup>1</sup>	Future Development Projected Assessed Value				Existing Development Assessed Value <sup>4</sup>				Total Assessed Value
			Commercial <sup>2</sup>	Residential <sup>3</sup>	Sub-Total	Apartments <sup>5</sup>	Townhomes	Commercial	Undeveloped Land <sup>6</sup>	Sub-Total	
31-Dec-20	1-Jul-21	100.0%	\$0	\$0	\$0	\$45,619,400	\$58,074,400	\$35,567,800	\$3,579,600	\$142,841,200	\$142,841,200
31-Dec-21	1-Jul-22	103.0%	\$0	\$0	\$0	\$46,861,633	\$59,816,632	\$36,634,834	\$3,686,988	\$147,000,087	\$147,000,087
31-Dec-22	1-Jul-23	106.1%	\$0	\$0	\$0	\$48,103,867	\$61,611,131	\$37,733,879	\$3,797,598	\$151,246,474	\$151,246,474
31-Dec-23	1-Jul-24	109.3%	\$0	\$0	\$0	\$49,346,100	\$63,459,465	\$38,865,895	\$3,326,498	\$154,997,958	\$154,997,958
31-Dec-24	1-Jul-25	112.6%	\$0	\$0	\$0	\$55,539,470	\$65,363,249	\$40,031,872	\$2,063,296	\$162,997,887	\$162,997,887
31-Dec-25	1-Jul-26	115.9%	\$9,550,604	\$14,316,360	\$23,866,963	\$57,205,654	\$67,324,146	\$41,232,828	\$1,859,145	\$167,621,774	\$191,488,737
31-Dec-26	1-Jul-27	119.4%	\$11,435,654	\$68,752,529	\$80,188,183	\$58,921,824	\$69,343,871	\$42,469,813	\$1,797,484	\$172,532,992	\$252,721,174
31-Dec-27	1-Jul-28	123.0%	\$12,665,294	\$80,782,378	\$93,447,672	\$60,689,479	\$71,424,187	\$43,743,908	\$370,282	\$176,227,855	\$269,675,527
31-Dec-28	1-Jul-29	126.7%	\$13,045,253	\$87,996,785	\$101,042,038	\$62,510,163	\$73,566,912	\$45,056,225	\$133,487	\$181,266,787	\$282,308,825
31-Dec-29	1-Jul-30	130.5%	\$13,436,611	\$151,061,148	\$164,497,759	\$64,385,468	\$75,773,920	\$46,407,912	\$0	\$186,567,299	\$351,065,058
31-Dec-30	1-Jul-31	134.4%	\$13,839,709	\$165,706,526	\$179,546,235	\$66,317,032	\$78,047,137	\$47,800,149	\$0	\$192,164,318	\$371,710,554
31-Dec-31	1-Jul-32	138.4%	\$14,254,900	\$176,286,849	\$190,541,749	\$68,306,543	\$80,388,552	\$49,234,153	\$0	\$197,929,248	\$388,470,997
31-Dec-32	1-Jul-33	142.6%	\$14,682,547	\$181,575,455	\$196,258,002	\$70,355,739	\$82,800,208	\$50,711,178	\$0	\$203,867,125	\$400,125,127
31-Dec-33	1-Jul-34	146.9%	\$15,123,024	\$187,022,718	\$202,145,742	\$72,466,411	\$85,284,214	\$52,232,513	\$0	\$209,983,139	\$412,128,881
31-Dec-34	1-Jul-35	151.3%	\$15,576,714	\$192,633,400	\$208,210,114	\$74,640,404	\$87,842,741	\$53,799,489	\$0	\$216,282,633	\$424,492,747
31-Dec-35	1-Jul-36	155.8%	\$16,044,016	\$198,412,402	\$214,456,417	\$76,879,616	\$90,478,023	\$55,413,473	\$0	\$222,771,112	\$437,227,530
31-Dec-36	1-Jul-37	160.5%	\$16,525,336	\$204,364,774	\$220,890,110	\$79,186,004	\$93,192,364	\$57,075,878	\$0	\$229,454,246	\$450,344,356
31-Dec-37	1-Jul-38	165.3%	\$17,021,096	\$210,495,717	\$227,516,813	\$81,561,585	\$95,988,135	\$58,788,154	\$0	\$236,337,873	\$463,854,686
31-Dec-38	1-Jul-39	170.2%	\$17,531,729	\$216,810,589	\$234,342,318	\$84,008,432	\$98,867,779	\$60,551,799	\$0	\$243,428,009	\$477,770,327
31-Dec-39	1-Jul-40	175.4%	\$18,057,681	\$223,314,906	\$241,372,587	\$86,528,685	\$101,833,812	\$62,368,353	\$0	\$250,730,850	\$492,103,437
31-Dec-40	1-Jul-41	180.6%	\$18,599,411	\$230,014,353	\$248,613,765	\$89,124,546	\$104,888,826	\$64,239,403	\$0	\$258,252,775	\$506,866,540
31-Dec-41	1-Jul-42	186.0%	\$19,157,394	\$236,914,784	\$256,072,178	\$91,798,282	\$108,035,491	\$66,166,585	\$0	\$266,000,358	\$522,072,536

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<sup>1</sup> Assumes an annual inflation rate of 3%. Inflation rate accounts for annual increasing assessed value.

<sup>2</sup> See Schedule VIII-A.

<sup>3</sup> See Schedule VIII-B.

<sup>4</sup> Represents the actual assessed value reported by the State Department of Assessment and Taxation for tax year beginning July 1, 2021, increasing at the inflation factor shown. See Schedules III and IX.

<sup>5</sup> Apartment value is estimated by allocating the 2022 increase from the base value over a three year term and then increasing the value by the inflation factor shown from the next 2024 reassessment onwards.

<sup>6</sup> Undeveloped land decreases at the inverse rate of absorption of the remaining hotel and apartment development, shown in Schedule VII.

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

Schedule XI: Base Value<sup>1</sup>

Account Identifier	Owner	Address	Acres	Value as of <sup>2</sup>	Current Assessed Value <sup>2</sup>		
					Land	Improvement	Total
19 2128080	Calvert Tract LLC Etal	6667 Baltimore Avenue	26.8	1/1/2010	\$1,090,800	\$0	\$1,090,800
19 2128072	Calvert Tract LLC Etal	Baltimore Avenue	1.4	1/1/2010	\$35,800	\$0	\$35,800
19 2128106	Calvert Tract LLC Etal	Washington Baltimore Boulevard	7.9	1/1/2010	\$323,000	\$0	\$323,000
Total			36.12		\$1,449,600	\$0	\$1,449,600

MuniCap, Inc.

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<sup>1</sup>Tax parcels provided by Calvert Tract, LLC. Corresponding tax parcel information based on information represented by the Maryland State Department of Assessments and Taxation.

<sup>2</sup>The Calvert Tract Tax Increment Financing District was created in 2013. As a result, the base value is based on the value as of January 1, 2012. The last triennial reassessment occurred January 1, 2010. As a result, the value is based on the January 1, 2010 value.

<sup>3</sup>See Schedule III.

<sup>4</sup>Based on the assessed value allocation shown.

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

**Schedule XII-A: Projected Net Incremental Real Property Taxes - Town of Riverdale Park (Total Development)**

Tax Year Beginning	Bond Year Ending	Total Development Value <sup>1</sup> Assessed Value <sup>1</sup>	Total Incremental Value <sup>2</sup> Base Value <sup>2</sup>	Total Incremental Value	Town of Riverdale Park Tax Rate <sup>3</sup>	Total Incremental Tax Revenues	Incremental Tax Revenues Available for Debt Service <sup>4</sup>	Available Incremental Tax Revenue
1-Jul-21	15-Jun-22	\$142,841,200	(\$1,449,600)	\$141,391,600	\$0.654	\$924,701	100%	\$924,701
1-Jul-22	15-Jun-23	\$147,000,087	(\$1,449,600)	\$145,550,487	\$0.654	\$951,900	100%	\$951,900
1-Jul-23	15-Jun-24	\$151,246,474	(\$1,449,600)	\$149,796,874	\$0.654	\$979,672	100%	\$979,672
1-Jul-24	15-Jun-25	\$154,997,958	(\$1,449,600)	\$153,548,358	\$0.654	\$1,004,206	100%	\$1,004,206
1-Jul-25	15-Jun-26	\$162,997,887	(\$1,449,600)	\$161,548,287	\$0.654	\$1,056,526	100%	\$1,056,526
1-Jul-26	15-Jun-27	\$191,488,737	(\$1,449,600)	\$190,039,137	\$0.654	\$1,242,856	100%	\$1,242,856
1-Jul-27	15-Jun-28	\$252,721,174	(\$1,449,600)	\$251,271,574	\$0.654	\$1,643,316	100%	\$1,643,316
1-Jul-28	15-Jun-29	\$269,675,527	(\$1,449,600)	\$268,225,927	\$0.654	\$1,754,198	100%	\$1,754,198
1-Jul-29	15-Jun-30	\$282,308,825	(\$1,449,600)	\$280,859,225	\$0.654	\$1,836,819	100%	\$1,836,819
1-Jul-30	15-Jun-31	\$351,065,058	(\$1,449,600)	\$349,615,458	\$0.654	\$2,286,485	100%	\$2,286,485
1-Jul-31	15-Jun-32	\$371,710,554	(\$1,449,600)	\$370,260,954	\$0.654	\$2,421,507	100%	\$2,421,507
1-Jul-32	15-Jun-33	\$388,470,997	(\$1,449,600)	\$387,021,397	\$0.654	\$2,531,120	100%	\$2,531,120
1-Jul-33	15-Jun-34	\$400,125,127	(\$1,449,600)	\$398,675,527	\$0.654	\$2,607,338	100%	\$2,607,338
1-Jul-34	15-Jun-35	\$412,128,881	(\$1,449,600)	\$410,679,281	\$0.654	\$2,685,842	100%	\$2,685,842
<b>Total</b>						<b>\$23,926,486</b>		<b>\$23,926,486</b>

MuniCap, Inc.

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<sup>1</sup>See Schedule X.

<sup>2</sup>See Schedule XI.

<sup>3</sup>Represents the fiscal year 2022-2023 tax rate as reported in the Town of Riverdale Park *FY2023 Operating & Capital Improvement Budget*.

<sup>4</sup>Assumes 100% of Town of Riverdale Park real property incremental tax revenues are pledged to debt service.

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

**Schedule XII-B: Projected Net Incremental Real Property Taxes - Town of Riverdale Park (Existing vs. Future Development)**

Tax Year	Bond Year	Existing Development Value <sup>1</sup>	Percent	Future Development Value <sup>1</sup>	Percent	Incremental Tax Revenues Available for Debt Service <sup>2</sup>		
						Beginning	Ending	Total
1-Jul-21	15-Jun-22	\$142,841,200	100%	\$0	0%	\$924,701	\$0	\$924,701
1-Jul-22	15-Jun-23	\$147,000,087	100%	\$0	0%	\$951,900	\$0	\$951,900
1-Jul-23	15-Jun-24	\$151,246,474	100%	\$0	0%	\$979,672	\$0	\$979,672
1-Jul-24	15-Jun-25	\$154,997,958	100%	\$0	0%	\$1,004,206	\$0	\$1,004,206
1-Jul-25	15-Jun-26	\$162,997,887	100%	\$0	0%	\$1,056,526	\$0	\$1,056,526
1-Jul-26	15-Jun-27	\$167,621,774	88%	\$23,866,963	12%	\$1,087,948	\$154,908	\$1,242,856
1-Jul-27	15-Jun-28	\$172,532,992	68%	\$80,188,183	32%	\$1,121,893	\$521,423	\$1,643,316
1-Jul-28	15-Jun-29	\$176,227,855	65%	\$93,447,672	35%	\$1,146,335	\$607,863	\$1,754,198
1-Jul-29	15-Jun-30	\$181,266,787	64%	\$101,042,038	36%	\$1,179,398	\$657,422	\$1,836,819
1-Jul-30	15-Jun-31	\$186,567,299	53%	\$164,497,759	47%	\$1,215,112	\$1,071,373	\$2,286,485
1-Jul-31	15-Jun-32	\$192,164,318	52%	\$179,546,235	48%	\$1,251,854	\$1,169,653	\$2,421,507
1-Jul-32	15-Jun-33	\$197,929,248	51%	\$190,541,749	49%	\$1,289,627	\$1,241,493	\$2,531,120
1-Jul-33	15-Jun-34	\$203,867,125	51%	\$196,258,002	49%	\$1,328,461	\$1,278,877	\$2,607,338
1-Jul-34	15-Jun-35	\$209,983,139	51%	\$202,145,742	49%	\$1,368,459	\$1,317,383	\$2,685,842
<b>Total</b>						<b>\$15,906,091</b>	<b>\$8,020,395</b>	<b>\$23,926,486</b>

MuniCap, Inc.

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<sup>1</sup>See Schedule X.

<sup>2</sup>Based on the allocation of assessed value shown and the total available tax increment revenues shown on Schedule XII-A.

**Calvert Tract  
Town of Riverdale Park, Maryland**

*Debt Service Coverage*

**Calvert Tract**  
**Town of Riverdale Park, Maryland**

**Schedule XIII: Projected Debt Service and Debt Service Coverage**

Tax Year Beginning	Bond Year Ending	Total Town Tax Increment Revenues <sup>1</sup>	Net Annual Debt Service <sup>2</sup>	Surplus/ (Deficit)	Accrued Debt Service	Payment of Accrued Debt Service	Adjusted Annual Debt Service	Adjusted Surplus/ (Deficit)	Debt Service Coverage
1-Jul-21	15-Jun-22	\$924,701	(\$370,660)	\$554,041	\$0	\$0	(\$370,660)	\$554,041	249%
1-Jul-22	15-Jun-23	\$951,900	(\$370,574)	\$581,326	\$0	\$0	(\$370,574)	\$581,326	257%
1-Jul-23	15-Jun-24	\$979,672	(\$370,793)	\$608,879	\$0	\$0	(\$370,793)	\$608,879	264%
1-Jul-24	15-Jun-25	\$1,004,206	(\$371,245)	\$632,961	\$0	\$0	(\$371,245)	\$632,961	270%
1-Jul-25	15-Jun-26	\$1,056,526	(\$371,862)	\$684,664	\$0	\$0	(\$371,862)	\$684,664	284%
1-Jul-26	15-Jun-27	\$1,242,856	(\$371,573)	\$871,283	\$0	\$0	(\$371,573)	\$871,283	334%
1-Jul-27	15-Jun-28	\$1,643,316	(\$372,379)	\$1,270,937	\$0	\$0	(\$372,379)	\$1,270,937	441%
1-Jul-28	15-Jun-29	\$1,754,198	(\$372,139)	\$1,382,059	\$0	\$0	(\$372,139)	\$1,382,059	471%
1-Jul-29	15-Jun-30	\$1,836,819	(\$372,853)	\$1,463,966	\$0	\$0	(\$372,853)	\$1,463,966	493%
1-Jul-30	15-Jun-31	\$2,286,485	(\$372,383)	\$1,914,102	\$0	\$0	(\$372,383)	\$1,914,102	614%
1-Jul-31	15-Jun-32	\$2,421,507	(\$372,727)	\$2,048,780	\$0	\$0	(\$372,727)	\$2,048,780	650%
1-Jul-32	15-Jun-33	\$2,531,120	(\$373,746)	\$2,157,374	\$0	\$0	(\$373,746)	\$2,157,374	677%
1-Jul-33	15-Jun-34	\$2,607,338	(\$373,300)	\$2,234,038	\$0	\$0	(\$373,300)	\$2,234,038	698%
1-Jul-34	15-Jun-35	\$2,685,842	(\$107,638)	\$2,578,204	\$0	\$0	(\$107,638)	\$2,578,204	2495%
<b>Total</b>		<b>\$23,926,486</b>	<b>(\$4,943,872)</b>	<b>\$18,982,614</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$4,943,872)</b>	<b>\$18,982,614</b>	

MuniCap, Inc.

10-Oct-22

<sup>1</sup>See Schedule XII.

<sup>2</sup>See Schedule II.



# APPENDIX E

## MUNICIPAL TAX RATE COMPARISON

**2023-2024 Municipal & County Real Property Tax Rates Comparison  
(Sorted By Total Tax)**

Jurisdiction	Real Property Tax			
	Municipal/ Town/ City	County	State	Total
College Park Non Commercial	0.3018	0.9630	0.1120	1.3768
College Park Commercial	0.3318	0.9630	0.1120	1.4068
Glenarden	0.3338	0.8880	0.1120	1.3338
Brentwood	0.3376	0.9270	0.1120	1.3766
Upper Marlboro Non Commercial	0.3800	0.9340	0.1120	1.4260
Capitol Heights	0.3801	0.8800	0.1120	1.3721
Bowie	0.4000	0.8640	0.1120	1.3760
Fairmount Heights	0.4300	0.9350	0.1120	1.4770
Forest Heights Non Commercial	0.4654	0.9000	0.1120	1.4774
Forest Heights Rented Residential	0.4654	0.9000	0.1120	1.4774
Edmonston	0.4680	0.9120	0.1120	1.4920
Eagle Harbor	0.4727	0.9990	0.1120	1.5837
North Brentwood Non Commercial	0.4750	0.9960	0.1120	1.5830
Cottage City Non Commercial	0.4954	0.9180	0.1120	1.5254
University Park	0.4959	0.8740	0.1120	1.4819
Berwyn Heights	0.5187	0.8730	0.1120	1.5037
Landover Hills	0.5200	0.9150	0.1120	1.5470
Cheverly	0.5299	0.8870	0.1120	1.5289
Forest Heights Commercial	0.5313	0.9000	0.1120	1.5433
Upper Marlboro Commercial	0.5700	0.9340	0.1120	1.6160
Seat Pleasant	0.5800	0.8800	0.1120	1.5720
New Carrollton	0.5933	0.8740	0.1120	1.5793
North Brentwood Commercial	0.6151	0.9960	0.1120	1.7231
Hyattsville	0.6300	0.8630	0.1120	1.6050
Riverdale Park	0.6540	0.8880	0.1120	1.6540
Cottage City Commercial	0.6776	0.9180	0.1120	1.7076
District Heights	0.6870	0.8800	0.1120	1.6790
Cheverly Apartments	0.7100	0.8870	0.1120	1.7090
Laurel	0.7100	0.8440	0.1120	1.6660
Bladensburg	0.7400	0.8810	0.1120	1.7330
Mount Rainier Residential	0.7500	0.8700	0.1120	1.7320
Mount Rainier Townhouse	0.7500	0.8700	0.1120	1.7320
Morningside	0.7800	0.9180	0.1120	1.8100
Mount Rainier Commercial	0.7900	0.8700	0.1120	1.7720
Mount Rainier Industrial	0.7900	0.8700	0.1120	1.7720
Colmar Manor Commercial	0.7913	0.8980	0.1120	1.8013
Greenbelt	0.8275	0.8680	0.1120	1.8075
Colmar Manor Non Commercial	0.8368	0.8980	0.1120	1.8468
Mount Rainier Apartments	0.8600	0.8700	0.1120	1.8420
Mount Rainier Vacant Developed	2.5000	0.8700	0.1120	3.4820

**2023-2024 Municipal, & County Business Personal Property Tax Rates Comparison  
(Sorted By Total Tax)**

Jurisdiction	Personal Property Tax			
	Municipal/ Town/ City	County	State	Total
Eagle Harbor	0.0000	2.4960	0.0000	2.4960
Fairmount Heights	0.0000	2.3310	0.0000	2.3310
Laurel	0.0000	2.0960	0.0000	2.0960
Upper Marlboro Non Commercial	0.5500	2.3350	0.0000	2.8850
Upper Marlboro Commercial	0.5500	2.3350	0.0000	2.8850
College Park Non Commercial	0.8380	2.4050	0.0000	3.2430
College Park Commercial	0.8380	2.4050	0.0000	3.2430
Mount Rainier Residential	0.9900	2.1650	0.0000	3.1550
Mount Rainier Townhouse	0.9900	2.1650	0.0000	3.1550
Mount Rainier Apartments	0.9900	2.1650	0.0000	3.1550
Mount Rainier Commercial	0.9900	2.1650	0.0000	3.1550
Mount Rainier Industrial	0.9900	2.1650	0.0000	3.1550
Mount Rainier Vacant Developed	0.9900	2.1650	0.0000	3.1550
Bowie	1.0000	2.1520	0.0000	3.1520
Cheverly	1.1000	2.2080	0.0000	3.3080
Cheverly Apartments	1.1000	2.2080	0.0000	3.3080
Glenarden	1.1500	2.2150	0.0000	3.3650
Hyattsville	1.1500	2.1470	0.0000	3.2970
Landover Hills	1.2500	2.2850	0.0000	3.5350
Berwyn Heights	1.3250	2.1720	0.0000	3.4970
Cottage City Non Commercial	1.3500	2.2860	0.0000	3.6360
Cottage City Commercial	1.3500	2.2860	0.0000	3.6360
New Carrollton	1.4800	2.1760	0.0000	3.6560
District Heights	1.5000	2.1910	0.0000	3.6910
Edmonston	1.5000	2.2720	0.0000	3.7720
North Brentwood Non Commercial	1.5000	2.4900	0.0000	3.9900
North Brentwood Commercial	1.5000	2.4900	0.0000	3.9900
Colmar Manor Non Commercial	1.6500	2.2360	0.0000	3.8860
Colmar Manor Commercial	1.6500	2.2360	0.0000	3.8860
Greenbelt	1.7225	2.1640	0.0000	3.8865
Brentwood	1.7500	2.3110	0.0000	4.0610
Forest Heights Non Commercial	1.7500	2.2390	0.0000	3.9890
Forest Heights Commercial	1.7500	2.2390	0.0000	3.9890
Forest Heights Rented Residential	1.7500	2.2390	0.0000	3.9890
Riverdale Park	2.0000	2.2130	0.0000	4.2130
Morningside	2.0000	2.2890	0.0000	4.2890
Bladensburg	2.0900	2.1960	0.0000	4.2860
University Park	2.2500	2.1750	0.0000	4.4250
Capitol Heights	2.5000	2.1900	0.0000	4.6900
Seat Pleasant	12.0000	2.1910	0.0000	14.1910

# APPENDIX F

## VEHICLE REPLACEMENT PLAN

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## **Purpose**

This plan will outline the criteria for effective vehicle replacement. All factors of a vehicle's mission, purpose, age, mileage, and cost of ownership will be assessed to create a benchmark for relinquishment.

## **General**

Safety is not usually a factor of the age and mileage of a vehicle, but dependability and reliability are. Several things influence the vehicle's life cycle.

- Service life is the amount of time a vehicle is capable of rendering service. Service life may be quite lengthy if a vehicle receives adequate maintenance, and worn components are replaced. There is, however, a fatigue point for mechanical parts and structures that must be accounted for so as **not** to affect safety.
- Technological life is the relative decline in productivity of a unit when compared to a newer model. Technology advancements affect fuel usage and greenhouse gas emissions
- Economic life is the length of time that the cost of a vehicle is at a minimum. As the age and mileage of a vehicle increase, the maintenance and operating costs increase also.

## **Benchmarks**

The following chart will form the basis for an economical and mechanical inspection to determine a replacement cycle or schedule. This chart was developed using historical maintenance data compiled from fleet management maintenance records. High-cost vehicles such as specialized trucks may be retained for additional life as a reserve unit but must be evaluated annually.

<b>Vehicle/Equipment</b>	<b>Schedule for Replacement</b>
Police Patrol /Traffic Vehicles	125,000 miles or 6 years
Police Detective / Plain Vehicles	150,000 miles or 8 years
Sedans / Station Wagons / SUVs	150,000 miles or 12 years
Pickup Trucks (1/4 to 3/4 Ton)	175,000 miles or 10 years
Vans	175,000 miles or 10 years
Heavy Trucks (1 Ton and larger)	175,000 miles or 12 years
Street Sweepers	10 years
Heavy Equipment	10 years or 9,000 hours
Trailers	10 years

# APPENDIX G

## TECHNOLOGY REPLACEMENT PLAN

## **Purpose**

The program is a plan to assist departments with technology replacement cost projections and the ability to anticipate funding requirements without experiencing dramatic fluctuations in replacement costs.

## **General**

The Town of Riverdale Parks Technology Replacement Program (TRP) has been developed as a plan to fund and replace technology equipment and software systematically. The term “technology equipment” shall, in the future, also include software. The TRP is designed to ensure that all technology equipment is purchased, replaced, or upgraded on a regular schedule so that no departments fall behind on technology or make unnecessary or premature investments in technology.

- The TRP replacement and funding guidelines include all PCs, laptops, servers, and other technology equipment, such as copiers, security equipment, and specialized technology equipment.
- Replacement guidelines are included
- The replacement plan covers a 10-year planning period and will be reviewed and updated annually. This will require some pieces of equipment to be replaced more than once during the 10-year planning period.
- Each piece of equipment will be assigned a replacement fiscal year and replacement cost. Enterprise software systems that are not planned for a specific replacement year will be evaluated on an annual basis to determine any need for future replacement.
- Estimated replacement costs are determined by manufacturer average annual percentage increases ranging from 0% to 5%. Some exceptions will apply.

Replacement funding is maintained within each department/division budget for technologies that are used solely within that department/division. Enterprise-wide hardware and software systems, both new and enhancements/upgrades to existing systems, may be funded through debt financing.

- On an annual basis, the Technology Replacement Committee will:
  1. Review technology equipment scheduled for replacement,
  2. Make the required changes to the plan, and
  3. Submit recommendations to the Town Manager.
  
- On an annual basis, the Technology Replacement Committee will review PC standards and make necessary changes to the recommended standards, such as flat-screen monitors.
  
- PC orders can be placed at any time with Information Technology. Periodically, IT will coordinate orders and encourage departments to upgrade their PC's throughout the year.

**Benchmarks**

The following chart will form the basis for an economical and mechanical inspection to determine a replacement cycle or schedule. This chart was developed using historical maintenance data compiled from fleet management maintenance records. High-cost vehicles such as specialized trucks may be retained for other life as a reserve unit but must be evaluated annually.

**TECHNOLOGY REPLACEMENT GUIDELINES**

<u>Class Code</u>	<u>Equipment Class</u>	<u>Years</u>
100	General Office PCs	3-5
125	Training / Public Access / Non-critical use PCs	4-6
150	Laptops	3-5
160	Tablets (Android/iPad/Mobile Windows)	3-4
250	Ruggedized mobile data laptops	3-4
275	Police mobile data equip. (Data Radio, etc.)	4-6
325	Switches & Routers	4-5
400	PBXs & Voice Mail Systems	4-6
425	Wireless Network Equipment (>\$2,000)	4-6
450	Copiers	7-10
600	Security Systems	5-8
650	911 Equipment (Recorders, phone systems, radio)	5-10
675	Credit Card equipment	3-5
800	Video Surveillance Systems	5-8
805	Sound System Equipment	4-10
960	Specialized Public Works Equipment	4-10



# APPENDIX H

## 2024 CONSTANT YIELD TAX RATE CERTIFICATION

# 2024 Constant Yield Tax Rate Certification

Taxing authority: **Riverdale Park  
 in Prince George's County**

1	1-Jul-2023	Gross assessable real property base	\$	833,259,535
2	1-Jul-2023	Homestead Tax Credit	-	2,066,183
3	1-Jul-2023	Net assessable real property base		831,193,352
4	1-Jul-2023	Actual local tax rate (per \$100)	x	0.6540
5	1-Jul-2023	Potential revenue	\$	5,436,005
6	1-Jul-2024	Estimated assessable base	\$	875,127,938
7	1-Jan-2024	Half year new construction	-	5,478,000
8	1-Jul-2024	Estimated full year new construction*	-	0
9	1-Jul-2024	Estimated abatements and deletions**	-	17,693,485
10	1-Jul-2024	Net assessable real property base	\$	851,956,453

11	1-Jul-2023	Potential revenue	\$	5,436,005
12	1-Jul-2024	Net assessable real property base	÷	851,956,453
13	1-Jul-2024	<b>Constant yield tax rate</b>	\$	<b>0.6381</b>

Certified by

Director

\* Includes one-quarter year new construction where applicable.  
 \*\*Actual + estimated as of July 1, 2024, including Homestead Tax Credit.  
 Form CYTR #1

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