

# **FY2024**

# **APPROVED OPERATING & CAPITAL IMPROVEMENT BUDGET**



**Town of Riverdale Park**

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# **TRP**

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Section 1

# FY 2024

# 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, 2022**

*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 23, 2022**

# TOWN OF RIVERDALE PARK

## Office of the Town Manager

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April 3, 2023

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

On behalf of the Budget Committee and the Staff Leadership Team, I am pleased to present to you a balanced Fiscal Year (FY) 2024 Proposed Operating and Capital Improvement Budget. This Proposed Budget document represents the dedicated work of Paul Smith, Finance and Employee Services Director, and Gentry Jones, Deputy Finance Director C.P.A., 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, and the staff team fully expects to receive the Distinguished Budget Presentation Award for FY2024. Staff continually work to improve the annual budget document by providing additional insight and analysis and improving transparency. The FY2024 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.

It is important to acknowledge that the FY2024 Proposed Budget is framed at a time of continued economic uncertainty, inflation, concerns with the banking industry, supply chain disruptions, global geopolitical issues, a pending recession, and the impact of more than three years of the COVID-19 Pandemic. The impact of all these stressors is real and affects most aspects of daily life for our Town's residents, businesses, and staff; and are likewise reflected in the FY2024 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's revenue net operating expenditures continued a positive trajectory throughout the last several years. However, the Town is experiencing a decline in revenue net operating expenditures and staff conclude 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 in advance of the next triennial reassessment of real property to ensure long-term financial sustainability.

The decrease 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 more modest expansion of the assessable base caused by delayed development projects account for this decline. As a result, the FY2024 Proposed Operating Budget is reliant on a transfer from the General Fund Reserve, Other Post-Employment Benefits Fund (OPEB), and the Economic Development Fund. The total amount

transferred into the operating budget is \$303,453. It is important to note that \$100,000 of this amount is for contingency. Since establishing the contingency account in the operating budget, the Town has been able to navigate unexpected circumstances without drawing on contingency funds.

While controlling expenditures and reviewing services delivered are important aspects of navigating these 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 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 tax revenue from any new developments until FY2027 or later. Not in the development pipeline are the opportunities for redevelopment near the Riverdale Park East 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 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 from the American Rescue Plan Act (ARPA), continues resident support programs and grants, and positions the Town for the anticipated further tightening of the revenue net operating expenditures in FY2025 and FY2026.

As shared in the State of the Town presentation, the Town needs to seek grants to assist with Capital Improvement Projects, examine the sustainability of the Town's standalone Defined Benefit Retirement Plan, and where possible, enhance revenue and further control expenditures. These three focus areas will occupy much of the staff efforts throughout the summer. Staff anticipate making recommendations to the Mayor and Council regarding these focus areas in early fall. This will provide time to have updated revenue net expenditure projections to inform decision-making.

As mentioned above, this budget fully incorporates the Town's ARPA spending plan. The first deadline for expenditures is fast approaching (December 31, 2024). ARPA funds can survive this date provided that they are obligated for a specific purpose. It is important to note, however, that there are voices in Congress that are calling for a claw back of unexpended ARPA funds. A portion of the Town's ARPA funds are held in the Economic Recovery Strategy Fund within the Economic Development Fund with the balance in the Capital Improvement Program.

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## **TOWN VALUES and the BUDGET**

Every aspect of the budget is designed to ensure the delivery of services in line with the Town's values. The Mayor and Council have adopted nine (9) vision and commitment statements, along with a diversity and inclusion statement. These statements serve in part to guide the Town's budget process. The diversity and inclusion statement and the vision and commitment statements are available at the following link: [Diversity, Inclusion, Vision and Commitment Statements](#).

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

### **Community Safety**

All the Town's efforts include dedication to providing a safe community. To further expand community safety, this Proposed Budget includes robust investments to improve pedestrian, bicyclist, driver, and micromobility safety. Additionally, the document expands the neighborhood safety camera program and anticipates the implementation of an automated red-light enforcement program.

### **Housing and Neighborhoods**

The FY2024 Proposed Budget values housing and neighborhoods. Through direct grants and support of community programs, the Town works to assist community members. The capital improvement projects also include open spaces, stormwater improvements, streets, sidewalks, and related infrastructure. The community support programs include:

- Farmers Market Dollar Program
- Emergency Repair Grant
- Accessory Structure Grant
- Neighborhood Safety Improvement Grant
- Flood Prevention and Damage Mitigation Grant
- Food Forest Program

### **Business and Economic Development**

The FY2024 Proposed Budget values business and economic development. This is illustrated through the following programs, as well as infrastructure and placemaking projects:

- Hiring two (2) part-time ambassadors, funded by ARPA, to focus beautification and outreach activity both east of the river and in the Town Center.
- January 1, 2024, hiring of an additional Neighborhood Services Specialist to expand current efforts to improve conditions and corresponding values of commercial and industrial properties.
- Continuation of grant programs such as the Small Business Assistance program, Business Growth Grant, Commercial Appearance Grant, and others.

### **Employees**

The FY2024 Proposed Budget values employees. This is demonstrated by a considerable two-phase adjustment to the Pay Range Plan (PRP). The PRP will increase by 3.5% on July 1 and an additional 3.5% in January. This is in addition to merit/step increases that range between 1.5% and 2.5%. These changes come as a recommendation from a Base Salary Competitive Market Analysis. Additionally, the Town will continue to cover a higher percentage of the health care benefit (78%). The Town will also implement a modest tuition reimbursement program, invest in training and professional certifications, and ensure that staff have the necessary tools and equipment to deliver high-quality services to our residents and businesses.

## **Sustainability**

The FY2024 Proposed Budget values sustainability. This is demonstrated in the operating funds for trees and related work, replacing half of the gasoline powered tools with battery powered tools, and capital improvement funding for flood mitigation – rain gardens, expanding the electric vehicle fleet, creating a pollinator garden in addition to those in development, and incorporating sustainable features into the Town’s efforts more broadly. Sustainability in the context of this document also includes financial sustainability. As noted elsewhere herein, grant funding must be secured to maintain a visible and impactful Capital Improvement Program (CIP). To achieve this, the ARPA Program Manager position has been amended to include grant writing.

## **Infrastructure**

The FY2024 Proposed Budget values infrastructure. The CIP budget provides for road, sidewalk, parks and open space, and related improvements. The infrastructure investments in FY2024 total more than \$7 million.

## **Arts and Recreation**

The FY2024 Proposed Budget values arts and recreation. The Operating Budget continues and expands the public art program with Hyattsville CDC, supports various programs of Riverdale Park Arts, and supports events such as Jazz on the Lawn at Riversdale. The expansion of the public arts program notably provides funding for installation of public art east of the river.

## **Community Engagement and Transparency**

The FY2024 Proposed Budget values community engagement and transparency. This is demonstrated by increasing the budget for the *Town Crier* to print and mail a Spanish language edition beginning in 2024. Additionally, this document anticipates event spending returning to pre-pandemic levels. Funding is also provided for a new website and incorporated interactive communication.

## **Transportation**

The FY2024 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.

## **Ethical Governance**

The FY2024 Budget Process demonstrates the Town’s commitment to ethical governance. The budget process began in November 2022. 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.

## **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 December, the Town’s work to prepare for a budget during economic uncertainty began several years ago. 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 \$1,579,694. The projected unassigned General Fund balance as of June 30, 2024, is projected to be \$3,945,557. This represents approximately 2.5 times the minimum required. The Town must forcefully 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 further to the considerable uncertainty in FY2024 and years ahead.

In November 2022, 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 FY2024 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 in eight (8) virtual public meetings at which public comment was welcomed.

### **November 2022**

November 21: Mayor and Council Work Session presentation:

- Budget Development and Adoption Calendar

### **January 2023**

January 9: Mayor and Council Legislative Meeting presentation:

- Budget Assumptions
- Budget Priorities, Guidelines, Challenges, and Opportunities

### **February 2023**

February 6: Mayor and Council Legislative Meeting presentation:

- Fund Balances and Projections
- Capital Improvement Project Updates and Projections

February 27: Mayor and Council Work Session presentation:

- Revenue
- FY2023 Estimated Actuals
- FY2024 Projections

### **March 2023**

March 6: Mayor and Council Legislative Meeting presentation:

- Expenditures
- FY2023 Estimated Actuals
- FY2024 Projections
- FY2024 Challenges and Opportunities revisited

March 13: State of the Town presentation:

- Budget Overview

March 27: Mayor and Council Work Session presentation:

- Budget updates and adjustments

### **April 2023**

April 3: Mayor and Council Work Session presentation:

- Presentation of the FY2024 Proposed Operating and Capital Improvement Budget

In the coming weeks, there will be five (5) additional virtual public meetings, to include two (2) virtual Budget Public Hearings at which public comment will be accepted:

April 15: Budget Public Hearing:

- Review of Proposed FY2024 Operating and CIP Budget

April 22: Budget Public Hearing:

- Review of Proposed FY2024 Operating and CIP Budget

April 24: Mayor and Council Special Legislative Meeting and Work Session:

- Review of edits to the Proposed Budget
- Introduction of FY2024 Operating and CIP Budget and Tax Rates Ordinance

### **May 2023**

May 2: Real Property Tax Rate Public Hearing

May 22: Mayor and Council Special Legislative Meeting:

- Adoption Final FY2024 Operating and CIP Budget and Tax Rates Ordinance

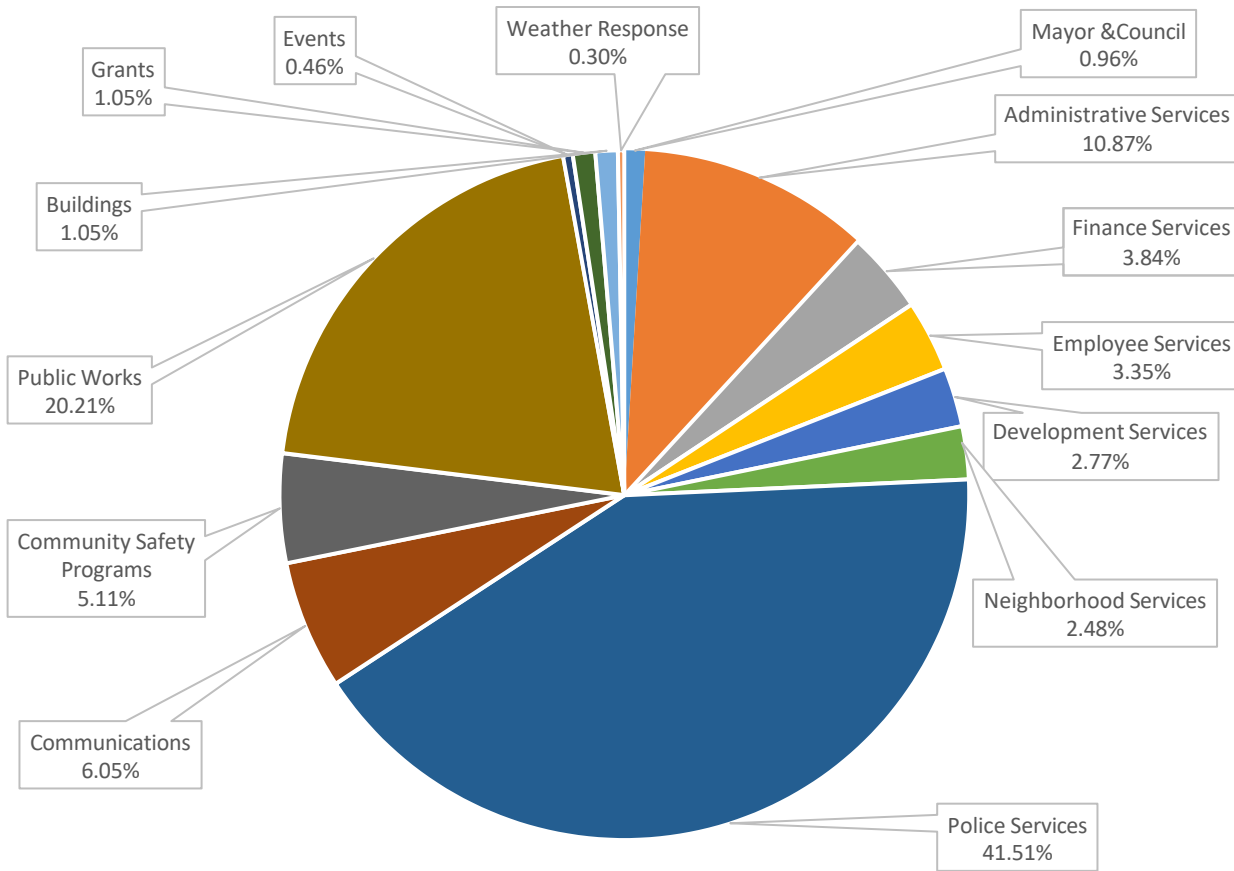
The FY2024 format is similar to the current year's budget with edits as recommended by the GFOA. The background information, section narratives, and appendices provide information to more fully frame discussions regarding the Town's finances. This Proposed Budget illustrates the Town's commitment to fiscal accountability and transparency.

### **CURRENT FISCAL YEAR - FY2023**

The latest projections indicate that revenues will exceed operating expenditures by \$1,208,062. This is a lower revenue net expenditure than the last two fiscal years. Achieving this level of revenue net operating expenditures will be accomplished in part by controlling expenditures. As stated elsewhere herein, this is a caution to the Town. Now is the time for steady-handed, careful, and deliberate review and planning. The result of conservative budgetary methods, vacancy savings, and careful spending have positioned the Town to navigate this uncertainty.

**PROPOSED FY2024 BUDGET**

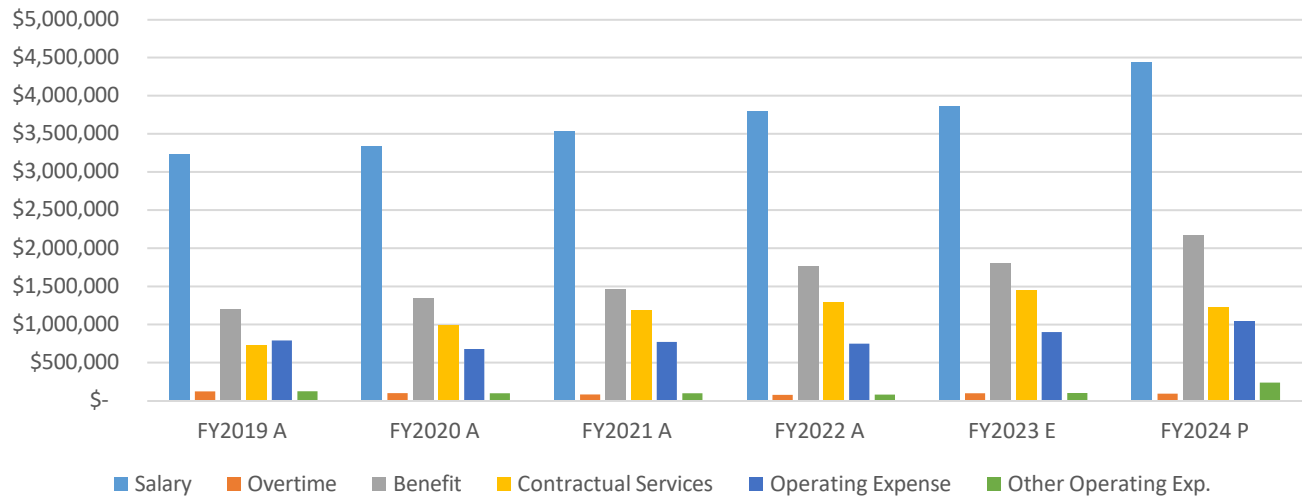
The Budget Committee used a conservative approach but at the same time worked to meet the needs of the residents, businesses, visitors, and employees through the continued delivery of high-quality services. The Proposed FY2024 Operating Budget is \$9,476,270. As recorded in the approved FY2023 Operating Budget, the then projected FY2024 operating budget was \$9,406,803. While there are variations in the percent increases within major categories from projected to proposed, the difference in total is less than 1%. The chart below illustrates the percentage of the operating budget allocated to the various cost centers.



The following chart illustrates the expenditures among the major expenditure categories. It is important to note that 70.8% of the operating expenditures are comprised of salary and benefits.

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## 6-Year Operating Budget by Major Expense Category



### SUMMARY

The Town continues to utilize a conservative approach to budgeting. This approach has helped to prepare the Town for economic uncertainty. Year-over-year the operating budget has increased 8%.

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 these uncertain times while positioning the Town for continued success.

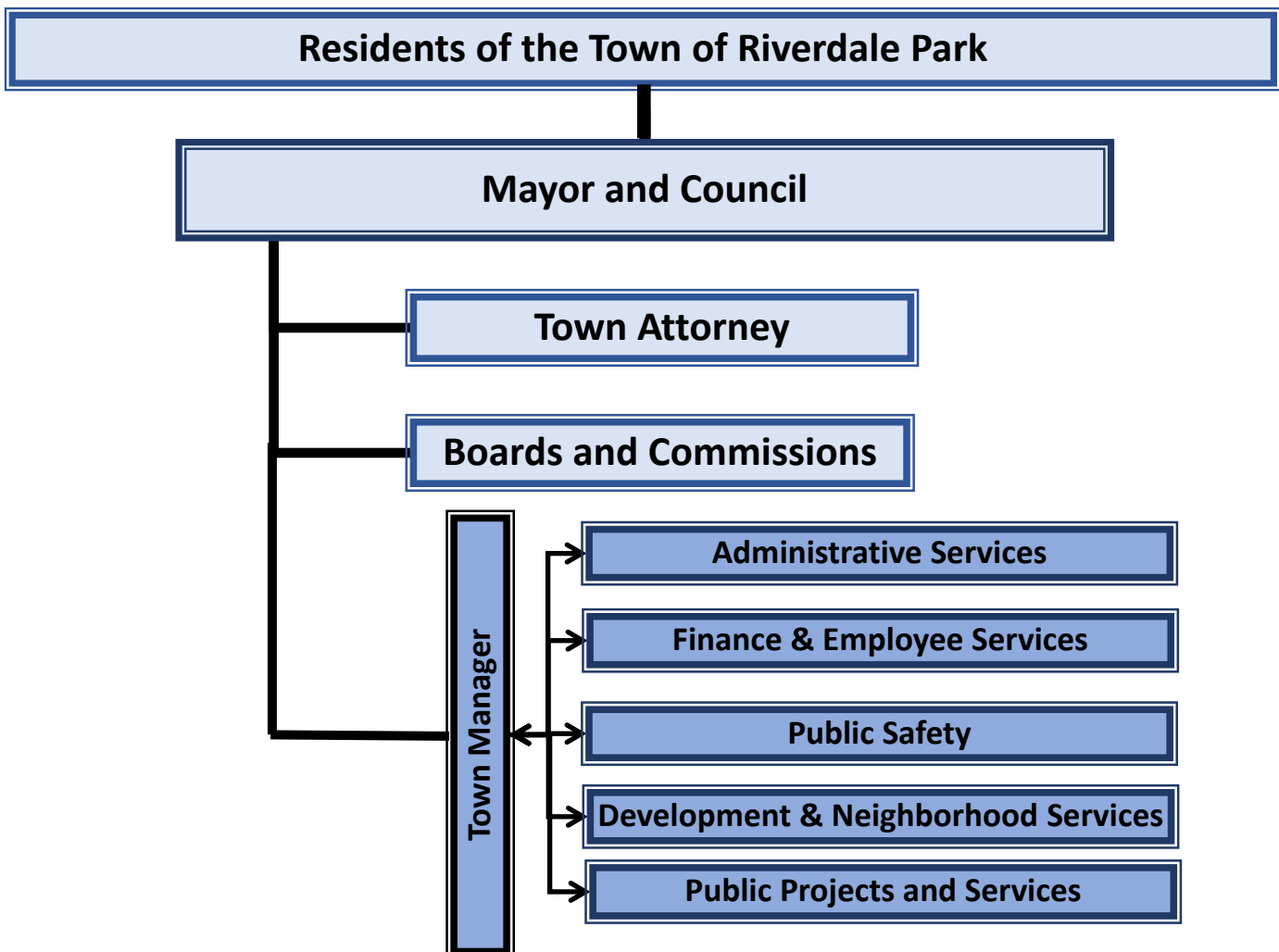
Respectfully Submitted,

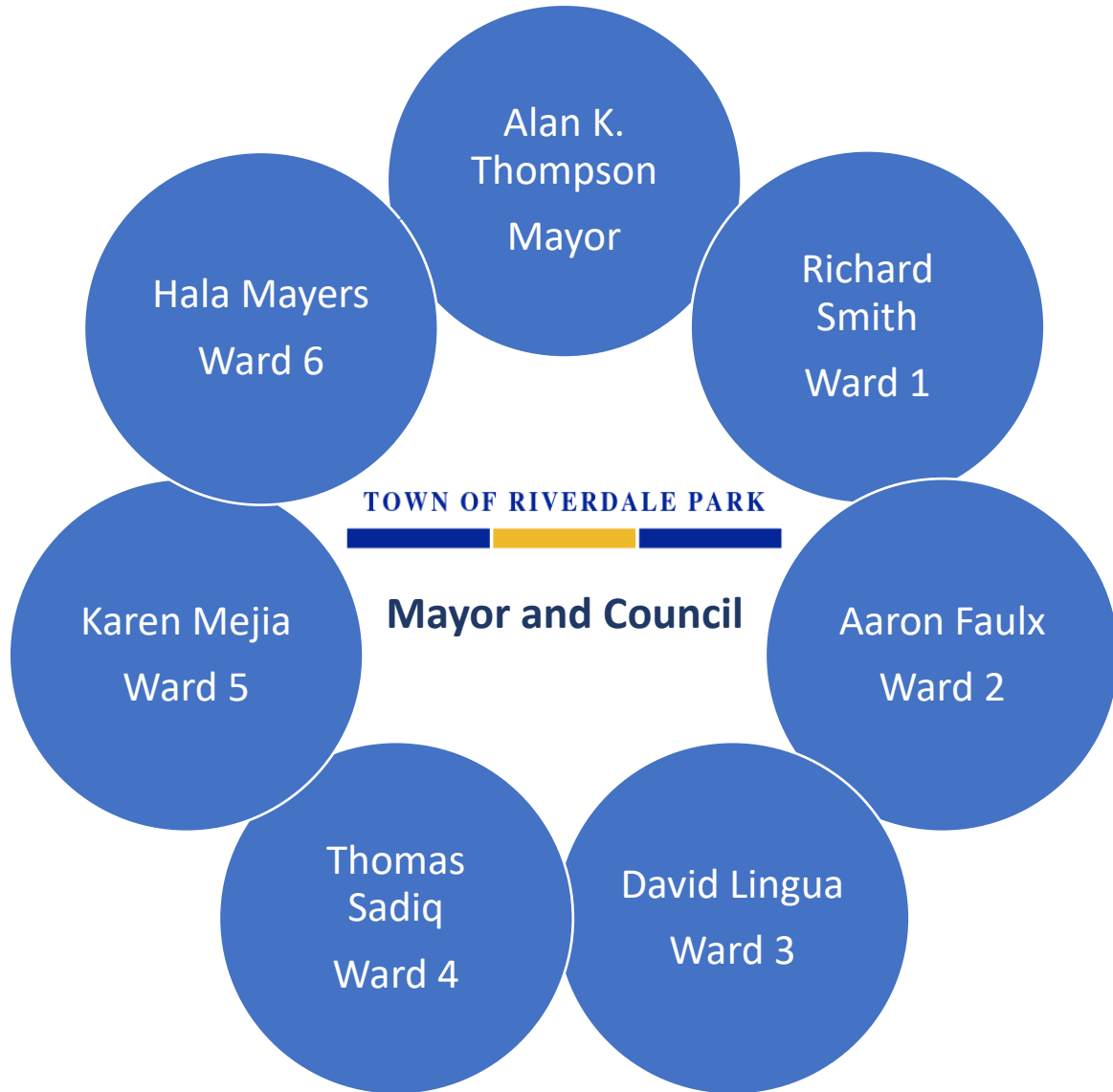
John N. Lestitian, Town Manager

## VISION STATEMENT

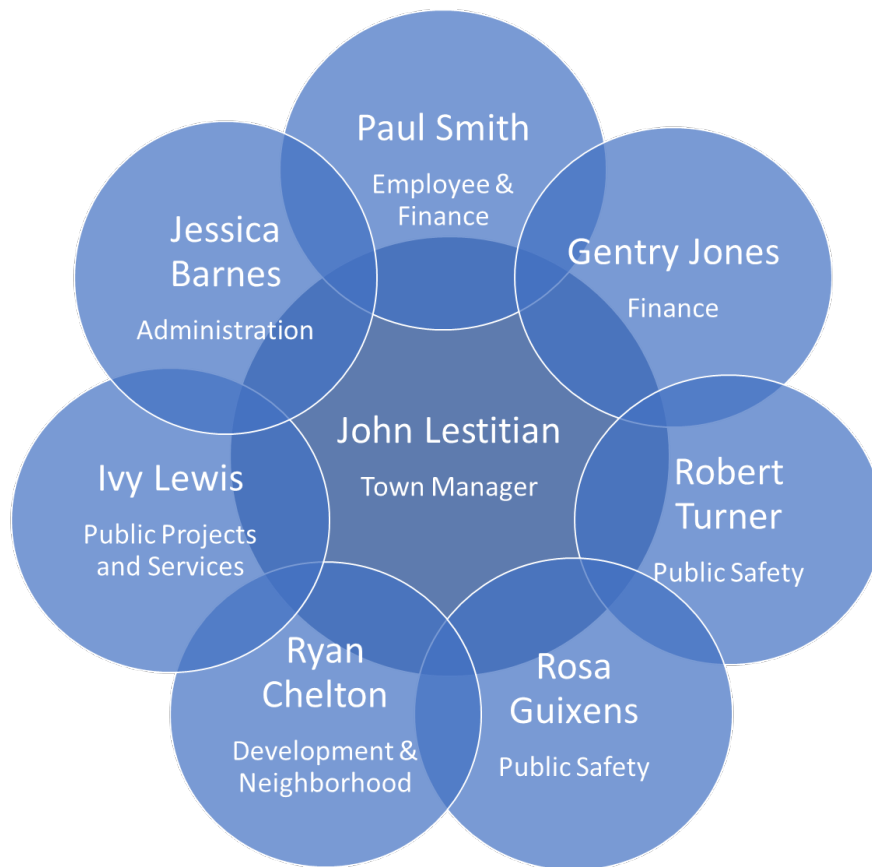
*The Town of Riverdale Park (TRP) will be the location of choice for residents, businesses, visitors, investors, and employees. TRP will achieve this because the Town actively commits to programs, initiatives, and resources that enhance housing and neighborhoods; sustainability; business and economic 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





The Council is the legislative branch of the Town government, with the power to enact and enforce all ordinances and resolutions. Including the Mayor, there are seven (7) members of the Council. The Mayor serves as Chairperson of the Council, and is recognized as the head of the town government for all ceremonial purposes, by the court for serving civil process, and by the Governor for the purpose of military and emergency law. The Mayor is elected at-large for a two-year term. The six (6) remaining members of the Council are elected by Ward for a two-year term.



**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.**

## Staff Budget Committee

**John N. Lestitian, Town Manager**

**Paul Smith, Director**

- **Finance and Employee Services**

**Gentry Jones, C.P.A.**

- **Deputy Finance Director**

### **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 a 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, 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 thereon after two weeks' prior notice thereof in a newspaper or newspapers having general circulation in the Town. The council may insert new items or may increase or decrease the items of the budget. If the council increases the total proposed expenditures, it shall also increase the total anticipated revenues in an amount at least equal to 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 of anticipated revenues shall equal or exceed the total of proposed expenditures of the adopted budget.

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## Community Profile - Town of Riverdale Park

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 a full range of services and programs across multiple offices and departments. Services are provided through the following departments:

- Administrative Services
- Finance and Employee Services
- Department of Public Safety
- Development and 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.

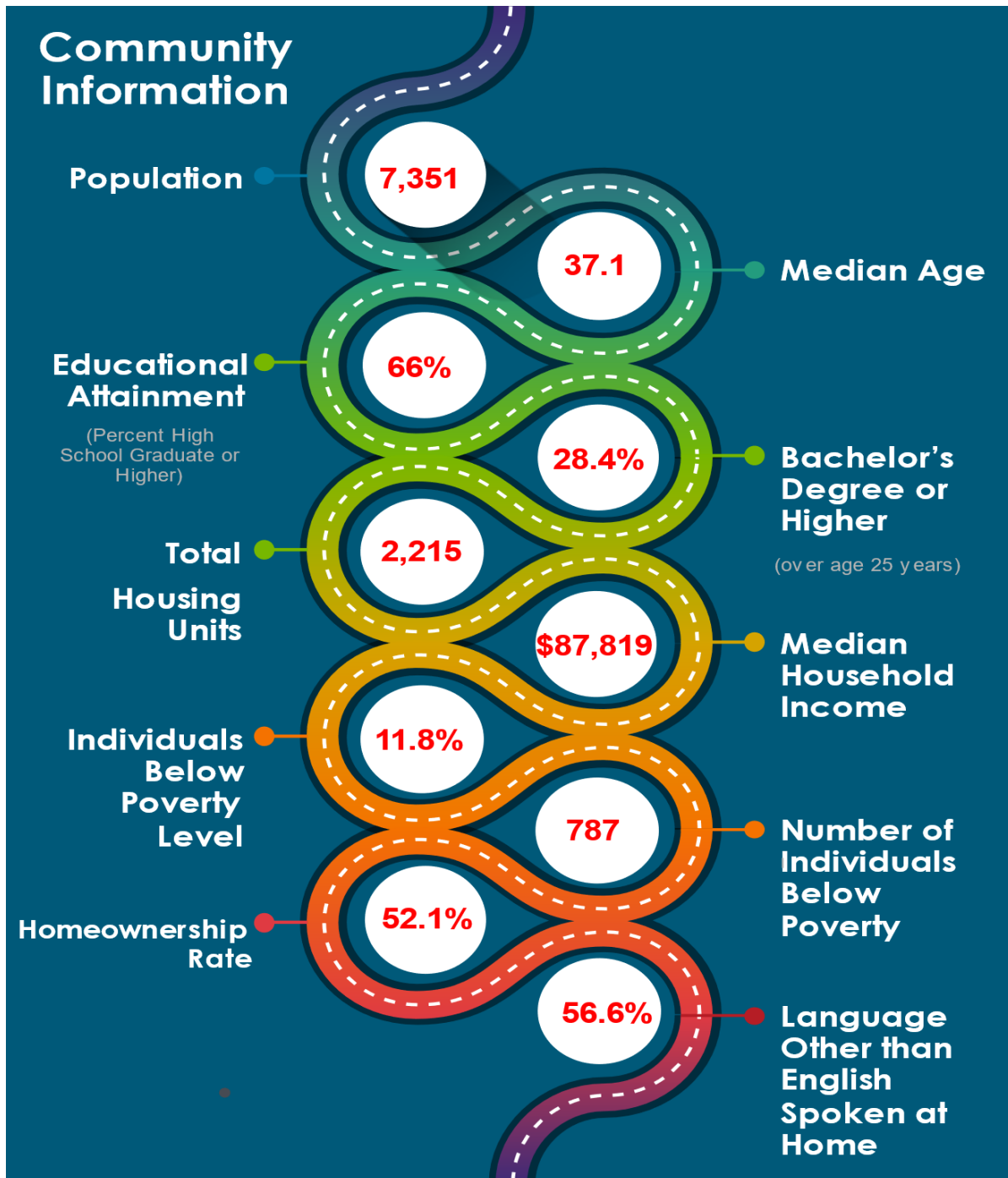


The Town works to expand the commercial real estate tax base by supporting businesses' retention, expansion, and attraction. The Town liaises with the Maryland-National Capital Park and Planning Commission and Prince George's County, coordinates the Legacy Mixed-Use Town Center local design review committee,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

The community enjoys parks and additional recreation areas throughout Riverdale Park. The Town provides an environment throughout our neighborhoods and community gathering

places that makes 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.



## **FY2024 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 FY2024 Proposed Budget projects a \$3,945,557 General Fund unassigned balance as of June 30, 2024. This projection includes revenue net operating expenditures from FY2023 that will be carried forward and distributed to other funds. The Town's revenues are projected to grow at a lower rate than operating expenditures. This is in part due to a change in the State business personal property tax and decreased business personal property held by Purple Line related entities. As detailed on the Fund Balance Sheet, the amount of \$342,458 is being transferred from the General Fund to the Debt Service Reserve Fund to pay a portion of the FY2024 debt service.

### **Real Property Tax Rate**

The State of Maryland Department of Assessments and Taxation (SDAT) must assess each property once every three (3) years. Assessments are certified by the Department to local governments where they are converted into property tax bills by applying the appropriate property tax rates. An assessment is based on an appraisal of the fair market value of the property. FY2024 is the second 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 calendar year 2024 and will assign new values to be effective on July 1, 2025 (FY2026).

The Town's tax rate is set at .6540 per \$100 of assessed value and remains unchanged in the FY2024 Proposed Budget.

### **Business Personal Property Tax Rate**

This is a tax on business-owned personal property which is imposed and collected by the local governments. Responsibility for the assessment of 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 set at \$2.00 per \$100 in value and remains unchanged in the FY2024 Proposed Budget.

### **Operating (Public Utility) Tax Rate**

Maryland regulates utilities as "public service companies". Utility companies and railroads are assessed using the unit method of valuation because the interconnected real and personal property function together to provide service. Assessments are certified to local governments where they 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 set at \$2.00 per \$100 in value and remains unchanged in the FY2024 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. The tax is imposed by Maryland's counties and municipalities as well as an additional tax by the State of Maryland, specifically for electronic bingo and electronic tip jars. The admissions and amusement tax are collected by the State Comptroller's Office. 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 electronic 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 FY2024 Proposed Budget.

### **Fee Schedule**

Chapter 23 of the Town Code establishes various charges and fees. This Chapter was updated in 2018 and a copy of the schedule is included in the Appendix. No fee increases are proposed for FY2024.

### **Debt Service**

The Town has three (3) loans, with a June 30, 2024, total projected principal balance of \$1,620,900. The Town continues to make progress on drawing down the Maryland CDA loan proceeds. The 2018 defeasance action significantly reduced the related debt payments. 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 \$466,941 to \$169,586.

The combined annual debt service payment is \$466,941. The projected debt per capita is \$220.50, and the annual debt service payment represents 8.5% of gross real property tax revenue.

**The details of the loans follow:**

<b>Institution</b>	<b>Origination</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Projected Principal Balance as of July 1, 2024</b>
PNC Bank	05/29/12	05/30/26	3.00%	\$848,400
Maryland CDA	10/01/13	05/01/31	3.78%	\$495,000
Maryland CDA	10/01/13	05/01/28	5.085%	\$277,500

FY2024 Proposed Budget assumes the following:

1. No new debt service; and
2. The amount of \$342,458 will be transferred to the Debt Service Reserve fund to pay a portion of 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 75% of the premium cost and participating employees cover the remaining 25% of the premium cost. When possible, the Town increases its share of the premium. The Proposed Budget as presented envisions the Town paying 75% of the plan premiums.

The annual premium is increasing by eighteen and six/tenths percent (18.6%) in FY2024. This increase is projected to cost an additional \$73,214. This increased premium has been locked in for both FY2024 and FY2025. Please note the following premium history:

**Health Care Benefit Premium and Cost Sharing**

<b>Single Participant Plan <u>Total Premium</u></b>	<b>%</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Monthly		\$878	\$972	\$1,148
Annual		\$10,540	\$11,665	\$13,776
<b>Single Participant Plan <u>Premium Share</u></b>		<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Town Annual	<b>78%</b>	\$8,221	\$9,099	\$10,745
Employee Annual*	<b>22%</b>	\$2,319	\$2,566	\$3,031
<b>Family Participant Plan <u>Total Premium</u></b>		<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Monthly		\$2,029	\$2,260	\$2,688
Annual		\$24,354	\$27,129	\$32,259
<b>Family Participant Plan <u>Premium Share</u></b>		<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>
Town Annual	<b>78%</b>	\$18,996	\$21,160	\$25,162
Employee Annual*	<b>22%</b>	\$5,358	\$5,969	\$7,097

The cost-sharing plan, as originally envisioned, was a 75% Town-paid and 25% participant-paid split. In the last several years, the Town has covered at least 78%. In FY2024, 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 at times 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. Additionally, this fund will also be sustained by periodic transfers from the General Fund. Surprisingly, the Town did receive a premium refund for in FY2023 in the amount of \$40,212. This amount brings the fund balance to a modest \$61,984. The Proposed Budget does not rely on transfers from this fund.

### **Economic Development Fund**

In 2018, the Town created the Economic Development Fund 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. This fund may be used to hold real property acquired by the Town for economic redevelopment and for 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 out-perform the budgeted revenue. In FY2024, it is 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 designed to ensure the health, safety, welfare, and economic security of Town residents and businesses. Further, this fund may be used to hold real property acquired by the Town for economic redevelopment and for related development activities. Revenues in this fund consists of periodic transfers from the General Fund or General Fund Reserve.*

In FY2023, \$350,000 was transferred to the Economic Development Fund from the General Fund. This was in addition to ARPA funds. Many of the Town's efforts are eligible for use of

ARPA funds. In FY2024, \$75,000 in unrestricted funds will be transferred back 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. 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:

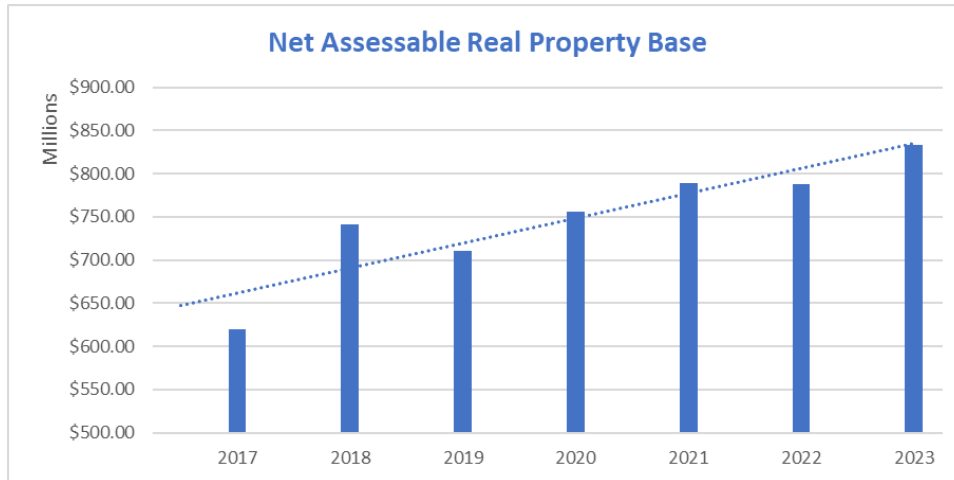
*ECONOMIC RECOVERY STRATEGY FUND: This fund is comprised the Town's American Rescue Plan Act allocation. The fund will be used strategically and when practicable will leverage other Town funds to improve quality of life for Riverdale Park residents, to provide immediate community recovery needs, to provide for the provision of government services, capital acquisitions, and infrastructure improvements, and to create 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 as well as addressing economic harms 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, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet.*

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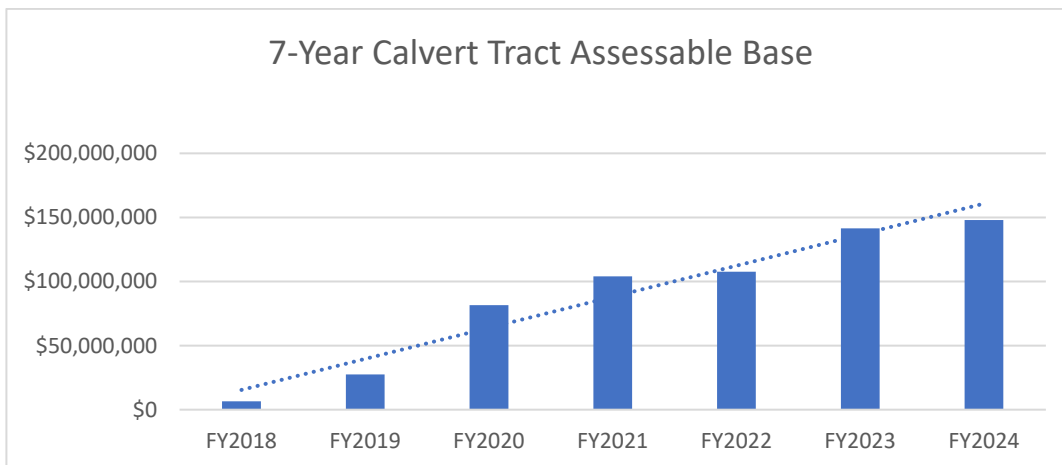
## Assessable Base

Real Property Tax is the largest source of revenue to fund 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 a seven-year period.



FY2024 is the second year of the current triennial reassessment period. There is a \$45,882,320 increase in the assessable base from FY2023. Over \$20M of the increase is a correction from the FY2022 constant yield notice that now includes the new office building at 4600 River Road.

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 (TRP-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 tax flows to the Operating Budget. A portion of the real property tax collected is available for Town operations. In FY2024, \$433,602 will flow to the operating budget. The Town continues to pay a portion of the debt service on the CSX Bridge that was required for the development. The values within the Calvert Tract continue to rise as noted below:







### **Other Post-Employment Benefits (OPEB)**

The Town has committed funds to address the long-term liability related to retired employees. To date, a total of \$400,000 has been committed for this purpose. In FY2024, \$128,453 will be transferred from OPEB to the Operating Budget to assist with the Town's actuarial determined contribution to the Defined Benefit Plan.



### **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) or similar grant funding, along with transfers from the General Fund Reserve. The fund is used for projects to be completed by the Town and to award matching grants for projects that align with the Town's vision and commitment. The Town has an established Accessory Structure Grant program, and an Emergency Repair Grant program. In FY2023, the Town also created a Flood Prevention and Damage Mitigation program to assist residents in taking proactive measures to protect their homes. In FY2024, \$11,750 is being transferred from the Economic Development Fund to the Community Development Fund.

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### **Authorized Number of Positions**

There is no change in the number of authorized positions year-over-year. The position schedule authorizes a total of 52.75 positions. It is important to note that the FY2024 Proposed Budget balances in part on the delayed hiring of one police officer position and the reprogrammed position of a Neighborhood Services Specialist.

### **Future Positions**

As mentioned elsewhere herein, the anticipated growth and the increased performance expectations will require adding staff strategically throughout the organization. Succession planning is also a core element of this as several leadership staff will likely be leaving the organization in the next 3+ years.

### **Pay Range Plan, Cost of Living Adjustment (COLA), and Inflationary Stipend**

The FY2024 Proposed Budget includes a revised Pay Range Plan. In December 2022, the Town engaged Bolton USA to conduct a base salary competitive market analysis to assess the competitiveness of the Town's base pay program and identify potential changes to improve its market alignment.

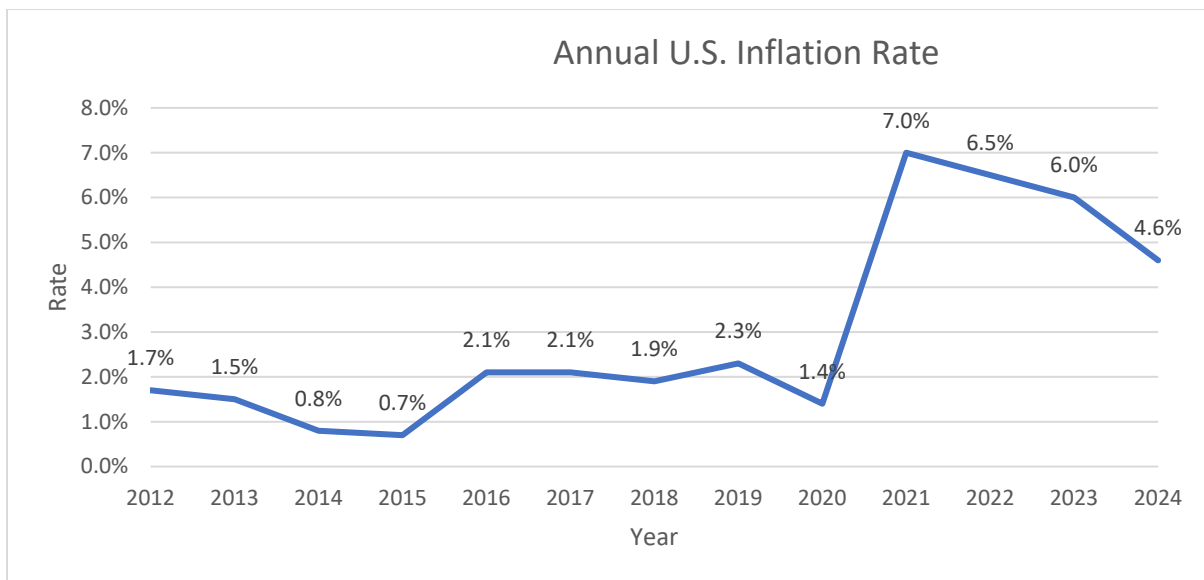
Bolton's analysis of the Town's pay structure and survey of other government organizations revealed that the current Pay Range Plan at anchor step 7, was less than optimum. The preferred method to address this finding is to adjust all positions upward by 7.0%. To balance the FY2024 Proposed Budget, and fund this salary adjustment, the 7% increase is funded in two phases, a 3.5% increase on July 1, 2023, and a 3.5% increase on January 1, 2024.

Additionally, Bolton made several secondary recommendations, including removing the CEO/Town Manager from the Step structure, reclassifying Maintenance Technician I from Grade 50 to Grade 53, and eliminating grades 50, 51, and 52. Additionally, staff will remain eligible for step/merit increases ranging from 1.5 to 2.5%.

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# Significant Budget Stressors / Challenges

## Economic Uncertainty



The economy is more uncertain now than at the start of the COVID-19 Pandemic. All the stressors mentioned throughout this document and their related impacts will likely continue for several years.

## Revenues

### **Real Property Tax Revenue**

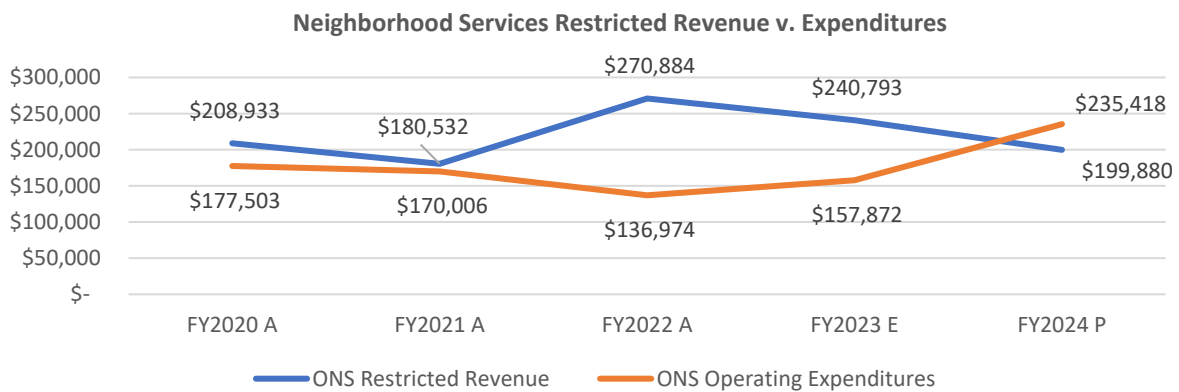
The Town's primary source of revenue is the Real Property Tax. The Town has held the tax rate at .6540 per \$100 of assessed real property value for more than thirteen years. Over the last several years, development and desirability have increased many property values. The assessable year beginning July 1, 2023, reflects a modest growth in overall values. However, as

the U.S. Federal Reserve Bank raises interest rates to control inflation, mortgage rates increase, and property values constrict. As stated elsewhere herein, the Town is in the second year of the triennial reassessment of all properties. Staff remain concerned about the next triennial reassessment.

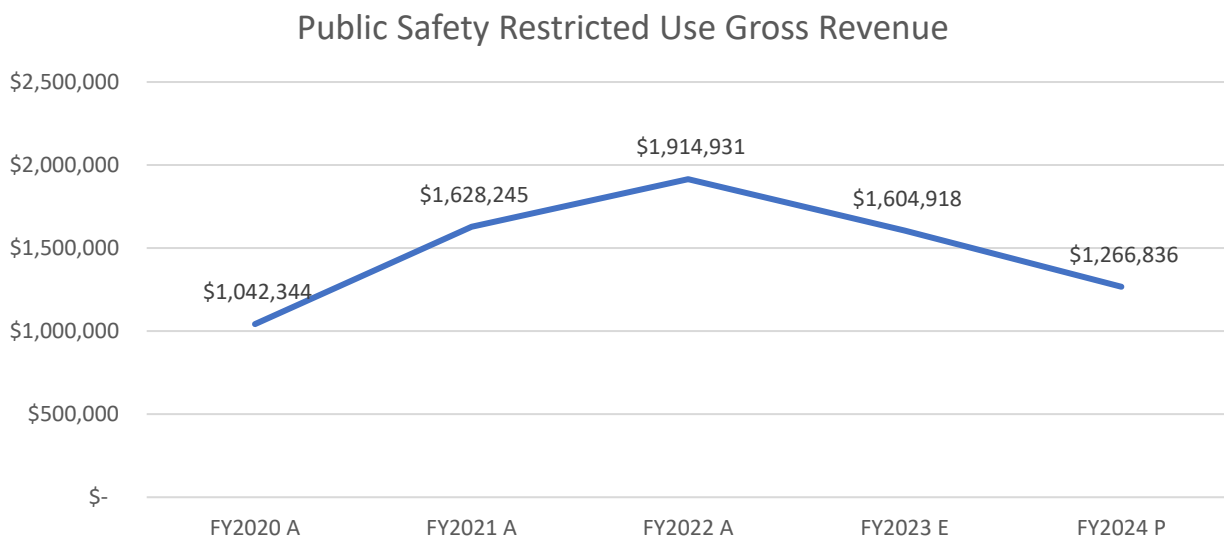
**Restricted Use Operating Revenue**

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.

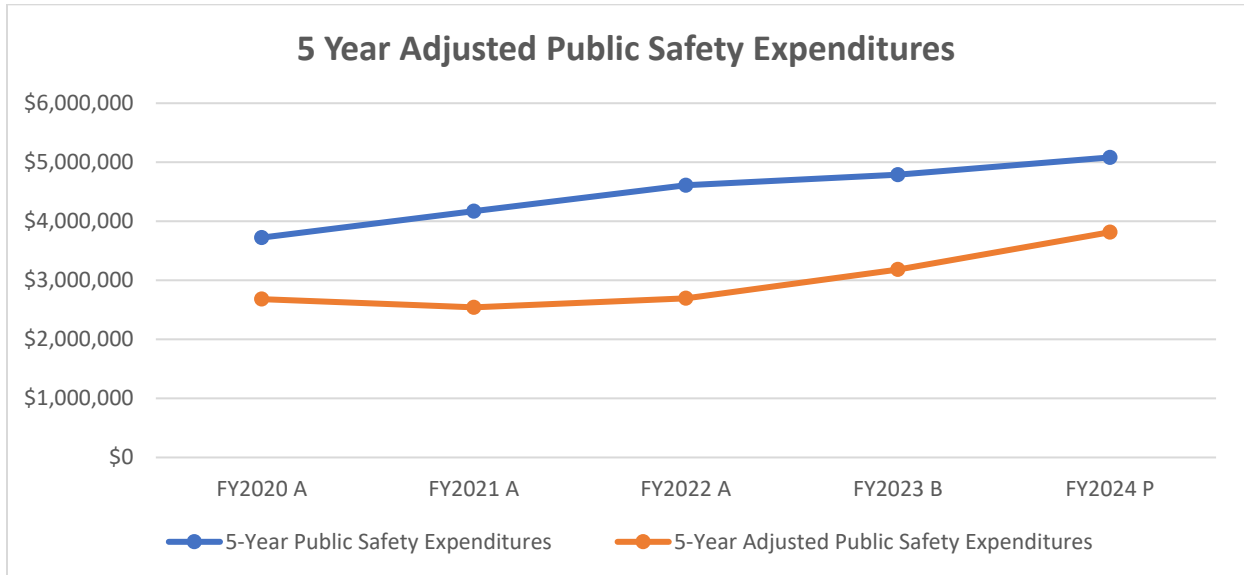
For example, the Town's Neighborhood Services programs are funded primarily by revenue raised through licensing and permit programs. Please note the following illustration:



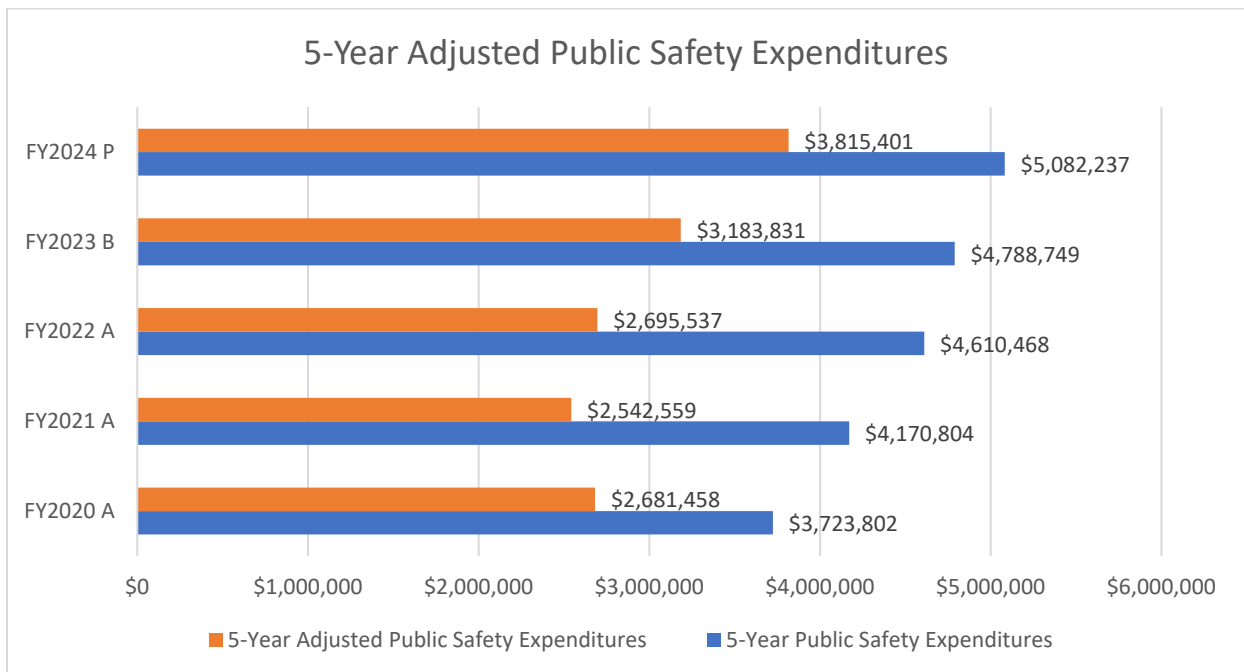
The Public Safety budget is likewise offset by restricted use operating revenue as illustrated below:



The graph below illustrates the total public safety expenditures and the adjusted public safety expenditures when applying the public safety restricted use revenue.



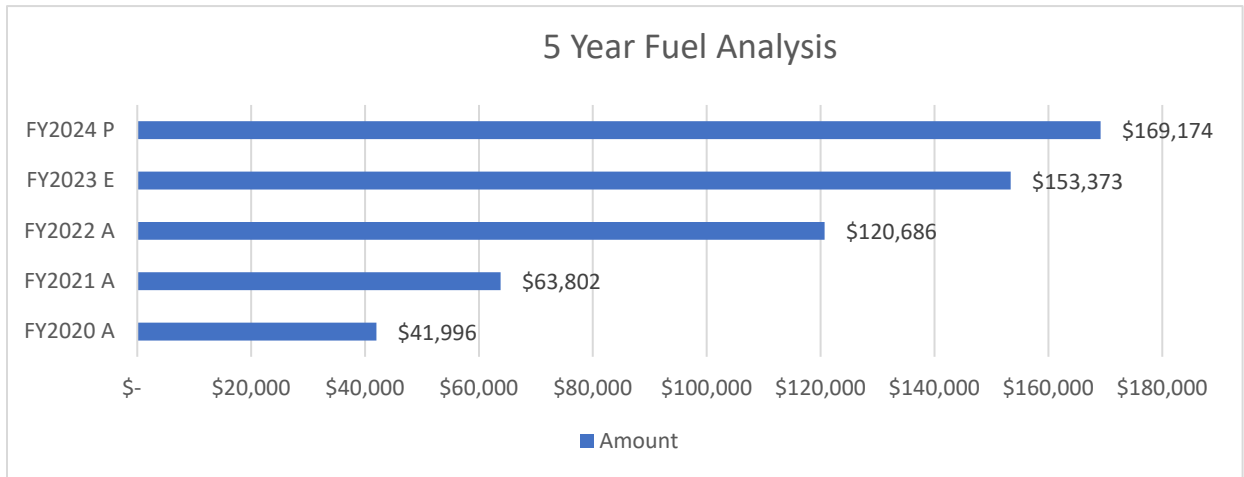
The following chart compares adjusted public safety expenditures to non-adjusted public safety expenditures. When the public safety restricted use revenue is applied, the General Fund dollar expenditure becomes clear.



## Expenses

### Fuel Costs

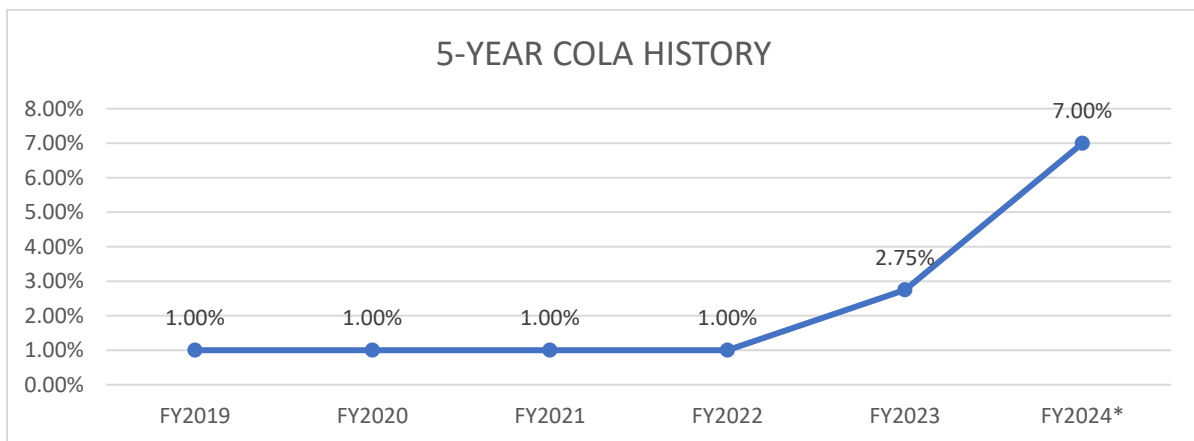
As illustrated below, the rising cost of fuel directly impacts the cost of Town operations. It is important though to also note that the cost of fuel will inevitably impact the cost of all supplies, goods, and services.



### Cost of Living Adjustment (COLA)

Historically, the Town has maintained a slow and steady approach to COLA increases. In FY2023, because of the sharp rise in inflation, coupled with the acknowledgement that the Washington D.C. (District of Columbia) Metropolitan Area is high cost, the Town provided a 2.75% COLA. This was a structural change that will impact future budgets.

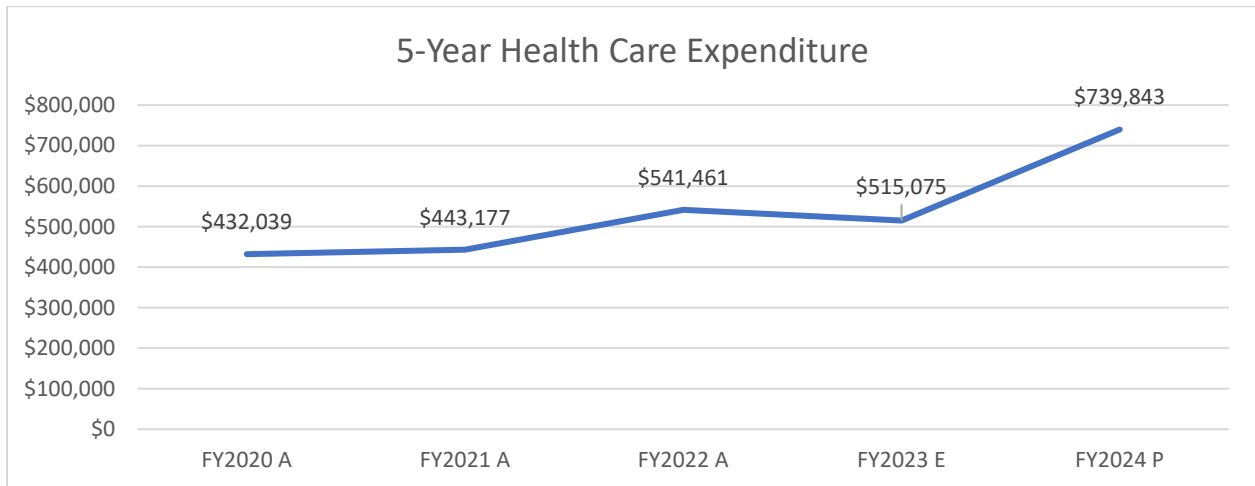
In FY2024, the Town will revise the Pay Range Plan in a two-step process. The consultant recommended an across the board 7% adjustment to the Pay Range Plan. The Town cannot implement the recommendation at one time. However, the proposed budget includes a 3.5% increase on July 1, 2023, and a second 3.5% increase on January 1, 2024. This approach reduces the cost to the Town in FY2024 by \$185,000.



\* FY2024 Base Salary Competitive Market Analysis Adjustment

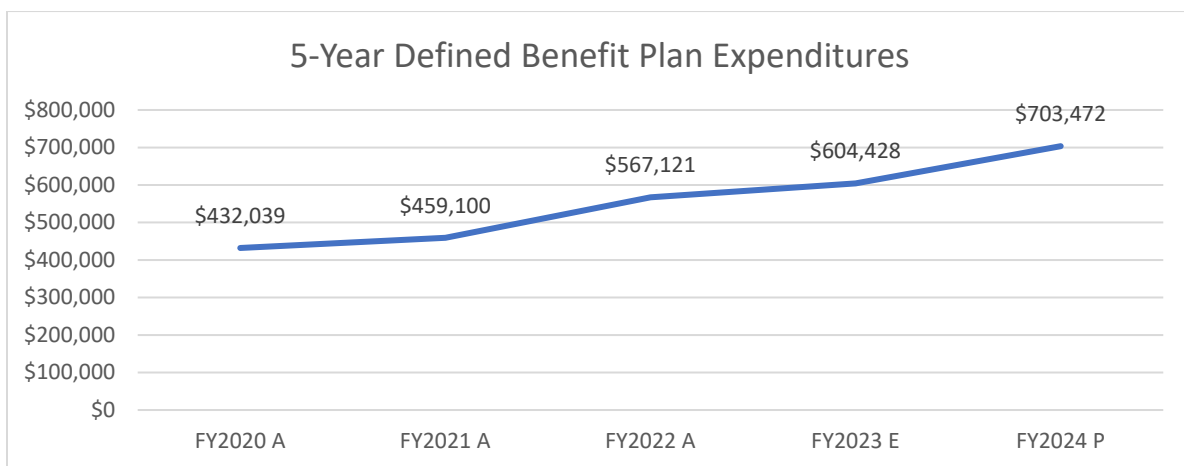
### Health Care Benefit Expenditure

As noted elsewhere, the Health Care Benefit expenditure will increase by 18.6% in FY2024. A portion of this expense, 22%, is paid by the plan participants. In addition to such cost increases, the Town continues to be aware that the number of plan participants is currently split almost evenly between the Single Plan and Family Plan. The annual premium difference between these plans is \$18,483. With the percentage share currently used, the Town's share for each participant moving from the Single Plan to the Family Plan will increase expenditures by \$14,473. Qualifying events can occur at any time throughout the fiscal year. To address this, all vacant and anticipated vacant positions are budgeted to reflect family plan enrollment.



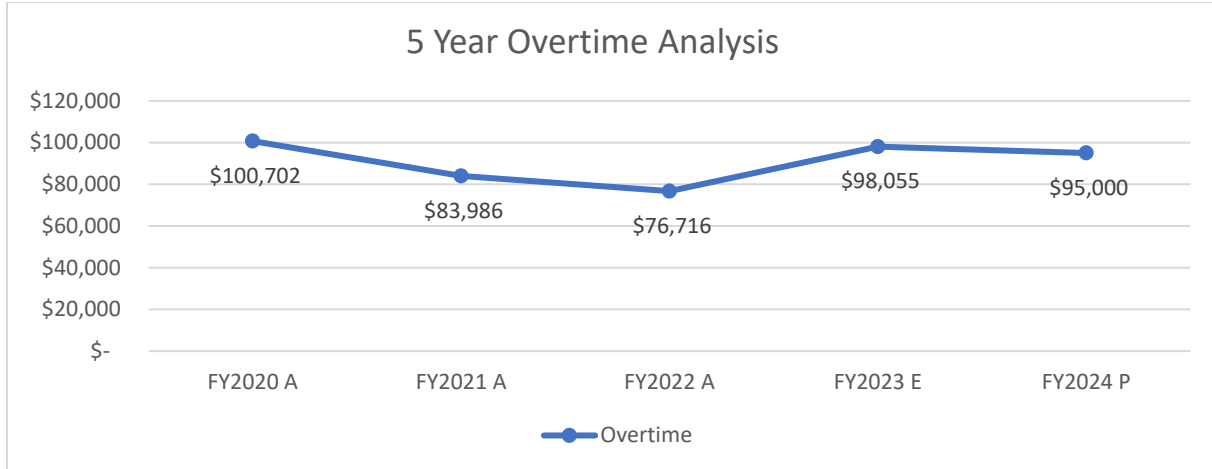
### Defined Benefit Plan Contributions

The Town's contribution to the Defined Benefit Plan (DBP), known as the Actuarially Determined Contribution (ADC) is set at 19.4% for both FY2024 and FY2025. As salaries increase, so too does the Town's contribution to the DBP. Future increases in the ADC are also impacted by the established discount rate. The adoption of the 19.4% ADC is in conjunction with a lowering of the discount rate from 7.0% to 6.8%. As reported by PNC Bank the DBP portfolio contracted in FY2023. The current volatility of the markets adds to the uncertainty of this increasing expenditure in future years.



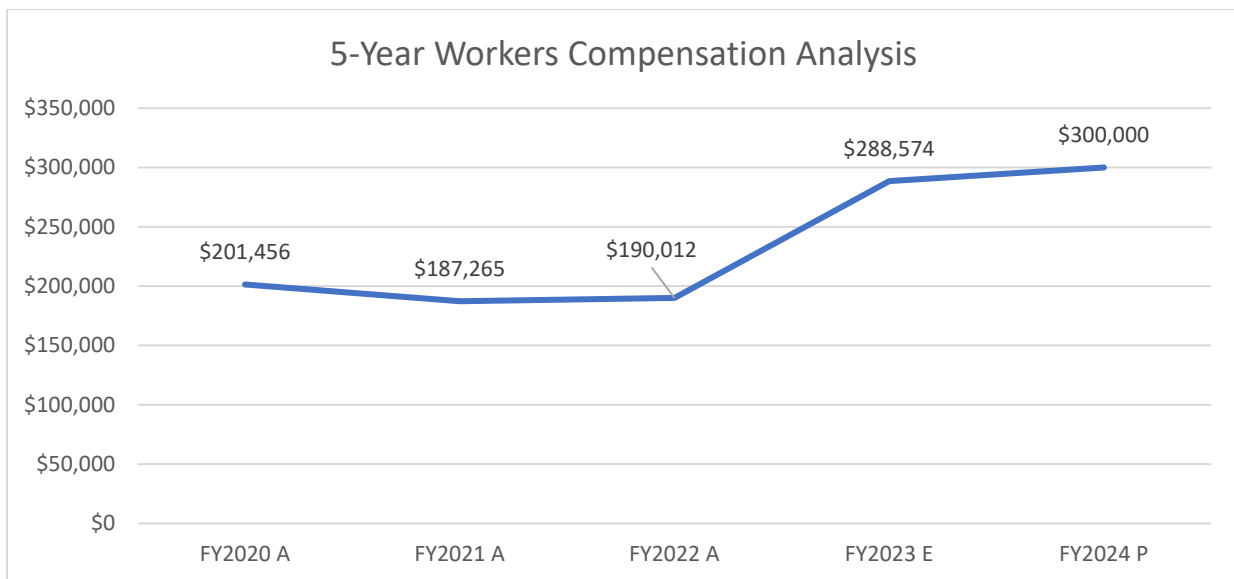
### Overtime Expenditures

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 expense, the illustration below accounts for less overtime hours.



### Workers Compensation

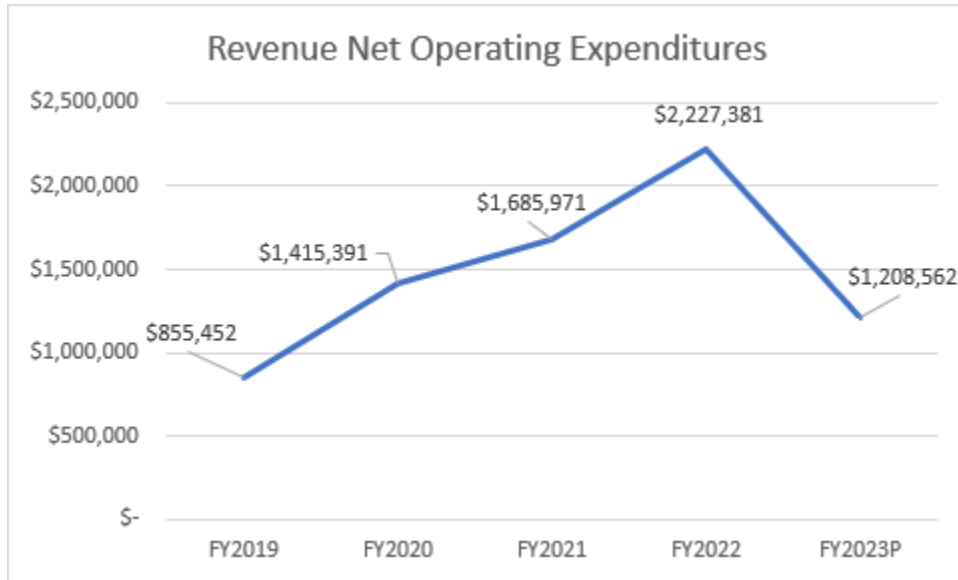
The Town has experienced an increase in Workers Compensation claims. The increase in claims are from both current and former employees. The Town strives to create a safe work environment. As noted in the FY2024 Objectives, the Office of Employee Services continues to redouble its efforts, along with the Department Managers, and every employee to improve safety and reduce the risk of workplace accidents.





**Revenue Net Operating Expenditures**

As noted elsewhere herein, the 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.



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

The Mayor and Council of the Town of Riverdale Park proposes to increase real property taxes.

1. For the tax year beginning July 1, 2023, the estimated real property assessable base will increase by 4.79% from \$795,433,176 to \$833,571,585.
2. If the Town of Riverdale Park maintains the current tax rate of .6540 per \$100 of assessment, real property tax revenues will increase by 4.79% resulting in \$249,425.19 of new real property tax revenues.
3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.6241, the constant yield tax rate.
4. The Town is considering not reducing its real property tax rate enough to fully offset increasing assessments. The Town proposes to adopt a real property tax rate of \$.6540 per \$100 of assessment. This tax rate is 4.79% higher than the constant yield tax rate and will generate \$249,425.19 in additional property tax revenues.

A virtual public hearing on the proposed real property tax rate increase will be held at 7:30 p.m. on Tuesday, May 2, 2023. To join, visit <https://us02web.zoom.us/j/84201278309?pwd=cCtMVkZVYUUVazZuSkRUa2dTK2ZMz09> or call 301-715-8592 (Meeting ID: 842-0127-8309 and Passcode: 03302023) to participate. The hearing is open to the public, and public testimony is encouraged.

Testimony may also be mailed to: Town of Riverdale Park, Real Property Tax Rate Testimony, c/o Town Clerk Jessica Barnes, 5008 Queensbury Road, Riverdale Park, MD 20737 or emailed to [community\\_input@riverdaleparkmd.gov](mailto:community_input@riverdaleparkmd.gov). Written comments will be accepted for seven (7) days following the virtual public hearing. The Fiscal Year 2024 Operating and Capital Improvement Budget is scheduled to be introduced on April 24, 2023.

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

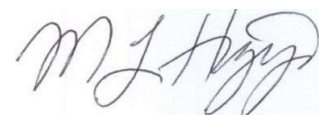
## 2023 Constant Yield Tax Rate Certification

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

1	1-Jul-2022	Gross assessable real property base	\$	797,794,922
2	1-Jul-2022	Homestead Tax Credit	-	2,361,746
3	1-Jul-2022	Net assessable real property base		795,433,176
4	1-Jul-2022	Actual local tax rate (per \$100)	x	0.6540
5	1-Jul-2022	Potential revenue	\$	5,202,133
6	1-Jul-2023	Estimated assessable base	\$	837,087,768
7	1-Jan-2023	Half year new construction	-	0
8	1-Jul-2023	Estimated full year new construction*	-	450,000
9	1-Jul-2023	Estimated abatements and deletions**	-	3,066,183
10	1-Jul-2023	Net assessable real property base	\$	833,571,585

11	1-Jul-2022	Potential revenue	\$	5,202,133
12	1-Jul-2023	Net assessable real property base	÷	833,571,585
13	1-Jul-2023	<b>Constant yield tax rate</b>	\$	<b>0.6241</b>

Certified by



Director

\* Includes one-quarter year new construction where applicable.  
 \*\*Actual + estimated as of July 1, 2023, including Homestead Tax Credit.  
 Form CYTR #1

## FY2024 Authorized Position Schedule

	FY2022		FY2023		FY2024	Position Changes	
<b>Department of General Government</b>	<b>Status</b>	<b>Count</b>	<b>Status</b>	<b>Count</b>	<b>Status</b>	<b>Count</b>	
Town Manager	FT	1.00	FT	1.00	FT	1.00	0.00
Director Administrative Services	FT	1.00	FT	1.00	FT	1.00	0.00
Program Specialist	FT	2.00	FT	3.00	FT	2.00	-1.00
Director of Finance and Employee Services	FT	1.00	FT	1.00	FT	1.00	0.00
Deputy Director Finance - CPA	FT	1.00	FT	1.00	FT	1.00	0.00
Finance and Employee Services Coordinator	PT	0.00	FT	1.00	FT	1.00	0.00
Director Development Services	FT	1.00	FT	1.00	FT	1.00	0.00
Special Projects Coordinator	FT	0.67	FT	0.50	FT	0.50	0.00
Neighborhood Improvement Specialist	FT	2.00	FT	2.00	FT	3.00	1.00
ARPA Program Manager (Term Position)	FT	0.00	FT	1.00	FT	1.00	0.00
<b>Total General Government</b>		9.67		12.50		12.50	0.00
<b>Department of Public Safety</b>	<b>Status</b>	<b>Count</b>	<b>Status</b>	<b>Count</b>	<b>Status</b>	<b>Count</b>	<b>Count</b>
Chief of Police	FT	1.00	FT	1.00	FT	1.00	0.00
Deputy Chief of Police	FT	1.00	FT	1.00	FT	1.00	0.00
Captain (Position Eliminated in the FY24 Budget)	FT	1.00	FT	1.00	FT	0.00	-1.00
Lieutenant	FT	1.00	FT	1.00	FT	2.00	1.00
Sergeant	FT	5.00	FT	5.00	FT	5.00	0.00
Corporal	FT	6.00	FT	6.00	FT	6.00	0.00
Private First Class	FT	7.00	FT	7.00	FT	7.00	0.00
Police Officer	FT	2.00	FT	2.00	FT	2.00	0.00
Automated Safety Programs Officer	PT	0.75	PT	0.00	PT	0.00	0.00
Community Safety Program Manager	FT	0.00	FT	1.00	FT	1.00	0.00
Executive Associate	FT	1.00	FT	0.00	FT	0.00	0.00
Records and Parking Permit Manager	FT	1.00	FT	1.00	FT	1.00	0.00
Telecommunications Supervisor	FT	1.00	FT	1.00	FT	1.00	0.00
Telecommunicator	FT	4.00	FT	4.00	FT	4.00	0.00
Telecommunicator	PT	0.00	PT	0.50	PT	0.50	0.00
<b>Total Public Safety</b>		31.75		31.50		31.50	0.00
<b>Department of Public Projects and Services</b>	<b>Status</b>	<b>Count</b>	<b>Status</b>	<b>Count</b>	<b>Status</b>	<b>Count</b>	<b>Count</b>
Director of Public Projects and Services	FT	1.00	FT	1.00	FT	1.00	0.00
Deputy Director Public Projects and Services	FT	0.00	FT	0.00	FT	1.00	1.00
Operations Manager	FT	1.00	FT	1.00	FT	0.00	-1.00
Special Projects Coordinator	FT	0.33	FT	0.50	FT	0.50	0.00
Team Leads	FT	0.00	FT	0.00	FT	2.00	2.00
Maintenance Technician	FT	4.00	FT	4.00	FT	4.00	0.00
Maintenance Technician Driver	FT	2.00	FT	2.00	FT	0.00	-2.00
Seasonal Maintenance Technician Driver	PT	0.25	PT	0.25	PT	0.25	0.00
<b>Total Public Projects and Services</b>		8.58		8.75		8.75	0.00
<b>Total Staff</b>		<b>50.00</b>		<b>52.75</b>		<b>52.75</b>	<b>0.00</b>

**Riverdale Park Pay Range Plan  
(07/01/2023 - 12/31/2023)**

Pay Grade	Title
53	Maintenance Technician I
53	Program Specialist I
54	Maintenance Technician II
54	Neighborhood Services Inspector - I
54	Program Specialist II
54	Telecommunicator I
55	Neighborhood Services Inspector - II
55	Police Cadet/ Student Officer
56	Police Officer - Private
56	Telecommunicator II
57	Community Safety Programs Manager
57	Executive Associate
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
58	Finance Specialist II
58	Telecommunicator Supervisor
59	Finance and Employee Services Coordinator
59	Police Officer - Sergeant
60	Police Officer - Lieutenant
60	Deputy Director of Public Projects and Services
61	Deputy Finance Director - CPA
61	Director of Administrative Service
61	Director of Development & Neighborhood Services
62	Deputy Chief of Police
62	Finance & Employee Services Director
62	Public Projects & Services Director
63	Chief of Police
63	Deputy Director of Public Projects and Services

FY2024 Adjustment		3.50%							
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7M	Step 8	Step 9	
	1.50%	1.50%	2.50%	2.50%	2.50%	2.50%	2.00%	2.00%	
\$20.68	\$20.99	\$21.30	\$21.83	\$22.38	\$22.94	\$23.51	\$23.98	\$24.46	
\$21,507	\$21,830	\$22,152	\$22,703	\$23,275	\$23,858	\$24,450	\$24,939	\$25,438	
\$23.40	\$23.75	\$24.11	\$24.71	\$25.33	\$25.96	\$26.61	\$27.14	\$27.68	
\$24,336	\$24,700	\$25,074	\$25,698	\$26,343	\$26,998	\$27,674	\$28,226	\$28,787	
\$26.04	\$26.69	\$27.36	\$28.04	\$28.74	\$29.31	\$29.90	\$30.482	\$31.096	
\$27,082	\$27,758	\$28,454	\$29,162	\$29,890	\$30,482	\$31,096	\$31,735	\$32,387	
\$28.12	\$28.82	\$29.54	\$30.28	\$31.04	\$31.66	\$32.29	\$32,926	\$33,582	
\$29,245	\$29,973	\$30,722	\$31,491	\$32,282	\$32,926	\$33,582	\$34,251	\$34,925	
\$30.37	\$31.13	\$31.91	\$32.71	\$33.53	\$34.20	\$34.88	\$35,568	\$36,275	
\$31,585	\$32,375	\$33,186	\$34,018	\$34,871	\$35,688	\$36,475	\$37,287	\$38,118	
\$33.40	\$34.24	\$35.10	\$35.98	\$36.88	\$37.62	\$38.37	\$39,125	\$39,905	
\$34,736	\$35,610	\$36,504	\$37,419	\$38,355	\$39,125	\$39,905	\$40,705	\$41,525	
\$36.75	\$37.67	\$38.61	\$39.58	\$40.57	\$41.38	\$42.21	\$43,035	\$43,898	
\$38,220	\$39,177	\$40,154	\$41,163	\$42,193	\$43,035	\$43,898	\$44,785	\$45,698	
\$40.43	\$41.44	\$42.48	\$43.54	\$44.63	\$45.52	\$46.43	\$47,341	\$48,287	
\$42,047	\$43,098	\$44,179	\$45,282	\$46,415	\$47,341	\$48,287	\$49,245	\$50,225	
\$44.46	\$45.57	\$46.71	\$47.88	\$49.08	\$50.06	\$51.06	\$52,062	\$53,102	
\$46,238	\$47,393	\$48,578	\$49,795	\$51,043	\$52,062	\$53,102	\$54,175	\$55,275	
\$47.12	\$48.30	\$49.51	\$50.75	\$52.02	\$53.06	\$54.12	\$55,182	\$56,285	
\$49,005	\$50,232	\$51,490	\$52,780	\$54,101	\$55,182	\$56,285	\$57,415	\$58,575	
\$51.38	\$52.66	\$53.98	\$55.33	\$56.71	\$57.84	\$59.00	\$60,154	\$61,360	
\$53,435	\$54,766	\$56,139	\$57,543	\$58,978	\$60,154	\$61,360	\$62,585	\$63,845	

**Riverdale Park Pay Range Plan  
(07/01/2023 - 12/31/2023)**

Pay Grade	Title	FY2024 Adjustment			3.50%					
		Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
		<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>
53	Maintenance Technician I	\$24.95	\$25.45	\$25.96	\$26.48	\$27.01	\$27.55	\$28.10	\$28.66	\$29.23
53	Program Specialist I	\$25,948	\$26,468	\$26,998	\$27,539	\$28,090	\$28,652	\$29,224	\$29,806	\$30,399
54	Maintenance Technician II	\$28.23	\$28.79	\$29.37	\$29.96	\$30.56	\$31.17	\$31.79	\$32.43	\$33.08
54	Neighborhood Services Inspector - I	\$29,359	\$29,942	\$30,545	\$31,158	\$31,782	\$32,417	\$33,062	\$33,727	\$34,403
54	Program Specialist II									
54	Telecommunicator I									
55	Neighborhood Services Inspector - II	\$30.50	\$31.11	\$31.73	\$32.36	\$33.01	\$33.67	\$34.34	\$35.03	\$35.73
55	Police Cadet/ Student Officer	\$31,720	\$32,354	\$32,999	\$33,654	\$34,330	\$35,017	\$35,714	\$36,431	\$37,159
56	Police Officer - Private	\$32.94	\$33.60	\$34.27	\$34.96	\$35.66	\$36.37	\$37.10	\$37.84	\$38.60
56	Telecommunicator II	\$34,258	\$34,944	\$35,641	\$36,358	\$37,086	\$37,825	\$38,584	\$39,354	\$40,144
57	Community Safety Programs Manager	\$35.58	\$36.29	\$37.02	\$37.76	\$38.52	\$39.29	\$40.08	\$40.88	\$41.70
57	Executive Associate	\$37,003	\$37,742	\$38,501	\$39,270	\$40,061	\$40,862	\$41,683	\$42,515	\$43,368
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	\$39.14	\$39.92	\$40.72	\$41.53	\$42.36	\$43.21	\$44.07	\$44.95	\$45.85
58	Finance Specialist II	\$40,706	\$41,517	\$42,349	\$43,191	\$44,054	\$44,938	\$45,833	\$46,748	\$47,684
58	Telecommunicator Supervisor									
59	Finance and Employee Services Coordinator	\$43.05	\$43.91	\$44.79	\$45.69	\$46.60	\$47.53	\$48.48	\$49.45	\$50.44
59	Police Officer - Sergeant	\$44,772	\$45,666	\$46,582	\$47,518	\$48,464	\$49,431	\$50,419	\$51,428	\$52,458
60	Police Officer - Lieutenant	\$47.36	\$48.31	\$49.28	\$50.27	\$51.28	\$52.31	\$53.36	\$54.43	\$55.52
60	Deputy Director of Public Projects and Services	\$49,254	\$50,242	\$51,251	\$52,281	\$53,331	\$54,402	\$55,494	\$56,607	\$57,741
61	Deputy Finance Director - CPA	\$52.08	\$53.12	\$54.18	\$55.26	\$56.37	\$57.50	\$58.65	\$59.82	\$61.02
61	Director of Administrative Service	\$54,163	\$55,245	\$56,347	\$57,470	\$58,625	\$59,800	\$60,996	\$62,213	\$63,461
61	Director of Development & Neighborhood Services									
62	Deputy Chief of Police	\$55.20	\$56.30	\$57.43	\$58.58	\$59.75	\$60.95	\$62.17	\$63.41	\$64.68
62	Finance & Employee Services Director	\$57,408	\$58,552	\$59,727	\$60,923	\$62,140	\$63,388	\$64,657	\$65,946	\$67,267
62	Public Projects & Services Director									
63	Chief of Police	\$60.18	\$61.38	\$62.61	\$63.86	\$65.14	\$66.44	\$67.77	\$69.13	\$70.51
63	Deputy Director of Public Projects and Services	\$62,587	\$63,835	\$65,114	\$66,414	\$67,746	\$69,098	\$70,481	\$71,895	\$73,330

## Riverdale Park Pay Range Plan (01/01/24 - 06/30/2024)

Pay Grade		Title		FY2024 Adjustment						3.50%		
				Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7M	Step 8	Step 9
					1.50%	1.50%	2.50%	2.50%	2.50%	2.50%	2.00%	2.00%
53	Maintenance Technician I	\$21.40	\$21.72	\$22.05	\$22.60	\$23.17	\$23.75	\$24.34	\$24.83	\$25.33		
53	Program Specialist I	\$22,256	\$22,589	\$22,932	\$23,504	\$24,097	\$24,700	\$25,314	\$25,823	\$26,343		
54	Maintenance Technician II	\$24.22	\$24.58	\$24.95	\$25.57	\$26.21	\$26.87	\$27.54	\$28.09	\$28.65		
54	Neighborhood Services Inspector - I	\$25,189	\$25,563	\$25,948	\$26,593	\$27,258	\$27,945	\$28,642	\$29,214	\$29,796		
54	Program Specialist II											
54	Telecommunicator I											
55	Neighborhood Services Inspector - II			\$26.95	\$27.62	\$28.31	\$29.02	\$29.75	\$30.35	\$30.96		
55	Police Cadet/ Student Officer			\$28,028	\$28,725	\$29,442	\$30,181	\$30,940	\$31,564	\$32,198		
56	Police Officer - Private			\$29.10	\$29.83	\$30.58	\$31.34	\$32.12	\$32.76	\$33.42		
56	Telecommunicator II			\$30,264	\$31,023	\$31,803	\$32,594	\$33,405	\$34,070	\$34,757		
57	Community Safety Programs Manager			\$31.43	\$32.22	\$33.03	\$33.86	\$34.71	\$35.40	\$36.11		
57	Executive Associate			\$32,687	\$33,509	\$34,351	\$35,214	\$36,098	\$36,816	\$37,554		
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			\$34.57	\$35.43	\$36.32	\$37.23	\$38.16	\$38.92	\$39.70		
58	Finance Specialist II			\$35,953	\$36,847	\$37,773	\$38,719	\$39,686	\$40,477	\$41,288		
58	Telecommunicator Supervisor											
59	Finance and Employee Services Coordinator			\$38.04	\$38.99	\$39.96	\$40.96	\$41.98	\$42.82	\$43.68		
59	Police Officer - Sergeant			\$39,562	\$40,550	\$41,558	\$42,598	\$43,659	\$44,533	\$45,427		
60	Police Officer - Lieutenant			\$41.85	\$42.90	\$43.97	\$45.07	\$46.20	\$47.12	\$48.06		
60	Deputy Director of Public Projects and Services			\$43,524	\$44,616	\$45,729	\$46,873	\$48,048	\$49,005	\$49,982		
61	Deputy Finance Director - CPA			\$46.02	\$47.17	\$48.35	\$49.56	\$50.80	\$51.82	\$52.86		
61	Director of Administrative Service			\$47,861	\$49,057	\$50,284	\$51,542	\$52,832	\$53,893	\$54,974		
61	Director of Development & Neighborhood Services											
62	Deputy Chief of Police			\$48.77	\$49.99	\$51.24	\$52.52	\$53.83	\$54.91	\$56.01		
62	Finance & Employee Services Director			\$50,721	\$51,990	\$53,290	\$54,621	\$55,983	\$57,106	\$58,250		
62	Public Projects & Services Director											
63	Chief of Police			\$53.18	\$54.51	\$55.87	\$57.27	\$58.70	\$59.87	\$61.07		
63	Deputy Director of Public Projects and Services			\$55,307	\$56,690	\$58,105	\$59,561	\$61,048	\$62,265	\$63,513		



## Riverdale Park Pay Range Plan (01/01/24 - 06/30/2024)

Pay Grade	Title	FY2024 Adjustment 3.50%								
		Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
		<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>	<b>2.00%</b>
53	Maintenance Technician I	\$25.84	\$26.36	\$26.89	\$27.43	\$27.98	\$28.54	\$29.11	\$29.69	\$30.28
53	Program Specialist I	\$26,874	\$27,414	\$27,966	\$28,527	\$29,099	\$29,682	\$30,274	\$30,878	\$31,491
54	Maintenance Technician II	\$29.22	\$29.80	\$30.40	\$31.01	\$31.63	\$32.26	\$32.91	\$33.57	\$34.24
54	Neighborhood Services Inspector - I	\$30,389	\$30,992	\$31,616	\$32,250	\$32,895	\$33,550	\$34,226	\$34,913	\$35,610
54	Program Specialist II									
54	Telecommunicator I									
55	Neighborhood Services Inspector - II	\$31.58	\$32.21	\$32.85	\$33.51	\$34.18	\$34.86	\$35.56	\$36.27	\$37.00
55	Police Cadet/ Student Officer	\$32,843	\$33,498	\$34,164	\$34,850	\$35,547	\$36,254	\$36,982	\$37,721	\$38,480
56	Police Officer - Private	\$34.09	\$34.77	\$35.47	\$36.18	\$36.90	\$37.64	\$38.39	\$39.16	\$39.94
56	Telecommunicator II	\$35,454	\$36,161	\$36,889	\$37,627	\$38,376	\$39,146	\$39,926	\$40,726	\$41,538
57	Community Safety Programs Manager	\$36.83	\$37.57	\$38.32	\$39.09	\$39.87	\$40.67	\$41.48	\$42.31	\$43.16
57	Executive Associate	\$38,303	\$39,073	\$39,853	\$40,654	\$41,465	\$42,297	\$43,139	\$44,002	\$44,886
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	\$40.49	\$41.30	\$42.13	\$42.97	\$43.83	\$44.71	\$45.60	\$46.51	\$47.44
58	Finance Specialist II	\$42,110	\$42,952	\$43,815	\$44,689	\$45,583	\$46,498	\$47,424	\$48,370	\$49,338
58	Telecommunicator Supervisor									
59	Finance and Employee Services Coordinator	\$44.55	\$45.44	\$46.35	\$47.28	\$48.23	\$49.19	\$50.17	\$51.17	\$52.19
59	Police Officer - Sergeant	\$46,332	\$47,258	\$48,204	\$49,171	\$50,159	\$51,158	\$52,177	\$53,217	\$54,278
60	Police Officer - Lieutenant	\$49.02	\$50.00	\$51.00	\$52.02	\$53.06	\$54.12	\$55.20	\$56.30	\$57.43
60	Deputy Director of Public Projects and Services	\$50,981	\$52,000	\$53,040	\$54,101	\$55,182	\$56,285	\$57,408	\$58,552	\$59,727
61	Deputy Finance Director - CPA	\$53.92	\$55.00	\$56.10	\$57.22	\$58.36	\$59.53	\$60.72	\$61.93	\$63.17
61	Director of Administrative Service	\$56,077	\$57,200	\$58,344	\$59,509	\$60,694	\$61,911	\$63,149	\$64,407	\$65,697
61	Director of Development & Neighborhood Services									
62	Deputy Chief of Police	\$57.13	\$58.27	\$59.44	\$60.63	\$61.84	\$63.08	\$64.34	\$65.63	\$66.94
62	Finance & Employee Services Director	\$59,415	\$60,601	\$61,818	\$63,055	\$64,314	\$65,603	\$66,914	\$68,255	\$69,618
62	Public Projects & Services Director									
63	Chief of Police	\$62.29	\$63.54	\$64.81	\$66.11	\$67.43	\$68.78	\$70.16	\$71.56	\$72.99
63	Deputy Director of Public Projects and Services	\$64,782	\$66,082	\$67,402	\$68,754	\$70,127	\$71,531	\$72,966	\$74,422	\$75,910

# 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 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 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 provide annually 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 current available resources for one-time costs and capital expenditures and not ongoing current expenditures. If financial circumstances require the use of one-time monies current expenditures, the Town Manager will address balancing any structural deficit in the long-term and plan for replenishing 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 Council at the fund level. The budget book will provide detail 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 current 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 a diverse General Fund revenue base. While the majority of the Town's revenue is from real property taxes, 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 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 establish 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 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 in processing invoices for payment.

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

## **FUND DESCRIPTIONS**

The financial operations of the Town are organized into funds, each of which are 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 to ensure 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.

Section 2

**FY2024**

**Fund Balance and Debt Service**

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Fund Balance Projection for June 30, 2024	Fund Balance Projection			Total General Fund	Economic Development Fund	Health and Wellness Fund	Special Revenue Fund (TIF Admin)	Debt Service Reserve Fund	Capital Improvement Projects
	General Fund	OPEB Committed	Community Development Committed						
<b>Audited FUND BALANCES June 30, 2022</b>	<b>5,854,499</b>	<b>281,950</b>	<b>53,250</b>	<b>6,189,699</b>	<b>2,762,012</b>	<b>146,772</b>	<b>71,294</b>	<b>(122,095)</b>	<b>1,203,728</b>
<b>FY2023 Activity</b>									
<b>GENERAL FUND RESERVE TRANSFERS:</b>									
<b>Transfers from:</b>									
Operating Budget to OPEB	(118,050)	118,050	-	-	-	-	-	-	-
General Fund to Debt Service Reserve	(682,510)	-	-	(682,510)	-	-	-	682,510	-
General Fund to CIP	(811,964)	-	-	(811,964)	-	-	-	-	811,964
General Fund to Economic Development Fund	(350,000)	-	-	(350,000)	350,000	-	-	-	-
General Fund to Community Development Fund	(19,217)	-	-	(19,217)	-	-	-	-	-
<b>OTHER FUND TRANSFERS</b>									
Health and Wellness to Operating Budget	125,000	-	-	125,000	-	(125,000)	-	-	-
Economic Recovery Strategy ARPA Funds to CIP	-	-	-	-	(3,975,000)	-	-	-	3,975,000
<b>EXTERNAL DEPOSITS (INFLOWS) FY2023</b>									
From Prince Georges County TIF Real Property Taxes	-	-	-	-	-	-	676,172	124,484	-
From State of Maryland Highway User Funds	-	-	-	-	-	-	-	-	221,122
From Benecon Health Care Benefit Premium Refund	-	-	-	-	-	40,212	-	-	13,908
From Cable Franchise PEG Capital Funds	-	-	-	-	-	-	-	-	12,000
From various CIP funding sources	-	-	-	-	-	-	-	-	450,000
Grant Revenues	-	-	-	-	-	-	-	-	-
From the Economic Recovery Strategy ARPA Grant	-	-	-	-	3,232,819	-	-	-	-
CDA Loan Proceeds	-	-	-	-	-	-	-	-	-
State Bond Bills	-	-	-	-	-	-	-	-	250,000
<b>FUND EXPENDITURES (OUTFLOWS) FY2023</b>									
CIP Expenditures	-	-	-	-	-	-	-	-	(2,314,882)
ARPA Expenditures	-	-	-	-	(833,267)	-	-	-	-
Economic Development Projected Grants Paid	-	-	-	-	(45,000)	-	-	-	-
Community Development Projected Grants Paid	-	-	(22,000)	(22,000)	-	-	-	-	-
Debt Service Payments	-	-	-	-	-	-	-	(465,734)	-
TIF Administrative Fees Paid	-	-	-	-	-	-	(25,000)	-	-
TIF Bond Bill Paid	-	-	-	-	-	-	(370,037)	-	-
Projected FY2023 Operating Budget Net Surplus/(Deficit)	1,208,062	-	-	1,208,062	-	-	-	-	-
<b>FUND BALANCES June 30, 2023</b>	<b>5,205,820</b>	<b>400,000</b>	<b>31,250</b>	<b>5,637,070</b>	<b>1,491,564</b>	<b>61,984</b>	<b>352,429</b>	<b>219,165</b>	<b>4,622,840</b>
<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)	-	-	-	-	-	-	-	-
<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)	-	-	-	-
<b>EXTERNAL DEPOSITS (INFLOWS) FY2024</b>									
From Prince Georges County TIF Real Property Taxes	-	-	-	-	-	-	800,656	130,229	-
From State of Maryland Highway User Funds	-	-	-	-	-	-	-	-	278,748
From Benecon Health Care Benefit Premium Refund	-	-	-	-	-	-	-	-	12,000
From Cable Franchise PEG Capital Funds	-	-	-	-	-	-	-	-	-
From various CIP funding sources	-	-	-	-	-	-	-	-	500,000
Grant Revenues	-	-	-	-	-	-	-	-	-
From the Economic Recovery Strategy ARPA Grant	-	-	-	-	-	-	-	-	-
CDA Loan Proceeds	-	-	-	-	-	-	-	-	-
State Bond Bills	-	-	-	-	-	-	-	-	935,000
<b>FUND EXPENDITURES (OUTFLOWS) FY2024</b>									
CIP Expenditures	-	-	-	-	-	-	-	-	(6,189,532)
ARPA Expenditures	-	-	-	-	(646,557)	-	-	-	-
Economic Development Projected Grants Paid	-	-	-	-	-	-	-	-	-
Community Development Projected Grants Paid	-	-	(23,000)	(23,000)	-	-	-	-	-
Debt Service Payments	-	-	-	-	-	-	-	(466,941)	-
TIF Administrative Fees Paid	-	-	-	-	-	-	(25,000)	-	-
TIF Bond Bill Paid	-	-	-	-	-	-	(379,009)	-	-
Projected FY2024 Operating Budget Net Surplus/(Deficit)	-	-	-	-	-	-	-	-	-
<b>PROJECTED FUND BALANCES June 30, 2024</b>	<b>3,633,104</b>	<b>271,547</b>	<b>20,000</b>	<b>4,240,354</b>	<b>758,257</b>	<b>61,984</b>	<b>749,076</b>	<b>224,911</b>	<b>1,265,314</b>

FY2023 Activity and Approved Fund Balances

FY2024 Activity and Approved Fund Balances

FY2024 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>		833,571,585	147,987,594
Gross Real Property Tax Revenue	0.6540	5,451,558	
TIF Revenue available for Town Debt Service	0.0880	130,229	
TIF Revenue dedicated to Calvert Tract	0.5660		837,610
TIF Administrative Expenses			(25,000)
TIF Interest Payments Due			(211,008)
TIF Adjusted Annual Debt Service			(168,000)
<b>FY2024 Debt Payments</b>			
PNC - 11/30/2023		149,705	
PNC - 5/30/2024		147,650	
		<u>297,355</u>	
CDA (15 yr.) - 11/1/2023		7,379	
CDA (15 yr.) - 5/1/2024		69,879	
		<u>77,259</u>	
CDA (30 yr.) - 11/1/2023		15,164	
CDA (30 yr.) - 5/1/2024		77,164	
		<u>92,327</u>	
Total Debt Payments		<u>466,941</u>	(466,941)
TIF Surplus/Deficit			<u>433,602</u>
TIF Surplus Available for General Fund		433,602	(433,602)
Funds used from Debt Service Reserve Fund		397,323	
<b>Net Real Property Tax Revenue available for General Fund</b>		<u>5,945,771</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 2023 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.

FY2024 Long Term Debt				
Institution	Date of Loan	Maturity Date	Interest Rate	Projected Principal Balance as of 6/30/2024
PNC Bank	05/29/12	06/30/26	3.00%	848,400
State of Maryland CDA - 30 Year	10/01/13	05/01/31	5.085%	495,000
State of Maryland CDA - 15 Year	10/01/13	05/21/28	3.788%	277,500
<b>Total</b>				<u>1,620,900</u>

The Town has three (3) loans with a total current principal balance of \$1,620,900, which is down from the \$1,745,400 balance that the Town had at the end of FY2023. The annual debt service payment represents 9.00% of gross real property tax revenue.

Section 3

**FY2024**

**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 FY2024 proposed budget. Transfers from the General Fund (read as current-year revenue) to the CIP acquisition of vehicles and equipment or other CIP projects are referred to as pay-go. This is to differentiate between pay-go, from the use of prior year funds, loans, or grants.

Please note that the projections over 5-years illustrate potential future budget deficits. The FY2024 proposed budget in this document is balanced. This budget was balanced through the defunding half a year of an existing position; on prior year transfers for pay a portion of debt service, and transfers in from the Economic Development Fund and transfers for capital expenditures. There are many variables at play in 5-year budget projections and it is important to have a high-level view of such information.

An additional consideration involves the construction completion schedule at Riverdale Park Station. Municipal, the consultant, has worked with the developer to update the completion timetable and related debt service coverage (See Appendix). This proposed budget includes \$433,602 from the Riverdale Park Station development that will flow into the operating budget.

FY2024 5-Year Projections Operating Revenue	Projected Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
	FY2024	FY2025	FY2026	FY2027	FY2028
	\$	\$	\$	\$	\$
<b>Operating Revenue</b>	<b>9,476,270</b>	<b>9,740,918</b>	<b>9,883,833</b>	<b>10,179,148</b>	<b>10,504,675</b>
<b>Local Taxes</b>	7,436,671	7,696,954	7,850,893	8,164,929	8,491,526
Projected Growth Rate		3.5%	2.0%	4.0%	4.0%
<b>Licenses &amp; Permits</b>	196,930	200,869	204,886	206,935	209,004
Projected Growth Rate		2.0%	2.0%	1.0%	1.0%
<b>Administrative Fees</b>	2,950	2,950	2,980	2,980	3,010
Projected Growth Rate		0.0%	1.0%	0.0%	1.0%
<b>Fines &amp; Forfeitures</b>	45,500	45,500	45,955	45,955	46,415
Projected Growth Rate		0.0%	1.0%	0.0%	1.0%
<b>Automated Safety Programs</b>	1,127,000	1,115,730	1,093,415	1,060,613	1,050,007
Projected Growth Rate		-1.0%	-2.0%	-3.0%	-1.0%
<b>Intergovernmental Revenues</b>	164,836	166,484	168,149	169,830	171,528
Projected Growth Rate		1.0%	1.0%	1.0%	1.0%
<b>Reimbursements, Rebates and Refunds</b>	37,336	38,083	38,464	39,233	39,625
Projected Growth Rate		2.0%	1.0%	2.0%	1.0%
<b>Other Revenues</b>	465,047	474,348	479,091	488,673	493,560
Projected Growth Rate		2.0%	1.0%	2.0%	1.0%
<b>Total Revenue</b>	<b>9,476,270</b>	<b>9,740,918</b>	<b>9,883,833</b>	<b>10,179,148</b>	<b>10,504,675</b>

FY2024 5-Year Projections Operating Expenditures	Projected Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
	FY2024	FY2025	FY2026	FY2027	FY2028
	\$	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>9,476,270</b>	<b>9,897,069</b>	<b>10,479,212</b>	<b>11,115,628</b>	<b>11,843,168</b>
<b>Salary and Wages</b>	4,440,216	4,595,623	4,756,470	4,922,946	5,095,249
Projected Growth Rate		3.5%	3.5%	3.5%	3.5%
<b>Benefits</b>	2,170,447	2,322,379	2,647,512	3,018,164	3,470,889
Projected Growth Rate		7.0%	14.0%	14.0%	15.0%
<b>Overtime</b>	95,000	98,325	101,766	105,328	109,014
Projected Growth Rate		3.5%	3.5%	3.5%	3.5%
<b>Contractual Services</b>	1,217,475	1,260,087	1,304,190	1,349,837	1,397,081
Projected Growth Rate		3.5%	3.5%	3.5%	3.5%
<b>Operating Expenses</b>	1,043,846	1,096,038	1,128,919	1,162,787	1,197,671
Projected Growth Rate		5.0%	3.0%	3.0%	3.0%
<b>Other Expenses</b>	239,500	251,475	259,019	266,790	274,794
Projected Growth Rate		5.0%	3.0%	3.0%	3.0%
<b>Weather Response Services</b>	28,000	28,840	29,705	30,596	31,514
Projected Growth Rate		3.0%	3.0%	3.0%	3.0%
<b>Town Buildings - Town Hall</b>	28,218	29,065	29,937	30,835	31,760
Projected Growth Rate		3.0%	3.0%	3.0%	3.0%
<b>Town Buildings - Police Services</b>	31,168	32,103	33,066	34,058	35,080
Projected Growth Rate		3.0%	3.0%	3.0%	3.0%
<b>Town Buildings - Public Works</b>	35,500	36,565	37,662	38,792	39,956
Projected Growth Rate		3.0%	3.0%	3.0%	3.0%
<b>Town Buildings - Auxiliary</b>	4,600	4,738	4,880	5,026	5,177
Projected Growth Rate		3.0%	3.0%	3.0%	3.0%
<b>Community Events</b>	43,200	44,496	45,831	47,206	48,622
Projected Growth Rate		3.0%	3.0%	3.0%	3.0%
<b>Grants</b>	99,100	102,073	105,135	108,289	111,538
Projected Growth Rate		3.00%	3.00%	3.00%	3.00%
<b>Total Operating Expenditures</b>	<b>9,476,270</b>	<b>9,897,068</b>	<b>10,479,211</b>	<b>11,115,627</b>	<b>11,843,167</b>
<b>Additions to Expenditures</b>					
Cost of base year unfunded positions	0	0	0	0	0
Projected Growth Rate	0.0%	3.5%	3.5%	3.5%	3.5%
<b>Pay-go Capital Expenditures</b>	-	600,000	700,000	800,000	900,000
<b>Total General Fund Expenditures</b>	<b>9,476,270</b>	<b>10,497,068</b>	<b>11,179,211</b>	<b>11,915,627</b>	<b>12,743,167</b>
REVENUE NET OPERATING EXPENDITURES	0	(756,150)	(1,295,378)	(1,736,479)	(2,238,492)

# FY2024 Revenue and Expenditure Budget Overview

FY2024 Budget Detail Operating Revenue Summary					
	FY2022	FY2023	FY2023	FY2024	FY2024
	Actual Revenue	Approved Budget	Estimated Actual	Budget	Budget
	\$	\$	\$	\$	%
<b>Operating Revenue</b>	<b>10,118,861</b>	<b>8,774,595</b>	<b>9,614,155</b>	<b>9,500,270</b>	<b>100%</b>
Local Taxes	7,559,955	7,218,111	7,258,520	7,436,671	78.28%
Licenses & Permits	261,684	204,250	214,090	196,930	2.07%
Administrative Fees	9,200	3,200	35,330	2,950	0.03%
Fines & Forfeitures	41,393	40,000	43,140	45,500	0.48%
Automated Safety Programs	1,747,199	782,000	1,440,082	1,127,000	11.86%
Intergovernmental Revenues	232,779	164,836	164,836	164,836	1.74%
Reimbursements, Rebates and Refunds	30,216	32,336	67,336	37,336	0.39%
Other Revenues	236,435	329,862	390,821	489,047	5.15%
<b>Total Revenue</b>	<b>10,118,861</b>	<b>8,774,595</b>	<b>9,614,155</b>	<b>9,500,270</b>	<b>100%</b>

Operating Revenue

FY2024 Budget Detail Operating Expenditure Summary					
	FY2022	FY2023	FY2023	FY2024	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget	Budget
	\$	\$	\$	\$	%
<b>Operating Expenditures</b>	<b>7,891,479</b>	<b>8,774,595</b>	<b>8,405,593</b>	<b>9,500,270</b>	<b>100%</b>
Salary and Wages	3,795,697	4,037,573	3,858,121	4,440,216	46.74%
Benefits	1,759,441	2,018,373	1,801,618	2,170,447	22.85%
Overtime	76,716	90,500	98,055	95,000	1.00%
Contractual Services	1,286,189	1,172,775	1,442,207	1,241,475	13.07%
Operating Expenses	748,683	972,474	900,963	1,042,846	10.98%
Other Expenses	81,120	248,050	102,750	239,500	2.52%
Weather Response Services	17,616	26,000	25,070	28,000	0.29%
Municipal Center Buildings	63,291	86,800	81,424	99,486	1.05%
Community Events	5,655	41,200	20,700	44,200	0.47%
Community Grants	57,071	80,850	74,684	99,100	1.04%
<b>Total Expenditures</b>	<b>7,891,479</b>	<b>8,774,595</b>	<b>8,405,593</b>	<b>9,500,270</b>	<b>100%</b>

Operating Expenditures

FY2024 Budget Detail Operating Revenue	FY2021	FY2022	FY2023	FY2023	FY2024
	Actual Revenue	Actual Revenue	Approved Budget	Estimated Actual	Budget
	\$	\$	\$	\$	\$
	<b>Operating Revenue</b>	<b>9,031,287</b>	<b>10,118,861</b>	<b>8,774,595</b>	<b>9,614,155</b>

**Local Taxes**

4001	Real Estate Taxes	5,256,147	5,495,759	5,527,111	5,834,201	5,945,771	Local Taxes
4008	Personal Property Tax	786,628	990,441	770,000	365,000	432,650	
4012	Local Income Taxes	791,607	830,107	695,000	815,000	815,000	
4014	Operating Tax	212,790	241,116	225,000	242,534	242,000	
4015	Admissions and Amusement Tax	568	2,531	1,000	1,785	1,250	
	<b>Total Local Taxes</b>	<b>7,047,741</b>	<b>7,559,955</b>	<b>7,218,111</b>	<b>7,258,520</b>	<b>7,436,671</b>	

**Licenses & Permits**

4101	Multi-Family Rental License	106,260	144,430	115,000	133,160	115,000	Licenses & Permits
4101.1	Apartment License Write Off	—	—	—	—	—	
4104	Single Family Rental License	16,788	19,600	16,000	16,600	16,600	
4104.1	Single Family Write Off	—	—	—	—	—	
4106	Rental License Late Fees	—	—	500	—	—	
4106.1	Rental License Late Fees Write-off	—	—	—	—	—	
4111	Building Permits	15,184	16,024	12,000	15,609	15,609	
4113	Business License	24,743	35,130	30,000	30,620	30,620	
4113.1	Business License Write Off	—	—	—	—	—	
4114	Business License County	5,436	11,693	3,500	3,562	3,562	
4115	Parking Permits	2,325	650	500	250	250	
4119	Alarm Registrations & Reductions	1,960	2,440	2,500	2,520	2,520	
4121	Utility Permits	23,686	31,467	23,000	11,344	11,344	
4122	Other Licenses and Permits	750	250	250	425	425	
4120	5g Small Cell Tower Permits	—	—	1,000	—	1,000	
	<b>Total Licenses &amp; Permits</b>	<b>197,132</b>	<b>261,684</b>	<b>204,250</b>	<b>214,090</b>	<b>196,930</b>	

**Administrative Fees**

4204	Abatement Fees	—	—	1,000	750	750	Administrative Fees
4207	Municipal Infractions	1,400	9,200	2,100	34,580	2,100	
4210	Flagging Receipts (MVA Flag)	—	—	100	—	100	
	<b>Total Administrative Fees</b>	<b>1,400</b>	<b>9,200</b>	<b>3,200</b>	<b>35,330</b>	<b>2,950</b>	

**Fines & Forfeitures**

4301	Police Reports	4,675	7,950	4,000	7,790	7,500	Fines & Forfeitures
4304	Vehicle Impounds	33,562	28,743	30,000	32,900	30,000	
4310	Parking Citations	9,425	4,700	6,000	2,450	8,000	
	<b>Total Fines &amp; Forfeitures</b>	<b>47,662</b>	<b>41,393</b>	<b>40,000</b>	<b>43,140</b>	<b>45,500</b>	



FY2024 Budget Detail Operating Revenue		FY2021	FY2022	FY2023	FY2023	FY2024	
		Actual Revenue	Actual Revenue	Approved Budget	Estimated Actual	Budget	
		\$	\$	\$	\$	\$	
<b>Automated Safety Programs</b>							
4304	Safe Speed for Students	1,439,210	1,722,264	745,000	1,438,039	1,025,000	Automated Safety Programs
4310	Safe Speed for Students Prior Years	7,462	1,800	2,000	2,043	2,000	
4403	Automated Red Light Enforcement	—	—	7,500	—	100,000	
4404	Third-Party Collections	11,503	23,135	27,500	—	—	
	<b>Total Community Safety Programs</b>	<b>1,458,174</b>	<b>1,747,199</b>	<b>782,000</b>	<b>1,440,082</b>	<b>1,127,000</b>	
<b>Intergovernmental Revenues</b>							
4501	Highway User	—	—	—	—	—	Intergovernmental Revenues
4507	Financial Corp	—	—	—	—	—	
4509	MVA	—	—	—	—	—	
	<b>Total Intergovernmental Revenues</b>	<b>170,071</b>	<b>232,779</b>	<b>164,836</b>	<b>164,836</b>	<b>164,836</b>	
<b>Grant Revenues</b>							
4707	State of Maryland Grants	—	65,046	—	—	—	Intergovernmental Revenues
4715	State Aid Police	170,071	167,732	164,836	164,836	164,836	
4711	Police Grants	—	—	—	—	—	
4817	Other Grants	—	—	—	—	—	
	<b>Total Intergovernmental Revenues</b>	<b>170,071</b>	<b>232,779</b>	<b>164,836</b>	<b>164,836</b>	<b>164,836</b>	
<b>Reimbursements, Rebates and Refunds</b>							
4601	Reimbursement	18,598	12,880	15,000	50,000	20,000	Reimbursements, Rebates and Refunds
4610	Town Sponsorship	—	—	—	—	—	
4615	Disposal Fee Rebate	21,670	17,336	17,336	17,336	17,336	
	<b>Total Reimbursements, Rebates and Refund</b>	<b>40,268</b>	<b>30,216</b>	<b>32,336</b>	<b>67,336</b>	<b>37,336</b>	
<b>Other Revenue</b>							
4804	Cable TV - Franchise Fees	60,532	62,556	55,000	58,782	59,000	Other Revenue
4807	Investment Interest Income	7,341	5,190	8,000	78,664	75,000	
4808	Interest Income	328	244	500	300	500	
4807	Interest Income Write Off	—	—	—	—	—	
4810	Contribution from ACP	—	20,000	20,000	20,000	20,000	
4813	Miscellaneous	48	—	—	—	—	
4813	Miscellaneous Revenue Write-off	—	—	—	—	—	
4818	Election Fees	200	75	500	500	500	
4865	Service Revenue	—	307	562	250	250	
4901	Recycled Scrap Metal Revenue	391	799	300	344	344	
4817	Grant Revenue	—	—	—	—	—	
4835	Other Primary Income	—	33,517	20,000	6,981	6,000	
	<b>Transfer-in</b>						
4901	Health and Wellness Transfer-in	—	76,135	125,000	125,000	—	
4904	Economic Development Transfer-in	—	—	—	—	75,000	
4902	Defined Contribution Transfer-in	—	—	—	—	—	
4903	OPEB Transfer-in	—	37,613	—	—	128,453	
4900	Transfer-In from General Fund Reserve	—	—	100,000	100,000	124,000	
	<b>Other Revenue</b>	<b>68,841</b>	<b>236,435</b>	<b>329,862</b>	<b>390,821</b>	<b>489,047</b>	
	<b>Total Revenue</b>	<b>9,031,287</b>	<b>10,118,861</b>	<b>8,774,595</b>	<b>9,614,155</b>	<b>9,500,270</b>	

FY2024 Budget Detail Expenditures By Cost Center	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
	7,891,479	8,774,595	8,405,592	9,500,270

Mayor & Council					
Salary & Wages	46,500	48,000	48,000	48,000	Mayor & Council
Benefits	3,929	3,871	3,871	3,866	
Overtime	—	—	—	—	
Contractual Services	—	—	—	—	
Operating Expenditures	25,565	63,500	63,659	38,900	
Other Operating Expenditures	—	500	500	500	
<b>Total Mayor &amp; Council</b>	<b>75,994</b>	<b>115,871</b>	<b>116,030</b>	<b>91,266</b>	

Administrative Services					
Salary & Wages	378,414	362,508	320,165	394,264	Administrative Services
Benefits	156,766	141,280	137,445	155,681	
Overtime	2,666	4,000	4,000	4,000	
Contractual Services	107,292	114,500	112,000	119,500	
Operating Expenditures	168,483	228,650	199,746	251,730	
Other Operating Expenditures	3,048	117,000	4,000	104,000	
<b>Total Administrative Services</b>	<b>816,669</b>	<b>967,938</b>	<b>777,355</b>	<b>1,029,175</b>	

Financial Services					
Salary & Wages	164,114	213,414	207,397	232,175	Financial Services
Benefits	69,012	79,261	76,953	82,442	
Overtime	—	2,000	2,000	2,000	
Contractual Services	13,992	37,500	29,500	30,000	
Operating Expenditures	22,347	16,860	16,937	17,154	
Other Operating Expenditures	—	—	—	—	
<b>Total Financial Services</b>	<b>269,465</b>	<b>349,035</b>	<b>332,786</b>	<b>363,771</b>	

Employee Services					
Salary & Wages	57,294	95,242	100,839	107,650	Employee Services
Benefits	96,767	38,537	33,264	37,890	
Overtime	—	1,000	—	—	
Contractual Services	59,730	100,000	113,000	114,000	
Operating Expenditures	33,794	49,410	47,941	57,816	
Other Operating Expenditures	—	—	—	—	
<b>Total Employee Services</b>	<b>247,584</b>	<b>284,189</b>	<b>295,043</b>	<b>317,356</b>	

FY2024 Budget Detail Expenditures By Cost Center	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
	7,891,479	8,774,595	8,405,592	9,500,270

Development Services				
Salary & Wages	120,541	136,482	136,903	147,786
Benefits	43,213	60,622	54,617	65,753
Overtime	—	—	—	—
Contractual Services	—	7,500	7,500	7,500
Operating Expenditures	5,097	4,980	3,208	6,016
Marketing, Promotions & Programming	22,911	30,000	30,000	35,000
<b>Total Development Services</b>	<b>191,762</b>	<b>239,584</b>	<b>232,227</b>	<b>262,056</b>

Development Services

Neighborhood Services				
Salary & Wages	93,068	124,571	107,464	152,737
Benefits	33,360	69,321	40,553	69,483
Overtime	202	2,000	1,000	2,500
Contractual Services	—	—	—	—
Operating Expenditures	10,344	14,920	8,856	10,698
Other Operating Expenditures	—	—	—	—
<b>Total Neighborhood Services</b>	<b>136,974</b>	<b>210,812</b>	<b>157,872</b>	<b>235,418</b>

Neighborhood Services

Police Services				
Salary & Wages	1,939,196	2,027,275	1,964,220	2,172,278
Benefits	927,631	1,103,633	1,028,454	1,177,783
Overtime	55,213	64,000	60,000	64,000
Contractual Services	16,322	28,000	12,717	40,100
Operating Expenditures	301,860	348,770	337,943	368,280
Other Operating Expenditures	—	—	—	—
<b>Total Police Services</b>	<b>3,240,223</b>	<b>3,571,678</b>	<b>3,403,334</b>	<b>3,822,440</b>

Police Department

Police Administration Services				
Salary & Wages	152,292	74,382	78,159	85,377
Benefits	45,811	23,183	22,761	25,461
Overtime	—	—	—	—
Contractual Services	—	—	—	—
Operating Expenditures	—	480	480	500
Other Operating Expenditures	—	—	—	—
<b>Total Administrative Services</b>	<b>198,103</b>	<b>98,045</b>	<b>101,401</b>	<b>111,338</b>

FY2024 Budget Detail Expenditures By Cost Center	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
	7,891,479	8,774,595	8,405,592	9,500,270

Public Safety Communications					
Salary & Wages	340,853	349,722	332,134	383,711	Public Safety Communications
Benefits	149,228	153,796	156,588	172,305	
Overtime	7,274	7,500	6,055	7,500	
Contractual Services	2,166	2,275	2,275	2,375	
Operating Expenditures	4,250	7,844	4,164	7,364	
Other Operating Expenditures	—	—	—	—	
<b>Total Public Safety Communications</b>	<b>503,771</b>	<b>521,137</b>	<b>501,216</b>	<b>573,255</b>	

Community Safety Programs					
Salary & Wages	30,039	58,045	65,834	73,337	Community Safety Programs
Benefits	4,879	39,236	24,532	26,833	
Overtime	—	—	—	—	
Contractual Services	627,472	357,500	659,716	375,000	
Operating Expenditures	5,981	9,060	8,880	9,360	
Other Operating Expenditures	—	—	—	—	
<b>Total Community Safety Programs</b>	<b>668,371</b>	<b>463,841</b>	<b>758,962</b>	<b>484,531</b>	

Public Works					
Salary & Wages	473,386	547,932	497,006	642,900	Public Works
Benefits	228,846	305,633	222,581	352,950	
Overtime	11,361	10,000	25,000	15,000	
Contractual Services	459,214	525,500	505,500	553,000	
Operating Expenditures	170,962	228,000	209,150	275,028	
Other Operating Expenditures	55,161	100,550	68,250	100,000	
<b>Total Public Works</b>	<b>1,398,929</b>	<b>1,717,615</b>	<b>1,527,487</b>	<b>1,938,878</b>	

Weather Response Services					
Overtime	10,014	10,000	12,000	12,000	Weather Response Services
Contractual Services	—	—	—	—	
Operating Expenses	—	—	—	—	
Other Operating Expenditures	7,602	16,000	13,070	16,000	
<b>Total Weather Response Services</b>	<b>17,616</b>	<b>26,000</b>	<b>25,070</b>	<b>28,000</b>	

FY2024 Budget Detail Expenditures By Cost Center	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
	7,891,479	8,774,595	8,405,592	9,500,270

Town Buildings - Town Hall				
Operating Expenditures	1,755	4,000	4,250	4,250
Other Operating Expenditures	13,569	19,400	21,987	23,968
<b>Total Town Buildings - Town Hall</b>	<b>15,324</b>	<b>23,400</b>	<b>26,237</b>	<b>28,218</b>

Town Buildings - Public Safety				
Operating Expenditures	1,925	4,000	3,400	3,500
Other Operating Expenditures	21,488	23,900	24,854	27,668
<b>Total Town Buildings - Public Safety</b>	<b>23,413</b>	<b>27,900</b>	<b>28,254</b>	<b>31,168</b>

Town Buildings - Public Works				
Operating Expenditures	1,234	4,000	3,000	8,500
Other Operating Expenditures	23,320	31,500	23,934	27,000
<b>Total Town Buildings - Public Works</b>	<b>24,554</b>	<b>35,500</b>	<b>26,934</b>	<b>35,500</b>

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

Community Events				
Town Sponsored Events	5,655	38,000	17,500	39,000
Public Arts Programs	—	3,200	3,200	5,200
<b>Total Community Events</b>	<b>5,655</b>	<b>41,200</b>	<b>20,700</b>	<b>44,200</b>

Grants				
Grants	45,658	56,300	56,300	74,300
Social Concerns	11,413	24,550	18,384	24,800
<b>Total Grants</b>	<b>57,071</b>	<b>80,850</b>	<b>74,684</b>	<b>99,100</b>

<b>Total Expenditures by Cost Center</b>	<b>7,891,479</b>	<b>8,774,595</b>	<b>8,405,592</b>	<b>9,500,270</b>
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Municipal Center Buildings

FY2024 Budget Detail Expenditures By Cost Center			FY2022	FY2023	FY2023	FY2024
			Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
			7,891,479	8,774,595	8,405,593	9,500,270

Salary and Wages						
101.01	Mayor & Council	Salaries	46,500	48,000	48,000	48,000
102.01	Administrative Services	Salaries	378,414	362,508	320,165	394,264
102.02	Financial Services	Salaries	164,114	213,414	207,397	232,175
102.03	Employee Services	Salaries	57,294	95,242	100,839	107,650
102.04	Development Services	Salaries	120,541	136,482	136,903	147,786
102.05	Neighborhood Services	Salaries	93,068	124,571	107,464	152,737
103.01	Police Services	Salaries	1,939,196	2,027,275	1,964,220	2,172,278
103.02	Police Administrative Services	Salaries	152,292	74,382	78,159	85,377
103.03	Public Safety Communications	Salaries	340,853	349,722	332,134	383,711
103.04	Community Safety Programs	Salaries	30,039	58,045	65,834	73,337
104.01	Public Works	Salaries	473,386	547,932	497,006	642,900
<b>Total Salary Wages</b>			<b>3,795,697</b>	<b>4,037,573</b>	<b>3,858,121</b>	<b>4,440,216</b>

Benefits						
101.01	Mayor & Council	Benefits	3,929	3,871	3,871	3,866
102.01	Administrative Services	Benefits	156,766	141,280	137,445	155,681
102.02	Financial Services	Benefits	69,012	79,261	76,953	82,442
102.03	Employee Services	Benefits	96,767	38,537	33,264	37,890
102.04	Development Services	Benefits	43,213	60,622	54,617	65,753
102.05	Neighborhood Services	Benefits	33,360	69,321	40,553	69,483
103.01	Police Services	Benefits	927,631	1,103,633	1,028,454	1,177,783
103.02	Police Administrative Services	Benefits	45,811	23,183	22,761	25,461
103.03	Public Safety Communications	Benefits	149,228	153,796	156,588	172,305
103.04	Community Safety Programs	Benefits	4,879	39,236	24,532	26,833
104.01	Public Works	Benefits	228,846	305,633	222,581	352,950
<b>Total Benefits</b>			<b>1,759,441</b>	<b>2,018,373</b>	<b>1,801,618</b>	<b>2,170,447</b>

Overtime						
101.01	Mayor & Council	Overtime	—	—	—	—
102.01	Administrative Services	Overtime	2,666	4,000	4,000	4,000
102.02	Financial Services	Overtime	—	2,000	2,000	2,000
102.03	Employee Services	Overtime	—	1,000	—	—
102.04	Development Services	Overtime	—	—	—	—
102.05	Neighborhood Services	Overtime	202	2,000	1,000	2,500
103.01	Police Services	Overtime	55,213	64,000	60,000	64,000
103.02	Police Administrative Services	Overtime	—	—	—	—
103.03	Public Safety Communications	Overtime	7,274	7,500	6,055	7,500
103.04	Community Safety Programs	Overtime	—	—	—	—
104.01	Public Works	Overtime	11,361	10,000	25,000	15,000
<b>Total Overtime</b>			<b>76,716</b>	<b>90,500</b>	<b>98,055</b>	<b>95,000</b>

FY2024 Budget Detail Expenditures By Cost Center			FY2022	FY2023	FY2023	FY2024
			Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
			7,891,479	8,774,595	8,405,593	9,500,270

Contractual Services						
101.01	Mayor & Council	Contractual Services	—	—	—	—
102.01	Administrative Services	Contractual Services	107,292	114,500	112,000	119,500
102.02	Financial Services	Contractual Services	13,992	37,500	29,500	30,000
102.03	Employee Services	Contractual Services	59,730	100,000	113,000	114,000
102.04	Development Services	Contractual Services	—	7,500	7,500	7,500
102.05	Neighborhood Services	Contractual Services	—	—	—	—
103.01	Police Services	Contractual Services	16,322	28,000	12,717	40,100
103.02	Police Administrative Services	Contractual Services	—	—	—	—
103.03	Public Safety Communications	Contractual Services	2,166	2,275	2,275	2,375
103.04	Community Safety Programs	Contractual Services	627,472	357,500	659,716	375,000
104.01	Public Works	Contractual Services	459,214	525,500	505,500	553,000
<b>Total Contractual Services</b>			<b>1,286,189</b>	<b>1,172,775</b>	<b>1,442,207</b>	<b>1,241,475</b>

Operating Expenditures						
101.01	Mayor & Council	Operating Expenditures	25,565	63,500	63,659	38,900
102.01	Administrative Services	Operating Expenditures	168,483	228,650	199,746	251,730
102.02	Financial Services	Operating Expenditures	22,347	16,860	16,937	17,154
102.03	Employee Services	Operating Expenditures	33,794	49,410	47,941	57,816
102.04	Development Services	Operating Expenditures	5,097	4,980	3,208	6,016
102.05	Neighborhood Services	Operating Expenditures	10,344	14,920	8,856	10,698
103.01	Police Services	Operating Expenditures	301,860	348,770	337,943	368,280
103.02	Police Administrative Services	Operating Expenditures	—	480	480	500
103.03	Public Safety Communications	Operating Expenditures	4,250	7,844	4,164	7,364
103.04	Community Safety Programs	Operating Expenditures	5,981	9,060	8,880	9,360
104.01	Public Works	Operating Expenditures	170,962	228,000	209,150	275,028
<b>Total Operating Expenses</b>			<b>748,683</b>	<b>972,474</b>	<b>900,963</b>	<b>1,042,846</b>

Other Operating Expenditures						
101.01	Mayor & Council	Other Operating Expenditures	—	500	500	500
102.01	Administrative Services	Other Operating Expenditures	3,048	117,000	4,000	104,000
102.02	Financial Services	Other Operating Expenditures	—	—	—	—
102.03	Employee Services	Other Operating Expenditures	—	—	—	—
102.04	Development Services	Other Operating Expenditures	22,911	30,000	30,000	35,000
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	55,161	100,550	68,250	100,000
<b>Total Other Operating Expenses</b>			<b>81,120</b>	<b>248,050</b>	<b>102,750</b>	<b>239,500</b>

FY2024 Budget Detail Expenditures By Cost Center		FY2022	FY2023	FY2023	FY2024
		Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
		7,891,479	8,774,595	8,405,593	9,500,270
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105.01	<b>Weather Response Services</b>				
	Overtime	10,014	10,000	12,000	12,000
	Operating Expenditures	—	—	—	—
	Other Operating Expenses	7,602	16,000	13,070	16,000
	<b>Total Weather Response Services</b>	<b>17,616</b>	<b>26,000</b>	<b>25,070</b>	<b>28,000</b>
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106.01	<b>Town Buildings - Town Hall</b>				
	Operating Expenditures	1,755	4,000	4,250	4,250
	Other Operating Expenditures	13,569	19,400	21,987	23,968
	<b>Total Town Buildings - Town Hall</b>	<b>15,324</b>	<b>23,400</b>	<b>26,237</b>	<b>28,218</b>
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106.02	<b>Town Buildings - Public Safety</b>				
	Operating Expenditures	1,925	4,000	3,400	3,500
	Other Operating Expenditures	21,488	23,900	24,854	27,668
	<b>Total Town Buildings - Public Safety</b>	<b>23,413</b>	<b>27,900</b>	<b>28,254</b>	<b>31,168</b>
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106.03	<b>Town Buildings - Public Works</b>				
	Operating Expenditures	1,234	4,000	3,000	8,500
	Other Operating Expenditures	23,320	31,500	23,934	27,000
	<b>Total Town Buildings - Public Works</b>	<b>24,554</b>	<b>35,500</b>	<b>26,934</b>	<b>35,500</b>
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106.04	<b>Town Buildings - Auxiliary</b>				
	Operating Expenditures	—	—	—	—
	Other Operating Expenditures	—	—	—	4,600
	<b>Total Town Buildings - Auxiliary</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>4,600</b>
<hr/>					
102.06	<b>Community Events</b>				
	Town Sponsored Events	5,655	38,000	17,500	39,000
	Public Arts Programs	—	3,200	3,200	5,200
	<b>Total Community Events</b>	<b>5,655</b>	<b>41,200</b>	<b>20,700</b>	<b>44,200</b>
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102.07	<b>Community Grants</b>				
	Community Grants	45,658	56,300	56,300	74,300
	Social Concerns	11,413	24,550	18,384	24,800
	<b>Total Community Grants</b>	<b>57,071</b>	<b>80,850</b>	<b>74,684</b>	<b>99,100</b>
<hr/>					
<b>Total Expenditures by Category</b>		<b>7,891,479</b>	<b>8,774,595</b>	<b>8,405,593</b>	<b>9,500,270</b>

Weather Response Services

Municipal Center Buildings

Community Events and Grants



Section 4

**FY2024**

**Mayor and Council**

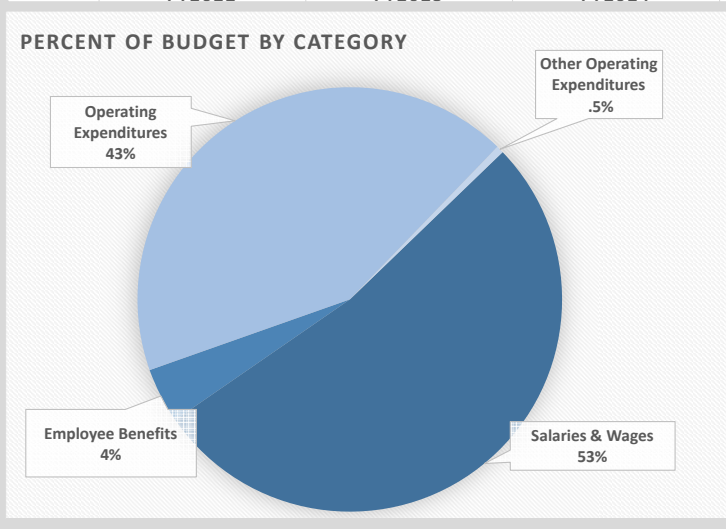
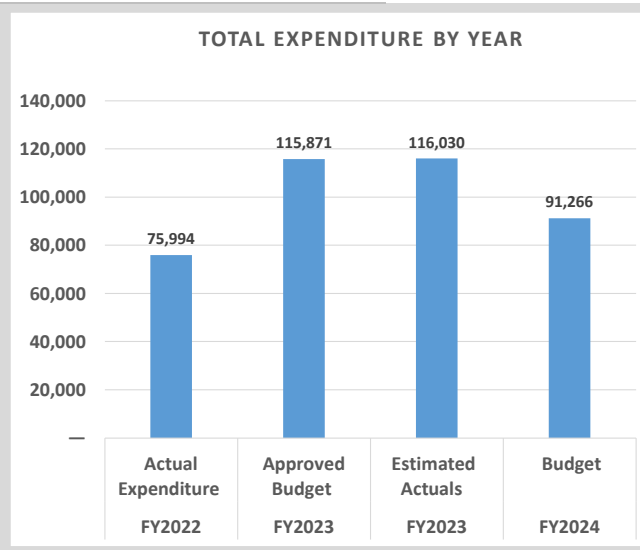
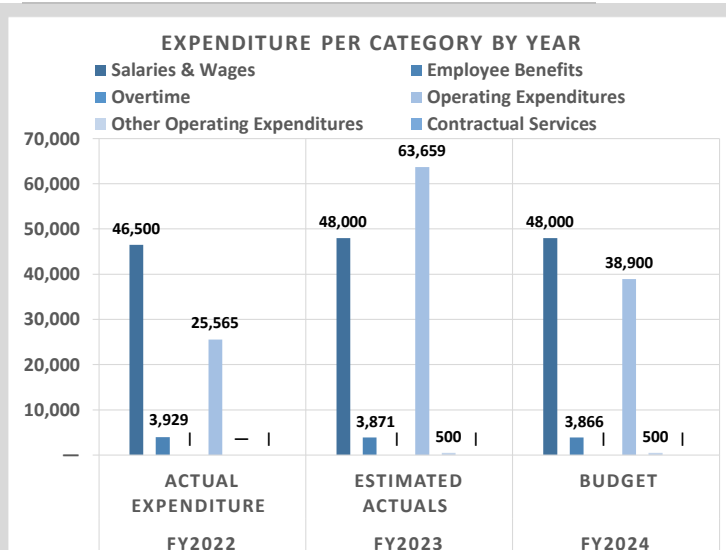
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# FY2024 Budget Overview - Mayor and Council

**Budget**

**91,266**

	Summary of Expenditures				Head Count		
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024
Salaries & Wages	46,500	48,000	48,000	48,000			
Employee Benefits	3,929	3,871	3,871	3,866	Mayor and Council	7.00	7.00
Overtime	—	—	—	—			
Contractual Services	—	—	—	—	Total Head Count	7.00	7.00
Operating Expenditures	25,565	63,500	63,659	38,900			
Other Operating Expenditures	—	500	500	500			
<b>Total Expenditures</b>	<b>75,994</b>	<b>115,871</b>	<b>116,030</b>	<b>91,266</b>			



**SIGNIFICANT CHANGES**

Expenditures are lower for FY2024 because there is no election scheduled.

No other significant changes.

FY2024 Budget Detail Mayor & Council	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>50,429</b>	<b>51,871</b>	<b>51,871</b>	<b>51,866</b>
5005 Mayor and council	46,500	48,000	48,000	48,000
Mayor and Council Wages	46,500	48,000	48,000	48,000
<b>Subtotal</b>	<b>46,500</b>	<b>48,000</b>	<b>48,000</b>	<b>48,000</b>
5100 Employee Benefits	3,929	3,871	3,871	3,866
Workers Compensation	123	199	199	194
Payroll Taxes	3,806	3,672	3,672	3,672
<b>Subtotal</b>	<b>3,929</b>	<b>3,871</b>	<b>3,871</b>	<b>3,866</b>
5200 Overtime Premiums	—	—	—	—
Overtime Wages	—	—	—	—
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Employee Costs</b>	<b>50,429</b>	<b>51,871</b>	<b>51,871</b>	<b>51,866</b>

FY2024 Budget Detail Mayor & Council	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>25,565</b>	<b>63,500</b>	<b>63,659</b>	<b>38,900</b>
<b>Dues &amp; Subscriptions</b>				
6013 Dues/Memberships/Subscription	8,746	8,600	8,759	9,000
Membership Dues	8,746	8,600	8,759	9,000
<b>Subtotal</b>	<b>8,746</b>	<b>8,600</b>	<b>8,759</b>	<b>9,000</b>
<b>Total Dues &amp; Subscriptions</b>	<b>8,746</b>	<b>8,600</b>	<b>8,759</b>	<b>9,000</b>
<b>Telephone &amp; Communications</b>				
6148 Telephone-Mobile	3,377	3,400	3,400	3,400
Mobile Phone	3,377	3,400	3,400	3,400
<b>Subtotal</b>	<b>3,377</b>	<b>3,400</b>	<b>3,400</b>	<b>3,400</b>
<b>Total Telephone &amp; Communications</b>	<b>3,377</b>	<b>3,400</b>	<b>3,400</b>	<b>3,400</b>
<b>Benevolence and Goodwill</b>				
6080 Benevolence and Goodwill	166	650	650	650
Flowers, Fruit Baskets, Benevolence Items	166	650	650	650
<b>Subtotal</b>	<b>166</b>	<b>650</b>	<b>650</b>	<b>650</b>
<b>Total Benevolence and Goodwill</b>	<b>166</b>	<b>650</b>	<b>650</b>	<b>650</b>
<b>Supplies</b>				
6124 Supplies-Office	146	200	200	200
Office Supplies	146	200	200	200
<b>Subtotal</b>	<b>146</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Total Supplies</b>	<b>146</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Meeting Expenditures</b>				
6015 Catering & Meals	—	1,500	1,500	1,500
Catering and Meals	—	1,500	1,500	1,500
<b>Subtotal</b>	<b>—</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Meeting Expenditures</b>	<b>—</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>

FY2024 Budget Detail Mayor & Council	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Training &amp; Education</b>				
6016 Education-Conference & Seminar	185	500	500	500
Mayors Conference	185	500	500	500
<b>Subtotal</b>	<b>185</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>6022 Education-Training</b>				
6022 Education-Training	565	5,000	5,000	5,000
Council Training & Education	565	5,000	5,000	5,000
<b>Subtotal</b>	<b>565</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Training &amp; Education</b>	<b>750</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>
<b>Special Services</b>				
6031 Elections	12,028	25,000	25,000	—
Election	12,028	25,000	25,000	—
<b>Subtotal</b>	<b>12,028</b>	<b>25,000</b>	<b>25,000</b>	<b>—</b>
<b>Total Special Services</b>	<b>12,028</b>	<b>25,000</b>	<b>25,000</b>	<b>—</b>
<b>Special Events</b>				
6151 Special Projects & Events	—	9,500	9,500	9,500
Special Projects & Events	—	5,000	5,000	5,000
Seniors Luncheon	—	1,000	1,000	1,000
Translation Services for Public Meetings	—	3,500	3,500	3,500
<b>Subtotal</b>	<b>—</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>
<b>Total Special Events</b>	<b>—</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>
<b>Travel Expenses</b>				
6163 Travel- Mileage Reimbursement	—	800	800	800
Mileage Allowance	—	800	800	800
<b>Subtotal</b>	<b>—</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>6166 Travel-Hotel</b>				
6166 Travel-Hotel	351	8,000	8,000	8,000
Hotels	351	8,000	8,000	8,000
<b>Subtotal</b>	<b>351</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>6169 Travel - Meals and Incidentals</b>				
6169 Travel - Meals and Incidentals	—	200	200	200
Meals	—	200	200	200
<b>Subtotal</b>	<b>—</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>6172 Travel-Transportation</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>351</b>	<b>9,150</b>	<b>9,150</b>	<b>9,150</b>
<b>Total Operating Expenditures</b>	<b>25,565</b>	<b>63,500</b>	<b>63,659</b>	<b>38,900</b>

FY2024 Budget Detail Mayor & Council	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Other Operating Expenditures</b>	—	500	500	500
<b>Other Operating Expenditures</b>				
7010 Child Care Reimbursement	—	500	500	500
Child Care Reimbursement	—	500	500	500
<b>Subtotal</b>	—	500	500	500
<b>Total Operating Expenditures</b>	—	500	500	500
<b>Total Other Operating Expenditures</b>	—	500	500	500

Section 5

**FY2024**

**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 FY2023

- Implemented Pandemic-inspired election processes
- Translated *Town Crier* into Spanish
- Improved Network Security through cybersecurity training for staff and ongoing phishing testing and training
- Managed community outreach for permit parking discussions and drafted framework for new permit parking program
- Coordinated public meetings and public outreach for Redistricting Committee, Town Seal Design Committee, Board of Elections, and Ethics Commission
- Supported Ethics Commission, Redistricting Committee, Town Seal Design Committee to ensure compliance with Open Meetings Act
- Coordinated Town's responses to Maryland Public Information Act requests

## OBJECTIVES FOR FY2024

- Grow reach of social media to over 4,000
- Re-engage residents through COVID-safe programming and events
- Assist newly established Boards, Commissions, and Committees
- Implement new/improved communication tools



# 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.

<b>WORKLOAD MEASURES</b>	<b>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Number of building permit applications processed	37	23	40
Number of business license applications processed	135	122	150
Number of multi-family rental license applications processed	20	20	20
Number of single-family rental license applications processed	61	67	85
Number of Status and Information Reports issued	26	26	26
Number of Maryland Public Information Act requests received	31	35	40
Number of Agenda Items prepared	342	324	350
Number of social media posts	750	612	850
Number of Town Crier newsletters sent	10	10	10
Number of Electronic Requests for Service processed (Report a Concerns)	160	100	145

<b>PERFORMANCE MEASURES</b>	<b>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Percent of building permits issued within 10 days	35%	56%	45.5%
Percent of business licenses issued within 30 days	92%	76%	84%
Number of visitors to the Town website	57,752	64,000	68,000
Number of followers on Facebook	2,456	2,700	3,000
Number of followers on Twitter	1,102	1,300	1,400

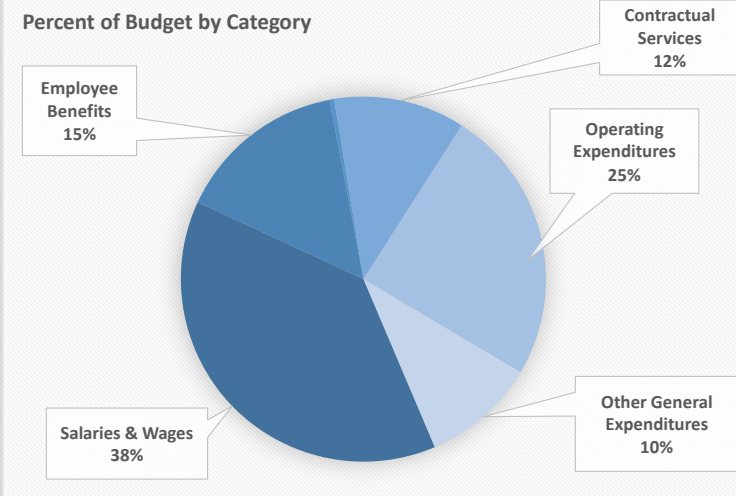
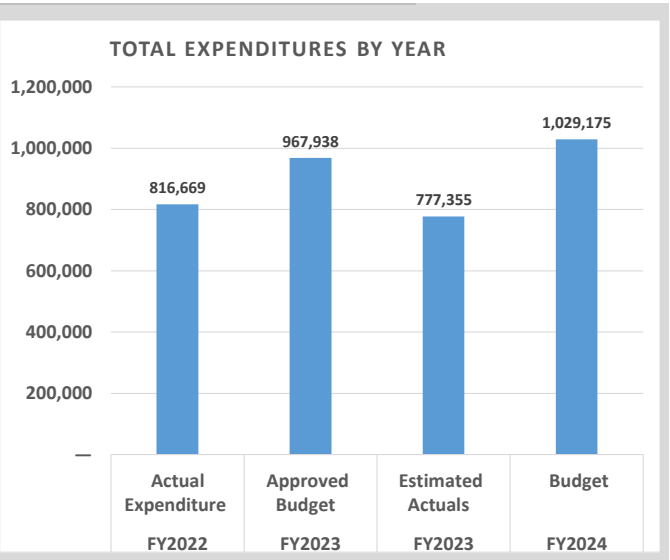
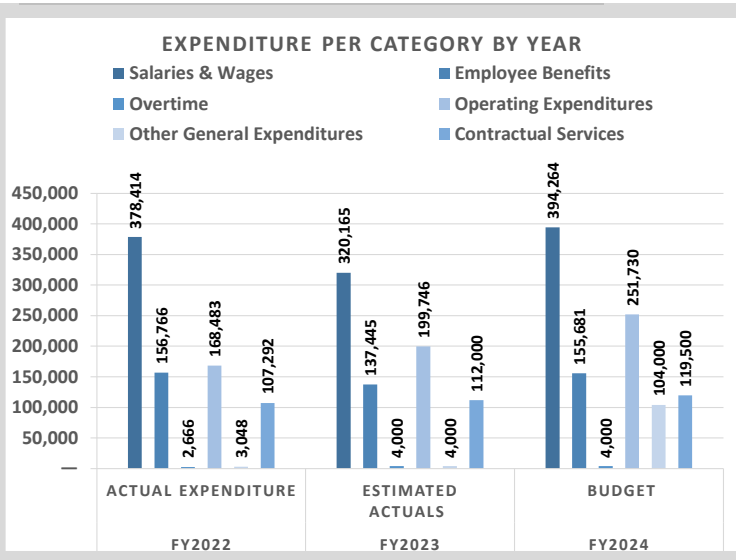
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## FY2024 Budget Overview - Administrative Services

Budget

1,029,175

	Summary of Expenditures				Staff Head Count			
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024	
Salaries & Wages	378,414	362,508	320,165	394,264				
Employee Benefits	156,766	141,280	137,445	155,681				
Overtime	2,666	4,000	4,000	4,000				
Contractual Services	107,292	114,500	112,000	119,500				
Operating Expenditures	168,483	228,650	199,746	251,730				
Other General Expenditures	3,048	117,000	4,000	104,000				
<b>Total Expenditures</b>	<b>816,669</b>	<b>967,938</b>	<b>777,355</b>	<b>1,029,175</b>				
					<b>Town Manager</b>	1.00	1.00	1.00
					<b>Director Admin Services</b>	1.00	1.00	1.00
					<b>Program Specialist</b>	1.66	2.66	1.66
					<b>Total Head Count</b>	<b>3.66</b>	<b>4.66</b>	<b>3.66</b>



### Significant Changes

Implementation of the revised pay range plan. 3.5% increase July 1, 2023 and 3.5% increase January 1, 2024.

Employee benefits increased due to increased retirement and increased health expenditures.

There is an decrease in Contingency for FY2024 in the amount of \$13,000.

Information Technology consolidated cost for fleet-wide GPS.

Town Crier print edition in Spanish to be launched in February 2024.

Contract enhancement with IT Vendor.

FY2024 Budget Detail Administrative Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>537,846</b>	<b>507,788</b>	<b>461,610</b>	<b>553,945</b>
<b>5000 Salaries &amp; Wages</b>	<b>378,414</b>	<b>362,508</b>	<b>320,165</b>	<b>394,264</b>
5001 Wages-Full Time	366,922	358,348	316,005	390,104
5010 Wages-Interns	8,026	—	—	—
5031 Bilingual Pay Premium	3,466	4,160	4,160	4,160
<b>Subtotal</b>	<b>378,414</b>	<b>362,508</b>	<b>320,165</b>	<b>394,264</b>
<b>5100 Employee Benefits</b>	<b>156,766</b>	<b>141,280</b>	<b>137,445</b>	<b>155,681</b>
5122 Payroll Taxes	25,582	28,038	28,038	30,467
5101 Insurance-Workers Compensation	1,186	1,485	1,517	1,576
5104 Insurance-Medical (75%)	69,948	44,367	49,242	52,803
5113 Insurance-Life	1,440	1,553	1,705	1,553
5119 Insurance-Long Term Disability	660	2,167	2,326	2,167
5120 AD&D	203	206	215	206
5125 Retirement-Defined Contribution	15,279	9,770	9,624	10,642
5046 Stipend Individual	3,306	—	1,233	1,233
5128 Retirement-Defined Benefits	39,162	53,694	43,544	55,035
<b>Subtotal</b>	<b>156,766</b>	<b>141,280</b>	<b>137,445</b>	<b>155,681</b>
<b>5200 Overtime Premiums</b>	<b>2,666</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
Overtime Premium	2,666	4,000	4,000	4,000
<b>Subtotal</b>	<b>2,666</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Total Employee Costs</b>	<b>537,846</b>	<b>507,788</b>	<b>461,610</b>	<b>553,945</b>

FY2024 Budget Detail Administrative Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Contractual Services</b>	<b>107,292</b>	<b>114,500</b>	<b>112,000</b>	<b>119,500</b>
5313 Legal Services	64,153	57,000	57,000	57,000
Fees for Town Attorney and related legal services	64,153	57,000	57,000	57,000
<b>Subtotal</b>	<b>64,153</b>	<b>57,000</b>	<b>57,000</b>	<b>57,000</b>
5314 Information Technology Services	43,139	55,000	55,000	60,000
Monthly IT services	43,139	55,000	55,000	60,000
<b>Subtotal</b>	<b>43,139</b>	<b>55,000</b>	<b>55,000</b>	<b>60,000</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>107,292</b>	<b>114,500</b>	<b>112,000</b>	<b>119,500</b>
<b>Total Contractual Services</b>	<b>107,292</b>	<b>114,500</b>	<b>112,000</b>	<b>119,500</b>

FY2024 Budget Detail Administrative Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>168,483</b>	<b>228,650</b>	<b>199,746</b>	<b>251,730</b>
<b>Dues &amp; Subscriptions</b>				
6013 Dues/Memberships/Subscription	3,288	4,300	4,300	4,300
Membership Dues	3,288	4,300	4,300	4,300
<b>Subtotal</b>	<b>3,288</b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>
<b>Total Dues &amp; Subscriptions</b>	<b>3,288</b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>
<b>Training &amp; Education</b>				
6016 Education-Conference & Seminar	—	3,800	1,000	3,000
Conference and Seminars	—	3,800	1,000	3,000
<b>Subtotal</b>	<b>—</b>	<b>3,800</b>	<b>1,000</b>	<b>3,000</b>
6022 Education-Training	1,437	1,500	500	1,500
Training	1,437	1,500	500	1,500
<b>Subtotal</b>	<b>1,437</b>	<b>1,500</b>	<b>500</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>1,437</b>	<b>5,300</b>	<b>1,500</b>	<b>4,500</b>
<b>Travel Expenditures</b>				
6166 Travel-Hotel	—	800	—	800
Hotel	—	800	—	800
<b>Subtotal</b>	<b>—</b>	<b>800</b>	<b>—</b>	<b>800</b>
<b>Total Travel Expenditures</b>	<b>—</b>	<b>800</b>	<b>—</b>	<b>800</b>
<b>Special Services</b>				
6019 Education-Town Cable TV Channel	3,200	9,500	500	9,500
Camera/Cable Operations	3,200	9,500	500	9,500
<b>Subtotal</b>	<b>3,200</b>	<b>9,500</b>	<b>500</b>	<b>9,500</b>
<b>Total Special Services</b>	<b>3,200</b>	<b>9,500</b>	<b>500</b>	<b>9,500</b>
<b>Equipment</b>				
6038 Equipment-Purchases	3,687	4,000	4,000	4,000
Admin Equipment Purchases	3,687	4,000	4,000	4,000
<b>Subtotal</b>	<b>3,687</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
6040 Equipment-Rental	3,067	4,000	4,000	5,000
Copy and Postage Machines Rental	3,067	4,000	4,000	5,000
<b>Subtotal</b>	<b>3,067</b>	<b>4,000</b>	<b>4,000</b>	<b>5,000</b>
<b>Total Equipment</b>	<b>6,753</b>	<b>8,000</b>	<b>8,000</b>	<b>9,000</b>



FY2024 Budget Detail Administrative Services				
	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Information Technology</b>				
6055 Information Technology - Small Purchases	431	10,000	11,946	15,000
IT purchases, Computers, IT related supplies	431	10,000	11,946	15,000
<b>Subtotal</b>	<b>431</b>	<b>10,000</b>	<b>11,946</b>	<b>15,000</b>
6053 I-NET Internet Services	5,474	10,000	10,000	10,000
Internet Service Plans	5,474	10,000	10,000	10,000
<b>Subtotal</b>	<b>5,474</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
6049 Information Technology Services	4,853	12,000	3,500	18,000
IT services, subscriptions, Installations, GPS	4,853	12,000	3,500	18,000
<b>Subtotal</b>	<b>4,853</b>	<b>12,000</b>	<b>3,500</b>	<b>18,000</b>
6100 Software-Licenses and Subscriptions	2,264	—	—	—
Software subscriptions	2,264	—	—	—
<b>Subtotal</b>	<b>2,264</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Information Technology</b>	<b>13,021</b>	<b>32,000</b>	<b>25,446</b>	<b>43,000</b>
	<i>Back to TOC</i>			
<b>Insurance Liability</b>				
6058 Insurance- Liability	88,747	104,000	92,000	100,000
Liability Insurance	88,747	104,000	92,000	100,000
<b>Subtotal</b>	<b>88,747</b>	<b>104,000</b>	<b>92,000</b>	<b>100,000</b>
<b>Total Insurance Liability</b>	<b>88,747</b>	<b>104,000</b>	<b>92,000</b>	<b>100,000</b>
<b>Printing/News Letters/Advertising</b>				
6079 Newsletter (Town Crier)	23,839	24,000	24,000	36,000
Town Crier	23,839	24,000	24,000	36,000
<b>Subtotal</b>	<b>23,839</b>	<b>24,000</b>	<b>24,000</b>	<b>36,000</b>
6094 Printing & Binding	2,566	1,000	2,500	2,500
Printing and Binding	2,566	1,000	2,500	2,500
<b>Subtotal</b>	<b>2,566</b>	<b>1,000</b>	<b>2,500</b>	<b>2,500</b>
6097 Public & Legal Notices/Ads	3,854	6,500	6,500	6,500
Public and Legal Notices and Ads	3,854	6,500	6,500	6,500
<b>Subtotal</b>	<b>3,854</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
<b>Total Printing/News Letters/Advertising</b>	<b>30,259</b>	<b>31,500</b>	<b>33,000</b>	<b>45,000</b>
<b>Postage</b>				
6091 Postage	7,653	8,000	8,000	8,000
Postage, postage machine, shipping fees	7,653	8,000	8,000	8,000
<b>Subtotal</b>	<b>7,653</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>Total Postage</b>	<b>7,653</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>

FY2024 Budget Detail Administrative Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Office Supplies</b>				
6124 Supplies-Office	8,964	8,000	8,000	9,000
General Office Supplies	8,964	8,000	8,000	9,000
<b>Subtotal</b>	<b>8,964</b>	<b>8,000</b>	<b>8,000</b>	<b>9,000</b>
<b>Total Supplies (Office)</b>	<b>8,964</b>	<b>8,000</b>	<b>8,000</b>	<b>9,000</b>
<b>Telephone &amp; Communications</b>				
6145 Telephone-Land Line	1,039	1,200	4,000	4,000
Telephone Land Lines	1,039	1,200	4,000	4,000
<b>Subtotal</b>	<b>1,039</b>	<b>1,200</b>	<b>4,000</b>	<b>4,000</b>
6142 Telephone-Air Cards	—	500	—	500
Air Cards	—	500	—	500
<b>Subtotal</b>	<b>—</b>	<b>500</b>	<b>—</b>	<b>500</b>
6148 Telephone-Mobile	2,482	3,000	3,000	2,580
Mobile Phone	2,482	3,000	3,000	2,580
<b>Subtotal</b>	<b>2,482</b>	<b>3,000</b>	<b>3,000</b>	<b>2,580</b>
<b>Total Telephone &amp; Communications</b>	<b>3,521</b>	<b>4,700</b>	<b>7,000</b>	<b>7,080</b>
<b>Special Projects</b>				
6151 Special Projects	1,638	12,000	12,000	11,000
Special Projects	1,638	12,000	12,000	11,000
<b>Subtotal</b>	<b>1,638</b>	<b>12,000</b>	<b>12,000</b>	<b>11,000</b>
<b>Total Special Projects</b>	<b>1,638</b>	<b>12,000</b>	<b>12,000</b>	<b>11,000</b>
<b>Vehicle and Transportation</b>				
6154 Transportation-Gas & Oil	—	250	—	250
Fuel, Gas, Oil	—	250	—	250
<b>Subtotal</b>	<b>—</b>	<b>250</b>	<b>—</b>	<b>250</b>
6160 Transportation-Vehicles Maintenance	—	300	—	300
Vehicles Maintenance	—	300	—	300
<b>Subtotal</b>	<b>—</b>	<b>300</b>	<b>—</b>	<b>300</b>
<b>Total Vehicle and Transportation</b>	<b>—</b>	<b>550</b>	<b>—</b>	<b>550</b>
<b>Total Operating Expenditures</b>	<b>168,483</b>	<b>228,650</b>	<b>199,746</b>	<b>251,730</b>

FY2024 Budget Detail Administrative Services				
	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
<b>Other Operating Expenditures</b>	<b>3,048</b>	<b>117,000</b>	<b>4,000</b>	<b>104,000</b>
<b>Computer Services</b>				
7055 Website-Domain Names	—	500	500	500
Domain Names	—	500	500	500
<b>Subtotal</b>	<b>—</b>	<b>500</b>	<b>500</b>	<b>500</b>
7058 Website-Hosting Services	3,048	3,500	3,500	3,500
Website Hosting & Maintenance	3,048	3,500	3,500	3,500
<b>Subtotal</b>	<b>3,048</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Total Computer Services</b>	<b>3,048</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Contingency</b>				
7201 Contingency	—	113,000	—	100,000
Contingency	—	100,000	—	100,000
Leave Payout at Retirement	—	13,000	—	—
<b>Subtotal</b>	<b>—</b>	<b>113,000</b>	<b>—</b>	<b>100,000</b>
<b>Total Contingency</b>	<b>—</b>	<b>113,000</b>	<b>—</b>	<b>100,000</b>
<b>Total Other Operating Expenditures</b>	<b>3,048</b>	<b>117,000</b>	<b>4,000</b>	<b>104,000</b>

Section 6

**FY 2024**

**Finance Services**

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# OFFICE OF FINANCE SERVICES

## MISSION

The Department of Finance and Employee Services at the Town of Riverdale Parks is dedicated to transparent and effective stewardship of Town resources to the highest ethical standards. The Department's mission includes financial planning and reporting, budgeting, and internal control, coordination of the external audit, accounts payable management, accounts receivable, customer relations support, and administering a full array of employee services programming to include recruitment, selection, retention, salary and benefits, training, safety programs, payroll administration, career development, recognition, discipline. Additionally, the Department champions the Town's Five E's program: Ethics, Expectations, Efficiencies, Effectiveness, and Execution. Department staff focuses on achieving excellent performance goals while setting a model example regarding ethical behavior. The Department also provides guidance and assistance to personnel in understanding their ethical obligations as public servants. With a focus on providing quality customer service and access to all necessary resources within the Department's scope, this Department is committed to meeting the needs of residents, visitors, and employees alike when it comes to all matters of the Department of Finance and Employee Services.

## ACCOMPLISHMENTS OF FY2023

- Phase II Payroll Automation
- Automated payments expanded
- Distinguished Budget Award
- Enhanced transparency
- Budget Projection hits mark
- Remote processes
- Increased General Fund Reserve
- ARPA Reporting

## OBJECTIVES FOR FY2024

- Improve the accuracy and efficiency of financial reporting
- Enhance financial reporting by reducing monthly closing process
- Implement new controls, monitoring existing controls, and provide training to staff on control procedures
- Develop or enhance financial policies and procedures
- Review and update 3-year CIP Projections



# 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>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Number of accounts payable processed	2000	2401	2500
Number of accounts receivable processed	1001	1435	1500
Number of payrolls processed	49	49	49
Number of journal entries made	195	104	125
Number of deposits processed	425	581	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>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Obtained Distinguished Budget Presentation Award	YES	YES	YES
Balanced budget with no increase to the primary property tax levy	YES	YES	YES
Compliance with grant agreements for drawdowns	YES	YES	YES
Five year performance within range	YES	YES	YES

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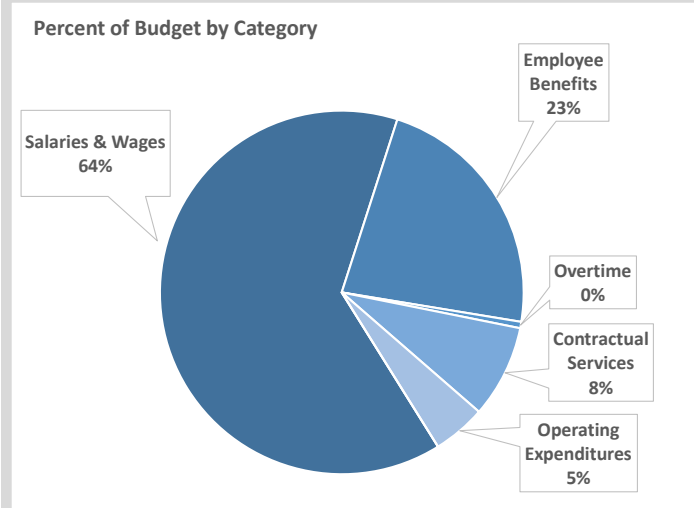
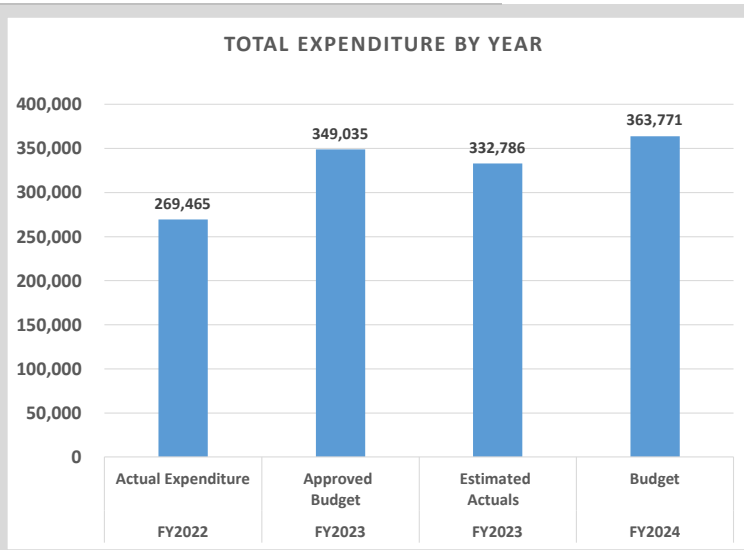
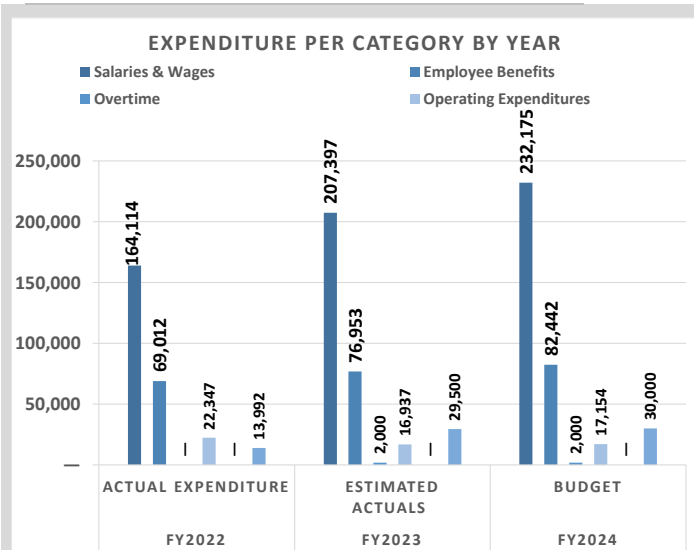


## FY2024 Budget Overview - Finance Services

**Budget**

**363,771**

	Summary of Expenditures				Staff Head Count			
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024	
Salaries & Wages	164,114	213,414	207,397	232,175	Finance & Employee Services Director	0.50	0.50	0.50
Employee Benefits	69,012	79,261	76,953	82,442	Deputy Finance Director CPA	1.00	1.00	1.00
Overtime	—	2,000	2,000	2,000	Program Specialist II	0.33	0.33	0.33
Contractual Services	13,992	37,500	29,500	30,000	Finance-Employee Services Coordinator	0.00	0.50	0.50
Operating Expenditures	22,347	16,860	16,937	17,154				
Other Operating Expenditures	—	—	—	—				
<b>Total Expenditures</b>	<b>269,465</b>	<b>349,035</b>	<b>332,786</b>	<b>363,771</b>	<b>Total Head Count</b>	<b>1.83</b>	<b>2.33</b>	<b>2.33</b>



### Significant Changes

Implementation of the revised pay range plan. 3.5% increase July 1, 2023 and 3.5% increase January 1, 2024.

Employee benefits increased due to increased retirement and increased health expenditures.

Grant Writing moved to revised ARPA Position.

FY2024 Budget Detail Finance Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>233,126</b>	<b>294,675</b>	<b>286,349</b>	<b>316,617</b>
<b>5000 Salaries &amp; Wages</b>	<b>164,114</b>	<b>213,414</b>	<b>207,397</b>	<b>232,175</b>
5001 Wages-Full Time	164,114	213,294	207,277	232,055
5037 Uniform Allowance	—	120	120	120
<b>Subtotal</b>	<b>164,114</b>	<b>213,414</b>	<b>207,397</b>	<b>232,175</b>
<b>5100 Employee Benefits</b>	<b>69,012</b>	<b>79,261</b>	<b>76,953</b>	<b>82,442</b>
5101 Insurance-Workers Compensation	514	884	916	937
5104 Insurance-Medical (75%)	14,754	29,802	22,829	29,898
5113 Insurance-Life	653	871	901	1,310
5119 Insurance-Long Term Disability	1,088	1,218	1,253	779
5120 AD&D	139	116	120	116
5122 Payroll Taxes	16,075	16,480	16,480	17,915
66000 Payroll Expenses	4,560	—	5,687	—
5046 Stipend Individual	1,000	—	—	—
5031 Bilingual Pay Premium	686	—	—	—
5125 Retirement-Defined Contribution	9,317	13,253	12,664	14,397
5128 Retirement-Defined Benefits	20,224	16,637	16,102	17,089
<b>Subtotal</b>	<b>69,012</b>	<b>79,261</b>	<b>76,953</b>	<b>82,442</b>
<b>5200 Overtime Premiums</b>	<b>—</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
Overtime Premiums	—	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 Employee Costs</b>	<b>233,126</b>	<b>294,675</b>	<b>286,349</b>	<b>316,617</b>

FY2024 Budget Detail Finance Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Contractual Expenditures</b>	<b>13,992</b>	<b>37,500</b>	<b>29,500</b>	<b>30,000</b>

**Contractual Services**

5300 Contractual Services	13,992	37,500	29,500	30,000
5301 Financial Services	13,992	30,000	29,500	30,000
5351 Grant Writing	—	7,500	—	—
<b>Subtotal</b>	<b>13,992</b>	<b>37,500</b>	<b>29,500</b>	<b>30,000</b>
<b>Total Contractual Services</b>	<b>13,992</b>	<b>37,500</b>	<b>29,500</b>	<b>30,000</b>
<b>Total Contractual Expenditures</b>	<b>13,992</b>	<b>37,500</b>	<b>29,500</b>	<b>30,000</b>

FY2024 Budget Detail Finance Services				
	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>22,347</b>	<b>16,860</b>	<b>16,937</b>	<b>17,154</b>
<b>Finance Charges</b>				
6001 Bank Service Fees	4,790	1,250	1,250	1,250
Bank Fees	4,790	1,250	1,250	1,250
<b>Subtotal</b>	<b>4,790</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>
<b>Total Finance Charges</b>	<b>4,790</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>
<b>Information Technology</b>				
6004 Computer & Software	11,149	10,000	10,000	10,000
Voucher Approval System/ Accounting Software	11,149	10,000	10,000	10,000
<b>Subtotal</b>	<b>11,149</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
6100 Software-Licenses	3,820	3,000	3,000	3,000
Software Licenses	3,820	3,000	3,000	3,000
<b>Subtotal</b>	<b>3,820</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Information Technology</b>	<b>14,969</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
<b>Dues &amp; Subscriptions</b>				
6013 Dues/Memberships	1,566	1,500	1,500	1,500
Government Finance Officers Association Membership Dues	1,566	1,500	1,500	1,500
<b>Subtotal</b>	<b>1,566</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
6014 Publications/Subscriptions	14	100	100	100
GOFA Subscription	14	100	100	100
<b>Subtotal</b>	<b>14</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Total Dues &amp; Subscriptions</b>	<b>1,580</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>
<b>Training &amp; Education</b>				
6022 Education-Training	425	530	455	530
Training Materials	425	530	455	530
<b>Subtotal</b>	<b>425</b>	<b>530</b>	<b>455</b>	<b>530</b>
<b>Total Training &amp; Education</b>	<b>425</b>	<b>530</b>	<b>455</b>	<b>530</b>
<b>Telephones &amp; Communications</b>				
6148 Telephone - Mobile	583	480	632	774
Mobile Telephone	583	480	632	774
<b>Subtotal</b>	<b>583</b>	<b>480</b>	<b>632</b>	<b>774</b>
<b>Total Telephone &amp; Communications</b>	<b>583</b>	<b>480</b>	<b>632</b>	<b>774</b>
<b>Total Operating Expenditures</b>	<b>22,347</b>	<b>16,860</b>	<b>16,937</b>	<b>17,154</b>

Section 7

**FY2024**

**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 FY2023

- Launched TRP University, our virtual training program
- Implemented Employee Assistance Program (EAP)
- Established a formal Employee Wellness Program
- Enhanced employee engagement
- Finalized updated Position Descriptions
- Completed Base Pay Competitive Market Review
- Implemented a Safety Program

## OBJECTIVES FOR FY2024

- Automate performance reviews
- Update Town's Personnel Manual
- Boost employee engagement and job satisfaction
- Complete Total Benefit & Compensation Study
- Complete safety Programs -Decrease workplace accidents
- Increase safety programs - decrease workplace accidents



# OFFICE OF 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>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Number of position recruitments	6	7	6
Number of applications processed	975	360	600
Number of clicks	7,374	6,260	6,000
Number of employees onboarded	8	1	6
Number of safety and health committee meetings	1	2	5
Number of employee recognition events	12	15	18
Number of accident reports filed	7	5	3
Number of OSHA 300 accident reports filed	3	5	3
Number of in-house training sessions	2	6	4

<b>PERFORMANCE MEASURES</b>	<b>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Enrollment in the wellness program	21	18	21
Voluntary turnover ratio	10.2%	3.6%	5.0%
Staffing history	48	49	50.5

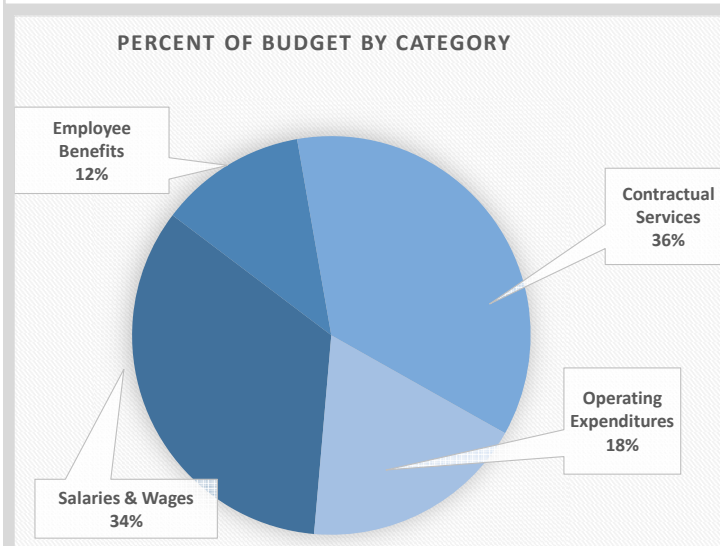
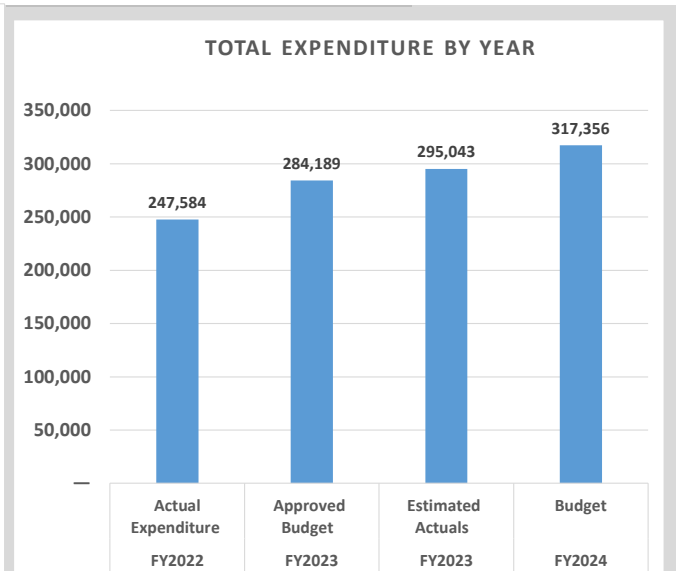
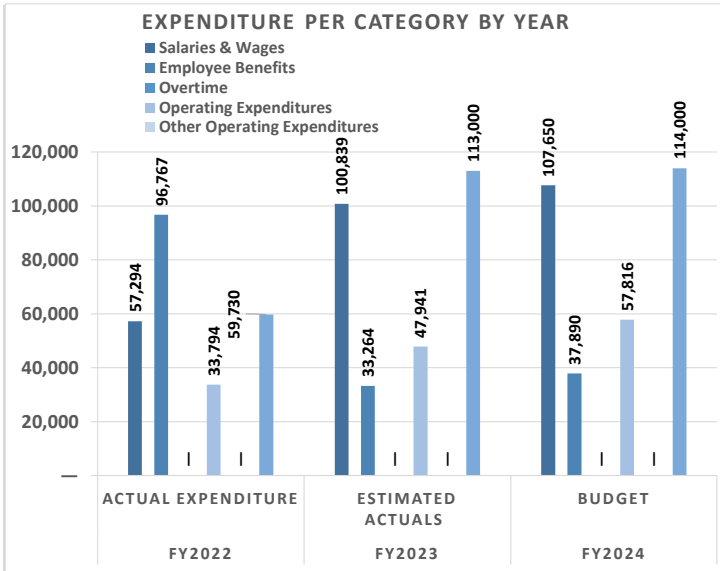


# FY2024 Budget Overview - Employee Services

**Budget**

**317,356**

	Summary of Expenditures				Staff Head Count			
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024	
Salaries & Wages	57,294	95,242	100,839	107,650	Employee Services Director	0.50	0.50	0.50
Employee Benefits	96,767	38,537	33,264	37,890	Finance- Employee Services	0.00	0.50	0.50
Overtime	—	1,000	—	—	<b>Total Head Count</b>	<b>0.50</b>	<b>1.00</b>	<b>1.00</b>
Contractual Services	59,730	100,000	113,000	114,000				
Operating Expenditures	33,794	49,410	47,941	57,816				
Other Operating Expenditures	—	—	—	—				
<b>Total Expenditures</b>	<b>247,584</b>	<b>284,189</b>	<b>295,043</b>	<b>317,356</b>				



**Significant Changes**

Implementation of the revised pay range plan. 3.5% increase July 1, 2023 and 3.5% increase January 1, 2024.

Employee benefits increased due to increased retirement and increased health expenditures.

FY2024 Budget Detail Employee Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>154,060</b>	<b>134,779</b>	<b>134,103</b>	<b>145,540</b>
<b>5000 Salaries &amp; Wages</b>	<b>57,294</b>	<b>95,242</b>	<b>100,839</b>	<b>107,650</b>
5001 Wages-Full Time	57,294	95,242	100,839	107,650
5004 Wages-Part-Time	—	—	—	—
5010 Wages-Interns	—	—	—	—
<b>Subtotal</b>	<b>57,294</b>	<b>95,242</b>	<b>100,839</b>	<b>107,650</b>
<b>5100 Employee Benefits</b>	<b>96,767</b>	<b>38,537</b>	<b>33,264</b>	<b>37,890</b>
5101 Insurance-Workers Compensation	124	395	401	435
5104 Insurance-Medical (75%)	4,341	13,649	8,346	10,743
5113 Insurance-Life	609	637	510	637
5119 Insurance-Long Term Disability	536	935	583	935
5120 AD&D	—	86	86	86
5122 Payroll Taxes	4,274	7,286	6,986	8,312
5125 Retirement- Defined Contributions	76,064	3,840	3,977	4,407
5128 Retirement-Defined Benefits	10,819	11,709	12,374	12,335
<b>Subtotal</b>	<b>96,767</b>	<b>38,537</b>	<b>33,264</b>	<b>37,890</b>
<b>5200 Premiums</b>	<b>—</b>	<b>1,000</b>	<b>—</b>	<b>—</b>
Overtime Premiums	—	1,000	—	—
<b>Subtotal</b>	<b>—</b>	<b>1,000</b>	<b>—</b>	<b>—</b>
<b>Total Employee Costs</b>	<b>154,060</b>	<b>134,779</b>	<b>134,102</b>	<b>145,540</b>

FY2024 Budget Detail Employee Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
	<b>Contractual Services</b>	<b>59,730</b>	<b>100,000</b>	<b>113,000</b>

**Contractual Expenditures**

6078 Employee Services	53,121	80,000	93,000	94,000
Employee Services, Benefit Calculations, Benefit Management Fees, Employee Services Management Software	53,121	80,000	93,000	94,000
Subtotal	53,121	80,000	93,000	94,000
5352 Mental Health Services	3,000	10,000	10,000	10,000
Mental Health Services	3,000	10,000	10,000	10,000
Subtotal	3,000	10,000	10,000	10,000
5313 Legal Services	3,609	10,000	10,000	10,000
Legal Services	3,609	10,000	10,000	10,000
Subtotal	3,609	10,000	10,000	10,000
<b>Total Contractual Expenditures</b>	<b>59,730</b>	<b>100,000</b>	<b>113,000</b>	<b>114,000</b>
<b>Total Contractual Services Expenditures</b>	<b>59,730</b>	<b>100,000</b>	<b>113,000</b>	<b>114,000</b>

FY2024 Budget Detail Employee Services				
	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
<b>Operating Expenditures</b>	<b>33,794</b>	<b>49,410</b>	<b>47,941</b>	<b>57,816</b>
<b>Supplies</b>				
6124 Office Supplies	418	1,080	980	—
Supplies	418	1,080	980	—
<b>Subtotal</b>	<b>418</b>	<b>1,080</b>	<b>980</b>	<b>—</b>
<b>Total Supplies</b>	<b>418</b>	<b>1,080</b>	<b>980</b>	<b>—</b>
<b>Telephones &amp; Communications</b>				
6148 Telephone - Mobile	416	480	641	516
Mobile Telephone	416	480	641	516
<b>Subtotal</b>	<b>416</b>	<b>480</b>	<b>641</b>	<b>516</b>
<b>Total Telephones &amp; Communications</b>	<b>416</b>	<b>480</b>	<b>641</b>	<b>516</b>
<b>Computers and Information Technology</b>				
6100 Software-Licenses and Subscriptions	97	500	250	500
Software Subscriptions	97	500	250	500
<b>Subtotal</b>	<b>97</b>	<b>500</b>	<b>250</b>	<b>500</b>
6055 Information Technology - Small Purchases	1,892	2,000	1,250	2,000
Computer Purchase	1,892	2,000	1,250	2,000
<b>Subtotal</b>	<b>1,892</b>	<b>2,000</b>	<b>1,250</b>	<b>2,000</b>
<b>Total Computers and Information Technology</b>	<b>1,989</b>	<b>2,500</b>	<b>1,500</b>	<b>2,500</b>
<b>Dues and Subscriptions</b>				
6013 Dues/Memberships	1,884	1,850	2,870	3,000
Membership Dues	1,884	1,850	2,870	3,000
<b>Subtotal</b>	<b>1,884</b>	<b>1,850</b>	<b>2,870</b>	<b>3,000</b>
<b>Total Dues and Subscriptions</b>	<b>1,884</b>	<b>1,850</b>	<b>2,870</b>	<b>3,000</b>
<b>Training and Education</b>				
6022 Education-Training	2,859	5,000	1,000	5,000
Education-Training, Online Staff Training	2,859	5,000	1,000	5,000
<b>Subtotal</b>	<b>2,859</b>	<b>5,000</b>	<b>1,000</b>	<b>5,000</b>
6028 Education-Tuition Reimbursement	—	2,200	—	5,000
Education Reimbursement	—	2,200	—	5,000
<b>Subtotal</b>	<b>—</b>	<b>2,200</b>	<b>—</b>	<b>5,000</b>
6025 Education-Training Aids	1,885	2,000	1,200	2,000
Education Training Aids	1,885	2,000	1,200	2,000
<b>Subtotal</b>	<b>1,885</b>	<b>2,000</b>	<b>1,200</b>	<b>2,000</b>
<b>Total Training and Education</b>	<b>4,744</b>	<b>9,200</b>	<b>2,200</b>	<b>12,000</b>

FY2024 Budget Detail Employee Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
	<b>Operating Expenditures</b>	<b>33,794</b>	<b>49,410</b>	<b>47,941</b>
<b>Employee Services</b>				
6034 Employee Wellness Programs	2,988	12,000	8,000	12,000
Employee wellness programs, purchase of materials for employee promotions and incentives, purchase of materials for purpose of promoting safety, healthy snack wall	2,988	12,000	8,000	12,000
<b>Subtotal</b>	<b>2,988</b>	<b>12,000</b>	<b>8,000</b>	<b>12,000</b>
5041 Awards and Gifts	2,169	3,500	3,000	3,500
Employee awards and gifts to recognize significant milestones, achievements, and employee anniversaries	2,169	3,500	3,000	3,500
<b>Subtotal</b>	<b>2,169</b>	<b>3,500</b>	<b>3,000</b>	<b>3,500</b>
5040 Employee Recognition	6,579	7,500	5,000	7,500
Employee recognition program, stipends, purchase of certificates, plaques and any other items to be used as recognitions, employee Residency Initiative	6,579	7,500	5,000	7,500
<b>Subtotal</b>	<b>6,579</b>	<b>7,500</b>	<b>5,000</b>	<b>7,500</b>
5121 Golds Gym	5,203	4,500	4,500	5,800
Gold's Gym	5,203	4,500	4,500	5,800
<b>Subtotal</b>	<b>5,203</b>	<b>4,500</b>	<b>4,500</b>	<b>5,800</b>
6077 New Hire Expenditures	6,143	6,000	18,000	10,000
Preemployment drug screen, credit check, background checks, medical services	6,143	6,000	18,000	10,000
<b>Subtotal</b>	<b>6,143</b>	<b>6,000</b>	<b>18,000</b>	<b>10,000</b>
6080 Benevolence and Goodwill	1,260	800	1,250	1,000
Flowers, fruit baskets and other goodwill items	1,260	800	1,250	1,000
<b>Subtotal</b>	<b>1,260</b>	<b>800</b>	<b>1,250</b>	<b>1,000</b>
<b>Total Employee Services</b>	<b>24,343</b>	<b>34,300</b>	<b>39,750</b>	<b>39,800</b>
<b>Total Operating Expenditures</b>	<b>33,794</b>	<b>49,410</b>	<b>47,941</b>	<b>57,816</b>

Section 8

**FY 2024**

**Development Services**

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# OFFICE OF DEVELOPMENT SERVICES

## MISSION

The Department 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 FY2023

- Dispersed \$248,043 to address food insecurity through the Farmers Market Dollars Program
- Created new programs to support Town residents and businesses
- Purchased public art in line with Town's vision and commitment to sustainability
- Distributed ARPA funds to non-profits to assist residents with housing and food insecurity
- Strengthened the Town's assessable base

## OBJECTIVES FOR FY2024

- Administer ARPA funds consistent with the Town's vision
- Launch broader effort to secure additional grant funds
- Identify neighborhood improvement opportunities for government-owned real property
- Coordinate with partners to better serve Minority, Women, and Veteran-owned businesses
- 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>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Dollar value of TRP grants awarded to businesses	\$245,373	\$295,854	\$305,962
Dollar value of TRP grants awarded to residents	\$15,762	\$22,675	\$32,486
Number of business license renewals	186	189	193
Number of building permits issued	37	33	35

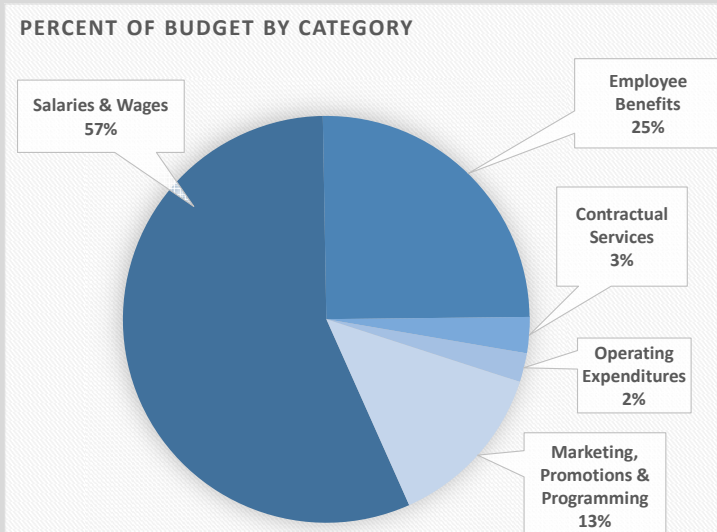
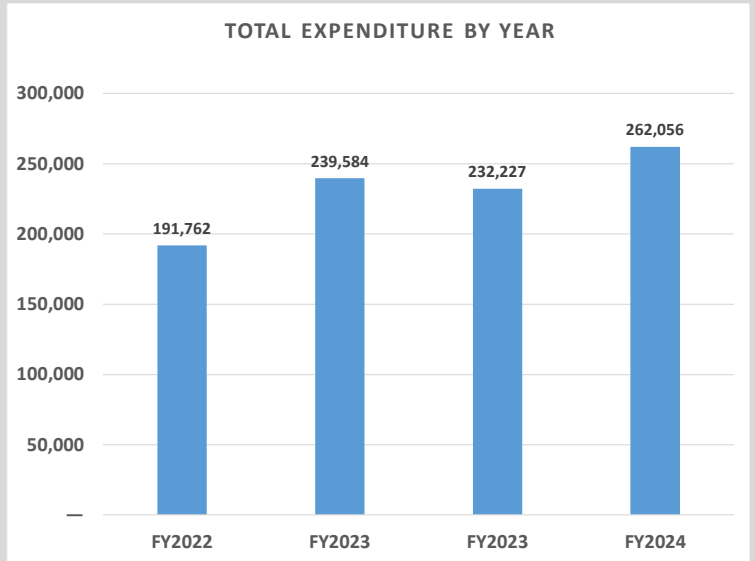
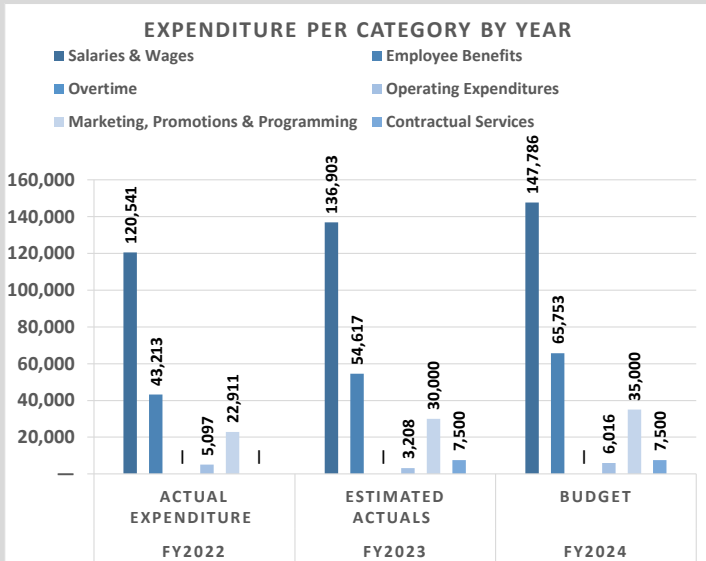
<b>PERFORMANCE MEASURES</b>	<b>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Private funds leveraged through TRP grant programs	\$72,815	\$84,521	\$135,698.45
Grant funds secured for TRP projects and programs	\$150,000	\$400,000	\$827,000
Number of new businesses	3	4	3
Private investment as tracked by building permits	\$3,694,476	\$3,768,965	\$3,917,191.01
Growth in total accessible tax base	\$(1,450,154)	\$45,882,320	\$28,943,182

# FY2024 Budget Overview - Development Services

**Budget**

**262,056**

	Summary of Expenditures				Staff Head Count			
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024	
Salaries & Wages	120,541	136,482	136,903	147,786	Director of Development Services	1.00	1.00	1.00
Employee Benefits	43,213	60,622	54,617	65,753	Special Projects Coordinator	0.50	0.50	0.50
Overtime	—	—	—	—				
Contractual Services	—	7,500	7,500	7,500				
Operating Expenditures	5,097	4,980	3,208	6,016				
Marketing, Promotions & Programming	22,911	30,000	30,000	35,000				
<b>Total Expenditures</b>	<b>191,762</b>	<b>239,584</b>	<b>232,227</b>	<b>262,056</b>	<b>Total Head Count</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>



### Significant Changes

Implementation of the revised pay range plan. 3.5% increase July 1, 2023 and 3.5% increase January 1, 2024.

Employee benefits increased due to increased retirement and increased health expenditures.

Increased Marketing and Promotions 33%

FY2024 Budget Detail Development Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>163,755</b>	<b>197,104</b>	<b>191,519</b>	<b>213,540</b>
<b>5000 Salaries &amp; Wages</b>	<b>120,541</b>	<b>136,482</b>	<b>136,903</b>	<b>147,786</b>
5001 Wages-Full Time	120,541	136,482	136,903	147,786
<b>Subtotal</b>	<b>120,541</b>	<b>136,482</b>	<b>136,903</b>	<b>147,786</b>
<b>5100 Employee Benefits</b>	<b>43,213</b>	<b>60,622</b>	<b>54,617</b>	<b>65,753</b>
5101 Insurance-Workers Compensation	329	566	572	597
5104 Insurance-Medical (75%)	8,407	19,680	17,463	23,361
5113 Insurance-Life	455	716	577	716
5119 Insurance-Long Term Disability	412	1,009	624	1,009
5120 AD&D	60	95	83	95
5125 Retirement-Defined Contribution	—	—	—	—
5122 Payroll Taxes	8,831	10,441	7,235	11,306
5128 Retirement-Defined Benefits	24,719	28,115	28,063	28,670
<b>Subtotal</b>	<b>43,213</b>	<b>60,622</b>	<b>54,617</b>	<b>65,753</b>
<b>5200 Overtime Premiums</b>	—	—	—	—
Overtime Premiums	—	—	—	—
<b>Subtotal</b>	—	—	—	—
<b>Total Employee Costs</b>	<b>163,755</b>	<b>197,104</b>	<b>191,519</b>	<b>213,540</b>

FY2024 Budget Detail Development Services				
	FY2022	FY2022	FY2022	FY2023
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
Contractual Services	—	7,500	7,500	7,500

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

FY2024 Budget Detail Development Services	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>5,097</b>	<b>4,980</b>	<b>3,208</b>	<b>6,016</b>
<b>Dues/Memberships/Subscriptions/Publications</b>				
6013 Dues/Memberships/Subscription	2,134	1,200	1,200	2,200
Membership fees	2,134	1,200	1,200	2,200
<b>Subtotal</b>	<b>2,134</b>	<b>1,200</b>	<b>1,200</b>	<b>2,200</b>
<b>Total Dues/Memberships/Subscriptions/Publications</b>	<b>2,134</b>	<b>1,200</b>	<b>1,200</b>	<b>2,200</b>
<b>Travel Expenditures</b>				
6166 Travel-Hotel	—	1,500	—	1,500
Hotel and Travel	—	1,500	—	1,500
<b>Subtotal</b>	<b>—</b>	<b>1,500</b>	<b>—</b>	<b>1,500</b>
<b>Total Travel Expenditures</b>	<b>—</b>	<b>1,500</b>	<b>—</b>	<b>1,500</b>
<b>Training and Education</b>				
6022 Education-Training	1,105	1,200	1,192	1,500
Training and Certifications	1,105	1,200	1,192	1,500
<b>Subtotal</b>	<b>1,105</b>	<b>1,200</b>	<b>1,192</b>	<b>1,500</b>
<b>Total Training and Education</b>	<b>1,105</b>	<b>1,200</b>	<b>1,192</b>	<b>1,500</b>
<b>Telephones and Communications</b>				
6148 Telephone-Mobile	478	480	516	516
Mobile Phone	478	480	516	516
<b>Subtotal</b>	<b>478</b>	<b>480</b>	<b>516</b>	<b>516</b>
<b>Total Telephones and Communications</b>	<b>478</b>	<b>480</b>	<b>516</b>	<b>516</b>
<b>Operating Supplies</b>				
6127 Supplies-Operating & Materials	1,380	600	300	300
Operating Supplies	1,380	600	300	300
<b>Subtotal</b>	<b>1,380</b>	<b>600</b>	<b>300</b>	<b>300</b>
<b>Total Operating Supplies</b>	<b>1,380</b>	<b>600</b>	<b>300</b>	<b>300</b>
<b>Total Operating Expenditures</b>	<b>5,097</b>	<b>4,980</b>	<b>3,208</b>	<b>6,016</b>

FY2024 Budget Detail Development Services	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Marketing, Promotions and Programming</b>	<b>22,911</b>	<b>30,000</b>	<b>30,000</b>	<b>35,000</b>
<b>Marketing and Promotions</b>				
9004 Marketing and Promotion	7,191	15,000	15,000	20,000
Economic Development Marketing and Promotion	7,191	15,000	15,000	20,000
<b>Subtotal</b>	<b>7,191</b>	<b>15,000</b>	<b>15,000</b>	<b>20,000</b>
9006 Programming	15,720	15,000	15,000	15,000
Economic Development Programming	15,720	15,000	15,000	15,000
<b>Subtotal</b>	<b>15,720</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Total Marketing and Promotions</b>	<b>22,911</b>	<b>30,000</b>	<b>30,000</b>	<b>35,000</b>
<b>Total Marketing, Promotions and Programming</b>	<b>22,911</b>	<b>30,000</b>	<b>30,000</b>	<b>35,000</b>

Section 9

**FY2024**

**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 FY2023

- Adopted Town's Property Maintenance Code
- COVID community engagement activities
- Vacant Property Registration
- Established Micromobility Standards
- Nurtured partnerships with local entities
- Obtained Property Maintenance Certifications

## OBJECTIVES FOR FY2024

- Implement a software system for inspections that includes a resident portal
- Administer the soon to be adopted Riverdale Park Property Maintenance Code
- Develop and disseminate a guide to assist businesses
- Launch an education program to assist property owners and tenants in complying with Town standards
- Implement proactive measures to assist in removing blighting conditions



# 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>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Number of complaint responses	258	105	100
Number of warning notices issued	50	105	201
Number of violation notices issued	82	120	175
Number and total dollar value of fines issued	59	169	81
Number of permit inspections completed	37	33	35
Number of stop work orders issued	6	7	5
Number of outreach meetings, consultations, and events attended	35	12	45

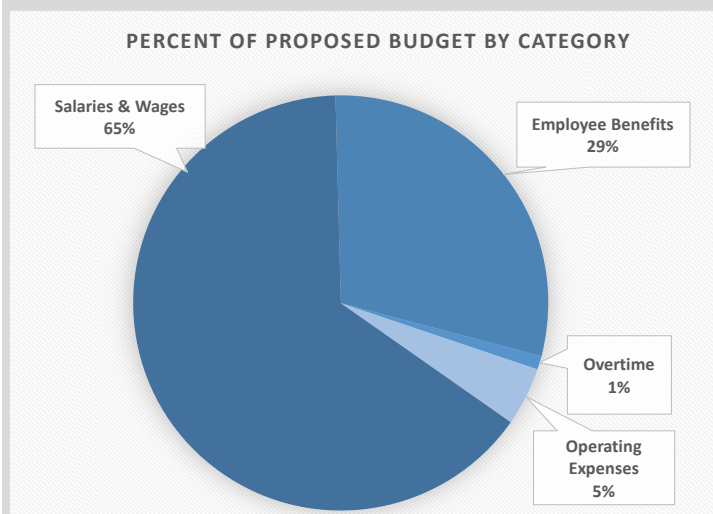
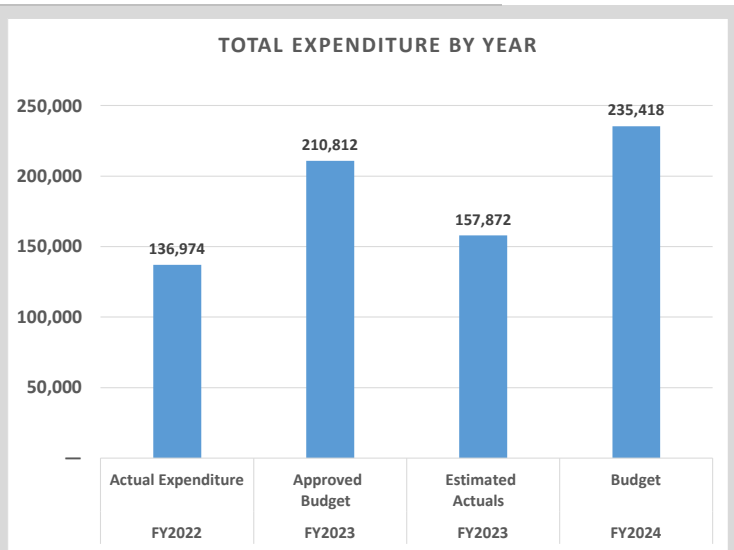
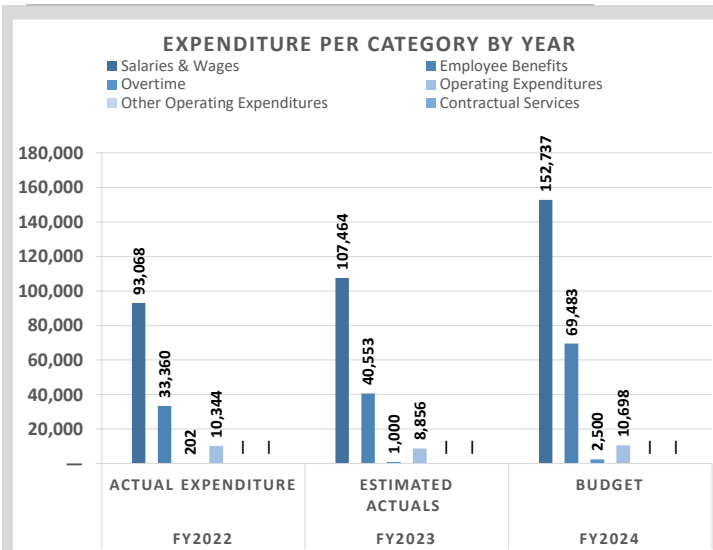
<b>PERFORMANCE MEASURES</b>	<b>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Voluntary compliance rate	87%	82%	95%
Number of successful appeals to board of code appeals	0	0	0
Percent of safety violations abated within allotted time	94%	97%	98%

# FY2024 Budget Overview - Neighborhood Services

**Budget**

**235,418**

	Summary of Expenditures				Staff Head Count			
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024	
Salaries & Wages	93,068	124,571	107,464	152,737				
Employee Benefits	33,360	69,321	40,553	69,483				
Overtime	202	2,000	1,000	2,500				
Contractual Services	—	—	—	—				
Operating Expenditures	10,344	14,920	8,856	10,698				
Other Operating Expenditures	—	—	—	—				
<b>Total Expenditures</b>	<b>136,974</b>	<b>210,812</b>	<b>157,872</b>	<b>235,418</b>				
					Neighborhood Improvement Specialist	2.00	2.00	3.00
					<b>Total Head Count</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>



### Significant Changes

Implementation of the revised pay range plan. 3.5% increase July 1, 2023 and 3.5% increase January 1, 2024.

Employee benefits increased due to increased retirement and increased health expenditures.

Added full time position that was vacant and housed in Admin Services to implement new property maintenance code and enhance/protect the assessable base.

Salaries increased as staff are now certified by ICC.

FY2024 Budget Detail Neighborhood Services				
	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>126,630</b>	<b>195,892</b>	<b>149,017</b>	<b>224,720</b>
<hr/>				
<b>5000 Salaries &amp; Wages</b>	<b>93,068</b>	<b>124,571</b>	<b>107,464</b>	<b>152,737</b>
5001 Wages-Full Time	92,068	124,571	107,464	152,737
5031 Bilingual Pay Premium			—	—
5046 Stipend Individual	1,000	—	—	—
<b>Subtotal</b>	<b>93,068</b>	<b>124,571</b>	<b>107,464</b>	<b>152,737</b>
<hr/>				
<b>5100 Employee Benefits</b>	<b>33,360</b>	<b>69,321</b>	<b>40,553</b>	<b>69,483</b>
5101 Insurance-Workers Compensation	5,840	11,101	11,365	13,263
5104 Insurance-Medical (75%)	4,307	21,161	100	12,617
5113 Insurance-Life	396	606	607	782
5119 Insurance-Long Term Disability	503	1,028	549	1,306
5120 AD&D	61	80	80	103
5122 Payroll Taxes	7,272	9,683	7,500	11,876
5128 Retirement-Defined Benefits	14,981	25,662	20,352	29,536
<b>Subtotal</b>	<b>33,360</b>	<b>69,321</b>	<b>40,553</b>	<b>69,483</b>
<hr/>				
<b>5200 Overtime Premiums</b>	<b>202</b>	<b>2,000</b>	<b>1,000</b>	<b>2,500</b>
Overtime Premiums	202	2,000	1,000	2,500
<b>Subtotal</b>	<b>202</b>	<b>2,000</b>	<b>1,000</b>	<b>2,500</b>
<hr/>				
<b>Total Employee Costs</b>	<b>126,630</b>	<b>195,892</b>	<b>149,017</b>	<b>224,720</b>

FY2024 Budget Detail Neighborhood Services	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure	Budget	Actuals	
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>10,344</b>	<b>14,920</b>	<b>8,856</b>	<b>10,698</b>
<b>Dues/Memberships/Subscriptions/Publications</b>				
6013 Dues/Memberships	155	500	300	500
Membership Dues	155	500	300	500
<b>Subtotal</b>	<b>155</b>	<b>500</b>	<b>300</b>	<b>500</b>
<b>Total Dues/Memberships/Subscriptions/Publications</b>	<b>155</b>	<b>500</b>	<b>300</b>	<b>500</b>
<b>Training and Education</b>				
6022 Education-Training	481	1,600	2,600	3,000
Training and Conferences	481	1,600	2,600	3,000
<b>Subtotal</b>	<b>481</b>	<b>1,600</b>	<b>2,600</b>	<b>3,000</b>
6025 Education-Training Aids	—	1,000	—	1,000
Code Reference Materials	—	1,000	—	1,000
<b>Subtotal</b>	<b>—</b>	<b>1,000</b>	<b>—</b>	<b>1,000</b>
<b>Total Training and Education</b>	<b>481</b>	<b>2,600</b>	<b>2,600</b>	<b>4,000</b>
<b>Office Supplies</b>				
6124 Supplies-Office	995	1,250	500	—
Office Supplies	995	1,250	500	—
<b>Subtotal</b>	<b>995</b>	<b>1,250</b>	<b>500</b>	<b>—</b>
<b>Total Supplies</b>	<b>995</b>	<b>1,250</b>	<b>500</b>	<b>—</b>
<b>Operating Supplies</b>				
6127 Supplies-Operating and Materials	1,200	1,500	500	1,500
Operating and Materials	1,200	1,500	500	1,500
<b>Subtotal</b>	<b>1,200</b>	<b>1,500</b>	<b>500</b>	<b>1,500</b>
<b>Total Operating Supplies</b>	<b>1,200</b>	<b>1,000</b>	<b>500</b>	<b>1,500</b>
<b>Information Technology</b>				
6055 Information Technology - Small Purchases	—	1,000	—	—
IT Purchases	—	1,000	—	—
<b>Subtotal</b>	<b>—</b>	<b>1,000</b>	<b>—</b>	<b>—</b>
<b>Total Information Technology</b>	<b>—</b>	<b>1,000</b>	<b>—</b>	<b>—</b>

FY2024 Budget Detail Neighborhood Services	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Equipment</b>				
6037 Equipment-Operator for Projects	—	500	—	—
GPS for Vehicles	—	500	—	—
<b>Subtotal</b>	—	500	—	—
6040 Equipment-Rental	682	750	750	750
Equipment Rental - Copier	682	750	750	750
<b>Subtotal</b>	682	750	750	750
<b>Total Equipment</b>	<b>682</b>	<b>1,250</b>	<b>750</b>	<b>750</b>
<b>Telephones and Communications</b>				
6142 Telephone-Air Cards	—	—	—	—
Air Cards	—	—	—	—
<b>Subtotal</b>	—	—	—	—
6148 Telephone-Mobile	1,421	1,920	1,656	1,548
Communications - Cell Phones and Service	1,421	1,920	1,656	1,548
<b>Subtotal</b>	1,421	1,920	1,656	1,548
<b>Total Telephones and Communications</b>	<b>1,421</b>	<b>1,920</b>	<b>1,656</b>	<b>1,548</b>
<b>Vehicle and Transportation</b>				
6154 Transportation-Gas and Oil	993	1,900	850	900
Gasoline and Oil	993	1,900	850	900
<b>Subtotal</b>	993	1,900	850	900
6160 Transportation-Vehicles Maintenance	2,944	2,000	1,000	500
Vehicle Repairs and Maintenance	2,944	2,000	1,000	500
<b>Subtotal</b>	2,944	2,000	1,000	500
<b>Total Vehicle and Transportation</b>	<b>3,937</b>	<b>3,900</b>	<b>1,850</b>	<b>1,400</b>
<b>Uniforms</b>				
6184 Uniforms-Purchases	1,472	1,000	700	1,000
General Uniform Items	1,472	1,000	700	1,000
<b>Subtotal</b>	1,472	1,000	700	1,000
<b>Total Uniforms</b>	<b>1,472</b>	<b>1,000</b>	<b>700</b>	<b>1,000</b>
<b>Total Operating Expenditures</b>	<b>10,344</b>	<b>14,920</b>	<b>8,856</b>	<b>10,698</b>

Section 10

**FY2024**

**Community Events**

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# COMMUNITY EVENTS

## MISSION

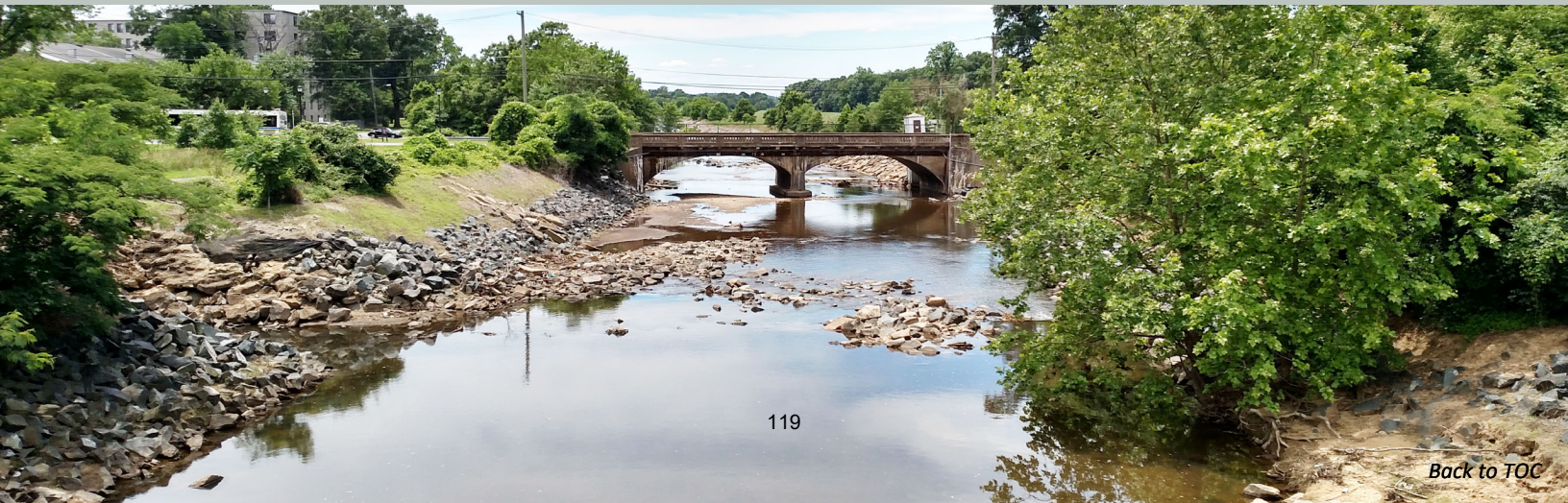
Community Events bring diverse residents, businesses, visitors, and employees together in celebration of the Town and make TRP the location of choice for residents, businesses, visitors, investors, and employees. Community Events are a pivotal tool to build community, enhance our interactions, celebrate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

## ACCOMPLISHMENTS OF FY2023

- Rebranded and reimagined Community Walks to create Walk & Talks
- Implemented Community Conversations series to address topics of interest to residents on a virtual platform
- Held virtual community events: Children’s Holiday Party and Virtual Festival of Lights
- Partnered with community stakeholders to support COVID-safe events and activities
- Enhanced outreach, communication, and engagement

## OBJECTIVES FOR FY2024

- Re-engage residents through COVID-safe programming and events
- Partner with community entities to coordinate activities, programs, and events that align with the Town’s vision and commitment statements and diversity and inclusion statement
- Enhance outreach to all segments of our community
- Program community space following Municipal Center Renovation Project



# 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. [Back to TOC](#)

<b>WORKLOAD MEASURES</b>	<b>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Number of Town events, Town sponsored events, and Town support events	51	80	85
Number of virtual events	2	2	3
Number of community clean-ups	0	2	2

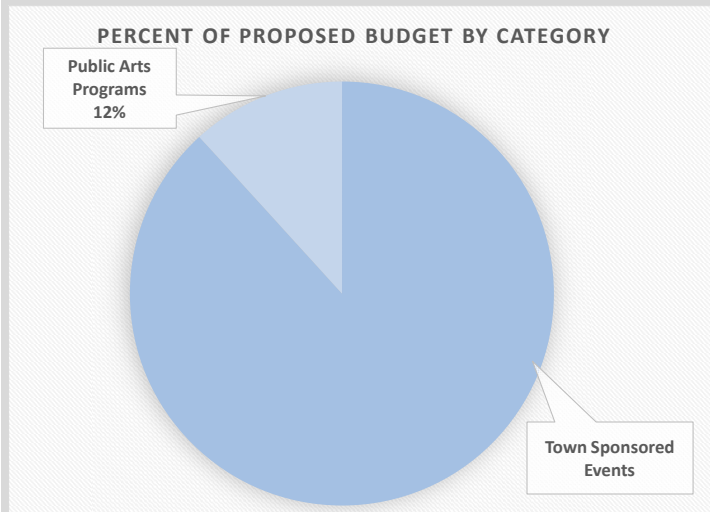
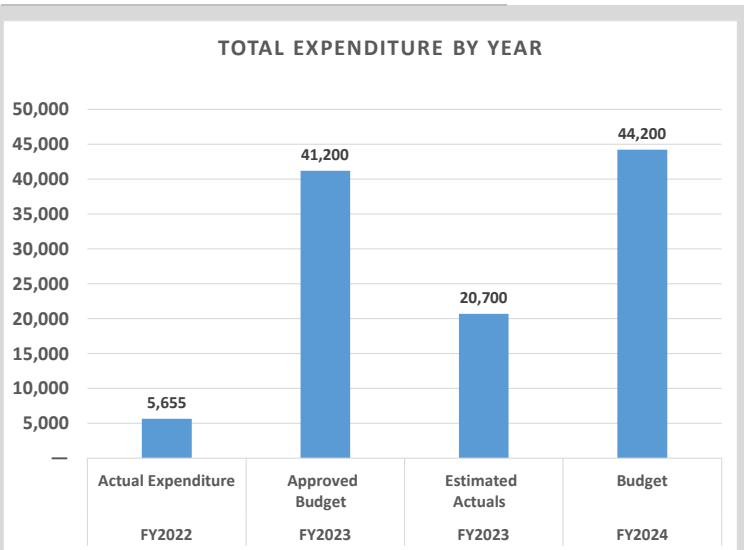
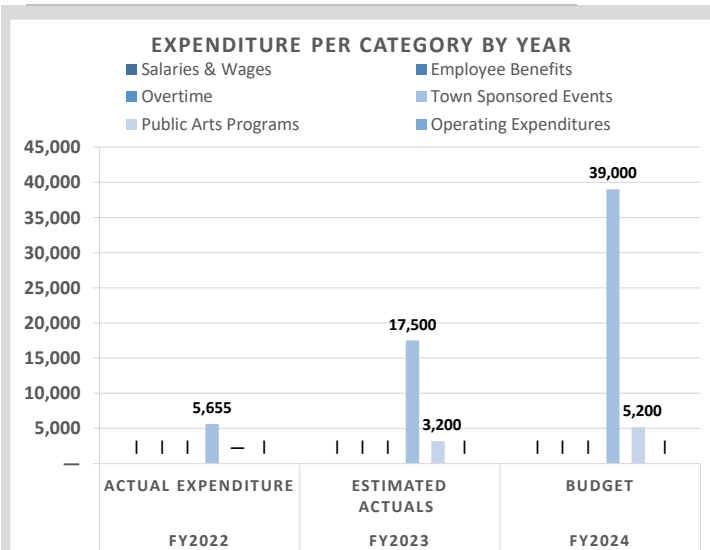
<b>PERFORMANCE MEASURES</b>	<b>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Number of event volunteers	0	90	100
Number of volunteer hours	0	180	200
Number and value of event sponsorships	0	0	0

## FY2024 Budget Overview - Community Events

**Budget**

**44,200**

	Summary of Expenditures				Staff Head Count		
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024
Salaries & Wages	—	—	—	—			
Employee Benefits	—	—	—	—			
Overtime	—	—	—	—			
Operating Expenditures	—	—	—	—			
Town Sponsored Events	5,655	38,000	17,500	39,000			
Public Arts Programs	—	3,200	3,200	5,200			
<b>Total Expenditures</b>	<b>5,655</b>	<b>41,200</b>	<b>20,700</b>	<b>44,200</b>			
					<b>Total Head Count</b>	—	—



### Significant Changes

No significant changes for FY2024.

FY2024 Budget Detail Community Events				
	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Town Sponsored Events</b>	<b>5,655</b>	<b>38,000</b>	<b>17,500</b>	<b>39,000</b>
<b>Town Sponsored Events</b>				
8004 Centennial Celebration	—	—	—	—
Promotional Materials	—	—	—	—
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
8007 Children's Events	2,278	3,500	3,500	3,500
Entertainment and Supplies	2,278	3,500	3,500	3,500
<b>Subtotal</b>	<b>2,278</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
8010 Spring Event	—	2,000	2,000	2,000
Entertainment and Supplies	—	2,000	2,000	2,000
<b>Subtotal</b>	<b>—</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
8013 Fun Run	—	2,000	—	2,000
Promotional Materials and Supplies	—	2,000	—	2,000
<b>Subtotal</b>	<b>—</b>	<b>2,000</b>	<b>—</b>	<b>2,000</b>
8016 Holiday Events	—	12,000	—	12,000
Entertainment and Supplies	—	12,000	—	12,000
<b>Subtotal</b>	<b>—</b>	<b>12,000</b>	<b>—</b>	<b>12,000</b>
8017 Public Safety Community Events	2,222	4,000	4,000	5,000
Entertainment and Supplies	2,222	4,000	4,000	5,000
<b>Subtotal</b>	<b>2,222</b>	<b>4,000</b>	<b>4,000</b>	<b>5,000</b>
8019 Community Events	825	12,500	6,000	12,500
Entertainment and Supplies	825	12,500	6,000	12,500
<b>Subtotal</b>	<b>825</b>	<b>12,500</b>	<b>6,000</b>	<b>12,500</b>
8022 Honoring Veterans	331	2,000	2,000	2,000
Veterans Day / Memorial Day	331	2,000	2,000	2,000
<b>Subtotal</b>	<b>331</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Total Town Sponsored Events</b>	<b>5,655</b>	<b>40,000</b>	<b>17,500</b>	<b>39,000</b>
<b>Total Town Sponsored Events</b>	<b>5,655</b>	<b>38,000</b>	<b>17,500</b>	<b>39,000</b>

FY2024 Budget Detail Community Events	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Public Arts Programs</b>	—	3,200	3,200	5,200
<b>Public Arts Programs</b>				
8301 Jazz on the Lawn	—	1,200	1,200	2,200
Jazz on the Lawn	—	1,200	1,200	2,200
<b>Subtotal</b>	—	1,200	1,200	2,200
8304 Summer Movie Nights	—	2,000	2,000	3,000
Summer Movie Nights	—	2,000	2,000	3,000
<b>Subtotal</b>	—	2,000	2,000	3,000
<b>Total Public Arts Programs</b>	—	3,200	3,200	5,200
<b>Public Arts Programs Total</b>	—	3,200	3,200	5,200

Section 11

**FY2024**

**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 FY2023

- 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 FY2024

- Continue to meet critical needs for the community
- Partner with community entities to coordinate resources through programs that align with the Town's vision and commitment statements and diversity and inclusion statement
- 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.

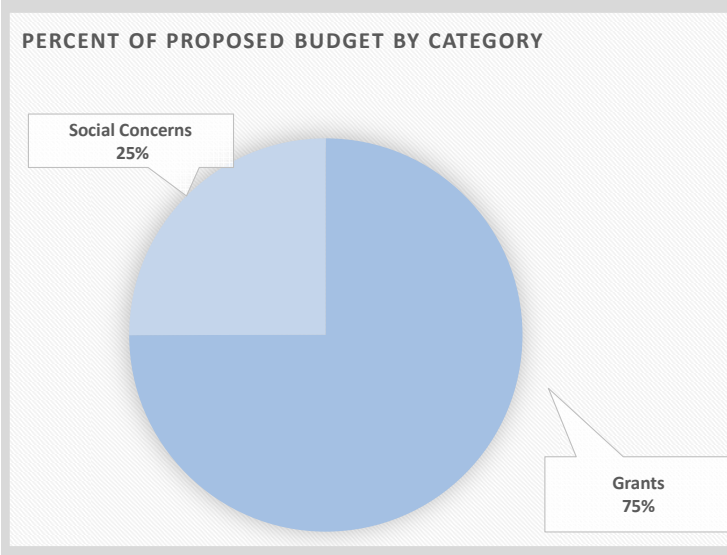
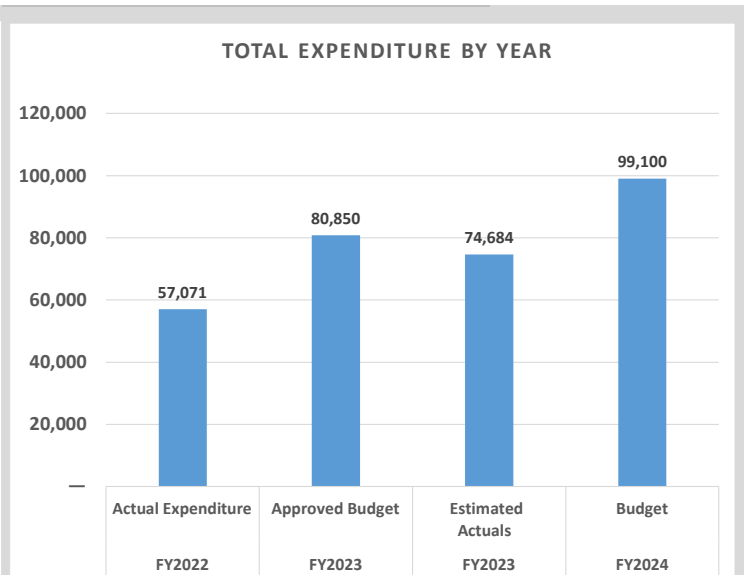
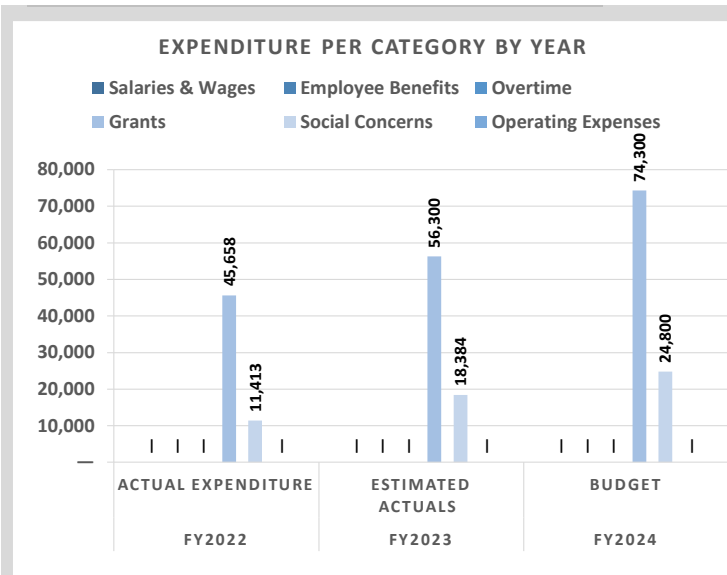
<b>PERFORMANCE MEASURES</b>	<b>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Number of fire calls responded to by Fire Department	391	637	
Number of EMS calls responded to by Fire Department	1241	118	
Number of Farmer's Market held	50	52	52
Average number of attendees for Farmer's 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

# FY2024 Budget Overview - Community Grants

**Budget**

**99,100**

	Summary of Expenditures				Staff Head Count			
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024	
Salaries & Wages	—	—	—	—				
Employee Benefits	—	—	—	—				
Overtime	—	—	—	—				
Operating Expenses	—	—	—	—				
Grants	45,658	56,300	56,300	74,300				
Social Concerns	11,413	24,550	18,384	24,800				
<b>Total Expenditures</b>	<b>57,071</b>	<b>80,850</b>	<b>74,684</b>	<b>99,100</b>	<b>Total Head Count</b>	0.00	0.00	0.00



### Significant Changes

Public Art Program - costs increased by 100%. Additionally, the program is expanding to include locations in the east of the river neighborhood.

FY2024 Budget Detail Community Grants	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Grants</b>	<b>45,658</b>	<b>56,300</b>	<b>56,300</b>	<b>74,300</b>
<b>8500 Public Grants</b>				
8501 Hyattsville CDC	1,833	2,000	2,000	2,000
Public Art Programming (Patio Concert Series)	1,833	2,000	2,000	2,000
<b>Subtotal</b>	<b>1,833</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
8503 Hyattsville CDC Agreement	10,000	10,000	10,000	28,000
Public Art Hyattsville CDC Agreement	10,000	10,000	10,000	28,000
<b>Subtotal</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>28,000</b>
8507 Public Arts Programming	—	3,500	3,500	3,500
Public Arts Programming	—	3,500	3,500	3,500
<b>Subtotal</b>	<b>—</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
8509 Community Projects	1,000	1,000	1,000	1,000
Community Projects	1,000	1,000	1,000	1,000
<b>Subtotal</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
8825 Farmers Market	11,825	16,800	16,800	16,800
Annual Contribution to Riverdale Park Farmers Market	11,825	16,800	16,800	16,800
<b>Subtotal</b>	<b>11,825</b>	<b>16,800</b>	<b>16,800</b>	<b>16,800</b>
<b>Total Public Grants</b>	<b>24,658</b>	<b>32,300</b>	<b>33,300</b>	<b>51,300</b>
<b>8700 Municipal Grants</b>				
8701 Fire Department	21,000	23,000	23,000	23,000
Fire Department	21,000	23,000	23,000	23,000
<b>Subtotal</b>	<b>21,000</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>
<b>Total Municipal Grants</b>	<b>21,000</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>
<b>Total Grants</b>	<b>45,658</b>	<b>56,300</b>	<b>56,300</b>	<b>74,300</b>

FY2024 Budget Detail Community Grants	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Social Concerns</b>	<b>11,413</b>	<b>24,550</b>	<b>18,384</b>	<b>24,800</b>

**Social Concerns**

8801 The Birthday Book Project	915	1,200	1,000	1,200
The Birthday Book Project	915	1,200	1,000	1,200
<b>Subtotal</b>	<b>915</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	650
Funds for Parent Outreach	650	650	650	650
<b>Subtotal</b>	<b>650</b>	<b>650</b>	<b>650</b>	<b>650</b>
8807 Riverdale Park Elementary School - Uniforms for Students	1,354	2,000	1,993	2,000
Uniform Purchases	1,354	2,000	1,993	2,000
<b>Subtotal</b>	<b>1,354</b>	<b>2,000</b>	<b>1,993</b>	<b>2,000</b>
8810 Community Thanksgiving Meal	3,000	5,000	5,000	5,000
Community Thanksgiving	3,000	5,000	5,000	5,000
<b>Subtotal</b>	<b>3,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
8813 Doll Program	—	600	—	—
Doll Program	—	600	—	—
<b>Subtotal</b>	<b>—</b>	<b>600</b>	<b>—</b>	<b>—</b>
8816 Community Coat Drive Donations	975	2,000	2,000	2,000
Coat Drive Donations	975	2,000	2,000	2,000
<b>Subtotal</b>	<b>975</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
8819 Community Crisis Services	—	600	—	—
Community Resource Day	—	600	—	—
<b>Subtotal</b>	<b>—</b>	<b>600</b>	<b>—</b>	<b>—</b>
8822 Seasonal Gifts for Children and Families	2,519	2,500	2,741	2,750
Annual Toy Drive, Seasonal Food Baskets, etc.	2,519	2,500	2,741	2,750
<b>Subtotal</b>	<b>2,519</b>	<b>2,500</b>	<b>2,741</b>	<b>2,750</b>
8828 Undesignated Social Concerns	2,000	10,000	5,000	11,200
Undesignated Social Concern Funds	2,000	10,000	5,000	11,200
<b>Subtotal</b>	<b>2,000</b>	<b>10,000</b>	<b>5,000</b>	<b>11,200</b>
<b>Total Social Concerns</b>	<b>11,413</b>	<b>20,750</b>	<b>18,384</b>	<b>24,800</b>
<b>Total Social Concerns</b>	<b>11,413</b>	<b>24,550</b>	<b>18,384</b>	<b>24,800</b>

Section 12

**FY 2024**

**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 FY2023

- Grew the department in-line with the Town's diversity and inclusion policy
- Completed active shooter training for all sworn staff
- Initiated Crisis Intervention training
- Recertified Telecommunicators in PowerPhone total response system
- Created Community Safety Programs Manager position
- Upgraded the Body Worn Cameras
- Fully implemented the National Incident-Based Reporting System (NIBRS)
- Two officers received performance awards from MML-PEA and Maryland Chief's of Police Association

## OBJECTIVES FOR FY2024

- Grow the Department in-line with the Town's diversity and inclusion policy while still maintaining our high standards
- Recruit a well-trained, diverse, and inclusive applicant base
- Fully implement Crisis Intervention training for staff members
- Establish a parking management and enforcement program
- Expand Walk, Bike, Drive Safety Initiative
- Increase neighborhood foot patrols



# 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.

<b>WORKLOAD MEASURES</b>	<b>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE*</b>	<b>FY2024 PROJECTED</b>
Number of moving violations	3309	2860	
Number of vehicle accidents personal injury	265	248	
Number of vehicle accidents property damage	663	470	
Number of driving under the influence	57	38	
Number of firearms recovered	17	12	
Number of non-marijuana drug arrests	10	13	
Number of physical arrests	145	128	
Number of vehicles impounded	683	570	
Number of State Attorney body-worn camera requests	138	159	
Number of training hours	2270	1670	
Number of record expungements completed	8	6	
Number of reports completed	1177	1154	
Number of parking permits issued	11	84	
Number of calls for service dispatched by Communications	10196	9873	
Number of 911 calls transferred to Communications	2430	2184	
Number of vehicle release forms processed	592	490	
Number of community outreach events	19	18	
Number of automated safety program citations issued	48,129	31,500	

<b>PERFORMANCE MEASURES</b>	<b>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE*</b>	<b>FY2024 PROJECTED</b>
Average response time (high-priority calls)	2:41 min	2:19 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, 2022 through March 15, 2023. The Police Department does not project enforcement related performance indicators; Enforcement quotas are prohibited by Maryland statute.

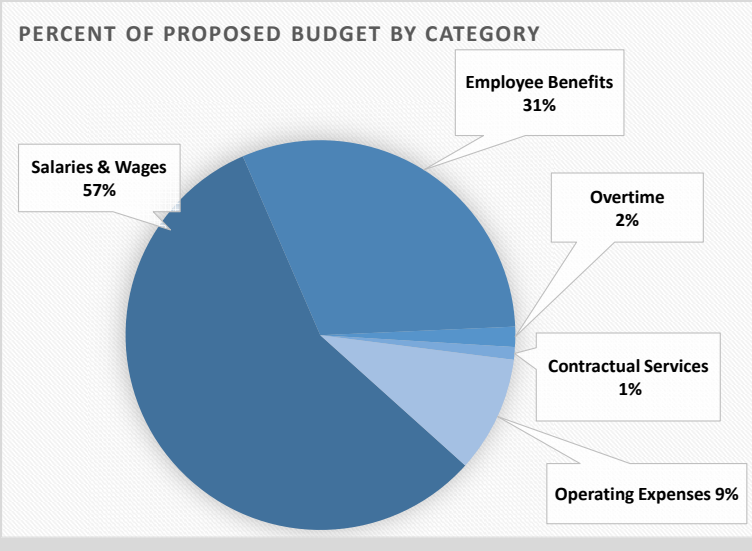
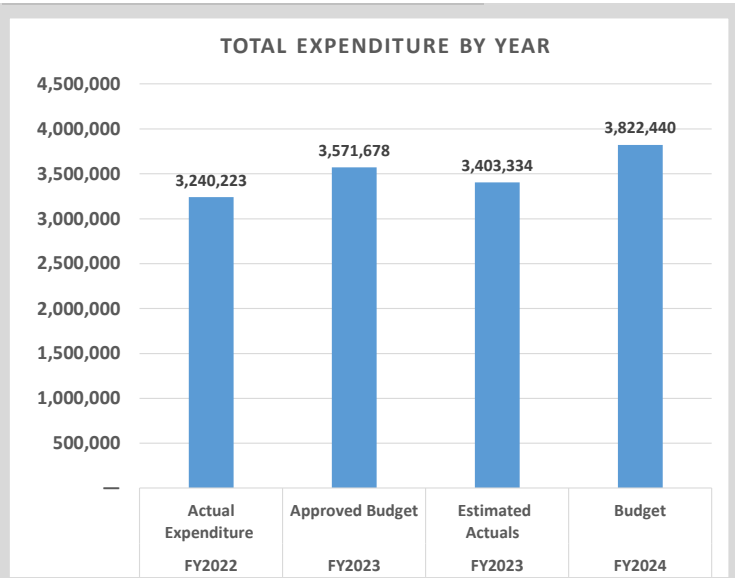
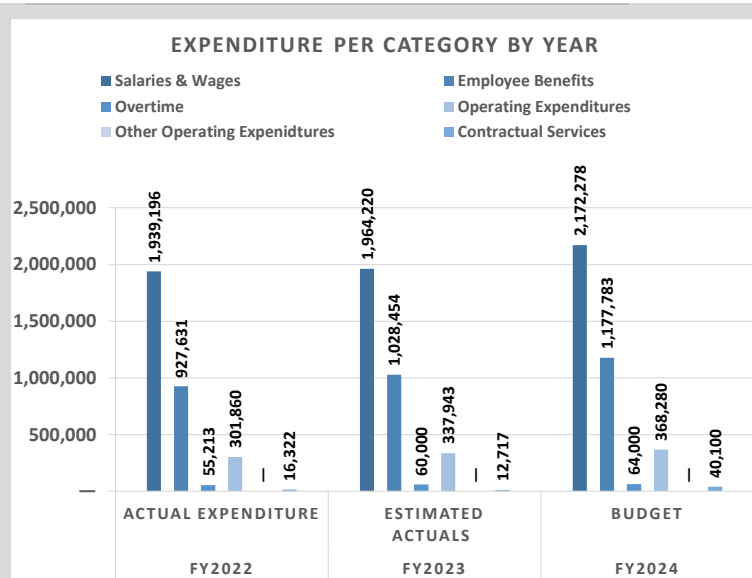


# FY2024 Budget Overview - Police Services

**Budget**

**3,822,440**

	Summary of Expenditures				Staff Head Count			
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024	
Salaries & Wages	1,939,196	2,027,275	1,964,220	2,172,278	Command Staff	3.00	4.00	4.00
Employee Benefits	927,631	1,103,633	1,028,454	1,177,783	Sergeants	5.00	5.00	5.00
Overtime	55,213	64,000	60,000	64,000	Corporals	7.00	9.00	6.00
Contractual Services	16,322	28,000	12,717	40,100	Police Officers	8.00	6.00	9.00
Operating Expenditures	301,860	348,770	337,943	368,280				
Other Operating Expenditures	—	—	—	—				
<b>Total Expenditures</b>	<b>3,240,223</b>	<b>3,571,678</b>	<b>3,403,334</b>	<b>3,822,440</b>	<b>Total Head Count</b>	<b>23.00</b>	<b>24.00</b>	<b>24.00</b>



### Significant Changes

- Implementation of the revised pay range plan. 3.5% increase July 1, 2023 and 3.5% increase January 1, 2024.
- Employee benefits increased due to increased retirement and increased health expenditures.
- Vacant Detective Position – Hiring delayed until January 1, 2024
- Implementation of Electronic Parking Enforcement System

FY2023 Budget Detail Police Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>2,922,042</b>	<b>3,194,908</b>	<b>3,052,674</b>	<b>3,414,060</b>
<b>5000 Salaries &amp; Wages</b>	<b>1,939,196</b>	<b>2,027,275</b>	<b>1,964,220</b>	<b>2,172,278</b>
5001 Wages-Full Time	1,792,428	1,888,825	1,829,824	2,005,838
5019 Comp Time	—	15,000	—	15,000
5023 Holiday 1.5	42,729	20,000	50,000	55,000
5025 Night Differential	34,854	26,500	31,683	26,500
5050 Field Training Officer Stipend	—	6,000	—	—
5051 Acting Pay	—	2,000	—	—
5028 Special Rates	—	25,000	10,000	25,000
5031 Bilingual Stipend	21,427	20,700	20,512	21,840
5037 Uniform Allowance	17,707	14,250	14,200	14,100
5046 Stipend Individual	30,052	9,000	8,000	9,000
<b>Subtotal</b>	<b>1,939,196</b>	<b>2,027,275</b>	<b>1,964,220</b>	<b>2,172,278</b>
<b>5100 Employee Benefits</b>	<b>927,631</b>	<b>1,103,633</b>	<b>1,028,454</b>	<b>1,177,783</b>
5101 Insurance-Workers Compensation	148,852	222,488	227,807	232,913
5104 Insurance-Medical (75%)	272,558	321,433	270,673	376,155
5107 Insurance-Medical (100%)	—	—	—	—
5113 Insurance-Life	8,065	8,956	8,912	8,867
5119 Insurance-Long Term Disability	7,003	13,496	12,627	13,354
5120 AD&D	1,067	1,182	1,041	1,170
5122 Payroll Taxes	148,332	146,980	155,898	156,193
5125 Retirement-Defined Contribution	4,796	—	—	—
5128 Retirement-Defined Benefits	336,958	389,098	351,496	389,131
5121 Golds Gym	—	—	—	—
66000 Payroll Expenses	—	—	—	—
<b>Subtotal</b>	<b>927,631</b>	<b>1,103,633</b>	<b>1,028,454</b>	<b>1,177,783</b>
<b>5200 Overtime Premium</b>	<b>55,213</b>	<b>64,000</b>	<b>60,000</b>	<b>64,000</b>
5201 Overtime Premium	55,213	64,000	60,000	64,000
<b>Subtotal</b>	<b>55,213</b>	<b>64,000</b>	<b>60,000</b>	<b>64,000</b>
<b>Total Employee Cost</b>	<b>2,922,042</b>	<b>3,194,908</b>	<b>3,052,674</b>	<b>3,414,060</b>

FY2023 Budget Detail Police Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Contractual Services</b>	<b>16,322</b>	<b>28,000</b>	<b>12,717</b>	<b>40,100</b>

**Contractual Services**

5316 Parking Enforcement Services	1,175	2,500	2,500	24,000
TBD	1,175	2,500	2,500	24,000
<b>Subtotal</b>	<b>1,175</b>	<b>2,500</b>	<b>2,500</b>	<b>24,000</b>
5317 Third Party Collections	545	10,000	—	—
Fee for Third Party Collections	545	10,000	—	—
<b>Subtotal</b>	<b>545</b>	<b>10,000</b>	<b>—</b>	<b>—</b>
5328 Policy and Procedures Services	9,602	10,500	10,217	11,100
One Year Law Enforcement Policy	9,602	10,500	10,217	11,100
<b>Subtotal</b>	<b>9,602</b>	<b>10,500</b>	<b>10,217</b>	<b>11,100</b>
5313 Legal Services	5,000	5,000	—	5,000
Specialized Counsel	5,000	5,000	—	5,000
<b>Subtotal</b>	<b>5,000</b>	<b>5,000</b>	<b>—</b>	<b>5,000</b>
<b>Total Contractual Services</b>	<b>16,322</b>	<b>28,000</b>	<b>12,717</b>	<b>40,100</b>
<b>Total Contractual Services</b>	<b>16,322</b>	<b>28,000</b>	<b>12,717</b>	<b>40,100</b>

FY2023 Budget Detail Police Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
	<b>Operating Expenditures</b>	<b>301,860</b>	<b>348,770</b>	<b>337,943</b>
<b>Service Charges</b>				
6085 Other Services and Charges	1,109	1,500	1,000	1,700
Service Charges	1,109	1,500	1,000	1,700
<b>Subtotal</b>	<b>1,109</b>	<b>1,500</b>	<b>1,000</b>	<b>1,700</b>
<b>Total Service Charges</b>	<b>1,109</b>	<b>1,500</b>	<b>1,000</b>	<b>1,700</b>
<b>Dues/Memberships/Subscriptions/Publications</b>				
6013 Dues/Memberships	2,670	2,500	2,525	2,550
Annual membership fees	2,670	2,500	2,525	2,550
<b>Subtotal</b>	<b>2,670</b>	<b>2,500</b>	<b>2,525</b>	<b>2,550</b>
<b>Total Dues/Memberships/Subscriptions/Publications</b>	<b>2,670</b>	<b>2,500</b>	<b>2,525</b>	<b>2,550</b>
<b>Training and Education</b>				
6016 Education-Conference and Seminar	6,185	7,500	7,500	7,500
IACP Conference, FBINA Annual Conference, LEEDS and Seminar LEEDS Re-trainer, MD Chiefs of Police/ Sheriffs' Professional development	6,185	7,500	7,500	7,500
<b>Subtotal</b>	<b>6,185</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
6022 Education-Training	2,599	7,500	7,500	7,500
Professional Development- FBINA, NWU- School of Police Staff and Command, Advance Criminal Traffic, In-Service, FBINA-MD/DE Chapter, Caliber Press Street Survival Officers' Program	2,599	7,500	7,500	7,500
<b>Subtotal</b>	<b>2,599</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>Total Education and Training</b>	<b>8,784</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

FY2023 Budget Detail Police Services				
	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
<b>Equipment</b>				
6040 Equipment-Rental	2,093	2,220	2,200	2,200
Copy Machine	2,093	2,220	2,200	2,200
<b>Subtotal</b>	<b>2,093</b>	<b>2,220</b>	<b>2,200</b>	<b>2,200</b>
6038 Equipment-Purchases	—	—	—	5,000
Equipment Purchases	—	—	—	5,000
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>5,000</b>
6067 Maintenance-Machinery/Equipment	9,268	12,720	6,000	10,000
Officers' Equipment repairs - LIDAR, RADAR, PBT's	9,268	12,720	6,000	10,000
<b>Subtotal</b>	<b>9,268</b>	<b>12,720</b>	<b>6,000</b>	<b>10,000</b>
<b>Total Equipment Rental</b>	<b>11,361</b>	<b>14,940</b>	<b>8,200</b>	<b>12,200</b>
<b>Information Technology</b>				
6052 Information Technology-Internet	959	1,680	1,200	1,680
Internet, NCIC logons	959	1,680	1,200	1,680
<b>Subtotal</b>	<b>959</b>	<b>1,680</b>	<b>1,200</b>	<b>1,680</b>
6100 Software-Licenses	1,441	1,700	1,700	1,700
Crime Reports, LInX	1,441	1,700	1,700	1,700
<b>Subtotal</b>	<b>1,441</b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>
6103 Software-Maintenance Agreements	—	900	1,050	1,200
Crimestar IT Technical Support	—	900	1,050	1,200
<b>Subtotal</b>	<b>—</b>	<b>900</b>	<b>1,050</b>	<b>1,200</b>
<b>Total Information Technology</b>	<b>2,400</b>	<b>4,280</b>	<b>3,950</b>	<b>4,580</b>
<b>Postage</b>				
6091 Postage-Messenger Services	1,262	2,000	1,800	2,000
Postage Meter / Mailings	1,262	2,000	1,800	2,000
<b>Subtotal</b>	<b>1,262</b>	<b>2,000</b>	<b>1,800</b>	<b>2,000</b>
<b>Total Postage</b>	<b>1,262</b>	<b>2,000</b>	<b>1,800</b>	<b>2,000</b>
<b>Office Supplies</b>				
6124 Supplies-Office	8,779	7,500	7,000	7,500
Office Supplies	8,779	7,500	7,000	7,500
<b>Subtotal</b>	<b>8,779</b>	<b>7,500</b>	<b>7,000</b>	<b>7,500</b>
<b>Total Supplies (Office)</b>	<b>8,779</b>	<b>7,500</b>	<b>7,000</b>	<b>7,500</b>

FY2023 Budget Detail Police Services	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure	Budget	Actuals	
	\$	\$	\$	\$
<b>Operating Supplies</b>				
6130 Supplies-Safety Related	1,203	1,200	1,200	1,400
First Aid Kit OSHA Compliance	1,203	1,200	1,200	1,400
<b>Subtotal</b>	<b>1,203</b>	<b>1,200</b>	<b>1,200</b>	<b>1,400</b>
<b>Total Operating Supplies</b>	<b>1,203</b>	<b>1,200</b>	<b>1,200</b>	<b>1,400</b>
<b>Telephones and Communications</b>				
6145 Telephone-Land Line	6,233	7,000	6,300	7,000
Telephone Land Lines	6,233	7,000	6,300	7,000
<b>Subtotal</b>	<b>6,233</b>	<b>7,000</b>	<b>6,300</b>	<b>7,000</b>
6142 Telephone-Air Cards	11,041	13,000	13,000	21,000
Communications - MDT Wireless Cards	11,041	13,000	13,000	21,000
<b>Subtotal</b>	<b>11,041</b>	<b>13,000</b>	<b>13,000</b>	<b>21,000</b>
6148 Telephone-Mobile	12,346	12,000	12,500	13,500
Communications - Cell Phones	12,346	12,000	12,500	13,500
<b>Subtotal</b>	<b>12,346</b>	<b>12,000</b>	<b>12,500</b>	<b>13,500</b>
<b>Total Telephones and Communications</b>	<b>29,620</b>	<b>32,000</b>	<b>31,800</b>	<b>41,500</b>
<b>Vehicle and Transportation</b>				
6154 Transportation-Gas and Oil	103,993	150,000	130,000	143,000
Gasoline - unleaded	103,993	150,000	130,000	143,000
<b>Subtotal</b>	<b>103,993</b>	<b>150,000</b>	<b>130,000</b>	<b>143,000</b>
6157 Transportation-Vehicles Body	250	2,500	6,700	2,500
Vehicle Body Repair	250	2,500	6,700	2,500
<b>Subtotal</b>	<b>250</b>	<b>2,500</b>	<b>6,700</b>	<b>2,500</b>
6160 Transportation-Vehicles Maintenance	75,654	63,000	63,000	63,000
Vehicle Maintenance, Tires, Other Repairs (Windows/lights/Sirens), Labor Cost	75,654	63,000	63,000	63,000
<b>Subtotal</b>	<b>75,654</b>	<b>63,000</b>	<b>63,000</b>	<b>63,000</b>
<b>Total Vehicle and Transportation</b>	<b>179,897</b>	<b>215,500</b>	<b>199,700</b>	<b>208,500</b>

FY2023 Budget Detail Police Services		FY2022	FY2023	FY2023	FY2024
		Actual	Approved	Estimated	Budget
		Expenditure	Budget	Actuals	
		\$	\$	\$	\$
<b>Travel Expenditures</b>					
6163 Travel- Mileage Reimbursement		—	200	200	200
Travel- Mileage Reimbursement		—	200	200	200
	<b>Subtotal</b>	—	200	200	200
6166 Travel-Hotel		2,604	3,500	3,500	3,500
Travel and Hotels		2,604	3,500	3,500	3,500
	<b>Subtotal</b>	2,604	3,500	3,500	3,500
6169 Travel - Meals and Incidentals		1,668	2,500	2,500	2,500
Travel Meals and Incidentals		1,668	2,500	2,500	2,500
	<b>Subtotal</b>	1,668	2,500	2,500	2,500
6172 Travel-Transportation		—	150	150	150
Travel-Transportation		—	150	150	150
	<b>Subtotal</b>	—	150	150	150
<b>Total Travel Expenditures</b>		<b>4,273</b>	<b>6,350</b>	<b>6,350</b>	<b>6,350</b>
<b>Uniforms</b>					
6181 Uniforms-Police Gear		9,046	6,500	6,500	7,000
Ammunition and supplies		9,046	6,500	6,500	7,000
	<b>Subtotal</b>	9,046	6,500	6,500	7,000
6136 Supplies-Special Police		6,509	5,000	5,000	5,000
Protective equipment - evidence bags, flare, crime scene preservation		6,509	5,000	5,000	5,000
	<b>Subtotal</b>	6,509	5,000	5,000	5,000
6184 Uniforms-Purchases		14,764	11,500	11,500	11,500
Officer replacement - new uniform and equipment, General Uniform Items, Uniform Items for Bike Patrol		14,764	11,500	11,500	11,500
	<b>Subtotal</b>	14,764	11,500	11,500	11,500
6056 Body Camera and Taser Program		20,184	23,000	36,419	36,500
Body Camera Program		20,184	23,000	36,419	36,500
	<b>Subtotal</b>	20,184	23,000	36,419	36,500
<b>Total Uniforms</b>		<b>50,502</b>	<b>46,000</b>	<b>59,419</b>	<b>60,000</b>
<b>Total Operating Expenditures</b>		<b>301,860</b>	<b>348,770</b>	<b>337,943</b>	<b>368,280</b>

Section 13

**FY2024**

**Police Administrative Services**



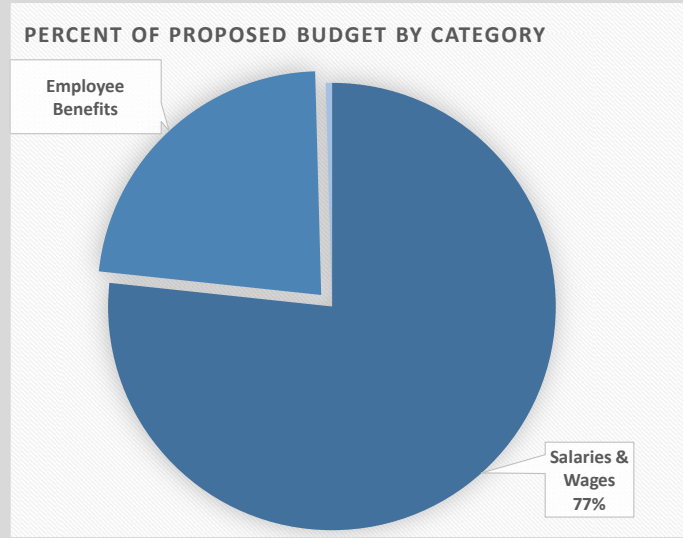
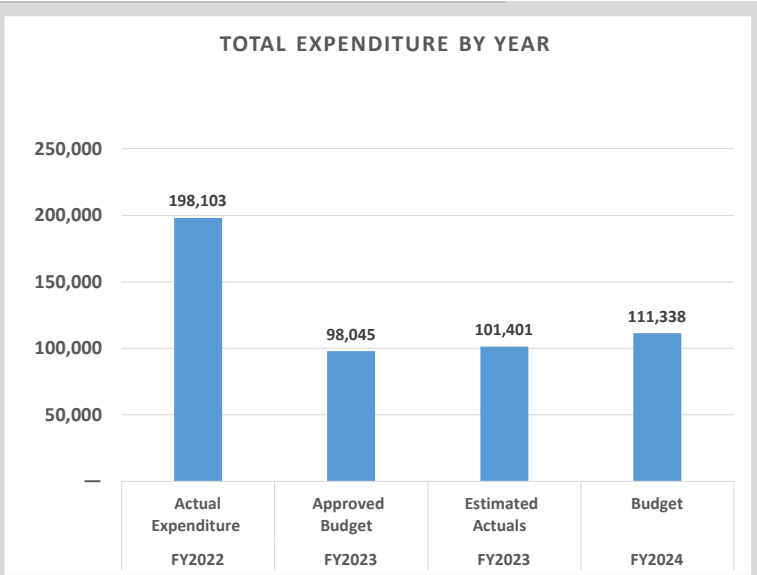
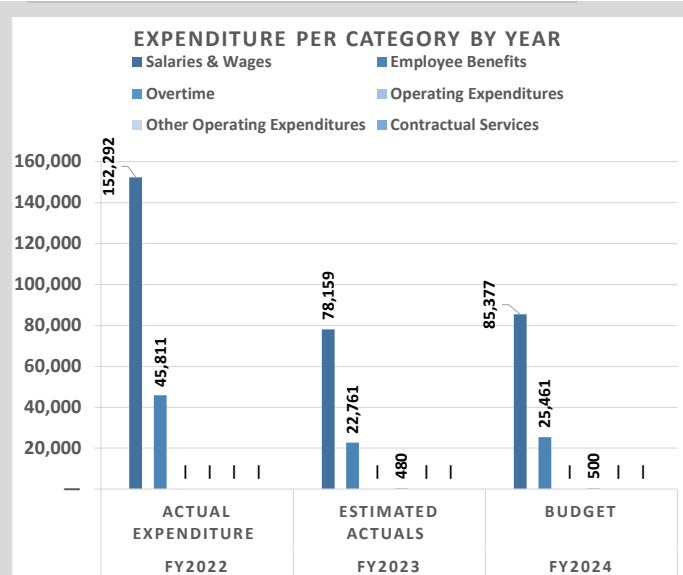
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# FY2024 Budget Overview - Police Administrative Services

Budget

111,338

	Summary of Expenditures				Staff Head Count			
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget		FY2022	FY2023	FY2024
Salaries & Wages	152,292	74,382	78,159	85,377	Executive Associate	1.00	0.00	0.00
Employee Benefits	45,811	23,183	22,761	25,461	Records and Parking Permit Manager	1.00	1.00	1.00
Overtime	—	—	—	—				
Contractual Services	—	—	—	—				
Operating Expenditures	—	480	480	500				
Other Operating Expenditures	—	—	—	—				
<b>Total Expenditures</b>	<b>198,103</b>	<b>98,045</b>	<b>101,401</b>	<b>111,338</b>	<b>Total Head Count</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>



### Significant Changes

Implementation of the revised pay range plan. 3.5% increase July 1, 2023 and 3.5% increase January 1, 2024.

Employee benefits increased due to increased retirement and increased health expenditures.

FY2024 Budget Detail Police Administrative Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>198,103</b>	<b>97,565</b>	<b>100,921</b>	<b>110,838</b>
5000 Salaries and Wages	152,292	74,382	78,159	85,377
5001 Wages-Full Time	151,052	74,262	78,039	85,257
5037 Uniform Allowance	—	120	120	120
5025 Night Differential	—	—	—	—
5046 Stipend Individual	1,240	—	—	—
5023 Holiday 1.5	—	—	—	—
<b>Subtotal</b>	<b>152,292</b>	<b>74,382</b>	<b>78,159</b>	<b>85,377</b>
5100 Employee Benefits	45,811	23,183	22,761	25,461
5101 Insurance-Workers Compensation	449	309	315	344
5104 Insurance-Medical (75%)	9,831	933	144	1,092
5113 Insurance-Life	735	351	351	351
5119 Insurance-Long Term Disability	651	556	556	556
5120 AD&D	115	46	46	46
5122 Payroll Taxes	11,593	5,690	6,356	6,531
5125 Retirement-Defined Contribution	7,531	—	—	—
5128 Retirement-Defined Benefits	14,907	15,298	14,993	16,540
<b>Subtotal</b>	<b>45,811</b>	<b>23,183</b>	<b>22,761</b>	<b>25,461</b>
5200 Overtime Premiums	—	—	—	—
Overtime Premiums	—	—	—	—
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Employee Costs</b>	<b>198,103</b>	<b>97,565</b>	<b>100,921</b>	<b>110,838</b>

FY2024 Budget Detail Police Administrative Services				
	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Operating Expenditures</b>	—	480	480	500

<b>Operating Expenditures</b>				
6148 Telephones-Mobile	—	480	480	500
Mobile	—	480	480	500
<b>Subtotal</b>	—	480	480	500
<b>Total Operating Expenditures</b>	—	<b>480</b>	<b>480</b>	<b>500</b>
<b>Total Operating Expenditures</b>	—	<b>480</b>	<b>480</b>	<b>500</b>

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Section 14

**FY 2024**

**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 FY2023

- Recertified in PowerPhone total response
- Passed NCIC/Meters Audit
- Successfully planned for future retirements within our annual training plan by building depth within Public Safety Communications Services

## OBJECTIVES FOR FY2024

- Focus on continuing to provide a high level of service to the residents of Riverdale Park. By answering emergency and non-emergency calls in a prompt, efficient, and professional manner and dispatching the appropriate response.





# FY2024 Budget Overview - Police Communication Services

**Budget**

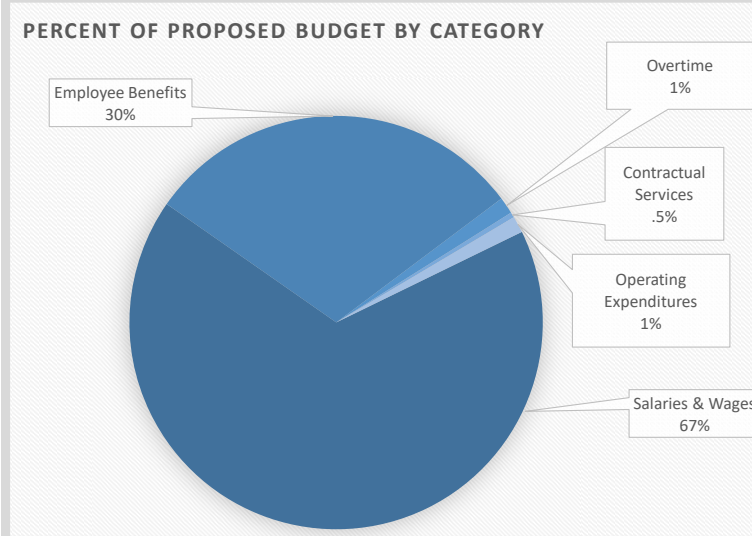
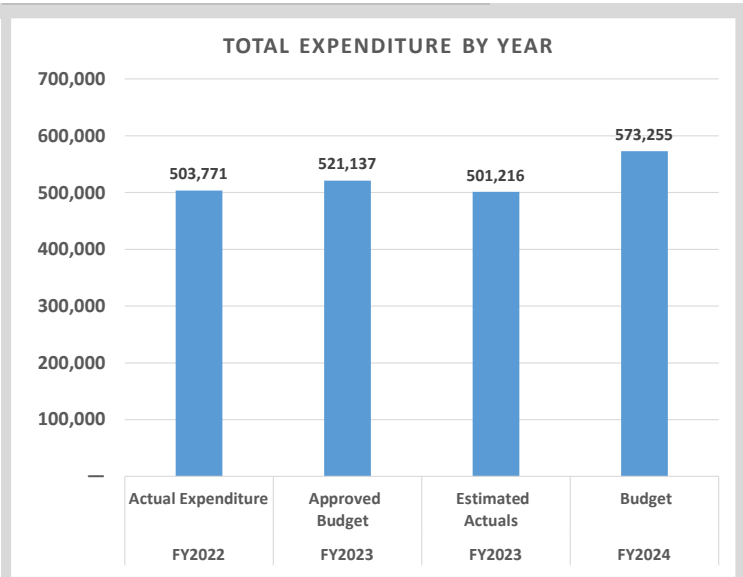
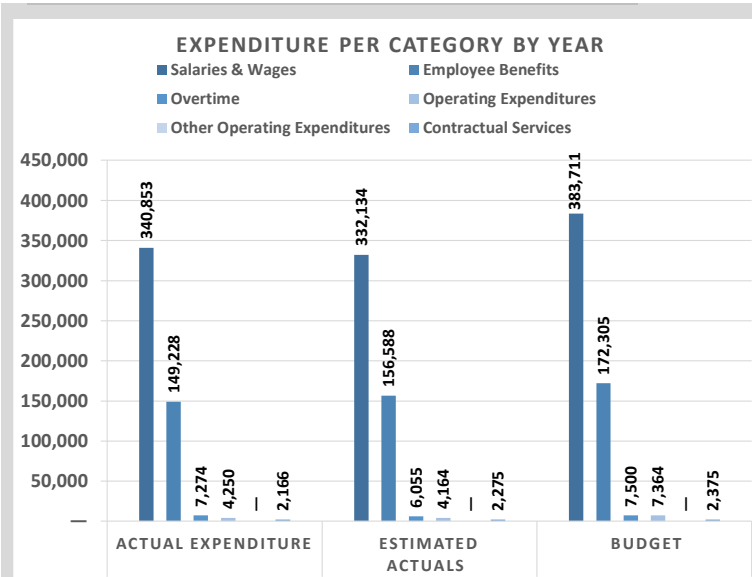
**573,255**

## Summary of Expenditures

	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget
Salaries & Wages	340,853	349,722	332,134	383,711
Employee Benefits	149,228	153,796	156,588	172,305
Overtime	7,274	7,500	6,055	7,500
Contractual Services	2,166	2,275	2,275	2,375
Operating Expenditures	4,250	7,844	4,164	7,364
Other Operating Expenditures	—	—	—	—
<b>Total Expenditures</b>	<b>503,771</b>	<b>521,137</b>	<b>501,216</b>	<b>573,255</b>

## Staff Head Count

	FY2022	FY2023	FY2024
Telecommunications Supervisor	1.00	1.00	1.00
Telecommunicators	4.00	4.50	4.50
<b>Total Head Count</b>	<b>5.00</b>	<b>5.50</b>	<b>5.50</b>



### Significant Changes

Implementation of the revised pay range plan. 3.5% increase July 1, 2023 and 3.5% increase January 1, 2024.

Employee benefits increased due to increased retirement and increased health expenditures.

FY2024 Budget Detail Police Communication Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>497,355</b>	<b>511,018</b>	<b>494,777</b>	<b>563,516</b>
<b>5000 Salaries and Wages</b>	<b>340,853</b>	<b>349,722</b>	<b>332,134</b>	<b>383,711</b>
5001 Wages-Full Time	315,010	310,732	303,475	340,721
5023 Holiday 1.5	10,045	6,000	13,800	10,000
5019 Comp Time	—	2,500	—	2,500
5025 Night Differential	10,371	12,410	9,263	12,410
5028 Special Rates	—	6,000	—	6,000
5031 Bilingual Stipend	2,347	6,240	1,997	6,240
5046 Stipend Individual	3,080	5,000	3,000	5,000
5037 Uniform Allowance	—	840	600	840
<b>Subtotal</b>	<b>340,853</b>	<b>349,722</b>	<b>332,134</b>	<b>383,711</b>
<b>5100 Employee Benefits</b>	<b>149,228</b>	<b>153,796</b>	<b>156,588</b>	<b>172,305</b>
5101 Insurance-Workers Compensation	963	1,288	1,299	1,375
5104 Insurance-Medical (75%)	70,225	72,581	74,906	86,450
5113 Insurance-Life	1,319	1,433	1,563	1,433
5119 Insurance-Long Term Disability	1,248	2,489	2,261	2,489
5120 AD&D	184	188	198	188
5122 Payroll Taxes	25,494	24,312	25,499	26,606
5125 Retirement-Defined Contribution	6,254	6,333	6,619	6,564
5128 Retirement-Defined Benefits	43,541	45,172	44,243	47,200
<b>Subtotal</b>	<b>149,228</b>	<b>153,796</b>	<b>156,588</b>	<b>172,305</b>
<b>5200 Overtime Premiums</b>	<b>7,274</b>	<b>7,500</b>	<b>6,055</b>	<b>7,500</b>
5201 Overtime Premiums	7,274	7,500	6,055	7,500
<b>Subtotal</b>	<b>7,274</b>	<b>7,500</b>	<b>6,055</b>	<b>7,500</b>
<b>Total Employee Costs</b>	<b>497,355</b>	<b>511,018</b>	<b>494,777</b>	<b>563,516</b>

FY2024 Budget Detail Police Communication Services	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure	Budget	Budget	Budget
	\$	\$	\$	\$
<b>Contractual Expenditures</b>	<b>2,166</b>	<b>2,275</b>	<b>2,275</b>	<b>2,375</b>
<b>Contractual Expenditures</b>				
<b>5334 Voice Recorder Service Plan</b>	2,166	2,275	2,275	2,375
Voice Recorder Service Plan	2,166	2,275	2,275	2,375
<b>Subtotal</b>	<b>2,166</b>	<b>2,275</b>	<b>2,275</b>	<b>2,375</b>
<b>Total Contractual Expenses</b>	<b>2,166</b>	<b>2,275</b>	<b>2,275</b>	<b>2,375</b>
<b>Total Contractual Services Expenditures</b>	<b>2,166</b>	<b>2,275</b>	<b>2,275</b>	<b>2,375</b>

FY2024 Budget Detail Police Communication Services	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>4,250</b>	<b>7,844</b>	<b>4,164</b>	<b>7,364</b>
<b>Dues/Memberships/Subscription</b>				
6013 Dues/Memberships	96	100	100	100
Dues and Membership	96	100	100	100
<b>Subtotal</b>	<b>96</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Total Dues/Membership</b>	<b>96</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Training and Education</b>				
6022 Education-Training	617	2,000	750	2,000
Education Training	617	2,000	750	2,000
<b>Subtotal</b>	<b>617</b>	<b>2,000</b>	<b>750</b>	<b>2,000</b>
<b>Total Training and Education</b>	<b>617</b>	<b>2,000</b>	<b>750</b>	<b>2,000</b>
<b>Information Technology</b>				
6052 Information Technology-Internet	357	504	504	504
NCIC Log on fees	357	504	504	504
<b>Subtotal</b>	<b>357</b>	<b>504</b>	<b>504</b>	<b>504</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>357</b>	<b>1,104</b>	<b>1,104</b>	<b>1,104</b>
<b>Repairs and Maintenance (Equipment)</b>				
6067 Maintenance-Machinery/Equipment	1,927	2,000	500	2,000
Equipment Maintenance Public Safety, Town Hall, Public Works	1,927	2,000	500	2,000
Video Camera System	—	—	—	—
<b>Subtotal</b>	<b>1,927</b>	<b>2,000</b>	<b>500</b>	<b>2,000</b>
<b>Total Repairs and Maintenance (Equipment)</b>	<b>1,927</b>	<b>2,000</b>	<b>500</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	773	960	480	480
Verizon Wireless Mobile	773	960	480	480
<b>Subtotal</b>	<b>773</b>	<b>960</b>	<b>480</b>	<b>480</b>
<b>Total Telephones and Communications</b>	<b>1,253</b>	<b>1,440</b>	<b>960</b>	<b>960</b>
<b>Uniforms</b>				
6184 Uniforms-Purchases	—	1,200	750	1,200
Uniform Purchases	—	1,200	750	1,200
<b>Subtotal</b>	<b>—</b>	<b>1,200</b>	<b>750</b>	<b>1,200</b>
<b>Total Uniforms</b>	<b>—</b>	<b>1,200</b>	<b>750</b>	<b>1,200</b>
<b>Total Operating Expenditures</b>	<b>4,250</b>	<b>7,844</b>	<b>4,164</b>	<b>7,364</b>

Section 15

**FY2024**

**Community Safety Programs**

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# COMMUNITY SAFETY PROGRAMS

## MISSION

Community Safety Program Services manages the Town's Walk, Bike, Drive Safety Initiative, the Town's Safe Speed for Students program, and other automated awareness and enforcement programs. Collectively, these programs focus on education, encouragement, engineering, and enforcement to improve safety throughout the Town.

## ACCOMPLISHMENTS OF FY2023

- Worked closely with the Town's DPW and engineer to identify needed improvements and with OAS on public information campaigns
- Held a community bike ride for National Night Out
- Maintained and managed the current Maryland Highway Safety Office Grants for Impaired Driving, Speeding, Pedestrian Safety and Occupant Protection
- Participated in the Employee Safety Committee
- Taught drug and alcohol awareness curriculum at local schools

## OBJECTIVES FOR FY2024

- Grow the Walk, Bike, Drive Safety initiative
- Continue building the walk, bike, drive safety campaign through education, outreach, engagement and enforcement
- Reestablish child seat safety checks
- Focus on crime prevention through environmental design
- Evaluate Safe Speed for Students vs a Neighborhood Enforcement Program

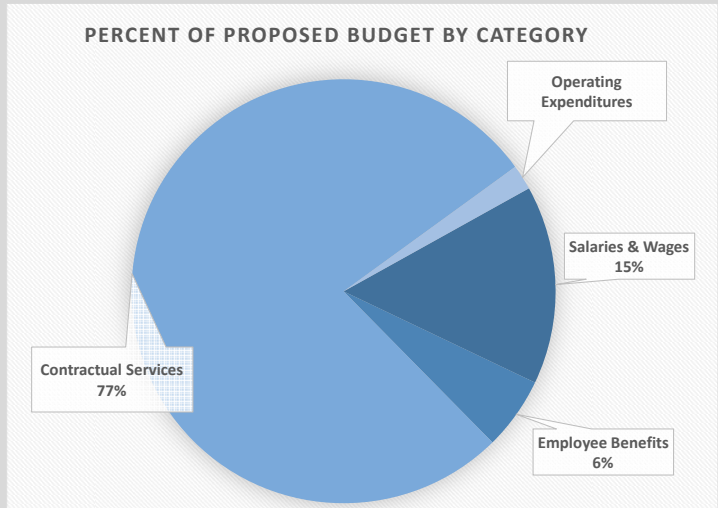
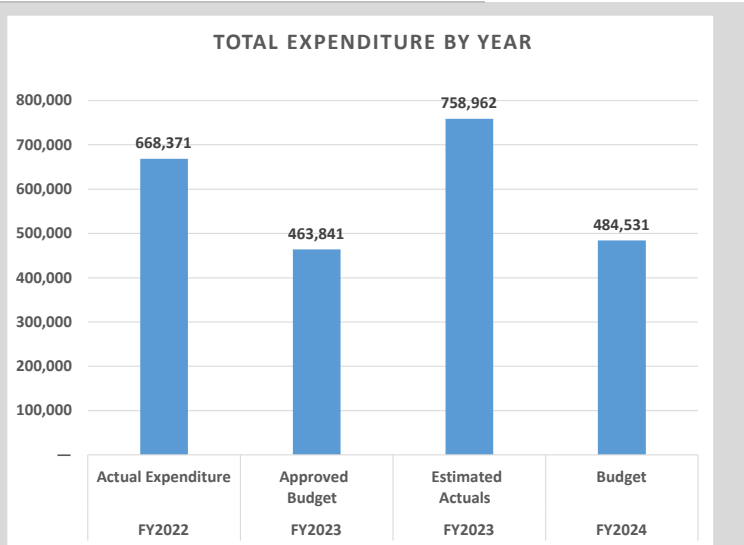
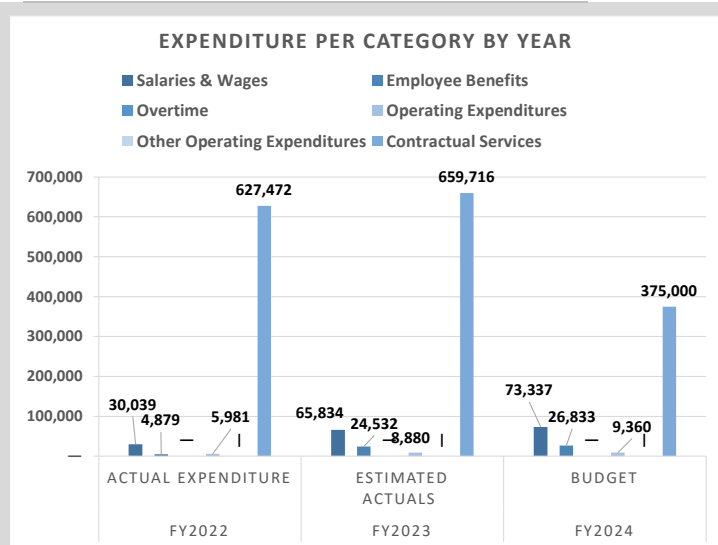


## FY2024 Budget Overview - Community Safety Programs

**Budget**

**484,531**

	Summary of Expenditures				Staff Head Count			
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget		FY2022	FY2023	FY2024
Salaries & Wages	30,039	58,045	65,834	73,337	Speed Camera Officer	0.50	-	-
Employee Benefits	4,879	39,236	24,532	26,833	Community Safety Program Mgr	-	1.00	1.00
Overtime	—	—	—	—				
Contractual Services	627,472	357,500	659,716	375,000				
Operating Expenditures	5,981	9,060	8,880	9,360				
Other Operating Expenditures	—	—	—	—				
<b>Total Expenditures</b>	<b>668,371</b>	<b>463,841</b>	<b>758,962</b>	<b>484,531</b>	<b>Total Head Count</b>	<b>0.50</b>	<b>1.00</b>	<b>1.00</b>



### Significant Changes

Implementation of the revised pay range plan. 3.5% increase July 1, 2023 and 3.5% increase January 1, 2024.

Employee benefits increased due to increased retirement and increased health expenditures.



FY2024 Budget Detail Community Safety Programs Safe Speed for Students				
	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>34,917</b>	<b>97,281</b>	<b>90,366</b>	<b>100,171</b>
<b>5000 Salaries &amp; Wages</b>	<b>30,039</b>	<b>58,045</b>	<b>65,834</b>	<b>73,337</b>
5001 Wages-Full Time	—	56,212	65,234	73,037
5004 Wages-Part-Time	29,539	—	—	—
5023 Holiday 1.5	—	—	—	—
5028 Special Rates	—	—	—	—
5037 Uniform Allowance	—	100	600	300
5046 Stipend Individual	500	—	—	—
5031 Bilingual Stipend	—	1,733	—	—
<b>Subtotal</b>	<b>30,039</b>	<b>58,045</b>	<b>65,834</b>	<b>73,337</b>
<b>5100 Employee Benefits</b>	<b>4,879</b>	<b>39,236</b>	<b>24,532</b>	<b>26,833</b>
5101 Insurance-Workers Compensation	2,347	5,582	5,725	7,067
5104 Insurance-Medical (75%)	—	17,634	—	—
5113 Insurance-Life	—	—	—	—
5119 Insurance-Long Term Disability	—	—	—	—
5120 AD&D	—	—	—	—
5122 Payroll Taxes	2,353	4,440	5,437	5,597
5128 Retirement-Defined Benefits	178	11,580	13,370	14,169
5125 Retirement-Defined Contribution	—	—	—	—
66000 Payroll Expenses	—	—	—	—
<b>Subtotal</b>	<b>4,879</b>	<b>39,236</b>	<b>24,532</b>	<b>26,833</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>34,917</b>	<b>97,281</b>	<b>90,366</b>	<b>100,171</b>

FY2024 Budget Detail Community Safety Programs Safe Speed for Students	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Contractual Services</b>	<b>627,472</b>	<b>357,500</b>	<b>659,716</b>	<b>375,000</b>
<b>Contractual Services</b>				
5319 Automated Speed Camera Program	603,070	355,000	659,716	355,000
Opto Traffic (SS4S) Program	603,070	355,000	659,716	355,000
<b>Subtotal</b>	<b>603,070</b>	<b>355,000</b>	<b>659,716</b>	<b>355,000</b>
5320 Automated Red-Light Program	—	2,500	—	20,000
Traffic Red-Light Program	—	2,500	—	20,000
<b>Subtotal</b>	<b>—</b>	<b>2,500</b>	<b>—</b>	<b>20,000</b>
5317 Third Party Collections	24,402	—	—	—
Third Party Collections	24,402	—	—	—
<b>Subtotal</b>	<b>24,402</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total Contractual Services</b>	<b>627,472</b>	<b>355,000</b>	<b>659,716</b>	<b>355,000</b>
<b>Total Contractual Services</b>	<b>627,472</b>	<b>357,500</b>	<b>659,716</b>	<b>375,000</b>

FY2024 Budget Detail Community Safety Programs Safe Speed for Students				
	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
<b>Operating Expenditures</b>	<b>5,981</b>	<b>9,060</b>	<b>8,880</b>	<b>9,360</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	5,300	5,700	5,700	6,000
Automated Safety Evaluation for Speed Camera	5,300	5,700	5,700	6,000
<b>Subtotal</b>	<b>5,300</b>	<b>5,700</b>	<b>5,700</b>	<b>6,000</b>
<b>Total Special Services</b>	<b>5,300</b>	<b>5,700</b>	<b>5,700</b>	<b>6,000</b>
<b>Telephones &amp; Communications</b>				
6148 Telephone-Mobile	77	480	480	480
Communications - Cell Phones	77	480	480	480
<b>Subtotal</b>	<b>77</b>	<b>480</b>	<b>480</b>	<b>480</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>
<b>Total Telephones &amp; Communications</b>	<b>557</b>	<b>960</b>	<b>960</b>	<b>960</b>
<b>Training &amp; Education</b>				
6022 Education-Training	40	300	40	300
Officer Replacement - New Uniform and Equipment	40	300	40	300
<b>Subtotal</b>	<b>40</b>	<b>300</b>	<b>40</b>	<b>300</b>
<b>Total Training &amp; Education</b>	<b>40</b>	<b>100</b>	<b>40</b>	<b>300</b>
<b>Uniforms</b>				
6184 Uniforms-Purchases	—	2,000	2,080	2,000
Officer Replacement - New Uniform and Equipment	—	2,000	2,080	2,000
<b>Subtotal</b>	<b>—</b>	<b>2,000</b>	<b>2,080</b>	<b>2,000</b>
<b>Total Uniforms</b>	<b>—</b>	<b>—</b>	<b>2,080</b>	<b>2,000</b>
<b>Total Operating Expenditures</b>	<b>5,981</b>	<b>9,060</b>	<b>8,880</b>	<b>9,360</b>

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Section 16

**FY 2024**

**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 FY2023

- Onboarded trash service vendor
- Implemented the Team Leader Organizational Structure
- Completed the Longfellow Street Stormwater Project
- Completed major renovations to the Boys & Girls Club
- Completed Designs for 54th Avenue Streetlights and Sidewalk and 54th Place Pocket Park and Tot Lot
- Completed 12 Road Improvement Projects
- Added Flashing Stop and Ped Crossing Signs to the Town's Sign Inventory
- Converted 42 Streetlights to 3000 Kelvin LED
- Updated the FY2022 Road Condition Assessment and Identified New Improvement Projects
- Purchased two Medium Duty trucks, a Skid Loader, and the Town's First Brine Machine
- Distributed 9,000 Leaf Bags

## OBJECTIVES FOR FY2024

- Implement a Work Team organizational structure
- Complete conversion of streetlights to LED 3000 Kelvins
- Develop an operational plan for infrastructure and building maintenance
- Reduce salt usage in the snow and ice operations
- Complete, maintain, and map infrastructure inventories
- Improvement safety and efficiency of the Leaf Collection Program
- Increase staff training and certifications in infrastructure, vehicle, and equipment maintenance
- Replace 50 percent of gas-powered landscaping equipment with electric-powered equipment



# 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.

<b>WORKLOAD MEASURES</b>	<b>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Total streetlights converted to LED (# of 3,000 kelvin kelvins)	119 (0)	119 (0)	119 (75)
Corner cans/recycling containers maintained	72	81	85
Free leaf bags disseminated	7000	9000	10,000
Trees planted	54	80	50
Miles of street swept	3744	1144	3700
Feet of curbs painted	2040	2040	2060
Crosswalks painted	63	125	125
Street signs repaired/replaced	70	153	110
Trees removed	7	17	10
Capital improvement 50 percent completed	7	11	14

<b>PERFORMANCE MEASURES</b>	<b>FY2022 ACTUAL</b>	<b>FY2023 ESTIMATE</b>	<b>FY2024 PROJECTED</b>
Capital projects on budget	7	10	10
Percent reduction in tonnage from leaf vacuuming program	5%	5%	10%
Trees planted to every 1 tree removed	8	11	4
Percent of service requests responded to within 24 hours	75	75	95
Percent of crosswalks repainted annually	25%	25%	25%
Percent of stop bars repainted annually	25%	25%	25%

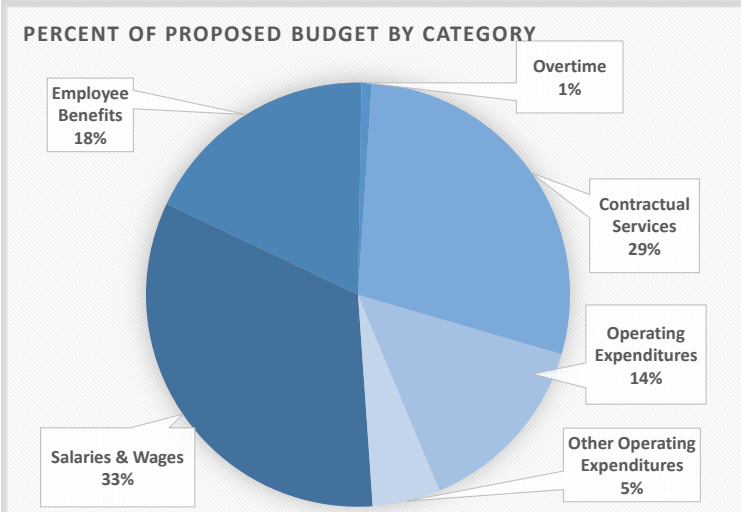
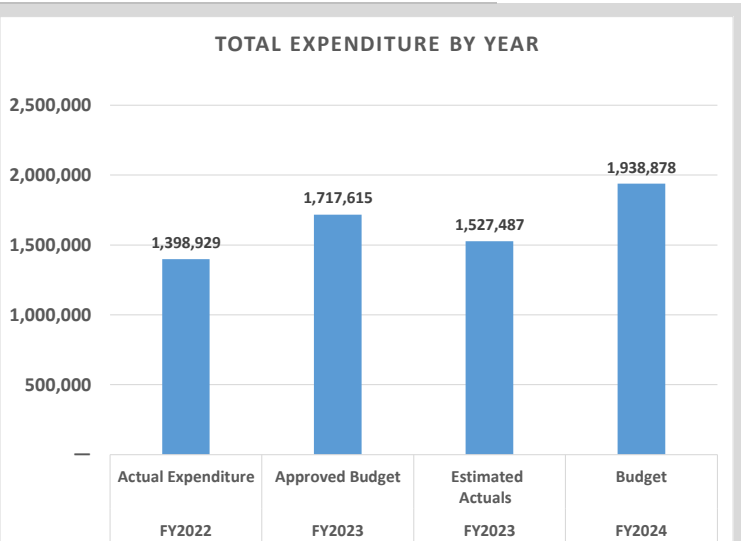
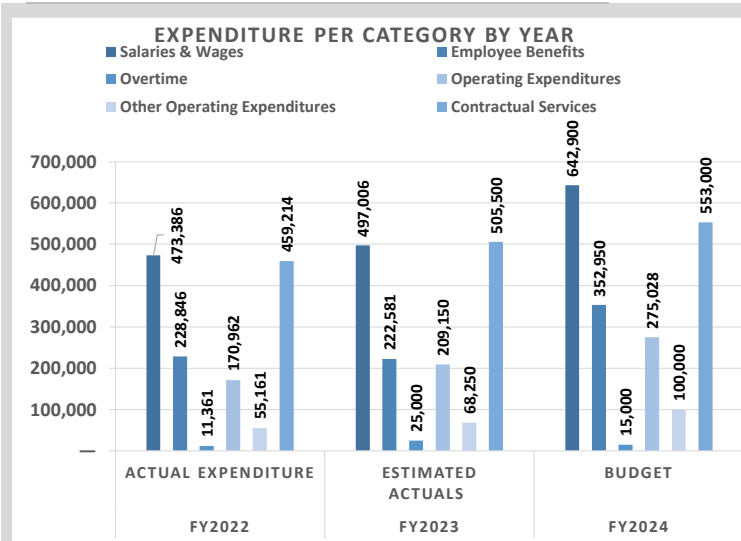


# FY2024 Budget Overview - Public Works

## Budget

## 1,938,878

	Summary of Expenditures				Staff Head Count			
	FY2022	FY2023	FY2023	FY2024	FY2022	FY2023	FY2024	
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget				
Salaries & Wages	473,386	547,932	497,006	642,900	Director, Public Projects & Services	1.00	1.00	1.00
Employee Benefits	228,846	305,633	222,581	352,950	Deputy Director, Public Projects & Serv	0.00	0.00	1.00
Overtime	11,361	10,000	25,000	15,000	Special Projects Coordinator	0.33	0.50	0.50
Contractual Services	459,214	525,500	505,500	553,000	Operations Manager	1.00	1.00	0.00
Operating Expenditures	170,962	228,000	209,150	275,028	Team Leaders	0.00	2.00	2.00
Other Operating Expenditures	55,161	100,550	68,250	100,000	Maintenance Technicians	6.00	4.00	4.00
					Seasonal	0.25	0.25	0.25
<b>Total Expenditures</b>	<b>1,398,929</b>	<b>1,717,615</b>	<b>1,527,487</b>	<b>1,938,878</b>	<b>Total Head Count</b>	<b>8.58</b>	<b>8.75</b>	<b>8.75</b>



### Significant Changes

Implementation of the revised pay range plan. 3.5% increase July 1, 2023 and 3.5% increase January 1, 2024.

Employee benefits increased due to increased retirement and increased health expenditures.

Supplies-Hand Tools - Replacing 50% of gas-powered tools with battery-powered tools.

FY2024 Budget Detail Public Works	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>713,592</b>	<b>863,565</b>	<b>744,587</b>	<b>1,010,850</b>
Salaries & Wages	473,386	547,932	497,006	642,900
5001 Wages-Full Time	464,684	541,692	475,786	636,660
5004 Wages-Part-Time	—	—	—	—
5046 Stipend Individual	8,701	6,240	21,220	6,240
<b>Subtotal</b>	<b>473,386</b>	<b>547,932</b>	<b>497,006</b>	<b>642,900</b>
Employee Benefits	228,846	305,633	222,581	352,950
5101 Insurance-Workers Compensation	29,285	35,285	38,457	41,298
5104 Insurance-Medical (75%)	87,089	123,455	71,200	146,723
5113 Insurance-Life	2,069	3,507	2,459	2,829
5119 Insurance-Long Term Disability	2,010	4,953	2,935	4,458
5120 AD&D	301	466	290	376
5122 Payroll Taxes	36,555	39,286	36,761	49,181
5125 Retirement-Defined Contribution	9,905	13,390	10,589	14,317
5128 Retirement-Defined Benefits	61,632	85,291	59,890	93,767
<b>Subtotal</b>	<b>228,846</b>	<b>305,633</b>	<b>222,581</b>	<b>352,950</b>
Overtime Premiums	11,361	10,000	25,000	15,000
5201 Overtime Premium	11,361	10,000	25,000	15,000
<b>Subtotal</b>	<b>11,361</b>	<b>10,000</b>	<b>25,000</b>	<b>15,000</b>
<b>Total Employee Costs</b>	<b>713,592</b>	<b>863,565</b>	<b>744,587</b>	<b>1,010,850</b>

FY2024 Budget Detail Public Works	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure \$	Budget \$	Actuals \$	Budget \$
<b>Contractual Services</b>	<b>459,214</b>	<b>525,500</b>	<b>505,500</b>	<b>553,000</b>
<b>Contractual Services</b>				
5307 Landscape Services	68,020	86,500	86,500	94,000
Contracted Landscaping	68,020	86,500	86,500	94,000
<b>Subtotal</b>	<b>68,020</b>	<b>86,500</b>	<b>86,500</b>	<b>94,000</b>
5310 Engineering Services	11,915	10,000	10,000	10,000
Engineering	11,915	10,000	10,000	10,000
<b>Subtotal</b>	<b>11,915</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
Electric Vehicle Charge Station	—	20,000	—	—
EVC Station Operations	—	20,000	—	—
<b>Subtotal</b>	<b>—</b>	<b>20,000</b>	<b>—</b>	<b>—</b>
5322 Trash	350,199	349,000	349,000	365,000
Residential Trash Collection Services	350,199	349,000	349,000	365,000
<b>Subtotal</b>	<b>350,199</b>	<b>349,000</b>	<b>349,000</b>	<b>365,000</b>
5325 Tree Maintenance Services	29,080	60,000	60,000	84,000
Remove/trim existing trees	29,080	60,000	60,000	84,000
<b>Subtotal</b>	<b>29,080</b>	<b>60,000</b>	<b>60,000</b>	<b>84,000</b>
<b>Total Contractual Services</b>	<b>447,299</b>	<b>457,139</b>	<b>495,500</b>	<b>543,000</b>
<b>Total Contractual Services</b>	<b>459,214</b>	<b>525,500</b>	<b>505,500</b>	<b>553,000</b>

FY2024 Budget Detail Public Works	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>170,962</b>	<b>228,000</b>	<b>209,150</b>	<b>275,028</b>
<b>Information Technology</b>				
6004 Computer and Software	150	500	500	500
Software	150	500	500	500
<b>Subtotal</b>	<b>150</b>	<b>500</b>	<b>500</b>	<b>500</b>
6049 Information Technology Services	—	5,000	5,000	—
GPS Application	—	5,000	5,000	—
<b>Subtotal</b>	<b>—</b>	<b>5,000</b>	<b>5,000</b>	<b>—</b>
<b>Total Information Technology</b>	<b>150</b>	<b>5,500</b>	<b>5,500</b>	<b>500</b>
<b>Special Services</b>				
6076 Mosquito Control Program	1,131	1,500	1,650	1,700
Yearly payment to MDA mosquito control program	1,131	1,500	1,650	1,700
<b>Subtotal</b>	<b>1,131</b>	<b>1,500</b>	<b>1,650</b>	<b>1,700</b>
6010 Disposal Fees	16,573	25,000	22,500	25,000
MD Environmental Services, Prince George's County, Brandywine Sand and Gravel, City of College Park	16,573	25,000	22,500	25,000
<b>Subtotal</b>	<b>16,573</b>	<b>25,000</b>	<b>22,500</b>	<b>25,000</b>
6175 Tree Installation	742	15,000	15,000	15,000
Installation of new trees	742	15,000	15,000	15,000
<b>Subtotal</b>	<b>742</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Total Special Services</b>	<b>18,446</b>	<b>41,500</b>	<b>39,150</b>	<b>41,700</b>
<b>Dues/Memberships/Subscriptions/Publications</b>				
6013 Dues/Memberships/Subscription	1,992	2,000	2,000	3,500
iCloud Storage, Maryland Municipal League, APWA Dues, ULI	1,992	2,000	2,000	3,500
<b>Subtotal</b>	<b>1,992</b>	<b>2,000</b>	<b>2,000</b>	<b>3,500</b>
<b>Total Dues/Memberships/Subscriptions/Publications</b>	<b>1,992</b>	<b>2,000</b>	<b>2,000</b>	<b>3,500</b>
<b>Training and Education</b>				
6016 Education-Conference and Seminar	195	1,500	1,000	2,000
DPW Conference	195	1,500	1,000	2,000
<b>Subtotal</b>	<b>195</b>	<b>1,500</b>	<b>1,000</b>	<b>2,000</b>
6022 Education-Training	315	3,000	1,000	3,000
CDL, APWA Snow/DPW Conference, Flagger Certification, MML Conference, Tree Expert training, Prevention Pavement Maintenance, Pesticide Classes	315	3,000	1,000	3,000
<b>Subtotal</b>	<b>315</b>	<b>3,000</b>	<b>1,000</b>	<b>3,000</b>
<b>Total Training and Education</b>	<b>510</b>	<b>3,500</b>	<b>2,000</b>	<b>5,000</b>

FY2024 Budget Detail Public Works	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Equipment</b>				
6037 Equipment-Operator for Projects	3,538	5,000	2,000	2,000
Various Projects	3,538	5,000	2,000	2,000
<b>Subtotal</b>	<b>3,538</b>	<b>5,000</b>	<b>2,000</b>	<b>2,000</b>
6038 Equipment-Purchases	2,526	8,000	11,000	6,000
Snowblower, Weed eater, edgers, tools, backpack and other power tools	2,526	8,000	11,000	6,000
<b>Subtotal</b>	<b>2,526</b>	<b>8,000</b>	<b>11,000</b>	<b>6,000</b>
6040 Equipment-Rental	868	2,000	1,000	2,000
Copier Lease, Walk Behind Concrete Saw, Jack Hammer, Fork Lift, Crane, Backfill/Compacter, Bob Cat, Other Equipment Rental	868	2,000	1,000	2,000
<b>Subtotal</b>	<b>868</b>	<b>2,000</b>	<b>1,000</b>	<b>2,000</b>
6067 Maintenance-Machinery/Equipment	220	4,000	4,000	4,500
Equipment Maintenance	220	4,000	4,000	4,500
<b>Subtotal</b>	<b>220</b>	<b>4,000</b>	<b>4,000</b>	<b>4,500</b>
<b>Total Equipment</b>	<b>7,152</b>	<b>19,000</b>	<b>18,000</b>	<b>14,500</b>
<b>Street Improvements</b>				
6112 Street-Light Fixtures and Repair	24,485	5,000	35,000	38,000
Streetlight Repair, Fixture Labor and Materials, Street LED Fixtures, Street LED Retrofits, Streetlight Lamps, Streetlight Pole Repair, Labor to Install Knocked Down Poles	24,485	5,000	35,000	38,000
<b>Subtotal</b>	<b>24,485</b>	<b>5,000</b>	<b>35,000</b>	<b>38,000</b>
6118 Street-Signs and Traffic Co	6,541	25,000	10,000	15,000
Street Signs and Paint	6,541	25,000	10,000	15,000
<b>Subtotal</b>	<b>6,541</b>	<b>25,000</b>	<b>10,000</b>	<b>15,000</b>
<b>Total Street Improvements</b>	<b>31,026</b>	<b>30,000</b>	<b>45,000</b>	<b>53,000</b>
<b>Office Supplies</b>				
6124 Supplies-Office	2,460	2,500	2,500	2,500
Supplies	2,460	2,500	2,500	2,500
<b>Subtotal</b>	<b>2,460</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Total Supplies (Office)</b>	<b>2,460</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>

FY2024 Budget Detail Public Works	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$

**Operating Supplies**

6127 Supplies-Operating and Materials	38,101	35,000	30,000	35,000
Supplies and Operating Materials	38,101	35,000	30,000	35,000
<b>Subtotal</b>	<b>38,101</b>	<b>35,000</b>	<b>30,000</b>	<b>35,000</b>
6130 Supplies-Safety Related	239	1,200	1,200	1,200
Safety Supplies	239	1,200	1,200	1,200
<b>Subtotal</b>	<b>239</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
6133 Supplies-Hand Tools	612	—	—	40,000
Tools	612	—	—	40,000
<b>Subtotal</b>	<b>612</b>	<b>—</b>	<b>—</b>	<b>40,000</b>
<b>Total Supplies (General)</b>	<b>38,953</b>	<b>36,200</b>	<b>31,200</b>	<b>76,200</b>

**Telephones and Communications**

6148 Telephone-Mobile	4,813	4,800	4,800	4,128
Mobile telephones	4,813	4,800	4,800	4,128
<b>Subtotal</b>	<b>4,813</b>	<b>4,800</b>	<b>4,800</b>	<b>4,128</b>
<b>Total Telephones and Communications</b>	<b>4,813</b>	<b>4,800</b>	<b>4,800</b>	<b>4,128</b>

**Vehicles and Transportation**

6154 Transportation-Gas and Oil	16,407	25,000	22,500	25,000
Purchased through Prince George's Country	16,407	25,000	22,500	25,000
<b>Subtotal</b>	<b>16,407</b>	<b>25,000</b>	<b>22,500</b>	<b>25,000</b>
6160 Transportation-Vehicles Maint.	42,003	40,000	25,000	30,000
Vehicle Maintenance, Inspections, DOT inspections, Tractor Service, Sweeper Service, Supplies, SUV	42,003	40,000	25,000	30,000
<b>Subtotal</b>	<b>42,003</b>	<b>40,000</b>	<b>25,000</b>	<b>30,000</b>
<b>Total Vehicles and Transportation</b>	<b>58,410</b>	<b>65,000</b>	<b>47,500</b>	<b>55,000</b>

**Travel Expenditures**

6166 Travel-Hotel	—	2,000	500	3,000
Hotels for Conferences	—	2,000	500	3,000
<b>Subtotal</b>	<b>—</b>	<b>2,000</b>	<b>500</b>	<b>3,000</b>
6169 Travel - Meals and Incidentals	—	1,000	500	1,500
Meals and Incidentals	—	1,000	500	1,500
<b>Subtotal</b>	<b>—</b>	<b>1,000</b>	<b>500</b>	<b>1,500</b>
6172 Travel-Transportation	—	1,500	500	2,000
Transportation	—	1,500	500	2,000
<b>Subtotal</b>	<b>—</b>	<b>1,500</b>	<b>500</b>	<b>2,000</b>
<b>Total Travel Expenditures</b>	<b>—</b>	<b>4,500</b>	<b>1,500</b>	<b>6,500</b>

FY2024 Budget Detail Public Works	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Uniforms</b>				
6178 Uniforms-Laundry Services	5,494	6,000	6,000	6,000
Uniforms and laundry services	5,494	6,000	6,000	6,000
<b>Subtotal</b>	5,494	6,000	6,000	6,000
6184 Uniforms-Purchases	1,556	6,500	4,000	6,500
Uniforms, boots, etc.	1,556	6,500	4,000	6,500
<b>Subtotal</b>	1,556	6,500	4,000	6,500
<b>Total Uniforms</b>	<b>7,050</b>	<b>12,500</b>	<b>10,000</b>	<b>12,500</b>
<b>Total Operating Expenditures</b>	<b>170,962</b>	<b>228,000</b>	<b>209,150</b>	<b>275,028</b>

FY2024 Budget Detail Public Works	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Other Operating Expenditures</b>	<b>55,161</b>	<b>100,550</b>	<b>68,250</b>	<b>100,000</b>

<b>Other Operating Expenditures</b>				
7049 Utilities-Gas	249	550	250	—
Gas for 6325 51st St	249	550	250	—
<b>Subtotal</b>	<b>249</b>	<b>550</b>	<b>250</b>	<b>—</b>
7047 Utilities- Electric Streetlights	54,913	100,000	68,000	100,000
Electric Street Lights	54,913	100,000	68,000	100,000
<b>Subtotal</b>	<b>54,913</b>	<b>100,000</b>	<b>68,000</b>	<b>100,000</b>
<b>Total Other Operating Expenditures</b>	<b>55,161</b>	<b>84,800</b>	<b>68,250</b>	<b>100,000</b>
<b>Total Other Operating Expenditures</b>	<b>55,161</b>	<b>100,550</b>	<b>68,250</b>	<b>100,000</b>



Section 17

**FY2024**

**Weather Response Services**

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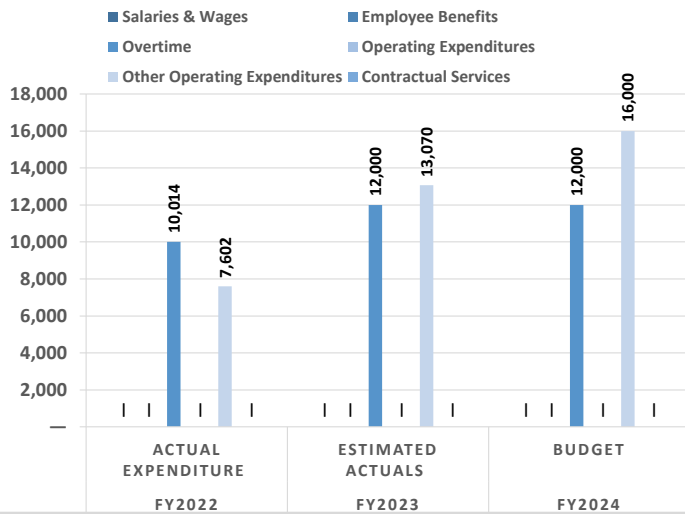
# FY2024 Budget Overview - Weather Response Services

**Budget**

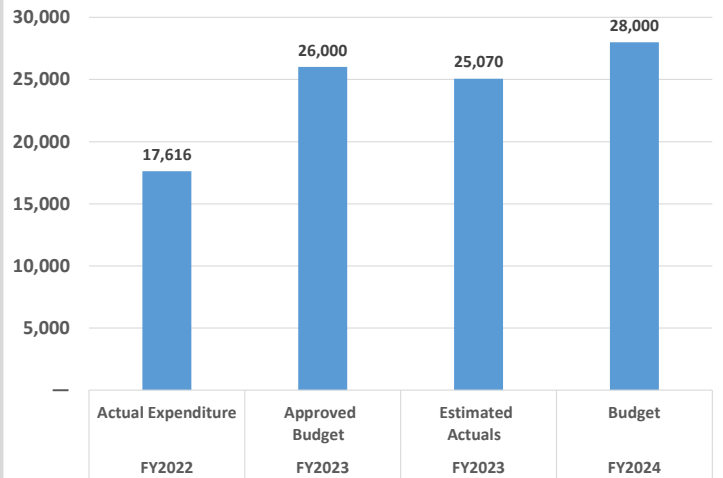
**28,000**

	Summary of Expenditures				Staff Head Count		
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024
Salaries & Wages	—	—	—	—			
Employee Benefits	—	—	—	—			
Overtime	10,014	10,000	12,000	12,000			
Contractual Services	—	—	—	—			
Operating Expenditures	—	—	—	—			
Other Operating Expenditures	7,602	16,000	13,070	16,000			
<b>Total Expenditures</b>	<b>17,616</b>	<b>26,000</b>	<b>25,070</b>	<b>28,000</b>	<b>Total Head Count</b>	-	-

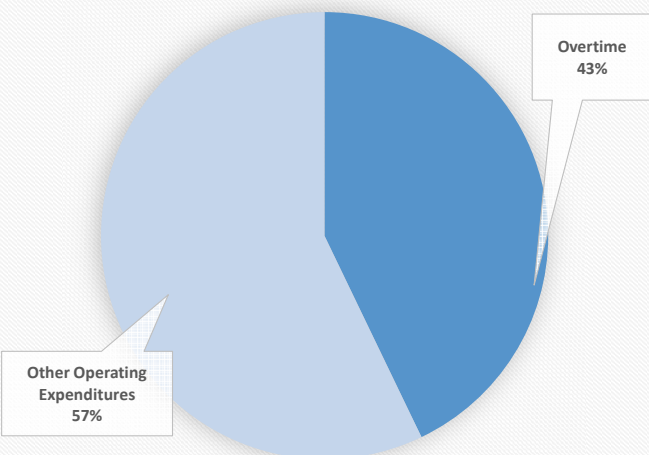
**EXPENDITURE PER CATEGORY BY YEAR**



**TOTAL EXPENDITURE BY YEAR**



**PERCENT OF PROPOSED BUDGET BY CATEGORY**



**Significant Changes**

No significant changes. If additional funds are required, the contingency account may be utilized.

FY2024 Budget Detail Weather Response Services	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>10,014</b>	<b>10,000</b>	<b>12,000</b>	<b>12,000</b>
5200 Overtime Premiums	10,014	10,000	12,000	12,000
Overtime Premiums	10,014	10,000	12,000	12,000
<b>Subtotal</b>	<b>10,014</b>	<b>10,000</b>	<b>12,000</b>	<b>12,000</b>
<b>Total Employee Costs</b>	<b>10,014</b>	<b>10,000</b>	<b>12,000</b>	<b>12,000</b>

FY2024 Budget Detail Weather Response Services	FY2022	FY2023	FY2023	FY2024
	Actual	Approved	Estimated	Budget
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Other Operating Expenditures</b>	<b>7,602</b>	<b>16,000</b>	<b>13,070</b>	<b>16,000</b>
<b>Other General Expenditures</b>				
6166 Travel - Hotel	168	1,000	570	1,000
Emergency Accommodations	168	1,000	570	1,000
<b>Subtotal</b>	<b>168</b>	<b>1,000</b>	<b>570</b>	<b>1,000</b>
7061 Weather Emergency Events	7,434	15,000	12,500	15,000
Weather Emergency Events	7,434	15,000	12,500	15,000
<b>Subtotal</b>	<b>7,434</b>	<b>15,000</b>	<b>12,500</b>	<b>15,000</b>
<b>Total Other General Expenditures</b>	<b>7,434</b>	<b>15,000</b>	<b>12,500</b>	<b>15,000</b>
<b>Total Other Operating Expenditures</b>	<b>7,602</b>	<b>16,000</b>	<b>13,070</b>	<b>16,000</b>

Section 18

**FY 2024**

**Municipal Buildings**

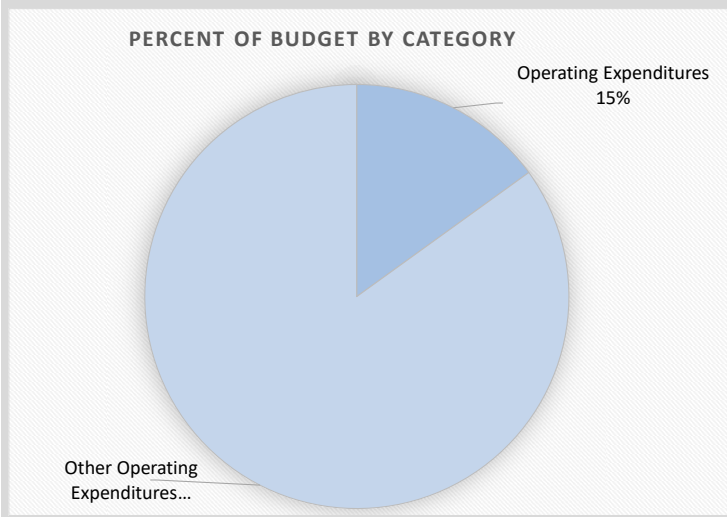
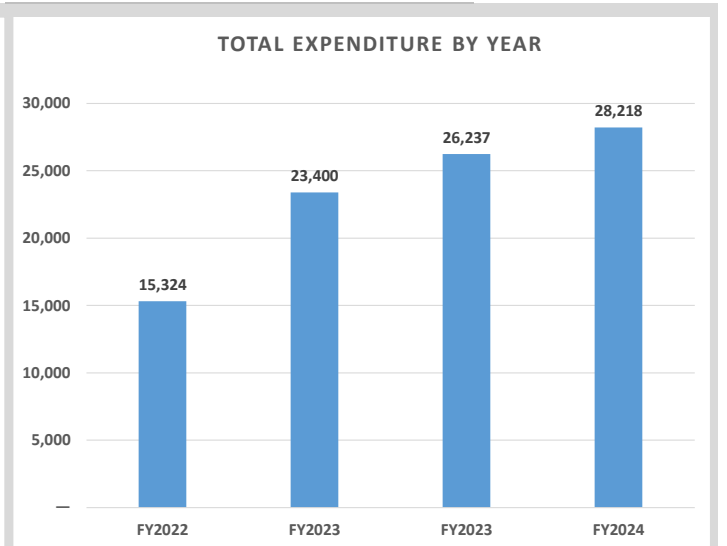
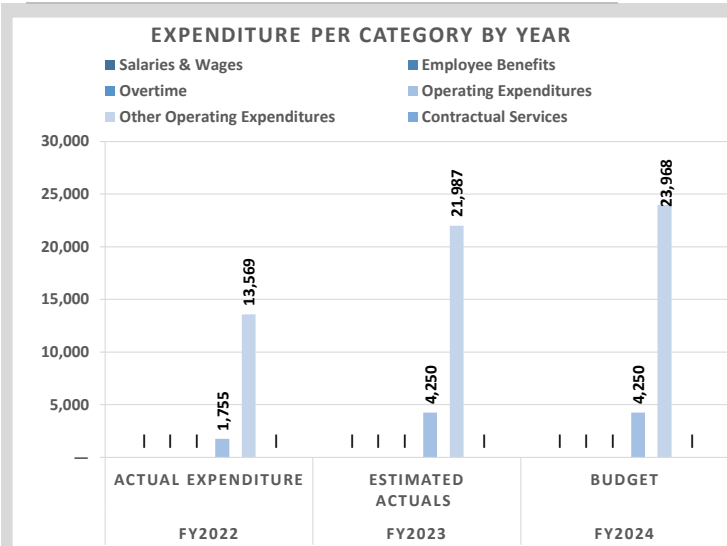
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## FY2024 Budget Overview: Town Buildings - Town Hall

Budget

28,218

	Summary of Expenditures				Staff Head Count		
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024
Salaries & Wages	—	—	—	—			
Employee Benefits	—	—	—	—			
Overtime	—	—	—	—			
Contractual Services	—	—	—	—			
Operating Expenditures	1,755	4,000	4,250	4,250			
Other Operating Expenditures	13,569	19,400	21,987	23,968			
<b>Total Expenditures</b>	<b>15,324</b>	<b>23,400</b>	<b>26,237</b>	<b>28,218</b>	<b>Total Head Count</b> -      -      -		



### Significant Changes

There are no significant changes.



FY2024 Budget Detail Town Buildings - Town Hall				
	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>1,755</b>	<b>4,000</b>	<b>4,250</b>	<b>4,250</b>

**Supplies**

6121 Supplies-Building/Janitorial	1,755	4,000	4,250	4,250
Janitorial Supplies	1,755	4,000	4,250	4,250
<b>Subtotal</b>	<b>1,755</b>	<b>4,000</b>	<b>4,250</b>	<b>4,250</b>
<b>Total Supplies</b>	<b>1,755</b>	<b>1,000</b>	<b>4,250</b>	<b>4,250</b>
<b>Total Operating Expenditures</b>	<b>1,755</b>	<b>4,000</b>	<b>4,250</b>	<b>4,250</b>

FY2024 Budget Detail Town Buildings - Town Hall				
	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
<b>Other Operating Expenditures</b>	<b>13,569</b>	<b>19,400</b>	<b>21,987</b>	<b>23,968</b>
<b>Building Maintenance</b>				
6061 Maintenance-Buildings	3,991	6,000	5,725	7,668
Building Maintenance	3,991	6,000	5,725	7,668
<b>Subtotal</b>	<b>3,991</b>	<b>6,000</b>	<b>5,725</b>	<b>7,668</b>
<b>Total Building Maintenance</b>	<b>3,991</b>	<b>6,000</b>	<b>5,725</b>	<b>7,668</b>
<b>Utilities</b>				
7046 Utilities-Electric Buildings	5,193	8,000	9,399	9,400
Pepco	5,193	8,000	9,399	9,400
<b>Subtotal</b>	<b>5,193</b>	<b>8,000</b>	<b>9,399</b>	<b>9,400</b>
7049 Utilities-Gas	3,075	3,200	3,840	3,800
Washington Gas	3,075	3,200	3,840	3,800
<b>Subtotal</b>	<b>3,075</b>	<b>3,200</b>	<b>3,840</b>	<b>3,800</b>
7052 Utilities-Water	1,311	2,200	3,022	3,100
WSSC	1,311	2,200	3,022	3,100
<b>Subtotal</b>	<b>1,311</b>	<b>2,200</b>	<b>3,022</b>	<b>3,100</b>
<b>Total Utilities</b>	<b>9,578</b>	<b>13,400</b>	<b>16,261</b>	<b>16,300</b>
<b>Other Operating Expenditures</b>	<b>13,569</b>	<b>19,400</b>	<b>21,987</b>	<b>23,968</b>

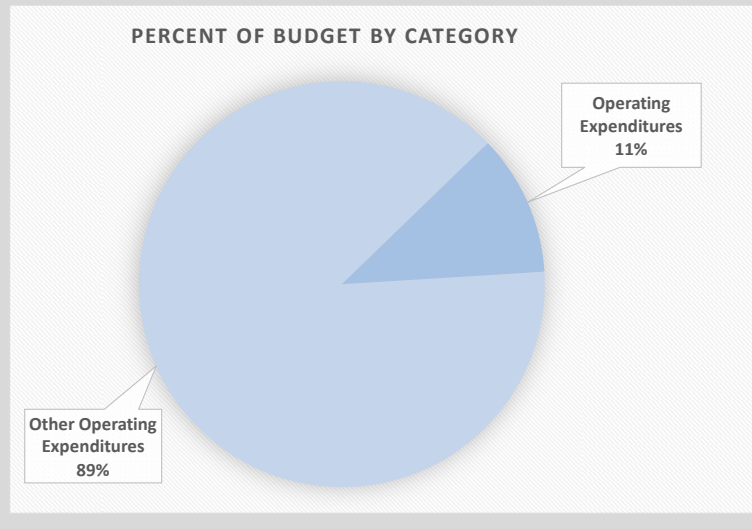
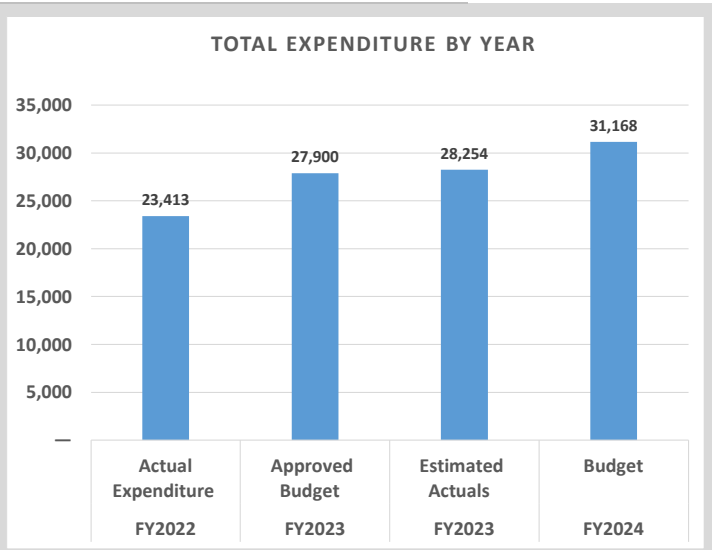
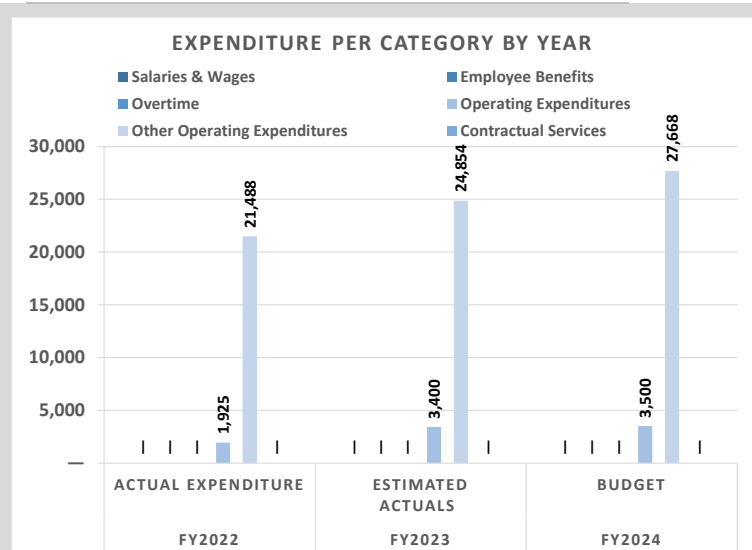
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## FY2024 Budget Overview: Town Buildings - Public Safety

Budget

31,168

	Summary of Expenditures				Staff Head Count		
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024
Salaries & Wages	—	—	—	—			
Employee Benefits	—	—	—	—			
Overtime	—	—	—	—			
Contractual Services	—	—	—	—			
Operating Expenditures	1,925	4,000	3,400	3,500			
Other Operating Expenditures	21,488	23,900	24,854	27,668			
<b>Total Expenditures</b>	<b>23,413</b>	<b>27,900</b>	<b>28,254</b>	<b>31,168</b>			
					<b>Total Head Count</b>		



### Significant Changes

There are no significant changes.

FY2024 Budget Detail Town Buildings - Public Safety	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>1,925</b>	<b>4,000</b>	<b>3,400</b>	<b>3,500</b>
<b>Operating Supplies</b>				
6121 Supplies-Building/Janitorial	1,925	4,000	3,400	3,500
Supplies	1,925	4,000	3,400	3,500
<b>Subtotal</b>	<b>1,925</b>	<b>4,000</b>	<b>3,400</b>	<b>3,500</b>
<b>Total Operating Supplies</b>	<b>1,925</b>	<b>4,000</b>	<b>3,400</b>	<b>3,500</b>
<b>Total Operating Expenditures</b>	<b>1,925</b>	<b>4,000</b>	<b>3,400</b>	<b>3,500</b>

FY2024 Budget Detail Town Buildings - Public Safety	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Other Operating Expenditures</b>	<b>21,488</b>	<b>23,900</b>	<b>24,854</b>	<b>27,668</b>
<b>Maintenance Buildings</b>				
6061 Maintenance-Buildings	4,921	6,000	5,985	7,668
Building Maintenance	4,921	6,000	5,985	7,668
<b>Subtotal</b>	<b>4,921</b>	<b>6,000</b>	<b>5,985</b>	<b>7,668</b>
<b>Total Maintenance Buildings</b>	<b>4,921</b>	<b>6,000</b>	<b>5,985</b>	<b>7,668</b>
<b>Utilities</b>				
7046 Utilities-Electric Buildings	10,405	10,900	13,654	14,000
Pepco	10,405	10,900	13,654	14,000
<b>Subtotal</b>	<b>10,405</b>	<b>10,900</b>	<b>13,654</b>	<b>14,000</b>
7049 Utilities-Gas	3,558	4,000	3,189	3,500
Washington Gas	3,558	4,000	3,189	3,500
<b>Subtotal</b>	<b>3,558</b>	<b>4,000</b>	<b>3,189</b>	<b>3,500</b>
7052 Utilities-Water	2,606	3,000	2,026	2,500
WSSC	2,606	3,000	2,026	2,500
<b>Subtotal</b>	<b>2,606</b>	<b>3,000</b>	<b>2,026</b>	<b>2,500</b>
<b>Total Utilities</b>	<b>16,568</b>	<b>17,900</b>	<b>18,869</b>	<b>20,000</b>
<b>Total Other Operating Expenditures</b>	<b>21,488</b>	<b>23,900</b>	<b>24,854</b>	<b>27,668</b>

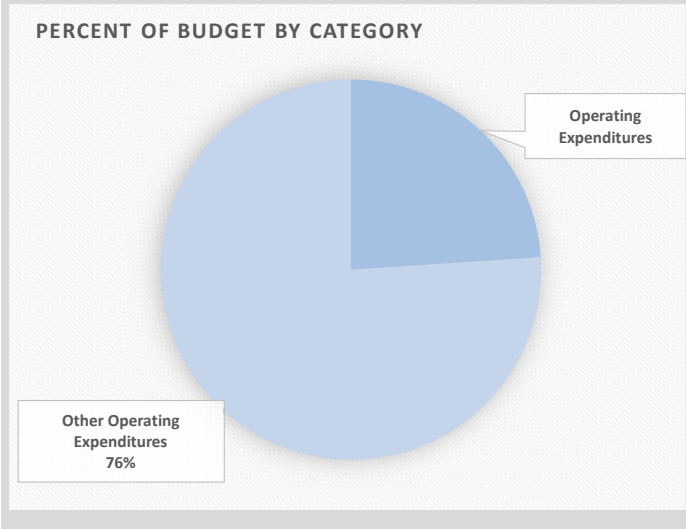
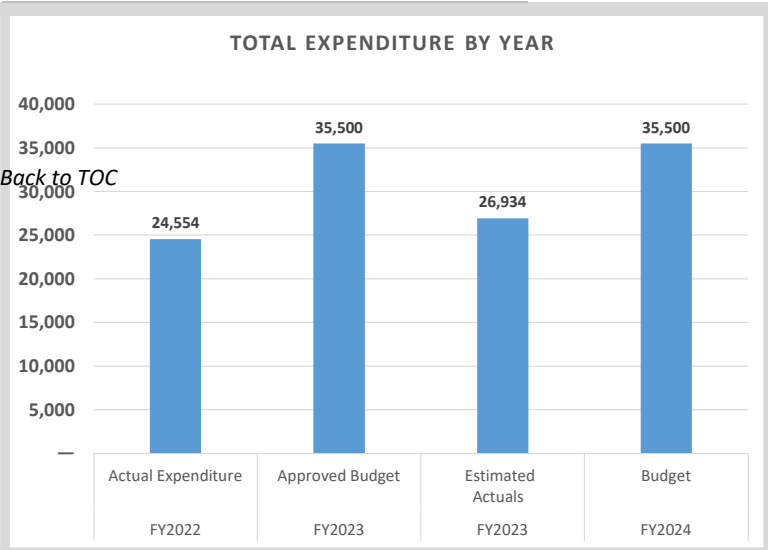
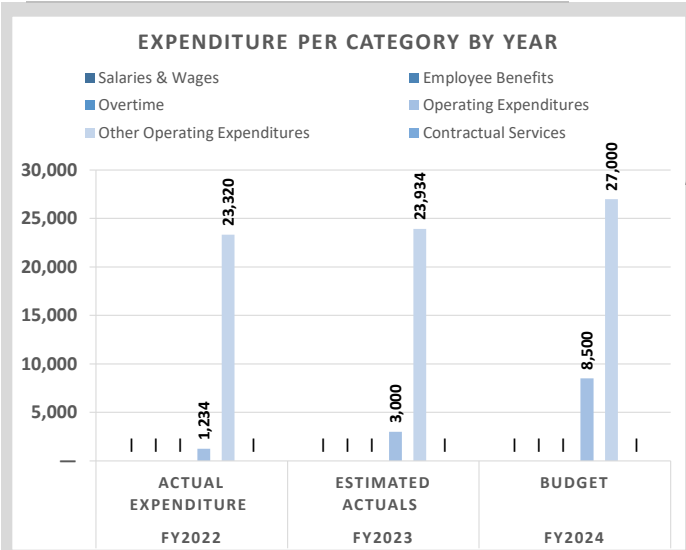
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# FY2024 Budget Overview: Town Buildings - Public Works

**Budget**

**35,500**

	Summary of Expenditures				Staff Head Count		
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget	FY2022	FY2023	FY2024
Salaries & Wages	—	—	—	—			
Employee Benefits	—	—	—	—			
Overtime	—	—	—	—			
Contractual Services	—	—	—	—			
Operating Expenditures	1,234	4,000	3,000	8,500			
Other Operating Expenditures	23,320	31,500	23,934	27,000			
<b>Total Expenditures</b>	<b>24,554</b>	<b>35,500</b>	<b>26,934</b>	<b>35,500</b>	<b>Total Head Count</b>	-	-



**Significant Changes**

Electric Vehicle Charge Stations - Added charging stations for Neighborhood Services fleet vehicles.



FY2024 Budget Detail Town Buildings - Public Works	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>1,234</b>	<b>4,000</b>	<b>3,000</b>	<b>8,500</b>
<b>Operating Expenditures</b>				
6121 Supplies-Building/Janitorial	1,234	4,000	3,000	3,500
Operating Supplies	1,234	4,000	3,000	3,500
<b>Subtotal</b>	<b>1,234</b>	<b>4,000</b>	<b>3,000</b>	<b>3,500</b>
Electric Vehicle Charge Station	—	—	—	5,000
EVC Station Operations	—	—	—	5,000
<b>Subtotal</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>5,000</b>
<b>Total Operating Expenditures</b>	<b>1,234</b>	<b>4,000</b>	<b>3,000</b>	<b>3,500</b>
<b>Total Operating Expenditures</b>	<b>1,234</b>	<b>4,000</b>	<b>3,000</b>	<b>8,500</b>

FY2024 Budget Detail Town Buildings - Public Works	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Budget \$
	<b>Other Operating Expenditures</b>	<b>23,320</b>	<b>31,500</b>	<b>23,934</b>
<b>Maintenance Buildings</b>				
6061 Maintenance-Buildings	8,405	15,000	10,000	12,000
Heating System Maintenance, Supplies, Service Call Replacement, HVAC Maintenance, Generators	8,405	15,000	10,000	12,000
<b>Subtotal</b>	<b>8,405</b>	<b>15,000</b>	<b>10,000</b>	<b>12,000</b>
<b>Total Maintenance Buildings</b>	<b>8,405</b>	<b>15,000</b>	<b>10,000</b>	<b>12,000</b>
<b>Utilities</b>				
7046 Utilities-Electric Buildings	6,597	7,500	6,600	7,000
Pepco	6,597	7,500	6,600	7,000
<b>Subtotal</b>	<b>6,597</b>	<b>7,500</b>	<b>6,600</b>	<b>7,000</b>
7049 Utilities-Gas	4,584	5,000	5,134	5,000
Washington Gas	4,584	5,000	5,134	5,000
<b>Subtotal</b>	<b>4,584</b>	<b>5,000</b>	<b>5,134</b>	<b>5,000</b>
7052 Utilities-Water	3,734	4,000	2,200	3,000
WSSC	3,734	4,000	2,200	3,000
<b>Subtotal</b>	<b>3,734</b>	<b>4,000</b>	<b>2,200</b>	<b>3,000</b>
<b>Total Utilities</b>	<b>14,915</b>	<b>16,500</b>	<b>13,934</b>	<b>15,000</b>
<b>Total Other Operating Expenditures</b>	<b>23,320</b>	<b>31,500</b>	<b>23,934</b>	<b>27,000</b>

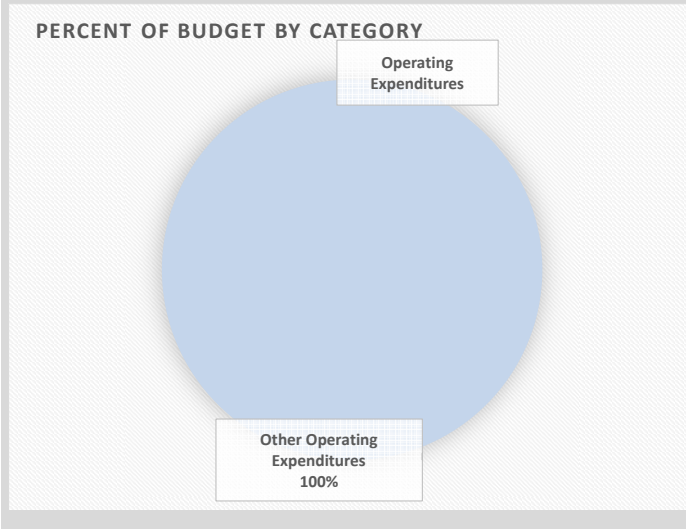
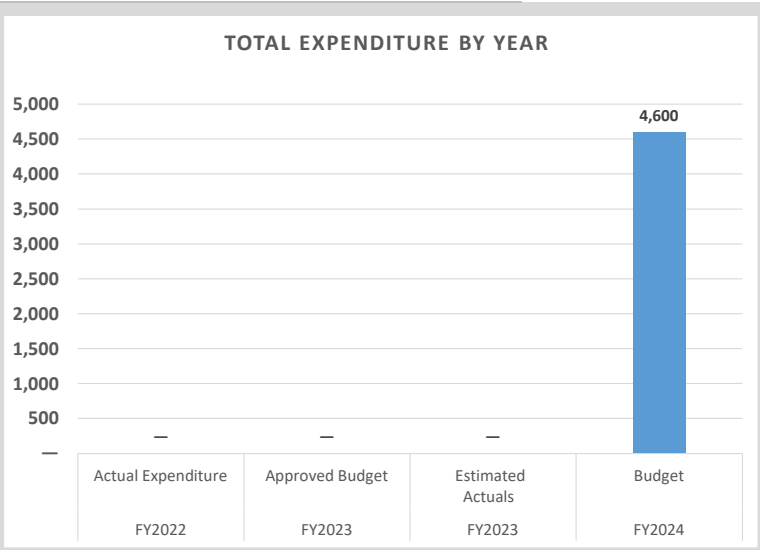
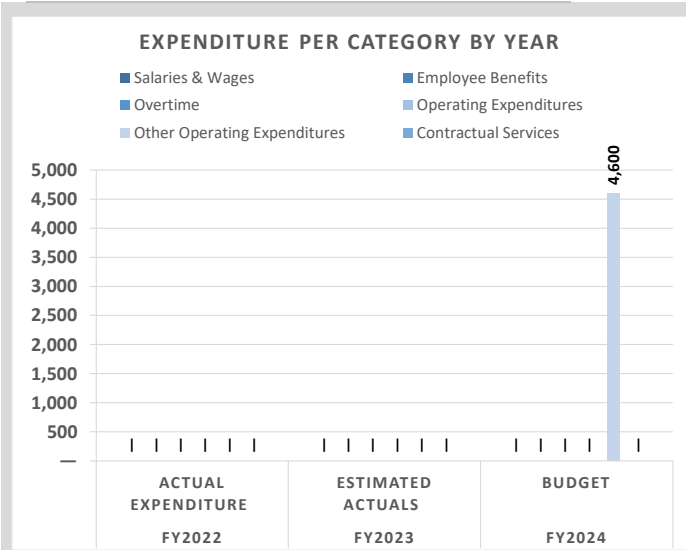
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# FY2024 Budget Overview: Town Buildings - Auxiliary

**Budget**

**4,600**

Summary of Expenditures					Staff Head Count			
	FY2022 Actual Expenditure	FY2023 Approved Budget	FY2023 Estimated Actuals	FY2024 Budget		FY2022	FY2023	FY2024
Salaries & Wages	—	—	—	—				
Employee Benefits	—	—	—	—				
Overtime	—	—	—	—				
Contractual Services	—	—	—	—				
Operating Expenditures	—	—	—	—				
Other Operating Expenditures	—	—	—	4,600				
<b>Total Expenditures</b>	—	—	—	<b>4,600</b>	<b>Total Head Count</b>	-	-	-



### Significant Changes

Town Buildings auxiliary was created for miscellaneous Town Buildings.

FY2024 Budget Detail Town Buildings - Public Works	FY2022	FY2023	FY2023	FY2024
	Actual Expenditure	Approved Budget	Estimated Actuals	Budget
	\$	\$	\$	\$
<b>Other Operating Expenditures</b>	—	—	—	<b>4,600</b>
<b>Maintenance Buildings</b>				
6061 Maintenance-Buildings	—	—	—	1,000
Heating System Maintenance, Supplies, Service Call Replacement, HVAC Maintenance, Generators	—	—	—	1,000
<b>Subtotal</b>	—	—	—	<b>1,000</b>
<b>Total Maintenance Buildings</b>	—	—	—	<b>1,000</b>
<b>Utilities</b>				
7046 Utilities-Electric Buildings	—	—	—	1,200
Pepco for Auxilery Buildings	—	—	—	1,200
<b>Subtotal</b>	—	—	—	<b>1,200</b>
7049 Utilities-Gas	—	—	—	1,200
Gas for 6325 51st St and Auxiliary Buildings	—	—	—	1,200
<b>Subtotal</b>	—	—	—	<b>1,200</b>
7052 Utilities-Water	—	—	—	1,200
WSSC - Auxiliary Buildings	—	—	—	1,200
<b>Subtotal</b>	—	—	—	<b>1,200</b>
<b>Total Utilities</b>	—	—	—	<b>3,600</b>
<b>Total Other Operating Expenditures</b>	—	—	—	<b>4,600</b>

Section 19

**FY2024**

**Capital Improvement Programs & Plan**

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## **Capital Improvement Programs (CIP) Budget FY2024**

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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**Capital Improvement Programs  
FY2024 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.

**FY2024 Available CIP Revenue**

	<b>Total</b>	<b>Restricted Use</b>	<b>Unrestricted Use</b>
<b>Capital Improvement Fund Sources as of June 30, 2023</b>	5,711,309	4,837,062	874,247
<b>CIP Fund Balance Sources FY2024</b>			
From State of Maryland Highway User Funds	278,748	278,748	
From Cable Franchise PEG Capital Funds	12,000	12,000	
Grant Revenue	650,000	650,000	
State of Maryland Bond Bills	700,000	700,000	
Transfer From General Fund	1,106,258		1,106,258
Sale of Vehicles	12,000		12,000
<b>Total CIP Fund Balance</b>	<b>8,470,315</b>	<b>6,477,810</b>	<b>1,992,505</b>
<b>Total FY2024 Available</b>	<b>8,470,315</b>	<b>6,477,810</b>	<b>1,992,505</b>

**Capital Improvement Programs  
FY2024 Expenditures**

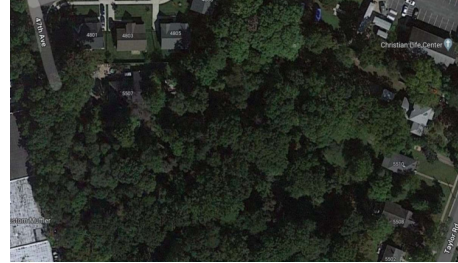
**FY2024 Approved Expenditure**

<b>Projects</b>		<b>Total</b>	<b>Restricted</b>	<b>Unrestricted</b>
<b>Community Projects</b>				
CIP23DS01	47th to Taylor Linear Park	172,133	100,000	72,133
CIP23GG01	ARPA Infrastructure Project	—	—	—
CIP22DS03	Pollinator Garden	5,000	—	5,000
CIP24DS01	Mount Rose Park	255,000	—	255,000
CIP24DS02	ARPA Public WiFi	280,000	280,000	—
CIP19GG02	Community Garden	5,000	—	5,000
CIP24PW06	Flood Mitigation - Rain Garden	81,740	81,740	—
CIP20PP04	Welcome Signage	70,000	—	70,000
CIP23GG02	Town Common Seal	40,000	—	40,000
CIP20DS02	Bus Stop Improvements	100,000	25,000	75,000
CIP19GG01	Adam and Emily Plummer Park	211,606	211,606	—
CIP19GG03	Town Center Underpass	50,000	—	50,000
CIP22PW04	54th Place Pocket Park & Tot Lot	299,863	150,000	149,863
CIP23GG03	Town Center Trail and Parking Lot Redesign	775,000	775,000	—
CIP23GG04	Electric Charge Station	—	—	—
CIP21PW11	Town Center Railroad Fencing	—	—	—
<b>Subtotal:</b>		<b>2,345,342</b>	<b>1,623,346</b>	<b>721,996</b>
<b>Building Renovations</b>				
CIP18GG01	Municipal Center Renovation	1,175,000	1,103,636	71,364
CIP22PW03	Building Weatherization and Stabilization	30,452	—	30,452
CIP23PW01	DPW Building Renovation	105,000	105,000	—
CIP20DS06	Building Demolition and Parking Lot Development	505,000	240,000	265,000
CIP23PW06	Pedestrian Walkway & Queensbury Road Security	162,090	112,090	50,000
<b>Subtotal:</b>		<b>1,977,542</b>	<b>1,560,726</b>	<b>416,816</b>
<b>Technology Upgrades</b>				
CIP14GG02	Council Chambers Camera system	150,000	150,000	—
CIP20FS01	Technology Improvements (Finance)	113,000	—	113,000
CIP23AS01	Website Update Project	60,000	30,000	30,000
CIP21PD05	Technology Improvements (Police)	14,124	—	14,124
<b>Subtotal:</b>		<b>337,124</b>	<b>180,000</b>	<b>157,124</b>
<b>Public Safety Acquisitions</b>				
CIP20PD01	Neighborhood Safety Camera System	75,000	49,000	26,000
CIP23PWD05	Traffic Signs Project	100,000	90,000	10,000
CIP23PWD06	E-Message Board	—	—	—
CIP23PD01	Defibrillator (AED) and Pads	—	—	—
<b>Subtotal:</b>		<b>175,000</b>	<b>139,000</b>	<b>36,000</b>
<b>Vehicle Furniture &amp; Fixtures Acquisitions</b>				
CIP21PW02	Office Furnishing	—	—	—
CIP11PD06	Vehicle Replacements - Police	379,083	276,515	102,568
CIP23NS01	Vehicle Replacements - Neighborhood Service	52,198	52,198	—
CIP11PW06	Vehicle Upgrades and Replacements - Public Works	68,344	—	68,344
<b>Subtotal:</b>		<b>499,625</b>	<b>328,713</b>	<b>170,912</b>
<b>Street Light Acquisitions</b>				
CIP22PW05	Street Light Pole Acquisition	103,610	—	103,610
CIP21PW03	Street Light Improvement	—	—	—
CIP20PP03	Trolley Trail Lighting	83,326	83,326	—
<b>Subtotal:</b>		<b>186,936</b>	<b>83,326</b>	<b>103,610</b>
<b>Street Furniture &amp; Equipment</b>				
CIP24PD01	Police Weapons	20,000	—	20,000
CIP12PW10	Street Furniture and Waste Receptacles	25,000	—	25,000
<b>Subtotal:</b>		<b>45,000</b>	<b>—</b>	<b>45,000</b>
<b>Road &amp; Sidewalk Construction</b>				
CIP23PW02	Engineering Services	50,000	—	50,000
CIP24PW01	Natoli Place - Lafayette Avenue Redesign	325,000	325,000	—
CIP20PP01	Longfellow Street Storm Water Improvements	—	—	—
CIP24PW04	Storm Water Improvement	150,000	150,000	—
CIP22DS02	CDBG Funded Sidewalk Improvements	525,000	525,000	—
CIP20PP02	Curb Ramp Improvements	75,000	75,000	—
CIP11PW07	Streets and Sidewalk Improvement	1,199,421	1,199,421	—
<b>Subtotal:</b>		<b>2,324,421</b>	<b>2,274,421</b>	<b>50,000</b>
<b>Total</b>		<b>7,890,989</b>	<b>6,189,532</b>	<b>1,701,458</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  
**Year Submitted:** FY2023



**Description:**

The 47th to Taylor Linear Park is to be situated on Town-owned property that will connect 47th Avenue to Taylor Road. This linear park through a mature woodland area will include a walking trail, storm water improvements such as rain gardens, educational stations regarding native trees and plants, exercise stations, and in Phase III trail lighting. The connectivity, connection to nature, and related improvements will enhance the quality of life for Town residents.

**Justification**

The design and improvements for this park align with the following Town vision and commitment statements: Housing and Neighborhoods, Sustainability, and Arts and Recreation. Providing this linear park furthers the important goals captured in these statements.

**Budget Impact**

General Fund dollars in year-one were used for design and related soft costs. Additional funding will be sought from the State of Maryland, MNCPPC, and 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	—	—	—	—	22,133	—	—	—
Transfer from CIP Unrestricted	75,000	—	—	25,000	50,000	—	—	—
State of Maryland Capital Grant	—	—	—	—	—	—	—	—
SHA Rec Grant	100,000	—	—	—	100,000	—	—	—
<b>Total:</b>	<b>175,000</b>							
<b>Total Funding Sources:</b>		—	—	25,000	172,133	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Design, Charrette, and Survey	25,000	—	—	2,867	22,133	—	—	—
Phase I improvements	150,000	—	—	—	150,000	—	—	—
Phase II Improvements	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>175,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	2,867	172,133	—	—	—
<b>Total End Year Balance</b>		—	—	22,133	—	—	—	—

Capital Improvement Program  
Town of Riverdale Park

ARPA Infrastructure Project  
Project #CIP23GG01

## TOWN OF RIVERDALE PARK



**Department:** Varied  
**Contact:** TBD  
**Priority:** Medium  
**Type:** Infrastructure  
**Useful Life:** 30 years  
**Category:** Community Project  
**Location:** Varied  
**Year Submitted:** FY2023

**Description:**

The ARPA Grant provides an opportunity to reposition aspects of the Town's infrastructure. The goal is to have an impactful project, or multiple projects that would not have been possible without ARPA grant funds. This project was closed out by allocating funds to individual projects.

**Justification**

Improving Town infrastructure and providing for long-term repositioning of an aspect of the Town is in the Town's best interest. A detailed project justification will be developed over the course of the next several months.

**Budget Impact**

Funds are available from American Rescue Plan Act funds.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	2,100,000	—	—	—
American Rescue Plan Act Funds	2,100,000	—	—	2,100,000	—	—	—	—
Transfer back from 23NS02	75,000	—	—	—	75,000	—	—	—
Transfer Back from 20DS06	365,000	—	—	—	365,000	—	—	—
<b>Total:</b>	<b>2,100,000</b>							
<b>Total Funding Sources:</b>		—	—	2,100,000	2,540,000	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	Future Project Cost
Planned Uses:							
Funding of Other CIP Projects:	2,240,000	—	—	—	2,240,000	—	—
Funding of CIP24DS02 - Public Wifi Project	300,000	—	—	—	300,000	—	—
<b>Total:</b>	<b>2,540,000</b>						
<b>Total Capital Project Expenditures:</b>		—	—	—	2,540,000	—	—
<b>Total End Year Balance</b>		—	—	2,100,000	—	—	—

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

**Description:**

Pollinator gardens are designed to attract, support, and maintain local pollinators by supplying food in 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.

**Justification**

This project provides enhanced space for pollinators, which will pollinate the Town’s trees, bushes, and gardens for continued flower, fruit, and vegetable production. This project aligns with the Sustainability section of the Vision and Commitment statement, which says that the Mayor and Council support the Town’s efforts which “...adds to the quality of life, both individually and collectively”, “promotes community-based food systems,” “reduces greenhouse gas emissions,” and “preserves and enhances natural resources and expands tree canopies.”

**Budget Impact**

The project will cost \$10,000. This cost includes 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	—	—	—	—
Transfer from CIP Unrestricted	15,000	—	5,000	5,000	5,000	—	—	—
<b>Total:</b>	<b>15,000</b>							
<b>Total Funding Sources:</b>		—	5,000	10,000	5,000	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Installation	15,000	—	—	10,000	5,000	—	—	—
<b>Total:</b>	<b>15,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	10,000	5,000	—	—	—

<b>Total End Year Balance</b>		—	5,000	—	—	—	—	—
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**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:** Madison Street and Lafayette Pl  
**Year Submitted:** FY2023

**Description:**

A Town owned property along the southern municipal border is currently not being put to its best use. To improve this space, the property will be changed into a linear park. A linear park is a type of urban green space designed to provide recreational and aesthetic benefits to residents while promoting connectivity within a community. As this project is along the Town's southern border, this project will involve coordination with the Town of Edmonston. This newly created park is intended to be named Mount Rose to commemorate Adam Plummer's home, which was located nearby.

**Justification**

At present, this property remains unused and inaccessible to residents who would greatly benefit from the establishment of a linear park. As it stands, individuals employed at the industrial facilities along Lafayette Pl lack a convenient means of reaching the town center on foot, where an array of popular dining establishments awaits.

**Budget Impact**

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	—	—	—	—	—	—	—	—
Transfer from CIP Unrestricted	180,000	—	—	—	180,000	—	—	—
Transfer from CIP19GG01	75,000	—	—	—	75,000	—	—	—
<b>Total:</b>	<b>255,000</b>							
<b>Total Funding Sources:</b>		—	—	—	<b>255,000</b>	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Design	30,000	—	—	—	30,000	—	—	—
Installation	225,000	—	—	—	225,000	—	—	—
<b>Total:</b>	<b>255,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	<b>255,000</b>	—	—	—
<b>Total End Year Balance</b>		—	—	—	—	—	—	—



Capital Improvement Program  
Town of Riverdale Park

ARPA Public WiFi  
Project #24DS02



**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 30 Years  
**Category:** Community Development  
**Location:** Various locations throughout the Town  
**Year Submitted:** FY2023

**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.

**Justification**

Access to the internet has become an essential component of modern life, offering a wealth of information, resources, and opportunities for those connected. In the Town, there are residents who lack this crucial resource, which puts them at a considerable disadvantage when it comes to applying for jobs, accessing essential services, and staying connected with their community. The Town acknowledges the importance of internet access in promoting equity and aims to address this gap by installing public Wi-Fi networks throughout the area.

**Budget Impact**

This project will cost a total of \$300,000 and will use funds from the ARPA allocation.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	280,000	—	—	—
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	280,000	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Design	20,000	—	—	20,000	—	—	—	—
Installation	280,000	—	—	—	280,000	—	—	—
<b>Total:</b>	<b>300,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	20,000	280,000	—	—	—
<b>Total End Year Balance</b>		—	—	280,000	—	—	—	—

**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 Ave  
**Year Submitted:** FY2020

**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. Additional improvements will be made in FY2024.

**Justification**

Community gardens promote healthy communities and provide food security for many low-income persons. The gardeners, and those who participate in community gardening, contribute to the preservation of open space, and create sustainable uses of the space. Community gardens strengthen community bonds, provide food, and create recreational and therapeutic opportunities for a community. They also promote environmental awareness and provide community education.

**Budget Impact**

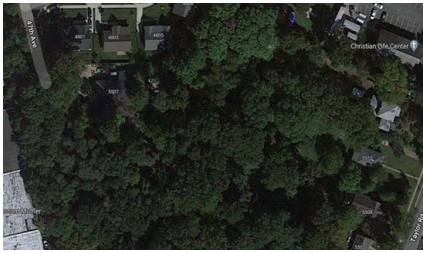
Funding is available from CIP Unrestricted.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	6,488	6,456	156	—	—	—	—
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>5,000</b>	<b>—</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Raised planting beds	4,288	32	—	—	—	—	—	—
Fencing and site improvements	4,256	—	—	—	—	—	—	—
Tree Installation	6,300	—	6,300	—	—	—	—	—
TBD	10,156	—	—	5,156	5,000	—	—	—
<b>Total:</b>	<b>25,000</b>							
<b>Total Capital Project Expenditures:</b>		<b>32</b>	<b>6,300</b>	<b>5,156</b>	<b>5,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>6,456</b>	<b>156</b>	<b>—</b>	<b>—</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:**  
**Year Submitted:** FY2024

**Description:**  
 The program will install rain gardens in the tree box area of the public right-of-way as a stormwater management and water quality strategy; and other flood mitigation projects. Criteria will be developed to identify and evaluate locations best suited for this stormwater management and water quality treatment. Rain gardens will be maintained by the Department of Public Works.

**Justification**  
 Rain gardens, also known as bioretention facilities, absorb rainwater and pollutants into the soil, diverting them from stormdrains and waterways. Just as important, they lower the risk of flooding and other drainage problem in communities. Rain gardens contain native plants that attract pollinators and other wildlife, and beautify the community.

**Budget Impact**

Funding is available from American Rescue Plan Act (ARPA) Funds.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	—	—	—	—
Transfer from CIP Unrestricted	—	—	—	—	—	—	—	—
State Grant	—	—	—	—	—	—	—	—
American Rescue Plan Act Funds	231,740	—	—	—	231,740	—	—	—
<b>Total:</b>	<b>—</b>							
<b>Total Funding Sources:</b>		—	—	—	<b>231,740</b>	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Phase I Evaluation Criteria and Design	40,000	—	—	—	40,000	—	—	—
Phase II Improvements	41,740	—	—	—	41,740	—	—	—
Transfer ARPA Funds to 20DS06	150,000	—	—	—	150,000	—	—	—
	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>231,740</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	<b>231,740</b>	—	—	—
<b>Total End Year Balance</b>		—	—	—	—	—	—	—

Capital Improvement Program  
Town of Riverdale Park

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

**Description:**  
The Welcome Signage Capital Improvements 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.

**Justification**  
The major entry points to the Town should identify the corporate boundary. New welcome signage should demonstrate the pride our residents and businesses feel for the Town.

**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	20,000	—	—	—
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>70,000</b>	<b>—</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Design, Production and Installation	90,000	—	—	20,000	70,000	—	—	—
<b>Total:</b>	<b>90,000</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>20,000</b>	<b>70,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>15,000</b>	<b>20,000</b>	<b>20,000</b>	<b>—</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

**Description:**

This project will be completed in Fiscal Year 2023 and will have a significant fiscal impact as the current common seal is replaced with the newly designed common seal on signage, employee uniforms, certain documents, vehicle decals, police officer badges of authority, and promotional materials.

**Justification**

On February 28th, 2020, 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.

**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	—	—	—	—	31,000	—	—	—
Transfer from CIP Unrestricted	59,000	—	—	50,000	9,000	—	—	—
<b>Total:</b>	<b>59,000</b>							
<b>Total Funding Sources:</b>		—	—	50,000	40,000	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Community Engagement and Design	19,000	—	—	19,000	—	—	—	—
Production and Installation	40,000	—	—	—	40,000	—	—	—
	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>59,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	19,000	40,000	—	—	—
<b>Total End Year Balance</b>		—	—	31,000	—	—	—	—

**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

**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.

**Justification**  
 Bus shelters are essential for quality transit experience for bus riders in Town. Currently residents and visitors wait for buses in all weather conditions with no shelter. Many of the current stops do not have any improved standing surfaces. These shelters will help mitigate riders' exposure to the weather while waiting for the bus and assist in neighborhood redevelopment.

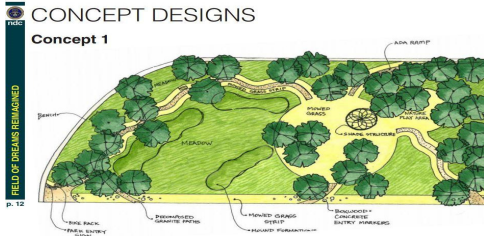
**Budget Impact**  
 Funds will be from existing loan proceeds and a transfer from Unrestricted CIP.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	45,000	45,000	70,000	77,500	—	—	—
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>100,000</b>	<b>—</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Design Work	20,000	—	—	20,000	—	—	—	—
Bus Shelter Installations	100,000	—	—	—	100,000	—	—	—
<b>Total:</b>	<b>120,000</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>20,000</b>	<b>100,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>45,000</b>	<b>70,000</b>	<b>77,500</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**Capital Improvement Program  
Town of Riverdale Park**

**Adam and Emily Plummer Park  
Project #19GG01**



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

**Description:**

In FY2023, the Adam and Emily Plummer Park project focused on finding a solution to poor drainage on the stie. Several strategies were evaluated, and a preferred strategy was identified for implementation and completed. The next phase, in FY2024, will include implementation of the Lazy Meadow concept and additional tree planting.

**Justification**

Construction around Riverdale Park Station has created an opportunity for the Town to design a new public space in the Adam and Emily Plummer Park. Stormwater management will slightly modify the Lazy Meadows concept endorsed by the community.

**Budget Impact**

Funding received from the Maryland Department of Natural Resources was used to manage stormwater, and will be used to implement the Lazy Meadow design. The Town will also sign a contract with Prince George's County to utilize development fees to plant additional trees.

Funding Sources	Total Required Project Funding	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	72,156	63,276	251,606	111,606	—	—	—
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>211,606</b>	<b>—</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:	—	—	—	—	—	—	—	—	—
Design, Charrettes, and Illustrations	24,050	—	—	4,050	15,000	—	—	—	—
Park Improvements	376,330	5,844	33,880	—	125,000	211,606	—	—	—
Transfer to Project CIP24DS01					75,000				
<b>Total:</b>	<b>400,380</b>								
<b>Total Capital Project Expenditures:</b>		<b>5,844</b>	<b>33,880</b>	<b>4,050</b>	<b>215,000</b>	<b>211,606</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>72,156</b>	<b>63,276</b>	<b>251,606</b>	<b>111,606</b>	<b>—</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

**Description:**

The Underpass Capital Improvements Project will consist of the design and improvements to create an attractive public space near Town Center and under the East-West Highway overpass. The concept of the project is to improve the aesthetics of the area (such as through the creation of a mural project) and create a much-needed public space for community events. Additional funds have been added for FY2024.

**Justification**

There is a need to improve the overall aesthetics under the East-West Highway overpass and to provide additional public space for various events and gatherings in Town. This project aligns with the related placemaking efforts.

**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	35,000	—	—	—
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>50,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:	—	—	—	—	—	—	—	—
Design, Charrettes, and illustrations	5,000	1,250	3,750	—	—	—	—	—
Improvements	70,000	—	—	20,000	50,000	—	—	—
<b>Total:</b>	<b>75,000</b>							
<b>Total Capital Project Expenditures:</b>		<b>1,250</b>	<b>3,750</b>	<b>20,000</b>	<b>50,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>28,750</b>	<b>35,000</b>	<b>35,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>



**Capital Improvement Program  
Town of Riverdale Park**

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



**Department:** Public Works  
**Contact:** Ivy Lewis and Nouman Haider  
**Priority:** High  
**Type:** Improvements  
**Useful Life:** 10 - 15 Years  
**Category:** Community Development  
**Location:** 54th Place  
**Year Submitted:** FY2021

**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. In FY23, the park design is completed, playground equipment order and all required permits are obtained to implement the park design and install the playground equipment in FY2024. Lighting and perimeter landscape treatment are also part of the project.

**Justification**

Public open space amenities are lacking in the immediate vicinity of the multifamily properties, occupied with many families with small and young teenage children. The project furthers the Town's vision and commitment for housing and neighborhoods, sustainability, business and economic development and infrastructure. The project demonstrates the Town's commitment to this section of Town.

**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	224,863	—	—	—
Unrestricted CIP	175,000	—	100,000	—	75,000	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
CDGB Funds	150,000	—	—	150,000	—	—	—	—
<b>Total:</b>	<b>325,000</b>							
<b>Total Funding Sources:</b>		—	100,000	250,000	299,863	—	—	—
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:	—	—	—	—	—	—	—	
Park Design	25,138	—	—	25,138	—	—	—	
Acquisition of fixtures and equipment	100,000	—	—	—	100,000	—	—	
Construction and Installation	199,863	—	—	—	199,863	—	—	
<b>Total:</b>	<b>325,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	25,138	299,863	—	—	—
<b>Total End Year Balance</b>		—	100,000	224,862.50	—	—	—	—

**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

**Description:**

The project involves the redesign and reconstruction of the Town Center parking lot, access to Maryland Avenue, and the section of the Trolley Trail that passes through the center to improve circulation and the safety of pedestrians, bicyclists, and motorists in and traveling through the Center. The project design will include fencing to meet the condition agreed to by the Town for the acquisition of the train station building.

**Justification**

Pedestrians, bicyclists, and motorists travel through the Town Center to continue along the Trolley Trail, to access Maryland Avenue, and to patronize Town Center businesses, respectively. Their paths overlap, converge and are virtually indistinguishable, thus creating an unsafe passageway for all users. The project is needed to delineate and better define pedestrian and bicycle pathways through the Town Center to reconnect with the Trolley Trail, thus keeping them separate and safe, while distinguishing Maryland Avenue through the Center.

**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	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	175,000	—	—	—
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	775,000	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Design and Engineering	125,000	—	—	75,000	50,000	—	—	
Improvements	725,000	—	—	—	725,000	—	—	
<b>Total:</b>	<b>850,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	75,000	775,000	—	—	—
<b>Total End Year Balance</b>		—	—	175,000	—			—

**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:** TBD  
**Year Submitted:** FY2023

**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 ARPA Funds.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	75,000	—	—	—	75,000	—	—	—
American Rescue Plan Act Funds	85,000	—	—	85,000	—	—	—	—
<b>Total:</b>	<b>160,000</b>							
<b>Total Funding Sources:</b>		—	—	85,000	75,000	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Transfer to 23GG01	—	—	—	—	—	—	—	
Installation of Electric Vehicle Charge Station	10,000	—	—	10,000	75,000	—	—	
<b>Total:</b>	<b>10,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	10,000	75,000	—	—	—
<b>Total End Year Balance</b>		—	—	75,000	—	—	—	—

Capital Improvement Program  
Town of Riverdale Park

Town Center Railroad Fencing  
Project #21PW11



**Department:** Public Projects  
**Contact:** Ivy Lewis  
**Priority:** Medium  
**Type:** Replacements  
**Useful Life:** 10 Years  
**Category:** Community Development  
**Location:** Town Center  
**Year Submitted:** FY2021

**Description:**

The fencing is delayed until further notice.

**Justification**

The fencing is required as a condition of the purchase and is intended to discourage and prevent pedestrian crossing on the tracks outside of the designated crossing area between the parking lot and train station.

**Budget Impact**

Funding is available from CIP Unrestricted.

Funding Sources	Total Required Project Funding	FY2020	FY2021	FY2022	FY2023	FY2024	Future Funds Required
Beginning Balance	—	—	—	40,000	40,000	—	—
Unrestricted CIP	40,000	—	40,000	—	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—
<b>Total:</b>	<b>40,000</b>						
<b>Total Funding Sources:</b>		—	40,000	40,000	40,000	—	—

Project Expenditures	Total Project Cost	FY2020	FY2021	FY2022	FY2023	FY2024	Future Project Cost
Planned Uses:							
Soft Costs	—	—	—	—	—	—	—
Installation of Fencing	—	—	—	—	—	—	—
Transfer to CIP18GG01	—	—	—	—	40,000	—	—
<b>Total:</b>	<b>—</b>						
<b>Total Capital Project Expenditures:</b>		—	—	—	40,000	—	—
<b>Total End Year Balance</b>		—	40,000	40,000	—	—	—

**Capital Improvement Program  
Town of Riverdale Park**

**Municipal Center Renovations  
Project #18GG01**



**Department:** Public Works  
**Contact:** Ivy Lewis and Nouman Haider  
**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

**Description:**

The Municipal Center Project will get underway and major components of the project completed by the end of Calendar Year 2023. The components of the project includes additions and space reconfigurations in the Police Department and Town Hall, restroom upgrades in both buildings, a connection between the two buildings, design of the dais and assembly seating in the Council Chambers, and new furnishings in the new multipurpose rooms and conference room in the Chambers. Additionally, painting and new flooring will be completed in the Chambers.

**Justification**

The project has been delayed pending issuance of the required County building permits. Meanwhile, the project had to be rebid. A new contract will be in place before the end of FY23; the second of two permits is also expected during this time. Project completion is expected in calendar year 2023. The completed project will better meet the needs of the community and to improve the efficient use of the structure for years to come.

**Budget Impact**

Funds have been expended in previous years to cover soft-costs, roof and HVAC replacement. The Town currently has funding available from State of Maryland Bond Bills and a loan from the State's Community Development Administration. APRA funds have also been allocated to cover the increased cost of the project.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	-	891,294	618,351	592,016	635,616	—	—	—
1132 - CDA 15 - 30 Year Loan	575,000	—	—	—	—	—	—	—
1133 - State Bond Bills	525,000	—	—	—	—	—	—	—
Sale of Property	70,000	—	—	—	—	—	—	—
Unrestricted CIP	81,364	—	—	80,000	—	—	—	—
American Rescue Plan Act Funds	662,984	—	—	123,600	539,384	—	—	—
Transfer from CIP21PW11	40,000	—	—	40,000	—	—	—	—
<b>Total:</b>	<b>1,954,348</b>							
<b>Total Funding Sources:</b>		<b>891,294</b>	<b>618,351</b>	<b>835,616</b>	<b>1,175,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Design	30,000			30,000				
Construction	2,100,712	272,944	26,335	170,000	1,175,000	—	—	—
<b>Total:</b>	<b>2,130,712</b>							
<b>Total Capital Project Expenditures:</b>		<b>272,944</b>	<b>26,335</b>	<b>200,000</b>	<b>1,175,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>618,351</b>	<b>592,016</b>	<b>635,616</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</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

**Description:**  
 Exterior and several interior improvements were completed in FY2023. Additional work will be done in FY2024 to have an ADA-compliant bathroom and walkway to the building from the street and to repair deteriorated drywall and flooring necessary for the safe use of the building by the community and DPW staff for short-term storage of tools and materials including for maintenance of the community garden and food forest.

**Justification**  
 Improvements are needed to the structure to stabilize and preserve this important community asset for use by the community and Public Works.

**Budget Impact**  
 Funds are available from CIP Unrestricted. This Town owned building needs weatherization and stabilization.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	16,452	21,452	—	—	—
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>		—	30,000	56,452	30,452	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Design	13,548	—	13,548	—	—	—	—	—
Construction	65,452	—	—	35,000	30,452	—	—	—
<b>Total:</b>	<b>79,000</b>							
<b>Total Capital Project Expenditures:</b>		—	13,548	35,000	30,452	—	—	—
<b>Total End Year Balance</b>		—	16,452	21,452	—	—	—	—

**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

**Description:**

The project involves the installation of a fire alarm system, redesign and reconfiguration of the existing men's locker room and restroom, and design and installation of a new women's restroom and locker room. The men's restroom will also be upgraded and the lockers replaced with more appropriately sized lockers for staff's uniforms and personal belongings. Additionally, minor building repairs will be completed as part of the project.

**Justification**

Currently, the DPW building does not have a fire alarm system or women's restroom as required by code. Additionally, existing lockers are dated and in poor condition and need to be replaced, and minor improvements are needed to the men's restroom.

**Budget Impact**

Funding is available from American Rescue Plan Act Funds.

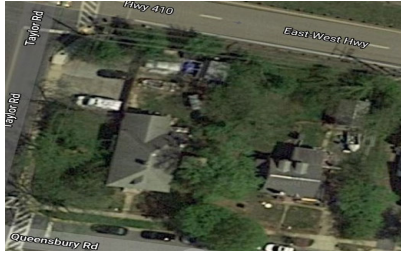
Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	105,000	—	—	—
Unrestricted CIP	—	—	—	—	—	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
American Rescue Plan Act Funds	130,000	—	—	130,000	—	—	—	—
<b>Total:</b>	<b>130,000</b>							
<b>Total Funding Sources:</b>		—	—	130,000	105,000	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:	—	—	—	—	—	—	—	—
Design and Engineering	25,000	—	—	25,000	—	—	—	—
Renovations and Improvements	105,000	—	—	—	105,000	—	—	—
<b>Total:</b>	<b>130,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	25,000	105,000	—	—	—
<b>Total End Year Balance</b>		—	—	105,000	-	-	-	—

**Capital Improvement Program  
Town of Riverdale Park**

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



**Department:** Public Projects  
**Contact:** Ivy Lewis and Nouman Haider  
**Priority:** Medium  
**Type:** Replacement and New  
**Useful Life:** 10 Years  
**Category:** Community Development  
**Location:** Throughout Community  
**Year Submitted:** Ongoing

**Description:**

In FY2023, the demolition and clearance of the residential structures at 5000 and 5002 will be completed and the property graded for future development of the municipal parking lot. Additionally, the Town's on-call engineer completed the concept and engineering design for the parking lot. The development of the parking lot will be completed in FY2024, to include permeable pavement, a perimeter wall, and EV charging stations, along with perimeter and interior landscape areas including trees, and accessibility ramps, sidewalks, and lighting.

**Justification**

The Municipal Center is landlocked. The preferred use is to create a much needed municipal parking lot. The acquisitions occurred in FY2020. The demolitions are the first step in the process. Additionally, a bond bill was secured for installation of lighting infrastructure.

**Budget Impact**

Funding is from the CDA 30-year loan proceeds, American Rescue Plan Act Funds, and CIP Unrestricted.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	55,000	55,000	115,000	355,000	—	—	—
Unrestricted CIP	305,000	—	10,000	30,000	265,000	—	—	—
American Rescue Plan Act 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>1,603,000</b>							
<b>Total Funding Sources:</b>		<b>55,000</b>	<b>115,000</b>	<b>510,000</b>	<b>870,000</b>	<b>—</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Acquisition of 5000 and 5002 Queensbury	493,000	—	—	—	—	—	—	—
Demolition & Engineering	70,000	—	—	70,000	—	—	—	—
Lighting infrastructure	50,000	—	—	—	50,000	—	—	—
Municipal Parking Design and Engineering	85,000	—	—	85,000	—	—	—	—
Construction	455,000	—	—	—	455,000	—	—	—
Transfer to 23GG01					365,000			
<b>Total:</b>	<b>1,153,000</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>155,000</b>	<b>870,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>55,000</b>	<b>115,000</b>	<b>355,000</b>	<b>-</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:** Throughout Community  
**Year Submitted:** Ongoing

**Description:**

Phase 1 of this project is the design and installation of a crossroad gate to secure the east end of Queensbury Road at the Public Works building, where large utility vehicles are stored and staff vehicle trips frequent, and loading and loading of materials and supplies regularly occur. The crossroad gate will prevent motorists, particularly, from traveling into this area to turnaround or anticipating a through street, and discourage parents and children from walking in the street as they walk to and from Riverdale Elementary School. Phase 2 involves the installation of a fence along the south side of Queensbury and the design and installation of a pedestrian walkway on the outside of the fence to facilitate pedestrian safety through this area. This phase requires discussion and coordination with school officials to ensure adequate space for the sidewalk, and with MNCPPC regarding a formal pathway through the open space east of the school between Queensbury and Riverdale Road.

**Justification**

The project is necessary to improve motorists and pedestrian safety at the end of Queensbury Road where vehicles are stored, and where vehicle trips by Public Works staff and delivery trucks are constant throughout the work day.

**Budget Impact**

Phase 1 is funded from unrestricted CIP and ARPA fund. Staff will seek funding through the State's Safe Walk to School Program for Phase 2, comprising the pedestrian walkway and pathway through MNCPPC's open space, and fence.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	112,090	—	—	—
Unrestricted CIP	25,000	—	—	25,000	—	—	—	—
American Rescue Plan Act Funds	137,090	—	—	87,090	50,000	—	—	—
Grant - Safe walk to School	—	—	—	—	—	150,000	—	—
CDA 30-Year Loan	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>162,090</b>							
<b>Total Funding Sources:</b>		—	—	112,090	162,090	150,000	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Engineering for Pedestrian Walkway	—	—	—	—	50,000	—	—	—
Pedestrian Walkway	—	—	—	—	—	150,000	—	—
Crossroad Gate	112,090	—	—	—	112,090	—	—	—
Lighting infrastructure	—	—	—	—	—	—	—	—
Municipal Parking Design and Engineering	—	—	—	—	—	—	—	—
Construction	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>112,090</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	162,090	150,000	—	—
<b>Total End Year Balance</b>		—	—	112,090	—	—	—	—

**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



**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.

**Justification**

The existing system is obsolete and does not provide the desired quality of video and audio communication.

**Budget Impact**

This project is funded by a portion of the cable franchise funds that is set aside each year for Capital projects 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	28,604	28,604	—
Unrestricted CIP	—	—	—	—	—	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Deposit from PEG funds	178,604	22,887	10,028	13,908	12,000	—	—	—
<b>Total:</b>	<b>178,604</b>							
<b>Total Funding Sources:</b>		<b>142,668</b>	<b>152,696</b>	<b>166,604</b>	<b>178,604</b>	<b>28,604</b>	<b>28,604</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Acquire/installation camera system	—	—	—	—	—	—	—	—
System Upgrades	150,000	—	—	—	150,000	—	—	—
	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>150,000</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>150,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>142,668</b>	<b>152,696</b>	<b>166,604</b>	<b>28,604</b>	<b>28,604</b>	<b>28,604</b>	<b>—</b>

**Capital Improvement Program  
Town of Riverdale Park**

**Technology Improvements  
Project #20FS01**

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



**Description:**

In FY2023, a Request for Proposals (RFP) will be issued to procure a software system for the Department of Public Works (DPW), Finance Services, and Administrative Services to automate Customer Relations Management (CRM) processes. Different systems with two-way bridges may be acquired.

**Justification**

Currently, many of the Town operations use manual and localized processes that do not allow for the coordination of work between departments. Additionally, the Town uses QuickBooks accounting software that is not designed for Fund Accounting. Automating workflow processes will improve the quality and timeliness of Town services.

**Budget Impact**

The funds for this project were previously allocated and remain available.

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	—	—	—
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>—</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
New Software System	113,000	—	—	—	113,000	—	—	—
<b>Total:</b>	<b>113,000</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>113,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>62,870</b>	<b>113,000</b>	<b>113,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</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



**Description:**

In 2017 the Town's website was redesigned and vastly improved. However, the agreement with the current vendor is ending in FY2023 and the Town's website is in need of a redesign. Moreover, the Town is seeking a website that is easier to navigate and has more interactive features to meet the growing needs of the community.

**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	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Unrestricted CIP	30,000	—	—	20,000	10,000	—	—	—
American Rescue Plan Act (ARPA) Funds	30,000	—	—	—	30,000	—	—	—
<b>Total:</b>	<b>30,000</b>							
<b>Total Funding Sources:</b>		—	—	20,000	60,000	—	—	—

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

**Capital Improvement Program  
Town of Riverdale Park**

**Technology Improvements  
Project #21PD05**

**Department:** Police Department  
**Contact:** Rosa Guixens  
**Priority:** High  
**Type:** Technology  
**Useful Life:** 7 Years  
**Category:** Technology  
**Location:** Police Department  
**Year Submitted:** FY2021



**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.

**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	—	—	—	—
American Rescue Plan Act (ARPA) Funds	—	—	—	—	—	—	—	—
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>14,124</b>	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Purchase Laptop Computer/Software/Installation	72,852	—	28,728	30,000	14,124	—	—	—
Transfer Balance to CIP21PD01	1,272	1,272	—	—	—	—	—	—
<b>Total:</b>	<b>74,124</b>							
<b>Total Capital Project Expenditures:</b>		<b>1,272</b>	<b>28,728</b>	<b>30,000</b>	<b>14,124</b>	—	—	—
<b>Total End Year Balance</b>		<b>28,728</b>	<b>30,000</b>	—	—	—	—	—

**Capital Improvement Program  
Town of Riverdale Park**

**Neighborhood Safety Camera System  
Project #20PD01**

**Department:** Police  
**Contact:** Rosa Guixens and Nouman Haider  
**Priority:** Medium  
**Type:** New  
**Useful Life:** 5 - 7 Years  
**Category:** Vehicles  
**Location:** Police Department  
**Year Submitted:** Ongoing



**Description:**

Neighborhood Safety Cameras can reduce crime and the fear of crime. In FY2023, cameras were installed in five locations in Town. Additionally, in FY2024, cameras will be installed in the 54th Place Tot Lot and Pocket Park and at the undeveloped Kennedy Street with view to an adjacent vacant lot that attracts unwanted activities. This equipment serves as an invaluable investigative tool and also serves to deter would-be criminal activity.

**Justification**

Improving community safety through the presence and integration of public and private CCTV systems is the main goal of this project.

**Budget Impact**

Funding is available from Restricted CIP and American Rescue Plan Funds (ARPA).

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	160,000	160,000	27,000	—	—	—
Unrestricted CIP	26,000	—	—	—	26,000	—	—	—
Restricted CIP	35,000	35,000	—	—	—	—	—	—
Budget Ammendment	125,000	125,000	—	—	—	—	—	—
American Rescue Plan Act (ARPA) Funds	22,000	—	—	—	22,000	—	—	—
<b>Total:</b>	<b>208,000</b>							
<b>Total Funding Sources:</b>		<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>75,000</b>	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Purchase and Installation	208,000	—	—	133,000	75,000	—	—	—
Design	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>208,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	<b>133,000</b>	<b>75,000</b>	—	—	—
<b>Total End Year Balance</b>		<b>160,000</b>	<b>160,000</b>	<b>27,000</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

**Description:**

This project supports the Town's Walk, Bike, Drive Safety Initiative through the installation of solar-powered flashing LED Stop Signs and Pedestrian Crossing signs at intersections with high pedestrian activity. FY2023 focused on 54th Avenue at Riverdale Road, Riverdale Road near the elementary school, Riverdale Park Station, intersections surrounding the Town Center, and key locations along Queensbury Road. The program will continue in FY2024 with a focus on areas north of MD 410 and along the south stretch of Taylor Road.

**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 blowthroughs and by increasing awareness of high-risk and high incident intersections.

**Budget Impact**

Funding is available from Unrestricted CIP and American Rescue Plan Act Funds.

Funding Sources	Total Required Project Funding	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	—	—	—	—	—
Unrestricted CIP	122,000	—	—	—	112,000	10,000	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—	—
American Rescue Plan Act (ARPA) Funds	90,000	—	—	—	—	90,000	—	—	—
<b>Total:</b>	<b>122,000</b>								
<b>Total Funding Sources:</b>		—	—	—	112,000	100,000	—	—	—

Project Expenditures	Total Project Cost	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:									
LED Flashing Stop Signs	91,000	—	—	—	61,000	30,000	—	—	
LED Flashing PED Crossing Signs	100,000	—	—	—	45,000	55,000	—	—	
Speed Radar Signs	21,000	—	—	—	6,000	15,000	—	—	
<b>Total:</b>	<b>212,000</b>								
<b>Total Capital Project Expenditures:</b>		—	—	—	112,000	100,000	—	—	—
<b>Total End Year Balance</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

**Description:**

Acquire a second Electronic Message Board to communicate important and time-sensitive information to residents and the general public.

**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	—	—	—	—	—	—	—	—
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	—	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
E-Message Board	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>		—	—	—	—	—	—	—



Capital Improvement Program  
Town of Riverdale Park

Defibrillator (AED) and Pads  
Project #23TBD08

**Department:** Police  
**Contact:** Rosa Guixens  
**Priority:** High  
**Type:** Replacements  
**Useful Life:** 5 - 7 Years  
**Category:**  
**Location:** Police Department  
**Year Submitted:** Ongoing



**Description:**

5 AED units and 20 Pads

**Justification**

In 2019 the PD was awarded a grant giving the Department 20 defibrillator units (AED.) The pads in each unit have an expiration date; each set of pads has a shelf life of 30 months. The PD is requesting the purchase of 20 pads to replace the ones that are getting ready to expire. This price listed includes replacement of both adult and pediatric size pads. The PD is also requesting the purchase of 5 new AED units in order to outfit every patrol officer with an AED in their vehicle. This price is for the entire unit to include the carry case and pediatric size pads.

**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	—	—	—	—	-4369	—	—	—
Unrestricted CIP	13,566	—	—	9,197	4,369	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
American Rescue Plan Act (ARPA) Funds	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>13,566</b>							
<b>Total Funding Sources:</b>		—	—	9,197	—	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Defibrillator Pads	13,566	—	—	13,566	—	—	—	—
Defibrillator (AED)	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>13,566</b>							
<b>Total Capital Project Expenditures:</b>		—	—	13,566	—	—	—	—

<b>Total End Year Balance</b>		—	—	-4369	—	—	—	—
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**Capital Improvement Program  
Town of Riverdale Park**

**Office Furnishing  
Project #21PW02**

**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** Medium  
**Type:** Modular Furniture  
**Useful Life:** 10 Years  
**Category:** Renovation, Fixtures and Furniture  
**Location:** Public Works  
**Year Submitted:** FY2021



**Description:**

This project will outfit the two new offices spaces in Town Hall with standard office furnishings including a desk, work table, and chair. Additionally, in FY2022, there was insufficient space in the Public Works building to accommodate the standalone workstations design for crew members necessitated by the pandemic to separate employee workstations for safety. Staff is rearranging small and large equipment in the shop and identifying equipment to relocate to the renovated Boys and Girls Club to create additional space for the standalong workstations. So acquisition of the workstations will carryover into FY2023.

**Justification**

One office space in Town Hall will be reconfigured and another office created as part of the Municipal Center Project. Both offices require new furnishings appropriately sized and functional for the new spaces. Workspace for employees in the Public Works building is a necessity to give crew members designated work space for administrative and individual training purchases.

**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	—	—	6,500	10,000	—	—	—	—
Unrestricted CIP	17,500	6,500	3,500	7,500	—	—	—	—
<b>Total:</b>	<b>17,500</b>							
<b>Total Funding Sources:</b>		<b>6,500</b>	<b>10,000</b>	<b>17,500</b>	—	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Purchase and Installation	—	—	—	—	—	—	—	—
Office Renovations	17,500	—	—	17,500	—	—	—	—
<b>Total:</b>	<b>17,500</b>	—	—	—	—	—	—	—
<b>Total Capital Project Expenditures:</b>		—	—	<b>17,500</b>	—	—	—	—
<b>Total End Year Balance</b>		<b>6,500</b>	<b>10,000</b>	—	—	—	—	—

Capital Improvement Program  
Town of Riverdale Park

Vehicle Replacements - Police  
Project #11PD06

**Department:** Police  
**Contact:** Rosa Guixens  
**Priority:** Medium  
**Type:** Replacements  
**Useful Life:** 5 - 7 Years  
**Category:** Vehicles  
**Location:** Police Department  
**Year Submitted:** 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 three (3) additional cruisers.

**Justification**

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

**Budget Impact**

The Department needs four new cruisers but funding is not currently available to purchase. The Town has had a good experience with the current lease.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	153,193	161,200	20,146	29,639	—	-132207	—
Unrestricted CIP	286,571	35,211	42,735	51,507	102,568	—	—	508,728
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
American Rescue Plan Act (ARPA) Funds	682,186	—	—	435,310	246,876	—	—	—
Transfer from CIP 18GG04	54,000	—	—	—	—	—	—	—
Public Safety Surcharge	207,591	60,000	—	—	—	—	—	—
Sale of Existing Vehicles	35,370	14,207	3,000	12,000	—	—	—	—
<b>Total:</b>	<b>1,265,718</b>							
<b>Total Funding Sources:</b>		<b>262,611</b>	<b>206,935</b>	<b>518,963</b>	<b>379,083</b>	<b>—</b>	<b>-132207</b>	<b>508,728</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Vehicle Lease   Lease Payment four (4) cruisers (FY19 5-Year)	272,804	54,529	54,582	54,582	—	—	—	508,728
Vehicle Lease   Lease Payment four (4) cruisers (FY21 4-Year)	198,705	—	66,235	66,235	66,235	66,235	—	—
Vehicle Lease   Lease Payment four (4) cruisers (FY22 4-Year)	197,916	—	65,972	65,972	65,972	65,972	—	—
Vehicle Purchase   Purchase (4) Police SUV Cruisers (FY23)	302,535	—	—	302,535	—	—	—	—
Vehicle Purchase   Purchase(3) SUV Marked (FY24)	—	—	—	—	—	—	—	—
Vehicle Purchase   Purchase (3) Police Cruisers (FY24)	246,876	—	—	—	246,876	—	—	—
Vehicle Purchase   Chevy Tahoe Upfitted Police SUV	46,882	46,882	—	—	—	—	—	—
<b>Total:</b>	<b>1,265,718</b>							
<b>Total Capital Project Expenditures:</b>		<b>101,411</b>	<b>186,789</b>	<b>489,324</b>	<b>379,083</b>	<b>132,207</b>	<b>—</b>	<b>508,728</b>
<b>Total End Year Balance</b>		<b>161,200</b>	<b>20,146</b>	<b>29,639</b>	<b>—</b>	<b>-132207</b>	<b>-132207</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

**Description:**

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

**Justification**

In FY2023 Neighborhood Services acquired two electric vehicles. In FY2024 an additional electric vehicle will be acquired for the newly created neighborhood service specialist position.

**Budget Impact**

Funding is available from ARPA Funds.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	12,198	—	—	—	12,198	—	—	—
American Rescue Plan Act (ARPA) 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	155,000	—	—	102,802	52,198	—	—	—
<b>Total:</b>	<b>155,000</b>	—	—	102,802	52,198	—	—	—
<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** Ongoing



**Description:**

In FY2024, the project includes the purchase of one pickup truck and in FY2025, the purchase of a small trash truck.

**Justification**

The department purchased four new fleet vehicles - two small-duty trucks in FY2022 and two medium-duty trucks in FY2023. Also in FY2023, the department purchased the Town's first brine machine to lessen salt usage, and a Bobcat Skid Steer Loader. No heavy-duty trucks have been available for purchase and instead staff proposed the use of the funds allocated for this purpose to purchase a leaf vehicle to improve both staff safety and the efficiency of the Department's leaf collection operation.

**Budget Impact**

Funds are in place to purchase a small pickup truck, potentially offset by the sale proceeds from a small pick-up truck, dump truck and leaf machines.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	21,547	54,547	-24312	-15538	1,118	-448882	—
Unrestricted CIP	282,859	33,000	25,453	—	70,000	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
American Rescue Plan Act (ARPA) Funds	549,000	—	—	534,000	15,000	—	—	-1118
Sale of Vehicles	—	—	—	—	—	—	—	—
<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>69,462</b>	<b>1,118</b>	<b>-448882</b>	<b>-1118</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Vehicle Replacement   Pick-up Truck (2)	165,752	—	97,408	—	68,344	—	—	—
Vehicle Purchase   Street Sweeper Purchase	123,645	—	—	—	—	—	—	—
Vehicle Purchase   Bobcat Skid Steer Loader	53,840	—	—	53,840	—	—	—	—
Vehicle Purchase   Bobcat Brine Spreader (2)	7,094	—	—	7,094	—	—	—	—
Vehicle Purchase   Medium Duty Ford F-550 (2)	186,529	—	—	186,529	—	—	—	—
Vehicle Purchase   Super Duty Ford F-750 (2)	250,000	—	—	250,000	—	—	—	—
Vehicle Purchase   Small Trash Truck	—	—	—	—	—	450,000	—	-1118
Vehicle Improvements   Vehicle Tool Box/ Bed Liner	43,882	—	6,904	27,764	—	—	—	—
<b>Total:</b>	<b>830,741</b>							
<b>Total Capital Project Expenditures:</b>		<b>—</b>	<b>104,312</b>	<b>525,226</b>	<b>68,344</b>	<b>450,000</b>	<b>—</b>	<b>-1118</b>
<b>Total End Year Balance</b>		<b>54,547</b>	<b>-24312</b>	<b>-15538</b>	<b>1,118</b>	<b>-448882</b>	<b>-448882</b>	<b>—</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:** Various Throughout the Town  
**Year Submitted:** Ongoing



**Description:**

In FY2024, staff seeks to complete the conversion of the Town's remaining halogen lights with the more efficient LED lights, at 3000 Kelvins, a lower color temperature; and replace existing 5500 Kelvin LED lights with 3000 Kelvin. It also includes the purchase of streetlights to replace damaged ones.

**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	9,610	—	—	—
Unrestricted CIP	169,081	10,000	30,000	20,500	94,000	—	—	—
<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>103,610</b>	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Purchase and Installation	126,500	—	—	22,890	103,610	—	—	—
Acquisition, installation and upgrades	24,581	10,581	—	18,000	—	—	—	—
<b>Total:</b>	<b>151,081</b>							
<b>Total Capital Project Expenditures:</b>		<b>10,581</b>	—	<b>40,890</b>	<b>103,610</b>	—	—	—
<b>Total End Year Balance</b>		—	<b>30,000</b>	<b>9,610</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:** Neighborhoods - East of River  
**Year Submitted:** FY2021



**Description:**

In FY2022, staff identified areas in and around the multifamily structures east of the river where additional lighting was needed and prepared a lighting plan. In FY2023, the project will include the acquisition and installation of improved lighting along 54th Avenue south of Riverdale Road.

**Justification**

The lighting project is consistent with the Town's vision and commitment for housing and neighborhoods, business and economic development and infrastructure. This improvement will positively impact public safety in this community.

**Budget Impact**

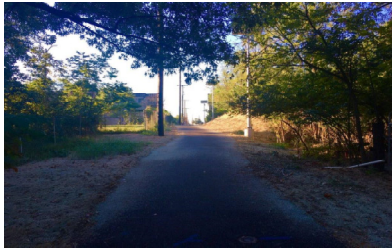
A transfer from General Fund Unallocated reserve to the CIP fund made in a budget amendment provides \$30,000. Additional funding is from reprogramming an existing CDBG grant administered through Prince George's County. An additional amount of CIP Unrestricted is added to support th project.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	180,000	177,295	—	—	—	—
Unrestricted CIP	80,000	—	—	80,000	—	—	—	—
CDGB Grant PY46	150,000	150,000	—	—	—	—	—	—
American Rescue Plan Act (ARPA) Funds	—	—	—	—	—	—	—	—
Budget Ammdement	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>	—	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Engineering and Design	72,331	—	2,705	69,626	—	—	—	—
Acquisition of Poles and LED Kits	30,000	—	—	30,000	—	—	—	—
Installation	157,669	—	—	157,669	—	—	—	—
<b>Total:</b>	<b>260,000</b>							
<b>Total Capital Project Expenditures:</b>		—	<b>2,705</b>	<b>257,295</b>	—	—	—	—
<b>Total End Year Balance</b>		<b>180,000</b>	<b>177,295</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

**Description:**

Phase 2 of the project involved the installation of new Town streetlights north and south of the Town Center to complete Trolley Trail lighting. The electrical plan needed to support the new lights has been completed but the installation of the new streetlights were not completed in FY2023. A bid solicitation was not successful. Staff will seek to secure a bid to complete the project in FY2024.

**Justification**

Trail lighting would benefit the pedestrian / biker experience by enhancing the safety and security of users. The lighting will also encourage additional pedestrian traffic to support the Town Center businesses.

**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	83,326	—	—	—
Unrestricted CIP	85,000	85,000	—	—	—	—	—	—
State of MD Bond Bill	85,000	85,000	—	—	—	—	—	—
<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>83,326</b>	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Electrical Plan design	46,674	25,000	14,330	7,344	—	—	—	—
Pepco Lighting Fee	40,000	—	40,000	—	—	—	—	—
Installation of Wiring and Streetlights	83,326	—	—	—	83,326	—	—	—
<b>Total:</b>	<b>170,000</b>							
<b>Total Capital Project Expenditures:</b>		<b>25,000</b>	<b>54,330</b>	<b>7,344</b>	<b>83,326</b>	—	—	—
<b>Total End Year Balance</b>		<b>145,000</b>	<b>90,670</b>	<b>83,326</b>	—	—	—	—



**Capital Improvement Program  
Town of Riverdale Park**

**Police Weapons  
Project #24PD01**



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

**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	—	—	—	—	—	—	—	—
Unrestricted CIP	20,000	—	—	—	20,000	—	—	—
<b>Total:</b>	<b>20,000</b>							
<b>Total Funding Sources:</b>		—	—	—	<b>20,000</b>	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Smith & Wesson M&P Handguns	20,000	—	—	—	20,000	—	—	—
<b>Total:</b>	<b>20,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	<b>20,000</b>	—	—	—
<b>Total End Year Balance</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

**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	—	—	—	—
Unrestricted CIP	98,110	20,350	25,000	17,760	25,000	—	—	—
<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>25,000</b>	<b>—</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Public Benches, Trash & Recycling containers	98,110	19,653	25,000	25,698	25,000	—	—	—
<b>Total:</b>	<b>98,110</b>							
<b>Total Capital Project Expenditures:</b>		<b>19,653</b>	<b>25,000</b>	<b>25,698</b>	<b>25,000</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>		<b>7,938</b>	<b>7,938</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

**Capital Improvement Program  
Town of Riverdale Park**

**Engineering Services  
Project #23PW02**

**Department:** TBD  
**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:** Ongoing



**Description:**

This capital improvement projects funds r Engineering Services 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 unschedule project or formerly unidentified infrastructure problem; and, review complicated utility permit applications and identify requirements that 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 substantially increase.

**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	—	—	—	—	20,000	—	—	—
Grants, Loans, or Other Sources TBD	—	—	—	—	—	—	—	—
Unrestricted CIP	80,000	—	—	50,000	30,000	—	—	—
American Rescue Plan Act (ARPA) Funds	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>80,000</b>							
<b>Total Funding Sources:</b>		—	—	50,000	50,000	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Engineering Expenditures	80,000	—	—	30,000	50,000	—	—	—
<b>Total:</b>	<b>80,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	30,000	50,000	—	—	—
<b>Total End Year Balance</b>		—	—	20,000	—	—	—	—

**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 Pl and Lafayette Ave  
**Year Submitted:** FY2024

**Description:**

This project involves the redesign and reconstruction of the Lafayette Avenue and Natoli Place crisscross road configuration to provide greater clarity for drivers and improve safety for all users. Consideration will also to increasing green space as part of the reconstruction.

**Justification**

The redesign and reconstruction of the roadways supports the Town's Walk, Bike, Drive Safety Initiative to improve safety for all modes of transportation; the opportunity to expand green space aligns with the Sustainability and Arts and Recreation vision and commitment statements.

**Budget Impact**

This project is funded with ARPA funds.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	—	—	—	—
Unrestricted CIP	—	—	—	—	—	—	—	—
Restricted CIP	—	—	—	—	—	—	—	—
American Rescue Plan Act Funds	325,000	—	—	—	325,000	—	—	—
<b>Total:</b>	<b>325,000</b>							
<b>Total Funding Sources:</b>		—	—	—	<b>325,000</b>	—	—	—

Project Expenditures	Total Project Cost	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Future Project Cost
Planned Uses:								
Phase I Design and engineering	45,000	—	—	—	45,000	—	—	—
Phase II Improvements	280,000	—	—	—	280,000	—	—	—
	—	—	—	—	—	—	—	—
<b>Total:</b>	<b>325,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	<b>325,000</b>	—	—	—
<b>Total End Year Balance</b>		—	—	—	—	—	—	—

Capital Improvement Program  
Town of Riverdale Park

Longfellow Street Storm Water Improvements  
Project #20PP01



**Department:** Public Projects  
**Contact:** Ivy Lewis  
**Priority:** High  
**Type:** Improvements  
**Useful Life:** 25 Years  
**Category:** Infrastructure  
**Location:** Longfellow Street  
**Year Submitted:** FY2015

**Description:**

This project addresses a longstanding drainage issue in the public right-of-way and separately on private property on the south side of Longfellow Street. The scope of the project includes the installation of new inlets and storm drain pipes in the public right-of-way and on two adjacent private properties. A construction contract is in place and the project is expected to be completed within the first half of FY2023.

**Justification**

Flooding on Longfellow Street and two residential projects including during normal rainfalls have been ongoing for more than a decade. A design solution has been formulated and the project is ready for construction. Once the project is complete, the County will own this new infrastructure.

**Budget Impact**

Prince George's County provided \$100,000 for the project; it was increased to \$200,000 in FY2020. The Town's additional request for \$50,000 is pending and will cover the bid price for construction. There will be minimal maintenance costs for the Town, limited to keeping storm drain inlets free of leaves and debris.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	38,030	30,437	99,766	-14,697	—	—	—
Unrestricted CIP	39,697	—	—	25,000	14,697	—	—	—
Restricted CIP	—	—	—	—	—	—	—	—
Grants - Municipal Participation Program	250,000	—	100,000	50,000	—	—	—	—
<b>Total:</b>	<b>289,697</b>							
<b>Total Funding Sources:</b>		<b>38,030</b>	<b>130,437</b>	<b>174,766</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Engineering and Design	92,641	—	30,671	—	—	—	—	—
Construction	197,055	7,593	—	189,462	—	—	—	—
<b>Total:</b>	<b>289,697</b>							
<b>Total Capital Project Expenditures:</b>		<b>7,593</b>	<b>30,671</b>	<b>189,462</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

<b>Total End Year Balance</b>		<b>30,437</b>	<b>99,766</b>	<b>-14,697</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
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**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:** Longfellow Street  
**Year Submitted:** FY2024

**Description:**

This to-be-determined storm water management improvement project is funded by a State of Maryland Grant. The project will be determined by the Mayor and Council, and may include new and expanded efforts to mitigate risk of flooding, develop water retention areas, or otherwise address flooding concerns.

**Justification**

The Town has experienced various flood events and continues to work to improve storm water management. Improving stormwater management is a Town priority.

**Budget Impact**

This grant was made available to address various flooding concerns in Town. There is no local match required.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	—	—	—	—	—	—	—
Unrestricted CIP	—	—	—	—	—	—	—	—
Restricted CIP	—	—	—	—	—	—	—	—
State Grant	150,000	—	—	—	150,000	—	—	—
<b>Total:</b>	<b>150,000</b>							
<b>Total Funding Sources:</b>		—	—	—	150,000	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Engineering and Design	50,000	—	—	—	50,000	—	—	—
Construction	100,000	—	—	—	100,000	—	—	—
<b>Total:</b>	<b>150,000</b>							
<b>Total Capital Project Expenditures:</b>		—	—	—	150,000	—	—	—
<b>Total End Year Balance</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:** 54th Avenue and Spring Lane  
**Year Submitted:** FY2022

**Description:**

This project combines an existing project with new and future CDBG funded sidewalk projects. Each year the Town applies for CDBG Funds to improve pedestrian safety through new sidewalk installation and replacements. Projects are completed in approved low-to-moderate income census tracts as an area improvement. The 54th Avenue / Spring Lane sidewalk project has carryover to FY2023. In FY2024, the Town expects to gain \$400,000 for a PY49 Sidewalk improvement project (47th, 48th & Lafayette Avenues).

**Justification**

The project will improve accessibility, safety, and walkability in low-to-moderate income residential areas with considerable foot traffic. This project focus is walk routes that currently require pedestrians to walk in the street for portions of their travel. These projects align with the Town's vision and commitment to housing and neighborhoods, infrastructure, and transportation.

**Budget Impact**

Funding is from CDBG Grants and American Rescue Plan Act Funds (ARPA).

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	155,000	155,000	167,500	400,000	—	—	—
Unrestricted CIP	45,000	—	45,000	—	—	—	—	—
American Rescue Plan Act Funds	125,000	—	—	—	125,000	—	—	—
CDBG Grant PY47	305,000	—	150,000	—	—	—	—	—
CDBG Grant PY49	400,000	—	—	400,000	—	—	—	—
<b>Total:</b>	<b>875,000</b>							
<b>Total Funding Sources:</b>		<b>155,000</b>	<b>350,000</b>	<b>567,500</b>	<b>525,000</b>	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Design/Engineering	100,916	—	25,916	—	75,000	—	—	—
48th Avenue Construction	156,584	—	156,584	—	—	—	—	—
54th Avenue / Spring Ln Construction	167,500	—	—	167,500	—	—	—	—
47th, 48th & Lafayette Avenues Construction	450,000	—	—	—	450,000	—	—	—
<b>Total:</b>	<b>875,000</b>							
<b>Total Capital Project Expenditures:</b>		—	<b>182,500</b>	<b>167,500</b>	<b>525,000</b>	—	—	—
<b>Total End Year Balance</b>		<b>155,000</b>	<b>167,500</b>	<b>400,000</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:** Varried throughout the Town  
**Year Submitted:** FY2020

**Description:**

The Curb Ramp Installation project will involve the identification and prioritization of intersections in high traffic locations currently without curb ramps.

**Justification**

Curb ramps provide access between the sidewalk and roadway for people using wheelchairs, walkers, crutches, and generally those who have mobility restrictions, temporary or permanent, that make it difficult to step up and down from curbs. Curb ramps are necessary to ensure the safety of these residents.

**Budget Impact**

American Rescue Plan Act (ARPA) 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	—	—	—	—
Unrestricted CIP	25,000	—	25,000	—	—	—	—	—
CDA 15-Year Loan	25,356	—	—	—	—	—	—	—
American Rescue Plan Act Funds					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>75,000</b>	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Engineering, Design, Contract Management	25,356	5,356	—	5,000	15,000	—	—	—
Construction	100,000	20,000	—	20,000	60,000	—	—	—
<b>Total:</b>	<b>125,356</b>							
<b>Total Capital Project Expenditures:</b>		<b>25,356</b>	—	<b>25,000</b>	<b>75,000</b>	—	—	—
<b>Total End Year Balance</b>		—	<b>25,000</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:** 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. In FY2024, sidewalk and roadway improvement projects will be completed throughout the Town.

**Justification**

Public Works updates the road condition assessment annually and maintains a list of sidewalks needing repair.

**Budget Impact**

In FY2024, ARPA funds are allocated as part of the Town's Walk, Bike, Drive Safety Initiative. Additionally, Highway User funds will be used for road repair.

Funding Sources	Total Required Project Funding	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Funds Required
Beginning Balance	—	356,653	509,821	80,768	170,673	—	—	—
Highway User Revenue	1,397,130	188,168	219,053	221,122	278,748	—	—	—
Grants - Municipal Participation Program	320,721	—	—	—	300,000	—	—	—
Unrestricted CIP	—	—	—	—	—	—	—	—
American Rescue Plan Act (ARPA) Funds	450,000	—	—	—	450,000	—	—	—
<b>Total:</b>	<b>1,717,851</b>							
<b>Total Funding Sources:</b>		<b>544,821</b>	<b>728,874</b>	<b>301,890</b>	<b>1,199,421</b>	—	—	—

Project Expenditures	Total Project Cost	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Future Project Cost
Planned Uses:								
Design Services	151,297	—	89,097	62,200	—	—	—	—
Roadway Improvements	2,016,554	35,000	559,009	69,017	1,199,421	—	—	—
<b>Total:</b>	<b>2,167,851</b>							
<b>Total Capital Project Expenditures:</b>		<b>35,000</b>	<b>648,106</b>	<b>131,217</b>	<b>1,199,421</b>	—	—	—
<b>Total End Year Balance</b>		<b>509,821</b>	<b>80,768</b>	<b>170,673</b>	—	—	—	—

Section 20

**FY2024**

**Economic Recovery Strategy Fund ARPA**

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In March 2021, President Biden signed ARPA legislation, which provides states and localities with funds to support the ongoing public health response and help communities recover. The Town of Riverdale Park is receiving \$6,465,638 in two equal allotments. The first allotment was received in September 2021, and the second one will come in September of 2022. The funds must be fully obligated by December 31, 2024, and spent by December 31, 2026.

The Town's top priorities include ensuring the health and safety of Riverdale Park's residents, businesses, and employees, creating a more efficient and effective operation, and completing visible and impactful projects that would have not otherwise been undertaken. Consistent with previous presentations and discussions the following is presented as the spending plan for the ARPA grant funds:

**Public Health:** Throughout the COVID-19 Pandemic, the Town has worked to ensure a safe work environment and community. The Town will continue to acquire and distribute Personal Protective Equipment for staff and the community, along with COVID-19 test kits for staff.

**Negative Economic Impacts:** The Town has established various programs to assist residents and businesses most impacted by the economic stressors. The Farmers Market Dollars program, the Emergency Housing Assistance Program, and the Small Business Assistance program are examples of assisting the community. The allocated funding positions the Town to maintain its outward and progressive efforts to address negative economic impacts.

**Capital Acquisitions and Project Completion:** This expenditure area involves the acquisition of equipment and vehicles and the completion of capital projects. This project sheet further illustrates the fund transfer from the Economic Recovery Strategy Fund to the Capital Improvement Fund, as documented on the Fund Balance Sheet. See Capital Improvement Section 19 for more detail.

**Administration:** The Town hired an ARPA Project Manager as a full-time term employee. This project sheet accounts for all related salary and benefit costs. A one-time Inflationary Stipend has been included in this section. The Town values its employees. Town employees have been working under very difficult circumstances to step up and serve our community, and are now impacted by inflation.

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**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>	—	—	420,577.75	3,390,372.75	310,753.59	—
Economic Development Fund ARPA	6,465,638.00	1,120,638.00	5,045,000.00	300,000.00	—	—
<b>Total Funding Sources:</b>	<b>6,465,638</b>	<b>1,120,638</b>	<b>5,465,578</b>	<b>3,690,373</b>	<b>310,754</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	190,589.00	88,329.00	37,260.00	40,000.00	25,000.00	—
Negative Economic Impacts	1,695,469.25	547,151.25	551,007.00	415,373.00	181,938.00	—
Infrastructure/CIP	—	—	1,241,938.00	2,733,062.00	—	—
Revenue Replacement	100,000.00	—	100,000.00	—	—	—
Administration	504,580.00	64,580.00	145,000.00	191,184.16	103,815.84	—
<b>Total Project Expenditures :</b>	<b>6,465,638</b>	<b>700,060</b>	<b>2,075,205</b>	<b>3,379,619</b>	<b>310,754</b>	<b>—</b>
<b>Total End Year Balance</b>	<b>—</b>	<b>420,578</b>	<b>3,390,373</b>	<b>310,754</b>	<b>—</b>	<b>—</b>

**Economic Recovery Strategy  
Town of Riverdale Park**

**Public Health**

**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** High  
**Type:** ARPA  
**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 (ARPA)

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	Future Funds Required
Beginning Balance		—	156,671	204,411	204,411	—
ARPA Funds	370,000	245,000	85,000	40,000	—	—
<b>Total Funding Sources:</b>	<b>370,000</b>	<b>245,000</b>	<b>241,671</b>	<b>244,411</b>	<b>204,411</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2022	FY2023	FY2024	FY2025	Future Project Cost
Planned Uses:						
COVID-19 Vaccination	—	—	—	—	—	—
COVID-19 Testing	10,000	—	—	5,000	5,000	—
Personal Protective Equipment	170,589	88,329	37,260	25,000	20,000	—
Mental Health Services	—	—	—	—	—	—
Substance Use Services	—	—	—	—	—	—
Other Public Health Services Care packages for seniors	10,000	—	—	10,000	—	—
<b>Total Public Health Expenditures :</b>	<b>190,589</b>	<b>88,329</b>	<b>37,260</b>	<b>40,000</b>	<b>25,000</b>	<b>—</b>
<b>Total End Year Balance</b>	<b>179,411</b>	<b>156,671</b>	<b>204,411</b>	<b>204,411</b>	<b>179,411</b>	<b>—</b>

**Economic Recovery Strategy  
Town of Riverdale Park**

**Negative Economic Impacts**

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



**Description:**

To 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 (ARPA)

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	Future Funds Required
Beginning Balance	—	—	263,487	437,480	142,107	—
ARPA Funds	1,655,638	810,638	725,000	120,000	—	—
Economic Development Fund						—
<b>Total Funding Sources:</b>	<b>1,655,638</b>	<b>810,638</b>	<b>988,487</b>	<b>557,480</b>	<b>142,107</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	927,610	237,867	252,805	255,000	181,938	—
Food Assistance (Nonprofit)	201,436	103,036	98,400	—	—	—
<b>Household Assistance: Rent, Mortgage and Utility Aid</b>						
Rent/Mtg/Utility (Nonprofit)	470,373	200,000	180,000	90,373	—	—
<b>Household Assistance: Small Business</b>						
Direct Assistance to Small Business	96,050	6,248	19,802	70,000	—	—
<b>Aid to Nonprofit Organizations</b>						
Varies programs in partnership w/ nonprofits	—	—	—	—	—	—
<b>Total Negative Economic Impacts Expenditures:</b>	<b>1,695,469</b>	<b>547,151</b>	<b>551,007</b>	<b>415,373</b>	<b>181,938</b>	<b>—</b>
<b>Total End Year Balance</b>	<b>-39831</b>	<b>263,487</b>	<b>437,480</b>	<b>142,107</b>	<b>-39831</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:** ARPA  
**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**

ARPA funds may be used for Infrastructure Projects.

**Budget Impact**

Funding is available from Restricted Use Economic Recovery Strategy Funds (ARPA)

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	Future Funds Required
Beginning Balance	—	—	—	2,733,062	—	—
ARPA Funds	3,975,000	—	3,975,000	—	—	—
<b>Total Funding Sources:</b>	<b>3,975,000</b>	<b>—</b>	<b>3,975,000</b>	<b>2,733,062</b>	<b>—</b>	<b>—</b>
Project Expenditures	Total Project Cost	FY2022	FY2023	FY2024	FY2025	Future Project Cost
Planned Uses:						
Capital Improvement Projects and Acquisitions	3,975,000	—	1,241,938	2,733,062	—	—
<b>Total Capital Project Expenditures:</b>	<b>3,975,000</b>	<b>—</b>	<b>1,241,938</b>	<b>2,733,062</b>	<b>—</b>	<b>—</b>
<b>Total End Year Balance</b>	<b>—</b>	<b>—</b>	<b>2,733,062</b>	<b>—</b>	<b>—</b>	<b>—</b>

**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** High  
**Type:** ARPA  
**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 (ARPA)

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	Future Funds Required
Beginning Balance	—	—	—	—	—	—
ARPA Funds	—	—	—	—	—	—
Economic Development Fund	—	—	—	—	—	—
<b>Total Funding Sources:</b>	—	—	—	—	—	—
Project Expenditures	Total Project Cost	FY2022	FY2023	FY2024	FY2025	Future Project Cost
Planned Uses:						
Provision of Government Services - Revenue Replacement	100,000	—	100,000	—	—	—
<b>Total Capital Project Expenditures:</b>		—	<b>100,000</b>	—	—	—
<b>Total End Year Balance</b>	—	—	<b>-100000</b>	—	—	—

**Economic Recovery Strategy  
Town of Riverdale Park**

**Administration**

**Department:** Development Services  
**Contact:** Ryan Chelton  
**Priority:** High  
**Type:** ARPA  
**Useful Life:** 4 Years  
**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**

ARPA 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 (ARPA)

Funding Sources	Total Required Project Funding	FY2022	FY2023	FY2024	FY2025	Future Funds Required
Beginning Balance	—	—	—	115,000	63,816	—
ARPA Funds	465,000	65,000	260,000	140,000	—	—
Economic Development Fund ARPA	—	—	—	—	—	—
<b>Total Funding Sources:</b>	<b>465,000</b>	<b>65,000</b>	<b>260,000</b>	<b>255,000</b>	<b>63,816</b>	<b>—</b>

Project Expenditures	Total Project Cost	FY2022	FY2023	FY2024	FY2025	Future Project Cost
Planned Uses:						
Administrative Expenses	504,580	64,580	145,000	191,184	103,816	—
<b>Total Administration Expenditures:</b>	<b>504,580</b>	<b>64,580</b>	<b>145,000</b>	<b>191,184</b>	<b>103,816</b>	<b>—</b>
<b>Total End Year Balance</b>	<b>-39580</b>	<b>420</b>	<b>115,000</b>	<b>63,816</b>	<b>-40000</b>	<b>—</b>

Section 21

**FY 2024**

**Appendices**

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# APPENDIX A

## State of the Town

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1



2



# Acknowledgements



Mayor and Council



Town Residents



CKAR CDC



RP Farmers Market, Inc.



Riversdale House Museum



Riverdale Park Arts



Hyattsville CDC



Riverdale Volunteer Fire Department, Inc.



Prince George's County Government



State of Maryland



Faith Community Partners



District 22 Delegation

3

B0

# Acknowledgements

Board of Code Appeals

Chief's Community Advisory Council

Ethics Commission

Green Team / Sustainability Committee

Redistricting Committee

Town Seal Design Committee

TRP Board of Elections



4

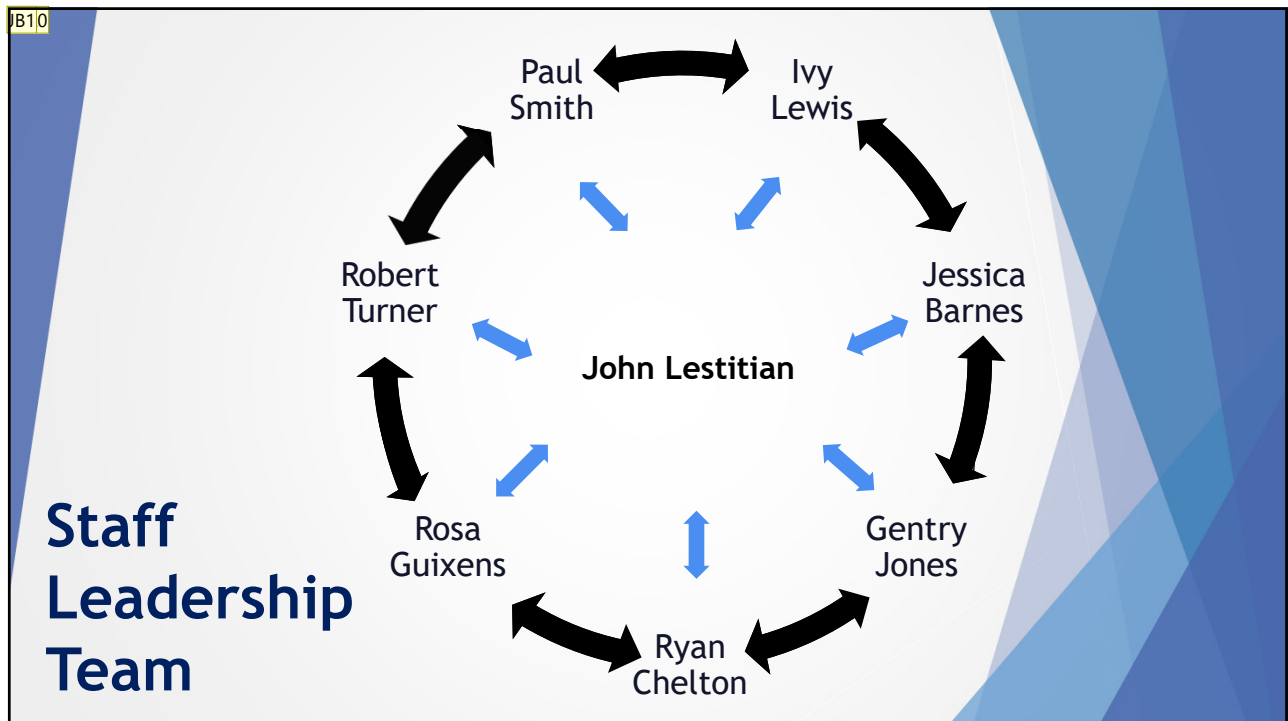
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# THANK YOU - TRP TEAM



5

B10



6

## Challenges / Concerns

- Stormwater Management
- Affordable Housing
- Staffing / Size of the Organization
- Supply chain
- Inflation
- COVID-19
- Stressors on residents, businesses, and staff
- Economy



7

## Living our values



- Diversity and Inclusion
- Vision and Commitment
- E<sup>5</sup>
- Resident Engagement
- Mayor and Council Leadership
- Town Employees' Contributions

8

# Vision and Commitment Statements

-  Housing and Neighborhoods
-  Sustainability
-  Business and Economic Development
-  Infrastructure

9

# Vision and Commitment Statements

-  Arts and Recreation
-  Community Engagement & Transparency
-  Professional, Well-trained Employees
-  Transportation
-  **E5** Ethical Governance

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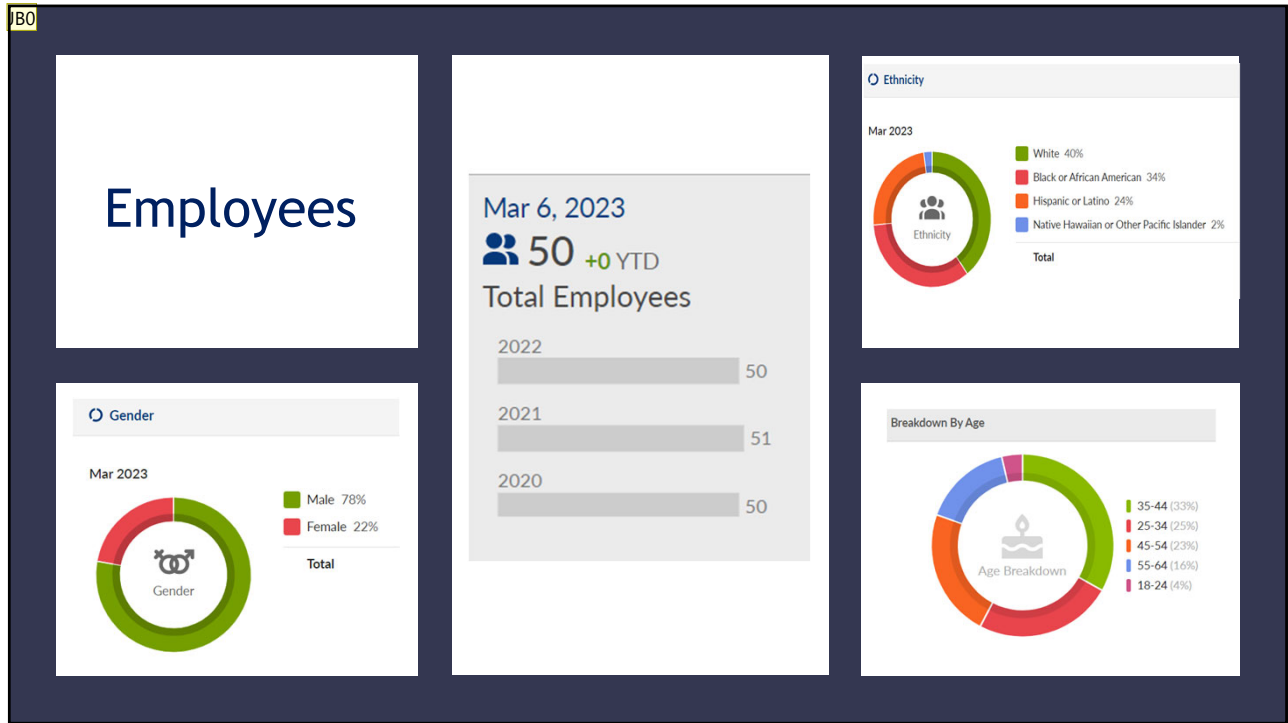


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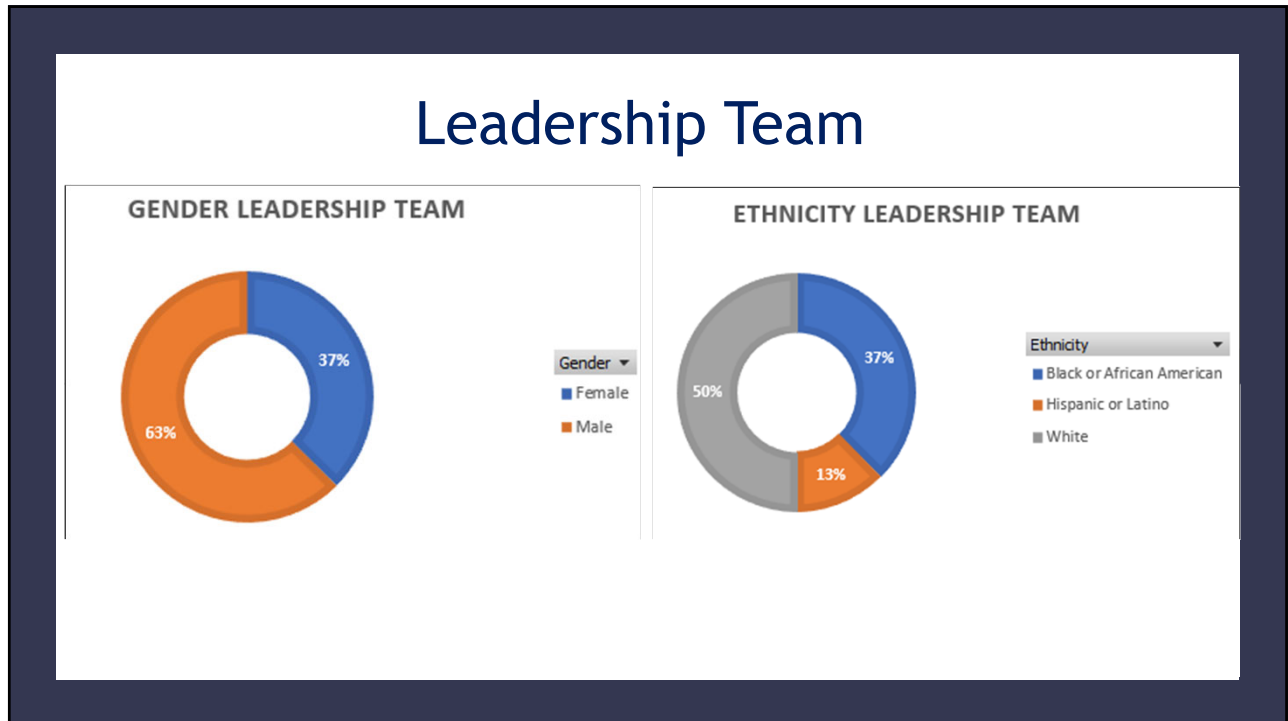


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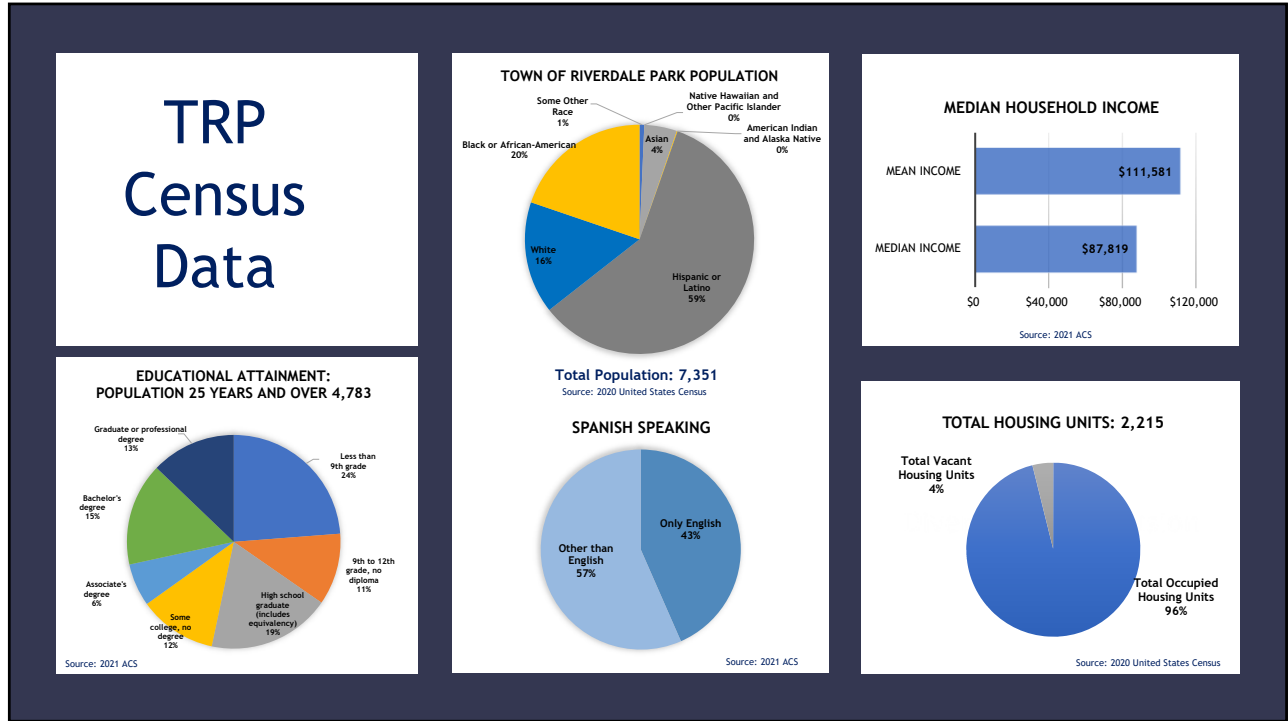
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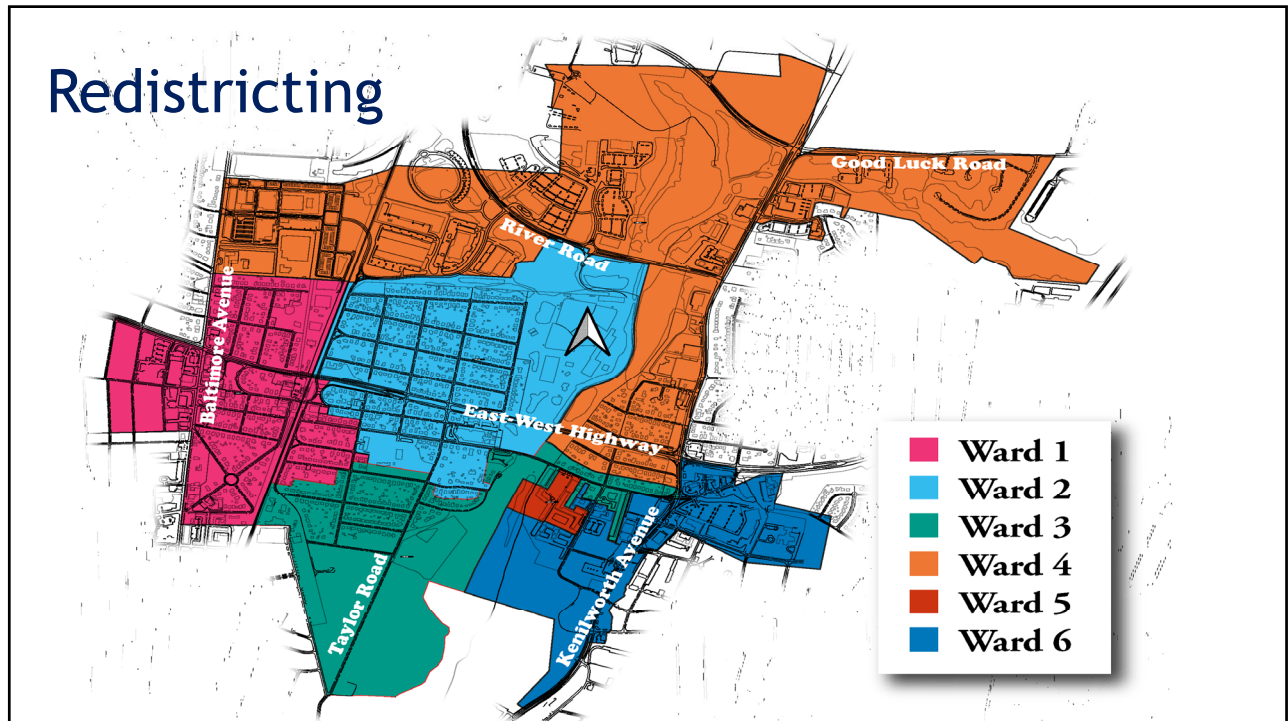
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# E<sup>5</sup> = Excellence in Service

- Ethics
- Expectations
- Efficiency
- Effectiveness
- Execution



17

COR1

## Excellence in Service

“Excellence in Service is doing the good work with love.”  
- Jose Quinteros, Maintenance Technician



“Excellence in Service is helping to keep TRP residents safe.”  
- Felix Martinez-Sanchez, RPPD Officer

“Excellence in Service is promptly responding to residents.” - Jermaine Dixon, Neighborhood Specialist

“Excellence in Service is providing a safe environment for ideas and questions.”  
- Tracey Perrin, Parking Permit Manager

“Excellence in Service is being transparent with the TRP community.”  
- Cristian Ortiz, Program Specialist

“Excellence in Service is doing the right job, right.”  
- Ivy Lewis, Director of Public Works

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B2R1

# Community Outreach

- Social Media platforms
- *Town Crier* (English and Spanish)
- Festival of Lights virtual event
- Children’s Holiday Party virtual event
- Food Distributions
- Community Clean-ups
- Status & Information Reports
- Community Conversations



## The Riverdale Park Town Crier

**March 2023**  
 2023 Election Notice  
 Council Actions  
 Community Conversations  
 State of the Town  
 Upcoming Virtual Meetings  
 Mayor's Report  
 Mayor's Report Council  
 New Building Map  
 2023 & 2024 Budget Preparation  
 Election Information  
 Absentee Ballot  
 Absentee Ballot Spanish  
 Volunteer Opportunities  
 Sal. Environment Academy  
 Wildlife Habitat  
 Women's History Month  
 Earth Day Clean Up

**2023 ELECTION NOTICE**

In compliance with the Charter of the Town of Riverdale Park, Maryland, an election will be held on Monday, May 1, 2023, to elect the Mayor and Council. Voting will take place on Monday, May 1, 2023 at Riverdale Park Town Hall (2000 Conantway Road) and will be open from 7 a.m. to 8 p.m.

Residents may also vote by mail (or ballot dropoff) by requesting an Absentee Ballot. Absentee ballot applications are available at [www.riverdalepark.gov](http://www.riverdalepark.gov), by e-mail request to [Info@riverdalepark.gov](mailto:Info@riverdalepark.gov), or by calling 301-927-6383 (ext. 505). Absentee ballot applications must be received by Friday, April 14, 2023.

Candidates for office must file a Petition for Election Office and a Financial Disclosure Statement with the Board of Elections no later than 5:00 p.m. on Thursday, April 6, 2023, to have their names placed on the official ballot. Petitions for Election Office and Financial Disclosure Statements are available on the Town website: [www.riverdalepark.gov](http://www.riverdalepark.gov), by e-mail request to [Info@riverdalepark.gov](mailto:Info@riverdalepark.gov) or by calling 301-927-6383 (ext. 505). There is a \$25.00 filing fee for all candidates.

All residents sixteen years of age or older, who have resided in the Town of Riverdale Park for 60 days or more preceding Monday, May 1, 2023 (March 27, 2023, to April 26, 2023), will be entitled to vote. More information regarding how to register to vote is available in the Town Year and on the Town's website [www.riverdalepark.gov](http://www.riverdalepark.gov). After the voter registration roll will also be available on the Town Day, Monday, May 8, 2023.

**in Rivdale de Riverdale Park, vote Absentee en español. Peticiones de inscripción de Oficio.**



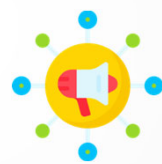
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# Community Outreach

- Walk & Talks
- Coffee with a Cop
- Train Stop Tunes
- Jazz on the Lawn
- Patio Concert Series
- Walk, Bike, Drive Safety Initiative
- National Night Out



**Riverdale Park**  
 walk  
 bike  
 drive  
**Safety Initiative**  
 #WRDTRP



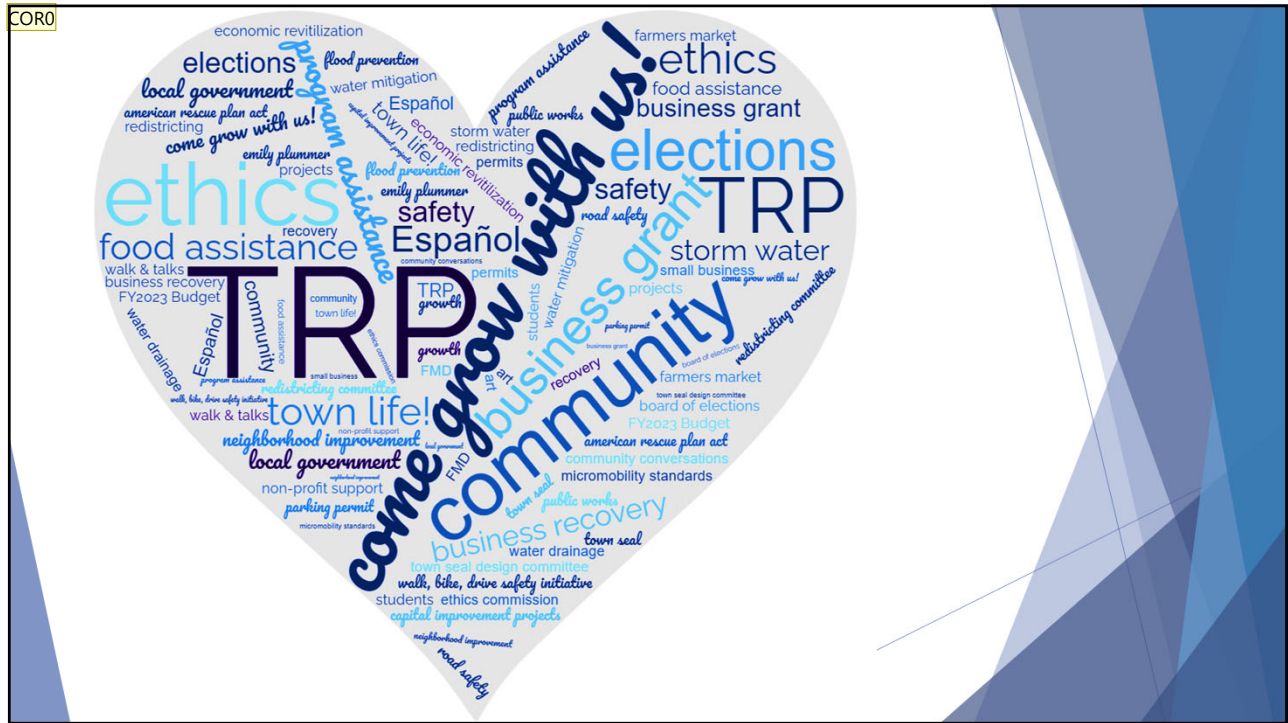
**Small Business SATURDAY**  
 11:30-3:30 PM  
 Making it & music accessible to you!



**CALL FOR MUSICIANS**  
 Train Stop Tunes EVERY FRIDAY  
 RIVERDALE PARK

20

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21

COR1

# Community Investment

- ▶ Business Growth Grant; Awardees were reimbursed \$5,000 after spending at least \$10,000 in hard construction costs.
- ▶ Manifest Bread - Riverdale Park’s newest bakery - the owners completed a total renovation and full build-out at 6208 Rhode Island Avenue
- ▶ Hot Yoga Riverdale - Owner added an additional suite and upgraded HVAC system
- ▶ 2Fifty Texas BBQ received \$2,500 for beautification of outdoor patio space



22

## Community Investment

- ▶ Emergency Repair Grant; September 19, 2022, Council adopted a resolution amending the Emergency Repair Grant in response to recent flooding, residents now eligible for up to \$5,000 and no match required for residents whose income is less than 50% of area median income.
- ▶ 5 residents were awarded up to \$5,000 for emergency repairs
- ▶ 20 residents were awarded Accessory Structure Grant of \$1,000



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## Departments



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## Office of Administrative Services Accomplishments

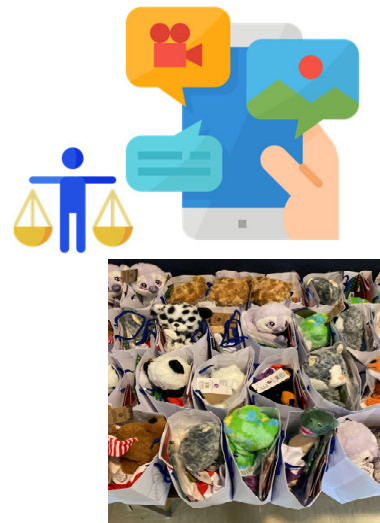
- Translated *Town Crier* into Spanish
- Improved Network Security through cybersecurity training for staff and ongoing phishing testing and training
- Rebranded and reimagined Community Walks to create Walk & Talks
- Implemented Community Conversations series to address topics of interest to residents on a virtual platform
- Managed community outreach for permit parking discussions and drafted framework for new permit parking program
- Coordinated public meetings and public outreach for Redistricting Committee, Town Seal Design Committee, Board of Elections, and Ethics Commission



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## Office of Administrative Services Accomplishments

- Supported Ethics Commission, Redistricting Committee, Town Seal Design Committee to ensure compliance with Open Meetings Act
- Coordinated Town's responses to Maryland Public Information Act requests
- Held virtual community events: Children's Holiday Party and Virtual Festival of Lights

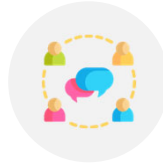


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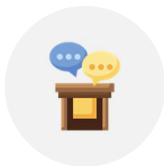
## Office of Administrative Services Goals



Grow reach of social media to over 4,000



Re-engage Residents through COVID-safe programming and events



Assist newly established Boards, Commissions, and Committees

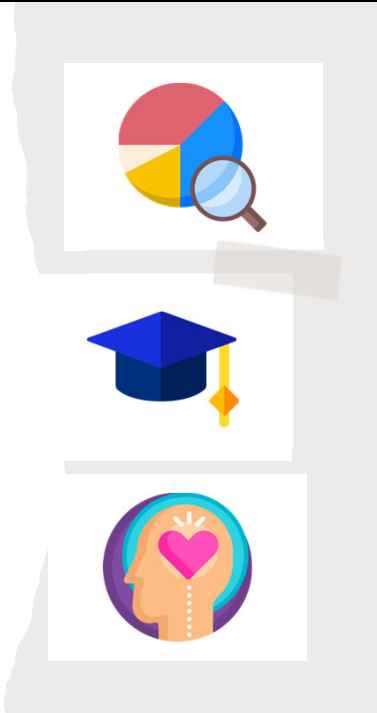


Implement new / improved communication tools to reach our Spanish speaking residents

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## Office of Employee Services Accomplishments

- Launched TRP University, our virtual training program
- Implemented Employee Assistance Program (EAP)
- Established a formal Employee Wellness Program
- Enhanced employee engagement
- Finalized updated Position Descriptions
- Completed Base Pay Competitive Market Review
- Implemented a Safety Program



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## Office of Employee Services Goals



Automate	Performance Reviews
Update	Town's Personnel Manual
Boost	Employee engagement and job satisfaction
Complete	Total Benefit & Compensation Study
Increase	Safety Programs - Decrease workplace accidents

29

## Office of Finance Services Accomplishments

- Phase III Payroll Automation
- Automated Payments Expanded
- Distinguished Budget Award
- Enhanced transparency
- Budget Projection hits the mark
- Remote processes
- Increased General Fund Reserve
- ARPA Reporting

30

## Office of Finance Services Goals



**Improve the accuracy and efficiency of financial reporting**



**Develop or enhance financial policies and procedures**



**Enhance financial reporting by reducing monthly closing process**



**Review and update 3-year CIP Projections**



**Implement new controls, monitoring existing controls, and provide training to staff on control procedures**

31

## Police Department Accomplishments

- Grew the department in-line with the Town’s diversity and inclusion policy
- Completed active shooter training for all sworn staff
- Initiated Crisis Intervention training
- Recertified Telecommunicators in PowerPhone total response system
- Created Community Safety Programs Manager position
- Upgraded the Body Worn Cameras
- Fully implemented the National Incident-Based Reporting System (NIBRS)
- Two officers received performance awards from MML-PEA and Maryland Chief’s of Police Association



**ACTIVE SHOOTER RESPONSE**  
LEARN HOW TO SURVIVE A SHOOTING EVENT





**RUN      HIDE      FIGHT**

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## Police Department Goals



Recruit	A well-trained, diverse, and inclusive applicant base.
Train	Fully implement Crisis Intervention training for staff members.
Plan	Establish a parking management and enforcement program.
Expand	Walk, Bike, Drive Safety Initiative.
Increase	Neighborhood foot patrols.

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CORO

## Office of Development Services Accomplishments

Dispersed \$248,043 to address food insecurity through the Farmers Market Dollars Program

Created new programs to support Town residents and businesses

Purchased public art in line with Town's vision and commitment to sustainability

Distributed ARPA funds to non-profits to assist residents with housing and food insecurity

Strengthened the Town's assessable base



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# Office of Development Services Goals

- Administer** • ARPA funds consistent with the Town's vision
- Launch** • Broader effort to secure additional grant funds
- Identify** • Neighborhood improvement opportunities for government-owned real property
- Coordinate** • With partners to better serve Minority, Women, and Veteran-owned businesses
- Protect & Expand** • The Town's assessable tax base

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# Office of Neighborhood Services Accomplishments

-  Adopted Town's Property Maintenance Code
-  Vacant Property Registration
-  Micromobility Standards
-  Property Maintenance Certifications

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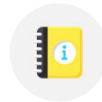
# Office of Neighborhood Services Goals



Implement a software system for inspections that includes a resident portal



Administer the recently adopted Riverdale Park Property Maintenance Code



Develop and disseminate a guide to assist businesses



Launch an educational program to assist property owners and tenants in complying with Town standards



Implement proactive measures to assist in removing blighting conditions

37

Implemented the Team Leader Organizational Structure

Completed the Longfellow Street Stormwater Project

Completed major renovations to the Boys & Girls Club

Completed Designs for 54<sup>th</sup> Avenue Streetlights and Sidewalk and 54<sup>th</sup> Place Pocket Park and Tot Lot

Completed 12 Road Improvement Projects

# DPW Accomplishments

38

Added Flashing Stop and Ped Crossing Signs to the Town's Sign Inventory

Converted 42 Streetlights to 3000 Kelvin LED

Updated the FY2022 Road Condition Assessment and Identified New Improvement Projects

Purchased two Medium Duty trucks, a Skid Loader, and the Town's First Brine Machine

Distributed 9,000 Leaf Bags

## DPW Accomplishments

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## Department of Public Works Goals

- Complete conversion of streetlights to LED 3000 Kelvins
- Improvement safety and efficiency of the Leaf Collection Program
- Develop an operational plan for infrastructure and building maintenance
- Increase staff training and certifications in infrastructure, vehicle, and equipment maintenance
- Reduce salt usage in the snow and ice operations
- Complete, maintain, and map infrastructure inventories
- Replace 50 percent of gas-powered landscaping equipment with electric-powered equipment

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# On FY2024 Budget

Finding Balance



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Budget input can also be sent to [Community\\_Input@RiverdaleParkMD.gov](mailto:Community_Input@RiverdaleParkMD.gov).

## FY2024 Budget Public Hearings

- Saturday, April 15, 2023, 9:30 AM  
Join Zoom Meeting  
<https://us02web.zoom.us/j/89457163937?pwd=VHhFMzM3Wk9ReLU5NUxpak9DTTRFUT09>  
Or call: 301-715-8592  
Meeting ID: 894-5716-3937  
Passcode: 02282023
- Saturday, April 22, 2023, 9:30 AM  
Join Zoom Meeting  
<https://us02web.zoom.us/j/87193549091?pwd=WGFhZ3ZlRGRtOGhLbXgwY29ET2hGUT09>  
Or call: 301-715-8592  
Meeting ID: 871-9354-9091  
Passcode: 28022023

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# APPENDIX B

## Common Acronyms

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## 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

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**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



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**Calvert Tract  
Town of Riverdale Park, Maryland**

**TIF Bond Projection No. 11**

**Assumptions**

**Developer-Held Drawdown Bond**

**Level Debt Service**

**Coupon Rate: 7.00%**

**Term: 19.74 Years**

**No Capitalized Interest**

**Bonds Issued September 17, 2015**

**100% of Town of Riverdale Park Tax Increment Revenues Pledged to Debt Service**

**Updated Development Timing**

**Prepared By:**

**MUNICAP, INC.**  
— PUBLIC FINANCE —

**October 10, 2022**

**Calvert Tract  
Town of Riverdale Park, Maryland**

**TIF Bond Projection No. 11**

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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%
Total sources of funds	\$3,622,281	100.0%
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%
Total uses of funds	\$3,622,281	100.0%

*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>

**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>		975		1,298,564	120				\$285,295,985

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
<b>Average value PGSF/room</b>									<b>\$167</b>	<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	<b><u>\$199,211</u></b>	<b><u>\$215,485</u></b>
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%
<hr/>	
Effective gross income per room	\$26,828
Assumed expense ratio <sup>3</sup>	53.4%
Less: assumed expenses	(\$14,326)
<hr/>	
Net operating income per room	\$12,502
Capitalization rate <sup>4</sup>	8.80%
Tax rate <sup>4</sup>	1.32%
<hr/>	
Overall cap rate	10.12%
<hr/>	
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 Ending	Tax Year Beginning	Rental - Apartments											
		Building 6B				Building 7				Buildings 8 & 9			
		(Units)		(GSF)		(Units)		(GSF)		(Units)		(GSF)	
		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.

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<sup>1</sup>Provided by Calvert Tract, LLC.



**Calvert Tract**  
**Town of Riverdale Park, Maryland**

Schedule VIII-A: Projected Assessed Value - Commercial

Development Year	Tax Year	Inflation Factor <sup>1</sup>	Hotel				
			Building 6A				
			Rooms <sup>2</sup>	Value Per Room <sup>3</sup>	Phase-In Percentage <sup>4</sup>	Phased-In Value Per Room	Total Assessed Value
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

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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 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	\$0
31-Dec-23	1-Jul-24	103.0%	0	\$221,950	0%	\$0	\$0	\$0	0	\$221,950	0%	\$0	\$0	\$0
31-Dec-24	1-Jul-25	106.1%	0	\$228,608	0%	\$0	\$0	\$0	0	\$228,608	0%	\$0	\$0	\$0
31-Dec-25	1-Jul-26	109.3%	76	\$235,466	80%	\$188,373	\$14,316,360	\$14,316,360	0	\$235,466	0%	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$100,509,302

<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.

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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 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

MuniCap, Inc.

10-Oct-22

<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.

10-Oct-22

<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	Tax Year	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

MuniCap, Inc.

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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
<b>Total</b>			<b>36.12</b>		<b>\$1,449,600</b>	<b>\$0</b>	<b>\$1,449,600</b>

*MuniCap, Inc.*

*10-Oct-22*

<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	Bond Year	Total Development Value <sup>1</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
Beginning	Ending	Assessed Value <sup>1</sup>	Base Value <sup>2</sup>				
1-Jul-21	15-Jun-22	\$142,841,200	(\$1,449,600)	\$0.654	\$924,701	100%	\$924,701
1-Jul-22	15-Jun-23	\$147,000,087	(\$1,449,600)	\$0.654	\$951,900	100%	\$951,900
1-Jul-23	15-Jun-24	\$151,246,474	(\$1,449,600)	\$0.654	\$979,672	100%	\$979,672
1-Jul-24	15-Jun-25	\$154,997,958	(\$1,449,600)	\$0.654	\$1,004,206	100%	\$1,004,206
1-Jul-25	15-Jun-26	\$162,997,887	(\$1,449,600)	\$0.654	\$1,056,526	100%	\$1,056,526
1-Jul-26	15-Jun-27	\$191,488,737	(\$1,449,600)	\$0.654	\$1,242,856	100%	\$1,242,856
1-Jul-27	15-Jun-28	\$252,721,174	(\$1,449,600)	\$0.654	\$1,643,316	100%	\$1,643,316
1-Jul-28	15-Jun-29	\$269,675,527	(\$1,449,600)	\$0.654	\$1,754,198	100%	\$1,754,198
1-Jul-29	15-Jun-30	\$282,308,825	(\$1,449,600)	\$0.654	\$1,836,819	100%	\$1,836,819
1-Jul-30	15-Jun-31	\$351,065,058	(\$1,449,600)	\$0.654	\$2,286,485	100%	\$2,286,485
1-Jul-31	15-Jun-32	\$371,710,554	(\$1,449,600)	\$0.654	\$2,421,507	100%	\$2,421,507
1-Jul-32	15-Jun-33	\$388,470,997	(\$1,449,600)	\$0.654	\$2,531,120	100%	\$2,531,120
1-Jul-33	15-Jun-34	\$400,125,127	(\$1,449,600)	\$0.654	\$2,607,338	100%	\$2,607,338
1-Jul-34	15-Jun-35	\$412,128,881	(\$1,449,600)	\$0.654	\$2,685,842	100%	\$2,685,842
<b>Total</b>					<b>\$23,926,486</b>		<b>\$23,926,486</b>

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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		Future Development		Incremental Tax Revenues Available for Debt Service <sup>2</sup>		
		Value <sup>1</sup>	Percent	Value <sup>1</sup>	Percent	Existing Development	Existing Development	Total
Beginning	Ending	Assessed Value <sup>1</sup>	of Total	Assessed Value <sup>1</sup>	of 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.

10-Oct-22

<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

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**2022-2023 Municipal & County Real Property Tax Rates Comparison  
(Sorted By Total Tax)**

Jurisdiction	Real Property Tax			
	Municipal/ Town/ City	County	State	Total
Colmar Manor - Non Commercial	0.8767	0.8770	0.1120	1.8657
Mount Rainier - Apartments	0.8600	0.8620	0.1120	1.8340
Greenbelt	0.8275	0.8560	0.1120	1.7955
Colmar Manor - Commercial	0.8259	0.8770	0.1120	1.8149
Mount Rainier - Industrial	0.7900	0.8620	0.1120	1.7640
Mount Rainier - Commercial	0.7900	0.8620	0.1120	1.7640
Morningside	0.7800	0.9160	0.1120	1.8080
Mount Rainier - Townhouse	0.7600	0.8620	0.1120	1.7340
Mount Rainier - Residential	0.7600	0.8620	0.1120	1.7340
Bladensburg	0.7400	0.8630	0.1120	1.7150
Laurel	0.7100	0.8270	0.1120	1.6490
District Heights	0.7097	0.8630	0.1120	1.6847
Cottage City - Commercial	0.7088	0.9090	0.1120	1.7298
Cheverly - Apartments	0.6600	0.8670	0.1120	1.6390
Riverdale Park	0.6540	0.8850	0.1120	1.6510
Hyattsville	0.6300	0.8510	0.1120	1.5930
New Carrollton	0.6154	0.8670	0.1120	1.5944
North Brentwood - Commercial	0.5857	0.9960	0.1120	1.6937
Seat Pleasant	0.5800	0.8760	0.1120	1.5680
Upper Marlboro - Commercial	0.5600	0.9430	0.1120	1.6150
Berwyn Heights	0.5450	0.8620	0.1120	1.5190
Forest Heights - Commercial	0.5313	0.8900	0.1120	1.5333
Landover Hills	0.5200	0.9120	0.1120	1.5440
University Park	0.5167	0.8660	0.1120	1.4947
Cottage City - Non Commercial	0.5166	0.9090	0.1120	1.5376
Edmonston	0.4957	0.9010	0.1120	1.5087
Cheverly	0.4899	0.8670	0.1120	1.4689
Eagle Harbor	0.4727	0.9980	0.1120	1.5827
Forest Heights - Non Commercial	0.4654	0.8900	0.1120	1.4674
North Brentwood - Non Commercial	0.4400	0.9960	0.1120	1.5480
Fairmount Heights	0.4300	0.9320	0.1120	1.4740
Bowie	0.4000	0.8540	0.1120	1.3660
Capitol Heights	0.3987	0.8680	0.1120	1.3787
Brentwood	0.3570	0.9180	0.1120	1.3870
Upper Marlboro - Non Commercial	0.3400	0.9430	0.1120	1.3950
Glenarden	0.3338	0.8900	0.1120	1.3358
College Park	0.3018	0.9670	0.1120	1.3808

The Department of Assessments and Taxation does its best to ensure that this document is complete and accurate, but this information is compiled and made available to the public as a courtesy. Please contact the local governments for verification before using any information in this document.

**2022-2023 Municipal, & County Business Personal Property Tax Rates Comparison  
(Sorted By Total Tax)**

Jurisdiction	Personal Property Tax			
	Municipal/ Town/ City	County	State	Total
Seat Pleasant	12.0000	2.1730	0.0000	14.1730
Capitol Heights	2.5000	2.1480	0.0000	4.6480
University Park	2.2500	2.1430	0.0000	4.3930
Bladensburg	2.0900	2.1400	0.0000	4.2300
Riverdale Park	2.0000	2.1950	0.0000	4.1950
Morningside	2.0000	2.2790	0.0000	4.2790
Brentwood	1.7500	2.2840	0.0000	4.0340
Forest Heights - Non Commercial	1.7500	2.2050	0.0000	3.9550
Forest Heights - Commercial	1.7500	2.2050	0.0000	3.9550
Greenbelt	1.7225	2.1200	0.0000	3.8425
Colmar Manor - Non Commercial	1.6500	2.1740	0.0000	3.8240
Colmar Manor - Commercial	1.6500	2.1740	0.0000	3.8240
New Carrollton	1.5400	2.1460	0.0000	3.6860
District Heights	1.5000	2.1380	0.0000	3.6380
Edmonston	1.5000	2.2390	0.0000	3.7390
North Brentwood - Non Commercial	1.5000	2.4910	0.0000	3.9910
North Brentwood - Commercial	1.5000	2.4910	0.0000	3.9910
Cottage City - Non Commercial	1.3500	2.2560	0.0000	3.6060
Cottage City - Commercial	1.3500	2.2560	0.0000	3.6060
Landover Hills	1.2500	2.2720	0.0000	3.5220
Hyattsville	1.1500	2.1040	0.0000	3.2540
Cheverly	1.1000	2.1480	0.0000	3.2480
Cheverly - Apartments	1.1000	2.1480	0.0000	3.2480
Bowie	1.0000	2.1140	0.0000	3.1140
Glenarden	0.8800	2.2120	0.0000	3.0920
College Park	0.8380	2.4040	0.0000	3.2420
Upper Marlboro - Non Commercial	0.5300	2.3530	0.0000	2.8830
Upper Marlboro - Commercial	0.5300	2.3530	0.0000	2.8830
Eagle Harbor	0.0000	2.4960	0.0000	2.4960
Berwyn Heights	0.0000	2.1350	0.0000	2.1350
Fairmount Heights	0.0000	2.3180	0.0000	2.3180
Laurel	0.0000	2.0400	0.0000	2.0400
Mount Rainier - Residential	0.0000	2.1330	0.0000	2.1330
Mount Rainier - Townhouse	0.0000	2.1330	0.0000	2.1330
Mount Rainier - Apartments	0.0000	2.1330	0.0000	2.1330
Mount Rainier - Commercial	0.0000	2.1330	0.0000	2.1330
Mount Rainier - Industrial	0.0000	2.1330	0.0000	2.1330

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**2022-2023 Municipal, County and State Utility Tax Rates Comparison  
(Sorted By Total Tax)**

Jurisdiction	Utility Tax			
	Municipal/ Town/ City	County	State	Total
Mount Rainier - Residential	2.7500	0.0000	0.2800	3.0300
Mount Rainier - Townhouse	2.7500	0.0000	0.2800	3.0300
Mount Rainier - Apartments	2.7500	0.0000	0.2800	3.0300
Mount Rainier - Commercial	2.7500	0.0000	0.2800	3.0300
Mount Rainier - Industrial	2.7500	0.0000	0.2800	3.0300
Capitol Heights	2.5000	0.0000	0.2800	2.7800
Upper Marlboro - Non Commercial	2.2500	0.0000	0.2800	2.5300
Upper Marlboro - Commercial	2.2500	0.0000	0.2800	2.5300
Brentwood	2.0000	0.0000	0.2800	2.2800
District Heights	2.0000	0.0000	0.2800	2.2800
North Brentwood - Non Commercial	2.0000	0.0000	0.2800	2.2800
North Brentwood - Commercial	2.0000	0.0000	0.2800	2.2800
Riverdale Park	2.0000	0.0000	0.2800	2.2800
New Carrollton	0.0000	0.0000	0.2800	0.2800
Eagle Harbor	0.0000	0.0000	0.2800	0.2800
Greenbelt	0.0000	0.0000	0.2800	0.2800
Berwyn Heights	0.0000	0.0000	0.2800	0.2800
Bladensburg	0.0000	0.0000	0.2800	0.2800
Bowie	0.0000	0.0000	0.2800	0.2800
Cheverly	0.0000	0.0000	0.2800	0.2800
Cheverly - Apartments	0.0000	0.0000	0.2800	0.2800
College Park	0.0000	0.0000	0.2800	0.2800
Colmar Manor - Non Commercial	0.0000	0.0000	0.2800	0.2800
Colmar Manor - Commercial	0.0000	0.0000	0.2800	0.2800
Cottage City - Non Commercial	0.0000	0.0000	0.2800	0.2800
Cottage City - Commercial	0.0000	0.0000	0.2800	0.2800
Edmonston	0.0000	0.0000	0.2800	0.2800
Fairmount Heights	0.0000	0.0000	0.2800	0.2800
Glenarden	0.0000	0.0000	0.2800	0.2800
Hyattsville	0.0000	0.0000	0.2800	0.2800
Landover Hills	0.0000	0.0000	0.2800	0.2800
Laurel	0.0000	0.0000	0.2800	0.2800
Seat Pleasant	0.0000	0.0000	0.2800	0.2800
University Park	0.0000	0.0000	0.2800	0.2800
Morningside	0.0000	0.0000	0.2800	0.2800
Forest Heights - Non Commercial	0.0000	0.0000	0.2800	0.2800
Forest Heights - Commercial	0.0000	0.0000	0.2800	0.2800

The Department of Assessments and Taxation does its best to ensure that this document is complete and accurate, but this information is compiled and made available to the public as a courtesy. Please contact the local governments for verification before using any information in this document.

# 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

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## **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



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# APPENDIX H

## 2023 Constant Yield Tax Rate Certification

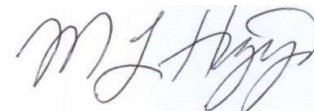
## 2023 Constant Yield Tax Rate Certification

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

1	1-Jul-2022	Gross assessable real property base	\$	797,794,922
2	1-Jul-2022	Homestead Tax Credit	-	2,361,746
3	1-Jul-2022	Net assessable real property base		795,433,176
4	1-Jul-2022	Actual local tax rate (per \$100)	x	0.6540
5	1-Jul-2022	Potential revenue	\$	5,202,133
6	1-Jul-2023	Estimated assessable base	\$	837,087,768
7	1-Jan-2023	Half year new construction	-	0
8	1-Jul-2023	Estimated full year new construction*	-	450,000
9	1-Jul-2023	Estimated abatements and deletions**	-	3,066,183
10	1-Jul-2023	Net assessable real property base	\$	833,571,585

11	1-Jul-2022	Potential revenue	\$	5,202,133
12	1-Jul-2023	Net assessable real property base	÷	833,571,585
13	1-Jul-2023	<b>Constant yield tax rate</b>	\$	<b>0.6241</b>

Certified by



Director

\* Includes one-quarter year new construction where applicable.  
 \*\*Actual + estimated as of July 1, 2023, including Homestead Tax Credit.  
 Form CYTR #1

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

The Mayor and Council of the Town of Riverdale Park proposes to increase real property taxes.

1. For the tax year beginning July 1, 2023, the estimated real property assessable base will increase by 4.79% from \$795,433,176 to \$833,571,585.
2. If the Town of Riverdale Park maintains the current tax rate of .6540 per \$100 of assessment, real property tax revenues will increase by 4.79% resulting in \$249,425.19 of new real property tax revenues.
3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.6241, the constant yield tax rate.
4. The Town is considering not reducing its real property tax rate enough to fully offset increasing assessments. The Town proposes to adopt a real property tax rate of \$.6540 per \$100 of assessment. This tax rate is 4.79% higher than the constant yield tax rate and will generate \$249,425.19 in additional property tax revenues.

A virtual public hearing on the proposed real property tax rate increase will be held at 7:30 p.m. on Tuesday, May 2, 2023. To join, visit <https://us02web.zoom.us/j/84201278309?pwd=cCtMVkZVYUUVazZuSkRUa2dTK2ZMz09> or call 301-715-8592 (Meeting ID: 842-0127-8309 and Passcode: 03302023) to participate. The hearing is open to the public, and public testimony is encouraged.

Testimony may also be mailed to: Town of Riverdale Park, Real Property Tax Rate Testimony, c/o Town Clerk Jessica Barnes, 5008 Queensbury Road, Riverdale Park, MD 20737 or emailed to [community\\_input@riverdaleparkmd.gov](mailto:community_input@riverdaleparkmd.gov). Written comments will be accepted for seven (7) days following the virtual public hearing. The Fiscal Year 2024 Operating and Capital Improvement Budget is scheduled to be introduced on April 24, 2023.

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

# APPENDIX I

## Base Pay Competitive Market Review

**Bolton**

**Base Pay Competitive Market  
Review**

**March 2, 2023**

Scott Schreiber  
Managing Director  
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Arlington, VA 22201  
(513) 673-4990  
sschreiber@boltonusa.com

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## I. Introduction

The Town of Riverdale Park, Maryland (TRP) retained Bolton Rewards (Bolton) to assess the market competitiveness of its base pay program and, if needed, recommend changes to improve its market alignment.

The remainder of this report provides Bolton's study methodology, market comparisons and recommendations.



## II. Current Structure

TRP's current structure is described as containing:

14 Grades	18 Steps	226 Pay Cells
8-10% between grades	2.5% between steps up to 7	2.0% between steps after 7
37-41% spread Max to Min	12 Grades currently used	28 Distinct Job Titles

Within the current structure, Step 7M is designed to be the anchor to the external market competitive target.

Grade	Steps																	
	1	2	3	4	5	6	7M	8	9	10	11	12	13	14	15	16	17	18
50	\$20.08	\$20.38	\$20.69	\$21.21	\$21.74	\$22.28	\$22.84	\$23.30	\$23.77	\$24.25	\$24.74	\$25.23	\$25.73	\$26.24	\$26.76	\$27.30	\$27.85	\$28.41
51						\$20.08	\$20.58	\$20.99	\$21.41	\$21.84	\$22.28	\$22.73	\$23.18	\$23.64	\$24.11	\$24.59	\$25.08	\$25.58
52				\$20.10	\$20.60	\$21.12	\$21.65	\$22.08	\$22.52	\$22.97	\$23.43	\$23.90	\$24.38	\$24.87	\$25.37	\$25.88	\$26.40	\$26.93
53	\$20.53	\$20.84	\$21.15	\$21.68	\$22.22	\$22.78	\$23.35	\$23.82	\$24.30	\$24.79	\$25.29	\$25.80	\$26.32	\$26.85	\$27.39	\$27.94	\$28.50	\$29.07
54	\$22.61	\$22.95	\$23.29	\$23.87	\$24.47	\$25.08	\$25.71	\$26.22	\$26.74	\$27.27	\$27.82	\$28.38	\$28.95	\$29.53	\$30.12	\$30.72	\$31.33	\$31.96
55			\$25.16	\$25.79	\$26.43	\$27.09	\$27.77	\$28.33	\$28.90	\$29.48	\$30.07	\$30.67	\$31.28	\$31.91	\$32.55	\$33.20	\$33.86	\$34.54
56			\$27.17	\$27.85	\$28.55	\$29.26	\$29.99	\$30.59	\$31.20	\$31.82	\$32.46	\$33.11	\$33.77	\$34.45	\$35.14	\$35.84	\$36.56	\$37.29
57			\$29.34	\$30.07	\$30.82	\$31.59	\$32.38	\$33.03	\$33.69	\$34.36	\$35.05	\$35.75	\$36.47	\$37.20	\$37.94	\$38.70	\$39.47	\$40.26
58			\$32.27	\$33.08	\$33.91	\$34.76	\$35.63	\$36.34	\$37.07	\$37.81	\$38.57	\$39.34	\$40.13	\$40.93	\$41.75	\$42.59	\$43.44	\$44.31
59			\$35.51	\$36.40	\$37.31	\$38.24	\$39.20	\$39.98	\$40.78	\$41.60	\$42.43	\$43.28	\$44.15	\$45.03	\$45.93	\$46.85	\$47.79	\$48.75
60			\$39.06	\$40.04	\$41.04	\$42.07	\$43.12	\$43.98	\$44.86	\$45.76	\$46.68	\$47.61	\$48.56	\$49.53	\$50.52	\$51.53	\$52.56	\$53.61
61			\$42.96	\$44.03	\$45.13	\$46.26	\$47.42	\$48.37	\$49.34	\$50.33	\$51.34	\$52.37	\$53.42	\$54.49	\$55.58	\$56.69	\$57.82	\$58.98
62			\$45.53	\$46.67	\$47.84	\$49.04	\$50.27	\$51.28	\$52.31	\$53.36	\$54.43	\$55.52	\$56.63	\$57.76	\$58.92	\$60.10	\$61.30	\$62.53
63			\$49.64	\$50.88	\$52.15	\$53.45	\$54.79	\$55.89	\$57.01	\$58.15	\$59.31	\$60.50	\$61.71	\$62.94	\$64.20	\$65.48	\$66.79	\$68.13

## II. Current Structure

We analyzed current pay distribution within the current structure. The table opposite shows the number of incumbents in each step for each grade.

The steps shaded in green represent a competitive pay zone around step 7M which is the anchor step to the external market. The competitive pay zone is 10% below Step 7M and 10% above .

As can be seen, 78% of the incumbents fall within the competitive zone, with another 18% currently above.

Thus, we can conclude the current structure is being administered appropriately as designed.

### Pay Distribution by Step

Grade	Total EEs	Steps																	
		1	2	3	4	5	6	7M	8	9	10	11	12	13	14	15	16	17	18
50	5		2	3															
51	0																		
52	0																		
53	0																		
54	5				2	1	1						1						
55	1										1								
56	3				1	1							1						
57	15			1	4	1	1	2	3					1		1			1
58	5						1	1	1		2								
59	6						1	1	2	1	1								
60	2													1		1			
61	3						1		2								1		
62	4													2					
63	0													1					

4%

78%

18%

### III. Benchmarks

#### Benchmark Roles

The employee database showed that there were 30 distinct roles currently active within TRP. We were able to capture market data for 28 of the 30 roles.

Job Title	Grade	EE Count
CEO/Town Manager	64	1
Police Officer - Chief of Police	63	1
Director of Finance & Employee Services	62	1
Director of Public Projects and Services	62	1
Deputy Chief of Police	62	1
Director of Administrative Services/Town Clerk	61	1
Deputy Director of Finance - CPA	61	1
Director of Development & Neighborhood Services	61	1
Police Officer - Captain	61	0
Deputy Director of Public Projects	60	0
Police Officer - Lieutenant	60	2
Police Officer - Acting Sergeant	59	2
Police Officer - Sergeant	59	4
Finance and Employee Services Coordinator	58	1
Police Officer - Corporal	58	4
Telecommunications Supervisor	58	1
Police Officer - Community Safety Programs Manager	57	1
Police Officer - PFC	57	7
Program Specialist III	57	1
Project Manager	57	1
Public Works - Team Leader	57	2
Records & Parking Permit Manager	57	1
Special Projects Coordinator	57	1
Police Officer - Private	56	2
Telecommunicator - Senior	56	1
Neighborhood Improvement Specialist II (Code Inspector)	55	1
Neighborhood Improvement Specialist I	54	1
Program Specialist II	54	1
Telecommunicator	54	4
Maintenance Technician	50	4

## IV. Market Data

### Public Sector Database

Working with TRP's leadership, Bolton created a Public Sector database taking into consideration such factors as TRP's geographic location, the size of TRP's annual budget, and possible comparable governmental entities. The Public Sector database is a combination of Bolton's proprietary database of Maryland Counties along with data gleaned from the Maryland Municipal League.

Bolton's Total Rewards Data Exchange is a reciprocal exchange of total rewards and human resources data among invited organizations. The most recent Maryland Counties Edition is dated March 2022. It contains data from 12 counties; of which, in consultation with TRP's leadership we have identified the following counties as being relevant to the Town's external market analysis. The six counties provided the necessary minimum number of organizations for data extraction.

- Anne Arundel County
- Baltimore County
- Calvert County
- Charles County
- Montgomery County
- Prince George's County

We utilized an annualized factor of 3.0% to age the data forward to July 1, 2023.

## VI. Market Data

### Public Sector Database continued:

The Maryland Municipal League provides a web-based solution to collecting compensation data for local governments. Bolton reviewed the participating Entities and based upon size, age of reported data and discussion with TRP leadership, have identified the following nine cities as being relevant for inclusion in the Public Sector database.

- Bladensburg
- Greenbelt
- New Carrollton
- College Park
- Hyattsville
- Ocean City
- Gaithersburg
- Mount Rainer
- Takoma Park

In some instances, where a city only reported salary ranges, we converted the minimum, midpoint, and maximum data to the 25<sup>th</sup>, 50<sup>th</sup>, and 75<sup>th</sup> percentiles, respectively. Additionally, we used an annualized factor of 3.0% to age the data forward to July 1, 2023.

### Public Sector Database Summary

We combined data from the six Maryland Counties along with data from the nine Cities to construct the Public Sector Database for TRP. Containing market data from fifteen governmental entities, the Public Sector database we developed for TRP represents a substantial basis for determining the degree of external competitiveness.

## VI. Market Data

Contained in the table opposite is the developed market rate for the 28 roles.

The table shows TRP's job title and pay grade for each role. The market data points displayed are:

- Mean: the average of all reported figures.
- 25P (25<sup>th</sup> percentile): figure below which 25% of all reported figures occur.
- 50P (50<sup>th</sup> percentile/median): figure above and below which half of all reported figures occur.
- 75P (75<sup>th</sup> percentile): figure below which 75% of all reported figures occur.

Job	Grade	Market Rate 7/1/2023			
		Mean	25P	50P	75P
CEO/Town Manager	64	\$84.90	\$74.13	\$82.02	\$95.91
Police Officer - Chief of Police	63	\$63.61	\$50.10	\$61.49	\$75.48
Director of Finance & Employee Services	62	\$61.68	\$46.92	\$64.18	\$72.60
Director of Public Projects and Services	62	\$59.04	\$45.05	\$60.19	\$70.48
Deputy Director of Finance - CPA	61	\$53.22	\$41.30	\$51.54	\$60.48
Director of Administrative Services/Town Clerk	61	\$46.39	\$36.44	\$44.42	\$56.01
Director of Development & Neighborhood Services	61	\$55.72	\$48.75	\$58.89	\$65.91
Police Officer - Captain	61	\$55.14	\$42.84	\$55.38	\$66.73
Police Officer - Lieutenant	60	\$51.97	\$45.38	\$52.02	\$58.61
Police Officer - Acting Sergeant	59	\$47.07	\$40.91	\$44.33	\$50.67
Police Officer - Sergeant	59	\$47.07	\$40.91	\$44.33	\$50.67
Finance and Employee Services Coordinator	58	\$40.63	\$35.96	\$40.77	\$47.98
Police Officer - Corporal	58	\$42.07	\$38.89	\$42.84	\$45.58
Telecommunications Supervisor	58	\$33.89	\$29.28	\$32.98	\$37.02
Police Officer - Community Safety Programs Manager	57	\$32.16	\$29.18	\$33.61	\$36.30
Police Officer - PFC	57	\$30.10	\$27.40	\$31.25	\$32.60
Program Specialist III	57	\$34.76	\$27.45	\$36.49	\$45.87
Project Manager	57	\$42.50	\$39.38	\$42.98	\$46.30
Public Works - Team Leader	57	\$28.41	\$24.95	\$28.89	\$32.31
Records & Parking Permit Manager	57	\$40.77	\$36.92	\$42.31	\$47.74
Special Projects Coordinator	57	\$41.35	\$34.42	\$41.35	\$51.78
Police Officer - Private	56	\$25.10	\$20.87	\$26.30	\$27.64
Telecommunicator - Senior	56	\$28.46	\$25.38	\$28.27	\$31.01
Neighborhood Improvement Specialist II (Code Inspect	55	\$28.56	\$25.87	\$27.84	\$31.49
Neighborhood Improvement Specialist I	54	\$25.67	\$23.61	\$24.62	\$28.41
Program Specialist II	54	\$30.14	\$25.14	\$28.65	\$31.59
Telecommunicator	54	\$24.62	\$21.63	\$23.27	\$27.36
Maintenance Technician	50	\$24.62	\$20.48	\$25.58	\$27.88

## V. Current Structure to Market

Within TRP's current structure, Step 7 is the step designated as the anchor to the external market.

The table on the following page shows TRP's job title and pay grade, and the hourly pay rate for step 7 for each respective grade. We are utilizing the relationship of step 7 hourly wage rate as the basis of determining the degree of competitiveness to the external market.

Bolton considers pay rates to be competitive if they occur within a range of 90% to 110% of external market rates.

## V. Current Structure to Market

Step 7 of the current structure (anchor to the market) is shown relative to the market Mean and 50P for each role and averaged for each grade versus the 50P.

Excluding the CEO/Town Manager role, overall, TRP's current base pay structure is 93% of the market at the 50<sup>th</sup> percentile.

While the percent of 50P varies by role, it is further grouped as follows:

- Grades 57-63: 90%
- Grades 50-56: 102%

Job	Grade	Step 7M	Market Rate 7/1/2023		Step 7 as % of Market		
			Mean	50P	Mean	50P	Avg. 50P by Grade
CEO/Town Manager	64	\$63.63	\$84.90	\$82.02	75%	78%	78%
Police Officer - Chief of Police	63	\$54.79	\$63.61	\$61.49	86%	89%	89%
Director of Finance & Employee Services	62	\$50.27	\$61.68	\$64.18	81%	78%	81%
Director of Public Projects and Services	62	\$50.27	\$59.04	\$60.19	85%	84%	
Deputy Director of Finance - CPA	61	\$47.42	\$53.22	\$51.54	89%	92%	
Director of Administrative Services/Town Clerk	61	\$47.42	\$46.39	\$44.42	102%	107%	91%
Director of Development & Neighborhood Services	61	\$47.42	\$55.72	\$58.89	85%	81%	
Police Officer - Captain	61	\$47.42	\$55.14	\$55.38	86%	86%	
Police Officer - Lieutenant	60	\$43.12	\$51.97	\$52.02	83%	83%	83%
Police Officer - Acting Sergeant	59	\$39.20	\$47.07	\$44.33	83%	88%	88%
Police Officer - Sergeant	59	\$39.20	\$47.07	\$44.33	83%	88%	
Finance and Employee Services Coordinator	58	\$35.63	\$40.63	\$40.77	88%	87%	
Police Officer - Corporal	58	\$35.63	\$42.07	\$42.84	85%	83%	93%
Telecommunications Supervisor	58	\$35.63	\$33.89	\$32.98	105%	108%	
Police Officer - Community Safety Programs Manager	57	\$32.38	\$32.16	\$33.61	101%	96%	
Police Officer - PFC	57	\$32.38	\$30.10	\$31.25	108%	104%	
Program Specialist III	57	\$32.38	\$34.76	\$36.49	93%	89%	
Project Manager	57	\$32.38	\$42.50	\$42.98	76%	75%	90%
Public Works - Team Leader	57	\$32.38	\$28.41	\$28.89	114%	112%	
Records & Parking Permit Manager	57	\$32.38	\$40.77	\$42.31	79%	77%	
Special Projects Coordinator	57	\$32.38	\$41.35	\$41.35	78%	78%	
Police Officer - Private	56	\$29.99	\$25.10	\$26.30	120%	114%	110%
Telecommunicator - Senior	56	\$29.99	\$28.46	\$28.27	105%	106%	
Neighborhood Improvement Specialist II (Code Inspect	55	\$27.77	\$28.56	\$27.84	97%	100%	100%
Neighborhood Improvement Specialist I	54	\$25.71	\$25.67	\$24.62	100%	104%	
Program Specialist II	54	\$25.71	\$30.14	\$28.65	85%	90%	102%
Telecommunicator	54	\$25.71	\$24.62	\$23.27	104%	110%	
Maintenance Technician	50	\$22.84	\$24.62	\$25.58	93%	89%	89%

Average: **92%** **93%** **93%**

Grade 57 - 63: 90%

Grade 50 - 56: 102%



## VI. Recommendations

Based upon our review of the current structure and the analysis relative to the Public Sector database, the following recommendations are provided.

### **CEO/Town Manager**

Recommendation: Remove the CEO/Town Manager from the Step structure in that the role negotiates directly with the Town Council. For reference, the market 50P for this role is \$82.02 per hour or \$170,600 annualized.

### **Re-classify Maintenance Technician I from Grade 50 to Grade 53**

Recommendation: In the current structure, the role of Maintenance Technician I is the only job classified as a grade 50. Further, there are only two currently vacant jobs classified in a grade 51 nor grade 52. Thus, the bottom three grades have only a single occupied job. Additionally, the market data shows the Step 7 for the Maintenance Technician I role is 11% behind the market 50P.

Cost: There are currently two incumbents at Grade 50 Step 2 and two incumbents at Grade 50 step 3. Moving all four to the same current step in grade 53 would add an additional 1.7% (\$0.36 per hour) for the four incumbents, for an annualized cost of \$2,995.

The re-assignment of Maintenance Technician I to grade 53 and the elimination of grades 50, 51, and 52 would also require the following vacant roles to be re-classified:

- Program Specialist 1 from grade 51 to grade 53
- Maintenance Technician II from grade 52 to grade 54

## VI. Recommendations

### Structure Adjustment 2023

Recommendation: Adjust the entire structure by 7.0% to attain a market 50P competitive posture at Step 7 (anchor to market) as of July 1, 2023.

Cost: With a step structure, a structure adjustment of 7.0% would mean that all steps would increase by the same 7.0% and thus all incumbents would receive an immediate 7.0% increase. With a current total annualized Base Pay of \$3,629,850, a 7.0% adjustment would increase annualized base pay by an estimated \$254,000.

The above cost estimate does not take into consideration additional cost items that would be impacted as a result of the pay adjustments; including:

- Overtime
- Leave programs
- Benefit costs that are a function of pay

The adjusted 7/1/2023 structure is displayed below.

### 2023 Step Structure after 7.0% Adjustment

Grade	Steps																	
	1	2	3	4	5	6	7M	8	9	10	11	12	13	14	15	16	17	18
53	\$ 21.97	\$ 22.30	\$ 22.63	\$ 23.20	\$ 23.78	\$ 24.37	<b>\$ 24.98</b>	\$ 25.49	\$ 26.00	\$ 26.53	\$ 27.06	\$ 27.61	\$ 28.16	\$ 28.73	\$ 29.31	\$ 29.90	\$ 30.50	\$ 31.10
54	\$ 24.19	\$ 24.56	\$ 24.92	\$ 25.54	\$ 26.18	\$ 26.84	<b>\$ 27.51</b>	\$ 28.06	\$ 28.61	\$ 29.18	\$ 29.77	\$ 30.37	\$ 30.98	\$ 31.60	\$ 32.23	\$ 32.87	\$ 33.52	\$ 34.20
55			\$ 26.92	\$ 27.60	\$ 28.28	\$ 28.99	<b>\$ 29.71</b>	\$ 30.31	\$ 30.92	\$ 31.54	\$ 32.17	\$ 32.82	\$ 33.47	\$ 34.14	\$ 34.83	\$ 35.52	\$ 36.23	\$ 36.96
56			\$ 29.07	\$ 29.80	\$ 30.55	\$ 31.31	<b>\$ 32.09</b>	\$ 32.73	\$ 33.38	\$ 34.05	\$ 34.73	\$ 35.43	\$ 36.13	\$ 36.86	\$ 37.60	\$ 38.35	\$ 39.12	\$ 39.90
57			\$ 31.39	\$ 32.17	\$ 32.98	\$ 33.80	<b>\$ 34.65</b>	\$ 35.34	\$ 36.05	\$ 36.77	\$ 37.50	\$ 38.25	\$ 39.02	\$ 39.80	\$ 40.60	\$ 41.41	\$ 42.23	\$ 43.08
58			\$ 34.53	\$ 35.40	\$ 36.28	\$ 37.19	<b>\$ 38.12</b>	\$ 38.88	\$ 39.66	\$ 40.46	\$ 41.27	\$ 42.09	\$ 42.94	\$ 43.80	\$ 44.67	\$ 45.57	\$ 46.48	\$ 47.41
59			\$ 38.00	\$ 38.95	\$ 39.92	\$ 40.92	<b>\$ 41.94</b>	\$ 42.78	\$ 43.63	\$ 44.51	\$ 45.40	\$ 46.31	\$ 47.24	\$ 48.18	\$ 49.15	\$ 50.13	\$ 51.14	\$ 52.16
60			\$ 41.79	\$ 42.84	\$ 43.91	\$ 45.01	<b>\$ 46.14</b>	\$ 47.06	\$ 48.00	\$ 48.96	\$ 49.95	\$ 50.94	\$ 51.96	\$ 53.00	\$ 54.06	\$ 55.14	\$ 56.24	\$ 57.36
61			\$ 45.97	\$ 47.11	\$ 48.29	\$ 49.50	<b>\$ 50.74</b>	\$ 51.76	\$ 52.79	\$ 53.85	\$ 54.93	\$ 56.04	\$ 57.16	\$ 58.30	\$ 59.47	\$ 60.66	\$ 61.87	\$ 63.11
62			\$ 48.72	\$ 49.94	\$ 51.19	\$ 52.47	<b>\$ 53.79</b>	\$ 54.87	\$ 55.97	\$ 57.10	\$ 58.24	\$ 59.41	\$ 60.59	\$ 61.80	\$ 63.04	\$ 64.31	\$ 65.59	\$ 66.91
63			\$ 53.11	\$ 54.44	\$ 55.80	\$ 57.19	<b>\$ 58.63</b>	\$ 59.80	\$ 61.00	\$ 62.22	\$ 63.46	\$ 64.74	\$ 66.03	\$ 67.35	\$ 68.69	\$ 70.06	\$ 71.47	\$ 72.90

## VI. Recommendations

### Structure Adjustment 2023 continued:

Adjusting the entire structure by 7.0% would result in the overall structure being placed at 100% of the market 50<sup>th</sup> percentile at step 7, the anchor step, as of July 1, 2023.

The percent of the 50<sup>th</sup> percentile varies by grade, with grades 53 – 56 being higher relative to the market than grades 57 – 63.

Note: While grade 56 is significantly above the 50<sup>th</sup> percentile at step 7, the primary role in this grade is Police Officer – Private. For attraction purposes, it may behoove TRP to be this aggressive relative to the external market for the entry-level sworn officer role

Step 7 as % of Market 50P after A-C-B 7%	
Grade	Avg. by Grade
63	95%
62	87%
61	98%
60	89%
59	95%
58	99%
57	96%
56	118%
55	107%
54	109%
53	105%
<b>Average:</b>	<b>100%</b>

## VI. Recommendations

### Structure Adjustment 2023 - Alternative

Recommendation: The current structure to market analysis showed that the Step 7 to 50P percent difference varied by role, and there is a distinct difference when viewing the upper seven grades from the lower six grades.

- Grades 57-63 Step 7 to 50P: 90%
- Grades 53-56 Step 7 to 50P: 102%

Alternative to an across-the-board adjustment, would be to separate the structure and adjust grades 57 – 63 by 10% and hold grades 53 – 56 at their current pay levels, i.e., 0% adjustment.

Cost: the estimated cost for this alternative would add an overall 8% to annualized base pay as indicated in the table below:

<b>Grades</b>	<b>Annualized Base Pay</b>	<b>Adjust %</b>	<b>Annualized Adjust</b>
Grades 57 - 63	\$2,897,836	10.0%	\$290,000
Grades 53 - 56	\$732,014	0.0%	\$0
<b>Total</b>	<b>\$3,629,850</b>	<b>8.0%</b>	<b>\$290,000</b>

Again, the above cost estimate does not take into consideration additional cost items that would be impacted as a result of the pay adjustments

## VI. Recommendations

### Structure Adjustment 2023 - Alternative

Adjusting grades 57 to 63 by 10% and holding grades 53 to 56 at the current wage rates would result in the overall structure being placed at 99% of the market 50<sup>th</sup> percentile as of July 1, 2023. However, the step 7 would be calibrated more consistently to market across all grades.

Step 7 as % of Market 50P after +10% grades 57-63 and 0% grades 53-56	
Grade	Avg. 50P by Grade
63	98%
62	89%
61	100%
60	91%
59	97%
58	102%
57	99%
56	110%
55	100%
54	102%
53	98%
<b>Average:</b>	<b>99%</b>

## VI. Recommendations

### Step Increases

Recommendation: Continue to fund, subject to availability of funds, the annual Merit/Step increases to enable incumbents to continue to take steps upward in their respective grades.

The structure adjustment previously recommended is to make the structure competitive at the 50<sup>th</sup> percentile as of July 1, 2023. It is not to take the place of the annual Merit/Step increase. Rather, the annual Merit/Step increase, if budgetary available, is in addition to the structure adjustment.