



**FY2021**

**RIVERDALE PARK**

**PROPOSED OPERATING & CAPITAL IMPROVEMENT BUDGET**

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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 1, 2019**

*Christopher P. Morill*

Executive Director





# **Town of Riverdale Park, Maryland**

## **Town Administration**

April 13, 2020

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 FY2021 Proposed Operating and Capital Improvement Budget. This Proposed Budget document represents the dedicated work of Paul Smith, Finance and Employee Services Director, Gentry Jones, Finance Manager C.P.A., Jessica Barnes, Director of Administrative Services, along with the balance of the staff Leadership Team, Program Specialists, and Administrative Staff.

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 the current year budget. This FY2021 Proposed Operating and Capital Improvement Budget document is posted to the Town's website. Links to the document will be shared through the Town's social media platforms and a link will also be emailed to all employees.

It is important to acknowledge that the FY2021 Proposed Budget, transmitted herewith, is framed at a time of economic uncertainty, though it is designed to be administered to keep the Town moving forward as revenue projections solidify in the months ahead.

### **BUDGET PROCESS**

The Town operates on a fiscal year, running from July 1 to June 30. While the process for 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 FY2021 Proposed Budget, the minimum fund balance should be no less than \$1,208,720. The projected unassigned General Fund balance as of June 30, 2021 is \$2,446,046; slightly more than double the required minimum.

In December 2019, 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 FY2021 budget formulation process. The budget document is the most important and public document that a municipal corporation authors. Since December, the FY2021 budget process and related information has been discussed with the Mayor and Council at seven (7) public meetings, one of which was a virtual meeting, but all at which public comment was welcomed.

Please note the following summary:

- December 16, 2019: Mayor and Council Work Session presentation:
  - Budget Calendar
  - Public Meeting
- January 06, 2020: Mayor and Council Legislative Meeting presentation:
  - Budget Priorities, Guidelines, Challenges, and Opportunities
  - Public Meeting
- January 27, 2020: Mayor and Council Work Session presentation:
  - Budget Assumptions
  - Public Meeting
- February 03, 2020: Mayor and Council Legislative Meeting presentation:
  - Capital Improvement Projects
  - Public Meeting
- February 24, 2020: Mayor and Council Work Session presentation:
  - Fund Balances and Projections
  - Public Meeting
- March 02, 2020: Mayor and Council Legislative Meeting presentation:
  - Revenue Projections
  - Public Meeting
- April 07, 2020: Mayor and Council Legislative Meeting presentation:
  - COVID-19 Economic Uncertainty and Budget Challenges
  - Virtual Public Meeting

In the coming weeks, there will be seven (7) additional virtual public meetings, to include two (2) virtual Budget Public Hearings at which public comment will be accepted:

- April 14, 2020: Mayor and Council Work Session
  - Proposed FY2021 Operating and CIP Budget
  - Virtual Public Meeting
- April 18, 2020: Budget Public Hearing
  - Review of Proposed FY2021 Operating and CIP Budget
  - Virtual Public Meeting
- April 25, 2020: Budget Public Hearing
  - Review of Proposed FY2021 Operating and CIP Budget
  - Virtual Public Meeting
- April 28, 2020 Mayor and Council Work Session
  - Budget review and amendments from Public Hearings
  - Virtual Public Meeting
- May 05, 2020: Mayor and Council Legislative Meeting
  - Real Property Tax Rate Virtual Public Hearing
  - Virtual Public Meeting
- May 12, 2020: Mayor and Council Special Legislative Meeting
  - Revised FY2021 Operating and CIP Budget and Tax Rates Introduced
  - Virtual Public Meeting

- May 19, 2020: Mayor and Council Special Legislative Meeting
  - Final FY2021 Operating and CIP Budget and Tax Rates Adopted
  - Virtual Public Meeting

*Interested parties may also email comments to [community\\_input@riverdaleparkmd.gov](mailto:community_input@riverdaleparkmd.gov).*

The FY2021 format is very similar to the current year’s budget with the addition of performance indicators (that are being finalized), and more detailed information offered in various appendices. 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 - FY2020

The latest projections indicate that revenues will exceed expenditures by \$724,704. This is result of conservative budgetary methods, vacancy savings, careful spending, and the State of Maryland’s 2019 projected assessable base.

During the budget adoption process in 2019, the staff team advised the Mayor and Council numerous times that the assessable base numbers provided by the State of Maryland appeared to be incorrect. The State, at the Town’s urging, twice adjusted the numbers upward. However, the modest amendments failed to address the true assessable base variance of \$35,931,287. Also, during this fiscal year, the Town paid the arrears owed on the bond financing for the bridge over the CSX railroad tracks. This is very impactful because not having to pay on arrears in FY2021 means that a portion of the real property taxes from the Riverdale Park Station development will flow into the operating budget.

PROPOSED FY2021 BUDGET

The Budget Committee used a conservative approach but at the same time worked to meet the needs of the organization to ensure the delivery of quality services and continued repositioning of the Town.

Revenue projections have been revised several times. The following highlights the adjustments that the Budget Committee made from the initial projections to the final projections:

Revenue Source	Percent Change from Initial Projections
Personal Property Taxes	-39.9%
Local Income Taxes	-40.7%
Building Permits	-66.6%
Business Licenses	-21.9%
Safe Speed for Students (Gross Rev.)	-25.5%

Real Property Tax is the one exception. Please see the Debt Service calculation page. In addition to the assessable base increasing, a TIF surplus of \$202,711 in Real Property Tax from the Riverdale Park Station development is projected to flow into the FY2021 Operating Budget. These two factors result in a projected increase from the initial estimates in Real Property Tax of 7.6%. The TIF surplus accounts for 56% of the increase.

To address the reduced revenue projections, this Proposed Budget uses the current year surplus to pay a portion of debt service, a portion of capital improvement projects and acquisitions, and the remainder to further increase the unassigned General Fund balance.

On the expense side, please note the following highlights:

- 1% Cost of Living Adjustments (COLA) for all staff
- 1.5 – 2.5% Merit Step Increases as per the approved Pay Range Plan
- No increase in the employee’s share of the health care benefit
- Police Officer salary increases to address salary compression – effective January 1, 2021
- Creation of a full-time police officer position from an existing part-time police officer position – effective January 1, 2021
- Funding for long-term unfunded administrative position – effective January 1, 2021
- Funding for unfunded police lieutenant position – effective April 1, 2021

The structural changes to the budget, those described in the last four (4) above bullet points, are delayed to at least January 1, 2021. This gives the Town time to review revenue projections before implementing these recurring expenses.

#### SUMMARY

The Town has utilized a conservative approach to budgeting. This approach has helped to prepare the Town for an economic downturn. Prior to COVID-19, revenues were projected to be considerably stronger than previous years. Uncertainty will continue in the weeks and months ahead. During this time of uncertainty, the Proposed Budget will be examined, finalized, and adopted.

Budgets are designed as the best calculated and strategic determinations that we can make given what is known at the time. Cash management and overall budget administration are crucial in every fiscal year and the uncertainty that we are now facing makes these efforts more important. The Proposed Budget provides a balanced approach to navigate these uncertain times while positioning the Town to continue to move forward.

Respectfully Submitted,

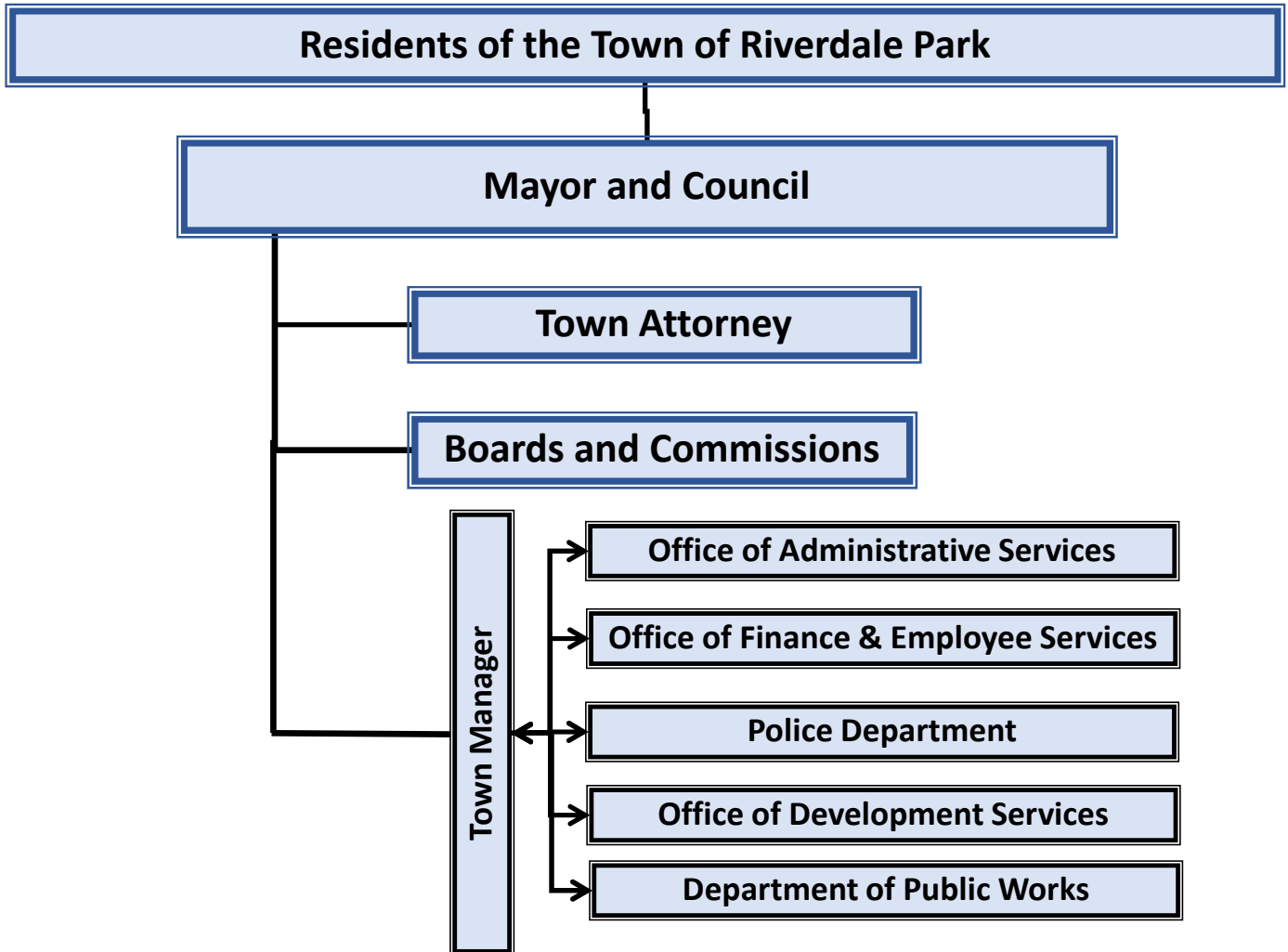


John N. Lestitian, Town Manager

## 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.*

## ORGANIZATIONAL CHART



## Town Elected Officials

<b>The Honorable Alan Thompson, Mayor</b>	
<b>Councilmember Marsha Dixon</b> <ul style="list-style-type: none"><li>• Ward 1</li></ul>	<b>Councilmember Aaron Faulx</b> <ul style="list-style-type: none"><li>• Ward 2</li></ul>
<b>Councilmember David Lingua</b> <ul style="list-style-type: none"><li>• Ward 3</li></ul>	<b>Councilmember Christopher Henry</b> <ul style="list-style-type: none"><li>• Ward 4</li></ul>
<b>Councilmember Colleen Richardson</b> <ul style="list-style-type: none"><li>• Ward 5</li></ul>	<b>Councilmember Hala Mayers</b> <ul style="list-style-type: none"><li>• Ward 6</li></ul>

## Budget Committee

<b>John N. Lestitian, Town Manager</b>	
<b>Paul Smith, Director</b> <ul style="list-style-type: none"><li>• Finance and Employee Services</li></ul>	<b>Gentry Jones, C.P.A.</b> <ul style="list-style-type: none"><li>• Finance Manager</li></ul>

## Leadership Team

<b>Ivy Lewis, Director</b> <ul style="list-style-type: none"><li>• Public Projects and Services</li></ul>	<b>Jessica Barnes, Town Clerk / Director</b> <ul style="list-style-type: none"><li>• Administrative Services</li></ul>
<b>Ryan Chelton, Director</b> <ul style="list-style-type: none"><li>• Development Services</li></ul>	<b>David Morris, Chief</b> <ul style="list-style-type: none"><li>• Police Department</li></ul>

## Background Information

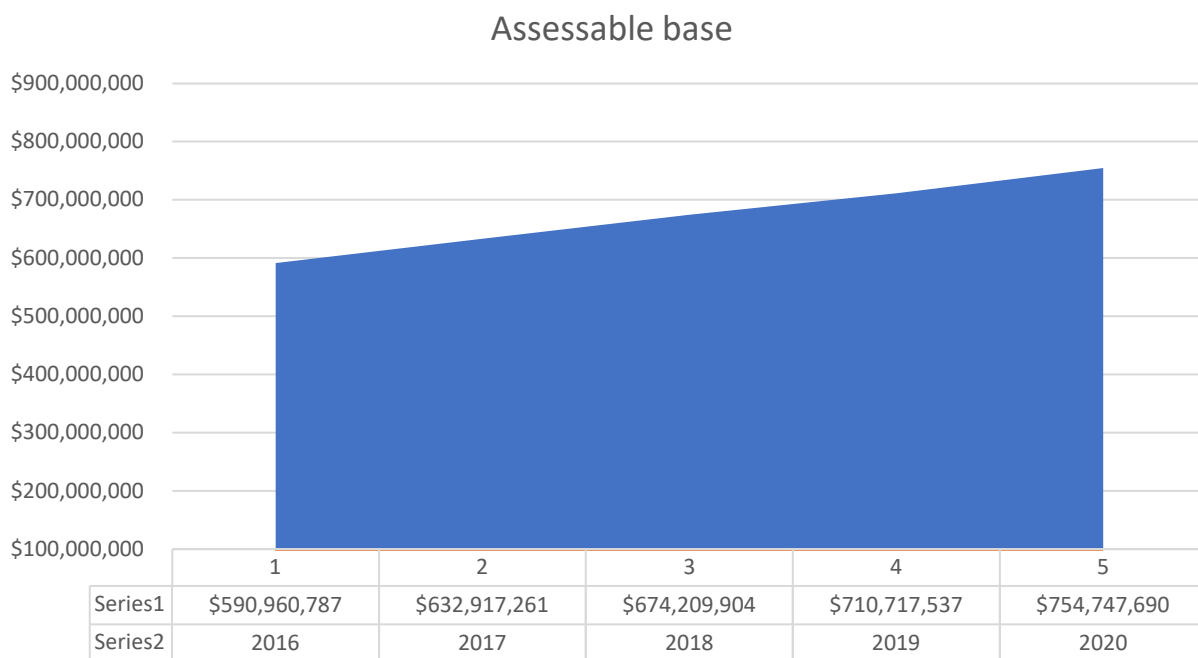
### Demographics

<b>2010 Population.....</b>	<b>6,956</b>
<b>2019 Population Estimate.....</b>	<b>7,286</b>
<b>Median Age.....</b>	<b>32</b>
<b>Educational attainment (percent high school graduate or higher) .....</b>	<b>63.90%</b>
<b>Bachelor degree or higher (over age 25 years).....</b>	<b>30.4%</b>
<b>Total Housing Units.....</b>	<b>2,114</b>
<b>Median Household Income (2018).....</b>	<b>\$72,500</b>
<b>Individuals below poverty level.....</b>	<b>12.6%</b>
<b>Number of Individuals below poverty.....</b>	<b>918</b>

*Source: US Census, American Fact Finder*

### Assessable Base

Real Property Taxes 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 of the assessed value over a five-year period.



The assessable base retracted considerably in 2016 reflecting the loss of 4900 River Road as a taxable property. The 2019 Constant Yield Notice projected that the assessable base would have grown by only \$288,173. The revised numbers from the State of Maryland show that the assessable base for the current year grew by \$36,219,460. The 2020 Constant Yield Notice shows continued strong growth and projects that the value has grown by another \$44,030,153.

It is important to note that the Constant Yield Notices do not include the value of the Calvert Tract, commonly known as the Town of Riverdale Park - Riverdale Park Station (TRP-RPS) development. Separately, the value of the Calvert Tract had a value of \$81,529,098 in 2019, and a projected value of \$104,023,022 as of July 1, 2020.

### **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 Mayor and Council are the governing body of the Town. The governing body is comprised of a Mayor and six (6) Council Members all directly elected by Riverdale Park residents to serve two-year terms. The Town Manager is appointed by the Mayor and Council to serve as the Chief Executive and Operating Officer of 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 offices or departments:

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

The Town is a responsible steward of its resources, and provides accountability 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 the retention, expansion, and attraction of businesses. The Town liaises with the Maryland-National Capital Park and Planning Commission and Prince George's County, coordinates the 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 protection 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.

**Charter Requirements: Budget Development Process**

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

**§ 602: Budget**

The town manager, on such date as the council determines but at least sixty (60) days before the beginning of any fiscal year, shall submit a budget to the council. The budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The total of the anticipated revenues shall equal or exceed the total of the proposed expenditures. The budget shall be a public record, 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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## **FY2021 Budget Assumptions**

### **General Fund Reserve**

The Government Finance Officers Association recommends that General Fund Reserves be at least 16.67% of the annual operating expenses. The Town continues to exceed this minimum recommendation. The FY2021 Proposed Budget projects a \$2,446,046 General Fund unassigned balance as of June 30, 2021. This projection includes a surplus from FY2020 that will be carried forward and distributed to other funds. It is important to note that given reduced projections caused by the COVID-19 pandemic, the amount of \$373,371 is being transferred from FY2020 surplus to the Debt Service Reserve Fund to pay a portion of the FY2021 debt service and separately \$248,845 is being transferred to the Capital Improvement Fund.

### **Real Property Tax Rate**

The Maryland Department of Assessments and Taxation must appraise 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. FY2021 is the second year of the current assessment. The next State Department of Assessments and Taxation reassessment of all properties in the Town will occur in the fall of 2021 and will assign new values to be effective on July 1, 2022.

The Town's tax rate is set at .654 per \$100 of assessed value and is assumed to remain unchanged in the FY2021 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.

This tax rate is set at \$2.00 per \$100 in value and is assumed to remain unchanged in the FY2021 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 is assumed to remain unchanged in the FY2021 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 night club 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 is 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 is assumed to remain unchanged in the FY2021 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.

**Debt Service**

The Town has three (3) loans with a June 30, 2020 total projected principal balance of \$2,861,895. The Town completed a defeasance action on the 30-year loan. Additionally, the Town completed a reallocation action on both the 15 and 30-year loans. This action has assisted in repositioning the Town's debt service, while providing funds for completion of a variety of projects.

The combined annual debt service payment is \$464,910. The projected debt per capita is \$392.79 and the annual debt service payment represents 9.42% 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, 2020</b>
PNC Bank	05/29/12	05/30/26	3.00%	\$1,619,395
Maryland CDA	10/01/13	05/01/31	3.78%	\$729,500
Maryland CDA	10/01/13	05/01/28	5.085%	\$513,000

FY2021 assumes the following:

1. No new debt service; and
2. A larger portion of FY2021 debt service will be paid with Debt Fund Reserves

### **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. Traditionally the Town has paid 75% of the premium cost. Participating employees cover the remaining 25% of the premium cost.

The annual premium is projected to increase ten percent (10%). However, the Town received a rebate from Benecon in the amount of \$44,422. The Proposed Budget applies this amount to the premium and the employee's portion of the premium for FY2021 will not increase.

### **Health and Wellness Fund**

The Town's participation in the Health Care Cooperative will at times result in a portion of the annual premium being refunded to the Town. This fund was created to ensure that any such refunds will be segregated to offset future premium increases. Additionally, the fund will also be sustained by periodic transfers from the General Fund. In calendar year 2020, the Town received a premium refund of \$44,422. The proposed budget relies on a transfer of \$44,422 from the Health and Wellness fund to the FY2021 Operating Budget to offset the increase cost of this benefit.

### **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 response to the COVID-19 Pandemic, the Town amended the definition of the fund as follows:

*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.** The goal is to make general fund transfers from the various unrestricted fine revenue*

*accounts when those accounts out-perform the budgeted revenue or transfer from General Fund Reserve when funds for transfers from the General Fund are not available.*

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

The Town has restricted funds to address the long-term liability related to retired employees. To date, a total of \$319,563 has been restricted for this purpose. In FY2020, \$118,594 was transferred from OPEB to the operating budget. At the time, the projected increase in contributions to the Defined Benefit Retirement Plan required a funding source. The General Fund Revenue outperformed projections and these funds were not required. In FY2021, the \$118,594 is being returned to OPEB.

**Community Development Fund**

The Community Development Fund was initially funded by a \$25,000 transfer from the General Fund Reserve. Future funding would include any Community Development Block Grant Funds or similar grant funding, along with transfers from the General Fund Reserve. The fund would be 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. New in FY2021 is the Emergency Repair grant program. As part of the Town’s response to COVID-19 Pandemic, \$25,000 was transferred to this fund in March 2020.

**Authorized number of positions**

The position schedule authorizes a total of 49.75 positions. The part-time Automated Safety Program officer is scheduled to become full-time on January 1, 2021. Lastly, the currently unfunded Police Lieutenant is scheduled to be funded as of April 1, 2021.

**Unfunded Positions**

The half-time position exclusively for employee services remains unfunded. However, the Administrative Associate II position to be shared between Employee Services, DPW, and Development Services will go a long way to providing the necessary assistance to Employee Services.

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

The FY2021 Proposed Budget includes a revised Pay Range Plan. Generally, pay range plans are updated annually. A one-percent (1%) cost-of-living increase is being applied to the existing Pay Range Plan.

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## Significant Budget Stressors / Challenges

### Revenues

**COVID-19 Uncertainty:** The economic forecast is very uncertain. The Town has maintained a conservative approach in financial planning and projections. For the balance of this fiscal year and for FY2021, the Town has considerably lowered projections in [Business] Personal Property Taxes, Local Income Taxes, Building Permits, Business Licensing, and the Automated Safety programs. This conservative approach will continue to guide the Town throughout this period of uncertainty.

**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 ten-years. Over the last several years, development and desirability have increased property values. In addition to the Town’s assessable base as indicated on the Constant Yield Notice, the value of the Calvert Tract properties has improved. In FY2021, a surplus from the TIF area Real Property Tax, in the amount of \$202,711, will be brought into the operating budget.

**Unreliable Revenue Sources:** The Town has a variety of revenue sources. Two sources of revenues are the Automated Safety Programs and Building Permits. Revenues from these sources are subject to wide variations and cannot be relied upon to a great degree of certainty. Please note the following to illustrate the variations:

**Automated Safety Programs NET Revenue:**

FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
903,277	700,856	385,969	510,203	477,000	473,250

**Building Permit Revenue:**

FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
69,536	50,394	204,564	90,000	30,000	20,000

The Town continues its efforts to lessen its reliance on these unreliable and highly variable revenue sources to fund day-to-day operations.

### Tax Rate Assumption

The Constant Yield Notice from the State of Maryland indicates that per the Maryland Tax – Property Article, Title 2, Subtitle **(d) Exemption for certain municipal corporations.** - The Director shall exempt a municipal corporation from the constant yield tax rate provisions of § 6-308 of this article if a difference of less than \$ 25,000 exists between:

- (1)** the property tax revenue that is provided by applying the municipal corporation real property tax rate for the preceding taxable year to the estimated assessment of all real property in the municipal corporation
- (2)** the property tax revenue that is provided by applying the constant yield tax rate for the next taxable year to the estimated assessment of all real property in the municipal corporation.

In line with the advertised constant yield notice, this proposed budget assumes that the Town's Real Property Tax Rate will remain at \$0.654 per \$100 of assessed real property. The official notice to be used in the advertisement is below:

### **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, 2020, the estimated real property assessable base will increase by 6.1952%, from \$ 710,717,537 to \$ 754,747,690.
- 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 6.1952% resulting in \$287,957 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 \$0.6158, 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 6.2033% higher than the constant yield tax rate and will generate \$287,957 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 5, 2020 at BLANK.

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

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

**FY2021 Authorized  
Position Schedule**

FY2020		
<b>OAS, OFS, OES, ODS, ONS</b>		
Town Manager	FT	1.00
Finance and Employee Services Director	FT	1.00
HR Coordinator	PT	0.00
Finance Program Specialist II CPA	FT	1.00
Town Clerk / Administrative Services Director	FT	1.00
Program Specialist II	FT	2.00
Development Services Director	FT	1.00
Administrative Associate II	FT	0.00
Neighborhood Improvement Specialist	FT	2.00
<b>Total General Government</b>		<b>9.00</b>

<b>Police Department Staffing</b>		
Chief of Police	FT	1.00
Assistant Chief of Police	FT	1.00
Lieutenant (Operations)	FT	1.00
Lieutenant (Support Bureau)	FT	0.00
Sergeant	FT	5.00
Corporal	FT	7.00
Private First Class	FT	3.00
Police Officer	FT	5.00
Automated Safety Programs Officer	PT	0.50
Executive Associate	FT	1.00
Records and Parking Permit Manager	FT	1.00
Telecommunications Supervisor	FT	1.00
Telecommunicator	FT	4.00
<b>Total Police Department</b>		<b>30.50</b>

<b>Department of Public Works Staffing</b>		
Public Projects and Services Director	FT	1.00
Operations Manager	FT	1.00
Maintenance Technician	FT	3.00
Maintenance Technician Driver	FT	3.00
Seasonal	PT	0.25
<b>Total Department of Public Works</b>		<b>8.25</b>



<b>Total Staff</b>	<b>47.75</b>
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FY2021		
<b>OAS, OFS, OES, ODS, ONS</b>		
Town Manager	FT	1.00
Finance and Employee Services Director	FT	1.00
HR Coordinator	PT	0.00
Finance Manager CPA	FT	1.00
Director of Administrative Services	FT	1.00
Program Specialist II	FT	2.00
Development Services Director	FT	1.00
Administrative Associate II	FT	0.67
Neighborhood Improvement Specialist	FT	2.00
<b>Total General Government</b>		<b>9.67</b>

<b>Police Department Staffing</b>		
Chief of Police	FT	1.00
Assistant Chief of Police	FT	1.00
Lieutenant (Operations)	FT	1.00
Lieutenant (Support Bureau)	FT	0.25
Sergeant	FT	5.00
Corporal	FT	6.00
Private First Class	FT	2.00
Police Officer <b>(Current)</b>	FT	7.00
Automated Safety Programs Officer	PT	0.75
Executive Associate	FT	1.00
Records and Parking Permit Manager	FT	1.00
Telecommunications Supervisor	FT	1.00
Telecommunicator	FT	4.00
<b>Total Police Department</b>		<b>31.00</b>

<b>Department of Public Works Staffing</b>		
Public Projects and Services Director	FT	1.00
Operations Manager	FT	1.00
Maintenance Technician	FT	3.00
Maintenance Technician Driver	FT	3.00
Seasonal	PT	0.25
Administrative Associate II	FT	0.33
<b>Total Department of Public Works</b>		<b>8.58</b>

<b>Total Staff</b>	<b>49.25</b>
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 = Unfunded  
 = From Part-time to Full-time



Riverdale Park Pay Range Plan			FY2021 COLA				1.0%				
Pay Grade	Title	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%	
50	Maintenance Technician	\$16.02	\$16.26	\$16.50	\$16.91	\$17.33	\$17.76	\$18.20	\$18.56	\$18.93	
		\$33,322	\$33,821	\$34,320	\$35,173	\$36,046	\$36,941	\$37,856	\$38,605	\$39,374	
51	Administrative Associate I	\$17.30	\$17.56	\$17.82	\$18.27	\$18.73	\$19.20	\$19.68	\$20.07	\$20.47	
	Program Specialist I	\$35,984	\$36,525	\$37,066	\$38,002	\$38,958	\$39,936	\$40,934	\$41,746	\$42,578	
52	SR Maintenance Technician	\$18.51	\$18.79	\$19.07	\$19.55	\$20.04	\$20.54	\$21.05	\$21.47	\$21.90	
		\$38,501	\$39,083	\$39,666	\$40,664	\$41,683	\$42,723	\$43,784	\$44,658	\$45,552	
53	No Position	\$19.80	\$20.10	\$20.40	\$20.91	\$21.43	\$21.97	\$22.52	\$22.97	\$23.43	
		\$41,184	\$41,808	\$42,432	\$43,493	\$44,574	\$45,698	\$46,842	\$47,778	\$48,734	
54	Administrative Associate II	\$21.80	\$22.13	\$22.46	\$23.02	\$23.60	\$24.19	\$24.79	\$25.29	\$25.80	
54	Program Specialist II	\$45,344	\$46,030	\$46,717	\$47,882	\$49,088	\$50,315	\$51,563	\$52,603	\$53,664	
54	Telecommunicator										
54	Neighborhood Services Inspector - I										
55	Maintenance Technician/Driver			\$24.24	\$24.85	\$25.47	\$26.11	\$26.76	\$27.30	\$27.85	
55	Maintenance Technician/Team Leader			\$50,419	\$51,688	\$52,978	\$54,309	\$55,661	\$56,784	\$57,928	
55	Neighborhood Services Inspector - II										
55	Police Officer										
56	Records & Parking Permits Manager			\$26.19	\$26.84	\$27.51	\$28.20	\$28.91	\$29.49	\$30.08	
56	Finance Program Specialist			\$54,475	\$55,827	\$57,221	\$58,656	\$60,133	\$61,339	\$62,566	
56	Police Officer - PFC										
57	Neighborhood Services Inspector - III			\$28.28	\$28.99	\$29.71	\$30.45	\$31.21	\$31.83	\$32.47	
57	Program Specialist III			\$58,822	\$60,299	\$61,797	\$63,336	\$64,917	\$66,206	\$67,538	
57	Executive Associate										
58	Corporal			\$31.11	\$31.89	\$32.69	\$33.51	\$34.35	\$35.04	\$35.74	
58	Telecommunicator Supervisor			\$64,709	\$66,331	\$67,995	\$69,701	\$71,448	\$72,883	\$74,339	
58	Finance Program Specialist II - CPA										
59	Sergeant			\$34.22	\$35.08	\$35.96	\$36.86	\$37.78	\$38.54	\$39.31	
59	Operations Manager (DPW)			\$71,178	\$72,966	\$74,797	\$76,669	\$78,582	\$80,163	\$81,765	
59	Finance Manager										
59	Director of Admin Services / Town Clerk										
60	No Position			\$37.64	\$38.58	\$39.54	\$40.53	\$41.54	\$42.37	\$43.22	
				\$78,291	\$80,246	\$82,243	\$84,302	\$86,403	\$88,130	\$89,898	
61	Lieutenant			\$41.41	\$42.45	\$43.51	\$44.60	\$45.72	\$46.63	\$47.56	
61	Development Director			\$86,133	\$88,296	\$90,501	\$92,768	\$95,098	\$96,990	\$98,925	
62	Public Projects and Services Director			\$43.89	\$44.99	\$46.11	\$47.26	\$48.44	\$49.41	\$50.40	
62	Finance & Employee Services Director			\$91,291	\$93,579	\$95,909	\$98,301	\$100,755	\$102,773	\$104,832	
62	Assistant Chief of Police										
63	Chief of Police			\$47.85	\$49.05	\$50.28	\$51.54	\$52.83	\$53.89	\$54.97	
				\$99,528	\$102,024	\$104,582	\$107,203	\$109,886	\$112,091	\$114,338	
64	Town Manager			\$57.85				\$63.63			
				\$120,328				\$132,350			

Riverdale Park Pay Range Plan			FY2021 COLA				1.0%				
Pay Grade	Title	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	
		2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	
50	Maintenance Technician	\$19.31	\$19.70	\$20.09	\$20.49	\$20.90	\$21.32	\$21.75	\$22.19	\$22.63	
		\$40,165	\$40,976	\$41,787	\$42,619	\$43,472	\$44,346	\$45,240	\$46,155	\$47,070	
51	Administrative Associate I	\$20.88	\$21.30	\$21.73	\$22.16	\$22.60	\$23.05	\$23.51	\$23.98	\$24.46	
	Program Specialist I	\$43,430	\$44,304	\$45,198	\$46,093	\$47,008	\$47,944	\$48,901	\$49,878	\$50,877	
52	SR Maintenance Technician	\$22.34	\$22.79	\$23.25	\$23.72	\$24.19	\$24.67	\$25.16	\$25.66	\$26.17	
		\$46,467	\$47,403	\$48,360	\$49,338	\$50,315	\$51,314	\$52,333	\$53,373	\$54,434	
53	No Position	\$23.90	\$24.38	\$24.87	\$25.37	\$25.88	\$26.40	\$26.93	\$27.47	\$28.02	
		\$49,712	\$50,710	\$51,730	\$52,770	\$53,830	\$54,912	\$56,014	\$57,138	\$58,282	
54	Administrative Associate II	\$26.32	\$26.85	\$27.39	\$27.94	\$28.50	\$29.07	\$29.65	\$30.24	\$30.84	
54	Program Specialist II	\$54,746	\$55,848	\$56,971	\$58,115	\$59,280	\$60,466	\$61,672	\$62,899	\$64,147	
54	Telecommunicator										
54	Neighborhood Services Inspector - I										
55	Maintenance Technician/Driver	\$28.41	\$28.98	\$29.56	\$30.15	\$30.75	\$31.37	\$32.00	\$32.64	\$33.29	
55	Maintenance Technician/Team Leader	\$59,093	\$60,278	\$61,485	\$62,712	\$63,960	\$65,250	\$66,560	\$67,891	\$69,243	
55	Neighborhood Services Inspector - II										
55	Police Officer										
56	Records & Parking Permits Manager	\$30.68	\$31.29	\$31.92	\$32.56	\$33.21	\$33.87	\$34.55	\$35.24	\$35.94	
56	Finance Program Specialist	\$63,814	\$65,083	\$66,394	\$67,725	\$69,077	\$70,450	\$71,864	\$73,299	\$74,755	
56	Police Officer - PFC										
57	Neighborhood Services Inspector - III	\$33.12	\$33.78	\$34.46	\$35.15	\$35.85	\$36.57	\$37.30	\$38.05	\$38.81	
57	Program Specialist III	\$68,890	\$70,262	\$71,677	\$73,112	\$74,568	\$76,066	\$77,584	\$79,144	\$80,725	
57	Executive Associate										
58	Corporal	\$36.45	\$37.18	\$37.92	\$38.68	\$39.45	\$40.24	\$41.04	\$41.86	\$42.70	
58	Telecommunicator Supervisor	\$75,816	\$77,334	\$78,874	\$80,454	\$82,056	\$83,699	\$85,363	\$87,069	\$88,816	
58	Finance Program Specialist II - CPA										
59		\$40.10	\$40.90	\$41.72	\$42.55	\$43.40	\$44.27	\$45.16	\$46.06	\$46.98	
59	Sergeant	\$83,408	\$85,072	\$86,778	\$88,504	\$90,272	\$92,082	\$93,933	\$95,805	\$97,718	
59	Operations Manager (DPW)										
59	Finance Manager										
59	Director of Admin Services / Town Clerk										
60	No Position	\$44.08	\$44.96	\$45.86	\$46.78	\$47.72	\$48.67	\$49.64	\$50.63	\$51.64	
		\$91,686	\$93,517	\$95,389	\$97,302	\$99,258	\$101,234	\$103,251	\$105,310	\$107,411	
61	Lieutenant	\$48.51	\$49.48	\$50.47	\$51.48	\$52.51	\$53.56	\$54.63	\$55.72	\$56.83	
61	Development Director	\$100,901	\$102,918	\$104,978	\$107,078	\$109,221	\$111,405	\$113,630	\$115,898	\$118,206	
62	Public Projects and Services Director	\$51.41	\$52.44	\$53.49	\$54.56	\$55.65	\$56.76	\$57.90	\$59.06	\$60.24	
62	Finance & Employee Services Director	\$106,933	\$109,075	\$111,259	\$113,485	\$115,752	\$118,061	\$120,432	\$122,845	\$125,299	
62	Assistant Chief of Police										
63	Chief of Police	\$56.07	\$57.19	\$58.33	\$59.50	\$60.69	\$61.90	\$63.14	\$64.40	\$65.69	
		\$116,626	\$118,955	\$121,326	\$123,760	\$126,235	\$128,752	\$131,331	\$133,952	\$136,635	
64	Town Manager	\$70.63									
		\$146,910									

# **FY2021 Proposed Budget**

**FUND BALANCES AND DEBT SERVICE**

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Fund Balance Projection for June 30, 2021	General Fund	OPEB Committed	Community Development Committed	Economic Development Fund	Health and Wellness Fund	Special Revenue Fund (TIF Admin)	Debt Service Reserve Fund	Capital Improvement Projects
<b>Audited FUND BALANCES June 30, 2019</b>	2,973,727	319,563	20,350	61,020	82,350	95,090	46,150	931,702
<b>FY2020 Activity</b>								
<b>GENERAL FUND RESERVE TRANSFERS:</b>								
<b>Transfers from:</b>								
General Fund to Debt Service Reserve	(443,131)						443,131	
General Fund to Community Development Fund	(37,500)		37,500					
General Fund to CIP Unrestricted	(111,643)							111,643
General Fund to Economic Development Fund	(125,000)		-	125,000				
<b>OTHER FUND TRANSFERS</b>								
Health and Wellness to Operating Budget	42,663				(42,663)			
OPEB to Operating Budget	118,594	(118,594)						
<b>EXTERNAL DEPOSITS (INFLOWS) FY2020</b>								
From Prince Georges County TIF Real Property Taxes						534,295		
From State of Maryland Highway User Funds								114,673
From Benecon Health Care Benefit Premium Refund					44,422			17,000
From Cable Franchise PEG Capital Funds								17,000
From Sale of Vehicles								1,261,356
CDA Proceeds								610,000
Bond Bills								200,500
Grant Revenues								70,000
From Sale of Property (East West Highway)								1,250
Economic Development Revenue				1,250				
<b>FUND EXPENDITURES (OUTFLOWS) FY2020</b>								
CIP Expenditures								(869,252)
Economic Development Projected Grants Paid				(45,000)				
Community Development Projected Grants Paid			(25,000)					
Debt Service Payments from Debt Service Reserve							(452,628)	
TIF Administrative Fees Paid						(25,000)		
TIF Bond Bill Paid						(359,997)		
Projected FY2020 Operating Budget Net Surplus/(Deficit)	726,304							
<b>PROJECTED FUND BALANCES June 30, 2020</b>	<b>3,144,014</b>	<b>200,969</b>	<b>32,850</b>	<b>142,270</b>	<b>84,109</b>	<b>244,387</b>	<b>36,653</b>	<b>2,464,622</b>
<b>FY2021 Activity</b>								
<b>GENERAL FUND RESERVE TRANSFERS:</b>								
<b>Transfers from:</b>								
Operating Budget to OPEB	(118,594)	118,594						
General Fund to Debt Service Reserve	(373,371)						373,371	
General Fund to CIP	(248,825)							248,825
General Fund to Economic Development Fund								
General Fund to Community Development Fund								
<b>OTHER FUND TRANSFERS</b>								
Health and Wellness to Operating Budget	44,422				(44,422)			
OPEB to Operating Budget								
<b>EXTERNAL DEPOSITS (INFLOWS) FY2021</b>								
From Prince Georges County TIF Real Property Taxes						386,237	91,539	
From State of Maryland Highway User Funds								40,000
From Benecon Health Care Benefit Premium Refund					45,000			17,000
From Cable Franchise PEG Capital Funds								17,000
From various CIP funding sources								-
Economic Development Revenue								-
<b>FUND EXPENDITURES (OUTFLOWS) FY2021</b>								
CIP Expenditures								(2,511,412)
Economic Development Projected Grants Paid				(100,000)				
Community Development Projected Grants Paid			(22,500)					
Debt Service Payments							(464,910)	
TIF Administrative Fees Paid						(10,000)		
TIF Bond Bill Paid						(376,237)		
Projected FY2021 Operating Budget Net Surplus/(Deficit)	-							
<b>PROJECTED FUND BALANCES June 30, 2021</b>	<b>2,447,646</b>	<b>319,563</b>	<b>10,350</b>	<b>42,270</b>	<b>84,687</b>	<b>244,387</b>	<b>36,653</b>	<b>276,035</b>

FY2020 Activity and Projected Fund Balances

FY2021 Activity and Projected Fund Balances

FY2021 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>		754,747,690	104,022,023
Gross Real Property Tax Revenue	0.6540	4,936,050	
TIF Revenue available for Town Debt Service	0.0880	91,539	
TIF Revenue dedicated to Calver Tract	0.5660		588,765
TIF Administrative Expenses			(9,816)
TIF Interest Payments Due			(252,119)
TIF Adjusted Annual Debt Service			(124,119)
<b><u>FY2020 Debt Payments</u></b>			
PNC - 11/30/2020		149,315	
PNC - 5/30/2021		147,440	
		<u>296,755</u>	
CDA (15 yr.) - 11/1/2020		10,402	
CDA (15 yr.) - 5/1/2021		65,902	
		<u>76,304</u>	
CDA (30 yr.) - 11/1/20		18,175	
CDA (30 yr.) - 5/1/21		73,675	
		<u>91,851</u>	
<b>Total Debt Payments</b>		<u>464,910</u>	(464,910)
TIF Surplus/Deficit			<u>202,711</u>
TIF Surplus Available for General Fund		202,711	(202,711)
COVID-19 Doubtful Account			
Funds used from Debt Service Reserve Fund		373,371	
<b>Net Real Property Tax Revenue available for General Fund</b>		<u>5,138,762</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 2020 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.

FY2020 Long Term Debt				
Institution	Date of Loan	Maturity Date	Interest Rate	Projected Principal Balance as of 6/30/2020
PNC Bank	05/29/12	05/30/26	3.00%	1,619,395
State of Maryland CDA - 30 Year	10/01/13	05/01/31	5.085%	729,500
State of Maryland CDA - 15 Year	10/01/13	05/21/28	3.788%	513,000
<b>Total</b>				<u>2,861,895</u>

The Town has three (3) loans with a total current principal balance of \$2,861,895, which is down significantly from the \$3,304,295 balance that the Town had at the end of FY2019. This was due in part to the Town completing a defeasance action on the 30-year loans. Additionally, the Town completed a reallocation action on both the 15-year and 30-year loans. This action assisted in repositioning the Town's debt service, while providing funds for completion of a variety of projects. *The projected debt per capita is \$453.51 and the annual debt service payment represents 10.52% of gross real property tax revenue.*

# **FY2021 Proposed Budget**

**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 FY2021 proposed budget. Added to the operating expenditures are the projected costs associated with the FY2021 unfunded staff position. Transfers from the General Fund (read as current-year revenue) to the CIP Fund for acquisition of vehicles and equipment or other CIP projects are for the purposes of this budget, referred to as pay-go. This is to differentiate between paying as we go (pay-go), from the use of loans or grants.

Please note that despite a very minor projected budget deficit for FY2021, the proposed budget detailed in this document is balanced. This budget was balanced through the continued defunding of .5 positions; and the relying on current year surplus to fund a portion of debt service and capital expenditures. There are many variables at play in 5-year budget projections and it is important to keep a high-level view of such information.

An additional consideration involves the construction completion schedule at Riverdale Park Station. Municap, the Town's consultant, has worked with the developer to update the completion timetable and related debt service coverage projections (See Appendix E). This budget includes \$202,711 from the Riverdale Park Station development that will flow into the operating budget.

FY2021 5-Year Projections Operating Revenue	Proposed Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
	\$	\$	\$	\$	\$	\$
<b>Operating Revenue</b>	<b>7,251,320</b>	<b>7,349,495</b>	<b>7,511,974</b>	<b>7,645,955</b>	<b>7,848,277</b>	<b>8,022,434</b>
<b>Local Taxes</b>	6,143,961	6,236,120	6,392,023	6,519,863	6,715,459	6,883,345
Projected Growth Rate	0.0%	1.5%	2.5%	2.0%	3.0%	2.5%
<b>Licenses &amp; Permits</b>	179,535	181,330	183,143	184,974	186,824	188,692
Projected Growth Rate	0.0%	1.0%	1.0%	1.0%	1.0%	1.0%
<b>Administrative Fees</b>	3,900	3,939	3,939	3,978	3,978	4,018
Projected Growth Rate	0.0%	1.0%	0.0%	1.0%	0.0%	1.0%
<b>Fines &amp; Forfeitures</b>	53,088	53,619	53,619	54,155	54,155	54,697
Projected Growth Rate	0.0%	1.0%	0.0%	1.0%	0.0%	1.0%
<b>Automated Safety Programs</b>	505,750	505,750	505,750	505,750	505,750	505,750
Projected Growth Rate	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Intergovernmental Revenues</b>	152,000	153,520	155,055	156,606	158,172	159,754
Projected Growth Rate	0.0%	1.0%	1.0%	1.0%	1.0%	1.0%
<b>Reimbursements, Rebates and Refunds</b>	42,336	42,759	43,400	43,834	44,492	44,937
Projected Growth Rate	0.0%	1.0%	1.5%	1.0%	1.5%	1.0%
<b>Other Revenues</b>	170,750	172,458	175,045	176,795	179,447	181,241
Projected Growth Rate	0.0%	1.0%	1.5%	1.0%	1.5%	1.0%
<b>Total Revenue</b>	<b>7,251,320</b>	<b>7,349,495</b>	<b>7,511,974</b>	<b>7,645,955</b>	<b>7,848,277</b>	<b>8,022,434</b>

FY2021 5-Year Projections Operating Expenditures	Proposed Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget
	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
	\$	\$	\$	\$	\$	\$
<b>Operating Expenditures</b>	<b>7,251,320</b>	<b>7,619,745</b>	<b>7,828,293</b>	<b>8,090,222</b>	<b>8,312,727</b>	<b>8,592,710</b>
<b>Salary and Wages</b>	3,577,562	3,805,776	3,919,949	4,057,147	4,178,861	4,325,121
Projected Growth Rate	0.0%	3.5%	3.0%	3.5%	3.0%	3.5%
<b>Benefits</b>	1,644,925	1,752,171	1,813,497	1,904,172	1,970,818	2,069,359
Projected Growth Rate	0.0%	5.0%	3.5%	5.0%	3.5%	5.0%
<b>Overtime</b>	105,500	107,610	109,762	111,957	114,196	116,480
Projected Growth Rate	0.0%	2.0%	2.0%	2.0%	2.0%	2.0%
<b>Contractual Services</b>	802,555	818,606	826,792	843,328	851,761	868,796
Projected Growth Rate	0.0%	2%	1%	2%	1%	2%
<b>Operating Expenses</b>	761,178	768,790	784,166	792,008	807,848	815,926
Projected Growth Rate	0.0%	1%	2%	1%	2%	1%
<b>Other Expenses</b>	157,500	160,650	163,863	167,140	170,483	173,893
Projected Growth Rate	0.0%	2.0%	2.0%	2.0%	2.0%	2.0%
<b>Weather Response Services</b>	23,500	23,970	24,449	24,938	25,437	25,946
Projected Growth Rate	0.0%	2%	2%	2%	2%	2%
<b>Town Buildings - Town Hall</b>	18,000	18,360	18,727	19,102	19,484	19,874
Projected Growth Rate	0.0%	2%	2%	2%	2%	2%
<b>Town Buildings - Police Services</b>	30,900	31,518	32,148	32,791	33,447	34,116
Projected Growth Rate	0.0%	2%	2%	2%	2%	2%
<b>Town Buildings - Public Works</b>	10,400	10,608	10,820	11,036	11,257	11,482
Projected Growth Rate	0.0%	2%	2%	2%	2%	2%
<b>Community Events</b>	42,700	43,554	44,425	45,314	46,220	47,144
Projected Growth Rate	0.0%	2%	2%	2%	2%	2%
<b>Grants</b>	76,600	78,132	79,695	81,289	82,915	84,573
Projected Growth Rate	0.0%	2%	2%	2%	2%	2%
<b>Total Operating Expenses</b>	<b>7,251,320</b>	<b>7,619,744</b>	<b>7,828,292</b>	<b>8,090,221</b>	<b>8,312,726</b>	<b>8,592,709</b>
<b>Additions to Expenditures</b>						
Cost of base year unfunded positions	26,000	-	-	-	-	-
Projected Growth Rate	0.0%	3.5%	3.0%	3.5%	3.0%	3.5%
<b>Pay-go Capital Expenditures</b>	-	119,000	179,000	119,000	179,000	119,000
<b>Total General Fund Expenditures</b>	<b>7,277,320</b>	<b>7,738,744</b>	<b>8,007,292</b>	<b>8,209,221</b>	<b>8,491,726</b>	<b>8,711,709</b>
NET SURPLUS/(DEFICIT)	(26,000)	(389,249)	(495,318)	(563,266)	(643,449)	(689,275)

## FY2021 Revenue and Expense Budget Overview

FY2021 Budget Detail Operating Revenue Summary	FY2019	FY2020	FY2020	FY2021	FY2021
	Actual	Approved	Estimated	Proposed	Proposed
	Revenue	Budget	Actual	Budget	Budget
	\$	\$	\$	\$	%
<b>Operating Revenue</b>	<b>7,279,665</b>	<b>6,738,837</b>	<b>7,151,024</b>	<b>7,251,320</b>	<b>100%</b>
Local Taxes	5,683,170	5,401,978	5,960,200	6,143,961	85%
Licenses & Permits	266,670	248,360	195,543	179,535	2%
Administrative Fees	-2,895	3,750	4,600	3,900	0%
Fines & Forfeitures	65,052	50,500	58,724	53,088	1%
Automated Safety Programs	697,476	567,500	535,500	505,750	7%
Intergovernmental Revenues	201,166	178,155	176,155	152,000	2%
Reimbursements, Rebates and Refunds	73,497	17,336	42,336	42,336	1%
Other Revenues	295,529	271,258	177,966	170,750	2%
<b>Total Revenue</b>	<b>7,279,665</b>	<b>6,738,837</b>	<b>7,151,024</b>	<b>7,251,320</b>	<b>100%</b>

FY2021 Budget Detail Operating Expense Summary	FY2019	FY2020	FY2020	FY2021	FY2021
	Actual	Approved	Estimated	Proposed	Proposed
	Expenditure	Budget	Actuals	Budget	Budget
	\$	\$	\$	\$	%
<b>Operating Expenses</b>	<b>6,322,835</b>	<b>6,738,837</b>	<b>6,424,720</b>	<b>7,251,320</b>	<b>100%</b>
Salary and Wages	3,229,293	3,338,629	3,123,580	3,579,642	49%
Benefits	1,197,987	1,478,146	1,345,554	1,644,925	23%
Overtime	117,254	129,300	99,529	105,500	1%
Contractual Services	732,321	788,490	844,778	802,555	11%
Operating Expenses	760,284	696,242	713,977	759,098	10%
Other Expenses	114,138	137,500	136,400	157,500	2%
Weather Response Services	14,405	22,160	1,500	23,500	0%
Municipal Center Buildings	68,681	54,300	60,275	59,300	1%
Community Events	29,384	30,720	29,682	42,700	1%
Community Grants	59,089	63,350	69,445	76,600	1%
<b>Total Expenses</b>	<b>6,322,835</b>	<b>6,738,837</b>	<b>6,424,720</b>	<b>7,251,320</b>	<b>100%</b>

FY2021 Budget Detail Operating Revenue		FY2018	FY2019	FY2020	FY2020	FY2021	
		Actual Revenue	Actual Revenue	Approved Budget	Estimated Actual	Proposed Budget	
		\$	\$	\$	\$	\$	
<b>Operating Revenue</b>		<b>6,057,055</b>	<b>7,279,665</b>	<b>6,738,837</b>	<b>7,151,024</b>	<b>7,251,320</b>	
<b>Local Taxes</b>							
4001	Real Estate Taxes	3,830,016	4,304,210	4,296,850	4,700,000	5,138,761	Local Taxes
4008	Personal Property Tax	422,467	466,472	390,000	550,000	400,000	
4008.1	Tangibles - Write Off	-	-	-	-	-	
4010	Personal Property Tax Prior	(9,772)	(278)	(7,500)	-	(5,000)	
4010.1	Personal Property Tax Prior Write-Off	(66,915)				-	
4012	Local Income Taxes	514,620	719,564	515,000	500,000	400,000	
4014	Operating Tax	165,345	193,179	207,128	210,000	210,000	
4015	Admissions and Amusement Tax	151	23	500	200	200	
<b>Total Local Taxes</b>		<b>4,855,912</b>	<b>5,683,170</b>	<b>5,401,978</b>	<b>5,960,200</b>	<b>6,143,961</b>	
<b>Licenses &amp; Permits</b>							
4101	Multi-Family Rental License	107,175	119,050	118,900	106,835	106,835	Licenses & Permits
4101.1	Apartment License Write Off	(700)			-	-	
4104	Single Family Rental License	42,600	19,955	30,000	20,000	20,000	
4104.1	Single Family Write Off	(10,200)			-	-	
4106	Rental License Late Fees	1,420	20	1,000	500	1,000	
4106.1	Rental License Late Fees Write-off	(385)					
4111	Building Permits	204,564	88,767	60,000	25,000	20,000	
4113	Business License	40,485	25,967	32,000	37,508	25,000	
4113.1	Business License Write Off	(21,960)	-	-	-	-	
4114	Business License County	8,910	9,050	-	2,000	2,000	
4115	Parking Permits	350	1,700	500	500	500	
4119	Alarm Registrations & Reductions	3,500	2,160	3,460	3,200	3,200	
4119.1	Alarm Registrations Write Off	(85)					
4999	Write Off Account	-	-	-	-	-	
4120	5g Small Cell Tower Permits			2,500	-	1,000	
<b>Total Licenses &amp; Permits</b>		<b>375,674</b>	<b>266,670</b>	<b>248,360</b>	<b>195,543</b>	<b>179,535</b>	
<b>Administrative Fees</b>							
4201	Abatement Fees	-	2,055	1,000	1,000	1,000	Administrative Fees
4207	Municipal Infractions	500	(4,950)	2,000	3,500	2,800	
4210	Flagging Receipts (MVA Flag)	395	-	750	100	100	
<b>Total Administrative Fees</b>		<b>895</b>	<b>(2,895)</b>	<b>3,750</b>	<b>4,600</b>	<b>3,900</b>	
<b>Fines &amp; Forfeitures</b>							
4301	Police Reports	7,200	9,135	6,500	7,224	8,000	Fines & Forfeitures
4304	Vehicle Impounds	33,344	39,764	30,000	35,000	30,000	
4310	Parking Citations	12,525	16,153	14,000	16,500	15,088	
<b>Total Fines &amp; Forfeitures</b>		<b>53,069</b>	<b>65,052</b>	<b>50,500</b>	<b>58,724</b>	<b>53,088</b>	

FY2021 Budget Detail Operating Revenue		FY2018	FY2019	FY2020	FY2020	FY2021	
		Actual Revenue	Actual Revenue	Approved Budget	Estimated Actual	Proposed Budget	
		\$	\$	\$	\$	\$	
<b>Automated Safety Programs</b>							
4304	Safe Speed for Students	385,969	669,745	545,000	477,000	473,250	Automated Safety Programs
4310	Safe Speed for Students Prior Years	13,190	8,906	15,000	8,500	10,000	
4403	Automated Red Light Enforcement	-	-	7,500	-	7,500	
4404	Third-Party Collections	-	18,825	-	50,000	15,000	
<b>Total Community Safety Programs</b>		<b>399,159</b>	<b>697,476</b>	<b>567,500</b>	<b>535,500</b>	<b>505,750</b>	
<b>Intergovernmental Revenues</b>							
4501	Highway User	40,000	-	-	-	-	Intergovernmental Revenues
4507	Financial Corp	-	-	11,000	-	-	
4509	MVA	1,910	-	-	-	-	
<b>Grant Revenues</b>							
4707	State of Maryland Grants	4,205	28,210	-	-	-	Intergovernmental Revenues
4715	State Aid Police	177,471	167,155	167,155	167,155	143,000	
4711	Police Grants	-	5,801	-	-	-	
4817	Other Grants	-	-	-	9,000	9,000	
<b>Total Intergovernmental Revenues</b>		<b>223,586</b>	<b>201,166</b>	<b>178,155</b>	<b>176,155</b>	<b>152,000</b>	
<b>Reimbursements, Rebates and Refunds</b>							
4601	Reimbursement	-	57,678	-	25,000	20,000	Reimbursements, Rebates and Refunds
4610	Town Sponsorship	-	2,675	-	-	5,000	
4615	Disposal Fee Rebate	-	13,144	17,336	17,336	17,336	
<b>Total Reimbursements, Rebates and Refunds</b>		<b>-</b>	<b>73,497</b>	<b>17,336</b>	<b>42,336</b>	<b>42,336</b>	
<b>Other Revenue</b>							
4804	Cable TV - Franchise Fees	75,815	75,013	68,500	64,274	65,000	Other Revenue
4808	Interest Income	-	13	-	2,000	2,000	
4807	Investment Interest Income	42,308	76,776	18,000	40,000	40,000	
4807	Interest Income Write Off	-	-	-	-	-	
4810	Contribution from ACP	20,000	20,000	20,000	20,000	20,000	
4813	Miscellaneous	11,513	1,466	2,500	6,500	3,000	
4813	Miscellaneous Revenue Write-off	(875)	-	-	-	-	
4818	Election Fees	-	225	-	-	-	
4901	Recycled Scrap Metal Revenue	-	861	1,000	750	750	
4835	Other Primary Income	-	-	118,594	-	-	
<b>Transfer-in</b>							
4901	Health and Wellness Transfer-in	-	25,200	42,664	44,442	40,000	
4902	Defined Contribution Transfer-in	-	95,974	-	-	-	
4900	Transfer-In from Surplus	-	-	-	-	-	
<b>Other Revenue</b>		<b>148,761</b>	<b>295,529</b>	<b>271,258</b>	<b>177,966</b>	<b>170,750</b>	
<b>Total Revenue</b>		<b>6,057,055</b>	<b>7,279,665</b>	<b>6,738,837</b>	<b>7,151,024</b>	<b>7,251,320</b>	

FY2021 Budget Detail Expenses By Cost Center	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
	6,322,835	6,738,837	6,424,720	7,251,320

Mayor & Council					
Salary & Wages	46,500	48,000	48,000	48,000	Mayor & Council
Benefits	3,915	3,782	3,782	3,782	
Overtime	-	-	-	-	
Contractual Services	-	-	-	-	
Operating Expenses	25,033	33,383	17,275	49,760	
Other Operating Expenses	-	500	-	500	
<b>Total Mayor &amp; Council</b>	<b>75,448</b>	<b>85,665</b>	<b>69,057</b>	<b>102,042</b>	

Administrative Services					
Salary & Wages	285,534	332,746	335,580	341,090	Administrative Services
Benefits	167,658	118,172	119,103	117,089	
Overtime	2,268	4,000	4,250	4,000	
Contractual Services	61,624	43,500	48,000	47,500	
Operating Expenses	221,093	210,361	223,679	224,570	
Other Operating Expenses	13,206	27,000	26,400	47,000	
<b>Total Administrative Services</b>	<b>751,383</b>	<b>735,779</b>	<b>757,012</b>	<b>781,250</b>	

Financial Services					
Salary & Wages	170,556	150,072	160,199	160,938	Financial Services
Benefits	48,321	45,898	40,322	52,843	
Overtime	8,485	2,000	388	2,000	
Contractual Services	30,784	25,000	26,000	25,000	
Operating Expenses	14,403	8,827	12,525	13,100	
Other Operating Expenses	-	-	-	-	
<b>Total Financial Services</b>	<b>272,547</b>	<b>231,797</b>	<b>239,434</b>	<b>253,881</b>	

Employee Services					
Salary & Wages	34,206	39,301	46,138	62,526	Employee Services
Benefits	6,488	8,918	13,744	23,477	
Overtime	383	-	400	500	
Contractual Services	64,691	63,906	48,000	46,000	
Operating Expenses	24,176	44,530	43,386	46,657	
Other Operating Expenses	-	-	-	-	
<b>Total Employee Services</b>	<b>129,944</b>	<b>156,655</b>	<b>151,668</b>	<b>179,160</b>	

FY2021 Budget Detail Expenses By Cost Center	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
	6,322,835	6,738,837	6,424,720	7,251,320

Development Services					Development Services
Salary & Wages	90,374	93,694	85,917	95,723	
Benefits	25,325	31,394	34,942	44,275	
Overtime	-	-	-	-	
Contractual Services	-	5,500	-	5,000	
Operating Expenses	4,517	4,800	3,470	5,280	
Marketing, Promotions & Programming	36,260	30,000	30,000	30,000	
<b>Total Development Services</b>	<b>156,476</b>	<b>165,389</b>	<b>154,329</b>	<b>180,278</b>	

Neighborhood Services					Neighborhood Services
Salary & Wages	103,236	111,801	106,560	114,406	
Benefits	26,443	46,692	57,955	48,510	
Overtime	465	2,000	1,600	2,000	
Contractual Services	-	-	-	-	
Operating Expenses	13,045	16,750	16,735	16,035	
Other Operating Expenses	-	-	-	-	
<b>Total Neighborhood Services</b>	<b>143,190</b>	<b>177,242</b>	<b>182,850</b>	<b>180,951</b>	

Police Services					Police Services
Salary & Wages	1,522,220	1,673,199	1,461,038	1,795,985	
Benefits	576,284	846,792	693,830	916,579	
Overtime	61,925	81,800	60,043	64,000	
Contractual Services	16,507	19,084	38,546	35,355	
Operating Expenses	254,032	216,481	210,109	217,130	
Other Operating Expenses	-	-	-	-	
<b>Total Police Services</b>	<b>2,430,967</b>	<b>2,837,355</b>	<b>2,463,566</b>	<b>3,029,049</b>	

Police Administration Services					Police Administration Services
Salary & Wages	227,069	136,657	133,588	146,255	
Benefits	69,528	38,379	39,335	41,068	
Overtime	597	-	-	-	
Contractual Services	-	-	-	-	
Police Administration Services	-	-	-	960	
Other Operating Expenses	-	-	-	-	
<b>Total Administrative Services</b>	<b>297,195</b>	<b>175,036</b>	<b>172,924</b>	<b>188,283</b>	

FY2021 Budget Detail Expenses By Cost Center	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
	6,322,835	6,738,837	6,424,720	7,251,320

Police Communication Services					Police Communication Services
Salary & Wages	268,549	300,355	308,237	311,396	
Benefits	104,807	129,050	134,781	134,103	
Overtime	19,915	16,500	9,848	10,000	
Contractual Services	-	2,200	2,063	2,200	
Operating Expenses	4,033	5,355	7,378	9,516	
Other Operating Expenses	-	-	-	-	
<b>Total Communication Services</b>	<b>397,304</b>	<b>453,460</b>	<b>462,307</b>	<b>467,215</b>	

Automated Safety Programs					Automated Safety Programs
Salary & Wages	20,917	26,954	18,993	39,247	
Benefits	3,470	5,807	6,780	18,861	
Overtime	-	-	-	-	
Contractual Services	221,734	224,500	292,369	240,500	
Operating Expenses	5,010	8,745	9,655	7,695	
Other Operating Expenses	-	-	-	-	
<b>Total Safe Speed for Students</b>	<b>251,131</b>	<b>266,006</b>	<b>327,798</b>	<b>306,302</b>	

Public Works					Public Works
Salary & Wages	460,132	425,851	419,330	464,076	
Benefits	165,747	203,261	200,980	244,337	
Overtime	23,216	23,000	23,000	23,000	
Contractual Services	336,982	404,800	389,800	401,000	
Operating Expenses	194,942	147,011	169,765	168,395	
Other Operating Expenses	64,672	80,000	80,000	80,000	
<b>Total Public Works</b>	<b>1,245,691</b>	<b>1,283,922</b>	<b>1,282,875</b>	<b>1,380,808</b>	

Weather Response Services					Weather Response Services
Overtime	5,559	9,000	-	10,000	
Contractual Services	-	-	-	-	
Operating Expenses	-	-	-	-	
Other Operating Expenses	8,846	13,160	1,500	13,500	
<b>Total Weather Events</b>	<b>14,405</b>	<b>22,160</b>	<b>1,500</b>	<b>23,500</b>	



FY2021 Budget Detail Expenses By Cost Center	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
	6,322,835	6,738,837	6,424,720	7,251,320

Town Buildings - Town Hall				
Operating Expenses	1,647	1,000	2,500	3,000
Other Operating Expenses	20,974	15,000	15,400	15,000
<b>Total Town Buildings - Town Hall</b>	<b>22,621</b>	<b>16,000</b>	<b>17,900</b>	<b>18,000</b>

Town Buildings - Public Safety				
Operating Expenses	12,169	5,000	9,633	7,500
Other Operating Expenses	20,855	21,900	24,400	23,400
<b>Total Town Buildings - Public Safety</b>	<b>33,024</b>	<b>26,900</b>	<b>34,033</b>	<b>30,900</b>

Town Buildings - Public Works				
Operating Expenses	2,235	1,000	1,000	1,000
Other Operating Expenses	10,801	10,400	7,342	9,400
<b>Total Town Buildings - Public Works</b>	<b>13,036</b>	<b>11,400</b>	<b>8,342</b>	<b>10,400</b>

Community Events				
Town Sponsored Events	28,071	27,520	26,482	39,500
Public Arts Programs	1,313	3,200	3,200	3,200
<b>Total Community Events</b>	<b>29,384</b>	<b>30,720</b>	<b>29,682</b>	<b>42,700</b>

Grants				
Grants	48,900	52,800	58,800	58,800
Social Concerns	10,189	10,550	10,645	17,800
<b>Total Grants</b>	<b>59,089</b>	<b>63,350</b>	<b>69,445</b>	<b>76,600</b>

<b>Total Expenses by Cost Center</b>	<b>6,322,835</b>	<b>6,738,837</b>	<b>6,424,720</b>	<b>7,251,320</b>
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Municipal Center Buildings

Community Services

FY2021 Budget Detail Expenses By Cost Center			FY2019	FY2020	FY2020	FY2021
			Actual	Approved	Estimated	Proposed
			Expenditure	Budget	Actuals	Budget
			\$	\$	\$	\$
			6,322,835	6,738,837	6,424,720	7,251,320

Salary and Wages						
101.01	Mayor & Council	Salaries	46,500	48,000	48,000	48,000
102.01	Administrative Services	Salaries	285,534	332,746	335,580	341,090
102.02	Financial Services	Salaries	170,556	150,072	160,199	160,938
102.03	Employee Services	Salaries	34,206	39,301	46,138	62,526
102.04	Development Services	Salaries	90,374	93,694	85,917	95,723
102.05	Neighborhood Services	Salaries	103,236	111,801	106,560	114,406
103.01	Police Services	Salaries	1,522,220	1,673,199	1,461,038	1,795,985
103.02	Police Administrative Services	Salaries	227,069	136,657	133,588	146,255
103.03	Police Communication Services	Salaries	268,549	300,355	308,237	311,396
103.04	Automated Safety Programs	Salaries	20,917	26,954	18,993	39,247
104.01	Public Works	Salaries	460,132	425,851	419,330	464,076
<b>Total Salary Wages</b>			<b>3,229,293</b>	<b>3,338,629</b>	<b>3,123,580</b>	<b>3,579,642</b>

Salary and Wages

Benefits						
101.01	Mayor & Council	Benefits	3,915	3,782	3,782	3,782
102.01	Administrative Services	Benefits	167,658	118,172	119,103	117,089
102.02	Financial Services	Benefits	48,321	45,898	40,322	52,843
102.03	Employee Services	Benefits	6,488	8,918	13,744	23,477
102.04	Development Services	Benefits	25,325	31,394	34,942	44,275
102.05	Neighborhood Services	Benefits	26,443	46,692	57,955	48,510
103.01	Police Services	Benefits	576,284	846,792	693,830	916,579
103.02	Police Administrative Services	Benefits	69,528	38,379	39,335	41,068
103.03	Police Communication Services	Benefits	104,807	129,050	134,781	134,103
103.04	Automated Safety Programs	Benefits	3,470	5,807	6,780	18,861
104.01	Public Works	Benefits	165,747	203,261	200,980	244,337
<b>Total Benefits</b>			<b>1,197,987</b>	<b>1,478,146</b>	<b>1,345,554</b>	<b>1,644,925</b>

Benefits

Overtime						
101.01	Mayor & Council	Overtime	-	-	-	-
102.01	Administrative Services	Overtime	2,268	4,000	4,250	4,000
102.02	Financial Services	Overtime	8,485	2,000	388	2,000
102.03	Employee Services	Overtime	383	-	400	500
102.04	Development Services	Overtime	-	-	-	-
102.05	Neighborhood Services	Overtime	465	2,000	1,600	2,000
103.01	Police Services	Overtime	61,925	81,800	60,043	64,000
103.02	Police Administrative Services	Overtime	597	-	-	-
103.03	Police Communication Services	Overtime	19,915	16,500	9,848	10,000
103.04	Automated Safety Programs	Overtime	-	-	-	-
104.01	Public Works	Overtime	23,216	23,000	23,000	23,000
<b>Total Overtime</b>			<b>117,254</b>	<b>129,300</b>	<b>99,529</b>	<b>105,500</b>

Overtime

FY2021 Budget Detail Expenses By Cost Center			FY2019	FY2020	FY2020	FY2021
			Actual	Approved	Estimated	Proposed
			Expenditure	Budget	Actuals	Budget
			\$	\$	\$	\$
			6,322,835	6,738,837	6,424,720	7,251,320

Contractual Services							
101.01	Mayor & Council	Contractual Services	-	-	-	-	Contractual Services
102.01	Administrative Services	Contractual Services	61,624	43,500	48,000	47,500	
102.02	Financial Services	Contractual Services	30,784	25,000	26,000	25,000	
102.03	Employee Services	Contractual Services	64,691	63,906	48,000	46,000	
102.04	Development Services	Contractual Services	-	5,500	-	5,000	
102.05	Neighborhood Services	Contractual Services	-	-	-	-	
103.01	Police Services	Contractual Services	16,507	19,084	38,546	35,355	
103.02	Police Administrative Services	Contractual Services	-	-	-	-	
103.03	Police Communication Services	Contractual Services	-	2,200	2,063	2,200	
103.04	Automated Safety Programs	Contractual Services	221,734	224,500	292,369	240,500	
104.01	Public Works	Contractual Services	336,982	404,800	389,800	401,000	
<b>Total Contractual Services</b>			<b>732,321</b>	<b>788,490</b>	<b>844,778</b>	<b>802,555</b>	

Operating Expenses							
101.01	Mayor & Council	Operating Expenses	25,033	33,383	17,275	49,760	Operating Expenses
102.01	Administrative Services	Operating Expenses	221,093	210,361	223,679	224,570	
102.02	Financial Services	Operating Expenses	14,403	8,827	12,525	13,100	
102.03	Employee Services	Operating Expenses	24,176	44,530	43,386	46,657	
102.04	Development Services	Operating Expenses	4,517	4,800	3,470	5,280	
102.05	Neighborhood Services	Operating Expenses	13,045	16,750	16,735	16,035	
103.01	Police Services	Operating Expenses	254,032	216,481	210,109	217,130	
103.02	Police Administrative Services	Operating Expenses	-	-	-	960	
103.03	Police Communication Services	Operating Expenses	4,033	5,355	7,378	9,516	
103.04	Automated Safety Programs	Operating Expenses	5,010	8,745	9,655	7,695	
104.01	Public Works	Operating Expenses	194,942	147,011	169,765	168,395	
<b>Total Operating Expenses</b>			<b>760,284</b>	<b>696,242</b>	<b>713,977</b>	<b>759,098</b>	

Other Operating Expenses							
101.01	Mayor & Council	Other Operating Expenses	-	500	-	500	Other Operating Expenses
102.01	Administrative Services	Other Operating Expenses	13,206	27,000	26,400	47,000	
102.02	Financial Services	Other Operating Expenses	-	-	-	-	
102.03	Employee Services	Other Operating Expenses	-	-	-	-	
102.04	Development Services	Other Operating Expenses	36,260	30,000	30,000	30,000	
102.05	Neighborhood Services	Other Operating Expenses	-	-	-	-	
103.01	Police Services	Other Operating Expenses	-	-	-	-	
103.02	Police Administrative Services	Other Operating Expenses	-	-	-	-	
103.03	Police Communication Services	Other Operating Expenses	-	-	-	-	
103.04	Automated Safety Programs	Other Operating Expenses	-	-	-	-	
104.01	Public Works	Other Operating Expenses	64,672	80,000	80,000	80,000	
<b>Total Other Operating Expenses</b>			<b>114,138</b>	<b>137,500</b>	<b>136,400</b>	<b>157,500</b>	

FY2021 Budget Detail Expenses By Cost Center	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
	6,322,835	6,738,837	6,424,720	7,251,320

<b>105.01 Weather Response Services</b>					<b>Weather Response Services</b>
Overtime	5,559	9,000	-	10,000	
Operating Expenses	-	-	-	-	
Other Operating Expenses	8,846	13,160	1,500	13,500	
<b>Total Weather Response Services</b>	<b>14,405</b>	<b>22,160</b>	<b>1,500</b>	<b>23,500</b>	
<b>106.01 Town Buildings - Town Hall</b>					<b>Municipal Center Buildings</b>
Operating Expenses	1,647	1,000	2,500	3,000	
Other Operating Expenses	20,974	15,000	15,400	15,000	
<b>Total Town Buildings - Town Hall</b>	<b>22,621</b>	<b>16,000</b>	<b>17,900</b>	<b>18,000</b>	
<b>106.02 Town Buildings - Public Safety</b>					
Operating Expenses	12,169	5,000	9,633	7,500	
Other Operating Expenses	20,855	21,900	24,400	23,400	
<b>Total Town Buildings - Public Safety</b>	<b>33,024</b>	<b>26,900</b>	<b>34,033</b>	<b>30,900</b>	
<b>106.03 Town Buildings - Public Works</b>					
Operating Expenses	2,235	1,000	1,000	1,000	
Other Operating Expenses	10,801	10,400	7,342	9,400	
<b>Total Town Buildings - Public Services</b>	<b>13,036</b>	<b>11,400</b>	<b>8,342</b>	<b>10,400</b>	
<b>102.06 Community Events</b>					<b>Community Events and Grants</b>
Town Sponsored Events	28,071	27,520	26,482	39,500	
Public Arts Programs	1,313	3,200	3,200	3,200	
<b>Total Community Events</b>	<b>29,384</b>	<b>30,720</b>	<b>29,682</b>	<b>42,700</b>	
<b>102.07 Community Grants</b>					
Community Grants	48,900	52,800	58,800	58,800	
Social Concerns	10,189	10,550	10,645	17,800	
<b>Total Community Grants</b>	<b>59,089</b>	<b>63,350</b>	<b>69,445</b>	<b>76,600</b>	
<b>Total Expenses by Category</b>	<b>6,322,835</b>	<b>6,738,837</b>	<b>6,424,720</b>	<b>7,251,320</b>	

# **FY2021 Proposed Budget**

**Mayor and Council**

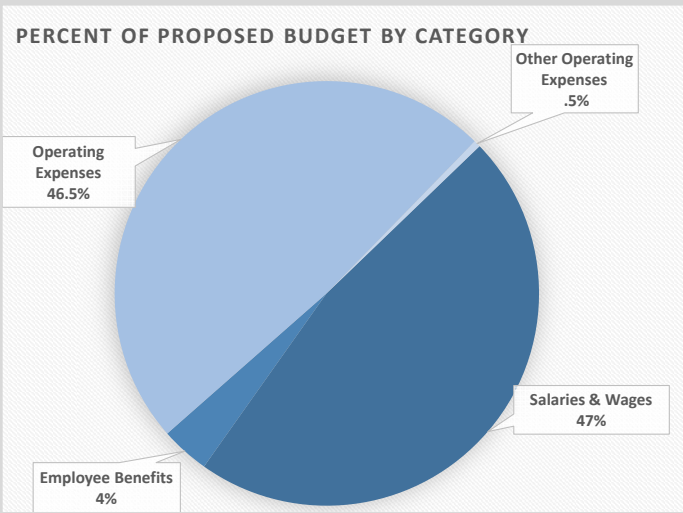
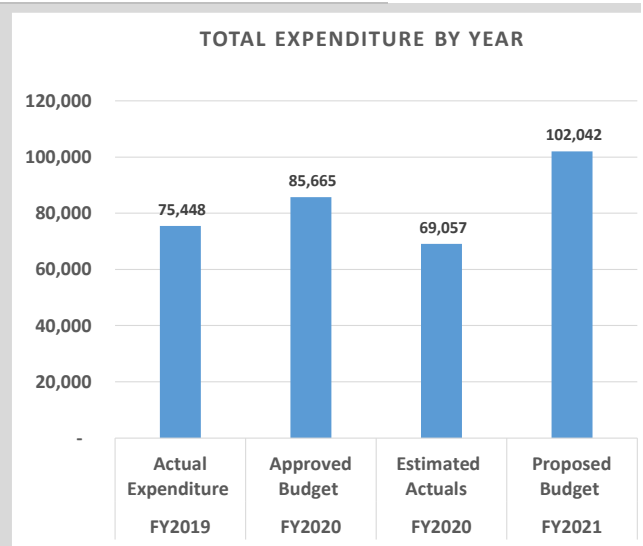
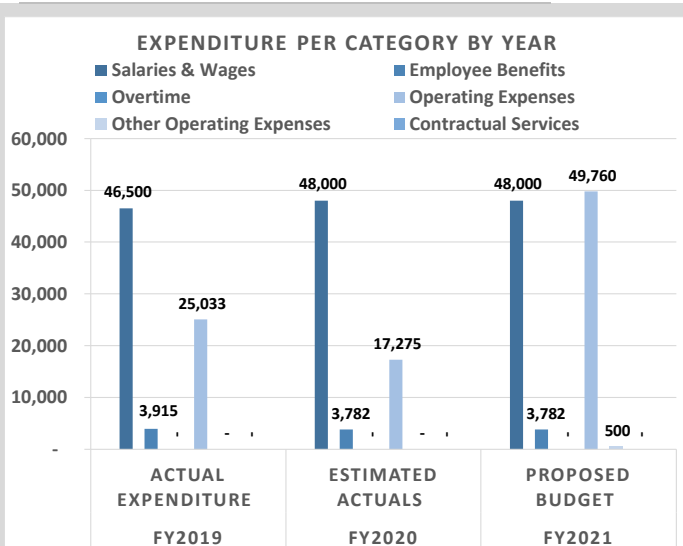
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## FY2021 Budget Overview - Mayor and Council

### Proposed Budget

# 102,042

	Summary of Expenditures				Head Count			
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget		FY2019	FY2020	FY2021
Salaries & Wages	46,500	48,000	48,000	48,000				
Employee Benefits	3,915	3,782	3,782	3,782	Mayor and Council	7.00	7.00	7.00
Overtime	-	-	-	-				
Contractual Services	-	-	-	-				
Operating Expenses	25,033	33,383	17,275	49,760	Total Head Count	7.00	7.00	7.00
Other Operating Expenses	-	500	-	500				
<b>Total Expenditures</b>	<b>75,448</b>	<b>85,665</b>	<b>69,057</b>	<b>102,042</b>				



#### SIGNIFICANT CHANGES

FY2021 includes \$11,000 for funding the election in May 2021.

Additionally, the budget includes a new line item for cellular telephones for the Mayor and Council. Town-wide the operating cost per cellular telephone is down sharply after renegotiation of the Verizon plan.

Also included are funds to provide Town issued laptop computers. It is important to have Town issued devices to separate Town business from personal business.

There is also a 23% decrease in Council training and education and a 14% decrease in Council travel.

FY2021 Budget Detail Mayor & Council	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>50,415</b>	<b>51,782</b>	<b>51,782</b>	<b>51,782</b>
<b>5005 Mayor and council</b>	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>
<b>5100 Employee Benefits</b>	3,915	3,782	3,782	3,782
Workers Compensation	109	110	110	110
Payroll Taxes	3,806	3,672	3,672	3,672
<b>Subtotal</b>	<b>3,915</b>	<b>3,782</b>	<b>3,782</b>	<b>3,782</b>
<b>5200 Overtime Premiums</b>	-	-	-	-
Overtime Wages	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Employee Costs</b>	<b>50,415</b>	<b>51,782</b>	<b>51,782</b>	<b>51,782</b>



FY2021 Budget Detail Mayor & Council	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Operating Expenses</b>	<b>25,033</b>	<b>33,383</b>	<b>17,275</b>	<b>49,760</b>
<b>Dues &amp; Subscriptions</b>				
6013 Dues/Memberships/Subscription	9,340	8,593	8,300	8,600
Membership Dues	9,340	8,593	8,300	8,600
<b>Subtotal</b>	<b>9,340</b>	<b>8,593</b>	<b>8,300</b>	<b>8,600</b>
<b>Total Dues &amp; Subscriptions</b>	<b>9,340</b>	<b>8,593</b>	<b>8,300</b>	<b>8,600</b>
<b>Information Technology</b>				
6055 Information Technology - Small Purchases	-	-	-	4,900
IT purchases, Computers, IT related supplies	-	-	-	4,900
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,900</b>
<b>Telephone &amp; Communications</b>				
6148 Telephone-Mobile	-	-	-	3,360
Mobile Phone	-	-	-	3,360
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,360</b>
<b>Total Telephone &amp; Communications</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,360</b>
<b>Employee Services</b>				
6080 Benevolence and Goodwill	567	640	600	650
Flowers, Fruit Baskets, Benevolence Items	567	640	600	650
<b>Subtotal</b>	<b>567</b>	<b>640</b>	<b>600</b>	<b>650</b>
<b>Total Employee Services</b>	<b>567</b>	<b>640</b>	<b>600</b>	<b>650</b>
<b>Supplies</b>				
6124 Supplies-Office	-	-	100	100
Office Supplies	-	-	100	100
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>100</b>	<b>100</b>
<b>Total Meeting Expenses</b>	<b>-</b>	<b>-</b>	<b>100</b>	<b>100</b>
<b>Meeting Expenses</b>				
6015 Catering & Meals	-	1,500	-	1,500
Catering and Meals	-	1,500	-	1,500
<b>Subtotal</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
<b>Total Meeting Expenses</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>

FY2021 Budget Detail Mayor & Council	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Training &amp; Education</b>				
6016 Education-Conference & Seminar	145	500	300	500
Mayors Conference	145	500	300	500
<b>Subtotal</b>	<b>145</b>	<b>500</b>	<b>300</b>	<b>500</b>
6022 Education-Training	-	6,500	2,100	5,000
Council Training & Education	-	6,500	2,100	5,000
<b>Subtotal</b>	<b>-</b>	<b>6,500</b>	<b>2,100</b>	<b>5,000</b>
<b>Total Training &amp; Education</b>	<b>-</b>	<b>7,000</b>	<b>2,400</b>	<b>5,500</b>
<b>Special Services</b>				
6031 Elections	8,594	-	-	11,000
Election	8,594	-	-	11,000
<b>Subtotal</b>	<b>8,594</b>	<b>-</b>	<b>-</b>	<b>11,000</b>
<b>Total Special Services</b>	<b>8,594</b>	<b>-</b>	<b>-</b>	<b>11,000</b>
<b>Special Events</b>				
6151 Special Projects & Events	4,652	5,000	2,500	5,000
Special Projects & Events	4,652	5,000	2,500	5,000
<b>Subtotal</b>	<b>4,652</b>	<b>5,000</b>	<b>2,500</b>	<b>5,000</b>
<b>Total Special Events</b>	<b>4,652</b>	<b>5,000</b>	<b>2,500</b>	<b>5,000</b>
<b>Travel Expenses</b>				
6163 Travel- Mileage Reimbursement	317	800	500	800
Mileage Allowance	317	800	500	800
<b>Subtotal</b>	<b>317</b>	<b>800</b>	<b>500</b>	<b>800</b>
6166 Travel-Hotel	1,420	9,600	2,800	8,000
Hotels	1,420	9,600	2,800	8,000
<b>Subtotal</b>	<b>1,420</b>	<b>9,600</b>	<b>2,800</b>	<b>8,000</b>
6169 Travel - Meals and Incidentals	-	100	75	200
Meals	-	100	75	200
<b>Subtotal</b>	<b>-</b>	<b>100</b>	<b>75</b>	<b>200</b>
6172 Travel-Transportation	-	150	-	150
Transportation Expenses	-	150	-	150
<b>Subtotal</b>	<b>-</b>	<b>150</b>	<b>-</b>	<b>150</b>
<b>Total Travel Expenses</b>	<b>1,736</b>	<b>10,650</b>	<b>3,375</b>	<b>9,150</b>
<b>Total Operating Expenses</b>	<b>25,033</b>	<b>33,383</b>	<b>17,275</b>	<b>49,760</b>

FY2021 Budget Detail Mayor & Council	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Other Operating Expenses</b>	-	500	-	500
<b>Other Operating Expenses</b>				
7010 Child Care Reimbursement	-	500	-	500
Child Care Reimbursement	-	500	-	500
<b>Subtotal</b>	-	500	-	500
<b>Total Operating Expenses</b>	-	500	-	500
<b>Total Other Operating Expenses</b>	-	500	-	500

# **FY2021 Proposed Budget**

**Administrative Services**

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# Office of Administrative Services


## **FY2021 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. OAS' program portfolio includes communication between TRP's government, the public, businesses, and other partners; coordination of events, development and operation of various programs to enrich TRP, and a vast array of administrative functions to support Public Works, Development Service, Employee Services, Finance Services, and the Office of the Town Manager.

## **ACCOMPLISHMENTS OF FY2020**

- Implemented Report a Concern automated feature on the Town's website
- Developed and implemented a Communications Plan
- Enhanced communication among public, businesses, and internally
- Coordinated community events and initiatives
- Expanded community engagement
- Streamlined internal processes
- Implemented E<sup>5</sup> = Excellence in Service

## **OBJECTIVES FOR FY2021**

- Review preparedness and update plans for continuity of service
- Improve channels of communication, outreach, and access to information between TRP government, public, and businesses
- Develop and implement new programs for TRP's benefit while continuing to achieve operational success in current programs
- Assist and coordinate the implementation of Town-wide marketing, art, recreation, environmental, and other initiatives to enrich life in TRP
- Streamline processes and procedures
- Celebrate and invite others to join the *We  Town Life! 2.0 Initiative*

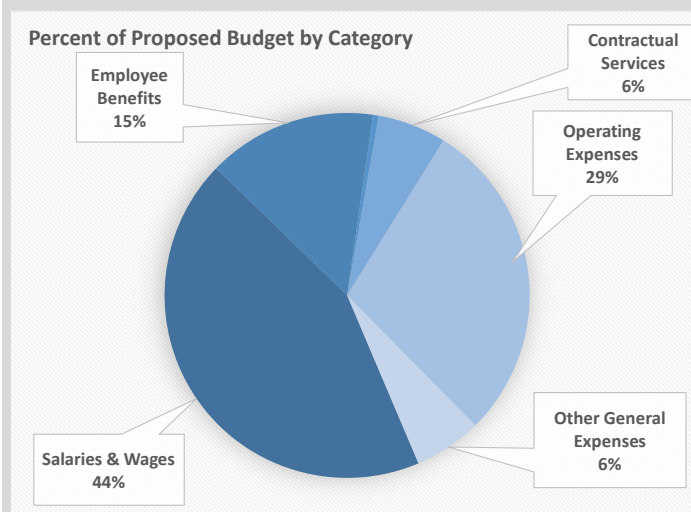
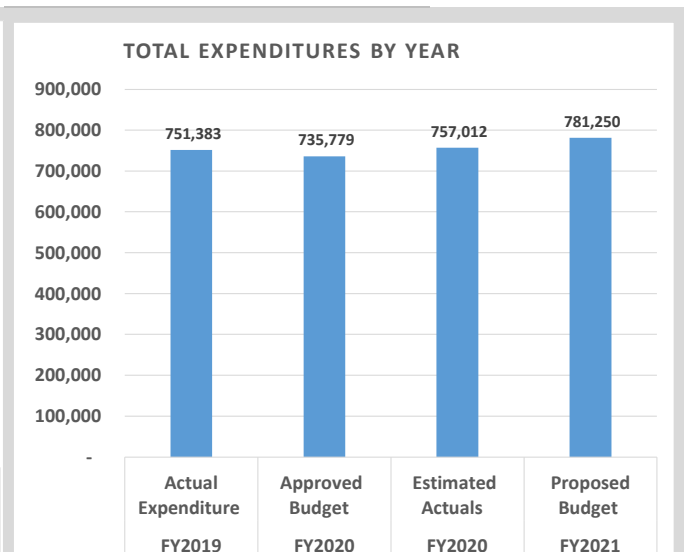
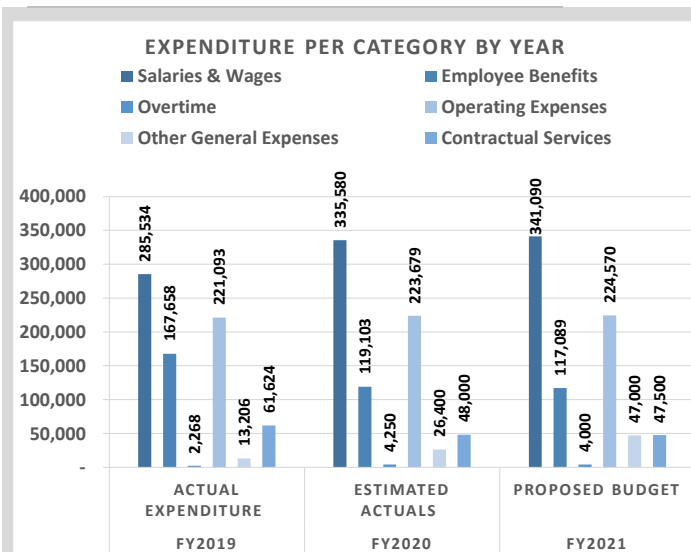
*Performance Indicators are being finalized. These measures will be included prior to adoption.*

## FY2021 Budget Overview - Administrative Services

**Proposed Budget**

**781,250**

	Summary of Expenditures				Staff Head Count			
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget	FY2019	FY2020	FY2021	
Salaries & Wages	285,534	332,746	335,580	341,090	Town Manager	1.00	1.00	1.00
Employee Benefits	167,658	118,172	119,103	117,089	Director Admin Services / TC	1.00	1.00	1.00
Overtime	2,268	4,000	4,250	4,000	HR Director	1.00	0.00	0.00
Contractual Services	61,624	43,500	48,000	47,500	Finance Director	1.00	0.00	0.00
Operating Expenses	221,093	210,361	223,679	224,570	Administrative Associate	2.00	0.00	0.00
Other General Expenses	13,206	27,000	26,400	47,000	Program Specialist	0.00	2.00	1.66
<b>Total Expenditures</b>	<b>751,383</b>	<b>735,779</b>	<b>757,012</b>	<b>781,250</b>	<b>Total Head Count</b>	<b>6.00</b>	<b>4.00</b>	<b>3.66</b>



### Significant Changes

A portion of Program Specialists cost is now being charged to the Office of Finance Services. The position remains under the hub of the Office of Administrative Services. This is done to more accurately reflect cost by function. Program Specialists perform work related to Accounts Payable and Receivable.

The increase in Operating Expenses is related to an increase in funded Contingency from \$10,000 to \$30,000.



FY2021 Budget Detail Administrative Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>455,461</b>	<b>454,918</b>	<b>458,933</b>	<b>462,180</b>
<b>5000 Salaries &amp; Wages</b>	<b>285,534</b>	<b>332,746</b>	<b>335,580</b>	<b>341,090</b>
5001 Wages-Full Time	285,534	330,666	330,000	333,430
5010 Wages-Interns	-	-	3,500	3,500
5031 Bilingual Pay Premium	-	2,080	2,080	4,160
<b>Subtotal</b>	<b>285,534</b>	<b>332,746</b>	<b>335,580</b>	<b>341,090</b>
<b>5100 Employee Benefits</b>	<b>167,658</b>	<b>118,172</b>	<b>119,103</b>	<b>117,089</b>
5101 Insurance-Workers Compensation	813	882	991	890
5104 Insurance-Medical (75%)	8,992	34,438	40,313	32,648
5107 Insurance-Medical (100%)	3,260	-	-	-
5113 Insurance-Life	2,135	1,840	1,686	1,840
5119 Insurance-Long Term Disability	1,076	1,404	1,237	1,404
5120 AD&D	175	245	199	245
5122 Payroll Taxes	21,623	25,602	24,000	25,814
5121 Golds Gym	-	-	-	-
5125 Retirement-Defined Contribution	105,229	7,517	8,565	9,136
5046 Stipend Individual	-	-	1,300	1,300
66000 Payroll Expenses	(3,176)	-	-	-
5128 Retirement-Defined Benefits	27,533	46,244	40,812	43,813
<b>Subtotal</b>	<b>167,658</b>	<b>118,172</b>	<b>119,103</b>	<b>117,089</b>
<b>5200 Overtime Premiums</b>	<b>2,268</b>	<b>4,000</b>	<b>4,250</b>	<b>4,000</b>
Overtime Premium	2,268	4,000	4,250	4,000
<b>Subtotal</b>	<b>2,268</b>	<b>4,000</b>	<b>4,250</b>	<b>4,000</b>
<b>Total Employee Costs</b>	<b>455,461</b>	<b>454,918</b>	<b>458,933</b>	<b>462,180</b>

FY2021 Budget Detail Administrative Services				
	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Contractual Services</b>	<b>61,624</b>	<b>43,500</b>	<b>48,000</b>	<b>47,500</b>
5313 Legal Services	61,624	41,000	48,000	45,000
Fees for Town Attorney and related legal services	61,624	41,000	48,000	45,000
<b>Subtotal</b>	61,624	41,000	48,000	45,000
5020 5g Small Cell Tower Permits	-	2,500	-	2,500
5g Small Cell Tower Permits	-	2,500	-	2,500
<b>Subtotal</b>	-	2,500	-	2,500
<b>Total Contractual Services</b>	<b>61,624</b>	<b>43,500</b>	<b>48,000</b>	<b>47,500</b>
<b>Total Contractual Services</b>	<b>61,624</b>	<b>43,500</b>	<b>48,000</b>	<b>47,500</b>

FY2021 Budget Detail Administrative Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Operating Expenses</b>	<b>221,093</b>	<b>210,361</b>	<b>223,679</b>	<b>224,570</b>
<b>Dues &amp; Subscriptions</b>				
6013 Dues/Memberships/Subscription	6,170	4,030	4,000	4,000
Membership Dues	6,170	4,030	4,000	4,000
<b>Subtotal</b>	<b>6,170</b>	<b>4,030</b>	<b>4,000</b>	<b>4,000</b>
<b>Total Dues &amp; Subscriptions</b>	<b>6,170</b>	<b>4,030</b>	<b>4,000</b>	<b>4,000</b>
<b>Training &amp; Education</b>				
6016 Education-Conference & Seminar	501	3,795	2,500	3,800
Conference and Seminars	501	3,795	2,500	3,800
<b>Subtotal</b>	<b>501</b>	<b>3,795</b>	<b>2,500</b>	<b>3,800</b>
6022 Education-Training	1,325	1,500	500	1,500
Training	1,325	1,500	500	1,500
<b>Subtotal</b>	<b>1,325</b>	<b>1,500</b>	<b>500</b>	<b>1,500</b>
6025 Education-Training Aids	110	-	-	-
Training Aids	110	-	-	-
<b>Subtotal</b>	<b>110</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Training &amp; Education</b>	<b>1,936</b>	<b>5,295</b>	<b>3,000</b>	<b>5,300</b>
<b>Travel Expenses</b>				
6166 Travel-Hotel	-	800	800	800
Hotel	-	800	800	800
<b>Subtotal</b>	<b>-</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>Total Travel Expenses</b>	<b>-</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>Special Services</b>				
6019 Education-Town Cable TV Channel	5,550	8,150	7,500	9,500
Camera/Cable Operations	5,550	8,150	7,500	9,500
<b>Subtotal</b>	<b>5,550</b>	<b>8,150</b>	<b>7,500</b>	<b>9,500</b>
<b>Total Special Services</b>	<b>5,550</b>	<b>8,150</b>	<b>7,500</b>	<b>9,500</b>
<b>Equipment</b>				
6038 Equipment-Purchases	7,251	3,500	3,500	3,500
Admin Equipment Purchases	7,251	3,500	3,500	3,500
<b>Subtotal</b>	<b>7,251</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
6040 Equipment-Rental	4,432	3,500	4,800	4,500
Copy Machine Rental	4,432	3,500	4,800	4,500
<b>Subtotal</b>	<b>4,432</b>	<b>3,500</b>	<b>4,800</b>	<b>4,500</b>
<b>Total Equipment</b>	<b>11,683</b>	<b>7,000</b>	<b>8,300</b>	<b>8,000</b>

FY2021 Budget Detail Administrative Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Information Technology</b>				
6055 Information Technology - Small Purchases	37	1,500	12,000	5,000
IT purchases, Computers, IT related supplies	37	1,500	12,000	5,000
<b>Subtotal</b>	<b>37</b>	<b>1,500</b>	<b>12,000</b>	<b>5,000</b>
6053 I-NET Internet Services	6,645	9,446	9,446	10,000
Internet Service Plans	6,645	9,446	9,446	10,000
<b>Subtotal</b>	<b>6,645</b>	<b>9,446</b>	<b>9,446</b>	<b>10,000</b>
6049 Information Technology Services	45,810	25,000	26,000	30,000
IT services, subscriptions, Installations	45,810	25,000	26,000	30,000
<b>Subtotal</b>	<b>45,810</b>	<b>25,000</b>	<b>26,000</b>	<b>30,000</b>
6100 Software-Licenses and Subscriptions	-	-	650	1,500
Software subscriptions	-	-	650	1,500
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>650</b>	<b>1,500</b>
<b>Total Information Technology</b>	<b>52,492</b>	<b>35,946</b>	<b>48,096</b>	<b>46,500</b>
<b>Insurance Liability</b>				
6058 Insurance- Liability	79,902	85,000	84,899	90,000
Liability Insurance	79,902	85,000	84,899	90,000
<b>Subtotal</b>	<b>79,902</b>	<b>85,000</b>	<b>84,899</b>	<b>90,000</b>
<b>Total Insurance Liability</b>	<b>79,902</b>	<b>85,000</b>	<b>84,899</b>	<b>90,000</b>
<b>Printing/News Letters/Advertising</b>				
6079 Newsletter (Town Crier)	19,460	20,850	26,000	22,000
Town Crier	19,460	20,850	26,000	22,000
<b>Subtotal</b>	<b>19,460</b>	<b>20,850</b>	<b>26,000</b>	<b>22,000</b>
6094 Printing & Binding	899	-	-	-
Printing and Binding	899	-	-	-
<b>Subtotal</b>	<b>899</b>	<b>-</b>	<b>-</b>	<b>-</b>
6097 Public & Legal Notices/Ads	3,173	3,600	3,200	3,600
Charter Amendment	3,173	3,600	3,200	3,600
<b>Subtotal</b>	<b>3,173</b>	<b>3,600</b>	<b>3,200</b>	<b>3,600</b>
<b>Total Printing/News Letters/Advertising</b>	<b>23,532</b>	<b>24,450</b>	<b>29,200</b>	<b>25,600</b>
<b>Postage</b>				
6091 Postage	2,534	2,350	2,350	2,500
Postage, postage machine, shipping fees	2,534	2,350	2,350	2,500
<b>Subtotal</b>	<b>2,534</b>	<b>2,350</b>	<b>2,350</b>	<b>2,500</b>
<b>Total Postage</b>	<b>2,534</b>	<b>2,350</b>	<b>2,350</b>	<b>2,500</b>

FY2021 Budget Detail Administrative Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Office Supplies</b>				
6124 Supplies-Office	12,744	9,990	9,900	10,000
General Office Supplies	12,744	9,990	9,900	10,000
<b>Subtotal</b>	<b>12,744</b>	<b>9,990</b>	<b>9,900</b>	<b>10,000</b>
<b>Total Supplies (Office)</b>	<b>12,744</b>	<b>9,990</b>	<b>9,900</b>	<b>10,000</b>
<b>Telephone &amp; Communications</b>				
6145 Telephone-Land Line	4,871	5,000	4,064	5,000
Telephone Land Lines	4,871	5,000	4,064	5,000
<b>Subtotal</b>	<b>4,871</b>	<b>5,000</b>	<b>4,064</b>	<b>5,000</b>
6148 Telephone-Mobile	2,612	3,300	2,600	1,920
Mobile Phone	2,612	3,300	2,600	1,920
<b>Subtotal</b>	<b>2,612</b>	<b>3,300</b>	<b>2,600</b>	<b>1,920</b>
<b>Total Telephone &amp; Communications</b>	<b>7,483</b>	<b>8,300</b>	<b>6,664</b>	<b>6,920</b>
<b>Special Projects</b>				
6151 Special Projects	16,196	18,500	18,500	14,900
Special Projects	16,196	18,500	18,500	14,900
<b>Subtotal</b>	<b>16,196</b>	<b>18,500</b>	<b>18,500</b>	<b>14,900</b>
<b>Total Special Projects</b>	<b>16,196</b>	<b>18,500</b>	<b>18,500</b>	<b>14,900</b>
<b>Vehicle and Transportation</b>				
6154 Transportation-Gas & Oil	871	250	170	250
Fuel, Gas, Oil	871	250	170	250
<b>Subtotal</b>	<b>871</b>	<b>250</b>	<b>170</b>	<b>250</b>
6160 Transportation-Vehicles Maintenance	-	300	300	300
Vehicles Maintenance	-	300	300	300
<b>Subtotal</b>	<b>-</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Total Vehicle and Transportation</b>	<b>871</b>	<b>550</b>	<b>470</b>	<b>550</b>
<b>Total Operating Expenses</b>	<b>221,093</b>	<b>210,361</b>	<b>223,679</b>	<b>224,570</b>

FY2021 Budget Detail Administrative Services				
	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Other Operating Expenses</b>	<b>13,206</b>	<b>27,000</b>	<b>26,400</b>	<b>47,000</b>
<b>Computer Services</b>				
7055 Website-Domain Names	400	500	400	500
Domain Names	400	500	400	500
<b>Subtotal</b>	<b>400</b>	<b>500</b>	<b>400</b>	<b>500</b>
7058 Website-Hosting Services	2,806	3,500	3,000	3,500
Website Hosting & Maintenance	2,806	3,500	3,000	3,500
<b>Subtotal</b>	<b>2,806</b>	<b>3,500</b>	<b>3,000</b>	<b>3,500</b>
<b>Total Computer Services</b>	<b>3,206</b>	<b>4,000</b>	<b>3,400</b>	<b>4,000</b>
<b>Contingency</b>				
7201 Contingency	10,000	23,000	23,000	43,000
Contingency	10,000	10,000	10,000	30,000
Leave Payout and Buyback	-	13,000	13,000	13,000
<b>Subtotal</b>	<b>10,000</b>	<b>23,000</b>	<b>23,000</b>	<b>43,000</b>
<b>Total Contingency</b>	<b>10,000</b>	<b>23,000</b>	<b>23,000</b>	<b>43,000</b>
<b>Total Other Operating Expenses</b>	<b>13,206</b>	<b>27,000</b>	<b>26,400</b>	<b>47,000</b>

# **FY2021 Proposed Budget**

**Financial Services**

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# Office of Finance Services

## **FY2021 MISSION**

The Financial Services team makes TRP the location of choice by enhancing the public trust through safeguarding, and accurately accounting for, the financial assets of the Town, providing optimal financial service to a range of constituents including residents, taxpayers, businesses, agencies, and employees. The team ensures adherence to all laws, ordinances, regulations, and policies in a thorough and transparent manner. The Office provides funds disbursement, accounting, debt management, procurement, and investment oversight.

## **ACCOMPLISHMENTS OF FY2020**

- Awarded GFOA Distinguished Budget Presentation Award
- Finance Manager achieved C.P.A.
- Developed policy documents for A/P and A/R
- Drafted FY2021 Proposed Budget during a pandemic and economic uncertainty
- Automated processes to improve workflow efficiency
- Assisted in launching E<sup>5</sup> = Excellence in Service

## **OBJECTIVES FOR FY2021**

- Initiate steps towards achieving GFOA Comprehensive Annual Financial Reporting award in FY2022
- Finalize the Purchasing and Procurement Policy Manual
- Implement a Transparency porthole on the website for improved access to financial reports
- Administer A/R Collection Plan
- Implement new financial software
- Streamlining our services and operations
- Celebrate and invite others to join the *We ❤️ Town Life! 2.0* initiative

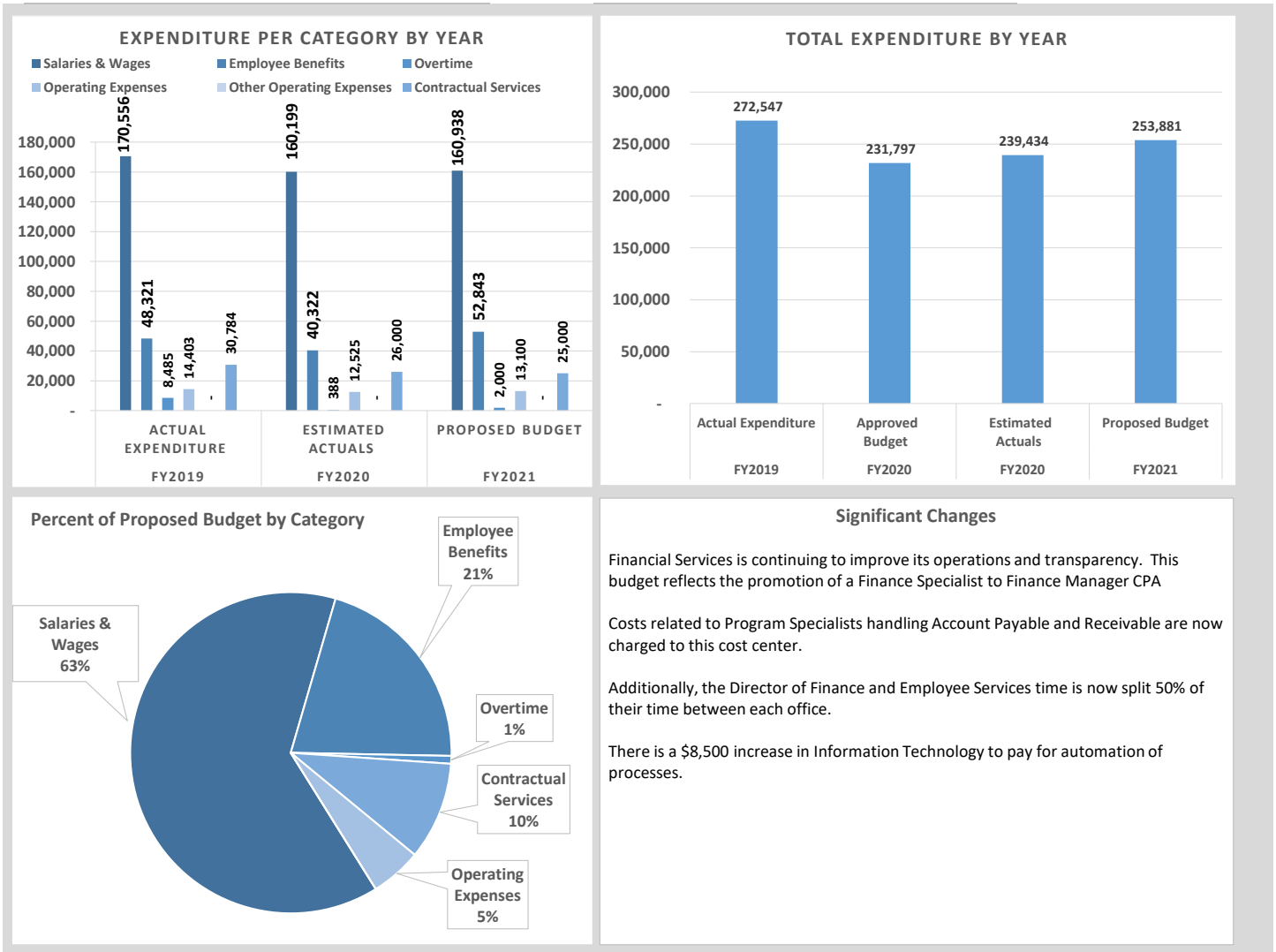
*Performance Indicators are being finalized. These measures will be included prior to adoption.*

## FY2021 Budget Overview - Financial Services

### Proposed Budget

**253,881**

	Summary of Expenditures				Staff Head Count			
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget		FY2019	FY2020	FY2021
Salaries & Wages	170,556	150,072	160,199	160,938	Finance & Employee Services Director	0.75	0.75	0.50
Employee Benefits	48,321	45,898	40,322	52,843	Finance Manager CPA	0.00	1.00	1.00
Overtime	8,485	2,000	388	2,000	Finance Program Specialist	1.00	0.00	0.00
Contractual Services	30,784	25,000	26,000	25,000	Program Specialist II	0.00	0.00	0.33
Operating Expenses	14,403	8,827	12,525	13,100				
Other Operating Expenses	-	-	-	-				
<b>Total Expenditures</b>	<b>272,547</b>	<b>231,797</b>	<b>239,434</b>	<b>253,881</b>	<b>Total Head Count</b>	<b>2.00</b>	<b>1.75</b>	<b>1.83</b>



FY2021 Budget Detail Financial Services				
	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>227,361</b>	<b>197,970</b>	<b>200,909</b>	<b>215,781</b>
<b>5000 Salaries &amp; Wages</b>	<b>170,556</b>	<b>150,072</b>	<b>160,199</b>	<b>160,938</b>
5001 Wages-Full Time	170,556	150,072	160,199	160,938
<b>Subtotal</b>	<b>170,556</b>	<b>150,072</b>	<b>160,199</b>	<b>160,938</b>
<b>5100 Employee Benefits</b>	<b>48,321</b>	<b>45,898</b>	<b>40,322</b>	<b>52,843</b>
5101 Insurance-Workers Compensation	172	400	441	429
5104 Insurance-Medical (75%)	10,725	10,902	10,082	15,389
5113 Insurance-Life	1,482	664	970	994
5119 Insurance-Long Term Disability	594	612	708	898
5120 AD&D	89	89	109	132
5122 Payroll Taxes	15,379	11,633	6,284	12,618
66000 Payroll Expenses	1,207	-	1,804	-
5121 Golds Gym	123	-	123	256
5125 Retirement-Defined Contribution	6,105	6,871	7,343	8,644
5128 Retirement-Defined Benefits	12,444	14,727	12,458	13,483
<b>Subtotal</b>	<b>48,321</b>	<b>45,898</b>	<b>40,322</b>	<b>52,843</b>
<b>5200 Overtime Premiums</b>	<b>8,485</b>	<b>2,000</b>	<b>388</b>	<b>2,000</b>
Overtime Premiums	8,485	2,000	388	2,000
<b>Subtotal</b>	<b>8,485</b>	<b>2,000</b>	<b>388</b>	<b>2,000</b>
<b>Total Employee Costs</b>	<b>227,361</b>	<b>197,970</b>	<b>200,909</b>	<b>215,781</b>

FY2021 Budget Detail Financial Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Contractual Expenses</b>	<b>30,784</b>	<b>25,000</b>	<b>26,000</b>	<b>25,000</b>
<b>Contractual Services</b>				
<b>5300 Contractual Services</b>	30,784	25,000	26,000	25,000
Audit and Uniform Financial Report Preparation	30,784	25,000	26,000	25,000
Contracted Accountant	-	-	-	-
<b>Subtotal</b>	<b>30,784</b>	<b>25,000</b>	<b>26,000</b>	<b>25,000</b>
<b>Total Contractual Services</b>	<b>30,784</b>	<b>25,000</b>	<b>26,000</b>	<b>25,000</b>
<b>Total Contractual Expenses</b>	<b>30,784</b>	<b>25,000</b>	<b>26,000</b>	<b>25,000</b>

FY2021 Budget Detail Financial Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Operating Expenses</b>	<b>14,403</b>	<b>8,827</b>	<b>12,525</b>	<b>13,100</b>
<b>Finance Charges</b>				
6001 Bank Service Fees	2,562	500	-	-
Bank Fees	2,562	500	-	-
<b>Subtotal</b>	<b>2,562</b>	<b>500</b>	<b>-</b>	<b>-</b>
6085 Other Services & Charges	775	-	-	-
Service Fees	775	-	-	-
<b>Subtotal</b>	<b>775</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Finance Charges</b>	<b>3,337</b>	<b>500</b>	<b>-</b>	<b>-</b>
<b>Information Technology</b>				
6004 Computer & Software	5,932	2,500	10,000	10,000
Voucher Approval System/ Accounting Software	5,932	2,500	10,000	10,000
<b>Subtotal</b>	<b>5,932</b>	<b>2,500</b>	<b>10,000</b>	<b>10,000</b>
6100 Software-Licenses	3,903	500	1,500	1,500
Software Licenses	3,903	500	1,500	1,500
<b>Subtotal</b>	<b>3,903</b>	<b>500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Information Technology</b>	<b>9,835</b>	<b>3,000</b>	<b>11,500</b>	<b>11,500</b>
<b>Dues &amp; Subscriptions</b>				
6013 Dues/Memberships	-	1,377	1,005	1,500
Government Finance Officers Association Membership Dues	-	1,377	1,005	1,500
<b>Subtotal</b>	<b>-</b>	<b>1,377</b>	<b>1,005</b>	<b>1,500</b>
6014 Publications/Subscriptions	-	-	20	100
GOFA Subscription	-	-	20	100
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>20</b>	<b>100</b>
<b>Total Dues &amp; Subscriptions</b>	<b>-</b>	<b>1,377</b>	<b>1,025</b>	<b>1,600</b>
<b>Training &amp; Education</b>				
6022 Education-Training	1,231	1,000	-	-
Training Materials	1,231	1,000	-	-
<b>Subtotal</b>	<b>1,231</b>	<b>1,000</b>	<b>-</b>	<b>-</b>
6028 Education-Tuition Reimbursement	-	2,000	-	-
Tuition Reimbursement/CPA Candidate/Retention	-	2,000	-	-
<b>Subtotal</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>-</b>
<b>Total Training &amp; Education</b>	<b>1,231</b>	<b>3,000</b>	<b>-</b>	<b>-</b>
<b>Operating Supplies</b>				
6127 Supplies-Operating & Materials	-	300	-	-
Other Supplies	-	300	-	-
<b>Subtotal</b>	<b>-</b>	<b>300</b>	<b>-</b>	<b>-</b>
<b>Total Operating Supplies</b>	<b>-</b>	<b>300</b>	<b>-</b>	<b>-</b>
<b>Travel Expenses</b>				
6166 Travel-Hotel	-	650	-	-
Travel & Hotel	-	650	-	-
<b>Subtotal</b>	<b>-</b>	<b>650</b>	<b>-</b>	<b>-</b>
<b>Total Travel Expenses</b>	<b>-</b>	<b>650</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenses</b>	<b>14,403</b>	<b>8,827</b>	<b>12,525</b>	<b>13,100</b>

# **FY2021 Proposed Budget**

**Employee Services**

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# Office of Employee Services

## **FY2021 MISSION**

Serve the needs of employees through strategic partnerships and collaboration ensuring that the Town recruits, selects, develops, and retains a high performing and diverse workforce and fosters a healthy, safe, and productive work environment for employees, their families, departments, and the public in order to maximize individual and organizational potential and position Riverdale Park as an employer of choice.

## **ACCOMPLISHMENTS OF FY2020**

- Enhanced employee appreciation programming
- Provided opportunities for staff to grow professionally and personally
- Automated recruitment and selection processes
- Implemented automated records system
- Implemented annual process for retirement reporting
- Analyzed retirement plans
- Assisted in launching E<sup>5</sup> = Excellence in Service

## **OBJECTIVES FOR FY2021**

- Develop opportunities for employee education in multiple sectors
- Provide new training opportunities for employees
- Automate systems to refocus staff to critical areas
- Implement an enhanced employee residency initiative
- Revise forms and documents
- Develop a new recruitment strategy
- Celebrate and invite others to join the *We ❤️ Town Life! 2.0* initiative

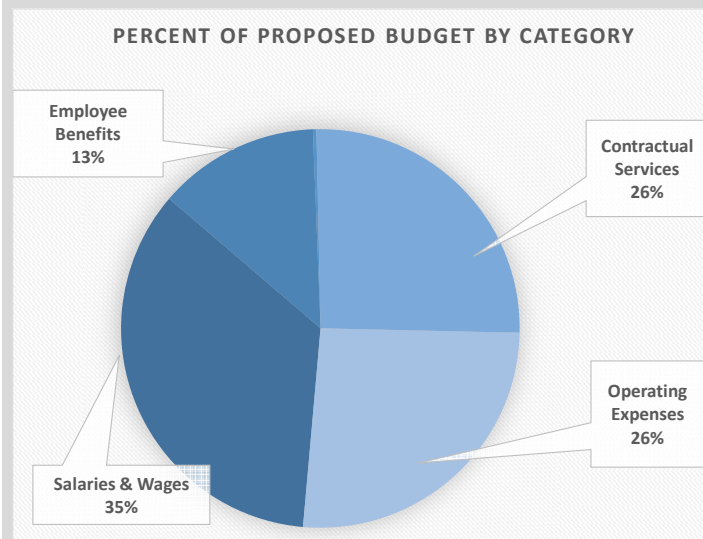
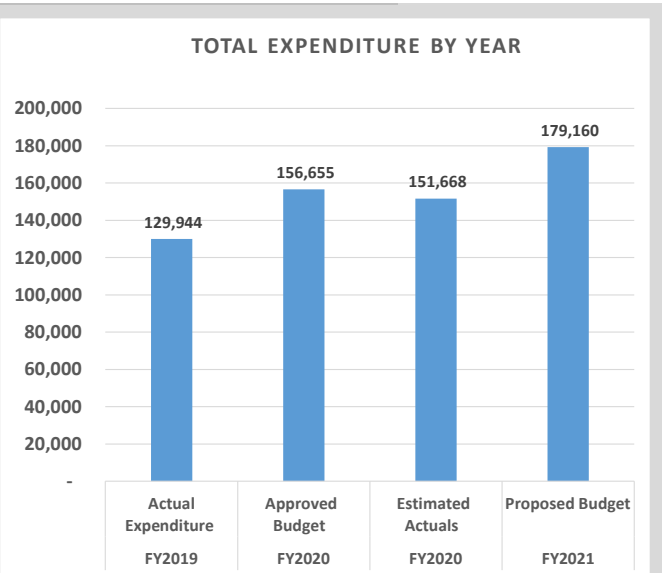
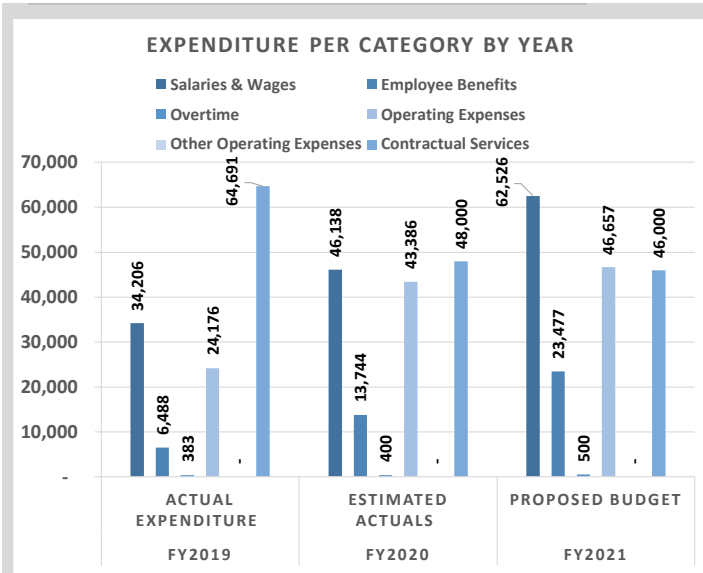
*Performance Indicators are being finalized. These measures will be included prior to adoption.*

# FY2021 Budget Overview - Employee Services

## Proposed Budget

## 179,160

	Summary of Expenditures				Staff Head Count			
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget	FY2019	FY2020	FY2021	
Salaries & Wages	34,206	39,301	46,138	62,526	Employee Services Director	0.25	0.50	0.50
Employee Benefits	6,488	8,918	13,744	23,477	Administrative Associate II	0.00	0.00	0.33
Overtime	383	-	400	500				
Contractual Services	64,691	63,906	48,000	46,000	<b>Total Head Count</b>	<b>0.25</b>	<b>0.50</b>	<b>0.83</b>
Operating Expenses	24,176	44,530	43,386	46,657				
Other Operating Expenses	-	-	-	-				
<b>Total Expenditures</b>	<b>129,944</b>	<b>156,655</b>	<b>151,668</b>	<b>179,160</b>				



### Significant Changes

The shifting of focus to Employee Services by the Director of Finance and Employee Services further demonstrates the Town's commitment to employees.

Additionally, Employee Services will share .33 of the Administrative Associate II position to be funded as of January 1, 2021.

The Operating costs represent a modest increase.

FY2021 Budget Detail Employee Services				
	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Proposed Budget \$
<b>Employee Costs</b>	<b>41,077</b>	<b>48,219</b>	<b>60,282</b>	<b>86,503</b>
<b>5000 Salaries &amp; Wages</b>	<b>34,206</b>	<b>39,301</b>	<b>46,138</b>	<b>62,526</b>
5001 Wages-Full Time	22,587	27,301	46,138	62,526
5004 Wages-Part-Time	7,620	-	-	-
5010 Wages-Interns	4,000	12,000	-	-
<b>Subtotal</b>	<b>34,206</b>	<b>39,301</b>	<b>46,138</b>	<b>62,526</b>
<b>5100 Employee Benefits</b>	<b>6,488</b>	<b>8,918</b>	<b>13,744</b>	<b>23,477</b>
5101 Insurance-Workers Compensation	22	73	74	167
5104 Insurance-Medical (75%)	1,604	1,557	4,222	5,950
5113 Insurance-Life	183	125	276	600
5119 Insurance-Long Term Disability	165	115	-	460
5120 AD&D	25	17	47	200
5122 Payroll Taxes	1,076	2,089	-	4,783
5121 Gold's Gym	28	-	500	-
5128 Retirement-Defined Benefits	3,385	4,941	8,625	11,317
<b>Subtotal</b>	<b>6,488</b>	<b>8,918</b>	<b>13,744</b>	<b>23,477</b>
<b>5200 Premiums</b>	<b>383</b>	<b>-</b>	<b>400</b>	<b>500</b>
Overtime Premiums	383	-	400	500
<b>Subtotal</b>	<b>383</b>	<b>-</b>	<b>400</b>	<b>500</b>
<b>Total Employee Costs</b>	<b>41,077</b>	<b>48,219</b>	<b>60,282</b>	<b>86,503</b>

FY2021 Budget Detail Employee Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Contractual Services</b>	<b>64,691</b>	<b>63,906</b>	<b>48,000</b>	<b>46,000</b>
<b>Contractual Expenses</b>				
6078 Employee Services	47,226	36,731	36,000	36,000
Employee Services, Benefit Calculations, Benefit Management Fees, Employee Services Management Software	47,226	36,731	36,000	36,000
<b>Subtotal</b>	<b>47,226</b>	<b>36,731</b>	<b>36,000</b>	<b>36,000</b>
5313 Legal Services	17,464	27,176	12,000	10,000
Legal Services	17,464	27,176	12,000	10,000
<b>Subtotal</b>	<b>17,464</b>	<b>27,176</b>	<b>12,000</b>	<b>10,000</b>
<b>Total Contractual Expenses</b>	<b>64,691</b>	<b>63,906</b>	<b>48,000</b>	<b>46,000</b>
<b>Total Contractual Services Expenses</b>	<b>64,691</b>	<b>63,906</b>	<b>48,000</b>	<b>46,000</b>

FY2021 Budget Detail Employee Services				
	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Operating Expenses</b>	<b>24,176</b>	<b>44,530</b>	<b>43,386</b>	<b>46,657</b>
<b>Other Operating Expenses</b>				
6124 Office Supplies	-	-	600	600
Supplies	-	-	600	600
<b>Subtotal</b>	-	-	<b>600</b>	<b>600</b>
<b>Total Other Operating Expenses</b>	-	-	<b>600</b>	<b>600</b>
<b>Computers and Information Technology</b>				
6100 Software-Licenses and Subscriptions	-	-	-	500
Software	-	-	-	500
<b>Subtotal</b>	-	-	-	<b>500</b>
6055 Information Technology - Small Purchases	-	-	5,000	5,000
Computer Purchase	-	-	5,000	5,000
<b>Subtotal</b>	-	-	<b>5,000</b>	<b>5,000</b>
<b>Total Dues and Subscriptions</b>	-	-	<b>5,000</b>	<b>5,500</b>
<b>Dues and Subscriptions</b>				
6013 Dues/Memberships	-	380	1,255	1,757
Society for Human Resource Management Dues	-	380	1,255	1,757
<b>Subtotal</b>	-	<b>380</b>	<b>1,255</b>	<b>1,757</b>
<b>Total Dues and Subscriptions</b>	-	<b>380</b>	<b>1,255</b>	<b>1,757</b>
<b>Training and Education</b>				
6022 Education-Training	4,657	5,000	5,000	5,000
Education-Training, Online Staff Training	4,657	5,000	5,000	5,000
<b>Subtotal</b>	<b>4,657</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
6028 Education-Tuition Reimbursement	-	-	31	2,200
Education Reimbursement	-	-	31	2,200
<b>Subtotal</b>	-	-	<b>31</b>	<b>2,200</b>
6025 Education-Training Aids	1,148	4,000	4,000	2,000
Education Training Aids	1,148	4,000	4,000	2,000
<b>Subtotal</b>	<b>1,148</b>	<b>4,000</b>	<b>4,000</b>	<b>2,000</b>
<b>Total Training and Education</b>	<b>5,805</b>	<b>9,000</b>	<b>9,031</b>	<b>9,200</b>

FY2021 Budget Detail Employee Services				
	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Operating Expenses</b>	<b>24,176</b>	<b>44,530</b>	<b>43,386</b>	<b>46,657</b>
<b>Employee Services</b>				
6034 Employee Wellness Programs	8,248	15,000	10,000	12,000
Employee wellness programs, gym corporate sponsorship for employees, purchase of materials for employee promotions and incentives, purchase of materials for purpose of promoting safety, healthy snack wall	8,248	15,000	10,000	12,000
<b>Subtotal</b>	<b>8,248</b>	<b>15,000</b>	<b>10,000</b>	<b>12,000</b>
5041 Awards and Gifts	724	5,000	3,500	3,500
Employee awards and gifts to recognize significant milestones, achievements, and employee anniversaries	724	5,000	3,500	3,500
<b>Subtotal</b>	<b>724</b>	<b>5,000</b>	<b>3,500</b>	<b>3,500</b>
5040 Employee Recognition	5,261	10,000	7,500	7,500
Employee recognition program, stipends, purchase of certificates, plaques and any other items to be used as recognitions, employee Residency Initiative	5,261	10,000	7,500	7,500
<b>Subtotal</b>	<b>5,261</b>	<b>10,000</b>	<b>7,500</b>	<b>7,500</b>
6077 New Hire Expenses	3,581	4,550	6,000	6,000
Preemployment drug screen, credit check, background checks, medical services	3,581	4,550	6,000	6,000
<b>Subtotal</b>	<b>3,581</b>	<b>4,550</b>	<b>6,000</b>	<b>6,000</b>
6080 Benevolence and Goodwill	557	600	500	600
Flowers, fruit baskets and other goodwill items	557	600	500	600
<b>Subtotal</b>	<b>557</b>	<b>600</b>	<b>500</b>	<b>600</b>
<b>Total Employee Services</b>	<b>18,371</b>	<b>35,150</b>	<b>27,500</b>	<b>29,600</b>
<b>Total Operating Expenses</b>	<b>24,176</b>	<b>44,530</b>	<b>43,386</b>	<b>46,657</b>

# **FY2021 Proposed Budget**

**Development Services**



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# Office of Development Services

## **FY2021 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 FY2020**

- Implemented grant programs benefiting both residents and businesses
- Facilitated the purchase of 5000 + 5002 Queensbury Road
- Coordinated the Town's Census outreach effort
- Assisted with the Sustainable Communities reapplication
- Drafted resolutions to help regulate donation bins and food truck hubs
- Drafted the Partners in Economic Recovery initiative
- Implemented new and revised programs and initiatives

## **OBJECTIVES FOR FY2021**

- Create and share a Doing Business in TRP Guidebook
- Identify development opportunities for government-owned property
- Implement partnership with the Latino Economic Development Committee
- Facilitate business assistance with the County
- Coordinate with partners to better serve Minority, Women, and Veteran-owned businesses
- Host business outreach activities and events
- Protect and expand the Town's assessable tax base
- Celebrate and invite others to join the *We ❤️ Town Life! 2.0* initiative

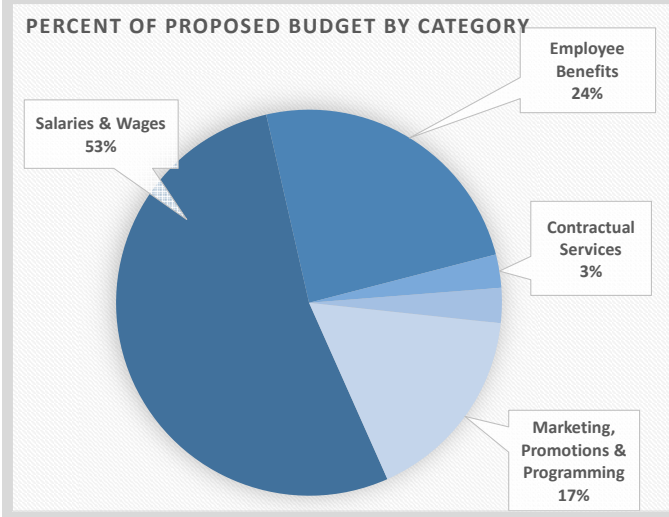
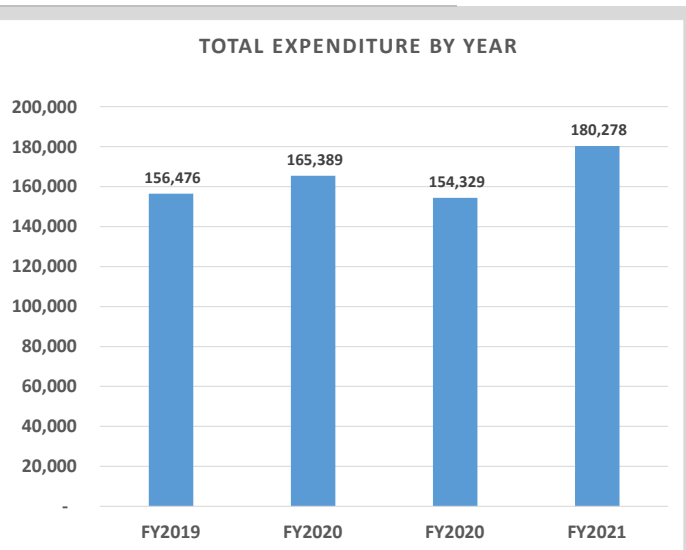
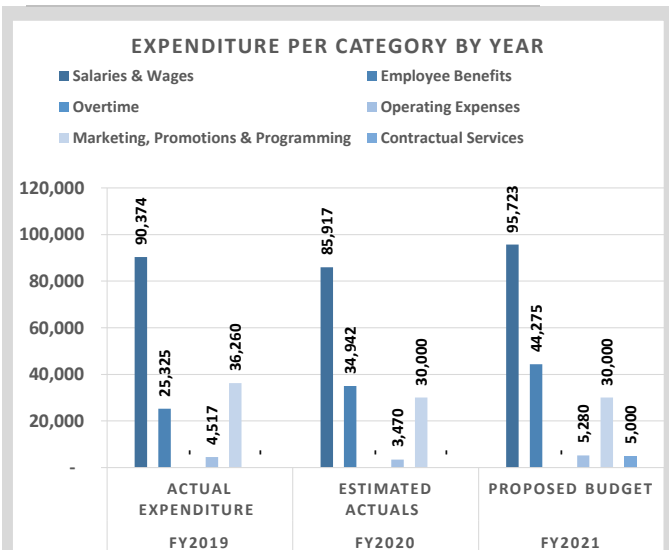
*Performance Indicators are being finalized. These measures will be included prior to adoption.*

## FY2021 Budget Overview - Development Services

**Proposed Budget**

**180,278**

	Summary of Expenditures				Staff Head Count			
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget	FY2019	FY2020	FY2021	
Salaries & Wages	90,374	93,694	85,917	95,723				
Employee Benefits	25,325	31,394	34,942	44,275	<b>Director of Development Services</b>	0.00	1.00	1.00
Overtime	-	-	-	-	<b>Administrative Associate II</b>	0.00	0.00	0.33
Contractual Services	-	5,500	-	5,000	<b>Total Head Count</b>	0.00	1.00	1.33
Operating Expenses	4,517	4,800	3,470	5,280				
Marketing, Promotions & Programming	36,260	30,000	30,000	30,000				
<b>Total Expenditures</b>	<b>156,476</b>	<b>165,389</b>	<b>154,329</b>	<b>180,278</b>				



### Significant Changes

Development Services will share .33 of the Administrative Associate II position to be funded as of January 1, 2021.

FY2021 Budget Detail Development Services	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>115,699</b>	<b>125,089</b>	<b>120,859</b>	<b>139,998</b>
<b>5000 Salaries &amp; Wages</b>	<b>90,374</b>	<b>93,694</b>	<b>85,917</b>	<b>95,723</b>
5001 Wages-Full Time	90,374	93,694	85,917	95,723
<b>Subtotal</b>	<b>90,374</b>	<b>93,694</b>	<b>85,917</b>	<b>95,723</b>
<b>5100 Employee Benefits</b>	<b>25,325</b>	<b>31,394</b>	<b>34,942</b>	<b>44,275</b>
5101 Insurance-Workers Compensation	2,730	5,760	10,371	255.39
5104 Insurance-Medical (75%)	990	933	4,964	18,110
5113 Insurance-Life	792	285	436	600.00
5119 Insurance-Long Term Disability	491	252	316	460.00
5120 AD&D	72	37	53	200.00
5125 Retirement-Defined Contribution	-	-	-	-
5122 Payroll Taxes	6,966	7,168	3,600	7,323.00
5128 Retirement-Defined Benefits	13,285	16,959	15,201	17,326.00
<b>Subtotal</b>	<b>25,325</b>	<b>31,394</b>	<b>34,942</b>	<b>44,275</b>
<b>5200 Overtime Premiums</b>		-	-	-
Overtime Premiums	-	-	-	-
<b>Subtotal</b>		-	-	-
<b>Total Employee Costs</b>	<b>115,699</b>	<b>125,089</b>	<b>120,859</b>	<b>139,998</b>

FY2021 Budget Detail Development Services				
	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Contractual Services</b>	-	5,500	-	5,000

<b>Contractual Services</b>				
5310 Engineering Services	-	5,500	-	5,000
Engineering Services	-	5,500	-	5,000
<b>Subtotal</b>	-	<b>5,500</b>	-	<b>5,000</b>
<b>Total Contractual Services</b>	-	<b>5,500</b>	-	<b>5,000</b>
<b>Total Contractual Services</b>	-	<b>5,500</b>	-	<b>5,000</b>

FY2021 Budget Detail Development Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Proposed Budget \$
	<b>Operating Expenses</b>	<b>4,517</b>	<b>4,800</b>	<b>3,470</b>
<b>Dues/Memberships/Subscriptions/Publications</b>				
6013 Dues/Memberships/Subscription	367	500	620	1,300
Membership fees	367	500	620	1,300
<b>Subtotal</b>	<b>367</b>	<b>500</b>	<b>620</b>	<b>1,300</b>
<b>Total Dues/Memberships/Subscriptions/Publications</b>	<b>367</b>	<b>500</b>	<b>620</b>	<b>1,300</b>
<b>Travel Expenses</b>				
6166 Travel-Hotel	-	-	-	1,700
Hotel and Travel	-	-	-	1,700
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,700</b>
<b>Total Travel Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,700</b>
<b>Training and Education</b>				
6022 Education-Training	1,579	2,600	1,400	1,200
Training and Certifications	1,579	2,600	1,400	1,200
<b>Subtotal</b>	<b>1,579</b>	<b>2,600</b>	<b>1,400</b>	<b>1,200</b>
<b>Total Training and Education</b>	<b>1,579</b>	<b>2,600</b>	<b>1,400</b>	<b>1,200</b>
<b>Telephones and Communications</b>				
6148 Telephone-Mobile	1,683	1,100	850	480
Mobile Phone	1,683	1,100	850	480
<b>Subtotal</b>	<b>1,683</b>	<b>1,100</b>	<b>850</b>	<b>480</b>
<b>Total Telephones and Communications</b>	<b>1,683</b>	<b>1,100</b>	<b>850</b>	<b>480</b>
<b>Operating Supplies</b>				
6127 Supplies-Operating & Materials	887	600	600	600
Operating Supplies	887	600	600	600
<b>Subtotal</b>	<b>887</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Total Operating Supplies</b>	<b>887</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Total Operating Expenses</b>	<b>4,517</b>	<b>4,800</b>	<b>3,470</b>	<b>5,280</b>

FY2021 Budget Detail Development Services				
	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Proposed Budget \$
<b>Marketing, Promotions and Programming</b>	<b>36,260</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Marketing and Promotions</b>				
9004 Marketing and Promotion	24,360	15,000	15,000	15,000
Economic Development Marketing and Promotion	24,360	15,000	15,000	15,000
<b>Subtotal</b>	<b>24,360</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
9006 Programming	11,900	15,000	15,000	15,000
Economic Development Programming	11,900	15,000	15,000	15,000
<b>Subtotal</b>	<b>11,900</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Total Marketing and Promotions</b>	<b>36,260</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>Total Marketing, Promotions and Programming</b>	<b>36,260</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>



# **FY2021 Proposed Budget**

**Neighborhood Services**

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# Neighborhood Services


## **FY2021 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 FY2020**

- Staff obtained certifications from the International Code Council
- Authored edits to relevant code sections
- Streamlined processes
- Improved the tone and focus of the operation
- Improved safety and compliance in TRP in partnership with local entities
- Assisted in launching E<sup>5</sup> = Excellence in Service

## **OBJECTIVES FOR FY2021**

- Implement an automated inspection software system
- Continue to improve processes and procedures
- Celebrate Building Safety Month
- Disseminate educational materials to owners and tenants in town
- Create a 'How to Comply' guidebook for owners and tenants
- Launch ongoing voluntary compliance initiatives
- Celebrate and invite others to join the *We  Town Life! 2.0* initiative

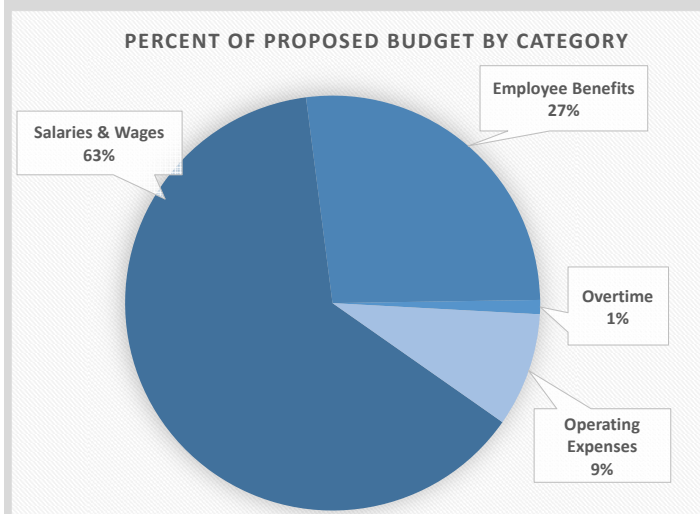
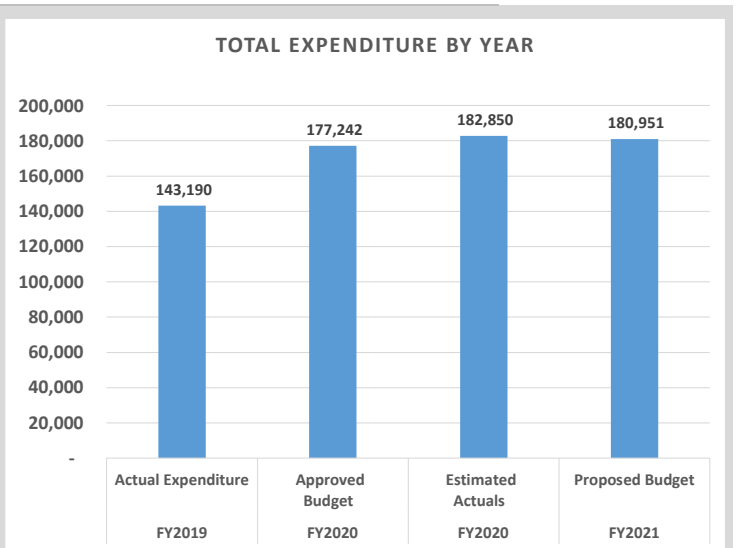
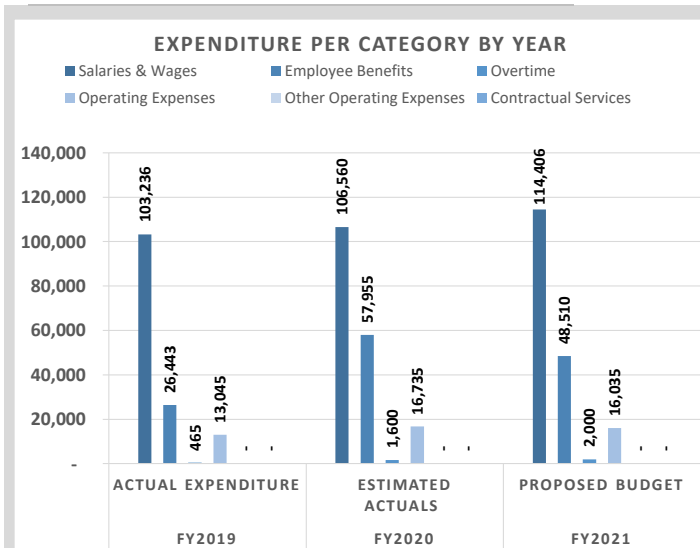
*Performance Indicators are being finalized. These measures will be included prior to adoption.*

## FY2021 Budget Overview - Neighborhood Services

### Proposed Budget

**180,951**

	Summary of Expenditures				Staff Head Count			
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget		FY2019	FY2020	FY2021
Salaries & Wages	103,236	111,801	106,560	114,406	Neighborhood Improvement Specialist	2.00	2.00	2.00
Employee Benefits	26,443	46,692	57,955	48,510				
Overtime	465	2,000	1,600	2,000				
Contractual Services	-	-	-	-	<b>Total Head Count</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
Operating Expenses	13,045	16,750	16,735	16,035				
Other Operating Expenses	-	-	-	-				
<b>Total Expenditures</b>	<b>143,190</b>	<b>177,242</b>	<b>182,850</b>	<b>180,951</b>				



#### Significant Changes

No significant changes.

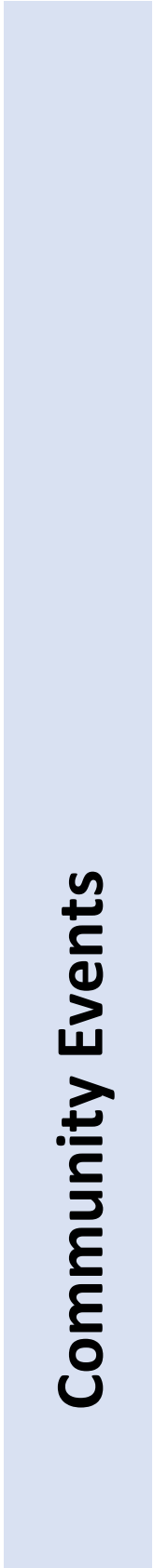
FY2021 Budget Detail Neighborhood Services	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>130,145</b>	<b>160,492</b>	<b>166,115</b>	<b>164,916</b>
<b>5000 Salaries &amp; Wages</b>	<b>103,236</b>	<b>111,801</b>	<b>106,560</b>	<b>114,406</b>
5001 Wages-Full Time	103,236	111,801	105,000	112,846
5046 Stipend Individual	-	-	1,560	1,560
<b>Subtotal</b>	<b>103,236</b>	<b>111,801</b>	<b>106,560</b>	<b>114,406</b>
<b>5100 Employee Benefits</b>	<b>26,443</b>	<b>46,692</b>	<b>57,955</b>	<b>48,510</b>
5101 Insurance-Workers Compensation	3,142	6,874	13,317	6,938
5104 Insurance-Medical (75%)	(169)	14,104	15,219	15,523
5107 Insurance-Medical (100%)	-	-	-	-
5113 Insurance-Life	977	588	581	588
5119 Insurance-Long Term Disability	463	532	535	532
5120 AD&D	68	78	78	78
5122 Payroll Taxes	7,927	8,706	8,627	8,905
5121 Golds Gym	-	-	-	-
5125 Retirement-Defined Contribution	2,047	5,465	5,397	5,530
5128 Retirement-Defined Benefits	11,990	10,345	14,202	10,417
<b>Subtotal</b>	<b>26,443</b>	<b>46,692</b>	<b>57,955</b>	<b>48,510</b>
<b>5200 Overtime Premiums</b>	<b>465</b>	<b>2,000</b>	<b>1,600</b>	<b>2,000</b>
Overtime Premiums	465	2,000	1,600	2,000
<b>Subtotal</b>	<b>465</b>	<b>2,000</b>	<b>1,600</b>	<b>2,000</b>
<b>Total Employee Costs</b>	<b>130,145</b>	<b>160,492</b>	<b>166,115</b>	<b>164,916</b>

FY2021 Budget Detail Neighborhood Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Proposed Budget \$
	<b>Operating Expenses</b>	<b>13,045</b>	<b>16,750</b>	<b>16,735</b>
<b>Dues/Memberships/Subscriptions/Publications</b>				
6013 Dues/Memberships	75	200	275	275
Membership Dues	75	200	275	275
<b>Subtotal</b>	<b>75</b>	<b>200</b>	<b>275</b>	<b>275</b>
<b>Total Dues/Memberships/Subscriptions/Publications</b>	<b>75</b>	<b>200</b>	<b>275</b>	<b>275</b>
<b>Employee Services</b>				
5121 Golds Gym	48	-	-	-
Membership Dues	48	-	-	-
<b>Subtotal</b>	<b>48</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Dues/Memberships/Subscriptions/Publications</b>	<b>48</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Training and Education</b>				
6022 Education-Training	1,685	3,000	850	1,600
Training and Conferences	1,685	3,000	850	1,600
<b>Subtotal</b>	<b>1,685</b>	<b>3,000</b>	<b>850</b>	<b>1,600</b>
6025 Education-Training Aids	143	1,000	1,000	1,000
Code Reference Materials	143	1,000	1,000	1,000
<b>Subtotal</b>	<b>143</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Training and Education</b>	<b>1,828</b>	<b>4,000</b>	<b>1,850</b>	<b>2,600</b>
<b>Office Supplies</b>				
6124 Supplies-Office	-	-	1,000	1,000
Office Supplies	-	-	1,000	1,000
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Operating Supplies</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
<b>Operating Supplies</b>				
6127 Supplies-Operating and Materials	878	1,000	1,000	1,000
Operating and Materials	878	1,000	1,000	1,000
<b>Subtotal</b>	<b>878</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Operating Supplies</b>	<b>878</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Information Technology</b>				
6055 Information Technology - Small Purchases	-	2,000	2,000	1,000
IT Purchases	-	2,000	2,000	1,000
<b>Subtotal</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>1,000</b>
<b>Total Information Technology</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>1,000</b>

FY2021 Budget Detail Neighborhood Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Equipment</b>				
6040 Equipment-Rental	637	-	1,200	1,200
Equipment Rental - Copier	637	-	1,200	1,200
<b>Subtotal</b>	<b>637</b>	<b>-</b>	<b>1,200</b>	<b>1,200</b>
6038 Equipment-Purchases	-	500	500	500
Equipment Purchases	-	500	500	500
<b>Subtotal</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total Equipment</b>	<b>637</b>	<b>500</b>	<b>1,700</b>	<b>1,700</b>
<b>Postage</b>				
6091 Postage-Messenger Services	1,299	1,300	1,300	1,500
Postage	1,299	1,300	1,300	1,500
<b>Subtotal</b>	<b>1,299</b>	<b>1,300</b>	<b>1,300</b>	<b>1,500</b>
<b>Total Postage</b>	<b>1,299</b>	<b>1,300</b>	<b>1,300</b>	<b>1,500</b>
<b>Telephones and Communications</b>				
6142 Telephone-Air Cards	1,217	1,000	1,760	1,700
Air Cards	1,217	1,000	1,760	1,700
<b>Subtotal</b>	<b>1,217</b>	<b>1,000</b>	<b>1,760</b>	<b>1,700</b>
6148 Telephone-Mobile	1,906	2,500	1,600	960
Communications - Cell Phones and Service	1,906	2,500	1,600	960
<b>Subtotal</b>	<b>1,906</b>	<b>2,500</b>	<b>1,600</b>	<b>960</b>
<b>Total Telephones and Communications</b>	<b>3,123</b>	<b>3,500</b>	<b>3,360</b>	<b>2,660</b>
<b>Vehicle and Transportation</b>				
6154 Transportation-Gas and Oil	658	2,500	2,500	2,500
Gasoline and Oil	658	2,500	2,500	2,500
<b>Subtotal</b>	<b>658</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
6160 Transportation-Vehicles Maintenance	3,930	1,050	1,050	1,100
Vehicle Repairs and Maintenance	3,930	1,050	1,050	1,100
<b>Subtotal</b>	<b>3,930</b>	<b>1,050</b>	<b>1,050</b>	<b>1,100</b>
<b>Total Vehicle and Transportation</b>	<b>4,588</b>	<b>3,550</b>	<b>3,550</b>	<b>3,600</b>
<b>Uniforms</b>				
6184 Uniforms-Purchases	570	700	700	700
General Uniform Items	570	700	700	700
<b>Subtotal</b>	<b>570</b>	<b>700</b>	<b>700</b>	<b>700</b>
<b>Total Uniforms</b>	<b>570</b>	<b>700</b>	<b>700</b>	<b>700</b>
<b>Total Operating Expenses</b>	<b>13,045</b>	<b>16,750</b>	<b>16,735</b>	<b>16,035</b>



# 2021 Proposed Budget



**Community Events**

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# Community Events


## **FY2021 MISSION**

Community Events brings diverse residents, businesses, visitors, and employees together in celebration of the Town and makes 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 FY2020**

- Reformatted National Night Out to move throughout the community
- Expanded Town's support of the Holiday Market and Festival of Lights
- Improved attendance at the Children's Holiday Party
- Initiated a direct outreach program related to community walks and cleanups
- Enhanced outreach, communication, and engagement

## **OBJECTIVES FOR FY2021**

- Create virtual events
- Host additional community cleanups and walks
- Organize placemaking events
- Enhance outreach to all segments of our community
- Reinvent existing seasonal events
- Celebrate the Town's Centennial
- Celebrate and invite others to join the *We  Town Life! 2.0* initiative

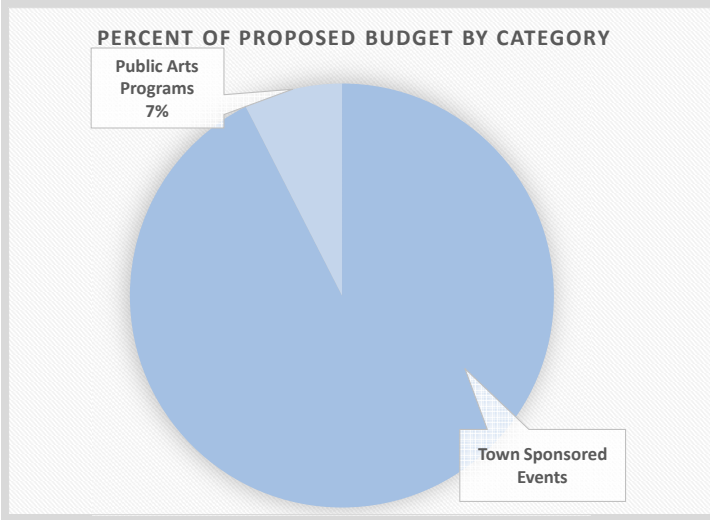
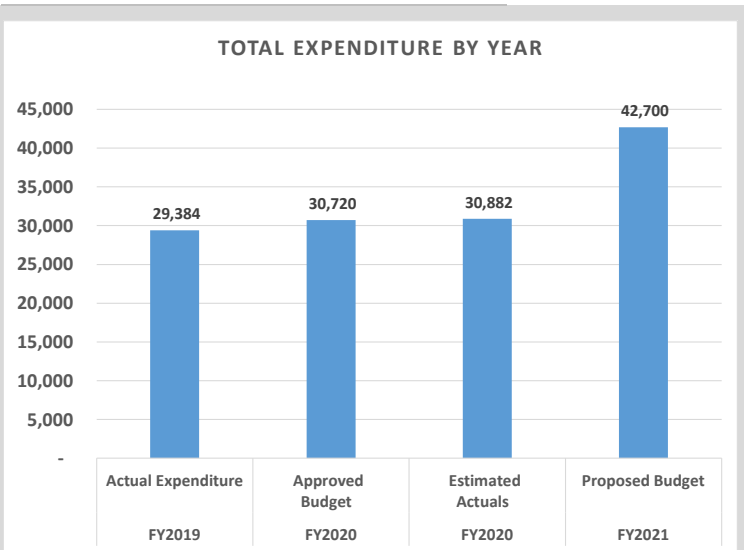
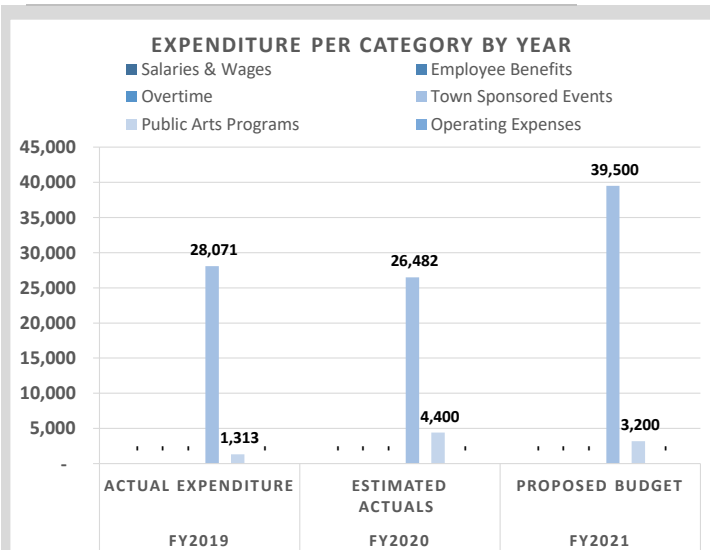
*Performance Indicators are being finalized. These measures will be included prior to adoption.*

## FY2021 Budget Overview - Community Events

**Proposed Budget**

**42,700**

	Summary of Expenditures				Staff Head Count		
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget	FY2019	FY2020	FY2021
Salaries & Wages	-	-	-	-	<b>Total Head Count</b> 0.00      0.00      0.00		
Employee Benefits	-	-	-	-			
Overtime	-	-	-	-			
Operating Expenses	-	-	-	-			
Town Sponsored Events	28,071	27,520	26,482	39,500			
Public Arts Programs	1,313	3,200	4,400	3,200			
<b>Total Expenditures</b>	<b>29,384</b>	<b>30,720</b>	<b>30,882</b>	<b>42,700</b>			



### Significant Changes

Increased funding for the delayed Centennial Celebration.

Given the expected economic conditions, the Town will not be seeking event sponsorships from the community.

FY2021 Budget Detail Community Events	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Town Sponsored Events</b>	<b>28,071</b>	<b>27,520</b>	<b>26,482</b>	<b>39,500</b>

**Town Sponsored Events**

8004 Centennial Celebration	11,300	1,250	1,250	10,000
Promotional Materials	11,300	1,250	1,250	10,000
<b>Subtotal</b>	<b>11,300</b>	<b>1,250</b>	<b>1,250</b>	<b>10,000</b>
8007 Children's Events	1,900	2,700	2,700	3,000
Entertainment and Supplies	1,900	2,700	2,700	3,000
<b>Subtotal</b>	<b>1,900</b>	<b>2,700</b>	<b>2,700</b>	<b>3,000</b>
8010 Spring Event	267	1,425	1,425	1,500
Entertainment and Supplies	267	1,425	1,425	1,500
<b>Subtotal</b>	<b>267</b>	<b>1,425</b>	<b>1,425</b>	<b>1,500</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 Market	4,350	10,195	11,157	12,000
Entertainment and Supplies	4,350	10,195	11,157	12,000
<b>Subtotal</b>	<b>4,350</b>	<b>10,195</b>	<b>11,157</b>	<b>12,000</b>

FY2021 Budget Detail Community Events	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
8017 Police Community Events	2,163	3,450	3,450	4,000
Entertainment and Supplies	2,163	3,450	3,450	4,000
<b>Subtotal</b>	<b>2,163</b>	<b>3,450</b>	<b>3,450</b>	<b>4,000</b>
8019 Riverdale Park Community Events	6,373	5,000	5,000	5,000
Revenue from Sponsorships and Vendors	-	-	-	-
Entertainment and Supplies	6,373	5,000	5,000	5,000
<b>Subtotal</b>	<b>6,373</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
8022 Honoring Veterans	1,718	1,500	1,500	2,000
Veterans Day / Memorial Day	1,718	1,500	1,500	2,000
<b>Subtotal</b>	<b>1,718</b>	<b>1,500</b>	<b>1,500</b>	<b>2,000</b>
<b>Total Town Sponsored Events</b>	<b>28,071</b>	<b>27,520</b>	<b>26,482</b>	<b>39,500</b>
<b>Total Town Sponsored Events</b>	<b>28,071</b>	<b>27,520</b>	<b>26,482</b>	<b>39,500</b>

FY2021 Budget Detail Community Events				
	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Public Arts Programs</b>	<b>1,313</b>	<b>3,200</b>	<b>4,400</b>	<b>3,200</b>
<b>Public Arts Programs</b>				
8301 Jazz on the Lawn	1,200	1,200	2,400	1,200
Jazz on the Lawn	1,200	1,200	2,400	1,200
<b>Subtotal</b>	<b>1,200</b>	<b>1,200</b>	<b>2,400</b>	<b>1,200</b>
8304 Summer Movie Nights	113	2,000	2,000	2,000
Summer Movie Nights	113	2,000	2,000	2,000
<b>Subtotal</b>	<b>113</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Total Public Arts Programs</b>	<b>1,313</b>	<b>3,200</b>	<b>4,400</b>	<b>3,200</b>
<b>Public Arts Programs Total</b>	<b>1,313</b>	<b>3,200</b>	<b>4,400</b>	<b>3,200</b>



# **FY2021 Proposed Budget**

**Community Grants**

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# Grants

## **FY2021 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 in FY2021.

## **ACCOMPLISHMENTS OF FY2020**

- Provided funding to the Fire Department
- Supported children at Riverdale Elementary School
- Continued support of public art
- Enriched lives
- Promoted and supported the Farmers Market

## **OBJECTIVES FOR FY2021**

- Review preparedness and update plans for continuity of service
- 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
- Enhance lives of the children at Riverdale Elementary School
- Explore opportunities to leverage the Town's grants
- Expand public displays of art in TRP; utilizing art in placemaking
- Streamline application processing and enhance transparency

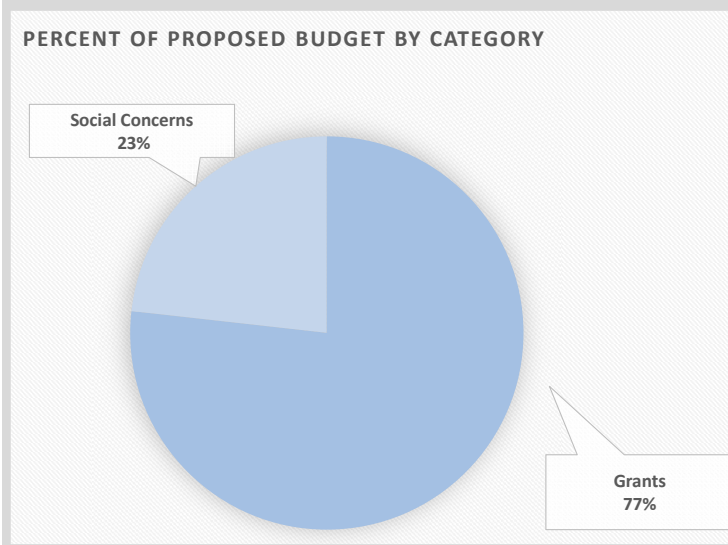
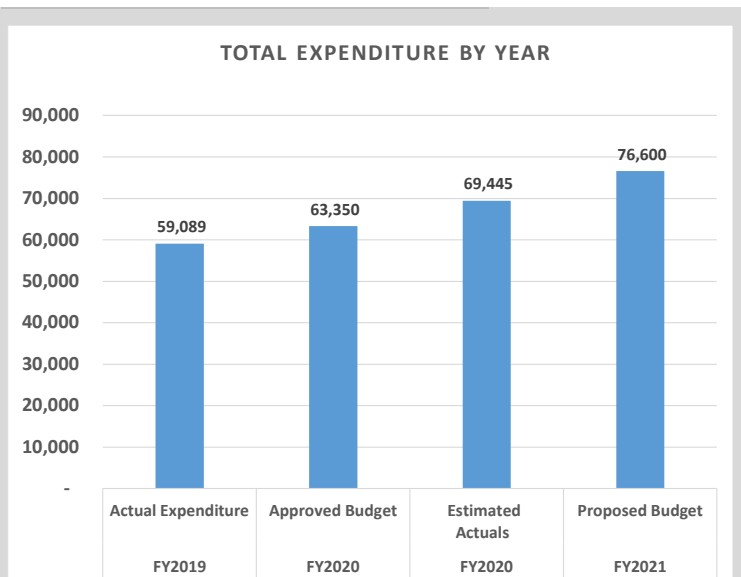
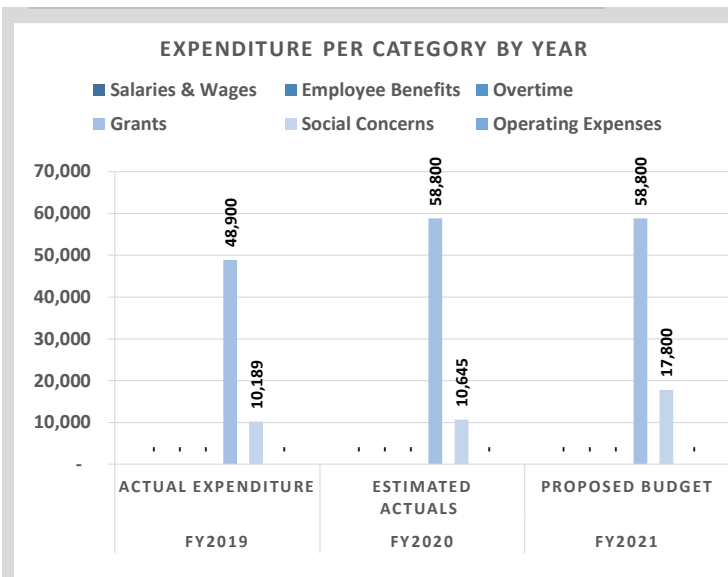
*Performance Indicators are being finalized. These measures will be included prior to adoption.*

## FY2021 Budget Overview - Grants

**Proposed Budget**

**76,600**

	Summary of Expenditures				Staff Head Count		
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget	FY2019	FY2020	FY2021
Salaries & Wages	-	-	-	-			
Employee Benefits	-	-	-	-			
Overtime	-	-	-	-			
Operating Expenses	-	-	-	-			
Grants	48,900	52,800	58,800	58,800			
Social Concerns	10,189	10,550	10,645	17,800			
<b>Total Expenditures</b>	<b>59,089</b>	<b>63,350</b>	<b>69,445</b>	<b>76,600</b>	<b>Total Head Count</b>	0.00	0.00



### Significant Changes

There is a 69% increase in the Town's Social Concerns budget. This includes an increase of \$5,000 in the undesignated social concerns line item.

The additional support of the Maryland Farmers Market Nutrition Program that was approved as an aspect of the Partners in Economic Recovery Program is continued in FY2021.

FY2021 Budget Detail Grants	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Grants</b>	<b>48,900</b>	<b>52,800</b>	<b>58,800</b>	<b>58,800</b>
<b>8500 Public Grants</b>				
8501 Hyattsville CDC	4,000	1,500	1,500	1,500
Grant to Hyattsville CDC for Riverdale Arts Council for Arts Fest	4,000	1,500	1,500	1,500
<b>Subtotal</b>	<b>4,000</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
8503 Hyattsville CDC Agreement	10,000	10,000	10,000	10,000
Public Art Hyattsville CDC Agreement	10,000	10,000	10,000	10,000
<b>Subtotal</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
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>
8512 Farmers Market Public Assistance	-	-	6,000	6,000
Public Assistance Bucks for Farmers Market	-	-	6,000	6,000
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>6,000</b>	<b>6,000</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	12,900	15,800	15,800	15,800
Annual Contribution to Riverdale Park Farmers Market	12,900	15,800	15,800	15,800
<b>Subtotal</b>	<b>12,900</b>	<b>15,800</b>	<b>15,800</b>	<b>15,800</b>
<b>Total Public Grants</b>	<b>27,900</b>	<b>31,800</b>	<b>31,800</b>	<b>31,800</b>
<b>8700 Municipal Grants</b>				
8701 Fire Department	21,000	21,000	21,000	21,000
Fire Department	21,000	21,000	21,000	21,000
<b>Subtotal</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
<b>Total Municipal Grants</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
<b>Total Grants</b>	<b>48,900</b>	<b>52,800</b>	<b>58,800</b>	<b>58,800</b>

FY2021 Budget Detail Grants	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Social Concerns</b>	<b>10,189</b>	<b>10,550</b>	<b>10,645</b>	<b>17,800</b>
<b>Social Concerns</b>				
8801 The Birthday Book Project	915	850	915	950
The Birthday Book Project	915	850	915	950
<b>Subtotal</b>	<b>915</b>	<b>850</b>	<b>915</b>	<b>950</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	1,400	1,400	1,400	1,400
Uniform Purchases	1,400	1,400	1,400	1,400
<b>Subtotal</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>
8810 Community Thanksgiving Meal	300	300	300	1,000
Community Thanksgiving	300	300	300	1,000
<b>Subtotal</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>1,000</b>
8813 Doll Program	669	600	600	600
Doll Program	669	600	600	600
<b>Subtotal</b>	<b>669</b>	<b>600</b>	<b>600</b>	<b>600</b>
8816 Community Coat Drive Donations	600	600	600	600
Coat Drive Donations	600	600	600	600
<b>Subtotal</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>
8819 Community Crisis Services	608	600	600	600
Community Resource Day	608	600	600	600
<b>Subtotal</b>	<b>608</b>	<b>600</b>	<b>600</b>	<b>600</b>
8822 Seasonal Gifts for Children and Families	-	550	580	2,000
Annual Toy Drive, Seasonal Food Baskets, etc.	-	550	580	2,000
<b>Subtotal</b>	<b>-</b>	<b>550</b>	<b>580</b>	<b>2,000</b>
8828 Undesignated Social Concerns	5,048	5,000	5,000	10,000
Undesignated Social Concern Funds	5,048	5,000	5,000	10,000
<b>Subtotal</b>	<b>5,048</b>	<b>5,000</b>	<b>5,000</b>	<b>10,000</b>
<b>Total Social Concerns</b>	<b>10,189</b>	<b>10,550</b>	<b>10,645</b>	<b>17,800</b>
<b>Total Social Concerns</b>	<b>10,189</b>	<b>10,550</b>	<b>10,645</b>	<b>17,800</b>

# **FY2021 Proposed Budget**

**Police Services**



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# Police

- Services • Administration
- Communications
- Automated Safety Program


## **FY2021 MISSION**

The Police Department is a full-service law enforcement agency that works with our community partners to deliver quality police services to address the needs of our diverse and growing community.

## **ACCOMPLISHMENTS OF FY2020**

- Improved transparency in operations
- Hosted events to build bridges between community and police
- Implemented the County Computer Aided Dispatch (CAD) system
- Aided in ensuring TRP's safety and quality of life
- Safeguarded our residents, businesses, employees, and others
- Co-launched Pedestrian and Traffic Safety Initiative
- Implemented body-worn camera program
- Analyzed and reinvented the Automated Safety program
- Assisted in launching E<sup>5</sup> = Excellence in Service

## **OBJECTIVES FOR FY2021**

- Recruit and fill anticipated vacancies
- Implement assessment center for promotions
- Streamline process and assignments related to body-worn cameras
- Increase the number of police officers on the street to promote community and officer safety
- Complete the update and remain current on police procedures and policies
- Implement 21st Century Policing Strategies
- Launch the Red-Light Automated Enforcement Program
- Further integrate with all segments of the community
- Improve safety by supporting Crime Prevention Through Environmental Design
- Launch the Safe Housing Safe Neighborhood initiative
- Celebrate and invite others to join the *We  Town Life! 2.0* initiative

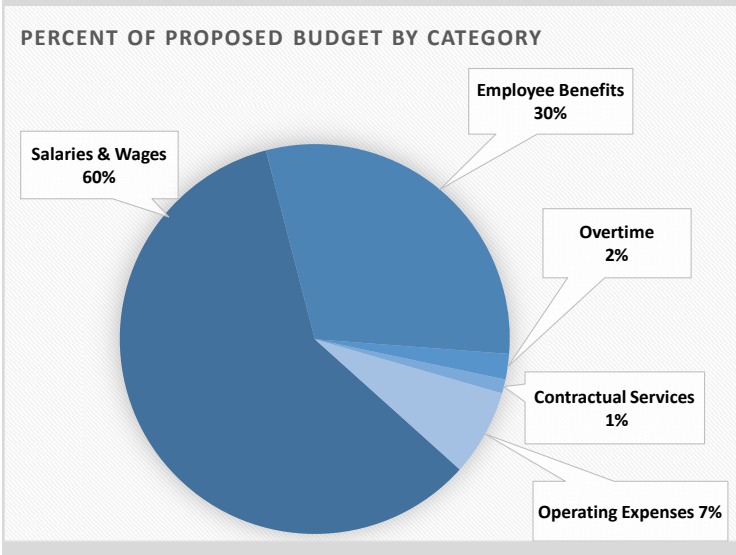
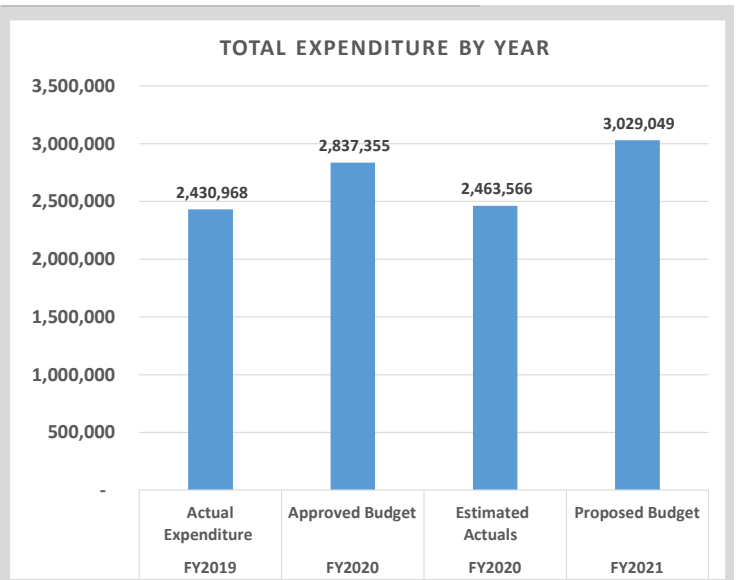
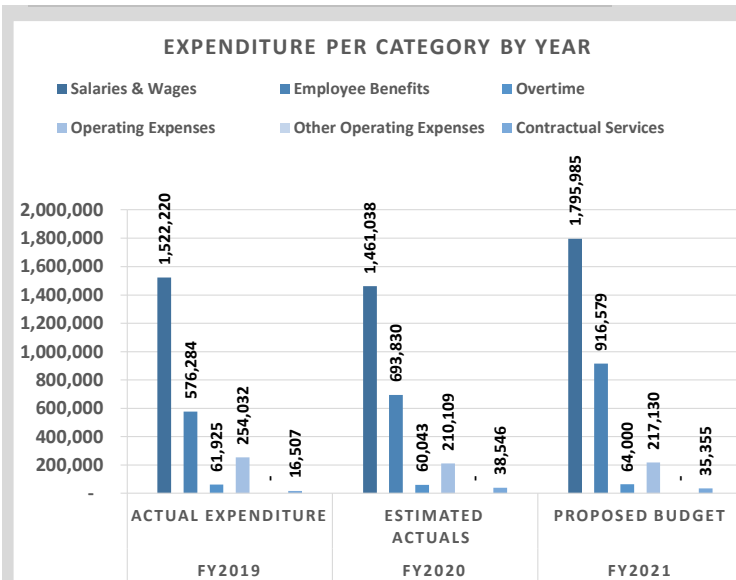
*Performance Indicators are being finalized. These measures will be included prior to adoption.*

# FY2021 Budget Overview - Police Services

## Proposed Budget

**3,029,049**

	Summary of Expenditures				Staff Head Count			
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget	FY2019	FY2020	FY2021	
Salaries & Wages	1,522,220	1,673,199	1,461,038	1,795,985	<b>Command Staff</b>	4.00	3.00	3.25
Employee Benefits	576,284	846,792	693,830	916,579	<b>Sergeants</b>	5.00	5.00	5.00
Overtime	61,925	81,800	60,043	64,000	<b>Corporals</b>	5.00	9.00	9.00
Contractual Services	16,507	19,084	38,546	35,355	<b>Police Officers</b>	7.00	6.00	6.25
Operating Expenses	254,032	216,481	210,109	217,130				
Other Operating Expenses	-	-	-	-				
<b>Total Expenditures</b>	<b>2,430,968</b>	<b>2,837,355</b>	<b>2,463,566</b>	<b>3,029,049</b>	<b>Total Head Count</b>	<b>21.00</b>	<b>23.00</b>	<b>23.50</b>



### Significant Changes

The employee expenses are increased to address a needed increase in the hiring salary and anticipated promotions. The new hiring salary is \$54,381.

Modest increase for cellular telephones is at the new rate and provides a telephone to every police officer.

As of January 1, 2021, the following changes will be implemented:

The part-time Automated Safety Programs (ASP) Officer will become full-time and half of the position is accounted for in Police Services, and the other half remains in ASP.

The salary compression caused by increasing the starting salary will be addressed.

Night time differential will be increased.

As of April 1, 2021, the currently unfunded Lieutenant position will be funded.

FY2021 Budget Detail Police Services	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>2,160,429</b>	<b>2,601,791</b>	<b>2,214,910</b>	<b>2,776,564</b>
<b>5000 Salaries &amp; Wages</b>	<b>1,522,220</b>	<b>1,673,199</b>	<b>1,461,038</b>	<b>1,795,985</b>
5001 Wages-Full Time	1,401,577	1,572,817	1,350,705	1,628,548
5019 Comp Time	19,464	15,000	1,581	15,000
5023 Holiday 1.5	34,058	-	20,000	49,956
5025 Night Differential	14,668	15,000	13,805	20,000
5050 Field Training Officer Stipend	-	-	-	6,000
5051 Acting Pay	-	-	-	2,000
5028 Special Rates	23,294	25,000	34,000	28,663
5031 Bilingual Stipend	13,200	21,840	13,797	24,960
5034 Retroactive Pay	-	-	-	-
5037 Uniform Allowance	5,860	14,200	13,900	14,800
5046 Stipend Individual	10,099	9,342	13,250	6,057
<b>Subtotal</b>	<b>1,522,220</b>	<b>1,673,199</b>	<b>1,461,038</b>	<b>1,795,985</b>
<b>5100 Employee Benefits</b>	<b>576,284</b>	<b>846,792</b>	<b>693,830</b>	<b>916,579</b>
5101 Insurance-Workers Compensation	88,097	219,483	156,700	232,355
5104 Insurance-Medical (75%)	126,869	212,036	189,401	245,517
5107 Insurance-Medical (100%)	26,573	-	-	-
5113 Insurance-Life	10,940	9,388	8,278	9,802
5119 Insurance-Long Term Disability	7,163	6,041	6,745	5,795
5120 AD&D	720	1,246	1,004	1,033
5122 Payroll Taxes	120,887	123,793	96,492	130,881
5125 Retirement-Defined Contribution	12,287	12,193	12,021	12,563
5128 Retirement-Defined Benefits	182,764	262,611	223,189	278,633
5121 Golds Gym	-	-	-	-
66000 Payroll Expenses	(14)	-	-	-
<b>Subtotal</b>	<b>576,284</b>	<b>846,792</b>	<b>693,830</b>	<b>916,579</b>
<b>5201 Overtime Premium</b>	<b>61,925</b>	<b>81,800</b>	<b>60,043</b>	<b>64,000</b>
Overtime Premiums	61,925	81,800	60,043	64,000
<b>Subtotal</b>	<b>61,925</b>	<b>81,800</b>	<b>60,043</b>	<b>64,000</b>
<b>Total Employee Cost</b>	<b>2,160,429</b>	<b>2,601,791</b>	<b>2,214,910</b>	<b>2,776,564</b>

FY2021 Budget Detail Police Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Proposed Budget \$
	<b>Contractual Services</b>	<b>16,507</b>	<b>19,084</b>	<b>38,546</b>

**Contractual Services**

5316 Opto Park (Parking Citations)	4,000	5,000	4,462	5,000
Opto Park Expenses	4,000	5,000	4,462	5,000
<b>Subtotal</b>	<b>4,000</b>	<b>5,000</b>	<b>4,462</b>	<b>5,000</b>
5317 Third Party Collections	-	-	20,000	10,000
Fee for Third Party Collections	-	-	20,000	10,000
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>10,000</b>
5351 Grant Writing Services	-	-	-	6,000
Grant Writing Services	-	-	-	6,000
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,000</b>
5328 Lexipol Services	8,906	9,084	9,084	9,355
One Year Law Enforcement Policy	8,906	9,084	9,084	9,355
<b>Subtotal</b>	<b>8,906</b>	<b>9,084</b>	<b>9,084</b>	<b>9,355</b>
5331 Legal Services - LEOBR	3,601	5,000	5,000	5,000
Attorney Law Enforcement Officers' Bill of Rights	3,601	5,000	5,000	5,000
<b>Subtotal</b>	<b>3,601</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Contractual Services</b>	<b>16,507</b>	<b>19,084</b>	<b>18,546</b>	<b>35,355</b>
<b>Total Contractual Services</b>	<b>16,507</b>	<b>19,084</b>	<b>38,546</b>	<b>35,355</b>

FY2021 Budget Detail Police Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Proposed Budget \$
	<b>Operating Expenses</b>	<b>254,032</b>	<b>216,481</b>	<b>210,109</b>
	254,032	216,481	210,109	208,970
<b>Operating Expenses</b>				
6085 Other Services and Charges	1,780	500	500	500
Miscellaneous	1,780	500	500	500
<b>Subtotal</b>	<b>1,780</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total Operating Expenses</b>	<b>1,780</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Employee Services</b>				
5121 Golds Gym	689	-	300	300
Golds Gym	689	-	300	300
<b>Subtotal</b>	<b>689</b>	<b>-</b>	<b>300</b>	<b>300</b>
<b>Total Employee Services</b>	<b>689</b>	<b>-</b>	<b>300</b>	<b>300</b>
<b>Dues/Memberships/Subscriptions/Publications</b>				
6013 Dues/Memberships	1,740	3,000	2,759	3,000
Annual membership fees	1,740	3,000	2,759	3,000
<b>Subtotal</b>	<b>1,740</b>	<b>3,000</b>	<b>2,759</b>	<b>3,000</b>
<b>Total Dues/Memberships/Subscriptions/Publications</b>	<b>1,740</b>	<b>3,000</b>	<b>2,759</b>	<b>3,000</b>
<b>Training and Education</b>				
6016 Education-Conference and Seminar	4,060	10,050	10,050	10,050
IACP Conference, FBINA Annual Conference, LEEDS and Seminar LEEDS	4,060	10,050	10,050	10,050
Retrainer, MD Chiefs of Police/ Sheriffs' Professional development				
<b>Subtotal</b>	<b>4,060</b>	<b>10,050</b>	<b>10,050</b>	<b>10,050</b>
6022 Education-Training	4,900	5,760	5,760	5,760
Professional Development- FBINA, NWU- School of Police Staff and				
Command, Advance Criminal Traffic, In-Service, FBINA-MD/DE Chapter,	4,900	5,760	5,760	5,760
Caliber Press Street Survival Officers' Program				
<b>Subtotal</b>	<b>4,900</b>	<b>5,760</b>	<b>5,760</b>	<b>5,760</b>
<b>Total Education and Training</b>	<b>8,960</b>	<b>15,810</b>	<b>15,810</b>	<b>15,810</b>

FY2021 Budget Detail Police Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Proposed Budget \$
	<b>Equipment</b>			
6040 Equipment-Rental	1,832	1,980	1,827	2,220
Copy Machine	1,832	1,980	1,827	2,220
<b>Subtotal</b>	<b>1,832</b>	<b>1,980</b>	<b>1,827</b>	<b>2,220</b>
<b>6067 Maintenance-Machinery/Equipment</b>				
6067 Maintenance-Machinery/Equipment	7,328	9,500	8,000	9,500
Officers' Equipment repairs - LIDAR, RADAR, PBT's	7,328	9,500	8,000	4,500
Taser 5 year Assurance				5,000
<b>Subtotal</b>	<b>7,328</b>	<b>9,500</b>	<b>8,000</b>	<b>9,500</b>
<b>Total Equipment Rental</b>	<b>9,160</b>	<b>11,480</b>	<b>9,827</b>	<b>11,720</b>
<b>Information Technology</b>				
6049 Information Technology Services	139	-	-	-
Information Technology Services	139	-	-	-
<b>Subtotal</b>	<b>139</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>6052 Information Technology-Internet</b>				
6052 Information Technology-Internet	896	1,260	1,162	1,680
Internet, NCIC logons	896	1,260	1,162	1,680
<b>Subtotal</b>	<b>896</b>	<b>1,260</b>	<b>1,162</b>	<b>1,680</b>
<b>6055 Information Technology - Small Purchases</b>				
6055 Information Technology - Small Purchases	9,872	-	-	-
Information Technology-Supplies	9,872	-	-	-
<b>Subtotal</b>	<b>9,872</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>6100 Software-Licenses</b>				
6100 Software-Licenses	4,742	9,500	1,426	1,700
Crime Reports, LInX	4,742	9,500	1,426	1,700
<b>Subtotal</b>	<b>4,742</b>	<b>9,500</b>	<b>1,426</b>	<b>1,700</b>
<b>6103 Software-Maintenance Agreements</b>				
6103 Software-Maintenance Agreements	-	600	900	900
Crimestar IT Technical Support	-	600	900	900
<b>Subtotal</b>	<b>-</b>	<b>600</b>	<b>900</b>	<b>900</b>
<b>Total Information Technology</b>	<b>15,649</b>	<b>11,360</b>	<b>3,488</b>	<b>4,280</b>
<b>Postage</b>				
6091 Postage-Messenger Services	987	1,200	1,200	950
Postage Meter / Mailings	987	1,200	1,200	950
<b>Subtotal</b>	<b>987</b>	<b>1,200</b>	<b>1,200</b>	<b>950</b>
<b>Total Postage</b>	<b>987</b>	<b>1,200</b>	<b>1,200</b>	<b>950</b>
<b>Office Supplies</b>				
6124 Supplies-Office	9,812	5,500	6,543	6,700
Office Supplies	9,812	5,500	6,543	6,700
<b>Subtotal</b>	<b>9,812</b>	<b>5,500</b>	<b>6,543</b>	<b>6,700</b>
<b>Total Supplies (Office)</b>	<b>9,812</b>	<b>5,500</b>	<b>6,543</b>	<b>6,700</b>



FY2021 Budget Detail Police Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Proposed Budget \$
	<b>Operating Supplies</b>			
6130 Supplies-Safety Related	17,746	850	850	900
First Aid Kit OSHA Compliance	17,746	850	850	900
<b>Subtotal</b>	<b>17,746</b>	<b>850</b>	<b>850</b>	<b>900</b>
<b>Total Operating Supplies</b>	<b>17,746</b>	<b>850</b>	<b>850</b>	<b>900</b>
<b>Telephones and Communications</b>				
6142 Telephone-Air Cards	11,149	12,600	13,000	14,000
Communications - MDT Wireless Cards	11,149	12,600	13,000	14,000
<b>Subtotal</b>	<b>11,149</b>	<b>12,600</b>	<b>13,000</b>	<b>14,000</b>
6148 Telephone-Mobile	10,800	12,000	12,180	11,520
Communications - Cell Phones	10,800	12,000	12,180	11,520
<b>Subtotal</b>	<b>10,800</b>	<b>12,000</b>	<b>12,180</b>	<b>11,520</b>
<b>Total Telephones and Communications</b>	<b>21,950</b>	<b>24,600</b>	<b>25,180</b>	<b>25,520</b>
<b>Vehicle and Transportation</b>				
6154 Transportation-Gas and Oil	66,751	63,000	55,000	63,000
Gasoline - unleaded	66,751	63,000	55,000	63,000
<b>Subtotal</b>	<b>66,751</b>	<b>63,000</b>	<b>55,000</b>	<b>63,000</b>
6157 Transportation-Vehicles Body	3,430	1,150	2,000	1,200
Vehicle Body Repair	3,430	1,150	2,000	1,200
<b>Subtotal</b>	<b>3,430</b>	<b>1,150</b>	<b>2,000</b>	<b>1,200</b>
6160 Transportation-Vehicles Maintenance	38,218	35,881	35,881	40,000
Vehicle Maintenance, Tires, Other Repairs (Windows/lights/Sirens), Labor Cost	38,218	35,881	35,881	40,000
<b>Subtotal</b>	<b>38,218</b>	<b>35,881</b>	<b>35,881</b>	<b>40,000</b>
<b>Total Repairs &amp; Maintenance (Vehicles)</b>	<b>108,399</b>	<b>100,031</b>	<b>92,881</b>	<b>104,200</b>

FY2021 Budget Detail Police Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Proposed Budget \$
	<b>Travel Expenses</b>			
6163 Travel- Mileage Reimbursement	-	150	150	150
Travel- Mileage Reimbursement	-	150	150	150
<b>Subtotal</b>	<b>-</b>	<b>150</b>	<b>150</b>	<b>150</b>
6166 Travel-Hotel	1,911	2,300	8,000	3,000
Travel and Hotels	1,911	2,300	8,000	3,000
<b>Subtotal</b>	<b>1,911</b>	<b>2,300</b>	<b>8,000</b>	<b>3,000</b>
6169 Travel - Meals and Incidentals	1,412	1,500	2,000	1,000
Travel Meals and Incidentals	1,412	1,500	2,000	1,000
<b>Subtotal</b>	<b>1,412</b>	<b>1,500</b>	<b>2,000</b>	<b>1,000</b>
6172 Travel-Transportation	-	100	100	100
Travel-Transportation	-	100	100	100
<b>Subtotal</b>	<b>-</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Total Travel Expenses</b>	<b>3,323</b>	<b>4,050</b>	<b>10,250</b>	<b>4,250</b>
<b>Uniforms</b>				
6181 Uniforms-Police Gear	23,068	5,000	5,000	5,000
Ammunition - (green ammunition required)	23,068	5,000	5,000	5,000
<b>Subtotal</b>	<b>23,068</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
6136 Supplies-Special Police	998	1,600	4,022	2,500
Protective equipment	998	1,600	4,022	2,500
<b>Subtotal</b>	<b>998</b>	<b>1,600</b>	<b>4,022</b>	<b>2,500</b>
6184 Uniforms-Purchases	7,633	11,500	11,500	11,500
Officer replacement - new uniform and equipment, General Uniform Items, Uniform Items for Bike Patrol	7,633	11,500	11,500	11,500
<b>Subtotal</b>	<b>7,633</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>
6056 Body Camera Program	22,140	20,000	20,000	20,000
Body Camera Program	22,140	20,000	20,000	20,000
<b>Subtotal</b>	<b>22,140</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Total Uniforms</b>	<b>53,839</b>	<b>38,100</b>	<b>40,522</b>	<b>39,000</b>
<b>Total Operating Expenses</b>	<b>254,032</b>	<b>216,481</b>	<b>210,109</b>	<b>217,130</b>

# **FY2021 Proposed Budget**

**Police Administrative Services**

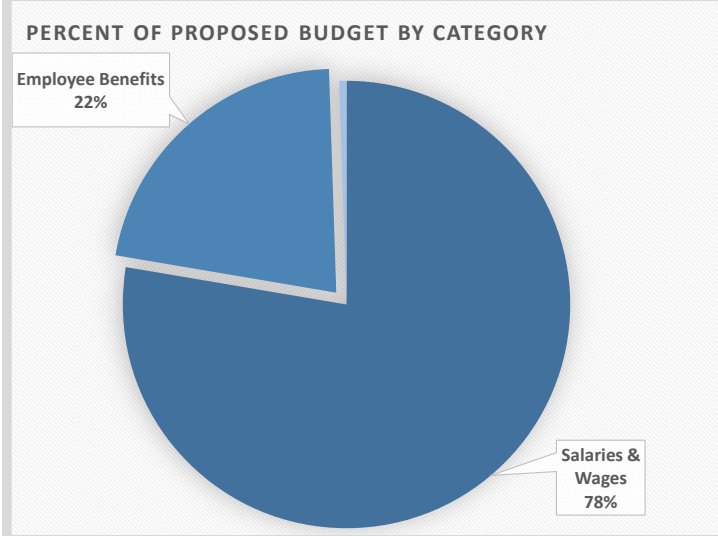
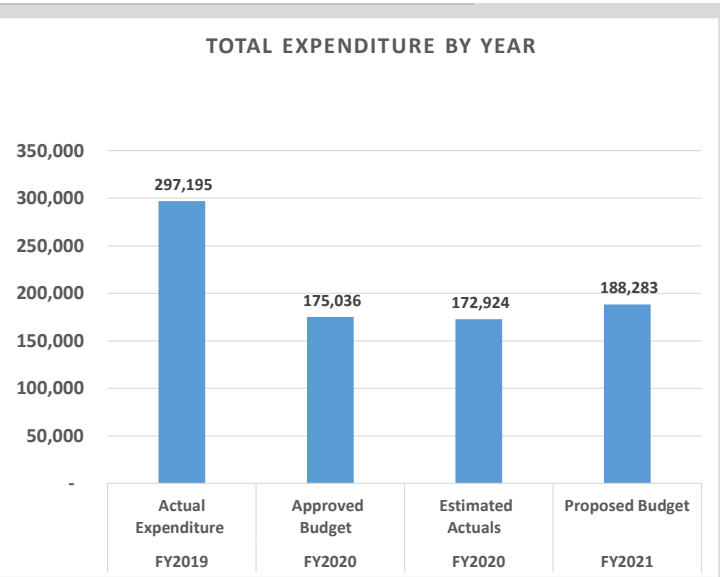
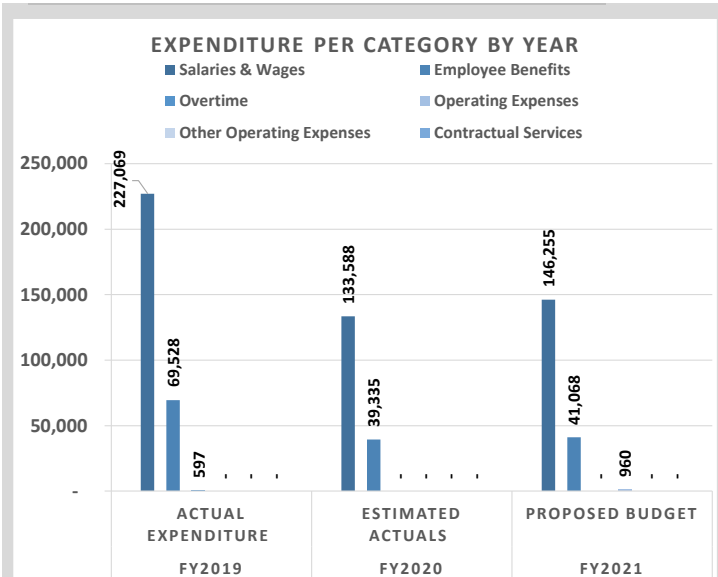
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# FY2021 Budget Overview - Police Administrative Services

## Proposed Budget

**188,283**

Summary of Expenditures					Staff Head Count			
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget		FY2019	FY2020	FY2021
Salaries & Wages	227,069	136,657	133,588	146,255	Special Duty Assistant	1.00	0.00	0.00
Employee Benefits	69,528	38,379	39,335	41,068	Records and Parking Permit Manager	1.00	1.00	1.00
Overtime	597	-	-	-	Executive Associate	1.00	1.00	1.00
Contractual Services	-	-	-	-				
Operating Expenses	-	-	-	960				
Other Operating Expenses	-	-	-	-				
<b>Total Expenditures</b>	<b>297,195</b>	<b>175,036</b>	<b>172,924</b>	<b>188,283</b>	<b>Total Head Count</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>



**Significant Changes**

No significant changes.

FY2021 Budget Detail Police Administrative Services	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>297,195</b>	<b>175,036</b>	<b>172,924</b>	<b>187,323</b>
<b>5000 Salaries and Wages</b>	<b>227,069</b>	<b>136,657</b>	<b>133,588</b>	<b>146,255</b>
5001 Wages-Full Time	219,391	136,417	133,348	146,015
5037 Uniform Allowance	180	240	240	240
5025 Night Differential	2,868	-	-	-
5028 Special Rates	946	-	-	-
5023 Holiday 1.5	3,684	-	-	-
<b>Subtotal</b>	<b>227,069</b>	<b>136,657</b>	<b>133,588</b>	<b>146,255</b>
<b>5100 Employee Benefits</b>	<b>69,528</b>	<b>38,379</b>	<b>39,335</b>	<b>41,068</b>
5101 Insurance-Workers Compensation	283	364	621	390
5104 Insurance-Medical (75%)	15,259	7,163	10,364	7,640
5107 Insurance-Medical (100%)	7,780	-	-	-
5113 Insurance-Life	1,919	654	735	654
5119 Insurance-Long Term Disability	985	593	587	593
5120 AD&D	144	87	86	87
5122 Payroll Taxes	18,054	10,455	7,888	11,188
5125 Retirement-Defined Contribution	6,993	6,947	6,947	7,298
5128 Retirement-Defined Benefits	18,111	12,117	12,108	13,219
<b>Subtotal</b>	<b>69,528</b>	<b>38,379</b>	<b>39,335</b>	<b>41,068</b>
<b>5200 Overtime Premiums</b>	<b>597</b>	<b>-</b>	<b>-</b>	<b>-</b>
Overtime Premiums	597	-	-	-
<b>Subtotal</b>	<b>597</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Employee Costs</b>	<b>297,195</b>	<b>175,036</b>	<b>172,924</b>	<b>187,323</b>

FY2021 Budget Detail Police Administrative Services				
	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Operating Expenses</b>	-	-	-	960
<b>Operating Expenses</b>				
6148 Telphones-Mobile	-	-	-	<b>960</b>
Mobile	-	-	-	960
<b>Subtotal</b>	-	-	-	960
<b>Total Operating Expenses</b>	-	-	-	960
<b>Total Operating Expenses</b>	-	-	-	<b>960</b>

# **FY2021 Proposed Budget**

**Police Communication Services**



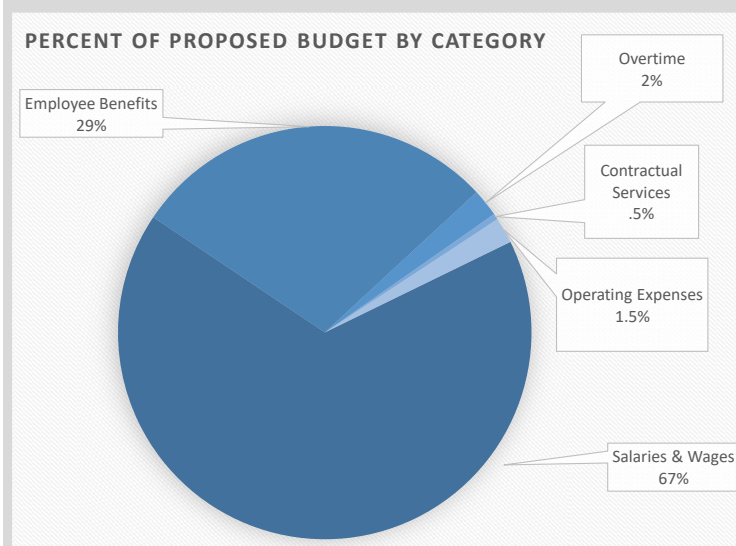
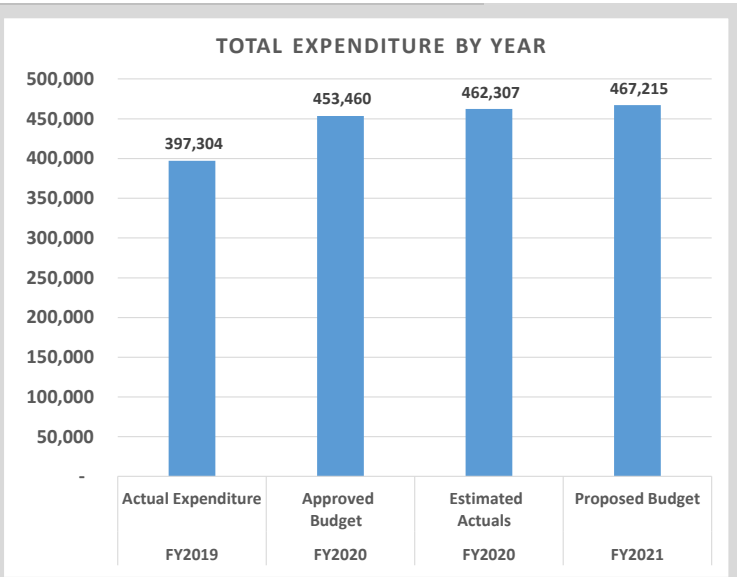
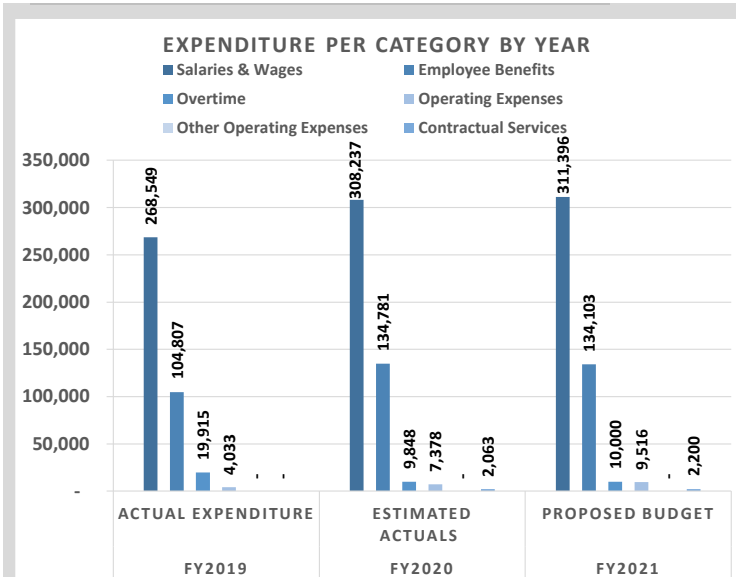
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# FY2021 Budget Overview - Police Communication Services

**Proposed Budget**

**467,215**

	Summary of Expenditures				Staff Head Count			
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget	FY2019	FY2020	FY2021	
Salaries & Wages	268,549	300,355	308,237	311,396				
Employee Benefits	104,807	129,050	134,781	134,103	Telecommunications Supervisor	1.00	1.00	1.00
Overtime	19,915	16,500	9,848	10,000	Telecommunicators	4.00	4.00	4.00
Contractual Services	-	2,200	2,063	2,200				
Operating Expenses	4,033	5,355	7,378	9,516				
Other Operating Expenses	-	-	-	-				
<b>Total Expenditures</b>	<b>397,304</b>	<b>453,460</b>	<b>462,307</b>	<b>467,215</b>	<b>Total Head Count</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>



**Significant Changes**

No significant changes.

FY2021 Budget Detail Police Communication Services	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>393,271</b>	<b>445,905</b>	<b>452,866</b>	<b>455,499</b>
<b>5000 Salaries and Wages</b>	<b>268,549</b>	<b>300,355</b>	<b>308,237</b>	<b>311,396</b>
5001 Wages-Full Time	254,124	284,675	280,021	283,636
5023 Holiday 1.5	8,799	-	11,471	10,000
5019 Comp Time	-	2,500	1,250	2,500
5025 Night Differential	819	4,500	4,165	4,500
5028 Special Rates	4,567	6,000	10,490	6,000
5031 Bilingual Stipend	-	2,080	80	4,160
5034 Retroactive	-	-	-	-
5037 Uniform Allowance	240	600	760	600
<b>Subtotal</b>	<b>268,549</b>	<b>300,355</b>	<b>308,237</b>	<b>311,396</b>
<b>5100 Employee Benefits</b>	<b>104,807</b>	<b>129,050</b>	<b>134,781</b>	<b>134,103</b>
5101 Insurance-Workers Compensation	386	760	853	757
5104 Insurance-Medical (75%)	46,764	56,417	66,045	62,092
5113 Insurance-Life	1,839	1,558	1,617	1,585
5119 Insurance-Long Term Disability	941	1,410	1,516	1,445
5120 AD&D	137	206	221	211
5122 Payroll Taxes	20,856	21,982	17,730	21,903
5125 Retirement-Defined Contribution	5,976	5,937	5,891	6,453
5128 Retirement-Defined Benefits	27,907	40,781	40,908	39,657
<b>Subtotal</b>	<b>104,807</b>	<b>129,050</b>	<b>134,781</b>	<b>134,103</b>
<b>5200 Overtime Premiums</b>	<b>19,915</b>	<b>16,500</b>	<b>9,848</b>	<b>10,000</b>
Overtime Premiums	19,915	16,500	9,848	10,000
<b>Subtotal</b>	<b>19,915</b>	<b>16,500</b>	<b>9,848</b>	<b>10,000</b>
<b>Total Employee Costs</b>	<b>393,271</b>	<b>445,905</b>	<b>452,866</b>	<b>455,499</b>

FY2021 Budget Detail Police Communication Services	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Contractual Expenses</b>	-	2,200	2,063	2,200
<b>Contractual Expenses</b>				
<b>5334 Voice Recorder Service Plan</b>	-	2,200	2,063	2,200
Voice Recorder Service Plan	-	2,200	2,063	2,200
<b>Subtotal</b>	-	<b>2,200</b>	<b>2,063</b>	<b>2,200</b>
<b>Total Contractual Expenses</b>	-	2,200	2,063	2,200
<b>Total Contractual Services Expenses</b>	-	<b>2,200</b>	<b>2,063</b>	<b>2,200</b>

FY2021 Budget Detail Police Communication Services	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Operating Expenses</b>	<b>4,033</b>	<b>5,355</b>	<b>7,378</b>	<b>9,516</b>
<b>Dues/Memberships/Subscription</b>				
6013 Dues/Memberships	-	-	92	100
Dues and Membership	-	-	92	100
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>92</b>	<b>100</b>
<b>Total Dues/Membership</b>	<b>-</b>	<b>-</b>	<b>92</b>	<b>100</b>
<b>Training and Education</b>				
6022 Education-Training	-	-	2,000	2,000
Education Training	-	-	2,000	2,000
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>
<b>Total Training and Education</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>
<b>Information Technology</b>				
6052 Information Technology-Internet	399	504	430	504
Software-Licenses	399	504	430	504
<b>Subtotal</b>	<b>399</b>	<b>504</b>	<b>430</b>	<b>504</b>
6103 Software-Maintenance Agreements	577	577	577	577
Software-Licenses	577	577	577	577
<b>Subtotal</b>	<b>577</b>	<b>577</b>	<b>577</b>	<b>577</b>
<b>Total Information Technology</b>	<b>976</b>	<b>1,081</b>	<b>1,007</b>	<b>1,081</b>
<b>Repairs and Maintenance (Equipment)</b>				
6067 Maintenance-Machinery/Equipment	-	500	1,000	3,000
Equipment Maintenance Public Safety, Town Hall, Public Works		500	1,000	3,000
Video Camera System				
<b>Subtotal</b>	<b>-</b>	<b>500</b>	<b>1,000</b>	<b>3,000</b>
<b>Total Repairs and Maintenance (Equipment)</b>	<b>-</b>	<b>500</b>	<b>1,000</b>	<b>3,000</b>
<b>Postage</b>				
6091 Postage-Messenger Services	1,312	1,374	1,374	1,375
Postage	1,312	1,374	1,374	1,375
<b>Subtotal</b>	<b>1,312</b>	<b>1,374</b>	<b>1,374</b>	<b>1,375</b>
<b>Total Postage</b>	<b>1,312</b>	<b>1,374</b>	<b>1,374</b>	<b>1,375</b>
<b>Telephones and Communications</b>				
6142 Telephone-Air Cards	440	500	480	480
Verizon Wireless Air Card	440	500	480	480
<b>Subtotal</b>	<b>440</b>	<b>500</b>	<b>480</b>	<b>480</b>
6148 Telephone-Mobile	749	900	925	480
Verizon Wireless Mobile	749	900	925	480
<b>Subtotal</b>	<b>749</b>	<b>900</b>	<b>925</b>	<b>480</b>
<b>Total Telephones and Communications</b>	<b>1,190</b>	<b>1,400</b>	<b>1,405</b>	<b>960</b>
<b>Uniforms</b>				
6184 Uniforms-Purchases	555	1,000	500	1,000
Uniform Purchases	555	1,000	500	1,000
<b>Subtotal</b>	<b>555</b>	<b>1,000</b>	<b>500</b>	<b>1,000</b>
<b>Total Uniforms</b>	<b>555</b>	<b>1,200</b>	<b>500</b>	<b>1,000</b>
<b>Total Operating Expenses</b>	<b>4,033</b>	<b>5,355</b>	<b>7,378</b>	<b>9,516</b>

# **FY2021 Proposed Budget**

## **Automated Safety Programs**

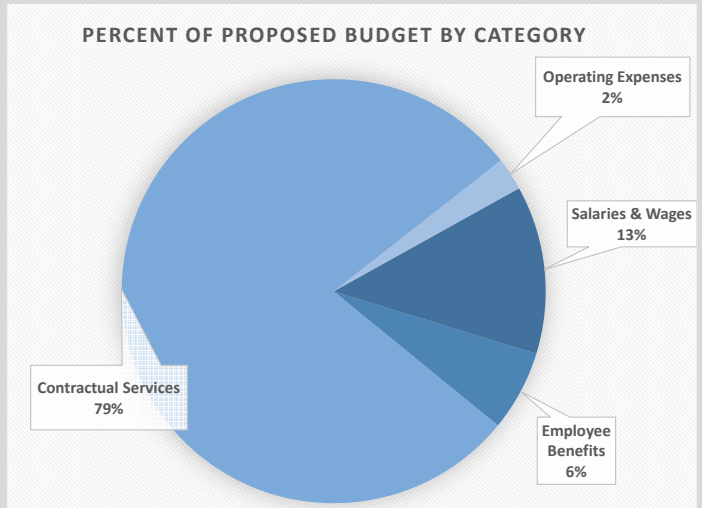
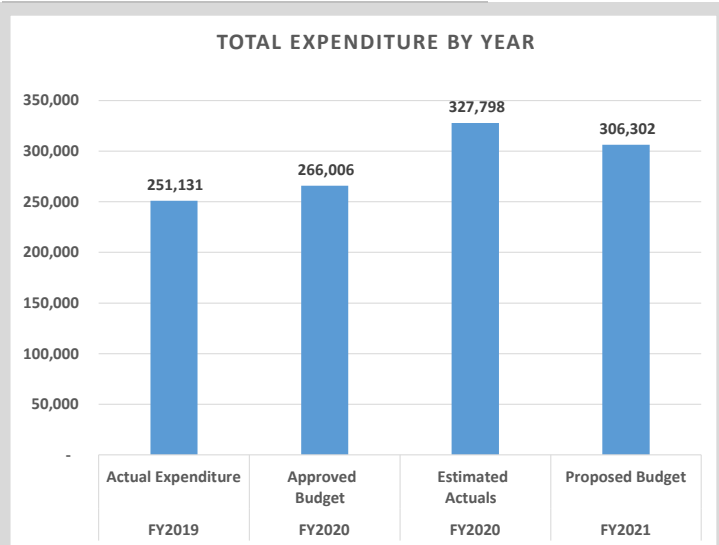
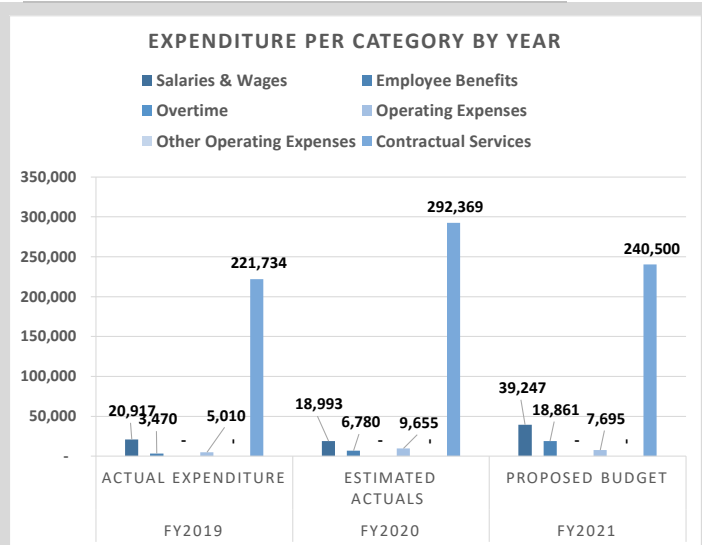
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# FY2021 Budget Overview - Automated Safety Programs

**Proposed Budget**

**306,302**

	Summary of Expenditures				Staff Head Count				
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget		FY2019	FY2020	FY2021	
Salaries & Wages	20,917	26,954	18,993	39,247	<b>Speed Camera Officer</b>				
Employee Benefits	3,470	5,807	6,780	18,861		1	0.50	0.50	
Overtime	-	-	-	-					
Contractual Services	221,734	224,500	292,369	240,500		<b>Total Head Count</b>	1	0.50	0.50
Operating Expenses	5,010	8,745	9,655	7,695					
Other Operating Expenses	-	-	-	-					
<b>Total Expenditures</b>	<b>251,131</b>	<b>266,006</b>	<b>327,798</b>	<b>306,302</b>					



### Significant Changes

The automated red light program is still being pursued and when implemented will be included in this cost center.

The part-time Automated Safety Program Officer will become full-time and half of the position is accounted for in Police Services, and the other half remains here in Automated Safety Programs.



FY2021 Budget Detail Automated Safety Programs Safe Speed for Students	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>24,387</b>	<b>32,761</b>	<b>25,773</b>	<b>58,107</b>
<b>5000 Salaries &amp; Wages</b>	<b>20,917</b>	<b>26,954</b>	<b>18,993</b>	<b>39,247</b>
5001 Wages-Full Time	-	-	-	-
5004 Wages-Part-Time	20,917	26,954	18,993	37,587
5023 Holiday 1.5	-	-	-	-
5028 Special Rates	-	-	-	-
5037 Uniform Allowance	-	-	-	120
5046 Stipend Individual	-	-	-	500
5031 Bilingual Stipend	-	-	-	1,040
<b>Subtotal</b>	<b>20,917</b>	<b>26,954</b>	<b>18,993</b>	<b>39,247</b>
<b>5100 Employee Benefits</b>	<b>3,470</b>	<b>5,807</b>	<b>6,780</b>	<b>18,861</b>
5101 Insurance-Workers Compensation	163	3,745	5,327	5,245
5104 Insurance-Medical (75%)	1,338	-	-	6,776
5113 Insurance-Life	10	-	-	378
5119 Insurance-Long Term Disability	2	-	-	21
5120 AD&D	0	-	-	100
5122 Payroll Taxes	1,957	2,062	1,453	2,939
5128 Retirement-Defined Benefits	-	-	-	3,402
5125 Retirement-Defined Contribution	-	-	-	-
66000 Payroll Expenses	-	-	-	-
<b>Subtotal</b>	<b>3,470</b>	<b>5,807</b>	<b>6,780</b>	<b>18,861</b>
<b>5200 Overtime Premiums</b>	-	-	-	-
Overtime Premiums	-	-	-	-
<b>Subtotal</b>	-	-	-	-
<b>Total Employee Costs</b>	<b>24,387</b>	<b>32,761</b>	<b>25,773</b>	<b>58,107</b>

FY2021 Budget Detail Automated Safety Programs Safe Speed for Students	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Contractual Services</b>	<b>221,734</b>	<b>224,500</b>	<b>292,369</b>	<b>240,500</b>
<b>Contractual Services</b>				
5319 Opto Traffic (SS4S) Program	222,507	222,000	271,485	220,000
Opto Traffic (SS4S) Program	222,507	222,000	271,485	220,000
<b>Subtotal</b>	<b>222,507</b>	<b>222,000</b>	<b>271,485</b>	<b>220,000</b>
5320 Opto Traffic Red-Light Program	-	2,500	-	2,500
Opto Traffic Red-Light Program	-	2,500	-	2,500
<b>Subtotal</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>
5317 Third Party Collections	(773)	-	20,884	18,000
Third Party Collections	(773)	-	20,884	18,000
<b>Subtotal</b>	<b>(773)</b>	<b>-</b>	<b>20,884</b>	<b>18,000</b>
<b>Total Contractual Services</b>	<b>221,734</b>	<b>222,000</b>	<b>292,369</b>	<b>238,000</b>
<b>Total Contractual Services</b>	<b>221,734</b>	<b>224,500</b>	<b>292,369</b>	<b>240,500</b>

FY2021 Budget Detail Automated Safety Programs Safe Speed for Students				
	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Proposed Budget \$
<b>Operating Expenses</b>	<b>5,010</b>	<b>8,745</b>	<b>9,655</b>	<b>7,695</b>
<b>Education and Training</b>				
6022 Education-Training	-	100	-	-
In-Service Training	-	100	-	-
<b>Subtotal</b>	-	<b>100</b>	-	-
<b>Total Education and Training</b>	-	<b>100</b>	-	-
<b>Information Technology</b>				
6004 computer & Software	-	-	3,751	-
Information Technology	-	-	3,751	-
<b>Subtotal</b>	-	-	<b>3,751</b>	-
6052 Information Technology-Internet	70	-	84	100
Information Technology	70	-	84	100
<b>Subtotal</b>	<b>70</b>	-	<b>84</b>	<b>100</b>
6055 Information Technology - Small Purchases	-	100	-	-
Information Technology	-	100	-	-
<b>Subtotal</b>	-	<b>100</b>	-	-
<b>Total Information Technology</b>	<b>70</b>	<b>100</b>	<b>3,835</b>	<b>100</b>
<b>Special Services</b>				
6109 Speed Camera - Admin Exp. Current Year	4,500	5,000	4,800	5,000
Automated Safety Evaluation for Speed Camera	4,500	5,000	4,800	5,000
<b>Subtotal</b>	<b>4,500</b>	<b>5,000</b>	<b>4,800</b>	<b>5,000</b>
<b>Total Special Services</b>	<b>4,500</b>	<b>5,000</b>	<b>4,800</b>	<b>5,000</b>
<b>Supplies (Office)</b>				
6124 Supplies-Office	-	2,500	500	1,000
Office Supplies	-	2,500	500	1,000
<b>Subtotal</b>	-	<b>2,500</b>	<b>500</b>	<b>1,000</b>
<b>Total Supplies (Office)</b>	-	2,500	500	1,000
<b>Telephones &amp; Communications</b>				
6142 Telephone-Air Cards	440	480	480	480
Verizon Wireless Air Card	440	480	480	480
<b>Subtotal</b>	<b>440</b>	<b>480</b>	<b>480</b>	<b>480</b>
<b>Total Telephones &amp; Communications</b>	440	480	480	480
<b>Training &amp; Education</b>				
6022 Education-Training	-	-	40	550
Officer Replacement - New Uniform and Equipment	-	-	40	550
<b>Subtotal</b>	-	-	<b>40</b>	<b>550</b>
<b>Total Uniforms</b>	-	-	40	550

<b>FY2021 Budget Detail</b> <b>Automated Safety Programs</b> <b>Safe Speed for Students</b>				
	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>
	<b>Actual Expenditure</b>	<b>Approved Budget</b>	<b>Estimated Actuals</b>	<b>Proposed Budget</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Uniforms</b>				
6184 Uniforms-Purchases	-	565	-	565
Officer Replacement - New Uniform and Equipment	-	565	-	565
<b>Subtotal</b>	-	<b>565</b>	-	<b>565</b>
<b>Total Uniforms</b>	-	565	-	565
<b>Total Operating Expenses</b>	<b>5,010</b>	<b>8,745</b>	<b>9,655</b>	<b>7,695</b>

# **FY2021 Proposed Budget**

**Public Works**

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# Department of Public Works

## **FY2021 MISSION**

DPW provides excellent service across a broad range of sectors throughout the Town. These public works range from street maintenance, to landscape maintenance and cultivation, to clearing snow and ice throughout Town, and to an array of other public support for TRP's residents, businesses, visitors, and employees in making TRP the location of choice.

## **ACCOMPLISHMENTS OF FY2020**

- Designed and implemented an area team plan to promote ownership and responsibility
- Improved vehicle fleet maintenance and preparedness
- Achieved significant progress on previously stalled Capital Improvement Projects
- Designed and implemented RFP process and contract administration procedures
- Negotiated road acceptance of Rivertech Court
- Improved maintenance of public spaces (train station, corner cans, planters)
- Planted and cared for trees
- Improved the overall quality of life
- Incorporated E<sup>5</sup> = Excellence in Service in all aspects of Department

## **OBJECTIVES FOR FY2021**

- Review preparedness and update plans for continuity of service
- Maintain a six-month supply of Personal Protective Equipment
- Install public recycling containers, corner cans, and seating options
- Improve response to services requests to align with E<sup>5</sup> = Excellence in Service
- Complete scheduled Capital Improvement Projects on time and within budget
- Refresh roadway markings as needed
- Complete strategic operational reviews and inventories
- Reimagine the Department to better prioritize core functions, such as the repair and maintenance of signs, crosswalks, and sidewalk systems
- Review and implement best practices for weather-related incident response
- Administer various public projects to improve the quality of life
- Promote the *We♥Town Life! 2.0* initiative

*Performance Indicators are being finalized. These measures will be included prior to adoption.*

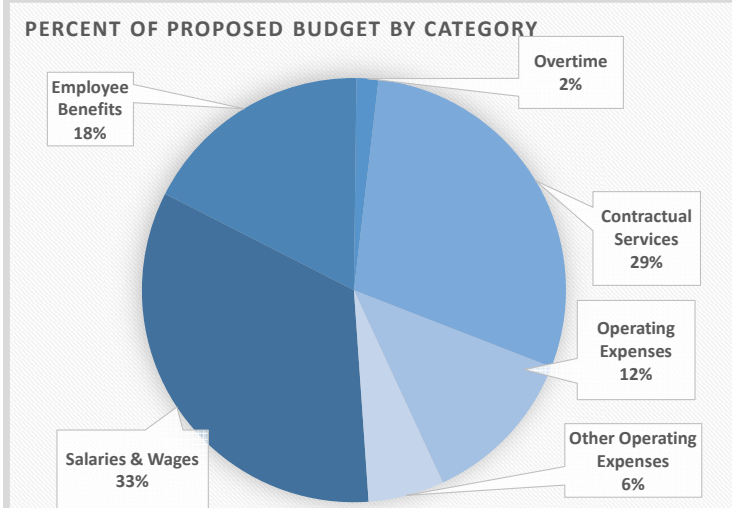
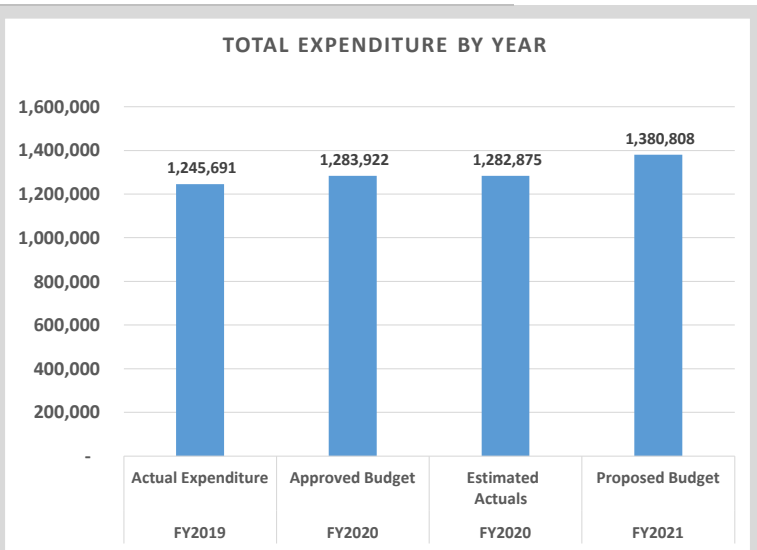
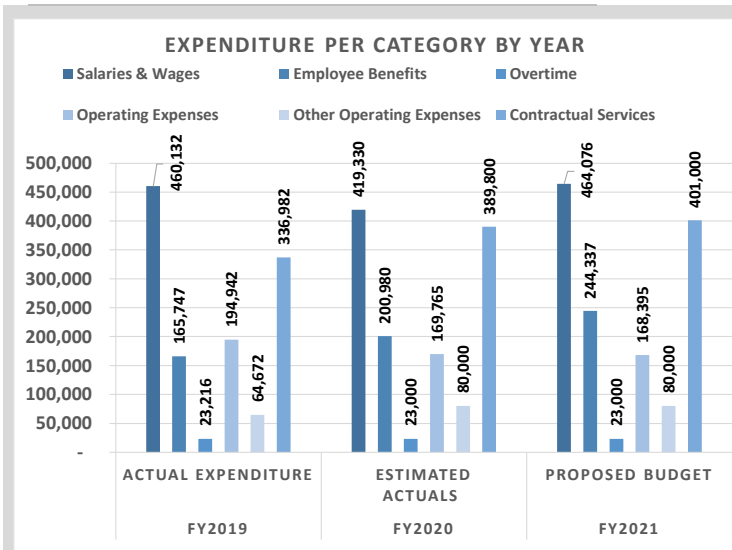


## FY2021 Budget Overview - Public Works

### Proposed Budget

### 1,380,808

	Summary of Expenditures				Staff Head Count			
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget		FY2019	FY2020	FY2021
Salaries & Wages	460,132	425,851	419,330	464,076	Director, Public Projects & Services	1.00	1.00	1.00
Employee Benefits	165,747	203,261	200,980	244,337	Operations Manager	1.00	1.00	1.00
Overtime	23,216	23,000	23,000	23,000	Executive Associate	1.00	0.00	0.00
Contractual Services	336,982	404,800	389,800	401,000	Maintenance Technician Drivers	2.00	2.00	2.00
Operating Expenses	194,942	147,011	169,765	168,395	Maintenance Technicians	4.00	4.00	4.00
Other Operating Expenses	64,672	80,000	80,000	80,000	Seasonal	0.50	0.50	0.25
					Administrative Associate II	0.00	0.00	0.33
<b>Total Expenditures</b>	<b>1,245,691</b>	<b>1,283,922</b>	<b>1,282,875</b>	<b>1,380,808</b>	<b>Total Head Count</b>	<b>9.50</b>	<b>8.50</b>	<b>8.58</b>



#### Significant Changes

Public Works will share .33 of the Administrative Associate II position to be funded as of January 1, 2021.

All field staff will have cellular telephones to document conditions, report challenges, and respond to work sites when assistance is needed. This communication improvement is needed to be more efficient and effective in delivering services.

Operating Supplies is increased by 79% to account for the purchase of additional Personal Protective Equipment (PPE) and related disinfecting supplies.

FY2021 Budget Detail Public Works	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>649,095</b>	<b>652,111</b>	<b>643,310</b>	<b>731,413</b>
<b>Salaries &amp; Wages</b>	460,132	425,851	419,330	464,076
5001 Wages-Full Time	457,498	425,851	402,078	464,076
5004 Wages-Part-Time	2,635	-	17,253	-
<b>Subtotal</b>	<b>460,132</b>	<b>425,851</b>	<b>419,330</b>	<b>464,076</b>
<b>Employee Benefits</b>	165,747	203,261	200,980	244,337
5101 Insurance-Workers Compensation	12,973	19,615	24,024	21,945
5104 Insurance-Medical (75%)	35,687	76,039	53,851	85,941
5107 Insurance-Medical (100%)	11,862	-	-	-
5113 Insurance-Life	3,718	2,465	2,594	3,055
5119 Insurance-Long Term Disability	1,523	2,231	19,637	2,776
5120 AD&D	235	325	292	404
5122 Payroll Taxes	37,108	32,578	27,973	35,503
5125 Retirement-Defined Contribution	11,584	8,731	9,340	11,281
5128 Retirement-Defined Benefits	41,144	61,276	63,268	78,751
5121 Golds Gym	317	-	-	-
66000 Payroll Expenses	9,596	-	-	-
5046 Stipend Individual	-	-	-	4,680
<b>Subtotal</b>	<b>165,747</b>	<b>203,261</b>	<b>200,980</b>	<b>244,337</b>
<b>Overtime Premiums</b>	23,216	23,000	23,000	23,000
5201 Overtime Premium	23,216	23,000	23,000	23,000
<b>Subtotal</b>	<b>23,216</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>
<b>Total Employee Costs</b>	<b>649,095</b>	<b>652,111</b>	<b>643,310</b>	<b>731,413</b>

FY2021 Budget Detail Public Works	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Contractual Expenses</b>	<b>336,982</b>	<b>404,800</b>	<b>389,800</b>	<b>401,000</b>
<b>Contractual Services</b>				
5307 Landscape Services	36,091	66,800	66,800	78,000
Contracted Landscaping	36,091	66,800	66,800	78,000
<b>Subtotal</b>	<b>36,091</b>	<b>66,800</b>	<b>66,800</b>	<b>78,000</b>
5322 Trash	249,271	303,000	303,000	303,000
Residential Trash Collection Services	249,271	303,000	303,000	303,000
<b>Subtotal</b>	<b>249,271</b>	<b>303,000</b>	<b>303,000</b>	<b>303,000</b>
5325 Tree Maintenance Services	51,620	35,000	20,000	20,000
Remove/trim existing trees	51,620	35,000	20,000	20,000
<b>Subtotal</b>	<b>51,620</b>	<b>35,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Total Contractual Services</b>	<b>336,982</b>	<b>313,000</b>	<b>389,800</b>	<b>401,000</b>
<b>Total Contractual Services</b>	<b>336,982</b>	<b>404,800</b>	<b>389,800</b>	<b>401,000</b>

FY2021 Budget Detail Public Works	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Operating Expenses</b>	<b>194,942</b>	<b>147,011</b>	<b>169,765</b>	<b>168,395</b>
<b>Information Technology</b>				
6004 Computer and Software	248	250	1,000	1,000
Software	248	250	1,000	1,000
<b>Subtotal</b>	<b>248</b>	<b>250</b>	<b>1,000</b>	<b>1,000</b>
6049 Information Technology Services	-	-	165	-
Remote Mac Labor	-	-	165	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>165</b>	<b>-</b>
<b>Total Information Technology</b>	<b>248</b>	<b>250</b>	<b>1,165</b>	<b>1,000</b>
<b>Special Services</b>				
6076 Mosquito Control Program	1,243	1,300	1,300	1,300
Yearly payment to MDA mosquito control program	1,243	1,300	1,300	1,300
<b>Subtotal</b>	<b>1,243</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>
6088 Park Maintenance and Service	899	-	-	-
Seasonal plantings and Field of Dreams plantings	899	-	-	-
<b>Subtotal</b>	<b>899</b>	<b>-</b>	<b>-</b>	<b>-</b>
6010 Disposal Fees	10,255	11,000	11,000	11,000
MD Environmental Services, Prince George's County, Brandywine Sand and Gravel, City of College Park	10,255	11,000	11,000	11,000
<b>Subtotal</b>	<b>10,255</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
6175 Tree Installation	5,966	4,000	2,500	3,500
Installation of new trees	5,966	4,000	2,500	3,500
<b>Subtotal</b>	<b>5,966</b>	<b>4,000</b>	<b>2,500</b>	<b>3,500</b>
<b>Total Special Services</b>	<b>18,363</b>	<b>16,300</b>	<b>14,800</b>	<b>15,800</b>
<b>Dues/Memberships/Subscriptions/Publications</b>				
6013 Dues/Memberships/Subscription	646	920	1,400	2,000
iCloud Storage, Maryland Municipal League, APWA Dues, ULI	646	920	1,400	2,000
<b>Subtotal</b>	<b>646</b>	<b>920</b>	<b>1,400</b>	<b>2,000</b>
6014 Publications/Subscriptions	22	200	200	200
Publications	22	200	200	200
<b>Subtotal</b>	<b>22</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Total Dues/Memberships/Subscriptions/Publications</b>	<b>668</b>	<b>1,120</b>	<b>1,600</b>	<b>2,200</b>
<b>Training and Education</b>				
6016 Education-Conference and Seminar	50	3,000	3,000	3,000
DPW Conference	50	3,000	3,000	3,000
<b>Subtotal</b>	<b>50</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
6022 Education-Training	2,366	1,500	1,500	2,000
CDL, APWA Snow/DPW Conference, Flagger Certification, MML Conference, Tree Expert training, Prevention Pavement Maintenance, Pesticide Classes	2,366	1,500	1,500	2,000
<b>Subtotal</b>	<b>2,366</b>	<b>1,500</b>	<b>1,500</b>	<b>2,000</b>
<b>Total Training and Education</b>	<b>2,416</b>	<b>4,500</b>	<b>4,500</b>	<b>5,000</b>

FY2021 Budget Detail Public Works		FY2019	FY2020	FY2020	FY2021
		Actual	Approved	Estimated	Proposed
		Expenditure	Budget	Actuals	Budget
		\$	\$	\$	\$
<b>Equipment</b>					
6037 Equipment-Operator for Projects		4,473	-	-	5,500
GPS for Vehicles		4,473	-	-	5,500
	<b>Subtotal</b>	<b>4,473</b>	<b>-</b>	<b>-</b>	<b>5,500</b>
6038 Equipment-Purchases		17,680	1,000	1,000	1,000
Trash Receptacles, Computers, Printers, Weed eater, edgers, backpack		17,680	1,000	1,000	1,000
	<b>Subtotal</b>	<b>17,680</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
6040 Equipment-Rental		811	2,650	2,650	3,000
Copier Lease, Walk Behind Concrete Saw, Jack Hammer, Fork Lift, Crane, Backfill/Compacter, Bob Cat, Other Equipment Rental		811	2,650	2,650	3,000
	<b>Subtotal</b>	<b>811</b>	<b>2,650</b>	<b>2,650</b>	<b>3,000</b>
6067 Maintenance-Machinery/Equipment		6,081	10,000	4,000	6,500
Equipment Maintenance		6,081	10,000	4,000	6,500
	<b>Subtotal</b>	<b>6,081</b>	<b>10,000</b>	<b>4,000</b>	<b>6,500</b>
<b>Total Equipment</b>		<b>29,045</b>	<b>17,500</b>	<b>7,650</b>	<b>16,000</b>
<b>Postage</b>					
6091 Postage-Messenger Services		52	300	100	200
Postage Messenger Services		52	300	100	200
	<b>Subtotal</b>	<b>52</b>	<b>300</b>	<b>100</b>	<b>200</b>
<b>Total Postage</b>		<b>52</b>	<b>300</b>	<b>100</b>	<b>200</b>
<b>Street Improvements</b>					
6112 Street-Light Fixtures and Repair		590	19,000	19,000	22,000
Street Light Repair, Fixture Labor and Materials, Street LED fixtures, Street LED retrofits, Street Light Lamps, Street Light Poles, Labor to install knocked down poles		590	19,000	19,000	22,000
	<b>Subtotal</b>	<b>590</b>	<b>19,000</b>	<b>19,000</b>	<b>22,000</b>
6118 Street-Signs and Traffic Co		46,949	14,000	10,000	12,000
Street Signs and Paint		46,949	14,000	10,000	12,000
	<b>Subtotal</b>	<b>46,949</b>	<b>14,000</b>	<b>10,000</b>	<b>12,000</b>
<b>Total Street Improvements</b>		<b>47,538</b>	<b>34,419</b>	<b>29,000</b>	<b>34,000</b>
<b>Office Supplies</b>					
6124 Supplies-Office		2,571	3,050	1,500	2,500
Supplies		2,571	3,050	1,500	2,500
	<b>Subtotal</b>	<b>2,571</b>	<b>3,050</b>	<b>1,500</b>	<b>2,500</b>
<b>Total Supplies (Office)</b>		<b>2,571</b>	<b>4,000</b>	<b>1,500</b>	<b>2,500</b>

FY2021 Budget Detail Public Works	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Operating Supplies</b>				
6127 Supplies-Operating and Materials	17,178	14,000	25,000	25,000
Supplies and Operating Materials	17,178	14,000	25,000	25,000
<b>Subtotal</b>	<b>17,178</b>	<b>14,000</b>	<b>25,000</b>	<b>25,000</b>
6130 Supplies-Safety Related	176	1,200	1,200	1,200
Safety Supplies	176	1,200	1,200	1,200
<b>Subtotal</b>	<b>176</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
6133 Supplies-Hand Tools	398	1,000	1,000	1,000
Tools (drills, chain saws, etc.) and related items (drill bits, saw blades, etc.)	398	1,000	1,000	1,000
<b>Subtotal</b>	<b>398</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Supplies (General)</b>	<b>17,753</b>	<b>17,200</b>	<b>27,200</b>	<b>27,200</b>
<b>Telephones and Communications</b>				
6145 Telephone-Land Line	-	-	-	-
Land line	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
6148 Telephone-Mobile	1,988	2,200	4,000	3,840
Mobile telephones	1,988	2,200	4,000	3,840
<b>Subtotal</b>	<b>1,988</b>	<b>2,200</b>	<b>4,000</b>	<b>3,840</b>
<b>Total Telephones and Communications</b>	<b>1,988</b>	<b>2,200</b>	<b>4,000</b>	<b>3,840</b>
<b>Vehicles and Transportation</b>				
6154 Transportation-Gas and Oil	17,600	21,720	17,000	20,500
Purchased through Prince George's Council	17,600	21,720	17,000	20,500
<b>Subtotal</b>	<b>17,600</b>	<b>21,720</b>	<b>17,000</b>	<b>20,500</b>
6160 Transportation-Vehicles Maint.	40,191	23,421	50,000	30,000
Vehicle Maintenance, Inspections, DOT inspections, Tractor Service, Sweeper Service, Supplies, SUV	40,191	23,421	50,000	30,000
<b>Subtotal</b>	<b>40,191</b>	<b>23,421</b>	<b>50,000</b>	<b>30,000</b>
<b>Total Vehicles and Transportation</b>	<b>57,790</b>	<b>45,141</b>	<b>67,000</b>	<b>50,500</b>
<b>Travel Expenses</b>				
6166 Travel-Hotel	431	990	1,600	1,500
Hotels	431	990	1,600	1,500
<b>Subtotal</b>	<b>431</b>	<b>990</b>	<b>1,600</b>	<b>1,500</b>
6169 Travel - Meals and Incidentals	137	1,000	600	600
Meals and Incidentals	137	1,000	600	600
<b>Subtotal</b>	<b>137</b>	<b>1,000</b>	<b>600</b>	<b>600</b>
6172 Travel-Transportation	194	2,000	2,000	1,205
Transportation	194	2,000	2,000	1,205
<b>Subtotal</b>	<b>194</b>	<b>2,000</b>	<b>2,000</b>	<b>1,205</b>
<b>Total Travel Expenses</b>	<b>762</b>	<b>1,000</b>	<b>4,200</b>	<b>3,305</b>

FY2021 Budget Detail Public Works	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Uniforms</b>				
6178 Uniforms-Laundry Services	12,220	6,110	4,850	4,750
Uniforms and laundry services	12,220	6,110	4,850	4,750
<b>Subtotal</b>	<b>12,220</b>	<b>6,110</b>	<b>4,850</b>	<b>4,750</b>
6184 Uniforms-Purchases	3,529	1,200	2,200	2,100
Uniforms, boots, etc.	3,529	1,200	2,200	2,100
<b>Subtotal</b>	<b>3,529</b>	<b>1,200</b>	<b>2,200</b>	<b>2,100</b>
<b>Total Uniforms</b>	<b>15,749</b>	<b>7,310</b>	<b>7,050</b>	<b>6,850</b>
<b>Total Operating Expenses</b>	<b>194,942</b>	<b>147,011</b>	<b>169,765</b>	<b>168,395</b>

FY2021 Budget Detail Public Works	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
	<b>Other Operating Expenses</b>	<b>64,672</b>	<b>80,000</b>	<b>80,000</b>

<b>Other Operating Expenses</b>				
7022 Maintenance-Fuel Manage System	5,357	-	-	-
Monthly fuel tank inspections	5,357	-	-	-
<b>Subtotal</b>	<b>5,357</b>	<b>-</b>	<b>-</b>	<b>-</b>
7047 Utilities- Electric Street Lights	59,314	80,000	80,000	80,000
Electric Street Lights	59,314	80,000	80,000	80,000
<b>Subtotal</b>	<b>59,314</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>
<b>Total Other Operating Expenses</b>	<b>64,672</b>	<b>84,800</b>	<b>80,000</b>	<b>80,000</b>
<b>Total Other Operating Expenses</b>	<b>64,672</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>



# **FY2021 Proposed Budget**

**Weather Response Services**

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# Weather Response Services

## **FY2021 MISSION**

Ensure timely and effective response to mitigate weather related conditions by being properly trained, equipped, and prepared.

## **ACCOMPLISHMENTS OF FY2020**

- Improved response time
- Decrease in unintended costs
- Improved maintenance of vehicles and equipment
- Reduced safety-related accidents

## **OBJECTIVES FOR FY2021**

- Review preparedness and update plans for continuity of service
- Implement GPS tracking system to better deploy resources
- Author a Weather Response Manual compiled of best practices
- Improve response time through designated on-call scheduling
- Promote and augment safety during adverse weather conditions
- Develop a unified communication plan

*Performance Indicators are being finalized. These measures will be included prior to adoption.*

# FY2021 Budget Overview - Weather Response Services

## Proposed Budget

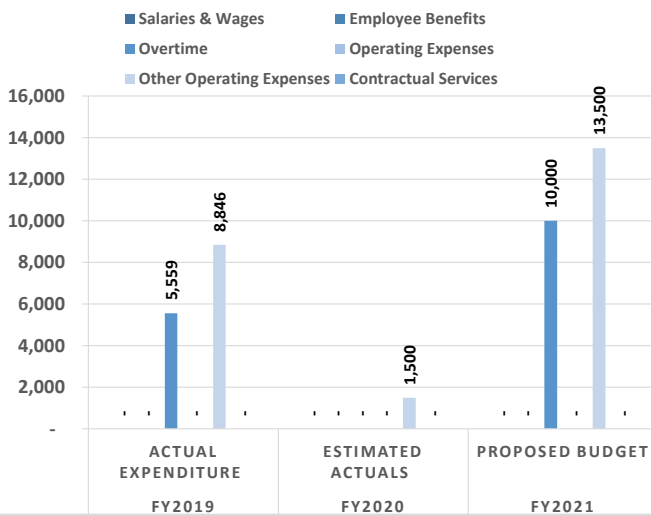
## 23,500

	Summary of Expenditures				Staff Head Count		
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget	FY2019	FY2020	FY2021
Salaries & Wages	-	-	-	-			
Employee Benefits	-	-	-	-			
Overtime	5,559	9,000	-	10,000			
Contractual Services	-	-	-	-			
Operating Expenses	-	-	-	-			
Other Operating Expenses	8,846	13,160	1,500	13,500			
<b>Total Expenditures</b>	<b>14,405</b>	<b>22,160</b>	<b>1,500</b>	<b>23,500</b>			

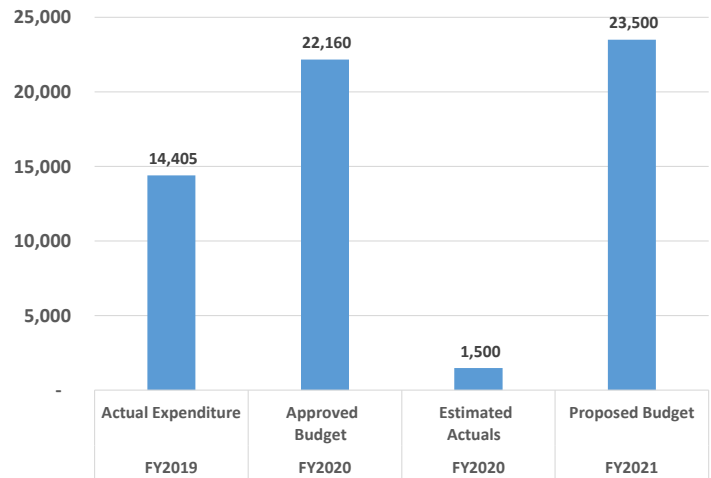
**Total Head Count**

FY2019    FY2020    FY2021

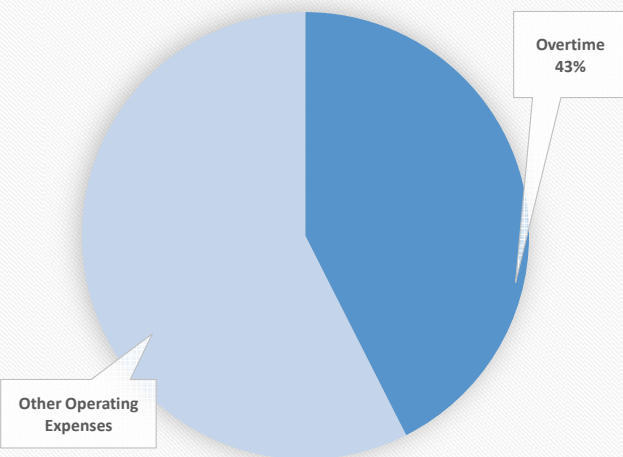
**EXPENDITURE PER CATEGORY BY YEAR**



**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.

FY2021 Budget Detail Weather Response Services	FY2019	FY2020	FY2020	FY2021
	Actual	Approved	Estimated	Proposed
	Expenditure	Budget	Actuals	Budget
	\$	\$	\$	\$
<b>Employee Costs</b>	<b>5,559</b>	<b>9,000</b>	<b>-</b>	<b>10,000</b>
<b>5200 Overtime Premiums</b>	<b>5,559</b>	<b>9,000</b>	<b>-</b>	<b>10,000</b>
Overtime Premiums	5,559	9,000	-	10,000
<b>Subtotal</b>	<b>5,559</b>	<b>9,000</b>	<b>-</b>	<b>10,000</b>
<b>Total Employee Costs</b>	<b>5,559</b>	<b>9,000</b>	<b>-</b>	<b>10,000</b>

FY2021 Budget Detail Weather Response Services	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Other Operating Expenses</b>	<b>8,846</b>	<b>13,160</b>	<b>1,500</b>	<b>13,500</b>
<b>Other General Expenses</b>				
6169 Travel - Meals and Incidentals	308	660	-	1,000
Hotel	308	660	-	1,000
<b>Subtotal</b>	<b>308</b>	<b>660</b>	<b>-</b>	<b>1,000</b>
7061 Weather Emergency Events	8,539	12,500	1,500	12,500
Weather Emergency Events	8,539	12,500	1,500	12,500
<b>Subtotal</b>	<b>8,539</b>	<b>12,500</b>	<b>1,500</b>	<b>12,500</b>
<b>Total Other General Expenses</b>	<b>8,539</b>	<b>12,500</b>	<b>1,500</b>	<b>12,500</b>
<b>Total Other Operating Expenses</b>	<b>8,846</b>	<b>13,160</b>	<b>1,500</b>	<b>13,500</b>

# **FY2021 Proposed Budget**

**Municipal Buildings - Town Hall**



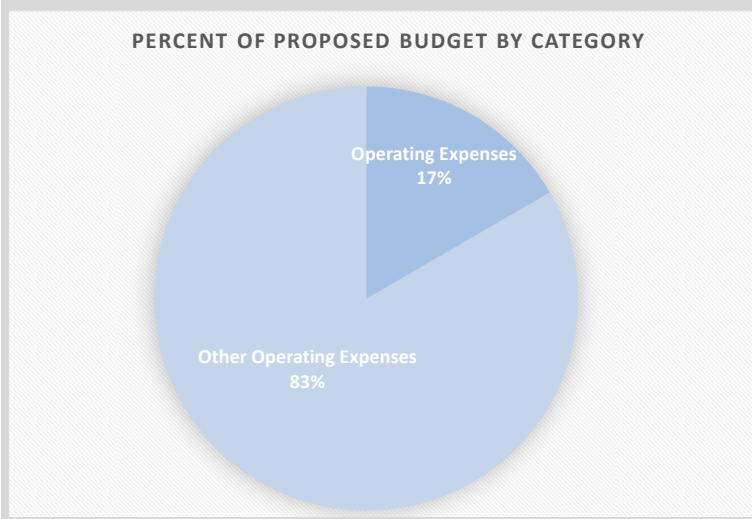
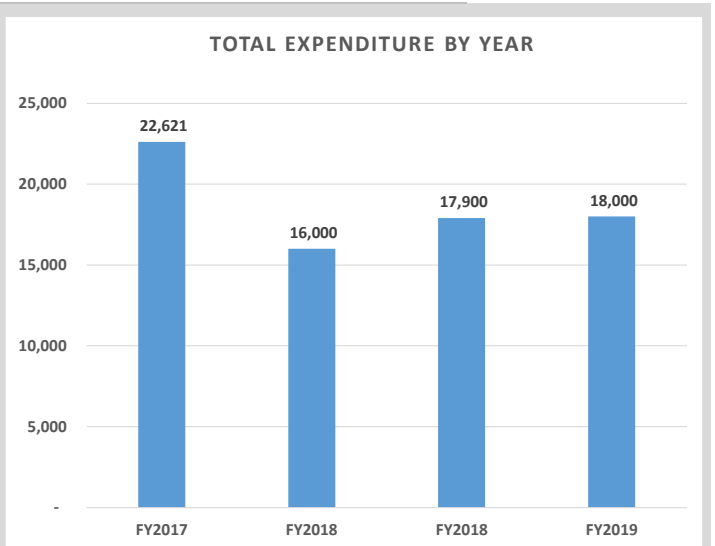
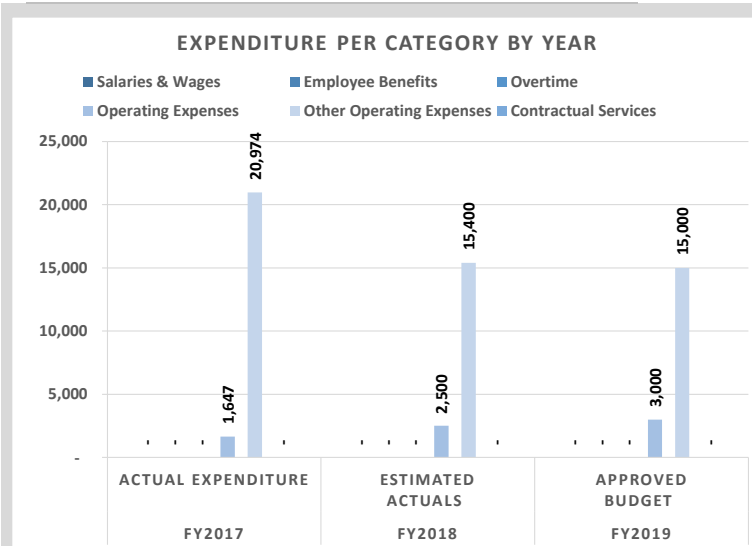
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## FY2019 Budget Overview: Town Buildings - Town Hall

**Proposed Budget**

**18,000**

	Summary of Expenditures				Staff Head Count		
	FY2017 Actual Expenditure	FY2018 Approved Budget	FY2018 Estimated Actuals	FY2019 Approved Budget	FY2017	FY2018	FY2019
Salaries & Wages	-	-	-	-	Total Head Count		
Employee Benefits	-	-	-	-			
Overtime	-	-	-	-			
Contractual Services	-	-	-	-			
Operating Expenses	1,647	1,000	2,500	3,000			
Other Operating Expenses	20,974	15,000	15,400	15,000			
<b>Total Expenditures</b>	<b>22,621</b>	<b>16,000</b>	<b>17,900</b>	<b>18,000</b>			



### Significant Changes

Janitorial supplies are increased by 300% to ensure proper supplies for disinfecting the building.

<b>FY2021 Budget Detail</b> <b>Town Buildings - Town Hall</b>	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
	<b>Operating Expenses</b>	<b>1,647</b>	<b>1,000</b>	<b>2,500</b>
<b>Supplies</b>				
6121 Supplies-Building/Janitorial	1,647	1,000	2,500	3,000
Janitorial Supplies	1,647	1,000	2,500	3,000
<b>Subtotal</b>	<b>1,647</b>	<b>1,000</b>	<b>2,500</b>	<b>3,000</b>
<b>Total Supplies</b>	<b>1,647</b>	<b>1,000</b>	<b>2,500</b>	<b>3,000</b>
<b>Total Operating Expenses</b>	<b>1,647</b>	<b>1,000</b>	<b>2,500</b>	<b>3,000</b>

FY2021 Budget Detail Town Buildings - Town Hall	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Other Operating Expenses</b>	<b>20,974</b>	<b>15,000</b>	<b>15,400</b>	<b>15,000</b>
<b>Building Maintenance</b>				
7004 Building Maintenance	484	-	-	-
Building Maintenance	484	-	-	-
<b>Subtotal</b>	<b>484</b>	<b>-</b>	<b>-</b>	<b>-</b>
6061 Maintenance-Buildings	8,373	5,000	5,000	5,000
Building Maintenance	8,373	5,000	5,000	5,000
<b>Subtotal</b>	<b>8,373</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Building Maintenance</b>	<b>8,858</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Utilities</b>				
7046 Utilities-Electric Buildings	5,808	4,600	5,000	4,600
Pepco	5,808	4,600	5,000	4,600
<b>Subtotal</b>	<b>5,808</b>	<b>4,600</b>	<b>5,000</b>	<b>4,600</b>
7049 Utilities-Gas	3,327	3,200	3,200	3,200
Washington Gas	3,327	3,200	3,200	3,200
<b>Subtotal</b>	<b>3,327</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>
7052 Utilities-Water	2,981	2,200	2,200	2,200
WSSC	2,981	2,200	2,200	2,200
<b>Subtotal</b>	<b>2,981</b>	<b>2,200</b>	<b>2,200</b>	<b>2,200</b>
<b>Total Utilities</b>	<b>12,116</b>	<b>10,000</b>	<b>10,400</b>	<b>10,000</b>
<b>Other Operating Expenses</b>	<b>20,974</b>	<b>15,000</b>	<b>15,400</b>	<b>15,000</b>

# FY2021 Proposed Budget

**Municipal Buildings - Public Safety**

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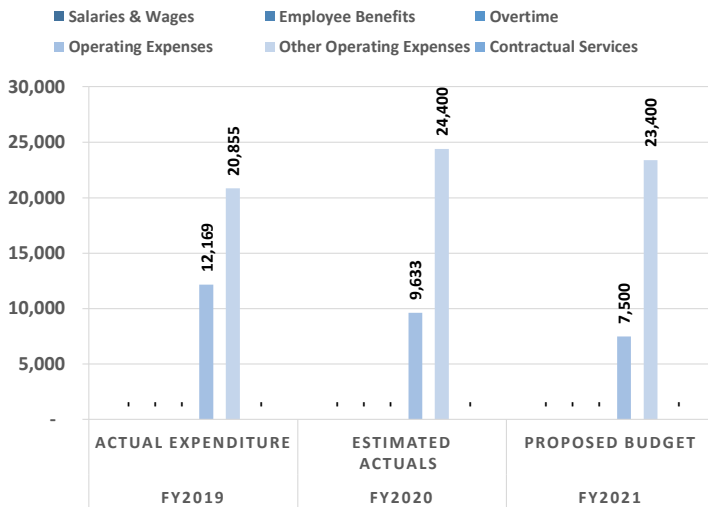
# FY2021 Budget Overview: Town Buildings - Public Safety

## Proposed Budget

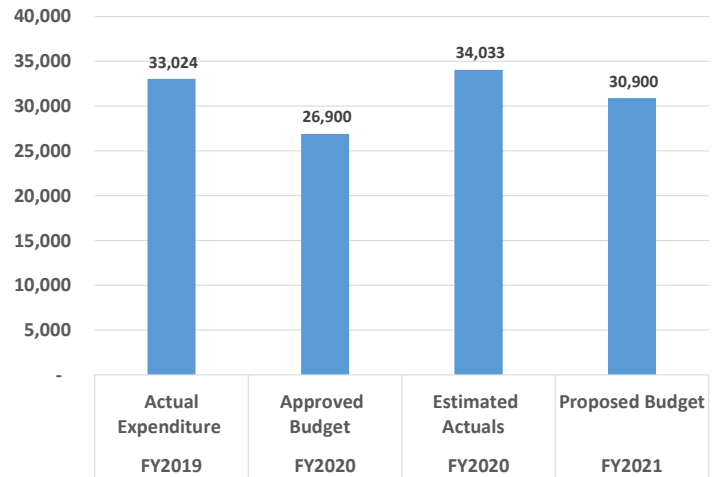
30,900

	Summary of Expenditures				Staff Head Count		
	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget	FY2019	FY2020	FY2021
Salaries & Wages	-	-	-	-			
Employee Benefits	-	-	-	-			
Overtime	-	-	-	-			
Contractual Services	-	-	-	-			
Operating Expenses	12,169	5,000	9,633	7,500			
Other Operating Expenses	20,855	21,900	24,400	23,400			
<b>Total Expenditures</b>	<b>33,024</b>	<b>26,900</b>	<b>34,033</b>	<b>30,900</b>			
					<b>Total Head Count</b>	-	-

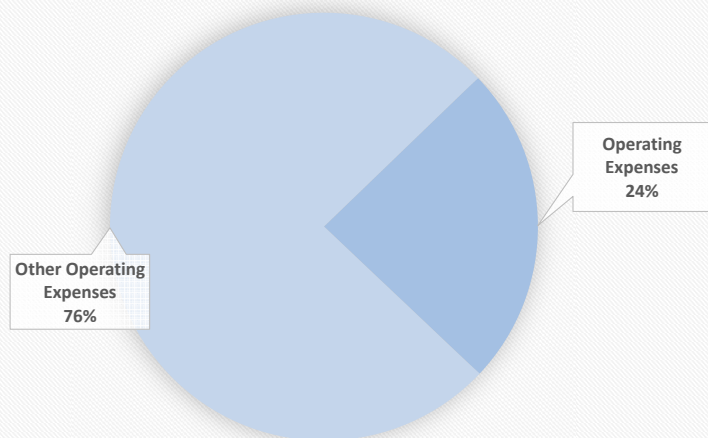
EXPENDITURE PER CATEGORY BY YEAR



TOTAL EXPENDITURE BY YEAR



PERCENT OF PROPOSED BUDGET BY CATEGORY



Significant Changes

Janitorial supplies are increased by 350% to ensure proper supplies for disinfecting the building.

FY2021 Budget Detail Town Buildings - Public Safety	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Operating Expenses</b>	<b>12,169</b>	<b>5,000</b>	<b>9,633</b>	<b>7,500</b>
<b>Equipment</b>				
6040 Equipment-Rental	9,069	4,000	6,633	4,000
Maintenance - Equipment	9,069	4,000	6,633	4,000
<b>Subtotal</b>	<b>9,069</b>	<b>4,000</b>	<b>6,633</b>	<b>4,000</b>
6067 Maintenance-Machinery/Equipment	2,266	-	-	-
Maintenance - Equipment	2,266	-	-	-
<b>Subtotal</b>	<b>2,266</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Equipment</b>	<b>11,335</b>	<b>4,000</b>	<b>6,633</b>	<b>4,000</b>
<b>Operating Supplies</b>				
6121 Supplies-Building/Janitorial	834	1,000	3,000	3,500
Supplies	834	1,000	3,000	3,500
<b>Subtotal</b>	<b>834</b>	<b>1,000</b>	<b>3,000</b>	<b>3,500</b>
<b>Total Operating Supplies</b>	<b>834</b>	<b>1,000</b>	<b>3,000</b>	<b>3,500</b>
<b>Total Operating Expenses</b>	<b>12,169</b>	<b>5,000</b>	<b>9,633</b>	<b>7,500</b>



FY2021 Budget Detail Town Buildings - Public Safety	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Other Operating Expenses</b>	<b>20,855</b>	<b>21,900</b>	<b>24,400</b>	<b>23,400</b>
<b>Maintenance Buildings</b>				
7004 Building Maintenance	1,073	-	-	-
Building Maintenance	1,073	-	-	-
<b>Subtotal</b>	<b>1,073</b>	<b>-</b>	<b>-</b>	<b>-</b>
6061 Maintenance-Buildings	3,245	3,000	9,000	4,500
Building Maintenance	3,245	3,000	9,000	4,500
<b>Subtotal</b>	<b>3,245</b>	<b>3,000</b>	<b>9,000</b>	<b>4,500</b>
<b>Total Maintenance Buildings</b>	<b>4,318</b>	<b>3,000</b>	<b>9,000</b>	<b>4,500</b>
<b>Utilities</b>				
7046 Utilities-Electric Buildings	12,942	10,900	10,900	10,900
Pepco	12,942	10,900	10,900	10,900
<b>Subtotal</b>	<b>12,942</b>	<b>10,900</b>	<b>10,900</b>	<b>10,900</b>
7049 Utilities-Gas	2,104	5,000	3,000	5,000
Washington Gas	2,104	5,000	3,000	5,000
<b>Subtotal</b>	<b>2,104</b>	<b>5,000</b>	<b>3,000</b>	<b>5,000</b>
7052 Utilities-Water	1,490	3,000	1,500	3,000
WSSC	1,490	3,000	1,500	3,000
<b>Subtotal</b>	<b>1,490</b>	<b>3,000</b>	<b>1,500</b>	<b>3,000</b>
<b>Total Utilities</b>	<b>16,537</b>	<b>18,900</b>	<b>15,400</b>	<b>18,900</b>
<b>Total Other Operating Expenses</b>	<b>20,855</b>	<b>21,900</b>	<b>24,400</b>	<b>23,400</b>

# **FY2021 Proposed Budget**

**Municipal Buildings - Public Works**

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# FY2021 Budget Overview: Town Buildings - Public Works

## Proposed Budget

## 10,400

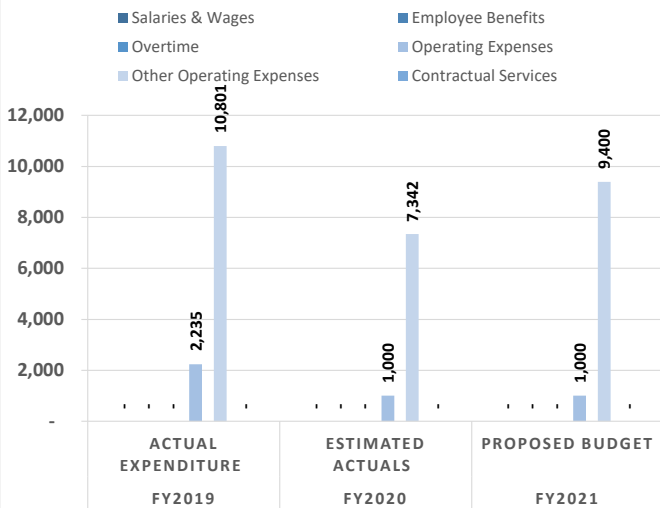
### Summary of Expenditures

	FY2019 Actual Expenditure	FY2020 Approved Budget	FY2020 Estimated Actuals	FY2021 Proposed Budget
Salaries & Wages	-	-	-	-
Employee Benefits	-	-	-	-
Overtime	-	-	-	-
Contractual Services	-	-	-	-
Operating Expenses	2,235	1,000	1,000	1,000
Other Operating Expenses	10,801	10,400	7,342	9,400
<b>Total Expenditures</b>	<b>13,036</b>	<b>11,400</b>	<b>8,342</b>	<b>10,400</b>

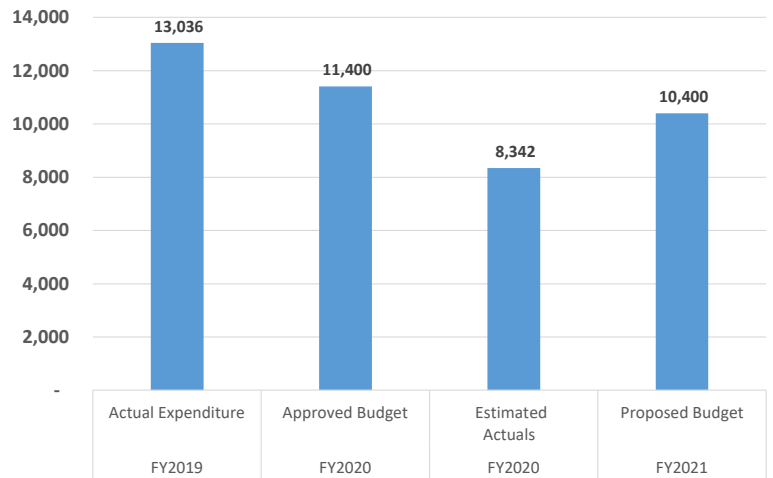
### Staff Head Count

	FY2019	FY2020	FY2021
<b>Total Head Count</b>	-	-	-

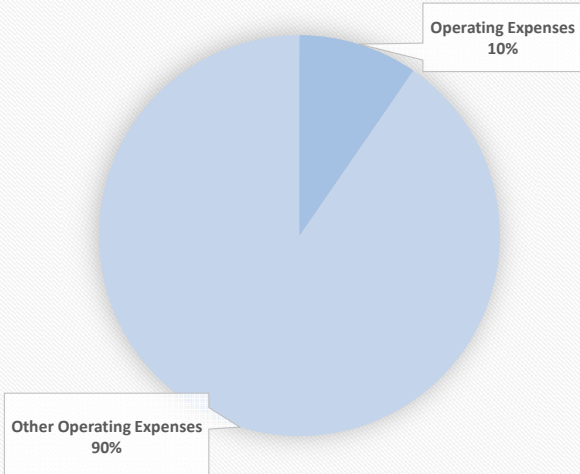
### EXPENDITURE PER CATEGORY BY YEAR



### TOTAL EXPENDITURE BY YEAR



### PERCENT OF PROPOSED BUDGET BY CATEGORY



### Significant Changes

No significant changes. Supplies for additional disinfecting are covered in the Public Works section of the budget.

FY2021 Budget Detail Town Buildings - Public Works	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure	Approved Budget	Estimated Actuals	Proposed Budget
	\$	\$	\$	\$
<b>Operating Expenses</b>	<b>2,235</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Operating Supplies</b>				
6124 Supplies-Office	530	-	-	-
Office Supplies	530	-	-	-
<b>Subtotal</b>	<b>530</b>	<b>-</b>	<b>-</b>	<b>-</b>
6121 Supplies-Building/Janitorial	1,704	1,000	1,000	1,000
Operating Supplies	1,704	1,000	1,000	1,000
<b>Subtotal</b>	<b>1,704</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Operating Supplies</b>	<b>2,235</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Operating Expenses</b>	<b>2,235</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

FY2021 Budget Detail Town Buildings - Public Works	FY2019	FY2020	FY2020	FY2021
	Actual Expenditure \$	Approved Budget \$	Estimated Actuals \$	Proposed Budget \$
	<b>Other Operating Expenses</b>	<b>10,801</b>	<b>10,400</b>	<b>7,342</b>
<b>Maintenance Buildings</b>				
6061 Maintenance-Buildings	1,863	2,000	1,000	1,000
Heating System Maintenance, Supplies, Service Call Replacement	1,863	2,000	1,000	1,000
<b>Subtotal</b>	<b>1,863</b>	<b>2,000</b>	<b>1,000</b>	<b>1,000</b>
7004 Building Maintenance	408	-	-	-
Maintenance Building	408	-	-	-
<b>Subtotal</b>	<b>408</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Maintenance Buildings</b>	<b>2,271</b>	<b>2,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Utilities</b>				
7046 Utilities-Electric Buildings	581	4,000	2,000	4,000
Pepco	581	4,000	2,000	4,000
<b>Subtotal</b>	<b>581</b>	<b>4,000</b>	<b>2,000</b>	<b>4,000</b>
7049 Utilities-Gas	4,013	2,900	2,900	2,900
Washington Gas	4,013	2,900	2,900	2,900
<b>Subtotal</b>	<b>4,013</b>	<b>2,900</b>	<b>2,900</b>	<b>2,900</b>
7047 Utilities- Electric Street Lights	-	-	-	-
Street Lights	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
7052 Utilities-Water	3,936	1,500	1,442	1,500
WSSC	3,936	1,500	1,442	1,500
<b>Subtotal</b>	<b>3,936</b>	<b>1,500</b>	<b>1,442</b>	<b>1,500</b>
<b>Total Utilities</b>	<b>8,530</b>	<b>8,400</b>	<b>6,342</b>	<b>8,400</b>
<b>Total Other Operating Expenses</b>	<b>10,801</b>	<b>10,400</b>	<b>7,342</b>	<b>9,400</b>

# **FY2021 Proposed Budget**

## **Capital Improvement Projects (CIP) Budgets**

## **Capital Improvement Programs (CIP) Budget FY2021**

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.



**Capital Improvement Programs  
FY2021 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.

FY2021 Available CIP Revenue	Total	Restricted Use	Unrestricted Use
<b>Capital Improvement Fund Sources as of June 30, 2020</b>	2,103,587	1,846,498	257,089
<b>CIP Fund Balance Sources FY2021</b>			
From State of Maryland Highway User Funds	40,000	40,000	
From Cable Franchise PEG Capital Funds	17,000	17,000	
Transfer From General Fund	248,825	123,537	125,288
Sale of Vehicles	17,000		17,000
<b>Total CIP Fund Balance</b>	<b>2,426,412</b>	<b>2,027,035</b>	<b>399,377</b>
<b>Total FY2021 Available</b>	<b>2,426,412</b>	<b>2,027,035</b>	<b>399,377</b>

CDA 15-Year Loan*	Projects	CDA 15-Year Loan*	Expenditures
	<i>Beginning Balance:</i>	462,425	
	CIP #19GG01 Field of Dreams Project		68,000
	CIP #20PP02 Curb Ramp Improvements		25,356
	<i>Ending Balance:</i>	<b>369,069</b>	

CDA 30-Year Loan*	Projects	CDA 30-Year Loan1*	Expenditures
	<i>Beginning Balance:</i>	804,004	
	CIP #20DS02 Bus Stop Improvements		45,000
	CIP #18GG01 Municipal Center Renovations		575,000
	CIP #20DS06 Site Acquisition and Demolition Project		548,000
	<i>Ending Balance:</i>	<b>(363,996)</b>	

Total CDA Loan Balance: **5,073**

\* Indicates available loan proceeds and grants (Not included in CIP Fund Balance)

**Capital Improvement Programs  
FY2021 Expenditures**

**FY2021 Proposed Expenditures**

Projects	Total	Restricted	Unrestricted
CIP20PP01 Longfellow Street Storm Water Improvments	-95,910	-95,910	
CIP20DS02 Bus Stop Improvements	-45,000	-45,000	
CIP20PP02 Curb Ramp Improvements	-25,356	-25,356	
CIP20PP03 Trolley Trail Lighting	-170,000	-85,000	-85,000
CIP20PP04 Welcome Signage	-15,000		-15,000
CIPGG01 Field of Dreams	-89,250	-64,250	-25,000
CIP19GG02 Community Garden	0		0
CIP19GG03 Town Center Underpass	-25,000		-25,000
CIP18GG01 Municipal Center Renovation	-1,081,019	-1,081,019	
CIP18GG02 Office Renovations	0	0	0
CIP20FS01 Technology Improvements	-62,870		-62,870
CIP18GG04 Vehicle Replacements - Neighborhood Services	0	0	0
CIP21PW02 Modular Furniture	-6,500		-6,500
CIP12PW10 Waste Receptacles	-20,350		-20,350
CIP 12PW07 Streets and Sidewalks	-403,000	-403,000	
CIP11PW06 Vehicle Replacements - Public Works	-54,547	0	-54,547
CIP11PW08 Street Light LED Retrofit	-10,581		-10,581
CIP20DS06 Site Acquisition and Demolition	-55,000	-55,000	
CIP21PW11 Town Center Railroad Fencing	-40,000		-40,000
CIP14GG02 Council Chamber Camera system	-100,000	-100,000	
CIP 11PD06 Vehicle Replacements - Police	-119,529	-65,000	-54,529
CIP20PD01 Neighborhood Safety Camera System	-35,000	-35,000	
CIP21PD01 Police Ballistic Shield	-12,500	-12,500	
CIP21PD05 Technology Improvements	-30,000	-30,000	
CIP 20PD02 Public Safety License Plate Reader	-15,000	-15,000	
<b>Total</b>	<b>-2,511,412</b>	<b>-2,112,035</b>	<b>-399,377</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:**

There is a longstanding drainage issue in the public right-of-way and separately on private property to the rear of the residential structures on the southside of Longfellow Street. The scope of the project involves the installation of new inlets and piping where needed. Staff have worked with a new engineering firm and the County to move this project forward. The completion date is May 2021.

**Justification**

Staff manually pump out the inlet vaults along Longfellow Street after every significant rainfall. Additionally, the rear of the residential properties on the southside of the street routinely have localized flooding (several inches of water) after moderate rainfall.

**Budget Impact**

Prince George's County provided initial funding up to \$100,000 for the project. The project will exceed this budget. An additional amount of up to \$50,000 is likely needed. County staff are drafting an addendum to the original agreement for the County to provide the necessary funding. Once the project is complete, the County will own this new infrastructure.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Beginning Balance	-	71,000	95,910		
Prince George's County Grant	100,000	50,000			
Local Funding	-				
<b>Total Funding Sources:</b>	<b>100,000</b>	<b>121,000</b>	<b>95,910</b>	-	-

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Engineering and Design	(29,000)				
Construction	-	(25,090)	(95,910)		
<b>Total Capital Project Expenditures:</b>	<b>(29,000)</b>	<b>(25,090)</b>	<b>(95,910)</b>	-	-
<b>Total End Year Balance</b>	<b>71,000</b>	<b>95,910</b>	-	-	-

**Capital Improvement Program  
Town of Riverdale Park**

**Beale Circle Improvements  
Project #20DS01**



**Department:** Office of Development Services

**Contact:** [Redacted]

**Priority:**

**Type:** Im

**Useful Li**

**Category**

**Location**

**Submitte**

**PROJECTED POSTPONED  
FUNDING TRANSFERRED TO  
CIP Unrestricted**

West Highway Year

**Description:**

In FY2020, the Beale Circle Capital Improvements Project will focus on design. Improvements associated with the creation of a new public space at Beale Circle is planned for FY2021, FY2022 and FY2023. Community design charrettes and other opportunities for community input are envisioned. The initial concept is a passive park and amenities to serve as a transition from the commercial development to an entry point of the residential area.

**Justification**

Recent development in Riverdale Park has created needs and opportunities for the Town to redesign its public spaces to maximize land use and provide amenities to the public.

**Budget Impact**

This project will likely cover multiple fiscal years. FY2020 will focus on the redesign of the public space.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Beginning Balance				-	-
Unrestricted CIP		5,000	-	-	-
Grants, Loans, or Other Sources TBD			-	-	-
<b>Total Funding Sources:</b>		<b>5,000</b>	-	-	-

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Design Charrettes and Illustrations		-			
Transfer to CIP Unrestricted		(5,000)	-	-	-
<b>Total Capital Project Expenditures:</b>		<b>(5,000)</b>	-	-	-
<b>Total End Year Balance</b>		-	-	-	-

**Capital Improvement Program  
Town of Riverdale Park**

**Bus Stop Improvements  
Project #20DS02**



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

**Description:**

In FY2021, the Bus Stop Capital Improvements Project will involve improvements to bus stop locations adjacent to Town owned sidewalks along Riverdale Road. The plan envisions the Town installing concrete slabs and benches. Prince George's County DPW&T will install bus shelters on the concrete slabs. Currently, there are a total of approximately six (6) bus stops on Riverdale Road where bus shelters will be built.

**Justification**

Bus shelters are essential for quality transit experience for bus riders in Town. Riverdale Road is a highly concentrated section in Town that has a significant amount of residents relying on bus services. These shelters will help mitigate riders' exposure to the weather while waiting for the bus.

**Budget Impact**

Funds will be from existing loan proceeds.

Funding Sources	FY2019	FY2020	FY2021	FY2022	FY2023
Beginning Balance			45,000		
CDA 15-year Loan		45,000			
Grants, Loans, or Other Sources TBD		-			
<b>Total Funding Sources:</b>		<b>45,000</b>	<b>45,000</b>	-	-

Expenditures	FY2019	FY2020	FY2021	FY2022	FY2023
Installation of site pads (concrete)			(35,000)		
Bench Installations			(10,000)		
<b>Total Capital Project Expenditures:</b>		-	<b>(45,000)</b>	-	-

<b>Total End Year Balance</b>		<b>45,000</b>	-	-	-
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**Capital Improvement Program  
Town of Riverdale Park**

**Curb Ramp Improvements  
Project #20PP02**



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

**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**

Curb ramps (a total of eight) will be installed at two to four intersections per year.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Beginning Balance	-	-	25,356	-	(25,356)
CDA 15-year Loan	-	25,356	-	-	-
Grants, Loans, or Other Sources TBD	-	-	-	-	-
<b>Total Funding Sources:</b>	-	<b>25,356</b>	<b>25,356</b>	-	<b>(25,356)</b>

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Engineering, Design, Contract Management	-	-	(5,356)	(5,356)	(5,356)
Construction	-	-	(20,000)	(20,000)	(20,000)
<b>Total Capital Project Expenditures:</b>	-	-	<b>(25,356)</b>	<b>(25,356)</b>	<b>(25,356)</b>

<b>Total End Year Balance</b>	-	<b>25,356</b>	-	<b>(25,356)</b>	<b>(50,712)</b>
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**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:**

Lighting along the trolley trail was identified in a Crime Prevention Through Environmental Design (CPTED) analysis as a need. Lighting will be installed between Hyattsville to the south and College Park to the north.

**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 Town did not request but was awarded a Maryland State Bond Bill. The Bond Bill requires a 1:1 match from local funds. The bond bill has been amended for this purpose.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Beginning Balance		-	-		
State of Maryland Bond Bill		-	85,000		
Transfer from CIP unrestricted		-	85,000		
<b>Total Funding Sources:</b>		-	<b>170,000</b>	-	-

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Design Charrettes and Illustrations		-	(25,000)		
Open Space Improvements			<b>(145,000)</b>		
<b>Total Capital Project Expenditures:</b>		-	<b>(170,000)</b>	-	-

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

**Welcome Signage  
Project #20PP04**



**Department:** Office of Development Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 10 Years  
**Category:** Community Development  
**Location:** Various  
**Year Submitted:** FY2020

**Description:**

In FY2021, the Welcome Signage Capital Improvements Project will involve the design and installation of welcome signs in strategically selected locations.

**Justification**

The major entry points to the Town should identify the corporate boundary. Potential locations include River Road, East West Highway, Baltimore Avenue and Kenilworth Avenue.

**Budget Impact**

Minimum impact is anticipated for this project in FY2020.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Beginning Balance	-	-	10,000	-	-
Transfer from CIP unrestricted	-	10,000	5,000	5,000	-
Grants, Loans, or Other Sources TBD	-	-	-	-	-
<b>Total Funding Sources:</b>		<b>10,000</b>	<b>15,000</b>	<b>5,000</b>	

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Design, Production and Installation		-	(15,000)	(15,000)	
<b>Total Capital Project Expenditures:</b>		-	<b>(15,000)</b>	<b>(15,000)</b>	

<b>Total End Year Balance</b>		<b>10,000</b>	-	<b>(10,000)</b>	
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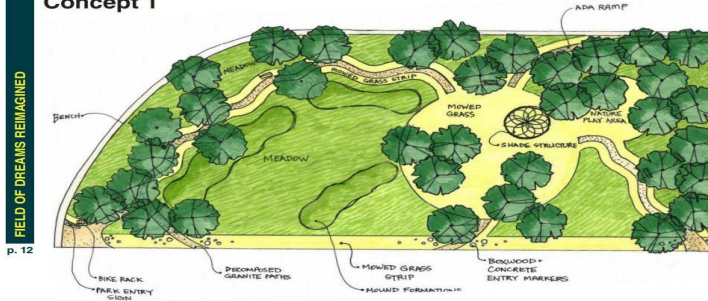


**Capital Improvement Program  
Town of Riverdale Park**

**Field of Dreams  
Project #19GG01**

**CONCEPT DESIGNS**

**Concept 1**



**Department:** Public Works  
**Contact:** Ivy Lewis  
**Priority:** Medium  
**Type:** Improvements  
**Useful Life:** 25 Years  
**Category:** Community Development  
**Location:** Intersections of Rhode Island and Tuckerman  
**Year Submitted:** FY2019

**Description:**

In FY2021, the Field of Dreams Capital Improvement Project will make improvements along the Tuckerman Street side of park with the installation of a sidewalk. Planning for stormwater management and other site improvements will be completed as well. The Town applied for a grant from the Maryland Department of Natural Resources to complete the improvements. The Town is also finalizing an agreement with the County for funding for trees.

**Justification**

Construction around Riverdale Park Station has created an opportunity for the Town to design a new public space in the remaining area of the Field of Dreams. The sidewalk will be designed so as to not add run-off on to the street and will improve connectivity in the neighborhood.

**Budget Impact**

This project will likely cover multiple fiscal years.

Funding Sources	FY2019	FY2020	FY2021	FY2022	FY2023
Beginning Balance	-	-	64,250	-	-
Unrestricted CIP	5,000	10,000	25,000	-	-
Grants, Loans, or Other Sources TBD			-	-	-
CDA 15 Year		68,000			
<b>Total Funding Sources:</b>	<b>5,000</b>	<b>78,000</b>	<b>89,250</b>	<b>-</b>	<b>-</b>

Expenditures	FY2019	FY2020	FY2021	FY2022	FY2023
Design, Charrettes, and Illustrations	(5,000)		-	-	-
Park Improvements		(13,750)	(89,250)	-	-
<b>Total Capital Project Expenditures:</b>	<b>(5,000)</b>	<b>(13,750)</b>	<b>(89,250)</b>	<b>-</b>	<b>-</b>

<b>Total End Year Balance</b>	<b>-</b>	<b>64,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**Capital Improvement Program  
Town of Riverdale Park**

**Community Garden  
Project #19GG02**



**Department:** Office of 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 project will move forward this spring. The goal of the Riverdale Park Community Garden is to in part address food security concerns related to COVID-19, as it creates an outdoor space where residents will take part in organic growing, learn about environmental sustainability, and create a stronger connection to Town. The Town will seek to implement the findings from the recent community garden study conducted by the UMD Environmental Science and Policy.

**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, provide access to it, and create sustainable uses of the space. Community gardens strengthen community bonds, provide food, and create recreational and therapeutic opportunities for a community. They can also promote environmental awareness and provide community education.

**Budget Impact**

Funding is available from CIP Unrestricted.

Funding Sources	FY2019	FY2020	FY2021	FY2022	FY2023
Beginning Balance	-	5,000	-	-	-
Transfer from CIP Unrestricted	5,000	10,000			
Grants, Loans, or Other Sources TBD			-	-	-
<b>Total Funding Sources:</b>	<b>5,000</b>	<b>15,000</b>	-	-	-

Expenditures	FY2019	FY2020	FY2021	FY2022	FY2023
Raised planting beds	-		-	-	-
Fencing and site improvements		(15,000)	-		
<b>Total Capital Project Expenditures:</b>	-	<b>(15,000)</b>	-	-	-

<b>Total End Year Balance</b>	<b>5,000</b>	-	-	-	-
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**Department:** Office of Development Services  
**Contact:** Ryan Chelton  
**Priority:** Medium  
**Type:** Improvement  
**Useful Life:** 10- 15 Years  
**Category:** Community Development  
**Location:** Town Center Underpass  
**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 a mural project) and create a much needed public space for community events.

**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.

**Budget Impact**

FY2020 will continue to focus on the design of the Underpass area. FY2021 will implement the first phase of improvements.

Funding Sources	FY2019	FY2020	FY2021	FY2022	FY2023
Beginning Balance	-	5,000	25,000		
Transfer from CIP Unrestricted	5,000	25,000	-	-	-
Grants, Loans, or Other Sources TBD			-	-	
<b>Total Funding Sources:</b>		<b>30,000</b>	<b>25,000</b>	-	-
Expenditures	FY2019	FY2020	FY2021	FY2022	FY2023
Design, Charrettes, and illustrations	-		-	-	-
Improvements		(5,000)	(25,000)	-	
<b>Total Capital Project Expenditures:</b>	-	<b>(5,000)</b>	<b>(25,000)</b>	-	-
<b>Total End Year Balance</b>	<b>5,000</b>	<b>25,000</b>	-	-	-



**Department:** Public Works  
**Contact:** Ivy Lewis and Ryan Chelton  
**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:**

Mayor and Council approved a revised draft project concept in 2018. An engineering firm is completing design work. Back-up emergency generators have been installed, as has a new security camera system. A bid package for roofing and new RTUs will be issued in FY2020. The project is scheduled to be completed in FY2021.

**Justification**

The 5004, 5008, and 5012 Queensbury Road all are in need of upgrades and renovations. The design of the building's open spaces limits the space to one event / user at a time. There has been an expressed desire for a multiple-use area. The placement of the structure allows for the installation of an open plaza and expansion of parking. The focus is to better meet the needs of the community and to improve the efficient use of the structure.

**Budget Impact**

Funds have been expended in previous years to cover soft-costs. The Town currently has funding available from State of Maryland Bond Bills and a loan from the State's Community Development Administration. The existing loans and bond bills have been amended to allow the redefined project to move forward.

Funding Sources	FY2019	FY2020	FY2021	FY2022	FY2023
Beginning Balance	86,364	81,364	1,081,019		
1132 - CDA 15 - 30 Year Loan	-	575,000			
1133 - State Bond Bills	-	525,000			
Sell of Property		70,000			
<b>Total Funding Sources:</b>	<b>86,364</b>	<b>1,251,364</b>	<b>1,081,019</b>	-	-
Expenditures	FY2019	FY2020	FY2021	FY2022	FY2023
Project Expenditures	(5,000)	(170,345)	(1,081,019)		
<b>Total Capital Project Expenditures:</b>	<b>(5,000)</b>	<b>(170,345)</b>	<b>(1,081,019)</b>	-	-
<b>Total End Year Balance</b>	<b>81,364</b>	<b>1,081,019</b>	-	-	-

Capital Improvement Program  
Town of Riverdale Park

Office Renovations  
Project #18GG02

Department: Public Works

**PROJECT COMPLETE**

Year Submitted: FY2017



**Description:**

This project will create additional work space through minor layout modifications; upgrade the existing lighting; replace the grid ceiling; paint; install new flooring; and install new office fixtures.

**Justification**

The Town Hall building serves as the primary welcome place for residents, business owners and visitors. The accessibility of the front counter will be improved by providing a section that is 34" from the floor. The grid ceiling and lighting in the front office is worn and needs replaced.

**Budget Impact**

These improvements will be coordinated with the Town Hall Renovation plans documented in 18GG01. The improvements sought in this project require the use of local funds. The funding source will be a portion of General Fund Reserves that are proposed to be transferred into the Capital Improvement Budget.

Funding Sources	FY2019	FY2020	FY2021	FY2022	FY2023
Beginning Balance	33,000	21,066			
Transfer from CIP Unallocated Unrestricted		-			
<b>Total Funding Sources:</b>	<b>33,000</b>	<b>21,066</b>			

Expenditures	FY2019	FY2020	FY2021	FY2022	FY2023
Office Renovations	(11,934)	(19,784)			
Transfer to CIP Unrestricted		(1,282)			
<b>Total Capital Project Expenditures:</b>	<b>(11,934)</b>	<b>(21,066)</b>			

<b>Total End Year Balance</b>	<b>21,066</b>	<b>0</b>	-	-	-
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**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 FY2021, a Request for Proposals (RFP) will be issued to procure a software system for Finance, Customer Relations Management, and Code processes. A system will then be purchased and implemented.

**Justification**

Currently, the Town utilizes QuickBooks accounting software for the Town's finances. QuickBooks is not designed for Fund Accounting. A system upgrade will assist in more timely and detailed reporting. Additionally, the system will have customer relations management and code modules for processes that are not currently automated.

**Budget Impact**

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

Funding Sources	FY2019	FY2020	FY2021	FY2022	FY2023
Transferred from 18GG03	-	62,870	62,870		
<b>Total Funding Sources:</b>	-	<b>62,870</b>	<b>62,870</b>	-	-

Expenditures	FY2019	FY2020	FY2021	FY2022	FY2023
New Software System	-	-	(62,870)		
<b>Total Capital Project Expenditures:</b>	-	-	<b>(62,870)</b>	-	-

<b>Total End Year Balance</b>		<b>62,870</b>	-	-	-
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Department: Neighborhood Services

Contact:

Priority:

Type: Re

Useful Li

Category

Location

Year Sub

**PROJECTED POSTPONED IN  
FY2020**

**PROJECT WILL BE CONSIDERED  
IN FY2022**

**Description:**

This project is to replace vehicles driven by the Town's Neighborhood Services Office.

**Justification**

This change from SUVs and a larger vehicle to more fuel efficient vehicles is consistent with the Town's efforts of environmental stewardship. The move will also costs the Town less in fuel and maintenance than the existing fleet vehicles.

**Budget Impact**

Funding was transferred to fund the rental of police cruisers in FY2020. The project will be reconsidered in FY2022

Funding Sources	FY2019	FY2020	FY2021	FY2022	FY2023
Beginning Balance	-	39,000			
Unrestricted CIP	35,000	7,000			
Sale of Vehicles	4,000	8,000			
<b>Total Funding Sources:</b>	<b>39,000</b>	<b>54,000</b>			
Expenditures	FY2019	FY2020	FY2021	FY2022	FY2023
Transfer to CIP 11PD06		(54,000)			
<b>Total Capital Project Expenditures:</b>	<b>-</b>	<b>(54,000)</b>			
<b>Total End Year Balance</b>	<b>39,000</b>	<b>-</b>			

**Capital Improvement Program  
Town of Riverdale Park**

**Site Acquisition and Demolition  
Project #20DS06**



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

**Description:**

Acquisition of real property and demolition of structures at 5000 and 5002 Queensbury Road provides options to meet critical needs at the Municipal Center.

**Justification**

The Municipal Center is landlocked. One potential use is to create a much needed municipal parking lot. The acquisitions occurred in FY2020. The demolitions are planned in FY2021.

**Budget Impact**

Funding is from the CDA 30-year loan proceeds.

Funding Sources	FY2019	FY2020	FY2021	FY2022	FY2023
Beginning Balance	-	-	55,000	-	-
CDA 30-Year Loan		548,000	-		
<b>Total Funding Sources:</b>	-	<b>548,000</b>	<b>55,000</b>	-	-

Expenditures	FY2019	FY2020	FY2021	FY2022	FY2023
Acquisition of 5000 and 5002 Queensbury	-	(493,000)	-		
Demolition		-	(55,000)		
<b>Total Capital Project Expenditures:</b>	-	<b>(493,000)</b>	<b>(55,000)</b>	-	-
<b>Total End Year Balance</b>	-	<b>55,000</b>	-	-	-



Capital Improvement Program  
Town of Riverdale Park

Modular Furniture  
Project #21PW02



**Department:** Public Works  
**Contact:** Ivy Lewis and James Davis  
**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 DPW building with a modular, pre-configured workstation for staff.

**Justification**

Currently the work crew lacks workspace for performing administrative responsibilities and online training, and storing supplies, training manuals and how-to materials and office supplies.

**Budget Impact**

Funding is available from CIP Unrestricted.

Funding Sources	FY2019	FY2020	FY2021	FY2022	FY2023
Beginning Balance	-	-			
Transfer from CIP Unrestricted		-	6,500		
<b>Total Funding Sources:</b>	-	-			

Expenditures	FY2019	FY2020	FY2021	FY2022	FY2023
Office Renovations	-	-	(6,500)		
<b>Total Capital Project Expenditures:</b>	-	-	(6,500)	-	-

<b>Total End Year Balance</b>	-	-	(6,500)	-	-
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**Capital Improvement Program  
Town of Riverdale Park**

**Street Furniture and Waste Receptacles  
Project #12PW10**

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



**Description:**

The purchase and placement of public trash receptacles, recycling containers, and benches are an important part of the Town's ongoing efforts to control litter, promote recycling, and to improve the attractiveness and livability of the Town.

**Justification**

These acquisitions are in keeping with the Town's vision and commitment to housing and neighborhoods, sustainability, and business and economic development.

**Budget Impact**

Each container cost approximately \$1,000.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Beginning Balance	-	2,240	-	-	-
Transfer from CIP Unrestricted	5,000	5,000	20,350		
		-			
<b>Total Funding Sources:</b>	<b>5,000</b>	<b>7,240</b>	<b>20,350</b>	-	-

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Public Benches, Trash & Recycling containers	(2,760)	(7,240)	(20,350)		
<b>Total Capital Project Expenditures:</b>	<b>(2,760)</b>	<b>(7,240)</b>	<b>(20,350)</b>	-	-

<b>Total End Year Balance</b>	<b>2,240</b>	-	-	-	-
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**Capital Improvement Program  
Town of Riverdale Park**

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

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



**Description:**

This ongoing project provides funding for the resurfacing of various streets and the construction, reconstruction and repair of sidewalks throughout the Town.

**Justification**

The Town maintains an up-to-date conditions survey on all streets and sidewalks. The survey identifies locations and scope of work that is recommended.

**Budget Impact**

In FY2021, this project will rely primarily on grants and existing funds. Revenue projections for Highway User funds have been reduced by 80%.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Beginning balance	152,355	227,886	449,559	86,559	19,288
Highway User Revenue	180,643	114,673	40,000	40,000	40,000
Bike Lane Reimbursement	20,720				
CDBG Grant for 48th Avenue		155,000			
CDA 15-year Loan	-	-	-	-	-
<b>Total Funding Sources:</b>	<b>353,718</b>	<b>497,559</b>	<b>489,559</b>	<b>126,559</b>	<b>59,288</b>

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Design work 48th Avenue		(48,000)			
Sidewalks	-	-	(203,000)	(32,271)	-
Roadway Improvements	(125,833)	-	(200,000)	(75,000)	(40,000)
<b>Total Capital Project Expenditures:</b>	<b>(125,833)</b>	<b>(48,000)</b>	<b>(403,000)</b>	<b>(107,271)</b>	<b>(40,000)</b>

<b>Total End Year Balance</b>	<b>227,886</b>	<b>449,559</b>	<b>86,559</b>	<b>19,288</b>	<b>19,288</b>
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**Capital Improvement Program  
Town of Riverdale Park**

**Vehicle Replacements  
Project #11PW06**



**Type:** Replacements  
**Useful Life:** 10 Years  
**Category:** Vehicles  
**Location:** Public Works  
**Year Submitted:** Ongoing  
**Department:** Public Works  
**Contact:** James Davis  
**Priority:** Medium

**Description:**

The purchase of a 2020 Ford F250 pickup truck to replace the existing 2005 model.

**Justification**

The 15-year-old vehicle requires more expensive repairs and maintenance every year. Additionally, staff uses one of the medium-duty dump trucks for daily tasks unrelated to dumping. An additional light-duty pickup truck will preserve the dump truck for dumping therefore extending its useful life.

**Budget Impact**

Funds are in place to purchase a 2020 Ford pickup truck, potentially offset by the sale proceeds from the 2005 Ford F250.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Beginning Balance	154,406	30,761	21,547	(0)	(0)
Transfer from CIP Unrestricted	-	-	33,000	105,800	-
Sale of existing vehicles	-	-	-	-	-
<b>Total Funding Sources:</b>	<b>154,406</b>	<b>30,761</b>	<b>54,547</b>	<b>105,800</b>	<b>(0)</b>

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Street Sweeper Purchase	(123,645)				
Vehicle Replacement			(54,547)	(105,800)	(105,800)
Vehicle Improvements		(9,214)			
<b>Total Capital Project Expenditures:</b>	<b>(123,645)</b>	<b>(9,214)</b>	<b>(54,547)</b>	<b>(105,800)</b>	<b>(105,800)</b>

<b>Total End Year Balance</b>	<b>30,761</b>	<b>21,547</b>	<b>(0)</b>	<b>(0)</b>	<b>(105,800)</b>
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**Capital Improvement Program  
Town of Riverdale Park**

**Street Light LED Retrofit  
Project #11PW08**

**Department:** Public Works  
**Contact:** James Davis  
**Priority:** Medium  
**Type:** Lighting  
**Useful Life:** 10 Years  
**Category:** Lighting  
**Location:** Various throughout the Town  
**Year Submitted:** Ongoing



**Description:**

This ongoing project is to replace the Town's existing halogen lights with the more efficient LED.

**Justification**

The existing 175w and 150w halogen lights require replacement approximately every 2 to 5 years, where the LED lights require replacement every 10 to 12 years. It costs approximately 12 times less to operate the LED lights. This will result in savings in operating and staff cost.

**Budget Impact**

The Town continues to invest in this program. The project is near completion.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Beginning Balance	4,581	4,581	581	-	-
Transfer from CIP Unrestricted	5,000	5,000	10,000		
<b>Total Funding Sources:</b>	<b>9,581</b>	<b>9,581</b>	<b>10,581</b>	-	-
<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Acquisition, installation and upgrades	(5,000)	(9,000)	(10,581)		
<b>Total Capital Project Expenditures:</b>	<b>(5,000)</b>	<b>(9,000)</b>	<b>(10,581)</b>	-	-
<b>Total End Year Balance</b>	<b>4,581</b>	<b>581</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Capital Improvement Program  
Town of Riverdale Park**

**Town Center Railroad Fencing  
Project #21PW11**

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



**Description:**

This project is to install fencing along the tracks in the Town Center on property purchased by the Town from CSX Railroad.

**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.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Beginning Balance	-	-	-	-	-
Transfer from CIP Unrestricted	-	-	40,000	-	-
<b>Total Funding Sources:</b>	-	-	<b>40,000</b>	-	-

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Installation of Fencing	-	-	(40,000)	-	-
<b>Total Capital Project Expenditures:</b>	-	-	<b>(40,000)</b>	-	-

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

**Council Chambers Camera  
Project #14GG02**

**Type:** Aquisition and installation

**Useful Life:** 5 - 7 Years

**Category:** Technology

**Location:** Town Hall

**Year Submitted:** FY2017

**Department:** Administrative Services

**Contact:** Jessica Barnes

**Priority:** Medium



**Description:**

This project includes the installation of a new camera system 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. Capital projects are related to the broadcast of public, education and government (PEG) programming.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Begin fund balance	78,846	98,251	115,251	32,251	29,251
Deposit from PEG funds	19,405	17,000	17,000	17,000	17,000
<b>Total Funding Sources:</b>	<b>98,251</b>	<b>115,251</b>	<b>132,251</b>	<b>49,251</b>	<b>46,251</b>

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Acquire/installation camera system	-	-	(100,000)	-	-
System Upgrades	-	-	-	(20,000)	(16,000)
<b>Total Capital Project Expenditures:</b>	<b>-</b>	<b>-</b>	<b>(100,000)</b>	<b>(20,000)</b>	<b>(16,000)</b>

<b>Total End Year Balance</b>	<b>98,251</b>	<b>115,251</b>	<b>32,251</b>	<b>29,251</b>	<b>30,251</b>
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**Capital Improvement Program  
Town of Riverdale Park**

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

**Department:** Police  
**Contact:** Chief David Morris  
**Priority:** Medium  
**Type:** New  
**Useful Life:** 5 - 7 Years  
**Category:** CCTV Security Camera System  
**Location:** Police Department  
**Year Submitted:** Ongoing



**Description:**

Neighborhood Safety Cameras will reduce crime and the fear of crime. The system will be integrated with both public and private sector systems to further enhance safety. Examples of such integration include private video cameras in higher crime areas, public schools, businesses, and other community partners. This equipment serves as an invaluable investigative tool and also serves to deter would-be criminal activity.

**Justification**

The Town's housing and neighborhood vision and commitment statement establishes that housing and neighborhoods will be safe and crime-free. The Town does not currently have closed-circuit television (CCTV) cameras that have been shown in other communities to be effective in reducing crime and increasing public safety. This system will further the Town's vision, enhance public safety, and the equipment will be an invaluable investigative tool and also serve to deter would-be criminal activity.

**Budget Impact**

Funding is available from Restricted CIP.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Begin fund balance	-	-	-	-	(35,000)
Transfer from Restricted CIP	-	-	35,000	-	-
	-	-	-	-	-
<b>Total Funding Sources:</b>	-	-	<b>35,000</b>	-	<b>(35,000)</b>

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Purchase and Installation	-	-	(35,000)	(35,000)	-
<b>Total Capital Project Expenditures:</b>	-	-	<b>(35,000)</b>	<b>(35,000)</b>	-

<b>Total End Year Balance</b>	-	-	-	<b>(35,000)</b>	<b>(35,000)</b>
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**Capital Improvement Program  
Town of Riverdale Park**

**Vehicle Replacements  
Project #11PD06**

**Department:** Police  
**Contact:** Chief David Morris  
**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 FY2021 lease payment for cruisers and to lease four (4) additional cruisers.

**Justification**

Four new patrol vehicles will replace deadlined, high mileage fleet vehicles. Ford now produces only the Explorer model in the police package which is necessary to accommodate the equipment and electrical power draw. Acquisition of police package vehicles specifically engineered for Police Patrol is necessary to maintain operational efficiency and reduce repair costs associated with an aging fleet.

Cost includes vehicle base price and Upfitting costs for emergency equipment including mobile radio, mobile data terminal, etix, in-car camera, and emergency lighting and siren package.

**Budget Impact**

The Town has had a good experience with the current lease. Leasing vehicles in FY2021 will allow for the acquisition of four (4) vehicles at one time instead of staggering acquisitions over fiscal years.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Begin fund balance	54,550	2,847	19,318	12,000	(104,582)
Transfer from CIP 18GG04	-	54,000	-	-	-
Transfer from CIP Unrestricted	-	-	35,211	-	-
Public Safety Surcharge	-	-	60,000	-	-
Sale of Existing Vehicles	2,879	17,000	17,000	3,000	3,000
<b>Total Funding Sources:</b>	<b>57,429</b>	<b>73,847</b>	<b>131,529</b>	<b>15,000</b>	<b>(101,582)</b>

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Lease Payment on four (4) cruisers	(54,582)	(54,529)	(54,529)	(54,582)	(54,582)
Lease Payment on four (4) additional cruisers	-	-	(65,000)	(65,000)	(65,000)
<b>Total Capital Project Expenditures:</b>	<b>(54,582)</b>	<b>(54,529)</b>	<b>(119,529)</b>	<b>(119,582)</b>	<b>(119,582)</b>

<b>Total End Year Balance</b>	<b>2,847</b>	<b>19,318</b>	<b>12,000</b>	<b>(104,582)</b>	<b>(221,164)</b>
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**Capital Improvement Program  
Town of Riverdale Park**

**Ballistic Shields  
Project #21PD01**

**Department:** Police  
**Contact:** Chief David Morris  
**Priority:** Medium  
**Type:** New  
**Useful Life:** 5 - 7 Years  
**Category:** Ballistic Shields  
**Location:** Police Department  
**Year Submitted:** FY2021



**Description:**

Purchase of these shields having higher ballistic capabilities is necessary to protect officers responding to active threats. Purchase of five (5) shields will afford one shield per squad with an additional shield available in the station.

**Justification**

Active shooter threats have risen significantly over the last several years. Statistically, most of these incidents occur in cities and towns with populations under 100,000. The police department does not currently possess ballistic rated shields. The soft body armor worn by officers only protects up to NIJ Threat Level IIIA and protection is limited to vital organs covered by the body worn armor. Ballistic shields provide higher ballistic capabilities protecting against higher caliber weapons while also decreasing the area of an officer's body exposed when responding to active threats.

**Budget Impact**

Funding is available from Restricted CIP.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Begin fund balance	-	-	-	-	-
Grants	-	-	-	-	-
Unrestricted CIP	-	-	-	-	-
Transfer from Restricted CIP	-	-	12,500	-	-
<b>Total Funding Sources:</b>	-	-	<b>12,500</b>	-	-

<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Purchase 5 Ballistic Shields	-	-	(12,500)	-	-
<b>Total Capital Project Expenditures:</b>	-	-	<b>(12,500)</b>	-	-

<b>Total End Year Balance</b>	-	-	-	-	-
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**Department:** Police Department  
**Contact:** David Morris  
**Priority:** High  
**Type:** Technology  
**Useful Life:** 7 Years  
**Category:** Technology  
**Location:** Police Department  
**Year Submitted:** FY2021

**Description:**

The Patrol Division utilizes 16 Panasonic CF-31 laptop computers in order to perform their job function. The computers are used for citations and crash reports via the Delta Plus program, and CAD/RMS functions via Motorola Premier One.

**Justification**

The laptops are integral to the officers' ability to function in the field. Over half of the existing inventory is at least 8 years old. The aging units are experiencing hardware failures with greater frequency and will soon be to the point where it is no longer cost effective to service the devices.

**Budget Impact**

Funding is available from Restricted Use CIP.

Funding Sources	FY2019	FY2020	FY2021	FY2022	FY2023
Transfer from Restricted CIP	-	-	30,000	-	-
<b>Total Funding Sources:</b>	-	-	<b>30,000</b>	-	-

Expenditures	FY2020	FY2021	FY2022	FY2023
Purchase 8 Laptop Computer/Software/Installation	-	(30,000)	-	-
<b>Total Capital Project Expenditures:</b>	-	<b>(30,000)</b>	-	-

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

**License Plate Reader  
Project #20PD01**

**Department:** Police  
**Contact:** Chief David Morris  
**Priority:** Medium  
**Type:** New  
**Useful Life:** 5 - 7 Years  
**Category:** License Plate Reader (LPR)  
**Location:** T Police Department  
**Year Submitted:** Ongoing



**Description:**

A License Plate Reader (LPR) serves as an investigative tool detecting stolen vehicles, wanted persons, etc. The use of LPRs are standard in police work.

**Justification**

The Town does not have a functioning LPR, as it is outdated. A LPR serves an investigative purpose, detecting stolen vehicles, wanted persons, etc. LPR systems and data are maintained and monitored by the Maryland Coordination and Analysis Center, which also assumes responsibility for state audits of the system. A three-year plan to acquire additional LPRs is illustrated below.

**Budget Impact**

Funding is available from Restricted Use CIP.

<b>Funding Sources</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Begin fund balance	-	-	-	-	-
Transfer from CIP Unrestricted	-	-	15,000	15,000	15,000
<b>Total Funding Sources:</b>	-	-	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Expenditures</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
Purchase and Installation	-	-	(15,000)	(15,000)	(15,000)
<b>Total Capital Project Expenditures:</b>	-	-	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>
<b>Total End Year Balance</b>	-	-	-	-	-

# APPENDIX

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APPENDIX A  
BUDGET  
PROCESS

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## FY2021 Budget Timeline

- December 16, 2019: Mayor and Council Work Session presentation:
  - Budget Calendar
  - Public Meeting
- January 06, 2020: Mayor and Council Legislative Meeting presentation:
  - Budget Priorities, Guidelines, Challenges, and Opportunities
  - Public Meeting
- January 27, 2020: Mayor and Council Work Session presentation:
  - Budget Assumptions
  - Public Meeting
- February 03, 2020: Mayor and Council Legislative Meeting presentation:
  - Capital Improvement Projects
  - Public Meeting
- February 24, 2020: Mayor and Council Work Session presentation:
  - Fund Balances and Projections
  - Public Meeting
- March 02, 2020: Mayor and Council Legislative Meeting presentation:
  - Revenue Projections
  - Public Meeting
- April 07, 2020: Mayor and Council Legislative Meeting presentation:
  - COVID-19 Economic Uncertainty and Budget Challenges
  - Virtual Public Meeting
- April 14, 2020: Mayor and Council Work Session
  - Proposed FY2021 Operating and CIP Budget
  - Virtual Public Meeting
- April 18, 2020: Budget Public Hearing
  - Review of Proposed FY2021 Operating and CIP Budget
  - Virtual Public Meeting
- April 25, 2020: Budget Public Hearing
  - Review of Proposed FY2021 Operating and CIP Budget
  - Virtual Public Meeting
- April 28, 2020 Mayor and Council Work Session
  - Budget review and amendments from Public Hearings
  - Virtual Public Meeting
- May 05, 2020: Mayor and Council Legislative Meeting
  - Real Property Tax Rate Virtual Public Hearing
  - Virtual Public Meeting
- May 12, 2020: Mayor and Council Special Legislative Meeting
  - Revised FY2021 Operating and CIP Budget and Tax Rates Introduced
  - Virtual Public Meeting
- May 19, 2020: Mayor and Council Special Legislative Meeting
  - Final FY2021 Operating and CIP Budget and Tax Rates Adopted
  - Virtual Public Meeting

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APPENDIX B  
Glossary of Terms

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## GLOSSARY OF TERMS

### A

**ACCOUNTS PAYABLE** — A liability account reflecting the amount of open accounts owed to private persons or organizations for goods and services received by a government (but not including amounts due to other funds of the same government or to other governments).

**ACCOUNTS RECEIVABLE** — An asset account reflecting amounts owed from private persons or organizations for goods or services furnished by a government.

**ACCRUAL ACCOUNTING** — Recognition of the financial effects of transactions, events and circumstances in the period(s) when they occur regardless of when the cash is received or paid.

**ADA** — Acronym for Americans with Disabilities Act.

**AD VALOREM** — Latin for “according to the value of.” Refers to the tax assessed against real (land and building) and personal (equipment and furniture) property.

**AMORTIZATION** — Payment of principal plus interest over a fixed period of time.

**APPROPRIATION** — A legal authorization granted by a legislative body (Town Council) to make expenditures and incur obligation for designated purposes.

**ARBITRAGE** — The interest earnings derived from invested bond proceeds or debt service fund balances.

**ASSESSED VALUATION** — A valuation set upon real estate or other property by a government as a basis for levying taxes.

### B

**BALANCE SHEET** — The basic financial statement, which discloses the assets, liabilities and equities of an entity at a specific date in conformity with Generally Accepted Accounting Principles (GAAP).

**BALANCED BUDGET** — Annual financial plan in which expenses do not exceed revenues.

**BOND** — A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s).

**BUDGET** — A plan of financial operation embodying an estimate of proposed expenditures for any given period and the proposed means of financing them.

### C

**CAPITAL EXPENDITURES** — Funds used to acquire or upgrade physical assets such as property, industrial buildings or equipment.

**CAPITAL IMPROVEMENT PROGRAM BUDGET (CIP)** — Construction projects or very large capital purchases designed to improve and maintain the value of the Town's assets, usually separate from the operating budget.

**CAPITAL OUTLAYS** — Expenditures which result in the acquisition of or addition to fixed assets which are individually priced at more than \$5,000.

**CAPITAL REPLACEMENT/LEASE** — A cost category which typically reflects costs associated with the acquisition of capital equipment. Category also includes department contributions to the Capital Replacement and Information Technology Replacement Funds.

**CERTIFICATE OF OBLIGATIONS (COS)** — Similar to general obligation bonds except the certificates do not require voter approval.

**CONTRACTUAL SERVICES** — The costs related to services performed for the Town by individuals, businesses, or utilities.

**COLA** — A cost of living adjustment is the increase in a wage or benefit that is applied on an annual or other regular basis that enables the wage or benefit to maintain the same level of purchasing power.

**COST** — The amount of money or other consideration exchanged for property or services. Costs may be incurred even before the money is paid; that is, as soon as liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

**CURRENT ASSETS** — Those assets which are available or can be made readily available to finance current operations or to pay current liabilities. Those assets which will be used up or converted into cash within one year. Some examples are cash, temporary investments, and tax receivables which will be collected within one year.

**CURRENT LIABILITIES** — Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded within one year.

## D

**DECISION PACKAGE** — A decision package represents an increase or decrease in a department's scope of service or funding levels. A decision package may be a request for additional funding submitted by a department during the budget process for new or expanding programs or services.

**DEBT SERVICE** — The Town's obligation to pay the principal and interest of all bonds or other debt instruments according to a pre-determined schedule.

**DELINQUENT TAXES** — Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

**DEPRECIATION** — Change in the value of assets (equipment, buildings, etc. with a useful life of five years or more) due to use of the assets.

**ENCUMBRANCES** — Commitments related to unperformed contracts for goods and services used in budgeting. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

**ENTERPRISE FUND** — A governmental accounting fund in which the services provided are financed and operated similarly to those of private business. The rates of these services are established to insure that revenues are adequate to meet all necessary expenditures.

**EXEMPT** — Personnel not eligible to receive overtime pay and who are expected to work as necessary to complete their job assignments. Compensatory time-off, as partial compensation for overtime hours worked, may be allowed by the respective department head.

**EXPENDITURES** — Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

## F

**FIXED ASSETS** — Assets of a long-term character, which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

**FRANCHISE** — A special privilege granted by a government permitting the continuing use of public property, such as Town streets, and usually involving the elements of monopoly and regulation.

**FTE** — Acronym for full-time equivalent, a measurement of staffing. One FTE is a 40 hours per week position. A part-time position working 20 hours per week or a temporary full-time position working six months would be a 0.5 FTE.

**FUND** — A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities of balances, and charges therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**FUND BALANCE** — The excess in a fund of current assets over current liabilities; sometimes called working capital in enterprise funds. A negative fund balance is often referred to as a deficit.

**FY** — Acronym for fiscal year, a 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The Town of Riverdale Park's fiscal year begins October 1st and ends the following September 30th.

## G

**GAAP** — Acronym for Generally Accepted Accounting Principles, which are a collection of rules and procedures that set the basis for the fair presentation of financial statements. The accounting and reporting policies of the Town conform to the GAAP applicable to state and local governments.

**GASB** — Acronym for Government Accounting Standards Board, an independent, non-profit agency responsible for the promulgation of accounting and financial reporting procedures for governmental entities.

**GENERAL FUND** — The fund used to account for all financial resources except those required to be accounted for in another fund. This fund includes most of the basic operating services such as fire and police protection, health services, parks and recreation, street maintenance, and general administration.

**GENERAL OBLIGATION BONDS** — Bonds for the payment of which the full faith and credit of the issuing government is pledged. In issuing its general obligation bonds, the Town of Riverdale Park pledges to levy whatever property tax is needed to repay the bonds for a particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 30 years.

**GIS** — Acronym for geographic information system which is any system that captures, stores, analyzes, manages, and presents data that are linked to location.

**GFOA** — Acronym for Government Finance Officers Association.

**GOVERNMENTAL FUNDS** — Those funds through which most governmental functions typically are financed. The acquisition, use, and financial resources and the related current liabilities are accounted for through governmental funds (General, Special Revenue, Health and Wellness Capital Projects, and Debt Service Funds).

## **M**

**MAINTENANCE** — The upkeep of physical properties in condition for use of occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

**MODIFIED ACCRUAL ACCOUNTING** — A basis of accounting in which expenditures are accrued but revenues are accounted for when they are measurable and available to pay current liabilities. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are measurable and available to pay current liabilities. This type of accounting basis is conservative and is recommended as the standard for most governmental funds.

## **N**

**NON-EXEMPT** — Personnel eligible to receive overtime pay when overtime work has been authorized or requested by the supervisor.

## **O**

**OPERATING EXPENDITURE** — Expenditure on an existing item of property or equipment that is not a capital expenditure.

**ORDINANCE** — A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, usually require ordinances.



## P

**PERSONNEL SERVICES** — The costs associated with compensating employees for their labor.

**P-CARD** — Acronym for procurement card, a Town-issued credit card which allows employees to make small purchases in a cost effective manner.

**PROPRIETARY FUND** — Operation that operates like a private commercial operation, in which services are financed through user charges and expenditures include the full cost of operations.

**PURCHASE ORDER (PO)** — A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

## R

**REVENUES** — Increases in net financial resources. Revenues include the receipt of assets for goods sold or services provided in the current reporting period, intergovernmental grants, and interest income.

## S

**SPECIAL ASSESSMENT** — A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**SPECIAL REVENUE FUND** — A fund used to account for the proceeds of specific revenue sources that are legally restricted or formally committed to expenditures for specified purposes.

**STREETSCAPE** — The amenities of a street including landscaping, lighting, hardscape elements such as plazas, fountains, pedestrian walkways/trails/crosswalks, decorative paving and enhanced signage found within or near the street.

**SUPPLIES** — A cost category for minor items (individually priced at less than \$5,000) required by departments to conduct their operations.

**SUSTAINABILITY** — Practices that meet the needs of the present without compromising the ability of future generations to meet their needs.

## T

**TAXES** — Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessment.

**TRP** — Town of Riverdale Park

**TRPRPS** — Town of Riverdale - Riverdale Park Station

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APPENDIX C  
2021  
STAFF GOALS

# **2020 Calendar Year Staff Goals**



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**FOREWORD**

The impact of the COVID-19 pandemic will continue to shape how, when, where, and how often, the staff seam delivers services to Town residents. From what we know, COVID-19 and the expected economic conditions it is causing, will impact the Town’s financial planning, the staff workload, and the achievability of the goals contained in this living-document. Despite the added pressures and the required new ways of approaching daily work life, the staff team will accomplish or make serious progress on the goals outlined in this document. The planned staff actions are organized to align with approved and to be proposed vision and commitment statements and identified as Pillars 1 through 10.

While not listed below, an overarching goal this year is to conduct a tactical review of the Town’s response to the COVID-19 pandemic. This will be to learn, to prepare, and to make changes that will increase the Town’s capacity to address the next emergency.

This year’s staff goals build on prior accomplishments and serve as a guide for the staff team to develop innovative programs, initiatives, and processes that will create visible and impactful progress towards achieving the Town’s vision of *being the location of choice for residents, businesses, visitors, investors, and employees.*

This living document contains an aggressive list as did previous efforts. This is intentional. The established goals will be evaluated in July and again in October. New goals may be added to the list, other goals may be amended, and some may be deleted.

**PILLAR 1: ETHICS**

**Promoting Character!**

Continue to incorporate messaging on Ethics, Trustworthiness, Respect, Responsibility, Fairness and Caring, into the Town’s communication plan, programs, events, and initiatives. Efforts will be made on all levels and both internally and externally. This will be done with signage, print material, and spoken word.

**Ethics Training**

In addition to incorporating discussion of ethics, trustworthiness, respect, responsibility, fairness, and caring into all aspects of the Town’s operations, conduct two (2) formal Ethics training sessions for all staff.

**Employee Recruitment Strategy**

Formalize the recruitment strategy to reach the most diverse, talented, and largest pool of candidates. An important aspect of the strategy will include outreach efforts to women and minority populations. Strategically expand advertising to ensure broad audiences are being reached.



## **PILLAR 2: HOUSING AND NEIGHBORHOODS**

### **Welcome Signage**

Hold a virtual community charrette to receive input on the Town's welcome signage. Develop and fund a multi-year plan to have welcome signs on all entrances to the Town. Samples for monument signs and post signs will be considered based on the locations.

### **Lighting Improvements**

Seek funding to improve street lighting along 54<sup>th</sup> Avenue, from Riverdale Road to Jefferson Street. This project would enhance safety and beautify the streetscape. The lights would match the decorative lights installed along other Town streets. This project aligns with other efforts to improve conditions in and around a cluster of multifamily buildings.

### **Adoption of Property Maintenance Code**

Complete the review and adoption process for a Town Property Maintenance Code. Currently the Town follows the Prince George's County Property Maintenance Code. The County's Code is based on the 2002 International Property Maintenance Code. The International Code Council updates their codes every three (3) years. Staff will review and offer local amendments based on the ICC 2018 International Property Maintenance Code. Additionally, the County's code is only applicable to residential structures. The Town's code will apply to all premises and structures in Town.

### **Neighborhood Safety Camera Program**

Funding for this project is available through the Public Safety Surcharge funds received from the County. The FY2021 Proposed Budget will include this project. An RFP will be issued for specifications, design, installation, training and maintenance. The camera system will serve as an effective way to improve community safety, deter crime, aid in solving crime, and lessen the fear of crime.

### **Residential Parking Assessment**

Through observation and input from residents continue to assess the need for permit parking. Development, construction projects, changes to infrastructure, the addition of the Purple Line, the addition of businesses, and like changes may impact on-street parking on Town streets.

### **Safe Housing = Safe Neighborhoods**

Design and implement a voluntary and collaborative approach to improve housing and neighborhood conditions. This effort is based on a partnership between the owners of multifamily apartment buildings, tenants, police, code professionals and other partners. The program is designed to improve safety in the individual building and to have a positive impact on the neighborhood. Central to the program is a focus on Crime Prevention Through Environmental Design (CPTED), operational best practices, and

compliance with existing codes. The initial program mantra is: ***“Owners, tenants, police, and partners building safer housing!”*** This goal replaces the Crime Free Housing initiative that staff explored in 2018.

### **Community Standards Compliance Guidebook**

Create and promulgate a guidebook for residents and businesses (owners and tenants) that illustrates how a well-maintained community protects property values; how to identify common community standard violations; and where to find resources to assist them and their neighbors in achieving compliance. The Community Standards Compliance Guidebook will be available in English and Spanish. Guides will be available in both print and electronic format.

### **Police Bicycle Patrols**

The RPPD continues to promote the use of this patrol tactic to increase visibility and promote to department’s community policing program. Bicycle patrols will be utilized during the spring and summer months as manpower allows.

### **Riverdale Park GIVES**

Continue to refine and promote this initiative to give back to the community. Current activities include annual food baskets, toy drives, career day, National Night Out, and outreach to seniors. Additional programs and new approaches will be explored.

### **Town Events – a Partnership Process**

Further expand partnerships with various associations, non-profits, event sponsors, and other community partners for the implementation of Town-supported, Town-sponsored, and Town events and outreach activities. Planning for these events will include opportunities to reposition the staff’s role from ownership of the programs to coordination of the programs. This effort aligns with the creation of the Office of Volunteer Services.

## **PILLAR 3: COMMUNITY ENGAGEMENT AND TRANSPARENCY**

### **Riverdale Park Beautiful Awards**

Create an awards program to recognize and celebrate the efforts of residents to beautify their homes or community spaces. A resident committee will be established to review and select the best of the best. The Riverdale Park Beautification Advisory Committee (RPBAC) will solicit nominations to recognize those who have contributed to boosting the Town’s curb appeal. Nominations will be accepted from anyone to nominate a resident, a business, or self-nominate for this prestigious recognition.

### **Landscape Design Advisory Committee**

Establish a resident committee tasked with developing recommendations for landscape design and planting selections for the Town’s public landscape areas. The members of the Landscape Design Advisory Committee (LDAC) will also develop recommendations for changes to existing landscape

areas and the development of new landscape areas. The committee's recommendations will be shared with the Town's landscape contractor and/or neighborhood volunteers to coordinate the plantings.

### Town Survey

The Town will work with subject matter experts to create a community survey regarding the delivery of services. The results of the survey will be used to improve performance, identify needs, and further achieve the Town's vision. The University of Maryland, Criminal Justice Department will be consulted to develop the assessment methodology related to the Town's police services.

### Town College

Launch the first class of the Riverdale Park Town College in October 2020. This four (4) session educational outreach program aims to share information with residents and others on the operations of the various Town offices and departments. Each session will be interactive, informative and fun. Certificates of completion and appreciation will be offered to attendees.

### Report a Concern / Tracker 2.0

Review, modify, and launch process improvements to the current automated system. The system is designed to receive concerns and provide updates to the person sharing a concern. Exploring greater functionality, speed, design, and incorporation into staff operations is the focus of this goal.

### Streamline Access to Public Information

Enhance the Town's website to further share public information. This effort will further transparency and reduce requests for public information. Additionally, process enhancements will be implemented to streamline responses to Maryland Public Information Act requests.

### Communication Strategic Plan

Complete the design and implementation of a comprehensive communication plan. This will include a quarterly review and adjustment process.



- TRP News: Channels 10 and 71
  - Cable Channel Upgrade –improvements will be made to incorporate promotional videos and slideshows along with background music. These improvements will encourage increased viewership.
  - Live stream Mayor and Council Work and Legislative Sessions
- TRP News: YouTube
  - YouTube Channel -Staff will develop and implement a YouTube channel. Video of Council meetings along with promotional material will be posted to this channel.
  - Live stream Mayor and Council Work and Legislative Sessions
  - Archive the many years of VHS tapes to a format that can be streamed on YouTube.
- Make TRP's LinkedIn page more dynamic (page to be owned by Employee Services)
- Make TRP's Instagram page more dynamic (page to be owned by Development Services)

- Implement secondary office/department specific Twitter accounts
- Enhancement of social media generally to promote two-way communication
- Reimagined print material and reports (available in Spanish)
- Use of analytics to adjust the plan
- Implementation of periodic surveys

### **Develop Guidelines for TRP Boards, Commissions, Committees, and Advisory Groups**

To assist such TRP groups in achieving their intended mission, work with the individual groups and where appropriate the Mayor and Council to develop basic guidelines for operation of the groups. The guidelines will include exploring code updates where applicable, budgeting, and group mission statements.

### **We Town Life! 2.0**

Continue the momentum of the ‘*We  Town Life!*’ initiative. This initiative brands the engagement of all neighborhoods and businesses in community development activities. Community clean-ups, neighborhood picnics, neighborhood beautification projects, and community art projects are a few of the efforts to be branded as part of the ‘*Riverdale Park, We  Town Life!*’ initiative.

### **Office of Volunteer Services**

Create the Office of Volunteer Services. The Town will recruit a Volunteer Coordinator. The Volunteer Coordinator will recruit others who want to be more engaged in our shared efforts to reimagine and improve the Town. Volunteers will be sought for Town events, neighborhoods improvement activities, and special projects. The volunteers, to include members of various boards, commissions, and committees, will be recognized at an annual volunteer appreciation event.

### **Community Walks 2.0**

This revised effort is to get the community involved in the Community Walks. Building on outreach improvements made in the Fall of 2019, the 2020 Community Walk schedule will be published by mid-April. The Walks will continue to include micro-cleanups.

### **Faith Community Outreach**

Engage the Faith Community by hosting quarterly meetings. The Staff Leadership Team will meet with the leaders from the faith communities located within the Town. In addition to sharing thoughts and concerns, the meetings will also serve as an opportunity for the faith community leaders to understand more fully their Town government, it’s direction, opportunities, and challenges.

## **PILLAR 4: ARTS AND RECREATION**

### **Neighborhood Public Art**

Continue the traffic box wrap placemaking initiative. Explore additional opportunities to incorporate art throughout the Town. One concept is to include art in the bus shelters that are scheduled to be installed. The staff team will also partner to coordinate art projects that involve residents, UMD, and other community partners.

### **Partner with the Riverdale Park Art Council**

This organization is undergoing a renewal process that is both mission and result focused. Staff will work to support this effort to more fully bring art to TRP.

### **Placemaking with Public Art**

Design, partner, and implement visual and performance art that sets the temperature, and adjusts the tone throughout the Town.

## **PILLAR 5: SUSTAINABILITY**

### **Electric Vehicle Charging Stations**

Work with Maryland Energy Administration, Pepco and other partners to bring additional EV charging stations to Town, especially on public property.

### **Sustainable Community designation**

Assist TRP Green Team in renewing the Maryland Sustainable Communities designation; and also assist NMCPPC in renewing the area-wide Sustainable Community designation. These efforts improve the Town's ability to receive grant money from the State of Maryland.

### **Micro-clean-ups 2.0**

Continue to coordinate and promote micro-cleanups throughout the Town. Examples include the removal sign-litter along the Town's roads (primarily attached to utility poles and street signs) and implementing focused clean-ups on walk-routes from retail locations that tend to sell items with disposable packaging. Additionally, activities will be implemented for larger events such as Earth Day.

### **Litter Control Initiative**

Continue the Litter Control Initiative with a greater emphasis on public information, education and partnership. Pilot an Adopt-A-Road/Place program to promote direct resident involvement in litter cleanup and litter prevention. Expand the number of trash receptacles and introduce recycling receptacles in key locations and expand the number of locations overtime. Continue consideration of a local litter control law allowed by the State Any revenue generated from the enforcement of the local

law will be designated for the Town's Litter Control Initiative. Eligible expenses will include the acquisition of public trash receptacles, supplies to support community clean-ups, promotional materials to combat littering, and related purposes. Police officers and neighborhood improvement staff will enforce aspects of this initiative.

### **Tree Program Guidebook**

Develop a Tree Program Guidebook. Proper planning for the maintenance, care, and replacement of Town-owned trees is necessary to protect and grow the Town's tree canopy, and to budget accordingly. A detailed guidebook outlining the processes for continual assessment and care will be developed.

### **Leaf Strategy**

Promote leaf bagging and mulching in residential areas and discourage blowing leaves into the street for leaf vacuuming. Educate residents about leaf management options, specifically bagging and mulching. Offer incentives to residents including free leaf bags, block recognitions and awards for fall leaf-free streets, and promoting neighbor helping neighbor.

### **Support Sustainability Committee Activities**

Partner with the Sustainability Committee on community clean-ups and other outreach activities. Additionally, staff will assist the committee in the development of an annual action plan that furthers the Town's vision and commitment to sustainability. The plan will also establish building blocks to initiate work towards maintaining certification as a Sustainable Maryland Community.

### **Grow the Tree Canopy**

Increase tree canopy in multifamily areas and other areas of Town where tree canopies have been diminished as a result of utility related tree trimming and tree removal due to disease and storm damage. Use native species and locate new trees away from utility lines and in tree boxes that accommodate their size at full growth. Prioritize areas based on low tree inventories, suitability and opportunities to compliment activities currently planned or underway in areas.

## **PILLAR 6: BUSINESS AND ECONOMIC DEVELOPMENT**

### **Business Improvement Grant Update**

Apply to the State of Maryland for Community Legacy funds to expand this grant program. Fifty thousand dollars will be sought for this purpose and eligible uses will likely be restricted to exterior work.

### **Quarterly online newsletter**

Develop and publish a quarterly online commercial bulletin to promote the growth occurring within our Town as part of the Come Grow with Us! 2.0 initiative.

## **Maryland Main Street Affiliate Program**

Launch the Maryland Main Street Affiliate Program (MMSAP). MMSAP is designed to assist smaller communities that are not yet ready for the Main Street Program. The program is through the Maryland Department of Housing and Community Development and provides a framework and guidance that will assist the community's effort to improve the Town Center. The program offers both resources and technical support. The program will be the first step in a multiple-year effort to become a full-fledged Main Street Maryland community.

Participation in the affiliate program will assist the Town in transforming the Town Center by tapping into assets that make our community special and using tested principles established by the National Main Street Center. The Maryland Main Street program is comprised of the following areas:

- **DESIGN:** Enhancing the physical appearance of the commercial district by rehabilitating historic buildings, encouraging supportive new construction, developing sensitive design management systems, and long-term planning
- **ORGANIZATION:** Building consensus and cooperation among the many groups and individuals who have a role in the revitalization process
- **PROMOTION:** Marketing the traditional commercial district's assets to customers, potential investors, new businesses, local citizens and visitors
- **ECONOMIC RESTRUCTURING:** Strengthening the district's existing economic base while finding ways to expand it to meet new opportunities and challenges from outlying development
- **CLEAN, SAFE, and GREEN:** Enhancing the perception of a neighborhood through the principles of Smart Growth and sustainability

## **Historic Sites Promotion**

Coordinate and partner with the Riversdale Historical Society, Park and Planning, and related organizations to explore ways to support the rich history of Riverdale Park. In addition to Riversdale and the Calvert Cemetery, staff will seek opportunities to highlight sites such as the probable location of slave quarters and slave cemetery. The historic homes and the Town Center will also be included. An ongoing effort will be made to support the installation of historic markers/plaques.

## **Building Permits and Inspections**

Enhance user-friendly systems and processes related to the permit intake, review, and issuance process. The process will focus on timely and compliant permit issuance. Similarly, the pre-issuance and periodic inspection program will be revised to improve customer service and protect neighborhoods. Implement a permit and inspection software system to streamline services.

## **Come Grow with Us! – 2.0**

Implement the *Come Grow with Us! 2.0* initiative. The grant programs and related initiatives are in place and promotional outreach efforts will be expanded. In promoting the Town as the place to invest, staff will further efforts to attract quality investors and launch an outreach program to the owners of underutilized properties and site selectors.

### **Town Center Placemaking Initiative**

Staff will coordinate an organic placemaking initiative that focuses on visible and impactful uses of the space. This effort will dovetail nicely as an introduction to the efforts to launch the Main Street Affiliate program. These efforts will include arts programming.

### **Marketing Initiative**

Create video shorts that promote the Town. The videos will be made available through TRP News cable television channels, the Town's YouTube Channel, the website, and various social media platforms. Rack cards for hotels, brochures for site selectors, program and initiative information for potential investors along with current residents and businesses will also be created.

### **Establish regular business information sessions**

Organize and host two business information sessions in conjunction with our partners on the Federal, State and County levels.

### **Riverdale Park Station Development**

Monitor this development, analyze the Calvert Tract assessable base, and liaise with the developer and residents. This includes tracking the opening of new businesses, ensuring compliance with Town regulations, and monitoring construction schedules. Staff will also coordinate the process for acceptance of streets and other public improvements.

### **Small, Minority and Women-Owned, and Veteran-owned Businesses**

Develop a partnership with the State Department of Commerce to encourage and support small, minority and women-owned, and veteran-owned business. Launch efforts to promote the Maryland Department of Commerce programs. Additionally, staff will liaise with organizations that further promote the attraction, retention, and expansion of such businesses.

### **Partnership with Latino Economic Development Commission**

Explore further opportunities to partner with the Latino Economic Development Commission. Staff will engage with Latino business owners, ensure all Town materials are translated into Spanish, and host at least one economic development meeting focusing on Latino business owners.

## **PILLAR 7: INFRASTRUCTURE**

### **Neighborhood Development Center (NDC)**

Coordinate with NDC to have community planning sessions for a variety of projects. All plans will need to be phased-construction (preferably non-linear phased-construction) over the course of several years. This approach provides opportunities to compete for grants in multiple funding rounds. Staff will work with NDC to implement the planning process for the following potential projects:



- Field of Dreams: complete the design work.
- The Underpass: complete the design work. The initial concept is to maximize both the aesthetics and use of the area under East-West Highway in the Town Center.
- Riverdale Road Pedestrian Bridge: the concept is to explore the possibilities of creating a separate pedestrian bridge along this heavily pedestrian traveled area. The State is planning to replace the existing bridge but not expand the rather narrow pedestrian-way.
- Identify locations for pocket-parks throughout the Town and work to establish concept plans.
- Identify funding sources and complete grant applications based on the above design work.

### Infrastructure Database

Develop and maintain an up-to-date database of Town infrastructure, including sidewalks, curb and gutters, curb ramps, traffic signs, crosswalks and stop bars, streetlights, street trees, planters and trash containers. Develop the ability to map infrastructure data, by category, by use of composite maps so that overlapping needs may be readily identified. Provide DPW staff with smart technology to collect, store and map infrastructure data.

### Coordinate with partners

Work with the County Department of Public Works and Transportation and the Parks Department to maintain all of their open space and properties within the Town and reduce the number of these sites maintained by DPW staff. Outsource additional sites currently maintained by DPW staff to the Town's mowing company. Develop mapping database of all mowing sites.

### Inventories

Complete new and update existing inventories and condition reports:

- Streets, roads and public rights-of-way
- Sidewalk system
- Signs (Street signs, directional, advertisement, parking, etc.)
- Tree Canopy
- Streetlights
- Bus stop benches, walking surfaces, and shelters
- Crosswalks
- Fire Hydrants

### Leverage Funding Sources

Identify and apply for grants to leverage Town resources to fund projects. Grant applications will be filed for park improvements, street repairs, lighting improvements, neighborhood safety camera program, and art projects.

### Alternate Approaches

Investigate alternative approaches to completing capital projects. This includes how the Town addresses potholes, street preservation techniques, alternative materials and energy saving projects.

### Construct new sidewalks

Design and construct sidewalks in the following locations:

- 48<sup>th</sup> Avenue (CDBG grant funded)
- Tuckerman Street
- 49<sup>th</sup> Avenue (missing sections)
- 44<sup>th</sup> Avenue (missing sections)
- Oglethorpe Street (awaiting grant decision)

### Neighborhood Projects

Develop and implement projects to improve the quality of neighborhoods such as:

- Bus stop improvements (walking surfaces, benches, shelters)
- Accessibility ramp installations
- Enhanced lighting along the Trolley Trail
- Welcome signage
- Crosswalk enhancements
- Implement phased development of Capital Improvement Projects

## **PILLAR 8: TRANSPORTATION**

### Purple Line Project participation

Engage the developer, Park and Planning, the State, residents and business owners on this project. The Town signed the Community Development Agreement for the Purple Line Corridor which provides for a shared vision for the future of the Corridor, a pledge to leverage the transit investment to increase access to jobs and housing choices, and a focus for coordination across many organizations. Staff will continue to work with key partners and other stakeholders on this transportation project.

As the project enters the construction phase along Kenilworth Avenue, staff will work to provide residents with tools to stay informed about the progress of the Purple Line as well as any potential impacts (such as road closures, traffic changes, etc.). Additionally, staff will promote this project in efforts to attract, retain, and expand business and investment.

### Micro-transportation

Draft an agreement with VeoRide to extend their existing service in College Park and University Park to the Town.

### Bike Paths

Extend the Rivertech Court bike path along the entire length of the roadway after transfer of the street from the County to the Town.

### Walk, Bike, Drive Safety Initiative

Continue working the Pedestrian and Traffic Safety Campaign which was established in 2019. For State or County owned roadways the initiative focuses on Influence (of policy decision makers) and Education and Enforcement. Maintain and manage current MHSO grants for Impaired Driving, Speeding, Pedestrian Safety and Occupant Protection. The PD will reapply for the Maryland Center for School Safety, which was awarded in 2019 and is dedicated to improving driver/pedestrian safety within school zones.

### Safety Enhancements

Pilot a retroreflective pavement marking program to improve visibility, durability and reflectivity in wet conditions as part of the Walk, Bike, Drive Safety Initiative, using the latest technology for road markings, including crosswalks, stop bars, lane markings, bike lanes and the railroad crossing.

### Pavement Markings

Paint curbs at fire hydrants Town-wide in accordance with requirements of the Maryland Manual on Uniform Traffic Control Devices in terms of area covered and paint color.

### Automated Traffic Enforcement

Activate the Red-Light Automated Enforcement Program. The requisite reviews from the State Highway Administration have caused significant delays in launching this program. Staff remain confident that the program is justifiable and necessary in the Town's effort to modify behavior and reduce traffic accidents.

### Road Acceptance

Complete the road acceptance process for Rivertech Court and develop terms and conditions for road acceptance with the Riverdale Park Station development.

## **PILLAR 9: PROFESSIONAL AND WELL-TRAINED EMPLOYEES**

### Employee Residency Initiative 2.0

Implemented in 2019, the initiative incentivizes employees to reside in Town. The initiative provides \$1,560 annually (\$60 per pay) for non-police officer employees whose primary residence is in located in Town. Police Officers who reside in Town receive an incentive of \$4,160 per year (\$160 per pay). Employees who reside in Town are more likely to be able to respond timely to emergencies and will also

be more likely to be involved in the community. The goal is to secure Federal, State, and/or County funding to serve as a down payment assistance program to assist employees in becoming homeowners within the Town.

### **E<sup>5</sup> – Moving to the next level of service**

Continue to build the **E<sup>5</sup> = Excellence in Service** as a shared tool across the organization. This continual effort nurtures a workplace culture focused on Ethics, Expectations, Efficiencies, Effectiveness, and Execution.

Each “E” is incorporated into staff discussions and operational policy and processes. An expectation of all staff is the full embrace and implementation of this shared effort.

### **Strategic Staffing Increase**

Fund a support position that will serve Employee Services, Development Services and DPW. Fund making a current part-time sworn position into a full-time sworn position.

### **Annual Mandated Training Program**

Fully implement the Annual Mandated Training Program for all staff. This annual program will include the following topics:

- Anti-discrimination and Workplace Harassment
- Ethical Decision Making
- Cultural Diversity
- CPR, First Aid, and Bloodborne Pathogens
- Automated External Defibrillator (AED)

### **Professional Affiliations and Memberships**

Expand professional affiliations and memberships with professional organizations. Encourage active participation with select organizations to ensure that the Staff Team remains current on best practices, emerging techniques, and innovative programs. Staff will compile and maintain a list of all professional affiliations and memberships.

### **Police Promotional Process**

Better develop the supervisory promotional process to include written testing and an assessment center process to promote the most qualified and well-prepared personnel to supervisor levels. The process will place emphasis on recognizing those who have demonstrated mastery of the requisite professional and contemporary skills sets. Selection of the most qualified to fill these critical supervisory roles reduces potential for liability.

## **Professional Certifications**

Create opportunities for the staff team to achieve relevant professional certifications. Credentialing the staff team is important not only for individual team members and the larger staff team but also for the effective and efficient delivery of services to the Town's residents and businesses.

## **PILLAR 10: BEST PRACTICES, TECHNOLOGY, AND DATA**

### **UMD Campus Community Connection projects**

Nurture and expand the partnership with UMD Campus Community Connections and the National Center for Smart Growth. These programs offer opportunities for researched proposals that align with the Town's vision and commitment statements.

### **Health, Safety, and Wellness Committee**

Enhance and expand the Safety Committee that the town established in 2019. Expand the groups goals to include health and wellness topics. Continue to build upon the objectives which includes worker's compensation, disability insurance, the pension plan, and associated costs. Implement safety surveys and inspections throughout the Town's operations.

### **Department of Public Works: Standard Operating Procedure Manual**

Continue to develop and implement policies and written standard operation procedures (SOPs) to direct the activities of the Department of Public Works in several key service delivery areas. The policies and SOPS will establish a consistent process for staff to follow to achieve specific outcomes and serve to educate residents and others about what they can expect from the service. Priority areas for policy development include street closures (when appropriate and how to accomplish); public trees overhanging private property; leaf collection schedule and performance; and, sign replacement.

### **Finance Operations Manual**

Complete and promulgate a manual to ensure consistency related to all finance matters across the organization. This effort is separate from the Purchasing and Procurement Policy.

### **Police LEXIPOL General Orders**

Remain current on police policy and procedure through this contracted service. The comprehensive rewrite of the policies is scheduled to be complete this year. The contract with Lexipol has an annual cost of \$7,525. Annual monitoring and updates will be ongoing.

### **Event Guidebook**

Create and maintain a guidebook for the planning and implementation of Town-sponsored, Town-supported, and Town events. This is an ongoing process as events are reimaged and implemented.

Moreover, these efforts may allow for the Town to be part of more events at a lower cost. This, in turn, promotes economic development, increases recreational activities/opportunities for residents as well as provides for the further branding of the Town.

### **Public Works Weather Response Manual**

Author a Weather Response Manual. The continuity of operations is essential in any municipality or organization. It is important that the Town create a manual for response to weather-related incidents. A review of existing practices will precipitate the compilation of the manual.

### **One-pagers: Programs and Initiatives**

Continually create and update one-page summaries of all programs and initiatives. These documents will provide quick reference to the public, co-workers, and elected officials on the nuts and bolts of the Town's programs and initiatives.

### **Budget Presentation**

The Town received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the FY2020 Budget. Enhancements will be made in FY2021 to include the addition of a vehicle replacement schedule, a computer replacement schedules, a ten-year history of the Town's tax rates, office / department performance indicators, and illustrations outlining the Tax Increment Finance (TIF) projections.

### **Personnel (Employee Services) Policy revisions**

Update personnel policies to ensure the policies remain legal, current, and relevant. In addition, to housekeeping edits to conform with the change in the form of government, substantive updates are anticipated. Staff will propose comprehensive updates to the Mayor and Council.

### **Purchasing Policy and Procedure Manual**

Finalize the manual. The manual establishes processes and procedures for all aspects of purchasing and procurement. The manual will delineate the required controls and responsibilities. Procedures for issuing Requests for Proposals (RFP) and Invitations to Bid (ITB), Green Purchasing practices, and Local-preference guidelines will be included.

### **Amendments to Existing Codes**

Update the below listed Chapters of the Town Code. These updates are a considerable and necessary undertaking. The Code provides structure, establishes requirements, and ensures due process. In 2019, recommendations for amending the following chapters will be made:

- Chapter 3 Town Crier
- Chapter 33: Fire Prevention
- Chapter 36: Garbage, Refuse and Trash
- Chapter 42: Licenses
- Chapter 50: Peace and Good Order
- Chapter 51: Personnel
- Chapter 53: Police Department
- Chapter 54: Defined Benefit Plan
- Chapter 64: Vehicles and Traffic
- Chapter 66: Walls, Fences and Hedges
- Chapter 67: Housing Standards

## **Weather Response Manual**

Finalize the Weather Response Manual. The continuity of operations is essential in any municipality or organization. It is important that the Town create a manual for response to weather-related incidents. A review of existing practices will precipitate the compilation of the manual.

## **GPS System for Town Vehicles**

Install a Global Positioning System (GPS) in all non-police vehicles. The police vehicles are already GPS monitored through the Computer Aided Dispatch program. Expanding GPS to the other Town vehicles provides for more efficient use of vehicles, enhanced safety and effective deployment of resources.

## **Financial and Data Management Software**

Issue a Request for Proposals (RFP) for a financial software system that also has modules for permits, licensing, inspections, and customer relations management. The plan is to identify one vendor who will provide an integrated software solution across the various functional areas or identify multiple vendors with experience integrating with the other selected vendors.

## **Property Master electronic file system**

Complete the implementation of the electronic property master file for all real properties. The property master file is based on information from the Maryland Department of Assessments and Taxation. The filing configuration and nomenclature will be used across all non-police related Town offices and departments.

## **Data-Driven Decision-making**

Implement systems and processes to more fully utilize data-driven decision-making. Anticipated examples include the Communication Strategic Plan, the Tree Canopy Inventory, and updated road conditions survey. These plans, inventories, and reviews will assist with executing short-term corrections and long-term planning.

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APPENDIX D  
CONSTANT  
YIELD NOTICE



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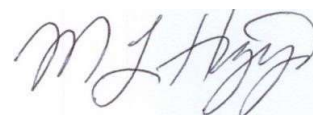
## 2020 Constant Yield Tax Rate Certification

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

1	1-Jul-2019	Gross assessable real property base	\$	723,678,852
2	1-Jul-2019	Homestead Tax Credit	-	12,961,315
3	1-Jul-2019	Net assessable real property base		710,717,537
4	1-Jul-2019	Actual local tax rate (per \$100)	x	0.6540
5	1-Jul-2019	Potential revenue	\$	4,648,093
6	1-Jul-2020	Estimated assessable base	\$	762,401,237
7	1-Jan-2020	Half year new construction	-	0
8	1-Jul-2020	Estimated full year new construction*	-	0
9	1-Jul-2020	Estimated abatements and deletions**	-	7,653,547
10	1-Jul-2020	Net assessable real property base	\$	754,747,690

11	1-Jul-2019	Potential revenue	\$	4,648,093
12	1-Jul-2020	Net assessable real property base	÷	754,747,690
13	1-Jul-2020	<b>Constant yield tax rate</b>	\$	<b>0.6158</b>

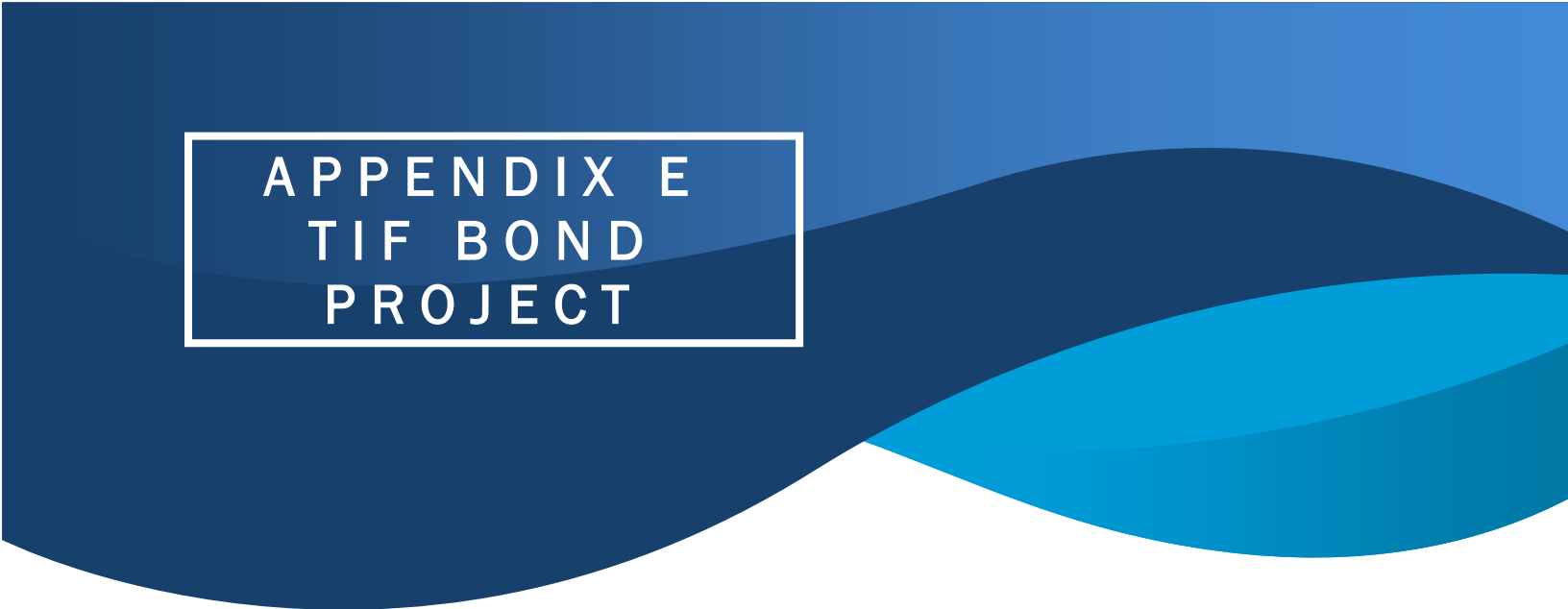
Certified by



Director

\* Includes one-quarter year new construction where applicable.

\*\*Actual + estimated as of July 1, 2020, including Homestead Tax Credit.

A decorative graphic consisting of several overlapping, wavy bands of blue in various shades, ranging from a deep navy blue to a bright cyan. The waves flow from the top right towards the bottom left, creating a sense of movement and depth.

APPENDIX E  
TIF BOND  
PROJECT

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

**TIF Bond Projection No. 9**

**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**

**Actual Values for Retail and Townhomes for 2017 and 2018**

**These projections were not prepared for the purpose of obtaining financing.**

**Prepared By:**

**MuniCap, Inc.  
Public Finance**

**June 11, 2018**

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

**TIF Bond Projection No. 9**

**Table of Contents**

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*Tax Increment Projections*

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

**TIF Bond Projection No. 9**

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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
<b>Sources of funds:</b>		
Total bond proceeds	\$3,815,394	100.0%
Interest earned in the improvement fund (see Schedule V)	\$0	0.0%
<b>Total sources of funds</b>	<b>\$3,815,394</b>	<b>100.0%</b>
<b>Total uses of funds:</b>		
Public improvements (see Schedule II)	\$3,615,394	94.8%
Issuance costs <sup>1</sup>	\$200,000	5.2%
Underwriter Discount	\$0	0.0%
Capitalized interest (see Schedule IV)	\$0	0.0%
Reserve fund	\$0	0.0%
Rounding	\$0	0.0%
<b>Total uses of funds</b>	<b>\$3,815,394</b>	<b>100.0%</b>

*Assumptions:*

Maturity	19.74 years
Interest only	1.74 years
Amortization	18 years

Bond coupon rate 7.00%

Reinvestment rates:

Reserve fund	NA
Improvement fund	NA
Capitalized interest account	NA

Date bonds issued 17-Sep-15

Dates payments due:

Interest	December 15 and June 15
Principal	June 15

Capitalized interest:

Interest funded through	NA
Months interest funded	NA

*MuniCap, Inc.*

*11-Jun-18*

<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: Public Improvements - Costs<sup>1</sup>**

Public Improvement	TIF-Funded Costs	Total Costs
<b>Bridge</b>		
<i>Direct Cost</i>		
Construction	\$7,950,000	\$7,950,000
Design - basic/additional services	\$0	\$526,000
Contractors QC	\$0	\$322,500
Environmental permits	\$0	\$40,000
Development management/mobilization	\$0	\$146,500
Performance and payment bonds	\$0	\$125,002
Design - expedite plans for permits/extra work	\$0	\$50,000
Sub-total direct costs	\$7,950,000	\$9,160,002
<i>Indirects</i>	\$0	\$795,000
<i>Fee</i>	\$0	\$1,312,000
<i>Construction contingency</i>	\$0	\$383,000
<i>PG County permits and inspection fees</i>	\$0	\$850,000
<i>Anti-graffiti coating on MSE walls</i>	\$0	\$105,000
<i>Test/inspect for MSE wall extended warranty</i>	\$0	\$85,071
<i>Extended MSE wall warranty</i>	\$0	\$36,000
<i>3rd party peer review</i>	\$0	\$117,000
Sub-total bridge costs	\$7,950,000	\$12,843,073
<b>Roadway</b>		
<i>Direct Cost</i>		
Construction	\$0	\$975,000
County wage rates	\$0	\$300,000
Design - basic/additional services	\$0	\$186,000
Contractors QC	\$0	\$16,000
Environmental permits	\$0	\$10,000
Utility relocations performed by contractors	\$0	\$395,500
Development management/mobilization	\$0	\$18,500
Performance and payment bonds	\$0	\$5,000
Design - expedite plans for permits/extra work	\$0	\$20,000
Sub-total direct costs	\$0	\$1,926,000
<i>Indirects</i>	\$0	\$100,000
<i>Fee</i>	\$0	\$138,000
<i>Construction contingency</i>	\$0	\$95,000
<i>Cul-de-sac design change</i>	\$0	\$140,021
<i>Landscaping on roadway</i>	\$0	\$150,000
<i>PG County permits and inspection fees</i>	\$0	\$150,000
<i>Stormwater management construction</i>	\$0	\$200,000
<i>3rd party peer review</i>	\$0	\$10,000
Sub-total roadway costs	\$0	\$2,909,021
Less: WSSC SDC fee waiver	(\$1,686,700)	\$0
Total public improvement costs	\$6,263,300	\$15,752,094
Less: other sources of funds	(\$2,647,906)	\$0
Total public improvements costs to be financed	\$3,615,394	\$15,752,094

MuniCap, Inc.

11-Jun-18

<sup>1</sup>Provided by Shirley Contracting Company, LLC.

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

**Schedule III: Construction Expenditures<sup>1</sup>**

Date	Actual Bridge Costs Drawn & Financed By Bonds
17-Sep-15	\$0
1-Oct-15	\$0
1-Nov-15	\$0
1-Dec-15	\$0
1-Jan-16	\$0
1-Feb-16	\$0
1-Mar-16	\$0
1-Apr-16	\$0
1-May-16	\$0
1-Jun-16	\$0
1-Jul-16	\$0
1-Aug-16	\$0
1-Sep-16	\$0
1-Oct-16	\$0
1-Nov-16	\$0
1-Dec-16	\$0
1-Jan-17	\$0
1-Feb-17	\$0
1-Mar-17	\$0
1-Apr-17	\$0
1-May-17	\$0
1-Jun-17	\$0
1-Jul-17	\$0
1-Aug-17	\$0
1-Sep-17	\$0
1-Oct-17	\$0
1-Nov-17	\$0
20-Dec-17	\$3,118,156
1-Jan-18	\$0
1-Feb-18	\$0
1-Mar-18	\$0
25-Apr-18	\$76,031
1-May-18	\$0
15-Jun-18	\$421,207
<b>Total</b>	<b>\$3,615,394</b>

*MuniCap, Inc.*

*11-Jun-18*

<sup>1</sup>Based on actual draw information that has occurred. Two draws were approved on December 20, 2017 in the amounts of \$2,411,642.76 and \$706,512.93. The April 25, 2018 payment has been approved by MuniCap and is waiting on approval by the Town. Assumes balance eligible to be drawn will be submitted and approved by June 15, 2018.

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

Schedule IV: Drawdown of Bonds

Date	Beginning Balance	Disbursement for Project Costs <sup>1</sup>	Disbursement for Debt Service and Expenses	Net Reserve Fund Income	Bonds Closing Costs & Rounding <sup>2</sup>	Reserve Fund	Interest Rate	Interest Expenses	Administrative Expenses	Ending Balance
17-Sep-15	\$0	\$0	\$0	\$0	\$200,000		7.00%			\$200,000
1-Oct-15	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Nov-15	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Dec-15	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Jan-16	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Feb-16	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Mar-16	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Apr-16	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-May-16	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Jun-16	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Jul-16	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Aug-16	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Sep-16	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Oct-16	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Nov-16	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Dec-16	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Jan-17	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Feb-17	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Mar-17	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Apr-17	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-May-17	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Jun-17	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Jul-17	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Aug-17	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Sep-17	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Oct-17	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
1-Nov-17	\$200,000	\$0	\$0	\$0			7.00%	\$1,167	\$0	\$200,000
20-Dec-17	\$200,000	\$3,118,156	\$0	\$0			7.00%	\$1,167	\$0	\$3,318,156
1-Jan-18	\$3,318,156	\$0	\$0	\$0			7.00%	\$19,356	\$0	\$3,318,156
1-Feb-18	\$3,318,156	\$0	\$0	\$0			7.00%	\$19,356	\$0	\$3,318,156
1-Mar-18	\$3,318,156	\$0	\$0	\$0			7.00%	\$19,356	\$0	\$3,318,156
25-Apr-18	\$3,318,156	\$76,031	\$0	\$0			7.00%	\$19,356	\$0	\$3,394,187
1-May-18	\$3,394,187	\$0	\$0	\$0			7.00%	\$19,799	\$0	\$3,394,187
15-Jun-18	\$3,394,187	\$421,207	\$0	\$0			7.00%	\$19,799	\$0	\$3,815,394
<b>Total</b>		<b>\$3,615,394</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>		<b>\$148,522</b>	<b>\$0</b>	

MuniCap, Inc.

11-Jun-18

<sup>1</sup>See Schedule III.

<sup>2</sup>Includes issuance costs and rounding. See Schedule I.

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

Schedule V: 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
17-Sep-15									
15-Dec-15			\$3,500	\$3,500		\$0	\$0		
15-Jun-16	\$0	7.00%	\$7,000	\$7,000	\$10,500	\$0	\$0	\$0	\$10,500
15-Dec-16			\$7,000	\$7,000		\$0	\$0		
15-Jun-17	\$0	7.00%	\$7,000	\$7,000	\$14,000	\$0	\$0	\$7,250	\$21,250
15-Dec-17			\$7,000	\$7,000		\$0	\$0		
15-Jun-18	\$112,000	7.00%	\$117,022	\$229,022	\$236,022		\$0	\$7,395	\$243,417
15-Dec-18			\$129,619	\$129,619		\$0	\$0		
15-Jun-19	\$120,000	7.00%	\$129,619	\$249,619	\$379,238		\$0	\$7,543	\$386,780
15-Dec-19			\$125,419	\$125,419		\$0	\$0		
15-Jun-20	\$128,000	7.00%	\$125,419	\$253,419	\$378,838		\$0	\$7,694	\$386,531
15-Dec-20			\$120,939	\$120,939		\$0	\$0		
15-Jun-21	\$137,000	7.00%	\$120,939	\$257,939	\$378,878		\$0	\$7,848	\$386,725
15-Dec-21			\$116,144	\$116,144		\$0	\$0		
15-Jun-22	\$147,000	7.00%	\$116,144	\$263,144	\$379,288		\$0	\$8,005	\$387,292
15-Dec-22			\$110,999	\$110,999		\$0	\$0		
15-Jun-23	\$157,000	7.00%	\$110,999	\$267,999	\$378,998		\$0	\$8,165	\$387,162
15-Dec-23			\$105,504	\$105,504		\$0	\$0		
15-Jun-24	\$168,000	7.00%	\$105,504	\$273,504	\$379,008		\$0	\$8,328	\$387,336
15-Dec-24			\$99,624	\$99,624		\$0	\$0		
15-Jun-25	\$180,000	7.00%	\$99,624	\$279,624	\$379,248		\$0	\$8,495	\$387,742
15-Dec-25			\$93,324	\$93,324		\$0	\$0		
15-Jun-26	\$193,000	7.00%	\$93,324	\$286,324	\$379,648		\$0	\$8,664	\$388,312
15-Dec-26			\$86,569	\$86,569		\$0	\$0		
15-Jun-27	\$206,000	7.00%	\$86,569	\$292,569	\$379,138		\$0	\$8,838	\$387,975
15-Dec-27			\$79,359	\$79,359		\$0	\$0		
15-Jun-28	\$221,000	7.00%	\$79,359	\$300,359	\$379,718		\$0	\$9,014	\$388,732
15-Dec-28			\$71,624	\$71,624		\$0	\$0		
15-Jun-29	\$236,000	7.00%	\$71,624	\$307,624	\$379,248		\$0	\$9,195	\$388,442
15-Dec-29			\$63,364	\$63,364		\$0	\$0		
15-Jun-30	\$253,000	7.00%	\$63,364	\$316,364	\$379,728		\$0	\$9,379	\$389,106
15-Dec-30			\$54,509	\$54,509		\$0	\$0		
15-Jun-31	\$270,000	7.00%	\$54,509	\$324,509	\$379,018		\$0	\$9,566	\$388,584
15-Dec-31			\$45,059	\$45,059		\$0	\$0		
15-Jun-32	\$289,000	7.00%	\$45,059	\$334,059	\$379,118		\$0	\$9,758	\$388,875
15-Dec-32			\$34,944	\$34,944		\$0	\$0		
15-Jun-33	\$310,000	7.00%	\$34,944	\$344,944	\$379,888		\$0	\$9,953	\$389,840
15-Dec-33			\$24,094	\$24,094		\$0	\$0		
15-Jun-34	\$331,000	7.00%	\$24,094	\$355,094	\$379,188		\$0	\$10,152	\$389,339
15-Dec-34			\$12,509	\$12,509		\$0	\$0		
15-Jun-35	\$357,394	7.00%	\$12,509	\$369,903	\$382,412		\$0	\$10,355	\$392,766
<b>Total</b>	<b>\$3,815,394</b>		<b>\$2,895,721</b>	<b>\$6,711,115</b>	<b>\$6,711,115</b>	<b>\$0</b>	<b>\$0</b>	<b>\$165,594</b>	<b>\$6,876,709</b>

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

*Tax Increment Projections*

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

Schedule VI: Summary of Development - Total

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	
<i>Commercial</i>									
Retail <sup>3</sup>	2017	-	-	159,096	-	-	\$185	-	\$29,418,900
Office	2019	-	-	18,203	-	-	\$120	-	\$2,185,822
Hotel	2021	-	540	64,810	120	-	\$173	\$93,282	\$11,193,812
Sub-total commercial				242,109	120				\$42,798,534
<i>Residential</i>									
Rental - apartments									
Buildings 5 & 6	2021	304	1,000	304,000	-	\$227,859	\$228	-	\$69,269,167
Building 7	2023	266	1,000	266,000	-	\$227,859	\$228	-	\$60,610,521
Buildings 8 & 9	2026	285	1,000	285,000	-	\$227,859	\$228	-	\$64,939,844
Sub-total rental apartments		855		855,000					\$194,819,533
For sale - townhomes <sup>4</sup>	2019	113	2,000	233,788	-	\$383,763	\$192	-	\$43,365,186
Sub-total residential		968		1,088,788					\$238,184,720
<b>Total</b>		<b>968</b>		<b>1,330,897</b>	<b>120</b>				<b>\$280,983,253</b>

MuniCap, Inc.

11-Jun-18

<sup>1</sup>Provided by Calvert Tract, LLC. See Schedules X-A and X-B.

<sup>2</sup>See Schedule VII. Assessed value is equal to 100% of market value.

<sup>3</sup>Represents the actual total retail assessed value as reported by the State Department of Assessment and Taxation for tax year beginning July 1, 2018. See Schedule XI-E. Excludes the land assessed value for the remaining undeveloped commercial tax parcel.

<sup>4</sup>Represents the actual total for sale townhome assessed value as reported by the State Department of Assessment and Taxation for tax year beginning July 1, 2018. See Schedule XI-E. Excludes the land assessed value for the remaining undeveloped for sale townhome tax parcels.

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

Schedule VII: Comparison of Valuation Methods<sup>1</sup>

Property Type	Comparables <sup>2</sup>	Income Capitalization <sup>3</sup>	Sales Prices <sup>4</sup>
<b>Commercial</b>			
<i>Retail</i>			
Per SF	<u><b>\$224.46</b></u>	\$261.56	-
<i>Office</i>			
Per SF	<u><b>\$120.08</b></u>	\$154.51	-
<i>Hotel</i>			
Per Room	<u><b>\$93,281.76</b></u>	\$127,307.69	-
Per SF	\$152.07	\$235.72	-
<b>Residential</b>			
<i>Apartments</i>			
Per Unit	<u><b>\$227,859.10</b></u>	\$174,796.48	-
Per SF	\$126.61	\$174.80	-
<i>For Sale - Townhomes</i>			
Per Unit	\$389,064.43	-	\$390,000.00
Per SF	<u><b>\$215.08</b></u>	-	\$195.00

MuniCap, Inc.

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<sup>1</sup>Valuation approach chosen for each type of development is underlined and shown in bold and italics.

<sup>2</sup>See Schedules VIII-A and VIII-B.

<sup>3</sup>See Schedules IX-A, IX-B, and IX-C.

<sup>4</sup>Provided by Calvert Tract, LLC.



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

Schedule VIII-A: Calculation of Market Value - Comparables (Commercial)<sup>1</sup>

Property Type	Account Identifier	Year Built	Address	Municipality	Assessed Value			Area		Assessed Value	
					Land	Improvement	Total	GSF	Rooms	Per GSF	Per Room
<i>Retail</i>											
Safeway	07 3324282	2002	4101 Northview Drive	Bowie	\$5,317,400	\$5,837,300	\$11,154,700	65,928	-	\$169	-
Wegmans	13 4018099	2010	9001 McHugh Drive	Lanham	\$12,346,700	\$16,970,000	\$29,316,700	130,610	-	<b><u>\$224</u></b>	-
Largo Town Center	13 3438892	2003	801 Capital Centre Boulevard	Upper Marlboro	\$1,506,200	\$61,948,600	\$63,454,800	540,580	-	\$117	-
Weighted average value PGSF										\$141	
<i>Office</i>											
Patriot Business Park	21 3649316	2004	7850 Walker Drive	Greenbelt	\$2,678,900	\$6,551,300	\$9,230,200	88,400	-	\$104	-
Patriot Business Park	21 3649324	2005	7852 Walker Drive	Greenbelt	\$3,404,200	\$8,595,800	\$12,000,000	88,400	-	\$136	-
Weighted average value PGSF										<b><u>\$120</u></b>	
<i>Hotel</i>											
Greenbelt Marriott	21 2397511	1985	6401 Ivy Lane	Greenbelt	\$4,360,800	\$17,889,200	\$22,250,000	221,750	284	\$100	\$78,345
Courtyard Marriott	21 2394625	1991	6301 Golden Trail	Greenbelt	\$2,692,000	\$13,540,800	\$16,232,800	79,867	152	\$203	\$106,795
Hampton Inn Bowie	07 3131729	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	07 3507308	2005	3700 Town Center Boulevard	Bowie	\$5,206,600	\$6,783,400	\$11,990,000	55,102	119	\$218	\$100,756
Weighted average value PGSF/room										\$152	<b><u>\$93,282</u></b>

MuniCap, Inc.

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<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.

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

**Schedule VIII-B: Calculation of Market Value - Comparables (Residential)<sup>1</sup>**

Property Type	Account Identifier	Year Built	Address	Municipality	Assessed Value			Area		Assessed Value	
					Land	Improvement	Total	GSF	Units	Per GSF	Per Unit
<i>Apartments</i>											
Camden Summerfield	18 3713401	-	Warfield Drive	Landover	\$2,744,200	\$88,260,100	\$91,004,300	-	291	-	\$312,730
Emerson at Cherry Lane	10 1064120	2007	14700 4th Street	Laurel	\$12,876,300	\$63,823,700	\$76,700,000	605,800	445	\$127	\$172,360
Weighted average value PGSF/unit										\$127	<b><u>\$227,859</u></b>
<i>Townhouse</i>											
Hyattsville Arts District - Pulte	16 5508932	2013	5702 46th Place	Hyattsville	\$75,000	\$325,600	\$400,600	1,592	-	\$252	\$400,600
Hyattsville Arts District - Pulte	16 5508940	2013	5704 46th Place	Hyattsville	\$75,000	\$349,600	\$424,600	1,632	-	\$260	\$424,600
Hyattsville Arts District - Pulte	16 5508957	2013	5706 46th Place	Hyattsville	\$75,000	\$338,200	\$413,200	1,632	-	\$253	\$413,200
Hyattsville Arts District - Pulte	16 5508965	2013	5708 46th Place	Hyattsville	\$75,000	\$332,900	\$407,900	1,616	-	\$252	\$407,900
Hyattsville Arts District - Pulte	16 5508973	2013	5710 46th Place	Hyattsville	\$75,000	\$316,400	\$391,400	1,592	-	\$246	\$391,400
Hyattsville Arts District - Pulte	16 5508981	2013	5712 46th Place	Hyattsville	\$75,000	\$295,900	\$370,900	1,396	-	\$266	\$370,900
Hyattsville Arts District - Pulte	16 5508999	2013	5714 46th Place	Hyattsville	\$75,000	\$294,300	\$369,300	1,436	-	\$257	\$369,300
Hyattsville Arts District - Pulte	16 5509005	2013	5716 46th Place	Hyattsville	\$75,000	\$362,600	\$437,600	1,788	-	\$245	\$437,600
Hyattsville Arts District - Pulte	16 5509021	2013	5720 46th Place	Hyattsville	\$75,000	\$289,200	\$364,200	1,396	-	\$261	\$364,200
Hyattsville Arts District - Pulte	16 5509039	2013	5722 46th Place	Hyattsville	\$75,000	\$321,000	\$396,000	1,616	-	\$245	\$396,000
Beechtree	03 3869047	2012	15305 Tewkesbury Place	Upper Marlboro	\$100,000	\$244,100	\$344,100	1,920	-	\$179	\$344,100
Beechtree	03 3869278	2012	15330 Tewkesbury Place	Upper Marlboro	\$100,000	\$245,500	\$345,500	1,936	-	\$178	\$345,500
Beechtree	03 3867421	2009	2101 Turleygreen Place	Upper Marlboro	\$100,000	\$301,800	\$401,800	2,304	-	\$174	\$401,800
Beechtree	03 3867231	2011	2132 Turleygreen Place	Upper Marlboro	\$100,000	\$294,000	\$394,000	2,304	-	\$171	\$394,000
Beechtree	03 3867199	2011	2124 Turleygreen Place	Upper Marlboro	\$100,000	\$303,400	\$403,400	2,304	-	\$175	\$403,400
Beechtree	03 3869054	2012	15303 Tewkesbury Place	Upper Marlboro	\$100,000	\$240,100	\$340,100	1,956	-	\$174	\$340,100
Beechtree	03 3868031	2011	2217 Turleygreen Place	Upper Marlboro	\$100,000	\$303,500	\$403,500	2,304	-	\$175	\$403,500
Weighted average value PGSF/unit										<b><u>\$215</u></b>	<b><u>\$389,064</u></b>

MuniCap, Inc.

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<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.

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

**Schedule IX-A: Calculation of Market Value - Income Capitalization**

	Retail	Office
<i>Income Capitalization Approach</i>		
Gross square feet <sup>1</sup>	159,096	18,203
Annual rent per GSF <sup>2</sup>	\$30.00	\$20.00
Assumed vacancy rate <sup>2</sup>	9.00%	10.00%
Less: assumed vacancy	(\$2.70)	(\$2.00)
Effective gross income	\$27.30	\$18.00
Assumed expense ratio <sup>2</sup>	20.00%	20.00%
Less: assumed expenses	(\$5.46)	(\$3.60)
Net operating income	\$21.84	\$14.40
Capitalization rate <sup>3</sup>	8.35%	9.32%
Estimated market value PSF	\$261.56	\$154.51

*MuniCap, Inc.*

*11-Jun-18*

<sup>1</sup>See Schedule VI.

<sup>2</sup>Provided by Calvert Tract, LLC.

<sup>3</sup>The Maryland State 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 6.38% retail market rate and a 7.35% office market rate plus real property tax rates of \$0.654 (Town of Riverdale Park), \$0.87 (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 rate represents the national strip shopping center market cap rate for fourth quarter 2017 as reported in the *PwC Real Estate Investor Survey, Fourth Quarter 2017*. Suburban Maryland office market cap rate for third quarter 2017 as reported in the *PwC Real Estate Investor Survey, Third Quarter 2017*. Real property tax rates used represent the rate for fiscal year 2017-2018 as reported by Prince George's County Office of Finance.

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

**Schedule IX-B: 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	\$38,325.00
Assumed occupancy rate <sup>2</sup>	70.0%
Effective gross income per room	\$26,827.50
Assumed expense ratio <sup>3</sup>	53.4%
Less: assumed expenses	(\$14,325.89)
Net operating income per room	\$12,501.62
Capitalization rate <sup>4</sup>	9.82%
Total estimated value per room	\$127,307.69

*MuniCap, Inc.*

*11-Jun-18*

<sup>1</sup>See Schedule VI.

<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 7.85% full-service hotel market rate plus real property tax rates of \$0.654 (Town of Riverdale Park), \$0.867 (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 national limited-service and the national full-service lodging segment market cap rate for third quarter 2017 as reported in the *PwC Real Estate Investor Survey, Third Quarter 2017*. Real property tax rates used represent the rate for fiscal year 2017-2018 as reported by Prince George's County Office of Finance.

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

**Schedule IX-C: Calculation of Market Value - Income Capitalization  
(Apartments)**

	Apartment
Rent per net SF <sup>1</sup>	\$1.89
Net square feet <sup>2</sup>	900
Monthly rent per unit	\$1,699
Annual rent per unit	\$20,385
Vacancy rate <sup>3</sup>	6.00%
Less: vacancy	( <b>\$1,223</b> )
Effective rent per unit	\$19,162
Expense ratio <sup>1</sup>	33.50%
Less: expenses	( <b>\$6,419</b> )
Net operating income per unit	\$12,743
Capitalization rate <sup>4</sup>	7.29%
Market value per unit	\$174,796
Market value per net SF	\$194.22
Market value per gross SF	\$174.80

*MuniCap, Inc.*

*11-Jun-18*

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

<sup>2</sup>Assumes net square feet per unit is 100 square feet less than the gross square feet per unit shown on Schedule VI.

<sup>3</sup>Represents national apartment vacancy rate as reported in the *PwC Real Estate Investor Survey, Fourth Quarter 2017*.

<sup>4</sup>The Maryland State 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 5.32% market rate plus real property tax rates of \$0.654 (Town of Riverdale Park), \$0.867 (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 rate represents the national apartment market average overall cap rate for fourth quarter 2017 as reported in the *PwC Real Estate Investor Survey, Fourth Quarter 2017*. Real property tax rates used represent the rate for fiscal year 2017-2018 as reported by Prince George's County Office of Finance.

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

Schedule X-A: Projected Absorption - Commercial

Development Year Ending	Tax Year Beginning	Retail <sup>1</sup>		Office <sup>2</sup>		Hotel <sup>2</sup>			
		(GSF)		(GSF)		Building 6A		(GSF)	
		Annual	Cumulative	Annual	Cumulative	(Rooms)	(GSF)	Annual	Cumulative
31-Dec-14	1-Jul-15	0	0	0	0	0	0	0	0
31-Dec-15	1-Jul-16	0	0	0	0	0	0	0	0
31-Dec-16	1-Jul-17	47,816	47,816	0	0	0	0	0	0
31-Dec-17	1-Jul-18	111,280	159,096	8,440	8,440	0	0	0	0
31-Dec-18	1-Jul-19	0	159,096	0	8,440	0	0	0	0
31-Dec-19	1-Jul-20	0	159,096	9,763	18,203	0	0	0	0
31-Dec-20	1-Jul-21	0	159,096	0	18,203	0	0	0	0
31-Dec-21	1-Jul-22	0	159,096	0	18,203	120	120	64,810	64,810
31-Dec-22	1-Jul-23	0	159,096	0	18,203	0	120	0	64,810
31-Dec-23	1-Jul-24	0	159,096	0	18,203	0	120	0	64,810
31-Dec-24	1-Jul-25	0	159,096	0	18,203	0	120	0	64,810
31-Dec-25	1-Jul-26	0	159,096	0	18,203	0	120	0	64,810
31-Dec-26	1-Jul-27	0	159,096	0	18,203	0	120	0	64,810
31-Dec-27	1-Jul-28	0	159,096	0	18,203	0	120	0	64,810
31-Dec-28	1-Jul-29	0	159,096	0	18,203	0	120	0	64,810
31-Dec-29	1-Jul-30	0	159,096	0	18,203	0	120	0	64,810
31-Dec-30	1-Jul-31	0	159,096	0	18,203	0	120	0	64,810
31-Dec-31	1-Jul-32	0	159,096	0	18,203	0	120	0	64,810
31-Dec-32	1-Jul-33	0	159,096	0	18,203	0	120	0	64,810
31-Dec-33	1-Jul-34	0	159,096	0	18,203	0	120	0	64,810
<b>Total</b>		<b>159,096</b>		<b>18,203</b>		<b>120</b>		<b>64,810</b>	

MuniCap, Inc.

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<sup>1</sup>Represents actual information provided by State Department of Assessments and Taxation.

<sup>2</sup>Provided by Calvert Tract, LLC.

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

**Schedule X-B: Projected Absorption - Residential<sup>1</sup>**

Development Year Ending	Tax Year Beginning	Rental - Apartments											
		Buildings 5 & 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-14	1-Jul-15	0	0	0	0	0	0	0	0	0	0	0	0
31-Dec-15	1-Jul-16	0	0	0	0	0	0	0	0	0	0	0	0
31-Dec-16	1-Jul-17	0	0	0	0	0	0	0	0	0	0	0	0
31-Dec-17	1-Jul-18	0	0	0	0	0	0	0	0	0	0	0	0
31-Dec-18	1-Jul-19	0	0	0	0	0	0	0	0	0	0	0	0
31-Dec-19	1-Jul-20	0	0	0	0	0	0	0	0	0	0	0	0
31-Dec-20	1-Jul-21	0	0	0	0	0	0	0	0	0	0	0	0
31-Dec-21	1-Jul-22	304	304	304,000	304,000	0	0	0	0	0	0	0	0
31-Dec-22	1-Jul-23	0	304	0	304,000	0	0	0	0	0	0	0	0
31-Dec-23	1-Jul-24	0	304	0	304,000	266	266	266,000	266,000	0	0	0	0
31-Dec-24	1-Jul-25	0	304	0	304,000	0	266	0	266,000	0	0	0	0
31-Dec-25	1-Jul-26	0	304	0	304,000	0	266	0	266,000	0	0	0	0
31-Dec-26	1-Jul-27	0	304	0	304,000	0	266	0	266,000	285	285	285,000	285,000
31-Dec-27	1-Jul-28	0	304	0	304,000	0	266	0	266,000	0	285	0	285,000
31-Dec-28	1-Jul-29	0	304	0	304,000	0	266	0	266,000	0	285	0	285,000
31-Dec-29	1-Jul-30	0	304	0	304,000	0	266	0	266,000	0	285	0	285,000
31-Dec-30	1-Jul-31	0	304	0	304,000	0	266	0	266,000	0	285	0	285,000
31-Dec-31	1-Jul-32	0	304	0	304,000	0	266	0	266,000	0	285	0	285,000
31-Dec-32	1-Jul-33	0	304	0	304,000	0	266	0	266,000	0	285	0	285,000
31-Dec-33	1-Jul-34	0	304	0	304,000	0	266	0	266,000	0	285	0	285,000
<b>Total</b>		<b>304</b>	<b>304</b>	<b>304,000</b>	<b>304,000</b>	<b>266</b>	<b>266</b>	<b>266,000</b>	<b>266,000</b>	<b>285</b>	<b>285</b>	<b>285,000</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 X-B: Projected Absorption - Residential, continued

Development Year Ending	Tax Year Beginning	For Sale - Townhomes <sup>1</sup>			
		(Units)		(GSF)	
		Annual	Cumulative	Annual	Cumulative
31-Dec-14	1-Jul-15	0	0	0	0
31-Dec-15	1-Jul-16	0	0	0	0
31-Dec-16	1-Jul-17	30	30	60,000	60,000
31-Dec-17	1-Jul-18	29	59	34,296	94,296
31-Dec-18	1-Jul-19	0	59	31,492	125,788
31-Dec-19	1-Jul-20	54	113	108,000	233,788
31-Dec-20	1-Jul-21	0	113	0	233,788
31-Dec-21	1-Jul-22	0	113	0	233,788
31-Dec-22	1-Jul-23	0	113	0	233,788
31-Dec-23	1-Jul-24	0	113	0	233,788
31-Dec-24	1-Jul-25	0	113	0	233,788
31-Dec-25	1-Jul-26	0	113	0	233,788
31-Dec-26	1-Jul-27	0	113	0	233,788
31-Dec-27	1-Jul-28	0	113	0	233,788
31-Dec-28	1-Jul-29	0	113	0	233,788
31-Dec-29	1-Jul-30	0	113	0	233,788
31-Dec-30	1-Jul-31	0	113	0	233,788
31-Dec-31	1-Jul-32	0	113	0	233,788
31-Dec-32	1-Jul-33	0	113	0	233,788
31-Dec-33	1-Jul-34	0	113	0	233,788
<b>Total</b>		<b>113</b>		<b>233,788</b>	

MuniCap, Inc.

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<sup>1</sup>Tax year beginning July 1, 2017 and 2018 represent actual data from State Department of Assessments and Taxation. Tax year beginning July 1, 2019 data provided by Calvert Tract, LLC.



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

Schedule XI-A: Projected Assessed Value - Commercial

Development Year Ending	Tax Year Beginning	Inflation Factor <sup>1</sup>	Retail					Office				
			Value SF <sup>2</sup>	Value Per SF <sup>3</sup>	Phase-In Percentage	Phased-In Value Per SF	Total Assessed Value <sup>3</sup>	Value Per SF <sup>4</sup>	Phase-In Percentage <sup>5</sup>	Phased-In Value Per SF	Projected Assessed Value	
31-Dec-14	1-Jul-15	100.0%	0	\$0	100%	\$0	\$0	0	\$120	80%	\$96	\$0
31-Dec-15	1-Jul-16	103.0%	0	\$0	100%	\$0	\$0	0	\$124	80%	\$99	\$0
31-Dec-16	1-Jul-17	106.1%	47,816	\$291	100%	\$291	\$13,906,373	0	\$127	80%	\$102	\$0
31-Dec-17	1-Jul-18	109.3%	159,096	\$185	100%	\$185	\$29,418,900	8,440	\$131	80%	\$105	\$885,964
31-Dec-18	1-Jul-19	112.6%	159,096	\$208	100%	\$208	\$30,183,000	8,440	\$135	87%	\$117	\$988,588
31-Dec-19	1-Jul-20	115.9%	159,096	\$214	100%	\$214	\$34,104,568	18,203	\$139	86%	\$120	\$2,183,827
31-Dec-20	1-Jul-21	119.4%	159,096	\$221	100%	\$221	\$35,127,705	18,203	\$143	93%	\$133	\$2,423,340
31-Dec-21	1-Jul-22	123.0%	159,096	\$227	100%	\$227	\$36,181,536	18,203	\$148	96%	\$142	\$2,592,163
31-Dec-22	1-Jul-23	126.7%	159,096	\$234	100%	\$234	\$37,266,982	18,203	\$152	100%	\$152	\$2,768,934
31-Dec-23	1-Jul-24	130.5%	159,096	\$241	100%	\$241	\$38,384,992	18,203	\$157	100%	\$157	\$2,852,002
31-Dec-24	1-Jul-25	134.4%	159,096	\$249	100%	\$249	\$39,536,542	18,203	\$161	100%	\$161	\$2,937,562
31-Dec-25	1-Jul-26	138.4%	159,096	\$256	100%	\$256	\$40,722,638	18,203	\$166	100%	\$166	\$3,025,689
31-Dec-26	1-Jul-27	142.6%	159,096	\$264	100%	\$264	\$41,944,317	18,203	\$171	100%	\$171	\$3,116,460
31-Dec-27	1-Jul-28	146.9%	159,096	\$272	100%	\$272	\$43,202,646	18,203	\$176	100%	\$176	\$3,209,953
31-Dec-28	1-Jul-29	151.3%	159,096	\$280	100%	\$280	\$44,498,726	18,203	\$182	100%	\$182	\$3,306,252
31-Dec-29	1-Jul-30	155.8%	159,096	\$288	100%	\$288	\$45,833,688	18,203	\$187	100%	\$187	\$3,405,439
31-Dec-30	1-Jul-31	160.5%	159,096	\$297	100%	\$297	\$47,208,698	18,203	\$193	100%	\$193	\$3,507,603
31-Dec-31	1-Jul-32	165.3%	159,096	\$306	100%	\$306	\$48,624,959	18,203	\$198	100%	\$198	\$3,612,831
31-Dec-32	1-Jul-33	170.2%	159,096	\$315	100%	\$315	\$50,083,708	18,203	\$204	100%	\$204	\$3,721,216
31-Dec-33	1-Jul-34	175.4%	159,096	\$324	100%	\$324	\$51,586,219	18,203	\$211	100%	\$211	\$3,832,852

MuniCap, Inc.

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<sup>1</sup>Assumes an annual inflation rate of 3%. Inflation rate accounts for annual increasing assessed value, along with the decreasing real property tax rates.

<sup>2</sup>See Schedule X-A.

<sup>3</sup>Represents the actual total retail assessed value as reported by the State Department of Assessment and Taxation for tax year beginning July 1, 2017 and July 1, 2018. See Schedules XI-D and XI-E. Excludes the land assessed value for the remaining undeveloped commercial tax parcel.

<sup>4</sup>See Schedule VI.

<sup>5</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 XI-A: Projected Assessed Value - Commercial, continued

Development Year	Tax Year	Inflation Factor <sup>1</sup>	Hotel				Total Commercial Assessed Value	
			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-14	1-Jul-15	100.0%	0	\$93,282	80%	\$74,625	\$0	\$0
31-Dec-15	1-Jul-16	103.0%	0	\$96,080	80%	\$76,864	\$0	\$0
31-Dec-16	1-Jul-17	106.1%	0	\$98,963	80%	\$79,170	\$0	\$13,906,373
31-Dec-17	1-Jul-18	109.3%	0	\$101,932	80%	\$81,545	\$0	\$30,304,864
31-Dec-18	1-Jul-19	112.6%	0	\$104,989	80%	\$83,992	\$0	\$31,171,588
31-Dec-19	1-Jul-20	115.9%	0	\$108,139	80%	\$86,511	\$0	\$36,288,395
31-Dec-20	1-Jul-21	119.4%	0	\$111,383	80%	\$89,107	\$0	\$37,551,046
31-Dec-21	1-Jul-22	123.0%	120	\$114,725	80%	\$91,780	\$11,013,581	\$49,787,280
31-Dec-22	1-Jul-23	126.7%	120	\$118,167	87%	\$102,411	\$12,289,321	\$52,325,237
31-Dec-23	1-Jul-24	130.5%	120	\$121,712	93%	\$113,597	\$13,631,693	\$54,868,687
31-Dec-24	1-Jul-25	134.4%	120	\$125,363	100%	\$125,363	\$15,043,547	\$57,517,650
31-Dec-25	1-Jul-26	138.4%	120	\$129,124	100%	\$129,124	\$15,494,853	\$59,243,180
31-Dec-26	1-Jul-27	142.6%	120	\$132,997	100%	\$132,997	\$15,959,699	\$61,020,475
31-Dec-27	1-Jul-28	146.9%	120	\$136,987	100%	\$136,987	\$16,438,490	\$62,851,089
31-Dec-28	1-Jul-29	151.3%	120	\$141,097	100%	\$141,097	\$16,931,644	\$64,736,622
31-Dec-29	1-Jul-30	155.8%	120	\$145,330	100%	\$145,330	\$17,439,594	\$66,678,721
31-Dec-30	1-Jul-31	160.5%	120	\$149,690	100%	\$149,690	\$17,962,781	\$68,679,082
31-Dec-31	1-Jul-32	165.3%	120	\$154,181	100%	\$154,181	\$18,501,665	\$70,739,455
31-Dec-32	1-Jul-33	170.2%	120	\$158,806	100%	\$158,806	\$19,056,715	\$72,861,638
31-Dec-33	1-Jul-34	175.4%	120	\$163,570	100%	\$163,570	\$19,628,416	\$75,047,488

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<sup>1</sup> Assumes an annual inflation rate of 3%. Inflation rate accounts for annual increasing assessed value, along with the decreasing real property tax rates.

<sup>2</sup> See Schedule X-A.

<sup>3</sup> See Schedule VI.

<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 XI-B: Projected Assessed Value - Residential

Development Year	Tax Year	Inflation Factor <sup>1</sup>	Rental - Apartments									
			Buildings 5 & 6B					Buildings 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-14	1-Jul-15	100.0%	0	\$227,859	80%	\$182,287	\$0	\$0	\$227,859	80%	\$182,287	\$0
31-Dec-15	1-Jul-16	103.0%	0	\$234,695	80%	\$187,756	\$0	\$0	\$234,695	80%	\$187,756	\$0
31-Dec-16	1-Jul-17	106.1%	0	\$241,736	80%	\$193,389	\$0	\$0	\$241,736	80%	\$193,389	\$0
31-Dec-17	1-Jul-18	109.3%	0	\$248,988	80%	\$199,190	\$0	\$0	\$248,988	80%	\$199,190	\$0
31-Dec-18	1-Jul-19	112.6%	0	\$256,457	80%	\$205,166	\$0	\$0	\$256,457	80%	\$205,166	\$0
31-Dec-19	1-Jul-20	115.9%	0	\$264,151	80%	\$211,321	\$0	\$0	\$264,151	80%	\$211,321	\$0
31-Dec-20	1-Jul-21	119.4%	0	\$272,076	80%	\$217,661	\$0	\$0	\$272,076	80%	\$217,661	\$0
31-Dec-21	1-Jul-22	123.0%	304	\$280,238	80%	\$224,190	\$68,153,871	\$0	\$280,238	80%	\$224,190	\$0
31-Dec-22	1-Jul-23	126.7%	304	\$288,645	87%	\$250,159	\$76,048,361	\$0	\$288,645	80%	\$230,916	\$0
31-Dec-23	1-Jul-24	130.5%	304	\$297,304	93%	\$277,484	\$84,355,182	266	\$297,304	80%	\$237,844	\$63,266,386
31-Dec-24	1-Jul-25	134.4%	304	\$306,224	100%	\$306,224	\$93,091,969	266	\$306,224	87%	\$265,394	\$70,594,743
31-Dec-25	1-Jul-26	138.4%	304	\$315,410	100%	\$315,410	\$95,884,728	266	\$315,410	93%	\$294,383	\$78,305,861
31-Dec-26	1-Jul-27	142.6%	304	\$324,873	100%	\$324,873	\$98,761,270	266	\$324,873	100%	\$324,873	\$86,416,111
31-Dec-27	1-Jul-28	146.9%	304	\$334,619	100%	\$334,619	\$101,724,108	266	\$334,619	100%	\$334,619	\$89,008,594
31-Dec-28	1-Jul-29	151.3%	304	\$344,657	100%	\$344,657	\$104,775,831	266	\$344,657	100%	\$344,657	\$91,678,852
31-Dec-29	1-Jul-30	155.8%	304	\$354,997	100%	\$354,997	\$107,919,106	266	\$354,997	100%	\$354,997	\$94,429,218
31-Dec-30	1-Jul-31	160.5%	304	\$365,647	100%	\$365,647	\$111,156,679	266	\$365,647	100%	\$365,647	\$97,262,094
31-Dec-31	1-Jul-32	165.3%	304	\$376,616	100%	\$376,616	\$114,491,379	266	\$376,616	100%	\$376,616	\$100,179,957
31-Dec-32	1-Jul-33	170.2%	304	\$387,915	100%	\$387,915	\$117,926,121	266	\$387,915	100%	\$387,915	\$103,185,356
31-Dec-33	1-Jul-34	175.4%	304	\$399,552	100%	\$399,552	\$121,463,904	266	\$399,552	100%	\$399,552	\$106,280,916

<sup>1</sup>Assumes an annual inflation rate of 3%. Inflation rate accounts for annual increasing assessed value, along with the decreasing real property tax rates.

<sup>2</sup>See Schedule X-B.

<sup>3</sup>See Schedule VI.

<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 XI-B: Projected Assessed Value - Residential, continued**

Development Year Ending	Tax Year Beginning	Inflation Factor <sup>1</sup>	Rental - Apartments					For Sale - Townhomes				
			Buildings 8 & 9			Total Assessed Value	Units <sup>2</sup>	Value Per Unit <sup>5</sup>	Phase-In Percentage	Phased-In Value Per Unit	Total Assessed Value <sup>5</sup>	
			Units <sup>2</sup>	Value Per Unit <sup>3</sup>	Phase-In Percentage <sup>4</sup>							
31-Dec-14	1-Jul-15	100.0%	0	\$227,859	80%	\$182,287	\$0	0	\$0	100%	\$0	\$0
31-Dec-15	1-Jul-16	103.0%	0	\$234,695	80%	\$187,756	\$0	0	\$0	100%	\$0	\$0
31-Dec-16	1-Jul-17	106.1%	0	\$241,736	80%	\$193,389	\$0	30	\$348,340	100%	\$348,340	\$10,450,196
31-Dec-17	1-Jul-18	109.3%	0	\$248,988	80%	\$199,190	\$0	59	\$383,763	100%	\$383,763	\$22,642,000
31-Dec-18	1-Jul-19	112.6%	0	\$256,457	80%	\$205,166	\$0	59	\$431,928	100%	\$431,928	\$20,258,400
31-Dec-19	1-Jul-20	115.9%	0	\$264,151	80%	\$211,321	\$0	113	\$444,886	100%	\$444,886	\$50,272,136
31-Dec-20	1-Jul-21	119.4%	0	\$272,076	80%	\$217,661	\$0	113	\$458,233	100%	\$458,233	\$51,780,300
31-Dec-21	1-Jul-22	123.0%	0	\$280,238	80%	\$224,190	\$0	113	\$471,980	100%	\$471,980	\$53,333,709
31-Dec-22	1-Jul-23	126.7%	0	\$288,645	80%	\$230,916	\$0	113	\$486,139	100%	\$486,139	\$54,933,721
31-Dec-23	1-Jul-24	130.5%	0	\$297,304	80%	\$237,844	\$0	113	\$500,723	100%	\$500,723	\$56,581,732
31-Dec-24	1-Jul-25	134.4%	0	\$306,224	80%	\$244,979	\$0	113	\$515,745	100%	\$515,745	\$58,279,184
31-Dec-25	1-Jul-26	138.4%	0	\$315,410	80%	\$252,328	\$0	113	\$531,217	100%	\$531,217	\$60,027,560
31-Dec-26	1-Jul-27	142.6%	285	\$324,873	80%	\$259,898	\$74,070,952	113	\$547,154	100%	\$547,154	\$61,828,387
31-Dec-27	1-Jul-28	146.9%	285	\$334,619	87%	\$290,003	\$82,650,837	113	\$563,568	100%	\$563,568	\$63,683,238
31-Dec-28	1-Jul-29	151.3%	285	\$344,657	93%	\$321,680	\$91,678,852	113	\$580,476	100%	\$580,476	\$65,593,735
31-Dec-29	1-Jul-30	155.8%	285	\$354,997	100%	\$354,997	\$101,174,162	113	\$597,890	100%	\$597,890	\$67,561,547
31-Dec-30	1-Jul-31	160.5%	285	\$365,647	100%	\$365,647	\$104,209,387	113	\$615,826	100%	\$615,826	\$69,588,394
31-Dec-31	1-Jul-32	165.3%	285	\$376,616	100%	\$376,616	\$107,335,668	113	\$634,301	100%	\$634,301	\$71,676,046
31-Dec-32	1-Jul-33	170.2%	285	\$387,915	100%	\$387,915	\$110,555,738	113	\$653,330	100%	\$653,330	\$73,826,327
31-Dec-33	1-Jul-34	175.4%	285	\$399,552	100%	\$399,552	\$113,872,410	113	\$672,930	100%	\$672,930	\$76,041,117

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<sup>1</sup>Assumes an annual inflation rate of 3%. Inflation rate accounts for annual increasing assessed value, along with the decreasing real property tax rates.

<sup>2</sup>See Schedule X-B.

<sup>3</sup>See Schedule VI.

<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.

<sup>5</sup>Represents the actual total for sale townhome assessed value as reported by the State Department of Assessment and Taxation for tax year beginning July 1, 2017 and July 1, 2018. See Schedules XI-D and XI-E. Excludes the land assessed value for the remaining undeveloped for sale townhome tax parcels.

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

**Schedule XI-C: Assessed Values as of 2016<sup>1</sup>**

Account Identifier	Municipality	SF	Total Acreage	Land Use	Assessed Value		
					Land	Improvements	Total
<b>Commercial</b>							
195548543	Riverdale	-	4.9405	Market	\$2,153,900	\$0	\$2,153,900
195548645	Riverdale	-	1.0155	Retail Store	\$481,500	\$0	\$481,500
195548656	Riverdale	-	2.0680	Restaurant	\$900,800	\$0	\$900,800
195548667	Riverdale	-	1.5321	Retail Store	\$667,300	\$0	\$667,300
195548942	Riverdale	-	1.7542	Commercial	\$764,100	\$0	\$764,100
Subtotal commercial							\$4,967,600
<b>Rental</b>							
195548931	Riverdale	-	3.5592	Apartment	\$1,550,300	\$0	\$1,550,300
195549104	Riverdale	-	-	Apartment	\$348,900	\$0	\$348,900
195549401	Riverdale	-	2.9709	Apartment	\$1,294,100	\$0	\$1,294,100
195549412	Riverdale	-	2.3741	Apartment	\$1,034,100	\$0	\$1,034,100
195550080	Riverdale	-	-	Apartment	\$487,300	\$0	\$487,300
Subtotal rental							\$4,714,700
<b>For Sale Townhomes</b>							
195548587	Riverdale	2,428	-	Townhome	\$9,000	\$0	\$9,000
195548598	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548601	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548612	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548623	Riverdale	992	-	Townhome	\$9,000	\$0	\$9,000
195548634	Riverdale	1,240	-	Townhome	\$9,000	\$0	\$9,000
195548691	Riverdale	1,240	-	Townhome	\$9,000	\$0	\$9,000
195548703	Riverdale	992	-	Townhome	\$9,000	\$0	\$9,000
195548714	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548725	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548736	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548747	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548758	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548760	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548771	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548782	Riverdale	992	-	Townhome	\$9,000	\$0	\$9,000
195548793	Riverdale	1,240	-	Townhome	\$9,000	\$0	\$9,000
195548805	Riverdale	1,240	-	Townhome	\$9,000	\$0	\$9,000
195548816	Riverdale	992	-	Townhome	\$9,000	\$0	\$9,000
195548827	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548838	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548840	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548851	Riverdale	992	-	Townhome	\$9,000	\$0	\$9,000
195548862	Riverdale	992	-	Townhome	\$9,000	\$0	\$9,000
195548873	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548884	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548895	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195548907	Riverdale	992	-	Townhome	\$9,000	\$0	\$9,000
195548918	Riverdale	992	-	Townhome	\$9,000	\$0	\$9,000
195548920	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195549002	Riverdale	1,240	-	Townhome	\$9,000	\$0	\$9,000
195549013	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195549024	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195549035	Riverdale	1,240	-	Townhome	\$9,000	\$0	\$9,000
195549046	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195549057	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195549068	Riverdale	1,116	-	Townhome	\$9,000	\$0	\$9,000
195549070	Riverdale	992	-	Townhome	\$9,000	\$0	\$9,000
195549081	Riverdale	1,240	-	Townhome	\$9,000	\$0	\$9,000
195549148	Riverdale	1,160	-	Townhome	\$9,000	\$0	\$9,000
195549150	Riverdale	928	-	Townhome	\$9,000	\$0	\$9,000
195549161	Riverdale	928	-	Townhome	\$9,000	\$0	\$9,000
195549172	Riverdale	928	-	Townhome	\$9,000	\$0	\$9,000
195549183	Riverdale	928	-	Townhome	\$9,000	\$0	\$9,000
195549194	Riverdale	1,044	-	Townhome	\$9,000	\$0	\$9,000
195549206	Riverdale	1,160	-	Townhome	\$9,000	\$0	\$9,000
195549217	Riverdale	1,220	-	Townhome	\$9,000	\$0	\$9,000
195549228	Riverdale	1,098	-	Townhome	\$9,000	\$0	\$9,000
195549230	Riverdale	976	-	Townhome	\$9,000	\$0	\$9,000
195549241	Riverdale	976	-	Townhome	\$9,000	\$0	\$9,000
195549252	Riverdale	976	-	Townhome	\$9,000	\$0	\$9,000
195549263	Riverdale	1,098	-	Townhome	\$9,000	\$0	\$9,000
195549274	Riverdale	1,220	-	Townhome	\$9,000	\$0	\$9,000

MuniCap, Inc.

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<sup>1</sup>Source: Maryland State Department of Assessments and Taxation.

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

**Schedule XI-C: Assessed Values as of 2016<sup>1</sup>, continued**

Account Identifier	Municipality	SF	Total Acreage	Land Use	Assessed Value		
					Land	Improvements	Total
195549285	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
195549296	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549308	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549310	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195549321	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549332	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549343	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549354	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549365	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195549376	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549387	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549398	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
195549503	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549514	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549525	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549536	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549547	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549558	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549560	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549571	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549582	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549593	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549605	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549616	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549627	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549638	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549640	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549651	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549662	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549673	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549684	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
195549695	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549707	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549718	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195549720	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549731	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549742	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549753	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549764	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195549775	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549786	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549797	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
195549800	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549811	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549822	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549833	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549844	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549855	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549866	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549877	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549888	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549890	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549902	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549913	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549924	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549935	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549946	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549957	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549968	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549970	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549981	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549992	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195550001	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195550012	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195550023	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195550034	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
Subtotal for sale townhomes							\$1,071,000
<b>Total</b>							<b>\$10,753,300</b>

MuniCap, Inc.

11-Jun-18

<sup>1</sup>Source: Maryland State Department of Assessments and Taxation.

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

Schedule XI-D: Assessed Values as of July 1, 2017<sup>1</sup>

Account Identifier	Municipality	SF	Total Acreage	Land Use	Assessed Value		
					Land	Improvements	Total
<b>Commercial</b>							
195548543	Riverdale	47,816	4.9405	Market	\$5,380,200	\$8,526,173	\$13,906,373
195548645	Riverdale	-	1.0155	Retail Store	\$481,500	\$0	\$481,500
195548656	Riverdale	-	2.0680	Restaurant	\$900,800	\$0	\$900,800
195548667	Riverdale	-	1.5321	Retail Store	\$667,300	\$0	\$667,300
195548942	Riverdale	-	1.7542	Commercial	\$764,100	\$0	\$764,100
Subtotal commercial		47,816					\$16,720,073
<b>Rental</b>							
195548931	Riverdale	-	3.5592	Residential	\$1,550,300	\$0	\$1,550,300
195549104	Riverdale	-	-	Residential	\$348,900	\$0	\$348,900
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		47,816					\$4,714,700
<b>For Sale Townhomes</b>							
195548587	Riverdale	2,428	-	Town House	\$100,000	\$290,967	\$390,967
195548598	Riverdale	1,116	-	Town House	\$100,000	\$245,033	\$345,033
195548601	Riverdale	1,116	-	Town House	\$100,000	\$228,400	\$328,400
195548612	Riverdale	1,116	-	Town House	\$100,000	\$249,267	\$349,267
195548623	Riverdale	992	-	Town House	\$100,000	\$224,533	\$324,533
195548634	Riverdale	1,240	-	Town House	\$100,000	\$290,967	\$390,967
195548691	Riverdale	1,240	-	Town House	\$100,000	\$290,967	\$390,967
195548703	Riverdale	992	-	Town House	\$100,000	\$228,933	\$328,933
195548714	Riverdale	1,116	-	Town House	\$100,000	\$225,933	\$325,933
195548725	Riverdale	1,116	-	Town House	\$100,000	\$248,033	\$348,033
195548736	Riverdale	1,116	-	Town House	\$100,000	\$225,933	\$325,933
195548747	Riverdale	1,116	-	Town House	\$100,000	\$249,100	\$349,100
195548758	Riverdale	1,116	-	Town House	\$100,000	\$228,233	\$328,233
195548760	Riverdale	1,116	-	Town House	\$100,000	\$246,700	\$346,700
195548771	Riverdale	1,116	-	Town House	\$100,000	\$227,533	\$327,533
195548782	Riverdale	992	-	Town House	\$100,000	\$225,933	\$325,933
195548793	Riverdale	1,240	-	Town House	\$100,000	\$289,100	\$389,100
195548805	Riverdale	1,240	-	Town House	\$100,000	\$290,600	\$390,600
195548816	Riverdale	992	-	Town House	\$100,000	\$226,033	\$326,033
195548827	Riverdale	1,116	-	Town House	\$100,000	\$249,800	\$349,800
195548838	Riverdale	1,116	-	Town House	\$100,000	\$249,800	\$349,800
195548840	Riverdale	1,116	-	Town House	\$100,000	\$244,933	\$344,933
195548851	Riverdale	992	-	Town House	\$100,000	\$250,333	\$350,333
195548862	Riverdale	992	-	Town House	\$100,000	\$229,667	\$329,667
195548873	Riverdale	1,116	-	Town House	\$100,000	\$249,800	\$349,800
195548884	Riverdale	1,116	-	Town House	\$100,000	\$248,733	\$348,733
195548895	Riverdale	1,116	-	Town House	\$100,000	\$249,800	\$349,800
195548907	Riverdale	992	-	Town House	\$100,000	\$229,667	\$329,667
195548918	Riverdale	992	-	Town House	\$100,000	\$248,633	\$348,633
195548920	Riverdale	1,116	-	Town House	\$100,000	\$266,833	\$366,833
195549002	Riverdale	1,240	-	Town House	\$9,000	\$0	\$9,000
195549013	Riverdale	1,116	-	Town House	\$9,000	\$0	\$9,000
195549024	Riverdale	1,116	-	Town House	\$9,000	\$0	\$9,000
195549035	Riverdale	1,240	-	Town House	\$9,000	\$0	\$9,000
195549046	Riverdale	1,116	-	Town House	\$9,000	\$0	\$9,000
195549057	Riverdale	1,116	-	Town House	\$9,000	\$0	\$9,000
195549068	Riverdale	1,116	-	Town House	\$9,000	\$0	\$9,000
195549070	Riverdale	992	-	Town House	\$9,000	\$0	\$9,000
195549081	Riverdale	1,240	-	Town House	\$9,000	\$0	\$9,000
195549148	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549150	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549161	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549172	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549183	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549194	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549206	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549217	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549228	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549230	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549241	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549252	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549263	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549274	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000

MuniCap, Inc.

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<sup>1</sup>Source: Maryland State Department of Assessments and Taxation.

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

Schedule XI-D: Assessed Values as of July 1, 2017<sup>1</sup>, continued

Account Identifier	Municipality	SF	Total Acreage	Land Use	Assessed Value		
					Land	Improvements	Total
195549285	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
195549296	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549308	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549310	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195549321	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549332	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549343	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549354	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549365	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195549376	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549387	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549398	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
195549503	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549514	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549525	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549536	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549547	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549558	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549560	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549571	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549582	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549593	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549605	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549616	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549627	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549638	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549640	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549651	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549662	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549673	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549684	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
195549695	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549707	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549718	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195549720	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549731	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549742	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549753	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549764	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195549775	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549786	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549797	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
195549800	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549811	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549822	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549833	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549844	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549855	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549866	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549877	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549888	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549890	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549902	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549913	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549924	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549935	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549946	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549957	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549968	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549970	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549981	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549992	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195550001	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195550012	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195550023	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195550034	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
Subtotal for sale townhomes							\$11,294,458
<b>Total</b>							<b>\$32,729,231</b>

MuniCap, Inc.

11-Jun-18

<sup>1</sup>Source: Maryland State Department of Assessments and Taxation.



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

Schedule XI-E: Assessed Values as of July 1, 2018<sup>1</sup>

Account Identifier	Municipality	SF	Total Acreage	Land Use	Assessed Value		
					Land	Improvements	Total
<b>Commercial</b>							
195548543	Riverdale	47,816	4.9405	Market	\$5,380,200	\$8,969,300	\$14,349,500
195548645	Riverdale	9,280	1.0155	Retail Store	\$1,203,800	\$1,137,800	\$2,341,600
195548656	Riverdale	28,244	2.0680	Restaurant	\$2,252,000	\$3,198,700	\$5,450,700
195548667	Riverdale	73,756	1.5321	Retail Store	\$1,668,400	\$5,608,700	\$7,277,100
195548942	Riverdale	-	1.7542	Commercial	\$764,100	\$0	\$764,100
Subtotal commercial		159,096					\$30,183,000
<b>Rental</b>							
195548931	Riverdale	-	3.5592	Residential	\$1,550,300	\$0	\$1,550,300
195549104	Riverdale	-	-	Residential	\$348,900	\$0	\$348,900
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							\$4,714,700
<b>For Sale Townhomes</b>							
195548587	Riverdale	2,428	-	Town House	\$100,000	\$329,400	\$429,400
195548598	Riverdale	1,116	-	Town House	\$100,000	\$277,400	\$377,400
195548601	Riverdale	1,116	-	Town House	\$100,000	\$258,600	\$358,600
195548612	Riverdale	1,116	-	Town House	\$100,000	\$282,200	\$382,200
195548623	Riverdale	992	-	Town House	\$100,000	\$254,200	\$354,200
195548634	Riverdale	1,240	-	Town House	\$100,000	\$329,400	\$429,400
195548691	Riverdale	1,240	-	Town House	\$100,000	\$329,400	\$429,400
195548703	Riverdale	992	-	Town House	\$100,000	\$259,200	\$359,200
195548714	Riverdale	1,116	-	Town House	\$100,000	\$255,800	\$355,800
195548725	Riverdale	1,116	-	Town House	\$100,000	\$280,800	\$380,800
195548736	Riverdale	1,116	-	Town House	\$100,000	\$255,800	\$355,800
195548747	Riverdale	1,116	-	Town House	\$100,000	\$282,000	\$382,000
195548758	Riverdale	1,116	-	Town House	\$100,000	\$258,400	\$358,400
195548760	Riverdale	1,116	-	Town House	\$100,000	\$279,300	\$379,300
195548771	Riverdale	1,116	-	Town House	\$100,000	\$257,600	\$357,600
195548782	Riverdale	992	-	Town House	\$100,000	\$255,800	\$355,800
195548793	Riverdale	1,240	-	Town House	\$100,000	\$327,300	\$427,300
195548805	Riverdale	1,240	-	Town House	\$100,000	\$329,000	\$429,000
195548816	Riverdale	992	-	Town House	\$100,000	\$255,900	\$355,900
195548827	Riverdale	1,116	-	Town House	\$100,000	\$282,800	\$382,800
195548838	Riverdale	1,116	-	Town House	\$100,000	\$282,800	\$382,800
195548840	Riverdale	1,116	-	Town House	\$100,000	\$277,300	\$377,300
195548851	Riverdale	992	-	Town House	\$100,000	\$283,400	\$383,400
195548862	Riverdale	992	-	Town House	\$100,000	\$260,000	\$360,000
195548873	Riverdale	1,116	-	Town House	\$100,000	\$282,800	\$382,800
195548884	Riverdale	1,116	-	Town House	\$100,000	\$281,600	\$381,600
195548895	Riverdale	1,116	-	Town House	\$100,000	\$282,800	\$382,800
195548907	Riverdale	992	-	Town House	\$100,000	\$260,000	\$360,000
195548918	Riverdale	992	-	Town House	\$100,000	\$281,500	\$381,500
195548920	Riverdale	1,116	-	Town House	\$100,000	\$302,100	\$402,100
195549002	Riverdale	1,240	-	Town House	\$100,000	\$325,800	\$425,800
195549013	Riverdale	1,116	-	Town House	\$100,000	\$278,900	\$378,900
195549024	Riverdale	1,116	-	Town House	\$100,000	\$256,800	\$356,800
195549035	Riverdale	1,240	-	Town House	\$100,000	\$304,300	\$404,300
195549046	Riverdale	1,116	-	Town House	\$100,000	\$257,500	\$357,500
195549057	Riverdale	1,116	-	Town House	\$100,000	\$279,700	\$379,700
195549068	Riverdale	1,116	-	Town House	\$100,000	\$257,500	\$357,500
195549070	Riverdale	992	-	Town House	\$100,000	\$257,500	\$357,500
195549081	Riverdale	1,240	-	Town House	\$100,000	\$325,800	\$425,800
195549148	Riverdale	1,160	-	Town House	\$100,000	\$325,800	\$425,800
195549150	Riverdale	928	-	Town House	\$100,000	\$279,800	\$379,800
195549161	Riverdale	928	-	Town House	\$100,000	\$256,800	\$356,800
195549172	Riverdale	928	-	Town House	\$100,000	\$278,300	\$378,300
195549183	Riverdale	928	-	Town House	\$100,000	\$257,700	\$357,700
195549194	Riverdale	1,044	-	Town House	\$100,000	\$279,700	\$379,700
195549206	Riverdale	1,160	-	Town House	\$100,000	\$325,600	\$425,600
195549217	Riverdale	1,220	-	Town House	\$100,000	\$325,800	\$425,800
195549228	Riverdale	1,098	-	Town House	\$100,000	\$277,000	\$377,000
195549230	Riverdale	976	-	Town House	\$100,000	\$256,000	\$356,000
195549241	Riverdale	976	-	Town House	\$100,000	\$255,000	\$355,000
195549252	Riverdale	976	-	Town House	\$100,000	\$257,600	\$357,600
195549263	Riverdale	1,098	-	Town House	\$100,000	\$279,100	\$379,100
195549274	Riverdale	1,220	-	Town House	\$100,000	\$325,800	\$425,800

MuniCap, Inc.

11-Jun-18

<sup>1</sup>Source: Maryland State Department of Assessments and Taxation.

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

Schedule XI-E: Assessed Values as of July 1, 2018<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	\$365,300	\$465,300
195549296	Riverdale	1,008	-	Town House	\$100,000	\$277,000	\$377,000
195549308	Riverdale	1,008	-	Town House	\$100,000	\$279,700	\$379,700
195549310	Riverdale	896	-	Town House	\$100,000	\$256,800	\$356,800
195549321	Riverdale	1,008	-	Town House	\$100,000	\$279,200	\$379,200
195549332	Riverdale	1,120	-	Town House	\$100,000	\$325,600	\$425,600
195549343	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549354	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549365	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195549376	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549387	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549398	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
195549503	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549514	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549525	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549536	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549547	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549558	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549560	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549571	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549582	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549593	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549605	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549616	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549627	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549638	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549640	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549651	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549662	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549673	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549684	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
195549695	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549707	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549718	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195549720	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549731	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549742	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549753	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549764	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195549775	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549786	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195549797	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
195549800	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549811	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549822	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549833	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549844	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549855	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549866	Riverdale	1,044	-	Town House	\$9,000	\$0	\$9,000
195549877	Riverdale	928	-	Town House	\$9,000	\$0	\$9,000
195549888	Riverdale	1,160	-	Town House	\$9,000	\$0	\$9,000
195549890	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549902	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549913	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549924	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549935	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549946	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549957	Riverdale	1,098	-	Town House	\$9,000	\$0	\$9,000
195549968	Riverdale	976	-	Town House	\$9,000	\$0	\$9,000
195549970	Riverdale	1,220	-	Town House	\$9,000	\$0	\$9,000
195549981	Riverdale	1,120	-	Town House	\$9,000	\$0	\$9,000
195549992	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195550001	Riverdale	896	-	Town House	\$9,000	\$0	\$9,000
195550012	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195550023	Riverdale	1,008	-	Town House	\$9,000	\$0	\$9,000
195550034	Riverdale	1,520	-	Town House	\$9,000	\$0	\$9,000
Subtotal for sale townhomes							\$23,182,000
<b>Total</b>							<b>\$58,079,700</b>

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11-Jun-18

<sup>1</sup>Source: Maryland State Department of Assessments and Taxation.

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

Schedule XII: Projected Total Assessed Value

Development Year Ending	Tax Year Beginning	Inflation Factor <sup>1</sup>	Total Projected Assessed Value		Total Existing Assessed Value <sup>4</sup>	Total Assessed Value
			Commercial <sup>2</sup>	Residential <sup>3</sup>		
31-Dec-14	1-Jul-15	100.0%	\$0	\$0	\$10,753,300	\$10,753,300
31-Dec-15	1-Jul-16	103.0%	\$0	\$0	\$10,753,300	\$10,753,300
31-Dec-16	1-Jul-17	106.1%	\$13,906,373	\$10,450,196	\$8,372,662	\$32,729,231
31-Dec-17	1-Jul-18	109.3%	\$30,304,864	\$22,642,000	\$6,018,800	\$58,965,664
31-Dec-18	1-Jul-19	112.6%	\$31,171,588	\$20,258,400	\$4,692,282	\$56,122,270
31-Dec-19	1-Jul-20	115.9%	\$36,288,395	\$50,272,136	\$4,159,715	\$90,720,246
31-Dec-20	1-Jul-21	119.4%	\$37,551,046	\$51,780,300	\$4,159,715	\$93,491,061
31-Dec-21	1-Jul-22	123.0%	\$49,787,280	\$121,487,580	\$2,491,822	\$173,766,683
31-Dec-22	1-Jul-23	126.7%	\$52,325,237	\$130,982,082	\$2,491,822	\$185,799,141
31-Dec-23	1-Jul-24	130.5%	\$54,868,687	\$204,203,301	\$1,288,874	\$260,360,861
31-Dec-24	1-Jul-25	134.4%	\$57,517,650	\$221,965,896	\$1,288,874	\$280,772,420
31-Dec-25	1-Jul-26	138.4%	\$59,243,180	\$234,218,149	\$1,288,874	\$294,750,202
31-Dec-26	1-Jul-27	142.6%	\$61,020,475	\$321,076,719	\$0	\$382,097,194
31-Dec-27	1-Jul-28	146.9%	\$62,851,089	\$337,066,777	\$0	\$399,917,867
31-Dec-28	1-Jul-29	151.3%	\$64,736,622	\$353,727,270	\$0	\$418,463,892
31-Dec-29	1-Jul-30	155.8%	\$66,678,721	\$371,084,032	\$0	\$437,762,753
31-Dec-30	1-Jul-31	160.5%	\$68,679,082	\$382,216,553	\$0	\$450,895,636
31-Dec-31	1-Jul-32	165.3%	\$70,739,455	\$393,683,050	\$0	\$464,422,505
31-Dec-32	1-Jul-33	170.2%	\$72,861,638	\$405,493,542	\$0	\$478,355,180
31-Dec-33	1-Jul-34	175.4%	\$75,047,488	\$417,658,348	\$0	\$492,705,835

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11-Jun-18

<sup>1</sup>Assumes an annual inflation rate of 3%. Inflation rate accounts for annual increasing assessed value, along with the decreasing real property tax rates.

<sup>2</sup>See Schedule XI-A.

<sup>3</sup>See Schedule XI-B.

<sup>4</sup>Represents the actual assessed value reported by the State Department of Assessment and Taxation for tax year beginning July, 2015, July 1, 2016, July 1, 2017, and July 1, 2018. Beginning tax year beginning July 1, 2019 assumes actual assessed value reported by the State Department of Assessment and Taxation is reduced based on the pro rata square foot rate of absorption shown on Schedules X-A and X-B. See Schedules XI-C, XI-D and XI-E for actual assessed values.

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

Schedule XIII: 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 <sup>3</sup>
19 2128080	Calvert Tract LLC Etal	6667 Baltimore Avenue	26.8	1/1/2010	\$1,090,800	\$0	\$1,090,800
19 2128072	Calvert Tract LLC Etal	Baltimore Avenue	1.4	1/1/2010	\$35,800	\$0	\$35,800
19 2128106	Calvert Tract LLC Etal	Washington Baltimore Boulevard	7.9	1/1/2010	\$323,000	\$0	\$323,000
Total			36.12		\$1,449,600	\$0	\$1,449,600

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11-Jun-18

<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.

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

Schedule XIV: Projected Net Incremental Real Property Taxes - Town of Riverdale Park

Tax Year	Bond Year	Total Projected Assessed Value <sup>1</sup>	Base Value <sup>2</sup>	Total Incremental Value	Town of Riverdale Park Tax Rate <sup>3</sup>	Total Incremental Tax Revenues	Incremental Tax Revenues Available for Debt Service <sup>4</sup>	Available Incremental Tax Revenue <sup>5</sup>
1-Jul-15	15-Jun-16	\$10,753,300	(\$1,449,600)	\$9,303,700	\$0.566	\$52,659	100%	\$52,659
1-Jul-16	15-Jun-17	\$10,753,300	(\$1,449,600)	\$9,303,700	\$0.566	\$52,659	100%	\$52,659
1-Jul-17	15-Jun-18	\$41,211,817	(\$1,449,600)	\$39,762,217	\$0.566	\$225,054	100%	\$225,054
1-Jul-18	15-Jun-19	\$58,965,664	(\$1,449,600)	\$57,516,064	\$0.566	\$325,541	100%	\$325,541
1-Jul-19	15-Jun-20	\$56,122,270	(\$1,449,600)	\$54,672,670	\$0.566	\$309,447	100%	\$309,447
1-Jul-20	15-Jun-21	\$90,720,246	(\$1,449,600)	\$89,270,646	\$0.566	\$505,272	100%	\$505,272
1-Jul-21	15-Jun-22	\$93,491,061	(\$1,449,600)	\$92,041,461	\$0.566	\$520,955	100%	\$520,955
1-Jul-22	15-Jun-23	\$173,766,683	(\$1,449,600)	\$172,317,083	\$0.566	\$975,315	100%	\$975,315
1-Jul-23	15-Jun-24	\$185,799,141	(\$1,449,600)	\$184,349,541	\$0.566	\$1,043,418	100%	\$1,043,418
1-Jul-24	15-Jun-25	\$260,360,861	(\$1,449,600)	\$258,911,261	\$0.566	\$1,465,438	100%	\$1,465,438
1-Jul-25	15-Jun-26	\$280,772,420	(\$1,449,600)	\$279,322,820	\$0.566	\$1,580,967	100%	\$1,580,967
1-Jul-26	15-Jun-27	\$294,750,202	(\$1,449,600)	\$293,300,602	\$0.566	\$1,660,081	100%	\$1,660,081
1-Jul-27	15-Jun-28	\$382,097,194	(\$1,449,600)	\$380,647,594	\$0.566	\$2,154,465	100%	\$2,154,465
1-Jul-28	15-Jun-29	\$399,917,867	(\$1,449,600)	\$398,468,267	\$0.566	\$2,255,330	100%	\$2,255,330
1-Jul-29	15-Jun-30	\$418,463,892	(\$1,449,600)	\$417,014,292	\$0.566	\$2,360,301	100%	\$2,360,301
1-Jul-30	15-Jun-31	\$437,762,753	(\$1,449,600)	\$436,313,153	\$0.566	\$2,469,532	100%	\$2,469,532
1-Jul-31	15-Jun-32	\$450,895,636	(\$1,449,600)	\$449,446,036	\$0.566	\$2,543,865	100%	\$2,543,865
1-Jul-32	15-Jun-33	\$464,422,505	(\$1,449,600)	\$462,972,905	\$0.566	\$2,620,427	100%	\$2,620,427
1-Jul-33	15-Jun-34	\$478,355,180	(\$1,449,600)	\$476,905,580	\$0.566	\$2,699,286	100%	\$2,699,286
1-Jul-34	15-Jun-35	\$492,705,835	(\$1,449,600)	\$491,256,235	\$0.566	\$2,780,510	100%	\$2,780,510
<b>Total</b>						<b>\$28,600,522</b>		<b>\$28,600,522</b>

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11-Jun-18

<sup>1</sup>See Schedule XII. Actual assessed value for tax year beginning July 1, 2017 increased due to interim increase in assessed value as determined and reported by the Administrator as of May 18, 2018.

<sup>2</sup>See Schedule XIII.

<sup>3</sup>Represents the actual tax rates for FY 2016, 2017 and 2018. Source: Town Administrator for Town of Riverdale Park, Maryland.

<sup>4</sup>Assumes 100% of Town of Riverdale Park real property incremental tax revenues are pledged to debt service.

<sup>5</sup>Represents the actual Tax Increment Revenues reported to the Town by the Administrator for tax year beginning July 1, 2015, July 1, 2016, and July 1, 2017.

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

*Debt Service Coverage*

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

**Schedule XV: 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-14	15-Jun-15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA
1-Jul-15	15-Jun-16	\$52,659	(\$10,500)	\$42,159	\$0	\$0	(\$10,500)	\$42,159	502%
1-Jul-16	15-Jun-17	\$52,659	(\$21,250)	\$31,409	\$0	\$0	(\$21,250)	\$31,409	248%
1-Jul-17	15-Jun-18	\$225,054	(\$243,417)	(\$18,363)	\$18,363	\$0	(\$225,054)	\$0	100%
1-Jul-18	15-Jun-19	\$325,541	(\$386,780)	(\$61,240)	\$61,240	\$0	(\$325,541)	\$0	100%
1-Jul-19	15-Jun-20	\$309,447	(\$386,531)	(\$77,084)	\$77,084	\$0	(\$309,447)	\$0	100%
1-Jul-20	15-Jun-21	\$505,272	(\$386,725)	\$118,547	\$0	(\$118,547)	(\$505,272)	\$0	100%
1-Jul-21	15-Jun-22	\$520,955	(\$387,292)	\$133,663	\$0	(\$38,140)	(\$425,432)	\$95,522	122%
1-Jul-22	15-Jun-23	\$975,315	(\$387,162)	\$588,152	\$0	\$0	(\$387,162)	\$588,152	252%
1-Jul-23	15-Jun-24	\$1,043,418	(\$387,336)	\$656,083	\$0	\$0	(\$387,336)	\$656,083	269%
1-Jul-24	15-Jun-25	\$1,465,438	(\$387,742)	\$1,077,696	\$0	\$0	(\$387,742)	\$1,077,696	378%
1-Jul-25	15-Jun-26	\$1,580,967	(\$388,312)	\$1,192,655	\$0	\$0	(\$388,312)	\$1,192,655	407%
1-Jul-26	15-Jun-27	\$1,660,081	(\$387,975)	\$1,272,106	\$0	\$0	(\$387,975)	\$1,272,106	428%
1-Jul-27	15-Jun-28	\$2,154,465	(\$388,732)	\$1,765,733	\$0	\$0	(\$388,732)	\$1,765,733	554%
1-Jul-28	15-Jun-29	\$2,255,330	(\$388,442)	\$1,866,888	\$0	\$0	(\$388,442)	\$1,866,888	581%
1-Jul-29	15-Jun-30	\$2,360,301	(\$389,106)	\$1,971,195	\$0	\$0	(\$389,106)	\$1,971,195	607%
1-Jul-30	15-Jun-31	\$2,469,532	(\$388,584)	\$2,080,949	\$0	\$0	(\$388,584)	\$2,080,949	636%
1-Jul-31	15-Jun-32	\$2,543,865	(\$388,875)	\$2,154,989	\$0	\$0	(\$388,875)	\$2,154,989	654%
1-Jul-32	15-Jun-33	\$2,620,427	(\$389,840)	\$2,230,586	\$0	\$0	(\$389,840)	\$2,230,586	672%
1-Jul-33	15-Jun-34	\$2,699,286	(\$389,339)	\$2,309,946	\$0	\$0	(\$389,339)	\$2,309,946	693%
1-Jul-34	15-Jun-35	\$2,780,510	(\$392,766)	\$2,387,744	\$0	\$0	(\$392,766)	\$2,387,744	708%
<b>Total</b>		<b>\$28,600,522</b>	<b>(\$6,876,709)</b>	<b>\$21,723,813</b>	<b>\$156,687</b>	<b>(\$156,687)</b>	<b>(\$6,876,709)</b>	<b>\$21,723,813</b>	

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11-Jun-18

<sup>1</sup>See Schedule XIV.

<sup>2</sup>See Schedule V.

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APPENDIX F  
2018-OR-13

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1 **COUNCIL OF THE TOWN OF RIVERDALE PARK**

2  
3 **ORDINANCE 2018-OR-13**

4  
5  
6 **Introduced By:** CM Marsha Dixon

7  
8 **Date Introduced:** October 1, 2018

9  
10 **Date Adopted:** November 5, 2018

11  
12 **Date Effective:** November 25, 2018

13  
14  
15 **AN ORDINANCE** concerning

16  
17 **Fee Schedule**

18  
19 **FOR** the purpose of revising the schedule of certain charges and fees imposed and collected by  
20 the Town of Riverdale Park.

21  
22 **BY** repealing

23  
24 Chapter 23, CHARGES AND FEES  
25 Section 23-1(b)  
26 Code of the Town of Riverdale Park  
27 (January 2008 Revision as Supplemented)

28  
29 **BY** adding

30  
31 Chapter 23, CHARGES AND FEES  
32 Section 23-1(b)  
33 Code of the Town of Riverdale Park  
34 (January 2008 Revision as Supplemented)

35  
36 **SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF**  
37 **RIVERDALE PARK**, that Section 23-1(b) of Chapter 23, CHARGES AND FEES, of the Code  
38 of the Town of Riverdale Park (January 2008 Revision as Supplemented), is repealed and new  
39 Section 23-1(b) is added to said Code and Chapter to stand in the place of the Section repealed  
40 and to read as follows:

41  
42 **Chapter 23 CHARGES AND FEES**

43  
44 **§23-1. Imposition of Charges and Fee FEES.**

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(B) THE TOWN MAY COLLECT THE FOLLOWING FEES AND CHARGES IN THE AMOUNTS SPECIFIED:

(1) UNPAID FINES COLLECTION FEE - \$15.00

(2) POLICE DEPARTMENT FINGERPRINTING - \$60.00, EXCEPT \$40.00 WHEN PERFORMED FOR A NON-PROFIT ORGANIZATION.

(3) POLICE DEPARTMENT FLAGGING RECEIPT - \$25.00

(4) POLICE DEPARTMENT VEHICLE IMPOUND RELEASE - \$50.00

(5) POLICE DEPARTMENT ACCIDENT/INCIDENT REPORTS - \$25.00

(6) ABATEMENT FEES (FOR ABATING CODE VIOLATIONS ON PRIVATE PROPERTY):

(A) ABATEMENT FEE: \$200.00.

(B) LABOR AND SUPPLIES: ACTUAL COST INCLUDING ADMINISTRATIVE ALLOCATION.

(C) EQUIPMENT USE OR RENTAL: ACTUAL COST INCLUDING ADMINISTRATIVE ALLOCATION.

(D) DUMPING FEE: ACTUAL COST.

(E) TECHNOLOGY FEE: \$30.00.

(7) ANNUAL ALARM REGISTRATION FEE: \$40.00.

(8) PHOTOCOPIES: \$.25 PER PAGE.


(9) CD, DVD, USB DRIVE, OR ANY OTHER ELECTRONIC STORAGE DEVICE (DOES NOT INCLUDE RESEARCH TIME PERMITTED BY THE MARYLAND PUBLIC INFORMATION ACT): \$15.00.

(10) CREDIT CARD CONVENIENCE FEE (FOR THE PAYMENT OF ROUTINE CHARGES ON-LINE WITH A CREDIT CARD): \$2.50 PER TRANSACTION.


**SECTION 2: AND BE IT FURTHER ENACTED** that this Ordinance shall become effective twenty (20) calendar days after its passage by the Council.

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ATTEST:

  
\_\_\_\_\_  
John Lestitian, Town Manager

COUNCIL OF THE TOWN OF  
RIVERDALE PARK

  
\_\_\_\_\_  
Alan K. Thompson, Mayor

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

Underlining indicates amendments to the Ordinance.

~~Strike Out~~ indicates matter deleted from the law or stricken from the Ordinance by amendment.

\*\*\* indicate omission of existing text not modified by this Ordinance.

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APPENDIX G  
Municipal  
Tax Rate  
Comparison

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## Municipal Real Property Tax Rate Comparison


City /Town	Local	County	Total
Colmar Manor	1.0400	0.9060	1.9460
Mount Rainier	0.8300	0.8600	1.6900
District Heights	0.8175	0.8700	1.6875
Greenbelt	0.8125	0.8490	1.6615
Morningside	0.7800	0.9360	1.7160
Bladensburg	0.7400	0.8790	1.6190
Laurel	0.7100	0.8190	1.5290
New Carrollton	0.6625	0.8840	1.5465
<b>Riverdale Park</b>	<b>0.6540</b>	<b>0.8670</b>	<b>1.5210</b>
Hyattsville	0.6300	0.8570	1.4870
Cottage City	0.6090	0.9020	1.5110
Edmonston	0.5978	0.9100	1.5078
Seat Pleasant	0.5800	0.8790	1.4590
Forest Heights	0.5473	0.9290	1.4763
University Park	0.5380	0.8690	1.4070
Berwyn Heights	0.5300	0.8740	1.4040
Landover Hills	0.5200	0.9080	1.4280
Cheverly	0.5100	0.8680	1.3780
Eagle Harbor	0.4727	0.9960	1.4687
Fairmount Heights	0.4600	0.9300	1.3900
North Brentwood	0.4400	0.9950	1.4350
Capitol Heights	0.4130	0.8980	1.3110
Bowie	0.4000	0.8520	1.2520
Brentwood	0.4000	0.9350	1.3350
Glenarden	0.3579	0.8900	1.2479
College Park	0.3350	0.9650	1.3000
Upper Marlboro	0.2400	0.9210	1.1610

## Municipal (Business) Personal Property Tax Rate Comparison

City/Town	Local	County	Total
Seat Pleasant	15.0000	2.2150	17.2150
Mount Rainier	2.5000	2.1710	4.6710
Capitol Heights	2.5000	2.2600	4.7600
University Park	2.2500	2.1930	4.4430
Bladensburg	2.0900	2.2170	4.3070
Morningside	2.0000	2.3500	4.3500
<b>Riverdale Park</b>	<b>2.0000</b>	<b>2.1870</b>	<b>4.1870</b>
Forest Heights	1.7500	2.3340	4.0840
Brentwood	1.7500	2.3470	4.0970
Greenbelt	1.7226	2.1440	3.8666
Laurel	1.6900	2.1760	3.8660
New Carrollton	1.6600	2.2260	3.8860
Colmar Manor	1.6500	2.2790	3.9290
Cottage City	1.6500	2.2710	3.9210
District Heights	1.5000	2.1960	3.6960
Edmonston	1.5000	2.2890	3.7890
Berwyn Heights	1.3520	2.2050	3.5570
Landover Hills	1.2500	2.2840	3.5340
Hyattsville	1.1500	2.1640	3.3140
Cheverly	1.1000	2.1900	3.2900
Bowie	1.0000	2.1540	3.1540
College Park	0.8380	2.4190	3.2570
Glenarden	0.8300	2.2420	3.0720
Upper Marlboro	0.4500	2.3140	2.7640
Fairmount Heights	0.1310	2.3370	2.4680
North Brentwood	0.0150	2.4880	2.5030
Eagle Harbor	0.0006	2.4900	2.4906

**Municipal Business Tax Levy (Real and Personal) Comparison Chart**

<b>City/Town</b>	<b>Real Property</b>	<b>Personal Property</b>	<b>Real Property</b>	<b>Personal Property</b>	<b>Total Tax</b>
Seat Pleasant	0.5800	15.0000	0.8790	2.2150	18.6740
Mount Rainier	0.8300	2.5000	0.8600	2.1710	6.3610
Capitol Heights	0.4130	2.5000	0.8980	2.2600	6.0710
Morningside	0.7800	2.0000	0.9360	2.3500	6.0660
Bladensburg	0.7400	2.0900	0.8790	2.2170	5.9260
Colmar Manor	1.0400	1.6500	0.9060	2.2790	5.8750
University Park	0.5380	2.2500	0.8690	2.1930	5.8500
<b>Riverdale Park</b>	<b>0.6540</b>	<b>2.0000</b>	<b>0.8670</b>	<b>2.1870</b>	<b>5.7080</b>
Forest Heights	0.5473	1.7500	0.9290	2.3340	5.5603
Greenbelt	0.8125	1.7226	0.8490	2.1440	5.5281
New Carrollton	0.6625	1.6600	0.8840	2.2260	5.4325
Cottage City	0.6090	1.6500	0.9020	2.2710	5.4320
Bentwood	0.4000	1.7500	0.9350	2.3470	5.4320
Laurel	0.7100	1.6900	0.8190	2.1760	5.3950
District Heights	0.8175	1.5000	0.8700	2.1960	5.3835
Edmonston	0.5978	1.5000	0.9100	2.2890	5.2968
Landover Hills	0.5200	1.2500	0.9080	2.2840	4.9620
Berwyn Heights	0.5300	1.3520	0.8740	2.2050	4.9610
Hyattsville	0.6300	1.1500	0.8570	2.1640	4.8010
Cheverly	0.5100	1.1000	0.8680	2.1900	4.6680
College Park	0.3350	0.8380	0.9650	2.4190	4.5570
Bowie	0.4000	1.0000	0.8520	2.1540	4.4060
Glenarden	0.3579	0.8300	0.8900	2.2420	4.3199
Eagle Harbor	0.4727	0.0006	0.9960	2.4900	3.9593
North Brentwood	0.4400	0.0150	0.9950	2.4880	3.9380
Upper Marlboro	0.2400	0.4500	0.9210	2.3140	3.9250
Fairmount Heights	0.4600	0.1310	0.9300	2.3370	3.8580

A decorative graphic consisting of several overlapping, wavy shapes in various shades of blue, ranging from a deep navy to a bright cyan, positioned at the top of the page.

APPENDIX H  
Proposed  
Budget  
Amendments

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