

# **Capital Improvement** **Program**

**FY2018 Budget**

**Capital Improvement Program  
FY2018**

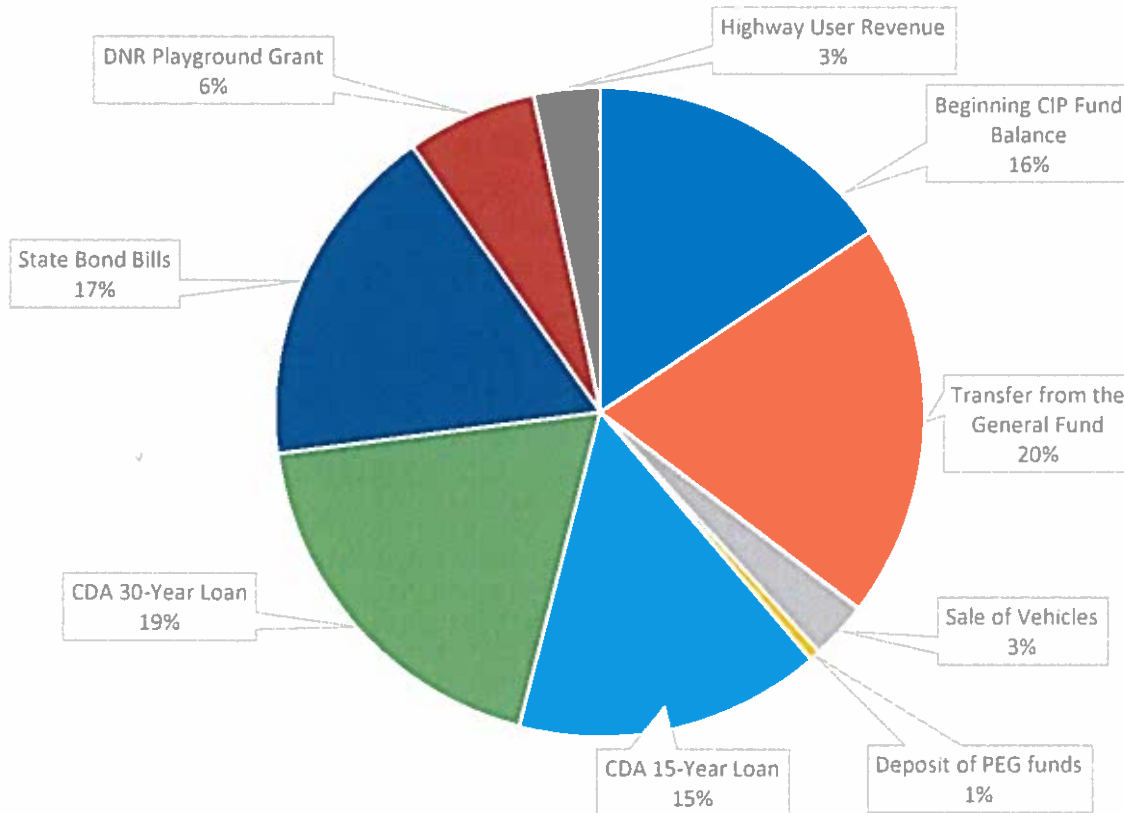
Capital expenditures include buildings and facilities, significant ongoing maintenance and improvements to current facilities, land, major equipment, and other commodities which are of significant value and have a useful life of several years. It is both a fiscal and planning document that allows the Town to monitor and inventory capital project costs, funding sources, departmental responsibilities, and project schedules. The program includes a comprehensive review of all capital needs and then provides the information and criteria to assist Mayor and Council as they review proposed projects.

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## Capital Improvement Program FY2018 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 and prior year's appropriated fund balances, and cable franchise - Public, Education and Government funds (PEG).

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.



### FY2018 Available CIP Revenue

Beginning CIP Fund Balance

473,711

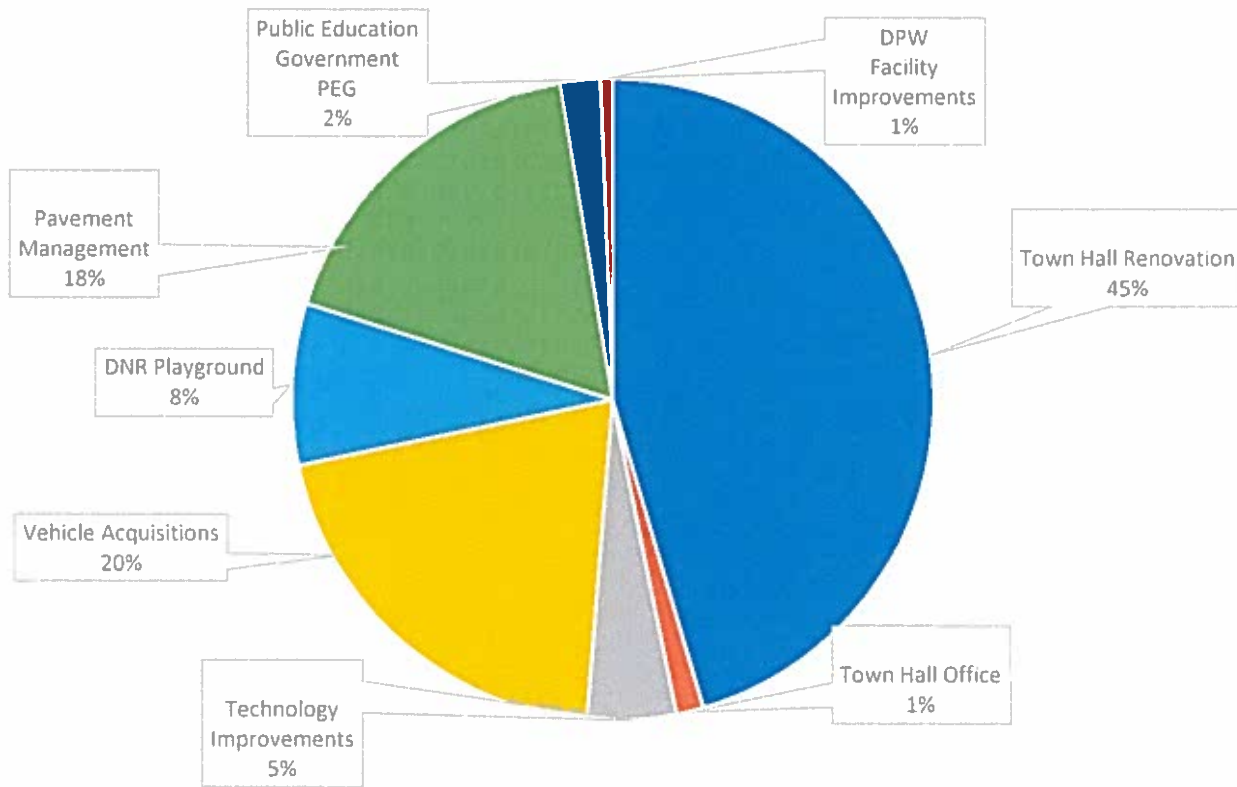
Transfer from the General Fund	599,503
Sale of Vehicles	88,000
Deposit of PEG funds	16,500
CDA 15-Year Loan	462,425
CDA 30-Year Loan	575,000
State Bond Bills	525,000
DNR Playground Grant	197,000
Highway User Revenue	<u>100,000</u>

Total Available for CIP

3,037,139

# Capital Improvement Projects FY2018 Expenditures

## Expenditures by Project Type



### FY2018 Proposed Expenditures

Town Hall Renovation	1,100,000
Town Hall Offices	33,000
Technology Upgrades	108,000
General Government Vehicles	53,000
Playground Equipment	197,000
DPW Street Sweeper and Truck	270,000
Streets and Sidewalks	425,000
Street Light Upgrade LED	20,000
DPW Storage Facility Improvements	15,000
Police - replace three vehicles	171,039
Council Chamber Camera System	48,000
<b>Total Proposed CIP Projects</b>	<b>2,440,039</b>



**Capital Improvement Program  
Town of Riverdale Park**



**Project # 18GG02**

**Project Name: Town Hall Offices**

**Type: Improvement**

**Useful Life: 10 Years**

**Category: Fixtures and Furniture**

**Location: Town Hall**

**Year Submitted: 2017**

**Department: General Government**

**Contact: Leonard Addison**

**Priority: High**

**Description:**

This project will create additional work space through minor layout modifications; installation of a new front counter at which staff welcome residents, business owners and visitors; upgrade existing lighting; replace the grid ceiling; and install new cubicle work stations in two offices.

**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. A rear office that currently hosts three (3) desks will accommodate four (4) work stations. This is needed as the accounting function is proposed to be a staff position.

**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.

<b>Expenditures</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>Total</b>
Layout mod / furnishings	33,000					33,000

**Funding Sources**

Transfer from GF Reserve	33,000					33,000
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# Capital Improvement Program

## Town of Riverdale Park

**Project # 18GG03**

**Project Name: Town Hall Offices**

**Type: Improvement**

**Useful Life: 7.5 Years**

**Category: Technology**

**Location: Town Hall**

**Year Submitted: 2017**



**Department: General Government**

**Contact: Paul Smith and John Lestitian**

**Priority: High**

### Description:

This project has three components: (1) acquisition and installation of an accounting software system; (2) design and implementation of a new website; and (3) buy-out of leased telephone system.

### Justification

(1) 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. (2) The Town's website needs to be improved to enhance communications with residents, businesses, and visitors. (3) The Town recently leased new telephone equipment. Buying the equipment will save the Town approximately \$2,000 and remove a monthly operating charge.

### Budget Impact

These improvements will be funded by a transfer from the General Fund Reserve account. As noted in the Fund section of the budget, after this transfer the Town will continue to maintain a healthy reserve fund balance.

Expenditures	FY2018	FY2019	FY2020	FY2021	FY2022	Total
Accounting Software	62,000					62,000
Website	19,000					19,000
Telephone System	27,000					<u>27,000</u>
						108,000

### Funding Sources

Transfer from GF Reserve	108,000					108,000
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**Capital Improvement Program  
Town of Riverdale Park**

**Project # 18GG04**

**Project Name: Vehicle Replacements**

**Type: Replacements**

**Useful Life: 7.5 Years**

**Category: Vehicles**

**Location: Town Hall**

**Year Submitted: 2017**



**Department: General Government**

**Contact: Leonard Addison**

**Priority: Medium**

**Description:**

This project is the acquisition of new Town vehicles to be used by Development Services (Code) staff and other general government staff as needed. Currently, the Town has three (3) SUVs and a sedan (previous police cruiser) for these purposes. The Jeep Liberty (Code), the Chevy Equinox (Town Manager), and the sedan (Code) will be sold. Three (3) compact hybrid or high MPG vehicles will be acquired as replacements. Depending on proceeds from the sale of existing vehicles, one vehicle acquisition may need to be delayed until FY19.

**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**

These improvements will be funded by the sale of three (3) existing vehicles and a transfer from the General Fund Reserve.

<b>Expenditures</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>Total</b>
Acquisition of Vehicles (3)	53,000					53,000
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<b>Funding Sources</b>						
Transfer from GF Reserve	35,000					35,000
Sale of existing vehicles	18,000					<u>18,000</u>
						53,000



**Capital Improvement Program  
Town of Riverdale Park**

**Project # 18GG05**

**Project Name: Playground**

**Type: Equipment (acquisition)**

**Useful Life: 10 Years**

**Category: Playgrounds**

**Location: Parks and Planning (Read of Riverdale  
Elementary School)**

**Year Submitted: 2017**



**Department: General Government**

**Contact: John Lestitian**

**Priority: HIGH**

**Description:**

This project includes the construction of a playground on the MNCPPC land that is to the east of Riverdale Elementary School. The Town's involvement is limited to the acquisition of the playground equipment for the project. This project is a collaboration of the MNCPPC, Prince Georges County Public School System, the Department of Natural Resources and the Town of Riverdale Park.

**Justification**

Playground is a needed improvement to serve both Riverdale Elementary School's students and the residents of the Town. The coalition of partners are focused on bringing this project to fruition.

**Budget Impact**

No local funds will be expended on this project. The Town has an existing grant from the Maryland Department of Natural Resources for use on this project. The Town is in the process of finalizing an agreement to permit the grant funding to flow through the Town and into the project.

<b>Expenditures</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>Total</b>
Acquisition of Equipment	197,000					197,000

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<b>Funding Sources</b>						
Grant from DNR	197,000					197,000

**Capital Improvement Program  
Town of Riverdale Park**

**Project # 11PW06**

**Project Name: Vehicle Replacements**

**Type: Replacements**

**Useful Life: 10 Years**

**Category: Vehicles**

**Location: Public Works**

**Year Submitted: 2017**



**Department: Public Works**

**Contact: Leonard Addison**

**Priority: Medium**

**Description:**

Replacement of a 6 Wheel Dump Truck: this vehicle is used to haul materials and is a major part of the Department's snow fighting operation.

Replacement of the Street Sweeper - This equipment cleans all the Town's streets weekly. The Town's street cleaning program plays a major role in the Department's SWPPP permit approval.

**Justification**

Both vehicles are beyond their useful life and their operational use has decreased.

**Budget Impact**

Due to the age of these units, the cost of repairs have increased and negatively impacted the operating budget. The Department has had to use additional resources while the vehicles are offline awaiting repairs.

<b>Expenditures</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>Total</b>
Street Sweeper acquisition	160,000					160,000
Dump truck acquisition	110,000					<u>110,000</u>
						270,000

**Funding Sources**

Project Balance	43,081					43,081
Transfer from GF Reserve	191,919					191,919
Sale of existing vehicles	35,000					<u>35,000</u>
						270,000





**Capital Improvement Program  
Town of Riverdale Park**

**Project # 15PW01**

**Project Name: Public Works Facility  
Improvement**

**Type: Improvement**

**Useful Life: 30 Years**

**Category: Building and Structures**

**Location: 4603 East West Highway**

**Year Submitted: 2013**



**Department: Public Works**

**Contact: Leonard Addison**

**Priority: Medium**

**Description:**

The Town purchased an abandon for the purpose of creating a satellite facility for the Department of Public Works. The current DPW yard has more equipment then it can keep within its facility, this has resulted in parking equipment in the street and leaving seasonal equipment (snow plows & spreaders/lawnmowers/leaf machines) to the elements, decreasing their useful life. An off site facility will afford the department the opportunity to protect its equipment and take up less space on the street.

**Justification**

In order to use the lot the Department has to secure the it with a fence and gate, replace the garage door, place gravel on some of the dirt surface to support the equipment, and provide power to the site. The work has to be done in a manner that is in keeping with the neighborhood.

**Budget Impact**

Existing funds are available from prior years to fund this project.

<b>Expenditures</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>Total</b>
Facility Improvement	15,000	5,000				20,000
<b>Funding Sources</b>						
Prior years' avail funding	15,000	5,000				20,000

**Capital Improvement Program  
Town of Riverdale Park**

**Project # 11PD06**

**Project Name: Vehicle Replacements**

**Type: Replacements**

**Useful Life: 5 - 7 Years**

**Category: Vehicles**

**Location: Town Hall**



**Department: Police**

**Contact: Chief David Morris**

**Description:**

Replace two (2) marked cruisers and one (1) unmarked SUV. Marked vehicles are Ford Taurus model and Unmarked SUV is Chev Tahoe. These vehicles will replace aged vehicles excised from existing fleet. Vehicle replacement estimates based on current State & Local BPO contracts and sole source providers.

**Justification**

RPPD projects to excise fleet vehicles that have reached or expected to reach useful life span. In 2012, the Town purchased thirteen (13) 2012 Dodge Chargers. These vehicles account for more than 43% of overall maintenance costs. The 2012 models are also out of warranty. While the PD has successfully negotiated repairs with the manufacturer covering costs of parts, the PD remains fiscally responsible for labor charges. The manufacturer covered these repairs as a good faith gesture, without assuming future responsibility.

**Budget Impact**

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<b>Expenditures</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>Total</b>
Replace (3) vehicles	171,039					171,039
		5042				5,042
						<u>176,081</u>

**Funding Sources**

Begin fund balance	37,958	5,042				43,000
Transfer from GF Reserve	98,081					98,081
Sale of existing vehicles	35,000					<u>35,000</u>
						176,081

**Capital Improvement Program  
Town of Riverdale Park**



**Project # 14GG02**

**Project Name: Council Chambers camera system**

**Type: Aquisition and installation**

**Useful Life: 5 - 7 Years**

**Category: Technology**

**Location: Town Hall**

**Year Submitted: 2017**

**Department: General Government**

**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 related to the broadcast of public, education and government (PEG) programming.

<b>Expenditures</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>Total</b>
Acquisition / installation camera system	48,000					48,000
Restricted-use Unallocated		26,427				<u>26,427</u>
Total						74,427

**Funding Sources**

Project Balance	48,000	9,927				57,927
FY18 Deposit from PEG funds		16,500				<u>16,500</u>
						74,427

