



Town of Garrett Park

Incorporated 1898

To: Members of the Town Council
From: Barbara B. Matthews, Town Manager
Subject: Ordinance No. 2024-4 (Proposed FY 2025 Budget)
Date: April 8, 2024

Background

On behalf of Mayor Welch, I am pleased to present the proposed FY 2025 operating, capital, and ARPA budgets for the Town of Garrett Park. The Town's annual budget determines the manner in which services will be delivered to the community during the coming year, and its adoption is the most important legislative action taken each year.

The Town's new fiscal year will begin on July 1, 2024 and end on June 30, 2025. The Mayor and Town Council held a special meeting on February 28, 2024 at which certain budgetary matters were discussed. The direction provided at this meeting guided the development of the Fiscal Year (FY) 2025 budget proposal.

FY 2025 Budget Overview

Total FY 2025 revenues are projected to be \$2,115,101. This amount includes an assumed FY 2024 carryover amount of \$110,000.

Operating expenses are budgeted at \$1,564,536. The budget proposal anticipates a transfer in the amount of \$474,581 to the Capital Budget.

It is anticipated that funds totaling \$75,984 will be reserved. Of this amount, \$67,984 represents Highway User Revenue funds to be received in FY 2025. The use of HUR funds is restricted by State law and can be reserved for up to ten years. Additionally, anticipated FY 2025 Capital PEG monies in the amount of \$8,000 from Montgomery Municipal Cable will be reserved. The use of these funds is restricted in accordance with the terms of the Verizon franchise agreement.

Provided below is additional information on certain aspects of the budget proposal to facilitate the Town Council's review of the proposed budget.

Property Assessments and Real Property Tax Revenue (Account 2.1.1)

Real property in Maryland is assessed on a triennial basis. In accordance with State law, an increase in new market value is phased in over the next three tax years in equal amounts. Any decrease is fully factored into the first full levy year after the assessment.

All real property in Garrett Park was reassessed during calendar year 2023, with any change in property values taking effect on July 1, 2024. FY 2025 will mark the first year of the three-year phase in period.

According to the Maryland Department of Assessments and Taxation, the Town's assessable real property base (net) for FY 2025 is estimated to be \$317,344,918. This represents an increase of \$9,611,841, or 3.12% from the prior year.

The real property tax rate is proposed to remain unchanged. At the current real property tax rate of \$0.2045 per \$100 of assessed valuation, FY 2025 real property tax revenue will total \$629,314 – making it the single largest revenue source for the Town.

Local Income Tax Revenue (Account 2.2)

Receipts from the local income tax is the Town's second largest revenue source. This revenue source is the Town's share of income taxes received by the State of Maryland for returns filed from Garrett Park residents. Maryland counties can impose an income tax that is separate from the State income tax. In accordance with Maryland law, municipalities receive 17 percent of County-collected income taxes. Montgomery County's income tax rate is 3.2 percent.

Under normal circumstances, income tax receipts are challenging to estimate. Impacts of the COVID-19 pandemic further complicated the projection process. Government responses to the pandemic included the addition of federal and state tax benefits. Individuals and firm received COVID-related benefits through loans, grants, and other means. Additionally, filing deadlines were extended with no penalty, and State enforcement activities were largely suspended.

In recent years, Town receipts have ranged from \$467,067 to \$639,707. The \$639,707 received in FY 2023 exceeded the next highest year's receipts by approximately \$108,000. The current estimate for FY 2024 receipts is \$740,000. Pandemic-related factors are believed to be contributing factors.

For FY 2025, income tax receipts are projected at \$550,000, making it the Town's second largest revenue source. This amount may prove to be conservative, but I hesitate to have the Town Council make spending decisions on funds that may not materialize. Should this budget estimate be exceeded, the Town Council will have the opportunity to amend the budget and allocate said funds.

State of Maryland (Account 3.1)

This revenue source consists of three funding categories, which total \$323,699 for FY 2025. They are as follows:

- Highway User Revenue (HUR) = \$67,984
- State Highway Administration Reimbursement for Strathmore Maintenance = \$5,715
- State Reimbursement for Yeandle Park Creation Project = \$250,000.

As noted earlier in this memo, the use of HUR funds is restricted by State law. Monies received in FY 2025 are scheduled to be reserved for future use.

The State funds for the Yeandle Park Creation Project will come from two funding sources. The majority of the \$250,000 is attributable to a grant award under the Community Parks and Playgrounds Program. The balance of the funds are through the Program Open Space Program. Both programs are administered by the Maryland Department of Natural Resources. The Program Open Space Program requires a 25% local match.

From Montgomery County (Account 3.2)

Tax duplication payments are received from Montgomery County as a partial reimbursement for services the County does not provide but for which the County receives taxes from Garrett Park properties. In March 2022, the County enacted legislation (Expedited Bill 2-22) that more accurately recognizes the taxpayer-supported spending by municipalities in the County. Among other things, the legislation codified the tax duplication formulas for each of the service areas, provided a timeline of when certain reimbursement activities must be accomplished, and provided for a phased-in implementation period, with full funding achieved in FY 2025.

The Town currently receives a municipal tax duplication payment for road maintenance. For FY 2025, it is anticipated that the Town will receive \$102,508.

In November 2022 and again in November 2023, I submitted a request to the County Executive's Office for a park maintenance payment under the tax duplication program. The County Code includes a provision that allows municipalities to request new tax duplication payments. Garrett Park's request is the first one submitted in many years for park maintenance. Because there is no documented methodology for calculating park maintenance payments, the County Executive's Office has rejected both of the Town's requests.

Also included in this revenue category are payments received from Montgomery Municipal Cable (MMC). The Town rejoined MMC in FY 2023. As authorized by resolution, MMC retains PEG operating monies that would otherwise be remitted to Garrett Park as the Town's membership fee; in return, MMC provides technical support and programming services. The Town continues to receive PEG capital funds, whose use is restricted to certain purposes. The FY 2025 budget proposal assumes receipt of \$8,000 in PEG capital funds; the monies would be reserved for future use.

Municipal Refuse Collection (Account 4.0)

In October 2021, the Town entered into a new contract for trash collection, recycling services, yard waste collection, and quarterly large item pickup. The initial contract term expires on June 30, 2024.

At a Special Town Council Meeting held in August 2023, the Mayor and Town Council directed staff to bid out these services. Bids were recently received, and staff will be requesting a contract award at the April 8, 2024 meeting of the Town Council.

The cost of trash collection, recycling services, yard waste collection, and quarterly large item pickup is borne by Garrett Park property owners through an annual household assessment. The assessment is placed on the real property tax bills issued by Montgomery County.

The FY 2025 budget proposal assumes that the Town Council awards a contract to Ecology Services for curbside collection of all items. The associated household assessment for FY 2025 is \$388.

Other Revenues

- Account 5.1, Investment Earnings – High interest rates and more strategic investment of Town funds are anticipated to yield \$100,000 in FY 2024. Investment earnings are budgeted at \$75,000 for FY 2025 in anticipation of lower interest rates in the latter portion of the fiscal year. Additionally, there will be an outflow of some monies for capital projects in FY 2025.
- Account 5.2.2, Penn Place Rents – The Town's lease with Black Market Bistro expires in June 2024. Negotiation of a new lease is in the preliminary stages. Based on market rate research and other factors, it is anticipated that the new lease will generate additional revenue. Until the lease negotiations are further along, no change has been made to the amount generated by this revenue source.
- Account 5.4, Other Receipts – Several non-recurring events transpired in FY 2024 that resulted in increased revenues in this account. They included, but were not limited to, State reimbursement for pandemic-related expenses and proceeds from an insurance claim. Estimated revenues in this category have been reduced accordingly and are projected at \$13,400 for FY 2025.

Staffing and Personnel Costs (Accounts 10.1, 10.3, 10.4)

A longtime Town employee retired in May 2022. For most of the intervening time, the Town relied on contractual resources to fill the resource gap.

The FY 2024 budget included funding for the continued use of contractual resources for the first half of the fiscal year and monies to hire a third maintenance team member as of January 1, 2024. Due to a delay in the recruitment process, the newest member of the Maintenance Team joined the Town staff in late March 2024.

A 3% wage adjustment is included for Town employees for FY 2025. The Town participates in many of the County's benefit programs; health insurance costs are projected to increase 7% as of January 1, 2025.

IT Operations (Account 11.7)

This expense category includes the cost for network and software licensing, managed back up, contractual help desk services, scheduled replacement of equipment, and technology consulting.

Funding is requested in FY 2025 for new initiatives, in part to address gaps in the Town's disaster recovery preparedness.

Additionally, Maryland Senate Bill 754, enacted in 2022, requires each unit of local government to comply with State minimum cybersecurity standards established by the Maryland Department of Information Technology. The established standards are based on the National Institute of Standards and Technology framework.

Among the new initiatives reflected in the FY 2025 budget proposal are a third-party security assessment (\$9,500), security remediation activities (\$14,400), and managed security services (\$9,820).

Town Committees (Accounts 12.1, 12.2, 12.3)

As part of the process of developing the FY 2025 budget proposal, I reached out to the various Town committees to get their input on their needs for the coming fiscal year. Their funding requests were discussed by the Mayor and Town Council at the Special Town Council Meeting on February 28, 2024. The direction provided on this date was to fund all committee requests at the requested level.

Trash Collection (Account 14.2)

This account provides for the Town's payment to its hauler for trash collection, recycling services, yard waste collection, and quarterly large item pickup. As noted earlier in this memo, the FY 2025 budget proposal assumes that the Town Council awards a contract to Ecology Services for curbside collection of all items.

In addition to the Town's contractual cost for trash collection, recycling services, yard waste collection, and quarterly large item pickup, this expense category includes \$15,000 for continuation of the Town subsidy for household organic waste (compost) collection and disposal. It launched as a pilot program in May 2023. The Mayor and Town Council authorized its continuation at the Special Town Council Meeting on February 28, 2024.

Capital Budget

In October 2023, the Mayor and Town Council held a Special Town Council Meeting at which they discussed a shared vision for the Town and their priorities for the next one to two years. Some of those priorities concerned capital planning and projects, as outlined below:

- Create Long-term Capital and Maintenance/Amenities Plan – Establish framework for items to be included in the plan; establish budget and timeframe for each item. The plan should be clear and user-friendly.
- Renovate/Redesign Cambria Park – Identify what residents want to define the scope of work; hire a design team to translate desired improvements into a park design/plan; issue RFP and

hire a general contractor; break ground and complete renovation of the open space around the pool.

- Complete Waverly Sidewalk Project – Complete all steps necessary for bid package issuance and contract execution for sidewalk replacement from Montrose Avenue to the Penn Place building. Install lighting.

At the Special Town Council Meeting on February 28, 2024, the Mayor and Town Council reviewed and discussed a possible template for a Capital Improvement Program (CIP) document and accompanying narrative. They endorsed the template, which has been further developed since that time and is part of the FY 2025 budget proposal.

As mentioned earlier in this memo, the proposed budget for FY 2025 reflects a transfer in the amount of \$474,581. Of this amount, \$250,000 represents State funding earmarked for the Yeandle Park Creation Project under a project-based grant authorization.

In conjunction with the preparation of the five-year CIP, all Capital Budget line items with funding were assessed. Some line items are more consistent with an operational expense than a capital expense. In these instances, the Capital Budget line item has been zeroed out, and the funding reallocated.

The proposed CIP for FY 2025 – FY 2029 strives to balance necessary repairs to Town-owned infrastructure with desired community amenities. All FY 2025 projects are fully funded. The source of funding for projects beyond the FY 2025 timeframe remains to be determined, particularly for the Town Hall renovation project.

Conclusion

The preparation of the annual budget is a major undertaking that requires a significant allocation of staff time and resources. I would like to express my appreciation to Maintenance Supervisor George Miller and Mary Ruttkay, who provides accounting services for the Town on a contractual basis. Their input was instrumental in developing the FY 2025 budget proposal. I also want to acknowledge Assistant Town Manager Kayla Buker for her insights and data contributions, as well as “holding down the fort” so that I could focus more intently on development of the budget.

I look forward to collaborating with the Mayor and Town Council to finalize a budget for FY 2025 that meets the needs of the Garrett Park community and improves the quality of life of our residents.

Attachments

- Attachment 1 – Ordinance No. 2024-4 for Introduction and Associated Attachments
- Attachment 2 – Account Line Item Description – Revenues and Operating Expenses

cc: Mayor Joanna Welch

Ordinance No.
Introduced:
Adoption:
Effective Date:

**TOWN OF GARRETT PARK
ORDINANCE NO. 2024-4**

**AN ORDINANCE TO ADOPT THE OPERATING, CAPITAL, AND ARPA BUDGETS
FOR THE YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025**

WHEREAS, the Garrett Park Town Council has reviewed revenues and expenditures proposed by the Mayor and Town Manager for Fiscal Year (FY) 2025, which will begin on July 1, 2024 and end June 30, 2025; and,

WHEREAS, the Town Council has considered the proposed budgets in light of its policy priorities; and,

WHEREAS, the Town Council recognizes the importance of maintaining budget control while retaining flexibility to meet the needs of the Town.

NOW THEREFORE BE IT RESOLVED that the Garrett Park Town Council adopts the attached FY 2025 Capital, Operating, and ARPA Budgets; and,

BE IT FURTHER RESOLVED that the Town Council adopts the budgets at the major category (0) level, allowing the Mayor the discretion to move funds among subcategories of any major category of the Operating Budget, provided that the Mayor shall inform the Town Council at least three business days prior to taking such action and explaining the need for doing so, with such changes reflected in the next monthly financial report and discussed at the next Town Council meeting; and,

BE IT FURTHER RESOLVED that the Mayor shall have discretion to move up to an aggregate total one-half of the adopted level from the Operating or Capital budget contingency to any category, provided that the Mayor shall inform the Town Council at least three business days prior to taking such action and explaining the need for doing so, with such changes to be reflected in the next monthly financial report and discussed at the next Town Council meeting; and,

BE IT FURTHER RESOLVED that expenditures from any restricted reserve for the purposes of that reserve shall be considered to be an automatic increase in the expenses budget for the expenditure line item associated with that reserve and an appropriate increase in the total expenses budget and that income received for any restricted reserve for the purposes of that reserve shall be considered to be an automatic increase in the revenues budget for the revenues line item associated with that reserve and an appropriate increase in the total revenues budget; and

BE IT FINALLY RESOLVED that the FY 2025 Real Property Tax Rate for the Town of Garrett Park shall remain unchanged at \$0.2045 per \$100 of assessed valuation, that the FY 2025 Personal Property Tax Rate shall remain unchanged at \$1.00 per \$100 of valuation, and that the FY 2025 Municipal Refuse Collection Fee shall be \$388 per household.

Attest:

I hereby attest that the above Ordinance was duly adopted by the Town Council on the ____ day of _____ 2024, by a vote of ____ in favor and ____ in opposition.

Barbara B. Matthews
Town Manager/Clerk-Treasurer
Town of Garrett Park

Joanna R. Welch, Mayor
Town of Garrett Park

Date _____

TOWN OF GARRETT PARK PROPOSED FY 2025 BUDGET

REVENUES	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024 YTD	FY 2025
	EOY ACTUAL	EOY ACTUAL	EOY ACTUAL	AMENDED BUDGET	MARCH 2024 REVENUES	PROPOSED BUDGET
1.0 - Prior Year Carryover*	400,308	480,003	235,311	327,036	327,036	110,000
<u>Town Receipts</u>						
2.0 - Taxes & Fees	1,142,068	1,124,780	1,280,075	1,393,465	1,265,565	1,213,314
2.1-- Local Property Taxes	594,633	610,947	626,777	637,965	638,712	648,314
2.1.1 -- Real Property Taxes	576,001	592,206	607,536	619,465	621,181	629,314
2.1.2 -- Personal Property Taxes	17,825	17,762	18,146	17,500	17,549	18,000
2.1.3 -- Penalties & Interest	794	979	1,095	1,000	394	1,000
2.1.4 -- Homestead Tax Credit	14	0	0	0	(412)	0
2.2 -- Local Income Taxes	531,968	498,534	639,707	740,000	617,159	550,000
2.3 -- Other Local Taxes and Fees	0	0	0	0	0	0
2.4 -- Licenses and Permits	15,466	15,299	13,591	15,500	9,694	15,000
3.0 - Intergovernmental Receipts	110,250	159,488	176,772	165,409	137,427	434,275
3.1 -- From State of Maryland	43,130	40,734	57,206	58,858	37,049	323,699
3.2 -- From Montgomery County	67,121	118,754	119,566	106,551	100,378	110,576
4.0 -- Municipal Refuse Collection	120,530	120,835	144,488	142,595	142,335	141,620
5.0 - Miscellaneous Receipts	151,095	151,982	242,411	270,182	203,523	215,892
5.1 -- Investment Earnings	1,859	3,196	47,204	100,000	57,283	75,000
5.2 -- Rents and Concessions	110,824	116,000	126,256	124,767	99,968	127,492
5.2.1 -- Town Hall Rents	384	10,901	17,148	15,000	15,830	17,000
5.2.2 -- Penn Place Rents	104,994	99,108	102,518	102,518	76,889	102,518
5.2.3 -- Swimming Pool Association	5,446	5,991	6,590	7,249	7,249	7,974
5.3 -- Restricted Contributions	3,780	4,196	4,350	2,815	2,815	0
5.3.1 -- Archives Donations	0	0	0	0	0	0
5.3.2 -- Bench Donations	0	0	0	0	0	0
5.3.3 -- Arboretum Donations	0	0	500	0	0	0
5.3.4 -- Gifts to Sanitation Crew	3,780	4,196	3,850	2,815	2,815	0
5.4 -- Other Receipts	34,631	28,590	64,601	42,600	43,457	13,400
Total Town Receipts:	1,523,943	1,557,085	1,843,746	1,971,651	1,748,850	2,005,101
Carryover + Receipts:	1,924,251	2,037,088	2,079,057	2,298,687	2,075,886	2,115,101
6.0 -- From Reserves	40,404	8,150	90,850	116,614	116,614	0
Financial Assistance						
7.0 --	0	0	0	0	0	0
7.1 -	0	0	0	0	0	0
7.2 -	0	0	0	0	0	0
Total Revenues:	1,964,655	2,045,238	2,169,907	2,415,301	2,192,500	2,115,101

TOWN OF GARRETT PARK PROPOSED FY 2025 BUDGET

OPERATIONS	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024 YTD	FY 2025
	ACTUAL EXPENSES	ACTUAL EXPENSES	ACTUAL EXPENSES	AMENDED BUDGET	MARCH 2024 EXPENSES	PROPOSED BUDGET
10.0 - Personnel	566,070	571,804	557,989	633,489	461,131	693,057
10.1 -- Salaries	418,053	436,563	423,241	463,131	345,521	510,255
10.2 -- Overtime	1,830	2,790	169	10,000	4,842	6,000
10.3 -- Benefits	114,066	98,840	101,567	123,546	83,965	137,308
10.4 -- Payroll Taxes, Etc.	32,121	33,611	32,759	35,812	26,803	39,494
10.5 -- Training	0	0	253	1,000	0	0
11.0 - Town Administration	277,782	218,001	217,059	280,100	167,429	307,000
11.2 -- Gen. Admin. Expenses	97,820	37,114	34,083	28,000	16,074	20,000
11.2.1 -- General Expenses	30,231	20,446	17,956	23,000	11,904	20,000
11.2.2 --Contract Office Assistant	67,589	16,668	16,127	5,000	4,170	0
11.2.3 -- Parking Enforcement Officer	0	0	0	0	0	0
11.2.4 -- Web Master	0	0	0	0	0	0
11.3 -- Elected and Appointed Officials	1,262	7,962	14,688	16,500	9,814	17,000
11.4 -- Professional Fees	137,383	130,705	105,658	133,000	92,438	142,600
11.5 -- Insurance	8,544	9,012	9,656	11,000	10,374	12,200
11.6 -- External Organization	5,317	4,071	4,480	5,600	4,967	5,200
11.7 -- IT Operations	27,456	29,137	48,494	86,000	33,762	110,000
12.0 - Town Committees	32,462	27,160	26,885	37,109	21,144	45,909
12.1 -- Arboretum	6,180	12,169	13,269	15,500	10,024	16,000
12.2 -- Archives	26,175	14,507	12,833	17,109	11,120	25,659
12.3 -- Historic Preservation Committee	0	484	530	4,000	0	4,000
12.4 -- Ad Hoc Groups & Sponsorships	107	0	253	500	0	250
13.0 - Infrastructure and Equipment	150,520	173,601	216,789	279,250	169,490	240,050
13.1 -- Penn Place	98,214	76,725	65,963	70,000	37,781	70,000
13.2 -- Town Hall	8,333	24,910	22,141	18,000	13,088	24,000
13.3 -- Maintenance Facility	710	1,549	2,280	2,000	1,796	2,300
13.4 -- Community Center	600	901	984	1,000	793	3,500
13.5 -- Trees, Parks & Grounds	36,876	54,243	110,662	176,000	109,448	125,000
13.6 -- Equipment M&R	5,532	15,217	14,759	12,000	6,584	15,000
13.7 -- Stormwater Drainage	255	56	0	250	0	250
14.0 - Town Services	172,650	196,059	210,057	244,095	179,455	237,620
14.1 -- Road Maintenance & Cleaning	50,884	64,457	63,021	86,500	66,100	81,000
14.2 -- Trash Collection	121,766	131,602	147,036	157,595	113,355	156,620
15.0 -- Debt Service, Taxes, Interest	100,630	63,935	907	853	853	900
16.0 - Expenditure of Restricted Funds	3,830	4,196	3,850	2,815	2,815	0
16.1 -- Archives	0	0	0	0	0	0
16.2 -- Benches	0	0	0	0	0	0
16.3 -- Trees	0	0	0	0	0	0
16.4 -- Sanitation Crew Gifts	3,830	4,196	3,850	2,815	2,815	0
17.0 -- Contingency	0	0	0	40,000	0	40,000
Total Operating Expenses:	1,303,944	1,254,756	1,233,536	1,517,711	1,002,317	1,564,536
Net Difference from Revenue	660,711	790,482	936,371	897,590	1,190,183	550,565
Transfers	180,708	555,371	609,335	897,590	897,590	550,565
20.0 -- Total to Capital Fund Accts	176,928	451,175	539,727	774,152	774,152	474,581
20.1 -- Cap Acct Town Funds	176,928	451,175	539,727	774,152	774,152	474,581
20.1.1 -- Town Accts	176,928	451,175	464,727	774,152	774,152	224,581
20.1.2 -- Other Reserves	0	0	75,000	0	0	250,000
20.2 -- Cap Acct Fin Assist	0	0	0	0	0	0
20.2.1 -- SRTS SHA Grant Mod 1	0	0	0	0	0	0
20.2.2 -- SRTS SHA Grant Mod 2	0	0	0	0	0	0
21.0 - To Operating Reserve	3,780	104,196	69,608	123,438	123,438	75,984
21.1 -- To Other Reserves	3,780	104,196	4,350	2,815	2,815	0
21.2 -- Transfer Restricted	0	0	65,258	120,623	120,623	75,984
Total Operating Expenses:	1,484,652	1,810,127	1,842,871	2,415,301	1,899,907	2,115,101
Net Difference (Rev-Ops)	480,003	235,111	327,036	0	292,593	0

TOWN OF GARRETT PARK PROPOSED FY 2025 BUDGET

CAPITAL BUDGET ACCOUNTS	FY 2021 EOY ACTUAL EXPENSES	FY 2022 EOY ACTUAL EXPENSES	FY 2023 EOY ACTUAL EXPENSES	FY 2024 AMENDED BUDGET	FY 2024 YTD MARCH 2024 EXPENSES	UNOBLIGATED CAPITAL FUNDS MARCH 2024	FY 2025 PROPOSED TRANSFER INCREMENT
CAPITAL ACCOUNT - Town Funds							
25.0 - Equipment	52,179	6,591	10,699	18,135	0	18,135	56,865
26.0 - Streets and Roads	46,910	185,093	1,350	389,904	7,884	382,020	148,585
26.1 - Streets & Curbs	13,544	19,757	0	257,791	0	257,791	96,814
26.2 - Sidewalks	3,960	146,917	1,350	132,113	7,884	124,229	51,771
26.3 - SRTS Project	29,406	18,419	0	0	0	0	0
26.3.1 SRTS Inspector	29,406	10,594	0	0	0	0	0
26.3.2 - SRTS Contingency	0	7,825	0	0	0	0	0
27.0 - Facilities	10,168	70,937	14,696	1,228,559	340	1,228,219	20,531
27.1 - Penn Place	9,393	46,754	2,100	49,469	0	49,469	20,531
27.2 - Town Hall	775	24,183	0	1,063,080	0	1,063,080	0
27.3 - Other Maintenance	0	0	0	15,840	0	15,840	0
27.4 - Community Center	0	0	12,596	100,170	340	99,830	0
28.0 - Services	4,122	100,816	0	218,392	0	218,392	0
28.1 - Utilities	0	0	0	63,330	0	63,330	0
28.2 - Storm Drains	4,122	100,816	0	155,062	0	155,062	0
29.0 - Public Spaces	60,034	45,736	68,998	235,227	63,121	172,106	222,217
29.1 - Parks and Open Spaces	4,475	0	30,920	163,305	63,121	100,184	294,139
29.1.1 - Yeandle Park	0	0	28,376	124,449	51,562	72,887	286,436
29.1.2 - Other Public Spaces	4,475	0	2,544	38,856	11,559	27,297	7,703
29.2 - Arboretum	55,559	45,736	38,078	71,922	0	71,922	(71,922)
30.0 - Technology	3,608	3,300	0	13,985	0	13,985	(13,985)
30.1 - Website	0	3,300	0	0	0	0	0
30.2 - IT Equipment	3,608	0	0	12,985	0	12,985	(12,985)
30.3 - Telephone Equipment	0	0	0	1,000	0	1,000	(1,000)
31.0 - Other	0	0	0	0	0	0	0
32.0 - Capital Planning	14,263	26,630	4,780	85,599	3,164	82,435	107,565
32.1 - Town Hall	0	0	0	55,000	0	55,000	0
32.2 - Storm Water Management	13,933	3,615	340	21,081	0	21,081	53,919
32.3 - Sidewalk Planning	330	15,515	0	1,083	0	1,083	(1,083)
32.4 - Arboretum Plan and Tree Inventory	0	7,500	0	2,875	0	2,875	(2,875)
32.5 - Explore Maintenance Facility Options	0	0	0	0	0	0	0
32.6 - Other	0	0	4,440	5,560	3,164	2,396	57,604
33.0 - Contingency	0	0	0	298,518	0	298,518	(67,197)
TOTAL CAPITAL ACCOUNT - Town Funds	191,285	439,103	100,523	2,488,319	74,509	2,413,810	474,581
CAPITAL ACCOUNT - Financial Assistance							
34.0 SRTS Grant Project	558,090	0	0	0	0	0	0
34.1 Initial SRTS Grant (prior year)	3,354	0	0	0	0	0	0
34.2 SRTS SHA Grant Mod 1	350,000	0	0	0	0	0	0
34.3 SRTS SHA Grant Mod 2	204,736	0	0	0	0	0	0
CAPITAL ACCOUNT - ARPA							
35.0 - ARPA Projects			54,433	979,492	378,900	600,592	0
35.1 - Town Hall			46,898	512,036	46,187	465,849	
35.2 - Penn Place Office			7,535	224,209	140,769	83,440	
35.3 - Additional Projects							
35.3A - Equipment				55,146	54,168	978	
35.3B - Facilities - Penn Place				143,431	137,776	5,655	
35.3C - Facilities - Community Center				0	0	0	
35.3D - Facilities - Utilities				44,670	0	44,670	
35.3E - Streets & Curbs				0	0	0	
35.3F - Sidewalks				0	0	0	
TOTAL CAPITAL BUDGET - Combined Accounts	749,375	439,103	154,956	3,467,811	453,409	3,014,402	474,581

Town of Garrett Park Capital Improvement Program FY 2025 - FY 2029						
Account No.		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
25.0	Equipment	75,000	0	0	0	0
26.0	Streets and Roads					
26.1	Streets and Curbs	286,330	0	68,275	141,024	619,247
26.2	Sidewalks	176,000	0	0	0	0
27.0	Facilities					
27.1	Penn Place	70,000	0	0	0	0
27.2	Town Hall	0	2,848,000	0	0	0
27.3	Other Maintenance	0	10,000	0	0	0
27.4	Community Center	0	0	0	0	75,000
28.0	Services					
28.1	Utilities	0	0	0	0	0
28.2	Storm Drains	0	0	0	0	0
29.0	Public Spaces					
29.1	Parks and Open Spaces					
29.1.1	Yeandle Park	286,436	0	0	0	0
29.1.2	Other Public Spaces	35,000	0	0	0	0
30.0	Technology					
30.1	Website	0	0	0	0	0
30.2	IT Equipment	0	0	0	0	0
30.3	Telephone Equipment	0	0	0	0	0
31.0	Other	0	0	0	0	0
32.0	Capital Planning					
32.1	Town Hall	0	0	0	0	0
32.2	Storm Water Management	75,000	0	0	0	0
32.3	Sidewalk Planning	0	0	0	0	0
32.5	Explore Maintenance Facility Options	0	0	0	0	0
32.6	Other	60,000	0	0	0	0
35.0	ARPA Projects					
35.1	Town Hall	420,000	0	0	0	0
35.2	Penn Place Office	0	0	0	0	0
35.3	Additional Projects	0	0	0	0	0
	Total	1,483,766	2,858,000	68,275	141,024	694,247

CAPITAL IMPROVEMENT PROGRAM INDIVIDUAL PROJECT DESCRIPTIONS

FY 2025 PROJECTS

Project Name: Equipment

Account Number: 25.0

Project Cost: \$75,000

A new vehicle will be purchased to replace a 2008 pickup truck, at an estimated cost of \$65,000.

Additional funding in the amount of \$10,000 is included to purchase a small trailer to facilitate transport of equipment and tools used in mowing and landscaping Town-owned property. The purchase of the trailer will enhance employee productivity and safety.

Project Name: Streets and Curbs

Account Number: 26.1

Project Cost: \$286,330

Several road repaving projects will be undertaken based on a conditions assessment by the Town's civil engineering firm. Anticipated projects include Kenilworth Avenue (Argyle Avenue to Waverly Avenue), Shelley Court (south end to Oxford Street), and Cambria Avenue (Raleigh Avenue to east end). Where applicable, the Town will install concrete curbs and gutters for improved durability and life span.

Roadwork will also include a reconfiguration of the intersection of Argyle Avenue and Kenilworth Avenue. The existing intersection has poor visibility with limited sight distance for vehicles on Argyle Avenue and Kenilworth Avenue. The scope of work includes a new curb extending from the inlet to the edge of Kenilworth Avenue, a new yellow centerline on Argyle Avenue, redesign of the driveway at 4711 Argyle Avenue and construction of a new driveway apron, and installation of a stop sign on the newly extended curb.

Work during the fiscal year will also include installation of a speed bump on Weymouth Avenue as a traffic calming measure.

The project cost includes associated engineering work.

Project Name: Waverly Sidewalk Project

Account Number: 26.2

Project Cost: \$176,000

The project entails the removal and replacement of approximately 260 linear feet of sidewalk on Waverly Avenue between Montrose Avenue and the Penn Place building. The existing sidewalk is heaved in places by tree roots and is uneven, creating tripping hazards. Many of the panels have been shaved down to prevent tripping hazards, but there are many displaced joints in the sidewalk. For both safety and economic reasons, it is prudent at this time to replace the sidewalk in its entirety.

The sidewalk width will be increased from 4 feet to 5 feet to accommodate the significant pedestrian usage; widening the sidewalk will reduce pedestrian "excursions" due to insufficient width that adversely impact adjacent plantings. Even with the additional sidewalk width, there will be sufficient green space between the sidewalk edge and the curb for the planting of new trees.

The project scope of work also includes the installation of replacement curbs and gutters. Lighting will be installed under a separate contract. Costs include associated engineering work.

The project will entail the removal of three Sugar Maple trees; the Town's Consulting Arborist has indicated that they will not survive the construction process. Four replacement trees will be planted.

Project Name: Facilities/Penn Place

Account Number: 27.1

Project Cost: \$70,000

The exterior of the Penn Place building was repainted in FY 2024. The third floor of the building was also repainted in FY 2024 as part of the renovation of the Town Office.

Funding in the amount of \$20,000 provides for the interior repainting of the common use areas on the first and second floors of Penn Place.

Also anticipated is replacement of the fire alarm system (\$50,000). Replacement parts are no longer available for the system due to its age, forcing the Town to buy used parts. False alarms are getting more frequent due to sensor failures.

Project Name: Yeandle Park Creation Project

Account Number: 29.1.1

Project Cost: \$286,346

The late Laetitia Yeandle donated the property located at 11321 Kenilworth to the Town of Garrett Park for development of a park and/or wildlife sanctuary on the site. The associated Deed of Conservation Easement provides a framework for where development activity can take place.

The estimated total project cost is \$350,000. Of this amount, \$250,000 will be provided by State funding – specifically through the Community Parks and Playgrounds Program and the Program Open Space Program. The State funding will be provided on a reimbursement basis.

In FY 2024, the single-family home on the property was demolished. Cleanup of the site included, but was not limited to, removal of small invasive trees and bamboo removal and eradication.

FY 2025 project costs include park design services, preparation of the bid package, and construction of the park.

Project Name: Pool Wall Repair

Account Number: 29.12

Project Cost: \$35,000

This project provides for repair of the masonry wall near the pool property. A number of repair options have been discussed.

The allocated funding provides for construction of a timber wall similar to the one on the other side of the stairway. The wall would be built in the same manner as the existing wall, which would add seating. As proposed, it would be built in a configuration that saves the existing light pole and leaves the end of the brick wall exposed so that the history of the cistern would not be completely obscured. This would allow for a slight increase in green space at the upper side of the wall. A railing would be placed at the top of the wall for fall protection; the rope railing on the other side of the stairway will not be matched as it is not code compliant.

Project Name: Stormwater Evaluation

Account Number: 32.2

Project Cost: \$75,000

For more than a year, Town representatives have been in communication with Montgomery County officials concerning the ownership and maintenance of existing stormwater infrastructure in Garrett Park and responsibility for adding new parts to the systems in the future, as the need arises. At this juncture, the parties are at an impasse.

While the Town assesses its options, the Mayor and Town Council have expressed interest in having an evaluation done. The study objectives would be to gain a better understanding of the existing stormwater infrastructure within the boundaries of Garrett Park and to identify any problem areas.

The allocated funding amount of \$75,000 is a placeholder amount pending development of a detailed scope of work. A simple study that looks at drainage and possible improvements might cost less than this amount. A more comprehensive scope of work that entails community meetings would likely be more costly.

Project Name: Cambria Park Design

Account Number: 32.6

Project Cost: \$60,000

In October 2023, the Mayor and Town Council held a Special Town Council Meeting at which they discussed a shared vision for the Town and their priorities for the next one to two years. One of the identified priorities was a renovation of Cambria Park and adjacent Town-owned properties to maximize use of the space of a community amenity.

The allocated funding of \$60,000 provides for a property survey and preparation of schematic design services to provide a foundation for future funding efforts, including grant applications.

Project Name: Town Hall Renovation Project

Account Number: 35.1

Project Cost: \$420,000

This project provides for preparation of detailed design drawings for the renovation of the historic Garrett Park Town Hall and the associated architectural and engineering fees.

The cost figure is predicated on Option 4 prepared by Wiedemann Architects. The cost estimate prepared by Axias, Inc. (the cost estimating firm that served as a subconsultant to Wiedemann Architects) was used as the basis for applications for federal and state funding, which are pending.

While the Town has sufficient funding in hand to proceed to detailed design for Option 4, there are insufficient funds to advance to construction for Option 4 – even if the Town receives the full amount of requested federal and state funding.

The Mayor and Town Council agreed previously to discuss whether to proceed with Option 4 once the Town is notified of the status of its State funding application.

FY 2026 PROJECTS

Project Name: Town Hall Renovation Project

Account Number: 27.2

Project Cost: \$2,848,000

This project provides for construction costs associated with the renovation of the historic Garrett Park Town Hall. Costs assume implementation of Option 4 prepared by Wiedemann Architects and are based on the cost estimate prepared by Axias, Inc. (the cost estimating firm that served as a subconsultant to Wiedemann Architects).

The project costs include “hard” construction costs and associated architectural and engineering fees.

Currently, there are insufficient funds for implementation of Option 4. Even if the Town receives the full amount of requested federal and state funding, there is a gap that will need to be addressed.

Project Name: Facilities/Other Maintenance

Account Number: 27.3

Project Cost: \$10,000

This project involves the replacement of all fencing at the south end of Montrose Avenue and Clermont Avenue.

FY 2027 FUNDED PROJECTS

Project Name: Streets and Curbs

Account Number: 26.1

Project Cost: \$68,275

This project anticipates the repaving of Keswick Street, from the south end to Oxford Street. The scope of work includes the installation of concrete curbs.

The project cost includes associated engineering work.

FY 2028 FUNDED PROJECTS

Project Name: Streets and Curbs

Account Number: 26.1

Project Cost: \$141,204

Several road repaving projects will be undertaken based on a conditions assessment by the Town's civil engineering firm. Anticipated projects include Raleigh Avenue (Strathmore Avenue to Cambria Avenue), Cambria Avenue (Keswick Street to Raleigh Avenue), and Cambria Avenue (Raleigh Avenue to east end). Concrete curbs and gutters will be installed along Cambria Avenue.

The project cost includes associated engineering work.

FY 2029 FUNDED PROJECTS

Project Name: Streets and Curbs

Account Number: 26.1

Project Cost: \$619,247

Anticipated road repaving projects include Rokeby Avenue, Albemarle Avenue (Kenilworth Avenue to Rokeby Avenue), and Columbia Avenue (Clermont Place to east end). Concrete curbs and gutters will be installed along Rokeby Avenue and Albemarle Avenue.

The project cost includes associated engineering work.

Project Name: Community Center Playground Equipment

Account Number: 27.4

Project Cost: \$75,000

This project provides for the replacement of the playground equipment at the Community Center. Under the terms of the Town's lease with Garrett Park Nursery School, Inc., the Nursery School is responsible for 50% of the equipment cost.

Attachment 2

Account	Account Title	Description/What's Included in Account Line Item
2.1.1	Real Property Taxes	Taxes on the assessed value of real estate, including land and structures on the land.
2.1.2	Personal Property Taxes	Taxes on the assessed value of personal property, including inventory, furniture, and fixtures of business establishments.
2.2	Local Income Taxes	Town's share of income taxes received by the State of Maryland for returns filed from Garrett Park.
2.4	Licenses and Permits	Revenues derived from building permit and other Town applications.
3.1	From State of Maryland	Highway User Revenue, SHA reimbursement for Strathmore maintenance activities, and any State grant funding.
3.2	From Montgomery County	Tax duplication payment for road maintenance. Also Verizon PEG capital grants and bank shares tax.
4.0	Municipal Trash Collection	Revenues from household assessment for trash, recycling, yard waste, and large item collection. Line item on real property tax bill.
5.1	Investment Earnings	Interest that the Town earns on its investment accounts.
5.2.1	Town Hall Rents	Revenues derived from rental of Town Hall.
5.2.2	Penn Place Rents	Lease payments from United States Postal Service and Black Market Bistro.
5.2.3	Swimming Pool Association	Lease payment from the Garrett Park Swimming Pool Association.
5.4	Other Receipts	Farmer's Market payment, insurance proceeds, monies from sale of Town property. Pandemic expense reimbursement previously.
10.1	Salaries	Wages paid to Town staff members that receive a W-2.
10.2	Overtime	Overtime paid to Town staff members due to inclement weather events.
10.3	Benefits	Cost of benefits for Town staff members, including but not limited to health insurance, retirement, and life insurance.
10.4	Payroll Taxes	Employer FICA payments. 6.2% for Social Security and 1.45% for Medicare.
10.5	Training	Virtual conferences, one day seminars, webinars, and other online training.
11.2.1	General Expenses	Office supplies, copier lease, and other operational expenses.
11.2.2	Contract Office Assistant	Temporary office support due to staff absences or other operational needs.
11.3	Elected and Appointed Officials	Cost of annual Town election. Conference attendance for elected and appointed officials.
11.4	Professional Fees	Contractual services, including accounting, legal, and annual financial audit.
11.5	Insurance	Property, auto, liability, and public officials coverage through the Local Government Insurance Trust.
11.6	External Organizations	Organizational memberships, including the Maryland Municipal League.
11.7	IT Operations	Contracted services for server, help desk, managed backup, antivirus software, and special IT projects. Also IT equipment purchases.
12.1	Arboretum Committee	Town Consulting Arborist fees.
12.2	Archives Committee	Town Archivist services and archival supplies, memberships, and technology.
13.1	Penn Place	Non-capital building operations and maintenance.
13.2	Town Hall	Non-capital building operations and maintenance.
13.4	Community Center	Non-capital building operations and maintenance for Town obligations under the Garrett Park Nursery School lease.
13.5	Trees, Parks, and Grounds	Town-owned property grounds maintenance. Town-owned tree activities (pruning, deadwood removal, and tree removal).
13.6	Equipment Maintenance/Repair	Maintenance and repair of Town-owned equipment.
14.1	Road Maintenance/Cleaning	Street lighting, street sweeping, and contractual leaf pickup.
14.2	Trash Collection	Town payment for trash, recycling, yard waste, and large item collection. Also Town subsidy for compost program participation.