

CEMETERY FUND



Section 6-19 of the City Code established a Cemetery Perpetual Maintenance Trust Fund for the City Cemetery on Ivy Lane. This fund receives proceeds (after deduction of expenses) from the sale of lots at the City Cemetery and any cemetery related contributions or donations.

The City Code provides that interest earned in this fund may be appropriated to defray cemetery maintenance and improvement

costs, while all other monies in the fund may only be utilized for investment purposes and the repurchase of cemetery lots.

BUDGET COMMENTS

1) No expenses or transfers are proposed for FY 2019.

CEMETERY FUND Fund 104	FY 2016 Actual Trans.	FY 2017 Actual Trans.	FY 2018 Adopted Budget	FY 2018 Estimated Trans.	FY 2019 Proposed Budget	FY 2019 Adopted Budget
BALANCE AS OF JULY 1	<u>\$85,512</u>	<u>\$86,151</u>	<u>\$87,351</u>	<u>\$87,410</u>	<u>\$88,810</u>	<u>\$88,810</u>
REVENUES						
470000 Interest	\$139	\$359	\$200	\$400	\$400	\$400
480000 Other - Service Fees	500	900	1,000	1,000	1,000	1,000
TOTAL REVENUES	<u>\$639</u>	<u>\$1,259</u>	<u>\$1,200</u>	<u>\$1,400</u>	<u>\$1,400</u>	<u>\$1,400</u>
EXPENDITURES						
490000 Interfund Transfer - General Fund	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
BALANCE AS OF JUNE 30	\$86,151	\$87,410	\$88,551	\$88,810	\$90,210	\$90,210

DEBT SERVICE FUND

This fund accounts for the payment of the principal and interest on the city's outstanding general obligation (G.O.) debt and the refinanced unfunded liability on city retirement plans. During FY 2019, two additional debt instruments will be initiated by the City. The first is the borrowing approved by referendum for the Greenbelt Lake Dam. The second is a Tax Increment Financing (TIF) instrument associated with the Greenbelt Station neighborhood.

Section 55 of the City Charter places a four percent limit (4%) on the amount of bonds that may be issued by the city. As of July 1, 2018, the city's estimated outstanding debt will be \$4,813,452 or 0.22% of the city's assessed valuation. However, the issuance of the Greenbelt Lake Dam and TIF debt instruments expected in FY 2019 will increase the percentage of debt to assessed value by as much as 0.36%. The effect of the new borrowing would increase the total debt to assessed value ratio to almost 0.6%, well below the 4.0% maximum allowed by the City Charter.

Estimated Assessed Value,	
July 1, 2018	\$2,212,954,000
Debt Limit @ 4%	\$88,518,160
Amount of Debt Applicable to Limit:	
Total Bonded Debt, July 1, 2018	\$4,813,452
Estimated Debt Margin,	
July 1, 2018	\$83,704,708

The city's unfunded liability on two of its retirement programs, the Employees Combined System and the Law Enforcement Officers Pension System, was refinanced in FY 2014. The refinancing lowered the interest rates paid on this debt from 7.5 and 8 percent to 5.3 percent and shortened the term to 20 years, which is projected to save the city \$1.2 million.

BUDGET COMMENTS

- 1) \$805,000 is proposed as the transfer from the General Fund in order to pay the debt on the city's annual general obligation and the unfunded liability.

DEBT SERVICE FUND Fund 201	FY 2016 Actual Trans.	FY 2017 Actual Trans.	FY 2018 Adopted Budget	FY 2018 Estimated Trans.	FY 2019 Proposed Budget	FY 2019 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	\$10,572	\$10,635	\$10,635	\$10,927	\$161,327	\$161,327
REVENUES						
470000 Interest Investments	\$210	\$438	\$200	\$600	\$800	\$800
490000 General Fund Transfer	555,000	555,000	705,000	705,000	805,000	805,000
TOTAL REVENUE & FUND TRANSFERS	\$555,210	\$555,438	\$705,200	\$705,600	\$805,800	\$805,800
EXPENDITURES						
General Obligation						
895 2001 Bond Issue						
96 Principal	\$230,284	\$237,453	\$245,800	\$245,800	\$252,000	\$252,000
97 Interest	86,769	79,599	71,300	71,300	65,100	65,100
Total	\$317,053	\$317,052	\$317,100	\$317,100	\$317,100	\$317,100
897 Unfunded Liability						
96 Principal	\$91,714	\$96,695	\$101,900	\$101,900	\$107,500	\$107,500
97 Interest	146,380	141,399	136,200	136,200	130,600	130,600
Total	\$238,094	\$238,094	\$238,100	\$238,100	\$238,100	\$238,100
898 Lake Dam						
96 Principal	\$0	\$0	\$0	\$0	\$100,000	\$100,000
97 Interest	0	0	0	0	10,000	\$10,000
Total	\$0	\$0	\$0	\$0	\$110,000	\$110,000
899 Greenbelt West TIF						
96 Principal	\$0	\$0	\$0	\$0	\$256,000	\$256,000
97 Interest	0	0	0	0	0	0
Total	\$0	\$0	\$0	\$0	\$256,000	\$256,000
TOTAL EXPENDITURES	\$555,147	\$555,146	\$555,200	\$555,200	\$921,200	\$921,200
FUND BALANCE AS OF JUNE 30	\$10,635	\$10,927	\$160,635	\$161,327	\$45,927	\$45,927

BOND PRINCIPAL & INTEREST PAYMENT SCHEDULE

All Debt		2001 Bond Fund (1)		MSRA Unfund Liability (2)		
FY	Principal	Interest	Principal	Interest	Principal	Interest
2019	\$360,516	\$194,630	\$253,034	\$64,018	\$107,483	\$130,612
2020	373,868	181,279	260,548	56,504	113,320	124,774
2021	387,759	167,387	268,285	48,767	119,474	118,620
2022	402,215	152,932	276,253	40,800	125,962	112,132
2023	417,259	137,888	284,457	32,596	132,802	105,292
2024	432,918	122,228	292,904	24,148	140,014	98,080
2025	449,220	105,926	301,602	15,450	147,618	90,476
2026	466,193	88,953	310,559	6,493	155,634	82,460
2027	216,736	74,200	52,649	193	164,087	74,007
2028	172,998	65,096			172,998	65,096
2029	182,393	55,701			182,393	55,701
2030	192,298	45,796			192,298	45,796
2031	202,741	35,353			202,741	35,353
2032	213,751	24,343			213,751	24,343
2033	225,359	12,735			225,359	12,735
2034	117,228	1,819			117,228	1,819
Total	\$4,813,452	\$1,466,266	\$2,300,291	\$288,969	\$2,513,162	\$1,177,296

(1) This debt issue has an interest rate of 2.93%.

(2) This debt issue has an interest rate of 5.3%. This rate is higher than the 2001 Bond Fund because it is a taxable loan.

REPLACEMENT FUND

The Replacement Fund is for the purpose of setting funds aside annually so that at the time of scheduled replacement, adequate funds are available to replace a piece of equipment.

Prior to FY 2003, an amount equal to three (3) cents on the tax rate (\$162,900 in FY 2002) was budgeted in the General Fund budget to be transferred here. Now a dollar amount based on need and available resources is budgeted. Funds not required to meet current obligations are invested. Interest earned is applied annually to various reserves, thereby reducing the amount of operating funds required to be contributed.

BUDGET COMMENTS

- 1) Police handguns (\$32,000) were approved for replacement in FY 2018 but not purchased. This purchase is now recommended for FY 2019.
- 2) It is recommended that a 2006 pick-up truck assigned to Public Works Administration be replaced with an electric sedan.
- 3) A skid steer loader (\$62,000) and a fourteen year old pick-up truck (\$35,000) are proposed for replacement under Multi-Purpose Equipment.
- 4) A refuse truck and packer is recommended under Waste Collection at a cost of \$187,000.
- 5) Under Community Development, a thirteen year old sedan is recommended for replacement with an electric vehicle.
- 6) Under Aquatic & Fitness Center, exercise bikes are proposed for replacement at a cost of \$20,200.
- 7) Under Parks, it is proposed to replace a dump body on Truck 469.
- 8) A new Greenbelt Connection van is proposed for purchase at \$67,000.
- 9) It is estimated the Replacement Fund will begin Fiscal Year 2019 with a fund balance of \$344,869 and end at \$229,723. There are a number of costly vehicles and equipment items scheduled to be purchased in the next three years including dump trucks and communications equipment, so building a fund balance reserve is necessary.

Items to be Purchased

Police

Handguns \$32,000

Public Works Administration

Electric Sedan (102) 37,000

Multi-Purpose Equipment

Skid Steer Loader (119) 62,000

4X4 Pickup Truck (158) 35,000

Waste Collection

Refuse Truck & Packer (262) 187,000

Community Development

Electric Sedan (717) 30,000

Aquatic & Fitness Center

Exercise Bikes 20,200

Parks

Dump Body (469) 20,000

Greenbelt Connection

12 Passenger Van with Wheelchair Lift 67,000

Total Proposed Expenditures **\$490,200**

REPLACEMENT FUND Fund 105	FY 2016 Actual Trans.	FY 2017 Actual Trans.	FY 2018 Adopted Budget	FY 2018 Estimated Trans.	FY 2019 Proposed Budget	FY 2019 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	<u>\$413,693</u>	<u>\$153,113</u>	<u>\$185,413</u>	<u>\$196,523</u>	<u>\$344,923</u>	<u>\$344,923</u>
REVENUES						
470000 Interest on Investments	\$566	\$833	\$200	\$1,500	\$1,000	\$1,000
480000 Ins./Auc. Proceeds	21,451	19,049	5,000	7,700	10,000	10,000
480000 Payments from Other Cities	0	0	0		0	0
490000 Interfund Transfer - General Fund	174,200	200,000	320,000	320,000	350,000	350,000
TOTAL REVENUE & FUND TRANSFERS	<u>\$196,217</u>	<u>\$219,882</u>	<u>\$325,200</u>	<u>\$329,200</u>	<u>\$361,000</u>	<u>\$361,000</u>
EXPENDITURES						
91 New Equipment						
220 Community Development	\$0	\$0	\$26,000	\$27,400	\$30,000	\$30,000
310 Police	23,417	0	32,000	0	32,000	32,000
410 Public Works Admin.	25,794	0	0	0	37,000	37,000
420 Multi-Purpose Equipment	95,283	34,989	117,000	107,900	97,000	97,000
450 Waste Collection	145,050	35,474	0	0	187,000	187,000
650 Aquatic & Fitness Center	51,878	0	0	0	20,200	20,200
660 Community Center	4,958	0	6,000	4,000	0	0
700 Parks	110,417	106,009	46,000	41,500	20,000	20,000
920 Greenbelt Connection	0	0	0	0	67,000	67,000
TOTAL EXPENDITURES	<u>\$456,797</u>	<u>\$176,472</u>	<u>\$227,000</u>	<u>\$180,800</u>	<u>\$490,200</u>	<u>\$490,200</u>
BALANCE AS OF JUNE 30	\$153,113	\$196,523	\$283,613	\$344,923	\$215,723	\$215,723

Veh #	Department/Item	Year Purch.	Repl. Year	Original Cost	Replace Cost	Est. FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
2	Administration	2017	2028	29,332	38,100	0	0	0	0	0	0	0	0	0	0	0	38,100
	Subtotal			29,332	38,100	0	0	0	0	0	0	0	0	0	0	0	0
	Community Development																
712	Ford Focus	2009	2020	11,427	23,200	0	0	23,200	0	0	0	0	0	0	0	0	0
715	Nissan Leaf	2018	2029	27,415	35,600	27,400	0	0	0	0	0	0	0	0	0	0	0
717	Chevy Malibu	2005	2019	12,094	23,200	0	30,000	0	0	0	0	0	0	0	0	0	0
	Subtotal			50,936	82,000	27,400	30,000	23,200	0	0	0	0	0	0	0	0	0
	Police Department								729,70								
	Police Radio System	2011	2021	729,700	729,700	0	0	0	0	0	0	0	0	0	0	0	0
	Voice Logging Recorder	2011	2020	22,327	22,300	0	0	22,300	0	0	0	0	0	0	0	0	0
	Handguns	2008	2019	31,755	32,000	0	32,000	0	0	0	0	0	0	0	0	0	0
	Digital Processing Equipment	2011	NTR	6,343	8,000	0	0	0	0	0	0	0	0	0	0	0	0
	Pro-Tec Raid Vests	2015	2025	16,067	20,900	0	0	0	0	0	0	0	20,900	0	0	0	0
	ETIX Equipment		Var.		54,000	0	0	0	18,000	18,000	18,000	0	0	0	0	0	0
	TRUSPEED Laser	2014	2025	7,300	12,000	0	0	0	0	0	0	0	12,000	0	0	0	0
891	4X4 ¾Ton Pick-up Truck	2006	2020	18,314	24,500	0	0	24,500	0	0	0	0	0	0	0	0	0
726	Ford Fusion Hybrid	2014	2025	24,577	32,000	0	0	0	0	0	0	0	32,000	0	0	0	0
	Live Scan	2014	2020	33,283	35,000	0	0	35,000	0	0	0	0	0	0	0	0	0
	Automated External Defibrillators	2014	2021	12,596	13,000	0	0	0	13,000	0	0	0	0	0	0	0	0
	Subtotal			902,262	983,400	0	32,000	81,800	760,70	18,000	18,000	0	64,900	0	0	0	0
	Animal Control																
704	Ford Escape SUV	2008	2020	25,276	33,900	0	0	33,900	0	0	0	0	0	0	0	0	0
799	Ford Cargo Van w/Cage package	2002	2021	26,039	35,000	0	0	0	35,000	0	0	0	0	0	0	0	0
	Subtotal			51,315	68,900	0	0	33,900	35,000	0	0	0	0	0	0	0	0
	Public Works Administration																
1	Honda Civic CNG	2005	NTR	20,149	0	0	0	0	0	0	0	0	0	0	0	0	0
100	Dodge Stratus	2006	2020	12,489	21,500	0	0	21,500	0	0	0	0	0	0	0	0	0
104	Ford Explorer	2016	2027	25,794	33,500	0	0	0	0	0	0	0	0	0	0	33,500	0
102	Chevy Colorado	2006	2019	10,648	14,200	0	37,000	0	0	0	0	0	0	0	0	0	0
	Repeater - Channel 1 & 3	2004	2020	40,000	46,000	0	0	46,000	0	0	0	0	0	0	0	0	0
	Subtotal			69,080	69,200	0	37,000	67,500	0	0	0	0	0	0	0	33,500	0

Veh #	Department/Item	Year Purch.	Repl. Year	Original Cost	Replace Cost	Est. FY	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Multi-Purpose Equipment																	
111	Ford 550 Dump Truck	2004	2020	46,938	56,400	0	0	0	56,400	0	0	0	0	0	0	0	0
112	Ford Roll Back Truck	1993	2020	25,927	36,000	0	0	36,000	0	0	0	0	0	0	0	0	0
115	Ford 4X4 ¾-ton Pickup	2008	2020	27,747	36,900	0	0	36,900	0	0	0	0	0	0	0	0	0
121	Ford F250 4X4 ¾-ton Pickup	2017	2028	34,500	42,900	0	0	0	0	0	0	0	0	0	0	0	42,900
118	Ford 4X4 F350 Crew Cab	2014	2025	30,256	39,300	0	0	0	0	0	0	0	0	39,300	0	0	0
119	Skid Steer Loader	2008	2019	30,563	40,600	0	62,000	0	0	0	0	0	0	0	0	0	0
Ford F-450 Dump Truck Crew																	
124	Cab	2010	2021	56,842	75,600	0	0	75,600	0	0	0	0	0	0	0	0	0
Ford 2 Ton Dump (Chassis in																	
125	06)	2006	2020	42,000	90,000	0	0	90,000	0	0	0	0	0	0	0	0	0
126	Ford 750 Dump	2007	2020	71,324	94,900	0	0	94,900	0	0	0	0	0	0	0	0	0
129	Case Backhoe	2016	2031	94,900	123,400	0	0	0	0	0	0	0	0	0	0	0	0
128	Asphalt Roller	2007	2022	24,900	36,100	0	0	0	0	36,100	0	0	0	0	0	0	0
155,10																	
145	Case #621 Loader	2008	2023	119,313	155,100	0	0	0	0	0	0	0	0	0	0	0	0
146	2007 F550 Aerial Lift	2013	2023	40,600	52,800	0	0	0	0	0	0	52,800	0	0	0	0	0
150	Air Compressor	2018	2038	22,106	31,000	22,100	0	0	0	0	0	0	0	0	0	0	0
151	Ford F-150 Pick-up Truck	2009	2020	16,446	21,900	0	0	21,900	0	0	0	0	0	0	0	0	0
152	Chevy 2500 Cargo Van	2014	2025	17,118	22,300	0	0	0	0	0	0	0	0	22,300	0	0	0
153	Ford Transit Cargo	2018	2029	27,791	36,100	27,800	0	0	0	0	0	0	0	0	0	0	0
158	Ford CNG Pickup	2004	2019	18,305	24,300	0	35,000	0	0	0	0	0	0	0	0	0	0
Street Sweeper - 2000 Freight-																	
199	liner	2018	2028	58,000	75,400	58,000	0	0	0	0	0	0	0	0	0	0	75,400
Paint Machine																	
206		2006	2020	5,000	6,500	0	0	6,500	0	0	0	0	0	0	0	0	0
Concrete Sidewalk Grinder																	
204		2014	2029	10,000	14,500	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal																	
				820,576	1,112,000	107,900	97,000	342,600	75,600	36,100	207,900	61,600	0	0	118,300	0	0
Waste Collection Equipment																	
213	Chevy 4X4 Pickup	2017	2028	35,000	40,300	0	0	0	0	0	0	0	0	0	0	0	40,300
211	Polaris GEM Electric Truck	2014	2024	20,737	27,000	0	0	0	0	0	0	0	27,000	0	0	0	0
179,900																	
264	Freightliner w/25cy packer	2016	2024	145,050	179,900	0	0	0	0	0	0	0	0	0	0	0	0
174,10																	
263	Freightliner w/18cy Packer	2015	2023	140,428	174,100	0	0	187,000	0	0	0	0	0	0	0	0	0
187,000																	
262	Freightliner Load Packer	2010	2019	144,532	187,900	0	0	0	0	0	0	0	0	0	0	0	0
187,000																	
				485,747	609,200	0	0	0	0	0	0	0	174,10	206,900	0	0	40,300
Subtotal																	

Veh #	Department/Item	Year Purch.	Repl. Year	Original Cost	Replace Cost	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Est.
440	Bobcat Skid-Steer Loader	2006	2021	14,200	18,500	0	0	0	0	18,500	0	0	0	0	0	0	0
	Kubota ZD331 Zero Turn																
443	Mower	2014	2025	13,409	17,400	0	0	0	0	0	0	0	17,400	0	0	0	0
448	Tag-A-Long Trailer	1985	2020	2,799	5,000	0	0	5,000	0	0	0	0	0	0	0	0	0
460	Leaf Vacuum	2018	2029	41,460	56,900	41,500	0	0	0	0	0	0	0	0	0	0	0
463	Wood Chuck Chipper	2009	2020	28,100	36,500	0	0	36,500	0	0	0	0	0	0	0	0	0
	Kubota Big Tractor M8210																
464	w/attach	1998	2020	36,063	48,000	0	0	48,000	0	0	0	0	0	0	0	0	0
465	Ford Stake Body (Body in 14)	2001	2020	43,592	56,700	0	0	56,700	0	0	0	0	0	0	0	0	0
466	Premier Trailer	2001	2020		5,000	0	0	5,000	0	0	0	0	0	0	0	0	0
469	Ford 750 2-Ton Dump (Body in 19)	2009	2024	70,496	93,800	0	20,000	0	0	0	0	93,800	0	0	0	0	0
	Deep Tine Aerator	2007	2022	15,500	22,500	0	0	0	0	22,500	0	0	0	0	0	0	0
	Stump Grinder	2014	2024	7,000	9,300	0	0	0	0	0	0	9,300	0	0	0	0	0
	Subtotal			670,482	902,600	41,500	20,000	350,300	18,500	22,500	0	123,200	17,400	36,500	56,600	146,900	
	Intra-City Bus Service																
500	Lift Equipped Van	2011	2019	3,000	3,700	0	67,000	0	0	0	0	0	0	0	0	0	0
	Subtotal			3,000	3,700	0	67,000	0	0	0	0	0	0	0	0	0	0
	Non Departmental																
	Telephone Equipment	2003	2021	180,000	50,000	0	0	0	50,000	0	0	0	0	0	0	0	0
	Subtotal			180,000	50,000	0	0	0	50,000	0	0	0	0	0	0	0	0
	GRAND TOTAL			3,520,451	4,246,300	180,800	490,200	924,300	939,800	153,900	481,700	360,800	143,900	51,500	90,100	305,500	
	Annual Revenues Required (11 Year Avg. Lifespan)																\$394,170

SPECIAL PROJECTS FUND

This fund was established in FY 2001 to set aside funds for specific purposes. Funds set aside by the City Council or mandated to be accounted for separately will often be collected in one fiscal year with the related costs of the program expended over several subsequent years.

The largest on-going revenue designation in this fund is the city's set aside from Comcast and Verizon. The city receives funds from a three (3%) percent franchise fee for Public, Education and Government (PEG) access.

BUDGET COMMENTS

- 1) \$95,000 in Information Technology, line 145, is to replace computers and servers, initiate a new payroll reporting module, and video camera upgrades.
- 2) The expenses in Community Promo-Equipment, line 190, are to replace camera equipment in the Council Room, The expenses shown for Community Promo-Public Access is the funding necessary to complete the upgrade the audio-visual systems in the Council Room. These expenses have been separated to show the ongoing cost of equipment upgrades and the one-time cost of the audio-visual project.
- 3) The expenses in Police, line 310, are for the rental of eleven police vehicles for the drug task force (\$82,500). The cost of this program is offset by a Federal grant-revenue account 441112.
- 4) The restoration of the Mother & Child Statue and the Bas Reliefs, (\$30,000) in Arts line 685, is possible as a result of a FY 2018 transfer from the General Fund to the Special Projects Fund. A FY 2019 transfer of \$5,000 transfer is a new program to support future art restoration projects.
- 5) The transfer of \$46,600 to the General Fund funds the city's use of the countywide I-Net.
- 6) The city receives monies from cable franchises for the use of the public right-of-way. The city contributes two-thirds of the Public, Education and Government Access fees to Greenbelt Access Television, Inc. (GATe). The remaining third provides funding for IT and Community Promotion projects.

SPECIAL PROJECTS FUND Fund 101	FY 2016 Actual Trans.	FY 2017 Actual Trans.	FY 2018 Adopted Budget	FY 2018 Estimated Trans.	FY 2019 Proposed Budget	FY 2019 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	<u>\$658,249</u>	<u>\$646,130</u>	<u>\$573,959</u>	<u>\$671,713</u>	<u>\$523,913</u>	<u>\$523,913</u>
REVENUES						
433401 Cable TV Franchise Fee	\$254,572	\$259,455	\$254,800	\$252,000	\$250,000	\$250,000
441112 Federal Grants	88,125	88,750	90,000	82,500	82,500	82,500
470000 Interest on Investments	974	2,673	1,000	4,000	5,000	5,000
460111 Drug Forfeitures	0	0	0	0	0	0
460301 Del. Speed Camera Fines	29,057	65,222	18,000	18,000	18,000	18,000
480499 Spay Neuter Grant	0	(44,939)	0	0	0	0
480499 Miscellaneous	45,250	5,715	0	0	0	0
490000 Arts Restoration/Acquisition	0	0	0	30,000	5,000	5,000
TOTAL REVENUES	<u>\$417,978</u>	<u>\$376,876</u>	<u>\$363,800</u>	<u>\$386,500</u>	<u>\$360,500</u>	<u>\$360,500</u>
EXPENDITURES						
145 Information Technology	\$66,053	\$41,733	\$80,000	\$56,000	\$95,000	\$95,000
190 Comm. Promo. Equipment	39,063	1,247	0	0	20,000	20,000
190 Comm. Promo. Public Access	0	0	180,000	145,000	40,000	40,000
540 Community Development	0	0	15,000	15,000	0	0
310 Police	104,686	86,875	150,000	117,500	82,500	82,500
330 Animal Control	14,077	10,580	0	0	0	0
510 CARES	0	2,888	2,000	0	0	0
685 Arts	0	0	0	0	30,000	30,000
999 Transfer to General Fund	36,500	35,000	35,000	32,800	46,600	46,600
999 Payment to GATe	169,717	172,970	168,000	168,000	166,700	166,700
TOTAL EXPENDITURES	<u>\$430,096</u>	<u>\$351,293</u>	<u>\$630,000</u>	<u>\$534,300</u>	<u>\$480,800</u>	<u>\$480,800</u>
TOTAL FUND BALANCE AS OF JUNE 30	<u>\$646,131</u>	<u>\$671,713</u>	<u>\$307,759</u>	<u>\$523,913</u>	<u>\$403,613</u>	<u>\$403,613</u>
FUND BALANCE DESIGNATIONS						
Cable TV	\$485,695	\$494,200	\$220,295	\$329,400	\$236,100	\$236,100
Public Safety	543	67,640	3,543	50,640	68,640	86,640
Animal Control	53,971	0	0	0	0	0
Barnett Trust	45,250	42,362	41,250	42,362	42,362	42,362
Arts Restoration & Acquisition	0	0	0	30,000	5,000	5,000
Undesignated	60,671	132,733	42,671	71,511	51,511	33,511
TOTAL	<u>\$646,130</u>	<u>\$736,935</u>	<u>\$307,759</u>	<u>\$523,913</u>	<u>\$403,613</u>	<u>\$403,613</u>

AGENCY FUNDS

An agency fund is used to account for assets of outside parties or assets held in escrow. Agency funds do not report operations as governmental funds (i.e. General Fund), only additions and deductions. The assets are not owned or controlled by the city, though the city maintains a fiduciary responsibility over the assets.

The city maintains one agency fund with distinct classifications. The classifications range from donations to individuals who require assistance to assets that were seized during criminal investigations.

1. The Recreation Department receives contributions from various sources. The monetary donations are used to support camp scholarships, special events and other designated programs as specified by the donor. Monies are transferred to the General Fund to offset the program as appropriate.
2. Donations are made by clients to Greenbelt CARES Youth and Family Services Bureau. These funds do not get regularly used and have been transferred to the Emergency Assistance Fund in FY 2016.
3. The Good Samaritan Fund provides financial assistance to out-of-town persons stranded in Greenbelt and low-income individuals in need of a few dollars to purchase gas or groceries. This program receives its funding from the churches in Greenbelt and other civic associations.
4. An Emergency Assistance Fund has been established to accept and disburse donations received to assist Greenbelt residents to pay rent to avoid possible eviction. Approximately a dozen individuals receive assistance from these funds each fiscal year.
5. People contribute to the Adopt-A-Tree Program for the purpose of allowing the city to identify a location for a tree. This balance is the amount of funds available to the city, when needed.
6. A program started in FY 2001 is the Adopt-A-Bench. This program is similar to the Adopt-A-Tree program, but enables people to dedicate benches throughout the city.
7. Confiscated funds obtained from arrests made by the Greenbelt Police Department are deposited here. When final disposition is determined, the funds are either returned to the individual (if the charges are dropped or the individual declared innocent in court), or the monies are transferred to the City's Special Projects Fund to be used for public safety. The assets generally are held for two to three years while a determination is made by the court system.
8. Contributions were made to the Advisory Committee on Education (ACE). These monies fund ACE initiatives such as its scholarship fund.
9. The Greenbelt Theatre was scheduled to close operation in October 1998. The city helped organize a group of concerned citizens who wanted to keep the Greenbelt Theatre open. Donations to fund this effort are held in the "Save the Greenbelt Theatre" agency fund. These funds were used in the 2015 renovation.
10. The city supports the Greenbelt Volunteer Fire Department (GVFD) by setting funds aside each fiscal year. The purpose of these funds is to help fund equipment purchases for the GVFD.
11. The Spay and Neuter Clinic Agency Fund is for donations received for the purchase of supplies and equipment to perform cat and dog neuters at the shelter. This will reduce city cost for veterinary care for animals at the shelter, will allow development of a feral cat control program, and could allow extension of low cost spay and neuter services to the community.

AGENCY FUNDS

	Balance FY 2016	FY 2017 Contribution	FY 2017 Debits	Balance 07/01/17	FY 2018 Estimated Contri.	FY 2018 Estimated Debits	Estimated Balance 07/01/18	FY 2019 Estimated Contri.	FY 2019 Estimated Debits	Estimated Balance 06/30/19
Recreation Department	\$ 8,854	\$ 1,479	\$ (763)	\$ 9,570	\$ 1,000	\$ (800)	\$ 9,770	\$ 1,000	\$ (800)	\$ 9,970
Greenbelt CARES	-	1,010	-	1,010	-	-	1,010	-	-	1,010
Good Samaritan	1,429	535	(298)	1,666	500	(400)	1,766	500	(400)	1,866
Emergency Assistance	2,698	13,078	(15,176)	600	8,500	(8,300)	800	7,500	(8,000)	300
Adopt-A-Tree	170	1,119	(442)	847	-	-	847	-	-	847
Adopt-A-Bench	3,903	1,329	(507)	4,725	-	-	4,725	-	-	4,725
Drug and Evidence Advisory Committee on	50,961	1,300	(104)	52,157	1,500	-	53,657	1,500	-	55,157
Education	21,012	2,129	(4,000)	19,141	2,300	(4,000)	17,441	2,500	(4,000)	15,941
CARES - GRH Pet Assistance	2,590	-	(757)	1,833	-	-	1,833	-	-	1,833
Fire Department	264,773	88,000	-	352,773	88,000	-	440,773	120,000	(280,000)	280,773
Spay and Neuter Clinic	7,656	25	-	7,681	-	-	7,681	-	-	7,681

GREEN RIDGE HOUSE



Green Ridge House is a city-owned apartment facility for seniors and individuals with disabilities. The 101-unit facility opened in 1979. About seventy-five (75) percent of the revenue to the facility comes from the U.S. Department of Housing and Urban Development Section 8 program and the balance comes from resident payments. No city funds are expended on Green Ridge House. The city contracts with Community Realty Company, Inc. (CRC) to manage the facility and grounds.

ACCOMPLISHMENTS FOR FY 2018

- Upgraded elevators with new interiors.
- Installed a new concrete slab and tree boxes on picnic patio.
- Installed a new handicap ramp at the side entrance to the building.
- Installed a new sidewalk and hand rail at the dumpster enclosure.
- New sprinkler heads were installed throughout the building.
- The residents' parking lot will be restriped in the spring.
- A new IP phone system was installed.
- The boiler and trash rooms were repainted.
- The parking lot was restriped.
- In February 2018, the annual REAC inspection was done with a score of 94 out of 100 possible points.

ISSUES & SERVICES

Green Ridge House remains a highly regarded Section 8 facility in the State of Maryland. Through careful oversight by the city and the professional management of Community Realty Company, Inc., the building continues to improve amenities for residents.

Green Ridge House is a Section 8 property meaning that the rents of its residents are subsidized by the federal government. Currently, the market rent for a unit at Green Ridge House is \$1,237 per month.

The Community Resource Advocate (CRA) is the liaison to Green Ridge House. Along with the establishment of the Service Coordinator program in FY 2005, having the CRA as liaison has improved awareness of both the needs of Green Ridge House residents and availability of city services.

The Green Ridge House Service Coordinator has continued to adapt programming and services to meet the needs of the changing age demographic at Green Ridge House. The need for behavioral health services has become a pressing issue for staff as an increase in residents services has been required.

There are 55 parking spaces on-site and there are 48 permits issued for vehicles.

BUDGET COMMENTS

- 1) Costs for providing the Service Coordinator program exceed the federal grant for the program. Therefore, funds are budgeted in the Administration section of this budget and transferred to the General Fund to cover the excess cost.
- 2) The mortgage on Green Ridge House (GRH) was satisfied in November 2017. As a result, monies formerly dedicated to the mortgage (\$250,000) will be transferred to the Green Ridge House account at the Maryland Local Government Investment Pool (LGIP).
- 3) The City holds two LGIP accounts for GRH. The first is an investment account. The second holds monies set aside for capital projects. In FY 2019, it is proposed to transfer \$330,000 to this account.
- 4) \$444,400 have been reserved for capital expenditures in FY 2019. These expenditures include the recommendation to improve/replace one of the two elevators, replacing carpet in the common areas, refurbishing the public restrooms, installing an ADA compliant sidewalk with handrails that lead to the outdoor smoking area, and fire doors.

GREEN RIDGE HOUSE

CITY MANAGER

COMMUNITY
RESOURCE
ADVOCATE

SERVICE
COORDINATOR

PROPERTY
MANAGER

COMMUNITY DIRECTOR/
HUD SPECIALIST

MAINTENANCE ENGINEER
MAINTENANCE ASSISTANT

ASSISTANT COMMUNITY
DIRECTOR

GREEN RIDGE HOUSE Operating Budget	FY 2016 Actual Trans.	FY 2017 Actual Trans.	FY 2018 Adopted Budget	FY 2018 Estimated Trans.	FY 2019 Proposed Budget	FY 2019 Adopted Budget
REVENUES						
Rental Income						
Federal Section 8 Payment	\$1,069,668	\$1,070,364	\$1,126,000	\$1,095,200	\$1,094,400	\$1,094,400
Rental Income from Residents	417,456	419,757	416,600	404,800	404,800	404,800
Vacancies	(18,288)	(41,790)	(33,000)	(25,400)	(23,900)	(23,900)
Total Rental Income	\$1,468,836	\$1,448,331	\$1,509,600	\$1,474,600	\$1,475,300	\$1,475,300
Miscellaneous Revenue						
Laundry Machines	\$3,472	\$3,149	\$3,200	\$3,500	\$3,200	\$3,200
Miscellaneous Income	2,389	351	500	900	500	500
Interest Income	1,417	4,271	2,500	10,100	14,100	14,100
Total Miscellaneous	\$7,278	\$7,771	\$6,200	\$14,500	\$17,800	\$17,800
TOTAL REVENUES	\$1,476,114	\$1,456,102	\$1,515,800	\$1,489,100	\$1,493,100	\$1,493,100
EXPENDITURES						
Personnel Expenses	\$249,455	\$259,174	\$293,000	\$292,500	\$300,200	\$300,200
Operating Expenses						
Administration	\$184,583	\$182,646	\$212,600	206,900	\$202,900	\$202,900
Utilities	153,895	129,173	152,200	129,600	161,500	161,500
Turnover Costs/Misc. Licenses	60,127	43,361	48,400	27,000	50,400	50,400
Maintenance	168,477	256,718	217,500	183,600	242,800	242,800
Total Operating Expenses	\$567,082	\$611,898	\$630,700	\$547,100	\$657,600	\$657,600
Taxes, Insurance and Debt Expenses						
Real Estate Tax Fee in lieu	\$93,586	\$94,151	\$94,700	\$94,700	\$96,000	\$96,000
Insurance	131,036	113,850	155,400	150,700	79,900	79,900
Principal and Interest	257,702	257,702	107,300	107,400	0	0
Total Taxes, Interest and Debt Expenses	\$482,324	\$465,703	\$357,400	\$352,800	\$175,900	\$175,900
Transfer to Investments	\$70,000	\$70,000	\$150,000	\$150,000	\$0	\$0
Green Ridge House Capital Acct.	72,000	72,000	72,000	72,000	330,000	330,000
Total Transfer to Reserves	\$142,000	\$142,000	\$222,000	\$222,000	\$330,000	\$330,000
TOTAL ALL EXPENDITURES	\$1,440,861	\$1,478,775	\$1,503,100	\$1,414,400	\$1,463,700	\$1,463,700
OVER/(UNDER) EXPENDITURES	\$35,253	(\$22,673)	\$12,700	\$74,700	\$29,400	\$29,400

GREEN RIDGE HOUSE Reserves	FY 2016 Actual Trans.	FY 2017 Actual Trans.	FY 2018 Adopted Budget	FY 2018 Estimated Trans.	FY 2019 Proposed Budget	FY 2019 Adopted Budget
LGIP Capital Account						
Balance July 1	\$646,768	\$698,119	\$634,019	\$655,995	\$507,320	\$507,320
Contributions	144,000	72,000	72,000	72,000	330,000	330,000
Interest	778	2,239	1,500	5,000	6,800	6,800
Transfers In	0	0	0	4,325	0	0
Expenditures	(93,427)	(116,363)	(215,000)	(230,000)	(444,400)	(444,400)
Balance June 30	\$698,119	\$655,995	\$492,519	\$507,320	\$399,720	\$399,720
RESIDUAL RECEIPTS						
Balance July 1	\$76,195	\$4,280	\$4,300	\$4,295	\$0	\$0
Contributions	0	0	0	0	0	0
Interest	85	15	30	30	0	0
Transfers Out	(72,000)	0	0	(4,325)	0	0
Balance June 30	\$4,280	\$4,295	\$4,330	\$0	\$0	\$0
LGIP INVESTMENTS						
Balance July 1	\$322,428	\$392,958	\$444,558	\$464,968	\$619,768	\$619,768
Contributions	70,000	70,000	150,000	150,000	0	0
Interest	530	2,010	2,500	4,800	7,000	7,000
Withdrawals	0	0	0	0	0	0
Balance June 30	\$392,958	\$464,968	\$597,058	\$619,768	\$626,768	\$626,768
ALL RESERVE ACCOUNTS						
Balance July 1	\$1,045,391	\$1,095,357	\$1,082,877	\$1,125,258	\$1,127,088	\$1,127,088
Contributions	214,000	142,000	222,000	222,000	330,000	330,000
Interest	1,393	4,264	4,030	9,830	13,800	13,800
Expenditures	(165,427)	(116,363)	(215,000)	(234,325)	(444,400)	(444,400)
Balance June 30	\$1,095,357	\$1,125,258	\$1,093,907	\$1,122,763	\$1,026,488	\$1,026,488