



# BUILDING CAPITAL RESERVE FUND

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This fund was created in Fiscal Year 2004. The purpose of the fund is to set aside funds for the replacement of major systems in the city's facilities. The City of Greenbelt operates over 100,000 square feet of facility space in which it has invested over \$15 million to build or renovate. These facilities range in size from the 55,000 square foot Community Center to the very specialized Aquatic and Fitness Center to the less than 1,000 square foot Schrom Hills Park building. This fund accounts for replacement of mechanical, plumbing and electrical systems, roof systems and other costly systems in these facilities.

## **Budget Comments**

- 1) Municipal Building expenditures for FY 2010 include \$10,000 for a new water line and \$9,700 for the new microphone/public address system in the Council Room.
- 2) The Pool Pak and Heat Exhaust units at the Aquatic and Fitness Center were budgeted for replacement in FY 2008, however, this is now expected to occur in early FY 2011 at an estimated cost of \$550,000. This is offset by a Program Open Space grant covering 75% of the cost.
- 3) Funds are budgeted in FY 2011 to replace the generator at the Municipal Building. The existing generator cannot be repaired due to its age (30+ years) and lack of parts, and has become undersized for the building's needs. The new generator would provide emergency power for the City's: Emergency Operations Center (EOC), computer & phone servers, cable channel, text alerting, essential building lighting, etc.
- 4) Funds are budgeted in non-departmental for energy efficiency improvements in various city facilities for FY 2011. This is funded by Energy Efficiency & Conservation Block Grant (EECBG) funds that were part of the Federal stimulus package. Staff expects to begin with installation of programmable thermostats, occupancy sensors and lighting upgrades. Another \$53,000 in EECBG funds are in the Capital Projects Fund.

<b>BUILDING CAPITAL RESERVE FUND Fund 102</b>	<b>FY 2008 Actual Trans.</b>	<b>FY 2009 Actual Trans.</b>	<b>FY 2010 Adopted Budget</b>	<b>FY 2010 Estimated Trans.</b>	<b>FY 2011 Proposed Budget</b>	<b>FY 2011 Adopted Budget</b>
<b>BALANCE AS OF JULY 1</b>	<u>\$193,867</u>	<u>\$260,993</u>	<u>\$132,993</u>	<u>\$132,359</u>	<u>\$167,459</u>	
<b>REVENUES</b>						
<b>Miscellaneous</b>						
442104 Program Open Space	\$0	\$0	\$450,000	\$0	\$413,000	
470103 Interest on Investments	7,756	2,460	500	200	200	
xxxxxx EECBG Grant Funds	0	0	0	0	40,000	
490000 General Fund Transfer	75,000	0	75,000	75,000	75,000	
<b>TOTAL REVENUE &amp; FUND TRANSFERS</b>	<u>\$82,756</u>	<u>\$2,460</u>	<u>\$525,500</u>	<u>\$75,200</u>	<u>\$528,200</u>	
<b>EXPENDITURES</b>						
<b>Municipal Building</b>	\$0	\$0	\$10,000	\$19,700	\$90,000	
<b>Recreation</b>						
620 Youth Center	\$15,630	\$0	\$0	\$0	\$0	
650 Aquatic & Fitness Center	0	31,094	600,000	0	550,000	
660 Community Center	0		10,000	10,400	0	
<b>Total Recreation</b>	<u>\$15,630</u>	<u>\$31,094</u>	<u>\$610,000</u>	<u>\$10,400</u>	<u>\$550,000</u>	
<b>Non-Departmental</b>	\$0		\$10,000	\$10,000	\$40,000	
<b>Transfer to 2001 Bond Fund</b>	\$0	\$100,000	\$0	\$0	\$0	
<b>TOTAL EXPENDITURES</b>	<u>\$15,630</u>	<u>\$131,094</u>	<u>\$630,000</u>	<u>\$40,100</u>	<u>\$680,000</u>	
<b>BALANCE AS OF JUNE 30</b>	\$260,993	\$132,359	\$28,493	\$167,459	\$15,659	

# 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 also 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) As of FY 2010, \$78,854 of the fund balance is unavailable for use except for the repurchase of cemetery lots or investment purposes.
- 2) A transfer of \$5,100 to the General Fund is proposed to cover regular maintenance costs of the cemetery.

<b>CEMETERY FUND Fund 104</b>	<b>FY 2008 Actual Trans.</b>	<b>FY 2009 Actual Trans.</b>	<b>FY 2010 Adopted Budget</b>	<b>FY 2010 Estimated Trans.</b>	<b>FY 2011 Proposed Budget</b>	<b>FY 2011 Adopted Budget</b>
<b>BALANCE AS OF JULY 1</b>	<u>\$84,411</u>	<u>\$88,385</u>	<u>\$92,135</u>	<u>\$90,583</u>	<u>\$91,783</u>	
<b>REVENUES</b>						
470000 Interest	\$2,974	\$898	\$2,000	\$200	\$200	
480000 Other – Service Fees	1,000	1,300	1,000	1,000	1,000	
<b>TOTAL REVENUES</b>	<u>\$3,974</u>	<u>\$2,198</u>	<u>\$3,000</u>	<u>\$1,200</u>	<u>\$1,200</u>	
<b>EXPENDITURES</b>						
490000 Interfund Transfer – General Fund	\$0	\$0	\$0	\$0	\$5,100	
<b>TOTAL EXPENDITURES</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$5,100</u>	
<b>BALANCE AS OF JUNE 30</b>	\$88,385	\$90,583	\$95,135	\$91,783	\$87,883	

# DEBT SERVICE FUND

This fund accounts for the payment of the principal and interest on the city's outstanding general obligation debt, whether supported by tax revenue or special assessment. The individual debt instruments are accounted for in separate accounts. This presentation provides greater detail of each bond issue. Special assessments are included in this fund because of the city's practice of backing all debt with its full faith and credit.

Special assessments have been created because the city has funded the construction of improvements in a number of locations as a result of agreements entered into between the city and private entities. In return for restrictions being imposed upon the development and use of private property, the city has agreed to finance public streets, sidewalk, storm drainage, and building facade improvements using the city's lower cost borrowing position. In these cases, special assessments were placed upon the benefiting properties which fully pay all costs of financing and repayment of the debt. The revenue received from the special assessment taxpayers is credited to the Debt Service Fund in order to offset special assessment principal and interest expenses. No tax monies or general revenues are used for the repayment of this debt, even though the full faith and credit of the city are pledged to it.

Section 55 of the City Charter places a limit on the amount of bonds that may be issued by the city. The state's change in its assessment practice required a related change in the city's bond debt limit. Previously, the limit was ten (10) percent of the city's assessed valuation. It is now four (4) percent of the assessed valuation due to the state's change to full valuation of real property. This change has no effect on the actual dollar amount of the debt limit. As of July 1, 2010, the city's estimated outstanding debt is \$4,429,352 or 0.19% of the city's assessed valuation which includes the \$3.5 million debt approved in the November 2001 election.

Estimated Assessed Value, July 1, 2010	\$2,353,500,000
Debt Limit @ 4%	94,140,000
Amount of Debt Applicable to Limit: Total Bonded Debt, July 1, 2010	<u>4,429,352</u>
Estimated Debt Margin, July 1, 2010	\$ 89,710,648

## Budget Comments

- 1) The 1990 Ora Glen and 1991 Christacos special assessment bonds are supported by the owners of these properties. The Ora Glen and Christacos bonds will be paid off in FY 2011 and FY 2012, respectively.
- 2) \$760,000 is proposed as the transfer from the General Fund in order to pay the city's annual general obligation debt.
- 3) The city's debt payment, \$760,000, is affordable within the city's budget. It is an amount that will continue through FY 2017 and is approximately three (3) percent of the city's total General Fund budget.

<b>DEBT SERVICE FUND</b>	<b>FY 2008 Actual Trans.</b>	<b>FY 2009 Actual Trans.</b>	<b>FY 2010 Adopted Budget</b>	<b>FY 2010 Estimated Trans.</b>	<b>FY 2011 Proposed Budget</b>	<b>FY 2011 Adopted Budget</b>
<b>BALANCE AS OF JULY 1</b>						
Total Fund Balance	<u>(\$8,107)</u>	<u>(\$9,613)</u>	<u>\$29,587</u>	<u>\$19,860</u>	<u>\$37,460</u>	
<b>REVENUES</b>						
415000 Special Assessment	\$167,905	\$163,775	\$172,400	\$164,700	\$160,800	
470000 Interest Investments	3,047	775	2,000	100	200	
490000 General Fund Operating	748,700	788,700	780,300	780,300	760,000	
<b>TOTAL REVENUES</b>	<u>\$919,652</u>	<u>\$953,250</u>	<u>\$954,700</u>	<u>\$945,100</u>	<u>\$921,000</u>	
<b>EXPENDITURES</b>						
<b>Special Assessment</b>						
890 1990 Ora Glen Bonds						
34 Other Services	\$500	\$500	\$500	\$500	\$500	
96 Principal	25,000	30,000	35,000	35,000	35,000	
97 Interest	11,375	8,398	4,900	4,900	1,200	
Total	<u>\$36,875</u>	<u>\$38,898</u>	<u>\$40,400</u>	<u>\$40,400</u>	<u>\$36,700</u>	
891 1991 Christacos Bonds						
34 Other Services	\$1,650	\$1,650	\$1,700	\$1,700	\$1,700	
96 Principal	95,000	105,000	115,000	115,000	125,000	
97 Interest	47,325	37,921	27,600	27,600	16,300	
Total	<u>\$143,975</u>	<u>\$144,571</u>	<u>\$144,300</u>	<u>\$144,300</u>	<u>\$143,000</u>	
<b>Total Special Assessments</b>	<u>\$180,850</u>	<u>\$183,469</u>	<u>\$184,700</u>	<u>\$184,700</u>	<u>\$179,700</u>	
<b>General Obligation</b>						
895 2001 Bond Issue						
96 Principal	\$479,564	\$481,360	\$525,300	\$525,300	\$549,700	
97 Interest	260,744	258,948	215,000	215,000	190,600	
Total	<u>\$740,308</u>	<u>\$740,308</u>	<u>\$740,300</u>	<u>\$740,300</u>	<u>\$740,300</u>	
896 Tax Anticipation Note						
97 Interest	\$0	\$0	\$0	\$2,500	\$5,000	
Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$2,500</u>	<u>\$5,000</u>	
<b>Total General Obligations</b>	<u>\$740,308</u>	<u>\$740,308</u>	<u>\$740,300</u>	<u>\$742,800</u>	<u>\$745,300</u>	
<b>TOTAL EXPENDITURES</b>	<u>\$921,158</u>	<u>\$923,777</u>	<u>\$925,000</u>	<u>\$927,500</u>	<u>\$925,000</u>	
<b>FUND BALANCE AS OF JUNE 30</b>	<u>(\$9,613)</u>	<u>\$19,860</u>	<u>\$59,287</u>	<u>\$37,460</u>	<u>\$33,460</u>	



# REPLACEMENT FUND

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The Replacement Fund was established 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.

In prior years, an amount equal to three (3) cents on the tax rate (\$162,900 in FY 2002) has been budgeted in the Fund Transfer account to the General Fund budget to be transferred here. Due to the statewide change in how the assessed value of real property is calculated, three cents no longer represents the same dollar amount. Now a dollar amount based on need and available resources is budgeted.

The fund has also been used to finance in-house the lease-purchase of equipment. Through this arrangement, the fund pays for the equipment initially and the General Fund repays the fund and then continues to make contributions in order to provide a reserve for the replacement of the equipment item when necessary.

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) Expenditures under Parks are higher in FY 2010 than budgeted because a 4X4 Pick-up Truck (\$29,318) was budgeted in FY 2009, but purchased in FY 2010.
- 2) The City expects to replace the Police Department Radio System including: communication consoles, mobile vehicle radios, handheld radios and antennae systems at an estimated cost of \$685,000. This will enable the Department to utilize the County's new radio system. \$541,000 in Federal grants (\$200,000 from Hoyer/COPS Grant, \$205,000 from the Governor's Office of Crime Control and Prevention (GOCCP), \$109,500 from a Justice Assistance Grant and \$26,500 from Byrne Grant) are helping to fund this purchase. The City continues to seek additional grant funding for this purchase.
- 3) Initially it was proposed to replace a 2001 compressed natural gas (CNG) cargo van with a gasoline powered one at a cost of \$16,000. This would have reduced the city's fleet of alternative fuel vehicles by one since there are no CNG vans on the market. It is now proposed to dispose of the 2001 CNG van, and replace it with the Recreation Department's CNG van. A Ford Escape hybrid SUV is proposed for purchase for the Recreation Department which will also surplus a van, so the fleet is down sized by one. The SUV will keep the number of alternative fuel vehicles at 9, but is more expensive (\$28,800) than the cargo van.
- 4) Under Aquatic & Fitness Center, staff recommends a phased-in replacement of the fitness equipment. For FY 2011, it is proposed to replace two step machines.
- 5) It is estimated the Replacement Fund will begin Fiscal Year 2011 with a fund balance of \$193,642 and end at \$176,842.

## Items to be Purchased

### Police Equipment

Radio System \$685,000

### Recreation Administration

Hybrid SUV \$28,800

### Aquatic & Fitness Center

Step Machines (2) \$8,000

**Total Proposed Expenditures \$721,800**

<b>REPLACEMENT FUND Fund 105</b>	<b>FY 2008 Actual Trans.</b>	<b>FY 2009 Actual Trans.</b>	<b>FY 2010 Adopted Budget</b>	<b>FY 2010 Estimated Trans.</b>	<b>FY 2011 Proposed Budget</b>	<b>FY 2011 Adopted Budget</b>
<b>BALANCE AS OF JULY 1</b>						
Total Fund Balance	<u>\$126,030</u>	<u>\$207,428</u>	<u>\$230,428</u>	<u>\$264,942</u>	<u>\$193,642</u>	
<b>REVENUES</b>						
441000 Federal Grants	\$0	\$0	\$0	\$0	\$541,000	
470000 Interest on Investments	6,037	2,161	2,000	1,000	1,000	
480000 Insurance Proceeds/Auction	35,696	0	15,000	4,000	10,000	
490000 Interfund Transfers - General	303,000	203,000	203,000	203,000	153,000	
<b>TOTAL REVENUES</b>	<u>\$344,733</u>	<u>\$205,161</u>	<u>\$220,000</u>	<u>\$208,000</u>	<u>\$705,000</u>	
<b>EXPENDITURES</b>						
91 New Equipment						
140 Finance	\$1,500	\$0	\$0	\$0	\$0	
220 Community Development	0	11,427	0	0	0	
310 Police Equipment	31,755	21,178	10,000	10,000	685,000	
420 Multi-Purpose Equipment	202,899	16,446	58,000	58,000	0	
450 Waste Collection	0	0	165,000	165,000	0	
610 Recreation Administration	0	0	0	0	28,800	
650 Aquatic & Fitness Center	0	0	0	0	8,000	
700 Parks	27,181	98,596	14,000	43,300	0	
920 Greenbelt Connection	0	0	3,000	3,000	0	
<b>TOTAL EXPENDITURES</b>	<u>\$263,335</u>	<u>\$147,647</u>	<u>\$250,000</u>	<u>\$279,300</u>	<u>\$721,800</u>	
<b>FUND BALANCE AS OF JUNE 30</b>	<u>\$207,428</u>	<u>\$264,942</u>	<u>\$200,428</u>	<u>\$193,642</u>	<u>\$176,842</u>	

Veh #	Department/Item	Year	Repl.	Original	Replace	Est.	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
		Purch.	Year	Cost	Cost	FY 2010										
<b>Administration</b>																
1	Honda Civic CNG	2005	2015	20,149	26,200	0	0	0	0	0	26,200	0	0	0	0	0
	Subtotal			20,149	26,200	0	0	0	0	0	26,200	0	0	0	0	0
<b>Finance &amp; Admin. Services</b>																
	Financial Accounting System	1999	2013	325,000	85,000	0	0	0	85,000	0	0	0	0	0	0	0
	Subtotal			325,000	85,000	0	0	0	85,000	0	0	0	0	0	0	0
<b>Community Development</b>																
704	Ford Escape Hybrid SUV	2008	2018	25,276	32,900	0	0	0	0	0	0	0	0	32,900	0	0
712	Ford Focus	2009	2019	11,427	14,900	0	0	0	0	0	0	0	0	0	14,900	0
714	Dodge Intrepid	2004	2014	15,572	20,300	0	0	0	0	20,300	0	0	0	0	0	0
715	Chevy Malibu	2004	2014	12,094	15,700	0	0	0	0	15,700	0	0	0	0	0	0
717	Chevy Malibu	2005	2015	12,094	15,700	0	0	0	0	0	15,700	0	0	0	0	0
718	Honda Civic (CNG)	2005	2015	20,149	26,200	0	0	0	0	0	26,200	0	0	0	0	0
	Subtotal			96,612	125,700	0	0	0	0	36,000	41,900	0	0	32,900	14,900	0
<b>Police Department</b>																
	Police Radio System		2011		685,000	0	685,000	0	0	0	0	0	0	0	0	0
	Repeater - Channel 1 & 3	2004	2014	40,000	46,000	0	0	0	0	46,000	0	0	0	0	0	0
	Voice Logging Recorder	2010	2020	10,000	13,000	10,000	0	0	0	0	0	0	0	0	0	13,000
	Handguns	2008	2016	31,755	32,000	0	0	0	0	0	0	32,000	0	0	0	0
	Digital Processing Equipment	2000	2012	6,343	8,000	0	0	8,000	0	0	0	0	0	0	0	0
	Pro-Tec Raid Vests	2009	2015	21,178	21,000	0	0	0	0	0	21,000	0	0	0	0	0
	Dispatch Nitsuko System	2001	2012	15,000	15,000	0	0	15,000	0	0	0	0	0	0	0	0
	Optical Scanner	2002	2012	10,000	12,000	0	0	12,000	0	0	0	0	0	0	0	0
	Total Station	2002	2012	13,600	15,000	0	0	15,000	0	0	0	0	0	0	0	0
891	4X4 ¾Ton Pick-up Truck	2006	2016	18,314	23,800	0	0	0	0	0	0	23,800	0	0	0	0
	Automated External Defibrillators	2005	2015	12,696	15,000	0	0	0	0	0	15,000	0	0	0	0	0
	Subtotal			178,886	885,800	10,000	685,000	50,000	0	46,000	36,000	55,800	0	0	0	13,000
<b>Animal Control</b>																
	Ford Cargo Van w/conversion pkg.	2002	2012	26,039	34,000	0	0	34,000	0	0	0	0	0	0	0	0
	Subtotal			26,039	34,000	0	0	34,000	0	0	0	0	0	0	0	0
<b>Public Works Administration</b>																
100	Dodge Stratus	2006	2016	12,489	16,200	0	0	0	0	0	0	16,200	0	0	0	0
101	4X4 Chevy Blazer	2005	2015	19,474	25,300	0	0	0	0	0	25,300	0	0	0	0	0
102	Chevy Colorado	2006	2016	10,648	13,800	0	0	0	0	0	0	13,800	0	0	0	0
	Subtotal			42,611	55,300	0	0	0	0	0	25,300	30,000	0	0	0	0
<b>Multi-Purpose Equipment</b>																
111	Ford 550 Dump Truck	2004	2014	46,938	56,400	0	0	0	0	56,400	0	0	0	0	0	0
112	Ford Roll Back Truck	1993	2012	25,927	36,000	0	0	36,000	0	0	0	0	0	0	0	0
116	4X4 Ford ¾ ton Pickup	2003	2013	28,591	37,000	0	0	0	37,000	0	0	0	0	0	0	0



<u>Veh #</u>	<u>Department/Item</u>	<u>Year</u> <u>Purch.</u>	<u>Repl.</u> <u>Year</u>	<u>Original</u> <u>Cost</u>	<u>Replace</u> <u>Cost</u>	<u>Est.</u> <u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
117	4X4 Ford ¾ ton Pickup	2003	2013	28,591	37,000	0	0	0	37,000	0	0	0	0	0	0	0
118	Skid Steer Loader	2008	2018	30,563	39,700	0	0	0	0	0	0	0	0	39,700	0	0
119	New 2 Ton Dump Truck Chassis	2006	2014	35,000	90,000	0	0	0	0	90,000	0	0	0	0	0	0
115	New 4X4 ¾ton Pickup	2008	2018	27,747	36,100	0	0	0	0	0	0	0	0	36,100	0	0
126	Ford 750 Dump	2007	2015	71,324	88,500	0	0	0	0	0	88,500	0	0	0	0	0
127	Case Backhoe	1997	2012	65,089	100,000	0	0	100,000	0	0	0	0	0	0	0	0
128	Asphalt Roller	2007	2022	24,900	36,100	0	0	0	0	0	0	0	0	0	0	0
145	Case #621 Loader	2008	2023	119,313	155,100	0	0	0	0	0	0	0	0	0	0	0
146	GMC Aerial Lift	1989	2012	68,950	115,000	0	0	115,000	0	0	0	0	0	0	0	0
150	Ingersole Rand Air Compressor	1996	2012	12,175	18,000	0	0	18,000	0	0	0	0	0	0	0	0
151	New Pick-up Truck	2009	2019	16,446	29,900	0	0	0	0	0	0	0	0	0	29,900	0
153	Ford CNG Econoline Van	2004	2014	20,307	24,400	0	0	0	0	24,400	0	0	0	0	0	0
158	Ford CNG Pickup	2004	2014	18,305	22,000	0	0	0	0	22,000	0	0	0	0	0	0
161	Ford F-500 Dump Truck	2010	2010	58,000	75,400	58,000	0	0	0	0	0	0	0	0	0	75,400
198	Street Sweeper	2007	2014	27,250	33,000	0	0	0	0	33,000	0	0	0	0	0	0
	Paint Machine	2006	2016	5,000	6,500	0	0	0	0	0	0	6,500	0	0	0	0
	Subtotal			730,416	1,036,100	58,000	0	269,000	74,000	225,800	88,500	6,500	0	75,800	29,900	75,400
<b>Waste Collection Equipment</b>																
210	Chevy 4X4 Pickup	2001	2013	25,611	31,000	0	0	0	31,000	0	0	0	0	0	0	0
260	Sterling Rear Packer	2005	2013	126,500	165,000	0	0	0	165,000	0	0	0	0	0	0	0
263	International 7400 25-YD Packer	2007	2015	131,159	170,500	0	0	0	0	0	170,500	0	0	0	0	0
265	International Load Packer	2010	2018	165,000	204,600	165,000	0	0	0	0	0	0	0	204,600	0	0
	Subtotal			448,270	571,100	165,000	0	0	196,000	0	170,500	0	0	204,600	0	0
<b>Recreation Administration</b>																
304	Ford Taurus	1999	2012	9,292	14,000	0	0	14,000	0	0	0	0	0	0	0	0
308	Passenger Van	2001	2012	21,499	22,000	0	0	22,000	0	0	0	0	0	0	0	0
306	CNG Ford Passenger Van	1998	2012	23,756	28,000	0	0	28,000	0	0	0	0	0	0	0	0
307	Passenger Van	1999	2011	23,052	28,800	0	28,800	0	0	0	0	0	0	0	0	0
	Subtotal			77,599	92,800	0	28,800	64,000	0	0	0	0	0	0	0	0
<b>Aquatic &amp; Fitness Center</b>																
	Treadmills	2001	2012	18,860	25,000	0	0	25,000	0	0	0	0	0	0	0	0
	Stationary Bikes	2003	2013	20,000	26,000	0	0	0	26,000	0	0	0	0	0	0	0
	Step/Elliptical/Rowing Machines	Var.	Var.	20,166	26,000	0	8,000	0	0	0	18,000	0	0	0	0	0
	Circuit Training Equipment	1993	2014	27,000	30,000	0	0	0	0	30,000	0	0	0	0	0	0
	Security Camera System	2007	2022	20,000	29,000	0	0	0	0	0	0	0	0	0	0	0
	Subtotal			106,026	136,000	0	8,000	25,000	26,000	30,000	18,000	0	0	0	0	0
<b>Community Center</b>																
	Commercial Freezer	1996	2016	6,000	8,400	0	0	0	0	0	0	8,400	0	0	0	0
	Commercial Refrigerator	1999	2019	10,000	14,000	0	0	0	0	0	0	0	0	0	14,000	0
	Commercial Stove	1996	2016	7,000	9,800	0	0	0	0	0	0	9,800	0	0	0	0
	Commercial Convection Oven	2003	2023	7,901	11,000	0	0	0	0	0	0	0	0	0	0	0

Veh #	Department/Item	Year	Repl.	Original	Replace	Est.										
		Purch.	Year	Cost	Cost		FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
	Adult Care Refrigerator	1996	2016	10,000	14,000	0	0	0	0	0	0	14,000	0	0	0	0
	Adult Care Dishwasher	1996	2016	7,500	10,500	0	0	0	0	0	0	10,500	0	0	0	0
	Security Camera System	1996	2016	10,000	20,000	0	0	0	0	0	0	20,000	0	0	0	0
	Stage Lighting	2006	2026	10,000	15,000	0	0	0	0	0	0	0	0	0	0	0
	Subtotal			68,401	102,700	0	0	0	0	0	0	62,700	0	0	14,000	0
<b>Park Equipment</b>																
400	Ford Pickup	2009	2019	29,318	38,100	0	0	0	0	0	0	0	0	0	38,100	0
403	Ford Pickup	1999	2012	22,230	30,000	0	0	30,000	0	0	0	0	0	0	0	0
404	Ford 4X4 ¾ Ton Pickup	2003	2013	28,591	37,000	0	0	0	37,000	0	0	0	0	0	0	0
408	4X4 ¾ton Pickup	2008	2018	27,747	36,100	0	0	0	0	0	0	0	0	36,100	0	0
406	Ford Ranger	2010	2020	14,000	18,200	14,000	0	0	0	0	0	0	0	0	0	18,200
410	Ford ¾ Ton Pickup w/dump	2004	2014	30,025	39,000	0	0	0	0	39,000	0	0	0	0	0	0
421	Ford Ranger 4X4 Pickup	2000	2012	18,635	25,000	0	0	25,000	0	0	0	0	0	0	0	0
426	Ford Custom Cab	2005	2015	50,257	61,100	0	0	0	0	0	61,100	0	0	0	0	0
429	Kubota L2850 Tractor/backhoe	1989	2013	8,990	17,000	0	0	0	17,000	0	0	0	0	0	0	0
435	Ford 550 Dump	2004	2014	30,768	61,000	0	0	0	0	61,000	0	0	0	0	0	0
438	John Deere 3320 Tractor	2007	2027	14,624	23,400	0	0	0	0	0	0	0	0	0	0	0
439	Kubota 3060 Front Cut Mower	2005	2015	16,300	19,600	0	0	0	0	0	19,600	0	0	0	0	0
450	Bobcat Skid-Steer Loader	2006	2021	14,200	18,500	0	0	0	0	0	0	0	0	0	0	0
442	Kubota 3060 Front Cut Mower	2004	2013	15,379	20,000	0	0	0	20,000	0	0	0	0	0	0	0
448	Tag-A-Long Trailer	1985	2013	2,799	5,000	0	0	0	5,000	0	0	0	0	0	0	0
407	Ford 1½Ton Dump Truck	2006	2016	46,699	60,000	0	0	0	0	0	0	60,000	0	0	0	0
460	Leaf Vacuum	2007	2017	20,212	26,300	0	0	0	0	0	0	0	26,300	0	0	0
463	Wood Chuck Chipper	2009	2019	28,100	36,500	0	0	0	0	0	0	0	0	0	36,500	0
464	Kubota Big Tractor M8210 w/attach	1998	2013	36,063	48,000	0	0	0	48,000	0	0	0	0	0	0	0
465	Ford Stake Body	2001	2012	43,592	56,700	0	0	56,700	0	0	0	0	0	0	0	0
466	Premier Trailer	2001	2013		5,000	0	0	0	5,000	0	0	0	0	0	0	0
469	Ford 750 2-Ton Dump Truck	2009	2019	70,496	91,700	0	0	0	0	0	0	0	0	0	91,700	0
	Deep Tine Aerator	2007	2022	15,500	22,500	0	0	0	0	0	0	0	0	0	0	0
	Subtotal			584,525	795,700	14,000	0	111,700	132,000	100,000	80,700	60,000	26,300	36,100	166,300	18,200
<b>Intra-City Bus Service</b>																
500	Lift Equipped Van	2010	2018	3,000	3,700	3,000	0	0	0	0	0	0	0	3,700	0	0
	Subtotal			3,000	3,700	3,000	0	0	0	0	0	0	0	3,700	0	0
<b>Non Departmental</b>																
	Telephone Equipment	2003	2018	180,000	180,000	0	0	0	0	0	0	0	0	180,000	0	0
	Subtotal			180,000	180,000	0	0	0	0	0	0	0	0	180,000	0	0
<b>GRAND TOTAL</b>				<b>2,887,534</b>	<b>4,130,100</b>	<b>250,000</b>	<b>721,800</b>	<b>553,700</b>	<b>513,000</b>	<b>437,800</b>	<b>487,100</b>	<b>215,000</b>	<b>26,300</b>	<b>533,100</b>	<b>225,100</b>	<b>106,600</b>
Annual Revenues Required (10 Year Avg. Lifespan)				\$381,950												





# SPECIAL PROJECTS FUND

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This fund was established in FY 2001 to account for funds set aside for specific purposes. Funds set aside by the Greenbelt City Council or mandated to be accounted for separately by a federal agency 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 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. One-third of the fee is paid to Greenbelt Access TV (GATE). The balance goes to funding the city's share of the County-Municipal Institutional Network (INET), replacing and upgrading audio and video equipment for the city's municipal cable channels, and improving the city's technology systems.

Accomplishments in FY 2010 include the Planning Department implementing an information system to record and track the city's building, commercial and residential license and permit processes. Since the inception of the code enforcement function in the Planning Department, their work flow process has been completed manually. The new information system will greatly enhance the productivity of the Planning Department. Other initiatives were upgrading the city's phone system and expanding the Recreation Department's pass system to the Springhill Lake Recreation Center as well as the start of installing the new computer aided dispatch (CAD) and records management systems (RMS) in the Police Department. The installation project began in FY 2010 with full funding from a federal grant (\$750,000) and will be completed in FY 2011.

The FY 2011 budget includes \$60,000 to:

- Implement an electronic timesheet system which will replace the current manual one;
- Install a "thin client" network in Public Works (carryover from FY 2010); and
- Upgrade the auto parts inventory system in Public Works.

## Budget Comments

- 1) An Electronic timesheet system that will reduce duplicative actions by staff will increase efficiency in schedule to be implemented in FY 2011 at an estimated cost of \$35,000. The balance of the information technology budget will fund a new fleet management system to replace the current system which more than 15 years old.
- 2) Funds are budgeted in Community Promotion for the replacement and/or upgrading of the city's video and audio equipment.
- 3) The project to establish a computer aided dispatch and records management system for the Police department began in FY 2010. By year end the project was well underway with completion expected in the second half of FY 2011. Funds for this work are shown in both FY 2010 and 2011.
- 4) The city received \$278,000 from Empirian Village for a lapse of their rental property license in FY 2010. These monies were recorded here in the Special Projects Fund. An annual transfer of \$70,000 to the General Fund is proposed until these funds are exhausted to fund an inspector position in the Community Development office.

<b>SPECIAL PROJECTS FUND Fund 101</b>	<b>FY 2008 Actual Trans.</b>	<b>FY 2009 Actual Trans.</b>	<b>FY 2010 Adopted Budget</b>	<b>FY 2010 Estimated Trans.</b>	<b>FY 2011 Proposed Trans.</b>	<b>FY 2011 Adopted Trans.</b>
<b>BALANCE AS OF JULY 1</b>						
Total Fund Balance	<u>\$301,150</u>	<u>\$216,560</u>	<u>\$244,160</u>	<u>\$255,209</u>	<u>\$523,509</u>	
<b>REVENUES</b>						
431501 Property Owner Fees/Fines	\$0	\$0	\$0	\$278,000	\$0	
433401 Cable TV Franchise Fee	99,028	86,615	68,000	80,000	76,000	
441112 Federal Grants	38,839	29,980	750,000	475,000	275,000	
460111 Local Drug Forfeitures	0	0	0	0	0	
470000 Interest on Investments	10,647	1,931	2,000	300	300	
<b>TOTAL REVENUES</b>	<u>\$148,514</u>	<u>\$118,526</u>	<u>\$820,000</u>	<u>\$833,300</u>	<u>\$351,300</u>	
<b>EXPENDITURES</b>						
140 Information Technology	\$109,497	\$21,753	\$50,000	\$50,000	\$60,000	
190 Community Promotion	58,145	13,144	15,000	15,000	15,000	
210 Planning	7,510	0	0	25,000	0	
310 Police	42,952	29,980	750,000	475,000	275,000	
995 Transfer to General Fund	15,000	15,000	0	0	70,000	
<b>TOTAL EXPENDITURES</b>	<u>\$233,104</u>	<u>\$79,877</u>	<u>\$815,000</u>	<u>\$565,000</u>	<u>\$420,000</u>	
<b>FUND BALANCE DESIGNATIONS</b>						
Cable TV	\$167,293	\$201,511	\$185,293	\$200,921	\$196,921	
Greenbelt West	14,410	14,410	10	278,000	208,000	
Public Safety	0	0	20,000	0	0	
75 <sup>th</sup> Anniversary	0	2,500	7,500	7,500	12,500	
Undesignated	34,857	36,788	36,357	37,088	37,388	
<b>TOTAL FUND BALANCE AS OF JUNE 30</b>	<u>\$216,560</u>	<u>\$255,209</u>	<u>\$249,160</u>	<u>\$523,509</u>	<u>\$454,809</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 provide a means to provide refreshments for the counseling sessions.
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 new 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. As a result, 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.
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 2008	FY 2009 Contrib.	FY 2009 Debits	Balance 07/01/09	FY 2010 Estimated Contrib.	FY 2010 Estimated Debits	Estimated Balance 07/01/10	FY 2011 Estimated Contrib.	FY 2011 Estimated Debits	Estimated Balance 06/30/11
Recreation Department	\$7,225	\$136	\$1,781	\$5,580	\$500	\$350	\$5,730	\$250	\$300	\$5,680
Greenbelt CARES	969	2,425	0	3,394	300	100	3,594	500	250	3,844
Good Samaritan	379	741	160	960	450	200	1,210	500	250	1,460
Emergency Assistance	3,792	5,276	5,694	3,374	4,000	6,000	1,374	4,500	5,500	374
Adopt-A-Tree	1,382	1,960	1,539	1,803	1,500	1,800	1,503	1,000	1,500	1,003
Adopt-A-Bench	361	1,613	914	1,060	500	300	1,260	500	300	1,460
Drug and Evidence	8,959	0	0	8,959	10,500	800	18,659	0	500	18,159
Advisory Committee on Education	35,985	2,567	3,000	35,552	2,075	2,000	35,627	2,200	2,000	35,827
Save the Greenbelt Theatre	1,828	0	0	1,828	0	0	1,828	0	0	1,828
Fire Department	119,000	88,000	138,227	68,773	88,000	0	156,773	60,000	0	216,773
Spay and Neuter Clinic	0	9,998	0	9,998	6,300	0	16,298	4,500	0	20,798



ACE Student Award Recipients 2009



ACE Educator Awards Recipients 2010

# GREEN RIDGE HOUSE



Green Ridge House is a city-owned apartment facility for the elderly and handicapped. The 101-unit facility was built in 1978. Over seventy (70) 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 tenant 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 2010

- The compressor for the building's chiller broke down and had to be replaced. This chiller was less than one year old. The replacement and related work were under warranty, so there was no cost to Green Ridge House.
- The drapes in all the common areas were replaced.
- The first floor common living room and library were remodeled and renovated. The library became office space for on-site staff. The Service Coordinator was moved from the living room into an office. The living room was renovated to accommodate the library.
- New furniture was purchased and placed in the 2<sup>nd</sup> and 3<sup>rd</sup> floor lobbies.
- A Wii game console and controllers were acquired for use by the residents. With the assistance of the city's Recreation Department and Assistance in Living Program, a "competition" league was established including games involving the Golden Age Club.
- An additional surveillance camera was installed in the front lobby/living room area. There are a total of 12 cameras covering every entrance/exit area.
- A new access control system was installed.
- Extra exterior lighting was added to the front and rear of the building.



## ISSUES AND 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. Approval for a rent increase has been obtained from the U.S. Housing and Urban Development Department (HUD). Starting in March 2010, the market rent for a unit at Green Ridge House will be \$1,105 per month, a 3.4% increase from a year ago (\$1,069). No residents pay the full rent as all residents receive some level of subsidy. The utility subsidy was also increased from \$31 per month to \$40 per month. Rent increases have been approved each year since FY 2003. These additional funds will be placed in reserves when possible.

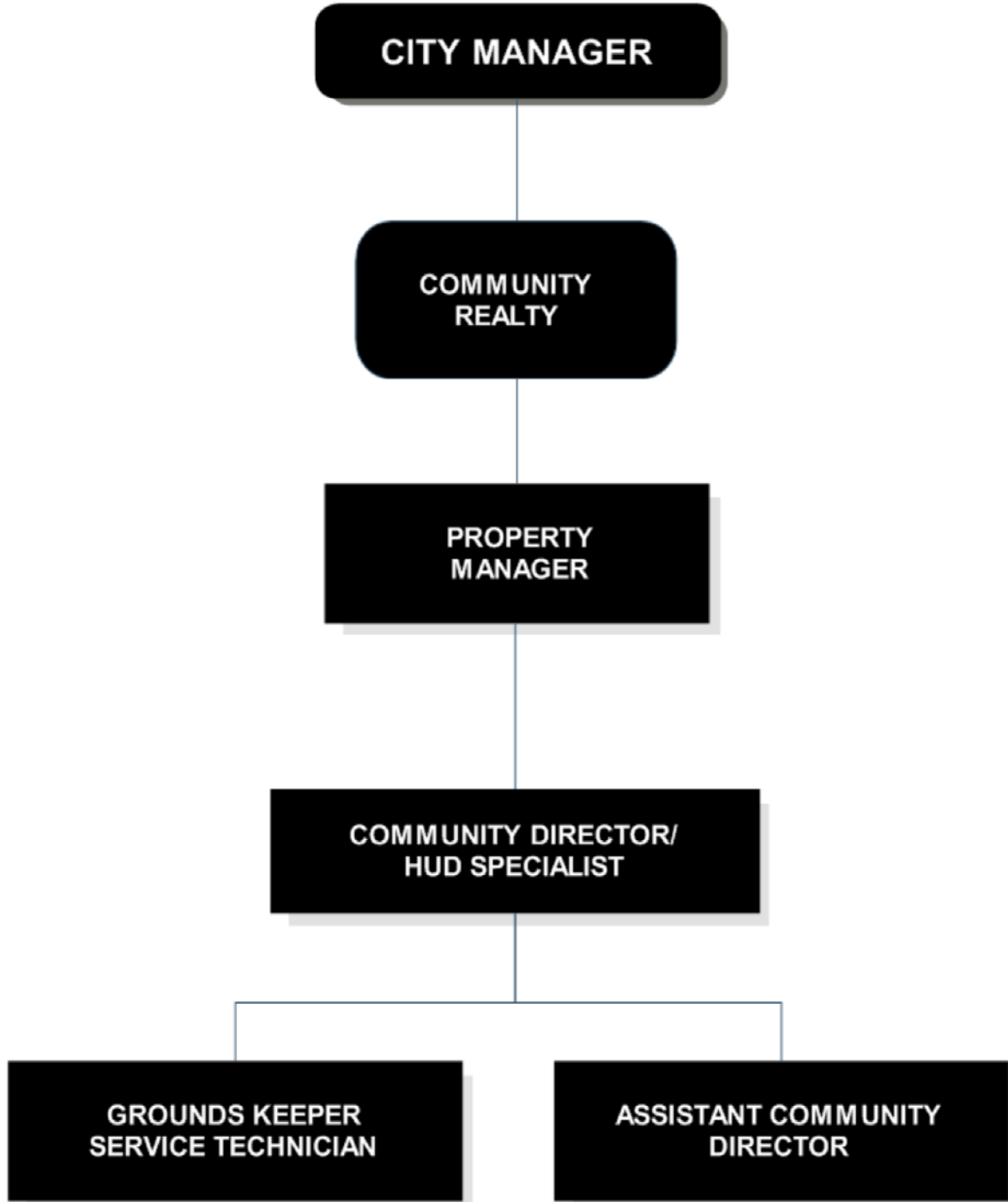
The Community Resource Advocate (CRA) is the liaison to Green Ridge House. Along with the establishment of the Service Coordinator program in FY 2005, having the CRA as liaison has improved awareness of both the needs of Green Ridge House residents and availability of city services.

There are 54 parking spaces on-site, excluding the space set aside for the Zipcar. Currently, there are 50 permits issued for vehicles.

### Budget Comments

- 1) Costs for providing the Service Coordinator program are exceeding the likely federal grant for the program. Funds in the amount of \$15,000 in FY 2010 and \$16,000 in FY 2011 are budgeted in the Administration section of this budget to cover the excess cost.
- 2) \$6,000 is budgeted for the Zipcar car sharing program. The cost for this program has been reduced from over \$24,000 in FY 2008 following changes to usage rules that have also made the vehicle more available to residents.
- 3) The budget for Social Activities is \$26,000 including \$13,500 for the residents association and funds for ceramic, Tai Chi and aerobics classes.
- 4) Funds are budgeted for the replacement of twelve (12) HVAC convector units. This will bring the total number of units replaced to 36 since the replacement began in FY 2005.
- 5) Capital funds are budgeted to replace the signal fixtures and door restrictor devices on the elevators (\$30,000) and HVAC convectors in 12 units (\$150,000) and in the lobby (\$15,000). Funds are also budgeted to replace windows, ranges and refrigerators as needed.

# GREEN RIDGE HOUSE



<b>GREEN RIDGE HOUSE Operating Budget</b>	<b>FY 2008 Actual Trans.</b>	<b>FY 2009 Actual Trans.</b>	<b>FY 2010 Adopted Budget</b>	<b>FY 2010 Estimated Trans.</b>	<b>FY 2011 Proposed Budget</b>	<b>FY 2011 Adopted Budget</b>
<b>REVENUES</b>						
<b>Rental Income</b>						
Federal Government Section 8 Payments	\$847,851	\$872,406	\$950,400	\$883,500	\$961,800	
Rental Income from Residents	352,061	375,793	369,600	410,300	412,200	
Vacancies	(21,908)	(21,148)	(29,800)	(24,100)	(30,500)	
<b>Total Rental Income</b>	<b>\$1,178,004</b>	<b>\$1,227,051</b>	<b>\$1,290,200</b>	<b>\$1,269,700</b>	<b>\$1,343,500</b>	
<b>Miscellaneous Revenue</b>						
Laundry Machines	\$2,375	\$2,533	\$3,300	\$2,800	\$2,800	
Miscellaneous Income	0	0	400	450	350	
Interest Income	127	70	200	50	50	
<b>Total Miscellaneous</b>	<b>\$2,502</b>	<b>\$2,603</b>	<b>\$3,900</b>	<b>\$3,300</b>	<b>\$3,200</b>	
<b>TOTAL REVENUES</b>	<b><u>\$1,180,506</u></b>	<b><u>\$1,229,654</u></b>	<b><u>\$1,294,100</u></b>	<b><u>\$1,273,000</u></b>	<b><u>\$1,346,700</u></b>	
<b>EXPENDITURES</b>						
<b>Personnel Expenses</b>						
	\$169,165	\$184,674	\$209,100	\$200,500	\$222,900	
<b>Operating Expenses</b>						
Supplies and Services	\$52,289	\$57,461	\$75,700	\$75,900	\$80,000	
Utilities	124,835	126,726	159,600	125,100	134,200	
Administration	184,509	158,307	154,700	140,900	151,600	
Maintenance	243,536	229,035	250,800	225,300	256,900	
<b>Total Operating Expenses</b>	<b>\$605,169</b>	<b>\$571,529</b>	<b>\$640,800</b>	<b>\$567,200</b>	<b>\$622,700</b>	
<b>Taxes, Interest, and Debt Expenses</b>						
Real Estate Tax Fee in lieu	\$59,150	\$60,787	\$60,800	\$62,500	\$71,700	
Insurance/Other Taxes	46,564	59,400	51,700	33,000	50,400	
Principal and Interest	257,702	257,702	257,700	257,700	257,700	
<b>Total Taxes, Interest, and Debt Expenses</b>	<b>\$363,416</b>	<b>\$377,889</b>	<b>\$370,200</b>	<b>\$353,200</b>	<b>\$379,800</b>	
<b>Replacement Reserve Transfer</b>	<b>\$72,000</b>	<b>\$84,000</b>	<b>\$72,000</b>	<b>\$72,000</b>	<b>\$96,000</b>	
<b>TOTAL ALL EXPENDITURES</b>	<b><u>\$1,209,750</u></b>	<b><u>\$1,218,092</u></b>	<b><u>\$1,292,100</u></b>	<b><u>\$1,192,900</u></b>	<b><u>\$1,321,400</u></b>	
<b>EXCESS REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b><u>(\$29,244)</u></b>	<b><u>\$11,562</u></b>	<b><u>\$2,000</u></b>	<b><u>\$76,800</u></b>	<b><u>\$25,300</u></b>	

<b>Reserves</b>	<b>FY 2008 Actual Trans.</b>	<b>FY 2009 Actual Trans.</b>	<b>FY 2010 Adopted Budget</b>	<b>FY 2010 Estimated Trans.</b>	<b>FY 2011 Proposed Budget</b>	<b>FY 2011 Adopted Budget</b>
<b>RESERVE FOR REPLACEMENT</b>						
Balance July 1	\$445,843	\$531,620	\$588,120	\$586,609	\$538,009	
Contributions	84,000	84,000	72,000	72,000	96,000	
Interest	17,484	3,577	7,500	1,400	1,100	
Expenditures	(15,707)	(32,588)	(122,000)	(122,000)	(235,500)	
Balance June 30	<u>\$531,620</u>	<u>\$586,609</u>	<u>\$545,620</u>	<u>\$538,009</u>	<u>\$399,609</u>	
<b>RESIDUAL RECEIPTS</b>						
Balance July 1	\$68,807	\$1,370	\$1,420	\$1,379	\$1,384	
Contributions		0	0	0	0	
Interest	527	9	50	5	5	
Expenditures	(67,964)	0	0	0	0	
Balance June 30	<u>\$1,370</u>	<u>\$1,379</u>	<u>\$1,470</u>	<u>\$1,384</u>	<u>\$1,389</u>	
<b>LGIP INVESTMENTS</b>						
Balance July 1	\$389,956	\$404,086	\$381,516	\$406,916	\$361,916	
Contributions	0	0	0	0	0	
Interest	14,130	2,830	4,200	1,000	1,000	
Expenditures	0	0	0	(46,000)	0	
Balance June 30	<u>\$404,086</u>	<u>\$406,916</u>	<u>\$385,716</u>	<u>\$361,916</u>	<u>\$362,916</u>	
<b>ALL RESERVE ACCOUNTS</b>						
Balance July 1	\$904,606	\$937,076	\$971,056	\$994,904	\$901,309	
Contributions	84,000	84,000	72,000	72,000	96,000	
Interest	32,141	6,416	11,750	2,405	2,105	
Expenditures	(83,671)	(32,588)	(122,000)	(168,000)	(235,500)	
Balance June 30	<u>\$937,076</u>	<u>\$994,904</u>	<u>\$932,806</u>	<u>\$901,309</u>	<u>\$736,914</u>	