

BUILDING CAPITAL RESERVE FUND

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 200,000 square feet of facility space in which it has invested over \$20 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) The Pool Pak and Heat Exhaust units at the Aquatic and Fitness Center were replaced in FY 2011 at an estimated cost of \$550,000. This is offset by a Program Open Space grant covering 75% of the cost (\$413,000).
- 2) Funds were 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: computer and phone servers, cable channel, text alerting, essential building lighting, etc. \$90,000 for this project is being carried over to FY 2012.
- 3) The original roof of the 1978 wing of the Municipal Building needs to be replaced. It has been patched several times and continues to experience leaks. \$30,000 is budgeted to install a new 30 year roof.
- 4) Funds are budgeted in Recreation (\$20,000) to reconstruct the tiled bench at the Aquatic & Fitness Center and repair/remove the rebound wall at the rear of the outdoor pool. Funding is also included for an engineering study (\$15,000) of the fan coil units at the Community Center. These units have reached the end of their useful life and the city is experiencing significant maintenance costs.
- 5) The city was awarded \$65,300 in Community Development Block Grant Recovery (CDBG-R) funds as part of the American Recovery and Reinvestment Act to replace two rooftop HVAC units at the Springhill Lake Recreation Center with new energy efficient units. FY 2011 expenditures reflect engineering costs. Installation of the new units is expected to be finished in FY 2011, but payments and reimbursements may not occur until FY 2012. The total cost for the project is \$76,900.

BUILDING CAPITAL RESERVE FUND Fund 102	FY 2009 Actual Trans.	FY 2010 Actual Trans.	FY 2011 Adopted Budget	FY 2011 Estimated Trans.	FY 2012 Proposed Budget	FY 2012 Adopted Budget
BALANCE AS OF JULY 1	<u>\$260,993</u>	<u>\$132,359</u>	<u>\$167,459</u>	<u>\$157,764</u>	<u>\$92,164</u>	<u>\$92,164</u>
REVENUES						
Miscellaneous						
442104 Program Open Space	\$0	\$0	\$413,000	\$413,000	\$0	\$0
470103 Interest on Investments	2,460	229	200	100	0	0
xxxxxx EECBG Grant Funds	0	0	40,000	0	0	0
xxxxxx CDBG-R Funds	0	0	0	0	65,300	65,300
490000 General Fund Transfer	0	75,000	75,000	75,000	100,000	100,000
TOTAL REVENUE & FUND TRANSFERS	<u>\$2,460</u>	<u>\$75,229</u>	<u>\$528,200</u>	<u>\$488,100</u>	<u>\$165,300</u>	<u>\$165,300</u>
EXPENDITURES						
Municipal Building	\$0	\$15,207	\$90,000	\$0	\$120,000	\$120,000
Recreation						
620 Recreation Center	\$0	\$0	\$0	\$3,700	\$73,200	\$73,200
650 Aquatic & Fitness Center	31,094	7,773	550,000	550,000	20,000	20,000
660 Community Center	0	10,410	0	0	15,000	15,000
Total Recreation	\$31,094	\$18,183	\$550,000	\$553,700	\$108,200	\$108,200
Non-Departmental	\$0	\$16,434	\$40,000	\$0	\$0	\$0
Transfer to 2001 Bond Fund	\$100,000	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	<u>\$131,094</u>	<u>\$49,824</u>	<u>\$680,000</u>	<u>\$553,700</u>	<u>\$228,200</u>	<u>\$228,200</u>
BALANCE AS OF JUNE 30	\$132,359	\$157,764	\$15,659	\$92,164	\$29,264	\$29,264

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 2011, \$81,154 of the fund balance is unavailable for use except for the repurchase of cemetery lots or investment purposes.
- 2) A transfer of \$4,000 to the General Fund is proposed to cover regular maintenance costs of the cemetery.

CEMETERY FUND Fund 104	FY 2009 Actual Trans.	FY 2010 Actual Trans.	FY 2011 Adopted Budget	FY 2011 Estimated Trans.	FY 2012 Proposed Budget	FY 2012 Adopted Budget
BALANCE AS OF JULY 1	<u>\$88,385</u>	<u>\$90,583</u>	<u>\$91,783</u>	<u>\$93,011</u>	<u>\$89,011</u>	<u>\$89,011</u>
REVENUES						
470000 Interest	\$898	\$128	\$200	\$100	\$100	\$100
480000 Other – Service Fees	1,300	2,300	1,000	1,000	1,000	1,000
TOTAL REVENUES	<u>\$2,198</u>	<u>\$2,428</u>	<u>\$1,200</u>	<u>\$1,100</u>	<u>\$1,100</u>	<u>\$1,100</u>
EXPENDITURES						
490000 Interfund Transfer – General Fund	\$0	\$0	\$5,100	\$5,100	\$4,000	\$4,000
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$0</u>	<u>\$5,100</u>	<u>\$5,100</u>	<u>\$4,000</u>	<u>\$4,000</u>
BALANCE AS OF JUNE 30	\$90,583	\$93,011	\$87,883	\$89,011	\$86,111	\$86,111

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 assessments is credited to the Debt Service Fund in order to offset the 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 limit is four (4) percent of the assessed valuation. As of July 1, 2011, the city's estimated outstanding debt is \$3,879,627 or 0.18% of the city's assessed valuation which includes the \$3.5 million debt approved in the November 2001 election.

Estimated Assessed Value, July 1, 2011	\$2,134,303,800
Debt Limit @ 4%	85,372,152
Amount of Debt Applicable to Limit: Total Bonded Debt, July 1, 2011	3,879,627
Estimated Debt Margin, July 1, 2011	\$ 81,492,525

Budget Comments

- 1) The 1991 Roosevelt Center special assessment bond is supported by the owner of this property. It will be paid off in FY 2012. The 1990 Ora Glen special assessment was paid off in FY 2011.
- 2) It is proposed to refinance the city's existing General Obligation debt which is shown on the next page as the 2001 Bond Issue. This debt is currently scheduled to be paid off in six (6) years, FY 2017.

The proposal to refinance would take advantage of the current low interest rates and extend the debt an additional nine (9) years. This action will reduce the payment for the current debt to approximately \$350,000. It is further proposed to use about half of the savings to support long-term debt to pay off the \$1 million additional cost of the Public Works facility and provide \$1 million for the Old Greenbelt Theatre renovation project. However, this additional debt will have to be authorized by the voters.

- 3) \$450,000 was proposed as the transfer from the General Fund in order to pay the city's annual general obligation debt. In adopting the budget, an additional \$232,100 was allocated for a total of \$682,100.

DEBT SERVICE FUND	FY 2009 Actual Trans.	FY 2010 Actual Trans.	FY 2011 Adopted Budget	FY 2011 Estimated Trans.	FY 2012 Proposed Budget	FY 2012 Adopted Budget
BALANCE AS OF JULY 1						
Total Fund Balance	<u>(\$9,613)</u>	<u>\$19,860</u>	<u>\$37,460</u>	<u>\$37,474</u>	<u>\$39,415</u>	<u>\$39,415</u>
REVENUES						
415000 Special Assessment	\$163,775	\$164,671	\$160,800	\$162,837	\$139,200	\$139,200
470000 Interest Investments	775	140	200	150	200	200
490000 General Fund Transfer	788,700	780,300	760,000	760,000	450,000	682,100
TOTAL REVENUES	<u>\$953,250</u>	<u>\$945,111</u>	<u>\$921,000</u>	<u>\$922,987</u>	<u>\$589,400</u>	<u>\$821,500</u>
EXPENDITURES						
Special Assessment						
890 1990 Ora Glen Bonds						
34 Other Services	\$500	\$550	\$500	\$0	\$0	\$0
96 Principal	30,000	35,000	35,000	35,000	0	0
97 Interest	8,398	4,899	1,200	1,223	0	0
Total	<u>\$38,898</u>	<u>\$40,449</u>	<u>\$36,700</u>	<u>\$36,223</u>	<u>\$0</u>	<u>\$0</u>
891 1991 Christacos Bonds						
34 Other Services	\$1,650	\$1,700	\$1,700	\$1,650	\$0	\$0
96 Principal	105,000	115,000	125,000	125,000	135,000	135,000
97 Interest	37,921	27,591	16,300	16,337	4,157	4,157
Total	<u>\$144,571</u>	<u>\$144,291</u>	<u>\$143,000</u>	<u>\$142,987</u>	<u>\$139,157</u>	<u>\$139,157</u>
Total Special Assessments	<u>\$183,469</u>	<u>\$184,740</u>	<u>\$179,700</u>	<u>\$179,210</u>	<u>\$139,157</u>	<u>\$139,157</u>
General Obligation						
895 2001 Bond Issue						
96 Principal	\$481,360	\$525,265	\$549,700	\$549,725	\$285,000	\$285,000
97 Interest	258,948	215,043	190,600	190,583	75,000	75,000
Total	<u>\$740,308</u>	<u>\$740,308</u>	<u>\$740,300</u>	<u>\$740,308</u>	<u>\$360,000</u>	<u>\$360,000</u>
896 Tax Anticipation Note						
97 Interest	\$0	\$2,449	\$5,000	\$1,528	\$0	\$0
Total	<u>\$0</u>	<u>\$2,449</u>	<u>\$5,000</u>	<u>\$1,528</u>	<u>\$0</u>	<u>\$0</u>
Total General Obligations	<u>\$740,308</u>	<u>\$742,757</u>	<u>\$745,300</u>	<u>\$741,836</u>	<u>\$360,000</u>	<u>\$360,000</u>
TOTAL EXPENDITURES	<u>\$923,777</u>	<u>\$927,497</u>	<u>\$925,000</u>	<u>\$921,046</u>	<u>\$499,157</u>	<u>\$499,157</u>
FUND BALANCE AS OF JUNE 30	<u>\$19,860</u>	<u>\$37,474</u>	<u>\$33,460</u>	<u>\$39,415</u>	<u>\$129,658</u>	<u>\$361,758</u>

REPLACEMENT FUND

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) The FY 2011 expenditures in Multipurpose Equipment and Waste Collection reflect the purchase of a dump truck and refuse packer that were budgeted in FY 2010, but paid for in FY 2011.
- 2) In FY 2011, the city replaced the Police Department radio system including: communication consoles, mobile radios, handheld radios, and antennae systems at an estimated cost of \$730,000. This enables the Department to utilize the county's new radio system. \$665,300 in 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, \$50,800 from Byrne Grants, and \$100,000 Hoyer/UMD Grant) are helping to fund this purchase. The city continues to seek additional grant funding for this purchase.
- 3) It is recommended to replace the Aerial Lift truck which is 22 years old with a used vehicle. This truck is regularly used throughout the city for banners, tree work, lighting work, etc. Since it rarely travels outside the city, a used vehicle should meet the city's needs.
- 4) Under Aquatic & Fitness Center, it is proposed to replace five (5) treadmills (\$28,000). In FY 2011, a stair step machine and an elliptical machine were replaced.
- 5) The city will be receiving a new lift-equipped Greenbelt Connection vehicle from Prince George's County. \$3,000 is budgeted in FY 2011 to cover the city's share of this cost.
- 6) It is estimated the Replacement Fund will begin Fiscal Year 2012 with a fund balance of \$290,602 and end at \$324,602.

Items to be Purchased

Multi-Purpose Equipment

Aerial Lift Truck - Used (146) \$35,000

Aquatic & Fitness Center

Treadmills \$28,000

Parks

Pick-up Truck (421) \$16,500

Total Proposed Expenditures **\$79,500**

REPLACEMENT FUND Fund 105	FY 2009 Actual Trans.	FY 2010 Actual Trans.	FY 2011 Adopted Budget	FY 2011 Estimated Trans.	FY 2012 Proposed Budget	FY 2012 Adopted Budget
BALANCE AS OF JULY 1						
Total Fund Balance	<u>\$207,428</u>	<u>\$264,942</u>	<u>\$193,642</u>	<u>\$456,902</u>	<u>\$290,602</u>	<u>\$290,602</u>
REVENUES						
441000 Federal Grants	\$0	\$0	\$541,000	\$665,300	\$0	\$0
470000 Interest on Investments	2,161	470	1,000	400	500	500
480000 Insurance Proceeds/Auction	0	17,808	10,000	30,400	10,000	10,000
490000 Interfund Transfers - General	203,000	203,000	133,000	133,000	103,000	103,000
TOTAL REVENUES	<u>\$205,161</u>	<u>\$221,278</u>	<u>\$685,000</u>	<u>\$829,100</u>	<u>\$113,500</u>	<u>\$113,500</u>
EXPENDITURES						
91 New Equipment						
140 Finance	\$0	\$0	\$0	\$0	\$0	\$0
220 Community Development	11,427	0	0	0	0	0
310 Police Equipment	21,178	0	685,000	754,000	0	0
420 Multi-Purpose Equipment	16,446	0	0	56,800	35,000	35,000
450 Waste Collection	0	0	0	144,500	0	0
610 Recreation Administration	0	0	28,800	28,700	0	0
650 Aquatic & Fitness Center	0	0	8,000	8,400	28,000	28,000
700 Parks	98,596	29,318	0	0	16,500	16,500
920 Greenbelt Connection	0	0	0	3,000	0	0
TOTAL EXPENDITURES	<u>\$147,647</u>	<u>\$29,318</u>	<u>\$721,800</u>	<u>\$995,400</u>	<u>\$79,500</u>	<u>\$79,500</u>
FUND BALANCE AS OF JUNE 30	<u>\$264,942</u>	<u>\$456,902</u>	<u>\$156,842</u>	<u>\$290,602</u>	<u>\$324,602</u>	<u>\$324,602</u>

<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 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>	<u>FY 2021</u>
Administration																
1	Honda Civic CNG	2005	2015	20,149	26,200	0	0	0	0	26,200	0	0	0	0	0	0
	Subtotal			20,149	26,200	0	0	0	0	26,200	0	0	0	0	0	0
Community Development																
704	Ford Escape Hybrid SUV	2008	2018	25,276	32,900	0	0	0	0	0	0	0	32,900	0	0	0
712	Ford Focus	2009	2019	11,427	14,900	0	0	0	0	0	0	0	0	14,900	0	0
714	Dodge Intrepid	2004	2014	15,572	20,300	0	0	0	20,300	0	0	0	0	0	0	0
715	Chevy Malibu	2004	2014	12,094	15,700	0	0	0	15,700	0	0	0	0	0	0	0
717	Chevy Malibu	2005	2015	12,094	15,700	0	0	0	0	15,700	0	0	0	0	0	0
718	Honda Civic (CNG)	2005	2015	20,149	26,200	0	0	0	0	26,200	0	0	0	0	0	0
	Subtotal			96,612	125,700	0	0	0	36,000	41,900	0	0	32,900	14,900	0	0
Police Department																
	Police Radio System	2011	2021	729,700	729,700	729,700	0	0	0	0	0	0	0	0	0	729,700
	Repeater - Channel 1 & 3	2004	2014	40,000	46,000	0	0	0	46,000	0	0	0	0	0	0	0
	Voice Logging Recorder	2011	2020	22,327	22,300	22,300	0	0	0	0	0	0	0	0	22,300	0
	Handguns	2008	2016	31,755	32,000	0	0	0	0	0	32,000	0	0	0	0	0
	Digital Processing Equipment	2011	NTR	6,343	8,000	2,000	0	0	0	0	0	0	0	0	0	0
	Pro-Tec Raid Vests	2009	2015	21,178	21,000	0	0	0	0	21,000	0	0	0	0	0	0
	Optical Scanner	2002	2013	10,000	12,000	0	0	12,000	0	0	0	0	0	0	0	0
	Total Station	2002	2013	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	23,800	0	0	0	0	0
	Automated External Defibrillators	2005	2015	12,696	15,000	0	0	0	0	15,000	0	0	0	0	0	0
	Subtotal			905,913	924,800	754,000	0	27,000	46,000	36,000	55,800	0	0	0	22,300	729,700
Animal Control																
	Ford Cargo Van w/conversion pkg.	2002	2013	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
Public Works Administration																
100	Dodge Stratus	2006	2016	12,489	16,200	0	0	0	0	0	16,200	0	0	0	0	0
101	4X4 Chevy Blazer	2005	2015	19,474	25,300	0	0	0	0	25,300	0	0	0	0	0	0
102	Chevy Colorado	2006	2016	10,648	13,800	0	0	0	0	0	13,800	0	0	0	0	0
	Subtotal			42,611	55,300	0	0	0	0	25,300	30,000	0	0	0	0	0
Multi-Purpose Equipment																
111	Ford 550 Dump Truck	2004	2014	46,938	56,400	0	0	0	56,400	0	0	0	0	0	0	0
112	Ford Roll Back Truck	1993	2013	25,927	36,000	0	0	36,000	0	0	0	0	0	0	0	0
116	4X4 Ford ¾ton Pickup	2003	2013	28,591	37,000	0	0	37,000	0	0	0	0	0	0	0	0
117	4X4 Ford ¾ton Pickup	2003	2013	28,591	37,000	0	0	37,000	0	0	0	0	0	0	0	0
118	Skid Steer Loader	2008	2018	30,563	39,700	0	0	0	0	0	0	0	39,700	0	0	0
119	New 2 Ton Dump Truck Chassis	2006	2014	35,000	90,000	0	0	0	90,000	0	0	0	0	0	0	0
115	New 4X4 ¾ton Pickup	2008	2018	27,747	36,100	0	0	0	0	0	0	0	36,100	0	0	0

Veh #	Department/Item	Year	Repl.	Original	Replace	Est.										
		Purch.	Year	Cost	Cost	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
126	Ford 750 Dump	2007	2015	71,324	88,500	0	0	0	0	88,500	0	0	0	0	0	0
127	Case Backhoe	1997	2014	65,089	100,000	0	0	0	100,000	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	35,000	0	35,000	0	0	0	0	0	0	0	0	0
150	Ingersole Rand Air Compressor	1996	2013	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	29,900	0	0
152	CNG Ford Passenger/Cargo Van	1998	2013	23,756	28,000	0	0	28,000	0	0	0	0	0	0	0	0
153	Ford CNG Econoline Van	2004	2014	20,307	24,400	0	0	0	24,400	0	0	0	0	0	0	0
158	Ford CNG Pickup	2004	2014	18,305	22,000	0	0	0	22,000	0	0	0	0	0	0	0
161	Ford F-500 Dump Truck	2010	2020	56,842	73,900	56,800	0	0	0	0	0	0	0	0	73,900	0
198	Street Sweeper	2007	2014	27,250	33,000	0	0	0	33,000	0	0	0	0	0	0	0
	Paint Machine	2006	2016	5,000	6,500	0	0	0	0	0	6,500	0	0	0	0	0
	Subtotal			753,014	982,600	56,800	35,000	156,000	325,800	88,500	6,500	0	75,800	29,900	73,900	0
Waste Collection Equipment																
210	Chevy 4X4 Pickup	2001	2013	25,611	31,000	0	0	31,000	0	0	0	0	0	0	0	0
260	Sterling Rear Packer	2005	2013	126,500	165,000	0	0	165,000	0	0	0	0	0	0	0	0
263	International 7400 25-YD Packer	2007	2015	131,159	170,500	0	0	0	170,500	0	0	0	0	0	0	0
265	International Load Packer	2010	2018	144,532	187,900	144,500	0	0	0	0	0	0	187,900	0	0	0
	Subtotal			427,802	554,400	144,500	0	196,000	0	170,500	0	0	187,900	0	0	0
Recreation Administration																
308	GMC Passenger Van	2001	2013	21,499	22,000	0	0	22,000	0	0	0	0	0	0	0	0
307	Passenger Van/SUV	2011	2021	28,800	37,400	28,700	0	0	0	0	0	0	0	0	0	37,400
	Subtotal			50,299	59,400	28,700	0	22,000	0	0	0	0	0	0	0	37,400
Aquatic & Fitness Center																
	Treadmills	2001	2012	18,860	25,000	0	28,000	0	0	0	0	0	0	0	0	0
	Stationary Bikes	2003	2013	20,000	26,000	0	0	26,000	0	0	0	0	0	0	0	0
	Step/Eliptical/Rowing Machines	Var.	Var.	20,166	26,000	8,400	0	0	0	18,000	0	0	0	0	0	0
	Circuit Training Equipment	1993	2014	27,000	30,000	0	0	0	30,000	0	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	8,400	28,000	26,000	30,000	18,000	0	0	0	0	0	0
Community Center																
	Commercial Freezer	1996	2016	6,000	8,400	0	0	0	0	0	8,400	0	0	0	0	0
	Commercial Refrigerator	1999	2019	10,000	14,000	0	0	0	0	0	0	0	0	14,000	0	0
	Commercial Stove	1996	2016	7,000	9,800	0	0	0	0	0	9,800	0	0	0	0	0
	Commercial Convection Oven	2003	2023	7,901	11,000	0	0	0	0	0	0	0	0	0	0	0
	Adult Care Refrigerator	1996	2016	10,000	14,000	0	0	0	0	0	14,000	0	0	0	0	0
	Adult Care Dishwasher	1996	2016	7,500	10,500	0	0	0	0	0	10,500	0	0	0	0	0
	Security Camera System	1996	2016	10,000	20,000	0	0	0	0	0	20,000	0	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	62,700	0	0	14,000	0	0

Veh #	Department/Item	Year	Repl.	Original	Replace	Est.										
		Purch.	Year	Cost	Cost	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Park Equipment																
400	Ford Pickup	2009	2019	29,318	38,100	0	0	0	0	0	0	0	0	38,100	0	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	37,000	0	0	0	0	0	0	0	0
408	4X4 ¾ton Pickup	2008	2018	27,747	36,100	0	0	0	0	0	0	0	36,100	0	0	0
406	Ford Ranger	2000	2013	15,514	13,000	0	0	13,000	0	0	0	0	0	0	0	0
410	Ford ¾ Ton Pickup w/dump	2004	2014	30,025	39,000	0	0	0	39,000	0	0	0	0	0	0	0
421	Ford Ranger 4X4 Pickup	2000	2012	18,635	25,000	0	16,500	0	0	0	0	0	0	0	0	0
426	Ford Custom Cab	2005	2015	50,257	61,100	0	0	0	0	61,100	0	0	0	0	0	0
429	Kubota L2850 Tractor/backhoe	1989	2013	8,990	17,000	0	0	17,000	0	0	0	0	0	0	0	0
435	Ford 550 Dump	2004	2014	30,768	61,000	0	0	0	61,000	0	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	19,600	0	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	18,500
442	Kubota 3060 Front Cut Mower	2004	2013	15,379	20,000	0	0	20,000	0	0	0	0	0	0	0	0
448	Tag-A-Long Trailer	1985	2013	2,799	5,000	0	0	5,000	0	0	0	0	0	0	0	0
407	Ford 1½Ton Dump Truck	2006	2016	46,699	60,000	0	0	0	0	0	60,000	0	0	0	0	0
460	Leaf Vacuum	2007	2017	20,212	26,300	0	0	0	0	0	0	26,300	0	0	0	0
463	Wood Chuck Chipper	2009	2019	28,100	36,500	0	0	0	0	0	0	0	0	36,500	0	0
464	Kubota Big Tractor M8210 w/attach	1998	2013	36,063	48,000	0	0	48,000	0	0	0	0	0	0	0	0
465	Ford Stake Body	2001	2012	43,592	56,700	0	0	0	56,700	0	0	0	0	0	0	0
466	Premier Trailer	2001	2013		5,000	0	0	5,000	0	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	91,700	0	0
	Deep Tine Aerator	2007	2022	15,500	22,500	0	0	0	0	0	0	0	0	0	0	0
	Subtotal			586,039	790,500	0	16,500	175,000	156,700	80,700	60,000	26,300	36,100	166,300	0	18,500
Intra-City Bus Service																
500	Lift Equipped Van	2011	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
Non Departmental																
	Telephone Equipment	2003	2018	180,000	180,000	0	0	0	0	0	0	0	180,000	0	0	0
	Subtotal			180,000	180,000	0	0	0	0	0	0	0	180,000	0	0	0
GRAND TOTAL				3,265,905	3,975,300	995,400	79,500	636,000	594,500	487,100	215,000	26,300	512,700	228,800	96,200	785,600
Annual Revenues Required (10 Year Avg. Lifespan)				\$366,170												

Notes



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SPECIAL PROJECTS FUND

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 2011 include the Planning Department completing 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 include upgrading the city's phone system and expanding the Recreation Department's pass system to the Springhill Lake Recreation Center. The installation of the new computer aided dispatch (CAD) and records management systems (RMS) in the Police Department was completed with the aid of a federal grant (\$750,000).

The FY 2012 budget includes \$65,000 to:

- Upgrade the city's email system to make storage more efficient which will increase the mail box capacity for individuals;
- Upgrade the city's financial system which will eliminate the need to replace the system which was listed in the Replacement Fund. The project will save the city approximately \$120,000; and
- Purchase additional Microsoft Office licenses which will keep the city from facing legal challenges from the software giant.

Budget Comments

- 1) An upgrade to the city's email system is necessary in order to increase the overall size capacity of the system. The size of individual mail boxes will be expanded which will be the most notable benefit to users. The cost of this project is estimated at \$30,000.
- 2) Funds are budgeted in Community Promotion for the replacement and/or upgrading of the city's video and audio equipment (\$10,000).
- 3) The server for the city's finance system must be upgraded to perform on Windows 7. The project has an estimated cost of \$20,000.
- 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. A transfer of \$70,000 to the General Fund was completed in FY 2011. It is proposed to transfer \$100,000 in FY 2012. These funds will be transferred annually until they are exhausted.

SPECIAL PROJECTS FUND Fund 101	FY 2009 Actual Trans.	FY 2010 Actual Trans.	FY 2011 Adopted Budget	FY 2011 Estimated Trans.	FY 2012 Proposed Trans.	FY 2012 Adopted Trans.
BALANCE AS OF JULY 1						
Total Fund Balance	<u>\$216,560</u>	<u>\$255,209</u>	<u>\$523,509</u>	<u>\$552,910</u>	<u>\$474,510</u>	<u>\$474,510</u>
REVENUES						
431501 Property Owner Fees/Fines	\$0	\$280,950	\$0	\$0	\$0	\$0
433401 Cable TV Franchise Fee	86,615	82,568	76,000	86,000	87,000	87,000
441112 Federal Grants	29,980	474,133	275,000	275,000	0	0
470000 Interest on Investments	1,931	162	300	600	300	300
TOTAL REVENUES	<u>\$118,526</u>	<u>\$837,813</u>	<u>\$351,300</u>	<u>\$361,600</u>	<u>\$87,300</u>	<u>\$87,300</u>
EXPENDITURES						
140 Information Technology	\$21,753	\$52,598	\$60,000	\$60,000	\$65,000	\$65,000
190 Community Promotion	13,144	9,170	15,000	15,000	10,000	10,000
210 Planning	0	5,000	0	20,000	0	0
310 Police	29,980	473,344	275,000	275,000	0	0
999 Transfer to General Fund	15,000	0	70,000	70,000	100,000	100,000
TOTAL EXPENDITURES	<u>\$79,877</u>	<u>\$540,112</u>	<u>\$420,000</u>	<u>\$440,000</u>	<u>\$175,000</u>	<u>\$175,000</u>
FUND BALANCE DESIGNATIONS						
Cable TV	\$201,511	\$231,674	\$196,921	\$222,674	\$234,674	\$234,674
Greenbelt West	14,410	280,950	208,000	210,950	110,950	110,950
Public Safety	0	789	0	789	789	789
75 th Anniversary	2,500	7,500	12,500	12,500	17,500	17,500
Undesignated	36,788	31,997	37,388	27,597	22,897	22,897
TOTAL FUND BALANCE AS OF JUNE 30	<u>\$255,209</u>	<u>\$552,910</u>	<u>\$454,809</u>	<u>\$474,510</u>	<u>\$386,810</u>	<u>\$386,810</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 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 2009	FY 2010 Contrib.	FY 2010 Debits	Balance 07/01/10	FY 2011 Estimated Contrib.	FY 2011 Estimated Debits	Estimated Balance 07/01/11	FY 2012 Estimated Contrib.	FY 2012 Estimated Debits	Estimated Balance 06/30/12
Recreation Department	\$5,580	\$425	\$0	\$6,005	\$200	\$250	\$5,955	\$200	\$250	\$5,905
Greenbelt CARES	3,394	150	100	3,444	100	75	3,469	100	75	3,494
Good Samaritan	960	789	334	1,415	300	650	1,065	300	650	715
Emergency Assistance	3,374	10,451	7,813	6,012	13,000	10,000	9,012	15,000	12,000	12,012
Adopt-A-Tree	1,803	1,055	1,626	1,232	630	685	1,177	630	750	1,057
Adopt-A-Bench	1,060	661	383	1,338	935	665	1,608	950	900	1,658
Drug and Evidence	8,959	10,005	555	18,409	8,500	1,000	25,909	5,000	1,500	29,409
Advisory Committee on Education	35,552	2,083	4,000	33,635	4,065	4,000	33,700	4,025	4,000	33,725
Save the Greenbelt Theatre	1,828	0	0	1,828	0	0	1,828	0	0	1,828
Fire Department	68,773	88,000	0	156,773	60,000	0	216,773	60,000	0	276,773
Spay and Neuter Clinic	9,998	10,358	8,716	11,640	15,000	24,000	2,640	12,000	10,000	4,640



ACE Educator Awards 2010



ACE Student Awards 2010

GREEN RIDGE HOUSE



Green Ridge House is a city-owned apartment facility for the elderly and disabled. 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 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 2011

- ⌘ Replaced the HVAC convector units in 14 apartments. Convector units in all the apartments in the Terrace wing have now been replaced. No similar problems exist in the other wings so no further replacement of convectors is proposed.
- ⌘ Purchased new furniture for all the balconies.
- ⌘ Resurfaced one-half of the parking lot and put a new seal-coat on the other half.
- ⌘ The elevators were upgraded with new door restrictor devices, new emergency phones, new signals and operating fixtures, new carpet, and the doors were recovered in stainless steel.
- ⌘ New artwork was purchased and installed in the common areas of the building.
- ⌘ Replaced the security monitoring system which connects to the pull-cords in each apartment, the exterior doors, and the temperature gauges for the boilers.
- ⌘ Installed new floors in the laundry room, vestibule, and first floor patio.

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. A recent survey of the residents indicated that 100% of the 62 residents that responded were “Very Satisfied” or “Satisfied” with Green Ridge House and their apartments. This is the second year the survey was completed.

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 May 2011, the market rent for a unit at Green Ridge House will be \$1,133 per month, a 2.5% increase from a year ago (\$1,105). No residents pay the full rent as all residents receive some level of subsidy. The utility subsidy is set at \$40 per month. Rent increases have been approved each year since FY 2003. Any additional funds resulting from this increase that are not needed for operations will be placed in reserves when possible.

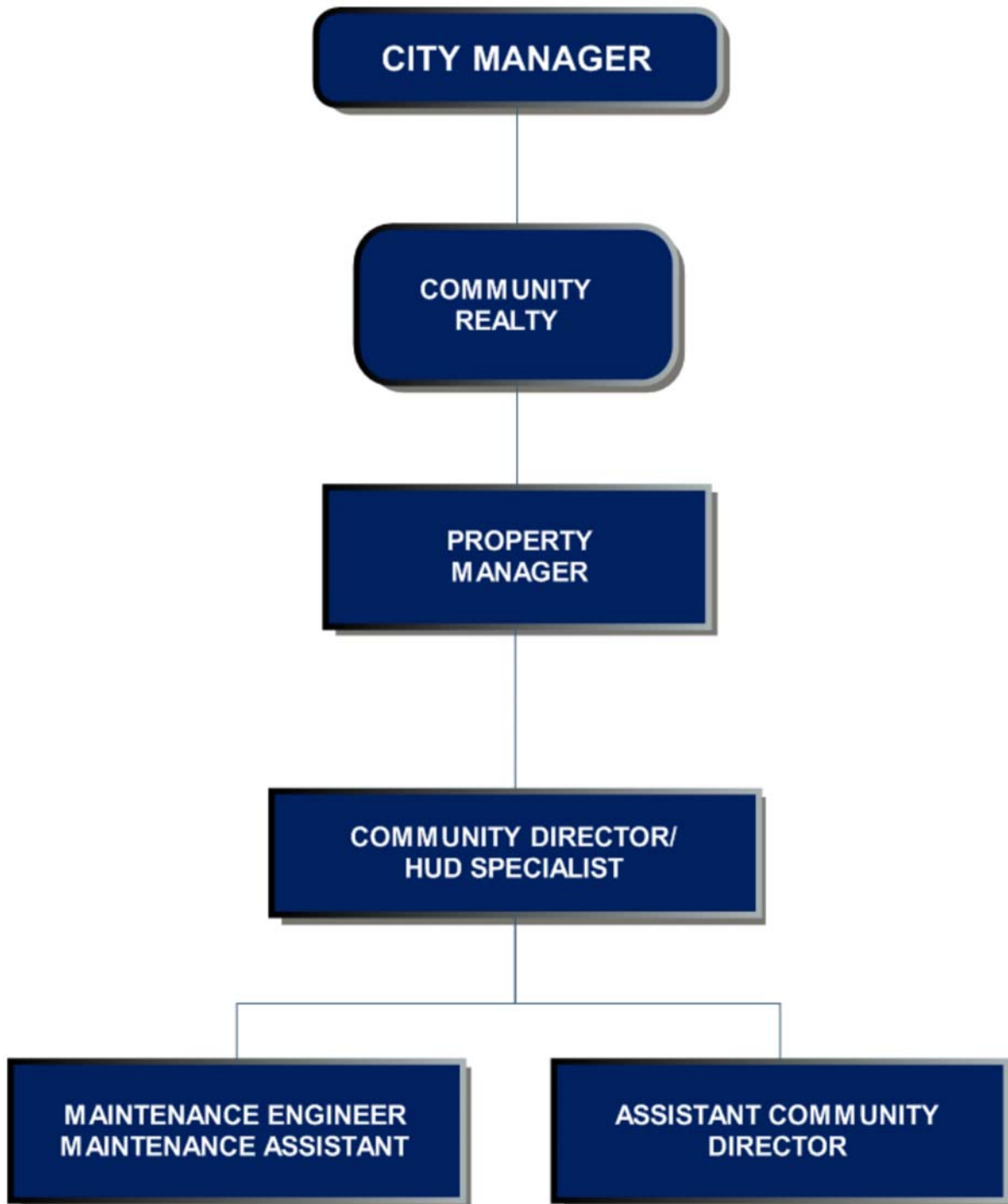
The Community Resource Advocate (CRA) is the liaison to Green Ridge House. Along with the establishment of the Service Coordinator program in FY 2005, having the CRA as liaison has improved awareness of both the needs of Green Ridge House residents and availability of city services.

There were 12 new move-ins in 2010. 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 \$20,300 in FY 2010 and \$19,700 in FY 2011 are budgeted in the Administration section of this budget to cover the excess cost.
- 2) The increase in the Administration budget is caused by a proposal to replace the office file cabinets (\$8,500) and an increase in petty cash from \$250 per month to \$500 (\$3,000). Also, \$4,800 is budgeted for the Zipcar car sharing program.
- 3) Utilities costs are decreased because prices for natural gas have been lower than anticipated.
- 4) The Supplies and Services expense will exceed the approved budget in FY 2011 due to the need to replace the system which tracks the replacement keys for all the units (\$4,000). For FY 2012, expenses have been lowered by negotiating a lower trash collection fee (\$100/month), and reducing cable television costs by \$4,000, while adding a yoga program (\$1,400) in Social Activities in addition to ceramics, Tai Chi, and fitness.
- 5) Insurance/Other Taxes are proposed higher in FY 2012 due to additional costs for health insurance (\$16,000) and making an escrow set aside of \$20,000.
- 6) The planned capital expenses for FY 2012 are to paint the exterior of the building (\$70,000), install more energy efficient lighting in the apartment kitchens (\$12,500), replace the outside directory board (\$7,500), retile the Community Room (\$5,000), replace the greenhouse floor (\$6,000), and replace stoves and refrigerators as needed (\$11,500).

GREEN RIDGE HOUSE



GREEN RIDGE HOUSE Operating Budget	FY 2009 Actual Trans.	FY 2010 Actual Trans.	FY 2011 Adopted Budget	FY 2011 Estimated Trans.	FY 2012 Proposed Budget	FY 2012 Adopted Budget
REVENUES						
Rental Income						
Federal Section 8 Payments	\$872,406	\$898,948	\$961,800	\$950,700	\$985,300	\$985,300
Rental Income from Residents	388,270	408,996	412,200	407,400	422,300	422,300
Vacancies	(33,625)	(32,123)	(30,500)	(33,200)	(31,100)	(31,100)
Total Rental Income	\$1,227,051	\$1,275,821	\$1,343,500	\$1,324,900	\$1,376,500	\$1,376,500
Miscellaneous Revenue						
Laundry Machines	\$3,169	\$2,685	\$2,800	\$2,400	\$2,400	\$2,400
Miscellaneous Income	84	431	350	200	200	200
Interest Income	70	74	50	100	100	100
Total Miscellaneous	\$3,323	\$3,190	\$3,200	\$2,700	\$2,700	\$2,700
TOTAL REVENUES	<u>\$1,230,374</u>	<u>\$1,279,011</u>	<u>\$1,346,700</u>	<u>\$1,327,600</u>	<u>\$1,379,200</u>	<u>\$1,379,200</u>
EXPENDITURES						
Personnel Expenses						
	\$202,219	\$202,110	\$222,900	\$224,000	\$232,400	\$232,400
Operating Expenses						
Administration	\$135,101	\$152,092	\$151,600	\$147,500	\$161,900	\$161,900
Utilities	126,726	125,716	134,200	126,000	128,600	128,600
Supplies and Services	78,437	72,485	80,000	87,000	73,000	73,000
Maintenance	189,479	254,360	256,900	232,400	245,200	245,200
Total Operating Expenses	\$529,743	\$604,653	\$622,700	\$592,900	\$608,700	\$608,700
Taxes, Interest and Debt Expenses						
Real Estate Tax Fee in lieu	\$60,787	64,425	\$71,700	\$72,000	\$81,000	\$81,000
Insurance/Other Taxes	59,400	52,420	50,400	64,700	94,500	94,500
Principal and Interest	257,702	257,702	257,700	257,700	257,700	257,700
Total Taxes, Interest and Debt Exp.	\$377,889	\$374,547	\$379,800	\$394,400	\$433,200	\$433,200
Replacement Reserve Transfer	\$84,000	\$72,000	\$96,000	\$96,000	\$96,000	\$96,000
TOTAL ALL EXPENDITURES	<u>\$1,193,851</u>	<u>\$1,253,310</u>	<u>\$1,321,400</u>	<u>\$1,307,300</u>	<u>\$1,370,300</u>	<u>\$1,370,300</u>
EXCESS REVENUES OVER/ (UNDER) EXPENDITURES	<u>\$36,523</u>	<u>\$25,701</u>	<u>\$25,300</u>	<u>\$20,300</u>	<u>\$8,900</u>	<u>\$8,900</u>

Reserves	FY 2009 Actual Trans.	FY 2010 Actual Trans.	FY 2011 Adopted Budget	FY 2011 Estimated Trans.	FY 2012 Proposed Budget	FY 2012 Adopted Budget
RESERVE FOR REPLACEMENT						
Balance July 1	\$531,620	\$586,609	\$538,009	\$582,915	\$452,915	\$452,915
Contributions	84,000	72,000	96,000	96,000	96,000	96,000
Interest	3,577	59	1,100	100	100	100
Expenditures	(32,588)	(75,753)	(235,500)	(226,100)	(117,500)	(117,500)
Balance June 30	<u>\$586,609</u>	<u>\$582,915</u>	<u>\$399,609</u>	<u>\$452,915</u>	<u>\$431,515</u>	<u>\$431,515</u>
RESIDUAL RECEIPTS						
Balance July 1	\$1,370	\$1,379	\$1,384	\$1,379	\$1,379	\$1,379
Contributions	0	0	0	0	0	0
Interest	9	0	5	0	0	0
Expenditures	0	0	0	0	0	0
Balance June 30	<u>\$1,379</u>	<u>\$1,379</u>	<u>\$1,389</u>	<u>\$1,379</u>	<u>\$1,379</u>	<u>\$1,379</u>
LGIP INVESTMENTS						
Balance July 1	\$404,086	\$406,916	\$361,916	\$363,173	\$363,673	\$363,673
Contributions	0	0	0	0	0	0
Interest	2,830	753	1,000	500	500	500
Expenditures	0	(44,496)	0	0	0	0
Balance June 30	<u>\$406,916</u>	<u>\$363,173</u>	<u>\$362,916</u>	<u>\$363,673</u>	<u>\$364,173</u>	<u>\$364,173</u>
ALL RESERVE ACCOUNTS						
Balance July 1	\$937,076	\$994,904	\$901,309	\$947,467	\$817,967	\$817,967
Contributions	84,000	72,000	96,000	96,000	96,000	96,000
Interest	6,416	812	2,105	600	600	600
Expenditures	(32,588)	(120,249)	(235,500)	(226,100)	(117,500)	(117,500)
Balance June 30	<u>\$994,904</u>	<u>\$947,467</u>	<u>\$736,914</u>	<u>\$817,967</u>	<u>\$797,067</u>	<u>\$797,067</u>