

OTHER FUNDS

The **SPECIAL REVENUE FUNDS** include the Building Capital Reserve Fund, Cemetery Fund, Debt Service Fund, Replacement Fund, and Special Projects Fund.

The **AGENCY FUND** includes funds received as contributions for programs such as Greenbelt CARES and the Good Samaritan Fund, as well as monies forfeited from criminal activities.

The **ENTERPRISE FUND** contains the financial activity of Green Ridge House, the city's apartment complex for seniors and special populations.

The **CAPITAL IMPROVEMENT FUNDS** include the Capital Projects Fund, the Community Development Block Grant Fund, the 2001 Bond Fund, and the Greenbelt West Infrastructure Fund.

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 a cost of \$535,000. Program Open Space funds covered 75% of the cost (\$401,000) with \$304,987 received in FY 2011 and the balance of \$96,000 to be received in FY 2012.
- 2) The City contributed \$14,700 to the Greenbelt Volunteer Fire Department to increase the size of a new generator installed by the County. This will allow the hall, kitchen and other public areas to be served by the generator so they can be used in emergency situations.
- 3) Funds are budgeted in Recreation (\$80,000) to replace the 50 year old gym floor at the Youth Center. Program Open Space will cover 75% of this cost (\$60,000).
- 4) The FY 2012 budget included funds for an engineering study of the HVAC system at the Community Center. \$90,000 is being budgeted to begin implementing the results of this study. It is expected this will be a multi-year project.
- 5) Funds are budgeted in Non-Departmental (\$10,000) for energy efficiency improvements in City facilities.

BUILDING CAPITAL RESERVE FUND Fund 102	FY 2010 Actual Trans.	FY 2011 Actual Trans.	FY 2012 Adopted Budget	FY 2012 Estimated Trans.	FY 2013 Proposed Budget	FY 2013 Adopted Budget
BALANCE AS OF JULY 1	<u>\$132,359</u>	<u>\$157,764</u>	<u>\$92,164</u>	<u>(\$42,952)</u>	<u>\$9,648</u>	<u>\$9,648</u>
REVENUES						
Miscellaneous						
441108 CDBG-R Funds	\$0	\$0	\$65,300	\$65,300	\$0	\$0
442104 Program Open Space	0	304,987	0	96,000	60,000	60,000
470103 Interest on Investments	229	82	0	0	0	0
490000 General Fund Transfer	75,000	75,000	100,000	100,000	150,000	150,000
TOTAL REVENUE & FUND TRANSFERS	<u>\$75,229</u>	<u>\$380,069</u>	<u>\$165,300</u>	<u>\$261,300</u>	<u>\$210,000</u>	<u>\$210,000</u>
EXPENDITURES						
Municipal Building	\$15,207	\$5,200	\$120,000	\$122,400	\$0	\$0
Fire Department	\$0	\$0	\$0	\$14,700	\$0	\$0
Recreation						
620 Recreation Center	\$0	\$40,958	\$73,200	\$36,600	\$80,000	\$80,000
650 Aquatic & Fitness Center	7,773	534,627	20,000	20,000	0	0
660 Community Center	10,410	0	15,000	15,000	90,000	90,000
Total Recreation	<u>\$18,183</u>	<u>\$575,585</u>	<u>\$108,200</u>	<u>\$71,600</u>	<u>\$170,000</u>	<u>\$170,000</u>
Non-Departmental	\$16,434	\$0	\$0	\$0	\$10,000	\$10,000
TOTAL EXPENDITURES	<u>\$49,824</u>	<u>\$580,785</u>	<u>\$228,200</u>	<u>\$208,700</u>	<u>\$180,000</u>	<u>\$180,000</u>
BALANCE AS OF JUNE 30	\$157,764	(\$42,952)	\$29,264	\$9,648	\$39,648	\$39,648

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 2012, \$81,354 of the fund balance is unavailable for use except for the repurchase of cemetery lots or investment purposes.
- 2) A transfer of \$3,000 to the General Fund is proposed to cover regular maintenance costs of the cemetery.

CEMETERY FUND Fund 104	FY 2010 Actual Trans.	FY 2011 Actual Trans.	FY 2012 Adopted Budget	FY 2012 Estimated Trans.	FY 2013 Proposed Budget	FY 2013 Adopted Budget
BALANCE AS OF JULY 1	<u>\$90,583</u>	<u>\$93,011</u>	<u>\$89,011</u>	<u>\$88,217</u>	<u>\$84,517</u>	<u>\$84,517</u>
REVENUES						
470000 Interest	\$128	\$106	\$100	\$100	\$100	\$100
480000 Other – Service Fees	2,300	200	1,000	200	200	200
TOTAL REVENUES	<u>\$2,428</u>	<u>\$306</u>	<u>\$1,100</u>	<u>\$300</u>	<u>\$300</u>	<u>\$300</u>
EXPENDITURES						
490000 Interfund Transfer – General Fund	\$0	\$5,100	\$4,000	\$4,000	\$3,000	\$3,000
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$5,100</u>	<u>\$4,000</u>	<u>\$4,000</u>	<u>\$3,000</u>	<u>\$3,000</u>
BALANCE AS OF JUNE 30	\$93,011	\$88,217	\$86,111	\$84,517	\$81,817	\$81,817

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, 2012, the city's estimated outstanding debt will be \$3,672,403 or 0.18% of the city's assessed valuation. The refinancing of the City's debt in FY 2012 has significantly reduced the City's annual debt service. Of particular note is that the City received a lower interest rate for its debt (2.93%) than did the State of Maryland (3.07%) which sold debt at about the same time (July 2011).

Estimated Assessed Value, July 1, 2012	\$2,066,922,400
Debt Limit @ 4%	82,676,896
Amount of Debt Applicable to Limit: Total Bonded Debt, July 1, 2012	3,672,403
Estimated Debt Margin, July 1, 2012	\$ 79,004,493

Budget Comments

- 1) The 1991 Roosevelt Center special assessment bond will be paid off in FY 2012. The 1990 Ora Glen special assessment was paid off in FY 2011.
- 2) \$300,000 is proposed as the transfer from the General Fund in order to pay the city's annual general obligation debt.
- 3) In adopting the FY 2012 budget, an additional \$232,100 was allocated to be used as a pre-payment on the City's debt. Those funds have been transferred into this fund. City Council has discussed using those funds as a match for grant funds to renovate the Greenbelt Theatre.

DEBT SERVICE FUND	FY 2010 Actual Trans.	FY 2011 Actual Trans.	FY 2012 Adopted Budget	FY 2012 Estimated Trans.	FY 2013 Proposed Budget	FY 2013 Adopted Budget
BALANCE AS OF JULY 1						
Total Fund Balance	<u>\$19,860</u>	<u>\$37,474</u>	<u>\$39,415</u>	<u>\$36,865</u>	<u>\$364,808</u>	<u>\$364,808</u>
REVENUES						
415000 Special Assessment	\$164,671	\$160,291	\$139,200	\$126,000	\$0	\$0
470000 Interest Investments	140	146	200	200	200	200
490000 General Fund Transfer	780,300	760,000	682,100	682,100	300,000	300,000
TOTAL REVENUES	<u>\$945,111</u>	<u>\$920,437</u>	<u>\$821,500</u>	<u>\$808,300</u>	<u>\$300,200</u>	<u>\$300,200</u>
EXPENDITURES						
Special Assessment						
890 1990 Ora Glen Bonds						
34 Other Services	\$550	\$0	\$0	\$0	\$0	\$0
96 Principal	35,000	35,000	0	0	0	0
97 Interest	4,899	1,224	0	0	0	0
Total	<u>\$40,449</u>	<u>\$36,224</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
891 1991 Christacos Bonds						
34 Other Services	\$1,700	\$1,650	\$0	\$0	\$0	\$0
96 Principal	115,000	125,000	135,000	135,000	0	0
97 Interest	27,591	16,336	4,157	4,157	0	0
Total	<u>\$144,291</u>	<u>\$142,986</u>	<u>\$139,157</u>	<u>\$139,157</u>	<u>\$0</u>	<u>\$0</u>
Total Special Assessments	<u>\$184,740</u>	<u>\$179,210</u>	<u>\$139,157</u>	<u>\$139,157</u>	<u>\$0</u>	<u>\$0</u>
General Obligation						
895 2001 Bond Issue						
34 Other Services	\$0	\$0	\$0	\$14,400	\$0	\$0
96 Principal	525,265	549,725	285,000	218,600	212,300	212,300
97 Interest	215,043	190,583	75,000	107,400	104,800	104,800
Total	<u>\$740,308</u>	<u>\$740,308</u>	<u>\$360,000</u>	<u>\$340,400</u>	<u>\$317,100</u>	<u>\$317,100</u>
896 Tax Anticipation Note						
97 Interest	\$2,449	\$1,528	\$0	\$800	\$2,000	\$2,000
Total	<u>\$2,449</u>	<u>\$1,528</u>	<u>\$0</u>	<u>\$800</u>	<u>\$2,000</u>	<u>\$2,000</u>
Total General Obligations	<u>\$742,757</u>	<u>\$741,836</u>	<u>\$360,000</u>	<u>\$341,200</u>	<u>\$319,100</u>	<u>\$319,100</u>
TOTAL EXPENDITURES	<u>\$927,497</u>	<u>\$921,046</u>	<u>\$499,157</u>	<u>\$480,357</u>	<u>\$319,100</u>	<u>\$319,100</u>
FUND BALANCE AS OF JUNE 30	<u>\$37,474</u>	<u>\$36,865</u>	<u>\$361,758</u>	<u>\$364,808</u>	<u>\$345,908</u>	<u>\$345,908</u>

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.

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. 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) In FY 2011, the city replaced the Police Department radio system. \$205,000 in grant funding for these radios was deposited into the Special Projects Fund and is being transferred to the Replacement Fund in FY 2012.
- 2) The City of College Park has agreed to contribute towards the replacement of the City's aerial lift truck. The contribution, \$15,000, is shown in FY 2012 revenues.
- 3) Under Multi-Purpose Equipment, a cargo van is proposed for replacement at \$20,000. A suitable CNG replacement is not available on State bids. A CNG cargo van is available, but at double the cost. Staff will continue to explore alternative fuel options, but is currently recommending a gasoline fuel van.
- 4) It is proposed to refurbish the 4-Cities street sweeper. The City's share of this cost is \$25,000.
- 5) Under Aquatic & Fitness Center, it is proposed to replace three (3) elliptical, three (3) rowing and 1 step machines (\$27,500). In FY 2012, five (5) treadmills were replaced.
- 6) Two pick-up trucks are recommended for replacement under Parks at an estimated cost of \$16,000 each. One of the trucks (421) is a 4X4 that is being replaced with a standard truck. Also included here is \$10,000 for a new body for the stake body truck (465).
- 7) It is estimated the Replacement Fund will begin Fiscal Year 2013 with a fund balance of \$303,358 and end at \$348,858.

Items to be Purchased

Multi-Purpose Equipment

Cargo Van (153)	\$20,000
Street Sweeper (198)	\$25,000

Aquatic & Fitness Center

Step, Elliptical & Rowing Machines	\$27,500
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Parks

Pick-up Truck (406)	\$16,000
Pick-up Truck (421)	\$16,000
New Body (465)	<u>\$10,000</u>

Total Proposed Expenditures **\$114,500**

REPLACEMENT FUND Fund 105	FY 2010 Actual Trans.	FY 2011 Actual Trans.	FY 2012 Adopted Budget	FY 2012 Estimated Trans.	FY 2013 Proposed Budget	FY 2013 Adopted Budget
BALANCE AS OF JULY 1						
Total Fund Balance	<u>\$264,942</u>	<u>\$456,902</u>	<u>\$290,602</u>	<u>\$81,058</u>	<u>\$303,358</u>	<u>\$303,358</u>
REVENUES						
441000 Federal Grants	\$0	\$499,235	\$0	\$0	\$0	\$0
470000 Interest on Investments	470	239	500	0	0	0
480000 Insurance Proceeds/Auction	17,808	30,446	10,000	12,000	10,000	10,000
480499 Contribution from College Park	0	0	0	15,000	0	0
490000 Interfund Transfers – Special Projects	0	0	0	205,000	0	0
490000 Interfund Transfers - General	203,000	133,000	103,000	103,000	150,000	150,000
TOTAL REVENUES	<u>\$221,278</u>	<u>\$662,920</u>	<u>\$113,500</u>	<u>\$355,000</u>	<u>\$160,000</u>	<u>\$160,000</u>
EXPENDITURES						
91 New Equipment						
140 Finance	\$0	\$0	\$0	\$0	\$0	\$0
220 Community Development	0	0	0	0	0	0
310 Police Equipment	0	825,831	0	0	0	0
420 Multi-Purpose Equipment	0	56,842	35,000	60,000	45,000	45,000
450 Waste Collection	0	144,532	0	0	0	0
610 Recreation Administration	0	0	0	28,700	0	0
650 Aquatic & Fitness Center	0	8,405	28,000	28,000	27,500	27,500
700 Parks	29,318	0	16,500	16,000	42,000	42,000
920 Greenbelt Connection	0	3,154	0	0	0	0
TOTAL EXPENDITURES	<u>\$29,318</u>	<u>\$1,038,764</u>	<u>\$79,500</u>	<u>\$132,700</u>	<u>\$114,500</u>	<u>\$114,500</u>
FUND BALANCE AS OF JUNE 30	<u>\$456,902</u>	<u>\$81,058</u>	<u>\$324,602</u>	<u>\$303,358</u>	<u>\$348,858</u>	<u>\$348,858</u>

Veh #	Department/Item	Year	Repl.	Original	Replace	Est											
		Purch.	Year	Cost	Cost		FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Administration																	
1	Honda Civic CNG	2005	2015	20,149	26,200	0	0	0	26,200	0	0	0	0	0	0	0	0
	Subtotal			20,149	26,200	0	0	0	26,200	0	0	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	32,900	0	0	0	0	0
712	Ford Focus	2009	2019	11,427	14,900	0	0	0	0	0	0	0	14,900	0	0	0	0
714	Dodge Intrepid	2004	2014	15,572	20,300	0	0	20,300	0	0	0	0	0	0	0	0	0
715	Chevy Malibu	2004	2014	12,094	15,700	0	0	15,700	0	0	0	0	0	0	0	0	0
717	Chevy Malibu	2005	2015	12,094	15,700	0	0	0	15,700	0	0	0	0	0	0	0	0
718	Honda Civic (CNG)	2005	2015	20,149	26,200	0	0	0	26,200	0	0	0	0	0	0	0	0
	Subtotal			96,612	125,700	0	0	36,000	41,900	0	0	32,900	14,900	0	0	0	0
Police Department																	
	Police Radio System	2011	2021	729,700	729,700	0	0	0	0	0	0	0	0	0	729,700	0	0
	Repeater - Channel 1 & 3	2004	2014	40,000	46,000	0	0	46,000	0	0	0	0	0	0	0	0	0
	Voice Logging Recorder	2011	2020	22,327	22,300	0	0	0	0	0	0	0	0	22,300	0	0	0
	Handguns	2008	2016	31,755	32,000	0	0	0	0	32,000	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	2009	2015	21,178	21,000	0	0	0	21,000	0	0	0	0	0	0	0	0
	Optical Scanner	2002	2014	10,000	12,000	0	0	12,000	0	0	0	0	0	0	0	0	0
	Total Station	2002	2014	13,600	15,000	0	0	15,000	0	0	0	0	0	0	0	0	0
891	4X4 ¾Ton Pick-up Truck	2006	2016	18,314	23,800	0	0	0	0	23,800	0	0	0	0	0	0	0
	Automated External Defibrillators	2005	2015	12,696	15,000	0	0	0	15,000	0	0	0	0	0	0	0	0
	Subtotal			905,913	924,800	0	0	73,000	36,000	55,800	0	0	0	22,300	729,700	0	0
Animal Control																	
	Ford Cargo Van w/conversion pkg.	2002	2014	26,039	34,000	0	0	34,000	0	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	0
Public Works Administration																	
100	Dodge Stratus	2006	2016	12,489	16,200	0	0	0	0	16,200	0	0	0	0	0	0	0
101	4X4 Chevy Blazer	2005	2015	19,474	25,300	0	0	0	25,300	0	0	0	0	0	0	0	0
102	Chevy Colorado	2006	2016	10,648	13,800	0	0	0	0	13,800	0	0	0	0	0	0	0
	Subtotal			42,611	55,300	0	0	0	25,300	30,000	0	0	0	0	0	0	0
Multi-Purpose Equipment																	
111	Ford 550 Dump Truck	2004	2014	46,938	56,400	0	0	56,400	0	0	0	0	0	0	0	0	0
112	Ford Roll Back Truck	1993	2015	25,927	36,000	0	0	0	36,000	0	0	0	0	0	0	0	0
116	4X4 Ford ¾ton Pickup	2003	2014	28,591	37,000	0	0	37,000	0	0	0	0	0	0	0	0	0
117	4X4 Ford ¾ton Pickup	2003	2014	28,591	37,000	0	0	37,000	0	0	0	0	0	0	0	0	0
118	Skid Steer Loader	2008	2018	30,563	39,700	0	0	0	0	0	0	39,700	0	0	0	0	0
119	New 2 Ton Dump Truck Chassis	2006	2015	35,000	90,000	0	0	0	90,000	0	0	0	0	0	0	0	0
115	New 4X4 ¾ton Pickup	2008	2018	27,747	36,100	0	0	0	0	0	0	36,100	0	0	0	0	0

Veh #	Department/Item	Year	Repl.	Original	Replace	Est										
		Purch.	Year	Cost	Cost	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
126	Ford 750 Dump	2007	2015	71,324	88,500	0	0	0	88,500	0	0	0	0	0	0	0
127	Case Backhoe	1997	2015	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	2012	2022	60,000	72,000	60,000	0	0	0	0	0	0	0	0	0	72,000
150	Ingersole Rand Air Compressor	1996	2014	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	29,900	0	0	0
152	CNG Ford Passenger/Cargo Van	1998	2014	23,756	28,000	0	0	28,000	0	0	0	0	0	0	0	0
153	Ford CNG Econoline Van	2004	2013	20,307	24,400	0	20,000	0	0	0	0	0	0	0	0	0
158	Ford CNG Pickup	2004	2014	18,305	22,000	0	0	22,000	0	0	0	0	0	0	0	0
161	Ford F-500 Dump Truck	2010	2020	56,842	73,900	0	0	0	0	0	0	0	0	73,900	0	0
198	Street Sweeper	2007	2013	27,250	25,000	0	25,000	0	0	0	0	0	0	0	0	0
	Paint Machine	2006	2016	5,000	6,500	0	0	0	0	6,500	0	0	0	0	0	0
	Subtotal			744,064	1,011,600	60,000	45,000	198,400	314,500	6,500	0	75,800	29,900	73,900	0	72,000
	Waste Collection Equipment															
210	Chevy 4X4 Pickup	2001	2014	25,611	31,000	0	0	31,000	0	0	0	0	0	0	0	0
260	Sterling Rear Packer	2005	2014	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	0	0	0	0	0	187,900	0	0	0	0	0
	Subtotal			427,802	554,400	0	0	196,000	170,500	0	0	187,900	0	0	0	0
	Recreation Administration															
300	Ford Escape Hybrid	2012	2022	28,700	37,310	28,700	0	0	0	0	0	0	0	0	0	37,310
307	Passenger Van/SUV	2011	2021	28,800	37,400	0	0	0	0	0	0	0	0	0	37,400	0
	Subtotal			57,500	74,710	28,700	0	0	0	0	0	0	0	0	37,400	37,310
	Aquatic & Fitness Center															
	Treadmills	2012	2022	28,000	36,400	28,000	0	0	0	0	0	0	0	0	0	36,400
	Stationary Bikes	2003	2015	20,000	26,000	0	0	0	18,000	0	0	0	0	0	0	0
	Step/Eliptical/Rowing Machines	Var.	Var.	20,166	26,000	0	27,500	0	0	0	0	0	0	0	0	0
	Circuit Training Equipment	1993	2014	27,000	30,000	0	0	30,000	0	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			115,166	147,400	28,000	27,500	30,000	18,000	0	0	0	0	0	0	36,400
	Community Center															
	Commercial Freezer	1996	2016	6,000	8,400	0	0	0	0	8,400	0	0	0	0	0	0
	Commercial Refrigerator	1999	2019	10,000	14,000	0	0	0	0	0	0	14,000	0	0	0	0
	Commercial Stove	1996	2016	7,000	9,800	0	0	0	0	9,800	0	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	14,000	0	0	0	0	0	0
	Adult Care Dishwasher	1996	2016	7,500	10,500	0	0	0	0	10,500	0	0	0	0	0	0
	Security Camera System	1996	2016	10,000	20,000	0	0	0	0	20,000	0	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	62,700	0	0	14,000	0	0	0

Veh #	Department/Item	Year	Repl.	Original	Replace	Est										
		Purch.	Year	Cost	Cost	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Park Equipment																
400	Ford Pickup	2009	2019	29,318	38,100	0	0	0	0	0	0	0	38,100	0	0	0
403	Ford Pickup	2012	2022	16,000	20,800	16,000	0	0	0	0	0	0	0	0	0	20,800
404	Ford 4X4 ¾ Ton Pickup	2003	2014	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	36,100	0	0	0	0
406	Ford Ranger	2000	2013	15,514	13,000	0	16,000	0	0	0	0	0	0	0	0	0
410	Ford ¾ Ton Pickup w/dump	2004	2014	30,025	39,000	0	0	39,000	0	0	0	0	0	0	0	0
421	Ford Ranger 4X4 Pickup	2000	2013	18,635	25,000	0	16,000	0	0	0	0	0	0	0	0	0
426	Ford Custom Cab	2005	2015	50,257	61,100	0	0	0	61,100	0	0	0	0	0	0	0
429	Kubota L2850 Tractor/backhoe	1989	2014	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	61,000	0	0	0	0	0	0	0	0
439	John Deere 3320 Tractor	2007	2027	14,624	23,400	0	0	0	0	0	0	0	0	0	0	0
438	Kubota 3060 Front Cut Mower	2005	2015	16,300	19,600	0	0	0	19,600	0	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	18,500	0
442	Kubota 3060 Front Cut Mower	2004	2014	15,379	20,000	0	0	20,000	0	0	0	0	0	0	0	0
448	Tag-A-Long Trailer	1985	2014	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	60,000	0	0	0	0	0	0
460	Leaf Vacuum	2007	2017	20,212	26,300	0	0	0	0	0	26,300	0	0	0	0	0
463	Wood Chuck Chipper	2009	2019	28,100	36,500	0	0	0	0	0	0	0	36,500	0	0	0
464	Kubota Big Tractor M8210 w/attach	1998	2015	36,063	48,000	0	0	0	48,000	0	0	0	0	0	0	0
465	Ford Stake Body	2001	2017	43,592	56,700	0	10,000	0	0	0	56,700	0	0	0	0	0
466	Premier Trailer	2001	2014		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	91,700	0	0	0
	Deep Tine Aerator	2007	2022	15,500	22,500	0	0	0	0	0	0	0	0	0	0	0
	Subtotal			579,809	781,300	16,000	42,000	184,000	128,700	60,000	83,000	36,100	166,300	0	18,500	20,800
Intra-City Bus Service																
500	Lift Equipped Van	2011	2018	3,000	3,700	0	0	0	0	0	0	0	3,700	0	0	0
	Subtotal			3,000	3,700	0	0	0	0	0	0	0	3,700	0	0	0
Non Departmental																
	Telephone Equipment	2003	2018	180,000	180,000	0	0	0	0	0	0	180,000	0	0	0	0
	Subtotal			180,000	180,000	0	0	0	0	0	0	180,000	0	0	0	0
GRAND TOTAL				3,267,066	4,021,810	132,700	114,500	751,400	761,100	215,000	83,000	512,700	228,800	96,200	785,600	166,510
Annual Revenues Required (10 Year Avg. Lifespan)				\$368,100												



NOTES...

SPECIAL PROJECTS FUND

This fund was established in FY 2001 to set aside funds 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 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. 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 2012 included upgrading the Public Works fleet maintenance software, upgrading the city's email system to make storage more efficient which will increase the mail box capacity for individuals, implementing applicant tracking software for Human Resources and purchasing additional computers to facilitate the transition to Office 2010 in FY 2013.

Budget Comments

- 1) Funds are budgeted in Community Promotion for the replacement and/or upgrading of the city's video and audio equipment (\$10,000).
- 2) 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 2012 and a transfer of \$100,000 in FY 2012. The final transfer of \$111,000 is proposed for FY 2013.
- 3) The purchase of Microsoft Office 2010 software and licenses is required at a cost of \$35,000. This software is needed to keep the City's software current and to facilitate the upgrade of the City's Exchange e-mail environment.
- 4) Upgrading to Microsoft Office 2010 will require some training of users to ease the transition to new and different looking applications (\$10,000).
- 5) Implement on-line bill paying for refuse customers. IT will work with Finance and Columbia Bank to implement an online bill payment option for citizens to pay their refuse bills via the City's website. (\$12,500)
- 6) Funds provided by the drug task force (\$50,000) will fund the rental of six police vehicles.
- 7) It is estimated that expenditures related to the 75th anniversary will be \$35,000. Estimated revenues of \$20,000 will partially offset these expenditures.

SPECIAL PROJECTS FUND Fund 101	FY 2010 Actual Trans.	FY 2011 Actual Trans.	FY 2012 Adopted Budget	FY 2012 Estimated Trans.	FY 2013 Proposed Trans.	FY 2013 Adopted Trans.
BALANCE AS OF JULY 1						
Total Fund Balance	<u>\$255,209</u>	<u>\$552,910</u>	<u>\$474,510</u>	<u>\$765,902</u>	<u>\$441,302</u>	<u>\$441,302</u>
REVENUES						
431501 Property Owner Fees/Fines	\$280,950	\$0	\$0	\$0	\$0	\$0
433401 Cable TV Franchise Fee	82,568	88,472	87,000	95,000	100,000	100,000
441112 Federal Grants	474,133	754,155	0	25,000	0	0
470000 Interest on Investments	162	628	300	400	400	400
480499 Misc. Contributions	0	5,750	0	20,000	70,000	70,000
TOTAL REVENUES	<u>\$837,813</u>	<u>\$849,004</u>	<u>\$87,300</u>	<u>\$140,400</u>	<u>\$170,400</u>	<u>\$170,400</u>
EXPENDITURES						
140 Information Technology	\$52,598	\$16,137	\$65,000	\$55,000	\$57,500	\$57,500
190 Community Promotion	9,170	8,157	10,000	10,000	10,000	10,000
190 75 th Anniversary	0	0	0	25,000	35,000	35,000
210 Planning	5,000	5,000	0	10,000	0	0
310 Police	473,344	536,718	0	60,000	50,000	60,400
999 Transfer to Replacement Fund	0	0	0	205,000	0	0
999 Transfer to General Fund	0	70,000	100,000	100,000	111,000	111,000
TOTAL EXPENDITURES	<u>\$540,112</u>	<u>\$636,012</u>	<u>\$175,000</u>	<u>\$465,000</u>	<u>\$263,500</u>	<u>\$273,900</u>
FUND BALANCE DESIGNATIONS						
Cable TV	\$231,674	\$290,852	\$234,674	\$275,852	\$308,352	\$308,352
Greenbelt West	280,950	210,950	110,950	110,950	0	0
Public Safety	789	217,437	789	0	0	0
75 th Anniversary	7,500	18,250	17,500	13,250	18,250	0
Undesignated	31,997	28,413	22,897	41,250	21,600	29,450
TOTAL FUND BALANCE AS OF JUNE 30	<u>\$552,910</u>	<u>\$765,902</u>	<u>\$386,810</u>	<u>\$441,302</u>	<u>\$348,202</u>	<u>\$337,802</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 2010	FY 2011 Contrib.	FY 2011 Debits	Balance 07/01/11	FY 2012 Estimated Contrib.	FY 2012 Estimated Debits	Estimated Balance 07/01/12	FY 2013 Estimated Contrib.	FY 2013 Estimated Debits	Estimated Balance 06/30/13
Recreation Department	\$6,005	\$1,127	\$630	\$6,502	\$1,000	\$1,427	\$6,075	\$1,000	\$950	\$6,125
Greenbelt CARES	3,444	100	25	3,519	500	50	3,969	250	50	4,169
Good Samaritan	1,415	0	957	458	3,044	2,436	1,066	1,000	1,000	1,066
Emergency Assistance	6,012	14,701	10,952	9,761	8,405	13,718	4,448	8,500	11,000	1,948
Adopt-A-Tree	1,232	698	743	1,187	863	1,900	150	550	385	315
Adopt-A-Bench	1,338	625	185	1,778	1,235	750	2,263	750	945	2,068
Drug and Evidence	18,409	7,399	1,093	24,715	16,500	1,000	40,215	5,000	1,000	44,215
Advisory Committee on Education	33,635	1,061	4,000	30,696	2,030	4,000	28,726	2,045	4,000	26,771
Save the Greenbelt Theatre	1,828	0	0	1,828	0	0	1,828	0	0	1,828
Fire Department	156,773	60,000	0	216,773	88,000	0	304,773	88,000	0	392,773
Spay and Neuter Clinic	11,640	17,032	17,107	11,565	17,500	1,000	28,065	12,000	12,000	28,065



GREEN RIDGE HOUSE



Green Ridge House is a city-owned apartment facility for seniors and individuals with disabilities. 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 2012

- ✧ Painted the exterior of the building at a cost of \$75,000.
- ✧ Replaced the domestic hot water pipe on the second floor east wing and installed return valves.
- ✧ During the water pipe replacement while the water was turned off, leaky faucets in 15 apartment bathrooms/kitchens were replaced.
- ✧ Rebuilt the cooling tower for the air conditioning system at a cost of \$22,000.
- ✧ Hired a new Assistant Maintenance Engineer who resides at Green Ridge House.
- ✧ Upgraded kitchen lights in all the apartments and stairwell light to energy efficient T8 tubes from T12 tubes.
- ✧ Acquired and installed fireproof file cabinets for resident files in the business office.
- ✧ Seal coated the parking lot.
- ✧ Acquired a new copy machine for residents' use. It is located in the Community Room.

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 43 residents that responded were “Very Satisfied” or “Satisfied” with Green Ridge House and their apartments. This is the third 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 March 2012, the market rent for a unit at Green Ridge House will be \$1,173 per month, a 3.5% increase from a year ago (\$1,133). No residents pay the full rent as all residents receive some level of subsidy. The utility subsidy was raised to \$49 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.

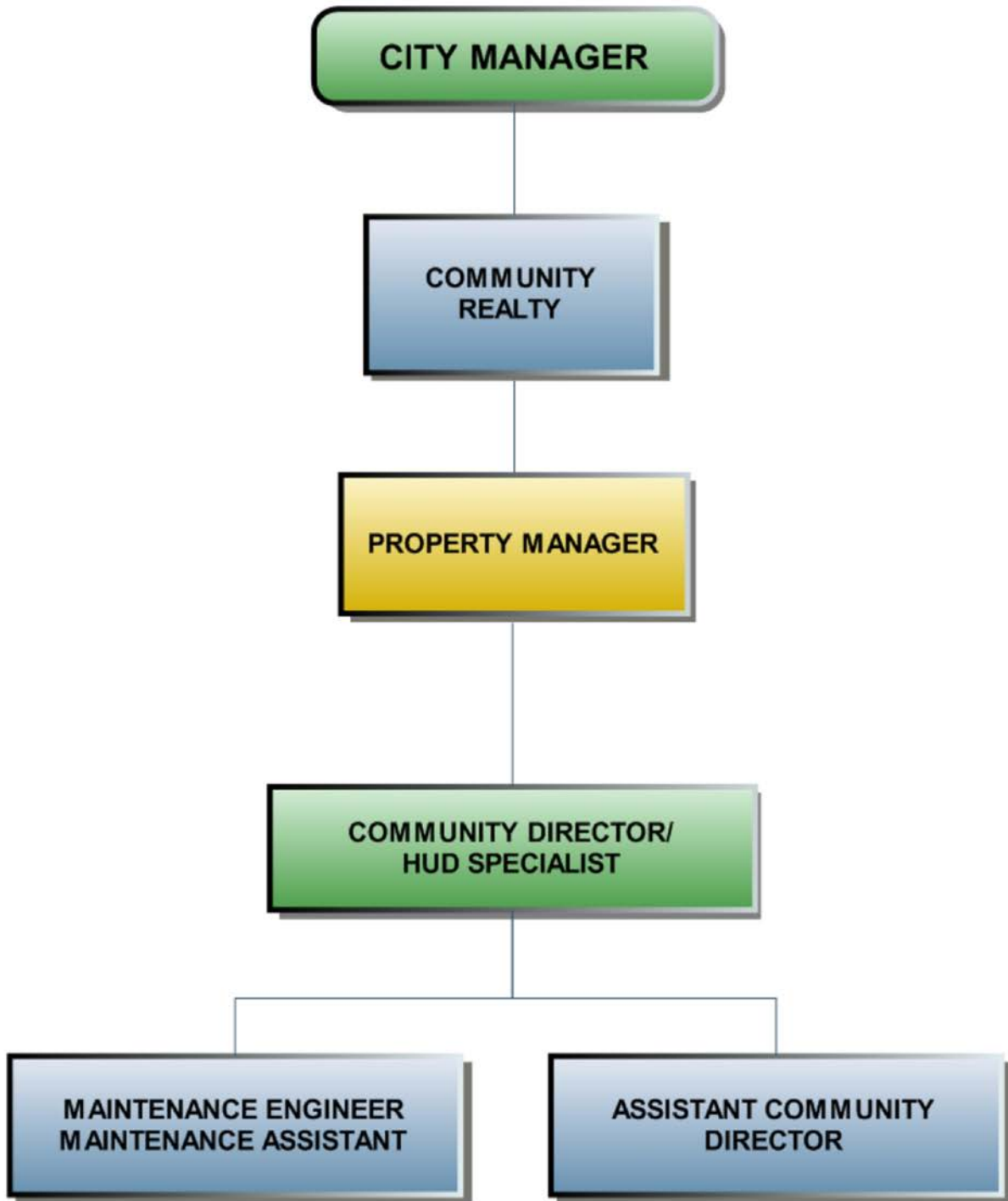
The Community Resource Advocate (CRA) is the liaison to Green Ridge House. Along with the establishment of the Service Coordinator program in FY 2005, having the CRA as liaison has improved awareness of both the needs of Green Ridge House residents and availability of city services.

There were 12 new move-ins in 2011. There are 54 parking spaces on-site, excluding the space set aside for the Zipcar. Currently, there are 48 permits issued for vehicles. Seven (7) residents use Zipcar.

Budget Comments

- 1) Costs for providing the Service Coordinator program are exceeding the likely federal grant for the program. Funds in the amount of \$19,700 in FY 2013 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 have an emergency disaster preparedness plan completed for Green Ridge House (\$3,100). Also, \$6,000 is budgeted for the Zipcar car sharing program. Usage of the program is increasing.
- 3) Utilities costs have decreased because prices for natural gas have been lower than anticipated.
- 4) The Supplies and Services expense will exceed the approved budget in FY 2012 due to repairs that were needed to the water supply that serves the fire pump/sprinkler system. Also, in this section, \$27,700 is budgeted for Social Activities.
- 5) It is proposed to increase the amount set aside for Reserves from \$96,000 to \$120,000 per year. The total in Reserves has been declining in recent years, due to capital expenses, and this is an initial step to begin rebuilding the Reserves.
- 6) The planned capital expenses for FY 2013 are to refurbish the elevator interiors and install new door glides (\$39,400), replace the carpet in all the common areas (\$65,000), retile the Community Room (\$5,000), replace the greenhouse floor (\$6,000), install new computer equipment in the Community Room (\$6,000) and purchase new chairs for the main lobby foyer (\$2,000).

GREEN RIDGE HOUSE



GREEN RIDGE HOUSE Operating Budget	FY 2010 Actual Trans.	FY 2011 Actual Trans.	FY 2012 Adopted Budget	FY 2012 Estimated Trans.	FY 2013 Proposed Budget	FY 2013 Adopted Budget
REVENUES						
Rental Income						
Federal Section 8 Payments	\$898,948	\$969,111	\$985,300	\$971,200	\$1,027,500	\$1,027,500
Rental Income from Residents	408,996	374,661	422,300	436,400	438,900	438,900
Vacancies	(32,123)	(22,128)	(31,100)	(30,400)	(31,100)	(31,100)
Total Rental Income	\$1,275,821	\$1,321,644	\$1,376,500	\$1,377,200	\$1,435,300	\$1,435,300
Miscellaneous Revenue						
Laundry Machines	\$2,685	\$2,208	\$2,400	\$2,400	\$2,400	\$2,400
Miscellaneous Income	431	1,567	200	300	300	300
Interest Income	74	59	100	100	100	100
Total Miscellaneous	\$3,190	\$3,834	\$2,700	\$2,800	\$2,800	\$2,800
TOTAL REVENUES	<u>\$1,279,011</u>	<u>\$1,325,478</u>	<u>\$1,379,200</u>	<u>\$1,380,000</u>	<u>\$1,438,100</u>	<u>\$1,438,100</u>
EXPENDITURES						
Personnel Expenses						
	\$202,110	\$210,469	\$232,400	\$228,500	\$244,800	\$244,800
Operating Expenses						
Administration	\$152,092	\$172,390	\$161,900	\$161,700	\$158,200	\$158,200
Utilities	125,716	143,370	128,600	135,000	140,600	140,600
Supplies and Services	72,485	58,078	73,000	100,900	81,200	81,200
Maintenance	254,360	225,190	245,200	218,900	243,800	243,800
Total Operating Expenses	\$604,653	\$599,028	\$608,700	\$616,500	\$623,800	\$623,800
Taxes, Interest and Debt Expenses						
Real Estate Tax Fee in lieu	\$64,425	\$72,049	\$81,000	\$81,400	\$90,600	\$90,600
Insurance/Other Taxes	52,420	61,634	94,500	71,400	92,400	92,400
Principal and Interest	257,702	257,702	257,700	257,700	257,700	257,700
Total Taxes, Interest and Debt Exp.	\$374,547	\$391,385	\$433,200	\$410,500	\$440,700	\$440,700
Replacement Reserve Transfer	\$72,000	\$96,000	\$96,000	\$96,000	\$120,000	\$120,000
TOTAL ALL EXPENDITURES	<u>\$1,253,310</u>	<u>\$1,296,882</u>	<u>\$1,370,300</u>	<u>\$1,351,500</u>	<u>\$1,429,300</u>	<u>\$1,429,300</u>
EXCESS REVENUES OVER/ (UNDER) EXPENDITURES	<u>\$25,701</u>	<u>\$28,596</u>	<u>\$8,900</u>	<u>\$28,500</u>	<u>\$8,800</u>	<u>\$8,800</u>

Reserves	FY 2010 Actual Trans.	FY 2011 Actual Trans.	FY 2012 Adopted Budget	FY 2012 Estimated Trans.	FY 2013 Proposed Budget	FY 2013 Adopted Budget
RESERVE FOR REPLACEMENT						
Balance July 1	\$586,609	\$582,915	\$452,915	\$513,845	\$488,245	\$488,245
Contributions	72,000	96,000	96,000	96,000	120,000	120,000
Interest	59	59	100	100	100	100
Expenditures	(75,753)	(165,129)	(117,500)	(121,700)	(140,700)	(140,700)
Balance June 30	<u>\$582,915</u>	<u>\$513,845</u>	<u>\$431,515</u>	<u>\$488,245</u>	<u>\$467,645</u>	<u>\$467,645</u>
RESIDUAL RECEIPTS						
Balance July 1	\$1,379	\$1,379	\$1,379	\$1,379	\$1,379	\$1,379
Contributions	0	0	0	0	0	0
Interest	0	0	0	0	0	0
Expenditures	0	0	0	0	0	0
Balance June 30	<u>\$1,379</u>	<u>\$1,379</u>	<u>\$1,379</u>	<u>\$1,379</u>	<u>\$1,379</u>	<u>\$1,379</u>
LGIP INVESTMENTS						
Balance July 1	\$406,916	\$363,173	\$363,673	\$364,404	\$365,404	\$365,404
Contributions	0	0	0	0	0	0
Interest	753	1,231	500	1,000	1,000	1,000
Expenditures	(44,496)	0	0	0	0	0
Balance June 30	<u>\$363,173</u>	<u>\$364,404</u>	<u>\$364,173</u>	<u>\$365,404</u>	<u>\$366,404</u>	<u>\$366,404</u>
ALL RESERVE ACCOUNTS						
Balance July 1	\$994,904	\$947,467	\$817,967	\$879,628	\$855,028	\$855,028
Contributions	72,000	96,000	96,000	96,000	120,000	120,000
Interest	812	1,290	600	1,100	1,100	1,100
Expenditures	(120,249)	\$879,628	(117,500)	(121,700)	(140,700)	(140,700)
Balance June 30	<u>\$947,467</u>	<u>\$879,628</u>	<u>\$797,067</u>	<u>\$855,028</u>	<u>\$835,428</u>	<u>\$835,428</u>