

## OTHER FUNDS

### **SPECIAL REVENUE FUNDS**

include the Building Capital Reserve Fund, Cemetery Fund, Debt Service Fund, Replacement Fund, and Special Projects Fund.

### **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.

### **ENTERPRISE FUND**

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

### **CAPITAL IMPROVEMENT FUNDS**

include the Capital Projects Fund, the Community Development Block Grant Fund, the 2001 Bond Fund, and the Greenbelt West Infrastructure Fund.

# 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 2013, the fund balance is only available for use for the repurchase of cemetery lots or investment purposes.

CEMETERY FUND Fund 104	FY 2011 Actual Trans.	FY 2012 Actual Trans.	FY 2013 Adopted Budget	FY 2013 Estimated Trans.	FY 2014 Proposed Budget	FY 2014 Adopted Budget
<b>BALANCE AS OF JULY 1</b>	<u>\$93,011</u>	<u>\$88,217</u>	<u>\$84,517</u>	<u>\$84,454</u>	<u>\$81,454</u>	<u>\$81,454</u>
<b>REVENUES</b>						
470000 Interest	\$106	\$37	\$100	\$0	\$0	\$0
480000 Other - Service Fees	200	200	200	0	200	200
<b>TOTAL REVENUES</b>	<u>\$306</u>	<u>\$237</u>	<u>\$300</u>	<u>\$0</u>	<u>\$200</u>	<u>\$200</u>
<b>EXPENDITURES</b>						
490000 Interfund Transfer - General Fund	\$5,100	\$4,000	\$3,000	\$3,000	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<u>\$5,100</u>	<u>\$4,000</u>	<u>\$3,000</u>	<u>\$3,000</u>	<u>\$0</u>	<u>\$0</u>
<b>BALANCE AS OF JUNE 30</b>	\$88,217	\$84,454	\$81,817	\$81,454	\$81,654	\$81,654

# 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, 2013, the city's estimated outstanding debt will be \$3,460,114 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, 2013	\$1,794,936,700
Debt Limit @ 4%	71,797,468
Amount of Debt Applicable to Limit:	
Total Bonded Debt, July 1, 2013	3,460,114
Estimated Debt Margin,	
July 1, 2013	\$ 68,337,354

## Budget Comments

- 1) \$300,000 is proposed as the transfer from the General Fund in order to pay the city's annual general obligation debt.
- 2) 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 were transferred into this fund and will be transferred to the 2001 Bond Fund to be used as a match for grant funds to renovate the Greenbelt Theatre.

<b>DEBT SERVICE FUND Fund 201</b>	<b>FY 2011 Actual Trans.</b>	<b>FY 2012 Actual Trans.</b>	<b>FY 2013 Adopted Budget</b>	<b>FY 2013 Estimated Trans.</b>	<b>FY 2014 Proposed Budget</b>	<b>FY 2014 Adopted Budget</b>
<b>TOTAL FUND BALANCE AS OF JULY 1</b>	<u>\$37,474</u>	<u>\$36,868</u>	<u>\$364,808</u>	<u>\$362,746</u>	<u>\$113,646</u>	<u>\$113,646</u>
<b>REVENUES</b>						
415000 Special Assessment	\$160,291	\$123,913	\$0	\$0	\$0	\$0
470000 Interest Investments	146	95	200	200	200	200
485002 Loan Proceeds	0	3,844,000	0	0	0	0
490000 General Fund Transfer	760,000	682,100	300,000	300,000	300,000	300,000
<b>TOTAL REVENUE &amp; FUND TRANSFERS</b>	<u>\$920,437</u>	<u>\$4,650,108</u>	<u>\$300,200</u>	<u>\$300,200</u>	<u>\$300,200</u>	<u>\$300,200</u>
<b>EXPENDITURES</b>						
<b>Special Assessment</b>						
890 1990 Ora Glen Bonds						
34 Other Services	\$0	\$0	\$0	\$0	\$0	\$0
96 Principal	35,000	0	0	0	0	0
97 Interest	1,224	0	0	0	0	0
Total	<u>\$36,224</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
891 1991 Christacos Bonds						
34 Other Services	\$1,650	\$0	\$0	\$0	\$0	\$0
96 Principal	125,000	135,000	0	0	0	0
97 Interest	16,333	4,157	0	0	0	0
Total	<u>\$142,983</u>	<u>\$139,157</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Total Special Assessments</b>	<u>\$179,207</u>	<u>\$139,157</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>Transfer to 2001 Bond Fund</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$232,000</u>	<u>\$0</u>	<u>\$0</u>
<b>General Obligation</b>						
895 2001 Bond Issue						
34 Other Services	\$0	\$14,425	\$0	\$0	\$0	\$0
96 Principal Refunding	0	3,832,673	0	0	0	\$0
96 Principal	549,725	218,547	212,300	212,300	218,700	218,700
97 Interest	190,583	118,683	104,800	104,800	98,500	98,500
Total	<u>\$740,308</u>	<u>\$4,184,328</u>	<u>\$317,100</u>	<u>\$317,100</u>	<u>\$317,200</u>	<u>\$317,200</u>
896 Tax Anticipation Note						
97 Interest	\$1,528	\$745	\$2,000	\$200	\$500	\$500
Total	<u>\$1,528</u>	<u>\$745</u>	<u>\$2,000</u>	<u>\$200</u>	<u>\$500</u>	<u>\$500</u>
<b>Total General Obligations</b>	<u>\$741,836</u>	<u>\$4,185,073</u>	<u>\$319,100</u>	<u>\$549,300</u>	<u>\$317,700</u>	<u>\$317,700</u>
<b>TOTAL EXPENDITURES</b>	<u>\$921,043</u>	<u>\$4,324,230</u>	<u>\$319,100</u>	<u>\$549,300</u>	<u>\$317,700</u>	<u>\$317,700</u>
<b>FUND BALANCE AS OF JUNE 30</b>	<u>\$36,868</u>	<u>\$362,746</u>	<u>\$345,908</u>	<u>\$113,646</u>	<u>\$96,146</u>	<u>\$96,146</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 dol-

lar 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 2013, the city purchased a new sweeper body to be installed on the Freightliner cab and chassis purchased in 2000. Members of the 4-Cities Coalition contributed equally (\$28,100) towards this purchase. The City's aerial lift truck was replaced with a used vehicle. The City of College Park contributed \$7,900 towards this purchase.
- 2) A sedan used for parking enforcement is recommended for replacement under Community Development with a hybrid sedan.
- 3) Under Multi-Purpose Equipment, a 4X4 pick-up truck is proposed for replacement at \$31,000. It is also recommended that the City's sidewalk grinder (which stopped working and cannot be repaired) be replaced for \$12,000.
- 4) Under Aquatic & Fitness Center, it is proposed to replace the 20 year old circuit weight training equipment (\$30,000). In FY 2013, treadmills, step, elliptical and rowing machines were replaced.
- 5) Replacement of a front cut mower (\$20,000) and purchase of a new stump grinder (\$7,000) are recommended under Parks.
- 6) It is estimated the Replacement Fund will begin Fiscal Year 2014 with a fund balance of \$439,051 and end at \$414,851.
- 7) The expected life span for most vehicles has been extended from 10 years to 11 years, reflecting recent experience.

## Items to be Purchased

### Community Development

Hybrid Sedan (714) \$22,400

### Multi-Purpose Equipment

3/4 Ton Diesel Pick-up w/plow (117) 31,000

Sidewalk Grinder 12,000

Salt Spreader 7,000

### Aquatic & Fitness Center

Circuit Fitness Training Equipment 30,000

### Parks

Stump Grinder 7,000

Front Cut Mower 20,000

**Total Proposed Expenditures** **\$129,400**

REPLACEMENT FUND Fund 105	FY 2011 Actual Trans.	FY 2012 Actual Trans.	FY 2013 Adopted Budget	FY 2013 Estimated Trans.	FY 2014 Proposed Budget	FY 2014 Adopted Budget
<b>TOTAL FUND BALANCE AS OF JULY 1</b>	<u>\$456,902</u>	<u>\$81,058</u>	<u>\$303,358</u>	<u>\$459,351</u>	<u>\$439,151</u>	<u>\$439,151</u>
<b>REVENUES</b>						
441000 Federal Grants	\$499,235	\$87,072	\$0	\$0	\$0	\$0
470000 Interest on Investments	239	48	0	100	100	100
480000 Ins./Auc. Proceeds	30,446	11,871	10,000	10,000	5,000	5,000
480499 Contribution from College Park	0	0	0	7,900	0	0
480499 4-Cities Payments	0	0	0	84,300	0	0
490000 Interfund Tran. - Special Projects	0	205,000	0	0	0	0
490000 Interfund Transfer - General Fund	133,000	103,000	150,000	150,000	100,000	100,000
<b>TOTAL REVENUE &amp; FUND TRANSFERS</b>	<u>\$662,920</u>	<u>\$406,991</u>	<u>\$160,000</u>	<u>\$252,300</u>	<u>\$105,100</u>	<u>\$105,100</u>
<b>EXPENDITURES</b>						
91 New Equipment						
220 Community Development	\$0	\$0	\$0	\$0	\$22,400	\$22,400
310 Police	825,831	0	0	0	0	0
420 Multi-Purpose Equipment	56,842	0	45,000	172,900	50,000	50,000
450 Waste Collection	144,532	0	0	0	0	0
610 Recreation Administration	0	28,698	0	0	0	0
650 Aquatic & Fitness Center	8,405	0	27,500	52,500	30,000	30,000
700 Parks	0	0	42,000	47,100	27,000	27,000
920 Greenbelt Connection	3,154	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<u>\$1,038,764</u>	<u>\$28,698</u>	<u>\$114,500</u>	<u>\$272,500</u>	<u>\$129,400</u>	<u>\$129,400</u>
<b>BALANCE AS OF JUNE 30</b>	<u>\$81,058</u>	<u>\$459,351</u>	<u>\$348,858</u>	<u>\$439,151</u>	<u>\$414,851</u>	<u>\$414,851</u>

<u>Veh #</u>	<u>Department/Item Administration</u>	<u>Year Purch.</u>	<u>Repl. Year</u>	<u>Original Cost</u>	<u>Replace Cost</u>	<u>Est 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>	<u>FY 2022</u>	<u>FY 2023</u>	
1	Honda Civic CNG	2005	2016	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
	<b>Community Development</b>																
712	Ford Focus	2009	2020	11,427	15,300	0	0	0	0	0	0	0	15,300	0	0	0	0
714	Dodge Intrepid	2004	2014	15,572	22,400	0	22,400	0	0	0	0	0	0	0	0	0	0
715	Chevy Malibu	2004	2015	12,094	15,700	0	0	15,700	0	0	0	0	0	0	0	0	0
717	Chevy Malibu	2005	2016	12,094	15,700	0	0	15,700	0	0	0	0	0	0	0	0	0
718	Honda Civic (CNG)	2005	2016	20,149	27,000	0	0	27,000	0	0	0	0	0	0	0	0	0
	Subtotal			71,336	96,100	0	22,400	15,700	42,700	0	0	0	15,300	0	0	0	0
	<b>Police Department</b>																
	Police Radio System	2011	2021	729,700	729,700	0	0	0	0	0	0	0	0	729,700	0	0	0
	Voice Logging Recorder	2011	2020	22,327	22,300	0	0	0	0	0	0	0	22,300	0	0	0	0
	Handguns	2008	2016	31,755	32,000	0	0	32,000	0	0	0	0	0	0	0	0	0
	Digital Processing Equipment	2011	NTR	6,343	8,000	0	0	0	0	0	0	0	0	0	0	0	0
	Pro-Tec Raid Vests	2009	2015	21,178	21,000	0	0	21,000	0	0	0	0	0	0	0	0	0
	Optical Scanner	2002	2015	10,000	12,000	0	0	12,000	0	0	0	0	0	0	0	0	0
	Total Station	2002	2015	13,600	15,000	0	0	15,000	0	0	0	0	0	0	0	0	0
891	4X4 ¾-Ton Pick-up Truck	2006	2017	18,314	24,500	0	0	0	24,500	0	0	0	0	0	0	0	0
	Automated External Defibrillators	2005	2015	12,696	15,000	0	0	15,000	0	0	0	0	0	0	0	0	0
	Subtotal			865,913	879,500	0	0	63,000	32,000	24,500	0	0	22,300	729,700	0	0	0
	<b>Animal Control</b>																
704	Ford Escape SUV	2008	2019	25,276	33,900	0	0	0	0	0	0	33,900	0	0	0	0	0
	Subtotal			25,276	33,900	0	0	0	0	0	0	33,900	0	0	0	0	0
	<b>Public Works Administration</b>																
100	Dodge Stratus	2006	2017	12,489	16,700	0	0	0	0	16,700	0	0	0	0	0	0	0
101	4X4 Chevy Blazer	2005	2016	19,474	26,100	0	0	0	26,100	0	0	0	0	0	0	0	0
102	Chevy Colorado	2006	2017	10,648	14,200	0	0	0	0	14,200	0	0	0	0	0	0	0
	Repeater - Channel 1 & 3	2004	2015	40,000	46,000	0	0	46,000	0	0	0	0	0	0	0	0	0
	Subtotal			42,611	57,000	0	0	0	26,100	30,900	0	0	0	0	0	0	0
	<b>Multi-Purpose Equipment</b>																
111	Ford 550 Dump Truck	2004	2015	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	36,000	0	0	0	0	0	0	0	0	0
115	Ford 4X4 ¾-ton Pickup	2008	2019	27,747	36,900	0	0	0	0	0	0	36,900	0	0	0	0	0
116	4X4 Ford ¾-ton Pickup	2003	2015	28,591	37,000	0	0	37,000	0	0	0	0	0	0	0	0	0
117	4X4 Ford ¾-ton Pickup	2003	2014	28,591	37,000	0	31,000	0	0	0	0	0	0	0	0	0	0
119	Skid Steer Loader	2008	2019	30,563	40,600	0	0	0	0	0	0	40,600	0	0	0	0	0
124	Ford F-450 Dump Truck Crew Cab	2010	2021	56,842	75,600	0	7,000	0	0	0	0	0	0	75,600	0	0	0
125	Ford 2 Ton Dump (Chassis in 06)	2006	2015	42,000	90,000	0	0	90,000	0	0	0	0	0	0	0	0	0
126	Ford 750 Dump	2007	2018	71,324	94,900	0	0	0	0	0	94,900	0	0	0	0	0	0
127	Case Backhoe	1997	2016	65,089	100,000	0	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	36,100	0	0
145	Case #621 Loader	2008	2023	119,313	155,100	0	0	0	0	0	0	0	0	0	0	155,100	0
146	2007 F550 Aerial Lift	2013	2023	40,600	52,800	40,600	0	0	0	0	0	0	0	0	0	0	52,800
150	Ingersoll Rand Air Compressor	1996	2015	12,175	18,000	0	0	18,000	0	0	0	0	0	0	0	0	0





# 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 2013 included moving the City's email to the "cloud." As a result, the City avoided purchasing additional Microsoft licenses that would have been necessary to keep the email system in-house and will not have to purchase replacement servers in future years. The move dramatically increased the size of individual mail boxes and improved remote access of email.

## Budget Comments

- 1) The proposed expenses in Information Technology, line 45, are:
  - A. Finance and IT staff will automate time sheet submittals from the various departments to the payroll software. The project will eliminate duplicative data entry that is currently necessary to complete biweekly payrolls. (\$35,000).
  - B. The process to implement on-line bill paying for refuse customers began in FY 2013. It will be done with Columbia Bank by using their website to protect customer banking information. All costs of the program are expected to be incurred in FY 2014 (\$12,500).
  - C. It is proposed to connect the Animal Control building to the Police building via the I-Net to provide phone, email and internet capabilities (\$5,000).
  - D. \$20,000 is provided to support the replacement of computers. Personal computers have an estimated five-year life.
- 2) Funds are budgeted in Community Promotion for the replacement and/or upgrading of the city's video and audio equipment (\$10,000).
- 3) \$5,000 is budgeted to provide the hardware and software for Community Development Inspectors to automate field reporting.
- 4) The expense in Police, line 310, is for the rental of six police vehicles for the drug task force of which the city is a member. This expense is reimbursed by the task force (\$52,500).

5) 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. Transfers of \$70,000, \$100,000 and \$111,000 to the General Fund were completed in FY 2011, 2012 and 2013 respectively. These transfers supported expenses of the code enforcement program.

<b>SPECIAL PROJECTS FUND Fund 101</b>	<b>FY 2011 Actual Trans.</b>	<b>FY 2012 Actual Trans.</b>	<b>FY 2013 Adopted Budget</b>	<b>FY 2013 Estimated Trans.</b>	<b>FY 2014 Proposed Budget</b>	<b>FY 2014 Adopted Budget</b>
<b>TOTAL FUND BALANCE AS OF JULY 1</b>	<u>\$552,910</u>	<u>\$765,903</u>	<u>\$441,302</u>	<u>\$466,828</u>	<u>\$401,428</u>	<u>\$401,428</u>
<b>REVENUES</b>						
431501 Property Owner Fees/Fines	\$0	\$0	\$0	\$0	\$0	\$0
433401 Cable TV Franchise Fee	88,472	102,368	100,000	115,000	125,000	125,000
441112 Federal Grants	754,155	67,941	0	68,000	52,500	52,500
470000 Interest on Investments	628	300	400	300	300	300
480499 75th Anniversary	5,750	27,698	70,000	24,800	0	0
<b>TOTAL REVENUES</b>	<u>\$849,005</u>	<u>\$198,307</u>	<u>\$170,400</u>	<u>\$208,100</u>	<u>\$177,800</u>	<u>\$177,800</u>
<b>EXPENDITURES</b>						
145 Information Technology	\$16,137	\$62,677	\$57,500	\$25,000	\$72,500	\$72,500
190 Community Promotion	8,157	4,160	10,000	10,000	10,000	10,000
190 75th Anniversary	0	27,252	35,000	45,000	0	0
210 Planning	5,000	10,000	0	0	5,000	5,000
310 Police	536,718	88,293	60,400	82,500	52,500	52,500
999 Transfer to Replacement Fund	0	205,000	0	0	0	0
999 Transfer to 2001 Bond Fund	0	0	0	0	0	20,000
999 Transfer to General Fund	70,000	100,000	111,000	111,000	0	0
<b>TOTAL EXPENDITURES</b>	<u>\$636,012</u>	<u>\$497,382</u>	<u>\$273,900</u>	<u>\$273,500</u>	<u>\$140,000</u>	<u>\$160,000</u>
<b>TOTAL FUND BALANCE AS OF JUNE 30</b>	<u>\$765,903</u>	<u>\$466,828</u>	<u>\$337,802</u>	<u>\$401,428</u>	<u>\$439,228</u>	<u>\$419,228</u>
<b>FUND BALANCE DESIGNATIONS</b>						
Cable TV	\$290,853	\$316,384	\$308,352	\$388,469	\$411,419	\$411,419
Greenbelt West	210,950	110,950	0	(50)	0	0
Public Safety	217,437	(7,915)	0	(14,500)	0	0
75th Anniversary	18,250	18,696	0	(1,504)	0	0
Undesignated	28,413	28,713	29,450	29,013	27,809	7,809
<b>TOTAL</b>	<u>\$765,903</u>	<u>\$466,828</u>	<u>\$337,802</u>	<u>\$401,428</u>	<u>\$439,228</u>	<u>\$419,228</u>

# AGENCY FUNDS

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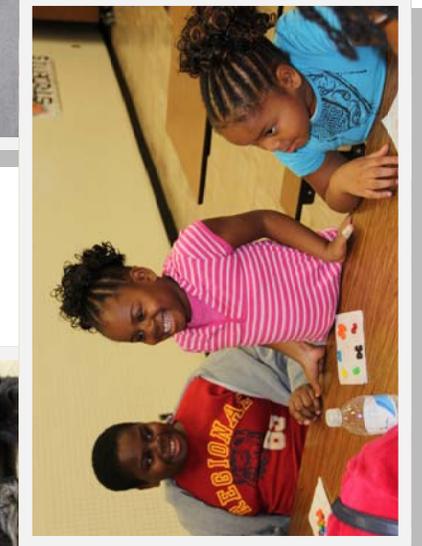
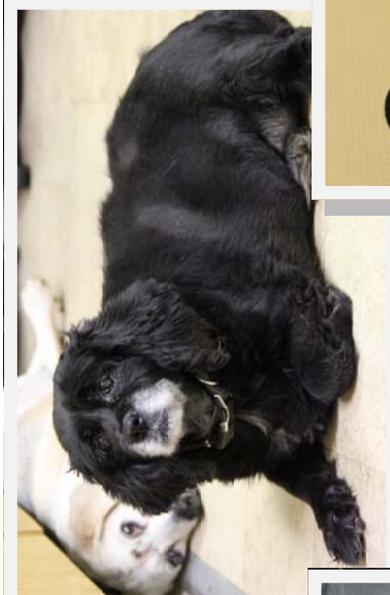
An agency fund is used to account for assets of outside parties or assets held in escrow. Agency funds do not report operations as governmental funds (i.e. General Fund), only additions and deductions. The assets are not owned or controlled by the city, though the city maintains a fiduciary responsibility 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 2011	FY 2012 Contribution	FY 2012 Debits	Balance 07/01/12	FY 2013 Estimated Contri.	FY 2013 Estimated Debits	Estimated Balance 07/01/13	FY 2014 Estimated Contri.	FY 2014 Estimated Debits	Estimated Balance 06/30/14
Recreation Department	\$6,502	\$1,500	\$1,537	\$6,465	\$500	\$500	\$6,465	\$500	\$500	\$6,465
Greenbelt CARES	3,519	460	0	3,979	100	1,426	2,653	0	0	2,653
Good Samaritan	458	2,514	2,459	513	1,500	1,755	258	1,000	1,000	258
Emergency Assistance	9,761	9,105	14,928	3,938	8,790	9,854	2,874	9,000	10,000	1,874
Adopt-A-Tree	1,187	1,647	2,858	(24)	1,465	1,394	47	1,000	1,000	47
Adopt-A-Bench	1,778	973	622	2,129	2,000	1,500	2,629	1,000	750	2,879
Drug and Evidence	24,715	17,183	0	41,898	13,500	15,000	40,398	10,000	5,000	45,398
Advisory Committee on Education	29,696	3,030	4,000	28,726	2,040	4,000	26,766	2,050	4,000	24,816
Save the Greenbelt Theater	1,828	0	0	1,828	0	0	1,828	0	0	1,828
Fire Department	216,773	88,000	0	304,773	88,000	0	392,773	88,000	0	480,773
Spay and Neuter Clinic	11,565	15,598	6,032	21,131	5,000	10,000	16,131	6,000	10,000	12,131



# 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 2013**

- Replaced the carpet in all the common areas (\$55,000).
- Retiled the floors in the greenhouse and Community Room.
- Purchased new furniture for the main lobby foyer.
- Installed new computers in the Community Room.
- Added exterior lighting for security and upgraded efficiency on existing lighting.
- An inspection of the building was conducted by REAC and the building successfully passed.

## **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 46 residents that responded were “Very Satisfied” or “Satisfied” with Green Ridge House and their apartments. This is the fourth 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. A request for a rent increase has been submitted to the U.S. Housing and Urban Development Department (HUD), but no response has been received yet. Currently, the market rent for a unit at Green Ridge House is \$1,173 per month. No residents pay the full rent as all residents receive some level of subsidy. The utility subsidy is \$49 per month.

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

## Budget Comments

- 1) Costs for providing the Service Coordinator program exceed the federal grant for the program. Funds in the amount of \$21,200 in FY 2014 are budgeted in the Administration section of this budget to cover the excess cost.
- 2) Management will look into the value of installing a wireless internet access network in Green Ridge House. Funds are budgeted to install it if it makes sense.
- 3) The increased expense in Utilities is due to higher water bills due to pinhole leaks in the pipes. Repairing these leaks often requires draining and refilling the pipes in the building. Shut-off valves are being installed to reduce the need to drain the entire building.
- 4) As was suggested last year, funds are budgeted in Maintenance (Contract Cleaning) to clean the ductwork in the building.
- 5) The amount set aside for Reserves is \$120,000. The total in Reserves has been declining in recent years, due to capital expenses.
- 6) \$126,700 in capital expenses are planned for FY 2014. These include refurbishing the elevator interiors and installing new door glides at a cost of \$39,400 (carryover from last year), removing and replacing all the common area wallpaper at a cost of \$52,500, replacing windows (\$10,000) and continuing the replacement of ranges and refrigerators (\$8,800).



# GREEN RIDGE HOUSE

**CITY MANAGER**

**COMMUNITY  
REALTY**

**PROPERTY  
MANAGER**

**COMMUNITY DIRECTOR/  
HUD SPECIALIST**

**MAINTENANCE ENGINEER  
MAINTENANCE ASSISTANT**

**ASSISTANT COMMUNITY  
DIRECTOR**

<b>GREEN RIDGE HOUSE Operating Budget</b>	<b>FY 2011 Actual Trans.</b>	<b>FY 2012 Actual Trans.</b>	<b>FY 2013 Adopted Budget</b>	<b>FY 2013 Estimated Trans.</b>	<b>FY 2014 Proposed Budget</b>	<b>FY 2014 Adopted Budget</b>
<b>REVENUES</b>						
<b>Rental Income</b>						
Federal Section 8 Payment	\$969,111	\$990,627	\$1,027,500	\$1,027,500	\$1,027,500	\$1,027,500
Rental Income from Residents	374,661	397,641	438,900	438,900	438,900	438,900
Vacancies	(22,128)	(30,573)	(31,100)	(31,100)	(31,100)	(31,100)
<b>Total Rental Income</b>	\$1,321,644	\$1,357,695	\$1,435,300	\$1,435,300	\$1,435,300	\$1,435,300
<b>Miscellaneous Revenue</b>						
Laundry Machines	\$2,208	\$3,297	\$2,400	\$2,400	\$2,400	\$2,400
Miscellaneous Income	1,567	3,789	300	300	300	300
Interest Income	59	101	100	100	100	100
<b>Total Miscellaneous</b>	\$3,834	\$7,187	\$2,800	\$2,800	\$2,800	\$2,800
<b>TOTAL REVENUES</b>	\$1,325,478	\$1,364,882	\$1,438,100	\$1,438,100	\$1,438,100	\$1,438,100
<b>EXPENDITURES</b>						
<b>Personnel Expenses</b>	\$210,469	\$193,866	\$244,800	\$244,900	\$253,000	\$253,000
<b>Operating Expenses</b>						
Administration	\$172,390	\$120,818	\$158,200	\$148,900	\$153,300	\$153,300
Utilities	143,370	131,857	140,600	135,000	130,000	130,000
Supplies and Services	58,078	36,328	81,200	80,000	77,300	77,300
Maintenance	225,190	339,969	243,800	237,700	251,100	251,100
<b>Total Operating Expenses</b>	\$599,028	\$628,972	\$623,800	\$601,600	\$611,700	\$611,700
<b>Taxes, Interest and Debt Expenses</b>						
Real Estate Tax Fee in lieu	\$72,049	\$81,356	\$90,600	\$90,600	\$90,600	\$90,600
Insurance/Other Taxes	61,634	45,453	92,400	91,500	91,500	91,500
Principal and Interest	257,702	257,702	257,700	257,700	257,700	257,700
<b>Total Taxes, Interest and Debt Expenses</b>	\$391,385	\$384,511	\$440,700	\$439,800	\$439,800	\$439,800
<b>Replacement Reserve Transfer</b>	\$96,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
<b>TOTAL ALL EXPENDITURES</b>	\$1,296,882	\$1,327,349	\$1,429,300	\$1,406,300	\$1,424,500	\$1,424,500
<b>EXCESS REVENUES OVER/(UNDER) EXPENDITURES</b>	\$28,596	\$37,533	\$8,800	\$31,800	\$13,600	\$13,600

<b>GREEN RIDGE HOUSE Reserves</b>	<b>FY 2011 Actual Trans.</b>	<b>FY 2012 Actual Trans.</b>	<b>FY 2013 Adopted Budget</b>	<b>FY 2013 Estimated Trans.</b>	<b>FY 2014 Proposed Budget</b>	<b>FY 2014 Adopted Budget</b>
<b>RESERVE FOR REPLACEMENT</b>						
Balance July 1	\$582,915	\$513,845	\$488,245	\$506,546	\$476,546	476,546
Contributions	96,000	96,000	120,000	120,000	120,000	\$120,000
Interest	59	101	100	100	100	100
Expenditures	(165,129)	(103,400)	(140,700)	(150,100)	(126,700)	(126,700)
Balance June 30	\$513,845	\$506,546	\$467,645	\$476,546	\$469,946	\$469,946
<b>RESIDUAL RECEIPTS</b>						
Balance July 1	\$1,379	\$1,379	\$1,379	\$4,145	\$4,145	\$4,145
Contributions	0	2,766	0	0	0	0
Interest	0	0	0	0	0	0
Expenditures	0	0	0	0	0	0
Balance June 30	\$1,379	\$4,145	\$1,379	\$4,145	\$4,145	\$4,145
<b>LGIP INVESTMENTS</b>						
Balance July 1	\$363,173	\$364,404	\$365,404	\$364,769	\$365,169	365,169
Contributions	0	0	0	0	0	0
Interest	1,231	365	1,000	400	400	400
Expenditures	0	0	0	0	0	0
Balance June 30	\$364,404	\$364,769	\$366,404	\$365,169	\$365,569	\$365,569
<b>ALL RESERVE ACCOUNTS</b>						
Balance July 1	\$947,467	\$879,628	\$855,028	\$875,460	\$845,860	\$845,860
Contributions	96,000	98,766	120,000	120,000	120,000	120,000
Interest	1,290	466	1,100	500	500	500
Expenditures	(165,129)	(103,400)	(140,700)	(150,100)	(126,700)	(126,700)
Balance June 30	\$879,628	\$875,460	\$835,428	\$845,860	\$839,660	\$839,660