



OTHER FUNDS

SPECIAL REVENUE FUNDS: includes the 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.

CEMETERY FUND



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

The City Code provides that interest earned in this fund may be appropriated to defray cemetery maintenance and improvement costs, while all other monies in the fund may only be utilized for investment purposes and the repurchase of cemetery lots.

BUDGET COMMENTS

1) No expenses or transfers are proposed for FY 2018.

CEMETERY FUND Fund 104	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
BALANCE AS OF JULY 1	<u>\$84,277</u>	<u>\$85,512</u>	<u>\$85,812</u>	<u>\$86,151</u>	<u>\$87,351</u>	<u>\$87,351</u>
REVENUES						
470000 Interest	\$35	\$139	\$0	\$200	\$200	\$200
480000 Other - Service Fees	1,200	500	1,000	1,000	1,000	1,000
TOTAL REVENUES	<u>\$1,235</u>	<u>\$639</u>	<u>\$1,000</u>	<u>\$1,200</u>	<u>\$1,200</u>	<u>\$1,200</u>
EXPENDITURES						
490000 Interfund Transfer - General Fund	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
BALANCE AS OF JUNE 30	\$85,512	\$86,151	\$86,812	\$87,351	\$88,551	\$88,551

DEBT SERVICE FUND

This fund accounts for the payment of the principal and interest on the city's outstanding general obligation (G.O.) debt and the refinanced unfunded liability on city retirement plans. The individual debt instruments are accounted for in separate accounts. This presentation provides greater detail.

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, 2017, the city's estimated outstanding debt will be \$5,161,134 or 0.27% of the city's assessed valuation. The refinancing of the City's G.O. debt in FY 2012 has significantly reduced the City's annual debt service. Of 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, 2017	\$1,936,000,000
Debt Limit @ 4%	\$77,440,000
Amount of Debt Applicable to Limit:	
Total Bonded Debt, July 1, 2017	\$5,161,134
Estimated Debt Margin,	
July 1, 2017	\$72,278,865

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

BUDGET COMMENTS

- 1) \$555,000 is proposed as the transfer from the General Fund in order to pay the debt on the city's annual general obligation and the unfunded liability.

DEBT SERVICE FUND Fund 201	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	\$40,679	\$10,572	\$10,580	\$10,635	\$10,635	\$10,635
REVENUES						
470000 Interest Investments	\$40	\$210	\$100	\$200	\$200	\$200
490000 General Fund Transfer	525,000	555,000	555,000	555,000	705,000	705,000
TOTAL REVENUE & FUND TRANSFERS	\$525,040	\$555,210	\$555,100	\$555,200	\$705,200	\$705,200
EXPENDITURES						
General Obligation						
895 2001 Bond Issue						
96 Principal	\$223,773	\$230,284	\$238,700	\$238,700	\$245,800	\$245,800
97 Interest	93,280	86,769	78,400	78,400	71,300	71,300
Total	\$317,053	\$317,053	\$317,100	\$317,100	\$317,100	\$317,100
897 Unfunded Liability						
96 Principal	\$86,990	\$91,714	\$96,700	\$96,700	\$101,900	\$101,900
97 Interest	151,104	146,380	141,400	141,400	136,200	136,200
Total	\$238,094	\$238,094	\$238,100	\$238,100	\$238,100	\$238,100
TOTAL EXPENDITURES	\$555,147	\$555,147	\$555,200	\$555,200	\$555,200	\$555,200
FUND BALANCE AS OF JUNE 30	\$10,572	\$10,635	\$10,480	\$10,635	\$160,635	\$160,635

BOND PRINCIPAL & INTEREST PAYMENT SCHEDULE

All Debt		2001 Bond Fund (1)		MSRA Unfund Liability (2)		
FY	Principal	Interest	Principal	Interest	Principal	Interest
2018	\$347,682	\$207,464	\$245,736	\$71,316	\$101,946	\$136,148
2019	360,516	194,630	253,034	64,018	107,483	130,612
2020	373,868	181,279	260,548	56,504	113,320	124,774
2021	387,759	167,387	268,285	48,767	119,474	118,620
2022	402,215	152,932	276,253	40,800	125,962	112,132
2023	417,259	137,888	284,457	32,596	132,802	105,292
2024	432,918	122,228	292,904	24,148	140,014	98,080
2025	449,220	105,926	301,602	15,450	147,618	90,476
2026	466,193	88,953	310,559	6,493	155,634	82,460
2027	216,736	74,200	52,649	193	164,087	74,007
2028	172,998	65,096			172,998	65,096
2029	182,393	55,701			182,393	55,701
2030	192,298	45,796			192,298	45,796
2031	202,741	35,353			202,741	35,353
2032	213,751	24,343			213,751	24,343
2033	225,359	12,735			225,359	12,735
2034	117,228	1,819			117,228	1,819
Total	\$5,161,134	\$1,673,730	\$2,546,027	\$360,285	\$2,615,108	\$1,313,444

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

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

REPLACEMENT FUND

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

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

BUDGET COMMENTS

- 1) Police handguns (\$32,000) were approved for replacement in FY 2017 but not purchased. This purchase is now recommended for FY 2018.
- 2) Under Community Development, a thirteen year old sedan is recommended for replacement with a hybrid vehicle.
- 3) An air compressor (\$21,000) and a thirteen year old cargo van (\$25,000) are proposed for replacement under Multi-Purpose Equipment.
- 4) The Four Cities Coalition owns and operates a street sweeper. It is proposed to purchase a new sweeper at an estimated cost of \$308,000. The City's cost share is \$71,000, or 23%.
- 5) Under Community Center, six security cameras are proposed for replacement at \$6,000.
- 6) Under Parks, it is proposed to replace the leaf vacuum (\$46,000).
- 7) It is estimated the Replacement Fund will begin Fiscal Year 2018 with a fund balance of \$185,413 and end at \$283,613. There are a number of costly vehicles scheduled to be purchased in the next three years including a refuse truck and dump trucks, so building a fund balance reserve is necessary.

Items to be Purchased

Community Development

Hybrid Sedan (715) \$26,000

Police

Handguns 32,000

Multi-Purpose Equipment

Air Compressor (150) 21,000

Cargo Van (153) 25,000

Street Sweeper 71,000

Community Center

Security Cameras 6,000

Parks

Leaf Vacuum (460) 46,000

Total Proposed Expenditures **\$227,000**

REPLACEMENT FUND Fund 105	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	<u>\$473,034</u>	<u>\$413,693</u>	<u>\$141,193</u>	<u>\$153,113</u>	<u>\$185,413</u>	<u>\$185,413</u>
REVENUES						
470000 Interest on Investments	\$185	\$566	\$100	\$500	\$200	\$200
480000 Ins./Auc. Proceeds	12,919	21,451	5,000	5,000	5,000	5,000
490000 Interfund Transfer - Special Projects	40	0	0	0	0	0
490000 Interfund Transfer - General Fund	100,000	174,200	200,000	200,000	320,000	320,000
TOTAL REVENUE & FUND TRANSFERS	<u>\$113,144</u>	<u>\$196,217</u>	<u>\$205,100</u>	<u>\$205,500</u>	<u>\$325,200</u>	<u>\$325,200</u>
EXPENDITURES						
91 New Equipment						
220 Community Development	\$27,189	\$0	\$0	\$0	\$26,000	\$26,000
310 Police	4,868	23,417	32,000	0	32,000	32,000
410 Public Works Admin.	0	25,794	0		0	0
420 Multi-Purpose Equipment	0	95,283	33,000	34,500	117,000	117,000
450 Waste Collection	140,428	145,050	31,000	35,000	0	0
650 Aquatic & Fitness Center	0	51,878	0	0	0	0
660 Community Center	0	4,958	0	0	6,000	6,000
700 Parks	0	110,417	113,000	103,700	46,000	46,000
TOTAL EXPENDITURES	<u>\$172,485</u>	<u>\$456,797</u>	<u>\$209,000</u>	<u>\$173,200</u>	<u>\$227,000</u>	<u>\$227,000</u>
BALANCE AS OF JUNE 30	\$413,693	\$153,113	\$137,293	\$185,413	\$283,613	\$283,613

Veh #	Department/Item	Year Purch.	Repl. Year	Original Cost	Replace Cost	Est. FY	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Administration																
1	Honda Civic CNG	2005	NTR	20,149	0	0	0	0	0	0	0	0	0	0	0	0
2	Dodge Grand Caravan	2017	2028	29,332	38,100	0	0	0	0	0	0	0	0	0	0	0
	Subtotal			49,481	38,100	0	0	0	0	0	0	0	0	0	0	0
Community Development																
712	Ford Focus	2009	2019	11,427	23,200	0	0	23,200	0	0	0	0	0	0	0	0
715	Chevy Malibu	2004	2018	12,094	26,000	0	26,000	0	0	0	0	0	0	0	0	0
717	Chevy Malibu	2005	2019	12,094	23,200	0	0	23,200	0	0	0	0	0	0	0	0
	Subtotal			35,615	72,400	0	26,000	46,400	0	0	0	0	0	0	0	0
Police Department																
	Police Radio System	2011	2021	729,700	729,700	0	0	0	0	729,700	0	0	0	0	0	0
	Voice Logging Recorder	2011	2020	22,327	22,300	0	0	0	22,300	0	0	0	0	0	0	0
	Handguns	2008	2018	31,755	32,000	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
	Pro-Tec Raid Vests	2015	2025	16,067	20,900	0	0	0	0	0	0	0	0	20,900	0	0
	ETIX Equipment		Var.		54,000	0	0	0	0	18,000	18,000	18,000	0	0	0	0
	TRUSPEED Laser	2014	2025	7,300	12,000	0	0	0	0	0	0	0	0	12,000	0	0
891	4X4 ¾Ton Pick-up Truck	2006	2019	18,314	24,500	0	0	24,500	0	0	0	0	0	0	0	0
726	Ford Fusion Hybrid	2014	2025	24,577	32,000	0	0	0	0	0	0	0	0	32,000	0	0
	Live Scan	2014	2020	33,283	35,000	0	0	0	35,000	0	0	0	0	0	0	0
	Automated External Defibrillators	2014	2021	12,596	13,000	0	0	0	0	13,000	0	0	0	0	0	0
	Subtotal			902,262	983,400	0	32,000	24,500	57,300	760,700	18,000	18,000	0	64,900	0	0
Animal Control																
704	Ford Escape SUV	2008	2019	25,276	33,900	0	0	33,900	0	0	0	0	0	0	0	0
799	Ford Cargo Van w/Cage package	2002	2021	26,039	35,000	0	0	0	0	35,000	0	0	0	0	0	0
	Subtotal			51,315	68,900	0	0	33,900	0	35,000	0	0	0	0	0	0
Public Works Administration																
100	Dodge Stratus	2006	2018	12,489	21,500	0	0	21,500	0	0	0	0	0	0	0	0
104	Ford Explorer	2016	2027	25,794	33,500	0	0	0	0	0	0	0	0	0	0	33,500
102	Chevy Colorado	2006	2018	10,648	14,200	0	0	14,200	0	0	0	0	0	0	0	0
	Repeater - Channel 1 & 3	2004	2018	40,000	46,000	0	0	46,000	0	0	0	0	0	0	0	0
	Subtotal			48,931	69,200	0	0	81,700	0	0	0	0	0	0	0	33,500
Multi-Purpose Equipment																
111	Ford 550 Dump Truck	2004	2019	46,938	56,400	0	0	56,400	0	0	0	0	0	0	0	0
112	Ford Roll Back Truck	1993	2020	25,927	36,000	0	0	0	36,000	0	0	0	0	0	0	0
115	Ford 4X4 ¾ton Pickup	2008	2019	27,747	36,900	0	0	36,900	0	0	0	0	0	0	0	0
121	Ford F250 4X4 ¾ton Pickup	2017	2028	34,500	42,900	34,500	0	0	0	0	0	0	0	0	0	0
118	Ford 4X4 F350 Crew Cab	2014	2025	30,256	39,300	0	0	0	0	0	0	0	0	39,300	0	0

<u>Veh #</u>	<u>Department/Item</u>	<u>Year Purch.</u>	<u>Repl. Year</u>	<u>Original Cost</u>	<u>Replace Cost</u>	<u>Est. 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>	<u>FY 2024</u>	<u>FY 2025</u>
119	Skid Steer Loader	2008	2019	30,563	40,600	0	0	40,600	0	0	0	0	0	0
124	Ford F-450 Dump Truck Crew Cab	2010	2021	56,842	75,600	0	0	0	0	75,600	0	0	0	0
125	Ford 2 Ton Dump (Chassis in 06)	2006	2020	42,000	90,000	0	0	0	90,000	0	0	0	0	0
126	Ford 750 Dump	2007	2020	71,324	94,900	0	0	0	94,900	0	0	0	0	0
129	Case Backhoe	2016	2031	94,900	123,400	0	0	0	0	0	0	0	0	0
128	Asphalt Roller	2007	2022	24,900	36,100	0	0	0	0	36,100	0	0	0	0
145	Case #621 Loader	2008	2023	119,313	155,100	0	0	0	0	0	0	155,100	0	0
146	2007 F550 Aerial Lift	2013	2023	40,600	52,800	0	0	0	0	0	0	52,800	0	0
150	Ingersole Rand Air Compressor	1996	2018	12,175	21,000	0	21,000	0	0	0	0	0	0	0
151	Ford F-150 Pick-up Truck	2009	2020	16,446	21,900	0	0	0	21,900	0	0	0	0	0
152	Chevy 2500 Cargo Van	2014	2025	17,118	22,300	0	0	0	0	0	0	0	0	22,300
153	Ford CNG Econoline Van	2004	2018	20,307	25,000	0	25,000	0	0	0	0	0	0	0
158	Ford CNG Pickup	2004	2019	18,305	24,300	0	24,300	0	0	0	0	0	0	0
199	Street Sweeper - 2000 Freightliner	2013	2018	28,100	71,000	0	71,000	0	0	0	0	0	0	0
	Paint Machine	2006	2020	5,000	6,500	0	0	0	6,500	0	0	0	0	0
	Concrete Sidewalk Grinder	2014	2029	10,000	14,500	0	0	0	0	0	0	0	0	0
	Subtotal			773,261	1,086,500	34,500	117,000	158,200	249,300	75,600	36,100	207,900	0	61,600
	Waste Collection Equipment													
213	Chevy 4X4 Pickup	2017	2028	35,000	40,300	35,000	0	0	0	0	0	0	0	0
211	Polaris GEM Electric Truck	2014	2024	20,737	27,000	0	0	0	0	0	0	0	27,000	0
264	Freightliner w/25cy packer	2016	2024	145,050	179,900	0	0	0	0	0	0	0	179,900	0
263	Freightliner w/18cy Packer	2015	2023	140,428	174,100	0	0	0	0	0	0	174,100	0	0
262	Freightliner Load Packer	2010	2019	144,532	187,900	0	187,900	0	0	0	0	0	0	0
	Subtotal			485,747	609,200	35,000	187,900	0	0	0	0	174,100	206,900	0
	Recreation Administration													
300	Ford Escape Hybrid	2012	2023	28,700	38,200	0	0	0	0	0	0	38,200	0	0
308	GMC Sahara Passenger Van	2001	NTR	21,499	0	0	0	0	0	0	0	0	0	0
	Subtotal			50,199	38,200	0	0	0	0	0	0	38,200	0	0
	Aquatic & Fitness Center													
	Treadmills	2013	2023	24,975	32,500	0	0	0	0	0	0	32,500	0	0
	Stationary Bikes	2003	2019	20,000	18,000	0	18,000	0	0	0	0	0	0	0
	Step/Elliptical/Rowing Machines	Var.	Var.	23,646	30,700	0	0	0	0	0	0	0	30,700	0
	Circuit Training Equipment	2016	2031	51,500	67,000	0	0	0	0	0	0	0	0	0
	Security Camera System	2007	2022	20,000	29,000	0	0	0	0	0	29,000	0	0	0
	Subtotal			140,121	177,200	0	18,000	0	0	0	29,000	32,500	30,700	0
	Community Center													
	Commercial Freezer	2016	2036	5,000	6,500	0	0	0	0	0	0	0	0	0
	Commercial Refrigerator	1999	2019	10,000	14,000	0	14,000	0	0	0	0	0	0	0
	Commercial Stove	1996	2019	7,000	9,800	0	9,800	0	0	0	0	0	0	0
	Commercial Convection Oven	2003	2023	7,901	11,000	0	0	0	0	0	0	11,000	0	0

SPECIAL PROJECTS FUND

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

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

BUDGET COMMENTS

- 1) The spay neuter grant for the Four Cities Coalition was received in FY 2015. It is expended in the Animal Control account, 330. The program and grant ended in FY 2017.
- 2) \$80,000 in Information Technology, line 145, is to replace computers and servers, implement a document management system, upgrade RecTrac and provide a fiber connection to Roosevelt Center.
- 3) The expenses in Community Promotion, line 190, are to upgrade the audio-visual systems in the Council Room and Community Center.
- 4) The expense in Community Development, line 220, is for the purchase of field reporting hardware and software for the Inspectors.
- 5) The expenses in Police, line 310, are for the rental of eleven police vehicles for the drug task force (\$90,000) which is funded by a federal grant. The replacement of the Police Department's evidence van (\$35,000) is funded by delinquent speed ticket receipts. Also included is \$25,000 for security cameras at the Youth Center and Police Station.
- 6) Funds are provided to purchase iPads for the Assistance in Living program.
- 7) The transfer of \$35,000 to the General Fund funds the city's use of the Countywide I-Net.
- 8) For years, the city has contributed one-fifth of the cable television franchise fee to Greenbelt Access Television, Inc. (GATe) along with GATe receiving one-third of the Public, Education and Government Access fee. In past years, that payment has been split between the General Fund and this fund. Since FY 2016, the full amount has been budgeted in this fund.

SPECIAL PROJECTS FUND Fund 101	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	<u>\$487,714</u>	<u>\$658,249</u>	<u>\$616,249</u>	<u>\$646,130</u>	<u>\$573,959</u>	<u>\$573,959</u>
REVENUES						
433401 Cable TV Franchise Fee	\$165,850	\$254,572	\$252,000	\$254,800	\$254,800	\$254,800
441112 Federal Grants	95,676	88,125	90,000	90,000	90,000	90,000
470000 Interest on Investments	202	974	1,000	1,000	1,000	1,000
460111 Drug Forfeitures	0	0	0	0	0	0
460301 Del. Speed Camera Fines	0	29,057	0	20,000	18,000	18,000
480499 Spay Neuter Grant	74,562	0	0	(38,971)	0	0
480499 Miscellaneous	0	45,250	0	6,000	0	0
TOTAL REVENUES	<u>\$336,290</u>	<u>\$417,978</u>	<u>\$343,000</u>	<u>\$332,829</u>	<u>\$363,800</u>	<u>\$363,800</u>
EXPENDITURES						
145 Information Technology	\$28,367	\$66,054	\$45,000	\$45,000	\$80,000	\$80,000
190 Community Promotion	19,047	39,063	230,000	50,000	180,000	180,000
220 Community Development	0	0	8,000	0	15,000	15,000
310 Police	81,827	104,686	115,000	90,000	150,000	150,000
330 Animal Control	6,514	14,077	15,000	15,000	0	0
510 CARES	0	0	0	2,000	2,000	2,000
999 Transfer to General Fund	30,000	36,500	35,000	35,000	35,000	35,000
999 Payment to GATe	0	169,717	168,000	168,000	168,000	168,000
TOTAL EXPENDITURES	<u>\$165,755</u>	<u>\$430,097</u>	<u>\$616,000</u>	<u>\$405,000</u>	<u>\$630,000</u>	<u>\$630,000</u>
TOTAL FUND BALANCE AS OF JUNE 30	<u>\$658,249</u>	<u>\$646,130</u>	<u>\$343,249</u>	<u>\$573,959</u>	<u>\$307,759</u>	<u>\$307,759</u>
FUND BALANCE DESIGNATIONS						
Cable TV	\$542,457	\$485,695	\$281,957	\$442,495	\$220,295	\$220,295
Public Safety	17,104	543	17,104	20,543	3,543	3,543
Animal Control	68,048	53,971	38,048	0	0	0
Barnett Trust	0	45,250	0	43,250	41,250	41,250
Undesignated	30,640	60,671	61,292	67,671	42,671	42,671
TOTAL	<u>\$658,249</u>	<u>\$646,130</u>	<u>\$398,401</u>	<u>\$573,959</u>	<u>\$307,759</u>	<u>\$307,759</u>

AGENCY FUNDS

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

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

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

AGENCY FUNDS

	Balance FY 2015	FY 2016 Contribution	FY 2016 Debits	Balance 07/01/16	FY 2017 Estimated Contri.	FY 2017 Estimated Debits	Estimated Balance 07/01/17	FY 2018 Estimated Contri.	FY 2018 Estimated Debits	Estimated Balance 06/30/18
Recreation Department	\$7,814	\$1,764	(\$724)	\$8,854	\$1,000	(\$800)	\$9,054	\$1,000	(\$800)	\$9,254
Greenbelt CARES	2,612	50	(2,662)	0	875	-	875	-	-	875
Good Samaritan	98	1,780	(449)	1,429	500	(400)	1,529	500	(400)	1,629
Emergency Assistance	198	17,361	(14,861)	2,698	15,000	(13,500)	4,198			4,198
Adopt-A-Tree	108	1,555	(1,493)	170	1,500	(1,500)	170	1,500	(1,500)	170
Adopt-A-Bench	3,364	2,895	(2,356)	3,903	2,000	(1,000)	4,903	1,500	(800)	5,603
Drug and Evidence	49,718	1,343	(100)	50,961	1,000	(200)	51,761	1,000	(150)	52,611
Advisory Committee on Education	22,965	2,047	(4,000)	21,012	4,100	(4,000)	21,112	4,300	(4,000)	21,412
CARES - GRH Pet Assistance	6,831	0	(4,241)	2,590	-	(1,000)	1,590	-	(500)	1,090
Fire Department	176,773	88,000	-	264,773	88,000	-	352,773	88,000	-	440,773
Spay and Neuter Clinic	7,631	25	-	7,656	25	-	7,681	25	-	7,706

GREEN RIDGE HOUSE



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

ACCOMPLISHMENTS FOR FY 2017

- Painted the outside of the building and caulked all windows.
- Repaired the roof on the back stairwell.
- As requested by residents, purchased hand sanitizers for each floor and placed them in each lobby.
- Upgraded elevators by replacing interior working mechanisms (closed loop door operator, hoistway door equipment and solid state starter).
- Replaced patio furniture cushions.
- Ducts in the laundry room and in common areas were cleaned and sanitized.
- Replaced front patio area by the vestibule to alleviate a drainage issue.
- Installed a new tile floor in the vestibule.
- The parking lot was restriped.
- New smoke detectors were installed in all apartments.
- Windows were replaced on an as needed basis.

ISSUES & SERVICES

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

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

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

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

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

BUDGET COMMENTS

- 1) Costs for providing the Service Coordinator program exceed the federal grant for the program. Funds are budgeted in the Administration section of this budget to cover the excess cost.
- 2) Funds to reestablish a Zipcar program at Green Ridge House (\$9,000) was included in the FY 2017 budget. Because Zipcar has not yet committed to placing a second car in Greenbelt, the program at Green Ridge House has been delayed. It is proposed to budget funds again in FY 2018 so the program is ready to serve Green Ridge House residents when the details are set.
- 3) The FY 2018 transfer to the Reserve for Replacement account is \$72,000. This account is projected to be approximately \$200,000 lower at the end of FY 2018 compared to FY 2016. Increasing this transfer in future fiscal years should be considered.
- 4) Capital expenditures of \$215,000 are planned for FY 2018. Included in the plan are renovation of the picnic area (\$55,000), Phase III of the elevator renovations (\$40,600), window replacement (\$10,000), refurbish the public restroom (\$30,000), and replacing the flooring in lobby areas (\$25,000).
- 5) The mortgage on Green Ridge House will be satisfied in November 2017. As a result, monies formerly dedicated to the mortgage (\$150,000) will be transferred to the Green Ridge House account at the Maryland Local Government Investment Pool.

GREEN RIDGE HOUSE

CITY MANAGER

COMMUNITY
RESOURCE
ADVOCATE

PROPERTY
MANAGER

COMMUNITY DIRECTOR/
HUD SPECIALIST

MAINTENANCE ENGINEER
MAINTENANCE ASSISTANT

ASSISTANT COMMUNITY
DIRECTOR

GREEN RIDGE HOUSE Operating Budget	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
REVENUES						
Rental Income						
Federal Section 8 Payment	\$1,041,006	\$1,069,668	\$1,093,000	\$1,099,200	\$1,126,000	\$1,126,000
Rental Income from Residents	417,256	417,456	404,200	406,500	416,600	416,600
Vacancies	(16,710)	(18,288)	(32,100)	(41,300)	(33,000)	(33,000)
Total Rental Income	\$1,441,552	\$1,468,836	\$1,465,100	\$1,464,400	\$1,509,600	\$1,509,600
Miscellaneous Revenue						
Laundry Machines	\$2,995	\$3,472	\$3,500	\$3,000	\$3,200	\$3,200
Miscellaneous Income	181	2,389	300	500	500	500
Interest Income	237	1,417	100	500	2,500	2,500
Total Miscellaneous	\$3,413	\$7,278	\$3,900	\$4,000	\$6,200	\$6,200
TOTAL REVENUES	\$1,444,965	\$1,476,114	\$1,469,000	\$1,468,400	\$1,515,800	\$1,515,800
EXPENDITURES						
Personnel Expenses	\$243,021	\$249,455	\$277,100	\$269,300	\$293,100	\$293,100
Operating Expenses						
Administration	\$171,809	\$184,583	\$165,200	\$166,400	\$174,300	\$174,300
Utilities	122,552	153,895	154,800	130,500	152,200	152,200
Supplies and Services	68,796	60,127	60,500	60,400	62,600	62,600
Maintenance	193,194	168,477	218,900	198,400	257,300	257,300
Total Operating Expenses	\$556,351	\$567,082	\$599,400	\$555,700	\$646,400	\$646,400
Taxes, Insurance and Debt Expenses						
Real Estate Tax Fee in lieu	\$96,949	\$93,586	\$94,200	\$94,200	\$94,700	\$94,700
Insurance	129,540	131,036	146,600	139,100	139,600	139,600
Principal and Interest	257,702	257,702	257,700	257,700	107,300	107,300
Total Taxes, Interest and Debt Expenses	\$484,191	\$482,324	\$498,500	\$491,000	\$341,600	\$341,600
Transfer to Investments	\$50,000	\$70,000	\$0	\$50,000	\$150,000	\$150,000
Replacement Reserve Transfer	72,000	72,000	72,000	72,000	72,000	72,000
Total Transfer to Reserves	\$122,000	\$142,000	\$72,000	\$122,000	\$222,000	\$222,000
TOTAL ALL EXPENDITURES	\$1,405,563	\$1,440,861	\$1,447,000	\$1,438,000	\$1,503,100	\$1,503,100
OVER/(UNDER) EXPENDITURES	\$39,402	\$35,253	\$22,000	\$30,400	\$12,700	\$12,700

GREEN RIDGE HOUSE Reserves	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
RESERVE FOR REPLACEMENT						
Balance July 1	\$574,705	\$646,768	\$559,868	\$698,119	\$634,019	\$634,019
Contributions	72,000	144,000	72,000	72,000	72,000	72,000
Interest	63	778	100	1,000	1,500	1,500
Expenditures	0	(93,427)	(159,000)	(137,100)	(215,000)	(215,000)
Balance June 30	\$646,768	\$698,119	\$472,968	\$634,019	\$492,519	\$492,519
RESIDUAL RECEIPTS						
Balance July 1	\$4,147	\$76,195	\$4,245	\$4,280	\$4,300	\$4,300
Contributions	72,046		0	0	0	0
Interest	2	85	10	20	30	30
Expenditures	0	(72,000)	0	0	0	0
Balance June 30	\$76,195	\$4,280	\$4,255	\$4,300	\$4,330	\$4,330
LGIP INVESTMENTS						
Balance July 1	\$272,296	\$322,428	\$322,628	\$392,958	\$444,558	\$444,558
Contributions	50,000	70,000	0	50,000	150,000	150,000
Interest	132	530	200	1,600	2,500	2,500
Expenditures	0	0	0	0	0	0
Balance June 30	\$322,428	\$392,958	\$322,828	\$444,558	\$597,058	\$597,058
ALL RESERVE ACCOUNTS						
Balance July 1	\$1,045,391	\$1,045,391	\$886,741	\$1,095,357	\$1,082,877	\$1,082,877
Contributions	194,046	214,000	72,000	122,000	222,000	222,000
Interest	197	1,393	310	2,620	4,030	4,030
Expenditures	0	(165,427)	(159,000)	(137,100)	(215,000)	(215,000)
Balance June 30	\$1,239,634	\$1,095,357	\$800,051	\$1,082,877	\$1,093,907	\$1,093,907