

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 100,000 square feet of facility space in which it has invested over \$15 million to build or renovate. These facilities range in size from the 55,000 square foot Community Center to the very specialized Aquatic and Fitness Center to the less than 1,000 square foot Schrom Hills Park building. This fund accounts for replacement of mechanical, plumbing and electrical systems, roof systems and other costly systems in these facilities.

Budget Comments

- ❶ The Pool Pak and Heat Exhaust units at the Aquatic and Fitness Center were budgeted for replacement in FY 2008, however, this is now expected to occur in FY 2010 at an estimated cost of \$600,000. This is offset by a Program Open Space grant covering 75% of the cost.
- ❷ Funds were budgeted in FY 2008 to replace security cameras at the Aquatic and Fitness Center. The expense of \$31,000 was paid in early FY 2009.
- ❸ It is proposed to install a new water line (\$10,000) at the Municipal Building.
- ❹ Under Community Center, \$10,000 is included to conduct a full refinishing of the gym floor. Ideally, this refinishing should be done every 10 years. It was last done when the building opened in 1995.
- ❺ Funds are budgeted in non-departmental for energy efficiency improvements in various city facilities. Staff expects to begin with installation of programmable thermostats, occupancy sensors and lighting upgrades.

BUILDING CAPITAL RESERVE FUND Fund 102	FY 2007 Actual Trans.	FY 2008 Actual Trans.	FY 2009 Adopted Budget	FY 2009 Estimated Trans.	FY 2010 Proposed Budget	FY 2010 Adopted Budget
BALANCE AS OF JULY 1	<u>\$133,276</u>	<u>\$193,867</u>	<u>\$235,267</u>	<u>\$260,993</u>	<u>\$132,993</u>	<u>\$132,993</u>
REVENUES						
Miscellaneous						
442104 Program Open Space	\$0	\$0	\$337,500	\$0	\$450,000	\$450,000
470103 Interest on Investments	8,401	7,756	4,000	3,000	500	500
490000 General Fund Transfer	100,000	75,000	0	0	75,000	75,000
TOTAL REVENUE & FUND TRANSFERS	<u>\$108,401</u>	<u>\$82,756</u>	<u>\$341,500</u>	<u>\$3,000</u>	<u>\$525,500</u>	<u>\$525,500</u>
EXPENDITURES						
Municipal Building	\$4,295	\$0	\$0	\$0	\$10,000	\$10,000
Recreation						
620 Youth Center	\$0	\$15,630	\$0	\$0	\$0	\$0
640 Schrom Hills Park Facility	11,515	0	0	0	0	0
650 Aquatic & Fitness Center	0	0	450,000	31,000	600,000	600,000
660 Community Center	0	0	0	0	10,000	10,000
Total Recreation	<u>\$11,515</u>	<u>\$15,630</u>	<u>\$450,000</u>	<u>\$31,000</u>	<u>\$610,000</u>	<u>\$610,000</u>
Non-Departmental	\$0	\$0	\$0	\$0	\$10,000	\$10,000
Chevron Payment	\$32,000	\$0	\$0	\$0	\$0	\$0
Transfer to 2001 Bond Fund	0	0	100,000	100,000	0	0
TOTAL EXPENDITURES	<u>\$47,810</u>	<u>\$15,630</u>	<u>\$550,000</u>	<u>\$131,000</u>	<u>\$630,000</u>	<u>\$630,000</u>
BALANCE AS OF JUNE 30	\$193,867	\$260,993	\$26,767	\$132,993	\$28,493	\$28,493

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

- ❶ As of FY 2009, \$77,554 of the fund balance is unavailable for use except for the repurchase of cemetery lots or investment purposes.
- ❷ No transfer to the General Fund is proposed to cover regular maintenance costs of the cemetery as in past years.

CEMETERY FUND Fund 104	FY 2007 Actual Trans.	FY 2008 Actual Trans.	FY 2009 Adopted Budget	FY 2009 Estimated Trans.	FY 2010 Proposed Budget	FY 2010 Adopted Budget
BALANCE AS OF JULY 1	<u>\$79,905</u>	<u>\$84,411</u>	<u>\$88,411</u>	<u>\$88,835</u>	<u>\$92,135</u>	<u>\$92,135</u>
REVENUES						
470000 Interest	\$3,906	\$2,974	\$2,500	\$2,000	\$2,000	\$2,000
480000 Other – Service Fees	600	1,000	1,000	1,300	1,000	1,000
TOTAL REVENUES	<u>\$4,506</u>	<u>\$3,974</u>	<u>\$3,500</u>	<u>\$3,300</u>	<u>\$3,000</u>	<u>\$3,000</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	\$84,411	\$88,835	\$91,911	\$92,135	\$95,135	\$95,135

DEBT SERVICE FUND

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

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

Section 55 of the City Charter places a limit on the amount of bonds that may be issued by the city. The state's change in its assessment practice required a related change in the city's bond debt limit. Previously, the limit was ten (10) percent of the city's assessed valuation. It is now four (4) percent of the assessed valuation due to the state's change to full valuation of real property. This change has no effect on the actual dollar amount of the debt limit. As of July 1, 2009, the city's estimated outstanding debt is \$4,954,614 or 0.26% of the city's assessed valuation which includes the \$3.5 million debt approved in the November 2001 election.

Estimated Assessed Value, July 1, 2009	\$2,417,173,000
Debt Limit @ 4%	96,686,920
Amount of Debt Applicable to Limit: Total Bonded Debt, July 1, 2009	<u>4,954,614</u>
Estimated Debt Margin, July 1, 2009	\$ 91,732,306

Budget Comments

- ① The 1990 Ora Glen and 1991 Christacos special assessment bonds are supported by the owners of these properties. The Ora Glen and Christacos bonds will be paid off in FY 2011 and FY 2012, respectively.
- ② \$780,300 is proposed as the transfer from the General Fund in order to pay the city's annual general obligation debt, \$740,300, which will be paid off in FY 2017 and \$40,000 to finance the proposed \$1 million short term loan to fund the Public Works facility.
- ③ The city's debt payment, \$740,300, is affordable within the city's budget. It is a fixed amount that will continue through FY 2017, during which time the overall budget is estimated to increase an average of 2-3 percent per year.

DEBT SERVICE FUND	FY 2007 Actual Trans.	FY 2008 Actual Trans.	FY 2009 Adopted Budget	FY 2009 Estimated Trans.	FY 2010 Proposed Budget	FY 2010 Adopted Budget
BALANCE AS OF JULY 1						
Total Fund Balance	<u>\$4,458</u>	<u>(\$8,107)</u>	<u>(\$6,707)</u>	<u>(\$9,613)</u>	<u>\$29,587</u>	<u>\$29,587</u>
REVENUES						
415000 Special Assessment	\$169,608	\$167,905	\$171,400	\$172,400	\$172,400	\$172,400
470000 Interest Investments	4,542	3,047	2,500	2,000	2,000	2,000
490000 General Fund Operating	740,700	748,700	788,700	788,700	780,300	780,300
TOTAL REVENUES	<u>\$914,850</u>	<u>\$919,652</u>	<u>\$962,600</u>	<u>\$963,100</u>	<u>\$954,700</u>	<u>\$954,700</u>
EXPENDITURES						
Special Assessment						
890 1990 Ora Glen Bonds						
34 Other Services	\$500	\$500	\$500	\$500	\$500	\$500
96 Principal	25,000	25,000	30,000	30,000	35,000	35,000
97 Interest	13,998	11,375	7,900	8,400	4,900	4,900
Total	<u>\$39,498</u>	<u>\$36,875</u>	<u>\$38,400</u>	<u>\$38,900</u>	<u>\$40,400</u>	<u>\$40,400</u>
891 1991 Christacos Bonds						
34 Other Services	\$1,650	\$1,650	\$1,700	\$1,700	\$1,700	\$1,700
96 Principal	90,000	95,000	105,000	105,000	115,000	115,000
97 Interest	55,959	47,325	36,300	37,900	27,600	27,600
Total	<u>\$147,609</u>	<u>\$143,975</u>	<u>\$143,000</u>	<u>\$144,600</u>	<u>\$144,300</u>	<u>\$144,300</u>
Total Special Assessments	<u>\$187,107</u>	<u>\$180,850</u>	<u>\$181,400</u>	<u>\$183,500</u>	<u>\$184,700</u>	<u>\$184,700</u>
General Obligation						
895 2001 Bond Issue						
96 Principal	\$458,226	\$479,564	\$501,900	\$501,900	\$525,300	\$525,300
97 Interest	282,082	260,744	238,500	238,500	215,000	215,000
Total	<u>\$740,308</u>	<u>740,308</u>	<u>\$740,400</u>	<u>\$740,400</u>	<u>\$740,300</u>	<u>\$740,300</u>
Total General Obligations	<u>\$740,308</u>	<u>\$740,308</u>	<u>\$740,400</u>	<u>\$740,400</u>	<u>\$740,300</u>	<u>\$740,300</u>
TOTAL EXPENDITURES	<u>\$927,415</u>	<u>\$921,158</u>	<u>\$921,800</u>	<u>\$923,900</u>	<u>\$925,000</u>	<u>\$925,000</u>
FUND BALANCE AS OF JUNE 30	<u>(\$8,107)</u>	<u>(\$9,613)</u>	<u>\$34,093</u>	<u>\$29,587</u>	<u>\$59,287</u>	<u>\$59,287</u>

REPLACEMENT FUND

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

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

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

Funds not required to meet current obligations are invested. Interest earned is applied annually to various reserves, thereby reducing the amount of operating funds required to be contributed.

Budget Comments

- ❶ A Community Development sedan was totaled in an accident and replaced in FY 2008 at a cost of \$11,400. This expense was paid in early FY 2009.
- ❷ Expenditures under Parks are higher than budgeted because a large dump truck (\$70,500) was purchased in FY 2008, but paid for in FY 2009.
- ❸ Under Waste Collection, it is proposed to purchase a refuse truck to replace a 2001 vehicle (\$165,000). Consideration will be given to a natural gas fueled vehicle.
- ❹ Under Parks, replacement of a gasoline pick-up truck is recommended. Staff will seek a hybrid or alternative fuel vehicle if available. (These vehicles generally have a \$10,000 mark-up and this additional cost is not included in the estimate.)
- ❺ Prince George's County has indicated it will replace the Connection Van. The city is required to pay a 10% match which is estimated at \$3,000 under Greenbelt Connection.
- ❻ It is estimated the Replacement Fund will begin Fiscal Year 2010 with a fund balance of \$230,428 and end at \$200,428.

Items to be Purchased

Police

Voice Logging Recorder \$10,000

Multi-Purpose Equipment

1½ Ton Dump Truck w/Plow & Spreader (161) \$58,000

Waste Collection

Refuse Truck (265) \$165,000

Park Equipment

Compact Pick-Up Truck (406) \$14,000

Greenbelt Connection

City's Share of Lift Equipped Van \$3,000

Total Proposed Expenditures \$250,000

REPLACEMENT FUND Fund 105	FY 2007 Actual Trans.	FY 2008 Actual Trans.	FY 2009 Adopted Budget	FY 2009 Estimated Trans.	FY 2010 Proposed Budget	FY 2010 Adopted Budget
BALANCE AS OF JULY 1						
Total Fund Balance	<u>\$152,025</u>	<u>\$126,030</u>	<u>\$121,530</u>	<u>\$207,428</u>	<u>\$230,428</u>	<u>\$230,428</u>
REVENUES						
470000 Interest on Investments	\$6,003	\$6,037	\$3,000	\$3,000	\$2,000	\$2,000
480000 Insurance Proceeds/Auction	29,570	35,696	10,000	0	15,000	15,000
480499 Street Sweeper Contributions	82,479	0	0	0	0	0
490000 Interfund Transfers - General	300,000	303,000	203,000	203,000	203,000	203,000
TOTAL REVENUES	<u>\$418,052</u>	<u>\$344,733</u>	<u>\$216,000</u>	<u>\$206,000</u>	<u>\$220,000</u>	<u>\$220,000</u>
EXPENDITURES						
91 New Equipment						
140 Finance	\$50,388	\$1,500	\$0	\$0	\$0	\$0
220 Community Development	0	0	0	11,400	0	0
310 Police Equipment	0	31,755	21,000	21,000	10,000	10,000
420 Multi-Purpose Equipment	337,308	202,899	23,000	23,000	58,000	58,000
450 Waste Collection	0	0	0	0	165,000	165,000
700 Parks	56,351	27,181	59,000	127,600	14,000	14,000
920 Greenbelt Connection	0	0	0	0	3,000	3,000
TOTAL EXPENDITURES	<u>\$444,047</u>	<u>\$263,335</u>	<u>\$103,000</u>	<u>\$183,000</u>	<u>\$250,000</u>	<u>\$250,000</u>
FUND BALANCE AS OF JUNE 30	<u>\$126,030</u>	<u>\$207,428</u>	<u>\$234,530</u>	<u>\$230,428</u>	<u>\$200,428</u>	<u>\$200,428</u>

<u>Veh #</u>	<u>Department/Item</u>	<u>Year</u> <u>Purch.</u>	<u>Repl.</u> <u>Year</u>	<u>Original</u> <u>Cost</u>	<u>Replace</u> <u>Cost</u>	<u>Est.</u> <u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Administration																
1	Honda Civic CNG	2005	2015	20,149	26,200	0	0	0	0	0	0	26,000	0	0	0	0
	Subtotal			20,149	26,200	0	0	0	0	0	0	26,000	0	0	0	0
Finance & Admin. Services																
	Financial Accounting System	1999	2013	325,000	65,000	0	0	0	0	85,000	0	0	0	0	0	0
	Subtotal			325,000	65,000	0	0	0	0	85,000	0	0	0	0	0	0
Community Development																
704	Ford Escape Hybrid SUV	2008	2018	25,276	32,900	0	0	0	0	0	0	0	0	0	32,900	0
712	Ford Focus	2009	2019	11,427	14,900	11,400	0	0	0	0	0	0	0	0	0	14,900
714	Dodge Intrepid	2004	2014	15,572	20,300	0	0	0	0	0	20,300	0	0	0	0	0
715	Chevy Malibu	2004	2014	12,094	15,700	0	0	0	0	0	15,700	0	0	0	0	0
717	Chevy Malibu	2005	2015	12,094	15,700	0	0	0	0	0	0	15,700	0	0	0	0
718	Honda Civic (CNG)	2005	2015	20,149	26,200	0	0	0	0	0	0	26,200	0	0	0	0
	Subtotal			96,612	125,700	11,400	0	0	0	0	36,000	41,900	0	0	32,900	14,900
Police Department																
	Portable Radios (54)			52,574	100,000	0	0	100,000	0	0	0	0	0	0	0	0
	Communications Console	1989	2011	62,298	200,000	0	0	200,000	0	0	0	0	0	0	0	0
	Repeater - Channel 1 & 3	2004	2014	40,000	46,000	0	0	0	0	0	46,000	0	0	0	0	0
	Voice Logging Recorder	1998	2010	22,265	10,000	0	10,000	0	0	0	0	0	0	0	0	0
	Handguns	2008	2016	31,755	32,000	0	0	0	0	0	0	0	32,000	0	0	0
	Digital Processing Equipment	2000	2011	6,343	8,000	0	0	8,000	0	0	0	0	0	0	0	0
	Pro-Tec Raid Vests	2009	2015	21,000	21,000	21,000	0	0	0	0	0	21,000	0	0	0	0
	Dispatch Nitsuko System	2001	2011	15,000	15,000	0	0	15,000	0	0	0	0	0	0	0	0
	Optical Scanner	2002	2011	10,000	12,000	0	0	12,000	0	0	0	0	0	0	0	0
	Total Station	2002	2011	13,600	15,000	0	0	15,000	0	0	0	0	0	0	0	0
891	4X4 ¾Ton Pick-up Truck	2006	2016	18,314	23,800	0	0	0	0	0	0	0	23,800	0	0	0
	Automated External Defibrillators	2005	2015	12,696	15,000	0	0	0	0	0	0	15,000	0	0	0	0
	Subtotal			305,845	497,800	21,000	10,000	350,000	0	0	46,000	36,000	55,800	0	0	0
Animal Control																
	Ford Cargo Van w/conversion pkg.	2002	2012	26,039	34,000	0	0	0	34,000	0	0	0	0	0	0	0
	Subtotal			26,039	34,000	0	0	0	34,000	0	0	0	0	0	0	0
Public Works Administration																
100	Dodge Stratus	2006	2016	12,489	16,200	0	0	0	0	0	0	0	16,200	0	0	0
101	4X4 Chevy Blazer	2005	2015	19,474	25,300	0	0	0	0	0	0	25,300	0	0	0	0
102	Chevy Colorado	2006	2016	10,648	13,800	0	0	0	0	0	0	0	13,800	0	0	0
	Subtotal			42,611	55,300	0	0	0	0	0	0	25,300	30,000	0	0	0
Multi-Purpose Equipment																
111	Ford 550 Dump Truck	2004	2014	46,938	56,400	0	0	0	0	0	56,400	0	0	0	0	0
112	Ford Roll Back Truck	1993	2011	25,927	36,000	0	0	36,000	0	0	0	0	0	0	0	0
116	4X4 Ford ¾ton Pickup	2003	2013	28,591	37,000	0	0	0	0	37,000	0	0	0	0	0	0
117	4X4 Ford ¾ton Pickup	2003	2013	28,591	37,000	0	0	0	0	37,000	0	0	0	0	0	0
118	Skid Steer Loader	2008	2018	30,563	50,000	0	0	0	0	0	0	0	0	0	39,700	0
119	New 2 Ton Dump Truck Chassis	2006	2014	35,000	90,000	0	0	0	0	0	90,000	0	0	0	0	0
115	New 4X4 ¾ton Pickup	2008	2018	27,747	36,100	0	0	0	0	0	0	0	0	0	36,100	0

Veh #	Department/Item	Year	Repl.	Original	Replace	Est.											
		Purch.	Year	Cost	Cost		FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
126	Ford 750 Dump	2007	2015	71,324	88,500	0	0	0	0	0	0	88,500	0	0	0	0	0
127	Case Backhoe	1997	2012	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	0	0	0
145	Case #621 Loader	2008	2023	119,313	155,100	0	0	0	0	0	0	0	0	0	0	0	0
146	GMC Aerial Lift	1989	2011	68,950	115,000	0	0	115,000	0	0	0	0	0	0	0	0	0
150	Ingersole Rand Air Compressor	1996	2011	12,175	18,000	0	0	18,000	0	0	0	0	0	0	0	0	0
151	New Pick-up Truck	2009	2019	23,000	29,900	23,000	0	0	0	0	0	0	0	0	0	0	29,900
152	Dodge CNG Van	2001	2011	20,892	31,200	0	0	31,200	0	0	0	0	0	0	0	0	0
153	Ford CNG Econoline Van	2004	2014	20,307	24,400	0	0	0	0	0	24,400	0	0	0	0	0	0
158	Ford CNG Pickup	2004	2014	18,305	22,000	0	0	0	0	0	22,000	0	0	0	0	0	0
161	Ford F-500 Dump Truck	2001	2010	44,466	58,000	0	58,000	0	0	0	0	0	0	0	0	0	0
198	Street Sweeper	2007	2014	27,250	33,000	0	0	0	0	0	33,000	0	0	0	0	0	0
	Paint Machine	2006	2016	5,000	6,500	0	0	0	0	0	0	0	6,500	0	0	0	0
	Salt Spreader				8,000												
	Subtotal			744,328	1,068,200	23,000	58,000	200,200	100,000	74,000	225,800	88,500	6,500	0	75,800	29,900	
Waste Collection Equipment																	
210	Chevy 4X4 Pickup	2001	2011	25,611	31,000	0	0	31,000	0	0	0	0	0	0	0	0	0
260	Sterling Rear Packer	2005	2013	126,500	165,000	0	0	0	0	165,000	0	0	0	0	0	0	0
263	International 7400 25-YD Packer	2007	2015	131,159	170,500	0	0	0	0	0	0	170,500	0	0	0	0	0
265	International Load Packer	2001	2010	108,914	165,000	0	165,000	0	0	0	0	0	0	0	0	0	0
	Subtotal			392,184	531,500	0	165,000	31,000	0	165,000	0	170,500	0	0	0	0	0
Recreation Administration																	
304	Ford Taurus	1999	2011	9,292	14,000	0	0	14,000	0	0	0	0	0	0	0	0	0
308	Passenger Van	2001	2011	21,499	22,000	0	0	22,000	0	0	0	0	0	0	0	0	0
306	CNG Ford Passenger Van	1998	2012	23,756	28,000	0	0	0	28,000	0	0	0	0	0	0	0	0
307	Passenger Van	1999	2011	23,052	22,000	0	0	22,000	0	0	0	0	0	0	0	0	0
	Subtotal			77,599	86,000	0	0	58,000	28,000	0	0	0	0	0	0	0	0
Aquatic & Fitness Center																	
	Treadmills	2001	2011	18,860	25,000	0	0	25,000	0	0	0	0	0	0	0	0	0
	Stationary Bikes	2003	2013	20,000	26,000	0	0	0	0	26,000	0	0	0	0	0	0	0
	Step Machines	2002	2012	20,166	26,000	0	0	0	26,000	0	0	0	0	0	0	0	0
	Circuit Training Equipment	1993	2014	27,000	30,000	0	0	0	0	0	30,000	0	0	0	0	0	0
	Security Camera System	2007	2022	20,000	29,000	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal			106,026	136,000	0	0	25,000	26,000	26,000	30,000	0	0	0	0	0	0
Community Center																	
	Commercial Freezer	1996	2016	6,000	8,400	0	0	0	0	0	0	0	8,400	0	0	0	0
	Commercial Refrigerator	1999	2019	10,000	14,000	0	0	0	0	0	0	0	0	0	0	0	14,000
	Commercial Stove	1996	2016	7,000	9,800	0	0	0	0	0	0	0	9,800	0	0	0	0
	Commercial Convection Oven	2003	2023	7,901	11,000	0	0	0	0	0	0	0	0	0	0	0	0
	Adult Care Refrigerator	1996	2016	10,000	14,000	0	0	0	0	0	0	0	14,000	0	0	0	0
	Adult Care Dishwasher	1996	2016	7,500	10,500	0	0	0	0	0	0	0	10,500	0	0	0	0
	Security Camera System	1996	2016	10,000	20,000	0	0	0	0	0	0	0	20,000	0	0	0	0
	Stage Lighting	2006	2026	10,000	15,000	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal			68,401	102,700	0	0	0	0	0	0	0	62,700	0	0	0	14,000

<u>Veh #</u>	<u>Department/Item</u>	<u>Year</u> <u>Purch.</u>	<u>Repl.</u> <u>Year</u>	<u>Original</u> <u>Cost</u>	<u>Replace</u> <u>Cost</u>	<u>Est.</u> <u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Park Equipment																
401	Ford Pickup	2009	2019	29,000	37,700	29,000	0	0	0	0	0	0	0	0	0	37,700
403	Ford Pickup	1999	2011	22,230	29,000	0	0	30,000	0	0	0	0	0	0	0	0
404	Ford 4X4 ¾ Ton Pickup	2003	2013	28,591	37,000	0	0	0	0	37,000	0	0	0	0	0	0
408	New 4X4 ¾ton Pickup	2008	2018	27,747	36,100	0	0	0	0	0	0	0	0	0	36,100	0
406	Ford Ranger	2000	2010	15,514	14,000	0	14,000	0	0	0	0	0	0	0	0	0
410	Ford ¾ Ton Pickup w/dump	2004	2014	30,025	39,000	0	0	0	0	0	39,000	0	0	0	0	0
421	Ford Ranger 4X4 Pickup	2000	2011	18,635	25,000	0	0	20,000	0	0	0	0	0	0	0	0
426	Ford Custom Cab	2005	2015	50,257	61,100	0	0	0	0	0	0	61,100	0	0	0	0
429	Kubota L2850 Tractor/backhoe	1989	2011	8,990	17,000	0	0	17,000	0	0	0	0	0	0	0	0
435	Ford 550 Dump	2004	2014	30,768	61,000	0	0	0	0	0	61,000	0	0	0	0	0
438	John Deere 3320 Tractor	2007	2027	14,624	23,400	0	0	0	0	0	0	0	0	0	0	0
439	Kubota 3060 Front Cut Mower	2005	2015	16,300	19,600	0	0	0	0	0	0	19,600	0	0	0	0
450	Bobcat Skid-Steer Loader	2006	2021	14,200	18,500	0	0	0	0	0	0	0	0	0	0	0
442	Kubota 3060 Front Cut Mower	2004	2013	15,379	20,000	0	0	0	0	20,000	0	0	0	0	0	0
448	Tag-A-Long Trailer	1985	2011	2,799	5,000	0	0	5,000	0	0	0	0	0	0	0	0
407	Ford 1½Ton Dump Truck	2006	2016	46,699	60,000	0	0	0	0	0	0	0	60,000	0	0	0
460	Leaf Vacuum	2007	2017	20,212	26,300	0	0	0	0	0	0	0	0	26,300	0	0
463	Wood Chuck Chipper	2009	2019	28,100	36,500	28,100	0	0	0	0	0	0	0	0	0	36,500
464	Kubota Big Tractor M8210 w/attach	1998	2011	36,063	48,000	0	0	48,000	0	0	0	0	0	0	0	0
465	Ford Stake Body	2001	2011	43,592	56,700	0	0	0	56,700	0	0	0	0	0	0	0
466	Premier Trailer	2001	2011		5,000	0	0	5,000	0	0	0	0	0	0	0	0
469	Ford 750 2-Ton Dump Truck	2009	2019	70,500	78,000	70,500	0	0	0	0	0	0	0	0	0	91,700
	Deep Tine Aerator	2007	2022	15,500	22,500	0	0	0	0	0	0	0	0	0	0	0
	Subtotal			585,725	776,400	127,600	14,000	125,000	56,700	57,000	100,000	80,700	60,000	26,300	36,100	165,900
Intra-City Bus Service																
500	Lift Equipped Van	2004	2010	2,590	3,000	0	3,000	0	0	0	0	0	0	0	0	0
	Subtotal			2,590	3,000	0	3,000	0	0	0	0	0	0	0	0	0
Non Departmental																
	Telephone Equipment	2003	2018	180,000	180,000	0	0	0	0	0	0	0	0	0	180,000	0
	Subtotal			180,000	180,000	0	0	0	0	0	0	0	0	0	180,000	0
GRAND TOTAL				2,973,109	3,687,800	183,000	250,000	789,200	244,700	407,000	437,800	468,900	215,000	26,300	324,800	224,700
Annual Revenues Required (10 Year Avg. Lifespan)				\$338,840												

Notes





SPECIAL PROJECTS FUND

This fund was established in FY 2001 to account for funds set aside for specific purposes. The various revenues and the related expenditures accounted for in the Special Projects Fund will generally not occur in the same fiscal year. Funds set aside by the Greenbelt City Council or mandated to be accounted for separately by a federal agency will likely be collected in one fiscal year with the related costs of the program expended over several subsequent years.

The largest revenue designation is the city's set aside from Comcast. The city receives funds from a three (3%) percent franchise fee for Public, Education and Government (PEG) access to enhance public access from its cable franchise agreement with Comcast. One-third of the fee is paid to Greenbelt Access TV (GATE). At the end of FY 2010, it is estimated that this designation will have \$185,293.

The FY 2010 budget includes \$30,000 to upgrade the city's phone system at the Municipal Building and the Recreation Department. The phone system at the Police Department was upgraded in FY 2009. In addition, there is \$10,000 to replace the server at the Recreation Department that manages class registration, and expand the pass management system to the Springhill Lake recreation facility. Further, a parts inventory system at Public Works that can be integrated with the city's financial software package is proposed with a cost of \$10,000.

IT and Police staff spent a great deal of time during FY 2009 reviewing computer aided dispatch (CAD) and records management systems (RMS). As a result, the project is ready to begin in FY 2010. The good news is that the project will be fully funded with a federal grant of \$750,000. It should be noted that the IT work plan funded in the Special Projects budget has fewer initiatives in FY 2010 as most of IT staff's efforts will be focused upon installing and implementing the computer aided dispatch and record management system.

Budget Comments

- ❶ FY 2009 expenditures for Information Technology were reduced as a result of the advanced purchase of Toughbooks for the Police Department in FY 2008. In addition, the e-government initiative to provide the community the ability to request services online was completed with minimal out of pocket costs.
- ❷ Funds are budgeted in Community Promotion for the replacement and/or upgrading of the city's video and messaging equipment.
- ❸ A decision on a provider for a computer aided dispatch and records management system for the Police department is expected to be made in late FY 2009. The expense for this initiative is shown in FY 2010 and is offset by a grant provided by Congressman Hoyer.

SPECIAL PROJECTS FUND Fund 101	FY 2007 Actual Trans.	FY 2008 Actual Trans.	FY 2009 Adopted Budget	FY 2009 Estimated Trans.	FY 2010 Proposed Trans.	FY 2010 Adopted Trans.
BALANCE AS OF JULY 1						
Total Fund Balance	<u>\$241,091</u>	<u>\$301,150</u>	<u>\$236,750</u>	<u>\$216,560</u>	<u>\$244,160</u>	<u>\$244,160</u>
REVENUES						
431501 Developer Fees	\$9,916	\$0	\$0	\$0	\$0	\$0
433401 Cable TV Franchise Fee	109,187	99,028	53,000	45,000	68,000	68,000
441112 Federal Grants	0	38,839	10,700	30,000	750,000	750,000
443126 Livable Communities	9,547	0	0	0	0	0
460111 Local Drug Forfeitures	32,499	0	20,000	20,000	0	0
470000 Interest on Investments	11,257	10,647	6,000	2,000	2,000	2,000
TOTAL REVENUES	<u>\$172,406</u>	<u>\$148,514</u>	<u>\$89,700</u>	<u>\$97,000</u>	<u>\$820,000</u>	<u>\$820,000</u>
EXPENDITURES						
140 Information Technology	\$66,876	\$109,497	\$60,000	\$10,000	\$50,000	\$50,000
190 Community Promotion	15,933	58,145	15,000	15,000	15,000	15,000
210 Planning	7,538	7,510	0	0	0	0
310 Police	0	42,952	30,700	30,000	750,000	750,000
995 Transfer to General Fund	0	15,000	15,000	14,400	0	0
TOTAL EXPENDITURES	<u>\$112,347</u>	<u>\$233,104</u>	<u>\$120,700</u>	<u>\$69,400</u>	<u>\$815,000</u>	<u>\$815,000</u>
FUND BALANCE DESIGNATIONS						
Cable TV	\$235,907	\$167,293	\$170,907	\$187,293	\$185,293	\$185,293
Greenbelt West	36,920	14,410	0	10	10	10
Public Safety	4,113	0	(3,287)	20,000	20,000	20,000
75 th Anniversary	0	0	5,000	2,500	7,500	7,500
Undesignated	24,210	34,857	33,130	34,357	36,357	36,357
TOTAL FUND BALANCE AS OF JUNE 30	<u>\$301,150</u>	<u>\$216,560</u>	<u>\$205,750</u>	<u>\$244,160</u>	<u>\$249,160</u>	<u>\$249,160</u>

AGENCY FUNDS

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

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

1. The Recreation Department receives contributions from various sources. The monetary donations are used to support camp scholarships, special events and other designated programs as specified by the donor. Monies are transferred to the General Fund to offset the program as appropriate.
2. Donations are made by clients to Greenbelt CARES Youth and Family Services Bureau. These funds provide a means to provide refreshments for the counseling sessions.
3. The Good Samaritan Fund provides financial assistance to out-of-town persons stranded in Greenbelt and low-income individuals in need of a few dollars to purchase gas or groceries. This program receives its funding from the churches in Greenbelt and other civic associations.
4. An Emergency Assistance Fund has been established to accept and disburse donations received to assist Greenbelt residents to pay rent to avoid possible eviction. Approximately a dozen individuals receive assistance from these funds each fiscal year.
5. People contribute to the Adopt-A-Tree Program for the purpose of allowing the city to identify a location for a tree. This balance is the amount of funds available to the city, when needed.
6. A new program started in FY 2001 is the Adopt-A-Bench. This program is similar to the Adopt-A-Tree program, but enables people to dedicate benches throughout the city.
7. Confiscated funds obtained from arrests made by the Greenbelt Police Department are deposited here. When final disposition is determined, the funds are either returned to the individual (if the charges are dropped or the individual declared innocent in court), or the monies are transferred to the City's Special Projects Fund to be used for public safety. The assets generally are held for two to three years while a determination is made by the court system.
8. Contributions were made to the Advisory Committee on Education (ACE). These monies fund ACE initiatives such as its scholarship fund.
9. The Greenbelt Theatre was scheduled to close operation in October 1998. As a result, the city helped organize a group of concerned citizens who wanted to keep the Greenbelt Theatre open. Donations to fund this effort are held in the "Save the Greenbelt Theatre" agency fund.
10. The city supports the Greenbelt Volunteer Fire Department (GVFD) by setting funds aside each fiscal year. The purpose of these funds is to help fund equipment purchases for the GVFD.
11. The spay and neuter clinic agency fund is for donations received for the purchase of supplies and equipment to perform cat and dog neuters at the shelter. This will reduce city cost for veterinary care for animals at the shelter, will allow development of a feral cat control program, and could allow extension of low cost spay and neuter services to the community.

AGENCY FUNDS

	Balance FY 2007	FY 2008 Contrib.	FY 2008 Debits	Balance 07/01/08	FY 2009 Estimated Contrib.	FY 2009 Estimated Debits	Estimated Balance 07/01/09	FY 2010 Estimated Contrib.	FY 2010 Estimated Debits	Estimated Balance 06/30/10
Recreation Department	\$7,943	\$3,070	\$3,788	\$7,225	\$250	\$2,000	\$5,475	\$0	\$1,000	\$4,475
Greenbelt CARES	919	50	0	969	0	0	969	0	0	969
Good Samaritan	899	200	720	379	750	250	879	500	500	879
Emergency Assistance	1,185	8,453	5,846	3,792	4,500	4,000	4,292	3,000	5,500	1,792
Adopt-A-Tree	1,048	830	496	1,382	1,500	800	2,082	1,000	900	2,182
Adopt-A-Bench	0	977	616	361	1,300	750	911	1,000	850	1,061
Drug and Evidence	8,959	0	0	8,959	0	0	8,959	0	0	8,959
Advisory Committee on Education	33,291	3,694	1,000	35,985	2,000	3,000	34,985	4,000	2,000	36,985
Save the Greenbelt Theatre	1,828	0	0	1,828	0	0	1,828	0	0	1,828
Fire Department	76,000	57,000	14,000	119,000	88,000	138,227	68,773	88,000	0	156,773
Spay and Neuter Clinic	0	0	0	0	3,000	2,800	200	3,000	2,000	1,200

ACE STUDENTS AND EDUCATORS 2008



GREEN RIDGE HOUSE



Green Ridge House is a city-owned apartment facility for the elderly and handicapped. The 101-unit facility was built in 1978. Over seventy (70) percent of the revenue to the facility comes from the U.S. Department of Housing and Urban Development Section 8 program, and the balance comes from tenant payments. No city funds are expended on Green Ridge House. The city contracts with Community Realty Company, Inc. (CRC) to manage the facility and grounds.

ACCOMPLISHMENTS FOR FY 2009

- ★ The compressor for the building's chiller broke down during the summer and a temporary chiller on a truck was brought in to provide air conditioning for the building. The temporary chiller was at the property for approximately five (5) weeks, during which time a new compressor was ordered and installed. The impact on the residents was minimized and the approximately \$150,000 cost was covered by insurance.
- ★ New fitness equipment was selected, purchased and installed in the exercise room. The selection process included a focus group of residents.
- ★ A new camera surveillance system was installed along with two additional security cameras for a total of 11 and new monitors. Every entrance/exit door now has a surveillance camera.
- ★ New carpet was placed in the lobby.
- ★ Horseshoe pits were created in the back of Green Ridge House.
- ★ Restriped and seal coated the parking lot. Also, all the picnic tables and outside benches were painted.

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. In recent years, major systems in the building have been replaced in order to minimize operational problems.

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 2009, the market rent for a unit at Green Ridge House will be \$1,069 per month, a 3.8% increase from a year ago (\$1,030). No residents pay the full rent as all residents receive some level of subsidy. There is also a utility subsidy of \$31 per month. Rent increases have been approved each year since FY 2003 and it appears further increases may be available for the near term. These additional funds will be placed in reserves when possible.

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

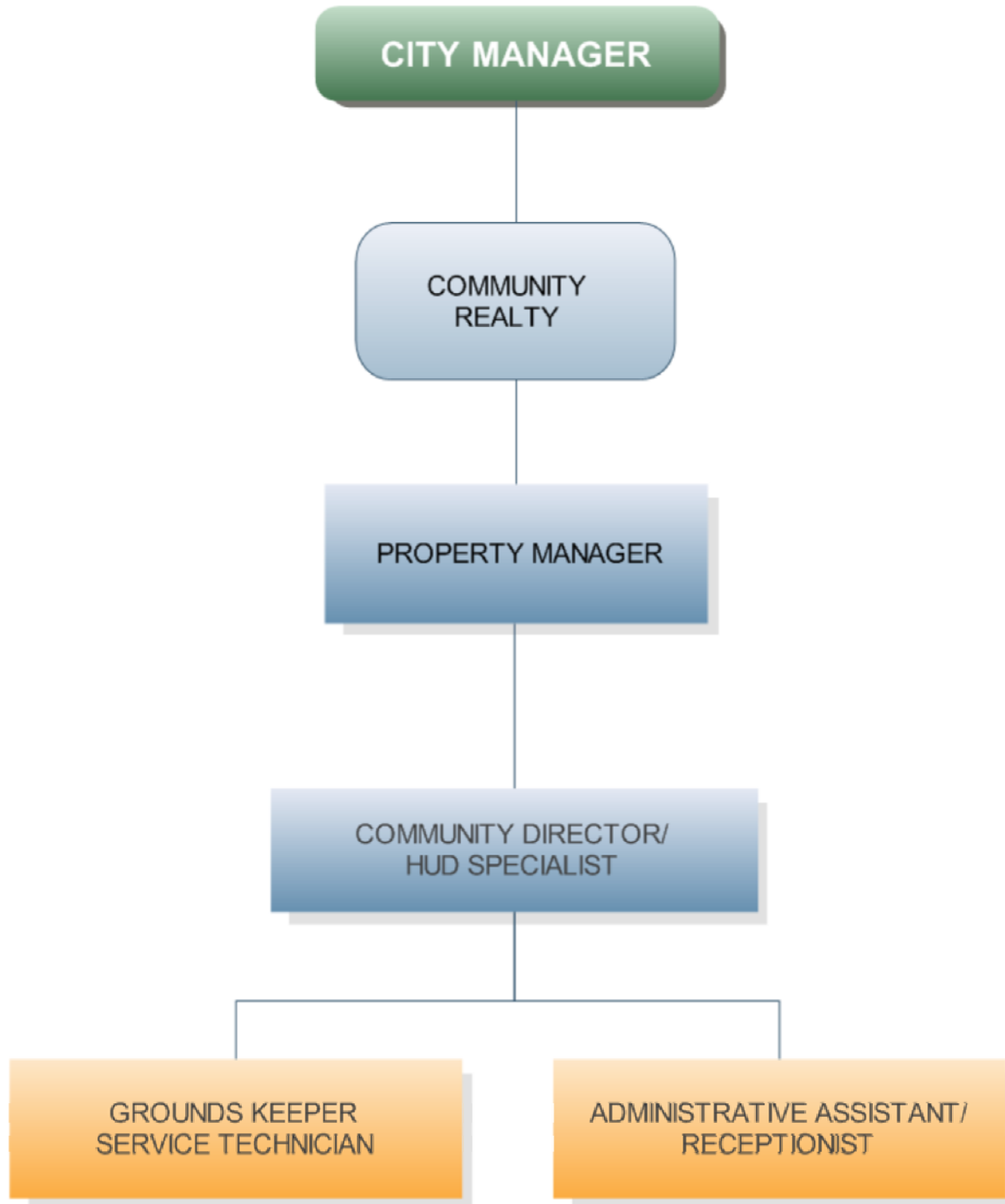
There are 54 parking spaces on-site, excluding the space set aside for the Zipcar. Currently, there are 51 permits issued for vehicles.

The city's Recycling Coordinator will conduct a review of recycling procedures and look for opportunities to make recycling easier for residents and increase the amount of recycling.

Budget Comments

- ❶ Costs for providing the Service Coordinator program are exceeding the likely federal grant for the program. The anticipated excess costs of \$10,000 in FY 2009 and \$15,000 in FY 2010 are budgeted in the Administration section.
- ❷ \$6,000 is budgeted for the Zipcar car sharing program. The cost for this program has dropped from the \$30,000 budgeted following recent changes to usage rules.
- ❸ The budget for Social Activities has been increased to cover the cost of offering a Tai Chi class for residents (\$1,560).
- ❹ The budgets for apartment painting, apartment cleaning, carpet replacement and carpet cleaning have been increased due to higher turnover in recent years and to provide funds to redo a number of occupied units.
- ❺ No funds are budgeted for the replacement of HVAC convector units. Since the initial replacement of 24 units, there have not been any problems.
- ❻ Capital funds are budgeted to replace all the drapes which did not get done in FY 2009 (\$25,000), renovate the office and library area to create more office space (\$60,000), new furniture for the 2nd and 3rd floor lobbies (\$10,000), new picnic tables for the patio (\$9,000) and to replace windows, ranges and refrigerators as needed.

GREEN RIDGE HOUSE



GREEN RIDGE HOUSE Operating Budget	FY 2007 Actual Trans.	FY 2008 Actual Trans.	FY 2009 Adopted Budget	FY 2009 Estimated Trans.	FY 2010 Proposed Budget	FY 2010 Adopted Budget
REVENUES						
Rental Income						
Federal Government Section 8 Payments	\$818,547	\$847,851	\$916,700	\$893,100	\$950,400	\$950,400
Rental Income from Residents	339,867	352,061	356,500	373,300	369,600	369,600
Vacancies	(31,402)	(21,908)	(20,100)	(28,100)	(29,800)	(29,800)
Total Rental Income	\$1,127,012	\$1,178,004	\$1,253,100	\$1,238,300	\$1,290,200	\$1,290,200
Miscellaneous Revenue						
Laundry Machines	\$3,099	\$2,375	\$3,300	\$3,100	\$3,300	\$3,300
Miscellaneous Income	0	0	300	300	400	400
Interest Income	217	127	200	100	200	200
Total Miscellaneous	\$3,316	\$2,502	\$3,800	\$3,500	\$3,900	\$3,900
TOTAL REVENUES	<u>\$1,130,328</u>	<u>\$1,180,506</u>	<u>\$1,256,900</u>	<u>\$1,241,800</u>	<u>\$1,294,100</u>	<u>\$1,294,100</u>
EXPENDITURES						
Personnel Expenses						
	\$212,693	\$169,165	\$192,300	\$202,300	\$209,100	\$209,100
Operating Expenses						
Supplies and Services	\$54,197	\$52,289	\$77,000	\$76,700	\$75,700	\$75,700
Utilities	107,682	124,835	155,000	155,000	159,600	159,600
Administration	191,943	184,509	164,500	152,500	154,700	154,700
Maintenance	213,714	243,536	206,000	226,400	250,800	250,800
Total Operating Expenses	\$567,536	\$605,169	\$602,500	\$610,600	\$640,800	\$640,800
Taxes, Interest, and Debt Expenses						
Real Estate Tax Fee in lieu	\$56,049	\$59,150	\$62,400	\$60,800	\$60,800	\$60,800
Insurance/Other Taxes	45,166	46,564	54,900	56,800	51,700	51,700
Principal and Interest	257,702	257,702	257,700	257,700	257,700	257,700
Total Taxes, Interest, and Debt Expenses	\$358,917	\$363,416	\$375,000	\$375,300	\$370,200	\$370,200
Replacement Reserve Transfer	\$48,000	\$72,000	\$84,000	\$84,000	\$72,000	\$72,000
TOTAL ALL EXPENDITURES	<u>\$1,187,146</u>	<u>\$1,209,750</u>	<u>\$1,253,800</u>	<u>\$1,272,200</u>	<u>\$1,292,100</u>	<u>\$1,292,100</u>
EXCESS REVENUES OVER/ (UNDER) EXPENDITURES	<u>(\$56,818)</u>	<u>(\$29,244)</u>	<u>\$3,100</u>	<u>(\$30,400)</u>	<u>\$2,000</u>	<u>\$2,000</u>

Reserves	FY 2007 Actual Trans.	FY 2008 Actual Trans.	FY 2009 Adopted Budget	FY 2009 Estimated Trans.	FY 2010 Proposed Budget	FY 2010 Adopted Budget
RESERVE FOR REPLACEMENT						
Balance July 1	\$573,938	\$445,843	\$533,943	\$531,620	\$588,120	\$588,120
Contributions	48,000	84,000	84,000	84,000	72,000	72,000
Interest	27,121	17,484	15,000	7,500	7,500	7,500
Expenditures	(203,216)	(15,707)	(74,500)	(35,000)	(122,000)	(122,000)
Balance June 30	<u>\$445,843</u>	<u>\$531,620</u>	<u>\$558,443</u>	<u>\$588,120</u>	<u>\$545,620</u>	<u>\$545,620</u>
RESIDUAL RECEIPTS						
Balance July 1	\$65,451	\$68,807	\$1,507	\$1,370	\$1,420	\$1,420
Contributions	0		0	0	0	0
Interest	3,356	527	100	50	50	50
Expenditures	0	(67,964)	0	0	0	0
Balance June 30	<u>\$68,807</u>	<u>\$1,370</u>	<u>\$1,607</u>	<u>\$1,420</u>	<u>\$1,470</u>	<u>\$1,470</u>
LGIP INVESTMENTS						
Balance July 1	\$384,625	\$389,625	\$294,956	\$406,916	\$381,516	\$381,516
Contributions	0	0	0	0	0	0
Interest	20,331	17,291	10,000	5,000	4,200	4,200
Expenditures	(15,000)	0	0	(30,400)	0	0
Balance June 30	<u>\$389,956</u>	<u>\$406,916</u>	<u>\$304,956</u>	<u>\$381,516</u>	<u>\$385,716</u>	<u>\$385,716</u>
ALL RESERVE ACCOUNTS						
Balance July 1	\$1,024,014	\$904,606	\$830,406	\$939,906	\$971,056	\$971,056
Contributions	48,000	84,000	84,000	84,000	72,000	72,000
Interest	50,808	34,971	25,100	12,550	11,750	11,750
Expenditures	(218,216)	(83,671)	(74,500)	(65,400)	(122,000)	(122,000)
Balance June 30	<u>\$904,606</u>	<u>\$939,906</u>	<u>\$865,006</u>	<u>\$971,056</u>	<u>\$932,806</u>	<u>\$932,806</u>