



CITY COUNCIL WORK SESSION AGENDA

Budget Work Session - Green Ridge House

COUNCIL MEETING WILL BE ONLINE ONLY

Due to the COVID-19 precautions, the Council Meeting will be held online and is planned to be cablecast on Verizon 21, Comcast 71 and 996 and streamed to www.greenbeltmd.gov/municipaltv.

Resident participation:

**[https://us02web.zoom.us/j/85838272303?](https://us02web.zoom.us/j/85838272303?pwd=SWs5S2RLaW5aZVMvYUU3NmRFR05mdz09)
[pwd=SWs5S2RLaW5aZVMvYUU3NmRFR05mdz09](https://us02web.zoom.us/j/85838272303?pwd=SWs5S2RLaW5aZVMvYUU3NmRFR05mdz09)**

OR

Join By phone: (301) 715-8592

Meeting ID: 858 3827 2303

Passcode: 036294

In advance, the hearing impaired is advised to use Video Relay Services (VRS) at 711 to submit your questions/comments or contact the City Clerk at (301) 474-8000 or email banderson@greenbeltmd.gov.

Wednesday, May 19, 2021

7:30 PM

Work Session Packet

Budget Work Session - Green Ridge House

Suggested Action:

Reference:

Green Ridge House Survey Executive Summary

Green Ridge House Budget Pgs. 242-250
GRH Budget 2021-2022

Agenda

- Introductions
 - Council Discussion
 - Questions and Answers
 - Other Items
- [Green Ridge House Survey Executive Summary \(3\).pdf](#)
[Green Ridge House Budget Pgs. 242-250.pdf](#)
[GRH Budget 2021.2022.pdf](#)



GREENBELT MD

Green Ridge House 2020 Resident Satisfaction Survey Executive Summary



Haleigh Coar
University of Maryland, College Park
Public Health Intern
February 8, 2021

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Green Ridge House Resident Satisfaction Survey Executive Summary 2020

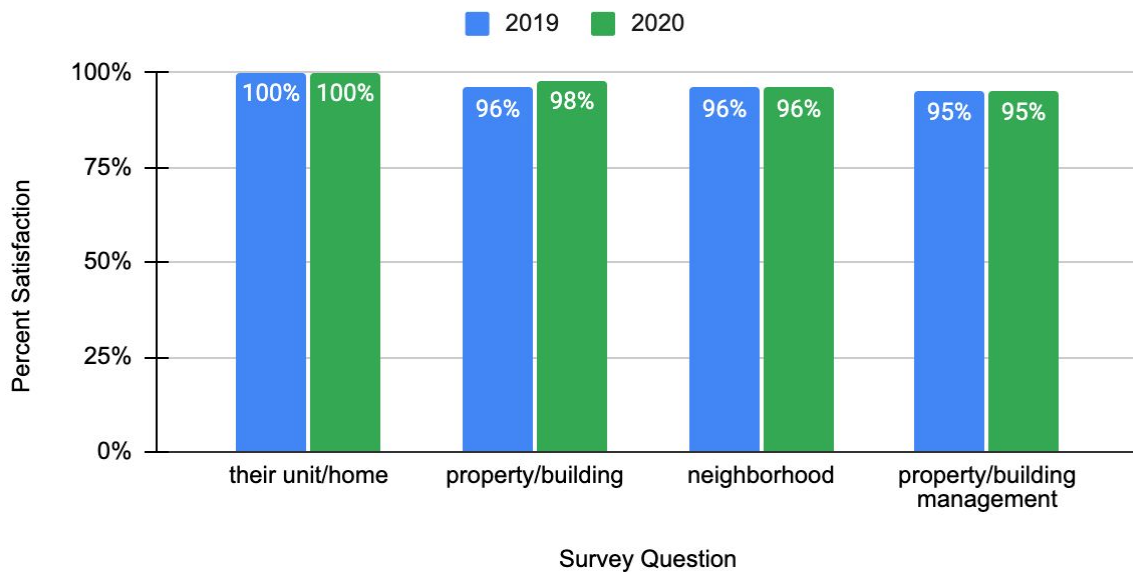
In 2020, the Greenbelt Assistance in Living (GAIL) Program conducted the annual Resident Satisfaction Survey to assess various aspects of residents' experiences while living at Green Ridge House (GRH), located at 22 Ridge Road, Greenbelt, MD 20770. Green Ridge House is a Department of Housing and Urban Development (HUD) Section 8-202 apartment building serving seniors aged 62 and older. Residents' average age was 72 years old. Among the residents 70% are female and 30% are male. The 25 survey questions included a majority of questions formatted yes/no, scaled, and one open-ended question. In addition to the Resident Satisfaction Survey, a COVID-19 addendum survey was attached which consisted of 8 questions that were a combination of yes/no and open-ended questions. A total of 65 residents out of the 95 surveyed responded, which was the highest since the survey's inception. In previous years only around 45 residents responded. Their results were correlated using Survey Monkey.

Overall Satisfaction

This section included questions 1-4 and asked about unit/home, property/building, neighborhood, and property/building management. Resident satisfaction showed 100% were satisfied or very satisfied with their unit/home which matched the reported percentage in 2019. When asked about their property/building 98% of residents were satisfied or very satisfied which was 2% higher than in 2019. Residents were equally satisfied with their neighborhood reporting 96% satisfied or very satisfied in 2019 and 2020. The overall property/building management satisfaction, 95% of residents were satisfied or very satisfied which was consistent with 2019.

GRH Survey Results 2020

Overall Satisfaction

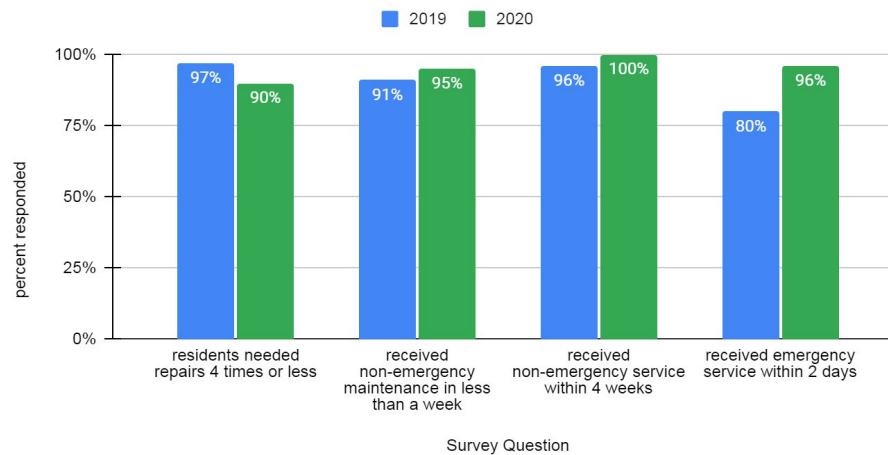


Maintenance and Repairs

Survey questions 5 through 11 included questions regarding maintenance and repairs specifically on maintenance requests, maintenance timing, and repair satisfaction. 90% of residents reported a need for repairs 4 times or less, a 7% decrease than the percentage reported in 2019. Residents that received service, 95% received non-emergency maintenance in less than a week, a 4% increase from 2019 while 100% received service within 4 weeks which was a 4% improvement from 2019. For emergency repairs, 96% of people received service within 2 days with the majority receiving service in less than 1 day, this is a 16% increase from 2019. Of those that requested service, 98% were satisfied or very satisfied with how easy it was to request those repairs, and how well the repairs were done, which are both 5% more than in 2019. 98% of residents responded that they were satisfied or very satisfied by how well they were treated by the staff they contacted for repairs which was 9% greater than in 2019. Finally, for maintenance and repairs, 100% of residents surveyed were satisfied or very satisfied with how well they were treated by the person doing repairs which was a 4% increase from 2019.

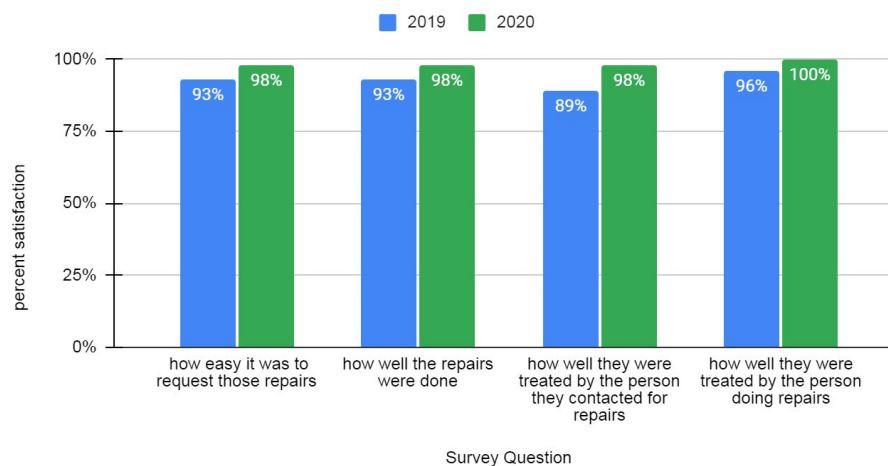
GRH Survey Results 2020

Maintenance and Repairs



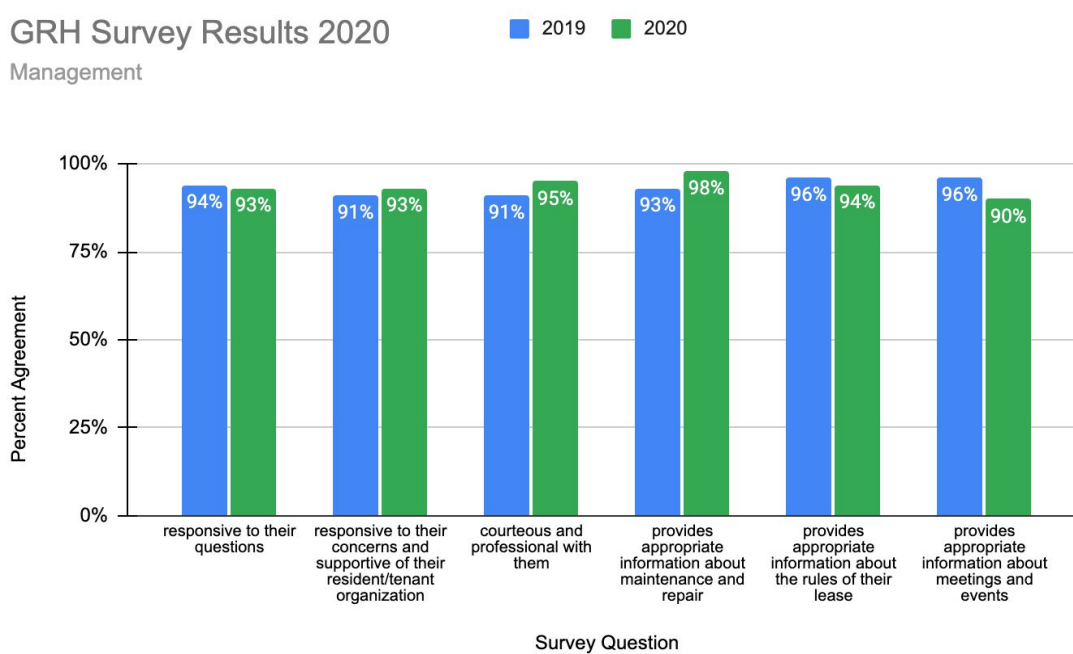
GRH Survey Results 2020

Maintenance and Repairs



Management

The management section consisted of questions 12-17 and discussed topics such as responsiveness, professionalism, and support. 93% of residents agreed or strongly agreed that management was responsive to their questions compared to 94% in 2019. 93% agreed or strongly agreed that management was responsive to their concerns and supportive of their resident/tenant organization which was 2% greater than in 2019. 95% of residents agreed or strongly agreed that management was courteous and professional which was 4% greater compared to 2019. 98% of residents agreed or strongly agreed that management provides appropriate information about maintenance and repair which was 5% greater than in 2019. 94% of residents agreed or strongly agreed that management provides appropriate information about the rules of their lease which was 2% less than what was reported in 2019. In the management section, 90% of residents agree or strongly agree that management provides appropriate information about meetings and events which was 6% less than the reported percent in 2019.

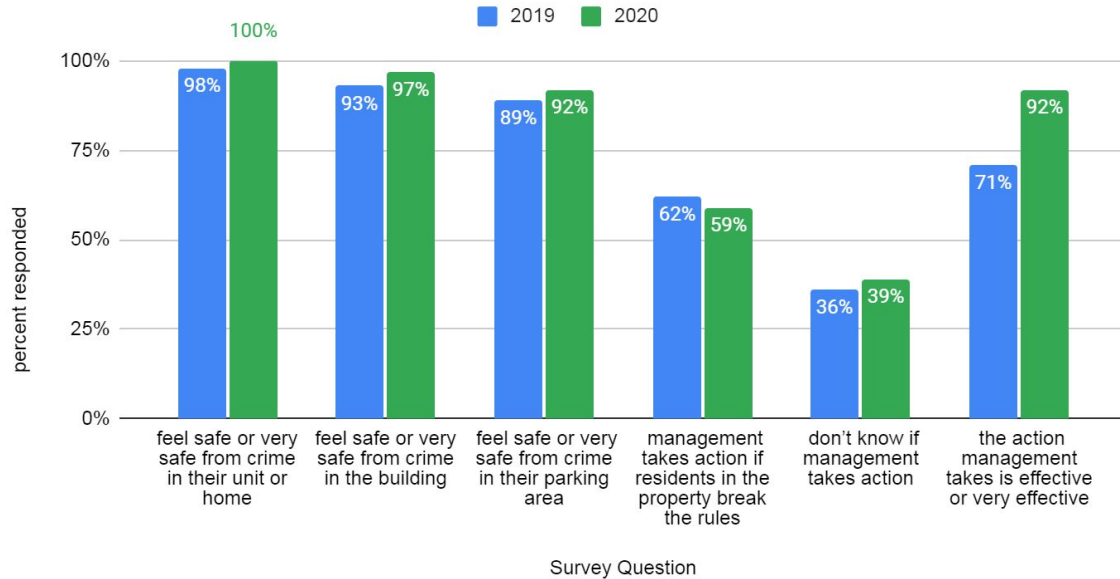


Safety

Regarding safety, residents were surveyed on questions 18-22 about crime in the area and management response. 100% of residents feel safe or very safe from crime in their unit or home which was a 2% increase from 2019. 97% of residents feel safe or very safe from crime in the building which saw a 4% increase from 2019. 92% of residents feel safe or very safe from crime in their parking area 3% greater than in 2019. 59% of residents reported that management takes action if residents in the property break the rules in the lease that pertain to safety; this decreased 3% from 2019. Additionally, 39% reported that they don't know if management takes action which was a 3% increase from 2019. 92% of residents responded that the action management takes was effective or very effective which was a large increase from 2019 when the percentage was 71%.

GRH Survey Results 2020

Safety

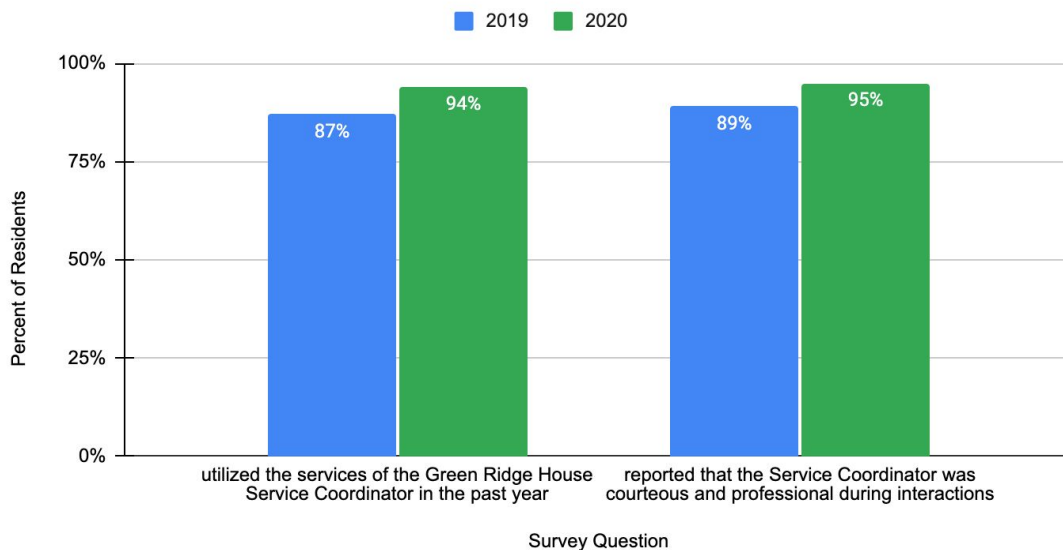


Service Coordinator

The service coordinator section included survey questions 23 and 24 and discussed utilization and professionalism. 94% of residents utilized the services of the Green Ridge House Service Coordinator in the past year which was a 7% increase from 2019. 95% of residents reported that the Service Coordinator was courteous and professional during interactions, appointments, or during presentations to the residents which was a 6% increase from 2019.

GRH Survey Results 2020

Service Coordinator

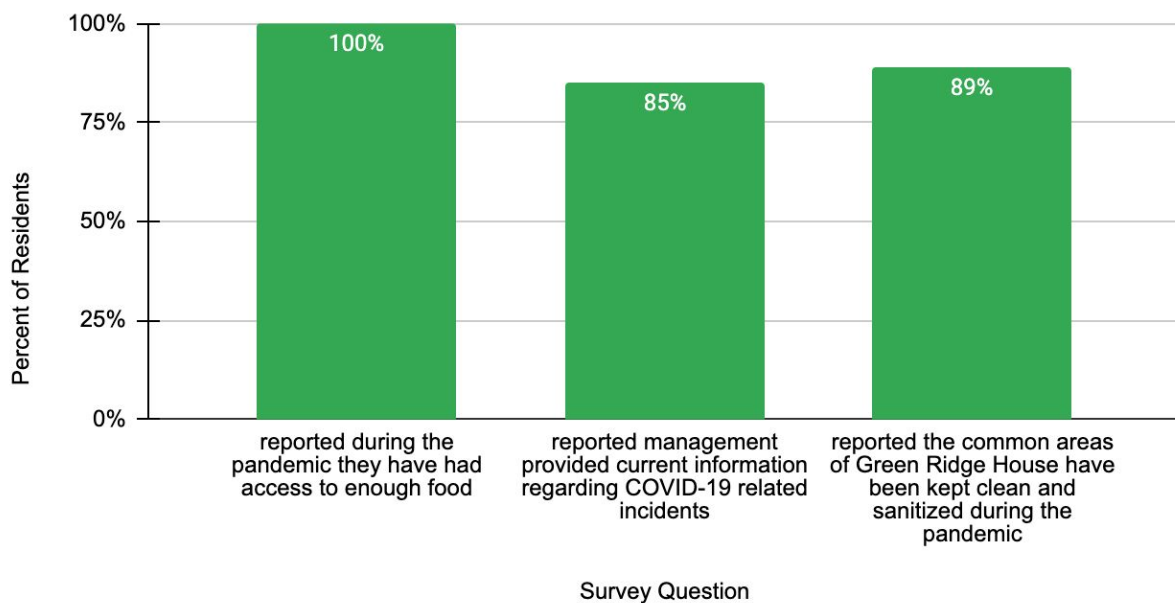


COVID-19 Addendum

The COVID Addendum discussed specific concerns relating to the COVID-19 pandemic in 2020. It discussed food security, COVID protocols, and vaccination. 100% of residents reported during the pandemic they have had access to enough food. 85% of residents reported that Green Ridge House Management has provided current information regarding COVID-19 related incidents, resident exposures, or changes in protocol. 89% responded that the common areas of Green Ridge House have been kept clean and sanitized during the pandemic. 69% of residents reported they plan on receiving the COVID-19 vaccine when it becomes available with 29% reporting they don't know yet.

GRH Survey Results 2020

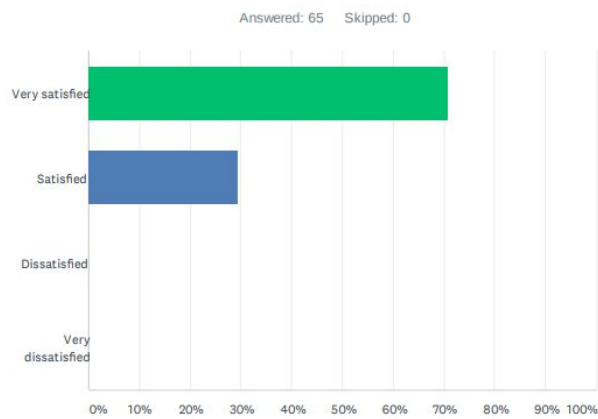
COVID-19 Addendum



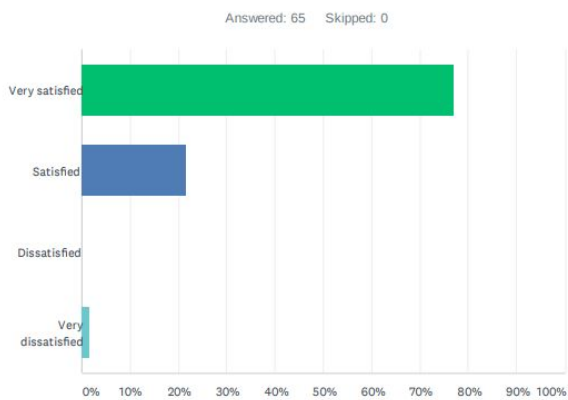
Addendum 1

2020 Resident Survey Results

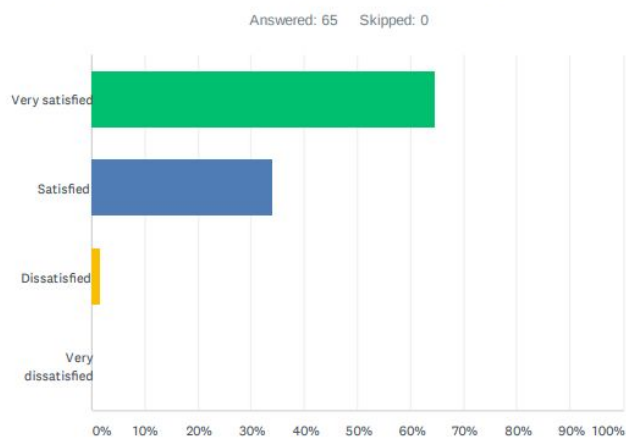
Q1 How satisfied are you with your unit/home?



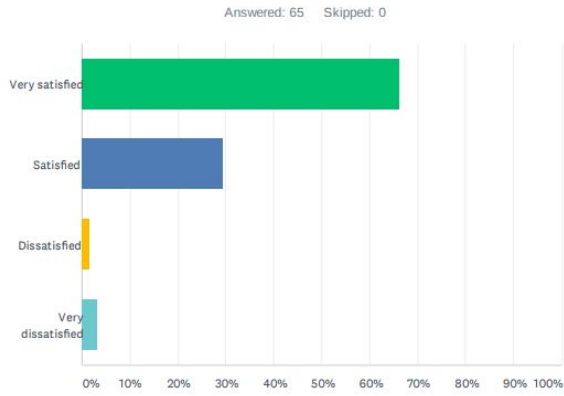
Q2 How satisfied are you with your property/building?



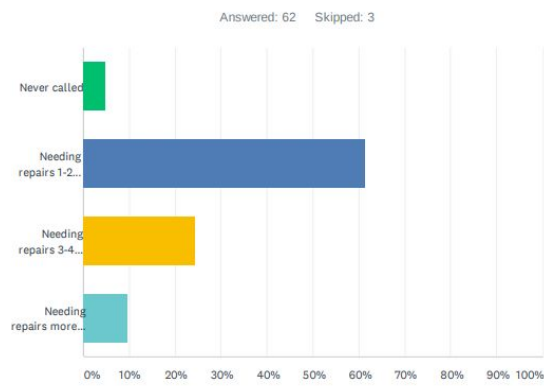
Q3 How satisfied are you with your neighborhood?



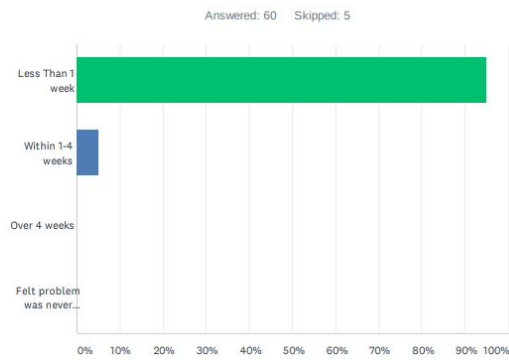
Q4 How satisfied are you with your property/building management?



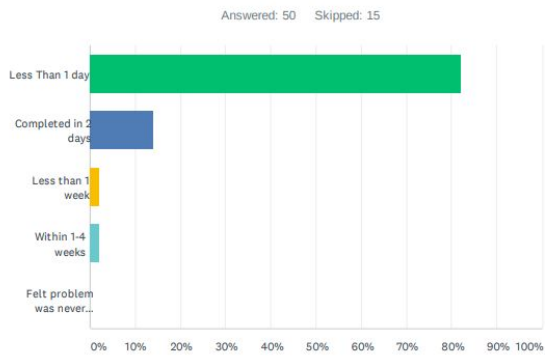
Q5 Over the last year, how many times have you called for maintenance or repairs?



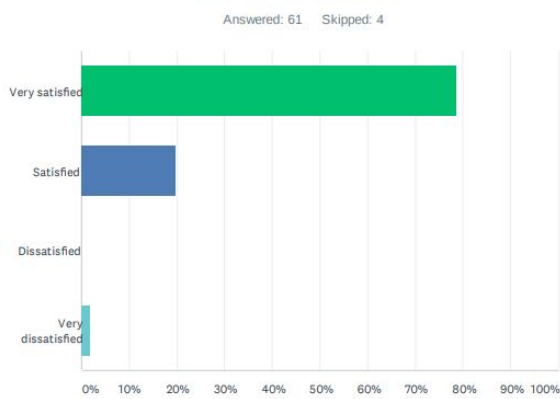
Q6 If you called for NON-EMERGENCY maintenance or repairs, the work was usually completed in...



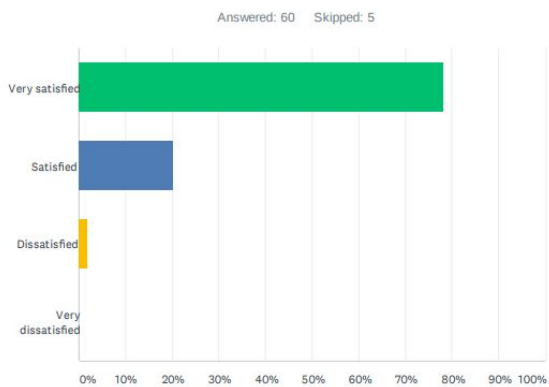
Q7 If you ever called for EMERGENCY maintenance or repairs, the work was usually completed in...



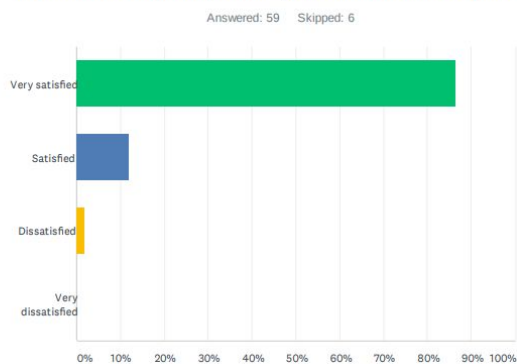
Q8 Based on your experience, how satisfied are you with how easy it was to request repairs?



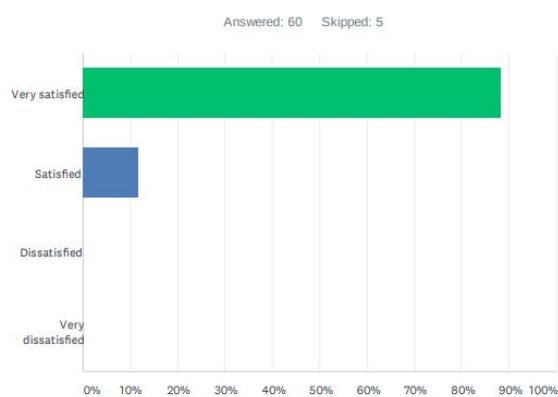
Q9 Based on your experience, how satisfied are you with how well the repairs were done?



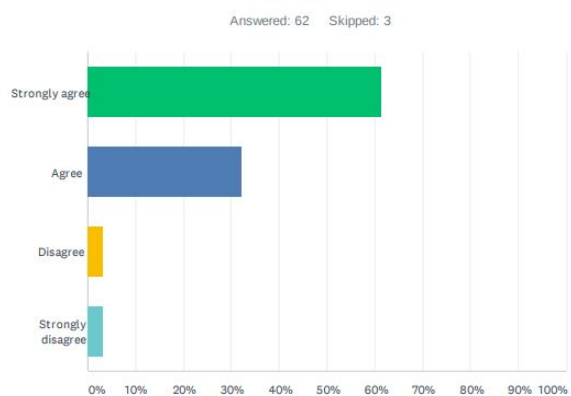
Q10 Based on your experience, how satisfied are you with how well you were treated by the person you contacted for repairs?



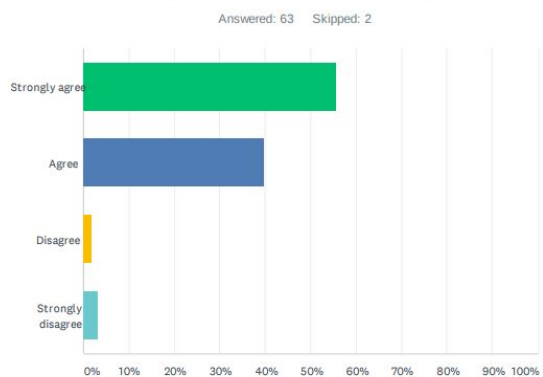
Q11 Based on your experience, how satisfied are you with how well you were treated by the person doing repairs?



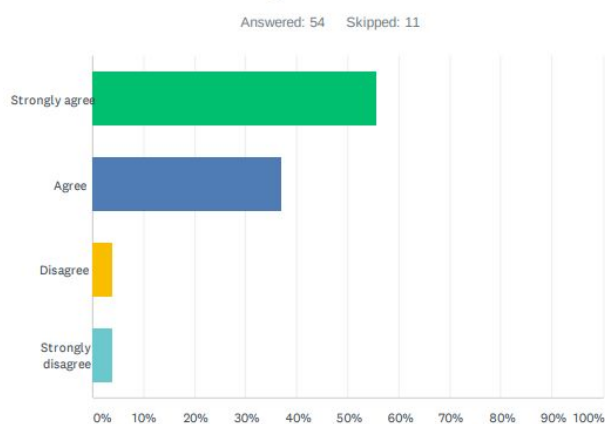
Q12 Do you think management is responsive to your questions and concerns?



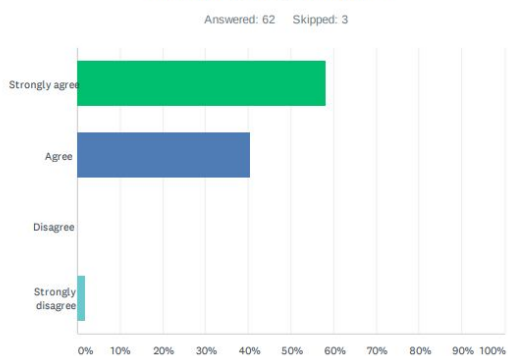
Q13 Do you think management is courteous and professional with you?



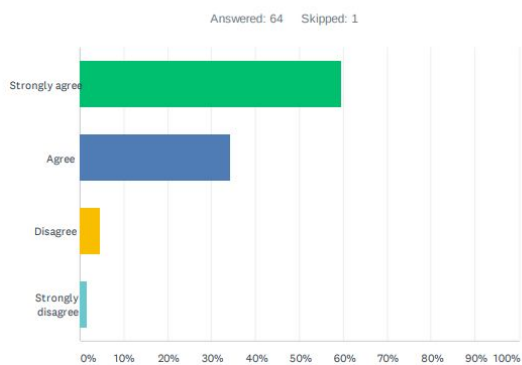
Q14 Do you think management is supportive of your resident/tenant organization?



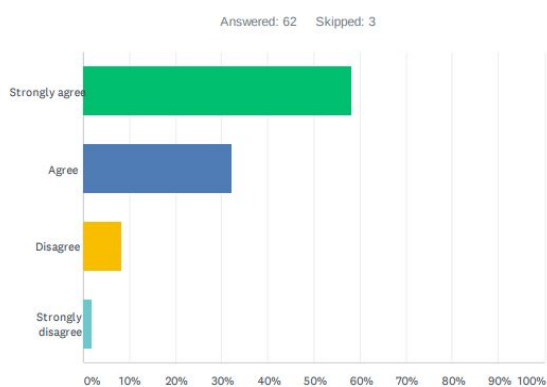
Q15 Do you think management provides appropriate information about maintenance and repair?



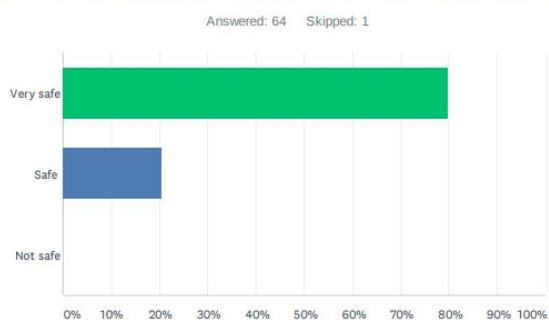
Q16 Do you think management provides appropriate information about the rules of your lease?



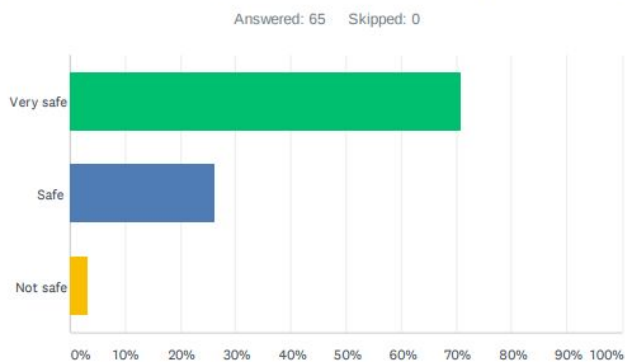
Q17 Do you think management provides appropriate information about meetings and events?



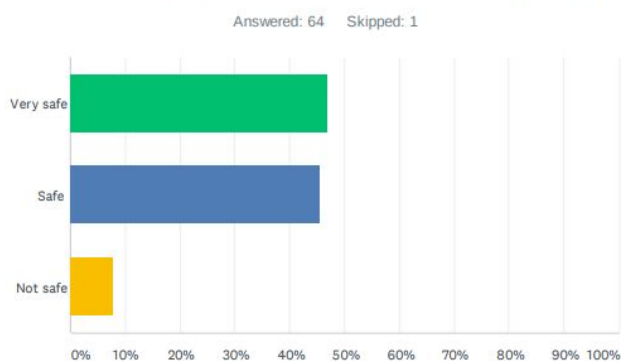
Q18 How safe do you feel from crime in your unit or home?



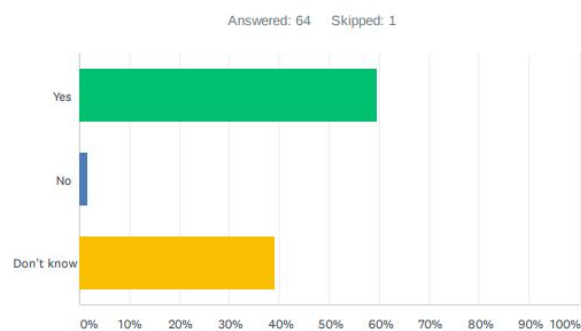
Q19 How safe do you feel from crime in your building?



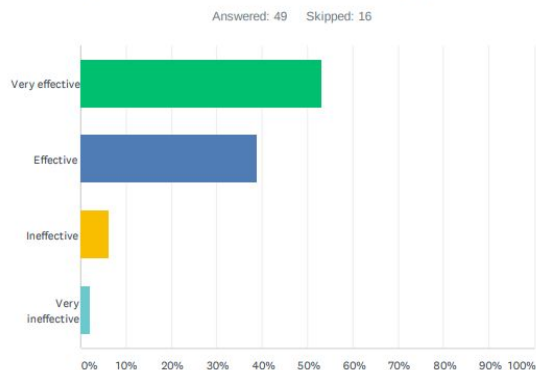
Q20 How safe do you feel from crime in your parking area?



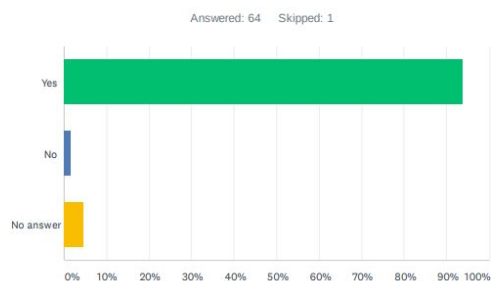
Q21 If residents in your property break the rules in the lease that pertain to safety, does management take action?



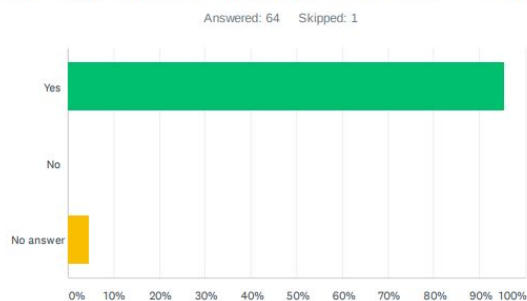
Q22 If management takes action, how would you rate its actions?



Q23 During the last year, have you utilized the services of the Green Ridge House Service Coordinator?



Q24 Was the Service Coordinator courteous and professional during your interactions, appointments, or during presentations to the residents?



Q25 If you would like for the Community Resource Advocate, Christal Batey to follow up with you regarding a concern or a compliment, please complete the following sections:

Answered: 14 Skipped: 51

ANSWER CHOICES		RESPONSES
Name		85.71% 12
--		0.00% 0
Unit Number		100.00% 14
--		0.00% 0
--		0.00% 0
--		0.00% 0
--		0.00% 0
--		0.00% 0
Email Address		28.57% 4
Phone Number		78.57% 11

#	NAME	DATE
1	James McCall	1/11/2021 5:25 PM
2	Georgia Porter	1/10/2021 11:52 AM
3	Bernard RObbs	1/9/2021 10:52 PM
4	Abdur R Jadun	1/9/2021 10:12 PM
5	Glenda Banks	1/9/2021 10:10 PM
6	(Illegible)	1/9/2021 10:08 PM
7	Robert Spears	1/9/2021 10:06 PM
8	Helen M Sharpes	1/9/2021 10:01 PM
9	Richard Perry	1/9/2021 1:30 PM
10	Anne Richter	1/9/2021 1:23 PM
11	Don Kossuth	1/9/2021 1:20 PM
12	Nilsen G. Pereina	1/9/2021 12:28 PM
#	--	DATE
There are no responses.		

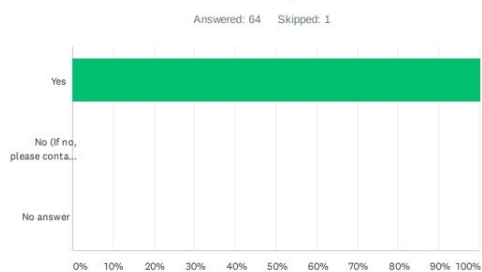
#	UNIT NUMBER	DATE
1	223	1/11/2021 5:25 PM
2	221	1/10/2021 11:52 AM
3	218	1/9/2021 10:52 PM
4	319	1/9/2021 10:49 PM
5	204	1/9/2021 10:12 PM
6	312	1/9/2021 10:10 PM
7	121	1/9/2021 10:08 PM
8	T06	1/9/2021 10:06 PM
9	301	1/9/2021 10:01 PM
10	236	1/9/2021 1:30 PM
11	202	1/9/2021 1:23 PM
12	211	1/9/2021 1:20 PM
13	203	1/9/2021 12:28 PM
14	233	1/9/2021 12:02 PM
#	--	DATE
There are no responses.		
#	--	DATE
There are no responses.		
#	--	DATE
There are no responses.		
#	--	DATE
There are no responses.		
#	--	DATE
There are no responses.		
#	EMAIL ADDRESS	DATE
1	bernardrobbs511@gmail.com	1/9/2021 10:52 PM
2	n/a	1/9/2021 10:08 PM
3	robertspears123@hotmail.com	1/9/2021 10:06 PM
4	bellagirl0616@gmail.com	1/9/2021 10:01 PM

#	PHONE NUMBER	DATE
1	240-602-4160	1/11/2021 5:25 PM
2	240-204-0667	1/9/2021 10:52 PM
3	301-466-2276	1/9/2021 10:12 PM
4	301-982-6450	1/9/2021 10:10 PM
5	301-220-0383	1/9/2021 10:08 PM
6	240-426-1023	1/9/2021 10:06 PM
7	301-646-2268	1/9/2021 10:01 PM
8	240-602-2479	1/9/2021 1:30 PM
9	301-222-3158	1/9/2021 1:23 PM
10	702-808-1237	1/9/2021 1:20 PM
11	240-468-2430	1/9/2021 12:28 PM

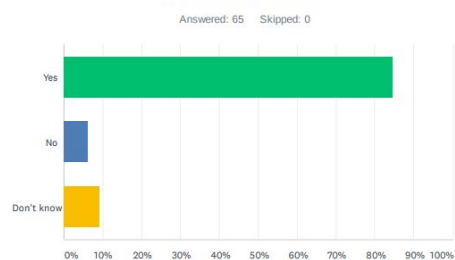
Addendum 2

2020 COVID Addendum Results

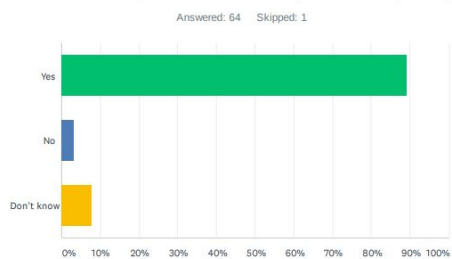
Q1 During the COVID-19 pandemic to date do you feel that you have had access to enough food?



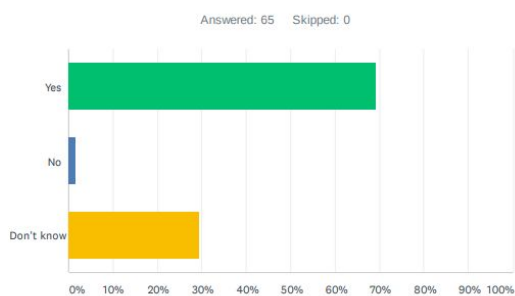
Q2 Do you feel Green Ridge House Management has provided current information regarding COVID-19 related incidents, resident exposures, or changes in protocol?



Q3 Do you feel that the common areas of Green Ridge House have been kept clean and sanitized during the pandemic? (This includes hand sanitizers stations, cleaning staff working throughout the building, and extra sanitizing when resident exposure is reported)



Q4 Do you plan on receiving the COVID-19 vaccine when it becomes available?



Q5 Feedback for Management:

Answered: 25 Skipped: 40

#	RESPONSES	DATE
1	You have done a great job.	1/10/2021 1:23 PM
2	Great job. You're doing an excellent job during this pandemic.	1/10/2021 1:22 PM
3	None	1/10/2021 1:21 PM
4	May the vaccine allow playing again?	1/10/2021 1:21 PM
5	Thank you for continuing to do an excellent job under difficult circumstances. I couldn't think of a place I would rather live at this stage of my life.	1/10/2021 1:20 PM
6	Management does an excellent job! Very professional!	1/10/2021 1:18 PM
7	Supplement to the Green Ridge House Satisfaction Survey: I have lived in Green Ridge House for many years. Since I moved in, the ambience has changed from "long term home living" to "institutional" and moving towards "warehoused and waiting for death". The public area furniture has gone from "comfy, be welcoming" to "doctor's waiting room." When you enter the building at the main door, you see faded dark brown wood on a bumpy floor. The baseboards have a rosy hue and the railings are blond. When you enter the elevator, the floor is casual and the walls are business and the colors don't blend. The drapes are red. The walls are yellow. Since the removal of carpeting (basic interior design— except not every disabled person knows how to partner. Dan Portnoy has said he has PTSD and vascular problems. I worked in the VA and has several disabled vets with PTSD working for me. They could never be anywhere with their backs to the people passing by. With PTSD, it is impossible. However, you acquire PTSD—"gift that keeps on giving"—a dreadful isolating disease, to have ANYTHING open at their backs where people wander by is intolerable. Dan Portnoy could loiter at the Management Office for hours. Furthermore, no one but the handler handles a service animal once it goes into service. If the animal can be passed around from person to person, it can't do its job or else the handler doesn't need a service animal. I cannot imagine how any dog can be trained to ameliorate vascular problems but what do I know?	1/10/2021 1:12 PM
8	Thank you so much for all the help!!	1/10/2021 1:00 PM
9	N/A	1/10/2021 12:58 PM
10	In talking with a few residents, I find there's some confusion about post-hospitalization protocols. Some thought if they got a negative test before being discharged from the hospital they need not quarantine after returning to GRH. Also, I'm concerned that our next door neighbor could've had the virus and we would not be informed.	1/10/2021 12:57 PM
11	Ok	1/10/2021 12:53 PM
12	It would be nice to know when an incident or exposure is resolved. Thank you for your hard work and efforts to stop the spread and encourage and enforce compliance.	1/10/2021 12:53 PM
13	Management has done a great job this year. Well done.	1/10/2021 12:47 PM
14	(illegible)	1/10/2021 12:45 PM
15	N/A	1/10/2021 12:44 PM
16	Do you know when RN medical room would be giving them out? I plan on going to (illegible) when vaccine becomes available.	1/10/2021 12:41 PM
17	Management seems to be doing a good job.	1/10/2021 12:34 PM
18	Thank you for the simply outstanding job of protecting and keeping us safe and informed. I stayed in my apartment but I felt safe and cared about. The quick response to everything that was happening was reassuring and I felt so safe, and it continued to date. God bless you.	1/10/2021 12:32 PM
19	I made a request about storage in Oct. 2020. I was told I was on the list. There are about at least 6 empty bins currently wondering how much is the wait.	1/10/2021 12:29 PM
20	Very good. They treat me well.	1/10/2021 12:28 PM
21	Persons with the following list challenges. It is not clear persons with various medical challenges such as COPD, heart, kidney, and on oxygen. T-4.	1/10/2021 12:13 PM
22	Need possible side effect information.	1/10/2021 11:56 AM
23	Great job.	1/10/2021 11:55 AM
24	They need to be more compassionate with the seniors, they have their guards up when the seniors come to the window.	1/9/2021 11:54 AM
25	Thanks for all you do	1/9/2021 11:49 AM

Q6 Feedback for Maintenance:

Answered: 21 Skipped: 44

#	RESPONSES	DATE
1	You have done a great job.	1/10/2021 1:23 PM
2	Quick turn around. Good job.	1/10/2021 1:22 PM
3	None	1/10/2021 1:21 PM
4	May we use the weight and exercise room again, after the vaccine given us?	1/10/2021 1:21 PM
5	Thank you for continuing to keep the building running smoothly cheerfully.	1/10/2021 1:20 PM
6	Excellent job!	1/10/2021 1:18 PM
7	Again, thank you so much!	1/10/2021 1:00 PM
8	N/A	1/10/2021 12:58 PM
9	If a resident is in quarantine and has a maintenance need, does maintenance staff then need to quarantine.	1/10/2021 12:57 PM
10	Good	1/10/2021 12:53 PM
11	Thank you for your professionalism and concern for safety as you keep the place running.	1/10/2021 12:53 PM
12	The maintenance department also doing a great job.	1/10/2021 12:47 PM
13	Good job. Doing very good guys.	1/10/2021 12:44 PM
14	N/A	1/10/2021 12:44 PM
15	Maintenance seems to be doing a good job. Question - shouldn't all that mold and slime on that T level patio (close to elevator) be cleaned up?	1/10/2021 12:34 PM
16	Dependable, professional, reliable, Thank you so much! For your service. God bless you all.	1/10/2021 12:32 PM
17	Excellent. I don't think I've ever lived in an apartment that had better and more responsive maintenance.	1/10/2021 12:28 PM
18	Good	1/10/2021 12:12 PM
19	Great job.	1/10/2021 11:55 AM
20	Very good	1/10/2021 11:54 AM
21	You guys rock!	1/9/2021 11:49 AM

Q7 Feedback for the Service Coordinator:

Answered: 21 Skipped: 44

#	RESPONSES	DATE
1	You have done a great job.	1/10/2021 1:23 PM
2	Very helpful.	1/10/2021 1:22 PM
3	None	1/10/2021 1:21 PM
4	Thank you for being helpful and efficient always.	1/10/2021 1:20 PM
5	Flora does an excellent job. She goes above and beyond to help the residents!	1/10/2021 1:18 PM
6	Flora, many thanks for all the help!	1/10/2021 1:00 PM
7	Would like information about the vaccine. Whether or not it will be administered at Green Ridge House when, and by whom.	1/10/2021 12:58 PM
8	Does the service coordinator (or other staff) keep in touch with residents' needs during quarantine? If a resident in quarantine asks a neighbor in GRH for some assistance that requires an in-person response, what are the safety protocols for such a situation? Should such requests be referred to the service coordinator.	1/10/2021 12:57 PM
9	Good	1/10/2021 12:53 PM
10	We appreciate your assistance, kindness, and work to help us get things done and connect us with valuable resources.	1/10/2021 12:53 PM
11	Thank you for Mondays.	1/10/2021 12:48 PM
12	Does a great job for all. Thank you very much!	1/10/2021 12:47 PM
13	N/A	1/10/2021 12:44 PM
14	Service coordinator seems to be doing a good job.	1/10/2021 12:34 PM
15	Professional, kind, patient, and very knowledge. I appreciate all the help received from Flora. For Pepco discounts and meals on wheels.	1/10/2021 12:32 PM
16	She has been very good and helpful. Very friendly and does her job.	1/10/2021 12:28 PM
17	Good	1/10/2021 12:12 PM
18	Great job.	1/10/2021 11:55 AM
19	Flora is great. She is kind, patient, and always willing to help us in any situation. Thanks Flora.	1/10/2021 11:54 AM
20	Flora is doing a great job.	1/9/2021 11:54 AM
21	I miss the birthday postings. Other than that, keep on keepin' on!	1/9/2021 11:49 AM

Q8 If you would like for the Community Resource Advocate, Christal Batey to follow up with you regarding a concern or a compliment, please complete the following sections:

Answered: 3 Skipped: 62

ANSWER CHOICES	RESPONSES	
Name	66.67%	2
--	0.00%	0
Unit Number	100.00%	3
--	0.00%	0
--	0.00%	0
--	0.00%	0
--	0.00%	0
--	0.00%	0
Email Address	33.33%	1
Phone Number	33.33%	1

#	NAME	DATE
1	XC Drew	1/10/2021 1:12 PM
2	Rochard Perry	1/10/2021 11:56 AM
#	--	DATE
	There are no responses.	
#	UNIT NUMBER	DATE
1	T-7	1/10/2021 1:12 PM
2	219	1/10/2021 12:49 PM
3	236	1/10/2021 11:56 AM
#	--	DATE
	There are no responses.	
#	--	DATE
	There are no responses.	
#	--	DATE
	There are no responses.	
#	--	DATE
	There are no responses.	
#	--	DATE
	There are no responses.	

#	EMAIL ADDRESS	DATE
1	KCdrew@gmail.com	1/10/2021 1:12 PM
#	PHONE NUMBER	DATE
1	301-345-5837	1/10/2021 1:12 PM

Fiscal Year 2022



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

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. There is also the Mary Geiger Fund. 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 Program. 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. A CARES - Green Ridge House pet assistance program was created via a grant to help fund veterinary care and pet food.
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

OTHER FUNDS

	Balance FY 2019	FY 2020 Contribution	FY 2020 Debits	Balance 07/01/20	FY 2021 Estimated Contri.	FY 2021 Estimated Debits	Estimated Balance 07/01/21	FY 2022 Estimated Contri.	FY 2022 Estimated Debits	Estimated Balance 06/30/22
Recreation Department	\$4,662	\$2,802	-	\$7,464	\$500	(\$200)	\$7,764	\$2,000	(\$1,000)	\$8,764
Mary Geiger Fund	3,315	195	-	3,510	250	(150)	3,610	500	(250)	3,860
Greenbelt CARES	758	-	(\$451)	307	-	-	307	-	-	307
Good Samaritan	2,367	5,100	(5,040)	2,427	25,000	(20,000)	7,427	10,000	(10,000)	7,427
Emergency Assistance	400	21,499	(10,525)	11,374	30,000	(40,000)	1,374	20,000	(15,000)	6,374
Adopt-A-Tree	1,343	2,290	(2,019)	1,614	1,675	(1,500)	1,789	2,000	(2,000)	1,789
Adopt-A-Bench	5,166	1,200	(492)	5,874	1,200	(457)	6,617	1,200	(450)	7,367
Drug and Evidence	54,618	1,646	-	56,264	-	-	56,264	1,500	-	57,764
Advisory Committee on Education	16,836	6,406	(5,000)	18,242	4,000	(5,000)	17,242	4,000	(5,000)	16,242
CARES - GRH Pet Assistance	1,833	-	(867)	966	0	(350)	616	0	(350)	266
Fire Department	416,892	120,000	(400,000)	136,892	120,000	(256,892)	0	120,000	-	120,000
Spay and Neuter Clinic	7,831	-	-	7,831	-	-	7,831	-	-	7,831

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GREEN RIDGE HOUSE

Green Ridge House is a city-owned apartment building for seniors. 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

- Guided the facility through the Pandemic with 0 confirmed cases of Covid-19 among residents.
- The Community Director moved into the facility to provide added support for residents during the Pandemic.
- Patched and painted entire exterior of building including all balconies and caulked windows.
- Installed new vinyl flooring throughout common area hallways and main lobby of the building.
- Installed new mailboxes at each resident door.
- Removed old shed from property.
- Replaced windows as needed.

ISSUES & SERVICES

The COVID-19 Pandemic resulted in reduced accomplishments and activities at the facility.

As a Section 8 complex, the rent charged to residents is subsidized by the federal government. In FY 2021, the market rent for a unit at Green Ridge House is \$1,297 per month. No rent increase is proposed for FY 2022.

The Community Resource Advocate (CRA) is the liaison between Green Ridge House management and city administration. The Service Coordinator focuses on resident case management.

In response to the changing needs of residents, the city worked with Community Realty to pay for clinical counseling services in FY 2020, which continue in FY 2022.

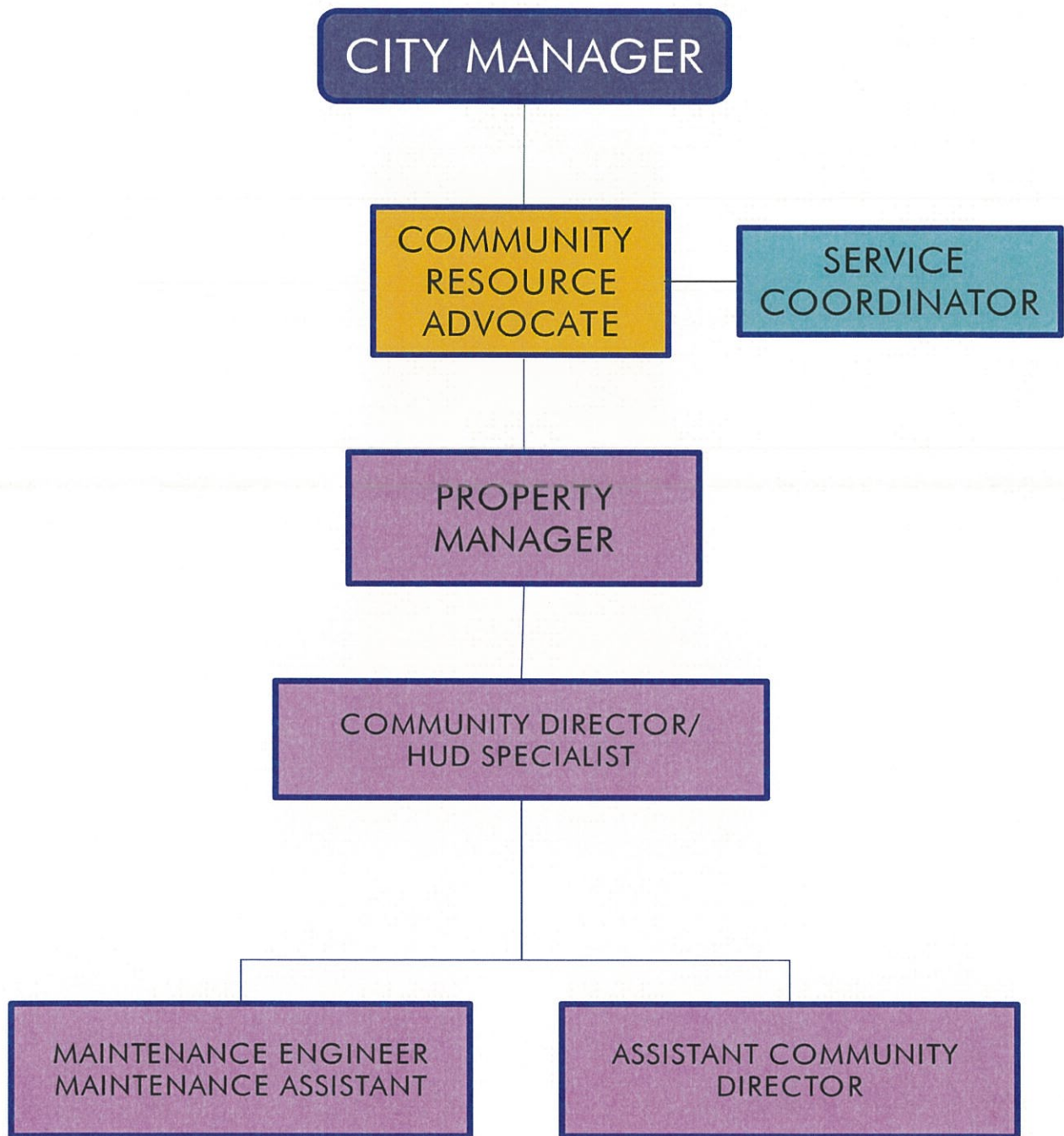
Historically, parking has been a challenge, but the current parking lot configuration provides 55 spaces on-site with 43 permits issued for vehicles.

The building's roof has an estimated life expectancy of two years. Funding to replace the roof will be included in the FY 2022 and 2023 Budgets. The city and Community Realty continue to exploring the feasibility of installing solar panels as part of this project.

BUDGET COMMENTS

- 1) Vacancy losses are higher based on the average of the last several years.
- 2) In FY 2022, Miscellaneous Administrative costs continue to include funding for counseling services provided to residents (\$13,000).
- 3) Service Contracts budgets for pest control and security camera services increase in response to residents' needs. `
- 4) For FY 2022, proposed capital expenditures of \$152,900 include:
 - Apartment Renovations (\$10,000) - electric range and refrigerator replacements.
 - Building Improvements (\$97,700) - window replacements and roof replacement.
 - Common Area Renovation (\$20,200) - new fitness equipment and add additional camera to screen parking lot and upgrade system.
 - Consultant Fees for Roof Replacement project (\$25,000) - construction administration fees and design fees for potential solar panels.

GREEN RIDGE HOUSE



Green Ridge House Budget

Fiscal Year 2022

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Projected FY 2021	Budget FY 2022	Proposed FY 2022
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Section 2 Revenue

Rental Revenue

Potential Resident Rent Income	453,182	479,639	424,400	519,700	424,430	424,400
Gross Potential Rent - Affordable	1,046,452	1,131,768	1,147,500	1,052,200	1,147,534	1,147,500
Vacancy Loss	(59,170)	(75,294)	(44,000)	(75,700)	(44,013)	(44,000)
Employee Units	(14,844)	(15,564)	(15,600)	(15,600)	(31,128)	(31,100)
Ending Prepaid Rent	-	-	-	-	-	-
Ending Delinquency	-	-	-	-	-	-
Total Rental Revenue	1,425,620	1,520,549	1,512,300	1,480,700	1,496,823	1,496,800

Other Revenue

Pet Fee Income	-	125	-	1,000	\$1,000	\$1,000
Late Fees	84	75	300	100	300	300
Laundry Income	3,397	3,288	3,200	3,300	3,300	3,300
Tenant Damages Fees	1,182	517	-	900	\$860	\$900
Interest Income	182	137	100	-	100	100
Interest Income - Other	-	21,010	-	1,900	\$2,000	\$2,000
Miscellaneous Income	-	15	400	-	100	100
Forfeited Security Deposit	-	(381)	-	-	-	-
Total Other Revenue	4,845	24,786	4,000	7,100	7,660	7,700
Total Revenue	1,430,465	1,545,335	1,516,400	1,487,800	1,504,483	1,504,500

Section 3 - Operating Expenses

Administrative

Management Fees	64,556	69,479	68,200	66,900	67,702	67,700
Bank Fees	170	321	500	200	245	200
Computer Services	11,516	18,448	13,700	12,000	14,880	14,900
Dues and Subscriptions	-	401	-	900	900	\$900
Educational Training	1,162	456	3,800	500	715	700
Social Activities	24,756	17,903	31,200	13,100	31,210	31,200
Legal Fees	1,375	219	5,000	500	700	700
Miscellaneous Administrative	33,535	38,369	54,500	46,000	55,575	55,600
Credit Reports	3,515	3,781	1,100	1,000	1,176	1,200
Office Supplies	14,374	12,970	15,800	12,900	15,062	15,100
Postage	56	177	400	300	350	400
Professional Fees	270	189	200	-	230	200
Audit Fees	9,360	-	9,500	9,500	9,500	9,500
Office Equipment Rental	-	-	-	-	-	-
Uniforms	-	-	-	-	-	-
Misc. Operating Expense	13,337	6,199	8,500	6,700	11,200	11,200
Advertising and Promotion	-	70	1,000	1,000	1,000	1,000
Cable/Internet/Phone	17,329	17,093	18,000	15,000	17,981	18,000
Interest on Security Deposits	419	1,261	-	1,300	500	500
Total Administrative	195,730	187,336	231,400	187,900	228,926	229,000

Green Ridge House Budget

Fiscal Year 2022

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Projected FY 2021	Budget FY 2022	Proposed FY 2022
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Section 4- Payroll

Salaries	280,809	277,056	299,800	287,800	309,475	309,500
Payroll Taxes	21,723	21,306	27,000	25,000	27,853	27,900
Temporary Help	-	-	500	-	500	500
401K Contribution Match	-	4,676	14,400	4,900	5,000	5,000
Employers 401K Expense	4,204	277	4,700	400	400	400
Total Payroll	306,736	303,315	346,400	318,000	343,228	343,200

Section 5 - Utilities

Electricity - Common Area	49,905	54,946	72,100	60,500	65,900	65,900
Electricity Vacant Units	706	2,172	1,600	2,000	1,950	2,000
Water & Sewer	59,521	63,189	73,600	61,700	64,200	64,200
Gas - Common Area	22,531	9,416	27,000	26,400	27,700	27,700
Total Utilities	132,663	129,723	174,300	150,600	159,750	159,800

Section 6 Service Contracts

Elevator Contract	6,254	7,670	10,900	11,000	10,950	11,000
Exterior Landscaping Contract	33,996	29,830	42,600	37,400	42,004	42,000
Fire & Life Safety Contract	16,294	3,281	10,200	18,300	9,820	9,800
Contract Cleaning	44,578	42,636	43,900	46,700	56,516	56,500
Access Control	4,552	2,019	8,900	1,300	8,860	8,900
Pest Control Contract	2,793	3,314	4,400	2,600	4,640	4,600
Trash Removal	10,152	11,095	12,400	14,500	14,650	14,700
Total Service Contracts	118,619	99,845	133,200	131,800	147,440	147,400

Section 7 - Insurance

Employee Health Insurance	17,670	23,695	26,900	27,400	30,152	30,200
Worker's Compensation	2,846	2,761	3,200	3,000	3,511	3,500
Multi Peril Insurance	59,616	60,863	64,100	61,200	65,781	65,800
Flood Insurance	-	-	1,000	-	-	-
Fiduciary Liability	164	138	100	200	251	300
Other Insurance	-	-	-	-	-	-
Excess Liability	2,713	2,573	2,700	2,700	2,702	2,700
3rd Party Liability	365	357	400	300	315	300
Total Insurance	83,374	90,387	98,500	94,800	102,712	102,700

Green Ridge House Budget

Fiscal Year 2022

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Projected FY 2021	Budget FY 2022	Proposed FY 2022
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Section 8 - Maintenance

Electrical	2,350	3,580	4,200	4,200	4,240	4,200
HVAC	27,775	39,933	18,800	16,100	18,818	18,800
Misc. Maintenance	5,459	4,312	6,000	7,900	4,700	4,700
Pavement and Grounds	5,310	-	5,000	-	5,500	5,500
Plumbing	8,183	1,866	12,000	11,400	11,983	12,000
Snow Removal	13,415	810	10,000	12,700	10,000	10,000
Repairs Covered by Insurance	-	-	-	-	-	-
Reimburse. from Insurance Claims	-	-	-	-	-	-
Replacement Units & Parts	18,404	19,877	18,500	12,700	16,800	16,800
Maintenance Assistance	-	-	-	400	400	400
Structural Repair	-	-	-	46,000	-	-
Windows and Doors	-	2,990	-	-	-	-
Painting - Public Space	270	4,162	25,000	6,400	25,000	25,000
Painting Occupied Unit	-	1,280	-	-	-	-
Appliance Maintenance	-	-	-	200	-	-
Floor Repairs	-	-	-	-	-	-
Roof Repairs	1,347	-	12,500	-	12,500	12,500
Janitorial Supplies	5,070	7,797	3,000	4,300	1,500	1,500
Expense Reimbursement	(7,114)	-	-	-	-	-
Total Maintenance	80,469	86,607	115,000	122,400	111,441	\$111,400

Section 9 - Turnover Costs

Apartment Painting	9,185	11,795	10,400	14,500	11,800	11,800
Carpet Cleaning	6,180	3,896	20,200	6,300	17,980	18,000
Apartment Cleaning	765	1,980	4,100	2,600	4,500	4,500
Total Turnover Costs	16,130	17,671	34,600	23,400	34,280	34,300

Section 10 - Taxes & Reserves

Hazard/Property Ins. Escrow	-	-	-	-	-	-
MIP Escrow	-	-	-	-	-	-
Mortgage Escrow	-	-	-	-	-	-
Real Estate Tax	96,000	94,688	96,000	96,000	96,000	96,000
Replacement Reserves	330,000	330,000	330,000	330,000	330,000	330,000
Residual Receipts	-	-	-	-	-	-
Personal Property Tax	-	-	-	-	-	-
Insurance Escrow	-	-	-	-	-	-
Misc. Tax and License	14,586	14,586	15,200	14,600	15,220	15,200
Total Taxes & Reserves	440,586	439,274	441,200	440,600	441,220	441,200

Debt Service

Mortgage Payable Current	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Total Debt Service	-	-	-	-	-	-
Total Operating Expenses	1,374,307	1,354,158	1,574,600	1,469,500	1,568,997	1,569,000
Revenues/Expenditures Favorable/(Unfavorable)	56,158	191,177	(58,200)	18,300	(64,514)	(64,500)

Green Ridge House Budget

OTHER FUNDS

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Green Ridge House Budget

Fiscal Year 2022

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Projected FY 2021	Budget FY 2022	Proposed FY 2022
Section 11 - Capital Expenditures						
Apartment Renovations	3,942	-	10,000	2,300	10,000	10,000
Building Improvements	318,478	181,057	173,700	301,300	97,655	97,700
Appliances	-	1,602	-	-	-	-
Carpet	5,694	9,245	-	3,500	-	-
Common Area Renovations	114,466	36,890	79,900	54,100	20,200	20,200
Consultant Fee	3,990	-	-	13,100	25,000	25,000
New Equipment	3,081	637	-	-	-	-
TOTAL CAPITAL EXPENSES	449,651	229,431	263,600	374,300	152,855	152,900



GREEN RIDGE HOUSE APARTMENTS
BUDGET
For FY 2022
July 1, 2021 - June 30, 2022

Prepared by:
Community Realty Company, Inc.

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11	Capital Expenditures

Green Ridge House Budget

Fiscal Year 2022

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Projected FY 2021	Budget FY 2022	Proposed FY 2022
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Section 2 Revenue

Rental Revenue

Potential Resident Rent Income	453,182	479,639	424,400	519,700	424,430	424,400
Gross Potential Rent - Affordable	1,046,452	1,131,768	1,147,500	1,052,200	1,147,534	1,147,500
Vacancy Loss	(59,170)	(75,294)	(44,000)	(75,700)	(44,013)	(44,000)
Employee Units	(14,844)	(15,564)	(15,600)	(15,600)	(31,128)	(31,100)
Ending Prepaid Rent	-	-	-	-	-	-
Ending Delinquency	-	-	-	-	-	-
Total Rental Revenue	1,425,620	1,520,549	1,512,300	1,480,700	1,496,823	1,496,800

Other Revenue

Pet Fee Income	-	125	-	1,000	\$1,000	\$1,000
Late Fees	84	75	300	100	300	300
Laundry Income	3,397	3,288	3,200	3,300	3,300	3,300
Tenant Damages Fees	1,182	517	-	900	\$860	\$900
Interest Income	182	137	100	-	100	100
Interest Income - Other	-	21,010	-	1,900	\$2,000	\$2,000
Miscellaneous Income	-	15	400	-	100	100
Forfeited Security Deposit	-	(381)	-	-	-	-
Total Other Revenue	4,845	24,786	4,000	7,100	7,660	7,700
Total Revenue	1,430,465	1,545,335	1,516,400	1,487,800	1,504,483	1,504,500

Section 3 - Operating Expenses

Administrative

Management Fees	64,556	69,479	68,200	66,900	67,702	67,700
Bank Fees	170	321	500	200	245	200
Computer Services	11,516	18,448	13,700	12,000	14,880	14,900
Dues and Subscriptions	-	401	-	900	900	\$900
Educational Training	1,162	456	3,800	500	715	700
Social Activities	24,756	17,903	31,200	13,100	31,210	31,200
Legal Fees	1,375	219	5,000	500	700	700
Miscellaneous Administrative	33,535	38,369	54,500	46,000	55,575	55,600
Credit Reports	3,515	3,781	1,100	1,000	1,176	1,200
Office Supplies	14,374	12,970	15,800	12,900	15,062	15,100
Postage	56	177	400	300	350	400
Professional Fees	270	189	200	-	230	200
Audit Fees	9,360	-	9,500	9,500	9,500	9,500
Office Equipment Rental	-	-	-	-	-	-
Uniforms	-	-	-	-	-	-
Misc. Operating Expense	13,337	6,199	8,500	6,700	11,200	11,200
Advertising and Promotion	-	70	1,000	1,000	1,000	1,000
Cable/Internet/Phone	17,329	17,093	18,000	15,000	17,981	18,000
Interest on Security Deposits	419	1,261	-	1,300	500	500
Total Administrative	195,730	187,336	231,400	187,900	228,926	229,000

Green Ridge House Budget

Fiscal Year 2022

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Projected FY 2021	Budget FY 2022	Proposed FY 2022
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Section 4- Payroll

Salaries	280,809	277,056	299,800	287,800	309,475	309,500
Payroll Taxes	21,723	21,306	27,000	25,000	27,853	27,900
Temporary Help	-	-	500	-	500	500
401K Contribution Match	-	4,676	14,400	4,900	5,000	5,000
Employers 401K Expense	4,204	277	4,700	400	400	400
Total Payroll	306,736	303,315	346,400	318,000	343,228	343,200

Section 5 - Utilities

Electricity - Common Area	49,905	54,946	72,100	60,500	65,900	65,900
Electricity Vacant Units	706	2,172	1,600	2,000	1,950	2,000
Water & Sewer	59,521	63,189	73,600	61,700	64,200	64,200
Gas - Common Area	22,531	9,416	27,000	26,400	27,700	27,700
Total Utilities	132,663	129,723	174,300	150,600	159,750	159,800

Section 6 Service Contracts

Elevator Contract	6,254	7,670	10,900	11,000	10,950	11,000
Exterior Landscaping Contract	33,996	29,830	42,600	37,400	42,004	42,000
Fire & Life Safety Contract	16,294	3,281	10,200	18,300	9,820	9,800
Contract Cleaning	44,578	42,636	43,900	46,700	56,516	56,500
Access Control	4,552	2,019	8,900	1,300	8,860	8,900
Pest Control Contract	2,793	3,314	4,400	2,600	4,640	4,600
Trash Removal	10,152	11,095	12,400	14,500	14,650	14,700
Total Service Contracts	118,619	99,845	133,200	131,800	147,440	147,400

Section 7 - Insurance

Employee Health Insurance	17,670	23,695	26,900	27,400	30,152	30,200
Worker's Compensation	2,846	2,761	3,200	3,000	3,511	3,500
Multi Peril Insurance	59,616	60,863	64,100	61,200	65,781	65,800
Flood Insurance	-	-	1,000	-	-	-
Fiduciary Liability	164	138	100	200	251	300
Other Insurance	-	-	-	-	-	-
Excess Liability	2,713	2,573	2,700	2,700	2,702	2,700
3rd Party Liability	365	357	400	300	315	300
Total Insurance	83,374	90,387	98,500	94,800	102,712	102,700

Green Ridge House Budget

Fiscal Year 2022

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Projected FY 2021	Budget FY 2022	Proposed FY 2022
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Section 8 - Maintenance

Electrical	2,350	3,580	4,200	4,200	4,240	4,200
HVAC	27,775	39,933	18,800	16,100	18,818	18,800
Misc. Maintenance	5,459	4,312	6,000	7,900	4,700	4,700
Pavement and Grounds	5,310	-	5,000	-	5,500	5,500
Plumbing	8,183	1,866	12,000	11,400	11,983	12,000
Snow Removal	13,415	810	10,000	12,700	10,000	10,000
Repairs Covered by Insurance	-	-	-	-	-	-
Reimburse. from Insurance Claims	-	-	-	-	-	-
Replacement Units & Parts	18,404	19,877	18,500	12,700	16,800	16,800
Maintenance Assistance	-	-	-	400	400	400
Structural Repair	-	-	-	46,000	-	-
Windows and Doors	-	2,990	-	-	-	-
Painting - Public Space	270	4,162	25,000	6,400	25,000	25,000
Painting Occupied Unit	-	1,280	-	-	-	-
Appliance Maintenance	-	-	-	200	-	-
Floor Repairs	-	-	-	-	-	-
Roof Repairs	1,347	-	12,500	-	12,500	12,500
Janitorial Supplies	5,070	7,797	3,000	4,300	1,500	1,500
Expense Reimbursement	(7,114)	-	-	-	-	-
Total Maintenance	80,469	86,607	115,000	122,400	111,441	\$111,400

Section 9 - Turnover Costs

Apartment Painting	9,185	11,795	10,400	14,500	11,800	11,800
Carpet Cleaning	6,180	3,896	20,200	6,300	17,980	18,000
Apartment Cleaning	765	1,980	4,100	2,600	4,500	4,500
Total Turnover Costs	16,130	17,671	34,600	23,400	34,280	34,300

Section 10 - Taxes & Reserves

Hazard/Property Ins. Escrow	-	-	-	-	-	-
MIP Escrow	-	-	-	-	-	-
Mortgage Escrow	-	-	-	-	-	-
Real Estate Tax	96,000	94,688	96,000	96,000	96,000	96,000
Replacement Reserves	330,000	330,000	330,000	330,000	330,000	330,000
Residual Receipts	-	-	-	-	-	-
Personal Property Tax	-	-	-	-	-	-
Insurance Escrow	-	-	-	-	-	-
Misc. Tax and License	14,586	14,586	15,200	14,600	15,220	15,200
Total Taxes & Reserves	440,586	439,274	441,200	440,600	441,220	441,200

Debt Service

Mortgage Payable Current	-	-	-	-	-	-
Principal	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Total Debt Service	-	-	-	-	-	-
Total Operating Expenses	1,374,307	1,354,158	1,574,600	1,469,500	1,568,997	1,569,000
Revenues/Expenditures Favorable/(Unfavorable)	56,158	191,177	(58,200)	18,300	(64,514)	(64,500)

Green Ridge House Budget

Fiscal Year 2022

	Actual FY 2019	Actual FY 2020	Budget FY 2021	Projected FY 2021	Budget FY 2022	Proposed FY 2022
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Section 11 - Capital Expenditures

Apartment Renovations	3,942	-	10,000	2,300	10,000	10,000
Building Improvements	318,478	181,057	173,700	301,300	97,655	97,700
Appliances	-	1,602	-	-	-	-
Carpet	5,694	9,245	-	3,500	-	-
Common Area Renovations	114,466	36,890	79,900	54,100	20,200	20,200
Consultant Fee	3,990	-	-	13,100	25,000	25,000
New Equipment	3,081	637	-	-	-	-
TOTAL CAPITAL EXPENSES	449,651	229,431	263,600	374,300	152,855	152,900

Section 2

FY 2022 FY 2022
Rounded

RENTAL REVENUE

FY 2022

Year	Monthly Rent	No. Apts.	Total Mo. Income
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2021

July	\$1,297	101	\$130,997
Aug.	\$1,297	101	\$130,997
Sept.	\$1,297	101	\$130,997
Oct.	\$1,297	101	\$130,997
Nov.	\$1,297	101	\$130,997
Dec.	\$1,297	101	\$130,997

2022

Jan.	\$1,297	101	\$130,997
Feb.	\$1,297	101	\$130,997
Mar.	\$1,297	101	\$130,997
Apr.	\$1,297	101	\$130,997
May	\$1,297	101	\$130,997
June	\$1,297	101	\$130,997

\$1,571,964 \$1,572,000

*HUD determines market rent. For a one bedroom apartment, the market rent is \$1,297.
HUD proportionate share is approximately 73% and the residents share 27%.

HUD SUBSIDY POTENTIAL

\$1,147,534 \$1,147,500

RESIDENT RENT POTENTIAL

\$424,430 \$424,400

Vacancies Historical average	(\$44,013)	(\$44,000)
Unavailable Apartments	(\$31,128)	(\$31,100)
Community Director / HUD Specialisy Apartment \$15,564 annual		
Assistant Maintenance Engineer Apartment \$15,564 annual		

TOTAL RENTAL REVENUE

\$1,496,823 \$1,496,800

Section IV - OTHER REVENUE

Pet Fee Income	\$1,000	\$1,000
Based on prior year		
Late Fees	\$300	\$300
Based on 3 year average		
LAUNDRY INCOME	\$3,300	\$3,300
Tenant Damages	\$860	\$900
Based on 3 year average		
Interest Income - Checking	\$100	\$100
Interest Income - Other	\$2,000	\$2,000
Interest bearing reserve account(s) based on prior year.		
Miscellaneous Income	\$100	\$100

TOTAL OTHER REVENUE

\$7,660 \$7,700

TOTAL REVENUE

\$1,504,483 \$1,504,500

Section 3 - Administrative

ADMINISTRATIVE

FY 2022

FY 2022 Rounded

Management Fees	\$67,702	\$67,700
Community Realty Co., Inc. receives either \$37.50 per unit per month x 100 apts.(\$45,000), or 4.5% x total income, whichever is greater.		
Bank Fees - Based on 3 year average	\$245	\$200
Dues and Subscriptions - Annual AOBA membership	\$900	\$900
Computer Services	\$14,880	\$14,900
Repairs / upgrades / maintenance to office computer systems and social room computers average of \$925 per month.	\$11,100	
AVID Exchange accounts payable software \$100 per month	\$1,200	
Wi-Fi at \$215 per month	\$2,580	
Educational Training		
Grace Hill and LifeSpan training and recertification package 3 year average	\$715	\$700
Social Activities	\$31,210	\$31,200
Resident association activity fund.	\$15,000	
Yoga classes at \$37.50 one time per week. x 52 weeks.	\$1,950	
Tai Chi classes at \$75 per week x 52 weeks	\$3,900	
Art classes at \$80 twice per month	\$1,920	
Holiday activities/decoration, gifts from Santa, paper, bows, pizza party and pancake breakfast.	\$3,800	
Gift certificates for contest winners.	\$500	
Floral gifts (condolence/bereavement)	\$1,000	
Paper for residents' printers-\$90 per case per quarter.	\$360	
Resident copier at \$190/month	\$2,280	
Bingo supplies from Atlantic Bingo.	\$500	
Legal Fees	\$700	\$700
Contingency for Landlord / Tenant suits 3 year average		

Section III - Administrative (continued)

FY 2022

FY 2022 Rounded

Miscellaneous Administrative	\$55,575	\$55,600
Funds to cover small out-of-pocket expenses. \$500 per month x 12 months. (Petty Cash)	\$6,000	
Renewal of on-site HUD Manager. (Real Page)	\$2,700	
Building Engineer license renewal	\$40	
ADP payroll program for unemployment program and payroll services. \$100 per month x 12 months.	\$1,200	
Water cooler. (Drinkmore Water @ \$40/month)	\$480	
Shred Instead - Monthly document shredding service \$65 per month	\$780	
Contingency and interest on security deposits.	\$1,000	
Key Holders - 3 @ \$25.00	\$75	
Service Coordinator	\$27,000	
Professional Clinical Counselor	\$13,000	
Uniforms for Maintenance and Engineering. Also includes floor mat service.	\$3,300	
Credit Reports	\$1,176	\$1,200
Leasing desk screening \$98 per month		
Office Supplies	\$15,062	\$15,100
General paper products and sundry office supplies, copy paper and fax paper.	\$2,500	
Reprint costs for leases and other written materials.	\$700	
Letterhead and envelopes.	\$700	
Lease Agreement for 2 copy machines. \$750 per month	\$9,000	
Centrix quarterly copy overage @ \$200/qtr.	\$800	
Key Trak annual fee	\$1,362	
Postage	\$350	\$400

Section III - Administrative (continued)

FY 2022

FY 2022 Rounded

Professional Fees	\$230	\$200
NAA and AOBA membership dues		
Audit Fees	\$9,500	\$9,500
Per City Controller.		
Advertising & Promotion	\$1,000	\$1,000
Miscellaneous ads for wait list openings.		
Miscellaneous Expense	\$11,200	\$11,200
Comcast - Two HD hookups for common area TV's and IP address for Chiller \$425 per month	\$5,100	
Replacement computers residence use	\$3,000	
New apartment door locksets 4 per year @ \$775/each	\$3,100	
Cable, Internet & Phone	\$17,981	\$18,000
Line charges at \$650 per month	\$7,800	
Star to Star phones office \$405 per month	\$4,860	
Verizon Wireless - Maint. cell phones \$200 per month and Admin. cell phone \$170 per month.	\$4,440	
Intelliverse automated answering service (24 hour) \$73.45 per month.	\$881	
Interest on Security Deposits	\$500	\$500
TOTAL ADMINISTRATIVE	\$228,926	\$229,000

Section 4 - Payroll

PAYROLL

FY 2022

FY 2022 Rounded

Salaries	\$309,475	\$309,500
Payroll Taxes	\$27,853	\$27,900
Temporary Help	\$500	\$500
401K Contribution	\$5,000	\$5,000
401 K Expenses	\$400	\$400

TOTAL PAYROLL

\$343,228

\$343,200

Section 5 - Utilities

UTILITIES		FY 2022	FY 2022 Rounded
Electricity - Common Area	Historical 9% increase	\$65,900	\$65,900
Electricity - Vacant Units		\$1,950	\$2,000
Water and Sewer	Prior year plus 4%	\$64,200	\$64,200
Gas - Common Area	Prior year plus 4%	\$27,700	\$27,700
TOTAL UTILITIES		\$159,750	\$159,800

Section 6 - Service Contracts

SERVICE CONTRACTS

FY 2022

FY 2022 Rounded

Elevator	\$10,950	\$11,000
Otis Elevator quarterly service contract at \$1,650 per quarter.	\$6,600	
Annual inspection	\$1,600	
Overtime repair costs not covered by contract.	\$2,000	
Re-inspection Fees	\$750	

Landscape Maintenance	\$42,004	\$42,000
Service contract at \$2,417 per month x 12 months.	\$29,004	
Contract includes the following:		
Mowing, trimming and edging;		
Turf pH level tests;		
Tree pruning up to 20';		
Spring clean up and mulch;		
Bed maintenance, mulch;		
Weed, edge, trim groundcover;		
Annual flower bed maintenance;		
Fall leaf removal, soil moisture test;		
Flowers, begonias, pansies, tulips.		
Additional landscape items not included above:	\$9,000	
Core aeration/over-seed;		
Renovational and corrective pruning;		
Shrub replacement;		
Deep root feed trees;		
Patio bench and /or shed painting and repairs;		
Tree replacement/removal;		
Irrigation system repairs;		
Additional flower planting-rear of bldg.;		
Watering (drought conditions);		
Sod repairs and emergency tree removal.		
Landscape enhancements		
Dead Tree Removal	\$4,000	

Fire & Life Safety Contract	\$9,820	\$9,800
Fire alarm annual inspection includes elevator shunt trips	\$3,156	
Fire sprinkler and pump quarterly inspection	\$3,914	
Fire extinguisher annual inspection	\$500	
Kitchen hood annual inspection	\$250	
Replacement units and parts	\$2,000	

Contract Cleaning	\$56,516	\$56,500
Monthly service contract with Frost Cleaning providing for full time day porter \$4,351.30 per month	\$52,216	
Bi-annual window cleaning. (VA Window Cleaning)	\$3,800	
Annual cleaning of kitchen.	\$500	

Section VI - Service Contracts (continued)

FY 2022

FY 2022 Rounded

Access Control	\$8,860	\$8,900
Zelkos monitoring at \$390.00 per quarter.	\$1,560	
Zelkos three new security cameras for areas previously uncovered.	\$5,300	
Automatic door repairs at \$1,000 x two repairs.	\$2,000	
Extermination - Pest Control	\$4,640	\$4,600
Owl Pest service at \$220 per month x 12 months.	\$2,640	
Treatments for bedbugs	\$2,000	
Trash Removal	\$14,650	\$14,700
Monthly service contract including recycling at \$975 per month x 12 months. (Waste Management)	\$11,700	
Refuse overage \$250 per occurrence x 5	\$1,250	
Bulk trash removal by City of Greenbelt at \$125 per quarter x 4 quarters.	\$500	
Compactor and trash chute cleaning at \$600 bi-annually by Heart National.	\$1,200	
TOTAL SERVICE CONTRACTS	\$147,440	\$147,400

Section 7 - INSURANCE

	FY 2022	FY 2022 Rounded
INSURANCE	\$102,712	\$102,800
EMPLOYEE HEALTH INSURANCE	\$30,152	\$30,200
WORKER'S COMPENSATION	\$3,511	\$3,500
MULTI-PERIL INSURANCE	\$65,781	\$65,800
FIDUCIARY INSURANCE	\$251	\$300
EXCESS LIABILITY	\$2,702	\$2,700
3rd PARTY LIABILITY	\$315	\$300
TOTAL INSURANCE	\$102,712	\$102,700

Section 8 - Maintenance

	FY 2022	FY 2022 Rounded
Electrical Repairs	\$4,240	\$4,200
Tessco generator testing @ \$435 per quarter	\$1,740	
Miscellaneous repairs	\$2,500	
Heating & Air Conditioning	\$18,818	\$18,800
Boland Trane-Water Treatment \$203 per month x 12 months	\$2,436	
Noyes A/C-Monitoring of Boilers, Chiller, and Domestic Hot Water \$180 per month x 12 months	\$2,160	
Noyes A/C Contract-Preventive Maintenance \$400 per month x 12 months	\$4,800	
Annual boiler cleaning and adjustment	\$980	
Miscellaneous parts and equipment required to maintain existing boiler and hot water equipment such as motors, coils, relays, switches, burners, valves, capacitors, pumps, thermocouple, oil lubricants, etc.	\$5,000	
Filter replacement at \$6.00 per filter x 101 units once annually.	\$606	
Air handler filter replacement @14.00 each x 2 filters per month.	\$336	
Air Duct Cleaning	\$2,500	
Miscellaneous Maintenance	\$4,700	\$4,700
Annual service calls on refrigerator/freezer in kitchen. (Eaton Services)	\$500	
Gutter cleaning at \$600 x 2 times per year. (Specialty Rain Gutter)	\$1,200	
Fence Repairs	\$350	
Cleaning of laundry room vents 2 times at \$1,000 ea.	\$2,000	
Preventive maintenance on generator.	\$650	
Pavement & Grounds	\$5,500	\$5,500
Misc. asphalt and concrete repair	\$5,500	

Section VIII - Maintenance (continued)

FY 2022

FY 2022 Rounded

Plumbing Repairs	\$11,983	\$12,000
Clear main sewer lines by Raymar quarterly as preventive maintenance at \$975.00 per quarter x 4 quarters	\$3,900	
Domestic water line repairs	\$5,500	
WSSC annual fire hydrant inspection	\$670	
Annual backflow testing	\$313	
Pump repairs	\$1,600	
Snow Removal	\$10,000	\$10,000
Historic 3 year average	\$10,000	
Replacement Units & Parts	\$16,800	\$16,800
Electrical Appliance Parts	\$2,000	
Window Screens and Blinds by Beltway Blinds.	\$4,000	
Hardware Replacement	\$1,500	
Turnover Parts	\$3,400	
Garbage Disposals at \$90 x 20 units	\$1,800	
Microwave ovens at \$260 x 10 units	\$2,600	
Icemaker @ \$120 x 10 units	\$1,200	
Key blanks.	\$300	
Maintenance Assistance - CRC maintenance visit	\$400	\$400
Painting - Public Space	\$25,000	\$25,000
Painting / repairs as required due to leaks and inspections (REAC)		
Roof Repairs	\$12,500	\$12,500
Roof survey revealed two "soft" areas that need repair.		
Remaining useful life of the roof is estimated at approximately three years.	\$12,500	
Janitorial Supplies	\$1,500	\$1,500
Poly bags and liners, gloves for recycling carts, hand sanitizer \$125 per month x 12 months.	\$1,500	
TOTAL MAINTENANCE	\$111,441	\$111,400

Section 9 - Turnover Costs

TURNOVER COSTS

FY 2022

FY 2022 Rounded

Apartment Painting	\$11,800	\$11,800
Vacant apartments-		
\$400 per apartment x 12 apartments	\$4,800	
Second coat charge		
\$140 per apartment x 4 apartments	\$560	
KILZ stain killer \$360 per apartment x 4 apartments	\$1,440	
Occupied apartments		
\$600 per apartment x 5 apartments	\$3,000	
Drywall repairs in apts. and common areas.	\$2,000	
Carpet Cleaning	\$17,980	\$18,000
Annual living room furniture cleaning and quarterly LR carpet cleaning	\$2,630	
Replace carpet in occupied apartments, 5 @ \$1,020/ea.	\$5,100	
Replace carpet in vacant apartments, 8 @ \$1,000/ea.	\$8,000	
Shampoo carpet in occupied apartments at		
\$225 per apartment x 10 apartments.	\$2,250	
Apartment Cleaning	\$4,500	\$4,500
Cleaning of vacant apartments at		
\$200 per apartment x 15 apartments.	\$3,000	
Shampoo carpet \$90 x 5 apartments	\$450	
Extra cleaning due to excessive grime \$150 ea. x 7 units	\$1,050	
TOTAL TURNOVER COSTS	\$34,280	\$34,300

Section 10 - Taxes & Reserves

TAXES AND RESERVES

FY 2022

FY 2022 Rounded

Reserves for Replacement (Sept., Dec., March, and June pymts of \$82,500)		\$330,000	\$330,000
Miscellaneous Tax and License		\$15,220	\$15,200
Apartment License - Greenbelt \$110 per apartment x 101 apartments	\$11,150		
Annual Alarm Registration	\$150		
Solid Waste service charge from Prince George's County	\$3,200		
Fire Inspection Fee	\$320		
Boiler License Renewal	\$400		
Transfer to Investments - Due quarterly Sept., Dec., March, June		\$0	\$0
Quarterly Bill in Lieu of R.E. Tax - Due Oct., Jan., April, June		\$96,000	\$96,000

TOTAL TAXES AND RESERVES

\$441,220

\$441,200

TOTAL OPERATING EXPENSES

\$1,568,997

\$1,569,000

Section 11 - CAPITAL EXPENDITURES

	FY 2022	FY 2022 Rounded
Apartment Renovations	\$10,000	\$10,000
Electric range Replacements (GE 20") at \$600 x five units.	\$3,000	
Refrigerators (G.E. 14 cubic ft.)	\$7,000	
Building Improvements	\$97,655	\$97,700
Replacement windows as needed.	\$10,000	
Roof Replacement	\$87,655	
Consultant Fees	\$25,000	\$25,000
Construction administration fees related to roof replacement	\$15,000	
Design fees related to potential solar panel placement.	\$10,000	
Common Area Renovation	\$20,200	\$20,200
New Fitness Equipment - 2 Treadmills and 1 Recumbent Bike	\$10,700	
Add additional camera to screen parking lot and upgrade system	\$9,500	
TOTAL CAPITAL EXPENSES	\$152,855	\$152,900