



CITY COUNCIL WORK SESSION AGENDA

Budget Work Session - Green Ridge House

Virtually Via Zoom

This meeting will be held virtually via Zoom.

Virtual Participation

Zoom Webinar Attendees:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81064847064?pwd=SVhSZEx4SkNFcFduTk82S1JTSXlWQT09>

Dial-in: 301 715 8592

Webinar ID: 810 6484 7064

Passcode: 720089

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 11, 2022
7:30 PM

Budget Work Session Packet

Budget Work Session - Green Ridge House

Suggested Action:

Agenda

- Introductions
- Council Discussion
 - Green Ridge House pages 244-250

- Questions and Answers
- Other Items

[Green Ridge House.pdf](#)

City Council Work Session Agenda Item Report

Meeting Date: May 11, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Budget Work Session Packet

Subject:

Budget Work Session - Green Ridge House

Suggested Action:

Agenda

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- Questions and Answers
- Other Items

Attachments:

[Green Ridge House.pdf](#)

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

- Purchased new exercise equipment for the fitness center.
- Installed letterboxes at each apartment door.
- Upgraded security camera hard drive and replaced three inoperable cameras.
- Replaced fire pump system and related control systems with the fire protection system.
- The kitchen hood was modernized and made code compliant.
- Painted all interior common areas of the building.
- Windows were replaced as needed.

ISSUES & SERVICES

As a Section 8 complex, the rent charged to residents is subsidized by the federal government. In FY 2022, the market rent for a unit at Green Ridge House is \$1,297 per month. Green Ridge House has been granted a gross market increase for FY 2023 that will increase the subsidy and change the monthly rent of a unit to \$1,337 with no impact to residents.

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 2022, which will continue in FY 2023.

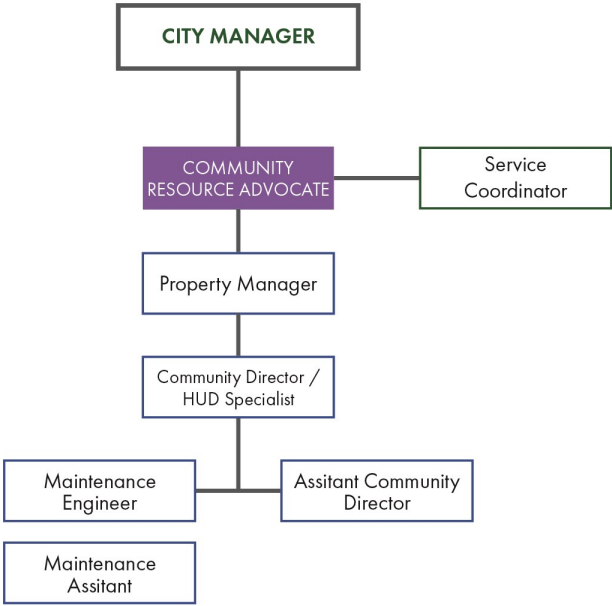
Historically, parking has been a challenge, but the current parking lot configuration provides 55 spaces on-site with 47 permits issued for vehicles.

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

BUDGET COMMENTS

- 1) Vacancy losses continue to be higher based on the averages from past years.
- 2) In FY 2023, Miscellaneous Administrative costs include funding for counseling services provided to residents (\$13,000), the Service Coordinator (\$27,700), and office supplies (\$15,800).
- 3) Service Contracts budgets for pest control, security camera services, elevator services, cleaning and trash removal. `
- 4) For FY 2023, proposed capital expenditures of \$1,009,500 include:
 - Apartment Renovations (\$10,000) - electric range and refrigerator replacements.
 - Building Improvements (\$960,000) - window replacements and roof replacement.
 - Common Area Renovation (\$14,500) - 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 ORGANIZATIONAL CHART



Green Ridge House Budget					
Fiscal Year 2023					
	Actual	Actual	Adopted	Estimated	Proposed Budget
	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023

Section 2 Revenue

Rental Revenue

Potential Resident Rent Income	\$479,639	\$501,595	\$424,400	\$498,100	\$534,700
Gross Potential Rent - Affordable	1,131,768	1,070,369	1,147,500	1,073,800	1,085,700
Vacancy Loss	(75,294)	(63,621)	(44,000)	(46,700)	(46,700)
Employee Units	(15,564)	(16,861)	(31,100)	(31,100)	(32,100)
Ending Prepaid Rent	-	-	-	-	-
Ending Delinquency	-	-	-	-	-
Total Rental Revenue	1,520,549	1,491,482	1,496,800	1,494,100	1,541,600

Other Revenue

Pet Fee Income	125	1,375	\$1,000	2,100	2,400
Late Fees	75	81	300	100	100
Laundry Income	3,288	3,303	3,300	3,600	3,600
Tenant Damages Fees	517	907	\$900	200	400
Interest Income	137	37	100	0	100
Interest Income - Other	21,010	1,446	2,000	200	2,000
Miscellaneous Income	15	-	100	0	100
Forfeited Security Deposit	(381)	-	-	0	0
Total Other Revenue	24,786	7,149	7,700	6,200	8,700
Total Revenue	1,545,335	1,498,631	1,504,500	1,500,300	1,550,300

Section 3 - Operating Expenses

Administrative

Management Fees	69,479	67,308	67,700	67,500	69,800
Bank Fees	321	172	200	200	200
Computer Services	18,448	17,563	14,900	11,800	23,600
Dues and Subscriptions	401	644	\$900	400	500
Educational Training	456	862	700	500	600
Social Activities	17,903	8,819	31,200	28,100	34,200
Legal Fees	219	310	700	600	400
Miscellaneous Administrative	38,369	50,440	55,600	60,700	56,500
Credit Reports	3,781	980	1,200	1,300	1,400
Office Supplies	12,970	13,623	15,100	17,800	17,400
Postage	177	201	400	100	400
Professional Fees	189	-	200	0	200
Audit Fees	-	9,700	9,500	9,500	9,500
Office Equipment Rental	-	-	-	-	-
Uniforms	-	-	-	-	-
Misc. Operating Expense	6,199	7,486	11,200	10,400	11,200
Advertising and Promotion	70	704	1,000	1,000	1,000
Cable/Internet/Phone	17,093	15,451	18,000	15,800	18,000
Interest on Security Deposits	1,261	1,346	500	1,800	500
Total Administrative	187,336	195,609	229,000	227,500	245,400

Green Ridge House Budget

Fiscal Year 2023

	Actual FY 2020	Actual FY 2021	Adopted FY 2022	Estimated FY 2022	Proposed Budget FY 2023
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Section 4- Payroll

Salaries	277,056	287,669	309,500	307,600	316,200
Payroll Taxes	21,306	23,022	27,900	24,900	28,500
Temporary Help	-	-	500	-	500
401K Contribution Match	4,676	4,850	5,000	4,900	5,000
Employers 401K Expense	277	317	400	300	400
Total Payroll	303,315	315,858	343,200	337,700	350,600

Section 5 - Utilities

Electricity - Common Area	54,946	46,963	65,900	56,400	58,700
Electricity Vacant Units	2,172	1,756	2,000	1,600	2,000
Water & Sewer	63,189	64,514	64,200	74,000	76,900
Gas - Common Area	9,416	21,262	27,700	26,400	27,500
Total Utilities	129,723	134,495	159,800	158,400	165,100

Section 6 Service Contracts

Elevator Contract	7,670	7,691	11,000	9,400	11,000
Exterior Landscaping Contract	29,830	28,353	42,000	35,200	42,900
Fire & Life Safety Contract	3,281	29,136	9,800	11,300	12,200
Contract Cleaning	42,636	50,915	56,500	54,800	50,700
Access Control	2,019	1,810	8,900	9,300	8,900
Pest Control Contract	3,314	2,728	4,600	2,500	4,600
Trash Removal	11,095	16,422	14,700	14,700	14,300
Total Service Contracts	99,845	137,055	147,400	137,200	144,600

Section 7 - Insurance

Employee Health Insurance	23,695	26,287	30,200	30,400	31,000
Worker's Compensation	2,761	2,640	3,500	3,400	3,600
Multi Peril Insurance	60,863	62,726	65,800	65,300	68,400
Flood Insurance	-	-	-	0	0
Fiduciary Liability	138	227	300	200	300
Other Insurance	-	-	-	0	0
Excess Liability	2,573	2,699	2,700	3,600	3,800
3rd Party Liability	357	287	300	300	300
Total Insurance	90,387	94,866	102,700	103,200	107,400

Green Ridge House Budget

Fiscal Year 2023

	Actual	Actual	Adopted	Estimated	Proposed Budget
	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023
Section 8 - Maintenance					
Electrical	3,580	3,760	4,200	2100	4200
HVAC	39,933	22,123	18,800	17100	19600
Misc. Maintenance	4,312	7,330	4,700	6200	4800
Pavement and Grounds	-	-	5,500	0	5500
Plumbing	1,866	7,975	12,000	11400	12000
Snow Removal	810	17,937	10,000	35200	27000
Repairs Covered by Insurance	-	-	-	-	-
Reimburse. from Insurance Claims	-	-	-	-	-
Replacement Units & Parts	19,877	11,118	16,800	10500	18000
Maintenance Assistance	-	360	400	200	200
Structural Repair	-	46,000	-	-	-
Windows and Doors	2,990	-	-	-	-
Painting - Public Space	4,162	3,750	25,000	2200	25000
Painting Occupied Unit	1,280	-	-	-	-
Appliance Maintenance	-	247	-	-	-
Floor Repairs	-	-	-	-	-
Roof Repairs	-	760	12,500	-	12500
Janitorial Supplies	7,797	2,066	1,500	3100	1500
Expense Reimbursement	-	-	-	-	-
Total Maintenance	86,607	123,426	\$111,400	88,000	130,300

Section 9 - Turnover Costs

Apartment Painting	11,795	11,790	11,800	14,100	14,100
Carpet Cleaning	3,896	6,697	18,000	17,000	18,200
Apartment Cleaning	1,980	2,560	4,500	1,600	3,200
Total Turnover Costs	17,671	21,047	34,300	32,700	35,500

Section 10 - Taxes & Reserves

Hazard/Property Ins. Escrow	-	-	-	-	-
MIP Escrow	-	-	-	-	-
Mortgage Escrow	-	-	-	-	-
Real Estate Tax	94,688	94,700	96,000	96,000	94,700
Replacement Reserves	330,000	330,000	330,000	330,000	330,000
Residual Receipts	-	-	-	-	-
Personal Property Tax	-	-	-	-	-
Insurance Escrow	-	-	-	-	-
Misc. Tax and License	14,586	14,686	15,200	14,600	15,200
Total Taxes & Reserves	439,274	439,386	441,200	440,600	439,900

Green Ridge House Budget					
Fiscal Year 2023					
	Actual	Actual	Adopted	Estimated	Proposed Budget
	FY 2020	FY 2021	FY 2022	FY 2022	FY 2023

Debt Service

Mortgage Payable Current	-	-	-	-	-
Principal	-	-	-	-	-
Interest	-	-	-	-	-
Total Debt Service	-	-	-	-	-
Total Operating Expenses	1,354,158	1,461,742	1,569,000	1,525,300	1,618,800
Revenues/Expenditures Favorable/(Unfavorable)	191,177	36,889	(64,500)	(25,000)	(68,500)

Section 11 - Capital Expenditures

Apartment Renovations	0	3,876	10,000	3,100	10,000
Building Improvements	181,057	94,527	97,700		960,000
Appliances	1,602	-	-	-	-
Carpet	9,245	5,680	-	4,700	-
Common Area Renovations	36,890	60,432	20,200	75,400	14,500
Consultant Fee	0	509	25,000	6,500	25,000
New Equipment	637	-	-	2,900	-
Major Repairs	0	-	-	64,800	-
TOTAL CAPITAL EXPENSES	229,431	165,024	152,900	157,400	1,009,500