



CITY COUNCIL WORK SESSION AGENDA

Budget Work Session - Green Ridge House

Special Meeting - Closed Session

This meeting will be held in-person and virtual.

**22 Ridge Road
Greenbelt, MD 20770**

OR

Virtual Participation

Zoom Webinar Attendees:

**Please submit your request in writing via email to questions@greenbeltmd.gov
<https://us02web.zoom.us/j/86070417056?pwd=aavrVQUmvz8yBieHB1KgcaPnkumQmo.1>**

Dial-in: 301 715 8592

Webinar ID: 860 7041 7056

Passcode: 926497

Wednesday, May 7, 2025

7:30 PM

Agenda Packet

1. Budget Work Session - Green Ridge House (22 Ridge Rd.)

Suggested Action:

Agenda

- **Introductions**- 5 minutes (7:30 - 7:35 pm)
- **Council Discussion** - 40 minutes (7:35 - 8:15 pm) - [Proposed FY 2026 Budget](#)
 - Section 10 - Green Ridge House (pages 263-270)
- **Questions and Answers** - 10 minutes (8:15 - 8:25 pm)
- **Other Items** - 5 minutes (8:25 - 8:30 pm)
 - Information Items

[GRH FY 2026 Budget from Steve Seh.pdf](#)

2. **Special Meeting - Closed Session (25 Crescent Rd.)**
[Closed Session Official Notice 250507.pdf](#)

City Council Work Session Agenda Item Report

Meeting Date: May 7, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Agenda Packet

Subject:

Budget Work Session - Green Ridge House (22 Ridge Rd.)

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Attachments:

[GRH FY 2026 Budget from Steve Seh.pdf](#)

GREEN RIDGE HOUSE APARTMENTS
BUDGET
For FY 2026
July 1, 2025 - June 30, 2026

Prepared by:
Community Realty Company, Inc.



22 Ridge Road
Greenbelt, MD 20770

Phone: 301-474-7595
Fax: 301-474-6409

Accomplishments FY 2024-2025

- Renovated the management office.
- Seal coated and stripped the parking lot.
- Wired entire building for Wi-Fi.
- Installed new security cameras throughout property to meet County code.
- Renovated four (4) handicap units to make them more accessible for wheelchairs and rollators.
- Installed new Key-Trak machine.
- Purchased new folding tables for events.
- Windows replaced as needed.

Table of Contents

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7	Insurance
8	Maintenance
9	Turnover Costs
10	Taxes and Reserves
11	Capital Expenditures

Section 2

FY 2026
FY 2026
Rounded

RENTAL REVENUE

FY 2026

Year	Monthly Rent	No. Apts.	Total Mo. Income
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2025

July	\$1,543	101	\$155,843
Aug.	\$1,543	101	\$155,843
Sept.	\$1,543	101	\$155,843
Oct.	\$1,543	101	\$155,843
Nov.	\$1,543	101	\$155,843
Dec.	\$1,543	101	\$155,843

2026

Jan.	\$1,543	101	\$155,843
Feb.	\$1,543	101	\$155,843
Mar.	\$1,543	101	\$155,843
Apr.	\$1,543	101	\$155,843
May	\$1,543	101	\$155,843
June	\$1,543	101	\$155,843

\$1,870,116 \$1,870,100

*HUD determines market rent. For a one bedroom apartment, the market rent is \$1,589 including \$46 utility allowance.
HUD proportionate share is approximately 69% and the resident share 31%.

HUD SUBSIDY POTENTIAL

\$1,290,380 \$1,290,400

RESIDENT RENT POTENTIAL

\$579,736 \$579,700

Vacancies Historical 3 year average	(\$44,804)	(\$44,800)
Unavailable Apartments	(\$37,032)	(\$37,000)
Community Director / HUD Specialist Apartment \$18,516 annual		
Assistant Maintenance Engineer Apartment \$18,516 annual		

TOTAL RENTAL REVENUE

\$1,788,280 \$1,788,300

Section IV - OTHER REVENUE

Pet Fee Income	\$2,400	\$2,400
8 pets at \$25/mo. X 12 months		
Late Fees	\$115	\$100
Based on 3 year average		
LAUNDRY INCOME	\$5,930	\$5,900
Tenant Damages	\$930	\$900
Based on 3 year average		
Interest Income - Checking	\$400	\$400
Interest Income - Other	\$38,455	\$38,500
Interest bearing reserve account(s) based on prior year.		
Miscellaneous Income	\$100	\$100

TOTAL OTHER REVENUE

\$48,330 \$48,300

TOTAL REVENUE

\$1,836,610 \$1,836,600

Green Ridge House Budget

Fiscal Year 2026

	Actual FY 2023	Actual FY 2024	Budget FY 2025	Estimated FY 2025	Projected FY 2025	Budget FY 2026	Proposed FY 2026
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Section 2 Revenue

Rental Revenue

Potential Resident Rent Income	511,453	560,023	554,200	612,135	612,100	579,736	579,700
Gross Potential Rent - Affordable	1,136,035	1,222,614	1,233,500	1,176,488	1,176,500	1,290,380	1,290,400
Vacancy Loss	(32,128)	(30,976)	(29,300)	(71,307)	(71,300)	(44,804)	(44,800)
Employee Units	(32,088)	(32,088)	(35,400)	(33,980)	(34,000)	(37,032)	(37,000)
Bad Debt Expense	(92)	-	-	-	-	-	0
Ending Delinquency	-	-	-	-	-	-	0
Total Rental Revenue	1,583,180	1,719,573	1,723,000	1,683,336	1,683,300	1,788,280	1,788,300

Other Revenue

Pet Fee Income	2,675	3,375	2,400	2,425	2,400	2,400	2,400
Late Fees	164	74	100	106	100	115	100
Laundry Income	3,723	6,255	4,000	5,928	5,900	\$5,930	5,900
Tenant Damages Fees	905	1,680	1,100	206	200	930	900
Interest Income	255	536	100	408	400	400	400
Interest Income - Other	43,511	68,728	29,000	38,455	38,500	38,455	38,500
Miscellaneous Income	-	-	100	-	-	100	100
Consulting Fees	(1,260)	-	-	-	-	-	-
Forfeited Security Deposit	-	-	-	-	-	-	0
Total Other Revenue	49,973	80,648	36,800	47,528	47,500	48,330	48,300
Total Revenue	1,633,153	1,800,221	1,759,800	1,730,864	1,730,900	1,836,610	1,836,600

Section 3 - Operating Expenses

Administrative

Management Fees	73,488	80,929	79,200	77,889	77,900	\$82,647	82,600
Bank Fees	228	252	200	171	200	217	200
Computer Services	17,525	20,750	19,700	12,865	12,900	19,668	19,700
Dues and Subscriptions	461	-	500	72	100	100	100
Educational Training	118	607	5,000	3,965	4,000	5,000	5,000
Social Activities	25,391	27,557	35,300	34,517	34,500	35,280	35,300
Legal Fees	41	2,750	400	669	700	1,153	1,200
Miscellaneous Administrative	47,885	54,272	71,900	78,879	78,900	73,900	73,900
Credit Reports	4,428	1,337	1,600	1,901	1,900	1,740	1,700
Office Supplies	10,929	9,753	18,000	12,120	12,100	17,996	18,000
Postage	111	198	400	235	200	300	300
Professional Fees	261	748	200	706	700	700	700
Audit Fees	29,100	-	12,300	12,305	12,300	12,305	12,300
Office Equipment Rental	-	1,737	-	7,130	7,100	-	0
Misc. Operating Expense	1,977	4,963	12,700	3,177	3,200	\$10,500	10,500
Advertising and Promotion	-	-	1,000	561	600	1,000	1,000
Cable/Internet/Phone	20,838	25,032	19,900	24,906	24,900	25,580	25,600
Interest on Security Deposits	327	414	500	927	900	1,000	1,000
Total Administrative	233,108	231,299	278,800	272,995	273,000	\$289,086	289,100

Green Ridge House Budget
Fiscal Year 2026

	Actual FY 2023	Actual FY 2024	Budget FY 2025	Estimated FY 2025	Projected FY 2025	Budget FY 2026	Proposed FY 2026
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Section 4- Payroll

Salaries	328,451	330,314	343,800	328,069	328,100	354,977	355,000
Payroll Taxes	25,163	25,211	30,900	28,285	28,300	31,948	31,900
Temporary Help	-	2,688	-	16,700	16,700		
Employers 401K Expense	360	360	400	360	400	400	400
401K Contribution Match	5,036	5,203	5,000	5,000	5,000	5,200	5,200
Total Payroll	359,010	363,776	380,100	378,414	378,400	392,525	392,500

Section 5 - Utilities

Electricity - Common Area	47,352	48,353	67,600	71,976	72,000	74,855	74,900
Electricity Vacant Units	1,753	1,610	2,000	3,622	3,600	2,328	2,300
Water & Sewer	83,048	84,089	93,900	93,446	93,400	97,184	97,200
Gas - Common Area	27,369	22,456	14,300	10,895	10,900	11,331	11,300
Total Utilities	159,522	156,508	177,700	179,939	179,900	185,698	185,700

Section 6 Service Contracts

Elevator Contract	11,696	8,174	15,000	11,996	12,000	14,958	15,000
Exterior Landscaping Contract	44,712	29,646	45,300	37,499	37,500	48,325	48,300
Fire & Life Safety Contract	20,476	18,591	15,300	6,577	6,600	16,526	16,500
HVAC Contract	-	1,333	-	9,440	9,400		
Contract Cleaning	53,737	45,938	55,700	55,085	55,100	57,940	57,900
Access Control	3,179	3,076	6,700	4,689	4,700	6,700	6,700
Pest Control Contract	3,133	2,863	4,800	6,375	6,400	6,800	6,800
Trash Removal	12,401	18,951	16,800	15,871	15,900	17,300	17,300
Total Service Contracts	149,334	128,572	159,600	147,532	147,600	168,549	168,500

Section 7 - Insurance

Employee Health Insurance	37,064	53,730	31,000	27,888	27,900	31,041	31,000
Worker's Compensation	2,743	4,491	3,600	4,039	4,000	4,324	4,300
Multi Peril Insurance	66,358	70,865	76,700	85,664	85,700	92,661	92,700
Blanket Crime	250	255	300	259	300	272	300
Fiduciary Liability	269	233	300	229	200	256	300
Excess Liability	18,036	18,416	20,300	22,575	22,600	23,704	23,700
Total Insurance	124,720	147,990	132,100	140,654	140,700	152,258	152,300

Green Ridge House Budget
Fiscal Year 2026

	Actual FY 2023	Actual FY 2024	Budget FY 2025	Estimated FY 2025	Projected FY 2025	Budget FY 2026	Proposed FY 2026
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Section 8 - Maintenance

Electrical	3,102	4,227	4,900	2,746	2,700	5,000	5,000
Fire and Life Safety	1,342	594	-	18,216	-	-	-
HVAC	36,315	46,572	27,300	32,527	32,500	27,534	27,500
Misc. Maintenance	3,894	3,015	5,100	2,479	2,500	5,130	5,100
Pavement and Grounds	-	-	5,500	2,750	2,800	5,500	5,500
Plumbing	6,192	11,215	12,300	2,246	2,200	12,305	12,300
Snow Removal	2,632	15,958	27,000	22,599	22,600	27,000	27,000
Repairs Covered by Insurance	-	-	-	-	-	-	0
Reimburse. from Insurance Claims	-	-	-	-	-	-	0
Replacement Units & Parts	20,150	22,069	20,600	12,842	12,800	22,570	22,600
Maintenance Assistance	-	-	400	-	-	\$400	400
Structural Repair	-	-	-	-	-	-	0
Windows and Doors	-	-	-	-	-	-	0
Painting - Public Space	6,795	5,056	26,100	3,279	3,300	26,360	26,400
Floor Repairs	-	-	-	-	-	-	0
Roof Repairs	-	-	-	-	-	-	0
Janitorial Supplies	2,583	230	1,600	192	200	1,620	1,600
Total Maintenance	83,005	108,936	130,800	99,876	99,900	133,419	133,400

Section 9 - Turnover Costs

Apartment Painting	14,455	28,118	21,100	42,224	42,200	21,060	21,100
Carpet Cleaning	1,849	2,521	5,000	1,473	1,500	4,980	5,000
Apartment Cleaning	600	2,025	5,900	19,065	19,100	5,925	5,900
Total Turnover Costs	16,904	32,664	32,000	62,762	62,800	31,965	32,000

Section 10 - Taxes & Reserves

Real Estate Tax	94,700	94,700	100,000	100,000	100,000	100,000	100,000
Replacement Reserves	330,000	330,000	330,000	330,000	330,000	330,000	330,000
Misc. Tax and License	14,960	15,946	17,200	15,704	15,700	17,200	17,200
Total Taxes & Reserves	439,660	440,646	447,200	445,704	445,700	447,200	447,200

Total Operating Expenses	1,565,263	1,610,391	1,738,200	1,727,876	1,728,000	\$1,800,700	1,800,700
Revenues/Expenditures Favorable/(Unfavorable)	67,890	189,830	21,600	2,988	2,900	35,910	35,900

Green Ridge House Budget

Fiscal Year 2026

	Actual FY 2023	Actual FY 2024	Budget FY 2025	Estimated FY 2025	Projected FY 2025	Budget FY 2026	Proposed FY 2026
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Section 11 - Capital Expenditures

New Equipment	-	2,760	-	-	-	-	0
Building Improvements	1,024,126	101,635	10,000	9,240	9,200	\$318,000	318,000
Appliances	-	1,770	-	-	-	-	0
Carpet	-	11,927	13,100	14,002	14,000	23,100	23,100
Consultant Fee	35,550	2,766	-	-	-	0	0
Common Area Renovations	2,499	32,557	114,300	99,800	99,800	\$73,000	73,000
Apartment Renovations	5,882	-	10,000	5,960	6,000	10,000	10,000
Major Repairs	-	-	-	-	-	-	0
TOTAL CAPITAL EXPENSES	1,068,057	153,415	147,400	129,002	129,000	424,100	424,100
ITEMS PAID FROM RESERVES	-	-	-	-	-	(\$388,190)	(\$388,190)
CASH FLOW	-	-	-	-	-	(0)	(10)

Section 3 - Administrative

FY 2025

FY 2025 Rounded

ADMINISTRATIVE

Management Fees	\$82,647	\$82,600
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	\$217	\$200
Dues and Subscriptions - Annual AOBA membership	\$100	\$100
Computer Services	\$19,668	\$19,700
Repairs / upgrades / maintenance to office computer systems and social room computers average of \$500 per month.	\$6,000	
TechESP I.T. support \$989 per month	\$11,868	
AVID Exchange accounts payable software \$150 per month	\$1,800	
Educational Training		
Grace Hill and Lifespan training and recertification package	\$5,000	\$5,000
Social Activities	\$35,280	\$35,300
Resident association activity fund.	\$15,000	
Yoga classes at \$120 two classes per week x 52 weeks.	\$6,240	
Art classes at \$85 per week x 52	\$4,420	
Ceramics class supplies \$1,000 annual	\$1,000	
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 \$205/month	\$2,460	
Bingo supplies from Atlantic Bingo.	\$500	
Legal Fees	\$1,153	\$1,200
Contingency for Landlord / Tenant suits 3 year average		

Section III - Administrative (continued)

FY 2025

FY 2025 Rounded

Miscellaneous Administrative	\$73,900	\$73,900
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)	\$3,500	
Building Engineer license renewal	\$50	
ADP payroll program for unemployment program and payroll services. \$200 per month x 12 months.	\$2,400	
Water cooler. (Drinkmore Water @ \$40/month)	\$480	
Stericycle - Monthly document shredding service \$85 per month	\$1,020	
Contingency and interest on security deposits.	\$1,000	
Resident Key Holders - 3 @ \$50.00	\$150	
Service Coordinator - Onsite Service Coordinator fee as set by City of Greenbelt Community Resource Advocates office	\$36,000	
Professional Clinical Counselor - Onsite Clinical Counselor fee as set by City of Greenbelt Community Resource Advocates office	\$20,000	
Uniforms for Maintenance and Engineering. Also includes floor mat service \$52/wk.	\$3,300	
Credit Reports	\$1,740	\$1,700
Leasing desk screening \$145 per month		
Office Supplies	\$17,996	\$18,000
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. \$950 per month	\$11,400	
Centrix quarterly copy overage @ \$200/qtr.	\$800	
Key Trak annual fee	\$1,896	
Postage	\$300	\$300

Section III - Administrative (continued)

FY 2025

FY 2025 Rounded

Professional Fees	\$700	\$700
NAA and AOBA membership dues		
Audit Fees	\$12,305	\$12,300
Per City Controller.		
Advertising & Promotion	\$1,000	\$1,000
Miscellaneous ads for wait list openings.		
Miscellaneous Operating Expense	\$10,500	\$10,500
Package locker system \$450/mo.	\$5,400	
Locksmith, door markers, signage etc.	2000	
New apartment door locksets 4 per year @ \$775/each	\$3,100	
Cable, Internet & Phone	\$25,580	\$25,600
Comcast Cable/Internet/Wi-Fi \$650 mo.	\$7,800	
Granite Communications-Landline and elevator phones	\$5,600	
Star to Star office phones \$465 per month	\$5,580	
Verizon Wireless - Maintenance cell phones \$300 per month and Admin. cell phone \$170 per month.	\$5,640	
Intelliverse automated answering service (24 hour) \$80.00 per month.	\$960	
Interest on Security Deposits	\$1,000	\$1,000
TOTAL ADMINISTRATIVE	\$289,086	\$289,100

Section 4 - Payroll

PAYROLL	FY 2025	FY 2025 Rounded
Salaries	\$354,977	\$355,000
Payroll Taxes	\$31,948	\$31,900
401K Contribution	\$5,200	\$5,200
401 K Expenses	\$400	\$400
TOTAL PAYROLL	\$392,525	\$392,500

Section 5 - Utilities

UTILITIES		FY 2025	FY 2025 Rounded
Electricity - Common Area	Prior year plus 4%	\$74,855	\$74,900
Electricity - Vacant Units	Historical 3 year average	\$2,328	\$2,300
Water and Sewer	Prior year plus 4%	\$97,184	\$97,200
Gas - Common Area	Prior year plus 4%	\$11,331	\$11,300
TOTAL UTILITIES		\$185,698	\$185,700

Section 6 - Service Contracts

SERVICE CONTRACTS

FY 2025

FY 2025 Rounded

Elevator	\$14,958	\$15,000
Elcon Enterprise monthly service contract at \$634 per month.	\$7,608	
Annual inspection	\$1,600	
Overtime repair costs not covered by contract.	\$5,000	
Re-inspection Fees	\$750	
Landscape Maintenance	\$48,325	\$48,300
Service contract at \$2,910 per month x 12 months.	\$35,325	
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	\$16,526	\$16,500
Fire alarm annual inspection includes elevator shunt trips	\$3,532	
Fire sprinkler and pump quarterly inspection, semi-annual and annual inspections	\$8,304	
Fire extinguisher annual inspection	\$750	
Kitchen hood annual inspection \$470 x 2	\$940	
Replacement units and parts	\$3,000	
Contract Cleaning	\$57,940	\$57,900
Monthly service contract with Busswell Cleaning providing for full time day porter \$4370 per month	\$52,440	
Bi-annual window cleaning. (VA Window Cleaning) \$2,500 x 2	\$5,000	
Annual cleaning of kitchen.	\$500	

Section VI - Service Contracts (continued)

FY 2025

FY 2025 Rounded

Access Control	\$6,700	\$6,700
Zelkos monitoring at \$425.00 per quarter.	\$1,700	
Automatic door repairs at \$2,500 x two repairs.	\$5,000	

Extermination - Pest Control	\$6,800	\$6,800
American Pest Service at \$400 per month x 12 months.	\$4,800	
Treatments for bedbugs - Owl Pest Service	\$2,000	

Trash Removal	\$17,300	\$17,300
Monthly service contract including recycling at \$1,300 per month x 12 months. (JLT Trucking)	\$15,600	
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**\$168,549****\$168,500**

Section 7 - INSURANCE

	FY 2025	FY 2025 Rounded
INSURANCE	\$152,258	\$152,300
EMPLOYEE HEALTH INSURANCE	\$31,041	\$31,000
WORKER'S COMPENSATION	\$4,324	\$4,300
MULTI-PERIL INSURANCE	\$92,661	\$92,700
FIDUCIARY INSURANCE	\$256	\$300
EXCESS LIABILITY	\$23,704	\$23,700
3rd PARTY LIABILITY	\$272	\$300
TOTAL INSURANCE	\$152,258	\$152,300

Section 8 - Maintenance

	FY 2025	FY 2025 Rounded
Electrical Repairs	\$5,000	\$5,000
Tessco generator testing @ \$625 per quarter	\$2,500	
Miscellaneous repairs	\$2,500	
Heating & Air Conditioning	\$27,534	\$27,500
Boland Trane-Water Treatment \$260 per month x 12 months	\$3,120	
Noyes A/C-Monitoring of Boilers, Chiller, and Domestic Hot Water \$180 per month x 12 months	\$2,160	
Noyes Contract-Preventive Maintenance for boilers, chiller, cooling tower and domestic hot water at \$1000 per month x 12 months	\$12,000	
Annual boiler cleaning and adjustment	\$980	
Miscellaneous parts, if necessary, to maintain existing boiler and hot water equipment such as motors, coils, relays, switches, burners, valves, capacitors, pumps, thermocouple, oil lubricants, etc. not included in contract	\$5,000	
Filter replacement at \$7.00 per filter x 101 units twice annually.	\$1,414	
Air handler filter replacement @15.00 each x 2 filters per month.	\$360	
Air Duct Cleaning	\$2,500	
Miscellaneous Maintenance	\$5,130	\$5,100
Annual service calls on refrigerator/freezer in kitchen. (Eaton Services)	\$500	
Gutter cleaning at \$815 x 2 times per year. (Specialty Rain Gutter)	\$1,630	
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 2025

FY 2025 Rounded

Plumbing Repairs	\$12,305	\$12,300
Clear main sewer lines by Raymar quarterly as preventive maintenance at \$1,025 per quarter x 4 quarters	\$4,100	
Domestic water line repairs	\$5,500	
WSSC annual fire hydrant inspection	\$670	
Annual backflow testing - Backflow Technology	\$435	
Pump repairs	\$1,600	
Snow Removal	\$27,000	\$27,000
Historic average	\$27,000	
Replacement Units & Parts	\$22,570	\$22,600
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 \$140 x 20 units	\$2,800	
Microwave ovens at \$350 x 10 units	\$3,500	
New plastic folding chairs for events 30 chairs	\$850	
New cushions for outdoor furniture	\$800	
Icemaker @ \$150 x 10 units	\$1,500	
Bike rack	\$220	
Key blanks and locksets	\$2,000	
Maintenance Assistance - CRC maintenance visit	\$400	\$400
Painting - Public Space	\$26,360	\$26,400
Domino Services painter/porter 60 hours per week	\$21,060	
Paint Supplies	\$5,300	
Roof Repairs	\$0	\$0
New roof under warranty. Expense category zeroed out	\$0	
Janitorial Supplies	\$1,620	\$1,600
Poly bags and liners, gloves for recycling carts, hand sanitizer \$135 per month x 12 months.	\$1,620	
TOTAL MAINTENANCE	\$133,419	\$133,400

Section 9 - Turnover Costs

TURNOVER COSTS

FY 2025

FY 2025 Rounded

Apartment Painting	\$21,060	\$21,100
Monthly service contract with Domino Services providing for a painter 30 hours per week. Painting all vacant units, occupied units, second coat painting, stain killer, plus drywall repair.	\$21,060	

Carpet Cleaning	\$4,980	\$5,000
Annual living room furniture cleaning and semi-annual living room carpet cleaning	\$2,100	
Shampoo carpet in occupied apartments at \$240 per apartment x 10 apartments.	\$2,880	

Apartment Cleaning	\$5,925	\$5,900
Cleaning of vacant apartments at \$310 per apartment x 15 apartments.	\$4,650	
Shampoo carpet \$150 x 5 apartments	\$750	
Extra cleaning due to excessive grime \$75 ea. x 7 units	\$525	

TOTAL TURNOVER COSTS

\$31,965

\$32,000

Section 10 - Taxes & Reserves

TAXES AND RESERVES		FY 2025	FY 2025 Rounded
Reserves for Replacement (Sept., Dec., March, and June payments of \$82,500)		\$330,000	\$330,000
Miscellaneous Tax and License		\$17,200	\$17,200
Apartment License - Greenbelt \$130 per apartment x 101 apartments	\$13,130		
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		\$100,000	\$100,000
TOTAL TAXES AND RESERVES		\$447,200	\$447,200
TOTAL OPERATING EXPENSES		\$1,800,700	\$1,800,700

Section 11 - CAPITAL EXPENDITURES

	FY 2025	FY 2025 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	\$318,000	\$318,000
HVAC riser replacement project - multi year project	\$200,000	
Paint entire exterior of building	\$82,000	
Utility pole replacement	\$6,000	
Correct erosion issue on right hand side of building	\$20,000	
Replacement windows as needed.	\$10,000	
Carpet	\$23,100	\$23,100
Replace carpet in occupied apartments, 5 @ \$1,020/ea.	\$5,100	
Vinyl flooring in handicap units \$2,500 x 4	\$10,000	
Replace carpet in vacant apartments, 8 @ \$1,000/ea.	\$8,000	
Common Area Renovation	\$73,000	\$73,000
New furnishings for community room	\$11,500	
Build and install Pergola at seating area front of building	\$19,500	
New lobby furnishings for living room, library, and 2nd and 3rd floor lobbies.	\$4,900	
Renovation of Service Coordinators office	\$2,100	
New window treatment for common areas - count at 52	\$35,000	
Items paid from reserves	(\$388,190)	
TOTAL CAPITAL EXPENSES	\$424,100	\$424,100

City Council Work Session Agenda Item Report

Meeting Date: May 7, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Closed Session

Agenda Section: Agenda Packet

Subject:

Special Meeting - Closed Session (25 Crescent Rd.)

Suggested Action:

Attachments:

[Closed Session Official Notice 250507.pdf](#)



OFFICIAL NOTICE

By Section 3-305(b)(1) and(8) of the General Provisions Article of the *Annotated Code of the Public General Laws of Maryland*, a closed session of the Greenbelt City Council will be held on Wednesday, May 7, 2025, immediately following the Council Budget Work Session Green Ridge House, in the Council Chambers of the Municipal Building, 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals; 2) to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting is 1) to address personnel matters over which this public body has jurisdiction, and 2) to consult with staff, consultants, or individuals about pending or potential litigation.

** The public may attend the Special Council Meeting of the City Council immediately before the closed session and observe the vote of the Council to move into the closed session on Wednesday, May 7, 2025.*

Bonita Anderson
City Clerk