

**City Council  
Budget Work Session**

**7:30 pm – Green Ridge House**

**Monday  
May 15, 2017**

**Green Ridge House  
Dining Room**

# GREEN RIDGE HOUSE



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

## **ACCOMPLISHMENTS FOR FY 2017**

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

## **ISSUES & SERVICES**

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

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

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

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

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

## BUDGET COMMENTS

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

# GREEN RIDGE HOUSE

CITY MANAGER

COMMUNITY  
RESOURCE  
ADVOCATE

PROPERTY  
MANAGER

COMMUNITY DIRECTOR/  
HUD SPECIALIST

MAINTENANCE ENGINEER  
MAINTENANCE ASSISTANT

ASSISTANT COMMUNITY  
DIRECTOR

<b>GREEN RIDGE HOUSE Operating Budget</b>	<b>FY 2015 Actual Trans.</b>	<b>FY 2016 Actual Trans.</b>	<b>FY 2017 Adopted Budget</b>	<b>FY 2017 Estimated Trans.</b>	<b>FY 2018 Proposed Budget</b>	<b>FY 2018 Adopted Budget</b>
<b>REVENUES</b>						
<b>Rental Income</b>						
Federal Section 8 Payment	\$1,041,006	\$1,069,668	\$1,093,000	\$1,099,200	\$1,126,000	
Rental Income from Residents	417,256	417,456	404,200	406,500	416,600	
Vacancies	(16,710)	(18,288)	(32,100)	(41,300)	(33,000)	
<b>Total Rental Income</b>	<b>\$1,441,552</b>	<b>\$1,468,836</b>	<b>\$1,465,100</b>	<b>\$1,464,400</b>	<b>\$1,509,600</b>	<b>\$0</b>
<b>Miscellaneous Revenue</b>						
Laundry Machines	\$2,995	\$3,472	\$3,500	\$3,000	\$3,200	
Miscellaneous Income	181	2,389	300	500	500	
Interest Income	237	1,417	100	500	2,500	
<b>Total Miscellaneous</b>	<b>\$3,413</b>	<b>\$7,278</b>	<b>\$3,900</b>	<b>\$4,000</b>	<b>\$6,200</b>	<b>\$0</b>
<b>TOTAL REVENUES</b>	<b>\$1,444,965</b>	<b>\$1,476,114</b>	<b>\$1,469,000</b>	<b>\$1,468,400</b>	<b>\$1,515,800</b>	<b>\$0</b>
<b>EXPENDITURES</b>						
<b>Personnel Expenses</b>						
	\$243,021	\$249,455	\$277,100	\$269,300	\$293,100	
<b>Operating Expenses</b>						
Administration	\$171,809	\$184,583	\$165,200	\$166,400	\$174,300	
Utilities	122,552	153,895	154,800	130,500	152,200	
Supplies and Services	68,796	60,127	60,500	60,400	62,600	
Maintenance	193,194	168,477	218,900	198,400	257,300	
<b>Total Operating Expenses</b>	<b>\$556,351</b>	<b>\$567,082</b>	<b>\$599,400</b>	<b>\$555,700</b>	<b>\$646,400</b>	<b>\$0</b>
<b>Taxes, Insurance and Debt Expenses</b>						
Real Estate Tax Fee in lieu	\$96,949	\$93,586	\$94,200	\$94,200	\$94,700	
Insurance	129,540	131,036	146,600	139,100	139,600	
Principal and Interest	257,702	257,702	257,700	257,700	107,300	
<b>Total Taxes, Interest and Debt Expenses</b>	<b>\$484,191</b>	<b>\$482,324</b>	<b>\$498,500</b>	<b>\$491,000</b>	<b>\$341,600</b>	<b>\$0</b>
Transfer to Investments	\$50,000	\$70,000	\$0	\$50,000	\$150,000	
Replacement Reserve Transfer	72,000	72,000	72,000	72,000	72,000	
<b>Total Transfer to Reserves</b>	<b>\$122,000</b>	<b>\$142,000</b>	<b>\$72,000</b>	<b>\$122,000</b>	<b>\$222,000</b>	
<b>TOTAL ALL EXPENDITURES</b>	<b>\$1,405,563</b>	<b>\$1,440,861</b>	<b>\$1,375,000</b>	<b>\$1,438,000</b>	<b>\$1,503,100</b>	<b>\$0</b>

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

## Accomplishments FY 2017

- Painted the outside of the building and caulked all windows
  - Repaired roof on back stairwell
  - As requested by residents, purchased hand sanitizers for each floor and placed them in each lobby
  - Elevator upgrades – replaced interior working mechanisms of elevator (closed loop door operator, hoistway door equipment and solid state starter)
  - New cushions for patio furniture
  - Ducts in laundry room and in common area cleaned and sanitized
  - Replaced front patio area by vestibule to alleviate drainage issue
  - New tile floor in vestibule area
  - New striping to parking lot
  - New smoke detectors in all apartments
  - Windows replaced as needed
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