



ISLAND CITY DEVELOPMENT AGENDA

AGENDA
DATE & TIME

SPECIAL MEETING OF ISLAND CITY DEVELOPMENT
Thursday, December 15, 2022 - 7:02 PM

LOCATION

In Person at Independence Plaza Community Room, 703 Atlantic Ave, Alameda Ca 94501 or Via Zoom Teleconference.

Pursuant to Assembly Bill No.361 (Chapter 165, Statutes of 2021) approved by the Governor on September 16, 2021) codified at Government Code Section 54953 a local legislative body is authorized to hold public meetings remotely via teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when, among other requirements, a legislative body of a local agency holds a meeting during a proclaimed state of emergency, and makes a public meeting accessible “via a call-in option or an internet-based service option” to all members of the public seeking to access and attend the meeting, offer public comment, and address the legislative body.

PUBLIC PARTICIPATION

Join Zoom Meeting:

<https://zoom.us/j/94439172029?pwd=dkIKOTRTSszQ3RIhHb1o3SIExamIDdz09>

Meeting ID:81499349988

Passcode:931660

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1. CALL TO ORDER & ROLL CALL
2. PUBLIC COMMENT (Non-Agenda)
3. CONSENT CALENDAR (Action)
 - A. Accept and Approve the Low- Income Housing Tax Credit (LIHTC) Annual Operating Budgets for the Fiscal Year and Calendar Year 2023.
 - B. Approve the Draft Minutes of the ICD November 16, 2022 Special Meeting
4. NEW BUSINESS





- A. Discussion and Possible Adoption of Resolution 2022-18 of the Board of Directors of Island City Development Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Directors Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361.
5. NON-AGENDA (Public Comment)
6. WRITTEN COMMUNICATIONS
7. ORAL COMMUNICATIONS – BOARD MEMBERS AND STAFF
8. ADJOURNMENT

NOTES:

- If you need special assistance to participate in the meetings of the Island City Development Board of Directors, please contact Jocelyn Layte at (510) 747-4349 (TTY/TRS: 711) or jlayte@alamedahsg.org. Notification 48 hours prior to the meeting will enable the Island City Development Board of Directors to make reasonable arrangements to ensure accessibility or language assistance.
- Documents related to this agenda are available for public inspection and copying at the Office of the Housing Authority, 701 Atlantic Avenue, during normal business hours.
- Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Directors exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review. In order to assist Island City Development's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help Island City Development accommodate these individuals.

IF YOU WISH TO ADDRESS THE BOARD:

- Anyone wishing to address the Board on agenda items or business introduced by Board members may speak for a maximum of three (3) minutes per agenda item when the subject is before the Board. Please file a speaker's slip with the Board President. Upon recognition by the President, approach the rostrum and state your name.
- Lengthy testimony should be submitted in writing and only a summary of pertinent points presented verbally.

-  Applause and demonstrations are prohibited during Board meetings 



ISLAND CITY DEVELOPMENT

Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Stephanie Shipe, Director of Portfolio Management

Date: December 15, 2022

Re: Accept and Approve the Low- Income Housing Tax Credit (LIHTC)
Annual Operating Budgets for the Fiscal Year and Calendar Year 2023.

BACKGROUND

This memo provides an overview of the annual operating budgets for the fiscal year 2023 for the Low-Income Housing Tax Credit (LIHTC) properties where Island City Development is the Managing General Partner.

DISCUSSION

Asset Management’s role is to ensure compliance with applicable regulatory agreements and financial performance. The third- party property management company prepares and submits the annual operating budget to staff for review. The operating budget includes a projection of the upcoming fiscal year’s operating revenue and expenses including administrative and marketing, utilities, operating and maintenance, taxes and insurance, resident services. The budget also includes hard debt service and reserve deposit requirements, partnership expenses such as asset management fee and partnership management fee, and capital expenditures.

Portfolio Management has reviewed and now submits the draft budgets to the ICD Board of Directors for approval. Upon approval, Portfolio Management will submit the budget to the appropriate limited partners, lenders, and regulatory agencies. Staff will bring any investor requested revisions over 10% of total budget back to the Board of Directors.

FISCAL IMPACT

CEQA

N/a

RECOMMENDATION

Accept and Approve the Low- Income Housing Tax Credit (LIHTC) Annual Operating Budget for the Fiscal Year and Calendar Year 2023.

ATTACHMENTS



1. 2023 Park Alameda Budget
2. 2023 Rosefield Budget
3. 2023 Shinsei Budget
4. 2023 Stargell Budget
5. 2023 Breakers Budget
6. 2023 Everett Commons Budget
7. 2023 Jack Capon Budget
8. 2023 Little John Commons Budget

Respectfully submitted,

Stephanie Shipe, Director of Portfolio Management



Park Alameda

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed
Prepared: September 30, 2022

Proposed

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
PROJECT REVENUE							
Gross Income Potential							
5120-000	Rent - Tenant	458,869.00	503,730.16	0.00%	-11.52%	445,692.96	37,141.08
5120-019	COVID-19 Rent Relief	52,828.00	0.00	0.00%	0.00%	0.00	0.00
5122-000	Subsidy - PHA PBV	310,483.00	297,507.06	0.00%	22.13%	363,360.00	30,280.00
Total Gross Income Potential		822,180.00	801,237.22		0.98%	809,052.96	67,421.08
Vacancies and Concessions							
5220-000	Vacancy - Residential	74,286.00	25,000.00	0.00%	-2.91%	24,272.00	2,022.67
5220-020	Vacancy - Subsidy Reimbrs	0.00	-4,462.61	0.00%	-19.39%	-3,597.32	-299.78
Total Vacancies and Concessions		74,286.00	20,537.39		0.67%	20,674.68	1,722.89
Financial Revenue							
5435-000	Int - Operating Reserves	166.00	0.00	0.00%	0.00%	0.00	0.00
5436-000	Int - Other Reserves	47.00	0.00	0.00%	0.00%	0.00	0.00
5440-000	Int - Replacemnt Reserves	181.00	0.00	0.00%	0.00%	0.00	0.00
Total Financial Revenue		394.00	0.00		0.00%	0.00	0.00
Other Income							
5910-000	Laundry Revenue	0.00	5,865.00	0.00%	-48.85%	3,000.00	250.00
5920-000	NSF & Late Charges	15.00	375.00	0.00%	-100.00%	0.00	0.00
5925-000	Key Charge	63.00	150.00	0.00%	-100.00%	0.00	0.00
5930-000	Clean/Damage/Maint Charge	47.00	250.00	0.00%	-100.00%	0.00	0.00
5940-000	Credit Report Charge	0.00	90.00	0.00%	-100.00%	0.00	0.00
5990-000	Miscellaneous Revenue	15,751.00	0.00	0.00%	0.00%	0.00	0.00
Total Other Income		15,876.00	6,730.00		-55.42%	3,000.00	250.00
TOTAL REVENUE		764,164.00	787,429.83		0.50%	791,378.28	65,948.19

PROJECT EXPENSES

Marketing Expenses

6250-000	Marketing & Leasing	690.00	548.00	0.00%	25.91%	690.00	57.50
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Park Alameda

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed
Prepared: September 30, 2022

Proposed

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
Total Marketing Expenses		690.00	548.00		25.91%	690.00	57.50
Administrative Expenses							
6311-000	Office Expenses	12,702.00	10,235.00	0.00%	24.10%	12,702.00	1,058.50
6319-000	Payroll Processing Fee	1,714.00	2,755.00	0.00%	34.77%	3,713.00	309.42
6320-000	Management Fees	51,584.00	52,080.00	0.00%	0.00%	52,080.00	4,340.00
6326-000	Temp Services-Admin	59,736.00	0.00	0.00%	0.00%	0.00	0.00
6330-000	Payroll - Manager	29,444.00	60,572.04	0.00%	2.56%	62,121.88	5,176.82
6331-000	Administrator's Unit	10,690.00	12,624.00	0.00%	-15.32%	10,690.00	890.83
6340-000	Legal/Mediation Expenses	949.00	8,289.00	0.00%	-39.68%	5,000.00	416.67
6350-000	CPA/Audit Services	19,210.00	15,730.00	0.00%	6.04%	16,680.00	1,390.00
6351-000	Bookkeeping Services	7,564.00	7,812.00	0.00%	0.00%	7,812.00	651.00
6360-000	Phone, Internet, Cable TV	8,348.00	9,023.00	0.00%	-4.69%	8,600.00	716.67
6360-030	Answering Service	1,164.00	2,963.00	0.00%	-59.50%	1,200.00	100.00
6370-000	Collection Loss	9,452.00	10,250.00	0.00%	-7.79%	9,452.00	787.67
6385-000	Mileage/Travel	510.00	250.00	0.00%	104.00%	510.00	42.50
6390-000	Misc. Admin. Expenses	291.00	600.00	0.00%	-50.00%	300.00	25.00
6392-000	Seminars / Training	851.00	1,322.50	0.00%	-0.04%	1,322.00	110.17
6396-000	Computer Charges	2,097.00	1,662.00	0.00%	26.17%	2,097.00	174.75
Total Administrative Expenses		216,306.00	196,167.54		-0.96%	194,279.88	16,189.99
Utilities							
6450-000	Electricity	20,013.00	14,000.00	0.00%	48.67%	20,813.52	1,734.46
6451-000	Water	18,847.00	16,841.28	0.00%	16.39%	19,600.88	1,633.41
6452-000	Gas	19,484.00	13,250.00	0.00%	52.93%	20,263.36	1,688.61
6453-000	Sewer	26,508.00	28,144.00	0.00%	-2.05%	27,568.32	2,297.36
Total Utilities		84,852.00	72,235.28		22.16%	88,246.08	7,353.84
Operating and Maintenance Expenses							
6510-000	Payroll - Maintenance	39,704.00	43,649.25	0.00%	2.02%	44,533.06	3,711.09
6510-010	Payroll - Maintenance Supervisor	0.00	3,785.00	0.00%	0.00%	3,785.00	315.42
6512-000	Payroll - Janitor	30,569.00	31,500.16	0.00%	0.00%	31,500.16	2,625.01
6515-000	Janitorial Supplies	3,664.00	2,598.00	0.00%	41.03%	3,664.00	305.33

Park Alameda

**Annual Operating Budget for the Year Ending
December 31, 2023**

Status: Proposed
Prepared: September 30, 2022

Proposed

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
6519-000	Pest Control	3,732.00	2,580.00	0.00%	48.64%	3,835.00	319.58
6525-000	Garbage Removal	32,315.00	31,422.00	0.00%	9.01%	34,253.90	2,854.49
6530-000	Security Contract	2,330.00	3,111.00	0.00%	-22.85%	2,400.00	200.00
6533-000	Fire Protection Expenses	7,572.00	8,000.00	0.00%	-2.50%	7,800.00	650.00
6537-000	Landscape Contracts	5,440.00	6,518.00	0.00%	-14.08%	5,600.00	466.67
6541-000	Repairs Materials/Supp	5,719.00	7,954.00	0.00%	-28.10%	5,719.00	476.58
6542-000	Repair & Maint Contracts	3,850.00	6,588.00	0.00%	-41.56%	3,850.00	320.83
6543-000	Plumbing Maintenance	290.00	3,856.00	0.00%	-84.96%	580.00	48.33
6544-000	Electrical Maintenance	0.00	250.00	0.00%	0.00%	250.00	20.83
6545-000	Elevator Maintenance	3,860.00	2,354.00	0.00%	69.92%	4,000.00	333.33
6546-000	HVAC Maintenance	0.00	164.00	0.00%	21.95%	200.00	16.67
6549-000	Temp Services-Op & Maint	11,529.00	0.00	0.00%	0.00%	0.00	0.00
6552-000	Furniture & Appliances	2,105.00	5,353.00	0.00%	-60.68%	2,105.00	175.42
6559-000	Flooring Expense	8,685.00	1,000.00	0.00%	0.00%	1,000.00	83.33
6560-000	Painting Expense	44.00	276.00	0.00%	0.00%	276.00	23.00
6561-000	DNU	-44.00	0.00	0.00%	0.00%	0.00	0.00
6562-000	Roof Maintenance	0.00	780.00	0.00%	0.00%	780.00	65.00
6569-000	COVID-19 Pandemic	0.00	0.00	0.00%	0.00%	500.00	41.67
6590-000	Miscellaneous Maintenance	481.00	2,380.00	0.00%	-79.79%	481.00	40.08
6598-100	Facilities Mgmt Consultan	1.00	0.00	0.00%	0.00%	0.00	0.00
Total Operating and Maintenance Expenses		161,846.00	164,118.41		-4.27%	157,112.12	13,092.68

Taxes and Insurance							
6710-000	Real Estate Taxes	4,959.00	4,984.31	0.00%	-0.51%	4,959.00	413.25
6711-000	Payroll Taxes	7,698.00	12,063.00	0.00%	1.54%	12,249.00	1,020.75
6720-000	Property Insurance	45,885.00	50,055.62	0.00%	10.00%	55,061.00	4,588.42
6721-000	Fidelity Bond	164.00	91.00	0.00%	80.22%	164.00	13.67
6722-000	Workers Comp.	3,206.00	6,305.00	0.00%	-10.66%	5,633.00	469.42
6723-000	Health Ins. / EE Benefits	18,286.00	26,893.09	0.00%	-0.22%	26,835.09	2,236.26
6723-010	401K Matching/EE Benefit	732.00	2,714.43	0.00%	1.79%	2,763.10	230.26
6790-000	Misc.Licenses/Permits	58.00	1,269.00	0.00%	-54.29%	580.00	48.33
Total Taxes and Insurance		80,988.00	104,375.45		3.71%	108,244.19	9,020.35

Non Deferred Financial Expense

Park Alameda

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed
Prepared: September 30, 2022

Proposed

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
6885-000	Resident-Credit Reporting	560.00	0.00	0.00%	0.00%	560.00	46.67
Total Non Deferred Financial Expense		560.00	0.00		0.00%	560.00	46.67
Service Expense							
6980-000	Services - Classes	8,081.00	10,592.00	0.00%	-85.84%	1,500.00	125.00
6980-010	Services - Res Functions	0.00	1,500.00	0.00%	100.00%	3,000.00	250.00
Total Service Expense		8,081.00	12,092.00		-62.79%	4,500.00	375.00
Corporate Expenses							
7115-000	Incentive Mgmt Fee	39,511.00	0.00	0.00%	0.00%	0.00	0.00
7131-000	FTB Tax & Fee	804.00	804.00	0.00%	0.00%	804.00	67.00
7133-000	Partnership Mgmt Fee	24,996.00	0.00	0.00%	0.00%	0.00	0.00
7137-000	Asset Mgmt Fee - Investor	5,004.00	0.00	0.00%	0.00%	0.00	0.00
7141-000	Services - Owner Fee ATL	60,638.00	57,252.00	0.00%	10.87%	63,476.51	5,289.71
7142-000	Services - Owner Fee BTL	20,004.00	0.00	0.00%	0.00%	0.00	0.00
Total Corporate Expenses		150,957.00	58,056.00		10.72%	64,280.51	5,356.71
Reserve Expenditures							
7230-000	Interior Replacements	5,133.00	0.00	0.00%	0.00%	0.00	0.00
7240-000	Exterior Replacements	254.00	0.00	0.00%	0.00%	0.00	0.00
Total Reserve Expenditures		5,387.00	0.00		0.00%	0.00	0.00
TOTAL OPERATING EXPENSES		709,667.00	607,592.68		1.70%	617,912.77	51,492.73
OPERATING INCOME (LOSS)		54,497.00	179,837.15		2.18	173,465.51	14,455.46
OTHER CASH REQUIREMENTS							
	Reserve Funding	0.00	31,932.00	0.00%	-0.01%	31,930.00	2,660.83
	Mortgage Principal	0.00	0.00	0.00%	0.00%	0.00	0.00
	Fixed Asset Purchases	0.00	34,386.78	0.00%	-100.00%	0.00	0.00
	Add back for Reserve Eligible Purchases	0.00	-34,386.78	0.00%	-100.00%	0.00	0.00
	<i>Other Cash Requirements:</i>						
	Entry 1			0.00%		0.00	0.00
	Entry 2			0.00%		0.00	0.00

Park Alameda

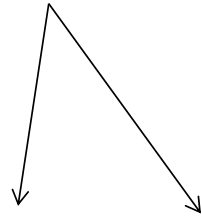
Annual Operating Budget for the Year Ending
December 31, 2023

Status: Proposed

Prepared: September 30, 2022

Proposed

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
	Entry 3			0.00%		0.00	0.00
Total Other Cash (Available) Requirements		0.00	31,932.00		-0.01%	31,930.00	2,660.83
TOTAL CASH FLOW		54,497.00	147,905.15			141,535.51	11,794.63



Park Alameda

**Annual Operating Budget for the Year Ending
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Proposed



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Rosefield Village

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed

Proposed

Prepared: September 15, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
PROJECT REVENUE							
Gross Income Potential							
5120-000	Rental Income - Tenant	705,510.00	1,494,983.00	0.00%	-38.11%	925,236.00	77,103.00
5120-999	Gross Potential Adjustmen	-654.00	0.00	0.00%	0.00%	-654.00	-54.50
5122-000	Housing Authority Income	215,291.00	443,209.00	0.00%	138.79%	1,058,352.00	88,196.00
Total Gross Income Potential		920,147.00	1,938,192.00		2.31%	1,982,934.00	165,244.50
Vacancies and Concessions							
5220-000	Vacancy-Residential	59,963.00	38,764.00		2.31%	39,659.00	3,304.92
Total Vacancies and Concessions		59,963.00	38,764.00		2.31%	39,659.00	3,304.92
Financial Revenue							
Total Financial Revenue		0.00	0.00		0.00%	0.00	0.00
Other Income							
5910-000	Laundry Income	415.00	1,000.00	0.00%	0.00%	1,000.00	83.33
Total Other Income		415.00	1,000.00		0.00%	1,000.00	83.33
TOTAL REVENUE		860,599.00	1,900,428.00		2.31%	1,944,275.00	162,022.92
PROJECT EXPENSES							
Marketing Expenses							
6250-000	Marketing-Credit Reports	2,429.00	0.00	0.00%	0.00%	300.00	25.00
Total Marketing Expenses		2,429.00	0.00		0.00%	300.00	25.00
Administrative Expenses							
6310-000	On-Site Administrative PR	14,025.00	33,667.00	0.00%	-12.88%	29,329.92	2,444.16
6311-000	Office Expenses	3,139.00	994.00	0.00%	0.60%	1,000.00	83.33
6313-000	Postage & Copies	769.00	1,800.00	0.00%	-44.44%	1,000.00	83.33
6314-000	Copier Lease	1,620.00	3,888.00	0.00%	-48.56%	2,000.00	166.67
6319-000	Payroll Processing Fee	1,680.00	3,154.00	0.00%	-46.10%	1,700.00	141.67

Rosefield Village

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed

Proposed

Prepared: September 15, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
6320-000	Management Fees	29,107.00	66,515.00	0.00%	0.00%	66,515.00	5,542.92
6330-000	Payroll - Manager	20,565.00	49,363.00	0.00%	7.64%	53,136.00	4,428.00
6331-000	Administrator's Unit	11,915.00	28,596.00	0.00%	4.95%	30,012.00	2,501.00
6335-000	Compliance Monitoring	15,175.00	36,429.00	0.00%	0.00%	36,429.00	3,035.75
6340-000	Legal/Mediation Expenses	812.00	2,000.00	0.00%	0.00%	2,000.00	166.67
6350-000	CPA/Audit Services	16,665.00	40,000.00	0.00%	0.00%	40,000.00	3,333.33
6351-000	Bookkeeping Services	5,670.00	11,592.00	0.00%	0.00%	11,592.00	966.00
6360-000	Tel. & Answering Service	2,375.00	3,715.00	0.00%	142.26%	9,000.00	750.00
6385-000	Mileage/Travel	415.00	1,000.00	0.00%	-50.00%	500.00	41.67
6390-010	Bank Charges	1,029.00	960.00	0.00%	14.58%	1,100.00	91.67
6392-000	Seminars / Training	980.00	2,358.00	0.00%	-57.59%	1,000.00	83.33
6396-000	Computer Charges	2,537.00	1,637.00	0.00%	64.94%	2,700.00	225.00
Total Administrative Expenses		128,478.00	287,668.00		0.47%	289,013.92	24,084.49
Utilities							
6450-000	Electricity	8,686.00	12,297.00	0.00%	-2.42%	12,000.00	1,000.00
6451-000	Water	37,599.00	62,471.00	0.00%	0.00%	62,471.00	5,205.92
6452-000	Gas	450.00	1,083.00	0.00%	0.00%	1,083.00	90.25
6453-000	Sewer	42,767.00	61,002.00	0.00%	0.00%	61,002.00	5,083.50
6453-020	Storm Drain	1,575.00	3,790.00	0.00%	-7.65%	3,500.00	291.67
Total Utilities		91,077.00	140,643.00		-0.42%	140,056.00	11,671.33
Operating and Maintenance Expenses							
6510-000	Payroll - Maintenance	21,085.00	40,018.00	0.00%	14.07%	45,648.00	3,804.00
6512-000	Payroll - Janitor	13,325.00	31,990.00	0.00%	-30.79%	22,141.44	1,845.12
6515-000	Janitorial Supplies	1,386.00	3,000.00	0.00%	0.00%	3,000.00	250.00
6519-000	Pest -Supp & Contracts	2,250.00	5,400.00	0.00%	0.00%	5,400.00	450.00
6525-000	Garbage Removal	64,263.00	116,722.00	5.00%	0.00%	116,722.00	9,726.83
6533-000	Fire Protection Expenses	5,105.00	4,740.00	0.00%	7.70%	5,105.00	425.42
6537-000	Landscape Contracts	4,580.00	11,000.00	0.00%	0.00%	11,000.00	916.67
6541-000	Repairs Materials/Supp	205.00	500.00	0.00%	0.00%	500.00	41.67
6543-000	Plumbing Maintenance	325.00	500.00	0.00%	0.00%	500.00	41.67
6544-000	Electrical Maintenance	205.00	500.00	0.00%	0.00%	500.00	41.67
6545-000	Elevator Maintenance	415.00	1,000.00	0.00%	540.00%	6,400.00	533.33

Rosefield Village

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Status: Proposed

Proposed

Prepared: September 15, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
6554-000	Window and Glass Repairs	205.00	500.00	0.00%	-59.00%	205.00	17.08
6573-000	Uniforms/Laundry	360.00	288.00	0.00%	25.00%	360.00	30.00
Total Operating and Maintenance Expenses		113,709.00	216,158.00		0.61%	217,481.44	18,123.45
Taxes and Insurance							
6710-000	Real Estate Taxes	11,550.00	27,730.00	0.00%	-58.35%	11,550.00	962.50
6711-000	Payroll Taxes	7,515.00	14,293.00	0.00%	-3.90%	13,735.00	1,144.58
6715-000	Cal Lmt Partnership Tax	2,995.00	3,350.00	0.00%	0.60%	3,370.00	280.83
6720-000	Property Insurance	29,905.00	71,782.00	0.00%	67.17%	120,000.00	10,000.00
6720-010	Liability Insurance	4.00	0.00	0.00%	0.00%	4.00	0.33
6721-000	Fidelity Bond	232.00	500.00	0.00%	0.00%	500.00	41.67
6722-000	Workers Comp.	4,772.00	10,216.00	0.00%	-34.08%	6,734.00	561.17
6723-000	Health Ins. / EE Benefits	13,746.00	27,606.00	0.00%	7.78%	29,753.99	2,479.50
6723-010	401K Matching/EE Benefits	1,592.00	3,101.00	0.00%	-3.09%	3,005.11	250.43
Total Taxes and Insurance		72,686.00	158,578.00		18.96%	188,652.09	15,721.01
Non Deferred Financial Expense							
6820-000	Interest on Mortgage	0.00	0.00	0.00%	0.00%	613,365.30	51,113.78
6885-000	Resident-Credit Reporting	52.00	0.00	0.00%	0.00%	0.00	0.00
Total Non Deferred Financial Expense		52.00	0.00		0.00%	613,365.30	51,113.78
Service Expense							
6980-000	Resident Services	3,750.00	9,000.00	0.00%	0.00%	9,000.00	750.00
6981-000	Social Services	57,239.00	90,000.00	0.00%	33.33%	120,000.00	10,000.00
Total Service Expense		60,989.00	99,000.00		30.30%	129,000.00	10,750.00
Corporate Expenses							
7109-000	Investor Service Fee	3,125.00	7,500.00	0.00%	6.09%	7,956.75	663.06
7133-040	Partnership Admin Fee	2,915.00	7,000.00	0.00%	6.09%	7,426.30	618.86
Total Corporate Expenses		6,040.00	14,500.00		6.09%	15,383.05	1,281.92
Reserve Expenditures							

Rosefield Village

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Status: Proposed

Proposed

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Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
7230-000	Interior Replacements	1,455.00	3,500.00	0.00%	254.29%	12,400.00	1,033.33
Total Reserve Expenditures		1,455.00	3,500.00		254.29%	12,400.00	1,033.33
TOTAL OPERATING EXPENSES		476,915.00	920,047.00		74.52%	1,605,651.80	133,804.32
OPERATING INCOME (LOSS)		383,684.00	980,381.00		-65.46%	338,623.20	28,218.60
OTHER CASH REQUIREMENTS							
	Reserve Funding	0.00	55,200.00	0.00%	0.00%	55,200.00	4,600.00
	Mortgage Principal	0.00	0.00	0.00%	0.00%	68,151.60	5,679.30
	Fixed Asset Purchases	0.00	0.00	0.00%	0.00%	0.00	0.00
	Add back for Reserve Eligible Purchases	0.00	0.00	0.00%	0.00%	0.00	0.00
	<i>Other Cash Requirements:</i>						
	Entry 1			0.00%		0.00	0.00
	Entry 2			0.00%		0.00	0.00
	Entry 3			0.00%		0.00	0.00
Total Other Cash (Available) Requirements		0.00	55,200.00		123.46%	123,351.60	10,279.30
TOTAL CASH FLOW		383,684.00	925,181.00			215,271.60	17,939.30
Before allowance for Depreciation, amortization and Deferred Financial Expenses							

Debt Service Coverage Ratio

Principal and Interest	52.00	0.00		681,516.90	56,793.08
Reserves	0.00	55,200.00		55,200.00	4,600.00
NOI (Add int+reserve + Corp Expenses)	391,231.00	998,381.00		979,771.55	81,647.63
Debt Service Coverage	7,523.67	#DIV/0!		1.44	1.44
DCR Inc Reserves	7,523.67	18.09		1.33	1.33
DCR Inc. Reserves, P&I and Corp Exp	64.22	14.32		1.30	1.30
Vacancy Percentage (Vacancy / Scheduled Gross)	6.52%	2.00%		2.00%	2.00%

Rosefield Village

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Prepared: September 15, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
TOTAL DEFERRED FINANCIAL EXPENSES		0.00	0.00		0.00%	0.00	0.00
Amortization and Depreciation							
Total Amortization and Depreciation		0.00	0.00		0.00%	0.00	0.00
NET CASH SURPLUS (DEFICIT)		383,684.00	925,181.00		-43.89%	215,271.60	17,939.30

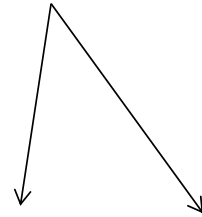
after allowance for deferred financial expenses, depreciation and amortization

Shinsei Gardens

Annual Operating Budget for the Year Ending December 31, 2023

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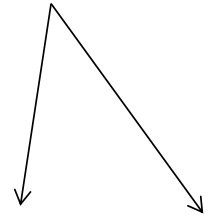
Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
PROJECT REVENUE							
Gross Income Potential							
5120-000	Rent - Tenant	394,053.00	356,472.57	0.00%	13.64%	405,096.00	33,758.00
5120-019	COVID-19 Rent Relief	4,920.00	0.00	0.00%	0.00%	0.00	0.00
5122-000	Subsidy - PHA PBV	522,377.00	563,072.00	0.00%	-6.72%	525,252.00	43,771.00
Total Gross Income Potential		921,350.00	919,544.57		1.17%	930,348.00	77,529.00
Vacancies and Concessions							
5220-000	Vacancy - Residential	38,736.00	18,390.89	0.00%	-4.91%	17,487.00	1,457.25
5220-020	Vacancy - Subsidy Reimbrs	0.00	-5,630.72	0.00%	-6.83%	-5,246.10	-437.18
Total Vacancies and Concessions		38,736.00	12,760.17		-4.07%	12,240.90	1,020.08
Financial Revenue							
5410-000	Int - Operations	382.00	0.00	0.00%	0.00%	382.00	31.83
5435-000	Int - Operating Reserves	217.00	0.00	0.00%	0.00%	217.00	18.08
5436-000	Int - Other Reserves	697.00	0.00	0.00%	0.00%	697.00	58.08
5440-000	Int - Replacemnt Reserves	136.00	0.00	0.00%	0.00%	136.00	11.33
Total Financial Revenue		1,432.00	0.00		0.00%	1,432.00	119.33
Other Income							
5910-000	Laundry Revenue	4,169.00	4,782.00	0.00%	-12.82%	4,169.00	347.42
5920-000	NSF & Late Charges	270.00	0.00	0.00%	0.00%	270.00	22.50
5930-000	Clean/Damage/Maint Charge	11.00	0.00	0.00%	0.00%	11.00	0.92
5990-000	Miscellaneous Revenue	4,784.00	0.00	0.00%	0.00%	0.00	0.00
5991-000	Insurance Reimbursement	0.00	0.00	0.00%	0.00%	0.00	0.00
Total Other Income		9,234.00	4,782.00		-6.94%	4,450.00	370.83
TOTAL REVENUE		893,280.00	911,566.40		1.36%	923,989.10	76,999.09
PROJECT EXPENSES							
Marketing Expenses							
6250-000	Marketing & Leasing	126.00	120.00	0.00%	400.00%	600.00	50.00

Shinsei Gardens

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed
Prepared: September 26, 2022

Proposed



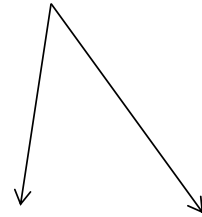
Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
Total Marketing Expenses		126.00	120.00		400.00%	600.00	50.00
Administrative Expenses							
6311-000	Office Expenses	6,900.00	7,509.00	0.00%	1.90%	7,651.87	637.66
6319-000	Payroll Processing Fee	1,101.00	1,150.00	0.00%	38.09%	1,588.00	132.33
6320-000	Management Fees	31,941.00	32,292.00	0.00%	0.00%	32,292.00	2,691.00
6330-000	Payroll - Manager	35,495.00	31,648.40	0.00%	4.83%	33,177.96	2,764.83
6331-000	Administrator's Unit	15,312.00	15,312.00	0.00%	0.00%	15,312.00	1,276.00
6340-000	Legal/Mediation Expenses	0.00	390.00	0.00%	3.00%	401.70	33.48
6350-000	CPA/Audit Services	14,463.00	14,889.00	0.00%	-2.21%	14,560.00	1,213.33
6351-000	Bookkeeping Services	4,803.00	4,914.00	0.00%	0.00%	4,914.00	409.50
6360-000	Phone, Internet, Cable TV	16,588.00	8,773.00	0.00%	28.17%	11,244.48	937.04
6360-030	Answering Service	0.00	720.00	0.00%	3.00%	741.60	61.80
6370-000	Collection Loss	0.00	4,784.00	0.00%	-16.39%	4,000.00	333.33
6385-000	Mileage/Travel	0.00	50.00	0.00%	-100.00%	0.00	0.00
6390-000	Misc. Admin. Expenses	178.00	228.00	0.00%	-21.93%	178.00	14.83
6392-000	Seminars / Training	528.00	100.00	0.00%	440.75%	540.75	45.06
6396-000	Computer Charges	1,534.00	1,312.00	0.00%	66.01%	2,178.00	181.50
Total Administrative Expenses		128,843.00	124,071.40		3.80%	128,780.36	10,731.70
Utilities							
6450-000	Electricity	13,003.00	11,669.00	0.00%	4.99%	12,250.82	1,020.90
6451-000	Water	29,057.00	31,376.00	0.00%	2.56%	32,178.23	2,681.52
6452-000	Gas	2,307.00	1,827.00	0.00%	4.00%	1,900.00	158.33
6453-000	Sewer	19,212.00	23,200.00	0.00%	3.45%	24,000.00	2,000.00
Total Utilities		63,579.00	68,072.00		3.32%	70,329.05	5,860.75
Operating and Maintenance Expenses							
6510-000	Payroll - Maintenance	26,875.00	24,971.20	0.00%	5.01%	26,222.30	2,185.19
6510-010	Payroll - Maintenance Supervisor	0.00	2,381.00	0.00%	0.01%	2,381.15	198.43
6515-000	Janitorial Supplies	114.00	654.00	0.00%	18.16%	772.74	64.40
6517-000	Janitorial Contract	656.00	500.00	0.00%	31.20%	656.00	54.67
6519-000	Pest Control	4,020.00	3,749.00	0.00%	6.71%	4,000.52	333.38

Shinsei Gardens

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Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
6525-000	Garbage Removal	31,252.00	30,542.00	0.00%	6.35%	32,480.52	2,706.71
6530-000	Security Contract	838.00	1,953.00	0.00%	3.00%	2,011.59	167.63
6533-000	Fire Protection Expenses	4,102.00	5,084.00	0.00%	-24.05%	3,861.47	321.79
6537-000	Landscape Contracts	14,667.00	14,354.00	0.00%	4.83%	15,047.27	1,253.94
6541-000	Repairs Materials/Supp	11,291.00	7,000.00	0.00%	61.30%	11,291.00	940.92
6542-000	Repair & Maint Contracts	5,649.00	5,000.00	0.00%	12.98%	5,649.00	470.75
6543-000	Plumbing Maintenance	225.00	500.00	0.00%	-55.00%	225.00	18.75
6544-000	Electrical Maintenance	0.00	500.00	0.00%	-100.00%	0.00	0.00
6545-000	Elevator Maintenance	4,073.00	3,000.00	0.00%	31.15%	3,934.60	327.88
6546-000	HVAC Maintenance	3,321.00	2,240.00	0.00%	48.26%	3,321.00	276.75
6552-000	Furniture & Appliances	6,521.00	2,500.00	0.00%	160.84%	6,521.00	543.42
6559-000	Flooring Expense	3,247.00	5,000.00	0.00%	-35.06%	3,247.00	270.58
6562-000	Roof Maintenance	0.00	1,000.00	0.00%	-100.00%	0.00	0.00
6590-000	Miscellaneous Maintenance	2,489.00	1,813.00	0.00%	37.29%	2,489.00	207.42
Total Operating and Maintenance Expenses		119,340.00	112,741.20		10.09%	124,111.16	10,342.60

Taxes and Insurance

6710-000	Real Estate Taxes	396.00	1,626.68	0.00%	-100.00%	0.00	0.00
6711-000	Payroll Taxes	5,117.00	5,451.00	0.00%	3.91%	5,664.00	472.00
6720-000	Property Insurance	51,966.00	55,252.91	0.00%	0.00%	55,252.91	4,604.41
6721-000	Fidelity Bond	183.00	98.00	0.00%	86.73%	183.00	15.25
6722-000	Workers Comp.	2,154.00	3,072.00	0.00%	-9.15%	2,791.00	232.58
6723-000	Health Ins. / EE Benefits	6,434.00	10,373.65	0.00%	-0.16%	10,356.65	863.05
6723-010	401K Matching/EE Benefit	-204.00	1,132.39	0.00%	4.91%	1,188.01	99.00
6790-000	Misc.Licenses/Permits	70.00	0.00	0.00%	0.00%	70.00	5.83
Total Taxes and Insurance		66,116.00	77,006.63		-1.95%	75,505.56	6,292.13

Non Deferred Financial Expense

6802-000	Insurance Claims Expense	0.00	0.00	0.00%	0.00%	0.00	0.00
6820-012	Interest - HCD/MHP	14,712.00	14,712.00	0.00%	0.00%	14,712.00	1,226.00
6826-000	Ground Lease	2,052.00	1.00	0.00%	205100.00%	2,052.00	171.00
6851-000	Bond Admin Fee-must pay	3,996.00	4,000.00	0.00%	-0.10%	3,996.00	333.00
6885-000	Resident-Credit Reporting	379.00	0.00	0.00%	0.00%	379.00	31.58

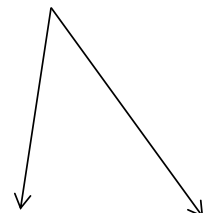
Shinsei Gardens

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed

Prepared: September 26, 2022

Proposed



Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
Total Non Deferred Financial Expense		21,139.00	18,713.00		12.96%	21,139.00	1,761.58
Service Expense							
6940-000	Services - Coordinator	24,674.00	25,574.00	0.00%	-100.00%	0.00	0.00
6981-000	Services - Contract Fees	0.00	1.00	0.00%	-100.00%	0.00	0.00
Total Service Expense		24,674.00	25,575.00		-100.00%	0.00	0.00
Corporate Expenses							
7115-000	Incentive Mgmt Fee	0.00	0.00	0.00%	0.00%	0.00	0.00
7131-000	FTB Tax & Fee	804.00	804.00	0.00%	0.00%	804.00	67.00
7133-000	Partnership Mgmt Fee	0.00	0.00	0.00%	0.00%	0.00	0.00
7137-000	Asset Mgmt Fee - Investor	0.00	0.00	0.00%	0.00%	0.00	0.00
Total Corporate Expenses		804.00	804.00		0.00%	804.00	67.00
Reserve Expenditures							
7220-000	Appliance Replacements	0.00	0.00	0.00%	0.00%	0.00	0.00
7230-000	Interior Replacements	0.00	0.00	0.00%	0.00%	0.00	0.00
7290-000	Special Capital Projects	0.00	0.00	0.00%	0.00%	0.00	0.00
Total Reserve Expenditures		0.00	0.00		0.00%	0.00	0.00
TOTAL OPERATING EXPENSES		424,621.00	427,103.23		-1.37%	421,269.13	35,105.76
OPERATING INCOME (LOSS)		468,659.00	484,463.17		0.07	502,719.97	41,893.33
OTHER CASH REQUIREMENTS							
	Reserve Funding	0.00	23,400.00	0.00%	0.00%	23,400.00	1,950.00
	Mortgage Principal	0.00	0.00	0.00%	0.00%	0.00	0.00
	Fixed Asset Purchases	0.00	9,000.00	0.00%	-100.00%	0.00	0.00
	Add back for Reserve Eligible Purchases	0.00	-9,000.00	0.00%	-100.00%	0.00	0.00
	<i>Other Cash Requirements:</i>						
	Entry 1			0.00%		0.00	0.00
	Entry 2			0.00%		0.00	0.00
	Entry 3			0.00%		0.00	0.00
Total Other Cash (Available) Requirements		0.00	23,400.00		0.00%	23,400.00	1,950.00
TOTAL CASH FLOW		468,659.00	461,063.17			479,319.97	39,943.33

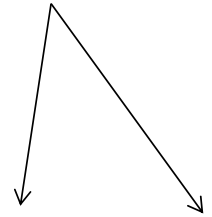
Shinsei Gardens

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed

Prepared: September 26, 2022

Proposed



Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
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Stargell Commons

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed
Prepared: October 10, 2022

Proposed

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
PROJECT REVENUE							
Gross Income Potential							
5120-000	Rent - Tenant	364,446.00	329,264.25	0.00%	5.41%	347,084.16	28,923.68
5120-019	COVID-19 Rent Relief	2,479.00	0.00	0.00%	0.00%	0.00	0.00
5122-000	Subsidy - PHA PBV	192,968.00	245,947.17	0.00%	-2.84%	238,958.34	19,913.20
5122-020	Subsidy - Tenant Based	13,527.00	0.00	0.00%	0.00%	0.00	0.00
Total Gross Income Potential		573,420.00	575,211.42		1.88%	586,042.50	48,836.88
Vacancies and Concessions							
5220-000	Vacancy - Residential	39,096.00	10,718.00	0.00%	72.98%	18,540.00	1,545.00
5220-020	Vacancy - Subsidy Reimbrs	-5,494.00	-1,612.90	0.00%	54.67%	-2,494.69	-207.89
Total Vacancies and Concessions		33,602.00	9,105.10		76.22%	16,045.31	1,337.11
Financial Revenue							
5435-000	Int - Operating Reserves	492.00	0.00	0.00%	0.00%	0.00	0.00
5436-000	Int - Other Reserves	461.00	0.00	0.00%	0.00%	0.00	0.00
5440-000	Int - Replacemnt Reserves	194.00	0.00	0.00%	0.00%	0.00	0.00
Total Financial Revenue		1,147.00	0.00		0.00%	0.00	0.00
Other Income							
5910-000	Laundry Revenue	5,793.00	6,000.00	0.00%	-3.45%	5,793.00	482.75
5920-000	NSF & Late Charges	120.00	0.00	0.00%	0.00%	0.00	0.00
5925-000	Key Charge	110.00	0.00	0.00%	0.00%	0.00	0.00
5930-000	Clean/Damage/Maint Charge	4,394.00	0.00	0.00%	0.00%	0.00	0.00
5990-000	Miscellaneous Revenue	1,009.00	0.00	0.00%	0.00%	0.00	0.00
Total Other Income		11,426.00	6,000.00		-3.45%	5,793.00	482.75
TOTAL REVENUE		552,391.00	572,106.32		0.64%	575,790.19	47,982.52
PROJECT EXPENSES							
Marketing Expenses							
6250-000	Marketing & Leasing	954.00	1,601.00	0.00%	-40.41%	954.00	79.50

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Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
Total Marketing Expenses		954.00	1,601.00		-40.41%	954.00	79.50
Administrative Expenses							
6311-000	Office Expenses	5,618.00	5,963.00	0.00%	-5.79%	5,618.00	468.17
6319-000	Payroll Processing Fee	1,110.00	1,150.00	0.00%	38.43%	1,592.00	132.67
6320-000	Management Fees	26,624.00	26,880.00	0.00%	0.00%	26,880.00	2,240.00
6330-000	Payroll - Manager	36,091.00	31,648.40	0.00%	5.15%	33,277.96	2,773.16
6331-000	Administrator's Unit	14,976.00	15,125.76	0.00%	-0.99%	14,976.00	1,248.00
6340-000	Legal/Mediation Expenses	0.00	500.00	0.00%	20.00%	600.00	50.00
6350-000	CPA/Audit Services	17,402.00	16,674.00	0.00%	6.81%	17,810.00	1,484.17
6351-000	Bookkeeping Services	3,904.00	4,032.00	0.00%	0.00%	4,032.00	336.00
6360-000	Phone, Internet, Cable TV	5,662.00	5,169.00	0.00%	12.83%	5,832.00	486.00
6360-030	Answering Service	1,194.00	1,213.00	0.00%	1.40%	1,230.00	102.50
6370-000	Collection Loss	3,919.00	0.00	0.00%	0.00%	3,919.00	326.58
6385-000	Mileage/Travel	0.00	0.00	0.00%	0.00%	100.00	8.33
6390-000	Misc. Admin. Expenses	133.00	100.00	0.00%	33.00%	133.00	11.08
6392-000	Seminars / Training	439.00	100.00	0.00%	339.00%	439.00	36.58
6396-000	Computer Charges	916.00	1,000.00	0.00%	0.00%	1,000.00	83.33
Total Administrative Expenses		117,988.00	109,555.16		7.20%	117,438.96	9,786.58
Utilities							
6450-000	Electricity	2,626.00	2,702.00	0.00%	1.07%	2,731.04	227.59
6451-000	Water	21,913.00	17,578.08	0.00%	29.65%	22,789.52	1,899.13
6452-000	Gas	11,961.00	9,350.00	0.00%	33.04%	12,439.44	1,036.62
6453-000	Sewer	16,592.00	16,224.00	0.00%	6.36%	17,255.68	1,437.97
Total Utilities		53,092.00	45,854.08		20.42%	55,215.68	4,601.31
Operating and Maintenance Expenses							
6510-000	Payroll - Maintenance	26,443.00	24,971.20	0.00%	5.41%	26,322.30	2,193.53
6510-010	Payroll - Maintenance Supervisor	0.00	1,953.00	0.00%	0.00%	1,953.00	162.75
6515-000	Janitorial Supplies	224.00	482.00	0.00%	-52.28%	230.00	19.17
6519-000	Pest Control	2,600.00	0.00	0.00%	0.00%	2,680.00	223.33
6525-000	Garbage Removal	30,297.00	30,654.00	0.00%	4.77%	32,114.82	2,676.24

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Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
6532-000	Security Supplies	0.00	100.00	0.00%	0.00%	100.00	8.33
6533-000	Fire Protection Expenses	7,387.00	4,780.00	0.00%	54.54%	7,387.00	615.58
6537-000	Landscape Contracts	11,808.00	11,051.00	0.00%	10.08%	12,165.00	1,013.75
6541-000	Repairs Materials/Supp	3,749.00	5,510.00	0.00%	-31.96%	3,749.00	312.42
6542-000	Repair & Maint Contracts	6,938.00	5,000.00	0.00%	38.76%	6,938.00	578.17
6543-000	Plumbing Maintenance	180.00	831.00	0.00%	-56.68%	360.00	30.00
6544-000	Electrical Maintenance	0.00	196.00	0.00%	2.04%	200.00	16.67
6546-000	HVAC Maintenance	9,969.00	2,500.00	0.00%	300.00%	10,000.00	833.33
6552-000	Furniture & Appliances	1,332.00	0.00	0.00%	0.00%	1,332.00	111.00
6569-000	COVID-19 Pandemic	60.00	500.00	0.00%	-40.00%	300.00	25.00
6590-000	Miscellaneous Maintenance	2,739.00	2,430.00	0.00%	12.72%	2,739.00	228.25
6598-100	Facilities Mgmt Consultan	1.00	0.00	0.00%	0.00%	0.00	0.00
Total Operating and Maintenance Expenses		103,727.00	90,958.20		19.36%	108,570.12	9,047.51
Taxes and Insurance							
6711-000	Payroll Taxes	5,129.00	5,451.00	0.00%	4.20%	5,680.00	473.33
6720-000	Property Insurance	41,518.00	44,915.58	0.00%	10.00%	49,407.00	4,117.25
6721-000	Fidelity Bond	114.00	63.00	0.00%	80.95%	114.00	9.50
6722-000	Workers Comp.	2,789.00	3,057.00	0.00%	-8.86%	2,786.00	232.17
6723-000	Health Ins. / EE Benefits	5,314.00	10,372.65	0.00%	-0.16%	10,355.65	862.97
6723-010	401K Matching/EE Benefit	1,216.00	1,132.39	0.00%	5.26%	1,192.01	99.33
6790-000	Misc.Licenses/Permits	3,181.00	22,637.00	0.00%	-85.95%	3,181.00	265.08
Total Taxes and Insurance		59,261.00	87,628.62		-17.02%	72,715.65	6,059.64
Non Deferred Financial Expense							
6820-000	Interest - 1st Mortgage	39,184.00	38,282.00	0.00%	-6.68%	35,726.00	2,977.17
6826-000	Ground Lease	4,044.00	0.00	0.00%	0.00%	1.00	0.08
6851-000	Bond Admin Fee-must pay	0.00	330.00	0.00%	-100.00%	0.00	0.00
6890-000	Misc. Financial Expenses	-4,200.00	4,200.00	0.00%	-100.00%	0.00	0.00
6885-000	Resident-Credit Reporting	288.00	0.00	0.00%	0.00%	288.00	24.00
6892-000	Annual County Loan Fees	4,200.00	0.00	0.00%	0.00%	4,200.00	350.00
Total Non Deferred Financial Expense		43,516.00	42,812.00		-6.07%	40,215.00	3,351.25

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Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
Service Expense							
6940-000	Services - Coordinator	30,785.00	0.00	0.00%	0.00%	0.00	0.00
6981-000	Services - Contract Fees	-5,137.00	33,314.00	0.00%	3.00%	34,314.00	2,859.50
Total Service Expense		25,648.00	33,314.00		3.00%	34,314.00	2,859.50
Corporate Expenses							
7115-000	Incentive Mgmt Fee	11,481.00	0.00	0.00%	0.00%	0.00	0.00
7131-000	FTB Tax & Fee	1,596.00	804.00	0.00%	0.00%	804.00	67.00
7133-000	Partnership Mgmt Fee	24,996.00	0.00	0.00%	0.00%	0.00	0.00
7137-000	Asset Mgmt Fee - Investor	8,496.00	0.00	0.00%	0.00%	0.00	0.00
7141-000	Services - Owner Fee ATL	5,622.00	5,682.00	0.00%	17.60%	6,682.00	556.83
Total Corporate Expenses		52,191.00	6,486.00		15.42%	7,486.00	623.83
Reserve Expenditures							
Total Reserve Expenditures		0.00	0.00		0.00%	0.00	0.00
TOTAL OPERATING EXPENSES		456,377.00	418,209.06		4.47%	436,909.41	36,409.12
OPERATING INCOME (LOSS)		96,014.00	153,897.26		0.45	138,880.78	11,573.40
OTHER CASH REQUIREMENTS							
	Reserve Funding	0.00	19,200.00	0.00%	0.00%	19,200.00	1,600.00
	Mortgage Principal	0.00	53,931.48	0.00%	4.74%	56,486.00	4,707.17
	Fixed Asset Purchases	0.00	0.00	0.00%	0.00%	0.00	0.00
	Add back for Reserve Eligible Purchases	0.00	0.00	0.00%	0.00%	0.00	0.00
	<i>Other Cash Requirements:</i>						
	Entry 1			0.00%		0.00	0.00
	Entry 2			0.00%		0.00	0.00
	Entry 3			0.00%		0.00	0.00
Total Other Cash (Available) Requirements		0.00	73,131.48		3.49%	75,686.00	6,307.17
TOTAL CASH FLOW		96,014.00	80,765.78			63,194.78	5,266.23

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Breakers at Bayport

Annual Operating Budget for the Year Ending
December 31, 2023

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Prepared: September 14, 2022

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Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
PROJECT REVENUE							
Gross Income Potential							
5120-000	Rent - Tenant	475,312.00	532,884.00	0.00%	5.95%	564,580.00	47,048.33
5120-019	COVID-19 Rent Relief	72,180.00	0.00	0.00%	0.00%	0.00	0.00
5122-000	Subsidy - PHA PBV	551,234.00	533,874.00	0.00%	-10.25%	479,172.00	39,931.00
5122-020	Subsidy - Tenant Based	0.00	0.00	0.00%	0.00%	72,960.00	6,080.00
Total Gross Income Potential		1,098,726.00	1,066,758.00		4.68%	1,116,712.00	93,059.33
Vacancies and Concessions							
5220-000	Vacancy - Residential	12,408.00	21,335.16	0.00%	4.68%	22,334.20	1,861.18
5220-020	Vacancy - Subsidy Reimbrs	-3,498.00	-5,338.74	0.00%	-34.48%	-3,498.00	-291.50
Total Vacancies and Concessions		8,910.00	15,996.42		17.75%	18,836.20	1,569.68
Financial Revenue							
5410-000	Int - Operations	243.00	0.00	0.00%	0.00%	0.00	0.00
5435-000	Int - Operating Reserves	371.00	0.00	0.00%	0.00%	0.00	0.00
5440-000	Int - Replacemnt Reserves	3,103.00	0.00	0.00%	0.00%	0.00	0.00
Total Financial Revenue		3,717.00	0.00		0.00%	0.00	0.00
Other Income							
5910-000	Laundry Revenue	52.00	208.00	0.00%	-37.50%	130.00	10.83
5920-000	NSF & Late Charges	45.00	0.00	0.00%	0.00%	0.00	0.00
5930-000	Clean/Damage/Maint Charge	1,411.00	0.00	0.00%	0.00%	0.00	0.00
5990-000	Miscellaneous Revenue	16,391.00	0.00	0.00%	0.00%	0.00	0.00
Total Other Income		17,899.00	208.00		-37.50%	130.00	10.83
TOTAL REVENUE		1,111,432.00	1,050,969.58		4.48%	1,098,005.80	91,500.48
PROJECT EXPENSES							
Marketing Expenses							
6250-000	Marketing & Leasing	1,561.00	1,274.00	0.00%	-52.90%	600.00	50.00

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Total Marketing Expenses		1,561.00	1,274.00		-52.90%	600.00	50.00

Administrative Expenses

6310-020	Payroll - Admin Asst.	0.00	0.00	0.00%	0.00%	20,368.00	1,697.33
6311-000	Office Expenses	9,422.00	8,448.00	0.00%	6.53%	9,000.00	750.00
6319-000	Payroll Processing Fee	2,244.00	2,171.00	0.00%	30.91%	2,842.00	236.83
6320-000	Management Fees	43,680.00	43,680.00	0.00%	0.00%	43,680.00	3,640.00
6326-000	Temp Services-Admin	5,701.00	0.00	0.00%	0.00%	0.00	0.00
6330-000	Payroll - Manager	62,317.00	58,859.28	0.00%	-40.54%	35,000.00	2,916.67
6331-000	Administrator's Unit	14,652.00	14,652.00	0.00%	0.00%	14,652.00	1,221.00
6340-000	Legal/Mediation Expenses	8,115.00	500.00	0.00%	1100.00%	6,000.00	500.00
6350-000	CPA/Audit Services	15,981.00	16,495.50	0.00%	3.85%	17,130.00	1,427.50
6351-000	Bookkeeping Services	6,292.00	6,552.00	0.00%	0.00%	6,552.00	546.00
6360-000	Phone, Internet, Cable TV	9,015.00	7,233.00	0.00%	24.64%	9,015.00	751.25
6360-030	Answering Service	1,373.00	1,289.00	0.00%	6.52%	1,373.00	114.42
6370-000	Collection Loss	13,056.00	6,000.00	0.00%	33.33%	8,000.00	666.67
6385-000	Mileage/Travel	456.00	647.00	0.00%	0.00%	647.00	53.92
6390-000	Misc. Admin. Expenses	297.00	571.00	0.00%	-47.99%	297.00	24.75
6392-000	Seminars / Training	1,305.00	300.00	0.00%	233.33%	1,000.00	83.33
6396-000	Computer Charges	2,057.00	1,343.00	0.00%	11.69%	1,500.00	125.00
Total Administrative Expenses		195,963.00	168,740.78		4.93%	177,056.00	14,754.67

Utilities

6450-000	Electricity	9,577.00	10,736.00	0.00%	5.00%	11,272.80	939.40
6451-000	Water	46,951.00	50,270.00	0.00%	5.00%	52,783.50	4,398.63
6452-000	Gas	942.00	1,100.00	0.00%	5.00%	1,155.00	96.25
6453-000	Sewer	32,441.00	30,608.00	0.00%	10.23%	33,738.00	2,811.50
Total Utilities		89,911.00	92,714.00		6.73%	98,949.30	8,245.78

Operating and Maintenance Expenses

6510-000	Payroll - Maintenance	52,103.00	50,070.08	0.00%	4.35%	52,248.71	4,354.06
6510-010	Payroll - Maintenance Supervisor	0.00	3,174.00	0.00%	0.03%	3,174.87	264.57
6515-000	Janitorial Supplies	975.00	1,358.00	0.00%	0.00%	1,358.00	113.17
6517-000	Janitorial Contract	683.00	892.00	0.00%	0.00%	892.00	74.33

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6519-000	Pest Control	4,565.00	4,547.00	0.00%	0.40%	4,565.00	380.42
6525-000	Garbage Removal	42,224.00	43,232.00	0.00%	4.09%	45,000.00	3,750.00
6530-000	Security Contract	0.00	674.00	0.00%	-100.00%	0.00	0.00
6533-000	Fire Protection Expenses	6,509.00	8,102.00	0.00%	0.00%	8,102.00	675.17
6537-000	Landscape Contracts	17,098.00	13,698.00	0.00%	24.82%	17,098.00	1,424.83
6541-000	Repairs Materials/Supp	17,935.00	17,325.00	0.00%	3.90%	18,000.00	1,500.00
6542-000	Repair & Maint Contracts	11,604.00	9,056.00	0.00%	28.14%	11,604.00	967.00
6543-000	Plumbing Maintenance	2,521.00	994.00	0.00%	101.21%	2,000.00	166.67
6546-000	HVAC Maintenance	0.00	1,919.00	0.00%	0.00%	1,919.00	159.92
6549-000	Temp Services-Op & Maint	200.00	0.00	0.00%	0.00%	0.00	0.00
6552-000	Furniture & Appliances	9,543.00	7,759.00	0.00%	22.99%	9,543.00	795.25
6559-000	Flooring Expense	2,480.00	4,380.00	0.00%	0.00%	4,380.00	365.00
6562-000	Roof Maintenance	0.00	3,175.00	0.00%	0.00%	3,175.00	264.58
6569-000	COVID-19 Pandemic	749.00	0.00	0.00%	0.00%	0.00	0.00
6590-000	Miscellaneous Maintenance	2,333.00	1,972.00	0.00%	407.10%	10,000.00	833.33
6598-100	Facilities Mgmt Consultan	0.00	0.00	0.00%	0.00%	0.00	0.00
Total Operating and Maintenance Expenses		171,522.00	172,327.08		12.03%	193,059.58	16,088.30
Taxes and Insurance							
6710-000	Real Estate Taxes	3,827.00	3,425.11	0.00%	13.97%	3,903.54	325.30
6711-000	Payroll Taxes	9,818.00	9,453.00	0.00%	4.87%	9,913.00	826.08
6720-000	Property Insurance	57,850.00	64,215.34	0.00%	10.00%	70,637.00	5,886.42
6721-000	Fidelity Bond	221.00	115.00	0.00%	92.17%	221.00	18.42
6722-000	Workers Comp.	4,733.00	5,277.00	0.00%	-13.44%	4,568.00	380.67
6723-000	Health Ins. / EE Benefits	18,204.00	18,864.96	0.00%	-5.64%	17,800.40	1,483.37
6723-010	401K Matching/EE Benefit	1,569.00	2,178.59	0.00%	-1.21%	2,152.33	179.36
6790-000	Misc.Licenses/Permits	1,151.00	1,069.00	0.00%	7.67%	1,151.00	95.92
Total Taxes and Insurance		97,373.00	104,598.00		5.50%	110,346.27	9,195.52
Non Deferred Financial Expense							
6820-000	Interest - 1st Mortgage	74,750.00	73,328.00	0.00%	-4.42%	70,090.29	5,840.86
6820-012	Interest - HCD/MHP	12,357.00	12,379.00	0.00%	-0.18%	12,357.00	1,029.75
6826-000	Ground Lease	2.00	1.00	0.00%	100.00%	2.00	0.17
6870-000	HOA Fees & Assessments	3,384.00	3,384.00	0.00%	0.00%	3,384.00	282.00

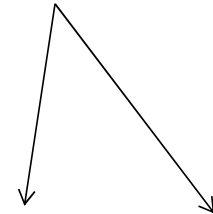
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Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
6885-000	Resident-Credit Reporting	429.00	0.00	0.00%	0.00%	429.00	35.75
Total Non Deferred Financial Expense		90,922.00	89,092.00		-3.18%	86,262.29	7,188.52
Service Expense							
6940-000	Services - Coordinator	9,996.00	10,000.00	0.00%	-100.00%	0.00	0.00
6980-010	Services - Res Functions	0.00	0.00	0.00%	0.00%	200.00	16.67
6981-010	Services - Owner Expense	0.00	300.00	0.00%	3233.33%	10,000.00	833.33
Total Service Expense		9,996.00	10,300.00		-0.97%	10,200.00	850.00
Corporate Expenses							
7115-000	Incentive Mgmt Fee	75,360.00	0.00	0.00%	0.00%	0.00	0.00
7131-000	FTB Tax & Fee	804.00	804.00	0.00%	0.00%	804.00	67.00
7137-000	Asset Mgmt Fee - Investor	3,645.00	0.00	0.00%	0.00%	0.00	0.00
Total Corporate Expenses		79,809.00	804.00		0.00%	804.00	67.00
Reserve Expenditures							
7220-000	Appliance Replacements	4,170.00	0.00	0.00%	0.00%	0.00	0.00
Total Reserve Expenditures		4,170.00	0.00		0.00%	0.00	0.00
TOTAL OPERATING EXPENSES		741,227.00	639,849.86		5.85%	677,277.44	56,439.79
OPERATING INCOME (LOSS)		370,205.00	411,119.72		0.14	420,728.36	35,060.70
OTHER CASH REQUIREMENTS							
	Reserve Funding	0.00	31,200.00	0.00%	0.00%	31,200.00	2,600.00
	Mortgage Principal	0.00	65,826.96	0.00%	4.91%	69,060.00	5,755.00
	Fixed Asset Purchases	0.00	108,275.00	0.00%	-100.00%	0.00	0.00
	Add back for Reserve Eligible Purchases	0.00	-108,275.00	0.00%	-100.00%	0.00	0.00
	<i>Other Cash Requirements:</i>						
	Entry 1			0.00%		0.00	0.00
	Entry 2			0.00%		0.00	0.00
	Entry 3			0.00%		0.00	0.00
Total Other Cash (Available) Requirements		0.00	97,026.96		3.33%	100,260.00	8,355.00
TOTAL CASH FLOW		370,205.00	314,092.76			320,468.36	26,705.70



Breakers at Bayport

Annual Operating Budget for the Year Ending
December 31, 2023

Status: Proposed
Prepared: September 14, 2022

Proposed



Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
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Everett Commons

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed

Proposed

Prepared: August 5, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
PROJECT REVENUE							
Gross Income Potential							
5120-000	Rental Income - Tenant	130,020.00	136,503.00	1.50%	-14.64%	116,524.00	9,710.33
5122-000	Housing Authority Income	437,265.00	422,611.00	0.00%	8.79%	459,738.84	38,311.57
5123-010	Lease Gain/Loss-Resident	0.00	0.00	0.00%	0.00%	-4,805.76	-400.48
Total Gross Income Potential		567,285.00	559,114.00		2.21%	571,457.08	47,621.42
Vacancies and Concessions							
5220-000	Vacancy-Residential	632.00	-4,934.00	0.00%	-444.55%	17,000.00	1,416.67
5220-020	Vacancy - Housing Reimb	3,000.00	6,000.00	0.00%	-50.00%	3,000.00	250.00
Total Vacancies and Concessions		3,632.00	1,066.00		1776.17%	20,000.00	1,666.67
Financial Revenue							
5410-000	Interest Inc - Operating	132.00	271.00	0.00%	-44.65%	150.00	12.50
5440-000	Interest Inc - Reserves	12.00	29.00	0.00%	3.45%	30.00	2.50
Total Financial Revenue		144.00	300.00		-40.00%	180.00	15.00
Other Income							
5910-000	Laundry Income	3,175.00	4,020.00	0.00%	-21.02%	3,175.00	264.58
5930-000	Clean/Damage/Maintenance	90.00	0.00	0.00%	0.00%	0.00	0.00
Total Other Income		3,265.00	4,020.00		-21.02%	3,175.00	264.58
TOTAL REVENUE		567,062.00	562,368.00		-1.34%	554,812.08	46,234.34
PROJECT EXPENSES							
Marketing Expenses							
6250-000	Marketing-Credit Reports	314.00	240.00	0.00%	31.25%	315.00	26.25
Total Marketing Expenses		314.00	240.00		31.25%	315.00	26.25
Administrative Expenses							
6311-000	Office Expenses	2,150.00	1,440.00	0.00%	-16.67%	1,200.00	100.00

Everett Commons

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed

Proposed

Prepared: August 5, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
6313-000	Postage & Copies	222.00	445.00	0.00%	-55.06%	200.00	16.67
6319-000	Payroll Processing Fee	633.00	814.00	0.00%	50.61%	1,226.00	102.17
6320-000	Management Fees	16,664.00	16,741.00	0.00%	-0.46%	16,664.00	1,388.67
6330-000	Payroll - Manager	22,694.00	24,645.00	0.00%	2.36%	25,226.88	2,102.24
6331-000	Administrator's Unit	24,342.00	28,596.00	0.00%	4.95%	30,012.00	2,501.00
6335-000	Compliance Monitoring	1,200.00	2,400.00	0.00%	33.33%	3,200.00	266.67
6340-000	Legal/Mediation Expenses	258.00	516.00	0.00%	16.28%	600.00	50.00
6350-000	CPA/Audit Services	14,411.00	15,396.00	0.00%	0.00%	15,396.00	1,283.00
6351-000	Bookkeeping Services	2,520.00	2,520.00	0.00%	0.00%	2,520.00	210.00
6360-000	Tel. & Answering Service	2,835.00	3,000.00	0.00%	0.00%	3,000.00	250.00
6385-000	Mileage/Travel	180.00	225.00	0.00%	-11.11%	200.00	16.67
6390-000	Misc. Admin. Expenses	633.00	860.00	0.00%	0.00%	860.00	71.67
6392-000	Seminars / Training	250.00	426.00	0.00%	17.37%	500.00	41.67
6396-000	Computer Charges	1,156.00	800.00	0.00%	-74.50%	204.00	17.00
Total Administrative Expenses		90,148.00	98,824.00		2.21%	101,008.88	8,417.41
Utilities							
6450-000	Electricity	3,667.00	3,620.00	5.00%	6.35%	3,850.00	320.83
6451-000	Water	5,079.00	5,124.00	5.00%	4.12%	5,335.00	444.58
6453-000	Sewer	7,116.00	697.00	5.00%	925.82%	7,150.00	595.83
6453-020	Storm Drain	696.00	832.00	5.00%	0.00%	832.00	69.33
Total Utilities		16,558.00	10,273.00		67.11%	17,167.00	1,430.58
Operating and Maintenance Expenses							
6510-000	Payroll - Maintenance	20,116.00	20,569.00	0.00%	3.07%	21,200.00	1,766.67
6515-000	Janitorial Supplies	609.00	700.00	0.00%	-3.57%	675.00	56.25
6519-000	Pest -Supp & Contracts	1,854.00	1,740.00	0.00%	14.94%	2,000.00	166.67
6525-000	Garbage Removal	16,017.00	12,745.00	0.00%	83.21%	23,350.00	1,945.83
6532-000	Security Supplies	708.00	0.00	0.00%	0.00%	750.00	62.50
6532-010	Lock and Keys	1,381.00	300.00	0.00%	366.67%	1,400.00	116.67
6533-000	Fire Protection Expenses	5,639.00	2,787.00	0.00%	108.11%	5,800.00	483.33
6537-000	Landscape Contracts	4,181.00	3,500.00	0.00%	100.00%	7,000.00	583.33
6541-000	Repairs Materials/Supp	2,474.00	2,400.00	0.00%	4.17%	2,500.00	208.33
6543-000	Plumbing Maintenance	1,778.00	1,000.00	0.00%	100.00%	2,000.00	166.67

Everett Commons

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed

Proposed

Prepared: August 5, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
6543-020	Plumbing Supplies	198.00	400.00	0.00%	-37.50%	250.00	20.83
6544-000	Electrical Maintenance	650.00	500.00	0.00%	0.00%	500.00	41.67
6558-000	Carpentry Repairs	246.00	500.00	0.00%	-50.00%	250.00	20.83
6561-000	Deco/Painting Supplies	300.00	600.00	0.00%	-33.33%	400.00	33.33
6569-000	COVID-19 Pandemic	166.00	300.00	0.00%	-50.00%	150.00	12.50
6573-000	Uniforms/Laundry	192.00	300.00	0.00%	0.00%	300.00	25.00
6598-000	Unit Turnover Preparation	498.00	1,000.00	0.00%	0.00%	1,000.00	83.33
Total Operating and Maintenance Expenses		57,007.00	49,341.00		40.91%	69,525.00	5,793.75
Taxes and Insurance							
6711-000	Payroll Taxes	3,873.00	4,635.00	0.00%	0.00%	4,635.00	386.25
6715-000	Cal Lmt Partnership Tax	3,274.00	3,350.00	0.00%	0.00%	3,350.00	279.17
6720-000	Property Insurance	30,775.00	28,231.00	0.00%	7.96%	30,478.00	2,539.83
6721-000	Fidelity Bond	158.00	92.00	0.00%	71.74%	158.00	13.17
6722-000	Workers Comp.	2,161.00	2,473.00	0.00%	13.34%	2,803.00	233.58
6723-000	Health Ins. / EE Benefits	4,370.00	7,656.00	0.00%	8.64%	8,317.72	693.14
6723-010	401K Matching/EE Benefits	924.00	904.00	0.00%	5.09%	950.00	79.17
6724-000	Local Taxes	0.00	0.00	0.00%	0.00%	750.00	62.50
Total Taxes and Insurance		45,535.00	47,341.00		8.66%	51,441.72	4,286.81
Non Deferred Financial Expense							
6820-000	Interest on Mortgage	181,047.00	182,583.00	0.00%	-1.05%	180,658.55	15,054.88
6820-001	Interest - 1st Mortgage	0.00	0.00	0.00%	0.00%	TRUE	0.08
6885-000	Resident-Credit Reporting	150.00	0.00	0.00%	0.00%	0.00	0.00
Total Non Deferred Financial Expense		181,197.00	182,583.00		-1.05%	180,658.55	15,054.96
Service Expense							
6980-010	Resident Services Supply	0.00	0.00	0.00%	0.00%	1,240.00	103.33
6980-014	RS/Travel	90.00	180.00	0.00%	-100.00%	0.00	0.00
6981-000	Social Services	46,846.00	46,872.00	0.00%	2.60%	48,092.76	4,007.73
Total Service Expense		46,936.00	47,052.00		4.85%	49,332.76	4,111.06
Corporate Expenses							

Everett Commons

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed

Proposed

Prepared: August 5, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
7109-000	Investor Service Fee	2,808.00	5,628.00	0.00%	2.99%	5,796.37	483.03
7133-000	Partnership Mgmt Fee	5,622.00	11,255.00	0.00%	3.00%	11,592.74	966.06
Total Corporate Expenses		8,430.00	16,883.00		3.00%	17,389.11	1,449.09
Reserve Expenditures							
7220-000	Appliance Replacements	3,769.00	0.00	0.00%	0.00%	2,000.00	166.67
7230-000	Interior Replacements	5,967.00	0.00	0.00%	0.00%	4,500.00	375.00
7230-010	Furniture Replacement	0.00	0.00	0.00%	0.00%	0.00	0.00
7231-000	Plumbing Replacements	1,789.00	0.00	0.00%	0.00%	1,500.00	125.00
Total Reserve Expenditures		11,525.00	0.00		0.00%	8,000.00	666.67
TOTAL OPERATING EXPENSES		457,650.00	452,537.00		9.35%	494,838.02	41,236.58
OPERATING INCOME (LOSS)		109,412.00	109,831.00		-45.39%	59,974.06	4,997.76
OTHER CASH REQUIREMENTS							
	Reserve Funding	0.00	12,000.00	0.00%	10.91%	13,308.96	1,109.08
	Mortgage Principal	0.00	33,330.20	0.00%	5.77%	35,254.80	2,937.90
	Fixed Asset Purchases	0.00	0.00	0.00%	0.00%	0.00	0.00
	Add back for Reserve Eligible Purchases	0.00	0.00	0.00%	0.00%	-8,000.00	-666.67
	<i>Other Cash Requirements:</i>						
	Entry 1 property/insurance reserve			0.00%		-26,669.04	-2,222.42
	Entry 2			0.00%		0.00	0.00
	Entry 3			0.00%		0.00	0.00
Total Other Cash (Available) Requirements		0.00	45,330.20		-69.35%	13,894.72	1,157.89
TOTAL CASH FLOW		109,412.00	64,500.80			46,079.34	3,839.86
Before allowance for Depreciation, amortization and Deferred Financial Expenses							
Debt Service Coverage Ratio							
	Principal and Interest	181,197.00	215,913.20			215,913.35	17,992.86
	Reserves	0.00	12,000.00			13,308.96	1,109.08
	NOI (Add int+reserve + Corp Expenses)	310,564.00	309,297.00			266,021.72	22,168.48
	Debt Service Coverage	1.71	1.43			1.23	1.23
	DCR Inc Reserves	1.71	1.36			1.16	1.16
	DCR Inc. Reserves, P&I and Corp Exp	1.64	1.26			1.08	1.08
	Vacancy Percentage	0.64%	0.19%			3.50%	3.50%

Everett Commons

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed

Proposed

Prepared: August 5, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
	(Vacancy / Scheduled Gross)						

Everett Commons

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed

Proposed

Prepared: August 5, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
TOTAL DEFERRED FINANCIAL EXPENSES		0.00	0.00		0.00%	0.00	0.00
Amortization and Depreciation							
Total Amortization and Depreciation		0.00	0.00		0.00%	0.00	0.00
NET CASH SURPLUS (DEFICIT)		109,412.00	64,500.80		-57.88%	46,079.34	3,839.86

after allowance for deferred financial expenses, depreciation and amortization

Jack Capon Villa (jcv)		19	Number of Units
Budget FYE 12/31/2023		3.0%	Tenant Vacancy Rate
		0.0%	Commercial Vacancy Rate
Account Number	Account Name	Budget FYE 12/31/2023	Comments
5000-0000	PROPERTY REVENUE	-	0
5100-0000	RENTAL REVENUE	-	0
5110-0000	Gross Potential Rent	102,108	Include rent for non-rental units
5113-0000	Stores & Commercial Rent	-	Do not include deferred adjustment
5114-0000	Garage & Parking	-	0
5116-0000	Gain/Loss to Lease	-	NOT A BUDGET ITEM
5120-0000	Tenant Rent	-	NOT A BUDGET ITEM
5121-0000	HUD Housing Assistance Payments	-	0
5122-0000	Local Hsg Auth Subsidy	368,100	0
5124-0000	Agreement Expense Recovery	-	NOT A BUDGET ITEM
5125-0000	Rent Adjustments	-	NOT A BUDGET ITEM
5126-0000	Subsidy Adjustments	-	NOT A BUDGET ITEM
5129-9999	TOTAL RENTAL REVENUE	470,208	0
0	0	-	0
5130-0000	VACANCIES	-	0
5131-0000	Tenant Vacancy Loss	(14,106)	3% of GPR
5133-0000	Stores & Commercial Vacancy Loss	-	0% of 5113-0000
5135-0000	Vacancy Loss Recovery	-	NOT A BUDGET ITEM
5138-0000	Misc Vacancy Loss	-	0
5139-9999	TOTAL VACANCIES	(14,106)	0
0	0	-	0
5140-0000	FINANCIAL REVENUE	-	0
5141-0000	Interest Income	-	0
5141-0001	Interest from Tax Impound	-	0
5141-0002	Interest from Operating Reserves	15	0
5141-0003	Interest from Security Deposits	-	0
5141-0004	Interest from Rent Reserve	-	0
5141-0005	Interest from Section 8 Reserve	-	0
5141-0006	Interest from Service Reserve	5	0
5141-0008	Interest from Transition Reserve	-	0
5141-0009	Interest from Rehab Reserve	-	0
5143-0000	Interest from Residual Receipts	-	0
5144-0000	Interest from Replacement Reserve	15	0
5146-0000	Interest from Investments-Other	-	0
5149-9999	TOTAL FINANCIAL REVENUE	35	0
0	0	-	0
5160-0000	OTHER REVENUE	-	0
5161-0000	Utility Reimbursement	-	0
5172-0000	COSR Funding	-	*use only if COSR Reserve is not held by property
5180-0000	CAM Charges	-	0
5190-0000	Misc Rent	-	0
5191-0000	Excess Rent	-	0
5192-0000	Prepaid Tenant Rent	-	NOT A BUDGET ITEM
5193-0000	Prepaid HUD HAP	-	NOT A BUDGET ITEM
5194-0000	Prepaid Subsidy	-	NOT A BUDGET ITEM
5200-0000	Cell Tower Rent	-	0
5250-0000	Rent Concessions	(100)	enter as a negative number
5255-0000	Delinquencies	-	NOT A BUDGET ITEM
5910-0000	Laundry & Vending	1,748	Based on PY actuals
5920-0000	Tenant NSF & Late Fees	-	0
5930-0000	Damages & Cleaning	-	0
5955-0000	Early Lease Termination Fee	-	0
5960-0000	Tenant Screening Fees	-	NOT A BUDGET ITEM
5965-0000	Recovery of Bad Debts	-	0
5983-0000	Serv Coord Grant Revenue	-	0
5990-0000	Misc Revenue	-	0
5997-0000	Gain/Loss on Sale of Assets	-	0
5998-9999	TOTAL OTHER REVENUE	1,648	0
0	0	-	0
5999-9999	TOTAL PROPERTY REVENUE	457,785	0
0	0	-	0
6000-0000	EXPENSES	-	0
6200-0000	ADMINISTRATIVE EXPENSES	-	0
6201-0000	HR-Recruitment	-	0
6202-0000	Training/Conferences	496	600 per FTE + \$7 puppy + planned trainings (tax credit, excel, org)
6203-0000	Staff Meetings/Events	190	\$10 per unit per year for staff lunches
6204-0000	Consultant	5,000	\$5000 for PNA if needed- AM will provide list of properties
6206-0000	Consultant-IT	6,406	Clare- \$154.00 puppy AND the ccs site fee. \$58/mo per lab comp
6208-0000	Consultant-Other	-	0
6210-0000	Advertising & Marketing	-	0
6214-0000	Staff Appreciation Events	-	0
6216-0000	Lease Up Expense (New & Rehab)	-	Not an operations budget item - use GL 6250-0000
6225-0000	Donations/Sponsorships	-	0
6230-0000	Employee Recognition	-	0
6232-0000	Tenant Relations	722	\$6 puppy resident survey + Townhalls \$12 puppy + \$20 puppy for e
6233-0000	Utility Reimbursement	-	0
6234-0000	Translation Services	62	Based on PY actuals
6240-0000	Tenant Screening Costs	475	\$25/unit for Background Check, CGI, other screening
6250-0000	Other Renting Expenses	-	0
6302-0000	Salary-Desk Clerk	-	flows from <Payroll> tab
6302-0001	Vacation Accrual-Desk Clerk	-	linked to prior year audit
6303-0000	Salary-Property Manager	10,381	flows from <Payroll> tab
6303-0001	Vacation Accrual-PM	-	linked to prior year audit
6304-0000	Salary-Assistant Manager	7,585	flows from <Payroll> tab
6304-0001	Vacation Accrual-APM	-	linked to prior year audit
6306-0000	Salary-AHRC	-	flows from <Payroll> tab
6307-0000	Salaries-Serv Coord Mgr	-	0
6308-0000	Admin-Temp	-	0
6311-0000	Office Supplies	682	\$28 puppy, adjust as needed. \$0 for properties with less than 15
6312-0000	Office or Community Room Rent	-	from TCAC market rate or HUD Rent Schedule
6314-0000	Printing & Copying	63	Based on PY actuals
6315-0000	Postage	75	Based on estimated cost for postage
6316-0000	Books & Publications	-	0
6317-0000	Memberships/Dues	-	0
6318-0000	Mileage/Transportation	151	Based on PY actuals
6319-0000	Travel	-	0
6320-0000	Management Fee	15,960	70
6321-0000	Compliance Fee	-	0
6331-0000	Admin Rent Free Unit	16,332	Based on cost of \$1361/mo
6340-0000	Legal Expense	6,500	legal fees- as needed. estimate based on \$1500 per eviction
6348-0000	License & Fees	743	Check actual fees from previous years- \$240 for energy reportin
6350-0000	Audit	10,560	Same as last year + 10%
6351-0000	Bookkeeping Fees/Accounting Services	2,964	13
6354-0000	Payroll Processing Fee	122	Based on last year plus 5% increase
6360-0000	Telephone, Internet, Cable	13,447	estimate based on PY actuals
6362-0000	Telephone-Cellular	952	Cell Phone \$50.12/puppy includes phones and stipends.
6364-0000	Computer/Telecom Hardware	-	Estimate based on the property's needs. New Desktop is \$1500,
6366-0000	Computer Software Licenses	3,580	\$188.40/puppy Software. Yardi, payscan, checkscan, online paym
6367-0000	Office Furniture/Equipment	-	0
6368-0000	Office Equipment Leases	952	estimate based on PY actuals- Konica
6370-0000	Bad Debt	525	1.00% of GPR - not to exceed current Tenant A/R balance

Jack Capon Villa (jcv)		19	Number of Units
Budget FYE 12/31/2023		3.0%	Tenant Vacancy Rate
		0.0%	Commercial Vacancy Rate
Account Number	Account Name	Budget FYE 12/31/2023	Comments
6375-0000	System Write-off	-	#REF!
6398-0000	Misc Administrative Expenses	100	
6399-9999	TOTAL ADMINISTRATIVE EXPENSES	105,025	
0	0	-	
6400-0000	UTILITIES EXPENSE		
6450-0000	Electricity	7,592	estimate based on PY actuals + 15%
6451-0000	Water	20,043	estimate based on PY actuals + 6%
6452-0000	Gas	3,043	estimate based on PY actuals + 5%
6453-0000	Sewer	6,206	estimate based on PY actuals + 6%
6499-9999	TOTAL UTILITIES EXPENSE	36,884	
0	0	-	
6500-0000	OPERATING EXPENSES		
6502-0000	Commercial Expenses	-	for VP, ESAH, Alcatraz, Savoy - multiply rev in 5113 x 5%
6510-0000	Custodian Payroll	-	flows from <Payroll> tab
6510-0001	Vacation Accrual-Custodian	-	linked to prior year audit
6511-0000	Custodian-3rd Party	22,800	#REF!
6512-0000	Custodian-Temp	-	
6515-0000	Custodian Supplies	-	
6520-0000	Maintenance Payroll	9,611	flows from <Payroll> tab
6520-0001	Vacation Accrual-Maint	-	linked to prior year audit
6521-0000	Maintenance-3rd Party	6,180	\$220 pupy, adjust as needed based on PY and property needs. E
6522-0000	Maintenance-Temp	-	
6523-0000	Maintenance Supplies	4,731	\$249 pupy, adjust as needed based on PY and property needs.
6524-0000	Operations Rent Free Unit	-	
6525-0000	Garbage Removal	10,441	estimate based on PY actuals + 9%
6530-0000	Security-3rd Party	1,200	Estimated cost for 1 week of emergency security service
6531-0000	Security Rent Free Unit	-	
6546-0000	Heating/Cooling Repairs & Maintenance	12,242	Based on cost for annual preventative maintenance at \$7242 + 3
6547-0000	Elevator Maintenance-3rd Party	7,482	Based on on annual maintenance contract of \$4282 + \$3200 for
6548-0000	Parking Lift Maintenance-3rd Party	-	
6550-0000	Appliance Replacement	3,478	estimate based on PY actuals, and refer to PNA tab if available
6551-0000	Cabinet/Counter Replacement	3,000	estimate based on PY actuals, and refer to PNA tab if available
6552-0000	Flooring Replacement	5,000	estimate based on PY actuals, and refer to PNA tab if available
6553-0000	Window Covering Replacement	1,000	Based on cost to replace blinds at unit inspections/turns
6554-0000	Carpet Cleaning	4,000	Based on estimated cost to clean carpets in office, common spa
6555-0000	Drapery Cleaning	-	
6556-0000	Window Cleaning	5,000	Based on estimated cost to clean exterior buiding windows
6557-0000	Pest Control	2,880	#REF!
6558-0000	Landscape Maintenance	11,100	#REF!
6559-0000	Paving	-	
6561-0000	Security & Alarm Systems	25,065	Based on cost for central station monitoring (\$810/qtr) + annua
6562-0000	Phone System Maint	-	
6564-0000	Plumbing	12,600	Based on cost of quarterly hydrojetting (\$1900) + additional for
6565-0000	Pool Maintenance-3rd Party	-	
6569-0000	Other Expense-3rd Party	-	
6571-0000	Vehicle Expense	30	estimate based on PY actuals
6572-0000	Maint Equip Rental	-	
6573-0000	Fuel for Vehicles	-	for Maint vehicles only
6580-0000	Relocation Costs	-	
6591-0000	Uniforms	212	estimate based on PY actuals
6593-0000	Other Vehicle Exp	-	
6595-0000	Special Project Expense	-	
6597-0000	Insurance Claims	-	
6598-0000	Misc Operating & Maintenance Expenses	100	
6699-9999	TOTAL OPERATING EXPENSES	148,152	
0	0	-	
6700-0000	TAXES & INSURANCE		
6710-0000	Real Estate Taxes	-	City own land, no fixed charges, if site qualifies for 100% exemp
6711-0000	Payroll Taxes	2,363	flows from <Payroll> tab
6717-0000	State Franchise Tax Board	800	Same as last year
6720-0000	Insurance-Property & Liability	17,413	Prior rate * 25%
6722-0000	Insurance--Earthquake	-	Prior rate * 10%
6725-0000	Insurance-Excess Liability	8,686	Prior rate * 30%
6726-0000	Insurance-Management Liability	794	Prior rate * 9%
6727-0000	Insurance-Commercial Auto	78	Prior rate * -3%
6728-0000	Insurance-Ancillary Lines	269	Prior rate * 14%
6729-0000	Insurance-Terrorism	-	Prior rate * 10%
6730-0000	Insurance-Worker's Comp	1,292	flows from <Payroll> tab
6740-0000	Health Ins & Employee Benefits	6,263	flows from <Payroll> tab
6750-0000	401k ER Contribution	1,093	flows from <Payroll> tab
6760-0000	Unemployment Claims	-	NOT A BUDGET ITEM
6790-0000	Misc Taxes & Insurance	-	
6799-9999	TOTAL TAXES & INSURANCE	39,050	
0	0	-	
6800-0000	FINANCIAL EXPENSES		
6820-0000	Lease Payments	10,429	
6825-0000	Bond Issuance and Monitoring Fee	-	
6830-0000	Interest-Mortgage	2,007	Per amort schedule
6830-0001	Interest-Mortgage (1)	-	Per amort schedule
6830-0002	Interest-Mortgage (2)	-	Per amort schedule
6830-0003	Interest-Mortgage (3)	-	Per amort schedule
6830-0004	Interest-Mortgage (4)	-	Per amort schedule
6836-0000	Interest-Deferred Loans	48,000	Per amort schedule
6845-0000	Interest-Security Deposit	-	Same as last year
6850-0000	Mortgage Ins Premium	-	
6855-0000	Loan Fees	-	
6856-0000	MHSA Admin Fee	-	
6890-0000	Bank Charges and Late Fees	2,121	
6899-9999	TOTAL FINANCIAL EXPENSES	62,557	
0	0	-	
6900-0000	SERVICE COORD EXPENSE		
6901-0000	Service Coord Salary	-	
6901-0001	Vacation Accrual-Serv Coord	-	linked to prior year audit
6903-0000	Payroll Tax-Serv Coord	-	
6904-0000	Workers Comp-Serv Coord	-	
6905-0000	Health Ins & Benefits-Serv Coord	-	
6906-0000	401k ER Contr-Serv Coord	-	
6907-0000	Office Supplies-Serv Coord	-	
6908-0000	Telephone-Serv Coord	-	
6909-0000	Memberships-Serv Coord	-	
6910-0000	Travel & Mileage-Serv Coord	-	
6911-0000	Other Expenses-Serv Coord	-	
6912-0000	Grant Ineligible Exp-Serv Coord	-	
6913-0000	Training-Serv Coord	-	
6914-0000	DO NOT USE-Translation-Serv Coord	-	NOT A BUDGET ITEM - use 6234-0000
6915-0000	Software-Serv Coord	-	
6916-0000	Temp Help-Serv Coord	-	
6917-0000	Consultant-Resident Services	61,147	
6919-9999	TOTAL SERVICE COORD EXPENSE	61,147	
0	0	-	

Jack Capon Villa (jcv)		19	Number of Units
Budget FYE 12/31/2023		3.0%	Tenant Vacancy Rate
		0.0%	Commercial Vacancy Rate
Account Number	Account Name	Budget FYE 12/31/2023	Comments
6920-0000	TRANSPORTATION EXPENSE	-	0
6922-0000	Driver Payroll-Transp	-	0
6922-0001	Vacation Accrual-Transp	-	linked to prior year audit
6923-0000	Payroll Tax-Transp	-	0
6924-0000	Workers Comp-Transp	-	0
6925-0000	Health Ins & Benefits-Transp	-	0
6926-0000	401k ER Contr-Transp	-	0
6927-0000	Office Supplies-Transp	-	0
6928-0000	Telephone-Transp	-	0
6929-0000	Fuel-Transp	-	0
6930-0000	Vehicle Maint-Transp	-	0
6931-0000	Uniforms-Transp	-	0
6932-0000	Other Vehicle Exp-Transp	-	0
6933-0000	Other Admin Exp-Transp	-	0
6934-0000	Equip Rental-Transp	-	0
6935-0000	Temp Help-Transp	-	0
6939-9999	TOTAL TRANSPORTATION EXPENSE	-	0
0	0	-	0
6940-0000	Community Engagement COORD EXPENSE	-	0
6941-0000	Salary-Community Engagement	-	0
6941-0001	Vacation Accrual-Community Engagement	-	linked to prior year audit
6942-0000	Salaries-3rd Party Community Engagement	-	0
6943-0000	Payroll Tax-Community Engagement	-	0
6944-0000	Workers Comp-Community Engagement	-	0
6945-0000	Health Ins & Benefits-Community Engagement	-	0
6945-0001	Health Ins & Benefits-3rd Party Community Engagement	-	0
6946-0000	401k ER Contr-Community Engagement	-	0
6947-0000	Program Supplies-Community Engagement	-	0
6947-0001	Program Supplies-3rd Party Community Engagement	-	0
6948-0000	Telephone-Community Engagement	-	0
6949-0000	Memberships-Community Engagement	-	0
6950-0000	Travel/Mileage-Community Engagement	-	0
6951-0000	Other Admin-Community Engagement	-	0
6952-0000	Consultants-Community Engagement	-	0
6953-0000	Training-Community Engagement	-	0
6959-9999	TOTAL Community Engagement COORD EXPENSE	-	0
0	0	-	0
6970-0000	Partnership Expenses	-	0
6971-0000	Asset Mgmt Fee	13,629	Lan will input - N/A for 6/30 and 9/30 properties
6972-0000	Partnership Mgmt Fee	9,003	Lan will input - N/A for 6/30 and 9/30 properties
6973-0000	Investor Services Fee	6,524	Lan will input - N/A for 6/30 and 9/30 properties
6974-0000	Tenant Services Fee	-	Lan will input - N/A for 6/30 and 9/30 properties
6975-0000	Section 8 Asset Management Fee	-	Lan will input - N/A for 6/30 and 9/30 properties
6975-0001	Section 8 Management Fee	-	Lan will input - N/A for 6/30 and 9/30 properties
6976-0000	Incentive Management Fee	-	Lan will input - N/A for 6/30 and 9/30 properties
6979-9999	TOTAL Partnership Expenses	29,156	0
0	0	-	0
6980-0000	DEVELOPMENT EXPENSE	-	0
6982-0000	Constr Loan Ext Fees	-	0
6983-0000	Co-Housing Consultant	-	0
6985-0000	Appraisal Review	-	0
6985-0004	Market/Rent-up Expense	-	0
6985-0005	Conversion Expense	-	0
6985-0007	Cost Certification Expense	-	0
6985-0008	Marketing & Lease Up	-	0
6988-0000	Pre-Development Expense	-	0
6989-9999	TOTAL DEVELOPMENT EXPENSE	-	0
0	0	-	0
6999-9999	TOTAL EXPENSES	481,971	0
0	0	-	0
7099-9999	TOTAL INCOME(LOSS)	(24,186)	0
0	0	-	0
7100-0000	DEPRECIATION EXPENSE	-	0
7110-0000	Depreciation Expense	201,737	estimate based on prior year audit
7119-9999	TOTAL DEPRECIATION EXPENSE	201,737	0
0	0	-	0
7140-0000	AMORTIZATION EXPENSE	-	0
7141-0000	Amortization Expense	2,541	Per audit (next year's annual amount)
7141-0001	Amortization Expense-Loan Fees	-	Per audit (next year's annual amount)
7149-9999	TOTAL AMORTIZATION EXPENSE	2,541	0
0	0	-	0
7199-9999	NET INCOME(LOSS)	(228,464)	0
0	0	-	0
7300-0000	DEBT SERVICE & RESERVES	-	0
7335-0000	Principal Payments	26,631	Per amort schedule
7336-0000	HCD Annual Pymt (.42% of Principal)	-	Same as last year
7350-0000	Operating Reserve Deposit-Included in NCF-audit	-	0
7350-0001	Operating Reserve Withdrawal-Included in NCF-audit	-	**Enter as negative number
7351-0000	Replacement Reserve Withdrawal-Included in NCF-audit	-	**Enter as negative number
7352-0000	Operating Reserve Withdrawal-Not Included in NCF-audit	-	**Enter as negative number
7353-0000	COSR/MOESR Reserve Withdrawal-Included In NCF-audit	-	**Enter as negative number
7354-0000	Services Reserve Withdrawal-Included in NCF-audit	-	**Enter as negative number
7355-0000	Reserve Withdrawal-Misc-Included in NCF	-	**Enter as negative number
7356-0000	Reserve Withdrawal-Misc-Not Included in NCF-audit	-	**Enter as negative number
7380-0000	Replacement & Paint Reserve Deposits-Included in NCF-audit	11,400	0
7390-0000	Replacement Reserve Items	-	NOT A BUDGET ITEM
7392-0000	Capital Expenditures	-	Individual items >\$5,000
7399-9999	TOTAL DEBT SERVICE & RESERVES	38,031	0
	DSCR	1.89	
	Income/Expense Ratio	1.13	
	Property Cash Flow	25,347	
	Operating Expenses	341,662	Excludes Resident Services, Mortgage Interest, Partnership Fees, Development Fees
	OpEx PUPY	17,982	

Little John Commons

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Prepared: August 5, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
PROJECT REVENUE							
Gross Income Potential							
5120-000	Rental Income - Tenant	157,842.00	154,574.00	0.00%	-1.32%	152,535.22	12,711.27
5122-000	Housing Authority Income	530,196.00	545,168.00	0.00%	1.24%	551,921.60	45,993.47
Total Gross Income Potential		688,038.00	699,742.00		-0.73%	694,646.34	57,887.20
Vacancies and Concessions							
5220-000	Vacancy-Residential	19,000.00	7,113.00	0.00%	167.12%	19,000.00	1,583.33
Total Vacancies and Concessions		19,000.00	7,113.00		167.12%	19,000.00	1,583.33
Financial Revenue							
5410-000	Interest Inc - Operating	0.00	630.00	0.00%	-100.00%	0.00	0.00
Total Financial Revenue		0.00	630.00		-100.00%	0.00	0.00
Other Income							
5910-000	Laundry Income	801.00	428.00	0.00%	87.15%	801.00	66.75
Total Other Income		801.00	428.00		87.15%	801.00	66.75
TOTAL REVENUE		669,839.00	693,687.00		-2.49%	676,447.34	56,370.61
PROJECT EXPENSES							
Marketing Expenses							
6250-000	Marketing-Credit Reports	300.00	296.00	0.00%	1.35%	300.00	25.00
Total Marketing Expenses		300.00	296.00		1.35%	300.00	25.00
Administrative Expenses							
6310-000	On-Site Administrative PR	12,555.00	11,619.00	0.00%	27.57%	14,822.50	1,235.21
6311-000	Office Expenses	1,080.00	976.00	0.00%	10.66%	1,080.00	90.00
6313-000	Postage & Copies	124.00	120.00	0.00%	3.33%	124.00	10.33
6314-000	Copier Lease	1,625.28	1,179.00	0.00%	37.85%	1,625.28	135.44
6319-000	Payroll Processing Fee	1,160.00	1,142.00	0.00%	69.53%	1,936.00	161.33

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6320-000	Management Fees	24,490.00	27,705.00	0.00%	-11.60%	24,490.00	2,040.83
6330-000	Payroll - Manager	22,823.00	22,066.00	0.00%	3.04%	22,736.00	1,894.67
6331-000	Administrator's Unit	28,596.00	28,596.00	0.00%	4.95%	30,012.00	2,501.00
6335-000	Compliance Monitoring	0.00	0.00	0.00%	0.00%	800.00	66.67
6340-000	Legal/Mediation Expenses	3,000.00	720.00	0.00%	316.67%	3,000.00	250.00
6350-000	CPA/Audit Services	22,008.00	22,008.00	0.00%	0.00%	22,008.00	1,834.00
6351-000	Bookkeeping Services	3,912.00	3,906.00	0.00%	0.15%	3,912.00	326.00
6360-000	Tel. & Answering Service	3,000.00	2,365.00	0.00%	26.85%	3,000.00	250.00
6385-000	Mileage/Travel	120.00	120.00	0.00%	0.00%	120.00	10.00
6390-000	Misc. Admin. Expenses	1,000.00	1,000.00	0.00%	0.00%	1,000.00	83.33
6392-000	Seminars / Training	1,000.00	1,000.00	0.00%	0.00%	1,000.00	83.33
6396-000	Computer Charges	2,115.00	2,114.00	0.00%	-88.16%	250.20	20.85
Total Administrative Expenses		128,608.28	126,636.00		4.17%	131,915.98	10,993.00
Utilities							
6450-000	Electricity	12,000.00	12,654.00	5.00%	-0.43%	12,600.00	1,050.00
6451-000	Water	11,000.00	7,350.00	5.00%	57.14%	11,550.00	962.50
6452-000	Gas	600.00	500.00	5.00%	26.00%	630.00	52.50
6453-000	Sewer	14,200.00	1,048.00	5.00%	1322.71%	14,910.00	1,242.50
6453-020	Storm Drain	600.00	587.00	5.00%	7.33%	630.00	52.50
Total Utilities		38,400.00	22,139.00		82.12%	40,320.00	3,360.00
Operating and Maintenance Expenses							
6510-000	Payroll - Maintenance	18,000.00	16,846.00	0.00%	13.36%	19,096.00	1,591.33
6512-000	Payroll - Janitor	13,200.00	12,886.00	0.00%	3.73%	13,366.50	1,113.88
6515-000	Janitorial Supplies	1,200.00	1,229.00	0.00%	-2.36%	1,200.00	100.00
6519-000	Pest -Supp & Contracts	3,250.00	3,368.00	0.00%	-3.50%	3,250.00	270.83
6525-000	Garbage Removal	11,175.00	10,891.00	0.00%	2.61%	11,175.00	931.25
6532-010	Lock and Keys	213.00	206.00	0.00%	3.40%	213.00	17.75
6533-000	Fire Protection Expenses	6,685.00	5,566.00	0.00%	20.10%	6,685.00	557.08
6537-000	Landscape Contracts	10,900.00	5,198.00	0.00%	109.70%	10,900.00	908.33
6541-000	Repairs Materials/Supp	1,800.00	618.00	0.00%	191.26%	1,800.00	150.00
6542-000	Repairs Contract	5,400.00	6,375.00	0.00%	-15.29%	5,400.00	450.00
6543-010	Plumbing Contract	750.00	309.00	0.00%	142.72%	750.00	62.50

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Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
6543-020	Plumbing Supplies	110.00	103.00	0.00%	6.80%	110.00	9.17
6545-000	Elevator Maintenance	10,500.00	10,185.00	0.00%	3.09%	10,500.00	875.00
6545-020	Electrical Supplies	110.00	103.00	0.00%	6.80%	110.00	9.17
6560-000	Deco/Painting Contract	2,400.00	2,200.00	0.00%	9.09%	2,400.00	200.00
6561-000	Deco/Painting Supplies	300.00	300.00	0.00%	0.00%	300.00	25.00
6573-000	Uniforms/Laundry	200.00	144.00	0.00%	38.89%	200.00	16.67
6598-100	Facilities Mgmt Consultan	0.00	0.00	0.00%	0.00%	0.00	0.00
Total Operating and Maintenance Expenses		86,193.00	76,527.00		14.28%	87,455.50	7,287.96
Taxes and Insurance							
6710-000	Real Estate Taxes	240.00	234.00	0.00%	2.56%	240.00	20.00
6711-000	Payroll Taxes	7,140.00	6,982.00	0.00%	8.81%	7,597.00	633.08
6715-000	Cal Lmt Partnership Tax	3,348.00	3,350.00	0.00%	-0.06%	3,348.00	279.00
6720-000	Property Insurance	28,645.00	29,514.00	0.00%	13.94%	33,627.60	2,802.30
6721-000	Fidelity Bond	234.00	117.00	0.00%	100.00%	234.00	19.50
6722-000	Workers Comp.	4,308.00	4,313.00	0.00%	-21.96%	3,366.00	280.50
6723-000	Health Ins. / EE Benefits	13,594.00	13,395.00	0.00%	8.01%	14,468.51	1,205.71
6723-010	401K Matching/EE Benefits	1,212.00	1,220.00	0.00%	14.79%	1,400.42	116.70
6724-000	Local Taxes	5,364.00	5,372.00	0.00%	-86.04%	750.00	62.50
6790-000	Misc.Licenses/Permits	1,600.00	0.00	0.00%	0.00%	0.00	0.00
Total Taxes and Insurance		65,685.00	64,497.00		0.83%	65,031.53	5,419.29
Non Deferred Financial Expense							
6820-000	Interest on Mortgage	112,414.00	111,051.00	0.00%	-6.24%	104,118.92	8,676.58
6885-000	Resident-Credit Reporting	276.00	0.00	0.00%	0.00%	0.00	0.00
Total Non Deferred Financial Expense		112,690.00	111,051.00		-6.24%	104,118.92	8,676.58
Service Expense							
6980-010	Resident Services Supply	600.00	600.00	0.00%	351.67%	2,710.00	225.83
6981-000	Social Services	19,970.00	19,665.00	3.00%	4.60%	20,569.10	1,714.09
Total Service Expense		20,570.00	20,265.00		14.87%	23,279.10	1,939.93
Corporate Expenses							

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Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
7109-000	Investor Service Fee	5,628.00	5,628.00	0.00%	2.99%	5,796.37	483.03
7133-000	Partnership Mgmt Fee	22,500.00	22,511.00	0.00%	3.00%	23,185.48	1,932.12
Total Corporate Expenses		28,128.00	28,139.00		3.00%	28,981.85	2,415.15
Reserve Expenditures							
7220-000	Appliance Replacements	4,000.00	0.00	0.00%	0.00%	2,800.00	233.33
7230-000	Interior Replacements	6,000.00	0.00	0.00%	0.00%	4,000.00	333.33
Total Reserve Expenditures		10,000.00	0.00		0.00%	6,800.00	566.67
TOTAL OPERATING EXPENSES		490,574.28	449,550.00		8.60%	488,202.88	40,683.57
OPERATING INCOME (LOSS)		179,264.72	244,137.00		-22.89%	188,244.46	15,687.04
OTHER CASH REQUIREMENTS							
	Reserve Funding	0.00	15,500.04	0.00%	0.00%	15,500.00	1,291.67
	Mortgage Principal	0.00	125,454.00	0.00%	5.53%	132,385.48	11,032.12
	Fixed Asset Purchases	0.00	0.00	0.00%	0.00%	6,800.00	566.67
	Add back for Reserve Eligible Purchases	0.00	0.00	0.00%	0.00%	-13,600.00	-1,133.33
	<i>Other Cash Requirements:</i>						
	Entry 1			0.00%		0.00	0.00
	Entry 2			0.00%		0.00	0.00
	Entry 3			0.00%		0.00	0.00
Total Other Cash (Available) Requirements		0.00	140,954.04		0.09%	141,085.48	11,757.12
TOTAL CASH FLOW		179,264.72	103,182.96			47,158.98	3,929.92
Before allowance for Depreciation, amortization and Deferred Financial Expenses							
Debt Service Coverage Ratio							
	Principal and Interest	112,690.00	236,505.00			236,504.40	19,708.70
	Reserves	0.00	15,500.04			15,500.00	1,291.67
	NOI (Add int+reserve + Corp Expenses)	330,082.72	383,327.00			328,145.23	27,345.44
	Debt Service Coverage	2.93	1.62			1.39	1.39
	DCR Inc Reserves	2.93	1.52			1.30	1.30
	DCR Inc. Reserves, P&I and Corp Exp	2.34	1.37			1.17	1.17
	Vacancy Percentage (Vacancy / Scheduled Gross)	2.76%	1.02%			2.74%	2.74%

Little John Commons

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed

Proposed

Prepared: August 5, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
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Little John Commons

Annual Operating Budget for the Year Ending December 31, 2023

Status: Proposed

Proposed

Prepared: August 5, 2022

Acct#	Account Name	2022 Forecast Annual	2022 Budget Annual	2023 Percent Increase (Decrease)	2023 Percent Increase (Decrease)	2023 Budget Annual	2023 Budget Monthly
TOTAL DEFERRED FINANCIAL EXPENSES		0.00	0.00		0.00%	0.00	0.00
Amortization and Depreciation							
6610-060	Amort-Land Lease	34,440.00	34,444.00	0.00%	-0.01%	34,440.00	2,870.00
Total Amortization and Depreciation		34,440.00	34,444.00		-0.01%	34,440.00	2,870.00
NET CASH SURPLUS (DEFICIT)		144,824.72	68,738.96		-91.22%	12,718.98	1,059.92

after allowance for deferred financial expenses, depreciation and amortization



MINUTES - DRAFT UNTIL APPROVED

ISLAND CITY DEVELOPMENT

Regular Meeting, November 16, 2022

In person at Independence Plaza Community Room, 703 Atlantic Ave,
Alameda CA 94501, and Teleconference via Zoom

1. CALL TO ORDER & ROLL CALL

Director Cooper called the meeting to order at 7:43 PM. The following Board members were present: Director Vanessa Cooper, Director Janet Basta, Director Carly Grob; quorum established. Staff in attendance: Sylvia Martinez, Louie So, Tony Weng, Joseph Nagel, Jocelyn Layte, Stephanie Shipe, Greg Kats, and Adrian Maestas.

2. PUBLIC COMMENT (Non-Agenda)

3. CONSENT CALENDAR (Action)

- A. Accept the ICD Special Meeting Minutes from October 16th, 2022.
- B. Accept the LIHTC Portfolio Asset Management Fiscal Year to Date Report through June 2022.
- C. Accept the Reappointment of Board Members for a term ending in November 2024.
- D. Accept the ICD Annual Budget
- E. Accept the Island City Development tax returns for 2021
- F. Accept the 2021 Island City Development Audited Financial Statements.

No questions or discussion. Director Grob motioned to accept consent calendar items 3A – 3F, Director Basta seconded. The motion carried unanimously.

4. NEW BUSINESS

- A. Discussion and Possible Adoption of Resolution 2022-17 of the Board of Directors of Island City Development ratifying the proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and making findings authorizing continued remote teleconference meetings of the Board of Directors Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361.

No questions or discussion. Director Basta motioned to accept Item 4A, Director Cooper Seconded, and a roll call vote was held. Director Basta: Yes, Director Cooper: Yes. Motion passed unanimously.

5. NON-AGENDA (Public Comment)

6. WRITTEN COMMUNICATIONS

7. ORAL COMMUNICATIONS – BOARD MEMBERS AND STAFF

Director Cooper thanked all staff involved in ICD activities and especially the Finance Team for processing tax returns, completing audits, and publishing financial statements for the entity.

8. ADJOURNMENT

Director Cooper adjourned the meeting at 7.47PM.



ISLAND CITY DEVELOPMENT

Fax (510) 522-7848 | TTY/TRS 711

To: Board of Directors
Island City Development

From: Sylvia Martinez, Director of Housing Development

Date: December 15, 2022

Re: Discussion and Possible Adoption of Resolution 2022-18 of the Board of Directors of Island City Development Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Directors Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361.

BACKGROUND

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) that allowed legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act. All provisions of Executive Order N-29-20 concerning the conduct of public meetings via teleconferencing expired on September 30, 2021.

DISCUSSION

Assembly Bill 361(Chapter 165,Statutes of 2021) (AB 361) was signed into law by the Governor on September 16, 2021, and went into effect immediately. It amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology after the September 30, 2021 expiration of the current Brown Act exemptions as long as there is a "proclaimed state of emergency" by the Governor. This allowance also depends on state or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees. Though adopted in the context of the pandemic, AB 361 will allow for virtual meetings during other proclaimed emergencies, such as earthquakes or wildfires, where physical attendance may present a risk. AB 361 will sunset on January 1, 2024.

AB 361 requires the following to continue to conduct teleconferenced meetings:

1. Notice of the meeting must still be given in compliance with the Brown Act, and the notice must include the means by which the public may access the meeting and provide public comment remotely.
2. The public must be provided access to the meeting via a call-in option or internet-based service option and allowed to "address the legislative body directly." Island City Development does not have to provide an in-person option for the public to attend the meeting.



3. The meeting must be conducted “in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body.”
4. If there is a disruption to the meeting broadcast or in the ability to take call-in or internet-based public comment, no further action can be taken on agenda items until the issue is resolved, even if this means stopping the meeting at that point and continuing all remaining items.
5. The Board of Directors cannot require comments to be submitted before the start of the meeting. The public must be allowed to make “real time” public comment.
6. Reasonable time for public comment must be provided. If the Board provides a timed public comment period, the public comment period must be left open until the time expires.
7. All votes must be taken by roll call.
8. The Board of Directors must approve a resolution making findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter to continue to conduct teleconference meetings under AB 361. The body must find it has reconsidered the circumstances of the state of emergency and either 1) the emergency continues to impact the ability to meet safely in person, or 2) State or local officials continue to impose or recommend social distancing.

In light of AB 361, the continuing COVID-19 State of Emergency declared by the Governor, the continuing Local Emergency declared by the City of Alameda, the continuing recommendations by the County of Alameda Health Officer of social distancing as a mechanism for preventing the spread of COVID-19, and the continued threats to health and safety posed by indoor public meetings, staff recommends the Board of Directors adopt the proposed Resolution making the findings required to initially invoke AB 361.

The procedures currently set up for Board of Directors' meetings, which provide public attendance and comment through a call-in or internet-based service option, satisfy the requirements of AB 361. The Executive Director, or designee, will work with the Board to ensure that meeting procedures for all teleconferenced meetings comply with AB 361. Continued reliance will require the Board of Directors to adopt a new resolution making required findings every 30 days.

FISCAL IMPACT

None.

CEQA

N/A

RECOMMENDATION

Adopt Resolution 2022-18 of the Board of Directors of the Island City Development Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Directors Pursuant to Brown Act Provisions, as amended by Assembly Bill No. 361.

ATTACHMENTS



1. AB 361.pdf 2021
2. DRAFT RESOLUTION No. 2021-18 - AB 361 Resolution 112122

Respectfully submitted,



Sylvia Martinez, Director of Housing Development

Assembly Bill No. 361

CHAPTER 165

An act to add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953 of, and to add and repeal Section 11133 of, the Government Code, relating to open meetings, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor September 16, 2021. Filed with
Secretary of State September 16, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 361, Robert Rivas. Open meetings: state and local agencies: teleconferences.

(1) Existing law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified circumstances.

Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly

resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings, as specified.

This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a legislative body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the person's attendance.

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body.

(2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.

The Governor's Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.

The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and

to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. The bill would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(4) This bill would declare the Legislature's intent, consistent with the Governor's Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.

(5) This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last.

(6) The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

(8) This bill would declare that it is to take effect immediately as an urgency statute.

The people of the State of California do enact as follows:

SECTION 1. Section 89305.6 is added to the Education Code, to read:

89305.6. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a legislative body may hold public meetings through teleconferencing

and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body.

(b) (1) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the legislative body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the legislative body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the legislative body be physically present at the location specified in the notice of the meeting.

(c) A legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. A legislative body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a legislative body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the legislative body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each legislative body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a legislative body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the legislative body's internet website.

(f) All legislative bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to legislative body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 2. Section 11133 is added to the Government Code, to read:

11133. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a state body may hold public meetings through teleconferencing and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body.

(b) (1) For a state body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the state body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a state body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the state body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the state body be physically present at the location specified in the notice of the meeting.

(c) A state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically

or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the state body allow members of the public to attend the meeting and offer public comment. A state body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a state body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the state body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each state body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a state body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website.

(f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 3. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 3.1. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body

shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter

2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for

the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 4. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting

of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting,

members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 4.1. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, in person except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the

legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint

powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 5. Sections 3.1 and 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections 3 and 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time Sections 3.1 and 4.1 of this bill shall become operative.

SEC. 6. It is the intent of the Legislature in enacting this act to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic.

SEC. 7. The Legislature finds and declares that Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

SEC. 8. (a) The Legislature finds and declares that during the COVID-19 public health emergency, certain requirements of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code) were suspended by Executive Order N-29-20. Audio and video teleconference were widely used to conduct public meetings in lieu of physical location meetings, and public meetings conducted by teleconference during the COVID-19 public health emergency have been productive, have increased public participation by all members of the public regardless of their location in the state and ability to travel to physical meeting locations, have protected the health and safety of civil servants and the public, and have reduced travel costs incurred by members of state bodies and reduced work hours spent traveling to and from meetings.

(b) The Legislature finds and declares that Section 1 of this act, which adds and repeals Section 89305.6 of the Education Code, Section 2 of this act, which adds and repeals Section 11133 of the Government Code, and Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, all increase and potentially limit the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

(1) By removing the requirement that public meetings be conducted at a primary physical location with a quorum of members present, this act protects the health and safety of civil servants and the public and does not preference the experience of members of the public who might be able to attend a meeting in a physical location over members of the public who cannot travel or attend that meeting in a physical location.

(2) By removing the requirement for agendas to be placed at the location of each public official participating in a public meeting remotely, including from the member's private home or hotel room, this act protects the personal, private information of public officials and their families while preserving the public's right to access information concerning the conduct of the people's business.

SEC. 9. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the California Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to ensure that state and local agencies can continue holding public meetings while providing essential services like water, power, and fire protection to their constituents during public health, wildfire, or other states of emergencies, it is necessary that this act take effect immediately.

O

ISLAND CITY DEVELOPMENT

Resolution No. 2022-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ISLAND CITY DEVELOPMENT RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR OF THE STATE OF CALIFORNIA ON MARCH 4, 2021, AND MAKING FINDINGS AUTHORIZING CONTINUED REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS PURSUANT TO BROWN ACT PROVISIONS, AS AMENDED BY ASSEMBLY BILL NO. 361

WHEREAS, the Island City Development ("ICD") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the ICD's Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the ICD's Board of Directors conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist within the jurisdiction of the ICD which includes the City of Alameda, specifically, on March 17, 2020 the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, as a result of the COVID-19 pandemic the California Department of Health and the Health Officer of the County of Alameda continue to recommend measures to promote social distancing. Additionally, On March 17, 2020, in response to the COVID-19 pandemic, the City Council of the City of Alameda, declared a local emergency as set forth in Ordinance No. 3267; and

WHEREAS, the Board of Directors does hereby find that the COVID-19 pandemic has caused, and will continue to cause, imminent risk to the health and safety of attendees meeting in person for a Board of Directors' meeting, and the COVID-19 pandemic has caused conditions of peril to the safety of persons within the jurisdiction of the ICD that are likely to be beyond the control of services, personnel, equipment, and facilities of the ICD, and desires to ratify the proclamation of a local emergency by the City of Alameda, ratify the proclamation of a state of emergency by the Governor of the State of California and ratify the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing; and

WHEREAS, as a consequence of the local emergency and state of emergency the Board of Directors does hereby find that the Board of Directors of the ICD shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that the Board of Directors shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953; and

WHEREAS, when holding teleconferenced meetings under abbreviated teleconferencing procedures permitted under the Brown Act, the ICD will ensure access for the public by complying with all requirements set forth in Government Code section 54953(e), including, but not limited to, giving notice of the meeting and posting agendas, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ISLAND CITY DEVELOPMENT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Reconsideration. The Board hereby reconsiders the circumstances of the state of emergency.

Section 3. Ratification of the City of Alameda's Proclamation of a Local Emergency. The Board hereby ratifies the City of Alameda's proclamation of a Local Emergency as set forth in Ordinance No. 3267 adopted on March 17, 2020.

Section 4. Ratification of the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing. The Board hereby finds that state and local officials continue to recommend measures to

promote social distancing. The Board further hereby ratifies the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing and finds that, as a result of the state of emergency, meeting in person would present imminent risk to the health or safety of attendees.

Section 5. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, and hereby finds that the state of emergency continues to directly impact the ability of the Board of Directors and members of the public to meet safely in person.

Section 6. Remote Teleconference Meetings. The ICD's Executive Director, and designee, and the Board of Directors are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continued teleconferencing and conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 7. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from the adoption of this Resolution, or, (ii) such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of the ICD may continue to teleconference without compliance with Government Code section 54953(b)(3).

PASSED AND ADOPTED by the Board of Directors of the Island City Development this _____ day of _____, 20____, by the following vote:

AYES: _____ NOES: _____ ABSTENTIONS:_____ ABSENT: ____

ATTEST:

Vanessa M. Cooper
President

Janet Basta
Secretary

Adopted:

Date