

**From:** Sara Abramowitz-Hill <sara@sahahomes.org>  
**Sent:** Thursday, January 20, 2022 5:08 PM  
**To:** Gonzales-Levine, Rachel <RGonzales-Levine@cityofberkeley.info>  
**Cc:** Angela Cavanaugh <acavanaugh@sahahomes.org>  
**Subject:** Sac Senior additional 7 PBVs

Hi Rachel-

Attached is Sac Senior's operating budget for 2022. The per unit per year operating expense is below \$13k.

In addition, we would like to add a section in Sac Senior's Marketing Plan so that we specifically target voucher holders when opening the waiting list. The verbiage would be something like this:

**Outreach to Persons with Housing Choice Vouchers**

Special outreach activities will be undertaken to reach persons with Housing Choice Vouchers. Currently, voucher-holders in Berkeley are having a difficult time finding landlords who will accept Housing Choice Vouchers and are facing discrimination against voucher-holders. This has led to displacement of Berkeley Community members and gentrification within Berkeley. In order to counteract this, the following steps will be taken during waiting list openings:

- Posting the waiting list opening to BHA's unit listings using this form:  
[https://www.cityofberkeley.info/uploadedFiles/BHA/Level\\_3\\_-\\_General/Rental%20Unit%20Listing%20Form%20Updated%20Feb%202021.pdf](https://www.cityofberkeley.info/uploadedFiles/BHA/Level_3_-_General/Rental%20Unit%20Listing%20Form%20Updated%20Feb%202021.pdf)
- Posting the opening Affordable Housing.com (GoSection8.com) (*Rachel, is this the same as where BHA posts their listings?*)
- Seeing if we can have a link to SAHA's waiting list opening notification system permanently listed on AffordableHousing.com.
- Send flyers to BHA staff
- Flyers will say "Housing Choice Vouchers Welcome."
- Please note we also outreach to other organizations and sometimes are able to find voucher holders through those agencies.
- *Any other ideas that y'all have, please let us know.*

We can also add the above Outreach language to our other properties in Berkeley as their waiting lists open up. Also, 6 of our Berkeley properties have a preference for voucher holders (Alcatraz Apartments, Allston Commons, Ashby Apartments, Ashby Court, Hillegass Commons, Prince Street Apartments.) Unfortunately our properties with Tax Credit funds are not allowed to prioritize voucher holders at this time. But housing people with vouchers helps us and it helps you, so we want to do everything we can.

Let me know if anything more is needed.

Thanks!

**Sara Abramowitz-Hill**

Vice President of Asset Management and Compliance  
She / Her

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Sacramento Senior Homes (sacsh)		40	Number of Units
<b>Budget FYE 12/31/2022</b>		3.0%	Tenant Vacancy Rate
		0.0%	Commercial Vacancy Rate
<b>Account Number</b>	<b>Account Name</b>	<b>Proposed Budget</b>	<b>Explanation</b>
<b>5000-0000</b>	<b>PROPERTY REVENUE</b>		
<b>5100-0000</b>	<b>RENTAL REVENUE</b>		
5110-0000	Gross Potential Rent	630,000	Rent after vouchers are lost
5113-0000	Stores & Commercial Rent	16,476	
<b>5129-9999</b>	<b>TOTAL RENTAL REVENUE</b>	<b>646,476</b>	
<b>5130-0000</b>	<b>VACANCIES</b>		
5131-0000	Tenant Vacancy Loss	(18,900)	3% of GPR
5133-0000	Stores & Commercial Vacancy Loss	-	
<b>5139-9999</b>	<b>TOTAL VACANCIES</b>	<b>(18,900)</b>	
<b>5140-0000</b>	<b>FINANCIAL REVENUE</b>		
5141-0003	Interest from Security Deposits	2	
5141-0008	Interest from Transition Reserve	10	
5141-0000	Interest from Replacement Reserve	3	
<b>5149-9999</b>	<b>TOTAL FINANCIAL REVENUE</b>	<b>15</b>	
<b>5160-0000</b>	<b>OTHER REVENUE</b>		
5200-0000	Cell Tower Rent	50,445	
5250-0000	Rent Concessions	(600)	
5910-0000	Laundry & Vending	2,786	
5920-0000	Tenant NSF & Late Fees	100	
<b>5998-9999</b>	<b>TOTAL OTHER REVENUE</b>	<b>52,731</b>	
<b>5999-9999</b>	<b>TOTAL PROPERTY REVENUE</b>	<b>680,322</b>	
<b>6000-0000</b>	<b>EXPENSES</b>		
<b>6200-0000</b>	<b>ADMINISTRATIVE EXPENSES</b>		
6202-0000	Training/Conferences	1,414	
6203-0000	Staff Meetings/Events	200	
6206-0000	Consultant-IT	6,656	Contract for maintenance of staff computers, tenant computer lab, infrastructure.
6200-0000	Tenant Relations	1,520	Townhalls, resident surveys
6234-0000	Translation Services	459	

6240-0000	Tenant Screening Costs	1,000	\$25/unit for tenant screening incorporates CGI
6300-0000	Salary-Property Manager	29,125	60% FTE plus COLA
6311-0000	Office Supplies	2,320	
6314-0000	Printing & Copying	84	
6315-0000	Postage	80	
6318-0000	Mileage/Transportation	1,631	
6320-0000	Management Fee	31,200	\$65 pupm
6331-0000	Admin Rent Free Unit	16,332	
6340-0000	Legal Expense	2,000	
6348-0000	License & Fees	2,270	Business license, Measure MM, fire inspection fees & misc fees.
6350-0000	Audit	9,600	
6351-0000	Bookkeeping Fees/Accounting Services	5,040	\$10.50 pupm
6354-0000	Payroll Processing Fee	494	
6360-0000	Telephone, Internet, Cable	12,000	
6362-0000	Telephone-Cellular	2,040	Cell Phone \$51/pupy
6366-0000	Computer Software Licenses	6,120	\$153/pupy Software.
6367-0000	Office Equipment Leases	1,320	Konica lease
6370-0000	Bad Debt	6,300	1% of GPR
6398-0000	Misc Administrative Expenses	200	
<b>6399-9999</b>	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>139,405</b>	
<b>6400-0000</b>	<b>UTILITIES EXPENSE</b>		
6450-0000	Electricity	15,244	estimate based on PY actuals + 7%
6451-0000	Water	23,781	estimate based on PY actuals + 6%
6452-0000	Gas	19,731	estimate based on PY actuals + 5%
6453-0000	Sewer	15,325	estimate based on PY actuals + 6%
<b>6499-9999</b>	<b>TOTAL UTILITIES EXPENSE</b>	<b>74,082</b>	
<b>6500-0000</b>	<b>OPERATING EXPENSES</b>		
6511-0000	Custodian-3rd Party	20,000	increase of services due to covid
6520-0000	Maintenance Payroll	47,785	60% FTE plus COLA
6521-0000	Maintenance-3rd Party	8,800	\$220 pupy, Extinguishers, parking gate, backflow, windows, etc
6523-0000	Maintenance Supplies	20,000	
6524-0000	Garbage Removal	14,796	
6540-0000	Heating/Cooling Repairs & Maintenance	7,000	
6547-0000	Elevator Maintenance-3rd Party	8,110	230/mo, 1350 state repairs, 4000 repairs

6557-0000	Pest Control	1,300	75/month, 200/semi annual
6570-0000	Landscape Maintenance	7,200	Lanscaping contract plus \$300 per resident garden bed
6561-0000	Security & Alarm Systems	10,480	\$120 quarterly monitoring plus 10K for all inspections and repairs
6571-0000	Vehicle Expense	55	
6573-0000	Fuel for Vehicles	9	
6591-0000	Uniforms	1,000	
6598-0000	Misc Operating & Maintenance Expenses	200	
<b>6699-9999</b>	<b>TOTAL OPERATING EXPENSES</b>	<b>146,734</b>	
<b>6700-0000</b>	<b>TAXES &amp; INSURANCE</b>		
6710-0000	Real Estate Taxes	4,795	Based on actual 2021-22 tax bill plus 5% increase
6711-0000	Payroll Taxes	6,587	
6717-0000	State Franchise Tax Board	800	
6720-0000	Insurance-Property & Liability	21,263	
6725-0000	Insurance-Excess Liability	23,419	
6726-0000	Insurance-Management Liability	1,442	
6727-0000	Insurance-Commercial Auto	117	
6728-0000	Insurance-Ancillary Lines	461	
6730-0000	Insurance-Worker's Comp	5,260	
6740-0000	Health Ins & Employee Benefits	19,569	
6750-0000	401k ER Contribution	3,046	
<b>6799-9999</b>	<b>TOTAL TAXES &amp; INSURANCE</b>	<b>86,760</b>	
<b>6800-0000</b>	<b>FINANCIAL EXPENSES</b>		
6825-0000	Bond Issuance Fee	6,708	
6830-0000	Interest-Mortgage	54,290	
6845-0000	Interest-Security Deposit	33	
6890-0000	Bank Charges and Late Fees	1,320	
<b>6899-9999</b>	<b>TOTAL FINANCIAL EXPENSES</b>	<b>62,352</b>	
<b>6900-0000</b>	<b>SERVICE COORD EXPENSE</b>		
6917-0000	Consultant-Resident Services	60,285	
<b>6919-9999</b>	<b>TOTAL SERVICE COORD EXPENSE</b>	<b>60,285</b>	
<b>6999-9999</b>	<b>TOTAL EXPENSES</b>	<b>569,617.43</b>	
<b>7199-9999</b>	<b>NET INCOME(LOSS)</b>	<b>110,705</b>	
<b>7300-0000</b>	<b>DEBT SERVICE &amp; RESERVES</b>		
7300-0000	Principal Payments	45,000	
7336-0000	HCD Annual Pymt (.42% of Principal)	8,592	
7380-0000	Replacement & Paint Reserve Deposits-Included in NCF-audit	25,247	
<b>7399-9999</b>	<b>TOTAL DEBT SERVICE &amp; RESERVES</b>	<b>78,839</b>	

	<b>Total Revenue</b>	<b>680,322</b>	
	<b>Less Excluded Interest Income</b>	<b>(13)</b>	
	<b>Total Expenses</b>	<b>(569,617)</b>	
	<b>Add: Interest Expense</b>	<b>54,290</b>	
	<b>Less: Reserve Activity</b>	<b>(25,247)</b>	
	<b>NOI</b>	<b>139,735</b>	Net Operating Income
	<b>Debt Service</b>	<b>107,882</b>	Must pay Principal + Interest
	<b>DSCR</b>	<b>1.30</b>	= NOI / Debt Service
	<b>Property Cash Flow</b>	<b>31,853</b>	= NOI - Debt Service
	<b>Total OpEx with Resident Services</b>	<b>515,327</b>	
	<b>Total OpEx w/o Resident Services</b>	<b>455,043</b>	
	<b>OpEX PUPY with Resident Services</b>	<b>12,883</b>	
	<b>OpEx PUPY w/o Resident Services</b>	<b>11,376</b>	