

BG Consulting
JUNE 2021 CADA OMBUDSMAN REPORT

June 30, 2021

TO: Capital Area Development Authority
1522 14th Street
Sacramento, CA 95814

ATTENTION: Diana Rutley, drutley@cadanet.org

FROM: Betty Gwiazdon, CADA Ombudsman

June 2021:

In the month of June 2021, there were no calls from CADA residents.

Thank you for the opportunity to offer this service to your residents.

Betty Gwiazdon

ejgwiazdon@gmail.com

	JULY 2021	CADA Ombudsman Report	Minutes
Date	Resident Contact Info	Problem/Outcome/Staff Involved	
7-22-21	(Hidden)	Tenant received warning notices of possible eviction for violation of lease. The notices were dated in July, but she had not checked her mailbox for several days. Complaints had been made by neighbors that she had used foul language such as "bi---" toward a neighbor. Tenant says the accusations are not true. She was accused of smoking in and around the building but she denies this and said that she goes a couple of blocks away to smoke. Tenant has lived there over 2 years- has always paid her rent on time and feels this is an effort by another resident to have her leave. Notices said that she would have to leave if this behavior continues. She expressed concern that CADA would be upset if they learned she had called me. I explained my role as Ombudsman and that her complaint would not act negatively toward her. She was going to write a letter to CADA and send me a copy. I told her I would wait for her letter before contacting CADA.	60
7-26-21		Spoke to Merri - letter had not been sent to me. Merri explained that the notices were not an eviction, but a request to change her behavior. She has spoken to the resident and the resident had agreed to some of the accusations that had been witnessed by other residents. At this point, there is nothing I can do but wait to hear back from the resident.	30
		Total Case Time (Minutes)	90

	JULY 2021	CADA Ombudsman Report	Minutes
Date	Resident Contact Info	Problem/Outcome/Staff Involved	
8-22-21	(Hidden) AKA: Resident 1	<p>Yesterday a neighbor (Resident 2) yelled at Resident 1, confronted tenant, and made threats such as: "We are working with CADA to have you evicted," etc. The neighbor, approached the resident in a threatening manner and followed the resident to her apartment. The resident said she had a witness (neighbor) who was with her at the time. Her neighbor had asked the resident if she could identify a car that had been parked in the neighbor's parking space and the resident could not identify the car. The two women were walking back to her apartment when Resident 2 came out of the apartment and angrily approached Resident 1. Resident 2 followed the resident and left after the complainant (Resident 1) entered her apartment and locked her door.</p> <p>Resident 1 sent me a copy of letter she had sent to CADA explaining all of this erratic behavior of the other tenant - again denying the accusations, which had triggered the warning notices. She does not want to move and is asking CADA to further look into this.</p> <p>I sent a reply back to the resident - and copied CADA - that I will contact Merri at CADA regarding this situation.</p>	60
8-27-21	Merri	Spoke To Merri today and she had not received the above-mentioned letter describing the latest confrontations between the complainant (Resident 1) and another resident (Resident 2). I re-sent the most recent letter to Merri and asked her to call me back with an update of the situation.	30
		Total Case Time (Minutes)	90
		Write up of Issues (Minutes)	30
		Total Minutes	120
		Total Hours	2

APARTMENT STATUS REPORT (Month-ending June 25, 2021)	Current Month-End	Previous Month-End	Previous Yr Month -End	Current Year	Previous Year	Previous Year
CURRENT MONTH STATUS - OCCUPIED UNITS	6/25/21	5/28/21	6/26/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
Total Units	721	721	720	721	720	725
Occupied (formula)	665	661	688	667	685	690
Percentage Occupied* (formula)	95%	94%	97%	95%	96%	97%
Percentage Leased* (formula)	97%	95%	97%	96%	97%	99%
* adjusted for Unrentable units						
CURRENT MONTH STATUS - VACANT UNITS	6/25/21	5/28/21	6/26/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
Vacant	56	60	32	54	35	35
Vacant: Pre-leased Units	16	9	3	8	6	15
Vacant: Unrentable Units (repairs, temp tsf's,etc.)	17	15	7	16	9	12
Vacant: Units Available to Rent (formula)	23	36	22	30	20	7
CURRENT MONTH STATUS - ON NOTICE UNITS	6/25/21	5/28/21	6/26/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
On-Notice: Units to vacate within 30 days	10	9	7	12	7	12
On-Notice: Pre-leased Units	0	0	0	0	1	6
On-Notice: Unrentable Units (repairs, etc.)	0	0	0	2	1	1
On Notice: Units Available to Rent (formula)	10	9	7	10	6	5
Total Units Available to rent (Vacant & On Notice) (formula)	33	45	29	40	26	12
CURRENT MONTH ACTIVITY - TOTAL	6/25/21	5/28/21	6/26/20	2021 YTD	2020 YTD	2019 YTD
# of Move-Outs / % of Total Units	9	7	10	9%	16%	19%
# of Move-Ins / % of Total Units	13	8	2	8%	12%	19%
# of New Rentals	22	12	7	73	98	181
# of 30-Day Notices Received / % of Total Units	10	9	8	10%	17%	19%
# of Units brought to market / % of Move-Outs	8	7	5	78%	85%	96%
# of Rentals Canceled or Denied / % of Rentals	2	1	4	26%	44%	27%
# of Notices Canceled / % of Notices Received	0	2	0	8%	4%	3%
CURRENT MONTH ACTIVITY - MOVE OUT REASONS	6/25/21	5/28/21	6/26/20	2021 YTD %	2020 YTD %	2019 Total %
Asked to move by CADA	0	0	0	2%	6%	7%
Bought a house	0	4	0	7%	9%	8%
Deceased	2	1	0	3%	3%	3%
Dissatisfied (unable to resolve)	1	1	1	6%	5%	2%
Employment/education related	1	0	1	15%	5%	1%
Financial	0	0	0	11%	2%	5%
Illness/ health/ personal	0	1	1	6%	10%	7%
Moving out of the area	0	0	1	14%	8%	6%
Desire larger/smaller apt or house (incl. change in hh size)	0	0	0	9%	3%	3%
Need amenity not offered / not currently available	0	0	0	2%	0%	0%
Moved with no notice/Unknown	2	0	3	1%	23%	17%
Transferred to another CADA apartment	2	0	2	21%	17%	24%
Other / ("Covid-related" as of Aug 2020)	1	0	1	2%	11%	16%
Unaccounted for (Not incl. in occupancy length) - Adj.	0	0	0	0%	0%	0%
TOTAL	9	7	10	100%	100%	100%
Average length (years) of Occupancy (YTD):				4.8	5.0	4.9

APARTMENT STATUS REPORT (Month-ending July 30, 2021)	Current Month-End	Previous Month-End	Previous Yr. Month- End	Current Year	Previous Year	Previous Year
CURRENT MONTH STATUS - OCCUPIED UNITS	7/30/21	6/25/21	7/31/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
Total Units	721	721	720	721	720	725
Occupied (formula)	658	665	679	666	685	690
Percentage Occupied* (formula)	93%	95%	96%	94%	96%	97%
Percentage Leased* (formula)	94%	97%	97%	96%	97%	99%
* adjusted for Unrentable units						
CURRENT MONTH STATUS - VACANT UNITS	7/30/21	6/25/21	7/31/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
Vacant	63	56	41	55	35	35
Vacant: Pre-leased Units	14	16	8	9	6	15
Vacant: Unrentable Units (repairs, temp tsf's,etc.)	9	17	9	15	9	12
Vacant: Units Available to Rent (formula)	40	23	24	32	20	7
CURRENT MONTH STATUS - ON NOTICE UNITS	7/30/21	6/25/21	7/31/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
On-Notice: Units to vacate within 30 days	6	10	8	11	7	12
On-Notice: Pre-leased Units	0	0	0	0	1	6
On-Notice: Unrentable Units (repairs, etc.)	0	0	0	2	1	1
On Notice: Units Available to Rent (formula)	6	10	8	9	6	5
Total Units Available to rent (Vacant & On Notice) (formula)	46	33	32	41	26	12
CURRENT MONTH ACTIVITY - TOTAL	7/30/21	6/25/21	7/31/20	2021 YTD	2020 YTD	2019 YTD
# of Move-Outs / % of Total Units	22	9	15	12%	16%	19%
# of Move-Ins / % of Total Units	15	13	6	10%	12%	19%
# of New Rentals	17	22	17	90	98	181
# of 30-Day Notices Received / % of Total Units	18	10	18	12%	17%	19%
# of Units brought to market / % of Move-Outs	10	8	10	70%	85%	96%
# of Rentals Canceled or Denied / % of Rentals	4	2	7	26%	44%	27%
# of Notices Canceled / % of Notices Received	0	0	1	7%	4%	3%
CURRENT MONTH ACTIVITY - MOVE OUT REASONS	7/30/21	6/25/21	7/31/20	2021 YTD %	2020 YTD %	2019 Total %
Asked to move by CADA	0	0	1	2%	6%	7%
Bought a house	6	0	0	7%	9%	8%
Deceased	0	2	0	3%	3%	3%
Dissatisfied (unable to resolve)	0	1	0	6%	5%	2%
Employment/education related	0	1	0	15%	5%	1%
Financial	0	0	0	11%	2%	5%
Illness/ health/ personal	2	0	4	6%	10%	7%
Moving out of the area	1	0	0	14%	8%	6%
Desire larger/smaller apt or house (incl. change in hh size)	1	0	1	9%	3%	3%
Need amenity not offered / not currently available	0	0	0	2%	0%	0%
Moved with no notice/Unknown	7	2	5	1%	23%	17%
Transferred to another CADA apartment	4	2	0	21%	17%	24%
Other / ("Covid-related" as of Aug 2020)	1	1	4	2%	11%	16%
Unaccounted for (Not incl. in occupancy length) - Adj.	0	0	0	0%	0%	0%
TOTAL	22	9	15	100%	100%	100%
Average length (years) of Occupancy (YTD):				4.5	5.0	4.9

APARTMENT STATUS REPORT (Month-ending Aug 27, 2021)	Current Month-End	Previous Month-End	Previous Yr. Month- End	Current Year	Previous Year	Previous Year
CURRENT MONTH STATUS - OCCUPIED UNITS	8/27/21	7/30/21	8/28/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
Total Units	721	721	720	721	720	725
Occupied (formula)	662	658	674	665	685	690
Percentage Occupied* (formula)	93%	93%	95%	94%	96%	97%
Percentage Leased* (formula)	96%	94%	96%	96%	97%	99%
* adjusted for Unrentable units						
CURRENT MONTH STATUS - VACANT UNITS	8/27/21	7/30/21	8/28/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
Vacant	59	63	46	56	35	35
Vacant: Pre-leased Units	18	14	8	10	6	15
Vacant: Unrentable Units (repairs, temp tsf's,etc.)	9	9	10	14	9	12
Vacant: Units Available to Rent (formula)	32	40	28	FALSE	20	7
CURRENT MONTH STATUS - ON NOTICE UNITS	8/27/21	7/30/21	8/28/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
On-Notice: Units to vacate within 30 days	12	6	10	11	7	12
On-Notice: Pre-leased Units	0	0	2	0	1	6
On-Notice: Unrentable Units (repairs, etc.)	1	0	0	2	1	1
On Notice: Units Available to Rent (formula)	11	6	8	9	6	5
Total Units Available to rent (Vacant & On Notice) (formula)	43	46	36	41	26	12
CURRENT MONTH ACTIVITY - TOTAL	8/27/21	7/30/21	8/28/20	2021 YTD	2020 YTD	2019 YTD
# of Move-Outs / % of Total Units	6	22	10	13%	16%	19%
# of Move-Ins / % of Total Units	10	15	5	12%	12%	19%
# of New Rentals	25	17	9	115	98	181
# of 30-Day Notices Received / % of Total Units	12	18	12	14%	17%	19%
# of Units brought to market / % of Move-Outs	12	10	6	78%	85%	96%
# of Rentals Canceled or Denied / % of Rentals	11	4	3	30%	44%	27%
# of Notices Canceled / % of Notices Received	0	0	0	6%	4%	3%
CURRENT MONTH ACTIVITY - MOVE OUT REASONS	8/27/21	7/30/21	8/28/20	2021 YTD %	2020 YTD %	2019 Total %
Asked to move by CADA	0	0	0	2%	6%	7%
Bought a house	1	6	1	7%	9%	8%
Deceased	0	0	0	3%	3%	3%
Dissatisfied (unable to resolve)	1	0	0	6%	5%	2%
Employment/education related	2	0	1	15%	5%	1%
Financial	0	0	0	11%	2%	5%
Illness/ health/ personal	0	2	0	6%	10%	7%
Moving out of the area	1	1	3	14%	8%	6%
Desire larger/smaller apt or house (incl. change in hh size)	0	1	0	9%	3%	3%
Need amenity not offered / not currently available	1	0	0	2%	0%	0%
Moved with no notice/Unknown	0	7	4	1%	23%	17%
Transferred to another CADA apartment	0	4	0	21%	17%	24%
Other / ("Covid-related" as of Aug 2020)	0	1	1	2%	11%	16%
Unaccounted for (Not incl. in occupancy length) - Adj.	0	0	0	0%	0%	0%
TOTAL	6	22	10	100%	100%	100%
Average length (years) of Occupancy (YTD):				4.7	5.0	4.9

CADA AFFORDABLE HOUSING STATISTICS: June 25, 2021	CADA Rent-Assisted	Other Assisted Units	Total Assisted Units	Market-Rate Units	Total Units
Scattered Site Units:	48	44	92	491	583
Undersubscribed:			7	-7	
Special Management Units:	96	0	96	42	138
17th Street Commons	12	0	12	17	29
Somerset Parkside	26	0	26	0	26
Biele Place	34	0	34	1	35
Fremont/Wilshire	12	0	12	20	32
1619 Q Rooming House	12	0	12	4	16
Undersubscribed:			3	-3	
TOTAL CADA-MANAGED UNITS:	144	44	188	533	721
MANAGED AFFORDABLE/MARKET %:			26%		
CADA-DEVELOPED RENT ASSISTED UNITS	Tax Credit	Other	Total Affordable Units	Market Units	Total Units
Stanford Park Townhomes	0	0	0	50	50
1500 Q Street	0	2	2	4	6
17th & O Streets	0	0	0	3	3
The Terraces	0	60	60	0	60
17th and N Streets	0	0	0	18	18
Delta Victorians	0	0	0	8	8
Wiese Townhomes	0	0	0	3	3
Admail Express Building	0	0	0	7	7
Governor's Terrace	0	0	0	44	44
Somerset Parkside Condominiums	0	0	0	75	75
Saratoga Townhomes	0	0	0	36	36
Fremont Building	0	11	11	58	69
Capitol Park Homes	0	9	9	55	64
Fremont Mews	48	0	49	70	119
Legado de Ravel	0	0	0	84	84
Site 9B Duplex	0	0	0	2	2
Warehouse Artist Lofts (WAL)	0	86	86	30	116
16Powerhouse	0	0	0	50	50
The Eviva	0	0	0	118	118
TOTAL CADA-DEVELOPED UNITS:	48	168	216	716	932
DEVELOPED AFFORDABLE/MARKET%			23%	77%	100%
TOTAL CADA-MANAGED & DEVELOPED AFFORDABLE HOUSING UNITS					
CADA-MANAGED UNITS:	144	44	188	533	721
CADA-DEVELOPED UNITS:	48	168	216	716	932
TOTAL CADA UNITS:	192	212	404	1249	1653
TOTAL AFFORDABLE/MARKET%			24.44%	76%	100%

CADA AFFORDABLE HOUSING STATISTICS: July 30, 2021	CADA Rent- Assisted	Other Assisted Units	Total Assisted Units	Market- Rate Units	Total Units
Scattered Site Units:	48	44	92	491	583
Undersubscribed:			7	-7	
Special Management Units:	96	0	96	42	138
17th Street Commons	12	0	12	17	29
Somerset Parkside	26	0	26	0	26
Biele Place	34	0	34	1	35
Fremont/Wilshire	12	0	12	20	32
1619 Q Rooming House	12	0	12	4	16
Undersubscribed:			3	-3	
TOTAL CADA-MANAGED UNITS:	144	44	188	533	721
MANAGED AFFORDABLE/MARKET %:			26%		
CADA-DEVELOPED RENT ASSISTED UNITS	Tax Credit	Other	Total Affordable Units	Market Units	Total Units
Stanford Park Townhomes	0	0	0	50	50
1500 Q Street	0	2	2	4	6
17th & O Streets	0	0	0	3	3
The Terraces	0	60	60	0	60
17th and N Streets	0	0	0	18	18
Delta Victorians	0	0	0	8	8
Wiese Townhomes	0	0	0	3	3
Admail Express Building	0	0	0	7	7
Governor's Terrace	0	0	0	44	44
Somerset Parkside Condominiums	0	0	0	75	75
Saratoga Townhomes	0	0	0	36	36
Fremont Building	0	11	11	58	69
Capitol Park Homes	0	9	9	55	64
Fremont Mews	48	0	49	70	119
Legado de Ravel	0	0	0	84	84
Site 9B Duplex	0	0	0	2	2
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TOTAL CADA-DEVELOPED UNITS:	48	168	216	716	932
DEVELOPED AFFORDABLE/MARKET%			23%	77%	100%
TOTAL CADA-MANAGED & DEVELOPED AFFORDABLE HOUSING UNITS					
CADA-MANAGED UNITS:	144	44	188	533	721
CADA-DEVELOPED UNITS:	48	168	216	716	932
TOTAL CADA UNITS:	192	212	404	1249	1653
TOTAL AFFORDABLE/MARKET%			24.44%	76%	100%

CADA AFFORDABLE HOUSING STATISTICS: Aug 27, 2021	CADA Rent-Assisted	Other Assisted Units	Total Assisted Units	Market-Rate Units	Total Units
Scattered Site Units:	48	43	91	492	583
Undersubscribed:			8	-8	
Special Management Units:	96	0	96	42	138
17th Street Commons	12	0	12	17	29
Somerset Parkside	26	0	26	0	26
Biele Place	34	0	34	1	35
Fremont/Wilshire	12	0	12	20	32
1619 Q Rooming House	12	0	12	4	16
Undersubscribed:			3	-3	
TOTAL CADA-MANAGED UNITS:	144	43	187	534	721
MANAGED AFFORDABLE/MARKET %:			26%		
CADA-DEVELOPED RENT ASSISTED UNITS	Tax Credit	Other	Total Affordable Units	Market Units	Total Units
Stanford Park Townhomes	0	0	0	50	50
1500 Q Street	0	2	2	4	6
17th & O Streets	0	0	0	3	3
The Terraces	0	60	60	0	60
17th and N Streets	0	0	0	18	18
Delta Victorians	0	0	0	8	8
Wiese Townhomes	0	0	0	3	3
Admail Express Building	0	0	0	7	7
Governor's Terrace	0	0	0	44	44
Somerset Parkside Condominiums	0	0	0	75	75
Saratoga Townhomes	0	0	0	36	36
Fremont Building	0	11	11	58	69
Capitol Park Homes	0	9	9	55	64
Fremont Mews	48	0	49	70	119
Legado de Ravel	0	0	0	84	84
Site 9B Duplex	0	0	0	2	2
Warehouse Artist Lofts (WAL)	0	86	86	30	116
16Powerhouse	0	0	0	50	50
The Eviva	0	0	0	118	118
TOTAL CADA-DEVELOPED UNITS:	48	168	216	716	932
DEVELOPED AFFORDABLE/MARKET%			23%	77%	100%
TOTAL CADA-MANAGED & DEVELOPED AFFORDABLE HOUSING UNITS					
CADA-MANAGED UNITS:	144	43	187	534	721
CADA-DEVELOPED UNITS:	48	168	216	716	932
TOTAL CADA UNITS:	192	211	403	1250	1653
TOTAL AFFORDABLE/MARKET%			24.38%	76%	100%

**Capitol Area Development Authority
CADA Neighborhood Incident Report
August, 2021:**

Residential break-ins, vandalism, theft, disturbances:

- **8/01/21:** 1622 N St: Courtesy patrol found that someone had tried to break in to the back door of the building and damaged the lock. Patrol phoned on-call to repair and performed additional patrols through-out the night.
- **8/01/21:** 1215 P St: Courtesy patrol found individual going through the dumpster. Patrol asked the individual to leave the property which he did without incident.
- **8/08/21:** 1209 P St: Courtesy patrol received a call regarding an incident happening. Patrol arrived and found that a male individual was pounding on a resident's door and then broke the window. Police were called and the individual was no longer in the area. The resident knows the individual and filed a police report. The resident will also be applying for a restraining order.
- **8/22/21:** 1209 P St: Courtesy patrol found an individual lying in the alley next to the parking carport. Patrol advised the individual they need to leave the area which he did without incident.
- **8/27/21:** 1414 O St: Courtesy patrol received two calls regarding an individual jumping a patio fence and trying to get into apartment. Patrol arrived and found an individual who stated his friends lived there and he was locked out. A resident came out to confirm he was her guest and got the wrong apartment.
- **8/28/21:** 1506 O St: Courtesy patrol received a call regarding a loud fight. Patrol arrived to find one individual in the area who was upset but no fight. He waited with the man until his ride picked him up.

Commercial break in's, vandalism, theft, disturbances:

- **8/07/21:** 1401 16th St: Enterprise: Patrol found an individual sitting in the wash area on their phone that also appeared to have drugs on them. Patrol advised the individual that he was trespassing and needed to leave the property which he did without incident.
- **8/07/21:** 1401 16th St: Enterprise: Courtesy patrol noticed that the key drop box had been damaged next to the main doors.

Recap of Phone Calls to Lyons Security Service during the month of August, 2021:

There were 19 calls during the month of August. 8 calls were to report a noise disturbance, 2 calls were to report someone loitering on a property, 1 call was to report the maintenance office door vandalized, 1 call was to report an individual broke a window, 1 call was to report a trespasser on a commercial property, 1 call was to report someone banging on a door, 1 call was to report an unauthorized person on a property, 1 call was to report marijuana smoke smell, 1 call was to report a laundry room break in, 1 call was to report someone jump a fence into a patio, and 1 call was to report someone parked in a reserved space.

CAPITOL AREA DEVELOPMENT AUTHORITY
 FY 2021 - 2022
 Contract Log as of 9/9/2021

Item 8 (F)



DATE	CONTRACT NUMBER	Type of Service	CONTRACTOR	PROJECT	LOCATION	AMOUNT	ACCOUNT
8/19/2021	C22-046	Maintenance	Affordable Painting	Cleaning, Painting, & Repair of Metal Fence & Stairs	1317 O Street	\$4,990.00	10-003-5240-R533-27
8/26/2021	C22-047	Maintenance	Overhead Door	Emergency Garage Door Repair	Various Locations	\$14,500.00	10-003-5240
9/2/2021	C22-048	Consulting	GHD Services, Inc.	Environmental Consulting	16th & T Streets	\$28,110.00	10-D05-4752-D901-00
9/9/2021	C21-098.1	Consulting	Miridae	Dean Courtyard Landscape Design	1400 N Street	\$750.00	10-D20-4703-D225-01



September 10, 2021

TO: CADA Board of Directors

SUBJECT: **September 17, 2021, Board Meeting**
AGENDA ITEM 8 - TRANSMITTALS
(G) FINANCIAL REPORT FOR THE PERIOD ENDING August 31st, 2021

CONTACT PERSON: Noelle Mussen, Finance Director

Enclosed, for the two months ending August 31, 2021, is the General Operations financial report.

Financial Results
For the 2 Months ending August 31, 2021.

	<u>Annual Budget</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>Fav(Unfav) Variance</u>
GENERAL OPERATIONS (All Funds)				
Funding Sources	\$ 15,837,600	\$ 1,457,724	\$ 1,450,913	\$ (6,809)
Operations Expenses	(13,568,527)	(1,997,863)	(1,704,562)	293,301
Operating results	2,269,073	(540,139)	(253,649)	286,492
Investment in Capital Investment Program	(2,268,500)	-	-	-
Utilization of Financial Resources				
- Available Fund Balance	(573)	-	-	-
- Contribution to Available Fund Balance	-	-	-	-
	-	-	-	-
Net Results	\$ -	\$ (540,139)	\$ (253,649)	\$ 286,492

GENERAL OPERATIONS

The results of General Operations through August 31, 2021, (**Attachment A**) show a favorable budget variance – a total of \$286,492 consisting of \$(6,809) in unfavorable variances in funding sources and \$286,492 in favorable variances in operating expenses.

General Operations Funding Sources reflects a net unfavorable variance of \$(6,809). All Rental Revenue accounts are over budget by \$193,000, with the rental concession accounts for Vacancy Loss, Low Income Subsidy, and Loss to Lease over budget by \$(209,000) for a total unfavorable variance within the rental income accounts of \$(16,000). This variance is offset by a favorable variance in Investment Income of \$18,400 and the remaining accounts for smaller unfavorable variance of \$(10,000).

General Operations Operating Expenses increased the overall favorable variance by \$293,301. All major categories reflect favorable variances. The overall favorable variance and individual account variances is mostly due to the timing of expenses within each category.

With only two months of activity reflected, it is difficult to identify any significant trends for the year.

Financial Report Enclosures:

Attachment A

General Operation – all funds

Capitol Area Development Authority (CADA)

Attachment A

GENERAL OPERATIONS

From 7/1/2021 Through 8/31/2021

	<u>Budget-Annual</u>	<u>YTD Budget</u>	<u>YTD Year Actual</u>	<u>YTD Variance</u>
FUNDING SOURCES of General Operations				
Rental Income				
Parking	244,700.00	40,783.00	42,165.00	1,382.00
Ground Lease Revenue	156,000.00	26,000.00	36,854.00	10,854.00
Residential Rental Revenue	9,658,100.00	1,609,683.00	1,741,189.00	131,506.00
Commercial Rental Revenue	275,000.00	45,833.00	95,926.00	50,093.00
Coin Op Laundry Revenue	35,300.00	5,883.00	-	(5,883.00)
Rental Vacancy Loss	(736,000.00)	(122,667.00)	(194,657.00)	(71,990.00)
Low Income Subsidy	(752,500.00)	(125,417.00)	(132,070.00)	(6,653.00)
Loss to Lease	(672,100.00)	(112,017.00)	(242,104.00)	(130,087.00)
Forfeited Security Deposits	2,200.00	367.00	-	(367.00)
Bad Debt Recovery	500.00	83.00	-	(83.00)
Misc Current Svcs - Mgmt Fees	102,290.00	17,048.00	17,048.00	-
Misc Current Svcs - Salaries	148,510.00	24,752.00	24,752.00	-
Total Rental Income	8,462,000.00	1,410,333.00	1,389,103.00	(21,228.00)
Tax Increment Revenue				
Tax Increment Revenue	6,850,000.00	-	-	-
Total Tax Increment Revenue	6,850,000.00	-	-	-
Interest and Other Investment Income				
Interest Income on Investments with City	264,500.00	22,042.00	24,232.00	2,190.00
Interest Income-Reserve Allocation	(2,000.00)	(167.00)	-	167.00
Interest Income - Pool A Tax Exempt	-	-	46.00	46.00
Interest Income - Pool A Taxable Bond	220,000.00	18,333.00	34,391.00	16,058.00
Total Interest and Other Investment Income	482,500.00	40,208.00	58,669.00	18,461.00
Miscellaneous Revenue				
Miscellaneous Income	43,100.00	7,183.00	3,141.00	(4,042.00)
Total Miscellaneous Revenue	43,100.00	7,183.00	3,141.00	(4,042.00)
Total FUNDING SOURCES of General Operations	15,837,600.00	1,457,724.00	1,450,913.00	(6,809.00)
General Operations EXPENSE				
Employee Services & Benefits				
Special Management Salaries	(164,420.00)	(27,403.00)	(27,403.00)	-
Salaries	(2,947,000.00)	(491,167.00)	(493,724.00)	(2,557.00)
Employee Recognition	(37,000.00)	(6,167.00)	(8,524.00)	(2,357.00)
Social Security/Medicare	(44,600.00)	(7,433.00)	(7,805.00)	(372.00)
Cafeteria Plan	(496,000.00)	(82,667.00)	(75,990.00)	6,677.00
Long Term Disability	(31,000.00)	(5,167.00)	(4,463.00)	704.00
State Unemployment	(11,000.00)	(1,833.00)	(342.00)	1,491.00
Workers Compensation	(121,900.00)	(20,317.00)	(14,570.00)	5,747.00
Life & AD&D Insurance	(12,500.00)	(2,083.00)	(2,018.00)	65.00
PERS Retirement	(717,000.00)	(119,500.00)	(78,406.00)	41,094.00
Post Retirement Health Benefit Contributions	(185,800.00)	-	-	-
Retiree Health Benefits	(170,800.00)	(28,467.00)	(25,743.00)	2,724.00
Employee Assist Program (EAP)	(2,350.00)	(392.00)	(253.00)	139.00
Total Employee Services & Benefits	(4,941,370.00)	(792,596.00)	(739,241.00)	53,355.00
Outside Services				
Prop Mgmt Marketing - Sp Mgmt Credit	3,374.00	562.00	562.00	-
Marketing & Media	(25,000.00)	(4,167.00)	(10,244.00)	(6,077.00)
Property Management Marketing	(16,374.00)	(2,729.00)	-	2,729.00
Printing and Binding	(4,250.00)	(708.00)	-	708.00
Employment Recruitment & Notices	(2,000.00)	(2,000.00)	(1,900.00)	100.00
Legal Services	(121,980.00)	(20,330.00)	(4,352.00)	15,978.00
Accounting and Auditing	(49,600.00)	(8,267.00)	-	8,267.00
Community Activities	(35,000.00)	(5,833.00)	(43.00)	5,790.00
Document Storage & Destruction	(3,000.00)	(500.00)	(210.00)	290.00
Network Administration Services	(85,000.00)	(21,250.00)	(20,475.00)	775.00
Payroll Services	(10,000.00)	(1,667.00)	-	1,667.00

Capitol Area Development Authority (CADA)

Attachment A

GENERAL OPERATIONS

From 7/1/2021 Through 8/31/2021

Banking & Investment Fees	(13,278.00)	(2,213.00)	(1,650.00)	563.00
Admin Other Professional Services	(67,500.00)	(11,250.00)	-	11,250.00
Prop Mgmt Other Professional Services	(15,000.00)	(2,500.00)	(883.00)	1,617.00
Asset Mgmt Other Professional Services	(46,000.00)	(7,667.00)	(7,620.00)	47.00
Courtesy Patrol	(140,812.00)	(23,469.00)	(11,713.00)	11,756.00
Courtesy Patrol-Sp Mgmt Credit	15,812.00	2,635.00	2,635.00	-
Insurance - Special Management	(75,500.00)	(75,500.00)	(84,555.00)	(9,055.00)
Insurance	(334,500.00)	(334,500.00)	(401,620.00)	(67,120.00)
Self-Insured Losses	(77,500.00)	(12,917.00)	(30,674.00)	(17,757.00)
Project Banking Fees	(21,000.00)	(3,500.00)	(1,000.00)	2,500.00
Admin Temporary Outside Svcs	(20,000.00)	(3,333.00)	(893.00)	2,440.00
Temporary Outside Services	(230,000.00)	(38,333.00)	(15,680.00)	22,653.00
Eng/Arch-Miscellaneous	(39,000.00)	(6,500.00)	-	6,500.00
Legal - Dev Project Related	(20,000.00)	(3,333.00)	-	3,333.00
D&A Other Professional Services	(7,000.00)	(1,167.00)	-	1,167.00
D&A Miscellaneous Expense	(7,000.00)	(1,167.00)	-	1,167.00
Total Outside Services	(1,447,108.00)	(591,603.00)	(590,315.00)	1,288.00
Maintenance & Repair				
Emerg Relocation-Ops Related	(10,500.00)	(1,750.00)	(5,441.00)	(3,691.00)
Operation Location Improvements	(55,000.00)	(9,167.00)	(6,750.00)	2,417.00
Admin Office - General Maintenance	(27,800.00)	(4,633.00)	(2,408.00)	2,225.00
Maint Office Janitorial	(6,000.00)	(1,000.00)	(1,064.00)	(64.00)
Maint Office - General Maintenance	(10,000.00)	(1,667.00)	(631.00)	1,036.00
Equipment Rental Expense	(5,000.00)	(833.00)	(196.00)	637.00
Construction Mitigation Expense	(15,000.00)	(2,500.00)	-	2,500.00
Repair & Maint - Misc	(136,600.00)	(22,767.00)	(24,036.00)	(1,269.00)
Landscape-Sp Mgmt Credit	18,514.00	3,086.00	3,086.00	-
Travel-Fuel on CADA Vehicles	(9,000.00)	(1,500.00)	(1,322.00)	178.00
Travel-Maint Staff Reimburse	(10,000.00)	(1,667.00)	(945.00)	722.00
Travel-RSR Reimbursement	(2,000.00)	(333.00)	(73.00)	260.00
Elevator/Bldg Phone & Monitor Service	(4,900.00)	(817.00)	(705.00)	112.00
Service Contracts	(288,127.00)	(48,021.00)	(57,890.00)	(9,869.00)
State Fire Marshal	(8,000.00)	(1,333.00)	-	1,333.00
Flooring	(209,000.00)	(34,833.00)	(22,152.00)	12,681.00
Plumbing	(9,285.00)	(1,548.00)	(188.00)	1,360.00
Countertops/Cabinets	(56,500.00)	(9,417.00)	-	9,417.00
Landscaping	(244,189.00)	(40,698.00)	(30,508.00)	10,190.00
Pest Services	(56,200.00)	(9,367.00)	(3,760.00)	5,607.00
Permits and Fees	(4,500.00)	(750.00)	-	750.00
Painting & Decorating	(14,900.00)	(2,483.00)	-	2,483.00
Supplies	(15,000.00)	(2,500.00)	(631.00)	1,869.00
Vehicle Repair and Maint	(10,000.00)	(1,667.00)	(588.00)	1,079.00
Prop Mgmt Furn & Appliances	(61,500.00)	(10,250.00)	(6,229.00)	4,021.00
Building Supplies - Misc	(220,500.00)	(36,750.00)	(25,565.00)	11,185.00
Clothing and Uniforms	(5,500.00)	(917.00)	-	917.00
Maintenance Mach & Equip	(57,100.00)	(9,517.00)	(36,245.00)	(26,728.00)
Operating Budget Major Repairs	(12,000.00)	(2,000.00)	-	2,000.00
Total Maintenance & Repair	(1,545,587.00)	(257,599.00)	(224,241.00)	33,358.00
Utilities				
Admin Office Utilities	(28,000.00)	(2,333.00)	(2,044.00)	289.00
Maint Office Utilities	(42,000.00)	(3,500.00)	(2,770.00)	730.00
Utilities-Garbage	(66,000.00)	(5,500.00)	(6,695.00)	(1,195.00)
Utilities-SMUD/Electricity	(143,500.00)	(11,958.00)	(14,199.00)	(2,241.00)
Utilities-PG&E/Gas	(250,500.00)	(20,875.00)	(9,427.00)	11,448.00
Utilities-Water/Sewer	(614,000.00)	(51,167.00)	(1,624.00)	49,543.00
Total Utilities	(1,144,000.00)	(95,333.00)	(36,759.00)	58,574.00
Overhead				
Postage and Deliveries	(6,000.00)	(1,000.00)	(348.00)	652.00
Telephone and Wireless Svcs	(30,000.00)	(5,000.00)	(175.00)	4,825.00

Capitol Area Development Authority (CADA)

Attachment A

GENERAL OPERATIONS

From 7/1/2021 Through 8/31/2021

Cellular Phone Service	(35,000.00)	(5,833.00)	(4,400.00)	1,433.00
Internet Services	(26,000.00)	(4,333.00)	(157.00)	4,176.00
Admin Bldg Rent	(95,000.00)	(15,833.00)	(20,385.00)	(4,552.00)
Leased Facilities Rent	(60,000.00)	(10,000.00)	(2,000.00)	8,000.00
Equipment Rental Expense	(2,500.00)	(417.00)	-	417.00
Parking Program	(1,500.00)	(250.00)	(90.00)	160.00
JPA Board Expenses	(7,000.00)	(1,167.00)	(60.00)	1,107.00
Professional Organizations	(15,000.00)	(2,500.00)	(410.00)	2,090.00
Subscriptions	(2,000.00)	(333.00)	-	333.00
Education and Training	(20,000.00)	(3,333.00)	(987.00)	2,346.00
Management Fee	(102,290.00)	(17,048.00)	-	17,048.00
Transportation-Admin Staff	(2,000.00)	(333.00)	(30.00)	303.00
Resident Relations	(9,800.00)	(1,633.00)	-	1,633.00
Sp Mgmt Prop Taxes & Assessments	(10,750.00)	(1,792.00)	-	1,792.00
Property Taxes & Assessments	(122,100.00)	(61,050.00)	(40,937.00)	20,113.00
Hospitality	(1,500.00)	(250.00)	(33.00)	217.00
Office Supplies - General	(15,000.00)	(2,500.00)	(1,827.00)	673.00
Software	(80,000.00)	(13,333.00)	(14,045.00)	(712.00)
Computer Hardware	(50,000.00)	(8,333.00)	-	8,333.00
Admin Furn Mach & Equip	(16,000.00)	(2,667.00)	-	2,667.00
Safety - General Admin	(5,500.00)	(917.00)	(875.00)	42.00
Office Equipment leases	(26,000.00)	(4,333.00)	(3,740.00)	593.00
Total Overhead	(740,940.00)	(164,188.00)	(90,499.00)	73,689.00
Debt Service				
Debt Service Principal Paid	(225,836.00)	(18,820.00)	(12,428.00)	6,392.00
Debt Interest Paid	(81,369.00)	(13,562.00)	(11,079.00)	2,483.00
Bond Debt Svc-Principal Pd	(1,450,875.00)	-	-	-
Bond Interest Paid	(1,306,474.00)	-	-	-
Tax Increment Pledge	(300,000.00)	-	-	-
Total Debt Service	(3,364,554.00)	(32,382.00)	(23,507.00)	8,875.00
Contributions to Reserves				
Affordable Housing Reserve Contribution	(280,085.00)	(46,681.00)	-	46,681.00
Equipment Replace Reserve Contribution	(104,883.00)	(17,481.00)	-	17,481.00
Total Contributions to Reserves	(384,968.00)	(64,162.00)	-	64,162.00
Total General Operations EXPENSE	(13,568,527.00)	(1,997,863.00)	(1,704,562.00)	293,301.00
Inter-Fund Operation TRANSFERS				
Inter-Fund Operating TRANSFERS IN				
Operations Transfer from F 50-CAP Tax Incr	1,241,300.00	-	-	-
Operations Transfer from F 51-CAP Set-Aside	332,300.00	-	-	-
Operations Transfer from F60-RSt TI	121,300.00	-	-	-
Operations Transfer from F67 - Bond Interest	220,000.00	-	-	-
Total Inter-Fund Operating TRANSFERS IN	1,914,900.00	-	-	-
Inter-Fund Operating TRANSFERS OUT				
Operations Transfer to F10-General	(1,914,900.00)	-	-	-
Total Inter-Fund Operating TRANSFERS OUT	(1,914,900.00)	-	-	-
Total Inter-Fund Operation TRANSFERS	-	-	-	-
OPERATING RESULTS, before Capital Investment Program	2,269,073.00	(540,139.00)	(253,649.00)	286,492.00
CAPITAL INVESTMENT PROGRAM				
Investment in MAJOR CONSTRUCTION Program				
CIP Transfer to F10-General	(395,900.00)	-	-	-
CIP Transfer to F38 - 17th St. Commons	(7,600.00)	-	-	-
CIP Transfer to F41 - Fremont/Wilshire	(315,500.00)	-	-	-
Total Investment in MAJOR CONSTRUCTION Program	(719,000.00)	-	-	-
Investment in DEVELOPMENT Program				

Capitol Area Development Authority (CADA)

Attachment A

GENERAL OPERATIONS

From 7/1/2021 Through 8/31/2021

Dev Program TF to F 10 - General	<u>(1,549,500.00)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Investment in DEVELOPMENT Program	<u>(1,549,500.00)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total CAPITAL INVESTMENT PROGRAM	<u>(2,268,500.00)</u>	<u>-</u>	<u>-</u>	<u>-</u>
		-		-
UTILIZATION OF FINANCIAL RESOURCES		-		-
Contribution to Available Fund Balance	<u>(573.00)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total UTILIZATION OF FINANCIAL RESOURCES	<u>(573.00)</u>	<u>-</u>	<u>-</u>	<u>-</u>
		-		-
NET RESULTS OF GENERAL OPERATIONS	<u>-</u>	<u>(540,139.00)</u>	<u>(253,649.00)</u>	<u>286,492.00</u>