



California Affordable
Housing Initiatives, Inc.

TO: Chair Anne Griffith
Vice-Chair Gregory D. Hartwig
Director Patricia Wells

NOTICE OF SPECIAL BOARD MEETING

In accordance with Article III, Section 7, of the Bylaws of the California Affordable Housing Initiatives, Inc., NOTICE IS HEREBY GIVEN that a **Special Meeting of the Board of Directors** will be held as follows:

BOARD OF DIRECTORS MEETING

Monday, June 28, 2021 at 3:00 pm

NOTE: In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to COVID-19, a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.

Join Zoom Meeting

Phone one- US: +16699009128,,91253263594#,,,*611204#
tap: or +12133388477,,91253263594#,,,*611204#

Meeting URL: <https://oakha-org.zoom.us/j/91253263594?pwd=d1ZXVisySW04SDFTQ3VSYmdhd29Udz09>

Meeting ID: 912 5326 3594

Passcode: 611204

Join by Telephone

For higher quality, dial a number based on your current location.

Dial: US: +1 669 900 9128 US (San Jose)
+1 669 219 2599 US (San Jose)
+1 213 338 8477 US (Los Angeles)
+1 301 715 8592 US (Washington D.C.)
Toll-free 833 548 0276 US Toll-free
833 548 0282 US Toll-free
877 853 5257 US Toll-free
888 475 4499 US Toll-free

Meeting ID: 912 5326 3594

Password: 611204

If you need special assistance to participate in the meeting, please contact CAHI at (510) 238-5300 (English TTY 800-735-2929 or Spanish TTY 800-855-3000). Notification at least 48 hours prior to the meeting will allow reasonable accommodations to ensure accessibility.



California Affordable
Housing Initiatives, Inc.

**Board of Directors Meeting
June 28, 2021
AGENDA**

- I. Roll Call
- II. Modifications to the Agenda
(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.
- III. New Business
 - A. Consideration of a Resolution to Approve the CAHI Fiscal Year 2022 Budget
- IV. Adjournment

CALIFORNIA AFFORDABLE HOUSING INITIATIVES, INC.

By: _____

Patricia Wells

Patricia Wells, Chief Executive Officer

ITEM: III.A**California Affordable Housing Initiatives MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Chief Executive Officer



Subject: Consideration of a Resolution to Approve the FY2022 Budget

Date: June 28, 2021

This memorandum forwards for your consideration a resolution to approve the CAHI Fiscal Year 2022 Annual Budget.

Background

Staff will present the information on the FY2022 Annual Budget at the CAHI Board of Director's meeting. Staff will also be available to answer any questions regarding the proposed budget.

The CAHI FY2022 Budget includes a projected increase in revenue, largely attributed to an increase in earned administrative fees. The CAHI FY2022 Budget also includes a proposed allowance to increase certain administrative, maintenance, and general expenses. The following table provides a summary of the estimated revenue and expenditures for CAHI for fiscal year 2022:

Category	FY 2021 Budget (Approved)	FY 2022 Budget (Proposed)	\$ Variance	% Variance
REVENUE				
Total Net Operating Subsidy	\$ 702,380,726	\$ 797,250,864	\$ 94,870,138	14%
Total Other Revenue	\$ 1,741,210	\$ 899,241	\$ (841,969)	-48%
TOTAL REVENUE	\$ 704,121,936	\$ 798,150,105	\$ 94,028,169	13%
EXPENSES				
Total Administrative Expenses	\$ 676,379	\$ 804,847	\$ 128,468	199%
Total Maintenance Expenses	\$ 86,750	\$ 114,750	\$ 28,000	32%
Total General Expenses	\$ 14,860,093	\$ 15,524,562	\$ 664,469	4%
TOTAL EXPENSES	\$ 697,426,760	\$ 791,589,382	\$ 94,162,622	14%
TOTAL EXCESS REVENUE OVER EXPENSES (excl. CapEx & OPEB)	\$ 6,695,176	\$ 6,560,723	\$ (134,453)	-2%
TOTAL EXCESS REVENUE OVER EXPENSES (incl. CapEx & OPEB)	\$ 6,505,176	\$ 6,009,573	\$ (495,603)	-8%

CAHI FY2022 Budget
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Recommendation:

Staff recommends that the Board of Directors adopt the attached resolution to approve the CAHI Annual Budget for Fiscal Year 2022.

Attachments: CAHI Fiscal Year 2022 Annual Budget
Resolution Approving FY2022 Budget

CALIFORNIA AFFORDABLE HOUSING INITIATIVES, INC.

**RESOLUTION APPROVING
FY 2022 BUDGET**

At a duly constituted meeting of the Board of Directors of California Affordable Housing Initiatives, Inc. (CAHI), held on June 28, 2021, the following resolution was adopted:

WHEREAS, the Board of Directors must approve an operating budget for CAHI for the fiscal year ending June 30, 2022; and

WHEREAS, the Board of Directors has reviewed and discussed the budget for the fiscal year ending June 30, 2022; and

WHEREAS, the Board of Directors has determined that the budget reflects the financial plan for CAHI for the fiscal year ending June 30, 2022;

NOW, THEREFORE, BE IT RESOLVED:

THAT, the proposed budget for the fiscal year July 1, 2021 to June 30, 2022 is hereby adopted; and

THAT, this resolution shall become effective immediately.

CERTIFICATE OF SECRETARY

I hereby certify that the foregoing is a full, true and correct copy of the resolution adopted by the Board of Directors at a meeting of said Board held on the aforementioned date, and that this resolution is in full force and effect.

Dated: _____, 2021

Patricia Wells, Chief Executive Officer

CAHI Annual Budget Fiscal Year Ending June 30, 2022

Acct #	Account Description	A FY 2021	B FY 2022	B-A VARIANCE	% VARIANCE
	REVENUE				
3410-01-000	Section 8 HAP Earned	681,673,538	775,055,617	93,382,079	14%
3410-02-000	Section 8 Admin Fee Income	20,707,188	22,195,247	1,488,059	7%
Total	Net Operating Subsidy - Total	702,380,726	797,250,864	94,870,138	14%
3610-00-000	Investment Income - Unrestricted	892,451	34,757	(857,694)	-96%
3650-00-000	Miscellaneous Other Income	848,759	864,484	15,725	2%
3699-00-000	OTHER REVENUE	1,741,210	899,241	(841,969)	-48%
3999-00-000	TOTAL INFLOW FROM OPERATIONS	704,121,936	798,150,105	94,028,169	13%
	EXPENSES				
4110-00-000	Administrative Salaries	337,273	164,577	(172,696)	-51%
4110-03-000	Employer FICA & Medicare	12,826	11,239	(1,587)	-12%
4110-03-001	State Unemployment Insurance Tax (SUI)	2,192	224	(1,968)	-90%
4110-03-002	Pension & Retirement Contributions	28,694	15,900	(12,794)	-45%
4110-03-003	Life Ins Contr & Management Package	2,348	2,348	0	0%
4110-03-004	Medical & Dental Benefits	25,825	27,614	1,789	7%
4110-03-005	Employee Benefits Management & Others	4,800	4,800	0	
4110-05-000	Salary Reimbursements to Others	0	159,960	159,960	
4110-99-000	Total Administrative Salaries	413,958	386,662	(27,296)	-7%
4130-04-000	General Legal Expense	100,000	150,000	50,000	50%
4131-00-000	Total Legal Expense	100,000	150,000	50,000	50%
4140-00-000	Staff Training	5,000	2,675	(2,325)	-47%
4150-00-000	Travel	7,500	50	(7,450)	-99%
4160-00-000	Meetings	400	400	0	
4171-00-000	Auditing Fees	45,000	45,000	0	
4182-00-000	Consultants	0	125,000	125,000	
4189-00-000	Total Other Admin Expenses	57,900	173,125	115,225	199%
4190-04-000	Office Supplies	1,500	1,500	0	
4190-09-000	Computer Hardware, Software & Supplies	500	0	(500)	-100%
4190-10-000	Computer Licenses & Maintenance Contracts	0	1,360	1,360	
4190-15-000	Cell Phones/Pagers	1,200	1,200	0	
4190-20-000	Bank Fees	97,321	87,000	(10,321)	-11%
4190-22-000	Other Misc Admin Expenses	4,000	4,000	0	
4191-00-000	Total Miscellaneous Admin Expenses	104,521	95,060	(9,461)	-9%
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	676,379	804,847	128,468	19%
4420-00-001	Materials - Building	2,000	30,000	28,000	
4420-00-008	Materials - Paint	1,000	1,000	0	
4429-00-000	Total Materials	3,000	31,000	28,000	

CAHI Annual Budget Fiscal Year Ending June 30, 2022

Acct #	Account Description	A FY 2021	B FY 2022	B-A VARIANCE	% VARIANCE
4430-01-000	Contract-Alarm/Extinguisher	4,000	4,000	0	0%
4430-07-000	Contract-Pest Control	10,000	10,000	0	
4430-09-000	Contract-Grounds	10,000	10,000	0	
4430-13-000	Contract-HVAC	40,000	40,000	0	
4430-16-000	Contract-Lock Repair	250	250	0	
4430-17-000	Contract-Elevator Monitoring	6,000	6,000	0	
4430-20-000	Routine Make Ready	5,000	5,000	0	
4430-99-000	Contract Costs-Other	8,500	8,500	0	
4439-00-000	Total Contract Costs	83,750	83,750	0	0%
4499-00-000	TOTAL MAINTENANCE EXPENSES	86,750	114,750	28,000	32%
	GENERAL				
4510-10-000	Property Insurance	10,000	10,000	0	
4510-20-000	Liability Insurance	25,000	25,000	0	
4540-00-000	Workers Compensation	12,634	11,580	(1,054)	-8%
4550-00-000	All Other Insurance	249,999	249,999	0	
4565-00-000	Employment Practices Liability Insurance	700	700	0	
4590-00-000	Management Fee Paid (CGI)	14,561,760	15,227,283	665,523	5%
4599-00-000	TOTAL GENERAL EXPENSES	14,860,093	15,524,562	664,469	4%
Total	Routine Operating Expenses	15,623,222	16,444,159	820,937	5%
Total	Excess Operating Revenue over Operating Exp	688,498,714	781,705,946	93,207,232	14%
	NON-ROUTINE EXPENDITURES				
4715-00-000	Housing Assistance Payments	681,673,538	775,055,617	93,382,079	14%
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	681,673,538	775,055,617	93,382,079	14%
5000-00-000	NON-OPERATING ITEMS				
5205-00-001	Allocated Overhead Expenses (COCC)	100,000	59,606	(40,394)	-40%
5205-00-004	CID Expense Allocated (CID Landscaping)	30,000	30,000	0	
Sub Total	Allocations	130,000	89,606	(40,394)	-31%
	TOTAL REVENUE	704,121,936	798,150,105	94,028,169	13%
	TOTAL EXPENSES	697,426,760	791,589,382	94,162,622	14%
Total	Excess Revenue over Expenses	6,695,176	6,560,723	-134,453	-2%
5510-00-000	Capital Outlay	190,000	525,000	335,000	
5520-00-000	OPEB & Retirees Medical	0	26,150	26,150	
	Total Expenses (Inc. CapEx & OPEB)	697,616,760	792,140,532	94,523,772	14%
	Excess Revenue over Expenses	6,505,176	6,009,573	(495,603)	-8%