

REPORT

DATE ISSUED: January 16, 2025

REPORT NO: HDP25-013

ATTENTION: Chair and Members of the Board of Directors of
Housing Development Partners of San Diego
For the Agenda of January 23, 2025

SUBJECT: Single-Family Homes/Companion Units 2025 Property Budget

STAFF RECOMMENDATION:

That the Housing Development Partners (HDP) Board of Directors (Board) take the following actions:

- 1) Approve the 2025 Property Budget for Single-Family Homes/Companion Units (SFH/CU) leased as affordable rental housing to households with low income.
- 2) Find that the foregoing action is just and reasonable as to HDP for purposes of California Corporations Code Section 5234.

Please note a Conflict Disclosure Statement at the end of this report has been included because HDP has financing from the San Diego Housing Commission (Housing Commission) on this project, and these transactions otherwise involve the Housing Commission.

SUMMARY

Five affordable rental single-family homes and corresponding companion units, sometimes also referred to as accessory dwelling units (ADUs), are located in the south part of San Diego in the Nestor Neighborhood within the 92154 ZIP Code:

Single Family Homes (SFH)	# Bedrooms
1. Twinning Avenue	5 bedrooms
2. Peterlynn Drive	3 bedrooms
3. Twinning Avenue	5 bedrooms
4. Peterlynn Drive	5 bedrooms
5. Stu Court	5 bedrooms

Companion Units (CU)	# Bedrooms
1. Kimsue Way	2 bedrooms
2. Peterlynn Drive	1 bedroom
3. Enero Street	3 bedrooms
4. Marzo Street	Studio
5. Kostner Drive	1 bedroom

The SFH/CU property budget is prepared annually by the management company, Hyder Property Management Professionals (Hyder). The budget is reviewed and refined by staff for accuracy and consistency with HDP’s business plan for the asset.

Prior to January 1 of the next calendar year, the HDP Board adopts the annual Property Budget and authorizes Hyder to operate the property according to that approved budget.

Staff is requesting approval of the 2025 Property Budget.

BUDGET SUMMARY

The 2025 Property Budget was prepared using industry data combined with the professional experience of Hyder and HDP’s Asset Management team. Below is a summary chart of the 2025 Operating Budget compared to the 2024 Budget. The budget for calendar year 2025 reflects 10 units—the five single-family homes and the five companion units.

	SFH/ADU				
	FY 2024	FY 2025	\$ Variance	% Variance	Notes
Rental Income	194,652	203,648	8,996	5%	Rent is anticipated to increase to more closely align with the Housing Commission’s payment standards, which are anticipated to increase in 2025. No impact on the resident’s portion of the rent. 3% rent increase for all units that do not have project-based housing vouchers.
Other Income	192	460	268	140%	
Total Revenue	194,844	204,108	9,264	5%	
Total Admin	25,320	36,351	11,031	44%	Increases in property management fee and legal expenses.
Total Utilities	10,776	9,396	(1,380)	-13%	Consistent with FY 2024 actuals and scheduled FY 2025 increases.
Total Repairs & Maintenance (R&M)	22,896	37,473	14,577	64%	Added landscape contract.
Taxes & Insurance	14,064	18,914	4,850	34%	Insurance premium increase.
Other Expenses	38,184	39,330	1,146	3%	3% annual increase in Replacement Reserve Deposits
Other Debt (uncollectible rent write-offs)	2,700	4,684	1,984	73%	Uncollectible-rent debt.
Total Operating Expenses	113,940	146,148	32,208	28%	
Net Operating Income	80,904	57,961	(22,943)	-28%	Expected higher property management fees, Landscaping expenses, and insurance premium
Debt Service	0	0	0	0%	
Total Entity Expenses	2,496	0	(2,496)	-100%	
Net Cash Flow	78,408	57,961	(20,447)	-26%	

RENTS

Rents for the single-family homes have been budgeted for a 3% rent increase. Companion units will be leased using the Housing Commission’s Project-Based Housing Voucher (PBV) payment schedule, as reflected in underwriting. The Housing Commission’s payment standard for PBVs is anticipated to increase. The anticipated rent increase does not impact the resident’s portion of rent.

MAINTENANCE AND REPAIR

The budget is based on the needs of the property and consistent with other similar assets. Staff will continue to monitor maintenance expenses and implement preventative maintenance measures to extend the useful life of the units.

STAFFING

The staff for the properties consists of one Regional Supervisor overseeing these assets. Maintenance technicians from other properties in the real estate portfolio provide maintenance support as needed.

CAPITAL PLAN

Total deposits to the replacement reserve account in 2025 will be \$39,330 consistent with underwriting.

CONFLICT DISCLOSURE STATEMENT:

Two San Diego Housing Commissioners (Commissioners), Eugene "Mitch" Mitchell and Ryan Clumpner, and the San Diego Housing Commission's (Housing Commission) President and Chief Executive Officer (President and CEO), Lisa Jones, are each directors of Housing Development Partners (HDP), a California nonprofit public benefit corporation qualified as an Internal Revenue Code Section 501(c)(3) corporation for federal purposes. Any Commissioner who is also a director of HDP as of the date of this staff report and President and CEO Jones have no conflict of interest as discussed below.

The Commissioners and President and CEO Jones receive no compensation for their service on HDP's Board of Directors and/or as officers of HDP. Pursuant to the provisions of Government Code Sections 1091.5(a)(7) and 1091.5(a)(8), the Commissioners and President and CEO Jones each have a "non-interest" as described in Government Code Section 1091.5 for purposes of their action on Housing Commission matters associated with this matter, if any. This disclosure shall be incorporated into the record of the Housing Commission.

San Diego City Councilmember and Housing Authority member, Councilmember Sean Elo-Rivera, is also a Director of HDP. Councilmember Elo-Rivera is not compensated for his service on the HDP Board or as an officer of HDP. As it relates to this matter, as a Housing Authority member, Councilmember Elo-Rivera has a noninterest under California Government Code section 1091.5(a)(9). This disclosure shall be incorporated into the record of the Housing Authority, if and when this matter is heard by the Housing Authority.

Further, because of their non-interests, the Commissioners, as members of the Housing Commission Board of Commissioners, and Councilmember Elo-Rivera, as a member of the Housing Authority, are entitled to vote on this matter and may be counted for quorum.

Further, no HDP Director or officer has a financial interest in this matter that would legally preclude their participation under the provisions of California Government Code section 87100 et. seq.

The Commissioners are not compensated for their services on the board of the Housing Commission, a public agency. Councilmember Elo-Rivera's compensation as a member of the Housing Authority, a public agency, is a non-interest under Government Code section 1091.5(a)(9). Further, Ms. Jones' compensation from a public agency, the Housing Commission, is a noninterest under the provisions of Government Code Section 1091.5(a)(9) as well as for the purposes of Government Code Section 87100 et. seq.

Finally, to the extent that HDP is a public agency for local Ethics Ordinance purposes, neither the Commissioners, Ms. Jones, nor Councilmember Elo-Rivera have any conflicts of interest under the local ethics ordinance that would preclude their actions in this matter or from being counted for quorum purposes.

These disclosures shall be and are hereby documented in the official records of the Housing Commission and Housing Authority.

MUTUAL DIRECTORS STATEMENT:

To the extent that Commissioners may be considered to be “directors” of the Housing Commission for purposes of California Corporations Code Section 5234 and, hence, common directors with HDP, a vote on this matter should incorporate a finding that these transactions are just and reasonable as to HDP.

Respectfully submitted,

Approved by,

Branden Sarkissian

Emmanuel Arellano

Branden Sarkissian
Director of Asset Management
Housing Development Partners

Emmanuel Arellano
Vice President of Asset Management
Housing Development Partners

Attachments: 1) SFH/CU – 2025 Property Operations Budget
 2) SFH/CU – 2025 Replacement Reserves

Docket materials are available on HDP’s website at www.hdpartners.org

SFH/CU - 2025 Operating Summary		
	2024 Budget	2025 Budget
INCOME		
Gross Potential Rent		
Gross Potential Revenue	272,640	340,947
Gain Loss to Lease	(67,752)	(126,580)
Less: Vacancies	(10,236)	(10,718)
Less: Down Unit	-	-
Less: Manager's Unit	-	-
Less: Discounts and Concesss	-	-
Less: Office Community Room Unit	-	-
Less: COVID Hardship	-	-
Rent Subsidy Variances	-	-
Net Rental Income	194,652	203,648
Other Income		
Rental Income Commercial	-	-
Prepaid Income	-	-
Application Fees	72	60
Credit Check Income	-	-
Damages Cleaning Fees	-	-
Carport Garage Gate Income	-	-
Laundry and Vending Revenue	-	-
NSF Late Charges	48	-
Former Tenant Income	-	-
Tenant Rent Recovery	-	-
Other Tenant Charges Recovery	-	-
Interest Income - Restricted	-	-
Interest Income - Replacement Reverse	72	400
Interest Income Investments	-	-
Interest Income Notes Receivable	-	-
Grant Income - Fed - Svc Coord	-	-
Donations Income	-	-
Commercial Tenant - Reimb	-	-
Miscellaneous Income	-	-
Security Deposit Forfeiture	-	-
Total Other Income	192	460
Total Income	194,844	204,108
EXPENSES		
Admin		
Consultant Asset Mgmt	-	-
Broker Fees	-	-
Audit and Tax Prep Fees	4,416	4,545

SFH/CU - 2025 Operating Summary		
	2024 Budget	2025 Budget
IT Support Maintenance	-	-
Property Management Fees	13,368	18,180
Bookkeeping Fees	-	-
Office Expense	-	-
Internet and Telephone	-	-
Office Supplies	792	500
Parking	-	-
Software Exp Admin	-	-
Copier Printer	-	-
Office Repairs and Maint	-	-
Bank Charges Admin	-	571
Mileage	-	-
Dues Subs and Memberships	-	-
Other Admin Expense	2,688	2,785
Manager Salaries	-	-
Office Salaries	-	-
Employee Benefits PM Co - Program Admin	-	-
Payroll Taxes - Manager and Admin	-	-
Workman's Comp Mgr and Admin	-	-
Temp Services - Property Manager	-	-
Temp Services - Admin	-	-
Consultant Other Program Admin	-	-
Legal - Program Admin	744	6,162
Cleaning and Janitorial Contract	312	323
Credit Check Service Fee	120	124
Internet and Telephone Prog Admin	-	-
Advertising	-	-
Bank Charges Program Admin	1,152	1,193
Mileage and Travel Exp Prog Admin	312	500
Training - Program Admin	-	-
Postage and Delivery Prog Admin	96	99
Software Exp Program Admin	1,320	1,368
Misc Program Admin	-	-
Lease Up Expenses	-	-
Total Admin	25,320	36,351

SFH/CU - 2025 Operating Summary		
	2024 Budget	2025 Budget
Workman's Comp-Rpr and Maint	672	686
Remediation Expense	-	-
Uniforms	-	-
Casualty Losses	-	-
Insurance Claims Expense	-	-
Insurance Proceeds	-	-
Retail Space Expenses	-	-
Total Maintenance and Repair	22,896	37,473
Extraordinary Maintenance		
Extraordinary Maintenance	-	-
Total Extraordinary Maintenance	-	-
Taxes and Insurance		
Taxes Licenses and Fees	1,200	1,772
Fidelity Bond Insurance	-	-
Insurance Other	-	-
Property and Liability Ins	8,016	12,120
Property Taxes	4,848	5,023
Total Taxes and Insurance	14,064	18,914
Bad Debt - Tenant Rent	2,508	4,684
Bad Debt - Other Tenant Charges	192	-
Bad Debt - Other - Elim	-	-
Bad Debt - Other	-	-
Bad Debt - Tenant Rent - PMCo Direct	-	-
Bad Debt - Other Tenant Charges - PMCo Direct	-	-
Total Bad Debt	2,700	4,684
Other Expenses		
Tenant Services Other	-	-
Tenant Services Payroll Benefits	-	-
Grant Expense	-	-
Grant Expense - Elim	-	-
SDHC Compliance Monitoring Fee	-	-
Relocation Costs	-	-

SFH/CU - 2025 Operating Summary		
	2024 Budget	2025 Budget
Relocation due to Maint	-	-
Ground Lease Expense	-	-
Miscellaneous Exp Program	-	-
CY Deposit to Escrow Rplc Reserve	-	-
CY Deposit to Rplc Reserve	38,184	39,330
Total Other Expenses	38,184	39,330
Total Operating Expenses	113,940	146,148
Net Operating Income	80,904	57,961
Debt Service		
CY Mortgage Debt Payments (IS)	-	-
Interest Expense - Mortgage	-	-
Mortgage Insurance Expense	-	-
Loan Servicing Fee (Trustee Fee)	-	-
SDHC Bond Admin Fee	-	-
Loan Fees	-	-
Total Debt Service	-	-
Legal Admin	2,496	-
Asset Management Fees	-	-
Asset Mgmt Fee - Elim	-	-
Partnership Management Fee	-	-
Incentive Partnership Mgmt Fee	-	-
Insurance - D and O	-	-
Guaranteed Fees	-	-
Total Entity Expenses	2,496	-
Net Cash Flow	78,408	57,961

ADU

2025 Replacement Reserves

Beginning Balance of Replacement Rsv	116,404
Deposit to Reserves	39,330
Use of Reserves (Capital Expenditures)	<u>(16,500)</u>
Ending Balance of Replacement Reserves	139,234