

Board of Directors

Ann Bailey, Chair
Bob Lagomarsino, Vice-Chair
Ron Alvarado, Member
Kristan Otto, Member
Page Robbins, Member
Sharon Bennett, Board Secretary

CADA Administration

Paul B. Schmidt, Executive Director
Jacqueline Whitelam, Deputy Executive Director
Tom Kigar, Development Director
Noelle Mussen, Controller

Legal Counsel

Jeff Mitchell
Kronick, Moskovitz, Tiedemann & Girard

Phone: (916) 322-2114

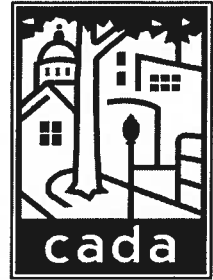
Web: www.cadanet.org

AGENDA REGULAR MEETING

**THE CAPITOL AREA DEVELOPMENT
AUTHORITY
BOARD OF DIRECTORS**

**FRIDAY, DECEMBER 9, 2011
9:00 A.M.**

**CADA ADMINISTRATIVE OFFICE
1522 14TH STREET, SACRAMENTO, CA 95814**



1. Roll Call

2. Approval of Minutes: October 28, 2011

3. Chair's Report

4. Election of Vice Chair

Recommended Action: Accept Nomination. Close nominations. Election.

5. Board Committee Appointments

Recommended Action: By motion, express concurrence with the proposed 2012 Board Committee appointments.

6. Executive Director's Report

7. Audited Financial Reports – Fiscal Year 2010/2011

Recommended Action: Adopt resolutions accepting and releasing financial reports audited by Macias, Gini & O'Connell LLP.
Contact: Noelle Mussen, Controller

8. Capitol Lofts Disposition and Development Agreement and Promissory Note Forbearance Letter (Northern Half Block Bounded by 11th and 12th Streets/R Street and the R-S Street Alley)

Recommended Action: Adopt resolution approving issuance of a Forbearance Letter (90 day extension) to Capitol Lofts LLC and stipulated conditions regarding Promissory Note and related matters.
Contact: Marc de la Vergne, Capitol Area Development Manager

9. Park Mansion Heating, Ventilation and Air-Conditioning Upgrade("HVAC") (1325 15th Street)

Recommended Action: Adopt resolution authorizing the Executive Director to execute a purchase order for \$87,000 with Norman S. Wright for the purchase of 42 water-sourced heat-pump units and enter into a construction contract in the amount of \$121,343 with Champion Industrial Contractors, Inc. for the installation of new HVAC equipment.
Contact: Allison Cash, Construction Administrator

10. R Street Property and Business Improvement District ("PBID") Law Update and CADA Role (10th – 13th Streets)

Recommended Action: Adopt resolution approving CADA as PBID legal jurisdiction.
Contact: Todd Leon, R Street Development Manager

11. R Street Streetscape Maintenance Agreement between CADA and the City of Sacramento

Recommended Action: Adopt resolution approving a Memorandum of Understanding or Streetscape Maintenance Agreement between CADA and the City of Sacramento.
Contact: Todd Leon, R Street Development Manager

CONSENT CALENDAR (ITEMS 12 and 13)

Items listed on the Consent Calendar are considered and acted upon by one motion. A member of the Board or staff may request an item be removed for separate consideration.

12. 2012 Board Meeting and Committee Meetings Schedules

Recommended Action: Adopt resolution approving the 2012 Board Meeting and Committee Meetings Schedules.
Contact: Sharon Bennett, Board Secretary and Support Services Manager

13. Employee Handbook

Recommended Action: Adopt resolution approving revisions to the CADA Employee Handbook.
Contact: Jill Azevedo, Human Resources

14. FY 2011/2012 Mid-Year Budget Revisions of the General Operations Budget and Capital Investment Program Budgets, Including Assessment of Fund Balances

Recommended Action: Adopt resolution approving mid-year revisions to the General Operations Budget and Capital Investment Program Budgets.
Contact: Noelle Mussen, Controller

15. Five-Year Capital Improvements Program (CIP) Needs Assessment

Recommended Action: Review and Comment.
Contact: Allison Cash, Construction Administrator

16. CLOSED SESSION

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Pursuant to California Government Code 54957 (b) (1))

Unrepresented Employee: Executive Director
Agency Designated Representative: Ann Bailey

B. NEGOTIATIONS WITH UNREPRESENTED EMPLOYEE (Pursuant to California Government Code 5497.6)

Unrepresented Employee: Executive Director
Agency Designated Representative: Ann Bailey

17. Executive Director Compensation

18. Staff Reports/Updates

- A. CADA Properties Report
- B. CADA Board Workshop

- C. Jefferson School (1619 N Street)
- D. Downtown Sacramento Revitalization Corporation
- E. O Street Streetscape; Artwork and Improvements; Regional Transit Stations
- F. Capitol Lofts (11th/R Streets) and HCD Infill Grant
- G. Mercury Cleaners (Northeast Corner of 16th and O Streets)
- H. East End Gateway Site 1 (Northwest Corner of 16th and N Streets)
- I. Streetscape Projects; 16th Street and O Street
- J. Loan and Grant Research
- K. East End Gateway Sites 2 and 3 (Northwest and Southwest Corners of 16th and O Streets)
- L. East End Gateway Site 4 (Southeast Corner of 16th and P Streets)
- M. East End Gateway Site 5 (1610 - 1614 N Street)
- N. Site 9B (1610 17th Street)
- O. Fremont Park Update
- P. R Street PBID
- Q. Phase I – R Street Streetscape Implementation: 10th – 13th Street
- R. Phase II – Streetscape Implementation: Market Plaza
- S. R Street Affordable Housing

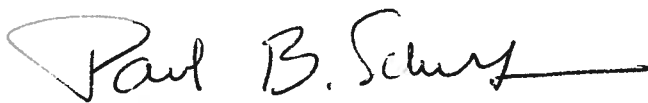
19. Transmittals

- A. CADA Accessibility Program
- B. Interim Arbitrage Report
- C. Development Construction Schedule
- D. Apartment Status Report: October 2011
- E. CADA Affordable Housing Report: October 2011
- F. Commercial Listings/Vacancies: None
- G. New Commercial Leases: October - 1530 16th Street, Suite C
- H. CADA Neighborhood Incident Report: October 2011
- I. Contracts Log: October - November 2011
- J. Financial Report for Period Ending: October 31, 2011
- K. City Treasurer Monthly Investment Report: September and October 2011
- L. 1228 O Street Petition

20. Opportunity for the Public to Address the Board Regarding Matters not on the Agenda

21. Adjournment

Approved for Transmittal:



Paul B. Schmidt, Executive Director

NOTE: THE BOARD MAY TAKE ACTION ON ANY MATTER LISTED ON THE AGENDA. ADDITIONALLY, THE BOARD MAY TAKE ACTION ON ANY MATTER NOT LISTED ON THE AGENDA TO THE EXTENT PERMITTED BY APPLICABLE LAW.

PURSUANT TO STATE AND FEDERAL LAW, IF YOU HAVE A REQUEST FOR A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION IN ORDER TO ASSIST YOU IN PARTICIPATING IN THE MEETING, PLEASE CONTACT SHARON BENNETT, BOARD SECRETARY AT (916) 322-2114 TO MAKE SUCH A REQUEST. IN ORDER TO ALLOW ADEQUATE TIME TO ACCOMMODATE ANY REQUESTS, CADA ASKS THAT THE REQUEST BE MADE AT LEAST 24 HOURS PRIOR TO THE MEETING.