

Board of Directors

Ann Bailey, Chair
Bob Lagomarsino, Vice-Chair
Emily Baime Michaels, Member
Randall Winston, Member
Nick Avdis, Member
Tara Gandara, Board Secretary

CADA Administration

Wendy Saunders, Executive Director
Marc de la Vergne, Deputy Executive Director
Noelle Mussen, Finance Director
Tom Kigar, Special Projects Director
Todd Leon, Development Director

Legal Counsel

Jeff Mitchell
Kronick, Moskovitz, Tiedemann & Girard

Phone: (916) 322-2114

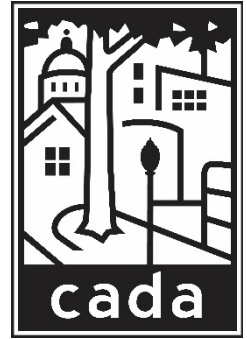
Web: www.cadanet.org

AGENDA REGULAR MEETING

THE CAPITOL AREA DEVELOPMENT AUTHORITY BOARD OF DIRECTORS

**FRIDAY, SEPTEMBER 17, 2021
10:00 A.M.**

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



**In light of COVID-19 restrictions on public
gatherings, the Board and Members of the
Public are invited to participate via ZOOM.**

To join via Zoom:

Go to: <https://zoom.us/join>

Or join by phone: (669) 900-9128 (Pacific Coast)

Find your local number: <https://zoom.us/j/9009128>

Meeting ID: 856 4086 2289

Request Password (prior to start of meeting):

tgandara@cadanet.org

- 1. Roll Call**
- 2. Approval of Minutes: August 20, 2021**
- 3. Chair's Oral Report**
- 4. Executive Director's Oral Report**
- 5. Biele Courtyard Concrete Project**

Recommended Action: Adopt resolution authorizing the Executive Director to enter into a construction contract with TJR Resources, Inc. in the amount of \$62,000.00 for the Biele Courtyard Concrete Project at 1421 15th St., Sacramento, CA 95811.

Contact: Frank Czajka, Construction Manager
Tom Van Syoc, Facilities Maintenance Manager

6. Dean Apartments Electrical Upgrade Project Part 2 (Apts 3-8)

Recommended Action: Adopt resolution authorizing the Executive Director to enter into a construction contract for the Dean Apartments Electrical Upgrade Project Part 2, at 1400 N St. with Elite Service Experts in the amount of \$137,880.00.

Contact: Frank Czajka, Construction Manager
Tom Van Syoc, Facilities Maintenance Manager

7. Oral Staff Reports/Updates

- A. Downtown Sacramento Partnership: See Agenda Item 4
- B. Downtown Sacramento Revitalization Corporation: See Agenda Item 4
- C. Midtown Association: See Agenda Item 4
- D. O Street Streetscape (7th – 17th Streets)

- E. Other Neighborhood Improvements
- F. Energy Conservation
- G. 1322 O Street – Sonrisa
- H. R Street Affordable Housing (1717 S Street – ARY Place)

8. Transmittals

- A. Ombudsman Report: June/July/August 2021
- B. Apartment Status Report: June/July/August 2021
- C. Affordable Housing Report: June/July/August 2021
- D. Commercial Leases/Vacancies: None
- E. CADA Neighborhood Incident Report: August 2021
- F. Contracts Log: August 2021
- G. Financial Report: August 2021
- H. City Treasurer Monthly Investment Report: None

9. Opportunity for the Public to Address the Board Regarding Matters Not on the Agenda

10. Adjournment

Approved for Transmittal:



Wendy S. Saunders, 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 TARA GANDARA, 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.

**MINUTES
OF
REGULAR BOARD MEETING**

**BOARD OF DIRECTORS
CAPITOL AREA DEVELOPMENT AUTHORITY**

August 20, 2021

ITEM 1 – ROLL CALL

Chair Bailey called the Board Meeting of the CADA Board of Directors to order at 10:02 a.m. at 1522 14th Street, Sacramento, CA 95814 and via public video conference.

Present: Baime Michaels, Lagomarsino, Winston, Bailey

Absent: Avdis

ITEM 2 – APPROVAL OF MINUTES: June 25, 2021

Member Lagomarsino moved approval of the June 25, 2021 CADA Board Meeting minutes. Member Winston seconded the motion.

AYES: Baime Michaels, Lagomarsino, Winston, Bailey

NOES: None

ITEM 3 – CHAIR’S ORAL REPORT

No report.

ITEM 4 –EXECUTIVE DIRECTOR’S ORAL REPORT

Wendy Saunders reported the following: We had hoped to resume optional in-person board meetings in September but with rapid spread of the Delta Variant, putting that off for the foreseeable future. We had also hoped to reopen the office to the public and start requiring more staff work in the office on a regular basis but also are putting that off for the time being. We issued a mandatory vaccine or weekly test policy to the staff. Will require that staff either be fully vaccinated or submit to weekly PCR testing as of October 1. We remain concerned about the potential threat of exposure to our many staff members who have young children who cannot be vaccinated and are, like other organizations, exercising caution.

As I believe I mentioned previously, our maintenance manager is retiring at the end of September and I am pleased to say that we have found a great candidate for the position who will be starting in about a week, giving us some time for him to train with Tom.

Thank you for attending the ARY Groundbreaking. We were very pleased with the event – Karen did a great job organizing it, as always, and most importantly, the Youssefi family was pleased.

With our many partners on Sonrisa and Ary Place, we purchased a two-page ad spread in Comstock Magazine this month. I will ask Karen to send each of you a copy.

I am sure you all have heard that Randy Paragary passed away this last week after being diagnosed with pancreatic cancer only a short time ago. Randy was instrumental to formation of the Midtown PBID and played an important role on the BoD and the Exec Committee and obviously, was foundational in creating the vibrant food scene in Sacramento. Midtown Association will be deeply involved in helping the family with the memorial service.

No DSP or DSRC meetings since we last met.

ITEM 5 — ANNUAL AFFIRMATION OF DELEGATION OF INVESTMENT AUTHORITY TO THE CITY TREASURER

Recommended Action: Adopt resolution affirming delegation of investment authority to the City Treasurer.

Contacts: Noelle Mussen, Finance Director

No Board comments.

No public comments.

Member Baime Michaels moved approval of Resolution 21-31 attached hereto and incorporated herein. Member Lagomarsino seconded the motion.

AYES: Baime Michaels, Lagomarsino, Winston, Bailey
NOES: None

ITEM 6 – 14TH AND N STREET PROJECT UPDATE

Recommended Action: Adopt resolution approving the Development Proposal submitted by D&S Development; authorize D&S Development to begin work on the Design Development Drawings; and directing staff to prepare a Disposition and Development Agreement (DDA) for consideration at the December 17, 2021 Board meeting.

Contacts: Renée Funston, Development Manager
Tom Kigar, Special Projects Director

Member Winston advised that Member Avdis was concerned with the price of the units, but was satisfied after further discussion. Member Winston approves of the design. He hopes that we can stay on schedule. Member Lagomarsino agrees that it is looking great and he likes the changes. Member Lagomarsino said that the balconies look deeper. Tom Kigar advised that they increased the size for marketability. Member Lagomarsino asked to be advised of any updates to value engineering.

Sara Lebastchi with D&S Development discussed how the construction material costs are unstable right now, and their estimates are based on the current rates. Condo sales are typically slower than single family market offerings. Michael Onstead advised that there is a need for condos, but those available now do not have the walk-in closets and balconies that are in demand. D&S Development finished construction on 1430 Q Street in June of last year. The condos lease for between \$2,000 and \$6,500 per month, and only two of the higher-end units are still available.

No public comments.

Member Winston moved approval of Resolution 21-32 attached hereto and incorporated herein. Member Lagomarsino seconded the motion.

AYES: Baime Michaels, Lagomarsino, Winston, Bailey
NOES: None

ITEM 7 – PROPERTY ACQUISITION EVALUATION POLICY

Recommended Action: Adopt Resolution approving a policy regarding preliminary evaluation of properties for potential acquisition.

Contacts: Todd Leon, Development Director

Member Lagomarsino appreciates the intent. Is there a distinction between CADA and CACDC? Ms. Saunders advised that the agreements will start under CADA due to cash flow and then will be transferred to CACDC. Member Lagomarsino asked if we would be looking outside our usual development boarders. Legal counsel, Jeff Mitchell, advised that CADA is able to operate outside our usual boarders. There may be limitations with tax increment or bond proceeds, but these issues would be dealt with as they arise. Ms. Saunders confirmed that if we operate outside our boarders we would not be eligible for tax increment. We will want to make sure that we look for properties as close as possible to our boarders for property management and maintenance needs. Member Lagomarsino said that this allows us to hurry, but are we in a hurry? Ms. Saunders replied that the need for affordable housing is urgent. We want to do things as expeditiously as possible. Mr. Leon advised that outside investors from other areas of California, Canada, and Washington are buying properties and they make things more time sensitive. Member Baime Michaels advised that ownership in Sacramento has shifted to outside landholders that are not as invested in the community. Member Lagomarsino inquired about funding, specifically how the money is flowing.

No public comments.

Member Lagomarsino moved approval of Resolution 21-23 attached hereto and incorporated herein. Member Baime Michaels seconded the motion.

AYES: Baime Michaels, Lagomarsino, Winston, Bailey
NOES: None

CONSENT CALENDAR - ITEM 8

ITEM 8 – CADA FLEX PLAN AND CALPERS HEALTH EMPLOYER CONTRIBUTION

Chair Bailey asked if there were any Board members who desired Item 8 to be taken off the Consent Calendar. None wished to do so.

Member Winston moved approval of Resolution 21-34 and 21-35 attached hereto and incorporated herein. Member Lagomarsino seconded the motion.

AYES: Baime Michaels, Lagomarsino, Winston, Bailey
NOES: None

ITEM 9 – CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code §54956.9(d)(1))

Name of Case: Theresa Crandall claim

Chair Bailey reported that there was Board discussion. No information to report.

ITEM 10 - ORAL STAFF REPORTS/UPDATES

- A. Downtown Sacramento Partnership: Reported on in Agenda Item 4.
- B. Downtown Sacramento Revitalization Corporation: Reported on in Agenda Item 4.
- C. Midtown Association: Reported on in Agenda Item 4.
- D. O Street Streetscape (7th – 17th Streets): Marc de la Vergne reported that Atlas Labs has created survey using Survey Monkey to send out preliminary design thoughts for feedback. This would include if people would like to see sculptures, murals, etc. They hope to release it in the next few days.

- E. Other Neighborhood Improvements: Marc de la Vergne reported on 16th and P Street. He is working with the city on parking, and to make the outside seating for restaurants more permanent. Karma Brew will seek permission to extend their seating. The large courtyard behind the Dean has been redesigned, and a bid package will be issued for the work to complete it.

Ms. Funston reported on 10th and P Street commercial. She advised that they have been working with the City are preparing our revisions based on the 2nd cycle of City review. Most departments have signed off on the plans or had minor comments this cycle. Once the off-site site plans are approved, staff will reprice the construction work with B&M Builders and will also begin design of the custom-perforated lunch counters. In commercial tenants news, Bagel Time and OB200 are closing, which are on 10th St between P and Q. We haven't established a construction schedule, so staff will be working with Diana to set the best strategy depending on how new leases are looking once we obtain the permit and have our contractor in place.

- F. 1322 O Street/Sonrisa: 1322 O Street: Ms. Funston reported that we've been working closely with Tricorp and Williams + Paddon to refine the architectural specifications, and select materials and finishes. Tricorp has completed the underground utility work including installation of water and sewer lines, SMUD and Comcast lines and we are on schedule to pour the slab in October. To accommodate staging of construction materials and deliveries to complete earthwork and through structural completion, per the City-approved Traffic Control Plan, we will be restricting most of the street parking on O Street between 13th & 14th Streets starting early September. There's also been a lot of work to establish the organizational structure so we have processes in place so we can develop and manage affordable projects on our own in the future. We are working with our auditor Cohn Reznick, one of the foremost tax credits accounting firms nationwide, to define staffing and timing strategies so we are in compliance with CTCAC and CDLAC regulations and will get the full tax credits equity.
- G. R Street Affordable Housing (1717 S Street): Todd Leon reported that they are finishing up the concrete podium and the utility lines are in process. There was some concern about the wood costs for framing. Originally prices were looking to be \$1,500,000 to \$2,000,000 above the budgeted amount, but now there may be a potential savings of \$50,000 as prices have come down and stabilized. We are currently looking into drywall costs. We are in the process of selecting a broker for the commercial spaces. One potential broker has brought three possible tenants to the table. In regards to the affordable housing letter of intent item, we are looking at a couple of potential sites.

ITEM 11 – TRANSMITTALS

Received as transmitted. Chair Bailey inquired about the missing apartment status report. Jill advised that, due to some absences, the ombudsman and apartment status reports will be provided next month.

ITEM 12 – OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD REGARDING MATTERS NOT ON THE AGENDA

None.

ITEM 13 – ADJOURNMENT

The meeting adjourned at 11:26 a.m.

Tara Gandara
Secretary to the Board of Directors

RESOLUTION NO. 21 - 31

Adopted by the Capitol Area Development Authority

August 20, 2021

RESOLUTION REAFFIRMING ANNUAL DELEGATION OF INVESTMENT AUTHORITY TO THE CITY TREASURER

WHEREAS, California Government Code Chapter 749, Statutes of 1996, authorizes the legislative body of a local government to delegate its investment authority to the Treasurer of the local agency for a one-year period; and

WHEREAS, the Authority has reviewed the current City of Sacramento's Investment Policy; and


WHEREAS, the City Treasurer has informed the Authority that as it pertains to City Investment Pool A and public fund investments of the City of Sacramento, the City Investment Policy is generally consistent with California Government Code Sections 53600.5 and 53601 and that the City Investment Policy specifically requires City Council approval of any investment deviations from these government code sections; and

WHEREAS, the City Treasurer has informed the Authority that there have been no investment deviations from the California Government Code or changes to the investment policy since its adoption by the Board in August 2020.


NOW, THEREFORE, BE IT RESOLVED, by the Capitol Area Development Authority Board of Directors that the Capitol Area Development Authority delegates investment authority to the City Treasurer for the period of one year. The City Treasurer shall assume responsibility for the transactions until the delegation of authority is revoked or the one-year period expires.

BE IT FURTHER RESOLVED, by the Capitol Area Development Authority Board of Directors, that it delegates said investment authority with the understanding that:

- 1) The City Treasurer shall submit monthly reports of transactions and quarterly investment reports to the Authority.
- 2) When the City Treasurer deems that deviation from the California Government Code Sections 53600.5 and 53601 is prudent, prior to the purchase of such investments, the City Treasurer shall provide the Authority with evidence of City Council approval of said deviation; and that
- 3) The City Treasurer shall notify the Authority of any proposed amendments to the City of Sacramento's Investment Policy prior to said amendments becoming effective.


Ann Bailey, Chair

ATTEST:


Tara Gandara
Secretary to the Board of Directors

RESOLUTION NO. 21 - 32

Adopted by the Capitol Area Development Authority

August 20, 2021

**RESOLUTION APPROVING THE 14th & N DEVELOPMENT PROPOSAL
(FORMERLY SITE 21)**

WHEREAS, in September 2020, CADA repurchased the 14th & N site from Cresleigh Homes because Cresleigh could not meet its obligations under the Development and Disposition Agreement (DDA); and

WHEREAS, in October and November 2020, CADA undertook due diligence efforts to explore alternatives and to identify a new developer to construct a condominium project at the site; and

WHEREAS, on March 12, 2021, D&S Development presented the initial Design Program to the Board, and the Board authorized the Executive Director to enter into an Exclusive Negotiating Agreement (ENA) with D&S Development for a mixed-use condominium/apartment project; and

WHEREAS, on July 22 and 23, 2021, the State Architect and the City of Sacramento Urban Design Manager reviewed and commented on the schematic design; and

WHEREAS, Board has reviewed the Development Proposal from D&S Development and reviewed the project schematic design

NOW, THEREFORE, BE IT RESOLVED, by the Capitol Area Development Authority that the Board of Directors hereby:

1. Approves the Development Proposal from D&S Development;
2. Authorizes D&S Development to begin work on the Design Development Drawings; and
3. Directs staff to prepare and negotiate the terms of the Disposition and Development Agreement to be entered into with D&S Development at a later date, following its approval by the Board at the December 2021 Board meeting.

ATTEST:



Tara Gandara
Secretary to the Board of Directors


Ann Bailey, Chair



RESOLUTION NO. 21 – 33

Adopted by the Capitol Area Development Authority

August 20, 2021

RESOLUTION APPROVING A POLICY REGARDING PRELIMINARY EVALUATION OF PROPERTIES FOR POTENTIAL ACQUISITION

WHEREAS, CADA wishes to pursue the purchase of private property in Sacramento for the purpose of developing affordable housing; and


WHEREAS, the real estate market in the Sacramento Central City is competitive and requires potential buyers to act quickly to secure properties for potential purchase; and

WHEREAS, the Executive Director does not currently have the authority to make offers on property without Board Approval, which limits staff's ability to make offers in a timely manner.

NOW, THEREFORE, BE IT RESOLVED, by the Capitol Area Development Authority that the Board of Directors hereby adopt the following as Policy regarding the purchasing of property:

1. Upon identifying an available property that may be suitable for purchase by CADA for development of an affordable housing project, the Executive Director shall have the authority submit to the seller a non-binding Letter of Intent (LOI) or similar offer to purchase the property.
2. The LOI may include a proposed purchase price and specified deposits as necessary for CADA to secure the site and conduct essential preliminary investigations and proper due-diligence.
3. The LOI deposit and third party costs for a given property may not exceed the Executive Director's contracting authority.
4. The letter of intent may include preliminary or proposed purchase terms that would be included in a legally binding Purchase and Sale Agreement.
5. After staff has completed a preliminary site investigation and concludes that CADA should proceed with actions necessary to purchase a property, staff shall seek Board approval of a Purchase and Sales Agreement, CEQA, a project budget and all other necessary actions to purchase the property.

ATTEST:


Tara Gandara
Secretary to the Board of Directors


Ann Bailey, Chair

RESOLUTION NO. 21 - 34

Adopted by the Capitol Area Development Authority


August 20, 2021

**RESOLUTION SETTING THE EMPLOYER CONTRIBUTION FOR
THE CADA FLEXIBLE BENEFITS PLAN EFFECTIVE JANUARY 1, 2022**

WHEREAS, the Authority implemented the CADA Flexible Benefits Plan (IRS Sec. 125 Cafeteria Plan) effective July 1, 2001; and

WHEREAS, the staff has presented a staff report on this item dated August 16, 2019, that makes recommendations as to employer flexible benefits contribution rates to be in effect for employees for the period of January 1, 2022 through December 31, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby set the CADA Flexible Benefits Plan Employer Contribution at \$275 per month for those who "opt-out" of medical benefits, \$876 for those at the "employee only" level, \$1,352 for those at the "employee + 1" level, and \$1,662 for those at the "employee + family" level. These rates are effective from January 1, 2022 through December 31, 2022.


Ann Bailey, Chair

ATTEST:


Tara Gandara
Secretary to the Board of Directors

RESOLUTION NO. 21 - 35

Adopted by the Capitol Area Development Authority

August 20, 2021

**RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER
THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, (1) Government Code Section 22892(a) provides that a local agency contracting under Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, (2) Capitol Area Development Agency is a local agency contracting under the Act; now therefore be it


RESOLVED, (a) That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of Four Hundred Eighty Five Dollars (\$485) per month with respect to employee or annuitants enrolled for self alone, Eight Hundred Eighty Nine Dollars (\$889) per month for an employee or annuitant enrolled for self and one family member, and Eight Hundred Eighty Nine Dollars (\$889) per month for an employee or annuitant enrolled for self and two or more family members, plus administrative fees and Contingency Reserve Fund assessments.

RESOLVED, (b) That Capitol Area Development Authority has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the Board of Directors of the Capitol Area Development Authority, 1522 14th Street, Sacramento.


Ann Bailey, Chair

ATTEST:


Tara Gandara
Secretary to the Board of Directors

CalPERS Revision July 2009



September 10, 2021

TO: CADA Board of Directors

SUBJECT: September 17, 2021 Board Meeting
AGENDA ITEM 5
BIELE COURTYARD CONCRETE PROJECT - 1421 15TH ST

CONTACT PERSON: Frank Czajka, Construction Manager
Tom Van Syoc, Facilities Maintenance Manager

RECOMMENDATION

Staff recommends the Board adopt a resolution authorizing the Executive Director to enter into a construction contract with TJR Resources, Inc. in the amount of \$62,000 for the Biele Courtyard Concrete Project at 1421 15th St., Sacramento, CA 95811.

BACKGROUND

Biele Place is a 35-unit senior apartment community constructed in 1984 and managed by CADA. Over the years, the building's courtyard patio has become cracked and buckled due to the tree roots and aging, resulting in significant tripping hazards. The concrete patio, thus, needs to be replaced.

Staff solicited bids for the Biele Courtyard Concrete Project through CADA's formal bidding process. The bid package was released on July 31, 2021. The project scope of work calls for the contractor to demolish and remove the cracked and buckled concrete patio, prepare the area as outlined in the project's scope, and pour a new concrete patio (approx. 50'x50'). The scope also includes installation of new landscape lighting and dwarf ornamental trees, which will be planted in pots to avoid damage to the new patio.

The mandatory Pre-Bid Job Walk was held on August 19, 2021 at 11:00 a.m., and was attended by 11 contractors (See **Attachment 1**, Walk-Thru Sign-in Sheet). Seven (7) bids were received on the due date of August 26, 2021 (See **Attachment 2**, Bid Tabulation Form).

B&M Builders submitted a bid of \$167,214, which was determined to be non-responsive due to required item(s) that were not included in the bid package. Elite Service Experts submitted a bid of \$119,880. Mark Wallace Masonry, Inc submitted a bid of \$101,963, which was determined to be non-responsive due to required item(s) omitted from their bid package. Saenz Landscape submitted a bid of \$95,178, which was determined to be non-responsive due to required item(s) that were not included in the bid package. Buskirk Construction, Inc submitted a bid of \$95,000. Pile Engineering, Inc submitted a bid of \$81,000, which was determined to be non-responsive due to required item(s) that were not included in the bid package. TJR Resources, Inc. submitted a bid of \$62,000, which was determined to be the lowest responsive, responsible bid following staff review of the bid submissions. Based on reference checks of TJR Resources, Inc., staff has determined that the company has a good track record and is qualified to perform the work necessary to fulfill this contract. Accordingly, staff recommends the Board authorize the Executive Director to enter into a construction contract with TJR Resources, Inc. for the amount of \$62,000.

If this recommendation is approved by the Board, staff will issue a notice of award to TJR Resources, Inc. immediately. Work is expected to commence by Oct 4, 2021 and is estimated to take approximately one and half months to complete. The contract scope of work provides that the Construction Manager and Maintenance Manager will inspect the prep work and determine that it meets CADA's standards before the contractor will be permitted to proceed with the final concrete work.

Approval of this contract will allow CADA to move forward with this Biele Place Courtyard Concrete Project and allow our tenants to live in upgraded & safe building.

POLICY

This item comes before the Board because the contract award amount exceeds the \$50,000 contract approval authority of the Executive Director. Construction contracts in excess of \$50,000 must be formally bid in accordance with CADA Contract Policy, and authorization for a contract award must be granted by the Board of Directors.

FINANCIAL IMPACTS

Work under this contract will be funded using funds allocated in the Capital Investment Program (CIP) budget. C21- FY 20/21 Major Construction CIP budget, which was adopted by the Board in June 2020, contains a total of \$81,000 for Concrete-Restoration/Cleaning at Biele Place.

ENVIRONMENTAL REVIEW

Not applicable. This is an administrative action and is not a project subject to the guidelines of the California Environmental Quality Act (CEQA).

STRATEGIC PLAN

The proposed action addresses the following 2016-2021 CADA Strategic Plan goal: "Provide Superior Property Management."

CONTRACT AWARD CONSIDERATIONS

Construction contracts that will be executed to carry out work under the Capital Investment Program are bid and awarded in accordance with CADA's Contract Policy and Outreach Procedures. If change orders are needed, CADA's contract policy allows the Executive Director to approve change orders in the cumulative amount of \$25,000 or 20% of the base contract amount, whichever is greater.

Attachments:

1. Walk-Thru Sign-in Sheet
2. Bid Tabulation Form



PLEASE COMPLETE THE INFORMATION REQUESTED BELOW.

The preferred method of contact is email, so be sure to include the email contact information.

CAPITOL AREA DEVELOPMENT AUTHORITY - JOB WALK SIGN IN SHEET

Biele Courtyard Concrete Project – 1421 15th Street, Sacramento

Job Walk Date: Thursday, August 19, 2021 @ 11:00 a.m. @ 1421 15th Street, Sacramento


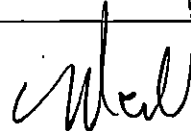
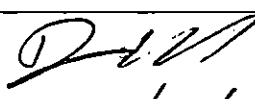


Bid Due Date: Thursday, August 26, 2021 @ 2:30 p.m. @ 701 S Street, Sacramento tgandara@cadanet.org

	Name and Address of Company	License Type and Number	Phone	Email	Signature/Date
1.	ROBERT LEWIS/PRO BUILDERS 7030 DRYWOOD WY ORANGEVALE, CA 95662	A, B	916 225 0373	SEBASTIAN @ SACPROBUILDERS. COM	<i>[Signature]</i> 8/19/
2.	Michael SAENZ/SAENZ LANDSCAPE CONSTRUCTION RANCHO CORDOVA, CA 95742	A C-27	916- 294-0556	MichaelSaenz08 @ATT.NET	<i>[Signature]</i> 8-19-21
3.	Legion Contractors Inc. 20 Dorman Ave. Ste 3 San Francisco, CA 94124	A, B	415-655-3535	estimating@legion Contractors.com	<i>[Signature]</i> 8/19/21
4.	ELITE SERVICE EXTERIORS, INC. Roy Hill 726 PEN PASE RD, SACRO, CA	B, C-27 + 1028975	(916) 568-1400	Roy@ELITE.GS	<i>[Signature]</i> 8/19/21
5.	TJR Resources PO Box 437 Rancho Cordova 95741	A, B	(541) 961-0394	Tom.Nordyke@ TJRResources.com	<i>[Signature]</i> 8/19/21
6.	pile engineering	A, B	916 208 8877	Navid.Golshan@pileeng.com Reza @ pileengineering.com	<i>[Signature]</i> 8/19/21

PLEASE COMPLETE THE INFORMATION REQUESTED BELOW.

The preferred method of contact is email, so be sure to include the email contact information.



	Name and Address of Company	License Type and Number	Phone	Email	Signature/Date
7.	B&M builders 11330 Sunrise Park Drive Suite C Rancho Cordova CA 95742	CA Lic 861848	(916) 638-8626	estimating@ bm-builders. com	 8/19/21
8.	MARK WALLACE MASONRY P.O. BOX 6745 AUBURN CA 95604	C-B C-29	916-997 4984	MARK @ MARK WALLACE MASONRY .com	 8-19-21
9.	Buskirk Construction Inc 10556 Combs Rd. #6481 Auburn, CA	B	916. 710. 5142	dennis@buskirk Construction. com	 8/19/21
10.	MARS Construction Colton, CA	B	416 990 4450	MariaStrova@ Yahoo.com	 8/19, 21
11.	Abide builders, inc. 825 Riverside Pky West, Sacramento	A, B	(916) 375- 1009	ppizzo@abide builders.com	 8-19-21
12.					



CAPITOL AREA DEVELOPMENT AUTHORITY — Bids Received

Project: Biele Courtyard Concrete Project – 1421 15th Street, Sacramento

Job Walk: Thursday, August 19, 2021 @ 11:00 a.m. @ 1421 15th Street, Sacramento

Bid Opening: Thursday, August 26, 2021 @ 2:30 p.m. @ 701 S Street, Sacramento

	Name of Company	Bid
1.	Buskirk Construction, Inc	\$ 95,000 ⁰⁰
2.	Pile Engineering, Inc	\$ 81,500 ⁰⁰ (NR)
3.	Elite SVC Experts	\$ 119,880 ⁰⁰
4.	BIM BUILDERS	\$ 167,214 ⁰⁰ (NR)
5.	MACC LOANEE MASONRY	\$ 101,963 ⁰⁰ (NR)
6.	SAENZ LANDSCAPE	\$ 95,178 ⁰⁰ (NR)
7.	TJR Resources Inc	\$ 62,000 ⁰⁰
8.		
9.		
10.		

Verified: 8/26/21
Date

Signature

Signature

RESOLUTION NO. 21 - 36

Adopted by the Capitol Area Development Authority

September 17, 2021

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A
CONSTRUCTION CONTRACT FOR THE BIELE COURTYARD CONCRETE PROJECT**

WHEREAS, CADA conducted a formal bid process for the Biele Courtyard Concrete Project at 1421 15th St., Sacramento, CA 95811; and

WHEREAS, TJR Resources, Inc. is the lowest qualified bidder with a bid of \$62,000.00 and has advised CADA of its interest in being awarded the contract and completing the work.

NOW, THEREFORE, BE IT RESOLVED, by the Capitol Area Development Authority Board of Directors that the Executive Director is hereby authorized, on behalf of the Authority, to enter into a contract with TJR Resources, Inc. in the amount of \$62,000.00.

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors



September 10, 2021

TO: CADA Board of Directors

SUBJECT: September 17, 2021 Board Meeting
AGENDA ITEM 6
DEAN APARTMENTS ELECTRICAL UPGRADE PROJECT, PART 2 (APTS 3-8) - 1400 N ST

CONTACT PERSON: Frank Czajka, Construction Manager
Tom Van Syoc, Facility Maintenance Manager

RECOMMENDATION

Staff recommends the Board adopt a resolution authorizing the Executive Director to enter into a construction contract for the Dean Apartments Electrical Upgrade Project Part 2, at 1400 N St. with **Elite Service Experts** in the amount of \$137,880.

BACKGROUND

Built in 1929, the 11-unit Dean Apartments property at 1400 N Street is CADA's flagship property. The demand for power in the building has grown and the current electrical system has reached its useful capacity. Efforts to plan upgrades, such as more efficient air conditioning systems for the apartment units, for example, have not been possible due to inadequate power supply. The recent relocation/replacement of the building's SMUD transformer now gives CADA the opportunity to meet these needs, together with the increasing power demands of our residents. The new transformer will provide 600 amps to the building compared to the current 400 amps. To fully utilize and accommodate this increase in capacity, the electrical wiring in the building must be upgraded. Under a contract with Buskirk Construction, CADA is nearing completion of the rewiring of three apartments and the necessary connections to the utility room. CADA's Maintenance Department would now like to commence rewiring the remaining six apartments. The timing of that work will be affected by Covid-19's progression, tenant flexibility, and CADA's ability to relocate tenants temporarily to hotel rooms, or possibly to the three currently-vacant apartments in the building that have been rewired and are now being readied for occupancy. The work will likely be phased, with one or two apartments to be rewired at a time.

Staff solicited bids for the Dean Apartments Electrical Upgrade Project Part 2 through CADA's formal bidding process. The bid package was released on July 31, 2021. The project's scope of work calls for the contractor to rewire six apartments, Apartments 3 through 8. In each apartment, the selected contractor will install a new 125 amp breaker box along with all new wiring and new receptacles and light switches. A new circuit will also be run to the 2nd bedroom to provide power for a much-needed window A/C unit for that bedroom. Finally, as each

apartment is rewired, the selected contractor will complete the connection of the new electrical service in the electrical room.¹

The mandatory Pre-Bid Job Walk was held on August 19, 2021 at 10:00 a.m., and was attended by six (6) contractors (See **Attachment 1, Job Walk Sign-in Sheet**). Three (3) bid submissions were received on the due date of August 26, 2021. (See **Attachment 2, Bid Tabulation Form**.)

Ample Electric, Inc. submitted a bid of \$184,380, Buskirk Construction, Inc. submitted a bid of \$175,000, and Elite Service Experts submitted a bid of \$137,880., which was determined to be the lowest responsive, responsible bid following staff review of the bid submissions. Accordingly, staff recommends the Board authorize the Executive Director to enter into a construction contract with Elite Service Experts for the amount of \$137,880.

If the Board approves this recommendation, staff will issue a notice of award to Elite Service Experts immediately. The work is expected to commence by October 4, 2021 and is anticipated to take approximately 6-8 months to complete. The anticipated length of this project takes into account the additional coordination, phasing and logistics that are required.

This approval will allow CADA to move forward with the 2021 Dean Apartments Electrical Upgrade Project Part 2 and will allow our tenants to live in an upgraded building where the electrical power is safe, functional, and adequate.

POLICY

This item comes before the Board because the contract award amount exceeds the \$50,000 contract approval authority of the Executive Director. Construction contracts in excess of \$50,000 must be formally bid in accordance with CADA Contract Policy, and authorization for a contract award must be granted by the Board of Directors.

FINANCIAL IMPACTS

Work under this contract will be performed using funds allocated in the Development budget. The FY 21/22 Development budget, which was adopted by the Board in June 2021, contains a total of \$175,000 for these electrical upgrades.

ENVIRONMENTAL REVIEW

Not applicable. This is an administrative action and is not a project subject to the guidelines of the California Environmental Quality Act (CEQA).

STRATEGIC PLAN

The proposed action addresses the following 2016-2021 CADA Strategic Plan goal: "Provide Superior Property Management."

CONTRACT AWARD CONSIDERATIONS

¹ The electrical upgrade of the building will permit CADA to upgrade the building's steam heating system and/or replace it with a distributed system of mini split heating and cooling units within each apartment. This would enable CADA to remove some or all of the window-mounted air conditioners. CADA's consultant, Partner Energy, has recently evaluated a number of feasible options for the Dean building, and staff currently is hiring a mechanical engineer to evaluate the options given the physical constraints of the apartment layouts and make recommendations.

Construction contracts that will be executed to carry out work under the Capital Investment Program are bid and awarded in accordance with CADA's Contract Policy and Outreach Procedures. If construction contract change orders are needed, CADA's contract policy allows the Executive Director to approve them in the cumulative amount of \$25,000 or 20% of the base contract amount, whichever is greater.

Attachments:

1. Job Walk Sign-in Sheet
2. Bid Tabulation Form



PLEASE COMPLETE THE INFORMATION REQUESTED BELOW.



The preferred method of contact is email, so be sure to include the email contact information.

CAPITOL AREA DEVELOPMENT AUTHORITY - JOB WALK SIGN IN SHEET

Dean Electrical Upgrade Project Part 2 – 1400 N Street, Sacramento

Job Walk Date: Thursday, August 19, 2021 @ 10:00 a.m. @ 1400 N Street, Sacramento

Bid Due Date: Thursday, August 26, 2021 @ 2:00 p.m. @ 701 S Street, Sacramento tgandara@cadanet.org

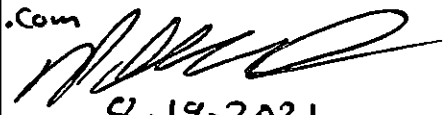


	Name and Address of Company	License Type and Number	Phone	Email	Signature/Date
1.	pile engineering	A/B	916 208 8877	Navid.Golskan.sh@gmail.com Reza@pileengineering.com	Navid Golskan sharyh
2.	Buskirk construction inc.	B	916.710.5142	dennis@buskirkconstruction.com	 8/17/21
3.	Rodi Elect.	C	916.515.8785	rodi.electrical@comcast.net	 8/19/21
4.					
5.					
6.					

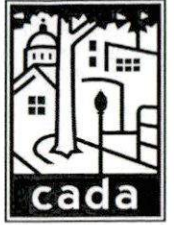
Continued on next page

PLEASE COMPLETE THE INFORMATION REQUESTED BELOW.

The preferred method of contact is email, so be sure to include the email contact information.



	Name and Address of Company	License Type and Number	Phone	Email	Signature/Date
3. 4.	Phil Ham, 1 Tam - Jose Diaz Ample Electric Inc. 1000 Rte 1 Road Ave Winters Ca 95694	C-10 807298	530-795 9913	PH@ampleelectric.com	 8-19-2021
8. 5.	ELITE SERVICE EXPERTS BRETT D ESSAD 725 DEL PASO ROAD	C-10 1028975	916-568 1400	BESSAD@ELITE.GS	 8/19/21
8. 6.	ELITE SERVICE EXPERTS ROY HUI 725 DEL PASO RD	C-10 + B 1028975	(916) 568 1400	ROY@ELITE.GS	 8/19/21
10.					
11.					
12.					



CAPITOL AREA DEVELOPMENT AUTHORITY — Bids Received

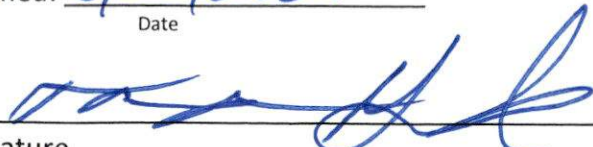
Project: Dean Electrical Upgrade Project Part 2 – 1400 N Street, Sacramento


Job Walk: Thursday, August 19, 2021 @ 10:00 a.m. @ 1400 N Street, Sacramento

Bid Opening: Thursday, August 26, 2021 @ 2:00 p.m. @ 701 S Street, Sacramento

	Name of Company	Bid
1.	BusKirk Construction, Inc	\$ 175,000.00
2.	Elite SUC EXPERTS	\$ 137,880.00
3.	Apple Electric, Inc	\$ 184,380.00
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Verified: 8/26/2021
Date

Signature 

Signature 

RESOLUTION NO. 21- 37

Adopted by the Capitol Area Development Authority

September 17, 2021

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A
CONSTRUCTION CONTRACT FOR THE 2021 DEAN ELECTRICAL UPGRADE PROJECT
Part 2 (Apts 3-8) (1400 N ST)**

WHEREAS, CADA conducted a formal bid process for the 2021 Dean Electrical Upgrade Project Part 2 (Apts 3-8) for the Dean Apartments, located at 1400 N St; and

WHEREAS, Elite Service Experts is the lowest responsive, responsible bidder with a bid of \$137,880.00 and has advised CADA of its interest in being awarded the contract and completing the work.

NOW, THEREFORE, BE IT RESOLVED, by the Capitol Area Development Authority Board of Directors that the Executive Director is hereby authorized, on behalf of the Authority, to enter into a contract with Elite Service Experts in the amount of \$137,880.00.

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors

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
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: 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	<u>(13,568,527)</u>	<u>(1,997,863)</u>	<u>(1,704,562)</u>	<u>293,301</u>
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	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		-	-	-
Net Results	<u>\$ -</u>	<u>\$ (540,139)</u>	<u>\$ (253,649)</u>	<u>\$ 286,492</u>

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

	Budget-Annual	YTD Budget	YTD Year Actual	YTD Variance
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	(1,549,500.00)	-	-	-
Total Investment in DEVELOPMENT Program	(1,549,500.00)	-	-	-
Total CAPITAL INVESTMENT PROGRAM	(2,268,500.00)	-	-	-
		-		-
UTILIZATION OF FINANCIAL RESOURCES		-		-
Contribution to Available Fund Balance	(573.00)	-	-	-
Total UTILIZATION OF FINANCIAL RESOURCES	(573.00)	-	-	-
		-		-
NET RESULTS OF GENERAL OPERATIONS	-	(540,139.00)	(253,649.00)	286,492.00