

FY 2021-22 CADA BUSINESS PLAN: YEAR-SPECIFIC PRIORITIES
Mid-Year Update - December 2021

Administration	
1	Electronic Media Retention (Gandara/Mussen): Continue to transition to preserving archival records electronically using SmartSearch. Implement plans to archive Legal, Property Management and Maintenance documents. Status: In Progress
2	Human Resources Information System (Azevedo): Research alternatives that will coordinate with CADA's current payroll system. Status: In Progress
3	Staffing (Azevedo): Continue to monitor departmental staffing levels and reassess needs upon retirement of aging staff and with general attrition. Monitor employee morale and continue to administer programs and activities that promote retention and enhanced teamwork, as COVID restrictions permit. Status: Continuing. Hired 10 new staff members, including four additional positions (1 in Maintenance, 2 in Leasing/Front Desk, and 1 in Admin) and utilizing two Retired Annuitants. Working on transition of current Property Manager duties to current managers and a replacement – analyzing best allocation of job functions. Continuing to work on team building that can be done during COVID.
4	CADA Connections (Rutley/Ulep/Stutes): Research methods to publish <i>CADA Connections</i> so it is fully-accessible to persons who are sight-impaired. Status: In progress. With the retirement of the <i>Connections</i> editor at the end of 2021, staff will evaluate the need for <i>Connections</i> and format/content changes.
5	Accounting (Mussen/Harville): Plan transition from Boston Post to MRI's replacement accounting/leasing software as the current version is not being up-graded as CADA needs. Status: Ongoing. The Leasing Services Manager and the Finance Director will be getting updates on MRI and process/cost for migration, and researching other platforms in the coming months. Even though the current version of Boston Post is not being updated/upgraded, it is still relevant and can be better utilized. Additional training for staff will allow us to continue with the current system until we find the right system (and appropriate time) for the transition.
Property Management (Commercial, Market Rate and Affordable Housing Leasing and Management)	
6	Affordable Housing - CADA Rent Assistance Program – Current (Harville): Streamline CADA's process for recertifying tenant incomes and getting annual contracts signed by affordable residents. Develop and implement an ongoing program to train all permanent and temporary Leasing staff in policies and procedures for CADA-specific affordable housing programs and the affordable housing programs CADA operates under regulatory agreements. Status: Ongoing. The Leasing Services Manager is working with the Affordable Agent and new Leasing staff, continuing to streamline CADA's affordable programs and processes, developing a training manual, improving file accessibility and file set-up, and creating a more efficient income recertification processing system. CADA recently enrolled and has started set-up of an on-line affordable housing wait list management program, Haven Connect.
7	Affordable Programs Compliance – New Projects (Harville): Start early preparations to build CADA's capacity to assume responsibility for tax credit compliance with the 1717 S and 1322 O Street projects now under construction. Status: The Leasing Services Manager is staying informed on compliance dates and requirements for the project and will become LIHTC certified approximately six months prior to the construction completion date (January 31, 2023), along with the Affordable Agent and/or appropriate staff. Development staff have been keeping the Leasing Services Manager updated on leasing and recertification requirements in preparation for leasing start-up in October of 2022.
8	Commercial Leasing – Tenant Support (Rutley): Continue to provide increased support to tenants during the Covid-19 pandemic. Status: CADA has provided significant rent abatements during Covid and we expect to have to do so again in 2022. Currently, we have two commercial vacancies to lease that went vacant due to the loss of the state worker customers at lunch. Colliers Broker to find new tenants. Staff are planning for management of CADA's existing commercial spaces upon the planned retirement of CADA's commercial property manager in December 2021.
9	Residential Leasing - (Harville): Once CADA reopens and can again offer internships, continue the calculation of square footages for all CADA apartments and make digital apartment and building plans available to the Leasing Office for marketing purposes and to answer prospective tenants' questions about properties. In response to COVID-19, establish a mostly contactless leasing plan using a new leasing drop box, e-sign, email, texts, video tours, updated unit photos and detailed floor plans. Train leasing staff on contactless move-ins and resident servicing. Status: Completed. The new Leasing drop box in use, contactless leasing and resident servicing are well under way and will continue going forward as we plan to open the Leasing Office. Staff is working with IT consultant NDA to provide a mobile kiosk (computer on rolling cart) in the Leasing lobby for applicants and Affordable Program residents to use for convenient access to documents and the Affordable waitlist (through Haven Connect) on our website with direct assistance/supervision by CADA staff.
10	Residential Leasing – (Harville): Create and maintain a master manual for all CADA's market and affordable programs, policies and procedures. Identify all features of the Boston Post leasing/accounting management software that should be used to manage CADA's leasing program and ensure staff are regularly trained in their use. Train staff on two features added to Boston Post in June 2020 (e-sign and CALLMAX). Status: The Leasing Service Manager, assisted by the Leasing staff, the Deputy Director and the Resident Services Manager is updating master forms for Leasing's Master Forms binder and updating Transfer, Add-On/Takeover, Reasonable Accommodation and other policies/procedures/forms. The 2022 Rental Agreement, Addendums and Community Policies will be added to ESign in January 2022, which will speed the leasing process.
11	Resident Communication – (Stutes/Harville/Juneau): Begin to use email and CALLMAX (target voicemail and text messages through the new call system) to communicate more quickly and directly with CADA tenants on key issues such as security, health and safety issues, repairs with building-wide impacts, etc. Status: The Leasing Services Manager will assign a staff member to assist & coordinate with other departments when they need to use CallMax.
12	Resident Services – Common Area Building Aesthetics (Stutes) – Continue CADA's program of upgrading the aesthetics of CADA's laundry rooms. Identify building lobbies and hallways that require a refresh and incorporate these into future Capital Improvement Program budgets phased over five years. Status: The Resident Services Manager will begin working with RSR's early in 2022 to plan interior and exterior common area improvements. She will also lead a planning effort focused on landscaping upgrades at select locations.
13	Apartment Inspections – (Stutes): Resume Life Health Safety apartment inspections that were suspended during Covid-19 as soon as this becomes possible. Boost CADA's capacity to use these inspections to identify developing issues in the apartments that could lead to significant vacancy loss if allowed to persist to the end of the tenancy. Status: These inspections have resumed.
14	Vacancy Loss – (Harville/Dodson/Juneau): Identify ways to decrease CADA's vacancy loss number, including through enhanced Life Health Safety inspections by Resident Services staff. Status: Starting early in 2022, the Leasing Services Manager will attend quarterly Maintenance meetings with the Maintenance Manager and the Vacancy Prep Coordinator to reduce Vacancy Loss, the rental income not collected while an apartment is vacant. Leasing's focus will be on establishing a good relationship with the resident at move-in and educating new residents on notifying Maintenance early of issues, not smoking in the apartments, maintaining a clean, healthy environment in the home, and establishing good communication with the Resident Services Manager and the RSRs.
Asset Management	

15	Energy and Water Efficiency Program (de la Vergne/Juneau): Continue to practice environmental sustainability in all CADA operations by implementing energy and water efficiency and waste reduction measures. Continue to use City of Sacramento and WegoWise utility tracking software to identify energy and water efficiency problems and opportunities for conservation. Start to implement, as feasible, the recommendations contained in the Partner Energy audit for Phase I buildings (2021). Begin Phase II and carry out 6-10 additional building audits. Plan for turf replacement at 1400 N and 1316 O Street. Status: CADA's consultant Partner Energy has completed its analysis of the six Phase I buildings, with input from SMUD. Staff will prepare a list of Phase II buildings early in 2022 and assign them to Partner Energy for analysis as funds become available. CADA has completed its first draft annual report to DGS of its utility consumption from 2003 to the present. Final draft to be presented to the Board early in 2022.
16	Capital Improvement Program (Juneau/Czajka): Address high-priority CIP projects set forth in the May 2021 CIP Needs Assessment and the FY 21-22 budget. Priorities will include dry rot repairs, window replacements, electrical systems upgrades and inspections and upgrades of balconies. Status: Maintenance has purchased and received 65 replacement windows for 1228 O, the west side of building, with work planned to start in February 2022. Phase I of the Dean Building's electrical re-wire has been completed. Phase II will start in January 22. Phase II (Year 2 of 3) structural inspections have been completed. 1209 P's decking and stairs replacement project is 75% complete. Maintenance completed the reconstruction of the interior courtyard at Biele Place and the replacement of all fencing and courtyard irrigation and drainage systems at 17 th Street Commons. The Lombard's and Brannan's roofing have been replaced. CIP inspections of 52 buildings have been completed and CIP mid-year update will be presented to the Board at the January meeting.
17	Maintenance and Equipment Inventory Tracking (Juneau/Czajka): Continue to implement the Maintenance Connection computerized maintenance management system software package for use in tracking Maintenance Department work orders, including CIP construction projects, and tools and equipment inventory management. Prioritize implementation of system modules that will allow Vacancy Prep to submit work orders for a vacancy more efficiently. Add capacity to identify apartment upgrades that Leasing needs to be able to track. Implement Preventative Maintenance tracking functionality and improved Maintenance Dashboard functionality. Continue to test RSR preparation of work orders using Maintenance Connection and expand as appropriate. Status: Currently Maintenance is working with its consultant on Preventative Maintenance scripts and the programming is being implemented to automate Vacancy Prep work orders. All the RSRs have been given access to the system and are actively submitting work orders via their cellphones, making the work order initiation and tracking processing easier and more efficient.
18	Maintenance Department Repair Work Notifications – (Juneau, Paladino, Harville): – Train dispatchers in the Maintenance Department to use the MRI CallMax messaging system to notify residents by email, text and phone of upcoming maintenance activities, power/water service shutdowns, etc. Status: The Leasing Service Manager will train new users to use the Callmax system as needed.
19	Maintenance Department Equipment Storage – (Juneau): Locate/construct additional storage for Maintenance materials and equipment to offset storage lost due to development project construction and meet storage needs as CADA's inventory of apartment buildings increases with the addition of Sonrisa and other planned buildings. Status: Maintenance is working with Paul Schmidt Architect to identify if CADA can add more storage at current Maintenance Building by constructing an annex.

Neighborhood Development

20	O Street Streetscape (de la Vergne/Funston): Continue implementation of the O Street Streetscape Concept Plan. First focusing on the 900 block, complete the construction drawings by winter 2021/22. Start hardscape improvements in early summer 2022. Solidify plans for art additions at 11 th & O with SacRT using awarded HCD TOD funds, including restoration of the Posey's sign and a mural on the western facing wall of 1108 O St. Hire an engineer to begin plans for bulb-outs, and an urban designer to initiate design of a creative crosswalk at the 14 th & O Street intersection. Status: 900 block Concept-level drawings now complete. Moving into Design Development phase. RT has sent its O Street station upgrade designs to CADA. These will shape CADA's approach to planning for the remaining streetscape design for those blocks. Prepare to hire an intern to assist with various O Street tasks. Engaged a landscape architect to help CADA plan conversion of turf to climate-appropriate plantings at its properties along O Street. Planning work to start early in 2022.
21	10th Street Commercial Facades and Streetscape (Funston/de la Vergne): Complete construction by early fall 2022. Hire an artist to design the custom perforated lunch-counter panels. Work directly with the manufacturer and install the custom lunch counters and associated fixed stools. Status: In Progress. City approval of the construction documents is expected by the end of November. Once the CDs are finalized, staff will get an updated bid from B&M Builders to start construction in early spring. Staff will also begin working with an artist to design the lunch counter art panels.
22	Neighborhood Parking – (Leon/de la Vergne): Continue to work with DGS to open parking in the 13 th and P Street garage to public use during evenings and on weekends. Status: No update.

Development

23	14th and N (formerly Site 21) (Kigar/Funston): The Exclusive Negotiating Agreement (ENA) requires D&S Development to enter into a Disposition and Development Agreement (DDA) by March 2022 and start construction by May 2023. Staff is working with D&S to accelerate that timeline to start construction earlier. Status: D&S is evaluating the proforma for including condos versus an apartment-only project. Staff is working to execute the DDA in January.
24	EEG 5, 6 and 7 (SE corner of 16th & N) (Leon/Funston). Continue to work with DGS to finalize a project, lease, and financing to develop a mixed-use affordable housing project. Status: No update.
25	1717 S Street (Leon): Under construction. Project to be completed in Winter 2022/23 Status: Project construction continues and commercial leasing is in progress.
26	Sonrisa (1322 O Street) (Kigar/Funston): Continue construction with the goal of completion in January 2023. Status: In Progress. Construction is underway and scheduled for completion by the end of January 2023.

Institutional Partner-Driven

28	Jefferson School (Kigar): Monitor the Sacramento City Unified School District's efforts to develop the site, advocate for expeditious development, and assist Cresleigh Homes during its predevelopment activities for the site. Status: Cresleigh Homes has acquired the site and is submitting for a building permit by 12/31/21 for approximately 90 apartments, 11 townhomes and conversion of the former Jefferson School building into offices.
29	800 R Street Block (Saunders/Leon): Propose an affordable housing development to DGS and secure site. If successful in obtaining a lease or option from DGS, staff would work to finalize a design and apply for funding. Status: Project cancelled.
30	Development of Housing on State-Owned Land (Saunders): 1322 O Street is first project under Governor's Executive Order. Pursuing additional sites. Status: Site 5/6/7 would also occur under Executive Order. Not aware of any additional state-owned opportunities in CADA geographic area.
31	Relationships with Institutional Partners (Saunders): Continue to nurture relationships with key institutional partners such as the City of Sacramento, DGS, the R Street Property Business Improvement District, the Midtown Association, the Downtown Sacramento Partnership, SACOG, Regional Transit, County of Sacramento, etc. Status: ED continues to serve as chair of Midtown Association and as board member on Downtown Sacramento Partnership and Downtown Sacramento Revitalization Corporation. Development Director continues to serve on R Street Partnership Board of Directors.

Monthly Ombudsman Report

MONTH:		OCTOBER 2021	
Date	Resident Contact Info	Problem/Outcome/Staff Involved	Mins
		No calls received for the month of October.	
		Case Time (Minutes)	0
		Write up of Issues (Minutes)	0
		Total Minutes	0
		Total Hours	0
		Hours at \$150/Hour	\$ -

<h1>Monthly Ombudsman Report</h1>			
	MONTH:	NOVEMBER 2021	
		No calls received for the month:	X
<u>Date</u>	<u>Resident Contact Info</u>	<u>Problem/Outcome/Staff Involved</u>	<u>Mins</u>
		Case Time (Minutes)	0
		Write up of Issues (Minutes)	0
		Total Minutes	0
		Total Hours	0

APARTMENT STATUS REPORT (Month-ending Oct 29, 2021)	Current Month-End	Previous Month-End	Previous Year Month- End	Current Year	Previous Year	Previous Year
CURRENT MONTH STATUS - OCCUPIED UNITS	10/29/21	9/24/21	10/30/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
Total Units	721	721	720	721	720	725
Occupied (formula)	665	663	668	665	685	690
Percentage Occupied* (formula)	93%	93%	95%	94%	96%	97%
Percentage Leased* (formula)	95%	96%	96%	96%	97%	99%
* adjusted for Unrentable units						
CURRENT MONTH STATUS - VACANT UNITS	10/29/21	9/24/21	10/30/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
Vacant	56	58	52	56	35	35
Vacant: Pre-leased Units	15	19	7	12	6	15
Vacant: Unrentable Units (repairs, temp tsf's,etc.)	8	8	13	13	9	12
Vacant: Units Available to Rent (formula)	33	31	32	32	20	7
CURRENT MONTH STATUS - ON NOTICE UNITS	10/29/21	9/24/21	10/30/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
On-Notice: Units to vacate within 30 days	8	8	6	10	7	12
On-Notice: Pre-leased Units	0	0	0	0	1	6
On-Notice: Unrentable Units (repairs, etc.)	0	0	1	1	1	1
On Notice: Units Available to Rent (formula)	8	8	5	9	6	5
Total Units Available to rent (Vacant & On Notice) (formula)	41	39	37	41	26	12
CURRENT MONTH ACTIVITY - TOTAL	10/29/21	9/24/21	10/30/20	2021 YTD	2020 YTD	2019 YTD
# of Move-Outs / % of Total Units	11	12	17	16%	16%	19%
# of Move-Ins / % of Total Units	13	13	10	15%	12%	19%
# of New Rentals	15	18	7	148	98	181
# of 30-Day Notices Received / % of Total Units	12	9	11	17%	17%	19%
# of Units brought to market / % of Move-Outs	14	15	12	87%	85%	96%
# of Rentals Canceled or Denied / % of Rentals	7	6	5	32%	44%	27%
# of Notices Canceled / % of Notices Received	1	1	2	7%	4%	3%
CURRENT MONTH ACTIVITY - MOVE OUT REASONS	10/29/21	9/24/21	10/30/20	2021 YTD %	2020 YTD %	2019 Total %
Asked to move by CADA	1	0	2	2%	6%	7%
Bought a house	1	1	1	7%	9%	8%
Deceased	0	1	1	3%	3%	3%
Dissatisfied (unable to resolve)	0	1	1	6%	5%	2%
Employment/education related	0	0	0	15%	5%	1%
Financial	1	1	0	11%	2%	5%
Illness/ health/ personal	3	0	1	6%	10%	7%
Moving out of the area	1	1	0	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	1	5	5	1%	23%	17%
Transferred to another CADA apartment	3	2	5	21%	17%	24%
Other / ("Covid-related" as of Aug 2020)	0	0	1	2%	11%	16%
Unaccounted for (Not incl. in occupancy length) - Adj.	0	0	0	0%	0%	0%
TOTAL	11	12	17	100%	100%	100%
Average length (years) of Occupancy (YTD):				4.9	5.0	4.9

APARTMENT STATUS REPORT (Month-ending NOV 26, 2021)	Current Month-End	Previous Month-End	Previous Year Month- End	Current Year	Previous Year	Previous Year
CURRENT MONTH STATUS - OCCUPIED UNITS	11/26/21	10/29/21	11/27/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
Total Units	721	721	720	721	720	725
Occupied (formula)	669	665	668	665	685	690
Percentage Occupied* (formula)	94%	93%	95%	94%	96%	97%
Percentage Leased* (formula)	96%	95%	96%	96%	97%	99%
* adjusted for Unrentable units						
CURRENT MONTH STATUS - VACANT UNITS	11/26/21	10/29/21	11/27/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
Vacant	52	56	52	56	35	35
Vacant: Pre-leased Units	12	15	7	12	6	15
Vacant: Unrentable Units (repairs, temp tsf's,etc.)	8	8	13	12	9	12
Vacant: Units Available to Rent (formula)	32	33	32	32	20	7
CURRENT MONTH STATUS - ON NOTICE UNITS	11/26/21	10/29/21	11/27/20	2021 Monthly Average	2020 Monthly Average	2019 Monthly Average
On-Notice: Units to vacate within 30 days	8	8	6	10	7	12
On-Notice: Pre-leased Units	0	0	0	0	1	6
On-Notice: Unrentable Units (repairs, etc.)	0	0	1	1	1	1
On Notice: Units Available to Rent (formula)	8	8	5	9	6	5
Total Units Available to rent (Vacant & On Notice) (formula)	40	41	37	41	26	12
CURRENT MONTH ACTIVITY - TOTAL	11/26/21	10/29/21	11/27/20	2021 YTD	2020 YTD	2019 YTD
# of Move-Outs / % of Total Units	6	11	17	17%	16%	19%
# of Move-Ins / % of Total Units	10	13	10	17%	12%	19%
# of New Rentals	9	15	7	157	98	181
# of 30-Day Notices Received / % of Total Units	6	12	11	18%	17%	19%
# of Units brought to market / % of Move-Outs	7	14	12	89%	85%	96%
# of Rentals Canceled or Denied / % of Rentals	2	7	5	31%	44%	27%
# of Notices Canceled / % of Notices Received	0	1	2	6%	4%	3%
CURRENT MONTH ACTIVITY - MOVE OUT REASONS	11/26/21	10/29/21	11/27/20	2021 YTD %	2020 YTD %	2019 Total %
Asked to move by CADA	1	1	0	2%	6%	7%
Bought a house	1	1	0	7%	9%	8%
Deceased	0	0	0	3%	3%	3%
Dissatisfied (unable to resolve)	0	0	0	6%	5%	2%
Employment/education related	0	0	0	15%	5%	1%
Financial	1	1	0	11%	2%	5%
Illness/ health/ personal	3	3	1	6%	10%	7%
Moving out of the area	1	1	0	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	1	1	2	1%	23%	17%
Transferred to another CADA apartment	3	3	3	21%	17%	24%
Other / ("Covid-related" as of Aug 2020)	0	0	1	2%	11%	16%
Unaccounted for (Not incl. in occupancy length) - Adj.	0	0	0	0%	0%	0%
TOTAL	11	11	7	100%	100%	100%
Average length (years) of Occupancy (YTD):				4.7	5.0	4.9

CADA AFFORDABLE HOUSING STATISTICS: Oct 29, 2021	CADA Rent-Assisted	Other Assisted Units	Total Assisted Units	Market-Rate Units	Total Units
Scattered Site Units:	47	45	92	491	583
Undersubscribed:			7	-7	
Special Management Units:	99	0	99	39	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	15	0	15	1	16
Undersubscribed:					
TOTAL CADA-MANAGED UNITS:	146	45	191	530	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:	146	45	191	530	721
CADA-DEVELOPED UNITS:	48	168	216	716	932
TOTAL CADA UNITS:	194	213	407	1246	1653
TOTAL AFFORDABLE/MARKET%			24.62%	75%	100%

CADA AFFORDABLE HOUSING STATISTICS: Nov 26, 2021	CADA Rent-Assisted	Other / Additional Assisted Units	Total Assisted Units	Market-Rate Units	Total Units
Scattered Site Units:	47	45	92	491	583
Undersubscribed:			7	-7	
Special Management Units:	99	0	99	39	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	15	0	15	1	16
Undersubscribed:					
TOTAL CADA-MANAGED UNITS:	146	45	191	530	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:	146	45	191	530	721
CADA-DEVELOPED UNITS:	48	168	216	716	932
TOTAL CADA UNITS:	194	213	407	1246	1653
TOTAL AFFORDABLE/MARKET%			24.62%	75%	100%

CAPITOL AREA DEVELOPMENT AUTHORITY

New Commercial Leases (New Rentals)

NOVEMBER-DECEMBER 2021

None.

Commercial Listings (Current Vacancies)

NOVEMBER-DECEMBER 2021

1603 10th Street and 1607 10th Street, two commercial spaces located at the Somerset Condominium complex, both came vacant on September 1, 2021. Both tenants cited Covid-related reasons for closing, particularly the lack of state workers at lunch. Even with CADA providing a significant amount of rent credit over the past 18 months, neither tenant felt they could continue to stay open.

CADA is ready to execute a contract with a Colliers broker, Dave Herrera, and his Associate Broker, Trevor Jackson, to lease both spaces. We are anticipating to collect rent of approximately \$1.85 per square foot for both spaces, and to pay a Broker Fee of 6% of the rent for first lease term (typically 5 years). Tenant Improvement costs to be negotiated with the tenants.

Address:	1603 10th Street
Current Tenant:	OB 2000
Square Feet:	1,754
New Monthly Rent (estimate):	\$3,245
Broker's fee (estimate):	\$11,682

This space has been continuously occupied since the original tenant opened his business, OB 2000, in October 1984. It has changed hands four times over the years, one of those times when the original owner bought back his business after a couple of years from the person to whom he sold it in 2000.

Address:	1607 10th Street
Current Tenant:	Bagel Time
Square Feet:	880
New Monthly Rent (estimate):	\$1,628
Broker's fee (estimate):	\$5,861

This space has also been nearly continuously occupied since the original tenant, Bagful of Bagels, first took occupancy of the space sometime in the 80's. The business closed once – briefly - in 2000, and CADA signed a lease with a new tenant in December 2001. That tenant renamed the business Bagel Time, and later assigned the lease in 2011 to the tenant who just vacated on 8/31/21. She also kept the business under the name of Bagel Time.

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Capitol Area Development Authority

CADA Neighborhood Incident Report

October, 2021:

Residential break-ins, vandalism, theft, disturbances:

- **10/09/21:** 1500 N St: Courtesy patrol received a call regarding an individual sleeping in the carport area. Patrol arrived and asked the individual to leave the area which he did without incident.
- **10/10/21:** 17th St Commons: Courtesy patrol received a call stating there was a noise at the building that sounded like a gas leak. Patrol checked the building and surrounding area and found it was a sprinkler making a hissing noise. Notified maintenance.
- **10/18/21:** 1521 12th St: Courtesy patrol received a call regarding noise coming from the back side of the building. Patrol arrived to find the boiler room door open and a broken plant vase underneath the stairwell. Patrol also noticed one of the bicycles had a tire missing.
- **10/21/21:** 1521 12th St: Courtesy patrol received a call regarding loud shouting outside a building. Patrol arrived and found an individual shouting in the carport area. Patrol asked the individual to leave the property which he did without incident.
- **10/23/21:** 1421 15th St: Courtesy patrol received a call regarding an individual who is not allowed at the property, on the property. Patrol arrived but did not find her in the area or the building. Patrol performed additional checks through-out the night.
- **10/30/21:** 1510 O St: Courtesy patrol received a call regarding an individual in a trench coat pacing around the property. Patrol arrived and check the area but did not find anyone. Patrol continued to perform additional patrols through-out the night.

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

- **10/31/21:** 1331 O St: Wild Flour Café: Courtesy patrol noticed the side door open and phoned the on-call Resident Services Representative who arrived and checked the building then locked the door.

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

There were 26 calls during the month of October. 18 calls were to report a noise disturbance, 3 calls were to report someone loitering on a property, 1 call was to report the smell of marijuana, 1 call was to report someone going through the dumpster, 1 call was to report vandalism to a mailbox, 1 call was to report a broken gate latch, and 1 call was to report the door at Wild Flour Café was left open.

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

Residential break-ins, vandalism, theft, disturbances:

- **11/3/21:** 1001-1035 Q St: Courtesy patrol received a call regarding the lights being out in the carport. Patrol arrived and notified maintenance. Two residents let him know that there were some individuals loitering in that area. He made additional patrols through out the night and notified on-call staff of the situation.
- **11/15/21:** 1521 12th St: Courtesy patrol found an individual loitering on the property. Patrol asked the individual to leave the area which he did without incident.
- **11/16/21:** 1209 P St: Courtesy patrol received a call regarding an individual laying in the carport. Patrol arrived and asked the individual to leave the area which he did without incident.
- **11/16/21:** 1209 P St: Courtesy patrol received another call regarding an individual loitering at the property. Patrol arrived and asked the individual to leave the area which he did without incident.
- **11/17/21:** 1215 P St: Courtesy patrol found a couple having a loud argument on the property. He asked them to quiet down and they complied.
- **11/18/21:** 1317 O St: Courtesy patrol received a call stating someone loitering in the area tried to break into an apartment. Patrol arrived and searched the area but did not find anyone.
- **11/18/21:** 1317 O St: Courtesy patrol received another call stating an individual tried to steal a car near the building but the owner was in the car. Patrol arrived and saw a man jump on a bicycle and ride off. Police were notified.
- **11/28/21:** 1316 N St: Courtesy patrol received a call regarding marijuana smell in the building. Patrol checked the building but did not smell anything.
- **11/29/21:** 1201 P St: Courtesy patrol found an individual loitering in the carport area. Patrol asked the individual to leave the property which he did without incident.

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

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

There were 18 calls during the month of November. 6 calls were to report a noise disturbance, 2 calls were to report an unauthorized person on a property, 2 calls were to report the smell of marijuana, 1 call was to report someone going through the dumpster, 2 calls were to report a light out in a carport, 1 call was to report someone near the back of a building with a flashlight, 1 call was to report an attempted break-in, 1 call was to report an attempted car theft, 1 call was to report someone panhandling, and 1 call was to report a rock thrown through a window.

CAPITOL AREA DEVELOPMENT AUTHORITY
FY 2021 - 2022
Contract Log as of 12/3/2021

Item 14 (G)



DATE	CONTRACT NUMBER	Type of Service	CONTRACTOR	PROJECT	LOCATION	AMOUNT	ACCOUNT
10/17/2021	C22-056	Maintenance	Elite Service Experts	Leaf Debris Removal	Various Locations	\$35,000.00	10-003-5294
10/29/2021	C22-057	Admin-Misc	Pacific Coast AV	Board Room AV Equipment Upgrade	1522 14th Street	\$13,000.00	10-001-4263
11/3/2021	C21-112.1	Major Construction	Clark Roofing, Inc.	Brannan Ct & Lombard Roof Replacement	1317 15th Street	\$5,400.00	10-C21-5820-C172-15A-007.00
11/15/2021	C22-058	Consulting	Miridae	On-Call Landscape Design Services	Various Locations	\$6,000.00	10-003-5294 & 10-D09-4758-D801-00
11/30/2021	C22-059	Consulting	Colliers International CA, Inc.	10th Street Commercial Broker	1603-1607 10th Street	\$20,000.00	10-C22-5820-C888-88-019.5
12/1/2021	C22-054	Consulting	Chris Oliveira & Assoc	Balcony Design	1228 O St & 1606 15th St	\$15,200.00	1228: 10-C22-5820-C222-09-010.30 & 1606: 38-C22-5820-C234-27-010.30