



January 7, 2022

**TO:** CADA Board of Directors

**SUBJECT: JANUARY 14, 2021 Board Meeting**  
**AGENDA ITEM 6**  
**MID-YEAR CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATE**

**CONTACT PERSON:** Russ Juneau, Facilities Manager  
Frank Czajka, Construction Manager

**RECOMMENDATION:** For review and information only.

## **CIP STATUS REPORT**

Twice each year, CADA staff prepares a Capital Improvement Program (CIP) Status Report and presents it to the Board.

The Mid-Year CIP Program Status Report contains completed, current, and major maintenance, rehabilitation and construction improvements to CADA-managed properties within the Capitol Area. Work typically consists of improvements to residential, commercial, parking, landscape and infrastructure that CADA staff's field assessments and CADA strategic planning have identified as being necessary.

The full report can be found in **Attachment 1** and is summarized below.

### **Status of Budgeted CIP Projects**

Budgeted projects are shown in the first three shaded columns of Attachment 1, labeled "Current Budget C20 FY19/20, Current Budget C21 FY20/21, and Current Budget C22 FY21/22." CADA's multi-year capital budgeting process provides for fiscal year budgets to remain open for 3 years so, at any given time, the CIP Status Report includes fiscal year budgets for 3 years. The CIP Status Report is a working tool that enables staff to keep track of the status of the various projects and is presented to the Board to report on project status and to show the level of investment in individual buildings during those three fiscal years.

All completed projects for each fiscal year starting in FY 19/20 are shown in the columns marked "Completed", with all expenditures to date. Projects remaining to be finished are shown in the "Open" columns. The following information about each budgeted project is also included in the report:

- Project Address
- Scope of Work
- Budget Spent ("Completed")
- Budget Remaining ("Open")

CADA's current CIP priorities include window replacement, roof replacement, repairing dry-rot, electrical service upgrades, exterior painting, and general carpentry. These repair priorities reflect

the continued aging of CADA's 50 apartment buildings and 21 commercial spaces, as well as CADA's continuing efforts to modernize building systems and make them more energy and water efficient.

As illustrated in **Table 1** below, to date CADA has completed \$1,064,985.28 in CIP projects budgeted within fiscal years 19/20 through 21/22 out of a budget of \$4,187,852.52, leaving \$3,122,867.24 in open projects.

**Table 1 – Budgeted\_CIP Projects Status Report Summary for FY 19/20 through FY 21/22\***

	FY 19/20 CIP Budget		FY 20/21 CIP Budget		FY 21/22 CIP Budget		Grand Total
	Completed	Open	Completed	Open	Completed	Open	
General Fund	666,768.69	778,423.83	311,975.59	878,084.41	-	990,500.00	<b>3,625,752.52</b>
Special Mgt.	-	-	-	-	86,241.00	475,859.00	<b>562,100.00</b>
<b>TOTAL COMPLETED</b>	<b>666,768.69</b>		<b>311,975.59</b>		<b>86,241.00</b>		<b>1,064,985.28</b>
<b>TOTAL OPEN</b>	-	<b>778,423.83</b>	-	<b>878,084.41</b>	-	<b>1,471,808.00</b>	<b>3,122,867.24</b>
<b>GRAND TOTAL (COMPLETED AND OPEN)</b>	1,445,192.52		1,190,060.00		1,552,600.00		<b>4,187,852.52</b>

*\*Note: Expenses are indicated as projects are initiated, rather than invoiced, and therefore the project budgets may not match the financial reports due to timing differences from the start of project to invoicing.*

CADA's Construction Manager, Frank Czajka, CADA's Facility Maintenance Manager, Russ Juneau, and the Maintenance Department are focusing on routine maintenance, time-critical CIP projects such as the inspection and repairs/upgrades of the balconies of CADA's buildings; identifying buildings where dry rot has become an issue and on-going roof replacement. Several roofs have already been replaced, while the others that have been identified to be replaced are currently going out to bid. Major roof leaking issues are nearly a thing of the past as the problem roofs have nearly all been replaced. Recently-completed CIP roofing projects include Park Mansion, the Lombard, Brannan Court, and 1420 O Street water and energy conservation upgrades are being made when apartments turn. Finally, in the past six months, CADA completed a major structural upgrade to the stairs and second floor decking at 1201 P Street and a significant re-landscaping project at 17<sup>th</sup> Street Commons. Other structural upgrade projects are being planned currently for 1228 O Street and 1606 15<sup>th</sup> Street.

### **Other Projects**

The Maintenance Department's Computerized Maintenance Management System (CMMS) is continuing to grow and help streamline management of maintenance work orders. Most maintenance staff members are using their smartphones to access and manage their work orders. Staff is currently loading preventative maintenance tasks into the system that will generate work orders automatically to Maintenance Department staff to perform identified preventative maintenance tasks. Resident Services Representatives are now able to submit work orders via their smartphone/computer. Staff is now working toward using the system to allow residents to submit work orders to Maintenance via the web-based Maintenance Connection portal. We will start adding buildings a few at a time. Maintenance also plans to use the system to maintain an inventory of parts, equipment and building materials the Maintenance Department has in stock and needs to purchase. Overall, the system will help staff make good data-driven business maintenance and equipment purchasing decisions. CADA's Construction Manager, Frank Czajka, is continuing to oversee the evolution of the new system.

The Dean electrical upgrade project is on-going, with electrical wiring in all building units continuing to be upgraded to allow for future improvement, including new air conditioning systems. Staff expects to complete the electrical rewiring project in the next six months, under a contract the Board approved at the December meeting.

CADA will also be replacing the windows on the west and north facades of 1228 O Street with energy-efficient, double-pane windows.

## **POLICY**

Staff presents the CIP Needs Assessment to the Board bi-annually for information and discussion to ensure that these needs are appropriately and adequately addressed during the annual and mid-year budgeting processes. At this time, due to the retirement of the Maintenance Manager and the need to train his replacement, preparation of the mid-year update to the CIP Needs Assessment was delayed and is being prepared now for presentation to the Board in May. Staff is able to present the CIP Status Report at this time.

The Board approves the CIP budget for the upcoming fiscal year in June. This budget remains open for 3 years to allow sufficient time to prepare scopes of work, prepare and issue bid packages, obtain bids and complete the work.

The overarching CIP strategy is to preserve, maintain and enhance existing structures unless building obsolescence or development strategies dictate otherwise. Reinvestment decisions should be consistent with the State Capitol Area Plan and the CADA Strategic Plan. Preventative maintenance and preservation of existing structures through appropriate maintenance are also consistent with state and general public policy regarding sustainable development. To the extent possible, this type of preservation of materials and avoidance of demolition of structures reduces landfill and material waste. All CIP projects are designed and constructed in compliance with current building codes and regulations, including California energy efficiency standards and regulations.

## **FINANCIAL IMPACTS**

Current financial impacts are shown in Table 1 above.

## **STRATEGIC PLAN**

Preparation of the CIP Status Report and the CIP Needs Assessment advances the Strategic Plan goal of “Providing Mixed-Income housing with Superior Property Management” and the Key Priorities of Improving Environmentally Sustainable Practices, Community Stewardship and Fiscal Responsibility

Attachments:

1. Mid-year (Jan22) CIP - Status Report

PROPERTY CODE	CONSTR CODE	Project Address   Building Name <i>* = Future Development Site</i>	WORK TYPE	SCOPE OF WORK	Current Budget C20 FY 19/20		Current Budget C21 FY 20/21		Current Budget C22 FY 21/22	
GL Acct 5820					Completed	Open	Completed	Open	Completed	Open
C172-14	007.4	1325 - 15th St., Park Mansion	Res	Roofing & Siding Panels	154,958.00	(432.00)				
C172-14	010.7	1325 - 15th St., Park Mansion	Res	Exterior Protection/Telephone	246.16	10,753.84				
C222-11	008.5	1512 13th St	Res	Windows	-	5,000.00				
C222-11	019.6	1512 13th St	Res	Structural Rehabilitation	-	175,000.00				
C222-20A	010.3	1209 P St., Wing Manor	Res	Stairways/Decking/Walkways	12,021.47	27,978.53				
C223-12	007.4	1327/1317 O St	Res	Roofing & Siding Panels	7,871.00	-				
C223-12	019.6	1327/1317 O St	Res	Structural Rehabilitation	20,300.22	59,699.78				
C225-01	007.3	1400 N St, The Dean	Res	Shingles, Roof Tiles, etc	27,675.00	-				
C226-06	016.5	1414 O St.	Res	Lighting	-	6,200.00				
C226-07	007.4	1420 O St.	Res	Roofing & Siding Panels	194,309.39	-				
C226-07	009.6	1420 O St.	Res	Finishes-Flooring	14,487.60	512.40				
C226-09	019.6	1510 15th St.	Res	Structural Rehabilitation	-	11,000.00				
C226-10	010.3	1514 - 15th St.	Res	Stairways/Decking/Walkways	-	4,000.00				
C226-24	010.3	1400-04 O St, Greentree/Carr Path	Res	Stairways/Decking/Walkways	-	14,100.00				
C229-07	006.3	1316 O St	Res	Wood-Dry Rot	-	18,000.00				
C231-07	010.7	1522 N St, Judith Manor	Res	Exterior Protection/Telephone	-	11,000.00				
C231-07	013.2	1522 N St, Judith Manor	Res	Sp Constr-Tanks/Haz Matl Remed	15,430.36	24,569.64				
C231-07	016.5	1522 N St, Judith Manor	Res	Lighting	-	3,100.00				
C231-23C	002.2	Golden Gate Cleaners-1412 16th	Com	Sitework-Site Prep	57,505.17	-				
C231-24	002.9	1500 N St., Brannan Court	Res	Sitework-Planting/Rehab, etc.	-	80,000.00				
C231-24	008.0	1500 N St., Brannan Court	Res	Doors & Windows	-	10,000.00				
C231-24	010.7	1500 N St., Brannan Court	Res	Exterior Protection/Telephone	-	11,500.00				
C231-24	016.5	1500 N St., Brannan Court	Res	Lighting	2,791.09	33,208.91				
C232-01	010.2	1501 15th, Douger	Res	Vents/Grills/Pest Control etc	33,390.43	(11,261.43)				
C232-16	002.9	16th Street Commerical	Com	Sitework-Planting/Rehab, etc.	77,943.17	59,056.83				
C232-18C	010.3	1510 O St, Don Carlos Apts	Res	Stairways/Decking/Walkways	-	51,000.00				
C233-14	006.3	1625 O St	Res	Wood-Dry Rot	-	11,700.00				
C281-05B	002.2	RMB Enterprises - 1212 P St.	Res	Sitework-Site Prep	34,949.61	-				
C281-06	006.3	1216-18 P St.	Res	Wood-Dry Rot	-	8,500.00				
C281-07	008.5	1220 P St, Deus	Res	Windows	-	24,500.00				
C284-10	006.3	1330 P St, Palm Manor	Res	Wood-Dry Rot	-	44,000.00				
C330-00	000.0	Somerset	Res	Non Type	411.28	(411.28)				
C172-15A	007.00	1317 - 15th St., Lombard	Res	Thermal & Moisture Protection - Roof			50,900.77	90,299.23		
C172-15A	009.6	1317 - 15th St., Lombard	Res	Finishes-Flooring				6,000.00		
C172-15A	009.9	1317 - 15th St., Lombard	Res	Finishes-Paint/Coatings				6,000.00		
C172-15A	010.3	1317 - 15th St., Lombard	Res	Fireplaces/Stoves/Ext Spec etc				9,500.00		
C172-15A	010.30	1317 - 15th St., Lombard	Res	Stairways/Decking/Walkways				23,600.00		
C172-15A	019.6	1317 - 15th St., Lombard	Res	Structural Rehabilitation				7,000.00		
C222-09	008.5	1228 O St, Gibson Arms	Res	Windows			30,618.33	108,881.67		
C222-11	008.5	1512 13th St	Res	Windows				54,900.00		
C222-20A	002.10	1209 P St., Wing Manor	Res	Sitework-Fences, Gates				14,000.00		

C223-02	010.30	1316 N. St., Le Chateau	Res	Stairways/Decking/Walkways				31,200.00		
C223-09A	010.30	1428 - 14th St., Metropol	Res	Stairways/Decking/Walkways				18,800.00		
C223-10	002.5	1327 O St., Capri	Res	Sitework-Utilities			17,208.86	1,791.14		
C225-01	010.30	1400 N St, The Dean	Res	Stairways/Decking/Walkways				27,700.00		
C226-07	006.3	1420 O St	Res	Wood-Dry Rot				10,500.00		
C226-08	002.2	1500 15th St-Auslander	Res	Sitework-Site Prep				10,000.00		
C226-08	010.30	1500 15th St-Auslander	Res	Stairways/Decking/Walkways				31,700.00		
C226-08	016.5	1500 15th St-Auslander	Res	Lighting				14,960.00		
C226-24	010.30	1400-04 O St, Greentree/Carr Path	Res	Stairways/Decking/Walkways				16,500.00		
C231-07	010.30	1522 N St, Judith Manor	Res	Stairways/Decking/Walkways				23,700.00		
C231-24	007.00	1500 N St., Brannan Court	Res	Thermal & Moisture Protection - Roof			193,573.57	69,426.43		
C232-01	010.30	1501 15th, Douger	Res	Stairways/Decking/Walkways				36,900.00		
C233-06	010.30	1616 N St, Grantwood	Res	Stairways/Decking/Walkways				24,900.00		
C234-24	009.9	1615 P St, Lanai	Res	Finishes-Paint/Coatings				25,000.00		
C234-24	010.10	1615 P St, Lanai	Res	Awnings				11,500.00		
C234-27	006.3	17th Street Commons	Res	Wood-Dry Rot			545.37	(545.37)		
C293-18	009.9	1619 Q-Rooming House	Res	Finishes-Paint/Coatings				60,000.00		
C222-09	010.30	1228 O St, Gibson Arms	Res	Stairways/Decking/Walkways					-	174,500.00
C222-09	008.5	1228 O St, Gibson Arms	Res	Structural Rehabilitation						17,500.00
C222-11	008.5	1512 13th St	Res	Windows						8,000.00
C222-11	008.5	1512 13th St	Res	Structural Rehabilitation						175,000.00
C222-22	006.3	1201 P St, Del Capri	Res	Wood-Dry Rot						35,000.00
C222-22	008.5	1201 P St, Del Capri	Res	Windows						29,000.00
C223-12	008.2	1327/1317 O St	Res	Wood & Plastic Doors						25,500.00
C226-07	014.2	1420 O St	Res	Elevators						80,000.00
C226-08	008.5	1500 15th St-Auslander	Res	Windows						76,500.00
C231-24	014.2	1500 N St., Brannan Court	Res	Elevators						80,000.00
C232-18B	006.3	1506 O St, Johnston House	Res	Wood-Dry Rot						25,000.00
C232-18B	010.30	1506 O St, Johnston House	Res	Stairways/Decking/Walkways						10,000.00
C233-07	010.30	1622 N St, Shelly Arms	Res	Stairways/Decking/Walkways						20,000.00
C233-14	006.3	1625 O St	Res	Wood-Dry Rot						12,500.00
C234-24	009.9	1615 P St, Lanai	Res	Finishes-Paint/Coatings						24,000.00
C234-24	019.6	1615 P St, Lanai	Res	Structural Rehabilitation						4,000.00
C281-07	008.5	1220 P St, Deus	Res	Windows						26,000.00
Various Addresses Budget Line It				C888-88	General Major Construction					
Various	001.6	Various		Energy Reduction/Sustainability		15,000.00	-	15,000.00	-	15,000.00
Various	002.7	Various		Sitework-Pavement, Bases, etc	-	20,000	-	40,000.00	-	20,000.00
Various	019.1	Various		Contingency	-	5,627.35	-	50,000.00	-	75,000.00
Various	019.2	Various		Accessibility	3,838.50	6,161.50	-	10,000.00	-	10,000.00
Various	019.3	Various		Fire & Safety	3,800.00	4,200.00	8,100.00	(100.00)	-	8,000.00
Various	019.4	Various		Toxic Abatement		20,000.00	7,828.69	12,171.31	-	20,000.00
Various	019.5	Various		Commercial Tenant Improvements	4,840.24	15,159.76	3,200.00	16,800.00	-	20,000.00
GRAND TOTAL MAJOR CONSTRUCTION - GENERAL FUND:					\$ 666,768.69	\$ 778,423.83	\$ 311,975.59	\$ 878,084.41	\$ -	\$ 990,500.00
					C20 GF Total	\$ 1,445,192.52	C21 GF Total	\$ 1,190,060.00	C19 GF Total	\$ 990,500.00

Special Management Properties														
36 Somerset Parkside														
Special Management Account														
C330-00	000.00	Somerset	Res	Non Type										
SUBTOTAL:														
37 Biele Place														
Special Management Account														
C231-19	003.9	Biele Place	Res	Concrete-Restorartion/Cleaning										
SUBTOTAL:														
38 17th Street Commons														
Special Management Account														
C234-27	006.3	17th Street Commons	Res	Wood-Dry Rot										
C234-27	001.30	17th Street Commons	Res	Stairways/Decking/Walkways										
SUBTOTAL:														
41 Fremont/Wilshire Apts														
Special Management Account														
C-286-00	008.5	Fremont/Wilshire Apts	Res	Windows										
C-286-00	006.3	Fremont/Wilshire Apts	Res	Wood-Dry Rot										
C-286-00	010.8	Fremont/Wilshire Apts	Res	Bath, kitchen & Laundry										
SUBTOTAL:														
TOTAL SPECIAL MANAGEMENT FUNDS:														
GRAND TOTAL ALL FUNDS (GENERAL + SPECIAL MGMT)*:														

Completed1,445,192.5246%

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4,187,852.52