

### **Board of Directors**

Ann Bailey, Chair  
Bob Lagomarsino, Vice-Chair  
Emily Baime Michaels, Member  
Nick Avdis, Member  
Jose Bodipo-Memba, Member  
Tara Gandara, Board Secretary

### **CADA/CACDC Administration**

Wendy Saunders, Executive Director  
(CADA)/President (CACDC)  
Marc de la Vergne, Deputy Executive  
Director (CADA)/Vice President (CACDC)  
Noelle Mussen, Finance Director  
(CADA)/Chief Financial Officer (CACDC)  
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](http://www.cadanet.org)

## **AGENDA REGULAR MEETING**

### **THE CAPITOL AREA DEVELOPMENT AUTHORITY AND THE CAPITOL AREA COMMUNITY DEVELOPMENT CORPORATION BOARD OF DIRECTORS**

**FRIDAY, DECEMBER 16TH, 2022  
10:00 A.M.**

**CADA ADMINISTRATIVE OFFICE  
1522 14<sup>TH</sup> STREET, SACRAMENTO, CA 95814**

**The Board and Members of the Public are  
invited to participate via ZOOM or in person.**

#### **To join via Zoom:**

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

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

Find your local number:

<https://us02web.zoom.us/j/kcoHLfF55h>

**Meeting ID:** 826 4043 7902

**Request Password (prior to start of meeting):**

[tgandara@cadanet.org](mailto:tgandara@cadanet.org)



#### **1. Roll Call**

#### **2. Approval of Minutes: October 14, 2022 [CADA/CACDC]**

#### **3. Chair's Oral Report**

- Resolution honoring Wendy Saunders on her retirement.

#### **4. Election of Vice-Chair**

*Recommended Action:* Accept nomination. Close nominations. Election.

#### **5. 2023 Board Committee Appointments**

*Recommended Action:* By motion, express concurrence with the proposed 2023 Board Committee appointments.

#### **6. Executive Director/President's Oral Report**

#### **7. [CADA] FY 2022/2023 Mid-Year Budget Revisions of the General Operations Budget and Capital Investment Program Budgets, Including Assessment of Fund Balances**

*Recommended Action:* Adopt a resolution approving mid-year revisions to the FY 22-23 Annual General Operations Budget and the Capital Investment Program Budgets

Contact: Noelle Mussen, Finance Director

#### **8. [CADA] Mid-Year Capital Improvements Program (CIP) Update**

*Recommended Action:* Review and Comment.

Contact: Frank Czajka, Construction Manager

**9. [CADA/CACDC] Sonrisa Affordable Housing Project at 1322 O Street – Bridge Loan, Budget Amendment, and Project Status Update**

*Recommended Action:* Staff recommends the CADA Board of Directors and the CACDC Board of Directors approve various agreements and authorize any and all actions necessary to close on a CADA loan for a supplemental bond allocation made to 1322 O St Investors LP ("the LP") for construction of the Sonrisa project at 1322 O Street, and a loan from CADA to the CACDC to provide additional gap financing to the project.

Contact: Renée Funston, Development Manager (CADA), Staff (CACDC)  
Tom Kigar, Special Projects Director (CADA), Staff (CACDC)  
Wendy Saunders, Executive Director (CADA), President (CACDC)

**[CADA] CONSENT CALENDAR (ITEMS 10 THROUGH 13)**

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

**10. FY 2022-2023 Waste Removal Service Contract**

*Recommended Action:* Adopt a resolution to award the FY 2022-2023 Waste Removal Service Contract to Allied Waste Services of North America, LLC dba Republic Services of Sacramento in an amount not-to-exceed \$150,000.

Contact: Merri Stutes, Resident Services Manager  
Tara Gandara, Contracts & Office Manager/ Board Secretary

**11. 2023 Employee Handbook**

*Recommended Action:* Adopt a resolution approving the 2023 Employee Handbook.

Contact: Jill Azevedo, Human Resources Manager

**12. 2023 Board Meetings and Committee Meetings Schedules**

*Recommended Action:* Adopt a resolution setting the 2023 meetings of the CADA Board of Directors and a separate resolution setting the meetings of the Operations, Neighborhood Development and the Development and Construction Committees.

Contact: Tara Gandara, Contracts and Office Manager/ Board Secretary

**13. Authorization of Teleconference Meetings of CADA Legislative Bodies Pursuant to the Ralph M. Brown Act**

*Recommended Action:* Adopt a resolution Ratifying the Proclamation of a State of Emergency by Governor Gavin Newsom (March 4, 2020) as Applicable in CADA's Jurisdiction and Authorizing Teleconference Meetings of CADA Legislative Bodies Pursuant to the Ralph M. Brown Act.

Contact: Tara Gandara, Contracts and Office Manager/ Board Secretary

**14. [CADA] CLOSED SESSION**

**A. PUBLIC EMPLOYEE APPOINTMENT (Pursuant to Government Code Section 54957)**

Title: Executive Director

**15. [CADA] Appointment of Executive Director and Approval of Compensation**

*Oral Report:* Confirm Appointment and Take Action to Approve Compensation of New Executive Director and Appointment of Interim Executive Director

## **16. [CADA/CACDC] Appointment of Interim CADA Executive Director & Interim CACDC President**

### **[CADA]**

*Recommended Action:* Adopt a resolution entitled "Appointment of Interim Executive Director" which authorizes the appointment of Marc de la Vergne as Interim Executive Director effective December 30, 2022.

### **[CACDC]**

*Recommended Action:* Adopt a resolution entitled appointing Marc de la Vergne as Interim President effective December 30, 2022.

## **17. [CADA] Retired Annuitant Appointment**

*Recommended Action:* Adopt a resolution entitled "Retired Annuitant Appointment" which authorizes the appointment of Wendy Saunders as a Retired Annuitant effective on or around January 1, 2023.

Contact: Jill Azevedo, Human Resources & Risk Manager

## **18. Oral Staff Reports/Updates**

- A. Downtown Sacramento Partnership: See Agenda Item 6
- B. Downtown Sacramento Revitalization Corporation: See Agenda Item 6
- C. Midtown Association: See Agenda Item 6
- D. O Street Streetscape (7th – 17th Streets)
- E. Energy Conservation
- F. Other Neighborhood Improvements
- G. 10th Street Commercial
- H. 1322 O Street – Sonrisa: See Agenda Item 9
- I. 14th & N – The Cypress: See Agenda Item 2
- J. 1717 S Street – ARY Place

## **19. Transmittals**

- A. CADA Accessibility Program
- B. CADA Mid-Year Business Plan Update
- C. Ombudsman Report: FY 2021-2022 Report and October/November 2022
- D. Apartment Status Report: October/November 2022
- E. Affordable Housing Report: October/November 2022
- F. Commercial Leases/Vacancies: November/December 2022
- G. CADA Neighborhood Incident Report: October/November 2022
- H. Contracts Log: October/November 2022
- I. Financial Report: See Item 9
- J. City Treasurer Monthly Investment Report: October 2022

## **20. Opportunity for the Public to Address the Board Regarding Matters Not on the Agenda**

## **21. 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  
CAPITOL AREA COMMUNITY DEVELOPMENT CORPORATION**

**October 14, 2022**

**ITEM 1 – ROLL CALL**

Chair Bailey called the Board Meeting of the CADA Board of Directors and the CACDC to order at 10:05 a.m. at 1522 14<sup>th</sup> Street, Sacramento, CA 95814 and via public video conference.

Present: Avdis, Baime Michaels, Bodipo-Memba, Lagomarsino, Bailey  
Absent: None

**ITEM 2 – APPROVAL OF MINUTES: August 19, 2022 [CADA/CACDC]**

Member Avdis moved approval of the August 19, 2022 CADA Board Meeting minutes and CACDC Board Meeting minutes. Member Bodipo-Memba seconded the motion.

AYES: Avdis, Baime Michaels, Bodipo-Memba, Lagomarsino, Bailey  
NOES: None

**ITEM 3 – CHAIR’S ORAL REPORT**

Chair Bailey asked the members of the Board to please get their schedules together for next year, so we can finalize next year’s meetings schedule.

**ITEM 4 –EXECUTIVE DIRECTOR’S ORAL REPORT/PRESIDENT’S ORAL REPORT**

Wendy Saunders reported the following:

- We are currently pre-leasing Sonrisa which is our first ever tax credit project. This has been a challenge due to the many rules regarding leasing and the qualification for residents. At the pre-lease event we discovered that the overlap between the TCAC policies combined with the CADA policies eliminated almost all potential residents. As part of our due diligence, we interviewed the USA Properties compliance officer at length, the Mutual Housing compliance officer, and the gentleman in charge of leasing at CFY Properties. As a result of the research and input from our legal counsel, we were able to compile a set of policies that is practical and will work well for us to build a stable community. Our Leasing Manager, Tama Harville, has found a program that will allow us to input an applicant’s information in order to run the criminal background check, credit report, and rental history in order to determine the eligibility of an applicant within approximately an hour. This program should be implemented within a couple of weeks. We hope that this will allow us to fully lease the building prior to its opening. At last count, we had 63 applicants that qualified based on income alone.
- We will hear more later in the meeting about the exciting progress at 16<sup>th</sup> and T Streets, 805 R Street, and ARY Place.
- Midtown Association hosted another successful Midtown Mini and Gala.
- Both the Midtown Association and the Downtown Sacramento Partnership have been instrumental in establishing the new Nighttime Economy Manager which has been in the paper and is a positive move. Member Baime Michaels has had a lot of input into the scoping and responsibilities of this position.
- Both of the organizations recently met with judges to discuss the effect zero bail on the districts. This has been a topic of significant concern over the last couple of years.
- The Downtown Sacramento Revitalization Corporation has not met since our last Board Meeting.

**ITEM 5 — [CADA] OMBUDSMAN REPORT PRESENTED BY: BETTY GWIAZDON, CADA OMBUDSMAN**

There was an average of 10 calls per month which is normal. All calls were responded to by CADA's responsive staff.

No public comments.

#### **ITEM 6 — [CADA/CACDC] 16TH AND T PARTNERSHIP, AGREEMENTS AND FINANCING**

*Recommended Action:* Staff recommends the CADA Board of Directors and the CACDC Board of Directors approve various agreements and allocate funds as necessary to enable, undertake and pay for various predevelopment tasks for a project at 2000 16th Street.

Contact: Renee Funston, Development Manager (CADA), Staff (CACDC)  
Todd Leon, Development Director (CADA), Staff (CACDC)  
Wendy S. Saunders, Executive Director (CADA), President (CACDC)

##### **CADA**

1. Approve an Amendment to the previously approved MOU between CADA, CACDC, and Mutual Housing to address project guarantees and the collection of developer and asset management fees,
2. Approve a Promissory Note and Loan Agreement establishing an unsecured revolving line of credit between CADA and the CACDC with a maximum credit line of \$900,000 for CACDC to use as predevelopment funds,
3. Approve a budget Amendment to reduce the FY 22-23 CADA Development budget for the 2000 16th Street project by \$900,000 and create a new FY 22-23 CACDC Development Budget in the amount of \$900,000 for the 2000 16th Street project, and
4. Authorize the Executive Director to take any and all actions that may be necessary or advisable, in her discretion, in order to complete funding requests and applications to fund construction of the project.

##### **CACDC**

1. Approve an Amendment to the previously approved MOU between CACDC, CADA, and Mutual Housing to address project guarantees and the collection of developer and asset management fees,
2. Authorize the President to form a development LLC to be the General Partner in the development partnership with Mutual Housing California,
3. Authorize the President to enter into a Limited Partnership Agreement with Mutual Housing for the creation of 2000 16th Street Investors LP, the project owner and developer,
4. Approve a Promissory Note and Loan Agreement establishing an unsecured revolving line of credit between CADA and the CACDC with a maximum credit line of \$900,000 that CACDC would use as predevelopment funds, and
5. Authorize the President to take any and all actions that may be necessary or advisable, in her discretion, in order to complete funding requests and applications to fund construction of the project.

Member Avdis confirmed that the Development and Construction Committee met and discussed this project. The committee supports the approval of the resolutions. Members Lagomarsino, Avdis, and Baime Michaels reviewed the items discussed during the committee meeting. Member Lagomarsino asked Renee Funston about the selection of the architect and if we will be getting together with Mutual Housing staff-to-staff. Ms. Funston advised that they had a preliminary discussion yesterday regarding the proposals. Two of the proposals came in that were fairly comparable, so we are doing some additional research into the different firms. There will likely be a follow up interview with at least one of them. Ms. Funston confirmed for Member Lagomarsino that the \$100,000 budget line item listed as "Entitlements" is for permit fees for entitlements. Chair Bailey commented that the community outreach with this project will be very important to ensure that it fits in with the neighborhood.

Wendy Saunders commented that this is establishing a separate LLC under our non-profit. Our attorneys, Amara Harrell and Jeff Mitchell, have reviewed our practices, and we did not do this on the prior two projects. They recommend that we go back and do this for both once construction is complete as a liability shield to protect single asset from putting at risk any other assets within the non-profit corporation. This was not an issue for the first one since we did not have any other projects. Now we are growing, so we will see more of this in the future.

No public comments.

Member Avdis moved approval of Resolutions 22-37 [CADA] and 22-03 [CACDC] attached hereto and incorporated herein. Member Baime Michaels seconded the motion.

AYES: Avdis, Baime Michaels, Bodipo-Memba, Lagomarsino, Bailey  
NOES: None

### **[CADA] CONSENT CALENDAR - ITEMS 7 & 8**

#### **ITEM 7 – SHORT-TERM EXTENSION OF CONTRACT WITH REPUBLIC SERVICE, INC.**

#### **ITEM 8 – AUTHORIZATION OF TELECONFERENCE MEETINGS OF CADA LEGISLATIVE BODIES PURSUANT TO THE RALPH M. BROWN ACT**

Chair Bailey asked if there were any Board members who desired Item 7 and Item 8 to be taken off the Consent Calendar. None wished to do so.

Member Lagomarsino moved approval of Resolution 22-38 (Item 7) and Resolution 22-39 (Item 8) attached hereto and incorporated herein. Member Bodipo-Memba seconded the motion.

AYES: Avdis, Baime Michaels, Bodipo-Memba, Lagomarsino, Bailey  
NOES: None

### **ITEM 9 –[CADA] CLOSED SESSION**

#### **A. PUBLIC EMPLOYMENT (Pursuant to Government Code Section 54957.6 (a))**

Unrepresented Employee: Executive Director

Agency Designated Representative: Ann Bailey

Chair Bailey reported that there was Board discussion. No action was taken.

### **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 (7<sup>th</sup> – 17<sup>th</sup> Streets): Marc de la Vergne reported that they are down to the refinements of the final two components of the ninety percent construction drawings which has to do with where the water and electricity come from. Sacramento Regional Transit (RT) controls electricity, and historically water also, but the city wants us to tap into the water service from the adjacent state-owned properties instead of the RT's main water line that runs for five blocks under the street. We hope to submit the final design to the city once these last two items have been resolved. BKF has been hired to assist with grant funding for streetscapes and parks funding. We will be applying for grant funding for the 900 block. This is a new grant fund for water conservation that was made available by DGS (Department of General Services) for state agencies only. BKF will assist with fund raising for the 14<sup>th</sup> and O Street intersection redesign and for work at Roosevelt and possibly Freemont Parks.
- E. Energy Conservation: Marc de la Vergne reported that the Dean at 1400 N Street, which we recently moved and installed a new transformer to provide more power for the apartments, and to potentially allow for electric heating and cooling. An estimate was obtained for the cost of installing a mini-split system in each apartment which came back at over one million, one hundred thousand dollars. While this estimate may be reasonable, it is excessive for CADA. Our Facilities Maintenance Manager, Russ Juneau, has suggested an electric boiler as an alternative. This option would be much more affordable as it will still provide steam heat, and it is much more affordable. We have an estimate now, but we need to confirm with SMUD if the new transformer will provide enough power to support the electric boiler. The six buildings with the largest carbon footprints and

the largest use of gas per apartment have been evaluated. The Dean was the first of the six that we worked on. There is also a four-plex on 12<sup>th</sup> Street that has a boiler from the 1890's which is horribly inefficient. We do not believe that the building has enough power for mini-split system, and the cost of replacing the existing transformer is cost prohibitive. As a result, we are looking into installing a more efficient gas boiler to reduce the carbon footprint considerably.

F. Other Neighborhood Improvements: Marc de la Vergne reported the following:

- We hired Atlas and Cartwright Engineering to prepare a concept design for the redesign of the 14<sup>th</sup> & O Street intersection. This will include bulb outs, more greenery, more permeable surface area, and more seating for the adjacent restaurants. All four of the property owners, including DGS, approved the concept design. Later this fall we will be at 50% construction drawings. BKF will assist with locating funding for this project, in addition to the 900 block in case the funding from DGS does not come through.
- We are still waiting to hear from the city's Al Fresco Dining Program to tell us that our preliminary application for Karma Brew at 16<sup>th</sup> Street should be followed by a formal application.
- Member Lagomarsino commented that he was in an HOA meeting the other evening, and the folks at Stanford Park will be approaching the city to see if the temporary right turn lane between the alley and P at 15<sup>th</sup> Street can be returned to the on-street parking as it was originally. Someone may approach CADA for support.

G. 10th Street Commercial: Renee Funston reported that construction is underway, and we hope to complete the hardscape improvements before Thanksgiving. We are also working through the Al Fresco Dining Program to secure the additional permits for the above ground amenities. Since this project was started in early 2020, it is exempt from the building permit requirement.

Marc de la Vergne added that, as seen in the transmittals, we have signed leases for the two vacant commercial properties of the former Bagel Time and OB2000 spaces. The former Bagel Time location will house a new chocolate café which will serve chocolate drinks, coffees, and teas in addition to savory items. The café will also include a retail section which will offer bar chocolates from around the world. They have businesses in Carmel and in Nevada City, so this would be their third location. The former OB2000 location will be the new home to a Greek restaurant which will serve gyros, hummus, kabobs, and more. Move-in dates for both are still to be determined. We are working on our portion of the tenant improvements for the chocolate café, and the Greek restaurant has accepted the former OB2000 space as is. One lease is a ten year, and the other is a five-year with an additional five-year extension available.

H. 1322 O Street - Sonrisa: Renee Funston reported that, as Wendy Saunders reported, we started lease-up on September 27<sup>th</sup>. This has been a huge undertaking for the administrative department to evaluate best practices. We did a lot of interviews with a variety of different tax credit housing providers. As of the end of business yesterday we have accepted 70 applications. Major kudos and thanks to Marc de la Vergne, Karen Ulep, Tama Harville, and Merri Stutes for getting us here. We continue to work towards a partnership with SETA, Sacramento Employment Training Agency, to provide a job center on the ground floor space. To date we have submitted seventeen draw requests which total twelve million three hundred thousand dollars, or eighty-two percent of the now \$15,100,000 construction contract with Tricorp. We have completed sixteen of the nineteen-month construction period which represents eighty-four percent of the construction time. The anticipated TCO, temporary certificate of occupancy, date is mid-January.

The unique design and construction of the building continues to draw a lot of attention. The architect, contractor, and Ms. Funston did a presentation on our experience with the cross laminated timber in early September to a group of developers and architects based in Southern California, including National CORE. We also did a building tour and presentation for the ULI Young Leaders Group on Wednesday evening, which was the first of three sessions to highlight the many dynamic facets of Sonrisa. The second session Jeff Mitchell and/or Amara Harrell will be part of.

Wendy Saunders added that there will be a completely finished model unit ready by the end of October, so we would like to schedule a Board tour.

I. 14<sup>th</sup> & N – The Cypress: Renee Funston reported that work has begun. The off-site permits were approved by the city and D & S is in the process of installing the signage and barriers as required for the traffic control plan. D & S started demolition this past Monday including the trees, sidewalk, and parking lot. This process is expected to last approximately two weeks. Following the demolition, D & S will begin the excavation of the underground parking lot. They are still waiting for the building permit as there have been a number of delays with the city.

- J. 1717 S Street– ARY Place: Todd Leon reported that he met with Cyrus yesterday to obtain a construction update, and he is shooting for the end of the year to get the TCO. One of the main issues that we will be dealing with is the transformers due to a supply chain issue. We are unable to get into the queue with SMUD for the transformers until the SMUD room is ready. There is a delay with the completion of the SMUD room for multiple reasons. We are close to getting our first commercial lease signed, and we have a number of letters of intent also. The leasing office will be ready in December, and that is when we plan to begin the pre-leasing process. Marketing is already underway. We have until March to get the units leased, and we do not expect a problem with this. We saw a marked increase over the last two weeks on our interest list which was just under two hundred, and is now over four hundred. This reflects only the first stage of our marketing plan.

**ITEM 11 – TRANSMITTALS**

Received as transmitted.

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

None.

**ITEM 13 – ADJOURNMENT**

The meeting adjourned at 11:40 a.m.

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Tara Gandara  
Secretary to the Board of Directors



## **RESOLUTION NO. 22-37**

Adopted by the Capitol Area Development Authority

October 14, 2022

### **RESOLUTION AUTHORIZING THE CADA EXECUTIVE DIRECTOR TO ENTER INTO AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN CADA, CACDC, AND MUTUAL HOUSING CALIFORNIA; EXECUTE A LOAN AGREEMENT AND PROMISSORY NOTE WITH CACDC; APPROVE A BUDGET AMENDMENT; AND TAKE ACTIONS NECESSARY TO COMPLETE PROJECT FUNDING REQUESTS.**

**WHEREAS**, On August 21, 2021 the Capitol Area Development Authority (CADA) submitted a Letter of Offer to purchase a property at 2000 16<sup>th</sup> Street and the owners the property (Seller) accepted the offer on August 27, 2021;

**WHEREAS**, On November 16, 2021, a Purchase and Sale Agreement (PSA) that outlined the terms of the land sale was signed by CADA and the Seller;

**WHEREAS**, On February 23, 2022, the CADA Board authorized staff to close escrow and purchase the 2000 16<sup>th</sup> Street property;

**WHEREAS**, On July 15, 2022, CADA completed the purchase of the 2000 16<sup>th</sup> Street property;

**WHEREAS**, CADA intends to develop all or a portion of the Property as an affordable residential project, potentially including a retail and/or commercial component, consistent with permissible uses under the City of Sacramento land use regulations governing the Property;

**WHEREAS**, CADA, the Capitol Area Community Development Corporation (CACDC), and Mutual Housing California (Mutual) are currently working together on an affordable residential project to be located at 805 R Street, Sacramento and have discussed their mutual desire to collectively pursue the development of a mixed use project on the Property and explore joint development and ownership of the Project through a partnership; and

**WHEREAS**, On August 19, 2022, the CADA Board approved a Memorandum of Understanding among CADA, CACDC and Mutual Housing regarding the roles and responsibilities of the parties in undertaking a project at 2000 16th Street.

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

1. Approves an Amendment to the previously approved MOU between CADA, CACDC, and Mutual Housing to address project guarantees and the collection of developer and asset management fees,
2. Approves a Promissory Note and Loan Agreement establishing an unsecured revolving line of credit between CADA and the CACDC with a maximum credit line of \$900,000 CACDC would use as predevelopment funds,

3. Approves a budget Amendment to reduce the FY 22-23 CADA Development budget for the 2000 16th Street project by \$900,000 and create a new FY 22-23 CACDC Development Budget in the amount of \$900,000 for the 2000 16th Street project, and
4. Authorizes the Executive Director to take any and all actions that may be necessary or advisable, in her discretion, in order to complete funding requests and applications to fund construction of the project.

ATTEST:



Tara Gandara  
Secretary to the Board of Directors

  
Ann Bailey, Chair

## **RESOLUTION NO. 22-03**

Adopted by the Capitol Area Community Development Corporation

October 14, 2022

### **RESOLUTION AUTHORIZING THE CACDC PRESIDENT TO ENTER INTO AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN CACDC, CADA, AND MUTUAL HOUSING CALIFORNIA; CREATE A DEVELOPMENT LLC; ENTER INTO A LIMITED PARTNERSHIP AGREEMENT WITH MUTUAL HOUSING; EXECUTE A LOAN AGREEMENT AND PROMISSORY NOTE WITH CADA; AND TAKE ACTIONS NECESSARY TO COMPLETE PROJECT FUNDING REQUESTS**

**WHEREAS**, On August 21, 2021 the Capitol Area Development Authority (CADA) submitted a Letter of Offer to purchase a property at 2000 16<sup>th</sup> Street and the owners the property (Seller) accepted the offer on August 27, 2021;

**WHEREAS**, On November 16, 2021, a Purchase and Sale Agreement (PSA) that outlined the terms of the land sale was signed by CADA and the Seller;

**WHEREAS**, On February 23, 2022, the CADA Board authorized staff to close escrow and purchase the 2000 16<sup>th</sup> Street property;

**WHEREAS**, On July 15, 2022, CADA completed the purchase of the 2000 16<sup>th</sup> Street property;

**WHEREAS**, CADA intends to develop all or a portion of the Property as an affordable residential project, potentially including a retail and/or commercial component, consistent with permissible uses under the City of Sacramento land use regulations governing the Property;

**WHEREAS**, CACDC, CADA, and Mutual Housing California ("Mutual") are currently working together on an affordable residential project to be located at 805 R Street, Sacramento and have discussed their mutual desire to collectively pursue the development of a mixed use project on the Property and explore joint development and ownership of the Project through a partnership; and

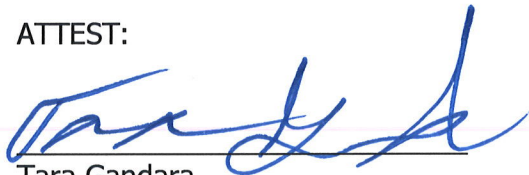
**WHEREAS**, On August 19, 2022, the CACDC Board approved a Memorandum of Understanding among CADA, CACDC and Mutual Housing regarding the roles and responsibilities of the parties in undertaking a project at 2000 16<sup>th</sup> Street.

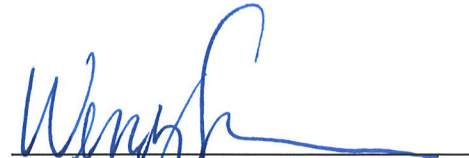
**NOW, THEREFORE, BE IT RESOLVED**, that the Capitol Area Community Development Corporation Board of Directors hereby:

1. Approves an Amendment to the previously approved MOU between CACDC, CADA, and Mutual Housing to address project guarantees and the collection of developer and asset management fees,
2. Authorizes the President to form a development LLC to be the General Partner in the development partnership with Mutual Housing California,

3. Authorizes the President to enter into a Limited Partnership Agreement with Mutual Housing for the creation of 2000 16th Street Investors LP, the project owner and developer,
4. Approves a Promissory Note and Loan Agreement establishing an unsecured revolving line of credit between CADA and the CACDC with a maximum credit line of \$900,000 that CACDC would use as predevelopment funds, and
5. Authorizes the President to take any and all actions that may be necessary or advisable, in her discretion, in order to complete funding requests and applications to fund construction of the project.

ATTEST:

  
Tara Gandara  
Secretary to the Board of Directors

  
Wendy S. Saunders, President

**RESOLUTION NO. 22 – 38**

Adopted by the Capitol Area Development Authority

October 14, 2022


**RESOLUTION AUTHORIZING THE SHORT-TERM EXTENSION OF THE  
CONTRACT WITH REPUBLIC SERVICES, INC.**

**WHEREAS**, on June 24 2022, the Board of Directors authorized the Executive Director to enter into a first Amendment to the contract with Republic Services, Inc. to extend the contract by up to 120 days; and

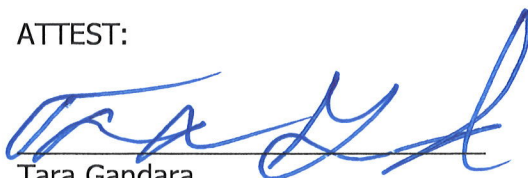
**WHEREAS**, staff requires additional time to create the new bid documents for the new request for bid that captures more information about potential bidders so that staff can complete a more comprehensive service evaluation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors that:

The Executive Director is hereby authorized to enter into a second Amendment to the contract with Republic Services, Inc. to extend the contract by up to 90 additional days.

  
Ann Bailey, Chair

ATTEST:

  
Tara Gandara  
Secretary to the Board of Directors

## RESOLUTION NO. 22 - 39

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAPITOL AREA DEVELOPMENT AUTHORITY AND RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM (MARCH 4, 2020) AS APPLICABLE IN CADA'S JURISDICTION AND AUTHORIZING TELECONFERENCE MEETINGS OF CADA LEGISLATIVE BODIES PURSUANT TO THE RALPH M. BROWN ACT

#### RECITALS

**WHEREAS**, the Capitol Area Development Authority ("CADA") is committed to preserving and nurturing public access and participation at meetings of CADA legislative bodies; and

**WHEREAS**, all meetings of CADA legislative bodies are open and public, as required by the Ralph M. Brown Act, Government Code section 54950 et seq. ("Brown Act"), so that any member of the public may attend, participate, and watch CADA's legislative bodies conduct their business; and

**WHEREAS**, on September 16, 2021, Governor Gavin Newsom signed Assembly Bill 361, which, effective immediately, added Government Code section 54953(e) to the Brown Act, providing a legislative body may meet via teleconference without complying with Section 54953(b)(3) if certain conditions exist and specified procedures are followed; and

**WHEREAS**, Section 54953(e)(1) provides a legislative body may meet via teleconference if the Governor has proclaimed a state of emergency pursuant to Government Code section 8625 and either (i) state or local officials have imposed or recommended measures to promote social distancing, (ii) the legislative body meets to determine by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees, or (iii) the legislative body has voted as such and is meeting pursuant to that vote; and

**WHEREAS**, while a legislative body meets via teleconference pursuant to Section 54953(e), it must take actions to preserve public access and public participation and give notice of the meeting and post agendas as otherwise required, allow members of the public to access the meeting via call-in line or internet-based service line, provide details on the agenda on how to access the meeting and give public comment, give an opportunity to comment pursuant to Government Code section 54954.3 and allow a reasonable amount of time during public comment for a person to register, login, and comment, and monitor the call-in line and internet-based service line to ensure no disruption hinders access or ability to comment, if there is, take no action until public access is restored; and

**WHEREAS**, a legislative body's decision to meet pursuant to Section 54953(e) must be reevaluated and renewed at least every thirty (30) days, or else the body will be required to adopt new initial findings; and

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency pertaining to the threat to human health and safety posed by the COVID-19 virus pandemic and that proclamation remains in effect to this day in Sacramento County and statewide; and

**WHEREAS**, the virus has short- and long-term effects – fever and chills, cough, shortness of breath and difficulty breathing, fatigue, headache, nausea, vomiting, gastrointestinal issues, loss of taste and smell, death – and it's prolific spread is severely impacting the health care system, inhibiting access to care for COVID-19 symptoms and other ailments; and

**WHEREAS**, while being vaccinated significantly decreases the likelihood of contracting or dying from the virus, vaccinated and unvaccinated people alike can carry, transmit, and be affected by the virus; and

**WHEREAS**, the COVID-19 virus, and its variants, is spread through the air when a person who is carrying the virus, whether he or she is showing symptoms or not, is in close proximity to another person; and

**WHEREAS**, while the COVID-19 virus remains present in the community, allowing members of CADA's legislative bodies and members of the public to meet in person would present an imminent risk to attendee health and safety beyond the control of CADA services, personnel, equipment, and facilities; and

**WHEREAS**, pursuant to Government Code section 8635 et seq., the CADA Board of Directors has the authority during a state of emergency to take all actions necessary to perform its functions in the preservation of law and order, preservation of the furnishing of local services, and protection of life and property, which includes the authority to direct meetings of all CADA legislative bodies to be held via teleconference pursuant to this Resolution; and

**WHEREAS**, the CADA Board of Directors desires to ratify the Governor's March 4, 2020, proclamation of state of emergency related to the COVID-19 virus pandemic as it applies to the jurisdiction of CADA and authorize teleconference meetings of CADA legislative bodies pursuant to Section 54953(e) so long as all provisions of that section are followed to provide public access and opportunity for public comment; and

**WHEREAS**, CADA has taken and will continue to take measures to ensure access for the public, including by providing the public a call-in option and/or internet-based service option to access and comment for all meetings of CADA legislative bodies.

**NOW, THEREFORE, THE CAPITOL AREA DEVELOPMENT AUTHORITY BOARD OF DIRECTORS HEREBY RESOLVES:**

1. The recitals set forth above are true and correct and are incorporated herein by reference as if set forth in full.
2. The Governor's March 4, 2020 proclamation of state of emergency related to the COVID-19 virus pandemic applies to the jurisdiction of CADA and is ratified by the Board of Directors.
3. A state of emergency exists within CADA's jurisdiction related to the COVID-19 virus pandemic and the conditions of that emergency present an imminent risk to the health and safety of attendees at CADA legislative body meetings.

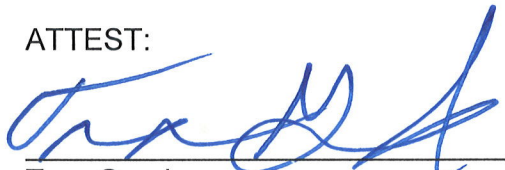
4. All meetings of CADA legislative bodies shall be conducted in accordance with Government Code section 54953(e) and staff are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Section 54953(e) and other applicable provisions of the Brown Act.
5. This Resolution shall take effect immediately upon its adoption and be effective for thirty (30) days, unless the Board takes action to rescind the Resolution. On or before the 30<sup>th</sup> day since adoption, the Board may take action to extend the Resolution's permissions pursuant to Government Code section 54953(e)(3).

This Resolution shall be effective immediately upon its approval and adoption.

The foregoing Resolution was duly passed and adopted at a meeting of the Board of Directors of the Capitol Area Development Authority held on October 14, 2022, by the following

  
\_\_\_\_\_  
Ann Bailey, Chair

ATTEST:

  
\_\_\_\_\_  
Tara Gandara  
Secretary to the Board of Directors





December 12, 2022

**TO:** CADA Board of Directors

**SUBJECT: December 16, 2022, Board Meeting  
AGENDA ITEM 7  
FISCAL YEAR 22-23 MID-YEAR REVISIONS TO THE GENERAL  
OPERATIONS BUDGET AND CAPITAL INVESTMENT PROGRAM  
BUDGETS, INCLUDING ASSESSMENT OF FUND BALANCES**

**CONTACT:** Noelle Mussen, Finance Director

**RECOMMENDED ACTION:**

Staff recommends that the Board adopt a resolution approving mid-year revisions to the FY 22-23 Annual General Operations Budget and the Capital Investment Program (CIP) Budgets as follows:

- Revise the FY 22-23 General Operations Budget to effect a net increase of \$4,067,111. This net increase is the result of tax increment received but not utilized in the prior year, adjustments to revenue, and proceeds from the sale of property. This revision is proposed to fund increases for CIP budgets, reserve contributions, and general expense accounts.
- Revise Development CIP Budgets to
  - Increase the FY 18-19 Budget by \$69,000.
- Revise Major Construction CIP Budgets to
  - Increase the FY 22-23 Budget by \$229,000
- Revise Reserves to
  - Increase the Development Reserve by \$623,911
  - Increase the Debt Retirement Reserve for Somerset Parkside and Biele Place Special Management properties by \$324,000
  - Increase the Acquisition Reserve by \$2,632,000

**BACKGROUND**

Each year, staff reviews the adopted annual budget at mid-year for necessary and appropriate revisions. These revisions can be a result of year-to-date trends, economic conditions, specific unanticipated transactions, and/or changes in the scheduling of property management and development activities. Mid-year revisions are then presented to the Board for adoption and immediate implementation.

In accordance with budget policy, the General Operations Budget is an annual budget which reflects funding sources and expenditures for CADA's on-going operational activities. The Capital Investment Program Budgets are multi-year budgets that classify major construction, development projects, and

bond program projects by the fiscal year in which they were first budgeted. All budgets meet CADA's balanced budget directive. The activities of multiple funds are consolidated into the budget presented for adoption by the Board in an all-funds format. **Attachment 1** provides a description of each fund.

Special Management Fund Budgets (Somerset Parkside, Biele Place, and 17<sup>th</sup> Street Commons) are incorporated into the budget in June, subject to receiving confirmation of approval by the state Department of Housing and Community Development (HCD) for Somerset Parkside and Biele Place, and the California Housing Finance Agency (CalHFA) for 17<sup>th</sup> Street Commons. CADA has received budget approval from CalHFA for 17<sup>th</sup> Street Commons and approval from HCD for Somerset Parkside and Biele Place.

## **POLICY ISSUES**

The General Operations Budget and the Capital Investment Program Budget reflect the revenues and expenses associated with implementing the priorities established by the Board. The proposed mid-year revisions continue to adhere to the CADA balanced budget directive such that total budgeted revenues equal total budgeted expenditures.

## **FINANCIAL IMPACT**

### **General Operations Budget**

The net increase in CADA's General Operations Budget resulting from the proposed mid-year revision is \$4,067,111.

The Funding Sources for the proposed midyear budget revisions include Tax Increment, Rental Revenue, and Development Reserves. The proposed increases to funding sources' amounts include:

- An increase of \$1,435,111 from tax increment revenue received but not utilized in the prior year, made available through the utilization of the available fund balance.
- An increase of \$2,632,000 from the proceeds of the sale of Site 21 to D&S Development to develop the Cypress project at 14<sup>th</sup> and N Streets.

Proposed midyear budget revisions for the Use of Funds include the following:

- An increase to the Salaries account of \$45,000 for a budget adjustment to reflect the change in leasing staff from a part-time leasing agent to a full-time leasing agent. This increase is also providing funding for possible retired annuitant expenses if the retiring Executive Director's assistance is needed in the future.
- An increase to Asset Management Other Professional Services account of \$30,000 to continue to contract for consultant services to complete an energy audit on another six buildings to offer energy reduction alternatives and associated costs and payback times.
- An increase to Property Management Other Professional Services account of \$15,000 to budget for possible brokerage fees to help find a tenant for the newly vacated Urban Yogi space.
- An increase to the Insurance account of \$20,000 due to a higher-than-anticipated increase to CADA's insurance premiums. We had budgeted for a 15% increase, but the actual increase was closer to 20%.

- An increase to the Leased Facilities Rent account of \$14,200 to lease space at 712 R street from March to the end of the fiscal year. This is to give Maintenance additional storage space in order to centralize their inventory near the maintenance office.
- An increase to the Garbage account of \$38,000 due to the CADA residential trash hauling bid coming in higher than originally budgeted.
- An increase to the Painting account of \$50,000 to allow Maintenance to contract out for additional painting services for projects at CADA's various properties.

## **Capital Investment Program Budget**

The Capital Investment Program (CIP) Budget is composed of multiple budgets. Once a project is established, the sources of funds used to fund the project and the project costs that are incurred continue to be accounted for in the CIP budget established during the year in which the project was initiated. Major Construction CIP budgets are multi-year budgets for individual projects initially funded in a given fiscal year. These budgets remain active and open for a total of three years. Development CIP Budgets are multi-year budgets for individual projects initially funded in a given fiscal year. These budgets consist of Development projects and Bond projects (unexpended proceeds from the 2020 Bond Issue), which stay open for the life of the project.

Project costs are funded by Reserve Drawdowns, investment in the CIP out of the General Operations Budget, and Other Sources (such as Tax Increment, Interest Income, Debt Financing and Bond Proceeds). While Reserve Drawdowns and General Operations Rental Revenue can generally be used for any type of project, there are restrictions as to how CADA can use its tax increment and bond funds. Should there be changes to a project that make it ineligible for the funding stream initially used, CADA must reallocate the types of funds used to fund that project.

## **Major Construction CIP Budget**

No mid-year revisions are proposed for the FY 20-21 and FY 21-22 Major Construction Budgets. For the FY 22-23 Major Construction budget the proposed increase of \$244,000, funded through available tax increment, includes the following:

- A total increase of \$184,000 to this budget for multiple improvements to various vacated commercial spaces and spaces that are anticipated to be vacated. The proposed budgets are for Mud Pie Stand, Urban Yogi, Bagel Time, Le Croissant, and a few other commercial space tenancies we anticipate will become vacant or change hands early in 2023. This funding is mainly for architectural and structural improvements to these spaces.
- An increase of \$50,000 to improve the courtyard at 1420 O Street filling in the existing pool, removal and replacement of a portion of the patio, and creation of new planter beds with climate-appropriate plantings.
- An increase of \$10,000 at 1316 O street for landscape improvements, including conversion of the existing turf to climate-appropriate plantings and other upgrades.

**Development CIP Budgets:** Following are the proposed adjustments for the Development CIP Budgets, with funding sources from General Operations funded by the prior year's remaining tax increment received but not utilized in the prior year:

- For the FY 18-19 Development Budget, the proposed revision is an increase of \$69,000 to the 10<sup>th</sup> Street Commercial Improvement project budget to provide funding for additional site improvements including a lunch counter on 10<sup>th</sup> street, a pet waste station, bike racks, and fencing along 11 & P Streets; funding for landscape architect fees for the fencing; and anticipated permit fees for all of the above improvements, which are to be installed in the City right-of-way and require a City-issued encroachment permit and City design reviews.
- There are no proposed mid-year revisions for the other Development budgets.

**Bond Issue CIP Budget:** There is no proposed mid-year adjustment to the 2020 Bond proceeds. The table below shows how the 2020 proceeds are currently budgeted.

TABLE 3 - 2020 Taxable Bond Proceeds						
		Original	Previous	Current	Total	Remaining
		<u>Budget</u>	<u>Budgeted</u>	<u>Proposed</u>	<u>Budget</u>	<u>Proceeds</u>
<u>Funding Sources</u>						
	Available Proceeds	30,000,000	(1,423,100)	(3,032,000)	(4,455,100)	25,544,900
<u>Development Expenses</u>						
	Courtyard Site 16A - Sonrsia		808,100	880,000	1,688,100	-
	O Street Streetscape		615,000	1,152,000	1,767,000	-
	805 R Street	-		1,000,000	1,000,000	-
		<u>\$ 30,000,000</u>	<u>\$ 1,423,100</u>	<u>\$ 3,032,000</u>	<u>\$ 4,455,100</u>	<u>\$ -</u>

## General Operations Designated Reserves

For Designated Reserves, the proposed adjustments include the following:

- An increase of \$585,911 to the Development Reserves to continue to set aside funds for future development project needs.
- An increase to the Debt Retirement Reserve of \$324,000 for the two deferred loans CADA has with HCD for the Somerset Parkside and Biele Place Special Management properties.
- An increase of \$2,632,000 to the Acquisitions Reserves funded from the proceeds of the purchase of Site 21 by D&S Development. This is to replace funds drawn on in the prior year to purchase this site back from the previous developer.

**Table 1** below presents the proposed adjustments to the projected Designated Reserves and the projected reserve balances as of June, 30, 2022.

<b>TABLE 1 - Proposed Adjustments to Designated Reserves and Projected Reserve Balance</b>				
	Actual	Budget	Midyear Rev	Projected
	6/30/2022	(Adopted)	(Proposed)	6/30/23
<b>Designated Reserves (General Operation)</b>				
Operations Contingency	\$ 685,144	\$ -	\$ -	685,144
Development Reserve	1,069,574	-	585,911	1,655,485
Affordable Housing Reserve	928,947	-	-	928,947
Capital Improvement Reserve	400,000	-	-	400,000
Equipment Replacement Reserve	75,000	-	-	75,000
Debt Retirement Reserve	1,379,000	-	324,000	1,703,000
Acquisition Reserve	-	-	2,362,268	2,362,268
Self-Insured Risk Reserve	675,000	-	-	675,000
	<b>\$ 5,212,665</b>	<b>\$ -</b>	<b>\$ 3,272,179</b>	<b>\$ 8,484,844</b>
<b>Designated Reserves (Special Management)</b>				
Equipment Replacement Reserve	\$ 559,509	\$ (112,117)	\$ -	\$ 447,392
Operation Reserve - Somerset & Biele	106,629	-	-	106,629
	<b>\$ 666,138</b>	<b>\$ (112,117)</b>	<b>\$ -</b>	<b>\$ 554,021</b>
<b>Designated Reserves (R Street)</b>				
Development Reserve	\$ 364,321	\$ 814,410	\$ -	\$ 1,178,731
Affordable Housing Reserve	1,076,782	326,630	-	1,403,412
	<b>\$ 1,441,103</b>	<b>\$ 1,141,040</b>	<b>\$ -</b>	<b>\$ 2,582,143</b>
<b>Designated Reserve (Bond Interest)</b>				
Development Reserve	\$ 168,122	\$ -	-	\$ 168,122
	<b>\$ 168,122</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 168,122</b>

CADA's Unrestricted Fund Balance remains sufficient to provide approximately six months of General Operations expenses, fund currently budgeted capital investments, and cover all outstanding encumbrances.

## **STRATEGIC PLAN**

The Strategic Plan Goal most directly pertinent to this action is "Fiscal Responsibility," but adoption of a well-conceived budget will assist in the fulfillment of all of CADA's Strategic Plan goals.

## **ENVIRONMENTAL REVIEW**

Not applicable – the recommended action is not a project pursuant to the California Environmental Quality Act (CEQA) guidelines and does not require environmental review.

## **CONTRACT AWARD CONSIDERATIONS**

Not applicable – the recommended action will not involve the awarding of contracts.

Attachments:

1. FY 2022-23 CADA Fund Descriptions

## Attachment 1 Fund Descriptions

General Fund (F10)	Includes the General Operations budget, the Major Construction Budget and the Development Projects Budgets.
CACDC (F20)	This is a fund to account for activities undertaken by the Capitol Area Community Development Corporation, a non-profit corporation that CADA created in FY 15-16
1322 O Street Partnership (F25)	This is a fund to account for activities undertaken by a partnership created by the CACDC for the purpose of securing tax credit funding for the Sonrisa project. This fund is accounted for and reported separately from CADA's financial Statements.
Special Management Funds <ul style="list-style-type: none"> <li>• Somerset Parkside (F36)</li> <li>• Biele Place (F37)</li> <li>• 17<sup>th</sup> Street Commons (F38)</li> <li>• Fremont/Wilshire (F41)</li> </ul>	Includes three (3) Special Management funds for which external governmental agencies have varying degrees of oversight (e.g. budget approval and debt restrictions). Agencies having oversight include Department of Housing & Community Development (HCD) for Funds 36 & 37 and California Housing Finance Agency (CalHFA) for Fund 38. Also includes a special management fund for the Fremont Wilshire buildings, which is not subject to external government agency oversight.
Special Revenue Funds <ul style="list-style-type: none"> <li>• Trust Funds (76)</li> <li>• Dog Park Special Revenue (77)</li> </ul>	Trust funds (76) are used for funds CADA holds in trust for other entities for a specific purpose. Special Revenue funds are to be used to recognize and restrict CADA revenue for a specific purpose.
Tax Increment Funds <ul style="list-style-type: none"> <li>• CAP Tax Increment (F50)</li> <li>• CAP Housing Set-Aside (F51)</li> <li>• R St. Tax Increment (F60)</li> <li>• R St. Housing Set-Aside (F61)</li> <li>• R Street PBID (90)</li> </ul>	Includes four (4) funds that ensure accountability for the receipt and expenditure of Tax Increment Revenue. Revenue from the R St. expansion of CADA's boundaries must be accounted for separately from the CAP area (F60 & F61). In addition, 20% of each area's revenue is further restricted for the creation and support of affordable housing (F51 & 61). The R Street PBID (90) is a fund to account for Tax assessments received and disbursed to the R Street PBID non-profit.
Bond Debt Service Funds <ul style="list-style-type: none"> <li>• Series A Tax Exempt 2004 Bond (F65)</li> <li>• Series B Taxable 2004 Bond (F66)</li> <li>• Taxable 2020 (F67)</li> </ul>	Funds established to reflect the remaining balance of bonds issued in July 2004 and December 2020, as well as investment income earned on the reserves and remaining unspent bond proceeds.
Tax Allocation Bond Proceeds Funds <ul style="list-style-type: none"> <li>• Tax Exempt CAP (F80)</li> <li>• Tax Exempt CAP Low/Mod (F81)</li> <li>• Tax Exempt R St (F82)</li> <li>• Tax Exempt R St Low/Mod (F83)</li> <li>• Taxable CAP (F84)</li> <li>• Taxable CAP Low/Mod (F85)</li> </ul>	The Authority issued Tax Allocation Bonds in July 2004. The six (6) different funds are required for the various components of this issuance as they relate to taxability, affordability requirements, and the areas (CAP versus R St) from which the tax increment pledged is generated.

## **RESOLUTION NO. 22 - 40**

Adopted by the Capitol Area Development Authority

December 16, 2022

### **RESOLUTION ADOPTING THE FISCAL YEAR 2022 -2023 MID-YEAR REVISION TO THE GENERAL OPERATIONS BUDGET AND CAPITAL INVESTMENT PROGRAM (CIP) BUDGETS**

**WHEREAS**, the FY 2022-2023 General Operations Budget and Capital Investment Program Budgets are prepared in accordance with the business development goals set forth in the Authority's Strategic Plan and the Annual Business Plan for FY 2022-2023 and were adopted at the June 2022 Board Meeting; and

**WHEREAS**, the Mid-Year Revisions recommended for adoption have been presented and reviewed at this meeting of the Board of Directors.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Capitol Area Development Authority that the Mid-Year Revisions that affect the following changes, as presented at this meeting, are hereby adopted:

- Revise the FY 22-23 General Operations Budget to effect a net increase of \$4,067,111. This net increase is the result of tax increment received but not utilized in the prior year, adjustments to revenue, and proceeds from the sale of property. This revision is proposed to fund increases for CIP budgets, reserve contributions, and general expense accounts.
- Revise Development CIP Budgets to
  - Increase the FY 18-19 Budget by \$69,000
- Revise Major Construction CIP Budgets to
  - Increase the FY 22-23 Budget by \$244,000
- Revise Reserves to
  - Increase the Development Reserve by \$623,911
  - Increase the Debt Retirement Reserve for Somerset Parkside and Biele Place Special Management properties by \$324,000
  - Increase the Acquisition Reserve by \$2,632,000

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Ann Bailey, Chair

ATTEST:

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Tara Gandara  
Secretary to the Board of Directors



December 12, 2022

**TO:** CADA Board of Directors

**SUBJECT: December 16, 2022 Board Meeting**  
**AGENDA ITEM 8**  
**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, in May and December, 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 report can be found in **Attachment 1**. The report is summarized below.

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

Budgeted projects are shown in the first three shaded columns of Attachment 1, labeled "Current Budget 2020/21, Current Budget 2021/22, and Current Budget 2022/23." 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 and Needs Assessment 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.

In the columns marked "Completed," the completed projects for each fiscal year starting in FY 20/21 are shown with the expenditures to date. The open projects remaining to be finished are shown in the "Open" columns. The report presents the following information about each budgeted project:

- 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 and CADA's efforts to modernize building systems and make them more energy and water efficient.

As illustrated in **Table 1** below, to date CADA has completed \$550,792.38 in CIP projects budgeted within fiscal years 20/21 through 22/23 out of a total budget of \$4,280,919.00, leaving \$3,730,126.62 in open projects.

**Table 1 – Budgeted\_CIP Projects Status Report Summary for FY 20/21 through FY 22/23\***

	FY 20/21 CIP Budget		FY 21/22 CIP Budget		FY 22/23 CIP Budget		Grand Total
	Completed	Open	Completed	Open	Completed	Open	
General Fund	399,218.39	790,841.61	128,936.99	895,563.01	\$19,725.00	\$1,373,775.00	<b>3,608,060.00</b>
Special Mgt.	-	-	-	-	2,912.00	669,947.00	<b>672,859.00</b>
<b>TOTAL COMPLETED</b>	<b>399,218.39</b>		<b>128,936.99</b>		<b>22,637.00</b>		<b>550,792.38</b>
<b>TOTAL OPEN</b>	<b>-</b>	<b>790,841.61</b>	<b>-</b>	<b>895,563.01</b>	<b>-</b>	<b>2,043,722.00</b>	<b>3,730,126.62</b>
<b>GRAND TOTAL (COMPLETED AND OPEN)</b>	1,190,060.00		1,024,500.00		2,066,359.00		<b>4,280,919.00</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, Facility Maintenance Manager Russ Juneau, and the Maintenance Department are focusing on routine maintenance and time-critical CIP projects such as the inspection and repairs/upgrades of the balconies of CADA's buildings, and identifying buildings where dry rot has become an issue which has resulted in several roofs being replaced. Tremco Roofing performed a survey to help us identify and prioritize roofs that should be replaced/repared in the next 5 years. This includes 1615 P, 1316 N, 1330 P and 1220 P, which are all included in CADA's list of roofing projects to be carried out over the next six months. Wherever possible, CADA is upgrading its existing roofs to heat-reflecting "cool roofs" that will reduce heat gain within the spaces above the apartments, thereby reducing cooling costs and improving tenant comfort. This will have the added benefit of reducing the loads on the buildings' air conditioning systems, prolonging their useful lives, and reducing capital costs associated with AC system replacements. As climate change increases average summertime temperatures, installing cool roofs will be increasingly important.

CADA continues to make water and energy conservation upgrades when apartments are turned, and CADA continues to make water-efficient upgrades to its landscaping, including replacing pop-up sprinkler systems with water-efficient drip systems and converting turf to climate-appropriate plantings. This year at the Dean building at 1400 N, CADA completed such a project both in the interior courtyard and in front of the building and replaced all existing plants with climate-appropriate plants to reduce water consumption and increase the landscaped areas' ability to withstand rising temperatures. CADA will focus on turf conversion, especially on O Street, in the coming year.

In keeping with CADA's growing focus on reducing its carbon footprint by improving the energy efficiency of its buildings, CADA will be replacing the gas-fired steam radiator system at 1400 N Street (the Dean building) with a high-efficiency electric steam boiler system and the existing gas-fired hot water system with a high-efficiency electric system. Last year, CADA completed

the first step in that process by replacing and relocating the SMUD transformer so the building has the electrical capacity to handle this switch. An additional electrical main line will need to be run from the transformer to the electrical room.

At 1521 12<sup>th</sup> Street, CADA is planning the replacement of the existing antique gas-fired steam heating system with a high-efficiency gas system. In this case, there is not enough electrical power available from the existing SMUD transformer to make it feasible to convert to a high-efficiency electricity-fired steam heating system as is being done at the Dean. Finally, at 1506 13<sup>th</sup> Street, CADA recently completed the conversion from a gas-fired steam heating system to a much more efficient electric mini-split heat pump system. This will significantly reduce both these buildings' carbon footprints, improve the reliability of the system, and reduce operating costs.

At 1228 O Street, we have completed 14 of the 20 apartment window replacements (68 of 92 windows) all on the west side of the building where all the apartments directly face the sun with no shading from trees. This has helped a great deal with the heat gain that was being generated from the direct sunlight to those apartments. With the new windows, we have made it possible for tenants to reduce their air conditioning usage in the warm months and to reduce the need to run their gas-fired wall heater units.

Finally, Maintenance recently determined that the gas-fired steam heating system at 1317 O Street will not last past the current heating system. We had expected the boiler to have enough remaining useful life to permit staff to work with a consultant to plan its replacement with a system of distributed mini-splits. Unfortunately, this will not be possible, so we will replace the existing system with a much more efficient gas-fired steam heating system. The operating costs and carbon footprint will be significantly reduced. Later, when time permits, we can perform a cost-benefit analysis to help us decide if it makes to go the mini-split route (which involves considerable re-wiring, structural work and other preparations). Moving the more efficient gas-fired boiler to another CADA building would not be a difficult thing to do if that path turns out to make sense to follow.

## **Other Projects**

The Maintenance Department's new Computerized Maintenance Management System (CMMS) has streamlined management of maintenance work orders and simplified the process of monitoring the status of open work orders. Some of the completed and planned improvements include:

- All maintenance staff members are using their smartphones to access and manage their work orders.
- Staff is currently nearing completion on creating the capacity to load preventative maintenance tasks into the system to generate reminders to Maintenance Department management staff concerning when preventative maintenance of building systems needs to be performed.
- The Resident Services Representatives (RSRs) are all currently submitting work orders via their smartphones. This save time and frees up our office staff from constantly answering phone calls.
- Staff is exploring how to use the system to allow residents to submit work orders to Maintenance via the web-based Maintenance Connection portal. This goal will be achieved by July 1, 2023.
- Between now and July 1, Maintenance plans to engage a consultant to advise CADA on how 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.

## **POLICY**

Staff presents the Five-Year 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. 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. CIP Mid-year Report (Dec 2022) - Status Report

PROPERTY CODE	CONSTR CODE	Project Address   Building Name <i>* = Future Development Site</i>	WORK TYPE	SCOPE OF WORK	Current Budget C21 FY 20/21		Current Budget C22 FY 21/22		Current Budget C23 FY 22/23	
GL Acct 5820					Completed	Open	Completed	Open	Completed	Open
C172-15A	007.00	1317 - 15th St., Lombard	Res	Thermal & Moisture Protection - Roof	50,900.77	-				
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	73,445.46	66,054.54				
C222-11	008.5	1512 13th St	Res	Windows		41,690.00				
C222-20A	002.10	1209 P St., Wing Manor	Res	Sitework-Fences, Gates		14,000.00				
C222-11	008.5	1512 13th St	Res	Sp Constr - Boilers		159,725.66				
C223-02	010.30	1316 N. St., Le Chateau	Res	Stairways/Decking/Walkways		31,200.00				
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				
C226-07	010.10	1420 O St	Res	Awnings	13,209.38	0.62				
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	-				
C231-24	002.7	1500 N St., Brannan Court	Res	Sitework-Pavement, Bases, etc	18,029.86	(2,529.86)				
C232-01	010.30	1501 15th, Douger	Res	Stairways/Decking/Walkways		36,900.00				
C232-18D	006.3	1510 O St., Don Carlos (2 units)	Res	Wood-Dry Rot		18,800.00				
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	006.3	1619 Q-Rooming House	Res	Wood-Dry Rot	899.33	59,100.67				
C222-09	010.30	1228 O St, Gibson Arms	Res	Stairways/Decking/Walkways			8,000.00	166,500.00		
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			49,900.00	-		
C222-22	008.5	1201 P St, Del Capri	Res	Windows			6,500.00	22,500.00		

C223-12	008.2	1327/1317 O St	Res	Wood & Plastic Doors				25,500.00		
C173-15A	013.3	1317 O St	Res	Sp Constr - Boiler				130,000.00		
C226-08	008.5	1500 15th St-Auslander	Res	Windows				76,500.00		
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		
C330-07	019.5	Bagel Time - 1607 10th St.	Com	Commercial Tenant Improvements			44,536.99	40,463.01		
C330-14	019.5	OB 2000 - 1603 10th St.	Com	Commercial Tenant Improvements				17,000.00		
C172-14	002.8	1325 - 15th St., Park Mansion	Res	Sitework-Improvemts/Amenities						4,000.00
C172-15A	002.8	1317 - 15th St., Lombard	Res	Sitework-Improvemts/Amenities						8,000.00
C172-15A	009.6	1317 - 15th St., Lombard	Res	Finishes-Flooring						6,000.00
C222-09	019.6	1228 O St, Gibson Arms	Res	Structural Rehabilitation						7,000.00
C222-20A	002.9	1209 P St., Wing Manor	Res	Sitework-Planting/Rehab, etc.						8,000.00
C222-23	008.5	1521 12th St	Res	Windows						45,000.00
	010.10	1521 12th St	Res	Awnings						12,000.00
	013.3	1521 12th St	Res	Sp Constr - Boilers						61,000.00
C223-02	007.3	1316 N. St., Le Chateau	Res	Shingles, Roof Tiles, etc						40,000.00
C223-10	009.9	1327 O St., Capri	Res	Finishes-Paint/Coatings						30,000.00
C226-08	009.6	1500 15th St-Auslander	Res	Finishes-Flooring						10,000.00
C226-09	010.30	1510 15th St.	Res	Stairways/Decking/Walkways						6,000.00
C226-24	010.30	1400-04 O St, Greentree/Carr Path	Res	Stairways/Decking/Walkways						7,000.00
C231-07	008.5	1522 N St, Judith Manor	Res	Windows						90,000.00
	009.6	1522 N St, Judith Manor	Res	Finishes-Flooring						27,000.00
	009.9	1522 N St, Judith Manor	Res	Finishes-Paint/Coatings						21,000.00
C231-24	009.6	1500 N St., Brannan Court	Res	Finishes-Flooring						10,000.00
	009.9	1500 N St., Brannan Court	Res	Finishes-Paint/Coatings						52,000.00
	010.10	1500 N St., Brannan Court	Res	Awnings						57,000.00
C232-16	002.9	16th Street Commerical	Com	Sitework-Planting/Rehab, etc.					18,000.00	23,000.00
C232-18B	006.3	1506 O, Johnston House	Res	Wood-Dry Rot						127,000.00
	009.9	1506 O, Johnston House	Res	Finishes-Paint/Coatings						56,000.00
	010.30	1506 O, Johnston House	Res	Stairways/Decking/Walkways						10,000.00
C234-24	006.3	1615 P St, Lanai	Res	Wood-Dry Rot						17,000.00
	007.3	1615 P St, Lanai	Res	Shingles, Roof Tiles, etc						75,000.00
	010.10	1615 P St, Lanai	Res	Awnings						12,000.00
C234-27	007.3	17th Street Commons	Res	Shingles, Roof Tiles, etc						15,000.00
	010.30	17th Street Commons	Res	Stairways/Decking/Walkways						11,000.00

C281-07	007.3	1220 P St, Deus	Res	Shingles, Roof Tiles, etc							27,000.00
	008.5	1220 P St, Deus	Res	Windows							26,000.00
	010.30	1220 P St, Deus	Res	Stairways/Decking/Walkways							17,500.00
C284-10	007.3	1330 P St, Palm Manor	Res	Shingles, Roof Tiles, etc							220,000.00
C293-18	007.3	1619 Q-Rooming House	Res	Shingles, Roof Tiles, etc							74,000.00
	009.9	1619 Q-Rooming House	Res	Finishes-Paint/Coatings							21,000.00
Various Address Budget Line Items		C888-88		General Major Construction	Completed	Open	Completed	Open	Completed	Open	
Various	001.6	Various		Energy Reduction/Sustainability	-	15,000.00	-	15,000.00	-	15,000.00	
Various	002.7	Various		Sitework-Pavement, Bases, etc	-	40,000.00	-	20,000.00	-	20,000.00	
Various	019.1	Various		Contingency	-	30,900.00	-	42,100.00	-	50,000.00	
Various	019.2	Various		Accessibility	-	10,000.00	-	10,000.00	-	10,000.00	
Various	019.3	Various		Fire & Safety	11,400.00	200.00	-	8,000.00	-	8,000.00	
Various	019.4	Various		Toxic Abatement	13,799.53	6,200.47	-	20,000.00	-	20,000.00	
Various	019.5	Various		Commercial Tenant Improvements	6,206.26	13,793.74	20,000.00	(20,000.00)	1,725.00	18,275.00	
GRAND TOTAL MAJOR CONSTRUCTION - GENERAL FUND:					\$ 399,218.39	\$ 790,841.61	\$ 128,936.99	\$ 895,563.01	\$ 19,725.00	\$ 1,373,775.00	
					C21 GF Total	\$ 1,190,060.00	C22 GF Total	\$ 1,024,500.00	C23 GF Total	\$ 1,393,500.00	
Special Management Properties											
									C23 - FY 22/23		
									Completed	Open	
36 Somerset Parkside Special Management Account											
C330-00	010.8	Somerset	Res	Bath, kitchen & Laundry						67,000.00	
C330-00	015.4	Somerset	Res	Plumbing						100,000.00	
SUBTOTAL:									-	167,000.00	
37 Biele Place Special Management Account											
C231-19	003.9	Biele Place	Res	Concrete-Restorartion/Cleaning						50,000.00	
SUBTOTAL:										50,000.00	
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						72,759.00	
SUBTOTAL:										72,759.00	

41 Fremont/Wilshire Apts												
Special Management Account												
C-286-00	008.5	Fremont/Wilshire Apts	Res	Windows							67,600.00	
C-286-00	001.30	Fremont/Wilshire Apts	Res	Stairways/Decking/Walkways					2,912.00		22,088.00	
C-286-00	006.3	Fremont/Wilshire Apts	Res	Wood-Dry Rot							31,000.00	
C-286-00	010.8	Fremont/Wilshire Apts	Res	Bath, Kitchen & Laundry							259,500.00	
				SUBTOTAL:					2,912.00		380,188.00	
TOTAL SPECIAL MANAGEMENT FUNDS:									2,912.00		669,947.00	
GRAND TOTAL ALL FUNDS (GENERAL + SPECIAL MGMT)*:					399,218.39	790,841.61	128,936.99	895,563.01	22,637.00		2,043,722.00	

Completed1,190,060.0034%

Completed1,024,500.0013%

Completed2,066,359.001%



December 12, 2022

TO: CADA Board of Directors  
Capitol Area Community Development Corporation (CACDC) Board of Directors

**SUBJECT: December 16, 2022 Board Meeting  
AGENDA ITEM 9  
SONRISA AFFORDABLE HOUSING PROJECT AT 1322 O STREET -  
VARIOUS LOANS, BUDGET AMENDMENT, AND PROJECT STATUS UPDATE**

**CONTACT:** Renée Funston, Development Manager (CADA), Staff (CACDC)  
Tom Kigar, Special Projects Director (CADA), Staff (CACDC)  
Wendy S. Saunders, Executive Director (CADA), President (CACDC)

### **RECOMMENDED ACTION**

Staff recommends the CADA Board of Directors and the CACDC Board of Directors approve various agreements and authorize any and all actions necessary to close on a CADA loan for a supplemental bond allocation made to 1322 O St Investors LP ("the LP") for construction of the Sonrisa project at 1322 O Street, and a loan from CADA to the CACDC to provide additional gap financing to the project.

### **[CADA]**

1. Provide a gap financing unsecured loan to the CACDC for the CACDC's use as an advance to the LP for additional construction costs in an amount not to exceed \$1.4 million.
2. Approve a mid-year budget amendment for up to \$1.4 million to fund CADA Loan to the CACDC.
3. Take any and all actions on behalf of CADA to close on the gap loan to the CACDC, including execution of all necessary documents, including a Promissory Note and Loan Agreement.

### **[CACDC]**

Adopt a corporate resolution authorizing the President to:

1. Execute a Promissory Note in favor of CADA for a non-secured loan ("CADA Loan") of up to \$1.4 million to cover additional construction costs to the LP.
2. Provide up to \$1.4M to the LP as an advance under the terms of the Amended and Restated Partnership Agreement to provide additional construction funds.
3. Execute loan documents as the managing general partner of the LP for an additional tax-exempt construction loan of \$1,035,237 to the LP to cover additional construction costs.
4. Take any and all actions on behalf of the Partnership to close on the additional financing for the project, including execution of all necessary documents for the additional project loans and advances.

### **BACKGROUND**

Project development costs have increased by an estimated \$1,358,426. The equity pay-in of \$3,650,434 from the Tax Credit Investor to cover this increase will not occur until sometime between April and June 2023. This anticipated shortfall of \$1,358,426 will be met with the requested CADA



Loan to the CACDC of up to \$1,400,000 (depending upon the final amount of development costs), and the CACDC's advance of those funds to the LP. The loan will be paid off by June 30, 2023 with a portion of the Tax Credit Investor's equity pay-in.

## **ANALYSIS**

### **1. Additional Bond Funds**

Development costs increased by an estimated \$1,358,426 from \$21,356,056 to \$22,714,482 as shown in **TABLE 1, Development Uses** below. The cost increases were due to supply chain issues, a short supply of labor, delays involved in design and approval of Cross Laminated Timber (CLT) as a result of it being new a concept, pushing the design team to meet aggressive funding deadlines and the result of limited time to fully coordinate among the contractor and the design team. Because other affordable housing developers were also experiencing increases in costs, the California Debt Limit Allocation Committee ("CDLAC") made available supplemental bond funding for affordable housing projects. On July 20, 2022, CDLAC awarded \$1,035,237 in supplemental tax-exempt bonds to the LP which are included in the Tax Exempt Bond Amount of \$11,335,237 shown below in **TABLE 2, Financing Sources**. The additional bond funds of \$1,035,237 have been added to the Tax Exempt Bond Funds initially awarded to the project and the Taxable Bond Funds initially awarded have been decreased by \$1,035,237. Hence, the additional bond funds do not represent additional funding for the project. The close of escrow on the supplemental bond funds must occur before 12/30/22.

### **2. CADA LOAN**

The project's current available construction financing of \$21,356,056 shown below in **TABLE 2**, is not enough to cover the above increase of \$1,358,426. While the lender and Tax Credit Investor have conceptually approved the proposed transaction, they along with CADA staff are still negotiating some of the final details, including staff's request for written confirmation from the Tax Credit Investor that the equity funds may be used to repay the CACDC advance. CACDC is the general partner of the LP. As a part of the recommended action, CADA and the CACDC are requesting approval of final loan documents from CADA to the CACDC substantially as to the form of the previous loan documents for loans made from CADA to the CACDC.

Included in the recommended action is a mid-year budget amendment to allocate \$1.4 million from 2020 Bond funds to fund the CADA Loan to the CACDC.

<b>Table 1 – Development Uses</b>			
	5/21/21	12/2/22	Increased Uses
Construction Hard Costs	\$ 14,483,155	\$ 15,583,155	\$ 1,100,000
Architectural and Engineering	\$ 691,093	\$ 872,979	\$ 181,886
Construction Interest and Fees	\$ 1,092,285	\$ 1,106,370	\$ 14,085
Financing Fees	\$ 81,718	\$ 154,628	\$ 72,910
Legal Fees	\$ 292,912	\$ 298,093	\$ 5,181
Reserves	\$ 429,995	\$ 429,995	\$ 0
Permits, Studies, Misc. Fees	\$ 1,051,297	\$ 900,571	\$ (150,726)
Furnishings	\$ 460,000	\$ 500,000	\$ 40,000
Developer Fee	\$ 2,773,601	\$ 2,868,690	\$ 95,089
<b>Total</b>	<b>\$ 21,356,056</b>	<b>\$ 22,714,482</b>	<b>\$ 1,358,426</b>

<b>Table 2 – Financing Sources</b>	<b>Construction Financing</b>
	12/31/22
Tax Exempt Bond Amount	\$ 11,335,237
Taxable Bond Amount	\$ 4,119,493
Deferred Developer Fee	\$ 2,868,690
Tax Credit Investors Equity	\$ 1,102,673
Deferred Reserves	\$ 429,995
CADA Soft GAP Loan Residual	\$ 1,500,000
<b>Total Current Financing Available</b>	<b>\$ 21,356,056</b>
<b>Shortfall in Available Funds</b>	<b>\$ 1,358,426</b>
<b>Funds to Cover Close of Development Costs</b>	<b>\$ 22,714,482</b>

Closing on the additional bond funds, the CADA loan to the CACDC, and the CACDC advance to the LP, will occur by December 31, 2022.

### 3. Project Status

#### A. Status of Leasing Efforts

As of December 9, 2022, CADA's Leasing Department has received 152 applications for the 57 affordable units at Sonrisa of which 23 have been accepted and 26 are pending acceptance once CADA receives third-party verifications of applicants' employment and student status.

<b>CURRENT TOTALS BY INCOME LIMIT</b>	<b>40%</b>	<b>50%</b>	<b>60%</b>	<b>Totals</b>
Approved and Ready for Lease Signing	20	2	1	23
Pending 3rd Party Verifications	9	13	4	26
Anticipated Total when 3 <sup>rd</sup> Party verifications are completed	29	15	5	<b>49</b>
<b>GOAL</b>	22	28	7	57
<b>Shortfall (-) and Excess (+)</b>	+7	-13	-2	-8

CADA staff are very pleased with progress to date in achieving full lease-up (leases signed for all 57 units) by March 31, 2023, the date required by the tax credit investor.

#### B. Proposed Education and Workforce Development Services

The Highlands Community Charter School (Highlands) and the Sacramento Employment and Training Agency (SETA) will be partnering with the project to provide education and workforce development services at Sonrisa. Services will include assessment of skills and work preferences, job readiness and occupational skills training scholarships, resume preparation, interviewing tips, tips on keeping a job, mentoring, guidance and counseling, support services, and much more. For more details, please see **ATTACHMENT 1, Proposed Education and Workforce Development Services**.

CADA property management staff believe there will be a high demand for these services by low-income residents of CADA managed apartments and others in the neighborhood. Staff expects these services will greatly benefit residents of Sonrisa, CADA residents, and others in the neighborhood. CADA Staff have long wanted such services to be available to CADA residents and the proposed partnerships with Highlands and SETA will finally meet this need.

## **FINANCIAL IMPACT**

WNC, the project's tax credit investor, is scheduled to pay in its \$3,650,434 equity investment sometime between April to June 2023 upon CADA's receipt of a certificate of occupancy for the project. A portion of these funds is anticipated to be used by the Partnership to pay off the requested Loan from CADA to the CACDC and the requested advance from the CACDC to the LP.

## **ENVIRONMENTAL CONSIDERATIONS**

At the November 13, 2019 Board meeting, the Board found the project to be exempt from CEQA based upon its consistency with the Central City Specific Plan and EIR and staff filed a Notice of Exemption.

## **POLICY**

Developing 1322 O Street as a "micro-unit" affordable housing project; making use of a novel building method that has a lower carbon footprint; and building the project in collaboration with the State of California under Governor Newsom's Executive Order regarding the California housing crisis is consistent with CADA's 2016-2021 Strategic Plan that calls for urban development leadership, development of complex infill projects and collaboration with CADA's State and City partners.

## **ATTACHMENTS:**

- 1. Proposed Education and Workforce Development Services at Sonrisa**

**PROPOSED EDUCATION AND WORKFORCE DEVELOPMENT SERVICES AT  
SONRISA**

**Overview**

The Highlands Community Charter School (Highlands) and the Sacramento Employment and Training Agency (SETA) will be partnering to provide education and workforce development services at the Sonrisa apartment complex located at 1322 O Street. The location will function as a satellite center with staff and services dispatched from Highlands and SETA. Planned hours of operation are Monday-Friday, 9-5, with some additional evening and weekend hours.

**Services**

Services will include assessment of skills and work preferences, job readiness and occupational skills training scholarships, resume preparation, interviewing tips, tips on keeping a job, mentoring, guidance and counseling, support services, and much more. Some services such as occupational skills training would take place at locations other than Sonrisa based on availability and referrals from the coach.

Note: Basic services are offered to all persons regardless of income when they walk in the door, including access to the computers with internet and tips for resume enhancement or best websites to search for jobs. There is an array of more personal, specialized services for specific subcategories of customers, depending on eligibility criteria such as low-income status. The needs of customers are assessed as they interact with staff and additional services will be provided as resources are available.

**Customers**

Customers include, out-of-school youth, low-income and dislocated workers. Many customers have barriers to employment, such as a disability, English language learner, low level of literacy, unhoused, or ex-offender. Priority of service will be given to Sonrisa residents.

**Funding Sources**

The proposed program will be supported by State Department of Education, Workforce Innovation and Opportunity Act, Community Services Block Grant, and various other education and workforce development funds. SETA has access to over 2 dozen additional funding sources that may supplement services depending on the needs of customers.

## **Proposed Lease**

The parties anticipate an initial 5-year lease term with option for 2 additional 5 year terms at zero rent and a nominal management fee to CADA for administrative and related costs. Highlands will be the lessee and cover the cost of the Tenant Improvements including plan preparation, City fees for permits, TI construction costs, and furnishings. The space will be setup in a way that allows it to be reconfigured for use for CADA special events approximately six times a year, such as the Holiday Party and bingo nights.

## **RESOLUTION NO. 22 - 41**

December 16, 2022

Adopted by the Capitol Area Development Authority

### **RESOLUTION APPROVING EXECUTION OF A CADA LOAN, APPROVAL OF A MID-YEAR BUDGET AMENDMENT, AND AUTHORIZATION TO TAKE ANY AND ALL ACTIONS TO EXECUTE DOCUMENTS TO CLOSE FINANCING ON THE CADA LOAN FOR THE SONRISA 1322 O STREET AFFORDABLE HOUSING PROJECT**

**WHEREAS**, Development costs increased by an estimated \$1,358,426 from \$21,356,056 to \$22,714,482; and

**WHEREAS**, on July 20, 2022, the California Debt Limit Allocation Committee (CDLAC) awarded \$1,035,237 in supplemental tax-exempt bonds; and

**WHEREAS**, the equity pay-in of \$3,650,434 from the Tax Credit Investor to cover the increase costs will not occur until sometime between April and June 2023 and CADA is being requested to loan up to \$1.4 million ("CADA Loan") to the CACDC to cover this shortfall.

**WHEREAS**, the making of a CADA loan may require modifications to the terms of the CADA Loan agreement.

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

1. The FY 22-23 CADA budget is amended to include up to \$1.4 million in funds to provide a loan to the 1322 O Street Investors LP limited partnership; and
2. The Executive Director of CADA is authorized to take any and all actions on behalf of CADA to close on financing for the project, including execution of all necessary documents and project loans.

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Ann Bailey, Chair

ATTEST:

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Tara Gandara  
Secretary to the Board of Directors



## RESOLUTION NO. 22 – 04

### Corporate Resolution of Capitol Area Community Development Corporation

The undersigned being the Secretary of Capitol Area Community Development Corporation, a California non-profit public benefit corporation (the “**Corporation**” or “**CACDC**”) does hereby certify that by unanimous consent of the board of directors of the Corporation the following resolutions were adopted:

WHEREAS, the Corporation currently acts as the managing general partner (the “**Managing General Partner**”) of 1322 O St Investors LP, a California limited partnership (the “**Partnership**”), pursuant to that certain Amended and Restated Agreement of Limited Partnership of the Partnership dated as of June 1, 2021 (the “**Partnership Agreement**”);

WHEREAS, the Partnership is the owner of an affordable housing development to be constructed in Sacramento, California to be known as 1322 O Street Apartments (the “**Project**”);

WHEREAS, the Partnership obtained construction financing for the Project consisting of a loan from JPMorgan Chase Bank, N.A., a national banking association (“**Chase**” in an aggregate amount not to exceed \$15,455,254.00 (the “**Construction Loan**”), which loan consists of a tax exempt loan of up to \$10,305,237.00 (the “**Funding Loan**”) from Chase to California Housing Finance Agency (in its capacity as governmental lender, “**Issuer**” or the “**Governmental Lender**”), the proceeds of which were used to fund a loan from Issuer to the Partnership for Project financing in the amount of the Funding Loan (the “**Tax-Exempt Construction Loan**”), and (ii) a taxable loan of up to \$5,150,017.00 (the “**Taxable Construction Loan**”) from Chase to the Partnership;

WHEREAS, additional construction financing is now needed for the Project and the Corporation has determined it is in the best interest of the Partnership and the Project for the Partnership to obtain a supplemental tax-exempt construction loan from Chase in an aggregate amount not to exceed \$1,030,524.00 from the proceeds of a supplemental tax exempt loan of up to \$1,030,524.00 (the “**Supplemental Funding Loan**”) from Chase to Issuer, the proceeds of which are to be used to fund a loan from Issuer to the Partnership for Project financing in the amount of the Supplemental Funding Loan (the “**Supplemental Tax-Exempt Construction Loan**”);

WHEREAS, the making of the Supplemental Funding Loan and Supplemental Tax-Exempt Construction Loan may require modifications to the terms of the Tax-Exempt Construction Loan and Taxable Construction Loan;

WHEREAS, the Corporation desires to advance up to \$1,400,000 to the Partnership to pay for additional costs of construction of the Project (the “**Corporation Advance**”);

WHEREAS, in connection with the making of the Supplemental Funding Loan, the Supplemental Tax-Exempt Construction Loan and the Corporation Advance and the modification

of the Tax-Exempt Construction Loan and the Taxable Construction Loan the Partnership and the Corporation shall enter into certain agreements with Governmental Lender and Chase among others (the "**Supplemental Financing Documents**");

WHEREAS, the Corporation wishes to take such actions under the Supplemental Financing Documents as are necessary to cause the Partnership to develop, construct, and operate the Project;

WHEREAS, the Board of Directors of the Corporation, on the Corporation's own behalf and as a general partner of the Partnership, deems it to be in the best interests of the Corporation to take all actions to facilitate (i) the making of the Supplemental Funding Loan and the Supplemental Tax-Exempt Construction Loan, (ii) the making of the Corporation Advance, and (iii) the modification of the Tax-Exempt Construction Loan and the Taxable Construction Loan, including, without limitation, entering into the Supplemental Financing Documents and any and all other agreements with the Chase, Governmental Lender and/or any other person or entity in each case as may be necessary or convenient to cause (i) the making of the Supplemental Funding Loan and the Supplemental Tax-Exempt Construction Loan, (ii) the making of the Corporation Advance, and (iii) the modification of the Tax-Exempt Construction Loan and the Taxable Construction Loan; and

WHEREAS, the Corporation, in its own capacity or as a general partner of the Partnership, wishes to enter into any and all documents, including, without limitation, the Supplemental Financing Documents as may be necessary or convenient to facilitate (i) the making of the Supplemental Funding Loan and the Supplemental Tax-Exempt Construction Loan, (ii) the making of the Corporation Advance, and (iii) the modification of the Tax-Exempt Construction Loan and the Taxable Construction Loan.

NOW, THEREFORE, BE IT RESOLVED that the Corporation is hereby authorized, empowered and directed, for its own account and/or in its capacity as a general partner of the Partnership, to take such actions set forth above, including, but not limited to, execution of the Supplemental Financing Documents to which it and/or the Partnership is a party and take such further actions, and to execute such additional documents and instruments, as the Corporation may deem necessary or appropriate in connection with the matters authorized in the foregoing resolutions, and the signature of any officers of the Corporation (including, but not limited to, Wendy S. Saunders) on any document or instrument, including but not limited to, the Supplemental Financing Documents to which the Corporation and/or the Partnership is a party, or the performance of any such actions, shall be conclusive evidence of the Corporation's authority to take such actions or execute such document or instrument on behalf of the Corporation, for its own account and/or as a general partner of the Partnership;

RESOLVED FURTHER, that Wendy S. Saunders, as President of the Corporation, [and any other officer of the Corporation] each in his/her own name and in the name of and on behalf of the Corporation, for its own account and/or as a general partner of the Partnership, is hereby authorized, empowered and directed, acting alone and without any further approval, to enter into any and all documents, including, without limitation, the Supplemental Financing Documents to which the Corporation or the Partnership is a party, as may be required or requested by the Chase, the Governmental Lender and/or any other person or entity to cause or facilitate (i) the making of



the Supplemental Funding Loan and the Supplemental Tax-Exempt Construction Loan, (ii) the making of the Corporation Advance, and (iii) the modification of the Tax-Exempt Construction Loan and the Taxable Construction Loan;

RESOLVED FURTHER, that any and all resolutions previously adopted by the Corporation regarding the subject matter herein are superseded by the resolutions herein and any and all acts heretofore taken by the Corporation in connection with the matters authorized by the foregoing resolutions or in connection with the transaction described herein are hereby ratified, confirmed, adopted and approved by the board of directors of the Corporation;

RESOLVED FURTHER, that the execution of any and all documents and instruments related to the purposes and intent of the foregoing resolutions by the Corporation shall be conclusive evidence of the approval thereof by the Corporation; and

RESOLVED FURTHER, that any third party receiving a duly executed copy or a facsimile of these resolutions may rely on the foregoing resolutions, unless and until revoked by the board of directors of the Corporation, and that the revocation of the foregoing resolutions shall be ineffective as to such third party unless and until actual notice or knowledge of such revocation shall have been received by such third party.

[Signatures on Following Page]

Ayes: 0

Noes: 0

Abstain: 0

### SECRETARY'S CERTIFICATION

I, Jill Azevedo, the appointed/elected Secretary of the Corporation, hereby certify that the foregoing is a true copy of the resolutions adopted by the unanimous consent of the Board of Directors of the Corporation without a formal meeting, and that said resolutions are in full force and effect; and the Board has, and at the time of the adoption of the resolutions had, full power and authority to adopt said resolutions.

\_\_\_\_\_  
Name: Jill Azevedo  
Title: Secretary

\_\_\_\_\_  
Date



December 12, 2022

**TO:** CADA Board of Directors

**SUBJECT: December 16, 2022, Board Meeting  
AGENDA ITEM 10  
FY 2022-2023 WASTE REMOVAL SERVICE CONTRACT**

**CONTACT:** Merri Stutes, Resident Services Manager  
Tara Gandara, Contracts and Office Manager/ Board Secretary

**RECOMMENDED ACTION:**

Staff recommends that the Board, by resolution, award the FY 2022-2023 Waste Removal Service Contract to Allied Waste Services of North America, LLC dba Republic Services of Sacramento in an amount not-to-exceed \$150,000.

**BACKGROUND**

In June 2017, CADA and Republic Services of Sacramento entered into a contract under which Republic agreed to provide trash-hauling services. The contract allowed for a series of one-year renewals, the last of which expired on June 30, 2022.

On May 25, 2022 CADA issued a request for bids for "Fiscal Year 2022-2023 FY Waste Removal - Various Locations." Two vendors, Republic Services and Atlas, returned bids by the June 8 due date.

Staff opened and reviewed the bids and determined they were fully responsive to CADA's requests for bids. However, in reviewing the bids, staff was not satisfied with the information available to it in the bid responses for a number of reasons including potential service or operational issues the bid package did not address. Consequently, staff concluded that it was in the best interests of CADA to reject both bids and issue a new request for bids that captures more information about potential bidders so that staff could complete a more comprehensive service evaluation.

On June 24, 2022, the Board of Directors authorized the Executive Director to enter into a first Amendment to the contract with Republic Services, Inc. to extend the contract by up to 120 days. This extension expired on October 31, 2022.

On October 14 2022, the Board of Directors authorized the Executive Director to enter into a second Amendment to the contract with Republic Services, Inc. to extend the contract by up to 90 additional days to allow additional time to finalize the new bid documents for the new request for proposals. The second extension will expire on January 31, 2023.

The waste management service contract being recommended for approval at this meeting was re-advertised on November 15, 2022 in accordance with CADA's formal bid procedures using a revised request for proposal. On November 30, 2022, Republic Services of Sacramento was the only company to submit a proposal and was a responsive bidder. (Please see **Attachment 1**: Proposal Tabulation Form). Republic's base bid amount was \$12,152.26 monthly, or \$145,827.12 annually. Republic is CADA's waste removal service provider currently and has performed this duty since 2012.

### **POLICY ISSUES**

This contract comes before the Board for approval because the proposed contract amount exceeds the \$50,000 Executive Director's contract authority.

### **STRATEGIC PLAN**

This action supports the achievement of CADA's goals to create a sustainable neighborhood and be a leader in urban properties management.

### **FISCAL IMPACTS**

The proposed not-to-exceed contract amount of \$150,000 (\$12,500 monthly) would cover both the regular service and an allowance for additional services that may be requested during the year. While this is the total annual contract amount, the current fiscal impact to CADA for the remaining term of this contract, February 1<sup>st</sup> through June 30<sup>th</sup>, 2023, will be \$62,500. The FY 2022-2023 Operating Budget proposed for adoption at the June 2022 meeting was \$12,000 short. Additional funds are being requested in the mid-year budget review at this meeting.

### **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).

### **CONTRACT AWARD CONSIDERATIONS**

Republic Services of Sacramento. was selected through a formal request for proposal process for the 2022-2023 fiscal year. CADA's outreach advertising program was utilized in the advertisement of this proposal package. The contract allows for four (4) one (1) year contract extensions, with annual increases in rates capped at 5% per year.

Attachments:

1. Proposal Tabulation Form



**CAPITOL AREA DEVELOPMENT AUTHORITY — Proposals Received**

**Project: FY Waste Management – Various Locations**

**Proposal Opening: Wednesday, November 30, 2022 @ 2:00 p.m. @ 1522 14<sup>th</sup> Street, Sacramento**

	Name of Company	Bid
1.	Republic Services	\$12,152.26
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Verified: 11/30/22  
Date

[Signature]  
Signature

[Signature]  
Signature

**RESOLUTION NO. 22 - 42**

Adopted by the Capitol Area Development Authority

December 16, 2022

**RESOLUTION AWARDING A  
WASTE REMOVAL SERVICE CONTRACT  
TO REPUBLIC SERVICES OF SACRAMENTO**

**BE IT RESOLVED** by the Capitol Area Development Authority that:

The Executive Director is hereby authorized on behalf of the Authority to enter into a Waste Removal Service contract for five (5) months with Republic Services of Sacramento with the option to extend the contract for four (4) one (1) year terms.

The total compensation payable under the first year of the contract shall not exceed One Hundred Fifty Thousand Dollars (\$150,000). Rate increases provided for under the contract shall not exceed 5% per year.

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Ann Bailey, Chair

ATTEST:

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Tara Gandara  
Secretary to the Board of Directors



December 12, 2022

**TO:** CADA Board of Directors

**SUBJECT: December 16, 2022 Board Meeting  
AGENDA ITEM 11  
EMPLOYEE HANDBOOK**

**CONTACT:** Jill Azevedo, Human Resources Manager

**RECOMMENDED ACTION:**

Staff recommends the Board adopt a resolution revising the CADA Employee Handbook.

**BACKGROUND**

CADA issues its CADA Employee Handbook ("Handbook") to all full-time and part-time employees when they are hired and annually thereafter. Staff reviews the Handbook annually to ensure CADA remains current with employment law, labor practices and CADA's operational needs.

**POLICY ISSUES**

The following changes to the Handbook are either clarifying in nature or are being made to conform to changes in applicable law or CADA's operational needs.

Section I. Employee Basics

- B. Equal Employment Opportunity & E. Policy Against Discrimination/Harassment
  - Update list of protected classes in accordance with recent labor law updates effective January 1, 2023

Section II. The Selection Process

- C. Employee References/Background Checks
  - Edited to make clearer that references and work history will be verified before a conditional job offer is made, in accordance with the California Fair Chance Act.

Section III. Hours & Pay

- D. "On-Call" Employee Requirements
  - Changed time an on-call employee must be available to work on-site, in a safe and sober manner, from within "thirty minutes" to within "forty-five" minutes per recommendation from legal counsel.

- F. Compensatory Time Off
  - Added "The request for CTO must be in writing and must be agreed on before applicable overtime work begins." Per LAB 204.3

#### IV. Benefits

- E. Sick Leave
  - Updated language regarding what sick leave may be used for, including to care for a "designated person" per AB 1041
- I. Leaves of Absence
  - 1. Types of Leaves of Absence
    - Included updated language about the California Family Rights Leave Act
  - 10. Bereavement Leave
    - Increased paid Bereavement Leave days from 3 to 5 days per AB1949

#### V. Employee Requirements

- G. Dress Standards and Personal Hygiene
  - Added "Protective hairstyles, including braids, locks, and twists, and natural hair are permitted." Per Crown Act.
- P. Emergency Closing
  - Added language regarding "Emergency Condition" per SB1044.

In addition to these changes, staff has made typographical and grammatical corrections. A complete copy of the Employee Handbook effective January 1, 2023 (pending Board action at this meeting) highlighting all changes to the handbook currently in effect is attached as **Attachment 1**.

All of the proposed revisions have been reviewed by legal counsel.

### **STRATEGIC PLAN**

The Employee Handbook has proven to be an effective internal communication tool that supports CADA's ability to achieve its strategic plan goals. The policies set forth in the Handbook help CADA to retain a high-performing staff and to sustain a professional work culture.

### **FINANCIAL IMPACT**

While there may be some operational impacts, staff anticipates no financial impacts.

### **ENVIRONMENTAL REVIEW**

None. The proposed action is an administrative action and is not a project as defined by the California Environmental Quality Act (CEQA).

### **CONTRACT AWARD CONSIDERATIONS**

This action does not involve contract awards.

Attachments:

1. CADA Employee Handbook proposed to be effective January 1, 2023 (with edits showing proposed revisions to the handbook currently in effect)





# Employee Handbook

January 2023

This handbook is meant to serve as a useful reference document throughout your employment with CADA. It is not, however, intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of CADA or its employees. This handbook supersedes and replaces all previous personnel policies, practices, and guidelines.

To obtain information regarding specific employment policies or procedures, whether or not they are referred to in this handbook, contact Human Resources. As CADA is a growing and changing organization, it reserves full discretion to add to, modify or delete provisions of this handbook, or the policies or procedures upon which it is based, at any time, with or without prior notice. Only the Executive Director or the Board of Directors has the authority to enter into an employment or other agreement that modifies CADA policy. Any such modification must be in writing.

This handbook is the property of CADA, and is intended for your personal use and reference as an employee of CADA. Circulation of this handbook outside of CADA requires prior written approval of the Executive Director.

It is your responsibility to know the policies set forth in this handbook and any subsequently released policy memoranda. Following review and study of this handbook, please sign the Employee Acknowledgement Form and return it to Human Resources. This will provide CADA with a record that you read and received the handbook.

January 1, 2023<sup>2</sup>

Dear CADA Employee:

We are happy to have you as part of the CADA team. The purpose of this Employee Handbook is to ensure that we share a common understanding of employment policies and procedures. All employees are expected to be familiar with this handbook in order for CADA to function as a cohesive and supportive team.

CADA is somewhat unique in that it is an at-will public agency. Employees are not civil servants. All employees serve at the will of the Executive Director who, in turn, serves at the will and discretion of our five-member Board of Directors. Employee growth and advancement are based on the merit of an employee's performance.

CADA was created in 1978 by a joint powers agreement between the State of California and the City of Sacramento as a vehicle to implement the plans and objectives of the Capitol Area Plan ... a mixed-use plan for the management, development, and disposition of state-owned property located directly south and east of the State Capitol in the City of Sacramento.

CADA's vision is the creation of a sustainable Capitol Park Neighborhood that captivates city dwellers and inspires the people of California. This is accomplished through the construction of quality urban housing infill developments and the excellent management of mixed-use properties.

CADA is an independent public agency that manages its own budget and does not rely upon the State or the City for operational funding. We are responsible for generating revenue through our property management and land development activities necessary to achieve the public mandates set forth in our legislation.

We have found that our values of leadership, collaboration, creativity, commitment, stewardship and effectiveness are essential to meeting this rewarding challenge. The opportunity to see the results of our daily actions positively impact so many people's lives is an especially rewarding aspect of working at CADA.

I hope that you find your employment at CADA to be fulfilling and worthwhile.

Sincerely,

Marc de la Vergne Wendy S. Saunders  
Interim Executive Director



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## I. Employment Basics

### A. Open Door Policy

At some time, you may have a complaint, suggestion or question about your job, your working conditions, or the treatment you are receiving. Suggestions for improving CADA are always welcome. Your good faith complaints, questions, and suggestions are of concern to CADA.

Open communication functions best in an atmosphere of trust. In such an environment, most problems can readily be solved and do not evolve into serious conflicts. CADA is committed to responding effectively to employee concerns. Our experience has shown that when employees deal openly and directly with their supervisors, the work environment can be excellent.

Employees are encouraged to see their immediate supervisors with questions or problems relating to their jobs or interactions. Because one supervisor may not always be an appropriate outlet for communication, CADA believes that it is important to provide its employees with other avenues of communication. If you deem it appropriate and useful, you may address your concerns to Human Resources or any other supervisor.

Please remember — don't internalize a problem! Because no solution is possible without candid discussion, employees are encouraged to speak openly and are assured that they may use CADA's open door policy without fear of reprisal.

### B. Equal Employment Opportunity

It is the policy of CADA to afford equal employment opportunity to all qualified individuals regardless of ~~race, color, religion, sex, pregnancy, national origin, ancestry, physical and/or mental disability, military and veteran status, age, marital status, sexual orientation, gender identity, gender expression, medical condition, genetic information, or any other class protected by state or federal law.~~

- Race and/or color, including traits historically associated with race, including but not limited to hair texture and hairstyles such as afros, braids, locks, and twists.
- (included in national origin)
- Age ( 40 and over)
- Sex
- Sexual orientation
- Gender
- Gender identity and expression
- Religion, creed and religious observance, including dress and grooming practices
- Ancestry, National Origin, including language use restrictions
- Pregnancy, childbirth, or breastfeeding and related medical conditions
- Reproductive health decision-making includes, but is not limited to, a decision to use or access a particular drug, device, product, or medical service for reproductive health.
- Marital status
- Registered domestic partner status
- Genetic information, including family medical history
- Physical or mental disability
- Military or veteran status
- Civil Air Patrol
- Political activities or affiliations
- Citizenship and/or immigration status
- Domestic violence, assault, or stalking victim status
- Medical conditions, including cancer and AIDS/HIV
- Family or medical care leave

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Any other applicable protected class, in accordance with applicable federal, state, and local laws

Equal employment opportunity is not only the law, but our working policy, and is an integral part of CADA's philosophy. CADA provides equal employment opportunity in all phases of employment including, but not limited to, recruitment, selection, placement, transfers, training and development, promotions, demotions, compensation, benefits, layoff and terminations and other conditions or privileges of employment.

CADA is committed to providing a work environment that is free from discrimination and harassment. In keeping with its commitment, CADA maintains a strict policy prohibiting discrimination and harassment, including sexual harassment, on the basis of any of the protected classes listed above.

CADA will seek to make employment opportunities available to qualified individuals with disabilities. CADA will not unlawfully discriminate against any employee on the basis of ~~his or her~~their disability. Where appropriate, CADA will make reasonable accommodation to permit an otherwise qualified individual with a known disability to perform the essential functions of the job. Employees who become disabled and wish accommodation to perform their job duties must contact Human Resources. CADA reserves the right to require an employee to have a mental or physical examination, at CADA's cost, to determine disability status, ability to perform job functions ("fitness for duty examinations") or potential reasonable accommodations. -

CADA may require or grant unpaid disability leave to an employee who is unable to perform an essential job function because of illness or injury or whose condition endangers the health of others.

Further information on state and federal regulations and guidelines on all employment issues, including those of discrimination, harassment and reasonable accommodation in the workplace, is available in the Human Resources Office.

### **Procedures**

An employee who feels that he or she has not been afforded equal employment opportunity should immediately contact his or her supervisor or Human Resources. CADA will promptly undertake an effective, thorough, and objective investigation of the employee's complaint. ~~Substantial-To the extent appropriate possible~~ effort will be made to maintain confidentiality throughout and following the investigation. This investigation will be completed, and a determination will be made by CADA and communicated to you as soon as practical.

If CADA determines that there has been a violation of its equal employment opportunity policy, appropriate action will be taken. CADA will not retaliate against you for filing a good-faith report and will not permit retaliation by management, employees, or co-workers.

### **C. At-Will Employment**

All CADA employees serve at the discretion of the Executive Director. Accordingly, employment by CADA is employment "at will." No supervisor, client, or representative of CADA has any authority to enter into any agreement for employment for any specific period of time or to make any agreement for employment other than at will.

Employment at CADA is also by mutual consent. CADA reserves and retains the right to terminate any employment relationship with any employee, at any time, for any reason, or for no reason, with or without advance notice. The employee also retains the right to terminate his or her employment at any time, for any reason, or for no reason, with or without advance notice.

Any separate, individual, or written employment contract with CADA for a specific, fixed period of



time must be approved, in writing, by the Executive Director or his/her designee.

#### **D. Drug and Alcohol Policy**

It is the responsibility of CADA to maintain a safe and effective working environment. Employees who work while impaired by the use of drugs or alcohol present a safety hazard to themselves, their coworkers, and the public. Moreover, the presence of drugs and alcohol in the workplace limits our ability to produce high quality work. Employees with alcohol or drug dependencies are encouraged to seek assistance.

The following conduct is considered unacceptable behavior:

- Use, possession, manufacture, distribution, transfer, sale or solicitation of illegal drugs on CADA property, including CADA vehicles, or while conducting CADA business;
- Use, possession, manufacture, distribution, transfer, or sale of alcohol on CADA property, including CADA vehicles or while conducting CADA business (including CADA business lunches or attendance at CADA sponsored events);
- Reporting to work, conducting CADA business, or being on CADA property while impaired by the use of alcohol or drugs, including prescription drugs which may impair the employee's ability to function properly.

CADA reserves the right to investigate any possible violations of this Drug and Alcohol Policy. An investigation may involve medical testing of employees, upon reasonable suspicion, for drug and/or alcohol use. Supervisors will receive training on the detection of drug and/or alcohol use. If an employee refuses to participate in such an investigation, CADA may take such disciplinary action as it deems appropriate, up to and including termination.

#### **E. Policy Against Discrimination/Harassment**

CADA is committed to providing a work environment that is free from discrimination/harassment. In keeping with this commitment, CADA strictly prohibits discrimination/harassment (including sexual harassment) on the basis of ~~an employee's, applicant's, independent contractor's, intern's or volunteer's race, color, religion, sex, pregnancy, national origin, ancestry, physical and/or mental disability, military and veteran status, age, marital status, sexual orientation, gender identity, gender expression, medical condition, genetic information, or any other class protected by state or federal law.~~

- Race and/or color including traits historically associated with race, including but not limited to hair texture and hairstyles such as afros, braids, locks, and twists.
- (included in national origin)
- Age ( 40 and over)
- Sex
- Sexual orientation
- Gender
- Gender identity and expression
- Religion, creed and religious observance, including dress and grooming practices
- Ancestry, National Origin, including language use restrictions
- Pregnancy, childbirth, or breastfeeding and related medical conditions
- Reproductive health decision-making includes, but is not limited to, a decision to use or access a particular drug, device, product, or medical service for reproductive health.
- Marital status

- [Registered domestic partner status](#)
- [Genetic information, including family medical history](#)
- [Physical or mental disability](#)
- [Military or veteran status](#)
- [Civil Air Patrol](#)
- [Political activities or affiliations](#)
- [Citizenship and/or immigration status](#)
- [Domestic violence, assault, or stalking victim status](#)
- [Medical conditions, including cancer and AIDS/HIV](#)
- [Family or medical care leave](#)
- [Any other applicable protected class, in accordance with applicable federal, state, and local laws](#)

Discrimination/harassment/retaliation of anyone in or from CADA, on any of these bases, is strictly prohibited whether it be committed by supervisors, managers, co-workers or third parties such as suppliers or customers. Employees should note that conduct need not be unlawful to violate CADA's policy against harassment/discrimination.

This policy prohibits harassment in any form, including:

- [Verbal and/or written harassment such as epithets, jokes, derogatory comments or slurs based on the person's ~~race, color, religion, sex, pregnancy, national origin, ancestry, physical and/or mental disability, military and veteran status, age, marital status, sexual orientation, gender identity, gender expression, medical condition, genetic information, or any other class protected by state or federal law~~](#)
- [Race and/or color including traits historically associated with race, including but not limited to hair texture and hairstyles such as afros, braids, locks, and twists.](#)
- [\(included in national origin\)](#)
- [Age \( 40 and over\)](#)
- [Sex](#)
- [Sexual orientation](#)
- [Gender](#)
- [Gender identity and expression](#)
- [Religion, creed and religious observance, including dress and grooming practices](#)
- [Ancestry, National Origin, including language use restrictions](#)
- [Pregnancy, childbirth, or breastfeeding and related medical conditions](#)
- [Reproductive health decision-making includes, but is not limited to, a decision to use or access a particular drug, device, product, or medical service for reproductive health.](#)
- [Marital status](#)
- [Registered domestic partner status](#)
- [Genetic information, including family medical history](#)
- [Physical or mental disability](#)
- [Military or veteran status](#)
- [Civil Air Patrol](#)
- [Political activities or affiliations](#)
- [Citizenship and/or immigration status](#)
- [Domestic violence, assault, or stalking victim status](#)
- [Medical conditions, including cancer and AIDS/HIV](#)
- [Family or medical care leave](#)
- [Any other applicable protected class, in accordance with applicable federal, state, and local laws](#)
- [Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of](#)

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the categories above; and

- Visual harassment such as derogatory posters, cartoons or drawings, based on one of the categories above.

Such harassment includes conduct that has the purpose or effect of unreasonably interfering with the individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, performance evaluation, assigned duties, or any other condition of employment or career development.

Supervisors will receive harassment prevention training consistent with State law. Other employees may be required to attend educational seminars on harassment prevention.

### **Sexual Harassment**

Sexual harassment of CADA employees or its independent contractors, by supervisors, managers, co-workers or third parties such as suppliers or customers, is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or when
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development.
- Sexual harassment also includes any act of retaliation against an employee for reports of violations of this policy or for participating in the investigation of a sexual harassment complaint.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions, verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.

Employees may be required to attend educational seminars on sexual harassment. In accordance with current state law, all supervisors receive at least two (2) hours of sexual harassment training every two years, and within six months of assumption of a supervisory position. All nonsupervisory employees must receive at least one (1) hour of sexual harassment training, and once every two (2) years thereafter. New nonsupervisory employees shall be provided sexual harassment training within six months of hire.

### **Procedures**

An employee or independent contractor who feels that he or she has been or is being harassed/discriminated against based on one of the above protected categories, or who is aware of or suspects the occurrence of such harassment/discrimination, or who desires counseling on coping with harassment/discrimination, should immediately contact his or her supervisor or any other neutral member of management whom they feel comfortable speaking with.

CADA will promptly undertake a fair, thorough, timely and objective investigation of the harassment/discrimination allegations that provides all parties appropriate due process and

reaches reasonable conclusions based on the evidence collected. This investigation will be conducted by qualified personnel or an outside investigator. Substantial effort will be made to maintain confidentiality throughout and following the investigation to the extent appropriate. This investigation will be completed and a determination will be made by CADA and communicated to you as soon as practical.

If CADA determines that a violation of this policy has occurred, CADA will take appropriate remedial action (e.g. training, discipline up to and including termination) commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment/discrimination. CADA will not retaliate against you for filing a good faith report or participating in a workplace investigation and will not knowingly permit retaliation by management, employees, or co-workers.

CADA encourages employees to report immediately any incidents of harassment forbidden by this policy so that complaints can be quickly and fairly resolved. Supervisors must report all complaints of harassing, discriminatory or retaliatory misconduct immediately to the Executive Director or Human Resources Manager. Employees should also be aware that the [California Department of Fair Employment and Housing—California Civil Rights Department \(CDR\)](#) and the federal Equal Employment Opportunity Commission investigate and may prosecute complaints of prohibited harassment in employment. If an employee thinks that he or she has been harassed or retaliated against for resisting or complaining, he or she may file a complaint with either of these organizations. The nearest offices are listed in the telephone book and available on-line. Additional information on sexual harassment is contained in a brochure on the subject, available to all CADA employees through Human Resources.

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CADA also strictly prohibits harassment/discrimination, on the bases stated above, of any member of the general public by any person conducting CADA business or otherwise representing CADA.

#### **F. Personnel Information**

All CADA personnel files are the property of CADA. An employee's permanent personnel file contains application materials, payroll records, performance appraisals, supervisory notes and records, and any administrative action related to the employee's employment. With the approval of their supervisor and Human Resources, employees may request materials be placed in their file.

This file is maintained under the supervision of Human Resources. It is confidential, to the extent prescribed by state and federal law, and only those with the responsibility and the need to know will have access to it.

Employees, both current and former, may inspect their personnel file in the presence of a CADA representative at reasonable intervals and during reasonable times (office hours). Employees should contact the Human Resources Department to schedule the time. Written requests to inspect personnel files will be honored no later than 30 days from the date CADA receives the written request. Employees may also request copies of any document that they have previously signed.

All employees are required to notify Human Resources as changes in their personal information occur. Notification of changes of address, telephone number, marital status, number of dependents, insurance beneficiaries, educational accomplishments, or emergency information should be submitted as soon as possible in order to keep payroll, insurance, benefits, and personnel information accurate and as up-to-date as possible.

### **G. Customer Service**

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, a supervisor or manager should be called immediately.

Never regard a customer's question or concern as an interruption or an annoyance. We are a service business and must remember that the customer comes first. Our customers are to be treated courteously and given proper attention and respect at all times.

### **H. Employee Rent of CADA Units Prohibited**

Effective January 1, 2022, no CADA employee may lease any CADA unit. Specifically, current employees are not eligible to apply to lease a CADA unit.

Current CADA tenants are not eligible for employment with CADA. A current tenant may apply to a CADA position but, if successful, the tenant will be required to immediately vacate his or her unit or else decline CADA's offer for employment. CADA may terminate such an employee who fails to vacate his or her unit prior to the employee's first day of work. Should an employee who vacated his or her unit to be employed by CADA in accordance with this policy be terminated, he or she is not guaranteed return of the unit.

A CADA employee who leased a CADA unit on or before January 1, 2022, will be exempt from this policy prohibiting current CADA employees from leasing a CADA unit. This exemption only applies so long as the employee remains continuously employed by CADA.

This policy shall not apply to CADA Resident Services Representatives ("RSRs"). For conditions regarding RSRs' occupancy of CADA units as part of their job duties, please see the Resident Services Representative Addendum available from Human Resources. RSRs who wish to have a pet must sign and comply with the terms and conditions of the CADA Lease Pet Addendum, including payment of a pet deposit at a rate of half the monthly market rate rent of his or her unit

## **II. The Selection Process**

### **A. Recruitment**

Employment searches for all open positions within CADA, with the exception of the Executive Director, are coordinated through Human Resources.

The recruitment and selection techniques utilized shall be impartial, of a practical nature, and shall relate to those subjects which, in the opinion of the Executive Director and Human Resource Manager, fairly measure the capabilities of applicants. Salary offers that are made to prospective applicants must be authorized by the Executive Director.

### **B. Employment Applications/Requirements**

CADA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the disqualification of an applicant from further consideration for employment or in the termination of employment of a current employee.

CADA reserves the right to condition offers of employment upon results of certain tests that include, but are not limited to, a prospective employee's DMV report, credit report, educational

record, a drug and alcohol test, a criminal history check, and a medical examination.

#### **C. Employment Reference/Background Checks**

To ensure that individuals who join CADA are well qualified and have a strong potential to be productive and successful, it is CADA's policy to check the employment references [and work history](#) of candidates who apply for position(s) as appropriate and consistent with the law. ~~Reference and b~~For candidates with a conditional job offer, background checks [and additional verification processes](#) will be conducted [in accordance with the law](#), ~~and employment history will be verified.~~ Verification processes may include, but will not necessarily be limited to the following: physical, drug/alcohol testing, review of credit history, educational records, and criminal or DMV reports. Specific verification processes may differ on the basis of the job responsibilities for which the applicant is being considered. Background checks will be made in compliance with [Government Code section 12952: the California Fair Chance Act](#).

#### **D. Employment of Relatives**

CADA will reassign or prevent the assignment of employees where there is or would be an immediate supervisory/subordinate relationship and the employees have a potential employment conflict of interest due to the family relationship.

In addition, CADA will reassign or prevent the management of any consultant or contractor's work assignments by an employee having a family relationship to said consultant or contractor.

#### **E. Promotions and Transfers**

A willingness to learn new skills and to apply them where they are most critically needed can enhance your opportunities at CADA. Advancement opportunities at CADA are based upon individual initiative, ability, and accomplishment, as well as budgetary guidelines and availability of position(s). CADA tries to give its employees ample opportunity through programs of continuing education and training, to broaden their skills and prepare them for more responsible jobs.

Promotion occurs when an employee is placed in a new position that reflects increased responsibility and a higher salary range. The promotion may or may not warrant an increase in salary. Factors taken into consideration with promotions and with regard to salary increases include, but are not limited to, the background and skills of the employee, the current market value for the position, and the employee's current salary.

A transfer is defined as a change in position. Typically, the new position is of the same level of responsibility and salary as the former position.

### **III. Hours and Pay**

#### **A. Workweek**

The normal workweek for most CADA employees is eight hours per day, Monday through Friday. The public hours of operation of the Administration Office, located at 1522 14<sup>th</sup> Street, are 8:00 a.m. through 5:00 p.m. The public hours of operation of the Maintenance Office, located at 701 S Street, are 8:15 a.m. through 12:00 p.m. and 1:00 p.m. through 4:15 p.m. Employee work schedules, however, are set by the employee's immediate supervisor. Any work schedule that is more than one hour outside of the above limits will be reviewed on a case-by-case basis and must be approved by the Executive Director.

For purposes of computing overtime pay, each workweek begins at 12:01 a.m. on Monday. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Non-exempt employees should report to work no more than 10 minutes prior to their scheduled starting time and must not stay more than 10 minutes after their scheduled stop time without

express, prior authorization from their supervisor. These arrival and departure times will be rounded to the nearest quarter-hour for payroll purposes. Non-exempt employees of the Administrative Office are provided one hour for meal times. Non-exempt employees of the Maintenance Office are provided one-half hour for meal times. Non-exempt employees will not return from their lunch periods early unless specifically requested to do so in advance by their supervisor.

Employees must call their supervisors for each day of absence unless other arrangements have been made with their supervisors. Failure to notify a supervisor in advance of an absence will constitute an unauthorized absence. In addition to contacting their supervisor, for coordination purposes, employees working out of the Administrative Office must also inform the receptionist if they are not going to be at work. Similarly, employees working out of the Maintenance Office should so inform the Maintenance dispatchers of an absence.

Any employee who is on an excused absence for more than three days due to illness or injury must contact Human Resources prior to returning to the [work place](#) and may be required to submit a doctor's release in order to return to work. Unless otherwise stated, any employee who is absent for two days without notifying his or her supervisor is considered to have voluntarily resigned without notice at the close of the second day.

#### **B. Classification and Categories of Employment**

CADA is governed by the provisions of the Fair Labor Standards Act and employees will be compensated accordingly. All employees will be classified as either exempt or non-exempt, as defined by the provisions of the federal Wage and Hour Law. To determine eligibility for various benefits, the following classifications and categories of employment have been established:

##### **Employment Classifications**

**Exempt Employees** -- This classification includes employees who have met the requirements of a professional, administrative, executive, or an outside salesperson, and are therefore exempt from the overtime provisions of the federal Fair Labor Standards Act. Exempt employees are paid on a salary basis; however, exempt employees are required to use vacation, management or sick leave (if sick leave is appropriate) when they are absent for four (4) or more hours in a day.

**Nonexempt Employees** -- This classification includes employees who are covered by the overtime provisions of the federal Fair Labor Standards Act. This classification of employees is paid hourly and must receive additional pay for overtime work as legally required by federal statute. Overtime pay is calculated in accordance with applicable laws.

##### **Employment Categories**

**Full-time Employees** -- Unless otherwise noted, an employee who is ordinarily and regularly scheduled to work at least 20 or more hours in a work week is considered full-time and is eligible for CADA's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**Temporary Employees** -- Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal workloads, or emergencies. Retired Annuitants are a kind of temporary employee who, subject to CalPERS statutes and regulations, may not work more than 960 hours in a fiscal year. An employee will not change from temporary status to another status unless specifically informed, in writing, of such a change by Human Resources. Temporary employees are not eligible for CADA-sponsored benefits.

**Fractional Employees** -- An employee who works less than full-time, in fractional increments and is paid on a prorated basis according to the employee's fractional time worked, is considered a fractional employee. Unless otherwise stated herein, if a fractional employee works more than 20 hours per workweek, he or she will be eligible for CADA's benefit package.

### **C. Timekeeping and Overtime**

#### **Timekeeping**

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require CADA to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is defined as the time actually spent on the job performing assigned responsibilities.

Non-exempt employees are required to accurately record the time they begin and end their work as well as the beginning and ending time of any split shift or departure from work for personal reasons on a daily basis. Altering, falsifying, tampering with time records, destroying or recording time on another employee's time record may result in disciplinary action, up to and including immediate termination of employment.

It is the employee's responsibility to sign his or her time records to certify the accuracy of all time recorded and to attach all support documents. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

#### **Breaks**

During each workday, non-exempt employees are entitled to two (2) paid rest periods of 15 minutes each. To the extent possible, employees should, at their discretion, take rest periods as close to the middle of each four-hour work period as possible. Since rest periods are counted as hours worked, employees must not be absent from their workstations beyond the allotted rest period. If employees need to arrange their breaks differently, they should make arrangements with their supervisor.

Employees who work outdoors will be allowed and encouraged, on an as need basis, to take a cool-down rest (or recovery period) in the shade for a period of no less than five (5) minutes at a time when they feel the need to do so to protect themselves from overheating. When taking a cool-down rest in a shaded area, employees must be monitored for symptoms of heat illness and will not be required to resume work until all signs or symptoms of heat illness have abated, but in any event, no less than 5 minutes plus the time needed to initially access the shaded area.

Non-exempt employees must receive a minimum 30-minute meal period for every 5 hours of work. The employee may waive this meal period if the day's work will be completed in no more than six hours, provided the employer and employee mutually consent. The majority of administrative employees take their meal periods from 12:00 p.m. to 1:00 p.m. The majority of the maintenance employees take their meal periods from 12:00 p.m. to 12:30 p.m. Supervisors will try to accommodate requested scheduling variations based on operating requirements. During the meal period, employees will be relieved of all active responsibilities and restrictions and will not be compensated for that time.

#### **Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. Advance notification of these mandatory assignments will be provided whenever possible. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime is rounded to the next highest quarter hour (fifteen-minute increment).

**Non-exempt overtime work must be approved before it is performed.** The employee must complete a written request to work additional hours and submit it to the appropriate supervisor for his or her signature. Approved written requests should be attached to the employee's monthly



time sheet. Because CADA is a public agency, non-exempt employees' overtime work is only compensated at the rate of one and one-half the employee's regular rate for hours worked more than 40 hours in one workweek. Failure or refusal to work scheduled overtime or working overtime without prior authorization from the supervisor may result in disciplinary action, up to and including termination of employment.

Paid time off for vacation, sick leave, bereavement leave, compensatory time off, jury duty or time off to vote will not be counted as hours worked for the purposes of determining overtime for nonexempt employees.

Paid time off for holidays will be counted as hours worked for the purposes of determining overtime for nonexempt employees.

#### **Out-of-Class Pay**

Employees who are assigned to work in a higher classification and work in such classification for two (2) or more consecutive weeks shall be compensated at five percent (5) above the employees' normal pay. Out-of-class assignments will be made on an as-needed basis and in accordance with past practice.

#### **D. "On-Call" Employee Requirements**

Designated non-exempt and certain exempt employees may be required to remain available after normal work hours with an electronic paging or telephone system, to respond to emergencies. Non-exempt employees assigned to "on-call" duty will be compensated for standby time at the rate of 1 hour's pay for each weekday, 3 hours' pay for Saturdays and Sundays, and 4 hours' pay for each holiday, in addition to the time actually worked. While on "on-call" duty, assigned employees must be available to contact the answering service within 15 minutes and must be available to work on-site, in a safe and sober manner, within ~~forty-five~~thirty minutes. No additional compensation will be paid to exempt employees who are required to remain available after normal work hours with an electronic paging or telephone system.

In the event an on-call Resident Services Representative or other CADA personnel need to use a CADA vehicle to perform an after-hours task, he or she must contact his or her supervisor first.

Emergency maintenance work performed by non-exempt employees who are assigned to be on-call is deemed pre-approved by the supervisor who assigns the employee to be on-call. Emergency work by other employees called by the on-call employee is deemed pre-approved.

#### **E. "Call-back" Employee Requirements**

Any employee who answers a call for service after his or her regular work day or on a weekend (other than a Resident Services Representative as they receive on-call pay) will receive a minimum 2 hours of pay per day.

#### **F. Compensatory Time Off**

For each pay period in which a non-exempt employee works authorized overtime, he or she may choose whether to be paid or to receive compensatory time off (CTO). This election is made each pay period, and must be included on the employee time sheet. CTO must be provided at a rate of one and one-half hours for each overtime hour worked. Employees may accrue compensatory time off up to 60 hours, with the exception of Resident Services Representatives and Maintenance employees who may accrue up to 80 hours.

~~Employees must provide reasonable advance notice of the date or dates upon which they wish to take compensatory time off.~~

The request for CTO must be in writing and must be agreed on before applicable overtime work begins.

Upon separation, the employee will be paid for any outstanding CTO. CADA retains the right to require employees to use compensatory time off within 12 months of its accrual.

## **G. Wage and Salary Administration**

### **Payroll**

Employees are paid on a monthly basis. Paychecks are normally available by 9 a.m. on the last working day of the month. If there is an error or issue with your paycheck, employees should notify Human Resources as soon as possible so the error can be corrected or the issue can be resolved.

Human Resources will distribute the time sheet deadline, payday schedule, and list of holidays to all employees.

### **Payroll Deductions**

The law requires that CADA make certain deductions from an employee's compensation. Among these are applicable federal withholding, state withholding, and State Disability Insurance (SDI), Social Security, Medicare taxes, and court-ordered garnishments. Social Security is not deducted from paychecks of full-time or fractional employees consistently working more than 20 hours per week or who are participants in the CalPERS Retirement Program.

CADA offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Employees must notify Human Resources of changes to their deductions/withholdings by the 20<sup>th</sup> of each month for those changes to be included in that month's payroll. If you have any questions concerning deductions made from your paycheck, please contact Human Resources.

## **H. Outside Employment**

"Outside employment" is any employment or self-employment, regardless of hours involved for which pay is received, whether by salary, wages, commission, or sale, if such employment is carried on in addition to the employee's work for CADA.

CADA expects full commitment from its employees and discourages outside employment; however, employees may hold outside jobs that do not constitute a conflict of interest as long as they meet the performance standards of their job with CADA. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to CADA's scheduling demands, regardless of any existing outside work requirements.

If CADA determines that an employee's outside work is interfering with job performance or the ability to meet CADA's requirements as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with CADA.

A full-time or fractional CADA employee may engage in outside employment if, and only if, all of the following conditions are met:

- a. The employee has received written approval by his or her supervisor, and the Executive Director, which will not be unreasonably denied. If a problem develops any time subsequent to the written approval, the approval may be withdrawn by the Executive Director. Human Resources will maintain the approval form for each employee engaging in outside employment.
- b. The outside employment is compatible with the employee's CADA employment or CADA's activities, and the outside employment does not constitute a conflict of interest.

“Incompatible employment” is outside employment that is incompatible, inconsistent or in conflict with employee’s duties for CADA or any duty or function of CADA. Incompatible employment includes, but is not limited to, outside employment which:

- Involves the use for private gain of an employee’s time while engaged in CADA work or of CADA property, records, equipment, or facilities;
  - Involves the personal receipt of money or gratuities in return for an act performed by the employee in the course of his or her CADA work;
  - Involves an act subject to review by CADA or CADA personnel;
  - Involves time demands that reduce the employee’s efficiency in his or her CADA work;
  - Involves services or goods that directly or indirectly relate to contracts with CADA; or
  - Involves the personal receipt of money or gratuities specifically from any CADA employees, contractors, consultants, tenants, or homeowners of condominiums located on land leased from CADA.
- c. The employee’s outside employment or any product of such employment, including, for example, consultation or services relating to plans, proposals, studies, artwork or construction, is not subject to review and approval by CADA or any personnel acting for CADA. The Executive Director may, nevertheless, establish regulations which permit outside employment which is subject to CADA review, if, and only if, such regulations can assure that the employee will receive no special consideration, and no additional benefit or advantage as a result of his or her CADA employment.
- d. The outside employment is in accordance with rules and regulations, if any, established by the Executive Director.

#### **I. Compensation Philosophy**

In an effort to attract and retain qualified employees, it is CADA’s policy to establish competitive salaries and merit increase programs. The Human Resources Manager is responsible for administering the wage and salary program and for recommending necessary salary range and position reclassifications. All salary adjustments or increases will be implemented at the recommendation of the employee’s direct supervisor and the approval of the Executive Director or his or her designee.

The salary range limits by job classification will be determined by the Board of Directors. Salaries are included in CADA’s annual operating budget, which is reviewed and acted upon by the Board of Directors.

#### **J. Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Performance evaluations are conducted for those employed with CADA as of February 1. The evaluation review period is July 1 through June 30. Those hired after February 1 may receive an evaluation at the discretion of their supervisor and in consultation with Human Resources. Evaluations may be conducted more frequently at the discretion of the employee’s supervisor.

Performance evaluations provide both supervisors and employees the opportunity to discuss job tasks and expected levels of performance, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The

evaluation is used as an aid to reach fair and equitable decisions regarding rewards, work assignments, training, retention, and termination.

Merit increases, if awarded, are generally effective on July 1. Any merit increases awarded will be based upon a performance evaluation. A favorable evaluation does not guarantee a merit increase. Employees are encouraged to give their views and state their concerns or disagreement with the content of the performance review. Written performance evaluations and any written response to the review will be included in the employee's personnel file.

#### **K. Employee Performance Incentive Program**

The Performance Incentive Program (PIP) is designed to recognize and reward employees who have exhibited outstanding performance on a task/duty, whether that be individually or as a member of the team.

Employee participation is vital to this program. If you have any questions or would like to make a recommendation, please contact Human Resources. The recommendation form can be obtained from Human Resources.

### **IV. Benefits**

#### **A. Benefits Eligibility**

Eligible employees of CADA are provided a wide range of benefits. A number of the programs (workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors including employee classification and the number of hours an employee works. Human Resources will identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in this handbook and/or in the summary plan descriptions made available for most benefits.

In order for a full time employee to accrue vacation and paid holidays an employee must physically work eleven (11), eight (8) hour days in the month or use accrued vacation, sick leave, compensatory time or other paid leave available to them to equal eleven (11) days in the month. If an employee does not physically work eleven (11) eight (8) hour days in the month or does not use paid accrued leave equivalent to at least eleven (11) days, he or she will not accrue vacation or be paid for any holidays in that period.

The following benefit programs are available to eligible employees:

- Cafeteria Plan
- Medical Insurance through the California Public Employees' Retirement System (CalPERS)
- Dental Insurance
- Vision Insurance
- Retirement Plan (CalPERS)
- 457 Deferred Compensation Program (CalPERS)
- Long-term Disability Insurance
- Life and Accidental Death and Dismemberment Insurance
- Holidays
- Vacation
- Sick Leave
- Leaves of Absence
- Direct Deposit of Paychecks
- Employee Assistance Program
- Employee Apartment Rent Discount
- Parking - as available

## **B. Insurance Benefits**

### **Cafeteria Plan**

CADA provides a monthly health allowance that may be applied to premiums for medical, dental and vision, as well as a flex spending account for unreimbursed medical and dependent care, and/or other optional insurance plans. Eligible employees (Full Time, and fractional employees consistently working more than 50% of the month) must be on paid status for at least 50% of the month in order to receive their Cafeteria Allowance for that month. Those employees who work or are on paid status at least 50% of a month and have monies remaining in their cafeteria allowance can receive the balance in cash or direct it towards the deferred compensation plan.

**Medical:** All full-time employees and their family members are eligible for medical coverage. Family Members are defined as:

- A spouse or domestic partner who is not currently enrolled in his or her own right in a CalPERS health plan.
- A child under 26 years of age who has never been married, including an adopted child, a step-child, or a child who lives with the employee in a parent-child relationship and who is economically dependent (requires an Affidavit of Eligibility Form).

All fractional employees consistently working more than 50% of the month or are on paid status 50% of the month also receive this benefit. Employees have a choice of several medical plans from which to choose. Employer contribution amounts and the amounts, if any, available for those who "opt out" are set annually by the Board of Directors. Once hired, an employee will meet with Human Resources for in-depth information regarding the various insurance plans.

In 2005, CADA's Board adopted a resolution implementing the provisions of Government Code 22893, which provides for postretirement health benefits. The [principle-principal](#) tenets of Government Code Section 22893 are:

- Retired employees with a minimum of 10 years of service credit (five of those 10 years of service must be performed at CADA) receive 50% of CADA's contribution payable for postretirement health benefits. Each additional service credit year after 10 years increases CADA's contribution by 5%.
- At 20 years of service, the retiring employee is eligible for 100% of CADA's contribution payable for postretirement health benefits.
- For annuitants enrolling alone, the amount of CADA's health care contribution shall be at least 100% of the weighted average of the four health benefit plans that have the largest number of CalPERS "self-alone" enrollments during the previous year.
- For annuitants enrolling family members, CADA shall contribute an additional 90% of the weighted average of the additional premiums required for enrollment of those family members in the four health benefit plans that had the largest CalPERS enrollment, excluding family members, during the previous year.

All employees hired after May 1, 2005, are subject to the provisions of Government Code 22893. Employees hired prior to May 1, 2005, may elect to be subject to the provisions of Government Code 22893 or may continue to have postretirement health benefits in accordance with Government Code 22892. Once an employee elects to be bound by the provisions of 22893, it cannot be withdrawn.

**Dental:** All full-time and fractional employees who consistently work or are on paid status more

than 50% of the month are eligible for dental coverage for themselves and ~~dependants~~[dependents](#).

**Vision:** All full-time and fractional employees who consistently work or are on paid status more than 50% of the month are eligible for vision coverage for themselves and ~~dependants~~[dependents](#).

#### **Retirement Plan (CalPERS)**

Full time employees make contributions to the California Public Employees Retirement System (CalPERS). Current Members contribute 7 percent of their annual salary. New Members hired after January 1, 2013 contribute 50% of the Normal Cost, which is actuarially determined by CalPERS. In addition, CADA makes an employer contribution necessary to fund the benefits for its members, as established by PERS. Upon termination of employment, employees may either receive a refund of their employee contributions or they may choose to keep these contributions invested with PERS. With the exception of Medicare contributions for employees hired after 1986, full time employees do not contribute to Social Security. Summary plan descriptions are available from Human Resources. In addition, employees are encouraged to contact PERS directly to receive estimates of their retirement benefits for their personal financial planning.

#### **Deferred Compensation (CalPERS)**

All full-time and fractional employees consistently working more than 20 hours per workweek are eligible to participate in the PERS 457 Deferred Compensation Program. This innovative savings plan provides employees the ability to take an amount of their pay before paying taxes and invest it in their choice of investment funds offered by this plan. The money employees put into this plan reduces their taxable income dollar for dollar, which lowers both their federal and state income tax. Summary plan descriptions are available from Human Resources. In addition, employees are encouraged to contact PERS directly to receive estimates on their retirement benefits for their personal financial planning.

#### **Long-term Disability Insurance**

All full-time employees are eligible for long-term disability insurance, which is paid for by CADA. All fractional employees consistently working at least 30 hours per week are also eligible for this benefit.

#### **Life and Accidental Death and Dismemberment Insurance**

All full-time employees are eligible to receive life and accidental death and dismemberment insurance, which is paid for by CADA. All fractional employees consistently working at least 30 hours per week are also eligible for this benefit.

#### **C. Holidays**

All full-time employees and fractional employees who work more than or are on paid status 50% of the month in which the holiday occurs are eligible to receive holiday benefits at their normal hourly rate for:

- New Year's Day
- Martin Luther King Day (third Monday in January)
- Lincoln's Birthday
- Washington's Birthday (third Monday in February)
- Cesar Chavez Day
- Memorial Day (last Monday in May)
- Juneteenth
- Independence Day
- Labor Day (first Monday in September)
- ~~Indigenous Peoples' Day~~ ~~Columbus Day~~ (second Monday in October)
- Veteran's Day

- Thanksgiving and the day after
- Christmas Eve - ½ day
- Christmas Day
- New Years Eve - ½ day

Fractional employees who work less than 50% of the ~~months-month~~ or are on paid status less than 50% of the month in which the holiday occurs are ineligible for holiday benefits. Fractional employees who work more than or are on paid status 50% of the month accrue pro-rata according to the percentage of the month they work during the holiday month.

If a holiday falls on a weekend, the observed holiday will be published on the CADA Holiday Calendar.

#### **Religious Observances**

CADA will make every effort to allow reasonable accommodations for employees who need to take time off for religious observances. Approval will depend on whether the request would impose an undue hardship on CADA and its ability to meet its workload.

#### **D. Vacation**

Paid vacation is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Full-time employees are eligible to earn and use vacation time as described in this policy. Fractional employees working more than or are on paid status 50% of a month are eligible to earn and use vacation time at their pro-rata rate (according to the percentage of the month they work). Fractional employees who work less than or are on paid status less than 50% of a month are ineligible for vacation benefits. Vacation cannot be substituted for insufficient sick leave accruals without Human Resource approval.

Employees must complete a Request for Time Off form at least two weeks in advance, and approval will depend on whether the request can be accommodated within CADA's workload requirements.

The amount of paid vacation time and maximum vacation accrual amounts increase with the length of service.

#### **Vacation Accrual for Full-time Employees\***

<b>Years of Eligible Service</b>	<b>Vacation Earned per Year (Weeks)</b>	<b>Monthly Accrual (Hours)</b>	<b>Maximum Accrual (Hours)</b>
3 years or less	2 weeks	6.66 hours	160 hours
3+ to 10 years	3 weeks	10.0 hours	240 hours
10 years or more	4 weeks	13.3 hours	320 hours

\*Employees working or on paid status more than 50% of the month but less than 100% will earn a pro-rata amount of vacation according to the percentage of the month they work.

If an employee reaches his/her maximum accrual for vacation leave, the employee will not accrue any additional vacation until his/her accrued leave drops below the maximum (unless authorized to exceed their maximum accrual by the Executive Director).

Upon separation, employees will be paid for unused vacation time and compensatory time.

#### E. Sick Leave

Sick leave is a form of insurance that employees accumulate in order to provide a cushion for incapacitation due to illness. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for "personal" absences. An employee may use sick leave:

- ~~When the employee is physically or mentally unable to perform his or her duties due to illness, injury or a medical condition;~~
- Sick leave may be used for an employee's personal illness, mental health, well care, and medical and dental appointments. Sick leave may also be used for illness and well care of a member of an employee's family (including the employee's spouse or registered domestic partner, child, parent, parent of the employee's spouse or registered domestic partner, grandparent, grandchild, or sibling) or any "designated person", which is defined as any individual identified by an employee. An employee is limited to designating one person per 12-month period. Such designation must be done in writing per CADA policy.
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- To obtain diagnosis, care, or treatment of an existing health condition of, or obtain preventive care;
- For certain other types of leaves as identified in this handbook.

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In each calendar year, an employee may use up to half of the sick leave he or she would accrue in that calendar year for the diagnosis, care, or treatment of an existing health condition of, or preventive care for the employee's child, parent, grandparent, grandchild, sibling, spouse, or domestic partner. The employee may designate which type of leave he or she is using.

CADA provides paid sick leave to all employees. Full-time employees who physically work eleven (11) eight (8) hour days in the month or use paid accrued leave equivalent to at least eleven (11) days will accrue sick leave at the rate of eight hours (8) per month. If they do not physically work eleven (11) eight (8) hour days in the month or do not use paid accrued leave equivalent to at least eleven (11) days, they will accrue sick time at a rate of one (1) hour for every thirty (30) hours worked. Part-time employees will receive twenty-four (24) hours of sick leave upon their 91<sup>st</sup> day of employment with CADA and will receive twenty-four (24) hours of sick leave on an annual basis on January 1<sup>st</sup> of each subsequent year. There is no year to year accrual of sick leave for Part-time employees.

Employees who are unable to report to work due to illness or injury are to notify their supervisor before the scheduled start of their workday. If the employee fails to notify their supervisor of the absence within one hour of the employee's start time, Human Resources will be notified and will attempt to contact the employee through his or her emergency contact information. Their supervisor must also be contacted on each additional day of absence, unless other arrangements have been made with the supervisor. In addition to contacting their supervisor, for coordination purposes, employees working out of the administrative office must also inform the receptionist if they are not going to be at work. Similarly, employees working out of the maintenance office must so inform the maintenance dispatchers.

CADA may require a physician's statement verifying the need for three or more consecutive days of sick leave, including, medical appointments, illness, injury and beginning and expected ending



dates. Any employee who is on an excused absence for more than three days, due to illness or injury, must contact Human Resources prior to returning to the workplace.

Sick leave is intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence unless specifically approved by the employee's supervisor.

Employees will not be paid for unused sick leave benefits while they are employed, nor at separation from employment. An employee who retires from PERS service, however, will receive additional service credit for any unused sick leave.

#### **F. School Activities**

An employee may take off time from work to participate in school activities if all the following conditions are met:

- The employee is a parent, guardian, or grandparent having custody of one or more children in kindergarten or grades one to 12;
- The employee takes off no more than 40 hours each school year and does not exceed eight hours in any calendar month of the school year;
- The employee's absence is related to participation in activities of the school of any dependent children; and
- Before taking off, the employee gives reasonable notice to the employer of the planned absence.

Employees must use vacation or compensatory leave in order to receive compensation for this time off. Employees who do not have paid time off available will take the time off without pay.

#### **G. Catastrophic Leave**

Employees may donate, if they so desire, their vacation leave to another employee with the approval of their supervisor and the supervisor of the employee to whom they wish to donate their hours. Vacation leave should be donated and used by the recipient employee only when there are extraordinary circumstances of need as determined by Human Resources (and in accordance with this policy). Catastrophic leave is not intended to be used for reoccurring minor illnesses, and may not exceed 6 work weeks in a 12-month period from when the first Catastrophic leave hour was used by the recipient employee. If an employee is receiving some form of other compensation during this period (e.g. AFLAC, SDI), the employee must inform Human Resources. Such other compensation will be included when determining their Leave eligibility.

A recipient employee must exhaust the majority of his or her leave accruals but may retain up to a combined total of forty (40) hours of vacation and sick time and still receive donated time. Recipient employees will not accrue vacation or sick leave during this period.

Donated hours will be placed in a "Catastrophic Leave Bank" for use by the recipient employee; the recipient employee will use the hours according to the date of the donation (i.e., those hours donated first will be used first). Any hours remaining in the "Catastrophic Leave Bank" after Human Resources indicates the catastrophic event has concluded shall be returned to the employee who donated the hours.

Donations of accrued vacation leave by an employee to other employees upon termination of their employment are prohibited.

#### **H. Management Leave**

In recognition of the need to devote more than forty (40) hours per week to their duties,

management leave in the amount of forty (40) hours per calendar year shall be granted to those in the manager classification and above each January 1. Managers hired after January 1 will receive 3.33 hours for each full month worked through December 31 of that year.

Management leave must be used in the year given; there are no carryover provisions in regard to management leave unless specifically authorized by the Executive Director.

#### **I. Leaves of Absence**

It is CADA's policy to grant leaves of absence, as described in the following "Types of Leave" section, to all eligible employees on a nondiscriminatory basis. Except as otherwise indicated, all leaves of absence are available on an unpaid basis. All leaves of absence are reviewed and granted or denied at the discretion of the Executive Director.

Subject to any applicable legal restrictions, requests for leaves of absence will be considered on the basis of the employee's length of service, performance, level of responsibility, the reason for the request, and CADA's ability to obtain a satisfactory replacement during the time the employee is away from work.

#### **Returning from a Leave of Absence/Abandonment of Employment**

When an employee is granted a leave of absence, an effort will be made to hold the employee's position open for the period of the approved leave. Due to business needs, however, [\(unless otherwise required by law\)](#) there will be times when the position cannot be held open. Under such conditions, it will not be possible to guarantee reinstatement. Subject to any applicable legal restrictions, an employee's reinstatement rights are as follows: If an employee's former position is unavailable when the employee is ready to return from an approved leave, CADA will make every effort to place the employee in a comparable position for which the employee is qualified. If such a position is not available, the employee will be offered the next suitable position for which the employee is qualified, if such a position exists. An employee who does not accept a position offered by CADA will be considered to have voluntarily terminated employment, effective the day such refusal is made.

An employee who accepts other employment, without prior approval, during a leave of absence, or who fails to return on the next regularly scheduled work day following the expiration of an approved leave, will be considered to have abandoned their employment and may be terminated. Exceptions will be made for those employees who have obtained an authorized extension prior to the leave of absence expiration date.

#### **Status of Benefits During Leave**

No CADA-sponsored benefits are earned or accrued during an unpaid leave of absence. When an employee returns from a leave of absence, eligibility and accrual dates will be adjusted forward to account for the period of the leave.

During an employee's leave, CADA will continue to pay for the employee's participation in CADA's health plans, to the same extent and under the same terms and conditions as would apply had the employee not taken leave, meaning employees will continue to be responsible for all employee and any dependent health insurance costs. For any unpaid period during a leave of absence, CADA will pay for the employee's participation in CADA's health plans on the employee's behalf. However, the employee will be required to reimburse CADA for such health premiums paid during their unpaid leave. When paid leave is being substituted for unpaid leave for at least 50% of the month, through use of time off accruals, the employee will earn their Cafeteria Allowance, and health premiums will continue to be deducted as usual during that pay period.

### **Misrepresentations**

Any employee who misrepresents his or her reasons for applying for a leave of absence may face disciplinary action, including termination.

### **Types of Leaves of Absence**

#### **1. Family Care and Medical Leaves**

Although CADA does not have any employees who are eligible for the federal Family Medical Leave Act ("FMLA"), CADA employees may qualify for leave under the California Family Rights Act ("CFRA"). CADA has implemented this Family Care and Medical Leave policy in order to provide the rights and responsibilities included in the CFRA, as well as many, but not all, of the rights and responsibilities included in the FMLA, as detailed below.

CADA is subject to the New Parent Leave Act which provides unpaid leave for parental leave to bond with a new child within one year of the child's birth, adoption, or foster care placement.

The purpose of this policy is to establish conditions under which an eligible employee may request time off without pay for a limited period with job protection consistent with CADA's Family Care and Medical Leave policy and the state's New Parent Leave Act.

An eligible employee is one with at least 12 months of service who has worked at least 1,250 hours during the 12-month period prior to the taking of family care or medical leave. Such an employee will be entitled to a leave of absence not to exceed 12 workweeks in any 12-month period.

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California Family Rights Act Leave may be requested for the following situations:

- An eligible employee may take job-protected leave:
- for reason of the birth of a child of the employee or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.
- care for a child of any age, spouse, domestic partner, parent, grandparent, grandchild, or sibling with a serious health condition. "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis. "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.
- Additionally, an employee may take leave to care to include a "designated person." A designated person means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. As allowed by the law, CADA limits an employee to one designated person per 12-month period for CFRA leave.
- because of an employee's own serious health condition that makes the employee unable to perform the functions of the position of that employee, except for leave taken for disability on account of pregnancy, childbirth, or related medical conditions.
- because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States, as specified in Section 3302.2 of the Unemployment Insurance Code.
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- A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either (A) inpatient care in a hospital, hospice, or residential health care facility; or (B) continuing treatment or continuing supervision by a health care provider

~~"Family care leave" may be taken for (1) the birth of a child of the employee; (2) the placement of a child with the employee in connection with adoption or foster care of a child; or (3) care for the employee's child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner who has a serious health condition. For purposes of this policy, "child" may be a biological, adopted, foster, or step child or legal ward, or child of a person standing "in loco parentis" by providing day-to-day care and financial support, where the child is under age 18, or age 18 or older and incapable of self care because of a mental or physical disability. "Parent" means a biological, adoptive, step or foster parent, or other person who stood "in loco parentis" to a child by providing day-to-day care and financial support. "Parent-in-law" means the parent of a spouse or domestic partner.~~

~~"Medical leave" may be taken for an employee's serious health condition. A "serious health condition" is one that requires either in-patient care in a medical facility or continuing treatment or supervision by a health care provider.~~

~~Military Family Leave may be taken for eligible employees for qualifying reasons related to care for, or the needs of, an employee's spouse, domestic partner, child or parent who is on active duty or has been called to active duty in the United States Armed Forces. Any questions regarding Military Family Leave should be directed to the Human Resources Manager.~~

~~The 12-month period during which the 12 workweeks of leave may be taken under this section shall be the 12-month period measured forward from the date upon which the employee's first family care or medical leave begins.~~

Leave Requests. Written requests for a family care or medical leave of absence must be submitted in writing at least 30 days before the leave is to commence or as soon as the reasons for leave become known to the employee if such prior 30-day notice is not possible. All written leave requests must include the anticipated date(s) and duration of the leave. Written requests for extension of such leave must be received by CADA at least five working days before the date on which the employee was originally scheduled to return to work and must state the revised anticipated date(s) and duration of the leave.

Terms of Family Care and Medical Leave. Family care leave taken for the birth, adoption, or foster care placement of a child must be concluded within one year of the birth, adoption, or placement, and may be taken intermittently in periods of at least two weeks. Family care, medical leave for the serious health condition of the employee's child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner, [designated person](#) or for the employee's own serious health condition, may also be taken intermittently or on a reduced work schedule when medically necessary. If leave is taken intermittently or on a reduced schedule in order to accommodate planned medical treatment of the employee or family member, CADA retains the discretion to transfer the employee temporarily to an alternative position, with equivalent pay and benefits, which better accommodates the employee's leave schedule.

If the leave is requested in connection with a planned, non-emergency medical treatment, the employee must make a reasonable effort to schedule the treatment so as to minimize the disruption of CADA's operations.

Effect of Family Care and Medical Leave on Health Benefits. During an employee's family care or medical leave, CADA will continue to pay for the employee's participation in CADA's health plans, to the same extent and under the same terms and conditions as would apply had the employee not taken leave.

For any unpaid period during a leave of absence, CADA will pay for the employee's participation in CADA's health plans on the employee's behalf. However, the employee will be required to reimburse CADA for such health premiums paid during their unpaid leave. When paid leave is being substituted for unpaid leave for at least 50% of the month, through use of time off accruals, the employee will earn their Cafeteria Allowance, and health premiums will continue to be deducted as usual during that pay period.

The employee also may, at CADA's option, be required to reimburse CADA for such health premiums paid during the employee's unpaid leave if, upon the employee's return, the employee requests and is granted a reduced work schedule for which such benefits would not be paid by CADA.

Employees on family care or medical leave accrue employment benefits, such as sick leave or vacation benefits, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

**Certification of Eligibility.** Employees must consult with Human Resources to determine their eligibility for the leave, the length and terms of the leave, and reinstatement.

**Medical Certification.** Any request for medical leave for an employee's own serious health condition or for family care leave to care for a child, spouse, or parent with a serious health condition must be supported by medical certification from a health care provider. The employee must provide the required medical certification within 15 calendar days after CADA's request for certification, unless it is not practicable under the circumstances to do so. Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical certification within 15 days of being asked to do so may result in a denial of the employee's continued leave. Any request for an extension of the leave also must be supported by an updated medical certification.

**Return to Work.** Employees returning from family care or medical leave are entitled to reinstatement to the same or comparable position consistent with applicable law. If the employee has been on leave for their own serious health condition, before permitting the employee to return to work, the employee must provide medical certification that he or she is able to return to work.

**Non-Discrimination.** CADA recognizes the value of family care and medical leave and will not discriminate against any employee who chooses to exercise his or her right to such leave. Details concerning the applicability of the Family Medical Leave Act and California's Family Rights Act to a particular situation are available from Human Resources.

**Substitution of Paid Leave.** For qualifying family care or medical leaves of absence, employees are required to substitute vacation for all family care and medical leaves. Sick leave must be used for an employee's own serious health condition and may be used if the leave is for the birth, adoption, or foster care of the employee's child or for the illness of a family member. Employees, however, are not required to exhaust their leave balances and may, at their option, retain up to a maximum of forty (40) hours of combined vacation and/or sick leave. The substitution of paid leave for family care or medical leave does not extend the total duration of family care and medical leave to which an employee is entitled to beyond twelve (12) weeks in a twelve- (12-) month period.

## **2. Pregnancy Disability Leave**

An employee disabled by pregnancy, childbirth, or a related medical condition may request a pregnancy disability leave. This leave may be for the period the employee's

doctor verifies that the employee is disabled by pregnancy, childbirth, or a related medical condition, and that the employee is unable to perform her job, up to a maximum of four (4) months. This leave may run concurrently with any other applicable leave. The employee must consult with CADA and make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize disruption to CADA's operations. Any scheduling, however, shall be subject to the approval of the employee's health care provider.

CADA will provide a reasonable accommodation to an employee disabled by pregnancy, childbirth, or related medical condition, if she so requests, on the advice of her health care provider. Such reasonable accommodation may include a temporary transfer to a less strenuous or hazardous position, if the employee so requests and is qualified to perform the job, on the advice of her physician. However, CADA will not create an additional position for such an accommodation, nor will CADA discharge any employee or transfer an employee with more seniority.

Leave Requests. For foreseeable events, if possible, the employee must provide 30 days' advance notice of the need for such leave. For events that are unforeseeable 30 days in advance, the employee must notify CADA as soon as practicable.

All leave requests must include the anticipated date(s) and duration of the leave. Any requests for an extension of such leave must be received by CADA at least five working days before the date on which the employee was originally scheduled to return to work and must state the revised anticipated date(s) and duration of the leave.

Terms of Pregnancy Disability Leave. Pregnancy disability leave may be taken intermittently or on a reduced work schedule, when medically advisable, as determined by the employee's health care provider. If it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule, and it is foreseeable based on planned medical treatment because of pregnancy, CADA may require the employee to transfer to an available alternative position. This alternative position will have the equivalent rate of pay and benefits, the employee must be qualified for the position, and it must better accommodate recurring periods of leave than the employee's regular job. The alternative position does not have to have equivalent duties. Transfers to an alternative position may include altering an existing job to accommodate better the employee's need for intermittent leave or a reduced work schedule.

Certification of Eligibility. Employees must consult with Human Resources to determine their eligibility for the leave, the length and terms of the leave, and reinstatement.

Medical Certification. Any request for pregnancy disability leave must be supported by medical certification from a health care provider. The employee must provide the required medical certification within 15 calendar days after CADA's request for certification, unless it is not practicable under the circumstances to do so. Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical certification within 15 days of being asked to do so may result in a denial of the employee's continued leave. Any request for an extension of the leave also must be supported by an updated medical certification from their health care provider.

Effect of Pregnancy Disability Leave on Health Benefits. During an employee's pregnancy disability leave, CADA will continue to pay for the employee's participation in CADA's health plans, up to a maximum of four (4) months in a 12-month period, to the same extent and under the same terms and conditions as would apply had the employee not taken leave.

If the employee fails to return from the leave for a reason other than the recurrence, continuation or onset of a health condition that brought about the need or qualifies for family care or medical leave or other circumstances beyond the employee's control, the employee may, at CADA's option, be required to reimburse CADA for any health premiums paid by CADA on the employee's behalf during any unpaid periods of the leave.

**Paid Leave.** Pregnancy disability leave will be unpaid. CADA, however, requires employees to substitute accrued and available sick leave. Employees may elect to use all available paid leave. The substitution of paid leave for pregnancy disability leave does not extend the total duration of leave to which an employee is entitled.

**Return to Work.** Employees returning from pregnancy-related disability leave are entitled to reinstatement to the same or comparable position consistent with applicable law. CADA retains the right to deny reinstatement when such reinstatement would substantially undermine CADA's ability to operate its business safely and efficiently. An employee who returns to work after a pregnancy disability leave must have a written release from her health care provider. This release must verify that the employee is able to return to work.

**Non-Discrimination.** CADA recognizes the value of pregnancy disability leave and will not discriminate against any employee who exercises her right to such leave. Details concerning the applicability of the pregnancy-related disability leave provisions in California's Fair Employment and Housing Act to a particular situation are available from Human Resources.

#### **4. Paid Family Leave**

Paid Family Leave ("PFL"), which is administered by the Employment Development Department ("EDD"), not CADA, is a partial wage replacement benefit paid to workers who suffer a wage loss when they take time off work to (1) care for a seriously ill family member, including a child, parent/parent-in-law, spouse, sibling, grandparent, grandchildren, domestic partner, or domestic partner's child, (2) bond with a new child during the first year after the birth or placement of the child in connection with foster care or adoption, or (3) participate in approved activities related to the active duty or call to duty of a spouse, domestic partner, child, or parent in the Armed Forces of the United States. Qualified employees are eligible for a maximum of six (6) weeks of benefits in a twelve- (12-) month period.

PFL does not create any rights to a leave of absence or reinstatement, but simply provides partial wage replacement for qualified employees. Employees must meet all EDD eligibility requirements to qualify for PFL benefits. The PFL program is funded by withholdings from employee paychecks.

If you are absent for a reason that qualifies you for PFL payments, CADA requires that you use any accrued and unused vacation, up to a maximum of two weeks in a 12-month period. The first week of vacation will be applied to the seven (7)- day State mandated waiting period before the PFL benefits begin. Employees are permitted, however, to elect to retain a minimum accrued leave balance of 40 hours.

An employee who is entitled to leave under the Family Care and Medical Leave policy must take PFL concurrently with leave taken under those rights.

#### **5. Organ and Bone Marrow Donation Leave**

Consistent with State law, CADA will permit an employee to take a paid leave of absence:

- (1) not exceeding 30 work days to an employee who is an organ donor in any one-year

period, for the purpose of donating his or her organ to another person. An additional unpaid leave of absence, not exceeding 30 work days in a one-year period, may be granted to an employee who is an organ donor for the purpose of donating the employee's organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months; and

(2) not exceeding five (5) work days to an employee who is a bone marrow donor in any one-year period, for the purpose of donating his or her bone marrow to another person.

This leave may be taken in one or more periods. In order to receive this type of leave of absence, an employee must provide written verification to CADA that s/he is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

This leave does not run concurrently with Family Care and Medical Leave. During the leave, CADA will continue to maintain the employee's group health coverage on the same terms as when the employee is not on leave.

CADA requires as a condition of an employee's initial receipt of organ or bone marrow donation leave that the employee take five (5) days of earned but unused sick or vacation leave for bone marrow donation and two (2) weeks of earned but unused sick or vacation leave for organ donation.

Time off for this leave will not be considered a break in service. When the employee returns to work, CADA will restore him/her to the same or an equivalent position s/he held when the leave commenced, unless CADA declines to restore the employee because of conditions unrelated to the taking of the leave.

#### **6. Medical Leave of Absence -- Work Related**

A leave of absence will be granted to any full-time or fractional employee who sustains a work-related (occupational) illness or injury for the duration of the work-related illness or injury until one of the following situations occurs:

- The employee is released for full or partial duty;
- CADA receives satisfactory medical evidence stating that the employee will be permanently unable to return to work;
- The employee informs CADA, directly or indirectly, by accepting other employment, by moving out of state, or by other means, that he or she does not intend to return to work.

Notification requirements for a work-related medical leave are the same as for medical leaves of absence that are not work related. [Please see below re: Workers' Compensation Insurance.](#)

#### **7. Personal Leave of Absence**

An unpaid Personal Leave of absence may be granted to an employee in cases where an extended period of time away from the job will be in the best interests of the employee and/or CADA. This policy is intended to outline unpaid Leaves of Absence for reasons other than those covered elsewhere in this Handbook and/or for employees who are not yet eligible for any other leaves outlined in this Handbook.

Written requests for such leave must specify the purpose, start date and return to work date of the requested leave. Such request should also include any relevant backup

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documentation to support the request for a Personal Leave of Absence. All such requests should be submitted to the Human Resources Manager at least 30 days before the leave commences, or as soon as possible if the need for the leave was not foreseeable. Such leaves may be granted or denied at the sole discretion of the Executive Director and/or his/her designee.

A leave may be granted for a period not to exceed 30 days and may be extended only with the written approval of the Executive Director and/or his/her designee. The procedure for granting extensions shall be the same as that in granting the original leave, provided that the request for extension must be made not later than 5 days prior to the expiration of the original leave.

Whenever an employee who has been granted a Personal Leave of Absence desires to return work before expiration of such leave, the employee shall notify Human Resources at least two (2) working days in advance of the return.

No benefits shall accrue during a Personal Leave of Absence, unless eligible paid leave is substituted. During the periods for which the employee will be absent, arrangements for any benefit premium payments must be made on or before each scheduled payday by the employee in order to maintain insurance coverage.

An employee's failure to return timely from a Personal Leave of absence will be considered a voluntary separation.

#### **8. Drugs and Alcohol Rehabilitation Leave**

CADA wishes to assist employees who recognize that they have a problem with drugs or alcohol. Employees who have a problem with drugs and alcohol and who decide to enroll voluntarily in a drug and/or alcohol rehabilitation program may be given unpaid time off to participate in the program. If an employee requests time off to participate in such a program, CADA will also make a reasonable effort to keep the fact that the employee is enrolled in a program confidential.

The employee may use any accrued sick leave, vacation, or compensatory time while on drug and alcohol leave. However, additional benefits will not be earned during any unpaid leave of absence.

#### **9. Sabbatical Leave**

After 10 years of employment, an employee may request an unpaid sabbatical leave of up to six months. The Executive Director and the CADA Board of Directors will consider each request on a case-by-case basis.

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#### **10. Bereavement Leave**

This leave of absence may be granted to any employee who requires time off due to a death of a loved one. The employee must notify his or her supervisor immediately, who will then notify Human Resources as to the estimated duration of the leave and estimated return date. All full time employees and fractional employees consistently working more than 50% of the month or are on paid status 50% of a month (pro-rata at their fractional rate) will be granted up to ~~five~~<sup>three</sup> days' paid time off per calendar year. Requests for leaves of a longer duration will be considered on a case-by-case basis and require the approval of the Executive Director. Upon separation, employees will not be paid for unused bereavement time.

#### **11. Military Leaves of Absence**

Any eligible employee will be granted a leave of absence for military duty in accordance with federal and state laws governing such leaves. Qualified spouses of members of the

Armed Forces, National Guard or Reserves may also be eligible for unpaid leave in accordance with state law.

#### **12. Jury/Witness Duty**

If an employee is requested to serve for jury or witness duty, he or she must bring the summons or subpoena to his or her supervisor within three working days of receipt. If called to jury or witness duty, employees will receive their regular pay for the working hours lost while on such duty, up to a maximum of 10 working days per year, provided the employee submits written verification from the court. The written verification must show the actual days served. Employees on jury or witness duty for more than 10 working days per year may be placed on unpaid leave for the remainder of time they are absent. At the Executive Director's discretion, paid jury duty may be extended on a case-by-case basis considering CADA's operating needs. An employee is to inform his or her supervisor of any time not served as a juror or witness during the normal work schedule. The supervisor will determine if the employee must return to work for the remainder of the day. The salary of an exempt employee will not be reduced for any week in which the employee works and also misses time to serve on a jury or as a witness.

This policy does not apply to employees who elect to serve as expert witnesses. If an employee elects to do so, he or she may request to use accrued vacation or compensatory time.

#### **13. Time Off to Vote**

Employees are encouraged to fulfill their civic responsibilities by voting. If an employee is unable to vote in a statewide election during his or her non-working hours, CADA will grant up to two hours of paid time off to vote. Employees must request time off to vote by submitting the Request for Time Off form to their immediate supervisor at least two working days before the Election Day, including the reason that they cannot vote during non-working hours. Employees must submit a voter's receipt on the first working day following the election.

#### **14. Leaves Related to Domestic Violence, Stalking or Crime Victim**

Consistent with state law, an employee who has been the victim of domestic violence, stalking, or whose child has been the victim of domestic violence or stalking, or who has been the victim of a crime, or whose immediate family member has been the victim of a crime, may take unpaid time off to attend court proceedings, attend to their own, or their family member's safety, or to receive medical care or counseling. To the extent possible, employees must provide advance notice of absences/leaves associated with this policy. An employee who takes unpaid time off for any of the purposes stated in this paragraph may elect to use accrued unused vacation, sick, management or comp time leave time in lieu of taking unpaid time off.

#### **15. Lactation**

CADA provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child each time the employee has need to express breast milk during the workday. CADA will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private. Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, access to electricity, a sink with running water, and a refrigerator for storing breast milk.

##### **Procedures**

An employee may request an accommodation for lactation breaks by submitting a

lactation accommodation request form to Human Resources. Human Resources must respond to the employee's accommodation request form submitted by indicating the approval or denial of the break request. The completed request form must be returned to the employee and a copy sent to Human Resources.

The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

CADA reserves the right to deny, in writing, an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees have the right to file a complaint with the labor commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodations.

#### **J. Employee Assistance Program**

CADA is concerned about the welfare of our employees. To this end, we provide our employees with access to an Employee Assistance Program (EAP). CADA acknowledges that an employee who recognizes his or her need for help and takes positive action is likely to be healthier and better able to address the variety of stresses we all inevitably face in life.

All counseling provided in this program is completely confidential. The CADA EAP program provides assistance and counseling for:

- Tax Consultation
- Legal Issues and General Questions
- Child care and elder care advice and planning
- Marital, family, and relationship problems
- Financial and credit concerns
- Substance abuse
- Emotional, personal, and stress-related concerns

The EAP program is part of CADA's commitment to a healthy, productive work environment. Information regarding this program is available from Human Resources.

#### **K. Parking and Transportation**

Employees are provided one free parking space (as inventory allows) or a free Regional Transit pass. This is a benefit for use by CADA employees only. Employees submitting for reimbursement of a transit pass must submit a copy of the transit pass to Human Resources.

Free parking spaces for Maintenance staff are located in the secure parking lot at the Maintenance Warehouse for use during work hours. Free parking spots for RSR's will be at or as close as possible to the building they live in. Free parking spots for Administrative Office staff will be in any available spots within the agency's parking inventory.

Non-RSR employees who are CADA residents may rent a CADA parking space at the regular market rate and can complete the rental process through Leasing. There is no employee discount for rental of parking spaces.

If an employee needs a parking space or wants to relinquish a parking space, they should contact Leasing.

CADA assumes no responsibility or liability regarding any loss or damages to any employee's

vehicle or its contents. The employee is also responsible for their own safety and well-being when in the parking areas. Caution should be taken by the employee when entering and leaving the premises.

CADA reserves the right to modify or cancel parking and transportation privileges.

#### **L. Direct Deposit of Paychecks**

As a convenience to our employees, direct deposit of paychecks is available which allows employees to direct deposit their checks to several accounts. In addition to being a timesaving feature for employees, this process assures employees of the timely availability of their funds and allows employees to reserve funds for saving or other personal purposes.

### **V. Employee Requirements**

#### **A. Employee Conduct and Work Rules**

CADA strives to operate efficiently while providing a safe and pleasant working environment for its employees. To this end, it is necessary to set certain standards of conduct and provide employees with guidance concerning unacceptable behavior. Infractions of these rules will result in disciplinary action, up to and including termination. It must be noted, however, that this list is not exhaustive and merely contains examples of the types of conduct that can lead to the imposition of disciplinary action.

The following conduct is unacceptable:

- Falsification of any CADA document, including information on an application, a physical examination questionnaire, time record, and personnel records, including falsification by omission;
- Operating machinery or equipment in an unsafe manner such that it might endanger the safety of oneself or others;
- Unauthorized possession of or intentional damage to CADA, state or staff property;
- Altering, falsifying, tampering, removing, or destroying records without permission;
- Discourtesy to anyone;
- Possession of weapons;
- Threats of violence, either implicit or explicit, toward officers, clients, contractors, consultants, or other employees;
- Defamatory remarks or gossip about CADA, other employees, or CADA residents;
- Insubordination;
- Dishonesty;
- Excessive absences or tardiness;
- Failure to observe working schedules, including rest and lunch periods;
- Failure to report personal injury, accident or damage to CADA equipment;
- Conduct which reflects unfavorably on CADA;
- Unsatisfactory work performance, including, but not limited to, unsatisfactory quantity or quality of work;
- Violation of fire or safety regulations;
- Smoking in unauthorized areas;
- Failure to report having a communicable disease that could endanger other employees or clients;
- Impairment by the use, possession, manufacture, distribution, transfer, or sale or solicitation of illegal drugs during work hours on CADA property, including CADA vehicles or while conducting CADA business;
- Impairment by the use, possession, manufacture, distribution, transfer, sale of alcohol on CADA property, including CADA vehicles or while conducting CADA business;

- Being under the influence of alcohol or illegal drugs on CADA property, including CADA vehicles, or while conducting CADA business;
- Misuse of CADA funds or property for personal gain or for other unauthorized purposes;
- Committing or involvement in any act of unlawful harassment of another individual.

#### **B. Discipline**

When an employee engages in misconduct or an employee's job performance is unsatisfactory, CADA may initiate disciplinary procedures. The possible disciplinary actions that may be taken include oral reprimand, written reprimand, suspension without pay, demotions and/or termination. A notation or copy of all disciplinary actions will be placed in the employee's personnel file.

Employees are reminded, however, that CADA employment is at-will, and therefore an employee who has not been disciplined may still be terminated at any time without cause or notice. Stated differently, employees should have no expectation of progressive discipline.

#### **C. Dispute Resolution**

Note: This policy does not apply to complaints involving harassment, discrimination, or retaliation, which are specifically addressed in CADA's harassment prohibition policy.

CADA is committed to on-going, open communication with employees regarding performance, goals, objectives, policies, benefits, and all other issues which have an impact on employees. CADA understands that during the course of agency business, questions, issues and disputes may arise. CADA urges employees to resolve these issues/disputes through communication and compromise.

Employees who have any such questions, issues or disputes are encouraged to bring them to the attention of their immediate supervisor. If an employee is unable to resolve the situation with the immediate supervisor, s/he may contact Human Resources for assistance in answering the question or resolving the issue/dispute. If the employee still has questions or concerns, s/he may request a meeting with the CADA Executive Director or his/her designee. The Executive Director or his/her designee will review the question, issue or dispute and determine the appropriate action. The Executive Director or his/her designee's decision will be considered final and binding. Employees may raise their questions, issues and disputes without fear of reprisal or discrimination. CADA strives to resolve employee concerns in a fair and equitable manner.

#### **D. Attendance and Punctuality**

To maintain a safe and productive work environment, CADA expects employees to be reliable and punctual in reporting for work. Absenteeism and tardiness place a burden on other employees and on CADA. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, s/he must notify the supervisor as far in advance as possible of normal business hours and/or the employee's shift. If the employee is unable to notify their supervisor, they must contact Human Resources. In addition to contacting their supervisor, administrative staff are also required to inform the reception desk, and maintenance staff are required to inform the maintenance dispatcher. With the Executive Director's approval, supervisors may institute additional requirements.

Poor attendance and excessive tardiness are disruptive and unacceptable and may lead to disciplinary action, including termination of employment.

#### **E. Safety**

Establishment and maintenance of a safe work environment are the shared responsibility of CADA and all employees of the organization. CADA will take all reasonable steps to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to comply with safety rules and to exercise caution in all their work activities. They must

immediately report any unsafe conditions to their supervisor. Not only supervisors, but all employees of the organization are expected to correct unsafe conditions as promptly and as safely as possible.

All accidents that result in injury must be reported to the affected employee's supervisor and to Human Resources, regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and, if deemed appropriate, to initiate applicable insurance and workers' compensation procedures.

CADA will train employees and provide periodic updates in accordance with CADA's Injury and Illness Prevention Program and Safety Rules. A copy of CADA's Injury and Illness Prevention Program and Safety Rules is available from either the Human Resources Manager or Risk Manager.

Each employee is responsible, once trained, to:

- Be constantly aware of potential problems within the work environment which may cause injury, and report any problems noted to his or her supervisor;
- Continually familiarize himself or herself with the safe operation of equipment and the safe use of chemicals;
- Obey all safety rules and regulations established by CADA and practice them to the best of his or her ability; and
- Report immediately to his or her supervisor all hazards that could cause or have caused injury.

All employees are responsible for complying with the safety procedures as outlined in the written CADA Injury and Illness Prevention Program and Safety Rules. Violations of safe working procedures are cause for disciplinary action, up to and including termination of employment.

#### **F. Workers' Compensation Insurance**

CADA provides a comprehensive workers' compensation insurance program. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to the applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period. If hospitalization is required, benefits are provided immediately.

Any employee who sustains a work-related injury or illness is required to inform his or her supervisor immediately, regardless of severity. This will enable an employee to receive appropriate treatment, if necessary, as quickly as possible. When, on the advice of their health care provider, an injured employee continues to work his or her regular duties or is assigned modified duty, the employee is required to schedule the workers' compensation-related time off with his or her supervisors and to schedule such appointments or time off at times that are the least disruptive to their normal work schedule (early morning, around the lunch hour, late afternoon).

Neither CADA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries or illnesses that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity.

Employees who wish to use their own health care provider for workers' compensation-related injuries, rather than CADA's workers compensation health care provider, must complete the predesignation form from Human Resources (the form must be completed BEFORE any injury

occurs). This predesignation form must also be signed by the employee's health care provider.

For additional information regarding workers' compensation, please refer to the informational guide provided to employees during the hiring process. Additional copies of these documents are available from Human Resources.

#### **G. Dress Standards and Personal Hygiene**

In the interest of presenting a professional image to the public, employees are expected to dress in a businesslike manner. The supervisor is responsible for enforcing proper dress and personal hygiene standards. If an employee's dress and/or grooming are determined to be inappropriate, the employee will be counseled by his or her supervisor. In some cases, the employee's supervisor may send the employee home to change, without pay. Violation of this policy by an employee may result in disciplinary action.

All clothing must be modest, neat, clean, and pressed. The following are examples of inappropriate dress:

- Administrative personnel - Blue jeans that have less than a new appearance. (Note: Blue jeans are only allowed in the Administrative Office on Fridays and if the employee is not participating in board or other formal meetings.)
- Bib overalls;
- Undershirts, tank tops, halter tops, midriff or tube tops;
- Clothing that is torn, has holes, or has any offensive graphics;
- Sweat suits or athletic apparel Thongs, slippers, or flip-flops

Hair is to be clean, combed and neatly trimmed. Sideburns, moustaches, and beards should also be clean and neatly trimmed. [Protective hairstyles, including braids, locks, and twists, and natural hair are permitted.](#)

Any exceptions to the dress standards must be approved by the employee's supervisor based on job requirements.

#### **H. Maintenance and Resident Services Representative Dress Requirements**

For reasons of safety and security, staff members who perform building and grounds maintenance must wear CADA-provided uniforms while performing these job functions and follow the guidelines established by their supervisors.

#### **I. Telephone, Cell Phone, and Mail Usage**

To assure effective telephone communications, employees should always speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Cellular telephones will be provided to appropriate employees as designated by the Executive Director. The decision to supply a cellular telephone will be based on the resulting increase in efficiency, as well as the need for and absence of alternative telephones in the physical area(s) in which an employee's job is being performed. Employees are responsible for safeguarding CADA provided cell phones and may, subject to applicable laws, be required to reimburse CADA for damage/co-pays resulting from negligent behavior. Employees eligible to receive a cellular phone can instead request that CADA provide a monthly monetary allowance so they may purchase their own cellular telephone and service contract. As such, CADA is not responsible for any portion of the monthly bill for those employees who choose to purchase their own cellular telephone and service contract.

To ensure that CADA meets the needs of its residents when a Resident Services Representative

is away from the workplace, CADA may need to access the Resident Services Representative's cellular telephone voice mailbox. When Resident Services Representatives utilize CADA-provided cellular telephones, they are doing so knowing that these systems belong to CADA and the contents of communications are accessible at all times by CADA management for any business purpose without prior notice. As such, RSRs have no reasonable expectation of privacy with respect to their cell-phones.

CADA phones are for CADA use. Telephone bills are reviewed by Human Resources and the employee's supervisor to confirm that usage is appropriate. Use of telephones for personal calls, including local calls, is to be kept to a minimum and shall not interfere with an employee's work. Employees may be required to reimburse CADA for any charges resulting from inappropriate use of phones. Consistent with state law, it is unlawful and employees are not permitted to use hand-held cell phones while driving a motor vehicle to write, read or send text-based communications while operating a motor vehicle. Inappropriate or illegal use of phones/electronic devices may also lead to disciplinary action up to, and including, termination of employment.

Additional information regarding the use of cell phones by Resident Services Representatives is included in the Resident Services Representative Addendum.

The use of the postage machine for personal correspondence is not permitted and may be grounds for disciplinary action.

#### **J. Information Technology, Internet and Email Usage**

**Privacy and Usage.** Usage of Information Technology, the Internet and email services are provided to employees to assist them with their CADA work. Unless specifically authorized by their supervisor, non-exempt employees are prohibited from using their CADA email or CADA-provided cell phones in order to conduct CADA-related business when they are away from work and may be disciplined for doing so. Employee privacy does not extend to the employee's work-related conduct or to the use of CADA's equipment or supplies, including, but not limited to computers, servers, files, emails, phones, cell phones, Personal Digital Assistants or to any messages, texts, pictures, videos stored on any such CADA property. When employees utilize any such technology, they are doing so knowing that the technology and any anything stored thereon, belong to CADA and the contents and information about usage are accessible at all times by CADA management for any business purpose without prior notice. As such, employees have no reasonable expectation of privacy with respect to such technology. These systems may be subject to periodic unannounced inspections and should be treated like other shared filing systems. Employees must check with their supervisor before any program is downloaded from an Internet site.

All email messages and files saved on the server are CADA records. The contents of any email or file may be disclosed within CADA without an employee's permission. Therefore, employees should not assume that messages are confidential.

**Social Media.** Personal social networking and blogging on CADA owned property, such as computers and cell phones, is prohibited during work time. Checking Facebook, Twitter, or other similar social networking sites, blogging, shopping online, personal surfing of the web or playing on-line games also should not occur during work time.

Employees may not post defamatory comments or reveal CADA's confidential or trade secret information on any social media site. Misuse of social media and violation of this policy may result in disciplinary action up to and including termination.

**Forbidden Content of Email Communications.** Employees are not permitted to use CADA's



Internet or email systems in any way that may be seen as insulting, disruptive, offensive by other persons, or harmful to morale. Examples of forbidden transmissions include sexually-explicit messages, cartoons, or jokes, unwelcome propositions or love letters, ethnic or racial slurs, or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, or religious or political beliefs.

Use of CADA's Information Technology, Internet and email systems in violation of this policy will result in disciplinary action, up to and including termination of employment.

**Passwords.** Employees may not use passwords that have not been shared with the Controller. Email logins and passwords should remain strictly confidential to the person assigned them. Employees are prohibited from the unauthorized use of the passwords of other employees to gain access to the other employee's email messages and electronic information. Each time a password is changed or updated, the Controller must be informed of the new password. Employees are not permitted to access the electronic communications or data of other employees unless directed to do so by the Controller or Network Administrator or his/her designee. The fact that a password has been created does not alter the fact that CADA has the right to access and monitor any CADA system or technology. Passwords do not create a reasonable expectation of privacy.

#### **K. Smoking**

In keeping with state law and CADA's intent to provide a safe and healthy work environment, smoking, including the use of electronic cigarettes, is prohibited inside the workplace. For the purposes of this policy, the workplace is defined as CADA buildings, CADA vehicles, or privately owned vehicles while performing CADA work, if a non-smoking employee is in the vehicle on a work assignment.

On standard breaks, smoking is permitted outside of any CADA building in areas where the smoke will not enter the building.

#### **L. Conflict of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of CADA's business dealings. For the purposes of this policy, a relative is defined to include the employee's spouse, domestic partner, children, parents, siblings, grandparents, aunts, uncles, nieces, and nephews who have this relationship with the employee either by blood or by marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that s/he disclose to an officer of CADA as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where the employee or relative has a significant ownership in a firm with which CADA does business but also when an employee or relative receives any monetary compensation, gift, or special consideration as a result of any transaction or business dealings involving CADA. To avoid the appearance of such special consideration, staff are specifically directed to distance themselves if the performance of their job benefits them or their relatives. Examples: 1. Accounting staff who process payments must have another staff member approve reimbursements to themselves; 2. Resident Services Representative who may have relatives residing in their buildings may not be involved in management issues regarding

their tenancy; and 3. Marketing agents should have other staff members process relatives' rental applications.

Additionally, no employee may accept a gift, gratuity or discount from any customer, vendor, suppliers or other person doing business with CADA if doing so gives the appearance of influencing business decisions, transactions, or service. There are two exceptions: First, an employee may accept the occasional meal of a reasonable and normal value provided in connection with CADA business. (In this instance, the employee must notify his or her supervisor in a timely manner). Second, as a government entity CADA may accept gifts of a nominal value that are received for the enjoyment of its employees. Examples would include fruits and candies that are received over the Winter Holidays, as well as game tickets provided to CADA staff by the agency in recognition of their work and to promote staff morale.

All Directors, members of the Executive staff, and other designated employees of CADA must execute the required Conflicts of Interest Disclosure Statement required by the Fair Political Practices Commission, as may be amended from time to time, upon assuming their respective positions with CADA and annually thereafter, and must agree to be bound by its provisions.

CADA employees are prohibited from threatening or discriminating against consultants or contractors for arbitrary or capricious reasons, or particularly for reasons of personal gain.

State law establishes separate and distinct policies regarding the prohibition of certain defined conflicts of interest, as well as the disclosure of income, assets, and business positions. It is the employee's responsibility to comply with these laws and policies and to contact Human Resources regarding these requirements.

#### **M. Solicitation & Distribution**

Consistent with this policy, Employees will refrain from non-CADA related solicitation/distribution during working hours and/or on CADA premises. Employees may engage in such solicitation/distribution only during non-working hours during meal or break periods and only in the Break Room, provided all employees involved are on an approved break. Employees are not permitted directly or indirectly to pressure or coerce other employees to engage in such activities. Use of CADA equipment, including but not limited to phones, copiers, printers and/or email, is strictly prohibited for purposes of such solicitation/distribution.

#### **N. Proprietary & Confidential Information**

The materials, products, designs, plans, ideas, and data of CADA are the property of CADA and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. CADA employees are also responsible for the safekeeping and securing of confidential information pertaining to CADA employees, prospective employees, tenants, prospective tenants, clients and contractors. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including termination of employment.

#### **O. Use of Equipment and Vehicles**

Equipment and vehicles essential in accomplishing job responsibilities are expensive and may be difficult to replace. When using CADA property, employees are expected to exercise care, ensure that the equipment is maintained, and follow all operating instructions, safety standards, and guidelines.

Employees are required to notify their supervisors if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees and others. A supervisor can answer any questions about an employee's

responsibility for maintenance and care of equipment or vehicles used on the job.

Personal use of CADA property is prohibited. Any CADA equipment assigned to an employee must be returned immediately upon CADA's demand and at its sole discretion.

The loss of, and improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to, and including, termination of employment.

#### **Use of Vehicles**

When available, the Facilities Maintenance Manager or his/her designee, assigns CADA-owned vehicles to maintenance employees for use in the performance of CADA work during normal business hours. In the event an on-call Resident Services Representative or other CADA personnel need to use a CADA vehicle to perform an after-hours task, he or she must contact his or her supervisor first. If CADA-owned vehicles are not available, employees are responsible for providing their own work vehicles.

All CADA employees driving a CADA-owned vehicle or a privately-owned vehicle in the conduct of CADA business must have a valid unexpired California driver's license and proof of appropriate insurance coverage. CADA employees who drive a CADA-owned vehicle or a privately-owned vehicle in the conduct of CADA business must also provide written authorization on a form provided by CADA releasing information on their driving record to CADA.

CADA participates in a system that regularly checks Department of Motor Vehicle records for all employees who drive as part of their job. Additionally, CADA annually requires those employees who drive as part of their job to provide Human Resources with a valid copy of their insurance coverage.

Based on an employee's driving record, including a record that indicates an employee has been convicted of, or pleaded no contest to, reckless driving or driving under the influence of drugs or alcohol within the past five years, CADA may prohibit an employee from driving a CADA-owned vehicle. Such an employee may also be prohibited from driving a privately-owned vehicle in the conduct of CADA business.

Employees are responsible for immediately reporting such incidents or any other incidents which may result in the loss or suspension of his or her driver's license to Human Resources. Failure to do so may result in disciplinary action up to and including termination of employment. An employee for whom driving is an essential job function and who loses his or her driver's license, and/or is convicted of, or pleaded no contest to, reckless driving or driving under the influence of alcohol or drugs, or becomes uninsurable as a driver may be terminated.

When traveling on CADA business, whether in a CADA-vehicle or a privately owned vehicle, all employees shall use safety belts and observe all traffic laws. CADA shall not assume financial responsibility for traffic citations received by employees driving either CADA owned vehicles or privately owned vehicles on CADA business. Employees shall not use hand-held cell phones while driving a motor vehicle on CADA business. Appropriate hands-free equipment issued by CADA at the written discretion of the Executive Director may be used while driving when appropriate and necessary.

Employees who are assigned CADA owned vehicles are responsible for attending to routine maintenance, including, but not limited to, gas, tires, and regular safety checks. These routine maintenance expenses will be paid by CADA.

Employees who may be required to use their personal vehicles on CADA business will be reimbursed on a set mileage rate basis once per month. Employees are also required to keep

their personal vehicle in safe working condition if they use their personal vehicle when conducting CADA business. If their vehicle is not in a safe working condition, they may request the use of a CADA vehicle (according to availability and conformance to this Handbook). Any questions pertaining to mileage reimbursement should be addressed to the employee's supervisor or Human Resources.

#### **Use of CADA Computer Equipment - Off-site**

Full-time exempt employees interested in accomplishing certain portions of their work from home may request the use of a CADA laptop computer or a standard computer. Such requests may be granted and will continue subject to the supervisor's recommendation, the availability of funds, and the Executive Director's approval.

When the use of a CADA computer for home use is approved, CADA will cite the employee's home address as an additional insured location for the limited coverage of property damage to its computer equipment. CADA will not, however, provide maintenance support for the equipment at these locations. For maintenance purposes, the employee must bring the computer back to CADA. In addition, CADA may require the employee to execute an agreement which sets forth the conditions (i.e., security and care) under which the equipment is being located at his or her home.

CADA will review this agreement on at least an annual basis. A copy of this agreement will be forwarded to Human Resources for placement in the employee's personnel file.

Any CADA equipment assigned to an employee must be returned immediately upon CADA's demand and at its sole discretion. [See CADA's remote work policy for more details.](#)

#### **P. Emergency Closing**

Emergency conditions, such as severe weather, fire, flood, or earthquake, can disrupt CADA operations and interfere with work schedules, as well as endanger employees' well being. These extreme circumstances may require the closing of the work facility.

When operations are required to close, the resulting time off from scheduled work will be paid. If, however, CADA is open for business and an employee is unable to return to work due to an emergency condition, the employee may ask to use available paid accrued leave time such as vacation, personal holiday, sick leave or compensatory time.

#### **Emergency Condition**

[In the event of emergency situation, CADA will not take or threaten adverse action against any employee for refusing to report to, or leaving, a workplace or worksite within the affected area because the employee has a reasonable belief that the workplace or worksite is unsafe, except as specified. CADA will also not prevent any employee from accessing the employee's mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to confirm their safety.](#)

**"Emergency condition"** means the existence of either of the following:

- [Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act.](#)
- [An order to evacuate a workplace, a worksite, a worker's home, or the school of a worker's child due to natural disaster or a criminal act](#)

**Commented [A4]:** New regulation SB1044; CADA not in the exceptions

- ["Emergency condition" does not include a health pandemic.](#)

["A reasonable belief that workplace or worksite is unsafe" means that a reasonable person, under the circumstances known to the employee at the time, would conclude there is a real danger of death or serious injury if that person enters or remains on the premises. The existence of any health and safety regulations specific to the emergency condition and an employer's compliance or noncompliance with those regulations shall be a relevant factor if this information is known to the employee at the time of the emergency condition or the employee received training on the health and safety regulations mandated by law specific to the emergency condition.](#)

[When feasible, an employee shall notify the employer of the emergency condition requiring the employee to leave or refuse to report to the workplace or worksite prior to leaving or refusing to report. When prior notice is not feasible – after leaving or refusing to report as soon as possible.](#)

#### **Q. After-Hours Access**

After-hours access to the Administrative and Maintenance Offices is for official purposes only and is restricted to staff who have been instructed in the security systems in effect.

#### **R. Resident Services Representatives Addendum**

On an annual basis Resident Services Representatives are required to sign an updated Resident Services Representative Addendum to the CADA Employee Handbook.

#### **S. Remote Work Arrangements**

From time to time, CADA management may approve, at its sole discretion, a remote work arrangement for an employee that allows the employee to work a designated portion of the employee's work schedule from home or another remote location. Such remote work arrangements will be governed by CADA's Remote Work Policy. CADA's Remote Work Policy will be made available to employees upon request.

## **VI. General Administrative Policies**

### **A. Mileage Reimbursement**

With supervisory approval, CADA will reimburse an employee for mileage incurred while driving his or her personal vehicle on CADA business. This reimbursement does not include traveling between home and work unless the employee is responding to an after-hours "on-call" message or is otherwise approved by the Executive Director or his/her designee.

Reimbursement rates may be obtained from Human Resources.

### **B. Expense Reimbursement**

CADA will reimburse employees for business expenses directly related to authorized activity of the organization. Employees must receive prior authorization from the appropriate supervisory personnel before incurring any reimbursable expense. Unauthorized or inappropriate expenditures by employees will not be reimbursed by CADA.

CADA will not reimburse employees on CADA business for parking tickets or other traffic

violations. With appropriate receipts, CADA will reimburse employees on CADA business for parking charges paid to parking lots/garages.

#### **C. Credit Card Usage**

CADA maintains a restricted number of CADA credit cards for use, as authorized by the Executive Director, in instances where such usage may reduce costs and accounting delays associated with such activities as the purchase of supplies and the ordering of materials or conference registration by mail.

#### **D. Personal Property**

CADA will not reimburse employees for damages or loss of employee's personal property which may occur when they are on CADA property or conducting CADA business.

~~Reimbursement for specialized equipment to perform CADA work will be considered for reimbursement on a case-by-case review. Employees must contact Human Resources for further details.~~

#### **E. Expenditure of CADA Funds for Political Purposes**

It is unlawful for CADA to expend any CADA funds on political fundraisers or contributions or for CADA equipment or property to be utilized for political purposes. Accordingly, such expenditures are against CADA policy and are strictly prohibited.

#### **F. Advocacy**

CADA limits its advocacy of legislation or positions on local matters to issues materially affecting its operations.

Legislation affecting CADA, as well as proposed positions taken by CADA regarding legislation, must be brought before the CADA Board by the Executive Director or his or her designee for direction and approval. While CADA employees may advocate for or against any legislation on their own behalf, no CADA employee may advocate any position on behalf of CADA or purport to represent CADA in any such advocacy, unless the Board has granted its approval.

#### **G. Media Contact**

Employees will refer all media requests to the Executive Director. As a general rule, the Executive Director or his or her designee will handle all CADA contacts with the media. Employees are not permitted to communicate with the media on CADA's behalf unless they receive specific prior authorization, in writing, by the Executive Director.

#### **H. Years of Service Award**

In recognition of the contribution made by employees as a result of their length of service, CADA will annually award each applicable employee a service award following 5 years of service, and for every 5 years of service thereafter. The awards will be determined by CADA.

#### **I. Additional Policies**

The Executive Director may issue additional policies which will remain in effect unless revoked by the CADA Board of Directors or the Executive Director. Copies of such policies, when issued, will be distributed to employees and the CADA Board of Directors.

#### **J. Requests for References and Verification of Employment**

Employees must refer all requests, written and verbal, for references and verifications of employment to Human Resources. No other manager, supervisor or employee is authorized to release references for current or former employees.

CADA discloses only the dates of employment and the title of the last position held of the former employee. ~~If authorized, CADA also will inform prospective employers of the amount of salary or~~

wage of an employee.

## VII. Separations

### A. Separation from Employment

There will be times when the employment relationship will be terminated, whether by CADA, the employee, or by mutual agreement. Below are examples of the most common circumstances under which an employee is separated:

- Resignation -- Separation initiated by an employee who chooses to leave CADA voluntarily.
- Discharge -- Employment termination initiated by CADA.
- Layoff -- Involuntary employment termination, initiated by CADA, due to a required reduction in force.
- Retirement -- Voluntary retirement from active employment status initiated by the employee.

Although advance notice is not required, CADA requests at least two weeks' written notice of resignation from all employees.

CADA will generally schedule an exit interview for separating employees. The exit interview will provide an opportunity to discuss such issues as employee benefits, COBRA (Title X of the Consolidated Omnibus Reconciliation Act of 1985) benefits, repayment of any outstanding debts to CADA, and return of CADA-owned property. If the employee is occupying a CADA apartment, the rent for this apartment will be adjusted back to the market rate, on a pro-rata basis, effective on the date of separation. Suggestions, complaints, and questions about CADA and an employee's employment with CADA are welcome at this time. All accrued vacation and compensatory time will be paid to the employee in compliance with applicable laws.

### B. Return of CADA Property

Employees are responsible for all CADA property, materials, or written information issued to them or in their possession or control. Employees must return all CADA property that is in their possession or control in the event of separation of employment or immediately upon request.

Resident Services Representatives who are provided a CADA apartment as a condition of their employment are required to execute a Resident Services Representative Addendum which addresses the terms and procedures under which this apartment will be vacated upon termination of their employment.

**CAPITOL AREA DEVELOPMENT AUTHORITY**  
**At-Will Statement and Employee Acknowledgment**

**A. At-Will Statement**

All CADA employees serve at the discretion of the Executive Director. Accordingly, employment by CADA is employment "at will." No manager, supervisor, client or representative of CADA has any authority to enter into any agreement for employment for any specific period of time or to make any agreement for employment other than at will.

Employment at CADA is also by mutual consent. CADA reserves and retains the right to terminate any employment relationship with any employee, at any time, for any reason, or no reason, with or without advance notice. The employee also retains the right to terminate his or her employment at any time, for any reason, or no reason, with or without notice.

This handbook is not a contract of employment and is subject to change. It may be revoked, altered, amended or modified at any time by the Board of Directors.

**B. Acknowledgment**

This is to acknowledge that I have received a copy of CADA's Employee Handbook. I understand that it contains important information on CADA's general personnel policies and on my privileges and obligations as an employee. I further understand that I should contact Human Resources to obtain more comprehensive information on CADA's personnel policies.

I understand that I am governed by its contents, and that those contents may be subject to change. Changes to this document are implemented at the sole and absolute discretion of CADA's Board of Directors, and may occur with or without prior notification. I further understand that my employment with CADA is for no fixed term and is by mutual consent. Consequently, either CADA or I may terminate the employment relationship at will, at any time, for any reason, or for no reason, with or without advance notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

**Employee copy to be retained in Handbook.**



## **RESOLUTION NO. 22 - 43**

Adopted by the Capitol Area Development Authority

December 16, 2022

### **RESOLUTION ADOPTING THE EMPLOYEE HANDBOOK**

**WHEREAS**, at the December 16, 2022 Board Meeting, staff presented the CADA Board of Directors ("Board") with proposed revisions to the CADA Employee Handbook ("the Handbook") for Board approval; and

**WHEREAS**, the Board has considered staff's recommendation to adopt the revisions to the Handbook; and

**WHEREAS**, on December 16, 2022, the Board adopted the new Handbook.

**NOW, THEREFORE, BE IT RESOLVED**, by the Capitol Area Development Authority as follows:

1. That the draft Handbook dated January 1, 2023, is hereby adopted as the Employee Handbook.
2. That the draft Handbook dated January 1, 2023, supersedes all previous Handbooks adopted by the Board.
3. That the draft Handbook dated January 1, 2023, shall be effective January 1, 2023.

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Ann Bailey, Chair

#### **ATTEST:**

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Tara Gandara  
Secretary to the Board of Directors



December 12, 2022

**TO:** CADA Board of Directors

**SUBJECT: December 16, 2022 Board Meeting**  
**AGENDA ITEM 12**  
**2023 BOARD MEETINGS AND COMMITTEE MEETINGS SCHEDULES**

**CONTACT:** Tara Gandara, Contracts and Office Manager/ Board Secretary

**RECOMMENDED ACTION:**

Staff recommends that the Board adopt a resolution setting the 2023 meetings of the CADA Board of Directors and a separate resolution setting the meetings of the Operations, Neighborhood Development and the Development and Construction Committees.

**BACKGROUND**

Each December the Board reviews and adopts schedules setting dates for regular CADA Board meetings and Committee meetings. Board meeting and Committee meeting dates can be cancelled or modified if properly noticed. Additional meetings can be scheduled as "Special Board Meetings" or "Special Committee Meetings" if required.

**POLICY ISSUES**

CADA By-Laws Section 2.1, Regular Meetings, states that "Regular meetings of the Commission shall be held at the time and frequency, and place specified by resolution duly adopted by the Board of Directors."

In November 2022, staff distributed the proposed 2023 Board Meetings and Committee Meetings Schedules to the Board Chair for review and comment. To facilitate action at the December 16, 2022 Board meeting, staff requested the Board Chair and members to inform the Board Secretary prior to the Board meeting if they knew of any conflicts with these scheduled meeting dates. The following schedule proposed for adoption at this meeting incorporates comments received from Board members since that time.

**Board Meetings**

Friday, January 20<sup>th</sup>  
Friday, February 17<sup>th</sup>  
Friday, March 17<sup>th</sup>  
Friday, April 14<sup>th</sup>  
Friday, May 19<sup>th</sup>  
Friday, June 30<sup>th</sup>  
July---NO MEETING  
Friday, August 18<sup>th</sup>

Friday, September 15<sup>th</sup>  
Friday, October 27<sup>th</sup>  
November ---NO MEETING  
Friday, December 8<sup>th</sup>

If approved by the Board, the Board meetings on this schedule would be held on Fridays at the CADA Administrative Offices at 1522 14<sup>th</sup> Street starting at 10:00 a.m. Board meetings are generally 1 to 3 hours in length. As noted above, there will be no regular Board meetings scheduled in July and November.

### **Committee Meetings**

The proposed Operations and Neighborhood Development Committee Meetings Schedules for 2023 is as follows:

Operations Committee:	2:00 p.m.
Neighborhood Development Committee:	3:00 p.m.

Tuesday, January 17<sup>th</sup>  
Tuesday, February 14<sup>th</sup>  
Tuesday, March 14<sup>th</sup>  
Tuesday, April 11<sup>th</sup>  
Tuesday, May 16<sup>th</sup>  
Tuesday, June 27<sup>th</sup>  
July --- NO MEETING  
Tuesday, August 15<sup>th</sup>  
Tuesday, September 12<sup>th</sup>  
Tuesday, October 24<sup>th</sup>  
November --- NO MEETING  
Tuesday, December 5<sup>th</sup>

The proposed Development Construction Schedule for 2023 is as follows:

Development and Construction Committee:	9:30 a.m.
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Wednesday, January 18<sup>th</sup>  
Wednesday, February 15<sup>th</sup>  
Wednesday, March 15<sup>th</sup>  
Wednesday, April 12<sup>th</sup>  
Wednesday, May 17<sup>th</sup>  
Wednesday, June 28<sup>th</sup>  
July --- NO MEETING  
Wednesday, August 16<sup>th</sup>  
Wednesday, September 13<sup>th</sup>  
Wednesday, October 25<sup>th</sup>  
November --- NO MEETING  
Wednesday, December 6<sup>th</sup>

Committee meetings on this schedule will be held at the CADA Administrative Offices at 1522 14<sup>th</sup> Street. As noted above, there are no regular committee meetings scheduled in July and November.

### **FINANCIAL IMPACT**

No financial impact.

**ENVIRONMENTAL REVIEW**

Not applicable, the recommended action is not a project pursuant to the California Environmental Quality Act (CEQA) guidelines and does not require environmental review.

**CONTRACT AWARD CONSIDERATIONS**

Not applicable. The recommended action does not involve contract awards.

## RESOLUTION NO. 22 – 44

Adopted by the Capitol Area Development Authority

December 16, 2022

### RESOLUTION ADOPTING THE 2023 COMMITTEE MEETINGS SCHEDULE

**WHEREAS**, the Board of Directors for the Capitol Area Development Authority will hold regular committee meetings during the calendar year 2023; and

**WHEREAS**, the meeting schedule has been established for the purpose of establishing when these meetings will occur.

**NOW, THEREFORE, BE IT RESOLVED**, by the Capitol Area Development Authority, that the Regular Committee Meetings Schedule for 2023 is as follows:

Operations Committee: 2:00 p.m.  
Neighborhood Development Committee: 3:00 p.m.

Tuesday, January 17<sup>th</sup>  
Tuesday, February 14<sup>th</sup>  
Tuesday, March 14<sup>th</sup>  
Tuesday, April 11<sup>th</sup>  
Tuesday, May 16<sup>th</sup>  
Tuesday, June 27<sup>th</sup>  
July --- NO MEETING  
Tuesday, August 15<sup>th</sup>  
Tuesday, September 12<sup>th</sup>  
Tuesday, October 24<sup>th</sup>  
November --- NO MEETING  
Tuesday, December 5<sup>th</sup>

Development and Construction Committee: 9:30 a.m.

Wednesday, January 18<sup>th</sup>  
Wednesday, February 15<sup>th</sup>  
Wednesday, March 15<sup>th</sup>  
Wednesday, April 12<sup>th</sup>  
Wednesday, May 17<sup>th</sup>  
Wednesday, June 28<sup>th</sup>  
July --- NO MEETING  
Wednesday, August 16<sup>th</sup>  
Wednesday, September 13<sup>th</sup>  
Wednesday, October 25<sup>th</sup>  
November --- NO MEETING  
Wednesday, December 6<sup>th</sup>

All meetings of the CADA Board of Directors are publicly announced and open to the public in accordance with the Ralph M. Brown Act.

The regular committee meetings will take place at the CADA Administrative Office, 1522 14<sup>th</sup> Street, Sacramento, CA at the designated times set forth above unless otherwise announced.

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Ann Bailey, Chair

ATTEST:

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Tara Gandara  
Secretary to the Board of Directors

## **RESOLUTION NO. 22 - 45**

Adopted by the Capitol Area Development Authority

December 16, 2021

### **RESOLUTION ADOPTING THE 2023 BOARD MEETINGS SCHEDULE**

**WHEREAS**, the Board of Directors for the Capitol Area Development Authority will hold regular Board meetings during the calendar year 2023; and

**WHEREAS**, the Board of Directors must establish when these meetings will occur.

**NOW, THEREFORE, BE IT RESOLVED**, by the Capitol Area Development Authority, that the Regular Board Meeting Schedule for 2023 is as follows:

Friday, January 20<sup>th</sup>  
Friday, February 17<sup>th</sup>  
Friday, March 17<sup>th</sup>  
Friday, April 14<sup>th</sup>  
Friday, May 19<sup>th</sup>  
Friday, June 30<sup>th</sup>  
July---NO MEETING  
Friday, August 18<sup>th</sup>  
Friday, September 15<sup>th</sup>  
Friday, October 27<sup>th</sup>  
November ---NO MEETING  
Friday, December 8<sup>th</sup>

All meetings of the CADA Board of Directors are publicly announced and open to the public in accordance with the Ralph M. Brown Act.

The regular Board meetings will take place at the CADA Administrative Office, 1522 14<sup>th</sup> Street, Sacramento, CA beginning at 10:00 a.m. unless otherwise announced.

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Ann Bailey, Chair

ATTEST:

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Tara Gandara  
Secretary to the Board of Directors

## RESOLUTION NO. 22 - 46

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAPITOL AREA DEVELOPMENT AUTHORITY AND RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM (MARCH 4, 2020) AS APPLICABLE IN CADA'S JURISDICTION AND AUTHORIZING TELECONFERENCE MEETINGS OF CADA LEGISLATIVE BODIES PURSUANT TO THE RALPH M. BROWN ACT

#### RECITALS

**WHEREAS**, the Capitol Area Development Authority ("CADA") is committed to preserving and nurturing public access and participation at meetings of CADA legislative bodies; and

**WHEREAS**, all meetings of CADA legislative bodies are open and public, as required by the Ralph M. Brown Act, Government Code section 54950 et seq. ("Brown Act"), so that any member of the public may attend, participate, and watch CADA's legislative bodies conduct their business; and

**WHEREAS**, on September 16, 2021, Governor Gavin Newsom signed Assembly Bill 361, which, effective immediately, added Government Code section 54953(e) to the Brown Act, providing a legislative body may meet via teleconference without complying with Section 54953(b)(3) if certain conditions exist and specified procedures are followed; and

**WHEREAS**, Section 54953(e)(1) provides a legislative body may meet via teleconference if the Governor has proclaimed a state of emergency pursuant to Government Code section 8625 and either (i) state or local officials have imposed or recommended measures to promote social distancing, (ii) the legislative body meets to determine by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees, or (iii) the legislative body has voted as such and is meeting pursuant to that vote; and

**WHEREAS**, while a legislative body meets via teleconference pursuant to Section 54953(e), it must take actions to preserve public access and public participation and give notice of the meeting and post agendas as otherwise required, allow members of the public to access the meeting via call-in line or internet-based service line, provide details on the agenda on how to access the meeting and give public comment, give an opportunity to comment pursuant to Government Code section 54954.3 and allow a reasonable amount of time during public comment for a person to register, login, and comment, and monitor the call-in line and internet-based service line to ensure no disruption hinders access or ability to comment, if there is, take no action until public access is restored; and

**WHEREAS**, a legislative body's decision to meet pursuant to Section 54953(e) must be reevaluated and renewed at least every thirty (30) days, or else the body will be required to adopt new initial findings; and

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom proclaimed a state of emergency pertaining to the threat to human health and safety posed by the COVID-19 virus pandemic and that proclamation remains in effect to this day in Sacramento County and statewide; and

**WHEREAS**, the virus has short- and long-term effects – fever and chills, cough, shortness of breath and difficulty breathing, fatigue, headache, nausea, vomiting, gastrointestinal issues, loss of taste and smell, death – and it's prolific spread is severely impacting the health care system, inhibiting access to care for COVID-19 symptoms and other ailments; and

**WHEREAS**, while being vaccinated significantly decreases the likelihood of contracting or dying from the virus, vaccinated and unvaccinated people alike can carry, transmit, and be affected by the virus; and

**WHEREAS**, the COVID-19 virus, and its variants, is spread through the air when a person who is carrying the virus, whether he or she is showing symptoms or not, is in close proximity to another person; and

**WHEREAS**, while the COVID-19 virus remains present in the community, allowing members of CADA's legislative bodies and members of the public to meet in person would present an imminent risk to attendee health and safety beyond the control of CADA services, personnel, equipment, and facilities; and

**WHEREAS**, pursuant to Government Code section 8635 et seq., the CADA Board of Directors has the authority during a state of emergency to take all actions necessary to perform its functions in the preservation of law and order, preservation of the furnishing of local services, and protection of life and property, which includes the authority to direct meetings of all CADA legislative bodies to be held via teleconference pursuant to this Resolution; and

**WHEREAS**, the CADA Board of Directors desires to ratify the Governor's March 4, 2020, proclamation of state of emergency related to the COVID-19 virus pandemic as it applies to the jurisdiction of CADA and authorize teleconference meetings of CADA legislative bodies pursuant to Section 54953(e) so long as all provisions of that section are followed to provide public access and opportunity for public comment; and

**WHEREAS**, CADA has taken and will continue to take measures to ensure access for the public, including by providing the public a call-in option and/or internet-based service option to access and comment for all meetings of CADA legislative bodies.

**NOW, THEREFORE, THE CAPITOL AREA DEVELOPMENT AUTHORITY BOARD OF DIRECTORS HEREBY RESOLVES:**

1. The recitals set forth above are true and correct and are incorporated herein by reference as if set forth in full.
2. The Governor's March 4, 2020 proclamation of state of emergency related to the COVID-19 virus pandemic applies to the jurisdiction of CADA and is ratified by the Board of Directors.
3. A state of emergency exists within CADA's jurisdiction related to the COVID-19 virus pandemic and the conditions of that emergency present an imminent risk to the health and safety of attendees at CADA legislative body meetings.



4. All meetings of CADA legislative bodies shall be conducted in accordance with Government Code section 54953(e) and staff are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting open and public meetings in accordance with Section 54953(e) and other applicable provisions of the Brown Act.
5. This Resolution shall take effect immediately upon its adoption and be effective for thirty (30) days, unless the Board takes action to rescind the Resolution. On or before the 30<sup>th</sup> day since adoption, the Board may take action to extend the Resolution's permissions pursuant to Government Code section 54953(e)(3).

This Resolution shall be effective immediately upon its approval and adoption.

The foregoing Resolution was duly passed and adopted at a meeting of the Board of Directors of the Capitol Area Development Authority held on December 16, 2022, by the following

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Ann Bailey, Chair

ATTEST:

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Tara Gandara  
Secretary to the Board of Directors

**RESOLUTION NO. 22 - 47**

Adopted by the Capitol Area Development Authority

December 16, 2022

**RESOLUTION APPOINTING THE INTERIM EXECUTIVE DIRECTOR**

**WHEREAS,** Current CADA Executive Director, Wendy Saunders, will retire on December 30, 2022; and

**WHEREAS,** At the Regular Board Meeting on December 16, 2022 the Board approved, by unanimous voice vote, a motion to appoint Marc de la Vergne as Interim Executive Director, effective December 31, 2022; and

**WHEREAS,** Various entities may require confirmation of appointment of the Interim Executive Director;

**NOW, THEREFORE, BE IT RESOLVED,** by the Board of Directors of the Capitol Area Development Authority that the Board confirms that Mr. de la Vergne has been appointed Interim Executive Director of CADA on December 16, 2022, effective December 30, 2022.

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Ann Bailey, Chair

ATTEST:

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Tara Gandara  
Secretary to the Board of Directors



## RESOLUTION NO. 22 - 05

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAPITOL AREA COMMUNITY DEVELOPMENT CORPORATION APPOINTING AN INTERIM PRESIDENT

**WHEREAS**, Section 6.8 the By-laws of the Capitol Area Community Development Corporation ("CACDC") require that the Board of Directors to appoint Officers of CACDC; and

**WHEREAS**, the members of the CACDC Board desire to take the actions described above.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Capitol Area Community Development Corporation as follows:

**Section 1. Appointment of Interim President.** The CACDC Board hereby appoints Marc de la Vergne as Interim President of CACDC effective December 30, 2022. Each of the aforementioned persons accepts his/her appointment as an officer of CACDC.

**Section 2. Effective Date.** This Resolution shall be effective immediately upon its approval and adoption.

The foregoing Resolution was duly passed and adopted at a meeting of the Board of Directors of the Capitol Area Community Development Corporation held on December 16, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Ann Bailey, Chair

ATTEST:

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Jill Azevedo, Secretary



December 15, 2022

**TO:** CADA Board of Directors

**SUBJECT: December 16, 2022, Board Meeting  
AGENDA ITEM 17  
RETIRED ANNUITANT APPOINTMENT**

**CONTACT:** Jill Azevedo, Human Resources Manager

### **RECOMMENDED ACTION**

Staff recommends that the Board adopt a resolution entitled "Retired Annuitant Appointment" which authorizes the appointment of Wendy Saunders as a Retired Annuitant effective on or around January 1, 2023.

### **BACKGROUND**

CADA's Executive Director, Wendy Saunders, will retire from the agency effective December 30, 2022 after nearly 10 years of service in the same position.

CADA's Executive Director acts as the Chief Executive Officer of the agency as well as any other affiliated agencies including the Capitol Area Community Development Corporation, and has full leadership responsibilities for all of CADA's day-to-day operations which include administration, property management, maintenance and development.

Having Ms. Saunders available as a retired annuitant to impart her specialized institutional knowledge before the 180-Day waiting period will prevent any stoppage of business as the agency trains and onboards the new Executive Director and proceeds with on-going operations such as property acquisitions and lease negotiations, the current lease-up effort for the Sonrisa project, and on-going personnel legal matters. These tasks are vitally important and time-sensitive and cannot be put on hold until the new Executive Director is onboard and trained.

The Public Employee's Pension Reform Act of 2013 (PEPRA), which became effective January 1, 2013, states that retirees cannot be employed by a CalPERS employer for a period of 180 days after their retirement date without reinstating from retirement, except under certain circumstances. One such circumstance is:

The public agency or school's governing body presents CalPERS with a resolution, passed in a public meeting, that approves the appointment in which the employer has certified the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed.

## **POLICY ISSUES**

PEPRA requires that the employer certify the nature of the employment. Below is a list of projects and services Ms. Saunders will assist with and provide as a Retired Annuitant. Please see ATTACHMENT 1 – Saunders Retired Annuitant Proposed Scope of Services for the scope of services Ms. Saunders will provide to CADA in her capacity as Retired Annuitant.

1. Onboarding and training of the new Executive Director
2. Provide assistance, advice, and institutional knowledge relevant to the following agency operations:
  - a. On-going and possible future property acquisitions and lease negotiations
  - b. Oversight of Sonrisa leasing-up operation.
  - c. On-going and possible future personnel legal matters
  - d. Other assistance, as needed.

## **STRATEGIC PLAN**

This action contributes to the achievement of all the goals of CADA's strategic plan. Utilizing Ms. Saunders' unique experience and nearly 10 years of institutional knowledge immediately and during the training period for the new Executive Director will enable CADA to continue its work of providing mixed-income housing with superior property management, developing complex infill, building neighborhood amenities, implementing environmentally sustainable practices, and facilitating relationships between the community and the State of California and City of Sacramento.

## **FISCAL IMPACT**

In keeping with CalPERS standards, retired annuitants cannot be paid more or less than the monthly base salary paid to other employees performing comparable duties. Ms. Saunders will be paid an hourly rate of \$87.02 perhour, which is the hourly equivalent of the new Executive Director's rate of pay.

## **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).

## **CONTRACT AWARD CONSIDERATIONS**

Not applicable. This action is not subject to CADA Contract Policy.

**ATTACHMENT 1** – ATTACHMENT 1 – Saunders Retired Annuitant Proposed Scope of Services

## **RESOLUTION NO. 22 - 48**

Adopted by the Capitol Area Development Authority

December 16, 2022

### **RESOLUTION FOR EXCEPTION TO THE 180 DAY WAIT PERIOD GC sections 7522.56 & 21224**

**WHEREAS**, in compliance with Government Code section 7522.56 of the Public Employees' Retirement Law, the CADA Board of Directors must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

**WHEREAS**, Wendy Saunders, (CalPERS ID 7950855895) retired from CADA in the position of Executive Director effective December 30, 2022; and

**WHEREAS**, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is June 28, 2023 without this certification resolution; and

**WHEREAS**, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive; and

**WHEREAS**, the CADA Board of Directors, CADA and Wendy Saunders certify that Wendy Saunders has not and will not receive a Golden Handshake or any other retirement-related incentive; and

**WHEREAS**, the CADA Board of Directors hereby appoints Wendy Saunders as an extra help retired annuitant to perform duties related to the onboarding and training of the new Executive Director for CADA, as well as assistance, advice and institutional knowledge relevant to current on-going agency operations, under Government Code section 21224 effective on or around January 1, 2023; and

**WHEREAS**, the entire employment agreement, contract or appointment document between Wendy Saunders and CADA has been reviewed by this body and is attached herein; and

**WHEREAS**, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

**WHEREAS**, the employment shall be limited to 960 hours per fiscal year; and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the maximum base salary for this position is \$17,420 and the hourly equivalent is \$100.50 and the minimum base salary for this position is \$11,614 and the hourly equivalent is \$67.00 and

**WHEREAS**, the hourly rate paid to Wendy Saunders will be \$87.02 which is the hourly equivalent of the new Executive Director's pay rate; and

**WHEREAS**, Wendy Saunders has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the CADA Board of Directors hereby certifies the nature of the appointment of Wendy Saunders as described herein and detailed in the attached SCOPE OF SERVICES appointment document and that this appointment is necessary to fill the critically needed position of Executive Director for CADA by January 1, 2023 because Wendy Saunders

possesses vast and unique institutional knowledge that will be critically needed to avoid a stoppage of business in CADA's general operations and specifically development, and the onboarding of the new Executive Director, once hired.

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Ann Bailey, Chair

ATTEST:

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Tara Gandara  
Secretary to the Board of Directors

Attachment 1 – Saunders Retired Annuitant Proposed Scope of Services

**Wendy Saunders**

**Retired Annuitant Proposed Scope of Services**

- 1. Onboarding and training of the new Executive Director**
- 2. Provide assistance, advice, and institutional knowledge relevant to the following agency operations:**
  - a. On-going and possible future property acquisitions and lease negotiations**
  - b. Oversight of Sonrisa leasing-up operation.**
  - c. On-going and possible future personnel legal matters**
  - d. Other assistance, as needed.**





December 12, 2022

**TO:** CADA Board of Directors

**SUBJECT:** **December 16, 2022, Board Meeting**  
**AGENDA ITEM 19 (A)**  
**CADA ACCESSIBILITY PROGRAM**

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

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

The purpose of this report is to provide information on CADA's efforts to improve the accessibility of existing properties that CADA manages. The following are commonly used terms involving accessibility.

- Reasonable Accommodation: A change in rules, policies, practices, or services so that a person with a disability will have an equal opportunity to use and enjoy a dwelling unit or common space. Reasonable accommodations are made at CADA's expense as long as such accommodations do not amount to an undue financial and/or administrative burden.
- Reasonable Modification: A physical modification that is made to allow persons with disabilities the full enjoyment of the housing and related facilities. Reasonable modifications are usually made at the resident's expense, except in the case of federally assisted housing.

**BACKGROUND**

Given the age of many of the apartment properties CADA manages, accessibility presents a challenge. Nevertheless, over the years, CADA has invested time and resources on a continuing basis into making accessible improvements. CADA takes a multi-faceted approach in its efforts to improve the accessibility of its housing inventory consisting of the following:

1. Responding to resident requests
2. Incorporating improving accessibility into CADA's routine maintenance operations
3. Including Accessibility Improvements as a budget item in the CADA Capital Improvements Major Construction Budget

**Resident Requests**

The Community Policies section of CADA's Rental Agreement includes a description of the process residents are to follow in requesting a reasonable accommodation.

Depending on the nature of the request, the appropriate staff researches the requested accommodation/modification and the reasonableness. Each request is reviewed on a case-by-case basis in an objective and timely manner, with the goal of assisting our residents to the best of our ability. Some of the requests are referred to CADA's Maintenance Department or scheduled as a Capital Improvement, as appropriate.

**Maintenance Operations**

Whenever possible, CADA Maintenance incorporates improving accessibility into routine maintenance operations. For example, as units vacate and are prepared for market, it is standard practice to automatically replace round-knob style door handles and plumbing fixtures with new lever-style handles and fixtures, for easier operation.

### **Capital Improvements**

Accessibility work performed by outside contractors is charged to an Accessibility Improvements Line Item in the Capital Improvements Major Construction Budget. Improvements executed with these funds have included the designation of handicapped parking spaces, the fabrication and installation of handrails, and the construction of ramps and walkway accessibility upgrades. CADA has a subset of its residents who are becoming elderly, and installations of this kind will assist them in remaining in our buildings longer than might otherwise be possible.

### **POLICY**

CADA has placed a long-standing priority on improving the accessibility of its apartments. In 1978, when CADA rehabilitated Park Mansion, its flagship apartment structure on Capitol Park, CADA made a conscious effort to not only make seven of the 42 units fully accessible, but to make the ramp into the structure an aesthetic enhancement to the front courtyard. CADA was recognized for these pioneering efforts by the State Department of Rehabilitation and the Center for Independent Living. CADA conducted its first area-wide survey of potential accessibility improvements in 1999 and has included a specific line item for accessibility projects in its Capital Investment Major Construction Budget since 2002.

Going forward, CADA's approach to accessibility improvements will continue to consist of both responding to resident requests on a case-by-case basis and initiating accessibility improvements to its structures. To assure CADA continues to make progress, annually staff presents a report to the Board that summarizes the activities and the achievements of the CADA Accessibility Program.

### **STRATEGIC PLAN**

The efforts that CADA has made over the years to improve the accessibility of its apartments addresses CADA's goal of "Provide Superior Property Management." Formalizing these efforts into a CADA Accessibility Program which includes regular reporting on our progress is in keeping with our efforts to maintain measurable criteria we can use to measure our performance.

### **FINANCIAL IMPACTS**

CADA currently budgets approximately \$10,000 annually for accessibility improvements and upgrades in the Annual Capital Improvements Program Major Construction Budget. Improvements during routine maintenance operations are taken from the annual maintenance budget.

### **CONTRACT AWARD CONSIDERATIONS**

Construction contracts that will be executed to make accessibility improvements will be bid and awarded in accordance with CADA's Contract Policy and Outreach Procedures.

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|---------------|---|
| Attachment 1: | CADA Community Policies Excerpt re: Reasonable Accommodation/Modification |
| Attachment 2: | Accessibility Improvements  |

## **ATTACHMENT 1**

### **COMMUNITY POLICIES- Reasonable Accommodation**

### **CADA Reasonable Accommodation Policy**

CADA follows the direction of the Federal Fair Housing Act, the Americans With Disabilities Act, and the California Fair Employment and Housing Act, as applicable, when responding to resident requests for reasonable accommodation. These acts are briefly summarized below.

**Federal Fair Housing Act:** This act requires housing providers to make reasonable accommodations to disabled persons in rules, policies, practices, or services, when such accommodations may be necessary to afford such person(s) equal opportunity to use and enjoy a dwelling. Reasonable accommodations may be made at the housing provider's expense, so long as such accommodations do not amount to an undue financial and/or administrative burden. However, modifications (i.e. physical changes to the resident's living space) are usually made at the resident's expense, except in the case of federally funded housing (which CADA does not have).

**Americans with Disabilities Act:** This act, in most cases, does not apply to residential housing. Title III of the ADA covers public and common use areas at housing developments when these areas are open to the general public (such as a rental office) or when they are available for use by the general public (such as a community room that is rented to non-residents).

**California Fair Housing and Employment Act:** This act provides similar protections and provisions for reasonable accommodation for persons with disabilities as does the Federal Fair Housing Act.

### **Requesting Reasonable Accommodation**

There is no specific format for how a resident should make a request for a reasonable accommodation or modification, though it is helpful if these requests are in writing, so there will be documentation of the request. The request should describe what type of accommodation is needed and explain the relationship between the requested accommodation and the disability.

### **CADA Response to Request for Reasonable Accommodation**

CADA has established a Reasonable Accommodation committee, consisting of the Deputy Executive Director, the Leasing Manager and the Resident Services Manager. Once a request for reasonable accommodation is received by CADA, the Committee will review the request, and in some cases may require that the resident provide us written verification from the resident's healthcare or mental health provider that the resident has a disability and needs the accommodation or modification. Staff may require proof that the resident is disabled, but may not require the resident to provide specific information or records about the disability. The Committee maintains a log of all reasonable accommodation requests and the decisions it makes.

Whether or not a requested accommodation/modification is "reasonable" depends on several factors and must be decided on a case-by-case basis. In addition to any other relevant matter, the following factors are to be considered in making this determination:

- The requested accommodation or modification must be necessary. There must be an identifiable relationship between the individual's disability and the requested accommodation or modification.
- The request should not impose an undue financial and administrative burden on the housing provider.
- The requested accommodation or modification should not require the housing provider to make a fundamental alteration in the nature of its operations.

## **ATTACHMENT 2**

## **Accessibility Improvements**

Recent Accessibility Improvements include:

- Sidewalk widened at the north entrance to 1421 15<sup>th</sup> St to accommodate wheelchair access to the building.
- Replaced front door at 1522 N St with an ADA accessible door.
- Replaced front door at our former commercial tenant, Mud Pie Stand, with an ADA accessible door. CADA is planning on replacing several other doors at various properties in the coming year to make them more easily accessible.
- Per residents' requests, installed grab bars for the showers and restroom in their apartments at various locations. CADA continues to install grab bars as they are requested.
- Continue to replace the round interlock door knobs with lever type handles as units become vacant at Park Mansion. To date all of the 42 apartments now have the lever type door handles. This also helped with the accidental lockouts that occurred with the old locksets.
- Per tenant request and after review and approval, widened a wheelchair accessible ramp at the rear of 1420 O St to accommodate their powered wheel chair.
- Per requests, removed and replaced carpets with vinyl composite tile in several apartments due to mobility and sanitary issues. CADA continues to make these types of accommodations after they are reviewed and approved.
- Per a tenant's request, fabricated and installed new, usable handrails to replace the decorative and unusable handrails at 1614 O St
- Per tenant requests at various locations, CADA continues to relocate tenants who can no longer negotiate the stairs from units on upper floors to units on ground floors in buildings that do not have elevators, or to other buildings equipped with elevators, pending unit availability.

This is a snapshot of some of the accessibility improvements that CADA's Maintenance Department has made recently., Staff are working with our CMMS consultant to add a functionality to our system to easily capture units/repairs that have to do with accessibility so they can be easily captured for reporting purposes. Once we have implemented this change, the summary of ADA improvements can easily be generated and attached to this report, replacing the above manually-created bullet list and supplemented with staff-generated explanatory commentary where needed. Staff is aiming to have a contract in place for this by July 1, 2023.

FY 2022-23 CADA BUSINESS PLAN: YEAR-SPECIFIC PRIORITIES December 2022 Mid-Year Update	
	<b>Administration</b>
1	<b>Electronic Media Retention (Gandara/Mussen):</b> Continue to transition to preserving archival records electronically using SmartSearch. Implement plans to archive Legal, Human Resources, Property Management and Maintenance documents. Meet with department heads to determine which departments will be addressed in which order.  <b>Update: no change.</b>
2	<b>Human Resources Information System (Azevedo):</b> Research alternatives that will coordinate with CADA’s current payroll system. Plan post-Covid team building and inclusion training activities as staff transition back to pre-Covid operations.  <b>Update: In progress. Office re-opened to the public on November 21. Post-COVID team building and inclusion training anticipated in the Spring after new Executive Director has been onboarded and settled in to position.</b>
3	<b>Staffing (Azevedo):</b> 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.  <b>Update: Ongoing and recruiting as needed. Programs and activities anticipated to ramp up after the holidays and after the new Executive Director is onboard. A key recent accomplishment was the hiring of a full-time permanent receptionist, which made possible the re-opening of the Admin office to the public.</b>
4	<b>CADA Connections (Ulep):</b> Research methods to publish <i>CADA Connections</i> so it is fully-accessible to persons who are sight -impaired. Continue to publish <i>Connections</i> in hard-copy in very limited quantities and prioritize distribution via email and text message.  <b>Update: CADA has resumed publication of <i>Connections</i> following a hiatus that began with the retirement of Diana Rutley. The newsletter is being published electronically and posted to CADA’s Facebook page and the “Residents” section of the CADA website. Hard copies are also being printed and distributed to CADA tenants. The newsletter is shorter now and easier to produce than before.</b>
5	<b>Accounting (Mussen/Harville):</b> Plan transition/migration from Boston Post to MRI’s replacement (or other) leasing software as the current version is not being upgraded but is still being supported by MRI. Secure updates on MRI and process/cost for migration, and researching other platforms.  <b>Update: Staff will be completing this item in mid- to late-2023.</b>
	<b>Property Management (Commercial, Market Rate and Affordable Housing Leasing and Management)</b>
6	<b>Affordable Housing - CADA Rent Assistance Program – Current (Harville):</b> 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. Develop a training manual, improve file accessibility and streamline file set-up.  <b>Update: CADA continues to meet its deadlines to recertify the incomes of tenants participating in its existing regulated affordable housing programs. CADA currently is recruiting a second affordable housing agent to assist with this task and with similar tasks at Sonrisa.</b>
7	<b>Affordable Programs Compliance – New Projects (Harville):</b> Make preparations to assume responsibility for tax credit compliance with the 1322 O Street (Sonrisa) project now under construction, including tax credit compliance training and recruitment of an RSR. Complete lease-up by the end of 2022.  <b>Update: The Leasing Manager has received her tax credit certification. We’re awaiting the same for our affordable housing agent. The HR Manager continues to work to find and hire an RSR for Sonrisa.</b>
8	<b>Commercial Leasing – Tenant Support (de la Vergne):</b> Continue to provide support to commercial tenants during the Covid-19 pandemic and pandemic recovery. Lease the vacant OB 2000 and Bagel Time spaces. Explore reducing noise and air emissions from the OB 2000 and Yummy Choice kitchens. Revise expiring leases to make needed clarifications to the maintenance terms. Assume management of the 2000 16 <sup>th</sup> Street commercial spaces, grounds, and associated parking spaces.  <b>Update: CADA is in the final stages of providing rent credits to commercial tenants, with a return to 100% lease rates starting on March 1 and a ramp-down of rental credits now under way. CADA has signed leases for the 1603 (Ace’s Gyro Shop) and 1607 10<sup>th</sup> Street (Café Xocolatl). 1603 has opened for business. Café Xocolatl opened its retail chocolate operation on December 9 and is working kitchen area tenant improvements so it can begin to sell food and beverages. CADA is in lease negotiations with the operator of Cap City Squeeze to occupy the Mud Pie Stand space at 14<sup>th</sup> &amp; O Street, following that operator’s cessation of business in October. Mud Pie Stand will become Toasted. Urban Yogi ceased operations on 16<sup>th</sup> Street at the end of November and staff is preparing to engage a broker to help re-tenant that space, preferably as a small office to minimize tenant improvements costs to CADA. The small office market currently is enjoying a period of growth and the space is already built-out to easily accommodate that type of use.</b>
9	<b>Residential Leasing - (Harville):</b> 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, continue a mostly contactless leasing plan using a new leasing drop box, e-sign, email, texts, video tours, updated unit photos and detailed floor plans. In preparation for reopening the Admin office, establish new office procedures for serving the public/residents. Provide a mobile kiosk in the Admin office lobby for convenient tenant access to income recertification documents and applicant access to digital lease agreements. Resume scanning move-out files into SmartSearch and plan (and provide training to staff) to transition to digital leases and cloud lease file storage.  <b>Update: Staff plans to engage an intern during the first half of 2023 to resume the square footages calculation program. The Leasing Office has re-opened to the public marking the resumption of normal in-person leasing operations. Staff have secured the mobile kiosk and it is ready for use now that the office has re-opened and front desk reception operations are back to normal. Prospective tenants can use the kiosk to view photos of available CADA apartments and CADA affordable programs participants can use the system to access the internet and procure and print financial documents such as Social Security statements as part of their annual income recertification process. This will speed the recertification process.</b>

<b>10</b>	<p><b>Residential Leasing – (Harville):</b> Create and maintain a Leasing 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).</p> <p><b>Update: Staff have determined Boston Post will not give CADA the functionality it needs to properly manage its leasing program and so staff need to find an alternative. Staff will work through the end of FY 2022-23 and into the first half of FY 23-24 to identify a system to do that. Staff will also build a policies and procedures manual building on some preliminary work it completed last year.</b></p>
<b>11</b>	<p><b>Resident Communication – (Stutes/Harville/Juneau):</b> 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. Resident Services Manager and Maintenance office staff will receive CalMax training.</p> <p><b>Update: staff will need to check in with Leasing after it completes work on Sonrisa to evaluate how and when to proceed with this.</b></p>
<b>12</b>	<p><b>Resident Services – Common Area Building Aesthetics (Stutes):</b> – 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.</p> <p><b>Update: Staff will be walking buildings and completing this list in the next couple of months.</b></p>
<b>13</b>	<p><b>Resident Services – Exterior Landscaping Upgrades (Stutes):</b> Refresh interior courtyard landscaping at 1400 N Street, 1201-19 P Street and 17<sup>th</sup> Street Commons. Restore landscaping at 1316 O Street following completion of the adjacent Sonrisa project. Identify additional desired landscaping upgrades at other properties.</p> <p><b>Update: 1400 N St is completed. The design for 1201-1209 P has been prepared and is awaiting inclusion in the 2023-24 CIP budget. 1316 O Street will be completed in the first quarter of 2023. 17<sup>th</sup> St Commons is complete.</b></p>
<b>14</b>	<p><b>Apartment Inspections – (Stutes):</b> Continue to boost CADA’s capacity to use its Health Fire Safety 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. Continue ongoing Health, Fire, and Safety inspections and include the Affordable Agent whenever regulated units are inspected.</p> <p><b>Update: Process is in use and ongoing.</b></p>
<b>15</b>	<p><b>Vacancy Loss – (Harville/Dodson/Juneau):</b> Identify ways to decrease CADA’s vacancy loss number, including through enhanced Health Fire Safety inspections by Resident Services staff.</p> <p><b>Update: Maintenance has put together a checklist for each sub and issue dates to complete their part. We are continuing to work towards a better process.</b></p>

	<b>Asset Management</b>
<b>16</b>	<p><b>Energy and Water Efficiency Program (de la Vergne/Juneau):</b> 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 analysis of 6-10 additional buildings. Plan for the conversion of the 1400 N Street building’s heating system from central gas-fired to distributed electric mini-splits. Prepare a plan for the heating/cooling system conversion of 1317 O Street and identify a third building to convert. Apply for third-party funding. Prepare and submit a second annual sustainability report to DGS. Install smart irrigation sensors at all CADA properties.</p> <p><b>Update: CADA is planning the replacement of the gas-fired boiler and at 1400 N Street with a high-efficiency electric boiler, to provide steam for the building’s heating system. CADA is also planning the replacement of the gas-fired water heater with an electric water heater. CADA’s Maintenance Department has started discussions with SMUD about how CADA can benefit from rebate programs that may be available for the project and others in the pipeline. CADA recently completed replacement of the gas-fired heating system at 1512 13<sup>th</sup> Street with a more efficient electric-powered heat pump system. CADA is also discussing how CADA can secure consulting assistance from SMUD to evaluate additional buildings that have higher-than-average carbon footprints, as an alternative to hiring a consultant on its own.</b></p>
<b>17</b>	<p><b>Capital Improvement Program (Juneau/Czajka):</b> Address high-priority CIP projects set forth in the May 2022 CIP Needs Assessment and the FY 22-23 budget. Priorities will include dry rot repairs, window replacements, electrical systems upgrades and inspections and replacements of wooden balconies and stairwells. Prepare standard operating procedures manual for designing and preparing permit applications to be submitted to the State Fire Marshal for permit review and construction inspections.</p> <p><b>Update: CADA completed installation of double-pane windows on the west side of 1228 O St. On the east side, the windows and will be complete in the second quarter of 22/23 budget. At that point, the building will be repainted. We are also working on 5 different roof replacement projects that will start in the spring of 22/23. At 1201 P, windows will be replaced in the spring. For 1512 13<sup>th</sup> Street, staff are working on window replacement estimates. Staff currently are working to secure bids to replace the stairs and outdoor decking at 1606 15<sup>th</sup> Street.</b></p>
<b>18</b>	<p><b>Maintenance and Equipment Inventory Tracking (Juneau/Czajka):</b> 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 the Vacancy Prep coordinator to submit work orders for a vacancy more efficiently and allow CADA tenants to submit requests for repairs. Add capacity to identify apartment upgrades that Leasing needs to be able to track. Implement Preventative Maintenance tracking functionality and improved Maintenance Dashboard functionality. Add commercial lease maintenance terms to the CMMS system so maintenance responsibilities can quickly be determined when needed.</p> <p><b>Update: We have worked with all of the RSR’s to start in putting their work orders online and not have to call them in every day. We have also turned on the preventative maintenance feature to prompt staff to schedule HVAC cleanings and filter replacements. We are working on more preventative maintenance pieces to add to the system.</b></p>
<b>19</b>	<p><b>Maintenance Department Repair Work Notifications – (Juneau, Paladino, Harville):</b> – 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.</p> <p><b>Update: Staff will study the feasibility and desired timing of completing this task during the first quarter of 2023.</b></p>



<b>20</b>	<p><b>Maintenance Department Equipment Storage – (Juneau):</b> Continue to plan for additional storage for Maintenance materials and equipment to offset storage lost due to development project construction and to better meet current and projected future storage needs as CADA’s inventory of apartment buildings increases with the addition of Sonrisa and other planned buildings. Identify additional parking.</p> <p><b>Update:</b> CADA has signed a letter of intent with the owner of an alley-facing warehouse space north of the existing CADA warehouse to lease the space for a five-year period and is reviewing a draft lease. The owner’s goal is to complete construction in February 2023.</p>
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	<b>Neighborhood Development</b>
<b>21</b>	<p><b>O Street Streetscape (de la Vergne/Funston):</b> Continue implementation of the O Street Streetscape Concept Plan. First, focusing on the 900 block, complete the construction drawings by August 1, 2022, bid the work, and, budget-permitting, commence construction. Enter into maintenance agreement with DGS and the City. Prepare maintenance plan and begin implementing it once construction is finished. Solidify plans for art additions at 11<sup>th</sup> &amp; 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 and urban designer to begin plans for bulb-outs and the design of a creative crosswalk at the 14<sup>th</sup> &amp; O Street intersection. Complete conversion from turf to climate-appropriate landscape fronting CADA apartments on the 1200 and 1300 blocks. Engage a designer to design Envision O street improvements on the RT blocks. Encourage Caltrans to commit to implementing Envision O Street recommendations for the 1100 block and DGS to commit to the same on the 700 south block face and the 800 north and south block faces. Encourage the City to implement further pedestrian improvements at the 15<sup>th</sup> and 16<sup>th</sup> Street intersections.</p> <p><b>Update:</b> The design team has completed 90% construction drawings for the 900 block and is preparing to submit them to the City for permit review. CADA submitted a \$1,016,000 grant proposal to the Department of General Services’s Water Conservation Grant Program to help fund the cost of work on this block. CADA’s design team has completed a conceptual design for the 14<sup>th</sup> &amp; O intersection, which has been reviewed and approved by the commercial tenants at this intersection. CADA’s on-call landscape designer has commenced work to design the conversion of the 1316 O Street frontage to climate-appropriate landscaping. CADA’s design team has completed a review of the Department of General Service’s landscape design for the 800 block of O Street (Old Resources Building) and has met with DGS to discuss CADA’s recommendations. Staff have commenced discussions with Caltrans staff concerning Envision O Street Plan recommendations for the 1100 block and how to implement them.</p>
<b>22</b>	<p><b>10<sup>th</sup> Street Commercial Streetscape Upgrades (Funston/de la Vergne):</b> Complete construction by early fall. Fabricate the custom perforated lunch-counter panels in the fall, and install the lunch counters and associated fixed stools by early winter.</p> <p><b>Update:</b> Construction of the hardscape is complete. Landscaping is under way and will be complete by the end of December. The revocable permit through the City’s Al Fresco Program is nearly complete, which will allow for installation of the lunch counters and other amenities for 10<sup>th</sup> Street, and the design process for outdoor railings at 11<sup>th</sup> &amp; P Street is underway.</p>
<b>23</b>	<p><b>Fremont Park – Restroom and Landscape Planning (de la Vergne):</b> Work with Midtown Association (MA) and Friends of Fremont Park (FOFP) to plan for the replacement and future exterior treatment of the park’s restroom. Work with the City, FOFP and MA to plan corner flower gardens at the four entrances to the park and to better maintain the storm water planters on the 16<sup>th</sup> Street frontage.</p> <p><b>Update:</b> Staff continues to work with the Midtown Association and the City of Sacramento to plan this project, focusing primarily on refining the construction scope of work and the cost estimate.</p>
<b>24</b>	<p><b>Roosevelt Park – Perimeter Fencing (de la Vergne):</b> Encourage the City to replace the older chain link fencing around the park’s perimeter. Create a plan for highlighting the park’s Depression-era history.</p> <p><b>Update:</b> staff have commenced discussions with the Department of Parks and Recreation concerning timing of resuming planning work for further landscape upgrades to the park perimeter.</p>
<b>25</b>	<p><b>16<sup>th</sup> Street – Outdoor Activation (de la Vergne):</b> Explore and design outdoor seating for Karma Brew. Construct if feasible. Explore feasibility of outdoor seating on 16<sup>th</sup> Street for Simon’s and for Luna’s.</p> <p><b>Update:</b> staff has contracted with Wood Rodgers to prepare a design for outdoor seating for Karma Brew, directed design work to commence, and worked with the tenant to submit a pre-application to the Al Fresco Outdoor Dining Program.</p>
<b>26</b>	<p><b>10<sup>th</sup> &amp; R Streetscape (Leon/Funston):</b> Complete the design, obtain the permits, and start construction of streetscape improvements on a portion of R St Corridor frontage in September pending Board review and approval.</p> <p><b>Update:</b> Staff are confirming required submittals to the City for design review. Construction drawings have been prepared as well as a construction budget.</p>
<b>27</b>	<p><b>Neighborhood Parking – (Leon/de la Vergne):</b> Continue to work with DGS to open parking in the 13<sup>th</sup> and P Street garage to public use during evenings and on weekends, to better meet the needs of CADA’s commercial and residential tenants.</p> <p><b>Update:</b> DGS has been willing to lease some additional spaces in the garage to CADA for use by its staff. It is not prepared to lease to the general public off-hours at this point.</p>

	<b>Development</b>
<b>28</b>	<p><b>EEG 5, 6 and 7 (SE corner of 16<sup>th</sup> &amp; N) (Leon/Funston).</b> Continue to work with DGS to finalize a project, lease, and financing to develop a mixed-use affordable housing project.</p> <p><b>Update:</b> CADA still awaiting direction from DGS</p>
<b>29</b>	<p><b>1717 S Street (Leon):</b> Complete construction and open the project in early 2023. Endeavor to secure ground floor commercial leases and complete tenant improvements for most ground floor spaces concurrently with building opening.</p> <p><b>Update:</b> Project is on schedule to be completed in the first quarter of 2023. Negotiations with ground floor commercial tenants are ongoing.</p>
<b>30</b>	<p><b>Sonrisa (1322 O Street) (Kigar/Funston).</b> Continue construction with the goal of completing by early January 2023. Begin pre-leasing in early October, to get the building fully leased and operational by the end of March.</p> <p><b>Update:</b> Tricorp is completing interior and exterior finishes, and site work. Construction will be complete by the end of January. Pre-leasing began in late September, and Leasing Staff are working through the initial batch of 152 applications accepted. As of December 6, there were 18 households approved and ready to sign a lease. Pending completion of 3<sup>rd</sup> party verifications of employment and school status, another 24 households will be approved and ready to sign a lease, for a total of 42. Leasing must be completed by the end of February 2023.</p>

31	<p><b>2000 16<sup>th</sup> Street (Leon/Funston):</b> Begin pre-development including schematic design, community outreach, and City entitlements. Complete predevelopment work by March 2023. Initiate funding applications winter/spring 2023.</p> <p><b>Update:</b> CACDC is entering into a contract with Kuchman (architects), Cartwright (civil), and Geocon (geotechnical) for phase 1. Staff are scheduling the initial meeting with City regarding entitlements. Project community outreach, design and entitlements will be conducted first half of 2023.</p>
32	<p><b>Site 21 (14<sup>th</sup> and N) (Funston):</b> Assist with D&amp;S completion of conditions precedent to property transfer; manage property transfer; oversee compliance with DDA requirements. Site prep and foundation construction to begin Fall 2022 and vertical construction to commence January 2023.</p> <p><b>Update:</b> D&amp;S Development purchased the property and obtained the offsite permit. D&amp;S has started site preparation. As of 12/1, the building permit has been paid for and is ready to be issued pending execution of the Right of Entry Agreements for shoring by DGS and the adjacent private property owner.</p>

	<b>Institutional Partner-Driven</b>
33	<p><b>Jefferson School (Kigar):</b> 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.</p> <p><b>Update:</b> the Developer has commenced its entitlements process with the City. CADA is exploring with the developer the possibility of leasing the Enterprise site as a lay-down yard during construction.</p>



## BGConsulting

5213 Overbrook Way  
Sacramento, CA 95841  
(916) 332-4624  
(916) 517-2270

September 2022

Subject: End of year fiscal report – July 1, 2021- June 30, 2022

Total number of calls from CADA tenants was 10. This seems to be average number based on previous years.

In each situation it became clear that CADA was aware of the problem and quick to get it resolved. In some cases, there was monetary involvement which required more time and patience to resolve, an eviction because of continued irrational behavior and threats to neighbors, as well as neighbor to neighbor complaints.

CADA was quick to respond in each instance and keeps excellent back up information of actions taken by staff.

Sincerely,

Betty Gwiazdon  
CADA Ombudsman

# Monthly Ombudsman Report

[illegible]

# Monthly Ombudsman Report

**MONTH:**

November 2022

**No calls received for the month:**

**X**

**Date**

### Resident Contact Info

**Problem/Outcome/Staff Involved**

**Mins**

Case Time (Minutes)	Case Time (Hours)	Case Time (Days)	Case Time (Weeks)	Case Time (Months)	Case Time (Years)
1	0.0167	0.0004	0.0001	0.0000	0.0000
2	0.0333	0.0008	0.0002	0.0000	0.0000
3	0.0500	0.0012	0.0003	0.0000	0.0000
4	0.0667	0.0017	0.0004	0.0000	0.0000
5	0.0833	0.0021	0.0005	0.0000	0.0000
6	0.1000	0.0025	0.0006	0.0000	0.0000
7	0.1167	0.0029	0.0007	0.0000	0.0000
8	0.1333	0.0033	0.0008	0.0000	0.0000
9	0.1500	0.0038	0.0009	0.0000	0.0000
10	0.1667	0.0042	0.0010	0.0000	0.0000
11	0.1833	0.0046	0.0011	0.0000	0.0000
12	0.2000	0.0050	0.0012	0.0000	0.0000
13	0.2167	0.0054	0.0013	0.0000	0.0000
14	0.2333	0.0058	0.0014	0.0000	0.0000
15	0.2500	0.0062	0.0015	0.0000	0.0000
16	0.2667	0.0067	0.0016	0.0000	0.0000
17	0.2833	0.0071	0.0017	0.0000	0.0000
18	0.3000	0.0075	0.0018	0.0000	0.0000
19	0.3167	0.0079	0.0019	0.0000	0.0000
20	0.3333	0.0083	0.0020	0.0000	0.0000
21	0.3500	0.0088	0.0021	0.0000	0.0000
22	0.3667	0.0092	0.0022	0.0000	0.0000
23	0.3833	0.0096	0.0023	0.0000	0.0000
24	0.4000	0.0100	0.0024	0.0000	0.0000
25	0.4167	0.0104	0.0025	0.0000	0.0000
26	0.4333	0.0108	0.0026	0.0000	0.0000
27	0.4500	0.0112	0.0027	0.0000	0.0000
28	0.4667	0.0117	0.0028	0.0000	0.0000
29	0.4833	0.0121	0.0029	0.0000	0.0000
30	0.5000	0.0125	0.0030	0.0000	0.0000
31	0.5167	0.0129	0.0031	0.0000	0.0000
32	0.5333	0.0133	0.0032	0.0000	0.0000
33	0.5500	0.0138	0.0033	0.0000	0.0000
34	0.5667	0.0142	0.0034	0.0000	0.0000
35	0.5833	0.0146	0.0035	0.0000	0.0000
36	0.6000	0.0150	0.0036	0.0000	0.0000
37	0.6167	0.0154	0.0037	0.0000	0.0000
38	0.6333	0.0158	0.0038	0.0000	0.0000
39	0.6500	0.0163	0.0039	0.0000	0.0000
40	0.6667	0.0167	0.0040	0.0000	0.0000
41	0.6833	0.0171	0.0041	0.0000	0.0000
42	0.7000	0.0175	0.0042	0.0000	0.0000
43	0.7167	0.0179	0.0043	0.0000	0.0000
44	0.7333	0.0183	0.0044	0.0000	0.0000
45	0.7500	0.0188	0.0045	0.0000	0.0000
46	0.7667	0.0192	0.0046	0.0000	0.0000
47	0.7833	0.0196	0.0047	0.0000	0.0000
48	0.8000	0.0200	0.0048	0.0000	0.0000
49	0.8167	0.0204	0.0049	0.0000	0.0000
50	0.8333	0.0208	0.0050	0.0000	0.0000
51	0.8500	0.0213	0.0051	0.0000	0.0000
52	0.8667	0.0217	0.0052	0.0000	0.0000
53	0.8833	0.0221	0.0053	0.0000	0.0000
54	0.9000	0.0225	0.0054		

0

Write up of Issues (Minutes)
------------------------------

0

Total Minutes
---------------

0

Total Hours	
-------------	--

0

APARTMENT STATUS REPORT (Month-ending OCTOBER 31, 2022)	Current Month-End	Previous Month-End	Previous Year Month- End	Current Year	Previous Year	Previous Year
CURRENT MONTH STATUS - OCCUPIED UNITS	10/28/22	9/30/22	10/29/21	2022 Monthly Average	2021 Monthly Average	2020 Monthly Average
Total Units	721	721	721	721	721	720
Occupied (formula)	663	664	665	670	665	685
Percentage Occupied* (formula)	92%	92%	93%	93%	92%	96%
Percentage Leased* (formula)	96%	96%	95%	96%	96%	97%
* adjusted for Unrentable units						
CURRENT MONTH STATUS - VACANT UNITS	10/28/22	9/30/22	10/29/21	2022 Monthly Average	2021 Monthly Average	2020 Monthly Average
Vacant	58	57	56	51	56	35
Vacant: Pre-leased Units	7	10	15	10	12	6
Vacant: Unrentable Units (repairs, temp tsf's, etc.)	22	18	8	13	12	9
Vacant: Units Available to Rent (formula)	29	29	33	29	32	20
CURRENT MONTH STATUS - ON NOTICE UNITS	10/28/22	9/30/22	10/29/21	2022 Monthly Average	2021 Monthly Average	2020 Monthly Average
On-Notice: Units to vacate within 30 days	11	11	8	11	9	7
On-Notice: Pre-leased Units	0	0	0	0	0	1
On-Notice: Unrentable Units (repairs, etc.)	1	2	0	2	1	1
On Notice: Units Available to Rent (formula)	10	9	8	9	8	6
Total Units Available to rent (Vacant & On Notice) (formula)	39	38	41	38	41	26
CURRENT MONTH ACTIVITY - TOTAL	10/28/22	9/30/22	10/29/21	2022 YTD	2021 YTD	2020 YTD
# of Move-Outs / % of Total Units	10	15	11	13%	19%	16%
# of Move-Ins / % of Total Units	9	9	13	14%	18%	12%
# of New Rentals	9	9	15	141	168	98
# of 30-Day Notices Received / % of Total Units	12	14	12	16%	19%	17%
# of Units brought to market / % of Move-Outs	10	12	14	104%	85%	85%
# of Rentals Canceled or Denied / % of Rentals	3	3	7	38%	30%	44%
# of Notices Canceled / % of Notices Received	2	1	1	6%	6%	4%
CURRENT MONTH ACTIVITY - MOVE OUT REASONS	10/28/22	9/30/22	10/29/21	2022 YTD %	2021 YTD %	2020 YTD %
Asked to move by CADA	0	0	1	7%	2%	6%
Bought a house	3	0	1	6%	7%	9%
Deceased	0	0	0	10%	3%	3%
Dissatisfied (unable to resolve)	0	0	0	1%	6%	5%
Employment/education related	0	1	0	2%	15%	5%
Financial	0	1	1	5%	11%	2%
Illness/ health/ personal	1	7	3	16%	6%	10%
Moving out of the area	1	2	1	17%	14%	8%
Desire larger/smaller apt or house (incl. change in hh size)	0	1	0	7%	9%	3%
Need amenity not offered / not currently available	0	0	0	1%	2%	0%
Moved with no notice/Unknown	2	2	1	14%	1%	23%
Transferred to another CADA apartment	3	1	3	14%	21%	17%
Other / ("Covid-related" as of Aug 2020)	0	0	0	0%	2%	11%
Unaccounted for (Not incl. in occupancy length) - Adj.	0	0	0	0%	0%	0%
<b>TOTAL</b>	<b>10</b>	<b>15</b>	<b>11</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Average length (years) of Occupancy (YTD):</b>				<b>4.5</b>	<b>4.9</b>	<b>5.0</b>

APARTMENT STATUS REPORT (Month-ending NOVEMBER 30, 2022)	Current Month-End	Previous Month-End	Previous Year Month- End	Current Year	Previous Year	Previous Year
CURRENT MONTH STATUS - OCCUPIED UNITS	11/25/22	10/28/22	11/26/21	2022 Monthly Average	2021 Monthly Average	2020 Monthly Average
Total Units	721	721	721	721	721	720
Occupied (formula)	655	663	667	668	665	685
Percentage Occupied* (formula)	91%	92%	94%	93%	92%	96%
Percentage Leased* (formula)	95%	96%	95%	96%	96%	97%
* adjusted for Unrentable units						
CURRENT MONTH STATUS - VACANT UNITS	11/25/22	10/28/22	11/26/21	2022 Monthly Average	2021 Monthly Average	2020 Monthly Average
Vacant	66	58	54	53	56	35
Vacant: Pre-leased Units	10	7	10	10	12	6
Vacant: Unrentable Units (repairs, temp tsf's,etc.)	23	22	8	14	12	9
Vacant: Units Available to Rent (formula)	33	29	36	29	32	20
CURRENT MONTH STATUS - ON NOTICE UNITS	11/25/22	10/28/22	11/26/21	2022 Monthly Average	2021 Monthly Average	2020 Monthly Average
On-Notice: Units to vacate within 30 days	5	11	8	10	9	7
On-Notice: Pre-leased Units	0	0	0	0	0	1
On-Notice: Unrentable Units (repairs, etc.)	0	1	0	1	1	1
On Notice: Units Available to Rent (formula)	5	10	8	9	8	6
Total Units Available to rent (Vacant & On Notice) (formula)	38	39	44	38	41	26
CURRENT MONTH ACTIVITY - TOTAL	11/25/22	10/28/22	11/26/21	2022 YTD	2021 YTD	2020 YTD
# of Move-Outs / % of Total Units	12	10	6	15%	19%	16%
# of Move-Ins / % of Total Units	4	9	10	15%	18%	12%
# of New Rentals	11	9	9	152	168	98
# of 30-Day Notices Received / % of Total Units	6	12	5	16%	19%	17%
# of Units brought to market / % of Move-Outs	3	10	7	95%	85%	85%
# of Rentals Canceled or Denied / % of Rentals	4	3	2	38%	30%	44%
# of Notices Canceled / % of Notices Received	0	2	0	6%	6%	4%
CURRENT MONTH ACTIVITY - MOVE OUT REASONS	11/25/22	10/28/22	11/26/21	2022 YTD %	2021 YTD %	2020 YTD %
Asked to move by CADA	1	0	0	7%	2%	6%
Bought a house	1	3	2	6%	7%	9%
Deceased	1	0	0	10%	3%	3%
Dissatisfied (unable to resolve)	0	0	0	1%	6%	5%
Employment/education related	0	0	0	2%	15%	5%
Financial	0	0	0	5%	11%	2%
Illness/ health/ personal	1	1	1	15%	6%	10%
Moving out of the area	3	1	0	18%	14%	8%
Desire larger/smaller apt or house (incl. change in hh size)	0	0	0	6%	9%	3%
Need amenity not offered / not currently available	0	0	0	1%	2%	0%
Moved with no notice/Unknown	2	2	0	14%	1%	23%
Transferred to another CADA apartment	3	3	3	15%	21%	17%
Other / ("Covid-related" as of Aug 2020)	0	0	0	0%	2%	11%
Unaccounted for (Not incl. in occupancy length) - Adj.	0	0	0	0%	0%	0%
<b>TOTAL</b>	<b>12</b>	<b>10</b>	<b>6</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Average length (years) of Occupancy (YTD):</b>				<b>4.5</b>	<b>4.9</b>	<b>5.0</b>

<b>CADA AFFORDABLE HOUSING STATISTICS: October 31, 2022</b>	<b>CADA Rent- Assisted</b>	<b>Other / Additional Assisted Units</b>	<b>Total Assisted Units</b>	<b>Market- Rate Units</b>	<b>Total Units</b>
<b>Scattered Site Units:</b>	<b>38</b>	<b>43</b>	<b>81</b>	<b>502</b>	<b>583</b>
Undersubscribed:			17	-17	
<b>Special Management Units:</b>	<b>99</b>	<b>0</b>	<b>99</b>	<b>39</b>	<b>138</b>
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:					
<b>TOTAL CADA-MANAGED UNITS:</b>	<b>137</b>	<b>43</b>	<b>180</b>	<b>541</b>	<b>721</b>
<b>MANAGED AFFORDABLE/MARKET %:</b>			<b>25%</b>		
<b>CADA-DEVELOPED RENT ASSISTED UNITS</b>	<b>Tax Credit</b>	<b>Other</b>	<b>Total Affordable Units</b>	<b>Market Units</b>	<b>Total Units</b>
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	49	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
<b>TOTAL CADA-DEVELOPED UNITS:</b>	<b>49</b>	<b>168</b>	<b>217</b>	<b>715</b>	<b>932</b>
<b>DEVELOPED AFFORDABLE/MARKET%</b>			<b>23%</b>	<b>77%</b>	<b>100%</b>
<b>TOTAL CADA-MANAGED &amp; DEVELOPED AFFORDABLE HOUSING UNITS</b>					
<b>CADA-MANAGED UNITS:</b>	<b>137</b>	<b>43</b>	<b>180</b>	<b>541</b>	<b>721</b>
<b>CADA-DEVELOPED UNITS:</b>	<b>49</b>	<b>168</b>	<b>217</b>	<b>715</b>	<b>932</b>
<b>TOTAL CADA UNITS:</b>	<b>186</b>	<b>211</b>	<b>397</b>	<b>1256</b>	<b>1653</b>
<b>TOTAL AFFORDABLE/MARKET%</b>			<b>24.02%</b>	<b>76%</b>	<b>100%</b>

<b>CADA AFFORDABLE HOUSING STATISTICS: November 30, 2022</b>	<b>CADA Rent- Assisted</b>	<b>Other / Additional Assisted Units</b>	<b>Total Assisted Units</b>	<b>Market- Rate Units</b>	<b>Total Units</b>
<b>Scattered Site Units:</b>	<b>38</b>	<b>43</b>	<b>81</b>	<b>502</b>	<b>583</b>
Undersubscribed:			17	-17	
<b>Special Management Units:</b>	<b>99</b>	<b>0</b>	<b>99</b>	<b>39</b>	<b>138</b>
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:					
<b>TOTAL CADA-MANAGED UNITS:</b>	<b>137</b>	<b>43</b>	<b>180</b>	<b>541</b>	<b>721</b>
<b>MANAGED AFFORDABLE/MARKET %:</b>			<b>25%</b>		
<b>CADA-DEVELOPED RENT ASSISTED UNITS</b>	<b>Tax Credit</b>	<b>Other</b>	<b>Total Affordable Units</b>	<b>Market Units</b>	<b>Total Units</b>
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	49	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
<b>TOTAL CADA-DEVELOPED UNITS:</b>	<b>49</b>	<b>168</b>	<b>217</b>	<b>715</b>	<b>932</b>
<b>DEVELOPED AFFORDABLE/MARKET%</b>			<b>23%</b>	<b>77%</b>	<b>100%</b>
<b>TOTAL CADA-MANAGED &amp; DEVELOPED AFFORDABLE HOUSING UNITS</b>					
<b>CADA-MANAGED UNITS:</b>	<b>137</b>	<b>43</b>	<b>180</b>	<b>541</b>	<b>721</b>
<b>CADA-DEVELOPED UNITS:</b>	<b>49</b>	<b>168</b>	<b>217</b>	<b>715</b>	<b>932</b>
<b>TOTAL CADA UNITS:</b>	<b>186</b>	<b>211</b>	<b>397</b>	<b>1256</b>	<b>1653</b>
<b>TOTAL AFFORDABLE/MARKET%</b>			<b>24.02%</b>	<b>76%</b>	<b>100%</b>

## **CAPITOL AREA DEVELOPMENT AUTHORITY**

### **New Commercial Leases (New Rentals)**

#### **November/December 2022**

CADA signed leases for 1603 10th Street and 1607 10th Street, two commercial spaces located at the Somerset Condominium complex. Ace's Gyro Shack opened for business on December 5 with a soft opening. Café Xocolatl will open its retail chocolate business on December 9, followed by its food and beverage business once it has finished its kitchen-area tenant improvements. CADA will be turning over the kitchen space to the tenant on December 9.

### **Commercial Listings (Current Vacancies)**

#### **December 2022**

<b>Address:</b>	<b>1329-31 O Street</b>
Current Tenant:	Mud Pie Stand
Square Feet:	1,842

This tenant ceased operations in late September and vacated by October 1. CADA is in discussions with Cap City Squeeze's owner about re-opening Toasted in the Mud Pie Stand location. CADA and the tenant are investigating the feasibility of opening up the wall between the two dining rooms to provide a more open and airy larger space. The next step will be to secure construction drawings for this improvement so CADA can bid out the work and to enter into a letter of interest with the prospective tenant.

<b>Address:</b>	<b>1412 16<sup>th</sup> Street</b>
Current Tenant:	Urban Yogi

This tenant was not able to continue operations with the low amount of foot traffic resulting from the remote work policies of the nearby State agencies. It vacated the space at the end of November. CADA will engage a broker to find a new tenant. Staff recommends the space be leased as a non-food operation to minimize build-out costs. Recent Business Journal reporting suggests the market for small offices is robust. The space as currently configured would easily lend itself to office use.



**Capitol Area Development Authority  
CADA Neighborhood Incident Report  
October, 2022:**

**Residential break-ins, vandalism, theft, disturbances:**

- **10/03/22:** 1616 N St: Courtesy patrol noticed an individual trying to steal the green waste been at the property. Patrol spoke with the individual and he left the property without incident.
- **10/03/22:** 1317 15<sup>th</sup> St: Courtesy patrol found an individual loitering on the property. When patrol asked what they were doing they stated they were waiting for a friend. Patrol checked with the apartment number they referred to and they did not know her. Patrol then requested the individual leave the property which she did without incident.
- **10/05/22:** 1330 P St: Courtesy patrol received a call regarding an individual ringing the buzzer. Patrol arrived and did find an individual continually buzzing units. Patrol asked the individual to leave the area which she did without incident.
- **10/11/22:** 1325 15<sup>th</sup> St: Storage unit was broken into again. Courtesy patrol will perform additional patrols.
- **10/13/22:** 1625 O St: Courtesy patrol found an individual sitting between two cars in the parking garage. Patrol asked the individual to leave the property which he did without incident.
- **10/17/22:** 1522 N St: Courtesy patrol found an individual on the property yelling. Patrol asked the individual to leave the area which he eventually did without incident.
- **10/26/22:** 1521 12<sup>th</sup> St: Courtesy patrol received a call regarding an individual loudly going through the dumpster. Patrol arrived and informed the individual he needed to leave the property which he did without incident.
- **10/29/22:** 1606 15<sup>th</sup> St: Courtesy patrol found individual going through the dumpster. Patrol asked him to leave the area which he did without incident.
- **10/30/22:** 1424 P St: Courtesy patrol received a call regarding loud bicycle bell noises between the buildings. Patrol arrived and found two individuals going through the dumpster. Patrol advised them to leave the property which they did without incident.
- **10/30/22:** 1316 N St: Courtesy patrol received a call regarding someone sleeping on the property. Patrol arrived, woke the individual up and asked him 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 October, 2022:**

There were 12 calls during the month of October. 6 calls were to report a noise disturbance, 2 calls were to report someone going through the dumpster, 1 call was to report a burnt smell in a building, 1 call was to request additional patrols, 1 call was to report someone sleeping on a property, and 1 call was to report someone loitering on a property.

:

**Capitol Area Development Authority  
CADA Neighborhood Incident Report  
November, 2022:**

**Residential break-ins, vandalism, theft, disturbances:**

- **11/10/22:** 1412 ½ 16<sup>th</sup> St: Courtesy patrol received a call regarding someone banging on the door. Patrol arrived and searched the area but did not find anyone.
- **11/12/22:** 1321 Q St Duplex: I phoned courtesy patrol and advised we received an email stating someone has made a makeshift home under the back stairs of this building. Patrol went out and did find belongings and bedding but did not find anyone in the area. Courtesy patrol checked the area later in the evening and did find an individual in this area. They informed the individual to pack up their belongings and leave the area which she did without incident. They will be performing additional patrols going forward.
- **11/14/22:** 1400 N St: Resident Services Representative phoned courtesy patrol to let them know that someone had broken into the knox box on the front of the building and to please perform additional patrols until it is replaced.
- **11/18/22:** 1414 O St: Resident Services Representative phoned courtesy patrol to advise someone is continuously ringing the buzzer. Patrol arrived and checked the area but did not find anyone.
- **11/21/22:** 1506 13<sup>th</sup> St: Courtesy patrol received a call regarding an individual looking into windows. Patrol arrived and searched the area but did not find anyone.
- **11/21/22:** 1001-35 Q St: Courtesy patrol found a vacant unit door open. They phoned on-call staff who came and locked it up. Nobody was found inside the unit.
- **11/29/22:** 1521 12<sup>th</sup> St: Courtesy patrol received a call regarding someone very loud in the dumpster. Patrol arrived and found two individuals going through the dumpster. Patrol asked them to leave the property which they did without incident.

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

**Recap of Phone Calls to Lyons Security Service during the month of November, 2022:**

There were 31 calls during the month of November. 14 calls were to report a noise disturbance, 1 call was to report bright lights from parking lot in apartment window, 1 call was to report marijuana smell in a building, 1 call was to request additional patrols, 3 calls were to report someone sleeping on a property, 1 call was to report someone's smoke detector going off, 1 call was to report smell of gasoline in the building, 3 calls were due to a resident dispute, 1 call was to report a boiler not working, 1 call was to report someone trying to enter a vacant apartment, 1 call was to report a garage door not working, 1 call was to report someone looking into windows, 1 call was to report stranger in a building, 1 call was to report someone continually buzzing the intercom.

**CAPITOL AREA DEVELOPMENT AUTHORITY**  
**FY 2022 - 2023**  
**Contract Log as of 12/12/2022**

Item 19 (H)



DATE	CONTRACT NUMBER	Type of Service	CONTRACTOR	PROJECT	LOCATION	AMOUNT	ACCOUNT
<del>9/13/2022</del>	<del>C23-057</del>	<del>Maintenance</del>	<del>Elite Service Experts</del> <b>VOID</b>	<del>Emergency Plumbing Repairs</del>	<del>1001-1035 Q Street</del>	<del>\$7,995.00</del>	<del>??C23-36-002-5292??</del>
11/8/2022	C22-059.1	Consulting	Colliers International CA, Inc.	10th Street Vacancies Lease-up	1603-1607 10th Street		10-C22-5820-C888-88-019.5 (Verify with Noelle)
11/8/2022	C23-062	Consulting	Owen T. Jones Architect	As-Built - Café Xocolatl Health Department Submittal Plans	1607 10th Street	\$2,250.00	10-C23-5820-C888.88-019.5
11/8/2022	C23-063	Consulting	EditPros	Annual Report Writing & Editing	1522 14th Street	\$1,200.00	10-001-4211
11/8/2022	C22-071.1	Consulting	Miridae	Landscape Construction Drawings	900 Block of O Street	\$3,395.00	10-D09-4758-D801-00
11/8/2022	C22-078.2	Major Const	B & M Builders, Inc.	10th & 11th Street Parkway Strip Renovation Project	10th St Between P & Q, and 11th & P Streets	\$34,001.22	10-D19-4703-D801-00
11/18/2022	C22-060.1	Major Const	Marina Landscape, Inc.	Dean Courtyard Landscaping	1400 N Street	\$718.49	10-D20-4703-D225-01
11/18/2022	C22-060.2	Major Const	Marina Landscape, Inc.	Dean Courtyard Landscaping	1400 N Street	\$2,112.85	10-D20-4703-D225-01
11/30/2022	C23-066	Maintenance	Elite Service Experts	Emergency Leaking Gas Line Repairs	1420 O Street	\$825.00	10-003-5240-R533-31
11/30/2022	C21-079.1	Consulting	Atlas Lab	10th Street Commercial - Bid Assistance, Value Engineering, etc.	1036 P Street	\$1,920.00	10-D19-4758-D810-00
11/30/2022	C23-067	Consulting	Riverview Media Photography	Wendy's Retirement Party Photography	1001 R Street	\$5,000.00	10-001-4211



# Investment Report October 2022



John Colville, City Treasurer

*Office of the City Treasurer - City of Sacramento*

*City of*  
**SACRAMENTO**  
Office of the City Treasurer

Historic City Hall

915 I Street, 3rd Floor

Sacramento, CA 95814

916-808-5168

## **Quarterly Investment Committee Meeting**

Thursday, January 26, 2023

10:00AM-11:00AM

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# INVESTMENT COMMITTEE MEETING

January 26, 2023  
10:00 AM to 11:00 AM  
City Treasurer's Office  
915 I Street, HCH 3rd Floor  
(916) 808-5168

Meeting called by: John Colville, City Treasurer  
Stacy Hussey, Chief Investment Officer  
Patrick Zalasky, Senior Investment Officer

Invitees: Emily A Combs (Department of Finance)  
Susana Jackson (SHRA)  
Tim Kerr (American River Flood Control District - ARFCD)  
Noelle Mussen (CADA)  
Kevin King (Reclamation District No. 1000)  
Peter Coyl and Johnny Ea (Sacramento Public Library Authority- SPLA)  
Kimberli S. Burns (The Natomas Basin Conservancy – TNBC)  
Mike Testa, Daniel Santucci (Visit Sacramento)  
City Treasurer's Office Staff

Please read: **October 27, 2022 Minutes of Meeting**

## Agenda

Economic Commentary and Market Conditions	Patrick Zalasky
Monthly Yield Curve Analysis	Patrick Zalasky
Cash Flow Analysis	Patrick Zalasky
Pooled Funds Analysis - City Pool A and SHRA Investment Pool	Patrick Zalasky
Miscellaneous Topics	All

## Additional Information

Special notes: If unable to attend, please feel free to call with any questions or comments.

This report has been reviewed and approved by:

John Colville  
Digitally signed by John Colville  
Date: 2022.11.16 09:39:55  
-08'00'

City Treasurer

**TO:** Investment Committee Members  
**FROM:** Patrick Zalasky  
**RE:** **Minutes of Quarterly Investment Meeting held via Zoom on October 27, 2022**

**Attendees Present:** Stacy Hussey, Shirley Tupaz, Katy Nguyen, Osvaldo Lopez, Mirthala Santizo, Emily Combs, Johnny Ea, Peter Coyl, Noelle Mussen, John Colville, and Patrick Zalasky

*This meeting was held via Zoom, as will all subsequent meetings until further notice.*

**1) Cash Positions/Liquidity**

The projected Pool A cash flow is adequate to meet expected obligations over the next six and twelve-month periods. If all non-City Pool A participants withdraw funds, the analysis shows an approximate \$255 million in excess cash for the next 6-months and an approximate \$206 million for the next 12-month period. Hence, cash availability to all pool participants are adequately addressed for the coming six and twelve months.

In compliance with the City's Investment Policy, investment staff continues to maintain a great deal of liquidity to pay the City's bills, including payroll and debt service representing the bulk of the City's budget. Such liquidity is largely reflected in investments whose maturity dates match payroll and debt service liabilities due dates going 9 months into the future, plus the maintenance of substantial liquid reserves. The liability-matching strategy and liquid reserves provide a solid liquidity cushion to meet unexpected large expenditures and to provide the basis to make advantageous investments in longer term securities. As of the date of the investment committee meeting, the major payroll and debt service liabilities are funded with sufficient cash in pooled cash accounts, expected property and sales tax receipts, and cash generated by the maturity of specific investments through the end of June 2023.

**2) Performance of the Pools**

Investment staff updated the attendees on the performance of Pool A during the first quarter of fiscal year 2022/2023. The earned interest yield of Pool A for July, August, and September was 1.33%, 1.48% and 1.59%, respectively. All monthly Pool A yields exceed the 1.29% yield earned by the State Treasurer's Local Agency Investment Fund (LAIF) and rivaled the 1.90% yield earned by the Medium-Term Fund managed by the Investment Trust of California (CalTRUST).

Pool A performance compared favorably to the yields realized by the investment pools of various California Cities (See, Pool A -- Relative Performance), which reflects publicly available information as of October 25, 2022.

Pool A investments in cash and other short-term liquid issues dipped to 32% at the end of the quarter. This is below normal levels and is due to larger than normal outflows of cash, most notably for the City's lump sum annual payment to CalPERS in July (\$91 million) and large payments for debt service obligations made in August (~\$29 million). The summer and fall see much fewer inflows of cash for the Pool, as the largest deposits, attributable to property taxes, arrive between late December and May.

The Yield Curve maintained an inverted shape as interest rates rose across the curve in response to action from the Federal Reserve Board. The Fed increased The Federal Funds Rate by 0.75% during the quarter, with indications that they would hike rates by at least another 1.25% before the

end of 2022. To take advantage of the shape of the curve, investment staff is looking to add yield to Pool A by investing in quality issuers offering paper with maturities between 6-months and one year. Yields for one-year maturities were the peak of the curve, settling around 4.50% at the end of September. Five-year issues, conversely, were just under 4.25% and ten-year yields were just above 4.00% as the quarter came to a close.

Investment staff has been adapting to the movements of the yield curve by targeting investments with maturities falling mostly between 6-months and 3-years. Staff continues to base the structure of Pool A on effectively meeting the liquidity needs for the City and all other pool participants, while using high quality names to add yield to the pool when opportunities present themselves. Staff is always monitoring markets and news feeds to gather as much information as possible, primarily regarding the actions of The Federal Reserve Board and of Congress, whose policies and actions have the biggest impact on domestic fixed income markets. This awareness is used to meet all of the investment goals: Liquidity to meet the needs of all pool participants; Investment in highly rated issues that maintain a high level of safety; and, when available, healthy yields on issues that also meet one or both of the previous goals.

### **3) Bond Market Report; Economic Considerations**

Inflation continued to impact all Americans, as the Consumer Price Index, which is the measure of the year-over-year change in prices for domestic goods, was 8.20% in September. The rate declined a bit from where it was at the beginning of the quarter, but still was as elevated as it has been since the early 1980s. Unemployment remained low, which empowered The Fed to aggressively raise rates with minimal worries about choking the economy too tightly. Heading into the November mid-term elections, Americans were mostly concerned about inflation and the overall state of the economy. Polls show that Americans trust Republicans more to handle the economy in a way that will help the country move forward on a more positive track. The current minority party in Washington, D.C. is also trusted more the deal with the surge in violent crime and border security, which are also at the top of the most important issues for voters. If these trends hold, power will switch hands in Congress, which could be a major positive for the economy. The gridlock brought on by different parties controlling the Legislative and Executive branches typically brings economic stability, as major legislation is very unlikely to be passed. Businesses, investors, and markets can act with some certainty over how the economy should behave over the next couple of years.

Consumers, who are the main drivers of the American economy, remain in a malaise as they continue to confront rising costs across the board, but particularly for energy and food. As winter approaches, costs are expected to stay elevated with there being no substantial plan to increase production of fossil fuels and not enough renewable energy capacity available to meet the demand of Americans keeping their homes warm.

The American economy did expand by 2.6% during the quarter, which came on the heels of two consecutive quarters of economic contraction. The expansion was mostly due to a large trade surplus, as exports far exceeded imports. Economists, therefore, were not overly enthusiastic over the increase in GDP, since the American economy is primarily driven by domestic consumption, which was down in comparison to previous quarters and was significantly less than pre-pandemic levels.

The trade surplus was achieved due mostly to the U.S.A. sending fuel and other supplies to Europe. Global economies, especially those in Europe, are still struggling mightily and the war in Ukraine

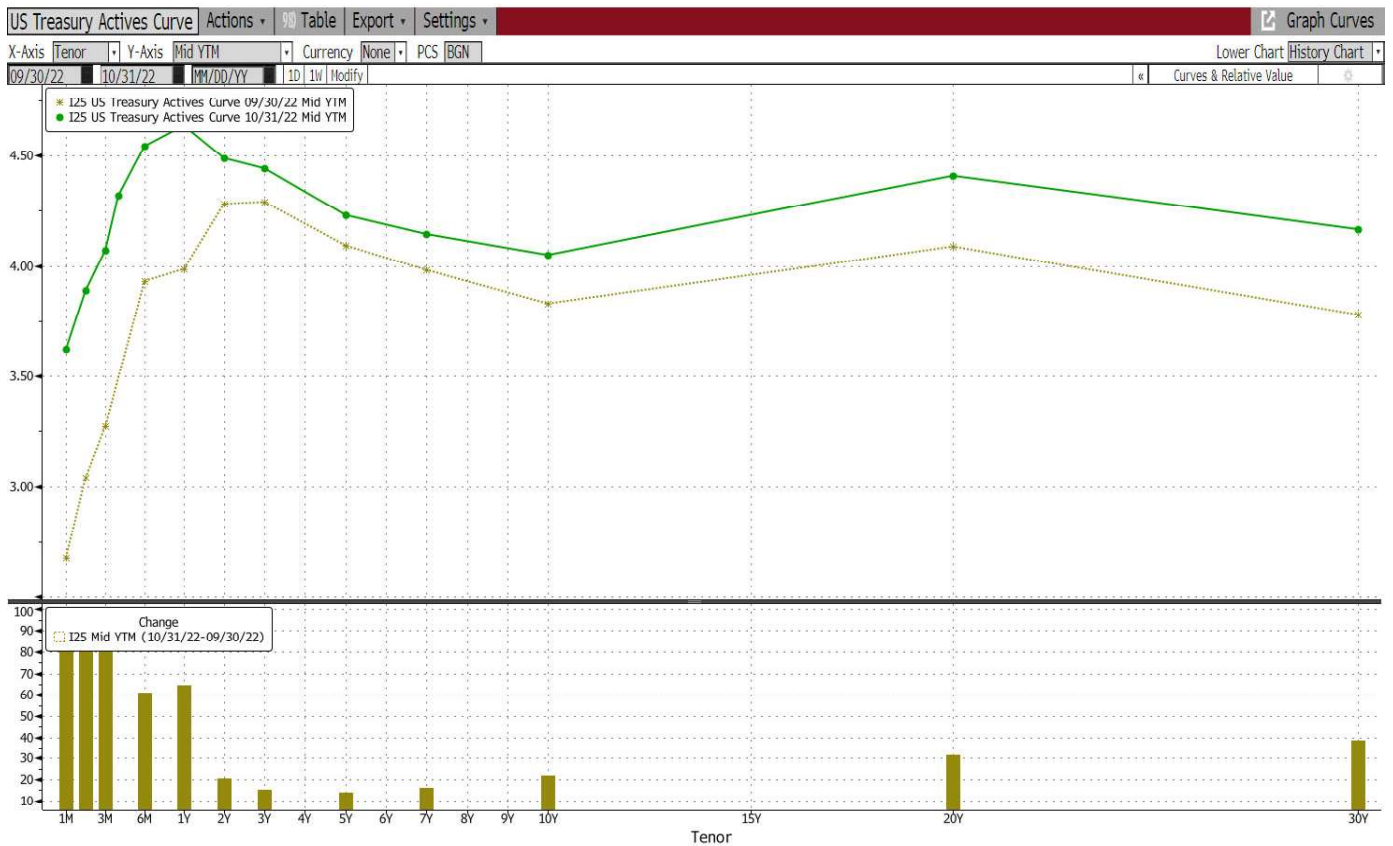


shows no signs of ending. It will be very difficult to coordinate land maneuvers during winter, so it appears that both sides will be digging in for the next few months with the intent of holding their ground and escalating fighting when the weather gets better in a few months. The prospect of most Europeans having to make it through the winter without their usual ability to heat their homes is becoming a harsh reality. Many countries (Germany and France among them) are trying to restart some of their own fossil fuel generation and are looking more to nuclear energy to solve their massive energy issues. That, along with help from the U.S.A. will hopefully be enough to avoid problems that could be catastrophic over the next few months.

Eastern economies, particularly in China, continue to show weakness, as well. The Chinese continue to shut down large populations for weeks at a time in their quest to completely eliminate Covid from their country. This constricts production that most of the world continues to be very dependent upon. Should the trend continue, proactive countries will take the initiative to find other means to get the goods that they need. Countries and/or regions could look to establish more domestic manufacturing, or increasingly look to the U.S.A. to help meet their needs. As always, American markets remain the strongest and most stable, even in times of global crisis. Foreign investors still see our markets as the best for their investments and our economy as the strongest and most reliable.

**4) Other business:** None

**Next Meeting:** The next quarterly meeting is scheduled for **Thursday, January 26, 2023, at 10:00 a.m.** via Zoom.



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## Screen Printed to Page [1 of 2]

US Treasury Actives Curve Actions Chart Export Settings Graph Curves							
X-Axis Tenor Y-Axis Mid YTM Currency None PCS BGN							
09/30/22 10/31/22 MM/DD/YY 1D 1W Modify							
Values and Members Values Members Constituents							
125 Mid YTM US Treasury Actives Curve 10/31/22				125 Mid YTM US Treasury Actives Curve 09/30/22			
Tenor Description Price				Yield Description Price Yield			
				125 Mid YTM (Change) 10/31/22-09/30/22			
11)	1MB 0 11/29/22 Govt	3.564		3.623B 0 11/01/22 Govt	2.636	2.679	0.928 94.5
12)	2MB 0 12/27/22 Govt	3.813		3.889B 0 11/29/22 Govt	2.985	3.041	0.828 84.8
13)	3MB 0 01/26/23 Govt	3.980		4.074B 0 12/29/22 Govt	3.200	3.270	0.780 80.4
14)	4MB 0 02/28/23 Govt	4.201		4.320			
15)	6MB 0 04/27/23 Govt	4.385		4.544B 0 03/30/23 Govt	3.808	3.934	0.577 60.9
16)	1YB 0 10/05/23 Govt	4.429		4.636B 0 09/07/23 Govt	3.828	3.989	0.601 64.7
17)	2YT 4 10/31/24 Govt	99-25 <sup>3</sup> / <sub>8</sub>		4.405T 4 10/30/24 Govt	99-30 <sup>1</sup> / <sub>8</sub>	4.281	-0-04 <sup>3</sup> / <sub>8</sub> 20.5
18)	3YT 4 10/15/25 Govt	99-15 <sup>3</sup> / <sub>8</sub>		4.442T 3 10/15/25 Govt	97-26 <sup>3</sup> / <sub>8</sub>	4.290	1-20+ 15.2
19)	5YT 4 10/31/27 Govt	99-17		4.230T 4 10/30/27 Govt	100-04 <sup>3</sup> / <sub>4</sub>	4.092	-0-19 <sup>3</sup> / <sub>4</sub> 13.8
20)	7YT 4 10/31/29 Govt	99-04		4.145T 3 10/30/29 Govt	99-10 <sup>3</sup> / <sub>4</sub>	3.985	-0-06 <sup>3</sup> / <sub>4</sub> 16.1
21)	10YT 2 08/15/32 Govt	89-18+		4.050Same	91-05 <sup>3</sup> / <sub>4</sub>	3.832	-1-19 <sup>3</sup> / <sub>4</sub> 21.8
22)	20YT 3 08/15/42 Govt	86-15		4.406Same	90-10 <sup>3</sup> / <sub>4</sub>	4.091	-3-2 <sup>1</sup> / <sub>4</sub> 31.5
23)	30YT 3 08/15/52 Govt	80-06 <sup>1</sup> / <sub>4</sub>		4.167Same	86-03 <sup>3</sup> / <sub>4</sub>	3.779	-5-29+ 38.7

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**CITY OF SACRAMENTO - INVESTMENT POOL A**  
**6-MONTH CASH FLOW ANALYSIS**  
**November 1, 2022 - April 30, 2023**

	<i>In millions</i>
Cash Balances:	
CalTRUST	112.879
Fidelity Fund	6.031
Five Star Bank Community Fund	40.050
JP Morgan Chase	1.421
LAIF	5.000
Overnight Sweep	1.731
River City Bank Community Fund	25.030
Less: Required bank balance by policy	(0.500)
<b><i>Cash available at beginning of period:</i></b>	<b>191.642</b>
Projected net cash flow:	
November-22	(1.114)
December-22	90.885
January-23	78.855
February-23	(1.037)
March-23	11.757
April-23	59.172
<b><i>Net cash flow during period:</i></b>	<b>238.518</b>
<b><i>Cash in excess of policy: <sup>1</sup></i></b>	<b>430.160</b>
Cash Balances of non-City and/or Pool A Participants:	
SCERS Cash:	
Fixed Bonds	(0.063)
Large Cap Growth	(0.914)
International	(0.001)
Equity Income	(0.001)
Retirement Trust Operating Fund	(4.800)
Ann Land/Bertha Henschel Endowment Fund	(0.006)
Ethel Hart Mutual Endowment Fund	(0.311)
George H. Clark Memorial Scholarship Fund	(0.015)
Capitol Area Development Authority (CADA)	(51.769)
American River Flood Control District (ARFCD)	(9.020)
The Natomas Basin Conservancy (TNBC)	(0.628)
Sacramento Public Library Authority (SPLA)	(41.331)
Reclamation District No. 1000	(2.206)
SPLA Hurst Trust	(0.120)
Gifts to Share	(0.692)
Visit Sacramento	(9.404)
Other Misc Non-City Funds (CARES Act, ARP, CalEPA, City/County Office-Water Planning, etc)	0.560
<b><i>Total cash balances of non-City and/or Pool A participants: <sup>2</sup></i></b>	<b>(120.721)</b>
<b><i>Excess or (Shortfall) if all Pool A participants withdraw all funds within 6 months: <sup>3</sup></i></b>	<b>309.439</b>

<sup>1</sup> The City will be able to meet its cash flow needs for the next six months, with \$430 mm to cover on going expenditures

<sup>2</sup> Non-City and/or Pool A participants have \$121 mm invested in Pool A

<sup>3</sup> If all non-City and/or Pool A participants withdraw the entire \$121 mm within the next twelve months, the City will have \$309 mm to cover on going expenditures

**CITY OF SACRAMENTO - INVESTMENT POOL A**  
**12-MONTH CASH FLOW ANALYSIS**  
**November 1, 2022 - October 31, 2023**

*In millions*

Cash Balances:	
CalTRUST	112.879
Fidelity Fund	6.031
Five Star Bank Community Fund	40.050
JP Morgan Chase	1.421
LAIF	5.000
Overnight Sweep	1.731
River City Bank Community Fund	25.030
Less: Required bank balance by policy	(0.500)
<b><i>Cash available at beginning of period:</i></b>	<b>191.642</b>
Projected net cash flow:	
November-22	(1.114)
December-22	90.885
January-23	78.855
February-23	(1.037)
March-23	11.757
April-23	59.172
May-23	55.171
June-23	(9.391)
July-23	(83.754)
August-23	(33.152)
September-23	(20.809)
October-23	(21.073)
<b><i>Net cash flow during period:</i></b>	<b>125.510</b>
<b><i>Cash in excess of policy: <sub>1</sub></i></b>	<b>317.152</b>
Cash Balances of non-City and/or Pool A Participants:	
SCERS Cash:	
Fixed Bonds	(0.063)
Large Cap Growth	(0.914)
International	(0.001)
Equity Income	(0.001)
Retirement Trust Operating Fund	(4.800)
Ann Land/Bertha Henschel Endowment Fund	(0.006)
Ethel Hart Mutual Endowment Fund	(0.311)
George H. Clark Memorial Scholarship Fund	(0.015)
Capitol Area Development Authority (CADA)	(51.769)
American River Flood Control District (ARFCD)	(9.020)
The Natomas Basin Conservancy (TNBC)	(0.628)
Sacramento Public Library Authority (SPLA)	(41.331)
Reclamation District No. 1000	(2.206)
SPLA Hurst Trust	(0.120)
Gifts to Share	(0.692)
Visit Sacramento	(9.404)
Other Misc Non-City Funds (CARES Act, ARP, CalEPA, City/County Office-Water Planning, etc)	0.560
<b><i>Total cash balances of non-City and/or Pool A participants: <sub>2</sub></i></b>	<b>(120.721)</b>
<b><i>Excess or (Shortfall) if all Pool A participants withdraw all funds within 12 months: <sub>3</sub></i></b>	<b>196.431</b>

<sub>1</sub>The City will be able to meet its cash flow needs for the next twelve months, with \$317 mm to cover on going expenditures

<sub>2</sub> Non-City and/or Pool A participants have \$121 mm invested in Pool A

<sub>3</sub> If all non-City and/or Pool A participants withdraw the entire \$121 mm within the next twelve months, the City will have \$196 mm to cover on going expenditures

# **City of Sacramento**

## **Investment**

### **Pool A**

# CITY OF SACRAMENTO INVESTMENT POOL A

## MONTHLY REVIEW – OCTOBER 2022

### STRATEGY

The Fund is invested pursuant to the objectives and requirements set forth in the City's investment policy. The three objectives of the investment policy, in order of priority, are (1) the preservation of capital by the investment in safe instruments, (2) the liquidity needs of the City and pool participants so such parties will have access to cash when they need it, and (3) the maximizing of current income while remaining consistent with the other more important objectives. The City's investment policy incorporates applicable provisions of state law including, among other things, the prudent person standard and California Code Section 53601 pertaining to eligible investments.

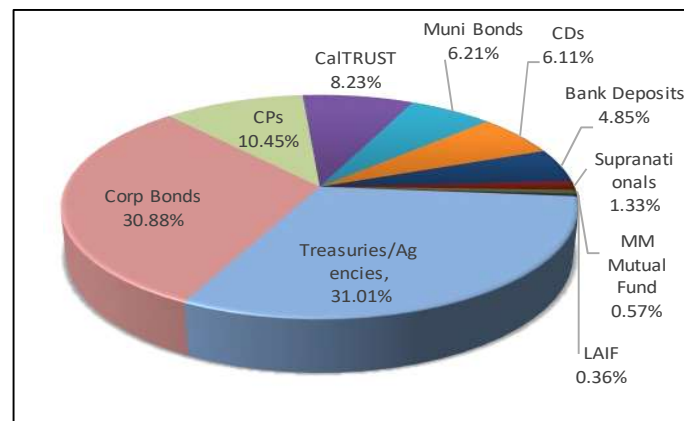
### PORTFOLIO STATISTICS

Beginning Market Value	1,373,142,630
Month's Yield or RoR	1.64%
Weighted Average Maturity (Yrs)	2.46
Weighted Average Duration (Yrs)	2.35
Ending Book Value	1,475,760,644
Ending Market Value	1,375,080,835
Percent of Market to Book Value	93.18%
Month's Investment Earnings	2,036,467
Fiscal YTD Investment Earnings	7,594,872

#### External Third-Party Investment Manager

CalTRUST	112,878,908
LAIF	5,000,000

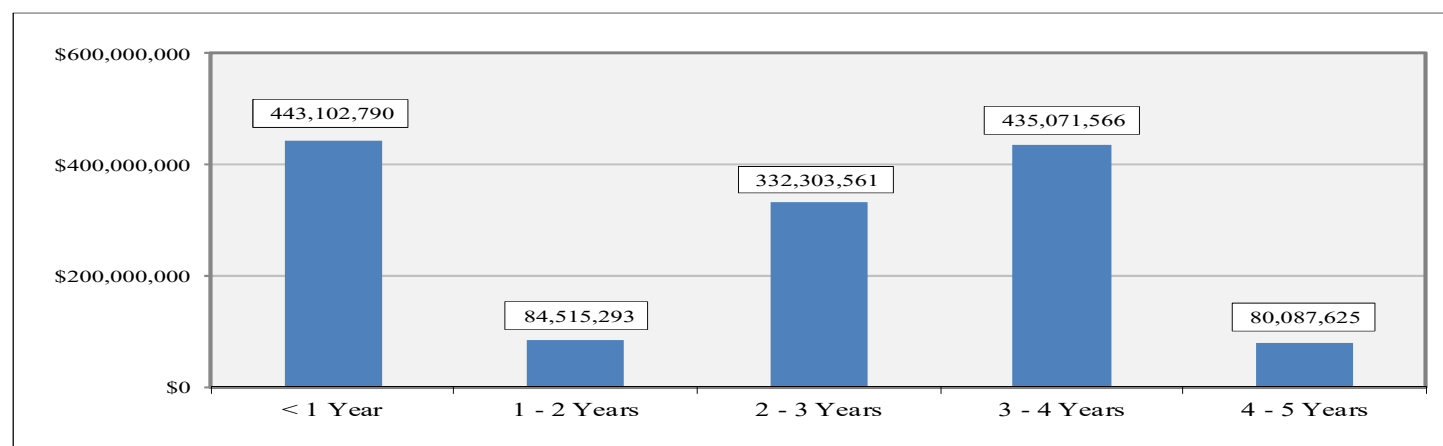
### PORTFOLIO COMPOSITION



Asset Type	Pct. Assets	YTM
Treasuries/Agencies	31.01%	1.21%
Corp Bonds	30.88%	1.77%
CPs	10.45%	2.72%
CalTRUST	8.23%	2.31%
Muni Bonds	6.21%	1.99%
CDs	6.11%	2.78%
Bank Deposits	4.85%	1.47%
Supranationals	1.33%	0.99%
MM Mutual Fund	0.57%	2.59%
LAIF	0.36%	1.77%

### MATURITY SCHEDULE

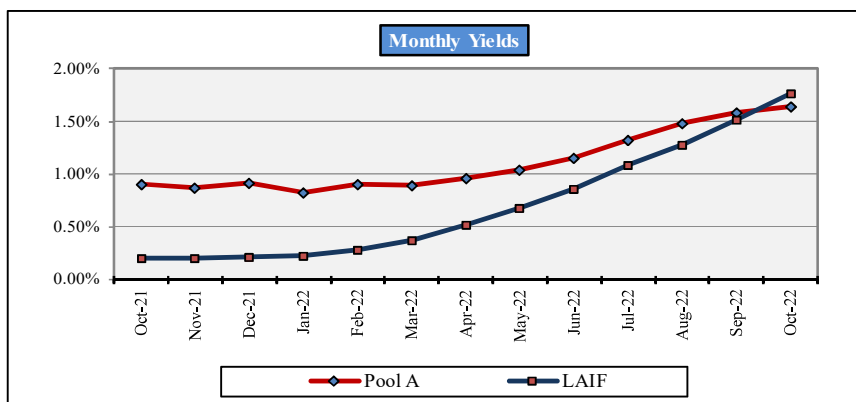
Maturity	Market Value	Pct. Holdings
< 1 Year	443,102,790	32.22%
1 - 2 Years	84,515,293	6.15%
2 - 3 Years	332,303,561	24.17%
3 - 4 Years	435,071,566	31.64%
4 - 5 Years	80,087,625	5.82%
Total	1,375,080,835	100.00%



## INTEREST RATE ENVIRONMENT

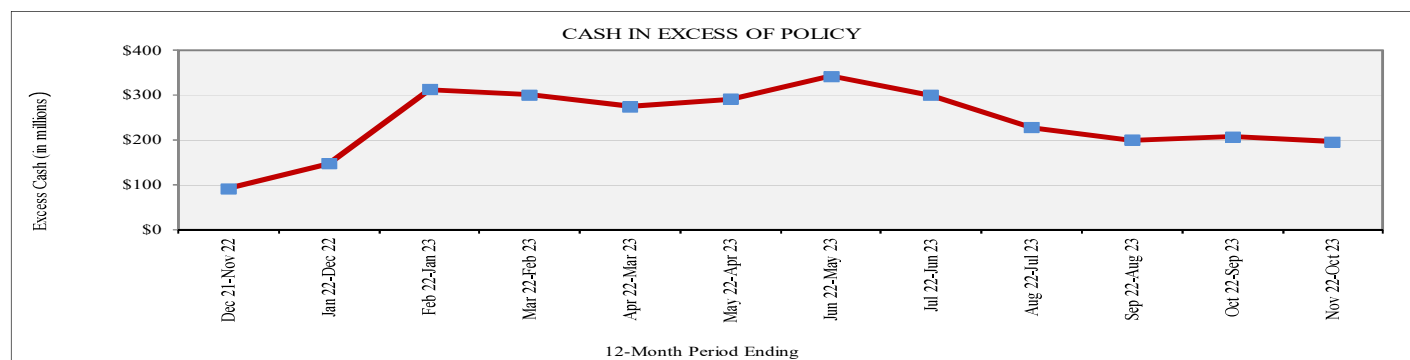
October brought a bit of positive economic news. CPI (inflation) came in at 7.7%, which was better than estimates and the lowest reading of the calendar year. Core inflation, which excludes the highly volatile energy and food sectors, was 6.3%, which also beat estimates. In addition, the labor market showed signs of cooling, with just 261,000 jobs added during the month, pushing the unemployment rate to 3.7%. Although these readings show that The Federal Reserve Board is on the right track with their interest rate hikes, they are still in a very precarious position. Should they slow the pace of interest rate increases, inflation might begin moving upward again, which is not good with a tightening labor market. Too many rate hikes, though, could stifle the economy too much and put the country into a deep recession. An increase of 0.75% to the Federal Funds Rate was implemented following the release of the October CPI and labor reports, with another boost of 0.50%-0.75% expected in December. There is widespread speculation among economists and investors that The Fed will raise the rate to 5.00% by May of 2023, then evaluate the economy to determine their further course of action. Consumers continue to have a negative perception of the economy, as the University of Michigan Consumer Sentiment Index remained near historic lows at 59.9. Prices for food and gas remain at historically high levels as consumers begin to plan for the holiday season. The holiday season is crucial to many businesses and the American economy as a whole, so it will be very interesting to see how pessimistic consumers behave over the next couple of months. The yield on 5-year treasuries began the month at 4.09% and rose past 4.40% on October 20th, before settling at 4.22% to end the month. The yield curve remained inverted, as most of the value is in issues with shorter maturities. The mid-term election did not go entirely as projected, although Republicans did achieve a slight majority in the House of Representatives. Democrats maintained control of the Senate, also with a very slight majority. Since bipartisanship has seemingly gone the way of the do-do bird, there should be governmental gridlock for the next two years. Market conditions will continue to be monitored closely by the investment team and strategy will be focused on maintaining a portfolio built with high level names that will remain stable no matter what global markets do over the next couple of years. It will continue to focus its bond buying around finding high quality issues that balance both duration and yield in the portfolio, thereby balancing risk and return as the markets react to the activities of The Fed, the adjustments to the markets caused by the policies adopted by the Federal government and its foreign peers, and the reactions of consumers to the news that comes out each day.

Monthly Yields		
Month	Pool A	LAIF
Oct-21	0.91%	0.20%
Nov-21	0.87%	0.20%
Dec-21	0.92%	0.21%
Jan-22	0.83%	0.23%
Feb-22	0.91%	0.28%
Mar-22	0.89%	0.37%
Apr-22	0.96%	0.52%
May-22	1.04%	0.68%
Jun-22	1.15%	0.86%
Jul-22	1.33%	1.09%
Aug-22	1.48%	1.28%
Sep-22	1.59%	1.51%
Oct-22	1.64%	1.77%
FYTD	1.51%	1.41%



## CASH IN EXCESS OF POLICY (IN MILLIONS)

12 Months Cash Flow	Dec 21- Nov 22	Jan 22- Dec 22	Feb 22- Jan 23	Mar 22- Feb 23	Apr 22- Mar 23	May 22- Apr 23	Jun 22- May 23	Jul 22- Jun 23	Aug 22- Jul 23	Sep 22- Aug 23	Oct 22- Sep 23	Nov 22- Oct 23
Excess Cash	\$ 92	\$ 147	\$ 313	\$ 301	\$ 275	\$ 291	\$ 342	\$ 300	\$ 228	\$ 200	\$ 207	\$ 196



City of Sacramento  
**PORTFOLIO APPRAISAL**  
*City Investment Pool A*  
 October 31, 2022

Quantity	Security Symbol	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value + Accrd. Int.	Pct. Assets	Unit Income	Annual Income	Cur. Yield	S & P	Bond Status	Call Put Date
<b>CASH AND EQUIVALENTS</b>															
	caltrust-bff	Caltrust BlackRock FedFund		10,068,324		10,068,324		10,068,324	0.73	2.310	232,578	2.31			
	caltrust-lf	Caltrust Liquidity Fund		12,754,236		12,754,236		12,754,236	0.93	2.970	378,801	2.97			
	caltrust-mt	Caltrust Medium-Term		57,387,589		57,387,589		57,387,589	4.19	2.010	1,153,491	2.01			
	caltrust-st	Caltrust Short-Term		32,668,759		32,668,759		32,668,759	2.38	2.580	842,854	2.58			
	fidfund	Fidelity Fund		6,031,402		6,031,402		6,031,402	0.44	2.550	153,801	2.55			
	fiwestar	Five Star Bank Community Fund		40,050,215		40,050,215		40,050,215	2.92	1.520	608,763	1.52			
	cashjpm	JP Morgan Chase Cash		1,421,054		1,421,054		1,421,054	0.10	0.750	10,658	0.75			
	laifa	Local Agency Investment Fund, Pool A		5,000,000		5,000,000		5,000,000	0.36	1.770	88,500	1.77			
	miscintrec	Misc Interest Receivable		1,942		1,942		1,942	0.00	2.550	50	2.55			
	sweep	Overnight Sweep		1,731,373		1,731,373		1,731,373	0.13	2.710	46,920	2.71			
	rivercity	River City Bank Community Fund		25,030,348		25,030,348		25,030,348	1.83	1.440	360,437	1.44			
				192,145,243		192,145,243		192,145,243	14.01		3,876,852	2.02			
<b>NON-NEGOTIABLE CERTIFICATES OF DEPOSIT</b>															
30,000,000	3420042541902	Safe Credit Union CD 2.974% Due 06-24-25	100.00	30,000,000	100.00	30,000,000	75,776	30,075,776	2.19	2.974	892,200	2.99			
<b>CERTIFICATES OF DEPOSIT</b>															
5,000,000	63873qth7	Natixis NY 1.830% Due 12-13-22	100.00	5,000,000	99.76	4,988,124	49,817	5,037,941	0.36	1.830	91,500	1.83	A1		
10,000,000	53947cq92	LLoyds Bank Corp Mkts/NY 2.500% Due 02-07-23	100.00	10,000,000	99.41	9,940,874	111,806	10,052,679	0.73	2.500	250,000	2.50	A1		
10,000,000	2254912z7	Credit Suisse New York 0.540% Due 11-20-23	100.00	10,000,000	100.00	10,000,000	51,600	10,051,600	0.73	0.540	54,000	0.54	A1		
10,000,000	2254915r2	Credit Suisse New York 0.490% Due 12-04-23	100.00	10,000,000	100.00	10,000,000	45,189	10,045,189	0.73	0.490	49,000	0.49	A1		
5,000,000	90348j3m0	US Bank CD 3.000% Due 11-25-24	100.00	5,000,000	96.61	4,830,623	2,877	4,833,500	0.35	3.000	150,000	3.02	AA-		
6,000,000	90348jb66	US Bank CD 0.600% Due 01-27-26	100.00	6,000,000	87.52	5,251,055	493	5,251,548	0.38	0.600	36,000	0.60	AA-		01-27-23
5,000,000	05600xcf5	BMO Harris Bank 0.750% Due 02-26-26	100.00	5,000,000	87.76	4,388,085	6,884	4,394,969	0.32	0.750	37,500	0.75			11-26-22
5,000,000	90348jm72	UBS Bank CD 0.850% Due 06-16-26	100.00	5,000,000	86.87	4,343,561	1,863	4,345,424	0.32	0.850	42,500	0.85			12-16-22
				56,000,000		53,742,322	270,528	54,012,849	3.92		710,500	1.28			
<b>COMMERCIAL PAPER</b>															
10,000,000	21687b117	Cooperatieve Rabobank NY 1.110% Due 11-01-22	99.25	9,925,383	99.99	9,999,152	0	9,999,152	0.73	1.110	111,000	1.14	A1		
10,000,000	05970ulf3	Banco Santander SA 1.270% Due 11-15-22	99.11	9,911,453	99.85	9,985,179	0	9,985,179	0.73	1.270	127,000	1.31	A1		
10,000,000	05970ulu0	Banco Santander SA 1.860% Due 11-28-22	98.86	9,885,817	99.71	9,971,051	0	9,971,051	0.73	1.860	186,000	1.91	A1		
10,000,000	45685rlu9	Ing US Funding LLC 1.690% Due 11-28-22	98.85	9,885,456	99.71	9,971,479	0	9,971,479	0.73	1.690	169,000	1.74	A1		
10,000,000	22533umt7	Credit Agricole Corp 2.030% Due 12-27-22	98.71	9,871,433	99.38	9,937,917	0	9,937,917	0.72	2.030	203,000	2.09	A1		
5,000,000	4497w1mt0	ING (US) Funding LLC 2.670% Due 12-27-22	98.66	4,933,250	99.37	4,968,262	0	4,968,262	0.36	2.670	133,500	2.75	A1		
5,000,000	2254ebmu2	Credit Suisse NY 2.280% Due 12-28-22	98.59	4,929,700	99.36	4,968,060	0	4,968,060	0.36	2.280	114,000	2.35	A1		
10,000,000	22533una7	Credit Agricole Corp 2.230% Due 01-10-23	98.53	9,852,572	99.19	9,918,981	0	9,918,981	0.72	2.230	223,000	2.30	A1		



City of Sacramento  
PORTFOLIO APPRAISAL  
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Quantity	Security Symbol	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value + Accrd. Int.	Pct. Assets	Unit Income	Annual Income	Cur. Yield	S & P	Bond Status	Call Put Date
10,000,000	05970unq7	Banco Santander SA 2.330% Due 01-24-23	98.38	9,838,194	99.00	9,899,582	0	9,899,582	0.72	2.330	233,000	2.41	A1		
10,000,000	83369cq72	Societe Generale 3.170% Due 03-07-23	97.78	9,778,100	98.39	9,839,274	0	9,839,274	0.72	3.170	317,000	3.27	A1		
5,000,000	4497w1q82	ING (US) Funding LLC 3.070% Due 03-08-23	97.86	4,892,976	98.35	4,917,564	0	4,917,564	0.36	3.070	153,500	3.17	A1		
10,000,000	63873kqm2	Natixis NY 3.300% Due 03-21-23	97.68	9,768,083	98.13	9,813,253	0	9,813,253	0.72	3.300	330,000	3.41	A1		
10,000,000	89119bqn9	Toronto Dominion Bank 3.420% Due 03-22-23	97.81	9,780,550	98.10	9,810,351	0	9,810,351	0.72	3.420	342,000	3.52	A1+		
5,000,000	62479mr47	MUFG Bank Ltd/NY 3.540% Due 04-04-23	97.73	4,886,425	97.98	4,898,798	0	4,898,798	0.36	3.540	177,000	3.66	A1		
5,000,000	63873kr41	Natixis NY 3.810% Due 04-04-23	97.84	4,892,050	97.91	4,895,633	0	4,895,633	0.36	3.810	190,500	3.93	A1		
10,000,000	22533urj4	Credit Agricole Corp 4.340% Due 04-18-23	97.67	9,766,693	97.66	9,766,357	0	9,766,357	0.71	4.340	434,000	4.32	A1		
5,000,000	02314qs26	Amazon.Com Inc 4.550% Due 05-02-23	97.61	4,880,562	97.55	4,877,568	0	4,877,568	0.36	4.550	227,500	4.71	A1+		
5,000,000	89119bs56	Toronto Dominion Bank 3.630% Due 05-05-23	97.28	4,863,875	97.38	4,869,077	0	4,869,077	0.36	3.630	181,500	3.76	A1+		
				142,542,574		143,307,540	0	143,307,540	10.45		3,852,500	2.72			
U.S. GOVERNMENT BONDS															
5,000,000	91282cbh3	U.S. Treasury Note 0.375% Due 01-31-26	98.83	4,941,406	87.84	4,392,187	4,738	4,396,926	0.32	0.375	18,750	0.62	AA+		
15,000,000	91282cbq3	U.S. Treasury Note 0.500% Due 02-28-26	98.75	14,812,891	87.95	13,192,383	12,845	13,205,228	0.96	0.500	75,000	0.75	AA+		
				19,754,297		17,584,570	17,584	17,602,154	1.28		93,750	0.72			
FEDERAL HOME LOAN BANK															
5,000,000	3130atln5	Federal Home Loan Bank 4.300% Due 07-27-23	100.00	5,000,000	99.93	4,996,308	2,389	4,998,697	0.36	4.300	215,000	4.31	AA+		01-27-23
5,000,000	3130ajla5	Federal Home Loan Bank 0.750% Due 05-19-25	100.00	5,000,000	90.25	4,512,545	16,875	4,529,420	0.33	0.750	37,500	0.75	AA+		11-06-22
5,000,000	3130asm97	Federal Home Loan Bank 4.000% Due 07-24-25	100.00	5,000,000	98.37	4,918,482	51,111	4,969,593	0.36	4.000	200,000	4.00	AA+		11-24-22
5,000,000	3130ak6h4	Federal Home Loan Bank 0.500% Due 09-22-25	99.90	4,995,000	88.51	4,425,380	2,708	4,428,088	0.32	0.500	25,000	0.52	AA+		11-06-22
5,000,000	3130akjw7	Federal Home Loan Bank 0.600% Due 12-15-25	100.00	5,000,000	88.01	4,400,520	11,333	4,411,854	0.32	0.600	30,000	0.60	AA+		11-06-22
5,000,000	3130akje7	Federal Home Loan Bank 0.560% Due 12-30-25	99.97	4,998,750	87.75	4,387,691	9,411	4,397,102	0.32	0.560	28,000	0.57	AA+		11-06-22
5,000,000	3130akn85	Federal Home Loan Bank 0.550% Due 01-20-26	99.80	4,990,000	87.53	4,376,701	7,715	4,384,416	0.32	0.550	27,500	0.59	AA+		01-20-23
10,000,000	3130akq74	Federal Home Loan Bank 0.625% Due 01-22-26	100.00	10,000,000	87.74	8,773,754	17,187	8,790,941	0.64	0.625	62,500	0.62	AA+		01-22-23
5,000,000	3130akng7	Federal Home Loan Bank 0.550% Due 01-28-26	100.00	5,000,000	87.47	4,373,253	7,104	4,380,357	0.32	0.550	27,500	0.55	AA+		01-28-23
5,000,000	3130akpc4	Federal Home Loan Bank 0.600% Due 01-28-26	100.00	5,000,000	87.61	4,380,645	7,750	4,388,395	0.32	0.600	30,000	0.60	AA+		01-28-23
5,000,000	3130akpq3	Federal Home Loan Bank 0.580% Due 01-28-26	100.00	5,000,000	87.55	4,377,692	7,492	4,385,184	0.32	0.580	29,000	0.58	AA+		01-28-23
5,000,000	3130akvr4	Federal Home Loan Bank 0.550% Due 02-12-26	100.00	5,000,000	87.34	4,367,243	6,035	4,373,277	0.32	0.550	27,500	0.55	AA+		11-12-22
5,000,000	3130al5x8	Federal Home Loan Bank 0.650% Due 02-24-26	100.00	5,000,000	87.52	4,375,898	6,049	4,381,947	0.32	0.650	32,500	0.65	AA+		11-24-22

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City of Sacramento  
**PORTFOLIO APPRAISAL**  
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 October 31, 2022

															Call
Quantity	Security Symbol	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value + Accrd. Int.	Pct. Assets	Unit Income	Annual Income	Cur. Yield	S & P	Bond Status	Put Date
5,000,000	3130al6j8	Federal Home Loan Bank 0.625% Due 02-24-26	100.00	5,000,000	87.44	4,372,126	5,816	4,377,942	0.32	0.625	31,250	0.62	AA+		11-24-22
5,000,000	3130al7m0	Federal Home Loan Bank 0.625% Due 02-24-26	100.00	5,000,000	87.44	4,372,126	5,816	4,377,942	0.32	0.625	31,250	0.62	AA+		11-24-22
5,000,000	3130alae4	Federal Home Loan Bank 0.580% Due 02-25-26	100.00	5,000,000	87.30	4,364,935	5,317	4,370,252	0.32	0.580	29,000	0.58	AA+		02-25-23
5,000,000	3130algs7	Federal Home Loan Bank 0.850% Due 03-10-26	100.00	5,000,000	88.01	4,400,546	6,021	4,406,567	0.32	0.850	42,500	0.85	AA+		12-10-22
5,000,000	3130aleh3	Federal Home Loan Bank 0.700% Due 03-16-26	100.00	5,000,000	87.50	4,375,230	4,375	4,379,605	0.32	0.700	35,000	0.70	AA+		12-16-22
5,000,000	3130almv3	Federal Home Loan Bank 1.000% Due 03-30-26	100.00	5,000,000	88.31	4,415,501	4,306	4,419,807	0.32	1.000	50,000	1.00	AA+		12-30-22
5,000,000	3130alxp4	Federal Home Loan Bank 1.200% Due 04-28-26	100.00	5,000,000	88.71	4,435,499	500	4,435,999	0.32	1.200	60,000	1.20	AA+		01-28-23
5,000,000	3130am2f8	Federal Home Loan Bank 1.125% Due 04-29-26	100.00	5,000,000	88.47	4,423,363	312	4,423,675	0.32	1.125	56,250	1.12	AA+		01-29-23
5,000,000	3130amcl4	Federal Home Loan Bank 1.020% Due 05-19-26	100.00	5,000,000	87.73	4,386,600	22,950	4,409,550	0.32	1.020	51,000	1.02	AA+		11-19-22
1,750,000	3130amcb6	Federal Home Loan Bank 1.000% Due 05-22-26	100.00	1,750,000	87.89	1,538,075	7,729	1,545,804	0.11	1.000	17,500	1.00	AA+		11-22-22
5,000,000	3130amjc7	Federal Home Loan Bank 1.000% Due 05-26-26	100.00	5,000,000	87.86	4,393,068	21,528	4,414,595	0.32	1.000	50,000	1.00	AA+		11-26-22
5,000,000	3130amjn3	Federal Home Loan Bank 1.030% Due 05-26-26	100.00	5,000,000	88.08	4,403,859	22,174	4,426,032	0.32	1.030	51,500	1.03	AA+		11-26-22
3,000,000	3130ampt3	Federal Home Loan Bank 1.030% Due 06-23-26	100.00	3,000,000	87.75	2,632,384	10,987	2,643,371	0.19	1.030	30,900	1.03	AA+		12-23-22
5,000,000	3130anyn4	Federal Home Loan Bank 1.000% Due 09-30-26	100.00	5,000,000	86.89	4,344,517	4,306	4,348,823	0.32	1.000	50,000	1.00	AA+		12-30-22
5,000,000	3130aprp2	Federal Home Loan Bank 1.570% Due 11-23-26	100.00	5,000,000	88.50	4,425,080	34,453	4,459,533	0.32	1.570	78,500	1.57	AA+		11-23-22
5,000,000	3130ash44	Federal Home Loan Bank 4.700% Due 06-30-27	100.00	5,000,000	99.25	4,962,276	78,986	5,041,263	0.36	4.700	235,000	4.70	AA+		12-30-22
5,000,000	3130atj73	Federal Home Loan Bank 6.000% Due 10-25-27	100.00	5,000,000	100.07	5,003,412	5,000	5,008,412	0.36	6.000	300,000	6.00	AA+		11-25-22
				149,733,750		133,914,710	393,734	134,308,444	9.77		1,971,650	1.38			
FEDERAL NATIONAL MORTGAGE ASSN. (FNMA)															
5,000,000	3136g4d75	Fannie Mae 0.600% Due 07-29-25	100.00	5,000,000	89.41	4,470,489	7,667	4,478,156	0.33	0.600	30,000	0.60	AA+		01-29-23
5,000,000	3136g4g23	Fannie Mae 0.600% Due 07-29-25	100.00	5,000,000	89.41	4,470,489	7,667	4,478,156	0.33	0.600	30,000	0.60	AA+		01-29-23
5,000,000	3136g4c76	Fannie Mae 0.700% Due 08-12-25	100.00	5,000,000	89.54	4,476,782	7,681	4,484,462	0.33	0.700	35,000	0.70	AA+		11-12-22
5,000,000	3136g4c43	Fannie Mae 0.650% Due 08-14-25	100.00	5,000,000	89.39	4,469,431	6,951	4,476,382	0.33	0.650	32,500	0.65	AA+		11-14-22
5,000,000	3136g4x40	Fannie Mae 0.600% Due 08-26-25	99.96	4,998,000	89.16	4,457,831	5,417	4,463,248	0.33	0.600	30,000	0.61	AA+		11-26-22
5,000,000	3135g06v0	Fannie Mae 4.125% Due 08-28-25	100.00	5,000,000	98.18	4,908,936	34,948	4,943,884	0.36	4.125	206,250	4.13	AA+		11-28-22
3,000,000	3136g43q4	Fannie Mae 0.600% Due 09-16-25	100.00	3,000,000	88.96	2,668,727	2,250	2,670,977	0.19	0.600	18,000	0.60	AA+		12-16-22
5,000,000	3135g06a6	Fannie Mae 0.580% Due 10-20-25	100.00	5,000,000	88.59	4,429,584	886	4,430,471	0.32	0.580	29,000	0.58	AA+		01-20-23
4,000,000	3136g45c3	Fannie Mae 0.540% Due 10-27-25	99.81	3,992,280	88.42	3,536,691	240	3,536,931	0.26	0.540	21,600	0.58	AA+		10-27-23

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5,000,000	3136g45p4	Fannie Mae 0.550% Due 10-27-25	100.00	5,000,000	88.58	4,428,829	306	4,429,135	0.32	0.550	27,500	0.55	AA+		01-27-23
3,000,000	3136g46s7	Fannie Mae 0.560% Due 10-28-25	100.00	3,000,000	88.46	2,653,888	140	2,654,028	0.19	0.560	16,800	0.56	AA+		10-28-23
5,000,000	3136g45h2	Fannie Mae 0.500% Due 10-29-25	99.90	4,995,000	88.91	4,445,400	139	4,445,539	0.32	0.500	25,000	0.52	AA+		
5,000,000	3135ga4v0	Fannie Mae 0.625% Due 11-25-25	100.00	5,000,000	88.39	4,419,493	13,542	4,433,035	0.32	0.625	31,250	0.62	AA+		11-25-22
5,000,000	3135g06n8	Fannie Mae 0.650% Due 12-17-25	100.00	5,000,000	88.27	4,413,648	12,097	4,425,746	0.32	0.650	32,500	0.65	AA+		12-17-22
5,000,000	3135g06r9	Fannie Mae 0.550% Due 01-28-26	100.00	5,000,000	87.61	4,380,280	7,104	4,387,384	0.32	0.550	27,500	0.55	AA+		01-28-23
				69,985,280		62,630,500	107,033	62,737,534	4.57		592,900	0.88			
FEDERAL HOME LOAN MORTGAGE CORP. (FHLMC)															
5,000,000	3134gxuw2	Freddie Mac 3.000% Due 06-14-24	100.00	5,000,000	97.65	4,882,335	57,083	4,939,418	0.36	3.000	150,000	3.00	AA+		11-14-22
5,000,000	3134gxmh4	Freddie Mac 2.050% Due 03-24-25	100.00	5,000,000	93.83	4,691,619	10,535	4,702,154	0.34	2.050	102,500	2.05	AA+		12-24-22
5,000,000	3134gxrs5	Freddie Mac 3.100% Due 04-29-25	100.00	5,000,000	96.81	4,840,490	861	4,841,351	0.35	3.100	155,000	3.10	AA+		01-29-23
3,000,000	3134gvrv2	Freddie Mac 0.750% Due 05-27-25	100.00	3,000,000	90.19	2,705,590	9,625	2,715,215	0.20	0.750	22,500	0.75	AA+		11-27-22
5,000,000	3134gvb31	Freddie Mac 0.750% Due 05-28-25	99.76	4,987,900	90.18	4,508,897	15,937	4,524,834	0.33	0.750	37,500	0.80	AA+		11-28-22
5,000,000	3134gvz68	Freddie Mac 0.700% Due 06-23-25	99.95	4,997,500	89.81	4,490,506	12,444	4,502,950	0.33	0.700	35,000	0.71	AA+		12-23-22
3,000,000	3134gwkr6	Freddie Mac 0.625% Due 08-12-25	100.00	3,000,000	89.40	2,681,934	4,115	2,686,048	0.20	0.625	18,750	0.62	AA+		11-12-22
5,000,000	3134gwh82	Freddie Mac 0.625% Due 09-08-25	100.00	5,000,000	89.17	4,458,271	4,601	4,462,872	0.33	0.625	31,250	0.62	AA+		12-08-22
5,000,000	3134gwa55	Freddie Mac 0.650% Due 09-09-25	100.00	5,000,000	89.22	4,461,090	4,694	4,465,785	0.33	0.650	32,500	0.65	AA+		12-09-22
5,000,000	3134gwwt9	Freddie Mac 0.550% Due 09-30-25	100.00	5,000,000	88.75	4,437,548	2,368	4,439,916	0.32	0.550	27,500	0.55	AA+		12-30-22
5,000,000	3134gwy26	Freddie Mac 0.570% Due 10-08-25	100.00	5,000,000	88.74	4,436,803	1,821	4,438,624	0.32	0.570	28,500	0.57	AA+		01-08-23
5,000,000	3134gwys9	Freddie Mac 0.600% Due 10-15-25	100.00	5,000,000	88.76	4,437,766	1,333	4,439,100	0.32	0.600	30,000	0.60	AA+		01-15-23
10,000,000	3134gxbm5	Freddie Mac 0.600% Due 11-12-25	99.98	9,998,500	88.44	8,843,553	28,167	8,871,720	0.65	0.600	60,000	0.60	AA+		11-12-22
5,000,000	3134gxfv1	Freddie Mac 0.625% Due 12-17-25	100.00	5,000,000	88.20	4,410,068	11,632	4,421,700	0.32	0.625	31,250	0.62	AA+		12-17-22
5,000,000	3134gxlf9	Freddie Mac 0.550% Due 02-12-26	100.00	5,000,000	87.47	4,373,256	6,035	4,379,291	0.32	0.550	27,500	0.55	AA+		11-12-22
5,000,000	3134gx2x1	Freddie Mac 5.000% Due 09-30-27	100.00	5,000,000	99.44	4,971,943	21,528	4,993,471	0.36	5.000	250,000	5.00	AA+		12-30-22
				80,983,900		73,631,670	192,779	73,824,450	5.37		1,039,750	1.34			
FEDERAL AGRICULTURAL MORTGAGE CORP.															
Not Classified															
5,000,000	31422xux8	Farmer Mac 1.380% Due 07-28-23	100.00	5,000,000	97.65	4,882,349	12,075	4,894,424	0.36	1.380	69,000	1.38			
3,000,000	31422xbt8	Farmer Mac 0.700% Due 12-17-25	100.00	3,000,000	88.83	2,664,925	7,817	2,672,741	0.19	0.700	21,000	0.70			

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Quantity	Security Symbol	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value + Accrd. Int.	Pct. Assets	Unit Income	Annual Income	Cur. Yield	S & P	Bond Status	Call Put Date
3,000,000	31422xbn1	Farmer Mac 0.690% Due 02-25-26	100.00	3,000,000	87.77	2,633,222	3,795	2,637,017	0.19	0.690	20,700	0.69			02-25-23
5,000,000	31422xpe6	Farmer Mac 1.300% Due 11-23-26	100.00	5,000,000	87.72	4,385,919	28,528	4,414,447	0.32	1.300	65,000	1.30			11-23-22
				<u>16,000,000</u>		<u>14,566,415</u>	<u>52,214</u>	<u>14,618,630</u>	<u>1.06</u>		<u>175,700</u>	<u>1.11</u>			
				16,000,000		14,566,415	52,214	14,618,630	1.06		175,700	1.11			
<b>FEDERAL FARM CREDIT BANK - FRMMT</b>															
Not Classified															
5,000,000	3133enne6	Federal Farm Credit Bank 1.230% Due 02-09-24	100.00	5,000,000	95.62	4,781,211	14,008	4,795,219	0.35	1.230	61,500	1.23	AA+		11-06-22
5,000,000	3133elc28	Federal Farm Credit Bank 0.730% Due 05-27-25	100.00	5,000,000	90.26	4,512,776	15,614	4,528,390	0.33	0.730	36,500	0.73	AA+		11-06-22
5,000,000	3133el2s2	Federal Farm Credit Bank 0.670% Due 08-04-25	100.00	5,000,000	89.53	4,476,647	8,096	4,484,743	0.33	0.670	33,500	0.67	AA+		11-06-22
5,000,000	3133el4w1	Federal Farm Credit Bank 0.610% Due 08-25-25	99.92	4,996,250	89.19	4,459,566	5,592	4,465,158	0.33	0.610	30,500	0.63	AA+		11-06-22
5,000,000	3133embh4	Federal Farm Credit Bank 0.530% Due 09-29-25	100.00	5,000,000	88.71	4,435,293	2,356	4,437,649	0.32	0.530	26,500	0.53	AA+		11-06-22
5,000,000	3133enuz1	Federal Farm Credit Bank 3.090% Due 10-20-25	100.00	5,000,000	95.06	4,752,912	4,721	4,757,633	0.35	3.090	154,500	3.09	AA+		11-06-22
5,000,000	3133emd22	Federal Farm Credit Bank 0.520% Due 10-21-25	99.76	4,987,950	88.42	4,420,912	722	4,421,634	0.32	0.520	26,000	0.57	AA+		11-06-22
5,000,000	3133emfr8	Federal Farm Credit Bank 0.540% Due 11-03-25	99.94	4,997,000	88.35	4,417,636	13,350	4,430,986	0.32	0.540	27,000	0.55	AA+		11-03-22
5,000,000	3133emqx3	Federal Farm Credit Bank 0.590% Due 02-17-26	100.00	5,000,000	87.54	4,376,984	6,064	4,383,048	0.32	0.590	29,500	0.59	AA+		11-06-22
5,000,000	3133emsk9	Federal Farm Credit Bank 0.840% Due 03-02-26	99.92	4,996,250	88.19	4,409,387	6,883	4,416,271	0.32	0.840	42,000	0.86	AA+		11-06-22
5,000,000	3133emsh6	Federal Farm Credit Bank 0.790% Due 03-03-26	100.00	5,000,000	88.03	4,401,390	6,364	4,407,754	0.32	0.790	39,500	0.79	AA+		11-06-22
5,000,000	3133emsu7	Federal Farm Credit Bank 0.800% Due 03-09-26	100.00	5,000,000	88.01	4,400,558	5,778	4,406,336	0.32	0.800	40,000	0.80	AA+		03-09-23
5,000,000	3133emuk6	Federal Farm Credit Bank 1.050% Due 03-25-26	100.00	5,000,000	88.65	4,432,361	5,250	4,437,611	0.32	1.050	52,500	1.05	AA+		11-06-22
5,000,000	3133emh21	Federal Farm Credit Bank 0.900% Due 06-15-26	100.00	5,000,000	87.54	4,376,754	17,000	4,393,754	0.32	0.900	45,000	0.90	AA+		11-06-22
5,000,000	3133emh54	Federal Farm Credit Bank 0.960% Due 06-15-26	100.00	5,000,000	87.73	4,386,521	18,133	4,404,654	0.32	0.960	48,000	0.96	AA+		11-06-22
3,000,000	3133eml67	Federal Farm Credit Bank 0.800% Due 06-22-26	100.00	3,000,000	87.16	2,614,662	8,600	2,623,262	0.19	0.800	24,000	0.80	AA+		06-22-23
3,000,000	3133enzf0	Federal Farm Credit Bank 4.400% Due 06-22-26	100.00	3,000,000	98.46	2,953,923	47,300	3,001,223	0.22	4.400	132,000	4.40	AA+		11-06-22
5,000,000	3133emq62	Federal Farm Credit Bank 0.990% Due 07-13-26	100.00	5,000,000	87.61	4,380,598	14,850	4,395,448	0.32	0.990	49,500	0.99	AA+		11-06-22
5,000,000	3133em4s8	Federal Farm Credit Bank 0.870% Due 09-08-26	99.82	4,991,250	86.76	4,338,224	6,404	4,344,628	0.32	0.870	43,500	0.91	AA+		11-06-22
5,000,000	3133em6e7	Federal Farm Credit Bank 0.940% Due 09-28-26	100.00	5,000,000	86.55	4,327,581	4,308	4,331,889	0.32	0.940	47,000	0.94	AA+		11-06-22
3,000,000	3133endc1	Federal Farm Credit Bank 1.330% Due 11-03-26	100.00	3,000,000	88.28	2,648,380	19,728	2,668,108	0.19	1.330	39,900	1.33	AA+		11-03-22
3,000,000	3133enjv3	Federal Farm Credit Bank 1.390% Due 12-29-26	100.00	3,000,000	87.78	2,633,470	14,132	2,647,601	0.19	1.390	41,700	1.39	AA+		12-29-22

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Quantity	Security Symbol	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value + Accrd. Int.	Pct. Assets	Unit Income	Annual Income	Cur. Yield	S & P	Bond Status	Call Put Date
5,000,000	3133envv9	Federal Farm Credit Bank 3.630% Due 05-03-27	100.00	5,000,000	94.67	4,733,307	89,742	4,823,048	0.35	3.630	181,500	3.63	AA+		11-06-22
				106,968,700		95,671,053	334,995	96,006,047	6.98		1,251,600	1.20			
				106,968,700		95,671,053	334,995	96,006,047	6.98		1,251,600	1.20			
<b>MUNICIPAL BONDS</b>															
Not Classified															
685,000.00	13077dhk1	California St Univ Rev 2.020% Due 11-01-22	100.00	685,000	100.00	685,000	6,918	691,918	0.05	2.020	13,837	2.02	AA-		
1,750,000.00	13032uva3	California Health Facs Fing Auth Revenue 1.970% Due 06-01-23	100.00	1,750,000	98.25	1,719,357	14,365	1,733,722	0.13	1.970	34,475	1.97	AA-		
1,000,000.00	13017hak2	California Earthquake Auth Rev 1.477% Due 07-01-23	100.00	1,000,000	97.42	974,210	4,923	979,133	0.07	1.477	14,770	1.48			
3,000,000.00	576004gv1	Massachusetts St Spl Oblig Rev 3.564% Due 07-15-23	100.00	3,000,000	99.21	2,976,420	18,117	2,994,537	0.22	3.564	106,920	3.57			
3,000,000.00	93974d5q7	Washington St 3.030% Due 08-01-23	99.66	2,989,770	98.75	2,962,410	22,725	2,985,135	0.22	3.030	90,900	3.11	AA+		
3,325,000.00	20772j3h3	Connecticut State 2.150% Due 08-15-23	99.57	3,310,669	97.94	3,256,605	15,092	3,271,697	0.24	2.150	71,487	2.26	A+		
550,000.00	13077dkb7	California St Univ Rev 1.557% Due 11-01-23	100.00	550,000	96.69	531,784	4,282	536,066	0.04	1.557	8,563	1.56	AA-		
520,000.00	13080szk3	California Statewide Cmnty De 0.514% Due 02-01-24	100.00	520,000	94.47	491,249	668	491,917	0.04	0.514	2,673	0.51	A+		
2,970,000.00	92778v1h9	Virginia College Bldg Auth Va 2.910% Due 02-01-24	100.00	2,970,000	97.70	2,901,749	21,607	2,923,356	0.21	2.910	86,427	2.91	AA+		
5,000,000.00	64985tay7	New York St Urban Dev Corp Sales Tax Rev 2.020% Due 03-15-24	100.00	5,000,000	95.98	4,798,900	12,906	4,811,806	0.35	2.020	101,000	2.02			
2,000,000.00	92812vb70	Virginia Housing Development Authority 1.906% Due 04-01-24	100.00	2,000,000	95.92	1,918,360	3,177	1,921,537	0.14	1.906	38,120	1.91	AA+		
250,000.00	91412hfl2	University Calif Revenue Bonds 0.833% Due 05-15-24	100.00	250,000	93.91	234,775	960	235,735	0.02	0.833	2,082	0.83	AA		
1,500,000.00	91412hjk0	University Calif Revenue Bonds 0.367% Due 05-15-24	100.00	1,500,000	93.23	1,398,435	2,538	1,400,973	0.10	0.367	5,505	0.37	AA		
2,500,000.00	13032uvb1	California Health Facs Fing Auth Revenue 2.020% Due 06-01-24	100.00	2,500,000	95.34	2,383,525	21,042	2,404,567	0.17	2.020	50,500	2.02	AA-		
750,000.00	13032uxl7	California Health Facs Fing Auth Revenue 0.752% Due 06-01-24	100.00	750,000	93.44	700,800	2,350	703,150	0.05	0.752	5,640	0.75	AA-		
5,000,000.00	13017han6	California Earthquake Auth Rev 5.493% Due 07-01-24	99.98	4,998,900	99.96	4,997,800	13,732	5,011,532	0.36	5.493	274,650	5.51			
1,000,000.00	365298y51	Garden Grove California Unified School District 1.966% Due 08-01-24	100.00	1,000,000	95.13	951,300	4,915	956,215	0.07	1.966	19,660	1.97	AA-		
850,000.00	13034al57	California Infrastructure & Ec 0.645% Due 10-01-24	100.00	850,000	92.28	784,354	457	784,811	0.06	0.645	5,482	0.65	AAA		
1,150,000.00	605581mz7	Mississippi St 0.565% Due 11-01-24	100.00	1,150,000	92.32	1,061,657	3,249	1,064,906	0.08	0.565	6,497	0.57	AA		
3,000,000.00	576004gy5	Massachusetts St Spl Oblig Rev 3.660% Due 01-15-25	100.00	3,000,000	97.59	2,927,640	18,605	2,946,245	0.21	3.660	109,800	3.66			
750,000.00	13080szl1	California Statewide Cmnty De 0.732% Due 02-01-25	100.00	750,000	90.65	679,882	1,372	681,255	0.05	0.732	5,490	0.73	A+		

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Quantity	Security Symbol	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value + Accrd. Int.	Pct. Assets	Unit Income	Annual Income	Cur. Yield	S & P	Bond Status	Call Put Date
1,250,000.00	64990fa95	New York St Dorm Auth St Pers 1.062% Due 03-15-25	100.00	1,250,000	91.20	1,140,012	1,696	1,141,709	0.08	1.062	13,275	1.06	AA+		
1,650,000.00	64990fd43	New York St Dorm Auth St Pers 0.887% Due 03-15-25	100.00	1,650,000	91.74	1,513,644	1,870	1,515,514	0.11	0.887	14,635	0.89	AA+		
1,000,000.00	68607v3j2	Oregon St Dept of Admin Svcs Lottery Rev 2.915% Due 04-01-25	100.00	1,000,000	95.56	955,600	2,429	958,029	0.07	2.915	29,150	2.92	AAA		
3,000,000.00	92812vb88	Virginia Housing Development Authority 2.056% Due 04-01-25	100.00	3,000,000	93.50	2,804,910	5,140	2,810,050	0.20	2.056	61,680	2.06	AA+		
700,000.00	91412hfm0	University Calif Revenue Bonds 0.933% Due 05-15-25	100.00	700,000	90.24	631,708	3,012	634,720	0.05	0.933	6,531	0.93	AA		
3,500,000.00	91412hge7	University Calif Revenue Bonds 0.883% Due 05-15-25	100.88	3,530,660	90.13	3,154,410	14,251	3,168,661	0.23	0.883	30,905	0.70	AA		04-15-25
1,000,000.00	91412hjl8	University Calif Revenue Bonds 0.670% Due 05-15-25	100.00	1,000,000	89.62	896,250	3,089	899,339	0.07	0.670	6,700	0.67	AA		
1,250,000.00	13032uxm5	California Health Facs Fing Auth Revenue 0.952% Due 06-01-25	100.00	1,250,000	90.00	1,124,975	4,958	1,129,933	0.08	0.952	11,900	0.95	AA-		
5,000,000.00	34153qud6	Florida State Board of Education Public Education 0.550% Due 06-01-25	99.68	4,984,150	89.87	4,493,300	11,458	4,504,758	0.33	0.550	27,500	0.62	AAA		
1,000,000.00	546417dq6	Louisiana State 0.840% Due 06-01-25	100.00	1,000,000	90.56	905,640	3,500	909,140	0.07	0.840	8,400	0.84	AA-		
500,000.00	546486bv2	Louisiana St Hwy Impt Rev 0.697% Due 06-15-25	100.00	500,000	89.39	446,970	1,317	448,287	0.03	0.697	3,485	0.70	AA		
5,000,000.00	341271ad6	Florida St Brd Admin Fin Corp 1.258% Due 07-01-25	101.66	5,083,250	89.99	4,499,650	20,967	4,520,617	0.33	1.258	62,900	0.90	AA		
4,000,000.00	91412gu94	University Calif Revs For Prev 3.063% Due 07-01-25	99.96	3,998,360	95.25	3,810,080	40,840	3,850,920	0.28	3.063	122,520	3.08	AA		04-01-25
940,000.00	13034al65	California Infrastructure & Ec 0.765% Due 10-01-25	100.00	940,000	88.71	833,865	599	834,464	0.06	0.765	7,191	0.77	AAA		
4,000,000.00	13077dqd7	California St Univ Rev 0.862% Due 11-01-25	100.00	4,000,000	88.48	3,539,360	17,240	3,556,600	0.26	0.862	34,480	0.86	AA-		
1,865,000.00	880558nu1	Tennessee St Sch Bd Auth 0.627% Due 11-01-25	100.00	1,865,000	88.76	1,655,393	5,847	1,661,239	0.12	0.627	11,694	0.63	AA+		
5,000,000.00	64990fb29	New York St Dorm Auth St Pers 1.262% Due 03-15-26	100.00	5,000,000	88.25	4,412,400	8,063	4,420,463	0.32	1.262	63,100	1.26	AA+		
1,000,000.00	64990fd50	New York St Dorm Auth St Pers 1.187% Due 03-15-26	100.00	1,000,000	89.02	890,190	1,517	891,707	0.06	1.187	11,870	1.19	AA+		
1,000,000.00	68607v3k9	Oregon St Dept of Admin Svcs Lottery Rev 3.131% Due 04-01-26	100.00	1,000,000	94.32	943,240	2,609	945,849	0.07	3.131	31,310	3.13	AAA		
1,000,000.00	697511fu2	Palomar Calif Cmnty College Di 1.031% Due 08-01-26	100.00	1,000,000	87.10	871,040	2,577	873,617	0.06	1.031	10,310	1.03	AA		
3,000,000.00	79770gjc1	San Francisco Calif City & Cnt 1.861% Due 08-01-26	101.35	3,040,470	88.90	2,667,120	13,957	2,681,077	0.19	1.861	55,830	1.55	AA		
1,975,000.00	798306wq5	San Juan Calif Uni Sch Dist Sa 1.201% Due 08-01-26	96.06	1,897,224	87.74	1,732,924	5,930	1,738,854	0.13	1.201	23,720	2.13			
2,000,000.00	20772kqk8	Connecticut State 3.631% Due 06-15-27	99.57	1,991,480	94.10	1,882,080	26,022	1,908,102	0.14	3.631	72,620	3.73	A+		
				91,204,934			392,889	85,533,864	6.21			1,776,186	1.99		
				91,204,934			392,889	85,533,864	6.21			1,776,186	1.99		

City of Sacramento  
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Quantity	Security Symbol	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value + Accrd. Int.	Pct. Assets	Unit Income	Annual Income	Cur. Yield	S & P	Bond Status	Call Put Date
<b>CORPORATE BONDS</b>															
<b>INDUSTRIALS</b>															
4,245,000	88579ybh3	3M Company 2.000% Due 02-14-25	100.58	4,269,791	93.47	3,967,775	18,159	3,985,934	0.29	2.000	84,900	1.88	A+		01-14-25
2,567,000	438516cb0	Honeywell Intl Inc 1.350% Due 06-01-25	101.90	2,615,773	91.73	2,354,643	14,439	2,369,082	0.17	1.350	34,654	0.96	A		05-01-25
10,000,000	24422evk2	John Deere Capital Corp 0.700% Due 01-15-26	99.06	9,905,536	87.34	8,734,098	20,611	8,754,709	0.64	0.700	70,000	0.90	A		
				16,791,100		15,056,517	53,210	15,109,726	1.10		189,554	1.16			
<b>COMMUNICATION SERVICES</b>															
3,000,000	254687fk7	Disney Walt Co 1.750% Due 08-30-24	99.11	2,973,300	94.35	2,830,578	9,187	2,839,765	0.21	1.750	52,500	1.95	BBB+		07-30-24
<b>CONSUMER DISCRETIONARY</b>															
5,000,000	023135aj5	Amazon Com Inc 2.500% Due 11-29-22	100.72	5,036,200	99.87	4,993,451	52,778	5,046,229	0.36	2.500	125,000	2.28	AA		11-02-22
5,000,000	023135aw6	Amazon Com Inc 2.400% Due 02-22-23	98.82	4,941,100	99.40	4,970,077	23,000	4,993,077	0.36	2.400	120,000	2.73	AA		01-22-23
2,000,000	46849ltk7	Jackson National Life Global 2.650% Due 06-21-24	104.11	2,082,240	95.17	1,903,369	19,139	1,922,508	0.14	2.650	53,000	1.60	A		
5,000,000	57629weg3	Massmutual Global Funding 2.950% Due 01-11-25	99.16	4,958,250	95.44	4,771,852	45,069	4,816,922	0.35	2.950	147,500	3.29	AA+		
5,000,000	384802ae4	WW Grainger Inc 1.850% Due 02-15-25	103.11	5,155,700	93.13	4,656,487	19,528	4,676,014	0.34	1.850	92,500	1.17	A+		01-15-25
2,500,000	141781bu7	Cargill Inc 3.500% Due 04-22-25	98.48	2,462,100	96.40	2,409,945	2,187	2,412,132	0.18	3.500	87,500	4.07	A		04-22-23
5,000,000	023135bq8	Amazon Com Inc 0.800% Due 06-03-25	101.16	5,057,900	90.33	4,516,684	16,444	4,533,129	0.33	0.800	40,000	0.53	AA		05-03-25
3,000,000	751212ac5	Ralph Lauren Corp 3.750% Due 09-15-25	99.68	2,990,280	96.76	2,902,943	14,375	2,917,318	0.21	3.750	112,500	3.86	A-		07-15-25
1,850,000	641062ar5	Nestle Holdings Inc 0.625% Due 01-15-26	99.41	1,839,122	87.26	1,614,340	3,405	1,617,745	0.12	0.625	11,562	0.75	AA-		12-15-25
5,000,000	141781bn3	Cargill Inc 0.750% Due 02-02-26	99.68	4,984,150	86.65	4,332,297	9,271	4,341,568	0.32	0.750	37,500	0.82	A		01-02-26
5,000,000	74460waa5	Public Storage 0.875% Due 02-15-26	100.27	5,013,300	86.49	4,324,386	9,236	4,333,622	0.32	0.875	43,750	0.82	A		01-15-26
5,000,000	023135bx3	Amazon Com Inc 1.000% Due 05-12-26	99.68	4,984,250	87.53	4,376,496	23,472	4,399,968	0.32	1.000	50,000	1.06	AA		04-12-26
5,000,000	571676aj4	Mars Inc 0.875% Due 07-16-26	97.32	4,865,950	85.94	4,296,987	12,760	4,309,747	0.31	0.875	43,750	1.49	A		06-16-26
4,500,000	74460dag4	Public Storage 1.500% Due 11-09-26	98.14	4,416,255	86.99	3,914,428	32,250	3,946,678	0.29	1.500	67,500	1.91	A		10-09-26
5,000,000	742718fv6	Procter & Gamble Co 1.900% Due 02-01-27	99.53	4,976,400	89.65	4,482,735	23,750	4,506,485	0.33	1.900	95,000	2.00	AA-		
2,000,000	742718fg9	Procter & Gamble Co 2.800% Due 03-25-27	97.94	1,958,740	92.20	1,843,983	5,600	1,849,583	0.13	2.800	56,000	3.26	AA-		
				65,721,937		60,310,461	312,265	60,622,726	4.40		1,183,062	1.90			
<b>CONSUMER STAPLES</b>															
3,000,000	427866at5	Hershey Co 2.625% Due 05-01-23	99.87	2,996,100	98.80	2,963,965	39,375	3,003,340	0.22	2.625	78,750	2.66	A		02-01-23
2,000,000	440452ag5	Hormel Foods Corp 0.650% Due 06-03-24	100.15	2,002,920	93.40	1,867,999	5,344	1,873,344	0.14	0.650	13,000	0.60	A		11-16-22

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5,000,000	37331naj0	Georgia Pacific Corp 1.750% Due 09-30-25	104.38	5,219,150	90.37	4,518,454	7,535	4,525,989	0.33	1.750	87,500	0.82	A+		08-30-25
				10,218,170		9,350,419	52,254	9,402,673	0.68		179,250	1.36			
ENERGY															
5,000,000	637432ng6	National Rural Utils Coop Fin 3.250% Due 11-01-25	99.15	4,957,600	94.78	4,739,169	81,250	4,820,419	0.35	3.250	162,500	3.51	A-		08-01-25
4,000,000	63743hew8	National Rural Utils Coop Fin 1.000% Due 06-15-26	97.79	3,911,520	86.58	3,463,065	15,111	3,478,176	0.25	1.000	40,000	1.51	A-		05-15-26
5,000,000	291011bp8	Emerson Elec Co 0.875% Due 10-15-26	96.04	4,802,200	85.45	4,272,651	1,944	4,274,595	0.31	0.875	43,750	1.74	A		09-15-26
				13,671,320		12,474,885	98,306	12,573,191	0.91		246,250	2.35			
FINANCIAL															
2,814,000	064159sh0	Bank Nova Scotia B C 2.000% Due 11-15-22	101.20	2,847,768	99.92	2,811,693	25,951	2,837,644	0.21	2.000	56,280	1.52	A-		
5,000,000	05253jaw1	Australia & New Zeala Bkg Grp NY 2.050% Due 11-21-22	102.03	5,101,450	99.89	4,994,562	45,556	5,040,117	0.36	2.050	102,500	1.24	AA-		
7,000,000	63254abc1	National Australia Bk/NY 1.875% Due 12-13-22	100.83	7,058,250	99.73	6,981,426	50,312	7,031,738	0.51	1.875	131,250	1.57	AA-		
2,000,000	90331hpf4	US Bank Assn Cincinnati Oh Mtn 1.950% Due 01-09-23	100.28	2,005,660	99.53	1,990,649	12,133	2,002,782	0.15	1.950	39,000	1.85	AA-		12-09-22
1,568,000	89788jab5	Truist Bank 1.250% Due 03-09-23	100.00	1,568,000	98.73	1,548,135	2,831	1,550,966	0.11	1.250	19,600	1.25	A		02-09-23
5,000,000	48133de71	JP Morgan Chase Financial Co LLC 2.500% Due 05-01-23	100.00	5,000,000	98.19	4,909,692	694	4,910,386	0.36	2.500	125,000	2.50	A-		01-29-23
5,000,000	17330psx8	Citigroup Global Markets 3.750% Due 07-20-23	100.00	5,000,000	98.23	4,911,252	5,729	4,916,981	0.36	3.750	187,500	3.78	A		
5,000,000	06747pml0	Barclays Bank Plc 3.000% Due 10-17-23	100.00	5,000,000	97.55	4,877,718	5,833	4,883,552	0.36	3.000	150,000	3.00	A		04-17-23
5,000,000	48133de55	JP Morgan Chase Financial Co LLC 3.125% Due 04-29-24	100.00	5,000,000	95.12	4,756,099	868	4,756,968	0.35	3.125	156,250	3.12	A-		04-29-23
5,000,000	05971kam1	Banco Santander S.A. 3.892% Due 05-24-24	99.67	4,983,600	96.96	4,847,808	84,867	4,932,675	0.35	3.892	194,600	4.07	A+		
5,000,000	06406ral1	Bank New York Mellon Corp 2.100% Due 10-24-24	101.18	5,059,100	94.47	4,723,475	2,042	4,725,516	0.34	2.100	105,000	1.84	A		
5,000,000	78015k7c2	Royal Bank of Canada 2.250% Due 11-01-24	102.36	5,118,100	93.96	4,697,767	56,250	4,754,017	0.34	2.250	112,500	1.70	A		
2,500,000	64952wdl4	New York Life Global 2.000% Due 01-22-25	100.73	2,518,225	93.14	2,328,490	13,750	2,342,240	0.17	2.000	50,000	1.85	AA+		
5,005,000	064159tf3	Bank Nova Scotia B C 2.200% Due 02-03-25	101.85	5,097,643	93.04	4,656,667	26,916	4,683,583	0.34	2.200	110,110	1.79	A-		
3,000,000	89236tqx7	Toyota Motor Credit Corp 3.000% Due 04-01-25	99.83	2,994,960	95.19	2,855,697	7,500	2,863,197	0.21	3.000	90,000	3.06	A+		
5,000,000	06747pkv0	Barclays Bank Plc 3.250% Due 04-08-25	100.00	5,000,000	93.84	4,691,919	10,382	4,702,301	0.34	3.250	162,500	3.25	A		04-08-23
4,000,000	06406ran7	Bank New York Mellon Corp 1.600% Due 04-24-25	102.41	4,096,520	91.57	3,662,702	1,244	3,663,947	0.27	1.600	64,000	1.10	A		03-24-25
5,000,000	17330fvu2	Citigroup Global Markets 4.050% Due 05-27-25	100.00	5,000,000	95.08	4,754,194	86,625	4,840,819	0.35	4.050	202,500	4.05	A		05-27-23
3,000,000	78015k7h1	Royal Bank of Canada 1.150% Due 06-10-25	100.27	3,008,130	89.81	2,694,283	13,512	2,707,796	0.20	1.150	34,500	1.09	A		



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5,000,000	064159v17	Bank Nova Scotia B C 1.300% Due 06-11-25	100.96	5,048,100	89.76	4,488,208	25,278	4,513,485	0.33	1.300	65,000	1.10	A-		
3,000,000	48130uuq6	JP Morgan Chase Financial Co LLC 1.000% Due 06-23-25	100.00	3,000,000	89.27	2,678,034	10,667	2,688,701	0.20	1.000	30,000	1.00	A-		12-23-22
5,000,000	17330pfq7	Citigroup Global Markets 4.700% Due 07-21-25	100.00	5,000,000	96.81	4,840,287	65,278	4,905,565	0.35	4.700	235,000	4.70	A		07-21-23
5,000,000	00138can8	AIG Global Funding 0.900% Due 09-22-25	99.82	4,991,000	87.94	4,397,071	4,875	4,401,946	0.32	0.900	45,000	0.94	A+		
5,000,000	14913r2h9	Caterpillar Financial Services Corp 0.800% Due 11-13-25	100.27	5,013,700	88.55	4,427,641	18,667	4,446,308	0.32	0.800	40,000	0.74	A		
4,000,000	637639ae5	National Secs Clearing Corp 0.750% Due 12-07-25	100.34	4,013,460	87.56	3,502,261	12,000	3,514,261	0.26	0.750	30,000	0.68	AA+		11-07-25
5,000,000	48128gy53	JP Morgan Chase & Co 0.825% Due 12-22-25	100.00	5,000,000	86.92	4,345,831	14,781	4,360,612	0.32	0.825	41,250	0.82	A-		12-22-23
5,000,000	064159f84	Bank Nova Scotia B C 0.800% Due 12-30-25	100.00	5,000,000	84.62	4,231,049	3,444	4,234,493	0.31	0.800	40,000	0.80	A-		12-30-22
3,000,000	89114qcp1	Toronto Dominion Bank 0.750% Due 01-06-26	99.85	2,995,590	86.28	2,588,290	7,187	2,595,478	0.19	0.750	22,500	0.78	A		
5,000,000	78016ezm2	Royal Bank of Canada 0.875% Due 01-20-26	100.00	5,000,000	86.34	4,317,203	12,274	4,329,477	0.31	0.875	43,750	0.87	A		
3,000,000	22533ad53	Credit Agricole Cib Sa 0.900% Due 01-21-26	100.00	3,000,000	85.64	2,569,240	7,500	2,576,740	0.19	0.900	27,000	0.90	A+		01-21-23
5,000,000	48128g2y5	JP Morgan Chase & Co 1.000% Due 02-26-26	100.00	5,000,000	85.90	4,294,957	9,028	4,303,985	0.31	1.000	50,000	1.00	A-		02-26-23
5,000,000	0641593u8	Bank Nova Scotia B C 1.050% Due 03-02-26	99.40	4,970,000	86.62	4,330,855	8,604	4,339,460	0.32	1.050	52,500	1.18	A-		
5,000,000	14913r2k2	Caterpillar Financial Services Corp 0.900% Due 03-02-26	99.00	4,950,000	87.52	4,375,904	7,375	4,383,279	0.32	0.900	45,000	1.11	A		
5,000,000	78016ezq3	Royal Bank of Canada 1.200% Due 04-27-26	100.56	5,028,000	86.27	4,313,639	667	4,314,305	0.31	1.200	60,000	1.08	A		
5,000,000	48128g3g3	JP Morgan Chase & Co 1.200% Due 04-30-26	100.00	5,000,000	84.36	4,217,925	167	4,218,092	0.31	1.200	60,000	1.20	A-		04-30-23
5,000,000	06048wv56	Bank of America Corporation 4.000% Due 05-05-26	100.00	5,000,000	93.75	4,687,588	97,778	4,785,366	0.34	4.000	200,000	4.00	A-		11-05-22
5,000,000	808513br5	Charles Schwab Corp 1.150% Due 05-13-26	99.74	4,986,950	86.60	4,329,907	26,833	4,356,741	0.32	1.150	57,500	1.20	A		04-13-26
5,000,000	40139lbd4	Guardian Life Global Funding 1.250% Due 05-13-26	99.98	4,999,050	86.91	4,345,666	29,167	4,374,832	0.32	1.250	62,500	1.25	AA+		
5,000,000	06048wl99	Bank of America Corporation 1.400% Due 05-14-26	100.00	5,000,000	86.07	4,303,417	32,472	4,335,889	0.31	1.400	70,000	1.40	A-		11-14-22
5,000,000	06048wm31	Bank of America Corporation 1.250% Due 05-28-26	100.00	5,000,000	84.70	4,234,936	26,562	4,261,499	0.31	1.250	62,500	1.25	A-		11-28-22
5,000,000	902674yh7	UBS Ag London Branch 1.250% Due 06-01-26	99.80	4,990,200	85.03	4,251,745	26,042	4,277,786	0.31	1.250	62,500	1.29	A+		
10,000,000	89114tzd7	Toronto Dominion Bank 1.200% Due 06-03-26	100.17	10,016,850	86.16	8,616,440	49,333	8,665,774	0.63	1.200	120,000	1.17	A		
5,000,000	89236tjk2	Toyota Motor Credit Corp 1.125% Due 06-18-26	99.80	4,990,050	86.89	4,344,749	20,781	4,365,530	0.32	1.125	56,250	1.17	A+		
5,000,000	06051gjd2	Bank of America Corp 1.319% Due 06-19-26	100.97	5,048,400	88.29	4,414,500	24,182	4,438,682	0.32	1.319	65,950	1.12	A-		06-19-25
5,000,000	78016ezt7	Royal Bank of Canada 1.150% Due 07-14-26	99.97	4,998,550	85.38	4,269,033	17,090	4,286,123	0.31	1.150	57,500	1.16	A		
3,000,000	2255012g5	Credit Suisse Ag New York 1.250% Due 08-07-26	97.69	2,930,670	79.92	2,397,573	8,750	2,406,323	0.17	1.250	37,500	1.77	A		

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3,000,000	06048wn63	Bank of America Corporation 1.150% Due 09-10-26	99.00	2,970,000	82.78	2,483,250	4,887	2,488,138	0.18	1.150	34,500	1.36	A-		03-10-23
5,000,000	0641598k5	Bank Nova Scotia B C 1.300% Due 09-15-26	97.99	4,899,650	85.16	4,258,096	8,306	4,266,401	0.31	1.300	65,000	1.75	A-		06-15-26
3,000,000	06368gc54	Bank Of Montreal 2.000% Due 12-22-26	100.00	3,000,000	86.35	2,590,386	21,500	2,611,886	0.19	2.000	60,000	2.00	A-		12-22-22
5,000,000	59217ger6	Metropolitan Life Global Fdg I 1.875% Due 01-11-27	98.68	4,934,000	86.75	4,337,727	28,646	4,366,373	0.32	1.875	93,750	2.16	AA-		
5,000,000	06417xad3	Bank Nova Scotia B C 1.950% Due 02-02-27	98.46	4,923,100	86.37	4,318,722	24,104	4,342,827	0.31	1.950	97,500	2.28	A-		
5,500,000	808513by0	Schwab Charles Corp 2.450% Due 03-03-27	100.00	5,500,000	89.22	4,907,014	21,710	4,928,723	0.36	2.450	134,750	2.45	A		02-03-27
				238,654,726		214,703,372	1,128,933	215,832,305	15.66		4,317,790	1.81			
HEALTHCARE															
5,000,000	717081ex7	Pfizer Inc 0.800% Due 05-28-25	99.85	4,992,700	90.66	4,533,158	17,000	4,550,158	0.33	0.800	40,000	0.83	A+		04-28-25
5,000,000	532457bh0	Eli Lilly & Co 2.750% Due 06-01-25	98.97	4,948,400	95.28	4,764,047	57,292	4,821,339	0.35	2.750	137,500	3.10	A+		03-01-25
4,000,000	478160cn2	Johnson & Johnson 0.550% Due 09-01-25	99.75	3,989,960	89.20	3,568,000	3,667	3,571,667	0.26	0.550	22,000	0.61	AAA		08-01-25
5,000,000	58933yay1	Merck & Co. Inc 0.750% Due 02-24-26	99.75	4,987,750	87.67	4,383,742	6,979	4,390,721	0.32	0.750	37,500	0.80	A+		01-24-26
2,500,000	771196bk7	Roche Holdings Inc 2.625% Due 05-15-26	97.15	2,428,875	92.35	2,308,754	30,260	2,339,014	0.17	2.625	65,625	3.40	AA		02-15-26
5,000,000	91324pec2	Unitedhealth Group Inc 1.150% Due 05-15-26	100.00	5,000,000	88.02	4,400,796	26,514	4,427,310	0.32	1.150	57,500	1.15	A+		04-15-26
				26,347,685		23,958,497	141,712	24,100,209	1.75		360,125	1.55			
INFORMATION TECHNOLOGY															
5,000,000	037833dm9	Apple Inc 1.800% Due 09-11-24	99.50	4,975,150	94.94	4,746,921	12,500	4,759,421	0.35	1.800	90,000	1.91	AA+		08-11-24
4,000,000	882508bh6	Texas Instruments Inc 1.375% Due 03-12-25	101.15	4,046,080	92.36	3,694,484	7,486	3,701,970	0.27	1.375	55,000	1.13	A+		02-12-25
5,000,000	037833dt4	Apple Inc 1.125% Due 05-11-25	101.06	5,052,940	91.44	4,572,071	26,562	4,598,634	0.33	1.125	56,250	0.90	AA+		04-11-25
5,000,000	037833eb2	Apple Inc 0.700% Due 02-08-26	99.96	4,998,040	87.56	4,378,166	8,069	4,386,235	0.32	0.700	35,000	0.71	AA+		01-08-26
5,000,000	459200km2	IBM Corporation 2.200% Due 02-09-27	99.00	4,950,000	88.52	4,425,780	25,056	4,450,835	0.32	2.200	110,000	2.41	A-		01-09-27
				24,022,210		21,817,422	79,674	21,897,096	1.59		346,250	1.43			
TRANSPORTATION															
5,000,000	097023bq7	Boeing Co 1.875% Due 06-15-23	97.59	4,879,500	97.83	4,891,251	35,417	4,926,668	0.36	1.875	93,750	2.51	BBB-		04-15-23
4,000,000	911312bt2	United Parcel Service Inc 2.200% Due 09-01-24	100.93	4,037,080	95.50	3,820,179	14,667	3,834,846	0.28	2.200	88,000	2.00	A		08-01-24
5,000,000	12189lay7	Burlington Northn Santa Fe 3.650% Due 09-01-25	99.85	4,992,340	96.18	4,809,200	30,417	4,839,616	0.35	3.650	182,500	3.70	AA-		06-01-25
				13,908,920		13,520,630	80,500	13,601,130	0.99		364,250	2.79			
				412,309,367		374,022,780	1,956,040	375,978,820	27.28		7,239,032	1.80			

City of Sacramento  
**PORTFOLIO APPRAISAL**  
*City Investment Pool A*  
 October 31, 2022

Quantity	Security Symbol	Security	Unit Cost	Total Cost	Price	Market Value	Accrued Interest	Market Value + Accrd. Int.	Pct. Assets	Unit Income	Annual Income	Cur. Yield	S & P	Bond Status	Call Put Date
SUPRANATIONALS															
Not Classified															
5,000,000	459058ff5	International Bk Recon & Develop 1.750% Due 04-19-23	99.58	4,979,205	98.72	4,936,142	2,917	4,939,059	0.36	1.750	87,500	2.19	AAA		
5,000,000	459058je4	International Bk Recon & Develop 0.375% Due 07-28-25	99.37	4,968,615	89.35	4,467,724	4,844	4,472,568	0.33	0.375	18,750	0.51	AAA		
5,000,000	459058ji8	International Bk Recon & Develop 0.500% Due 10-28-25	99.89	4,994,350	88.67	4,433,304	208	4,433,512	0.32	0.500	25,000	0.52	AAA		
5,000,000	45905u5y6	International Bk Recon & Develop 0.600% Due 02-18-26	100.00	5,000,000	87.57	4,378,280	6,083	4,384,363	0.32	0.600	30,000	0.60	AAA		
				19,942,170		18,215,450	14,052	18,229,502	1.33		161,250	0.99			
				19,942,170		18,215,450	14,052	18,229,502	1.33		161,250	0.99			
VARIABLE RATE SECURITIES															
Not Classified															
5,000,000	89114qld8	Toronto Dominion Bank 3.305% Due 02-15-23	100.00	5,000,000	99.72	4,986,177	34,888	5,021,065	0.36	3.305	165,257	1.84	AA-		
3,000,000	06746xan3	Barclays Bank Plc 3.067% Due 05-24-23	100.00	3,000,000	97.57	2,927,186	17,124	2,944,310	0.21	3.067	92,010	2.63	A		
3,000,000	06367wl84	Bank of Montreal 3.878% Due 06-02-23	100.00	3,000,000	99.12	2,973,720	18,744	2,992,464	0.22	3.878	116,340	1.97			
3,000,000	06746xfe8	Barclays Bank Plc 3.948% Due 06-29-23	100.00	3,000,000	98.64	2,959,219	10,528	2,969,747	0.22	3.948	118,440	2.94	A		
3,000,000	06368ec59	Bank of Montreal 0.450% Due 12-29-23	99.55	2,986,500	95.20	2,855,956	1,200	2,857,156	0.21	0.450	13,500	0.56			12-29-22
5,000,000	78014rch1	Royal Bank of Canada 2.000% Due 02-27-25	100.00	5,000,000	93.20	4,660,144	17,778	4,677,922	0.34	2.000	100,000	2.05	A		02-27-23
5,000,000	3134gxqr8	Freddie Mac 2.750% Due 04-28-25	100.00	5,000,000	97.30	4,864,786	1,146	4,865,932	0.35	2.750	137,500	3.43	AA+		01-28-23
5,000,000	3130akln4	Federal Home Loan Bank 0.350% Due 10-14-25	100.00	5,000,000	89.29	4,464,407	5,201	4,469,608	0.33	0.350	17,500	0.67	AA+		01-14-23
2,708,000	06048wk25	Bank of America Corp 0.750% Due 10-30-25	99.95	2,706,646	86.27	2,336,112	56	2,336,168	0.17	0.750	20,310	0.86	A-		01-30-23
5,000,000	06048wk41	Bank of America Corp 0.650% Due 11-25-25	99.85	4,992,500	85.52	4,275,994	5,958	4,281,953	0.31	0.650	32,500	0.83	A-		11-25-22
5,000,000	06048wk66	Bank of America Corp 0.650% Due 12-23-25	100.00	5,000,000	84.74	4,237,235	3,431	4,240,665	0.31	0.650	32,500	0.80	A-		12-23-22
5,000,000	06048wk82	Bank of America Corp 0.600% Due 01-26-26	99.42	4,971,250	83.80	4,189,797	417	4,190,214	0.31	0.600	30,000	0.86	A-		01-26-23
5,000,000	3130aktt3	Federal Home Loan Bank 0.400% Due 01-29-26	100.00	5,000,000	87.94	4,396,992	5,111	4,402,103	0.32	0.400	20,000	0.59	AA+		01-29-23
5,000,000	3130aljk1	Federal Home Loan Bank 1.000% Due 03-23-26	100.00	5,000,000	89.21	4,460,679	5,278	4,465,957	0.33	1.000	50,000	0.89	AA+		
5,000,000	3130amej7	Federal Home Loan Bank 1.125% Due 05-26-26	100.00	5,000,000	89.15	4,457,489	24,219	4,481,707	0.33	1.125	56,250	1.00	AA+		
5,000,000	3130anxc9	Federal Home Loan Bank 0.650% Due 09-29-26	100.00	5,000,000	87.60	4,379,874	2,889	4,382,763	0.32	0.650	32,500	1.14	AA+		12-29-22
5,000,000	459058kb8	International Bk Recon & Develop 0.700% Due 11-06-26	99.95	4,997,450	90.16	4,508,184	17,014	4,525,198	0.33	0.700	35,000	1.63	AAA		11-06-23
5,000,000	46647pbt2	JP Morgan Chase Bank Na 1.045% Due 11-19-26	95.03	4,751,600	86.14	4,307,022	23,512	4,330,534	0.31	1.045	52,250	2.10	A-		11-19-25
5,000,000	46647pbw5	JP Morgan Chase Bank Na 1.040% Due 02-04-27	95.40	4,769,800	85.04	4,251,949	12,567	4,264,516	0.31	1.040	52,000	1.94	A-		02-04-26
				84,175,746		76,492,922	207,060	76,699,981	5.58		1,173,857	1.51			
				84,175,746		76,492,922	207,060	76,699,981	5.58		1,173,857	1.51			

City of Sacramento  
**PORTFOLIO APPRAISAL**  
*City Investment Pool A*  
*October 31, 2022*

<u>Quantity</u>	<u>Security Symbol</u>	<u>Security</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Price</u>	<u>Market Value</u>	<u>Accrued Interest</u>	<u>Market Value + Accrd. Int.</u>	<u>Pct. Assets</u>	<u>Unit Income</u>	<u>Annual Income</u>	<u>Cur. Yield</u>	<u>S &amp; P</u>	<u>Bond Status</u>	<u>Call Put Date</u>
<b>TOTAL PORTFOLIO</b>				1,471,745,960		1,371,066,151	4,014,684	1,375,080,835	100.00		24,807,727	1.75			

City of Sacramento  
**PURCHASE AND SALE**  
*City Investment Pool A*  
From 10-01-22 To 10-31-22

Trade Date	Settle Date	Sec Type Code	Security Symbol	Cusip	Quantity	Security	S & P	Unit Price	Amount
<b>PURCHASES</b>									
10-06-22	10-27-22	flus	3130atln5	3130ATLN5	5,000,000	Federal Home Loan Bank 4.300% Due 07-27-23	AA+	100	5,000,000
10-07-22	10-07-22	cpus	22533urj4	22533URJ4	5,000,000	Credit Agricole Corp 4.340% Due 04-18-23	A1	98	4,883,664
10-13-22	10-17-22	mbus	13017han6	13017HAN6	5,000,000.00	California Earthquake Auth Rev 5.493% Due 07-01-24		100	4,998,900
10-25-22	10-25-22	cpus	02314qs26	02314QS26	5,000,000	Amazon.Com Inc 4.550% Due 05-02-23	A1+	98	4,880,562
									19,763,126
<b>SALES</b>									
10-01-22	10-03-22	mbus	13063ddf2	13063DDF2	5,000,000.00	California St 2.500% Due 10-01-22	AA-	100	5,000,000
10-03-22	10-03-22	cpus	2254ebk34	2254EBK34	5,000,000	Credit Suisse NY 0.530% Due 10-03-22	A1	100	4,980,199
10-18-22	10-18-22	cpus	62479mkj1	62479MKJ1	10,000,000	MUFG Bank Ltd/NY 0.630% Due 10-18-22	A1	100	9,955,200
10-30-22	10-31-22	cbus	097023bn4	097023BN4	1,190,000	Boeing Co 2.200% Due 10-30-22	BBB-	100	1,190,000
									21,125,399

# **Capitol Area Development Authority**

# CAPITOL AREA DEVELOPMENT AUTHORITY

## MONTHLY REVIEW – OCTOBER 2022

### STRATEGY

The CADA funds are invested in the City of Sacramento's Pool A investment fund. The Fund is invested pursuant to the objectives and requirements set forth in the City's investment policy. The three objectives of the investment policy, in order of priority, are (1) the preservation of capital by the investment in safe instruments, (2) the liquidity needs of the City and pool participants so such parties will have access to cash when they need it, and (3) the maximizing of current income while remaining consistent with the other more important objectives. The City's investment policy incorporates applicable provisions of state law including, among other things, the prudent person standard and California Code Section 53601 pertaining to eligible investments.

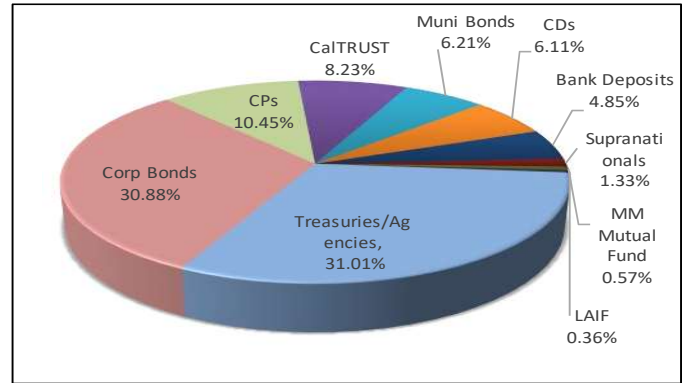
### PORTFOLIO STATISTICS

Beginning Balance	21,056,035
Contributions	0
Withdrawals	0
Interest Earned	29,403
Ending Balance	21,085,438

### PERFORMANCE COMPARISON

City Pool A	1.64%
LAIF	1.77%
90 Day T-Bill	3.69%
Federal Funds	3.08%

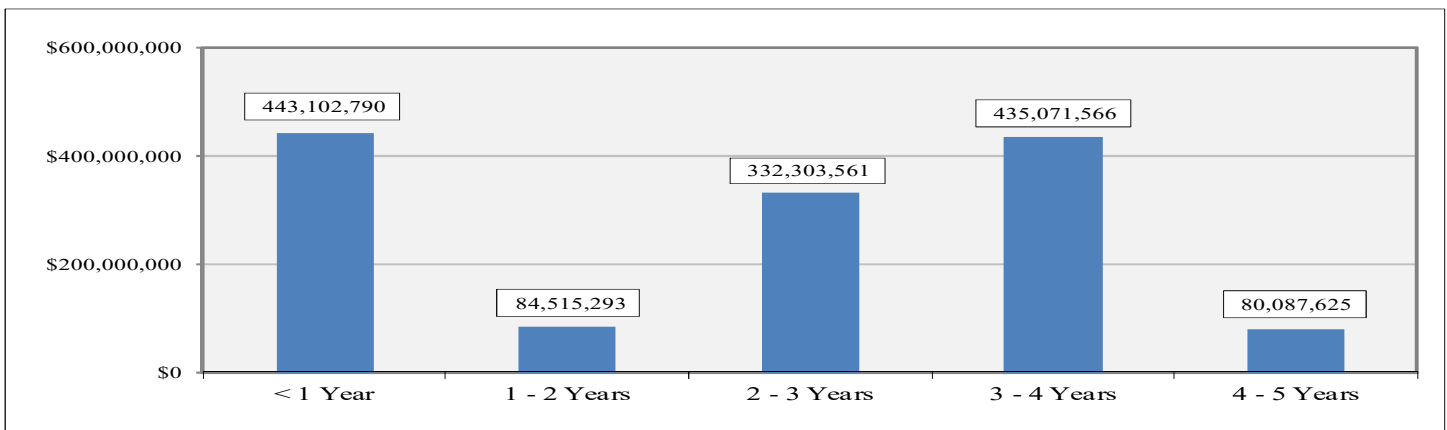
### CITY POOL A PORTFOLIO COMPOSITION



Asset Type	Pct. Assets	YTM
Treasuries/Agencies	31.01%	1.21%
Corp Bonds	30.88%	1.77%
CPs	10.45%	2.72%
CalTRUST	8.23%	2.31%
Muni Bonds	6.21%	1.99%
CDs	6.11%	2.78%
Bank Deposits	4.85%	1.47%
Supranationals	1.33%	0.99%
MM Mutual Fund	0.57%	2.59%
LAIF	0.36%	1.77%

### CITY POOL A MATURITY SCHEDULE

Maturity	Market Value	Pct. Holdings
< 1 Year	443,102,790	32.22%
1 - 2 Years	84,515,293	6.15%
2 - 3 Years	332,303,561	24.17%
3 - 4 Years	435,071,566	31.64%
4 - 5 Years	80,087,625	5.82%
Total	1,375,080,835	100.00%



City of Sacramento  
CASH LEDGER  
*Capitol Area Development Authority - Banking*  
*From 10-01-22 To 10-31-22*

**All Cash Accounts**

Trade Date	Settle Date	Tran Code	Quantity	Security	Amount	Cash Balance
<b>Pool A Interest Receivable</b>						
10-01-22				Beginning Balance		77,529.34
10-31-22	10-31-22	in		Pool A Cash	29,403.41	106,932.75
				Oct 2022 estimated Pool A interest		
					<u>29,403.41</u>	
<b>10-31-22</b>				<b>Ending Balance</b>		<b>106,932.75</b>
<b>Pool A Cash</b>						
10-01-22				Beginning Balance		20,978,505.65
<b>10-31-22</b>				<b>Ending Balance</b>		<b>20,978,505.65</b>



# CAPITOL AREA DEVELOPMENT AUTHORITY – TAX EXEMPT

## MONTHLY REVIEW – OCTOBER 2022

### STRATEGY

The CADA funds are invested in the City of Sacramento's Pool A investment fund. The Fund is invested pursuant to the objectives and requirements set forth in the City's investment policy. The three objectives of the investment policy, in order of priority, are (1) the preservation of capital by the investment in safe instruments, (2) the liquidity needs of the City and pool participants so such parties will have access to cash when they need it, and (3) the maximizing of current income while remaining consistent with the other more important objectives. The City's investment policy incorporates applicable provisions of state law including, among other things, the prudent person standard and California Code Section 53601 pertaining to eligible investments.

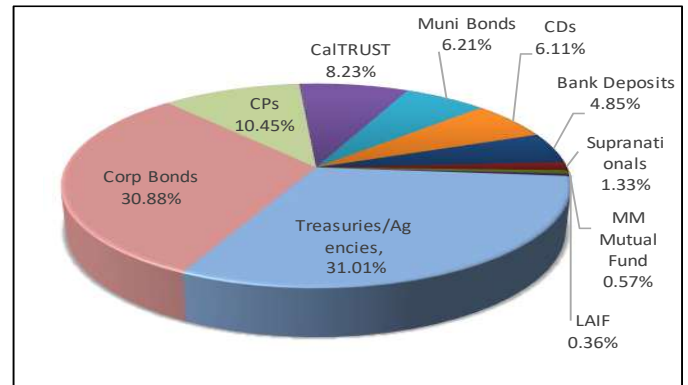
### PORTFOLIO STATISTICS

Beginning Balance	39,650
Contributions	0
Withdrawals	0
Interest Earned	55
Ending Balance	39,705

### PERFORMANCE COMPARISON

City Pool A	1.64%
LAIF	1.77%
90 Day T-Bill	3.69%
Federal Funds	3.08%

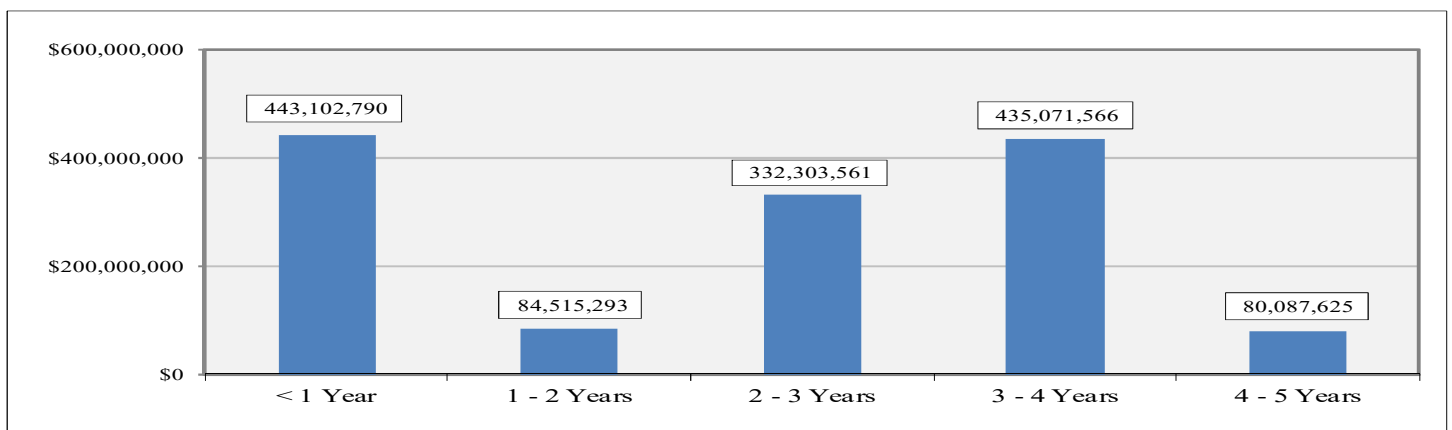
### CITY POOL A PORTFOLIO COMPOSITION



Asset Type	Pct. Assets	YTM
Treasuries/Agencies	31.01%	1.21%
Corp Bonds	30.88%	1.77%
CPs	10.45%	2.72%
CalTRUST	8.23%	2.31%
Muni Bonds	6.21%	1.99%
CDs	6.11%	2.78%
Bank Deposits	4.85%	1.47%
Supranationals	1.33%	0.99%
MM Mutual Fund	0.57%	2.59%
LAIF	0.36%	1.77%

### CITY POOL A MATURITY SCHEDULE

Maturity	Market Value	Pct. Holdings
< 1 Year	443,102,790	32.22%
1 - 2 Years	84,515,293	6.15%
2 - 3 Years	332,303,561	24.17%
3 - 4 Years	435,071,566	31.64%
4 - 5 Years	80,087,625	5.82%
Total	1,375,080,835	100.00%



City of Sacramento  
CASH LEDGER  
*Capitol Area Development Authority - Tax Exempt*  
*From 10-01-22 To 10-31-22*

**All Cash Accounts**

Trade Date	Settle Date	Tran Code	Quantity	Security	Amount	Cash Balance
<b>Pool A Interest Receivable</b>						
10-01-22				Beginning Balance		145.99
10-31-22	10-31-22	in		Pool A Cash	55.37	201.36
				Oct 2022 estimated Pool A interest		
					<u>55.37</u>	
<b>10-31-22</b>				<b>Ending Balance</b>		<b>201.36</b>
<b>Pool A Cash</b>						
10-01-22				Beginning Balance		39,504.39
<b>10-31-22</b>				<b>Ending Balance</b>		<b>39,504.39</b>

# CAPITOL AREA DEVELOPMENT AUTHORITY – TAXABLE

## MONTHLY REVIEW – OCTOBER 2022

### STRATEGY

The CADA funds are invested in the City of Sacramento's Pool A investment fund. The Fund is invested pursuant to the objectives and requirements set forth in the City's investment policy. The three objectives of the investment policy, in order of priority, are (1) the preservation of capital by the investment in safe instruments, (2) the liquidity needs of the City and pool participants so such parties will have access to cash when they need it, and (3) the maximizing of current income while remaining consistent with the other more important objectives. The City's investment policy incorporates applicable provisions of state law including, among other things, the prudent person standard and California Code Section 53601 pertaining to eligible investments.

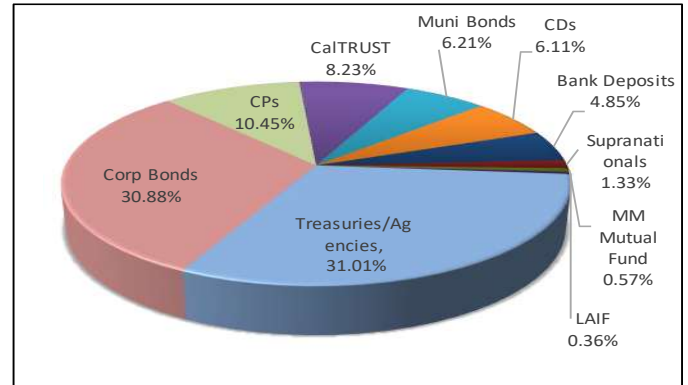
### PORTFOLIO STATISTICS

Beginning Balance	270,305
Contributions	0
Withdrawals	0
Interest Earned	377
Ending Balance	270,682

### PERFORMANCE COMPARISON

City Pool A	1.64%
LAIF	1.77%
90 Day T-Bill	3.69%
Federal Funds	3.08%

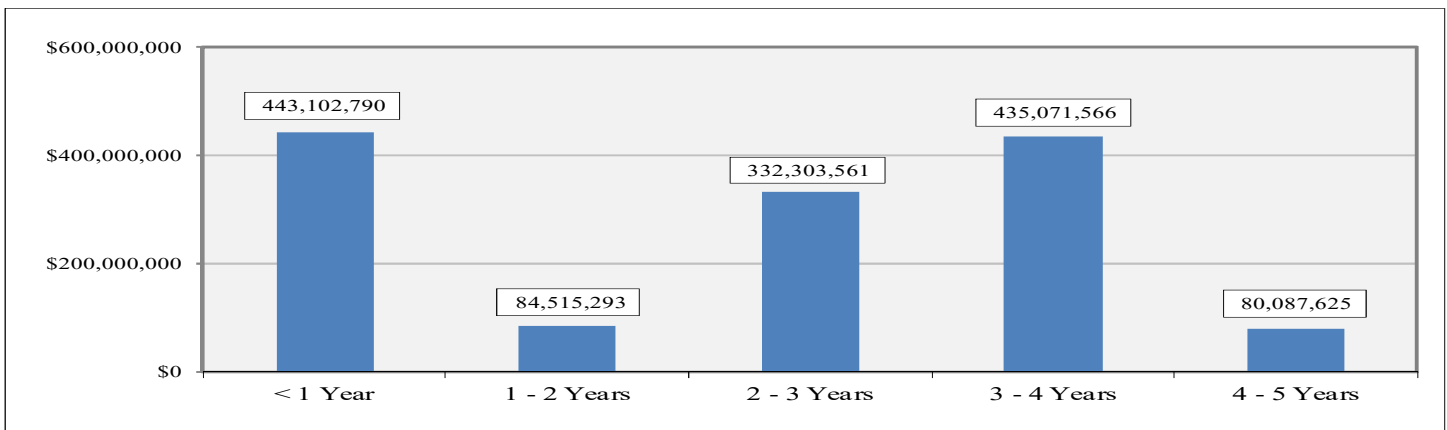
### CITY POOL A PORTFOLIO COMPOSITION



Asset Type	Pct. Assets	YTM
Treasuries/Agencies	31.01%	1.21%
Corp Bonds	30.88%	1.77%
CPs	10.45%	2.72%
CalTRUST	8.23%	2.31%
Muni Bonds	6.21%	1.99%
CDs	6.11%	2.78%
Bank Deposits	4.85%	1.47%
Supranationals	1.33%	0.99%
MM Mutual Fund	0.57%	2.59%
LAIF	0.36%	1.77%

### CITY POOL A MATURITY SCHEDULE

Maturity	Market Value	Pct. Holdings
< 1 Year	443,102,790	32.22%
1 - 2 Years	84,515,293	6.15%
2 - 3 Years	332,303,561	24.17%
3 - 4 Years	435,071,566	31.64%
4 - 5 Years	80,087,625	5.82%
Total	1,375,080,835	100.00%



City of Sacramento  
CASH LEDGER  
*Capitol Area Development Authority - Taxable*  
*From 10-01-22 To 10-31-22*

**All Cash Accounts**

Trade Date	Settle Date	Tran Code	Quantity	Security	Amount	Cash Balance
<b>Pool A Interest Receivable</b>						
10-01-22				Beginning Balance		995.28
10-31-22	10-31-22	in		Pool A Cash	377.46	1,372.74
				Oct 2022 estimated Pool A interest		
					<u>377.46</u>	
<b>10-31-22</b>				<b>Ending Balance</b>		<b>1,372.74</b>
<b>Pool A Cash</b>						
10-01-22				Beginning Balance		269,310.06
<b>10-31-22</b>				<b>Ending Balance</b>		<b>269,310.06</b>

# CAPITOL AREA DEVELOPMENT AUTHORITY – 2020 TAXABLE BOND PROCEEDS

## MONTHLY REVIEW – OCTOBER 2022

### STRATEGY

The CADA funds are invested in the City of Sacramento's Pool A investment fund. The Fund is invested pursuant to the objectives and requirements set forth in the City's investment policy. The three objectives of the investment policy, in order of priority, are (1) the preservation of capital by the investment in safe instruments, (2) the liquidity needs of the City and pool participants so such parties will have access to cash when they need it, and (3) the maximizing of current income while remaining consistent with the other more important objectives. The City's investment policy incorporates applicable provisions of state law including, among other things, the prudent person standard and California Code Section 53601 pertaining to eligible investments.

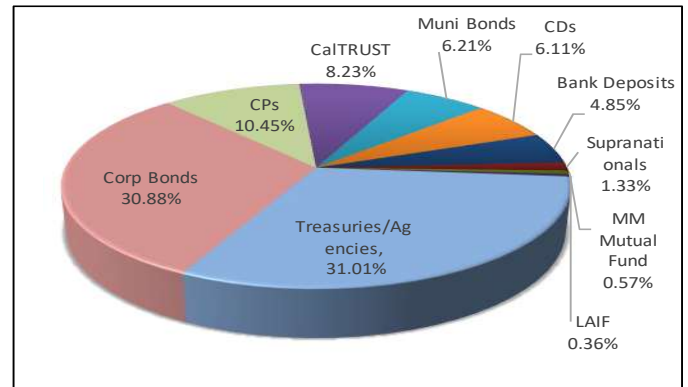
### PORTFOLIO STATISTICS

Beginning Balance	30,594,144
Contributions	0
Withdrawals	0
Interest Earned	42,723
Ending Balance	30,636,867

### PERFORMANCE COMPARISON

City Pool A	1.64%
LAIF	1.77%
90 Day T-Bill	3.69%
Federal Funds	3.08%

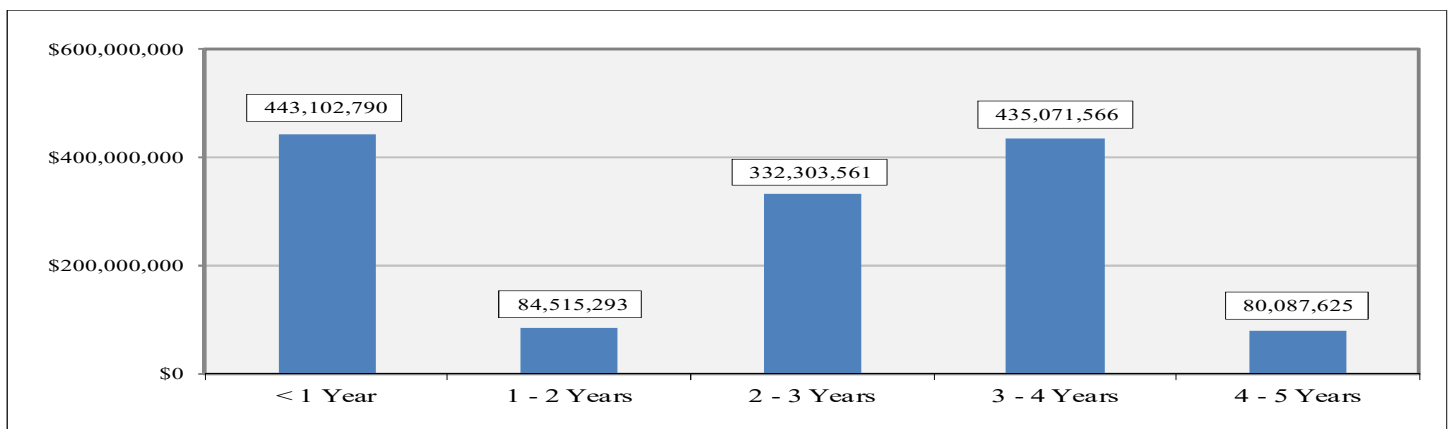
### CITY POOL A PORTFOLIO COMPOSITION



Asset Type	Pct. Assets	YTM
Treasuries/Agencies	31.01%	1.21%
Corp Bonds	30.88%	1.77%
CPs	10.45%	2.72%
CalTRUST	8.23%	2.31%
Muni Bonds	6.21%	1.99%
CDs	6.11%	2.78%
Bank Deposits	4.85%	1.47%
Supranationals	1.33%	0.99%
MM Mutual Fund	0.57%	2.59%
LAIF	0.36%	1.77%

### CITY POOL A MATURITY SCHEDULE

Maturity	Market Value	Pct. Holdings
< 1 Year	443,102,790	32.22%
1 - 2 Years	84,515,293	6.15%
2 - 3 Years	332,303,561	24.17%
3 - 4 Years	435,071,566	31.64%
4 - 5 Years	80,087,625	5.82%
Total	1,375,080,835	100.00%



City of Sacramento  
CASH LEDGER  
*CADA 2020 Taxable Bond Proceeds*  
*From 10-01-22 To 10-31-22*

**All Cash Accounts**

Trade Date	Settle Date	Tran Code	Quantity	Security	Amount	Cash Balance
<b>Pool A Interest Receivable</b>						
10-01-22				Beginning Balance		112,649.13
10-31-22	10-31-22	in		Pool A Cash	42,722.77	155,371.90
				Oct 2022 estimated Pool A interest		
					<u>42,722.77</u>	
<b>10-31-22</b>				<b>Ending Balance</b>		<b>155,371.90</b>
<b>Pool A Cash</b>						
10-01-22				Beginning Balance		30,481,495.09
<b>10-31-22</b>				<b>Ending Balance</b>		<b>30,481,495.09</b>