



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%