

Board of Directors

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Noelle Mussen, Finance Director
Todd Leon, Development Director

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Jeff Mitchell
Kronick, Moskowitz, Tiedemann & Girard

Phone: (916) 322-2114

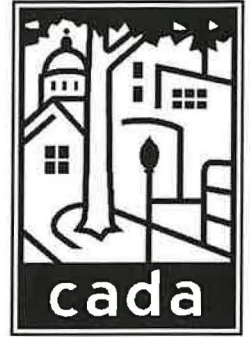
Web: www.cadanet.org

AGENDA REGULAR MEETING

**THE CAPITOL AREA DEVELOPMENT
AUTHORITY
BOARD OF DIRECTORS**

**FRIDAY, MAY 17, 2024
10:00 A.M.**

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



**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/kcoHLf55h>

Meeting ID: 865 7202 7092

Request Password (prior to start of meeting):

tgandara@cadanet.org

- 1. Roll Call and Just Cause/Emergency Teleconference Information (if applicable)**
- 2. Approval of Minutes: April 26, 2024**
- 3. Chair's Oral Report**
- 4. Executive Director's Oral Report**
- 5. Somerset Apartments Remodel Project (7 Units)**

Recommended Action: Adopt a resolution authorizing the Executive Director, or her designee, to enter into a construction contract for the Somerset Apartments Remodel Project (7 units) with Dos Amigos Construction in the amount of \$133,179.

Contact: Frank Czajka, Construction Manager
Russ Juneau, Facilities Maintenance Manager

- 6. Capital Improvements Program (CIP) Status Report & Five-Year Needs Assessment Report**

Recommended Action: For review and information only.

Contact: Frank Czajka, Construction Manager
Russ Juneau, Facilities Maintenance Manager

- 7. Fiscal Year 2024-2025 Market Rent Schedule**

Recommended Action: By resolution, approve the following items for implementation in FY 24-25:

1. FY 24-25 Proposed "not-to-exceed" Market Rent Schedule
2. Rent increase limit for continuing market-rate residents
3. Lease term premiums for new and continuing residents

Contact: Tama Harville, Leasing Manager

8. Contract Policy Amendment

Recommended Action: Adopt a resolution amending the CADA Contract Policy with regard to Executive Director authority and its competitive bidding limits as listed:

- Discretionary Purchase of Supplies or Services: Increase to \$15,000
- Informal Competitive Bidding Limits: Increase to \$15,000
- Formal Competitive Bidding and Executive Director Contract Authority Limits: Increase to \$100,000
- Consultant Executive Director Contract Authority Limits: Increase to \$100,000

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

CONSENT CALENDAR (ITEMS 9 THROUGH 11)

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.

9. Middle Income Program – Budget Adjustment

Recommended Action: Adopt resolution authorizing the Executive Director, or her designee, to: create a new Middle-Income Housing Program Fund, reducing the existing FY 22-23 Middle Income Housing Project Support Development budget line item to zero and increasing this new Fund by \$350,000, combining CADA's \$250,000 allotment and the City of Sacramento's \$100,000 grant assistance for this program.

Contact: Danielle Foster, Executive Director

10. Ratification of Change Order on Contract C24-002 – RebuildIt – Fiscal Year (FY) Countertop Replacements at Various Locations

Recommended Action: Adopt a resolution authorizing the Executive Director, or her designee, to approve a change order to maintenance contract C24-002 with Rebuildit Construction in the amount of \$20,000, bringing the total contract amount to \$125,000 for fiscal year countertop replacements at various locations.

Contact: Russ Juneau, Facilities Maintenance Manager
Frank Czajka, Construction & Rehabilitation Manager

11. Approval of Change Orders to Various Maintenance Contracts

Recommended Action: Adopt a resolution authorizing the Executive Director, or her designee, to execute change orders to the following maintenance contracts in the amounts stated:

- C20-014 - Elite Service Experts, in the amount of \$20,000 for FY Landscape and Lawn Care Services
- C24-008 – Industrial Door Company, in the amount of \$51,000 for FY Commercial Storefront Doors Services
- C22-001.01 - RCO Flooring (California Renovations), in the amount of \$80,532 for FY Floor Covering Repair/Replacement Services
- C24-016 - RCO Flooring (California Renovations), in the amount of \$405,000 for FY Floor Covering Repair/Replacement Services
- C23-024- Villara Building Systems, in the amount of \$30,000 for FY HVAC Maintenance & Repair Services

Contact: Tara Gandara, Contracts and Office Manager/ Board Secretary
Russ Juneau, Facilities Maintenance Manager
Frank Czajka, Construction & Rehabilitation Manager

12. CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATOR (Pursuant to Government Code Section 54957.5 (a))

Unrepresented Employee: Executive Director
Agency Designated Representative: Ann Bailey

13. Executive Director Compensation

14. Oral Staff Reports/Updates

- A. Downtown Sacramento Partnership
- B. Downtown Sacramento Revitalization Corporation
- C. Midtown Association
- D. O Street Streetscape (7th – 17th Streets)
- E. Energy Conservation
- F. Other Neighborhood Improvements
- G. 1322 O Street – Sonrisa
- H. 14th & N – The Cypress
- I. 1717 S Street – ARY Place
- J. 2000 16th Street/16th & T Streets
- K. 805 R Street
- L. R Street Partnership

15. Transmittals

- A. 2024-2025 Strategic Plan Summary
- B. 2024 Resident Survey Summary
- C. 2023 Annual Report
- D. Ombudsman Report: None
- E. Apartment Status Report: April 2024
- F. Affordable Housing Report: April 2024
- G. Commercial Leases/Vacancies: May 2024
- H. CADA Neighborhood Incident Report: April 2024
- I. Contracts Log: April and May 2024
- J. Financial Report: April 2024
- K. City Treasurer Monthly Investment Report: None

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

17. Adjournment

Approved for Transmittal:



Danielle Foster, 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