

PUBLIC MEETING NOTICE
OPERATIONS COMMITTEE
Of the
Board of Directors
Capitol Area Development Authority

CADA Administrative Offices
1522 14th Street, Sacramento
Tuesday, December 6, 2011
2:00 p.m.

Committee Members: Ann Bailey, Committee Chair
Bob Lagomarsino

1. Roll Call
2. Approval of Minutes: October 25, 2011
3. Items scheduled for the December 9, 2011, Board Meeting
 - A. Audited Financial Reports – Fiscal Year 2010/2011
Recommended Committee Action: Support adoption of resolutions accepting and releasing financial reports audited by Macias, Gini & O'Connell LLP.
Contact: Noelle Mussen, Controller
 - B. Park Mansion Heating, Ventilation and Air-Conditioning Upgrade ("HVAC") (1325 15th Street)
Recommended Committee Action: Support adoption of resolution authorizing the Executive Director to execute a purchase order for \$87,000 with Norman S. Wright for the purchase of 42 water-sourced heat-pump units and enter into a construction contract in the amount of \$121,343 with Champion Industrial Contractors, Inc. for the installation of new HVAC equipment.
Contact: Allison Cash, Construction Administrator
 - C. 2012 Board Meeting and Committee Meetings Schedules
Recommended Committee Action: Adopt resolution approving the 2012 Board Meeting and Committee Meetings Schedules.
Contact: Sharon Bennett, Board Secretary and Support Services Manager
 - D. Employee Handbook
Recommended Committee Action: Support adoption of resolution approving revisions to the CADA employee Handbook.
Contact: Jill Azevedo, Human Resources

- E. FY 2011/2012 Mid-Year Budget Revisions of the General Operations Budget and Capital Investment Program Budgets, Including Assessment of Fund Balances

Recommended Committee Action: Support adoption of resolution approving mid-year revisions to the General Operations Budget and Capital Investment Program Budgets.
Contact: Noelle Mussen, Controller

- F. Five-Year Capital Improvements Program (CIP) Needs Assessment

Recommended Committee Action: Review and Comment.
Contact: Allison Cash, Construction Administrator

4. Staff Reports/Updates/Transmittals

- A. CADA Board Workshop
- B. Interim Arbitrage Report
- C. Financial Report for Period Ending: October 31, 2011
- D. City Treasurer Monthly Investment Report: August and September 2011

5. Insurance Claim Activity

6. Opportunity for the Public to Address the Committee Regarding Matters not on the Agenda

7. Adjournment

Approved for transmittal:



Paul B. Schmidt, Executive Director

NOTE: THE COMMITTEE MAY TAKE ACTION ON ANY MATTER LISTED ON THE AGENDA. ADDITIONALLY, THE COMMITTEE 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 SHARON BENNETT, 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.