



December 3, 2021

**TO:** CADA Board of Directors

**SUBJECT: December 10, 2021 Board Meeting  
AGENDA ITEM 10  
2022 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 2022 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 2021, staff distributed the proposed 2022 Board Meetings and Committee Meetings Schedules to the Board Chair for review and comment. To facilitate action at the December 10, 2021 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 14<sup>th</sup>  
Friday, February 18<sup>th</sup>  
Friday, March 18<sup>th</sup>  
Friday, April 15<sup>th</sup>  
Friday, May 20<sup>th</sup>  
Friday, June 24<sup>th</sup>  
July---NO MEETING  
Friday, August 19<sup>th</sup>

Friday, September 16<sup>th</sup>  
Friday, October 14<sup>th</sup>  
November ---NO MEETING  
Friday, December 16<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 2022 is as follows:

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

Tuesday, January 11<sup>th</sup>  
Tuesday, February 15<sup>th</sup>  
Tuesday, March 15<sup>th</sup>  
Tuesday, April 12<sup>th</sup>  
Tuesday, May 17<sup>th</sup>  
Tuesday, June 21<sup>st</sup>  
July --- NO MEETING  
Tuesday, August 16<sup>th</sup>  
Tuesday, September 13<sup>th</sup>  
Tuesday, October 11<sup>th</sup>  
November --- NO MEETING  
Tuesday, December 13<sup>th</sup>

The proposed Development Construction Schedule for 2022 is as follows:

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

Wednesday, January 12<sup>th</sup>  
Wednesday, February 16<sup>th</sup>  
Wednesday, March 16<sup>th</sup>  
Wednesday, April 13<sup>th</sup>  
Wednesday, May 18<sup>th</sup>  
Wednesday, June 22<sup>nd</sup>  
July --- NO MEETING  
Wednesday, August 17<sup>th</sup>  
Wednesday, September 14<sup>th</sup>  
Wednesday, October 12<sup>th</sup>  
November --- NO MEETING  
Wednesday, December 14<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. 21 - 45**

Adopted by the Capitol Area Development Authority

December 10, 2021

**RESOLUTION ADOPTING THE 2022 COMMITTEE MEETINGS SCHEDULE**

**WHEREAS**, the Board of Directors for the Capitol Area Development Authority will hold regular committee meetings during the calendar year 2022; 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 2022 is as follows:

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

Tuesday, January 11<sup>th</sup>  
Tuesday, February 15<sup>th</sup>  
Tuesday, March 15<sup>th</sup>  
Tuesday, April 12<sup>th</sup>  
Tuesday, May 17<sup>th</sup>  
Tuesday, June 21<sup>st</sup>  
July --- NO MEETING  
Tuesday, August 16<sup>th</sup>  
Tuesday, September 13<sup>th</sup>  
Tuesday, October 11<sup>th</sup>  
November --- NO MEETING  
Tuesday, December 13<sup>th</sup>

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

Wednesday, January 12<sup>th</sup>  
Wednesday, February 16<sup>th</sup>  
Wednesday, March 16<sup>th</sup>  
Wednesday, April 13<sup>th</sup>  
Wednesday, May 18<sup>th</sup>  
Wednesday, June 22<sup>nd</sup>  
July --- NO MEETING  
Wednesday, August 17<sup>th</sup>  
Wednesday, September 14<sup>th</sup>  
Wednesday, October 12<sup>th</sup>  
November --- NO MEETING  
Wednesday, December 14<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.

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

ATTEST:

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Tara Gandara  
Secretary to the Board of Directors

**RESOLUTION NO. 21 - 46**

Adopted by the Capitol Area Development Authority

December 10, 2021

**RESOLUTION ADOPTING THE 2022 BOARD MEETINGS SCHEDULE**

**WHEREAS**, the Board of Directors for the Capitol Area Development Authority will hold regular Board meetings during the calendar year 2022; 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 2022 is as follows:

Friday, January 14<sup>th</sup>  
Friday, February 18<sup>th</sup>  
Friday, March 18<sup>th</sup>  
Friday, April 15<sup>th</sup>  
Friday, May 20<sup>th</sup>  
Friday, June 24<sup>th</sup>  
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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