



December 1, 2023

TO: CADA Board of Directors

**SUBJECT: December 8, 2023 Board Meeting
AGENDA ITEM 11
2024 BOARD MEETING AND COMMITTEE MEETING SCHEDULES**

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

RECOMMENDED ACTION:

Staff recommends that the Board adopt a resolution (Attachment 1) setting the 2024 meeting schedule of the CADA Board of Directors and a separate resolution (Attachment 2) setting the meeting schedule 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 Bylaws 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 October 2023, staff distributed the proposed 2024 Board Meeting and Committee Meeting Schedules to the Board Chair for review and comment. To facilitate action at the December 8, 2023 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, identifying meetings dates each month that can facilitate a quorum of members.

Board Meetings

- Friday, January 26th
- Friday, February 23rd
- Friday, March 22nd
- Friday, April 12th
- Friday, May 17th
- Friday, June 21st

July---NO MEETING
Friday, August 16th
Friday, September 27th
Friday, October 18th
November ---NO MEETING
Friday, December 13th

If approved by the Board, the Board meetings on this schedule would be held on Fridays at the CADA Administrative Offices at 1522 14th 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 Committees Meeting Schedules for 2024 are as follows:

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

Tuesday, January 23rd
Tuesday, February 20th
Tuesday, March 19th
Tuesday, April 9th
Tuesday, May 14th
Tuesday, June 17th
July --- NO MEETING
Tuesday, August 13th
Tuesday, September 24th
Tuesday, October 15th
November --- NO MEETING
Tuesday, December 10th

The proposed Development and Construction Committee Meeting Schedule for 2024 is as follows:

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

Wednesday, January 24th
Wednesday, February 21st
Wednesday, March 20th
Wednesday, April 10th
Wednesday, May 15th
Wednesday, June 18th
July --- NO MEETING
Wednesday, August 14th
Wednesday, September 25th
Wednesday, October 16th
November --- NO MEETING
Wednesday, December 11th

Committee meetings on this schedule will be held at the CADA Administrative Offices at 1522 14th 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.

Attachments:

1. Resolution 23-52: Committee Meetings Schedule
2. Resolution 23-53: Board Meetings Schedule

RESOLUTION NO. 23 – 52

Adopted by the Capitol Area Development Authority

December 8, 2023

RESOLUTION ADOPTING THE 2024 COMMITTEES MEETING SCHEDULES

WHEREAS, the Board of Directors for the Capitol Area Development Authority will hold regular committee meetings during the calendar year 2024; and

WHEREAS, the meeting schedules have 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 Committees Meeting Schedules for 2024 are as follows:

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

Tuesday, January 23rd
Tuesday, February 20th
Tuesday, March 19th
Tuesday, April 23rd
Tuesday, May 14th
Tuesday, June 17th
July --- NO MEETING
Tuesday, August 13th
Tuesday, September 24th
Tuesday, October 15th
November --- NO MEETING
Tuesday, December 10th

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

Wednesday, January 24th
Wednesday, February 21st
Wednesday, March 20th
Wednesday, April 24th
Wednesday, May 15th
Wednesday, June 18th
July --- NO MEETING
Wednesday, August 14th
Wednesday, September 25th
Wednesday, October 16th
November --- NO MEETING
Wednesday, December 11th

All meetings of the CADA Board of Directors Committees 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 14th Street, Sacramento, CA at the designated times set forth above unless otherwise announced.

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors

RESOLUTION NO. 23 - 53

Adopted by the Capitol Area Development Authority

December 8, 2023

RESOLUTION ADOPTING THE 2024 BOARD MEETINGS SCHEDULES

WHEREAS, the Board of Directors for the Capitol Area Development Authority will hold regular Board meetings during the calendar year 2024; 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 2024 is as follows:

Friday, January 26th
Friday, February 23rd
Friday, March 22nd
Friday, April 26th
Friday, May 17th
Friday, June 21st
July---NO MEETING
Friday, August 16th
Friday, September 27th
Friday, October 18th
November ---NO MEETING
Friday, December 13th

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 14th Street, Sacramento, CA beginning at 10:00 a.m. unless otherwise announced.

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors