



December 6, 2024

TO: CADA Board of Directors

SUBJECT: December 13, 2024 Board Meeting
AGENDA ITEM 11
2025 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 2025 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 as needed and 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 2024, staff distributed the proposed 2025 Board Meeting and Committee Meeting Schedules to the Board Chair for review and comment. To facilitate action at the December 13, 2024 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 17th
Friday, February 14th
Friday, March 21st
Friday, April 18th
Friday, May 23rd
Friday, June 13th

July---NO MEETING
Friday, August 15th
Friday, September 19th
Friday, October 17th
November ---NO MEETING
Friday, December 12th

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 one to three 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 2025 are as follows:

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

Tuesday, January 14th
Tuesday, February 11th
Tuesday, March 18th
Tuesday, April 15th
Tuesday, May 20th
Tuesday, June 10th
July --- NO MEETING
Tuesday, August 12th
Tuesday, September 16th
Tuesday, October 14th
November --- NO MEETING
Tuesday, December 9th

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

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

Wednesday, January 15th
Wednesday, February 12th
Wednesday, March 19th
Wednesday, April 16th
Wednesday, May 21st
Wednesday, June 11th
July --- NO MEETING
Wednesday, August 13th
Wednesday, September 17th
Wednesday, October 15th
November --- NO MEETING
Wednesday, December 10th

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 24-55: Board Meetings Schedule
2. Resolution 24-56: Committee Meetings Schedule

RESOLUTION NO. 24 - 55

Adopted by the Capitol Area Development Authority

December 13, 2024

RESOLUTION ADOPTING THE 2025 CADA BOARD MEETINGS SCHEDULE

WHEREAS, the Board of Directors for the Capitol Area Development Authority will hold regular Board meetings during the calendar year 2025; 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 2025 is as follows:

Friday, January 17th
Friday, February 14th
Friday, March 21st
Friday, April 18th
Friday, May 23rd
Friday, June 13th
July---NO MEETING
Friday, August 15th
Friday, September 19th
Friday, October 17th
November ---NO MEETING
Friday, December 12th

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

RESOLUTION NO. 24 – 56

Adopted by the Capitol Area Development Authority

December 13, 2024

RESOLUTION ADOPTING THE 2025 CADA BOARD COMMITTEE MEETINGS SCHEDULE

WHEREAS, the Board of Directors for the Capitol Area Development Authority will hold regular committee meetings during the calendar year 2025; 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 2025 is as follows:

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

Tuesday, January 14th
Tuesday, February 11th
Tuesday, March 18th
Tuesday, April 15th
Tuesday, May 20th
Tuesday, June 10th
July --- NO MEETING
Tuesday, August 12th
Tuesday, September 16th
Tuesday, October 14th
November --- NO MEETING
Tuesday, December 9th

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

Wednesday, January 15th
Wednesday, February 12th
Wednesday, March 19th
Wednesday, April 16th
Wednesday, May 21st
Wednesday, June 11th
July --- NO MEETING
Wednesday, August 13th
Wednesday, September 17th
Wednesday, October 15th
November --- NO MEETING
Wednesday, December 10th

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