



**March 25, 2019**

**To: Downtown Tracy Community Benefit District Property Owners, Merchants, and Board Members**

**Subject: Tracy City Center Association Board of Directors Nominations and Officer Elections**

Dear Downtown Tracy Community Benefit District Stakeholder,

The Tracy City Center Association has been delivering special benefit services to property owners within its boundaries since July 1<sup>st</sup>, 2010. These services have been funded by the assessments generated by the Downtown Tracy Community Benefit District, which was approved by property owners in December 2009.

The Tracy City Center Association (TCCA) is the non-profit public benefit corporation and district management corporation under contract with the City of Tracy to disburse the revenues of the CBD on behalf of the property owners in the district. The Association has been operating since the Spring of 2010, and was renewed in 2015 for a ten-year term that ends June 30, 2025.

The nominations process is an open process and all interested property owners, merchants, and community members are encouraged to participate. Please keep in mind that in nominating yourself or somebody else, this is a working Board of Directors. Board members' eligibility is verified against a current list of paid property-based assessments in the Downtown Tracy Community Benefit District and subject to Article V of the corporate bylaws. Board members are expected to:

1. *Actively participate in one of the Committees of the Board, (see attached);*
2. *Help raise funds for the Board and its activities;*
3. *Support the goals and policies of the Board as articulated in Article II of the bylaws, (see pages 4-7 attached)*
4. *Attend all regular meetings of the Board and applicable committees;*

We do not seek nominees to simply fill a seat, we seek active committed business and property owners who seek to rapidly improve the commerce, image, and amenities of Downtown Tracy.

Please take a moment to fill out and return the appropriate attached nomination form(s). You may nominate yourself to the Board. The selected nominees or candidates for the open Board seats will be announced at our Annual Elections meeting to be held on Thursday, June 13<sup>th</sup>, 2019, at 8:10 a.m. at the Tracy Transit Center, 50 East 6<sup>th</sup> Street.

**Schedule for Annual Election Meeting:**

Nomination Letters Distributed to Property Owners: March 25<sup>th</sup>, 2019

Nomination forms due to Nominations Committee: May 17<sup>th</sup>, 2019

Annual Elections Meeting Held: June 13<sup>th</sup>, 2019

**Nominations may be returned via:**

Email

Sommer Adams

[sadams@tracycitycenter.com](mailto:sadams@tracycitycenter.com)

Fax

(209) 879-0102

Mail

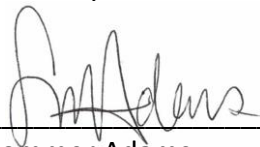
Tracy City Center Association

20 W. 11<sup>th</sup> Street.

Tracy, CA 95376

If you have any questions regarding this process, please do not hesitate to contact us at your convenience. Thank you for your ongoing efforts to help improve Downtown Tracy.

Sincerely,



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Sommer Adams

Programs Assistant

## **Tracy City Center Association District Management Corporation**

### **Committee Structure**

<b>Committees</b>	<b>Functions and Duties</b>
<b><i>Executive Committee</i></b>	Oversees staff and contracts, corporate finances, insurance, grants, development of budget, Board agendas and meetings, correspondence, outreach, bylaws and policies, public relations, newsletter, relations with other CBDs, political representatives and public agencies, Board elections, policy formation, fund-raising, etc. Consists of all of the officers of the corporation.
<b><i>DISI Committee</i></b>  <i>(District Identity and Streetscape Improvements)</i>	Projects include those that market and promote the positive aspects of the Downtown Tracy CBD. Items may include: development of advertising, promotions and branding, special events, website/social media integration and maintenance, beautification & streetscape landscaping design programs, banner program, and holiday decorations.
<b><i>SOBO Committee</i></b>  <i>(Sidewalk Operations, Beautification and Order Committee and Parking Task Force)</i>	Oversees service provider or employees involved in the maintenance and improvement of the public rights of way, including sidewalk sweeping, steam cleaning, landscaping, private security, and relations with Tracy PD. Includes oversight and administration of District parking lot leases and all related parking issues.
<b><i>CenTen Committee</i></b>	Focuses on strategies to: identify, market, and attract new businesses, retain existing businesses, and help formulate the district identity & branding programs of Downtown Tracy. Works with the City to help facilitate adoption and implementation of the Downtown Specific Plan, and a continued pro-business philosophy among City staff.

## ARTICLE II

### PURPOSES

**Section 1. Objectives and Purposes.** The primary objectives and purposes of the Corporation shall be:

- (a) *To bring about the revitalization of the emerging City Center of Tracy and its surrounds.*
- (b) *To bring about the investment of private and public capital within the City Center and its surrounds for public benefit and charitable purposes.*
- (c) *To bring about the increased provision of quality public improvements and educational, cultural, artistic, charitable, and social services within the Tracy City Center and its surrounds for public benefit and charitable purposes.*
- (d) *To bring about the increased economic well-being of residents, employees, and businesses within the Tracy City Center and its surrounds.*

## ARTICLE IV

### ANNUAL NOMINATIONS FOR THE BOARD OF DIRECTORS

#### ADDITIONAL REPRESENTATIVES

**Section 1. Certain Definitions.**

- (e) **“Business Tenant”** means a holder of a valid and fully paid City of Tracy Business Tax Certificate relating to an address located in the District.
- (f) **“City Appointed Director”** means a City staff person or employee who is appointed by the City Manager to sit on the Board of Directors.
- (g) **“Community at Large Representative”** means a District resident, community member, or a business tenant or property owner who is not included within the boundaries of the District.
- (h) **“District”** shall mean the Tracy Community Benefit District in the City of Tracy, California, formed pursuant to Section 36600 of the California Streets and Highway code.
- (i) **“Election Meeting”** means a meeting of the Board at which directors are to be elected.

(j) **“First Assessment Date”** means the date the first assessments are levied against the District.

(k) **“Property Owner”** means the owner of any property, whether commercial, institutional, civic, ecumenical or residential, located in District who is current on the assessment payments relating to the District for such property; *provided, however*, that prior to the First Assessment Date, “Property Owner” means the owner of any property, whether commercial, institutional, civic, ecumenical or residential, located in the proposed District against which assessments are proposed to be levied.

(l) **“Property Owner Director”** means any director nominated by a Property Owner and subsequently elected to serve as a director by the Board.

## **Section 2. Nominations.**

(a) At least forty-five (45) days before each Election Meeting, the President shall cause a notice to be delivered to each Property Owner in the District or their designated representatives soliciting director nominations. Each Property Owner (or designated representative thereof) shall be entitled to submit one (1) nomination per Election Meeting.

(b) At least fourteen (14) days before each Election Meeting, the President shall cause a notice to be delivered to each Property Owner and nominee listing the names of the nominees. Each nominee shall be invited to submit his or her qualifications or other materials for the Board’s consideration. Individuals and entities other than Property Owners or their designated representatives are permitted to submit nominations; *provided*, that each such individual or entity shall be entitled to submit only one (1) nomination per Election Meeting. Nominees are not required to be a Property Owner of the District.

(c) Nominations must be received by the President no later than seven (7) days before the applicable Election Meeting. Additional nominations may be submitted by the Board at an Election Meeting.

(d) Directors shall be elected in accordance with Article V, Section 1 of these Bylaws.

(e) Any notice required by this Section 2 may be delivered by U.S. mail, email, fax or personal delivery.

**Section 3. Additional Representatives.** Each director may appoint additional representatives who shall have the right to participate in Board discussions in an advisory and non-voting capacity.

## ARTICLE V

### DIRECTORS

#### Section 1. Number and Qualifications and Terms.

(a) *Authorized Number.* The authorized number of directors of the Corporation shall not be less than nine (9) nor more than twenty-seven (27) until changed by amendment of the Articles of Incorporation or by a bylaw amending this Article V, Section 1. The exact number of directors shall be fixed from time to time, within the limits specified in the Articles of Incorporation or in this Article V, Section 1, by the Board.

(b) *Board Composition From and After Establishment of the District.*

(1) Any Property Owner of the District shall have the right to nominate one (1) nominee, in accordance with Article IV, Section 2, for the Board to consider electing as a director.

(2) From and after the date the District is established, no less than two-thirds (2/3) of the authorized number of directors shall be District Property Owner Directors.

(3) The City Manager of the City of Tracy shall have the right to appoint up to two (2) City staff members to be directors on the Board.

(4) All remaining directors shall be referred to as “**Community Directors**”. Community Directors may be; Business Tenants, or Community at Large Representatives, *provided* that at all times from and after the date the District is established at least two (2) Community Directors shall be Business Tenants.

(c) *Term.* The term of office of each director of the Corporation shall be two (2) years and until his or her successor has been elected and qualified. The directors may be elected at any meeting of the Board. Each director, including a director elected to fill a vacancy, shall hold office until the expiration of the term for which he or she was elected and until a successor has been elected and qualified. A director may succeed himself or herself in office.

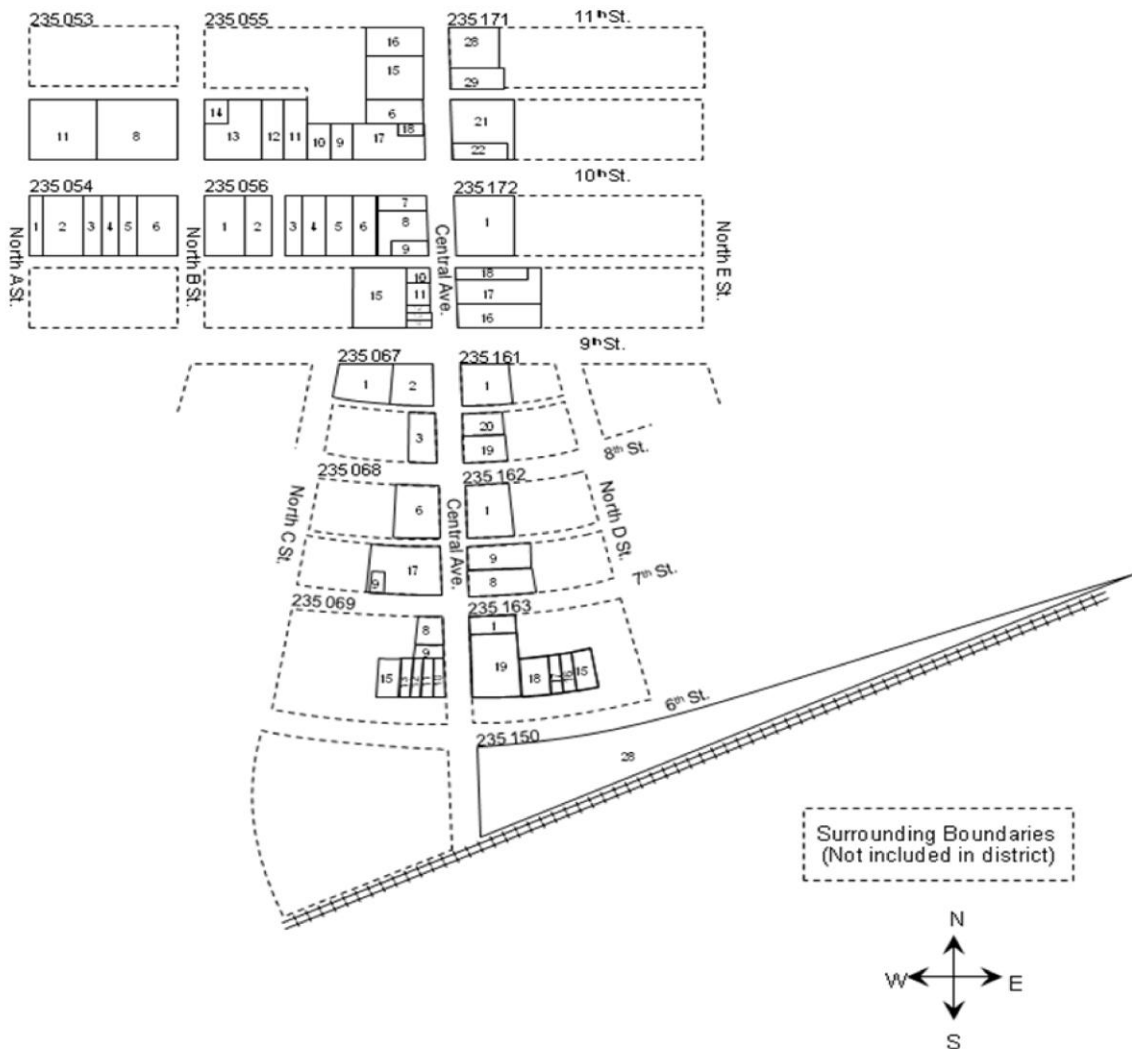
(d) *No Limit on Term.* There shall be no limit to how many terms any Directors may serve on the Board.

#### Section 2. Powers.

Subject to the provisions of the Code, the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised by or under the direction of the Board.

# DOWNTOWN TRACY CBD

Expanded Boundaries  
District Renewal 2015



**Tracy City Center Association  
FY 2018-2019 Board of Directors**

	Term Expires	First Name	Last Name	Committee	Officer	Type
1	2020	Lisa	Aguilera	CenTen	Secretary	Community at Large Representative/Business Tenant
2	2019	Byron	Alvarez	CenTen		Property Owner Director
3	2019	Dennis	Barta	CenTen	Treasurer	Property Owner Director/Business Tenant
4	2020	Hector John	Cardoza	DISI		Community at Large Representative/Business Tenant
5	2019	Don	Cose	CenTen		Property Owner Director
6	2020	Greg	Cose	CenTen/DISI		Property Owner Director
7	2020	Anna	Craig	DISI		Property Owner Director/Business Tenant
8	2020	Gail	Gabbert	DISI		Community at Large Representative/Business Tenant
9	2020	Liz	Garcia	DISI		Community at Large Representative/Business Tenant
10	2020	Andrew	Malik	CenTen		Property Owner Director/City Appointed
11	2020	Ray	Morelos	CenTen		Community at Large Representative
12	2020	John	Oh	DISI	President	Property Owner Director/Business Tenant
13	2020	Harold	Reich	CenTen		Property Owner Director/Business Tenant
14	2020	Kim	Scarlata	CenTen		Property Owner Director/City Appointed
15	2019	Dan	Schack	CenTen	Vice-President	Property Owner Director/Business Tenant
16	2019	Robert	Tanner	CenTen		Property Owner Director/Business Tenant

Terms ending June 30<sup>th</sup>, 2019 for those members highlighted in yellow.



**Tracy City Center Association Board of Directors Nomination Form**  
**Board/Officer Elections: Board Meeting on June 13<sup>th</sup>, 2019 @ 8:10 a.m.**  
**(Transit Station – 50 E. 6<sup>th</sup> Street)**

**(Form for: Property Owners/Property Owner Directors/City Directors)**

Nominee Name: \_\_\_\_\_

Does nominee currently serve as a Director on the TCCA Board:      Yes\_\_\_\_      No\_\_\_\_

If yes, will nominee's current term expire this year (see chart below)?      Yes\_\_\_\_      No\_\_\_\_

Is nominee currently serving on a Committee of the Board?      Yes\_\_\_\_      No\_\_\_\_

Is nominee willing to be nominated to the Board for a Property Owner/Director or City Director seat commencing July 1<sup>st</sup>, 2019 and serve for the remainder of the term?      Yes\_\_\_\_      No\_\_\_\_

Would nominee like to also be nominated as an Executive Officer:      \*Yes\_\_\_\_      No\_\_\_\_

\*If yes, please select a position: President\_\_\_\_ Vice President\_\_\_\_ Secretary\_\_\_\_ Treasurer\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Property address of Owner: \_\_\_\_\_

Signature of person making nomination: \_\_\_\_\_  
(Sign name, you may nominate yourself)

Date signed: \_\_\_\_ / \_\_\_\_ / 2019

Eligibility verified (done by staff): \_\_\_\_\_ Initials: ( \_\_\_\_\_ )

**Tracy City Center Association Board of Directors Nomination Form**  
**Board/Officer Elections: Board Meeting on June 13<sup>th</sup>, 2019 @ 8:10 a.m.**  
**(Transit Station – 50 E. 6<sup>th</sup> Street)**

**(Form for: Community Director Business Tenant/Community at Large Representative)**

Nominee (Name): \_\_\_\_\_

Does nominee currently serve as a Director on the TCCA Board:      Yes\_\_\_\_      No\_\_\_\_

If yes, will nominee's current term expire this year (see chart below)?      Yes\_\_\_\_      No\_\_\_\_

Is nominee currently serving on a Committee of the Board?      Yes\_\_\_\_      No\_\_\_\_

Is nominee willing to be nominated to the Board for a Community Director seat commencing July 1<sup>st</sup>, 2019 and serve for the remainder of the term?      Yes\_\_\_\_      No\_\_\_\_

Would nominee like to also be nominated as an Executive Officer:      \*Yes\_\_\_\_      No\_\_\_\_

\*If yes, please select a position: President\_\_\_\_ Vice President\_\_\_\_ Secretary\_\_\_\_ Treasurer\_\_\_\_

Name of Business: \_\_\_\_\_

Property address of Business: \_\_\_\_\_

Signature of person making nomination: \_\_\_\_\_  
(Sign name, you may nominate yourself)

Date signed: \_\_\_\_/\_\_\_\_/2019

*Eligibility verified (done by staff): \_\_\_\_\_ Initials: ( \_\_\_\_\_ )*