Proposed Interim Board Policy – Downtown Manteca CBD Interim Board of Directors Committee Structure

(Downtown Manteca Improvement Association (DMIA)

Proposed by New City America, Inc. – October 2024

***Purpose of Policy:***

It is proposed that the Downtown Manteca CBD Interim Board of Directors (DMIA) to consider adopting the following structure of Committees and Task Forces to facilitate delivery of special benefit services funded by the Downtown Manteca Community Benefit District (DMIA). An efficient, easily understood structure for processing information and ideas, resulting in decision-making, is key to effectively utilizing members of the Board, as well as non-Board members. The Board will need to select Chairs for the various Committees.

***Requirement of Board Members:***

Every Board member, *as a condition of membership*, is expected to serve on at least one Committee or Task Force of the Board.

***Meeting Frequency:***

Committees meeting schedules should be flexible and not mechanical, meaning the Committees should meet as often as necessary.

***Function of Committees:***

The primary function of the Committee is to discuss in depth issues of relevance to the Board and to implement the goals of the corporation and the DMIA. The Committees and Task Forces will then make written recommendations for Board consideration. All the “brainstorming” or discussion on topics should be held at the Committee level, not at the Board meetings. It is the role of the President of the Board to ensure that discussions related to decisions or policies be sent to Committees or Task Forces before consideration by the Board. All Committees and Task Forces of the Board shall be subject to the Ralph M. Brown Act.

***Reports and Recommendation for Action:***

All Committee meetings should have minutes that clearly state who was present, which topics were discussed and any recommendations made to the Board of Directors. Staff should submit these reports as part of the Board packets.

***Downtown Manteca Improvement Association -***

***CBD Interim Board of Directors***

***Committee Structure -2024***

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| ***Proposed Committee or Task Force*** | **Functions and Duties** |
| *Executive Committee**Chair: President of the Corporation, includes all officers of the Corporation.* **Chair/President****Charles Paz** | Oversees staff and district consulting contracts, corporate finances, insurance, grants, development of budget, Board agendas and meetings, correspondences, outreach, bylaws and Board policies, relations with the City Manager’s office, political reps and public agencies, Board elections, fundraising, etc. Oversees annual election of Board members. Consists of all of the officers of the corporation. |
| ***Civil Sidewalks*****Chair: Eddie Torres** | Oversees maintenance service provider contracts involved in the improvement of the public rights of way, including sidewalk sweeping, steam cleaning, landscaping, private security, personnel and non-personnel expenses. Relations with MPD and Manteca Public Works |
| ***District Identity and Placemaking (DIP)*****Chair: Daniel Machado and Charles Paz** | Projects would include those services that market and promote the District or promotes positive aspects of Downtown Manteca. Those issues may include: branding of the district, public relations, social media, newsletter, development of a new logo, special events, Website development and maintenance, banner program, streetscape issues including landscaping *design*, festival poles, holiday decorations, visual linkages, new public spaces projects, improvements to public spaces in the district, district walking maps, brochures, social media and facebook management, etc. |
| *Land Use, Parking and Project Review Committee****Chair:***  | Planning, zoning, parking, parking enforcement, review of new mixed use developments, FARs, Downtown Community Plan, review of new construction and its impact, street relationship, etc. |