



# MEMORANDUM

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**DATE:** January 30, 2017  
**TO:** EBCE Board of Directors  
**FROM:** Kelly McAdoo, City Manager *KEM*  
**SUBJECT:** City of Hayward Council Chamber Availability

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During this first meeting of the East Bay Community Energy (EBCE) Board of Directors, the Board may decide when and where to hold future meetings. The following availability for the City of Hayward Council Chamber is provided for your consideration.

The City of Hayward Council Chamber is available on the following dates:

#### Evening Meetings

- Thursdays – 1<sup>st</sup> and 3<sup>rd</sup> Thursday evenings
- Wednesdays – 1<sup>st</sup> and 3<sup>rd</sup> Wednesday evenings with the exception of April 5, April 19, June 7. However, April 12, April 26, June 14, and June 21 are available.

#### Daytime Meetings (8 am to 5 pm)

- Mondays – with the exception of Feb. 13 when it is only available 8 am to 1 pm
- Tuesdays – with the exception of Feb. 14 and March 14
- Wednesdays – beginning on Feb. 22 and with the exception of March 1 and April 26
- Thursdays – 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Thursdays
- Fridays – with the exception of March 17 and March 24

If the Board decides to hold future meetings at Hayward City Hall, the City would like to be compensated for its costs related to use of the facility. The City of Hayward requests \$620 per meeting, which would cover security and janitorial service expenses and will allow the City to provide a video technician for two hours for each meeting.