

BOARD of SUPERVISORS



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MEMORANDUM

Date: May 4, 2023

To: The Honorable Members, Board of Supervisors

From: Angela Calvillo, Clerk of the Board

Subject: Park Code - Park, Recreation and Open Space Advisory Committee (PROSAC) Membership

Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and establishing, or reauthorizing, new bodies (boards/commissions/task forces/advisory bodies) and requires the Clerk of the Board to advise the Board on certain matters. In order to fulfill these requirements, the following is provided:

File No. 230482 Park Code - PROSAC Membership

- Does a current body address the same or similar subject matter?

Yes, this body currently exists and the Ordinance amends the current PROSAC to reduce membership and change seat requirements.

- Language requiring the body to meet at least once every four months?

Yes. Section 13.01(d), entitled "Duties," states the following: "(5) The Committee shall hold meetings at least once a month and shall adopt its own rules."

- Language indicating members serve at the pleasure of the appointing authority

Yes. Section 13.01(b), entitled "Terms," states the following: "The Committee members shall serve at the pleasure of their appointing authority for a term of two years."



- Language establishing attendance requirements

No, the Ordinance does not address attendance requirements and we suggest adding the following language under “Terms”:

“Any member who misses three regular meetings of the Task Force without the express approval of the Committee at or before each missed meeting shall be deemed to have resigned from the Committee ten days after the third unapproved absence. The Committee shall inform the appointing authority of the resignation, and also inform the Clerk of the Board of Supervisors.”

- Number of seats and qualifications

There are a total of twelve members appointed, as follows:

- *Eleven seats and an alternate for each seat appointed by each Member of the Board of Supervisors from their supervisorial district and approved by the full Board*
- *One member appointed by the Mayor who must be a city resident*

All members shall have relevant experience with environmental, recreational, cultural, sports, youth, or senior citizen issues.

Transition Period. *Prior to September 1, 2023, the Committee shall adopt a transition roster that identifies which of the current Board-appointed members shall serve as regular voting members versus as alternates. Where there are already two members appointed by the same Supervisor, those members shall attempt to reach agreement as to which of them shall be the regular voting member and which of them shall be the alternate, before September 1, 2023, subject to approval of the Committee; but if they do not agree, then the Committee may designate their assignments by lot. The Committee’s adoption of a transition roster shall not impact the authority of the Mayor or Board of Supervisors to fill vacancies or reassign which members serve as regular voting members and alternates.*

- Term limits (i.e., commencement date? staggered terms?)

Yes, members serve for two-year terms and - currently - no more than four consecutive terms. This proposed Ordinance removes the limitation of no more than four consecutive terms.



- Administering department

The Recreation and Park Department provides administrative support, but it is suggested that verbiage be added to codify the designation.

- Reporting requirements

The Committee shall submit written comments to the Department on its proposed Strategic, Capital and Operational Plans, and all updates to such plans. The Committee shall submit comments on each such plan within 30 days after the plan is delivered to the Committee.

The Committee shall assist the Department in conducting at least two public hearings on evenings or on weekends to permit the public to comment on the Department's full budget and programming allocations prior to adoption by the Commission.

Members of the Committee appointed from supervisorial districts shall serve as liaisons between the Commission and the residents, neighborhood groups and organizations dedicated to park and recreational issues in their districts. Members may also serve as liaisons to the public at large and to citywide organizations that are concerned with park and recreational issues, and may assist the Department to arrange meetings with neighborhood groups, citywide organizations and the public at large to discuss such issues.

The Committee shall select a representative of the Committee to make the Committee's quarterly report to the Commission on all significant park and recreational issues that have come to the attention of the Committee or its members.

The Committee shall hold meetings at least once a month and shall adopt its own rules of procedure.

No later than 12 months after the inaugural meeting of the Task Force, and every 12 months thereafter, the Task Force shall submit to the Board of Supervisors an annual written report analyzing relevant State and federal laws regarding on-campus sexual assault, recommending best practices for middle schools, high schools, colleges, and universities in the City to reduce sexual assault, and recommending any steps that the City could take, including changes in law or policy, to assist those institutions toward that goal.



- Sunset date

No, we suggest adding the following:

“Unless extended by ordinance, this Code shall expire by operation of law, and the Committee shall terminate, three years after the Operational date of the Ordinance (September 1, 2023). After the expiration of the Committee, the City Attorney is authorized to remove this Article from the Administrative Code.”