



---

---

## MEMORANDUM

---

---

Date: March 19, 2015

To: The Honorable Members, Board of Supervisors

From: *ACC* Angela Calvillo, Clerk of the Board

Subject: Balboa Park Reservoir Community Advisory Committee

---

---

Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and establishing 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. 150247      Establishing the Balboa Reservoir Community Advisory Committee**

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

*No, there is no active body with similar powers or duties.*

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

*Section 5.17-6(a) requires the Advisory Committee to hold a regular meeting not less than once every month, unless a majority of the members agree that a meeting need not occur in any particular month.*

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

*Section 5.17-4(a) states that members serve at the pleasure of the appointing authority and shall serve for the life of the Advisory Committee, unless removed by the appointing authority.*



- Language establishing attendance requirements

*Section 5.17-4(d) states that any member who misses three regular meetings within six months shall be deemed to have resigned 10 days after the third absence.*

- Membership and Seat Qualifications

*The Advisory Committee shall consist of nine (9) members with specific seat qualifications codified by the Ordinance:*

- ✓ *Three (3) seats appointed by the Supervisor for District 7*
- ✓ *Four (4) seats appointed by the Mayor*
- ✓ *One (1) seat held by the President of the Sunnyside Neighborhood Association*
- ✓ *One (1) seat held by the President of the Westwood Park Neighborhood Association*

*The two (2) seats held by the Neighborhood Association Presidents may be appointed by the Board of Supervisors if they decline to serve or do not appoint a designee for more than 60 days.*

- Term limits

*Members shall serve for the life of the Advisory Committee, which is five years after the effective date of the Ordinance.*

- Administering department

*The Mayor's Office of Economic and Workforce Development and the Planning Department shall provide clerical and administrative support and staffing.*

- Reporting requirements

*No later than one year after the inaugural meeting, and at least once every year thereafter, the Advisory Committee shall submit a report to the Board of Supervisors and the Mayor describing their activities and recommendations.*

- Sunset date

*The Advisory Committee shall terminate five years after the effective date of the Ordinance, unless the Board of Supervisors extends the expiration date by Ordinance.*