

BOARD of SUPERVISORS



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MEMORANDUM

Date: November 14, 2024

To: The Honorable Members, Board of Supervisors

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

Subject: Reestablish the African American Arts and Cultural District Community Advisory Committee (File No. 241072)

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. 241072 Administrative Code - African American Arts and Cultural District Community Advisory Committee

- Does a current body address the same or similar subject matter? (*Board Rule 2.21*)

No, there are no other bodies charged with addressing the same subject matter.

- Is an administering department identified? (*Board Rule 2.21*)

Yes, Section 5.30-3, entitled "Organization and Terms of Office" states 'the Mayor's Office of Housing and Community Development shall provide administrative support to the Committee.'

- Does the enabling legislation contain language requiring the body to meet at least once every four months? (*Board Rule 2.21*)



Yes, Section 5.30-5, entitled 'Meeting and Procedures' states "Following the inaugural meeting, the Committee shall hold a regular meeting not less than four times a year until the sunset date."

- Does the enabling legislation include the number of seats, a description of the seat qualifications, the appointment commencement date and the term length? (Board Rule 2.21)

Yes, the Ordinance proposes to amend the current membership to reduce the membership from 15 members down to 7, as follows:

The Advisory Committee membership shall consist of seven voting members nominated by the Supervisor for District 10 and appointed by the Board of Supervisors. Members of the Advisory Committee shall reside within the boundaries of the African American Arts and Cultural District (the "District") and shall have the following additional qualifications:

- *Seat 1 shall be held by an owner of a business located in the District.*
- *Seat 2 shall be held by an employee of a nonprofit organization located in the District.*
- *Seat 3 shall be held by a person with knowledge or expertise regarding the history or culture of the District.*
- *Seat 4 shall be held by a youth between ages of 14 to 24, inclusive, at the time of appointment.*
- *Seats 5, 6, and 7 shall have no additional qualifications.*

- Is language included that establishes term limits (i.e., commencement date? staggered terms?) (Board Rule 2.21)

Yes, Section 5.30-3, entitled 'Organization and Terms of Offices' states 'Each member may remain on the Committee until the termination of the Committee under Section 5.30-6. Section 5.30-5, entitled 'Meetings and Procedures' states 'the Committee shall hold its inaugural meeting not more than 60 days after the Board has appointed at least four members of the Committee.'

- Is a sunset date included, not to exceed three years? (Board Rule 2.21)

Yes, Section 5.30-6, states "Unless the Board of Supervisors by ordinance extends the term of the Committee, and notwithstanding Board of Supervisors Rule 2.21, this Article XXX shall expire by operation of law and the Committee shall terminate on June 30, 2028. After that date, the City Attorney is authorized to cause this Article XXX to be removed from the Administrative Code."



- Is language included establishing attendance requirements?
(Past practices have shown the need to establish an attendance requirement.)

Yes, Section 5.30-3, entitled 'Organization and terms of Office' states "Any member who misses three regular meetings of the Committee within a six-month period without the express approval of the Committee at or before each missed meeting shall be deemed to have resigned."

- Are the reporting requirements identified?
(Past practices have shown the need to detail and codify the reporting requirements of a body.)

Yes, the Committee shall advise the Board of Supervisors, the Mayor, and the Mayor's Office of Housing and Community Development regarding strategies to support and preserve the unique culture and heritage of the African American Arts and Cultural District, and shall provide input to all City agencies in the preparation of reports required under Section 107A.2 of this Code. The Committee shall also advise the Board of Supervisors, the Mayor, and the Mayor's Office of Housing and Community Development regarding any potential need to re-examine the boundaries of the District.

- Does the enabling legislation indicate members serve at the pleasure of the appointing authority?
(Past practices have shown the need to ensure the appointing authority may remove an appointee at any time.)

Yes, Section 5.30-3, entitled 'Organization and Terms of Office' states "Members of the Committee shall serve at the pleasure of the Board of Supervisors and maybe removed by the Board at any time."