



**THE CITY OF SAN DIEGO  
PARK AND RECREATION DEPARTMENT  
DEVELOPED REGIONAL PARKS DIVISION**

**Mission Bay Park Improvement Fund  
Oversight Committee  
Bylaws**

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**Mission Bay Park Improvement Fund  
Oversight Committee  
Bylaws**

**ARTICLE I-NAME**

The name of this Committee shall be the Mission Bay Park Improvement Fund Oversight Committee.

**ARTICLE II-PURPOSE**

The purposes of the Committee are set forth in City Charter 55.2, and these Bylaws are specifically made subject to the applicable provisions of Charter 55.2 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The City of San Diego shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Charter 55.2.

**ARTICLE III-DUTIES AND RESPONSIBILITIES**

To carry out its stated purposes, the Committee shall perform the following duties:

- Inform the Public. The Committee shall inform the public concerning the City of San Diego's expenditure of bond proceeds.
- Review Expenditures. The Committee shall provide oversight, including reviewing specific reports, produced by the City of San Diego, to ensure that (a) proceeds are expended only for the purposes set forth in the ballot measure.
- Annual Report. The Committee shall present to the Park and Recreation Board, in public session, an annual written report, which shall include the following:
  - (a) Complete accounting of all revenues received
  - (b) The amount and nature of all expenditures
  - (c) A report as to whether in the Committee view, the expenditures have been consistent with the priorities and provisions hereof, whether the City of San Diego has complied with sections(c)(2), (f), (g) and (h) of City Charter 55.2.

- Non-Authorized Activities
  - (a) Approval of construction contracts,
  - (b) Approval of construction change orders,
  - (c) Appropriation of construction funds,
  - (d) Handling of all legal matters,
  - (e) Approval of construction plans and schedules,
  - (f) Approval of Deferred Maintenance Plan, and
  - (g) Approval of the sale of bonds.
- Authorized Activities In order to perform the duties set forth in Charter 55.2, the Committee may engage in the following:
  - (a) Recommend priorities for expenditures and capital improvements, hereunder in accordance with the Mission Bay Park Master Plan, and
  - (b) Verify appropriate funds are collected, segregated, retained and allocated and spent as prioritized

#### **ARTICLE IV-MEMBERSHIP**

##### Section 1. Number

The Committee shall consist of eleven (11) members as outlined in the City of San Diego Municipal Code 26.30 (g) Mission Bay Park Committee (attached)

##### Section 2. Ethics-Conflict of Interest

By accepting appointment to the Committee, each member agrees to comply with the City of San Diego's conflict of Interest Codes.

#### **ARTICLE V-MEETINGS**

##### Section 1. Meetings

The Committee is required to meet at least four times a year.

##### Section 2. Location

All meetings shall be held within Mission Bay Park.

### Section 3. Procedures

All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 *et. Seq.* A majority of the number of Committee members shall constitute a quorum for the transaction of any business, except adjournment.

## **ARTICLE VI-STAFF SUPPORT**

### Section 1. Staff

The City shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) Preparation of and posting of public notices as required by the Ralph M. Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the City Council;
- (d) Provision of a meeting room including any necessary audio/visual equipment;
- (e) Preparation and copies of any documentary meeting materials, such as agendas and reports; and
- (f) Retention of all Committee records, and providing public access to such records.

### Section 2. Staff Relationship to the Committee

City of San Diego staff and/or City consultants shall attend all Committee proceedings as appropriate in order to report on the status of projects and the expenditures of bond proceeds.

## **ARTICLE VII-REPORTS**

In addition to the Annual Report required in Article III, the Committee may report to the Park and Recreation Board quarterly or at least semi-annually in order to advise the Park and Recreation Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

## **ARTICLE VIII-OFFICERS**

The City Manager will appoint the initial Chair. The Committee shall elect a vice-chair who shall act as chair only when the chair is absent, which positions shall continue for two (2) year terms.

## **ARTICLE IX-SUBCOMMITTEES**

Specific Subcommittees shall be appointed as necessary to perform the function required at the same time and shall be disbanded upon completion of the appointive goals. The Chairperson of each subcommittee shall be a Committee member.

## **ARTICLE X-PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall be the Parliamentary Authority for all matters not covered under these bylaws.

## **ARTICLE XI-AMENDMENT OF BYLAWS**

Any amendment to these Bylaws shall be approved by a two-thirds vote of entire Mission Bay Park Committee.

## **ARTICLE XII-ADOPTION OF BYLAWS**

Immediately upon favorable vote of not less than two-thirds vote of full membership of the Mission Bay Park Improvement Fund Oversight Committee and approval of the San Diego Park and Recreation Department, these Bylaws shall be in full force and effect.

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