



**THE CITY OF SAN DIEGO
PARK AND RECREATION DEPARTMENT**

**San Diego Regional Parks Improvement Fund
Oversight Committee
Bylaws**

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THE CITY OF SAN DIEGO

**San Diego Regional Parks Improvement Fund
Oversight Committee
Bylaws**

ARTICLE I-NAME

The name of this Committee shall be the San Diego Regional Parks 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 is 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:

1. Inform the Public. The Committee shall inform the public concerning the City of San Diego's expenditure of bond proceeds.
 2. Review Expenditures. The Committee shall provide oversight, including reviewing specific reports, produced by the City of San Diego, to ensure that proceeds are expended only for the purposes set forth in the ballot measure.
 3. Annual Report. The Auditor shall prepare the 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(d) , (f), (g) and (h) of City Charter 55.2.
- Non-Authorized Activities. The Committee or its members may not contract on behalf of the City nor act as its agent. Some examples are as follows:

- (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.

However, the Committee will be advised of contract plans, details and schedules pertaining to Charter section 55.2 relevant improvements as they become available to staff.

- 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 Charter section 55.2, 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 (b) Park and Recreation Board.

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 (4) times a year.

Section 2. Location

Meetings typically will be held at the City Administration Building, 12th Floor Council Committee Meeting Room, but can be held at other locations, as properly noticed.

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;
- (b) Provision of a meeting room including any necessary audio/visual equipment;
- (c) Preparation and copies of any documentary meeting materials, such as agendas and reports; and
- (d) Retention of all Committee records, and providing public access to such records.
- (e) Establishment and oversight of a mechanism to ensure public accountability regarding the extent and nature of revenues, expenses, and improvements pursuant to Charter section 55.2 and compliance with the requirements of Charter 55.2.

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

Per Municipal Code 26.30, the Park and Recreation Board serves as the San Diego Regional Parks Oversight Committee. The Code further outlines that during March of each year, the Mayor may designate one (1) member as Chairman; however, in absence of such designation, the Board shall on or after April 15, select from among their members a Chairman. 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 may be appointed as necessary 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 San Diego Regional Parks Oversight Committee.

ARTICLE XII-ADOPTION OF BYLAWS

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