



San Francisco Bay
Restoration Authority

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Memorandum

Date: January 29, 2018

To: Governing Board
San Francisco Bay Restoration Authority

From: Sam Schuchat, Executive Officer; Karen McDowell, Project Manager

Subject: Application Form and the Call for Applicants for the Independent Citizens Oversight Committee

Background

In June of 2016, The San Francisco Bay Clean Water, Pollution Prevention and Habitat Restoration Measure authorizing a parcel tax of \$12/year (“Measure AA”) passed with over a two-thirds majority in the nine-county San Francisco Bay Area. Measure AA required the San Francisco Bay Restoration Authority (“Authority”) to establish a six member Independent Citizens Oversight Committee (“Oversight Committee”) to provide an independent annual review of the Authority’s audits and expenditure and financial reports and the Authority’s conformance with Measure AA. On April 27, 2016, the Authority adopted the *Independent Citizens Oversight Committee Procedural Document* (amended on February 10, 2017), which describes the duties of the Oversight Committee and requires that it meet within 90 days of the release of the Authority’s annual report.

The Authority operates on the July 1 through June 30 fiscal year, and began receiving the first allotment of parcel tax funds in December 2017. The 2017/2018 annual report, consisting of program, financial and audit reports, is expected to be produced within several months after the June 30, 2018 close of the fiscal year. The 2017/2018 report will be the first report subject to review by the Oversight Committee. Since the Oversight Committee is required to meet within 90 days of the release of the final report, it will likely need to hold its first review meeting in early 2019. To have the Oversight Committee in place and be able to hold an orientation meeting prior to the first review meeting, staff have prepared a call for applications and application form that would be released in February 2018 with a 30 day application period. The staff will then work with the ad hoc subcommittee in April to review applications and make recommendations to the Authority at its June meeting. The call for applications describes the role of the Oversight Committee, the required geographic representation, and factors that determine ineligibility.

Recommendation

Staff recommends that the Authority approve staff’s proposed Call for Applications and the Application form. Staff also recommends that the Authority approve staff’s proposed schedule

of releasing the call in February, with a 30 day application window, with recommendations for appointments brought to the Authority for approval at the June meeting.

Attachments

1. Call for Applications
2. Application form