
From: Lutenski, Leigh (ECN)
Sent: Thursday, July 18, 2019 9:23 AM
To: jon winston
Subject: Balboa Res CAC - by-laws
Attachments: Leg Final.pdf; BRCAC Upload - Memo for BOS Annual Report - Nov 2016.pdf

Hi Jon,

Attached is the guiding legislation for the BRCAC. Section 5.17-5 talks about the annual report. See the excerpt below:

(d) No later than one year after the inaugural meeting of the Advisory Committee, and at least once every 12 months thereafter, the Advisory Committee shall submit to the Board of Supervisors and the Mayor a report describing the Advisory Committee's activities and recommendations.

The inaugural meeting of the BRCAC was on August 26th, 2015, so the first annual report would have been due around August/September 2016. The annual report I have on file is dated from November 2016 (so a little over the 12-month mark).

I think it's fine to present a draft at the fall meeting and then finalize it at the December meeting. Especially since it seems like we've gotten off the cadence since 2016 and the meeting format has changed since then. Please remember that the City will need an opportunity to review both the draft and the final report for accuracy prior to the fall and December meetings.

Can you make sure to loop me in when you've confirmed the fall meeting date with the BRCAC members? I won't commit staff and lock in the date until the BRCAC is settled on it. (Either September 9, 30, or October 7).

Thank you for all your coordination on this! Leigh

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