

CAPITAL PLANNING COMMITTEE BYLAWS

ARTICLE I Overview

Section 1. Name

The name of this committee is the Capital Planning Committee (hereafter the "Committee").

Section 2. Authority

The Committee derives its authority from S.F. Admin. Code, Sections 3.20 et. seq.

Section 3. Mission

The mission of the Committee is to review the proposed ten-year capital expenditure plan and to monitor the City's ongoing compliance with the final adopted capital plan (hereafter the "Capital Plan" and as further described below). As such, the Committee shall (1) establish prioritization and assessment criteria to assist the City Administrator with the development of the capital expenditure plan, (2) annually review the City Administrator's proposed capital expenditure plan prior to its submission to the Mayor and Board of Supervisors, and (3) review the annual budget and any proposed use of long-term debt, including General Obligation bonds, to ensure compliance with the Capital Plan.

Section 4. Activities and Powers

By March 1 of each odd-numbered year, beginning with March 1, 2013, the City Administrator shall submit to the Mayor and Board of Supervisors a ten-year capital expenditure plan which shall include an assessment of the City's capital infrastructure needs, investments required to meet the needs identified through this assessment, and a plan of finance to fund these investments. By May 1 of the same year, the Mayor and Board of Supervisors shall review, update, amend, and adopt by resolution the Capital Plan. The Mayor and Board of Supervisors may update the Capital Plan as necessary and appropriate to reflect the City's priorities, resources, and requirements.

The Capital Plan shall include all recommended capital project investments for each year of the plan. The Capital Plan shall incorporate all major planned investments to maintain, repair, and improve the condition of the City's capital assets, including but not limited to city streets, sidewalks, parks, and rights-of-way; public transit infrastructure; airport and port; water, sewer, and power utilities; and all City-owned facilities.

The Capital Plan shall include a plan of finance for all recommended investments, including proposed uses of General and Enterprise Funds to be spent to meet these requirements. Additionally, the Capital Plan shall recommend the use and timing of long-term debt to fund planned capital expenditures, including General Obligation bond measures.

The Capital Plan shall include a summary of operating costs and impacts on City operations that are projected to result from capital investments recommended in the Capital Plan. This operations review shall include expected changes in the cost and quality of City service delivery.

The Capital Plan shall also include a summary and description of projects deferred from the Capital Plan given non-availability of funding necessary to meet assessed capital needs.

[As approved by the City Administrator on __, 2023]

The Board of Supervisors shall not place on the ballot, or authorize the issuance of any long-term financing, until the Committee completes a review of the proposal and submits its recommendation to the Board of Supervisors. Each proposal shall be in form and substance satisfactory to the Committee, and shall be accompanied by descriptive financial, architectural, and/or engineering data, and all other pertinent material in sufficiently complete detail to permit the Committee to review all aspects of the proposal. The Committee shall submit a written report to the Mayor and the Board analyzing the feasibility, cost, and priority of each proposal relative to the City's Capital Plan.

Section 5. Committee Office

For purposes of contacting the Committee, the Committee office shall be physically located at City Hall, Rm 347. The Committee mailing address shall be [City Hall - Room 368, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4694]. The Committee e-mail address is cpp@sfgov.org.

ARTICLE II Members, Chair

Section 1. Members

Pursuant to S.F. Admin. Code Section 3.21, the Committee shall consist of the City Administrator, the President of the Board of Supervisors, the Mayor's Finance Director, the Controller, the City Planning Director, the Director of Public Works, the Airport Director, the Executive Director of the Municipal Transportation Agency, the General Manager of the Public Utilities System, the General Manager of the Recreation and Parks Department, and the Executive Director of the Port of San Francisco. Each member of the Capital Planning Committee may designate a person or persons to represent her or him as a voting member of the Committee in their absence. Such designations shall be in written documents signed by the designating member and filed with the City Administrator, or her or his designee.

Section 2. Chair

Pursuant to S.F. Admin. Code Section 3.21 the City Administrator shall be Chair of the Committee.

Section 3. Duties of the Chair

The Chair shall preside at all meetings of the Committee, shall preserve order and decorum, and shall decide all questions of order subject to appeal to the Committee by any member. In addition, the Chair, working with the Committee members and staff, shall oversee the preparation of the agenda for all Committee meetings.

Pursuant to S.F. Admin. Code Section 3.21 the Chair shall adopt such rules, definitions, and procedures as are necessary to meet the requirements described in S.F. Admin. Code Sections 3.20 et. seq.

In addition, as stated in Article III, Section 2 of these Bylaws, the Chair is empowered to call special meetings.

Section 4. Parental Leave Policy

[As approved by the City Administrator on __, 2023]

Administrative Code Chapter 67B authorizes members of the Committee to take parental leave in certain circumstances. The terms of the parental leave policy are set forth in Administrative Code Section 67B.1. That section is incorporated by reference into these Bylaws. Committee staff shall provide a copy of Section 67B.1 to each member of the Committee when the member assumes office. Any member who intends to take parental leave under this policy must inform Committee staff and the Chair in writing. To the extent feasible, the member's written notice shall state the beginning and end dates of the leave and whether the member intends to participate in Committee meetings remotely during the leave. The notice is not binding on the member and does not limit the member's rights under the parental leave policy, but rather is intended to aid Committee staff and the Chair in planning the work and the meetings of the Committee while the member is on parental leave.

ARTICLE III Meetings

Section 1. Regular Meetings

Regular meetings of the Committee shall be held at such time and places as the Chair may designate.

Once the dates, times and locations of the regular meetings have been determined, that information shall be promptly posted on the Committee's website, at the San Francisco Main Library, and at the Committee's office.

Section 2. Special Meetings

The Chair or a majority of the members of the Committee may call special meetings at any time by delivering written notice to each member of the Committee and to individuals who have requested such notice in writing.

Section 3. Notice and Agendas of Meetings

Agendas of all regular and special meetings shall be posted at least 72 hours prior to the meeting at the meeting site, at the Committee's office, at the San Francisco Main Library, if possible, and on the Committee's website. If a special meeting will be at a site other than City Hall, notice of the special meeting shall be given at least 15 days prior to said special meeting. Agendas and notices shall be mailed to each Committee member and to individuals who have requested such agendas and notices in writing.

Section 4. Cancellation of Meetings

The Chair may cancel a meeting if he or she is aware that a quorum of the body will not be present or if the meeting date conflicts with a holiday or other responsibilities of the Committee members. Notices of cancellations shall be posted at the meeting site, at the Committee's office, at the San Francisco Main Library, and on the Committee's website. If time permits, notice of meeting cancellations shall be mailed to all members of the public who have requested in writing to receive notices and agendas of Committee meetings.

If a regular meeting is cancelled, the Chair shall reschedule the regular meeting at a date and time that is reasonably close to the originally scheduled date and time, and that is calculated to result in the greatest number of Committee members in attendance at the rescheduled meeting. In determining a rescheduled meeting date and time the Chair may also take into account logistical factors such as room and presenter availability. Notices of the rescheduled meeting

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date, time and location shall be posted as soon as reasonably possible at the site of the cancelled meeting, at the site of the rescheduled meeting (if different from the cancelled meeting), at the Committee's office, at the San Francisco Main Library, and on the Committee's website. If time permits, notice of the rescheduled meeting shall be mailed to all members of the public who have requested in writing to receive notices and agendas of Committee meetings.

Section 5. Conduct of Meetings

All Committee meetings shall be held in compliance with all applicable laws, including but not limited to, the Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. seq.), the California Public Records Act (Cal. Gov. Code, Sections 6250 et. seq.), the San Francisco Charter, the San Francisco Sunshine Ordinance (S.F. Admin. Code, Chapter 67), the Ordinance establishing the Committee (S.F. Admin. Code, Sections 3.20 et. seq.), and these Bylaws. Except where state or local laws or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

When a member desires to address the Committee, he or she shall seek recognition by addressing the Chair. When recognized, the member shall proceed to speak. The member shall confine his or her remarks to the question before the Committee.

Section 6. Setting Agendas

Committee staff at the direction of the Chair shall prepare the agenda for meetings.

Section 7. Quorum

Six members of the Committee shall constitute a quorum for all purposes.

Section 8. Required Vote For Approval of a Matter

The affirmative vote of six members of the Committee shall be required for the approval of any matter, except that the affirmative vote of a majority of the members present is sufficient for the approval of any procedural or parliamentary matter.

Section 9. Voting and Abstention

Each member present at a Committee meeting shall vote "yes" or "no" when a question is put, unless the member is excused from voting on a matter by a motion adopted by a majority of the members present, or if the member has a conflict of interest that legally precludes participation in the vote. Whether a Committee member has a conflict of interest which precludes participation shall be determined by the individual members in consultation with the City Attorney's Office.

The Committee shall take action on items on the agenda by roll call vote, voice vote, or show of hands.

Section 10. Public Comment

The Committee shall hold meetings open to the public in full compliance with state and local laws, unless all or a portion of such meeting is to be held as a closed session under applicable public meeting laws.

Every agenda for a public meeting of the Committee shall provide an opportunity for members of the public to directly address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee. While the Committee is in public

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session the Chair may limit the time period for public comment consistent with state and local law.

ARTICLE IV Reports, Record Retention and Support

Section 1. Administrative and Clerical Support

The City Administrator shall provide clerical and administrative support for the Committee, including posting agendas and minutes online, circulating agenda materials to Committee members, and assisting with the administration of meetings. The City Administrator shall select and supervise the staff that supports the Committee.

Section 2. Reports

In addition to the Capital Plan, the Committee may receive and issue regular reports on the results of its activities. All such reports shall be placed on file at the Committee's office, with the Clerk of the Board of Supervisors, and at the San Francisco Public Library.

Section 3. Record Retention

The Committee shall utilize the City Administrator's record retention and destruction policy.

ARTICLE V Bylaws

Section 1. Amendment of Bylaws

Pursuant to S.F. Admin. Code Section 3.21, the Bylaws may be amended by the Chair to the extent such amendment does not conflict with applicable law.

Section 2. Public Notice of Bylaws

These Bylaws, and any amendments thereto, shall be available to the public at the Committee's office, on the Committee's website, and at the San Francisco Public Library.

[As approved by the City Administrator on __, 2023]