

LOWER POLK COMMUNITY BENEFIT DISTRICT

(Property and Business Improvement District Law of 1994 - California Streets and Highways Code § 36600 et seq. and San Francisco Business and Tax Regulations Code, Article 15)

July 29, 2014 Board of Supervisors Hearing

Date	Dept/ Body	Action	Notes
May 13	Chiu	Introduce Resolution of Intention (ROI) to Establish the Lower Polk CBD (LPCBD) with petitions when 30% weighted support is received. <i>(Referred to the Government Audit and Oversight Committee (GAO))</i>	Package to include: 1) resolution, 2) petitions, 3) management plan, 4) engineer's report, 5) ballot/affidavit, and 6) notice of public hearing and assessment ballot proceedings.
May 22 10:30 a.m.	GAO	GAO Hearing to consider the ROI to Establish the LPCBD	5/16 - agenda/packet posted 5/20 - newspaper notice published
June 3 2:00 p.m.	BOS	Board of Supervisors (BOS) meeting to adopt the ROI to Establish the LPCBD	
June 6	Mayor & COB	ROI to Establish signed by Mayor Ed Lee (Mayor) and Clerk of the Board (COB)	Fast Tracked <i>(OEWD & COB to coordinate)</i>
June 9	COB	COB to sign the proposed boundary map and provide the Office of Economic and Workforce Development (OEWD) with a certified copy of the ROI to Establish	No more than 15 days following adoption of the ROI to Establish
June 9-13	OEWD	Record 1) proposed boundary map and 2) ROI to Establish	Provide COB with 1) receipt and 2) recorded copies for the legislative file
	OEWD	Request CEQA Determination from the Planning Department by forwarding the ROI to Establish and a determination request form	
	OEWD	Provide COB with the English version of the 3-language Committee of the Whole (COW) hearing notice and the mailing list	Mailing list to include the names and addresses of all business located with the assessment district
June 13	DOE	Department of Elections (DOE) sends final ballot packages to all property owners in the LPCBD	
June 14	DOE	45-Day Ballot Election Period begins DOE to provide COB with a complete sample ballot package for the legislative file	Package to include: 1) ballot, 2) mailing database, and 3) proof of mailing
June 17	Chiu	Introduce ROI to Authorize the Mayor to cast ballots on City-owned parcels <i>(Referred to GAO)</i>	

June 23	COB	Prepare translation of 3-language hearing notice into Cantonese and Spanish	<i>(SF Business and Tax Regulations Code, Article 15, Section 1511(i): 3-language notice requirements)</i>
June 26	GAO	GAO Hearing to consider ROI to Authorize the Mayor to cast ballots on City-owned parcels	
July 2	COB	Mail out the 3-language notice to all businesses located within the assessment district	No sooner than 30 days after the petitions were received by the COB - received: 5/13
July 8	BOS	BOS meeting to adopt ROI to Authorize the Mayor to cast ballots on City-owner parcels	
	Chiu	Introduce the Resolution to Establish (ROE) the LPCBD	
July 10	COB	Submit COW public hearing notice to the newspaper (The Examiner) for publication on July 12	<i>(Historical practice of the COB, not required)</i>
July 12	COB	COW public hearing notice is published in the newspaper	Submitted on July 10 by COB
July 29 3:00 p.m.	BOS	BOS sits as COW to hold public hearing on the ROE, closes public comment, DOE tabulates ballots, and BOS takes final action of ROE following the announcement of the ballot tabulation	Ballots are due to DOE by 12:00 noon and can be delivered at the hearing until the close of public comment
July 31	Mayor & COB	ROE is signed by Mayor and COB	Fast Tracked <i>(OEWD & COB to coordinate)</i>
	COB	COB signs the assessment diagram and provides three (3) certified copies of the ROE to OEWD for recordation	
	OEWD	Records 1) certified copy of the ROE, 2) management plan, and 3) assessment diagram and returns recorded copies to COB for legislative file	
		30-Day appeal period begins for ROE, management plan, and assessment diagram (ends on August 29)	<i>(CA Streets and Highways Code, Section 36633)</i>
August 29		30-Day appeal period to challenge the creation of the district and levy of the assessment ends	<i>(CA Streets and Highways Code, Section 36633)</i>
January 1		Lower Polk Community Benefit District commences services	