

## SOMA WEST 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)

### February 5, 2019 Board of Supervisors Hearing

#### District Formation Legislation

- (1) File No. TBD: [Resolution of Intention – SoMa West Community Benefit District]
- (2) File No. TBD: [Assessment Ballots of City-Owned Parcels – SoMa West Community Benefit District]
- (3) File No. TBD: [Hearing - Committee of the Whole – SoMa West Community Benefit District – February 5, 2019]
- (4) File No. TBD: [Resolution to Establish – SoMa West Community Benefit District]

Date	Dept/ Body	Action	Notes
November 13, 2018	Kim	Introduce (1) Resolution of Intention (ROI) to Establish the SoMa West CBD (SWCBD) 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.
November 13, 2018	Kim	Introduce (2) resolution to Authorize the Mayor to cast ballots on City-owned parcels  <i>(Referred to GAO)</i>	
December 5, 2018 10:00 a.m.	GAO	GAO Hearing to consider (1) the ROI to Establish the SWCBD	11/30 - agenda/packet posted 12/3 - newspaper notice published for committee agenda
December 5, 2018	GAO	GAO Hearing to consider (2) resolution to Authorize the Mayor to cast ballots on City-owned parcels	
December 11, 2018 2:00 p.m.	BOS	Board of Supervisors (BOS) consider (1) the ROI to Establish the SWCBD	
December 11, 2018	BOS	Board of Supervisors (BOS) consider (2) the resolution to Authorize the Mayor to cast ballots on City-owned parcels	
December 14, 2018	Mayor & COB	(1) ROI to Establish signed by Mayor London Breed (Mayor) and receives an enactment number	Fast Tracked <i>(OEWD &amp; COB to coordinate)</i>
	COB	Prepare translation of multi-language COW hearing notice into Chinese, Spanish, and Tagalog.	<i>(SF Business and Tax Regulations Code, Article 15, Section 1511(i): 3-language notice requirements)</i>

December 17-21, 2018	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 enacted (1) ROI to Establish and a determination request form	
	OEWD	Provide COB with the English version of the multi-language Committee of the Whole (3) (COW) hearing notice and the mailing list	Mailing list to include the names and addresses of all business located with the assessment district
December 19, 2018	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
December 21, 2018	DOE	Department of Elections (DOE) sends final ballot packages to all property owners in the LPCBD	
December 21, 2018	Mayor & COB	(2) Resolution to Authorize the Mayor to cast ballots on City-owned parcels signed by Mayor Breed and receives an enactment number.	<i>Assuming the Mayor's office takes the entire 10 days to review and return the legislation, after the Board acts to approve the resolution on December 11, 2018.</i>
December 22, 2018	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
December 24, 2018	COB	COB to request translation of the Committee of the Whole hearing notice from OCEIA.	<i>Translation has a two-week turnaround following request.</i>
Week of December 24, 2018	COB	Clerk's Office transmits copies of the enacted (2) resolution to Authorize the Mayor to cast ballots on City-owned parcels to OEWD and Elections, pursuant to a directive in (2)	
January 8, 2019	Supervisor TBD	Introduce the (4) Resolution to Establish (ROE) the SWCBD	
January 25, 2019	COB	Multi-language hearing notice mailed to business owners located within the proposed district holding a current registration certificate issued by the Tax Collector	<i>Notices mailed 10 days prior to COW hearing.  Per Business and Tax Regulations Code, Section 1511(i). Published notice not required for this formation type.</i>
February 5, 2019 3:00 p.m.	BOS	BOS sits as COW to hold public hearing (3) on the ROE (4), closes public comment, DOE tabulates ballots, and BOS takes final action on (4) 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

February 8, 2019 or February 15, 2019	Mayor & COB	(4) ROE is signed by Mayor and receives an enactment number	Fast Tracked <i>(OEWD &amp; COB to coordinate)</i>
	COB	COB signs the assessment diagram and provides three 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 (4) ROE, management plan, and assessment diagram (ends on August 29)	<i>(CA Streets and Highways Code, Section 36633)</i>
March 10, 2019 or March 17, 2019		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, 2020		SoMa West Community Benefit District commences services	