



MEMO

To: All San Francisco Community Benefit Districts and Business Improvement Districts

CC: Lisa Pagan, Director of Policy and Planning; OEWD
Jorge Rivas, Deputy Director of Invest In Neighborhoods; OEWD

From: Chris Corgas, Senior Program Manager; OEWD

RE: Resolution # 027-21

Date: February 22, 2021

On January 26, 2021, the San Francisco Board of Supervisors adopted File #: 201371, a "Resolution urging the Office of Workforce and Economic Development (OWED) and Public Works to adopt a policy that Community Benefit Districts, Business Improvement Districts and Green Benefit Districts shall disclose all sources and amounts of private contributions on an annual basis over \$1,000.00, cease accepting anonymous contributions, and disclose their use of surveillance technology to the Board of Supervisors at a public hearing.

The intention of Resolution #027-21 is not to prevent CBD/BIDs or GBDs from acquiring or using surveillance technology or receiving private contributions; rather, its purpose is to ensure that all CBD/BID/GBDs have policies in place that promote transparency, accountability, and good government.

If your CBD/BID operates on a fiscal year, this information will be required as part of your annual report process for FY 2020-21 and each subsequent year. If you operate on a calendar year, this information will be required as part of your annual report process beginning for CY 2021 and each subsequent year.

Specifically, the resolution calls on the OEWD to add the following reporting requirements on CBD/BIDs:

1. Reporting of all private contributions over \$1,000.00 within the past reporting period (FY or CY).
 - a. Reporting shall include:
 - i. Donor Name
 - ii. Contact Name if donor or organization list
 - iii. Amount
 - iv. If for a restricted source, what was the purpose
 - b. No source can be considered anonymous for the purposes of this reporting.
2. Reporting on the use, purpose of, and any conditions/restrictions on the use of surveillance technology
 - a. Surveillance technology is defined as: video and audio monitoring and/or recording technology.
 - b. If you currently do not, have a surveillance technology system in place these technologies and policies would have to be approved as part of the annual reporting process prior to implementation.

If you currently utilize surveillance technology then, by no later than 5 PM on March 12, 2021, you must provide OEWD with a surveillance technology report which must include the following:

1. A list of the Surveillance Technology that the district either owns or licenses for ongoing use
2. A brief description of those technologies,
3. The purpose for the use of any Surveillance Technology, and
4. Any policies, internal or otherwise, that these entities adhere to.

Furthermore, if you currently use these technologies than this information shall be included in each annual report submitted to the City by the CBD beginning for the reporting period of FY 2020-21 or CY 2021 should your CBD operate on a calendar year.

If you do not utilize surveillance technology than please state so and include that disclaimer in each annual report beginning with FY 2020-21 or CY 2021 should your CBD operate on a calendar year.

As stipulated per the resolution, a copy of the resolution is included in this transmittal.

OEWD will work with each CBD/BID to ensure the new reporting requirements minimizes administrative burdens on each organization.

