

File No. 091437

Committee Item No. 1

Board Item No. 33

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Land Use and Economic Development Date January 11, 2010

Board of Supervisors Meeting

Date January 26, 2010

Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form (for hearings)
<input type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input type="checkbox"/>	<input type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
* <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Form 126 – Ethics Commission
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Completed by: Alisa Somera Date January 7, 2010
Completed by: Alisa Somera Date January 15, 2010

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document can be found in the file and the online version.

1 [Contract with Owners' Association for Administration/Management of Greater Union Square
2 Business Improvement District]

3 **Resolution approving an agreement with the nonprofit Owners' Association for**
4 **administration/management of the property-based business improvement district**
5 **known as the "Greater Union Square Business Improvement District," pursuant to**
6 **Section 36651 of the California Streets and Highways Code.**

7
8 WHEREAS, on June 2, 2009, acting pursuant to Article XIID of the California
9 Constitution, Section 53753 of the California Government Code, and the California Property
10 and Business Improvement District Law of 1994 (Part 7 of Division 18 of the California Streets
11 and Highways Code, commencing with Section 36600), as augmented by Article 15 of the
12 San Francisco Business and Tax Regulations Code, the Board of Supervisors adopted
13 Resolution No. 208-09 ("Resolution of Intention") declaring the Board's intention to renew and
14 expand a property-based business improvement district and to levy assessments on parcels
15 to be included within the district, setting the public hearing, initiating mail ballot majority
16 protest proceedings, approving the Greater Union Square Business Improvement District
17 Management District Plan (the "Management District Plan" or "Plan"), making various findings
18 and taking other legislative actions required to form the proposed district and levy the
19 proposed assessments (Board File No. 090569); and,

20 WHEREAS, on July 28, 2009, acting pursuant to the aforementioned legal authorities,
21 the Board of Supervisors adopted Resolution No. 320-09 ("Resolution of Formation"),
22 renewing and expanding the property-based business improvement district designated as the
23 "Greater Union Square Business Improvement District" and levying multi-year special
24 assessments on Identified Parcels (as defined in Section 53750(g) of the Government Code)
25 included within the District (the "Assessments") (Board File No. 090935); the Controller's

1 designation for the Assessments for the Greater Union Square Business Improvement District
2 is Special Assessment No. 57; and,

3 WHEREAS, pursuant to the aforementioned legal authorities and the Resolution of
4 Formation, the Assessments may only be used to fund property-related services,
5 "Improvements" (as defined in Section 36610 of the Streets and Highways Code) and
6 "Activities" (as defined in Section 36613 of the Streets and Highways Code) within the District
7 in accordance with the Management District Plan (collectively, such authorized services,
8 improvements and activities are referred to as "District Programs"); and,

9 WHEREAS, the District is not a governmental, corporate or separate legal entity, but is
10 a geographic area containing all of the Identified Parcels subject to the Assessments for
11 District Programs described in the Plan and included in the annual budgets submitted to and
12 approved by the Board of Supervisors.; the annual budget for District Programs for the first
13 year of operations is set forth in the Plan, and for subsequent years, shall be set forth in the
14 Annual Reports submitted to the Board of Supervisors as required by Section 36650 of the
15 Streets and Highways Code; and,

16 WHEREAS, pursuant to the Resolution of Formation and Sections 36614.5 and 36650
17 of the Streets and Highways Code, the Board of Supervisors may contract with a private
18 nonprofit entity referred to as an "Owners' Association" to administer the District Programs.
19 An Owners' Association may be an existing nonprofit entity or a newly formed nonprofit entity.
20 An Owners' Association is a private entity and may not be considered a public entity for any
21 purpose, nor may its board members or staff be considered to be public officials for any
22 purpose; provided, however, that an Owner's Association must comply with the Ralph M.
23 Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the
24 Government Code), at all times when its board of directors or any committee thereof hears,
25 considers or deliberates on matters concerning the District, and must comply with the

1 California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of
2 Title 1 of the Government Code), for purposes of providing public access to records relating to
3 the District; and,

4 WHEREAS, an Owners' Association is obligated to hold in trust all funds it receives
5 from the City that are derived from the City's levy and collection of the Assessments, and to
6 use such funds exclusively for the purposes of implementing the Management District Plan
7 and administering, managing and providing District Programs set forth in the Plan, Resolution
8 of Formation, and annual budgets submitted by the Owners' Association and approved by the
9 Board of Supervisors; and,

10 WHEREAS, pursuant to the Resolution of Formation, the Office of Economic and
11 Workforce Development is the City agency responsible for coordination between the City and
12 the Owners' Association for the District; and,

13 WHEREAS, the Office of Economic and Workforce Development has negotiated an
14 agreement with the owners' California nonprofit corporation that also uses the name Union
15 Square Business Improvement District, Inc., to, in good faith and with diligence as the
16 Owners' Association for the District, develop, implement, direct, manage, administer, operate
17 and ensure the timely provision of the District Programs ("Management Agreement" or
18 "Agreement"). The Management Agreement is on file with the Clerk of the Board of
19 Supervisors in File No. 091437 and is incorporated herein by reference; and,

20 WHEREAS, pursuant to the Property and Business Improvement District Law of 1994,
21 the Resolution of Formation and the express terms of the Management Agreement, the
22 Agreement shall not be binding unless the Board of Supervisors approves the Agreement by
23 Resolution; and,

24 WHEREAS, it is in the best interest of the City and the property owners within the
25 District for the City to enter into the Management Agreement with the owners' nonprofit

1 corporation Union Square Business Improvement District, Inc., according to the terms and
2 conditions set forth therein; now, therefore, be it

3 RESOLVED, that the Board of Supervisors declares as follows:

4 Section 1. AUTHORIZATION TO EXECUTE CONTRACT. The Office of Economic
5 and Workforce Development is duly authorized to execute the Management Agreement on
6 behalf of the City and County of San Francisco.

7 Section 2. APPROVAL OF AGREEMENT. The Board of Supervisors hereby
8 approves the Management Agreement on file with the Clerk of the Board of Supervisors in
9 File No. 091437, which is incorporated herein by reference.

10 Section 3. AUTHORIZATION FOR ACTIONS CONTEMPLATED IN AGREEMENT.
11 The Office of Economic and Workforce Development, Controller and all other Departments,
12 City Officers and Employees are authorized to take all actions, make determinations, exercise
13 discretion, grant or deny approval, and otherwise take all reasonable steps necessary for full
14 performance of the Management Agreement on behalf of the City and County of San
15 Francisco according to its terms.

16 Section 4. AUTHORIZATION FOR AMENDMENTS TO AGREEMENT. Subject to
17 disapproval by the Board of Supervisors within 30 days of submission to the Clerk of the
18 Board, the Office of Economic and Workforce Development may execute amendments to the
19 Agreement on behalf of the City and County of San Francisco that are consistent with the
20 Management District Plan, Resolution of Formation, official City policies and applicable law.

21 Section 5. DELIVERY. The Clerk of the Board of Supervisors shall cause certified
22 copies of this Resolution to be delivered to the owners' nonprofit corporation Union Square
23 Business Improvement District, Inc., and the Office of Economic and Workforce Development.
24
25

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
 (S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s):	City elective office(s) held:
Members, SF Board of Supervisors	Members, SF Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Union Square Business Improvement District, Inc.	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
Please refer to the attached list	
Contractor address: 870 Market Street Suite 1100, San Francisco CA 94102	
Date that contract was approved:	Amount of contract: N/A Special Assessment District, First Year Projected annual assessment is \$3.04 million, Ten Year Term
Describe the nature of the contract that was approved: Management Agreement for the Union Square Business Improvement District, allows City of San Francisco to transfer special assessments that are collected each year to the management corporation for services approved in the management plan.	
Comments:	

This contract was approved by (check applicable):

- ☐ the City elective officer(s) identified on this form (Mayor, Gavin Newsom)
- ☐ a board on which the City elective officer(s) serves San Francisco Board of Supervisors
Print Name of Board
- ☐ the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer:	Contact telephone number:
Address:	E-mail:

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.

Union Square Business Improvement District, INC. Board of Directors

James C. Flood*
Board President
Chief Executive Officer

Louis Meunier
Director

Heather Almond
Director

David Nadelman*
Director

Lisa Kershner*
Director

Russell D. Keil, Jr*
Board Treasurer
Chief Financial Officer

Stephen Brett*
Director

Anson Lee
Board Secretary

Man J. Kim
Director

Wes Tyler
General Manager

Jim Chappell
Director At Large

Subcontractors:
MJM Management Group