

BOARD of SUPERVISORS



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MEMORANDUM

Date: May 14, 2025
To: The Honorable Members, Board of Supervisors
From: *AAC* Angela Calvillo, Clerk of the Board
Subject: Board of Directors of the San Francisco Downtown Revitalization and Economic Recovery Financing District (File No. 250424)

Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and establishing, or reauthorizing, new bodies (boards/commissions/task forces/advisory bodies) and requires the Clerk of the Board to advise the Board on certain matters. In order to fulfill these requirements, the following is provided:

File No. 240424 Administrative Code - Board of Directors of the San Francisco Downtown Revitalization and Economic Recovery Financing District

- Does a current body address the same or similar subject matter?
(Pursuant to Board Rule 2.21, the Clerk of the Board shall advise the Board if there is a current body that addresses the same or similar subject matters.)

No. There are no bodies that address the same subject matter.

However, the Enhanced Infrastructure Financing District (EIFD) Public Financing Authority (Administrative Code, Article XLVIII) oversees all of the EIFDs in San Francisco, which is similar in nature.

- Language requiring the body to meet at least once four months:
(Pursuant to Board Rule 2.21, the enabling legislation must include language requiring the subordinate body to meet at least once every four months.)

No. Section 5.49-7(b) requires the Board of Directors to meet not less than one time per year since this body must be in existence while the Downtown Revitalization and Economic Recovery Financing District is active, but there may not be regular business for them to consider to warrant four meetings per year. The Office of Economic and Workforce Development has indicated they anticipate holding around four meetings a year on average, but did not want to tie the hands of the Board of Directors to meet unnecessarily.



- Language indicating members serve at the pleasure of the appointing authority
(Past practices have shown the need to ensure the appointing authority may remove an appointee at any time.)

Yes. Section 5.49-5(e) states “Members in seats 1, 2, and 3, and the alternate member in seat 4 shall serve at the pleasure of the President of the Board of Supervisors and may be removed by the President or by the Board of Supervisors at any time. Members in seat 5 and 6 shall serve at the pleasure of the Board of Supervisors and may be removed by the Board of Supervisors at any time.”

- Language establishing attendance requirements
(Past practices have shown the need to ensure a process is in place to address attendance concerns and quorum issues.)

No. There is no language regarding attendance requirements. As suggested for other similar bodies, language may be added indicating that members of the Board of Directors shall be deemed to have resigned after the third unapproved absence. The Board of Directors shall inform the President of the Board of Supervisors of any such resignation.

- Number of seats and qualifications
(Pursuant to Board Rule 2.21, the enabling legislation must include a description of the qualifications for each member, the date on which the appointments commence, and the length of term of appointments.)

Yes. Section 5.49-5 provides the organization and terms of office, as follows:

The Board of Directors shall consist of five (5) voting members and one (1) alternate member as follows:

- Seats 1-3 shall be held by members of the Board of Supervisors appointed by the President of the Board of Supervisors.
- Seat 4 shall be an alternate seat held by a member of the Board of Supervisors appointed by the President of the Board of Supervisors. The alternate may serve and vote in place of any one of the three members in Seats 1-3.
- Seats 5-6 shall be held by members of the public, nominated by the President of the Board of Supervisors and appointed by the Board of Supervisors.

- Term limits (i.e., commencement date? staggered terms?)
(Pursuant to Board Rule 2.21, the enabling legislation shall include the commencement date and length of term of appointments.)

Yes. Section 5.49-5(d) states “Members of the Board of Directors shall serve four-year terms, except that the initial appointments to seats 3 and 5 shall be for two-years.” This verbiage provides staggered terms for the members. There are no term limits indicated.



- Administering department

(Pursuant to Board Rule 2.21, the enabling legislation shall identify the City Department that will provide administrative services to the subordinate body.)

Yes. Section 5.49-5(k) states “The Clerk of the Board of Supervisors shall provide administrative and clerical support to the Board of Directors, unless and until that function is reassigned to another City department as part of the annual budget process. Costs incurred in connection with administrative and clerical support to the Board of Directors shall be paid by the Downtown Revitalization District as provided in the Downtown Revitalization Law.”

Section 5.49-5(l) states “The Office of Economic and Workforce Development shall provide analytical support to the Downtown Revitalization Financing District as needed to fulfill the obligations and purposes described in Section 5.49-3. Costs incurred in connection with such analytical support shall be paid by the Downtown Revitalization District as provided in the Downtown Revitalization Law.”

- Reporting requirements

(Past practices have shown the need to detail and codify the reporting requirements of a body.)

Yes. Section 5.49-3(b) states the body shall “Facilitat[e] the timely preparation and delivery of the annual report required by California Government Code Section 62453€,” which shall be fulfilled by the Office of Economic and Workforce Development.

- Sunset date

(Pursuant to Board Rule 2.21, the enabling legislation shall include a sunset clause not to exceed three years.)

Yes. Section 5.49-8 states “Unless the Board of Supervisors by ordinance extends the term of the Board of Directors, it shall terminate on the date on which the Downtown Revitalization Financing District no longer receives property tax revenues under the Downtown revitalization Financing Plan.”

The companion Resolution of Intention for this body (File No. 250243) indicates the Financing District may be active for a maximum of 30 years.