

---

**From:** Lutenski, Leigh (ECN)  
**Sent:** Thursday, July 18, 2019 9:41 AM  
**To:** jon winston  
**Subject:** RE: Balboa Res CAC - by-laws

Fine with me – thanks again Jon.

---

**From:** jon winston [<mailto:jwinstonsf@gmail.com>]  
**Sent:** Thursday, July 18, 2019 9:39 AM  
**To:** Lutenski, Leigh (ECN) <[leigh.lutenski@sfgov.org](mailto:leigh.lutenski@sfgov.org)>  
**Subject:** Re: Balboa Res CAC - by-laws

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Leigh,

I will announce the Sept 30 meeting tonight.

Your interpretation of the bylaws sounds reasonable to me. Please let me have a few days (or less) to figure this out.

Thanks,  
—jon

On Thu, Jul 18, 2019 at 9:23 AM Lutenski, Leigh (ECN) <[leigh.lutenski@sfgov.org](mailto:leigh.lutenski@sfgov.org)> wrote:

Hi Jon,

Attached is the guiding legislation for the BRCAC. Section 5.17-5 talks about the annual report. See the excerpt below:

*(d) No later than one year after the inaugural meeting of the Advisory Committee, and at least once every 12 months thereafter, the Advisory Committee shall submit to the Board of Supervisors and the Mayor a report describing the Advisory Committee's activities and recommendations.*

The inaugural meeting of the BRCAC was on August 26<sup>th</sup>, 2015, so the first annual report would have been due around August/September 2016. The annual report I have on file is dated from November 2016 (so a little over the 12-month mark).

I think it's fine to present a draft at the fall meeting and then finalize it at the December meeting. Especially since it seems like we've gotten off the cadence since 2016 and the meeting format has changed since then. Please remember that the City will need an opportunity to review both the draft and the final report for accuracy prior to the fall and December meetings.

Can you make sure to loop me in when you've confirmed the fall meeting date with the BRCAC members? I won't commit staff and lock in the date until the BRCAC is settled on it. (Either September 9, 30, or October 7).

Thank you for all your coordination on this! Leigh

-----

Leigh Lutenski

Project Manager, Joint Development

Office of Economic and Workforce Development

San Francisco City Hall, Room 448

Direct: 415-554-6679

Email: [leigh.lutenski@sfgov.org](mailto:leigh.lutenski@sfgov.org)