



c/o State Coastal Conservancy
1515 Clay Street, 10th Floor
Oakland, CA 94612

(510) 286-7193

sfbayrestore.org
info@sfbayrestore.org

Memorandum

Date: April 7, 2017

To: Governing Board
San Francisco Bay Restoration Authority

From: Sam Schuchat, Executive Officer; Karen McDowell, Project Manager

Subject: Adopt Measure AA Parcel Tax Procedures Manual

The Authority has retained NBS to administer the Authority's special parcel tax. At the Authority's February 10, 2017 meeting, NBS presented a draft of the Authority's procedural manual explaining how the tax will administered, *San Francisco Bay Clean Water, Pollution Prevention and Habitat Restoration, Measure AA – Special Parcel Tax Procedures Manual* (Parcel Tax Procedures Manual). The draft Parcel Tax Procedures Manual was included for discussion on the agenda for the Authority's March 10, 2017 meeting. There have been no changes to the draft since it was presented to the Authority on February 10, 2017.

Recommendation

Staff recommends that the Authority adopt the Parcel Tax Procedures Manual.

Attachment

Resolution 29 – Adoption of San Francisco Bay Clean Water, Pollution Prevention and Habitat Restoration, Measure AA – Special Parcel Tax Procedures Manual.