



# OFFICE OF THE CONTROLLER

## CITY AND COUNTY OF SAN FRANCISCO

Ben Rosenfield  
Controller

Todd Rydstrom  
Deputy Controller

Anna Van Degna  
Director of Public Finance

## Office of Public Finance TEFRA Process

Fiscal Year 2022-23

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### CONTACTS

#### OPF Primary Contacts:

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### TEFRA PROCESS DETAILS

#### TEFRA Sponsor:

District Supervisor (based on Project address) or through the  
Office of the Mayor

#### TEFRA Hearing Location:

City & County of San Francisco  
Controller's Office of Public Finance  
1 Dr. Carlton B. Goodlett Place, Room 338  
San Francisco, CA 94102

**TEFRA Notice Posting:** TEFRA Notice to be posted to City’s website on “Events” and “Public Notices” pages by Office of the Clerk of the Board at least 7 days before TEFRA Hearing date.

**Legislation:** Resolution drafted by bond counsel, reviewed and approved by the City Attorney, approved by Board of Supervisors, finally signed by the Mayor.

**Estimated Timeline:**

Week 1: Notify CCSF

Week 2: Documents delivered to CCSF

Week 2 & 3: CCSF Internal Review and No Conflict determination

Week 3: Document revisions

Week 4: Publish Notice to Website

Week 5: Hold Hearing & Deliver legislative package to Supervisor’s Office

Week 6: Resolution Introduced at Roll Call at Board of Supervisors (Tuesday)

Week 7-8: Resolution Heard by Budget and Finance Committee of the Board of Supervisors (Wednesday)

Week 9: Board of Supervisors (Tuesday)

Week 10: Resolution signed into law by Mayor (Friday)

Week 11: Provide signed Resolution and OPF invoice to Bond Counsel

**Information Required:**

- Application to Issuer
- To the extent not included in the above, detailed project description, including current use of site and use of site following completion of the project
- Description of plan of finance (type of debt, credit enhancement, ratings, maturity)
- Provide description of borrower, including its stated purpose and management.
- Describe any public approvals, hearings, or community feedback regarding the proposed project
- Discuss whether the Mayor or any Supervisors have been briefed on the project.
- Disclosure of any conflicts the borrower has or may have with the City or any department, board, agency, or commission of the City
- Interested Parties list

**Borrower Responsibilities:**

- ✓ Provide Application to Issuer and related materials
- ✓ Attend Board of Supervisor and Budget & Finance Committee Meetings
- ✓ Meet with City officials as required

**City Cost Recovery Fees:**

The greater of \$6,000 or 25% of conduit issuer fee, if in alignment with conduit issuer policy. May be paid from bond proceeds upon issuance.