

To: Chris Corgas, OEWD Project Manager  
From: Christian Martin, Lower Polk Community Benefit District Executive Director  
Re: Lower Polk Community Benefit District FY 14-15 Annual Report  
Date: 12/28/2015

This is a report summarizing the performance of the Lower Polk Community Benefit District in Fiscal Year 2014-2015.

On July 29<sup>th</sup>, 2014 the Board of Supervisors approved the resolution to establish the Lower Polk Community Benefit District for eight years. In order to receive assessment funds collected by the City and County of San Francisco, the CBD needed to enter into a management agreement with the City. The City requires a series of 10 requirements before proceeding with the process to enter into a management agreement with the CBD. The requirements are reviewed and verified by OEWD before a draft management contract is presented; the requirements are:

- 1) Articles of Incorporation (filed with the California Secretary of State)
- 2) Statement of Information (filed with the California Secretary of State)
- 3) 501c3 status or a completed 501c3 application
- 4) Bylaws
- 5) List of board members, which must be compliant with the District Management Plan
- 6) City Vendor number
- 7) Business registration certificate
- 8) Certificate of Insurance, with proper endorsements
- 9) Completed Ethics Form 126 (completed by OEWD)
- 10) Current Photos of the District

Due to various delays, including the unexpected passing of CBD leader Shell Thomas, the CBD was not able to complete this process until June 2015. In July, OEWD initiated the process for a City to enter into a Management Agreement with the Lower Polk CBD; this process was completed on July 31, 2015. Assessment funds were distributed to the CBD in September of 2015.

Fiscal year 2014-2015 ended on June 30, 2015; as such, the CBD did not receive assessment funds to commence operations.

In the first fiscal year, the CBD planned on budgeting money as stated within the organization's management plan. Additionally, the CBD received \$10,039.47 in contributions in FY 2014-2015.

As all FY 14-15 assessment revenue was dispersed to the CBD in September of FY 15-16, the CBD proposed the following carryover disbursement.

<b>FY 2014-2015 Carryover Disbursement</b>	\$766,683.26
<b>Designated FY 15-16 Projects</b>	
Cleaning, Maintenance, and Safety Program	\$437,009.46
Marketing, Streetscape Improvements, and	\$84,335.16

Beautification Program	
Management and Operations	\$214,671.31
Contingency and Reserves	\$30,667.33
<b>Total Designated Amount for FY 14-15 to be carried forward to FY 15-16</b>	<b>\$766,682.26</b>

Throughout FY 14-15 Lower Polk CBD made extensive progress at forming an inclusive governing board, conducting open meetings, working with community partners, and securing non-assessment funding. Additionally, the CBD board members have engaged and have been responsive to concerned community members about delays in CBD services beginning.

In the first half of FY 15-16, Lower Polk CBD received its FY 14-15 assessment revenue, hired an executive director, and solicited service provider bids. Lower Polk CBD will be fully operational in January 2016.