

File No. 170215

Committee Item No. 1

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: April 5, 2017

Board of Supervisors Meeting:

Date: \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER

**(Click the text below for a direct link to the document)**

- |                                     |                          |                                       |
|-------------------------------------|--------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>OEWD Letter - February 1, 2017</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>CBD Annual Report - 2015-2016</u>  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>CBD CPA Report - June 30, 2015</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Referral FYI - March 6, 2017</u>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                                 |

Prepared by: John Carroll

Date: March 30, 2017

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

1 [Yerba Buena Community Benefit District - Annual Report to the City - FY2015-2016]

2  
3 **Resolution receiving and approving the annual report for the Yerba Buena Community**  
4 **Benefit District for FY2015-2016, submitted as required by the Property and Business**  
5 **Improvement District Law of 1994 (California Streets and Highways Code, Sections**  
6 **36600, et seq.), Section 36650, and the District's management agreement with the City,**  
7 **Section 3.4.**

8  
9 WHEREAS, On June 2, 2015, pursuant to the Property and Business Improvement  
10 District Law of 1994 (the "Act"), California Streets and Highways Code Sections 36600 *et*  
11 *seq.*, as augmented by Article 15 of the San Francisco Business and Tax Regulations Code,  
12 the Board of Supervisors adopted Resolution No. 197-15, expressing the City's intention to  
13 renew and expand the Yerba Buena Community Benefit District (the "Yerba Buena CBD");  
14 and

15 WHEREAS, On July 31, 2015, the Board of Supervisors adopted Resolution  
16 No. 300-15 renewing and expanding the Yerba Buena CBD ("Resolution to Establish") for a  
17 period of 15 years, commencing FY2015-2016; and

18 WHEREAS, On December 8, 2015, the Board of Supervisors adopted Resolution  
19 No. 502-15, authorizing an agreement with the owners' association for the  
20 administration/management of the Yerba Buena CBD, and a management agreement (the  
21 "Management Contract") with the owners' association, the Yerba Buena Community Benefit  
22 District Corporation, was executed accordingly; and

23 WHEREAS, A copy of the Management Contract is on file with the Clerk of the Board  
24 of Supervisors in File No. 151108; and

1           WHEREAS, On August 2, 2016, the Board of Supervisors approved the Yerba Buena  
2 CBD's annual report for FY2014-2015 in Resolution No. 342-16; and

3           WHEREAS, The Yerba Buena CBD has submitted for the Board's receipt and approval  
4 the Yerba Buena CBD's annual report for FY2015-2016 as required by Section 36650 of the  
5 Act and Section 3.4 of the Management Contract; and

6           WHEREAS, The annual report for FY2015-2016 is on file with the Clerk of the Board of  
7 Supervisors in File No. 170215, and is incorporated herein by reference as though fully set  
8 forth; and

9           WHEREAS, Supporting documents, including, but not limited to, a transmittal letter and  
10 memorandum report from the City's Office of Economic and Workforce Development, dated  
11 February 1, 2017, and documentation from the Yerba Buena CBD for the annual report for  
12 FY2015-2016 are on file with the Clerk of the Board of Supervisors in File No. 170215; now,  
13 therefore, be it

14           RESOLVED, That the Board of Supervisors hereby receives and approves the annual  
15 report for the Yerba Buena Community Benefit District for FY2015-2016.



City and County of San Francisco :: Edwin M. Lee, Mayor  
Economic and Workforce Development :: Todd Rufo, Director

**MEMO**

To: Supervisor Jane Kim, District 6  
CC: San Francisco Board of Supervisors  
From: Chris Corgas, OEWD Senior Program Manager  
RE: Yerba Buena Community Benefit District  
Date: February 1, 2017

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This is a memo summarizing the performance of the Yerba Buena Community Benefit District (YBCBD) and an analysis of their financial statements (based on their audit) for the period between July 1, 2015 and June 30, 2016.

Each year the YBCBD is required to submit a mid-year report, an annual report, and a CPA Financial Review or Audit. Yerba Buena CBD has complied with the submission of all these requirements. OEWD staff, with assistance from the Controller's Office, reviewed these financial documents to monitor and report on whether they have complied with the rules per the Property and Business Improvement District Law of 1994, California Streets and Highways Code Sections 36600 Et Seq.; San Francisco's Business and Tax Regulations Code Article 15; the Yerba Buena's Community Benefit District management contract with the City; and their Management Plan as approved by the Board of Supervisors in 2015.

Also attached to this memo are the following documents:

1. Annual Reports
  - a. FY 2015-2016
2. CPA Financial Review Reports
  - a. FY 2015-2016
3. Draft resolution from the Office of Economic and Workforce Development



### **Background**

Yerba Buena Community Benefit District spans 40 blocks, contains 2,152 parcels, and two benefit zones). Benefit zones are determined by the property owners who have specified the level of special services they desire.

- July 29, 2008: the Board of Supervisors approved the resolution that established the property-based district called the Yerba Buena Community Benefit District (Resolution # 330-08).
- February 10, 2009: the Board approved the contract for the administration and management of the Yerba Buena Community Benefit District (Resolution # 44-09).
- June 2, 2015: the Board of Supervisors approved the resolution to renew and expand the Yerba Buena Community Benefit District (Resolution # 197-15).
- August 2, 2016: the Board of Supervisors approved the Yerba Buena CBD annual report for FY 2014 – 2015 (Resolution # 342-16).

### **Basic Info about Yerba Buena CBD**

Year Established	June 2008
Assessment Collection Period	FY 2008-2009 to FY 2014-2015 (July 1, 2008 to June 30, 2015)
Services Start and End Date	July 31, 2015 – December 31, 2030 (District renewed in FY 14-15)
Initial Estimated Annual Budget	\$2,991,722.82
Fiscal Year	July 1 – June 30
Executive Director	Cathy Maupin
Name of Nonprofit Entity	Yerba Buena Community Benefit District Corporation

The current YBCBD website, <http://www.ybcbd.org/>, includes all the pertinent information about the organization and their programs, a calendar of events, their Management Plan, Mid-Year Report, Annual Report and meeting schedules.

### **Summary of Service Area Goals**

#### **Cleaning and Streetscape Improvement Plan**

The Cleaning and Streetscape Improvement Plan is a comprehensive program that aims to ensure the maximum possible cleanliness of sidewalks, curbs, fixtures, landscaping, and building throughout the YBCBD. This includes regular sidewalk and gutter sweeping, scheduled steam cleanings, power washing, refuse removal, graffiti removal and streetscape improvements based on, but not limited to, the Yerba Buena Street Life Plan. The YBCBD also distributes small annual grants to community organizations working to improve the neighborhood through its Community Benefit Fund.

#### **Safety and Security Program**

The Safety and Security Program works with residents, merchants, the SFPD, and greater YBCBD community on a variety of strategies and initiatives to prevent crime and increase pedestrian safety throughout the District. The YBCBD provides Community Guides to assist visitors, connect those in need with social services, and report cleaning and safety issues. They also engage a Social Services Specialist to provide additional services to the street population in the District, spending extra time to meet their needs and connect and/or escort them to appointments for services.

### **Branding, Activation, and Marketing Program**

The Branding, Activation, and Marketing Program promotes YBCBD's properties and businesses through specially targeted programs and initiatives. These activities play the dual role of contributing to the economic and social vitality of the area, and helps with the recruitment and retention of businesses and other entities.

The YBCBD also supports the creation and production of special events, such as the annual free outdoor festival Yerba Buena Night that welcomes visitors into the YBCBD area as a means of additional exposure. The YBCBD marketing and promotion services makes sure visitors, employees, patrons, and residents know about area attractions and helps them enjoy their experience within the YBCBD.

### **Management and Operations**

The YBCBD is staffed by a full-time Executive Director who serves as the focal point person and advocate for Yerba Buena CBD as well as a Director of Neighborhood Partnerships and an Events and Administrative Manager. The YBCBD Management Plan calls for 13% of the budget to be spent on administration and corporate operations.

The YBCBD board has twenty-eight (28) members, represented by residents, property owners, community organizations, non-profit arts organizations, government and educational institutions, and businesses. Board member seats are determined using the following guidelines: At-Large (14%), Community Organizations (14%), Government or Education Institutions (14%), Non-Profit Arts (14%), Residents (14%), Commercial (30%). Board members are all asked to actively participate in committees including Community Benefit Fund, Executive, Finance, Marketing, Services, and Streets & Public Space. The YBCBD also has Ad Hoc Audit and Nominating Committees to accomplish specific tasks for a shorter period of time each year. The full board meets five times a year.

The eight committees and meeting times are detailed below:

#### Standing Committees

- **Community Benefit Fund** – meets the 2<sup>nd</sup> Monday of March and October
- **Executive** –the fourth Thursday of the month
- **Finance** - the fourth Monday of the months of August, October, January, March, April, May, June
- **Marketing** - the third Thursday of the month
- **Services** - the second Thursday of the month
- **Streets and Public Space** –the third Wednesday of the month.

#### Ad Hoc Committees

- **Audit** –as needed
- **Nominating** – as needed

### **Summary of Accomplishments, Challenges, and Delivery of Service Areas**

## **FY 2015-2016**

### **Cleaning and Streetscape Improvements**

- Removed 203,625 pounds of trash from YBCBD public rights of way.
- Removed 7,584 instances of graffiti.
- Steam cleaned 2,270,241 linear feet within the YBCBD throughout the fiscal year.
- Completed 54,440 cleaning calls within the fiscal year.
- Addressed over 1,000 issues of overflowing trash cans.
- Addressed over 1,400 issues of illegal dumping.
- Continued implementation of the Yerba Buena Street Life Plan.
- Installed a bike corral and an additional custom-designed bike racks throughout the District, bringing the total to 150 racks.
- Unveiled a new piece of public art – a mural on the Moscone Garage by San Francisco artist Barry McGee.
- Identified six (6) crosswalks for graphic crosswalk designs to increase visibility.

### **Safety and Security**

- Community guides conducted more than 13,000 meet and greets.
- SFPD 10B Bike Patrol officers worked 10 hour shifts daily.
- New Social Services Specialist engaged to connect people living on district streets to available services.
- Addressed over 16,000 quality of life issues: aggressive panhandling, trespassing/loitering, sleeper/camper issues, and assisting people in need.
- Partnered with Millennium Partners to provide additional 10B officer coverage related to the 706 Mission construction project.

### **Branding, Activation, and Marketing**

- More than 10,000 people attended the 5<sup>th</sup> annual Yerba Buena Night.
- Mailed quarterly news bulletins to all property owners.
- Activated Annie Street Plaza with more 5-10 events and performances each month.
- Produced a monthly e-newsletter
- Provided a calendar of neighborhood events.
- Ongoing promotion of the district's businesses and attractions.

### **Management and Operations**

- Completed the seventh organizational audit and received an unmodified opinion.
- Exceeded our fundraising goals.
- Welcomed four (4) new board members.
- Continued advocacy on behalf of the Yerba Buena Community Benefit District. Serve on the Southern Station Community Advisory Board, Moscone Expansion Strategic Advisory Group, Moscone Expansion Art Panel, Better Market Street Citizen's Advisory Counsel, Yerba Buena Culture Cabinet, Market Street Prototyping Festival, and as Chair the Interim Board of The Yerba Buena Gardens Conservancy.
- Administer the Community Benefit Fund. Awarded 15 grants totaling \$150,000.
- Day-to-day management of the District.

## **YBCBD Annual Budget Analysis**

OEWD's staff reviewed the following budget related benchmarks for YBCBD:

- **BENCHMARK 1:** Whether the variance between the budget amounts for each service category was within 10 percentage points from the budget identified in the Management Plan (*Agreement for the Administration of the "Yerba Buena Community Benefit District", Section 3.9 – Budget*).
- **BENCHMARK 2:** Whether five percent (5%) of actuals came from sources other than assessment revenue (*CA Streets & Highways Code, Section 36650(B)(6); Agreement for the Administration of the "Yerba Buena Community Benefit District", Section 3.4 - Annual Reports*).
- **BENCHMARK 3:** Whether the variance between the budget amount and actual expenses within a fiscal year was within 10 percent (*Agreement for the Administration of the "Yerba Buena Community Benefit District", Section 3.9 – Budget*).
- **BENCHMARK 4:** Whether YBCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year (*CA Streets & Highways Code, Section 36650(B)(5)*).

FY 2015 - 2016

**BENCHMARK 1:** Whether the variance between the budget amounts for each service category was within 10 percentage points from the budget identified in the Management Plan

**ANALYSIS:** YBCBD met this requirement. See table below.

Service Category	Management Plan Budget	% of Budget	FY 2015-2016 Budget	% of Budget	Variance Percentage Points
Cleaning and Streetscape Improvements	\$1,281,665.91	40.66%	\$1,261,747.65	40.03%	-.64%
Safety and Security	\$1,024,744.40	32.51%	\$1,051,102.15	33.34%	+.83%
Branding, Activation, and Marketing	\$434,614.14	13.79%	\$485,079.80	15.39%	+1.60%
Management and Operations	\$410,811.64	13.03%	\$354,406.49	11.24%	-1.79%
<b>TOTAL</b>	<b>\$3,151,836.09</b>	<b>100%</b>	<b>\$3,152,336.09</b>	<b>100%</b>	

**BENCHMARK 2:** Whether five percent (5.08%) of actuals came from sources other than assessment revenue

**ANALYSIS:** YBCBD met this requirement. Assessment revenue was \$3,067,189.00 or 85.62% of actuals and non-assessment revenue was \$515,170.00 or 14.38% of actuals. See table below.

Revenue Sources	FY 2015-2016 Actuals	% of Actuals
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Special Benefit Assessments	\$3,067,189.00	
<b>Total assessment revenue</b>	<b>\$3,067,189.00</b>	<b>85.62%</b>
Contributions and Sponsorships	\$487,139	13.60%
Grants		
Interest Earned	\$26,116.00	.73%
Other	\$1,915.00	.05%
<b>Total non-assessment revenue</b>	<b>\$515,170.00</b>	<b>14.38%</b>
<b>Total</b>	<b>\$3,582,359.00</b>	<b>100%</b>

Non-assessment revenue applied to 5% General Benefit requirement

**BENCHMARK 3:** Whether the variance between the budget amount and actual expenses within a fiscal year was within 10 percentage points

**ANALYSIS:** *YBCBD met this requirement. See table below. Of note: There was an additional \$159,479.00 which is designated toward fiscally sponsored projects. This amount is entirely made up of non-assessment dollars. It has not been included in this spreadsheet for simplification.*

Service Category	FY 2015-2016 Budget	% of Budget	FY 2015-2016 Actuals	% of Actuals	Variance Percentage Points
Cleaning and Streetscape Improvements	\$1,261,747.65	40.03%	\$853,164.00	33.27%	-6.75%
Safety and Security	\$1,051,102.15	33.34%	\$888,992.00	34.67%	+1.32%
Branding, Activation, and Marketing	\$485,079.80	15.39%	\$400,201.00	15.61%	+0.22%
Management and Operations	\$354,406.49	11.24%	\$421,9721.00	16.46%	+5.21%
<b>TOTAL</b>	<b>\$3,266,737</b>	<b>100%</b>	<b>\$2,564,258</b>	<b>100%</b>	

**BENCHMARK 4:** Whether YBCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year

**ANALYSIS:** *YBCBD met this requirement. Please note: There is a period between when the City collects assessment payment and when the City disburses the funds to the CBD. As a result, a CBD typically has a fund balance at the end of the fiscal year that is equal to about 6 months of their annual budget. See table below.*

FY 2015-2016 Carryover Disbursement	\$3,582,702.00*	To be used in FY 2016-2017	To be used in Future Years
Designated Projects			

Management and Operations	\$745,893.00	\$56,958.28	\$688,934.72
Cleaning and Streetscape Improvements	\$1,394,514.00	\$549,170.28	\$845,343.76
Safety and Security	\$929,277.00	\$122,515.12	\$806,761.88
Branding, Activation, and Marketing	\$167,476.00	\$66,708.54	\$100,767.46
Fiscally Sponsored Projects – Restricted Funds	\$345,542.00		\$345,542.00
<b>Total Designated Amount</b>	<b>\$3,582,702.00</b>	<b>\$795,352.18</b>	<b>\$2,787,349.82</b>

*\*As of 6/30/16*

### **Findings and Recommendations**

Within the review period of FY 2015-2016, the Yerba Buena CBD met all benchmarks mentioned on Page 5 of this memo and all expectations and requirements as set by the California Street and Highways Code Section 36650-36651; the Agreement for the Administration of the “Yerba Buena Community Benefit District; and the Agreement for the Administration of the “Yerba Buena Community Benefit District.”

Yerba Buena CBD has successfully implemented all OEWD recommendations from the FY 14-15 annual report. YBCBD’s Community Benefit Fund is continually supporting public art, community engagement, streetscape improvements, and public safety enhancements. The district’s temporary Annie Street Plaza pilot project received San Francisco Beautiful’s 2015 Place-Making Award. Additionally more than 10,000 people came to the district to attend the 5<sup>th</sup> annual Yerba Buena Night.

### **Conclusion**

Yerba Buena CBD has performed incredibly well in implementing their service plan. Yerba Buena CBD has continued to successfully market and produce events such as Yerba Buena Family Day and Yerba Buena Night. Yerba Buena CBD has increased their opportunities in partnering with community stakeholders and numerous municipal agencies for the implementation of the Yerba Buena Street Life Plan and Community Benefit Fund. Yerba Buena CBD is an extremely well run organization with an active board of directors and committee members. OEWD believes the Yerba Buena CBD will continue to successfully carryout their mission and service plans.



YERBA BUENA  
COMMUNITY  
BENEFIT  
DISTRICT

**YBCBD**

5 Third Street, Suite 914  
San Francisco, CA 94103

T 415.644.0728

F 415.644.0751

E [info@ybcbd.org](mailto:info@ybcbd.org)

W [www.ybcbd.org](http://www.ybcbd.org)

#### IMPORTANT NUMBERS AND LETTERS

YBCBD DISPATCH: There are five ways to report cleanliness and non-emergency safety issues to our dispatcher.

PHONE: 415-543-9223

EMAIL: [dispatch@ybcbd.org](mailto:dispatch@ybcbd.org)

TEXT: 415-559-1362

ONLINE: [www.YBCBD.org](http://www.YBCBD.org)

MOBILE APP: YBCBD Assist for iPhones and Androids

Contact us for non-emergency services, public area cleaning and maintenance issues, and social services outreach.

**EMERGENCY SERVICES:** Call 9-1-1.

Learn more about YBCBD programs and services at [www.ybcbd.org](http://www.ybcbd.org) and about neighborhood offerings and happenings at [www.visityerbabuena.org](http://www.visityerbabuena.org).



# YERBA BUENA

## AT WORK FOR YOU

YBCBD ANNUAL REPORT  
2015-2016

YERBA BUENA  
COMMUNITY  
BENEFIT  
DISTRICT

**YBCBD**



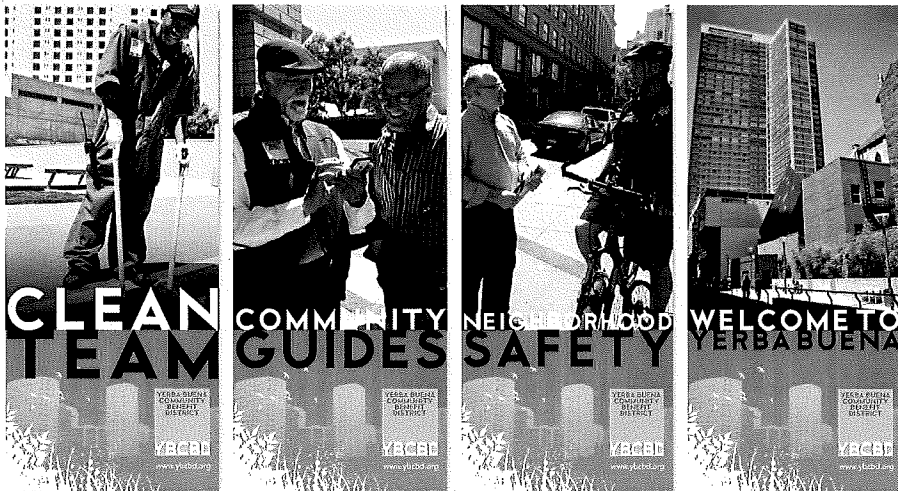
## YCBCD: AT WORK FOR YOU

Dear Neighbors,

It was a transformative year that showcased the cultural, business and residential roots of our dynamic neighborhood. We experienced the exciting re-opening of SFMOMA. Construction began on the Moscone Expansion Project and the Mexican Museum. New places debuted to shop, dine and live. Today, more families live in Yerba Buena than ever before. All of this growth makes the Yerba Buena Community Benefit District's services more important than ever to keep our vibrant neighborhood cleaner, safer and more inviting.

Implementing YCBCD's services to improve the quality of life here requires a relentless commitment by our dedicated staff, volunteer board of directors and committee members, and neighbors living and working in Yerba Buena. We're proud that last year 84 percent of the property owner ballots cast voted in favor of renewing the YCBCD for a 15-year term: The tally is the largest level of support for any Community Benefit District renewal in City history. Thank you for your support and involvement.

In this past fiscal year, and because of community input, we added more clean and safe services. Since early 2016, more Clean Team members and Community Guides are on duty. A new YCBCD Social Services Specialist also started connecting the street population to available services.



Our primary focus remains on our core clean and safe services, which supplement many city services, to maintain and improve Yerba Buena. Last year, our Clean Team addressed 11,000 sweep and scrub requests, removed 8,200 graffiti tags, flyers and stickers, and worked 365 days a year on beautifying our neighborhood. YBCBD's Community Guides and San Francisco Police Department bike patrol officer dedicated to Yerba Buena addressed 650 aggressive panhandling incidences and provided information and assistance to 13,400 visitors and merchants.

We're proud that our Community Benefit Fund is supporting public art, community engagement, streetscape improvements, and public safety enhancements. Our temporary Annie Street Plaza pilot project received San Francisco Beautiful's 2015 Place-Making Award. Sites Unseen, part of our Yerba Buena Public Art Plan, secured two artists for installments in alley locations in 2016. More than 10,000 attended the fifth annual Yerba Buena Night.

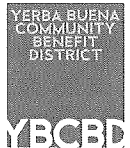
In the next year, our teams will work tirelessly every day to make our district cleaner and safer. We plan to refresh our award winning Yerba Buena Street Life Plan and continue working on high priority projects. We will promote the neighborhood's identity in support of business and cultural institutions, provide grants to nonprofits dedicated to raising the bar in Yerba Buena, and work to add more public art to the district.

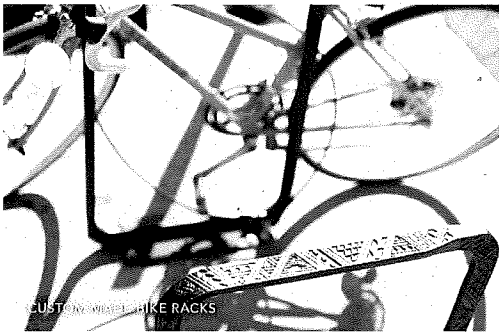
The YBCBD's commitment to always elevate our pioneering, original and eclectic neighborhood is constant. Thank you for supporting the work we do for you and with you to improve the quality of life in Yerba Buena.



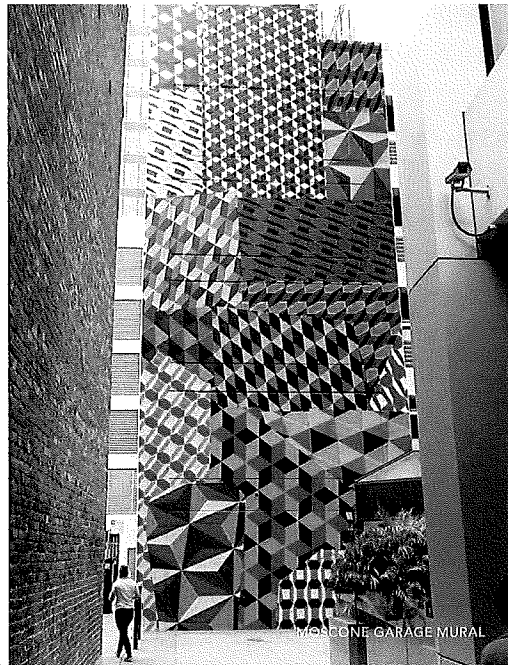
Sincerely,

Lance Burwell  
Chair, YBCBD Board of Directors





CUSTOM BICYCLE RACKS



MOSCONE GARAGE MURAL

## MISSION

"Advance the quality of life for residents and visitors in the Yerba Buena Neighborhood and San Francisco on an ongoing basis by fostering a safer and more secure community, enhancing environmental quality and beauty, and reinforcing the viability of our economic base."

The YBCBD strives to achieve its mission by working as partners in the community. We were formed in 2008 and renewed in 2015 for a 15-year period by district property owners and the San Francisco Board of Supervisors to provide services and programs covering the area of Second to Fifth and Market to Perry streets. Today, Yerba Buena is a thriving hub of cultural charisma, entrepreneurship, and diversity. The area bustles with more than 400 shopping, dining and entertainment venues, world-class museums, convention space, hotels, and educational institutions. Technology companies, retailers and culinary artists incubate the next big thing. Senior housing blends with live/work lofts, family homes and condominiums.

## SERVICES AND PROGRAMS

**CLEAN TEAM.** Our team sweeps and steam-cleans sidewalks, removes graffiti, picks up litter, and responds to immediate neighborhood cleaning needs every day 6 a.m.-9:30 p.m.

**SFPD PATROL AND SAFETY.** On top of existing police services, the YBCBD funds an SFPD bike patrol officer to keep us safer – 10 hours a day, 7 days a week. We are also developing pedestrian safety and traffic enforcement initiatives to make it safer for everyone to traverse the neighborhood.

**COMMUNITY GUIDES.** Our Guides help everyone in the district and are our eyes on the street— directing visitors to local businesses, contacting our dispatcher to have areas cleaned and report safety issues, and helping those in need — every day 6 a.m.-midnight.

**SOCIAL SERVICES SPECIALIST.** This new specialist connects people living on district streets to available services as part of a one-year pilot program.

**MARKETING & EVENTS.** We promote Yerba Buena with websites, events, social media, street banners, and more to keep our economic engine humming.

**COMMUNITY BENEFIT FUND.** We give grants to neighborhood nonprofits that support family programs, public art projects and cultural exhibits, and public safety.

**STREETScape IMPROVEMENTS.** We fund streetscape programs – large and small — to improve our public spaces with artful bike racks, seating, alley and crosswalk designs, public art plans, and more.

**YOU CAN HELP!** Anyone can report neighborhood cleanliness and non-emergency issues to YBCBD's dispatcher by calling (415) 543-9223, texting (415) 559-1362, and emailing [dispatch@ybcdbd.org](mailto:dispatch@ybcdbd.org), using our free mobile app, YBCBD Assist, or on our website, [www.YBCBD.org](http://www.YBCBD.org).



## 2015-2016 HIGHLIGHTS

### AT WORK FOR YOU...

**YBCBD CLEAN TEAM.** They responded to more than 11,200 requests for sidewalk sweeping, steam cleaning and spot cleaning; removed more than 8,200 graffiti tags, stickers and flyers; addressed more than 1,000 overflowing trashcans and 1,400 instances of illegal dumping; and picked up more than 200,000 pounds of trash from district streets.

**YERBA BUENA COMMUNITY GUIDES.** They conducted more than 13,000 meet and greets merchants and residents and assisted visitors, merchants, and residents with directions, neighborhood advice, cleanliness and safety issues, and more.

**SFPD BIKE PATROL OFFICER.** They worked 10-hour shifts daily to address quality of life issues and provide a reassuring presence in the district.

**NEW SOCIAL SERVICES SPECIALIST.** Our new specialist connects people living on district streets to available services as part of a one-year pilot program.

**TEAMWORK.** Our team worked together to address more than 16,000 quality of life issues including aggressive panhandling, trespassing/loitering, sleeper/camper issues, violations of the City's Sit-Lie ordinance, and assisting people in need.

**ADVOCACY.** We serve on advisory panels to promote the district's interests, such as: the SFPD Southern Station Community Police Advisory Board; The Yerba Buena Gardens Conservancy; Moscone Expansion Strategic Advisory Group; Better Market Street Citizen's Advisory Counsel; and Yerba Buena Culture Cabinet.



## AND WORKING WITH YOU...

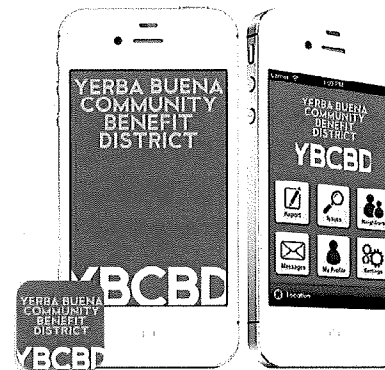
**"YES" TO RENEWAL!** Yerba Buena property owners and the San Francisco Board of Supervisors voted in July 2015 to renew the YCBCD for 15 years. In fact, more than 84 percent of the property owner ballots cast supported the renewal. The tally is believed to be the largest level of support for any Community Benefit District renewal in San Francisco.

**WAYS TO REQUEST SERVICES.** Everyone in the neighborhood can get involved in keeping the Yerba Buena clean and safe, including the ability to report and track service requests and neighborhood issues online, using mobile phones and other tools. More than 56,000 service requests were received through these systems during the last fiscal year.

**IMPROVING STREETSCAPES.** We continued to implement our Yerba Buena Street Life Plan with projects determined by the community, both large and small, to improve our pedestrian experience, alleys, streets, and open spaces. Our temporary Annie Street Plaza pilot project along Mission Street received San Francisco Beautiful's 2015 Place-Making Award. Two major public art pieces will be installed as part of Sites Unseen, a public art project with a focus on art in Yerba Buena alleys. High-visibility graphic art crosswalks will highlight our district's creative heartbeat at six locations in FY17. More bike racks, applying a nique design, were fabricated and installed.

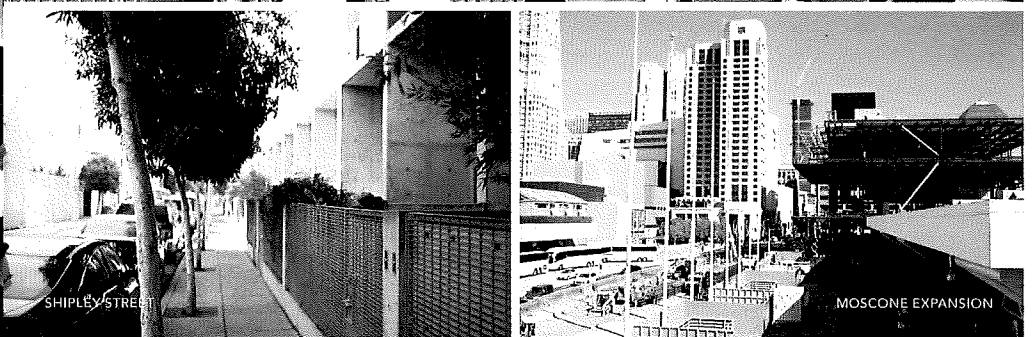
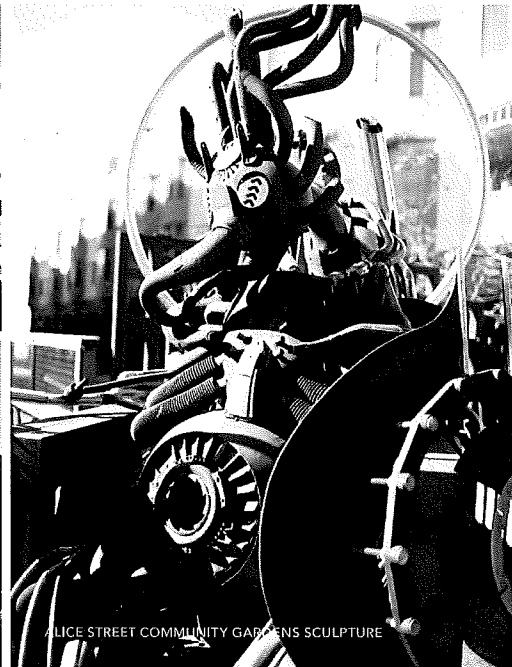
**COMMUNITY BENEFIT FUND.** Each year, we provide grants to nonprofits and residences in the neighborhood that support our mission. In early 2016, we supported exhibits, programs and events, such as: the Children's Creativity Museum free Creativity Day; Renaissance Entrepreneurship Center for training and services of district residents; TODCO to install an outdoor mural at Coleman House, an affordable housing residence; Filipino-American Development Foundation for its Parol Lantern Festival and Parade; and, Museum of African Diaspora to support a Martin Luther King, Jr. Day Celebration in 2017.

**NEIGHBORHOOD MARKETING AND BRANDING.** We populate a visitor website with great neighborhood information, produce a monthly newsletter, promote an events calendar, reach out on social media, and distribute information about businesses and attractions. We promote the district as a cultural destination, and hold events that are oriented to arts and culture to bring people together. More than 10,000 people attended the fifth annual Yerba Buena Night to celebrate our cultural heartbeat.



YCBCD ASSIST MOBILE APP







2016 YBCBD BOARD OF DIRECTORS

## BUDGET + BALANCE SHEET

### JULY 2015–JUNE 2016 ACTUALS

INCOME	ACTUALS	BUDGET	OVER/(UNDER BUDGET)
Assessments	\$3,067,189.00	\$2,991,722.82	\$75,466.18
Fundraising/In-Kind	\$489,054.00	\$160,113.27	\$328,940.73
Interest Income	\$26,116.00	\$500.00	\$25,616.00
<b>TOTAL INCOME</b>	<b>\$3,582,359.00</b>	<b>\$3,152,336.09</b>	<b>\$430,022.91</b>

EXPENSES	ACTUALS	BUDGET	OVER/(UNDER BUDGET)
Management & Operations	\$421,971.00	\$354,406.49	\$67,564.51
Cleaning & Streetscape Improvements	\$853,164.00	\$1,261,747.65	\$(408,583.65)
Safety & Security	\$888,922.00	\$1,051,102.15	\$(162,180.15)
Branding, Activation & Marketing	\$400,201.00	\$485,079.80	\$(84,878.80)
Fiscally Sponsored Projects	\$159,479.00	-	\$159,479.00
<b>TOTAL EXPENSES</b>	<b>\$2,723,737.00</b>	<b>\$3,152,336.09</b>	<b>\$(428,599.09)</b>
<b>NET INCOME/(CARRYOVER USED)</b>	<b>\$858,622.00</b>	<b>-</b>	<b>\$858,622.00</b>

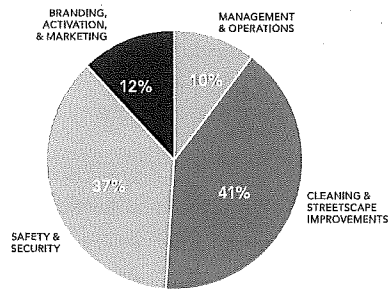
### JULY 2015–JUNE 2016 BALANCE SHEET

ASSETS	
Cash in Bank	\$3,640,096.00
Accounts Receivable, Net	\$69,466.00
Other	\$142,667.00
<b>TOTAL ASSETS</b>	<b>\$3,852,229.00</b>

LIABILITIES	
Accounts Payable	\$257,112.00
Other Liabilities	\$12,415.00
<b>TOTAL LIABILITIES</b>	<b>\$269,527.00</b>
<b>TOTAL NET ASSETS (CARRYOVER)</b>	<b>\$3,582,702.00</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$3,852,229.00</b>

**JULY 2016–JUNE 2017 BUDGET**

INCOME	
Assessments	\$2,960,505
Fundraising/In-Kind	\$255,153
Interest Income	\$500
Carryover Used	\$795,352
<b>TOTAL INCOME</b>	<b>\$4,011,510</b>
EXPENSES	
Management & Operations	\$417,084
Cleaning & Streetscape Improvements	\$1,629,487
Safety & Security	\$1,482,870
Branding, Activation, & Marketing	\$482,071
<b>TOTAL EXPENSES</b>	<b>\$4,011,510</b>



**FY2016-2017 BUDGET**

**PROJECTED CARRYOVER DISBURSEMENT**

CARRYOVER	AS OF 6.30.16	BUDGETED FOR FY17	BUDGETED FOR FUTURE YEARS
Management & Operations	\$745,893.00	\$56,958.28	\$688,934.72
Cleaning & Streetscape Improvements	\$1,394,514.00	\$549,170.24	\$845,343.76
Safety & Security	\$929,277.00	\$122,515.12	\$806,761.88
Branding, Activation, & Marketing	\$167,476.00	\$66,708.54	\$100,767.46
Fiscally Sponsored Projects	\$345,542.00	-	\$345,542.00
<b>TOTAL</b>	<b>\$3,582,702.00</b>	<b>\$795,352.18</b>	<b>\$2,787,349.82</b>

**AREA MAP OF THE YERBA BUENA COMMUNITY BENEFIT DISTRICT**

Yerba Buena bustles with world-class museums, shopping, dining, convention space, hotels, and educational institutions. Senior housing blends with live/work lofts and condominiums.

New district boundaries shown here were approved as part of the YBCBD renewal, but generally remain the same as before. The district includes parcels from Second to Fifth streets and Market to Harrison streets. Specific changes to YBCBD's boundaries are in the District Management Plan at [www.YBCBD.org](http://www.YBCBD.org).



## ASSESSMENT METHODOLOGY AND CALCULATION

The YCBCD is funded through an annual assessment from district property owners. A new methodology for annual assessments was approved as part of the district renewal. The calculation for each property assessment is based on a formula that weighs the benefit of the YCBCD's services for all types of properties in the district.

The formula assigns values to Land Use, Benefit Zone, Linear Street Frontage and Building Square Footage to determine benefit points for each parcel. The parcel benefit point total is then multiplied by \$9.38 based on the FY16-17 YCBCD Budget to calculate the assessment.

For example, a commercial property (Land Use, 4) in Benefit Zone 1 (Zone Factor, 1.5) that has 50 feet of linear frontage (Linear Frontage, 50) and 5,000 building square footage (Building Factor, 2) would calculate their assessment as follows:

$[(\text{Linear Frontage} + \text{Building Factor}) \times \text{Zone Factor}] \times \text{Land Use} =$   
Total # of Benefit Points

$[(50 + 2) \times 1.5] \times 4 = 300$  Benefit Points

$300 \times \$9.38 = \$2,814.00$  Total Assessment

As a result, properties like hotels, office buildings, museums, and retailers with substantial street frontage, higher volumes of pedestrian traffic, and more overall building square footage have different assessments than residential units because they benefit more from the YCBCD's services. Details of the annual assessment calculation are in the District Management Plan at [www.YCBCD.org](http://www.YCBCD.org).



### PHOTO CREDITS

Tarilyn Steverson Photography  
Stash Maleski/IGU Art  
(Mural Photo, page 6)

#### YCBCD BOARD OF DIRECTORS

**BOARD CHAIR**  
Lance Burwell, St. Regis Hotel & Residences

**BOARD VICE CHAIR:**  
Candace Sue, SFMTA

**SECRETARY/TREASURER:**  
Dheeraj Kakar, Resident\*\*

**BOARD MEMBERS**  
Laurel Arvanitidis, Resident  
Catherine Bartels/Alan Svensen, Bloomingdale's  
Michelle Delaney, 111 Minna Gallery  
John Elberling, TODCO  
Lynn Farzaroli, Tourism Improvement District  
Kristin Gonsar, Millennium Partners

Helen Han, Boston Properties  
Peter Hartman, Resident  
Ryan Jackson, Resident\*\*  
Brian Jess, Target\*  
Summerlax Kashar, Cartoon Art Museum  
Jon Kimball, The Palace Hotel  
Kerry King, Contemporary Jewish Museum  
Lisa Kirvin, Renaissance Entrepreneurship Center  
Lawrence LI, SPUR\*\*  
Deborah Lunn, Related Properties\*  
Murial Maffre, Museum of Performance + Design\*\*  
Frank Miskus, Brookfield Office Properties  
John Noguchi, The Moscone Center  
Misty Rasche, B Restaurant & Bar  
Gail Ringer, Kilroy Realty  
Scott Rowitz, YBCA  
Dan Soine, University of the Pacific/  
Dugoni School of Dentistry

Christopher Sullivan, San Francisco Marriott Marquis  
Steven Vargas, InterContinental Hotel  
Brennan Zerbe, Hearst Corporation\*\*

\*Offices/Director term ended January 2016  
\*\*Offices/Director term started January 2016

#### YCBCD COMMITTEES

Audit, Community Benefit Fund, Executive, Finance, Marketing, Nominating, Services, Streets & Public Space

#### YCBCD STAFF

Cathy Maupin, Executive Director  
Andrew Robinson, Associate Director (departed February 2016)  
Reuel Daniels, Director of Neighborhood Partnerships (joined November 2015)  
Richard Ciccarone, Events & Administrative Manager

The YCBCD would like to thank the individuals and organizations below for their financial contributions and in-kind support. Their generosity allowed us to exceed our fundraising goals and improve the district.

#### YCBCD COMMUNITY SUPPORT

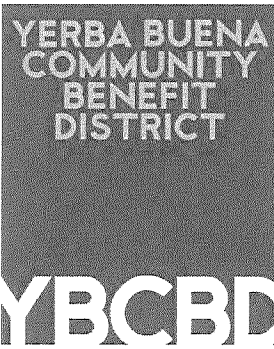
111 Minna Street Gallery, California Historical Society, Children's Creativity Museum, Contemporary Jewish Museum, Flat Iron Wines, Hearst Corporation, Impark, Kilroy Realty Corporation, MJM Management Group, Cathy Maupin, Moscone Center, Novela, Palaco Hotel, Red Door Coffee, San Francisco Examiner, San Francisco Marriott Marquis, San Francisco Travel Association, SFMTA, SF Weekly, SPUR, St. Regis Hotel, Westfield San Francisco Centre, Yerba Buena Center for the Arts, Yerba Buena Gardens Festival

#### SITES UNSEEN

The Baum Foundation, Bently Foundation, Helen Wurtala Castelein Fund of The Minneapolis Foundation, Tony and Mary Conrad, David and Carla Crane Philanthropic Fund, DrumStick Fund, Drusie Davis Fund, Susan Dunleavy, Marc Ebbin, EMKA Fund, Linda Jo Fitz, Diane Irene Foug, Use and Douglas Goldman Fund, Joy Design, Libra Foundation, Victoria Miller, Kenneth Rainin Foundation, Susan Swig Donor Advised Fund, Trains Interactive, VIA Art Fund, Phyllis C. Wattis Foundation, Zlot Buell & Associates

#### THE YERBA BUENA GARDENS CONSERVANCY

South of Market Child Care, Yerba Buena Center for the Arts, Yerba Buena Community Benefit District, Yerba Buena Gardens Festival



**FINANCIAL STATEMENTS**

**FOR THE YEARS ENDED JUNE 30, 2016 AND 2015**

# YERBA BUENA COMMUNITY BENEFIT DISTRICT

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Yerba Buena Community Benefit District

### *Report on the Financial Statements*

We have audited the accompanying financial statements of Yerba Buena Community Benefit District (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.





*Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Yerba Buena Community Benefit District as of June 30, 2016, and the change in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

*Prior Period Financial Statements*

The financial statements of Yerba Buena Community Benefit District as of June 30, 2015, were audited by Lautze & Lautze CPA's & Financial Advisors whose practice was combined with Marcum LLP as of June 1, 2016, and whose report dated August 31, 2015, expressed an unmodified opinion on those statements.

*Marcum LLP*

San Francisco, CA  
September 13, 2016

# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2016 AND 2015

	2016	2015
<b>Assets</b>		
Cash and cash equivalents	\$ 3,640,096	\$ 2,332,158
Assessments receivable, net	69,466	534,486
Promise to give	100,000	--
Prepaid expenses	13,726	14,000
Capital assets, net	<u>28,941</u>	<u>40,069</u>
<b>Total Assets</b>	<u>\$ 3,852,229</u>	<u>\$ 2,920,713</u>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Accounts payable and accrued expenses	\$ 257,112	\$ 179,208
Accrued benefits	<u>12,415</u>	<u>17,425</u>
<b>Total Liabilities</b>	<u>269,527</u>	<u>196,633</u>
<b>Net Assets</b>		
Unrestricted	3,271,354	2,684,491
Temporarily restricted	<u>311,348</u>	<u>39,589</u>
<b>Total Net Assets</b>	<u>3,582,702</u>	<u>2,724,080</u>
<b>Total Liabilities and Net Assets</b>	<u>\$ 3,852,229</u>	<u>\$ 2,920,713</u>

*The accompanying notes are an integral part of these financial statements.*

**YERBA BUENA COMMUNITY BENEFIT DISTRICT**  
**STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2016**

	Unrestricted	Temporarily Restricted	Total
<b>Revenue, Gains and Other Support</b>			
Assessment revenue	\$ 3,067,189	\$ --	\$ 3,067,189
Contributions	51,901	435,238	487,139
Interest and other income	26,116	--	26,116
Special events income	1,915	--	1,915
Net assets released from restrictions	<u>163,479</u>	<u>(163,479)</u>	<u>--</u>
<b>Total Revenue, Gains and Other Support</b>	<u>3,310,600</u>	<u>271,759</u>	<u>3,582,359</u>
<b>Expenses</b>			
Program services	2,301,766	--	2,301,766
Supporting services:			
Management and operations	395,064	--	395,064
Fundraising	<u>26,907</u>	<u>--</u>	<u>26,907</u>
<b>Total Expenses</b>	<u>2,723,737</u>	<u>--</u>	<u>2,723,737</u>
<b>Change in Net Assets</b>	586,863	271,759	858,622
<b>Net Assets - Beginning</b>	<u>2,684,491</u>	<u>39,589</u>	<u>2,724,080</u>
<b>Net Assets - Ending</b>	<u>\$ 3,271,354</u>	<u>\$ 311,348</u>	<u>\$ 3,582,702</u>

*The accompanying notes are an integral part of these financial statements.*

**YERBA BUENA COMMUNITY BENEFIT DISTRICT**  
**STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2015**

	Unrestricted	Temporarily Restricted	Total
<b>Revenue, Gains and Other Support</b>			
Assessment revenue	\$ 2,411,976	\$ --	\$ 2,411,976
Contributions	95,982	100,000	195,982
Special events income	17,403	--	17,403
Interest and other income	6,096	--	6,096
Net assets released from restriction	<u>76,411</u>	<u>(76,411)</u>	<u>--</u>
<b>Total Revenue, Gains and Other Support</b>	<u>2,607,868</u>	<u>23,589</u>	<u>2,631,457</u>
<b>Expenses</b>			
Program services	2,244,933	--	2,244,933
Supporting services:			
Management and operations	403,170	--	403,170
Fundraising	<u>25,290</u>	<u>--</u>	<u>25,290</u>
<b>Total Expenses</b>	<u>2,673,393</u>	<u>--</u>	<u>2,673,393</u>
<b>Change in Net Assets</b>	(65,525)	23,589	(41,936)
<b>Net Assets - Beginning</b>	<u>2,750,016</u>	<u>16,000</u>	<u>2,766,016</u>
<b>Net Assets - Ending</b>	<u>\$ 2,684,491</u>	<u>\$ 39,589</u>	<u>\$ 2,724,080</u>

*The accompanying notes are an integral part of these financial statements.*

**YERBA BUENA COMMUNITY BENEFIT DISTRICT**

**STATEMENTS OF FUNCTIONAL EXPENSES**

**FOR THE YEAR ENDED JUNE 30, 2016**

	Program Services				Supporting Services			
	Cleaning and Streetscape Improvements	Safety and Security	Branding, Activation and Marketing	Fiscally Sponsored Projects	Total	Management and Operations	Fundraising	Total
Cleaning services	\$ 613,135	\$ --	\$ --	\$ --	\$ 613,135	\$ --	\$ --	\$ 613,135
Community guides	--	561,406	--	--	561,406	--	--	561,406
Salaries and benefits	84,551	--	128,706	--	213,257	103,282	24,562	341,101
Police services	--	317,488	--	--	317,488	--	--	317,488
Consulting fees	--	--	28,843	129,144	157,987	107,145	570	265,702
Grants	40,000	10,000	100,000	--	150,000	--	--	150,000
Special events	--	--	74,676	3,119	77,795	--	--	77,795
Greening	49,342	--	--	--	49,342	--	--	49,342
Streetscape management	59,764	28	400	1,173	61,365	--	--	61,365
Rent and utilities	--	--	--	--	--	56,784	--	56,784
In-kind goods and services	141	--	14,785	--	14,926	32,475	--	47,401
Marketing and branding	--	--	37,867	--	37,867	--	--	37,867
Bad debt expense	--	--	--	--	--	36,609	--	36,609
Fiscal sponsorship fee	--	--	--	25,562	25,562	--	--	25,562
Payroll taxes	6,166	--	9,277	--	15,443	7,109	1,775	24,327
Office supplies and postage	55	--	4,304	481	4,840	11,428	--	16,268
Depreciation and amortization	--	--	--	--	--	15,670	--	15,670
Website support	--	--	1,343	--	1,343	6,779	--	8,122
Insurance	--	--	--	--	--	7,613	--	7,613
Payroll processing fees	--	--	--	--	--	4,705	--	4,705
Dues and subscriptions	--	--	--	--	--	4,336	--	4,336
Loss on disposal of asset	--	--	--	--	--	720	--	720
Other expenses	10	--	--	--	10	409	--	419
<b>Total</b>	<u>\$ 853,164</u>	<u>\$ 888,922</u>	<u>\$ 400,201</u>	<u>\$ 159,479</u>	<u>\$ 2,301,766</u>	<u>\$ 395,064</u>	<u>\$ 26,907</u>	<u>\$ 2,723,737</u>

*The accompanying notes are an integral part of these financial statements.*

**YERBA BUENA COMMUNITY BENEFIT DISTRICT**

**STATEMENTS OF FUNCTIONAL EXPENSES**

**FOR THE YEAR ENDED JUNE 30, 2015**

	Program Services			Supporting Services			
	Sidewalk Operations and Beautification	District Identity and Streetscape Improvements	Fiscally Sponsored Projects	Total	Management and Operations	Fundraising	Total
Cleaning services	\$ 568,032	\$ --	\$ --	\$ 568,032	\$ --	\$ --	\$ 568,032
Community guides	455,580	--	--	455,580	--	--	455,580
Salaries and benefits	111,350	88,729	--	200,079	112,317	23,501	335,897
Police services	318,268	--	--	318,268	--	--	318,268
Consulting fees	1,259	65,014	55,755	122,028	149,193	--	271,221
Greening	227,111	--	--	227,111	--	--	227,111
Grants	5,000	99,360	--	104,360	--	--	104,360
Marketing and branding	--	103,149	--	103,149	--	--	103,149
Special events	--	70,718	4,556	75,274	487	--	75,761
In-kind goods and services	8,200	974	--	9,174	55,608	--	64,782
Rent and utilities	--	--	--	--	42,840	--	42,840
Streetscape management	34,875	--	--	34,875	--	--	34,875
Payroll taxes	7,726	6,096	--	13,822	7,263	1,614	22,699
Office supplies and postage	--	5,058	--	5,058	9,060	--	14,118
Depreciation and amortization	--	--	--	--	8,195	--	8,195
Website support	--	4,273	100	4,373	3,649	--	8,022
Insurance	--	--	--	--	6,170	--	6,170
Payroll processing fees	--	--	--	--	4,675	--	4,675
Other contract expenses	3,750	--	--	3,750	--	--	3,750
Dues and subscriptions	--	--	--	--	3,444	--	3,444
Other expenses	--	--	--	--	269	175	444
<b>Total</b>	<b>\$ 1,741,151</b>	<b>\$ 443,371</b>	<b>\$ 60,411</b>	<b>\$2,244,933</b>	<b>\$ 403,170</b>	<b>\$ 25,290</b>	<b>\$2,673,393</b>

*The accompanying notes are an integral part of these financial statements.*

# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015
<b>Cash Flows Provided By (Used In) Operating Activities</b>		
Change in net assets	\$ 858,622	\$ (41,936)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Bad debt expense	36,609	--
Depreciation and amortization	15,670	8,195
Loss on disposal of capital asset	720	--
Changes in operating assets and liabilities:		
Assessments receivable	428,411	(269,752)
Promise to give	(100,000)	--
Prepaid expenses	274	4,893
Accounts payable and accrued expenses	77,904	34,206
Accrued benefits	(5,010)	1,521
<b>Net Cash Provided By (Used In) Operating Activities</b>	<u>1,313,200</u>	<u>(262,873)</u>
<b>Cash Flows Provided By (Used In) Investing Activities</b>		
Purchase of capital assets	<u>(5,262)</u>	<u>--</u>
<b>Net Cash (Used In) Investing Activities</b>	<u>(5,262)</u>	<u>--</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	1,307,938	(262,873)
<b>Cash and Cash Equivalents - Beginning</b>	<u>2,332,158</u>	<u>2,595,031</u>
<b>Cash and Cash Equivalents - Ending</b>	<u>\$ 3,640,096</u>	<u>\$ 2,332,158</u>

*The accompanying notes are an integral part of these financial statements.*

# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

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### NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### *PURPOSE AND ORGANIZATION*

The Yerba Buena Community Benefit District (the YBCBD) was formed in 2008 by property owners to improve the quality of life in the neighborhood by making the area cleaner, safer, and more vibrant. The YBCBD had a contract with the City and County of San Francisco (the City) for a term of seven years, expiring on December 31, 2015. On July 31, 2015, the Board of Supervisors approved the resolution to renew the YBCBD's contract for a term of 15 years, expiring on December 31, 2030. The YBCBD stretches from about Second to Fifth and Market to Harrison Street in San Francisco, California.

The YBCBD exists to implement programs to create a neighborhood that is safer, cleaner, greener and a better place to conduct business and live. These programs and services are funded by district property owners in the Yerba Buena neighborhood.

The YBCBD's mission statement is as follows:

The Yerba Buena Community Benefit District will advance the quality of life for residents and visitors in the Yerba Buena Neighborhood and San Francisco on an ongoing basis by fostering a safer and more secure community, enhancing environmental quality and beauty, and reinforcing the viability of our economic base.

Programs and services provided by the YBCBD include:

- **Clean Team** - The Clean Team ("Team") works to improve the appearance and cleanliness of the district daily from 6:00am to 9:30pm. The Team steam cleans all sidewalks in the district once or twice a month, works daily on sidewalk cleaning and gutter sweeping, and removes trash on a frequent basis. The Team also pulls weeds, cleans tree wells, removes graffiti, and paints poles, mailboxes, and fire plugs.
- **Community Guides Program** - The Community Guides ("Guides") serve as goodwill ambassadors in the neighborhood. Guides provide information, directions, and connect those who need help to the right social services. Guides report maintenance issues such as areas in need of cleaning. Guides do not provide emergency response, but will call emergency dispatch to report issues. The YBCBD also engaged a Social Service Specialist to provide additional support to those in need. Up to six guides work 6:00am to midnight, seven days a week.



# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

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### NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *PURPOSE AND ORGANIZATION (CONTINUED)*

- **SFPD 10B Officer** - In addition to existing police services, the San Francisco Police Department (SFPD) provides officers to the YBCBD under City Administrative Code Section 10B. These officers are funded by the YBCBD and work 10 hours a day, 7 days a week. The 10B Officer primarily addresses quality of life issues within the neighborhood and within the purview of SFPD, such as issuing citations for drinking, trespassing, permit violations, littering, and pedestrian safety infractions. The additional police presence adds 70 hours per week of police time to the 5,000 hours a week already provided by the Southern District Police Station.
- **Marketing and Branding** - Marketing programs help strengthen the area's economic viability to make it more inviting to businesses and visitors. The YBCBD established a name and brand for the neighborhood, along with a neighborhood website that lists all businesses, events, and neighborhood news. The YBCBD also coordinates events that bring people to the neighborhood.
- **Streetscape Improvements** - Guided by the Yerba Buena Street Life Plan, the YBCBD invests in public realm improvements including greening, public art, pedestrian and bicycle improvements as well as advocates for real public benefits related to neighborhood development projects.
- **Community Benefit Fund** - The YBCBD Community Benefit Fund supports district initiatives by providing small grants to organizations in the neighborhood that help to achieve the mission of the YBCBD.
- **Fiscally Sponsored Projects** - The YBCBD continues to serve as the fiscal sponsor for projects related to its mission. During the year ended June 30, 2015, the organization began serving as fiscal sponsor for two projects. One is focused on a neighborhood public art project that aims to locate public art and programming in seven Yerba Buena alleyways, known as Sites Unseen. The other is a coalition of neighborhood organizations advocating for the long-term maintenance and preservation of the Yerba Buena Gardens, known as The Yerba Buena Gardens Conservancy. As the Yerba Buena Gardens transition from a former Redevelopment Agency holding to a City asset, the coalition is collaborating with all stakeholders to secure a vibrant future for the Gardens. YBCBD was granted variance power over such contributions, accordingly, they are recognized as YBCBD contributions.

# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

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### NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *BASIS OF ACCOUNTING*

The YBCBD prepares its financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), which involves the application of accrual accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred regardless of the timing of cash flows.

#### *CLASSIFICATION OF NET ASSETS*

U.S. GAAP requires that YBCBD report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted. Accordingly, the net assets of the YBCBD are classified and reported as described below:

*Unrestricted:* Those net assets and activities which represent the portion of expendable funds that are available to support YBCBD's operations. A portion of these net assets may be designated by the Board of Directors for specific purposes.

*Temporarily Restricted:* Those net assets and activities which are donor-restricted for (a) support of specific operating activities; (b) investment for a specified term; (c) use in a specified future period; or (d) acquisition of long-lived assets.

*Permanently Restricted:* Those net assets and activities which are permanently donor-restricted for holdings of (a) assets donated with stipulations that they be used for a specified purpose, be preserved, and not be sold; or (b) assets donated with stipulations that they be invested to provide a permanent source of income.

As of June 30, 2016 and 2015, the YBCBD did not have any net assets meeting the definition of permanently restricted.

#### *FAIR VALUE OF FINANCIAL INSTRUMENTS*

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The carrying amounts of cash and cash equivalents, receivables, and accounts payable approximate fair value because of the short-term maturity of these instruments.

# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

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### NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *ESTIMATES*

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### *CASH AND CASH EQUIVALENTS*

The YBCBD considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

#### *ASSESSMENTS RECEIVABLE*

Assessments receivable represents obligations of local property owners due to the YBCBD. Unpaid receivables do not accrue interest.

The YBCBD uses the allowance method to account for uncollectible assessments. The allowance for uncollectible assessments receivable reflects management's best estimate of the amounts that will not be collected based on historical experience and an evaluation of the outstanding receivables at the end of the year. As of June 30, 2016 and 2015, the allowance for uncollectible assessments was \$320,291 and \$283,682, respectively.

#### *CAPITAL ASSETS*

The YBCBD capitalizes acquisitions of capital assets with a cost or value in excess of \$1,000 and with an estimated useful life beyond one year. Purchased assets are recorded at cost; donated assets are recorded at estimated fair value at the date of acquisition. Depreciation on furniture and equipment is calculated using the straight-line method based upon estimated useful lives ranging from 3 to 10 years. Website development costs are amortized using the straight-line method over 3 years. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized. The cost and accumulated depreciation of assets sold or retired are removed from the respective accounts and any gain or loss is reflected in the statement of activities and changes in net assets.

# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

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### NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *ACCRUED VACATION*

Full-time employees may accrue up to ten hours per month depending on the number of years employed. Part-time employees accrue vacation on a prorated basis. Employees can accrue a maximum of 160 vacation hours.

#### *REVENUE RECOGNITION*

##### *Assessment Revenue*

The YBCBD receives its support primarily from a special assessment levied by the City on properties located within the YBCBD in accordance with City Ordinance. The assessment is recorded by the YBCBD when assessed by the City. The City remits the assessments to the YBCBD as the assessments are collected from the property owners. Interest is not charged on late assessments, however late penalties are charged in accordance with the City's policy.

##### *Contributions*

The YBCBD recognizes all contributions when they are received or unconditionally promised. Contributions without donor-imposed restrictions are reported as unrestricted support. Contributions with donor-imposed restrictions are reported as either temporarily restricted or permanently restricted support, depending upon the type of restriction.

The satisfaction of a donor-imposed restriction on a contribution is recognized when the corresponding expenditures are incurred (performance restriction) or when the time restriction expires. This occurs by increasing one class of net assets and decreasing another in the statements of activities. Such transactions are recorded as *net assets released from restrictions* and are reported separately from other transactions.

##### *Contributed Goods and Services*

Donated material and equipment are recorded as contributions at their estimated value on the date of receipt. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the YBCBD reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The YBCBD reclassifies temporarily restricted net assets to unrestricted net assets at that time. For the years ended June 30, 2016 and 2015, the YBCBD received donated material and equipment in the amounts of \$350 and \$0, respectively.

# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

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### NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *REVENUE RECOGNITION (CONTINUED)*

##### *Contributed Goods and Services (Continued)*

The YBCBD records contribution revenue for certain services received at the fair value of those services, if the services (a) create or enhance nonfinancial assets, or (b) require specialized skills, are provided by individuals possessing those skills, and would be purchased if not donated.

For the years ended June 30, 2016 and 2015, the YBCBD received contributed goods and services in the amounts of \$47,401 and \$64,782, respectively.

#### *ADVERTISING*

The costs of advertising are charged to expense as incurred. Advertising expense for the years ended June 30, 2016 and 2015, was \$29,713 and \$62,615, respectively.

#### *INCOME TAXES*

The YBCBD is a qualified organization exempt from federal and state income taxes under §501(c)(3) of the Internal Revenue Code and §23701d of the California Revenue and Taxation Code, respectively.

The YBCBD recognizes a threshold and measurement attribute for the financial statement recognition and measurement of a tax position taken, or expected to be taken, in a tax return and requires the affirmative evaluation that is more-likely-than-not, based on the technical merits of a tax position, that an organization is entitled to economic benefits resulting from tax positions taken in income tax returns. For tax exempt entities, favorable tax status itself is deemed to be an uncertainty, as events could potentially occur to jeopardize their tax-exempt status. If a tax position does not meet the more-likely-than-not recognition threshold, the benefit of that position is not recognized in the financial statements. The YBCBD's evaluation on June 30, 2016, revealed no tax positions that would have a material impact on the financial statements.

The YBCBD's tax returns are subject to examination by federal and state taxing authorities. However, management is unaware of any pending examinations nor are there any in progress.

# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

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### NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### *CONCENTRATIONS OF RISK*

##### *Financial Instruments*

Financial instruments which potentially subject the YBCBD to concentrations of credit risk consist principally of cash and cash equivalents. The YBCBD maintains its cash in various bank deposit accounts which, at times, may exceed federally insured limits. The YBCBD has not experienced any losses in such accounts. Management believes that the YBCBD is not exposed to any significant credit risk related to concentrations.

##### *Assessments Receivable*

As of June 30, 2016 and 2015, 49% and 32% of the assessments receivable were due from six and two property owners, respectively.

#### *FUNCTIONAL ALLOCATION OF EXPENSES*

The costs of providing various programs and supporting services have been summarized on a functional basis in the accompanying statements of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on an analysis of personnel time by each program.

### NOTE 2 - PROMISE TO GIVE

The promise to give at June 30, 2016, in the amount of \$100,000 and due August 2016, consists of one contribution from the Kenneth Rainin Foundation. The purpose of the contribution is to support the Sites Unseen fiscally sponsored project and, as such, it is recorded as temporarily restricted.

# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

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### NOTE 3 - CAPITAL ASSETS

Capital assets at June 30, consist of the following:

	2016	2015
Website development	\$ 75,012	\$ 75,012
Street furniture	40,424	40,424
Furniture and equipment	<u>9,339</u>	<u>5,373</u>
	124,775	120,809
Less: accumulated depreciation and amortization	<u>(95,834)</u>	<u>(80,740)</u>
<b>Total</b>	<u><u>\$ 28,941</u></u>	<u><u>\$ 40,069</u></u>

### NOTE 4 - UNRESTRICTED NET ASSETS

Unrestricted net assets at June 30, 2016, consist of the following:

	2016
Board designated:	
Cleaning and Streetscape Improvement	\$ 1,370,051
Safety and Security	929,277
Management and Operations	742,778
Branding, Activation, and Marketing	165,307
Fiscally sponsored projects:	
Sites Unseen	25,000
Yerba Buena Gardens	10,000
Invested in capital assets	<u>28,941</u>
<b>Total</b>	<u><u>\$ 3,271,354</u></u>

# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

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### NOTE 4 - UNRESTRICTED NET ASSETS (CONTINUED)

Unrestricted net assets at June 30, 2015, consist of the following:

	<u>2015</u>
Board designated:	
Contingency/Reserve	\$ 1,132,323
Sidewalk Operations and Beautification	1,069,838
Administration	442,261
Invested in capital assets	<u>40,069</u>
<b>Total</b>	<b><u>\$ 2,684,491</u></b>

### NOTE 5 - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets at June 30, may be expended for:

	<u>2016</u>	<u>2015</u>
Fiscally sponsored projects:		
Sites Unseen	\$ 196,136	\$ 39,052
Sites Unseen inherent time restriction	100,000	--
Yerba Buena Gardens	<u>15,212</u>	<u>537</u>
<b>Total</b>	<b><u>\$ 311,348</u></b>	<b><u>\$ 39,589</u></b>



# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

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### NOTE 6 - NET ASSETS RELEASED FROM RESTRICTIONS

Net assets were released from restrictions by incurring expenses satisfying the restricted purposes during the year ended June 30, as follows:

	2016	2015
Fiscally sponsored projects:		
Sites Unseen	\$ 156,654	\$ 33,448
Yerba Buena Gardens	2,825	26,963
Traffic study	4,000	--
2014-15 Yerba Buena Night	<u>          --</u>	<u>16,000</u>
<b>Total</b>	<u><u>\$ 163,479</u></u>	<u><u>\$ 76,411</u></u>

### NOTE 7 - GRANTS

The YBCBD distributes annual grants called Community Benefit Fund grants to community organizations providing services, within the district, that support the improvements and activities of the YBCBD. Grant expense for the years ended June 30, 2016 and 2015 was \$150,000 and \$104,360, respectively. Grants payable at June 30, 2016 and 2015 were \$17,500 and \$0, respectively.

### NOTE 8 - RETIREMENT PLAN

The YBCBD established an employer non-contributory defined contribution retirement plan (the Plan) for employees during the year ended June 30, 2015. Effective May 1, 2015, eligible employees may make voluntary contributions by salary reduction to the Plan, up to the limit allowed by Internal Revenue Code (IRC) regulations.

### NOTE 9 - COMMITMENTS

The YBCBD was obligated under a non-cancelable operating lease agreement for office space in San Francisco, California which expired on August 14, 2015. Subsequent to August 14, 2015, the YBCBD leased its office space on a month-to-month basis until the lease was amended in November 2015 to extend the lease term to December 31, 2018. The amendment also provided for additional office space, modified the future monthly lease payments, and provided the landlord the option to terminate the lease with a written notice, six months in advance.

# YERBA BUENA COMMUNITY BENEFIT DISTRICT

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

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### NOTE 9 - COMMITMENTS (CONTINUED)

The YBCBD also leases office equipment that requires monthly lease payments; the lease was renewed on January 1, 2016 and expires on January 14, 2021.

The following is a schedule of minimum lease commitments:

For the years ending June 30,	Amount
2017	\$ 43,512
2018	44,640
2019	23,736
2020	2,268
2021	<u>1,134</u>
<b>Total</b>	<b><u>\$ 115,290</u></b>

Rent expense for the years ended June 30, 2016 and 2015 was \$37,920 and \$28,587, respectively.

### NOTE 10 - RELATED PARTY TRANSACTIONS

The property owner of the building the YBCBD leases for office space joined the YBCBD's Board of Directors (the Board) in January 2016. Rent paid for the office lease from January 2016 through June 30, 2016 was \$20,340.

Members of the Board are also associated with organizations that received Community Benefit Fund grants from the YBCBD. Pursuant to the YBCBD's conflict of interest policy, all conflicted YBCBD board members refrain from the decision-making process and abstain from the voting process.

The YBCBD has a written conflict of interest policy that requires, among other things, that no member of the Board can participate in any decision in which the member (or an immediate family member) has a material financial interest. Each Board member is required to certify compliance with the conflict of interest policy on an annual basis and indicate whether the YBCBD does business with an entity in which a Board member has a material financial interest. When such relationships exist, measures are taken to appropriately manage the actual or perceived conflict in the best interests of the YBCBD. Community Benefit Fund grants paid to organizations of related parties for the years ended June 30, 2016 and 2015 totaled, \$70,000 and \$45,000, respectively.

At June 30, 2016 and 2015, no amounts were due to related parties.

# **YERBA BUENA COMMUNITY BENEFIT DISTRICT**

## **NOTES TO FINANCIAL STATEMENTS**

**FOR THE YEARS ENDED JUNE 30, 2016 AND 2015**

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### **NOTE 11 - SUBSEQUENT EVENTS**

The YBCBD has evaluated all subsequent events through September 13, 2016, the date the financial statements were available to be issued. No events requiring recognition or disclosure in the financial statements have been identified.

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## MEMORANDUM

TO: Ben Rosenfield, City Controller, Office of the Controller  
Todd Rufo, Director, Office of Economic and Workforce Development

FROM: Erica Major, Assistant Clerk, Government Audit and Oversight Committee,  
Board of Supervisors

DATE: March 6, 2017

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Supervisor Kim on February 28, 2017:

**File No. 170215**

**Resolution receiving and approving the annual report for the Yerba Buena Community Benefit District for FY2015-2016, submitted as required by the Property and Business Improvement District Law of 1994 (California Streets and Highways Code, Sections 36600, *et seq.*), Section 36650, and the District's management agreement with the City, Section 3.4.**

If you have any comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

c: Todd Rydstrom, Office of the Controller  
Ken Rich, Office of Economic and Workforce Development  
Lisa Pagan, Office of Economic and Workforce Development

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2017 FEB 28 PM 2:08  
The stamp or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission       Youth Commission       Ethics Commission
- Planning Commission       Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.**

**Sponsor(s):**


Supervisor Kim

**Subject:**

[Yerba Buena Community Benefit District – Annual Report to the City – FY 2015-16]

**The text is listed below or attached:**

Resolution receiving and approving annual report for the Yerba Buena Community Benefit District for FY 2015-2016, submitted as required by the Property and Business Improvement District Law of 1994 (California Streets and Highways Code, Sections 36600, et seq.), Section 36650, and the District's management agreement with the City, Section 3.4.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

170215