

File No. 180242

Committee Item No. 3

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: April 4, 2018

Board of Supervisors Meeting:

Date: _____

Cmte Board

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| <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

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>CBD Annual Report - FY2016-2017</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>CBD Financial Statements - June 30, 2017</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>OEWD Letter - March 12, 2018</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Department Referral - March 20, 2018</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Prepared by: John Carroll

Date: March 30, 2018

Prepared by: _____

Date: _____

1 [Yerba Buena Community Benefit District - Annual Report - FY2016-2017]

2
3 **Resolution receiving and approving an annual report for the Yerba Buena Community**
4 **Benefit District for FY2016-2017, submitted as required by the Property and Business**
5 **Improvement District Law of 1994 (California Streets and Highways Code,**
6 **Sections 36600, *et seq.*), Section 36650, and the District's management agreement with**
7 **the City, 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

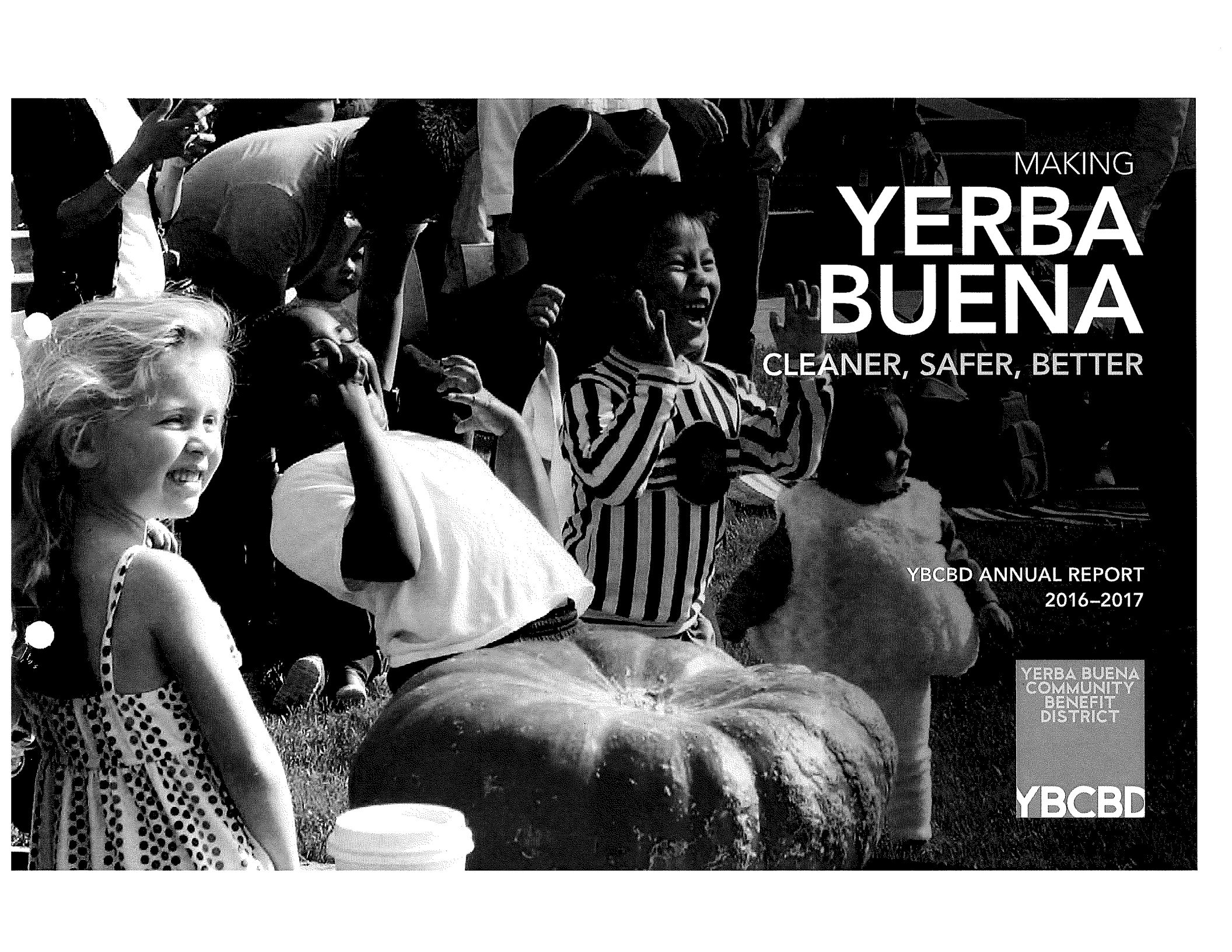
1 WHEREAS, On April 11, 2017, the Board of Supervisors approved the Yerba Buena
2 CBD's annual report for FY2015-2016 in Resolution No. 117-17; and

3 WHEREAS, The Yerba Buena CBD has submitted for the Board's receipt and approval
4 the Yerba Buena CBD's annual report for FY2016-2017 as required by Section 36650 of the
5 Act and Section 3.4 of the Management Contract; and

6 WHEREAS, The annual report for FY2016-2017 is on file with the Clerk of the Board of
7 Supervisors in File No. 180242, 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 March 12, 2018, and documentation from the Yerba Buena CBD for the annual report for
12 FY2016-2017 are on file with the Clerk of the Board of Supervisors in File No. 180242; 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 FY2016-2017.



MAKING
**YERBA
BUENA**

CLEANER, SAFER, BETTER

YBCBD ANNUAL REPORT
2016-2017

YERBA BUENA
COMMUNITY
BENEFIT
DISTRICT

YBCBD



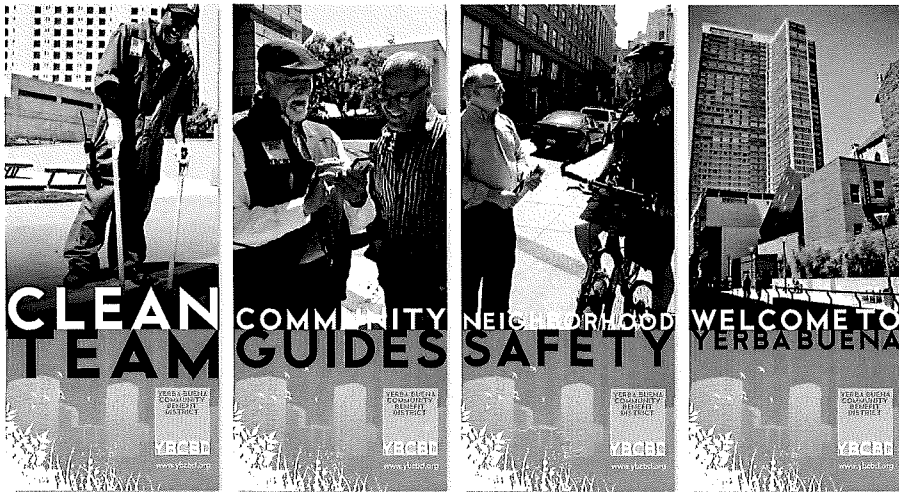
YBCBD: CLEANER, SAFER, BETTER

Dear Neighbors,

Yerba Buena never stands still. The district is soaring with renowned cultural institutions, businesses and public spaces — supported by a devoted and growing residential base. Our neighborhood transformation is in full flight with construction underway of the Moscone Expansion Project, Mexican Museum, Central Subway and new residences. However, as density and population increase, so do urban challenges. The YBCBD exists to address these challenges to help make our neighborhood cleaner, safer and more inviting.

The YBCBD makes a difference in the district because of the incredible participation of our dedicated staff, volunteer board of directors and committee members, our neighbors living and working in Yerba Buena, and so many others. We are truly grateful for your support.

The YBCBD's core focus remains providing clean and safe services. Our yearlong tally of services shows that our Clean Team addressed more than 7,200 sweep and scrub requests, removed 10,500 graffiti tags, flyers and stickers, and worked daily to beautify our neighborhood. Our Community Guides and San Francisco Police Department bike patrol officer dedicated to Yerba Buena addressed nearly 1,300 aggressive panhandling incidences and provided information and assistance to nearly 8,000 visitors and merchants. Our social service specialist is hard at work addressing the needs of our street population. Thank you to all those who contribute to improving Yerba Buena, supporting the work we do for you and with you to improve the quality of life in Yerba Buena.



Based on neighborhood input, we continue to add to our core services. We are funding additional hours for our San Francisco Police Department bike patrol officer, adding members to our Clean Team and Community Guides, and hiring a second social service specialist. Nine new Bigbelly "smart" refuse receptacles dot the district to help reduce litter.

In addition to our clean and safe services, the YBCBD is implementing exciting streetscape improvements, public safety enhancements, and neighborhood marketing and community engagement programs. Our Community Benefit Fund grants since 2008 exceed \$1 million to support neighborhood family programs, cultural exhibits, public safety and other improvements. We celebrate our cultural backbone by supporting public art projects like the large-scale neon text-based Love Over Rules installation by Hank Willis Thomas at Annie Street. We also present Yerba Buena Night, a free showcase of music, art, dance and performance, and promote the district through experiential street theater with our free monthly neighborhood walking tour.

More events, public art and improvements are planned for the coming year. We will update our award-winning streetscape improvement plan, implement plans to redesign the northern section of Annie Street, and install graphic art crosswalks, benches and bike racks. We're also holding our first awards ceremony honoring community excellence in Yerba Buena.

While we're doing more than ever to improve Yerba Buena, we know that our work to improve quality of life in the neighborhood is never-ending. With your continued support, guidance and participation, Yerba Buena will remain one of the city's great neighborhoods.



Sincerely,

Candace Sue
Chair, YBCBD Board of Directors





OUR 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."

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.

The YBCBD achieves its mission by working as partners with 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. Our services and programs supplement city services and cover the area of Second to Fifth and Market to Perry streets.

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. In 2018, an additional two hours a day will be added to patrols. 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 reporting safety issues, and helping those in need — every day 6 a.m.-midnight.

SOCIAL SERVICES SPECIALIST. Our specialist connects people living on district streets to available services. An additional specialist will be added in 2018.

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 projects – large and small — to improve our public spaces with artful bike racks, seating, alley and crosswalk designs, public art, 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, emailing dispatch@ybcdbd.org, using our free mobile app, YBCBD Assist, or on our website, www.YBCBD.org.



UNVEILING OF THE NEW BIG BELLY UNITS

2016-2017 HIGHLIGHTS

MAKING YERBA BUENA CLEANER AND SAFER...

YBCBD CLEAN TEAM AND COMMUNITY GUIDES. Our Clean Team responded to more than 7,300 requests for sidewalk sweeping, steam cleaning and spot cleaning; removed more than 10,500 graffiti tags, stickers and flyers; addressed more than 1,100 overflowing trashcans and 1,100 instances of illegal dumping; and picked up more than 300,000 pounds of trash from district streets. Our Guides conducted nearly 8,000 meet and greets with 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.

SOCIAL SERVICES SPECIALIST. Our specialist connects people living on district streets to available services. Our approach to helping those in need is on our website at www.ybcbd.org/reports

TEAMWORK. Our team worked together to address more than 12,500 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 BETTER

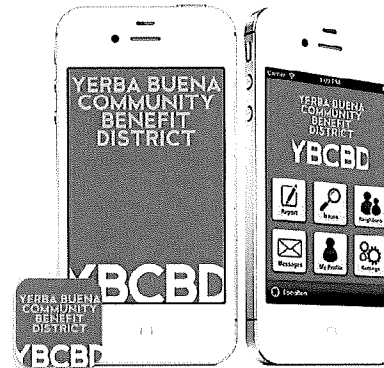
MORE SERVICES. In 2018, our SFPD bike patrol officer will be working 12-hour shifts each day. We'll be adding members to our cleaning team and Community Guides, and hiring a second social service specialist.

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 or on your phone. Nearly 56,500 service requests were received through these systems over the past year.

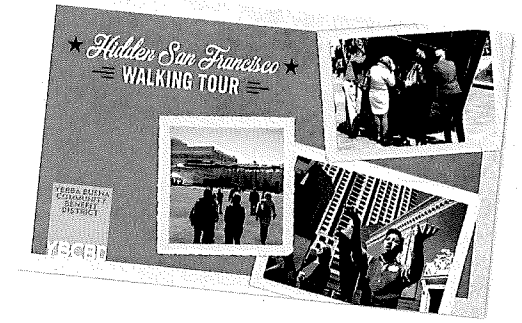
IMPROVING STREETSCAPES. We continued to implement public projects determined by the community, both large and small, to improve our pedestrian experience, alleys, streets, and open spaces. Work is underway to redesign the plaza at Market and north Annie streets. Two major public art pieces were installed last year. High-visibility graphic art crosswalks will highlight our district's creative heartbeat at two locations. And to date, the YBCBD has installed 210 bike racks with a unique design.

COMMUNITY BENEFIT FUND. Each year, we provide grants to nonprofits and residences in the neighborhood that support our mission. Grants support public art, community engagement, streetscape improvements, and public safety enhancements. Since 2008, we've granted more than \$1 million to neighborhood organizations.

NEIGHBORHOOD MARKETING AND BRANDING. We promote the district as a cultural destination, and hold events oriented to arts and culture to bring people together. We launched a monthly Hidden San Francisco Walking Tour this year. Our annual Yerba Buena Night celebrates our cultural heartbeat. We redesigned YBCBD.org to make it more user and mobile friendly. We populate a visitor website with neighborhood information, produce a monthly newsletter, promote an events calendar, post on social media, and hand out maps with information about businesses and attractions.



YBCBD ASSIST MOBILE APP



HIDDEN SAN FRANCISCO WALKING TOUR



THE NEW MOSCONE CENTER



LIVE ART ACTIVATION



CINQUE MAYO CELEBRATION



CALVIN KU OF CIRCUS BELLA



THE PALACE HOTEL



BUDGET + BALANCE SHEET

JULY 2016–JUNE 2017 ACTUALS

INCOME	ACTUALS	BUDGET	OVER/(UNDER BUDGET)
Assessments	\$3,075,683.00	\$2,960,505.00	\$115,178.00
Fundraising/In-Kind	\$321,141.00	\$255,153.27	\$65,987.73
Interest Income	\$1,065.00	\$500.00	\$565.00
TOTAL INCOME	\$3,397,889.00	\$3,216,158.27	\$181,730.73

EXPENSES	ACTUALS	BUDGET	OVER/(UNDER BUDGET)
Management & Operations	\$230,329.00	\$417,083.50	\$(186,754.50)
Cleaning & Streetscape Improvements	\$921,557.00	\$1,629,486.76	\$(707,929.76)
Safety & Security	\$1,254,222.00	\$1,482,869.57	\$(228,647.57)
Branding, Activation & Marketing	\$343,058.00	\$482,070.61	\$(139,012.61)
Fiscally Sponsored Projects	\$73,235.00	-	\$73,235.00
Contingency	-	-	-
TOTAL EXPENSES	\$2,822,401.00	\$4,011,510.44	\$(1,189,109.44)
NET INCOME/(CARRYOVER USED)	\$575,488.00	\$(795,352.17)	\$1,370,840.17

JULY 2016–JUNE 2017 BALANCE SHEET

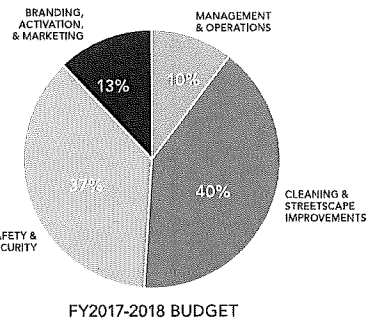
ASSETS	
Cash in Bank	\$4,145,172.00
Accounts Receivable, Net	\$40,267.00
Other	\$318,257.00
TOTAL ASSETS	\$4,503,696.00

LIABILITIES	
Accounts Payable	\$328,890.00
Other Liabilities	\$16,616.00
TOTAL LIABILITIES	\$345,506.00
TOTAL NET ASSETS (CARRYOVER)	\$4,158,190.00
TOTAL LIABILITIES & NET ASSETS	\$4,503,696.00

JULY 2017–JUNE 2018 BUDGET

INCOME	
Assessments	\$3,004,913
Fundraising/In-Kind	\$173,300
Interest Income	\$1,000
Carryover Used	\$774,890
TOTAL INCOME	\$3,954,103

EXPENSES	
Management & Operations	\$406,392
Cleaning & Streetscape Improvements	\$1,578,061
Safety & Security	\$1,471,376
Branding, Activation, & Marketing	\$498,274
TOTAL EXPENSES	\$3,954,103



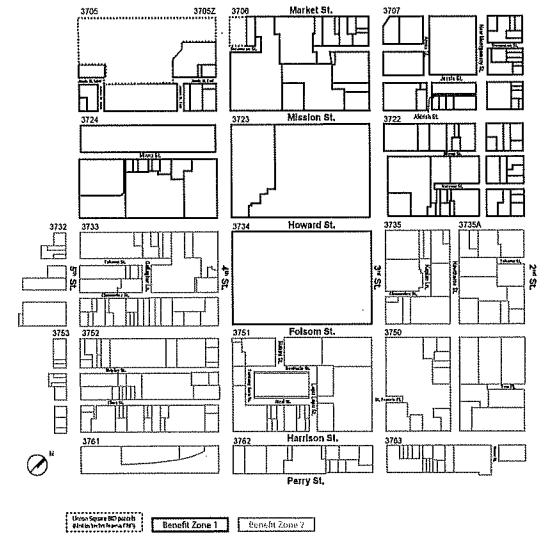
PROJECTED CARRYOVER DISBURSEMENT

CARRYOVER	AS OF 6.30.17	BUDGETED FOR FY18	BUDGETED FOR FUTURE YEARS
Management & Operations	\$1,037,993.00	\$44,295.00	\$993,698.00
Cleaning & Streetscape Improvements	\$1,546,612.00	\$439,168.00	\$1,107,444.00
Safety & Security	\$860,970.00	\$253,825.00	\$607,145.00
Branding, Activation, & Marketing	\$234,258.00	\$37,602.00	\$196,656.00
Fiscally Sponsored Projects	\$179,971.00	-	\$179,971.00
Capital Assets	\$298,386.00	-	\$298,386.00
TOTAL	\$4,158,190.00	\$774,890.00	\$3,383,300.00

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 Perry streets. Specific changes to YBCBD's boundaries are in the District Management Plan at 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:

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

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

$$300 \times \$9.38 = \$2,814.00 \text{ Total Assessment}$$

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.



PHOTO CREDITS

Front Cover:	David Tao
Inside Front Cover:	Terilyn Stevenson Photography
Page 6:	Richard Ciccarone
Page 8:	Terilyn Stevenson Photography
Page 12-13:	Palace Hotel (Paula Peortinga)
	Keith Herring Sculpture (Stuart
	Lanklear Photography)
	Cinco de Mayo Dancers (Richard
	Ciccarone)
	Circus Clown (David Tao)
	Painter (Richard Ciccarone)
Page 14:	Terilyn Stevenson Photography
Page 16:	Paula Peortinga
Back Cover:	Terilyn Stevenson Photography

YCBCD BOARD OF DIRECTORS

BOARD CHAIR
Candace Sue, SFMTA*

BOARD VICE CHAIR
Scott Rowitz, YBCA**

SECRETARY/TREASURER
Dheeraj Kakar, Resident (Assessed June 2017)
John Noguchi, The Moscone Center (Term started June 2017)

BOARD MEMBERS
Laurel Arvanitidis, Resident
Catherine Bartels, Bloomingtondale's
Lance Burwell/James Gordon, St. Regis Hotel & Residences
Michelle DeJaney, 111 Minna Gallery
John Elberling, TODCO
Lynn Farzaroli/Patricia Aleman, Tourism Improvement District
Kristin Gonsar, Millennium Partners
Holan Han, Boston Properties

Peter Hartman, Resident
Ryan Jackson, Resident*
Summerlea Kashar, Cartoon Art Museum*
Jon Kimball, The Palace Hotel
Kerry King, The Contemporary Jewish Museum
Lisa Kirvin, Renaissance Entrepreneurship Center
Lawrence Li, SPUR
Muriel Maffre, Museum of Performance + Design
Frank Miskus, Brookfield Office Properties
Misty Rascho, B Restaurant & Bar
Richard Rendon, VA Community-Based Outpatient Clinic**
Gail Ringer, Kilroy Realty
Wilfred Selvaraj, Resident**
Dan Soine, University of the Pacific/Dugoni School of Dentistry
Christopher Sullivan, San Francisco Marriott Marquis
Steven Vargas, InterContinental Hotel
Brennan Zerbe, Hearst Corporation

*Officer/Director term ended January 2017
**Officer/Director term started January 2017

COMMUNITY SUPPORT

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.

111 Minna Street Gallery, Rinnma Boshernitsan, California Historical Society, Contemporary Jewish Museum, David and Carla Crane Philanthropic Fund, Drusie Davis Fund, Hearst Corporation, Impark, Kilroy Realty Corporation, Jamie Lunder, MJM Management Group, Cathy Maupin, Meridee Moore and Kevin King, Millennium Partners, The Moscone Center, Novela, Palace Hotel, Kenneth Rainin Foundation, Red Door Coffee, San Francisco Examiner, San Francisco Marriott Marquis, San Francisco Travel Association, SFMTA, SF Weekly, SPUR, St. Regis Hotel, VIA Art Fund, Yerba Buena Center for the Arts, Yerba Buena Gardens Festival

YCBCD COMMITTEES

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

YCBCD STAFF

Cathy Maupin, Executive Director
Neal Patel, Associate Director (joined September 2017)
Reuel Daniels, Director of Neighborhood Partnerships (departed May 2017)
Richard Ciccarone, Events & Administrative Manager



YERBA BUENA
COMMUNITY
BENEFIT
DISTRICT

YBCBD

5 Third Street, Suite 914
San Francisco, CA 94103
T 415.644.0728
E info@ybcbd.org
W 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

TEXT: 415-559-1362

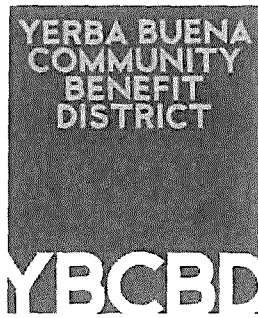
ONLINE: www.YBCBD.org

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 and about neighborhood offerings and happenings at www.visityerbabuena.org.



FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

YERBA BUENA COMMUNITY BENEFIT DISTRICT

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Financial Statements

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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 statements of financial position as of June 30, 2017 and 2016, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years 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 audits. We conducted our audits 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.

1



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, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Marcum LLP

San Francisco, California
September 13, 2017

YERBA BUENA COMMUNITY BENEFIT DISTRICT

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
Assets		
Cash and cash equivalents	\$ 4,145,172	\$ 3,640,096
Assessments receivable, net	40,267	69,466
Promise to give	--	100,000
Prepaid expenses	19,871	13,726
Capital assets, net	<u>298,386</u>	<u>28,941</u>
Total Assets	<u>\$ 4,503,696</u>	<u>\$ 3,852,229</u>
Liabilities and Net Assets		
Liabilities		
Accounts payable and accrued expenses	\$ 328,890	\$ 257,112
Accrued benefits	<u>16,616</u>	<u>12,415</u>
Total Liabilities	<u>345,506</u>	<u>269,527</u>
Net Assets		
Unrestricted	4,096,954	3,271,354
Temporarily restricted	<u>61,236</u>	<u>311,348</u>
Total Net Assets	<u>4,158,190</u>	<u>3,582,702</u>
Total Liabilities and Net Assets	<u>\$ 4,503,696</u>	<u>\$ 3,852,229</u>

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

YERBA BUENA COMMUNITY BENEFIT DISTRICT
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2017

	Unrestricted	Temporarily Restricted	Total
Revenue, Gains and Other Support			
Assessment revenue	\$ 3,075,683	\$ --	\$ 3,075,683
Contributions	32,749	123,898	156,647
Other income	164,494	--	164,494
Interest	1,065	--	1,065
Net assets released from restrictions	<u>374,010</u>	<u>(374,010)</u>	<u>--</u>
Total Revenue, Gains and Other Support	<u>3,648,001</u>	<u>(250,112)</u>	<u>3,397,889</u>
Expenses			
Program services	2,592,072	--	2,592,072
Supporting services:			
Management and operations	203,762	--	203,762
Fundraising	<u>26,567</u>	<u>--</u>	<u>26,567</u>
Total Expenses	<u>2,822,401</u>	<u>--</u>	<u>2,822,401</u>
Change in Net Assets	825,600	(250,112)	575,488
Net Assets - Beginning	<u>3,271,354</u>	<u>311,348</u>	<u>3,582,702</u>
Net Assets - Ending	<u>\$ 4,096,954</u>	<u>\$ 61,236</u>	<u>\$ 4,158,190</u>

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

YERBA BUENA COMMUNITY BENEFIT DISTRICT

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

FOR THE YEAR ENDED JUNE 30, 2016

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Revenue, Gains and Other Support			
Assessment revenue	\$ 3,067,189	\$ --	\$ 3,067,189
Contributions	51,901	435,238	487,139
Other income	25,662	--	25,662
Special events income	1,915	--	1,915
Interest	454	--	454
Net assets released from restrictions	<u>163,479</u>	<u>(163,479)</u>	<u>--</u>
Total Revenue, Gains and Other Support	<u>3,310,600</u>	<u>271,759</u>	<u>3,582,359</u>
Expenses			
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>
Total Expenses	<u>2,723,737</u>	<u>--</u>	<u>2,723,737</u>
Change in Net Assets	586,863	271,759	858,622
Net Assets - Beginning	<u>2,684,491</u>	<u>39,589</u>	<u>2,724,080</u>
Net Assets - Ending	<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

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2017

	Program Services				Supporting Services			
	Cleaning and Streetscape Improvements	Safety and Security	Branding, Activation and Marketing	Sponsored Projects	Total	Management and Operations	Fundraising	Total
Cleaning contract	\$ 687,440	\$ --	\$ --	\$ --	\$ 687,440	\$ --	\$ --	\$ 687,440
Community guides	--	673,359	--	--	673,359	--	--	673,359
Public safety	--	480,755	--	--	480,755	--	--	480,755
Salaries and benefits	66,158	73,488	82,944	--	222,590	111,283	26,567	360,440
Consulting fees	--	--	40,794	72,665	113,459	89,136	--	202,595
Grants	27,500	17,000	105,500	--	150,000	--	--	150,000
Greening expenses	113,039	--	--	--	113,039	--	--	113,039
Rent and utilities	--	--	--	--	--	57,141	--	57,141
Events	400	--	50,841	--	51,241	--	--	51,241
Marketing and branding	72	--	35,728	--	35,800	--	--	35,800
In-kind goods and services	3,000	--	20,000	--	23,000	8,188	--	31,188
Other expenses	--	--	4,813	570	5,383	22,892	--	28,275
Depreciation and amortization	--	--	--	--	--	22,261	--	22,261
Uniforms	9,920	9,620	--	--	19,540	--	--	19,540
Streetscape expenses	14,028	--	--	--	14,028	--	--	14,028
Office supplies and postage	--	--	2,438	--	2,438	11,312	--	13,750
Bad debt recovery	--	--	--	--	--	(118,451)	--	(118,451)
Total	\$ 921,557	\$1,254,222	\$ 343,058	\$ 73,235	\$2,592,072	\$ 203,762	\$ 26,567	\$2,822,401

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

YERBA BUENA COMMUNITY BENEFIT DISTRICT

STATEMENT 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	Sponsored Projects	Total	Management and Operations	Fundraising	Total
Cleaning contract	\$ 613,135	\$ --	\$ --	\$ --	\$ 613,135	\$ --	\$ --	\$ 613,135
Community guides	--	561,406	--	--	561,406	--	--	561,406
Public safety	--	317,488	--	--	317,488	--	--	317,488
Salaries and benefits	90,717	--	137,983	--	228,700	115,096	26,337	370,133
Consulting fees	--	--	28,843	129,144	157,987	107,145	570	265,702
Grants	40,000	10,000	100,000	--	150,000	--	--	150,000
Greening expenses	49,342	--	--	--	49,342	--	--	49,342
Rent and utilities	--	--	--	--	--	56,784	--	56,784
Events	--	--	74,676	3,119	77,795	--	--	77,795
Marketing and branding	--	--	37,867	--	37,867	--	--	37,867
In-kind goods and services	141	--	14,785	--	14,926	32,475	--	47,401
Other expenses	10	--	1,343	25,562	26,915	19,857	--	46,772
Depreciation and amortization	--	--	--	--	--	15,670	--	15,670
Streetscape expenses	59,764	28	400	1,173	61,365	--	--	61,365
Office supplies and postage	55	--	4,304	481	4,840	11,428	--	16,268
Bad debt expense	--	--	--	--	--	36,609	--	36,609
Total	<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 CASH FLOWS

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
Cash Flows Provided By (Used In) Operating Activities		
Change in net assets	\$ 575,488	\$ 858,622
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Bad debt expense (recovery)	(118,451)	36,609
Depreciation and amortization	22,261	15,670
Loss on disposal of capital assets	480	720
Changes in operating assets and liabilities:		
Assessments receivable	147,650	428,411
Promise to give	100,000	(100,000)
Prepaid expenses	(6,145)	274
Accounts payable and accrued expenses	71,778	77,904
Accrued benefits	<u>4,201</u>	<u>(5,010)</u>
Net Cash Provided By Operating Activities	<u>797,262</u>	<u>1,313,200</u>
Cash Flows (Used In) Investing Activities		
Purchase of capital assets	<u>(292,186)</u>	<u>(5,262)</u>
Net Cash (Used In) Investing Activities	<u>(292,186)</u>	<u>(5,262)</u>
Net Increase in Cash and Cash Equivalents	505,076	1,307,938
Cash and Cash Equivalents - Beginning	<u>3,640,096</u>	<u>2,332,158</u>
Cash and Cash Equivalents - Ending	<u>\$ 4,145,172</u>	<u>\$ 3,640,096</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, 2017 AND 2016

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 City's 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, 2017 AND 2016

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.
- **Sponsored Projects** - The YBCBD continues to serve as the sponsor for two projects related to its mission. 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 Yerba Buena 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, 2017 AND 2016

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, 2017 and 2016, 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, 2017 AND 2016

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, 2017 and 2016, the allowance for uncollectible assessments was \$201,840 and \$320,291, 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 and public art are 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, 2017 AND 2016

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

IMPAIRMENT OF LONG-LIVED ASSETS

Long-lived assets are reviewed for impairment when circumstances indicate the carrying value of an asset may not be recoverable. For assets that are held and used, an impairment is recognized when the estimated undiscounted cash flows associated with the asset or group of assets is less than their carrying value. If impairment exists, an adjustment is made to write the asset down to its fair value, and a loss is recorded as the difference between the carrying value and fair value. Fair values are determined based on quoted market values, discounted cash flows or internal and external appraisal, as applicable. Assets to be disposed of are carried at the lower of carrying value or estimated net realizable value. No impairment losses were incurred during the years ended June 30, 2017 and 2016.

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, regardless of compliance with restrictions. 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 or when the time restriction expires. This occurs by increasing one class of net assets and decreasing another in the statements of activities and changes in net assets. Such transactions are recorded as *net assets released from restrictions* and are reported separately from other transactions.

YERBA BUENA COMMUNITY BENEFIT DISTRICT

NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

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

REVENUE RECOGNITION (CONTINUED)

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, 2017 and 2016, the YBCBD received donated material and equipment in the amounts of \$0 and \$350, respectively.

Contributed Goods and Services

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, 2017 and 2016, the YBCBD received contributed goods and services in the amounts of \$31,188 and \$47,401, respectively.

ADVERTISING

The costs of advertising are charged to expense as incurred. Advertising expense for the years ended June 30, 2017 and 2016, was \$19,709 and \$29,713, 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 (IRC) and §23701d of the California Revenue and Taxation Code, respectively.

YERBA BUENA COMMUNITY BENEFIT DISTRICT

NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

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

INCOME TAXES (CONTINUED)

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, 2017, 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.

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. At June 30, 2017 and 2016, the YBCBD exceeded Federal Deposit Insurance Corporation coverage by approximately \$471,000 and \$28,000, respectively. 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, 2017, 57% of assessments receivable were due from three property owners. As of June 30, 2016, 49% of assessments receivable were due from six property owners.

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 estimates made by management.

YERBA BUENA COMMUNITY BENEFIT DISTRICT

NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

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

RECLASSIFICATIONS

Certain amounts in the 2016 financial statements have been reclassified to conform to the 2017 presentation. These reclassifications have no effect on previously reported net assets or change in net assets.

NOTE 2 - CAPITAL ASSETS

Capital assets at June 30, consist of the following:

	2017	2016
Public art	\$ 209,836	\$ --
Website development	75,012	75,012
Street furniture	40,424	40,424
Furniture and equipment	<u>9,433</u>	<u>9,339</u>
	334,705	124,775
Less: accumulated depreciation and amortization	<u>(117,495)</u>	<u>(95,834)</u>
	217,210	28,941
Construction in progress	<u>81,176</u>	<u>--</u>
Total	<u><u>\$ 298,386</u></u>	<u><u>\$ 28,941</u></u>

YERBA BUENA COMMUNITY BENEFIT DISTRICT

NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

NOTE 3 - UNRESTRICTED NET ASSETS

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

	<u>2017</u>	<u>2016</u>
Board designated:		
Cleaning and Streetscape Improvements	\$ 1,546,612	\$ 1,370,051
Management and operations	1,037,993	742,778
Safety and Security	860,970	929,277
Branding, Activation, and Marketing	231,758	165,307
Sponsored projects:		
Sites Unseen	102,399	25,000
Yerba Buena Gardens	18,836	10,000
Invested in capital assets	<u>298,386</u>	<u>28,941</u>
Total	<u>\$ 4,096,954</u>	<u>\$ 3,271,354</u>

NOTE 4 - TEMPORARILY RESTRICTED NET ASSETS

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

	<u>2017</u>	<u>2016</u>
Sponsored projects:		
Sites Unseen	\$ 49,899	\$ 196,136
Sites Unseen inherent time restriction	--	100,000
Yerba Buena Gardens	8,837	15,212
Yerba Buena Night	<u>2,500</u>	<u>--</u>
Total	<u>\$ 61,236</u>	<u>\$ 311,348</u>

YERBA BUENA COMMUNITY BENEFIT DISTRICT

NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

NOTE 5 - 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:

	<u>2017</u>	<u>2016</u>
Sponsored projects:		
Sites Unseen	\$ 367,635	\$ 156,654
Yerba Buena Gardens	6,375	2,825
Traffic study	<u> --</u>	<u> 4,000</u>
Total	<u>\$ 374,010</u>	<u>\$ 163,479</u>

NOTE 6 - 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 each of the years ended June 30, 2017 and 2016, was \$150,000. Grants payable at June 30, 2017 and 2016, was \$12,500 and \$17,500, respectively.

NOTE 7 - RETIREMENT PLAN

The YBCBD established an employer non-contributory defined contribution retirement plan (the Plan) for employees. Eligible employees may make voluntary contributions by salary reduction to the Plan, up to the limit allowed by IRC regulations.

NOTE 8 - COMMITMENTS

The YBCBD is obligated under a non-cancelable operating lease agreement for office space in San Francisco, California which expires on December 31, 2018. The lease provides the landlord the option to terminate the lease with a written notice, six months in advance.

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

YERBA BUENA COMMUNITY BENEFIT DISTRICT

NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

NOTE 8 - COMMITMENTS (CONTINUED)

The following is a schedule of minimum lease commitments:

For the Years Ending June 30,	Amount
2018	\$ 44,640
2019	23,736
2020	2,268
2021	<u>1,323</u>
Total	\$ <u>71,967</u>

Rent expense for the years ended June 30, 2017 and 2016, was \$43,794 and \$37,920, respectively.

NOTE 9 - 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 during the years ended June 30, 2017 and 2016, was \$43,794 and \$20,340, respectively.

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, 2017 and 2016, totaled \$22,000 and \$70,000, respectively. At June 30, 2017 and 2016, no amounts were due to related parties.

YERBA BUENA COMMUNITY BENEFIT DISTRICT

NOTES TO FINANCIAL STATEMENTS

FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

NOTE 10 - SUBSEQUENT EVENTS

The YBCBD has evaluated all subsequent events through September 13, 2017, the date the financial statements were available to be issued. No events requiring recognition or disclosure in the financial statements have been identified.

MEMO

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: March 12, 2018

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, 2016 and June 30, 2017.

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 2016-2017
2. CPA Financial Review Reports
 - a. FY 2016-2017
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).
- April 11, 2017: the Board of Supervisors approved the Yerba Buena CBD annual report for FY 2015 – 2016 (Resolution # 117-17).

Basic Info about Yerba Buena CBD

Year Established	June 2008
Assessment Collection Period	FY 2008 - 2009 to FY 2014 - 2015 (initial) FY 2015 - 2016 to FY 2029 - 2030 (renewal)
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.ycbcd.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 2nd 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 2016 - 2017

Cleaning and Streetscape Improvements

- Removed more than 300,000 pounds of trash from YCBCD public rights-of-way
- Removed 10,500 instances of graffiti tags, flyers and stickers
- Addressed 7,171 sleeper/camper issues
- Completed more than 7,300 requests for sidewalk sweeping, steam cleaning, and spot cleaning
- Addressed over 1,100 issues of overflowing trash cans
- Addressed over 1,100 issues of illegal dumping
- Identified crosswalks for graphic crosswalk designs to increase visibility at six locations

Safety and Security

- Community Guides worked 365 days a year to connect those who need help with services, provide information about the neighborhood and serve as an additional set of eyes to report safety issues
- New Social Services Specialist engaged with and connected people living on district streets to available services
- Addressed over 12,500 quality of life issues: aggressive panhandling, trespassing/loitering, sleeper/camper issues, drunk and disorderly and assisting people in need
- Partnered with Millennium Partners to provide additional 10B officer coverage related to the 706 Mission construction project
- SFPD 10B Bike Patrol officers worked 10 hour shifts daily to address quality of life issues and provide a reassuring presence in the district

Branding, Activation, and Marketing

- Assisted and provided information to 8,000 visitors and merchants
- Launched a monthly Hidden San Francisco Walking tour
- Produced and distributed quarterly newsletters, re-designed and distributed monthly e-newsletters to over 650 subscribers
- Developed and posted a brief video explaining YCBCD services on the YCBCD website
- Provided a calendar of neighborhood events
- Ongoing promotion of the district's businesses and attractions

Management and Operations

- Exceeded fundraising goals
- Day-to-day management of the District
- Continued to stay abreast of new developments in the neighborhood and their overall impact.
- Held leadership positions with The Yerba Buena Gardens Conservancy (a new nonprofit being formed to oversee and manage Yerba Buena Gardens), Moscone Expansion Strategic Advisory Group, Southern Station Community Police Advisory Board, and Better Market Street Citizen's Advisory Counsel and Yerba Buena Culture Cabinet

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 and eight hundredths percent (5.08%) 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 2016 - 2017

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 2016-2017 Budget	% of Budget	Variance Percentage Points
Cleaning and Streetscape Improvements	\$1,281,665.91	40.66%	\$1,629,486.76	40.62%	-0.04%
Safety and Security	\$1,024,744.40	32.51%	\$1,482,869.57	36.97%	+4.46%
Branding, Activation, and Marketing	\$434,614.14	13.79%	\$482,070.61	12.02%	-1.77%
Management and Operations	\$410,811.64	13.03%	\$417,083.50	10.40%	-2.63%
TOTAL	\$3,151,836.09	100%	\$4,011,510.44	100%	

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

ANALYSIS: *YBCBD met this requirement.* Assessment revenue was \$3,075,683 or **90.52%** of actuals and non-assessment revenue was **\$322,206** or **9.48%** of actuals. See table below.

Revenue Sources	FY 2016-2017 Actuals	% of Actuals
Special Benefit Assessments	\$3,075,683	90.52%
Total assessment revenue	\$3,075,683	90.52%
Contributions and Sponsorships	\$156,647	4.61%
Interest Earned	\$1,065	0.03%
Other	\$164,494	4.84%
Total non-assessment revenue	\$322,206	9.48%
Total	\$3,397,889	100%

Non-assessment revenue applied to 5.08% 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 \$73,235 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 2016-2017 Budget	% of Budget	FY 2016-2017 Actuals	% of Actuals	Variance Percentage Points
Cleaning and Streetscape Improvements	\$1,629,486.76	40.62%	\$921,557	33.52%	-7.10%
Safety and Security	\$1,482,869.57	36.97%	\$1,254,222	45.62%	+8.65%
Branding, Activation, and Marketing	\$482,070.61	12.02%	\$343,058	12.48%	+0.46%
Management and Operations	\$417,083.50	10.40%	\$230,329.00	8.38%	-2.02%
TOTAL	\$4,011,510.44	100%	\$2,749,166	100%	

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 2016-2017 Carryover Disbursement	\$4,158,190.00	To be used in FY 2017-2018	To be used in Future Years
Designated Projects			
Management and Operations	\$1,037,993*	\$44,295	\$993,698
Cleaning and Streetscape Improvements	\$1,546,612*	\$439,168	\$1,107,444
Safety and Security	\$860,970*	\$253,825	\$607,145
Branding, Activation, and Marketing	\$234,258*	\$37,602	\$196,656
Fiscally Sponsored Projects – Restricted Funds	\$179,971*	--	\$179,971
Capital Assets	\$298,386*	--	\$298,386
Total Designated Amount	\$4,158,190*	\$774,890	\$3,383,300

*As of 6/30/17

Findings and Recommendations

Within the review period of FY 2016-2017, 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.”

YBCBD’s Community Benefit Fund is continually supporting public art, community engagement, streetscape improvements, and public safety enhancements. Yerba Buena CBD continued collaborations with adjacent property owners to redesign the public plaza at Annie and Market Street. Additionally, YBCBD met with the community to develop new initiatives to improve road safety for pedestrians, cyclists and neighborhood drivers. Based on neighborhood input, YBCBD increased hours for the San Francisco Police Department bike patrol officer, added members to the Clean Team and Community Guides as well as onboarding a second social service specialist.

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 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.

BOARD of SUPERVISORS



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MEMORANDUM

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

FROM: John Carroll, Assistant Clerk, Government Audit and Oversight
Committee, Board of Supervisors

DATE: March 20, 2018

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Supervisor Kim on March 13, 2018:

File No. 180242

Resolution receiving and approving an annual report for the Yerba Buena Community Benefit District for FY2016-2017, 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 Mayor

BOARD OF SUPERVISORS
2018

Time stamp
or meeting date
2018 MAR 14 10:02:09

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 [] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attached 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 the Imperative Form.

Sponsor(s):

Kim

Subject:

Yerba Buena Community Benefit District FY 16 - 17 Annual Report

The text is listed:

Attached

Signature of Sponsoring Supervisor: 

For Clerk's Use Only