

AFFIDAVIT of Identification (Property Owner)

I, _____, the undersigned, declare that I am authorized to cast a ballot for the following parcel identified as:

_____, as either (1) the sole owner or agent, or (2) co-owner or agent to payment of the assessment which will be levied for the proposed Property and Business Improvement District to be known as the “Japantown Community Benefit District.”

I declare under penalty of perjury under the laws of the State of California that this declaration made this ____ the day of _____, 20__, in the City and County of San Francisco, is true and correct.

Signature Property Owner/Co-Property Owner/Authorized Agent

Print Name Business Owner/Co-Owner/Authorized Agent



Ballot on Assessment for the establishment of the property-based business improvement district known as the "Japantown Community Benefit District"

«Barcode»

Assessor's Parcel Number: _____ Address of Parcel: _____

Property Owner's Name: _____

Property Owner's Address: _____

Proposed Assessment for this Parcel Beginning 2017-2018 Fiscal Year: _____ of Total: \$ _____

Proposed Range or Inflation Adjustment Formula: The City will calculate each parcel's assessment using a formula based on the following parcel characteristics: linear street frontage, lot square footage, building square footage, and land use. The assessment may be updated if the parcel characteristics change. In addition, assessments may also increase up to 3% from year to year based on the change in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose Consolidated Metropolitan Statistical Area.

Instructions for Completing and Delivering this Ballot

*To express your view on the proposed assessment and the proposed range or inflation adjustment, check above the line before the word "YES" or "NO" below, then sign and date the ballot.

_____ Yes, I approve the proposed annual assessment described above on the parcel identified in this ballot, and I understand that my assessment could be subject to the inflation adjustment formula described above.

_____ No, I do not approve the proposed annual assessment, on the parcel identified in this ballot, nor the inflation adjustment formula described above.

I hereby declare by penalty of perjury that I am a record owner or authorized agent for the record owner of the parcel listed above.

Signature of Owner of Record, or Authorized Agent Date

Print Name of Owner or Authorized Agent: If Agent of Owner, State Authorization

***After completing your ballot, please mail to:**
Director
Department of Elections
P.O. Box _____
San Francisco, CA 94142-2189

To hand deliver, please use the following address:
Director
Department of Elections
City Hall
1 Dr. Carlton B. Goodlett Place, Room 48
San Francisco, CA 94102

Ballots may also be delivered to the Director at the Public Hearing prior to the close of public testimony.

*Ballots may be sent or delivered to the Director at any time, but MUST be received in the mail not later than 12 P.M. (noon) on the day of the public hearing or in person before the conclusion of the public testimony portion of the public hearing on the proposed assessment and assessment range. That hearing is set for 3:00 p.m. on July 25, 2017. Ballots received after that time will only be counted if the Board elects to continue public comment until a later date.



NOTICE OF PUBLIC HEARING AND ASSESSMENT BALLOT PROCEEDING

TO: «Name»
 Assessor's Parcel No. «BlockLot»
 «Situs»
 «No»

FROM: John Arntz, Director
 Department of Elections
 City and County of San Francisco

SUBJECT: Notice of Public Hearing and Assessment Ballot Proceeding to consider establishment of the property-based special assessment district, to be known as the "Japantown Community Benefit District"

The purpose of this notice is to provide you with information about an assessment ballot proceeding and public hearing being conducted by the Board of Supervisors, and its effect on real property that you own. This notice is being sent to you in accordance with Resolution No. ____-____, passed by the Board of Supervisors (a copy of which is enclosed), California Government Code Section 53753, and California Constitution Article XIID Section 4(c).

Please be advised of the following:

- The Board of Supervisors will hold a public hearing on the proposed assessment at 3:00 p.m. on July 25rd, 2017 or as soon thereafter as the matter may be heard, in the Board's Legislative Chambers, Second Floor, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, California, 94102. At this hearing, the Board will hear testimony regarding the proposed assessment. The reason for the assessment is to fund the property-based business improvement district (community benefit district) to be known as the "Japantown Community Benefit District". The annual assessments would last for 10 years (July 1, 2017 – June 30, 2027) and would fund services, activities, and improvements through December 31, 2027. The boundaries of Japantown Community Benefit District are described in the enclosed Resolution passed by the Board of Supervisors.
- The Japantown Community Benefit District will fund the following services, activities, and improvements:
 - 1) Environmental Enhancements
 - 2) Economic Enhancements
 - 3) Advocacy, Administration, and Reserve



- Examples of services, activities, and improvements to be funded under the budget category “Environmental Enhancements” includes: sidewalk maintenance, trash collection, graffiti removal, sidewalk pressure washing, and landscape maintenance.
- Examples of services, activities, and improvements to be funded under the budget category “Economic Enhancements” include: a staff position to act as the primary point of contact between the business community, JTCBD, City staff, and development resources. Additionally, economic enhancements will include destination marketing and communication.
- Examples of services, activities, and improvements to be funded under the budget category “Advocacy, Administration, and Reserve” includes: a dedicated staff who will serve as a focal point persons and advocate for the District and the management of office expenses including accounting, rent, utilities, office supplies, insurance, legal, and other professional services related to District activities
- The proposed fiscal year 2017-2018 assessment for your parcel is «Voter Proportional». This assessment is calculated using a formula based on the following parcel characteristics: linear street frontage, lot square footage, building square footage, and land use. The assessment may be updated if the parcel characteristics change. In addition, assessments may also increase up to 3% from year to year based on the change in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose Consolidated Metropolitan Statistical Area. The amount of your assessment could also be reduced in a subsequent fiscal year if the amount collected during the prior fiscal year exceeded the costs incurred of providing authorized services in the district. In such a case, your assessment for the subsequent year would be reduced by the share of the excess funds collected that is allocable to your property.
- The duration of the assessment district is 10 ½ years, with assessments levied on your property for 10 years (July 1, 2017 – June 30, 2027) in order to fund services from January 1, 2018 through December 31, 2027. The assessment will appear as a separate line item on your property tax bill. The final assessment will be collected on your property tax bill for fiscal year 2026-2027. The City will directly bill any Assessor’s Parcels which do not regularly receive a property tax bill from the City.
- The maximum amount chargeable to the entire assessment district would be a maximum of \$393,750.00 in the first year. The maximum amount assessed to the entire assessment district over the life of the district (*assuming current development status and maximum annual CPI adjustment of 3% in years 2 through 10*) would be as set forth in the following table:



TOTAL MAXIMUM AMOUNT OF ASSESSMENTS ON ALL PARCELS INCLUDED IN THE PROPOSED DISTRICT FOR EACH FISCAL YEAR, ASSUMING CURRENT DEVELOPMENT STATUS AND MAXIMUM ANNUAL CPI INCREASE OF 3% IN YEARS 2 THROUGH 10

YEAR	FISCAL YEAR	MAXIMUM ANNUAL ASSESSMENT
1	FY 2017-2018	\$393,750.00
2	FY 2018-2019	\$405,573 .00
3	FY 2019-2020	\$417,740 .00
4	FY 2020-2021	\$430,272 .00
5	FY 2021-2022	\$443,181 .00
6	FY 2022-2023	\$456,476 .00
7	FY 2023-2024	\$470,170 .00
8	FY 2024-2025	\$484,276 .00
9	FY 2025-2026	\$498,803 .00
10	FY 2026-2027	\$513,767 .00
TOTAL		\$4,514,008.00

(1) The total maximum amount assessed to property owners within the Japantown CBD each Fiscal Year.

- The first year annual assessment rate for each parcel is calculated at
 - **Building square footage: \$0.1477 per square foot**
 - **Parcel/lot square footage: \$0.1477 per square foot**
 - **Linear Frontage: \$38.0166 per linear foot (Sidewalk frontage, all sides along public rights-of-way)**
- In accordance with Section 67.7-1 of the San Francisco Administrative Code, persons who are unable to attend the hearing on this matter may submit written comments to the City prior to the time the hearing begins. These comments will be made a part of the official public record in this matter, and shall be brought to the attention of the Board of Supervisors. Written comments should be addressed to Angela Calvillo, Clerk of the Board, San Francisco Board of Supervisors, Room 244, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, California, 94102.



ASSESSMENT BALLOT PROCEDURES

Enclosed with this notice, you will find an assessment ballot. Please follow the directions on the assessment ballot to express your view on the proposed assessment. The following is a summary of the procedures governing the return and tabulation of ballots. More detailed information concerning the ballot procedures is set forth in the enclosed “Procedures for the Completion, Return and Tabulation of Ballots,” which is also available on the City’s website at www.sfelections.org.

1. You may mail or deliver your ballot to the Department of Elections at the Post Office Box location shown on the ballot, or submit the ballot in person at the Department of Elections, located at City Hall Room 48.
2. Ballots may be sent or delivered to the Department of Elections at any time, but **MUST** be received by the Department of Elections not later than the conclusion of the public input portion of the public hearing on July 25, 2017 in the Board’s Legislative Chambers, Second Floor, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, California, 94102, scheduled to commence at 3 p.m. or as soon thereafter as the matter may be heard. Depending on the nature and extent of public testimony, the public input portion of the hearing may not be concluded on that date, but may instead be continued to a later date. At any time prior to the conclusion of the public input portion of the hearing, you may withdraw your ballot and submit a new or changed ballot in place of the ballot previously submitted. If the public input portion of the hearing is continued to a later date, the deadline for submission of ballots will likewise be extended until the close of public input on that date.
3. The Department of Elections will pick up mailed ballots at 12 o'clock noon from the designated Department of Elections Post Office box on the date scheduled for the public hearing. To ensure that mailed ballots are received by the Department of Elections prior to the conclusion of the public input portion of the hearing, mailed ballots must be received by the Department of Elections by 12 o'clock noon on July 25, 2017. Mailed ballots received after 12 o'clock noon on the date scheduled for the public hearing will only be counted if the public input portion of the hearing is continued to a later date and the ballots are received by the Department of Elections prior to the conclusion of the public input portion of the hearing.
4. Only ballots with original signatures - not photocopies of signatures - will be accepted.
5. The Department of Elections will not accept or tabulate a ballot:
 - which is a photocopy without an original signature;
 - which is unsigned;
 - which lacks an identifiable “yes” or “no” vote; or
 - which appears to have been tampered with based upon its appearance or method of delivery.
6. The assessment ballot shall be treated as a disclosable public record during and after the tabulation of the assessment ballots.



7. At the conclusion of the public input portion of the public hearing, the Department of Elections will tabulate the ballots, including those received during the public input portion of the public hearing. If the number of ballots received at the hearing is such that it is not feasible to accurately tabulate the ballots that day, the Board of Supervisors may continue the meeting to a later date for the purpose of obtaining the final tabulation.
8. The Board of Supervisors will not impose the assessment if there is a majority protest. A majority protest exists if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. Ballots shall be weighted according to the proposed financial obligation of the affected property.

Should you have any questions, please call or write to: Mr. Cuong Quach, Department of Elections, Room 48, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, California, 94102. Telephone: (415) 554-4342.