

File No. 230839

Committee Item No. 4

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight
Board of Supervisors Meeting:

Date: February 1, 2024
Date: _____

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU - FY2022-2024 - Clean
- MOU - FY2022-2024 - Redline
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract / DRAFT Mills Act Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER

- SWCBD Annual Report - 2022
- Audited Financial Statements 063022
- Financial Reporting 063022
- OEWD Memo 071323
- _____
- _____
- _____

Prepared by: Monique Crayton
Prepared by: _____
Prepared by: _____

Date: January 26, 2024
Date: _____
Date: _____

1 [SoMa West Community Benefit District - Annual Report - FY2021-2022]

2

3 **Resolution receiving and approving an Annual Report for the SoMa West Community**
4 **Benefit District for Fiscal Year (FY) 2021-2022, submitted as required by the Property**
5 **and Business Improvement District Law of 1994 (California Streets and Highways**
6 **Code, Sections 36600, et seq.), Section 36650, and the District’s management**
7 **agreement with the City, Section 3.4.**

8

9 WHEREAS, On December 11, 2018, pursuant to the Property and Business
10 Improvement District Law of 1994 (the “Act”), California Streets and Highways Code, Sections
11 36600 *et seq.*, as augmented by Article 15 of the San Francisco Business and Tax
12 Regulations Code, the Board of Supervisors adopted Resolution No. 421-18, expressing the
13 City’s intention to establish the SoMa West Community Benefit District (“SoMa West CBD”);
14 and

15 WHEREAS, On March 5, 2019, the Board of Supervisors adopted Resolution
16 No. 104-19 establishing the SoMa West CBD ("Resolution to Establish") for a period of 15
17 years, commencing fiscal year (FY) 2019-2020; and

18 WHEREAS, On November 19, 2019, the Board of Supervisors adopted Resolution
19 No. 506-19, authorizing an agreement with the owners' association for the
20 administration/management of the SoMa West CBD, and a management agreement (the
21 “Management Contract”) with the owners' association, SoMa West Community Benefit
22 District, 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. 191082; and

25

1 WHEREAS, The SoMa West CBD has submitted for the Board’s receipt and approval
2 the SoMa West CBD’s annual report for fiscal year 2021-2022 as required by Section 36650
3 of the Act and Section 3.4 of the Management Contract; and

4 WHEREAS, The annual report for fiscal year 2021-2022 is on file with the Clerk of the
5 Board of Supervisors in File No. 230839, and are incorporated herein by reference as though
6 fully set forth; and

7 WHEREAS, Supporting documents, including, but not limited to, a transmittal letter and
8 memorandum report from the City's Office of Economic and Workforce Development, dated
9 July 13, 2023, and documentation from the SoMa West CBD for the annual report for fiscal
10 year 2021-2022 is on file with the Clerk of the Board of Supervisors in File No. 230839; now,
11 therefore, be it

12 RESOLVED, That the Board of Supervisors hereby receives and approves the annual
13 report for the SoMa West Community Benefit District for fiscal year 2021-22.



SOXIMA

WEST

COMMUNITY
BENEFIT
DISTRICT



2022 Annual Meeting

SOMA WEST

COMMUNITY
BENEFIT
DISTRICT



A Look Back

A Look Forward

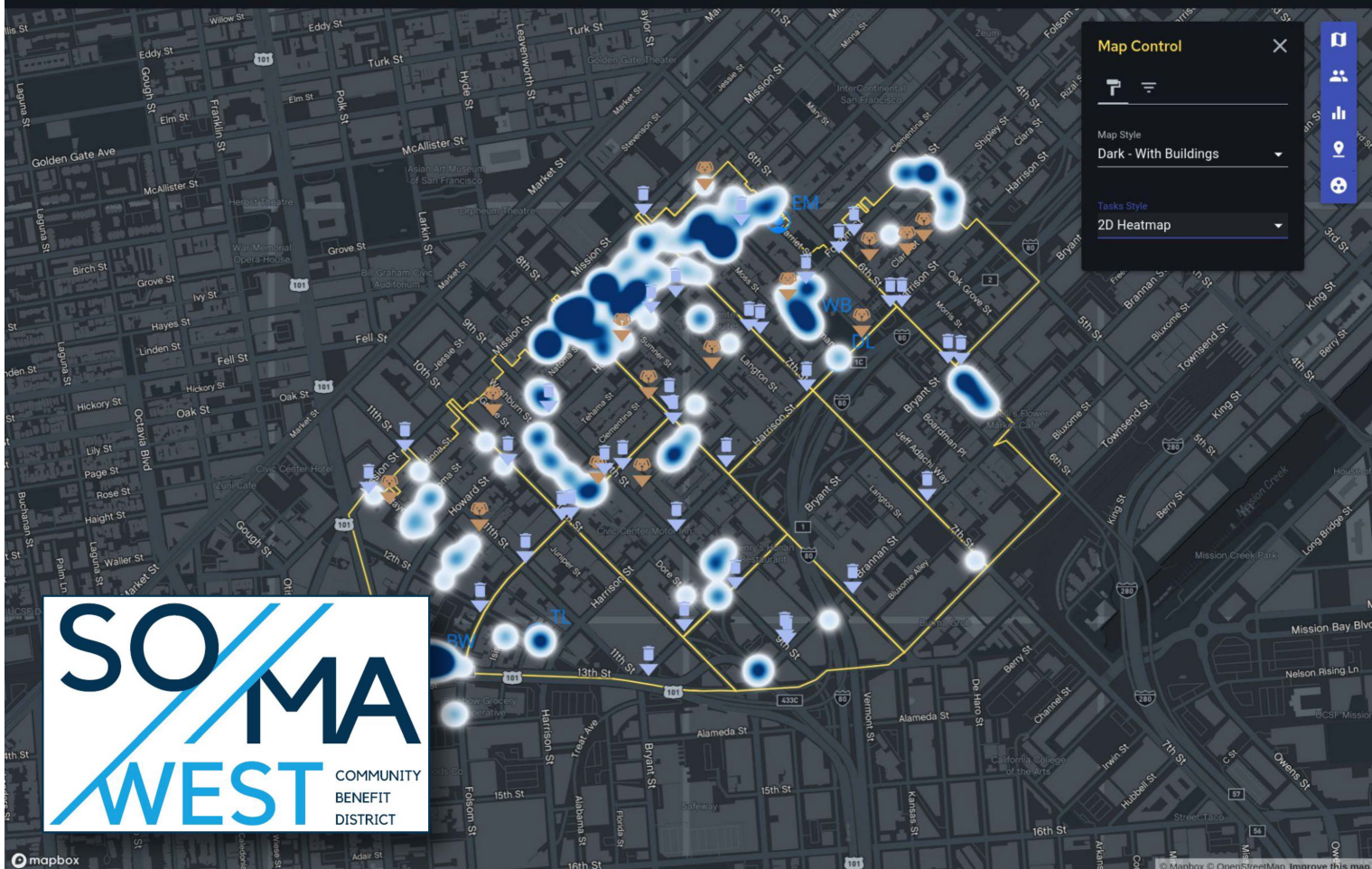
SO/MA WEST

COMMUNITY
BENEFIT
DISTRICT





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Map Control X

Map Style
Dark - With Buildings

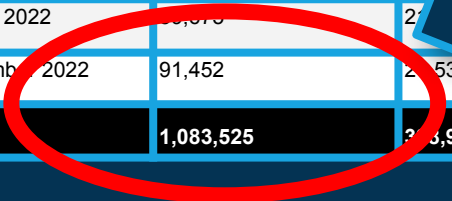
Tasks Style
2D Heatmap



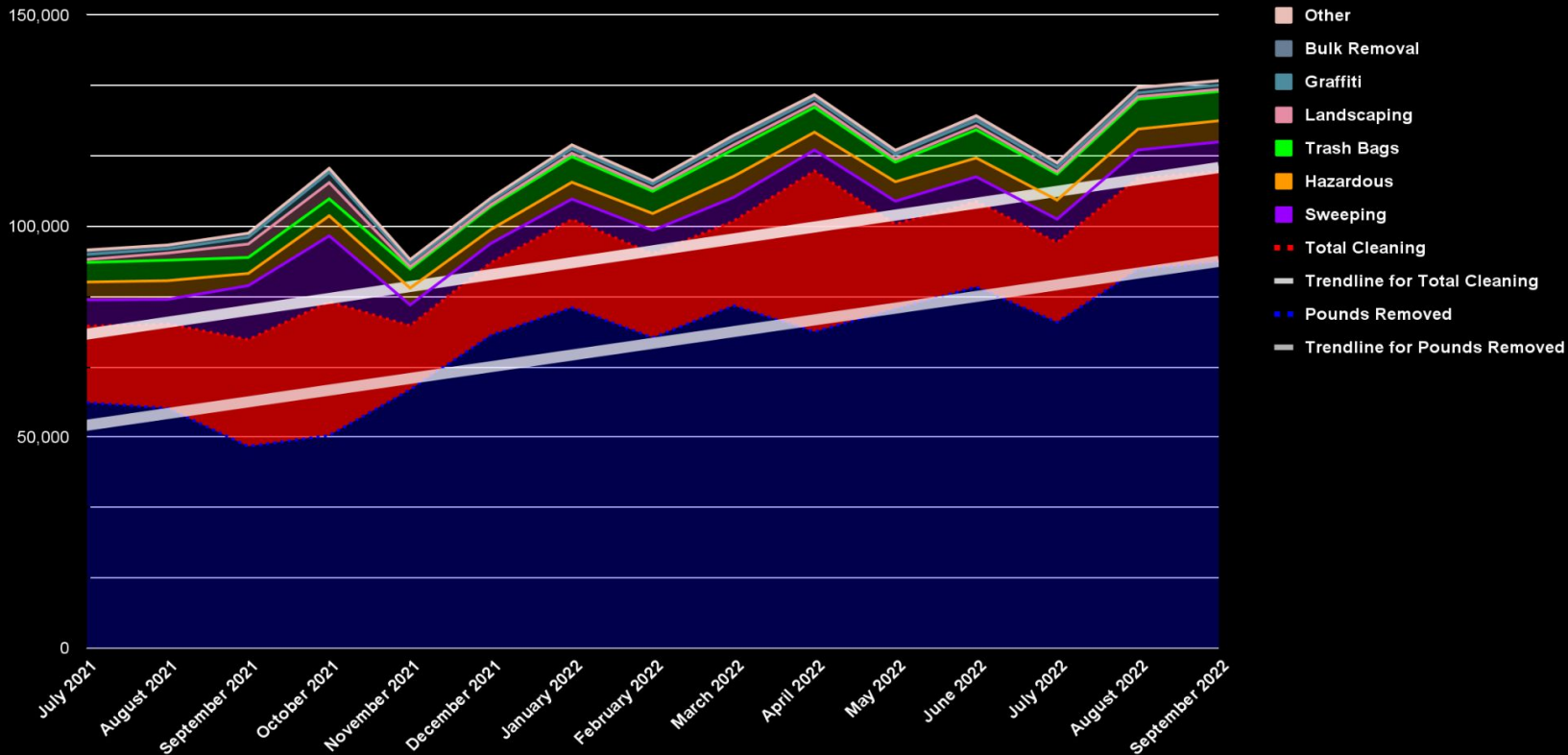
SOMA
WEST COMMUNITY
BENEFIT
DISTRICT

Month	Pounds Removed	Total Cleaning	Sweeping	Hazardous	Trash Bags	Landscaping	Graffiti	Bulk Removal	Other
July 2021	58,200	18,091	6,246	4,231	4,637	700	1,205	809	263
August 2021	56,825	20,020	5,810	4,431	4,855	1,686	1,014	726	176
September 2021	47,825	25,269	12,828	2,885	3,793	3,183	1,590	821	
October 2021	50,425	31,655	15,638	4,763	4,008	3,855	2,483		
November 2021	61,250	15,155	4,950	3,975	4,544	501	931		
December 2021	74,175	17,217	4,557	3,296	5,457	414			
January 2022	80,725	20,872	4,846	3,984	6,066				235
February 2022	73,600	19,903	5,519	3,987	5,000			629	197
March 2022	81,175	20,041	5,621	4,996	5,000			739	290
April 2022	74,975	38,129	4,953				1,205	518	383
May 2022	80,373	20,110				697	1,192	697	263
June 2022	85,625	20,285			5,070	978	1,206	736	422
July 2022	77,225	18,900			6,171	522	1,053	900	207
August 2022	80,075	27,070		4,938	7,081	603	920	1,065	207
September 2022	91,452	27,532		5,014	6,944	469	1,022	983	100
Total	1,083,525	343,935	101,447	64,318	82,443	16,985	18,198	11,150	3,386

We picked up over a million pounds of trash!



SOMA West Cleaning





Cleaning and Maintenance Operation

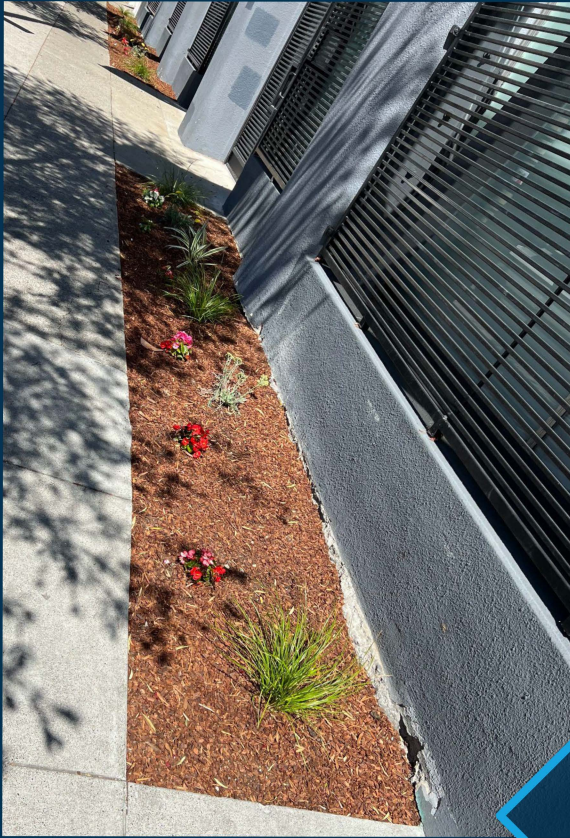
Our Culture:

- Accountability
- Efficiency
- Transparency


- Micro neighborhood approach (10 zones)
- 21 ambassadors
- 6 trucks
- 1 Street Vacuum
- 1 pressure washer
- Jia (data-driven operations)
- Performance incentives and Hazard pay
- Employee support and professional development is a priority



New Street Vacuum!

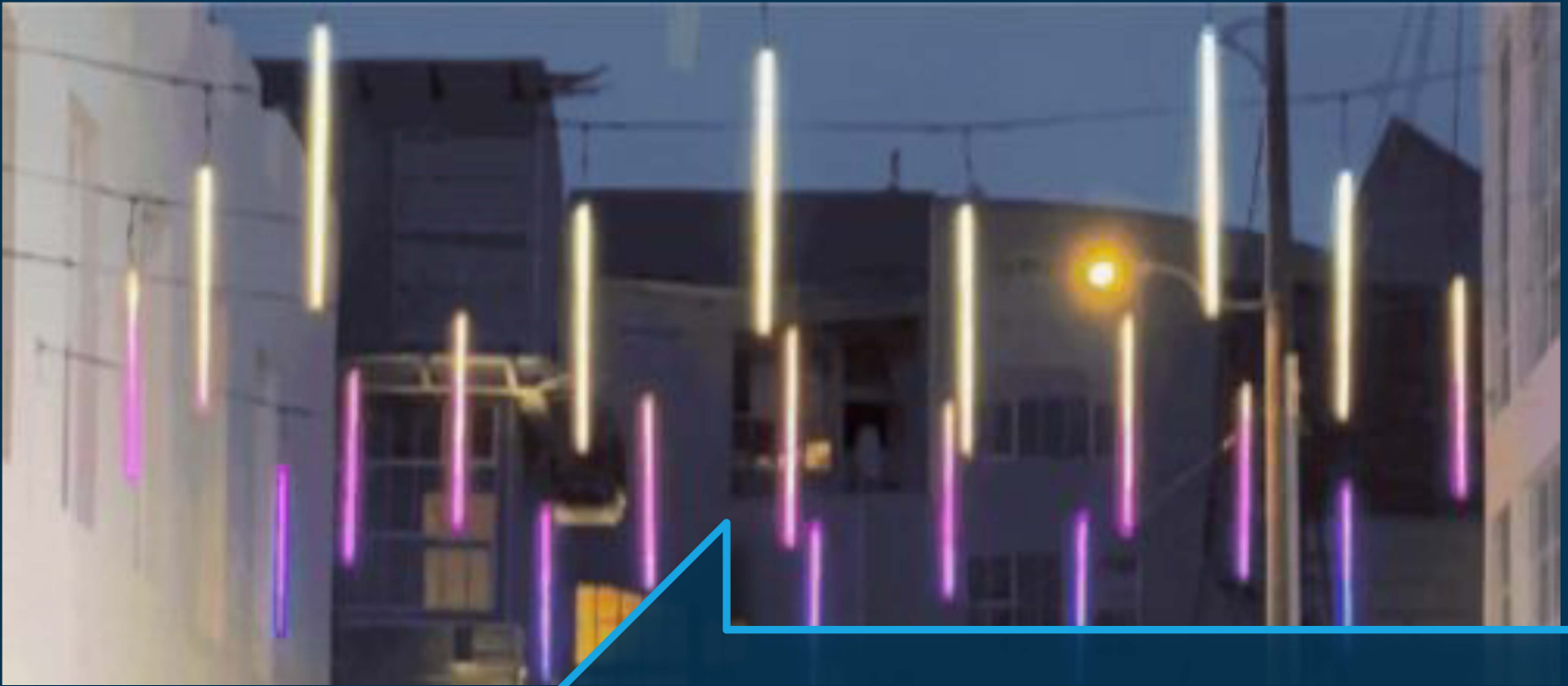


Sidewalk Gardens + Hanging Baskets

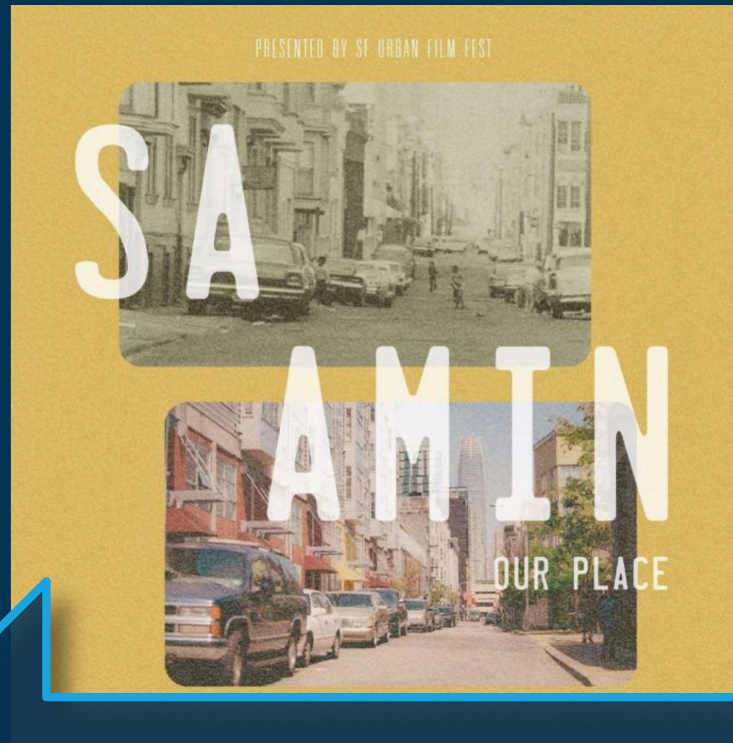


We rolled out and maintain over 150 planters throughout the district, bringing more green into our neighborhood.

SO / **MA**
WEST COMMUNITY
BENEFIT
DISTRICT



Lighting Project: Glimmer



SOMA Pilipinas Partnerships: Russ Street

SOMA Sang! A holiday event took place on Russ Street at Folsom and included the TNT Traysikel SideCaraoke.





SFLEATHERDISTRICT.ORG/RINGOLD-PARTY/

RINGOLD REVIVAL

SATURDAY, JUNE 18TH 2022 / 12-3PM
RINGOLD ST. BETWEEN 8TH & 9TH

HISTORY WALK
STREET PERFORMANCES
ARTIST BOOT AUCTION
MUSIC

SO/MA WEST COMMUNITY BENEFIT DISTRICT

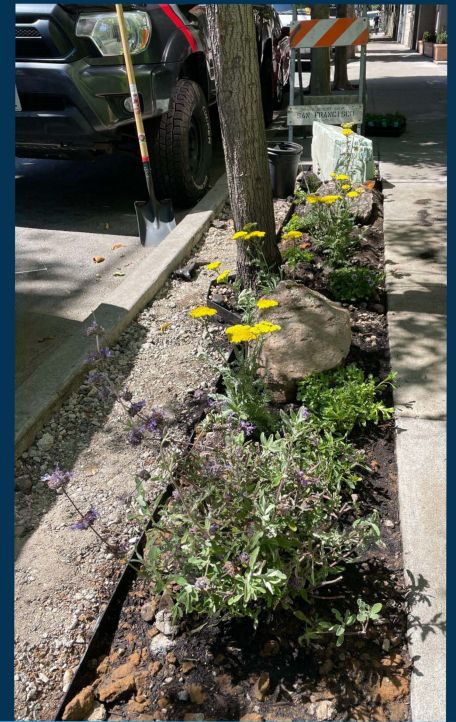
LEATHER & LGBTQ CULTURAL DISTRICT

SAN FRANCISCO OFFICE OF ECONOMIC & WORKFORCE DEVELOPMENT

We continue to work with scores of neighborhood groups, such as the LEATHER & LGBTQ Cultural District, to hold diverse and welcoming events and activate our streets.

Earlier this year SOMA West CBD joined our neighbors at SF Parks Alliance, TogetherSF, and local community members for our first neighborhood cleanup day!





Moss Street / Parks Alliance

SOMA West Farmers Market at Eagle Plaza July 7th - October 29th 2022

SOMA West FARMERS MARKET
at Eagle Plaza
9am - 1pm*
Saturdays

Jul 16 - Oct 29

*Second Saturdays of each month (i.e., 9/10, 10/8) the market will end at 12:30pm

12th St at Harrison St
somawestcbd.org/farmersmarket
@somawestfarmersmarket

MEMBER OF: SOMA WEST, EAGLE PLAZA, OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT, SAN FRANCISCO ECONOMIC DEVELOPMENT, BUILD: SF

www.GumboSocial.com
@GumboSocial

Chicken Sausage Quinoa
Shrimp-Pot Brw
California Greens

BEANS





COMMUNITY
BENEFIT
DISTRICT

Search

NEWS EXPLORE EVENTS SERVICES ABOUT



SOMA West Community Benefit District is dedicated to improving the quality of life in western SOMA by creating a cleaner, safer, more vibrant neighborhood for all.

[ABOUT SOMA WEST →](#)



Eat + Drink

REFINE RESULTS

- ALL EAT + DRINK
- CAFE / COFFEE SHOP
- BAR / CLUB / LOUNGE
- FOOD TRUCK
- RESTAURANT
- DELI / SANDWICH
- BAKERY
- ITALIAN / PIZZA
- THAI
- CHINESE
- VIETNAMESE
- JAPANESE
- LATIN AMERICAN
- OUTDOOR SEATING OPTIONS
- LEATHER & LGBTQ
- SRI LANKAN
- INDIAN
- SPANISH
- FINE DINING
- NEPALESE

1601 Bar & Kitchen
1601 Howard St

7 Mission Restaurant
150 7th St

AK Subs
397 8th St

Anton's Pizza & Deli
1196 Folsom St

AsiaSF
201 9th St

Audio Nightclub
316 11th St

Audio Lounge
1000 10th St

Blush
1000 10th St

David's Community
1000 10th St

Marketing: New Website!



Spot Design

[READ MORE >](#)



Elmira

[READ MORE >](#)



Biro & Sons

[READ MORE >](#)



TAM Gallery

[READ MORE >](#)

SOMA Sapiens

Advocacy Review

IDA Federal Policy Committee

- Speaker Pelosi and Sen. Padilla Staff meetings 9/8/2022

Policy Priorities:

1. Homelessness
2. Economic Development and Placemaking
3. Housing
4. Public Safety

California Downtown Association

- Our legislative voice in Sacramento

San Francisco CBD Alliance

- City Hall policy reform



Earlier this year our neighborhood showed up in full force to Silence the Violence. This march was organized by United Playaz along with many SOMA organizations and businesses.





We continued to ramp up our new “Night Shift” neighborhood ambassador program.





FUNDRAISING

The logo features a large white diamond shape with a blue outline. A blue arrow points to the right, passing through the center of the diamond. The words "SOMA SAFE" are written in white, bold, sans-serif capital letters across the blue arrow.

SOMA SAFE

- Night Team Enhancements
- Better coordination with law enforcement
- Lighting Improvement Grants
- Public Safety Ambassadors
- Neighborhood Groups like UP
- Community Volunteers/Neighborhood watch

Saturday, October 29th
9am - 1pm

HALLOWEEN

Grand Finale v Farmers Market

- Last SOMA West Farmers Market of 2022!
- Yummy Gumbo and Pudding!
- Seasonal Lattes!
- Live Music by Ukulenny!
- FREE Kids' Activities 10am-12pm!
- PUMPKINS!!!!
- Artisanal Goodies!
- Organic Produce!
- AND MORE!

SOMA West
FARMERS MARKET
at Eagle Plaza
9am - 1pm
Saturdays
12th St at Harrison St
soma.westfarmersmarket.org



SOMA WEST
FARMERS MARKET





SOMA

MA

WEST

COMMUNITY
BENEFIT
DISTRICT

SOMA WEST COMMUNITY BENEFIT DISTRICT
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
JUNE 30, 2022

SOMA WEST COMMUNITY BENEFIT DISTRICT
Financial Statements
For the Year Ended June 30, 2022

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
SoMa West Community Benefit District
San Francisco, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of SoMa West Community Benefit District (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of SoMa West Community Benefit District as of June 30, 2022 and the changes 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.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirement relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Accountancy Corporation
3478 Buskirk Avenue, Suite 215
Pleasant Hill, CA 94523

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F 925.930.0135
E maze@mazeassociates.com
W mazeassociates.com

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Emphasis of a Matter – Prior Period Reclassification

As discussed in Note 2P, as of July 1, 2021, \$575,138 of beginning net assets was reclassified from With Donor Restrictions to Without Donor Restrictions. Net assets in total was not changed.

The emphasis of this matter does not constitute a change in our opinion.

Report on Summarized Comparative Information

We have previously audited the SoMa West Community Benefit District's 2021 financial statements, and we expressed an unmodified audit opinion on those financial statements in our report dated December 15, 2021. In our opinion, the summarized comparative information as of and for the year ended June 30, 2021 is consistent, in all material respects, with the audited financial statements from which it is derived.

Mazze & Associates

Pleasant Hill, California
February 21, 2023

SOMA WEST COMMUNITY BENEFIT DISTRICT
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 2022
WITH COMPARATIVE AMOUNTS AS OF JUNE 30, 2021

	2022	2021
ASSETS		
Current Assets:		
Cash and cash equivalents (Note 2B)	\$2,381,193	\$2,266,649
Assessments receivable (Note 2C)	833,276	575,371
Prepaid expenses (Note 2D)	129,346	115,855
Total Current Assets	3,343,815	2,957,875
Non-Current Assets:		
Property and equipment, net (Note 3)	310,227	254,388
Total Assets	\$3,654,042	\$3,212,263
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable	\$244,603	\$176,737
Accrued expenses	72,633	111,265
Total Liabilities	317,236	288,002
Net Assets (Note 2A):		
Without donor restrictions	3,336,806	2,924,261
Total Net Assets	3,336,806	2,924,261
Total Liabilities and Net Assets	\$3,654,042	\$3,212,263

See accompanying notes to financial statements.

SOMA WEST COMMUNITY BENEFIT DISTRICT
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022
WITH SUMMARIZED AMOUNTS FOR THE YEAR ENDED JUNE 30, 2021

	Without Donor Restrictions	Totals	
		2022	2021
Support and Revenue:			
Assessments (Note 2F)	\$3,990,037	\$3,990,037	\$3,867,763
Grants			213,500
Contributions (Note 2G)	24,788	24,788	33,720
Net investment income	508	508	446
Net assets released from restrictions			
Total Support and Revenue	<u>4,015,333</u>	<u>4,015,333</u>	<u>4,115,429</u>
Expenses:			
Program Services	3,216,587	3,216,587	2,918,272
Management and General	363,404	363,404	343,711
Fundraising	22,797	22,797	14,635
Total Expenses	<u>3,602,788</u>	<u>3,602,788</u>	<u>3,276,618</u>
Changes in Net Assets	412,545	412,545	838,811
Net Assets, Beginning of Year, as Restated (Note 2P)	<u>2,924,261</u>	<u>2,924,261</u>	<u>2,085,450</u>
Net Assets, End of Year	<u><u>\$3,336,806</u></u>	<u><u>\$3,336,806</u></u>	<u><u>\$2,924,261</u></u>

See accompanying notes to financial statements.

SOMA WEST COMMUNITY BENEFIT DISTRICT
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022
WITH SUMMARIZED AMOUNTS FOR THE YEAR ENDED JUNE 30, 2021

	Program Services			Supporting Services		Totals	
	Clean, Safe & Beautiful	Marketing & Advocacy	Total	Management and General	Fundraising	2022	2021
Salaries and wages	\$1,443,069	\$126,364	\$1,569,433	\$108,036	\$5,915	\$1,683,384	\$1,491,192
Payroll taxes	107,316	9,274	116,590	7,597	286	124,473	107,801
Fringe benefits	72,080	10,428	82,508	8,047	2,271	92,826	99,996
Grant expense	7,800	5,000	12,800			12,800	4,520
Professional services	385,010	148,306	533,316	105,754	2,826	641,896	475,923
Rent and occupancy	232,816	17,610	250,426	93,896	70	344,392	327,631
Insurance, licenses and fees	179,956	15,394	195,350	14,175	3,519	213,044	199,557
Utilities	138,851	1,145	139,996	7,924	292	148,212	141,803
Equipment and supplies	151,481	3,572	155,053	1,976	80	157,109	132,636
Vehicle expense	41,225		41,225			41,225	36,274
Travel, lodging, meals and conferences	12,591	226	12,817	4,752	51	17,620	6,650
Office expense	32,023	20,169	52,192	8,277	7,455	67,924	181,452
Interest	2,373		2,373			2,373	1,246
Depreciation (Note 3)	49,807	417	50,224	2,014	32	52,270	50,076
Gain on disposal of fixed assets	2,284		2,284	956		3,240	19,861
Total Expenses	\$2,858,682	\$357,905	\$3,216,587	\$363,404	\$22,797	\$3,602,788	\$3,276,618
	79.3%	9.9%	89.3%	10.1%	0.7%	100%	

See accompanying notes to financial statements.

SOMA WEST COMMUNITY BENEFIT DISTRICT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022
WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2021

	2022	2021
Cash flow from operating activities:		
Changes in net assets	\$412,545	\$838,811
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	52,270	50,076
Loss on disposal of fixed assets	3,240	19,861
(Increase) decrease in assets:		
Accounts receivable	(257,905)	(260,481)
Prepaid expenses and other current assets	(13,491)	13,383
Increase (decrease) in liabilities:		
Accounts payable	67,866	62,027
Accrued expenses	(38,632)	44,442
Net cash provided by operating activities	225,893	768,119
Cash flows from investing activities:		
Purchase of fixed assets	(111,349)	(64,687)
Forgiveness of SBA loans	(173,500)	(173,500)
Net cash (used) by investing activities	(111,349)	(238,187)
Net change in cash and cash equivalents	114,544	529,932
Cash and cash equivalents, beginning of year	2,266,649	1,736,717
Cash and cash equivalents, end of year	\$2,381,193	\$2,266,649
Supplemental disclosure of cash flow information:		
Interest paid	\$2,374	\$1,246

See accompanying notes to financial statements.

**SOMA WEST COMMUNITY BENEFIT DISTRICT
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 1 – ORGANIZATION

A. Organization

The SoMa West Community Benefit District (District) was established on April 9, 2019, pursuant to the California Constitution and the Property and Business Improvement District Law of 1994, as amended and augmented by Article 15 of the San Francisco Business and Tax Regulations Code. The District was formed by property owners, residents, and merchants to improve the safety of people and property within the District, to maintain clean and safe public spaces, to increase building occupancy, to encourage new business development, and to attract ancillary businesses and services for the residents, merchants, property owners, and visitors within the District.

The District consists of approximately 100 whole or partial blocks and approximately 2,700 parcels in the area south of Market Street in San Francisco, California.

B. Programs

Programs and services provided by the District include:

Clean, Safe and Beautiful – Cleaning activities include sidewalk cleaning, sweeping, pressure washing, trash collection, and graffiti removal. Safety activities provide security services by bicycle or on foot during certain hours in an effort to prevent, deter, and report illegal activities in public areas within the District. Beautification activities include public space improvement, landscape maintenance, murals and other public art.

Marketing & Advocacy – In an effort to improve the awareness, reputation, and perception of the District the marketing and advocacy activities include destination marketing, branding, events, media relations, advocacy, various emails and communications, and maintain a website.

Administration – Administrative expenses provide the supporting infrastructure enabling operation of the District and the execution of its programs. The District employs professional management and staff. Personnel work with various vendors, donors, and representatives from the City and County of San Francisco. Included are actual or allocated expenses for administrative overhead such as rent, insurance, legal, accounting, office supplies, furniture, equipment, software, postage, printing, utilities, etc.

**SOMA WEST COMMUNITY BENEFIT DISTRICT
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. *Basis of Presentation*

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP). The financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) in the Accounting Standards Codification (ASC), No. 958, *Financial Statements of Not-for-Profit Organizations*.

The District reports information regarding its financial position and activities according to two classes of net assets:

Net Assets Without Donor Restrictions – Net assets available for use in general operations that are not subject to or are no longer subject to donor-imposed restrictions.

Net Assets With Donor Restrictions – Net assets whose use is limited by donor-imposed time and/or purpose restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. As of June 30, 2022 and 2021, there were no net assets with donor restrictions.

Revenues are reported as increases in net assets without donor restriction unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions.

B. *Cash and Cash Equivalents*

The District considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. At June 30, 2022 and 2021, respectively, the District's cash balance consists of deposits with three financial institutions.

C. *Assessments Receivable*

Assessments receivable represent obligations of local property owners due to the District. Management has determined that all of the assessments receivable are collectable and therefore no allowance for uncollectable assessments receivable is currently necessary.

D. *Prepays and Deposits*

Prepays and deposits consist of prepaid rent and amounts paid as of year-end that are deferred and will be expensed as costs are incurred.

**SOMA WEST COMMUNITY BENEFIT DISTRICT
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Property and Equipment

The District capitalizes acquisitions of computers with a cost or value in excess of \$1,000, and other assets in excess of \$2,500. Property and equipment are recorded at historical cost if purchased, or if contributed, at fair value at the date of contribution. Depreciation is determined on the straight-line method over the estimated useful lives of the assets ranging from 3-10 years. Expenditures for maintenance and repairs are charged against income as incurred.

F. Assessment Revenue

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

G. Contributions

Contributions are recognized when the donor makes a promise to give to the District that is, in substance, unconditional. Donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restriction. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

H. Donated Materials and Supplies

Donated materials and supplies are recorded as contributions at their estimated fair value on the date of receipts. Such donations are reported as without donor restrictions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use are reported as with donor restrictions.

I. Functional Allocation of Expenses

The District allocated its expenses on a functional basis among its various programs and support services. Expenses that can be identified with a specific program or support service are allocated directly. Indirect costs are allocated among program and support services on an appropriate basis such as area, volume, mass, time or headcount.

J. Income Taxes

The District is exempt from income tax under Section 501(c)(3) of U.S. the Internal Revenue Code. Accordingly, no provision for income taxes has been provided in these financial statements. In addition, the District qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as a District that is not a private foundation under Section 509(a)(1). Unrelated business income, if any, may be subject to income tax. The District paid no taxes on unrelated business income in the years ended June 30, 2022 and 2021, respectively.

**SOMA WEST COMMUNITY BENEFIT DISTRICT
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Generally accepted accounting principles require the recognition, measurement, classification, and disclosure in the financial statements of uncertain tax positions taken or expected to be taken in the District's tax returns. Management has determined that the District does not have any uncertain tax positions and associated unrecognized benefits. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the District's tax returns will not be challenged by the taxing authorities and that the District will not be subject to additional tax, penalties, and interest as a result of such challenge. Generally, the District's tax returns remain open for federal income tax examination for three years from the date of filing.

K. Concentration of Credit Risk

The District maintains its cash in bank accounts which, at times, may exceed the FDIC insured limits. The District has not experienced losses in any of these accounts and management believes the District is not exposed to any significant credit risk related to these accounts.

L. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principle requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

M. Advertising Costs

Advertising costs, if any, are expensed as incurred.

N. Fair Value Measurements

The District reports certain assets and liabilities at fair value in the financial statements. 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. Accounting standards set a framework for measuring fair value using a three tier hierarchy based on observable and non-observable inputs. Observable inputs consist of data obtained from independent sources. Non-observable inputs reflect industry assumptions. These two types of inputs are used to create the fair value hierarchy, giving preference to observable inputs.

The three-tier hierarchy categorizes the inputs as follows:

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities that can be accessed at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.

Level 3: Unobservable inputs for the asset or liability. In these situations, the District develops inputs using the best information available in the circumstances.

**SOMA WEST COMMUNITY BENEFIT DISTRICT
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

O. Prior Year Totals

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the SoMa West Community Benefit District's financial statements for the year ended June 30, 2021, from which the summarized information was derived.

P. Reclassification

Certain reclassifications have been made to the prior year's comparative information to conform to the presentation of the current financial statements. The reclassifications have no effect on the total change in net assets for the prior year, however, \$575,138 of beginning net assets as of July 1, 2021 was reclassified from With Donor Restrictions to Without Donor Restrictions.

Q. Subsequent Events

The SoMa West Community Benefit District evaluated subsequent events for recognition and disclosure through February 21, 2023, the date which these financial statements were available to be issued. Management concluded that no material subsequent events have occurred since June 30, 2022 that require recognition or disclosure in such financial statements.

NOTE 3 – PROPERTY AND EQUIPMENT

Property and equipment consisted of the following as of June 30:

	2022	2021
<i>Depreciable Assets:</i>		
Computers and office equipment	\$20,892	\$14,314
Leasehold improvements	40,490	26,518
Machinery and Equipment	166,001	80,159
Vehicles	196,072	196,073
Sub-Total	423,455	317,064
Less: accumulated depreciation	(113,228)	(62,676)
Total Property and Equipment, net	\$310,227	\$254,388

Depreciation expense for the years ended June 30, 2022 and 2021, was \$52,270 and \$50,076, respectively.

**SOMA WEST COMMUNITY BENEFIT DISTRICT
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 4 – LOAN PAYABLE

On May 10, 2020, SoMa West Community Benefit District received a \$170,500 loan from the U.S. Small Business Administration Paycheck Protection Program (PPP), with an interest rate of 1.0% that matures on May 10, 2022. The loan was made pursuant to sections 1102 and 1106 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Section 1106 of the CARES Act provides that up to the full principal amount plus interest accrued on loans guaranteed under the PPP may qualify for forgiveness if SoMa West Community Benefit District uses the loan proceeds for forgivable purposes.

In August 2021, the District received official notice of forgiveness of the SBA loans and recorded the total amount as grant revenue for the fiscal year ended June 30, 2021.

NOTE 5 – RETIREMENT PLAN

The District participates in a defined contribution plan designated for employees of member organizations of the SoMA West Community Benefits District. Employees become eligible after completing a 3-month Period of Service and has attained age 21. The vested portion of the Account of any Participant's Accounts determined on the basis of the following vesting schedule:

<u>No. of years</u>	<u>Vesting</u>
0	0%
1	100%

During fiscal year ended June 30, 2022, the District contributed \$39,461 to the plan.

NOTE 6 – COMMITMENTS AND CONTINGENCIES

Leases

As of June 30, 2022, the District has the following operating leases:

In January 2020, the District entered into a 10 year lease for its office space, commencing on February 1, 2020 and ending January 31, 2030. The starting monthly base rent is \$13,000, and increases 3% annually on March 1.

In January 2020, the District entered into a 10 year lease for warehouse space, commencing on March 1, 2020 and ending February 28, 2030. The lease was later amended to abate the rent for March and April of 2020. The starting monthly base rent is \$10,000, and increases 3% annually on March 1. In addition to the base rent, the District is responsible for its proportionate share of Common Area Operating Expenses estimated at \$396 per month.

**SOMA WEST COMMUNITY BENEFIT DISTRICT
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2022**

NOTE 6 – COMMITMENTS AND CONTINGENCIES (Continued)

Future minimum lease payments under these arrangements are as follows:

Fiscal Year Ending June 30	Annual Payment
2023	296,149
2024	305,031
2025	314,191
2026	323,620
Thereafter	1,239,385
Total	2,478,376

Rent expense for the years ended June 30, 2022 and 2021 was \$285,619 and \$274,450, respectively.

NOTE 7 – LIQUIDITY AND AVAILABILITY OF RESOURCES

The District’s primary source of support are assessments. Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, consisted of the following as of June 30, 2022:

Total current financial assets:	
Cash and cash equivalents	\$2,381,193
Accounts receivable	833,276
Total current financial assets	3,214,469
Contractual or donor-imposed restrictions:	
Restricted for Programs per Master Agreement	_____
Financial Assets Available to Meet Cash	
Needs for Expenditures Within One Year	\$3,214,469

SOMA WEST COMMUNITY BENEFIT DISTRICT
 Financial Reporting
 FYE 6/30/2022

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

SOMA WEST COMMUNITY BENEFIT DISTRICT	Revenue per Management Plan FY2021-22				Revenue per Budget FY2021-22				Variance (% Budget % Plan)	Source
	Service Category/Budget Line	Total	General Benefit	Assessment	% of Total Rev per Mgmt Plan	Total	General Benefit	Assessment		
Clean, Safe & Beautiful	\$ 3,319,665	\$ 218,515	\$ 3,101,151	79%	\$ 3,319,665	\$ 218,515	\$ 3,101,151	79%	0.00%	Cleaning & Safety
Marketing and Advocacy	299,174	-	299,174	7%	299,174	-	299,174	7%	0.00%	Beautification Program
Administration	380,863	-	380,863	9%	380,863	-	380,863	9%	0.00%	Marketing & Business Support
Contingency, Reserve, City Fees	188,641	-	188,641	5%	188,641	-	188,641	5%	0.00%	Admin and Reserves
FALSE				0%				0%	0.00%	
FALSE				0%				0%	0.00%	
FALSE				0%				0%	0.00%	
TOTAL	\$ 4,188,343	\$ 218,515	\$ 3,969,828	100%	\$ 4,188,343	\$ 218,515	\$ 3,969,828	100%	0.00%	

BENCHMARK 2: General Benefit Requirement

FALSE

Revenue Sources	FY 2021-2022 Actuals	% of actuals	Source
Assessment Revenue	\$ 3,990,037		
Total Assessment/Special Benefit Revenue	3,990,037	99.37%	
Contributions and Sponsorships	24,788	0.62%	Various
Grants	-	0.00%	Various
In-kind Donations	-	0.00%	
Interest Earned	508	0.01%	
Earned Revenue	-	0.00%	
Other	-	0.00%	
Total Non-assessment (General benefit) Revenue	25,296	0.63%	
Total	\$ 4,015,333	100.00%	

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

SOMA WEST COMMUNITY BENEFIT DISTRICT	Expenses per Budget FY 2021-22					Expenses Actual FY 2021-22					Variance		Source
	Service Category/Budget Line	Total	from Assessment	from General Benefit	% Assessment (vertical)	% Total Budget	Total	from Assessment	from General Benefit	% Assessment (vertical)	% Total Budget	Assessment (Bdgt v. Actl)	
Clean, Safe & Beautiful	\$ 3,071,192	\$ 2,852,670	\$ 218,515	82%	83%	\$ 2,858,684	\$ 2,848,134	\$ 10,550	80%	79%	-2%	-3%	
Marketing and Advocacy	207,836	207,836	-	6%	6%	357,904	357,904	-	10%	10%	4%	4%	
Administration	434,230	434,230	-	12%	12%	386,201	371,493	14,708	10%	11%	-2%	-1%	
Contingency, Reserve, City Fees				0%	0%				0%	0%	0%	0%	
FALSE				0%	0%				0%	0%	0%	0%	
FALSE				0%	0%				0%	0%	0%	0%	
FALSE				0%	0%				0%	0%	0%	0%	
TOTAL	\$ 3,713,258	\$ 3,494,744	\$ 218,515	100%	100%	\$ 3,602,789	\$ 3,577,493	\$ 25,296	100%	100%	0%	0%	

BENCHMARK 4: Whether CBO 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

	as of 6/30/22	FY23	Thereafter
FY 2021-2022 Carryover Disbursement	\$ 3,336,805		
General Benefit Project			
Clean & Safe			
Marketing and Advocacy			
Administration			
Contingency, Reserve, City Fees			
General Project Total	\$ -	\$ -	\$ -
Special Assessment Project	\$ 3,336,805		
Clean, Safe & Beautiful		\$ 2,505,467	
Marketing and Advocacy		\$ 225,797	
Administration		\$ 287,451	
Contingency, Reserve, City Fees		\$ 142,374	
SA 51 - Soma West CBD - Commitment for last 6 months			\$ 175,717
Special Assessment Project Total	\$ 3,336,805	\$ 3,161,088	\$ 175,717
Total Designated Amount	\$ 3,336,805	\$ 3,161,088	\$ 175,717

MEMORANDUM

TO: Supervisor Matt Dorsey, District 6 Supervisor

CC: San Francisco Board of Supervisors

FROM: Chris Corgas; Deputy Director, Community Economic Development, OEWD
Mimi Tam Hiraki; Project Specialist, OEWD

DATE: 7/13/2023

SUBJECT: SoMa West Community Benefit District; FY 2021-2022 Annual Report

This is a memo summarizing the accomplishments of the SoMa West Community Benefit District and an analysis of its financial statements for the period between July 1, 2021 and June 30, 2022.

Each year the CBD is required to submit a mid-year report, an annual report, and a CPA Financial Review or Audit. SoMa West CBD has complied with the submission of all these requirements. OEWD staff 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 SoMa West CBD management contract with the City; and their Management Plan approved by the Board of Supervisors in 2019.

Also attached to this memo are the following documents:

1. Annual Report
 - a. FY 2021-2022
2. Financial Statements
 - a. FY 2021-2022
3. Draft resolution from the Office of Economic and Workforce Development



Background

The SoMa West Community Benefit District includes 2,700 property-based parcels.

- March 5, 2019: the Board of Supervisors approved the resolution that established the property-based district called the SoMa West Community Benefit District for 15 years commencing with FY 2019-2020 (Resolution # 104-19).
- November 19, 2019: the Board of Supervisors approved the resolution approving an agreement with the nonprofit Owners' Association for administration/management of the established property-based Community Benefit District known as the “SoMa West Community Benefit District” (Resolution # 506-19).

Basic Info about SoMa West CBD

Year Established	March 2019
Assessment Collection Period	FY 2019-20 to FY 2033-34 (July 1, 2019 to June 30, 2034)
Services Start and End Date	January 1, 2020 – December 31, 2034
Initial Estimated Annual Budget	\$3,741,943.94
FY 21-22 Assessment Submission	\$3,996,910.40
Fiscal Year	July 1 – June 30
Executive Director(s)	Christian Martin; Executive Director
Name of Nonprofit Owners’ Entity	SoMa West Community Benefit District

The current CBD website, <https://somawestcbd.org/>, includes all the pertinent information about the organization and their programs, meeting agendas, and their Management Plan.

Summary of Service Area Goals

Clean, Safe & Beautiful

The Safety Program provides security services in the form of patrolling bicycle personnel, walking patrols and/or vehicle patrols. It may include a security camera program. The Safe Team Program aims to prevent, deter and report illegal activities taking place on the streets, sidewalks, storefronts, parking lots and public alleys. Clean, Safe & Beautiful services may include, but are not limited to sidewalk cleaning, sidewalk pressure washing, trash collection, graffiti removal, landscape maintenance, public space activation and art in public places.

Marketing & Advocacy

The Marketing & Advocacy program aims to enhance the perceptions of the district. Activities within this program area may include but are not limited to destination marketing, branding, events, media relations, advocacy, community grants, website and district stakeholder communications.

Administration



Administration services include staff that oversees the District's services daily and actively works on behalf of the District parcels to ensure that City and County services and policies support the District. Other costs included in this service category include office expenses, professional services, organizational expenses such as insurance, financial review and funds may be used for renewing the District and/or repaying costs of establishment. Administration staff implements the programs and services of the District.

Contingency/Reserve/City Fees

An operating reserve is budgeted as a contingency for any payment of delinquencies, uncollectable assessments, renewal efforts and/or unforeseen budget adjustments. Funds may also be used for establishing and/or renewing the District.

Summary of Accomplishments, Challenges, and Delivery of Service Areas

FY 2021-2022

Clean, Safe & Beautiful

- Removed 1,083,525 pounds of trash
- Swept sidewalks 101,447 times
- Removed 64,318 hazardous items
- Provided landscaping services 16,985 times
- Abated 18,198 instances of graffiti
- Removed 11,150 bulky items
- Completed 3,385 other cleaning related activities
- Maintained over 150 planters throughout the district
- Installed lighting project called Glimmer
- Partnered with SOMA Pilipinas to activate Russ Street
- Collaborated with SF Parks Alliance, Together SF and local community members to hold first neighborhood cleanup day
- Hosted SOMA West Farmers Market at Eagle Plaza from July to October 2022
- Ramp up new "Night Shift" neighborhood ambassador program
- Worked to improve coordination with law enforcement
- Lighting Improvement Grants

Marketing & Advocacy

- Launched new website and highlighted SOMA Sapiens
- Participated in the IDA Federal Policy Committee, California Downtown Association and San Francisco CBD Alliance to advocate for district's priorities and policy reform
- Participated in Silence the Violence, a march organized by United Playaz and other SOMA organizations and businesses

Administration

- Staff oversaw the daily operations of the district to ensure program service delivery



DPCBD Annual Budget Analysis

OEWD’s staff reviewed the following budget related benchmarks for DPCBD:

- **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 “SoMa West Community Benefit District”, Section 3.9 – Budget*)
- **BENCHMARK 2:** Whether five and twenty-two hundredths percent (5.22%) of actuals came from sources other than assessment revenue (*CA Streets & Highways Code, Section 36650(B)(6); Agreement for the Administration of the “SoMa West 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 “SoMa West Community Benefit District”, Section 3.9 – Budget*)
- **BENCHMARK 4:** Whether SWCBD 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 2021-2022 Budget Analysis

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: *SWCBD met this requirement. See tables below.*

Service Category	Management Plan Budget		FY2021-2022 Budget		Variance	
	Assessment (%)	Total (%)	Assessment (%)	Total (%)	Assessment	Total
Clean, Safe & Beautiful	\$2,965,851.09 (79.26%)	\$3,129,103.00 (79.26%)	\$2,852,678.00 (81.63%)	\$2,852,896.52 (81.63%)	+2.37%	+2.37%
Marketing and Advocacy	\$267,287.46 (7.14%)	\$282,000.00 (7.14%)	\$207,836.00 (5.95%)	\$207,836.00 (5.95%)	-1.20%	-1.20%
Administration	\$340,270.21 (9.09%)	\$359,000.00 (9.09%)	\$434,230.00 (12.43%)	\$434,230.00 (12.43%)	+3.33%	+3.33%
Contingency, Reserve, City Fees	\$168,535.17 (4.50%)	\$177,812.00 (4.50%)	\$0.00 (0.00%)	\$0.00 (0.00%)	-4.50%	-4.50%
TOTAL	\$3,741,943.94	\$3,947,915.00	\$3,494,744.00	\$3,494,962.52		

BENCHMARK 2: Whether five and twenty-two hundredths percent (5.22%) of actuals came from sources other than assessment revenue

ANALYSIS: *SWCBD did not meet this requirement. Assessment revenue was \$3,990,037.00 or 99.37% of actuals and non-assessment revenue was \$25,296.00 or 0.63%% of actuals. See table below.*



Revenue Sources	FY21-22 Actuals	% of Actuals
Assessment Revenue	\$3,990,037.00	
Total Assessment (Special Benefit) Revenue	\$3,990,037.00	99.37%
Contributions and Sponsorships	\$24,788.00	0.62%
Interest Earned	\$508.00	0.01%
In Kind Donation		
Total Non-Assessment (General Benefit) Revenue	\$25,296.00	0.63%
Grand Total (Assessment and Non-Assessment) Revenue	\$4,015,333.00	100%

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

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

Service Category	FY2021-2022 Budget		FY2021-2022 Actuals		Variance	
	Assessment (%)	Total (%)	Assessment (%)	Total (%)	Assessment	Total
Clean, Safe & Beautiful	\$2,852,678.00 (81.63%)	\$2,852,896.52 (81.63%)	\$2,848,134.00 (79.61%)	\$2,858,684.00 (79.35%)	-2.02%	-2.28%
Marketing and Advocacy	\$207,836.00 (5.95%)	\$207,836.00 (5.95%)	\$357,904.00 (10.00%)	\$357,904.00 (9.93%)	+4.06%	+3.99%
Administration	\$434,230.00 (12.43%)	\$434,230.00 (12.43%)	\$371,455.00 (10.38%)	\$386,201.00 (10.72%)	-2.04%	-1.70%
Contingency, Reserve, City Fees	\$0.00 (0.00%)	\$0.00 (0.00%)	\$0.00 (0.00%)	\$0.00 (0.00%)	0.00%	0.00%
TOTAL	\$3,494,744.00	\$3,494,962.52	\$3,577,493.00	\$3,602,789.00		

BENCHMARK 4: Whether SWCBD 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: *SWCBD did not meet 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 2021-2022 Carryover Disbursement	As of 6/30/22	FY23	Thereafter
Special Assessment Project	\$3,336,805.00		
Clean, Safe & Beautiful		\$2,505,467.00	
Marketing and Advocacy		\$225,797.00	
Administration		\$287,451.00	
Contingency, Reserve, City Fees		\$142,374.00	
Commitment for last 6 months			\$175,717.00
Total Carry Forward	\$3,336,805.00	\$3,161,089.00	\$175,717.00

Findings and Recommendations

SoMa West CBD met two of the four the benchmarks as defined on page 4 of this memo. The CBD missed both Benchmark 2 and Benchmark 4. Benchmark 2 is the CBD’s requisite non-assessment dollar amount. The CBD missed the required 5.22% of its budget by a significant amount. This is likely due to a combination of it being the CBD’s first true year of operations and general impacts to donor solicitations caused by the Covid-19 pandemic. OEWD will review this amount in the FY 22-23 mid-year and annual report with the CBD to ensure they are on track to make this in future years. The CBD can meet this goal through a combination of grants, donations, as well as in-kind services provided to it. In fact, the CBD likely did achieve this benchmark when accounting for PPE donations provided to it by the City and County of San Francisco through the first half of FY 21-22.

Additionally, the CBD missed Benchmark 4. This information was provided to OEWD in financial statements and other financial documents, but not in its annual report. State law specifies that this information must be included in the annual report. OEWD recommends that SoMa West CBD includes this chart field in future annual reports.

Generally speaking, the CBD did provide OEWD with enough financial information through their financial statements and other financial documents. OEWD requires that this information also be included in each CBD’s annual report for easy public consumption and to comply with specific sections of state law, such as in the case of Benchmark 4. OEWD recommends, and will require, SoMa West CBD to include this data in subsequent annual report submissions to OEWD.

Throughout its first full fiscal year of operation SoMa West CBD performed extraordinary in implementing its services throughout the district, as demonstrated through the sampling of data provided on page 3. The CBD is one of the initial partners in the 311 Connected Worker pilot program, also known as integrated 311. Throughout FY 21-22, SoMa West CBD completed 1,549 (27.12%) of the 311 service requests within their geographic boundaries. OEWD will continue to monitor this data for emerging trends in response times and service request areas. The CBD believes it would be able to handle a greater amount of these requests with additional non-assessment dollars, which could come in the form of city grant dollars or



donations, to hire the appropriate number of staff to deal with the scale of 311 requests that come from this large geographic area. The following is a sample of the data collected in FY 21-22.

<u>Agency</u>	<u>Number of Cases in FY 21-22 (beginning 11/2021)</u>	<u>Percentage</u>
SoMa West CBD	1,549	27.12%
DPW Ops Queue	3,667	64.20%
CSP Supervisor Queue	174	3.05%
Recology_Abandoned	101	1.77%
HSOC Queue	69	1.21%
Duplicate Case – Hold	40	0.70%
DPW Bureau of Street Environmental Services	23	0.40%
DPW BSM Queue	16	0.28%
311 Service Request Hold	12	0.21%
DPT Meter_Bike_Queue	8	0.14%
HSOC Individual Queue	8	0.14%
Clear Channel – Transit Queue	7	0.12%
ATT Graffiti Queue	6	0.11%
DPT Paint Shop Queue	4	0.07%
DBI Building Inspection Queue	2	0.04%
DPW – Other	2	0.04%
DPW BUF Queue	2	0.04%
PUC – Water – Graffiti Queue	2	0.04%
PUC Sewer Ops	2	0.04%
PUC Streelights Queue	2	0.04%
Recology_Litter	2	0.04%
SFMTA – Access/Mobility Services Requested	2	0.04%



US Postal Service Maintenance Queue	2	0.04%
DBI Inspection Services	1	0.02%
DPH – Environmental Health – HazWaste	1	0.02%
DPW – Building Repair – Police/Fire Call Box	1	0.02%
DPW - Bureau of Street Mapping	1	0.02%
DPW – Bureau of Urban Forestry	1	0.02%
DPW BSSR Queue	1	0.02%
Police – Homeless Concerns	1	0.02%
Recology_Overflowing	1	0.02%
RPD Park Service Area 2 Queue	1	0.02%
SFMTA Traffic Calming Queue	1	0.02%

<u>Request Type</u>	<u>CBD Response Time – Average</u>	<u>City Response Time - Average</u>
General Request – PW	11.81 hours	666.23 hours
Graffiti	20.62 hours	2,557.83 hours
Illegal Postings	10.56 hours	204.72 hours
Street and Sidewalk Cleaning	12.26 hours	235.14 hours

OEWD expects that these numbers in FY 22-23 and FY 23-24 will help paint a more accurate picture as these numbers only relate to November 2021 – June 30, 2022.

OEWD would like to acknowledge that support that SoMa West CBD provided throughout the pandemic to the broader CBD community in San Francisco. The organization allowed use of its facilities to store PPE for use by all other CBDs throughout San Francisco. This act allowed OEWD to better coordinate logistics related to Covid-19 PPE deliveries to all geographic based CBDs throughout San Francisco. The organization continues to show a commitment to not only improving its own area, but working as an effective thought partner to benefit the wider ecosystem. The CBD continues to be seen as a best practice leader, especially in respect to service delivery, both statewide and nationally.



SoMa West CBD does not employ surveillance technology. There were no reported violations to OEWD of the Brown Act or California Public Records Act for this organization during this reporting period.

Conclusion

The SoMa West CBD has performed well in implementing its service plan and implementing programs throughout the district. The CBD needs to improve by meeting benchmarks 2 and 4 and by including data for the four benchmarks in the annual report. The CBD is an extremely well-run organization with an active Board of Directors and committee members. OEWD believes that SoMa West CBD will continue to successfully carryout its mission and services plan.

