

File No. 160067 Committee Item No. 4
 Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date February 11, 2016

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 checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
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| <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 |
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| <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 |
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OTHER (Use back side if additional space is needed)

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Office of Economic and Workforce Development (OEWD) Memo - 01/11/16</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>CBD Annual Reports - Calendar Years 2010-2015</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>CBD CPA Reports - Calendar Years 2010-2015</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Referral FYI - 01/29/16</u> |
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Completed by: Erica Major Date February 5, 2016
 Completed by: _____ Date _____

1 [Mission Miracle Mile Business Improvement District - Annual Reports to the City - Calendar
2 Years 2010-2015]

3 **Resolution receiving and approving annual reports for the Mission Miracle Mile**
4 **Business Improvement District for calendar years 2010-2015, submitted as required by**
5 **the Property and Business Improvement District Law of 1994 (California Streets and**
6 **Highways Code, Sections 36600, *et seq.*), Section 36650, and the District's management**
7 **agreement with the City, Section 3.4.**

8
9 WHEREAS, On August 3, 2010, pursuant to the Property and Business Improvement
10 Law of 1994, California Streets and Highways Code, Sections 36600, *et seq.* (the "Act"), as
11 augmented by Article 15 of the San Francisco Business and Tax Regulations Code ("Article
12 15"), the Board of Supervisors adopted Resolution No. 350-10 "Resolution of Intention to
13 renew the 2500 Block of Mission Street Business Improvement District, to be known as the
14 Mission Miracle Mile Business Improvement District" ("Resolution of Intention"); and

15 WHEREAS, On October 5, 2010, the Board of Supervisors adopted Resolution
16 No. 473-10, "Resolution to establish (renew) the 2500 Block of Mission Street Business
17 Improvement District (BID), to now be known as the Mission Miracle Mile BID" (Resolution to
18 Establish) for a period of 5 years commencing with FY2010-2011 (July 1, 2010); and

19 WHEREAS, On February 15, 2011, the Board of Supervisors adopted Resolution
20 No. 92-11 "Contract with Owners' Association for administration/management of Mission Miracle
21 Mile Business Improvement District;" and

22 WHEREAS, The Mission Miracle Mile BID has submitted for the Board's receipt and
23 approval the Mission Miracle Mile BID annual reports for calendar years 2010, 2011, 2012,
24 2013, 2014, and 2015 (collectively, "Annual Reports") as required by Section 36650 of the Act
25 and Section 3.4 of the Management Contract; and

1 WHEREAS, The Annual Reports are on file with the Clerk of the Board of Supervisors
2 in File No. 160067, and are incorporated herein by reference as though fully set forth; and

3 WHEREAS, Supporting documents, including, but not limited to, a transmittal letter and
4 memorandum report from the City's Office of Economic and Workforce Development, dated
5 January 11, 2016, and documentation from the Mission Miracle Mile BID for the Annual
6 Reports are on file with the Clerk of the Board of Supervisors in File No. 160067; now,
7 therefore, be it

8 RESOLVED, That the Board of Supervisors hereby receives and approves the annual
9 reports for the Mission Miracle Mile for calendar years 2010, 2011, 2012, 2013, 2014, and
10 2015.

BOARD of SUPERVISORS



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

MEMORANDUM

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

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

DATE: January 29, 2016

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Supervisor Peskin on January 26, 2016:

File No. 160067

Resolution receiving and approving an annual report for the Lower Polk Community Benefit District for FY2014-2015, 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 additional 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

Major, Erica (BOS)

From: Major, Erica (BOS)
Sent: Friday, January 29, 2016 10:19 AM
To: Rosenfield, Ben (CON); Rufo, Todd (ECN)
Cc: Rydstrom, Todd (CON); Rich, Ken (ECN); Pagan, Lisa (ECN)
Subject: REFERRAL FYI (160067) Mission Miracle Mile Business Improvement District - Annual Reports to the City - Calendar Years 2010-2015
Attachments: 160067 FYI.pdf

Greetings:

This matter is being forwarded to your department for informational purposes. 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.

Thank you for your attention.

Best,

Erica Major

Assistant Committee Clerk

Board of Supervisors

1 Dr. Carlton B. Goodlett Place, City Hall, Room 244

San Francisco, CA 94102

Phone: (415) 554-4441 | Fax: (415) 554-5163

Erica.Major@sfgov.org | www.sfbos.org



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Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

MEMO

To: Supervisor David Campos, District 9

CC: San Francisco Board of Supervisors

From: Richard Kurylo, OEWD Project Manager

RE: Mission BID Annual Report, Calendar Years 2010-2015

Date: January 11, 2016

This is a memo summarizing the performance of the Mission Miracle Mile Business Improvement District (Mission BID) and an analysis of their financial statements (based on their audit) for the period between January 1, 2010, and December 31, 2015.

Each year the BID is required to submit a mid-year report, an annual report and a CPA Financial Review or Audit. Mission BID 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 2500 Mission Miracle Mile Business Improvement District management contract with the City; and their Management Plan as approved by the Board of Supervisors in 2008.

Also attached to this memo are the following documents:

1. Annual Reports
 - a. CY 2010
 - b. CY 2011
 - c. CY 2012
 - d. CY 2013
 - e. CY 2014
 - f. CY 2015
2. CPA Financial Review Reports
 - a. CY 2010
 - b. CY 2011
 - c. CY 2012
 - d. CY 2013
 - e. CY 2014
 - f. CY 2015
3. Draft resolution from the Office of Economic and Workforce Development



Background

The Mission BID spans two blocks and contains 20 parcels.

- October 5, 2010: the Board of Supervisors approved the resolution that renewed the property-based district called the Mission Miracle Mile Business Improvement District (Resolution #473-10).
- February 15, 2011: the Board approved the contract for the administration and management of the Mission BID (Resolution # 92-11).
- The BID began receiving assessment funds in April 2009 and started providing cleaning and security services in June 2009.

Basic Info about Mission Miracle Mile BID

| | |
|---------------------------------|-------------------------------------|
| Year Established | October 2010 |
| Assessment Collection Period | July 1, 2010 – June 30, 2015 |
| Services Start and End Date | January 1, 2010 – December 31, 2015 |
| Initial Estimated Annual Budget | \$85,861 |
| Fiscal Year | January 1 – December 31 |
| Executive Director | Phillip Lesser |
| Name of Nonprofit Entity | Mission Miracle Mile, Inc. |

Summary of Service Area Goals

Beautification, Cleaning and Maintenance Program (BCMP)

The Mission BID Management Plan calls for 58% of the budget to be spent on BCMP. BCMP includes:

- Additional manual sweeping of sidewalks and curbs – twice daily, 7 days a week
- Additional removal of weeds on sidewalks, curbs, and in storm drains - 7 days a week
- Additional sidewalk steam cleaning – 12 times per year
- Rapid response graffiti removal services - 7 days a week
- Additional removal of weeds and debris around trees and maintenance of tree wells – 7 days a week
- Notifications to San Francisco Public Works (DPW) if litter receptacle requires emptying – 7 days a week
- Repair request calls into DPW to ensure rapid resolution; fixture cleaning and repainting done by BID vendor

Greening Program (GP)

The Mission BID Management Plan allocates 23% of their budget to this program area. The Greening Program funds and maintains the floral baskets.

Public Safety and Administrative Program (PSAP)

The Mission BID Management Plan calls for 18% of the budget to be spent on the Public Safety and Administrative Program. The Mission BID is staffed by a part-time Executive Director who serves as the

focal point person and advocate for the district. Community Ambassadors augment services by the San Francisco Police Department (SFPD) by providing additional “eyes and ears” on the street, increasing the safety presence, reporting illegal activities and deterring crime. Their duties are detailed below:

- Provide assistance to visitors.
- Maintain relations with merchants and property owners.
- Maintain communications with SFPD, DPW and other relevant city agencies.
- Refer street population to available city homeless services.
- Maintain and back up seven surveillance cameras. *This program area also funds the surveillance cameras.*

The Mission BID Executive Director and Board (1) create and manage programs that best respond to the needs of the property owners on the 2500 block of Mission Street, (2) find and manage programs that will augment—and not duplicate—services already provided by City agencies, (3) purchase services cost-effectively and (4) provide accountability to assessed property owners.

The Mission BID board has five (5) members: four (4) commercial property owners and one (1) commercial tenant. Board members are all required to actively participate. The full board meets two times a year, in June and December.

Summary of Accomplishments, Challenges, and Delivery of Service Areas

CY 2010

The Mission BID reports that it brought about a clean, safe, and attractive “oasis” in the midst of the Mission shopping corridor. The activities and impact are detailed below:

- graffiti removed from all buildings, public fixtures and sidewalks;
- unauthorized posters, stickers and other illegal foreign attachments removed from public and private property;
- grime routinely pressure washed from sidewalks;
- litter routinely swept;
- service providers adequately insured, trained and responsive;
- property owners and businesses within the BID have a unified voice with government departments such as DPW and SFPD, and with community-based organizations such as the Mission Merchants Association and Mission Neighborhood Centers;
- streetscape “softened” and “greened” with twenty hanging floral baskets; and
- crime on the street largely eradicated with the presence of seven conspicuous surveillance cameras.

The Mission BID believes that their programs initiated activities to improve business, property values and the quality of life for all who live, work, invest and/or come to enjoy the “Heart of the Mission.”

CY 2011-2015

In calendar years 2011-2015, the Mission BID did not adjust any programming services both in type of service provided and frequency of those services.

The Mission BID Annual Budget Analysis

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

- **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 "Mission Miracle Mile Business Improvement District," Section 3.9 – Budget*).
- **BENCHMARK 2:** Whether one percent (1%) of actuals came from sources other than assessment revenue (*CA Streets & Highways Code, Section 36650(B)(6); Agreement for the Administration of the "Mission Miracle Mile Business Improvement 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 points (*Agreement for the Administration of the "Mission Miracle Mile Business Improvement District," Section 3.9 – Budget*).
- **BENCHMARK 4:** Whether the Mission BID is indicating the amount of any surplus or deficit revenues to be carried forward into the next fiscal year and designating the projects to be funded by any surplus revenues (*CA Streets & Highways Code, Section 36650(B)(5)*).

CY 2010

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: *The Mission BID met this requirement. See table below.*

| Service Category | Management Plan Budget | % of Budget | CY 2010 Budget | % of Budget | Variance Percentage Points |
|--|------------------------|---------------|-----------------|---------------|----------------------------|
| Beautification, Cleaning and Maintenance Program | \$50,000 | 58.2% | \$45,000 | 52.5% | -5.7% |
| Greening Program | \$20,000 | 23.3% | \$25,000 | 29.1% | +5.8% |
| Public Safety and Administrative Program | \$15,000 | 17.5% | \$15,800 | 18.4% | +0.9% |
| Contingency and Reserves | \$861 | 1.0% | \$0 | - | -1.0% |
| TOTAL | \$85,861 | 100.0% | \$85,800 | 100.0% | |

BENCHMARK 2: Whether one percent (1%) of actuals came from sources other than assessment revenue

ANALYSIS: *The Mission BID met this requirement. Assessment revenue was \$73,744 or 98.7% of actuals and non-assessment revenue was \$1,000 or 1.3% of actuals. See table below.*

| Revenue Sources | CY 2010 Actuals | % of Actuals |
|-------------------------------------|-----------------|--------------|
| Special Benefit Assessments | \$73,744 | |
| Total assessment revenue | \$73,744 | 98.7% |
| Fundraising/In-Kind | \$1,000 | |
| Interest Earned | \$0 | |
| Total non-assessment revenue | \$1,000 | 1.3% |
| Total | \$74,744 | 100% |

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

ANALYSIS: *The Mission BID did not meet this requirement. In this calendar year, the Mission BID incurred a tax penalty of \$4,237. Please find OEWD’s discussion of this fee in the “Findings and Recommendations” section. See table below.*

| Service Category | CY 2010 Budget | % of Budget | CY 2010 Actuals | % of Actuals | Variance Percentage Points |
|--|-----------------------|--------------------|------------------------|---------------------|-----------------------------------|
| Beautification, Cleaning and Maintenance Program | \$45,000 | 52.5% | \$45,883 | 49.9% | -2.6% |
| Greening Program | \$25,000 | 29.1% | \$19,824 | 21.6% | -7.5% |
| Public Safety and Administrative Program | \$15,800 | 18.4% | \$26,138 | 28.5% | +10.1% |
| Contingency and Reserves | \$0 | - | - | - | |
| TOTAL | \$85,800 | 100.0% | \$91,845 | 100.0% | |

BENCHMARK 4: Whether the Mission BID is indicating the amount of any surplus or deficit revenues to be carried forward into the next fiscal year and designating the projects to be funded by any surplus revenues

ANALYSIS: *The Mission BID did not meet this requirement. The Mission BID did indicate carryforward funds but did not allocate these funds in their Annual Report or Financial Statements. See table below.*

| | |
|---|-----------------|
| CY 2010 Carryover Disbursement | \$12,485 |
| Designated Projects | |
| Unspecified safe/clean/green programs | \$12,485 |
| Total Designated Amount for Calendar Year 2011 | \$12,485 |

CY 2011

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: *The Mission BID met this requirement. See table below.*

| Service Category | Management Plan Budget | % of Budget | CY 2011 Budget | % of Budget | Variance Percentage Points |
|--|-------------------------------|--------------------|-----------------------|--------------------|-----------------------------------|
| Beautification, Cleaning and Maintenance Program | \$50,000 | 58.2% | \$47,000 | 54.7% | -3.5% |
| Greening Program | \$20,000 | 23.3% | \$23,000 | 26.8% | +3.5% |
| Public Safety and Administrative Program | \$15,000 | 17.5% | \$15,850 | 18.5% | +1.0% |
| Contingency and Reserves | \$861 | 1.0% | \$0 | - | -1.0% |
| TOTAL | \$85,861 | 100.0% | \$85,850 | 100.0% | |

BENCHMARK 2: Whether one percent (1%) of actuals came from sources other than assessment revenue

ANALYSIS: *The Mission BID met this requirement. Assessment revenue was \$87,454 or 98.8% of actuals and non-assessment revenue was \$1,050 or 1.2% of actuals. See table below.*

| Revenue Sources | CY 2011 Actuals | % of Actuals |
|-------------------------------------|------------------------|---------------------|
| Special Benefit Assessments | \$87,454 | |
| Total assessment revenue | \$87,454 | 98.8% |
| Fundraising/In-Kind | \$1,000 | |
| Tax Refund | \$50 | |
| Total non-assessment revenue | \$1,050 | 1.2% |
| Total | \$88,504 | |

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

ANALYSIS: *The Mission BID met this requirement. See table below.*

| Service Category | CY 2011 Budget | % of Budget | CY 2011 Actuals | % of Actuals | Variance Percentage Points |
|--|-----------------|---------------|-----------------|---------------|----------------------------|
| Beautification, Cleaning and Maintenance Program | \$47,000 | 54.7% | \$45,434 | 59.3% | +4.6% |
| Greening Program | \$23,000 | 26.8% | \$17,200 | 22.4% | -4.4% |
| Public Safety and Administrative Program | \$15,850 | 18.5% | \$14,048 | 18.3% | -0.2% |
| Contingency and Reserves | \$0 | - | - | - | |
| TOTAL | \$85,850 | 100.0% | \$76,682 | 100.0% | |

BENCHMARK 4: Whether the Mission BID is indicating the amount of any surplus or deficit revenues to be carried forward into the next fiscal year and designating the projects to be funded by any surplus revenues

ANALYSIS: *The Mission BID did not meet this requirement. The Mission BID did indicate carryforward funds but did not allocate these funds in their Annual Report or Financial Statements. See table below.*

| | |
|---|-----------------|
| CY 2011 Carryover Disbursement | \$18,944 |
| Designated Projects | |
| Unspecified safe/clean/green programs | \$18,944 |
| Total Designated Amount for Calendar Year 2012 | \$18,944 |

CY 2012

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: *The Mission BID met this requirement. See table below.*

| Service Category | Management Plan Budget | % of Budget | CY 2012 Budget | % of Budget | Variance Percentage Points |
|--|-------------------------------|--------------------|-----------------------|--------------------|-----------------------------------|
| Beautification, Cleaning and Maintenance Program | \$50,000 | 58.2% | \$47,500 | 56.1% | -2.1% |
| Greening Program | \$20,000 | 23.3% | \$19,000 | 22.4% | -0.9% |
| Public Safety and Administrative Program | \$15,000 | 17.5% | \$18,200 | 21.5% | +4.0% |
| Contingency and Reserves | \$861 | 1.0% | \$0 | - | -1.0% |
| TOTAL | \$85,861 | 100.0% | \$84,700 | 100.0% | |

BENCHMARK 2: Whether one percent (1%) of actuals came from sources other than assessment revenue

ANALYSIS: *The Mission BID met this requirement. Assessment revenue was \$85,002 or 98.8% of actuals and non-assessment revenue was \$1,000 or 1.2% of actuals. See table below.*

| Revenue Sources | CY 2012 Actuals | % of Actuals |
|-------------------------------------|------------------------|---------------------|
| Special Benefit Assessments | \$85,002 | |
| Total assessment revenue | \$85,002 | 98.8% |
| Fundraising/In-Kind | \$1,000 | |
| Interest Earned | \$0 | |
| Total non-assessment revenue | \$1,000 | 1.2% |
| Total | \$86,002 | 100.0% |

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

ANALYSIS: *The Mission BID met this requirement. See table below.*

| Service Category | CY 2012 Budget | % of Budget | CY 2012 Actuals | % of Actuals | Variance Percentage Points |
|--|-----------------|---------------|-----------------|---------------|----------------------------|
| Beautification, Cleaning and Maintenance Program | \$47,500 | 56.1% | \$45,283 | 53.7% | -2.4% |
| Greening Program | \$19,000 | 22.4% | \$15,000 | 17.8% | -4.6% |
| Public Safety and Administrative Program | \$18,200 | 21.5% | \$23,985 | 28.5% | +7.0% |
| Contingency and Reserves | \$0 | - | - | - | |
| TOTAL | \$84,700 | 100.0% | \$84,268 | 100.0% | |

BENCHMARK 4: Whether the Mission BID is indicating the amount of any surplus or deficit revenues to be carried forward into the next fiscal year and designating the projects to be funded by any surplus revenues

ANALYSIS: *The Mission BID did not meet this requirement. The Mission BID did indicate carryforward funds but did not allocate these funds in their Annual Report or Financial Statements. See table below.*

| | |
|---|-----------------|
| CY 2012 Carryover Disbursement | \$17,470 |
| Designated Projects | |
| Unspecified safe/clean/green programs | \$17,470 |
| Total Designated Amount for Calendar Year 2013 | \$17,470 |

CY 2013

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: *The Mission BID met this requirement. See table below.*

| Service Category | Management Plan Budget | % of Budget | CY 2013 Budget | % of Budget | Variance Percentage Points |
|--|------------------------|---------------|-----------------|-------------|----------------------------|
| Beautification, Cleaning and Maintenance Program | \$50,000 | 58.2% | \$47,500 | 59.2% | +1.0% |
| Greening Program | \$20,000 | 23.3% | \$15,000 | 18.7% | -4.6% |
| Public Safety and Administrative Program | \$15,000 | 17.5% | \$17,700 | 22.1% | +4.6% |
| Contingency and Reserves | \$861 | 1.0% | \$0 | - | -1.0% |
| TOTAL | \$85,861 | 100.0% | \$80,200 | 100% | |

BENCHMARK 2: Whether one percent (1%) of actuals came from sources other than assessment revenue

ANALYSIS: *The Mission BID met this requirement. Assessment revenue was \$85,443 or 98.8% of actuals and non-assessment revenue was \$1,000 or 1.2% of actuals. See table below.*

| Revenue Sources | CY 2013 Actuals | % of Actuals |
|-------------------------------------|-----------------|--------------|
| Special Benefit Assessments | \$85,443 | |
| Total assessment revenue | \$85,443 | 98.8% |
| Fundraising/In-Kind | \$1,000 | |
| Interest Earned | \$0 | |
| Total non-assessment revenue | \$1,000 | 1.2% |
| Total | \$86,443 | 100% |

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

ANALYSIS: *The Mission BID did not meet this requirement. The Mission BID purchased surveillance cameras totaling \$21,619, which were included in Public Safety and Administrative Program. See table below.*

| Service Category | CY 2013 Budget | % of Budget | CY 2013 Actuals | % of Actuals | Variance Percentage Points |
|--|-----------------|-------------|------------------|--------------|----------------------------|
| Beautification, Cleaning and Maintenance Program | \$47,500 | 59.2% | \$45,553 | 42.9% | -16.3% |
| Greening Program | \$15,000 | 18.7% | \$14,400 | 13.6% | -5.1% |
| Public Safety and Administrative Program | \$17,700 | 22.1% | \$46,130 | 43.5% | +21.4% |
| Contingency and Reserves | \$0 | - | - | - | - |
| TOTAL | \$80,200 | 100% | \$106,083 | 100% | |

BENCHMARK 4: Whether the Mission BID is indicating the amount of any surplus or deficit revenues to be carried forward into the next fiscal year and designating the projects to be funded by any surplus revenues

ANALYSIS: *The Mission BID did not meet this requirement. The Mission BID did indicate carryforward funds but did not allocate these funds in their Annual Report or Financial Statements. See table below.*

| | |
|---|----------------|
| CY 2013 Carryover Disbursement | \$9,417 |
| Designated Projects | |
| Unspecified safe/clean/green programs | \$9,417 |
| Total Designated Amount for Calendar Year 2014 | \$9,417 |

CY 2014

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: *The Mission BID did not meet this requirement. The Mission BID proposed to fund new surveillance cameras under the Public Safety and Administrative Program. This explains the 12.9% variance. See table below.*

| Service Category | Management Plan Budget | % of Budget | CY 2014 Budget | % of Budget | Variance Percentage Points |
|--|------------------------|---------------|-----------------|---------------|----------------------------|
| Beautification, Cleaning and Maintenance Program | \$50,000 | 58.2% | \$47,500 | 52.9% | -5.3% |
| Greening Program | \$20,000 | 23.3% | \$15,000 | 16.7% | -6.6% |
| Public Safety and Administrative Program | \$15,000 | 17.5% | \$27,350 | 30.4% | +12.9% |
| Contingency and Reserves | \$861 | 1.0% | \$0 | - | -1.0% |
| TOTAL | \$85,861 | 100.0% | \$89,850 | 100.0% | |

BENCHMARK 2: Whether one percent (1%) of actuals came from sources other than assessment revenue

ANALYSIS: *The Mission BID met this requirement. Assessment revenue was \$83,445 or 98.8% of actuals and non-assessment revenue was \$1,000 or 1.2% of actuals. See table below.*

| Revenue Sources | CY 2014 Actuals | % of Actuals |
|-------------------------------------|-----------------|--------------|
| Special Benefit Assessments | \$83,445 | |
| Total assessment revenue | \$83,445 | 98.8% |
| Fundraising/In-Kind | \$1,000 | |
| Interest Earned | \$0 | |
| Total non-assessment revenue | \$1,000 | 1.2% |
| Total | \$84,445 | 100% |

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

ANALYSIS: *The Mission BID met this requirement. See table below.*

| Service Category | CY 2014 Budget | % of Budget | CY 2014 Actuals | % of Actuals | Variance Percentage Points |
|--|-----------------|---------------|-----------------|--------------|----------------------------|
| Beautification, Cleaning and Maintenance Program | \$47,500 | 52.9% | \$45,322 | 56.0% | +3.1% |
| Greening Program | \$15,000 | 16.7% | \$14,400 | 17.8% | +1.1% |
| Public Safety and Administrative Program | \$27,350 | 30.4% | \$21,175 | 26.2% | -4.2% |
| Contingency and Reserves | \$0 | - | - | - | - |
| TOTAL | \$89,850 | 100.0% | \$80,897 | 100% | |

BENCHMARK 4: Whether the Mission BID is indicating the amount of any surplus or deficit revenues to be carried forward into the next fiscal year and designating the projects to be funded by any surplus revenues

ANALYSIS: *The Mission BID did not meet this requirement. The Mission BID did indicate carryforward funds but did not allocate these funds in their Annual Report or Financial Statements. See table below.*

| | |
|---|-----------------|
| CY 2014 Carryover Disbursement | \$15,442 |
| Designated Projects | |
| Unspecified safe/clean/green programs | \$15,442 |
| Total Designated Amount for Calendar Year 2015 | \$15,442 |

CY 2015

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: *The Mission BID did not meet this requirement. The Mission BID proposed to fund new surveillance cameras under the Public Safety and Administrative Program. This explains the 13.2% variance. See table below.*

| Service Category | Management Plan Budget | % of Budget | CY 2015 Budget | % of Budget | Variance Percentage Points |
|--|------------------------|---------------|-----------------|---------------|----------------------------|
| Beautification, Cleaning and Maintenance Program | \$50,000 | 58.2% | \$47,500 | 53.2% | -5.0% |
| Greening Program | \$20,000 | 23.3% | \$14,400 | 16.1% | -7.2% |
| Public Safety and Administrative Program | \$15,000 | 17.5% | \$27,350 | 30.7% | +13.2% |
| Contingency and Reserves | \$861 | 1.0% | \$0 | - | -1.0% |
| TOTAL | \$85,861 | 100.0% | \$89,250 | 100.0% | |

BENCHMARK 2: Whether one percent (1%) of actuals came from sources other than assessment revenue

ANALYSIS: *The Mission BID met this requirement. Assessment revenue was \$70,471 or 98.6% of actuals and non-assessment revenue was \$1,000 or 1.4% of actuals. See table below.*

| Revenue Sources | CY 2015 Actuals | % of Actuals |
|-------------------------------------|-----------------|--------------|
| Special Benefit Assessments | \$70,471 | |
| Total assessment revenue | \$70,471 | 98.6% |
| Fundraising/In-Kind | \$1,000 | |
| Interest Earned | \$0 | |
| Total non-assessment revenue | \$1,000 | 1.4% |
| Total | \$71,471 | 100% |

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

ANALYSIS: *The Mission BID met this requirement. See table below.*

| Service Category | CY 2015 Budget | % of Budget | CY 2015 Actuals | % of Actuals | Variance Percentage Points |
|--|-----------------|---------------|-----------------|--------------|----------------------------|
| Beautification, Cleaning and Maintenance Program | \$47,500 | 53.2% | \$45,301 | 49.0% | -4.2% |
| Greening Program | \$14,400 | 16.1% | \$13,700 | 14.8% | -1.3% |
| Public Safety and Administrative Program | \$27,350 | 30.7% | \$33,536 | 36.2% | +5.5% |
| Contingency and Reserves | \$0 | - | - | - | - |
| TOTAL | \$89,250 | 100.0% | \$92,537 | 100% | |

BENCHMARK 4: Whether the Mission BID is indicating the amount of any surplus or deficit revenues to be carried forward into the next fiscal year and designating the projects to be funded by any surplus revenues

ANALYSIS: *The Mission BID met this requirement. The Mission BID will wind down its operations and dissolve its current funds by the end of CY 2015. See table below.*

| | |
|---|------------|
| CY 2015 Carryover Disbursement | \$0 |
| Designated Projects | |
| Safe/clean/green programs | \$0 |
| Total Designated Amount for Calendar Year 2016 | \$0 |

Findings and Recommendations

The Mission BID has generally met all of the benchmarks as defined on page 4 of this memo with the following exceptions:

Benchmark 1

CY 2014 and CY 2015 due to the purchase of surveillance cameras.

Benchmark 3

CY 2010 due to a tax penalty and CY 2013 due to the purchase of surveillance cameras.

Benchmark 4

CY 2010 through CY 2014 because carryforward funds were not allocated to specific service categories in the Mission BID's Annual Reports or Financial Statements.

Per their management plan, the Mission BID's non-assessment revenue must be at least one percent (1%) of their total revenue. For all the years in review, it was noted that the Mission BID receives in-kind donations from a property owner. OEWD requested the Mission BID prepare a memo addressed to OEWD that outlined the value of these donations. Per this memo, the Mission BID itemized donated office space, storage space, walls and roofs for camera placements, and use of electricity and office equipment.

It came to light that the Mission BID circulated its agendas and minutes to property owners and other stakeholders via e-mail. This method of communication is not compliant with Section 54956 (A) of the Brown Act. When discovered, OEWD requested that the Mission BID address this non-compliance immediately and recommended that the Mission BID utilize methods of notification that are compliant with the Brown Act.

In CY 2013, the Mission BID budgeted \$17,700 to be allocated to the Public Safety and Administrative Program. However expenditures for this program totaled \$46,130. In CY 2014, the Mission BID budgeted \$27,350 to be allocated to the Public Safety and Administrative Program. The management plan calls for \$15,000 or 17.5% of the total budget to be spent on this program area. The Mission BID reports that these variances in allocations are funds proposed and expended for new surveillance cameras. While this expense may satisfy the needs of the district, budget allocations should not compromise the original budget outlined in the management plan.

In CY 2010, penalties by the IRS and Franchise Tax Board in the amount of \$4,237 were levied against the Mission BID for the late filing of tax-exempt returns in 2008 and 2009. The Mission BID paid the penalties in full in 2010.

Conclusion

The Mission BID has implemented its core programs: (1) Beautification, Cleaning and Maintenance; (2) Greening; and (3) Public Safety and Administrative from calendar year 2010 through calendar year 2015.

At this time, the Mission BID will not be renewed beyond calendar year 2015. The corporation will wind down its operations and dissolve its current funds by the end of 2015, and the BID will cease operations.

MISSION MIRACLE MILE

BUSINESS IMPROVEMENT DISTRICT

2010 Annual Report and Unaudited Financials



PREPARED PURSUANT TO:

Rev. 1.31.11

THE PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW OF 1994,
CALIFORNIA STREETS AND HIGHWAYS CODE SECTIONS 36600 ET SEQ.,
AND SAN FRANCISCO BUSINESS AND TAX REGULATIONS CODE ARTICLE 15

2010 Annual Report & Unaudited Financials

Accomplishments

The 2500 Block of Mission Street BID in 2010 brought about a clean, safe, and attractive "oasis" in the midst of the Mission shopping corridor. In so doing, it initiated activities to improve business, property values and the quality of life for all who live, work, invest and/or come to enjoy the "Heart of the Mission."

- graffiti is continuously removed from all buildings, public fixtures, and sidewalks;
- unauthorized posters, stickers and other illegal foreign attachments are continuously removed from public and private property;
- grime is routinely pressure washed from sidewalks;
- litter is routinely swept up;
- service providers are adequately insured, trained and responsive;
- the property owners and businesses within the BID have a unified voice with government departments such as SFDPW and SFPD, and with community-based organizations such as the Mission Merchants Association and Mission Neighborhood Centers.
- The street has been "softened" and "greened" with twenty hanging floral baskets.
- Crime on the street has been largely eradicated with the presence of seven conspicuous surveillance cameras.



The management corporation has entered into and enforced contracts to provide the beautification, cleaning, maintenance, public safety and community relations services within the district.

During 2010, the BID had expenditures totalling \$87,740.49. These were primarily funded by assessments which are described on pages 4 through 6. Because of extraordinary items and uncollected assessments, cash reserves fell \$24,726.33 (page 7).

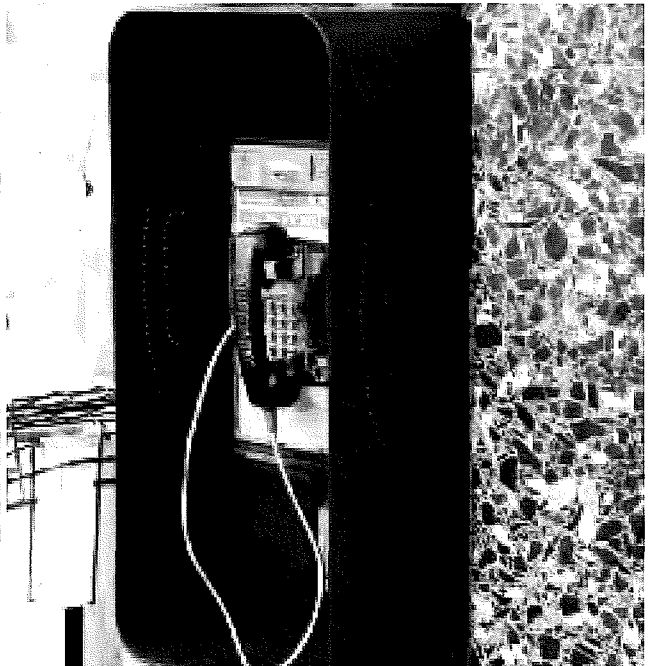
FLORAL BASKETS



SURVEILLANCE CAMERAS



BEFORE



AFTER



BEFORE



AFTER

The improvements and activities funded by the assessments in 2010

During 2010, the City maintained existing services at verifiable "baseline" service levels. The BID supplemented those services as noted below:

| Safe/clean/green services | | | |
|--|--|---|--|
| Existing city services | Frequency | Additional BID services | Frequency |
| Mechanical street sweeping | 7 days/week | | |
| Manual street sweeping | DPW crew daily sweeping | Additional manual sweeping of sidewalks and curbs; litter patrol | Twice daily, 7 days/week |
| Removal of weeds on sidewalks, curbs and in storm drains | Infrequent; as needed | Additional removal of weeds on sidewalks, curbs and in storm drains | 7 days/week |
| Sidewalk steamcleaning | Infrequent; as needed | Additional sidewalk steamcleaning | 12 times/year |
| Graffiti removal services | Infrequent; only graffiti on public property | Rapid-response graffiti removal services | 7 days/week |
| Street tree maintenance including removal of weeds and debris around trees | infrequent (tree pruning every seven years) | Additional removal of weeds and debris around trees and maintenance of tree wells | 7 days/week |
| Emptying of public litter receptacles | 7 days/week | BID vendor notifies DPW if litter receptacle requires emptying | 7 days/week |
| Repair/maintenance/cleaning/repainting of public fixtures | Infrequent; as needed | Repair request called into DPW to ensure rapid resolution; fixture cleaning and repainting done by BID vendor | 7 days/week |
| Environmental code enforcement | Infrequent and non-systematic | Long-term code compliance fostered by BID patrol, which documents violations, reports to DPW & follows up | 7 days/week |
| Police service levels at the discretion of the Captain of Mission Police Station | | Community Ambassadors augment services by SFPD by providing additional eyes and ears, safety presence, reporting illegal activities, and deterring crime. | 7 days/week |
| | | <ul style="list-style-type: none"> • Provide assistance to visitors. • Maintain excellent relations with merchants and property owners. • Maintain excellent communications with SFPD, DPW and other relevant city agencies. • Refer street population to available city homeless services. • Maintain 20 floral baskets. • Maintain and back up seven surveillance cameras | <p>7 days/week</p> <p>7 days/week</p> <p>7 days/week</p> |

Source(s) of Financing

The levy and collection of annual assessments upon property within the MMM BID provides the primary funding source for the improvements, services, and activities previously outlined. The Owners' Association can generate additional funds from sources other than annual assessments on properties within the MMM BID. These funds may include grants, donations, and fees for service contracts and in kind donations.

The MMM BID will not issue bonds to fund any of the improvements, services, and activities provided by the MMM BID.

Definitions

"Assessor's Parcel" - A lot or parcel of land designated on an Assessor's Parcel Map with an assigned Assessor's Parcel number within the boundaries of the MMM BID.

"Assessor's Parcel Map" - An official map of the Assessor of the County designating Assessor's Parcels by Assessor's Parcel number.

"County" – The City and County of San Francisco, State of California.

"Fiscal Year" - The period commencing on July 1 of any calendar year and ending June 30 of the following calendar year.

"Linear Street Frontage" or "Linear Street Foot(Feet)" - The street frontage of the Assessor's Parcel located on Mission Street within the District plus the street frontage along 21st Street for the two corner Assessor's Parcels located at Mission Street and 21st Street and the street frontage along 22nd Street for the two corner Assessor's Parcels located at Mission Street and 22nd Street. The street frontage shall be based upon information as shown on the Assessor's Parcel Map, or other sources deemed reliable.

Basis of Assessment

The benefits provided to real property within the MMM BID relate to the improvements, services, and activities carried out by the MMM BID Owners' Association and more fully described in the "Description of the Improvements, Services, and Activities" section of this Engineer's Report.

Assessor's Parcels within the MMM BID display a unique usage (combined retail, commercial, etc.) that comes in a wide variety of parcel sizes, building sizes, shapes, and formats. These configurations make it difficult to use a standardized formulaic approach in assigning special benefit and determining the proportional assessment. In an effort to enhance the ongoing image and desirability of the MMM BID area, the Owners' Association intends to provide additional levels, above the existing services already provided by the City, of cleaning, maintenance, and safety services along the 2500 block of the Mission Street area. Currently, any desired services and activities above the City's baseline levels are the financial responsibility of the existing district, expiring June 30, 2010. Any desired services and activities above the City's baseline levels will be the responsibility of the individual property owners after June 30, 2010.

To combine property owner efforts and achieve certain economies of scale, assessment revenue collected from MMM BID property owners will provide the necessary funding for the proposed MMM BID program services and activities. Given the linear nature of each program's activities, such as sidewalk maintenance and safety services, the direct benefit assignment basis for each Assessor's Parcel is the Linear Street Frontage along Mission Street, plus that portion of Linear Street Frontage

Mission Miracle Mile BID Engineer's Report – City and County of San Francisco
Prepared by NBS – July 2010

maintained along 21st Street and 22nd Street for the four corner Assessor's Parcels within the MMM BID boundaries.

All Assessor's Parcels within the MMM BID boundaries have frontage along Mission Street. In addition, the four corner Assessor's Parcels have frontage along 21st and 22nd Streets that is within the MMM BID's boundaries. Therefore, the benefit for each program is apportioned to each Assessor's Parcel based upon the Linear Street Frontage assigned to each Assessor's Parcel.

County Assessor Parcel Maps provided the Linear Street Frontage for each Assessor's Parcel. The property owner will confirm the Linear Street Frontage assigned to his or her property. The assessment notice and petition provided to each benefitting property owner will include each Assessor's Parcel's assigned information.

Based upon the County Assessor Parcel Maps, the total Linear Street Frontage for the MMM BID is 1,473.171. The Assessment Roll in Appendix B provides a breakdown of the Linear Street Frontage assigned for each Assessor's Parcel.

Although the improvements, services, and activities provided throughout the MMM BID incorporates public streets and rights of way, it is clear that the improvements, services, and activities provided are directed towards, and necessary for, the cleanliness and maintenance of the 2500 block area of Mission Street, the safety of commercial tenants, property owners, visitors, as well as, the enhancement of the business environment, and the increased opportunities of the properties throughout the MMM BID. The MMM BID will not provide any of these improvements, services, and activities to properties located outside of the MMM BID boundaries. The Owners' Association will use collected assessment revenue to pay for the enhanced improvements, services, and activities that are over and above the baseline services currently provided by the City. However, in assigning direct benefit, public access, use, or availability of these improvements, services, and activities by others was considered.

The general benefits to the public at large are minimal. Various community benefit districts around the City conducted surveys¹ to determine the likelihood of individuals passing through their boundaries without the intention of engaging in any type of commerce activity in the district. Of those surveyed, less than 1% indicated that they do not nor do they ever have the intention of engaging in any type of commerce regardless of any future district programs and services provided. To account for this activity, 1% of the total annual budget is considered general benefit. Properties within the MMM BID are not assessed this 1% general benefit. Further, the City will continue to provide the general baseline services within the MMM BID, consistent with the provision of baseline services in other similar areas of the City.

¹ In 2009, the City along with the Greater Union Square BID and the proposed West Portal CBD conducted streets surveys to determine the level of general benefit received from the improvements, services, and activities. Specifically, David Binder Research conducted an intercept survey in the Union Square area from April 23-26, 2009 and found that less than 1% of those surveyed had no intention of engaging in any commercial activity.

City and County of San Francisco
Mission Miracle Mile Business Improvement District

| APN | Owner | Situs | Linear Street Frontage | Total Assessment | % of Total Assessment |
|----------------|--------------------------------|-----------------|------------------------|--------------------|-----------------------|
| 3615 -016 | 2595 MISSION STREET LLC | 3180 22ND ST | 197.825 | 9,864.73 | 13.41% |
| 3615 -018 | PATEL PRADEEP J & VARSHA P | 2583 MISSION ST | 23.042 | 1,150.17 | 1.56% |
| 3615 -019 | KV LEE PROPERTIES LLC | 2577 MISSION ST | 32.833 | 1,638.91 | 2.23% |
| 3615 -020 | SURVIVORS TRUST | 2571 MISSION ST | 30.000 | 1,497.49 | 2.04% |
| 3615 -022 | MAURY JOSETTE M REVOC TRUST 20 | 2565 MISSION ST | 30.000 | 1,497.49 | 2.04% |
| 3615 -023 | VERA CORT SURVIVORS TRUST | 2551 MISSION ST | 88.000 | 4,392.65 | 5.97% |
| 3615 -024 | LY QUOC QUANG & LEE WAI-KING | 2539 MISSION ST | 32.000 | 1,597.33 | 2.17% |
| 3615 -025 | BRENT RICHARD L | 2531 MISSION ST | 30.000 | 1,497.49 | 2.04% |
| 3615 -026 | NASRAH DEVELOPMENT LLC | 2525 MISSION ST | 30.000 | 1,497.49 | 2.04% |
| 3615 -027 | WINTER GRETA | 2519 MISSION ST | 30.000 | 1,497.49 | 2.04% |
| 3615 -028 | CABRERA MANUEL A & MARIA M | 2515 MISSION ST | 30.000 | 1,497.49 | 2.04% |
| 3615 -070 | M-J SF INVESTMENTS LLC | 2501 MISSION ST | 158.170 | 7,895.28 | 10.74% |
| 3615 -079 | SKYLINE MISSION BLOCH LLC | 2567 MISSION ST | 24.000 | 1,197.99 | 1.63% |
| 3616 -001 | WASHINGTON MUTUAL BANK | 2500 MISSION ST | 122.500 | 6,114.76 | 8.32% |
| 3616 -002 | STAMPER BRUCE D | 2506 MISSION ST | 30.250 | 1,509.97 | 2.05% |
| 3616 -003 | YEUNG KAI FAI | 2512 MISSION ST | 25.000 | 1,247.91 | 1.70% |
| 3616 -005 | FEED BAG INC | 2526 MISSION ST | 108.313 | 5,406.60 | 7.35% |
| 3616 -007 | GUS MUNRAD & ASSOCS LLC | 2554 MISSION ST | 161.521 | 8,062.55 | 10.96% |
| 3616 -008 | LOU ABRAHAM | 2578 MISSION ST | 237.750 | 11,867.63 | 16.14% |
| 3616 -061 | MURKELLEY LLC | 2516 MISSION ST | 52.167 | 2,603.99 | 3.54% |
| Totals: | | | 1,473.171 | \$73,535.43 | 100.00% |

Mission Miracle Mile Business Improvement District 2010 Expenditures and Impact on Cash Reserves

| | 2010 <u>UNAUDITED EXPENDITURES</u> |
|--|---------------------------------------|
| ACCOUNTING & AUDITING | \$4,025.00 |
| AGENCY FEE | \$7,500.00 |
| BID REAUTHORIZATION COSTS | \$4,681.74 |
| FENCE RENTAL | \$987.00 |
| FLORAL BASKETS | \$19,824.00 |
| INSURANCE | \$1,037.63 |
| IRS/FTB PENALTIES | \$4,237.46 |
| MISCELLANEOUS | \$183.75 |
| STREET CLEANING/GRAFFITI REMOVAL | \$41,989.16 |
| <u>SURVEILLANCE CAMERAS</u> | <u>\$3,274.75</u> |
| ANNUAL TOTALS | \$87,740.49 |
| Cash in Bank 12/31/2009 | \$37,211.68 |
| <u>Cash in Bank 12/31/2010</u> | <u>\$12,485.35</u> |
| Reduction in Cash Reserves in 2010 | \$24,726.33 |
| Causes for Reduction in Cash Reserves: | |
| BID Reauthorization Costs | \$4,681.74 |
| IRS/FTB Penalties | \$4,237.46 |
| 2008-09 Unpaid Assessments | \$2,994.20 |
| 2009-10 Unpaid Assessments | \$5,138.91 |
| Reduction in BID Area/Underbudgeting | <u>\$7,674.02</u> |
| | \$24,726.33 |

MINUTES OF THE
MISSION MIRACLE MILE, INC.
BOARD OF DIRECTORS
YEAR-END MEETING
Thursday, December 15, 2011

The Meeting was held at 2501 Mission Street, (Vanguard Properties' Office) and called to order by President James Nunemacher at noon.

Directors Present:

James Nunemacher, President
Dr. Richard Brent, Vice President
Colleen McHarry (via speaker phone)

Directors Absent:

Mark Brennan, Secretary
Bruce McDonald

Others Present:

Philip Lesser, BID Agent
Sandra Lynch, Executive Assistant to Mr. Nunemacher
Josette Maury, BID Member
Rosie Mora, BID Member
Dmitri Shimolin, CEO Applied Video Solutions
Rajiv Gujral, Owner Juhu Restaurant
Jeremy Shaw, CEO Mission Community Market

1. The Board approved the Minutes of the Mid-Year Meeting held on Wednesday, July 6, 2011.
2. The financial conditions report was provided by Philip Lesser. He estimated that the BID would spend \$76,210 in 2011 with a \$19,000 carryover. . Expenses in 2011 were anticipated to be nearly \$15,000 less than in 2010 largely owing to costs associated with reauthorization of the BID in 2010 as well as the success of cost-saving programs.
3. The Board then reviewed and unanimously accepted a proposed 2011 budget/services plan totaling \$84,700, (which is attached as part of these Minutes.)

Minutes of 2011 Year-End Mission Miracle Mile, Inc. BID Meeting (cont.)

4. The Board unanimously voted to extend all existing vendor contracts under the same terms and conditions through December 31, 2012
5. Dmitri Shimolin, CEO of Applied Video Solutions provided the board with an assessment of the surveillance system and made proposals for better capital improvements and better system management. The board voted unanimously to not make capital improvements to the system in 2012 and unanimously accepted to have Applied Video Solutions institute the proposed management system at a monthly expense of \$250.00 effective January 1, 2012.
6. Mr. Rajiv Gujral addressed the board about his intended Juhu Restaurant at 2146 Mission Street. The board voted unanimously to endorse his change-of-use permit currently working its way through the Planning Department.
7. Mr. Jeremy Shaw addressed the board about turning Bartlett Street from 21st to 22nd Streets into a public space area. The board encouraged Mr. Shaw and his associates to look for means to accomplish this vision without adding to the existing traffic and parking problems of the Mission district
8. Extensive discussions ensued regarding where and how to extend the BID. Adjoining streets were seen as primary candidates, especially 22nd Street from Mission Street to Valencia Street. Philip Lesser was tasked with getting owners of those properties committed to expanding the Mission Miracle Mile Business Improvement District

There being no other business before the Mission Miracle Mile, Inc. Board, President Nunemacher adjourned the 2011 year-end meeting at 1:00 pm.

MISSION MIRACLE MILE BUSINESS IMPROVEMENT DISTRICT

COMPARATIVE SPENDING BY CATEGORY

| | 2010 | 2011 ESTIMATED/ACTUAL | 2012 PROPOSED BUDGET |
|----------------------------------|-----------------|--------------------------|-------------------------|
| ACCOUNTING & AUDITING | \$3,400 | \$3,275 | \$4,000 |
| AGENCY FEE | \$7,500 | \$7,500 | \$7,500 |
| BID REAUTHORIZATION COSTS | \$4,682 | \$0 | \$0 |
| FENCE RENTAL | \$916 | \$917 | \$1,000 |
| FLORAL BASKETS | \$19,824 | \$17,200 | \$19,000 |
| INSURANCE | \$1,038 | \$1,163 | \$1,200 |
| IRS/FTB PENALTIES | \$4,237 | \$60 | \$0 |
| MISCELLANEOUS | \$254 | \$309 | \$500 |
| STREET CLEANING/GRAFFITI REMOVAL | \$45,883 | \$45,500 | \$47,500 |
| SURVEILLANCE CAMERAS | \$3,275 | \$288 | \$4,000 |
| ANNUAL TOTALS | \$91,009 | \$76,210 | \$84,700 |
| YEAR-END CASH* | \$12,485 | \$19,000 | \$21,700 |

* 2012 Year-End Cash Projection Assumes:

1. Collection of All 2011-12 Assessments (\$85,000)
2. Collection of 2010-11 Unpaid Assessments (\$2,432.90)
3. Acceptance/Execution of Proposed 2012 Budget

MINUTES OF THE
MISSION MIRACLE MILE, INC.
BOARD OF DIRECTORS
YEAR-END MEETING
Thursday, December 6, 2012

The Meeting was held at 2501 Mission Street, (Vanguard Properties' Office) and called to order by President James Nunemacher at noon.

Directors Present:

James Nunemacher, President
Dr. Richard Brent, Vice President
Colleen McHarry, Treasurer
Mark Brennan, Secretary (via telephone)

Directors Absent:

Bruce McDonald

Others Present:

Philip Lesser, BID Agent
Josette Maury, BID Member
Dean Givas, CEO Oyster Point Development

1. The Board approved the Minutes of the Mid-Year Meeting held on Monday, June 18, 2012.
2. The financial conditions report was provided by Philip Lesser. He estimated that the BID would spend \$84,740 in 2012 with a \$16,741 carryover.
3. The Board then reviewed and unanimously passed a budget for 2013 in the amount of \$80,200. (Details attached hereto.) The Board also voted unanimously to offer contracts for 2013 to Applied Video Solutions, Catmex Maintenance, First Building Maintenance Industries and Philip Lesser under the same terms and conditions as the contracts with these vendors in 2012.
4. The Board then discussed the developments that are currently underway or are impending.

President Nunemacher informed that the empty lot (previously 2525-2527 Mission Street) has been sold to a couple intending to construct a building that will have a medical arts component.

Minutes of 2012 Year-End Mission Miracle Mile, Inc. BID Meeting (cont.)

Dean Givas then presented the proposed developments to the buildings containing the New Mission Theatre and Value Giant. Alamo Drafthouse intends to convert the NMT to a 600 seats/5 screen movie complex while preserving the landmarked features. Oyster Development proposes to build 114 residential units above 14,000 square feet of commercial space with one underground level of parking to contain 89 vehicle parking spaces and 48 bicycle spaces. The building will rise to heights of 85 feet on Mission Street and 65 feet on Bartlett Street. All residential units will be market rate.

Mr. Givas provided the following timetable for the build out of the mixed-use project at the Value Giant location: Historical Planning Commission hearing on December 18, 2012; Planning Commission hearing on January 10, 2013; ground breaking in June 2013 and completion of construction early in 2015.

The Board unanimously approved going on public record as endorsing these projects.

5. During the Open Discussion Period, Colleen MeHarry asked that Catmex Maintenance be instructed to spruce up the floral baskets for the holidays. She also asked that First Building Maintenance Industries be told to be more proactive in beautifying the BID. In this regard, Richard Brent noted that Philip Lesser should have cards printed and circulated to the merchants in the BID with all vendor contact information.

There being no other business before the Mission Miracle Mile, Inc. Board, President Nunemacher adjourned the 2012 mid-year meeting at 1:00 pm.

MISSION MIRACLE MILE BUSINESS IMPROVEMENT DISTRICT

COMPARATIVE SPENDING BY CATEGORY

| | 2012 | 2013 PROPOSED BUDGET | 2013 ESTIMATED/ACTUAL |
|-------------------------------------|----------|-------------------------|--------------------------|
| ACCOUNTING & AUDITING | \$3,065 | \$3,500 | \$3,000 |
| AGENCY FEE | \$7,500 | \$7,500 | \$7,500 |
| FLORAL BASKETS | \$16,200 | \$15,000 | \$14,400 |
| INSURANCE | \$1,037 | \$1,200 | \$1,037 |
| MISCELLANEOUS | \$167 | \$500 | \$150 |
| STREET CLEANING/GRAFFITI REMOVAL | \$45,396 | \$47,500 | \$47,500 |
| SURVEILLANCE CAMERAS | \$11,380 | \$5,000 | \$17,500 |
| ANNUAL TOTALS | \$84,745 | \$80,200 | \$91,087 |
| YEAR-END CASH* | \$17,470 | | \$10,446 |

MINUTES OF THE
MISSION MIRACLE MILE, INC.
BOARD OF DIRECTORS
YEAR-END MEETING
Tuesday, December 3, 2013

The Meeting was held at 2501 Mission Street, (Vanguard Properties' Office) and called to order by President James Nunemacher at noon.

Directors Present: James Nunemacher, President
Dr. Richard Brent, Vice President (speaker phone)
Colleen McHarry, Treasurer (speaker phone)
Mark Brenan, Secretary
Adriano Paganini , Director

Others Present: Quang Ly, BID Member
Josette Maury, BID Member
Josie Skaggs, Tenant (Balancoire)
Dean Givas, BID Member
Philip Lesser, BID Agent

1. The Board approved the Minutes of the Mid-Year Meeting held on Monday, July 8, 2013.
2. The financial conditions report was provided by Philip Lesser. He estimated that the BID would spend \$91,787 in 2013 with a \$9,480 carryover.
3. After discussing a proposed budget totaling \$89,950 for the 2014 calendar year (attached hereto), the Board unanimously approved it.
4. The Board then reviewed key developments within the BID. Dean Givas advised the Board that the construction of the 107-unit Vida condo building is proceeding per the construction timetable. A sales office will be opened within the BID in the spring. Mr. Givas also advised that his new neighbor, Alamo Draft House, will begin construction of a five-screen movie theater at the site of the former New Mission Theater.
5. The Board was advised that the BID will terminate on June 30, 2015 –unless another successful renewal occurs. The Board then discussed whether to expand the BID. It was unanimously decided to seek reauthorization of the existing BID geography.
6. Several of the members present voiced displeasure that the façade had been removed from the site of the former Rialto Theater (2551-57 Mission Street) and that no construction activity has occurred there for months, leaving an eyesore

and health problem. Philip Lesser advised that he had tried to file a complaint on behalf of the BID with the Department of Building Inspection. That department advised him that the property owner had an open construction permit valid until February 2014 and therefore was not violating Codes or Laws. However, should the building permit not be renewed, a notice of violation can then be issued.

There being no further business, President James Nunemacher adjourned the meeting at 1:00 pm.

MISSION MIRACLE MILE BUSINESS
IMPROVEMENT DISTRICT

COMPARATIVE SPENDING BY CATEGORY

| | 2012 ACTUAL | 2013 ESTIMATED/ACTUAL | 2014 PROPOSED BUDGET |
|-------------------------------------|----------------|--------------------------|-------------------------|
| ACCOUNTING & AUDITING | \$3,065 | \$3,000 | \$3,500 |
| AGENCY FEE | \$7,500 | \$7,500 | \$7,500 |
| FLORAL BASKETS | \$16,200 | \$14,400 | \$15,000 |
| INSURANCE | \$1,037 | \$1,037 | \$1,200 |
| MISCELLANEOUS | \$167 | \$150 | \$150 |
| STREET CLEANING/GRAFFITI REMOVAL | \$45,396 | \$44,000 | \$47,500 |
| SURVEILLANCE CAMERAS | \$11,380 | \$21,700 | \$5,000 |
| BID REAUTHORIZATION COSTS | \$0 | \$0 | \$10,000 |
| ANNUAL TOTALS | \$84,745 | \$91,787 | \$89,850 |
| YEAR-END CASH* | \$17,470 | \$9,480 | \$4,630 |

MINUTES OF THE
MISSION MIRACLE MILE, INC.
BOARD OF DIRECTORS
YEAR-END MEETING
Thursday, December 11, 2014

The Meeting was held at 2501 Mission Street, (Vanguard Properties' Office) and called to order at 11:15 am.

Directors Present: James Nunemacher, President
Dr. Richard Brent, Vice President (by telephone)
Colleen McHarry, Treasurer (by telephone)

Directors Absent: Mark Brennan, Secretary
Adriano Paganini, Director

Others Present: Philip Lesser, BID Agent (by telephone)
Josette Maury, BID Member
Rob Malone, MTA

1. Minutes of the Mid-Year Meeting held on Friday, July 11, 2014 were approved.
2. A financial conditions report was provided by Philip Lesser. He estimated that the BID would spend \$85,866 in 2014 and thereby have a \$12,206 carryover into 2015.
3. The Board then considered a proposed 2015 Budget totaling \$89,250. This budget was predicated upon extensions through 2015 of all existing 2014 service contracts plus an additional retainer contract to Philip Lesser in the amount of \$10,000 for overseeing the MMM BID's five-year reauthorization/expansion process.

This proposed 2015 Budget and these associated contracts were unanimously approved.

4. In reviewing economic developments in and near the MMM BID, it was noted that residents will be moving into the Vida building in several weeks; the Alamo Draft House will open its operations in 2015; and construction activity was seen recently at the future Mission Arts Gallery as well as at the former Rialto Cinema.

Much discussion ensued about the Bartlett Streetscape Improvement Project, which began this month. Deep concern was expressed that if poorly designed and/or poorly maintained, it would foster vagrancy and criminal activity.

5. Rob Malone from the Metropolitan Transit Agency opined that it could be a very synergistic relationship for MTA to be in the MMM BID, especially given the replacement of street parking for a permanent open-air market on Bartlett Street.

In this connection he noted that the garage staff at the 21st & Bartlett Streets garage could be valuable in documenting activities on the new open-air market.

MTA, he noted, also has considerable contacts with SFPD and SFPDW. Those relationships and experiences with other open-air streets can be utilized to assure that City service levels will be appropriate in the reauthorized/expanded MMM BID.

There being no other business before the Mission Miracle Mile, Inc. Board, President Nunemacher adjourned the 2014 Year-End Meeting at 12:15 pm.

Attachments:

2014 Comparative Spending and 2015 Proposed Budget by Category Spreadsheet
Bartlett Streetscape Improvement Project Flyer
Boundary Map of Proposed MMM BID Participating Properties, 2016-2020
Table & Photographs of Proposed MMM BID Safe/Clean/Green Activities, 2016-2020
Table of Proposed MMM BID Participating Properties and Associated First-Year Assessments

MISSION MIRACLE MILE BUSINESS IMPROVEMENT DISTRICT

COMPARATIVE SPENDING BY CATEGORY

| | 2013 ACTUAL | 2014 ESTIMATED/ACTUAL | 2015 PROPOSED BUDGET |
|----------------------------------|----------------|--------------------------|-------------------------|
| ACCOUNTING & AUDITING | \$3,000 | \$3,000 | \$3,500 |
| AGENCY FEE | \$7,500 | \$7,500 | \$7,500 |
| FLORAL BASKETS | \$13,200 | \$14,400 | \$14,400 |
| INSURANCE | \$1,037 | \$1,122 | \$1,200 |
| MISCELLANEOUS | \$143 | \$250 | \$150 |
| STREET CLEANING/GRAFFITI REMOVAL | \$45,492 | \$45,700 | \$47,500 |
| SURVEILLANCE CAMERAS | \$21,619 | \$6,394 | \$5,000 |
| BID REAUTHORIZATION COSTS | \$0 | \$7,500 | \$10,000 |
| ANNUAL TOTALS | \$91,991 | \$85,866 | \$89,250 |
| YEAR-END CASH* | \$9,417 | \$12,206 | \$7,956 |

MINUTES OF THE
MISSION MIRACLE MILE, INC.
BOARD OF DIRECTORS
MID-YEAR MEETING
Thursday, June 11, 2015

The Meeting was held at 2501 Mission Street, (Vanguard Properties' Office) and called to order at 11:30 am.

Directors Present: James Nunemacher, President
Mark Brennan, Secretary (by telephone)
Dr. Richard Brent, Vice President (by telephone)
Colleen McHarry, Treasurer (by telephone)

Directors Absent: Adriano Paganini, Director

Others Present: Philip Lesser, BID Agent
Quang Ly, BID Member
Harry Simms, BID Member

1. Minutes of the Year-End Meeting held on Thursday, December 11, 2014 were approved.
2. A financial conditions report was provided by Philip Lesser. He provided the attached itemized comparative spending spreadsheet showing that the expenditures year to date were within the approved budget.

He then explained that the City and County of San Francisco failed to collect the 2015 assessments for four properties that had gone through lot splits: 2526-40; 2548; 2550 and 2558 Mission Street, which collectively would result in a \$14,097.26 loss of revenue.

It was noted that repeated attempts to work with the S.F. Assessor, Tax Collector/Treasurer and Office of Economic and Workforce Development to recover these uncollected assessments have thus far proven unsuccessful.

As a result of these lost assessments, it is estimated that the BID will run out of money sometime in October 2015.

3. Economic developments in and near the BID were then discussed. In particular, the Board discussed the attempts by Supervisor David Campos to halt the production of new privately owned multi-unit residences in the Mission. His proposed

“moratorium” was deemed as detrimental to the continued improvement of the Mission.

4. The Board was then briefed that Supervisor Campos had denied the BID’s request for him to make the necessary Intent of Resolution to the San Francisco Board of Supervisors for the renewal/expansion of the Mission Miracle Mile BID.

The BID had complied with all the formation requirements: development and circulation of an engineer’s report, management plan and petitions. The requisite 30% of affirmative petitions were submitted to the Office of Economic and Workforce Development. The Supervisor now needs to make the Intent to Resolution so that ballots can be mailed to property owners who would be part of a renewed/expanded Mission Miracle Mile BID.

President Nunemacher immediately placed a call to Supervisor Campos to see if he would alter his position. One of the Supervisor’s aides, Joseph Smooke, took the call. Mr. Smooke could only offer that he had not conferred with Gabriel Media of the Mission Economic Development Association on this matter.

President Nunemacher then placed a call to S.F. Chronicle columnist J.K. Dineen. Mr. Dineen was briefed that the property owners of the BID had self-financed the clean-up of their block for a decade and felt that they were not being treated as true constituents of the Mission by Supervisor Campos –as evidenced by the Supervisor’s railroading the BID’s work to renew/expand.

Mr. Dineen said that he would discuss with his editor whether to cover this story.

5. After that call, a discussion then ensued as to how to proceed in the wake of these events. It was the unanimous opinion that efforts should continue to get the Supervisor to reverse his position and back the renewal/expansion of the Mission Miracle Mile BID.

In the event that he does not change his position, the discussion turned to keeping as much of the successful safe/clean program operative by individual property owners engaging services of the BID’s very effective vendors.

There being no other business before the Mission Miracle Mile, Inc. Board, President Nunemacher adjourned the 2015 Mid-Year Meeting at 12:30 pm.

Attachment:

2014 Comparative Spending and 2015 Proposed Budget by Category Spreadsheet

MISSION MIRACLE MILE BUSINESS IMPROVEMENT DISTRICT

COMPARATIVE SPENDING BY CATEGORY

| | 2015 PROPOSED BUDGET | 2015 ACTUAL EXENDITURES | VARIANCES |
|----------------------------------|-------------------------|----------------------------|----------------|
| ACCOUNTING & AUDITING | \$3,500 | \$500 | -\$3,000 |
| AGENCY FEE | \$7,500 | \$7,500 | \$0 |
| FLORAL BASKETS | \$14,400 | \$13,700 | -\$700 |
| INSURANCE | \$1,200 | \$1,122 | -\$78 |
| MISCELLANEOUS | \$150 | \$338 | \$188 |
| STREET CLEANING/GRAFFITI REMOVAL | \$47,500 | \$45,301 | -\$2,199 |
| SURVEILLANCE CAMERAS | \$5,000 | \$6,082 | \$1,082 |
| <u>BID REAUTHORIZATION COSTS</u> | <u>\$10,000</u> | <u>\$17,994</u> | <u>\$7,994</u> |
| ANNUAL TOTALS | \$89,250 | \$92,537 | \$3,287 |
| GENERAL ASSESSMENTS | \$85,002 | \$70,471 | -\$14,531 |
| SPECIAL ASSESSMENTS* | 1000 | 1000 | \$0 |

* Non-Cash Contribution of Office Space by Vanguard Properties

MISSION MIRACLE MILE, INC.

Financial Statements

Year Ended December 31, 2010

(With Independent Auditors' Report Thereon)



WILLIAMS, ADLEY & COMPANY-CA, LLP
Certified Public Accountants / Management Consultants

Mission Miracle Mile, Inc.
Financial Statements
December 31, 2010

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Mission Miracle Mile, Inc.

We have audited the accompanying statement of financial position of Mission Miracle Mile, Inc. (the Corporation) as of December 31, 2010, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Corporation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Mission Miracle Mile, Inc. as of December 31, 2010, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Williams, Adley & Company-CA, LLP
Oakland, CA
May 9, 2011

WILLIAMS, ADLEY & COMPANY-CA, LLP

Certified Public Accountants / Management Consultants

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www.williamsadley.com

Mission Miracle Mile, Inc.
Statement of Financial Position
December 31, 2010

| | |
|---|------------------|
| Assets | |
| Cash | \$ 12,485 |
| Receivable from the City and County of San Francisco, CA | 5,381 |
| Property and equipment (net of accumulated depreciation of \$1,254) | 7,104 |
| Total assets | <u>\$ 24,970</u> |
| Liabilities | |
| Accounts payable | <u>\$ 6,460</u> |
| Total liabilities | <u>6,460</u> |
| Net assets | |
| Unrestricted | <u>18,510</u> |
| Total net assets | <u>18,510</u> |
| Total liabilities and net assets | <u>\$ 24,970</u> |

See accompanying notes to financial statements.

Mission Miracle Mile, Inc.
Statement of Activities
Year Ended December 31, 2010

Revenues:

| | |
|--|------------------|
| Business improvement district assessments from the City and County of San Francisco, CA | \$ <u>73,744</u> |
| Total revenues | <u>73,744</u> |

Expenses:

| | |
|-------------------------|---------------|
| Accounting and auditing | 3,400 |
| Agency fee | 7,500 |
| Depreciation expense | 836 |
| Fence rental | 916 |
| Floral baskets | 19,824 |
| Insurance | 1,038 |
| Miscellaneous | 254 |
| Penalties | 4,237 |
| Reauthorization costs | 4,682 |
| Street beautification | 45,883 |
| Surveillance cameras | 3,275 |
| Total expenses | <u>91,845</u> |

| | |
|--------------------------------------|----------|
| Excess of expenditures over revenues | (18,101) |
|--------------------------------------|----------|

| | |
|-------------------------------|-------------------------|
| Net assets, beginning of year | <u>36,611</u> |
| Net assets, end of year | <u>\$ <u>18,510</u></u> |

See accompanying notes to financial statements.

Mission Miracle Mile, Inc.
Statement of Cash Flows
Year Ended December 31, 2010

| | |
|---|-------------------------|
| Cash flows from operating activities | |
| Change in net assets | \$ (18,101) |
| Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities | |
| Depreciation | 836 |
| Increase in receivable from the City and County of San Francisco, CA | (3,883) |
| Decrease in accounts payable | (528) |
| Decrease in deferred revenue | <u>(37,212)</u> |
| Net cash used by operating activities | <u>(58,888)</u> |
| Net decrease in cash | (58,888) |
| Cash at the beginning of the year | <u>71,373</u> |
| Cash at the end of the year | \$ <u><u>12,485</u></u> |

See accompanying notes to financial statements.

MISSION MIRACLE MILE, INC.
Notes to Financial Statements
December 31, 2010

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Mission Miracle Mile, Inc. (the Corporation) was incorporated as a California public benefit corporation in October 2005 for the purposes of enhancing the economic, social, cultural, and environmental well-being of the Mission District of San Francisco, California (Mission Street). The Corporation has instituted a "safe/clean/green program" for the benefit of businesses, property owners and the community frequenting the 2500 block of Mission Street. The "safe" component of this program is bolstered with security cameras and street maintainers, who double as street ambassadors. The "clean" component is highlighted by twice daily street beautification which includes trash and graffiti removal. The "green" component was activated in spring 2008 with the installation of twenty hanging floral baskets.

The Corporation is a nonprofit organization as described in Section 510(c)(4) of the Internal Revenue Code and is exempt from federal and state income taxes.

The majority of the Corporation's revenue is generated from special assessments on parcels of property included within the business improvement district known as the 2500 Block of Mission Street Business Improvement District. These special assessments are collected by the City and County of San Francisco (CCSF) and remitted to the Corporation.

Basis of Presentation

The accompanying financial statements are presented on the accrual basis of accounting.

Receivable from the City and County of San Francisco

The receivable from CCSF is for delinquent assessments. The assessments are considered to be collectible.

Property and Equipment

The Corporation's practice is to capitalize all expenditures property and equipment with a cost in excess of \$5,000 and depreciate over the estimated useful lives. The equipment on the statement of net assets is being depreciated over an estimated useful life of ten years.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported balances. Accordingly, actual results could differ from those estimates.

MISSION MIRACLE MILE, INC.
Notes to Financial Statements
December 31, 2010

2. SUBSEQUENT EVENTS

Management has evaluated subsequent events through May 9, 2011, the date on which the financial statements were available to be issued. Management identified no subsequent events that require disclosure.

MISSION MIRACLE MILE, INC.

Financial Statements

Year Ended December 31, 2011

(With Independent Auditors' Report Thereon)



WILLIAMS, ADLEY & COMPANY-CA, LLP
Certified Public Accountants / Management Consultants

Mission Miracle Mile, Inc.
Financial Statements
December 31, 2011

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Mission Miracle Mile, Inc.

We have audited the accompanying statement of financial position of Mission Miracle Mile, Inc. (the Corporation) as of December 31, 2011, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Corporation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Mission Miracle Mile, Inc. as of December 31, 2011, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Williams, Adley & Company - CA, LLP
Oakland, CA
May 31, 2012

WILLIAMS, ADLEY & COMPANY-CA, LLP

Certified Public Accountants / Management Consultants

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Mission Miracle Mile, Inc.
Statement of Financial Position
December 31, 2011

| | |
|---|------------------|
| Assets | |
| Cash | \$ 18,944 |
| Receivable from the City and County of San Francisco, CA | 11,129 |
| Property and equipment (net of accumulated depreciation of \$1,254) | 6,268 |
| Total assets | <u>\$ 36,341</u> |
| | |
| Liabilities | |
| Accounts payable | \$ 6,144 |
| Deferred revenue | 865 |
| Total liabilities | <u>7,009</u> |
| | |
| Net assets | |
| Unrestricted | <u>29,332</u> |
| Total net assets | <u>29,332</u> |
| | |
| Total liabilities and net assets | <u>\$ 36,341</u> |

See accompanying notes to financial statements.

Mission Miracle Mile, Inc.
Statement of Activities
Year Ended December 31, 2011

Revenues:

| | |
|--|---------------|
| Business improvement district assessments from the City and County of San Francisco, CA | \$ 87,454 |
| Tax refund | 50 |
| Total revenues | <u>87,504</u> |

Expenses:

| | |
|-------------------------|---------------|
| Accounting and auditing | 2,975 |
| Agency fee | 7,500 |
| Depreciation expense | 836 |
| Fence rental | 917 |
| Floral baskets | 17,200 |
| Insurance | 1,163 |
| Miscellaneous | 319 |
| Penalties | 50 |
| Street beautification | 45,434 |
| Surveillance cameras | 288 |
| Total expenses | <u>76,682</u> |

| | |
|-------------------------------|------------------|
| Change in net assets | 10,822 |
| Net assets, beginning of year | 18,510 |
| Net assets, end of year | <u>\$ 29,332</u> |

See accompanying notes to financial statements.

Mission Miracle Mile, Inc.
Statement of Cash Flows
Year Ended December 31, 2011

| | | |
|--|----|---------------|
| Cash flows from operating activities | | |
| Change in net assets | \$ | 10,822 |
| Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities | | |
| Depreciation | | 836 |
| Increase in receivable from the City and County of San Francisco, CA | | (5,748) |
| Decrease in accounts payable | | (316) |
| Increase in deferred revenue | | 865 |
| | | <hr/> |
| Net cash provided by operating activities | | 6,459 |
| | | <hr/> |
| Net increase in cash | | 6,459 |
| Cash at the beginning of the year | | 12,485 |
| | | <hr/> |
| Cash at the end of the year | \$ | <u>18,944</u> |

See accompanying notes to financial statements.

MISSION MIRACLE MILE, INC.
Notes to Financial Statements
December 31, 2011

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Mission Miracle Mile, Inc. (the Corporation) was incorporated as a California public benefit corporation in October 2005 for the purposes of enhancing the economic, social, cultural, and environmental well-being of the Mission District of San Francisco, California (Mission Street). The Corporation has instituted a "safe/clean/green program" for the benefit of businesses, property owners and the community frequenting the 2500 block of Mission Street. The "safe" component of this program is bolstered with security cameras and street maintainers, who double as street ambassadors. The "clean" component is highlighted by twice daily street beautification which includes trash and graffiti removal. The "green" component was activated in spring 2008 with the installation of twenty hanging floral baskets.

The Corporation is a nonprofit organization as described in Section 501(c)(4) of the Internal Revenue Code and is exempt from federal and state income taxes.

The majority of the Corporation's revenue is generated from special assessments on parcels of property included within the business improvement district known as the 2500 Block of Mission Street Business Improvement District. These special assessments are collected by the City and County of San Francisco (CCSF) and remitted to the Corporation.

Basis of Presentation

The accompanying financial statements are presented on the accrual basis of accounting.

Receivable from the City and County of San Francisco

The receivable from CCSF is for delinquent assessments. The assessments are considered to be collectible.

Property and Equipment

The Corporation's practice is to capitalize all expenditures property and equipment with a cost in excess of \$5,000 and depreciate over the estimated useful lives. The equipment on the statement of net assets is being depreciated over an estimated useful life of ten years.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported balances. Accordingly, actual results could differ from those estimates.

MISSION MIRACLE MILE, INC.
Notes to Financial Statements
December 31, 2011

2. SUBSEQUENT EVENTS

Management has evaluated subsequent events through May 31, 2012, the date on which the financial statements were available to be issued. Management identified no subsequent events that require disclosure.

MISSION MIRACLE MILE, INC.

Financial Statements

Year Ended December 31, 2012

(With Independent Auditors' Report Thereon)



WILLIAMS, ADLEY & COMPANY-CA, LLP

Certified Public Accountants / Management Consultants

Mission Miracle Mile, Inc.
Financial Statements
December 31, 2012

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Mission Miracle Mile, Inc.

We have audited the accompanying financial statements of Mission Miracle Mile, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2012, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

WILLIAMS, ADLEY & COMPANY-CA, LLP

Certified Public Accountants / Management Consultants

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Mission Miracle Mile, Inc. as of December 31, 2012, 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.

Williams, Adley & Company - CA, LLP

Oakland, CA
May 9, 2013

Mission Miracle Mile, Inc.
Statement of Financial Position
December 31, 2012

| | |
|---|------------------|
| Assets | |
| Cash | \$ 17,470 |
| Receivable from the City and County of San Francisco, CA | 11,995 |
| Property and equipment (net of accumulated depreciation of \$2,926) | 5,432 |
| Total assets | <u>\$ 34,897</u> |
| Liabilities | |
| Accounts payable | \$ 4,831 |
| Total liabilities | <u>4,831</u> |
| Net assets | |
| Unrestricted | <u>30,066</u> |
| Total net assets | <u>30,066</u> |
| Total liabilities and net assets | <u>\$ 34,897</u> |

See accompanying notes to financial statements.

Mission Miracle Mile, Inc.
Statement of Activities
Year Ended December 31, 2012

Revenues:

| | |
|--|------------------|
| Business improvement district assessments from the City and County of San Francisco, CA | \$ <u>85,002</u> |
| Total revenues | <u>85,002</u> |

Expenses:

| | |
|-------------------------|---------------|
| Accounting and auditing | 3,065 |
| Agency fee | 7,500 |
| Depreciation expense | 836 |
| Fence rental | 48 |
| Floral baskets | 15,000 |
| Insurance | 1,038 |
| Miscellaneous | 118 |
| Street beautification | 45,283 |
| Surveillance cameras | <u>11,380</u> |
| Total expenses | <u>84,268</u> |

| | |
|-------------------------------|-------------------------|
| Change in net assets | 734 |
| Net assets, beginning of year | <u>29,332</u> |
| Net assets, end of year | <u>\$ <u>30,066</u></u> |

See accompanying notes to financial statements.

Mission Miracle Mile, Inc.
Statement of Cash Flows
Year Ended December 31, 2012

| | | |
|---|----|----------------------|
| Cash flows from operating activities | | |
| Change in net assets | \$ | 734 |
| Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities | | |
| Depreciation | | 836 |
| Increase in receivable from the City and County of San Francisco, CA | | (866) |
| Decrease in accounts payable | | (1,313) |
| Decrease in deferred revenue | | (865) |
| Net cash provided (used) by operating activities | | <u>(1,474)</u> |
| Net decrease in cash | | (1,474) |
| Cash at the beginning of the year | | <u>18,944</u> |
| Cash at the end of the year | \$ | <u><u>17,470</u></u> |

See accompanying notes to financial statements.

MISSION MIRACLE MILE, INC.
Notes to Financial Statements
December 31, 2012

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Mission Miracle Mile, Inc. (the Corporation) was incorporated as a California public benefit corporation in October 2005 for the purposes of enhancing the economic, social, cultural, and environmental well-being of the Mission District of San Francisco, California (Mission Street). The Corporation has instituted a "safe/clean/green program" for the benefit of businesses, property owners and the community frequenting the 2500 block of Mission Street. The "safe" component of this program is bolstered with security cameras and street maintainers, who double as street ambassadors. The "clean" component is highlighted by twice daily street beautification which includes trash and graffiti removal. The "green" component was activated in spring 2008 with the installation of twenty hanging floral baskets.

The Corporation is a nonprofit organization as described in Section 501(c)(4) of the Internal Revenue Code and is exempt from federal and state income taxes.

The majority of the Corporation's revenue is generated from special assessments on parcels of property included within the business improvement district known as the 2500 Block of Mission Street Business Improvement District. These special assessments are collected by the City and County of San Francisco (CCSF) and remitted to the Corporation.

Basis of Presentation

The accompanying financial statements are presented on the accrual basis of accounting.

Receivable from the City and County of San Francisco

The receivable from CCSF is for delinquent assessments. The assessments are considered to be collectible.

Property and Equipment

The Corporation's practice is to capitalize all property and equipment with a cost in excess of \$5,000 and depreciate over the estimated useful lives. The equipment on the statement of net assets is being depreciated over an estimated useful life of ten years.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported balances. Accordingly, actual results could differ from those estimates.

MISSION MIRACLE MILE, INC.
Notes to Financial Statements
December 31, 2012

2. SUBSEQUENT EVENTS

Management has reviewed subsequent events through May 9, 2013, the date the financial statements are available to be issued, and has determined that no adjustments are necessary to the amounts reported in the accompanying financial statements and no subsequent events have occurred, the nature of which would require disclosure.

MISSION MIRACLE MILE, INC.

Financial Statements

Year Ended December 31, 2013

(With Independent Auditor's Report Thereon)



WILLIAMS, ADLEY & COMPANY-CA, LLP

Certified Public Accountants / Management Consultants

Mission Miracle Mile, Inc.
Financial Statements
December 31, 2013

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Mission Miracle Mile, Inc.

We have audited the accompanying financial statements of Mission Miracle Mile, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2013, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's 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.

WILLIAMS, ADLEY & COMPANY-CA, LLP

Certified Public Accountants / Management Consultants

1330 Broadway, Ste. 1825 • Oakland, CA 94612 • (510) 893-8114 • Fax: (510) 893-2603
5 Thomas Mellon Circle, Ste. 104 • San Francisco, CA 94134 • (415) 656-1330 • Fax: (415) 467-6106
<http://ca.williamsadley.com>

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Mission Miracle Mile, Inc. as of December 31, 2013, 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.

Williams, Adley & Company - CA, LLP

Oakland, CA
May 13, 2014

Mission Miracle Mile, Inc.
Statement of Financial Position
December 31, 2013

| | |
|---|------------------|
| Assets | |
| Cash | \$ 9,417 |
| Receivable from the City and County of San Francisco, CA | 1,505 |
| Property and equipment (net of accumulated depreciation of \$3,762) | 4,596 |
| Total assets | <u>\$ 15,518</u> |
| Liabilities | |
| Accounts payable | <u>\$ 6,092</u> |
| Total liabilities | <u>6,092</u> |
| Net assets | |
| Unrestricted | <u>9,426</u> |
| Total net assets | <u>9,426</u> |
| Total liabilities and net assets | <u>\$ 15,518</u> |

See accompanying notes to financial statements.

Mission Miracle Mile, Inc.
Statement of Activities
Year Ended December 31, 2013

Revenues:

| | |
|--|------------------|
| Business improvement district assessments from the City and County of San Francisco, CA | \$ <u>85,443</u> |
| Total revenues | <u>85,443</u> |

Expenses:

| | |
|-------------------------|----------------|
| Accounting and auditing | 3,000 |
| Agency fee | 7,500 |
| Bad debt expense | 11,995 |
| Depreciation expense | 836 |
| Floral baskets | 14,400 |
| Insurance | 1,037 |
| Miscellaneous | 143 |
| Street beautification | 45,553 |
| Surveillance cameras | 21,619 |
| Total expenses | <u>106,083</u> |

| | |
|-------------------------------|------------------------|
| Change in net assets | (20,640) |
| Net assets, beginning of year | 30,066 |
| Net assets, end of year | <u>\$ <u>9,426</u></u> |

See accompanying notes to financial statements.

Mission Miracle Mile, Inc.
Statement of Cash Flows
Year Ended December 31, 2013

| | | |
|--|----|---------------------|
| Cash flows from operating activities | | |
| Change in net assets | \$ | (20,640) |
| Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities | | |
| Depreciation | | 836 |
| Decrease in receivable from the City and County of San Francisco, CA | | 10,490 |
| Increase in accounts payable | | 1,261 |
| Net cash provided (used) by operating activities | | <u>(8,053)</u> |
| Net decrease in cash | | (8,053) |
| Cash at the beginning of the year | | <u>17,470</u> |
| Cash at the end of the year | \$ | <u><u>9,417</u></u> |

See accompanying notes to financial statements.

MISSION MIRACLE MILE, INC.
Notes to Financial Statements
December 31, 2013

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Mission Miracle Mile, Inc. (the Corporation) was incorporated as a California public benefit corporation in October 2005 for the purposes of enhancing the economic, social, cultural, and environmental well-being of the Mission District of San Francisco, California (Mission Street). The Corporation has instituted a "safe/clean/green program" for the benefit of businesses, property owners and the community frequenting the 2500 block of Mission Street. The "safe" component of this program is bolstered with security cameras and street maintainers, who double as street ambassadors. The "clean" component is highlighted by twice daily street beautification which includes trash and graffiti removal. The "green" component was activated in spring 2008 with the installation of twenty hanging floral baskets.

The Corporation is a nonprofit organization as described in Section 501(c)(4) of the Internal Revenue Code and is exempt from federal and state income taxes.

The majority of the Corporation's revenue is generated from special assessments on parcels of property included within the business improvement district known as the 2500 Block of Mission Street Business Improvement District. These special assessments are collected by the City and County of San Francisco (CCSF) and remitted to the Corporation.

Basis of Presentation

The accompanying financial statements are presented on the accrual basis of accounting.

Receivables from the City and County of San Francisco

Management has evaluated the receivable recorded as of December 31, 2013 and believes it to be collectible. A receivable in the amount of \$11,995 for years prior to 2013 was written off during 2013 and is reflected as bad debt expense.

Property and Equipment

The Corporation's practice is to capitalize all property and equipment with a cost in excess of \$5,000 and depreciate the cost over the estimated useful lives. The equipment on the statement of net assets is being depreciated over an estimated useful life of ten years.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported balances. Accordingly, actual results could differ from those estimates.

MISSION MIRACLE MILE, INC.
Notes to Financial Statements
December 31, 2013

2. SUBSEQUENT EVENTS

Management has reviewed subsequent events through May 13, 2014, the date the financial statements are available to be issued, and has determined that no adjustments are necessary to the amounts reported in the accompanying financial statements and no subsequent events have occurred, the nature of which would require disclosure.

MISSION MIRACLE MILE BUSINESS IMPROVEMENT DISTRICT

COMPARATIVE SPENDING BY CATEGORY

| | 2014 PROPOSED BUDGET | 2014 ACTUAL EXENDITURES | VARIANCES |
|----------------------------------|-------------------------|----------------------------|-----------|
| ACCOUNTING & AUDITING | \$3,500 | \$3,000 | -\$500 |
| AGENCY FEE | \$7,500 | \$7,500 | \$0 |
| FLORAL BASKETS | \$15,000 | \$14,400 | -\$600 |
| INSURANCE | \$1,200 | \$0 | -\$1,200 |
| MISCELLANEOUS | \$150 | \$368 | \$218 |
| STREET CLEANING/GRAFFITI REMOVAL | \$47,500 | \$45,322 | -\$2,178 |
| SURVEILLANCE CAMERAS | \$5,000 | \$10,307 | \$5,307 |
| BID REAUTHORIZATION COSTS | \$10,000 | \$0 | -\$10,000 |
| ANNUAL TOTALS | \$89,850 | \$80,897 | -\$8,953 |
| GENERAL ASSESSMENTS | \$85,002 | \$83,445 | -\$1,557 |
| SPECIAL ASSESSMENTS* | 1000 | 1000 | \$0 |

* Non-Cash Contribution of Office Space by Vanguard Properties

MISSION MIRACLE MILE BUSINESS IMPROVEMENT DISTRICT

COMPARATIVE SPENDING BY CATEGORY

| | 2015 PROPOSED BUDGET | 2015 ACTUAL EXENDITURES | VARIANCES |
|----------------------------------|-------------------------|----------------------------|----------------|
| ACCOUNTING & AUDITING | \$3,500 | \$500 | -\$3,000 |
| AGENCY FEE | \$7,500 | \$7,500 | \$0 |
| FLORAL BASKETS | \$14,400 | \$13,700 | -\$700 |
| INSURANCE | \$1,200 | \$1,122 | -\$78 |
| MISCELLANEOUS | \$150 | \$338 | \$188 |
| STREET CLEANING/GRAFFITI REMOVAL | \$47,500 | \$45,301 | -\$2,199 |
| SURVEILLANCE CAMERAS | \$5,000 | \$6,082 | \$1,082 |
| <u>BID REAUTHORIZATION COSTS</u> | <u>\$10,000</u> | <u>\$17,994</u> | <u>\$7,994</u> |
| ANNUAL TOTALS | \$89,250 | \$92,537 | \$3,287 |
| GENERAL ASSESSMENTS | \$85,002 | \$70,471 | -\$14,531 |
| SPECIAL ASSESSMENTS* | 1000 | 1000 | \$0 |

* Non-Cash Contribution of Office Space by Vanguard Properties

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

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

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

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

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

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

Sponsor(s):

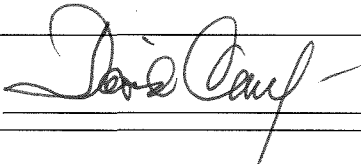
Campos

Subject:

Mission Miracle Mile Business Improvement District - CYs 2010-2015

The text is listed below or attached:

[]

Signature of Sponsoring Supervisor: 

For Clerk's Use Only: