

BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689  
Tel. No. (415) 554-5184  
Fax No. (415) 554-5163  
TDD/TTY No. (415) 554-5227

## MEMORANDUM

TO: Kate Sofis, Director, Office of Economic and Workforce Development  
Ben Rosenfield, City Controller

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

DATE: March 9, 2022

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Supervisor Haney on March 1, 2022:

**File No. 220214**

**Resolution receiving and approving an annual report for the Civic Center Community Benefit District for Calendar Year (CY) 2020, submitted as required by the Property and Business Improvement District Law of 1994 (California Streets and Highways Code, Sections 36600, et seq.), Section 36650, and the District's Management Agreement with the City, Section 3.4.**

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

c: Offices of Chair Preston and Supervisor Haney  
Todd Rydstrom, Office of the Controller  
Anne Taupier, Office of Economic and Workforce Development  
Lisa Pagan, Office of Economic and Workforce Development  
Chris Corgas, Office of Economic and Workforce Development

1 [Civic Center Community Benefit District - Annual Report - CY2020]

2

3 **Resolution receiving and approving an annual report for the Civic Center Community**  
4 **Benefit District for Calendar Year (CY) 2020, submitted as required by the Property and**  
5 **Business Improvement District Law of 1994 (California Streets and Highways Code,**  
6 **Sections 36600, et seq.), Section 36650, and the District’s Management Agreement with**  
7 **the City, Section 3.4.**

8

9 WHEREAS, On May 28, 2019, pursuant to the Property and Business Improvement  
10 District Law of 1994 (the “Act”), California Streets and Highways Code, Sections 36600 *et*  
11 *seq.*, as augmented by Article 15 of the San Francisco Business and Tax Regulations Code,  
12 the Board of Supervisors adopted Resolution No. 250-19, expressing the City’s intention to  
13 renew and expand the Civic Center Community Benefit District (the “Civic Center CBD”); and

14 WHEREAS, On July 23, 2019, the Board of Supervisors adopted Resolution  
15 No. 342-19 establishing (renewing and expanding) the Civic Center CBD ("Resolution to  
16 Establish") for a period of 15 years, commencing Fiscal Year (FY) 2019-2020; and

17 WHEREAS, On December 10, 2019, the Board of Supervisors adopted Resolution  
18 No. 533-19, authorizing an agreement with the owners' association for the  
19 administration/management of the Civic Center CBD, and a management agreement (the  
20 “Management Contract”) with the owners' association, the Civic Center Community Benefit  
21 District, Inc., was executed accordingly; and

22 WHEREAS, A copy of the Management Contract is on file with the Clerk of the Board  
23 of Supervisors in File No. 191130; and

24 WHEREAS, On January 26, 2021, the Board of Supervisors approved the Civic Center  
25 CBD’s annual report for Fiscal Year 2018-2019 in Resolution No. 020-21; and

1           WHEREAS, The Civic Center CBD has submitted for the Board’s receipt and approval  
2 the Civic Center an annual report for Calendar Year (CY) 2020 as required by Section 36650  
3 of the Act and Section 3.4 of the Management Contract; and

4           WHEREAS, The annual report for CY2020 is on file with the Clerk of the Board of  
5 Supervisors in File No. 220214, and is incorporated herein by reference as though fully set  
6 forth; and

7           WHEREAS, Supporting documents, including, but not limited to, a transmittal letter and  
8 memorandum report from the City's Office of Economic and Workforce Development, dated  
9 February 10, 2022, and documentation from the Civic Center CBD for the annual report for  
10 CY2020 are on file with the Clerk of the Board of Supervisors in File No. 220214; now,  
11 therefore, be it

12           RESOLVED, That the Board of Supervisors hereby receives and approves the annual  
13 report for the Civic Center Community Benefit District for CY2020.

# It all happens in Civic Center.

| History | Culture | Government | Annual Report 2020



# A look back at 2019

We ended 2019 having completed our District's renewal process and holding several wonderful and free community events.



Friday Farmers' Market & Bazaar



1st Sunday Free Community Activity



SF Etsy Marketplace at Third Thursday

# A look back at 2019



**CCCBD Renewal Campaign Open House Event**



**Civic Center Holiday Tree Lighting Event**

2020 a new year and a newly expanded District  
with more services and longer hours.



2021 CCCBD District Boundaries



Zone 1



Zone 2

# 7am-7pm 7 days a week



Day Ambassadors



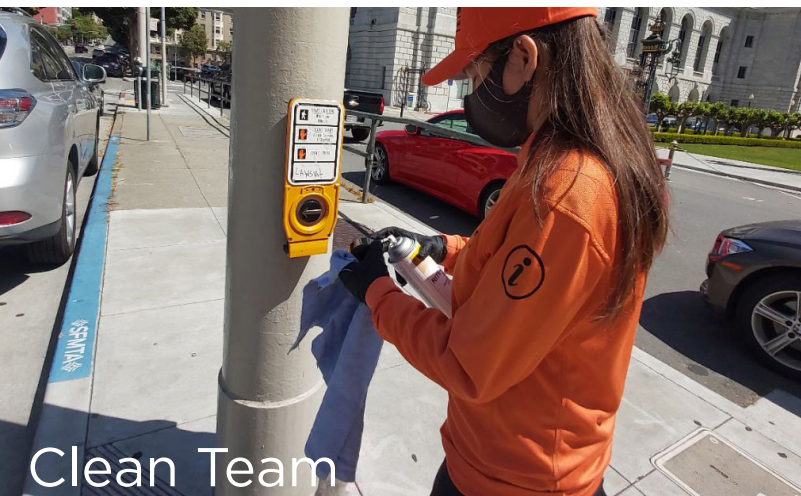
Evening Ambassadors



Playground Safety



Garage Greeter



Clean Team



Pressure Washer



Urban Alchemy



Downtown Streets Team



# significant CHALLENGES



In March, year one of our recently renewed District, the Covid-19 pandemic put San Francisco on pause. While downtown streets and sidewalks saw significantly less pedestrian activity, there was heightened demand for CCCBD's safety, sanitation, and social service support District-wide. CCCBD's entire team, our vendors, partnering organizations, and City agency departments, worked tirelessly to provide essential services under the guidance of City and State shelter-in-place orders.



The desolate downtown landscape, with its boarded-up storefronts and empty sidewalks, fostered more anti-social behavior, criminal activity, illegal street vending and homeless encampments - which further undermined public health and safety.



With many homeless shelters closed to prevent the spread of the virus, downtown San Francisco experienced a dramatic increase in the number of individuals living on the street. CCCBD field crews did their best to provide services in and around the District's many encampment sites; and our collaboration with other front line workers from the City's Health Streets Operation Center (HSOC) and neighboring Community Benefit Districts Tenderloin and Mid Market grew significantly.

Extra support was also given to organizations providing community outreach during the pandemic. CCCBD team members worked with individual property owners such as the Tenderloin School and the San Francisco Ballet to make sure their building exteriors were cleaner and safer for community distribution programs.



Protests and acts of vandalism related to the presidential election and killing of George Floyd in Minneapolis, took a heavy toll on District property and public spaces. In addition to having significantly more graffiti and broken glass to remove, CCCBD field personnel were left without the eyes and ears of others around for added safety. Workers on our City streets also became the target of verbal and physical attacks while carrying out their duties serving the District.

Smokey air and ashy debris made work days even more challenging as California experienced one of its worst wild fire seasons in history.

# significant SOLUTIONS

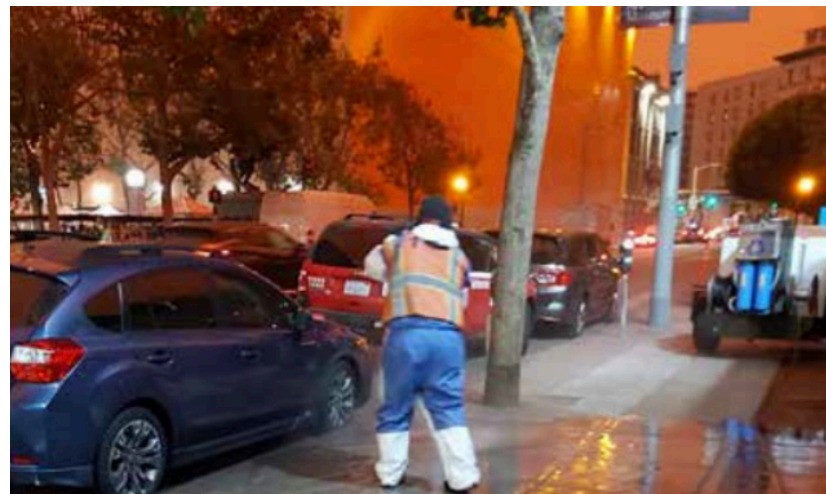
CCCBD remained committed to keeping the public realm as clean and safe as possible amidst the extenuating circumstances. Priority was given to sanitizing touch points throughout the District, removing graffiti from empty and boarded storefronts, and reporting vandalism and suspicious activity to law enforcement. We had extra support in the sanitation department from the Downtown Streets Team and new pressure washing units in each of our two zones.



CCCBD also made personal protective equipment (PPE) and Covid-19 safety posters available to District stakeholders. The City PPE available for free and CCCBD Ambassadors then distributed it to residential buildings, offices, businesses, and people in need on the street. Homeless individuals were provided with CCCBD's Food | Shelter | Help Resource Guide and linked to available social support service. Team members also posted City signs in public spaces, especially around homeless encampments, declaring Covid-19 safety protocols.



Collaboration with other front line workers from the City's Health Streets Operation Center (HSOC) and neighboring Community Benefit Districts (Tenderloin and Mid Market) strengthened. With many homeless shelters closed to prevent the spread of the virus, Civic Center's Fulton Mall became home to the City's first Safe Sleeping Village. The Village offered 100 managed tent sites for the homeless unwilling to shelter indoors. CCCBD field crews worked closely with adjacent buildings to mitigate the impacts of the Village.



CCCBD's information sharing became even more critical. Staff worked overtime making sure breaking news of available support resources for District members was shared. CCCBD made sure stakeholders received the vast amount of ever-changing information on: where to obtain free masks and other PPE, how to get tested, how to file for unemployment, childcare, food access, housing support; and grants for small businesses and performing arts venues, to name a few.



# significant SOLUTIONS

The CCCBD administrative team regularly hit the streets and made personal calls to survey District needs. Input from District businesses resulted in CCCBD providing:

- Distribution of PPE and pandemic protocols signage
- Promotion of District businesses and arts and cultural venues open or operating digitally
- Shared Space Program support:
  - Disseminated Program guidelines
  - Recommended design best practices
  - Provided additional maintenance support
  - Extra public realm safety support
- Decorative street tree lighting

Additional public safety support was also provided to Heart of the City Farmers' Market, which remained open as an essential service throughout the pandemic, as the Market adjusted to operating under increasingly stringent health and safety guidelines and public safety challenges in UN Plaza.

CCCBD also remained focused on its longer-term safety and activation goals such as: the return of outdoor plaza seating, a dog run and music system for UN Plaza; and free community events and holiday fanfare in the coming year.

We could not be more proud of our entire team and our partners who showed up in the face of an unprecedented health crisis, the business owners who kept their doors open to serve their customers; and our property owners, residents, Board and elected officials who remained committed to our community and committed to providing the tools necessary for recovery.



# support for COMMUNITY



**CBD Ambassadors deliver safety information to District businesses**



## Secure Properties During Extended Closures

Properties that are unlawfully entered pose safety and security risks; please securely lock properties that aren't currently open to the public. Generic deadbolts are often cut in a few seconds, providing unfettered access to all aspects of building interiors without owner knowledge for extended periods of time. Regaining access to properties after this time often requires police presence as unsafe conditions can multiply quickly and lead to instances of personal injury, accumulation of debris and refuse, vandalism and fires.



If needing assistance installing the proper security for your property please refer to SFSAFE (<https://sfsafe.org/projects/business-security/>)

## District Businesses, We're Here For You

For clean and safe services requests:  
Call dispatch: (415) 781-4700 or Email: [dispatch@sfciviccenter.org](mailto:dispatch@sfciviccenter.org)  
Need anything else? Give us a call.  
Marlo Sandler (206) 920-2963

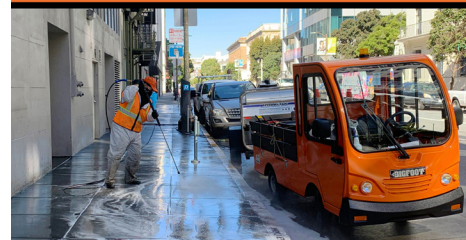


Businesses can print City mandated posters and flyers for free at: <https://sf.gov/get-coronavirus-posters-and-flyers>  
Temporary signage shown below can be downloaded from our website: [sfciviccenter.org/signage](https://sfciviccenter.org/signage)  
If you need additional signage sizes please contact us.

<p><b>WE ARE OPEN!</b></p> <p>To place orders, contact us here: <input type="text"/></p> <p>Visit our website: <input type="text"/></p> <p><b>Takeout and Delivery!</b></p> <p><small>Please use our take-out and delivery services.</small></p>	<p><b>Temporarily Closed</b></p> <p>Contact us for updates: <input type="text"/></p> <p>Visit our website: <input type="text"/></p> <p><small>We look forward to our re-opening in the future.</small></p>	<p><b>Temporarily Closed</b></p> <p>Visit our Online Shop!</p> <p>Visit our website: <input type="text"/></p> <p><small>We look forward to our re-opening in the future.</small></p>
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## We're here to help!

The Dispatch line is open 9AM-5PM Monday-Saturday.  
Please contact us for cleaning, maintenance and public safety needs.



**CCCBD DISPATCH (415) 781-4700**  
[dispatch@sfciviccenter.org](mailto:dispatch@sfciviccenter.org)



# support for operating **BUSINESSES**



## Take-Out Eats, Treats, Coffee and Drinks

1	Ananda Fuara	Vegetarian	Sun & Wed: 11am-3pm Tue, Thu, Fri, Sat: 11am-8pm
2	Andersen Bakery	Pastry & deli sandwiches	Mon-Fri: 8am-2pm
3	Arsicault	Pastry	Mon-Fri: 8am-3pm
4	Charmaine's (Proper Hotel)	Rooftop cocktail lounge & kitchen	Mon-Tue: 4pm-10pm Wed-Fri: 4pm-12am Sat: 8am-12am Sun: 8am-10pm
4	Villon (Proper Hotel)	American	Mon-Fri: 8am-2pm Sat-Sun: 2pm-5pm
5	Farmer's Market	Produce, baked & prepared foods	Sun: 7am-5pm Wed: 7am-5:30pm
6	Fermentation Lab *Outdoor dining	Gastropub	Tue-Sat: 4pm-9pm
7	Gyro King	Mediterranean	Mon-Tue: 10am-8pm Wed-Sat: 10am-9pm
8	HoM Kitchen	Korean	Mon-Thu: 11am-2pm Fri: 11am-8pm Sat: 12pm-8pm
9	La Cuisine Café	Coffee & light fare	Mon-Sat: 6am-5pm Sun: 8am-4pm
10	Philz Coffee	Coffee & light fare	Mon-Fri: 6:30am-3pm Sat-Sun: 7am-3pm
11	SAMS American Eatery Diner	Diner	Mon-Fri: 7:30am-2pm
12	Starbuck's	Coffee & light fare	Mon-Fri: 5am-7pm Sat-Sun: 6:30am-5pm

**Civic Center**  
Community Benefit District

(Please call to confirm business hours, hours may have changed due to Covid-19)



**Outdoor Dining at Doppio Zero**

# enhancement of the PUBLIC REALM



UN Plaza fountain barricade mural



Street tree lighting



Additional support for the Farmers' Market

# financials

INCOME	BUDGET	ACTUAL
Assessments (Net of Contingency)	\$2,826,714.67	\$2,774,624.26
Non-Assessment/Fundraising In-Kind/Interest	\$159,400.91	\$483,718.76
<b>Total Income</b>	<b>\$2,986,115.58</b>	<b>\$3,258,343.02</b>

EXPENSE	BUDGET	ACTUAL
Safety	\$1,290,662.00	\$776,349.50
Cleaning & Maintenance	\$812,076.50	\$843,772.87
Beautification & Activation	\$222,834.87	\$196,317.53
Marketing/Communication	\$239,444.15	\$134,290.91
Administration	\$315,797.15	\$353,769.60
Non-Assessment/Fundraising In-Kind	\$118,300.91	\$373,704.23
<b>Total Expense</b>	<b>\$2,999,115.58</b>	<b>\$2,678,204.64</b>

ASSETS	ACTUAL
Cash and Cash Equivalents	\$4,941,651.12
Contingencies and Reserve	-\$543,105.87
Accounts Receivable Net	\$78,177.35
Prepaid and Other Assets	\$2,038,406.79
<b>Total Assets</b>	<b>\$6,515,129.39</b>

LIABILITIES	ACTUAL
Accounts Payable	\$543,360.49
Accrued Expenses	\$17,791.79
Deposits Payable	\$52,692.16
Deferred Revenues	\$2,614,442.55
Equipment Loan	\$70,493.50
<b>Total Liabilities</b>	<b>\$3,298,780.49</b>

NET ASSETS	ACTUAL
Unrestricted	\$3,216,348.90
<b>Total Net Assets</b>	<b>\$3,216,348.90</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>\$6,515,129.39</b>



## Key partners shaping District policy, programming and infrastructure

- Assemblymember David Chiu
- BART
- Department of Emergency Management
- Department of Public Health
- District 5 Supervisor's Office
- District 6 Supervisor's Office
- Healthy Streets Operations Center
- Homeland Security
- Human Services Agency
- Mid Market Community Benefit District
- Office of Economic and Workforce Development
- Office of the City Administrator
- SF Planning
- San Francisco Police Department
- Streetplus
- Public Works
- Recreation and Parks Department
- SFMTA
- SF Travel's Clean and Safe Coalition
- United States of America



**Bill Whitfield**  
Shorenstein

**Tiffany Bohee**  
Lendlease

**Erika Boulding**  
Redwood Credit Union

**Nathan Brito**  
San Francisco Ballet

**John Caldon**  
San Francisco War Memorial  
and Performing Arts Center

**Mary Conde**  
Another Planet Entertainment

**Phil Ginsburg**  
San Francisco Recreation  
and Parks Department

**Patrice Griffith**  
California Department  
of General Services

**James Haas**  
Resident & Historian

**Gregory Holland**  
Broadway SF

**Roberto Lombardi**  
San Francisco Public Library

**Hank Mou**  
San Francisco Conservatory of Music

**Annette Turner**  
Judicial Council of California

**Patricia Unterman**  
Hayes Street Grill

**Tim Vrabel**  
Emerald Fund



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[twitter.com/civiccenter](https://twitter.com/civiccenter)  
[instagram.com/sfciviccenter](https://instagram.com/sfciviccenter)



Instructions: In this sheet, you shall include the Management Plan budget as articulated in the Management Plan for the CBD/BID for the reporting period in question.

Management Plan Budget

Service Category	Dollar Amount	Percentage
Clean/Safe/Activation	\$ 2,500,855.86	75.31%
Marketing/Communication	\$ 250,000.00	7.53%
Administration/Contingency	\$ 570,000.00	17.16%
<b>TOTAL</b>	<b>\$ 3,320,855.86</b>	<b>100.00%</b>

Assessment Revenue	\$ 3,161,454.78	95.20%
Non-Assessment Revenue	\$ 159,401.08	4.80%
<b>TOTAL</b>	<b>\$ 3,320,855.86</b>	<b>100.00%</b>

Instructions: In this sheet, you shall include the budget as approved by your Owners' Association as the beginning of the reporting period in question. The City Attorney recently advised that the special assessment districts operating under CBD/BID code sections should report amounts separated by what is in assessment dollars and non-assessment dollars to ensure they met general benefit requirements across all service categories that are subject to them. **Only fill Columns B and C, others will populate.**

Service Category	Assessment Dollar Amount	Non-Assessment Dollar Amount	Total Dollar Amount	% Total Assessment	% Total Non-Assessment	% Total
Clean/Safe/Activation	\$ 2,325,573.37	\$ 118,300.91	\$ 2,443,874.28	0.770728755	1	0.77937858
Marketing/Communication	\$ 239,444.15		\$ 239,444.15	0.079355265	0	0.076361392
Administration/Contingency	\$ 452,351.89		\$ 452,351.89	0.149915979	0	0.144260029
CBD Reserve			\$ -	0	0	0
<b>TOTAL</b>	<b>\$ 3,017,369.41</b>	<b>\$ 118,300.91</b>	<b>\$ 3,135,670.32</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Instructions: In this sheet, you shall include the actuals as spent by your organization during the reporting period in question. The City Attorney recently advised that the special assessment districts operating under CBD/BID code sections should report amounts separated by what is in assessment dollars and non-assessment dollars to ensure they met general benefit requirements across all service categories that are subject to them. **Only fill Columns B and C, others will populate.**

Service Category	Assessment Dollar Amount	Non-Assessment Dollar Amount	Total Dollar Amount	% Total Assessment	% Total Non-Assessment	% Total
Clean/Safe/Activation	\$ 1,816,439.90	\$ 373,704.23	\$ 2,190,144.13	71%	0.776100137	0.721060253
Marketing/Communication	\$ 134,290.91	\$ -	\$ 134,290.91	5%	0	0.044212541
Administration/Contingency	\$ 605,147.77	\$ 107,811.25	\$ 712,959.02	24%	0.223899863	0.234727206
CBD Reserve	\$ -	\$ -	\$ -	0%	0	0
<b>TOTAL</b>	<b>\$ 2,555,878.58</b>	<b>\$ 481,515.48</b>	<b>\$ 3,037,394.06</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Instructions: In this sheet, you shall break down your financial sources for the reporting period in question. A high level of this is usually found in your financial statements. Please break down your assessment sources by Assessment Revenue for the reporting period FY, penalties recieved for the reporting FY, and redemptions + redemption penalties which are for prior year assessments recieved during this FY. This will more accurately indicate where sources are coming from. **Only fill in green cells.**

Revenue Sources	FY 2020-21 Actuals	% of actuals
FY Assessment Revenue	\$ 3,133,813.68	1
Penalties	\$ -	0
Redemption + Redemption Penalties	\$ -	0
<b>Total Assessment (Special Benefit) Revenue</b>	<b>\$ 3,133,813.68</b>	<b>100.00%</b>
Contributions and Sponsorships	\$ -	0.00%
Grants	\$ 202,353.20	5.59%
Donations	\$ -	0.00%
Interest Earned	\$ 36.58	0.00%
Earned Revenue	\$ 279,828.98	7.74%
Other	\$ 1,500.00	0.04%
<b>Total Non-Assessment (General Benefit) Revenue</b>	<b>\$ 483,718.76</b>	<b>13.37%</b>
<b>Total</b>	<b>\$ 3,617,532.44</b>	<b>100.00%</b>

Instructions: State law requires you to indicate the amount of any surplus or deficit revenues to be carried over from one FY to the next. If you operate on the FY then that means about 50% of received revenues would be carried over to pay for services during the part of the year that the City does not disburse funding to CBD/BIDs. The code does not distinguish between non-assessment and assessment revenue sources, so please account for both. You must provide a spenddown timeline as well. Please add rows, as necessary, for non-assessment carryforward funds.

CY 2021 Assessment Carryforward Disbursement		Spenddown Timeline
Service Category	Dollar Amount	
Clean/Safe/Activation	\$ 513,150.05	spending in 2021 & 2022
	\$ 42,567.81	spending in 2021 & 2022
Marketing/Communication		
Administration/Contingency	\$ 604,852.30	when needed
<b>Special Assessment Total</b>	<b>\$ 1,160,570.16</b>	

FY 2020-21 Non-Assessment Carryforward Disbursement		Spenddown Timeline
Non-Assessment Project or bucket name	Dollar Amount	
Non-Assessment	\$ 533,785.68	when needed
	\$ 2,065,098.93	N/A
Non-Assessment - Kiosk (non-cash)		
	\$ -	
	\$ -	
<b>Non-Assessment Total</b>	<b>\$ 2,598,884.61</b>	

**CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2020**

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## **INTRODUCTORY SECTION**



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**CIVIC CENTER COMMUNITY BENEFIT DISTRICT**

**Financial Statements  
For the Year December 31, 2020**

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**CIVIC CENTER COMMUNITY BENEFIT DISTRICT**

**DECEMBER 31, 2020**

**BOARD OF DIRECTORS**

Bill Whitfield  
Erika Boulding  
Dave Heng  
Hank Mou  
Patricia Unterman  
Tim Vrabel  
Nathan Brito  
James Haas  
Janan New  
Mary Conde  
John Caldon  
Gregory Holland  
Andrico Penick  
Tiffany Bohee  
Phil Ginsburg  
Roberto Lombardi  
Annette Turner

**EMERITUS MEMBERS**

David Harrison  
John Updike

**MANAGEMENT**

Tracy Everwine, Executive Director

## **FINANCIAL SECTION**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Civic Center Community Benefit District  
San Francisco, California

We have audited the accompanying financial statements of Civic Center Community Benefit District (District), which comprises the statement of financial position as of December 31, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

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

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

### *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 District'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 District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District as of December 31, 2020, 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.

A handwritten signature in black ink that reads 'Maze & Associates'.

Pleasant Hill, California  
October 8, 2021

CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
STATEMENT OF FINANCIAL POSITION  
AS OF DECEMBER 31, 2020

ASSETS

Current Assets:

Cash and cash equivalents (Note 3)	\$4,398,545
Cash designated for contingencies and reserve (Note 3)	543,106
Accounts receivable	78,177
Prepays and other assets	<u>12,386</u>
Total Current Assets	<u>5,032,214</u>

Non-Current Assets:

Property and equipment, net of accumulated depreciation of \$245,095 (Note 2D & 4)	<u>2,026,021</u>
Total Non-Current Assets	<u>2,026,021</u>
Total Assets	<u><u>\$7,058,235</u></u>

LIABILITIES

Current Liabilities:

Accounts payable	\$561,152
Accrued liabilities	
Deposits payable	52,692
Deferred revenue (Note 2E)	<u>2,614,443</u>
Total Current Liabilities	3,228,287

Non-Current Liabilities:

Loans payable (Note 6)	<u>70,493</u>
Total Liabilities	<u>3,298,780</u>

NET ASSETS (Note 2A)

Without Donor Restrictions	<u>3,759,455</u>
Total Net Assets	<u>3,759,455</u>
Total Liabilities and Net Assets	<u><u>\$7,058,235</u></u>

See accompanying notes to financial statements

CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
 STATEMENTS OF ACTIVITIES  
 FOR THE YEAR ENDED DECEMBER 31, 2020

CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS:

Support and Revenues

Local property assessments	\$3,133,814
General benefit non-assessment revenue:	
Grants	202,353
Contributions	1,500
Fee for services	279,829
Interest income	<u>37</u>
Total Support and Revenues	<u>3,617,533</u>

Expenses

Program services	2,029,615
Support services:	
Administration	637,436
Fundraising	<u>11,154</u>
Total Support Services Expenses	<u>648,590</u>
Total Expenses	<u>2,678,205</u>

CHANGE IN NET ASSETS	939,328
Net Assets, beginning of year	<u>2,820,127</u>
Net Assets, end of year	<u><u>\$3,759,455</u></u>

See accompanying notes to financial statements



CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
STATEMENT OF FUNCTIONAL EXPENSES  
For the Year Ended December 31, 2020

	Program Services		Supporting Services		Total
	Safety, Cleaning & Activation	Non- Assessment	Administration	Fundraising	
FUNCTIONAL EXPENSES					
Personnel Costs:					
Salaries			\$278,108	\$8,721	\$286,829
Payroll taxes			25,583	802	26,385
Health and other fringe benefits			32,644	1,024	33,668
Worker's compensation			6,785	174	6,959
Payroll fees			13,824	433	14,257
			<u>356,944</u>	<u>11,154</u>	<u>368,098</u>
Subtotal Personnel Costs			356,944	11,154	368,098
Public Safety:	\$846,983				846,983
Cleaning and Maintenance	804,508				804,508
Activation and Beautification	5,920	\$21,743			27,663
Other operating expenses:					
Accounting and auditing fees			14,815		14,815
Bank and other fees			235		235
Consultants and contractors		\$210,967	2,984		213,951
Depreciation (Note 4)			142,178		142,178
Dues, membership and subscriptions			3,477		3,477
Grant expense		139,494			139,494
Insurance			13,398		13,398
Interest expense			4,473		4,473
In-Kind expense			1,500		1,500
Legal			4,650		4,650
Marketing and advertising			57,078		57,078
Office supplies			3,183		3,183
Other equipment			2,198		2,198
Printing and reproduction			1,027		1,027
Property taxes			870		870
Rent			24,000		24,000
Telephone and internet			4,200		4,200
Travel and meetings			226		226
			<u>637,436</u>	<u>\$11,154</u>	<u>\$2,678,205</u>
Total Functional Expenses	<u>\$1,657,411</u>	<u>\$372,204</u>	<u>\$637,436</u>	<u>\$11,154</u>	<u>\$2,678,205</u>

See accompanying notes to financial statements

CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2020

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets	\$939,328
Adjustments to reconcile to net cash provided by (used for) operating activities:	
Depreciation	142,178
Decrease in accounts receivable	422,508
(Increase) in prepaid assets	(12,386)
Increase in accounts payable	48,789
(Decrease) in deposits payable	(74,246)
Increase in deferred revenue	2,614,443
	2,614,443
Cash Flows Provided by Operating Activities	4,080,614

CASH FLOWS FROM FINANCING ACTIVITIES

Proceeds from capital loan	103,100
Principal payments made on capital loan	(32,607)
Purchase of property and equipment	(103,100)
	(103,100)
Cash Flows (Used) by Financing Activities	(32,607)

Net increase in cash and cash equivalents	4,048,007
Cash and cash equivalents, beginning of year	893,644
	893,644
Cash and cash equivalents, end of year	\$4,941,651

Cash and cash equivalents as presented on the Statement of Financial Position:

Cash and cash equivalents	\$4,398,545
Cash designated for contingencies and reserve	543,106
	543,106
Total cash and cash equivalents	\$4,941,651

Supplemental cash flow information:

Property taxes paid in fiscal year 2020	\$737
Interest paid in 2020	\$4,473
Non-cash activity: In-kind contributions	\$1,500

See accompanying notes to financial statements

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**CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended December 31, 2020**

**NOTE 1 – REPORTING ENTITY**

**A. General**

The Civic Center Community Benefit District (District) was incorporated on June 1, 2011. The District is a 501(c)(3) nonprofit public benefit special assessment District conceived and organized by a group of concerned Civic Center property owners, arts organizations, government entities and other stakeholders (Members). Funding is provided primarily from special assessments from Members that are collected by the City and County of San Francisco and remitted to the District, pursuant to an administration agreement, dated December 20, 2019.

The Civic Center Community Benefit District improves and promotes San Francisco’s historic Civic Center through a host of planning, policy and public programming initiatives. In addition to focused and responsive neighborhood clean and safe programs, the District provides public open space beautification, activation and advocacy on behalf of the area’s diverse constituency.

**B. Programs**

**Cleaning and Maintenance** – The District provides essential services to supplement and compliment those provided by local government. The District’s supplemental maintenance support for Civic Center shows pride and stewardship of the District. Furthermore, addressing issues like litter, graffiti and general upkeep in a timely manner keeps acts of vandalism at bay creating an accessible, equitable and comfortable environment for everyone.

**Community Ambassadors** – Ambassadors assist the public in navigating the District with a welcoming and informed presence. Their presence is also a deterrent to criminal activity through proactive and immediate reporting of unsafe conditions. Ambassadors also connect those in need of medical attention or social service support with the proper agencies. Ambassadors also work on select evenings near arts venues, to enhance the pedestrian experience before and after evening performances and events. An Ambassador is also dedicated to the street-level entrance of the Civic Center Garage to provide support and guidance for garage patrons.

**Activation and Beautification** – Activation and Beautification efforts include outdoor musical performances, public art installations, street festivals, the Civic Center Plaza Holiday Tree Lighting, and oversight of the Civic Center Plaza cafe kiosk, decorative lighting and landscaping.

**CIVIC CENTER COMMUNITY BENEFIT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2020**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. *Basis of Presentation and Financial Statement Presentation***

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

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

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

***Net Assets With Donor Restrictions*** – Net assets whose use is limited by donor-imposed time and/or purpose restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenues are reported as increases in net assets without donor restriction unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions on the net assets are reported as reclassifications between the applicable classes of net assets.

**B. *Support and Revenues***

The District relies on member assessments which are invoiced in advance from San Francisco City and County. All contributions are recorded upon receipt, and are considered to be available for unrestricted use unless specifically restricted by the donor.

The District and the City and County of San Francisco entered into an administration agreement whereby, on the District's behalf, the City and County of San Francisco will levy and collect the assessments from the Members through the Members' secured property tax bills. For payments received in conjunction with the first and second installment of secured property taxes, the City and County of San Francisco will remit those funds to the District on or before January 10<sup>th</sup> and May 10<sup>th</sup>, respectively. Delinquent assessments will be remitted to the District at least once during the final quarter of the fiscal year and from time to time, at the discretion of the Controller of the City and County of San Francisco.

**CIVIC CENTER COMMUNITY BENEFIT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2020**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. *Receivables***

The District considers accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts has been recorded. If amounts become uncollectible, they will be charged to operations when that determination is made.

**D. *Property and Equipment***

Property and equipment acquisitions are recorded at cost or, if donated, at their estimated fair value at date of donation. Property and equipment with a useful life of more than one year and an acquisition cost of \$2,500 or more is capitalized. Depreciation is computed over the estimated useful lives of the respective assets, ranging from 2 to 3 years for furniture, and 20 years for buildings and improvements, on a straight-line basis. Expenses for maintenance, repairs and minor renewals are charged against operations as incurred.

**E. *Deferred Revenue***

Deferred revenue consists of grant awards of \$261,991 that the District has received but has not yet earned, and 2021 assessments of \$2,352,452 received from the City and County of San Francisco. As of December 31, 2020, deferred revenue totaled \$2,614,443, and is expected to be recognized in the subsequent fiscal year.

**F. *Functional Expenses***

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefitted based on management's estimates. Direct costs are allocated to Assessment and Non-Assessment Programs, or Management and General. A portion of Personnel Costs have been allocated to Fundraising based on management's estimate of time spent on general fundraising efforts.

**G. *Advertising Costs***

Advertising costs, if any, are expensed as incurred.

**H. *Statement of Cash Flows***

For purposes of the statement of cash flows, the District considers all highly liquid debt investments purchased with an initial maturity of three months or less to be cash equivalents.

**I. *Estimates***

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

**CIVIC CENTER COMMUNITY BENEFIT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2020**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***J. Income Taxes***

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

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

***K. Fair Value Measurements***

The District reports certain assets and liabilities at fair value in the financial statements. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Accounting standards set a framework for measuring fair value using a three tier hierarchy based on observable and non-observable inputs. Observable inputs consist of data obtained from independent sources. Non-observable inputs reflect industry assumptions. These two types of inputs are used to create the fair value hierarchy, giving preference to observable inputs.

The three-tier hierarchy categorizes the inputs as follows:

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

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

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

***L. Subsequent Events***

The District evaluated subsequent events for recognition and disclosure through October 8, 2021, the date which these financial statements were available to be issued. Management concluded that no material subsequent events have occurred since December 31, 2020 that requires recognition or disclosure in such financial statements.

**CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended December 31, 2020**

**NOTE 3 – CASH AND CASH EQUIVALENTS**

The District’s cash and cash equivalents of \$4,941,651 are comprised of cash in banks, which is insured by the Federal Depository Insurance Corporation up to \$250,000, and is reported using the Level 1 fair value measurement. The District has not experienced any losses in such accounts. Management believes the District is not exposed to any significant risk related to the security of its cash.

Of the \$4,941,651 balance of cash and cash equivalents, \$543,106 has been set aside as designated for contingencies and reserve, in accordance with the District’s management plan with the City and County of San Francisco.

**NOTE 4 – PROPERTY AND EQUIPMENT**

In February 2019, the District received a contribution from The Trust for Public Land of a 640 square foot food and beverage kiosk on the southwest corner of Civic Center Plaza, with a value of \$2,156,225 on the date of the contribution.

The District’s property and equipment consisted of the following as of December 31, 2020:

Depreciable Assets:	
Buildings (Kiosk)	\$2,156,225
Furniture and equipment	114,891
Sub-Total	2,271,116
Less: accumulated depreciation	(245,095)
Total Property and Equipment, net	\$2,026,021

Depreciation expense for the year ended December 31, 2020 was \$142,178.

**NOTE 5 – ASSESSMENT REVENUE**

The District receives member assessment revenue via the City and County of San Francisco property tax roll. Therefore, the District does not have control over unpaid assessments. The City and County may not be able to collect on unpaid assessments. As such, revenue is only recorded when received. As of the year ended December 31, 2020, the District has yet to receive over \$61,425 in past due Assessments from District property owners since 2011.

As of December 31, 2020, the District received \$2,352,452 in 2021 assessment revenues that are included in Deferred Revenue on the Statement of Financial Position.



**CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 For the Year Ended December 31, 2020**

**NOTE 6 – LOANS PAYABLE**

As part of the agreement for services between the District and Streetplus Company, LLC (Streetplus), Streetplus purchased two pieces of equipment necessary for the cleaning and maintenance of the District’s area in the amounts of \$52,200 and \$50,900, totaling \$103,100. The equipment is exclusively used for the District, and at the end of the agreement, the equipment will be owned by the District. The District has two loans with Streetplus for the separate pieces of equipment. The loans bear interest at 14.24%, and are payable in monthly installments of \$1,564 and \$1,526, respectively. Both loans commenced on January 31, 2020 and mature on December 31, 2022.

During 2020, the District made payments on both loans totaling \$37,080, and as of December 31, 2020, the balance of the loans was \$70,493.

**NOTE 7 – OUTSIDE SERVICE CONTRACTS**

The District contracts with StreetPlus to provide cleaning, maintenance and ambassador services on the District’s behalf.

The District contracts with Mid Market Community Benefit District (MMCBD), a California nonprofit corporation, for the management of the District.

**NOTE 8 – LIQUIDITY AND AVAILABILITY OF RESOURCES**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, consisted of the following at December 31, 2020:

Total current financial assets:	
Cash and cash equivalents	\$4,941,651
Accounts receivable	78,177
Total current financial assets	5,019,828
Amount set aside for contingencies and reserves	(543,106)
Financial Assets Available to Meet Cash Needs for Expenditures Within One Year	\$4,476,722

**MEMO**

To: Supervisor Matt Haney, District 6

CC: San Francisco Board of Supervisors

From: Chris Corgas, OEWD Program Director

RE: Civic Center Community Benefit District; CY 2020 Annual Report

Date: 2/10/2022

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This is a memo summarizing the performance of the Civic Center Community Benefit District, and an analysis of their financial statements (based on their audit) for the period between January 1, 2020 and December 31, 2020.

Each year the CBD is required to submit a mid-year report, an annual report, and a CPA Financial Review or Audit. Civic Center CBD has complied with the submission of all these requirements. OEWD staff reviewed these financial documents to monitor and report on whether they have complied with the rules per the Property and Business Improvement District Law of 1994, California Streets and Highways Code Sections 36600 Et Seq.; San Francisco's Business and Tax Regulations Code Article 15; the Civic Center Community Benefit District's Management Agreement with the City; and their Management Plan as approved by the Board of Supervisors in 2019.

Also attached to this memo are the following documents:

1. Annual Report
  - a. CY 2020
2. CPA Financial Review Report
  - a. CY 2020
3. Draft resolution from the Office of Economic and Workforce Development



## Background

The District is located in the Civic Center area of the City. The Civic Center CBD consists of approximately 43 whole or partial blocks and approximately 722 parcels. The District is generally bounded by: Golden Gate Avenue and Turk Street to the North; Market Street to the South; 7th Street to the East; and Gough Street to the West.

- January 4, 2011, the Board of Supervisors approved the resolution that established the Civic Center Community Benefits District for 10 years (Resolution # 21-11).
- October 18, 2011, the Board approved the contract for the administration and management of the Civic Center Community Benefit District (Resolution # 443-11).
- April 28, 2015, the Board of Supervisors approved the Annual Reports for FYs 2011-2012, 2012-2013, and 2013-2014 annual reports (Resolution # 162-15).
- August 2, 2016, the Board of Supervisors approved the Annual Report for FY 2014-2015 (Resolution #347-16).
- May 9, 2017, the Board of Supervisors approved the Annual Report for FY 2015-2016 (Resolution # 164-17).
- November 13, 2018, the Board of Supervisors approved the Annual Report for FY 2016-2017 (Resolution # 385-18)
- July 23, 2019, the Board of Supervisors approved the resolution to renew and expand the Civic Center Community Benefit District for 15 years (Resolution #342-19)
- October 29, 2019, the Board of Supervisors approved the Annual Report for FY 2017-2018 (Resolution #466-19).
- January 26, 2021, the Board of Supervisors approved the Annual Report for FY 2018-2019 (Resolution #020-21).

## Basic Info about Civic Center CBD

Year Established	2011
Year Renewed	2019
Assessment Collection Period	FY 2019-20 – FY 2033-34
Services Start and End Date	January 1, 2020 - December 31, 2034
Initial Estimated Annual Budget	\$3,161,454.78
FY 19-20 Assessment Roll Submission	\$3,161,451.42
FY 20-21 Assessment Roll Submission	\$3,178,521.87
Calendar Year	January 1 – December 31
Executive Director	Tracy Everwine
Name of Nonprofit Entity	Civic Center Community Benefit District, Inc.

The current CBD website, <https://sfciviccenter.org/>, includes all the pertinent information about the organization and their programs, a calendar of events, their Management Plan, Annual Report and meeting schedules.

## Summary of Service Area Goals

### **Clean/Safe/Activation**

This service areas of the Civic Center CBD consist of:

### **Clean Program**

- 1) Sidewalk Cleaning
  - i. Sidewalk Pressure Washing
  - ii. Trash Collection
  - iii. Graffiti Removal
  - iv. Landscape Maintenance
- 2) Pedestrian Safety
  - i. Daytime Ambassadors and/or stewards
  - ii. Evening Ambassadors and/or stewards

### **Activation & Beautification**

Activation and Beautification may include, but is not limited to: oversight of the Civic Center Plaza café kiosk, the daily setup of tables, chairs, and games in public open space, public art installations, outdoor musical performances, block parties, and the annual Holiday Tree Lighting.

### **Marketing/Communication**

The programs may include, but are not limited to:

- 1) Destination Marketing
- 2) Branding
- 3) Events
- 4) Media Relations
- 5) Website
- 6) District Stakeholder Outreach
- 7) Social Media

### **Administration/Contingency**

Administration oversees Civic Center CBD services, which are delivered seven days a week. Staff actively works on behalf of stakeholders to ensure that City and County services and policies support the District. Expenses in this category may include: professional services, organizational expenses such as insurance, and the cost to conduct a yearly financial review. Civic Center CBD funds from Administration may be used for renewing the Civic Center CBD.

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

### **CY 2020**

#### **Clean/Safe/Activation**

- Removed 238,675 lbs. of litter/trash
- Properly disposed of 26,500 discarded needles
- Removed 5,401 instances of graffiti on public property and 1,894 instances of graffiti on private property
- Removed 1,966 instances of stickers or flyers
- 1,938 instances of illegal dumping addressed
- 6,844 instances of human/animal waste removed
- Responded to 3,744 sweep requests

- Responded to 522 pressure washing requests
- Topped off 274 overflowing City and County of San Francisco trashcans
- 484 instances of broken glass cleaned up
- Made 37 HSOC of SFHOT referrals
- Made 14 social service referrals
- Completed 32 requested escorts

### **Marketing/Communication**

- Provided visitors to district with directions and referrals 2,121 times
- Met with merchants and owners 2,731 times
- Promoted businesses, arts, and cultural venues which were open or operating digitally during the pandemic
- Provided support to OEWD’s Shared Spaces program
- Implemented decorative street tree lighting
- Provided Covid-19 information from the Covid Command Center to district businesses

### **Administration and Contingency**

- Collaborated with neighboring CBDs, other community-based organizations, and multiple City agencies.
- Consistently oversaw the management of CBD programs
- Provided assistance to the Covid Command Center in providing information and PPE to district stakeholders
- Pivoted services to respond to the new challenges brought on by the Covid-19 pandemic

## **Civic Center CBD Annual Budget Analysis**

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

- **BENCHMARK 1:** Whether the variance between the budget percentages for each service category were within 10 percentage points of the percentages in the Management Plan (*Agreement for the Administration of the “Civic Center Community Benefit District”, Section 3.9 – Budget*).
- **BENCHMARK 2:** Whether four and eight tenths percent (4.80%) of actuals came from sources other than assessment revenue (*CA Streets & Highways Code, Section 36650(B)(6); Agreement for the Administration of the “Civic Center Community Benefit District”, Section 3.4 - Annual Reports*).
- **BENCHMARK 3:** Whether the variance between the budget expenses and actual expenses within a calendar year was within 10 percent (*Agreement for the Administration of the “Civic Center Community Benefit District”, Section 3.9 – Budget*).
- **BENCHMARK 4:** Whether CCCBD is indicating the amount of funds to be carried forward into the next calendar year and designating projects to be spent in that calendar year (*CA Streets & Highways Code, Section 36650(B)(5)*).

**CY 2020**

**BENCHMARK 1:** Whether the variance between the percentage amounts for each service category were within 10 percentage points of the percentages identified in the Management Plan.

**ANALYSIS:** *Civic Center CBD met this requirement. See table below.*

Service Category	Original Management Plan Budget (Percentage)	CY 2020 Asst. Budget (Percentage)	CY 2020 Asst. Totals (Percentage)	Variance Percentage Points – Asst.	Variance Percentage Points – Total
Clean/Safe/Activation	\$ 2,500,855.86 (75.31%)	\$ 2,325,573.37 (77.07%)	\$2,443,874.28 (77.94%)	+1.76%	+2.63%
Marketing/Communication	\$ 250,000.00 (7.53%)	\$ 239,444.15 (7.94%)	\$239,444.15 (7.64%)	+0.41%	+0.11%
Administration/Contingency	\$ 570,000.00 (17.16%)	\$ 452,351.89 (14.99%)	\$452,351.89 (14.43%)	-2.73%	-2.73%
<b>TOTAL</b>	<b>\$3,320,855.86 (100%)</b>	<b>\$3,017,369.41 (100%)</b>	<b>\$3,135,670.32 (100%)</b>		

**BENCHMARK 2:** Whether four and eight tenths percent (4.80%) of actuals came from sources other than assessment revenue.

**ANALYSIS:** *Civic Center CBD met this requirement. CCCBD received \$3,133,813.68 in assessment revenue, which was approximately 86.63% of their CY 2020 operating budget. The CBD received \$914,897 in non-assessment revenue which was approximately 35.41% of their CY 2020 revenue. See table below.*

Revenue Sources	CY 2020 Actuals	% of Actuals
Special Benefit Assessments	\$3,133,813.68	
<b>Total Assessment Revenue</b>	<b>\$3,133,813.68</b>	<b>86.63%</b>
Grants	\$202,353.30	5.59%
Interest	\$36.58	0.00%
Earned Revenue	\$279,828.98	7.74%
Other	\$1,500.00	0.04%
<b>Total General Benefit (non-assessment) revenue</b>	<b>\$483,718.76</b>	<b>13.37%</b>
<b>TOTAL</b>	<b>\$3,617,532.44</b>	<b>100.00%</b>

**BENCHMARK 3:** Whether the variance between the budget amount and actual expenses within the calendar year were within 10 percentage points.

**ANALYSIS:** Civic Center CBD met this requirement. See table below.

Service Category	CY 2020 Asst. Budget (Percentage)	CY 2020 Asst. Totals (Percentage)	CY 2020 Actuals – Asst. (Percentage)	CY 2020 Actuals – Total (Percentage)	Variance Percentage Points – Asst.	Variance Percentage Points – Total.
Clean/Safe/Activation	\$2,325,573.37 (77.07%)	\$2,443,874.28 (77.94%)	\$1,816,439.90 (71.07%)	\$2,190,144.13 (72.11%)	-6.00%	-5.83%
Marketing/Communication	\$239,444.15 (7.94%)	\$239,444.15 (7.64%)	\$134,290.91 (5.25%)	\$134,290.91 (4.42%)	-2.69%	-3.22%
Administration/Contingency	\$452,351.89 (14.99%)	\$452,351.89 (14.43%)	\$605,147.77 (23.68%)	\$712,959.02 (23.47%)	+8.69%	+9.04%
<b>TOTAL</b>	<b>\$3,017,369.41 (100%)</b>	<b>\$3,135,670.32 (100%)</b>	<b>\$2,555,878.58 (100%)</b>	<b>\$3,037,394.06 (100%)</b>		

\*Contingency and Reserve may be redeployed throughout future years to meet the needs of the CBD.

**BENCHMARK 4:** Whether Civic Center CBD is indicating the amount of funds to be carried forward into the next calendar year and designating projects to be spent in that calendar year.

**ANALYSIS:** Civic Center CBD met this requirement. See table below.

CY 2021 Assessment Carryforward Disbursement		Spenddown Timeline
Service Category	Dollar Amount	
Clean/Safe/Activation	\$ 513,150.05	spending in 2021 & 2022
Marketing/Communication	\$ 42,567.81	spending in 2021 & 2022
Administration/Contingency	\$ 604,852.30	when needed
<b>Special Assessment Total</b>	<b>\$ 1,160,570.16</b>	

FY 2020-21 Non-Assessment Carryforward Disbursement		Spenddown Timeline
Non-Assessment Project or bucket name	Dollar Amount	
Non-Assessment	\$ 533,785.68	when needed
Non-Assessment - Kiosk (non-cash)	\$ 2,065,098.93	N/A
<b>Non-Assessment Total</b>	<b>\$ 2,598,884.61</b>	

## Findings and Recommendations

For the review period of CY 2020 Civic Center CBD met four of the four benchmarks set by the California Street and Highways Code Section 36650-3351 and the Agreement for the Administration of the “Civic Center Community Benefit District.”).

CY 2020 was an especially challenging year for the City’s Improvement Districts. In February 2020 pedestrian traffic began to decline with the emergence of the COVID 19 pandemic. On March 16, 2020 the City and County of San Francisco Public Health Officer issued a Public Health Order requiring residents to remain at home, with the exception of essential needs. All public and private gatherings of any number of people occurring outside a single family or living unit were prohibited and all Non-Essential Businesses and Non-Essential Government Functions were required to cease all operations. However, OEWD and the Office of the City Attorney acted quickly to clarify Improvement District services in the public realm could continue despite local and state issued shelter in place ordinances.

Furthermore, OEWD diligently worked with the Improvement Districts and the Covid Command Center to ensure District workers were able to acquire additional personal protective equipment (PPE) and hygiene supplies to keep workers and the community safe. The Districts played an important role disseminating PPE to their District’s stakeholders and facilitating communication between the City and the District’s community throughout the pandemic.

CCCBD’s Board of Directors currently meets requirements set forth by Article 15 of the Business and Tax Regulations Code and there have been no reports of Brown Act violations within the reporting period.

## Conclusion

Civic Center CBD performed well implementing its service plan during the review period and was a valuable asset to its District members and the City through the unprecedented circumstances brought on by the Covid-19 pandemic. CCCBD continued to successfully implement the service areas stated in its Management Plan while also pivoting to meet pandemic protocols. CCCBD seized opportunities to leverage and add value to its work through fundraising, grants, and collaborative partnerships in CY2020. CCCBD has an active Board of Directors and committee members. OEWD believes that the Civic Center CBD is well positioned to continue carrying out its mission



# Introduction Form

By a Member of the Board of Supervisors or 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  inquiries"
- 5. City Attorney Request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the BOS on

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

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

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

Sponsor(s):

Haney

Subject:

Resolution - Civic Center Community Benefit District - Annual Report for CY 2020

The text is listed:

Resolution receiving and approving an annual report for the Civic Center Community Benefit District for CY 2020, submitted as required by the Property and Business Improvement District Law of 1994 (California Streets and Highways Code, Sections 36600, et seq.), Section 36650, and the District's Management Agreement with the City, Section 3.4.

Signature of Sponsoring Supervisor:

1 [Civic Center Community Benefit District - Annual Report ~~for~~ [CY-2020](#)]

2  
3 **Resolution receiving and approving an annual report for the Civic Center Community**  
4 **Benefit District for [Calendar Year \(CY\)](#) 2020, submitted as required by the Property and**  
5 **Business Improvement District Law of 1994 (California Streets and Highways Code,**  
6 **Sections 36600, *et seq.*), Section 36650, and the District's Management Agreement with**  
7 **the City, Section 3.4.**

8  
9 WHEREAS, On May 28, 2019, pursuant to the Property and Business Improvement  
10 District Law of 1994 (the "Act"), California Streets and Highways Code, Sections 36600 *et*  
11 *seq.*, as augmented by Article 15 of the San Francisco Business and Tax Regulations Code,  
12 the Board of Supervisors adopted Resolution No. 250-19, expressing the City's intention to  
13 renew and expand the Civic Center Community Benefit District (the "Civic Center CBD"); and

14 WHEREAS, On July 23, 2019, the Board of Supervisors adopted Resolution  
15 No. 342-19 establishing (renewing and expanding) the Civic Center CBD ("Resolution to  
16 Establish") for a period of 15 years, commencing [Fiscal Year \(FY\)](#) 2019-2020; and

17 WHEREAS, On December 10, 2019, the Board of Supervisors adopted Resolution  
18 No. 533-19, authorizing an agreement with the owners' association for the  
19 administration/management of the Civic Center CBD, and a management agreement (the  
20 "Management Contract") with the owners' association, the Civic Center Community Benefit  
21 District, Inc., was executed accordingly; and

22 WHEREAS, A copy of the Management Contract is on file with the Clerk of the Board  
23 of Supervisors in File No. 191130; and

24 WHEREAS, On January 26, 2021, the Board of Supervisors approved the Civic Center  
25 CBD's annual report for ~~fiscal~~ [Fiscal Y](#)ear 2018-2019 in Resolution No. 020-21; and

1           WHEREAS, The Civic Center CBD has submitted for the Board's receipt and approval  
2 the Civic Center an annual report for Calendar Year (CY) 2020 as required by Section 36650  
3 of the Act and Section 3.4 of the Management Contract; and

4           WHEREAS, The annual report for CY-2020 is on file with the Clerk of the Board of  
5 Supervisors in File No. \_\_\_\_\_, and is incorporated herein by reference as though  
6 fully set forth; and

7           WHEREAS, Supporting documents, including, but not limited to, a transmittal letter and  
8 memorandum report from the City's Office of Economic and Workforce Development, dated  
9 February 10, 2022, and documentation from the Civic Center CBD for the annual report for  
10 CY-2020 are on file with the Clerk of the Board of Supervisors in File No. \_\_\_\_\_;  
11 now, therefore, be it

12           RESOLVED, That the Board of Supervisors hereby receives and approves the annual  
13 report for the Civic Center Community Benefit District for CY-2020.