

BOARD of SUPERVISORS



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## MEMORANDUM

### GOVERNMENT AUDIT AND OVERSIGHT COMMITTEE

### SAN FRANCISCO BOARD OF SUPERVISORS

TO: Supervisor Norman Yee, Chair  
Government Audit and Oversight Committee

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

DATE: February 26, 2015

SUBJECT: **COMMITTEE REPORT, BOARD MEETING**  
Tuesday, March 3, 2015

The following file should be presented as a **COMMITTEE REPORT** at the Board meeting, Tuesday, March 3, 2015. This item was acted upon at the Committee Meeting on February 26, 2015, at 10:30 a.m., by the votes indicated.

**Item No. 8**                      **File No. 150089**

Resolution receiving and approving annual reports for the Noe Valley Community Benefit District for FYs 2009-2014, 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.

RECOMMENDED AS A COMMITTEE REPORT

Vote: Supervisor Norman Yee - Aye  
Supervisor Julie Christensen - Aye  
Supervisor London Breed - Aye

cc: Board of Supervisors  
Angela Calvillo, Clerk of the Board  
Rick Caldeira, Legislative Deputy Director  
Jon Givner, Deputy City Attorney

File No. 150089

Committee Item No. 2

Board Item No. 8

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date February 26, 2015

Board of Supervisors Meeting Date March 3, 2015

**Cmte Board**

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

**OTHER (Use back side if additional space is needed)**

- OEWD Cover Letter - 01/23/2015
- Noe Valley Annual Reports - FYs 2009-2014
- CPA Financial Review Reports - FYs 2009-2014
- Referral FYI - 2/4/2015
- Referral SBC - 2/4/2015
- Committee Report Request - 2/13/2015
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Completed by: Erica Major Date February 20, 2015

Completed by: Alisa Somera Date March 2, 2015

1 [Noe Valley Community Benefit District - FYs 2009-2014 Annual Reports to the City]

2  
3 **Resolution receiving and approving annual reports for the Noe Valley Community**  
4 **Benefit District for FYs 2009-2014, submitted as required by the Property and Business**  
5 **Improvement District Law of 1994 (California Streets and Highways Code, Sections**  
6 **36600, et seq.), Section 36650, and the District's management agreement with the City,**  
7 **Section 3.4.**

8  
9 WHEREAS, On June 7, 2005, pursuant to the Property and Business Improvement  
10 District Law of 1994 (the Act), California Streets and Highways Code, Sections 36600 *et seq.*,  
11 as augmented by Article 15 of the San Francisco Business and Tax Regulations Code, the  
12 Board of Supervisors adopted Resolution No. 420-05, expressing the City's intention to  
13 establish the Noe Valley Community Benefit District (Noe Valley CBD); and

14 WHEREAS, On August 2, 2005, the Board of Supervisors adopted Resolution  
15 No. 583-05 establishing the Noe Valley CBD (Resolution to Establish) for a period of 15 years,  
16 commencing FY2005-2006; and

17 WHEREAS, On January 10, 2006, the Board of Supervisors adopted Resolution  
18 No. 13-06, authorizing an agreement with the owners' association for the  
19 administration/management of the Noe Valley CBD, and a management agreement  
20 (Management Contract) with the owners' association, the Noe Valley Association, a  
21 Community Benefit District, 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. 051967; and

1           WHEREAS, On July 12, 2011, the Board of Supervisors approved the Noe Valley  
2 CBD's annual reports for fiscal years 2006-2007, 2007-2008, 2008-2009 in Resolution  
3 No. 14-11; and

4           WHEREAS, The Noe Valley CBD has submitted for the Board's receipt and approval  
5 the Noe Valley annual reports for FYs 2009-2014 (collectively, Annual Reports) as required by  
6 Section 36650 of the Act and Section 3.4 of the Management Contract; and

7           WHEREAS, The Annual Reports are on file with the Clerk of the Board of Supervisors  
8 in File No. 150089, and are incorporated herein by reference as though fully set forth; and

9           WHEREAS, Supporting documents, including, but not limited to, a transmittal letter and  
10 memorandum report from the City's Office of Economic and Workforce Development, dated  
11 January 23, 2015, and documentation from the Noe Valley CBD for the Annual Reports are on  
12 file with the Clerk of the Board of Supervisors in File No. 150089; now, therefore, be it

13           RESOLVED, That the Board of Supervisors hereby receives and approves the annual  
14 reports for the Noe Valley Community Benefit District for FYs 2009-2014.

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(UPDATED VERSION)

**MEMO**

To: Supervisor Scott Wiener, District 8  
CC: San Francisco Board of Supervisors  
From: Crezia Tano, OEWD Senior Project Manager  
RE: Noe Valley Community Benefit District  
Date: January 23, 2015

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This is a memo summarizing the accomplishments of the Noe Valley Community Benefit District and an analysis of its financial statements (based on their audit) for the period between July 1, 2009, and June 30, 2014.

Each year the CBD is required to submit a mid-year report, an annual report, and a CPA Financial Review or Audit. Noe Valley CBD has complied with the submission of all these requirements. OEWD staff, with assistance from the Controller's Office, reviewed these financial documents to monitor and report on whether they have complied with the rules per the Property and Business Improvement District Law of 1994, California Streets and Highways Code Sections 36600 Et Seq.; San Francisco's Business and Tax Regulations Code Article 15; the Noe Valley CBD management contract with the City; and their Management Plan approved by the Board of Supervisors in 2006.

Also attached to this memo are the following documents:

1. Annual Reports
  - a. FY 2009-2010
  - b. FY 2010-2011
  - c. FY 2011-2012
  - d. FY 2012-2013
  - e. FY 2013-2014
2. CPA Financial Review Reports
  - a. FY 2009-2010
  - b. FY 2010-2011
  - c. FY 2011-2012
  - d. FY 2012-2013
  - e. FY 2013-2014
3. Draft resolution from the Office of Economic and Workforce Development



**Background**

The Noe Valley Community Benefit District (Noe Valley CBD) was formed to increase commerce, make Noe Valley a better place to shop, beautify the neighborhood, develop public spaces and allow the business and property owners to have input into the revitalization and maintenance of the district. Noe Valley CBD includes both privately and publicly owned properties. The district is 8 square blocks and includes 211 parcels. The main commercial street that services Noe Valley is 24th Street between Church and Douglass Streets.

- August 2, 2005: the Board of Supervisors approved the resolution that established the Noe Valley Community Benefit District for 15 years (Resolution # 583-05).
- January 10, 2006: the Board approved the contract for the administration and management of the Noe Valley Community Benefit District (Resolution # 13-06).
- July 12, 2011: the Board of Supervisors approved the Annual Reports for FYs 2006-2007, 2007-2008, 2008-2009 annual reports (Resolution # 14-11).

**Basic Info about Noe Valley Community Benefit District:**

Year Established	August 2005
Assessment Collection Period	FY 2005-2006 to FY 2019-2020 (July 1, 2005 to June 30, 2020)
Services Start and End Date	January 1, 2006 – December 31, 2020
Initial Estimated Annual Budget	\$230,138
Fiscal Year	July 1 – June 30
Executive Director	Debra Niemann
Name of Nonprofit Owners' Entity	Noe Valley Association

The current CBD website [www.noevalleyassociation.org](http://www.noevalleyassociation.org) includes all the pertinent information about the organization and their programs, a calendar of events, their Management Plan, Mid-Year Report, Annual Report and meeting schedules.

**Summary of Program Areas**

**Public Rights of Way and Sidewalk Operations**

The Noe Valley Management Plan calls for 70% of the budget to be spent on Public Rights of Way and Sidewalk Operations. This program area includes maintenance of trees, planters and flower baskets; systematic sidewalk cleaning; and safety services. NVCBD contracts with Curb Appeal to provide daily sidewalk and gutter sweeping as well as removal of excess trash, leaves and debris, graffiti removal within 24 hours, monthly hot steam cleanings and as needed spot cleaning are services that are covered by this program area. Curb Appeal is also responsible for watering 24 hanging flower baskets, 148 neighborhood trees, and 42 open ground or planter boxes. For additional safety services during the holidays, NVA hires San Francisco Patrol Special. They patrol 24th Street six days a week for the month of December.

### **District Identity and Streetscape Improvements**

Approximately 10% of the annual budget is allocated for public space development and streetscape improvements. This program area includes but is not limited to promoting the district through a website that includes information about their purpose and accomplishments, sponsoring special events such as farmers markets' and street festivals, and developing plans that outline the long term goals of the district. In addition, NVA serves as the fiscal agent of four seasonal major events in the neighborhood including Harvest Festival in October; Spring/Easter Egg Hunt in April; SummerFest in June; and the latest addition – 24 HoliDAYS on 24th Street in December

### **Management & Operations**

NVCBD is staffed by a part-time Executive Director who 1) performs the day-to-day management of the organization, 2) works with various city departments, 3) advocates for city funds and services, and 4) ensures that the organization is in compliance with their Management Plan and City contract. The CMCBD Management Plan calls for 12% of the budget to be spent on management and operations.

The NVCBD board has nine (9) members, represented by residents, property owners, community organizations, non-profit arts organizations, government and educational institutions and businesses. Board member seats are determined using the following guidelines: Property Owners (50%) and Non-Property Owners (50%). Of the non-property owners, two seats (20%) are set aside for merchants with a preference for existing small businesses operating retail, restaurant and service and three seats (30%) are reserved for Community Based Organizations, art-related non-profits, and residents. This structure complies with Article 15 of the San Francisco Business and Tax Regulations Code. The full board meets quarterly. The committees and meeting times are detailed below:

- **Executive Committee** - The Executive Committee oversees central operations of the organization and ensures the functioning of key areas: staff and contracts; corporate finances; insurance; grants; development of budget; board agendas and meetings; correspondence; outreach; bylaws and policies; public relations; newsletters. The Executive Committee meets the 1<sup>st</sup> Tuesday of the month.
- **Streetscape Committee** – The Streetscape Committee is in charge of overseeing the services in public spaces (the 'public right of way') and ensuring the success and efficiency of these services, along with other services designed to promote safety in the neighborhood. These services include the following project events: sidewalk sweeping and cleaning; steam cleaning; relations with the Department of Public Works (DPW); tree planting and maintenance; improving public right of way experience; and safety programs including Safe Passage and Safe Havens. The Streetscape Committee meets as needed.

### **Summary of Accomplishments, Challenges, and Delivery of Services**

**FY 2009-2010**

#### **Public Right of Way and Sidewalk Operations**

- Hired a new cleaning company, Curb Appeal to perform all the sidewalk cleaning and maintenance services. Curb Appeal partners with the Jericho Project, an organization that provides employment opportunities for first time drug offenders.

**District Identity and Streetscape Improvements**

- Created five new garden sites on the corners of 24th and Noe Streets and installed four new benches and six planter boxes in front of Bernie's Coffee and Whole Foods Market, projects were partly funded by the Community Challenge Grant program and other non-assessment revenue dollars.

**Management & Operations**

- Conducted a five question neighborhood survey. The survey developed in collaboration with property owners and the Noe Valley Merchants & Professionals Association, asked respondents to identify the best use of commercial space on 24<sup>th</sup> Street.
  - New types of restaurants – vegetarian, Indian and Vietnamese food and traditional burger joints.
  - New types of retail stores – garden stores and home accessories stores.
  - Improvements in Noe Valley – underground electrical wires, improving the #48 bus line, more parking and creating more space for kids to hangout.
  - Most popular events –Saturday Farmer's Market, Noe Valley Garden tour and Harvest Festival.
  - Most liked the neighborhood attributes – flower baskets and new trees.

**FY 2010-2011****Public Right of Way and Sidewalk Operations**

- Curb Appeal removed 211 pieces of bulky and illegal trash; repainted and degreased 26 city garbage cans to remove graffiti; provided monthly hot water steam cleaning from March to November; and cleaned 237 graffiti markings.

**District Identity and Streetscape Improvements**

- Produced the fourth Annual Easter Egg Hunt attracted more than 400 families in April 2011.
- Installed two parklets on 24<sup>th</sup> Street: 1) in front of Just for Fun and 2) in front of Martha & Brothers Coffee Company.
- Leveraged funding with merchants to install five new benches and three planter boxes in front of Zephyr Real Estate and Cardio Tone.

**Management & Operations**

- Received funding from Office of Economic and Workforce Development.
- Completed a study with MTA on optimizing parking in and around 24<sup>th</sup> street – recommended diagonal parking on Diamond, Noe, Sanchez, and Castro.

**FY 2011-2012****Public Right of Way and Sidewalk Operations**

- Removed 187 pieces of bulky and illegal trash from sidewalk and gutters; worked with 28CLEAN and reported consistent trash abusers; removed 192 graffiti marks and improper signage; replaced the liners of 24 city garbage cans to prevent leakage; and repainted all trash cans and MTA guard rails on Church Street.



**District Identity and Streetscape Improvements**

- Produced the sixth annual Easter Egg Hunt at Douglas Park, which was attended by over 300 Noe Valley families.
- Created a new logo for the NVA, which is prominently displayed on banners on the six street poles managed by the NVA.
- Co-produced the SummerFEST event on June 16, 2012 with the Noe Valley Merchants and Professionals Association.

**Management & Operations**

- Continued to work with the MTA to optimize and preserve parking at Castro and 24th Streets. The NVA initiated a request to remove a bus pull zone at Noe and 24th Streets in favor of a pole stop, which would result in eight new parking spaces. The MTA wanted to remove three parking spaces on Castro Street between 24th and Jersey Streets; the NVA protested this idea and the MTA withdrew their request to remove three parking spaces.

**FY 2012-2013****Public Right of Way and Sidewalk Operations**

- Removed 76 pieces of bulky and illegal trash (boxes, furniture, yard debris, bags of garbage, etc.) from sidewalks and gutters; worked with SF 311, SF Department of Public Works and reported consistent trash abusers; removed 116 graffiti marks and improper signage; and repainted all trashcans and MTA guardrails on Church Street.

**District Identity and Streetscape Improvements**

- Collaborated with the Noe Valley Merchants and Professionals Association to co-produce the 1) the annual SummerFEST event on June 16th, 2) the 24 HoliDAYS on 24th Street events in December, and 3) the holiday lighting on 60+ trees in the neighborhood.

**Management & Operations**

- The NVA was awarded \$680,000 from a City of SF Streetscape Bond to create two of the four proposed bulb outs on 24th Street. A series of community meetings were scheduled to be conducted starting in October 2013 to determine where they will be installed. The bulb outs will create pole stops for Muni buses and result in increased street parking for cars.

**FY 2013-2014****Public Right of Way and Sidewalk Operations**

- Removed 158 pieces of bulky and illegal trash (boxes, furniture, yard debris, bags of garbage, etc.) from sidewalks and gutters; worked with SF 311, SF Department of Public Works and reported consistent trash abusers; removed 264 graffiti marks and improper signage; and repainted all trashcans and MTA guardrails on Church Street.

**District Identity and Streetscape Improvements**

- Collaborated with the Noe Valley Merchants and Professionals Association to co-produce the 1) the annual SummerFEST event on June 14th, 2) the 24 HoliDAYS on 24th Street events in December, and 3) the holiday lighting on 60+ trees in the neighborhood.

**Management & Operations**

- The MTA decided to fund a third additional bulbout on the southeast corner of Castro Street at 24<sup>th</sup> Street in front of Cotton Basics.

**NVCBD Annual Budget Analysis**

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

- **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 “Noe Valley Community Benefit District”, Section 3.9 – Budget*)
- **BENCHMARK 2:** Whether five percent (5%) of actuals came from sources other than assessment revenue (*CA Streets & Highways Code, Section 36650(B)(6); Agreement for the Administration of the “Noe Valley Community Benefit District”, Section A - Annual Reports*)
- **BENCHMARK 3:** Whether the variance between the budget amount and actual expenses within a fiscal year was within 10 percent (*Agreement for the Administration of the “Noe Valley Community Benefit District”, Section 3.9 – Budget*).
- **BENCHMARK 4:** Whether NVCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year (*CA Streets & Highways Code, Section 36651*)

**FY 2009-2010**

**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:** NVCBD did not meet this requirement. NVCBD received non-assessment revenue that well exceeded their five percent (5%) requirement. These non-assessment revenues were budgeted to DISI.

Service Category	Management Plan Budget	% of Budget	FY 2009-2010 Budget	% of Budget	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$160,000	69.5%	\$155,000	61.2%	-8.3%
District Identity and Streetscape Improvements	\$22,000	9.6%	\$53,200	21.0%	+11.5%
Administrative/Corporate Operations	\$32,000	13.9%	\$45,000	17.8%	+3.9%
Contingency Reserve	\$16,128	7.0%		0.0%	-7.0%
<b>TOTAL</b>	<b>\$230,128</b>	<b>100%</b>	<b>\$253,200</b>	<b>100%</b>	

**BENCHMARK 2:** Whether five percent (5%) of actuals came from sources other than assessment revenue

**ANALYSIS:** *NVCBD met this requirement. Assessment revenue was \$262,515 or 88.4% of actuals and non-assessment revenue was \$34,433 or 11.6% of actuals. See table below.*

Revenue Sources	FY 2009-2010 Actuals	% of Actuals
Special Benefit Assessments	\$262,515	
<b>Total assessment revenue</b>	<b>\$262,515</b>	<b>88.4%</b>
Contributions/Grants	\$32,994	
Interest Earned	\$1,439	
<b>Total non-assessment revenue</b>	<b>\$34,433</b>	<b>11.6%</b>
<b>Total</b>	<b>\$296,948</b>	<b>100%</b>

Non-assessment revenue applied to 5% General Benefit requirement

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

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

Service Category	FY 2009-2010 Budget	% of Budget	FY 2009-2010 Actuals	% of Actuals	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$155,000	61.2%	\$184,035	62.4%	1.2%
District Identity and Streetscape Improvements	\$53,200	21.0%	\$40,628	13.8%	-7.2%
Administrative/Corporate Operations	\$45,000	17.8%	\$70,383	23.9%	6.1%
Contingency Reserve	\$0	0.0%	-	-	
<b>TOTAL</b>	<b>\$253,200</b>	<b>100%</b>	<b>\$295,046</b>	<b>100%</b>	

**BENCHMARK 4:** Whether NVCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year

**ANALYSIS:** *NVCBD did not meet this requirement. NVMCBD did not indicate carryforward funds and the allocation of these funds in their Annual Report. OEWD requested that NVCBD provide a letter stating the carryover disbursement along with the designated projects. See attached letter from Noe Valley CBD dated January 16, 2015. Please note: There is a period between when the City collects assessment payment and when the City disburses the funds to the CBD. As a result, a CBD typically has a fund balance at the end of the fiscal year that is equal to about 6 months of their annual budget. See table below.*

<b>FY 2009-10 Carryover Disbursement</b>	<b>\$162,000</b>
Designated Projects for 2010-11	
PROW	\$113,400
DISI	\$16,000
Admin	\$32,600
<b>Total Designated Amount for 2010-11</b>	<b>\$162,000</b>

**FY 2010-2011**

**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:** *NVCBD met this requirement. See table below.*

Service Category	Management Plan Budget	% of Budget	FY 2010-2011 Budget	% of Budget	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$160,000	69.5%	\$161,000	63.4%	-6.1%
District Identity and Streetscape Improvements	\$22,000	9.6%	\$38,000	15.0%	5.4%
Management & Operations	\$32,000	13.9%	\$55,000	21.7%	7.7%
Contingency Reserve	\$16,128	7.0%		0.0%	-7.0%
<b>TOTAL</b>	<b>\$230,128</b>	<b>100%</b>	<b>\$254,000</b>	<b>100%</b>	

**BENCHMARK 2:** Whether five percent (5%) of NVCBD's actuals came from sources other than assessment revenue

**ANALYSIS:** *NVCBD met this requirement. Assessment revenue was \$272,424 or 89.2% of actuals and non-assessment revenue was \$32,878 or 10.8% of actuals.*

Revenue Sources	FY 2010-2011 Actuals	% of Actuals
Special Benefit Assessments	\$272,424	
<b>Total assessment revenue</b>	<b>\$272,424</b>	<b>89.2%</b>
Contributions/Grants	\$31,884	
Interest Earned	\$994	
<b>Total non-assessment revenue</b>	<b>\$32,878</b>	<b>10.8%</b>
<b>TOTAL</b>	<b>\$305,302</b>	<b>100%</b>

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

**ANALYSIS:** *NVCBD met this requirement. See tables below.*

Service Category	FY 2010-2011 Budget	% of Budget	FY 2010-2011 Actuals	% of Actuals	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$161,000	63.4%	\$151,727	54.0%	-9.4%
District Identity and Streetscape Improvements	\$38,000	15.0%	\$56,013	19.9%	+5.0%
Management & Operations	\$55,000	21.7%	\$73,356	26.1%	+4.4%
Contingency Reserve	\$0	0.0%	-	-	
<b>TOTAL</b>	<b>\$254,000</b>	<b>100%</b>	<b>\$281,096</b>	<b>100%</b>	

**BENCHMARK 4:** Whether NVCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year

**ANALYSIS:** *NVCBD did not meet this requirement. NVCBD did not indicate carryforward funds and the allocation of these funds in their Annual Report. OEWD requested that NVCBD provide a letter stating the carryover disbursement along with the designated projects. See attached letter from Noe Valley CBD dated January 16, 2015. Please note: There is a period between when the City collects assessment payment and when the City disburses the funds to the CBD. As a result, a CBD typically has a fund balance at the end of the fiscal year that is equal to about 6 months of their annual budget. See table below.*

<b>FY 2010-11 Carryover Disbursement</b>	<b>\$176,913</b>
Designated Projects for 2011-12	
PROW	\$123,840
DISI	\$15,000
Admin	\$38,073
<b>Total Designated Amount for 2011-12</b>	<b>\$176,913</b>

**FY 2011-2012**

**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:** *NVCBD did not meet this requirement. See table below.*

Service Category	Management Plan Budget	% of Budget	FY 2011-2012 Budget	% of Budget	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$160,000	69.5%	\$145,000	58.7%	-10.8%
District Identity and Streetscape Improvements	\$22,000	9.6%	\$32,000	13.0%	+3.4%
Administrative/Corporate Operations	\$32,000	13.9%	\$70,000	28.3%	+14.4%
Contingency Reserve	\$16,128	7.0%			-7.0%
<b>TOTAL</b>	<b>\$230,128</b>	<b>100%</b>	<b>\$247,000</b>	<b>100%</b>	

**BENCHMARK 2:** Whether five percent (5%) of NVCBD's actuals came from sources other than assessment revenue

**ANALYSIS:** NVCBD met this requirement. Assessment revenue was \$239,207 or 83.7% of actuals and non-assessment revenue was \$17,157 or 6.7% of actuals. See table below.

Revenue Sources	FY 2011-2012 Actuals	% of Actuals
Special Benefit Assessments	\$239,207	
<b>Total assessment revenue</b>	<b>\$239,207</b>	<b>93.3%</b>
Contributions/Grants	\$16,441	
Interest Earned	\$716	
<b>Total non-assessment revenue</b>	<b>\$17,157</b>	<b>6.7%</b>
<b>Total</b>	<b>\$256,364</b>	<b>100%</b>

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

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

Service Category	FY 2011-2012 Budget	% of Budget	FY 2011-2012 Actuals	% of Budget	Variance Budget to Actuals
Public Rights of Way	\$145,000	58.7%	\$157,800	60.1%	1.4%
District Identity and Streetscape Improvement	\$32,000	13.0%	\$28,295	10.8%	-2.2%
Management & Operations	\$70,000	28.3%	\$76,562	29.1%	0.8%
Contingency Reserve	\$0	0.0%	-	-	
<b>TOTAL</b>	<b>\$247,000</b>	<b>100%</b>	<b>\$262,657</b>	<b>100%</b>	

**BENCHMARK 4:** Whether NVCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year

**ANALYSIS:** *NVCBD did not meet this requirement. NVCBD did not indicate carryforward funds and the allocation of these funds in their Annual Report. OEWD requested that NVCBD provide a letter stating the carryover disbursement along with the designated projects. See attached letter from Noe Valley CBD dated January 16, 2015. Please note: There is a period between when the City collects assessment payment and when the City disburses the funds to the CBD. As a result, a CBD typically has a fund balance at the end of the fiscal year that is equal to about 6 months of their annual budget. See table below.*

<b>FY 2011-2012 Carryover Disbursement</b>	<b>\$170,757</b>
Designated Projects for FY 2012-13	
PROW	\$121,000
DISI	\$16,000
Admin	\$33,757
<b>Total Designated amount for FY 2012-13</b>	<b>\$170,757</b>

**FY 2012-2013**

**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:** *NVCBD did not meet this requirement. See table below.*

Service Category	Management Plan Budget	% of Management Plan	FY 2012-2013 Budget	% of Budget	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$160,000	70%	\$155,000	64.6%	-5.4
District Identity and Streetscape Improvements	\$22,000	10%	\$20,000	8.3%	-1.7
Administrative/Corporate Operations	\$32,000	14%	\$60,000	25.0%	+11
Contingency Reserve	\$16,128	7%	\$5,000	2.1%	-4.9
<b>TOTAL</b>	<b>\$230,128</b>	<b>100%</b>	<b>\$240,000</b>	<b>100%</b>	



**BENCHMARK 2:** Whether five percent (5%) of NVCBD's actuals came from sources other than assessment revenue

**ANALYSIS:** *NVCBD did not meet this requirement. Assessment revenue was \$235,301 or 99.0% of actuals and non-assessment revenue was \$2,408 or 1.0% of actuals. See table below.*

Revenue Sources	FY 2012-2013 Actuals	% of Actuals
Special Benefit Assessments	\$235,301	
<b>Total assessment revenue</b>	<b>\$235,301</b>	<b>99.0%</b>
Contributions/Grants	\$1,725	
Interest Earned	\$683	
<b>Total non-assessment revenue</b>	<b>\$2,408</b>	<b>1.0%</b>
<b>TOTAL</b>	<b>\$237,709</b>	<b>100%</b>

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

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

Service Category	FY 2012-2013 Budget	% of Budget	FY 2012-2013 Actuals	% of Actuals	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$155,000	64.6%	\$143,092	63.2%	-1.4%
District Identity and Streetscape Improvements	20,000	8.3%	14,761	6.5%	-1.8%
Administrative/Corporate Operations	60,000	25.0%	68,577	30.3%	+5.3%
Contingency Reserve	5,000	2.1%	-		
<b>TOTAL</b>	<b>\$240,000</b>	<b>100%</b>	<b>\$226,430</b>	<b>100%</b>	

**BENCHMARK 4:** Whether NVCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year

**ANALYSIS:** *NVCBD met this requirement. NVCBD did not indicate carryforward funds and the allocation of these funds in their Annual Report. OEWD requested that NVCBD provide a letter stating the carryover disbursement along with the designated projects. See attached letter from Noe Valley CBD dated January 16, 2015. Please note: There is a period between when the City collects assessment payment and when the City disburses the funds to the CBD. As a result, a CBD typically has a fund balance at the end of the fiscal year that is equal to about 6 months of their annual budget. See table below.*

<b>FY 2012-2013 Carryover Disbursement</b>	<b>\$161,868</b>
Designated Projects for FY 2013-14	
PROW	\$113,308
DISI	\$15,000
Admin	\$33,560
<b>Total Designated amount for FY 2013-14</b>	<b>\$161,868</b>

**FY 2013-2014**

**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:** *NVCBD did not meet this requirement. These variances are explained by the Proposition B funds awarded to NVCBD to complete the projects under the DISI program area. Therefore explaining the high variances between the management plan budget allocations to the proposed budget allocations.*

<b>Service Category</b>	<b>Management Plan Budget</b>	<b>% of Management Plan</b>	<b>FY 2013-2014 Budget</b>	<b>% of Budget</b>	<b>Variance Percentage Points</b>
Public Rights of Way and Sidewalk Operations	\$160,000	69.5%	\$148,000	16.3%	-53.3%
District Identity and Streetscape Improvements	\$22,000	9.6%	\$695,000	76.4%	+66.8%
Administrative/Corporate Operations	\$32,000	13.9%	\$62,000	6.8%	-7.1%
Contingency Reserve	\$16,128	7.0%	\$4,840	0.5%	-6.5%
<b>TOTAL</b>	<b>\$230,128</b>	<b>100%</b>	<b>\$909,840</b>	<b>100%</b>	<b>0.0%</b>

**BENCHMARK 2:** Whether five percent (5%) of NVCBD's actuals came from sources other than assessment revenue

**ANALYSIS:** *NVCBD did not meet this requirement. Assessment revenue was \$247,526 or 98.9% of actuals and non-assessment revenue was \$2,629 or 1.1% of actuals. See table below.*

Revenue Sources	FY 2013-2014 Actuals	% of Actuals
Special Benefit Assessments	\$247,526	
<b>Total assessment revenue</b>	<b>\$247,526</b>	<b>98.9%</b>
Contributions/Grants	\$2,000	
Interest Earned	\$629	
<b>Total non-assessment revenue</b>	<b>\$2,629</b>	<b>1.1%</b>
<b>TOTAL</b>	<b>\$250,155</b>	<b>100%</b>

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

**ANALYSIS:** *NVCBD did not meet this requirement. These variances are explained by the Proposition B funds awarded to NVCBD. While they received an award letter these funds have not been disbursed to NVCBD to complete the projects under the DISI program area. Therefore explaining the high variances between budget to actuals. See table below.*

Service Category	FY 2013-2014 Budget	% of Budget	FY 2013-2014 Actuals	% of Actuals	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$148,000	16.3%	\$147,591	64.4%	+48.1%
District Identity and Streetscape Improvements	\$695,000	76.4%	\$14,573	6.4%	-70.0%
Administrative/Corporate Operations	\$62,000	6.8%	\$66,999	29.2%	22.4%
Contingency Reserve	\$4,840	0.5%	-	0.0%	
<b>TOTAL</b>	<b>\$909,840</b>	<b>100%</b>	<b>\$229,163</b>	<b>100%</b>	

**BENCHMARK 4:** Whether NVCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year

**ANALYSIS:** *NVCBD met this requirement. NVCBD did not indicate carryforward funds and the allocation of these funds in their Annual Report. OEWD requested that NVCBD provide a letter stating the carryover disbursement along with the designated projects. See attached letter from Noe Valley CBD dated January 16, 2015. Please note: There is a period between when the City collects assessment payment and when the City disburses the funds to the CBD. As a result, a CBD typically has a fund balance at the end of the fiscal year that is equal to about 6 months of their annual budget. See table below.*

<b>FY 2013-2014 Carryover Disbursement</b>	<b>\$213,653</b>
Designated Projects for FY 2014-15	
PROW	\$149,558
DISI	\$15,000
Admin	\$49,095
<b>Total Designated amount for FY 2014-15</b>	<b>\$213,653</b>

**Findings and Recommendations**

Within the review periods of and FY 2009-10, FY 2010-11, FY 2011-12, FY 2012-13, and FY 2013-2014, the Noe Valley CBD generally met the expectations and requirements as set by the California Street and Highways Code Section 36650-36651; and the Agreement for the Administration of the “Noe Valley Community Benefit District.

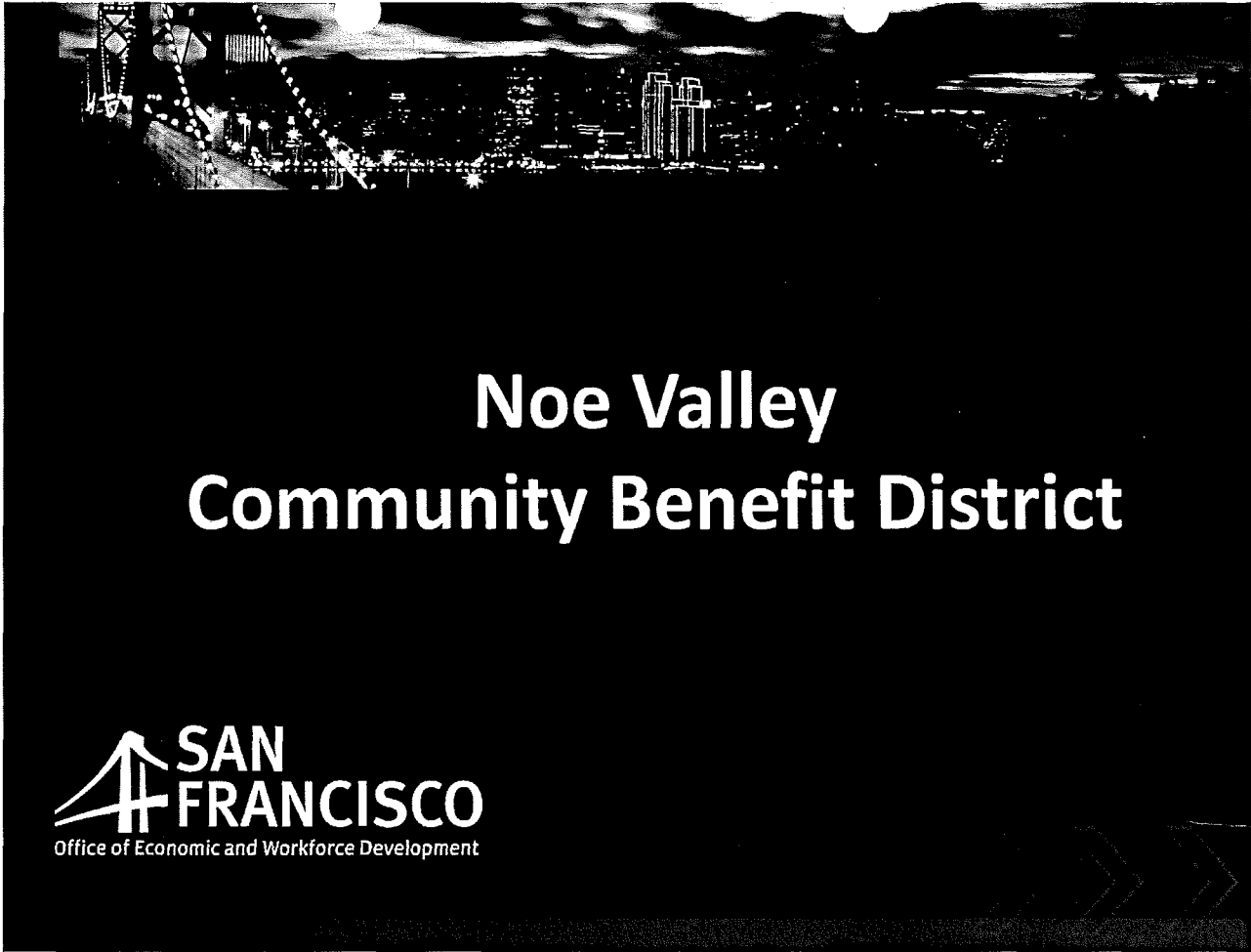
Per their management plan NVCBD’s non-assessment revenue must be at least five percent (5%) of their total revenue. In FYs 2009-2010, 2010-2011, and 2011-2012 NVCBD exceeded their General Benefit requirement of five percent (5%) by raising their non-assessment revenue to \$34,433, \$32,878, and \$17,157. In FY 2012-2013 assessment revenue was \$235,301 or 99.0% of actuals and non-assessment revenue was \$2,408 or 1.0% of actuals. In FY 2013-2014 assessment revenue was \$247,526 or 98.9% of actuals and non-assessment revenue was \$2,629 or 1.1% of actuals. We recommend that the NVCBD continue to work diligently to meet their 5 percent (5%) general benefit requirement.

In FY 2013-2014 Noe Valley received Proposition B funds from Supervisor Weiner. These funds will be used to implement the Streetscape Improvements Long term plan. While these funds have been rewarded to NVCBD, they have not been disbursed to NVCBD. These funds were incorporated in the budget allocation for FY 2013-2014, explaining the high variances between management plan to budget for PROWSO and DISI.

## **Conclusion**

NVCBD has performed well in implementing the service plan. NVCBD has continued to successfully sponsor and help promote events in Noe Valley, including the Harvest Festival, the Easter Egg Hunt, SummerFEST, and 24 HOLIDAYS, driving hundreds of visitors to the district. NVCBD has done an outstanding job in partnering with the community stakeholders and numerous municipal agencies for the activation and improvement 24th at Noe and at Church Streets. NVCBD is a well-run organization with active board and committee members and will continue to successfully carryout its mission as a community benefit district.





# Noe Valley Community Benefit District



## Legislative Overview

**Community Benefit Districts (CBDs) /  
Business Improvement Districts (BIDs) are  
governed by:**

- State law
  - “1994 Act”
- Local law
  - “Article 15”

# Review Process

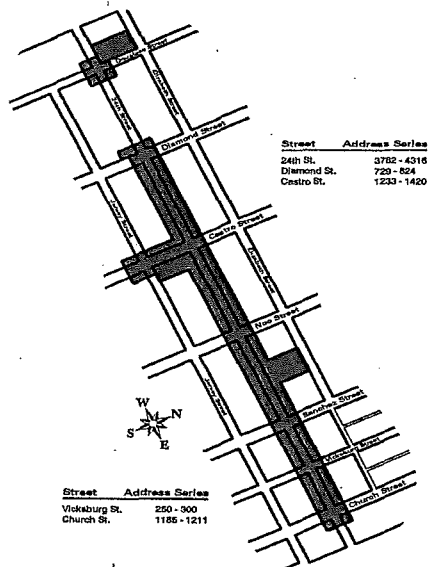
This resolution covers Annual Reports for FY 2009-2010, 2010-2011, 2011-2012, 2012-2013, and 2013-2014

- OEWD ensures that all CBDs/BIDs are meeting their management plans.
- OEWD staff conducts an annual review of Annual Reports and CPA Financial Reviews.
- OEWD provides the Board Supervisors with a summary memo.



# Parcel Map

Noe Valley Association- A Community Benefits District  
Address Range Map





# NVCBD Formation

YBCBD	Type	Assessment Budget*	Year Established	Expires
	Property-Based	\$ 230,138	2005	June 30, 2020

\*budget identified in management plan



# NVCBD Operations

- **Staff**

- Executive Director – Debra Niemann

- **Service Areas**

- **Public Rights of Way and Sidewalk Operations (PROWSO)**

- This program includes street maintenance, beautification, and safety services.
  - Contracts with Curb Appeal to provide sidewalk cleaning and beautification services.
  - During the holiday seasons, NVA hires San Francisco Patrol Special

- **District Identity and Street Improvements (DISI)**

- This program area is allocated for public space development.
  - Promote the district through a strategic marketing materials.
  - Sponsor special events in the district such as farmer's markets and street festivals.

- **Administration and Corporate Operations**

- Admin and operations includes oversight of service contract, implementation of major projects, staffing the Board of Directors and Committees, and general day to day operations.



# BENCHMARKS

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

**Benchmark 1** – Whether the variance between the budget amounts for each service category was within 10 percentage points from the management plan.

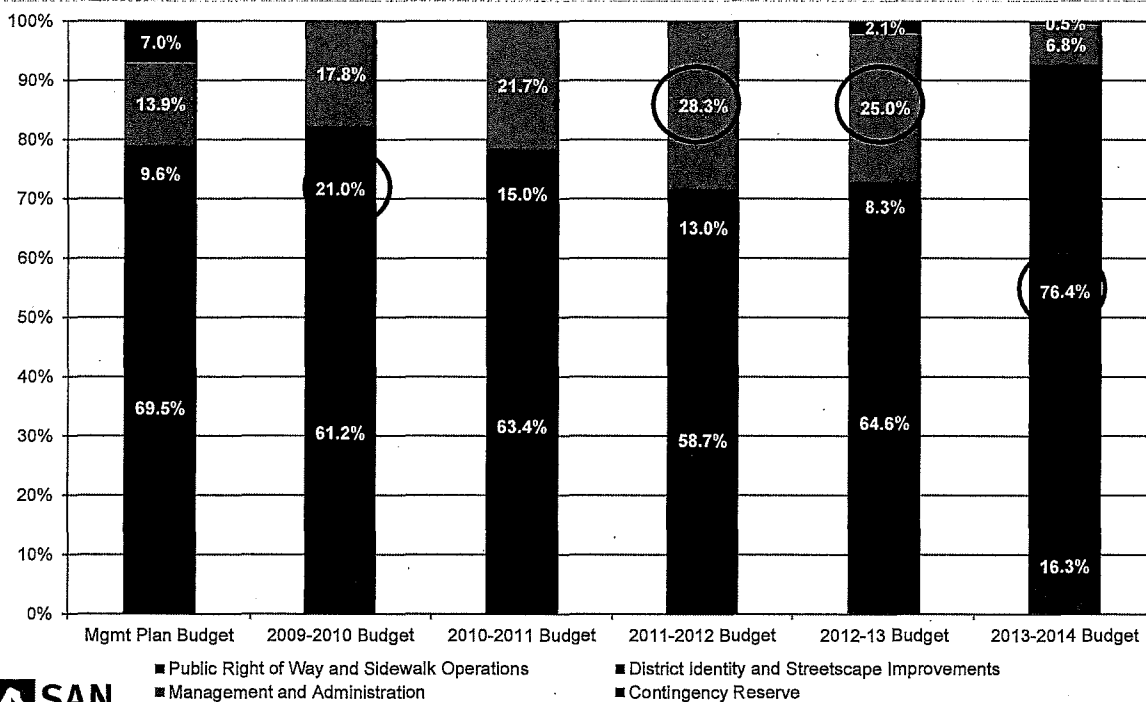
**Benchmark 2** – Whether five percent (5%) of NVCBD's actuals came from sources other than assessment revenue.

**Benchmark 3** - Whether the variance between the budget amounts for each service category was within 10 percentage points from the actuals.

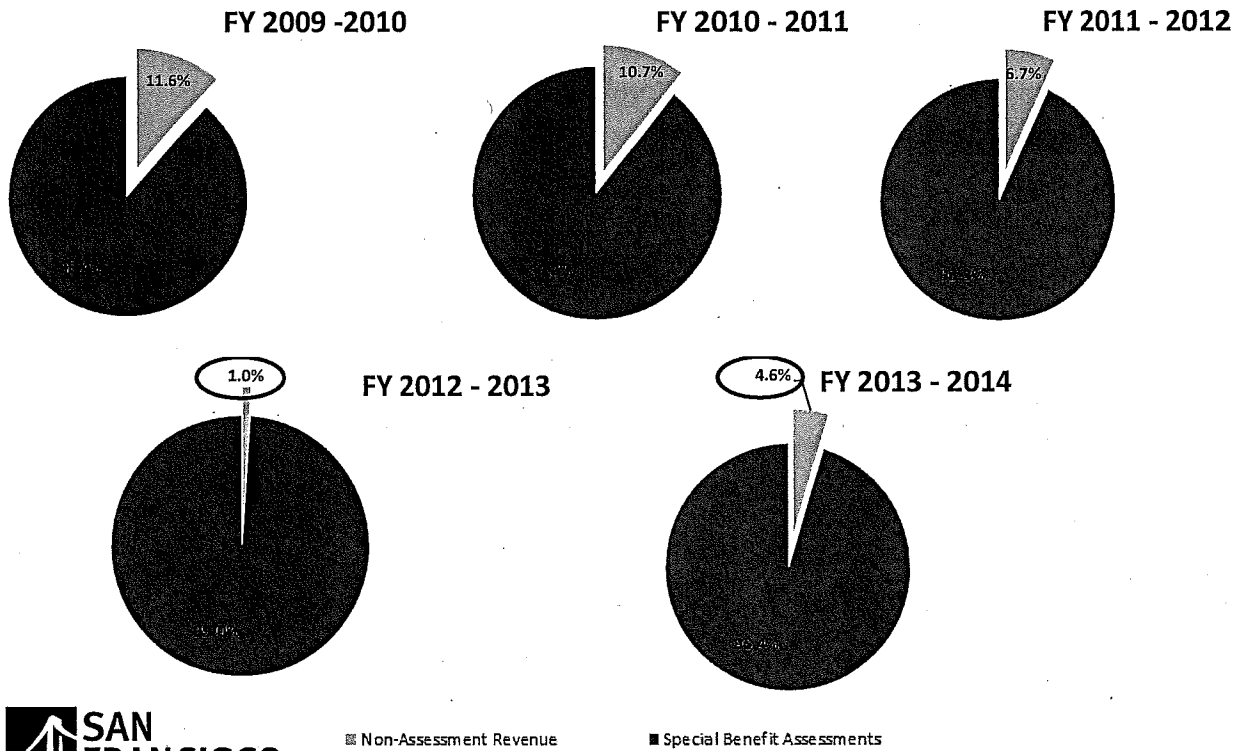
**Benchmark 4** - Whether CBD is indicating the amount of funds carried over from the current fiscal year and designating projects to be spent in the upcoming fiscal year.



## Management Plan vs. Annual Budgets



# Assessment Revenue & Other Income



# Budget vs Actuals

Service Category	FY 2009-2010 Variance % Points	FY 2010-2011 Variance % Points	FY 2011-2012 Variance % Points	FY 2012-2013 Variance % Points	FY 2013-2014 Variance % Points
Public Rights of Way and Sidewalk Operations	+1.2	-9.4	+1.6	-2.8	+48.1
District Identity and Street Improvements	-7.2	+5.0	-2.1	-2.0	-70.4
Administrative Expenses	+6.1	+4.4	+0.5	+4.8	+22.4



## Carryover

Designated Projects	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012- 13	FY 2013-14
PROWSO	\$113,400	\$123,840	\$121,000	\$113,308	\$149,558
DISI	\$16,000	\$15,000	\$16,000	\$15,000	\$15,000
ADMIN	\$32,600	\$38,073	\$33,757	\$33,560	\$49,095
<b>Total Designated Amount</b>	<b>\$162,000</b>	<b>\$176,913</b>	<b>\$170,757</b>	<b>\$161,868</b>	<b>\$213,653</b>



## Recommendations for NVCBD

In completing the review of the NVCBD's annual reports and financials, OEWD sets forth the following recommendations:

- NVCBD should ensure that their management plan includes all information as required by both State and Local law. In particular ensuring that total carryforward amount is identified and that the breakdown of how those funds will be spent are included annual reports.
- NVCBD should work diligently to ensure that the organization is meeting the 5% general benefit requirement.



# Conclusion

Noe Valley CBD has performed well in implementing the service plan in the district:

- Marketed and produced neighborhood events – Harvest Festival, the Easter Egg Hung, SummerFEST and 24 HoliDAYS.
- Increased their opportunities in partnering with community stakeholders and numerous municipal agencies for the activation and improvement 24th at Noe and at Church Streets.
- Maintained an active board of directors and several sub committees

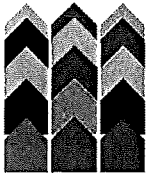
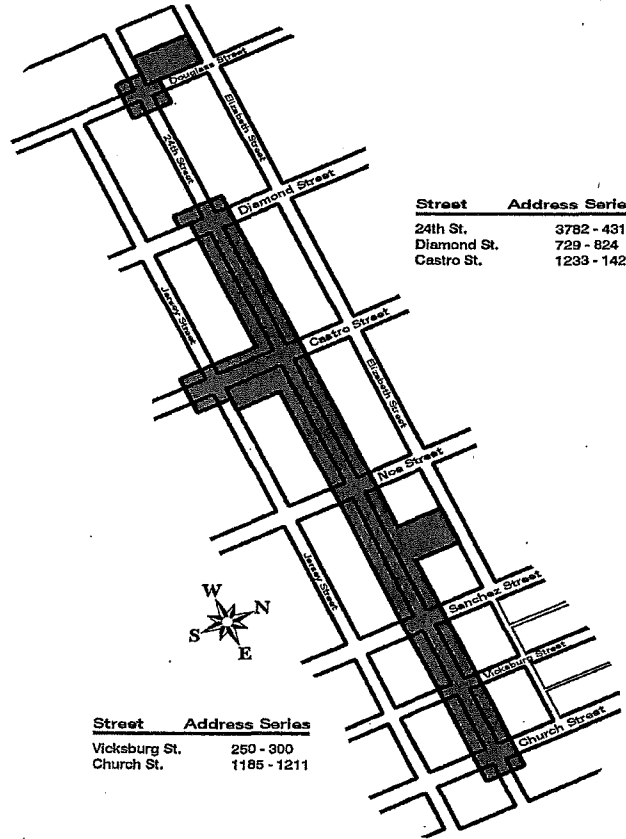


Noe Valley Association  
A Community Benefit District  
[noevalleyassociation.org](http://noevalleyassociation.org)



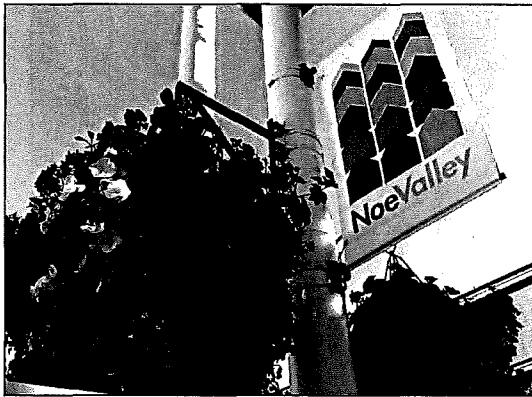
**Noe Valley Association- A Community Benefits District  
Address Range Map**

# Noe Valley CBD Area Map

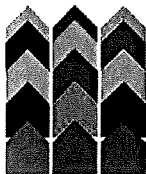


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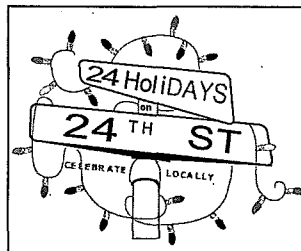
## NVA Active Committees



Green Committee - Streetscape Improvements



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Event Marketing in partnership with the NVMPA

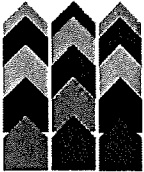
## NVA Active Committees, cont.



[www.noevalleyharvestfestival.com](http://www.noevalleyharvestfestival.com)

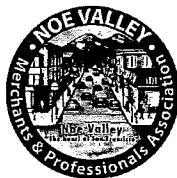


Noe Valley Harvest Festival



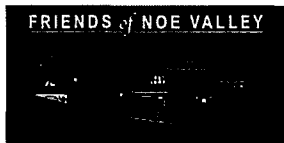
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## NVA Partner Organizations



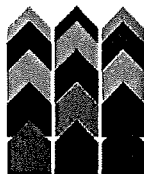
### Noe Valley Merchants & Professionals Association

<http://www.noevalleymerchants.com>

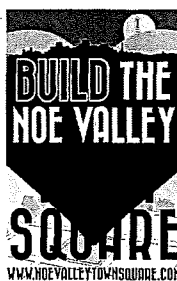


### Friends of Noe Valley

<http://friendsofnoevalley.com>



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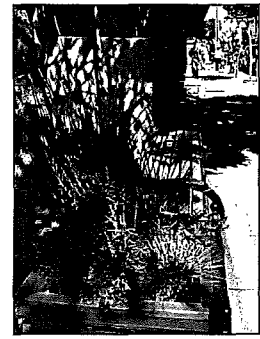
### Residents for Noe Valley Town Square

<http://noevalleytownsquare.com>

# Grants

## 2010

- Community Challenge Grant: \$13,600 for street furniture & sidewalk planter boxes



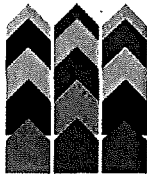
## 2011

- Pavements to Parks Grant: \$38,900 for design and installation of two parklets on 24<sup>th</sup> Street



## 2013

- Prop B funding: \$695,000 awarded for bulb-outs and seating at four primary intersections on 24<sup>th</sup> St.



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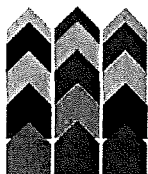
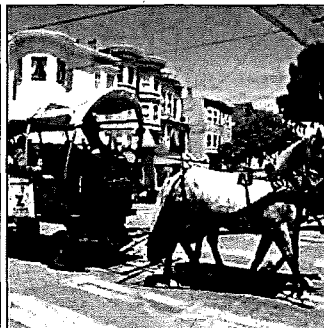
## 2014

- OEWD Neighborhood improvement Projects: \$15,000 for bike racks

# Events + Highlights

June: SummerFEST - the day before Father's Day

[www.noevalleysummerfest.com](http://www.noevalleysummerfest.com)



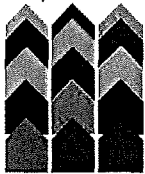
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# Events + Highlights

October: Noe Valley Harvest Festival - The NVA works with community volunteers to produce this family-friendly annual event.

[www.noevalleyharvestfestival.com](http://www.noevalleyharvestfestival.com)



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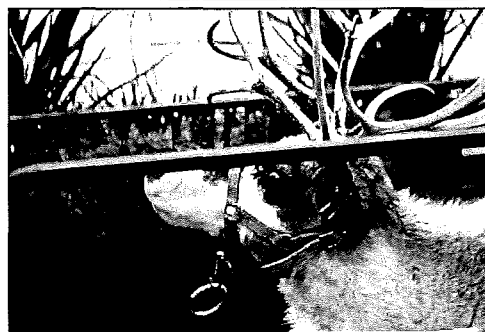
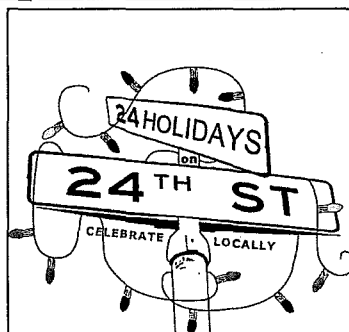
# Events + Highlights

December: 24 HoliDAYS on 24<sup>th</sup> Street

24 days of festive music and events to attract holiday shoppers to Noe Valley - [www.24on24th.com](http://www.24on24th.com)



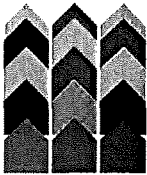
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# Day to Day Operations

## Examples:

- Annual removal of 1,982 bulky trash items
- Annual removal of 2,876 graffiti marks, stickers
- 10 annual power washings of sidewalks
- 24 flower baskets hung every six months



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[noevalleyassociation.org](http://noevalleyassociation.org)

## Challenges

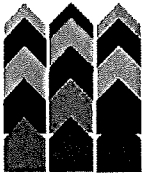
- Utility wires hanging over 24<sup>th</sup> Street



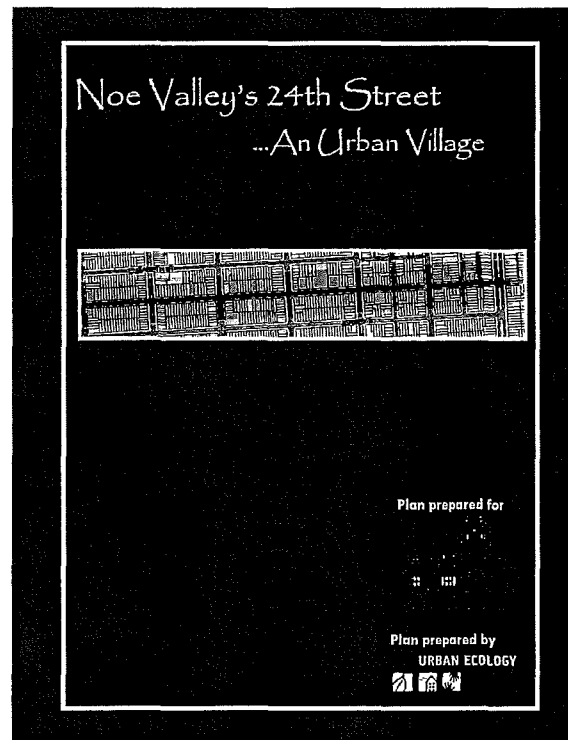
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# Opportunities

- Applying for more grants based on the Long Term Plan for Noe Valley, created in 2006.



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noevalleyassociation.org



# Projects + Visions = Advocacy

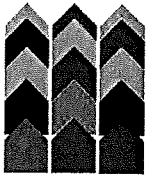
- Complete Prop B funding of bulb-outs and DuraTherm
- Work with owners of Real Foods building to ensure new building is built



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Thank You.



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[noevalleyassociation.org](http://noevalleyassociation.org)

Member, Board of Supervisors  
District 7



NORMAN YEE

RECEIVED  
BOARD OF SUPERVISORS  
City and County of San Francisco

2015 FEB 13 PM 12:28

*li*

COB, GAO,  
Leg Dep

---

DATE: 2/12/2015

TO: Angela Calvillo  
Clerk of the Board of Supervisors

FROM: Supervisor Norman Yee  
Chairperson

RE: Government Audit and Oversight Committee  
COMMITTEE REPORT

---

Pursuant to Board Rule 4.20, as Chair of the Government Audit and Oversight Committee, I have deemed the following matter is of an urgent nature and request it be considered by the full Board on March 3<sup>rd</sup> 2015, as a Committee Report:

**150089 - Noe Valley Community Benefit District - FYs 2009-2014 Annual Reports to the City**

**150090 - Castro/Upper Market Community Benefit District - FYs 2009-2013**

This matter will be heard in the Government Audit and Oversight Committee on February 26<sup>th</sup>, 2015, at 10.30 a.m.

A handwritten signature in black ink that reads "Norman Yee".

Supervisor Norman Yee

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: Regina Dick-Endrizzi, Director  
**Small Business Commission, City Hall, Room 448**

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

DATE: February 4, 2015

SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS  
Government Audit and Oversight Committee

The Board of Supervisors' Government Audit and Oversight Committee has received the following legislation, which is being referred to the Small Business Commission for comment and recommendation. The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

**File No. 150089**

**Resolution receiving and approving annual reports for the Noe Valley Community Benefit District for FYs 2009-2014, 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.**

Please return this cover sheet with the Commission's response to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

\*\*\*\*\*

**RESPONSE FROM SMALL BUSINESS COMMISSION - Date: \_\_\_\_\_**

**No Comment**

**Recommendation Attached**

\_\_\_\_\_  
**Chairperson, Small Business Commission**

## **Major, Erica**

---

**From:** Major, Erica  
**Sent:** Wednesday, February 04, 2015 11:39 AM  
**To:** Dick-Endrizzi, Regina (MYR)  
**Cc:** Somera, Alisa (BOS)  
**Subject:** REFERRAL SBC - (File 150089) Noe Valley Community Benefit District - FYs 2009-2014 Annual Reports to the City  
**Attachments:** 150089 SBC.pdf

Greetings:

This matter is being referred to the Small Business Commission for comment and recommendation. Please forward the Commission's response as soon as it is available.

Thank you.

### **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

BOARD of SUPERVISORS



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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: February 4, 2015

SUBJECT: LEGISLATION INTRODUCED

---

The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Supervisor Wiener on January 27, 2015:

**File No. 150089**

**Resolution receiving and approving annual reports for the Noe Valley Community Benefit District for FYs 2009-2014, 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  
Crezia Tano, Office of Economic and Workforce Development



## Major, Erica

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**From:** Major, Erica  
**Sent:** Wednesday, February 04, 2015 11:40 AM  
**To:** Rosenfield, Ben (CON); Rufo, Todd (MYR)  
**Cc:** Rydstrom, Todd (CON); Tano, Crezia (MYR); Somera, Alisa (BOS)  
**Subject:** REFERRAL FYI - (File No. 150089) Noe Valley Community Benefit District - FYs 2009-2014 Annual Reports to the City  
**Attachments:** 150089 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 94012.

Thank You.

### **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

**MEMO**

To: Supervisor Scott Wiener, District 8  
CC: San Francisco Board of Supervisors  
From: Crezia Tano, OEWD Senior Project Manager  
RE: Noe Valley Community Benefit District  
Date: January 23, 2015

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This is a memo summarizing the accomplishments of the Noe Valley Community Benefit District and an analysis of its financial statements (based on their audit) for the period between July 1, 2009, and June 30, 2014.

Each year the CBD is required to submit a mid-year report, an annual report, and a CPA Financial Review or Audit. Noe Valley CBD has complied with the submission of all these requirements. OEWD staff, with assistance from the Controller's Office, reviewed these financial documents to monitor and report on whether they have complied with the rules per the Property and Business Improvement District Law of 1994, California Streets and Highways Code Sections 36600 Et Seq.; San Francisco's Business and Tax Regulations Code Article 15; the Noe Valley CBD management contract with the City; and their Management Plan approved by the Board of Supervisors in 2006.

Also attached to this memo are the following documents:

1. Annual Reports
  - a. FY 2009-2010
  - b. FY 2010-2011
  - c. FY 2011-2012
  - d. FY 2012-2013
  - e. FY 2013-2014
2. CPA Financial Review Reports
  - a. FY 2009-2010
  - b. FY 2010-2011
  - c. FY 2011-2012
  - d. FY 2012-2013
  - e. FY 2013-2014
3. Draft resolution from the Office of Economic and Workforce Development



**Background**

The Noe Valley Community Benefit District (Noe Valley CBD) was formed to increase commerce, make Noe Valley a better place to shop, beautify the neighborhood, develop public spaces and allow the business and property owners to have input into the revitalization and maintenance of the district. Noe Valley CBD includes both privately and publicly owned properties. The district is 8 square blocks and includes 211 parcels. The main commercial street that services Noe Valley is 24th Street between Church and Douglass Streets.

- August 2, 2005: the Board of Supervisors approved the resolution that established the Noe Valley Community Benefit District for 15 years (Resolution # 583-05).
- January 10, 2006: the Board approved the contract for the administration and management of the Noe Valley Community Benefit District (Resolution # 13-06).
- July 12, 2011: the Board of Supervisors approved the Annual Reports for FYs 2006-2007, 2007-2008, 2008-2009 annual reports (Resolution # 14-11).

**Basic Info about Noe Valley Community Benefit District:**

Year Established	August 2005
Assessment Collection Period	FY 2005-2006 to FY 2019-2020 (July 1, 2005 to June 30, 2020)
Services Start and End Date	January 1, 2006 – December 31, 2020
Initial Estimated Annual Budget	\$230,138
Fiscal Year	July 1 – June 30
Executive Director	Debra Niemann
Name of Nonprofit Owners' Entity	Noe Valley Association

The current CBD website [www.noevalleyassociation.org](http://www.noevalleyassociation.org) includes all the pertinent information about the organization and their programs, a calendar of events, their Management Plan, Mid-Year Report, Annual Report and meeting schedules.

**Summary of Program Areas**

**Public Rights of Way and Sidewalk Operations**

The Noe Valley Management Plan calls for 70% of the budget to be spent on Public Rights of Way and Sidewalk Operations. This program area includes maintenance of trees, planters and flower baskets; systematic sidewalk cleaning; and safety services. NVCBD contracts with Curb Appeal to provide daily sidewalk and gutter sweeping as well as removal of excess trash, leaves and debris, graffiti removal within 24 hours, monthly hot steam cleanings and as needed spot cleaning are services that are covered by this program area. Curb Appeal is also responsible for watering 24 hanging flower baskets, 148 neighborhood trees, and 42 open ground or planter boxes. For additional safety services during the holidays, NVA hires San Francisco Patrol Special. They patrol 24th Street six days a week for the month of December.

### **District Identity and Streetscape Improvements**

Approximately 10% of the annual budget is allocated for public space development and streetscape improvements. This program area includes but is not limited to promoting the district through a website that includes information about their purpose and accomplishments, sponsoring special events such as farmers markets' and street festivals, and developing plans that outline the long term goals of the district. In addition, NVA serves as the fiscal agent of four seasonal major events in the neighborhood including Harvest Festival in October; Spring/Easter Egg Hunt in April; SummerFest in June; and the latest addition – 24 HoliDAYS on 24th Street in December

### **Management & Operations**

NVCBD is staffed by a part-time Executive Director who 1) performs the day-to-day management of the organization, 2) works with various city departments, 3) advocates for city funds and services, and 4) ensures that the organization is in compliance with their Management Plan and City contract. The CMCBD Management Plan calls for 12% of the budget to be spent on management and operations.

The NVCBD board has nine (9) members, represented by residents, property owners, community organizations, non-profit arts organizations, government and educational institutions and businesses. Board member seats are determined using the following guidelines: Property Owners (50%) and Non-Property Owners (50%). Of the non-property owners, two seats (20%) are set aside for merchants with a preference for existing small businesses operating retail, restaurant and service and three seats (30%) are reserved for Community Based Organizations, art-related non-profits, and residents. This structure complies with Article 15 of the San Francisco Business and Tax Regulations Code. The full board meets quarterly. The committees and meeting times are detailed below:

- **Executive Committee** - The Executive Committee oversees central operations of the organization and ensures the functioning of key areas: staff and contracts; corporate finances; insurance; grants; development of budget; board agendas and meetings; correspondence; outreach; bylaws and policies; public relations; newsletters. The Executive Committee meets the 1<sup>st</sup> Tuesday of the month.
- **Streetscape Committee** – The Streetscape Committee is in charge of overseeing the services in public spaces (the 'pubic right of way') and ensuring the success and efficiency of these services, along with other services designed to promote safety in the neighborhood. These services include the following project events: sidewalk sweeping and cleaning; steam cleaning; relations with the Department of Public Works (DPW); tree planting and maintenance; improving public right of way experience; and safety programs including Safe Passage and Safe Havens. The Streetscape Committee meets as needed.

### **Summary of Accomplishments, Challenges, and Delivery of Services**

#### **FY 2009-2010**

#### **Public Right of Way and Sidewalk Operations**

- Hired a new cleaning company, Curb Appeal to perform all the sidewalk cleaning and maintenance services. Curb Appeal partners with the Jericho Project, an organization that provides employment opportunities for first time drug offenders.

### **District Identity and Streetscape Improvements**

- Created five new garden sites on the corners of 24th and Noe Streets and installed four new benches and six planter boxes in front of Bernie's Coffee and Whole Foods Market, projects were partly funded by the Community Challenge Grant program and other non-assessment revenue dollars.

### **Management & Operations**

- Conducted a five question neighborhood survey. The survey developed in collaboration with property owners and the Noe Valley Merchants & Professionals Association, asked respondents to identify the best use of commercial space on 24<sup>th</sup> Street.
  - New types of restaurants – vegetarian, Indian and Vietnamese food and traditional burger joints.
  - New types of retail stores – garden stores and home accessories stores.
  - Improvements in Noe Valley – underground electrical wires, improving the #48 bus line, more parking and creating more space for kids to hangout.
  - Most popular events –Saturday Farmer's Market, Noe Valley Garden tour and Harvest Festival.
  - Most liked the neighborhood attributes – flower baskets and new trees.

## **FY 2010-2011**

### **Public Right of Way and Sidewalk Operations**

- Curb Appeal removed 211 pieces of bulky and illegal trash; repainted and degreased 26 city garbage cans to remove graffiti; provided monthly hot water steam cleaning from March to November; and cleaned 237 graffiti markings.

### **District Identity and Streetscape Improvements**

- Produced the fourth Annual Easter Egg Hunt attracted more than 400 families in April 2011.
- Installed two parklets on 24<sup>th</sup> Street: 1) in front of Just for Fun and 2) in front of Martha & Brothers Coffee Company.
- Leveraged funding with merchants to install five new benches and three planter boxes in front of Zephyr Real Estate and Cardio Tone.

### **Management & Operations**

- Received funding from Office of Economic and Workforce Development.
- Completed a study with MTA on optimizing parking in and around 24<sup>th</sup> street – recommended diagonal parking on Diamond, Noe, Sanchez, and Castro.

## **FY 2011-2012**

### **Public Right of Way and Sidewalk Operations**

- Removed 187 pieces of bulky and illegal trash from sidewalk and gutters; worked with 28CLEAN and reported consistent trash abusers; removed 192 graffiti marks and improper signage; replaced the liners of 24 city garbage cans to prevent leakage; and repainted all trash cans and MTA guard rails on Church Street.

**District Identity and Streetscape Improvements**

- Produced the sixth annual Easter Egg Hunt at Douglas Park, which was attended by over 300 Noe Valley families.
- Created a new logo for the NVA, which is prominently displayed on banners on the six street poles managed by the NVA.
- Co-produced the SummerFEST event on June 16, 2012 with the Noe Valley Merchants and Professionals Association.

**Management & Operations**

- Continued to work with the MTA to optimize and preserve parking at Castro and 24th Streets. The NVA initiated a request to remove a bus pull zone at Noe and 24th Streets in favor of a pole stop, which would result in eight new parking spaces. The MTA wanted to remove three parking spaces on Castro Street between 24th and Jersey Streets; the NVA protested this idea and the MTA withdrew their request to remove three parking spaces.

**FY 2012-2013****Public Right of Way and Sidewalk Operations**

- Removed 76 pieces of bulky and illegal trash (boxes, furniture, yard debris, bags of garbage, etc.) from sidewalks and gutters; worked with SF 311, SF Department of Public Works and reported consistent trash abusers; removed 116 graffiti marks and improper signage; and repainted all trashcans and MTA guardrails on Church Street.

**District Identity and Streetscape Improvements**

- Collaborated with the Noe Valley Merchants and Professionals Association to co-produce the 1) the annual SummerFEST event on June 16th, 2) the 24 HoliDAYS on 24th Street events in December, and 3) the holiday lighting on 60+ trees in the neighborhood.

**Management & Operations**

- The NVA was awarded \$680,000 from a City of SF Streetscape Bond to create two of the four proposed bulb outs on 24th Street. A series of community meetings were scheduled to be conducted starting in October 2013 to determine where they will be installed. The bulb outs will create pole stops for Muni buses and result in increased street parking for cars.

**FY 2013-2014****Public Right of Way and Sidewalk Operations**

- Removed 158 pieces of bulky and illegal trash (boxes, furniture, yard debris, bags of garbage, etc.) from sidewalks and gutters; worked with SF 311, SF Department of Public Works and reported consistent trash abusers; removed 264 graffiti marks and improper signage; and repainted all trashcans and MTA guardrails on Church Street.

**District Identity and Streetscape Improvements**

- Collaborated with the Noe Valley Merchants and Professionals Association to co-produce the 1) the annual SummerFEST event on June 14th, 2) the 24 HoliDAYS on 24th Street events in December, and 3) the holiday lighting on 60+ trees in the neighborhood.

**Management & Operations**

- The MTA decided to fund a third additional bulbout on the southeast corner of Castro Street at 24<sup>th</sup> Street in front of Cotton Basics.

**NVCBD Annual Budget Analysis**

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

- **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 “Noe Valley Community Benefit District”, Section 3.9 – Budget*)
- **BENCHMARK 2:** Whether five percent (5%) of actuals came from sources other than assessment revenue (*CA Streets & Highways Code, Section 36650(B)(6); Agreement for the Administration of the “Noe Valley Community Benefit District”, Section A - Annual Reports*)
- **BENCHMARK 3:** Whether the variance between the budget amount and actual expenses within a fiscal year was within 10 percent (*Agreement for the Administration of the “Noe Valley Community Benefit District”, Section 3.9 – Budget*).
- **BENCHMARK 4:** Whether NVCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year (*CA Streets & Highways Code, Section 36651*)

**FY 2009-2010**

**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:** *NVCBD did not meet this requirement. NVCBD received non-assessment revenue that well exceeded their five percent (5%) requirement. These non-assessment revenues were budgeted to Public Rights of Way and Sidewalk Operations.*

Service Category	Management Plan Budget	% of Budget	FY 2009-2010 Budget	% of Budget	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$160,000	69.5%	\$155,000	61.2%	-8.3%
District Identity and Streetscape Improvements	\$22,000	9.6%	\$53,200	21.0%	+11.5%
Administrative/Corporate Operations	\$32,000	13.9%	\$45,000	17.8%	+3.9%
Contingency Reserve	\$16,128	7.0%		0.0%	-7.0%
<b>TOTAL</b>	<b>\$230,128</b>	<b>100%</b>	<b>\$253,200</b>	<b>100%</b>	

**BENCHMARK 2:** Whether five percent (5%) of actuals came from sources other than assessment revenue

**ANALYSIS:** *NVCBD met this requirement. Assessment revenue was \$262,515 or 88.4% of actuals and non-assessment revenue was \$34,433 or 11.6% of actuals. See table below.*

Revenue Sources	FY 2009-2010 Actuals	% of Actuals
Special Benefit Assessments	\$262,515	
<b>Total assessment revenue</b>	<b>\$262,515</b>	<b>88.4%</b>
Contributions/Grants	\$32,994	
Interest Earned	\$1,439	
<b>Total non-assessment revenue</b>	<b>\$34,433</b>	<b>11.6%</b>
<b>Total</b>	<b>\$296,948</b>	<b>100%</b>

Non-assessment revenue applied to 5% General Benefit requirement

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

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

Service Category	FY 2009-2010 Budget	% of Budget	FY 2009-2010 Actuals	% of Actuals	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$155,000	61.2%	\$184,035	62.4%	1.2%
District Identity and Streetscape Improvements	\$53,200	21.0%	\$40,628	13.8%	-7.2%
Administrative/Corporate Operations	\$45,000	17.8%	\$70,383	23.9%	6.1%
Contingency Reserve	\$0	0.0%	-	-	
<b>TOTAL</b>	<b>\$253,200</b>	<b>100%</b>	<b>\$295,046</b>	<b>100%</b>	



**BENCHMARK 4:** Whether NVCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year

**ANALYSIS:** *NVCBD did not meet this requirement. NVMCBD did not indicate carryforward funds and the allocation of these funds in their Annual Report. OEWD requested that NVCBD provide a letter stating the carryover disbursement along with the designated projects. See attached letter from Noe Valley CBD dated January 16, 2015. Please note: There is a period between when the City collects assessment payment and when the City disburses the funds to the CBD. As a result, a CBD typically has a fund balance at the end of the fiscal year that is equal to about 6 months of their annual budget. See table below.*

<b>FY 2009-10 Carryover Disbursement</b>	<b>\$162,000</b>
Designated Projects for 2010-11	
PROW	\$113,400
DISI	\$16,000
Admin	\$32,600
<b>Total Designated Amount for 2010-11</b>	<b>\$162,000</b>

**FY 2010-2011**

**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:** *NVCBD met this requirement. See table below.*

Service Category	Management Plan Budget	% of Budget	FY 2010-2011 Budget	% of Budget	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$160,000	69.5%	\$161,000	63.4%	-6.1%
District Identity and Streetscape Improvements	\$22,000	9.6%	\$38,000	15.0%	5.4%
Management & Operations	\$32,000	13.9%	\$55,000	21.7%	7.7%
Contingency Reserve	\$16,128	7.0%		0.0%	-7.0%
<b>TOTAL</b>	<b>\$230,128</b>	<b>100%</b>	<b>\$254,000</b>	<b>100%</b>	

**BENCHMARK 2:** Whether five percent (5%) of NVCBD's actuals came from sources other than assessment revenue

**ANALYSIS:** *NVCBD met this requirement. Assessment revenue was \$272,424 or 89.2% of actuals and non-assessment revenue was \$32,878 or 10.8% of actuals.*

Revenue Sources	FY 2010-2011 Actuals	% of Actuals
Special Benefit Assessments	\$272,424	
<b>Total assessment revenue</b>	<b>\$272,424</b>	<b>89.2%</b>
Contributions/Grants	\$31,884	
Interest Earned	\$994	
<b>Total non-assessment revenue</b>	<b>\$32,878</b>	<b>10.8%</b>
<b>TOTAL</b>	<b>\$305,302</b>	<b>100%</b>

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

**ANALYSIS:** *NVCBD met this requirement. See tables below.*

Service Category	FY 2010-2011 Budget	% of Budget	FY 2010-2011 Actuals	% of Actuals	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$161,000	63.4%	\$151,727	54.0%	-9.4%
District Identity and Streetscape Improvements	\$38,000	15.0%	\$56,013	19.9%	+5.0%
Management & Operations	\$55,000	21.7%	\$73,356	26.1%	+4.4%
Contingency Reserve	\$0	0.0%	-	-	
<b>TOTAL</b>	<b>\$254,000</b>	<b>100%</b>	<b>\$281,096</b>	<b>100%</b>	

**BENCHMARK 4:** Whether NVCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year

**ANALYSIS:** *NVCBD did not meet this requirement. NVCBD did not indicate carryforward funds and the allocation of these funds in their Annual Report. OEWD requested that NVCBD provide a letter stating the carryover disbursement along with the designated projects. See attached letter from Noe Valley CBD dated January 16, 2015. Please note: There is a period between when the City collects assessment payment and when the City disburses the funds to the CBD. As a result, a CBD typically has a fund balance at the end of the fiscal year that is equal to about 6 months of their annual budget. See table below.*

<b>FY 2010-11 Carryover Disbursement</b>	<b>\$176,913</b>
Designated Projects for 2011-12	
PROW	\$123,840
DISI	\$15,000
Admin	\$38,073
<b>Total Designated Amount for 2011-12</b>	<b>\$176,913</b>

**FY 2011-2012**

**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:** *NVCBD did not meet this requirement. See table below.*

Service Category	Management Plan Budget	% of Budget	FY 2011-2012 Budget	% of Budget	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$160,000	69.5%	\$145,000	58.7%	-10.8%
District Identity and Streetscape Improvements	\$22,000	9.6%	\$32,000	13.0%	+3.4%
Administrative/Corporate Operations	\$32,000	13.9%	\$70,000	28.3%	+14.4%
Contingency Reserve	\$16,128	7.0%			-7.0%
<b>TOTAL</b>	<b>\$230,128</b>	<b>100%</b>	<b>\$247,000</b>	<b>100%</b>	

**BENCHMARK 2:** Whether five percent (5%) of NVCBD's actuals came from sources other than assessment revenue

**ANALYSIS:** *NVCBD did not meet this requirement. Assessment revenue was \$239,207 or 83.7% of actuals and non-assessment revenue was \$17,157 or 6.7% of actuals. See table below.*

Revenue Sources	FY 2011-2012 Actuals	% of Actuals
Special Benefit Assessments	\$239,207	
<b>Total assessment revenue</b>	<b>\$239,207</b>	<b>93.3%</b>
Contributions/Grants	\$16,441	
Interest Earned	\$716	
<b>Total non-assessment revenue</b>	<b>\$17,157</b>	<b>6.7%</b>
<b>Total</b>	<b>\$256,364</b>	<b>100%</b>

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

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

Service Category	FY 2011-2012 Budget	% of Budget	FY 2011-2012 Actuals	% of Budget	Variance Budget to Actuals
Public Rights of Way	\$145,000	58.7%	\$157,800	60.1%	1.4%
District Identity and Streetscape Improvement	\$32,000	13.0%	\$28,295	10.8%	-2.2%
Management & Operations	\$70,000	28.3%	\$76,562	29.1%	0.8%
Contingency Reserve	\$0	0.0%	-	-	
<b>TOTAL</b>	<b>\$247,000</b>	<b>100%</b>	<b>\$262,657</b>	<b>100%</b>	

**BENCHMARK 4:** Whether NVCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year

**ANALYSIS:** *NVCBD did not meet this requirement. NVCBD did not indicate carryforward funds and the allocation of these funds in their Annual Report. OEWD requested that NVCBD provide a letter stating the carryover disbursement along with the designated projects. See attached letter from Noe Valley CBD dated January 16, 2015. Please note: There is a period between when the City collects assessment payment and when the City disburses the funds to the CBD. As a result, a CBD typically has a fund balance at the end of the fiscal year that is equal to about 6 months of their annual budget. See table below.*

<b>FY 2011-2012 Carryover Disbursement</b>	<b>\$170,757</b>
Designated Projects for FY 2012-13	
PROW	\$121,000
DISI	\$16,000
Admin	\$33,757
<b>Total Designated amount for FY 2012-13</b>	<b>\$170,757</b>

**FY 2012-2013**

**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:** *NVCBD met this requirement. See table below.*

Service Category	Management Plan Budget	% of Management Plan	FY 2012-2013 Budget	% of Budget	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$160,000	70%	\$155,000	64.6%	-4.9%
District Identity and Streetscape Improvements	\$22,000	10%	\$20,000	8.3%	-1.2%
Administrative/Corporate Operations	\$32,000	14%	\$60,000	25.0%	+11.1%
Contingency Reserve	\$16,128	7%	\$5,000	2.1%	-4.9%
<b>TOTAL</b>	<b>\$230,128</b>	<b>100%</b>	<b>\$240,000</b>	<b>100%</b>	

**BENCHMARK 2:** Whether five percent (5%) of NVCBD’s actuals came from sources other than assessment revenue

**ANALYSIS:** *NVCBD did not meet this requirement. Assessment revenue was \$235,301 or 99.0% of actuals and non-assessment revenue was \$2,408 or 1.0% of actuals. See table below.*

Revenue Sources	FY 2012-2013 Actuals	% of Actuals
Special Benefit Assessments	\$235,301	
<b>Total assessment revenue</b>	<b>\$235,301</b>	<b>99.0%</b>
Contributions/Grants	\$1,725	
Interest Earned	\$683	
<b>Total non-assessment revenue</b>	<b>\$2,408</b>	<b>1.0%</b>
<b>TOTAL</b>	<b>\$237,709</b>	<b>100%</b>

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

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

Service Category	FY 2012-2013 Budget	% of Budget	FY 2012-2013 Actuals	% of Actuals	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$155,000	64.6%	\$143,092	63.2%	-1.4%
District Identity and Streetscape Improvements	20,000	8.3%	14,761	6.5%	-1.8%
Administrative/Corporate Operations	60,000	25.0%	68,577	30.3%	+5.3%
Contingency Reserve	5,000	2.1%	-		
<b>TOTAL</b>	<b>\$240,000</b>	<b>100%</b>	<b>\$226,430</b>	<b>100%</b>	

**BENCHMARK 4:** Whether NVCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year

**ANALYSIS:** *NVCBD met this requirement. NVCBD did not indicate carryforward funds and the allocation of these funds in their Annual Report. OEWD requested that NVCBD provide a letter stating the carryover disbursement along with the designated projects. See attached letter from Noe Valley CBD dated January 16, 2015. Please note: There is a period between when the City collects assessment payment and when the City disburses the funds to the CBD. As a result, a CBD typically has a fund balance at the end of the fiscal year that is equal to about 6 months of their annual budget. See table below.*

<b>FY 2012-2013 Carryover Disbursement</b>	<b>\$161,868</b>
Designated Projects for FY 2013-14	
PROW	\$113,308
DISI	\$15,000
Admin	\$33,560
<b>Total Designated amount for FY 2013-14</b>	<b>\$161,868</b>

**FY 2013-2014**

**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:** *NVCBD did not meet this requirement. These variances are explained by the Proposition B funds awarded to NVCBD to complete the projects under the DISI program area. Therefore explaining the high variances between the management plan budget allocations to the proposed budget allocations.*

Service Category	Management Plan Budget	% of Management Plan	FY 2013-2014 Budget	% of Budget	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$160,000	69.5%	\$148,000	16.3%	-53.3%
District Identity and Streetscape Improvements	\$22,000	9.6%	\$695,000	76.4%	+66.8%
Administrative/Corporate Operations	\$32,000	13.9%	\$62,000	6.8%	-7.1%
Contingency Reserve	\$16,128	7.0%	\$4,840	0.5%	-6.5%
<b>TOTAL</b>	<b>\$230,128</b>	<b>100%</b>	<b>\$909,840</b>	<b>100%</b>	<b>0.0%</b>

**BENCHMARK 2:** Whether five percent (5%) of NVCBD’s actuals came from sources other than assessment revenue

**ANALYSIS:** *NVCBD did not meet this requirement. Assessment revenue was \$247,526 or 98.9% of actuals and non-assessment revenue was \$2,629 or 1.1% of actuals. See table below.*

Revenue Sources	FY 2013-2014 Actuals	% of Actuals
Special Benefit Assessments	\$247,526	
<b>Total assessment revenue</b>	<b>\$247,526</b>	<b>98.9%</b>
Contributions/Grants	\$2,000	
Interest Earned	\$629	
<b>Total non-assessment revenue</b>	<b>\$2,629</b>	<b>1.1%</b>
<b>TOTAL</b>	<b>\$250,155</b>	<b>100%</b>

**BENCHMARK 3:** Whether the variance between the budget amount and actual expenses within a fiscal year was within 10 percentage points. These variances are explained by the Proposition B funds awarded to NVCBD. While they received an award letter these funds have not been disbursed to NVCBD to complete the projects under the DISI program area. *Therefore explaining the high variances between budget to actuals.*

**ANALYSIS:** *NVCBD did not meet this requirement. See table below.*

Service Category	FY 2013-2014 Budget	% of Budget	FY 2013-2014 Actuals	% of Actuals	Variance Percentage Points
Public Rights of Way and Sidewalk Operations	\$148,000	16.3%	\$147,591	64.4%	+48.1%
District Identity and Streetscape Improvements	\$695,000	76.4%	\$14,573	6.4%	-70.0%
Administrative/Corporate Operations	\$62,000	6.8%	\$66,999	29.2%	22.4%
Contingency Reserve	\$4,840	0.5%	-	0.0%	
<b>TOTAL</b>	<b>\$909,840</b>	<b>100%</b>	<b>\$229,163</b>	<b>100%</b>	



**BENCHMARK 4:** Whether NVCBD is indicating the amount of funds to be carried forward into the next fiscal year and designating projects to be spent in current fiscal year

**ANALYSIS:** *NVCBD met this requirement. NVCBD did not indicate carryforward funds and the allocation of these funds in their Annual Report. OEWD requested that NVCBD provide a letter stating the carryover disbursement along with the designated projects. See attached letter from Noe Valley CBD dated January 16, 2015. Please note: There is a period between when the City collects assessment payment and when the City disburses the funds to the CBD. As a result, a CBD typically has a fund balance at the end of the fiscal year that is equal to about 6 months of their annual budget. See table below.*

<b>FY 2013-2014 Carryover Disbursement</b>	<b>\$213,653</b>
Designated Projects for FY 2014-15	
PROW	\$149,558
DISI	\$15,000
Admin	\$49,095
<b>Total Designated amount for FY 2014-15</b>	<b>\$213,653</b>

**Findings and Recommendations**

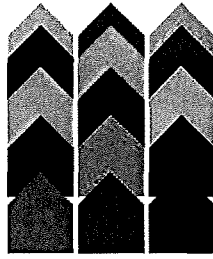
Within the review periods of and FY 2009-10, FY 2010-11, FY 2011-12, FY 2012-13, and FY 2013-2014, the Noe Valley CBD generally met the expectations and requirements as set by the California Street and Highways Code Section 36650-36651; and the Agreement for the Administration of the “Noe Valley Community Benefit District.

Per their management plan NVCBD’s non-assessment revenue must be at least five percent (5%) of their total revenue. In FYs 2009-2010, 2010-2011, and 2011-2012 NVCBD exceeded their General Benefit requirement of five percent (5%) by raising their non-assessment revenue to \$34,433, \$32,878, and \$17,157. In FY 2012-2013 assessment revenue was \$235,301 or 99.0% of actuals and non-assessment revenue was \$2,408 or 1.0% of actuals. In FY 2013-2014 assessment revenue was \$247,526 or 98.9% of actuals and non-assessment revenue was \$2,629 or 1.1% of actuals. We recommend that the NVCBD continue to work diligently to meet their 5 percent (5%) general benefit requirement.

In FY 2013-2014 Noe Valley received Proposition B funds from Supervisor Weiner. These funds will be used to implement the Streetscape Improvements Long term plan. While these funds have been rewarded to NVCBD, they have not been disbursed to NVCBD. These funds were incorporated in the budget allocation for FY 2013-2014, explaining the high variances between management plan to budget for PROWSO and DISI.

## **Conclusion**

NVCBD has performed well in implementing the service plan. NVCBD has continued to successfully sponsor and help promote events in Noe Valley, including the Harvest Festival, the Easter Egg Hunt, SummerFEST, and 24 HoliDAYS, driving hundreds of visitors to the district. NVCBD has done an outstanding job in partnering with the community stakeholders and numerous municipal agencies for the activation and improvement 24th at Noe and at Church Streets. NVCBD is a well-run organization with active board and committee members and will continue to successfully carryout its mission as a community benefit district.



Noe Valley Association  
A Community Benefit District  
[noevalleyassociation.org](http://noevalleyassociation.org)

January 16, 2015

Crezia Tano  
Senior Project Manager  
Mayor's Office of Economic and Workforce Development  
1 Dr. Carlton B. Goodlett Place  
City Hall, Room 448  
San Francisco, CA 94102

Dear Ms. Tano:

While not noted in the Annual reports –

1. FY2009-2010 – NVA is confirming carryover of \$162,000 of which \$113,400 were used for PROW, with the remaining funds of \$16,000 for DISI and \$32,600 for Administration.
2. FY 2010-2011 – NVA is confirming carryover of \$176,913 of which \$123,840 were used for PROW with the remaining funds of \$15,000 for DISI and \$38,073 for Administration.
3. FY 2011-2012 – NVA is confirming carryover of \$170,757 of which \$121,000 were used for PROW with the remaining funds of \$16,000 for DISI and \$33,757 for Administration.
4. FY2012-2013 NVA is confirming carry over of \$161,868 of which \$113,308 were used for PROW, with the remaining funds of \$15,000 for DISI and \$33,560 for Administration.
5. FY 2013-2014 NVA is confirming carryover of \$ 213,653 of which \$149,558 will be used for PROW and \$15,000 for DISI and \$49,095 for Administration.

Sincerely,

Debra Niemann  
Executive Director  
Noe Valley Community Benefit District

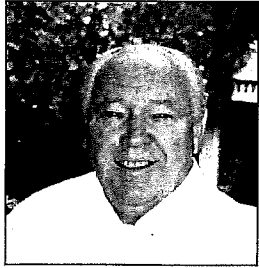


Noe Valley Association  
A Community Benefit District

# NOE VALLEY ASSOCIATION ANNUAL REPORT 2009 - 2010

The Noe Valley Association (CBD) was established in August 2005 as a fifteen-year community benefit district which receives an annual special assessment from the 176 property owners in the district. The first assessments were received by the NVA in January 2006. The NVA consists of roughly six city blocks, including the side streets of corner buildings, on 24th Street in Noe Valley between Church & Douglas Streets.

Dear Noe Valley Association CBD Members,



It has been five years since the Noe Valley Association (NVA) was formed. Together as property owners, merchants and residents, we have achieved the tangible benefit of improving the quality of life on 24th Street. Our earlier efforts working extensively with Urban Ecology and the Noe Valley Community resulted in the development of a long-term plan for 24th Street. During the past four years we have worked to implement this plan in many ways to benefit the neighborhood's residents, businesses and property owners. The funding for the many improvements stems both from property assessments as well as significant grants which the NVA

has pursued and acquired.

Working with the Friends of Noe Valley, the Noe Valley Farmers Market and the Noe Valley Merchants and Professionals Association, the NVA strives to create a strong sense of community. The NVA has made 24th Street a comfortable and attractive place, which fosters sociability and community pride.

We have accomplished much in five short years to promote the development of a vibrant 24th Street commercial district. We thank you for your contribution to the Noe Valley Association/CBD and look forward to working with you in the coming years.

Sincerely,

Bob Roddick, Chair  
Noe Valley Association Board of Directors

## Noe Valley Association 2010 - 2011 Service Plan

### Sidewalk Operations

- Steam cleaning of all sidewalks in district, March through November
- Daily street cleaning, large debris and graffiti removal within 24 hours
- Maintain health and well being of 202 trees includes watering, weeding, trimming & fertilizing
- Hire San Francisco Patrol Special Police to assist in providing a safe environment for merchants & shoppers on 24th Street during the holiday season
- Sustain and renew plantings areas in sidewalks and planter boxes

### District Identity and Streetscape Improvement

- Support the efforts of City Planning to implement parklets on 24th Street
- Proceed to work with MTA to create diagonal parking where possible around 24th Street
- Maintain decorative hanging flower baskets on utility poles
- Seek opportunities to secure grants to aid in the funding of the long-term plan
- Continue to develop marketing programs to increase pedestrian traffic to 24th Street by both visitors & locals



New sidewalk planted areas, newsstands & community benches

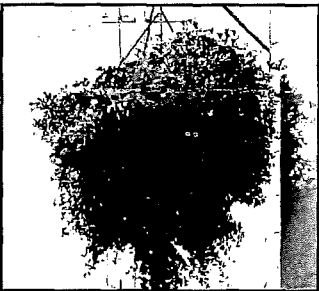
The Noe Valley Association welcomes your questions & feedback.

Noe Valley Association • 1330 Castro Street • SF • CA • 94114

Please direct any questions to [info@noevalleyassociation.org](mailto:info@noevalleyassociation.org) or call Debra Niemann at 415-519-0093.

Visit our website for updates about our neighborhood: [www.noevalleyassociation.org](http://www.noevalleyassociation.org)

The Noe Valley Association is a registered 501(c)(3) organization. All contributions are tax-deductible to the extent allowed by law.



## Public Rights of Way & Sidewalk Operations

The Noe Valley Association supplements the sanitation services provided by the City of San Francisco, employing one full-time and one part-time sanitation worker.

Daily sidewalk and gutter sweeping and spot cleaning 7 days a week. Cleaning includes removal of debris, weeds, leaves and excess trash from garbage cans.

Regular watering of 24 flower baskets, numerous planter stands and 140 new neighborhood trees.

Monthly hot water steam cleanings from March - November; spot steam cleaning of sidewalks and garbage cans as needed.

Removed 95 pieces of bulky and illegal trash (beds, refrigerators, couches, tables, chairs, yard debris, bags of garbage, etc.) from sidewalks and gutters. Worked with 28CLEAN and reported consistent trash abusers.

Negotiated a new cleaning contract with Curb Appeal as of May 2010. Curb Appeal has hired workers for daily street cleaning and will now provide the full spectrum of cleaning services required by the NVA.

Graffiti and stickers removed within 24 hours in 34 locations. This is a 50% reduction in graffiti removal sites since last year.

Repainted and degreased 26 city garbage cans to remove graffiti and prevent future vandalism.

Created a weekly cleaning incident report, which is filed every Thursday with the Executive Director of the NVA and the chairperson of the NVA Cleaning Committee.

Hired San Francisco Patrol Special Police to patrol 24th Street six days a week during the holiday season.

## Administrative/ Corporate Operations

Keeps the NVA running day-to-day and manages all projects outlined above and oversees finances, insurance requirements for a 501(c)(3).

Conducted a neighborhood survey on what types of retail stores residents of Noe Valley would like to see on 24th Street. Reported findings in the Noe Valley Voice and presented a report to the Noe Valley Merchants & Professionals Association. Findings can also be viewed on the NVA website.

Held Board meetings every quarter & committee meetings as needed.

Attended City of SF department meetings to advocate for city funds and additional services for the 24th Street commercial district.

Manage the finances and required reporting to City and State offices.

Published annual report and distributed to all property owners.

Created and maintained website for the NVA: [www.noevalleyassociation.org](http://www.noevalleyassociation.org)

Revise and update database of property owners for email and regular mailing lists.



Randy & Steve from Curb Appeal.

ADDRESS / ASSESSMENT / AMOUNT PAID						
MISSING ADDRESS	12,510.02	12,510.02				
746 DIAMOND ST	1,267.20	1,267.20				
4288 24TH ST	3,299.44	3,299.44				
1238 CASTRO ST	923.2	923.20				
4100 24TH ST	2,649.04	2,649.04				
4112 24TH ST	979.16	979.16				
4118 24TH ST	733.82	733.82				
4120 24TH ST	880.4	880.40				
4128 24TH ST	1,357.34	1,357.34				
4136 24TH ST	1,608.88	1,608.88				
4148 24TH ST	881.02	881.02				
4154 24TH ST	1,001.42	1,001.42				
4156A 24TH ST	949.3	949.30				
4158 24TH ST	919.42	919.42				
4166 24TH ST	1,233.66	1,233.66				
4166 24TH ST	657.98	657.98				
4174 24TH ST	733.46	733.46				
4182 24TH ST	880.4	880.40				
4186 24TH ST	733.46	733.46				
4190 24TH ST	1,028.04	1,028.04				
729 DIAMOND ST	2,377.28	2,377.28				
4144 24TH ST	881.04	881.04				
3782 24TH ST	2,139.12	2,139.12				
1185 CHURCH ST	1,565.48	1,565.48				
3800 24TH ST	3,058.86	3,058.86				
3820 24TH ST	733.46	733.46				
3822 24TH ST	733.46	733.46				
3830 24TH ST	733.46	733.46				
3834 24TH ST	841.2	841.20				
3838 24TH ST	822.04	0.00				
3848 24TH ST	1,536.46	1,536.46				
3814 24TH ST	733.8	587.04				
3810 24TH ST	514.32	514.32				
MISSING ADDRESS	241.46	241.46				
MISSING ADDRESS	241.46	241.46				
250 VICKSBURG ST	1,680.12	1,680.12				
3854 24TH ST	913.14	913.14				
3870 24TH ST	914.52	914.52				
3872 24TH ST	882.28	882.28				
3882 24TH ST	1,147.64	1,147.64				
3890 24TH ST	3,173.44	3,173.44				
3858 24TH ST	862.46	862.46				
3864 24TH ST	874.4	874.40				
3910 24TH ST	1,011.38	1,011.38				
3914 24TH ST	871.98	871.98				
3918 24TH ST	996.26	996.26				
3968 24TH ST	983.28	983.28				
3972 24TH ST	1,453.18	1,453.18				
3986 24TH ST	3,046.12	3,046.12				
3998 24TH ST	2,059.98	2,059.98				
3900 24TH ST	2,029.40	2,029.40				
3950 24TH ST	11,192.14	11,192.14				
3932 24TH ST	594.44	594.44				
3934 24TH ST	576.26	576.26				
3936 24TH ST	569.04	569.04				
3938 24TH ST	529.64	529.64				
3930 24TH ST	2,114.32	2,114.32				
1090 NOE ST	1,357.12	1,357.12				
4012 24TH ST	806.22	806.22				
4018 24TH ST	1,103.74	1,103.74				
4022 24TH ST	1,030.96	1,030.96				
4026 24TH ST	1,205.30	1,205.30				
4040 24TH ST	2,340.56	2,340.56				
4042 24TH ST	969.2	969.20				
4050 24TH ST	1,467.12	1,467.12				
4054 24TH ST	1,249.14	1,249.14				
4062 24TH ST	733.46	733.46				
4064 24TH ST	949.3	949.30				
4068 24TH ST	914.52	914.52				
4072 24TH ST	1,215.82	1,215.82				
4076 24TH ST	2,420.18	2,420.18				
1233 CASTRO ST	3,543.02	3,543.02				
4301 24TH ST	1,707.98	1,707.98				
4205 24TH ST	1,916.76	1,916.76				
810 DIAMOND ST	823.74	823.74				
814 DIAMOND ST	775.26	775.26				
820 DIAMOND ST	779.78	779.78				
4291 24TH ST	2,424.28	2,424.28				
4101 24TH ST	3,394.82	3,394.82				
1314 CASTRO ST	1,444.16	1,444.16				
1320 CASTRO ST	798.06	798.06				
1332 CASTRO ST	823.78	823.78				
1342 CASTRO ST	585.32	585.32				
1352 CASTRO ST	1,982.78	1,982.78				
4183 24TH ST	1,287.98	1,287.98				
4181 24TH ST	704.28	704.28				
4175 24TH ST	1,115.52	1,115.52				
4171 24TH ST	733.46	733.46				
4167 24TH ST	733.82	733.82				

Awarado

## Assessment

**The Noe Valley Assessment District (NVA) was established in 2005 as a fiscal improvement district. The NVA assesses each property owner's variable square foot of lot frontage, square foot of non-exempt footage. The NVA/any increases in the last two fiscal years. Property and Business District Law of 1994, shall appear as a special assessment bill prepared by the San Francisco Board of Supervisors.**

**District Identity and Streetscape Improvements:**

Created five new garden sites by opening the sidewalk on two corners of 24th and Noe Streets. Wrote a Community Challenge Grant and received significant City funding for this project. The NVA is in the process of re-landscaping these openings.

Landscaped in front of Whole Foods Market Noe Valley, included painting the curbs, installing bark & colorful plants.

Installed four new benches and six planter boxes with flowering plants in front of Bernie's Coffee and Whole Foods Market Noe Valley, using monies the NVA was awarded through the Community Challenge Grant program.

An experienced community gardener, Mara Sieling, continues to work part-time maintaining the health of 201 trees, and maintaining eight open sidewalk gardens and nine planters.

All district trees are on a three-year cycle for branch trimming.

Installed a new planter box with drought tolerant plants by the City parking lot community bulletin board.

Replaced five neighborhood trees damaged by weather, vandalism and disease.

Applied for a grant from the Mayor's Office of Economic Development and was awarded \$32,000 to test a community plaza at the corner of 24th & Noe Streets within the SF Pavements to Parks Project. Two community meetings were held in keeping with the SF Planning Department process. The City decided it was not going to move forward with the plaza due to lack of consensus. The funds awarded to the NVA will be used to create two parklets on 24th Street, sites to be determined.

Hanging flower baskets are positioned at 24 sites throughout the district and replaced every 6 months.

Changed the parking meters from one to two hours on the perimeter of the Noe Valley commercial district.

Initiated discussions with the MTA on how best to optimize parking in and around 24th Street. Suggestions included diagonal parking on Noe, Sanchez & Castro Streets in the parking meter zones where possible. A hearing for public comment on this topic will be held in late August; the date will be announced on the NVA website & bulletin board.

The NVA is in the process of revitalizing the public space at the Noe Valley Ministry parking lot, home of the Noe Valley Farmers Market.

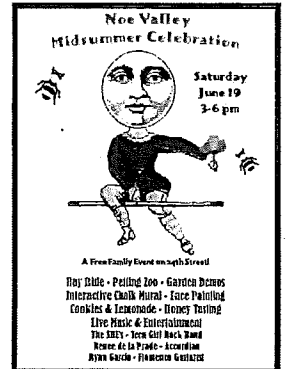
District Identity includes the upkeep and updating of two new Public Bulletin Boards in the City Parking lots on 24th Street. One of these is specifically for the CBD to inform the public about NVA activities.

Fiscal sponsor for the fifth year of the Noe Valley Harvest Festival, a day of celebrating the neighborhood.

A smaller festival is planned this year on October 23rd with non-profit booths, live music and hayrides.

Produced the 3rd annual Easter Egg Hunt at Douglas Park, attended by over 600 Noe Valley families.

Co-produced a Summer Solstice street event on June 19th with musicians, entertainment & hayrides along 24th Street.



**Methodology**

Assessment Community (CBD) was established in 2015 as a year-long community assessment project from the 168 lots in the CBD district. The CBD assessment is based on each lot according to each lot's characteristics follows: \$0.164 per square foot + \$8.83 per linear foot. The CBD has not asked for an assessment for the lots provided by the Improvement District. The CBD's assessment rate line item called for the annual property tax and County of Alameda.

4159 24TH ST	880.4	880.40	4025 24TH ST	1,138.14	1,138.14	3843 24TH ST	1,343.88	1,343.88
4155 24TH ST	922.58	922.58	4021 24TH ST	1,216.52	1,216.52	3839 24TH ST	628.46	628.46
4151 24TH ST	732.46	732.46	4017 24TH ST	858.3	858.30	3819 24TH ST	1,186.12	1,186.12
4147 24TH ST	586.7	586.70	4013 24TH ST	1,167.10	1,167.10	3861 24TH ST	2,835.52	2,835.52
4143 24TH ST	586.7	586.70	4045 24TH ST	2,525.16	2,525.16	3825 24TH ST	733.82	733.82
4139 24TH ST	733.82	733.82	3901 24TH ST	2,021.20	2,021.20	3817 24TH ST	733.8	733.80
4137 24TH ST	1,013.94	1,013.94	3991 24TH ST	2,662.34	1,331.17	3831 24TH ST	241.46	241.46
4131 24TH ST	880.58	880.58	3987 24TH ST	766.2	766.20	3833 24TH ST	341.94	341.94
4125 24TH ST	803.36	803.36	3983 24TH ST	959.5	959.50	3835 24TH ST	241.46	241.46
4119 24TH ST	1,067.46	1,067.46	3979 24TH ST	1,095.60	1,095.60	3899 24TH ST	1,145.82	1,145.82
4109 24TH ST	1,216.36	1,216.36	3975 24TH ST	905.02	905.02	3897 24TH ST	171.76	171.76
4199 24TH ST	1,875.96	1,875.96	3969 24TH ST	996.24	996.24	3895 24TH ST	171.76	85.88
1326 CASTRO ST	371.86	371.86	3969 24TH ST	1,222.34	611.17	1209 CHURCH ST	1,078.54	1,078.54
1328 CASTRO ST	369.36	369.36	3961 24TH ST	1,175.46	1,175.46	3783 24TH ST	2,743.78	2,743.78
1330 CASTRO ST	192.88	192.88	3955 24TH ST	1,094.74	1,094.74	1401 CASTRO ST	1,685.04	1,685.04
4003 24TH ST	2,761.04	2,761.04	3945 24TH ST	1,457.92	1,457.92	1400 CASTRO ST	1,925.18	1,925.18
1333 CASTRO ST	4,795.76	4,795.76	3935 24TH ST	2,786.38	2,786.38	1414 CASTRO ST	1,178.26	1,178.26
1311 CASTRO ST	651.82	651.82	3931 24TH ST	1,207.00	1,207.00	1420 CASTRO ST	1,136.92	1,136.92
1305 CASTRO ST	1,365.76	1,365.76	3927 24TH ST	1,186.12	1,186.12			
1303 CASTRO ST	852.1	852.10	3921 24TH ST	512.94	512.94			
4089 24TH ST	1,643.30	1,643.30	3917 24TH ST	940.26	940.26			
4083 24TH ST	1,499.82	1,499.82	3911 24TH ST	2,323.60	2,323.60			
4077 24TH ST	1,353.92	1,353.92	3905 24TH ST	1,384.68	1,384.68			
4073 24TH ST	1,169.02	1,169.02	3953 24TH ST	1,022.28	1,022.28			
4069 24TH ST	1,054.86	1,054.86	3805 24TH ST	2,979.68	2,979.68			
4063 24TH ST	1,000.54	1,000.54	3891 24TH ST	791.42	791.42			
4055 24TH ST	1,467.12	1,467.12	3885 24TH ST	1,035.32	1,035.32			
4049 24TH ST	2,185.10	2,185.10	3881 24TH ST	1,026.80	1,026.80			
4035 24TH ST	950.74	950.74	3857 24TH ST	1,136.68	1,136.68			
4031 24TH ST	1,216.18	1,216.18	300 VICKSBURG ST	2,287.60	2,287.60			
						<b>TOTALS:</b>		
							<b>Assessed: \$231,799.98</b>	
							<b>Paid: \$228,802.96</b>	

Congratulations! The NVA has been in place for five years and has proven to be the most effective means of improving the quality of life for all in Noe Valley. Your investment in the NVA has paid off in numerous ways, from City awards and grants to increased pedestrian traffic on 24th Street – all because we have made Noe Valley a very desirable and lively residential neighborhood.



The NVA Board and committees initiated projects pursuant to the goals of the long-term plan entitled *Noe Valley's 24th Street – an Urban Village*, including technical engineering changes like the high-visibility crosswalks, the installation of new planter boxes, benches and flower baskets, planting 132 new trees, the upcoming parklets development and more. The plan has been a well-used guide to making 24th Street a “complete street” which caters to the needs of a diverse group of people through a high level of amenities, accessibility and environmentally-sound features.

We have another ten years in our contract with property owners. The NVA will continue to work towards realizing the goals of the long-term plan by creating community hubs as gathering places, developing transit hubs to address traffic calming at critical intersections and along the street as well as maintaining all the green projects we initiated over the past five years.

All good wishes,

Debra Niemann  
Executive Director, Noe Valley Association

**Summary of  
Financial Activity  
Budget Fiscal 2009-2010  
July 1, 2009-June 30, 2010**

<i>Income:</i>	
CBD Fees	\$229,000
Grants	25,376.00
Interest income	1,400.00
Fees/Donations	4,295.00
<b>Total Income</b>	<b>\$260,071</b>
<i>Expenses:</i>	
Public Rights of Way/Street Cleaning	\$189,034
Streetscape	37,877
Administration	67,570
<b>Total Expenses</b>	<b>\$294,483</b>
<i>Statement of Changes in Financial Position</i>	
Balance from FY2008:	\$196,000
Revenue, FY2009:	260,100
Expenses, FY2009:	294,500
<b>Balance at end of FY2010:</b>	<b>\$162,000</b>

**Budget fiscal year 2010-2011  
July 1, 2010 – June 30, 2011**

<i>Income:</i>	
CBD Fees	\$230,000
Grants:	32,000
Fees/Donations:	5,000
Interest:	1,500
<b>Total Projected Income:</b>	<b>\$268,500</b>
<i>Expenses:</i>	
Public Rights of Way/Street Cleaning	\$161,000
Streetscape	38,000
Administrative	55,000
<b>Total Projected Expenses</b>	<b>\$254,000</b>



**Upcoming Board/Property  
Owner Meeting**  
Thursday, August 26th  
9:30-11am  
Sally Brunn Public Library  
451 Jersey Street, SF

- Bob Roddick, President  
Business & Property Owner
- David Eiland, Vice-President  
Business Owner  
Chairperson, Streetscape Committee
- Debra Niemann  
Executive Director  
Community Representative
- Eric Alexanderson, Treasurer  
Property Owner  
Cleaning Committee Member
- Mark Campana  
Property Owner
- B.J. Droubi  
Business & Property Owner  
Streetscape Committee
- Al Goodwin  
Property Owner  
Streetscape Committee
- Isabelle Salvadori  
Community Representative  
Streetscape Committee
- Carol Yenne  
Business & Property Owner  
Chairperson, Cleaning Committee

2009-2010 BOARD OF DIRECTORS

- Andres Power, SF Planning Department
- Astrid Haryati, SF Office of Greening
- Bevan Dufty, D8 Supervisor
- Boe Hayward, Legislative Aide
- Carla Short, Bureau of Urban Forestry
- Crezia Tano, OEWD
- Deannie Bartlett
- Ed Reiskin, DPW
- Friends of the Urban Forest
- Friends of Noe Valley
- Gavin Newsom, Mayor
- Kit Hodge, SF Great Streets Projects
- Lanita Henriquez, SF CCGC
- Lisa Pagan, OEWD
- Mary McCue, MGM Management
- Mohammed Nuru, DPW
- Ned Smith, Landscape Architect
- Nick Demopoulos, Sterling Bank
- Nick Elsner, DPW
- Noe Valley Farmer's Market
- Noe Valley Merchants &  
Professionals Association
- Noe Valley Ministry
- NVA Board of Directors
- Officer Lorriane Lomdardo
- SF Planning Department
- St. Philip the Apostle Church
- Tony Layou

SALLY BRUNN PUBLIC LIBRARY



## Noe Valley Association Annual Report 2010 - 2011



Noe Valley Association  
A Community Benefit District  
[www.noevalleyassociation.org](http://www.noevalleyassociation.org)

**The Noe Valley Association was established in August 2005 as a fifteen-year Community Benefit District (CBD), which receives an annual special assessment from the 208 properties in the district. The first assessments were received by the NVA in January 2006. The NVA consists of roughly six city blocks, including the side streets of corner buildings, on 24th Street between Church & Douglass Streets.**

### Services Plan 2011-2012

#### Public Rights of Way

Daily sidewalk sweeping & maintenance, nine monthly steam cleanings, care of all sidewalk trees, planted areas and flower baskets. Work with Noe Valley Merchants & Professionals Association (NVMPA) and Friends of Noe Valley (FoNV) to review commercial zone planning codes. Create new parking spaces, working with the MTA and the NVMPA, with a focus on Diamond Street options.

#### Streetscape

Install ten new bike racks and one new planter box. Work with AT&T on cable box placement and potential funding of related bulb outs where possible, e.g. making the bus zone a pole stop enabling a bulb out at the corner of Noe and 24th Streets. Work with Noe Valley property owners and the San Francisco Art Institute to create art on six building walls and/or the seven district utility boxes to enliven the district's public space.

#### District Identity

Create a brand image for 24th Street to promote on six new banner sites along 24th Street and for use in all special event materials.

#### Marketing

Continue to promote the neighborhood and the merchants through special events in collaboration with NVMPA and FoNV: the annual Spring Easter Egg Hunt, the Noe Valley Garden Tour, SummerFEST, Music in the Parks, the Noe Valley Harvest Festival and 24HoliDAYS on 24th Street.



## **District Identity and Streetscape Improvements:**

Greening, Beautification, Public Space Development, Marketing, District Promotion, Special Events

Two new parklets were installed on 24th Street; each of these outdoor areas a green oasis for people to gather. The parklets were funded solely by a grant from the City of San Francisco. Volunteers provided the landscaping and plants will be refreshed/replaced every six months. The merchants who face the parklets clean, remove and put out the parklet street furniture every day.

The NVA furnished five new benches and three flowering planter boxes for local merchants, who shared the cost of these furnishings 50/50. Eleven neighborhood trees were replaced due to damage by weather, vandalism and disease. A part-time gardener maintained the health of the trees, open sidewalk gardens and planters. 24 hanging flower baskets brighten the neighborhood and are replaced semiannually.

A study was completed by the MTA on optimizing parking in and around 24th Street. Recommendations include diagonal parking on Diamond, Noe, Sanchez and Castro Streets where possible. A community meeting will be held in the fall to discuss options and possible next steps.

The NVA continues to revitalize public space at the Noe Valley Ministry parking lot, home of the Noe Valley Farmers' Market, and maintains two community bulletin boards in the City parking lot on 24th Street. New banner hardware was installed on six private street poles to promote community events and neighborhood identity.

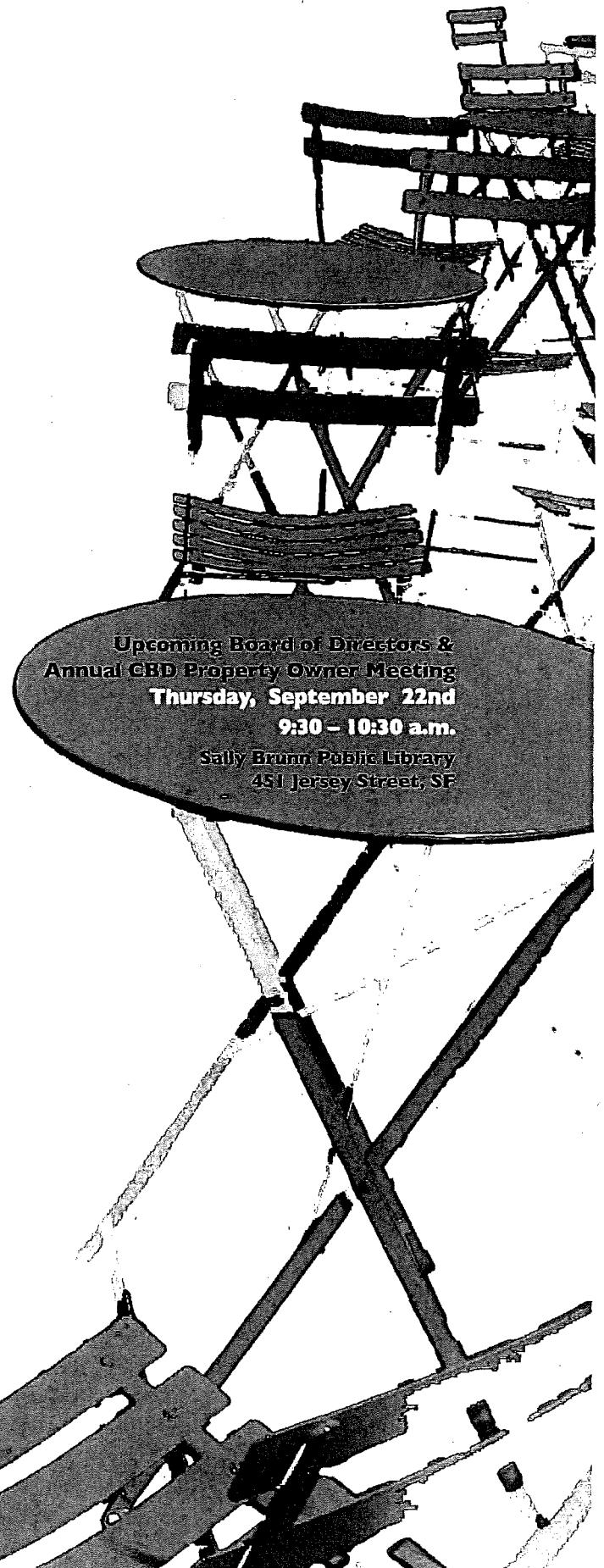
The NVA was the fiscal sponsor for the sixth annual Noe Valley Harvest Festival, produced the fourth annual Easter Egg Hunt at Douglass Park with BJ Droubi and Associates, and co-produced SummerFEST in June 2011 with the Noe Valley Merchants and Professionals Association. Besides decorations and holiday lights in December, the NVA worked with the NVMPA on "24 HoliDAYS on 24th Street", a new holiday event of festivities for the merchants & community.

## **Administrative/Corporate Operations**

Keeps the NVA running day-to-day, manages all CBD projects, finances and administrative requirements for a 501(c)(3).

The NVA advocated for 24th Street with all City of SF government departments and presented accomplishments to the SF Board of Supervisor, the Government Oversight Committee and CBD Council meetings. Quarterly NVA Board meetings were held and committees met as needed.

The NVA manages all insurance requirements, finances and reporting to City and State offices, maintains the NVA website ([www.noevalleyassociation.org](http://www.noevalleyassociation.org)) publishes mid-year and annual reports, distributes annual report to CBD property owners, and updates database of CBD property owners for email and regular mailing lists.



## Public Rights of Way and Sidewalk Operations

The Noe Valley Association supplements sanitation services provided by the City of San Francisco, employing a full-time and a part-time sanitation worker. Services include daily sidewalk and gutter sweeping, spot cleaning, removal of debris, weeds, leaves and excess trash from garbage cans, nine monthly hot water steam cleanings from March through November, and spot steam cleaning of sidewalks and garbage cans. This last year, working with 28CLEAN, 211 pieces of bulky and illegal trash and 237 graffiti markings and stickers were removed from sidewalks and gutters within 24 hours, and 26 city garbage cans were repainted and degreased to remove and prevent graffiti. Randy Meyer, of Curb Appeal, is known as "the hardest working man on 24th Street". Randy conducts and manages the cleaning and removal of all trash, graffiti and blight on the street and was featured in the June 2011 issue of the Noe Valley Voice.

The NVA provides for regular watering of 24 flower baskets, 148 neighborhood trees, 42 planted sidewalk areas and planter boxes. New 15-gallon gator bags allow water to seep into the soil slowly, so less hand watering is required. All trees within the district are on a three-year cycle for trimming. The NVA funded a major trim of 42 new trees and removed stakes to strengthen tree roots and trunks.

The NVA provided security during the month of December with a guard walking the street in the late afternoon-early evening time period, Tuesday through Sunday.

## THANK YOU

...to our many friends

Adam Taylor, SF Legislative Aide  
Andres Power, SF Planning Department  
Carla Short, SF Bureau of Urban Forestry  
Friends of Noe Valley  
Friends of the Urban Forest  
Gillian Gillett, SF Legislative Aide  
Katerina Villanueva, SF OEWD  
Larry Badiner, Planning Consultant  
Lisa Pagan, SF OEWD  
Mohammed Nuru, SF DPW  
Ned Smith, Landscape Architect  
Nick Demopoulos, Sterling Bank  
Nick Elsner, SF DPW  
Noe Valley Farmers' Market  
Noe Valley Merchants & Professionals Association  
NVA Board of Directors  
Officer Lorriane Lomardo  
Randy Meyer, Manager, NVA Cleaning Services  
Scott Wiener, District 8 Supervisor  
SF CBD Consortium Board members  
Sylvia Buettner - Graphics, Technical Support & Admin



## Assessment Methodology

The Noe Valley Association Community Benefit District is funded through an annual assessment from businesses and property owners in the district. The CBD assesses each property according to each property's variables as follows: \$0.164 per square foot of lot size + \$8.83 per linear foot of lot frontage + \$0.170 per square foot of non-exempted building square footage. The NVA has not asked for any increases in the assessment for the last two fiscal years. As provided by the Property and Business Improvement District Law of 1994, the CBD's assessment shall appear as a separate line item called special assessment on the annual property bill prepared by the City and County of San Francisco.

For more information and details regarding Noe Valley Association CBD assessments, please visit [www.noevalleyassociation.org](http://www.noevalleyassociation.org)

### BUDGET July 1, 2010 – June 30, 2011

#### INCOME

Assessments	\$234,265
Interest	994
Grants, Fees/Donations	42,625
<b>TOTAL INCOME</b>	<b>\$277,884</b>

#### EXPENSES

Sidewalk operations & beautification	\$151,727
Streetscape Improvements	53,855
Administration	75,515
<b>TOTAL EXPENSES</b>	<b>\$281,097</b>
Cash Accounts as of June 2011:	\$176,913

### BUDGET July 1, 2011 – June 30, 2012

#### INCOME

Assessments	\$234,678
Interest	900
Grants, Fees/Donations	19,000
<b>TOTAL INCOME</b>	<b>\$254,578</b>

#### EXPENSES

Sidewalk operations & beautification	\$145,000
Streetscape Improvements	32,000
Administration	70,000
<b>TOTAL EXPENSES</b>	<b>\$247,000</b>

## Shout out to Carol Yenne!



The NVA would like to give a special thank you to Carol Yenne, who is leaving our board of directors after six industrious years. As the owner of Small Fry's on 24th Street, Carol was instrumental in forming the NVA, chairing the cleaning committee for four years and helping make cleaner streets a priority for local property owners.

Carol's activism on behalf of Noe Valley dates back to 1992, when she first joined the Noe Valley Merchants and Professionals Association, including serving as president from 2003 to 2006. Over the years, she has worked closely with City Hall to obtain additional public parking. She led the effort to modify the restaurant zoning for 24th Street. She zealously fought the glass tagger ROC, and followed through to see justice served for the largest window etching perpetrator in the city. She stood up to PG&E when the blackouts occurred on 24th Street, and actively sought contributions for the commercial district. An unflagging booster of Noe Valley, Carol has helped create a higher profile for the neighborhood through the San Francisco Convention and Visitors Bureau, and in Where Magazine.

Carol's contribution to the community goes well beyond the boards on which she has served; she has always stepped in to help on a personal level as well. Through Carol, many new merchants found storefronts for the businesses they hoped to open here. She helped fundraise and raise awareness for the renovation of the Noe Valley Library. She worked with other organizations to jumpstart the Noe Valley Harvest Festival that is now a community tradition. And, always, she has been an engaging emcee at parties and events to honor small businesses throughout San Francisco.

Carol once gave us all some good advice, and with her permission we'd like to repeat her words here: "Get involved, engage yourselves in the process and the organization. You will find that you get more out of it than you give, and in the process, make new friends." Carol has always felt that creating a community benefit district such as the NVA would have a lasting, positive effect on our neighborhood. We couldn't agree more.

Carol, thank you for all you have done.

**The Noe Valley Association welcomes your questions & feedback.**  
**Noe Valley Association • 1330 Castro Street • San Francisco • CA • 94114**  
 Please direct any questions to [info@noevalleyassociation.org](mailto:info@noevalleyassociation.org) or call Debra Niemann at 415-519-0093.

Visit our website for updates about our neighborhood: [www.noevalleyassociation.org](http://www.noevalleyassociation.org)

The Noe Valley Association is a registered 501(c)(3) organization.  
 All contributions are tax-deductible to the extent allowed by law.

THANK YOU to our many friends and our Board of Directors

Bob Roddick, President  
Business & Property Owner

David Eiland, Vice-President  
Business Owner & Chairperson,  
Streetscape Committee

Debra Niemann  
Secretary, Community Representative

Eric Alexanderson, Treasurer  
Property Owner, Cleaning Committee Member

Mark Campana  
Property Owner, Events Committee

B.J. Droubi  
Business & Property Owner,  
Streetscape Committee

Al Goodwin  
Property Owner

Isabelle Salvadori  
Community Representative,  
Streetscape Committee

Meagan Brown  
Business Owner, Events Committee

Adam Taylor, SF Legislative Aide

Andres Power, SF Legislative Aide

Carla Short, SF Bureau of Urban Forestry

Country Gardens, LLC

Curb Appeal

Friends of Noe Valley

Lisa Pagan, SF OEWD

Mohammed Nuru, SF DPW

Nick Demopoulos, Sterling Bank

Nick Elsner, SF DPW

Noe Valley Farmers' Market

Noe Valley Merchants &

Professionals Association

Officer Lorriane Lombardo

Scott Wiener, District 8 Supervisor

SF CBD Consortium Board

Sylvia Buettner, Graphics, Technical Support & Admin

**BUDGET July 1, 2011 – June 30, 2012**

<b>REVENUE</b>	
Assessments	\$239,186
Interest	716
Grants, Fees/Donations	16,441
<b>TOTAL REVENUE</b>	<b>\$256,343</b>

<b>DISBURSEMENTS</b>	
Sidewalk operations & beautification	\$163,761
Streetscape Improvements	30,244
Administration	64,240
<b>TOTAL DISBURSEMENTS</b>	<b>\$258,241</b>
Cash Accounts as of June 2012:	\$170,757

**BUDGET July 1, 2012 – June 30, 2013**

<b>REVENUE</b>	
Assessments	\$230,000
Grants, Fees/Donations	12,000
Interest	700
<b>TOTAL REVENUE</b>	<b>\$242,700</b>

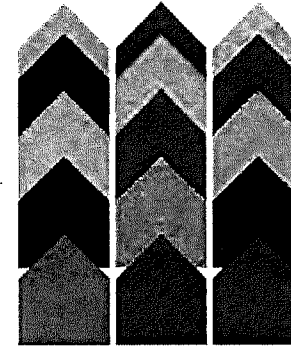
<b>DISBURSEMENTS</b>	
Sidewalk operations & beautification	\$155,000
Streetscape Improvements	20,000
Administration	60,000
Contingency Fund	5,000
<b>TOTAL DISBURSEMENTS</b>	<b>\$240,000</b>

**Assessment Methodology**

The Noe Valley Association Community Benefit District is funded through an annual assessment from businesses and property owners in the district. The CBD assesses each property according to each property's variables as follows: \$0.164 per square foot of lot size + \$8.83 per linear foot of lot frontage + \$0.170 per square foot of non-exempted building square footage. As provided by the Property and Business Improvement District Law of 1994, the CBD's assessment shall appear as a separate line item called special assessment on the annual property bill prepared by the City and County of San Francisco.

For more information on Noe Valley Association CBD assessments, visit [www.noevalleyassociation.org](http://www.noevalleyassociation.org).

# Noe Valley Association Annual Report 2011 – 2012



Noe Valley Association  
A Community Benefit District



**The Noe Valley Association welcomes your questions & feedback.**

**Noe Valley Association • 1330 Castro Street • SF • CA • 94114**

Questions? Email [info@noevalleyassociation.org](mailto:info@noevalleyassociation.org) or call Debra Niemann at 415-519-0093.

Visit our website for updates about our neighborhood: [www.noevalleyassociation.org](http://www.noevalleyassociation.org)

The Noe Valley Association is a registered 501(c)(3) organization.

All contributions are tax-deductible to the extent allowed by law.

The Noe Valley Association was established in August 2005 as a fifteen-year Community Benefit District (CBD), which receives an annual special assessment from the 209 properties in the district. The first assessments were received by the NVA in January 2006. The NVA consists of roughly six city blocks, including the side streets of corner buildings, on 24th Street between Church & Douglass Streets.



## Public Rights of Way and Sidewalk Operations

Daily sidewalk/gutter sweeping & spot cleaning continues **seven** days a week. **Nine** monthly sidewalk steamcleanings April–November. Removed **187** pieces of bulky and illegal trash (boxes, furniture, yard debris, bags of garbage, etc.) from sidewalks and gutters, worked with 28CLEAN and reported consistent trash abusers. Removed **192** graffiti marks and improper signage. **Washed the sidewalk daily to remove dog feces and spilled litter from food, drink and other liquids.** Replaced **24** city garbage can liners to prevent leakage. Repainted all trash cans and MTA guardrails on Church Street. Contracted with Arborist Now to analyze existing trees and recommend maintenance program to improve health and well-being of trees. **Removed dead trees and sucker branches, and weeded all tree wells.** Added decomposed granite to existing tree wells to reduce the pile-up of dog feces and create a smooth path for sweeping. Chief Gardener Mara waters, weeds, & replants as needed in the **21** planter boxes & open sidewalks where the NVA maintains flowers and plants.

## District Identity and Streetscape Improvements

A new logo for the NVA, prominently displayed on banners hanging on **six** street poles along 24th Street, identifies the neighborhood and brands its image both to community and visitors. Work continues with the MTA to optimize and preserve parking at Castro and 24th Streets, including a request to remove the bus pull-in zones at Noe and 24th Streets in favor of pole stops. This would result in **eight** new parking spaces on 24th Street. The NVA protested MTA's idea to remove three parking spaces on Castro and worked with the NVMPA to ensure no reduction in available parking. The NVA installed **two** new planter boxes on 24th Street and created a new iron fence for the planting area in front of Whole Foods Market. **24** flower baskets continue to brighten the neighborhood and are replaced every six months. The NVA replants flowers and plants at the **two** parklets and prepares required parklet cleaning reports to the Department of Public Health. The NVA continues to revitalize the public space at the Noe Valley Ministry parking lot, home of the Noe Valley Farmers' Market. **Upkeep and updating of two public bulletin boards in the City parking lot on 24th Street.** One is designated for the CBD to inform the public about its activities. The NVA was paid as fiscal sponsor for the **seventh** annual Noe Valley Harvest Festival, a neighborhood Celebration in **October 2011**. Produced the **fifth** annual Easter Egg Hunt at Douglass Park, attended by over **300** Noe Valley families in April 2012.

Co-produced SummerFEST in June with the Noe Valley Merchants and Professionals Association (NVMPA). The community enjoyed hayrides, a **petting zoo**, jumpy tents, local musicians, entertainment for children and free specialty food samples from Whole Foods Market. The north side of Noe at 24th Street was partly closed to host the popular petting zoo and jumpy tents. **Back for its second year!** **24 HoliDAYS on 24th Street in December 2011** with live reindeer in a parklet, musicians playing on the streets and merchants hosting events, a wine walk and Santa Claus visits. Food, **good cheer** and merriment abounded. Installed holiday decorations and hung white lights on **53** established trees through an agreement with the NVMPA.

## Administrative/Corporate Operations

Keeps the NVA running day-to-day, manages all projects outlined above and oversees finances and insurance requirements for a **501(c)(3)**. Advocates for 24th Street with all departments of City of SF government. Presented work to the Board of Supervisors and Government Oversight Committee. Held Board meetings every quarter and committee meetings as needed. Attended the CBD Council meetings every other month and presented a collective voice to the City on matters relating to CBD contributions towards improving the pedestrian experience on city streets. **Managed insurance requirements, finances and reporting to City and State offices.** Published mid-year and annual reports; distributed the annual report to all CBD property owners. Updated and maintained the NVA website: [www.noevalleyassociation.org](http://www.noevalleyassociation.org).

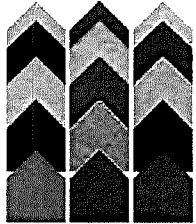
## Services Plan 2012-2013

**Public Rights of Way** – Continue daily cleaning and monthly steam washing, maintenance of trees and planted areas, including flower baskets, planter boxes and open sidewalk areas. Create new diagonal parking on Castro between Clipper and Jersey and create new parking on 24th Street by eliminating the pull-in bus stops at Noe and 24th Streets.

**Streetscape** – The NVA has installed numerous streetscape improvements. In the next fiscal year the NVA plans to write a grant and hold a contest for local artists for a new design on the seven utility boxes in the district.

**District Identity** – The NVA is working with SF Travel to promote Noe Valley to tourists. Working with the NVMPA, we hope to soon have a new brochure at the SF Travel booth at Hallidie Plaza. The new NVA logo was used on the SF Travel website to promote SF neighborhoods.

**Marketing** – Continue to promote the neighborhood and local merchants through the creation of special events in collaboration with NVMPA: the annual Spring Easter Egg Hunt, the Noe Valley Garden Tour, SummerFEST, the Noe Valley Harvest Festival and 24HoliDAYS on 24th Street.



The Noe Valley Association was established in August 2005 as a fifteen-year Community Benefit District (CBD), which receives an annual special assessment from the 211 properties in the district. The first assessments were received by the NVA in January 2006. The NVA consists of roughly six city blocks, including the side streets of corner buildings, along 24th Street between Church & Douglass Streets.

**T H A N K Y O U** ...to our many friends  
 Adam Taylor, SF Legislative Aide  
 Andres Power, SF Legislative Aide  
 Carla Short, SF Bureau of Urban Forestry  
 Country Gardens, LLC  
 Curb Appeal  
 Friends of Noe Valley  
 Crezia Tano, SF OEWD  
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 Noe Valley Merchants & Professionals Association  
 Officer Lorriane Lombardo  
 Scott Wiener, District 8 Supervisor  
 SF CBD Consortium Board  
 Sylvia Vientulis; Graphics, Technical Support & Admin

**Assessment Methodology**

The Noe Valley Association Community Benefit District is funded through an annual assessment from businesses and property owners in the district. The CBD initially assessed properties according to variables as follows: \$0.164 per square foot of lot size + \$8.83 per linear foot of lot frontage + \$0.170 per square foot of non-exempted building square footage. The NVA Board may increase the CBD fees between 1.9% and 2.4% annually; the increases are never more than the Consumer Price Index (CPI) as determined by the U.S. Department of Labor. As provided by the Property and Business Improvement District Law of 1994, the CBD's assessment shall appear as a separate line item called special assessment on the annual property bill prepared by the City and County of San Francisco.

For more information and details regarding Noe Valley Association CBD assessments, please visit [www.noevalleyassociation.org](http://www.noevalleyassociation.org)  
**BUDGET July 1, 2012 - June 30, 2013**

<b>REVENUE</b>	
Assessments	\$232,402
Fees/Donations	1,725
Interest	684
<b>Total Revenue</b>	<b>\$234,127</b>

<b>DISBURSEMENTS</b>	
Sidewalk Operations	\$143,092
Streetscape	14,695
Administration	63,817
<b>Total Disbursements</b>	<b>\$221,604</b>

Contingency Fund	\$12,523
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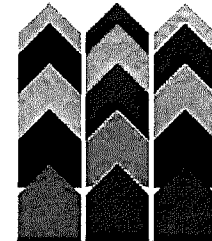
**BUDGET July 1, 2013-June 30, 2014**

<b>REVENUE</b>	
Assessments	\$230,000
Grants/Fees/Donations	680,000
Interest	670
<b>Total Revenue</b>	<b>\$910,670</b>

<b>DISBURSEMENTS</b>	
Sidewalk Operations	\$148,000
Streetscape	695,000
Administration	62,000
<b>Total Disbursements</b>	<b>\$909,840</b>

Contingency Fund	4,840
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# Noe Valley Association Community Benefit District



## Annual Report 2012-2013

The Noe Valley Association welcomes your questions & feedback.

Noe Valley Association • 1330 Castro Street • SF • CA • 94114

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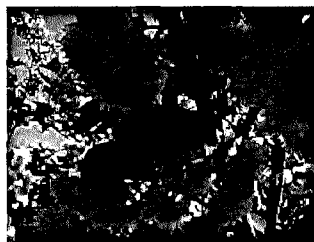
## Public Rights of Way and Sidewalk Operations

Daily sidewalk/gutter sweeping & spot cleaning continues seven days a week. Ten monthly sidewalk steam cleanings scheduled February - November. Removed 76 pieces of bulky and illegal trash (boxes, furniture, yard debris, bags of garbage, etc.) from sidewalks and gutters, worked with SF 311, SF Department of Public Works and reported consistent trash abusers. This year's figure represents 68% less trash picked up by NVA workers than last year.

Removed 116 graffiti marks and improper signage, which is 81 fewer than last year. Washed the sidewalks daily to remove dog feces and spilled litter from food, drink and other liquids. Repainted all trashcans and MTA guardrails on Church Street.

Contracted with Arborist Now to analyze existing trees and recommend a maintenance program to improve the health and well being of all trees. Removed five diseased, damaged or dead trees, weeded tree wells and trimmed sucker branches. Added decomposed granite to existing tree wells to reduce the accumulation of dog feces and create a smooth path for sweeping.

Chief Gardener Mara waters and weeds 235 trees & replants the 21 planter boxes & open sidewalks as needed. The NVA maintains the flowers and plants at the two public parklets and prepares required parklet cleaning reports to the SF Department of Public Health.



### Upcoming NVA Board/Property Owner Meeting

All are welcome to Noe Valley Association Board Meetings.

Tuesday, September 24th  
10-11:30 am

Sally Brunn Public Library, 451 Jersey Street, SF

## Administrative/Corporate Operations

Keeps the NVA running day-to-day and oversees 501(c)(3) financial & insurance requirements.

The NVA advocates for 24th Street with all departments of SF City government and presents work to the Board of Supervisors and Government Oversight Committee. Board meetings are held every quarter and committees meet as needed. Attended the CBD Council meetings every other month and presented a collective voice to the City on matters relating to CBD contributions towards improving the pedestrian experience on 24th street. Managed insurance requirements, finances and reporting to City and State offices. Published mid-year and annual reports; provided the annual report to all CBD property owners via mail and online. Updates and maintains the NVA website: [www.noevalleyassociation.org](http://www.noevalleyassociation.org). Updates database of CBD property owners for email and regular mailing lists.

## District Identity and Streetscape Improvements

The NVA maintains and improves the public spaces created with the installation of the two new parklets last year, as well as the public spaces in front of Bernie's Coffee, Whole Foods Market and Martha & Brothers Coffee. The NVA maintains the 25 hanging flower baskets in the district as well as the two community bulletin boards in the City parking lot on 24th Street. The NVA was again the fiscal sponsor for the annual Noe Valley Harvest Festival in October. Along with the Noe Valley Merchants and Professionals Association, the NVA co-produced the annual SummerFEST event on June 16th, the 24 HoliDAYS on 24th Street events in December and the holiday lighting on 60+ trees in the neighborhood.

The NVA was awarded \$680,000 from a City of SF Streetscape Bond to create two of the four proposed bulb outs on 24th Street. A series of community meetings will be conducted starting in October 2013 to determine where they will be installed. The bulb outs would potentially create pole stops for Muni buses and result in increased street parking for cars. The final design will require approval by the community and property owners. Please visit [www.noevalleyassociation.org](http://www.noevalleyassociation.org) for meeting details.

## Meet Ron and Paul!



Paul and Ron of Curb Appeal

Paul and Ron are the two dedicated people who help keep Noe Valley clean seven days a week!

They work for Curb Appeal, a company whose services are paid for by the Noe Valley Association. They contact the City to remove bulky items from the curb, such as furniture, crates and large debris. Ron and Paul are on the streets of Noe Valley eight hours a day sweeping, watering, cleaning graffiti and picking up trash. They clean the areas around all public sidewalk gardens and seating areas created by the NVA. Their efforts at keeping the neighborhood beautiful are seen everywhere, including the parklets, flowers baskets, trash containers and the Ministry parking lot public seating area.

Ron lives in the area and has been working in Noe Valley for Curb Appeal for over two years. Paul has been with the company for six months. Both of them work hard at keeping the community looking its best.

Stop and say hello the next time you see them!

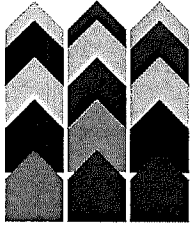
## Services Plan 2013-2014

**Public Rights of Way:** Continue daily cleaning and monthly steam washings as well as watering trees and all planted areas (hanging flower baskets, planter boxes and open sidewalk planted areas).

**Streetscape:** Continue to maintain the gardening duties for the flower baskets, trees and planter boxes along 24th Street, as well as maintenance of all public benches and community parklets.

Complete requirements of holding public hearing and providing final design regarding two bulb outs along 24th Street, according to the community approved long-term plan of 2008.

**District Identity/Marketing:** Continue to promote the neighborhood and local merchants through co-sponsorship with the NVMPA of community events, including the Noe Valley Garden Tour, SummerFEST, the Noe Valley Harvest Festival & 24-HoliDAYS on 24th Street.



The Noe Valley Association was established in August 2005 as a fifteen-year Community Benefit District (CBD), which receives an annual special assessment from the 211 properties in the district. The first assessments were received by the NVA in January 2006. The NVA consists of roughly six city blocks, including the side streets of corner buildings, along 24th Street between Church & Douglass Streets.

#### Assessment Methodology

The Noe Valley Association Community Benefit District is funded through an annual assessment from businesses and property owners in the district. The CBD initially assessed properties according to variables as follows: \$0.164 per square foot of lot size + \$8.83 per linear foot of lot frontage + \$0.170 per square foot of non-exempted building square footage. The NVA Board may increase the CBD fees between 1.9% and 3% annually; the increases are never more than the Consumer Price Index (CPI) as determined by the U.S. Department of Labor. The NVA did not increase CBD fees for the first six years of operation. Fee increases during the last two years have been within the Consumer Price Index (CPI). The funds generated from the increase are placed in a contingency fund and will be used for renewal in 2019/20, when the NVA will have to renew the district through a petition and ballot process with all property owners. As provided by the Property and Business Improvement District Law of 1994, the CBD's assessment shall appear as a separate line item called special assessment on the annual property bill prepared by the City and County of San Francisco.

**The Noe Valley Association welcomes your questions & feedback.  
Noe Valley Association • 1330 Castro Street • SF • CA • 94114**

Please direct any questions to [info@noevalleyassociation.org](mailto:info@noevalleyassociation.org) or call Debra Niemann at 415-519-0093.  
Visit our website for updates about our neighborhood: [www.noevalleyassociation.org](http://www.noevalleyassociation.org)

The Noe Valley Association is a registered 501(c)(3) organization. All contributions are tax-deductible to the extent allowed by law.

#### Financial Position as of June 30, 2014

The annual operating budget for the year July 1, 2013 to June 30, 2014 was \$230,000. The proposed budget was developed based on the management plan approved by property owners in 2005 as well as ideas expressed through surveys and Board meetings. These figures have not been audited as of 8/30/14. An audited statement will be posted on the NVA website before the annual property owners meeting on September 24, 2014.

#### BUDGET July 1, 2013 - June 30, 2014

REVENUE	
Assessments	\$242,013
Fees/Donations	2,000
Interest	419
<b>Total Revenue</b>	<b>\$244,432</b>

DISBURSEMENTS	
Sidewalk Operations	\$147,592
Streetscape	14,506
Administration	63,707
<b>Total Disbursements</b>	<b>\$225,805</b>
Contingency Fund	\$15,337
Fiscal Agent Fund	\$3,290

#### BUDGET July 1, 2014 - June 30, 2015

REVENUE	
Assessments	\$248,000
Interest	500
<b>Total Revenue</b>	<b>\$248,500</b>

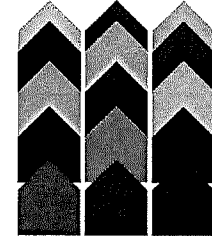
DISBURSEMENTS	
Sidewalk Operations	\$149,600
Streetscape	16,000
Administration	65,000
<b>Total Disbursements</b>	<b>\$230,600</b>
Contingency Fund	\$17,400

## THANK YOU

...to our many friends

Country Gardens, LLC • Nick Demopoulos, Sterling Bank & Trust • Steve Kerekes of Curb Appeal • Tony Lyau Noe Valley Merchants & Professionals Association Mohammed Nuru, SFDPW • Andres Power, SF Legislative Aide • Sam Salameh of GoodNews • SF CBD Consortium Board • Crezia Tano, SF OEWD • Adam Taylor, SF Legislative Aide • Sylvia Vientulis, Graphics & Technical Support • Scott Wiener, District 8 Supervisor













# Noe Valley Association Community Benefit District



## Annual Report 2013-2014



## Public Rights of Way and Sidewalk Operations

	Monthly sidewalk steam cleanings	Feb – Nov
	Calls to 311 for pick-up of large items, i.e. furniture, mattresses and to report illegal dumping	93
	Removal of graffiti marks, stickers and improper signage	264
	Removal of dog feces and spilled litter from food, drink and other liquids	Daily
	Repainted all trashcans and MTA guardrails on Church Street.	As needed
	Bulky/illegal trash items removed from sidewalks by NVA staff (boxes, yard debris, clothing, bags of garbage, etc.)	158
	With Arborist Now, evaluated CBD trees and recommended a program to maintain their health and well-being	As needed
	Added decomposed granite to existing tree wells, reducing the accumulation of dog feces and easing sweeping	As needed
	Trees watered and weeded by Chief Gardener Mara	212
	Planter boxes, sidewalk gardens watered and maintained	21
	Flower baskets watered and renewed	25
	Public parklets maintained year-round with flowers/plants and required SFDPH parklet cleaning reports	2

### Upcoming NVA Board/Property Owner Meeting

All are welcome to Noe Valley Association Board Meetings.  
**Wed., September 24**  
**9:00 - 10:30 am**  
 Sally Brunn Public Library  
 451 Jersey Street, SF



???

If you have any concerns about Noe Valley street cleaning, the removal of graffiti or large bulk items, etc., please contact Steve, owner of Curb Appeal. 415-595-4284.



Paul and Ron of Curb Appeal

The NVA clean team of Paul and Ron work seven days a week to provide daily sidewalk/gutter sweeping and to remove graffiti, wash down the sidewalk or pick up an accumulation of debris on the sidewalk, including large objects such as furniture, appliances, etc. They are aided by 311 calls to the City's Department of Public Works (DPW). They work for Curb Appeal, a company whose services are paid for by the NVA. Stop and say hello the next time you see them!

## District Identity and Streetscape Improvements

The NVA was awarded a 2011 SF Streetscape Bond by Supervisor Scott Wiener to create two of the four proposed bulb outs on 24th Street. These bulb outs are part of the long-term plan for Noe Valley's 24th Street. In addition to the bulb-outs, the grant will fund installing high visibility crosswalks at two new intersections, 24th at Noe and at Church Streets and repair the crosswalk at 24th and Castro.

The MTA decided to fund a third additional bulb-out on the southeast corner of Castro Street at 24th Street in front of Cotton Basics. Two community meetings were held on October 30 and January 23 to finalize bulb out and crosswalk plans. The bulb outs will create pole stops for Muni buses and result in increased street parking for cars. Please visit [www.noevalleyassociation.org](http://www.noevalleyassociation.org) for meeting details and/or to review the long-term plan for Noe Valley's 24th Street.

The NVA maintains and improves the public spaces we created at the City Parking lot between Castro and Noe Streets, the two parklets on 24th Street, the public spaces on 24th Street between Noe and Sanchez Streets and the sidewalk seating at the new Town Square.

The NVA maintains the 25 hanging flower baskets in the district as well as the two community bulletin boards in the City parking lot on 24th Street. The NVA was again the fiscal sponsor for the annual Noe Valley Harvest Festival in October. Along with the Noe Valley Merchants and Professionals Association, the NVA co-produced the annual SummerFEST event on June 14th, the 24 HoliDAYS on 24th Street events in December and the holiday lighting of 65+ trees in the neighborhood.

## Administrative and Corporate Operations

Keeps the NVA running day-to-day and oversees 501(c)(3) financial & insurance requirements as well as contract requirements with the City of San Francisco.

The NVA advocates for 24th Street with all departments of SF City government and presents work to the Board of Supervisors and Government Oversight Committee. Board meetings are held every quarter and committees meet as needed. The NVA participates in the CBD Council meetings every other month and presents a collective voice to the City on matters relating to CBD contributions towards improving the pedestrian experience on 24th street.

The NVA also manages the following: finances and reporting to City and State offices; grant applications to bring additional resources to the CBD; monitoring contracts and services; publishing Mid-Year and Annual Reports; supporting all committees of the Board of Directors; insurance requirements; NVA website updates to [www.noevalleyassociation.org](http://www.noevalleyassociation.org); database of CBD property owners for email and regular mailing lists; all community inquiries.



## Services Plan 2014-2015

**Public Rights of Way:** Continue daily cleaning and monthly steam washings as well as watering trees and all planted areas (hanging flower baskets, planter boxes and open sidewalk planted areas).

**Streetscape:** Continue gardening maintenance of the flower baskets, trees and planter boxes along 24th Street, as well as maintenance of all public benches and community parklets. Oversee completion of installations of three bus bulb-outs beginning in Fall 2014; 24th Street at Castro and at Noe Streets, and the third at the southeast corner of 24th and Castro.

Oversee completion of three high-visibility crosswalks along 24th Street, according to the community-approved long-term plan of 2008.

**District Identity/Marketing:** The NVA will continue to produce events including SummerFEST, 24 HoliDAYS on 24th Street and the Harvest Festival to attract local and city-wide residents as well as San Francisco visitors. The NVA will continue to refine and update its website with information about the CBD, its meeting times, agenda, notices and minutes.

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# **NOE VALLEY ASSOCIATION**

## **FINANCIAL STATEMENTS**

**June 30, 2010**

**(With Comparative Totals for June 30, 2009)**

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**CROSBY & KANEDA**  
Certified Public Accountants

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Dedicated to Nonprofit Organizations

# Noe Valley Association

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**CROSBY & KANEDA**  
Certified Public Accountants

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Oakland, CA 94612-2151  
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Fax: 510 · 835 · 5711  
e-mail: info@ckcpa.biz

Board of Directors  
Noe Valley Association  
San Francisco, California

We have reviewed the accompanying statements of financial position of Noe Valley Association (a nonprofit organization) as of June 30, 2010, and the related statements of activities, cash flows, and functional expenses for the year then ended, in accordance with Statements of Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of Noe Valley Association.

A review consists principally of inquiries of company personnel and analytical procedures applied to financial data. It is substantially less in scope than an examination in accordance with auditing standards generally accepted in the United States of America, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

*Crosby + Kaneda*

Certified Public Accountants  
Oakland, California  
August 18, 2010

Noe Valley Association

Statement of Financial Position

June 30, 2010

(With Comparative Totals for June 30, 2009)

	<u>2010</u>	<u>2009</u>
<b>Assets</b>		
Cash and cash equivalents	\$ 178,192	\$ 196,399
Total Assets	<u>\$ 178,192</u>	<u>\$ 196,399</u>
<b>Liabilities and Net Assets</b>		
Accounts payable	\$ -	\$ -
Total liabilities	<u>-</u>	<u>-</u>
Concentrations and Contingencies (Note 3)		
Unrestricted net assets	176,692	194,899
Temporarily restricted net assets (Note 4)	<u>1,500</u>	<u>1,500</u>
Total Net Assets	<u>178,192</u>	<u>196,399</u>
Total Liabilities and Net Assets	<u>\$ 178,192</u>	<u>\$ 196,399</u>

See Accountants' Review Report and  
Notes to the Financial Statements

**Noe Valley Association**

**Statement of Activities  
For the Year Ended June 30, 2010  
(With Comparative Totals for the Year Ended June 30, 2009)**

	Unrestricted	Temporarily Restricted	Totals	
			2010	2009
<b>Support and Revenue</b>				
Government fees	\$ 262,515	\$ -	\$ 262,515	\$ 269,313
Donations	32,994	-	32,994	49,869
Interest	1,439	-	1,439	2,644
Total support and revenue	<u>296,948</u>	<u>-</u>	<u>296,948</u>	<u>321,826</u>
<b>Expenses</b>				
Program	270,074	-	270,074	222,918
General and administrative	28,655	-	28,655	28,699
Fundraising	16,426	-	16,426	16,592
Total expenses	<u>315,155</u>	<u>-</u>	<u>315,155</u>	<u>268,209</u>
Change in net assets	<u>(18,207)</u>	<u>-</u>	<u>(18,207)</u>	<u>53,617</u>
Net Assets, beginning of year	<u>194,899</u>	<u>1,500</u>	<u>196,399</u>	<u>142,782</u>
Unrestricted Net Assets, end of year	<u>\$ 176,692</u>	<u>\$ 1,500</u>	<u>178,192</u>	<u>\$ 196,399</u>

See Accountants' Review Report and  
Notes to the Financial Statements

Noe Valley Association

Statement of Cash Flows

For the Year Ended June 30, 2010

(With Comparative Totals for the Year Ended June 30, 2009)

	<u>2010</u>	<u>2009</u>
<b>Cash flows from operating activities:</b>		
Change in net assets	\$ (18,207)	\$ 53,617
Net cash provided by operating activities	<u>(18,207)</u>	<u>53,617</u>
 Change in cash and equivalents	 <u>(18,207)</u>	 <u>53,617</u>
 Cash and equivalents		
Beginning of year	<u>196,399</u>	<u>142,782</u>
End of year	<u>\$ 178,192</u>	<u>\$ 196,399</u>

See Accountants' Review Report and  
Notes to the Financial Statements

NOE VALLEY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2010

(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2009)

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**NOTE 1: NATURE OF ACTIVITIES**

The Noe Valley Association (the Organization) is a nonprofit organization founded by property owners, merchants and community members in the Noe Valley neighborhood of San Francisco, California. The Organization receives community benefit district assessment funds from taxes paid by property owners and merchants.

**NOTE 2: SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

**Basis of Presentation**

The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The Organization has no temporarily or permanently restricted net assets.

**Revenue Recognition**

Contributions are recognized as revenue when received or unconditionally promised. Contributions are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions.

All donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**Income Taxes**

The Internal Revenue Service and the California Franchise Tax Board have determined that the Organization is exempt from federal and state income taxes under Internal Revenue Code Section 501 (c) (3) and the California Revenue and Taxation Code Section 23701(d).

**Donated Services**

Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization.



**NOE VALLEY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2010**

**(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2009)**

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**Estimates**

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

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Organization considers all cash and other highly liquid investments with maturities of three months or less to be cash equivalents.

**Functional Allocation of Expenses**

The costs of providing the various programs and 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 benefited.

**Prior Year Summarized Information**

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2009, from which the summarized information was derived.

**NOTE 3: CONCENTRATION**

**Revenue**

For the year ended June 30, 2010 the Organization received 88% of its revenue from a single source. A significant reduction in the level of this support, if this were to occur, may have an effect on the Organization's program and activities.

Grant awards require the fulfillment of certain conditions as set forth in the instrument of grant. Failure to fulfill the conditions could result in the return of the funds to the grantors. The Organization deems this contingency remote since by accepting the grants and their terms, it has accommodated the objectives of the Organization to the provisions of the grants. The Organization's management is of the opinion that the Organization has complied with the terms of all grants.

**NOTE 4: TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets of \$1,500 were available as of June 30, 2010 to archive photos.

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# **NOE VALLEY ASSOCIATION**

## **FINANCIAL STATEMENTS**

**June 30, 2011**

**(With Comparative Totals for the Year Ended June 30, 2010)**

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**CROSBY & KANEDA**  
Certified Public Accountants

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Dedicated to Nonprofit Organizations

## Noe Valley Association

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**CROSBY & KANEDA**  
Certified Public Accountants

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Fax: 510 · 835 · 5711  
e-mail: info@ckcpa.biz

**INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

Board of Directors  
Noe Valley Association  
San Francisco, California

We have reviewed the accompanying statements of financial position of Noe Valley Association (a nonprofit organization) as of June 30, 2011, and the related statements of activities, cash flows, and functional expenses for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

*Crosby + Kaneda*

Certified Public Accountants  
Oakland, California  
September 6, 2011

Noe Valley Association

Statement of Financial Position  
June 30, 2011  
(With Comparative Totals for June 30, 2010)

	<u>2011</u>	<u>2010</u>
<b>Assets</b>		
Cash and cash equivalents	\$ 189,744	\$ 178,192
Prepaid expenses	500	-
Total Assets	<u>\$ 190,244</u>	<u>\$ 178,192</u>
<b>Liabilities and Net Assets</b>		
Accounts payable	<u>\$ -</u>	<u>\$ -</u>
Total Liabilities	<u>-</u>	<u>-</u>
Concentrations and Contingencies (Notes 3 and 4)		
Unrestricted net assets	173,479	176,692
Temporarily restricted net assets (Note 5)	16,765	1,500
Total Net Assets	<u>190,244</u>	<u>178,192</u>
Total Liabilities and Net Assets	<u>\$ 190,244</u>	<u>\$ 178,192</u>

See Accountants' Review Report and  
Notes to the Financial Statements

Noe Valley Association

Statement of Activities  
 For the Year Ended June 30, 2011  
 (With Comparative Totals for the Year Ended June 30, 2010)

	Unrestricted	Temporarily Restricted	Total	
			2011	2010
<b>Support and Revenue</b>				
Government fees	\$ 272,424	\$	\$ 272,424	\$ 262,515
Donations	4,466	27,418	31,884	32,994
Interest	994		994	1,439
Net assets released from restriction (Note 5)	12,153	(12,153)	-	-
Total Support and Revenue	<u>290,037</u>	<u>15,265</u>	<u>305,302</u>	<u>296,948</u>
<b>Expenses</b>				
Program	245,379		245,379	270,074
General and administrative	27,699		27,699	28,655
Fundraising	20,172		20,172	16,426
Total Expenses	<u>293,250</u>	<u>-</u>	<u>293,250</u>	<u>315,155</u>
Change in net assets	<u>(3,213)</u>	<u>15,265</u>	<u>12,052</u>	<u>(18,207)</u>
Net Assets, beginning of year	<u>176,692</u>	<u>1,500</u>	<u>178,192</u>	<u>196,399</u>
Net Assets, end of year	<u>\$ 173,479</u>	<u>\$ 16,765</u>	<u>\$ 190,244</u>	<u>\$ 178,192</u>

See Accountants' Review Report and  
 Notes to the Financial Statements

Noe Valley Association

Statement of Cash Flows

For the Year Ended June 30, 2011

(With Comparative Totals for the Year Ended June 30, 2010)

	<u>2011</u>	<u>2010</u>
<b>Cash flows from operating activities:</b>		
Change in net assets	\$ 12,052	\$ (18,207)
Change in assets and liabilities:		
Prepaid expenses	<u>(500)</u>	<u>-</u>
Net cash provided (used) by operating activities	<u>11,552</u>	<u>(18,207)</u>
 Change in cash and equivalents	 <u>11,552</u>	 <u>(18,207)</u>
 Cash and equivalents		
Beginning of year	<u>178,192</u>	<u>196,399</u>
End of year	<u>\$ 189,744</u>	<u>\$ 178,192</u>

See Accountants' Review Report and  
Notes to the Financial Statements

NOE VALLEY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2011

(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2010)

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**NOTE 1: NATURE OF ACTIVITIES**

The Noe Valley Association (the Organization) is a nonprofit organization founded by property owners, merchants and community members in the Noe Valley neighborhood of San Francisco, California. The Organization receives community benefit district assessment funds from taxes paid by property owners and merchants.

**NOTE 2: SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

**Basis of Presentation**

The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The Organization has no temporarily or permanently restricted net assets.

**Revenue Recognition**

Contributions are recognized as revenue when received or unconditionally promised. Contributions are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions.

All donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**Income Taxes**

The Internal Revenue Service and the California Franchise Tax Board have determined that the Foundation is exempt from federal and state income taxes under Internal Revenue Code Section 501 (c) (3) and the California Revenue and Taxation Code Section 23701(d). The Organization has evaluated its current tax positions and has concluded that as of June 30, 2011, the Organization does not have any significant uncertain tax positions for which a reserve would be necessary.

**Donated Services**

Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization.



NOE VALLEY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2011

(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2010)

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**Estimates**

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

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Organization considers all cash and other highly liquid investments with maturities of three months or less to be cash equivalents.

**Functional Allocation of Expenses**

The costs of providing the various programs and 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 benefited.

**Prior Year Summarized Information**

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2010, from which the summarized information was derived.

**Reclassifications**

Certain accounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current-year financial statements.

**Subsequent Events**

The Organization has evaluated subsequent events and has concluded that as of the date that the financial statements were available for distribution there were no significant subsequent events to disclose.

**NOTE 3: CONCENTRATIONS**

**Revenue**

For the year ended June 30, 2011 the Organization received 89% of its revenue from a single source. A significant reduction in the level of this support, if this were to occur, may have an effect on the Organization's program and activities.

NOE VALLEY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2011

(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2010)

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**NOTE 4: CONTINGENCIES**

Grant awards require the fulfillment of certain conditions as set forth in the instrument of grant. Failure to fulfill the conditions could result in the return of the funds to the grantors. The Organization deems this contingency remote since by accepting the grants and their terms, it has accommodated the objectives of the Organization to the provisions of the grants. The Organization's management is of the opinion that the Organization has complied with the terms of all grants.

**NOTE 5: TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets were available as follows as of June 30:

	<u>2011</u>	<u>2010</u>
Harvest Festival	\$ 13,507	\$ -
West Portal	1,758	-
Photo archiving	<u>1,500</u>	<u>1,500</u>
Total	<u>\$ 16,765</u>	<u>\$ 1,500</u>

As of June 30, 2011, temporarily restricted net assets of \$12,153 were released from donor restriction by incurring expenses for the Harvest Festival. There were no temporarily restricted net assets released from donor restriction during the year ended June 30, 2010.

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# **NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT**

## **FINANCIAL STATEMENTS**

**June 30, 2012**

**(With Comparative Totals for the Year Ended June 30, 2011)**

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**CROSBY & KANEDA**  
Certified Public Accountants

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Dedicated to Nonprofit Organizations

# Noe Valley Association, a Community Benefit District

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**CROSBY & KANEDA**  
Certified Public Accountants

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**INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

Board of Directors  
Noe Valley Association, a Community Benefit District  
San Francisco, California

We have reviewed the accompanying statements of financial position of Noe Valley Association, a Community Benefit District (a nonprofit organization) as of June 30, 2012, and the related statements of activities, cash flows, and functional expenses for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

*Crosby & Kaneda*

Certified Public Accountants  
Oakland, California  
September 27, 2012

**Noe Valley Association, a Community Benefit District**

**Statement of Financial Position**  
**June 30, 2012**  
**(With Comparative Totals for June 30, 2011)**

	<u>2012</u>	<u>2011</u>
<b>Assets</b>		
Cash	\$ 184,147	\$ 189,744
Assessment receivable	6,154	-
Prepaid expenses	<u>500</u>	<u>500</u>
Total Assets	<u>\$ 190,801</u>	<u>\$ 190,244</u>
<b>Liabilities and Net Assets</b>		
Liabilities	\$	\$
Concentrations and contingencies (Note 3)		
Unrestricted net assets	183,251	173,479
Temporarily restricted net assets (Note 5)	<u>7,550</u>	<u>16,765</u>
Total Net Assets	<u>190,801</u>	<u>190,244</u>
Total Liabilities and Net Assets	<u>\$ 190,801</u>	<u>\$ 190,244</u>

See Independent Accountants' Review Report and  
Notes to the Financial Statements

**Noe Valley Association, a Community Benefit District**

**Statement of Activities  
For the Year Ended June 30, 2012  
(With Comparative Totals for the Year Ended June 30, 2011)**

	Unrestricted	Temporarily Restricted	Total	
			2012	2011
<b>Support and Revenue</b>				
Assessment revenue	\$ 239,207	\$ -	\$ 239,207	\$ 232,507
Harvest festival sponsorships and fees	15,624	13,700	29,324	25,660
Donations	16,441	-	16,441	6,224
Interest	716	-	716	994
Government grants	-	-	-	39,917
Net assets released from restriction (Note 5)	22,915	(22,915)	-	-
<b>Total Support and Revenue</b>	<b>294,903</b>	<b>(9,215)</b>	<b>285,688</b>	<b>305,302</b>
<b>Expenses</b>				
Program	230,395	-	230,395	245,379
General and administrative	37,051	-	37,051	27,699
Fundraising	17,685	-	17,685	20,172
<b>Total Expenses</b>	<b>285,131</b>	<b>-</b>	<b>285,131</b>	<b>293,250</b>
Change in net assets	9,772	(9,215)	557	12,052
Net Assets, beginning of year	173,479	16,765	190,244	178,192
Net Assets, end of year	\$ 183,251	\$ 7,550	\$ 190,801	\$ 190,244

See Independent Accountants' Review Report and  
Notes to the Financial Statements

Noe Valley Association, a Community Benefit District

Statement of Cash Flows  
For the Year Ended June 30, 2012  
(With Comparative Totals for the Year Ended June 30, 2011)

	<u>2012</u>	<u>2011</u>
<b>Cash flows from operating activities:</b>		
Change in net assets	\$ 557	\$ 12,052
Change in assets and liabilities:		
Assessment receivable	(6,154)	-
Prepaid expenses	-	(500)
Net cash provided (used) by operating activities	<u>(5,597)</u>	<u>11,552</u>
Change in cash	<u>(5,597)</u>	<u>11,552</u>
Cash,		
Beginning of year	<u>189,744</u>	<u>178,192</u>
End of year	<u>\$ 184,147</u>	<u>\$ 189,744</u>

See Independent Accountants' Review Report and  
Notes to the Financial Statements



**NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2012**

**(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2011)**

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**NOTE 1: NATURE OF ACTIVITIES**

The Noe Valley Association, a Community Benefit District (the Organization) is a nonprofit organization founded by property owners, merchants and community members in the Noe Valley neighborhood of San Francisco, California.

The Organization receives community benefit district assessment funds from taxes paid by property owners and merchants.

**NOTE 2: SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

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).

**Basis of Presentation**

The Organization presents information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The three classes are differentiated by donor restrictions.

*Unrestricted net assets* – consist of resources which have not been specifically restricted by a donor. Unrestricted net assets may be designated for specific purposes by the Organization or may be limited by contractual agreements with outside parties.

*Temporarily restricted net assets* – represent contributions whose use is limited by donor-imposed stipulations that expire by the passage of time or can be fulfilled and removed by actions of the Organization pursuant to those stipulations. Temporarily restricted net assets also include accumulated appreciation of permanently restricted endowment funds that have not been appropriated by the Board in accordance with the California Uniform Prudent Management of Institutional Funds Act of 2008 (UPMIFA).

*Permanently restricted net assets* – represent contributions whose use is limited by donor-imposed stipulations that require the gift to be invested in perpetuity. The income from such invested assets, including realized and unrealized gains, is generally available to support the activities of the Organization. Donors may also restrict all or part of the income and/or appreciation from these investments to permanently restricted net assets, resulting in increases/decreases to these net assets. There were no permanently restricted net assets as of June 30, 2012.

**Contributions**

Contributions, including unconditional promises to give, are recognized as revenues in the period the promise is received. Conditional promises to give are not recognized until they become unconditional; that is when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the date of contribution. Contributions to be received after one year are discounted at an

**NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2012**

**(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2011)**

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appropriate rate commensurate with the risks involved. Amortization of the discount is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any, on the contributions.

Unrestricted contributions and grants are recorded as unrestricted revenue when received. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

All donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

The Organization considers all contributions to be fully collectible at June 30, 2012. Accordingly, no allowance for doubtful accounts was deemed necessary. If amounts become uncollectible, they are charged to expense in the period in which that determination is made.

**Income Taxes**

The Internal Revenue Service and the California Franchise Tax Board have determined that the Organization is exempt from federal and state income taxes under Internal Revenue Code Section 501 (c) (3) and the California Revenue and Taxation Code Section 23701(d). The Organization has evaluated its current tax positions as of June 30, 2012 and is not aware of any significant uncertain tax positions for which a reserve would be necessary.

**Contributed Services**

Contributed services are reflected in the financial statements at the fair value of the services received only if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills; and would otherwise be purchased by the Organization.

**Estimates**

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

**Fair Value Measurements**

Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. The Organization determines the fair values of its assets and liabilities based on a fair value hierarchy that includes three levels of inputs that may be used to measure fair value.

**NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2012**

**(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2011)**

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Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization has the ability to access at the measurement date. An active market is a market in which transactions occur with sufficient frequency and volume to provide pricing information on an ongoing basis.

Level 2 inputs are inputs other than quoted prices that are observable for the asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for the assets or liability. Unobservable inputs reflect the Organization's own assumptions about the assumptions market participants would use in pricing the asset or liability (including assumptions about risk). Unobservable inputs are developed based on the best information available in the circumstances and may include the Organization's own data.

The Organization had no assets or liabilities recorded at fair value on June 30, 2012.

**Inventory**

The Organization reports inventory at cost, computed on the first-in, first-out basis. The organization had no inventory on June 30, 2012.

**Property and Equipment**

All acquisitions of property and equipment in excess of \$1,000 and all expenditures for repairs and maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are stated at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives on the property and equipment. The Organization had no property and equipment that met this capitalization policy at June 30, 2012.

**Functional Allocation of Expenses**

The costs of providing 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 benefited.

**Prior Year Summarized Information**

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2011, from which the summarized information was derived.

NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2012

(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2011)

**Reclassifications**

Certain accounts in the prior year's summarized information have been reclassified for comparative purposes to conform to the presentation in the current-year financial statements.

**Subsequent Events**

The Organization has evaluated subsequent events and has concluded that as of September 27, 2012 the date that the financial statements were available to be issued, there were no significant subsequent events to disclose.

**NOTE 3: CONCENTRATIONS**

**Revenue**

For the year ended June 30, 2012 the Organization received 84% of its revenue from community benefit district assessments on property owners in the Noe Valley Community Benefit District. A significant reduction in the level of this support; if this were to occur, may have an effect on the Organization's program and activities.

**NOTE 4: CONTINGENCIES**

Community benefit district assessments are received under agreement with the City and County of San Francisco and assessments have been currently authorized through December 2020. The assessments and related revenue to the organization may be terminated at an earlier date if the community benefit district which funds the Organizations operations is disestablished by a vote of the assessed property owners or in certain other circumstances.

**NOTE 5: TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets were available as follows as of June 30:

	<u>2012</u>	<u>2011</u>
Harvest Festival	\$ 4,292	\$ 13,507
West Portal	1,758	1,758
Photo archiving	<u>1,500</u>	<u>1,500</u>
Total	<u>\$ 7,550</u>	<u>\$ 16,765</u>

For the year ending June 30, 2012, temporarily restricted net assets of \$22,915 were released from donor restriction by incurring expenses for the Harvest Festival.

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**NOE VALLEY ASSOCIATION,  
A COMMUNITY BENEFIT  
DISTRICT**

**FINANCIAL STATEMENTS**

**June 30, 2013**

**(With Comparative Totals for the Year Ended June 30, 2012)**

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**CROSBY & KANEDA**  
Certified Public Accountants

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Dedicated to Nonprofit Organizations

**Noe Valley Association, a Community Benefit District**

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**CROSBY & KANEDA**  
Certified Public Accountants

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Dedicated to Nonprofit Organizations

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**INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

Board of Directors  
Noe Valley Association, a Community Benefit District  
San Francisco, California

We have reviewed the accompanying statements of financial position of Noe Valley Association, a Community Benefit District (a nonprofit organization) as of June 30, 2013, and the related statements of activities, cash flows, and functional expenses for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

*Adele Kaneda*

Certified Public Accountants  
Oakland, California  
September 23, 2013

**Noe Valley Association, a Community Benefit District**

**Statement of Financial Position  
June 30, 2013  
(With Comparative Totals for June 30, 2012)**

	<u>2013</u>	<u>2012</u>
<b>Assets</b>		
Cash	\$ 210,632	\$ 184,147
Assessment receivable	2,899	6,154
Prepaid expenses	100	500
	<u>213,631</u>	<u>190,801</u>
<b>Total Assets</b>	<b>\$ 213,631</b>	<b>\$ 190,801</b>
<b>Liabilities and Net Assets</b>		
Liabilities	\$	\$
Concentrations and contingencies (Notes 3 and 4)		
Unrestricted net assets	210,373	183,251
Temporarily restricted net assets (Note 5)	3,258	7,550
	<u>213,631</u>	<u>190,801</u>
<b>Total Net Assets</b>	<b>\$ 213,631</b>	<b>\$ 190,801</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 213,631</b>	<b>\$ 190,801</b>

See Independent Accountants' Review Report and  
Notes to the Financial Statements



**Noe Valley Association, a Community Benefit District**

**Statement of Activities  
For the Year Ended June 30, 2013  
(With Comparative Totals for the Year Ended June 30, 2012)**

	Unrestricted	Temporarily Restricted	Total	
			2013	2012
<b>Support and Revenue</b>				
Assessment revenue	\$ 235,301	\$	\$ 235,301	\$ 239,207
Harvest festival	16,883	28,362	45,245	29,324
Donations	1,725		1,725	16,441
Interest	683		683	716
Net assets released from donor restriction (Note 5)	32,654	(32,654)	-	-
<b>Total Support and Revenue</b>	<b>287,246</b>	<b>(4,292)</b>	<b>282,954</b>	<b>285,688</b>
<b>Expenses</b>				
Program	222,907		222,907	230,395
General and administrative	25,016		25,016	37,051
Fundraising	12,201		12,201	17,685
<b>Total Expenses</b>	<b>260,124</b>	<b>-</b>	<b>260,124</b>	<b>285,131</b>
<b>Change in net assets</b>	<b>27,122</b>	<b>(4,292)</b>	<b>22,830</b>	<b>557</b>
<b>Net Assets, beginning of year</b>	<b>183,251</b>	<b>7,550</b>	<b>190,801</b>	<b>190,244</b>
<b>Net Assets, end of year</b>	<b>\$ 210,373</b>	<b>\$ 3,258</b>	<b>\$ 213,631</b>	<b>\$ 190,801</b>

See Independent Accountants' Review Report and  
Notes to the Financial Statements

**Noe Valley Association, a Community Benefit District**

**Statement of Cash Flows**  
**For the Year Ended June 30, 2013**  
**(With Comparative Totals for the Year Ended June 30, 2012)**

	<u>2013</u>	<u>2012</u>
<b>Cash flows from operating activities:</b>		
Change in net assets	\$ 22,830	\$ 557
Change in assets and liabilities:		
Assessment receivable	3,255	(6,154)
Prepaid expenses	400	-
Net cash provided (used) by operating activities	<u>26,485</u>	<u>(5,597)</u>
 Change in cash	 <u>26,485</u>	 <u>(5,597)</u>
 Cash, beginning of year	 <u>184,147</u>	 <u>189,744</u>
 Cash, end of year	 <u>\$ 210,632</u>	 <u>\$ 184,147</u>

See Independent Accountants' Review Report and  
Notes to the Financial Statements

NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2013

(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2012)

---

**NOTE 1: NATURE OF ACTIVITIES**

The Noe Valley Association, a Community Benefit District (the Organization) is a nonprofit organization founded by property owners, merchants and community members in the Noe Valley neighborhood of San Francisco, California.

The Organization receives community benefit district assessment funds from taxes paid by property owners and merchants.

**NOTE 2: SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

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).

**Basis of Presentation**

The Organization presents information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The three classes are differentiated by donor restrictions.

*Unrestricted net assets* – consist of resources which have not been specifically restricted by a donor. Unrestricted net assets may be designated for specific purposes by the Organization or may be limited by contractual agreements with outside parties.

*Temporarily restricted net assets* – represent contributions whose use is limited by donor-imposed stipulations that expire by the passage of time or can be fulfilled and removed by actions of the Organization pursuant to those stipulations.

*Permanently restricted net assets* – represent contributions whose use is limited by donor-imposed stipulations that require the gift to be invested in perpetuity. The income from such invested assets, including realized and unrealized gains, is generally available to support the activities of the Organization. Donors may also restrict all or part of the income and/or appreciation from these investments to permanently restricted net assets, resulting in increases/decreases to these net assets. There were no permanently restricted net assets as of June 30, 2013.

**Contributions**

Contributions, including unconditional promises to give, are recognized as revenues in the period the promise is received. Conditional promises to give are not recognized until they become unconditional; that is when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the date of contribution. Contributions to be received after one year are discounted at an appropriate rate commensurate with the risks involved. Amortization of the discount is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any, on the contributions.

**NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2013**

**(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2012)**

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Unrestricted contributions and grants are recorded as unrestricted revenue when received. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

All donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

The Organization considers all contributions to be fully collectible at June 30, 2013. Accordingly, no allowance for doubtful accounts was deemed necessary. If amounts become uncollectible, they are charged to expense in the period in which that determination is made.

**Income Taxes**

The Internal Revenue Service and the California Franchise Tax Board have determined that the Organization is exempt from federal and state income taxes under Internal Revenue Code Section 501 (c) (3) and the California Revenue and Taxation Code Section 23701(d). The Organization has evaluated its current tax positions as of June 30, 2013 and is not aware of any significant uncertain tax positions for which a reserve would be necessary. The Organization's tax returns are generally subject to examination by federal and state taxing authorities for three and four years, respectively after they are filed.

**Contributed Services**

Contributed services are reflected in the financial statements at the fair value of the services received only if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization.

**Estimates**

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

**Fair Value Measurements**

Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. The Organization determines the fair values of its assets and liabilities based on a fair value hierarchy that includes three levels of inputs that may be used to measure fair value.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization has the ability to access at the measurement date. An active

**NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2013**

**(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2012)**

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market is a market in which transactions occur with sufficient frequency and volume to provide pricing information on an ongoing basis.

Level 2 inputs are inputs other than quoted prices that are observable for the asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for the assets or liability. Unobservable inputs reflect the Organization's own assumptions about the assumptions market participants would use in pricing the asset or liability (including assumptions about risk). Unobservable inputs are developed based on the best information available in the circumstances and may include the Organization's own data.

The Organization had no assets or liabilities recorded at fair value on June 30, 2013.

**Concentration of Credit Risk**

At times, the Organization may have deposits in excess of federally insured limits. The risk is managed by maintaining all deposits in high quality financial institutions.

**Property and Equipment**

All acquisitions of property and equipment in excess of \$1,000 and all expenditures for repairs and maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are stated at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives on the property and equipment. The Organization had no property and equipment that met this capitalization policy at June 30, 2013.

**Functional Allocation of Expenses**

The costs of providing 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 benefited.

**Prior Year Summarized Information**

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2012, from which the summarized information was derived.

**NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2013**

**(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2012)**

**Reclassifications**

Certain accounts in the prior year's summarized information have been reclassified for comparative purposes to conform to the presentation in the current-year financial statements.

**Subsequent Events**

The Organization has evaluated subsequent events and has concluded that as of September 23, 2013 the date that the financial statements were available to be issued, there were no significant subsequent events to disclose.

**NOTE 3: CONCENTRATIONS**

**Revenue**

For the year ended June 30, 2013 the Organization received 85% of its revenue from community benefit district assessments on property owners in the Noe Valley Community Benefit District. A significant reduction in the level of this support, if this were to occur, may have an effect on the Organization's program and activities.

**NOTE 4: CONTINGENCIES**

Community benefit district assessments are received under agreement with the City and County of San Francisco and assessments have been currently authorized through December 2020. The assessments and related revenue to the organization may be terminated at an earlier date if the community benefit district which funds the Organizations operations is disestablished by a vote of the assessed property owners or in certain other circumstances.

**NOTE 5: TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets were available as follows as of June 30:

	<u>2013</u>	<u>2012</u>
Harvest Festival	\$ -	\$ 4,292
West Portal	1,758	1,758
Photo archiving	<u>1,500</u>	<u>1,500</u>
Total	<u>\$ 3,258</u>	<u>\$ 7,550</u>

For the year ending June 30, 2013, temporarily restricted net assets of \$32,654 were released from donor restriction by incurring expenses for the Harvest Festival.

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**NOE VALLEY ASSOCIATION,  
A COMMUNITY BENEFIT  
DISTRICT**

**FINANCIAL STATEMENTS**

**June 30, 2014**

**(With Comparative Totals for the Year Ended June 30, 2013)**

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**CROSBY & KANEDA**  
Certified Public Accountants

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Dedicated to Nonprofit Organizations

# Noe Valley Association, a Community Benefit District

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**CROSBY & KANEDA**  
Certified Public Accountants

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Dedicated to Nonprofit Organizations

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**INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

Board of Directors  
Noe Valley Association, a Community Benefit District  
San Francisco, California

We have reviewed the accompanying statements of financial position of Noe Valley Association, a Community Benefit District (a nonprofit organization) as of June 30, 2014, and the related statements of activities, cash flows, and functional expenses for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

*Crosby & Kaneda*

Certified Public Accountants  
Oakland, California  
October 13, 2014

Noe Valley Association, a Community Benefit District

Statement of Financial Position

June 30, 2014

(With Comparative Totals for June 30, 2013)

	<u>2014</u>	<u>2013</u>
<b>Assets</b>		
Cash	\$ 231,438	\$ 210,632
Assessment receivable	3,334	2,899
Accounts receivable	2,179	-
Prepaid expenses	-	100
	<u>          </u>	<u>          </u>
Total Assets	<u>\$ 236,951</u>	<u>\$ 213,631</u>
<b>Liabilities and Net Assets</b>		
Liabilities	\$ -	\$ -
Concentrations and contingencies (Notes 3 and 4)		
Unrestricted net assets	233,693	210,373
Temporarily restricted net assets (Note 5)	3,258	3,258
	<u>          </u>	<u>          </u>
Total Net Assets	<u>236,951</u>	<u>213,631</u>
	<u>          </u>	<u>          </u>
Total Liabilities and Net Assets	<u>\$ 236,951</u>	<u>\$ 213,631</u>

See Independent Accountants' Review Report and  
Notes to the Financial Statements

Noe Valley Association, a Community Benefit District

Statement of Activities  
 For the Year Ended June 30, 2014  
 (With Comparative Totals for the Year Ended June 30, 2013)

	Unrestricted	Temporarily Restricted	Total	
			2014	2013
<b>Support and Revenue</b>				
Assessment revenue	\$ 247,526	\$ -	\$ 247,526	\$ 235,301
Harvest festival	15,049	15,250	30,299	45,245
Donations	2,000	-	2,000	1,725
Interest	629	-	629	683
Net assets released from donor restriction (Note 5)	15,250	(15,250)	-	-
<b>Total Support and Revenue</b>	<b>280,454</b>	<b>-</b>	<b>280,454</b>	<b>282,954</b>
<b>Expenses</b>				
Program	222,017	-	222,017	222,907
General and administrative	23,681	-	23,681	25,016
Fundraising	11,436	-	11,436	12,201
<b>Total Expenses</b>	<b>257,134</b>	<b>-</b>	<b>257,134</b>	<b>260,124</b>
Change in net assets	23,320	-	23,320	22,830
Net Assets, beginning of year	210,373	3,258	213,631	190,801
Net Assets, end of year	\$ 233,693	\$ 3,258	\$ 236,951	\$ 213,631

See Independent Accountants' Review Report and  
 Notes to the Financial Statements

Noe Valley Association, a Community Benefit District

Statement of Cash Flows  
For the Year Ended June 30, 2014  
(With Comparative Totals for the Year Ended June 30, 2013)

	2014	2013
<b>Cash flows from operating activities:</b>		
Change in net assets	\$ 23,320	\$ 22,830
Change in assets and liabilities:		
Assessment receivable	(435)	3,255
Accounts receivable	(2,179)	-
Prepaid expenses	100	400
Net cash provided by operating activities	<u>20,806</u>	<u>26,485</u>
Change in cash	<u>20,806</u>	<u>26,485</u>
Cash, beginning of year	<u>210,632</u>	<u>184,147</u>
Cash, end of year	<u>\$ 231,438</u>	<u>\$ 210,632</u>

See Independent Accountants' Review Report and  
Notes to the Financial Statements

NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2014

(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2013)

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**NOTE 1: NATURE OF ACTIVITIES**

The Noe Valley Association, a Community Benefit District (the Organization) is a nonprofit organization founded by property owners, merchants and community members in the Noe Valley neighborhood of San Francisco, California.

The Organization receives community benefit district assessment funds from taxes paid by property owners and merchants.

**NOTE 2: SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

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).

**Basis of Presentation**

The Organization presents information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The three classes are differentiated by donor restrictions.

*Unrestricted net assets* – consist of resources which have not been specifically restricted by a donor. Unrestricted net assets may be designated for specific purposes by the Organization or may be limited by contractual agreements with outside parties.

*Temporarily restricted net assets* – represent contributions whose use is limited by donor-imposed stipulations that expire by the passage of time or can be fulfilled and removed by actions of the Organization pursuant to those stipulations.

*Permanently restricted net assets* – represent contributions whose use is limited by donor-imposed stipulations that require the gift to be invested in perpetuity. The income from such invested assets, including realized and unrealized gains, is generally available to support the activities of the Organization. Donors may also restrict all or part of the income and/or appreciation from these investments to permanently restricted net assets, resulting in increases/decreases to these net assets. There were no permanently restricted net assets as of June 30, 2014.

**Contributions**

Contributions, including unconditional promises to give, are recognized as revenues in the period the promise is received. Conditional promises to give are not recognized until they become unconditional; that is when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the date of contribution. Contributions to be received after one year are discounted at an appropriate rate commensurate with the risks involved. Amortization of the discount is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any, on the contributions.

NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2014

(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2013)

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Unrestricted contributions and grants are recorded as unrestricted revenue when received. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

All donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**Assessments receivable**

Assessments receivable primarily consists of delinquent tax assessments owed by property owners. Since the taxpayers will be subject to City enforcement procedures, all assessments are considered to be fully collectible at June 30, 2014.

Although delinquent assessments are subject to penalties and fines, the Organization believes that these amounts will be offset by delays in collections. Accordingly, no receivable has been recognized for penalties and fines and the Organization has not calculated the present value of this receivable.

**Income Taxes**

The Internal Revenue Service and the California Franchise Tax Board have determined that the Organization is exempt from federal and state income taxes under Internal Revenue Code Section 501 (c) (3) and the California Revenue and Taxation Code Section 23701(d). The Organization has evaluated its current tax positions as of June 30, 2014 and is not aware of any significant uncertain tax positions for which a reserve would be necessary. The Organization's tax returns are generally subject to examination by federal and state taxing authorities for three and four years, respectively after they are filed.

**Contributed Services**

Contributed services are reflected in the financial statements at the fair value of the services received only if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. There were no contributed services that met the criteria for recognition for the year ended June 30, 2014.

**Estimates**

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2014

(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2013)

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**Fair Value Measurements**

Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. The Organization determines the fair values of its assets and liabilities based on a fair value hierarchy that includes three levels of inputs that may be used to measure fair value.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization has the ability to access at the measurement date. An active market is a market in which transactions occur with sufficient frequency and volume to provide pricing information on an ongoing basis.

Level 2 inputs are inputs other than quoted prices that are observable for the asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for the assets or liability. Unobservable inputs reflect the Organization's own assumptions about the assumptions market participants would use in pricing the asset or liability (including assumptions about risk). Unobservable inputs are developed based on the best information available in the circumstances and may include the Organization's own data.

The Organization had no assets or liabilities recorded at fair value on June 30, 2014.

**Concentration of Credit Risk**

At times, the Organization may have deposits in excess of federally insured limits. The risk is managed by maintaining all deposits in high quality financial institutions.

**Property and Equipment**

All acquisitions of property and equipment in excess of \$1,000 and all expenditures for repairs and maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are stated at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives on the property and equipment. The Organization had no property and equipment that met this capitalization policy at June 30, 2014.

**Functional Allocation of Expenses**

The costs of providing 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 benefited.

**Prior Year Summarized Information**

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with GAAP. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2013, from which the summarized information was derived.

NOE VALLEY ASSOCIATION, A COMMUNITY BENEFIT DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2014

(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2013)

**Reclassifications**

Certain accounts in the prior year's summarized information have been reclassified for comparative purposes to conform to the presentation in the current-year financial statements.

**Subsequent Events**

The Organization has evaluated subsequent events and has concluded that as of October 13, 2014 the date that the financial statements were available to be issued, there were no significant subsequent events to disclose.

**NOTE 3: CONCENTRATIONS**

**Revenue**

For the year ended June 30, 2014 the Organization received 88% of its revenue from community benefit district assessments on property owners in the Noe Valley Community Benefit District. A significant reduction in the level of this support, if this were to occur, may have an effect on the Organization's program and activities.

**NOTE 4: CONTINGENCIES**

Community benefit district assessments are received under agreement with the City and County of San Francisco and assessments have been currently authorized through December 2020. The assessments and related revenue to the Organization may be terminated at an earlier date if the community benefit district which funds the Organization's operations is disestablished by a vote of the assessed property owners or in certain other circumstances.

Grant awards require the fulfillment of certain conditions as set forth in the instrument of grant. Failure to fulfill the conditions could result in the return of the funds to the grantors. The Organization deems this contingency remote since by accepting the grants and their terms, it has accommodated the objectives of the Organization to the provisions of the grants. The Organization's management is of the opinion that the Organization has complied with the terms of all grants.

**NOTE 5: TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets were available as follows as of June 30:

	<u>2014</u>	<u>2013</u>
West Portal	\$ 1,758	\$ 1,758
Photo archiving	<u>1,500</u>	<u>1,500</u>
Total	<u>\$ 3,258</u>	<u>\$ 3,258</u>

For the year ending June 30, 2014, temporarily restricted net assets of \$15,250 were released from donor restriction by incurring expenses for the Harvest Festival.



# 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. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. 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**

**Sponsor(s):**

Supervisor Wiener

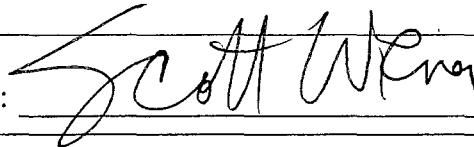
**Subject:**

Noe Valley Community Benefit District – FYs 2009-2014 Annual Reports to the City

**The text is listed below or attached:**

Resolution receiving and approving annual reports for the Noe Valley Community Benefit District for fiscal years 2009-2010, 2010-2011, 2011-2012, 2012-2013, and 2013-2014, 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: \_\_\_\_\_



For Clerk's Use Only:

