

File No. 201221

Committee Item No. 2

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: January 7, 2021

Board of Supervisors Meeting:

Date: \_\_\_\_\_

#### Cmte Board

- |                                     |                          |                                              |
|-------------------------------------|--------------------------|----------------------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU                                          |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER

- |                                     |                          |                                             |
|-------------------------------------|--------------------------|---------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Annual Report 2018-2019</u>              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Financial Statements – June 30, 2019</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>OEWD Memo – October 25, 2020</u>         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>FYI Referral – November 4, 2020</u>      |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                                       |

Prepared by: John Carroll

Date: December 31, 2020

Prepared by: John Carroll

Date: \_\_\_\_\_

1 [Civic Center Community Benefit District - Annual Report - FY2018-2019]

2

3 **Resolution receiving and approving an annual report for the Civic Center Community**  
4 **Benefit District for FY2018-2019, submitted as required by the Property and Business**  
5 **Improvement District Law of 1994 (California Streets and Highways Code,**  
6 **Sections 36600, et seq.), Section 36650, and the District’s Management Agreement with**  
7 **the City, Section 3.4.**

8

9 WHEREAS, On November 2, 2010, pursuant to the Property and Business  
10 Improvement District Law of 1994 (the “Act”), California Streets and Highways Code,  
11 Sections 36600 *et seq.*, as augmented by Article 15 of the San Francisco Business and Tax  
12 Regulations Code, the Board of Supervisors adopted Resolution No. 514-10, expressing the  
13 City’s intention to establish the Civic Center Community Benefit District (the “Civic Center  
14 CBD”); and

15 WHEREAS, On January 4, 2011, the Board of Supervisors adopted Resolution  
16 No. 21-11 establishing the Civic Center CBD ("Resolution to Establish") for a period of 10  
17 years, commencing FY2011-2012; and

18 WHEREAS, On October 18, 2011, the Board of Supervisors adopted Resolution  
19 No. 443-11, authorizing an agreement with the owners' association for the  
20 administration/management of the Civic Center CBD, and a management agreement (the  
21 “Management Contract”) with the owners' association, the Civic Center Community Benefit  
22 District, Inc., was executed accordingly; and

23 WHEREAS, A copy of the Management Contract is on file with the Clerk of the Board  
24 of Supervisors in File No. 110969; and

25

1           WHEREAS, On October 29, 2019, the Board of Supervisors approved the Civic Center  
2 CBD's annual report for fiscal year 2017-2018 in Resolution No. 466-19; and

3           WHEREAS, The Civic Center CBD has submitted for the Board's receipt and approval  
4 the Civic Center an annual report for FY 2018-2019 as required by Section 36650 of the Act  
5 and Section 3.4 of the Management Contract; and

6           WHEREAS, The annual report for FY2018-2019 is on file with the Clerk of the Board of  
7 Supervisors in File No. 201221, and is incorporated herein by reference as though fully set  
8 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 October 25, 2020, and documentation from the Civic Center CBD for the annual report for  
12 FY2018-2019 are on file with the Clerk of the Board of Supervisors in File No. 201221; now,  
13 therefore, be it

14           RESOLVED, That the Board of Supervisors hereby receives and approves the annual  
15 report for the Civic Center Community Benefit District for FY2018-2019.



**Civic  
Center**  
Community  
Benefit District

Annual Report 2018-2019

It all happens  
**in Civic Center.**

| History | Culture | Government |



### Clean Team

CBD Cleaners undertake the task of keeping Civic Center clean by sweeping sidewalks, removing graffiti, weeding tree basins, monitoring public trash receptacles and street furniture for necessary upkeep. This year the Clean Team pressure washed 46,000 linear feet of sidewalk, removed over 5,000 instances of graffiti and over 60,000 pounds of litter from District sidewalks.



### Day Ambassadors

CBD Ambassadors work to keep the District safe, serving as a helpful presence on the street, providing information and referrals, and addressing or reporting hazards and emergencies to our City agency partners. They also assist in connecting those in need of medical attention or social service support with the proper agency.



### Evening Ambassadors

CBD evening Ambassadors provide essential support for the District's abundance of nighttime events and activities, keeping paths of travel to venues, transit and parking safer for pedestrians. The CBD evening Ambassadors worked 200 nights this year supporting events at District venues from Mr. Tipples and Rickshaw Stop to the Opera, Symphony, Ballet, and SF Jazz.



### Garage Greeter

Patrons of the Civic Center Parking Garage rely on the presence of the CBD's Garage Greeter who monitors the garage entrance, elevators and pay stations at night. The Garage Greeter works in collaboration with the garage's operator, Impark, the evening Ambassadors, the Playground Safety Team, and Park Rangers to provide a network of support.



### Safety Summit

The CBD offers a free, annual group training for the District on safety topics such as: improving personal safety in an urban environment; how to avoid being the victim of theft. This year's topic was "Theft and Break in Prevention at Home and Work". If there are safety topics you would like to see covered at the next Safety Summit, please email your ideas to the CBD at [info@sfciviccenter.org](mailto:info@sfciviccenter.org).



### Playground Safety

Keeping kids and families safe in the new Helen Diller Civic Center Playgrounds is supported by the CBD's playground safety team afternoons and evenings, 7 days a week. The playgrounds, made possible by the Helen Diller Family Foundation, The Trust for Public Land and the San Francisco Recreation and Parks Department now serve 1,000 users per day.



Civic Center CBD continued its successful partnership with city agencies and private sector partners to bring events and activities to Civic Center's three main public spaces: 1) United Nations Plaza, 2) Fulton Mall and 3) Civic Center Plaza. Working with: the Arts Commission, City Administrator's Office; Department of Children, Youth and Families; Grants for the Arts; Mayor's Office, of Economic and Workforce Development; Real Estate Division, Recreation and Parks Department and Planning Department; Civic Center CBD served as a nucleus for all the partners to successfully implement near term goals for the District. Special thanks to the Recreation and Parks Department for the street soccer courts on Fulton and the Winter Park ice rink in Civic Center Plaza.

Civic Center also continued more private sector partnerships with generous funders such as Dolby, the Kenneth Rainin Foundation, Lendlease, Redwood Credit Union, Square, Streetplus and Twitter; and programming partners: Alonzo King Lines Ballet, Another Planet Entertainment, Asian Art Museum, Bonneville Radio, Downtown Streets Team, Friends of the Library, Off the Grid Markets and SF Etsy - just to name a few. Throughout the year these partners helped turn Civic Center into a more valuable resource for its vast constituency through: free, family-friendly events and entertainment; interactive educational installations, the promotion of community resources old and new; public art exhibitions and infrastructure upgrades. Special thanks to the Main Library and Rubicon Point Partners for providing ongoing logistical support and storage space, which enhanced programming efficiency and success.



Bi-Rite Café Opens

Civic Center Plaza Bi-Rite Cafe opened to the public on October 23 as Mayor London Breed officiated the "rolling up" of the awnings for the first day of business. Already a popular lunch spot, a line forms in front of the kiosk on most days during mealtimes. Bi-Rite works directly with over 200 local growers, makers, and producers, to help ensure that our local economy thrives.

Bi-Rite offers the menu staples of salads, sandwiches and bowls; and has exclusively brought their famed soft serve ice cream to the Civic Center Plaza location. Beer and wine will be available soon. Contact Bi-Rite for catering or to reserve the cafe for private events.



Friday Markets & Bazaar

The Heart of the City Farmers' Market has expanded its hours in UN Plaza to Fridays, 7am to 4pm. (Their first Friday market since the 1980s!) The Market is joined by over 15 local artisan vendors from the Gift Gallery, SF Etsy and Square. The expanded Friday Farmers Market & Bazaar, which started June 7, also features food trucks from Off The Grid Markets and stalls, a rotation of free DIY activities at noon, lawn games and picnic tables for dining and hanging out with friends, family and co-workers. It's a great way to start the weekend!



Holiday Tree Lighting

"Snow" billowed, children laughed, and the Tree was lit at the Civic Center Plaza Holiday Tree Lighting Ceremony on December 5th. Emceed by Belle Bottoms, the night of entertainment featured performances by Amy Lizardo, and the SF Girls Chorus, the Tap Dancing Christmas Trees, Business Casual, youth poets from America Scores and costumed characters led by Artistic Director Nick A. Olivero.

This festive event also featured a toy giveaway for 600 kids, sponsored by Another Planet Entertainment & SFPD's Northern Station. Activities such DIY ornament making with SF Etsy, festive button making with the Asian Art Museum and free books and backpacks gifted to attendees by the San Francisco Public Library.



### Key partners shaping District policy, programming and infrastructure

- BART
- Department of Public Health
- District 5 & 6 Supervisorial Offices
- Office of Economic & Workforce Development
- Planning
- Police Department
- Public Works
- Recreation & Parks Department
- SFMTA

## Budget & Balance Sheet

INCOME:	BUDGET	ACTUAL
Assessments (Net of Contingency)	\$801,849.30	\$1,497,166.32
* Non-Assessment/ Fundraising/In-Kind Income	\$548,159.64	\$3,107,750.66
<b>Total Income</b>	<b>\$1,350,008.94</b>	<b>\$4,604,916.98</b>

EXPENSE	BUDGET	ACTUAL
Safety	\$411,805.85	\$393,633.36
Cleaning & Maintenance	\$159,992.08	\$155,366.64
Beautification & Activation	\$44,698.12	\$55,454.54
Renewal	\$92,000.63	\$113,020.66
Administration	\$217,513.53	\$241,655.39
Non-Assessment/ Fundraising/In-Kind Expense	\$423,998.72	\$780,598.86
<b>Total Expense</b>	<b>\$1,350,008.93</b>	<b>\$1,739,729.45</b>

ASSETS	ACTUAL
Cash and Cash Equivalents	\$1,180,558.61
Contingencies and Reserve	\$183,916.45
Accounts Receivable Net	\$66,784.63
Prepaid and Other Assets	\$2,119,004.45
<b>Total Assets</b>	<b>\$3,550,264.14</b>

LIABILITIES	ACTUAL
Accounts Payable	\$120,938.56
Accrued Expenses	\$139,559.79
Deposits Payable	\$52,692.16
Deferred Revenues	\$15,000.00
<b>Total Liabilities</b>	<b>\$328,190.51</b>

NET ASSETS:	ACTUAL
Unrestricted	\$3,222,073.63
<b>Total Net Assets</b>	<b>\$3,222,073.63</b>
<b>Total Liabilities and Net Assets</b>	<b>\$3,550,264.14</b>

\*In-Kind income includes a one time gift of \$2,156,225 from Trust for Public Land for Café Kiosk in Civic Center.

## CCCBD Successfully Renewed for 15 years!

On July 23rd the Board of Supervisors unanimously passed the renewal of the District through 2034. A whopping 93% of ballots returned were in favor of renewal & expansion - the highest ever achieved in San Francisco!

Thank you to all the property owners who participated in over 18 planning and budget meetings, the Open House informational events, the public hearings; and for the overwhelming support the community has shown for the important work the CBD does on behalf of the community day in and day out.

Expanded services and hours commenced January 1, 2020.



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twitter.com/civiccenter  
instagram.com/sfciviccenter

## Board of Directors

### Chair

**Bill Whitfield**  
Shorenstein

### Vice Chair

**Ruth Nott**  
San Francisco Opera

### Treasurer

**Tim Vrabel**  
Emerald Fund

### Secretary

**Jennifer Norris**  
San Francisco War Memorial

### Tiffany Bohee

Lendlease

### Nathan Brito

San Francisco Ballet

### Mary Conde

Another Planet Entertainment

### Phil Ginsburg

San Francisco Recreation and Parks Department

### Jim Haas

Historian

### Roberto Lombardi

San Francisco Public Library

### Susan McConkey

San Francisco Conservatory of Music

### Janan New

San Francisco Apartment Association

### Andrico Penick

City and County of San Francisco Real Estate Division

### Annette Turner

Judicial Council of California

### Patricia Unterman

Hayes Street Grill

Financial Reporting

**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

SA 31 - Civic Center		FY 2018-19 Budget									
Service Category/Budget Line	Management Plan Budget	General Benefit Dollars	Management Plan Assessment Budget	% of Budget	FY 2018-19 Budget	FY 2018-19 Assessment Budget	% in Relation to Management Plan Budget	% of Budget	Variance - Mgmt. Plan Budget	Variance	Source
SA 31 - Civic Center CBD - Safety Program	\$ 357,495.00	\$ -	\$ 357,495.00	52.19%	\$ 411,805.85	\$ 411,805.85	49.38%	30.49%	-2.81%	-21.70%	
SA 31 - Civic Center CBD - Cleaning and Maintenance	\$ 139,890.00	\$ -	\$ 139,890.00	20.42%	\$ 159,992.08	\$ 159,992.08	19.18%	11.84%	-1.24%	-8.58%	
SA 31 - Civic Center CBD - Beautification	\$ 22,876.00	\$ -	\$ 22,876.00	3.34%	\$ -	\$ -	0.00%	0.00%	-3.34%	-3.34%	
SA 31 - Civic Center CBD - Activation of Public Spaces	\$ 24,081.00	\$ -	\$ 24,081.00	3.52%	\$ 44,698.12	\$ 44,698.12	5.36%	3.31%	1.84%	-0.21%	
SA 31 - Civic Center CBD - Administration, Corporate Operations	\$ 140,702.00	\$ -	\$ 140,702.00	20.54%	\$ 217,513.53	\$ 217,513.53	26.08%	16.10%	5.54%	-4.44%	
SA 31 - Civic Center CBD - Non Assessment Funds / Renewal	\$ -	\$ -	\$ -	0.00%	\$ 515,999.35	\$ -	0.00%	38.20%	0.00%	38.20%	
Contingency and Reserve	\$ -	\$ -	\$ -	0.00%	\$ 834.71	\$ -	0.00%	0.06%	0.00%	0.06%	
<b>TOTAL</b>	<b>\$ 685,044.00</b>	<b>\$ -</b>	<b>\$ 685,044.00</b>	<b>100.00%</b>	<b>\$ 1,350,843.64</b>	<b>\$ 834,009.58</b>		<b>100.00%</b>			

**BENCHMARK 2:** General Benefit Requirement

1.00%

Revenue Sources	FY 2018-2019 Actuals	% of actuals	Source
Assessment Revenue	\$ 1,497,113.24		PAGE 4; CBD Financial Statements
<b>Total Assessment (Special Benefit) Revenue</b>	<b>\$ 1,497,113.24</b>	<b>32.51%</b>	
Contributions and Sponsorships	\$ 2,220,868.81	48.23%	PAGE 4; CBD Financial Statements
Grants	\$ 401,793.81	8.73%	PAGE 4; CBD Financial Statements
Donations	\$ -	0.00%	PAGE 4; CBD Financial Statements
Interest Earned	\$ 53.08	0.00%	PAGE 4; CBD Financial Statements
Fee for Service	\$ 485,088.04	10.53%	PAGE 4; CBD Financial Statements
<b>Total Non-Assessment (General Benefit) Revenue</b>	<b>\$ 3,107,803.74</b>	<b>67.49%</b>	
<b>Total</b>	<b>\$ 4,604,916.98</b>	<b>100.00%</b>	

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

SA 31 - Civic Center		FY 2018-19											
Service Category/Budget Line	FY 2018-19 Budget	Amount from Assessment	Amount from General Benefit	% of Budget (Assessment)	% Budget (Total Budget)	Actuals	Amount from Assessment	Amount from General Benefit	% of Actuals (Assessment)	% of Actuals (Total Budget)	Variance (Assessment)	Variance (Total Budget)	Source
SA 31 - Civic Center CBD - Safety Program	\$ 411,805.85	\$ 411,805.85	\$ -	49.38%	30.49%	\$ 393,633.36	\$ 393,633.36	\$ -	46.52%	20.88%	-2.85%	-9.61%	
SA 31 - Civic Center CBD - Cleaning and Maintenance	\$ 159,992.08	\$ 159,992.08	\$ -	19.18%	11.84%	\$ 155,366.64	\$ 155,366.64	\$ -	18.36%	8.24%	-0.82%	-3.60%	
SA 31 - Civic Center CBD - Beautification	\$ -	\$ -	\$ -	0.00%	0.00%	\$ 10,756.42	\$ 10,756.42	\$ -	1.27%	0.57%	1.27%	0.57%	
SA 31 - Civic Center CBD - Activation of Public Spaces	\$ 44,698.12	\$ 44,698.12	\$ -	5.36%	3.31%	\$ 44,698.12	\$ 44,698.12	\$ -	5.28%	2.37%	-0.08%	-0.94%	
SA 31 - Civic Center CBD - Administration, Corporate Operations	\$ 217,513.53	\$ 217,513.53	\$ -	26.08%	16.10%	\$ 241,655.39	\$ 241,655.39	\$ -	28.56%	12.82%	2.48%	-3.29%	
SA 31 - Civic Center CBD - Non Assessment Funds / Renewal	\$ 515,999.35	\$ -	\$ 515,999.35	#DIV/0!	38.20%	\$ 893,619.52	\$ -	\$ 893,619.52	0.00%	47.39%	#DIV/0!	9.19%	
Contingency and Reserve	\$ 834.71	\$ 834.71	\$ -	0.00%	0.00%	\$ 145,910.75	\$ -	\$ 145,910.75	0.00%	7.74%	0.00%	7.74%	
<b>TOTAL</b>	<b>\$ 1,350,843.64</b>	<b>\$ 834,009.58</b>	<b>\$ 515,999.35</b>	<b>100.00%</b>	<b>61.74%</b>	<b>\$ 1,885,640.20</b>	<b>\$ 846,109.93</b>	<b>\$ -</b>	<b>100.00%</b>	<b>100.00%</b>			

**BENCHMARK 4:** Whether CBD 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

FY 2018-2019 Carryover Disbursement	183,916.45	Spenddown Timeline
<b>Special Assessment Project</b>		
Projects and Administration	\$ 183,916.45	
Designated Projects	\$ -	
<b>Total Designated Amount for FY 2018-19</b>	<b>\$ 183,916.45</b>	

**CIVIC CENTER COMMUNITY BENEFIT DISTRICT**

**REVIEWED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
JUNE 30, 2019**



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## **INTRODUCTORY SECTION**

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**CIVIC CENTER COMMUNITY BENEFIT DISTRICT**

**Financial Statements  
For the Year Ended June 30, 2019**

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**CIVIC CENTER COMMUNITY BENEFIT DISTRICT**

**BOARD OF DIRECTORS**

**JUNE 30, 2019**

**BOARD OF DIRECTORS**

Bill Whitfield, Chair  
Nathan Brito, Vice Chair  
Tim Vrabel, Treasurer  
Jennifer Norris, Secretary  
Andrico Penick  
Mary Conde  
Phil Ginsburg  
Jim Haas  
Tiffany Bohee  
Roberto Lombardi  
Susan McConkey  
Janan New  
Annette Turner  
Patricia Unterman

**EMERITUS MEMBERS**

David Harrison  
John Updike

**MANAGEMENT**

Tracy Everwine, Executive Director

## **FINANCIAL SECTION**

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## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

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

We have reviewed the accompanying financial statements of Civic Center Community Benefit District (District), a nonprofit organization, which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of 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's Responsibility for the Financial Statements

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; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

### Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### Accountant's Conclusion

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.

### Report on Summarized Comparative Information

We have previously reviewed the District's 2018 financial statements, and we expressed an unmodified accountant's conclusion on those reviewed financial statements in our report dated December 12, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018 is consistent, in all material respects, with the reviewed financial statements from which it has been derived.

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

Pleasant Hill, California  
December 31, 2019

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

T 925.930.0902  
F 925.930.0135  
E [maze@mazeassociates.com](mailto:maze@mazeassociates.com)  
W [mazeassociates.com](http://mazeassociates.com)



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CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
STATEMENTS OF FINANCIAL POSITION  
AS OF JUNE 30, 2019 AND 2018

	2019	2018
<b>ASSETS</b>		
Current Assets:		
Cash and cash equivalents (Note 3)	\$1,180,559	\$645,202
Cash designated for contingencies and reserve (Note 3)	183,916	
Accounts receivable	66,785	22,489
Prepaid and other assets		25,345
	1,431,260	693,036
Total Current Assets		
Non-Current Assets:		
Property and equipment, net of accumulated depreciation of \$49,011 and \$11,791, respectively (Note 2D & 4)	2,119,004	
	2,119,004	
Total Non-Current Assets		
	\$3,550,264	\$693,036
Total Assets		
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts payable	\$260,499	\$271,758
Deposits payable	52,692	46,892
Unearned revenue	15,000	17,500
	328,191	336,150
Total Liabilities		
NET ASSETS (Note 2A)		
Without Donor Restrictions (Note 2A)	3,222,073	356,886
	3,222,073	356,886
Total Net Assets		
	\$3,550,264	\$693,036
Total Liabilities and Net Assets		

See accountant's review report and notes to financial statements.

CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
<b>CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS:</b>		
<b>Support and Revenues</b>		
Local property assessments	\$1,497,113	\$664,659
General benefit non-assessment revenue:		
Grants	401,794	385,712
Contributions (Note 2B)	2,220,869	9,500
Fee for services	485,088	175,854
Interest income	53	52
Total Support and Revenues	4,604,917	1,235,777
<b>Expenses</b>		
Program services	1,372,887	1,083,727
Support services:		
Administration	360,688	163,062
Fundraising	6,155	
Total Support Services Expenses	366,843	163,062
Total Expenses	1,739,730	1,246,789
<b>CHANGES IN NET ASSETS</b>	2,865,187	(11,012)
Net Assets, beginning of year	356,886	367,898
Net Assets, end of year	\$3,222,073	\$356,886

See accountant's review report and notes to financial statements.

CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
STATEMENT OF FUNCTIONAL EXPENSES  
For the Year Ended June 30, 2019

	Program Services		Supporting Services		Total
	Safety, Cleaning & Activation	Non- Assessment	Administration	Fundraising	
<b>FUNCTIONAL EXPENSES</b>					
<b>Personnel Costs:</b>					
Salaries			\$124,553	\$5,050	\$129,603
Payroll taxes			11,569	362	11,931
Health and other fringe benefits			18,625	595	19,220
Worker's compensation			2,144	49	2,193
Payroll fees			3,199	99	3,298
Subtotal Personnel Costs			160,090	6,155	166,245
<b>Public Safety:</b>					
Dispatch services	\$31,352				31,352
Ambassadors	344,700				344,700
Other	17,581				17,581
Subtotal Public Safety Expense	393,633				393,633
Cleaning and Maintenance	155,366				155,366
Activation and Beautification	427,924				427,924
<b>Other operating expenses:</b>					
Accounting and auditing fees			5,066		5,066
Consultants and contractors		\$395,964	3,176		399,140
Depreciation			37,221		37,221
Dues, membership and subscriptions			1,389		1,389
Insurance			12,108		12,108
Legal			1,558		1,558
Miscellaneous			145		145
Office supplies			4,262		4,262
Other equipment			5,284		5,284
Postage and delivery			32		32
Printing and reproduction			1,531		1,531
Rent			8,917		8,917
Renewal fees			113,021		113,021
Telephone and internet			1,847		1,847
Travel and meetings			5,041		5,041
<b>Total Functional Expenses</b>	<b>\$976,923</b>	<b>\$395,964</b>	<b>\$360,688</b>	<b>\$6,155</b>	<b>\$1,739,730</b>

See accountant's review report and notes to financial statements.

CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Changes in net assets	\$2,865,187	(\$11,012)
Adjustments to reconcile to net cash provided by (used for) operating activities:		
Depreciation	37,221	
(Increase) in accounts receivable	(44,296)	(7,489)
Decrease (increase) in prepaid assets	25,345	(25,345)
(Decrease) increase in accounts payable	(11,259)	256,965
Increase in deposits payable	5,800	46,892
(Decrease) increase in unearned revenue	(2,500)	17,500
(Decrease) increase in accrued vacation		(1,197)
Cash Flows Provided by Operating Activities	2,875,498	276,314
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Contributed property and equipment	(2,156,225)	
Cash Flows (Used) by Investing Activities	(2,156,225)	
Net (decrease) increase in cash and cash equivalents	719,273	276,314
Cash and cash equivalents, beginning of year	645,202	368,888
Cash and cash equivalents, end of year	\$1,364,475	\$645,202

Supplemental cash flow information:

The District paid no interest or taxes in 2019 or 2018, respectively.

Noncash activity: received contribution of Kiosk with a value of \$2,156,225

See accountant's review report and notes to financial statements.

**CIVIC CENTER COMMUNITY BENEFIT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2019**

<b>NOTE 1 – REPORTING ENTITY</b>
----------------------------------

**A. General**

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

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

**B. Programs**

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

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

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

**CIVIC CENTER COMMUNITY BENEFIT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2019**

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

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

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

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

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

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

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

**B. *Support and Revenues***

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

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

During fiscal year ended June 30, 2019, the District received a one-time contribution from The Trust for Public Lands of \$2,156,225, included in the total contributions amount on the Statement of Activities.

**CIVIC CENTER COMMUNITY BENEFIT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2019**

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

**C. *Receivables***

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

**D. *Property and Equipment***

Property and equipment is stated at cost. Donated assets are recorded at their estimated fair market values at date of donation. Depreciation is computed over the estimated useful lives of the respective assets, ranging from 2 to 3 years for furniture, and 20 years for buildings and improvements, on a straight-line basis. Expenses for maintenance, repairs and minor renewals are charged against operations as incurred. At June 30, 2019 the Organization incurred the following depreciation for furniture and equipment, and property, \$11,791 and \$37,221 respectively for a total of \$49,011.

**E. *Functional Expenses***

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

**F. *Advertising Costs***

Advertising costs, if any, are expensed as incurred.

**G. *Statement of Cash Flows***

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

**H. *Estimates***

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

**I. *Income Taxes***

The District is exempt from income tax under Section 501(c)(3) of U.S. the Internal Revenue Code. Accordingly, no provision for income taxes has been provided in these financial statements. In addition, the District qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation under Section 509(a)(1). Unrelated business income, if any, may be subject to income tax. The District paid no taxes on unrelated business income in the years ended June 30, 2019 or 2018.



**CIVIC CENTER COMMUNITY BENEFIT DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended June 30, 2019**

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

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

**J. Fair Value Measurements**

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

The three-tier hierarchy categorizes the inputs as follows:

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

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

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

**K. New Accounting Pronouncement**

During the year ended June 30, 2019, the district adopted the requirements of the Financial Accounting Standards Board's (FASB) Accounting Standards Update No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities* (ASU 2016-14). The Update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return between not-for-profit entities. A key change required by ASU 2016-14 is the net asset classes used in these financial statements. Amounts previously reported as unrestricted net assets are now reported as net assets without donor restrictions and amounts previously reported as temporarily restricted net assets and permanently restricted net assets are now reported as net assets with donor restrictions. A footnote on liquidity has also been added (see Note 7).

**CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

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

**L. Subsequent Events**

The District evaluated subsequent events for recognition and disclosure through December 31, 2019, the date which these financial statements were available to be issued. Management concluded that no material subsequent events have occurred since June 30, 2019 that requires recognition or disclosure in such financial statements.

**NOTE 3 – CASH AND CASH EQUIVALENTS**

The District’s cash and cash equivalents of \$1,364,475 are comprised of cash in banks, which is insured by the Federal Depository Insurance Corporation up to \$250,000, and is reported using the Level 1 fair value measurement. The District has not experienced any losses in such accounts. Management believes the District is not exposed to any significant risk related to the security of its cash.

Of the \$1,364,475 balance of cash and cash equivalents, \$183,916 has been set aside as designated for contingencies and reserve, in accordance with the District’s management plan with the City and County of San Francisco.

**NOTE 4 – PROPERTY AND EQUIPMENT**

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

The District’s property and equipment consisted of the following as of June 30:

	<b>2019</b>	<b>2018</b>
<i>Depreciable Assets:</i>		
Buildings (Kiosk)	\$2,156,225	
Furniture and equipment	11,791	\$11,791
Sub-Total	2,168,016	11,791
Less: accumulated depreciation	(49,012)	(11,791)
Total Property and Equipment, net	\$2,119,004	

Depreciation expense for fiscal years ended June 30, 2019 and 2018 were \$37,221 and \$0, respectively.

**CIVIC CENTER COMMUNITY BENEFIT DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019**

**NOTE 5 – ASSESSMENT REVENUE**

The District receives member assessment revenue via the City and County of San Francisco property tax roll. Therefore, the District does not have control over unpaid assessments. The City and County may not be able to collect on unpaid assessments. As such, revenue is only recorded when received. As of June 30, 2019, CCCBD has yet to receive over \$121,392 in past due Assessments from District property owners since 2011.

**NOTE 6 – OUTSIDE SERVICE CONTRACTS**

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

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

**NOTE 7 – LIQUIDITY AND AVAILABILITY OF RESOURCES**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, consisted of the following at June 30, 2019:

Total current financial assets:	
Cash and cash equivalents	\$1,364,475
Accounts receivable	<u>66,785</u>
Total current financial assets	1,978,101
Amount set aside for contingencies and reserves	<u>(183,916)</u>
Financial Assets Available to Meet Cash Needs for Expenditures Within One Year	<u><u>\$1,382,387</u></u>

**MEMO**

To: Mayor London N. Breed

CC: San Francisco Board of Supervisors

From: Chris Corgas, OEWD Senior Program Manager

RE: Civic Center Community Benefit District; FY 2018-19 Annual Report

Date: October 25, 2020

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This is a memo summarizing the performance of the Civic Center Community Benefit District (CCCBD) and an analysis of their financial statements (based on their audit) for the period between July 1, 2018 and June 30, 2019. Please note that the District 6 and District 5 supervisors have co-sponsored Civic Center related legislation in the past.

Each year the CBD is required to submit a mid-year report, an annual report, and a CPA Financial Review or Audit. Civic Center CBD has complied with the submission of all these requirements. OEWD staff reviewed these financial documents to monitor and report on whether they have complied with the rules per the Property and Business Improvement District Law of 1994, California Streets and Highways Code Sections 36600 Et Seq.; San Francisco's Business and Tax Regulations Code Article 15; the Civic Center's Community Benefit District management contract with the City; and their Management Plan as approved by the Board of Supervisors in 2010.

Also attached to this memo are the following documents:

1. Annual Report
  - a. FY 2018-2019
2. CPA Financial Review Report
  - a. FY 2018-2019
3. Draft resolution from the Office of Economic and Workforce Development



## Background

The CCCBD includes both privately and publicly owned properties. The District covers 41 blocks and includes approximately 327 parcels.

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

## Basic Info about Civic Center CBD

Year Established	January 2011
Assessment Collection Period	FY 2011-2012 to FY 2020-2021 (July 1, 2011 to June 30, 2021)
Services Start and End Date	February 1, 2012 – June 30, 2021 Initial Estimated Annual Budget \$691,964
Fiscal Year	July 1 – June 30
Executive Director	Tracy Everwine
Name of Nonprofit Entity	Civic Center Community Benefit District Corporation

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

## Summary of Service Area Goals

### **Safety Program**

- Daytime Ambassadors: Community Ambassadors provide pedestrian support in the areas of: wayfinding, hospitality, information and social service support. They also serve to deter unsafe conditions in the public realm by proactively deterring crime and reporting suspicious or illegal activity to the appropriate authorities.
- Evening Ambassadors: In coordination with District performing arts venues, the Civic Center Plaza Park Rangers, the Playground safety officers and CCCBD's Garage Greeter - CBD Ambassadors ensure safe passage for pedestrians throughout the District at night.

- **Garage Greeter:** In the evenings a Garage Greeter staffs the elevator entrance to the Civic Center Garage helping patrons safely find their way. They are also in direct communication with the CBD's Evening Ambassadors, Park Rangers and the Playground safety officers.

**Cleaning and Maintenance**

CCCBD's public realm cleaning services are supplemental to those provided by the City and provide staff who assist with graffiti removal, sidewalk sweeping, pressure washing, landscape maintenance and illegal dumping.

**Beautification & Activation**

Beautification efforts often include: public art, landscaping, wayfinding signage, and decorative lighting. CCCBD facilitates activations primarily in Zone 2 of the District with a focus on open space designed for events and activities.

**Administration**

CCCBD's 15-member Board of Directors and the Executive Director oversee the organization with various support staff.

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

**Safety Program**

- CCCBD Community Ambassadors documented over 4,000 instances of support in FY17-18, many in support of the District's significant homeless population and those suffering from the nation-wide opioid epidemic.
- CCCBD helps ensure the new Helen Diller Playgrounds and BiRite Café kiosk are safe and accessible to users during hours of operation and free of vandalism after hours.
- CCCBD joined forces with the Mid Market CBD to co-host a free "Safety Summit" for over 200 area stakeholders at the Strand Theater. The event also featured information tables from organizations such as: SF72, SFSafe, A.L.E.R.T., BART Police and WalkSF.

**Cleaning Program**

- Removed approximately 60,000 pounds of litter from the District
- Pressure washed 46,464 linear feet of sidewalk
- Removed graffiti from both public and private property
- Maintained tree basins
- Disposed of 12,470 used hypodermic needles in 12 months
- Awarded competitive grant to pilot Bigbelly "smart" refuse collection units through the Mayor's Fix-It Team and OEWD

**Beautification & Activation**

- CCCBD served as lead project manager for the *Civic Center Commons Initiative* community events and programs throughout the year including:
  - 1st Sunday Events
  - 3rd Thursday Events
  - Friday Market & Bazaars
  - Civic Center Plaza Holiday Tree Lighting
- CCCBD assumed ownership of the BiRite Café kiosk in Civic Center Plaza providing facility and operator oversight and ensuring rental fees from the kiosk are put into a maintenance fund for helping to maintain the Plaza.

- CCCBD partnered with the Recreation and Parks Department to install Tivoli lights in Civic Center Plaza improving evening pedestrian safety and area aesthetics

#### **Administration**

- CCCBD expanded its stewardship role in Civic Center collaborating more with several public and private sector stakeholders including: City’s Real Estate Division, the Recreation and Parks Departments, the Office of Economic and Workforce Development, Public Works and Planning to ensure the success of:
  - new Civic Center Plaza playgrounds
  - new Civic Center Plaza café kiosk
  - *Civic Center Initiative*
- Board and staff also collaborated extensively with BART to improve station cleanliness and safety as well as a pedestrian wayfinding campaign to help riders access Civic Center destinations
- Board and staff sit on Better Market Street and Van Ness BRT project committees
- Successfully completed CCCBD’s renewal process

#### **CCCBD Annual Budget Analysis**

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

- **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 “Civic Center Community Benefit District”, Section 3.9 – Budget*).
- **BENCHMARK 2:** Whether one percent (1%) of actuals came from sources other than assessment revenue (*CA Streets & Highways Code, Section 36650(B) (6); Agreement for the Administration of the “Civic Center Community Benefit District”, Section 3.4 - Annual Reports*).
- **BENCHMARK 3:** Whether the variance between the budget amount and actual expenses within a fiscal year was within 10 percent (*Agreement for the Administration of the “Civic Center Community Benefit District”, Section 3.9 – Budget*).
- **BENCHMARK 4:** Whether CCCBD is indicating the amount of funds to be carried forward into the next fiscal year (*CA Streets & Highways Code, Section 36650(B)(5)*)

**FY 2018-2019**

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

Service Category	Management Plan Budget	% of Budget	FY 2018-2019 Budget <sup>1</sup>	% in relation to Management Plan Budget	% in relation to Total Budget	Variance Mgmt. Plan Percentage Points	Variance Percentage Points
Safety	\$357,495.00	51.7%	\$ 411,805.00	49.38%	30.49%	-2.81%	-21.18%
Cleaning and Maintenance	\$139,890.00	20.2%	\$ 159,992.08	19.18%	11.84%	-1.24%	-8.37%
Beautification	\$22,876.00	3.3%	\$ 0.00	0.00%	0.00%	-3.34%	-3.31%
Activation of Public Places	\$24,081.00	3.5%	\$ 44,698.12	5.36%	3.31%	+1.984%	-0.17%
Administration	\$147,622.00	20.3%	\$ 217,513.53	26.08%	16.10%	+5.54%	-4.23%
Non-Assessment Funds/Renewal	\$6,920.00	1.0%	\$ 515,999.35	0.00%	38.20%		+37.20%
Contingency and Reserve <sup>2</sup>	\$0.00		\$ 834.71	0.00%	0.06%		+0.06%
<b>TOTAL</b>	<b>\$691,964</b>	<b>100.00%</b>	<b>\$1,350,843.64</b>		<b>100.00%</b>		

<sup>1</sup> The total budget for management plan and engineer's report related service categories is \$834,009.58

<sup>2</sup> This category is not part of the management plan or engineer's report for the Civic Center CBD approved by the Board of Supervisors in Resolution # 21-11.



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

**ANALYSIS:** CCCBD met this requirement. Assessment revenue was \$1,497,113.24 or 32.15% of actuals and non-assessment revenue was \$3,107,803.74 or 67.49% of actuals. See table below.

Revenue Sources	FY 2018-2019 Actuals	% of Actuals
Assessment Revenue	\$1,497,113.24	
<b>Total assessment revenue</b>	<b>\$1,497,113.24</b>	<b>32.15%</b>
Grants	\$401,793.81	8.73%
Contributions	\$2,220,868.81	48.23%
Interest Earned	\$53.08	0.00%
Fee for Service	\$485,088.44	10.53%
<b>Total non-assessment revenue</b>	<b>\$3,107,803.74</b>	<b>67.49%</b>
<b>Total</b>	<b>\$4,604,916.98</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:** CCCBD met this requirement. See table below.

Service Category	FY 2018-2019 Budget	% of Mgmt. Plan Budget	% of Total Budget	FY 2018-2019 Actuals	% of Actuals – Assessment Budget	% of Actuals – Total Budget	Variance % Points – Assessment	Variance % Points – Total
Safety	\$ 411,805.00	49.38%	30.49%	\$ 393,633.36	46.52%	20.88%	-2.85%	-9.61%
Cleaning and Maintenance	\$ 159,992.08	19.18%	11.84%	\$ 155,366.64	18.36%	8.24%	-0.82%	-3.60%
Beautification	\$ 0.00	0.00%	0.00%	\$ 10,756.42	1.27%	0.57%	1.27%	+0.57%
Activation of Public Places	\$ 44,698.12	5.36%	3.31%	\$ 44,698.12	5.28%	2.37%	-0.08%	-0.94%
Administration	\$ 217,513.53	26.08%	16.10%	\$ 241,655.39	28.56%	12.82%	2.48%	-3.28%
Non-Assessment Funds/Renewal	\$ 515,999.35	1.00%	38.20%	\$ 893,619.52	0.00%	47.39%	N/A	+9.19%
Contingency and Reserve <sup>3</sup>	\$ 834.71	0.00%	0.06%	\$ 145,910.75	0.00%	7.74%	N/A	+7.68%
<b>Total</b>	<b>\$ 1,350,843.64</b>		<b>100.00%</b>	<b>\$ 1,885,640.20</b>		<b>100.00%</b>		

<sup>3</sup> This category is not part of the management plan or engineer’s report for the Civic Center CBD approved by the Board of Supervisors in Resolution # 21-11.

**BENCHMARK 4:** Whether CCCBD 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:** CCCBD met this requirement. See table below.

<b>FY 2018-2019 Carryover</b>	<b>To be used in FY 2019-2020</b>
<b>FY 2018-2019 Assessment Carryforward</b>	\$ 183,916.45
<b>Designated Projects</b>	
Management Plan Services	\$ 183,916.45
<b>Total Designated Amount</b>	<b>\$ 183,916.45</b>

### Findings and Recommendations

Civic Center CBD met all the required benchmarks as mentioned on Page 5 of this memo. In addition to delivering its core services, CCCBD also held free community events and raised significant non-assessment revenue which exceeding its Management Plan general benefit requirement. The organization also took ownership of the café kiosk in Civic Center Plaza and continues to manage the property and cafe operator BiRite, and reinvesting kiosk rental income into upkeep of the Plaza.

CCCBD also embarked on a renewal campaign. The campaign ended successfully on July 23, 2019 with a property owner vote 93.59% in favor of renewal, 6.41% against, and unanimous vote by the San Francisco Board of Supervisors.

Renewal outreach within the District, including expansion areas, was robust as outlined below because CCCBD:

- Held 20 publicly noticed meetings where District renewal and expansion were addressed  
*\*The CBD began these meetings in early 2018, over a year and half before its renewal vote was to be finalized.*
- Mailed detailed renewal and expansion information to all property owners within the current and expanded boundaries
- Conducted in person outreach especially with potential new members
- Hand-delivered renewal and expansion information and meeting invitations to all parcels, storefronts and/or front desks within the proposed renewal and expansion area (where possible) to ensure receipt
- Held 4 open house events regarding renewal and expansion at convenient times and diverse locations within the existing boundaries and in expansion areas
- Regularly posted updates on the renewal process in its quarterly newsletter beginning in early 2018
- Created and frequently updated a section of its website dedicated to renewal and expansion

Several calls from property owners concerned about the renewal and expansion effort were received by the CBD and OEWD. Most were from owners in the expansion area - not currently part of a CBD. Broadway SF (now SHN) was another concerned potential new member. However, their concern was being moved out of the Tenderloin CBD and into Civic Center CBD so they would benefit from CCCBD's *Civic Center Initiative*. The move made sense geographically and offered more services, but it increased their assessment rate. Broadway SF ultimately became a member; but a condominium association at the SE corner of Gough and Golden Gate successfully lobbied to be excluded from the District.

## **Conclusion**

Board and staff worked diligently to carry out the organization's annual mission and successfully completed an open, community-based renewal process. The Civic Center CBD continues to be in a good position to carry out its mission as a high-capacity organization working alongside its public and private sector partners.

BOARD of SUPERVISORS



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

TO: Ben Rosenfield, City Controller, Office of the Controller  
Joaquin Torres, Director, Office of Economic and Workforce Development

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

DATE: November 4, 2020

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by mayor Breed on October 27, 2020:

**File No. 201221**

**Resolution receiving and approving an annual report for the Civic Center Community Benefit District for FY2018-2019, submitted as required by the Property and Business Improvement District Law of 1994 (California Streets and Highways Code, Sections 36600, et seq.), Section 36650, and the District's Management Agreement with the City, Section 3.4.**

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

c: Office of Chair Mar  
Todd Rydstrom, Office of the Controller  
J'Wel Vaughan, Office of Economic and Workforce Development  
Lisa Pagan, Office of Economic and Workforce Development  
Chris Corgas, Office of Economic and Workforce Development