



**CASTRO/UPPER MARKET COMMUNITY BENEFIT
DISTRICT
MID-YEAR REPORT
JULY 1, 2016 – DECEMBER 31, 2016**

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Services Implemented

Public Rights of Way and Sidewalk Operations

- **Cleaning and graffiti removal services were provided every day between 7/1/16 – 12/31/16** to every parcel in the district. Graffiti was removed within 24 – 48 hours of notification.
- **Results of some key benchmarks:**
 - 466 dirty needles collected
 - 866 incidents of graffiti abated
 - 458 incidents of human feces cleaned up
 - 38,975 pounds of trash collected
- Services included:
 - Started the fiscal year off with 170 hours a week of cleaning/graffiti removal provided in the district (includes some administrative hours). This provides daily sweeping of the entire district, including every parcel and gutters. This 170 hours/week are paid for with assessment dollars.
 - Plaza Steward was hired through the Jane Warner Improvement grant. The Plaza Steward started in July at between 26 – 34 hours a week. The Plaza Steward has a variety of roles including welcoming visitors to the Castro and managing the tables and chairs in the Jane Warner Plaza. The Plaza Steward also does a considerable amount of cleaning in and around Jane Warner Plaza.
 - Additional night time cleaning hours were added through a Castro Cares grant from OEWD. This grant added 10 hours a week (Friday and Saturday nights), beginning in October, 2016
 - Harvey Milk Plaza (upstairs/sidewalk level, sidewalk level planter beds)
 - Jane Warner Plaza litter removal and planter beds, water plants
 - Topping off of City trash cans, and collection of street garbage, including animal/human feces, and to a limited extent removing illegal fliers, stickers from bus stops, city signage, lamp posts.
 - Daily removal of all graffiti within the district (including on private property 9ft. or lower) within 24 hours of notification (except instances which require steam cleaning).
 - Quarterly Industrial-strength hot steam cleaning of sidewalks and plazas within the district.
 - Spot power washing as needed on an urgent call basis, including sidewalk graffiti.
 - Call DPW 311 for debris dumped and tracking how those calls are resolved.
 - Additional sweeping and power washing hot spots after special events, Halloween.

- Weeding around tree wells and keeping tree wells free of trash.
- Operation of a central dispatch number available to all to report issues within the district boundaries.
- Unlocking gate in front of the parking lot on Castro St. next to the Castro Theatre by 6:50 a.m. daily.
- Reporting any hazardous situations in the district to dispatch service, dispatch reports problem to 311, and tracks issue resolution.

Public Safety Services

- **Contract with S.F. Patrol Special Police** to specifically patrol the Harvey Milk and Jane Warner plazas and the public restroom on Market St. in front of Safeway. The hours are: 4:00 p.m. – 1:00 Sunday – Wednesday and 4:00 p.m. – 3:00 a.m. Thursday – Saturday. 69 hours a week, supported through a collaboration with the local businesses and the Castro CBD.
 - 2335 reported incidences the highest violation reported was “obstructing the sidewalk”.
- **Castro Cares** a community based collaborative to improve the quality of life for those who are at risk, living on in the Castro/Upper Market and those who are housed, and/or who work and play in the district.
 - 32 hours of Patrol Special Police, plus random hours of 10B officers were paid to conduct foot patrols throughout the district. 20 hours of homeless outreach funded per week.
 - Recent data analysis shows a decrease over time in the reported incidences of “obstructing the sidewalk” on the public safety side of Castro Cares. This analysis also shows a decrease in the number and types of referrals being made to those at risk and living on the street. More study is necessary to understand these trends.

District Identity and Streetscape Improvements

- Implementation of the **Jane Warner Plaza Improvement Project** which funds the Plaza Steward, furniture, storage shed, staff time to develop and implement *Live!* In the Castro programming, and funds to pay performers, and The Seed. Together with assessment dollars, 29 events were put on through *Live!* In the Castro between July 1 – December 31, 2016. The average attendance is between 50 – 150.
 - The Seed, as the LED lighting installation, funded through a grant from OEWD, and received approval from the SF Arts Commission as a temporary art installation.
- Implementation of **Castro & Upper Market Retail Strategy**: Steering committee met three times, identified target area for intervention, hired consultant to implement the recommendations and promote the district.
- Castro CBD continues **to maintain Harvey Milk Plaza and Jane Warner Plaza.**

- **Castro Ambassadors** continues for its sixth year. Castro Ambassadors are volunteers trained to greet and welcome tourists and visitors into the neighborhood. Ambassadors have developed Castro specific handouts, directions and maps, in 6 languages other than English, and use these to assist tourists. Ambassadors help approximately 5,000 visitors a season.
- **Outreach at the Castro St. Fair** – Castro CBD had a booth at the fair to provide the opportunity for residents, property owners and others to learn about the CBD and meet the CBD staff and board members.
- **Update CBD Social Media** – Facebook, Twitter feed and website.
- **Leader in advocating for pedestrian safety improvements** on Upper Market in a collaboration with SF MTA.
- **Land Use Committee**, CBD will continue to work closely with neighborhood organizations, property owners and developers on land use issues.

Administrative and Corporate Operations

- Hired new bookkeeper as an employee
- Supervise Program Coordinator
- Ensure functioning of CBD and compliance with City contract and management plan.
- Ensure compliance with the California Brown Act and California Public Records Act.
- Monitor contracts and services. Assist contractors in problem solving as is necessary.
- Continue as active member of CBD/BID Consortium.
- Support all working committees of the Board of Directors including: Streetscape, Services, Land Use, Executive, and Finance.
- Ensure finances are accurate; work with CPA on annual review.
- Respond to communication from property owners, merchants, residents and others regarding issues directly and/or indirectly related to the services provided by the CBD.
- Act as landlord for sublease.

Financials

- Statement of Financial Position
- Statement of Activities

Castro/Upper Market Community Benefit District, Inc.
Statement of Financial Position

	6/30/2016	12/31/2016
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 281,367	\$ 360,672
Accounts receivable	\$ 2,473	\$ 328
Assessments receivable	\$ 31,925	\$ -
Grants receivable	\$ 363,092	\$ 301,684
Property and equipment (net of accumulated depreciation)	\$ 2,496	\$ 1,945
Prepaid expenses	\$ -	\$ 7,172
Security deposits	\$ 3,892	\$ 3,892
TOTAL ASSETS	\$ 685,245	\$ 675,693
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable	\$ 791	\$ 3,218
Accrued expenses and other payable	\$ 8,457	\$ 4,775
Total Liabilities	\$ 9,248	\$ 7,993
Net Assets		
Unrestricted net assets	\$ 334,307	\$ 447,760
Temporarily restricted net assets	\$ 341,690	\$ 219,940
Total Net Assets	\$ 675,997	\$ 667,700
TOTAL LIABILITIES AND NET ASSETS	\$ 685,245	\$ 675,693

Castro/Upper Market Community Benefit District, Inc.
Statement of Activities
Fiscal Year 2016-2017

	Q1 (7/1/16 - 9/30/16)	Q2 (10/1/16 - 12/31/16)	YTD Actual as of 12/31/16	Budget as of 12/31/16	Actual vs. Budget as of 12/31/16	Budget as of 12/31/16	Annual Budget	Actual vs. Annual Budget	% of Annual Budget
REVENUE									
Property Tax Special Assessments	\$ 11,339	\$ 301,393	\$ 312,732	\$ 236,431	\$ 76,301	132%	\$ 499,490	\$ (186,758)	63%
Donations & Other	\$ 2,875	\$ 10,886	\$ 13,761	\$ 51,400	\$ (37,639)	27%	\$ 91,470	\$ (77,709)	15%
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ 300,000	\$ (300,000)	0%
Affiliate Memberships	\$ 6,860	\$ -	\$ 6,860	\$ 15,022	\$ (8,162)	46%	\$ 15,022	\$ (8,162)	46%
Other Income (Interest)	\$ 30	\$ 14	\$ 44	\$ 44	\$ -	100%	\$ 44	\$ -	100%
TOTAL REVENUE	\$ 21,104	\$ 312,294	\$ 333,397	\$ 302,897	\$ 30,500	110%	\$ 906,026	\$ (572,629)	37%
EXPENSES									
<i>ASSESSMENTS</i>									
PROWSO	\$ 82,607	\$ 53,573	\$ 136,181	\$ 171,175	\$ (34,994)	80%	\$ 332,947	\$ (196,766)	41%
DISI	\$ 19,252	\$ 10,873	\$ 30,124	\$ 32,870	\$ (2,746)	92%	\$ 56,885	\$ (26,761)	53%
ADMIN	\$ 10,916	\$ 15,155	\$ 26,071	\$ 27,833	\$ (1,762)	94%	\$ 66,398	\$ (40,327)	39%
Total Assessment Expenses	\$ 112,775	\$ 79,601	\$ 192,376	\$ 231,878	\$ (39,502)	83%	\$ 456,230	\$ (263,854)	42%
<i>GRANTS & OTHER</i>									
JWP	\$ 400	\$ -	\$ 400	\$ -	\$ 400	100%	\$ -	\$ 400	100%
JWP GRANT	\$ 24,259	\$ 26,929	\$ 51,188	\$ 60,522	\$ (9,334)	85%	\$ 138,472	\$ (87,284)	37%
Retail Strategy Grant	\$ 2,151	\$ 2,588	\$ 4,739	\$ 12,168	\$ (7,429)	39%	\$ 24,330	\$ (19,591)	19%
PROWSO Affiliate Memberships	\$ 6,860	\$ -	\$ 6,860	\$ 7,506	\$ (646)	91%	\$ 15,022	\$ (8,162)	46%
Castro Cares Grant	\$ 29,976	\$ 32,972	\$ 62,948	\$ 76,422	\$ (13,474)	82%	\$ 152,825	\$ (89,877)	41%
Castro Cares Donations	\$ 10,364	\$ 12,820	\$ 23,184	\$ 19,288	\$ 3,896	120%	\$ 32,951	\$ (9,767)	70%
Total Other Fund Expenses	\$ 74,010	\$ 75,309	\$ 149,318	\$ 175,906	\$ (26,588)	85%	\$ 363,600	\$ (214,282)	41%
TOTAL EXPENSES	\$ 186,785	\$ 154,910	\$ 341,695	\$ 407,784	\$ (66,089)	84%	\$ 819,830	\$ (478,135)	42%
REVENUE OVER EXPENSES	\$ (165,681)	\$ 157,384	\$ (8,297)	\$ (104,887)	\$ 96,590	8%	\$ 86,196	\$ (94,493)	-10%
<i>CONTINGENCY</i>									
ASSESSMENT			\$ 28,146				\$ 43,304		
GRANTS & OTHER			\$ -				\$ 42,892		
TOTAL CONTINGENCY			\$ 28,146				\$ 86,196		