

GREEN BENEFIT DISTRICT



DOGPATCH & NW POTRERO HILL

**Dogpatch & NW Potrero Hill Green Benefit District
Annual Report Data 2016/17**

Area: 200 Acres/70 blocks in 2 zones in Dogpatch & NW Potrero Hill

Assessment Base: 1403 Properties, 1150 owners

Chartered: August, 2015

Board of Directors: 15-Member Board:

7 Dogpatch Property Owners

2 NW Potrero Hill Property Owners

2 Dogpatch Tenants

1 NW Potrero Hill Tenant

3 Greenspace Advocates

Fiscal Year: July 1, 2016 to June 30, 2017

Per CA streets & highways code, Section 36650(b):

1. Proposed changes in the boundaries of the property and business improvement district or in any benefit zones or classification of property or businesses within the district.

The District boundaries are unchanged from the previous year.

Two District properties were increased in size and reclassified from vacant to residential use, resulting in a net increase in assessments of \$26,487.

	Previous	Updated	Variance
APN # 4172 022 - 1201 Tennessee			
Assessment Code	Vacant	Residential	
Property Square Footage	-	243,176	
Lot Square Footage	64,638	64,638	
Assessment	\$6,149.75	\$23,126.04	\$16,976.29
APN # 4041 009 – 650/680/666 Indiana			
Assessment Code	Vacant	Residential	
Property Square Footage	14,810	126,717	
Lot Square Footage	26,754	26,754	
Assessment	\$2,545.41	\$12,056.23	\$9,510.82
Total	\$8,695.16	\$35,182.27	\$26,487.11

2. The improvements and activities provided for 16/17

➤ Maintenance

- Entered into the GBD's first full year of streetscape and landscape maintenance contracts
- GBD streetscape contractors cleaned sidewalks throughout the district weekly, removing trash and graffiti and reporting dumping and camping that cause debris buildups
- GBD landscape contractors maintain half of the parks and greenspaces in the District. They cleared pathways and removed debris, pruned and planted, weeded and mulched and raised the condition level of all GBD-maintained properties
- Replaced the damaged retaining wall at Minnesota Grove and replanted the north end
- Repaired the vandalized fence at the Progress Park Dog Run
- Made numerous irrigation and path repairs.
- Brought areas with chronic maintenance problems to the attention of Caltrans, Caltrain and Public Works

➤ Capital

Planned and executed 50 capital improvement projects, including:

- Regraded and replaced the west side path at Esprit Park
- Converted a 5,000 sq ft weedy verge on Pennsylvania Avenue near 23rd St to a garden-lined walkway
- Added a central decomposed granite pathway and seating area clearing at Progress Park
- Installed efficient automatic irrigation systems at Angel Alley, Progress Park and Fallen Bridge Park
- Added brick edging at the Tennessee-side native plant sidewalk gardens at IM Scott School
- Made path improvements at Fallen Bridge Park and Minnesota Grove
- Worked with Public Works on planned streetscape improvements on 22nd Street

➤ Fundraising

- Played a key role in negotiations with UCSF that netted \$10.55 million for district projects, including GBD priorities like Esprit Park
- Was awarded \$74,000 in Community Challenge Grant funds for fitness equipment in Progress Park and lighting, sidewalk plantings and upgrades to the garden at Benches Park
- Brought in over \$50,000 in private donations to augment assessment funding and support district projects.

➤ Advocacy

- Established GBD relationships with relevant personnel at Public Works, Planning, RecPark, MTA, MOHCD, OEWD, Caltrain, Caltrans and Supervisor Cohen's Office
- Identified 11 major capital projects in the district, vetted them with local organizations and individuals and advocated for them at the City and State level
- Lobbied City departments for augmenting funding for partially-funded large capital projects; Elevated GBD-priority projects on City priority funding lists and in departmental budgets

- Worked with the Eastern Neighborhoods Citizens Advisory Council, which advises City departments on the application of development impact fees, to include GBD priorities in EN CAC priority funding lists
- Successfully lobbied for streetscape and pedestrian pathways projects including Minnesota South sidewalk and parking configurations and Minnesota Grove extensions and the Dogpatch Pedestrian Master Plan

➤ **Outreach**

- Expanded the GBD outreach database by 120%
- Upgraded the GBD URL, revamped the organization’s logo and branding and expanded the information available on the GBD website
- Issued the GBD’s first printed annual report to stakeholders and posted online
- Made presentations to and attended meetings of the Dogpatch Neighborhood Association, the Potrero Boosters, Toes & Paws and other neighborhood organizations
- Fielded displays at neighborhood street fairs

➤ **Volunteers**

- Logged almost 3,000 volunteer hours from GBD board members and neighbors
- Coordinated volunteer events for over 130 outside volunteers
- Organized and supported 7 volunteer work parties and worked with park stewards on park upkeep and upgrades

➤ **Operations**

- Planned and managed 2 Board strategy and planning sessions
- Hosted the first annual GBD members party
- Executed the organization’s second Board elections
- Planned the 16/17 and 17/18 budgets within Management Plan guidelines
- Hired a bookkeeper, upgraded financial practices and improved financial reporting
- Developed priorities and strategies for Board initiatives.

3. The cost of providing improvements and the activities for 16/17

The GBD expended \$448,500 in FY 2016/17. (These and following figures have been rounded to the nearest \$100.)

FY 2016/17	Zone 1 – Dogpatch			Zone 2 – NW Potrero Hill			Total		
	Assmt	Other	Total	Assmt	Other	Total	Assmt	Other	Total
Maintenance	\$137,900	\$10,000	\$147,900	\$26,500	-	\$26,500	\$164,400	\$10,000	\$174,400
Capital	\$98,300	-	\$98,300	\$21,700	-	\$21,700	\$120,000	-	\$120,000
Accountability	\$70,300	-	\$70,300	\$12,600	\$200	\$12,800	\$82,900	\$200	\$83,100
Operations	\$60,000	-	\$60,000	\$11,000	-	\$11,000	\$71,000	-	\$71,000
Total	\$366,500	\$10,000	\$376,500	\$71,800	\$200	\$72,000	\$438,300	\$10,200	\$448,500

4. *The method and basis of levying the assessment in sufficient detail to allow each real property or business owner, as appropriate, to estimate the amount of the assessment to be levied against his or her property or business for that fiscal year.*

Assessments are calculated by multiplying each parcel's assessable square footage by the applicable assessment rate.

Land Use	Rate per Lot or Bldg Sq Ft
Commercial/Residential (standard rate)	\$0.0951
Vacant/parking lots (standard rate)	\$0.0951
Industrial (50% standard rate)	\$0.0476
Greenspace parcels (25% standard rate)	\$0.2380
Non-accessible parcels (0 rate)	\$0.0000

5. *The amount of any surplus or deficit revenues to be carried over from a previous fiscal year.*

FY 2015/16 Funds carried over to FY 2016/17 total \$294,700.

FY 2015/16 Carryover to 2016/17	Zone 1 – Dogpatch	Zone 2 – NW Potrero Hill	Total
Maintenance	\$79,300	\$14,400	\$93,700
Capital	\$80,600	\$10,900	\$91,500
Accountability	\$57,100	\$9,900	\$67,000
Operations	\$36,000	\$6,500	\$42,500
Total	\$253,000	\$41,700	\$294,700

FY 2016/17 Funds carried over to 2017/18 total \$453,100.

FY 2016/17 Carryover to 2017/18	Zone 1 – Dogpatch	Zone 2 – NW Potrero Hill	Total
Maintenance	\$76,100	\$18,900	\$95,000
Capital	\$141,100	\$5,100	\$146,200
Accountability	\$102,300	\$14,700	\$117,000
Operations	\$48,300	\$6,900	\$55,200
Total Allocated Carryover - Assessment	\$367,800	\$45,600	\$413,400

+ Grants, Donations	\$39,700	\$-	\$39,700
Total Carryover	\$407,500	\$45,600	\$453,100

FY 2016/17 Carryover to 2017/18	Zone 1 – Dogpatch	Zone 2 – NW Potrero Hill	Total
Total Net Carryover to 17/18	\$367,800	\$45,600	\$413,400
Allocated to 16/17 projects to be completed in 17/18	\$156,300	\$8,800	\$165,100
Allocated for first ½ yr of 17/18 operations	\$211,500	\$36,800	\$248,300
Total Spend Down	\$367,800	\$45,600	\$413,400

6. The proposed budget for the following fiscal year

FY 2017/18 Budget Income	Zone 1 – Dogpatch	Zone 2 – NW Potrero Hill	Total
Prior Year Carryover	\$407,500	\$45,600	\$453,100
Assessments	\$520,400	\$88,800	\$609,200
Grants, Donations	\$38,400	\$34,800	\$73,200
Total	\$966,300	\$169,200	\$1,135,500

FY 2017/18 Budgeted Expenses	Zone 1 – Dogpatch			Zone 2 – NW Potrero Hill			Total		
	Assmt	Other	Total	Assmt	Other	Total	Assmt	Other	Total
Maintenance	\$156,800	\$14,700	\$171,500	\$31,800	-	\$31,800	\$188,600	\$14,700	\$203,300
Capital	\$222,500	\$63,400	\$285,900	\$11,800	\$34,800	\$46,600	\$234,300	\$98,200	\$332,500
Accountability	\$147,000	-	\$147,000	\$20,700	-	\$20,700	\$167,700	-	\$167,700
Operations	\$85,800	-	\$85,800	\$12,600	-	\$12,600	\$98,400	-	\$98,400
Total	\$612,100	\$78,100	\$690,200	\$76,900	\$34,800	\$111,700	\$689,000	\$112,900	\$801,900

7. Summary of performance metrics

Pounds of trash collected	15,915
Pounds of green waste removed	8,880
Boxes of dog waste bags dispensed	74
Instances of graffiti removed	136
Maintenance Requests Addressed	31
Number of volunteers	160
Number of volunteer hours	2,852
311 Reports filed	181
Hypodermic needles/syringes collected	286
Hazardous conditions/repairs needed	47

8. Total number of commercial and industrial vacancies

New commercial space added through development and not yet leased:

Location	Type	Sq ft
2015 3 rd Street	Flex	2,165
1201 Tennessee Street	Retail	2,000
1201 Tennessee Street	Flex	5,000

Apparent commercial vacancies:

Location	Type	Sq ft
1155 Indiana (@ Tubbs)		
1405 Minnesota		

Agreement for the Administration of the “Dogpatch & Northwest Potrero Hill Green Benefit District,” Section 3.9 – Budget:

9. Whether the variance between the budget amounts for each service category was within 10 percentage points from the budget identified in the Management Plan

Dogpatch – 85%	16/17 Budget	% of Budget	Management Plan % Requirement	% of Variance
Maintenance	\$163,500	31%	28%	3%
Capital	\$170,600	33%	33%	0%
Accountability	\$107,000	21%	24%	-3%
Operations	\$78,200	15%	15%	0%
Total	\$519,300	100%	100%	

NW Potrero Hill – 15%	16/17 Budget	% of Budget	Management Plan % Requirement	% of Variance
Maintenance	\$29,800	36%	41%	-5%
Capital	\$18,800	22%	21%	1%
Accountability	\$18,200	22%	23%	-1%
Operations	\$17,000	20%	15%	5%
Total	\$83,800	100%	100%	

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

Dogpatch	16/17 Budget	% of Budget	16/17 Assessments Actuals	% of Assessments Actuals	% of Variance
Maintenance	\$163,500	31%	\$137,900	38%	7%
Capital	\$170,600	33%	\$98,300	27%	-6%
Accountability	\$107,000	21%	\$70,300	19%	-2%
Operations	\$78,200	15%	\$60,000	16%	1%
Total	\$519,300	100%	\$366,500	100%	

NW Potrero Hill	16/17 Budget	% of Budget	16/17 Assessments Actuals	% of Assessments Actuals	% of Variance
Maintenance	\$29,800	36%	\$26,500	37%	1%
Capital	\$18,800	22%	\$21,700	30%	8%
Accountability	\$18,200	22%	\$12,600	18%	-4%
Operations	\$17,000	20%	\$11,000	15%	-5%
Total	\$83,800	100%	\$71,800	100%	

Budget-to-Actuals Comparison with Adjustments:

Total 16/17 Budget	\$603,100
General Benefit Requirement met in in-kind	\$(26,000)
Adjusted 16/17 Budget Total	\$577,100

Actual Expenses	\$438,300
Delayed Expenses	\$111,800
Adjusted 16/17 Actuals Total	\$550,100

Adjusted Variance, Budget to Actual	\$(27,000)
	-4.6%

Agreement for the Administration of the “Dogpatch & Northwest Potrero Hill Green Benefit District,” Section 3.4 – Annual Reports:

11. Whether 6.79% of the budget for Maintenance and Capital Improvement service categories came from sources other than assessment revenue

	16/17 Budget
General Benefit Required for FY 16/17	\$26,000
Volunteer Services (2,852 hrs @ \$15)	\$42,780

12. Whether D&NWP HGBD 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.

	Dogpatch	NW Potrero	Total
MAINTENANCE			
Park & Green Space			
Annual Planting, Pruning Budget		\$1,200	\$1,200
Park & Green Space Maintenance	\$41,100	\$6,400	\$47,500
Special Arborist Services			
Sidewalk & Public Realm			
Sidewalk & Public Realm	\$35,000	\$5,300	\$40,300
Special Sidewalk Cleaning		\$6,000	\$6,000
Total Maintenance	\$76,100	\$18,900	\$95,000
<i>Prior Year Carryover</i>	<i>\$76,100</i>	<i>\$18,900</i>	<i>\$95,000</i>
CAPITAL IMPROVEMENT			
Capital Projects – Carryover from 2016-2017			
Woods Yard conceptual design	\$28,000		\$28,000
Minnesota Grove Extension survey, conceptual design	\$20,000		\$20,000
Capital Projects - Improvement			
Benches		\$5,100	\$5,100
Caltrain Station Entrance	\$35,000		\$35,000
Fallen Bridges irrigation & improvements			
Progress Park Fitness Center Upgrade & Infill	\$58,100		\$58,100
Total Capital	\$141,100	\$5,100	\$146,200
<i>Prior Year Carryover</i>	<i>\$141,100</i>	<i>\$5,100</i>	<i>\$146,200</i>
ACCOUNTABILITY, TRANSPARENCY & CITIZEN SERVICES			
Administrative Services			
Maintenance Oversight	\$4,700	\$700	\$5,400
Capital Planning Oversight	\$7,800	\$1,200	\$9,000
Advocacy & Outreach Oversight	\$23,500	\$3,500	\$27,000
Communications & Outreach			
Print Communications			
Annual report	\$5,900	\$900	\$6,800
Mailers	\$4,300	\$700	\$5,000
Signage Design	\$21,000	\$3,000	\$24,000
Worker Vests	\$700	\$100	
Website			

Web hosting, plugins	\$200	\$50	\$250
Website development	\$15,350	\$3,450	\$18,800
Advertising & Promotion	\$250	\$40	\$290
Collateral printing	\$400	\$60	\$460
Events			
Community Events	\$5,200	\$800	\$6,000
Displays	\$1,000	\$200	\$1,200
(Reallocated to Maintenance - within 10% limit)	\$12,000		\$12,000
Total Accountability & Outreach	\$102,300	\$14,700	\$117,000
<i>Prior Year Carryover</i>	<i>\$102,300</i>	<i>\$14,700</i>	<i>\$117,000</i>
OPERATIONS & CONTINGENCY RESERVES			
Administrative Services			
ED Management & Oversight	\$19,600	\$2,900	\$22,500
Insurance	\$4,800	\$700	\$5,500
Office			
Printing & reproduction	\$1,500	\$200	\$1,700
Professional Services			
Bookkeeping	\$12,000	\$1,600	\$13,600
CPA, Tax Prep, Audit/review	\$10,400	\$1,500	\$11,900
Total Operations	\$48,300	\$6,900	\$55,200
<i>Prior Year Carryover</i>	<i>\$48,300</i>	<i>\$6,900</i>	<i>\$55,200</i>
TOTAL	\$367,800	\$45,600	\$413,400