

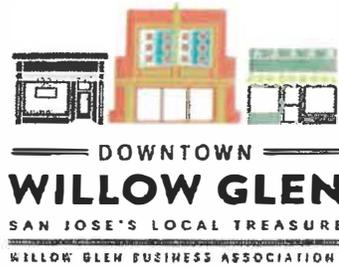
CITY COUNCIL ACTION REQUEST			
DEPARTMENT(S) Public Works	CEQA Not a Project, File No. PP17-009, Staff Reports, Assessments, Annual Reports, and Informational Memos that involve no approvals of any City action.	COORDINATION City Attorney's Office; City Manager's Budget Office; Planning, Building, and Code Enforcement Department	Director Approval /s/ Matt Loesch
COUNCIL DISTRICT(S) 6			CMO Approval  2/11/26
SUBJECT: Willow Glen Community Benefit Improvement District Financial Report Fiscal Year 2024-2025			
RECOMMENDATION			
Accept the Willow Glen Community Benefit Improvement District Financial Report for Fiscal Year 2024-2025, which provides information to the public and the property owners in the district regarding the use of the assessments and the management and operations of the district.			
BASIS FOR RECOMMENDATION			
<p>The Willow Glen Community Benefit Improvement District was renewed by property owners and adopted by City Council on June 4, 2024, to raise funds for enhanced maintenance and cleaning of sidewalk areas, information and safety services, beautification activities, and business development, marketing and promotion programs. The Willow Glen Business Association (Owners' Association) is under contract with the City to administer the operations of the district. The annual assessments collected, minus fees, are transferred to the Owners' Association twice annually for the Owners' Association to provide the services and promotions as described in the Willow Glen Community Benefit Improvement District Management Plan. The Willow Glen Community Benefit Improvement District is currently programmed in the Willow Glen Business Improvement District Fund (343).</p> <p>Pursuant to the agreement between the City and the Owners' Association, a financial report for fiscal year (FY) 2024-2025 was compiled and submitted by the Owner's Association on October 31, 2025 for City Council's review and approval. Staff reviewed the financial report and determined it met the requirements of the agreement between parties. The financial report is provided as Attachment - Willow Glen Community Benefit Improvement District Financial Report for FY 2024-2025 and contains the following information as required by the agreement.</p> <ol style="list-style-type: none"> 1. Summary of Assessed Services for FY 2024-2025 2. Procurement of Goods and Services 3. Property Owners' Association meeting dates for FY 2024-2025 4. FY 2024-2025 Budget Report 5. FY 2024-2025 Certified Public Accountant Review <p>The budget includes four core categories: 1) Administration; 2) Contingency/Reserve; 3) District Identity and Streetscape Improvements/Marketing and Promotions; and 4) Sidewalk Operations, Beautification, Order, and Parking.</p>			
COMMISSION RECOMMENDATION AND INPUT			
No commission recommendation or input is associated with this action.			

COST AND FUNDING SOURCE
No costs are associated with this action.
FOR QUESTIONS CONTACT: J. Guevara, Deputy Director of Public Works, Public Works Department at (408) 535-8300 or j.guevara@sanjoseca.gov

Attachment - Willow Glen Community Benefit Improvement District Financial Report for FY 2024-2025

ATTACHMENT

**Willow Glen Community
Benefit Improvement District
Financial Report for FY
2024-2025**



**Willow Glen Community Benefit Improvement District
Financial Report for FY 2024-2025**

**Submitted by
Willow Glen Business Association for the
Willow Glen Community Benefit Improvement District**

The Willow Glen Community Benefit Improvement District (CBID) was established in December 2008 as a special benefit assessment district (District) that conveys special benefits to the properties located within the District Boundaries. In 2024, the CBID renewal/expansion was for an additional 15 years, running from January 1st, 2025 until December 31st, 2039. From 7/1/24-12/31/24 the CBID ran along Lincoln Avenue between Minnesota Avenue and Broadway Avenue on the east and between Minnesota Avenue and Lester Avenue on the west, and some properties on Willow Street, Brace Avenue and Minnesota Avenue. The CBID was comprised of two zones, Zone 1 and Zone 2 during that time frame. The expansion went into effect 1/1/2025 through 6/30/25, and now encompasses Lincoln Avenue between Minnesota Avenue and Coe Avenue; and some properties on Willow Street, Brace Avenue and Minnesota Avenue.

1. Summary of Assessed Services for FY 2024-2025

Sidewalk cleaning and maintenance services were contracted to Universal Site Services during FY 2024-2025. The purpose of these services is to provide cleaning and maintenance services in the district to make Downtown Willow Glen a desirable destination to shop, dine and locate a business. The scope of these services includes removal of refuse, hot water/power scrubbing, manual scrubbing sidewalk cleaning, graffiti removal and, while maintaining sidewalks, being available to provide information (like directions) to the public.

Service	FY 2024-25 Service Levels	
	Zone 1	Zone 2
Sidewalk Sweeping, graffiti removal, steam cleaning	6 days per week	4 days per week
Regular trash removal	6 days per week	4 days per week
Landscaping maintenance	As needed	As needed
Power Washing	Twice per year	Twice per year

From 1/1/2025 through 6/30/2025, the CBID renewal/expansion was put into effect, servicing the sidewalk/trash removal of the entire district from Minnesota Ave to Coe Ave the following times:

- 12 hrs/day, 5 days a week
- 8 hrs/day, 2 days a week (Sat/Sun)

Landscaping and power washing remained the same frequency throughout the expanded district.

In FY 2024-25 Universal Site Services was also the provider for landscaping maintenance of the planters located within the CBID, except for 3 that are maintained by private property owners at their request. The planters are maintained (weeding, removing trash, watering, etc.), but due to drought conditions we were conservative with new plantings during FY 2024-25 because new plants require additional water.

2. Procurement of Goods and Services

The Willow Glen Community Benefit District certifies all funds were expended in accordance Section 7 of the Consolidation Open Government and Ethics Provisions, titled, "Procurement and Contract Process Integrity and Conflict of Interest". There continues to be careful examination of potential conflicts of interest and a fair and competitive process was used to obtain fair pricing for all goods and services.

3. Willow Glen Business Association meeting dates in FY 2024-2025

2024		2025	
7/9	10/8	1/14	4/8
8/13	11/12	2/11	5/13
9/10	12/10	3/11	6/10

4. FY 2024-25 Budget Report

An analysis of expenditures as compared to for FY 2024-25 is shown on the following page. There is an increase spending starting 1/1/2025 with the renewal/expansion CBID in place.

The Willow Glen Business Association

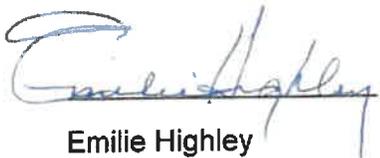
FYE 2025 CBID Report

	ADMIN (CBID)	C & R (CBID)	DISI (CBID)	SOBOP (CBID)	Total CBID
CBID Income/Expense					
Income					
CBID	78,777	2,348	26,671	264,385	372,180
Total Income	78,777	2,348	26,671	264,385	372,180
Expense					
Advertising and P/R	0	0	700	0	700
CBID Contingency	0	2,348	0	0	2,348
City Fees	10,000	0	0	0	10,000
Contract Services	6,300	0	16,600	222,379	245,279
Dues and Subscriptions	890	0	0	0	890
Personnel	45,046	0	9,542	42,941	97,529
Postage and Delivery	146	0	0	0	146
Professional Fees	13,001	0	0	0	13,001
Telephone and Internet	2,269	0	0	0	2,269
Website	778	0	0	0	778
Total Expense	78,430	2,348	26,842	265,320	372,940
Net CBID Income/-Loss FYE 2025	347	0	-171	-935	-759
CBID Reserve as of 6/30/2024	-59	0	407	129	477
CBID Reserve as of 6/30/2025	288	0	236	-806	-282

5. FY 2024-25 CPA Review

Please see review document attached from Crawford Pimentel Corporation Certified Public Accountants.

Respectfully submitted,

 Date 10-14-2025

Emilie Highley

Vice President, Board of Directors

SPECIAL-PURPOSE STATEMENT

WILLOW GLEN BUSINESS AND PROFESSIONAL ASSOCIATION
COMMUNITY BENEFIT IMPROVEMENT DISTRICT (CBID)

San Jose, California

June 30, 2025

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Crawford Pimentel Corporation

Certified Public Accountants

1550 The Alameda, Suite 211

San Jose, California 95126

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors
Willow Glen Business and Professional Association
San Jose, California

We have reviewed the accompanying special-purpose statement of revenue and direct operating expenses of Willow Glen Business and Professional Association (a nonprofit organization) Community Benefit Improvement District (CBID) for the year ended June 30, 2025. 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 of the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Section 5(B) of the agreement between the City of San Jose and Willow Glen Business and Professional Association as discussed in Note A and for designing, implementing, and maintaining 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.

Accountants' Responsibility

Our responsibility is to conduct the review agreement 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. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Willow Glen Business and Professional Association and to meet our ethical responsibilities, in accordance with the relevant ethical requirements relating to our review.

The accompanying special-purpose financial statements were prepared for the purpose of complying with Section 5(B) of the agreement between the City of San Jose and Willow Glen Business and Professional Association as discussed in Note A, and are not intended to be a presentation in conformity with accounting principles generally accepted in the United States of America.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying special-purpose financial statements in order for them to be in conformity with the basis of accounting described in Note A.

This report is intended solely for the information and use of the managements of Willow Glen Business and Professional Association and the City of San Jose and is not intended to be and should not be used by anyone other than these specified parties.



San Jose, California

October 30, 2025

WILLOW GLEN BUSINESS AND PROFESSIONAL ASSOCIATION
COMMUNITY BENEFIT IMPROVEMENT DISTRICT (CBID)

STATEMENT OF REVENUE AND DIRECT OPERATING EXPENSES
July 1, 2024 to June 30, 2025

	ADMIN (CBID)	C & R (CBID)	DISI (CBID)	SOBOP (CBID)	Total CBID
Ordinary Income/Expense					
Income					
CBID	\$ 78,777	\$ 2,348	\$ 26,671	\$ 264,385	\$ 372,180
Total income	<u>78,777</u>	<u>2,348</u>	<u>26,671</u>	<u>264,385</u>	<u>372,180</u>
Gross profit	78,777	2,348	26,671	264,385	372,180
Expense					
Advertising and P/R	-	-	700	-	700
City fees	10,000	-	-	-	10,000
Contingency	-	2,348	-	-	2,348
Contract services	6,300	-	16,600	222,379	245,279
Dues and subscriptions	890	-	-	-	890
Personnel	45,046	-	9,542	42,941	97,529
Postage and delivery	146	-	-	-	146
Professional fees	13,001	-	-	-	13,001
Telephone and internet	2,269	-	-	-	2,269
Website	778	-	-	-	778
Total expense	<u>78,430</u>	<u>2,348</u>	<u>26,842</u>	<u>265,320</u>	<u>372,940</u>
Net ordinary income	347	-	(171)	(935)	(759)
	<u>\$ 347</u>	<u>\$ -</u>	<u>\$ (171)</u>	<u>\$ (935)</u>	<u>\$ (759)</u>
	347	-	(171)	(935)	(759)
CBID Reserve as of June 30, 2024	(59)	-	407	129	477
CBID Reserve as of June 30, 2025	<u>\$ 288</u>	<u>\$ -</u>	<u>\$ 236</u>	<u>\$ (806)</u>	<u>\$ (282)</u>
Actual expenses as a percentage of total fees	21%	1%	7%	71%	100%

See the accompanying Independent Accountant's Review Report.

WILLOW GLEN BUSINESS AND PROFESSIONAL ASSOCIATION
COMMUNITY BENEFIT IMPROVEMENT DISTRICT

NOTES TO STATEMENT OF
REVENUE AND DIRECT OPERATING EXPENSES
July 1, 2024 to June 30, 2025

Note A – Summary of Contractual Reporting Requirement

The Willow Glen property owners received approval from the City Council of San Jose to form a Community Benefit Improvement District (CBID). The Willow Glen Business and Professional Association was selected to manage the CBID which was implemented in 2010.

The original CBID contract with the City of San Jose was executed on March 23, 2010 and expired on December 31, 2024. On June 4, 2024, the expansion and renewal of the CBID contract with the City of San Jose was approved and is effective January 1, 2025 to December 31, 2039. Section 5(B) of the contract requires an Independent Certified Public Accountant’s review report on the finances of the CBID district for the preceding year, except that for fiscal year 2037–2038, Owner’s Association shall submit a full audit by an Independent Certified Public Accountant.

The accompanying statement is reported on the accrual method of accounting, reflecting only transactions directly related to the CBID district activity.

See the accompanying Independent Accountant’s Review Report.