



April Board Meeting Minutes

April 27, 2022 • 6:00 P.M. - 7:00 P.M.

Via ZOOM conference: <https://us02web.zoom.us/j/86909160163>

Phone Option: 1-669-90-06833 • Meeting ID: 869 0916 0163

Attendees: Robert Sakai, Mary Ishisaki, Jerry Ono, David Dunham, Kim Kolbe, Eunice Ashizawa, Dennis Kern

Staff: Grace Horikiri, Brandon Quan, Melissa Bailey Nihei, Max Nihei

Guests: Capt. Derrick Jackson (SFPD), Amit Patel (Hotel Kabuki), Greg Vilorio (JCM), Emily Murase (JTF), Roland Tolosa (AVS), Jan Masaoka, Rich Hashimoto (JCG), Sandy Mori (JTF), Tory Weiss (LGPR),

1. Call to order and roll call 6:00
2. **Action Item:** Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(e) 6:03
Motion: Mary Ishisaki; Second: Jerry Ono
The motion passed unanimously.
3. **Action Item:** Approval of March 2022 Minutes 6:05
Motion: Jerry Ono; Second: Mary Ishisaki
The motion passed unanimously.
4. **Action Item:** Approval of March 2022 Financial Report 6:10
Motion: Jerry Ono; Second: Dave Dunham
The motion passed unanimously.

Budget Variance Report: The March year-to-date report shows gross income of \$318,338. This is an increase of 7.11% from previous month. During the month, we received \$5,000 donation from Japan Center Garage for holiday lights and \$15,687 donation from Katsura Apartments to be used for economic impact report. The ytd total income of \$318,388 is 2.77% higher than the ytd budget of 309,750. The actual expenses ytd is \$522,949 and the budget ytd is \$471,351. This is \$51,598 over the budget or 10.95%. This is slightly lower than previous month's expense variance of 11.03%. During the month, there was a payment of \$15,687.50 to Applied Analysis for Economic Impact report. We also paid \$16,489.28 to AAA Flag & Banner for the Japantown Street Lamp Banner project. The Directors & Officers Liability Insurance was renewed for the full year at a cost of \$1,502.

Balance Sheet: The March year-to-date balance sheet shows that cash balance went down by 5.4% to \$640,858 from prior month's \$677,470. We are anticipating the 2nd installment of assessment revenues from the City in the month of April. The balance sheet includes the \$60,000 agency reserves funding for: (1) operations \$40,000 and (2) Safecity Camera \$20,000. It has a retained earnings of \$1,107,191.

Profit & Loss: The total income March ytd is \$318,338 and the total expenses is \$522,949 which gives a net loss before carryovers of \$204,611. With the carryovers from the prior years included in the budget, the net income is \$363,279.

5. New Introductions to the Japantown community 6:15
Hotel Kabuki General Manager, Amit Patel and SFPD No. Station Captain, Derrick Jackson

Grace introduced Hotel Kabuki General Manager Amit Patel and Northern Station Captain Derrick Jackson. Amit stated he is glad to be back in San Francisco and said please don't hesitate to reach out for support from the hotel whenever needed for the community.

Capt. Jackson introduced himself and stated he has been at Northern Station since late January. He has 26 years of experience in policing and is a SF native. He was lieutenant at Bayview Station prior to this, as well as major crimes with the robbery detail, gang task force, and several other roles. He is happy to be given the opportunity to serve at Northern Station. Part of the engagement plan is working with the community, which he has had a good introduction to. He was able to bring the district captains to Japantown for lunch recently as well. His door is always open and please reach out to him and attend the CPAB meetings for more information.

6. Executive Director & Staff Reports 6:30

A. Applied Analysis Japantown Economic Impact Report Update

This report was completed by Applied Analysis. Grace is writing cover letters to accompany this report for City leaders and community members.

B. 2022 CBD/BID Program Impact & Analysis Survey Update

This report will be finished soon and will be available to the public in June. This is a survey to show the City the benefits and importance of CBDs and BIDs and why they should be supported.

C. Funding Updates

OEWD has released RFP 223. JCBD Staff will be looking at the Program Areas and assessing whether or not JCBD will be applying. The due date is May 19th.

D. Small Business Updates

Max reported there have been two new businesses that have opened. Flying Raijin sells anime figurines, Yuji is a restaurant, Little Sweet is a boba shop, and OK Marketplace which is a clothing retailer. He is conducting outreach to the businesses and so far has spoken with Flying Raijin, Little Sweet, and Fanloli which opened a few months ago in the West Mall. He will update the website accordingly with their information. Another project has been updating the locations of businesses in Google Maps that are not showing up in the right places. He submits reports to Google with photos and over time the updates are eventually made in Google Maps. He is working on the Japantown SF visitor's map which is being updated with new businesses. The Marketing Reelz have also all been posted to Instagram at this point. The video views have ranged from 1300-5000 views each.

E. Cleaning & Safety Update

Brandon reported we have been working on joining the 311 Connected Worker app. We have just started this month but we are starting to get a hold on the system. 311 provided a dashboard which Brandon shared on screen which provides charts on how the requests are doing. Brandon will share the link out for Board Members to access since it is open to the public.

7. Update on JCBD Board Retreat (Friday, May 13) 6:40
The JCBD Board Retreat will be taking place on May 13th at the Alton Hotel in Fisherman's Wharf

for board members and staff. Please pull up to the valet for complimentary parking, and let Emily Nichols know of any dietary restrictions ahead of time. Jan Masaoka will be our facilitator. She is the CEO of CalNonprofits and former Executive Director of CompassPoint Nonprofit Services.

8. JCBD Marketing & Communication Committee Updates 6:45
 Melissa updated the Board on the installation of the Street Lamp banners funded by Avenue Greenlight and the Japantown Merchants Association.
 Tory Weiss updated the Board on plans for marketing in the coming months. Along with marketing the street lamp banners, there was a thought to do some sort of capsule collection with the artists who designed the banners. Another initiative planned is the Press Trip, which was previously canceled due to the pandemic. The Spring 2020 itinerary was reviewed by LGPR and staff and updated for current day. They are also hoping to get the walking omakase tour off the ground in mid June. LGPR was very excited about the amount of press that came from the Northern California Cherry Blossom Festival, and plan to do the same promotion for upcoming events in summer.
9. General public comment - 2 minute per person 6:50
 Rich Hashimoto: Rich stated he loves the banners and they're the best ones out there in the City. He thanked JCBD staff for coordinating and managing the project. He also mentioned there has been an increase in homelessness in Japantown, and HSOC has been very responsive. Rich has noticed an increase in tents, shopping carts, and other belongings being left around the area. Rich also thanked Denny Kern for getting the city flags changed out in time for the festival after one of the flags was stolen.
 Emily Murase: Emily gave a quick update on redistricting and provided a link to the final map. Japantown was represented in every one of the 36 meetings that took place. Two key goals were achieved: keeping all of Japantown in District 5 and remaining with Western Addition/Fillmore. The Sequoias and Coventry Place were moved to District 2. The map is not universally loved, and cuts into a number of Cultural Districts and certain populations were not placed where they wanted to be. One final meeting will be taking place tomorrow to provide feedback. We have also launched the Japantown Cultural District website (www.japantownculturaldistrict.org). Please email us if you see any changes or additions that are needed.
 Sandy Mori: Sandy informed the Board that Grace is a co-chair of the APA Heritage Month Celebration.
10. Announcements and New Business 6:55
11. **Action Item:** Adjournment 7:00
 Motion: Jerry Ono; Second: Dave Dunham
 The motion passed unanimously.

Next JCBD Board Meeting: The next scheduled JCBD Board meeting will take place on Wednesday, May 25, 2022 at 6pm. We will be continuing with our virtual meetings for the time being until we hear more from the City on guidance. After the roll call at the start of each meeting, the JCBD Board will take a vote to allow teleconference meetings under the CA Government Code Section 54953(e).

Login information is located at the top of the page. Agenda materials distributed to the JCBD Board members are available for inspection during regular office hours please contact Meliisa Bailey Nihei at melissa@jtowncbd.org to request materials.