



Board of Directors Meeting Minutes

May 24, 2023 • 5:00 P.M. - 6:00 P.M.

Hotel Kabuki Kosakura Board Room

Virtual Access via ZOOM conference: <https://us02web.zoom.us/j/86382763888>

Phone Option: 1-669-90-06833 • Meeting ID: 863 382 763 888

Attendees: Robert Sakai, Mary Ishisaki, Kathy Nelsen, Daniel Byron, Eunice Ashizawa, David Dunham, Amit Patel, Junichiro Ikeda, Kim Kolbe, Steve Ishii

Absent: Dennis Kern, Marlon Smith

Staff: Grace Horikiri, Brandon Quan, Melissa Ayumi Bailey

Guests: Roland Tolosa (AVS), Rich Hashimoto (JCM), Maria De Alva (Planning Dept), Chris Corgas (OEWD)

- 1. Call to order and roll call 5:00
- 2. **Action Item:** Approval of April 2023 Minutes 5:05
 Motion: Eunice Ashizawa; Second: Mary Ishisaki
 The motion passed unanimously.
- 4. **Action Item:** Approval of April 2023 Financials 5:07
 Motion: David Dunham; Second: Amit Patel
 The motion passed unanimously.
 Budget Variance Report: The April year-to-date report shows a gross income of \$468,756. During the month, we received the following income: 1. Pop Up sales for April is \$23,030 with a year to date total of \$73,819.20. The Nihonmachi Parking Corporation cleaning service \$630.00. The total income thru April 2023 of \$468,756 is 29.11% under the 10-month income budget of \$661,217. We have received the 2nd installment of the Assessment revenues from the City on May 1st which will be reflected in next month's report. The actual expenses through April 2023 is \$520,079 and the budget is \$686,103. This is \$166,025 under the budget or 24.2%. The salary budget year to date is \$129,250 and the actual expense is \$109,068 for a favorable variance of 16%.

Balance Sheet: The April year-to-date balance sheet shows a cash balance of \$685,974 which is a 1.6% decrease from prior month's \$697,409 balance. The total assets as of 4/30/23 is \$897,976 and the retained earnings is \$934,393.

Profit & Loss: The gross income for April ytd is \$468,756 and the total expenses is \$520,079 which gives a net loss before carryovers of \$51,323. With the carryovers from the prior years included in the budget, the ytd net income is \$521,284.

Update current grants

Recently Awarded Grant:

- OEWD RFP 225 (Big Belly Operations Program):
 - Awarded \$20,000 out of a requested \$50,000. Will be utilized to replace the current Big Belly unit wraps and possibly install one more unit (location TBD)

Pending Grant Applications:

- AARP Community Challenge Grant. Submitted \$50,000 in support of developing a Disaster Management and Evacuation Plan for senior homes and service centers in Jtown. Awards have not been announced yet.
- Avenue Greenlight. \$50,000. Awards have not been announced yet.
- Community Challenge Grant (Shared Spaces): Awarded \$25,000 from the Community Challenge Grant program (through the City) in support of Shared Spaces renewal and installation for 7 restaurants in Japantown.

Grant Reimbursements:

- OEWD RFP 212 (Big Belly Pilot Program)
 - Received \$6500 for completing deliverables.
- OEWD RFP 223 (Heart of Jtown Revitalization Project)
 - Submitted invoice for \$15,000 for deliverables 1 and 2. OEWD is reviewing now.
 - Another invoice for \$5,000 will be submitted by July 31, 2023 to close out this fiscal year. Another \$20,000 is allocated towards next fiscal year.
- NCC Anti Asian Hate Fund Grant
 - Received reimbursement for Invoice 1 for \$101,619.29
 - Invoice 2 for \$34,675.32 and Invoice 3 for \$67,158.27 have been submitted and we are waiting for reimbursement to come in.
 - Invoice 4 for \$76,547.12 will be submitted by June 30, 2023 to close out the grant for a total of \$280,000.

New Grants:

- OEWD RFP 226 (Community Benefit District Organizational Support)
 - Staff is currently reviewing this RFP, was submitted May 18, 2023
 - \$150,000 for 12 months, with a 15% required match

5. Guest Speaker

5:15

Office of Economic Workforce Development, Chris Corgas, Deputy Director

Chris Corgas spoke about the upcoming renewal process. He stated it gives JCBD a chance to re-envision the district and makes changes to the management plan based on what has been working or not working since the start of the CBD. Chris stated that Japantown is unique because it is within a Cultural District, and has economic enhancement as a larger budget area than environmental enhancement. This allowed for JCBD to make a greater impact and use its resources to support small businesses during COVID. For renewal, Chris suggested examining the budget area percentages to make sure they align with the district's needs, and also to determine if the JCBD is operating at the appropriate funding level. He gave an example of Civic Center growing from a \$700,000 assessment level to over 1 million to accommodate cost of living increases and changes within the district since its establishment. He also suggested looking at the map of the JCBD and the map of the Japantown Cultural District and determine if the CBD boundaries should be expanded. Finally, he suggested considering raising the assessment percentage as another way to increase revenues. As part of doing this, he advised meeting with property owners to discuss this issue early since JCBD has a good working relationship with them already. He suggested several options for the management plan consultant costs and engineering report: 1) The Board donates money for the costs; 2) Applying for city grants; 3) Looking at the management plan language to see if assessment funds can cover the costs; 4) Fundraising within the community for the costs and writing a repayment plan into the new management plan. He was glad that JCBD is starting the process ahead of schedule since renewal will take place in 2028, and recommended a goal of completing it in 2027. He also suggested creating a Renewal Committee made up of Board Members and community members outside the current JCBD boundaries that may end up included after renewal. They should first determine a draft map, then start working on the budget for the renewal process.

6. Guest Speaker

Osaka Way/Buchanan Mall Update: Maria De Alva, SF Planning Department 5:25

Maria De Alva introduced herself as the Planning Department liaison assigned to the Japantown Cultural District. Her current focus is the Osaka Way/Buchanan Mall Renovation scheduled to begin in 2025, with the design process starting in 2024. The first community event about the project will be the Osaka Way Open House on May 31 from 5-8PM at the JCCCNC. Maria noted that construction mitigation to businesses has been flagged as an issue already, and a

maintenance plan for the Ruth Asawa Fountains is being discussed with NPC, DPW, SFAC, and the Asawa family.

7. Executive Director & Staff Reports 5:35
- A. G7 Summit +Dandelion Project
- The Dandelion Project has returned to Japantown to coincide with the G7 Summit. There have been about 200 people come through so far. This is a good amount considering Bay to Breakers was on Sunday and the location is not the most visible. Last Friday was the soft opening, and the President of the Northern California Concierge Association attended. JCBD will work with him on developing a Japantown concierge tour.
- B. Small Business Update
- Adobe has approached JCBD to participate in an augmented reality project. Linda Mihara from Paper Tree has been engaged for the project, and the images in the Japantown project will be origami cranes that appear in Buchanan Mall. They are also looking at ways to highlight the other businesses with the AR cranes. The link to participate will be posted online and also be accessible through Google Maps.
- C. Update on Marketing Efforts
- No new updates.
- D. Cleaning, Safety and SafeCity Updates
- Since we are coming into the 5th year of our contracting with Block by Block, we are looking at other potential contracts and looking at costs. NextStreet has come up as a potential option. It is \$172,000 a year with Block by Block, and next fiscal year will have a 3-5% increase. We will gather more cost information from NextStreet to bring to the Finance Committee and then the Officers and finally the full Board. NextStreet seems to be a promising option, and it seems like a good fit for JCBD. The plan would be to bring AI over from Block by Block to NextStreet if we made the switch. OEWD only requires two bids for a contract change.
- JCBD began utilizing the 311 Connected Worker App in February 2022, and have received 700 requests and have cleared 184. In April, we were sent 45 requests, cleared 11, and reallocated 34 to 311 that were above our capacity or outside our boundaries. Our response time is 5-8 hours, and 311's varies from over 100 hours to over 1000 hours depending on the type of call.
- For the month of April we received 3 video requests, one from the public for stolen keys and two from SFPD- one for footage of a suspect from a robbery that passed through our district and another for a car break in.
- Staff met with public safety officials from South Korea who were coming to the US to explore Western policing policies and how community groups collaborate with law enforcement. They were amazed at how much JCBD is in conversation with the local police department and that both the captain and chief meet with the general public.
- There was an inquiry from Buddhist Church of San Francisco about joining the camera system after a break in that occurred this month. AVS confirmed they have received the inquiry and are working with them.
8. General public comment - 2 minute per person 5:50
9. Announcements and New Business 5:55
10. **Action Item:** Adjournment 6:00
- Motion: Eunice Ashizawa; Second: Mary Ishisaki
- The motion passed unanimously.

Next JCBD Board Meeting: The next scheduled JCBD Board meeting will take place on Wednesday, June 28, 2023 at 5pm. Agenda materials distributed to the JCBD Board members are available for inspection during regular office hours please contact Melissa Bailey Nihei at melissa@jtowncbd.org to request materials.