



Japantown Community Benefit District FY 2019-2020 Annual Report



Legislative Overview

**Community Benefit Districts (CBDs) /
Business Improvement Districts (BIDs) are
governed by:**

- **State law**
 - “1994 Act”
- **Local law**
 - “Article 15”



Review Process

This resolution covers the Annual Report for FY 2019-2020

- OEWD ensures that all CBDs/BIDs are meeting their management plans.
- OEWD staff conducts an annual review of the Annual Report and CPA Financial Review.
- OEWD provides the Board of Supervisors with a summary memo.



Japantown CBD Formation

LPCBD	Type	Assessment Budget*	FY 19-20 Assessment Roll Submission	Year Established	Expires
	Property-Based	\$ 393,750.00	\$ 393,750.30	2017	June 30, 2027

**budget identified in management plan*



Japantown CBD Operations

- **Staff**

- Executive Director – Grace Horikiri

- **Service Areas**

- **Environmental Enhancements**

- Respond to stakeholder priorities and guiding principles to make Japantown more welcoming, clean, safe, and beautiful which is intended to make each assessed parcel safer, cleaner, and more attractive which will encourage investment dollars and generate additional pedestrian traffic.

- **Economic Enhancements**

- This service area is a comprehensive economic development program which proactively works on filling vacancies with targeted businesses and works to bring more visitors to Japantown to engage in commercial or business activity.

- **Advocacy/Administration**

- Includes the oversight of the CBD's service contract, implementation of projects, staffing the Owners' Association, and general day-to-day operations

- **CBD Reserve**



BENCHMARKS

OEWD's staff reviewed the following budget related benchmarks for Japantown CBD:

Benchmark 1 – Whether the variance between the budget amounts for each service category was within 10 percentage points from the management plan.

Benchmark 2 – Whether one and fifty-six hundredths percent (1.56%) of Japantown CBD's actuals came from sources other than assessment revenue.

Benchmark 3 - Whether the variance between the budget amounts for each service category was within 10 percentage points from the actuals.

Benchmark 4 - Whether CBD is indicating the amount of funds carried over from the current fiscal year and designating projects to be spent in the upcoming fiscal year.



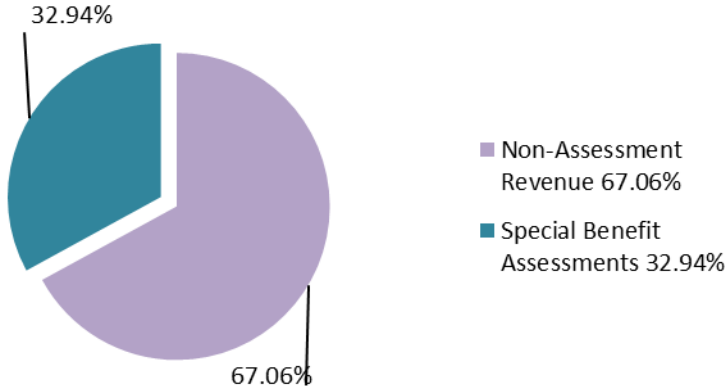
Management Plan vs. Annual Budgets

Service Category	FY 2018-2019 Variance % Points	FY 2019-2020 Variance % Points
Environmental Enhancements	+3.85%	-2.61%
Economic Enhancements	-3.09%	+5.26%
Advocacy and Administration	+1.74%	-0.15%
CBD Reserve	-2.50%	-2.50%

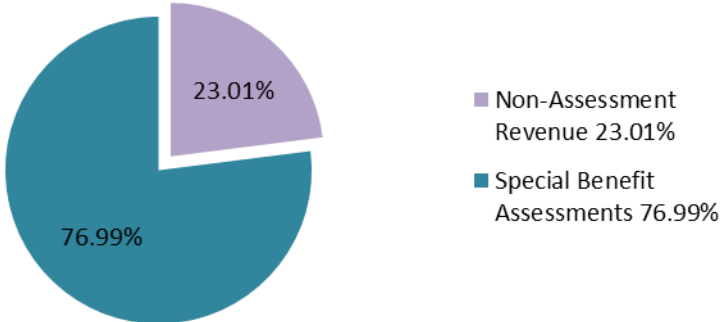


Assessment Revenue & Other Income

FY 2018-2019



FY 2019-2020



Budget vs Actuals

Service Category	FY 2018-2019 Variance % Points	FY 2019-2020 Variance % Points
Environmental Enhancements	+6.02%	-1.04%
Economic Enhancements	-9.68%	-18.55%
Advocacy and Administration	+3.67%	+19.59%
CBD Reserve	0.00%	0.00%



Carryover

Designated Projects	FY 2019-2020
Environmental Enhancements	\$55,121.69
Economic Enhancements	\$71,705.12
Advocacy and Administration	\$30,216.10
Total Designated Amount	\$157,042.91



Findings & Recommendations for Japantown CBD

- **Japantown CBD met 3 out of 4 benchmarks**
 - **Missed Benchmark 3 – variance between FY budget and FY actuals.**
 - **Per OEWD review to determine if this adversely impacted special benefits.**
 - Reviewed CBD’s engineer report – specifically Section E which describes Special and General Benefits
 - Environmental Enhancements was the only category with activities that generally can benefit the public at large, meaning the remaining activities have specific benefit to parcels within the CBD and any general public benefit is incidental and collateral to providing to the special benefits to the assessed parcels.
 - The CBD was in compliance with services related to special benefit
 - Upon further review of CBD documents it is clear the CBD mislabeled significant areas of actual expenditures.
 - Staff time should be separated by work performed by service category, not all labeled as Administration.
 - OEWD does not believe the CBD adversely impacted special benefits conferred on parcels within the District due to the combination of these factors
- **Japantown CBD pivoted and responded well to the Covid-19 pandemic.**
 - **Worked with Covid Command on providing and disseminating information to stakeholders.**
 - **Began the “Heart of Japantown” resiliency fund to help area small businesses.**
 - **Provided Covid-19 safety kits to the unhoused community.**
 - **Organized Covid-19 testing for and in the community, regularly.**
- **Recommendations for the Japantown CBD**
 - **Utilize timekeeping software or documents to accurately keep track of how staff is spending work hours, this will allow an accurate breakdown of FY actuals based off actual work.**
 - **Incorporate findings into how the CBD and its CPA report on FY actuals to OEWD.**



Conclusion

- Japantown CBD has performed well in implementing its service plan
- Japantown CBD continues to integrate itself well into the broader Japantown community and has forged critical partnerships with established neighborhood organizations and nonprofits.
- Japantown CBD is a well run organization with an active board and committee members.
- Well positioned to continue to successfully carry out its mission.





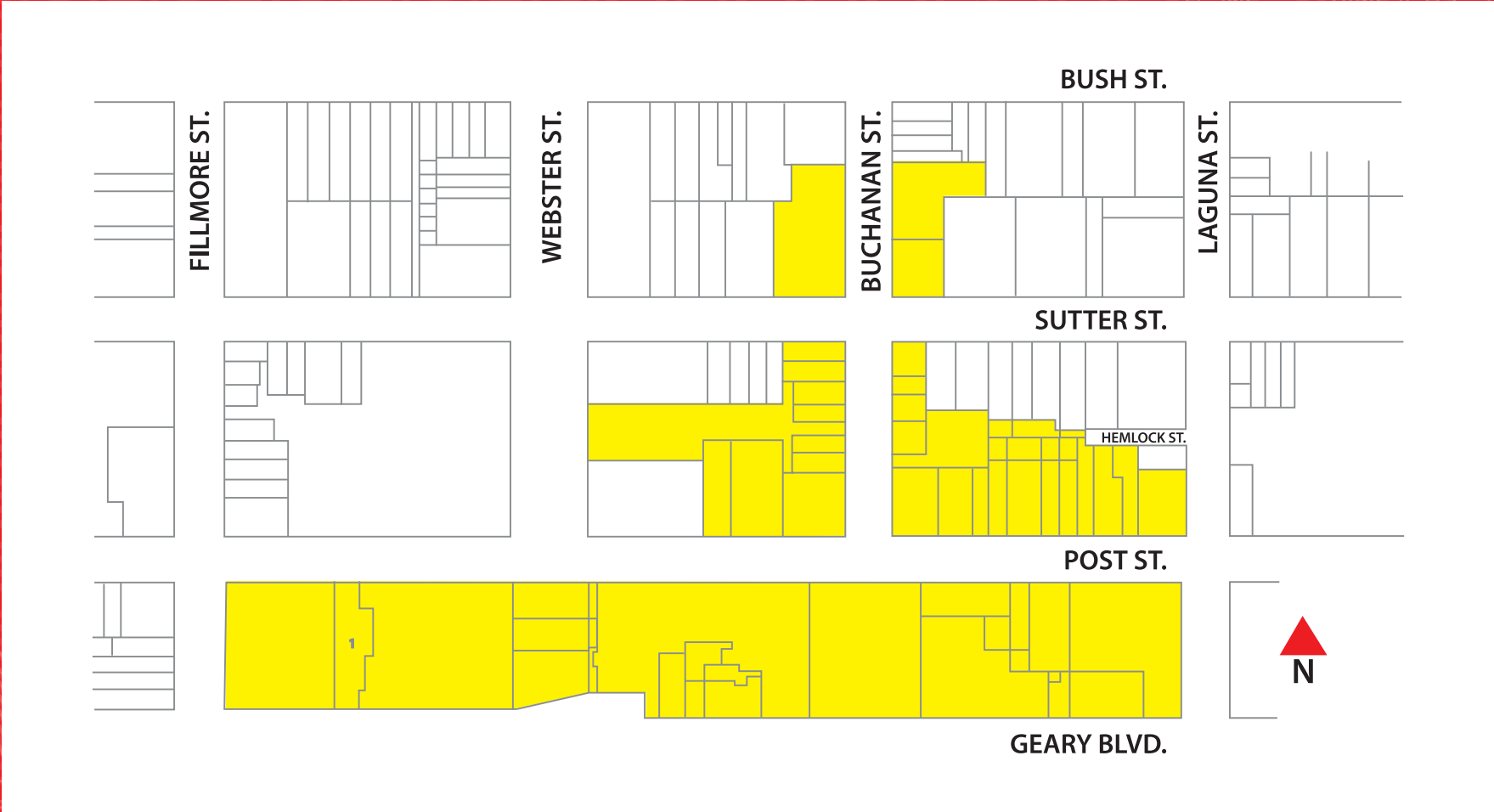
JAPANTOWN

COMMUNITY BENEFIT DISTRICT

San Francisco Board of Supervisors Government Audit & Oversight Committee



District Map



Japantown Community
Benefit District, Inc.

Keeping Japantown Clean

- Community Ambassadors
- Big Belly's
- Community Clean-Up



Japantown Community
Benefit District, Inc.

Cleaning Stats

72,305

Cigarette Butt
Picked Up

553

Graffiti & Sticker
Removed

387

Auto Glass
Clean Up

26

Request for SFPD,
SFFD & EMS

255

Business
Contact

302

Weed
Abatement

52

Power
Washing

520

Trash Bags
Collected

2,531

Hospitality
Assistance

240

Biohazard
Clean Up

308

Needle/Sharps
Clean Up

396

311
Requests

13,000

LBS of Trash
Collected

57

Hotline
Answered



Japantown Community
Benefit District, Inc.

Keeping Japantown Safe

- SafeCity Camera Program
- Chief's Small Business Advisory Forum
- Northern Station Community Police Advisory Board

**SAN FRANCISCO POLICE DEPARTMENT
SMALL BUSINESS ADVISORY FORUM
SAN FRANCISCO COUNCIL OF DISTRICT
MERCHANTS ASSOCIATIONS**

SFCDMA

WHO TO CALL FOR ASSISTANCE

San Francisco regularly tells how they can help and who they should call when they witness a crime, are concerned about a person experiencing homelessness, or an encampment in the community. There are some circumstances where it is most appropriate to call 9-1-1, the Police Non-Emergency Number, or 311. Below are some common reasons why someone may call for assistance and who they should call.

EMERGENCY CALL 9-1-1 <small>(San Francisco only)</small>	POLICE NON-EMERGENCY CALL 415-553-8123 <small>(San Francisco only)</small>	NON-EMERGENCY 3-1-1 OR USE 311 APP <small>(San Francisco residents only)</small>
Police, Fire, & Medical Emergency.	Trespassing and blocking entrance - person is responsive and not acting in a threatening way (MPC25 No Trespassing Sign).	Get information about services in San Francisco. Contact with City Departments.
Witnessed assaulting crime in progress.	Well-being check for someone who is not in distress.	Request street or sidewalk cleaning, including human, animal and hazardous waste.
Witnessed a fight, with or without weapons.	Noise complaints.	Report debris and abandoned shopping carts.
Person is acting violently or threatening you, themselves or others.	Aggressive solicitation within 20 ft. of ATM Bank / Taxicab meters.	Report an encampment.
Person is unresponsive and may need medical attention.	Disqualifying after crime has been reported (May be directed to 311).	Sk-Lie Ordinance Civil Sanctions: 7am - 11pm
Trespassing and blocking entrance - person is unresponsive or is acting in a threatening way (MPC25 No Trespassing Sign).	Property Crime Video evidence and support has fled the scene.	Homeless Person in need of services.
Well-being check for a person who appears to be in distress.	Verbal disputes.	Abandoned vehicles, blocked driveway & illegal parking.
Personal safety threatened.		Curb & Sidewalk Issues

SFPD and SFCDMA extend our gratitude to Japantown CBD for their assistance for the production of this document. SFPD-SPCDMA 09/21/19

Community Safety Alert, March 30, 2021

JCBD Japantown Community Benefit District

Urgent: Japantown Safety Alert

March 30, 2021

The JCBD Safety Alert is composed of notifications from the community, in conjunction with a review of video footage, to locate persons of interest or activities that most closely match the incidents as described.

We will notify you as incidents are reported to us.

The Safety Alert does not make any final determination on the incidents, and is shared solely as an advisory.

The JCBD Safety Alerts are routinely forwarded to SFPD and the District 5 Supervisor's Office for their reference.

Brandon Quao
JCBD Operations Manager

Storefront Break-ins
In the past month, there have been at least 4 break-ins to Japantown small businesses, where the property was damaged (windows and glass doors damaged) and items stolen.

The JCBD would like to ask business owners to once again review the security of their business. One suggested measure is to review the security recommendations previously published by SFPD:


Action list for small business security:

SFGATE
BAY AREA & STATE

'Someone is looking out for us': Stolen golden retriever found in SF


Nikki Tran | on July 15, 2019

Facebook Twitter WhatsApp LinkedIn Reddit



dog after a man was captured on dog's leash from a pole outside a

THIS AREA MAY BE SUBJECT TO VIDEO RECORDING



JapantownSF
JCBD
Japantown Community Benefit District, Inc.
JTOWNCBD.ORG

Keeping Japantown Informed

- Facilitating Community Meetings
- Active in Small Business and Neighborhood Groups & Events



Helping to Promote Japantown

- Greater Japantown Marketing & Communication Meetings
- Branded Street Lamp Banners
- JapantownSF website
- Holiday Promotions
- Holiday Lighting



Supporting Our Small Businesses

Keeping Japantown Businesses Connected 3/21/2020



Japantown Community Benefit District, Inc.

Keeping Japantown Businesses Connected

Mayor London Breed announced that as of midnight on March 17, residents of San Francisco, Santa Clara, San Mateo, Marin, Contra Costa and Alameda counties have been legally ordered to remain at home and shelter in place in an effort to slow the spread of the coronavirus (COVID-19).

During this ever-changing environment, supporting our Japantown small businesses and providing them with information and resources is crucial.

The JCBD has created a [website page](https://www.jcbd.org) for our small businesses. We've assembled helpful links and materials produced by the [San Francisco Office of Economic Workforce Development](#). Whenever possible, we will translate materials so that our Japanese and Korean speaking businesses utilizes the programs and services available.

- [Neighborhood Economic Development Partner COVID-19 Check-In \(Japanese / Korean\)](#)
- [COVID-19 Small Business Relief Program \(Japanese / Korean\)](#)
- [COVID-19 Employee Assistance Program \(Japanese / Korean\)](#)

ありがとう
Thanks to You
We have surpassed Our Goal of
\$500,000.00



the HEART of Jtown
Resiliency Fund
In support of Japantown Small Businesses



Updated Listing!



JapantownSF
Take & Support the Cultural Spirit

List of restaurants (pick up & delivery only) and store fronts that are open.
As of 3/20/2020

Beque Korean Grill • Kasako Tea • Benihana • Manufuku • Udon Mugli
Andersen Bakery • Takoyaki Yamachan • Belly Good Cafe & Crepe
Mochill Mochi Donut • Daiso • Sangpo • San Wang Restaurant
Naji • Waraku • Pa'ina Lounge & Restaurant • Hinodjaya Ramen
Jitlada Thai • Ramen Yamadaya • Nijiya Market • Super Mira • J Mar
Union Bank • Soko Hardware • CA Bank & Trust • UPS Store

Although many merchants are closed please do visit their websites, purchase gift cards/certificates that can be used at a later date.
Please continue supporting local merchants!
www.japantownsf.org



the HEART of Jtown
JAPANTOWN COMMUNITY
TOWN HALL MEETING
WEDNESDAY, MAY 27, 2020

