

File No. 220865

Committee Item No. 3

Board Item No. 23

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: December 1, 2022

Board of Supervisors Meeting:

Date: December 13, 2022

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU - FY2022-2024 - Clean                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU - FY2022-2024 - Redline                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER

- |                                     |                                     |                                      |
|-------------------------------------|-------------------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>OEWD Memo 071322</u>              |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Japantown CBD Annual Report</u>   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Japantown CBD Reso No. 027-21</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Japantown CBD Fin Statements</u>  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>REFERRAL FYI 072722</u>           |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <u>OEWD PPT 120122</u>               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <u> </u>                             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <u> </u>                             |

Prepared by: Stephanie Cabrera

Date: November 23, 2022

Prepared by: Stephanie Cabrera

Date: December 2, 2022

Prepared by:  

Date:

1 [Japantown Community Benefit District - Annual Report - FY2020-2021]

2

3 **Resolution receiving and approving an annual report for the Japantown Community**  
4 **Benefit District for Fiscal Year (FY) 2020-2021, submitted as required by the Property**  
5 **and Business Improvement District Law of 1994 (California Streets and Highways**  
6 **Code, Sections 36600, et seq.), Section 36650, and the District’s management**  
7 **agreement with the City, Section 3.4.**

8

9 WHEREAS, On May 23, 2017, pursuant to the Property and Business Improvement  
10 District Law of 1994 (the “Act”), California Streets and Highways Code Sections 36600 *et*  
11 *seq.*, as augmented by Article 15 of the San Francisco Business and Tax Regulations Code,  
12 the Board of Supervisors adopted Resolution No. 198-17, expressing the City’s intention to  
13 establish the Japantown Community Benefit District (the “Japantown CBD”); and

14 WHEREAS, On July 25, 2017, the Board of Supervisors adopted Resolution  
15 No. 302-17 establishing the Japantown CBD ("Resolution to Establish") for a period of 10  
16 years, commencing FY2017-2018; and

17 WHEREAS, On December 12, 2017, the Board of Supervisors adopted Resolution No.  
18 461-17, authorizing an agreement with the owners' association for the  
19 administration/management of the Japantown CBD, and a management agreement (the  
20 “Management Contract”) with the owners' association, the Japantown Community Benefit  
21 District, Inc., was executed accordingly; and

22 WHEREAS, A copy of the Management Contract is on file with the Clerk of the Board  
23 of Supervisors in File No. 171198; and

24

25

1           WHEREAS, On November 16, 2021, the Board of Supervisors approved the  
2 Japantown CBD’s annual reports for fiscal year 2019-2020 in Resolution No. 530-21; and

3           WHEREAS, The Japantown CBD has submitted for the Board’s receipt and approval  
4 the Japantown annual report for fiscal year 2020-2021 as required by Section 36650 of the  
5 Act and Section 3.4 of the Management Contract; and

6           WHEREAS, The Annual Report is on file with the Clerk of the Board of Supervisors in  
7 File No. 220865, and is incorporated herein by reference as though fully set forth; and

8           WHEREAS, Supporting documents, including, but not limited to, a transmittal letter and  
9 memorandum report from the City's Office of Economic and Workforce Development, dated  
10 July 13, 2022, and documentation from the Japantown CBD for the Annual Report is on file  
11 with the Clerk of the Board of Supervisors in File No. 220865; now, therefore, be it

12           RESOLVED, That the Board of Supervisors hereby receives and approves the annual  
13 report for the Japantown Community Benefit District for fiscal year 2020-2021.



# JAPTOWN

## COMMUNITY BENEFIT DISTRICT

FY 20 - 21 Annual Report





**JapantownSF**

Taste & Experience the Culture of Japan

### The Mission of the JCBD

Through economic business development for property owners and merchants, beautification of public spaces for all to enjoy and a safe livable environment – Japantown will continue to thrive as a culturally rich, authentic, and economically vibrant neighborhood which will continue to serve as the cultural heart of the Japanese and Japanese American communities for generations to come.



# Strengthening and Building Alliances

To Our Stakeholders and Community,

At the start of fiscal year 2020 - 2021, San Francisco was already 4 months into the shelter in place order when the COVID-19 pandemic brought even stricter restrictions into our day to day lives. The pandemic catapulted the Japantown Community Benefit District (JCBD) into becoming the go-to resource for COVID related questions, guidance, and support for our merchants. The JCBD became a crucial pipeline to share information to our stakeholders, the Japantown community, and its small businesses, as well as to other merchant corridors.

In the previous fiscal year, the JCBD's Heart of Jtown Resiliency Fund was started and had commitments from generous donors by the end of that fiscal year that helped us reach our \$500,000.00 goal.

On top of COVID related support for our small businesses, the organization continued to help augment the City's baseline services by keeping our streets clean and safe. Planned marketing efforts shifted gears to making sure the district was kept up to date through the "Keeping Our Small Businesses Connected" e-newsletters. This form of communication expanded and started the "Keeping Japantown Connected" e-newsletters to share COVID related news to the Japantown community and "Safety Alerts" to inform our small businesses of safety precautions as well as crimes that occurred in Japantown.

Because of these efforts, Japantown became more connected and as a result the JCBD was part of the leadership that brought all the community's leaders together to address the COVID impact on our neighborhood, and the Asian hate crimes that were occurring in other AAPI communities.

The major lesson learned from fiscal year 2020 - 2021 was that Community Benefit Districts and Business Improvement Districts all took on an incredible amount of responsibilities to keep our districts safe during COVID.

There is still much work ahead to support our district, the businesses and the community as we slowly recover from the pandemic. Our board of directors and staff will remain vigilant of those needs and will continue to work in partnership with the City of San Francisco, Japantown leaders, and neighboring merchant corridors so that together we can ensure the continued growth of Japantown.

With deep appreciation,  
JCBD Board of Directors and Staff

## Achievements for FY20-21

In FY20-21, the Japantown Community Benefit District accomplished the following:

- The Heart of Jtown Resiliency Fund surpassed its goal of \$500,000.00
- Conducted the Japantown Small Business COVID-19 Impact Survey and follow-up Report
- Organized the Japantown Community Town Hall meeting with Captain Yep of Northern Station.
- Through the Heart of Jtown Resiliency Fund, provided PPE supplies (masks, hand sanitizers, face shield and sneeze guards) to small businesses; awarded 80 businesses through an application process \$5000 grants; helped fund mural projects and Shared Spaces build outs.



# Keeping Japantown Clean

Our Community Ambassadors have truly become part of Japantown. Small business owners and those who live and work in Japantown have embraced them and given them recognition for their daily contribution to the community.

Keeping the streets clean is an important part of the Ambassadors work, but so is building the relationships with the community. Both our Ambassadors take immense pride in their important role of keeping Japantown clean and to be the extra pair of eyes and ears that help keep our community safe.

Throughout the pandemic our Ambassadors also assisted the JCBD staff to disseminate COVID poster/flyers and hand out PPE supplies to our small businesses.

JCBD staff started monthly Zoom meetings with our district contacts at Recology and the SF Department of Public Works to address any needs as well as review services on a regular basis. These meetings were key to ensuring that our Big Belly's were serviced regularly and that baseline services are kept up.

Community Clean-Ups started back again and we were very fortunate to work together with various community groups who volunteered their time to help keep Japantown clean.



## Our Community Ambassadors are Making a Difference

311 Requests	258	Power Washing (block faces)	3
Answered Hotline	18	Request for Police/Fire/EMS	17
Auto Glass Clean Up	102	Sharps (Needle) Clean Up	213
Bio-hazard Clean Up	661	Stickers/Graffiti Removed	1022
Business Contact/Check In	297	Trash (lbs)	18,479
Cigarette Butts	26,558	Trash Bags Collected	810
Hospitality Assistance	1402	Weed Abatement (block faces)	4

# Keeping Japantown Safe & Secure

Prevention and intervention are key words that we hear often to keep our neighborhoods safe. It also starts with good communication.

The JCBD staff actively participates in the SFPD Northern Station Community Police Advisory Board and the Chief's Small Business Advisory Forum. We conducted a walk-through with SFPD so that our business community had a chance to meet face-to-face with Chief William Scott and Northern Station's Captain Paul Yep. We also facilitated the Japantown Community Town Hall Zoom meeting with SFPD Northern Station.

It was equally important that essential emergency services like the San Francisco Fire Department, Sheriff's Department and Recreation and Park Department Rangers be knowledgeable about the SafeCity Camera Program in Japantown. The introduction and walk-through provided them insight and how these cameras can assist their departments in investigation purposes.

## Addressing Asian Hate

With the rise in Asian hate crimes throughout the Bay Area, the JCBD participated with various organizations to bring to the forefront the crimes effecting our communities.

- Partnered with the Asian Pacific American Public Affairs SF Chapter (APAPA SF) to help translate the Safety Tip Card into Japanese and help distribute the Yellow Whistle.
- Participated as a panelist at the Unity Against Viruses: COVID-19, Inequity, Hate, Racism Summit
- Part of the leadership to form the SF Nihonmachi Community Coalition
- Participated in the [Golden State Warriors Stop AAPI Hate campaign video](#)



**SF Nihonmachi Community Coalition**  
PRESENTS  
**Japantown Community Town Hall with SFPD**  
Thursday, June 24 • 5:00pm on Zoom

**SFPD**  
Captain Paul Yep  
Northern Police Station

**A/C Lt. Wilfred Williams**  
& **Sgt. Tina To**  
Community Engagement Division

Join us for a virtual townhall with SFPD.  
Learn about updates on recent AAPI Hate Crimes and overall safety in our Japantown community.

**Registration will open Monday, June 21st at 9am.**

**UNITED AGAINST HATE**

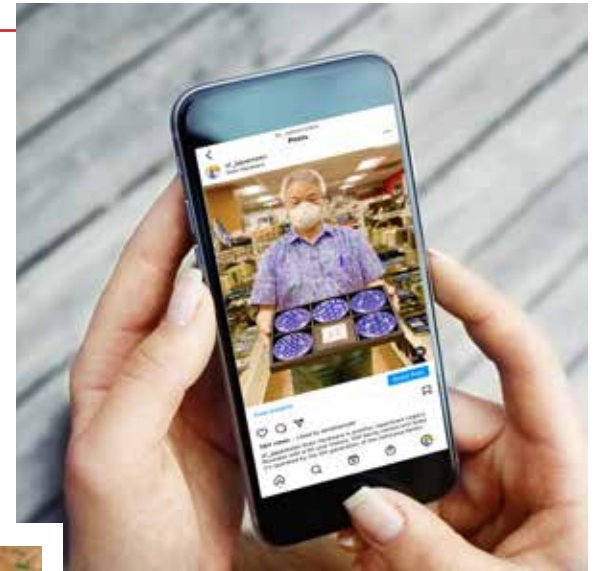
This Town Hall is presented by the SF Nihonmachi Community Coalition. The SF Nihonmachi Community Coalition (NCC) was created in response to the rise of Asian hate violence and crimes that have occurred in San Francisco in other parts of the Bay Area and the nation. NCC therefore strives to take a proactive approach to promote the safety that present teams in Japantown, the Japanese community and is all other communities of color. We will work with other organizations and entities to deliver the message, foster the community and also particular attention to help and protect our senior citizens.



# Promoting Japantown

During this fiscal year the JCBD's Marketing & Communication Committee put their focus on assisting our merchants by utilizing the power of social media to promote their small businesses and educating them on how to use this medium effectively.

- sf\_japantown Instagram followers increased 180%
- Worked with 2 local videographers to produce twelve 15 second marketing reelz
- As part of the Geary BRT work, SFMTA provided MUNI bus ad space to encourage locals to support Japantown during construction
- Partnered with Paper Tree during the holidays to add origami cranes as a "Symbol of Hope," to the bistro lights on the Buchanan Mall/Osaka Way
- Installed holiday lights on Peace Plaza, Buchanan Mall/Osaka Way and Trellis Gate



# Accomplishments in the Midst of a Crisis

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## Small Business Assistance

- Kept our Japantown connected through e-newsletters and social media
- Provided assistance to our small businesses including:
  - One-on-one assistance in completing online grant applications and Shared Spaces permits
  - Translated COVID information when needed
  - Hand delivered COVID posters/flyers that were required
  - Continued to provide PPE supplies
- Connected Japantown restaurants with essential workers (SFPD, SFFD, Kaiser Permanente) to provide meals in appreciation of the First Responders

## FREE COVID-19 Testing in Japantown

Having FREE COVID-19 Testing to our residents and those who live and work in the Japantown was crucial, especially since we have the highest senior population in San Francisco.

- In partnership with the Mayor's Office of Neighborhood Services, COVID Command Center and SF Dept. of Public Health (SFPDH) the JCBD hosted 3 COVID-19 testings for our community in November. JCBD created an online pre-registration form which was sent to COLOR the day before each testing was done on 11/4, 11/17 and 11/24. A total of 910 individuals were tested.
- In January of 2021, testing facilitator was changed to Virus Geeks, Inc. and we have continued to work with them and SFPDH to provide testing in Japantown.

## The Heart of Jtown Resiliency Fund

On March 26, 2020 the JCBD launched the Heart of Jtown Resiliency Fund to help support our small businesses. A separate committee was formed to oversee the distribution of funds and review grant applications.

- To date the JCBD raised \$510,659.00 using the GoFund Me Charity platform
- 80 Japantown small businesses were awarded \$5,000 grants through an application process to be used towards employee wages, rent and/or operational costs
- Provided additional rounds of PPE supplies
- Commissioned artist Taiko Fujimura to create a mural on Super Mira grocery market
- Helped coordinate and partially fund the Shared Spaces build out for the Kinokuniya Building
- Funding to help with the logistical costs for the Japan Center Malls "Restaurants at the Plaza"
- Funding to extend another month of "Picnic in the Plaza" which was overseen by the Japanese Cultural & Community Center of No. CA. and the Japantown Merchants Association
- Commissioned 4 Japantown community artists to create murals for 1700 Post Street

# Assessment Factors and Methodology

Each property within the JCBD's boundaries, as shown in the map, pays a special assessment proportional to the benefits received. Japantown property and business owners have emphasized that the assessment formula for the Japantown Community Benefit District be fair, balanced, and have a direct relationship to the district's services.

The Japantown Community Benefit District is funded through an annual assessment from businesses and property owners in the district. Estimated annual maximum assessment rates for all parcels, except Non-profit Parcels is as follows: \$0.1477 per square foot of lot, building + \$38.0166 per linear foot. Non-profit parcels is as follows: \$0.0739 per square foot of lot, building + \$19.0083 per linear foot.

This information is provided to the JCBD from the SF Assessor's office. It is the responsibility of property owners to ensure the information

provided to the CBD is correct. To correct information, property owners must contact the SF Assessor's Office at 415-554-5596 or at <https://sfassessor.org/>.

Annual assessment rates may increase due to changes to the consumer price index (CPI), up to 3% each year. Assessments may also increase based on development in the District. JCBD assessments appear as a separate line item on the annual San Francisco County property tax bills.

**For FY 20-21 the Board voted not to increase assessment rates.**

To view a complete list of 2020 - 2021 Japantown CBD property assessments, please visit [www.jtowncbd.org](http://www.jtowncbd.org)



# Financials FY 2020 - 2021

## Management Plan Budget

Service Category	Dollar Amount	Percentage
Environmental Enhancements	\$125,000.00	31.25%
Economic Enhancements	\$195,000.00	48.75%
Advocacy/Administration	\$70,000.00	17.50%
CBD Reserve	\$10,000.00	2.50%
<b>TOTAL</b>	<b>\$400,000.00</b>	<b>100.00%</b>

Assessment Revenue	\$377,800.00	94.75%
Non-Assessment Revenue	\$22,200.00	5.55%
<b>TOTAL</b>	<b>\$400,000.00</b>	<b>100.00%</b>



## FY 2020 - 2021 Budget

Service Category	Assessment Dollar Amount	Non-Assessment Dollar Amount	Total Dollar Amount	% Total Assessment	% Total Non-Assessment	%Total
Environmental Enhancements	\$156,112.50	\$129,622.80	\$285,735.30	0.397232824	0.202655065	0.2767083
Economic Enhancements	\$153,287.50	\$510,000.00	\$663,287.50	0.390044529	0.797344935	0.642332805
Advocacy/Administration	\$78,600.00		\$78,600.00	0.2	0	0.076116855
CBD Reserve	\$5,000.00		\$5,000.00	0.012722646	0	0.004842039
<b>TOTAL</b>	<b>\$393,000.00</b>	<b>\$639,622.80</b>	<b>\$1,032,622.80</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## FY 2020 - 2021 Actuals

Service Category	Assessment Dollar Amount	Non-Assessment Dollar Amount	Total Dollar Amount	% Total Assessment	% Total Non-Assessment	%Total
Environmental Enhancements	\$142,202.88	\$64,450.00	\$206,652.88	47%	0.114426178	0.239231874
Economic Enhancements	\$79,456.62	\$498,795.24	\$578,251.86	26%	0.885573822	0.669413733
Advocacy/Administration	\$78,913.60		\$78,913.60	26%	0	0.091354393
CBD Reserve	-	-	-	0%	0	0
<b>TOTAL</b>	<b>\$393,000.00</b>	<b>\$639,622.80</b>	<b>\$1,032,622.80</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## Revenue Resources

Revenue Resources	FY 20 - 21 Actuals	% of Actuals
FY Assessment Revenue	\$125,000.00	31.25%
Penalties	\$195,000.00	48.75%
Redemption + Redemption Penalties	\$70,000.00	17.50%
CBD Reserve	\$10,000.00	2.50%
<b>TOTAL</b>	<b>\$400,000.00</b>	<b>100.00%</b>
Contributions and Sponsorships	-	0.00%
Grants	\$563,391.44	57.69%
Donations	\$20,848.12	2.13%
Interest Earned	-	0.00%
Earned Revenue	-	0.00%
Other	-	0.00%
<b>Total Non-Assessment (General Benefit) Revenue</b>	<b>\$584,239.56</b>	<b>59.82%</b>
<b>TOTAL</b>	<b>\$976,649.97</b>	<b>100.00%</b>



## Carryforward

FY 2020-21 Assessment Carryforward Disbursement		Spenddown Timeline
Service Category	Dollar Amount	
Environmental Enhancements	\$4,320.52	2 months
Economic Enhancements	\$87,516.79	6 months
Advocacy/Administration	-	
CBD Reserve	-	
<b>Special Assessment Total</b>	<b>\$91,837.31</b>	

FY 2020-21 Non-Assessment Carryforward Disbursement		Spenddown Timeline
Non-Assessment Project or bucket name	Dollar Amount	
Marketing/Economic Project	\$20,994.32	6 months
<b>Special Assessment Total</b>	<b>\$20,994.32</b>	



Nancy Nagano is at Hoshinoya San Francisco. 2d · San Francisco · 📍  
Lunch treat for the JTown Ambassadors... someone else blessed them with Strawberry cake from Anderson's ... that's Al and Sharice



# と友に TOGETHER

## Strengthening Relationships

Fiscal year 2020 - 2021 was a year of strengthening partnership and building on new relationships. It's through these efforts that the JCBD was able to assist our small businesses and greater community.

**Together we are stronger and together we will continue to rise.**

This coming November the Japantown Community Benefit District will celebrate its 4th full year of existence. We've accomplished a lot, but there is much more to do.

As a steward of one of 3 remaining Japantown's in America, our work will be crucial to make sure Japantown thrives and is here for generations to come.







**Japantown Community  
Benefit District, Inc.**

1765 Sutter Street, 2nd Floor, San Francisco, CA 94115

Tel: 415-265-5207 • Fax: 415-796-0863

info@jtowncbd.org • www.jtowncbd.org



## JCBD Board of Directors

### Officers

Board President  
Currently vacant

Board Vice President  
Robert K. Sakai, *Property Owner*

Board Treasurer  
Mary Ishisaki, *Property Owner*

Board Secretary  
Kathy Nelson, *Director -  
Kabuki Spring and Spa*

### Board Members

Daniel F. Byron II, *Director of Asset Management -  
3D Investments, LL (Japan Center Malls)*

David Dunham, CPP - *Principal Administrative Analyst  
Parking & Curb Mgmt, Streets Division, SFMTA*

Steve Ishii, *Executive Director - Kimochi Inc.*

Dennis Kern, *Director of Operations - S.F. Recreation and Parks*

Kimberly Kolbe, *Business Owner - Shop MaruQ*

Emily Nichols, *General Manager - Kimpton Buchanan Hotel*

Jerry Ono, *Director / Japantown Branch Manager - Union Bank*

Alex Prouty, *General Manager - Hotel Kabuki*

Grace Horikiri, *Executive Director*

Melissa Bailey Nihei, *Administrative Assistant/Community Aide*

Brandon Quan, *Operations Manager*

Max Nihei, *Small Business Coordinator*

Email [info@jtowncbd.org](mailto:info@jtowncbd.org) to receive JCBD weekly/monthly e-newsletters.

Please visit our website at [jtowncbd.org](http://jtowncbd.org) for program information and other resources.

The Japantown Community Benefit District, Inc. is a 501c(3) nonprofit organization.

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## **Japantown Community Benefit District**

### **Resolution #027-21**

### **FY20-21 Report**

This report contains information detailing private contributions of amounts greater than \$1000 to the Japantown Community Benefit District (JCBD) in FY20-21. A total of \$8,000.00 private contributions were made in the past fiscal year. Donor names, contribution amounts, and the purpose of the donation are listed in the attached report.

Also included is information regarding the JCBD's SafeCity Camera Program. Details include:

1. A list of the Surveillance Technology that the district either owns or licenses for ongoing use
2. A brief description of those technologies,
3. The purpose for the use of any Surveillance Technology, and
4. Any policies, internal or otherwise, that these entities adhere to.

For further information required or questions about this report, please contact Grace Horikiri, JCBD Executive Director.

**Japantown Community Benefit Donations Received FY20-21**

Date	Donation Towards	Donor	Amount
12/9/2020	2020 Holiday Lights	Mary Ishisaki	\$1,000.00
1/25/2021	2020 Holiday Lights	Nihonmachi Parking Corporation	\$5,000.00
2/5/2021	The Heart of Jtown Resiliency Fund	Frank Lee, Virus Geeks, Inc.	\$1,000.00
4/6/2021	The Heart of Jtown Resiliency Fund	Rubii Kawamura	\$1,000.00
<b>TOTAL</b>			<b>\$8,000.00</b>

## **FY 20-21 Video Retrieval Requests**

1700 Post Street Property Manager

AMC Kabuki Theater

Daiso

Kimochi, Inc.

Kimono Drinks

Japan Center Garage

Offices of Dr. Madeline Blasko

Pa'ina Lounge and Restaurant

Paper Tree

Ramen Yamadaya

San Francisco Police Department

SF RIF Property Owner

SF Public Defender's Office

Super Mira

# Japantown SafeCity Camera Program

In August of 2018 the Japantown Community Benefit District (JCBD) was informed that Japantown was selected to receive funding through the Silicon Valley Community Foundation - Chris Larsen to implement a surveillance technology system (SafeCity Camera Program) that would deter crime and also provide valuable recorded footage to law enforcement.

The first Japantown SafeCity cameras were installed in December of 2018 and today we have 120 cameras in key locations throughout the 6 block district.

## **Technologies in Place:**

The Japantown SafeCity Camera Program added 13 sensors/cameras for FY19-20. Previously during FY18-19, the JCBD installed 107 sensors/cameras, 5 servers and 1 workstation. For additional information, please see Attachment 1\_Japantown CBD Item Summary – 03.23.2021 for a detailed list of equipment.

## **Description of Technologies:**

The cameras within the District are ultra HD single and multi sensor IP cameras.

The workstation is a computer station located in the JCBD Video Control Center. The workstation contains the Avigilon program used to review video footage, connect to the network and online portal.

The servers administer the 5G high speed network and serve to connect the cameras to the network and the online portal, with 24/7 network performance monitoring.

## **Purpose of the SafeCity Camera Program:**

Is to provide our Japantown community as a whole with an innovative technology tool for crime prevention and resolution. A community-driven approach towards crime prevention that goes beyond public safety, the SafeCity Camera Program helps the JCBD to collect insightful data on a variety of local community cleaning issues that allows us to better respond with our services in a more precise manner. Our camera program provides a platform for more effective service delivery across all of our JCBD clean and safe initiatives.

## **Policies and Oversight:**

Overseen by the JCBD we have in place a Security Camera and Video Retrieval System Usage Policy and Procedures document. The JCBD policy covers the Purpose of the System; Management of the System; Video Recordings, requests and release procedures; and Program Oversight.

To submit a video request, a requester must first file a police report with the San Francisco Police Department (“SFPD”) and receive a case number. The requester shall then complete a Video Request Form with the case number and submit that to the JCBD in accordance with the procedures set forth in this Usage Policy. Requestors must include a description of valid reasons for the request of the video with specific facts. For additional information, please see Attachment\_2 JCBD\_SCCP\_Usage\_Policy\_200713; and Attachment 3\_JCBD\_Video Request Form.

03/23/2021  
11:23 AM

Applied Video Solutions, Inc.  
Item Summary for Japantown CBD - SafeCity  
As of March 2021

JCBD  
1765 Sutter St,  
San Francisco, CA 94115

		<u>Mar, 2021</u>	
		<u>Qty</u>	<u>Amount</u>
<b>Phase 1</b>			
<b>1700 Post St</b>			
<b>Cameras</b>			
	AV-20C-H4A-4MH-360 (4 x 5 MP, WDR, LightCatcher, 2.8mm)	1.00	1,638.00
	AV-3.0C-H4A-DP1-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 3-9...	1.00	721.50
	AV-3.0C-H4A-DP2-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 9-22...	2.00	1,505.39
	AV-3.0C-HD-LP-B1 (Box camera, 3.0 MP, 4.7-84.6mm f/1.6 lens, with visible light b...	1.00	583.44
<b>Other Equipment (incl. software, materials)</b>			
	AN-HP-J9773A (HP 2530-24G-PoE+ Switch - 24 Ports - Manageable - 24 x POE+ - 4 x E...	1.00	1,252.10
	APC-BR700G (APC Back-UPS Pro Tower 700VA/420Watts)	1.00	167.69
	AV-16L-H4PRO-B (5K (16 MP) H.264 HD Pro with LightCatcher Technology)	1.00	5,849.96
	AV-1C-ACC6-ENT (ACC 6 Enterprise license for up to 1 camera channels)	2.00	522.60
	AV-1LPR-ACC6 (ACC 6 license to enable 1 lane of LPR. Additional lanes each requir...	1.00	2,495.98
	AV-4C-ACC6-ENT (ACC 6 Enterprise license for up to 4 camera channels)	1.00	900.90
	AV-ES-HD-CWS-LG (Large Format Enclosure for Avigilon HD IP Professional Cameras w...	1.00	390.00
	AV-ES-HD-IPM (Optional PoE+ power module. Powers full camera enclosure features &...	1.00	183.30
	AV-ES-HD-IR-IP6 (IR illuminator, PoE+, Outdoor, included lens option for 60°, 35°...	1.00	444.21
	AV-ES-HD-LP-HS (Standard format enclosure with heater, sunshield and PoE passthro...	1.00	430.95
	AV-ES-HD-MNT-PLATE (Reinforcing wall mount adapter for ES-HD-HWS-SM, ES-HD-HWS, E...	1.00	31.20
	AV-H4AMH-AD-PEND1 (Outdoor pendant mount adapter)	1.00	124.80
	AV-H4AMH-DO-COVR1 (Dome bubble and cover, for outdoor surface mount or pendant mo...	1.00	124.80
	AV-H4A-MT-WALL1 (Wall mount bracket for use with H4A-DP pendant dome cameras)	3.00	140.40
	AV-H4-MT-CRNR1 (Corner mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1, H4SL...	1.00	70.20
	AV-IRPTZ-MNT-WALL1 (Pendant wall arm adapter, for use with H4AMH-AD-PEND1 or H4 I...	1.00	101.40
	AV-LEF7030040CA (Canon, 70-300mm, f/4-f/5.6, Auto-Iris, Vari Focal   Recommended...	1.00	2,113.00
	BCD218-NRA-216-120T-10 (2U Rackmount 18 Bay Professional Video Recording Server (...)	1.00	17,920.50
	BCD-SA-WS16-UP (Windows Server 2016 Upgrade)	1.00	0.00
	BCD-WA-P1000 (NVIDIA Quadro P1000)	1.00	0.00
	EH-MK-SM (EtherHaul Mounting Kit for all small ODU's & 16cm antenna, for elevation...	2.00	254.80
	HS-ICMPP0245E (CAT5E P-PANEL 24-PORT 8P8C 110)	1.00	55.89
	Materials -NI (Materials)	1.00	600.00
	MH-B100-CCS-PoE-MWB-US (MultiHaul™ BU, 90°, 500Mbps upgradable to 1800Mbps, 2 RJ-...	1.00	1,448.72
	MH-T200-CCC-PoE-MWB-US (MultiHaul™ TU, 90°, base rate 100Mbps upgradable to 1000M...	1.00	684.30
	PO-0E-C6BL36 (3FT CAT6 PATCH CABLE BLUE 6PK)	1.00	11.04
	SO-S4HZ1H101E03D (Sophos XG 115 FullGuard Plus with Enhanced Support - 36 Months)	1.00	678.91
<b>Total Parts for 1700 Post St</b>		<b>36.00</b>	<b>41,445.98</b>

Phase 1

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Applied Video Solutions, Inc.  
Item Summary for Japantown CBD - SafeCity  
As of March 2021

JCBD  
1765 Sutter St,  
San Francisco, CA 94115

	<u>Mar, 2021</u>	
	<u>Qty</u>	<u>Amount</u>
<b>Kabuki Hotel</b>		
<b>Cameras</b>		
AV-15C-H4A-3MH-180 (3x5 MP, WDR, LightCatcher, 4mm, Camera Only)	1.00	1,403.99
AV-15C-H4A-3MH-270 (3x5 MP, WDR, LightCatcher, 2.8mm, Camera Only)	1.00	1,403.99
AV-3.0C-H4A-DP1-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 3-9...	1.00	721.49
AV-3.0C-H4A-DP2-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 9-22...	7.00	5,268.86
<b>Other Equipment (incl. software, materials)</b>		
AV-1C-ACC6-ENT (ACC 6 Enterprise license for up to 1 camera channels)	2.00	522.60
AN-HP-J9773A (HP 2530-24G-PoE+ Switch - 24 Ports - Manageable - 24 x POE+ - 4 x E...	1.00	1,252.10
AN-HP-J9774A (Switch - managed - 8 x 10/100/1000 (PoE+) + 2 x combo Gigabit SFP -...	2.00	1,349.40
APC-SMC1000-2U (APC Smart-UPS C 1000VA LCD RM 2U 120V)	1.00	622.99
AV-8C-ACC6-ENT (ACC 6 Enterprise license for up to 8 camera channels)	1.00	1,786.19
AV-H4AMH-AD-IRIL1 (Optional IR illuminatorring, up to 30m (100ft))	2.00	514.80
AV-H4AMH-AD-PEND1 (Outdoor pendant mount adapter)	2.00	249.60
AV-H4AMH-DO-COVR1 (Dome bubble and cover, for outdoor surface mount or pendant mo...	2.00	249.60
AV-H4A-MT-WALL1 (Wall mount bracket for use with H4A-DP pendant dome cameras)	8.00	374.40
AV-H4-MT-CRNR1 (Corner mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1, H4SL...	1.00	70.20
AV-IRPTZ-MNT-WALL1 (Pendant wall arm adapter, for use with H4AMH-AD-PEND1 or H4 I...	2.00	202.80
AV-POE-INJ2-60W-NA (Single port Gigabit PoE++ 60W, North American power cord incl...	2.00	234.00
BCD218-ARA-216-120T-8 (2U Rackmount 18 Bay Enterprise Video Recording Server (2) ...	1.00	22,854.00
BCD-WA-P1000 (NVIDIA Quadro P1000)	1.00	0.00
EH-MK-SM (EtherHaul Mounting Kit for all small ODU's & 16cm antenna, for elevation...	2.00	254.80
HS-ICMPP0245E (CAT5E P-PANEL 24-PORT 8P8C 110)	1.00	55.89
Materials -NI (Materials)	1.00	1,860.22
MH-B100-CCS-PoE-MWB-US (MultiHaul™ BU, 90°, 500Mbps upgradable to 1800Mbps, 2 RJ-...	1.00	1,448.72
MH-T200-CCC-PoE-MWB-US (MultiHaul™ TU, 90°, base rate 100Mbps upgradable to 1000M...	1.00	684.32
MQ-BH2032 (MiniRaQ Secure Series 16U Fan Tray 14 lbs.)	1.00	259.34
MQ-MRQ301S16 (12U + 4U MiniRaQ Secure - Tall with Vented Bottom 90 lbs.)	1.00	1,070.39
PO-0E-C6BL36 (3FT CAT6 PATCH CABLE BLUE 6PK)	2.00	22.08
SO-S4HZ1H101E03D (Sophos XG 115 FullGuard Plus with Enhanced Support - 36 Months)	1.00	678.91
<b>Total Parts for Kabuki Hotel</b>	<b>49.00</b>	<b>45,415.68</b>
<b>Phase 2</b>		
<b>Office Building (1765 Sutter)</b>		
<b>Other Equipment (incl. software, materials)</b>		
AN-HP-J9774A (Switch - managed - 8 x 10/100/1000 (PoE+) + 2 x combo Gigabit SFP -...	1.00	674.70
APC-BR700G (APC Back-UPS Pro Tower 700VA/420Watts)	1.00	167.69

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Applied Video Solutions, Inc.  
Item Summary for Japantown CBD - SafeCity  
As of March 2021

JCBD  
1765 Sutter St,  
San Francisco, CA 94115

	Mar, 2021	
	Qty	Amount
AV-HD-RMWS3-4MN-NA (Avigilon Control Center Professional high performance remote ...	1.00	2,710.48
CC-HP-Z27 (HP Business Z27 27in LED LCD Monitor - 16:9 - 8 ms GTG - 3840 x 2160 -...	1.00	735.74
Materials -NI (Materials)	1.00	150.00
MH-B100-CCS-PoE-MWB-US (MultiHaul™ BU, 90°, 500Mbps upgradable to 1800Mbps, 2 RJ-...	1.00	1,448.72
MH-T200-CCC-PoE-MWB-US (MultiHaul™ TU, 90°, base rate 100Mbps upgradable to 1000M...	1.00	684.30
<b>Total Parts for Office Building (1765 Sutter)</b>	<b>7.00</b>	<b>6,571.63</b>

Phase 2

AMC Theaters

Cameras

AV-15C-H4A-3MH-180 (3x5 MP, WDR, LightCatcher, 4mm, Camera Only)	1.00	1,403.99
AV-15C-H4A-3MH-270 (3x5 MP, WDR, LightCatcher, 2.8mm, Camera Only)	1.00	1,403.99
AV-16L-H4PRO-B (5K (16 MP) H.264 HD Pro with LightCatcher Technology)	1.00	5,849.96
AV-3.0C-H4A-DO1-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Outdoor Dome, 3-9...	1.00	768.29
AV-3.0C-H4A-DP1-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 3-9...	1.00	721.49
AV-3.0C-H4A-DP2-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 9-22...	4.00	3,010.78
AV-3.0C-HD-LP-B1 (Box camera, 3.0 MP, 4.7-84.6mm f/1.6 lens, with visible light b...	1.00	583.44

Other Equipment (incl. software, materials)

AN-HP-J9773A (HP 2530-24G-PoE+ Switch - 24 Ports - Manageable - 24 x POE+ - 4 x E...	1.00	1,252.10
APC-SMC1000-2U (APC Smart-UPS C 1000VA LCD RM 2U 120V)	1.00	578.49
AV-1C-ACC6-ENT (ACC 6 Enterprise license for up to 1 camera channels)	1.00	261.30
AV-1LPR-ACC6 (ACC 6 license to enable 1 lane of LPR. Additional lanes each requir...	1.00	2,495.98
AV-8C-ACC6-ENT (ACC 6 Enterprise license for up to 8 camera channels)	1.00	1,786.19
AV-ES-HD-CWS-LG (Large Format Enclosure for Avigilon HD IP Professional Cameras w...	1.00	390.00
AV-ES-HD-IPM (Optional PoE+ power module. Powers full camera enclosure features &...	1.00	183.30
AV-ES-HD-IR-IP6 (IR illuminator, PoE+, Outdoor, included lens option for 60°, 35°...	1.00	444.21
AV-ES-HD-LP-HS (Standard format enclosure with heater, sunshield and PoE passthro...	1.00	430.95
AV-ES-HD-MNT-PLATE (Reinforcing wall mount adapter for ES-HD-HWS-SM, ES-HD-HWS, E...	1.00	31.20
AV-H4AMH-AD-PEND1 (Outdoor pendant mount adapter)	2.00	249.60
AV-H4AMH-DO-COVR1 (Dome bubble and cover, for outdoor surface mount or pendant mo...	2.00	249.60
AV-H4A-MT-WALL1 (Wall mount bracket for use with H4A-DP pendant dome cameras)	5.00	234.00
AV-H4-MT-CRNR1 (Corner mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1, H4SL...	4.00	280.80
AV-IRPTZ-MNT-WALL1 (Pendant wall arm adapter, for use with H4AMH-AD-PEND1 or H4 I...	2.00	202.80
AV-LEF5012CA (Canon, 50mm, f/1.2, Auto-Iris   Recommended for 4K-7K H4PRO-B   Hi...	1.00	2,598.94
BCD218-ARA-216-96T-8 (2U Rackmount 18 Bay Enterprise Video Recording Server (2) S...	0.65	12,679.42
BCD-WA-P1000 (NVIDIA Quadro P1000)	0.50	0.00
EH600TX-KIT (EH600TX-KIT : 2 x 60GHZ RADIOS 500MBPS INTERGRAL ANTENNA , 2 x MOUNT..	1.00	3,261.82



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Applied Video Solutions, Inc.  
Item Summary for Japantown CBD - SafeCity  
As of March 2021

JCBD  
1765 Sutter St,  
San Francisco, CA 94115

	<u>Mar, 2021</u>	
	<u>Qty</u>	<u>Amount</u>
EH-UPG-500-1000 (Siklu - upgrade from 500 to 1000 mbps (EH600TX))	1.00	310.83
Materials -NI (Materials)	1.00	1,000.00
MQ-BH2031 (MiniRaQ Secure Series 14U Fan Tray 12 lbs.)	1.00	243.72
MQ-MRQ301S14 (10U + 4U MiniRaQ Secure - Tall with Vented Bottom 83 lbs.)	1.00	921.70
SO-S4HZ1H101E03D (Sophos XG 115 FullGuard Plus with Enhanced Support - 36 Months)	1.00	678.91
<b>Total Parts for AMC Theaters</b>	<b>43.15</b>	<b>44,507.80</b>
<b>Phase 2</b>		
<b>Kimpton Hotel</b>		
<b>Cameras</b>		
AV-15C-H4A-3MH-180 (3x5 MP, WDR, LightCatcher, 4mm, Camera Only)	1.00	1,403.99
AV-15C-H4A-3MH-270 (3x5 MP, WDR, LightCatcher, 2.8mm, Camera Only)	1.00	1,403.99
AV-3.0C-H4A-DP1-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 3-9...)	1.00	721.51
AV-3.0C-H4A-DP2-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 9-22...)	3.00	2,258.08
<b>Other Equipment (incl. software, materials)</b>		
AN-HP-J9773A (HP 2530-24G-PoE+ Switch - 24 Ports - Manageable - 24 x POE+ - 4 x E...)	1.00	1,252.10
APC-SMC1000-2U (APC Smart-UPS C 1000VA LCD RM 2U 120V)	1.00	578.49
AV-1C-ACC6-ENT (ACC 6 Enterprise license for up to 1 camera channels)	2.00	522.60
AV-4C-ACC6-ENT (ACC 6 Enterprise license for up to 4 camera channels)	1.00	900.90
AV-H4-MT-CRNR1 (Corner mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1, H4SL...)	1.00	70.20
AV-H4A-MT-WALL1 (Wall mount bracket for use with H4A-DP pendant dome cameras)	4.00	187.20
AV-H4AMH-AD-PEND1 (Outdoor pendant mount adapter)	2.00	249.60
AV-H4AMH-DO-COVR1 (Dome bubble and cover, for outdoor surface mount or pendant mo...)	2.00	249.60
AV-IRPTZ-MNT-WALL1 (Pendant wall arm adapter, for use with H4AMH-AD-PEND1 or H4 I...)	2.00	202.80
BCD-SA-10TB-SAS (10 TB SAS Drive)	4.00	3,978.00
BCD-SA-WS16-UP (Windows Server 2016 Upgrade)	1.00	682.50
BCD-WA-P1000 (NVIDIA Quadro P1000)	1.00	526.50
BCD208-NRA-110-D256 (2U Rackmount 8 Bay Professional General Purpose Server Xeon ...)	1.00	5,778.50
BCD218-NRA-216-120T-10 (2U Rackmount 18 Bay Professional Video Recording Server (...)	-1.00	0.00
EH-MK-SM (EtherHaul Mounting Kit for all small ODUs & 16cm antenna, for elevation...)	2.00	254.80
Materials -NI (Materials)	1.00	787.77
MH-B100-CCS-PoE-MWB-US (MultiHaul™ BU, 90°, 500Mbps upgradable to 1800Mbps, 2 RJ-...)	1.00	1,448.72
MH-T200-CCC-PoE-MWB-US (MultiHaul™ TU, 90°, base rate 100Mbps upgradable to 1000M...)	1.00	684.30
MH-UPG-BU-500-1800 (MultiHaul BU capacity upgrade from 500 Mbps to 1800 Mbps)	1.00	177.62
MH-UPG-TU-100-1000 (MultiHaul Terminal Unit Capacity Upgrade License from 100 to ...)	1.00	133.21
MQ-BH2032 (MiniRaQ Secure Series 16U Fan Tray 14 lbs.)	1.00	259.34
MQ-MRQ301S16 (12U + 4U MiniRaQ Secure - Tall with Vented Bottom 90 lbs.)	1.00	1,070.39

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Applied Video Solutions, Inc.  
Item Summary for Japantown CBD - SafeCity  
As of March 2021

JCBD  
1765 Sutter St,  
San Francisco, CA 94115

	<u>Mar, 2021</u>	
	<u>Qty</u>	<u>Amount</u>
<b>Total Parts for Kimpton Hotel</b>	37.00	25,782.71
 <b>Phase 3</b>		
<b>Japan Center Mall West (11 Peace Plaza)</b>		
<b>Cameras</b>		
AV-15C-H4A-3MH-180 (3x5 MP, WDR, LightCatcher, 4mm, Camera Only)	3.00	4,211.97
AV-15C-H4A-3MH-270 (3x5 MP, WDR, LightCatcher, 2.8mm, Camera Only)	2.00	2,807.98
AV-3.0C-H4A-DP1-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 3-9...	1.00	721.51
AV-3.0C-H4A-DP2-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 9-22...	8.00	6,021.55
AV-3.0C-HD-LP-B1 (Box camera, 3.0 MP, 4.7-84.6mm f/1.6 lens, with visible light b...	1.00	583.44
<b>Other Equipment (incl. software, materials)</b>		
AV-16C-ACC6-ENT (ACC 6 Enterprise license for up to 16 camera channels)	1.00	3,506.07
AV-1LPR-ACC6 (ACC 6 license to enable 1 lane of LPR. Additional lanes each requir...	1.00	2,495.98
AN-HP-J9773A (HP 2530-24G-PoE+ Switch - 24 Ports - Manageable - 24 x POE+ - 4 x E...	1.00	1,430.00
APC-BR700G (APC Back-UPS Pro Tower 700VA/420Watts)	1.00	168.00
AV-ES-HD-IR-IP6 (IR illuminator, PoE+, Outdoor, included lens option for 60°, 35°...	1.00	444.21
AV-ES-HD-LP-HS (Standard format enclosure with heater, sunshield and PoE passtro...	1.00	430.95
AV-ES-HD-MNT-PLATE (Reinforcing wall mount adapter for ES-HD-HWS-SM, ES-HD-HWS, E...	1.00	31.20
AV-H4-MT-CRNR1 (Corner mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1, H4SL...	2.00	140.40
AV-H4A-MT-WALL1 (Wall mount bracket for use with H4A-DP pendant dome cameras)	9.00	421.20
AV-H4AMH-AD-PEND1 (Outdoor pendant mount adapter)	5.00	624.00
AV-H4AMH-DO-COVR1 (Dome bubble and cover, for outdoor surface mount or pendant mo...	5.00	624.00
AV-IRPTZ-MNT-WALL1 (Pendant wall arm adapter, for use with H4AMH-AD-PEND1 or H4 I...	5.00	507.00
<b>Materials -NI (Materials)</b>	1.00	1,218.81
MH-B100-CCS-PoE-MWB-US (MultiHaul™ BU, 90°, 500Mbps upgradable to 1800Mbps, 2 RJ-...	1.00	1,448.72
MH-T200-CCC-PoE-MWB-US (MultiHaul™ TU, 90°, base rate 100Mbps upgradable to 1000M...	1.00	682.57
MH-UPG-BU-500-1800 (MultiHaul BU capacity upgrade from 500 Mbps to 1800 Mbps)	1.00	520.00
MH-UPG-TU-100-1000 (MultiHaul Terminal Unit Capacity Upgrade License from 100 to ...	1.00	150.80
PO-DLBX (DLBX SERIES RACK, DLBX)	1.00	330.23
NO-DLBXRR5 (RACKRAIL KIT,5RMU,F/DLBX)	1.00	22.09
NO-FC22151CA (FAN CNTRL, THRM CTRL (2) 15A)	1.00	245.69
<b>Total Parts for Japan Center Mall West (11 Peace Plaza)</b>	<b>56.00</b>	<b>29,788.37</b>
 <b>Phase 3</b>		
<b>Japan Center Mall East (22 Peace Plaza)</b>		
<b>Cameras</b>		
AV-15C-H4A-3MH-270 (3x5 MP, WDR, LightCatcher, 2.8mm, Camera Only)	2.00	2,807.98

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Applied Video Solutions, Inc.  
Item Summary for Japantown CBD - SafeCity  
As of March 2021

JCBD  
1765 Sutter St,  
San Francisco, CA 94115

	<u>Mar, 2021</u>	
	<u>Qty</u>	<u>Amount</u>
AV-15C-H4A-4MH-180 (3x5 MP, WDR, LightCatcher, 4mm, Camera Only)	1.00	1,403.99
AV-3.0C-H4A-DP1-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 3-9...	1.00	721.51
AV-3.0C-H4A-DP2-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 9-22...	4.00	3,010.78
<b>Other Equipment (incl. software, materials)</b>		
AN-HP-J9773A (HP 2530-24G-PoE+ Switch - 24 Ports - Manageable - 24 x POE+ - 4 x E...	1.00	1,430.00
APC-BR700G (APC Back-UPS Pro Tower 700VA/420Watts)	1.00	168.00
AV-8C-ACC6-ENT (ACC 6 Enterprise license for up to 8 camera channels)	1.00	1,786.19
AV-H4-MT-CRNR1 (Corner mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1, H4SL...	2.00	140.40
AV-H4A-MT-WALL1 (Wall mount bracket for use with H4A-DP pendant dome cameras)	5.00	234.00
AV-H4AMH-AD-PEND1 (Outdoor pendant mount adapter)	3.00	374.40
AV-H4AMH-DO-COVR1 (Dome bubble and cover, for outdoor surface mount or pendant mo...	3.00	374.40
AV-IRPTZ-MNT-WALL1 (Pendant wall arm adapter, for use with H4AMH-AD-PEND1 or H4 I...	3.00	304.20
Materials -NI (Materials)	1.00	1,346.46
PO-DLBX (DLBX SERIES RACK, DLBX)	1.00	330.23
<b>Total Parts for Japan Center Mall East (22 Peace Plaza)</b>	<b>29.00</b>	<b>14,432.54</b>

Phase 3

Kinokuniya Mall

Cameras

AV-15C-H4A-3MH-180 (3x5 MP, WDR, LightCatcher, 4mm, Camera Only)	1.00	1,403.99
AV-15C-H4A-3MH-270 (3x5 MP, WDR, LightCatcher, 2.8mm, Camera Only)	3.00	4,211.97
AV-3.0C-H4A-DP1-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 3-9...	1.00	721.50
AV-3.0C-H4A-DP2-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 9-22...	5.00	3,763.47
<b>Other Equipment (incl. software, materials)</b>		
AN-HP-J9773A (HP 2530-24G-PoE+ Switch - 24 Ports - Manageable - 24 x POE+ - 4 x E...	1.00	1,430.00
APC-SMC1000-2U (APC Smart-UPS C 1000VA LCD RM 2U 120V)	1.00	578.49
AV-1C-ACC6-ENT (ACC 6 Enterprise license for up to 1 camera channels)	2.00	522.60
AV-8C-ACC6-ENT (ACC 6 Enterprise license for up to 8 camera channels)	1.00	1,786.19
AV-H4-MT-CRNR1 (Corner mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1, H4SL...	3.00	210.60
AV-H4A-MT-WALL1 (Wall mount bracket for use with H4A-DP pendant dome cameras)	6.00	280.80
AV-H4AMH-AD-PEND1 (Outdoor pendant mount adapter)	4.00	499.20
AV-H4AMH-DO-COVR1 (Dome bubble and cover, for outdoor surface mount or pendant mo...	4.00	499.20
AV-IRPTZ-MNT-WALL1 (Pendant wall arm adapter, for use with H4AMH-AD-PEND1 or H4 I...	4.00	405.60
BCD-WA-P1000 (NVIDIA Quadro P1000)	0.50	0.00
BCD218-ARA-216-96T-8 (2U Rackmount 18 Bay Enterprise Video Recording Server (2) S...	0.35	7,334.58
Materials -NI (Materials)	1.00	2,603.40
NO-FC22151CA (v)	3.00	737.15

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Applied Video Solutions, Inc.  
Item Summary for Japantown CBD - SafeCity  
As of March 2021

JCBD  
1765 Sutter St.  
San Francisco, CA 94115

	<u>Mar, 2021</u>	
	<u>Qty</u>	<u>Amount</u>
NO-DLBXRR5 (RACKRAIL KIT,5RMU,F/DLBX)	3.00	66.26
NV-FLXLK-XKIT (NFLEX-EXTENDER KIT; 1 FLEX-LINK1 FLEX-BASE, 60W POWER SUPPLY)	2.00	1,118.00
<b>Total Parts for Kinokuniya Mall</b>	<b>45.85</b>	<b>28,173.00</b>

Phase 4

1610 Laguna

Cameras

AV-15C-H4A-3MH-180 (3x5 MP, WDR, LightCatcher, 4mm, Camera Only)	1.00	1,403.99
AV-3.0C-H4A-DP2-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 9-22...)	4.00	3,010.78
AV-3.0C-HD-LP-B1 (Box camera, 3.0 MP, 4.7-84.6mm f/1.6 lens, with visible light b...)	1.00	583.44

Other Equipment (incl. software, materials)

AN-HP-J9773A (HP 2530-24G-PoE+ Switch - 24 Ports - Manageable - 24 x POE+ - 4 x E...)	1.00	1,430.00
APC-SMC1000-2U (APC Smart-UPS C 1000VA LCD RM 2U 120V)	1.00	578.49
AV-1C-ACC6-ENT (ACC 6 Enterprise license for up to 1 camera channels)	1.00	315.89
AV-1LPR-ACC6 (ACC 6 license to enable 1 lane of LPR. Additional lanes each requir...)	1.00	2,496.00
AV-4C-ACC6-ENT (ACC 6 Enterprise license for up to 4 camera channels)	1.00	1,119.25
AV-ES-HD-IR-IP6 (IR illuminator, PoE+, Outdoor, included lens option for 60°, 35°...)	1.00	444.21
AV-ES-HD-LP-HS (Standard format enclosure with heater, sunshield and PoE passthro...)	1.00	430.95
AV-ES-HD-MNT-PLATE (Reinforcing wall mount adapter for ES-HD-HWS-SM, ES-HD-HWS, E...)	1.00	31.20
AV-H4-MT-CRNR1 (Corner mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1, H4SL...)	1.00	70.20
AV-H4A-MT-WALL1 (Wall mount bracket for use with H4A-DP pendant dome cameras)	4.00	187.20
AV-H4AMH-AD-PEND1 (Outdoor pendant mount adapter)	1.00	124.80
AV-H4AMH-DO-COVR1 (Dome bubble and cover, for outdoor surface mount or pendant mo...)	1.00	124.80
AV-IRPTZ-MNT-WALL1 (Pendant wall arm adapter, for use with H4AMH-AD-PEND1 or H4 I...)	1.00	101.20
BCD104-ARA-110-32T-8 (1U Rackmount 4 Bay Enterprise Video Recording Server Silver...)	1.00	8,755.89
Materials -NI (Materials)	1.00	900.20
MH-B100-CCS-PoE-MWB-US (MultiHaul™ BU, 90°, 500Mbps upgradable to 1800Mbps, 2 RJ-...)	1.00	1,448.72
MH-T200-CCC-PoE-MWB-US (MultiHaul™ TU, 90°, base rate 100Mbps upgradable to 1000M...)	1.00	682.57
MH-UPG-BU-500-1800 (MultiHaul BU capacity upgrade from 500 Mbps to 1800 Mbps)	1.00	520.00
MH-UPG-TU-100-1000 (MultiHaul Terminal Unit Capacity Upgrade License from 100 to ...)	1.00	150.80
MQ-BH2031 (MiniRaQ Secure Series 14U Fan Tray 12 lbs.)	1.00	243.72
MQ-MRQ301S14 (10U + 4U MiniRaQ Secure - Tall with Vented Bottom 83 lbs.)	1.00	921.70

<b>Total Parts for 1610 Laguna</b>	<b>30.00</b>	<b>26,076.00</b>
------------------------------------	--------------	------------------

Phase 4

1728 Buchanan

Cameras

03/23/2021  
11:23 AM

Applied Video Solutions, Inc.  
Item Summary for Japantown CBD - SafeCity  
As of March 2021

JCBD  
1765 Sutter St,  
San Francisco, CA 94115

	<u>Mar, 2021</u>	
	<u>Qty</u>	<u>Amount</u>
AV-3.0C-H4A-DP2-B (3.0 Megapixel WDR, LightCatcher, Day/Night, Pendant Dome, 9-22...	5.00	3,763.47
<b>Other Equipmen</b>		
AN-HP-J9773A (HP 2530-24G-PoE+ Switch - 24 Ports - Manageable - 24 x POE+ - 4 x E...	1.00	1,430.00
APC-BR700G (APC Back-UPS Pro Tower 700VA/420Watts)	1.00	167.69
AV-1C-ACC6-ENT (ACC 6 Enterprise license for up to 1 camera channels)	5.00	1,195.95
AV-H4A-MT-WALL1 (Wall mount bracket for use with H4A-DP pendant dome cameras)	5.00	234.00
Materials -NI (Materials)	1.00	849.80
MH-B100-CCS-PoE-MWB-US (MultiHaul™ BU, 90°, 500Mbps upgradable to 1800Mbps, 2 RJ-...	1.00	1,448.72
MH-T200-CCC-PoE-MWB-US (MultiHaul™ TU, 90°, base rate 100Mbps upgradable to 1000M...	1.00	682.57
MH-UPG-BU-500-1800 (MultiHaul BU capacity upgrade from 500 Mbps to 1800 Mbps)	1.00	520.00
MH-UPG-TU-100-1000 (MultiHaul Terminal Unit Capacity Upgrade License from 100 to ...	1.00	150.80
PO-DLBX (DLBX SERIES RACK, DLBX)	1.00	330.20
<b>Total Parts for 1728 Buchanan</b>	<b>23.00</b>	<b>10,773.20</b>
<b>Phase 4</b>		
<b>Pearl Spa</b>		
<b>Cameras</b>		
AV-4.0C-H5A-DO2 (4.0 MP WDR, LightCatcher, Day/Night, Outdoor Dome, 9-22mm f/1.6 ...	2.00	2,077.54
<b>Other Equipmen</b>		
AN-HP-JL258A (HP JL258A ARUBA 2930F 8G POE+ 2SFP+ - SWITCH - 8 PORTS)	1.00	812.00
APC-BR700G (APC Back-UPS Pro Tower 700VA/420Watts)	1.00	178.49
AV-1C-ACC7-ENT (ACC 7 Enterprise license for up to 1 camera channel)	2.00	532.23
Materials -NI (Materials)	1.00	1,064.73
MH-T200-CCC-PoE-MWB-US (MultiHaul™ TU, 90°, base rate 100Mbps upgradable to 1000M...	1.00	736.96
<b>Total Parts for Pearl Spa</b>	<b>8.00</b>	<b>5,401.95</b>

# **Japantown Community Benefit District SafeCity Camera Program**

## **Security Camera and Video Retrieval System Usage Policy & Procedures**

### **1. Purpose of the System**

- a. The purpose of the Security Camera and Video Retrieval System is to provide video recordings of alleged criminal activities for after-the-fact investigations. This program is offered by the Japantown Community Benefit District (“JCBD”) to provide a clean and safe environment for merchants and residents, and fighting crime is one of JCBD's primary goals.

### **2. Management of the System**

- a. This Security Camera System and related retrieval functions are managed by authorized staffs of the JCBD, in collaboration with Applied Video Solutions, the service provider of the system as needed.
- b. Authorized JCBD staffs will respond to requests for video footage in accordance with this Usage Policy, subject to applicable laws of the City and County of San Francisco and the State of California.
- c. The JCBD adopts a regular self-audit of the video requests to ensure accountability and transparency of the program.

### **3. Video Recordings, requests and release procedures**

- a. The cameras are installed to capture video footage in designated public areas in the exterior of the buildings. Any areas not covered by the cameras will not be included in the video recordings.
- b. The Security Camera system captures and records activities in a limited designated area and may not provide extensive details of any activities. It should be noted that the system only provides visual recording of the activities and there is no audio component.

- c. To submit a video request, a requestor must first file a police report with the San Francisco Police Department (“SFPD”) and receive a case number. The requestor shall then complete a Video Request Form with the case number and submit that to the JCBD in accordance with the procedures set forth in this Usage Policy. A copy of the Video Request Form can be downloaded from the JCBD website [www.jtowndbd.org](http://www.jtowndbd.org); or request a form by sending an email to [video.retrieval@jtowncbd.org](mailto:video.retrieval@jtowncbd.org).
- d. The Video Request Form can be submitted to JCBD in one of the following two ways: (1) Submit in person by delivery to the JCBD Office located at 1765 Sutter Street in San Francisco, during normal business hours Monday through Friday from 9:00a.m. to 5:00p.m. or (2) by email to [video.retrieval@jtowncbd.org](mailto:video.retrieval@jtowncbd.org).
- e. Requesters must submit a copy of a valid government issued photo identification (driver’s license, passport, etc.) with their request.
- f. Requesters must include a description of valid reasons for the request of the video with specific facts.
- g. The JCBD will respond in a timely manner pursuant to the requirement of the Public Records Act and with consideration of the reason for the urgency of the request.
- h. The JCBD reserves the right to evaluate all requests for approval. Any request that does not further the stated purpose of the program or is not submitted pursuant to the guidelines in this Usage Policy may not be approved.
- i. Applied Video Solutions, the service provider of the Security Camera and Video Retrieval System, will provide support to the retrieval process pursuant to a request for assistance from the JCBD.
- j. Property owners may request footage of video recordings for valid business reasons related to incidents involving their property/business.
- k. The JCBD Board of Directors reserves the right to modify this guideline at any time.

#### 4. Program Oversight

- a. While the JCBD has oversight responsibilities of the program, the JCBD staffs are not required to monitor the recording system in an ongoing basis during the day. Authorized JCBD staff may monitor the live feed from the recording system from time to time and there should be no expectation of constant monitoring.
- b. Recorded video is generally stored for a period of 30 days. Requests for recordings exceeding 30 days may not be available. On the 31<sup>st</sup> day, recorded video footage is generally deleted, erased, or destroyed, unless a copy has been made in accordance with a request related to a security or safety incident.
- c. Any video associated with a specific security incident or event is generally converted into a permanent video clip and stored for 6 months (180 days). The JCBD may retain a copy of any video record or image provided to a third party beyond 180 days or until all legal proceedings are concluded.
- d. Copies of all video records and images are to be made on JCBD premises only.
- e. The JCBD is a community agency that complies with the California Public Records Act. This legislation provides for the type of public information that can be requested, manner of requests, response time and mechanism. It should be noted that the Video Request Form is among the types of information that is subjected to public information requests.
- f. The JCBD is a nonprofit organization, and donations to support the work of the organization are gladly accepted





VIDEO REQUEST FORM

REQUESTOR PROVIDED INFORMATION

Requestor Name \_\_\_\_\_

Company/Organization/SFPD Station \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Purpose of Request / Case # \_\_\_\_\_

Start Date / Time of Video Requested \_\_\_\_\_

End Date / Time of Video Requested \_\_\_\_\_

Location of Incident and/or cameras requested (Such as address, intersection street names etc.)

Details of Incident (Such as description of event, people or vehicles involved, etc.)

Form of ID Checked \_\_\_\_\_

Video pick-up Contact (if different from requestor) \_\_\_\_\_

I verify the information provided is accurate and correct \_\_\_\_\_

Signature of Requestor and Date

STAFF USE ONLY

Camera(s) exported (camera #) \_\_\_\_\_

Export Start Date / Time \_\_\_\_\_

Export End Date / Time \_\_\_\_\_

Name of System User \_\_\_\_\_

Date / Time Submitted \_\_\_\_\_

Time expended on search \_\_\_\_\_

Date / Time Processed \_\_\_\_\_

Date / Time Picked Up \_\_\_\_\_

Date/Time Completed \_\_\_\_\_

Video Export Procedure Successful?

Video Archived?

Where to Submit this Form:

Please submit a fully completed copy of this Video Request Form by email to the following: video.retrieval@jtowncbd.org; or fax to (415) 796-0863

Video will be provided within 10 days from receipt of request form.

JCBD complies with the California Public Records Act. For additional information about video requests and procedures, please ask for a copy of JCBD's Usage Policy

# **Japantown Community Benefit District, Inc.**

## **INDEPENDENT ACCOUNTANT'S REVIEW REPORT**

### **ON FINANCIAL STATEMENTS**

For the Year Ended June 30, 2021

**Prepared by:**

**George Dimov, CPA**  
237 Kearny St, #9141  
San Francisco, CA, 94108  
(415) 748 5206  
george@dimovtax.com

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## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

March 15<sup>th</sup>, 2022

To the Board of Directors  
Japantown Community Benefit District, Inc.

We have reviewed the accompanying Statement of Financial Position, Statement of Activities, on Accrual Basis of Japantown Community Benefit District, Inc as of June 30<sup>th</sup>, 2021, and the related statements of revenue, expenses, and statement of cash flows on accrual basis for the year then ended. A review includes primarily applying analytical procedures to board of directors' 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 is responsible for the preparation and fair presentation of the financial statements in accordance with the accrual basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services (SSARS) issued by the American Institute of Certified Public Accountants (AICPA). Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with the income tax basis of accounting, as described in Note 2.

Sincerely,



George Dimov, CPA  
Licensed & Insured: 131628  
(833) 829-1120 phone  
(212) 994-8081 fax  
[george@dimovtax.com](mailto:george@dimovtax.com)

# Japantown Community Benefit District, Inc.

## Statement of Financial Position

As of June 30, 2021

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Cash	849,702
A/R Other	7,590
Prepaid Expense	3,060
<b>Total Current Assets</b>	<u><b>860,352</b></u>
<b>Fixed Assets</b>	
Safe City Equipment	562,745
Accumulated Depreciation	-242,325
<b>Total Fixed Assets</b>	<u><b>320,420</b></u>
<b>TOTAL ASSETS</b>	<u><u><b>1,180,772</b></u></u>
<b>LIABILITIES AND NET ASSETS</b>	
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
Accounts Payable (A/P)	13,470
<b>Total Current Liabilities</b>	<u><b>13,470</b></u>
<b>NET ASSETS</b>	
Without Donor Restrictions	388,825
With Donor Restrictions	778,477
<b>Total Net Assets</b>	<u><u><b>1,167,302</b></u></u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u><b>1,180,772</b></u></u>

**JAPANTOWN COMMUNITY BENEFIT DISTRICT, INC.**

**STATEMENT OF ACTIVITIES**  
**For the Year Ended June 30, 2021**

	<u>Without Donor</u> <u>Restrictions</u>	<u>With Donor</u> <u>Restrictions</u>	<u>Total</u>
<b>REVENUES AND SUPPORT</b>			
Assessment's revenue	\$ 392,410	\$ -	\$ 392,410
Grants and contributions	23,543	550,327	573,870
Heart of Jtown Admin Income		10,370	10,370
Total revenues and support	<u>415,953</u>	<u>560,697</u>	<u>976,650</u>
<b>EXPENSES</b>			
Program services	845,086	-	845,086
Management and general	<u>112,806</u>	<u>-</u>	<u>112,806</u>
Total expenses	<u>957,892</u>	<u>-</u>	<u>957,892</u>
<b>CHANGE IN NET ASSETS</b>	(541,939)	560,697	18,758
<b>NET ASSETS - beginning of year</b>	<u>930,764</u>	<u>217,780</u>	<u>1,148,544</u>
<b>NET ASSETS - end of year</b>	<u>\$ 388,825</u>	<u>\$ 778,477</u>	<u>\$ 1,167,302</u>

JAPANTOWN COMMUNITY BENEFIT DISTRICT, INC.

STATEMENT OF FUNCTIONAL EXPENSES  
For the Year Ended June 30, 2021

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	<u>Program Services</u>	<u>Management and General</u>	<u>Total</u>
Economic enhancement expenses	\$ 63,374	\$ -	\$ 63,374
Environmental enhancement expenses	131,022	-	131,022
Depreciation expense	158,523	-	158,523
Heart of Jtown Resiliency Fund	426,500	2,633	429,133
Salaries	57,627	37,013	94,640
Legal and professional services	-	25,203	25,203
Payroll expenses	4,623	3,331	7,954
Advocacy Administrative		6,973	6,973
Office expenses	-	28,460	28,460
Occupancy	3,229	721	3,950
Outside services	188	1,000	1,188
Insurance	-	7,472	7,472
<b>Total expenses</b>	<b><u>\$ 845,086</u></b>	<b><u>\$ 112,806</u></b>	<b><u>\$ 957,892</u></b>

**JAPANTOWN COMMUNITY BENEFIT DISTRICT, INC.**

**STATEMENT OF CASH FLOWS**  
**For the Year Ended June 30, 2021**

---

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	18,759
Adjustments to reconcile Net Income to Net Cash provided by operations:	
A/R Assessment Revenues	1,015
A/R Other	2,520
Prepaid Expense	6,913
Accumulated Depreciation	94,073
Accounts Payable (A/P)	12,255
Agency Reserves	50,000
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	<b>166,776</b>
Net cash provided by operating activities	<b>185,535</b>
<b>FINANCING ACTIVITIES</b>	
Retained Earnings	-50,110
Net cash provided by financing activities	<b>-50,110</b>
Net cash increase for period	<b>135,425</b>
Cash at beginning of period	714,277
Cash at end of period	<b>849,702</b>



# JAPANTOWN COMMUNITY BENEFIT DISTRICT, INC.

## 1. ORGANIZATION

Japantown Community Benefit District, Inc. (the "JCBD") is a not-for-profit organization formed on October 19, 2017, pursuant to a management contract with the City and County of San Francisco (the "City"). Refer to Note 6.

The JCBD, located in San Francisco, California, has specific charitable purpose to advance the common good, general welfare and quality of life of all San Franciscans, and of visitors to San Francisco, by enhancing environmental quality and beauty in the Japantown Community Benefit District (the "District"), by fostering a safer and more secure community in that District, and by reinforcing the cultural heritage and economic vitality of that District, and to carry on other charitable activities associated with these goals as allowed by law.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### *Basis of Accounting*

The financial statements are as of and for the year ended June 30, 2021, and are presented in accordance with generally accepted accounting principles promulgated in the United States of America for Not-For-Profit Organizations ("U.S. GAAP").

### *Basis of Presentation*

The organization prepares its financial statements on the accrual basis of accounting. This method recognizes revenues and expenses in the period in which they occur.

Net assets, revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the JCBD and changes therein are classified and reported as follows:

#### *Net Assets Without Donor Restrictions*

Those net assets which are not subject to donor-imposed stipulations. Net assets without donor restrictions also include funds designated by the board of directors for specific projects. The JCBD currently has no board-designated net assets.

#### *Net Assets with Donor Restrictions*

Those net assets that are subject to donor-imposed stipulations that may or will be met by actions of the JCBD and/or the passage of time, and net assets to be held in perpetuity as directed by donors. The JCBD currently has no net assets to be held in perpetuity.

## **JAPANTOWN COMMUNITY BENEFIT DISTRICT, INC.**

### ***Use of Estimates***

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

### ***Cash and Cash Equivalents***

Cash consists of a checking account. JCBD considers short- and highly liquid investments with original maturities of three months or less from the dates of acquisition as cash equivalents. There were no cash equivalents as of June 30, 2021.

### ***Fixed Assets***

There are \$562,745 worth of building/Furniture/Instruments/Equipment/etc. in the current year. Assets placed in service in previous years are depreciated according to the straight-line depreciation in effect at the time of acquisition

### ***Assessments Receivable***

Assessment's receivable represents obligations of the city due to the JCBD. The allowance for doubtful accounts is determined based on the collectability of receivables. Receivables are written off when it is probable that the receivables will not be collected. Management believes that all outstanding assessments receivable is collectible in full, therefore no allowance for doubtful accounts has been provided. All assessments receivable is due within one year.

### ***Pledges Receivable***

Unconditional pledges receivable is recorded when the pledge is made; such receivable is subject to an allowance for uncollectible amounts. Pledges which are due beyond one year are recorded at the net present value of the contribution. The changes in present value in future periods are recorded in the statement of activities as contributions in the periods of change. On June 30, 2021, management believes these amounts are fully collectible, and as such, did not record an allowance for doubtful accounts for grants receivable. All pledges receivables are due within one year.

### ***Property and Equipment***

Property and equipment with a cost or value in excess of \$5,000, are capitalized by the JCBD at cost or, if donated, recorded at fair value at the date of the donation. The cost of additions and major improvements is capitalized, while maintenance and repairs are charged to expense as incurred. Gains or losses on dispositions of property and equipment are included in other income. Depreciation is provided on the straight-line method over the estimated useful life of five years.

The JCBD reviews long-lived assets for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability of assets to be held and used is measured by a comparison of the carrying amount of an asset to future net cash flows

## JAPANTOWN COMMUNITY BENEFIT DISTRICT, INC.

expected to be generated by the asset. If the carrying amount of an asset exceeds its estimated future cash flows, an impairment charge is recognized in the amount by which the carrying amount of the asset exceeds the fair value of the asset. Management believes there were no indicators of impairment at June 30, 2021.

### ***Revenue Recognition***

#### *Assessments Revenue*

JCBD received assessments which are collected by the City under the terms of the agreement between the City and JCBD (refer to Note 4).

Assessment's revenue which includes fines and penalties are accounted for as support and recognized when notification of the assessment is received from the city.

#### *Grants and contributions*

Unconditional grants and contributions and pledges are recognized at their fair value in the period notified.

Grants and contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Conditional grants and contributions are recognized once conditions associated with the contributions have been fulfilled.

### ***Income Taxes***

The JCBD is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from California franchise taxes under Section 23701d of the Revenue and Taxation Code. In addition, the JCBD qualifies for the charitable contribution deduction under Section 170(b)(1)(A). However, income from activities not related to the JCBD's tax-exempt purpose may be subject to taxation as unrelated business income.

U.S. GAAP provides disclosure guidance about positions taken by an entity in its tax returns that might be uncertain. Management has considered its tax positions and does not believe that the JCBD has any uncertain tax positions that require adjustment or disclosure in the financial statements. The JCBD's returns are subject to examination by federal and state taxing authorities, generally for three to four years, respectively, after they are filed.

## JAPANTOWN COMMUNITY BENEFIT DISTRICT, INC.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### *Functional Expenses*

The costs of program and supporting service activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Expenses are identified with a specific program or support service and are charged directly to that program or support service. Accordingly, certain costs have been allocated among the programs and supporting activities benefited.

### 3. PROPERTY AND EQUIPMENT

Property and equipment consist of the following at June 30, 2021:

Equipment	\$	562,745
Less: accumulated depreciation		<u>(242,325)</u>
	\$	<u>320,420</u>

For the year ended June 30, 2021, depreciation expense amounted to \$94,073.06

### 4. ASSESSMENTS REVENUE

In April of 2017, the city developed the Japantown Community Benefit District Plan (the "Management Plan") to improve the appearance and safety of the district which encompasses approximately seven whole and partial blocks in the commercial core of Japantown. The Plan is also to increase building occupancy and lease rates, and to encourage new business development and attract ancillary businesses and services.

On January 18, 2018, an agreement was entered into between the City and the JCBD, to implement, administer and provide the property-related services, improvements, and activities, in accordance with the Plan for a term expiring on June 30, 2027.

The JCBD receives its support primarily from the multi-year special assessment levied by the City on Identified Parcels (as defined in Section 53750(g) of the Government Code) located within the district. The assessments may only be used to fund property-related services, improvements, and activities, as defined, within the district in accordance with the Plan.

### 5. RETAINED EARNING

There are total of \$50,00 was allocated to Agency Reserves, and \$110 was allocated to increase account receivables form retained earnings.

## JAPANTOWN COMMUNITY BENEFIT DISTRICT, INC.

### 6. CONCENTRATIONS OF RISK

#### *Assessment's revenue*

The JCBD's ability to generate resources is dependent upon the assessments from the City.

#### *Other risk*

Financial instruments, which potentially subject the JCBD to concentrations of credit risk, consist principally of cash in bank accounts greater than \$250,000 with each financial institution. The JCBD periodically reviews its cash policy and believes that any potential loss is not material to the financial statements.

### 7. SUBSEQUENT EVENTS

In preparing the financial statements, the Organization's board of Directors have evaluated events and transactions for potential recognition or disclosure through Feb 14<sup>th</sup>, 2022, the date the financial statements were available to be issued.

# MEMORANDUM

**TO:** Supervisor Dean Preston, District 5 Supervisor

**CC:** San Francisco Board of Supervisors

**FROM:** Mimi Hiraki, Project Specialist, OEWD  
Chris Corgas, Program Director, OEWD

**DATE:** July 13, 2022

**SUBJECT:** Japantown Community Benefit District; FY 2020-2021 Annual Report

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This is a memo summarizing the accomplishments of the Japantown Community Benefit District and an analysis of its financial statements (based on their audit) for the period between July 1, 2019 and June 30, 2020.

Each year the CBD is required to submit a mid-year report, an annual report, and a CPA Financial Review or Audit. Japantown CBD has complied with the submission of all these requirements. OEWD staff reviewed these financial documents to monitor and report on whether they have complied with the rules per the Property and Business Improvement District Law of 1994, California Streets and Highways Code Sections 36600 Et Seq.; San Francisco's Business and Tax Regulations Code Article 15; the Japantown CBD management contract with the City; and their Management Plan approved by the Board of Supervisors in 2017.

Also attached to this memo are the following documents:

1. Annual Reports
  - a. FY 2020-2021
2. CPA Financial Statements
  - a. FY 2020-2021
3. Draft resolution from the Office of Economic and Workforce Development



## Background

The Japantown Community Benefit District (Japantown CBD) was formed to clean, beautify, and provide economic enhancements within the district. The Japantown CBD is located in one of 3 remaining Japantowns in the United States, in a neighborhood that is identified by its rich cultural heritage and history. The Japantown CBD includes both privately and publicly owned properties. The district is 7 whole and partial blocks and approximately 67 parcels in the commercial core of Japantown.

- July 25, 2017: the Board of Supervisors approved the resolution that established the Japantown Community Benefit District for 10 years (Resolution # 461-17).
- December 12, 2017: the Board of Supervisors approved the contract for the administration and management of the Japantown Community Benefit District (Resolution # 13-06).
- December 21, 2020: the Board of Supervisors approved the FY 18-19 Annual Report for the Japantown Community Benefit District (Resolution #537-20).
- November 16, 2021: the Board of Supervisors approved the FY 19-20 Annual Report for the Japantown Community Benefit District (Resolution #530-21).

### Basic Info about Japantown Community Benefit District:

Year Established	2017
Assessment Collection Period	FY 2017-2018 to FY 2026-2027 (July 1, 2017 to June 30, 2027)
Services Start and End Date	January 1, 2018 – December 31, 2027
Initial Estimated Annual Budget	\$393,750.00
FY 2020-21 Assessment Submission	\$393,750.30
Fiscal Year	July 1 – June 30
Executive Director	Grace Horikiri
Name of Nonprofit Owners' Entity	Japantown Community Benefit District, Inc.

The current CBD website <https://www.jtowncbd.org> includes all the pertinent information about the organization and their programs, a calendar of events, their Management Plan, Mid-Year Report, Annual Report, and meeting schedules.

### Summary of Program Areas

#### **Environmental Enhancements**

The Japantown CBD Management Plan calls for 31.25% of the assessment budget to be spent on Environmental Enhancements are designed to address vacancies by filling them with targeted businesses and to bring more visitors to the District area to engage in commercial and business activities.

#### **Economic Enhancements**



The Japantown CBD Management Plan calls for 48.75% of the assessment budget to be spent on Economic Enhancements. Economic Enhancements include a business liaison to work as the primary point of contact between the CBD and the Japantown CBD business community. The liaison builds relationships businesses and connects them, as needed, to appropriate resources such as commerce experts, business associations, training programs, eligible grants, etc. in an effort to create a stronger business environment for all. Economic Enhancements also include destination marketing aimed to position Japantown as a dining, retail, and cultural destination.

### **Advocacy/Administration**

The Japantown CBD Management Plan calls for 17.50% of the assessment budget to be used on Advocacy/Administration. The CBD is staffed by an Executive Director who 1) performs the day-to-day management of the organization, 2) works with various city departments, 3) advocates for city funds and services, 4) ensures that the organization is in compliance with their Management Plan and City contract, and 5) provide leadership through research and community education to represent the community with one clear voice.

### **CBD Reserve**

The remaining 2.50% of annual budget is to be allocated to Reserves. Reserves are budgeted as a contingency for any payment delinquencies and/or unforeseen budget adjustments.

The Japantown CBD board has fourteen (14) members which represent property owners, merchants, community organizations, and other stakeholders. Board member seats are determined using the following guidelines: 60% of seats are set aside for District property owners, 20% of seats are set aside for non-property-owning merchants with a preference for existing small businesses operating retail, restaurant and service, and the remaining 20% of seats can be used for Community Based Organizations and stakeholders. This structure complies with Article 15 of the San Francisco Business and Tax Regulations Code. The full board meets monthly.

## **Summary of Accomplishments, Challenges, and Delivery of Services**

### **FY 2020-2021**

#### **Environmental Enhancements**

- Community ambassadors provide daily cleaning services from 7:30 AM to 4:00 PM on Japantown CBD's sidewalks and public spaces.
- Removed approximately 18,479 lbs of litter and trash, a 42% increase from FY2019-2020
- Cleaned up 661 instances of biohazards, a 175% increase from FY2019-2020
- Removed 1,022 instances of graffiti or stickers, a 85% increase from FY 2019-2020
- Picked up 213 needles
- Picked up 102 instances of broken vehicle glass
- Removed 26,558 cigarette butts





- Met monthly with Recology and the SF Department of Public works to ensure Big bellies are regularly serviced.

### **Economic Enhancements**

- Conducted the Japantown Small Business COVID-19 Impact Survey and follow-up Report
- Provided technical assistance to small businesses on grant applications and Shared Spaces permits
- Translated COVID information and continued to provide PPE supplies, COVID posters/flyers where needed in the district
- Prepared and disseminated regular e-newsletters and social media to provide merchants and other stakeholders accurate information relating to the ongoing Covid-19 pandemic.
- Promoted district’s small businesses on social media, increasing Instagram followers 180%; worked with 2 local videographers to produce 12 marketing reelz
- Encouraged locals to support Japantown during Geary BRT construction through Muni bus ads
- Deployed holiday lighting on the Peace Plaza, Buchanan Mall/Osaka Way and Treelis Gate to add ambiance and partnered with Paper Tree to add origami cranes to Buchanan Mall/Oaska Way

### **Advocacy/Administration**

- Surpassed goal of raising over \$510,000 for the Heart of Jtown Resiliency Fund to help support Japantown small businesses with the following activities:
  - \$400,000 was dedicated to support 80 small businesses on employee wages, rent and/or operational costs
  - Provide additional rounds of PPE supplies
  - Commissioned 5 artists to create murals on Super Mira grocery market and 1700 Post Street
  - Coordinate and partially fund Shared Spaces for the Kinokuniya Building
  - Fund logistical costs for the Japan Center Malls “Restaurants at the Plaza”
  - Funded “Picnic in the Plaza”
- Provided 3 free COVID-19 Testing sites in partnership with the Mayor’s Office of Neighborhood Services, COVID Command Center and SF Department of Public Health in November to increase access to residents resulting in 910 individuals completing testing. Japantwon CBD continues to work with DPH and the testing vendor to provide free access to testing
- Coordinated with SFPD’s Northern Station to organize the Japantown Community Town Hall
- Participate regularly in the SFPD Northern Station Community Police Advisory Board, the Chief’s Small Business Advisory Forum
- Helped translate the Safety Tip Card into Japanese with the Asian Pacific American Public Affairs SF Chapter
- Helped form the SF Nihomachi Community Coalition
- Participated as a panelist at the Unity Against Viruses: COVID-19, Inequity, Hate, Racism Summit and in the Golden State Warriors Stop AAPI Hate campaign video



**Japantown CBD Annual Budget Analysis**

**OEWD’s staff reviewed the following budget related benchmarks Japantown CBD:**

- **BENCHMARK 1:** Whether the variance between the budget amounts for each service category was within 10 percentage points from the budget identified in the Management Plan (*Agreement for the Administration of the “Japantown Community Benefit District,” Section 3.9 – Budget*)
- **BENCHMARK 2:** Whether five and fifty-five hundredths percent (5.55%) of actuals came from sources other than assessment revenue (*CA Streets & Highways Code, Section 36650(B)(6); Agreement for the Administration of the “Japantown Community Benefit District,” Section 3.4 - Annual Reports*)
- **BENCHMARK 3:** Whether the variance between the budget amount and actual expenses within a fiscal year was within 10 percent (*Agreement for the Administration of the “Japantown Community Benefit District,” Section 3.9 – Budget*).
- **BENCHMARK 4:** Whether Japantown CBD is indicating the amount of any surplus or deficit revenues to be carried forward into the next fiscal year and designating the projects to be funded by any surplus revenues (*CA Streets & Highways Code, Section 36650(B)(5)*).

**FY 2020-2021 Budget Analysis**

**BENCHMARK 1:** Whether the variance between the budget amounts for each service category was within 10 percentage points from the budget identified in the Management Plan

**ANALYSIS:** Japantown CBD met this requirement. See Table Below.

<b>Service Category</b>	<b>Management Plan Budget (Percentage)</b>	<b>FY2020-2021 Budget – Asst (Percentage)</b>	<b>FY2020-2021 Budget – Total (Percentage)</b>	<b>Variance Percentage Points - Asst</b>	<b>Variance Percentage Points - Total</b>
Environmental Enhancements	\$118,062.50 (31.25%)	\$156,112.50 (39.72%)	\$285,735.30 (27.67%)	+8.47%	-3.58%
Economic Enhancements	\$184,177.50 (48.75%)	\$153,287.50 (39.00%)	\$663,287.50 (64.23%)	-9.75%	+15.48%
Advocacy/Administration	\$66,115.00 (17.50%)	\$78,600.00 (20.00%)	\$78,600.00 (7.61%)	+2.50%	-9.89%
CBD Reserve	\$9,445.00 (2.50%)	\$5,000.00 (1.27%)	\$5,000.00 (0.48%)	-1.23%	-2.02%
<b>TOTAL</b>	<b>\$377,800.00 (100%)</b>	<b>\$393,000.00 (100%)</b>	<b>\$1,032,622.80 (100%)</b>		

**BENCHMARK 2:** Whether five percent (5.55%) of Japantown CBD’s actuals came from sources other than assessment revenue



**ANALYSIS:** *Japantown CBD met this requirement. Assessment revenue was \$392,410.00 or 40.64% of actuals and non-assessment revenue was \$584,240.00 or 59.82% of actuals. See table below.*

Revenue Sources	FY 2020-21 Actuals	% of actuals
Assessment Revenue	\$392,410.00	40.18%
<b>Total Assessment (Special Benefit) Revenue</b>	<b>\$392,410.00</b>	<b>40.18%</b>
Grants and Contributions	\$573,870.00	58.76%
Donations	\$10,370.00	1.06%
<b>Total Non-Assessment (General Benefit) Revenue</b>	<b>\$584,240.00</b>	<b>59.82%</b>
<b>Total Assessment and Non-Assessment Revenue</b>	<b>\$976,650.00</b>	<b>100.00%</b>

**BENCHMARK 3:** Whether the variance between the budget amount and actual expenses within a fiscal year was within 10 percentage points.

**ANALYSIS:** *Japantown CBD did not meet this requirement. See table below.*

Service Category	FY2020-2021 Budget – Asst (Percentage)	FY2020-2021 Budget – Total (Percentage)	FY2020-2021 Actuals – Asst. (Percentage)	FY 2020-2021 Actuals – Total (Percentage)	Variance % Points – Asst.	Variance % Points – Total.
Environmental Enhancements	\$156,112.50 (39.72%)	\$285,735.30 (27.67%)	\$142,202.88 (47.31%)	\$206,652.88 (23.71%)	+7.59%	-3.96%
Economic Enhancements	\$153,287.50 (39.00%)	\$663,287.50 (64.23%)	\$79,456.62 (26.44%)	\$578,251.86 (66.35%)	-12.57%	+2.11%
Advocacy/Adm.	\$78,600.00 (20.00%)	\$78,600.00 (7.61%)	\$78,913.60 (26.25%)	\$86,652.60 (9.94%)	+6.25%	+2.33%
CBD Reserve	\$5,000.00 (1.27%)	\$5,000.00 (0.48%)	\$0.00 (0.00%)	\$0.00 (0.00%)	-1.27%	-0.48%
<b>TOTAL</b>	<b>\$393,000.00 (100%)</b>	<b>\$1,032,622.80 (100%)</b>	<b>\$300,573.10 (100%)</b>	<b>\$871,557.34 (100%)</b>		

**BENCHMARK 4:** Whether Japantown CBD is indicating the amount of any surplus or deficit revenues to be carried forward into the next fiscal year and designating the projects to be funded by any surplus revenues

**ANALYSIS:** *Japantown CBD met this requirement. Please note: There is a period between when the City collects assessment payment and when the City disburses the funds to the CBD. As a result, a CBD typically has a fund balance at the end of the fiscal year that is equal to about 6 months of their annual budget. See table below.*



<b>FY 2020-2021 Carryforward</b>	<b>Dollar Amount</b>	<b>Spenddown Timeline</b>
<b>Non-Assessment Carryforward</b>		
Marketing/Economic Project	\$20,994.32	6 months
<b>General Assessment Total</b>	<b>\$20,994.32</b>	
<b>Assessment Carryforward</b>		
Environmental Enhancements	\$4,320.52	2 months
Economic Enhancements	\$87,516.79	6 months
<b>Assessment Total</b>	<b>\$91,837.31</b>	
<b>Total Carryforward</b>	<b>\$112,831.63</b>	

### **Findings and Recommendations**

The Japantown CBD has met 3 out of 4 benchmarks as defined on pages 4-6 of this memo. The Japantown CBD missed benchmark 3 which compares the organization’s fiscal year budget with the fiscal year actuals. Per Section 3.9 of the *Agreement for the Administration of the “Japantown Community Benefit District,”* each CBD is allotted a ten (10) percent deviation from their management plan budget. If they do not meet this, OEWD must determine if this deviation adversely impacts the special benefits conferred on parcels within the CBD.

In this particular situation, based on assessment dollars, the CBD underspent 2.57% on their Economic Enhancements service category than the 10% variance allowance. In order to determine if these actions adversely impacted special benefits conferred on parcels within the CBD, OEWD reviewed the CBD’s management plan and engineer’s report approved by the Board of Supervisors on July 25, 2017 (File # 170784).

Japantown CBD’s assessment revenue breakdown in their annual report is also quite confusing to read. For the purposes of this annual review OEWD utilized information from the financial statements for benchmark 2. OEWD provides four reconciliation reports each year to each CBD (January, April, June, and July/August). These reports indicate the amount paid to each CBD in each distribution and what that amount consists of. The CBD is indicating a high number of redemptions and penalties in their revenue sources. OEWD reviewed the FY 20-21 reconciliation reports for the Japantown CBD and this did not match the information provided in their annual report. OEWD believes this is likely due to a misunderstanding of what these terms mean by either the CBD or their financial professional. OEWD will work with the CBD to clearly articulate what these terms mean. This did not impact the CBD’s ability to meet benchmark 2.



Section E of the District’s Engineers report, entitled “Special and General Benefits” articulates the assessment engineer’s analysis of special and general benefits of the service categories in the CBD’s Management District Plan. Per the Engineer’s Report, 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. In this particular situation, the Japantown CBD was in compliance with categories related to the special benefit vs. general benefit. It is OEWD’s opinion that this deviance did not adversely impact special benefits conferred on parcels within the District due to the combination of these factors.

Japantown CBD missed the same benchmark last reporting year in FY 2019-2020 by underspending 8.55% in the same service category Economic Enhancements than the 10% variance allowance. Since the last reporting period, the CBD adopted OEWD’s FY2019-2020 recommendations to utilize timekeeping documents or software and working with their financial professional to incorporate these findings in future actual data provided to OEWD. OEWD recommends Japantown CBD to review data on their actual spending more frequently throughout the year to ensure they are on track to meet this benchmark. It is OEWD’s belief that as Japantown CBD has already demonstrated large improvement on this benchmark as they reduced the variance within one year and they will be able to meet the benchmark in the future.

During this review period, the CBD has excelled in pivoting to the emerging health and economic impacts of the COVID-19 global pandemic that started in March 2020 and continued through this review period. During this review period, the CBD continuously adjusted to the continuous changes of health orders issued by the San Francisco Health Officer, including the renewed shelter-in-place health order in December 2021.

Japantown CBD excelled in Benchmark 2 in raising non-assessment funds as the CBD raised nearly 12 times as much as the minimum required amount. A large proportion of non-assessment funds were raised for the Heart of Japantown Resiliency Fund with the main purpose to support Japantown’s struggling small businesses during the pandemic. Thus far, JCBD raised over \$510,600 to provide \$5,000 grants to 80 Japantown small businesses for employee wages, rent and/or operational costs; provide additional rounds of PPE supplies PPE supplies; commission five artists to create murals on Super Mira grocery market and 1700 Post Street; help coordinate and partially fund Shared Spaces for the Kinokuniya Building; fund logistical costs for the Japan Center Malls “Restaurants at the Plaza”; and extend funds for another month of Picnic in the Plaza, an activation of Peace Plaza to encourage residents and visitors to patron Japantown businesses. OEWD would like to note that this information was incorrectly displayed in the organization’s annual report due to a design error. OEWD recommends the CBD fully review drafts of their annual report, in detail, before finalizing them.

During this review period, the district was impacted not only by COVID-10 but also rising Asian hate crimes. As valued leaders in the community, the CBD partnered with the Asian Pacific American Public Affairs SF Chapter to translate the Safety Tip Card to Japanese and distribute the Yellow Whistle; participate as a panelist at the Unity Against Viruses: COVID-19, Inequity, Hate, Racism Summit; and in the Golden State Warriors Stop AAPI Hate campaign video.

## **Conclusion**



Japantown CBD has performed well in implementing the service plan. The CBD continues to do a good job of integrating itself into the Japantown community and has forged critical partnerships with established neighborhood organizations and nonprofits. The Japantown CBD's leadership in the community during the pandemic was instrumental to assisting City and County of San Francisco outreach and testing efforts. The CBD is a well-run organization with active board and committee members and OEWD believes it is well positioned to continue successfully carry out its mission as a community benefit district.



BOARD of SUPERVISORS



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## MEMORANDUM

TO: Kate Sofis, Director, Office of Economic and Workforce Development

FROM: Jessica Perkinson, Assistant Clerk, Government Audit and Oversight  
Committee, Board of Supervisors

DATE: July 27, 2022

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by Supervisor Dean Preston on July 19, 2022:

**File No. 220865**

**Resolution receiving and approving an annual report for the Japantown Community Benefit District for Fiscal Year (FY) 2020-2021, submitted as required by the Property and Business Improvement District Law of 1994 (California Streets and Highways Code, Sections 36600, *et seq.*), Section 36650, and the District's Management Agreement with the City, Section 3.4.**

If you have any additional comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: [Jessica.Perkinson@sfgov.org](mailto:Jessica.Perkinson@sfgov.org).

cc: J'Wel Vaughan, Office of Economic and Workforce Development  
Anne Taupier, Office of Economic and Workforce Development  
Lisa Pagan, Office of Economic and Workforce Development

# Introduction Form

By a Member of the Board of Supervisors or Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor  inquiries"
- 5. City Attorney Request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.**

Sponsor(s):

Subject:

The text is listed:

Signature of Sponsoring Supervisor:

For Clerk's Use Only