

RECEIVED



2019 MAY - 2019 JUN
APPLICATION FOR APPOINTMENT TO BOARD OR COMMISSION

CITY OF FRESNO
CITY CLERK'S OFFICE

Resume or letters of recommendation may be attached.

Applicants may be required to live within the Fresno City limits. I ^{work} reside in Council District No. 3 ✓

Name: Jan Minami Hm. Phone: [REDACTED] Wk. Phone: [REDACTED]

Home Address: [REDACTED] Reedley CA Zip: 93654

Work Address: [REDACTED] Fresno CA Zip: 93706

E-Mail: [REDACTED] .com Occupation/Employer: Consultant - primary client Yrs Months

Educational Background, Schools Attended, Degrees and Certifications: Chinatown Fresno Foundation

BS - Business Admin (Lewis & Clark College); Business Refutation & Expansion
Cert (IEDC); Engaging Citizens Cert (World Bank); Grant Writing/Manager
Cert (Fresno State); Graphic Design Cert (CA Institute for Arts)
Professional and Community Affiliations: International Downtown Assn, Urban Land Institute, Chinatown
Fresno Foundation

For what Board or Commission are you applying? District 3 Plan Implementation Comm.

Briefly explain why you are interested in serving on this Board(s) or Commission(s):

I care about the challenges Dist 3 faces and the
people here face.

Provide 3 Personal/Professional References. Provide name, address, and phone number where they may be reached during the day.

Morgan Doizaki [REDACTED]
Erin Stevens [REDACTED]
Renée Delport [REDACTED]

Do you or an immediate family member have any professional or financial relationships that may present a potential conflict of interest for this board, commission or similar body? No

I declare under penalty of perjury the above information is true and correct.

Dated: 3.19.20 Applicant: [REDACTED] Signature _____

Return completed, signed application to the City Clerk's Office, 2600 Fresno Street, Room 2133, Fresno, CA 93721-3603 or FAX to (559) 488-1005. Your application will be kept on file for two years, please re-file after that time if you are still interested in serving.

FOR OFFICE USE ONLY: Date referred to Mayor _____ Date referred to Councilmember _____

Jan Minami

353.259.1483

Minami@address

Reedley, CA 93654

Specializations

Advocacy

Board Development

Budgets and Budget Compliance

Business/Economic Development

Business Retention, Expansion and Attraction

California Law: Public Records Act, Open Meeting Law (Brown Act), Political Reform Acts (Fair Political Practices Commission)

Community Engagement

Financial Analysis

Grant Writing and Management

Meeting and Event Planning

Organizational Development

Placemaking/Public Space Activation

Strategic Planning

Profile

The one thing I really love to do is bring people together to find the best way forward - I'm really energized by the process. This stems from my passion for work that serves the community. I have started and run successful businesses, organized and directed property and business owners, and analyzed and improved organizations and districts. Sound communication skills, an innate ability to find solutions and the capacity to turn plans into actions make this possible.

Professional Experience

Principal AMI CONCEPTS (2011-PRESENT)

Consulting company providing problem-solving and revitalization efforts for cities and business districts, along with nonprofit advisory services WEBSITE <www.amiconcepts.com>

- Stakeholder engagement
- Business retention, expansion and attraction
- Nonprofit operational assessment
- Placemaking/public space activation

Trust Manager FOOD COMMONS FRESNO (2015-2016)

Nonprofit land trust and for-profit community benefit corporation working together to build a regional food system WEBSITES <www.foodcommonfresno.com> and <www.oooby.com/fresno>

- Trust operations administration
- Grant administration and policy development
- Finance and Administration for Community Corporation

Executive Director DOWNTOWN FRESNO PARTNERSHIP (2008-2011)

Nonprofit business association that evolved into a property-owner association providing marketing and events, business services, security and maintenance to Downtown Fresno WEBSITE <www.downtownfresno.org>

- Rescued dying business membership organization by improving business operations and community relations
- Lead the formation of an property owner assessment district
- Developed 5-year strategic plan featuring public space management, economic development and marketing
- Established governing board and policies
- Created a work plan with accompanying budget and measurable goals for implementation

Executive Director DOWNTOWN VISALIA ALLIANCE (2005-2007)

Alliance of a business association and a property-owner association, providing marketing and events, business services, security and maintenance to Downtown Visalia WEBSITE <www.downtownvisalia.com>

- Created a Strategic Plan involving both business and property owner boards
- Initiated business recruitment and retention
- Launched music festival with 63 bands and 5,000 attending
- Improved accountability and financial procedures

Affiliations

Urban Land Institute (MEMBER: 2013–PRESENT)

ULI Advisory Services Panels: COLORADO SPRINGS 2012, TUCSON 2013, OMAHA 2014)

International Downtown Association (MEMBER: 2005–PRESENT)

California Main Street Association (SPEAKER, IMPROVEMENT DISTRICT FORMATION: 2015)

League of California Cities (SPEAKER, IMPROVEMENT DISTRICT FORMATION: 2013)

Pathways to Rural Economic Progress Grant:

Chambers of Commerce as Assets in Municipal Economic Development (CSU FRESNO: 2012)

Fresno Revitalization Corp (MEMBER, BOARD CHAIR: 2008–2011)

Fresno Chamber of Commerce: Downtown Fresno Task Force (MEMBER: 2007–2009)

Greater Reedley Chamber of Commerce (BOARD MEMBER, SECRETARY: 2001–2002)

City of Reedley Sphere of Influence Specific Plan (MEMBER: 1999–2000)

Reedley Downtown Association (BOARD MEMBER, PRESIDENT, INTERIM EXECUTIVE DIRECTOR: 1998–2005)

Reedley Streetscape Committee (BID) (BOARD MEMBER: 1996–2005)

Additional Experience

Owner and Founder JASMIN PRINTING (1994–2005)

- Founded company to provide printing, marketing and design services
- Provided startup organizational development, including financial structure and policies, customer service culture and printing standards
- Sold for a profit to change careers

History (prior to 1994) Public accounting, nonprofit management (sports, education, healthcare), financial management (agricultural packing/farming operation)

Education and Training

Bachelor of Science in Business Administration LEWIS & CLARK COLLEGE, PORTLAND OR (EMPHASIS: ACCOUNTING)

Business Retention & Expansion Certificate INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL

Engaging Citizens – A Game Changer for Development Certificate THE WORLD BANK (COURSERA)

Grant Writing and Management Certificate CALIFORNIA STATE UNIVERSITY, FRESNO

Graphic Design Certificate CALIFORNIA INSTITUTE FOR THE ARTS (COURSERA)

Seminars and Conferences

California Association for Local Economic Development (CALED)

International Economic Development Council (IEDC)

Council for Development Finance Agencies (CDFA)

State of California GO-Biz

Local Government Commission (LGC)

Institute for Local Government (ILG)

Alliance for Innovation

International Council of Shopping Centers (ICSC)

Urban Land Institute (ULI)

International Downtown Association (IDA)

California Downtown Association (CDA)

California Main Street Association (CAMSA)

California State University, Fresno Division of Extended Education

Computer skills: Microsoft Office, databases, website development, social media, Adobe Creative Suite

References

Available upon request