



Board of Directors Meeting and Agenda

December 15, 2021 • 6:00 P.M. - 7:00 P.M.

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

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

Attendees: Robert Sakai, Emily Nichols, Dave Dunham, Alex Prouty, Kim Kolbe, Steve Ishii, Jerry Ono

Absent: Mary Ishisaki, Kathy Nelsen, Dan Byron, Dennis Kern

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

Guests: Jason Sawyer (SFPD), Rod Valdepenas, Dmitri Shimolin (AVS), Greg Vilorio (JCM), Steve Nakajo (JTF)

1. **Call to order and roll call** 6:00

2. **Action Item: Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(e)** 6:03

Motion: Jerry Ono; Second: Alex Prouty

The motion passed unanimously.

3. **Action Item: Approval of October 2021 Minutes** 6:10

Motion: Dave Dunham; Second: Steve Ishii

The motion passed unanimously.

4. **Action Item: Approval of October and November Financial Report** 6:13

Motion: Jerry Ono; Second: Emily Nichols

The motion passed unanimously.

Rod Valdepenas presented the financial report in Mary Ishisaki's absence.

Budget Variance Report: The November year-to-date report shows gross income of \$2,748. We have not received any other income ytd. The assessment revenues from the City normally come in during the months of December, April and June. The actual expenses ytd is \$264,001 and the budget ytd is \$261,862. This is \$2,139 over the budget or 0.82%. The maintenance service cost for Safecity camera was paid for a full year \$43,860.

Balance Sheet: The November year-to-date balance sheet shows a cash balance of \$569,206. It includes the \$60,000 agency reserves funding for: (1) operations \$40,000 and (2) Safecity Camera \$20,000. It has a retained earnings of \$1,107,191.

Profit & Loss: The total income November ytd is \$2,748. The total expenses is \$264,001 which gives a net loss before carryovers of \$261,253. With the carryovers from the prior years included in the budget, the net income is \$54,241.

5. **Guest Speakers** 6:20

A. Acting Captain Lieutenant Jason Sawyer

Acting Captain Lieutenant Jason Sawyer introduced himself as the interim Captain of Northern Station. Capt. Paul Yep was promoted. Lieutenant Sawyer is one of the potential candidates for Northern Station Captain and stated he would let us know when a final decision is made for the position.

6 Executive Director & Staff Reports

6:25

A. FY 20-21 Annual Report and Financial Review

JCBD Staff completed the FY20-21 Annual Report for OEWD and will share with Chris Corgas this week. The Financial Review was completed by Dimov and Associates this year.

B. Funding from Japantown Merchants Association - Avenue Greenlight

JCBD received a \$50,000 grant from the Japantown Merchants Association through the Avenue Greenlight program. Funds will be used towards new double streetlamp banners, replacing the 8 year old single banners, and Holiday Lights 2021.

C. SF Japantown Small Business Revival Funding from the City

Japantown received a total of \$900,000 in funding support from the City towards Small Business Recovery and Prevention of Anti-API Hate Violence. Four items in the budget have been designated towards JCBD. \$65,000 in staff funds for Small Business Assistance, \$83,400 for Security Patrol, \$63,670 for Community Escorts, and \$70,500 for expanding the SafeCity Cameras outside of the JCBD boundaries. The Community Escorts funding will be reallocated to Kimochi to expand their escort program. The Security Patrol funds will be reallocated to the Camera Program in order to cover full costs for expansion and installation.

D. Health Update of Japantown SafeCity Cameras

Dmitri Shimolin provided an update on the camera system health. Questions were asked about the remaining lifespan of the cameras and the costs for full replacement if that were ever necessary in a worst case scenario. There was discussion around whether or not carryover reserves can be earmarked for the cameras.

E. Cleaning & Maintenance - Big Belly and Block by Block

The broken Big Belly unit at Post and Buchanan near the Peace Plaza has been repaired. Block by Block has a new staffer working with us who has replaced Rich Mongarro after his move to Southern California.

F. OEWD RFP 219

JCBD Staff will be submitting to RFP 219 Program Area Q: Japantown Economic Vitality. This is a \$500,000 maximum award to be used towards Small Business Assistance and JCBD operating support.

G. Announcement of Melissa's New Role at the Japantown Cultural District

As of December 1, 2021, Melissa is now working full time at the Japantown Task Force as the Japantown Cultural District Program Coordinator. Given this, her role at JCBD will be reduced.

7. JCBD Marketing & Communication Committee Updates

6:40

A. NAKED, Inc. Dandelion Project

To date, 3,569 people have attended the Dandelion Project. The opening reception was held on 12/2/2021 with about 25 people in attendance. To date, the project is \$4,532.40 over budget, but these overages were necessary for the successful completion,

installation, and management of the exhibition.

B. Lighting Up Japantown - Holiday Lights

A total of \$55,000 has been pledged towards 2021 Holiday Lights. Actual costs for installation by Holiday Lights, Inc. and Neighborhood Arts totalled \$49,200, leaving \$5,800 for the 2022 lights.

C. Shop & Dine 49 Holiday Trolley & Caroling

JCBD hosted the Shop & Dine 49 Holly Jolly Trolley on December 10th. A total of 60 giveaway bags were created by staff and distributed to attendees.

D. New Street Lamp Banners

JCBD received a \$50,000 grant from the Japantown Merchants Association through the Avenue Greenlight program. Funds will be used towards new double streetlamp banners, replacing the 8 year old single banners.

8. General public comment - 2 minute per person 6:45

9. Announcements and New Business 6:50

A. Discussion FY 21-22 Property Owner/Stakeholder Meeting

Discussion on holding the annual Property Owner/Stakeholder meeting occurred. The goal for holding this will be in early 2022. A time that is convenient for business owners to attend still needs to be determined.

10. Action Item: Adjournment 7:00

Motion: Jerry Ono; Second: Kim Kolbe

The motion passed unanimously.

Next JCBD Board Meeting: The next scheduled JCBD Board meeting will take place on Wednesday, January 26, 2022 at 6pm. Due to the rise of the Delta variant of COVID, we will be continuing with our virtual meetings for the time being until we hear more from the City on guidance. After the roll call at the start of each meeting, the JCBD Board will take a vote to allow teleconference meetings under the CA Government Code Section 54953(e). Login information is located at the top of the page.

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