



Greg Vilorio: Yes, just for the holidays to get the website super charged.

Mary Ishisaki: In case we have a lack of people able to pay their property taxes in a timely manner, we will draft a budget for next fiscal year at 25% less income as well as at our regular income. Just as an FYI, we likely won't be able to raise the assessments this year because of the pandemic and the fact that people are struggling to keep their heads above water right now.

Emily Glick: Back to the general benefits line, what is the \$15k again?

Grace Horikiri: This \$15k is from the Big Belly grant and \$3500 is from the sponsorships received for them.

#### B. SquarMilner Audit Engagement Letter (action item)

Motion: Mary Ishisaki; Second: Dennis Kern

The Engagement Letter passed unanimously.

Mary Ishisaki: I read the contract, and it's basically the same as last year minus the \$1500 setup charge. At this point we don't need to do a full audit, just a review. It is best practices that we are doing this.

Emily Glick: Have we had any other bids for this? It seems like a high cost.

Mary Ishisaki: We haven't had another bids, this company was referred to us by others in the area. They set up a contract to do this for a set amount of money, the last page details the cost. This is not a full audit, but if it was it would be more expensive, in the \$20k-30k range. \$11.5k is a fair rate.

#### 4. Japantown CBD SafeCity Program Updates

Dmitri Shimolin: Since the last board meeting completed 1728 Buchanan Mall, adding a total of five cameras. It's quite a strategic location, the entrances and exits to the parking lots on east and west sides and the path of travel are well covered. The Financial Report brings us to completion of Phase 4, the only pending location is the trellis. We are following up with DPW but their resources are currently devoted to COVID-19 response. We don't have a date for installation but we didn't get a no, so we're optimistic. The report shows where we stand in the total grant. \$101,496.94 is remaining in the grant at the completion of Phase 4. The remaining funds could go towards expansion or other uses.

Brandon Quan: I can comment on the operations side. 1726 and 1728 Buchanan, Rumi Okabe's building, has been completed. We have 3 cameras that give us good coverage of Buchanan Mall, covering the center part gap. We also have two views that look backwards towards the NPC lots, great location giving us a lot of coverage. 1656 Post is the next project, the Pearl Spa building. AVS has been in touch with the property manager and it is supposed to be starting next week, but with COVID-19 we're seeing how it plays out. The electrician forwarded the contact for the contractor for the trench, but the timeline is up in the air because this project is not on their radar at the moment. There was a request for video from California Bank & Trust, there was a fire in the back of the building just days after the camera installation. We were able to catch the lower part of the fire but not the source of it. A second incident happened at Golden Gate Apartments, SFPD requested footage looking north. The results we don't know yet, but we were able to provide that. The requests are light for March, most came before the SIP. Two came from the public for car break-ins. I'm still working on this because I need to get into the office to get the footage, so it's a process. I worked on two other car break-in incidents with SFPD as well.

Grace Horikiri: Having AVS provide the portal access to JCBD, SFPD, and DA's

office has been very valuable, especially during SIP, we don't have to meet face to face with SFPD to get them the footage. Thank you AVS for getting this up and running.

## **5. JCBD Internal Marketing & Communication Updates**

Emily Glick: We had some successes against the odds. The photoshoot with Aubrie Pick was successful. The images are available on Dropbox. We got a mix of editorial and graphic photos mixed with people. Unfortunately we had to cancel the press trip, and it is postponed for now. Instead of hosting people on site, we're doing as much outreach as possible to the press. Part of this will be the Voices of Japantown, which will share the community's history and the things we have to say. I am eager to see if we can infill additional banners around Jtown and really give the neighborhood a sense of place, but other banners that had to remain interrupt them. Hopefully we can look into this going forward. We discussed what projects we want to go into in the next fiscal year. With projection mapping so expensive we need to look at other things we can do, in particular in the Peace Plaza space. Hopefully we can find something Instagrammable to draw attention to it, especially if the Park Bond does not go through. We had a Greater Japantown Marketing Meeting, which was the coming together of various organizations to get everybody on the same page. We documented it to strengthen future grant proposals and not duplicate efforts. We presented our initiatives then opened up the floor to see what others are doing and how we can work together.

## **6. Executive Director Report**

Grace Horikiri: The staff summary in the board packet summarizes what the staff has been doing. All our attention has been put onto outreach to our small businesses and making sure they're kept up to speed. Our translators focus on the basic information to show what programs are out there, and they have been turning this around very quickly. Greg Vioria and I have been going to Jtown, we noticed the merchants really appreciate the face-to-face interaction. This is how we learned the language access issue was a huge problem. The daily emails sent out to the listserve have kept everyone up to date. Thanks to API Legal Outreach for offering assistance to small businesses maneuver any programs and applications. People are noticing these efforts, OEWD, State Senator Scott Weiner have recognized JCBD as a resource. We have been talking with OEWD about how we can get funding to help with the cost for these efforts. Brandon has been putting together resource lists for Employees and Employers, and is working on a survey for the small businesses which will be going out this week. Deputy Chief Lazar at the SFPD Advisory Forum was very appreciative as well. We asked, what should small businesses do? We see other neighborhoods are boarding up. He recommended that businesses that aren't currently open should consider boarding up. We'll share references on contacts for this to merchants. Greg Vioria: One of the challenges has been the PPP and its rollout. Union Bank went to a manual process today. At first the rules were all nonessential desks in all businesses should be shut off, and now they have to go back and reopen areas. The online portal isn't up and CBT went online yesterday. Grace and I aren't equipped to advise anyone on this, and no one in the community is funded to provide this type of advice. It's a gap in helping merchants in the community. Mary Ishisaki: I think outreaching to people who are trying to stay open and our

assistance to them is what we're all about. Going down the road, if we don't have these businesses, we won't have a Japantown. We must really be appreciative of the work the staff and consultants are doing to preserve Japantown for the future.

## 7. Staff Updates

### A. OEWD Economic Relief Business Grant Collaboration between JTF & JCBD

Melissa Bailey: JCBD met with JTF to figure out ways to support small businesses with a \$25k add back from OEWD. JCBD will receive \$6k from this total, and another large portion will be used for a mini grant program for small businesses in Jtown. JTF will manage it with our assistance on translation and outreach.

### B. "The Heart of Jtown" Japantown Resiliency Fund

Melissa Bailey: Along the lines of what other neighborhoods are doing, we want to launch a crowdfunding campaign to support Japantown. We went with GoFundMe due to their \$500 matching grant program, but we can go with another. We met with Chris Corgas who gave us specific suggestions for how to present this: Clear criteria, an application process, set a specific goal and plan for fund distribution.

Emily Glick: I would anticipate an issue if a donor wants to earmark their donation towards a specific business. How would we handle that?

Mary Ishisaki: Who would be handling this program?

Melissa Bailey: Just JCBD. This is separate from the mini grant program managed by JTF.

Mary Ishisaki: I think this should be a community effort, not just JCBD. If JTF is doing something, JCBD is, and then the merchants, you'd be splitting up your funding. There should be communication about what should be best practice for the community.

Robert Sakai: Melissa, reach out to see if other organizations would like to participate. Board Members, please email Melissa your comments and we can make a recommendation at the next board meeting.

### C. Cleaning/Crime Report

Brandon Quan: Numbers across the board have been significantly lower in comparison to February. We're at about half the levels. Observations from the ambassadors said there has been an increase in biohazard and feces. It seems after the SIP there was a daily increase in this. Ayvreigh, one of our ambassadors, quit and her last day was March 13<sup>th</sup>. AI the operations supervisor has been doing interviews and has 3 candidates who are going through the background check process. However there is a hold on that at the moment given the current situation. There have been floaters coming in, so we have coverage for Japantown.

Mary Ishisaki: On the biohazard, are there specific areas that seem to be worse than others?

Brandon Quan: Good question, I don't have the answer to that specifically. It looks like there's about 3-5 clean ups per day.

Mary Ishisaki: If there's a specific place being targeted maybe we can ask the building owner to block access.

Brandon Quan: I will ask AI for locations as well.

Brandon Quan: Overall crime numbers reported by Deputy Chief Lazar are down citywide due to the lack of people out and about. In March we had 45 incidents, data from sfddata.org. However, since the 16<sup>th</sup> there have only been 10 incidents, showing the drop in crime since the start of SIP. Not much is going on in Japantown because no one is there. I had two public requests for car break-ins prior to SIP and two requests from SFPD since SIP.

Robert Sakai: Have we had success in getting information about conviction rates using our footage?

Brandon Quan: No luck on this so far. We ask Supervisor Preston's office for help pre SIP but now with everything going on their priorities have shifted. They're changing the process for video requests and moving it all to 850 Bryant, so this could be why we haven't heard any information. We hope this will be resolved once the reorganization is settled.

## **8. Discussion and possible action items for future meetings**

Mary Ishisaki: Melissa would like to have the Japantown GoFundMe down for discussion or a vote. If anything we should at least report out.

## **9. General public comment\***

Sam Mihara: I am the manger of the Nakamoto Building which houses SuperMira Market, Yasukochi, and Dr. Clint Taura's dental office. We've been having a lot of problems recently. On January 27<sup>th</sup>, the front door of the grocery was broken into, made a hole in the glass but no one got inside. On March 22<sup>nd</sup>, there was an attempt to melt down the door. I talked with Mr. Miura about what the right solution is, and that is to put up a gate similar to the one at Mr. Taura's office. This should also deter the homeless sleeping in the alcove. If it gets worse, we may have to look to boarding up all the windows. We're working to protect ourselves and hopefully we can get additional police patrols in the area to prevent this. We're interested in solving our problem and everyone's problems in Japantown.

Brandon Quan: SF Safe pre SIP would come out and assess businesses for security issues, maybe we can keep this in mind for when things get back to normal.

## **10. Adjournment (action item)**

Motion: Mary Ishisaki; Second: Emily Glick

Motion approved unanimously. Meeting adjourned at 7:11.

**Next JCBD Board Meeting:** Wednesday, May 13, 2020, 6:00 P.M. at the National Japanese American Citizens League Headquarters Building (1765 Sutter St., San Francisco, CA 94115). Should the Shelter in Place Order be extended, board meeting will be conducting on ZOOM and log in information will be included in the agenda.

\*General Public Comment: Members of the public may address the Board for up to two minutes with respect to each item on the agenda, and may speak up to two minutes regarding matters not on the agenda during general public comment.

Meeting materials distributed to the JCBD Board members are available for inspection and copying during regular office hours at the Japanese American Citizens League Building, 1765 Sutter Street, 2nd Floor, prior to the meetings.