



## Board of Directors Meeting and Agenda

February 22, 2023 • 6:00 P.M. - 7:00 P.M.

**Attendees:** Robert Sakai, Mary Ishisaki, Eunice Ashizawa, Steve Ishii, Kim Kolbe, Amit Patel, David Dunham, Dennis Kern, Daniel Byron, Junichiro Ikeda

**Absent:** Kim Kolbe, Marlon Smith

**Staff:** Grace Horikiri, Brandon Quan, Melissa Bailey Nihei

**Guests:** Emily Nichols (JTF), Alice Kawahatsu (JTF), Dr. Emily Murase (JTF), Susie Kagami (JTF), Rich Hashimoto (JMA), Greg Vilorio (JCM), Jim Anderson

1. Call to order and roll call 6:00
2. **Action Item:** Resolution making findings to allow teleconferenced meetings under the California Government Code Section 54953(e) 6:03  
 Motion: Eunice Ashizawa; Second: Daniel Byron  
 The motion passed unanimously.
3. **Action Item:** Approval of January 2023 Minutes 6:05  
 Motion Dennis Kern; Second: Steve Ishii  
 The motion was approved unanimously.
4. **Action Item:** Approval of January 2023 Financials 6:07  
 Motion: David Dunham; Second: Dennis Kern  
 The motion was approved unanimously.  
 Budget Variance Report: The January year-to-date report shows gross income of \$279,658. During this month, we received a \$1,000 donation from Union Bank for the Pressure Washing program. The Japantown Pop Up event generated \$12,859 of sales income in January and also the Nihonmachi Parking Corporation cleaning service came in at \$560.00. The actual expenses of JCBD through January 2023 is \$245,457 and the budget is \$411,662. This is \$127,276 under the budget or 26.5%. The salary budget is \$90,475 and the actual expense is \$73,923. The SafeCity Camera program annual maintenance cost was paid in the amount of \$48,630.  
 Balance Sheet: The January year-to-date balance sheet shows a cash balance of \$652,633 which is 14% decrease from prior month's \$760,158 balance. The balance sheet includes the retained earnings of \$934,392.  
 Profit & Loss: The gross income for January ytd is \$279,658 and the total expenses is \$352,996 which gives a net loss before carryovers of \$73,338. With the carryovers from the prior years included in the budget, the ytd net income is \$327,487.  
**Action Item:** Approval of Financial Review Draft  
 Motion: David Dunham; Second: Dennis Kern  
 The report is as it should be. We are saving money on having this independent account do the review of the financials.  
 The motion was approved unanimously.  
 Grant Updates  
 The Anti Asian Hate NCC Grant: The second invoice was submitted to APILO for \$34,675.32. This included the 2021 Holiday Lights expense and staff time related to security and COVID outreach for Brandon and Grace. We were expecting that we would be able to submit invoices and receive reimbursement as we submitted, but we have to wait until all the subgrantees submit before receiving reimbursement from OEWD. The first invoice previously submitted is also still pending

reimbursement.

The Heart of Jtown OEWD RFP 223: We are in the process of submitting the first invoice for \$15,000 for our first round of deliverables. We have approximately \$6500 remaining on this grant.

Big Belly OEWD RFP: An invoice was submitted for \$6500 for June - December 2022 operations.

Pending Grants: The Community Challenge Grant (City program) was submitted last November for \$25,000 for assisting businesses with the implementation of the Shared Spaces Program. Award notification is expected to come in mid April 2023.

OEWD RFP 225 was submitted today for \$50,000 to continue the Big Belly Operations Program.

The amendment limit on the previous RFP has been reached hence the submission of a new proposal. The proposed project will upgrade the 4 existing BigBelly units as well as install 3 new units throughout Japantown. All 7 units will have the advertising graphics replaced.

Holiday Lighting & Pressure Washing Donation Updates

Holiday Lighting: To date we have received \$11,000 in donations. The total cost was \$19,000, so JCBD will pay the \$8000 remainder.

Pressure Washing: To date we have received \$4,200 in donations. The total cost is \$7000, so JCBD will pay the \$2,800 remainder. Donations are also still being accepted for this program.

Heart of Jtown Pop-Up Shop Updates

The Pop-Up Shop has been doing well. Average daily sales are \$1,500 for the 3 days a week it is open. The artists are very happy with this result. We have added another artist, Taiko Fujimura, who previously did the mural at SuperMira. The artists are not only sharing the art with the community, but also mentoring each other on business practices. This fits in well with the JCBD's economic enhancement work. One of the artists is also considering opening a shop in Japantown after this experience.

## 5. Executive Director & Staff Reports

6:25

### A. Governor Gavin Newsom announcement COVID-19 State of Emergency to end on February 28, 2023

The Governor will make an announcement on February 28 about the COVID State of Emergency. We will find out at that point about the future of COVID testing and remote board meetings.

### B. FY 21-22 JCBD Annual Report

Grace is pleased and proud of the work completed this fiscal year. We are one of the smaller CBDs, but compared to larger CBDs our work is at the same level. OEWD is reviewing the report at this time, and we will post it on our website once approved. The next one up for review is the Mid Year Report, which will also be posted once approved. These reports demonstrate to the community the important work the JCBD does. These reports will also inform the strategic plan that is currently in progress.

### C. 7/1/2022 - 12/31/2022 Mid Year Report

The Finance Committee is working with OEWD currently on some questions around the benchmarks contained in that report. It will be posted once approved.

### D. Japanese Heritage Night with the Warriors

The first Japanese Heritage Night with the Warriors was a huge success. Many people from the community and beyond came out. JCBD helped oversee and plan the halftime performance. Diane Matsuda from our community was honored with the Warriors' Impact Award. Consul General started off the game with a bell ringing. The Taisho and Associates scrimmage that took place early in the day was also a success.

### E. Other Economic Enhancement Efforts

JCBD is planning a Japantown Merchant Walk with the SF Chamber of Commerce on March 24. It will take place from 3-6PM and 4-5 businesses will be visited. The purpose is for Chamber members to familiarize themselves with Japantown, and familiarize the Chamber with Japantown businesses in order to help promote. We are also working on a concierge tour with

SFTravel.

F. Possible Sale of 1600 Geary Street Property

Emily Murase gave a summary of this issue. There is a suite formerly owned by Dr. Magdalena Blasko that has been taken over by Harvest Bank in Los Angeles. Avison Real Estate came to the JTF Land Use Committee and reported that one of the top contenders to purchase the property is a developer whose client is the California Department of Corrections. The Department of Corrections is looking for a new location for a parole office because the existing Mission St. location is being sold. One of the conditions of a probation office is that it has to have direct access to a parking garage. Richard Jue (JTF Board, Chief of Staff for SF Sheriff's Department) spoke to the JTF Board about potential risks for having a probation office within Japantown. They would have to build detention cells for parole violators and escort them in and out in handcuffs. The realtor made the comment that the presence of the office would improve safety in Japantown, however Richard Jue challenged that because parole officers work in plainclothes and unmarked vehicles, and relies on local law enforcement for backup. The JTF Board is writing a letter to oppose the presence of the office and express the concerns the community has.

The JCBD Board will take a stand on this issue should it become a larger issue in the future.

G. Safety Updates

There were 4 video requests in January, 3 of which were related to the homicide of the Kinokuniya security guard and 1 for a car break-in. Rich Hashimoto and Brandon have been meeting with Northern Station Captain Jackson since that incident and will be meeting with him every other month to keep the lines of communication open between Japantown and Northern Station. Capt. Jackson has been very supportive and helpful in addressing issues as we start to move forward. JCBD also met with the 3D and Kinokuniya management and the 2 security companies that are contracted to the malls to ensure that all are communicating and working together. We will keep working on this and are hoping to keep meeting with the security teams in the future, either monthly or every other month, to keep communication intact. JCBD organized a walkthrough with the Street Violence Intervention Program and Community Youth Center, which are nonprofits dedicated to providing services to victims of crimes and doing work with at risk youth. We wanted to familiarize them with Japantown and introduce them to key business owners. SVIP had already begun doing visits right after the homicide occurred doing walkthroughs and checking in with merchants. JCBD has always asked businesses to let us know about incidents that occur to them so we can send out Safety Alerts to keep businesses aware these incidents are occurring to allow them to take measures to protect themselves. We created a Google Form encouraging everyone to first report to SFPD, but understanding realistically they may not, encouraging them to complete the form so this informal information can be shared with Capt. Jackson during meetings. We will update on this work in future meetings.

Brandon has been asked to be co chair of the Community Police Advisory Board and will begin this role next month.

H. Cleaning Updates

The first two stages of the Curb Appeal Pressure Washing were completed, including Buchanan Mall and Sutter and Buchanan areas, and Post St. from Laguna to Fillmore. The third and final stage on Geary St. from Laguna to Fillmore and each of those streets from Geary to Post is in progress. Ambassador Lloyd is still on medical leave, and should be returning by March. Laron has been here to fill in during his absence. We have seen an increase in graffiti in Japantown, with incidents occurring almost daily. The ambassadors work hard to remove this on public areas and we alert the property owners when it occurs on private property. We share information on the graffiti abatement program with stakeholders.

6. Presentation by Japantown Task Force on CHHESS Report 6:45  
**Action Item:** Approval of Support Letter to Board of Supervisors  
 Motion: Kathy Nelsen; Second: Dennis Kern  
 The motion was approved unanimously.  
 Susie Kagami presented the CHHESS Report and the Japantown Cultural District. The CHHESS Report is a 3 year strategic plan. The Cultural District program was established by the City in 2018 and focuses on specific cultural communities and ethnic groups that have been historically discriminated against, marginalized, and displaced. The program is managed by MOHCD and is funded by Hotel Tax funds. There are currently 10 Cultural Districts within the City. It is a formal partnership between communities and City and works through MOHCD to collaborate with different city departments. The CHHESS Report is required for each Cultural District and acts as a cultural legacy document and strategic plan for each district. Starting in 2009, Japantown leadership began this work through the JCHESS process, which served as the basis for the Cultural District Program and CHHESS concept. The work between the JCD and other community organizations is crucial for the preservation and sustainability of Japantown. A total of 8 focus groups, 3 town halls, and one on one interviews engaging a total of 500 people took place in order to create the CHHESS Report. Due to the pandemic, a pause was taken until September 2022 when the Board of Supervisors approved the SOMA Filipinas CHHESS, and Japantown is second in line. There are two strategies, to create a regenerative Japantown and to secure Japantown as the cultural heart of the Japanese and Japanese American communities. Six strategies include: Cultural Heritage, Tenant Protections, Arts and Culture, Economic and Workforce Development, Land Use, Cultural Competency. The report is available on the Japantown Task Force and Japantown Cultural District websites, along with feedback forms. The first hearing will take place with the Public Safety Neighborhood Services Committee on 3/23 and the final approval hearing will be on 4/4 at the Board of Supervisors meeting.
7. General public comment - 2 minute per person 6:50  
 Emily Murase: The Peace Plaza Community Briefing on Cultural Elements will take place on 2/28 from 6:30-7:30. The design team will be sharing their renderings for the flame element and other components at that time.
8. Announcements and New Business 6:55
9. **Action Item:** Adjournment 7:00  
 Motion: Mary Ishisaki; Second: Kathy Nelsen  
 The motion was approved unanimously.

**Next JCBD Board Meeting:** The next scheduled JCBD Board meeting will take place on Wednesday, March 22, 2023 at 6pm. 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](mailto:melissa@jtowncbd.org) to request materials.