

June 2021 Board Meeting Minutes

June 23, 2021 • 6:00 P.M. - 7:00 P.M. Via ZOOM conference:

<https://us02web.zoom.us/j/86909160163> Meeting ID: 869 0916 0163

One tap mobile +16699006833,,86909160163# US (San Jose)

Attendees: Robert Sakai, Mary Ishisaki, Kathy Nelsen, Steve Ishii, Emily Glick, Emily Nichols, Alex Prouty

Absent: Jerry Ono, Dennis Kern

Staff: Grace Horikiri, Brandon Quan, Melissa Ayumi Bailey

Guests: Rich Hashimoto, Linda Mihara, Sam Mihara, Eunice Ashizawa, Sandy Mori, David Dunham, Greg Vilora, Stephen Jordan, Rod Valdepenas, Adrienne Gambala, Judy Hamaguchi, Susie Kagami, Max Nihei, Roland Tolosa

1. Call to order and roll call 6:00

The meeting was called to order at 6:08PM

2. Action Item: Approval of May 28, 2021 Minutes 6:03

Motion: Mary Ishisaki; Second: Kathy Nelsen

The motion passed unanimously.

3. May Financial Report 6:05

A. Action Item: Approval of May Financial Reports

Motion: Kathy Nelsen; Second: Steve Ishii

The motion passed unanimously.

Rod Valdepenas was introduced to the JCBD Board.

There was a balance of \$885,911 at the end of May. There is an accumulated depreciation of \$204,526 on the cameras and other Safe City equipment of \$562,543. A net total of \$358,000 in total fixed assets. Total assets are \$1,244,238.67. We have an agency reserve of \$50,000 right now going towards items such as camera replacements and emergency funds. We have retained earnings of \$1,098,542, and showing for this year a net income of \$95,695.99. Going into the Budget to Actual Variance Report and Actual Year to Date, we have a total income including the Heart of Jtown Resiliency Fund of \$980,404. Our expenses for the year, including depreciation, is \$884,708. We are going into the last month of the fiscal year looking good, but we also know with the new budget we are going to be including some of our retained earnings into that budget. A report from OEWD was sent to the Board of Supervisors and passed in all categories except for retained earnings. We are allowed to hold some of that money back but have been instructed to spend some of it down. We will be putting half of the carryover assessment money into the budget, a little less than

\$250,000. We are also programmed to fundraise a percentage of the assessment ourselves which will also be on the new budget.

B. Action Item: Approval of JCBD FY 21-22 Budget

Motion: Kathy Nelsen; Second: Steve Ishii; Abstained: Emily Glick

The motion passed.

The budget for the year of income, carryovers, and Heart of Jtown Resiliency Fund remainders is a total of \$1,170,186. Our expenses will be \$573,486 leaving a net income of \$596,718. We have made increases in spending specifically in Economic Enhancement to promote businesses and put aside money for LGPR, Inc. We have increased what we originally budgeted to \$48,000. We also have a Holiday Lights program we are looking at that we are budgeting for but have not yet signed contracts on. We have an increase also in our Block by Block bill. The budget is balanced for the new year. We have non assessment revenues going forward and Safe City budget of \$109,000 going forward which will pay for at least 2 years, along with money taken out of our retained earnings for the cameras. We are putting aside money each year to be able to maintain this. We are also discussing cost with AVS since maintenance is seeming to cost less than originally planned. The city assessments have been on target each year and we have surpassed the match required by OEWD. Also included in the adjustment is staff pay increases. The Executive Committee and Executive Director recommended increases for Melissa and Brandon and those increases were approved.

C. Action Item: Approval of Block by Block FY 21-22 Contract

Motion: Steve Ishii; Second: Kathy Nelsen

The motion passed unanimously.

The budget of \$153,167.83 is reasonable. Last year's budget was \$150,485 which is a 1.16% increase. This gives the Operations Supervisor a raise, but the Cleaning and Safety Ambassador is not getting a raise at this time since she has not yet been with Block by Block for a year, however due to the Minimum Compensation Ordinance her rate was increased. Japantown was at the bottom in terms of pay rates compared to other CBDs. However, with the MCO we are approaching what others are paying. We're still a little below the salary rate for Operations Supervisor but we are getting closer to that level. There was a question around where the increases in payroll will be offset in the budget. Since JCBD has been able to surpass its required match, the funds can come from there. The carryovers are also able to be utilized for this purpose and have been earmarked for additional fiscal years as well. Another question was raised seeing if the Community Ambassadors can get some help and coverage on holiday weekends when trash seems to pile up when the Ambassadors are off. This will be addressed and Japan Center Malls and Block by Block will also be contacted to possibly help with this issue.

4. Executive Director & Staff Reports

6:15

A. Full Reopening Efforts

JCBD will work with the Marketing Committee to get people back into Japantown. We just did a campaign with SF Travel that was well received. We also have to move now from assisting small businesses with applications to assisting with making sure they'll

be around, i.e. social media and customer attraction. We will also be working with Rich Hashimoto, Steve Nakajo, and Greg Vilorio on creating a new business flowchart that is easy to understand for people who are interested in starting a business in Japantown.

B. Grant Submission Updates / Heart of Jtown Resiliency Fund Update

No new grant submission updates this month, the CA COVID Relief grant is still pending. Most recently, we awarded \$5000 to Kinmon Gakuen to offset costs due to a second break in that happened during COVID. We are looking therefore to expand the grant program from for-profits only to nonprofits and cultural groups in Japantown.

C. Cleaning & Safety Reports

One item that wasn't added to the Cleaning Report was the Ambassadors painted San Wang's outdoor space this past month. There have been 3-4 regular homeless individuals that are mostly cooperative with complying with leaving and cleaning up after themselves.

There were 4 requests for video, 2 from SFPD, 1 from the Public Defender, and 1 from a member of the public. Generally speaking, crime is increasing, i.e. car break ins shown by an increase in broken glass. We are following up again with SF Safe to work on signage about cameras in the area. There was an incident in the Hemlock parking lot with an individual sleeping in the lot. There was an altercation with the Hoshinoya staff, and AI was there with NPC staff when the car was towed and the person who owned the car became combative. The car was towed to just outside the lot and the individual left after a few days. Jitlada Restaurant had an erratic individual damage some of their string lights, AI went by to check in and remind them to call him if this happens again in future.

5. Japantown SafeCity Program Updates 6:20

There was an inquiry from Kokoro to participate in the Camera Program. Dmitri is working on something to present. Once we start going outside the boundaries of the CBD, there are some specifics to the contract and issues around financials. There is a working group meeting coming up and more details will be provided after that point.

6. JCBD Marketing & Communication Committee Updates 6:25

The Marketing Committee continued to discuss the Japan Center Malls Mural Project. There is some discussion about the Cultural District taking on this project and more updates to come. The postcards are almost complete for printing and will be distributed to different sites around San Francisco ASAP.

7. Community Updates 6:30

A. Japantown Task Force

Susie Kagami is the new Japantown Cultural District Program Manager. The Peace Plaza, a major issue for the community, was included in the bond that passed and allocated \$25 million towards renovation. DPW and Rec and Park are involved, as well as a consultant, Michael Digregorio to work on this project. RHAA is also providing an architectural consultant who specializes in Japanese design. Hopefully at the end of summer/beginning of fall a Town Hall meeting will be held to bring everybody up to

date. The Ad Hoc Japan Center Malls Technical Committee is working on a strategy towards the future of Japan Center Malls and the community. Lori Yamauchi is the new chair. She was formerly with the Planning Department and was in charge of the UCSF Mission Bay project. One project being worked on by Kenta Takamori is a pop up space in the malls for prefectures in Japan to promote their particular products. There would be authentic items from Japan and would be a way to draw in audiences and promote culture.

B. Nihonmachi Community Coalition: Japantown Town Hall with SFPD

A Town Hall meeting will be held with Capt. Yep and a few other officers to address AAPI hate crimes and other issues in Japantown.

C. Nihonmachi Street Fair Pop Up Events in July & August

NSF is planning 2 pop up events July 17th and 31st, and a small scale event on August 7th and 8th with a street closure from Laguna to Webster. More information to come, but please come out and support.

8. General public comment*

6:35

Rich Hashimoto: The Geary Rapid CRT finally removed the tree impeding the new crosswalk on Buchanan St. There will do some touch up work and by the end of July they will be fully engaging the crosswalk.

Linda Mihara: Thank you for continuing to support the Community Ambassadors and am glad to see them continue to do great work. Halloween weekend there will be an Origami Convention, including an exhibit at the Asian Art Museum. This will bring a lot of people to Japantown. On Friday, KRON4 will do a story on Paper Tree and an interview tied in with their coverage of the Olympics. Not sure when it will be aired but please stay tuned.

Eunice Ashizawa: I wanted to say as a business owner in Japantown that I really appreciate the Ambassadors. The things they have to clean up, the things I've seen outside my store, it's not just cigarette butts. It's drug use, human feces, I can't tell you how much I appreciate that. They're here early in the morning, they see all this stuff, it's cleaned up before customers come in. It's a valuable thing that we are so fortunate to have. It's so unpleasant to have to pick up feces first thing in the morning when you come into work and I just want to say how they don't bat an eye. Thank you very much to the Ambassadors and I'm glad their budget got approved, along with the administrative staff. It's wonderful, thank you, good job.

9. Announcements and New Business

6:40

A. Rob Malone to step down from the JCBD Board

Action Item: Nomination by Rob Malone to approve David Dunham as the official representative of SFMTA on the JCBD Board

Motion: Mary Ishisaki; Second: Steve Ishii

The motion passed unanimously.

The Officers and Executive Director have discussed the nomination and we'd like to seek approval from the Board for his nomination. Mr. Dunham has a history in Japantown and will be a great addition.

10. Action Item: Recess to Closed Session for Personnel Matter 6:45

Members of the public will be excused from the meeting at this time.

Motion: Mary Ishisaki; Second: Robert Sakai

The motion passed unanimously.

11. Action Item: Reconvene to Open Session 6:55

The motion and second were not recorded due to the recording being paused in the closed session; however the motion passing unanimously was.

12. Action Item: Adjournment 7:00

Motion: Mary Ishisaki; Second: Kathy Nelsen

The motion passed unanimously.

The meeting was adjourned at 7:15PM.

Next JCBD Board Meeting: The next scheduled JCBD Board meeting will take place on Wednesday, July 28, 2021 at 6pm. Due to Shelter in Place Order the board meeting will be conducted on ZOOM. Login information is located at the top of the page.

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