



October Board Meeting Minutes
October 27, 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, Emily Nichols, Dave Dunham, Alex Prouty, Kim Kolbe, Steve Ishii, Dan Byron, Dennis Kern, Jerry Ono

Absent: Kim Kolbe

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

Guests: Chris Corgas (OEWD), Susie Kagami (JTF), Sandy Mori (JTF), Alice Kawahatsu, Greg Viloría (JCM), Roland Tolosa (AVS), Jim Andersen, Masa Kuwa (NAKED, Inc.)

- 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: Mary Ishisaki; **Second:** Dan Byron
The motion passed unanimously.
- 3. **Action Item: Approval of September 22, 2021 Minutes** **6:10**
Motion: Dennis Kern; **Second:** Mary Ishisaki
The motion passed unanimously.
- 4. **Action Item: Approval of September Financial Report** **6:13**
Motion: Steve Ishii; **Second:** Dan Byron
The motion passed unanimously.

There was one glitch with the documents sent out. The wrong Budget to Actual Variance Report was initially sent out. Melissa sent a corrected version out immediately prior to the meeting.

Budget Variance Report: The September year-to-date report shows gross income of \$8,828.02. We have not received any other income year-to-date. The assessment revenues from the City normally comes in during the months of December, April and June. The actual expenses year-to-date is \$104,233 and the budget year-to-date is \$143,368. This is \$39,134 under the budget or -27%.

Balance Sheet: The September year-to-date balance sheet shows a cash balance of \$751,576. It includes the \$60,000 agency reserves funding for: (1) operations \$40,000 and (2) Safecity Camera \$20,000. It has retained earnings of \$1,099,711.

Profit & Loss: The total income September year-to-date is \$8,828. The total expenses is \$104,233 which gives a net loss before carryovers of \$95,405. With the carryovers from the prior years included in the budget, the net income is \$93,891.

5. Executive Director & Staff Reports

6:20

A. Board of Supervisor Government & Audit Committee Hearing 11/4

All CBDs are required to meet in front of the committee to review the Annual Report. This is for FY19-20. Grace will provide the link to the hearing when it is provided. The committee members have changed, and Sup. Dean Preston is the chair. Sup. Chan of District 1 and Sup. Mandelmann of District 8 are also new on the committee. This is a good opportunity to introduce JCBD and what it has been doing.

B. Health Update of Japantown SafeCity Cameras

At the last SafeCity meeting, an evaluation on the health status of the camera system was discussed since we are coming up on the 3 year mark of operations. AVS will work on the comprehensive health report, which includes preventive work already performed and where we stand on equipment. A physical inspection will be included. This report will be ready for the next board meeting. Some services we had to perform in September included: replacing a UPS battery pack at 1700 Post, upgrading the firmware at 1700 Post and 1728 Buchanan, and physical adjustment and realignment of cameras at 1728 Buchanan.

C. 311 Expansion Program

This is a pilot program 311 wants to conduct with CBDs and BIDs where 311 calls that take place within the CBD or BID are forwarded directly to the ambassadors in the district. Since ambassadors already handle these issues, it's become a duplication of work. JCBD requested to notify the Board first of this change before it is fully implemented. We have expressed concern about not becoming free labor for the City so to speak. We were told that the duplication of work is the only issue being addressed and this would not replace those City services. This is also a way to better track data and justify more support from the City going forward.

Concerns around JCBD staff taking on services that should be provided by the City when plates are already full. Chris Corgas mentioned he's been speaking with all agencies involved, and reminded them no CBD is supposed to do baseline services for the City according to the State Constitution.

E. Safety in Japantown

Crime remains underreported, there are still instances of car break ins, robberies, etc. We remind people to report everything, data is crucial to SFPD resources. SFPD will be updating its system and car break ins will be able to be reported online now, which may lead to an increase since previously an officer had to come out to take a report.

AI our Community Ambassador is still out there making sure homeless people continue to move along and don't set up in Japantown. The person who damaged the cherry blossom trees has been seen again, and AI is keeping an eye on him when he sees him in the area.

Capt. Paul Yep has just been promoted to Commander so a new Captain will be assigned soon to Northern Station.

F. J-Town Community Clean-Up

October 9th. 46 people representing various organizations and surrounding neighborhoods participate. The Clean Up was done in partnership with Recology, Refuse Refuse, Greenbird, Japantown Merchants Association, and Japan Center Malls. We are hoping to do this once a month, and were going to cancel November and December for the holidays, but many participants emails asking to hold one in the coming months, so dates to come.

G. Small Business Coordinator Update

In mid 2019 I started working on the SFJapantown website. Contact forms were distributed to the businesses to collect up to date information to put on the website. I was hired to input the information collected and since then I have been maintaining the online database of the businesses. In April-May, I went around myself and collected the information again to update the website database with more up to date information after the reopening of a lot of the businesses after shutdown due to the pandemic. We have also been tracking the businesses that have closed down during, before shelter in place, businesses that have moved out of the area, and businesses that have reopened since shelter in place so we have an accurate picture of what happened before, during, and after the shelter in place. I tried to categorize each businesses so we could see how many of each type of business we have, i.e. traditional goods, dessert, sashimi/omakase.

Max's position is funded through the Japantown Task Force. He has been able to help us in the areas we needed to do work in but didn't have time to get to ourselves.

6. **JCBD Marketing & Communication Committee Updates**

6:35

We are developing a limited ticketed self guided food tour in which specific items will be available from a list of participating businesses. The tour will have limited hours and days so that businesses aren't overwhelmed and have enough lead time to prepare items for tour participants. The goal is to launch around the holidays.

The final artwork for the Japantown postcards is complete, we are now waiting to finalize the order for printing and distribution.

A. **Action Item:** Approval of NAKED, Inc. budget for Breath/Bless project

Motion: Kathy Nelsen; **Second:** Dan Byron

The motion passed unanimously.

Masa Kuwa from NAKED, Inc. is on the call to answer questions about the design or budget.

The board packet included a summary of the installation and the details around the process of how the location was selected. A budget with a total estimated cost of \$67,847.08 was included for an 8 week installation beginning in November. Note, \$20,391.00 is already in the budget, the question is whether or not the board will approve an addition of \$55,000. This project was originally going to be placed in the Peace Plaza, but due to permitting issues and costs, it was moved indoors thanks to the generosity of Dan Byron. The original cost was over \$93,000 so it has come down considerably.

Public, interactive art is very popular right now, currently the Asian Art Museum TeamLabs exhibit and the DaVinci interactive exhibit are also receiving a lot of attention in San Francisco. Kim Kolbe connected with NAKED, Inc., a company based in Japan,

for this project. The unique thing about this installation is the direct link to Japan with other installations and the connection to Japan from Japantown. We are hoping this would bring people into Japantown, and thus help the businesses in turn.

This is not a complete budget, just the best available budget at this time. The marketing costs are to be determined, but we also have the support of LGPR, Inc. which would not be additional costs. We will also use partners to cross promote, such as SF Travel. We do not anticipate that there will be an additional request for funding going forward.

There were concerns around the ability to market this project as well due to its location indoors vs outdoors, missing budget items. Board approval is needed to move forward due to the planned start date of November 26th.

7. Community Updates

6:40

A. Japantown Task Force/Japantown Cultural District

CHHESS Update: After months of being on pause, Julia Sabory has reengaged with JCD. Drafts are being traded and feedback is being collected. SOMAFilipinas was the first CD to go up and have been waiting since August of last year. Scheduling is still to be determined, but likely early next year JCD will be the next CD to move forward.

B. Buchanan Mall/Osaka Way Revitalization

With the help of Assemblyman Phil Ting, Japantown received \$5million towards this project. Jon Osaki, who has been direct contact, has asked Robert Sakai (NPC), Glynis Nakahara (JTF), Grace, and Jon have had some initial meetings discussing what needs to be done. The money needs to be used within 3 years. Information gathering is taking place at this time since there have been past attempts to repair the fountains and get in contact with the Asawa family. Updates will be provided at future meetings.

8. Update on Buchanan Hotel and Efforts by Japantown Leadership

6:45

KHP withdrew the sale of the hotel from the City which was a relief for Japantown and its small businesses. Key community leaders including Grace, Sandy Mori, Steve Nakajo, Paul Osaki, Jon Osaki, Rich Hashimoto, and Cathy Inamasu met with the Mayor on September 17th and learned her staff would be working on an economic impact report. At that time, it was decided Japantown should put together its own economic impact report using data from the small businesses. A number of people in the community stepped up and volunteered to develop this. Usually reports like this can cost upwards of \$15,000. It will identify what areas we need help in and how our businesses are doing today and for our future. Transparency is important and we want the community to know that this is being worked on and it will be shared in future.

9. General public comment - 2 minute per person

6:50

Rich Hashimoto: When will the current contract for the shelter in place emergency shelter expires?

Sandy Mori: Through March of 2022, however, they have to find another location for people to move to. Therefore, the current residents cannot be moved until that location is found and March is a tentative date. Since the sale was withdrawn, the plan to keep residents there once it was converted to permanent supportive housing has changed.

Chris Corgas: Thanked the Board for their participation and length of service. I am always very impressed with the Japantown CBD and I wanted to take this moment to thank all of you.

Susie Kagami: I also wanted to express my gratitude to JCBD as well. Our community

pulled together in various ways in the hotel issue and CBD had a huge part in pulling the community together. I want to thank you for your leadership in that and on the clean up. I heard good things from participants and that they had missed the camaraderie of a community event.

Alice Kawahatsu: Thank you to Grace for pulling together the ribbon cutting event for the Buchanan crosswalk. It was a great way to link the three communities that don't normally see each other together. When I was walking my dog, there was a break in on the side of the Sequoias, and a police officer who was there shouted and ran after them, their presence makes a difference in safety in Japantown. I wanted to thank the CBD for their leadership in that. I am part of the Nihonmachi Community Coalition, which has received a grant to hopefully put more money into security camera that can extend past the boundaries of the CBD, so a heads up on that.

Sandy Mori: I just wanted to acknowledge the work of the Board. Many of you have been there since the beginning, you hired Grace Horikiri who has been extremely beneficial. I think your organization is one of the most effective in Japantown. The support from Chris Corgas has been very helpful. Keep up the good work.

A few pieces of information. Steve Nakajo will be retiring at the end of the year so we are actively recruiting for a new Executive Director.

The Japantenna Project will be open November 12th - December 5th in Japan Center Malls. Thank you to Dan Byron for the support. Please come by and take a look at the items featured from Kagoshima.

10. **Announcements and New Business**

6:55

Emily Glick has resigned from the Board. Thank you to her for all her work in the Marketing Committee and as President. We wish her well in her new endeavors.

Brandon and Grace met with Kyle Smeallie of District 5 office, who notified us we were awarded \$30,000 for holiday lighting. Thanks to Supervisor Preston for this generous gift. Kimpton also pledged another \$2000 for Holiday Lights, and Avenue Greenlight grant also includes holiday lighting, amount to be determined.

11. **Action Item: Adjournment**

7:00

Motion: Mary Ishisaki; **Second:** Dan Byron
The motion passed unanimously.

Next JCBD Board Meeting: The next scheduled JCBD Board meeting will take place on Wednesday December 15, 2021 at 6pm. ***There will be no November Board Meeting due to Board Members' availability.*** 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.

***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 Meliisa Bailey Nihei at melissa@itowncbd.org to request materials.