

Regular Meeting of the Board of Directors  
City of San Francisco Japan Center Garage Corporation

**MINUTES**

DOSA  
1700 Fillmore Street, San Francisco, CA 94115  
December 13, 2018  
11:00 a.m.

**Present:** Rodney Chin, Hagen Choi, Jerry Ono, John Noguchi, Emily Mitra, Green Chang, Edward Ong, and Kim Kolbe

**Absent:** Arcadi Kolchak, Dana Merker, Vas Kiniris, and Jan Masaoka

**Also present:** Supervisor Vallie Brown and Legislative Aide, Shakirah Simley; Richard Hashimoto; Corporate Manager; Claudine Cheng, Corporate Counsel; David Dunham, SFMTA; Alan Wong and Fred Bekele, IMCO Parking.

**1. Call to Order**

The Regular Meeting was called to order at 11:12 a.m.

President Chin welcomed Supervisor Brown. The supervisor discussed her work and legislative plans for District 5, including addressing car break-ins and small business support. The Supervisor presented each current director with Certificates of Appreciation that have volunteered their valuable time and energy to the city appointed parking corporation. The Supervisor thanked new directors for their interest and commitment to serve on the garage board.

**2. Approval of Meeting Minutes from Regular Meeting of October 11, 2018 (Action Item)**

Director Noguchi made a motion to approve the Meeting Minutes from the Regular Meeting of October 11, 2018. Director Choi seconded the motion. The motion was unanimously approved by the board.

**3. Corporate Manager's Report**

Mr. Hashimoto reported on three items:

- A. PARCS (Parking Access and Revenue Control System) equipment is currently being installed. The Fillmore Annex closure will be from January 7th until February 9th; the Post Street entrance will be closed as well during the same time. Mr. Dunham commented that SFMTA will attempt to install equipment as quickly as possible, especially as the contractors become more familiar from previous installations at other parking garages.
- B. Subsequent to board action approving the new corporate logo and unveiling at the Osaka Festival, the logo has been updated on the garage's website and letterhead.
- C. Geary BRT project has started. Implementation of the project and timeline shared. The project is currently in the utility upgrades stage (most destructive as it relates to demolition of

infrastructure) but the work has been delayed until early 2019. This disruptive work will have the most impact on the merchants.

#### **4. Corporate Counsel's Report**

Ms. Cheng deferred her report to discussions in the agenda.

#### **5. Treasurer's Report**

Director Ong provided an overview of the September 2018 financial statement.

Mr. Hashimoto mentioned upcoming reductions in the 2019-2020 budget that was requested to be on next meeting's agenda. Mr. Hashimoto referred to Treasurer's Report item regarding SFMTA's request to reduce administrative staffing, security, and janitorial services.

Other city garages are also being asked to reduce expenses as well; Mr. Dunham explained the SFMTA's position. Mr. Hashimoto and the board wants to discuss ways to maintain existing staffing and safety expectations in order to better assess the efficiency of the PARCS system for at least a one-year period. Mr. Wong shared his anecdotal experience with the new PARCS system being implemented at another garage.

Mr. Dunham suggested the board determine other ways to reduce expenses and the SFMTA can always be open to those alternatives. Mr. Wong supports maintaining administrative staff to help with implementation of the new PARCS system.

A question was raised regarding the fact that Portsmouth Square Garage has four full time administrative staff plus the manager with no intent to reduce staff. Mr. Dunham explained that Portsmouth is different because the garage corporation also plays the role of the operator, unlike Japan Center that has a separate garage operator. In addition, the Portsmouth Square Garage Corporation's contract is with Recreation and Park Department and not with SFMTA.

#### **6. Committee Reports**

##### **A. Community Fund and Marketing Committee**

###### **(1) Community Participation Request (Action Item)**

Director Ong shared that Committee attempted to meet prior to Regular Meeting to discuss a formal recommendation to the Board. With Director Merker's resignation and Director Kolchak's absence, the committee could not establish a quorum. Ms. Cheng suggested, in the interest of time, she recommended that the board suspend the bylaws for this particular request to be considered.

Director Ong made a motion to suspend the bylaws for the board to vote on a Community Fund request. Director Mitra seconded the motion. The motion was unanimously approved by the board.

San Francisco Japantown Foundation has submitted a request in the amount of \$5,000 for their annual Osechi Ryori. The Foundation identifies, and supports organizations (historic, social, cultural, economic, and artistic) that benefit the Japantown

community processed through a grant program. Funds from the event will be disseminated to community organizations that meet the foundation's criteria.

Director Choi made a motion to approve the Community Fund request of \$5,000 to the Japantown Foundation. Director Mitra seconded the motion. The motion was approved by the board with Director Ono abstaining.

**(2) Logo Redesign**

Director Ong reiterated Mr. Hashimoto's comments on the logo design and implementation.

**B. Contract Review Committee**

**(1) Extension of Garage Operator's Agreement (Action Item)**

Director Noguchi and Mr. Hashimoto shared this action item to amend the current garage operator agreement to extend for additional two years. The current agreement is the first of two extensions which expires April 2019. The second extension will expire in April 2021. Mr. Hashimoto recommends extending the agreement since the current operator is familiar with the new PARCS equipment currently being installed. This would be the final extension of the agreement.

Director Ono made a motion to approve with Director Chang seconding and, was unanimously approved.

**(2) Ventilation System Maintenance Agreement (Action Item)**

Director Noguchi and Mr. Hashimoto shared one vendor has responded to a second RFP for service and maintenance of the existing HVAC. Current pricing of the Annex garage is \$2,700 per service with an annual based on an hourly charge (still need to confirm for clarity); Main garage is \$4,000 per service with an annual based on an hourly charge. Mr. Hashimoto has consulted with Corporate Counsel to finalize an agreement for service and maintenance; final proposal and contract will be submitted to SFMTA.

Director Choi made a motion to approve the maintenance agreement contingent upon ABCO's agreement to terms proposed by Corporate Counsel. Once, finalized, the agreement will be sent to SFMTA for approval. Director Mitra seconded the motion and the motion was unanimously approved by the board.

**C. Neighborhood Planning and Economic Development Committee**

**Peace Plaza Renovation**

Mr. Hashimoto provided an updated report on the Peace Plaza design options. The Wave Design was most appealing but the downside is this design offers the least amount of space for public events, festivals, etc. The Wave Design is being refined to remove the large circular stage at the Pagoda level in order to accommodate more capacity.

The community will have further discussions regarding more design refinements. Next committee meeting is December 18th at 5:00 p.m. in the Union Bank Community Room.

#### **D. Nominations Committee Committee**

Director Ono introduced Director Kimberly Kolbe.

Director Kolbe owns and operates MaruQ, a fashion boutique store in Japantown. Following a brief bio, the board welcomed her and looks forward to working with her.

#### **Re-Election of Directors (Action Item)**

In consultation with Ms. Cheng, Director Ono shared that Directors Choi, Merker, Mitra and Noguchi had expired in August 2019. Director Merker has elected to resign with other Directors expressing their desire to continue.

Director Green made a motion to re-elect Directors Choi, Mitra, and Noguchi. Director Ong seconded the motion. The board unanimously approved the motion.

Corporate Counsel reminded the board about having adopted a bylaws amendment eliminating term limits. Thus, every director shall serve a two year term, subject to re-election.

Director Ono shared that the board currently has four vacancies and remains open for potential nominations.

#### **7. Update from Japantown Task Force, Inc. and Community Benefit District**

Since Mr. Steve Nakajo is not present, the Japantown Task Force update was not provided.

Director Ono reported on behalf of the Community Benefit District.

- a. Update on Japantown SF SafeCity Program. This is a project with multiple phases and surveillance camera installation has started near Hotel Kabuki. Camera and video information will help to increase security and add deterrence measures.
- b. The community ambassadors have been actively cleaning up the neighborhood, helping tourists, and maintaining security and safety (including homeless).
- c. Crime report, homeless and encampment resource, cleaning highlights, and increase in illegal dumping activity provided. Camera project will help with all these as well.
- d. New “Big Belly” trashcans will be installed throughout Japantown to help with cleanliness on the streets. The Big Belly is a trash compactor able to hold more trash and is solar operated.

#### **8. Garage Operations and Security Report**

Since last meeting, Mr. Wong reported five vehicle break-ins and increase in homeless loitering as well. These incidents are disconcerting concerns if security is reduced in the next fiscal year.

Mr. Wong reiterated garage closures and timeline for PARCS equipment installation.

#### **9. Recess to Closed Session**

There were no items that required closed session.

**10. General Public Comment on Items Not on Agenda**

There were no general public comments.

**12. Old/New Business, Future Board Agenda Items, Announcements, etc.**

President Chin requested the 2019-2020 budget reductions be on the next meeting's agenda.

**Announcements**

- Kimochi Silver Bells is December 15th at St. Mary's Event Center.
- Japantown Foundation's Osechi Ryori event will be on January 10, 2019 from 6:00 to 9:00 p.m.
- Geary BRT Buchanan Crosswalk Groundbreaking Ceremony will be on January 23, 2019 at 11:00 a.m. on the Peace Plaza. Public officials will be present to reconnect the Japanese American and African American communities that were separated by Geary Boulevard as part of Redevelopment Agency's Urban Renewal Plan.

**13. Regular Meeting Adjournment (Action Item)**

Director Ono motioned to adjourn the meeting; Director Noguchi seconded the motion.

Upon unanimous decision, the meeting was adjourned at 12:38 PM.

**Next Regular Meeting Date**

The next Regular Meeting will be Thursday, February 21, 2019.

Respectfully submitted,



Edward Ong  
Secretary and Treasurer