

Little Tokyo Business Improvement District (LTBID)
Advisory Committee Meeting

Kajima Building, 250 E. 1st Street, 5th Floor Meeting Room
Regular Meeting, Wednesday, October 29, 2025, 4-5 pm
In-Person and Virtual (Zoom)

Meeting Minutes

<u>LTBID Present</u>	<u>LTBID Absent</u>	<u>LTBA Board</u>	<u>Guests</u>
Ross Adachi	Billy Chun	Ellen Endo	Christopher Garcia
Jay Chen	Brian Kito	Glenn Osaki	Rosalyn Kawahira
Jan Fukuhara	Janet Koyama	Yuriko Shikai	Erich Nakano
Jo Ann Hirose	Mark Masaoka*		Donelle Nubia
David Ikegami	Kayla Sargent		Yurida Ramos
Lynn Nakamura	Edwin Takahashi		Grant Sunoo
Irene Simonian	Satoru Uyeda		Bill Watanabe
Midori Tachibana			Patricia Wyatt

David Ikegami, LTBA President, called the meeting to order at 4:05pm

Public Comment

- I. Report on LTBID meetings between Advisory Committee members and Executive Directors of the Arts District BID and Downtown Industrial BID.
 - Ellen Endo and Midori Tachibana reported on findings
 - Their BID budgets and general information may be found online
 - Requested meeting with Fashion District BID
- II. Report on RFP submissions for (a) Cleaning Services and (b) Safety Services.
 - Proposals due 11/03/2025; Selected Vendor Interviews 11/17/2025; Vendor Decision 11/24/2025; Selected Vendor begin to hire staff 12/15/2025
 - RFP questions posed: Is security armed/not armed
- III. Report by Yuriko Shikai, legal counsel, regarding LTBID by-laws and procedures relative to adding additional LTBID committee members
 - Based on City Guidelines, which specifies "bid proponents"
 - Bid proponents validated by petition/ballot (i.e. if voted no, or no response, not a proponent)
 - The goal is for the BID to be successful, and to meet its requirements. This is probably why the City guidelines state "bid proponents"
 - One member was chosen by Councilmember Jurado
 - Public Comment: I did not know enough to vote; I am a proponent of the BID

IV. Discussion of suggested hiring timeframe for proposed LTBID positions

- Executive Director; Administrative Assistant/Dispatcher; Clean Program Supervisor; Safety Program Supervisor; Communications Director
- After contracts in place, then will focus on hiring staff
- LTBA has been managing the BID for decades, and other BIDS have larger budgets and do different things, so similar job descriptions need to be revised to meet LTBID requirements.
- Public Comment: Priority to hire Executive Director and let that person hire staff; job descriptions; transparency

V. Report on Insurance Coverage

- Ellen Endo reported insurance company recommendations; LTBA who signs the LTBID contract will maintain the insurance; LTBID does not require separate insurance

VI. LTBID proposed meeting schedule for 2025 and 2026

- Comments: late afternoon; after 2pm; around 3pm

Meeting adjourned: 5:04pm