



LITTLE TOKYO

BUSINESS IMPROVEMENT DISTRICT

Advisory Committee Meeting

Wednesday, October 29

4 p.m.-5 p.m.

Kajima Building, 5th floor

250 E. 1st Street

Virtual

Join Zoom Meeting

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Advisory Committee Members

Ross Adachi

Jay Chen

Billy Chun

Jo Ann Hirose

David Ikegami

Brian Kito

Janet Koyama

Mark Masaoka

Lynn Nakamura

Kayla Sargent

Irene Tsukada Simonian

Midori Tachibana

Edwin Takahashi

Satoru Uyeda

AGENDA

Call to Order

Public Comment

Questions and/or written comments can be submitted to board@visitlittletokyo.org.

The Committee will take public comment from members of the public in-person only. There will be no public comment by teleconference. Additional information regarding Committee procedures provided at the end of this agenda.

For interpretation services in additional languages and Sign Language Interpreters, at no cost, please contact board@visitlittletokyo.org or call (213) 880-6875 and provide the language desired, specific meeting, meeting date, and the number of people in the group.

All requests should be submitted with as much advance notice as possible, preferably at least two business days prior to the meeting you wish to attend for additional language interpretation. We will do our best to accommodate requests with shorter notice, but securing last-minute interpreters or captioners may not always be feasible.

Item 1: Report on LTBID meetings between Advisory Committee members and the Executive Directors of the Arts District BID and Downtown Industrial BID at their offices. Meetings thus far have included a tour of facilities and an opportunity to meet with safe and clean team leaders. There was also an opportunity to ask questions about staffing, vehicles, service hours, parking, trash dumpster locations and trash hauling, etc. Possible future visits may be to Fashion District BID and Chinatown BID.

Item 2: Progress Report on RFP (Requests for Proposal) submissions for (a) cleaning services; and (b) safety services. No action required at this time. Proposed timeline is as follows:

Proposals Due 11/3/25
Selected Vendor interviews 11/17/25
Vendor Decisions 11/24/25
Selected Vendor begins to hire staff 12/15/25

Item 3: Report by legal counsel regarding pertinent by-laws and procedures relative to adding LTP-BID Committee members.

Item 4: Discussion of suggested hiring timeline for LTP-BID staff positions:

Executive Director
Administrative Assistant/Dispatcher
Clean Program Supervisor
Safety Program Supervisor
Communications Director

Item 5: Report on existing and proposed insurance coverage to ensure the property-based BID is in compliance with the City requirements.

Item 6: Outline of Little Tokyo P-BID proposed meeting schedule for 2025 and 2026.

Adjournment

GENERAL PUBLIC COMMENT

SUPPORTING MATERIALS

Materials relating to items on the agenda are available at
<https://www.visitlittletokyo.org/News-or-Reviews.html>

PUBLIC INPUT AT ADVISORY COMMITTEE MEETINGS

Members of the public who wish to speak on one or multiple items shall have an opportunity to speak up to one minute per item up to a total of two minutes for two or more agenda items. At regular meetings, members of the public shall also have an opportunity to speak up to one minute for general public comment on any matter within the subject-matter jurisdiction of the Committee. The Committee is not required to take general public comment at special meetings. The Committee may limit the total amount of time for public comment on any specific agenda item, on all agenda-items collectively, and/or on general public comment, based on the anticipated time required to hear from public speakers on any given or all agenda items, on the availability of Committee members and the need to maintain quorum, and on any

other relevant factor. The Committee shall not discuss or take action relative to any general public comment except as explicitly permitted under the Brown Act.

SPECIAL ACCOMMODATION

Requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act, can be made by contacting at (213) 880-6875. For Telecommunications Relay Service for the hearing impaired, please see the information below.

NOTICE TO PAID REPRESENTATIVES

If a member of the public is compensated to monitor, attend, or speak at this meeting, City law may require them to register as a lobbyist and report this activity. More information can be found at Los Angeles Municipal Code 48.01 et seq. or at ethics.lacity.org/lobbying. Further assistance can be found by contacting the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org.

TELECOMMUNICATIONS RELAY SERVICE (TRS) COMMUNICATIONS

Telephone communication is one of the most important forms of communication in society today. Due to advancements in technology, telephone devices have evolved with new services and capabilities. Individuals who are deaf and hard of hearing, and individuals with a speech disability, may be able to avail themselves of both for peer-to-peer and third-party telecommunications relay service (TRS) communications. Telecommunications Relay Service is a telephone service that allows persons with hearing or speech disabilities to place and receive telephone calls. TRS is available in all 50 states, the District of Columbia, Puerto Rico and the U.S. territories for local and/or long distance calls. TRS providers - generally telephone companies - are compensated for the costs of providing TRS from either a state or a federal fund. There is no cost to the TRS user.

For more information about FCC programs to promote access to telecommunications services for people with disabilities, visit the FCC's Disability Rights Office website.