Attendees: David Ishida, Rob Malone, Eric Moulton, Chip Nakamura, Kathy Nelson, J.P. Oliver, Jerry Ono, Robert Sakai, Abraham Sanez, Michael Sim

Absent: Steve Ishii, Mary Ishisaki, Dennis Kern, Kimberly Kolbe, Sim Seiki

Staff: Grace Horikiri

Guests: Magdelena Blasko, Jasamine Hope, Ellen Meder, Dmitri Shimolin, Roland Tolosa

1. Call to order and roll call
   The meeting was called to order at 6:05pm
   Agenda items re-arranged until Executive Director, Grace Horikiri, arrives to meeting

2. Discussion and Approval of Minutes of October 10, 2018 Minutes*
   Motion to approve October 10, 2018 meeting minutes:
   Made by Jerry Ono and seconded by Chip Nakamura.
   There were no public comments on the item.
   The motion passed by unanimous vote.

3. Block by Block (BBB) Cleaning Highlights
   David Ishida introduced Jasamine Hope, Block by Block Operation Manager for Japantown.
   • Jasamine, who is replacing Eugene Morallos, first started working for BBB years ago as a Cleaning Ambassador in Jack London Square, dispatcher and team lead in Union Square, and operation manager at East Cut CBD.
   • She is also the Operations Manager for the Lombard CBD.
● Jasamine’s goal for the team is to improve work habits so that when people do come to Japantown they can expect it to be clean and receive the best hospitality.
● Jasamine has regularly scheduled meetings with Grace Horikiri and the JCBD Community Ambassadors, and have instituted regular cleaning schedules and check-in’s.
● Jasamine and Grace communicate often addressing the homeless, and getting them the services that they need. Building a good standing with them since this is such a sensitive subject.
● Jasamine expressed her appreciation working closely with JCBD.

4. Upcoming Community Events
David Ishida presented the December events, which are all highlighted in the Board packets and Oct/Nov JCBD Newsletter
   A. December 1 - SF JACL Spaghetti & Crab Feed
   B. December 8 & 9 - Japan Center Mall Santa’s Workshop
   C. December 15 - Kimochi Silver Bells Arts & Crafts Fair

5. Updates
A. Peace Plaza Vision Plan Community Meeting #2 was held on October 25, 2018 at the JCCCNC Issei Memorial Hall. David Ishida reported that the Japantown Task Force, the Recreation & Park and Department of Public Works architects, and staff led this public meeting.
   ○ There were approximately 160 people in attendance.
   ○ The landscape architects provided three concepts of the Peace Plaza to an audience arranged in round table seating.
   ○ Each table (of approximately 6-10 people), had a representative come to the front to discuss their favorite design features.
   ○ Many liked having an open area where children can roam, distinct seating areas, varying levels/terraces, and flowing walkways.
   ○ While many others expressed interest in having a permanent stage area by the Pagoda, since a stage is utilized at community festivals throughout the year.
Based on the feedback, there were key elements from each of the three concepts that the community would like to see incorporated into the next design stage.

The Japantown Task Force and DPW representatives appreciated all of the constructive feedback, and will take this all under consideration for the work on the next iteration of the Peace Plaza design.

B. Japan Center Garage Construction Notice
Rob Malone reported the City is creating a virtual private network where all City garages will have improvements made, including the Japan Center Garage.

- The Japan Center Garage and Fillmore Annex Garage will be improving its efficiency by replacing its dated parking equipment. This includes improving the electrical system, installing new cameras at pay stations and other locations, demolishing old islands, and reconfiguring parking stalls to improve visibility.
- A full closure of the Fillmore Annex Garage is scheduled for January 7, 2019 through February 9, 2019. During this closure, all parking will be redirected to the Main Garage.
- The Main Garage will be under construction from December 2018 through March 2019, and will not require a full closure. During this time, there will be certain entry and exit lane closures, and patrons may experience slight delays.
- Other Parking Garages currently under renovation include Civic Center, Ellis-O'Farrell, Lombard Street, and North Beach.
- Kathy Nelson had concerns about the construction having impact on the Kabuki Springs & Spa, as they are located directly over the Fillmore Annex Garage. Rob Malone said construction would take place during normal work hours, but they would try to begin as early as possible.

C. SFMTA Garage Ambassadors
Rob Malone reported updates on the Garage Ambassadors.
- As a result of the modernization of the parking garages, staff duties can be readjusted to spend less time behind a counter, and more
time to provide improved customer service, such as accompanying patrons to their vehicles upon request.
- Garage Ambassadors will also assist in cleaning litter, providing improved security, and offering advice to patrons looking to eat and shop.
- David Ishida asked if JCBD and Block by Block could coordinate “Ambassadorial” functions to help improve services to patrons. Rob Malone said he would discuss with Japan Center Garage Manager Rich Hashimoto to coordinate functions with Grace Horikiri and Jasamine Hope.

D. Paper Tree Legacy Business
David Ishida reported on the update for Paper Tree’s status with the Legacy Business Registry.
- Paper Tree was approved by the Historic Preservation Commission on November 7, 2018.
- The final step is for the Small Business Commission to consider Paper Tree for it’s Legacy Business Registry status at the next hearing on November 26, 2018.

E. JTF Land Use Meeting - Zip Car and Ford Go Bikes
Grace Horikiri presented the Zip Car and Ford Go Bikes update.
- Representatives from SFMTA and Zip Car attended the meeting.
- The majority present opposed to having Zip Cars and Ford Bikes anywhere along Post St due to valued parking spaces, especially in front of Union Bank and Hotel Kabuki.
- Everyone requested to keep it away from the main area of Post St, and suggested a better location would be on the corner of Laguna/Geary or on Geary. However with the BRT, even those parking spaces may eventually be taken out. Geary Boulevard between Laguna and Webster Streets metered spots will be removed for express bus service.
- Japantown needs these street parking spaces. Zip cars and bikes have not demonstrated an increase in business traffic in Japantown and, more importantly, increased sales.
○ Ford Go bike stations are continually going up in many places around S.F. The need is there and SFMTA is trying to find the right spots that does not disrupt the businesses in the areas.
○ Ford has conducted research in different cities, however, Japantown is quite unique with 2 hotels, a theater, and schools all within the enclosed area.
○ Rob Malone said he would relay these sentiments to the appropriate SFMTA staff, and SFMTA will take all comments under consideration and report back with more options.

F. Japantown Holiday Lights
   No update was reported at this time.

   Current Operating Budget for Month of October, not too many changes because there hasn’t been any income, however still on track, and once payments are made for the surveillance cameras, it will be reflected in the November total. Charitable contributions were made to the Osaka Festival. Other expenses included “Block by Block” service, and some translation services that were requested.
   Motion to approve the October Operating budget:
   Moved by Kathy Nelson and seconded by Rob Malone.
   Motion passed by unanimous vote

7. Japantown CBD SafeCity Program
   Copies of the Professional Services Agreement packet were distributed to the board.
   David Ishida presented the following updates.
   A. Professional Services Agreement
      ○ Dmitri has been very patient and accommodating to help clarify the language in the professional services agreement. Claudine Cheng (attorney for the Japan Center Garage) was hired to represent JCBD as counsel. Because of her involvement in the Japantown community, particularly the Japan Center Parking Corporation, she
was asked to review the agreements and provide input as well as guidance.

○ Board members (Michael Sim, Robert Sakai and Mary Ishisaki) along with Steve Nakajima and Grace Horikiri not only assisted in looking through the various documents, but also provided important input. Questions and concerns were addressed. Dmitri shared those with their attorney who worked with Claudine to iron out the final agreements.

○ David Ishida recommended to the Board to move forward to enter into the Professional Service Agreement and accept the Statement of Work agreement with AVS. A copy of the original Professional Services Agreement was included in the AVS packet that the Board received in September. The updated version is included in the board packet.

○ At this evening’s board meeting the focus is on the Professional Services Agreement and Statement of Work for the first phase of mobilization. At the next board meeting we will go over line items and future maintenance costs.

○ Claudine Cheng recommended that the JCBD also look into insurance requirements, indemnification, and determination.

Motion to accept to entering into the Professional Services Agreement: Moved by Robert Sakai and seconded by Jerry Ono. Motion passed by unanimous vote.

B. Authorize payment of $118,889.22 for the first phase of mobilization

○ We’ve worked with Dmitri in good faith that we will work to pay him for his work. With this, Dmitri can move forward to pay his contractors, identify where the cameras will be, and purchase the equipment.

○ The recommendation is to accept this motion tonight, so that we can pay Dmitri, so he can continue with the rest of the project.

○ The goal is to have cameras up in either 2 or 3 locations by end of year.

○ The approved amount is $118,889.22.
One note of correction that it says “Community Benefits”, but it should say “Community Benefit District” - noted to make correction.

Motion to accept entering into the agreement for the mobilization phase and to authorize payment to AVS for $118,889.22.
Moved by Robert Sakai and seconded by Michael Sim.
Motion passed by unanimous vote.

C. Next steps

- To further clarify and get finite costs for the project.
- Michael Sim will go through the numbers to see what questions remain.
- Work to expand the video surveillance cameras to other areas, finalize license agreements with the property owners, and then make room for the lockers and use of electricity.
- One item to consider is the ongoing maintenance cost of $67,000 and identify what exactly is covered. We’ll need to look at our budget to see where we can find revenue to cover the ongoing maintenance fees.
- The Japantown Garage was initially budgeted by AVS for $150,000, but fortunately, SFMTA is using their own money to put cameras in the parking garages near the cash machines. This has now opened up another $150,000 to expand coverage possibly to the intersections of Sutter & Webster, Sutter & Laguna, and on Buchanan & Bush. This should cover all of the primary known crime areas in Japantown.

D. Great start with the video surveillance program and 1-year JCBD anniversary.

- David Ishida thanked the Board and everyone for the great work done on the video surveillance program. This will soon be a great asset not only for Japantown, but also for SFPD and the District Attorney. This program is proven effective at deterring crime.
- For our 1-year JCBD anniversary, we will be able to make a big statement about our accomplishments: executing a cleaning contract, hiring an Executive Director, securing funding from angel
investors, and implementing a crime deterrence program with the video surveillance cameras.

○ We’d like to thank Dmitri and the MOEWD, for their professional expertise. Also talking with the other CBD’s, and having a good partnership with AVS has helped us with a great start towards the video surveillance program.

E. Recent success stories:
Roland Tolosa of AVS shared a recent success story. Video camera helped capture thieves that took items out of a tourist’s car, parked near Lombard St. The tourists even jumped in front of the thief’s car, but the car hit one woman, and kept going. Camera captured a photo of the thief’s license plate, which allowed SFPD to make an arrest. Also separately today, another car got broken into, and that also was captured on video, to help with another arrest.

8. Executive Director Report
Report presented by Grace Horikiri.
A. October Crime Report
○ Auto boosts numbers and crime in general are slightly down from last month.
○ Super Mira had a large stone thrown that dented the frame of their front door.
○ Nihonmachi Little Friends had damage to their trees in their new garden.
○ Super Mira also had issues with someone tampering with their ATM machine. This same person has also been tampering the ATM’s in the mall. We have photos of the individual, and the mall merchants are constantly on the lookout for him. Rich Hashimoto has shared this information with SFPD. JCBD will do more outreach to all of the Merchants to make them aware of the crimes being committed.

B. Strategic Marketing Plan Update
Presented by Board member Eric Moulton.
○ The goal of the Greater Japantown Marketing and Communication Group is to bring all the key groups and organizations together to further economic enhancement.
At the December board meeting, the JCBD internal marketing and communication committee will present a strategic marketing plan outlining how we’re helping the merchants.

Identify a first phase of tangible items and recommendations, then a broader plan to expand this out.

If any Board members would like to be a part of the internal marketing and communication committee, please let Grace know.

C. BigBelly Trash Receptacles

JCBD’s application for MOEWD’s RFP 209 - BigBelly Trash Can Pilot Program was approved. Through this program Japantown will receive three BigBelly trash cans. One BigBelly is equivalent to 5 traditional city bins. They run on solar power and are self compacting. When full, it automatically notifies DPW to service it.

The plan is to put one in each of the following areas: Buchanan Mall, Post & Webster, and possibly the Peace Plaza

The first year’s fees will be covered by the grant money, however we will need to think about how to fund the maintenance fee’s after from year 2 and on. One idea is to provide sponsorship opportunities, i.e.: have businesses sponsor a can or to advertise upcoming events like the Cherry Blossom Festival. After the first year, each BigBelly trash can will be $200 to lease and less than $200 year for maintenance.

9. Discussion and possible action items for future meetings.

No other action items were presented at this time.

10. General public comment

- Dr. Magdelena Blasko, who owns a podiatry office on Geary Street and her friend, Ellen Meder commended the JCBD for the work they have done and their achievements. They would like to more active in Japantown, possibly open a storefront to sell senior friendly shoes and to also educate our community, especially our aging population on podiatry care. Grace will connect Dr. Blasko and Ms. Medler to community organizations.

- Dmitri Shimolin thanked the JCBD Board for the opportunity to work with them and on implementing this important project for Japantown.
11. Adjournment
   It was moved by Robert Sakai and seconded by Jerry Ono to adjourn the
   meeting at 7:15pm.
   The motion passed by unanimous vote.

Next JCBD Board Meeting: Wednesday, December 12, 6:00 P.M. at the National
Japanese American Citizens League Headquarters Building (1765 Sutter St., San
Francisco, CA 94115)

* May Require Board Action

** General Public Comment: Members of the public may address the Board for up 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.

Meeting materials distributed to the JCBD Board members are available for inspection
and copying during regular office hours at the Japanese American Citizens League
Building, 1765 Sutter Street, 2nd Floor, prior to the meetings.