Notice of Regular Meeting and Agenda
October 9, 2019 • 6:00 P.M.
National Japanese American Citizens League Headquarters Building
1765 Sutter Street, San Francisco, CA 94115

Attendees: David Ishida, Robert K. Sakai, Jerry Ono, Mary Ishisaki, Steve Ishii, Chip Nakamura, Dennis Kern, Emily Glick, Kathy Nelsen

Absent: Kim Kolbe, Abraham Sanez, Rob Malone, Alex Prouty

Staff: Grace Horikiri, Brandon Quan, Melissa Ayumi Bailey

Guests: Dmitri Shimolin (AVS), Steve Nakajo (JTF), Alice Kawahatsu, Daniel Byron (3D)

I. Call to order and roll call
   a. Meeting was called to order at 6:00pm.

II. Approval of minutes
   a. Sept 11, 2019 JCBD board meeting (action item)
      i. Motion: Chip Nakamura
      ii. Second: Mary Ishisaki
      iii. David Ishida: thank you for sending these items out earlier for review.

III. Financial Report
   a. September Financial Report (action item)
      i. Mary Ishisaki: We are at the end of the first 3 months of the fiscal year. So far, we have more or less underspent. We have gratefully added new people to the staff to assist Grace with security camera requests, creating a link with Block by Block and JCBD being sure they’re covering what they should be covering. We have looked carefully at the cost of two extra staff members, if we didn’t have a surplus from last year, we couldn’t afford to do this. This will allow us time to get other funding to cover this in the years to come. We don’t need to plan for this year, but we will need to plan for the upcoming years. We are hoping we are always in this position of looking forward. We do not have a lot of the bills in yet (annual insurance, etc.), but we have inquiries in about the amounts and are hoping they’ll be about the same rate. Liability and fire insurance may increase because everyone is now coming in 3-4 times higher than they were last year.
         1. Emily Glick: in terms of current staffing model, what is the hours allotment?
            a. Mary Ishisaki: We are still working on finalizing this based on availability and roles. In 2-3 months we’ll
have a better idea of what’s covered vs. what we still need.

b. David Ishida: Are we getting the hours and rate finalized this month?
   i. Grace Horikiri: Yes. Both Brandon and Melissa are in the 60 day probationary period at this time.
   ii. Motion: Jerry Ono
   iii. Second: Chip Nakamura

b. Financial Review update
   i. Grace Horikiri: The financial review is still in progress and should be finished by October 31st. We are hoping we will get this sooner than that for review prior to submitting it to OEWD (Rod Okamoto).
   1. Mallinard LLC is doing the review. They provided audit services for Kimochi in the past.

c. Assessment update
   i. Grace Horikiri: At the last meeting there were questions about 1800 Sutter St. and 1805 Buchanan St. After talking with tax assessor, both are fully paid up.
   1. Mary Ishisaki: the total amount paid is $6000, it is not to be billed at 2 times $6000.
      a. Emily Glick: Our payment is $12k total.
      b. Mary Ishisaki: Yes that is correct.

IV. JCB SafeCity Program
   a. Monthly Financial and Progress Report from AVS
      i. Dimitri Shimolin: Since the last board meeting, we’ve completed installation at Laguna and Post (1610 Laguna). There is now comprehensive coverage in that area. Several lanes of traffic are now covered on Laguna northbound. There is good visibility of license plates and surrounding area on the left turn onto Post St from Laguna. We are now able to see the Geary/Laguna bus stop near the Sequoias. Since this is the outer edge of the CBD, we are trying to get as much ground covered as possible. Another camera is at Laguna looking up towards Sutter. There are several designs out for review of camera signage and several properties are lined up to display. All of this work fell under the $47k amount mentioned before.
      1. David Ishida: We identified a couple more areas that are within the boundary that need some camera placements. Since we’re shooting a camera up Laguna from Post (towards Sutter), Hemlock Alley expressed concern/interest in cameras for the NPC lot that is there, the church there also expressed interest. That way we will totally cover Laguna up to Sutter Street.
      2. Mary Ishisaki: Interested in a camera for her building. Can we start the setup, construction on the building begins the 15th.
         a. Dimitri Shimolin will be in touch with Mary directly.
3. Robert Sakai: we’re trying to get a meeting set for next week for NPC, Michael hasn’t responded but we will meet anyway. Dimitri and Brandon will join that meeting as well.

ii. Video Retrieval Training

1. Brandon Quan: Dimitri Shimolin and Roland Tolosa trained us on the video acquisition process. It was great to get familiar with the systems. There is still a lot to learn but this is a good system. The software is great, and looking forward to learning more about the search parameters and getting familiar with the system.
   a. Daniel Byron (3D): Japan Center Malls also signed a contract with Dimitri Shimolin and cameras will be installed there soon.
      i. David Ishida: At the meeting, please talk about where your surveillance center is, etc.
      ii. Daniel Byron: We will be using an outside firm for monitoring. This will be done to replace the live security, which has been mostly ineffective. It is also more cost effective because the cost of physical security guards is greatly increasing. This change will improve conditions overall.

b. Video retrieval requests for September

   i. Brandon Quan: We had 3 requests, 2 auto break ins and 1 SFPD incident at Geary/Webster. Grace was called in on a Saturday to retrieve video, so they were able to get the footage immediately.
      1. Robert Sakai: Were all requests for footage from PD?
         a. Brandon Quan: No, the auto break ins were requested by the public.
         b. Daniel Byron: FYI, the mall security system will be private and not accessible to public requestors.

      2. Mary Ishisaki: Did the two auto break ins make a police report first?
         a. Grace Horikiri: Yes we had a CAD number from both. The first thing we ask is, “have you contacted the police?” If not, then we advise them to do so and have PD contact us directly.

      3. Robert Sakai: I am continually concerned about requests that come to us, and our ability to financially handle them. If they won’t file a police report then I am less sympathetic to giving them data. Crime stats help us get more officers in our community. How do we address this? We have a limited budget and it costs time and money to fulfill these requests, there is an economic sustainability concern.
a. Kathy Nelsen: I agree with Robert. Could we charge them based on whether or not they’ve filed a police report?
   i. Robert: Since our funding comes through the city, we have requirements that our ability to do this.

4. Mary Ishisaki: I called 311 on a homeless couple trying to steal water from my building and was forwarded to PD because this is a crime. The officer said to please keep calling because we need to demonstrate the need for response in order to get the call response.

5. Robert Sakai: Keep the statistics on requests for footage and if it becomes a sustainability issue, we could go to the city and ask for money with the data.

6. David Ishida: Grace, did you call Chris Corgis about this and being able to charge time/material?
   a. Grace Horikiri: No, he just came back from vacation and asked for 2 weeks time before meeting. I am scheduled to meet with him next week and will ask this.
   b. David: Good. Let’s not make up our own policy, let’s see what they say.

V. JCB Internal Marketing and Communication Updates
a. JapantownSF website
   i. The website team is working to finish by Dec 1st. Potluck Consulting was hired to increase the visibility of the website. We are scheduled to have a meeting with the stakeholders for the website next week.

b. Shop and Stamp-a-Thon during Aki Matsuri
   i. We changed the name to from Sticker/Stick-a-thon to Stamp Rally. This will take place on Oct 19th during Aki Matsuri. This is part of the JTF idea that came from the Buchanan Mall festival, many merchants agreed to participate. TOTO donated a Washlet for grand prize raffle.

c. Japantown Holiday Lights
   i. September 17th: key stakeholders met with Greg Viloria to review 2 estimates for the lighting.
      1. There was a hope was for continuity in design between all locations (Hotel Kabuki, Peace Plaza, Buchanan Mall, malls).
         a. One bid came in at $65k so we’re looking at this more; Rich Hashimoto is concerned about the price, so we’re exploring other vendors as well.
         b. Emily Glick: The creation of projection mapping is very expensive, and the company from Japan has just been selected for this. We want to take Holiday Lights as the opportunity to place a “statement piece” in the plaza to replace the projection
mapping for this year, given the cost prohibitive nature of the project. Given we own the lights, we could use the same vendor and plan for installation in the previous locations and save money this way, and then invest the CBD money into the statement piece. We’re worried about timeline as well because it’s now October, maybe next year we can do something more comprehensive and cohesive.

Robert Sakai: Presented preliminary findings to NPC board, they are willing to give the same amount as they did last year, but any increase will need further detail and description and review.

1. David Ishida: It is good that NPC is looking at this amount as a floor and is willing to go higher on costs.
2. Robert: They (NPC) view it as part of their responsibilities.

d. Other Marketing Initiative updates

i. Fleet Week band performance in the Peace Plaza

1. This happened with SFCDMA who gave us a call and asked to do an event because JCBD has been involved with SFCDMA, in particular at board meetings, SFPD small business advisory, and other groups. We are now seeing opportunities coming our way through this involvement. We had a good turnout today even though we didn’t have much promotion time. We’ll be better prepared if they ask to come back next year. This was a good PR piece for Jtown.

a. David Ishida: Counted about 100 people at one point, but could be a greater number with the coming/going of people throughout the event.

VI. Executive Director Report

a. Intro of new Admin Assistant/Community Aide, Melissa Ayumi Bailey

i. Melissa also works at the National Japanese American Historical Society (NJAHS) in Japantown. She comes in with grant writing, project management, and marketing experience. This week she will be completing an RFP for submission Friday.

b. Japantown Community Clean Up Day

i. We will be working with the Mayor’s Fix It Team/DPW 9am-12pm on October 26th. Please encourage all of Jtown to come out and participate in trash pickup, weeding. Please show DPW that we want to keep the community clean. We will start passing out flyers to community organizations next week.

1. Kathy Nelsen: I will see if my staff can come out and help.

c. Who To Call Flyer

i. JCBD developed this flyer last year to help the community know who to call when specific things happen. We brought it to PD
meetings and it was expanded to be used citywide and include more information. First draft was sent out via email, but updated versions will be sent out, they are also available in Japanese and Korean. The Ambassadors will start passing these out once printed. SFPD will also do a campaign to get this out.

1. Mary Ishisaki: Will we have Chinese language flyers as well?
2. Grace: SFPD will likely pay us to get this done, will follow up.

d. Recology and DPW Cardboard Notice Letter
   i. Grace: Have any businesses or owners received this yet?
      1. No.
      2. Grace: Should’ve gone out last week so look out for it.
   ii. Mosquito fleets are no longer picking up cardboard due to the drop in pricing, no longer feasible to make money off of it. This has been a constant issue with Recology and DPW, we call a lot, so if you don’t abide you will get fined.

e. Geary BRT update
   i. We are waiting for Amy Fowler to get back to us, she’s been on vacation. We are looking to hear back on dates about the construction start. Steiner bridge is the first to go and will start in November of this year, this will be confirmed with Amy. All of this will be included information in the newsletters.

f. Annual Report (agenda item added by David Ishida)
   i. This is still in draft form and covers FY2018-19.
      1. It is a requirement as a CBD to complete this each year. It includes everything we’ve done thus far, highlighting community ambassadors and camera installation. BOARD MEMBERS: Please review and let Grace know of any changes by Monday so she can send to Chris Corgis for his review. Please take a look at this and note anything you think is missing, let Grace know to add so we can put this in. The graphics and data are good, it pops.

VII. Updates

a. Crime and Cleaning Report
   i. Received email from Jim Yoneshiro, NPC was unable to prevent homeless from rifling through concrete cans, so they were removed. The Community Ambassadors have been asked to monitor if they see an increase in trash on Buchanan Mall.
      1. Robert Sakai: NPC is interested in discussing funding a Bigbelly dependent on cost. NPC knows this will be ongoing so we need to look for a better solution.
      2. There is the possibility of moving the Kinokuniya Bigbelly up to Buchanan Mall due to little usage at its current spot. We may also put in another near the middle of Buchanan Mall, but the issue is they have to be on the sidewalk for Recology to pick up.
a. The Post St./Peace Plaza one overflowed twice after back to back events on a Saturday, so we know they’re being used.

b. David Ishida: keep in mind NPC is willing to help with the cost, so we could have 2 there (Buchanan Mall) potentially.

c. Recology did a sloppy pickup and scattered trash during the Peace Plaza overflow, this will be addressed with the drivers.

3. Had monthly meeting with Community Ambassadors (Carl and Anthony) and Paris, gave/got feedback on the work and ongoing issues and concerns.
   a. We are going to try to continue to meet on this each month.

4. Email was sent to Mongarro to get a mobile ATV power washer, will get numbers on cost.
   a. The trike version we had broke and the cost to repair it was too great. We will need to explore logistics of ATV washer storage and fueling.

5. JCBD Staff received Bigbelly training on their online portal and statistics:
   a. Now shifting from measuring effectiveness of the bins to looking at individual usage. BigBellys are cloud based, alerts are sent via text message when the bin is full. This is also reported to Recology who does a pickup the following day (generally).
      i. David Ishida: So they have a timeline when they’re supposed to come empty it?
      ii. Grace: Yes, usually they come the following morning.
      iii. Brandon: We check on the cameras to make sure they came by. There is no pickup on weekends, but we have the Community Ambassadors check the bins on those days.

b. David Ishida: 86,000 cigarette butts, this is always messiest item to address…we’ve identified the bars and main areas where this happens, where are we on the cigarette butt receptacles?
   i. Grace Horikiri: I spoke to Beung at Pa’Ina and have asked him to have his closing staff sweep in front every night. The Community Ambassadors have reported less cigarette butts there. We need to check with the ambassadors to see if the Bigbelly across the street from Mike’s building have affected this issue there.
      1. David Ishida: We can make the same request of Michael. Maybe the
businesses in that area can do this on a rotating basis. We want to be sure the Community Ambassadors keep checking on this.

2. Mary Ishisaki: Can we also check on the area right by Daeho? The waiting people are leading to more cigarette butts in that area.
   a. Alice Kawahatsu: This is also an issue at the liquor store on that corner (J-Mart).

6. Crime Report
   a. September 24th: Community Police Advisory Board Meeting
      i. Capt. Engler is really thinking outside the box with policing. His focus is on reporting and creating a paper trail for repeat contacts to provide them more data and background to officers on the individuals they encounter. This is something that isn’t being pushed department-wide yet
      ii. Mary Ishisaki: I am thinking this is a department-wide push right now based on the recent call about the water issue.
      iii. Grace Horikiri: Capt. Engler keeps hearing “there’s nothing we can do” from the community, but we can do something if we think outside the box and continue to report. This will also help the DA’s office in making cases.
      iv. David Ishida: There is a new acting DA now as well.

b. We put in a request to get follow-up on the cases we helped with (provided video for), PD still needs to get back to us on what information can and can’t be shared legally about the cases.
   i. David Ishida: Who does he report to? Northern or higher up?
   ii. Grace Horikiri: Think he’s waiting to hear back from command staff for approval
   iii. Mary Ishisaki: There was supposed to be a change in the command staff (as of 2 weeks ago) which hasn’t happened. Maybe they’re waiting until the election
   iv. David Ishida: There should be a quid pro quo, can we get the information informally? We won’t broadcast it. We just want case
outcomes, which should be public information anyway.

c. SFPD Ride-along
   i. Grace Horikiri: I took part in this with Northern Station officers for an hour. It was a good peek into what they have to deal with day to day, especially with the homeless, there were 3 calls in one hour. They treated the homeless with respect, knew them by name. It is hard to watch how much of their time is spent on this issue given how short staffed they are.

VIII. OEWD RFPs, Community Challenge Grant, JA Community Foundation Mini Grant
   a. Melissa will be submitting RFP #212 this Friday for $50,000 to OEWD in support of a marketing plan and expansion of the JapantownSF website in 2020. She will also be submitting a mini-grant to JA Community Foundation for $5000 in support of the Holiday Lights for 2019.
   b. David Ishida: Please meet with Emily on Thursday or Friday to go over existing marketing initiatives for possible inclusion in grant submissions.

IX. Japantown Task Force updates
   a. Steve Nakajo: We are lobbying to be on Park Bond for 2020 and working politically to secure spot in that bond. As we move forward, fully funded the latest price tag was $25 million. Around March-April we’ll find out if we’re on the bond and hopefully it will be the fully funded aspect. We are going to need to be active to advocate for this, create giveaways to support, and have components of our community visible in key locations.
      i. Kinmon Gakuen was approved by Land Use for historic status. Sutter St. YWCA/Nihonmachi Little Friends also got approval.
      ii. JCCCNC won approval for signage at the Issei Memorial Garden.
      iii. Tomorrow night at JCCCNC, the District 5 candidates debate will take place. This will be an important election for Japantown.
      iv. Aki Matsuri will have a mini launch for the Japantown Cultural District (one of 6 in SF). We are anticipating there will be 9 next year. It is competitive because is is coming off hotel tax revenue. We are gearing to announce at Aki Matsuri a town hall meeting on November 14th. We want to encourage the community to attend to get input on initiatives and feedback on CCHESS for the next 3 years.
      v. JTF is supportive of the CBD infrastructure expansion and are seeing results from this already. The Stamp-a-thon is another direct result of CBD collaboration.
      vi. CAAMfest invited Steve Nakajo, Grace Horikiri, and Richard Hashimoto to do a CAAMfest event in the Peace Plaza for the 45th anniversary in May. The Navy band event was wonderful and it was a great intergenerational event, exactly what we wanted to see.
vii. Alice Kawahatsu: Please come to JCCNC tomorrow at 6. The format is not a debate, it's a meet and greet, please ask questions!
   1. Mary Ishisaki: What is the time of the event on November 14th? It will be a 6-8PM Town Hall meeting.
   viii. JTF is also starting on Census work and continuing the Visitor Center kiosk at festivals.

X. Upcoming Japantown events
   a. Oct 19th- Aki Matsuri
   b. Oct 19th- JACL Kenko no Hi (Health Day), CUPC
   c. Oct 19th- Kimochi Issho-Ni Event, Pa’Ina
   d. Oct 25th- Japantown Halloween Carnival, JCCCNC
   e. Oct 26th- Japantown Community Clean Up Day

XI. Discussion and possible action items for next meeting

XII. General public comment*

XIII. Adjournment (action item)
   a. Motion: Robert Sakai
   b. Second: Mary Ishisaki

Meeting was adjourned at 7:20pm.