



Notice of Regular Meeting and Agenda

May 13, 2020 • 6:00 P.M. Via ZOOM conference: <https://us02web.zoom.us/j/89041858591>

Attendees: Robert Sakai, Jerry Ono, Mary Ishisaki, Chip Nakamura, Alex Prouty, Daniel Byron, Rob Malone, Kathy Nelsen, Kim Kolbe, Emily Glick

Absent: Steve Ishii, Dennis Kern

Staff: Grace Horikiri, Brandon Quan, Melissa Bailey

Guests: Greg Vilorio, Sandy Mori, Dmitri Shimolin, Sam Mihara, Steve Nakajo

1. Call to order and roll call

2. Announcement from Board Vice President

Robert Sakai: At the end of the meeting the Board will be going into a closed session to discuss a personnel matter. JCBD President David Ishida has resigned from the Board. I'd like to thank David and we all agree he has done a great job in the time forming the JCBD, and he and the staff really put JCBD on the board and move us forward. We will continue with this in David's absence.

3. Approval of Minutes

- April 8, 2020 JCBD Board Meeting (action item)

Motion: Chip Nakamura; Second: Mary Ishisaki

Robert Sakai: The only correction I see is Steve Ishii missing from absentees.

Melissa Bailey: Noted, I will make that correction.

4. Financial Report

A. April Financial Report (action item)

Motion: Emily Glick; Second: Rob Malone

Mary Ishisaki: You all received the extended Profit and Loss statement which breaks all the expenses down into categories and what they were for. It makes it easier for people to understand exactly what things cost vs. having a large sum with no explanation in one or another category. We're looking at a net income of \$66,864 which includes the assessment of \$190k from the City reported on the April budget, the budget to actual variance report, giving us a YTD actual income from the City of \$391,963 with a redemption of \$34,174. This gave us a 1400% increase in redemptions, but also have an 18.76% increase in assessment revenue from a small parcel that came in that wasn't there before. We have branding and marketing at a 20% overage due to the rebuilding of the website, but we have grant money that covers that. We will be working on the budget for 2021 this month and hopefully will present it in June for approval. Should we not finish it, we will ask at

that point for a month to month increased based on this year's budget so we can continue business while finishing the annual budget.

Robert Sakai: We're estimating at the end of June we should have revenue that's in excess of expenses to the tune of \$66,864?

Mary Ishisaki: That is what it is at this moment.

Robert Sakai: What will it be at the end then?

Mary Ishisaki: It should be a surplus but I don't have the exact figure right now.

Robert Sakai: That's fine, just want to make sure we have enough to cover our expenses.

Mary Ishisaki: Other things to note. The 2019 income tax filing were sent in today via certified mail on an extension granted by the IRS, so we are in compliance. We will have our audit, rather assessment done by the auditors. It should be completed by mid next week and filed with OEWD. We are going to also create a budget that is minus 25% of the assessed budget in case we don't have people paying taxes due to their current economic status because of the virus. We will present both but are hopeful we will receive all the monies we plan on getting.

B. Financial Review Update

Mary Ishisaki: The Squar Milner report sent is a draft, and it will be finished and presented to OEWD next week.

C. Assessment Update - 2nd Assessment Payment
(mentioned in the financial report section)

5. Japantown CBD SafeCity Program

A. Monthly financial and progress report from AVS

Dmitri Shimolin: The only change on the report is that the balances are now completely current. Nothing new has been installed since the last board meeting, but we have brought the Pearl Spa location online.

Mary Ishisaki: Is Phase 4 now complete?

Dmitri Shimolin: The only location that hasn't been completed is Buchanan Gate. It's unclear based on conversations with DPW when they will have the resources to do the trenching required. There is currently \$14,000 and \$778.89 that's been allocated towards this project that could go towards coverage of Buchanan and Sutter at another location. There's been an inquiry from the Super Mira building and we discussed options for what could be done there. Currently, the \$14k balance is all that remains for Phase 4 and we have ideas for it if we don't get support at the gate.

Robert Sakai: Open balance amounts, those subtotals, are they indications of overages or underages for each of the phases?

Dmitri Shimolin: These are carryovers from previous phases, for example a carryover from Phase 3 into Phase 4. These are open balances after each individual installation and between the phases.

Robert Sakai: So the net effect is we've been close to budget the entire process?

Dmitri Shimolin: Yes that's correct.

B. Video Retrieval Requests for the month of April

Brandon Quan: The month has been relatively quiet. 3 requests all from SFPD, including one that was mentioned last month (Golden Gate Apartments fire) so it's a carryover. There was a request for footage for a purse stolen from a car, and then another request outside of JCBD boundaries on Geary however SFPD believes the suspect traveled through our camera network. I worked with them to provide that footage.

Mary Ishisaki: Were you able to get useful footage?

Brandon Quan: They felt they had good footage for that, but I did not hear back on the other two. Having viewed the purse snatching, I don't know how much help the footage is since everyone is wearing masks, but we did catch it on camera.

C. Usage Policy

Brandon Quan: We are almost complete with the updating of the usage policy. We incorporated edits from Claudine since last meeting. One question that came up was related to the public records request- do we need to include a notification to the public that their information is subject to collection by anyone who requests. Claudine felt we can't parse out what we surrender and what we keep confidential due to the Public Records Act. Should we then let people know ahead of time? Claudine is going over this and provided suggested language which has been added, and now we're waiting on final review. Claudine suggested talking to the City Attorney but we haven't heard back since he's been pretty busy.

Robert Sakai: Please follow up on this because I think that disclaimer will come back to us if we don't. We need to get a definite statement included in some format to cover ourselves.

D. AVS Service Agreement (action item)

Motion: Mary Ishisaki; Second: Kathy Nelsen

Dmitri Shimolin: The new usage policy has the latest features, including support with video retrieval that goes into the help desk. If there's ever a need for their team to do the retrievals if JCBD is busy, they're available for that and is part of why they launched the online portal for SFPD. The training with investigators is ongoing and we're working with several agencies in San Francisco with implementing similar systems. As we return to some form of normalcy, we can also use the cameras to monitor Pedestrian Traffic analytics and provide that monthly, including a dashboard with people counts for specific corners. Union Square is doing this in 6-7 locations and the BID used that data in reporting to

the city that traffic is down 75%. The cameras provide safety as well as other benefits.

Robert Sakai: The list at the end of the service agreement didn't include 1650-1656 Post St. As new cameras are added, will they be automatically contractually added into this agreement?

Dmitri Shimolin: Yes, everything that's covered in the grant is covered for a period of one year through the service program. Effectively what we're looking at is an agreement that not only covers 2020-2021 but a two full years. At the time of Phase 5 though, we can see how the JCBD can recoup some costs and put it towards future maintenance.

Robert: Does that mean this service agreement will not cover Phase 5 added at a later date?

Dmitri Shimolin: Yes if the JCBD chooses to fully fund.

Grace Horikiri: I am grateful for AVS for starting out with us from the get go. The connection AVS has with SFPD is critical. The teamwork there has been crucial in the whole Safe City Program. Dmitri's expertise has made it an important law enforcement tool. I am fully on board with having AVS provide us the services in the agreement. When we first started the program, Mike Sim brought up finding a lower cost vendor, but do they have the expertise and know how AVS has? Especially since AVS is taking the lead on the portal with SFPD and SFMTA, it's something to consider. I recommend moving forward with this agreement.

Mary Ishisaki: Is this approximately the amount the agreement would run annually?

Dmitri Shimolin: Yes, this is the exact estimate.

Mary Ishisaki: The only thing that bothers me is where are we going to find the money to pay for the agreement. We should look into grants to cover the cost or at least part of it.

Robert Sakai: We also will hopefully have money left over from the original \$750,000 grant for at least one year. If we extend our reach out further, maybe the board needs to have a discussion of where to allocate this surplus. If we use it for this then that gives us time to figure out additional funding going forward.

Mary Ishisaki: We did anticipate using some of this for this first year cost so we could then do what you suggested in future.

Grace Horikiri: Maybe this is the opportunity to reach out to those in the neighborhood for participation.

Emily Glick: Another thought would be an endowment. The hefty endowment offsets the annual costs needed. Could we look into a private individual gift or grant that's a recurring commitment. Do we approach the original angel investor

for this and see if he's willing to commit to the ongoing maintenance of the system since it takes up so much of our operating budget.

Mary Ishisaki: At executive level we have been considering this.

Emily Glick: At the beginning we had a company offering to do retrieval but we didn't take it on due to cost and lack of information on how many retrievals we get per month. How does this translate into actual costs since we have more data?

Dmitri Shimolin: We could build in a line item for \$1000 per month for 10 retrievals.

Emily Glick: We didn't want to outsource it because we're averaging one retrieval a month, which then makes it essentially cost \$1000 per retrieval.

Dmitri Shimolin: We're much more in touch with what the usage is. Over time, it does tend to grow because networks expand and also as word spreads more requests come in. Our goal is not to get in the way of JCBD wanting to pull video themselves, some CBDS prefer it because it keeps them more connected, but whenever the CBD feels they need help, you can outsource up to 10 per month. As the program expands I could see more requests coming in depending on the area.

Emily Glick: Did we have an attorney take a look at this?

Grace Horikiri: I believe we had Claudine review this.

Robert Sakai: I remember this as well. Let's accept it as long as Claudine has no major concerns.

6. JCBD Internal Marketing & Communication Updates

Emily Glick: Voices of Japantown is going forward, thanks to everyone who contributed an interview and perspective on Jtown. We are almost done collecting these and they will be provided to the media for content and contact purposes. This will work well during the shutdown. LGPR is being sensitive about what to pitch during this time. We got the photos done prior to SIP, and got two more placements. We will run in Westways (American Airlines) and National Geographic. We are tentative with the SF Chronicle, they are interested in publishing but trying to fit us into the cycle. Things are happening despite COVID-19. With so many people being local, we are looking to reschedule the press trip depending on the media's comfort level and what there is to see in terms of what's open. We will give a few weeks notice prior to opening that back up to the press. We are in the early stages of talking about how the community efforts around COVID-19 are newsworthy. Marafuku Ramen was featured with their donation of meals to Sutter Health. We are also discussing how to bring a sense of playfulness and local character to the safety efforts, plexiglass decals, etc.

7. Executive Director Report

A. COVID-19 Outreach

Grace Horikiri: We sent out the staff report so you've seen generally what work we have been doing. Generally, it's COVID-19 response and getting needed information to small businesses. Every other day we have been releasing email newsletters with updates from the city, grant and loan programs, and what essential businesses are open. Greg Vilorio and I have been checking on businesses in person to see how they're doing. It gives us a better idea of what kind of stress they are going through. Greg Vilorio and Rich Hashimoto have been meeting with JCBD staff to discuss supporting restaurants during reopening. Greg and I talked this morning about how they're going to need a lot of help after seeing Gov. Newsom's guidelines. I'm not sure if a lot of them will be able to fulfill the guidelines presented. We are planning a Town Hall just for the restaurants to give them guidance on reopening. Other than that, it's just making sure they're ok.

Robert Sakai: The email with the posters, etc was very helpful and gives a clear picture of what needs to be done. They can use the files you sent to meet some of these requirements. I really appreciate this.

Grace Horikiri: We are sharing this with other neighborhoods and merchant corridors as well.

B. Japantown COVID-19 Response Meeting

Grace Horikiri: We've had two meetings thus far with community leaders like Paul Osaki, Steve Nakajo, Sandy Mori, Steve Nakajo, Rich Hashimoto, Jon Osaki. The purpose is to get together and plan out efforts to help Japantown: businesses, nonprofits, artists. There are 3 efforts: SF Japantown Foundation providing matching grants up to \$1000 supports arts and nonprofits. JCBD is running the Japantown Small Business Resiliency Fund through GoFundMe in support of the for-profits. We have sent this to Claudine for review. Finally, the JCCCNC is doing a gift card program where they will select specific businesses that meet criteria set by their funder and purchase gift cards to give back to the nonprofits to sell for their own fundraising efforts. It's a great way for everyone to come together to support Japantown. Another idea that's been presented by Diane Matsuda, Paul Osaki, and Rich Hashimoto is using the plaza to put out tables and chairs for people to sit and eat takeout in on weekends. JCCCNC will gather volunteers to setup, monitor, and clean this, and Rec and Park is involved. Procedures for this are still ongoing. Finally, there will be a community Town Hall meeting to explain the efforts and answer any questions.

C. SFPD Small Business Advisory Forum Meeting

Grace Horikiri: Once a month we participate in this meeting. The JCBD created the Who To Call For Assistance flyer that was taken on by Dep. Chief Lazar and reproduced citywide. JCBD was acknowledged on this flyer.

Emily Glick: I just wanted to quickly applaud Grace and it's heartwarming as well as practical what she's doing for the community. It shows Japantown at its finest.

Grace Horikiri: I appreciate the opportunity this has given me to work with everyone, despite the pandemic.

D. SFMTA Geary BRT Update

Grace Horikiri: Memorial Day Weekend the Steiner St. bridge will be torn down. We sent out information as well as JTF notifying the community about closures and detours. The community should be prepared, big shoutout to SFMTA for providing wayfinding signs. There will also be MUNI bus ads promoting Japantown still being open.

Kathy Nelsen: Has anyone spoken to the encampment at the bridge? It's huge and growing.

Grace Horikiri: No one has mentioned that so I'll follow up.

Kathy Nelsen: The concern is where are those folks going to go?

Emily Glick: I second that. Through work with the Hotel Council I hear a lot of interesting things about what's being done. The City is about to complete maybe the biggest social experiment in getting people housed, it'll be interesting to see the results of this.

8. Staff Updates

A. Crime and Cleaning Report

Brandon Quan: Right now we only have Al working 5 days a week, and support team on his days off. The past few weeks have been Marcus who is a great worker. It works out since cleaning has been more manageable. We have applicants in process, but background checks and drug testing are delayed so the hiring is taking much longer than usual. However, since stats are down 40% this hasn't really proved to be a problem. Biohazard is up 15%. Cigarette butts were down 87%, auto glass clean ups down 89%. We have not had any auto break in requests this month either. Stats are down, but not for the right reasons, but it has allowed us to manage it. We started using sfddata.org for crime reporting. This gives us a map of instances which has been helpful, but their defined Japantown boundaries are larger than ours. It extends as far as Franklin and Hayes so keep that in mind when looking at the report. Actual stats for Japantown are smaller. There were a total of 31 crimes in April in comparison to 51 in March, with car break ins being down. However, commercial break ins and personal robberies were up. SFPD did note this in a small business security webinar recently. SFPD has transferred a lot of desk positions to patrol to help with safety and security. They have almost maintained full staffing during this time. They are looking for repeat offenders and suggesting adding enhancements to certain crimes during this period, such as looting. Suggested security measures: better lighting, operational cameras, alarms, boarding up windows if you aren't there, removing all valuables or securing them in a safe, share information in small business groups online. There are reports of increased aggression with homeless but they're working

with the city on this. They are working on social distancing in encampments but not dispersing, so I'm not sure how this will work for Steiner. They will only remove encampments for safety and access reasons at this time.

Grace Horikiri: Compared to other merchant corridors, we haven't seen too many storefront break ins. Fillmore was having a lot of issues with this prior to and immediately after SIP. That's why most of those merchants have boarded up their windows. Union Square is also completely boarded up. We will keep monitoring and if we see more instances then we will advise property owners at that time.

Kathy Nelsen: Does anyone have a good recommendation on a contractor for this?

Grace Horikiri: I can refer you to the Fillmore St. person, and Sam Mihara also had the Super Mira building boarded up so he should know who.

B. The Heart of Jtown Resiliency Fund

Melissa Bailey: Grace spoke about this a little early, but I'll give more detail for review. We have added in the purchase of PPE and other equipment and supplies needed for reopening. We are also having Claudine review this for conflict of interest issues given JCBD has property and small business owners on the board. We don't want this to impact funding.

C. Japantown Task Force Updates

Steve Nakajo: 3 items to report on. The Peace Plaza bond I'll defer to Sandy. JTF and JCBD collaborated with OEWD for a Japantown Mini Grant program. We used a \$25,000 award from Vailie Brown intended for seed money for Cultural District to investigate unused space. We identified Kinmon Gakuen auditorium for this, specifically the auditorium and how it meets the need for community space. We were going to use the \$25,000 to collaborate with Kinmon Gakuen on physical upgrades such as the floor and bathroom and the ADA issues with the front steps. JTF has now donated the \$25,000 as seed money for a grant program awarding \$1000 to eligible small businesses in Japantown. We determined criteria and combined that with the City's to identify 21 businesses to fund. We cut off applicants after 4 days and 42 applications. This has been an issue in all city neighborhood grants. We are now in the final phase of selection and will roll out announcements at the beginning of June. The Cultural District CHHESS report is in draft format. A 15 page bullet point report was given to the JTF Board in March, but the presentation of it was cancelled due to SIP. Since then, a 33 page supplemental draft was sent to the board for review on 7 key areas featured in the report, including a new concept entitled Resilience. We have now submitted our 3rd draft which is 76 pages and will have a dialogue. I've been adamant about keeping our timelines despite what's going on. Submittal will be May 22nd, and last town hall meeting will be on June 18th. We are targeting a final draft for July 13th for the department since the Board of Supervisors take

a recess in August. Signs are pointing that the vacation will be forgone so now we are looking to September for submission. Part of the revenues come from Hotel Occupation Tax so we know how that is going to look. We all anticipate that 2021-2022 should reflect a demise in revenue in this.

Sandy Mori: I want to update everyone and give some good news. The Mayor gave instructions to the Chief Administrative Officer of City Capital Planning Committee, who decides which projects to fund. The City has many different bonds that are put out, such as the housing bond seen last year. This year, The Mayor instructed a geo-bond, which requires 2/3rds vote to pass, for the November ballot. This bond is a 438 million dollar bond with different sections-including health and recovery. Within that bond, they are carving out a park bond section for 200 million because parks are part of quality of life for San Francisco. San Francisco is also a big park city with a large group of advocates. Within the park bond, the Mayor and CAO are including the Peace Plaza. Our community has been working with Rec and Park and DPW and RHAA and getting input about what wants to be seen in the Peace Plaza. We went to Rec and Park commission and got unanimous support for the designs, which are deemed project ready. The City wants to fund projects that are ready to go. The Peace Plaza project at the level of 25 million (the total cost), without any dilution, is requested from the City. We promoted full city funding and not fundraising because we felt with 110 years of history in San Francisco, there's justification for the City investing the money. What we need to do now. The 438 million bond goes to the Board of Supervisors next and then they determine what they'll support. Our goal is to get all 11 supervisors to support the Peace Plaza project. Write a letter, email, make a phone call to your own supervisor and put a good word in for this project. If we get 9 it's ok, but we should get 11 because it is a justifiable request and shows how our community as a whole is an important part of San Francisco as a whole. We were also the first selected Cultural District, and have a lot of things going for Japantown that need to be brought up to the Supervisors. The goal is to make sure they don't take away from the 25 million. It's going to be tough because of the political pressure from the Chinatown Portsmouth Square project which is at the level of 70-75 million. Since it was not originally included, there's pressure to put it in, which means taking money from other projects. Since Japantown can't compete in a population numbers sense, we collaborate with other communities historically. This is a delicate situation because Portsmouth Square isn't project ready, but representation will push to get it into the bond anyway. This will be hardball politics, and you're going to be hearing a lot, but you need to have the facts and information so you can evaluate the situation and see the bigger picture.

Grace Horikiri: Sandy and Steve, if you could provide a letter template for us to share that would be helpful.

Sandy Mori: Absolutely. Also be sure to utilize the relationships you have with particular supervisors to help promote this.

9. Discussion and possible action items for future meetings

10. General public comment*

Sam Mihara: I just wanted to update about the burglary issue at our building. As you may know, the Nakamoto building has 4 tenants: Super Mira, Yasukochi, Clint Taura DDS, and apartments. In the past 50 years, the worst we've had is graffiti which is easy to manage. However, the last 3 months our building has been hit 4 times for burglary. 3 of them were through the front door and one was through the back door which is an exit for the apartment and dentist office. Only 1 attempt was successful, and they went after the lottery tickets and did not take much of anything else. The back door resulted in damage to the door hardware and got inside to damage more but didn't get further than that. We immediately installed plywood and a wooden gate which is put away in the daytime. Today we installed a steel gate, which is far more resistant to break ins than wood. We are looking into updating the lighting since it is not very good. We are also upgrading the alarm system to get more audible alarms outside, as well as video sensors and real time recording and response to the police department. You would think most people would reject boarding up, but all the tenants feel more secure and the customers at the grocery store have reported they feel safer with it being more secure.

11. Recess to Closed Session (action item)

12. Reconvene to Open Session (action item)

13. Adjournment (action item)

Motion: Mary Ishisaki; Second: Rob Malone

Meeting adjourned at 7:55pm

Next JCBD Board Meeting: Wednesday, June 10 , 6:00 P.M. at the National Japanese American Citizens League Headquarters Building (1765 Sutter St., San Francisco, CA 94115). Should the Shelter in Place Order be extended, board meeting will be conducted on ZOOM and login information will be included in the agenda.

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