

**Board Meeting Minutes**

**September 12, 2018 • 6:00 P.M.**

**National Japanese American Citizens League Headquarters Building**

**1765 Sutter Street, San Francisco, CA 94115**

**Attendees:** David Ishida, Steve Ishii, Mary Ishisaki, Kimberly Kolbe, Rob Malone, Jerry Ono, Robert Sakai, Sim Seiki, Michael Sim  
**Absent:** Dennis Kern, Eric Moulton, Kathy Nelson, J.P. Oliver, Abraham Sanez  
**Staff:** Grace Horikiri  
**Guests:** Emily Glick, Rich Hashimoto, Tomo Hirai, Alice Kawahatsu, Sandy Mori, Benh Nakajo, Steve Nakajo, Dmitri Shimolin, Tats Ogawa, Roland Tolosa

**1. Call to order and roll call**

The meeting was called to order at 6:00 pm

**2 Discussion and Approval of August 8 Minutes\***

Minutes of the J CBD Board meeting on August 8, 2018.

It was moved by Rob Malone and seconded by Mary Ishisaki, to accept the draft minutes from the August 8, 2018 meeting. Grace Horikiri noted errors in the original draft of the August 8, 2018 minutes and reviewed all the corrections reflected in the 2nd draft. The motion passed by a unanimous vote.

**3. Financial Report\***

Board Treasurer Mary Ishisaki presented the Current Operating Budget. At the next Board meeting she will work with Grace to have a budget that will include the rest of the year. We will be able to view the monthly totals against the budget and see how we are spending according to plan.

We have also been able to support community events through sponsorship and donation and hope to continue that throughout the rest of the year. Motion to accept the financial report by Sim Seiki and seconded by Rob Malone. The motion passed by a unanimous vote.

**4. Japantown Security Surveillance Project**

Grace Horikiri introduced Dmitri Shimolin, CEO & Co-founder of AVS and Roland Tolosa, Solutions Consultant. Board President David Ishida reported AVS has worked with various CBD's on their surveillance system, including Union Square, Tenderloin, Lower Polk, Fisherman's Wharf & Downtown Oakland.

Dmitri and Roland began with talking about their work for the Union Square BID. Some of the key points they addressed were:

### **Union Square BID key points:**

- Program began 5 years ago in the Hallidie Plaza (Market & Powell, cable car turnaround) 6 camera pilot program has grown to approximately cover 1/2 of the 27 blocks. All public spaces and sidewalks.
- There were 200 existing cameras found prior to the program, but many were disconnected and belonged to multiple owners. If something happened, it took a long time to review different footages, making it very difficult to build a case.
- Today 40 property owners participate in the program and has recently been voted number one as the best program the BID has experienced based on their renewal survey.
- How does Union Square monitor cost benefit? Video requests from law enforcement is one method. Also, having a way to capture data (i.e. foot traffic), and having a steady reporting schedule (every 6 months).
- BID/CBDs that have implemented these programs have expanded it over time.
- Program brings the stakeholders/community together. Union Square has a group that meets monthly and also has a retail theft group to share information.
- Network of cameras makes it is easier to determine what happened.
- But where does the video go? Union Square has a video control center - a video retrieval one stop shop. SFPD can go to this center to obtain incident videos filmed from multiple vantage points in a fraction of time.
- Union Square has developed a Policy and Procedure to guide the process. Video retrievals are requested by submitting a form and only legitimate requests get processed.
- Use of the cameras not only resolve certain investigations and fight crime, but also help in keeping the streets clean. Block by Block visits the video control center camera to see where their resources should be diverted. The cameras are also used in to harness business intelligence data by measuring foot traffic that is key to their marketing strategy. Union Square is monitoring this information and reporting it monthly in their newsletter.
- Union Square BID started with 200 cameras. Today, there is total of 350 multi-sensor cameras, coming but from just 150 camera locations. The total number of cameras were reduced, but coverage area increased.

### **Questions from the Board included:**

Who staff's the video control center? There are different ways to do this. JCBD can hire its own staff. Union Square offers this service as well.

### **Camera Program for Japantown**

This is a multi-phased process: audit and survey of district, then to design implementation, and once program is launched AVS provides training to JCBD.

- AVS will look at crime data from the Crime Strategy Unit of DA's office, identify hot spots. Recommends areas to provide coverage and then the video surveillance network is designed.
- AVS will be meeting with SFPD and DA's staff to review the last 2 years data are now available. AVS will use this data to help build the JCBD video surveillance program. This data can be used to compare past activities with future data. AVS

recommends contacting Randall Scott of Union Square BID to inquire how they operate their video surveillance program.

- Policy and Procedure  
AVS has templates to use as starting points including internal and external data request forms
- Looking into location of the video surveillance center
- Signage will be placed selectively to deter criminal activity.
- Once the program is set up it will be up to the JCBD to open the program to property owners outside the benefit district.
- JCBD Officers and Staff to meet with key property owners once Board approval.

### **Surveillance & Data Retrieval**

- Surveillance program is not monitored live.
- Only the SFPD, DA's office can access videos data via external retrieval requests.
- Community Ambassadors will have access to identify cleaning area needs via internal access request.
- If AVS staff sees an incident happening during maintenance, it becomes monitoring. If a Community Ambassador sees broken glass on the street, they can make an internal request to access data to identify the details of the event.
- Retrievals should be minimized so that it funnels through a set of guidelines. Policy decision protocols needs to be established.
- 30 day retention of data - can this be kept longer? This is being discussed with the DA's office. However, this may also be dependent on data space and storage.

### **Coverage**

- Panoramic coverage enables a single camera that can cover 270 degrees on a corner avoiding the need for numerous cameras. AVS is a licensed electrical C10 contractor.
- Nihonmachi Parkiing Lot coverage - is it covered? A review of the boundaries will have to be performed.
- Cameras will be able to capturing foot and vehicle traffic.

### **Technical**

- This software is not proprietary. It is built on an open platform.
- High speed internet is all accounted for and network security (VPN).
- Lighting: AVS will survey the area at night to make sure lighting will not be an issue.
- Does the single range camera has better range than the panoramic?  
On average forensic level detail 30 - 40 ft. within the camera location.  
Important to note not to capture the incident itself, but capturing everything that precedes it and follows it that makes a case.
- PTZ (pan tilt & zoom) capable especially for Block by Block usage will be used selectively, if warranted, to identify cleaning area needs.
- Storage unit at each property will range in size from a small hotel refrigerator unit, upwards.

## **Maintenance**

- Is the one-year support & maintenance agreement needed, and does it have to be provided by AVS? AVS has developed operational support for CBD type deployment and with that experience has successfully worked with other CBDs and BIDs.
- Maintenance & vandalism. Per 1000 cameras, fewer than 5 were vandalized. Maintenance - AVS continues to monitor the cameras at their office to ensure the health of the cameras. Cameras have 5 - 7 year working life.

## **5. Executive Director Report**

### **A. Brown Act Training (8/30/2018)**

The City Attorney's office held a mandatory Brown Act Training for key CBD staff so that we can be in compliance. One of the key points in the training involved what constitutes a meeting in which minutes must be taken. When a quorum is met either in person, conference call or even via email to hear, discuss and deliberate on any matter, it is considered a meeting.

### **B. SF Travel Japantown Walk (10/3/2018)**

SF Travel will host a group (50 - 75) of concierge for a Japantown Walk on Wednesday, October 3 from 4:30pm. Participating businesses are: The Buchanan, Benkyodo, Paper Tree, Uji Time, Nippon Ya, Pika Pika, Cha-To, AMC Kabuki, and Hotel Kabuki. There will be a closing reception at the Hotel Kabuki. Guests Edible Excursion's Director Lisa Rogoben and Richard Hashimoto helped organize this event.

### **C. Community Police Advisory Board (8/30/2018)**

Each SFPD station captain operates a Community Police Advisory Board (CPAB) which is comprised of civilian volunteers from their communities. Also present at these meetings are SF SAFE and DA's office. At the August meeting, Executive Director Kyra Worthy and Assistant District Attorney Asha Jameson were present. Discussion included SF Safe's CPAB guidelines that will be in the SFPD Manual #24 (available January 2019). There will be changes in how CPAB meetings will be held, such as posting agendas and minutes in accordance to the Brown Act. JCBD, Japantown Task Force and Japantown Merchants Association currently rotates in attending meetings.

### **D. San Francisco Council of District Merchants**

Grace Horikiri will submit an application to join the San Francisco Council of District Merchants. The fee is \$250.00. This will enable JCBD to be part of the Councils marketing efforts and make sure that Japantown strengthens its visibility when promoting S.F.

### **E. Love Our City - City-wide Clean-up (9/8/2018)**

San Francisco's "Love Our City" clean-up campaign kicked off on Saturday, Sept. 8th at 9 a.m., but you can register to help right now. The campaign encouraged everyone to pick up trash and sweep near their home or business. Dept. of Public

Works offered participants tools to help in the clean-up effort.

#### **F. San Francisco Japantown Foundation Grant Application**

Grace Horikiri submitted a grant application to the 2018 Capital Project on Planning for the Buchanan Mall Revitalization in the amount of \$25,000.00. Awards will be announced early October 2018.

#### **G. JCBD Administrative Assistant Search**

Grace Horikiri is still seeking a part time Administrative Assistant to help in the day to day administrative help.

#### **General comments from the public for the Executive Report**

Guest Sandy Mori commented that a handful of organization/group staff attend the many meetings held in our community. Since everyone is short staffed, she recommends that we all share the responsibilities to attend meetings and share the information. Example the Japan Center Garage notifies JCBD and JTF in advance when they will be asked at their Board meeting to give updates. Providing a specific time enables organizations to participate but not have to be present for the entire meeting. Sandy also noted that Japantown is known to be very organized and have strong intercommunications. The City recognizes that.

### **6. Updates**

#### **A. Buchanan Mall Holiday Lighting**

Rich Hashimoto of the Japantown Garage Corporation presented Holiday light options for the Buchanan Mall. Since 2016, the Japantown Merchants Association and JTF have worked with other property owners, businesses and community individuals to sponsor the Holiday Lights. Rich Hashimoto and John Peterson presented a proposal with several options to develop a permanent Holiday Lighting system. The JCBD and JTF have not made plans, nor budgeted for a permanent lighting system. This wonderful concept should be incorporated into plan for the larger Buchanan Mall renovation.

#### **B. No Trespassing Signs & Business Watch Group**

Grace Horikiri reported she has updated the No Trespassing Signs and is in process of distributing them to local businesses. Grace continues to work with Greg Marutani and the Business Watch Group to coordinate implementation.

#### **C. Block by Block August Cleaning Update & Pressure Washing Schedule**

Grace presented the cleaning highlights cigarette butts still a major problem. David and Grace met with Regional Vice President of Block by Block, Rich Mongaro and discussed daily reports from Ambassadors as well as weekly check ins with Eugene. Spoke briefly on the departure of Community Ambassador, Stephon and arrival of new Ambassador Kevin.

Grace also presented the bike mounted power/pressure washing schedule that Eugene provided. Cleaning time is from 7:30 am to 9:30 am. Note: Pressure

washing removes surface dirt using cold water vs. steam cleaning which uses heating element to remove stuck on dirt such as chewing gum.

Because of Steve Nakajima's connections with DPW we were able to get benefits of power and steam cleaning done earlier this year. With a more regular schedule in place the sidewalks should see an improvement and keep in our baseline of services. We can look into requesting steam cleaning for the latter part of this year and budget that cost.

Rich will have Eugene contact Teracycle (cigarette butt receptacles) for costs and have that available at next months meeting.

**Public Comment:** Guest Emily Glick asked about the Hospitality service which shows "0" on the Cleaning Highlights. When Ambassador Stephon was present, because of his nature and work style he provided hospitality to on a regular basis. Our current Ambassadors need to have the right tools, such as newsletters, announcement flyers, etc. so that they can use these to interact with merchants/ property owners. The lack of reporting on a day to day or weekly basis also is part of the problem. These are all things that the JCBD will put more emphasis on.

Teracycle receptacle pricing will be presented at the next Board meeting. Eugene will provide data on updated "hot spot." Board member Michael Sim asked if there are free standing options. Teracycle does not have that option.

Guest Alice Kawahatsu provided information on cigarette butt recycling program. Service provides labels that are shipped free to a location in New Jersey.

#### **D. Strategic Marketing Plan Update**

Grace Horikiri reported she has been in contact with Kimberly Kolbe to schedule a meeting within the next couple of weeks to include Michael Sim, Eric Moulton Emily Glick of the Buchanan Grace referred to the 8/22/18 Marketing & Communication Strategic Planning notes in the docket.

#### **E. JCBD Newsletter**

David asked for everyone to view the newsletter and if anyone has any news, photos to include please send to Grace.

### **7. Community Events**

**A. - D.** Board President David Ishida made announcements for the following upcoming events in Japantown: Kimochi, Inc. 37<sup>th</sup> Annual Golf Tournament, JCCCNC "Tabemasho" - Celebrating 45 years, Japan Center Mall - Sumo Champions Exhibition and District 5 Supervisor Vallie Brown Welcome Reception at Pa'ina Restaurant.

**E. Osaka Matsuri (9/29/2018)** - Guest Ken Takeda spoke about the Osaka Matsuri, it's history and what is in store for the 3rd annual event. He also thanked the JCBD for their support and participation as a sponsor.

## **8. Board Comments**

Board Member Rob Malone commented on the confusion of Rich Hashimoto's confusion about Holiday Lighting funding and his understanding that the JCBD would be taking this project over. We should always be considering the coordination/communication of the various groups (JMA, JTF, NPC). Should we be proactive to take leadership on events and projects instead of having groups push these onto us. Having a formal agenda and see how many we can take on and have budget for. Japan Center Garages will be undergoing a parking equipment upgrade. The Annex is schedule for November-December 2018 and the Main Garage in December-February 2019 with partial, rotating closures.

### **Comment Regarding Surveillance Program**

Board Vice President Robert Sakai expressed concern about the costs outside the \$67,000 (maintenance for first year) that is being funded. He would like to see these identified (video center, staffing, etc.) so that the JCBD before the Board meets to vote on this next month and to make sure we are clear on the sustainability of the project. Board President noted that the \$67K is not a hard cost. Board member Michael Sim noted that other than the internet and monitoring cost it should be minimal.

## **9. Adjournment\***

It was moved by Robert Sakai and seconded by Kim Kolbe to adjourn the meeting at 8:18pm.

The motion passed by a unanimous vote.

**Next JCBD Board Meeting:** Wednesday, November 14, 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.