



KALIHI – PALAMA NEIGHBORHOOD BOARD NO. 15

c/o NEIGHBORHOOD COMMISSION • 530 SOUTH KING STREET ROOM 406 • HONOLULU, HAWAII, 96813
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DRAFT-REGULAR MEETING MINUTES WEDNESDAY, MAY 16, 2012 KALIHI UNION CHURCH

CALL TO ORDER – Chair Donald Guerrero called the meeting to order at 7:02 p.m., **with six (6) members present**. Note: This 13 member Board requires seven (7) members to establish quorum and to take official Board action. Chair Guerrero announced that there is no quorum present at this time with Public Safety Input until a quorum is met.

Members Present – Cardy Fang, Donald Guerrero, Rodolfo Ibay (departed at 8:30 p.m.), Fetu Taua Kolio (arrived at 7:05 p.m.), Roland Louie, Darryn Ng (departed at 8:25 p.m.), Bernadette Young, and Nicole Velasco (appointed tonight),

Members Absent – Pauni Nagaseu-Escue and Glorice Rone.

Vacancies – Three At-large vacancies.

Guests – Glenn and Micah Nakasaki (Kalihi Union Church), Martin Han, Justin Kessler (Board of Water Supply), Nicole Velasco, Ronald Higa, Sergeant Bert Bonnell and Major William Chur (Honolulu Police Department, District 5), Sergeant Jeff Nagai, and Lieutenant Baron Lee Chur (Honolulu Police Department, District 1), Alice and Orlando Spencer, Thomas F. Enos, Captain David K. Kawasaki (Honolulu Fire Department), Matthew Taufetu (Peacemakers), Jessica Bursack (Office of Representative Corrine Ching), Kahele Porter (Weed & Seed), Guy and Lucy Taketa, Bert K., Lillian Hong, Pat Lee (Honolulu Rail Project), Representative Karl Rhoads, Representative Joey Manahan, Senator Glenn Wakai, Representative Aaron Johanson, Nola J. Frank (Neighborhood Commission Office Staff).

PUBLIC SAFETY INPUT:

Honolulu Fire Department (HFD) – Captain David Kawasaki reported the following:

- April 2012 Statistics – Included 9 structure fires, 1 wildland, 1 rubbish, and 1 vehicle fire; 102 medical, 1 search/rescue, and 34 miscellaneous calls.
- Fire Safety Tip – In 2012, there were 1,331,500 fires reported in the U.S. These fires caused 3,120 civilian deaths, 17,720 civilian injuries, and \$11.6 billion in property damage. Fire hydrants are the main source of water supply for fire apparatuses responding to fires. The public is reminded that in accordance with the Fire Code of the City and County of Honolulu, obstructions shall not be placed or kept near fire hydrants in a manner that would prevent the fire hydrants from being immediately visible and accessible. A minimum three-foot clearance shall be maintained around the circumference of fire hydrants. Additionally, the Traffic Code of the Revised Ordinances of Honolulu states that stopping, standing, or parking is prohibited within ten feet of a fire hydrant.

7:05 p.m. Board member Fetu Taua Kolia arrived; **a quorum of seven (7) members present**.

Filling of Vacant Board Seats – Chair Guerrero asked if there were any individuals interested in filling the at-large vacancies. Nicole Velasco volunteered to fill a vacancy. Velasco's residency was verified after last month's meeting (driver's license). **Louie moved and Young seconded, nominating Nicole Velasco to fill an at-large vacancy. The motion APPOINTING Nicole Velasco to an at-large vacancy was UNANIMOUSLY ADOPTED, 7-0-0 (Aye: Fang, Guerrero, Ibay, Kolio, Louie, Ng, and Young).** The Neighborhood Assistant administered the oath of office; **eight (8) members present**.

Honolulu Police Department (HPD):

District 1 – Sergeant J. Nagai reported the following:



- April 2012 Statistics – Included 1 assault, 1 drug offense, 1 driving under the influence (DUI), 25 motor vehicle collision (MVC), 2 property damages, and 11 miscellaneous calls for service.
- Cell Phone Scam Safety Tips – Cell phone users across the country are receiving suspicious text messages that claim to be from Wal-Mart. The texts tell consumers they won a free gift card and all they have to do is click a link and enter some information. Unfortunately, there is no gift card. It's a scam to steal your credit card number and other personal information.
 - Among the scams to watch for: (1) Persons posing as the Veterans Administration (VA) and contacting Veterans to say they need to update their credit card, bank or other financial records with the VA. (2) Persons selling stolen vehicles at low prices by claiming to be soldiers who need to sell fast because they've been deployed. (3) Better business Bureau (BBB) is cautioning businesses and consumers about a website and phone calls that are purporting to be from BBB about sweepstakes winnings. This is a scam – BBB is not conducting a sweepstake; **"When in doubt hang up!"**
- Security Watches – If you or someone that you know would like to join or participate in a Neighborhood Security, Business Security Watch or Citizen Patrol Group, contact Sergeant Lawrence Santos at 529-3695 or at lsantos@honolulu.gov.

District 5 – Sergeant B. Bonnell reported the following:

- April 2012 Statistics – Included 209 arguments, 12 assaults, 9 burglaries, 7 drug/narcotics, 23 driving under the influence (DUI), 12 family offenses, 5 graffiti, 6 motor vehicle thefts, 215 (MVC), 20 property damages, 8 robberies, 5 sex offenses, 78 thefts, and 33 unauthorized entry into a motor vehicle (UEMV).

ELECTION OF BOARD SECRETARY – Chair Guerrero asked if any Board members were interested in serving as Board Secretary. There being no interested Board members, the election of a Secretary was deferred to the next meeting.

Weed and Seed (W & S) Updates – Kahele Porter, Site Coordinator, reported the following:

- HPD (District 1) Project Clean – Saturday, June 23, 2012 at Ala Moana Beach Park from 9:00 a.m. to 12:00 noon.
- Basketball Leagues (District 5) – Late night basketball leagues for public housing kids will be held at the Palama Settlement gymnasium starting on June 7, 2012, from 5:00 p.m. to 9:00 p.m. for seven (7) weeks. The league requires participants to attend workshops.
- Neighborhood Restoration – Weed & Seed works with non-profit agencies in the area on service projects for youth, education components, etc.
- Mahalo – The community was thanked for testimony in support of W & S bills for funding, which passed for three (3) areas and four Oahu districts.

Questions, comments, and concerns: Late Night Sports – It was asked and clarified that in the past, late night leagues would start at midnight and have been successful.

Mayor Peter Carlisle's Representative – Keoki Miyamoto reported the following:

- Rubbish on School Street – The City Department of Environmental Services (ENV) and the store owners have reached an agreement that the City would not pick-up rubbish and carts impeding on the sidewalk. Private haulers will remove the trash.
- Fernandez Street – According to the Department of Transportation Services (DTS) Director Wayne Yoshioka, an update on this matter will be provided in June.
- Royal Hawaiian Band – The Royal Hawaiian Band received the 2012 Industry Award from the Hawaii Academy of Recording Arts at the Na Hoku Hanohano Lifetime Achievement Awards Reception on May 5, 2012.
- Water Safety – This year's recipient of the prestigious national Paragon Award for Water Safety is Ralph Goto, Administrator of the Ocean Safety and Lifeguard Services Division for the City and County of Honolulu.
The Honolulu Zoo – The Honolulu Zoo's accreditation has been renewed by the Association of Zoos and Aquariums (AZA). The renewal is an affirmation that the Honolulu Zoo is meeting, if not exceeding those standards. Through the support provided by Honolulu Mayor Peter Carlisle and Department of Enterprises Services (DES), the Zoo was able to address and remedy issues identified by the accreditation team during a previous visit. Everyone was encouraged to visit the new elephant exhibit.

Board of Water Supply (BWS) – Justin Kessler reported the following:

- Water Main Breaks – One (1) water main break reported on April 17, 2012 at 1817 Kohou and Houghtailing Street.
- Impersonation of Board of Water Supply Employees – The Board of Water Supply (BWS) would like to alert the public about reports of individuals claiming to be BWS employees in order to gain access to private property. The individuals are reportedly wearing green t-shirts that resemble BWS employee attire and have been asking residents to allow them in their homes. BWS would like to inform the public that all personnel involved in official BWS activities will be properly credentialed, wearing official BWS logo, driving BWS labeled vehicles, and carrying official City & county of Honolulu ID badges with the agency identified as BWS. Residents are encouraged to call 911 if they observe any suspicious activity. The community may also call the BWS Communications Office at 748-5041 to file an additional report.
- Summer Water Conservation – The hot summer months are right around the corner. Home water consumption typically rises during the summer. BWS would like to remind all residents to be vigilant and avoid wasting water. Simple things to save water include checking for property leaks; avoid watering lawns between 9:00 a.m. and 5:00 p.m.; and turning off the tap while brushing teeth or shaving. Conserving water now allows us to save water for the future generations. For more tips on how to conserve water, visit www.boardofwatersupply.com.

Councilmember Romy Cachola – Dennis Galolo reported the following:

- Archaeological Survey Work – The Honolulu Authority for Rapid Transit (HART) is reminding motorists that archaeological survey work is continuing for the rail transit project. Lane closures related to the survey work will be conducted in Kalihi, downtown Honolulu, and Kakaako areas during non-peak traffic hours. Possible night work in approved areas.
- Banyan Plaza – Last month Resolution 12-78, relating to the sale of this property was approved by the City Council 7-0-0 and sent to the Mayor for final approval. Cost of the sale based on the appraisal is about \$220,000. Kamakapili Church will allow the public use of the parking lot.
- Farrington High School 75th Anniversary – An honorary certificate was presented by Councilmember Cachola to Farrington High School in honor of the 75th Anniversary celebration on April 21, 2012.
- St. John the Baptist School – At a dedication ceremony May 16, the school received \$1.5 million from the Clarence T. C. Ching Foundation for a computer center.

Honolulu High Capacity Transit Corridor Project (HHCTCP) – Pat Lee reported the following:

- Project – Work on the rail project has started in East Kapolei near Farrington Highway in the first section of the 20-mile route. The work includes foundations and columns for the rail guideway. When construction is in full swing, during each year of construction rail is anticipated to create about 4,000 construction related jobs, and another 6,000 indirect and induced jobs each year that will benefit our economy. The Honolulu Authority for Rapid Transportation (HART) wants to inform drivers that work continues throughout the 20-mile rail alignment. For this area, archaeological survey work continues in the “Civic Center” segment of urban Honolulu between Middle Street and Ala Moana Center. The City is conducting the archaeological survey work along the urban Honolulu section of the Honolulu rail transit route to identify potential archaeological, historical and cultural resources. The archaeological work will aid rail project staff in their design of the elevated rail guideway. Trenching work will take place at various locations along the Honolulu rail route between Middle Street in Kalihi and Ala Moana Center. Contractors Cultural Surveys Hawaii Inc. and Royal Contracting Co. are conducting the fieldwork. The survey work will be completed before rail construction begins in the urban Honolulu area, as specified under the rail project's programmatic agreement relating to cultural and historic resources. Motorists are advised there will be lane closures and traffic detours related to the work being conducted in these areas. There will be lane closures and detours during non-peak traffic hours, including possible night work in approved areas. For the safety of both the work crews and motorists, the public is advised to proceed with caution through these areas. Drivers should anticipate possible traffic delays or use alternate routes during work hours. Motorists are advised to provide a safe distance between themselves and the construction workers and vehicles.
- Funding – HART will receive \$48.25 million in General Excise and Use Tax (GET) revenue for the first quarter of 2012 for rail construction. This brings total GET revenue received to date for the rail project to \$858.73 million, about \$8 million more than projected. The \$48.25 million in current quarterly revenue is slightly less than the \$49.02 million in GET revenue received in the previous quarter; however, overall revenue remains strong. With 25 percent of total projected GET revenues collected, the project remains on budget. The total for four (4) quarters was \$193.4 million, compared to \$165.9 million for the prior four (4)

quarters, a 16.5 percent increase largely due to a continued recovery in visitor industry. Visitors pay about 30% of the GET on Oahu. The State began collecting the half-percent GET dedicated to the Honolulu rail system in January 2007. The GET for rail is set to expire at the end of 2022, and construction is scheduled to be completed by 2019.

- Contact Information – For more information, please visit the project website at www.honolulutransit.org, or call the project hotline at 566-2299.

Questions, comments and concerns:

1. \$860 Million for Rail – It was asked and clarified that approximately \$700 million is utilized for the construction phases; Kapolei to Sam's Club, Sam's Club to Aloha Stadium. AECOM Pacific is contracted to design the airport route.
2. Federal Funding – \$250 million for rail is in President Obama's current budget. There is a funded \$1.55 billion grant agreement; \$3.5 billion local match. It was asked and clarified that to receive federal funds the project must go through the approval process, and should be complete by fall or end of the year. It was noted that the Federal Transit Authority (FTA) runs the highways, airports, and transit centers. The new HART director previously worked with the Romney administration. It was noted all federal funds must be approved by Congress.
3. Record of Decision – It was mentioned that a record of decision does not guarantee money. Representative Rhoads added that a record of decision has never been denied. There is a grant agreement and after the application is received and approved the funding awarded.
4. Financial Plan – Will be reported next month
5. Comment – The money should be received first before signing all the contracts.
6. Environmental Impact Statement (EIS) – Delays to the schedule was caused by non approval at the time by Governor Lingle in 2009.,
7. Comment – It was asked what would happen to the rail project if Ben Cayetano who opposes rail is elected Mayor. Lee explained the project would have to go through the City Charter process, which is how it was voted on by the voters. In 2012 HART changed to a semi-autonomous agency to remove political influence from the operations.
8. HART Board – Lee explained how the HART Board members are selected.

RESIDENTS' CONCERNS:

1. Permanent Absentee Ballot Voter Applications – Constituent Lillian Hong circulated permanent absentee ballot voter applications.
2. Shipping Container Terminal at Kapalama Military Reservation – Resident Bob Enos once again expressed opposition to the construction of the new terminal at the Kapalama Military Reservation. Concerns include noise, odors, and increased traffic. At a recent meeting last Thursday at Pier 19. Representative Rhoads was thanked for voicing his concerns at the meeting. There were no answers or resources provided to area residents, but awareness. It was noted that there are four (4) Hawaiian ponds in the proposed area. The State Department of Transportation (DOT) presented a slide show of the plans. Reasons were given why the Campbell (Kalaeloa Harbor) Industrial Park area was not selected. Another reason given to the guests was that Matson and Horizon Lines do not want to relocate. He requested to have this item on the June agenda for further discussion.
3. Concern – A member of the audience who works with at risk kids at Mayor Wright Housing, raised concern regarding a Kalihi-Palama Neighborhood Board No. 15 member disrupting Mayor Wright Housing Association meetings. Chair Guerrero explained that the Neighborhood Boards are advisory relating to government services and cannot get involved in neighbor to neighbor issues. It was suggested to email the concern to the Board and possibly refer him to someone who could assist. The matter should also be brought up with the private association.
4. Honolulu Police Department (HPD) – Concern was expressed by a Board member about unprofessional procedures by HPD District 5 beat officers. Not knowing the circumstances, Major Chur could not comment, but replied that he would be glad to share the procedures with the Board member and asked that the Board member give him a call. Complaints could also be made to the Police Commission or Police Chief.

PRESENTATIONS/DISCUSSIONS: None.

UNFINISHED BUSINESS: Sand Island Recreational Park Update – It was relayed that Eric Yuasa could not be in attendance tonight. Chair Guerrero noted that several calls to Yuasa were not returned.

BOARD BUSINESS:

Discussion to Declare Board member Pauni Nagaseu-Escue seat vacant in conjunction to §2-14-105 of the Neighborhood Plan – Ng moved and Fang seconded to not declare the seat held by Pauni Nagaseu-Escue vacant. Discussion followed – It was mentioned that tonight would be her sixth absence, and noted that her mother passed away. **The motion to not vacate the seat held by Pauni Nagaseu-Escue vacant FAILED to be ADOPTED, 5-1- (Aye: Feng, Guerrero, Ibay, Ng, Velasco; Nay: Young; Abstain: Kolio, and Louie.**

Proposed Closure of Likelike Elementary School – Chair Guerrero reported that he contacted the Department of Education (DOE) and was told no action is anticipated at this time. Kolio asked that a letter from the board be sent to the DOE in support of non-closure of this school.

Board Recess (June 2012) – It was discussed that since there are many requests for the June meeting, the Board should recess in July 2012. **Louie moved, Kolio seconded that the Kalihi-Palama Neighborhood Board No. 15 recess in July 2012. The motion to recess in July 2012 was UNANIMOUSLY ADOPTED, 8-0-0, (Aye: Fang, Guerrero, Ibay, Kolio, Louie, Ng, Velasco, Young).**

Planning of Future Meeting Presentations and Topics (For Discussion) – Chair Guerrero relayed that he rides his bicycle though Kalihi and noticed vandalism in the Kalihi-Palama area.

MONTHLY REPORTS:

Approval of the April 18, 2012 Regular Meeting Minutes – **The April 18, 2012 regular meeting minutes were UNANIMOUSLY ADOPTED as circulated, 8-0-0, ((Aye: Fang, Guerrero, Ibay, Kolio, Louie, Ng, Velasco, Young).**

Treasurer's Report – Chair Guerrero reported expenditures were \$18.55, leaving a balance of \$94.21; the report was filed.

Elected Officials:

Governor Neil Abercrombie's Representative – A representative was not present; report not available. However, the following comments were reported relating to Capital Improvement Project (CIP) funding allocations:

- It was reported that Mayor Wright Housing received Capital Improvement Project (CIP) funding allocations. Also, concern was raised about tenants being intimidated by management. Bullying by management is a violation of the rental lease agreement. It was suggested HAVING a sit down meeting with the Governor and tenants without t management present. A class action suit is being filed. Chair Guerrero stated that association meetings are for members only and not for outsiders.

8:17 p.m. Board member Cardy Fang departed the meeting; **seven (7) member present.**

Senator Donna Mercado Kim – Nancy Bernal reported the following:

- 2012 Session End – The 2012 session ended and was successful. The legislature is now in the interim phase.
- Budget Bill – HB2012 appropriates funding for District 14 for Kalihi Valley Homes, Kuhio Park terrace, Farrington High School, Kalihi Uka School and Lanakila Homes.
- Kula Kolea Street Boulder Incident – The Department of Land and Natural Resources (DLNR) removed three (3) boulders.
- Honor – The Senator was honored by the Public Schools of Hawaii.

8:25 p.m. Board member Darryn Ng departed the meeting; **six (6) members present, quorum lost.**

- Senator Suzanne Chun Oakland – No representative present; report not available.
- Senator Brickwood Galuteria – No representative present; report available.

Representative Corrine Ching – Jessica Bursack circulated a report and highlighted the following:

- Liliha Revitalization Project Moves Forward – The Liliha Revitalization Project presentation will be on display June 26 to July 20, 2012 in City Hall. Please join the representative on June 26 from 5:30 -7:30 p.m. for opening reception on the 3rd floor gallery of City Hall. Call 586-9415 to RSVP.
- 2012 Legislative overview – Included in the written report; House Bill 304, relating to grant-in-aid awarded \$69,000 to Palama Settlement to continue their efforts within the community.
- Honored for Candelight – Representative Ching's office was recognized on May, 11, 2012 during the 2012 Historic Hawaii Foundation Preservation Honor Awards Ceremony with the Preservation Commendation Award.
- Farmer's Market Restored – Join the Representative and friends every Tuesday evening from 4:00 p.m. to 7:00 p.m. at Honolulu Central SDA Church located at 2313 Nuuanu Avenue.
- Weed & Seed Team – District 5 Weed & Seed Team/Citizens Patrol Team is planning to host a combined community citizen patrol walk with all of the District 5 patrol groups on Friday, June 1, 2012 from 6:30 – 8:30 p.m., at Dole Middle School Cafeteria.
- 9th Annual Town Festival – Sunday, August 26, 2012 from 10:00 a.m. to 4:00 p.m. on Kuakini Street in front of Liliha Bakery.

8:30 p.m. Board member Rodolfo Ibay departed the meeting; **five (5) members present.**

Questions, comments and concerns: Mahalo – The representative was thanked for her assistance in the Likelike Elementary School closure issue.

Representative Karl Rhoads – Representative Karl Rhoads reported the following:

- Follow-Up – (1) Asked the Department of Transportation Services (DTS) to study whether a stoplight at the intersection of Kapalama and Bernice Street was justified. Response from DTS is that they will investigate and report back by July. (2) Contacted the State Department of Transportation (DOT) about an earlier complaint that people were trespassing on and littering on the Nimitz Highway median between Sumner and Kukahi Streets. (3) Fallen “No Parking” sign on the ewa side of Kaiulani School has been replaced with two signs by the City Department of Transportation Services (DTS). (4) Dumping occurring at 1486 Kohou Street has been included on City's “hot spot” list and the area will be checked twice a month when personnel are available.
- Requests – (1) A Kamehameha Homes resident is requesting to build a playground to replace the previous one was forwarded to Hawaii Public Housing Authority (HPHA). (2) Rubbish at the corner of Kohou and Halona Streets to be picked up by the City. (3) Forwarded to HPD was a request to remove the people living under the Olomea Street Bridge over Kapalama Canal as done in the past.
- Complaints/Reports – (1) Trees never trimmed near Building 19 in Kamehameha Homes; forwarded to Hawaii Public Housing Authority (HPHA). (2) Building 13 at Kamehameha Homes has ants; forwarded to HPHA. (3) Building 26 at Kamehameha Homes has rats; forwarded to HPHA. (4) Building 14 in Kaahumanu Homes has roaches and rats; forwarded to HPHA. (5) Illegal activities were occurring in front of Farrington High School at night; referred to HPD. (6) Sidewalk at the ewa/mauka corner of Winant and Alokele had caved in; reported to the City. (7) One of the street signs at Waiakamilo and North King Street is missing; reported to the City. (8) Anti-drinking law in common areas of public housing is being violated at Kaahumanu Homes; forwarded to HPHA. (9) Drug dealing is occurring on the Kaahumanu Homes property; forwarded to HPHA.
- Rail Comment – There is no jurisdiction that never received a record of decision and no funding. It was mentioned that if Mayoral Candidate Caytano who opposed the rail project wins the mayoral race, the rail project would most likely be killed,

Questions, comment, and concerns:

1. Banyan Court Property Sale – Representative Rhoads was thanked for his assistance.
2. Shipping Terminal Meeting – The representative was thanked for attending the terminal meeting; a federal lawsuit is pending.

Representative Joey Manahan – Representative Joey Manahan reported the following:

- Newsletter – A newsletter will be sent out to constituents in a few weeks.
- State Budget – The general fund totaled \$5.7 billion; \$1.3 billion for education, and \$1.066 billion for human services; the remainder used for debt services and health and retirement benefits.

- State Representative – Announced that this is his last year as a state representative; he will be running for the City Council; and continue to attend board meetings till November.
- Pending Issues – Include Kohou Street City easement, illegal dumping, homelessness, and working with Damien High School and the City regarding overgrown trees.

Questions, comments, and concerns:

1. Mahalo – Representative Manahan was thanked for being an inspiration on what is happening at Kuhio Park Terrace. The representative noted he will continue to advocate.
2. Reapportionment – Constituents were encouraged to check the website.

Representative Aaron Johanson – Representative Aaron Johanson circulated his report and highlighted the following:

- Bills Signed into Law – Included in the written report were the 2012 bills signed into law and awaiting the governor's signature. Bills that do not become law will be explored next year.
- Act 23 – Relating to public housing complexes, extends prohibition of promoting a controlled substance in, on or near schools, school vehicles or public parks to include public housing projects and complexes.

Questions, comment, and concerns: Commendation – Representative Johanson was commended for his efforts.

Senator Glenn Wakai – Senator Glenn Wakai distributed his report and highlighted the following

- Capital Improvement Projects (CIP) – Farrington High School will receive \$6,167,000 for building re-roofing, concrete ramp replacement, replacing air conditioning, auditorium fire safety improvements, network infrastructure, and campus rehabilitation.
- State Funding for Public Housing Complexes in Kalihi – This year's Legislature approved funding for backlogged maintenance and much-needed building improvements. Kaahumanu and Kamehameha Homes received a lump sum of \$250,000; and Hauiki, Kalihi Valley and Puahala Homes received \$3,105,000. Some of the allocated money will be used to replace railings, re-roof, paint, interior renovations, and termite and rodent control.
- Redevelopment of Aloha Stadium – Future plans are to redevelop the 104 acres around the Aloha Stadium using public/private revenues.

ANNOUNCEMENTS:

- Next Meeting – Wednesday, June 20, 2012, Kalihi Union Church (2214 North King Street) at 7:00 P.M.

ADJOURNMENT – The meeting adjourned at 8:54 p.m.

Submitted by: Nola J. Frank, Neighborhood Assistant
Reviewed By: Kazu McArthur (Neighborhood Commission Office staff)

Reviewed by: Donald Guerrero, Chair