

Serving Properties on Central Avenue from Vernon Avenue to Washington Boulevard
323-230-7070 p | bid@centralavenuehistoricdistrict.org

Executive Committee and Board Meeting Agendas September 4, 2019

(Posted August 28, 2019)

Executive Committee Meeting – 10:00 am

Location: A Place Called Home, The Bridge, 2901 S. Central Avenue, Los Angeles CA 90011

Board Meeting – 11:30 am to 1:30 pm

Location: The New9th Constituent Center, 4301 S. Central Avenue, Los Angeles, CA 90011

Central Avenue Historic Business Improvement District Board of Directors

Members In Attendance

Dani Shaker
Jonathan Zeichner
Monica Mbeguere
Priscilla Al Uqdah
Clent Bowers
Jerrel Abdul Salaam
Noreen McClendon
Councilman Curren D. Price, Jr.
Jhonny Vera
Akeemi Croom
Erica Castro

CAHD Management Consultant - *Urban Design Center*

Join the CAHD Board Meeting Via Conference Call: (712) 770-4751 Access Code: 414060
Board Meeting Documents will be Available on the Website: www.CentralAvenueHistoricDistrict.org

Translation Services | Servicios de traducción | 번역 서비스

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Public Comment is an opportunity for public comment to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on subjects not appearing on the agenda. As a covered entity under Title II of the Americans with Disabilities Act, the Central Avenue Historic BID does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72-hours) prior to the meeting by contacting our office at [ph. 322-230-7070](tel:322-230-7070) or email bid@centralavenuehistoricdistrict.org.

Central Avenue Historic District

Executive Committee Meeting Agenda

Items for review, discussion and approval:

- I. Review Minutes from August 13, 2019 Special Executive Committee & Board Meeting
- II. Discuss proposal for Akeemi to work for UDC as interim administrative assistant
- III. Discuss UDC Management contract completion plan
- IV. Knowledge transfer strategy update on team roles, responsibilities and contracted tasks
- V. Discuss Board Member's request to increase Board Meetings to occur once a month
- VI. Discuss UDC request for Board of Directors to Enforce its Code of Conduct
- VII. Discuss schedule for Annual Meeting, Board Retreat, and Nomination & Elections Meetings

Central Avenue Historic District

Board Meeting Agenda

- I. **Welcome:** Dani Shaker, President - 2 min
- II. **Los Angeles Police Department** – Newton Division - 3 min
(Jonathan)
 - Newton Police Station has 2 (two) new Police Captain and Commanding Officer Baez
 - Marcy Garcia is no longer the Community Relations Officer; she has been replaced by an individual named Joe
 - Captain Baez hired another BID to clean up in front of the Newton Police Station
- III. **To-do List Update** from previous month's work efforts: Jonathan Zeichner, Vice President - 5 min
See Attached Worksheet
(Jonathan)
 - Reviews Completed items on To-Do List as of September 4, 2019 (See attached worksheet on pg. 4)
- IV. **Public Comments** – 6 minutes with 2 minutes maximum per presenter. No Board action taken unless item is included on the Board agenda
(Sherri)
 - Erica and IO will be joining the board as members representing the Dunbar Village
- V. **Minutes:** Review and Approve May 1, 2019 Board Meeting Minutes: Mark Wilson, Secretary **NOTE:** Please review minutes prior to meetings - 5 min
(Noreen)
 - Motion to approve minutes**(Dani)**
 - Second motion to approve**(Board)**
 - Approved with 1 abstention (Erica/IO)
- VI. **Financial Reports:** Discussions, Approvals and Actions: Monica Mbeguere, Treasurer - 15 min
 - A. Review draft 2017 amended IRS 990 and 2018 IRS 990 Due November 15th
(Sherri)
 1. Confirm date with Samyr to go over audit

2. Board needs to meet with City regarding 10% rollover allotment
 3. Audit Committee meet on 09/20/19 to review 990 and approve (APCH @10am)
 4. Audit Committee consist of the following members: Dani, Jonathan, Monica, Akeemi, Priscilla, Mark
- B. Review Statement of Activity for period ending August 2019
(Sherri)
1. Will update August 2019 Statement by tomorrow, 09/04/19
- C. Discuss response to City Clerk regarding \$33,721.61 invoice recaptured
(Eugene/LA City)
1. #33,721.61 recapture will be refunded to property owners
 2. 1st and 2nd Quarter reports have been approved
- D. Review response for the 2019 Planning Report, including Rollover Expenditure Plan
(Sherri)
1. Rollover report submitted to City but not approved
- E. Review draft 2020 Planning Report including Rollover Expenditure Plan due November 1st
(Sherri)
1. Request that the City provide management with what should be removed from draft report in order to get approval
- F. Discuss submittal of invoice for \$4,365.14 in General Funds to City Clerk
(Sherri)
1. Akeemi will prepare invoice and have signatures signed
- (Eugene/LA City)**
1. Invoice system will be moving to online system
 2. Transmittals will not be issued
- (Sherri)**
1. Next Quarterly Report due date is October 31st
 2. Planning Report is due November 1st and will show all dollars spent minus 10% rollover
 3. Adjustments will be made in 2018 budget to know actual balance
 4. Refunded money will affect 990 (amend 2017/2018)
- G. Review Steering Committee Review of Renewal Budget and Process
(Sherri)
1. CRCD is requesting increase in monthly budget to reflect expenditures from \$8k+ to \$13k+
 2. Request meeting with CRCD and Mike to discuss CRCD grant and budgetary concerns
 3. Move to have elections held at the October board meeting
- H. Schedule Financial Report/Audit Committee Meeting of Board Members in preparation of the City Clerk's May 1, 2020 Financial Report due date and the May 15, 2020 Form 990 due date

VII. **Standing Executive Committee** Reports, Discussions, Approvals and Actions:

Members: Dani, Jonathan, Mark and Monica - 5 min

(Dani)

- Monica has resigned as treasurer
- Akeemi will be stepping down to join UDC
- Akeemi and Jhonny will provide letter detailing whether or not Priscilla breached Code of Conduct at meeting with City
- Motioned to move board meetings to monthly
 1. **(Jonathan)** Second's motion
 2. **(Board)** Approves motion

VIII. **Standing Branding, Business Development and Events Committee** Discussions, Approvals and Actions: Members: Priscilla, Clent, Monica, Jerrell and Jhonny - 15 min

- A. Status update and implementation timeline for Business Development
- B. Discuss Halloween branded bag purchases for distribution through businesses
- C. Discuss Halloween promotions in 3rd Quarterly Newsletter
- D. Discuss Holiday branded bag promotion for distribution through businesses

IX. **Ad Hoc Central Avenue Resiliency Committee** Discussions, Approvals and Actions: **Members:** Dani, Noreen, Clent, Monica, Meschellia and Griffin - 15 min

- A. WiFi installation update.
(Stacey Harper)
 - Here on behalf of Platinum Vault
 - Recommends putting cameras on select businesses using businesses wi-fi
 - Connect them to a centralized computer network
 - Camera system will use same wifi from hotspot businesses
- B. Camera installation update
(Sherri)
 - Camera/wi-fi budget is \$25k
 - Recommends forgoing camera installation due to lack of budget
- C. Double Pole Banner Installations - Theme Honoring the Past, Empowering the Future. Highlight Historic part of name as per Mr. Bower's request.
(Sherri)
 - Monuments cannot be installed
 - Clent will meet with the City to discuss where pole signs can be located
 - Clent will lead design charge
 - UDC will lead engineering
 - Mike will lead permitting
- D. Permanent CAHD light pole signs identifying the District status.
- E. Central Avenue Historic District Street Gallery Wall Board Installations on various buildings
- F. Branding Monument Signage Concept for Vernon Avenue, Martin Luther King, Jr. Boulevard, Jefferson Boulevard, Adams Boulevard and Washington Boulevard. Historic part of name as per Mr. Bower's request.

X. **Ad Hoc Nominations Committee** Discussions, Approvals and Actions: 3 min
Members: Jonathan, Monica, Clent and Priscilla.

- A. Schedule Board nominations and election date
(Sherri)
 - Next Board meeting will be October 2nd from 11 – 2 pm at Constituents Center**(Jonathan)**
 - Nominate/Self-Nominate via email form**(Sherri)**

- Must give 2 week notice before election
- Nomination notice and form sent next Friday

B. Determine Board Terms

XI. **Management Report** Discussions, Approvals and Actions: Sherri Franklin, Urban Design Center – 10 min

- A. City Clerk Quarterly Reports and Newsletters
- B. Ambassador Program: Concerned Citizens of South Central Los Angeles Ambassador Program Report - Community Engagement Consultant Dr. Meschellia Johnson and Ambassador Supervisor Marlan Oliver
- C. Discuss Moving Ambassadors to CCCLA and Closing Central Ave office by October 31, 2019
- D. Clean Streets Program: Coalition for Responsible Community Development – Supervisor Felix Cruz
- E. Discuss CRCD’s request for monetary increase (please see attached proposal from CRCD)
- F. Discuss plan to transfer phone line to remote access and online accounts to a CAHD debit or credit card
- G. Discuss BID Consortium meeting and important issues report

XII. **CAHD Renewal Formation Committee Update** – 25 min

- A. Discuss Renewal Steering Committee Meeting to review draft Management District Plan, Budget and Assessment Formula and the draft Engineer’s Report
- B. Discuss Renewal Petition Drive outreach strategy scheduled to commence in November. Board Members and Councilmember Price sign-up to make calls to property owners

XIII. **Review New To-Do List** and Confirm Deadlines/Who is Responsible - 5 min

XIV. **Upcoming Ad-Hoc Committee Meeting Dates:** Upon determine of the BIDs new structure, determine dates for committee meetings, if necessary. NOTE TIME CHANGE to 4:00 pm to 6:00 pm to accommodate evening hour opportunity for people to attend CAHD meetings Location: CAHD Office, 2508 S. Central Avenue, Los Angeles, CA 90011. Also note availability of Hollywood Housing new a Paul Williams affordable housing development on the former Angeles Funeral Home site on Jefferson at Central Avenue

XV. **Next Board Meetings:** The following board meeting would be September 4th.

XVI. **Adjourn:** Refreshments Served

Meeting Adjourned at 1:50

CAHD 2019 To-Do List as of August 28, 2019

(Blue font indicates completed or moved off list)

| Action Item | Date Added | Status as of Agenda Posting on March 5th, 2019 |
|--|--------------|---|
| Meet and greet and implement a survey for BID renewal | Nov 16, 2018 | Update: Scheduled to commence in November |
| Give letter to Mike for LADOT on meters, light synchronization, diagonal parking on 28 th | Nov 16, 2018 | Update: Letter is pending |
| Determine hot spot locations for the cameras and develop estimated cost | Jan 9, 2019 | Completed. See list of locations and chair and table placements. |
| Outreach to businesses BID can promote on Facebook and Website or set-up sites | Nov 16, 2018 | Completed. |
| Street activation plan for canopies | Nov 16, 2018 | Completed. Being ordered. |
| Clean Streets report: add per block graffiti clean-up number | Nov 16, 2018 | Completed. See report. |
| Get prices from Spectrum and ATT for WiFi | Nov 16, 2018 | Completed. Recommending Spectrum. See report. |
| Client will provide details on performers for Jazz Festival | Nov 16, 2018 | Presented details for Ethel Waters at 1/9 Board Meeting. Item moved to the event committee agenda. |
| Finalize Urban Design Center Management Contract | Nov 16, 2018 | Completed. Approved 1/9/19 at Executive Committee and Board Meeting. Jonathan to review minor corrections with UDC. |
| Finalize Urban Design Center BID Renewal Formation Contract | Nov 16, 2018 | Completed. Approved 1/9/19 at Executive Committee and Board Meeting. |
| Expedite rollover expenditure plan and Annual Planning Report | Nov 16, 2018 | Completed. Approved 1/9/19 at Executive Committee and Board Meeting. See progress report |
| Finalize Clean Streets contracts CRCD | Nov 16, 2018 | Completed. Approved during 1/9/19 Executive Committee meeting. |
| Finalize Ambassador contract with Noreen | Nov 16, 2018 | Completed. Approved during Executive Committee Meeting 12/19 |

2019 Central Avenue Historic Business Improvement District Calendar

Meetings, Business Filings, Events and Promotions

| August | Information | Notes |
|---------------|--|--------------|
| 1 | Community Police Advisory Board Meeting - 12:00 pm | |
| 6 | National Night Out Promotions | |
| 8 | BID Consortium Meeting - 12:00 pm | |
| 21 | CAHD Committee Meeting – 4:00 pm - 6:30 pm | |
| 21 | CAHD Renewal Steering Committee Meeting - 6:00 pm to 7:00 pm | |