

BID Board Meeting – 2/18/2016 – 2:55 – 5:00 PM

CRCD OFFICES - 4201 S. Central Ave

BID BOARD Attendees: Dani Shaker (Central Ave), Bonnie Hayslett (Bubbles & Clips Pet Grooming), Priscilla Al-Uqdah (CMS NAA), Vivian Bowers (Bowers & Sons Cleaners), Jonathan Zeichner (A Place Called Home), Jerrel Abdul Salaam (Bilal Islamic Center), Grant Sunoo (Coalition for Responsible Community Development)

Guests: Malcolm Harris (TRUST South LA), Theana K. Lim (24th & Central), Monica Mbeguese (Alfred Smith, 43rd & Central)

BID Consultant Sherri Franklin (Urban Design Center)

- I. CALLED TO ORDER – Meeting called to order at 2:55 PM by Vivian Bowers
- II. Update on Organization/Company Approved Board Representatives:
 - a. Vivian Bowers submitted a letter authorizing H.C Bowers, JR, aka Clent Bowers or his designated representative to represent Bowers Retail Complex as a member of the BID Board
- III. Approve & Adopt Bylaws
 - a. Jonathan Zeichner moves the following changes (all motions were seconded by Jerrel Abdul Salaam, and approved unanimously)
 - i. Article 7h – Add “Charter” to existing language
 - ii. Sec. 13, page 8 – change language to indicate that Board members may be removed after accruing 4 UNEXCUSED absences within a 12 month period.
 - iii. Article 9, Page 12 – strike the entire paragraph regarding requirements for BID staff to serve on the Board. The Board agrees that BID staff shall NOT be members of the BID Board.
 - b. Grant Sunoo moved approval of the BID Board bylaws with the inclusion of the above mentioned changes. Jerrel Abdul Salaam seconded the motion. Motion was approved unanimously.
- IV. Review & Approve the contract between the BID and the City of Los Angeles
 - a. Grant Sunoo shared the following noteworthy items within the contract:
 - i. Quarterly Reports to the City are required
 - ii. Annual planning report must be submitted to the City
 - iii. Audited financials required annually
 - iv. BID must publish quarterly newsletters
 - v. BID must maintain a database of parcels and their owners
 - vi. BID is responsible for notifying the City on an annual basis of the number and amount of assessments
 - vii. BID must invoice the City for payment. City will pay invoices within 20 business days of invoicing
 - viii. City may charge the BID up to 3% for recoverable costs
 - ix. All subcontractors must follow the City Living Wage Ordinance
 - b. Vivian Bowers moved approval of the contract as it was presented to the Board. Jonathan Zeichner seconded. Motion passed unanimously. Bowers and Zeichner executed the contract, which will be delivered to the City Clerk’s office.

- V. Review & vote on budget priorities recommended by the Ad Hoc budget review committee
 - a. Dani Shaker presented a document reflecting the BID's annual budget priorities
 - b. Clean Streets is first priority
 - c. Total assessments for 2015 will be \$419,564. City projects collection of \$335,000
 - d. Recommendation to obligate \$100k during the 1st quarter of 2016 for Clean Streets. Obligation of future funds will depend on funding availability.
 - e. Vivian Bowers motions to approve the budget as presented – with a note that the Board shall revisit the priority level of BID management staffing. Dani Shaker seconded the motion, which passed unanimously.
- VI. Review & Approve the RFPs for the Clean Streets Program services
 - a. RFP approval was tabled for the next meeting
 - b. Sherri will submit the final RFP draft to the Board by 2/19/2016. The Board will review and submit comments to the Executive Committee by 2/22/2016. The Executive Committee will review the comments and discuss on 2/23/2016 and present a recommendation to the Board at the next Board meeting.
- VII. Review insurance proposals
 - a. Sherri has sent RFP to 4 brokers. Responses are pending.
 - b. Jonathan Zeichner noted that the language in the agenda should be changed to reflect that we are requesting bids for Directors & Officers insurance (not Errors & Omissions).
- VIII. Review & Vote on Hollywood Housings Request for Support Letter for development at Jefferson & Central
 - a. Tabled pending submission of development project package from Hollywood Community Housing
- IX. Review Bank Account Request for Proposal submissions
 - a. Dani has submitted RFP to 3 banks, submissions are pending
 - b. Dani will send the RFP to BID Board members in the event that they would like to solicit further submissions.
- X. Assessment Comment Feedback
 - a. All calls have been returned. Most calls related to concerns about incorrect assessments. Those people have been re-directed to the clerk's office and instructed as to how they can ensure a correct assessment.
- XI. Committee Updates
 - a. Executive Committee – no updates
 - b. Clean Streets & Safety Ambassador Program Committee – updates were covered earlier in the meeting
 - c. Events, Marketing, and Branding Committee:
 - i. February 27th – Great Streets Event, BID will be participating by hosting a “parklet”
 - ii. Need volunteers to attend and represent the BID!
 - iii. Planning to share information about the BID and host a “Central Ave Speak Easy” lounge on a parklet
- XII. Adjourn – Jerrel Abdul Salaam moved adjournment at 5:00 PM. Grant Sunoo seconded, unanimously approved.

TASK LIST:

SHERRI – Amend Bylaws per conversation

Dani – Send Sherri Job descriptions & RFPs for BID managers. Sherri to provide feedback.

Sherri – By FRIDAY Send the RFP for Clean Streets to the Board for feedback. Board to provide feedback to Exec committee by MONDAY. Exec committee to review and present to the Board at the next meeting

Sherri to request project package from HCHC

Sherri to send banking RFP to her contacts

Bonnie requested instructions on how to obtain list of ballots from the City Clerk

Sherri to create FAQ/Fact Sheet for the BID