

# CENTRAL AVENUE

## Historic Business Improvement District

### Quarterly Activity Report – 3rd Quarter 2017: July to September

In accordance with CAHD’s agreement with the City of Los Angeles Office of the City Clerk dated May 5, 2016 for operation of the Central Avenue Historic Business Improvement District (CAHD), this is the required 3rd Quarter 2017 Report for CAHD. CAHD administers its services from its program office located at 2508 S. Central Avenue in the Historic Liberty Savings Building. The corporate office is located at 4301 S. Central Avenue, Los Angeles, CA 90011.

All CAHD programs, improvements and activities described in this 3<sup>rd</sup> Quarter 2017 (July, August and September) report are provided solely for the assessed parcels of land fronting Central Avenue for 1.53 miles (23 blocks) from Washington Boulevard to Vernon Avenue, as well as the side street frontage for corner properties and one half of any service alleys adjoining assessed parcels of land (See the District Overview Map in the Central Avenue Historic Business Improvement District Management District Plan), hereinafter described as the “District”. Below is a list of the block groupings utilized to manage and assess needs and work efforts within the District:

East Side		West Side	
Vernon Ave - 43rd Pl	32nd St - 29th St	Washington Blvd - 20th St	33rd St - 34th St
43rd Pl - 43rd St	29th St - 28th St	20th St - 21st St	34th St - Jefferson Blvd
43rd St - 42nd Pl	28th St - 27th St	21st St - 22nd St	Jefferson Blvd - King Blvd
42nd Pl - 42nd St	27th St - Adams Blvd	22nd St - 23rd St	King Blvd - 40th Pl
42nd St - 41st Pl	Adams Blvd - 25th St	23rd St - 24th St	40th Pl - 41st St
41st Pl - 41st St	25th St - 23rd St	24th St - 25th St	41st St - 41st Pl
41st St - 40th Pl	23rd St - 22nd St	25th St - Adams Blvd	41st Pl - 42nd St
40th Pl - King Blvd	22nd St - 21st St	Adams Blvd - 27th St	42nd St - 42nd Pl
King Blvd - 35th St	21st St - 20th St	27th St - 28th St	42nd Pl - 43rd St
35th St - 34th St	20th St - Walnut Ave	28th St - 29th St	43rd St - 43rd Pl
34th St - 33rd St	Walnut Ave - Washington Bl.	29th St - 32nd St	43rd Pl - Vernon Ave
33rd St - 32nd St		32nd St - 33rd St	

**CAHD’s contracted programs with the City of Los Angeles include:** Streetscape Services, Enhanced Safety, Branding, Parking Demand Management and District Management.

**i. Streetscape Services**

CRCD Enterprises, Inc.’s (CRCD) second contract with CAHD went into effect on for May 1, 2017 for Clean Streets services on the Corridor in conjunction with their Clean & Green contract that they received from the City of Los Angeles for Council District 9, which includes the CAHD District. CRCD’s contract with the City of Los Angeles includes implementation of the graffiti removal, trash removal, sidewalk power washing and bulky item pick-up services. CAHD has included a requirement in its contract with CRCD that, regarding services provided within the CAHD District, they are to perform their City contracted services in a satisfactory manner as determined by CAHD. CRCD’s services for CAHD includes the following:

1. Provide Clean Streets services 7 days per week, Monday - Sunday from 7:00 a.m. to 2:30 p.m.
2. Sweep and remove debris, dust and dirt from sidewalks, curbs, gutters, signs, public furniture and accessible vacant lots on a regular basis in a satisfactory manner as determined by CAHD a minimum of (2) times per week or on an as needed basis to ensure that the Corridor is kept as clean as possible. CRCD will allocate 2 liaisons to be on the Corridor to spot check cleaning needs so that they can readily direct

the Clean Streets team to cleaning “hot spots”.

3. Provide graffiti removal services above and beyond their contract with the City of Los Angeles including removing graffiti in high places and on unique surfaces such as tile and awnings. Their services include color matching paint on buildings, but owners can also provide them with paint for their building.
4. CRCD provided the following information regarding their Clean Streets Services administered during the third quarter 2017:

Month	Trash Collection (number of bags)	Sidewalk Sweeping (blocks - 1 side)	Pressure Washing (blocks - 1 side)	Graffiti Removal (sq. ft.)	Bulky Item Removal/Clean Up	
					Number of Bulky Items Collected	Trash Collection - Loose Litter, Illegal Dumping, Weed Abatement (number of bags)
Jul-17	614	812	24	17946	128	136
Aug-17	749	987	37	15,230	13	44
Sep-17	722	988	38	21,170	10	31
<b>TOTAL</b>	<b>2,085</b>	<b>2,787</b>	<b>99</b>	<b>54,346</b>	<b>151</b>	<b>211</b>

Additional Duties:

- Provide a phone number for property and business owners to call-in or text locations for needed graffiti removal, trash receptacles, trash removal and bulky-item pick up. Call in number: **213-743-6193 ext. 400**
- Follow-up with District property and business owners on a regular basis to obtain feedback. Track all calls and include a call log and response update in the monthly district maintenance report.
- Attend regular update meetings or conference calls with the BID Manager to review work progress and property/business owner concerns.
- Prepare monthly district maintenance report that quantifies the number of total man hours worked, number of times the streets were cleaned as well as information on the services provided under the separate Clean and Green contract including: the amount of trash removed from the area (in bags and pounds), incidences of graffiti and bulky item removal and square footage of area pressure washed. The monthly report also provides information on the composition of CRCD’s workforce. CRCD increased the pay for workers on July 1, 2017 in accordance with the City of Los Angeles minimum wage requirements.
- CAHD has also asked CRCD to remove the damaged plastic trash receptacles and replace them with new branded trash cans and to install new receptacles where requested by property owners or businesses.

**II. Enhanced Safety**

The Board of Directors voted during their March 1, 2017 board meeting to move forward and contract with its district manager, Urban Design Center (UDC), to oversee the Ambassador Program operations until CAHD obtains the required insurance to hire the Ambassadors directly. Four Ambassadors are on board. At least 3 Ambassadors are assigned to work on the corridor each day between the hours of 10:00 am to 6:30 pm Monday to Saturday and 9:00 am to 4:00 pm on Sunday. **Urban Design Center has updated the list of duties the Ambassadors are tasked with implementing:**

**AMBASSADOR PROGRAM ROLES AND RESPONSIBILITIES**

The four primary roles of the Central Avenue Historic District Ambassadors are:

1. Community Engagement
2. Observe and Report
3. Information Distribution and
4. Data Collection

## 1. Community Engagement:

The Ambassador team is the face of the Central Avenue Historic District. The objective the Ambassador Engagement efforts is to create a welcoming environment on the Corridor.

### A. PRESENCE ON CORRIDOR:

- Each ambassador is to transverse the Corridor up and down each side of the street a minimum of two (2) times each day.
- Ambassadors may walk the Corridor or ride their bicycle along the sidewalk as part of their duty to observe the Corridor each day.
- Upon completing each trip up and down the corridor each ambassador is to sign in at the CAHD office.

### B. MEET AND GREET:

- During trips up and down the corridor each Ambassador is expected to meet and greet with visitors and businesses on a daily basis.
- Say hello to the people walking down the street.
- Welcome them to the Corridor. Find out if you can assist them with any information.
- Tell them about new businesses that have opened on the Corridor.
- Ask them to join our email list. Tell them about the website which list information about the Corridor.
- Invite them to events that are being held by organizations or businesses on the Corridor.
- Each ambassador is to record the number of visitors and businesses they engaged on the Daily Tracking Worksheet in the CAHD office.
- Stop in to speak to business owners and find out if they have any concerns.
- Document comments from business owners on the **Comment Form** each day and inform the supervisor of any major issues that need to be addressed.

## 2. Observe and Report

“If you see something say something!” As the eyes and ears for the Corridor, Ambassadors are to observe all elements of the Corridor every day.

### A. INCIDENTS:

- Immediately call 911 to report all crimes and medical emergencies in progress.
- For incidents that have already occurred and are being reported by a business or visitor please advise them to file a report with the Los Angeles Police Department (LAPD). Provide police contact information to those who need to file a report.
- Document incidents on the CAHD Incident Report Form. Be sure to note the name of the person or business filing the report, the address where the incident occurred, the date and time that it occurred and the details of the incident.

### B. CLEAN STREETS OBSERVING:

- Ambassadors are to observe the clean street elements that need to be reported including trash cans overflowing, graffiti on walls, condition of the sidewalks and bulky items on the sidewalks.
- Place a service request to CRCDC Enterprises, Inc. immediately upon discovering the item that needs cleaning.

### C. STREET SERVICES OBSERVING:

- Document Street services work that needs to be fixed such as missing or broken meter covers, yellow bubble curb cut panels that are coming up or street signs that are damaged.
- Note the location of the needed repair and take a photo to include with your report.
- Immediately report major issues to the CAHD supervisor who will communicate the incident to the appropriate agency such as LAPD or to 311 City Services.

### 3. Information Distribution

As the face of the corridor, the Ambassadors are to engage with property and business owners, patrons and neighbors to share information about meetings, events, businesses and sales.

- A. Distribute newsletters to the property and business owners on a quarterly basis and ensure that they are aware of upcoming meetings and events.
- B. Document which businesses received the newsletters on the business database worksheets.
- C. Distribute CAHD and business owner collateral materials such as posters, flyers and marketing cards to businesses, patrons and neighbors within ¼ mile of the corridor.
- D. Distribute collateral material to the affordable and apartment housing along the corridor.

### 4. Data Collection

The Ambassadors are tasked with collecting data and information about the corridor to assist with several of CAHD's program implementations. Each Ambassador will be assigned projects that assist with data collection. Current projects include:

#### A. Victor Lopez:

- i. New Business Tracking – On a monthly basis survey the corridor for new businesses. Prepare a Property and Business Owner Information Sheet for each new business and deliver a Welcome to Central Avenue package.
- ii. Business Development Committee Support – Assist the Committee with negotiating purchases for CAHD and entities and help follow-up on technical assistance requested by the businesses.
- iii. Coordinate the collection of any surveys presented to property and business owners.

#### B. Emmanuel Reynoso:

- i. Homeless Outreach Team Support - Surveil the corridor on a weekly basis to document the presence of any persons who appear to be homeless. Engage the person to determine if any assistance is needed and try to obtain any information the person is willing to share. Document information on the Incident Report form so that the supervisor can share the information with CAHD's Homeless Outreach Partners and request that they follow up with contacting the person.
- ii. Trash Receptacle Monitoring - surveil the trash receptacles on both sides of the streets on a weekly basis to determine if they are damaged or overflowing with trash. Report information to the clean streets team so that they can remove the trash and schedule for maintenance or replacement of a trash receptacle
- iii. Tree Wells -Surveil the tree wells on the corridor and side streets to determine if new trees need to be planted, replaced, watered or trimmed. Encourage business and property owners to participate in watering and maintaining the trees.

C. Curtis Smith:

- i. Surveillance Camera and Wi-Fi Installations Tracking - surveil the corridor to document the buildings on each corner of every block so that the contractor can determine the best way to install the cameras and Wi-Fi system. Document the name of the property and business owner for each proposed location and garner their permission for the installations.
- ii. 311 City Service Requests Documentation - Surveil the corridor on a weekly basis to document any street repairs that need to be reported to City services. Submit a photo and location of the needed repair to the CAHD office for submittal through the 311 system.
- iii. Graffiti and Sidewalk Cleanliness - Surveil the corridor on a weekly basis to note the existence of any graffiti that needs to be removed or sidewalks that need targeted cleaning. Report information to the Clean Streets team so that they can follow-up.

D. Johnny Veil:

- i. Visitor and Housing Relations Outreach - meet and greet with any business visitors or workers on the corridor to find out what they are working on and whether or not CAHD can be of any assistance. Document their presents on a Visitor Information Sheet and share any information or issues with the Ambassador supervisor. Visit housing management offices within the District to share information about events and happenings on the corridor and to distribute collateral material to the residents. Document the contact information for the housing managers.
- ii. Parking Demand Management Committee Support - Distribute the one hour parking limitation signs on cars on an as needed basis when cars are notice to be park for longer than the restricted time period. Note any parking issues on the corridor and document where parking appears to be more readily available.
- iii. Facilitate the pickup of marketing materials from printing shops and sort materials and two bundles of 100.

Protocols:

A. UNIFORMS:

1. Ambassadors are to wear clean uniforms to work each day.
2. The CAHD uniform consist of a green polo shirt with the CAHD logo on the front and the words Community Ambassador on the back, black work pants or shorts, a black belt, a yellow and black coat with the words Community Ambassador on the back and a black cap with the CAHD logo. Each Ambassador is to receive four green polo shirts, two pair of black pants, two pair of shorts, a black belt and a yellow and black jacket.
3. Ambassadors will not be permitted to work unless they are and their assigned uniform.
4. If any uniform item is damaged the Ambassador is to return them to their Supervisor for issuance of replacement items.
  - a. Ambassadors are to report any lost or stolen uniforms or equipment immediately to their Supervisor.

B. SCHEDULES:

- a. Ambassadors are to work their assigned hours unless they are changed or approved for time off by the supervisor.
- b. Ambassadors are to remain on the Corridor during all hours of work except for their assigned 30-minute lunch period and two 15 min brakes.

The Urban Design Center Management and the CAHD Brand, Business Development and Events Committee interviewed and elected to bring on Danian McCully as the new supervisor for the Ambassadors. Danian will work as an independent contractor under Urban Design Center and will be responsible for the following tasks:

- Train and ensure that the Ambassadors are effectively engaging with businesses and visitors in a welcoming fashion.
- Ensure that Ambassadors are distributing CAHD and partner marketing collateral to all businesses and within 1/4 Mile radius of the corridor as needed.
- Track Ambassador Assignments and ensure completion.
- Coordinate Ambassador Engagement during community events and happenings on the corridor.
- Coordinate communications by and between the LAPD and property/business owners as well as with existing property security team members.
- Attend Police Advisory Board, tenant council and related community meetings to share information about the corridor.
- Develop a contact sheet of security companies and personnel working with businesses on the corridor and make sure they have contact information for the Ambassadors and CAHD. Contact the security personnel on a quarterly basis to debrief on security concerns.
- Ensure that the Ambassadors are following dress protocol.
- Ensure that the Ambassadors are working in accordance with their assigned schedule.
- Review and approve ambassador timesheets on a biweekly basis and track time off reach ambassador including vacation time, holidays, excused time off, non-excused time off and bereavement
- Provide a monthly report quantifying and documenting work efforts including the amount of collateral distributed, comments from property and business owners and incidents that occurred on the corridor.
- Prepare a quarterly job performance review for each Ambassador.

**Central Avenue Security Camera & Wi-Fi Projects - CAHD is still soliciting bids for the cameras and Wi-Fi network to be installed along the Corridor as indicated in the Management District Plan.** The cameras help create a safer environment for patrons and businesses along the Corridor. The wi-fi will not only facilitate the wireless camera system, it will create a marketing network for businesses and offer free wi-fi for patrons to access great information.

### III. Parking Demand Management

1. The Parking Demand Management Committee will continue to work with UDC and DOT to identify street locations where diagonal and/or reverse angle parking could be feasible and request that DOT implement such parking where feasible; assess curb areas where the red striping can be reduced to increase parking; ensure that DOT **synchronizes the traffic lights** to facilitate traffic flow particularly at Central Avenue and Jefferson Boulevard and at Central Avenue and Martin Luther King, Jr. Boulevard; and to ensure routine enforcement of parking restrictions.
2. The Ambassadors began to put notices on cars to remind them that there is only one-hour parking on Central Avenue and that parking restrictions will be enforced.
3. The Committee will wait until it can assess the outcomes of the removed DOT parking restrictions to determine if parking meters should be pursued.
4. In addition, CAHD is still working to obtain a status update from the Mayor's Office and the Department of Transportation on the proposed Great Streets road diet plan to modify the number of lanes on Central and create a left turn only lane. We have been unable to get an update on the project or the \$5 million that was slated for the Corridor.

### IV. Branding – Revitalization Strategy

1. **Website and Social Media** - Images of collateral prepared for each quarter can be viewed on the CAHD Website: [www.centralavenuehistoricdistrict.org](http://www.centralavenuehistoricdistrict.org). CAHD is working to expand traffic to the website and social media pages and track the results on a monthly basis by sharing and linking social media sites of businesses on the Corridor. The following are the traffic stats noted for the third quarter 2017:

Social Media Site Name	Number of Page Visits	Number of Posts	Number of Likes	Number of Affiliates	Number of Followers		
<b>July 2017</b>							
Facebook	63	45	495	2	478		
Twitter	4	39	1	36	14		
Instagram	0	33	344	27	24		
Google Plus	0	2	0	23	11		
Yelp	12	12	0	0	0		
Trip Advisor	0	0	0	0	0		
<b>August 2017</b>							
Facebook	11	7	498	2	494		
Twitter	1	1	0	38	13		
Instagram	0	1	13	39	55		
Google Plus	0	1	0	23	11		
Yelp	12	12	0	0	0		
Trip Advisor	0	0	0	0	0		
<b>September 2017</b>							
Facebook	22	3	504	2	519		
Twitter	0	0	0	38	13		
Instagram	0	0	0	39	55		
Google Plus	0	0	0	23	11		
Yelp	12	12	0	0	0		
Trip Advisor	0	0	0	0	0		
<b>Website</b>		July Visits 2,563		August Visits 2,709		September 1,772	

2. **Banners** - Additional *Shop and Visit Central Avenue* banners are being designed for various wall sizes. We are also designing banners that feature the Ambassadors and Clean Streets team. We plan to install a total of 20 banners for the *Shop & Visit series*.
3. **South Central Avenue Street Gallery:** We opened a The Gallery exhibit the work of community based artists on buildings and roll down exterior doors from Washington Boulevard to Vernon Avenue as well as showcase their art through Pop-up Art and Design Studios in vacant spaces along the Corridor and during the Central Avenue Jazz Festival. CAHD will partner with P.A.I.N.T. L.A. to pursue funding for the Street Gallery and to offer art classes for youth.
4. **Central Avenue Jazz Festival Historic Tour** - The first annual historic tour was a great success! Retarded we chartered a bus for Saturday and Sunday during the Jazz Festival from 12 to 6 p.m. each day. Approximately 160 people join the tour and we provided each attendee with a CAHD jazz festival t-shirt. Tour highlights included a stop at the historic Liberty Savings and Loan building where attendees were able to visit the new pop up Central Avenue Street Gallery and also new business owner Dr. Ben Tehrani boarded the bus to share information about his new foot doctor's office located next door to the pop-up gallery. Another grade highlight was the opportunity to visit the African American Firefighters Museum and tour their Historic Site. We were very thankful that several retired fireman and board members volunteered to welcome jazz festival attendees and share information about the museum. We truly look forward to partnering with them during the 2nd Annual Historic Tour. The tour also included a drive-by historic sites such as Second Baptist Church, the site for the old Elks Lodge, the Ralph Bunche House and

the square dedicated to Dolphins of Hollywood on Vernon and Central. We are very excited to learn that the tour caught the attention of Supervisor Mark Ridley-Thomas who indicated that he would be willing to fund the venture next year and potentially link the tour to other historic African American communities.

5. **Business Development** - This quarter, CAHD purchased food for its meetings and events from:

Central Avenue Jazz Festival:

- C&J Electronics - 3001 S. Central Avenue
- Alondras Bakery - 4118 S. Central Avenue
- LuLu's Clothing store - 2723 S. Central Avenue
- La Guadalupana Bakery - 2520 S. Central Avenue

Board Meetings:

- Served to Enjoy - 3007 S. Central Avenue
- Taco Los Canales – Vernon and Central
- Subway - 3300 S. Central Avenue

Other:

- Tony's Burger - 2115 S. Central Avenue
- CVS Pharmacy y mas – Adams and Central
- Colimas Party Supply - 4160 S. Central Avenue
- DC Bike Shop - 3209 S. Central Avenue

V. **District Management**

**Board Officers:**

**Dani Shaker, President**

People's Union, LLC, Historic Lincoln Savings Property

**Mark Wilson, Secretary**

Coalition for Responsible Community Development

**Jonathan Zeichner, Vice President**

Executive Director, A Place Called Home

**Monica Mbeguere, Treasurer**

Alfred Smith Property

**Board Members:**

**Priscilla Al Uqdah, Member**

Clara Muhammad School  
National Alumni Association

**Noreen McClendon, Member**

Executive Director, Concerned Citizens  
of South Central Los Angeles

**Clent Bowers, Member**

Trustee, Bowers Retail Complex

**Jerrel Abdul Salaam, Member**

Masjid Bilal Islamic Center

**Councilman Curren D. Price, Jr., Member**

The New 9th

**Edgar Mariscal**

Thomas Safran & Associates, Dunbar Village  
Property Manager

1. **Board Meetings:** This quarter, the Central Avenue Historic Business Improvement District Board meets every 1st Wednesday from 10:30 am to 12:30 pm @ The New 9th Constituent Center, 4301 S. Central Avenue, Los Angeles, CA 90011. No board meeting was held in July. Meetings were held on August 2nd and September 6th this quarter. The board's initial President, Vivian Bowers, resigned from the board in September to focus on her business, Bowers and Sons Cleaners. Meeting agendas and minutes are posted on the website. Edgar Mariscal was voted onto the Board of Directors in August.



## 2. Standing Board Committees:

- **Executive Committee:** Meetings were held on August 22nd and September 26th. The meetings were held at A Place Called Home located at 2830 S. Central Avenue from 9:30 am to 11:00 am. **Members:** Jonathan Zeichner, Dani Shaker, Mark Wilson and Monica Mbeguere. Sherri Franklin from Urban Design Center attends the meeting in person or via phone. Standing agenda items include:
  - a. Finalize Board Meeting Agenda
  - b. Discuss operations management matters
  - c. Review partnership and Board presentation request
  
- **Branding, Marketing and Business Development:** Meetings were held immediately following the Board Meeting at the New 9th Constituent Service Center - 4301 S. Central Avenue. Focus - Develop art & cultural events, promotions and branding collateral. **Members:** Priscilla Al Uqudah, Clent Bowers, Monica Mbeguere and Sherri Franklin. Items discussed this quarter include:
  - a. Jazz Festival Program Taste of Central booth
  - b. 1<sup>st</sup> Annual Central Avenue Historic Tour
  - c. Pop-up Art Gallery
  - d. Annual Meeting Theme and Program
  - e. Wi-fi Programming

## 3. Ad-hoc Committees:

The ad-hoc meetings for August and September were held on the third Wednesday of each month from 3:00 pm to 6:00 pm at the CAHD program office @ 2508 S. Central Avenue.

- **Illegal Street Vending: Members:** Priscilla, Noreen, Griffin and Felix. The ad-hoc committee's focus is to work in partnership with The New 9<sup>th</sup>, the BID Consortium, the Los Angeles Police Department, the City Attorney's Office and Building & Safety to develop a policy and procedures for managing Illegal Street vending within the District. The committee created a survey for property and business owners from Washington Boulevard to Vernon Avenue to garner consensus on how CAHD should respond to the proposed ordinance. The Ambassadors were charged with distributing the surveys. A report of the findings will be compiled into a report. The committee will also initiate a survey within the potential CAHD expansion area between Vernon Avenue and Slauson Avenue next year.
  
- **Parking Demand Management Solutions: Members:** Dani Shaker, Clent Bowers, Monica Mbeguere, James Westbrooks and Sherri Franklin and Griffin Wright from UDC. This committee was created to lay out the action plan to implement parking solutions detailed in the CAHD's Parking Demand Management strategy, coordinate efforts with The New 9<sup>th</sup> and the Los Angeles Transportation Department. The Committee is following up with DOT on enforcement of the new 1-hour parking limit implement once DOT removed the 7-9 am and 4 to 7 pm parking restrictions. We have also asked DOT to study the possible locations for diagonal parking, light synchronization and reduction of the curb red stripping.
  
- **The Central Avenue Resiliency Plan: Members:** Dani Shaker, Noreen McClendon, Clent Bowers, Monica Monica Mbeguere and Sherri Franklin and Griffin Wright from UDC. This committee is creating guiding principles to foster the envisioned aesthetics and development of the corridor and the vibrancy of the business community. The committee will develop the core elements of the plan which will include building design guidelines, streetscape guidelines, public art and wayfinding signage guidelines, branding and marketing themes, public event guidelines and product and store diversity concepts. The committee is working with Paint LA to build out the Street Gallery concept.

- **Homeless Management:** Members: Jonathan, CD9 and CRCD. This committee is charged with developing a policy on how CAHD and its Ambassadors should address homelessness publicly and through engagement with homeless persons. The committee will also determine what type of partnership programs and funding is required to have a meaningful impact on homelessness in the District. CAHD will develop a resource guide in partnership with HOPICS to include: Housing, mental health, job training, mobile care and warming center, healthcare, social service, legal assistance, public benefit, financial assistance, family unification, emancipated youth program, child welfare, domestic violence support, human trafficking identification and intervention, various homeless response street team, faith-based outreach and food access information.
- **Nomination:** Members include: Jonathan Zeichner, Monica Mbeguere, Priscilla Al Uqdah and Clent Bowers. There are currently 3 vacant board seats. The committee interviewed Edgar Marisol of Dunbar Village and recommended him to the Board during the June Board Meeting and voted onto the Board in August.

#### 4. **Management Team:**

Urban Design Center team members work to implement the following task on behalf of CAHD:

- Sherri Franklin - City Clerk Contract Compliance Management, Financial Management, Board and Committee Meeting Facilitation, Strategic Branding, Business Development and Marketing Implementation, Program Contract Oversight, Website and Social Media Management, Correspondence Management and Development of Quarterly Reports, Newsletter Content and Promotional Materials. This quarter Sherri facilitated the implementation of the historic tour and served as the tour guide on both days and worked in partnership with Paint LA to develop the pop-up art gallery. She also developed the chart of accounts for QuickBooks, on-boarded the assignments for the Cal Poly Pomona students and began the draft for the Ambassadors' employment and operations guide.
- Griffin Wright – Property Owner Parcel Assessment and Database Management; Preparation of Annual Database for Submittal to the City Clerk; RFP and Contract Management; Contractor Performance Assessment; Management of Budget Tracking and Amendments; Preparation of Annual Planning Report; and Board Meeting Assistance. Major task this quarter included preparation of the street vending survey and database of parcels to be loaded into QuickBooks to facilitate a person by partial accounting of assessment fees that are paid.
- David Morrison – Design and Brand Strategy Development for Business and Special Promotions Materials and Newsletters; Manage Layouts for Printed Materials and Facilitate Printing Services. CAHD has elected to create publication type newsletters so it can share information with not only the businesses, but the broader community as well. The publications will keep information interesting. This quarter David started designing CAHD's specialty publications.
- Mustafa Al Uqdah – Check request management, preparation of board packages, Information Research; social media postings; database management and inventory control. Mustafa completed the input of all accounts payable and receivable transactions in within the tailored chart of accounts in Quick Books which is was designed to track expenditures for CAHD'S five program activities including: Enhance Safety, Clean Streets Branding, Parking Demand Management and BID Management.

#### 5. **Financial Update:**

- CAHD signed a contract agreement MTB Accountancy Group to prepare the reviewed 2016 Financial Statement under the direction of Samyr Codio.
- The 2016 organizational financials were prepared from QuickBooks and submitted to MTB along with other organizational documents so that they can prepare the review financials.
- Based on the organizational financials, Crystal Mitchell prepared the 2016 990 tax returns for review and approval by the Board of Directors.
- CAHD's banking accounts are held with East West Bank.

- The following is a summary of CAHD's fund balances as of June 30, 2017. **Please note that the fund amounts listed below have not been reconciled with the bank statements.**
- Assessment fees transferred from the City of Los Angeles to CAHD as of 9/30/17: **\$222,233.65**
- Total expended by CAHD as of 9/30/17: **\$249,817.34**
- Funds available on hand as of 9/30/17: **\$93,975.95** (includes 2016 rollover funds)
- Total funds received by the City Clerk from the County of Los Angeles as of 9/30/17: **\$393,309.55**