



North Figueroa Association

Highland Park Business Improvement District
5651 Fallston St., L.A., CA 90042 323-255-5030 Fax 323-257-1036

2017 meeting dates:

January 17	April 18	July No Meeting	October 17
February 21	May 16	August No Meeting	November 15-Annual Meeting
March 21	June 20	September 19	December No Meeting

Board of Directors Notice of Meeting & Agenda

Date: Tuesday, January 17, 2017 Time: 10:00 a.m. – 11:00 a.m.
Location: Future Studio 5558 North Figueroa St., LA 90042

Board Members:

Tom Wilson, President	Amy Inouye, Secretary	Stuart Rapeport, Vice-President
Alex Rudisky- Operations Chair	James Bygrave, Treasurer	Tom Majich- Marketing Chair
Irene Holguin	Cyrus Etemad	Gustavo Alza
Joy Gibson	John Harb	Dalton Gerlach
Richard Calderon	Gina Alza	Dennis Hernandez

Agenda

- I. Call to Order: 10 am
- II. Introductions
- III. Public Comment- This opportunity is reserved for any public comments to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on unagendized subjects. It is the Board's policy that persons in the audience may address the Board in connection with any particular agenda item during the public comments period. As provided by the Brown Act, each individual's speaking time shall be limited to two minutes. Anyone desiring to speak during the public comment period must complete a speaker card and submit it to the chair prior to the start of the meeting.
- IV. Approval of Minutes of November 2016
- V. Discussion and Action Items:
 - a. President's Report- Update
 - b. Mayor's Office Report- Update
 - c. City Clerk's Office- Update
 - d. Council Office Report- Update
 - e. LAPD- SLO Mark Allen Report- Update
 - f. Neighborhood Prosecutor- Update
 - g. LANI- Alain Datcher- Update
 - h. Vendors:
 - i. Security- Report
 - ii. Maintenance- Report
 - i. Executive Director Report-Grants, Market Match
- VI. Board of Directors Session: 10:30
 - a. Board Training- Brown act, Confidentiality, conduct & rules
 - b. Financials
 - c. Other Business
- VII. Adjournment- Meeting: February 21, 2017 at 10:00 a.m., Future Studio, 5558 N. Figueroa St.

Mandatory 8 Board members to be physically present at each meeting

Please RSVP to: Misty Iwatsu at mistyli@aol.com

As a covered entity under Title II of the Americans with Disabilities Act, the North Figueroa Assoc. 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 the Commission Executive Assistant at (213) 485-1360 OR toll-free at 3-1-1.

North Figueroa Association Board Meeting
Tue. Jan 17, 2017 @ 10am
Future Studio

Meeting called to order 10:05 am

Nov. 2016 minutes approved unanimously.

Comments:

LANI: (Alain) Mosaic tile project progress report—artist selected, 3-6 month production schedule, installation may start in Aug (earliest), installation to take approx. 1 month. 14 images selected, 1 pair of tiles cost is \$10,200 for production, NFA can try to raise funds for another pair. LANI is working w/ city engineers on project.

Eugene Van Cise: Rita Moreno from City will be taking over for Eugene as city BID contact; she will come in Feb and present Brown Act Training.

Chrysalis (Rick): Two hotspots lately: alley Ave58/59 & Marmion and behind Baskin Robins; all else status quo; recent rain did block up sewers but no flooding.

GSS (Brandon Rainer): Typical stats for Dec 2016; foot patrol 30%, vehicle patrol 70%; one break-in attempt reported; LA Homeless Services coming out to meet w/ GSS and plan outreach.

Grants reports: We did not receive Vision Zero grant; we did receive grant from LANI for pressure washing; we did receive USDA/Market Watch approval (started program in Nov 2016) which includes EBT match grant, so farmers market is making a little more \$ (contributing to its now-slightly-profitable status)

City Vending Ordinance: street vendors program being discusses in city council; building owners are liable for slip/falls in front of your building (called strip liability); check to see if coverage is included in general liability?

NFA annual planning report was submitted to city in Nov.

Workers Comp Waiver from insurance co.—check w/ insurance co. to see if NFA needs to fill out form, we suspect not but need to check.

Info packets handed out to board members, including a code of ethics & statement of confidentiality which all board members must read & sign.

Feb meeting: Brown Act Training, and NFA officers selection—please submit interest in positions before next meeting.

Bylaws (and other) committee need to resume discussions on new rules, including meeting conduct, attendance, and other ongoing topics.

Meeting adjourned 10:50 am

Next meeting: Tue. Feb 21, 10am @ Future Studio



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- V. Discussion and Action Items:
 - a. Vice President's Report- Update (Tom absent)
 - b. Mayor's Office Report- Update
 - c. City Clerk's Office- Update
 - d. Council Office Report- Update
 - e. LAPD- SLO Mark Allen Report- Update
 - f. Neighborhood Prosecutor- Update
 - g. LANI- Alain Datcher- Update
 - h. Vendors:
 - i. Security- Report
 - ii. Maintenance- Report
 - i. Executive Director Report-Grants, Market Match
- VI. Board of Directors Session: 10:30
 - a. Board Training- Brown act, Confidentiality, conduct & rules
 - b. Other Business
- VII. Adjournment- Meeting: March 21, 2017 at 10:00 a.m., Future Studio, 5558 N. Figueroa St.

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North Figueroa Association Board Mtg
Tue Feb 21 2017 @ 10am, Future Studio

Meeting called to order 10:06 by Stuart Rapeport (VP)
In attendance (see signup sheet)

Public comments: What happened to car wash (closed several months ago), Richard will ask owner; Christmas decorations were put up by HP Chamber of Commerce, de-installed by Chrysalis

January 2017 minutes approved unanimously

Reports

LANI (Alain): streetscape project – 14 pairs of tile mosaics are in fabrication stage in San Diego; one additional pair is looking for funding (CD1?) of approx. \$11,250. Locations are being vetted now (some Big Bellys may have to move at a cost of approx. \$350 each move); installation could happen as early as Aug.

GSS (Sean): foot patrol increased, automated reporting system is coming; security committee to work on proposals for increasing patrols or changing times or splitting shifts, possibly consider 24-hour security; GSS working w/ LAPD and LAHS (homeless services); Sean requests that businesses fill out their trespass forms and to call him w/ issues. LAHS is in NFA area on Tuesdays, working w/ GSS, LAPD, CD1 & community.

Chrysalis (Joel): call 311 to report high-up tagging; Chrysalis is working on cleaning gutters; request to mulch the treewells; supervisor Alex Huesca phone: 323-533-4494, or call Rick or Joel w/ issues.

Misty: Market Match (EBT snap card program) at the farmers market since Dec. has made the market more profitable; we did not get a Vision Zero grant but will try again next year; board members please sign code of ethics & statement of confidentiality; and read the Brown Act packet (very important); 2018 vote is coming up so please review budgets as we will vote in March on budgets and assessments; also will vote on executive board in March; Richard is donating a printer to NFA (thank you)

Meeting adjourned 11:30 am, next meeting Tue March 21, 10 am



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 - f. Vendors:
 - i. Security- Report
 - ii. Maintenance- Report
 - g. Executive Director Report- Updates
- VI. Board of Directors Session: 10:30
 - a. Website, Email & Cell Phone- Public Records- Review and Vote
 - b. Budget review
 - c. BID Renewal- start planning process
 - d. Financials- review
 - e. Other Business
- VII. Adjournment- Meeting: April 18, 2017 at 10:00 a.m., Future Studio, 5558 N. Figueroa St.

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North Figueroa Association Board Meeting
Tue March 21 2017 • 10am • Future Studio

Meeting called to order 10:03 am

In attendance: see sign in sheet

February 2017 minutes approved unanimously

No public comments

Reports

GSS: officers have made more personal contacts; nothing abnormal; GSS vehicle had accident w/ motorcycle—everyone OK; in district, no more left turns allowed; lots of activity behind Greyhound (hotspot)

Chrysalis: 6 hydrants painted; stray holiday decorations taken down; Big Belly doors cleaned; hotpots are a couple of parking lots; will work on cleaning sidewalk grass & check alleys

CD1: one additional set of sidewalk tiles authorized; bank sign project proceeding

LANI: 15 sets of mosaic sidewalk tiles approved, fabrication ongoing; first set will be done in the next two weeks; fall installation expected; sites can still be adjusted

City Clerk: new BID analyst for NFA: Rita Moreno

NFA (Misty): Market Match for Farmers Market bringing in extra \$; Tom W talked about Food Forward volunteer group that collects surplus food for homeless services; we will look into them and other similar services (Hunger Action LA works for senior services); We received \$3000 for pressure washing from LANI; looking for other grants; Richard C is donating copy machine to NFA (thank you!)

Board Session:

Public Records Act: All emails & correspondence can be requested, including personal accounts; Gustavo will set up emails for board use, possibly using gmail; everyone will need to use these for all NFA business

Budget: we have used surplus from 2015 for 2016; we have some contingency but will need to make up for uncollected assessments and higher minimum wage; Richard C to research better coverage for health & workers comp insurance

BID renewal: assessments database has been finalized; needs to go to city clerk by June 1; vote to raise assessments by max 5% to be voted on in April; steering cmte for renewals: Tom W, Richard C, Dalton, Gustavo

Meeting adjourned 11:05

Next meeting: Tue April 18, 10 am, Future Studio



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Location: Future Studio 5558 North Figueroa St., LA 90042

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 - d. LAPD- SLO Mark Allen Report- Update
 - e. LANI- Alain Datcher- Update
 - f. Vendors:
 - i. Security- Report
 - ii. Maintenance- Report
 - g. Executive Director Report- Quakesmart, Updates
- VI. Board of Directors Session: 10:30
 - a. Gustavo-New emails for the Board
 - b. LANI- Mosaic 15th tile placement- Discuss & Vote
 - c. Budget review & increase- Discussion, Review & Vote
 - d. BID Renewal- planning process
 - e. Other Business
- VII. Adjournment- Meeting: May 16, 2017 at 10:00 a.m., Future Studio, 5558 N. Figueroa St.

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Minutes 4/18/2017

Board Members in Attendance:

- Tom Wilson, James Bygrave, John Harb, Gina Alza, Joy Gibson, Gustavo Alza, Stuart Rapeport, Dalton Gerlach
Quorum: 8 board members are present.

LANI

- Update
- Cut outs for avenue tiles will take place Thursday April 20th, 2017
- 15th tile will be in front of the councilmen's office
 - o Need fundraising to pay for the tile

Mark Allen (LAPD)

- Update
 - o Crime is down across the board; however,
 - Late night street robberies are still occurring
 - Many individuals moving into public parking lots
 - Corporate late night robberies are up: Officer Allen advises investing in audible alarms
 - o All North East Officers are now equipped with body cameras

Security Report (GSSI)

- YTD Totals
 - o Patrol Calls for Service: 113 Patrol Bid Contacts: 405 Officer Dispersals: 1273 Average Response Time: 3.5
 - o Vehicle Patrol: 60% & Foot Patrol: 40%

Chrysalis (Report from Rick)

- Chrysalis YTD totals:
 - o Trash Bag: 2306 Trash Weight: 53728 Graffiti Tags: 143 P.W. Hours: 0
- Recent Uptick in graffiti and bulky items.
 - o Couches/Tables
- There is graffiti to paint over at alley on 51st. Alleys still have graffiti.

Emails

- Executive Board Members:
 - Tom W: president@oldla.org
 - Stuart: vice-president@oldla.org
 - Amy: secretary@oldla.org
 - James: treasurer@oldla.org
 - Richard: richard@oldla.org
 - Alex: alex@oldla.org
 - Tom M: tom@oldla.org
 - Irene: irene@oldla.org
 - Cyrus: cyrus@oldla.org
 - Gustavo: gustavo@oldla.org
 - Joy: joy@oldla.org
 - John: john@oldla.org
 - Dalton: dalton@oldla.org
 - Gina: gina@oldla.org
 - Dennis: dennis@oldla.org
- Staff:
 - Misty: misty@oldla.org & executivedirector@oldla.org

Budget

- Currently looking over budget
 - o Attempting to make cuts in cost wherever possible to maximize efficiency.
- Health Insurance:
 - o Sub Committee Discussions Over Costs: Sub-committee will meet. Richard discussed coverage over phone.
 - Time: Tuesday April 25th, 2017 at 11:00 am
 - Place: 5224 N. Figueroa St. Los Angeles CA 90042
- 2017 Projections
 - o Security: \$10,000 increase
 - o Maintenance: \$11,000 increase
- Motion to raise budget by maximum of 5%; while, cutting costs wherever possible.
 - o Vote: 5 in favor, 3 abstentions