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## **Capital Improvement Projects Task Force Meeting**

**Thursday, October 19, 2011**

**3:30 p.m.**

**DLBA Office**

100 West Broadway, Suite 120

Long Beach, CA 90802

### **PRESENT**

**Voting Members:** Ryan Altoon via Phone, Pedro Costa, Mike Dunfee, Cory Kristoff, David White

**Staff:** Kraig Kojian, Kris Larson, Vanessa McCollum

### **ABSENT**

**Voting Members:** Brian Ulaszewski

#### **I. Call to Order – Cory Kristoff**

Cory Kristoff called the meeting to order at 3:38pm

#### **II. Approval of Minutes – Cory Kristoff**

**ACTION ITEM: Approve minutes from August 18, 2011 Capital Improvement Projects Task Force meeting. David White made a motion to approve the minutes from the August 18, 2011, meeting. Mike Dunfee seconded the motion. Five in favor; none opposed.**

**ACTION ITEM: Approve minutes from September 8, 2011 Capital Improvement Projects Task Force meeting. David White made a motion to approve the minutes from the August 18, 2011, meeting. Mike Dunfee seconded the motion. Five in favor; none opposed.**

#### **III. 2011-2012 Budget Status -Kraig Kojian**

Kojian gave a brief overview of the FY2010-2011 Budget and Financials. 2011 Holiday line item will come out of 2011-2012 Budget, not FY2010-2011. At the last CIP meeting, funding was moved from Garage Signage to the Ocean Boulevard Streetscape plan at the request of Ryan Altoon on behalf of Brian Ulaszewski. Funding for two NPP grant partnerships are still outstanding. Funds for the East Village Alley Beautification project and for the Electrical Box painting will be carried over to the new fiscal year through deferred revenue as allocated. Kojian stated that the task force needs to identify funding for holidays. The DLBA will be receiving quotes today, for the holiday decorations, however, the unspent \$55,179 from

FY2010-11 is expected to cover the costs. Discussion included allocating more of the unallocated funds to Holiday decorations. Kristoff would like to look into further expanding the holiday program in future years. In regards to the budget spreadsheet format, Altoon suggested only showing one holiday line item, for the fiscal year that the holiday occurs in.

Kojian asked White about whether the crosswalks at Ocean Boulevard and South Promenade are considered part of the Promenade Public Improvement Project- White stated that he would research that, and provide the information to Kojain at a later date. The proposed third party funding program may be able to help out with those projects. Kojian stated that ideally, the \$111,000 unallocated funds will roll over to FY2011-12. White would suggested that the task force move forward with allocating those funds for the cross walk, though, was unsure the \$111,000 would be enough to complete the project. Sheri Rosillo is leading that project and should be able to answer those questions. Upgrading the lighting on south side of Ocean at Promenade may be something DLBA can contribute to. White and Kojian will have someone looking into the possibilities of upgrading the lighting fixtures. Parks and Recreation do not like maintaining up-lights currently in the area, though, maybe DLBA can find a different option for the lighting. White informed the task force that the Pine Ave improvements are on hold for now. Of the \$192,000 unallocated from FY2010-2011 and the unallocated funds from FY2011-2012 is roughly \$450,000. The task force needs to identify some funds for the third party project funding program.

#### **IV. Final review of Call for Projects Criteria and Process – Kris Larson**

Larson gave an overview of the draft Capital Improvements and Beautification grants application. A “call back” provision has been added to the grant funding for instances where applicants cannot secured requisite permits or approvals. It is proposed that this program be a four-step process occurring over 3 months. If the call for projects is approved today, the task force would ask all applicants to turn their applications in before the November CIP meeting, and invite applicants to give presentations in December. Costa asked that a disclaimer be added to the timeline that more time can be given for larger projects at the discretion of the CIP Task Force. White added that when dealing with public realm, city approval, parks and recreation, and public works may all need to be involved. It was suggested that the call for projects include the requirement of a 100 word or less project description, to be vetted out with applicable agencies. Other suggestions included a pilot program, to assess what kind of applications the task force receives before moving forward with more cycles. Altoon praised document and the idea of the vetting the proposals. Kristoff suggested only agreeing to pay hard costs, excluding permitting costs for projects. White added that most volunteers will not be able to pay for permitting, and suggested the topic be discussed more in depth and possibly on a case by case basis. Larson suggested the possibility of incentivizing projects by refunding the soft costs if the project is completed.

## **XI. Adjournment**

Due to committee member time constraints, it was moved to table this discussion and meet October 25, 2011, for lunch at 1:00pm at the DLBA office. The meeting was adjourned at 5:12pm.

All meetings held by the Downtown Long Beach Associates shall be conducted in compliance with the Brown Act, California Government Code Section 54950 et seq., and its requirement that public commissions, boards, councils, and other public agencies conduct business openly.