

EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, February 2, 2023

8:00 AM

The virtual portion of this meeting is being held pursuant to Assembly Bill 361.

DLBA Conference Room

100 W Broadway, Suite 120

Long Beach, CA 90802

OR

[Join Meeting](#)

Meeting ID: 850 1606 9314

Passcode: 576852

Voting Present: Debra Fixen, Denise Carter, Alan Burks, Sam Pierzina, Loara Cadavona, Mike Gold, Rhonda Love

Voting Absent: Eric Lopez, Sheva Hosseinzadeh

DLBA Staff: Austin Metoyer, Jeremy Ancalade, Kelsey Mader

Executive Committee

Debra Fixen – Chair

Denise Carter – Chair-Elect

Alan Burks – Secretary

Sam Pierzina - Treasurer

Loara Cadavona – Past Chair

Eric Lopez – City

Representative

Mike Gold

Sheva Hosseinzadeh

Rhonda Love

DLBA Staff

Austin Metoyer,

President & CEO

Jeremy Ancalade, CFO

Kelsey Mader,

Executive Assistant

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1. CALL TO ORDER and INTRODUCTIONS – Debra Fixen, Chair
Meeting presentation. Called to order at 8:02 AM.

2. SECRETARY REPORT

ACTION: Approve Minutes from [January 12, 2023](#), Meeting

MOTION: 1st: Gold; 2nd: Love

VOTE: None opposed. No abstentions. Motion passes.

3. TREASURER'S REPORT – Jeremy Ancalade, DLBA CFO & Sam Pierzina, Treasurer:
[Year-to-Date Financials through December 2022](#)

- Ancalade reported on Year-to-Date Financials through the first quarter of the fiscal year. Revenues are slightly over budget.
- Expenses for operations are noticeably under budget due to holding payment for Block by Block (DLBA's Clean & Safe services vendor) for multiple months. Overdue payments from the City were just received, so these will be paid this week. February financials will reflect this payment.
- Some differed revenue was recognized in Placemaking for mural paintings.
- Money from the Long Beach Recovery Act will be paid in two tranches, the first of which will be coming very soon. These funds are accounted for in the Accounts Receivable summary.

4. CHAIRPERSON'S REPORT – Fixen

A. Governance Committee Report – Denise Carter, Chair

i. Board Vacancies

a) Advisory (I)

- Carter shared that the Governance Committee did not meet this month. All matters will be discussed at the February meeting.

B. Election Procedure Adjustments

- Mader reviewed one adjustment to be made to DLBA's Election Procedures.
- Section 2.2 which identifies the Property-Based Improvement District (PBID) and its boundaries must be modified to reflect the new district as of January 1, 2023. The boundaries at the northern and southern portions of the district have changed, so this must be reflected in the Election Procedures. The map will be replaced to include these changes as well.
- Because this adjustment is not procedural, formal action/approval from the Executive Committee and/or Board is not needed.

5. PRESIDENT & CEO REPORT – Austin Metoyer

A. Assembly Bill 361 (AB 361) Compliance

ACTION: Vote to authorize DLBA Board and its committees to conduct business via teleconferencing in compliance with AB 361.

MOTION: 1st: Gold; 2nd: Carter.

VOTE: None opposed. No abstentions. Motion passes.

B. Assembly Bill 2449

- Metoyer presented the requirements/specifications of Assembly Bill 2449 (AB 2449).
- Due to the pandemic and California State of Emergency, public facing bodies were able to meet virtually. This was allowed under Assembly Bill 361.
- Beginning March 1, the State of Emergency will end meaning virtual meeting will also. Under AB 2449, virtual participation for members of the Board and Committees is drastically limited which has led DLBA to decide to move all meetings to in-person.
- Managers of each department will share this update with their respective committee chairs and vice-chairs and will present this to their committees in February.
- Metoyer acknowledged possible scheduling conflicts that may arise with the return to in-person meetings, so he reminded the Committee to respond to an email sent by Mader recently asking for the preferred meeting time of the Board and the Executive Committee.

C. CPI & District Rate Adjustment

- Metoyer briefly reviewed the organization's main sources of revenue which the Board has the authority to adjust each year. There are two districts this applies to: the Property-Based Improvement District (PBID) and the Downtown Property and Business Improvement Area (DPBIA). The PBID assessments are on commercial and property owners, and the DPBIA assessments are on business owners.
- Typically, the assessment adjustment approved by the Board is in line with what the City does which looks at the Consumer Price Index (CPI). The PBID increase is capped at 5% whereas there is no cap for the DPBIA.
- Metoyer reviewed tables showing the CPI, City adjustment, and DLBA district adjustment in past years as examples.

D. DLBA Office Relocation

- Metoyer updated the Committee on the progress of DLBA's office relocation. DLBA's lease ends at the Hubb in the next couple of months, but the need for a bigger space has become more pressing. With this move, the organization hopes to provide more space for a growing team, allow for centralized storage, and consolidate all vehicle parking.
- Metoyer (with the help from Ancalade and Mader) has reviewed multiple office spaces Downtown, some at the Hubb and some at new locations. He broke down the possibilities while highlighting square footage, pricing, and general accommodations.

6. OLD BUSINESS

7. NEW BUSINESS

8. PUBLIC COMMENTS (three minutes on all non-agenda items)

9. ADJOURNMENT

Adjourned at 8:41 AM.

NEXT SCHEDULED EXECUTIVE COMMITTEE MEETING:

Thursday, March 2, 2023

8AM

Location: DLBA Conference Room

100 W Broadway, Suite 120

Long Beach, CA 90802

Mission: Cultivate, preserve and promote a healthy, safe and prosperous Downtown for all.

All meetings held by the Downtown Long Beach Alliance 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 public agencies conduct business openly, and in compliance with AB 361. E-Mail correspondence regarding agenda items can be directed to info@dlba.org. Agenda items may also be reviewed as posted in public view at the DLBA offices or at City Hall. If special accommodation is desired pursuant to the Americans with Disabilities Act, please make your request by phone to (562) 436-4259, by noon the day prior to the meeting.