

EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, May 4, 2023

8:00 AM

DLBA Conference Room

100 W Broadway, Suite 120
Long Beach, CA 90802

Voting Present: Debra Fixen, Denise Carter, Sam Pierzina, Loara Cadavona, Eric Lopez, Mike Gold, Sheva Hosseinzadeh, Rhonda Love

Voting Absent: Alan Burks

DLBA Staff: Austin Metoyer, Jeremy Ancalade, Kelsey Mader, James Ahumada, Stephane El Tawil

Guests: Audrey Peterson, Holos Communities; Yulisa Chavez, Holos Communities

1. CALL TO ORDER and INTRODUCTIONS – Debra Fixen, Chair
[Meeting presentation](#). Called to order at 8 AM.
2. SECRETARY REPORT
ACTION: Approve Minutes from [April 6, 2023](#), Meeting
MOTION: 1st: Pierzina; 2nd: Carter
VOTE: None opposed. Lopez not present for vote. Motion passes.
3. TREASURER’S REPORT – Jeremy Ancalade, DLBA Vice President of Finance & Administration & Sam Pierzina, Treasurer:
[Year-to-Date Financials through March 2023](#)
 - Ancalade presented on the financials through March 2023. Little has changed since last month. Revenue is over the budgeted figures while expenses are below, however, much of this is due to timing.
 - The Committee reviewed the Accounts Receivable Aging Summary in detail. Ancalade walked through each account, explaining the likelihood of collecting. Most outstanding payments are still collectible.
 - Ancalade reported the same set of data but as of April 30. Some collections have been made.
 - There are smaller payments still owed to DLBA from vendors, most of which are for last year’s Taste of Downtown events.
4. CHAIRPERSON’S REPORT – Fixen
 - A. Remarks from the Chair
 - Fixen and El Tawil discussed the upcoming Broker’s Mixer on May 11th. The goal is to invite brokers to Downtown to showcase what the community has to offer.
 - B. Governance Committee Report – Denise Carter, Chair
 - i. Board Vacancies
 - a) Advisory (1)
 - Carter presented the recommendation of appointing Samantha Mehlinger, Vice President of Communications at the Long Beach Convention and Visitor Bureau (CVB), to fill the last remaining advisory seat.
 - Mehlinger was previously the Communications Manager at DLBA and transitioned to the CVB a couple years ago.
 - Metoyer reminded the Committee of the work done by the Governance Committee to codify industry-specific seats on the Advisory Board. Mehlinger will be filling one of those seats, specifically for Tourism & Hospitality.



**DOWNTOWN
LONG BEACH
ALLIANCE**

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

James Ahumada, Sr. Vice
President & Deputy CEO

Jeremy Ancalade, Vice
President of Finance &
Administration

Kelsey Mader,
General Manager

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ACTION: Approve Samantha Mehlinger to serve on DLBA’s Board of Directors as an Advisor, effective immediately and expiring September 30, 2023.

MOTION: 1st: Gold; 2nd: Fixen

VOTE: None opposed. Lopez not present for vote. Motion passes.

- ii. Committee Vacancies
 - Metoyer reviewed the recommended candidate to fill the new vacancy on Economic Development.
 - Mader added that one of the Marketing & Communications vacancies will be filled by the end of the month.
- a) Marketing & Communications (2)
- b) Economic Development (1)
- iii. Bylaw Amendment Updates
 - Carter and Mader explained a new proposed Bylaw amendment that will go before the Board at its June meeting. This amendment will replace the term “stakeholder” with “ratepayer” throughout the Bylaws.
 - Ratepayer will specifically refer to any individual or entity which pays an assessment directly or indirectly to DLBA, whereas stakeholder is more inclusive and refers to anyone in the Downtown area.

5. PRESIDENT & CEO REPORT – Austin Metoyer

A. Holos Affordable Housing Project Update

- Metoyer introduced Audrey Peterson and Yulisa Chavez from Holos Communities. Peterson and Chavez are overseeing an affordable housing project at 4th and Atlantic.
- DLBA is being asked to take a position on this project, but this will come before the entire Board before a decision is made.
- Peterson provided an overview of the project plans via [this PowerPoint presentation](#).
- The development will be 14 stories high with 103 one-bedroom units. It includes 1,200 square feet of commercial space and 1,6060 square feet of community room space.
 - 76 units will be dedicated to permanent supportive housing.
 - 25 units will be dedicated to general affordable housing.
 - 2 units will be dedicated to on-site property management.
- Safety and security parameters include 24/7 property management on-site, a year-long lease and house rules signed by tenant, security cameras, and on-site supportive services (4-5 case managers for permanent supportive housing units).
- The current timeline projections indicate construction beginning in January 2025 and ending January 2027.
- Cadavona mentioned some pre-existing concerns in that neighborhood, related to another property developed by Holos. She suggested the addition of 24/7 security to help prevent similar circumstances arising from this new property. She also introduced the idea of decreasing the height of the development since it exceeds what is allowed in the Downtown plan. Peterson will investigate this but that may have a negative financial impact since funding for this project is per unit.

B. Office Relocation

- Metoyer shared that the draft agreement language has been reviewed by an attorney.
- Hosseinzadeh and Pierzina suggested that “turnkey” be defined as much as possible and to get more detail on the limitations of the Tenant Improvement allowance.

ACTION: Authorize the President & CEO to enter into negotiations and execute a lease agreement with the Hubb (100 W Broadway) for administrative office space.

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

VOTE: None opposed. No abstentions. Motion passes.

C. Sidewalk Vending & Food Truck Update

- This agenda item was not covered due to time restrictions. It will be reviewed at the next Executive Committee meeting.

D. President & CEO Update: Community Budget Forum

- This agenda item was not covered due to time restrictions. It will be reviewed at the next Executive Committee meeting.

E. Misc.

- The Request for Proposal is due for vendors that provide clean and safe services this week.

6. OLD BUSINESS

7. NEW BUSINESS

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

9. ADJOURNMENT

Adjourned at 9:16 AM.

NEXT SCHEDULED EXECUTIVE COMMITTEE MEETING:

Thursday, June 1, 2023

8 AM

DLBA Conference Room

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

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