

# EXECUTIVE COMMITTEE MEETING MINUTES

Thursday, July 6, 2023

8:00 AM

## DLBA Conference Room

100 W Broadway, Suite 120

Long Beach, CA 90802



**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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**Voting Present:** Debra Fixen, Denise Carter, Alan Burks, Loara Cadavona, Mike Gold, Sheva Hosseinzadeh

**Voting Absent:** Sam Pierzina, Eric Lopez, Rhonda Love

**Guests:** Bo Martinez, City of Long Beach Economic Development Director

**DLBA Staff:** Austin Metoyer, Jeremy Ancalade, Kelsey Mader, James Ahumada

1. CALL TO ORDER and INTRODUCTIONS – Debra Fixen, Chair  
[Meeting presentation](#). Called to order at 8:05 AM.
2. SECRETARY REPORT  
**ACTION:** Approve Minutes from [June 1, 2023, Meeting](#)  
**MOTION:** 1<sup>st</sup>: Hosseinzadeh; 2<sup>nd</sup>: Gold.  
**VOTE:** None opposed. Cadavona abstained. Motion passes.
3. TREASURER'S REPORT – Jeremy Ancalade, DLBA Vice President of Finance & Administration & Sam Pierzina, Treasurer:  
[Year-to-Date Financials through May 2023](#)
  - Ancalade reported on the financials through May 2023, noting the positive trends. At this point, revenue is higher than budgeted while expenses are lower than budgeted.
  - There is \$23,000 in government grants being recognized which is separate from the Recovery Act funding.
  - The Operations budget is slightly over budget due to added safety and clean services through the Downtown area. It is anticipated that this department be overbudget by year end.
    - Metoyer added that patrol was enhanced along the Pine Avenue and East Village corridors due to the rise in break-ins. In terms of clean services, DLBA has hired Care Closet to do additional cleaning on areas of Long Beach Blvd. and Atlantic near 6<sup>th</sup> St.
  - DLBA received \$80,000 from the Knight Foundation. These funds are designated for activations at Lincoln Park.
  - Carter, Metoyer, and Ancalade discussed how to address agencies that are billed directly for the PBID and do not pay their annual assessments. Most of these are government organizations at the federal level.
4. CHAIRPERSON'S REPORT – Fixen
  - A. Remarks from the Chair
    - Bo Martinez, Director of Economic Development for the City of Long Beach, is attending this meeting as a guest, but also in anticipation of joining the Board next year as the City Representative. He will be taking the place of Eric Lopez, Director of Public Works.
  - B. President & CEO Evaluation Tool Discussion
    - The Committee reviewed the process for the President & CEO's annual evaluation and compensation. Fixen, Gold, and others agreed that the entire Board of Directors should have the opportunity to provide feedback on this evaluation.

- The entire Board will be invited to provide feedback to Fixen no later than August 3<sup>rd</sup>. Then, the entire Board will review the findings in a closed session at the end of the August 16 meeting.

C. Governance Committee Report – Denise Carter, Chair

i. Board Election Timeline & Status

- The Board elections are halfway through, scheduled to end on July 19. All ratepayers should have received postcards in the mail which provides voters with the information they need to vote on the slates for their respective district.
- There is one vacancy on Economic Development due to Nigel Lifsey resigning. This seat likely will not be filled until the next fiscal year begins.

5. PRESIDENT & CEO REPORT – Austin Metoyer

A. [FY23-24 DRAFT Budget Overview](#)

- Ancalade presented the draft budget, starting with noting a proposed increase of \$518,000 which reflects the Board approved 4.5% increase to the two districts managed by DLBA.
- He noted a significant drop in funding for the Economic Development department, but this only impacts personnel, not programming. These savings in personnel cost is related to the shift in staffing last year.
- The Executive Committee has 30 days to review the budget before the next presentation in August. If no changes are made, this same presentation will go before the full Board of Directors for approval on August 16.

B. Office Relocation Update

- The lease was signed two weeks ago for the new office location.
- Staff is planning to relocate sometime between October and November 2023.
- Hosseinzadeh asked about free parking. Metoyer explained that the months of free parking aligns with the months of free rent.

C. PD6 and PD30 Update

- This item is being held over until next month due to timing limitations.

D. Misc.

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, August 3, 2023

8 AM

DLBA Conference Room

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

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