

EXECUTIVE COMMITTEE MEETING MINUTES

Tuesday, August 1, 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, Sam Pierzina, Loara Cadavona, Sheva Hosseinzadeh, Rhonda Love

Voting Absent: Eric Lopez, Mike Gold

DLBA Staff: Austin Metoyer, Jeremy Ancalade, Kelsey Mader, James Ahumada, Stephanie Gonzalez, Asia Morris, Justine Nevarez, Stephanie El Tawil, Juan Torres

1. CALL TO ORDER and INTRODUCTIONS – Debra Fixen, Chair
[Meeting presentation](#). Called to order at 8:03 AM
2. SECRETARY REPORT
ACTION: Approve Minutes from [July 6, 2023, Meeting](#)
MOTION: 1st: Hosseinzadeh; 2nd: Carter
VOTE: None opposed. No abstentions. Motion passes.
3. TREASURER'S REPORT – Jeremy Ancalade, DLBA Vice President of Finance & Administration & Sam Pierzina, Treasurer:
[Year-to-Date Financials through June 2023](#)
 - Ancalade reported on the organization's financials through June 2023, noting that little has changed. Overall, revenue is slightly over the budgeted figures while expenses are slightly below.
 - One revenue source that Ancalade is watching is Parking Meter Revenue. Right now, DLBA is projected to be under about \$10,000. This has gone up and down throughout the year, therefore next year's budget for this source will not increase.
 - Fixen, Carter and Ancalade discussed some outstanding payments owed to DLBA. Ancalade explained that most payments not received yet are just due to timing. It is believed that these accounts will pay what is owed before the end of the fiscal year.
4. CHAIRPERSON'S REPORT – Fixen
 - A. Remarks from the Chair
 - Fixen reminded the Committee of the final Taste of Downtown event of the season which is scheduled for next week on August 9 and August 10 at the Waterfront. Additionally, there will be a broker's mixer at the Taste of Downtown on Wednesday the 9th.
 - DLBA is participating in the 2023 Pride Parade alongside Belmont Shore. Volunteers are encouraged to join some of the staff in the Parade.
 - B. President & CEO Evaluation Update
 - C. Governance Committee Report – Denise Carter, Chair
 - i. Board Election Results
 - Carter notified the Committee that at its last meeting, Governance tallied the slate votes. The slates for both districts were approved and will go to the Board for final approval at its meeting later this month.
 - Mader reported on the detailed results, explaining that both slates passed with nearly 100% approval.

5. PRESIDENT & CEO REPORT – Austin Metoyer

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

- Metoyer and Ancalade briefly reviewed the process of developing and approving each year's budget. At this point, staff has worked among themselves with feedback from the Board, committees, and community to develop each department's budget.
- The following presentations took place, outlining changes between years and any notable increases:
 - Administration: Kelsey Mader, General Manager
 - Research & Advocacy: Austin Metoyer, President & CEO
 - Economic Development: Stephanie El Tawil, Economic Development & Policy Manager
 - Special Events & Sponsorships: Justine Nevarez, Community Outreach & Events Manager
 - Marketing & Communications: Asia Morries, Communications & Marketing Manager
 - Operations/Public Safety: Juan Torres, Operations Manager
 - Placemaking: Stephanie Gonzalez, Placemaking Manager

ACTION: Recommend FY2023-24 draft budget to the Board of Directors for its consideration.

MOTION: 1st: Burks; 2nd: Love

VOTE: None opposed. No abstentions. Motion passes.

B. Office Relocation Update

- DLBA expects to move offices in October or November of this year. More details to come as this project progresses.

C. PD6 and PD30 Update

- Metoyer reviewed the expected timeline for both these plans.
- PD6 refers to the Shoreline & Waterfront.
- PD30 refers to the greater Downtown area.
- Task forces will be developed for both projects which will be approved by the Board.

D. Misc.

6. OLD BUSINESS

7. NEW BUSINESS

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

9. ADJOURNMENT

Adjourned at 9:05 AM.

NEXT SCHEDULED EXECUTIVE COMMITTEE MEETING:

Thursday, September 7, 2023

8 AM

DLBA Conference Room

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.