



**DOWNTOWN
LONG BEACH
ALLIANCE**

**BOARD OF DIRECTORS
2022-2023 SPECIAL MEETING AGENDA
Wednesday, December 7, 2022
8 AM**

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

In-Person

Studio One Eleven Conference Room
245 E Third St
Long Beach, CA 90802
OR

Join Zoom Meeting

**Meeting ID: 868 2919 1474
Passcode: 989883**

Voting Present: Laurie Gray, John Tully, Debra Fixen, Alan Burks, Graham Gill, Mike Gold, Sam Pierzina, Sheva Hosseinzadeh, Denise Carter, Loara Cadavona, Eric Lopez, Amy Chambers, Isidro Panuco, Shane Young, Michael Vitug

Voting Absent: Monica Garrett, Rhonda Love, Cheryl Roberts, Jimmy Spicer, Sean Rawson, Ashley Chiddick

Non-Voting Present: Council District 1 (Lynn Ward, David Bright), Jeremy Harris, Griselda Suarez, Cameron Andrews, Jane Gould, Scott Apel

Non-Voting Absent: Council District 2, Diane Arnold, Don Darnauer

DLBA Staff: Austin Metoyer, Broc Coward, Jeremy Ancalade, Kelsey Mader, Amanda Barrera, Mike Berman, Stephanie Gonzalez, Justine Nevarez

1. CALL TO ORDER and INTRODUCTIONS – Debra Fixen
Meeting presentation. Called to order at 8:06 AM.
 - Fixen introduced a couple staff members from the office of Councilwoman Zendejas: Lynn Ward, Acting Chief of Staff, and David Bright, Business Liaison
2. SECRETARY REPORT: [Minutes from October 6, 2022, Meeting](#)
3. FINANCIAL REPORT: [Year-To-Date Financials through October 2022](#)
ACTION: Approve Consent Calendar Items
MOTION: 1st: Hosseinzadeh; 2nd: Pierzina.
VOTE: None opposed. No abstentions. Motion passes.
4. CHAIRPERSON'S REPORT - Fixen 20 minutes
 - A. Governance Committee Report – Denise Carter
 - Carter briefly reviewed Board and Committee vacancies, noting that Board members should send any recommendations to the Governance Committee for review/approval.
 - i. Board Seat Vacancies
 - Advisory (1)
 - ii. Committee Vacancies:
 - Marketing & Communications (1)
 - Public Safety (2)
5. PRESIDENT & CEO REPORT – Austin Metoyer 40 minutes
 - A. Audit Committee Report – Jeremy Ancalade
 - Ancalade introduced the staff from Windes who preformed the 2021-22 audit and will present the information.

- Lisa Carrick from Windes presented the draft Financial Statements. Windes plans to issue an unmodified opinion which is a clean opinion and the best option that can be received.
- This statement made note of the Property-Based Improvement District (PBID) renewal through December 2023 and anticipated funds to be received from the Long Beach Recovery Act (LBRA) Grant.

ACTION: Approve or amend [2021-22 Annual Audit of Consolidated Year-End Financials](#) as recommended by DLBA Audit Committee

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

VOTE: None opposed. No abstentions. Tully not present for vote. Motion passes.

- Aaron Phillips from Windes presented on the Form 990 which is available for the public to review. In this document there was mentioned of the Paycheck Protection Program loan forgiveness.
- Chambers and Ancalade discussed the difference year over year seen in cash and accounts receivable. Ancalade explained that the variance here is largely due to timing. The reason accounts receivable is so high, is mostly due to payment delays from the City of Long Beach.
- Metoyer thanked Windes and the Audit Committee for working diligently to get these documents together and reviewed prior to being presented to the Board.

ACTION: Approve or amend [2021-22 Form 990](#) as recommended by DLBA Audit Committee

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

VOTE: None opposed. No abstentions. Vitug not present for vote. Motion passes.

B. Organizational Updates

- Metoyer reviewed his first 90 days as President & CEO of the organization. His initial focus was internal, spending time talking to staff and the Board of Directors. Soon he will shift to an external focus, looking to input from the community. He hopes to soon have open discussions with local business owners, property owners, nonprofits, and other community partners.
- Metoyer reviewed some of the responses received from the President & CEO survey to ensure he is performing how the community hoped. Some ideas he specifically called out are clear branding/marketing, reengaging residents, and how to help Downtown ratepayers transition to life after the COVID 19 pandemic.
- In the next couple quarters, DLBA will be focused on filling four staffing vacancies as well as integrating the Diversity, Equity, Inclusion and Access (DEIA) framework. Additionally, the employee handbook is being reviewed in detail, specifically to addressing employee retention strategies.

C. Public Safety Initiative Update

- DLBA is working with City Departments, the City Manager's office, and various stakeholders to address the public safety concerns Downtown.
- An initial meeting was held earlier this month where staff from Council District I helped to facilitate a dynamic conversation with City staff, business owners, and property owners.
- Public Works was particularly helpful during this meeting, focusing on how they can improve cleaning services, lighting, and alleyway beautification now and later down the road.

D. Assembly Bill 361 (AB 361) Compliance

ACTION: Vote to authorize DLBA Board and its committees to conduct business via teleconferencing for the next 30 days in compliance with AB 361.

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

VOTE: None opposed. No abstentions. Vitug not present for vote. Motion passes.

E. Misc. Updates

6. OLD BUSINESS
7. NEW BUSINESS
8. PUBLIC COMMENTS (three minutes on all non-agenda items)
9. ADJOURNMENT

Adjourned at 9:19 AM.

NEXT SCHEDULED BOARD MEETING:

February 15, 2023

8AM

Location: Hybrid

***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. 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.