

**FINANCE COMMITTEE MEETING MINUTES**  
**Wednesday, November 25, 2020**  
**11:30AM**

[Join Zoom Meeting](#)  
**Meeting ID: 839 8740 9526**  
**Passcode: 662956**

**Voting Present:** Debra Fixen, Jill Harris, Bob Kelton, Hilda Sanchez

**Voting Absent:** Kena Fuller

**DLBA Staff:** Kraig Kojian, Kelsey Mader, David Hughes

- I. CALL TO ORDER – Debra Fixen, Treasurer  
[Meeting presentation](#). Meeting called to order at 11:34 AM.
  - II. **ACTION: Approve [Minutes](#) from September 25, 2020 Meeting**  
**MOTION: 1<sup>st</sup>: Sanchez. 2<sup>nd</sup>: Harris.**  
**VOTE: None opposed. No abstentions. Motion passes.**
  - III. STAFF UPDATE 40 Mins  
Finance Manager's Report: David Hughes
    - a. [Year-to-Date DRAFT Financial Report through October 31, 2020](#)
      - Hughes presented slides 5-7.
    - b. [Cash Flow Report](#)
      - Hughes presented slide 9.
    - c. 2019-20 Audit Schedule and Update
      - Hughes presented slide 10.
      - Windes will be conducting the FY 2019-20 audit virtually.
    - d. Form 990
- President & CEO REPORT – Kraig Kojian
- Kojian introduced David Hughes, DLBA Finance Manager to the Committee. Kevin Dickson, accountant to DLBA, will be relied on minimally in the future.
  - e. CARES ACT Update
    - The Mayor and City Council secured about \$53 million in CARES Act money and has dedicated \$1 million to the Business Improvement Districts (BIDs) in Long Beach. The DLBA will be granted \$229,390, approximately \$114,000 for each district it manages. This amount has already been approved by the City.
    - These monies are reimbursements for funds already spent on COVID-19 related expenses from March of 2020 through December 15, 2020.
    - Kojian presented the breakdown of expenses already incurred on slides 13-15.
    - This funding will be put into the FY 2020-21 budget. These are unrestricted funds and are not required to be spent on additional COVID-19 related programs, but will undoubtedly be earmarked for Downtown's economic recovery plan
  - f. Contract Updates
    - The DLBA has been contracted to manage the Long Beach Transit mall and its restrooms since 2007. This contract is up for renewal. After responding to an RFP, the DLBA is now one of two finalists. The final vendor is expected to be selected by mid-December, with the contract beginning February 1, 2021.



**DOWNTOWN  
LONG BEACH  
ALLIANCE**

**FINANCE  
COMMITTEE:**

Debra Fixen, Treasurer

Kena Fuller

Jill Harris

Bob Kelton

Hilda Sanchez

**STAFF:**

**David Hughes,  
Finance Manager**

- The City of Long Beach Prop A contract has expired as well. The DLBA maintains the transit corridors at First Street, Pacific Avenue and Long Beach Boulevard, and has been providing these services since 2013. If awarded to the DLBA the new contract will coincide with the expiration of the current PBID in 2022.
- The DLBA also has two contracts with other improvement districts in the city. The Midtown Improvement District's term expires at the end of this year, and they have yet to renew it, so the future of this district is uncertain. The DLBA also provides additional cleaning and pressure washing services to the Zaferia Business Improvement District. Staff is waiting on the renewal of this contract.
- Lastly, the Blue Community Association at 3<sup>rd</sup> Street and Long Beach Boulevard has contracted the DLBA to provide additional services above and beyond what is already provided for the Property Based Improvement District (PBID).

g. **Extension of Waiving Late Penalties on Business License Taxes and Fees**

- Businesses that choose not to pay their business license because of the pandemic will not be charged a late fee when those fees are due. Late fees are waived until March 31, 2021. About 4% of the business city-wide have participated in this program. The DLBA is determining how much of an impact this has on the budget and is negotiating with the City to make the BID fees whole while the City waits for their fees to be paid.

IV. OLD BUSINESS

V. NEW BUSINESS

VI. PUBLIC COMMENTS

VII. ADJOURNMENT

Meeting adjourned at 11:56 AM.

**NEXT FINANCE COMMITTEE MEETING:**

**Friday, January 22, 2021**

**10:00 am.**

**Location: Zoom Teleconferencing**

***DLBA Mission: Cultivate, preserve, and promote a healthy, safe, and prosperous Downtown***

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. The agenda and supporting documents are available on the Internet at <http://downtownlongbeach.org>. E-Mail correspondence regarding agenda items can be directed to [info@dlba.org](mailto: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.