



**DOWNTOWN INDUSTRIAL DISTRICT BID  
BOARD OF DIRECTORS  
MEETING AGENDA  
July 22, 2020 9 a.m.**

**Videoconference/Telephonic meeting**

Meeting link: <https://us02web.zoom.us/j/6531602655> Meeting ID: 653-160-2655

1. **Call to Order** **Shinbane**
  
2. **Public Comment**  
*In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) and due to concerns over COVID-19, the BID Board meeting will be conducted entirely by video conference. Members of the public who wish to offer public comment will be limited to 2 minutes..*
  
3. **Approval of the Board Meeting Minutes** **Shinebane**
  - April 22, 2020 BID Board meeting
  - June 18, 2020 BID Board meeting
  
4. **CA Legislative Update**
  - **GUEST: Assemblymember Miguel Santiago**
  
5. **Treasurer's Report** **Coelho**
  - Review of 2020 revenues/expenses and BID service levels.
  
6. **BID Renewal** **Gibson/Aulenta**
  - Progress report on 2022 BID Renewal by Urban Place Consulting
  
7. **Executive Director's Report** **Lopez**
  - Services update
  
8. **Adjournment**

**DOWNTOWN INDUSTRIAL DISTRICT BID  
BOARD OF DIRECTORS  
MEETING MINUTES **DRAFT**  
April 22, 2020 9 a.m.**

**Videoconference/Telephonic meeting**

**Members Present:** Drew Bauer, George Garcia, Jenni Harris, Sergio Moreno, Tyler Neman, Larry Rauch, Mark Shinbane

**Staff:** Estela Lopez, Jesse Ramirez

**Consultant(s):** Ken Coelho (Armanino LLP); Steve Gibson (Urban Place Consulting); Sara Gorsky (Get Art Seen); Don Steier (Guzin & Steier)

1. **Call to Order- Welcome & Introductions** **Shinbane**  
Meeting was called to order at 9:04 a.m.
  
2. **Public Comment**  
No public comment.
  
3. **Approval of the Board Meeting Minutes** **Shinbane**  
MOTION: Approval of minutes of February 12, 2020 BID Board meeting. Rauch moved; Neman seconded. Unanimous approval.  
MOTION: Approval of minutes of March 4, 2020 Finance Committee Meeting. Baur moved; Neman seconded. Unanimous approval.
  
4. **Treasurer's Report** **Coelho**  
Coelho reviewed the 2020 first quarter revenues and expenses, and reported on the close monitoring of our revenues next quarter for any CV-19 impacts. The BID has already taken steps with our largest vendors to defer or reduce some expenses until after July when impacts, if any, will begin to be seen.

The Board discussed the need for an increase in the 2021 assessment revenue, and approved the recommendation of the Finance Committee to increase next year's assessment rate by 5%.

MOTION: Adopt BID Finance Committee motion to increase 2021 assessment rate by 5%. Rauch moved; Moreno seconded. Unanimous approval.

5. **COVID-19 BID UPDATE**

**Lopez**

Lopez reported that BID workforce was healthy and abiding by all social distancing directives. The BID has also taken measures to keep the field office, vehicles and equipment sanitary. The service levels in the BID were lower during the second half of March as a direct result of non-essential businesses having to close, yet the first quarter BID trash levels exceeded those of 4<sup>th</sup> quarter 2019 by 48 tons. Despite having to ensure 6ft-separation of all workers in the field, all maintenance and security shifts are still staffed six days a week, normal hours. LASAN is not doing its normal Operation Healthy Streets cleanups; only spot cleaning for the duration of the City's Shelter-at-Home directive.

6. **2022 BID Renewal**

**Gibson**

Gibson updated the Board on the progress being made toward the BID's 2022 renewal. Two budget options have been explored, and the committee will now be moving into consideration of new assessment methodology options. The BID Board will vote on a final set of recommendations in July. Consultants will then prepare the Management District Plan and Engineer's Report, which requires City approval. Following that, the petition drive begins. Assessments affected by this renewal would be included the December 2021 tax bills.

7. **Adjournment**

Meeting adjourned at 9:37 a.m.

**DOWNTOWN INDUSTRIAL DISTRICT BID  
BOARD OF DIRECTORS  
MEETING MINUTES DRAFT  
June 18, 2020 9 a.m.**

*This BID meeting was held via videoconference in conformity with the Governor's Executive Order N-29-20 (March 17, 2020) and due to concerns over COVID-19.*

**Members Present:** Dilip Bhavnani, George Garcia, Jenni Harris, Sergio Moreno, Tyler Neman, Larry Rauch, Mark Shinbane

**Staff:** Estela Lopez, Jesse Ramirez

**Consultant(s):** Steve Gibson (Urban Place Consulting); Aaron Aulenta (Urban Place Consulting); Don Steier (Guzin & Steier)

**1. Call to Order- Welcome & Introductions**

**Shinbane**

Meeting was called to order at 9:34 a.m.

**2. Public Comment**

No public comment.

**3. BID Renewal**

**Gibson**

Gibson gave a recap of both the timeline for renewal and the recommendations for the Board's consideration, which are as follows: keep services at current levels due to economic uncertainty stemming from pandemic-related business impacts; expand the southern boundary of the BID to encompass parcels between 8<sup>th</sup> and 9<sup>th</sup> Streets, San Pedro St. to Central Ave.; modify assessment methodology for Zones 1 and 2 to 80% lot sf and 20% building sf; create a new Zone 3 with an assessment methodology at 100%sf for the four largest parcels in the District consisting of buildings that are walled off and set back from the street, with the lowest historical demand for clean/safe services and virtually no pedestrian traffic; raise the annual assessment increase cap to 7%; and renew the BID for a five-year term. Upon adoption of these recommendations by the Board, the consultants will begin preparation of the Management District Plan and Engineer's Report, which requires City approval.. Following that, the petition drive begins. Assessments affected by this renewal would be included the December 2021 tax bills.

MOTION: Approval of recommendations for BID term beginning Jan. 1, 2022 including length of term, budget/services, boundaries and assessment formula/zones. Shinbane moved; Rauch seconded. Unanimous approval.

**7. Adjournment**

Meeting adjourned at 10:12 a.m.

## Los Angeles Downtown Industrial District

### Annual Limits & Year-To-Date Totals Quarter Ending June 30, 2020

BUDGET LINE ITEM	ANNUAL BUDGET	REVENUE TO DATE	AMOUNT 2ND QTR	AMOUNT YEAR-TO-DATE	PROJECTED AMOUNT FOR REMAINDER OF THE YEAR	EXPLANATION OF VARIANCE
<b>Assessment Income</b>	2,187,012	2,009,230			177,782	
<b>City Fees</b>	21,870		-	22,126	-	
<b>Contingency/Reserve</b>	54,035		2,045	3,268	50,768	Will include delinquent assessments at year-end
<b>Administration</b>	253,690		63,104	122,178	131,512	
<b>Clean &amp; Safe</b>	2,133,719		387,904	764,004	1,369,715	This report is on the cash basis. Certain security & maintenance costs have been deferred until 3rd & 4th quarters. Additional expenses will be accrued at year end.
<b>ED&amp;C/Marketing</b>	233,489		67,852	122,809	110,680	
<b>TOTAL</b>	<b>2,696,803</b>	2,009,230	520,904	1,034,384	1,662,674	

**Other income (not included above):**

		2020 Q2	Annual Budget
Prior Year(s) Assessment Income Received	16,304	387,904	2,133,719
General Benefit Income-City of L.A.	39,399	67,852	233,489
Penalty Income	2,534	65,149	329,595
Interest-City of L.A.	7,023	Total	520,904
Interest-Bank	651		2,696,803
Misc Receipts	-		
<b>Total other income as of June 30, 2020</b>	<b>65,910</b>		