

**NORTH HOLLYWOOD BUSINESS IMPROVEMENT DISTRICT CORPORATION
(NOHO BID)**

Meeting Agenda

Wednesday, February 8th @ 11:00 a.m.

Video Conference/Telephonic Meeting

Meeting Link: <https://us02web.zoom.us/j/85310275712>

Call in: 1.669.900.6833, 85310275712#

1. CALL THE MEETING TO ORDER (B. Akhavan)
Zoom meeting how to protocols:
After agenda item 2, participants will be muted if not scheduled to speak on a topic.
-If you wish to speak on a topic, please use the raise hand function to be unmuted, if calling in by phone, please press *9 to use the raise hand function to be unmuted.
-For action item voting, all participants will be unmuted.
2. PUBLIC COMMENT
 - a. Public comment on any agenda or non-agenda item is invited at this time.
Public comment is limited to two minutes per individual.
3. City Report (S. Calland)
4. APPROVAL OF BOARD MINUTES **ACTION**
 - a. The Board will decide whether to approve the minutes of its meetings on 1/11/23 & 2/1/23
5. FINANCIAL REPORT (A. Aulenta) **ACTION**
 - a. The Board will review and decide whether to accept the current financial report
 - b. Annual financial review
6. MARKETING REPORT (N. Bianconi)
 - a. Marketing update
7. OPERATIONS REPORT (A. Aulenta) **ACTION**
 - a. Clean/Safe updates
 - b. BID renewal proposal
8. NEW BUSINESS
9. ADJOURN

As a covered entity under Title II of the Americans with Disabilities Act, The North Hollywood Business Improvement District does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. To ensure availability of services, please make your request at least 3 business days (72-hours) prior to the meeting by contacting (562)773.5852.

North Hollywood Business Improvement District
Budget vs. Actuals: NOHO FY23 P&L
As of January 31, 2023

	Jan 2023			Year-to-Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
Assessment Interest & Penalties	563.62	166.00	397.62	563.62	166.00	397.62	\$ 2,000.00
Assessment Revenue		230,784.00	-230,784.00	0.00	230,784.00	-230,784.00	\$ 699,344.57
Assessment Revenue Prior Years	1,661.68	417.00	1,244.68	1,661.68	417.00	1,244.68	\$ 5,000.00
General Benefit Income City		3,785.86	-3,785.86	0.00	3,785.86	-3,785.86	\$ 45,430.35
Interest Income	5.15	0.75	4.40	5.15	0.75	4.40	\$ 10.00
Reserve for Non/Slow Payment		-417.00	417.00	0.00	-417.00	417.00	\$ (5,000.00)
Total Income	\$ 2,230.45	\$ 234,736.61	-\$ 232,506.16	\$ 2,230.45	\$ 234,736.61	-\$ 232,506.16	\$ 746,784.92
Expenses							
Administration							
BID Renewal		0.00	0.00	0.00	0.00	0.00	\$ 18,000.00
City Fee		13,986.89	-13,986.89	0.00	13,986.89	-13,986.89	\$ 13,986.89
Legal & Professional Fees		0.00	0.00	0.00	0.00	0.00	\$ 6,000.00
Management	4,000.00	4,000.00	0.00	4,000.00	4,000.00	0.00	\$ 48,000.00
Total Administration	\$ 4,000.00	\$ 17,986.89	-\$ 13,986.89	\$ 4,000.00	\$ 17,986.89	-\$ 13,986.89	\$ 85,986.89
Communication							
Events/Destination Marketing	850.00	1,142.00	-292.00	850.00	1,142.00	-292.00	\$ 13,700.00
Management	833.00	833.00	0.00	833.00	833.00	0.00	\$ 10,000.00
Website		20.00	-20.00	0.00	20.00	-20.00	\$ 245.00
Total Communication	\$ 1,683.00	\$ 1,995.00	-\$ 312.00	\$ 1,683.00	\$ 1,995.00	-\$ 312.00	\$ 23,945.00

	Jan 2023			Year-to-Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Office Expenses							
Bank Charges		2.00	-2.00	0.00	2.00	-2.00	\$ 25.00
Insurance		854.16	-854.16	0.00	854.16	-854.16	\$ 10,250.00
Postage/Shipping		2.00	-2.00	0.00	2.00	-2.00	\$ 25.00
Rent	2,491.63	2,491.63	0.00	2,491.63	2,491.63	0.00	\$ 29,899.56
Supplies		21.00	-21.00	0.00	21.00	-21.00	\$ 250.00
Telecommunications/Internet	134.85	125.00	9.85	134.85	125.00	9.85	\$ 1,500.00
Utilities	234.68	375.00	-140.32	234.68	375.00	-140.32	\$ 4,500.00
Total Office Expenses	\$ 2,861.16	\$ 3,870.79	-\$ 1,009.63	\$ 2,861.16	\$ 3,870.79	-\$ 1,009.63	\$ 46,449.56
Public Space Management							
Landscape Maintenance	21.00	62.00	-41.00	21.00	62.00	-41.00	\$ 750.00
Maintenance Expense							
Maintenance Labor	20,057.90	20,009.00	48.90	20,057.90	20,009.00	48.90	\$ 240,110.00
Pressure-washing Expense	440.00	440.00	0.00	440.00	440.00	0.00	\$ 5,280.00
Supplies	185.66	194.09	-8.43	185.66	194.09	-8.43	\$ 2,329.14
Truck, Fuel & Dump	2,165.91	2,235.13	-69.22	2,165.91	2,235.13	-69.22	\$ 26,821.56
Total Maintenance Expense	\$ 22,849.47	\$ 22,878.22	-\$ 28.75	\$ 22,849.47	\$ 22,878.22	-\$ 28.75	\$ 274,540.70
Management	1,667.00	1,667.00	0.00	1,667.00	1,667.00	0.00	\$ 20,000.00
People Street Maintenance		125.00	-125.00	0.00	125.00	-125.00	\$ 1,500.00
Safety Expense							
Safety Exp. Bike Uniform	336.07	433.00	-96.93	336.07	433.00	-96.93	\$ 5,200.00
Safety Labor	21,121.73	24,428.33	-3,306.60	21,121.73	24,428.33	-3,306.60	\$ 21,840.00
Safety Mobile Patrols		1,820.00	-1,820.00	0.00	1,820.00	-1,820.00	\$ 293,140.00
Total Safety Expense	\$ 21,457.80	\$ 26,681.33	-\$ 5,223.53	\$ 21,457.80	\$ 26,681.33	-\$ 5,223.53	\$ 320,180.00
Total Public Space Management	\$ 45,995.27	\$ 51,413.55	-\$ 5,418.28	\$ 45,995.27	\$ 51,413.55	-\$ 5,418.28	\$ 616,970.70
Total Expenses	\$ 54,539.43	\$ 75,266.23	-\$ 20,726.80	\$ 54,539.43	\$ 75,266.23	-\$ 20,726.80	\$ 773,352.15
Net Operating Income	-\$ 52,308.98	\$ 159,470.38	-\$ 211,779.36	-\$ 52,308.98	\$ 159,470.38	-\$ 211,779.36	\$ (26,567.23)
Reduction for Safety Labor Vacancies							\$ 5,810.00
Net Income	-\$ 52,308.98	\$ 159,470.38	-\$ 211,779.36	-\$ 52,308.98	\$ 159,470.38	-\$ 211,779.36	\$ (20,757.23)

North Hollywood Business Improvement District
Balance Sheet
As of January 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
Wells Fargo Checking	9,910.05
WF Business Market Rate	5,284.57
Total Bank Accounts	\$ 15,194.62
Accounts Receivable	
Accounts Receivable	7,535.29
Total Accounts Receivable	\$ 7,535.29
Other Current Assets	
Prepaid Expense	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 22,729.91
TOTAL ASSETS	\$ 22,729.91
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	44,820.86
Total Accounts Payable	\$ 44,820.86
Other Current Liabilities	
Loan Payable	0.00
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	\$ 44,820.86
Total Liabilities	\$ 44,820.86
Equity	
Retained Earnings	30,218.03
Net Income	-52,308.98
Total Equity	-\$ 22,090.95
TOTAL LIABILITIES AND EQUITY	\$ 22,729.91

2023 Cash Flow Estimate

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23
Beginning Cash	\$70,754.73	\$16,082.79	\$155,986.68	\$140,986.68	\$165,417.03	\$253,167.03	\$179,167.03	\$292,617.03
Assessment Received		\$194,878.72	\$50,000.00	\$40,000.00	\$150,000.00		\$175,000.00	\$63,000.00
Other Income	\$2,225.30	\$225.17		\$45,430.35			\$450.00	
Total Monthly Expense	\$56,897.24	\$55,200.00	\$65,000.00	\$61,000.00	\$62,250.00	\$74,000.00	\$62,000.00	\$66,000.00
Ending Cash	\$16,082.79	\$155,986.68	\$140,986.68	\$165,417.03	\$253,167.03	\$179,167.03	\$292,617.03	\$289,617.03

	Sep-23	Oct-23	Nov-23	Dec-23
Beginning Cash	\$289,617.03	\$233,017.03	\$167,017.03	\$106,017.03
Assessment Received	\$4,000.00			\$3,500.00
Other Income	\$400.00			\$400.00
Total Monthly Expense	\$61,000.00	\$66,000.00	\$61,000.00	\$61,000.00
Ending Cash	\$233,017.03	\$167,017.03	\$106,017.03	\$48,917.03

outstanding BID assessments prior yrs.

Prior Yrs- Private ownership \$10,917

Annual Ending Cash

2022	\$70,755
2021	\$53,617
2020	\$39,975
2019	\$37,357
2018	\$36,120
2017	\$81,000

*North Hollywood Business Improvement District Corporation
(NoHo BID)
Board of Director's Meeting*

*January 11, 2023 @ 11a.m.
Video Conference/Telephonic Meeting*

BOARD OF DIRECTORS	PRESENT	ABSENT
Bob Akhavan	X	
Linda Fulton	X	
Carl Mancuso		X
Barbara Chase	X	
Nigol Manoukian		X
James McIntyre	X	
Dana Fox Burgess	X	
Katherine Hang	X	
STAFF MEMBERS		
Steve Gibson, Urban Place Consulting Group		X
Aaron Aulenta, Urban Place Consulting Group	X	
GUESTS		
Juan Arana, Securitas	X	
Emeline Neau, Chrysalis	X	
Kay Sasaki, LADOT	X	
Cairo Rodriguez, CD2	X	
Joseph/Alan Treves, Property Owners	X	
Pam Chau, 5200 Lankershim	X	
Nancy Bianconi, NoHo Communications	X	

1. Call to Order

B. Akhavan called the meeting to order at 11:01 a.m.

2. Public Comment on Agenda/Non-Agenda Items

A. Treves asked how the District was holding up after the recent storms

3. AB361-Virtual Meetings

MOTION: To invoke AB361 due to imminent risks to the health and safety of attendees from in-person meetings.

Moved by: L. Fulton

Seconded by: B. Chase

PASSED: Yes

4. Presentation

K. Sasaki presented on the new NoHo DASH line and took questions and input from the Board.

5. City Report

C. Rodriguez discussed the upcoming homeless count and the Lunar New Year event.

6. Approval of Minutes

MOTION: To approve the 12/14/22 board minutes.

Moved by: L. Fulton

Seconded by: B. Chase

PASSED: Yes

7. Financial Report

A. Aulenta explained the financials for month of December 2022. On the income side, no assessment funds were received. On the expense side, administration expenses finished under for the month and over for the year. Communication expenses finished over for the month and under for the year. Office expenses finished under for the month and over for the year. Public Space Management expenses finished over for the month and under for the year. Total expenses finished over for the month and under for the year. Balance sheet as of end of December, current assets at \$77,397, total liabilities/accounts payable at \$47,179, total equity at \$30,218 and total liability and equity \$77,397. A. Aulenta presented the estimated cash flow to the end of 2022 and first month of 2023.

MOTION: To approve current financial report.

Moved by: L. Fulton

Seconded by: B. Chase

PASSED: Yes

8. Marketing Report

N. Bianconi gave an update on the NoHo Card program, upcoming BID article and LA County grants.

N. Bianconi also discussed NoHo Communications Group 2023 workplan. Board also discussed ways to better disseminate NoHo Card information to the residential community in the Arts District.

MOTION: To approve the 2023 work plan from NoHo Communication Group

Moved by: L. Fulton

Seconded by: B. Chase

PASSED: Yes

9. Operations Report

J. Arana (Securitas) discussed District safety statistics and recent trends throughout the District. E. Neau presented District maintenance statistics. A. Aulenta discussed the mobile patrol line item under safety in the 2023 budget and the board decided to opt for a separate meeting to discuss the item in more detail.

A. Aulenta presented the 2023 board and officer slates recommended by the nominating committee.

MOTION: To approve the board of director slate of 3-year terms for Barbara Chase, Carl Mancuso and Katherine Hang and approve the Officer slate for 2023.

Moved by: L. Fulton

Seconded by: D. Fox-Burgess

PASSED: Yes

10. New Business

None.

11. Adjourn

Meeting adjourned at 12:02 p.m.

North Hollywood Business Improvement District Corporation
 (NoHo BID)
 Board of Director's Special Meeting

February 1, 2023 @ 10a.m.
 Video Conference/Telephonic Meeting

BOARD OF DIRECTORS	PRESENT	ABSENT
Bob Akhavan	X	
Linda Fulton	X	
Carl Mancuso		X
Barbara Chase	X	
Nigol Manoukian	X	
James McIntyre	X	
Dana Fox Burgess	X	
Katherine Hang	X	
STAFF MEMBERS		
Steve Gibson, Urban Place Consulting Group		X
Aaron Aulenta, Urban Place Consulting Group	X	
GUESTS		
Juan Arana, Securitas	X	

1. Call to Order

B. Akhavan called the meeting to order at 10:05 a.m.

2. Public Comment on Agenda/Non-Agenda Items

None.

3. Operations Report

A. Aulenta discussed the safety mobile patrol line item in the 2023 budget and presented options.

Board discussed and gave direction to move forward on the mobile patrols with no changes to the line item.

4. Adjourn

Meeting adjourned at 10:25 a.m.