



Board of Governors Meeting
Tuesday, November 15, 2022
3:30 PM
Meeting Via Zoom
Hollywood Hotel
1160 N Vermont Ave, Los Angeles, CA 90029

MINUTES

Call to Order and Self-Introductions.....Jeff Zarrinam, Chair

Motion To Hold Virtual Meeting.....Jeff Zarrinam, Chair

Public Comment

Review of October Minutes.....Jeff Zarrinam, Chair

Review of October Finances.....Lily Weiner

Reports from Public Agencies

LABT October Overview.....Sharyn Romano

Nominating Committee Formation.....Jeff Zarrinam

Parkway Design & Installation Updates.....Architecture Firm

Decorative Street Lighting.....Jeff Zarrinam

Welcome to EH monument project.....Discussion

Trash Can UpdateJeff Zarrinam

Security Updates.....Discussion

Next Meeting Date – January 17, 3:30 PM.....Jeff Zarrinam

Adjourn.....Jeff Zarrinam

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of Bra disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure



availability of services, please make your request at least 3 business days (72-hours) prior to the meeting by contacting the Commission Executive Assistant at (213) 485-1360 OR toll-free at 3-1-1.



Board of Governors Meeting
Tuesday, October 18, 2022
3:30 PM
Meeting Via Zoom
Hollywood Hotel
1160 N Vermont Ave, Los Angeles, CA 90029

MINUTES

Attendance: Jeff Zarrinnam, Mark Brady, Jacques Massachi, Lisa Nashua, Berj Tashjian, Ellen Zaman, Michael Tong

Guests: Scott Naso, Andy Coleman, Eden Ferry, Chuck Pickering – CH, Brian Allied Universal

Call to Order and Self-Introductions

Motion To Hold Virtual Meeting

Nashua, seconded by Tashjian motioned to hold virtual meeting. Motion carried.

Public Comment

There was no public comment.

Review of September Minutes

Brady, seconded by Zaman, motioned to approve the September minutes. **Motion carried.**

Review of September Finances

Nashua, seconded by Brady, motioned to approve the September financials. **Motion carried.**

Reports from Public Agencies

Kim gave an update from the Mayor's office reporting that Mayor Garcetti signed executive order 35 which aims to bring more equity to small businesses.

2023 Annual Planning Report Approval



Brady, seconded by Nashua, motioned to approve the 2023 annual planning report. Motion carried.

LABT September Overview

Romano gave an update from LABT, noting that they pruned lilies and picked up 1338 bags in September.

Parkway Design & Installation Updates

Eden gave an update on the parkways, showing the design update on either side. They're currently working on updating the backgrounds to find the utilities on the sidewalks and then will be doing construction for permit.

Welcome to EH monument project

There was no report on this at this time.

Trash Can Update

Weiner reported that she and Zarrinam have been in contact with the trash can company and are waiting for an update.

Security Updates

Zarrinam gave an update on the security committee, noting that Weiner is working on the computations.

Next Meeting Date – November 15, 3:30 PM.....Jeff Zarrinam

Adjourn.....Jeff Zarrinam

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East Hollywood Business Improvement District
Balance Sheet
As of October 31, 2022

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
10100 · Chase Bank - Checking	52,239.96
10200 · Chase Bank - Savings	10,392.02
Total Checking/Savings	62,631.98
Other Current Assets	
12000 · Assesment Receivables	
12090 · 2016 Assessment	614.02
12091 · 2017 Assessment	771.05
12092 · 2018 Assessment	1,328.60
12095 · 2021 Assessment	2,356.90
12096 · 2022 Assessment	35,051.39
Total 12000 · Assesment Receivables	40,121.96
Total Other Current Assets	40,121.96
Total Current Assets	102,753.94
TOTAL ASSETS	102,753.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	31,642.14
Total Accounts Payable	31,642.14
Total Current Liabilities	31,642.14
Total Liabilities	31,642.14
Equity	
32000 · Unrestricted Net Assets	16,616.00
32100 · Reserve from Old Bid 12-31-2011	9,387.00
Net Income	45,108.80
Total Equity	71,111.80
TOTAL LIABILITIES & EQUITY	102,753.94

East Hollywood Business Improvement District
Profit & Loss
October 2022

	<u>Oct 22</u>
Ordinary Income/Expense	
Income	
43000 · Interest Income	<u>0.17</u>
Total Income	0.17
Expense	
60000 · Administrative & Advocacy Exps	
60090 · Management Fee	<u>1,365.16</u>
Total 60000 · Administrative & Advocacy Exps	1,365.16
62000 · Streetscape	
62100 · Groundskeeping & Landscaping	<u>8,039.52</u>
Total 62000 · Streetscape	8,039.52
63000 · Maintenance Exps	
63080 · Janitorial & Cleaning	6,848.48
63081 · Janitorial supplies	<u>247.53</u>
Total 63000 · Maintenance Exps	<u>7,096.01</u>
Total Expense	<u>16,500.69</u>
Net Ordinary Income	<u>-16,500.52</u>
Net Income	<u><u>-16,500.52</u></u>

East Hollywood Business Improvement District
Profit & Loss Prev Year Comparison
January through October 2022

	Jan - Oct 22	Jan - Oct 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
41000 · Tax Assessments				
41110 · Current Year	270,300.11	261,033.34	9,266.77	3.6%
41120 · Prior Year(s)	0.00	1,093.39	-1,093.39	-100.0%
Total 41000 · Tax Assessments	270,300.11	262,126.73	8,173.38	3.1%
43000 · Interest Income	608.99	1,575.52	-966.53	-61.4%
43100 · Late Collection Penalties	0.00	416.44	-416.44	-100.0%
Total Income	270,909.10	264,118.69	6,790.41	2.6%
Expense				
60000 · Administrative & Advocacy Exps				
60020 · Bank Charges	4.00	4.00	0.00	0.0%
60090 · Management Fee	31,950.74	29,220.42	2,730.32	9.3%
60095 · City Cost Recovery Fee	0.00	7,764.12	-7,764.12	-100.0%
60100 · Legal	500.00	0.00	500.00	100.0%
60110 · Accounting	8,500.00	7,500.00	1,000.00	13.3%
60120 · Miscellaneous	-596.95	0.00	-596.95	-100.0%
Total 60000 · Administrative & Advocacy Exps	40,357.79	44,488.54	-4,130.75	-9.3%
61000 · Marketing & Promotion				
61020 · Marketing & Promotion	24,108.64	2,646.08	21,462.56	811.1%
Total 61000 · Marketing & Promotion	24,108.64	2,646.08	21,462.56	811.1%
62000 · Streetscape				
62100 · Groundskeeping & Landscaping	80,395.20	48,237.12	32,158.08	66.7%
Total 62000 · Streetscape	80,395.20	48,237.12	32,158.08	66.7%
63000 · Maintenance Exps				
63050 · Supplies - Repairs	608.43	1,684.38	-1,075.95	-63.9%
63080 · Janitorial & Cleaning	72,458.63	41,090.88	31,367.75	76.3%
63081 · Janitorial supplies	2,636.99	3,439.08	-802.09	-23.3%
63110 · Garbage & Trash Removal	4,101.00	0.00	4,101.00	100.0%
63160 · Other Services	870.63	517.99	352.64	68.1%
63190 · Street Repairs	0.00	3,600.00	-3,600.00	-100.0%
Total 63000 · Maintenance Exps	80,675.68	50,332.33	30,343.35	60.3%
64000 · Taxes & Insurance Expenses	0.00	218.31	-218.31	-100.0%
68000 · Website Expense	262.99	0.00	262.99	100.0%
Total Expense	225,800.30	145,922.38	79,877.92	54.7%

7:23 PM

11/08/22

Accrual Basis

East Hollywood Business Improvement District
Profit & Loss Prev Year Comparison
January through October 2022

	<u>Jan - Oct 22</u>	<u>Jan - Oct 21</u>	<u>\$ Change</u>	<u>% Change</u>
Net Ordinary Income	45,108.80	118,196.31	-73,087.51	-61.8%
Net Income	<u>45,108.80</u>	<u>118,196.31</u>	<u>-73,087.51</u>	<u>-61.8%</u>

East Hollywood Business Improvement District Profit & Loss Detail

October 2022

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
Ordinary Income/Expense									
Income									
43000 · Interest Income									
Deposit	10/31/2022			Interest		10200 · Chase...		0.17	0.17
Total 43000 · Interest Income							0.00	0.17	0.17
Total Income							0.00	0.17	0.17
Expense									
60000 · Administrative & Advocacy Exps									
60090 · Management Fee									
Bill	10/28/2022	010-5...	Willdan Financial S...			20000 · Accou...	1,365.16		1,365.16
Total 60090 · Management Fee							1,365.16	0.00	1,365.16
Total 60000 · Administrative & Advocacy Exps							1,365.16	0.00	1,365.16
62000 · Streetscape									
62100 · Groundskeeping & Landscaping									
Bill	10/31/2022		HBT	OctoberTree care		20000 · Accou...	8,039.52		8,039.52
Total 62100 · Groundskeeping & Landscaping							8,039.52	0.00	8,039.52
Total 62000 · Streetscape							8,039.52	0.00	8,039.52
63000 · Maintenance Exps									
63080 · Janitorial & Cleaning									
Bill	10/31/2022		HBT	October Media Maint.		20000 · Accou...	6,848.48		6,848.48
Total 63080 · Janitorial & Cleaning							6,848.48	0.00	6,848.48
63081 · Janitorial supplies									
Bill	10/31/2022		HBT	Trash Bags (estimated amount)		20000 · Accou...	247.53		247.53
Total 63081 · Janitorial supplies							247.53	0.00	247.53
Total 63000 · Maintenance Exps							7,096.01	0.00	7,096.01
Total Expense							16,500.69	0.00	16,500.69
Net Ordinary Income							16,500.69	0.17	-16,500.52
Net Income							16,500.69	0.17	-16,500.52

East Hollywood Business Improvement District
Reconciliation Detail
10100 · Chase Bank - Checking, Period Ending 10/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						103,303.28
Cleared Balance						103,303.28
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	07/26/2022	1377	HBT		-15,133.68	-15,133.68
Bill Pmt -Check	09/20/2022	1382	HBT		-35,764.65	-50,898.33
Check	10/17/2022	1383	Hollywood Chamber ...		-164.99	-51,063.32
Total Checks and Payments					-51,063.32	-51,063.32
Total Uncleared Transactions					-51,063.32	-51,063.32
Register Balance as of 10/31/2022					-51,063.32	52,239.96
New Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	11/03/2022	1384	HBT		-15,141.45	-15,141.45
Bill Pmt -Check	11/03/2022	1385	Willdan Financial Ser...		-1,365.16	-16,506.61
Total Checks and Payments					-16,506.61	-16,506.61
Total New Transactions					-16,506.61	-16,506.61
Ending Balance					-67,569.93	35,733.35

East Hollywood Business Improvement District
Reconciliation Detail
10200 · Chase Bank - Savings, Period Ending 10/31/2022

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						10,391.85
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2022			X	0.17	0.17
Total Deposits and Credits					0.17	0.17
Total Cleared Transactions					0.17	0.17
Cleared Balance					0.17	10,392.02
Register Balance as of 10/31/2022					0.17	10,392.02
Ending Balance					0.17	10,392.02