



BOARD OF LOS ANGELES DEPARTMENT OF CONVENTION AND TOURISM DEVELOPMENT COMMISSIONERS

Commissioners: Jon F. Vein, President; Otto Padron, Vice President;
Stella T. Maloyan; David Stone; Vacant

Members of the public who wish to speak during the meeting must submit a "Request to Speak" form to the Board Secretary prior to the commencement of the public comments for each agenda item of interest. Comments by the public on matters not identified on the agenda, but within the subject matter jurisdiction of the Commission, will be heard only during the item designated as "Public Comment." Public speaking will be limited to two minutes per speaker, unless the presiding officer grants some other amount of time before the commencement of the public comment.

Special Meeting
Wednesday, January 16, 2019
10:30 a.m.
Los Angeles Convention Center
1201 S. Figueroa Street, L.A., CA 90015
Executive Board Room

1. CALL TO ORDER / ROLL CALL

2. COMMENTS FROM THE PUBLIC

- a) General Public Comments
- b) Neighborhood Council representatives on any Neighborhood Council Resolution or Community Impact Statement filed with the City Clerk which relate to any agenda item listed or being considered on this agenda for Board of Los Angeles Department of Convention and Tourism Development Commissioners

3. APPROVE MINUTES:

- a) Approval of the regular meeting minutes from November 7, 2018

4. REPORTS:

- a) Executive Director Report
- b) AEG Monthly Report - November
- c) LATCB Monthly Report – No report
- d) CIP Update - CTD

5. DISCUSSION:

- a) Status update on Tourism Master Plan

6. ACTION ITEMS:

None

7. ADJOURNMENT

Materials related to an item on this agenda submitted to the Board of Los Angeles Convention and Tourism development after distribution of the agenda packet are available for public inspection in the Executive Office of the Los Angeles Convention Center, 1201 S. Figueroa Street, Los Angeles, CA 90015, during normal business hours.

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 disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

**BOARD OF LOS ANGELES CONVENTION
AND TOURISM DEVELOPMENT COMMISSION**

Regular Meeting Minutes
November 7, 2018

The Board of Los Angeles Convention and Tourism Development Commission (Board) convened a regular meeting on Wednesday, November 7, 2018 at 9:00 a.m. at the Los Angeles Convention Center (LACC), located at 1201 S. Figueroa Street, Los Angeles, CA 90015, in the Executive Board Room.

PRESENT:

President, Jon F. Vein
Vice President, Otto Padron
Commissioner Stella T. Maloyan
Commissioner David Stone

ABSENT:

Commissioner Ana Cubas

PRESENTERS:

Ellen Schwartz, AEG
Doane Liu, CTD
Diana Mangioglu, CTD
Kath McAdams, LATCB
Erika Hartmann, LATCB

Item 1. Call to Order / Roll Call

President Vein called the meeting to order at 9:01 a.m.

Item 2. Public Comment

None

Item 2b. Neighborhood Council

None

Item 3a. Approval of the regular meeting minutes from October 3, 2018

UNANIMOUSLY APPROVED

Item 4a. Executive Director Report

Mr. Doane Liu provided an overview of his activities since the last Board meeting which included: participating in several meetings, presentations, and panels to discuss the expansion and modernization; attending the Mayor's 2nd State of Girls conference; meeting with Mayor's cabinet to discuss the 2028 games; meeting with Ernie Wooden of LATCB to discuss the City's Tourism Master Plan; meeting with the Mayor's office to discuss the annual number's press conference; meeting the with Neighborhood Council Budget Advocate to discuss the FY 19-20 budget; a site visit of the Olympia project to advocate for Option B – 1000 room hotel; meeting with tourism stakeholders, e.g. Starline Tours, Hotel Indigo regarding traffic, Metro staff regarding an

underground Pico Station; attending the EDC meeting at which the Committee approved the pricing adjustments and policies for operating the Los Angeles Convention Center; and meeting with clients, e.g. American Political Science Association to discuss the state of the building in 2023.

Item 4b. AEG Monthly Update – September

Ms. Ellen Schwartz reported that LACC had hosted eight events, two of which were Citywide event, resulting in 65,400 attendees in addition to hosting three filmings. Ms. Schwartz presented the financial data for September, reporting \$6.3M in gross revenue, which includes increased utilities due to GSMA and \$1.2M in expenses. Ms. Schwartz also reported that the September occupancy was 73%, which is an increase from the last three years and an estimated economic impact of \$37M, \$2.12M from local events.

Item 4c. LATCB Monthly Update – September

Ms. Kathy McAdams reported that LATCB processed 69 leads YTD, resulting in 94,654 room nights with a year-end goal of 220 leads and projected 390,000 room nights. Ms. McAdams gave an overview of LATCB's strategic prospecting using Master Profiles.

Item 4ci. LATCB Membership Overview

Ms. Erika Hartmann provided an overview of LATCB's Membership division, reporting that LATCB is a 501(c)6 Non-Profit member-based organization with 1,100 members, largely made up of hotels, restaurants, and activities. Ms. Hartmann noted that the Membership division is focused on promoting the destination and utilizing the network of engaged members and is responsible for the Visitor Information Centers and its publications, which include 350,000 2018 maps.

Item 5. Discussion:

None

Item 6a. FY 19-20 CTD Budget Presentation – Board Report #18-007

Ms. Diana Mangioglu provided an overview of the Budget schedule, noting that CIEP's are due November 9 and the complete department budget is due on November 16, 2019. Ms. Ellen Schwartz provided the AEG portion of the CTD budget noting the projected operating surplus of \$8.43M if no construction takes place during the budget year and \$4.61M if construction does take place. Ms. Schwartz reported a projected revenue of \$34M, of which \$13.2M or 39% is generated from parking, and \$25M in expenses, of which \$12.69M or 49% is wages and benefits. Ms. Schwartz also noted that no funds are expected to be added to the reserve due to contingency for construction, leaving the reserve balance at \$9.1M. Ms. Schwartz reviewed the opportunities and threats for the budget year. Ms. Mangioglu provided an overview of the CTD proposed budget noting the expenditures of \$1.9M each for the CTD Department and General Fund reimbursement, \$25.0M for LACC AEG Operating Budget and A&I, and \$5.1M in various capital projects. Ms. Mangioglu reported that the source of funds are projected to be \$1.34M for the Convention Center Revenue Fund and \$552,000 from the LACVB Fund, which is a result of

1% of the Transit Occupancy Tax. Ms. Mangioglu provided an overview of the budget line items noting that the Contractual Services line increase is due to a \$250,000 allocation for the Tourism Master Plan, focusing on City infrastructure to support increased tourism, and the drop in salaries is due to retirements. As well as, and overview of the proposed Capital Improvement Program requests which total \$5M, funded by MICLA. Ms. Mangioglu stated that the recommendation of CTD is that the CTD Board of Commissioner approve the CTD departmental budget submission for consideration by the Mayor's Office for the 2019-20 Proposed Budget.

UNANIMOUSLY APPROVED

ADJOURNMENT

The meeting was adjourned at 10:16 a.m.

LOS ANGELES CONVENTION CENTER MONTHLY UPDATE

NOVEMBER 2018

ELLEN SCHWARTZ



Los Angeles
CONVENTION
CENTER
Managed By 

EMPLOYEE OF THE 3RD QUARTER



STEPHANIE RODRIGUEZ
ADMINISTRATIVE ASSISTANT - SECURITY



LACC NOVEMBER 2018 EVENTS

NOV 1 - 2	PRI-MED CONFERENCE 2018 1,000
NOV 1 - 3	FRANCHISE EXPO WEST 2,000
NOV 2 - 4	CHRISTMAS CASH & CARRY 3,600
NOV 2 - 4	JURASSIC QUEST 2018 14,500
NOV 4	HOMBRE NUEVO 6,900
NOV 4	AFROLICIOUS 2018 1,000

NOV 6 - 11	NATIONAL LEAGUE OF CITIES 2018 4,500
NOV 13 - 15	REMODE 2018 1,000
NOV 14	NATURALIZATION CEREMONY 11,000
NOV 14	LA LIBRARY STAFF DEVELOPMENT 1,125
NOV 15 - 18	SKI DAZZLE 5,000
NOV 26 - 29	AUTOMOBILITY L.A. 3,000

TOTAL 54,625

*CITYWIDE



LACC NOVEMBER 2018 FILMING & PHOTO EVENTS

<u>DATE</u> <u>Amount</u>	<u>Name</u>	<u>Location</u>	
Nov 5 - 8	Turbo Tax	South Lobby/Pico and Fig Dr.	\$37,635
Nov 11 \$4,480	BMW Journey	South Hall Loading Dock	
Nov 19 \$11,060	Toyota	South Garage	

TOTAL FILMING:

(November 2017 - \$1,500)



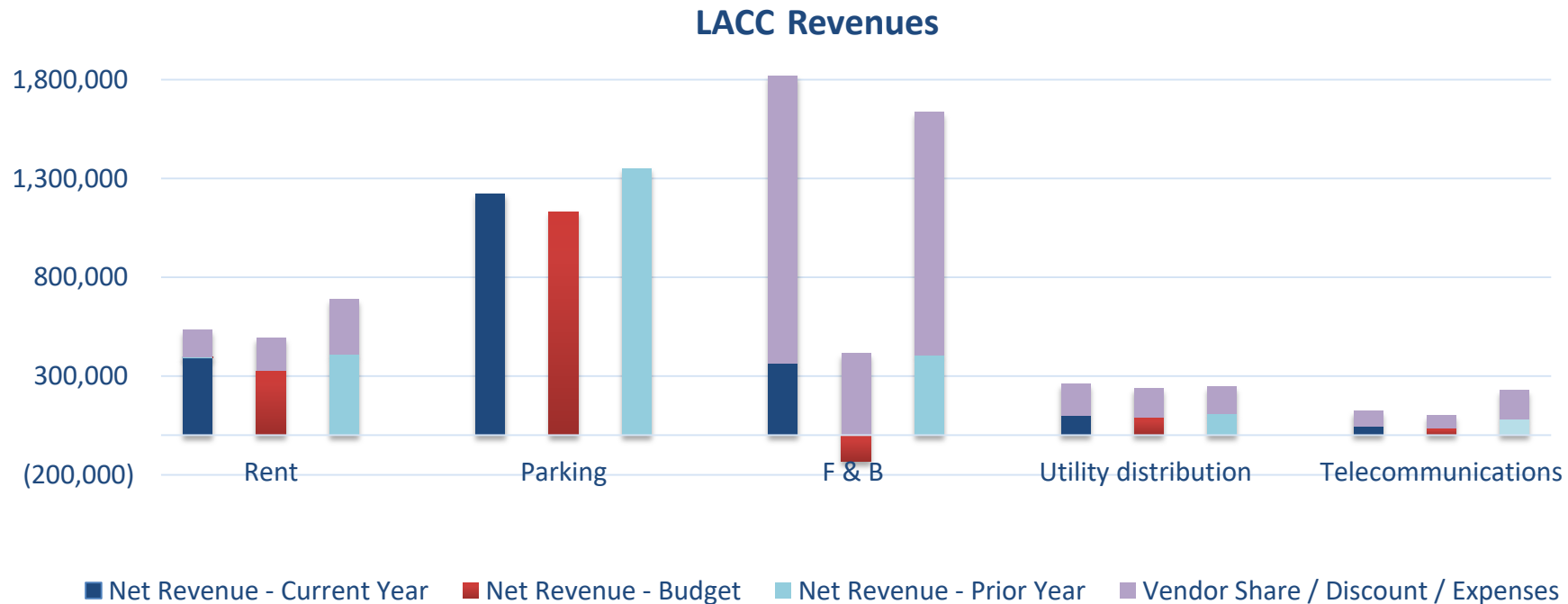
LACC NOVEMBER 2018 FINANCIALS

OPERATING SURPLUS:

- \$133K (before approved City Reimbursements, A & I and Capital Projects)
- \$403K above budget
- \$374K below prior year

REVENUES:

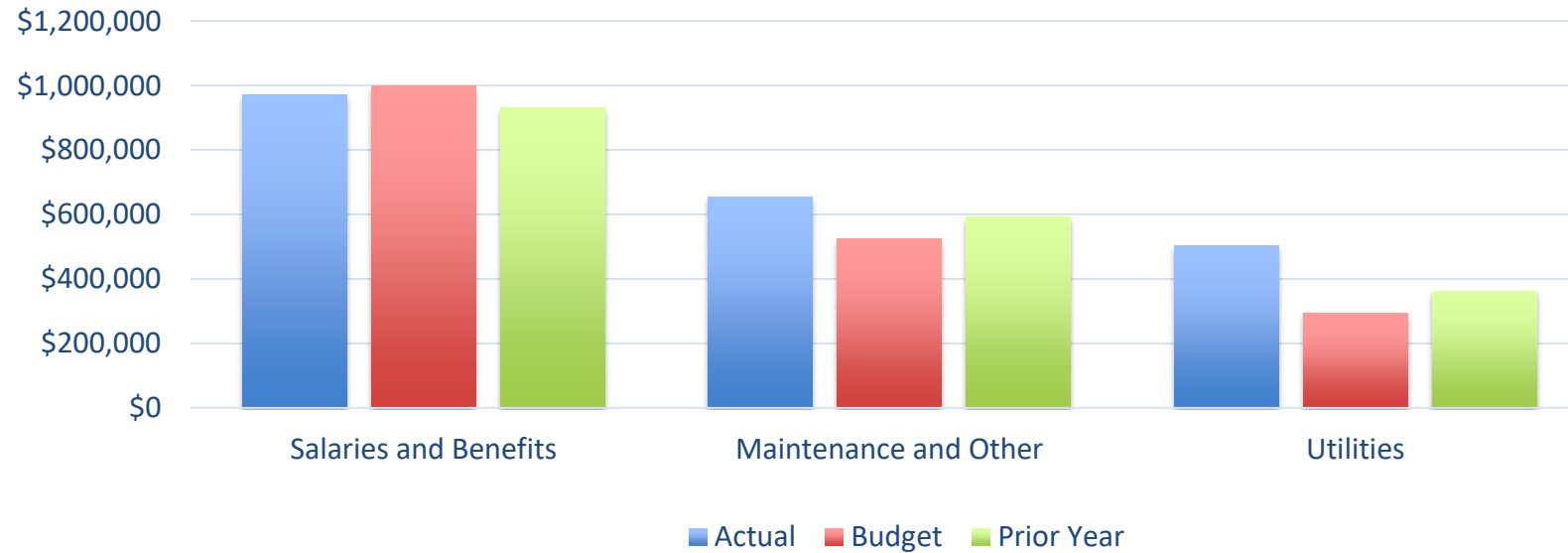
- \$4.3 million gross revenue (before discounts and service provider share)
- \$2.3 million net revenue
- \$715K above budget and \$130K below prior year



LACC NOVEMBER 2018 FINANCIALS

OPERATING EXPENSES:

- \$2.1 million (before approved A & I, Capital Projects, and City reimbursement)
- \$312K above budget and \$244K above prior year

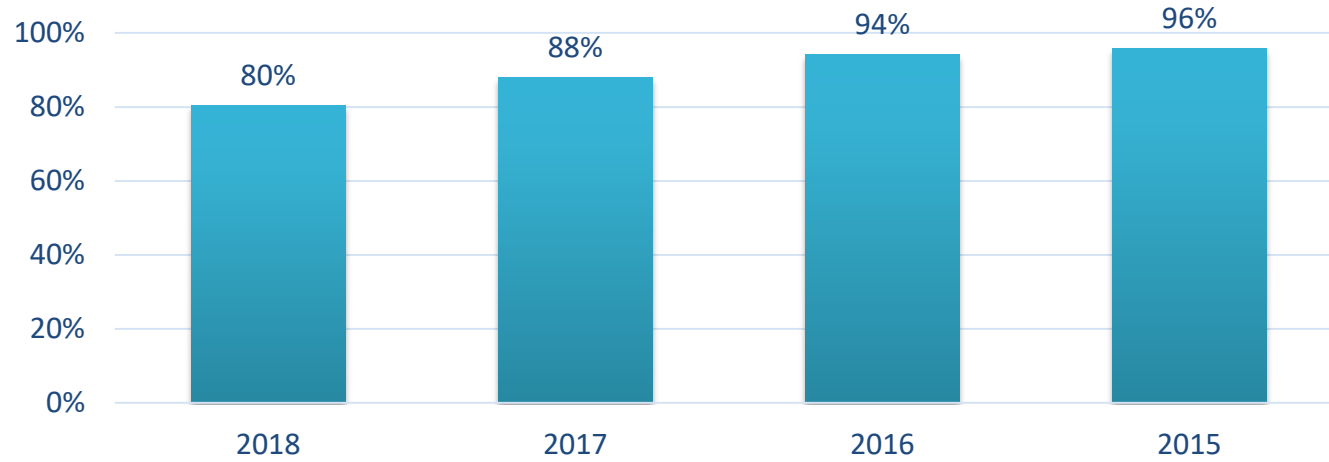


CITY REIMBURSEMENT - \$358K

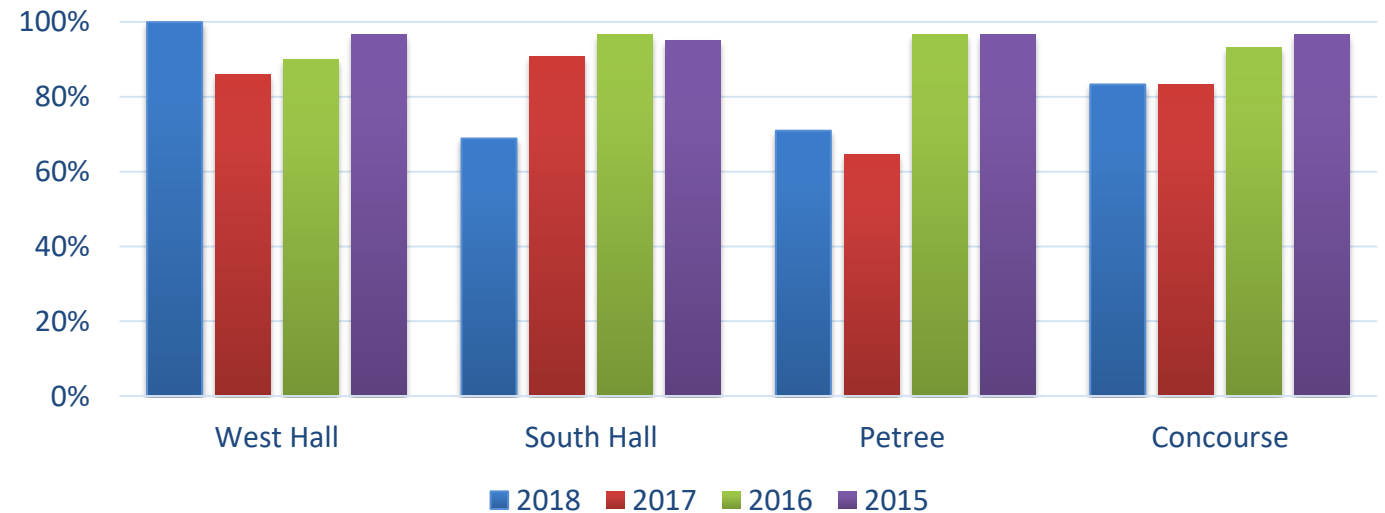
Capital and Alterations & Improvements

LACC NOVEMBER 2018 OCCUPANCY

Exhibit Hall Occupancy



Occupancy by Exhibit Hall



LACC NOVEMBER 2018 ECONOMIC IMPACT

\$18 million in Projected Economic Impact



CIP UPDATE



CIP UPDATE - SUMMARY

PLANNING

Automatic Transfer Switch Replacement

Escalator Replacement

LED Reader Boards for Parking

West Hall Elevator

Cooling Tower Fan Motors & VFD Replacement

Chiller Plant Modernization

Security Surveillance System – Phase IV

IN PROGRESS

Escalator and Elevator Repair/Modernization

Carbon Monoxide Sensors

New Security Command Center A/C

Fire Alarm System Peripheral Devices

Fire Alarm Panel Upgrade

Water Heater Replacement

Painting of Exterior of West Hall

Roof Replacement – Lower West Hall

LIGHTING UPGRADE PROJECTS

Venice Parking Garage

South Hall Parking Garage

Petree Hall

CIP UPDATE - SUMMARY

COMPLETED

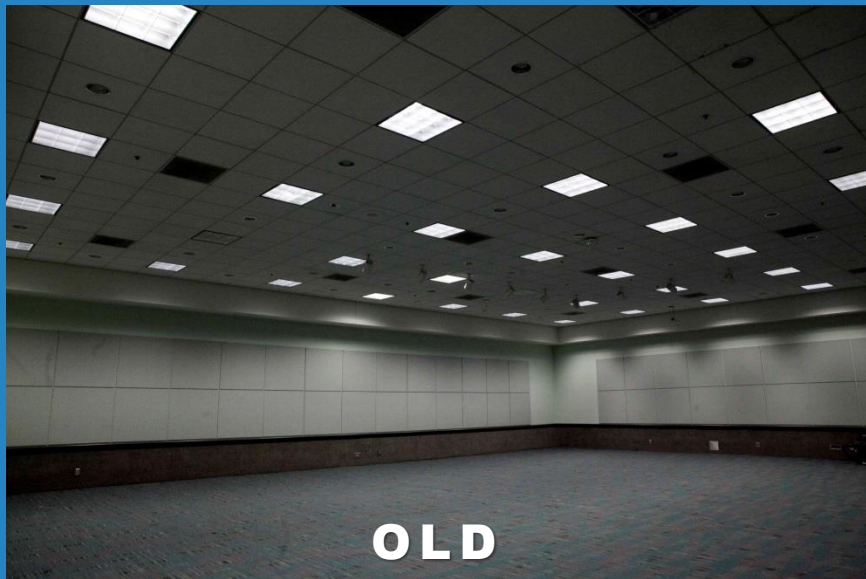
500 Series Meeting Room Lighting Upgrade*

Meeting Room Divider Wall Repair/Reconditioning*

Carpet Replacement*

COMPLETED

500 Series Meeting Rooms Lighting Upgrade



- 619 incandescent lamps replaced with LED lamps
- Projected savings of 121,500 kWh (74.7%) annually

COMPLETED

Meeting Room Divider Wall Repair/Reconditioning



- Wall fabric replaced on all room divider panels in meeting rooms 301, 303 and 304

COMPLETED

Carpet Replacement



- Approximately 67,300 square feet of carpet replaced
- Areas covered: 500 series meeting rooms, West Hall lobby and Kentia Hall show offices