

From: [Shahenian, Nicole](#)
To: [Eugene Van Cise](#)
Subject: RE: East Hollywood BID Invoices.
Date: Monday, May 23, 2016 11:21:00 AM
Attachments: [201601BIDnews- 1st Quarter.pdf](#)

So sorry about that! Here you go. I have also asked our communications person to begin labeling with Q1 instead of by season so that it will hopefully be a little less confusing going forward.

-Nicole

From: Eugene Van Cise [mailto:eugene.vancise@lacity.org]
Sent: Monday, May 23, 2016 10:01 AM
To: Shahenian, Nicole <Nicole@hollywoodchamber.net>
Subject: Re: East Hollywood BID Invoices.

Nicole,

The 2016 1st quarter report is not attached.

Eugene

On Fri, May 20, 2016 at 11:21 AM, Shahenian, Nicole <Nicole@hollywoodchamber.net> wrote:

Eugene-

I have been researching what has happened with our BIDNews issues that you are missing. Clearly, I have not been doing a good enough job keeping up on this. I apologize. By way of explanation I can only say that it seems we feel behind at the end of 2012 and beginning of 2013 when I was on medical leave and have not caught up properly since. For several of the issues it appears we covered happenings of multiple quarters in one newsletter. There are several that we are missing all together.

There are a few newsletters that you didn't have amongst your list. I have attached above. I am not sure what to do about the quarters that we did not publish the newsletter, they date back many years. Should I go back and try and recreate? Any advice on how to proceed would be greatly appreciated. I am so sorry for this.

As you know, the EHBID is very small and operates without any dedicated support staff. Having an already full plate with my Hollywood Chamber duties, I admittedly have let things fall too far behind. I just didn't realize how far. I am a bit surprised that I have not had outreach from your office prior to this about the missing items. It may have been easier to address if we had caught this back in 2013 when the problems first started occurring... Regardless, I am eager to get this resolved. Please let me know what you recommend.

Additionally, I can assure you that going forward this will not happen again. I have made some internal changes to elevate the priority of getting the newsletter out on time and in your hands by each quarter's deadline.

With regards to the items you are missing, I have attached what I could find above.

For 2012: it looks like we sent out a single newsletter covering the activities of the both the 1st and 2rd Quarters. We are missing the 3rd and 4th. (This is when I was on disability leave).

2013: it appears that we sent out a single newsletter covering the activities of the both the 2nd and 3rd Quarters. We are missing the 1st Quarter. (This is when I was on disability leave)

2014: The first quarter newsletter covers activities from the 2013 4th quarter as well as the 2014 1st Quarter. We also published a 2nd quarter report. We are missing the 3rd and 4th quarter.

2015: We sent out a 4th quarter 2015 issue (attached) but are missing Quarters 1-3.

2016: The 2016 1st quarter report is attached. And you will be receiving the 2nd Quarter report on time in July.

Again, I am so sorry for the inconvenience of all of this. Please let me know what steps you would like me to take to resolve. I can be reached on my cell phone at [323-472-3222](tel:323-472-3222).

I look forward to hearing from you.

-Nicole

From: Eugene Van Cise [mailto:eugene.vancise@lacity.org]

Sent: Tuesday, May 10, 2016 12:33 PM

To: Shahenian, Nicole <Nicole@hollywoodchamber.net>

Subject: Re: East Hollywood BID Invoices.

Nicole,

Give me what you have and I'll explain 2012 to Miranda.

Eugene

On Tue, May 10, 2016 at 10:59 AM, Shahenian, Nicole <Nicole@hollywoodchamber.net> wrote:

Eugene-

Here is the 2016 1st Quarter BID News. It was mailed out last week so you should also be getting a hard copy shortly.

I will compile what I have of the others and send to you this afternoon. I am skeptical of being able to find all of the 2012 ones. That was the year I was on medical leave and I am not sure what happened while I was out. I will let you know what I find! But in the event that I can't locate them, how do I proceed?

-Nicole

From: Eugene Van Cise [mailto:eugene.vancise@lacity.org]

Sent: Tuesday, May 10, 2016 7:37 AM

To: Shahenian, Nicole <Nicole@hollywoodchamber.net>

Subject: East Hollywood BID Invoices.

Nicole,

I have invoices for \$387.30, \$72,291.74 and 146,852.71. Miranda has rejected payment because of our records indicate that we have not received the following newsletters:

2012: All 4 quarters.

2013: All 4 quarters.

2014: 1st & 2nd quarters.

2015: All 4 quarters.

2016: 1st quarter.

If you have these available, you may email them to me.

Please contact me if you should have any questions.

Eugene Van Cise
Management Analyst II
Office of the City Clerk
[213-978-1315](tel:213-978-1315)