



Servando Orozco- President- At Large
Michael Mora -Vice President-Long Beach BL
Norm Cauntay – Secretary - Atlantic
Anthony Wingfield – Treasurer – Wardlow Road
Anthony Puente -Atlantic Ave
Bill Larson- Long Beach Blvd.
Aaron Hovis - Wardlow Rd
Kris Allen – At Large

Vacant - At Large
Vacant - Long Beach Blvd.
Jeff Beasley -Long Beach Blvd
Cheryl Jacobs- Community Liaison
Roy Robbins- Community Liaison
Andrea Testa -Community Liaison
Blair Cohn-Executive Director
Katie Phillips – Project Manager

BOARD OF DIRECTORS MEETING
Thursday, July 25, 2019 7:45 a.m. at the Pan Restaurant
AGENDA

1. CALL TO ORDER/ROLL CALL

Excused Absences:

2. WELCOME & INTRODUCTIONS

3. APPROVAL OF MINUTES

- Approval of Minutes May 30, 2019

4. PUBLIC COMMENT (LIMITED TO 3 MINUTES)

5. APPOINTMENT OF VACANT BOARD POSITION

- a. Brian Savala, Nova Home Loans, Long Beach Blvd position

6. CITY OF LONG BEACH PRESENTATION: CD7, CD8, Public Works

7. COMMITTEE REPORTS:

- a. Treasurer Report – Susan Cooper
- b. Security & Code Enforcement Report – Mike
- c. Promotion Report – Cheryl
- d. Executive Director's Report – Blair
- e. Project Manager Report – Katie
- f. Business Recruitment Report -- Cheryl

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

Bixby Knolls Business
Improvement Association

4321 Atlantic Ave.
Long Beach, CA 90807

(562) 595-0081

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BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

<u>DATE</u>	April 25, 2019	<u>RECORDER</u>	Norm Cauntay
<u>CHAIR</u>	Servando Orozco	<u>PLACE</u>	The Pan
<u>TIME</u>	7:45am	<u>ADJOURNED</u>	9:16 a.m.

Servando Orozco, President
Mike Mora, Vice President
Norm Cauntay – Secretary
Anthony Wingfield, Treasurer
Anthony Puente
Jeff Beasley

Cheryl Jacobs – Community Liaison
Mark Hawkins – Community Liaison
Blair Cohn – BKBIA
Katie Phillips -- BKBIA

Excused Absences

Bill Larson, Kris Allen, Aaron Hovis

Guests:

- Sean Bernhoft, 7th District Council Office, City of Long Beach
- Jonathan Kraus, 8th District Council Office, City of Long Beach
- Susan Cooper

Call Meeting to Order

- Servando called the meeting to order at 8:03am.

Welcome & Introductions

Approval of Minutes

- Approval of Minutes from April 25, 2019. Anthony W. made a motion to approve the minutes. Jeff seconded the motion. Motion approved unanimously.

Public Comment (limited to 3 minutes)

- No public comment

7th District Council Office Report

- Sean reported: New infrastructure project-crosswalk near Hughes & Longfellow (on Bixby); Lot 33 (33rd and Wardlow-reported for weeds and homeless encampment; Island Pacific Market has an open Code Enforcement case for ongoing trash in lot and homeless on site; SB50

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tabled until next year (density near transit issue); Foasbergs Cleaners- continuing to block the alley. Signal Hill PD is dealing with this; Coyote sightings in south Wrigley neighborhood. Residents should always take precautions; Had a great "7 Murals in the 7th" meeting with proposed designs from artists; Spay & Neuter event on June 8 in Silverado Park; Coffee with Councilmember on June 19, 6pm-7pm at Fox Coffee; Harbor Tour on June 26; AOP Night on October 3

8th District Council Report

- Jonathan reported: Scherer Park on June 1, 10am, dedication of Gayle Carter sign at Uptown Dog Park; June 1 is Climatefest at Marine Stadium, 10am-1pm; LB Library just launched "zip books" program where the library orders a book directly from Amazon and it's delivered to your house. When you are done reading it you return it to the library to be added to the collection.

Committee Reports:

a. Treasurer Report: Susan submitted monthly statements for board to review.

b. Security and Code Enforcement Report – Blair reported: Updates on crime incidents from LBPD and CSI Patrol Service; Vons has more monthly shoplifting incidents.

c. Promotion Report – Cheryl reported on Knights of the Round (Turn) Table at Phil Trani's; Business Breakfast at Mason Lodge; Good Spirits Club at Ambitious Ales; Concert in the Park(ing Lot) schedule; new Bixby Saturday nights beginning at Taboon; Beer Trolley in May.

d. Executive Director's Report – Blair gave a summary of his attendance at the ESHIP Summit in Kansas City; current list of business assistance the BKBIA is involved with; PUMA consultants are hired by the city to help locate funding sources for the BKBIA. BKBIA agrees to pay balance of \$2,500 of contract fee to bring in consultants. Conference call set for Monday, June 24.

e. Project Manager Report – Katie reported: Update on work from Commune Communication and the "Bixby Knolls is More Like it" campaign; our websites have been consolidated into just the one main bixbyknollsinfo.com site; Kidical Mass 7th anniversary pushed to June due to rainout; working closely with our Expo tenants on scheduling and programming the building

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f. Business Recruitment Committee – Cheryl reported: The committee met to discuss business recruiting and landlord outreach; there will be follow up with Eric Romero for city resources that will help with demographics, etc.; need to create an updated Welcome Kit and BK marketing package

Old Business

- No old business discussed

New Business

- No new business discussed

Adjournment

At 9:09am Aaron made a motion to adjourn. Anthony Puente seconded. Meeting was adjourned.

Next meeting is June 27, 2019, 7:45am at The Pan.

Respectfully submitted,
Blair Cohn

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BIXBY KNOLLS BUSINESS IMPROVEMENT ASSOCIATION EXECUTIVE DIRECTOR REPORT: JULY 2019

Pilot Program/Consultants: P.U.M.A. – Progressive Urban Management

Associates - Recap

- Strategic Plan for Bixby Knolls is in final negotiation with the city. BK will be the pilot program to have these consultants come with the goal to identify funding sources post-RDA.
- Economic Development will pay \$25,000 for the consultant. BKBIA has been asked to pay the balance of \$2,550 of the total for travel expenses.
- **Proposed Schedule:**
 - September 10 – arrival
 - Walk the district – BKBIA staff and PUMA
 - Residents Roundtable in late afternoon
 - September 11
 - Roundtables & one-on-one discussions (1 ½ hours each) – Mason Lodge
 - “The future of the district; future of the organization”
 - Property owners; retailers; service; restauranteurs
 - Executive Committee – late afternoon
 - Dinner
 - September 12
 - Board Members roundtable – 8am – 10am
 - Debrief with BKBIA staff – 10am – 11am
 - Recommendations and report sent to Economic Development

Projects & Streetscape updates:

- **Mathnasium** (tutoring center – waiting for Gaska to finish its tenant improvements before the business can move in and get set up.
- **3853 Atlantic** – Landlord is waiting on Spectrum to run the lines to the building so the pharmacy can move in. Mixx Kitchen (Asian fusion) restaurant is getting closer to opening. The ABC posting is in their window for beer & wine license
- **Hortencia's** – Business owner is now wanting to sell the business. Rumor has it that there is a local group looking to open at BBQ place there.

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- **Cassidy's Corner** – This Lakewood-based business has been expanding rapidly, including Steelcraft Bellflower, and is looking at the space next to Willmore. It would be a grab-and-go spot, with the preparation done in Lakewood. Waiting to hear about a lease being signed and then plan submittals to the city.
- **Hof's property** – Agent is pursuing options and we had to remind her of the wants/needs of the neighborhood. It's not as easy as it sounds to get the exact wish list. However, we mentioned that there are some uses (like an urgent care) that the neighborhood would be unhappy with.
- **Jumpers Jungle** – This business is about to sign a lease at the former Abrams Clark location. The owner is a franchisee and has another location of this business. This is a kids' play place designed for birthday parties or general kids recreation. We met with the owner and city staff to discuss the use, parking, and getting an architect to draw up accurate plans to help get the correct licenses and permits.
- **The Merchant** – We are helping with the cost of the new patio. The patio immediately gives it a sense of place and a destination. A great improvement. The Merchant is also applying for a beer and wine license. Lastly, they will expand into offering sandwiches beyond just their pastries.
- **Fresh Prints Design** – We are assisting with their new signage.
- **Averyboo Arts** – We are assisting with their new signage.
- **Health Way Foods** – We are assisting with painting the façade.
- **Lucy's Boudoir** – We are assisting with new banners and potentially painting the façade.
- **Tree trimming** – Trimming has been requested for the 3900 block and 4262 Atlantic.



- **Tree care** – Cal Heights Neighborhood Association is organizing a tree care day per our request. CHNA will water and trim trees north of San Antonio in the medians and parkways.
- **Power washing** – We will have the sidewalks along the eastside of the 3900 block power washed, especially by Bixby Animal Clinic.
- **Studio Pick** – We are welcoming the new art studio to the block. Local artist, Greg Pickens, is taking over the large portion of Goldhill Salon for his studio where he will offer classes to kids and adults. Goldhill is downsizing to the back part of the building.
- **Taboon** – Applying for beer & wine license. Patio renovations begin this week, too.
- **Laserfiche** – Held a great groundbreaking ceremony last week and now we will watch the construction of its new campus at LB Blvd and 35th. CSI Patrol Service will continue to patrol the property to keep any/all encampments out.

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PROJECT MANAGER REPORT: JULY 2019

General Updates and Recaps

Events: We've been loading up our calendar at the Expo with music and other events. We decided to move our Bixby Saturday Nights into our building and it was a big success! EJ's Pub had a pop-up counter and served a set menu, which was very well received. The music sound quality was good. We had about 70 people.

We have a bunch more events here for the summer, some hosted by us, most hosted by outside parties.

We had excellent turn outs for Kidical Mass, Beer Trolley.

At our latest Concerts in the Park(ing Lot) last Monday, Bundts on Melrose, Bixby Knolls Tattoo, and Willmore set up booths and were busy all night. And tonight, we're over at Ambitious Ales for the Knights of the Round (Turn) Table feat. Tom Petty & The Heartbreakers. Based on the success of our Bixby Saturday Nights at the Expo, we may host future Knights events at the Expo as well, so we can also feature different restaurants.

Website: Check us out! I'm continuing to update our site and making it look nice. I've added a whole new section called "Destination Bixby Knolls" in keeping with our marketing direction with Commune Communications. In this section is a visual directory of our restaurants and bars (still adding more each week), and our women in business. Eventually, I'd like to have each category of business represented here so people can get a good feel for all the things we can offer. This includes banks, doctors, lawyers, boutiques, etc.

Neighborhood Night: We've been coaching Tokyo Guild on what the neighborhood wants and they're ready to prove themselves with a new menu featuring specialty sushi, rolls, apps, and a very reduced ramen selection. We intend to invite select ringers from the community so as not to overwhelm them to dinner on Monday, August 5th.

First Friday Aug 2nd Help Needed: We are looking for "Hippie Dancers" for our Age of Aquarius dance mob. Please send our event to any of your dancer friends.

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6:01 PM
07/22/19
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

June 2019

	Jun 19	Jul '18 - Jun 19
Ordinary Income/Expense		
Income		
Assessment Income	0.00	252,911.88
Contributions	212.00	11,525.37
Corporate Sponsorship		
Light Pole Banners	0.00	10,000.00
Corporate Sponsorship - Other	0.00	3,700.00
Total Corporate Sponsorship	0.00	13,700.00
Grant Awards	0.00	1,500.00
RDA Grant Funds		
RDA Grant Funds - Other	0.00	176,323.05
Total RDA Grant Funds	0.00	176,323.05
Reimbursements	2,000.00	2,404.06
Rental Income	2,200.00	40,354.00
Total Income	4,412.00	498,718.36
Gross Profit	4,412.00	498,718.36
Expense		
Administration		
Accounting		
Accounting - Other	0.00	1,775.08
Total Accounting	0.00	1,775.08
Bank Charges	0.00	40.00
Board Meeting Expenses	0.00	83.26
COBA meeting expense	0.00	800.00
Concession Supplies	0.00	685.56
Consultants		
Consultants - Other	0.00	520.00
Total Consultants	0.00	520.00
Dues & Subscriptions	0.00	545.00
Employee Meals	0.00	1,135.66
EXPO Supplies	0.00	1,164.09
Fees		
Credit Card Processing Fees	0.00	31.92
Fees - Other	0.00	30.00
Total Fees	0.00	61.92
Insurance		
Commercial Liability	0.00	2,223.00
Directors & Officers	0.00	1,339.00
Insurance - Other	0.00	974.00
Total Insurance	0.00	4,536.00
Licenses and Permits	0.00	4,373.42
Meals & Entertainment	0.00	110.25
Miscellaneous	0.00	300.00
Office Equipment	0.00	6,070.49
Office Expense	0.00	1,750.24
Office Maintenance	0.00	554.25
Office Supplies	0.00	1,804.19
Outside Services	1,378.00	26,507.00
Postage	0.00	135.70
Printing	0.00	137.59
Repairs and Maintenance	0.00	86.96
Taxes	0.00	10.00
Telecommunications	0.00	3,134.91
Utilities/Trash	0.00	5,968.05
Utilities/Trash - EXPO	0.00	13,635.40
Administration - Other	0.00	0.00
Total Administration	1,378.00	75,925.02
Building Supplies	0.00	1,315.02
EXPO Concession Supplies	0.00	146.29

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Bixby Knolls Business Improvement Association

OPERATING STATEMENT

June 2019

	Jun 19	Jul '18 - Jun 19
EXPO Repairs and Maintenance	0.00	2,590.24
Finance Charges	0.00	343.88
On-Going Promotions		
Advertising & Marketing	378.74	14,699.77
Banner Installation/Maintenance	0.00	1,185.00
Median Maint Utilities	0.00	2,367.72
Median Maintenance	0.00	3,575.00
Sponsored Light Pole Banners	0.00	-10,000.00
Total On-Going Promotions	378.74	11,827.49
Payroll Expenses	0.00	4,173.06
Promotional Event Expenses		
Annual Holiday Party	0.00	5,442.30
Annual Meeting	0.00	1,710.22
New Promotions	0.00	238.14
Promotional Event Expenses - Other	0.00	1,078.67
Total Promotional Event Expenses	0.00	8,469.33
RDA Spec Proj		
2nd Saturday	0.00	9,182.83
Art Alley Project	800.00	4,600.00
Bixby Business Breakfast	0.00	1,457.06
Clean + Safe	3,157.16	52,467.46
Clean Team	1,046.25	10,378.95
Executive Director PR	2,389.18	29,864.75
EXPO Building Improv & Repairs	0.00	550.00
EXPO Mural Project	250.00	250.00
Facade/Streetscape Improvements	0.00	26,930.11
First Fridays	4,780.32	31,582.82
Good Spirits	0.00	150.00
Intern Payroll	0.00	0.00
Marketing	1,000.00	16,715.95
Member Outreach	280.00	6,920.82
Misc Events	3,592.00	23,772.48
Mural Project	0.00	746.15
Outside Services	0.00	2,515.00
Small Business Saturday	0.00	120.00
Support Staff PR	0.00	17,592.63
Trees & Landscaping	1,605.00	6,655.00
Utility Box Project	600.00	600.00
RDA Spec Proj - Other	0.00	428.16
Total RDA Spec Proj	19,499.91	243,480.17
Salaries/Benefits		
Executive Director	4,760.60	60,604.00
Payroll Preparation	201.10	2,763.06
Payroll Tax - Employer Contrib	859.52	11,296.21
Project Manager	2,670.00	14,640.00
Workers Comp Insurance	126.70	1,657.79
Total Salaries/Benefits	8,617.92	90,961.06
Special Programs		
Business Breakfast	0.00	3,908.30
First Fridays	1,850.00	8,496.12
Good Spirits Club	0.00	144.52
Kidical Mass	0.00	352.87
Literary Society	0.00	1,000.00
Misc Special Events	0.00	3,034.96
Strollers	0.00	775.48
Supper Club	0.00	29.26
Total Special Programs	1,850.00	17,741.51
Total Expense	31,724.57	456,973.07
Net Ordinary Income	-27,312.57	41,745.29
Other Income/Expense		
Other Income		

6:01 PM

07/22/19

Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

June 2019

	Jun 19	Jul '18 - Jun 19
Other Grant Income LB BI Pilot	0.00	35,820.75
Other Income	0.00	871.18
Total Other Income	0.00	36,691.93
Other Expense		
LB Blvd Pilot Program	0.00	10,395.75
Total Other Expense	0.00	10,395.75
Net Other Income	0.00	26,296.18
Net Income	-27,312.57	68,041.47

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OPERATING STATEMENT
June 2019

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Total Income	4,412.00	498,718.36
Gross Profit	4,412.00	498,718.36
Expense		
Administration	1,378.00	75,925.02
Building Supplies	0.00	1,315.02
EXPO Concession Supplies	0.00	146.29
EXPO Repairs and Maintenance	0.00	2,590.24
Finance Charges	0.00	343.88
On-Going Promotions	378.74	11,827.49
Payroll Expenses	0.00	4,173.06
Promotional Event Expenses	0.00	8,469.33
RDA Spec Proj	19,499.91	243,480.17
Salaries/Benefits	8,617.92	90,961.06
Special Programs	1,850.00	17,741.51
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Net Ordinary Income	-27,312.57	41,745.29
Other Income/Expense		
Other Income		
Other Grant Income LB BI Pilot	0.00	35,820.75
Other Income	0.00	871.18
Total Other Income	0.00	36,691.93
Other Expense		
LB Blvd Pilot Program	0.00	10,395.75
Total Other Expense	0.00	10,395.75
Net Other Income	0.00	26,296.18
Net Income	-27,312.57	68,041.47

Bixby Knolls Business Improvement Association
STATEMENT OF FINANCIAL POSITION
As of June 30, 2019

	Jun 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	59,034.15
BKBIA Oper Acct	76,862.83
Total Checking/Savings	135,896.98
Total Current Assets	135,896.98
Fixed Assets	
Holiday Decorations	
Holiday Decorations- Acc Deprec	-51,575.00
Holiday Decorations - Other	52,013.49
Total Holiday Decorations	438.49
Total Fixed Assets	438.49
TOTAL ASSETS	136,335.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Staples	-8.81
VISA	-10,652.02
Total Credit Cards	-10,660.83
Total Current Liabilities	-10,660.83
Total Liabilities	-10,660.83
Equity	
Opening Bal Equity	0.15
Retained Earnings	121,303.66
Unrestrict (retained earnings)	-42,348.98
Net Income	68,041.47
Total Equity	146,996.30
TOTAL LIABILITIES & EQUITY	136,335.47