



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.
Katherine Galanty- Wardlow Rd
Jane Ho – Bixby Knolls Shopping Center

Lourdes Valles-At Large
Debbie Peurrung- Long Beach Blvd.
Jeff Beasley -Long Beach Blvd
Cheryl Jacobs- Community Liaison
Mark Hawkins-Community Liaison
Roy Robbins- Community Liaison
Andrea Testa -Community Liaison
Blair Cohn-Executive Director
Katie Phillips – Project Manager

BOARD OF DIRECTORS MEETING

Thursday, April 26, 2018, 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 from March 22 & April 16, 2018

4. Public Comment (limited to 3 minutes)

- Craig Sauer - "Google Street View for Business Interiors"

5. 7th DISTRICT COUNCIL REPORT – 7th District Council Representative

6. 8th DISTRICT COUNCIL REPORT - 8th District Council Representative

7. Recommendation to become a KIVA Trustee; work with the City of Long Beach to promote the program to BKBIA members.

8. Committee Reports:

- Treasurer Report – Susan Cooper
- Security & Code Enforcement Report – Mike
- Promotion Report – Cheryl
- Executive Director's Report – Blair

9. OLD BUSINESS

- No old business to discuss

10. NEW BUSINESS

- No new business

11. ADJOURNMENT

Bixby Knolls Business
Improvement Association

4321 Atlantic Avenue
Long Beach, CA 90807

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www.bixbyknollsinfo.com

2:25 PM
04/23/18
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

March 2018

	Mar 18	Jul '17 - Mar 18
Ordinary Income/Expense		
Income		
Assessment Income	0.00	151,646.66
Contributions	1,036.94	9,734.91
Corporate Sponsorship	0.00	28,750.00
Grant Awards	4,500.00	4,500.00
RDA Grant Funds	35,072.46	145,701.76
Reimbursements	1,200.00	1,200.00
Rental Income	1,000.00	14,180.00
Total Income	42,809.40	355,713.33
Gross Profit	42,809.40	355,713.33
Expense		
Administration	12,754.32	67,154.74
Business Gift	0.00	35.99
EXPO Equipment	0.00	2,724.29
EXPO Repairs and Maintenance	16.00	16.00
Finance Charges	0.00	395.41
On-Going Promotions	295.00	35,847.76
Promotional Event Expenses	182.22	4,813.36
RDA Spec Proj	15,087.02	145,934.85
Salaries/Benefits	8,379.15	76,869.17
Special Programs	770.74	13,071.94
Total Expense	37,484.45	346,863.51
Net Ordinary Income	5,324.95	8,849.82
Other Income/Expense		
Other Income		
Other Grant Income LB BI Pilot	8,475.55	16,200.55
Total Other Income	8,475.55	16,200.55
Other Expense		
LB Blvd Clean Up Pilot Program	4,750.00	18,700.55
Total Other Expense	4,750.00	18,700.55
Net Other Income	3,725.55	-2,500.00
Net Income	9,050.50	6,349.82

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Bixby Knolls Business Improvement Association

OPERATING STATEMENT

March 2018

	Mar 18	Jul '17 - Mar 18
Ordinary Income/Expense		
Income		
Assessment Income	0.00	151,646.66
Contributions	1,036.94	9,734.91
Corporate Sponsorship		
Light Pole Banners	0.00	20,000.00
Corporate Sponsorship - Other	0.00	8,750.00
Total Corporate Sponsorship	0.00	28,750.00
Grant Awards	4,500.00	4,500.00
RDA Grant Funds	35,072.46	145,701.76
Reimbursements	1,200.00	1,200.00
Rental Income	1,000.00	14,180.00
Total Income	42,809.40	355,713.33
Gross Profit	42,809.40	355,713.33
Expense		
Administration		
Accounting		
Tax Return Prep	0.00	2,750.00
Accounting - Other	0.00	1,350.00
Total Accounting	0.00	4,100.00
Bank Charges	0.00	20.00
Board Meeting Expenses	0.00	69.43
COBA meeting expense	0.00	595.39
Concession Supplies	0.00	1,976.12
Dues & Subscriptions	0.00	195.00
Employee Meals	250.30	668.33
EXPO Supplies	0.00	162.29
Insurance		
Commercial Liability	0.00	3,244.00
Directors & Officers	0.00	1,641.00
Insurance - Other	924.00	924.00
Total Insurance	924.00	5,809.00
Janitorial Services	600.00	2,501.00
Licenses and Permits	1,670.98	7,937.11
Office Equipment	3,171.08	6,160.89
Office Expense	50.00	875.25
Office Maintenance	75.00	225.00
Office Supplies	256.62	1,312.96
Outside Services	4,390.75	16,559.75
Parking Expense	0.00	4.00
Postage	0.00	54.00
Printing	0.00	223.26
Repairs and Maintenance	0.00	153.30
Taxes	10.00	10.00
Telecommunications	403.72	2,229.78
Utilities/Trash	0.00	9,858.72
Utilities/Trash - EXPO	951.87	5,454.16
Administration - Other	0.00	0.00
Total Administration	12,754.32	67,154.74
Business Gift	0.00	35.99
EXPO Equipment	0.00	2,724.29
EXPO Repairs and Maintenance	16.00	16.00
Finance Charges	0.00	395.41
On-Going Promotions		
Advertising & Marketing	0.00	16,093.33
Litter & Weed Abatement	0.00	300.00
Median Maint Utilities	0.00	1,465.23
Median Maintenance	295.00	2,460.00
Sponsored Light Pole Banners	0.00	15,514.32
Website Update/Maintenance	0.00	14.88
Total On-Going Promotions	295.00	35,847.76

2:25 PM
04/23/18
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

March 2018

	Mar 18	Jul '17 - Mar 18
Promotional Event Expenses		
Annual Holiday Party	182.22	2,582.73
Annual Meeting	0.00	2,055.63
Promotional Event Expenses - Other	0.00	175.00
Total Promotional Event Expenses	182.22	4,813.36
RDA Spec Proj		
Art Alley Project	800.00	4,800.00
Beach Streets Programming	0.00	2,150.00
Clean + Safe	1,712.00	26,620.36
Clean Team	706.25	4,307.75
Executive Director PR	3,583.77	23,891.80
EXPO Building Improv & Repairs	0.00	2,018.00
Facade/Streetscape Improvements	3,625.00	10,319.60
First Fridays	4,360.00	32,385.00
Good Spirits	0.00	100.00
Intern Payroll	0.00	7,717.50
Marketing	0.00	2,025.00
Misc Events	300.00	8,009.44
Support Staff PR	0.00	16,342.40
Trees & Landscaping	0.00	2,095.00
RDA Spec Proj - Other	0.00	3,153.00
Total RDA Spec Proj	15,087.02	145,934.85
Salaries/Benefits		
Executive Director	7,140.90	47,606.00
Payroll Preparation	185.34	2,236.70
Payroll Tax - Employer Contrib	894.99	9,860.94
Project Manager	0.00	15,693.29
Workers Comp Insurance	157.92	1,472.24
Total Salaries/Benefits	8,379.15	76,869.17
Special Programs		
Business Breakfast	0.00	3,896.78
Concerts	0.00	2,571.14
First Fridays	0.00	974.08
Flash Events	0.00	366.19
Good Spirits Club	314.65	600.64
Kidical Mass	0.00	395.83
Literary Society	456.09	1,056.09
Petroleum Club Events	0.00	1,927.74
Strollers	0.00	1,283.45
Total Special Programs	770.74	13,071.94
Total Expense	37,484.45	346,863.51
Net Ordinary Income	5,324.95	8,849.82
Other Income/Expense		
Other Income		
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Net Income	9,050.50	6,349.82

Bixby Knolls Business Improvement Association

Executive Director Report: April 2018

General updates from around the district:

- **First Fridays:** Unfortunately the message about the changes to First Fridays went out incorrectly before the BKBIA could finish crafting its message to businesses and the community. First by rumor on social media and then an incorrect headline from the Press Telegram. Many people saw the first headline and not the second one from Tim Grobaty who softened the message somewhat. I posted an official statement on social media clarifying that the event is not cancelled. BKBIA will leave the event into the hands of business owners while we produce Summer Saturdays. We can evaluate both events at the end of August.
 - There is still work to be done with the handoff from the BKBIA to the business owners to coordinate the event between May – August. We are addressing all the loose ends.
 - Alyssandra is contacting all organizations that have come to set up to put them on pause until we work out details with FF and for our Summer Saturdays.
 - The response from our business owners has been positive when we have suggested specific programming ideas for their spaces for the June 9 event.
- **Neighborhood Survey:** We have the results so far of the neighborhood survey. Please review when you have the time. This information has been sent to a few property owners and brokers.
- **Member Directory** – Thor Carlson has been a big help in getting our member list as cleaned up as possible. He will next compare our list to what the city has and then hit the street to make note of changes. It is critical that our list is accurate as we keep updated it online and before we turn it over to the Signal Tribune for the Business Guide that will be printed.
- **Bixby Knolls Task Force:** Met again this week with this ad-hoc committee. The issue was raised about the amount of office space for lease and the need for more business recruitment in this area. Best thing we can do at the moment given our staff and resources is to continue to have open dialogue with brokers and the property owners.
- **Liberation Brewing Co.** has signed up and has held a number of soft opening parties. They will open officially on May 3. It's a good partnership with them and Patricia's Mexican Restaurant as people are buying food there and bringing it back into the brewery.
- **Ambitious Ales** is now building out its space. I will keep in touch over the next few weeks to check on progress and a forecasted opening date.
- **Smart & Final** construction has begun and the whole area is now fenced off. Much of the work to be done is from Gaska and then the building will be turned over to S&F for its build out. There are plans to be open by Fall.
- **4262 Atlantic Avenue** – "O Paloma" is the name of the new restaurant from George Mitri. I will reach out to George to check on his proposed opening date (and ask about menu, etc.)
- **Ramen Hub:** After some delays with inspections and minor adjustments this place is really, really close to opening its doors. Could be as soon as this weekend or next. They want to keep things quiet while they get their systems working and we hope to get an official grand opening date from them. Sushi, ramen, and poke will be the features.

BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS SPECIAL MEETING - MINUTES

DATE April 16, 2018
TIME 8:30am
PLACE Expo Arts Center

CHAIR Servando Orozco
RECORDER Blair Cohn
ADJOURNED 10:32 a.m.

Present

Servando Orozco, President
Michael Mora, Vice President
Norm Cauntay, Secretary
Anthony Puente
Jeff Beasley
Jane Ho
Bill Larson
Lourdes Valles
Debbie Peurrung
Cheryl Jacobs – Community Liaison
Mark Hawkins – Community Liaison
Roy Robbins – Community Liaison
Andrea Testa – Community Liaison
Blair Cohn – BKBIA
Katie Phillips – BKBIA
Alyssandra Nighswonger – BKBIA

Excused Absences

Katherine Galanty, Anthony Wingfield

Guests:

Jonathan Kraus, City of Long Beach, 8th District Council Office
Eric Romero, City of Long Beach, Economic Development Department
Kelli Johnson, Bixby Trading Post
Erika Romero, LBPB
Officer Corey Strang, LBPB
Dennis Cook, CSI Patrol Service
Freddie Richards, CSI Patrol Service

Call Meeting to Order

- Servando called the meeting to order at 8:37am.

Welcome & Introductions

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Public Comment (limited to 3 minutes)

- No public comment given

Agenda

- First Fridays discussion

Blair gave the history of First Fridays, from its inception to the time the BKBIA took over the coordination. The event has grown in participation of businesses, attendance, and community organizations. Also, the budget has grown from the early days of spending \$100/month up to \$5,000 with police and security for the event. Over the last few years we have seen some red flags going up and it is time to reevaluate the event. It's also very important to manage our remaining redevelopment funds before they sunset.

LBPD – Officer Strang discussed his history working the event and the increasing issues he has witnessed. He has seen the attendance grow and the increase in kids that roam around together. In the last year the kids have been dropped off by Uber or parents in addition to the bus. There have been a number of incidents where LBPD has been outnumbered by the group surrounding the officers. LBPD had recommend moving the event to a Saturday afternoon where the cover of night is not available.

Dennis and Freddie reported on behalf of CSI Security Patrol -- CSI had increased its staff over the last year to maintain crowd control. CSI started by just guarding the temple, keeping bikes and skateboards off the sidewalk and keeping the sidewalks cleared at Jamba Juice. Over the last 12 months it has been an ongoing challenge to manage the groups of kids, the fights, activity in the alleys, along the adjacent streets.

Mike Mora – discussed the issue of the social media posts and fights that have taken place in the alley, Arco and at Starbucks. Mike has seen many instances of blocked sidewalks and fights from the large groups that show up. Mike witnessed a fight that spilled into and across Atlantic from Expo to the shop across the street.

Mark Hawkins – had his first experience with the crowds at San Antonio and Atlantic. The event was peaceful everywhere else but Mark was very concerned with the new windows at George's 50s Diner and the potential for trouble to escalate with vandalism.

Lourdes Valles – got out of her shop and walked the venue looking for attendees with bags of purchases from the businesses. Saw a total of two. Discussion ensued about attendees not spending money inside of the shops but vendors on the street instead, if at all.

General Discussion ensued:

Had some petty incidents like tip jar being stolen; theft at Twig & Willow; Next Door posts about First Fridays after all this time; some businesses would rather close on FF; vendors had received counterfeit bills; crowds gathering at San Antonio & Atlantic, at Arco and Starbucks/Yogurtland area; BKBIA should keep promoting its other events like Small Business Saturday, creating a Saturday afternoon event, our parking lot concerts, and the new Knights of the Round (Turn)Table. A Saturday afternoon event would be more family-friendly.

Other challenges: How to draw the local residents back that have been showing up less and less frequently?

Need to create a new family-friendly and Bixby-centric event that will appeal to the local community.

Potential to split the event in half and rotate it north and then south of Carson?

Actions:

First motion, made by Lourdes : BKBIA will not do any programming for First Fridays in May. Anthony P. seconded the motion. Motion passed unanimously.

Second motion, made by Anthony: First Fridays is on hiatus indefinitely. Seconded by Mike. Motion passed unanimously.

Third motion, made by Mike: Move the event to a Saturday. Seconded by Bill. Motion passed unanimously.

Fourth motion, made by Mike: Direct staff to research First Saturday concept and create an implementation plan by next board meeting. Seconded by Bill. Motion passed unanimously.

Adjournment

• Mike made a motion to adjourn the meeting at 10:21am. Bill seconded the motion. Meeting was adjourned. Next meeting is April 26, 2018, 7:45am at The Pan.

Respectfully submitted,
Norm Cauntay

BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

DATE April 26, 2018

TIME 7:45am

PLACE The Pan Restaurant

CHAIR Servando Orozco

RECORDER Blair Cohn

ADJOURNED 8:45 a.m.

Present

Servando Orozco, President

Anthony Puente

Katherine Galanty

Lourdes Valles

Debbie Peurrung

Jeff Beasley

Cheryl Jacobs – Community Liaison

Mark Hawkins – Community Liaison

Andrea Testa – Community Liaison

Blair Cohn – BKBIA

Katie Phillips -- BKBIA

Excused Absences

Mike Mora

Guests:

- Esmerelda Agredano-Salazar, City of Long Beach, Economic Development Department
- Jonathan Kraus, City of Long Beach, 8th District Council Office
- Susan Cooper
- Craig Sauer – Craig Sauer 3D.com

Call Meeting to Order

- Servando called the meeting to order at 7:54am.

Welcome & Introductions

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Approval of Minutes

- Approval of Minutes from March 22, 2018. Debbie made a motion to approve the minutes. Lourdes seconded the motion. Motion approved unanimously.

Public Comment (limited to 3 minutes)

- Craig Sauer presented on his company 3D.com and the advertising/promotional opportunities for our members to use his services.

7th District Council Office Report

- No report given.

8th District Council Report

- Jonathan reported: This Saturdays is a Prescription Take Back program, 10am – 2pm, LB Memorial hosting event on its campus; City is looking at the short-term rental policy (Air BnB), Wednesday, 6pm – 8pm at Rec Park Golf course. This is the first community meeting to discuss how to regulate these rentals.

Recommendation to become a KVIA Trustee; work with the City of Long Beach to promote the program to BKBIA members.

- Esmerelda presented the summary of the KIVA program and how to be a trustee. Anthony made a motion for the BKBIA to become a trustee. Lourdes seconded the motion. Motion passed unanimously.

Committee Reports:

- a. Treasurer Report: Susan presented the current financial statements for the month. All assessment and RDA funds have been received.
- b. Security and Code Enforcement Report – Katie reported on incidents from LBPB and CSI. Specifically: suspect had been arrested after 3 break-ins at La Casita Rivera; LBPB arrested a parolee in the parking lot of Trader Joe's (casing the store); Flamebroiler had a break-in. Loss included the safe and \$2600; Golden Bowl had a broken window; Twig & Willow reported a ring stolen at First Fridays.
- c. Promotion Report – Cheryl reported on the April Bixby Business Breakfast, Good Spirits Pub Crawl, Flash Lunch at Hashtag Burgers, and the Facebook ad pilot program with Stateside Crafts.
- d. Executive Director's Report – Blair reported on First Fridays and the media firestorm with the wrong headline; neighborhood survey of "wish lists"; Member Directory work being done by Thor Carlson; BK Task Group; and status of Liberation Brewing, Ambitious Ales, Smart & Final, O Paloma, and the Ramen Hub.

Old Business

- No old business was discussed.

New Business

- No new business was discussed.

Adjournment

- Jeff B. made a motion to adjourn the meeting at 8:48am. Anthony P. seconded the motion. Meeting was adjourned.

Next meeting is May 24, 2018, 7:45am at The Pan.

Respectfully submitted,
Blair Cohn

BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

DATE March 22, 2018
TIME 7:45am
PLACE The Pan Restaurant

CHAIR Servando Orozco
RECORDER Blair Cohn
ADJOURNED 9:10 a.m.

Present

Servando Orozco, President
Michael Mora, Vice President
Anthony Wingfield, Treasurer
Anthony Puente
Bill Larson
Lourdes Valles
Debbie Peurrung
Cheryl Jacobs – Community Liaison
Mark Hawkins – Community Liaison
Roy Robbins – Community Liaison
Andrea Testa – Community Liaison
Blair Cohn – BKBIA
Katie Phillips -- BKBIA

Excused Absences

Katherine Galanty, Jane Ho

Guests:

Monique Kosal, City of Long Beach, 8th District Council Office
Esmerelda Agredano-Salazar, City of Long Beach, Economic Development Department
Jeff Beasley, Bundts on Melrose
Kris Allen, First Bank

Call Meeting to Order

- Servando called the meeting to order at 7:54am.

Welcome & Introductions

-

Approval of Minutes

- Approval of Minutes from February 22, 2018. Mike made a motion to approve the minutes. Bill seconded the motion. Motion approved unanimously.

Public Comment (limited to 3 minutes)

- Esmerelda from the City of Long Beach made a presentation about the Kiva Loan Program and its benefits to our members. BKBIA should consider becoming a trustee so BKBIA members would be better able to qualify for the micro zero interest loans.

7th District Council Office Report

- No report given.

8th District Council Report

- Monique reported: Lately the council has been busy and meetings have been heavy on policy with a series of very long discussions; Los Cerritos Park playground should be completed by June; Children Festival at Expo this Saturday; Earth Day event is planned with Parks & Rec; June 10 is a shredding event at LBCC.

Committee Reports:

- a. Treasurer Report: Financial statements were accidentally omitted from board packet. Will be discussed in April.
- b. Security and Code Enforcement Report – Mike reported on incidents from LBPD and CSI.
- c. Promotion Report – Cheryl reported on the upcoming Business Breakfast planned for April 19 featuring Mayor Garcia; Supper Club will be at The Pan; Good Spirits will be at Dutch's with a "brew your own" night; Kidical Mass has its "adventure ride" in April.
- d. Executive Director's Report – Blair reported on follow-up discussions with the city regarding the RDA contract; survey is going out to the neighborhood looking for "wish lists" that we can share with local brokers and property owners; the BKBIA will work with The Signal Tribune on bringing back the BKBIA Business Directory that will be printed and distributed to 12,000 homes in the neighborhood; and updates on 4262 & 3440 Atlantic, and "West Bistro."

Old Business

- First Fridays discussion – tabled until the March meeting. Mike discussed the need for increased security. Lately there have been incidents at the end of the evening that LBPD and CSI have managed to keep the event safe and secure. The event has increased costs, too, and it is time to further discuss the way it is organized and how we meet our mission. General discussion ensued regarding the possible revenue generation from the event, BKBIA liability, security, and other possible events to create.

New Business

- 501c3 status – Blair will continue to work with Susan on this to move forward. Realistically this will have to start after tax season so Susan has more free time.
- Bixby Knolls Task Group -- Blair reported: Servando and Norm attended the last meeting with this ad-hoc group to discuss vacancies, development, and business recruitment in the district. Norm spoke to the group about the need to keep things positive while speaking to landlords, brokers, and potential tenants. The Task Group has potential to be a good resource but it is important that the message is managed well about the business district.
- LB Blvd. Board Position – Jeff Beasley has been interested in filling the vacant board position for LB Blvd. Bill made a motion to appoint Jeff to that position. Anthony seconded the motion. Motion passed unanimously. Jeff will immediately fill the position.

Adjournment

- Norm made a motion to adjourn the meeting at 8:52am. Lourdes seconded the motion. Meeting was adjourned.

Next meeting is March 22, 2018, 7:45am at The Pan.

Respectfully submitted,
Norm Cauntay

Bixby Knolls Business Improvement Association
STATEMENT OF FINANCIAL POSITION
As of March 31, 2018

	Mar 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	74,128.91
BKBIA Oper Acct	8,962.55
Total Checking/Savings	<u>83,091.46</u>
Total Current Assets	83,091.46
Fixed Assets	
Holiday Decorations	
Holiday Decorations- Acc Deprec	-51,575.00
Holiday Decorations - Other	52,013.49
Total Holiday Decorations	<u>438.49</u>
Total Fixed Assets	<u>438.49</u>
TOTAL ASSETS	<u>83,529.95</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	-1,982.68
Total Credit Cards	<u>-1,982.68</u>
Total Current Liabilities	<u>-1,982.68</u>
Total Liabilities	-1,982.68
Equity	
Opening Bal Equity	0.15
Retained Earnings	121,303.66
Unrestrict (retained earnings)	-42,141.00
Net Income	6,349.82
Total Equity	<u>85,512.63</u>
TOTAL LIABILITIES & EQUITY	<u>83,529.95</u>