



Business Improvement Association

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

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Lourdes Valles-At Large
Debbie Peurrung- Long Beach Blvd.
Michelle Jouvence -Long Beach Blvd
Cheryl Jacobs- Community Liaison
Mark Hawkins-Community Liaison
Roy Robbins- Community Liaison
Andrea Testa -Community Liaison
Blair Cohn-Executive Director

BOARD OF DIRECTORS MEETING

Thursday, August 11, 2016, 7:45 a.m. at West Bistro

AGENDA

1. CALL TO ORDER/ROLL CALL

Excused Absences: Katherine Galanty, Anthony Wingfield

2. WELCOME & INTRODUCTIONS

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3. APPROVAL OF MINUTES

- Approval of Minutes from June 23, 2016
- No minutes from July 2016

4. COMMUNITY PARTICIPATION (limited to 3 minutes)

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

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

7. OLD BUSINESS

- FY '16-'17 budget

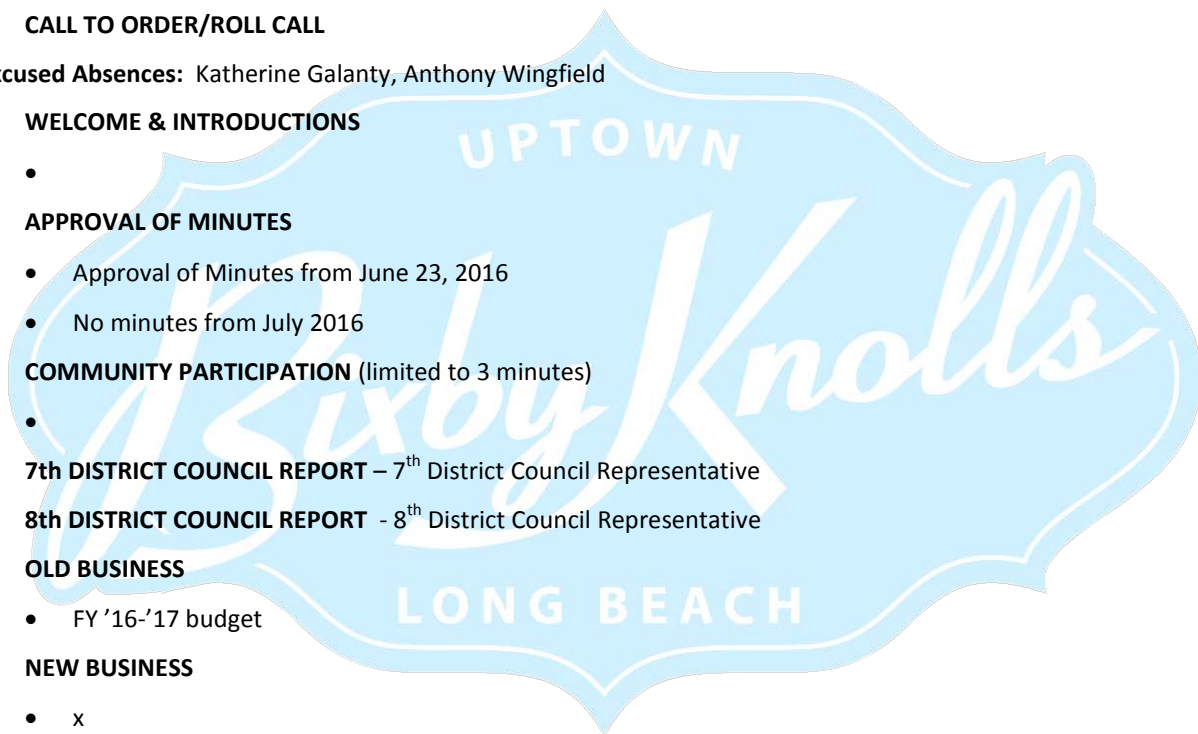
8. NEW BUSINESS

- x

9. REPORTS:

- Treasurer's Report
- Executive Director's Report: Blair
- Security & Code Enforcement Report: Mike
- Promotion Report: Cheryl

10. ADJOURNMENT



BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

DATE June 23, 2016
TIME 7:45am
PLACE West Bistro

CHAIR Servando Orozco
RECORDER Blair Cohn
ADJOURNED 9:12 a.m.

Present

Servando Orozco, President
Mike Mora, Vice-President
Michelle Jouvence
Debbie Peurrung
Katherine Galanty
Anthony Puente
Jane Ho
Bill Larson
Lourdes Valles
Mark Hawkins
Blair Cohn – BKBIA
Cait Yoshioka – BKBIA

Excused Absences

Norm Cauntay

Unexcused Absences

Guests:

Jessica Chetsawang, 7th District Council Office, City of Long Beach
Monique San, 8th District Council Office, City of Long Beach
Jim Fisk, City of Long Beach
Susan Cooper, BKBIA
Sgt. - LBPD

Call Meeting to Order

- At 7:55am Servando called the meeting to order.

Welcome & Introductions

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Approval of Minutes

- Approval of Minutes from May 26, 2016. Katherine made a motion to approve. Michelle seconded the motion. Motion approved unanimously.

Community Participation Report (limited to 3 minutes)

- n/a

7th District Council Office Report

- Jessica reported: Code Enforcement is dealing with Royal Buffet on their building issues (homeless, graffiti); Public Works patched up the alley behind Bamboo Teri House; Sandra is the new field deputy for the district; Saturday, August 20, is the Mariachi Under the Stars event; August 24, 7th district harbor cruise; November 9, 7th district night at the aquarium; general discussion about fireworks

8th District Council Report

- Monique reported: flyers for the upcoming community (bike) meetings: June 30 at Expo; Bella Pizza patio was approved by council; municipal band concerts begin next Wednesday; July 26 is the 8th district harbor cruise.

Old Business:

- No old business was discussed.

New Business

- Separated bike lane at First Fridays – The city is going to install a bike lane at the July 1 First Fridays; this is a showcase of bike infrastructure currently existing and the potential for it to exist in other parts of the city. The plan is to use the parking lane for bikes then create one lane of parking and one lane of traffic (both sides of Atlantic, San Antonio to Bixby Road). We have notified businesses and look forward to the

(New Business continued)

experiment. Set up will begin at 3pm and entire set up of cones and barricades will be removed by midnight. The city will set up bike valet stations and have information tables with current bike lane maps and take feedback from residents as to where other bike infrastructure should/could exist.

Reports:

- **Treasurer's Report:** Susan discussed the monthly report and status of cash on hand.
- **Executive Director's Report** – Blair reported: Working on the proposed FY '16-'17 budget that will be shared at the next board meeting. The budget needs to be approved prior to August 17; a request to Public Works for parking studies on Atlantic from Carson to Cartagena and along Cartagena to accommodate more customer parking for the businesses; our Mobile Office Hours to Made by Miss Hilde was a great success and we will continue this program; did a walk-through of Expo with Martin Howard on our wish list to submit to Al Austin; Discussion ensued about the 2-hour parking signs on LB Blvd., needing "slow" signs along Bixby Road, and the addition of 2-hour parking signs along Bixby.
- **Committee Reports**
- **Security and Code Enforcement Report:** LBPD reported on the incidents that had occurred over the last month; 6 total incidents mainly of attempted burglary and stolen tools from the Buddhist temple.
- **Promotion Report:** Cheryl reported on the Bixby Business Breakfast; Supper Club; First Fridays; Sunday Socials; Concerts in the Park(ing Lot); and the Pow! Wow! meeting at Expo.

Adjournment

- Bill made a motion to adjourn the meeting at 9:12am. Lourdes seconded the motion. Meeting was adjourned.
- Next meeting is July 28, 2016, at 7:45 a.m., West Bistro.

Respectfully submitted,
Blair Cohn

Bixby Knolls Business Improvement Association
STATEMENT OF FINANCIAL POSITION
As of June 30, 2016

	Jun 30, 16
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	26,021.73
BKBIA Oper Acct	701.19
Total Checking/Savings	<u>26,722.92</u>
Total Current Assets	26,722.92
Fixed Assets	
Holiday Decorations	
Holiday Decorations- Acc Deprec	-46,427.00
Holiday Decorations - Other	52,013.49
Total Holiday Decorations	<u>5,586.49</u>
Total Fixed Assets	<u>5,586.49</u>
TOTAL ASSETS	<u>32,309.41</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	1,746.06
Total Credit Cards	<u>1,746.06</u>
Total Current Liabilities	<u>1,746.06</u>
Total Liabilities	1,746.06
Equity	
Opening Bal Equity	0.15
Retained Earnings	126,339.66
Unrestrict (retained earnings)	-100,476.39
Net Income	4,699.93
Total Equity	<u>30,563.35</u>
TOTAL LIABILITIES & EQUITY	<u>32,309.41</u>

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

June 2016

	<u>June 2016</u>	<u>Jul 15 - June 2016</u>	<u>June 2015</u>	<u>Jul 2014 - Jun 2015</u>
Ordinary Income/Expense				
Income				
Assessment Income	0.00	193,496.12	0.00	160,130.41
Contributions	191.34	13,574.82	1,901.82	21,271.62
Grant Awards	0.00	500.00	0.00	10,000.00
RDA Grant Funds	15,696.45	211,877.52	(51,718.83)	167,211.35
Rental Income	1,800.00	17,865.00	0.00	0.00
Total Income	<u>17,687.79</u>	<u>437,313.46</u>	<u>(49,817.01)</u>	<u>358,613.38</u>
Expense				
Administration	71.78	52,370.67	2,874.05	51,874.95
Building Supplies	0.00	438.63	0.00	0.00
EXPO Repairs and Maintenance	0.00	1,583.24	0.00	1,200.00
Finance Charges	0.00	154.41	77.71	77.71
On-Going Promotions	0.00	26,201.83	1,961.60	18,779.27
Promotional Event Expenses	0.00	7,293.65	540.15	1,961.20
RDA Spec Proj	14,818.28	228,925.09	29,155.07	205,893.12
Salaries/Benefits	7,549.18	104,022.65	7,174.65	94,277.63
Special Programs	0.00	11,623.36	566.10	13,257.65
Total Expense	<u>22,439.24</u>	<u>432,613.53</u>	<u>42,349.33</u>	<u>387,321.53</u>
Net Gain (Loss)	<u><u>(4,751.45)</u></u>	<u><u>4,699.93</u></u>	<u><u>(92,166.34)</u></u>	<u><u>(28,708.15)</u></u>

6:18 PM
07/27/16
Cash Basis

Bixby Knolls Business Improvement Association
OPERATING STATEMENT
June 2016

	<u>Jun 16</u>	<u>Jul '15 - Jun 16</u>
Ordinary Income/Expense		
Income		
Assessment Income	0.00	193,496.12
Contributions	191.34	13,574.82
Grant Awards	0.00	500.00
RDA Grant Funds	15,696.45	211,877.52
Rental Income	1,800.00	17,865.00
Total Income	<u>17,687.79</u>	<u>437,313.46</u>
Expense		
Administration	71.78	51,759.23
Building Supplies	0.00	438.63
EXPO Concession Supplies	0.00	611.44
EXPO Equipment	0.00	493.24
EXPO Repairs and Maintenance	0.00	1,090.00
Finance Charges	0.00	154.41
On-Going Promotions	0.00	26,201.83
Promotional Event Expenses	0.00	7,293.65
RDA Spec Proj	14,818.28	228,925.09
Salaries/Benefits	7,549.18	104,022.65
Special Programs	0.00	11,623.36
Total Expense	<u>22,439.24</u>	<u>432,613.53</u>
Net Ordinary Income	<u>-4,751.45</u>	<u>4,699.93</u>
Net Income	<u><u>-4,751.45</u></u>	<u><u>4,699.93</u></u>

6:19 PM
07/27/16
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

June 2016

	Jun 16	Jul '15 - Jun 16
Ordinary Income/Expense		
Income		
Assessment Income	0.00	193,496.12
Contributions	191.34	13,574.82
Grant Awards	0.00	500.00
RDA Grant Funds		
RDA Grant Funds - Other	15,696.45	211,877.52
Total RDA Grant Funds	15,696.45	211,877.52
Rental Income	1,800.00	17,865.00
Total Income	17,687.79	437,313.46
Expense		
Administration		
Accounting		
Accounting - Other	0.00	1,814.00
Total Accounting	0.00	1,814.00
Bank Charges	0.00	20.00
Concession Supplies	0.00	480.12
Dues & Subscriptions	0.00	410.00
Employee Meals	0.00	622.07
EXPO Supplies	0.00	1,132.04
Fees	0.00	25.00
Insurance		
Commercial Liability	0.00	3,740.00
Directors & Officers	0.00	1,641.00
Insurance - Other	0.00	924.00
Total Insurance	0.00	6,305.00
Licenses and Permits	25.00	75.00
Meals & Entertainment	0.00	154.32
Miscellaneous	0.00	545.00
Office Equipment	0.00	3,400.10
Office Expense	46.78	2,307.75
Office Maintenance	0.00	958.18
Office Supplies	0.00	2,199.78
Outside Services	0.00	10,274.25
Postage	0.00	336.95
Printing	0.00	394.96
Repairs and Maintenance	0.00	629.23
Repairs and Maintenance - EXPO	0.00	14.53
Taxes	0.00	112.94
Telecommunications	0.00	2,877.55
Utilities/Trash	0.00	16,670.46
Total Administration	71.78	51,759.23
Building Supplies	0.00	438.63
EXPO Concession Supplies	0.00	611.44
EXPO Equipment	0.00	493.24
EXPO Repairs and Maintenance	0.00	1,090.00
Finance Charges	0.00	154.41
On-Going Promotions		
Advertising & Marketing	0.00	19,132.10
Banner Installation/Maintenance	0.00	1,745.00
Median Maint Utilities	0.00	1,261.59
Median Maintenance	0.00	3,555.00
Website Update/Maintenance	0.00	508.14
Total On-Going Promotions	0.00	26,201.83
Promotional Event Expenses		
Annual Meeting	0.00	2,257.09
Business Networking Events	0.00	4,539.96
New Promotions	0.00	212.77
Promotional Event Expenses - Other	0.00	283.83

6:19 PM

07/27/16

Cash Basis

Bixby Knolls Business Improvement Association**OPERATING STATEMENT**

June 2016

	Jun 16	Jul '15 - Jun 16
Total Promotional Event Expenses	0.00	7,293.65
RDA Spec Proj		
Art Alley Project	0.00	2,400.01
Banners for District	0.00	1,436.10
Beach Streets Programming	0.00	20.25
Bixby Business Breakfast	1,336.44	1,336.44
Clean + Safe	3,030.00	42,868.95
Clean Team	780.00	4,314.00
Executive Director PR	2,389.18	31,059.34
EXPO Building Improv & Repairs	0.00	7,061.80
Facade/Streetscape Improvements	2,520.00	29,919.00
First Fridays	450.00	38,545.60
Intern Payroll	923.08	12,000.02
Marketing	0.00	9,537.50
Misc Events	546.78	12,634.69
Small Business Saturday	0.00	2,150.00
Support Staff PR	2,042.80	26,225.04
Trees & Landscaping	800.00	6,916.35
RDA Spec Proj - Other	0.00	500.00
Total RDA Spec Proj	14,818.28	228,925.09
Salaries/Benefits		
Executive Director	4,760.60	61,203.62
Payroll Preparation	167.85	2,597.45
Payroll Tax - Employer Contrib	994.97	13,655.09
Project Manager	1,464.90	20,354.05
Support Staff	0.00	3,636.21
Support Staff 2	0.00	555.00
Workers Comp Insurance	160.86	2,021.23
Total Salaries/Benefits	7,549.18	104,022.65
Special Programs		
Business Networking	0.00	2,131.80
First Fridays	0.00	3,376.73
Good Spirits Club	0.00	84.75
Happy Hour	0.00	1,807.28
Kidical Mass	0.00	743.16
Literary Society	0.00	1,100.00
Strollers	0.00	1,481.03
Supper Club	0.00	292.61
Trees	0.00	90.00
Special Programs - Other	0.00	516.00
Total Special Programs	0.00	11,623.36
Total Expense	22,439.24	432,613.53
Net Ordinary Income	-4,751.45	4,699.93
Net Income	-4,751.45	4,699.93

**Bixby Knolls Business Improvement Association
Executive Director Report: August 11, 2016**

- **District Updates –**

- Edgar & James – Lease has been signed and the store reps came to First Fridays to meet and greet the public. They will continue to do this until they open.
- Island Pacific Supermarket – Now open. We stopped by and visited the store. The place was packed with shoppers and people eating. This will be a great addition to the district, servicing the Filipino community especially, as well as all others.
- Steelcraft – Containers are in place as of August 1. Plumbing and water are being hooked up. Concrete will be poured to create the new parking spaces. Signage, awnings, and other aesthetic components will soon follow. Estimated opening date: September 27
- Rosselbock – passed all inspections and now the build-out is going strong. Estimated opening date: last week of September
- Nino's – We held Supper Club there on August 1 and had two full seatings. The restaurant will close its doors on the 14th and the family will retire after 58 years.
- Dutch's Brew House – is finally very, very close to opening. One last piece of equipment needs to be installed and then final inspections will be set up. We hope he is open for the September First Fridays.
- EJ Malloy's – is planning to expand into the books store space to create a party room that can be rented for meetings, birthdays, or special events.
- A Castle of Books – is trying to find a new space in the district after being given 60 days to vacate to make room for EJ Malloys. Aric (owner) may put inventory in storage and sell online for a few months while he continues to look for space.
- Pixie Toys – may be taking the former Paper Crew space in the 3900 block to open a baby store. Lease in negotiation.
- Post Office – There is work being done in the space. Drywall went up last week and it appears that it is finally taking shape to become the post office.
- Mod Pizza & Verizon will soon open their doors in The Knolls which will complete the tenant list for the center.

- **Upcoming events:**

- September 2 First Fridays
- September 6 Supper Club
- September 7 COBA
- September 14 Literary Society
- September 18 Kidical Mass
- September 22 Board Meeting