



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.  
Vacant -Long Beach Blvd  
Cheryl Jacobs- Community Liaison  
Mark Hawkins-Community Liaison  
Roy Robbins- Community Liaison  
Andrea Testa -Community Liaison  
Blair Cohn-Executive Director  
Cait Yoshioka – Project Manager

## BOARD OF DIRECTORS MEETING

Thursday, February 22, 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 January 25, 2018

**4. Public Comment** (limited to 3 minutes)

- 

**5. 7th DISTRICT COUNCIL REPORT** – 7<sup>th</sup> District Council Representative

**6. 8th DISTRICT COUNCIL REPORT** - 8<sup>th</sup> District Council Representative

**7. Committee Reports:**

- Treasurer Report – Susan Cooper
- Security & Code Enforcement Report – Mike
- Promotion Report – Cheryl
- Executive Director's Report – Blair
- Project Manager's Report – No report in February

**8. OLD BUSINESS**

- First Fridays discussion

**9. NEW BUSINESS**

- Annual Meeting Recap
- Expo Arts Center – Discussions with Economic Development
- RDA Funds – future funding

**10. ADJOURNMENT**

Bixby Knolls Business  
Improvement Association

4321 Atlantic Avenue  
Long Beach, CA 90807

P: 562 – 595 – 0081  
info@bixbyknollsinfo.com

www.bixbyknollsinfo.com

7:30 PM  
02/19/18  
Cash Basis

# Bixby Knolls Business Improvement Association

## OPERATING STATEMENT

January 2018

	Jan 18	Jul '17 - Jan 18
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Assessment Income	32,628.91	115,260.56
Contributions	145.06	8,514.06
Corporate Sponsorship	0.00	28,750.00
RDA Grant Funds	17,247.45	110,629.30
Rental Income	2,400.00	12,180.00
<b>Total Income</b>	52,421.42	275,333.92
<b>Gross Profit</b>	52,421.42	275,333.92
<b>Expense</b>		
Administration	8,828.52	42,622.79
Business Gift	0.00	35.99
EXPO Equipment	0.00	2,724.29
Finance Charges	0.00	269.99
On-Going Promotions	1,400.16	33,642.52
Promotional Event Expenses	0.00	1,163.90
RDA Spec Proj	14,563.04	114,178.45
Salaries/Benefits	8,862.36	60,868.63
Special Programs	2,613.50	12,201.20
<b>Total Expense</b>	36,267.58	267,707.76
<b>Net Ordinary Income</b>	16,153.84	7,626.16
<b>Other Income/Expense</b>		
<b>Other Income</b>		
Other Grant Income LB BI Pilot	0.00	7,725.00
<b>Total Other Income</b>	0.00	7,725.00
<b>Other Expense</b>		
LB Blvd Clean Up Pilot Program	2,300.00	7,375.55
<b>Total Other Expense</b>	2,300.00	7,375.55
<b>Net Other Income</b>	-2,300.00	349.45
<b>Net Income</b>	<b>13,853.84</b>	<b>7,975.61</b>

# Bixby Knolls Business Improvement Association

## OPERATING STATEMENT

January 2018

	Jan 18	Jul '17 - Jan 18
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Assessment Income	32,628.91	115,260.56
Contributions	145.06	8,514.06
Corporate Sponsorship		
Light Pole Banners	0.00	20,000.00
Corporate Sponsorship - Other	0.00	8,750.00
<b>Total Corporate Sponsorship</b>	0.00	28,750.00
RDA Grant Funds	17,247.45	110,629.30
Rental Income	2,400.00	12,180.00
<b>Total Income</b>	52,421.42	275,333.92
<b>Gross Profit</b>	52,421.42	275,333.92
<b>Expense</b>		
<b>Administration</b>		
Accounting		
Tax Return Prep	2,750.00	2,750.00
Accounting - Other	170.00	1,070.00
<b>Total Accounting</b>	2,920.00	3,820.00
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	195.00	195.00
Employee Meals	0.00	418.03
EXPO Supplies	0.00	117.17
Insurance		
Directors & Officers	1,641.00	1,641.00
<b>Total Insurance</b>	1,641.00	1,641.00
Janitorial Services	0.00	101.00
Licenses and Permits	0.00	5,025.38
Office Equipment	549.04	2,528.23
Office Expense	71.41	726.04
Office Maintenance	0.00	150.00
Office Supplies	210.20	1,056.34
Outside Services	1,570.00	9,014.00
Parking Expense	0.00	4.00
Postage	0.00	54.00
Printing	0.00	148.84
Repairs and Maintenance	0.00	153.30
Telecommunications	247.79	1,568.75
Utilities/Trash	1,424.08	9,858.72
Utilities/Trash - EXPO	0.00	3,382.05
Administration - Other	0.00	0.00
<b>Total Administration</b>	8,828.52	42,622.79
Business Gift	0.00	35.99
EXPO Equipment	0.00	2,724.29
Finance Charges	0.00	269.99
<b>On-Going Promotions</b>		
Advertising & Marketing	618.45	14,375.87
Litter & Weed Abatement	0.00	300.00
Median Maint Utilities	191.71	1,287.33
Median Maintenance	590.00	2,165.00
Sponsored Light Pole Banners	0.00	15,514.32
<b>Total On-Going Promotions</b>	1,400.16	33,642.52
<b>Promotional Event Expenses</b>		
Annual Holiday Party	0.00	1,163.90
<b>Total Promotional Event Expenses</b>	0.00	1,163.90
<b>RDA Spec Proj</b>		
Art Alley Project	0.00	3,200.00
Beach Streets Programming	0.00	2,150.00

7:29 PM  
02/19/18  
Cash Basis

# Bixby Knolls Business Improvement Association

## OPERATING STATEMENT

January 2018

	Jan 18	Jul '17 - Jan 18
Clean + Safe	1,980.00	20,872.06
Clean Team	606.25	2,932.75
Executive Director PR	2,389.18	17,918.85
EXPO Building Improv & Repairs	850.00	2,018.00
Facade/Streetscape Improvements	1,383.56	4,694.60
First Fridays	3,601.25	22,871.25
Good Spirits	0.00	100.00
Intern Payroll	60.00	7,717.50
Marketing	0.00	2,025.00
Misc Events	1,650.00	7,509.44
Support Staff PR	2,042.80	15,321.00
Trees & Landscaping	0.00	1,695.00
RDA Spec Proj - Other	0.00	3,153.00
<b>Total RDA Spec Proj</b>	<b>14,563.04</b>	<b>114,178.45</b>
<b>Salaries/Benefits</b>		
Executive Director	4,760.60	35,704.50
Payroll Preparation	332.64	1,745.60
Payroll Tax - Employer Contrib	1,737.78	8,078.89
Project Manager	1,887.96	14,159.70
Workers Comp Insurance	143.38	1,179.94
<b>Total Salaries/Benefits</b>	<b>8,862.36</b>	<b>60,868.63</b>
<b>Special Programs</b>		
Business Breakfast	1,277.06	3,896.78
Concerts	0.00	2,571.14
First Fridays	849.16	974.08
Flash Events	0.00	366.19
Good Spirits Club	0.00	285.99
Kidical Mass	0.00	395.83
Literary Society	0.00	500.00
Petroleum Club Events	0.00	1,927.74
Strollers	487.28	1,283.45
<b>Total Special Programs</b>	<b>2,613.50</b>	<b>12,201.20</b>
<b>Total Expense</b>	<b>36,267.58</b>	<b>267,707.76</b>
<b>Net Ordinary Income</b>	<b>16,153.84</b>	<b>7,626.16</b>
<b>Other Income/Expense</b>		
Other Income		
Other Grant Income LB BI Pilot	0.00	7,725.00
<b>Total Other Income</b>	<b>0.00</b>	<b>7,725.00</b>
Other Expense		
LB Blvd Clean Up Pilot Program	2,300.00	7,375.55
<b>Total Other Expense</b>	<b>2,300.00</b>	<b>7,375.55</b>
<b>Net Other Income</b>	<b>-2,300.00</b>	<b>349.45</b>
<b>Net Income</b>	<b>13,853.84</b>	<b>7,975.61</b>

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

	Jan 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	64,243.50
BKBIA Oper Acct	24,485.04
Total Checking/Savings	88,728.54
Total Current Assets	88,728.54
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
<b>TOTAL ASSETS</b>	<b>89,167.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	2,028.61
Total Credit Cards	2,028.61
Total Current Liabilities	2,028.61
Total Liabilities	2,028.61
Equity	
Opening Bal Equity	0.15
Retained Earnings	121,303.66
Unrestrict (retained earnings)	-42,141.00
Net Income	7,975.61
Total Equity	87,138.42
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>89,167.03</b>

**Bixby Knolls Business Improvement Association**  
**Executive Director Report: February 2018**

General updates from around the district:

- **4262 Atlantic Avenue** – Met with the landlord to get an update on the property. Former lease holder is now gone and out of the picture. The lease had expired and the landlord has been fielding offers. He has decided to lease the space to George Mitri, owner of Baba Ghanouj, who wants to put in a Mexican-fusion restaurant with soups and salads. This decision still came after an hour-long meeting with me, George, and the landlord (Bernie) discussion the neighborhood's desire for variety and NO more Mexican restaurants. George's apparent compromise is the addition of fresh salads and soups. I will keep the board posted as things develop at the site.
- **3440 Atlantic** – The doctor who owns the property is nearly complete with his total makeover of the property. The interior has been transformed into a modern medical facility for plastic surgery and small procedures. The exterior landscaping is being worked on now by our landscaper and this is one of our RDA projects.
- **West Bistro:** Kelly Bray reported: "I caught up with Steve the owner of West Bistro and his contractor. They have all the appliances delivered and the kitchen is being set up. They are aiming for final inspections in about three weeks. The parking lot has been cut in two places. The section along the building will be an outdoor patio, the section dug up by the lamp post will be handicap parking.  
He has had issues with illegal dumping, and people going on his roof and messing with his cameras. He is also having some issues with the city. I gave him your card and told him to call if he needed help or wanted to keep us up to date. I gave him a CSI card and explained that if there were homeless or other issues he can call both CSI and the police. His current camera system is not internet enables so I suggest he look into an upgrade and gave him Mike Mora's card."  
Kelly will follow up on the plans for the roof and what exactly will be the food options.
- **New Staff:** Now in place working part-time are:
  - **Alyssandra Nighswonger** – Events Coordinator
  - **Katie Phillips** – Admin & Project Manager
  - **Ronnie De Leon** – Clean Team
- **Ambitious Ales** – I attended a family/friends/investors meeting on site a few weeks ago. The owners have a great team involved with them and are moving ahead per their schedule. Demo work is in full progress now. Their tanks have been delivered. I will keep in touch with them about their build-out and a grand opening date in summer.
- **Liberation Brewing:** Brewing beer on site this week and will soon be planning their "neighborhood nights" to introduce themselves to the community. They will also soon be applying for their patio which will connect them to Patricia's so people can order and bring food over to eat.
- **Oil tanks on LB Blvd.**– After sitting there for years with no attention the BKBIA had reached out to the owners (in Texas) to paint the tanks. The owners finally gave the green light to check out design renderings. It appears that the lot is now, or soon will be, in escrow to be purchased. Our Plan B is to work with the new owners to do something special on the lot once it has been cleared and cleaned up.

# **BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES**

**DATE** January 25, 2018  
**TIME** 7:45am  
**PLACE** The Pan Restaurant

**CHAIR** Servando Orozco  
**RECORDER** Blair Cohn  
**ADJOURNED** 8:36 a.m.

## **Present**

Servando Orozco, President  
Michael Mora, Vice President  
Norm Cauntay, Secretary  
Anthony Wingfield, Treasurer  
Anthony Puente  
Bill Larson  
Katherine Galanty  
Jane Ho  
Debbie Peurrung  
Cheryl Jacobs – Community Liaison  
Andrea Testa -- Community Liaison  
Blair Cohn – BKBIA  
Cait Yoshioka -- BKBIA

## **Excused Absences**

Lourdes Valles

## **Unexcused Absences**

## **Guests:**

Jonathan Kraus, 8<sup>th</sup> District Council Office, City of Long Beach  
Eric Romero, City of Long Beach  
Susan Cooper, BKBIA  
David Bright, Office of Assemblymember O'Donnell

## **Call Meeting to Order**

- Servando called the meeting to order at 7:57am.

## **Welcome & Introductions**

- David Bright from O'Donnell's office introduced himself as the new local contact and is making his rounds at board meetings of organizations in the district.

## **Approval of Minutes**

- Approval of Minutes from December 14, 2017. Anthony W. made a motion to approve the minutes. Mike seconded the motion. Motion approved unanimously.

## **Community Participation Report (limited to 3 minutes)**

- 

## **7th District Council Office Report**

- No report given.

## **8th District Council Report**

- Jonathan reported: Black History Month Celebration takes place in Expo Arts Center on February 1-3; Airport issue- council considering increasing penalties for late night flights. There will be 2 community meetings to discuss this; Land Use Element returns to council on March 6 with updated maps.

**Board Meeting January 25, 2018**

**Page 2 of 2**

- Recommendation to make a motion to approve the 2017 BKBIA tax statements as prepared by Onisko & Schultz (all 990 tax forms prepared by the CPA). Tax statements had been review by BKBIA Treasurer Anthony Wingfield and bookkeeper Susan Cooper. Anthony W. made the motion to approve. Bill seconded the motion. Motion passed unanimously.

**Committee Reports:**

- a. Treasurer Report: Susan reported on monthly financials as provided in packet.
- b. Security and Code Enforcement Report – Mike reported – the murder/suicide at Perona, Langer, Beck, Serbin, Mendoza and Harrison; fatality hit & run at 36th and Atlantic Avenue; vehicle fatality at Carson & California. Debbie: Bixby & LB Blvd having near hits with pedestrians and cars. Anthony: 45th & Atlantic is a bad entryway to the shopping center.
- c. Promotion Report – Cheryl reported that Supper Club and Good Spirits will resume in February; great business breakfast last week with the two council members; First Fridays brings Black History Month back to Expo and the annual Mardi Gras parade; Heads up for Annual Meeting on February 15.
- d. Executive Director's Report – No report this month.
- e. Project Manager's Report –Cait reported on the construction being completed in Expo; Member Outreach Committee did not meet in January; Cait will become a contract employee as of February 1; updating job descriptions for the office positions; Annual Meeting is February 15.

**Old Business**

- No old business discussed.

**New Business**

- No new business was discussed.

**Adjournment**

- Mike made a motion to adjourn the meeting at 8:36am. Bill seconded the motion. Meeting was adjourned.

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

Respectfully submitted,  
Norm Cauntay