



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, June 21, 2018, 7:45 a.m. at the Pan Restaurant

### AGENDA

**1. CALL TO ORDER/ROLL CALL**

**Excused Absences:** Katherine Galanty, Lourdes Valles

**2. WELCOME & INTRODUCTIONS**

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**3. APPROVAL OF MINUTES**

- Approval of Minutes May 24, 2018

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

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**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 – Blair
- Executive Director's Report – Blair

**8. OLD BUSINESS**

- No old business to discuss

**9. NEW BUSINESS**

- No new business

**10. ADJOURNMENT**

Bixby Knolls Business  
Improvement Association

4321 Atlantic Avenue  
Long Beach, CA 90807

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info@bixbyknollsinfo.com

www.bixbyknollsinfo.com

4:47 PM  
06/20/18  
Cash Basis

# Bixby Knolls Business Improvement Association

## OPERATING STATEMENT

May 2018

	May 18	Jul '17 - May 18
Ordinary Income/Expense		
Income		
Assessment Income	0.00	194,331.45
Contributions	124.44	10,129.65
Corporate Sponsorship	0.00	28,750.00
Grant Awards	3,000.00	7,500.00
RDA Grant Funds	17,282.43	183,486.64
Reimbursements	800.00	2,000.00
Rental Income	7,048.00	24,188.00
Total Income	28,254.87	450,385.74
Gross Profit	28,254.87	450,385.74
Expense		
Administration	8,897.04	84,051.72
Business Gift	0.00	35.99
EXPO Equipment	0.00	2,724.29
EXPO Repairs and Maintenance	0.00	16.00
Finance Charges	0.00	451.12
On-Going Promotions	-1,032.18	41,024.24
Promotional Event Expenses	0.00	5,624.30
RDA Spec Proj	13,534.38	182,906.89
Salaries/Benefits	5,668.42	88,412.59
Special Programs	0.00	14,858.10
Total Expense	27,067.66	420,105.24
Net Ordinary Income	1,187.21	30,280.50
Other Income/Expense		
Other Income		
Other Grant Income LB BI Pilot	0.00	16,200.55
Total Other Income	0.00	16,200.55
Other Expense		
LB Blvd Clean Up Pilot Program	0.00	19,000.55
Total Other Expense	0.00	19,000.55
Net Other Income	0.00	-2,800.00
Net Income	1,187.21	27,480.50

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# Bixby Knolls Business Improvement Association

## OPERATING STATEMENT

May 2018

	May 18	Jul '17 - May 18
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Assessment Income	0.00	194,331.45
Contributions	124.44	10,129.65
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
Grant Awards	3,000.00	7,500.00
RDA Grant Funds	17,282.43	183,486.64
Reimbursements	800.00	2,000.00
Rental Income	7,048.00	24,188.00
<b>Total Income</b>	28,254.87	450,385.74
<b>Gross Profit</b>	28,254.87	450,385.74
<b>Expense</b>		
<b>Administration</b>		
Accounting		
Tax Return Prep	0.00	2,750.00
Accounting - Other	712.50	2,062.50
<b>Total Accounting</b>	712.50	4,812.50
Bank Charges	0.20	20.20
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	0.00	708.85
EXPO Supplies	0.00	162.29
<b>Insurance</b>		
Commercial Liability	0.00	3,244.00
Directors & Officers	0.00	1,641.00
Insurance - Other	0.00	924.00
<b>Total Insurance</b>	0.00	5,809.00
Janitorial Services	0.00	2,501.00
Licenses and Permits	2,415.28	11,842.58
Office Equipment	746.41	7,471.08
Office Expense	0.00	968.35
Office Maintenance	0.00	225.00
Office Supplies	60.59	1,601.19
Outside Services	3,762.00	23,492.75
Parking Expense	0.00	4.00
Postage	0.00	54.00
Printing	0.00	223.26
Repairs and Maintenance	0.00	153.30
Taxes	0.00	0.00
Telecommunications	258.94	2,759.18
Utilities/Trash	941.12	10,799.84
Utilities/Trash - EXPO	0.00	7,607.41
Administration - Other	0.00	0.00
<b>Total Administration</b>	8,897.04	84,051.72
Business Gift	0.00	35.99
EXPO Equipment	0.00	2,724.29
EXPO Repairs and Maintenance	0.00	16.00
Finance Charges	0.00	451.12
<b>On-Going Promotions</b>		
Advertising & Marketing	1,045.03	22,282.49
Banner Installation/Maintenance	0.00	395.00
Litter & Weed Abatement	0.00	300.00
Median Maint Utilities	-2,372.21	-532.45
Median Maintenance	295.00	3,050.00
Sponsored Light Pole Banners	0.00	15,514.32
Website Update/Maintenance	0.00	14.88

4:47 PM  
06/20/18  
Cash Basis

# Bixby Knolls Business Improvement Association

## OPERATING STATEMENT

May 2018

	May 18	Jul '17 - May 18
Total On-Going Promotions	-1,032.18	41,024.24
Promotional Event Expenses		
Annual Holiday Party	0.00	2,582.73
Annual Meeting	0.00	2,866.57
Promotional Event Expenses - Other	0.00	175.00
Total Promotional Event Expenses	0.00	5,624.30
RDA Spec Proj		
Art Alley Project	0.00	4,800.00
Beach Streets Programming	0.00	2,150.00
Clean + Safe	4,234.95	37,763.81
Clean Team	556.25	5,339.00
Executive Director PR	2,389.18	28,670.16
EXPO Building Improv & Repairs	0.00	2,018.00
Facade/Streetscape Improvements	874.00	13,493.60
First Fridays	1,125.00	38,945.00
Good Spirits	0.00	100.00
Intern Payroll	0.00	7,717.50
Marketing	600.00	5,435.00
Misc Events	100.00	9,989.42
Small Business Saturday	820.00	820.00
Support Staff PR	0.00	16,342.40
Trees & Landscaping	2,835.00	6,170.00
RDA Spec Proj - Other	0.00	3,153.00
Total RDA Spec Proj	13,534.38	182,906.89
Salaries/Benefits		
Executive Director	4,760.60	57,127.20
Payroll Preparation	193.35	2,839.48
Payroll Tax - Employer Contrib	605.66	11,063.66
Project Manager	0.00	15,693.29
Workers Comp Insurance	108.81	1,688.96
Total Salaries/Benefits	5,668.42	88,412.59
Special Programs		
Business Breakfast	0.00	5,566.24
Concerts	0.00	2,571.14
First Fridays	0.00	974.08
Flash Events	0.00	366.19
Good Spirits Club	0.00	717.34
Kidical Mass	0.00	395.83
Literary Society	0.00	1,056.09
Petroleum Club Events	0.00	1,927.74
Strollers	0.00	1,283.45
Total Special Programs	0.00	14,858.10
Total Expense	27,067.66	420,105.24
Net Ordinary Income	1,187.21	30,280.50
Other Income/Expense		
Other Income		
Other Grant Income LB BI Pilot	0.00	16,200.55
Total Other Income	0.00	16,200.55
Other Expense		
LB Blvd Clean Up Pilot Program	0.00	19,000.55
Total Other Expense	0.00	19,000.55
Net Other Income	0.00	-2,800.00
Net Income	1,187.21	27,480.50

## **Bixby Knolls Business Improvement Association**

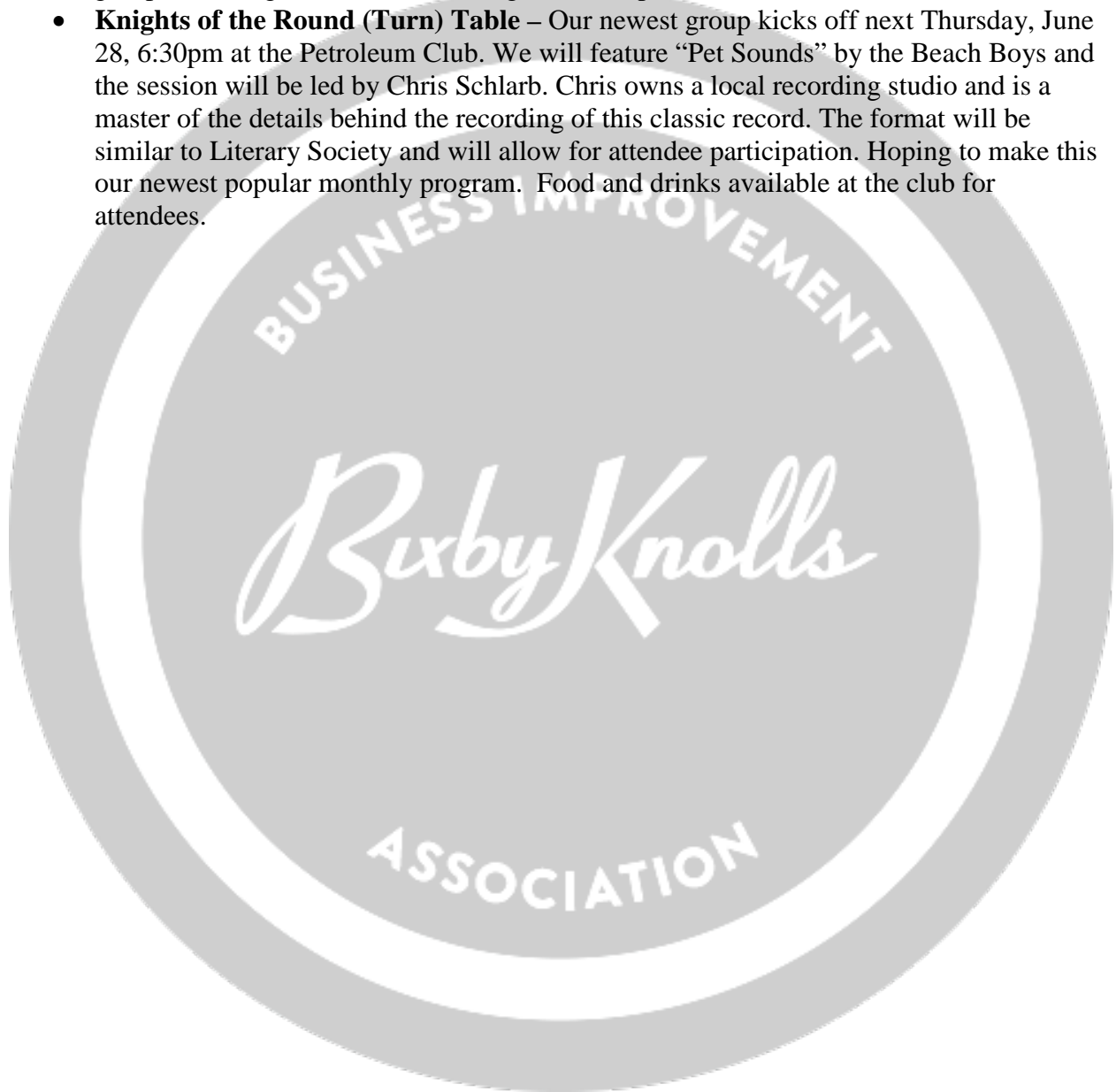
### **Executive Director Report: June 2018**

General updates from around the district (and promotions report):

- **Summer Saturdays:** Our first event on June 9 was considered a success. It looked totally different than a First Fridays. Instead of seeing a ton of people on the sidewalks, the attendees were inside of the businesses. The family-friendly theme of “Mermaids & Sea Dragons” actually helped to get families out to the sites. One fun stat includes 98 kids swimming in the pool with a mermaid at Deep Blue Swim School plus the 143 parents, too. Beer trolley was a hit; Twig & Willow got a bump from people coming in to shop; Dutch’s had people in and out riding the trolley and brewing beer (plus a big after 6pm rush); Lola’s was busy all day; Steelcraft’s pop-ups had a good day and people took advantage of the trolley from there; Willmore had a great morning with its blues brunch. The activities in businesses that had kids’ activities were a draw. The Petroleum Club hosted a silent movie with live score from local musicians. Thought not a great turnout it has more potential and can grow into something special. It was a non-event at the Expo building and art show.
  - **The July 14 Summer Saturdays event will feature a “Classic Car Crawl” and tie into the Historical Society’s new exhibit “Chrome.”** This is all about the car culture of Long Beach. Our contacts from the car show days will help to bring classic cars to different parking lots around the district. We are looking at: George’s 50s Diner, Georgie’s Place, The Merchant, and Bixby Joe’s parking lots so far. The car show component will go from 10am to 2pm and then we will feature our other activities in the afternoon. We will repeat a number of the same activities which is good for people to know what to count on (cheese class, art class, sales and specials, music).
- **Recent Graffiti** – We have a new tagger in the district. This happens around this time each year when school gets out. Someone tagged their way all the way from Carson to Wardlow with a “hangman” symbol. We have seen it at the bus stop on Carson near First Bank and over the weekend the person went down Atlantic Avenue. Kelly Bray spent Monday taking photos, reporting the tags to Go Long Beach, and painting over ones he could do himself. We will keep watching for more of this over the next few weeks. This, on top of the recent racist tagging at 4313 Atlantic, we need to stay on top of this issue.
- **Member Directory** – Thor Carlson continues to work on the directory and put a list together of businesses that most likely do not have licenses. He is coordinating with Business Licensing on any outstanding questions or locations without licenses. We are now waiting on the Signal Tribune to finishing selling the ad space and we will turn over the directory list to format the book. Katie will be designer the cover art.
- **Bixby Knolls Shopping Center** – I met with a representative from Gaska (he’s their general counsel) about complaints from residents about security concerns and safety issues on the property. We are connecting CSI Patrol with Gaska to finally gain access to the property for patrols for aggressive panhandling and other homeless concerns. In addition, the representative is concerned with the RV parking on 45<sup>th</sup> Street. He says that the shopping center ownership cannot do effective tenant tours of the property if the center looks like a trailer park. The 8<sup>th</sup> district council office is currently working on ways to deter this parking issue.
- **BK Task Group** – Norm and I attended the meeting of this ad hoc task group on Monday led by Ron Schuster. The group featured representatives from insurance, developers, broker, property owners (Paul Forman), banker, restaurateur. The agenda

included area vacancies, report on sites under development, openings in the district, promoting the Petroleum Club, the Laserfiche development, and general discussion on all topics.

- **Kidical Mass** – This Sunday is our annual “Necktie Ride” to honor all dads. We used to hold the ride on Father’s Day but changed it a few years ago to not interfere with the holiday.
- **Concert in the Park(ing Lot)** – This Thursday kicks off our summer series with “Janet Klein and her Parlor Boys.” The group features the sounds of the 20s and is a perfect group for Georgie’s Place. Music begins at 6:30pm.
- **Knights of the Round (Turn) Table** – Our newest group kicks off next Thursday, June 28, 6:30pm at the Petroleum Club. We will feature “Pet Sounds” by the Beach Boys and the session will be led by Chris Schlarb. Chris owns a local recording studio and is a master of the details behind the recording of this classic record. The format will be similar to Literary Society and will allow for attendee participation. Hoping to make this our newest popular monthly program. Food and drinks available at the club for attendees.



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

**DATE** May 24, 2018

**TIME** 7:45am

**PLACE** The Pan Restaurant

**CHAIR** Servando Orozco

**RECORDER** Blair Cohn

**ADJOURNED** 9:02 a.m.

## **Present**

Servando Orozco, President

Mike Mora, Vice President

Norm Cauntay, Secretary

Anthony Puente

Bill Larson

Katherine Galanty

Jane Ho

Debbie Peurrung

Jeff Beasley

Cheryl Jacobs – Community Liaison

Mark Hawkins – Community Liaison

Blair Cohn – BKBIA

Katie Phillips -- BKBIA

## **Excused Absences**

Anthony Wingfield

## **Guests:**

- Eric Romero, City of Long Beach, Economic Development Department
- Jonathan Kraus, City of Long Beach, 8<sup>th</sup> District Council Office
- Susan Cooper

## **Call Meeting to Order**

- Servando called the meeting to order at 7:53am.

## **Welcome & Introductions**

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## **Approval of Minutes**

- Approval of Minutes from April 16 & April 26, 2018. Bill made a motion to approve the minutes. Mike seconded the motion. Motion approved unanimously.

## **Public Comment (limited to 3 minutes)**

- Michael Culver – Focus Media Group: Michael presented on an opportunity for the BKBIA to partner with Focus Media group for bus stop/bench advertising. There would be a 15% revenue share with the BKBIA from local businesses advertising. FMG would be responsible for upgrades and maintenance to the stops (including cleaning or any repairs). The board was in favor of this opportunity and directed Blair to sign the agreement.

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

- No report given.

## **8th District Council Report**

- Jonathan reported: Tuesday at city council the liquor license for O Paloma was approved; Deforest Wetlands; Molina Park is in the works; SB1 funds (cash tax) helping to fund the repaving of Del Amo, Atlantic to Orange (next fiscal calendar).

**Recommendation to create the BKBIA 501c3 non-profit organization;** suggested names include Bixby Knolls Foundation, BKBIA Foundation, BK District Foundation.

- General discussion ensued about the non-profit, its mission and focus, and appropriate name. Bill made a motion to name the 501c3 "Bixby Knolls Community Foundation." Mike made a substitute motion for Bixby Knolls District Foundation, there was no second. Anthony Puente seconded the original motion from Bill. Motion passed 7 in favor, 1 opposed. 501c3 name will be Bixby Knolls Community Foundation.

**Recommendation to create a Document Retention and Destruction Policy whereas all BKBIA documents shall be retained for a period of seven years and may be destroyed after seven years.**

- Debbie made a motion to adopt the seven-year policy. Jeff 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 – Mike reported on incidents from LBPd and CSI. Specifically: The BKBIA's cargo bike was stolen and later recovered by LBPd. We have footage on our cameras of the suspects. Katie identified and followed the female suspect and called the police who came and arrested the two suspects. The next day LBPd found a person riding the bike and took it back to the station. Blair identified it and rode it back to BKBIA office. First Fridays organized by the businesses has eliminated the major security issues. This will continue through the summer.
- c. Promotion Report – Cheryl reported on Summer Saturdays planning, Concert in the Park(ing Lot) in June, Good Spirits Club, and the launching of Knights of the Round (Turn)Table in June.
- d. Executive Director's Report – Blair reported on information in the packet including First Fridays, Summer Saturdays, the new Member Directory, and new openings and development in the district.

**Old Business**

- No old business was discussed.

**New Business**

- No new business was discussed.

**Adjournment**

- Mike made a motion to adjourn the meeting at 9:02am. Debbie seconded the motion. Meeting was adjourned.

Next meeting is June 21, 2018, 7:45am at The Pan.

Respectfully submitted,  
Blair Cohn



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

	May 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	78,291.16
BKBIA Oper Acct	26,913.66
Total Checking/Savings	105,204.82
Total Current Assets	105,204.82
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>105,643.31</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	-1,000.00
Total Credit Cards	-1,000.00
Total Current Liabilities	-1,000.00
Total Liabilities	-1,000.00
Equity	
Opening Bal Equity	0.15
Retained Earnings	121,303.66
Unrestrict (retained earnings)	-42,141.00
Net Income	27,480.50
Total Equity	106,643.31
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>105,643.31</b>