

Bixby Knolls Business Improvement Association **Executive Director Report: March 24, 2016**

- **New Event:** We have spent the last few weeks focusing on the opening of Lola's Mexican Cuisine as well as anticipating The Pan restaurant's opening. With all the hype for the new eateries it is important that we remind ourselves to keep the message strong about shopping our retail and using our professional services, too. We had a good retail push for the November (national) Small Business Saturday following Black Friday. We would like to introduce this concept again six months later as another district-wide and neighborhood-wide promotion and celebration. The next **Bixby Knolls Small Business Saturday** is now tentatively set for **Saturday, May 21**. By this time, the tenants of "The Knolls" shopping center will be open, new restaurants including Steelcraft will be open, and we will host this "get out and shop, dine, and use services day." We will promote the event in all the local publications and through all of our social media. It's a reminder to the neighborhood of the importance of "continuing" to support its local businesses as well as an excuse to celebrate all the good things happening and instilling more neighborhood pride. We will share more details next month as we develop our plan more fully.
- **New things:** **Lola's Mexican Cuisine** is now open and has been packed since they opened their doors; **The Pan** will be open on Friday, March 25 at 9am; **Steelcraft** containers will be dropped on site April 5. The vendors will be up and running approximately 6 weeks after that; **Pet Food Express** had its grand opening two weeks ago with large crowds and set a personal record with the amount of animal adoptions that weekend; **Trader Joe's** is looking to be open by April 15 and some of the other tenants (**Crunch Fitness**) will open prior to that. **Chipotle** and **Jersey Mike's** are being built-out right now other tenants
- Abrams Clark space is available and the broker is actively looking for a new tenant to take over 5,000 square feet. (The vape store will expand into 2,000 more square feet from Abrams Clark space).
- The property owner of the former Factory space may have chosen the next tenant. We are waiting for confirmation on whether or not a lease agreement has been entered into and will report back to the board asap.
- **Upcoming events:**
 - April 1 First Fridays Long Beach County Fair
 - April 4 Supper Club at Johnny Reb's
 - April 6 COBA – downtown with Mayor Garcia
 - April 13 Literary Society
 - April 17 Kidical Mass
 - April 20 Bixby Business Breakfast
 - April 21 Board Strategic Planning Session
 - April 28 Board Meeting



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, March 24, 2016, 7:45 a.m. at Breakfast Club

AGENDA

1. CALL TO ORDER/ROLL CALL

Excused Absences:

2. WELCOME & INTRODUCTIONS

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3. APPROVAL OF MINUTES

- Approval of Minutes from February 25, 2015

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

- BKBIA Strategic Planning Session – April 21

8. NEW BUSINESS

- Parking issues
- New Event: Bixby Knolls Small Business Saturday – May 21

9. REPORTS:

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

10. ADJOURNMENT

Bixby Knolls Business Improvement Association
STATEMENT OF FINANCIAL POSITION
As of February 29, 2016

	Feb 29, 16
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	28,251.47
BKBIA Oper Acct	534.31
Total Checking/Savings	28,785.78
Total Current Assets	28,785.78
Fixed Assets	
Holiday Decorations	
Holiday Decorations- Acc Deprec	-46,427.00
Holiday Decorations - Other	52,013.49
Total Holiday Decorations	5,586.49
Total Fixed Assets	5,586.49
TOTAL ASSETS	34,372.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	2,089.41
Total Credit Cards	2,089.41
Total Current Liabilities	2,089.41
Total Liabilities	2,089.41
Equity	
Opening Bal Equity	0.15
Retained Earnings	126,339.66
Unrestrict (retained earnings)	-65,175.92
Net Income	-28,881.03
Total Equity	32,282.86
TOTAL LIABILITIES & EQUITY	34,372.27

Bixby Knolls Business Improvement Association
OPERATING STATEMENT
February 2016

	Feb 16	Oct 15 - Feb 16	Feb 15	Oct 15 - Feb 15
Ordinary Income/Expense				
Income				
Assessment Income	0.00	53,139.76	40,388.13	80,551.19
Contribution	1,052.00	5,576.99	2,011.09	6,564.91
RDA Grant Funds	36,206.19	86,565.87	35,690.00	112,747.83
Rental Income	2,120.00	5,640.00		
Total Income	<u>39,378.19</u>	<u>150,922.62</u>	<u>78,089.22</u>	<u>199,863.93</u>
Expense				
Administration	3,402.66	19,902.61	4,278.50	20,298.19
Building Supplies	123.87	333.38		
EXPO Repairs and Maintenance		650.00	0.00	1,200.00
On-Going Promotions	3,962.77	16,765.16	5,471.03	8,964.03
RDA Spec Proj	15,908.06	91,901.42	22,944.58	85,135.64
Salaries/Benefits	7,644.97	42,687.99	7,061.15	37,846.00
Special Programs	442.23	7,563.09	496.15	6,996.37
Total Expense	<u>31,484.56</u>	<u>179,803.65</u>	<u>40,251.41</u>	<u>160,440.23</u>
Net Ordinary Income	<u>7,893.63</u>	<u>-28,881.03</u>	<u>37,837.81</u>	<u>39,423.70</u>
Net Income	<u><u>7,893.63</u></u>	<u><u>-28,881.03</u></u>	<u><u>37,837.81</u></u>	<u><u>39,423.70</u></u>

BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

DATE February 25, 2016
TIME 7:45am
PLACE Breakfast Club of Long Beach

CHAIR Servando Orozco
RECORDER Blair Cohn
ADJOURNED 9:46 a.m.

Present

Mike Mora, Vice President
Norm Cauntay, Secretary
Anthony Wingfield, Treasurer
Anthony Puente
Jane Ho
Bill Larson
Lourdes Valles
Cheryl Jacobs
Mark Hawkins

Excused Absences

Servando Orozco, Katherine Galanty

Unexcused Absences

Guests:

Jonathan Kraus, 8th District Council Office, City of Long Beach
Jessica Chetsawang, 7th District Council Office, City of Long Beach
Fire Chief Duree, City of Long Beach
Police Chief Luna, City of Long Beach
Assistant City Manager Tom Modica, City of Long Beach
Cait Yoshioka, BKBIA
Susan Cooper, BKBIA
Berenice Dena, About U Boutique

Call Meeting to Order

- At 7:59am Mike Mora called the meeting to order.

Welcome & Introductions

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Approval of Minutes

- Approval of Minutes from January 28, 2016. Anthony made a motion to approve. Lourdes seconded the motion. Motion approved unanimously.

Community Participation Report (limited to 3 minutes)

- April Barnes, Executive Director, Long Beach CaLL (Career Linked Learning) – April discussed her organization and its functions. Student employment is the lowest in history since WWII. CaLL helps students get ready for the workplace and helps to place students in local businesses.

7th District Council Office Report

- Jessica reported: Great BKBIA State of the District event; Councilman Uranga attended the grand opening for Share and Do Good; the 2 roundabouts on Pacific will be done by April; traffic light at Wardlow and Pacific will be done by July; city is installing new LED lights city-wide; April 23 will be the Bixby Knolls Earth Day event

8th District Council Report

- Jonathan reported: Aldi Market received its CUP and work will begin soon on the building; post office will be open by late spring; California Plaza façade is done and the parking lot is next to be repaved; LB Airport has 9 new slots to assign, 4 to Southwest, 3 to Jet Blue and 2 to Delta; Rancho Los Cerritos Director Ellen Calomiris is retiring; Welcome Tasha Hunter as the new Director of the Uptown PBID

Old Business:

- Annual Meeting Review – general discussion ensued

New Business

- Proposed city tax increase – Chiefs Duree & Luna and Tom Modica led the discussion: Presentation was made from each department regarding the need for additional police officers, firefighters, and revenue for infrastructure. There would be an increase to sales tax which would sunset after 10 years. The city is taking this issue to the ballot on June 7. Mayor Garcia is leading the charge with the endorsements of Mayors O'Neill and Foster. Questions raised: How will this affect small businesses especially after the minimum wage was just increased.
- BKBIA Strategic Planning Session – Board members were reminded to save the date of April 21st for a morning session led by John Glaza. This session will help set priorities for the BKBIA over the next five years.

Reports:

- **Treasurer's Report:** Susan discussed the monthly report and status of cash on hand.
- **Executive Director's Report** – Blair provided information on the proposed new sales tax increase.

Committee Reports

- **Security & Code Enforcement:** Mike reported that Chase Bank had been robbed by 2 suspects that handed a note to the teller around 4pm, mid-week. FBI was working on the case; Bella Pizza had break in and there was an attempt to steal the (empty) safe; Arco was robbed for beer; a purse was stolen from someone at Coffee Bean; at BK Car Wash an employee stole another employee's purse; 2 Jordan H.S. students attempted a home burglary at Del Mar & Terry Lynn.
- **Promotion Report:** Cheryl reported on Annual Meeting, Good Spirits Club, Kidical Mass, First Fridays Mardi Gras, and Women's History Month promotions.

Adjournment

- Norm made a motion to adjourn the meeting at 9:46am. Anthony Puente seconded the motion. Meeting was adjourned.
- Next meeting is March 24, 2016, at 7:45 a.m., The Breakfast Club

Respectfully submitted,
Norm Cauntay