

Downtown Manhattan Beach BID Advisory Board Meeting

Wednesday, May 25, 2022 – 2pm
Zislis Group Conference Room
321 12th Street, Suite 200

AGENDA

1. Review: Achievement vs Activity Plan 2021-2022
2. Budget to Actuals Fiscal Year July 2021- YTD 2022
3. DBPA Profit & Loss YTD Comparisons 7/1/21-5/25/22 vs 7/1/20 – 5/25/21
4. Strategies & Goals for 2022-2023
 - a. Board of Directors
 - i. Election process & considerations
 - ii. Potential candidates
 - iii. Ongoing roles of BID Board
 - iv. Vacant PPIC position for Business Owner
 - b. Downtown Manhattan Beach Beautification
 - i. Partner with City MB Public Works to ensure continued maintenance, signage, landscaping and cleaning objectives are met
 - ii. Propose improvements based on Public Works' 2022-23 budget items for Downtown MB (lighting, services, repairs, etc.)
 - iii. Replace current shopping directories
 - c. Downtown Manhattan Beach Parking/Transportation Strategies
 - i. Analyze funding and service options to create a proposal for Circuit, coordinating with Chamber, North Manhattan Beach and Manhattan Village
 - ii. Explore off-site employee parking solutions for City & Downtown business employees to allow for revenue-generating parking for customers
 - iii. Summer parking meter strategy for Manhattan Avenue
 - iv. Partner with City MB to implement bike valet for summer weekends 2023

- d. Downtown Future Plan
 - i. Promote City hiring consultant to manage design process
 - ii. What happens when the State Emergency Order ends
 - iii. Membership vote
 - iv. Downtown business, landlord and resident engagement
- e. Business License Tax Calculation Revision
 - i. Work with Chamber of Commerce to explore revision to better support small businesses, ensuring the changes are revenue neutral or positive for City MB
 - ii. Investigate attorney to assist with this process
- f. City Planning & Code Amendments
 - i. Sidewalk signage and shopping racks
 - ii. Benches or seating on sidewalks
 - iii. Increased total restaurant capacity based on indoor + outdoor dining
 - iv. Creating streamlined, business-friendly planning/building process
 - 1. Streamlining process
 - 2. Timelines
 - 3. Number of revisions – clearer expectations
 - 4. Beer & wine permits included in CUP
 - 5. What can/cannot be included in CUPs
 - 6. Making “common sense” exceptions
- 5. Proposed DBPA Budget 2022-2023 – to be circulated & approved via email

THE RELATIONSHIP BETWEEN THE BID & THE DBPA

The Downtown Business Improvement District (BID) collects an 80% surcharge on all business license fees collected in the Downtown area for the purpose of marketing and promotion. (Property owners excluded.)

The BID contracts annually with the Downtown Business & Professional Association (DBPA) to provide such services.

The DBPA is a non-profit corporation founded in 1985 whose purpose is to use the BID funds, in conjunction with other revenue, to create a unified voice, a prosperous business environment and to enhance the unique character of Downtown Manhattan Beach. This is achieved through promotions and special events, advertising and marketing, parking and transportation, community programs, and professional management and communications.

Business Improvement District
DOWNTOWN MANHATTAN BEACH
BID BOARD ROSTER
2021-2022*

Michael Zislis – President - Restaurant

Ron Koch - Past President

John Altamura – Real Estate

Ric Arrigoni – Hair Salon

Kevin Barry - Restaurant

Linda McLoughlin Figel - Retail

Maureen McBride - Retail

Greg Newman - Restaurant

Matt Smith – Medical/Dental

Chandra Shaw – Personal Services/Spa

*2022-2023 BID Board Nominee – David Slay - Restaurant

Downtown Manhattan Beach Business & Professional Association

BOARD OF DIRECTORS

2022-2023

EXECUTIVE COMMITTEE

PRESIDENT	Lori Ford - Owner, Gum Tree
VICE PRESIDENT	Molly Hobin - Owner, The Hobin Group Real Estate
TREASURER	Linda McLoughlin Figel – {pages} a bookstore
SECRETARY	Greg Cicchino – Yoga Loft
PAST PRESIDENT	Mike Simms – Simmzy's, Fishing with Dynamite, MB Post, The Arthur J

DIRECTORS

Michael Zislis	Shade Hotel, The Strand House, Rock'n Fish, Brewco
Chandra Shaw	Owner, Trilogy Spa
Kris D'Errico	Owner, Bella Beach Kids
Sylvie Gabriel	Owner, Love & Salt
Maureen McBride	Owner, Tabula Rasa Essentials
Kristin Coia	Owner, Go Gently Nation
Kelly Oelschlager	General Manager, Culture Brewing
Paula Gruttadauria	Director Retail Marketing, Skechers
Grace Adams	Executive Director Roundhouse Aquarium
Kevin Barry	Partner, MB Post

Bolded names also serve on the BID Board of Directors

**DOWNTOWN MANHATTAN BEACH
BUSINESS IMPROVEMENT DISTRICT**

Business Improvement & Activity Plan
May 2022

*Prepared by the **Downtown Manhattan Beach Business & Professional Association**
pursuant to the State of California
And the Parking and Business Improvement Area Law of 1989
to maintain the Business Improvement District for
Downtown Manhattan Beach, California.*

DOWNTOWN MANHATTAN BEACH BUSINESS IMPROVEMENT DISTRICT INFORMATION AT-A-GLANCE

This Business Improvement District has been in existence since April of 1969 under the authority of the “Parking and Business Improvement Area Law of 1965”. This law was restrictive with respect to the use of funds. In 1989 the State Legislature adopted Senate Bill 1424, “Parking and Business Improvement Area Law of 1989”. In 1998 a group of concerned merchants and a growing coalition of downtown stakeholders, developed the proposal to establish a new Downtown Manhattan Beach Business Improvement District (BID) under the new legislation. In October 1998, that legislation was approved and adopted as City Ordinance No. 1989. In January 1999, the BID contracted with the Downtown Manhattan Beach Business & Professional Association (DBPA), a 501 (c) 6 not-for-profit corporation established in 1985, to provide specific benefits to the members of the BID.

Location: The Existing Business District of Downtown Manhattan Beach.

Stakeholders: Downtown Businesses - All business license holders in the Downtown area except commercial property owners.

***Improvements
And Activities:***

- A. Parking, Transportation & Community Programs
- B. Marketing & Advertising
- C. Promotions & Special Events
- D. Professional Management & Communications

Method of

Financing: Benefit-based assessments on City Business License Tax.

Assessment: Based on the existing assessment. An 80% surcharge on the City Business License Tax not to exceed \$600.

***Collection of
Assessment:***

The fees are collected in March/April of each year and disbursed through contract, to the Downtown Manhattan Beach Business & Professional Association (DBPA).

Governance:

Advisory Board: Annual recommendations on Downtown Manhattan Beach Business Improvement District (BID) budgets and assessments will be submitted to the Manhattan Beach City Council by a seven–nine (7-9) member Advisory Board composed of business owners located within the boundaries of the BID. The Advisory Board will also monitor the delivery of improvements and activities, which will be the day-to-day responsibility of the Downtown Manhattan Beach Business and Professional Association (DBPA).

Business owners that are assessed within the BID, and, per State law, appointed by the Manhattan Beach City Council can nominate members of the Advisory Board.

Representation should consist of businesses on Manhattan Beach Boulevard, Manhattan Avenue and Highland Avenue. It should also contain a mix of retail, service and restaurants.

It is anticipated that the Advisory Board will meet at least once annually.

**Downtown
Association:**

The BID will contract with the DBPA to carry out improvements and activities described in the Plan, as well as the day-to-day operations. In delivering BID improvements and activities, the DBPA will aim to meet the following objectives:

- Maximize coordination with the City and other civic organizations to leverage resources;
- Deliver programs through a cost-effective and non-bureaucratic organization that features one executive director that works for all Downtown Manhattan Beach stakeholders;
- Provide for accountability to business owners who pay assessments.

***Maintaining the
District:***

The City Council can maintain the district by adopting a Resolution of Intention. A public hearing shall be held not less than 20 or more than 30 days after the adoption of the Resolution of Intention. If there is not written protest from owners representing over 50% of the assessments to be paid, the BID assessment will continue.

***Benefits
Of the District:***

The BID costs no more than the prior assessment and allows the district's funds to be self-governed and to go beyond parking issues.

The BID allows for integrated marketing efforts such as cooperative promotions, advertising and publishing downtown directories and calendars of events.

The DBPA provides key promotional and organizational support through a variety of functions that directly benefit its ratepayers as well as the City. Such as:

- Creating a public/private partnership to manage the Downtown environment to ensure high standards for signage, security, maintenance, parking and marketing;
- Increasing sales and revenues throughout the district as well as tax and parking revenue to the City;
- Advocating Downtown interests and for the City at large;
- Establishing and implementing a Downtown vision, an image of a thriving city center that reflects the good health and economic vitality of the entire city, making the city an attractive venue for businesses;
- Assisting the City in policy making, administration and implementation of City programs;
- Streamlining communications and saving time and energy, by providing the City with a single, unified Downtown entity.

DOWNTOWN MANHATTAN BEACH
BID Advisory Board Annual Meeting Minutes
Wednesday, May 25, 2022
Zislis Group Conference Room
321 12th Street, Suite 200

Attendance 2021-2022 Board Members

Present:

Michael Zislis, Zislis Group
John Altamura, Altamura Real Estate Group
Ric Arrigoni, Hush Salon
Kevin Barry, Investor MB Post
Ron Koch, Owner SK Polymers
Linda McLoughlin Figel, {pages: a bookstore}
Maureen McBride, Tabula Rasa Essentials
Chandra Shaw, Trilogy Spa
Matt Smith, Summer Orthodontics
Mike Simms, Simms Group (current DBPA President)
Jill Lamkin, DBPA Executive Director
*Greg Newman could not attend

Jill gave a brief introduction and Michael Zislis called the meeting to order at 2:10pm. The agenda was reviewed and no amendments were requested. Motion to approve agenda made by Kevin Barry; seconded by Chandra Shaw and unanimously approved.

Reviewed Strategies & Goals for 2022-2023

Proposed DBPA Budget for 2022-2023 was circulated and approved via email on July. 6th (after end of fiscal year and installation of new DBPA Treasurer on 7/1/22). On July 6, 2022, Mike Zislis made a motion via email to approve the budget. The vote was unanimously approved on July 7, 2022.

General Notes

Michael Zislis made a motion to contract with the DBPA to carry out the day-to-day improvements and activities described in the Plan and distribute the funds in a way that represents the entire Downtown Manhattan Beach BID. Kevin Barry seconded the motion; the motion carried unanimously. Michael Zislis nominated David Slay to join the BID Board of Directors; Linda McLoughlin Figel seconded the motion. Nomination was unanimously approved. Michael Zislis will contact David Slay to confirm his seat. Stephen D'Amico was discussed as nominee for PPIC; as no others have volunteered, BID Board is pleased to have a Downtown business owner representing on the Commission.

A new proposed budget for 2022-2023 is submitted. A Resolution of Intent, when provided to the BID, will be endorsed and sent to the City of Manhattan Beach and brought before the City Council for review.

Respectfully submitted by:

Jill Lamkin
Executive Director
Downtown Manhattan Beach Business & Professionals Association

REVIEW: ACHIEVEMENT vs. ACTIVITY PLAN 2021-2022

A. Propose and Potentially Implement Permanent Outdoor Dining

Goal: Continue process to partner with Manhattan Beach residents and the City to pursue permanent outdoor dining.

Achievement: Participated in regular meetings with City Staff to further this effort. Permanent outdoor dining was placed on the City's recent statistically valid survey, garnering high levels of support from residents. Outdoor dining was extended to coincide with the State of California's emergency order. Council removed capacity restrictions through the summer while research is done related to City code, ordinance and CUP changes that might be necessary. Community Development has proposed hiring a consultant to manage the community's collaborative engagement and design process. Ongoing effort.

B. Beautification Objectives

Goal: Develop solid relationship with new Director of Public Works to identify and collaborate on new projects, areas of service/maintenance improvements and assist in coordination of major City projects to minimize disruption to Downtown businesses.

Achievement: Monthly meetings have been established with Public Works to coordinate and communicate details about major work projects. Examples include Lot 3 refurbishments, slurry seal, landscape improvements, Metlox vehicle counter technology. Trash and street sweeping service levels have greatly improved due to communication between DBPA and Public Works and bike rack installations. Ongoing effort.

C. Parking/Transportation Strategies

Goal: Continue to pursue on-demand electric transportation services through Downtowner.

Achievement: An alternative vendor was identified that can likely better meet our needs. Circuit is already operating in multiple similar beach communities in Southern California. Working to identify grant sourcing to fund a trial period which would allow us to test multiple funding opportunities that would make the service sustainable for the long term. Looking to partner with other commercial stakeholders for planning and implementation. Ongoing effort.

Goal: Create additional bike solutions.

Achievement: Worked with Councilmember Franklin, Traffic Engineer Zandvliet and Public Works Director Lee to determine locations for and installed 30+ new bike racks throughout Downtown. Completed plan with Public Works & Parks & Rec for summer bike valet pilot; BID Board to discuss pricing. Ongoing effort.

Goal: Create Marketing Plan to Focus on Retail and Service Businesses

Achievement: Created first ever Holiday Gift Guide, continued the effort for additional holidays. Updated Downtown directories to include QR code. Updated website to include walking directions to every business. Produced marketing postcards with QR code linked to our directory for businesses to keep on hand. Distributed postcards to local hotels and all hotels on Century City Boulevard. Greatly increased social media marketing spend around Super Bowl to promote Downtown MB. Research in progress to replace current directories with new models in a smaller footprint. Piloted Holiday Passport cards to promote purchasing at businesses. Ongoing effort.

BID ACTIVITY PLAN 2022-2023

A. Board of Directors

- a. Determine nominees to suggest to Council for appointment at BID Public Hearing
- b. Discuss potential candidates for PPIC position for Business Owner

B. Downtown Manhattan Beach Beautification

- a. Partner with City MB Public Works to ensure continued maintenance, signage, landscaping and cleaning objectives are met
- b. Propose improvements based on Public Works' 2022-23 budget items for Downtown MB (lighting, services, repairs, etc.)
- c. Replace current shopping directories

C. Parking and Transportation Strategies

- a. Analyze funding and service options to create a proposal for Circuit, coordinating with the Chamber of Commerce, North Manhattan Beach BID and Manhattan Village.
- b. Explore off-site parking solutions for City and Downtown MB business employees to allow for revenue generating parking for customers and visitors.
- c. Summer parking meter strategy for Manhattan Avenue
- d. Partner with City MB to implement bike valet pilot for a portion of summer. 2022 and potentially 2023.

D. Downtown Future Plan

- a. Promote the City hiring a consultant to manage design process
- b. What happens when State Emergency Order ends
- c. Membership vote
- d. Assist with Downtown business, landlord and resident engagement

E. Business License Tax Calculation Revision

- a. Work with Chamber of Commerce to explore revision to better support small businesses, ensuring the changes are revenue neutral or positive for City MB
- b. Investigate attorney to assist with this process

F. City Planning & Code Amendments

- a. Sidewalk signage and clothing racks
- b. Benches or seating on sidewalks
- c. Increased total restaurant capacity based on indoor + outdoor dining
- d. Creating streamlined, business-friendly planning/building process
 - i. Streamlining process
 - ii. Timeline
 - iii. Number of revisions/clearer expectations
 - iv. Beer & wine permits included in CUPs
 - v. What can/cannot be included in CUPs
 - vi. Making “common sense” exceptions

G. Marketing & Advertising - Ongoing

Goal: The DBPA is directed to continue with marketing programs that benefits all businesses in the BID, including:

- Create and distribute materials in print, social media, posters, banners
- Visitor and destination guides; hotels, social media travel
- Maintain the website and email database to ensure promotion and ease of use for public and businesses.
- Maintain social media presence and increase number of social media followers, as of 7/19/20: Instagram – 18.7K; Twitter – 2,986; Facebook – 8,524
- Work in tandem with the Chamber of Commerce for marketing and visitor communications, particularly their Destination Guide

H. Promotions & Special Events - Ongoing

Goal: The DBPA is directed to successfully promote and execute any Special Events that would make sense and work to ensure the events support our businesses.

Goal:

- Sponsor (3) annual “Sidewalk Sales” to promote Downtown merchants
- Operate Sunset Beach Party at the AVP/MB Open with a portion of proceeds being donated to the Roundhouse Aquarium educational programs
- Conduct weekly Farmers Market including DBPA business promotion booths
- Host the “Holiday Open House together with the Pier Lighting to kick-off the holiday shopping season
- Continue to work with the ‘Beach Events’ such as 6-Man/International Surf Festival, Catalina Classic & Manhattan Open to ensure the downtown benefits from the events and that communications regarding street and parking impacts are effectively communicated to businesses.
- Co-Sponsor MBPD K-9 Car show in September

I. Professional Management & Communications - Ongoing

Goal: The DBPA is directed to continue to meet with and provide regular, professional and effective communications with the MB Residents' Association, various City employees, Department Directors, MBPD/MBFD, City Council, DBPA membership and the BID Board.

Goal: The DBPA is directed to continue to provide affordable resources to businesses within the BID to assist with government mandated training or HR related issues through private vendors or coordination with the Chamber of Commerce, as well keep members apprised of important issues affecting their businesses.

Goal: The DBPA is directed to maintain professional management to ensure this cohesive Business Improvement and Activity Plan is implemented, that new businesses in the District are welcomed and their participation is invited to ensure an economically thriving Downtown and that the BID Board is aware of larger concerns and opportunities such as parking and revenue streams.

ACTIVITY PLAN BUDGET

I. INCOME

2022-2023 Operating Budget

\$300,332 total income has been budgeted.

This fiscal year's operating budget breakdown of income for the Downtown Manhattan Beach BID is outlined below.

BID Contribution

\$90,000 has been budgeted.

The assessment methodology is a surcharge on the City of Manhattan Beach Business License Tax. Calculation of individual assessments for one year is determined by one factor; an 80% surcharge on the business license tax, not to exceed \$600.00.

DBPA Event Income

\$5,000 projected income for the Holiday Open House/Pier Lighting

HOH income is a suggested \$100 contribution from each business and is allocated towards entertainment and activities that evening as well as Small Business Saturday and December Advertising.

Farmers Market Sales

\$205,200 projected income in total sales (food, merchandise and sales from additional vendors, Carrot Coins).

II. FISCAL YEAR CAPITAL PLANS

Net income for 2021-2022 was \$42,337 contributing to total equity of \$262,287, of which approximately the following \$79,075 is allocated:

- \$37,075 in BID reserves
- \$30,000 is allocated towards Lighting & Beautification
- \$12,000 is allocated toward redesign of Downtown directories

III. EXPENSES

2022-2023 Operating Budget

\$328,606 is the Activity Plan budget

- **Professional Management & Administration (Rent, Supplies, Insurance, Payroll, Accounting, Permits, Utilities, etc.):**
\$107,229 is provided which accounts for 33% of the budget
- **Farmers Market Operations:**
\$94,030 is projected, comprising approximately 29% of the budget
- **Marketing, Advertising:**
\$80,670 is projected, comprising 25% of the budget, which includes \$12,000 to design new Directories to align with the revised Wayfinding style guidelines for the City of MB
- **Lighting/Beautification/Landscape**
\$30,000 is projected, comprising 9% of the budget
- **Special Events:**
\$16,677 is projected, comprising 5% of the budget (does not include advertising or marketing associated with events)
- **Budgeted Deficit:**
\$-28,33274 is budgeted due to intended capital expenditures. This can be offset by changing expenditures or drawing from retained earnings.