



CITY OF NEWPORT BEACH CORONA DEL MAR BUSINESS IMPROVEMENT DISTRICT BOARD AGENDA

100 Civic Center Drive, Corona del Mar Conference Room, Bay 1E

Thursday, January 26, 2017 - 7:30 AM

Corona del Mar Business Improvement District Board Members:

Bernie Svalstad, Chair
Scott Laidlaw, Vice Chair
Keith Dawson, Treasurer
Edward Hanley, Director
Hamid Kianipur, Director
Scott LaFleur, Director
Shawn Lim, Director
Jim Walker, Director
Vacant, Director

Staff Members:

Mary Locey, Management Analyst

The Corona del Mar Business Improvement District meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Corona del Mar Business Improvement District agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Business Improvement District and items not on the agenda but are within the subject matter jurisdiction of the Corona del Mar Business Improvement District. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The City of Newport Beach's goal is to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact Mary Locey, Management Analyst, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3031 or mlocey@newportbeachca.gov.

NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the City Manager's Office 24 hours prior to the scheduled meeting.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Corona del Mar Business Improvement District (CdM BID). Speakers must limit comments to three minutes. Before speaking, we invite, but do not require, you to state your name for the record. The CdM BID has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

IV. CURRENT BUSINESS

A. Approval of Minutes

Summary: Board to review the draft meeting minutes from previous meeting(s).

Recommended Action: Board to approve the meeting minutes.

[Attachment - CdM BID Draft Minutes from the December 1, 2016 Meeting](#)

B. City Council Report(s)

Summary: Oral report(s) from present City Council member(s).

Recommended Action: None

C. Capital Improvements/Vision Planning for Fiscal Year (FY) 2017-18

Summary: Board to review the Vision Plan Sub-committee's proposed projects and goals for FY 2017-18.

Recommended Action: Board to approve the FY 2017-18 projects and goals.

D. Newspaper Rack Project

Summary: Provide an update on the project.

Recommended Action: None

E. Flower Street Sign Project

Summary: Provide an update on the project.

Recommended Action: None

F. Landscaping/Tree Wells

Summary: Board to review a proposal for non-contract tree well maintenance.

Recommended Action: Board to approve the proposal and allocate funding for the non-contract work.

[Attachment - Pinnacle Proposal](#)

G. Dolphin Topiary Program

Summary: Board to review the dolphin decoration program and consider budgeting for new decorations.

Recommended Action: Board to approve a budget allocation for new decorations for the dolphin decoration program.

H. Financial Reports and Budget Review

Summary:

a) Board to review the BID's current financial reports.

b) Update on the FY 2016-17 assessment billing.

c) Update on the past due accounts and collection discussions within the City.

Recommended Action:

a) Board to review and file the current financial reports.

b-c) None

[Attachment - CdM BID Financial Reports for December 2016](#)

I. Annual Town Meeting

Summary: Board to consider the date of Wednesday, April 19 for co-hosting the Annual Town Meeting.

Recommended Action: Board to approve Wednesday, April 19 for co-hosting the Annual Town Meeting.

J. Marketing and Administration Report

Summary:

- a) Explore CdM Campaign Updates
 - 1) Streetlight Banner Installation
 - 2) Sidewalk Sales/Business Block Parties
 - 3) Newspaper Ads
 - 4) Direct Mail
 - 5) Merchant Meetings
- b) Website Project Update

Recommended Action: None

K. Corona del Mar Chamber of Commerce Report

Summary:

- a) Board to consider a budget allocation of \$600 to co-sponsor a table with the Corona del Mar Chamber of Commerce for the February 10 Mayor's Dinner.
- b) Chamber and community updates.

Recommended Action:

- a) Board to approve an allocation of \$600 for co-sponsoring a table with the Corona del Mar Chamber of Commerce for the February 10 Mayor's Dinner.
- b) None

V. BOARD/COMMITTEE/COMMISSION ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

VI. ADJOURNMENT

Next regular meeting is scheduled for February 23, 2017

**Corona del Mar Business Improvement District
Board Meeting Minutes – December 1, 2016**

City of Newport Beach Civic Center
Corona del Mar Conference Room, 1st Floor, Bay E, 100 Civic Center Drive, Newport Beach, CA

I. Call to Order

Chairman Svalstad called the meeting to order at 7:35 a.m.

II. Roll Call

Chairman Svalstad asked everyone in the room to introduce themselves.

Board Members Present: Chairman Svalstad, Director Dawson, Director Kianapur, Director Hanley, Director Laidlaw, Director Lim

BID Consultant: Linda Leonhard, BID Marketing and Administrative Services Consultant (Corona del Mar Chamber of Commerce).

City Representatives: Council Member Scott Peotter and Council Member Ed Selich

Guests: Jim Mosher, Bryce Mott CDMRA

III. Public Comments on Agenda Items

None

IV. CURRENT BUSINESS

A. Approval of Minutes

MOTION: Director Dawson made a motion to amend the adjournment time noted on the minutes to 8:50 a.m. and to approve the minutes as modified. Director Hanley seconded the motion and the motion carried by the following vote.

Approved: Svalstad, Dawson, Kianapur, Hanley, Laidlaw, Lim

B. City Council Report(s)

Council Member Selich reported that the Museum House project was approved by the City Council, but a referendum is pending. Council Member Selich feels that the sidewalk projects in CdM should be rethought. He proposed a redesign that would cut the concrete the width of the tree wells from the tree wells to the back of the buildings and fill with brick or some other theme throughout the Village, similar to main street in Seal Beach. It is attractive and less expensive. Discussions continue between the City and Caltrans regarding the responsibility of the stretch of Mariners Mile and the bridge. Council Member Selich announced that this was his last meeting.

C. Capital Improvements/Vision Planning for FY 2017-18

The Vision Plan Sub-committee will be scheduling a meeting to work on projects for FY 17-18. Ideas for the subcommittee were discussed such as a monument sign on the south end of the Business District and the sidewalk/tree well idea to make a connection to the south end, which has been somewhat neglected. Work on the parking ordinance was discussed with input from Council Member Selich on how to work with the City. Council Member Selich mentioned that there is likely going to be limited funding from the City next year. Other improvement project ideas were mentioned.

D. Newspaper Rack Project

The City asked the Board to approach the seven business owners where the proposed gang-style racks would be located prior to taking the item to the City Council. Director Lim volunteered to meet with the business owners.

E. Flower Street Sign Program

The Board reviewed the Flower Street Program.

MOTION: Director Hanley made the motion to approve the project costs and requested the City's contractors perform the required work. Director Hamid seconded the motion. The motion carried by the following vote.

Approved: Svalstad, Dawson, Kianapur, Hanley, Laidlaw, Lim

F. Financial Reports Budget Review

The Board reviewed the current financial reports and noted that collections have been better. The second billing will be mailed in December. The City is working on a plan for collections for both the CdM BID and the NBRA BID.

MOTION: Director Dawson made the motion to approve and file the October 2016 financial reports. Director Laidlaw seconded the motion. The motion carried by the following vote.

Approved: Svalstad, Dawson, Kianapur, Hanley, Laidlaw, Lim

G. Marketing and Administration Report

New holiday decorations are a success and everything is fully operational.

H. Corona del Mar Chamber of Commerce Report

Discussion on the website, shop CdM and the Christmas Walk.

V. BOARD/COMMITTEE/COMMISSION ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

VI. ADJOURNMENT

Motion: Motion to adjourn was made by Director Hanley and seconded by Director Laidlaw.

Meeting Adjourned: 8:41 a.m.

Next meeting scheduled for January 26, 2017

NON-CONTRACT SALES ORDER



PINNACLE LANDSCAPE MANAGEMENT, INC

2200 South Fairview Street
Santa Ana, CA 92704
714-581-4930 phone
714-581-4941 fax

Date of Proposal: **January 10, 2017**
Proposal Submitted By: **Richard**

Job Name:	Corona Del Mar tree wells
Job Number:	MOC 794
Contact:	Bernie Svalatad
Customer # *existing	
Customer Name *new	
Email	
Address	
Billing Instructions	

Pinnacle Landscape Management will furnish all labor and materials to complete the work described below:

Description and Location of work		Installation of fill in plant materials in tree wells along PCH			
Quantity	Size	Description	Area	Unit Price	Extension
1	1 gal	Mexican feather grass	2201 PCH	\$9.00	\$9.00
1	1 gal	Mexican feather grass	2229 PCH	\$9.00	\$9.00
6	1 gal	Boxwood	2345 PCH	\$9.00	\$54.00
.5	Flat	Senecio (Blue Fingers)	2515 PCH	\$25.00	\$12.50
6	1 gal	Mexican feather grass	2853 PCH	\$9.00	\$54.00
.5	Flat	Senecio (Blue Fingers)	3049 PCH	\$25.00	\$12.50
12	1 gal	Mexican feather grass	3107 PCH	\$9.00	\$108.00
2	1 gal	Mexican feather grass	3141 PCH	\$9.00	\$18.00
2	1 gal	Rosemary	3601 PCH	\$9.00	\$18.00
6	1 gal	Mexican feather grass	3446 PCH	\$9.00	\$54.00
.5	Flat	Senecio (Blue Fingers)	3326 PCH	\$25.00	\$12.50
4	1 gal	Mexican feather grass	3100 PCH	\$9.00	\$36.00
7	1 gal	Mexican feather grass	2948 PCH	\$9.00	\$63.00
1	1 gal	Mexican feather grass	2900 PCH	\$9.00	\$9.00
4	1 gal	Mexican feather grass	2614 PCH	\$9.00	\$36.00
1	1 gal	Mexican feather grass	894 Avocado	\$9.00	\$9.00
1	Flat	Senecio (Blue Fingers)	894 Avocado	\$25.00	\$25.00
Proposal Total					\$539.50

WORK HAS BEEN 100% COMPLETED AND WE ARE SATISFIED WITH THE JOB; amounts will be paid in full without any offset.

COMPLETED & APPROVED BY: Buyer/Agent's Name
Print Name
Title
Date

Pinnacle Landscape Management Inc is hereby authorized to furnish all materials and labor required to complete the work stated for which customer agrees to pay the amount mentioned above and in accordance with the terms and conditions of this contract between the customer or it's agents and Pinnacle Landscape Management, Inc. PAYMENT IS DUE 30 DAYS AFTER RECEIPT OF INVOICE. A service charge may be added to accounts past due at the rate of 1.5% per month, 18% per annum. Both parties of this contract agree to binding arbitration as a method of settling any dispute resulting in the lack of payment. Should it be necessary for either party to file suit to enforce the provisions of this contract, or breach hereof or if the matter is arbitrated, the party prevailing in such action shall be entitled to reasonable attorneys fees and costs as part of any judgments rendered therein. The Customer may request additions, alterations, omissions or other modifications in the above stated scope of work, such changes shall be valid only upon written Change Order, executed by both parties acknowledging said change and the agreed upon price for performing the extra work. There is no warranty or guarantee on Annual Color.

Corona del Mar Business Improvement District
Balance Sheet
As of January 3, 2017

	Jan 3, 17
ASSETS	
Current Assets	
Checking/Savings	
Bill.com Money Out Clearing	30.00
Bank Balance	145,499.07
Total Checking/Savings	145,529.07
Accounts Receivable	
1200 · Accounts Receivable	-312.89
Total Accounts Receivable	-312.89
Total Current Assets	145,216.18
TOTAL ASSETS	145,216.18
LIABILITIES & EQUITY	
Equity	
3900 · Retained Earnings	85,599.56
Net Income	59,616.62
Total Equity	145,216.18
TOTAL LIABILITIES & EQUITY	145,216.18

Corona del Mar Business Improvement District
Budget vs. Actual
July 2016 through June 2017

	<u>Jul '16 - Jun 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
City Matching Funds	40,000.00	40,000.00	0.00
Late Fees	999.75	0.00	999.75
Member Assessment	81,471.25	107,000.00	-25,528.75
Total Income	<u>122,471.00</u>	<u>147,000.00</u>	<u>-24,529.00</u>
Expense			
Highway Decor - Dekralite			
Contingency	0.00	3,000.00	-3,000.00
Holiday Decor (Contract)	23,721.70	21,000.00	2,721.70
Banner Program (Lite Pole)	2,588.35	5,178.00	-2,589.65
Total Highway Decor - Dekralite	<u>26,310.05</u>	<u>29,178.00</u>	<u>-2,867.95</u>
Website - Development			
Contingency	0.00	1,000.00	-1,000.00
Website - Dev. & Project Mgmt.	5,500.00	9,100.00	-3,600.00
Total Website - Development	<u>5,500.00</u>	<u>10,100.00</u>	<u>-4,600.00</u>
Marketing & Administration			
Website - Maintenance	0.00	7,200.00	-7,200.00
Contingency	0.00	5,000.00	-5,000.00
Consulting (Reporting)	7,748.44	23,000.00	-15,251.56
Website - Hosting/Tech Support	1,050.00	1,500.00	-450.00
Membership decals	724.56	1,200.00	-475.44
Annual Meeting	0.00	1,000.00	-1,000.00
Social Media/Communications	433.75	1,200.00	-766.25
Office Facilities/Storage/Phone	2,100.00	3,500.00	-1,400.00
Beautification Award Program	367.50	1,000.00	-632.50
Dolphins	42.50	1,000.00	-957.50
Christmas Walk	4,000.00	4,000.00	0.00
Directory	0.00	7,500.00	-7,500.00
Collateral/Brochures	1,131.60	1,600.00	-468.40
Marketing Campaigns & Programs	1,784.27	15,000.00	-13,215.73
Total Marketing & Administration	<u>19,382.62</u>	<u>73,700.00</u>	<u>-54,317.38</u>
Streetscape			
Street Furniture (Benches)	0.00	5,000.00	-5,000.00
Street Furniture (Maintenance)	0.00	1,000.00	-1,000.00
Total Streetscape	<u>0.00</u>	<u>6,000.00</u>	<u>-6,000.00</u>
Landscaping			
Landscaping Contingency	398.00	6,000.00	-5,602.00
Landscaping/Tree Wells - Pinn.	6,984.00	12,480.00	-5,496.00
Backflow Valve	0.00	2,000.00	-2,000.00
Total Landscaping	<u>7,382.00</u>	<u>20,480.00</u>	<u>-13,098.00</u>
6100 - Administration			
Acctng service fee (bill.com)	178.47		
Admin Bank Service Charge	26.85		

Corona del Mar Business Improvement District
Budget vs. Actual
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget
Account. & Fin. Reporting Svcs.	3,900.00	15,600.00	-11,700.00
Mailings	0.00	1,400.00	-1,400.00
Total 6100 - Administration	4,105.32	17,000.00	-12,894.68
Improvements			
News Racks	0.00	20,000.00	-20,000.00
Gateway Electrical Maintenance	0.00	1,000.00	-1,000.00
Consulting / Studies	0.00	2,800.00	-2,800.00
Parking	0.00	3,000.00	-3,000.00
Marguerite Project (Landscape)	0.00	22,000.00	-22,000.00
Total Improvements	0.00	48,800.00	-48,800.00
Outreach			
Community Workshops	174.39	842.00	-667.61
Contributions (Sherman Gardens)	0.00	500.00	-500.00
Total Outreach	174.39	1,342.00	-1,167.61
Total Expense	62,854.38	206,600.00	-143,745.62
Net Ordinary Income	59,616.62	-59,600.00	119,216.62
Other Sources/Uses			
Other Sources			
Retained Earnings (Carry over from prior years)	85,599.56	64,000.00	21,599.56
Total Other Sources	85,599.56	64,000.00	21,599.56
Net Other Sources	85,599.56	64,000.00	21,599.56
Total Equity	145,216.18	4,400.00	140,816.18

Corona del Mar Business Improvement District
A/P Aging Summary
As of January 3, 2017

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Community Business Solutions	1,300.00	0.00	0.00	0.00	0.00	1,300.00
Corona Del Mar Chamber	1,128.24	0.00	0.00	0.00	0.00	1,128.24
TOTAL	<u>2,428.24</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,428.24</u>

Corona del Mar Business Improvement District

1/3/2017 2:44 PM

Register: Bank Balance

From 12/01/2016 through 01/03/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/07/2016			-split-	Deposit		X	2,500.50	176,747.04
12/12/2016		CitiBank	6100 · Administration:...		8.95	X		176,738.09
12/22/2016		Pinnacle	2000 · Accounts Payable	NEW9265	1,040.00	X		175,698.09
12/22/2016		Community Business...	2000 · Accounts Payable	Professional Fi...	1,300.00	X		174,398.09
12/22/2016		Corona Del Mar Cha...	2000 · Accounts Payable	Website Devel...	500.00	X		173,898.09
12/22/2016		Corona Del Mar Cha...	2000 · Accounts Payable	Marketing & A...	1,512.50	X		172,385.59
12/22/2016	Bill.com	Community Business...	2000 · Accounts Payable	Bill.com servic...	178.47	X		172,207.12
12/27/2016		Dekra - Lite	2000 · Accounts Payable		26,310.05	X		145,897.07
12/27/2016		Pinnacle	2000 · Accounts Payable	NEW9265	398.00	X		145,499.07



Account #: _____

This statement: December 30, 2016
Last statement: November 30, 2016

Contact us: _____
800 773-7100

Orange CO Airport Office
18111 Von Karman Ave., Ste. 100
Irvine CA 92612

023
CITY OF NEWPORT BEACH
(CDM BID)
100 CIVIC CENTER DR
NEWPORT BEACH CA 92660

0830N

cnb.com

Analyzed Business Checking

Account Summary

Account number	
Minimum balance	\$145,499.07
Average balance	\$167,057.36
Avg. collected balance	\$166,973.00

Account Activity

Beginning balance (11/30/2016)				\$174,246.54
Credits	Deposits (1)		+ 2,500.50	
	Electronic cr (0)		+ 0.00	
	Other credits (0)		+ 0.00	
	Total credits			+ \$2,500.50
Debits	Checks paid (0)		- 0.00	
	Electronic db (5)		- 31,247.97	
	Other debits (0)		- 0.00	
	Total debits			- \$31,247.97
Ending balance (12/30/2016)				\$145,499.07

DEPOSITS

Date	Description	Reference	Credits
12-14	Deposit		2,500.50

ELECTRONIC DEBITS

Date	Description	Debits
12-12	Preauthorized Debit TRANSFIRST LLC DISCOUNT CCD CITY OF NB-CDM 41399800999184 CI TY OF NB-CDMBID DISCOUNT	8.95
12-13	Preauthorized Debit BILL.COM PAYABLES 015LMXFKXCJ6B9I CORONA DEL MAR BID CCD	178.47
12-21	Preauthorized Debit BILL.COM PAYABLES 015MOPJBLEJAG3A CORONA DEL MAR BID CCD	4,352.50
12-23	Preauthorized Debit BILL.COM PAYABLES 015ZALAXHWJCF49 CORONA DEL MAR BID CCD	26,310.05
12-29	Preauthorized Debit BILL.COM PAYABLES 015MWKOBMSJDW2Q CORONA DEL MAR BID CCD	398.00

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount	Date	Amount
11-30	174,246.54	12-13	174,059.12	12-21	172,207.12	12-29	145,499.07
12-12	174,237.59	12-14	176,559.62	12-23	145,897.07		

Thank you for banking with Orange CO Airport Office



IMPORTANT NOTICE

Please examine your statement at once. You are in the best position to find errors or unauthorized transactions and you must tell us at once. If nothing is reported to us promptly this statement will be considered correct and any liability we may have to you may be limited.

In case of errors or questions about your electronic funds transfers: Call or write us at the telephone number or address shown on the front of this statement if you think your statement or receipt is wrong or you need more information about a transfer listed on the statement or receipt.

For Consumer accounts: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. (1) Tell us your name and account number. (2) Tell us the dollar amount of the suspected error. (3) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information. We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (20 business days for new accounts), we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

For Business and other non-Consumer accounts: We must hear from you at once if there is an error on your account or you think a transaction is unauthorized. We will investigate promptly. Failure to contact us may prevent us from blocking further unauthorized transactions or recovering money for you. If we made an error we will correct your account at the conclusion of our investigation.

Direct Deposits: If you have arranged to have direct deposits (e.g. Social Security) made to your consumer account at least once every 60 days from the same person or company, you can call us at the telephone number on the front of this statement to find out whether the deposit has been made.

You may obtain a form to help you **balance your account** at www.cnb.com/reconcile or call us at the telephone number shown on the front of this statement to have a form mailed to you.

All items credited are subject to final payment. See your *Account Agreement and Disclosures* or *Treasury Management Disclosure and Agreement* and *Fee Schedules* for other terms and conditions applicable to your account.