



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

Newport Beach City Hall, 100 Civic Center Drive,
Corona del Mar Conference Room, Bay 1E

Thursday, April 28, 2016 - 7:30 AM

Corona del Mar Business Improvement District Board Members:

Bernie Svalstad, Chairman
Scott Laidlaw, Vice Chairman
Keith Dawson, Treasurer
Jessica Prause, Secretary
Hamid Kianipur, Director
Scott LaFleur, Director
Shawn Lim, Director
Edward Hanley, Director
Jim Walker, 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 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. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Corona del Mar Business Improvement District 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. APPROVAL OF MINUTES

SUMMARY: Review and approval of draft meeting minutes from March 24, 2016.

RECOMMENDED ACTION: Board to approve the draft meeting minutes.

[CdM BID Meeting Minutes-2016-0324-Draft](#)

V. CURRENT BUSINESS

A. City Council Report

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

RECOMMENDED ACTION: None.

B. BID Project Updates:

1. CDM Business District Parking - (Walker)

SUMMARY: The BID's Parking Sub-committee to present status report and recommend action plan for Board approval.

RECOMMENDED ACTION: Board to approve the Parking sub-committee's recommended action plan for submittal to the City.

2. Tree Well Maintenance Status Update - (Svalstad)

SUMMARY: Board to discuss recommended maintenance plan proposed by Pinnacle Landscaping.

RECOMMENDED ACTION: Board to approve maintenance proposal from Pinnacle Landscaping.

3. Newspaper Racks (Svalstad)

SUMMARY: Status Update.

RECOMMENDED ACTION: None.

4. Financial Report - (Svalstad)

SUMMARY: Review of BID current financial reports.

RECOMMENDED ACTION: None.

[CdM BID Financial Reports-March 2016](#)

5. Reduction in BID Penalty Fees (Svalstad)

SUMMARY: Board to review reducing the BID assessment penalty fee structure to align with the City's revised Municipal Code Section 5.04.

RECOMMENDED ACTION: Board to approve aligning the assessment penalty fee structure with the City's Municipal Code Section 5.04.

[Municipal Code Section 5.04.260](#)

6. Marketing and Administrative Contract Renewal

SUMMARY: Board to review the renewal of the Marketing and

Administrative Contract with the Corona del Mar Chamber for FY 2016/17 and recommend the City enter into contract agreement.

RECOMMENDED ACTION: Board to approve the renewal of the Marketing and Administrative Contract with the Corona del Mar Chamber for FY 2016/17 and recommend the City enter into contract agreement.

7. BID's FY 2015-16 Annual Report and Budget for FY 2016/17 (Svalstad)

SUMMARY: Board to review the BID's FY 2015/16 Annual Report and revised budget for FY 2016/17 for submittal to the City Council.

RECOMMENDED ACTION: Board to approve the BID's FY 2015/16 Annual Report and revised budget for FY 2016/17 for submittal to the City Council.

[CdM Annual Report FY2015-2016-Budget FY2016-17-Draft](#)

8. BID FY 2016-17 Board Nominations (Svalstad)

SUMMARY: Board to review applications received for FY 2016-17 CdM Board of Directors and recommend up to nine nominees for City Council appointment.

RECOMMENDED ACTION: Board to recommend up to nine nominees for City Council appointment to serve on the FY 2016/17 CdM BID Board of Directors.

[CdM BID 2016 Board Applicants](#)

9. Marketing & Administration Report - (Leonhard)

SUMMARY:

- a. 2016 Corona del Mar Business Directory - Status Update
- b. CdM BID Annual Town Meeting - Recap
- c. Website Development - Status Update
- d. Monthly Locals Night / District Marketing - Status Update

RECOMMENDED ACTIONS:

a-d None.

10. Corona del Mar Chamber of Commerce Report - (Leonhard)

SUMMARY: Corona del Mar Chamber of Commerce Programs and Community Updates.

RECOMMENDED ACTION: None.

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

VII. ADJOURNMENT

Next Meeting - May 26, 2016

Corona del Mar Business Improvement District

Board Meeting Minutes / March 24, 2016

City of Newport Beach City Hall, 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 7:34am.

II. Roll Call

Chairman Svalstad called the roll, and everyone in the room introduced themselves.

Board Members Present:

Chairman Svalstad, Vice Chairman Laidlaw, Treasurer Dawson, Secretary Prause; Director Walker; Director LaFleur, Director Hanley, Director Kianipur, Director Lim

BID Consultants:

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

Guests:

Council Member Scott Peotter, Dan Matusiewicz (City of Newport Beach, Finance Department), Evelyn Tseng (City of Newport Beach, Finance Department), Mike Sinacori (Assistant City Engineer, City of Newport Beach), Ronald Assef (Major Account Executive, Time Warner Cable), Mary Locey (Management Analyst, City of Newport Beach) and Danielle Rivas were present. Jim Mosher arrived at 7:40AM.

III. Public Comments on Agenda Items

None.

IV. Approval of Minutes

MOTION: Director Walker made a motion to approve the February 25, 2016 Board Minutes. Director Laidlaw seconded the motion.

The motion carried by the following roll call vote:

Ayes: Svalstad, Laidlaw, Dawson, Walker, LaFleur, Hanley, Kianipur, Lim Prause

V. Current Business

- a. **City Council Report:** Council Member Peotter reported that the sewer fee was again unsuccessful in passing before City Council, and the general fund would be making up the shortfall.
- b. **Gateway Project Update (Electric Request for BID).** Mr. Mike Sinacori responded to the letter from the BID requesting electric to the Gateway median as part of the current project. Mr. Sinacori reported that the City hit many issues in the ground related to the project, and this used up the contingency funds for additional work. Nonetheless, the project itself was ready for electric, and it would allow for lighting of holiday decorations as well as low voltage up-lighting on the day palms. Mr. Sinacori proposed that the City install the electric and the installation be funded by the BID. The total cost to install electric infrastructure, including 110 outlets and up-lighting infrastructure for the day palms, will be \$25,000. The all-in cost for the total improvements, including up-lighting fixtures, is estimated at \$40,000-\$45,000. After discussion, Mr. Sinacori stated that the City will try to fund the power portion on its own if the BID in return will pay for the cost of the up-lighting fixtures and also for the maintenance of the electric and fixtures. The BID members all indicated agreement that the BID would approve funding of \$20,000 for up-lighting fixtures, as well as additional funding as needed for ongoing maintenance and any repairs needed.

- c. **District Wi-Fi, Time Warner Business Class (Ronald Assef).** Mr. Ronald Assef was present at the meeting to report on the potential of a Wi-Fi network made available by the BID to visitors throughout the Corona del Mar business district. Mr. Assef reported that Time Warner subscribers currently have access to Wi-Fi hotspots along East Coast Highway in Corona del Mar. In addition, there are many other Wi-Fi options offered in the business district. To create a Wi-Fi network specific to the BID throughout the business district will require a fiber optic network that is wired to many individual hotspots. The monthly fee for bandwidth to cover the strip could potentially be thousands of dollars. Mr. Jim Mosher commented that BID could potentially add to the Time Warner Wi-Fi hotspot screen and offer to subsidize the cost of signing onto Wi-Fi for those users who do not subscribe to Time Warner cable. The cost to them is \$2.95 per 30 minutes. This would likely be the much more cost efficient option.
- d. **City Proposed Parking Meters.** Mr. Matusiewicz and Ms. Tseng from the City Finance department proposed installing parking meters on East Coast Highway from Avocado St. to Poppy St. They represented that other similar programs have generated significant funds from which communities have been able to purchase parking garages or complete other community enhancements. They stated that they believed the revenue would be useful for upcoming Corona del Mar projects.

MOTION: Director Walker made a motion to include Council Member Peotter and / or Council Member Selich to modify the BID's current parking proposal to City Council and present it to City Council prior to the City moving forward with parking meters. Director Kianipur seconded the motion.

AMENDED MOTION: Vice Chairman Laidlaw amended the motion to limit the two-sided parking approach to revenue generation through metered parking and reduction of the parking requirements so as to keep an abbreviated parking approach. Director Lim seconded the motion.

SUBSTITUTE MOTION: Secretary Prause made a motion for the parking committee to make recommendations to City Council in connection with BID support of the parking meters. The recommendations will include that 100% of the net revenue from the parking meters goes to the BID, that the parking requirements are changed allowing for a greater variety of businesses, and all other recommendations or changes as determined by the parking committee, all to be made in conjunction with Council members Selich and Peotter to bring to the next BID meeting. Director Walker seconded the motion.

The substitute motion carried by the following roll call vote:

Ayes: Svalstad, Laidlaw, Dawson, Walker, LaFleur, Hanley, Kianipur, Lim, Prause

e. Financial Report

MOTION: Vice Chairman Laidlaw made a motion to receive and file the financial reports. Director Walker seconded the motion.

The motion carried by the following roll call vote:

Ayes: Svalstad, Laidlaw, Dawson, Walker, LaFleur, Hanley, Kianipur, Lim, Prause

Chairman Svalstad discussed the budgets and recommended that we change the \$20,000 fund allocation from the Marguerite Project and reallocate it to the Gateway project for electrical installation in this year's budget. He also recommended that due to costs, that we forgo the landscaping and streetscaping components of the Marguerite Project in the FY 2016/17 budget and move forward with the Street Sign Program allocating \$23,000 to this program and \$20,000 to News Racks. Ms. Leonhard announced that the Board will review and approve the Annual Report and final Budget for FY 2016/17 at the April Board Meeting.

f. BID Project Updates

- i. **Marguerite & PCH Project (Svalstad):** Marguerite sign specifications were passed out. Per the above item, this project is postponed until the next fiscal year.
- ii. **Tree Well Maintenance (Laidlaw):** Director Laidlaw reported that he walked the village with Chairman Svalstad and the new account manager and the new account manager's team from Pinnacle Landscape Company. The account manager owes a report to the BID. Currently, a lot of the irrigation that was turned off for winter needs to be turned back on, and a lot more work must to be done. Many of the tree wells are in need of trimming and weeding. Vice Chairman Laidlaw is to provide Ms. Mary Locey with the new account manager's contact information.
- iii. **Newspaper Racks (Kianipur):** Since the last BID meeting, the City attorney, Mr. Ron Yeo and public works were able to meet and confer on this matter. The City is moving it forward with the goal of bringing it before City Council in June.

g. Marketing and Administration Report (Leonhard)

Ms. Leonhard reported that Chairman Svalstad and her spoke at the Residents' Association meeting about the Corona del Mar BID and Chamber of Commerce. The upcoming Town Meeting in April will heavily focus on traffic. Currently, the Residents' Association is reaching out to various City departments for speakers. They have reached out to Ms. Mary Locey regarding a discussion on parking meters. Treasurer Dawson volunteered to work at the BID booth during the town meeting from 5:00PM – 6:00PM.

Ms. Leonhard also reported that she is still working with the local grassroots group to support locals' night in the business district.

Finally, Ms. Leonhard advised the Board that applications to serve on the Board for the upcoming Fiscal Year 206/2017 are now open and the deadline to receive them is April 13, 2016. The current Board who intends to re-run will need to contact the City Clerk to have their application on file stamped.

h. CdM Chamber Report (Leonhard)

Ms. Leonhard reported that the Hanley Investment Group grand opening took place and consisted of great presentations. In addition, Smart & Final had their grand opening. The Chamber of Commerce has an event at the Center Club on March 31, 2016.

VI. Corona del Mar BID Announcements or Matters which Members Would Like Placed on a Future Agenda for Discussion or Action or Report (Non-Discussion Items)

None.

VII. Public Comments on Non-Agenda Items

None.

VIII. Next Meeting

The next BID meeting is scheduled for April 28, 2016.

IX. Adjournment

MOTION: Director Walker made a motion to adjourn the meeting. Secretary Prause seconded the Motion.

The motion carried by the following roll call vote:
 Ayes: Svalstad, Laidlaw, Dawson, Walker, LaFleur, Hanley, Kianipur, Lim, Prause

The meeting adjourned at 9:20am.

Minutes of Business Improvement District Parking Sub-committee Meeting to address city staffs questions regarding the possible installation metered pay parking within the commercial zone

Date: April 5, 2016
Time: 2:00 PM
Location: Newport Beach Civic Center, Crystal Cove Conference Room, Bay 2D
Attendees: Bernie Svalstad, BID
Jim Walker, BID
Scott Laidlaw, BID
Ed Selich, City Council
Scott Peotter, City Council
Dan Matusiewicz, Finance Director/Treasurer, City of Newport Beach
Benjamin Zdeba, Associate Planner, City of Newport Beach
Herman Simmons, Senior Manager 1, SP+ Municipal Services

Bernie Svalstad brought the meeting to order. Jim Walker began the meeting with a review of previously recommended proposals to improve the overall health of the BID by addressing the overall parking situation in CDM below:

(1) To create/free up more parking:

- a. *Modify the CUP process to incentivize existing property owners and newly developed properties with unused night or daytime parking to share their parking at off peak hours (facilitate shared parking agreements)*
- b. *Expand existing parking lots like the public parking at Marguerite/Bayside Bandara) Lot and old School Park Lot with second level, incorporate public amenities like green space/landscaping into the design creating an amenity for the neighborhood*
- c. *Propose the creation of a parking revenue district for the CDM Village*
- d. *Propose installation of parking meters at public parking lots (enlarged Bandara, School park, Oasis at night) to help offset cost*
- e. *Propose installation of parking meters within the commercial zone to generate revenue to offset cost of parking structures and encourage better turnover/increase efficiency*
- f. *Consider collecting development fees for new projects to fund new parking facilities*

(2) To reduce the parking requirement:

- a. *Incorporate the existing on street parking inventory within the commercial zone to offset and reduce the current onsite requirement by between 25%-50%*
- b. *Propose use of Oasis parking lot and City Hall parking lot for off-peak employee parking to reduce the need for employee parking in the current parking requirement (currently about 20-25% of the required parking is taken up by employees)*
- c. *Provide parking requirement credit (reduction) to restaurants who create/join in a shared valet parking pool*
- d. *Allow for the payment of in lieu parking fees to help offset the cost of expansion of existing parking facilities (Bandara Lot and old School Park Lot, etc)*

Dan Matusiewicz outlined the ways in which a pay system could be set up, options for changing rates, the city's ideas about % of funds that would be based through to the BID and went

through the various methods that the city has used in the past to direct parking revenue funds back into the commercial district from which they are generated.

It was also discussed that the proposed revenues would not likely be enough to build new parking facilities. Scott Peotter and Ed Selich said that they would however be in favor of 100% of any net parking revenues be directed back into CDM.

How to free up and better utilize existing underutilized private parking was discussed.

Ben Zdeba addressed some of the mechanics of developing shared parking agreements which currently would require the processing of a CUP which is a significant deterrent. He said that the zoning code could be revised to allow the planning director to review and permit shared parking agreements. Ben also pointed out some of the recommendations from the last parking study specifically associated with way finding, alternate transportation, etc. that could still be implemented.

How to both reach out to the residents and address their major concerns with either metering and/reduction in the parking requirements was discussed. It was agreed that the biggest issue for residents was employees parking in the first few residential blocks and the noise associated with their late departure.

The following are general recommendations from the discussion:

1. Move forward with continued outreach to the businesses and residents
2. Support the concept of pay parking in the commercial district if all net funds come back to CDM to improve/increase available parking
3. Recommend a change in zoning review procedures to allow the planning director to approve shared parking agreements
4. Use the parking revenues to "rent" existing private parking that currently is not used at night, or other times that can be shared
5. Use the rented parking first to provide designated employee parking areas
6. Taking into account existing street parking that a patron will now pay for and an increase in available parking through shared parking agreements recommend reducing the city zoning parking requirements.

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: April 19, 2016

Proposal Submitted By: Richard

Job Name:	Corona Del Mar tree wells
Job Number:	MOC 794
Contact:	Scott Laidlaw
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 per 3/22/16 walk thru				
Quantity	Size	Description	Area	Unit Price	Extension
1	1 gal	Feather grass	Ice cream Parlor	\$9.00	\$9.00
2	1 gal	Aloe	Baja Fresh	\$13.00	\$26.00
3	1 gal	Feather grass	Animal Hosp	\$9.00	\$27.00
16	1 gal	Feather grass (in 2 tree wells)	2900 PCH	\$9.00	\$144.00
2	1 gal	Feather grass	2660 PCH	\$9.00	\$18.00
8	1 gal	Feather grass	2305 PCH	\$9.00	\$72.00
3	1 gal	Feather grass	2325 PCH	\$9.00	\$27.00
2	FLATS	Blue finger ground cover (in 2 tree wells)	2515 PCH	\$25.00	\$50.00
4	1 gal	Rosemary	2505 PCH	\$9.00	\$36.00
2	FLATS	Blue finger ground cover (in 2 tree wells)	3049 PCH	\$25.00	\$50.00
4	1 gal	Feather grass	3137 PCH	\$9.00	\$36.00
8	1 gal	Feather grass	Hobie	\$9.00	\$72.00
2	1 gal	Agave	3333 PCH	\$13.00	\$26.00
1	FLAT	Blue finger ground cover	3333 PCH	\$25.00	\$25.00
10	1 gal	Feather grass	3519 PCH	\$9.00	\$90.00
4	1 gal	Feather grass	3617 PCH	\$9.00	\$36.00
				\$0.00	\$0.00
				\$0.00	\$0.00
Proposal Total					\$744.00

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.

11:16 AM
04/11/16
Cash Basis

Corona del Mar Business Improvement District
Balance Sheet
As of March 31, 2016

	<u>Mar 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Bill.com Money Out Clearing	30.00
Bank Balance	127,891.67
Total Checking/Savings	<u>127,921.67</u>
Accounts Receivable	
1200 · Accounts Receivable	-956.64
Total Accounts Receivable	<u>-956.64</u>
Total Current Assets	<u>126,965.03</u>
TOTAL ASSETS	<u>126,965.03</u>
LIABILITIES & EQUITY	
Equity	
3900 · Retained Earnings	65,282.95
Net Income	61,682.08
Total Equity	<u>126,965.03</u>
TOTAL LIABILITIES & EQUITY	<u>126,965.03</u>

Corona del Mar Business Improvement District
Budget vs. Actual
July 2015 through June 2016

	<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
City Matching Funds	20,000.00	20,000.00	0.00
Late Fees	3,462.27	0.00	3,462.27
Member Assessment	99,001.50	106,000.00	-6,998.50
Total Income	<u>122,463.77</u>	<u>126,000.00</u>	<u>-3,536.23</u>
Expense			
Highway Decor - Dekralite			
Contingency	0.00	3,000.00	-3,000.00
Holiday Decor (Contract)	18,578.05	21,000.00	-2,421.95
Banner Program (Lite Pole)	4,672.30	5,178.00	-505.70
Total Highway Decor - Dekralite	<u>23,250.35</u>	<u>29,178.00</u>	<u>-5,927.65</u>
Website			
Website - Content Dev / Consult	1,218.75	6,000.00	-4,781.25
Website - Developer	0.00	10,000.00	-10,000.00
Total Website	<u>1,218.75</u>	<u>16,000.00</u>	<u>-14,781.25</u>
Marketing & Admin SVC Contract			
Contingency	0.00	5,000.00	-5,000.00
Consulting (Reporting)	6,193.29	21,200.00	-15,006.71
Website Hosting	1,200.00	2,500.00	-1,300.00
Membership decals	612.00	1,200.00	-588.00
Annual Meeting	1,074.51	600.00	474.51
Social Media	93.75	2,500.00	-2,406.25
Meeting Facility/Storage/Phone	2,400.00	3,500.00	-1,100.00
Beautification Award Program	506.25	600.00	-93.75
Dolphins	421.94	600.00	-178.06
Christmas Walk	3,500.00	3,500.00	0.00
Directory	0.00	7,500.00	-7,500.00
Collateral/Brochures	1,131.60	1,600.00	-468.40
Marketing Campaigns & Programs	6,294.03	12,000.00	-5,705.97
Total Marketing & Admin SVC Contract	<u>23,427.37</u>	<u>62,300.00</u>	<u>-38,872.63</u>
Streetscape			
Street Furniture (Racks/Bench)	0.00	5,000.00	-5,000.00
Street Furniture (Maintenance)	580.00	1,000.00	-420.00
Total Streetscape	<u>580.00</u>	<u>6,000.00</u>	<u>-5,420.00</u>
Landscaping			
Landscaping Contingency	948.00	4,500.00	-3,552.00
Landscaping/Tree Wells - Pinn.	7,280.00	12,480.00	-5,200.00
Backflow Valve	1,611.00	2,000.00	-389.00

Corona del Mar Business Improvement District
Budget vs. Actual
 July 2015 through June 2016

	<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Landscaping	9,839.00	18,980.00	-9,141.00
6100 - Administration			
Mailings	486.22	1,400.00	-913.78
Total 6100 - Administration	486.22	1,400.00	-913.78
Improvements			
Gateway Project	0.00	20,000.00	-20,000.00
Consulting / Studies	0.00	2,900.00	-2,900.00
Parking	0.00	3,000.00	-3,000.00
Marguerite Project	1,980.00	8,900.00	-6,920.00
Total Improvements	1,980.00	34,800.00	-32,820.00
Outreach			
Community Workshops	0.00	842.00	-842.00
Contributions (Sherman Gardens)	0.00	500.00	-500.00
Total Outreach	0.00	1,342.00	-1,342.00
Total Expense	60,781.69	170,000.00	-109,218.31
Net Ordinary Income	61,682.08	-44,000.00	105,682.08
Other Sources/Uses			
Other Sources			
Retained Earnings (Carryover from Prior Years)	65,282.95	44,000.00	21,282.95
Total Other Sources	65,282.95	44,000.00	21,282.95
Net Other Sources/Uses	65,282.95	44,000.00	21,282.95
Total Equity	126,965.03	0.00	126,965.03

11:46 AM

04/11/16

Corona del Mar Business Improvement District

Check Detail

March 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	Bill.c...	03/03/2016	Flotech Certified ...		Bill.com Money O...		-1,611.00
Bill	2172	02/29/2016		Backflow Valve		-1,611.00	1,611.00
TOTAL						-1,611.00	1,611.00

11:24 AM

Corona del Mar Business Improvement District
Expenses by Vendor Detail
July 2015 through March 2016

04/11/16

Cash Basis

Date	Source Name	Memo	Account	Paid Amount
Corona Del Mar Chamber				
08/26/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Meeting Facility/Storage/Phone	300.00
08/26/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Website Hosting	150.00
08/26/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Consulting (Reporting)	806.25
08/26/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Beautification Award Program	318.75
08/26/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Meeting Facility/Storage/Phone	300.00
08/26/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Website Hosting	150.00
08/26/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Consulting (Reporting)	937.50
08/26/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Annual Meeting	35.00
08/26/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Meeting Facility/Storage/Phone	300.00
08/26/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Website Hosting	150.00
08/26/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Consulting (Reporting)	529.69
08/26/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Marketing Campaigns & Progr...	93.75
08/26/2015	Corona Del Mar Chamber	Dolphin DÃ©cor Reimbursement	Dolphins	215.69
08/26/2015	Corona Del Mar Chamber	Annual Town Meeting: Member Invitations, Beverage...	Annual Meeting	1,039.51
08/28/2015	Corona Del Mar Chamber	Contract for Professional Services - July 2015	Meeting Facility/Storage/Phone	300.00
08/28/2015	Corona Del Mar Chamber	Contract for Professional Services - July 2015	Website Hosting	150.00
08/28/2015	Corona Del Mar Chamber	Contract for Professional Services - July 2015	Beautification Award Program	93.75
08/28/2015	Corona Del Mar Chamber	Contract for Professional Services - July 2015	Consulting (Reporting)	787.50
08/28/2015	Corona Del Mar Chamber	CDM BID Tri-Fold Brochures: Quantity 1,000	Collateral/Brochures	1,131.60
08/28/2015	Corona Del Mar Chamber	CDM BID Membership Window Decals 2015/2016	Membership decals	612.00
10/21/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Meeting Facility/Storage/Phone	300.00
10/21/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Website Hosting	150.00
10/21/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Consulting (Reporting)	768.75
10/21/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Website - Content Dev / Consult	543.75
10/21/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Meeting Facility/Storage/Phone	300.00
10/21/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Website Hosting	150.00
10/21/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Consulting (Reporting)	431.25
10/21/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Dolphins	56.25
10/21/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Mailings	258.66
10/21/2015	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative ...	Website - Content Dev / Consult	318.75
10/21/2015	Corona Del Mar Chamber	37th Annual Corona del Mar Christmas Walk Co-op ...	Christmas Walk	3,500.00
12/21/2015	Corona Del Mar Chamber	Contract for Professional Services (November 2015)	Meeting Facility/Storage/Phone	300.00
12/21/2015	Corona Del Mar Chamber	Contract for Professional Services (November 2015)	Website Hosting	150.00
12/21/2015	Corona Del Mar Chamber	Contract for Professional Services (November 2015)	Consulting (Reporting)	581.25
12/21/2015	Corona Del Mar Chamber	Contract for Professional Services (November 2015)	Social Media	93.75
12/21/2015	Corona Del Mar Chamber	Contract for Professional Services (November 2015)	Marketing Campaigns & Progr...	187.78
12/21/2015	Corona Del Mar Chamber	Contract for Professional Services (November 2015)	Beautification Award Program	93.75
12/21/2015	Corona Del Mar Chamber	Contract for Professional Services (November 2015)	Website - Content Dev / Consult	356.25
12/21/2015	Corona Del Mar Chamber	Contract for Professional Services (November 2015)	Mailings	72.72
01/21/2016	Corona Del Mar Chamber	Business District Holiday Ad Campaign	Marketing Campaigns & Progr...	6,012.50
01/21/2016	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative...	Meeting Facility/Storage/Phone	300.00
01/21/2016	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative...	Website Hosting	150.00
01/21/2016	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative...	Consulting (Reporting)	1,351.10
01/21/2016	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative...	Dolphins	150.00
01/21/2016	Corona Del Mar Chamber	Contract for Professional Marketing & Administrative...	Mailings	154.84
Total Corona Del Mar Chamber				25,132.34
Dekra - Lite				
07/01/2015	Dekra - Lite	Scenic 5K Banners, Installation, Removal & Storage ...	Banner Program	1,712.50
07/22/2015	Dekra - Lite	"Christmas Walk" and "Happy Holidays" Banners	Banner Program (Lite Pole)	1,479.90
07/22/2015	Dekra - Lite	Refurbish Holiday DÃ©cor/Installation, Removal, Stor...	Holiday Decor (Contract)	9,289.02
02/24/2016	Dekra - Lite	"Christmas Walk" and "Happy Holidays" Banners	Banner Program (Lite Pole)	1,479.90
02/24/2016	Dekra - Lite	Labor, installation, removal, and storage of holiday d...	Holiday Decor (Contract)	9,289.03
Total Dekra - Lite				23,250.35
Flotech Certified Backflow				
03/03/2016	Flotech Certified Backflow	CDM Improvement. Test and certify backflows. Disas...	Backflow Valve	1,611.00
Total Flotech Certified Backflow				1,611.00
J.M.Rabun Company				
08/26/2015	J.M.Rabun Company	Labor Services at Corona del Mar, Bike Stands. Rel...	Street Furniture (Maintenance)	420.00
Total J.M.Rabun Company				420.00
Newport Mesa Powder Coating				
11/06/2015	Newport Mesa Powder Coating	Bike Rack (for CDM Village) Powder Coating	Street Furniture (Maintenance)	160.00
Total Newport Mesa Powder Coating				160.00
Pinnacle				
08/26/2015	Pinnacle	Monthly Maintenance Services (June)	Landscaping/Tree Wells - Pinn.	1,040.00
08/26/2015	Pinnacle	Monthly Maintenance Services (July)	Landscaping/Tree Wells - Pinn.	1,040.00
09/17/2015	Pinnacle	Monthly Maintenance Services (August)	Landscaping/Tree Wells - Pinn.	1,040.00
10/21/2015	Pinnacle	Monthly Maintenance Service (September 2015)	Landscaping/Tree Wells - Pinn.	1,040.00
10/21/2015	Pinnacle	Installation of one battery operated controller in valve ...	Landscaping Contingency	185.00
12/10/2015	Pinnacle	Monthly Maintenance Service (October 2015)	Landscaping/Tree Wells - Pinn.	1,040.00
12/11/2015	Pinnacle	Monthly Maintenance Service (November 2015)	Landscaping/Tree Wells - Pinn.	1,040.00
12/21/2015	Pinnacle	Repair irrigation at several areas between poinsettias...	Landscaping Contingency	420.00
01/21/2016	Pinnacle	Monthly Maintenance Service (December 2015)	Landscaping/Tree Wells - Pinn.	1,040.00

11:24 AM

04/11/16

Cash Basis

Corona del Mar Business Improvement District
Expenses by Vendor Detail
July 2015 through March 2016

<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
02/24/2016	Pinnacle	Two Battery Operated Controllers & Seven 10-Volt B...	Landscaping Contingency	343.00
Total Pinnacle				8,228.00
Rabben/Herman Design Office				
02/24/2016	Rabben/Herman Design Office	PCH/Marguerite Ave Intersection Improvements	Marguerite Project	1,980.00
Total Rabben/Herman Design Office				1,980.00
TOTAL				60,781.69



Account #: [REDACTED]

This statement: March 31, 2016
 Last statement: February 29, 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 Activity	
Account number	[REDACTED]	Beginning balance (2/29/2016)	\$123,399.17
Minimum balance	\$121,788.17	Credits Deposits (0)	+ 0.00
Average balance	\$125,042.30	Electronic cr (0)	+ 0.00
Avg. collected balance	\$124,818.00	Other credits (1)	+ 6,103.50
		Total credits	+\$6,103.50
		Debits Checks paid (0)	- 0.00
		Electronic db (1)	- 1,611.00
		Other debits (0)	- 0.00
		Total debits	-\$1,611.00
		Ending balance (3/31/2016)	\$127,891.67

OTHER CREDITS

Date	Description	Reference	Credits
3-16	E-Deposit		6,103.50

ELECTRONIC DEBITS

Date	Description	Debits
3-3	Preauthorized Debit BILL.COM PAYABLES 015EPHQLWHFNUXF CORONA DEL MAR BID CCD	1,611.00

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
2-29	123,399.17	3-3	121,788.17	3-16	127,891.67

Thank you for banking with Orange CO Airport Office

5.04.260 Penalties for Delinquency.



For failure to pay a license tax when due, unless Finance Director has provided a payment plan pursuant to Section [5.04.025](#), the Finance Director shall add a penalty of twenty-five (25) percent of said license tax on the last day of each month after the due date thereof, providing that the amount of such penalty to be added shall in no event exceed fifty (50) percent of the amount of the license tax due. (Ord. 2015-6 § 1 (part), 2015: Ord. 1757 § 1 (part), 1977)

Corona del Mar Chamber of Commerce

Proposal For:
Marketing & Administrative Services
Contract Renewal / FY 2016-17
Submitted: April 28, 2016

Submitted to:
Corona del Mar Business Improvement District
City of Newport Beach



Corona del Mar Chamber of Commerce
Project Consultant: Linda Leonhard
Corona del Mar Chamber of Commerce / 2855 E. Coast Hwy, Suite 101 / Corona del Mar, CA 92625
(949) 673-4050 / Linda@CdmChamber.com

The Corona del Mar Chamber of Commerce (Consultant) shall continue to provide professional Marketing & Administrative Services to the City of Newport Beach for the Corona del Mar Business Improvement District (BID) for fiscal year 2016/17 commencing on July 1, 2016 through June 30, 2017.

SCOPE OF WORK

MARKETING & COMMUNICATIONS

1. Facility Fees (Storage, Phone, Physical Address and Periodic Meeting Space).

Consultant will provide the BID with storage, phone services, physical address and periodic meeting space at its current location 2855 E. Coast Hwy. Suite 101, Corona del Mar.

2. Marketing & Communications. Consultant shall provide the BID with Marketing & Communication Services for the following current BID programs.

2.1 Tri-fold Brochure

Consultant shall produce the BID's annual informational brochure to be included in assessment billing and displayed within the community. Brochure will include project updates, accomplishments and annual goals in existing brochure layout. Complete rebranding shall fall under separate fee.

2.2 Member Decals

Consultant shall produce member annual static window decals to be supplied to BID members upon assessment payment.

2.3 Corona del Mar Business District Membership Directory

Consultant will produce a cooperative annual promotional publication called "The Directory" which markets the Corona del Mar Business District and lists all BID Members and their contact information. The Directory shall include a separate full page ad for pertinent information on the Corona del Mar BID and include the BID logo on the outside cover. The Directory shall be mailed and circulated to 10,000-12,000 households in Corona del Mar and portions of Newport Coast. Publication shall be circulated throughout the year at community events and strategic distribution points.

2.4 Business Beautification Award Program

Consultant will manage the BID's bi-monthly Business Beautification Award Program by identifying business locations within the District who have renovated, remodeled or enhanced the aesthetics of their storefronts contributing to the overall Vision 2020 Plan. Consultant shall bring nominations to the BID Board for vote, order and incur costs for awards, notify the award recipients and coordinate community award presentation & ceremony.

2.5 Coast Hwy Dolphin Topiary Program

Consultant will management the topiary décor program, coordinate and facilitate storage for the seasonal decorations of the Dolphin Topiaries at the intersection of Marguerite and Coast Highway. Consultant shall coordinate volunteer committee schedules, forward budget requests, and coordinate trimming of Dolphin Topiaries.

2.6 Social Media & Communications

Consultant will maintain the current Social Media Platform on Facebook, launch monthly campaigns and continue to promote through social media and its databases. Consultant will provide public email notifications and communications with BID Members, Board Members and the community at large in regards to BID/City projects and notices. Significant new campaign development to fall under contingency, Marketing Campaigns or separate agreement.

2.7 Marketing Campaigns & Programs

Consultant will produce and manage Marketing Campaigns & Programs such as Ad campaigns, and new program development as directed.

- 2.8 **PR - Special Event Outreach**
Consultant will provide exhibit space at annual & monthly events for the BID to communicate and share programs, collateral and PR announcements within the community. Costs include Tent, table, Linen & chairs, set-up and breakdown, coordination of materials.
- 2.9 **BID Cooperative Sponsorship – Christmas Walk**
Consultant will provide the BID with marketing and public relations services at the sponsored event called the Christmas Walk. In return for the cooperative sponsorship, Consultant shall recognize the BID logo on all marketing collateral associated with the event. Consultant will also provide and coordinate a tented promotional exhibit space and coordinate all BID marketing display collateral and volunteer staff.

ADMINISTRATION / CONSULTING & REPORTING

1. **Administrative Liaison and General Administration**
Consultant shall serve as liaison between the City's BID Administrative Staff and Board Members with ongoing communication.
2. **Meeting Agendas, Packets & Action Item Notices**
Consultant shall prepare meeting agendas and associated documents for meeting packets for distribution at monthly Board Meetings and Sub-Committee meetings subject to the Brown Act. Consultant shall provide the City with a list of action items directly following each Board Meeting and follow-up with Board on project status.
3. **Annual Report, Budgets & Priorities**
Consultant shall prepare BID Annual Report, budget and track annual timeline of BID priorities such as board renewals, annual meetings and project timelines.
4. **Annual Town Meeting Coordination**
Consultant shall coordinate Annual Town Meeting to include: Median Banner Permits, Coordination of food / beverage / supplies. Consultant shall prepare invitation & mailing to BID members and assist with agenda. Includes coordination of BID Exhibit Set-up and promotional material. Development of new materials, posters, & reimbursable costs such as food/beverage etc. shall fall under contingency or separate agreement.
5. **Consulting / Reporting & Follow-up Relating to Services**
Consultant will attend the BID's monthly Advisory Board Meetings and will report on Contract services performed. Consultant shall conduct follow-up communications and administration relating to services.

WEBSITE ADMINISTRATOR

1. **Website Hosting & Technical Support**
Consultant shall provide annual hosting of the BID's Website and 20 hours Tech Support through a qualified website provider (Rhino Web Group). Should additional support hours be required, funding shall fall under contingency or under separate approval.

Website Maintenance & Administration
Consultant shall serve as the BID's website administrator and oversee all technical, operational and maintenance aspects of the website. Consultant shall keep information up to date including the Bid's online marketing database, email databases, news and posting of pertinent BID Business.

FEE FOR SERVICES

<u>Marketing & Communications</u>	<u>Annual Fee</u>
Facilities – Storage/Physical Office & Services	\$3,500
Tri-fold Brochure	1,600
Member Decals	1,200
Membership Directory	7,500
Beautification Award Program	1,000
Coast Hwy Dolphin Topiary Program	1,000
Social Media & Communications	1,200
Marketing Ad Campaigns /New Programs	15,000
PR / Special Events	1,000
Cooperative Sponsorship (Xmas Walk)	4,000
<u>Marketing & Communications</u>	<u>\$ 37,000</u>
<u>Administration / Consulting & Reporting</u>	<u>\$ 23,000</u>
<u>Website / Tech Support, Hosting, Maintenance</u>	<u>\$ 8,700</u>
<u>Contract Contingency</u>	<u>\$ 5,000</u>
TOTAL CONTRACT	\$73,700

EXPENSE REIMBURSEMENT

Fee includes all estimated hard-cost vendor expenses associated with projects noted above (example: Newspaper advertisements, graphic design, materials, supplies, etc.). Consultant will be reimbursed for any additional expenses paid out of pocket on a pre-approved basis.

TOTAL CONTRACT

Consultant proposes providing the Corona del Mar BID with the above noted services and reimbursement of approved expenses for services rendered July 1, 2016 through June 30, 2017 for a total amount not to exceed \$73,700

ADDITIONAL MARKETING SERVICES & HOURLY RATE

Should the CdM BID Advisory Board request any additional or future projects beyond this proposal, Consultant will prepare a proposal at a separate fee either per project or hourly consulting rate of \$85 per hour.

Consultant will submit a scope of work proposal for each newly requested potential project for the CdMBID Board to review and approve prior to commencing new project work.

Linda Leonhard
CORONA DEL MAR CHAMBER OF COMMERCE
Consultant, Corona del Mar Business Improvement District
(949) 673-4050 / Linda@CdmChamber.com
2855 E. Coast Hwy, Suite 101, Corona del Mar, CA 92625



Corona del Mar Business Improvement District FISCAL YEAR 2015-2016 ANNUAL REPORT

This is the annual report for the twentieth year of the Corona del Mar Business Improvement District, as required by Section 36533 of the California Streets and Highways Code.

1. Proposed Changes to the District Boundary

There are no changes proposed to the district boundaries.

2. Improvements and Activities for the Fiscal Year of July 1, 2016 to June 30, 2017

VISION 2020 - REVITALIZATION IMPROVEMENTS & MAINTENANCE

The following are revitalization project improvements and maintenance programs planned for Corona del Mar's Business District (BID) for the fiscal year 2016-2017. These expenditures are consistent with the BID's Vision 2020 plan:

2.1 **Gateway Project – Electrical Maintenance (MacArthur & PCH)**

The Gateway Entry Improvement Project has been part of the BID's original Vision Plan for Corona del Mar for the past 15 years and was recently completed. The BID will budget for annual electrical maintenance to ensure electricity stays in working order.

2.2 **Marguerite Beautification Project & Flower Street Sign Program**

The Board seeks to continue creating a sense of identity for the Village at the intersection of Marguerite and Coast Highway that would include improvements to landscaping, streetscape and an enhanced street sign program to accentuate the popular "Flower Streets". The Board has determined that the landscape and hardscape components of this project are beyond budgets for this fiscal year, however the BID plans to pay 100% of the Flower Street Sign Program and has budgeted \$22,000 towards this goal. The Street Sign Program shall include replacement of existing street signs in the Business District with taller and larger signs that would include an illustration of the Flower in which the street is named.

2.3 **News Racks Program**

The BID has been striving to upgrade the Newspaper Racks throughout the Business District. The current news racks are damaged, unsafe and in some cases take up valuable parking spacing on Coast Hwy. The improvement program groundwork has begun in FY 2015/16 with the help of the City staff, legal department and Council. The Guidelines are almost complete and the BID has budgeted \$20,000 towards the cost of project completion. The Board is also asking City Council to consider assisting with an additional \$25,000 from the City's general fund. In addition, the BID will be working with the City on proposed changes to the Municipal Code evaluating the condition and placement of Newspaper stands.

2.4 **Parking Improvements**

The BID will continue to study and analysis the various components affecting parking in Corona del Mar and identify possible solutions working with property owners and City staff on parking ordinances and the possible creation of a Parking District.

2.5 **Landscaping & Tree Well Maintenance**

The BID will continue to provide maintenance through a landscape agreement to assure the proper care, cultivation and irrigation of 180 tree well areas. The BID will continue to provide oversight of overall landscaping in the village working closely with the City. The BID will also pay for the upkeep and repair of the irrigation backflow valves that water the street trees.

2.6 **Streetscape & Street Furniture Maintenance**

The BID will continue to maintain and refurbish existing street furniture including trash receptacles, benches, bike racks and bus stops to ensure quality aesthetics.

VISION 2020 – MARKETING & MEMBER BENEFITS

2.7 **Website & Communications**

The BID has been working with an antiquated website platform for many years and has begun efforts in FY 2015-16 to rebuild its website. During FY 2016-17, the BID will continue creating a state of the art website to enhance the online branding of the District, increase exposure to the BID projects and accomplishments, and improve electronic member communications. The BID shall coordinate changes to content, transfer of maintenance and hosting and related tasks with developers for a successful and useful web presents.

2.8 **Marketing & Media Campaigns** The BID will continue to develop and manage a variety of marketing & media programs through the CdM Chamber of Commerce to assist the retailers in the Business District. One highlight focus shall include a “Shop Local” Ad Campaign, Holiday Ad campaign and development of various print media and online marketing for Corona del Mar’s Business District. The BID will maintain the existing Social Media Platform and develop methods to improve electronic communications with its members. The Social Media tools allow further promotions of shopping local campaigns and utilizing local merchants within the District. The BID will maintain the existing BID marketing programs and develop new strategic campaigns to promote economic growth within the District as it does each year. The BID will continue media relations with local press and community associations and maintain or develop new BID marketing collateral.

2.9 **Corona del Mar BID Member Directory, Window Decals & Informational Brochures.**

The BID shall continue to co-produce and co-publish the annual business membership promotional publication called the Corona del Mar Business Directory (Directory). The Directory shall list and market the Corona del Mar BID Members in a colorful print publication campaign for shopping local and mailed to 10,000-12,000 households in Corona del Mar and surrounding areas. The BID will also update its annual Vision 2020 brochures listing the BID’s recent accomplishments and future goals. This brochure will be distributed with the annual member assessment mailings in July and throughout the year.

- 2.10 **Christmas Walk**
The BID will contribute funds to the CdM Chamber to sponsor the annual Christmas Walk, which successfully stimulates the economic climate of the District and provides a promotional platform for all businesses within the District boundaries and beyond.
- 2.11 **Pacific Coast Hwy Dolphin Topiary Program**
The BID will continue to fund & coordinate the festive seasonal decorations of the Dolphin Topiaries at the intersection of Marguerite and Coast Highway. The BID continues to receive countless online communications from the local community on the value of this traditional program.
- 2.12 **Street Light Banner Program**
The BID will continue to fund and coordinate the rotating Light Pole Banner Program to highlight the annual CDM Signature Community events (Annual Town Meeting, Scenic 5K, Christmas Walk) as well as the Happy Holidays Banners. The BID will continue to work with vendor and City on permits, schedules and installation/breakdown. The Light Pole Banner Program continues to offer the Business District a sense of community spirit and promotion.
- 2.13 **Business District Holiday Décor Program**
The BID will continue to fund and coordinate installation and maintenance of the annual Holiday Decorations within the Business District. The BID will work with the contract vendor and the City on annual permits, lighting maintenance, & installation/breakdown as in past years.
- 2.14 **Marketing Consulting & Reporting**
The BID shall continue the marketing consulting contract with the CDM Chamber of Commerce to formulate, coordinate and administer the marketing efforts of the BID and report to the Board routinely on the results of the marketing activities.

VISION 2020 – OUTREACH

- 2.15 **Annual Town Meeting**
The BID will continue to hold and produce the Annual Town Meeting for Corona del Mar and coordinate a “State of the Business District Address” to its members and residents alike. The meeting serves as an outreach platform and community gathering for the District. The Annual Meeting is required by the BID bylaws.
- 2.16 **Business Beautification Award Program**
The BID will continue to pay for and manage the successful bi-monthly Business Beautification Award Program by identifying business locations within the District who have renovated, remodeled or enhanced the aesthetics of their storefronts contributing to the overall Vision 2020 Plan. Recipients of the award receive media attention and an award at a community event.
- 2.17 **Outreach Materials & Mailings**
The BID shall continue to communicate with the community through exhibiting at various monthly and annual events. Programs, collateral and BID announcement will be available, displayed and communicated through the CDM Chamber of Commerce, Residents Association and at other community events. The BID will continue to mail members who have paid their membership assessments a membership decal signifying they are in good standing with the BID.

VISION 2020 – ADMINISTRATION

2.18 Administrative Consulting & Reporting

The BID shall continue the administrative consulting contract with the CDM Chamber of Commerce to formulate, coordinate and administer the BID and report to the Board routinely on the results of the administrative duties. Activities include preparing & Coordinating Agendas, memos, communications and/or reports (preparation of annual reports & budget). Other duties include serving as liaison with City Staff and a post-meeting action item list provided to representative to the City Manager’s Office. The BID Board shall continue to assume some administrative responsibility to include taking Meeting Minutes.

2.19 Administrative Expenses

The BID shall continue to operate & conduct general business through the Cdm Chamber of Commerce as a designated consultant who shall provide for a physical mailing address, telephone answering service, office equipment, meeting space and storage of BID collateral.

2.20 Accounting Services

The City shall provide part-time staff support, solely responsible for handling the bookkeeping services for the BID. The employee would coordinate the assessment billing and collection efforts, accounts receivable and payable, prepare the monthly financial reports, and assist with posting meeting agendas and minutes.

3. Estimated Cost of Improvements & Activities for FY 2016-17

Improvements	\$	48,800
Landscaping (Maintenance & Other	\$	20,480
Streetscape) (Maintenance & Other)	\$	6,000
Marketing & Administration	\$	73,700
Website (New)	\$	10,100
Holiday Décor & Lite Pole Banner Program	\$	29,178
Outreach	\$	1,342
Administrative Expenses	\$	1,400
TOTAL	\$	191,000

2020 Vision Plan Revisions

The Board continues to reevaluate and revise the 2020 Vision Plan. Subcommittee meetings & workshops to develop new objectives will continue to be held. Efforts will continue to inform business and residential communities of the findings of the board

4. Method and Basis of Levying the Assessment Shall Continue as Follows:

The benefit assessments will be collected by the City in one installment. The benefit assessment shall be equal to one hundred fifty percent (150%) of the City’s annual business license fee as established pursuant to Chapter 5.08 of the Municipal Code. The penalty for delinquent payments shall be equal to that established for delinquent business license fees pursuant to Chapter 5.04 of the Municipal Code, providing that the penalty amount added shall in no event exceed fifty percent (50%) of the assessment amount due. Individuals with more than one business entity within the assessment boundaries shall only be required to pay the District assessment for the largest business, shall be exempt from assessments on

additional businesses within the District, and shall continue to pay required business license fees in accordance with Chapter 5.08 of the Municipal Code. Banks and financial institutions that are exempt from City business license regulations shall be assessed \$500/year. Insurance agencies that are exempt from City business license regulations shall be assessed \$250/year. Persons operating in one of the following types of businesses, as an independent contractor in an establishment owned by another person shall be exempt from this assessment: 1. Hair stylists; 2. Nail technicians; 3. Real estate agents. Assessments shall be collected in one annual installment at the beginning of the fiscal year, and be pro-rated for new businesses that open during the fiscal year. The BID is considering recommending a more aggressive collection effort on delinquent member assessments.

5. Surplus Carryover from Fiscal Year 2015-2016

It is estimated that approximately \$64,000 will be carried over from FY2015/16 to FY2016-17.

6. Sources of Contributions from other than levy

In addition to the annual BID assessments to members, the BID assumes there will be the following additional funds or services contributed from the City of Newport Beach to BID programs and projects for the FY 2016-2017:

- a. City "Matching Funds" or Standard Annual Contribution: \$ 20,000
- b. City support for the newspaper rack program \$ 25,000

Prior Year Accomplishments

The FY 2015-2016 was a successful year for the District. The City contributed \$20,000 as the third installment of a five-year commitment to support the BID. The BID successfully began work or completed projects & programs, maintained existing programs and developed new projects within the CdM Village as follows:

Improvement Projects

Gateway Electrical Components	\$ 20,000
Marguerite Project	\$ 2,200

Streetscape Maintenance

\$ 580

Landscaping

Tree Well Landscaping & Maintenance & Back Flow	\$ 20,000
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Holiday Décor & Lite-pole Banner Program

Dekralite Contract	\$ 24,800
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Marketing & Administration

Ad Campaigns, Brochures, Website Maintenance & Hosting, Business Directory, Dolphin Topiary Program, Beautification Program, Xmas Walk Sponsorship, Membership Decals, Annual Mtg, Mailings, Storage & Physical Address, Board Administration, Agendas, Reports, Communications.

\$ 42,000

TOTAL \$109,580

Corona del Mar Business Improvement District
Proposed Operating Budget / Fiscal Year July 1, 2016 thru June 30, 2017

Source of Funds	Budget
Member Assessment (net)	107,000.00
City Matching Funds	20,000.00
Carry over contribution from FY 2015-16	64,000.00
Total Sources of Funds	191,000.00
 Use of Funds	
<u>Administration</u>	
Mailings	1,400.00
Total Administrative	1,400.00
 <u>Improvements</u>	
Marguerite Project	22,000.00
Gateway Electrical Maintenance	1,000.00
Parking	3,000.00
Consulting / Studies	2,800.00
News Racks	20,000.00
Total Improvements	48,800.00
 <u>Landscaping</u>	
Backflow Valve	2,000.00
Landscape/Tree Wells - (Pinnacle Contract)	12,480.00
Landscaping Contingency	6,000.00
[Total Landscaping	20,480.00
 <u>Streetscape</u>	
Street Furniture (Maintenance)	1,000.00
Street Furniture (Benches)	5,000.00
Total Streetscape	6,000.00
 <u>Marketing & Administration</u>	
Marketing Campaigns & Programs	15,000.00
Collateral/Brochures	1,600.00
Directory	7,500.00
Christmas Walk	4,000.00
Dolphins	1,000.00
Beautification Award Program	1,000.00
Office facilities/Storage/Phones	3,500.00
Social Media/Communications	1,200.00
Annual Meeting	1,000.00
Membership decals	1,200.00
Website - Hosting & Tech Support	1,500.00
Website - Maintenance	7,200.00
Consulting (Reporting)	23,000.00
Contingency	5,000.00
Total Marketing	73,700.00
 <u>Website - Development</u>	
Website - Development & Project Management	9,100.00
Contingency	1,000.00
Total Marketing	10,100.00
 <u>Highway Décor - Dekralite</u>	
Banner Program (Litepole)	5,178.00
Holiday Décor (Contract)	21,000.00
Contingency	3,000.00
Total Marketing	29,178.00
 <u>Outreach</u>	
Contributions (Sherman Gardens)	500.00
Community Workshops	842.00
Total Outreach	1,342.00
 <u>Bad Debt Expense</u>	
Total Uses of Funds	191,000.00

Submit by Email

Print Form

APPLICATION FOR APPOINTIVE POSITION

FOR OFFICE USE ONLY

Residence District No. 6

Verified by WR

2014 MAY 12 PM 3:01

OFFICE OF
THE CITY CLERK
CITY OF NEWPORT BEACH

CITY OF NEWPORT BEACH

100 Civic Center Drive
Newport Beach, CA 92660
City Clerk (949) 644-3005
Fax (949) 644-3039

DIRECTIONS: One application can be used for all the appointive positions you are applying for. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. It is the responsibility of the applicant to familiarize themselves with the duties and responsibilities of the position(s) applied for. Detailed information outlining the responsibilities of the positions can be obtained from the City Clerk's Office or on the City's website: www.newportbeachca.gov (City Government/Boards, Commissions and Committees). Applications will be kept on file for two years for the position(s) applied for. If you are not selected for appointment during that period of time, it will be necessary for you to re-submit an application if you are still interested in being considered.

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NAME OF BOARD, COMMISSION OR COMMITTEE: CORONA DEL MAR BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD

Name: DAWSON (Last) KEITH (First) ABBOT (Middle)

Residence Address (required): _____ Cell phone: _____ Zip Code: _____

How long have you lived in Newport Beach? 40 plus years Home/Cell #: _____

Business Address: 2660 EAST COAST HIGHWAY Business Phone: 9 4 9 - 7 2 0 - 9 4 1 4

CORONA DEL MAR, CA 92625 Email Address: _____

Have you ever been convicted of any crime or violation of any law or statute other than minor traffic violations?

NO YES (If yes, attach separate sheet with explanation)

NOTICE: Pursuant to Section 702 of the City Charter, no members of boards or commissions shall hold any paid office or employment in the City government.

Do you currently hold any paid office or employment with the City of Newport Beach, including but not limited to contracted services?

NO YES (If yes, attach separate sheet with explanation)

Please state any past, current or foreseeable future financial interests of any kind that may conflict with the Board, Commission or Committee you are applying for.

NONE

Name and Location of Colleges/ Universities Attended	Major	Degree	Last Year Attended
UNIVERSITY OF REDLANDS	PSYCHOLOGY/SOCIOLOGY	BA	1971
WESTERN STATE COLLEGE OF LAW	LAW	JD	1976

Prior or Current Civic Experience (include membership in professional, charity or community organization)	Office Held (if any)	Dates of Membership
CURRENT MEMBER OF CDM BID ADVISORY BOARD	SECRETARY	2010-2014 (?)

Occupational History. Begin with your present or most recent position. List all positions separately held for the last five years.

Firm or Organization	Type of Business	Title	Dates of Employment
DAWSON & DAWSON, APC	LAW PRACTICE	PRESIDENT/ATTORNEY	1977 TO PRESENT

References. Include names of at least two residents of Newport Beach who are not officially connected with the City.

1. Name Address Phone No.
2. Name Address Phone No.

Summarize why you wish to serve the City of Newport Beach on a board, commission or committee. Include any special qualifications you have which are particularly appropriate to the position for which you are applying.

I HAVE SERVED ON THE CDM ADVISORY BOARD AT VARIOUS TIMES SINCE VISION PLAN 2000 (NOW KNOWN AS VISION PLAN 2020) WAS CONCEIVED. I INTEND TO SEE THE VISION PLAN THROUGH TO COMPLETION. AS A 40 YEAR RESIDENT AND AS A BUSINESS AND COMMERCIAL PROPERTY OWNER, I AM COMMITTED TO THE BETTERMENT OF CDM.

I certify that all statements made on this application are true and correct to the best of my knowledge. I have read and understand the duties and responsibilities of the particular position(s) that I am applying for and authorize the release of this information on the internet.

[BOX MUST BE CHECKED IF SUBMITTING ELECTRONICALLY]



Signature

Date

Submit by Email

Print Form

APPLICATION FOR APPOINTIVE POSITION

RECEIVED

2015 DEC -4 AM 9:34

OFFICE OF
THE CITY CLERK
CITY OF NEWPORT BEACH

CITY OF NEWPORT BEACH

100 Civic Center Drive
Newport Beach, CA 92660
City Clerk (949) 644-3005
Fax (949) 644-3039

FOR OFFICE USE ONLY

Residence District No. _____

Verified by _____

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NAME OF BOARD, COMMISSION OR COMMITTEE:

Name: (Last) (First) (Middle)

Residence Address (required): Zip Code:

How long have you lived in Newport Beach? Home/Cell #:

Business Address: Business Phone:

Email Address:

Have you ever been convicted of any crime or violation of any law or statute other than minor traffic violations?
 NO YES (If yes, attach separate sheet with explanation)

NOTICE: Pursuant to Section 702 of the City Charter, no members of boards or commissions shall hold any paid office or employment in the City government.

Do you currently hold any paid office or employment with the City of Newport Beach, including but not limited to contracted services?
 NO YES (If yes, attach separate sheet with explanation)

If applying for a position on the Finance Committee, have you declared bankruptcy in the last 10 years? NO YES

Please state any past, current or foreseeable future financial interests of any kind that may conflict with the Board, Commission or Committee you are applying for.

I am the owner of the building located at 3500 E Coast Hwy CDM, CA and the owner of Hanley Investment Group an operating business located in Corona del Mar.

Name and Location of Colleges/Universities Attended	Major	Degree	Last Year Attended
UCI	Economics	BA	1990

Prior or Current Civic Experience (include membership in professional, charity or community organization)	Office Held (if any)	Dates of Membership

Occupational History. Begin with your present or most recent position. List all positions separately held for the last five years.

Firm or Organization	Type of Business	Title	Dates of Employment
Hanley Investment Group	Commercial Real Estate Bkrg	President	10 yrs

References. Include names of at least two residents of Newport Beach who are not officially connected with the City.

1. Name Address Phone No.
2. Name Address Phone No.

Summarize why you wish to serve the City of Newport Beach on a board, commission or committee. Include any special qualifications you have which are particularly appropriate to the position for which you are applying.

As an owner of commercial real estate and the operator of a business in Corona del Mar I would like to be more involved with helping the city to address the growth issues it is facing. I would like to share my 26 years of experience in the commercial real estate industry with the BID and hope to be a resource to them.

I certify that all statements made on this application are true and correct to the best of my knowledge. I have read and understand the duties and responsibilities of the particular position(s) that I am applying for and authorize the release of this information on the internet.

[BOX MUST BE CHECKED IF SUBMITTING ELECTRONICALLY]



Signature

Date

RECEIVED

Submit by Email

Print Form

APPLICATION FOR APPOINTEE POSITION

2018 APR 15 AM 8:58

FOR OFFICE USE ONLY

Residence District No. _____

Verified by _____

OFFICE OF
THE CITY CLERK
CITY OF NEWPORT BEACH

CITY OF NEWPORT BEACH

100 Civic Center Drive
Newport Beach, CA 92660
City Clerk (949) 644-3005
Fax (949) 644-3039

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NAME OF BOARD, COMMISSION OR COMMITTEE:

Corona Del Mar Business Improvement District

Name:

Kanipur

(Last)

Hamid

(First)

(Middle)

Residence Address (required):

Zip Code:

How long have you lived in Newport Beach?

17 Years

Home/Cell #:

Business Address:

2201 E Coast HWY

Business Phone:

9 4 9 6 7 3 3 3 2 0

Corona Del Mar, Ca 92625

Email Address:

Have you ever been convicted of any crime or violation of any law or statute other than minor traffic violations?

NO YES (If yes, attach separate sheet with explanation)

NOTICE: Pursuant to Section 702 of the City Charter, no members of boards or commissions shall hold any paid office or employment in the City government.

Do you currently hold any paid office or employment with the City of Newport Beach, including but not limited to contracted services?

NO YES (If yes, attach separate sheet with explanation)

If applying for a position on the Finance Committee, have you declared bankruptcy in the last 10 years? NO YES

Please state any past, current or foreseeable future financial interests of any kind that may conflict with the Board, Commission or Committee you are applying for.

None

CONTINUE TO PAGE TWO

Name and Location of Colleges/Universities Attended	Major	Degree	Last Year Attended
American University Whashington D.C	Computer Science and Business	B.S	1980

Prior or Current Civic Experience (include membership in professional, charity or community organization)	Office Held (if any)	Dates of Membership
Corona Del Mar Buisness Improvement District	Member	2014 - Present

Occupational History. Begin with your present or most recent position. List all positions separately held for the last five years.

Firm or Organization	Type of Business	Title	Dates of Employment
Digital Equipment Corporation	Computer manufacturing	Regional Sale director	1982 - 1994
Self Employed	Small buisness owner	Owner/president	1194 - Present

References. Include names of at least two residents of Newport Beach who are not officially connected with the City.

1. Name Address Phone No.
2. Name Address Phone No.

Summarize why you wish to serve the City of Newport Beach on a board, commission or committee. Include any special qualifications you have which are particularly appropriate to the position for which you are applying.

Have been on this board for one term would like to continue serving.

I certify that all statements made on this application are true and correct to the best of my knowledge. I have read and understand the duties and responsibilities of the particular position(s) that I am applying for and authorize the release of this information on the internet.

[BOX MUST BE CHECKED IF SUBMITTING ELECTRONICALLY]



Signature

Date

Submit by Email

Print Form

APPLICATION FOR APPOINTIVE POSITION

RECEIVED

2014 MAY 12 PM 3:01

OFFICE OF
THE CITY CLERK
CITY OF NEWPORT BEACH

CITY OF NEWPORT BEACH

100 Civic Center Drive
Newport Beach, CA 92660
City Clerk (949) 644-3005
Fax (949) 644-3039

FOR OFFICE USE ONLY

Residence District No. 1

Verified by [Signature]

DIRECTIONS: One application can be used for all the appointive positions you are applying for. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. It is the responsibility of the applicant to familiarize themselves with the duties and responsibilities of the position(s) applied for. Detailed information outlining the responsibilities of the positions can be obtained from the City Clerk's Office or on the City's website: www.newportbeachca.gov (City Government/Boards, Commissions and Committees). Applications will be kept on file for two years for the position(s) applied for. If you are not selected for appointment during that period of time, it will be necessary for you to re-submit an application if you are still interested in being considered.

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NAME OF BOARD, COMMISSION OR COMMITTEE:

Corona Del Mar Business Improvement District Board

Name:

Laidlaw

(Last)

Scott

(First)

Devoy

(Middle)

Cell phone 9492781653

Residence Address (required):

[Redacted]

Zip Code:

[Redacted]

How long have you lived in Newport Beach?

13 years

Home/Cell #:

[Redacted]

Business Address:

3111 Second Ave

Business Phone:

9 4 9 - 6 4 5 - 9 9 8 2

Corona Del Mar

Email Address:

slaidlaw@lsarchitects.com

Have you ever been convicted of any crime or violation of any law or statute other than minor traffic violations?

NO YES (If yes, attach separate sheet with explanation)

NOTICE: Pursuant to Section 702 of the City Charter, no members of boards or commissions shall hold any paid office or employment in the City government.

Do you currently hold any paid office or employment with the City of Newport Beach, including but not limited to contracted services?

NO YES (If yes, attach separate sheet with explanation)

Please state any past, current or foreseeable future financial interests of any kind that may conflict with the Board, Commission or Committee you are applying for.

None

Name and Location of Colleges/ Universities Attended	Major	Degree	Last Year Attended
University of California, Berkeley	Architecture	BA in Architecture	1982
Columbia University	Architecture	Master of Architecture	1987

Prior or Current Civic Experience (include membership in professional, charity or community organization)	Office Held (if any)	Dates of Membership
CDM Business Improvement District Board	Board Member	2010 - present
Giving It Back To Kids	Board Member	2008 - 2010
The Crossing Church	Board Member	2004 - 2008

Occupational History. Begin with your present or most recent position. List all positions separately held for the last five years.

Firm or Organization	Type of Business	Title	Dates of Employment
Laidlaw Schultz Architects	Architecture/Interior Design	Partner/Founder	Founded 1992

References. Include names of at least two residents of Newport Beach who are not officially connected with the City.

1. Name Address Phone No.
2. Name Address Phone No.

Summarize why you wish to serve the City of Newport Beach on a board, commission or committee. Include any special qualifications you have which are particularly appropriate to the position for which you are applying.

I have enjoyed my service on the CDM BID Board over the last 4 years and have been able to leverage my design, planning and approval experience as an architect to both shape and carry out the Board's vision for the CDM commercial district. I am interested in continuing to pursue and realize these on going and future projects which I believe will serve to enrich both the businesses and residents of Corona Del Mar. I have a keen interest in volunteerism. I have seen the value of private and civic partnership during my time on the BID, and I also continue to support an ongoing partnership between community volunteers, business and the Newport Mesa Unified School District to make both physical and educational improvements in the classrooms of Newport Beach and Costa Mesa.

I certify that all statements made on this application are true and correct to the best of my knowledge. I have read and understand the duties and responsibilities of the particular position(s) that I am applying for and authorize the release of this information on the internet.

[BOX MUST BE CHECKED IF SUBMITTING ELECTRONICALLY]



Signature

Date

May 9, 2014

Submit by Email

Print Form

APPLICATION FOR APPOINTIVE POSITION

RECEIVED

2015 APR 20 PM 1:57

CITY OF NEWPORT BEACH

100 Civic Center Drive
Newport Beach, CA 92660
City Clerk (949) 644-3005
Fax (949) 644-3039

OFFICE OF
THE CITY CLERK
CITY OF NEWPORT BEACH

FOR OFFICE USE ONLY

Residence District No. _____

Verified by _____

DIRECTIONS: One application can be used for all the appointive positions you are applying for. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. It is the responsibility of the applicant to familiarize themselves with the duties and responsibilities of the position(s) applied for. Detailed information outlining the responsibilities of the positions can be obtained from the City Clerk's Office or on the City's website: www.newportbeachca.gov (City Government/Boards, Commissions and Committees). Applications will be kept on file for two years for the position(s) applied for. If you are not selected for appointment during that period of time, it will be necessary for you to re-submit an application if you are still interested in being considered.

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NAME OF BOARD, COMMISSION OR COMMITTEE:

Name: (Last) (First) (Middle)
Cell phone

Residence Address (required): Zip Code:

How long have you lived in Newport Beach? Home/Cell #:

Business Address: Business Phone:

Email Address:

Have you ever been convicted of any crime or violation of any law or statute other than minor traffic violations?

NO YES (If yes, attach separate sheet with explanation)

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Do you currently hold any paid office or employment with the City of Newport Beach, including but not limited to contracted services?

NO YES (If yes, attach separate sheet with explanation)

Please state any past, current or foreseeable future financial interests of any kind that may conflict with the Board, Commission or Committee you are applying for.

Name and Location of Colleges/ Universities Attended	Major	Degree	Last Year Attended
University of New Hampshire	Horticulture	Associates	1994

Prior or Current Civic Experience (include membership in professional, charity or community organization)	Office Held (if any)	Dates of Membership
Garden Buds, Landscape design	Botanic Garden	Owner

Occupational History. Begin with your present or most recent position. List all positions separately held for the last five years.

Firm or Organization	Type of Business	Title	Dates of Employment
			2008-2012

References. Include names of at least two residents of Newport Beach who are not officially connected with the City.

1. Name Address Phone No.
2. Name Address Phone No.

Summarize why you wish to serve the City of Newport Beach on a board, commission or committee. Include any special qualifications you have which are particularly appropriate to the position for which you are applying.

I wish to serve on the Business improvement District to give back to the community. As Director of Sherman Gardens the aesthetic look and feel of the community is very important to me. With my horticultural and design experience I feel I can add a lot of value to discussions that pertain to public horticulture installations and design of public spaces. As a member of the business community I would also like to be a part of enhancing the way residents and visitors interact with our public spaces. As a member of the American Public Garden Association's Board of Directors I understand the value of an engaged board and how boards can have a positive impact on those who they serve.

I certify that all statements made on this application are true and correct to the best of my knowledge. I have read and understand the duties and responsibilities of the particular position(s) that I am applying for and authorize the release of this information on the internet.

[BOX MUST BE CHECKED IF SUBMITTING ELECTRONICALLY]

Signature

Date

Locey, Mary

From: Patty Patterson <patty@pascalnpb.com>
Sent: Wednesday, April 20, 2016 9:14 AM
To: Locey, Mary
Cc: 'Scott LaFleur'; 'Pascal Olhats'
Subject: BID application

Mary,

As a BID member (Café Jardin), please consider this email as authorization for Scott LaFleur to serve on the board of directors as its representative. Kindly contact me with any questions or concerns.

Thank you,

Patty Patterson

Business Office

Olhats Food Corporation

Pascal, Café Jardin, Pascal Catering

3334 E. Coast Hwy #615

Corona del Mar, CA 92625

Phone 949-673-0034

FAX 949-673-0032

patty@pascalnpb.com

Submit by Email

Print Form

APPLICATION FOR APPOINTIVE POSITION

FOR OFFICE USE ONLY

Residence District No. _____

Verified by _____

2014 MAY 13 PM 3: 54

OFFICE OF
THE CITY CLERK
CITY OF NEWPORT BEACH

CITY OF NEWPORT BEACH

100 Civic Center Drive
Newport Beach, CA 92660
City Clerk (949) 644-3005
Fax (949) 644-3039

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NAME OF BOARD, COMMISSION OR COMMITTEE: Corona Del Mar Business Im Dist Board

Name: LIM (Last) SHAWN (First) CHI (Middle)

Cell phone

Residence Address (required): _____ Zip Code: _____

How long have you lived in Newport Beach? Own business in CDM for 17 years Home/Cell #: _____

Business Address: 3536 E Coast Hwy Ste C Business Phone: 949 675 3151

Corona Del Mar Email Address: _____

Have you ever been convicted of any crime or violation of any law or statute other than minor traffic violations?

NO YES (If yes, attach separate sheet with explanation)

NOTICE: Pursuant to Section 702 of the City Charter, no members of boards or commissions shall hold any paid office or employment in the City government.

Do you currently hold any paid office or employment with the City of Newport Beach, including but not limited to contracted services?

NO YES (If yes, attach separate sheet with explanation)

Please state any past, current or foreseeable future financial interests of any kind that may conflict with the Board, Commission or Committee you are applying for.

None

TIME RECEIVED
May 9, 2014 12:48:19 PM PDT

REMOTE CSID
9499990853

DURATION
133

PAGES
3

STATUS
Received

05/10/14 03:49AM

BPS Newport Financial Inc.

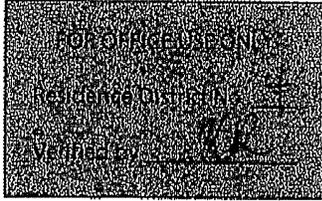
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p.01

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APPLICATION FOR APPOINTIVE POSITION

MAY 09 12:48:19 PM PDT



OFFICE OF
THE CITY CLERK
CITY OF NEWPORT BEACH

CITY OF NEWPORT BEACH

100 Civic Center Drive
Newport Beach, CA 92660
City Clerk (949) 644-3005
Fax (949) 644-3039

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NAME OF BOARD, COMMISSION OR COMMITTEE:

COM Bid Board

Name:

Svalstad

(Last)

Bennie

(First)

P.

(Middle)

Cell phone

Residence Address (required):

1000 15th St

Zip Code:

92660

How long have you lived in Newport Beach?

30 yrs

Home/Cell #:

714 251-1234

Business Address:

2865 East Coast Hwy

Business Phone:

949 644-3005

Suite 360 COM 92625

Email Address:

b.svalstad@gmail.com

Have you ever been convicted of any crime or violation of any law or statute other than minor traffic violations?

NO YES (If yes, attach separate sheet with explanation)

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NO YES (If yes, attach separate sheet with explanation)

Please state any past, current or foreseeable future financial interests of any kind that may conflict with the Board, Commission or Committee you are applying for.

None

CONTINUE TO PAGE TWO

Dean J. J. Stata	pres	asst	BS 1958

CDM Bid Board of Directors	chairman	2004-present
CDM chamber Board Member	Vice chairman, Treas.	2003-present
Fountain Valley City Council	Mayor 1976, 1980	69-70-72-1980

Occupational History. Begin with your present or most recent position. List all positions separately held for the last five years.

BPS Newport Financial	Finance	president	20 yrs
Upland Stor King property	Storage	president	30 yrs

References. Include names of at least two residents of Newport Beach who are not officially connected with the City.

1. Name John Middlemuth Address NE Phone No.

2. Name Bill & Jan Dunlap Address Phone No.

Summarize why you wish to serve the City of Newport Beach on a board, commission or committee. Include any special qualifications you have which are particularly appropriate to the position for which you are applying.

To work on completion of the 2020 vision for CDM.

I certify that all statements made on this application are true and correct to the best of my knowledge. I have read and understand the duties and responsibilities of the particular position(s) that I am applying for and authorize the release of this information on the internet.

[BOX MUST BE CHECKED IF SUBMITTING ELECTRONICALLY]

Signature

Bernie P. Trakala

Date

5/8/14

APPLICATION FOR APPOINTIVE POSITION

2016 APR -9 PM 11: 22

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OFFICE OF
THE CITY CLERK
CITY OF NEWPORT BEACH

CITY OF NEWPORT BEACH

100 Civic Center Drive
Newport Beach, CA 92660
City Clerk (949) 644-3005
Fax (949) 644-3039

FOR OFFICE USE ONLY

Residence District No. _____

Verified by _____

DIRECTIONS: One application can be used for all the appointive positions you are applying for. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. It is the responsibility of the applicant to familiarize themselves with the duties and responsibilities of the position(s) applied for. Detailed information outlining the responsibilities of the positions can be obtained from the City Clerk's Office or on the City's website: www.newportbeachca.gov (City Government/Boards, Commissions and Committees). Applications will be kept on file for two years for the position(s) applied for. If you are not selected for appointment during that period of time, it will be necessary for you to re-submit an application if you are still interested in being considered.

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NAME OF BOARD, COMMISSION OR COMMITTEE:

Name: (Last) (First) (Middle)

Residence Address (required): Zip Code:

How long have you lived in Newport Beach? Home/Cell #:

Business Address: Business Phone:

Email Address:

Have you ever been convicted of any crime or violation of any law or statute other than minor traffic violations?

NO YES (If yes, attach separate sheet with explanation)

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Do you currently hold any paid office or employment with the City of Newport Beach, including but not limited to contracted services?

NO YES (If yes, attach separate sheet with explanation)

If applying for a position on the Finance Committee, have you declared bankruptcy in the last 10 years? NO YES

Please state any past, current or foreseeable future financial interests of any kind that may conflict with the Board, Commission or Committee you are applying for.

Name and Location of Colleges/ Universities Attended	Major	Degree	Last Year Attended

Prior or Current Civic Experience (include membership in professional, charity or community organization)	Office Held (if any)	Dates of Membership

Occupational History. Begin with your present or most recent position. List all positions separately held for the last five years.

Firm or Organization	Type of Business	Title	Dates of Employment

References. Include names of at least two residents of Newport Beach who are not officially connected with the City.

1. Name Address Phone No.

2. Name Address Phone No.

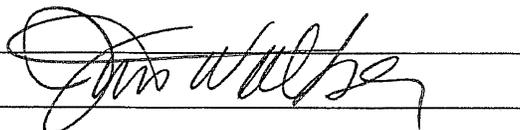
Summarize why you wish to serve the City of Newport Beach on a board, commission or committee. Include any special qualifications you have which are particularly appropriate to the position for which you are applying.

I certify that all statements made on this application are true and correct to the best of my knowledge. I have read and understand the duties and responsibilities of the particular position(s) that I am applying for and authorize the release of this information on the internet.



Signature

Jim Walker



Date

4/08/2016

Corona del Mar Business Improvement District

April 28, 2016 Agenda Item # 8 – Board Applications

The City received additional applications for board appointment, which are still pending verification of eligibility. If the applications are deemed eligible for appointment prior to the April 28 meeting, the applications will be distributed at the CdM BID board meeting for consideration.