



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

City Hall, Corona del Mar Conference Room, 100 Civic Center Drive,
Newport Beach, CA 92660

Thursday, May 26, 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 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 Advisory Board of Directors (CdM BID Board). 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 CdM BID Board has the discretion to extend or shorten the speakers' time limit on 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. Minutes of the April 28, 2016, Corona del Mar Business Improvement District Advisory Board of Directors meeting.

Approval of Minutes

Summary: Board to review the draft meeting minutes from April 28, 2016.

Recommended Action: Board to approve the draft meeting minutes from April 28, 2016.

[Attachment - CdM BID Draft Meeting Minutes](#)

V. CURRENT BUSINESS

A. City Council Reports

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

Recommended Action: None

B. CdM BID Accounting and Financial Services (Locey)

Summary:

1) Board to hear presentations for outsourcing BID accounting and financial services.

2) Board to review proposals and presentations for accounting and financial reporting services to be funded by the CdM BID and contracted by the City through a multi-year agreement.

3) Board to review requesting the City Council increase BID funding to \$40,000 through fiscal year 2017-2018.

Recommended Actions:

1) None

2) Board to recommend the City enter into a multi-year agreement for BID accounting and financial reporting services with a preferred vendor to be funded by the CdM BID.

3) Board to recommend requesting the City Council increase BID funding to \$40,000 through fiscal year 2017-2018.

[Attachment - BID Accounting Proposal-Community Business Solutions](#)

[Attachment - BID Accounting Proposal-Newport Beach Chamber](#)

C. CdM BID Fiscal Year 2016-2017 Board Nominations (Svalstad)

Summary: Board to review the application received to fill the the remaining open seat to serve on the CdM BID Advisory Board of Directors for fiscal year 2016-2017.

Recommended Action: Board to recommend applicant for appointment by the City Council to serve on the CdM BID Advisory Board of Directors for fiscal year 2016-2017.

[Attachment - CdM BID Board Application-Johnson](#)

D. Marketing and Administration Report (Leonhard)

Summary:

1) Website Development Agreement-Status Update

2) Cooperative District Marketing Campaigns-"Explore CdM" "Shop & Dine"

3) BID Brochures and Member Decals

Recommended Action:

1), 2) and 3) None

E. CdM Business District Parking (Walker)

Summary: Conduct a working session on the CdM District parking and development of a Parking Action Plan.

Recommended Actions:

Board to discuss and recommend a Parking Action Plan for the CdM Business District for submittal to the City Council.

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

The next regular NBRA BID Advisory Board meeting is scheduled for June 23, 2016.



Proposal for
Accounting & Financial Reporting Services
April 7, 2016

Submitted to
City of Newport beach
Corona del Mar BID
Newport Restaurant Association BID
April 7, 2016

COMMUNITY BUSINESS SOLUTIONS

Project Consultant: Linda Leonhard

3334 East Coast Hwy, Suite 116 / Corona del Mar, CA 92625
(949) 322-5571 / Lleonhard@Roadrunner.com

PROPOSAL

Community Business Solutions (Consultant) proposes to provide Professional Accounting & Financial Reporting Services to the City of Newport Beach for the Corona del Mar Business Improvement District (CdM BID) and the Newport Beach Restaurant Association Business Improvement District (NBRA BID) for Fiscal Year 2016/17 commencing on July 1, 2016 through June 30, 2017.

The designated Project Manager in this proposal shall be Linda Leonhard, Owner/President. Consultant has a thorough understanding of the CdM BID having served the organization for over 15 years, first as a CdM BID Board Director and for the past 13 years, as the CdM BID's Marketing and Administrative Consultant. Consultant has detailed knowledge of the CDM BID's budget, annual and monthly reporting, accounting procedures, databases and strong familiarity with its assessed members. Consultant has proven experience with the structure of city BIDs and familiarity with the NBRA BID structure and goals. In addition, Consultant possess 20+ years experience in membership billing utilizing Quickbooks Pro with examples being the Newport Center Association, and the CdM Chamber of Commerce.

SCOPE OF WORK

1) DATABASE MANAGEMENT

Consultant will maintain a separate accounting database for the CdM BID and the NBRA BID. Each database shall be maintained in Quickbooks Pro and updated on a monthly basis with new members generated from the City's online business license portal. The databases shall be monitored and updated regularly for new and closing businesses.

2) BID MEMBER ASSESSMENTS

Consultant will provide billing services for the assessed members of the CdM BID and the NBRA BID. The first assessment billing will take place in July after the City Council renewal. If assessment payment has not been received after 30 days, penalty charges will be calculated per approved City Council Resolution and members shall be sent statements with penalty charges for the second, third and fourth assessment mailings. Penalty charges shall not exceed 100% of the base assessment amount. Assessments shall be calculated on a pro-rated basis for any new businesses. Collected assessments shall be credited to the members account and deposited to bank accounts specified by the City within 10-days of receipt. Consultant shall contact the City's BID Liaison with any billing issues or questions.

3) FINANCIAL REPORTING

Consultant shall prepare monthly financial reports and statements in accordance with generally accepted accounting principles, including but not limited to an A/R aging summary, a balance sheet, a profit and loss statement, a check register, a reconciliation summary, and a reconciliation detail. The financial reports shall be transmitted to the designated BID board members, BID administrator, and City's BID liaison no later than the 10th of each month.

4) ANNUAL BUDGET DEVELOPMENT

Consultant will assist in the preparation of annual budgets by preparing the necessary financial reports, calculations, projects or estimates.

5) ACCOUNTS PAYABLE

Consultant will enter bills into the BID accounting database and upload to the City's online portal for approval in a three-step approval process. Once approved, the vendor checks shall be issued through the online portal system or similar electronic payment process.

6) AUDITING

The City's Finance Department may request an Audit of BID Accounts. Such audit costs are not included in this proposal and will need to be proposed on a mutually agreeable time and materials basis. Such audits could include, but not limited to, the review of files maintained by consultant, a review of the processes used by the consultant to fulfill its duties, the accounting controls in place at the consultant's office, and a review of accounting transactions during the accounting period.



NEWPORT BEACH
CHAMBER OF COMMERCE

The Business and Community Resource

April 7, 2016

Mr. Anthony Nguyen
Purchasing Agent
City of Newport Beach
100 Civic Center Drive
Newport Beach, CA 92660

Re: Statement of Qualifications for Request for Qualifications No. 16-47

Dear Mr. Nguyen:

Enclosed please find the Statement of Qualifications being submitted by the Newport Beach Chamber of Commerce with regard to City of Newport Beach Request for Qualifications No. 16-47. We are excited to bid on this project and look forward to working through the process.

Warmest Regards,



Steve Rosansky
President & CEO



NEWPORT BEACH
CHAMBER OF COMMERCE

The Business and Community Resource

Statement of Qualifications
Submitted By
Newport Beach Chamber of Commerce

Request for Qualifications No. 16-47
Business Improvement District (BID)

Accounting & Financial Reporting Services

Section One

The Newport Beach Chamber of Commerce (the "Chamber") is a 501(C)(6) corporation that has been in continuous business for over 100 years. The organization consists of approximately 640 member businesses predominantly located in the City of Newport Beach. Each Chamber member pays annual dues to the Chamber based on a tiered fee schedule.

The Chamber staff oversees the production and execution of approximately 50 monthly member events/meetings and 12 major Newport Beach civic events including the Newport Beach Christmas Boat Parade.

The Chamber is governed by a Board of Directors chosen from the member businesses. The 24 Board members are elected for three year periods on a staggered basis. The current Chair of the Board is local business owner, Marie Case.

The Chamber currently has a paid staff of five full-time and one part-time employee. They consist of the following people and positions:

Steven Rosansky	President and CEO (resume attached)
Jeff Parker	Chief Operating Officer and Director of Operations and Communications
Kathleen Sanchez	Finance Director and Administration (resume attached)
Pam Blasiar Smith	Membership Services Director
Jim Villers	Membership Director
Rochelle Lindenlaub	Membership Services Coordinator

In addition to the paid staff members, the Chamber has an unpaid Chief Financial Officer, Kimberley Tavares (resume attached).

The main point of contact is as follows:

Steven Rosansky
20351 Irvine Ave
Suite C-5
Newport Beach, CA 92660
steve@newportbeach.com
www.newportbeach.com
(949) 729-4404 (O)
(714) 381-2460 (C)

The project team will consist of the following persons:

1. Steven Rosansky
2. Kathleen Sanchez
3. Kimberley Tavares

The Chamber has conducted the types of services contemplated by the RFQ for decades on its own behalf. We maintain an extensive proprietary data base of present and former Chamber members, including the following information among other data:

- Company Name
- Key Contact Person
- Billing Person
- Billing Address
- Phone Numbers
- Website
- Email Addresses
- Dues Information
- Billing Dates
- Payment Due Dates
- Payment Receipt Dates

The Chamber bills and receives payments from members on an annual basis. The data base is updated on a regular basis to reflect the addition of new members and the removal of non-renewing members. The Finance Director also issues payments for goods and services received by the Chamber in the ordinary course of business.

The Chamber uses QuickBooks® software to maintain its financial records. Each month the Finance Director prepares a detailed Profit & Loss Statement that reflects month-to-date and year-to-date figures for the Chamber as compared against budgeted projections. A current Balance Sheet and A/R aging summary is also prepared. These financial statements are presented by the Chamber President and the Chamber Chief Financial Officer to the Board of Directors at the Board's regular monthly meetings. Bank statements are reconciled on a monthly basis by the Finance Director.

The Finance Director, with the assistance of the Chamber CFO and the Chamber President, prepares an annual budget that is presented to the Chamber Finance Committee and ultimately approved by the Board of Directors based upon a recommendation of the Finance Committee. The budget is based on projections of annual member revenue and event related revenue.

Section Two

The Chamber is currently providing services to other organizations, such as Leadership Tomorrow, a 501(C)(3) corporation, that are very similar to those outlined in the Consultant Responsibilities & Scope of Project section of the RFQ. Leadership Tomorrow is an educational organization that annually conducts a nine month program to help local citizens acquire a better understanding of civic leadership through interaction with a broad range of local experts and community leaders. The program participants are drawn from Newport Beach, Costa Mesa, Irvine and Tustin.

Through an annual contract, the Chamber provides (amongst other services) bookkeeping and records management services for Leadership Tomorrow including the following:

1. Management of the participant database utilizing QuickBooks® and Constant Contact®
2. Maintenance and reconciliation of Leadership Tomorrow bank accounts
3. Collection of participant payments
4. Payment of approved invoices for goods and services contracted for by Leadership Tomorrow
5. Preparation of Monthly and Year-to Date Profit & Loss Statements, Balance Sheets and A/R aging statements
6. Development of annual budgets based upon historical revenue and expense data and projections for future programs and initiatives
7. Presentation of financial statements to the Board of Directors on a monthly or as needed basis
8. Maintenance of Leadership Tomorrow Board Minutes and meeting books

Contact & Reference Information for Leadership Tomorrow:

Jon Lewis
Chairman of the Board of Directors
(714) 925-5986
JLewis@NBPD.org
www.leadershiptomorrow.org/

Section Three

As mentioned in Section One, the following are the key personnel that would be performing the work on the project for the BIDS:

1. Steven Rosansky—President & CEO
2. Kathleen Sanchez—Finance Director
3. Kimberly Tavares—Chief Financial Officer

Please see the attached resumes for the foregoing individuals for the pertinent information requested in the RFQ.

The relevant project experience has been described in Sections 1 & 2 above.

Resume of
STEVEN ROSANSKY

Steven Rosansky

President & CEO

EDUCATION

Juris Doctor, UCLA School of Law
May 1985 (Los Angeles, CA)

Bachelor of Science in Economics, University of Penn. Wharton School of Business
May 1982 (Philadelphia, PA)

PROFESSIONAL EXPERIENCE

President & CEO

Newport Beach Chamber of Commerce, Newport Beach, CA

January 2013 to Present

- Chief Executive for membership organization consisting of 640 business members
- Organizer of major civic events
- Fundraiser

President & CEO

Newport West Real Estate Company, Newport Beach, CA

December 1987 to Present

- Real estate broker of record
- Experienced in residential and commercial real estate sales and leasing
- Arrangement of residential real estate financing
- Active in real property negotiation and entitlement processing

Managing Partner

Togos-Baskin Robbins, Orange, CA

May 2000 to September 2012

- Owned and operated restaurant franchise with sales in excess of one million dollars

Attorney

Rutan & Tucker, Costa Mesa, CA

November 1985 to September 1987

- Real estate attorney specializing in documentation of real estate transactions

CIVIC EXPERIENCE

Newport Beach, California

City Councilman

October 2003 to December 2012

Mayor

December 2006 to December 2007

Parks, Beaches & Recreation Commissioner

August 2003 to October 2003

Membership Organizations

California Bar Association

California Association of Realtors

Resume of
KATHLEEN SANCHEZ

Kathleen Tobin- Sanchez

[REDACTED]
[REDACTED]
[REDACTED]

Objective

To utilize and expand my organization and multi-task management skills in a position offering long term growth potential.

Summary

- 34 years experience in accounting
- Fundamental accounting knowledge of monthly and yearly financial statements, accounts payables, accounts receivable, invoicing, audit and payroll
- Motivated, efficient, accurate and detail-oriented
- Strong analytical and problem solving abilities
- Proficient in QuickBooks, Excel, Microsoft Word, Great Plains, Dynamics, and American Contractor software programs

Experience

2007 – Present

Director of Finance Newport Beach Chamber of Commerce Newport Beach
Financial Statements, Budgets, Audit, Accounts Payables, Accounts Receivables, Billing,
Payroll, Bank Reconciliation, Journal Entries.

DUTIES include:

Maintain general bookkeeping into QuickBooks including A/R, A/P & Banking.

Prepare monthly financials for Finance Committee & Board of Directors including Balance Sheet, Income Statements & Budgets.

Performs end of year reconciliation of all accounts, closes books and prepares for and assists with annual outside audit.

Assists with the preparation of the annual NBCC Budget including all Chamber and Council operations. Prepare Special Events budgets.

Files state and federal reports as required including Sales tax and reconciles all bank accounts monthly.

Taste of Newport – Cash Control including pre-event preparation, web site sales and will call collections and reports. Accounting room duties including scheduling volunteers. Manage & Prepare for Cash Managers and volunteer cash stations.

Human Resource Department: Maintain employee attendance records, payroll records, 401k retirement plan.

2005 – 2007

F/C Bookkeeper/ Office Manager Q2, Inc. Santa Ana

Full Charge Bookkeeper. Responsible for maintaining all accounting records. Process accounts payable, accounts receivables, billing, payroll, and expenses. Post monthly journal entries. Reconcile all bank statements. Submit monthly financial reports to CPA. Maintain all records for insurance, workers comp and employee files.

2004 – 2005

Accounts Payable Manager deb Construction Inc Anaheim

Processed accounts payables, payroll and vendor communications. Experience with Preliminary Notices, Unconditional and Conditional Progress and Final Waivers and Releases. Assist in closing jobs. Full- time position.

2003 – 2004

Bookkeeper Mortgage Concepts Inc Santa Ana

Full Charge Bookkeeper. Process accounts payables, payroll, bank reconciliations and bank deposits. Produce monthly reports. Quarterly and end of year payroll tax reporting. W -2's and 1099's. Assisted in Year-end closing procedures. Part- time position.

1994 – 2003

Accounting Manager Mass Connections Cerritos

Managed a staff of 13 auditors and accounts payable personnel. Prepared audit and payables reports. Developed and implemented new audit procedures that increased productivity and accuracy. Processed accounts payables and journal entries. Assisted payroll processing and month end reporting. Promoted from Supervisor to Manager in 1995. Full- time position.

1990 – 1994

Office Manager Data Reply Irvine

Responsible for management of overall operations. Client and Vendor communications, including special projects. Processed accounts payables and generated client invoicing. Produced Semi- weekly payroll processing. Assisted in monthly reports. Full- time position.

Education

Saddleback College, Mission Viejo, CA

A.A., Business Administration, Minor: Accounting 1981

H.R. Block, Irvine, CA

Tax Preparer, State of California Consumer Affairs, 1991

Resume of
KIMBERLY TAVARES, CVA

Kimberly Tavares, CVA
Chief Executive Officer

With more than 15 years of experience providing accounting and business advisory services, Kimberly is a trusted advisor to entrepreneurs and established business owners in the health and nutrition, automotive, law and medical practices.

She works side-by-side with her clients to strengthen their financial position by reducing costs and better managing their working capital. She uses cutting-edge technology to leverage their data to improve the quality and timeliness of financial information with the goal of reducing accounting errors that impede effective and timely decisions. She leads a team that executes day-to-day finance function operations including preparation and review of balance sheet account reconciliations, payroll, management financial packages, drafting financial statement disclosures and other key accounting and reporting tasks.

Business Valuation & Forensic Accounting

As a certified valuation expert, Kimberly specializes in business valuation for buy-sell agreements, consulting business owners in partnerships on their exit strategies. She is often hired to execute appraisals for buy-sell agreements and mergers & acquisitions.

Litigation Support

In the area of family law, Kimberly provides litigation support and forensic analysis as well as asset tracing, business valuation, controllable cash flow analysis, marital standard of living analysis and other financial areas of concern in dissolution of marriage.

Education

Johnson & Wales University 1997, AA Business Management 1997
California State University Fullerton, BA Accounting 2005

Professional and Civic Memberships

- The National Association of Certified Valuators and Analysts (NACVA)
- The California Tax Education Council (CTEC)
- African Children's Foundation, board member

- Human Options

Representative Client Matters

CFO & Advisory

- Developed revenue, earnings, break-even and dilution models for an emerging start-up tech company for purposes of raising capital
- Provided forecasts and projections for a start-up company including setting financial goals to hire the first employees and working through company break-even all the way to profitability. Five years later, we act as the CFO and service all aspects of the growing \$5 million company
- Provided virtual accounting services to a company by replacing the in-house CFO and accounting staff, provided the same functions and services and included more oversight and direction and saved the business more than \$171,000 to its bottom line

Business Valuation & Forensic Accounting

- Provided tracing analysis and identified \$50 million in hidden assets for a spouse in a dissolution of marriage
- Prepared a cash flow analysis, business valuation and marital standard of living calculations to secure a favorable settlement for a spouse in a dissolution of marriage
- Prepared a comprehensive loss profit analysis for a gas station that had severe damage which resulted in a favorable insurance settlement
- Prepared a business valuation for a well-established business for a buy-sell agreement and assisted the attorney in issues surrounded an exit strategy

Kimberly Tavares, CVA

PacWest Accounting, Inc.

Summary

My skills have assisted partners and litigators with my investigative and analytical skills needed to apply accounting, business and financial methodology to legal matters. My experience has also included providing forensic analysis and asset tracing analysis, all of which utilize strong bookkeeping skills to analyze, interpret, summarize and present complex financial issues in a manner that is both clear and properly supported.

Representative Client Matters CFO & Advisory

- Developed revenue, earnings, break-even and dilution models for an emerging start-up tech company for purposes of raising capital
- Provided forecasts and projections for a start-up company including setting financial goals to hire the first employees and working through company break-even all the way to profitability. Five years later, we act as the CFO and service all aspects of the growing \$5 million company
- Provided virtual accounting services to a company by replacing the in-house CFO and accounting staff, provided the same functions and services and included more oversight and direction and saved the business more than \$171,000 to its bottom line
- Business Valuation & Forensic Accounting**
- Provided tracing analysis and identified \$50 million in hidden assets for a spouse in a dissolution of marriage
- Prepared a cash flow analysis, business valuation and marital standard of living calculations to secure a favorable settlement for a spouse in a dissolution of marriage
- Prepared a comprehensive loss profit analysis for a gas station that had severe damage which resulted in a favorable insurance settlement
- Prepared a business valuation for a well-established business for a buy-sell agreement and assisted the attorney in issues surrounded an exit strategy

Experience

Chief Executive Officer at PacWest Accounting

March 2009 - Present (7 years 1 month)

With more than 15 years of experience providing accounting and business advisory services, Kimberly is a trusted advisor to entrepreneurs and established business owners in the health and nutrition, automotive, law and medical practices. She works side-by-side with her clients to strengthen their financial position by reducing costs and better managing their working capital. She uses cutting-edge technology to leverage their data to improve the quality and timeliness of financial information with the goal of reducing accounting errors that impede effective and timely decisions. She leads a team that executes day-to-day finance function operations including preparation and review of balance sheet account reconciliations, payroll, management financial packages, drafting financial statement disclosures and other key accounting and reporting tasks.

Business Valuation & Forensic Accounting As a certified valuation expert, Kimberly specializes in business valuation for buy-sell agreements, consulting business owners in partnerships on their exit strategies. She is often hired to execute appraisals for buy-sell agreements and mergers & acquisitions.

Litigation Support In the area of family law, Kimberly provides litigation support and forensic analysis as well as asset tracing, business valuation, controllable cash flow analysis, marital standard of living analysis and other financial areas of concern in dissolution of marriage.

Sr. Business Valuation Associate at Kahn, Litwin, Renza & Co.

July 2007 - September 2008 (1 year 3 months)

Responsibilities include conducting business valuations for dissolution of marriage, estate and gift tax purposes, litigation support and loss/profit damages.

Forensic Accountant at Duckworth & Mehner, LLP

September 2002 - June 2007 (4 years 10 months)

Responsibilities include analyzing financial situations and assisting partners in providing analysis and expert testimonies dealing with family law. Services include business and professional practice valuations, cash flow available for support, high earner child support situations, lifestyle expense analysis, community/separate balance sheets, tax effects of divorce, asset tracing, and reimbursement and misappropriation analysis. Work closely with family law attorneys and clients to ensure accuracy and efficiency in each project.

Skills & Expertise

Accounting

Tax

Accounts Payable

QuickBooks

Cash Flow

Account Reconciliation

Leadership

Entrepreneurship

Business Valuation

Accounts Receivable

Analysis

Budgets

Strategy

Education

California State University-Fullerton, Mihaylo College of Business and Economics

BA, Accounting, 2003 - 2005

Johnson & Wales University

AA, Business, 1995 - 1997

Activities and Societies: Theta Phi Alpha Sorority

Organizations

NACVA

Languages

English

(Native or bilingual proficiency)

Certifications

CVA

NACVA

Section Five

In many ways the Chamber's current operations and those the Chamber performs under contract to Leadership Tomorrow, are a mirror image of the services requested under the RFQ. We currently service an organization comprised of a similar, if not larger number of members. In fact, many of the members of the Restaurant BID and the Corona del Mar BID are currently Chamber members and have been so for many years. These members pay annual fees to the Chamber based upon a tiered system to be members. On occasion, we need to contact them several times in order to bring their dues current.

The Chamber maintains a data base of members which is required to be updated constantly as members join and leave the Chamber. The Chamber utilizes QuickBooks® for its accounting software.

Invoices for goods and services are received and posted on a daily basis. Monthly financial statements are prepared by the Finance Director based upon generally accepted accounting principles and reviewed by the Chamber President and CFO. The statements are then presented to the Board for approval. Bank statements are reviewed and reconciled on a monthly basis.

Annually, a budget is prepared by the Finance Director with input from the President and CFO based upon previous experience and future projections. Budgets are vetted and approved by the Board of Directors.

Submit by Email

Print Form

APPLICATION FOR APPOINTIVE POSITION

RECEIVED

2016 APR 22 AM 9:38

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 _____

OFFICE OF
THE CITY CLERK
CITY OF NEWPORT BEACH

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.

NOTICE: Section 702 of the City Charter requires that members of Boards or Commissions appointed by the City Council shall be from the qualified electors of the City. This document is a public record and may be posted on the internet.

NAME OF BOARD, COMMISSION OR COMMITTEE: COM Business Improvement District

Name: Johnson (Last) Beverley (First) BJ (Middle)

Residence Address (required): _____ Zip Code: _____

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

Business Address: 3301 E. Coast Hwy Business Phone: 949 723 7080

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)

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

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
Corona del Mar Chamber of Commerce	Chairman	1990-Present
Corona del Mar Residents Assoc.	President	1990-Present
Oasis Board of Advocates		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
Berkshire Hathaway	Real Estate	Realtor	1986-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.

Before my real estate career I was partners in a retail store. I would like to stay involved in CDM by helping promote the business community. I have been on the B.I.D board in the past.

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



BERKSHIRE HATHAWAY | California Properties
HomeServices

May 2nd, 2016

Newport Beach City Clerk
Leilani Brown
100 Civic Center Drive
Newport Beach, Ca 92660

RE: Corona Del Mar BID

Dear Ms. Brown,

I would be honored to have Beverley "BJ" Johnson represent our Berkshire Hathaway office at 3301 E. Coast Highway on the Corona Del Mar Business Improvement District Board.

Several years ago when we were Prudential California Realty BJ represented our office on the BID Board. She has also served as Chairman of the Corona del Mar Chamber of Commerce and President of the Corona Del Mar Residents Association. Prior to becoming a Realtor BJ was partners in a retail establishment. I hope the board will consider her past achievements and value her as an active member who will have the best interest of the residents and business community.

Respectfully submitted,

A handwritten signature in black ink that reads "Scott MacDonald".

Scott MacDonald
Regional Vice President
949.644.6200
Scott@bhscal.com

CC: Corona del Mar Chamber of Commerce
Lleonhard@cdmchamber.com