



CITY OF NEWPORT BEACH NEWPORT BEACH RESTAURANT ASSOC. BUSINESS IMPROVEMENT DISTRICT AGENDA

Meeting will be held via video call. Please see Special Notice regarding COVID-19 for public comment information.

Wednesday, May 27, 2020 - 9:30 AM

Newport Beach Restaurant Assoc. Business Improvement District Members:

Juan Carlos Godinez, President
Kenyon Paar, Vice President
Phil Crowley, Treasurer
Eunjoo Plueneke, Secretary
Matthew Meddock, Director
Jordan Otterbein, Director
Christopher Roman, Director
Talia Samuels, Director
Ron Schwartz, Director
Jim Walker, Director

Staff Members:

Melanie Franceschini, Administrative Analyst

SPECIAL NOTICE REGARDING COVID-19:

Given the health risks associated with COVID-19, the City of Newport Beach has decided to proceed with this annual meeting while strictly adhering to social distancing guidelines. To this end, the meeting will be conducted via video call. As a member of the public, if you would like to participate in this meeting, you can participate via the following options:

1. Members of the public can participate in this meeting in person in the Community Room. Specifically, this video call will be viewable via video feed in the Community Room. As a member of the public, during this meeting, you will be able to comment on specific agenda items in person from the Community Room.
2. In addition, you can submit your questions and comments in writing for the Newport Beach Restaurant Association Business Improvement District Board of Directors to consider. Please send them by email to Melanie Franceschini, mfranceschini@newportbeachca.gov, by Tuesday, May 26, 2020, at 4:00 p.m. All emails will be made part of the record.

Special Accommodations: If you are unable to participate in the meeting via the process set forth above, please contact the City Manager's Office at (949) 644-3028 or mfranceschini@newportbeachca.gov and our staff will attempt to accommodate you. The City remains committed to holding public meetings in a transparent manner, with public participation, ensuring City business continues in this challenging environment. The City of Newport Beach thanks you in advance for continuing to take precautions to prevent the spread of the COVID-19 virus.

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The Newport Beach Restaurant Association Business Improvement District meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Newport Beach Restaurant Association 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 Newport Beach Restaurant Association 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 Melanie Franceschini, Administrative 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) 644-3028 or mfranceschini@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. **PRESENTATION(S)**

IV. **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Newport Beach Restaurant Association Business Improvement District Board of Directors (NBRA 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 NBRA BID Board has the discretion to extend or shorten the speakers' time limit on 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.

V. **CURRENT BUSINESS**

1. **Approval of Minutes (Godinez)**

Summary: Board to review the draft minutes from the April 22, 2020 meeting.

Recommended Action: Board to approve the April 22, 2020 meeting minutes.

[Attachment - Draft April 22, 2020 NBRA BID Meeting Minutes](#)

2. **BID Financial Reports (Crowley)**

Summary: Board to review of the BID financials ending April 2020.

Recommended Action: Board to receive and file BID financials ending April 2020.

[Attachment - Financial Packet](#)

3. **Professional Services Agreements for FY 2020-21 (Franceschini)**

Summary:

A. Board to receive a recap of the NBRA BID RFP for administrative, marketing and financial services results.

B. Board to review the proposal received from Newport Beach & Company for providing BID administrative, marketing and financial services for FY 2020-21.

Recommended Action:

A. None.

B. Board to recommend the City enter into a professional services agreement with Newport Beach & Company to provide the NBRA BID with administrative, marketing and financial services for FY 2020-21.

[Attachment - Newport Beach & Company Proposal](#)

4. **Nominations of FY 2020-21 Advisory Board of Directors (Franceschini)**

Summary: Board to review applications and recommend no more than 11 nominees for the City Council appointment to serve for FY 2020-21.

Recommended Action: Board to recommend no more than 11 nominees for City Council appointment to serve for FY 2020-21.

[Attachment - NBRA BID Board of Directors Applications](#)

5. **President's Report (Godinez)**

Summary: Further discussion of the NBRA BID's financial position for FY 2020-21.

A. Board to discuss the amount of money that should be used from the NBRA BID

Reserve Account fund (carryover from prior years) in FY 2020-21.

B. Board to discuss the BID Assessments for FY 2020-21.

Recommended Action:

A. Board to recommend how much money should be used from the NBRA BID Reserve Account in FY 2020-21.

B. Board to recommend how much the BID Assessments should be for FY 2020-21.

6. BID Renewal Update (Franceschini)

Summary:

A. Board to revise the BID FY 2019-20 Annual Report and FY 2020-21 Budget for consideration by the City Council.

B. Board to revise the letter to the City Council requesting the renewal of the BID and funding support for FY 2020-21.

C. Board to review the DineNB 2020 Highlights.

Recommended Action:

A. Board to recommend the revised annual report and budget be submitted to the City Council.

B. Board to recommend the revised letter be submitted to the City Council.

C. Board to recommend the DineNB 2020 Highlights be submitted to the City Council.

[Attachments - Revised NBRA BID Annual Report and Proposed FY 2020-21](#)

[Budget with Comments](#)

[Revised NBRA BID Letter Requesting Renewal](#)

[DineNB 2020 Highlights](#)

7. Marketing Report (McClain)

Summary: Board to receive an update on the COVID-19 Recovery Plan for the NBRA BID.

Recommended Action: None.

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

VII. ADJOURNMENT