



**City of Newport Beach Restaurant
Business Improvement District**

Board Meeting Minutes – April 22, 2020

Virtual Annual Meeting via Webex

I. CALL MEETING TO ORDER

The meeting was called to order at 9:32 a.m.

II. ROLL CALL

Directors Present:

Christopher Roman
Juan Carlos Godinez
Eunjoo Pluenneke
Kenyon Paar
Talia Samuels
Phil Crowley
Jordan Otterbein

Fork, Knife & Spoon
Tavern House
Balboa Lily's
Five Crowns
Moulin
Modo Mio Rustic Italian Kitchen
A Restaurant/A Market & CDM

Quorum Achieved

Directors Absent:

Ron Schwartz
Matt Meddock
Jim Walker

Muldoon's Irish Pub
Sessions West Coast Deli
The Bungalow Restaurant

City Staff Member Present:

Melanie Franceschini

City of Newport Beach

BID Administrators Present:

Dina Alleluia-Carr
Doug McClain
Lily Pearson
Melissa Jacobi

Newport Beach & Company
Newport Beach & Company
Newport Beach & Company
Newport Beach & Company

III. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

- Mr. McClain introduced himself and asked how everyone was doing during this tough time.
- President Godinez said Tavern House is hanging in there with takeout business but it is not sustainable for the long term.
- Ms. Pluenneke said that business is very tough since the Boardwalk has been closed.
- Mr. Crowley reported that Modo Mio has been doing takeout orders but can't survive alone on this business model.

- Mr. Crowley also spoke about the PPP loan process.
- Christopher Trela from the Newport Beach Independent called in and said that he has a list of all open restaurants on his website and if there are any that need to be added to please let him know.

IV. CURRENT BUSINESS

1. Approval of Minutes

- President Godinez asked if there were any questions then requested a motion to approve the January 22, 2020 minutes.

Motion: Director Paar made a motion to approve the January 22, 2020 minutes.
Director Crowley seconded the motion.

The motion carried by the following vote:

Ayes: Godinez, Pluenneke, Roman, Samuels & Otterbein

Nays: None

2. BID Financial Reports

- Ms. Pearson did a brief summary of the BID Financials.
- Ms. Pearson stated that the City of Newport Beach is switching the NBRA account from City National bank to JP Morgan Chase bank by June 2020.
- Ms. Pearson stated due to COVID-19, Accounts Receivable determined 18 restaurant accounts were uncollectible. Accounts Receivable calculated a decrease in revenue of approximately \$44,000.

Motion: Director Crowley made a motion to approve the BID Financial reports ending March 2020. Director Paar seconded the motion.

The motion carried by the following vote:

Ayes: Godinez, Pluenneke, Roman, Samuels & Otterbein

Nays: None

3. BID Renewal

A. Letter to City Council

- Mr. McClain reviewed the draft letter to the City Council requesting renewal for the new fiscal year.
- Mr. McClain said that the only change from last year's letter is the request for \$40,000 from the City to offset the COVID-19 economic impact on the restaurants. He projects a 40% reduction in assessment income due to restaurant closures.
- Director Otterbein doesn't think that the 40% reduction is enough since it will not be a priority for restaurants to pay the assessment. He recommends a higher percentage around 60%-70%.
- Director Roman proposed that the BID should not exclude stakeholders from promotions, if they are unable to pay their assessments for the new fiscal year.

- Mr. McClain will revise the letter to reflect the \$75,000 request.

Motion: Director Otterbein made a motion to approve the revised letter with a request of \$75,000 and a 60% reduction in assessments.
Director Roman seconded the motion.

The motion carried by the following vote:

Ayes: Godinez, Pluenneke, Crowley, Paar & Samuels

Nays: None

B. BID Annual Report and Budget FY 2020-21

- Mr. McClain reviewed the annual report and spoke about the 2 changes to the objectives on page 3.
- Mr. McClain spoke about the revisions to the budget.
- Ms. Pearson asked if the BID could use the prior year fund balance for the new fiscal year since the BID can only cut so much from the budget.
- Ms. Pearson said that there is approximately \$162,000 in the reserve fund balance.
- Ms. Franceschini requested more information regarding the reserve fund balance and will report back to the BID.

Motion: Director Roman made a motion to approve the revised BID annual report and budget for FY2020-21 and to tap into the reserve fund balance if this is an option.
Director Paar seconded the motion.

The motion carried by the following vote:

Ayes: Godinez, Pluenneke, Crowley, Samuels & Otterbein

Nays: None

C. BID Renewal Timeline and Council meeting dates

- Ms. Franceschini highlighted important City Council dates and the BID renewal timeline.

D. NBRA BID Board Notice of Scheduled Vacancies

- Ms. Franceschini stated that all of the applications are now live and are due May 18, 2020 by 5pm.
- Ms. Franceschini called out the names of the board members who need to reapply if they are interested in serving again.

E. Update on Contracts for Marketing, Administration, Bookkeeping and Website Support Services for FY 2020-21

- Ms. Franceschini stated that the BID is accepting Requests for Proposals for these services. They are due by May 8, 2020 and the Board will vote whether or not to move forward with the proposed contractors at the May meeting.

Public Comment

- Ms. Jacobi went over plans for a recovery phase for the restaurants.

- Mr. McClain asked the Board if they were interested in a mini restaurant week idea.
 - Director Samuels suggested some giveaways for the mini restaurant week.
 - President Godinez suggested a grand reopening for the restaurants.
 - Director Samuels gave an option of partnering with local businesses in Newport Beach for grand prizes.
 - Director Paar suggested a passport idea and to include other hospitality businesses.

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

- Director Roman requested a BID assessment discussion for the next fiscal year be put on the next agenda.
- Mr. McClain requested a FY21 Budget and reserve agenda item on the next meeting.
- Ms. Jacobi requested an agenda item for the recovery phase at the next meeting.

VIII. ADJOURNMENT

The meeting adjourned at 10:30 a.m.

The next BID Meeting will be on Wednesday, May 27, 2020 at 9:30 a.m. via Webex.