

**Huntington Beach Downtown BID
Finance, Budget, and Governance Committee
Special Meeting Minutes**

Location: Shorebreak Hotel
500 Pacific Coast Hwy
Huntington Beach, CA 92648

Thursday Date: May 3, 2018 11:00 a.m.

1. Call to order at 11:00 a.m. by Mike Williams
2. Roll Call: Mike Williams, Kate Leigh, David Shenkman, Brett Barnes. Absent: Jen Williams, Nicole Thompson. Staff present: Marianne Tonjes
3. Public Comments: Mike Williams stated that due to the BID Board special meeting being canceled by the President, the committee could not discuss the SCN Manager contract.
4. Approve Agenda: Motion by Brett Barnes, Seconded by Dave Shenkman. Vote 4-0
5. Approve Minutes of the April 27, 2018 Committee Meeting: Motion by Kate Leigh, Seconded by Dave Shenkman. Vote 4-0
6. BID Manager Contract

The committee reviewed the edits to the existing Statement of Work made since the last meeting.

Recommendation: To recommend to the Board of Directors approval of the Statement of Work with the attachment of the current contract for further referral to the City of Huntington Beach Legal Department before implementing.

Motion by Dave Shenkman, Seconded by Kate Leigh. Vote 4-0

7. Administrative Assistant Job Description and Compensation

The committee discussed the Administrative Assistant job description and compensation, and other job duties performed during events. Some edits were made in the wording. Brett Barnes suggested taking out the word "efficient" in the first sentence, adding "Adobe" to software, and taking out a sentence under BID events since it is repeated under differential pay. Dave Shenkman asked that "formally documented" be added under differential pay. Marianne Tonjes suggested that "entertainment" be added under solicit vendors.

Recommendation: To recommend to the Board of Directors approval of the Administrative Job Description and differential pay effective May 10, 2018.

8. 2018-19 Budget

The committee discussed the July 1, 2018 – June 30, 2019 budget. Mike Williams stated he found an error in the 2017-18 budget for the Malco account which will allow for an additional \$500 to be transferred to the BID account each month. We receive \$1,000/month from the city

to maintain the Malco account. He stated that the city stated it is not earmarked for anything specific, and can be used at the Board's discretion if approved.

Mike Williams explained that the current GRC proposal and the Malco proposal for the SCN set-up need to be reviewed and approved. He wants to create a separate GL line for Security/Ambassador. They discussed taking \$200 off of the Marketing budget and making it \$2,300. There was discussion regarding more details needed for SCN events since historically many expenses were labeled as Marketing such as prizes. They discussed adding a line item that separated events from general SCN expenses. Mike Williams stated that Susie Smith is still working on the Event budgets.

There was a discussion of the BID assessments. Mike Williams showed a proposed BID assessment map and some suggested changes. This may result in less revenue, but it could be made up in other ways. There was a discussion regarding vendor fees. It was decided that it wouldn't be a good time to raise the fees. Mike Williams explained that some zones would see a reduction, and in his suggested schedule the hotels would be increased.

Mike Williams stated that this discussion needed to be continued at another meeting.

9. Announcements: Mike Williams asked if the committee could meet Tuesday, May 8.

10. Adjournment: A motion to adjourn was made by Kate Leigh, Seconded by Dave Shenkman. Vote 4-0.

In accordance with the Ralph M Brown Act, Huntington Beach Downtown BID agendas are available for public review outside the City of Huntington Beach Council Chambers at 2000 Main Street at least 72 hours prior to each meeting, or 24 hours for special meetings. Questions on agenda items may be directed to Marianne Tonjes, BID Manager, at 714-536-8300

www.hbdowntown.com