

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

Location: Pacific City
Lot 579
21010 Pacific Coast Hwy
Huntington Beach, CA 92648

Friday Date: April 20, 2018 9:30 a.m.

1. Call to order:
2. Roll Call: Mike Williams, Kate Leigh, David Shenkman, Brett Barnes, Jen Williams, Nicole Thompson
3. Public Comments
4. Approve Agenda
5. Approve Minutes of the April 16, 2018 Committee Meeting

6. Receive, Discuss and File Letters

Information: Discuss letters sent regarding Surf City Nights and the Surf City Nights' Manager.

7. Surf City Night's Manager Contract

Information: Discuss the research regarding similar positions, and discuss the terms, including and scope of work, of the SCN Manager contract.

8. BID Manager Contract

Information: Discuss the research regarding similar positions, and discuss the terms, conditions, and scope of work, of the BID Manager contract and make recommendation(s) to the HBDBOD.

9. Administrative Assistant Job Description and Compensation

Information: Discuss the Administrative Assistant job description and compensation, other job duties performed, and make recommendations to the HBDBID Board of Directors.

10. Temporary Event Assistance

Information: Discuss the need to hire a temporary, part-time contractor, not to exceed \$2,000, to assist in the planning and execution of the Chili at Beach, and other Board approved events,

effective April 21 – June 30, 2018, and make a recommendation to the HBBID Board of Directors.

11. Announcements

12. Adjournment

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