



**DRAFT**  
**2017-2018**  
**BID BOARD of DIRECTORS MEETING AGENDA**

Date: June 21, 2018  
Location: HB Art Center  
538 Main Street  
Huntington Beach, CA 92648

Day: Thursday  
Time: 9:00 AM

<b>1. Call to Order</b>
<b>2. Roll Call</b> Board Members: Matt Peterson, Bob Bolen, Mike Williams, Dick Thorpe, Susie Smith, Lizzie Raudenbush, Dave Shenkman, Kate Leigh, and Max Schultz. Past President: Steve Daniels BID Staff: Marianne Tonjes, Darci Henderson
<b>3. Public Comments</b> <i>This is the time of the meeting for the Board of Directors to receive comments from the public regarding items of interest or agenda items. Pursuant to the Brown (Open Meetings) Act, the Board of Directors may not enter into discussion regarding items not on the agenda. Each speaker is allowed three minutes, and time may not be donated to another speaker.</i>
<b>4. Approve Minutes</b> a. Recommendation: Adopt the Minutes of the April 12, 2018, Board Meeting. Attachment 4a.
<b>5. President Report</b> a. Information: Matt Peterson will provide a report.
<b>6. Treasurer Report - Financials</b> a. Information: Treasurer Mike Williams will report on the current financial information provided by the CPA.  Recommendation: Approve the April and May financial report for the HBDBID and Surf City Nights CPA. Attachment 6a.
<b>Staff Reports:</b>
<b>7. BID Manager Contractor</b> a. Information: Marianne Tonjes will report on BID activities and Chili at the Beach.
<b>8. Events</b> a. Information: Darci Henderson will report on Surf City Night activities.



## Standing Committee Reports

### 9. Executive

#### a. Events Calendar

Information: The HBDBID manages Surf City Nights every Tuesday throughout the year. These events required significant staff time and costs. The HBDBID also manages and executes the following signature events: Chili at the Beach; Surf City Days; Halloweenfest; Miracle on Main Street. The HBDBID will also sponsor and promote other HBDBID Board approved events, such as Surf-o-Rama.

Recommendation: Approve the following signature HBDBID Events: Chili at the Beach; Surf City Days; Halloweenfest; Miracle on Main Street.

#### b. Events Coordinator Job Description

Information: A new position for a HBDBID employee is required to handle both Surf City Nights and all HBDBID approved events. Attachment 9b.

Recommendation: Approve the recommendation from the Executive Committee to accept the new job description for Events Coordinator.

#### c. Events Coordinator

Information: Darci Henderson has been performing some of the current event duties for Surf City Nights and during HBDBID events while in the Administrative Assistant position. The Administrative Assistant position would then be open and we will start to recruit immediately. A HBDBID employee would be more effective than a consultant for this position.

Recommendation: To promote Darci Henderson to Events Coordinator at \$25/hour for up to 36 hours per week effective July 1, 2018.

#### d. HBDBID Manager Contract

Information: The Independent Contractor in the HBDBID Manager position, Marianne Tonjes, needs to have the name on the contract changed and some changes made to the Scope of Work due to the addition of the Events Coordinator position. Attachment 9d.

Recommendation: Approve the amended Scope of Work, and name on the contract, for the Independent Contractor in the HBDBID Manager position from Marianne Tonjes to Tonjes Consulting, LLC.



e. Board of Director's Resignation

Information: The Executive Board accepted the resignation of Susie Smith on June 12. The Surf City Nights Committee was abolished and Patricia Rogers will be the new Event Committee chair.

Recommendation: Approve the resignation of HBDBID Board Member Susie Smith on June 12.

f. Board of Directors

Information: Discuss Board Member Dick Thorpe's status as member of the Board of Directors.

Recommendation: Approve the removal of Dick Thorpe as Board member of the HBDBID effective June 21, 2018.

g. Information: President Matt Peterson will provide an update on the budget per the City of HB requirements, and change of the fiscal year.

Recommendation: Rescind the 2017-18 Modified Budget, through June 30, 2018, and return to the budget through September 30, 2018.

h. Information: President Matt Peterson will report on discussions with the City of HB Police Department regarding private security pilot program in the downtown corridor.

Recommendation: Approve up to \$53,000 for private security during July, August, September, and October, 2018 in the downtown corridor.

**Other Committees**

**10. Beautification**

- a. Information: Bob Bolen will provide a committee update.
- b. Information: Bob Bolen will discuss benches and lights downtown.

**11. City of HB Business Development Update**

- a. Information: A representative from the City of Huntington Beach may report on important issues regarding businesses and new development in the downtown business improvement district.

**12. Announcements**



**Huntington Beach Downtown Business  
Improvement District**  
[www.hbdowntown.com](http://www.hbdowntown.com)

### **13. Adjournment**

- a. The next HBDBID Board Meeting is July 12, 2018.

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 and the HBDBID office 315 3<sup>rd</sup> Street, at least 72 hours prior to each meeting and 24 hours prior to special meetings. Questions on agenda items may be directed to Marianne Tonjes, BID Manager, at 714-536-8300.