



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

## 2016 - 2017 BID BOARD MEETING AGENDA

Date: JUNE 08, 2017

Day: Thursday

Location: HB International Surfing Museum  
411 Olive Avenue

Time: 9:30 AM

- I. **Call to order.** Roll Call: BID Board = Brett Barnes, Bob Bolen, Keith Breiter, Steve Daniel, Matt Peterson, Susie Smith, Nicole Thompson, Dick Thorpe
- II. **Public Comments** – limited to 3 minutes per person.  
*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 3 minutes, and time may not be donated to another speaker.*
- III. **Approval of the Minutes** – From BID Board Meeting – May 11, 2017
  - a. Recommended Action: Approve meeting minutes from May 11, 2017.
- IV. **President:**
  - a. President will highlight items of interest to the board.
    - i. Recommended action: None.
  - b. Vote to approve \$5000 donation to the HBISM / Surfing Circle of Honor World Record Attempt
    - i. Recommended action: Understanding that both the City and Visit HB has donated \$10,000 to HBISM towards their efforts of setting a world record on June 20, 2017, and understanding that the HBISM donates their location for the purpose of our meetings, it is recommended is that the HBDBID contribute \$5000 from reserves to the HBISM for this cause.
  - c. Review responsibility and authority of Governance & Finance Committee
    - i. Recommended action: Discussion and clarification of the responsibility and authority of Governance & Finance Committee.
- V. **Treasurer's Report:** Treasurer will share the March and April 2017 financial reports as reconciled by the outside accounting office of McGinty, Knutson, and Associates. Reports include three accounts: BID, SCN, Malco Maintenance.
  - a. Recommended Action: Approval of Monthly Financial Statements for March & April 2017.

**VI. Committees & Updates:**

**a. Finance / Governance Committee**

**i. Vote to approve Admin Assistant pay increase**

- 1. Recommended Action:** Vote to approve Admin Assistant pay increase to \$16.00/hour retro to one-year anniversary date of May 16, 2017. (Potential impact: estimated \$46/week x 19 weeks. Vote to increase Wages Line Item by up to \$1000.00)

**ii. Vote to disburse \$5000 bonus to HBDBID Manager**

- 1. Recommended Action:** Vote to disburse \$5000 bonus to HBDBID Manager (already a line item; no impact to budget.)

**iii. Review and Vote to approve 2017-2018 BID Budget**

- 1. Recommended Action:** Governance & Finance Committee recommends adoption of the 2017-2018 BID Operating Budget. (Draft attached)

**iv. Review & Discuss Recommendation of BID Assessment Fees Update.**

- 1. Recommended Action:** As part of our annual BID renewal, it is required that we determine the annual assessment fees. Board will review and discuss the current fees and direct the BID Manager to prepare a final BID Assessment plan for the board's approval at the next regular BID Board Meeting. (Current Assessment Attached.)

**b. Beautification Committee: (Susie & Steve)**

**i. Committee will advise on current beautification efforts.**

- 1. Recommended Action:** None.

**c. Marketing Committee: (Matt)**

**i. Committee will advise on marketing efforts.**

- 1. Recommended Action:** None.

**VII. Staff Reports:**

- a. BID Manager, Susan Welfringer,** will report on her past month's activities for the BID relating to marketing, members, recent and upcoming events, maintenance, public safety, city & community outreach, and office management.

- b. Surf City Nights Manager, Mary Ann Senske,** will report on the past month's events and provide update regarding upcoming Surf City Nights events and activities.

**VIII. City of HB Business Development Update:**

- a.** Representative from the City of HB will report on important issues for downtown in regards to new business development in the downtown business improvement district.

**IX. City Council Comments: Councilpersons Brenden, Peterson & Posey -**

**X. Old Business: Public Restroom Update.**

- a.** BID Manager to report any updates in regards to request to city for research of additional locations for public restrooms.

**i. Recommended Action:** Direct BID Manager regarding next step.

**XI. New Business:**

XII. **Board Comments/Announcements:**

Board Members have the opportunity for brief announcements and to suggest agenda items for upcoming meetings.

XIII. **Adjournment – Meeting adjournment**

a. Next meeting: Thursday, July 13, 9:30 AM at the HB International Surfing Museum.

XIV. 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. Questions on agenda items may be directed to Susan Welfringer, BID Manager, at 714-536-8300.