



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

**2016 - 2017 BID BOARD  
MEETING AGENDA**  
**MEETING CANCELED DUE TO LACK OF QUORUM.  
ITEMS ON AGENDA MOVED TO REGULAR MEETING  
SCHEDULED FOR NOVEMBER 10, 2016**

**Date: NOVEMBER 2, 2016**  
**Location: HB City Hall**  
**2000 Main Street**  
**Conference Room B-7**

**Day: Wednesday**  
**Time: 9:00 AM – 10:30 AM**

- I. Call to order
  - a. Roll Call: BID Board: Brett Barnes, Scott Blakeslee, Bob Bolen, Keith Breiter, Steve Daniel, Erin Henry, Matt Peterson, 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 – None
- IV. President:
- V. Treasurer's Report: No report
- VI. Surf City Nights: No report
- VII. BID Manager Report: No report
- VIII. Committees & Updates: No report
- IX. City of HB Business Development Update: No report
- X. City Council Comments: Councilperson Peterson & Councilperson Posey
- XI. Old Business: None
- XII. New Business: (60 Minutes)
  - A. Review of Huntington Beach Business Improvement District (non-profit organization) and Surf City Nights financial and legal status as the duly

authorized Advisory Board for the Huntington Beach Business Improvement District (BID).

Recommended Action: Provide direction to BID Manager regarding financial reporting and legal aspects regarding the relationship between the Huntington Beach Business Improvement District (non-profit organization) and Surf City Nights.

- B. Review of annual BID renewal process and rights of Members as defined in Article IV, Section 1 of the Bylaws.

Recommended Action: Review membership and stakeholder responsibilities and provide direction to the BID Manager.

- C. Approve Revision of the Board of Directors Job Description.

Recommended Action: Approve the revision of the Board of Directors Job Description as drafted in Attachment A.

- D. Review of the Scope of Work for payroll services to ensure payment for services are within the needed service level.

Recommended Action: Direct the BID Manager to:

1. Place on the next Board agenda an item that details the scope of work for payroll services and an analysis of services required for the HBDBID, and
2. If so directed, to solicit additional quotes for applicable payroll services based on the needs of the HBDBID for applicable personnel services.

XIII. Announcements:

XIV. Adjournment – Meeting adjournment  
Next meeting: Thursday, November 10, 2016 @ 10AM

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.

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2015-2016 Goals & Priorities Strategic Framework

- Collaborate marketing efforts with Visit Huntington Beach
- Develop a downtown vision and brand, with input from Visit Huntington Beach, the HB Chamber of Commerce, Pacific City and others
- Develop and implement a strategy to integrate Pacific City, Visit HB, hotel managers, and the HB Chamber into the leadership structure of the BID
- Advocate for improvements in public parking and restrooms
- Lead the way for beautification in downtown, including but not limited to improvements in lighting, landscaping and the ZPark areas
- Propose and implement one new event and budget for 2016
- Determine business needs for information and training that are of value to downtown merchants
- Develop and implement a communication strategy with member businesses, to increase merchant engagement
- Determine the level of resources (human and financial) needed to implement BID strategic plan priorities