



Huntington Beach Downtown
Business Improvement District
www.hbdowntown.com

2016 - 2017 BID BOARD MEETING AGENDA

Date: NOVEMBER 10, 2016
Location: Sandy's Grill
315 PCH

Day: Thursday
Time: 10:00 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 – From BID Board Meeting – October 13, 2016
- IV. President:

President will report on HBDBID-related activities occurring since the last BID Board Meeting.

 - a. Address efforts to respond to Mr. Kramer's public questions and accusations as posted publically on facebook
- V. Treasurer's Report:

Treasurer will share the October 2016 financial reports as reconciled by the outside accounting office of McGinty, Knutson, and Associates. Reports include three accounts: BID, SCN, Malco Maintenance.
- VI. Surf City Nights:

Surf City Nights Manager, Mary Ann Senske, will report on the past month's events and advise regarding upcoming Surf City Nights events and activities.
- VII. BID Manager Report:

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.

 - BID Manager is requesting advice regarding advertising for the holidays – 2Hours Free Parking with a minimum \$10.00 purchase.
- VIII. Committees & Updates: No report.

Committee Chairs will provide updates regarding their efforts and activities since the last meeting.
- IX. City of HB Business Development Update:

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.

X. City Council Comments: Councilperson Peterson & Councilperson Posey

XI. Old Business: None

XII. New Business:

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

Recommended Action: Receive and file

B. 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.

C. Review of the service agreement for payroll/human resource services to ensure payment for services are within the needed service level.

Recommended Action:

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.

D. Review of Huntington Beach Downtown Business Improvement District (HBDBID as a non-profit organization) and its financial and legal status as the duly authorized Advisory Board for the Huntington Beach Downtown Business Improvement District (DBID)

Recommended Action:

1. Request that a Request of Legal Services (RLS) be drafted by City's Office of Business Development, in coordination with the BID Manager, to clarify the legal obligations and relationship of the HBDBID;
2. Authorize an Independent Accountant's Review Report, on a frequency to not be less than every other year, for all revenues and accounts;
3. Request the President of the Board of Directors appoint an ad-hoc subcommittee of Directors to develop an operating reserve policy and to schedule the consideration of the policy by the Board of Directors at the regularly scheduled meeting in March 2017;
4. Starting with the 2016-17 Annual Report, provide a more detailed and user friendly fiscal reporting section to be incorporated into the Annual Report to include, but not be limited to the following:
 - a) Three (3) years of budget data – one year prior actual, current budget and projected, and proposed budget, to include all special events such as Surf City Nights.
 - b) Beginning year reserve levels, estimated year-end reserve levels, and a report of any reserves utilized during the concluding fiscal year.
 - c) A narrative of any variances (10%) in revenue or expenditure levels during the one year prior or current budget that are known to exist at the time of producing the Annual Report.

5. Direct the BID Manager to make any available prior year financial reports and Annual Reports available on the HBDBID's website prior to December 31, 2016.

XIII. Announcements:

XIV. Adjournment – Meeting adjournment

Next meeting: Thursday, December 8, 2016 @ 10AM at TBD.

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.