



Huntington Beach Downtown
Business Improvement District
www.hbdowntown.com

**2016 - 2017 BID BOARD
SPECIAL MEETING AGENDA REVISED**

Date: JULY 21, 2017 Day: FRIDAY
Location: HB International Surfing Museum Time: 9:30 AM
411 Olive Avenue

- I. **Call to order.** Roll Call: BID Board = Brett Barnes, Bob Bolen, Keith Breiter, Henry Carey, 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 – June 08 and June 30, 2017
 - a. Recommended Action: Approve meeting minutes from June 08 regular meeting and June 30th Special Meeting.
- IV. **President:**
 - a. President will highlight items of interest to the board.
 - i. **IDA Report.**
 1. Town Hall Meeting is being scheduled. No board action at this time.
 - ii. **Nominating Committee**
 1. President to announce the nominating committee. No board action.
 - iii. **Update and Discussion on Public Restrooms, Directory and Wayfinding**
 1. Recommended action: Board to discuss if there is any update regarding public restrooms, directory & wayfinding system.
 - iv. **Acceptance of BID Manager Resignation**
 - b. Discussion and recommendation regarding BID Manager responsibilities
 - i. Board to discuss management of upcoming BID events, office manual, and other BID Manager responsibilities
 - ii. Consideration of formation of a personnel committee to review potential resumes.

- V. **Treasurer's Report:** Treasurer will share the March, April, and May 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 & May 2017.
- VI. **Committees & Updates:**
- a. Finance Committee: Vote to disburse \$5000 bonus to HBDBID Manager (already a line item; no impact to budget.)
 - b. Beautification Committee: Report re: banners & Holiday décor
 - c. Surf City Nights
 - i. Surf City Nights Committee recommends board consideration to change SCN projected income for the 2017-2018 Fiscal Year from \$308,000 to \$278,000 and make expense adjustments accordingly.
- 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:**
- 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, August 10th, 9:30 AM at the HB International Surfing Museum.

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.