

Huntington Beach Downtown BID Finance, Budget, and Governance Committee Special Meeting Minutes

Date: April 16, 2018

Day: Monday

Location: Longboards
217 Main Street
Huntington Beach, CA 92648

Time: 9:30 a.m.

1. Call to order: Mike Williams called the meeting to order at 9:43 a.m.
2. Roll Call: Mike Williams, Kate Leigh, David Shenkman,
Absent: Brett Barnes, Jen Williams. Staff Present: Marianne Tonjes
3. Public Comments-Dick Thorpe stated he was there to observe and was concerned the locks were changed. Ms. Love stated she wanted to be involved and represents Dog Beach.
4. Approve Agenda. Motion by Dave Shenkman, Seconded by Kate Leigh. Vote 3-0.
5. Approve Minutes of the April 6, 2018 Committee Meeting. Motion by Kate Leigh, Seconded by Dave Shenkman. Vote 3-0.
6. BID Manager Contract

Mike Williams handed out the existing duties. Kate Leigh stated that at the last meeting she learned there were sections missing from the contract that existed in the previous BID Manager job duties. Marianne stated that we are waiting for a template for the contract from the city, but the committee can move forward on language. Dave Shenkman stated that event oversight should be returned to the Scope of Duties. Kate Leigh stated that Surf City Night oversight should also be included. Dave Shenkman stated the position should oversee all BID Board of Director approved events, including Surf City Nights. The committee discussed further edits to the scope of work for the BID Manager, such as providing updates to the financial and marketing sections.

Marianne stated that there should be a salary survey conducted of similar BIDs and there should be a survey conducted for the Surf City Night's Manager position also. The committee agreed.

Marianne also stated she would like a clearer explanation on how the Administrative Assistant positions fits in with the organizational structure.

Dave Shenkman motioned to table the BID Manager contract. Kate Leigh seconded. Vote 3-0.

7. Receive, Discuss and File Letters

Dave Shenkman submitted letters provided to him regarding the Surf City Nights' Manager. He stated they included letters from individuals who worked with, or had work-related contact with, the current Manager's in the past.

Dave Shenkman made the motion to table the motion in order to allow time to ask the City of HB if the letters should be read. Kate Leigh seconded. Vote 3-0.

8. Job Responsibilities and Compensation

The committee discussed the position responsibilities and what is needed to determine compensation for the Surf City Nights' Manager and other HBDBID positions. Marianne stated she would send resources to the committee to conduct salary studies and to research job duties. She said to make sure that salary and commissions were surveyed using similar markets and BIDs.

Dave Shenkman made a motion to table the motion to allow time for due diligence to review research and to develop contracts. Seconded by Kate Leigh. Vote 3-0.

9. Adjournment. Mike stated the next meeting will be Friday, at 9:30 a.m. at Lot 579 at Pacific City. Meeting adjourned at 10:30 a.m.

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, or 24 hours for special meetings. Questions on agenda items may be directed to Marianne Tonjes, BID Manager, at 714-536-8300.