

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

Location: Pacific City
Lot 579
21010 Pacific Coast Hwy
Huntington Beach, CA 92648

Friday Date: April 20, 2018 9:30 a.m.

1. Call to order: The meeting was called to order at 9:33 a.m.
2. Roll Call: Mike Williams, Brett Barnes, Jen Williams, Nicole Thompson. Excused Absent: Kate Leigh, David Shenkman. Staff: Marianne Tonjes

3. Public Comments: None

4. Approve Agenda:

Motion made by Brett Barnes, Seconded by Jen Williams. Vote 4-0.

5. Approve Minutes of the April 16, 2018 Committee Meeting

Mike Williams suggested tabling the item until the next meeting due to absent committee members who were present.

Motion made by Brett Barnes, Seconded by Jen Williams. Vote: 4-0.

6. Receive, Discuss and File Letters

No letters were received.

7. Surf City Night's Manager Contract

Mike Williams explained that the committee is still compiling information regarding compensation and the scope of work, for the SCN Manager contract. Marianne Tonjes stated that she asked Mary Ann Senske for input on comparable markets and she passed the information from her on to the committee. Jen Williams stated that she noticed some markets are run by cities.

8. BID Manager Contract

Mike Williams explained that the Board of Directors has approved the Finance committee to open up the discussion on the scope of work of the BID Manager contract. He asked that the new contract and scope of duties include numbering and lettering, have the current BID policies attached, and other related attachments. He stated that the committee is still

researching information regarding other BIDs. Nicole Thompson suggested reaching out to related organizations for information.

Marianne Tonjes read aloud the current Statement of Work for the BID Manager contract by section, and she and the committee made recommendations for edits. The committee members came to an agreement on draft language going forward to the next meeting. Marianne Tonjes stated she will compile the edits and bring the Scope of Work to the next committee meeting for approval.

Brett Barnes made the motion to table the item and Jen Williams seconded. Vote 4-0.

9. Administrative Assistant Job Description and Compensation

Marianne Tonjes stated that due to the extent of the agenda this item is not ready for discussion and should be tabled until the next meeting.

Jen Williams made the motion to table the item and Brett Barnes seconded. Vote 4-0.

10. Temporary Event Assistance

Mike Williams stated there is a need to hire a temporary, part-time contractor, not to exceed \$2,000, to assist in the planning and execution of the Chili at Beach, and other Board approved events, because events are not currently in the BID Manager's contract. Brett Barnes stated that this has been done in the past. Nicole Thompson stated the proposed effective date should be changed to April 22, because the Board Meeting is June 25, 2018.

A motion to recommend to the Board of Directors to hire a temporary, part-time contractor, not to exceed \$2,000, to assist in the planning and execution of the Chili at the Beach, and other Board approved events effective April 26, 2018-June 30, 2018, was made by Brett Barnes, and seconded by Jen Williams. Vote 4-0.

11. Announcements

12. Adjournment

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