



Downtown Chula Vista Association - Executive Committee Meeting
 Wednesday, March 1, 2023, at 8:00 am
 DCVA Office, 353 Third Avenue, Chula Vista CA. 91910

1. Introductions – Kendell Manion, President/Chair
All participants will be put on mute during the topic presentation and then the moderator will unmute the microphones to take comments/feedback. Please keep comments director to the topic being discussed.
2. Public Comment (3-Minutes Max Per Person)
3. Approval of January 4, 2023, Minutes *Action Item*
4. Committee Updates:
 - a. YTD Rough Draft Financials *Action Item*
 - b. Third Avenue Code Enforcement Update
 - c. All Committee/Board Meetings Transitioning to In-Person Format
 - d. NCA Contract has Expired from Original Term, Recommendation to Extend the Contract for Another 2 years to the Board of Directors *Action Item*
5. Other
6. Next Meeting: Wednesday, April 5th, 2023 at the DCVA Office

BROWN ACT. Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72-hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at 353 Third Avenue, Chula Vista, CA 91910 and on the DCVA website. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Michelle T de Mercado at 619-422-1982 or via email at info@downtownchulavista.com at least 48-hours prior to the meeting.

WHERE CULTURE & COMMUNITY MEET

DOWNTOWN CHULA VISTA ASSOCIATION

353 THIRD AVENUE • CHULA VISTA, CALIFORNIA 91910

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Third Avenue Village Association - Executive Committee Meeting
Tuesday, January 4, 2023, at 8:00 am Zoom Virtual Meeting:
<https://us06web.zoom.us/j/83979920573> or call 1-669-900-6833
Meeting ID: 839 7992 0573 / Passcode: 1982

PRESENT: Kendell Manion, Kevin Lewis, Dr. Gonzalo Quintero, Ron Richie

STAFF: Marco Li Mandri, Dominic Li Mandri, Chris Gomez, Shirley Zawadzki, Monica Montes, Dianne T. Serna De León, Michelle T. de Mercado, Ethan Olsen

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions and Zoom Etiquette – Kendell Manion, President/Chair	1. The meeting was called to order at 8:01 a.m. by District Manager, Dominic Li Mandri. Dominic reviewed Zoom meeting etiquette.	1. No action taken
2. Continuing Virtual Meetings Pursuant to AB 361	2. The committee needs to ratify a vote during each meeting that states that we will continue to meet via Zoom for public agencies to hold virtual meetings during a proclaimed state of emergency and remain in compliance with the Brown Act (Gov. Code §§ 54950 et seq.)	2. Kevin Lewis moved to approve the vote. Dr. Gonzalo Quintero seconded the motion. Unanimously approved.
3. Public Comment (3 minutes max per person)	3. Nothing to report.	3. No action taken
4. Approval of November 29, 2022, Minutes	4. The minutes from November 29, 2022, were reviewed.	4. Kendell Manion moved to approve the minutes. Kevin Lewis seconded the motion. Unanimously approved.
5. Staff Updates /		

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<p>Dominic Committee Updates:</p>		
<p>5.a. YTD Financial/ Dominic Li Mandri</p>	<p>5.a. Dominic shared the YTD Financials on pages 6-10 of the packet.</p>	<p>5.a. Kevin Lewis moved to approve the YTD Financial report. Dr. Gonzalo Quintero seconded the motion. Unanimously approved.</p>
<p>5.b. Starlight Nights Budget Final Report / Dominic</p>	<p>5.b. Dominic presented Starlight Nights final budget report on page 11. The report highlighted the event’s sponsorship income and the total expenses of the event.</p>	<p>5.b. No action taken</p>
<p>5.c. Third Avenue Sidewalk Vending Activity / Dominic</p>	<p>5.c. Dominic updated Executive Committee members on the current progress of dialogue with the City on reinstating code enforcement outreach to sidewalk vendors operating on Third Avenue. Dominic referenced the draft ordinance addressing unsanctioned/unregulated sidewalk vending in the City of Chula Vista that was shared with City staff last August but conceded no progress had been made by City staff on review of that ordinance.</p> <p>Dominic added that this is the same draft that was endorsed for release by the TAVA Board of Directors from the July 2022 meeting. Similar ordinances have been adopted in San Diego and other municipalities.</p>	<p>5.c. No action taken</p>
<p>5.d. TAVA/GTAIA Contract Transition Update / Marco Li Mandri</p>	<p>5.d Marco Li Mandri shared that he met with Deputy City Manager, Eric Crockett, and the City Attorney’s office to discuss the City contract transition from the Third Avenue Village Association to the Greater Third Avenue Improvement Association. The meeting was very productive and there is a path forward. City staff plan to follow up with DCVA staff.</p>	<p>5.d. No action taken</p>

5.e. Transition to Hybrid (Virtual & In-Person options) Meetings in 2023	5.e. Dominic shared that there is an expectation that Board/Committee meetings will likely return to in person soon, but that a portion of the recently received County NRP grant can be used for the purchase equipment to facilitate hybrid meetings at the DCVA office.	5.e. No action taken
6. Other:	6. Nothing to report.	6. No action taken
7. Next Meeting:	7. The next meeting will take place on Wednesday, February 1, 2023, at 8:00 a.m. via Zoom Visit: https://us06web.zoom.us/j/83979920573 or call 1-669-900-6833 / Meeting ID: 839 7992 0573 / Passcode: 1982	7. No action taken
8. Adjournment	8. Meeting adjourned at 8:40am.	8. The Executive Committee unanimously approved.

Minutes taken by: M. Thomas de Mercado, Staff.

2:32 PM

02/23/23

Cash Basis

Third Avenue Village Association
2023 Profit & Loss Budget Performance
 Unreconciled / February 2023

	Feb 23	Budget	Jan - Feb 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
BID Revenue					
BID Event Revenue	0.00	1,300.00	0.00	3,000.00	16,000.00
Total BID Revenue	0.00	1,300.00	0.00	3,000.00	16,000.00
PBID Revenue					
Prop. Owner Assessment 2023	79,903.53	40,465.97	199,576.21	80,931.94	485,591.64
Carry Forward	0.00	0.00	0.00	123,232.62	123,232.62
Total PBID Revenue	79,903.53	40,465.97	199,576.21	204,164.56	608,824.26
Programs Revenue					
Farmers Market					
F.M.-Vendor Income	0.00		6,115.00		
Farmers Market - Other	0.00	6,000.00	0.00	12,000.00	72,000.00
Total Farmers Market	0.00	6,000.00	6,115.00	12,000.00	72,000.00
Grants	26,406.56	0.00	142,106.56	115,700.00	115,700.00
Total Programs Revenue	26,406.56	6,000.00	148,221.56	127,700.00	187,700.00
Total Income	106,310.09	47,765.97	347,797.77	334,864.56	812,524.26
Gross Profit	106,310.09	47,765.97	347,797.77	334,864.56	812,524.26
Expense					
County Grant Expenses	5,290.55	9,641.66	6,018.81	19,283.40	115,700.00
ADMINISTRATION					
Accounting Fees	0.00	416.00	0.00	840.00	5,000.00
Bank Charges	0.00	20.00	118.00	45.00	250.00
Business Registration Fees	0.00	58.00	0.00	120.00	700.00
Computer- Web Site	0.00		105.00		
Dues & Subscriptions	0.00	29.00	0.00	60.00	350.00
Insurance					
Auto Insurance	0.00	258.00	760.00	520.00	3,100.00
General Liability, Prop, Excess	0.00	741.00	1,622.00	1,490.00	8,900.00
Total Insurance	0.00	999.00	2,382.00	2,010.00	12,000.00
Legal Fees	0.00		42.00		
Meals & Entertainment	0.00	208.00	0.00	420.00	2,500.00
Office Supplies	101.21		387.06		
Office Maintenance	0.00	500.00	0.00	1,000.00	6,000.00
Outside Contract Services	16,000.00	16,000.00	32,000.00	32,000.00	192,000.00
Postage, Mailing Service	12.60	8.00	12.60	20.00	100.00
Printing & Reproduction	445.94		445.94		
Rent	3,862.56	3,862.50	7,725.12	7,725.00	46,350.00
Telephone, Telecommunications	171.76	208.00	273.36	420.00	2,500.00
Utilities	0.00	350.00	244.71	700.00	4,200.00
Waste Services	304.47	305.00	608.94	610.00	3,660.00
Total ADMINISTRATION	20,898.54	22,963.50	44,344.73	45,970.00	275,610.00
DI&P					
Advertising and Promotions	0.00	425.00	222.40	850.00	5,000.00

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Cash Basis

Third Avenue Village Association
2023 Profit & Loss Budget Performance
 Unreconciled / February 2023

	Feb 23	Budget	Jan - Feb 23	YTD Budget	Annual Budget
Event Expenses					
Farmers Market					
F.M.- Consultant	653.75		653.75		
F.M.- Equipment Rentals	0.00		1,988.35		
F.M.-Permits & Fees	439.40		439.40		
F.M.- Payroll Taxes	372.12		684.31		
F.M.- Staffing-Other	2,726.00		5,035.75		
Farmers Market - Other	0.00	6,000.00	0.00	12,000.00	72,000.00
Total Farmers Market	4,191.27	6,000.00	8,801.56	12,000.00	72,000.00
Event Expenses - Other	2,729.17		8,979.26		
Total Event Expenses	6,920.44	6,000.00	17,780.82	12,000.00	72,000.00
Public Relations	4,800.00	4,800.00	4,800.00	9,600.00	57,600.00
Rebrand & Photo Budget	0.00	125.00	0.00	250.00	1,500.00
Website & Hosting	3,830.68	333.00	3,970.68	670.00	4,000.00
Total DI&P	15,551.12	11,683.00	26,773.90	23,370.00	140,100.00
CIVIL SIDEWALKS					
Compensation & Benefits					
Health Insurance	401.34		1,018.68		
Payroll Taxes	1,311.87		2,689.79		
Payroll Processing Fee's	0.00		121.05		
Salaries & Wages	9,684.02		19,851.48		
Workers Comp	805.00		2,082.00		
Cell Phone Allowance	60.00		150.00		
Compensation & Benefits - Other	0.00	12,500.00	0.00	25,000.00	150,000.00
Total Compensation & Benefits	12,262.23	12,500.00	25,913.00	25,000.00	150,000.00
District Utilities	1,063.22	2,500.00	1,775.60	5,000.00	30,000.00
Equip Rental & Maintenance	360.18	166.66	720.36	333.40	2,000.00
Landscaping Contracted Services	240.00	833.00	240.00	1,670.00	10,000.00
Maintenance Services					
Auto					
Fuel	0.00	300.00	124.33	600.00	3,600.00
Maintenance & Service	0.00	33.00	69.45	70.00	400.00
Total Auto	0.00	333.00	193.78	670.00	4,000.00
Total Maintenance Services	0.00	333.00	193.78	670.00	4,000.00
Maintenance Supplies	1,691.34	1,250.00	4,668.75	2,500.00	15,000.00
Nursery Supplies & Equipment	0.00	500.00	2,398.12	1,000.00	6,000.00
Sidewalk Pressure Washing	0.00	3,333.00	8,210.00	6,670.00	40,000.00
Uniforms	0.00	125.00	0.00	250.00	1,500.00
Total CIVIL SIDEWALKS	15,616.97	21,540.66	44,119.61	43,093.40	258,500.00
Unallocated	0.00	0.00	0.00	22,614.26	22,614.26
Uncategorized Expenses	15.92		15.92		
Total Expense	57,373.10	65,828.82	121,272.97	154,331.06	812,524.26

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Cash Basis

Third Avenue Village Association
2023 Profit & Loss Budget Performance
Unreconciled / February 2023

	<u>Feb 23</u>	<u>Budget</u>	<u>Jan - Feb 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Net Ordinary Income	48,936.99	-18,062.85	226,524.80	180,533.50	0.00
Net Income	<u>48,936.99</u>	<u>-18,062.85</u>	<u>226,524.80</u>	<u>180,533.50</u>	<u>0.00</u>

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02/23/23

Cash Basis

Third Avenue Village Association
Balance Sheet
As of February 23, 2023

	Feb 23, 23
ASSETS	
Current Assets	
Checking/Savings	
Banner Bank - 6203 PBID	316,181.72
Banner Bank - 6204 PBID	1,566.65
Programs - 9104	15,858.52
Total Checking/Savings	333,606.89
Total Current Assets	333,606.89
Fixed Assets	
Lease Holder Improvements (Desi	98,301.53
Furniture and Equipment	16,604.27
Vehicles	17,527.00
Accum Depreciation	-63,838.81
Total Fixed Assets	68,593.99
TOTAL ASSETS	402,200.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable -Gen Acct	-2,567.09
Total Accounts Payable	-2,567.09
Other Current Liabilities	
Accrued Payroll	1,395.43
Payroll Liabilities	
Federal Payroll Tax Liability	-63.82
State Payroll Tax Liability	86.43
Total Payroll Liabilities	22.61
Total Other Current Liabilities	1,418.04
Total Current Liabilities	-1,149.05
Total Liabilities	-1,149.05
Equity	
Unrestricted Net Assets	176,497.80
Net Income	226,852.13
Total Equity	403,349.93

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02/23/23
Cash Basis

Third Avenue Village Association
Balance Sheet
As of February 23, 2023

	Feb 23, 23
TOTAL LIABILITIES & EQUITY	<u>402,200.88</u>



CURRENT NCA – TAVA CONTRACT LANGUAGE ON TERM LENGTH

4. Term and Termination.

(a) Contractor shall provide the Services for the period commencing on August 16th, 2021, and this Agreement shall remain in effect for an “Initial Term” ending on December 31, 2022, with four (4) additional 1-year “Extension Terms” as approved by the Board. Should the Board fail to act on any Extension Term by September 30 of any year preceding the commencement of an Extension Term, that Extension Term shall be deemed approved so long as Contractor has provided a report on its accomplishments (further described in section 6 of the Scope of Services - Exhibit A) no later than August 30.

After the Initial Term and all Extension Terms, services shall be provided on month-to-month basis. Under no circumstances shall the term of this Agreement exceed the term of the City Agreement.

(b) Termination for Cause. At any time, TAVA or the Contractor may provide to the other written notice of termination of this Agreement for cause, based on a material breach of the terms of the Agreement, and unless the breach is cured within 60 days of such notice of termination for cause, this Agreement will terminate immediately upon the expiration of the 60-day cure period.

Termination for Convenience. Notwithstanding the foregoing, either party may terminate this Agreement at any time upon ninety (90) days’ prior written notice to the other during the Initial Term and any Extension Terms. Termination following the Initial Term and all Extension Terms shall require 30-days’ notice by either party. In the event of such termination for convenience, Contractor shall be paid for any

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