270 E. Douglas Ave El Cajon, CA 92020
619.334.3000

Board of Directors Regular Meeting Agenda

Date: **Wednesday - May 29, 2024**
Time: **12 P.M. (Noon)**
Location: **100 Civic Center Way, El Cajon, CA 92020 - ECPD Community Room**

AGENDA PUBLIC COMMENT (Limit - 15 Minutes):

Members of the public may address the Board during public comment on a particular agenda item, or if they wish to make a general comment on a matter within the subject matter jurisdiction of the District. The President of the Board will call on the member of the public at the appropriate time and allow the member of the public to provide live comment. On their own initiative or in response to questions posed by the public, board members may ask a question for clarification; provide reference to staff or other resources for factual information or request staff to report back to the Board at a subsequent meeting. A member of the Board may take action to direct staff to place a matter of business on a future agenda. **The Board limits each speaker to 3 minutes per subject or topic. The timer will begin when the participant begins speaking.**

1. **Attending in Person:** Please submit a speaker slip to the Clerk of the Board. Speaker slips can be downloaded from the website and submitted via email to JohnCollins@downtownelcajon.com.

NON-AGENDA PUBLIC COMMENT (Limit - 15 Minutes):

Persons wishing to address the Board regarding items not on the posted agenda may do so at this time. In accordance with State law, Board may not take action on an item not scheduled on the Agenda. If appropriate, the item will be placed on a future agenda. **The Non-Agenda Public Comment period is limited to a total of 15 minutes.**

Agendas: Agenda packets are available at: https://downtownelcajon.com/meeting-agenda-and-minutes/ for public inspection at least 72 hours prior to scheduled meetings.

DISABLED ACCESS TO MEETING: A request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting. Any such request must be made to the Clerk of the Board at 619-334-3000 at least 24-hours before the meeting.

WRITINGS DISTRIBUTED TO THE BOARD: Pursuant to Government Code 54957.5, written materials distributed to the Board of Directors in connection with this agenda will be available to the public at the East County Business Center office located at 270 E. Douglas Ave, El Cajon, CA 92020. In addition, supporting documentation (including attachments referenced in the agenda) is available for viewing on the Downtown El Cajon website - **https://downtownelcajon.com/meeting-agenda-and-minutes/**.

DOWNTOWN EL CAJON BUSINESS PARTNERS

270 E. Douglas Ave El Cajon, CA 92020
619.334.3000

#1.) CALL TO ORDER AND DETERMINATION OF A QUORUM

#2.) APPROVAL OF MINUTES: Approve the minutes from the March 20, 2024 Board meeting.

#3.) PUBLIC COMMENT AND DISCUSSION (Limit - 15 Minutes)

Members of the public may address the Board during public comment on a particular agenda item, or if they wish to make a general comment on a matter within the subject matter jurisdiction of the District. The President of the Board will call on the member of the public at the appropriate time and allow the member of the public to provide live comment. On their own initiative or in response to questions posed by the public, board members may ask a question for clarification; provide reference to staff or other resources for factual information or request staff to report back to the Board at a subsequent meeting. A member of the Board may take action to direct staff to place a matter of business on a future agenda. ***The Board limits each speaker to 3 minutes per subject or topic. The timer will begin when the participant begins speaking.***

1. ***Attending in Person:*** *Please submit a speaker slip to the Clerk of the Board. Speaker slips can be downloaded from the website and submitted via email to* ***JohnCollins@downtownelcajon.com****.*

#4.) CORRESPONDENCE:

4.1 - City of El Cajon Parks & Recreation Thank You Letter to Downtown El Cajon Business Partners for the sponsorship and support of the America on Main Street 2024 event.

#5.) PBID ACTION AGENDA ITEMS:

5.1 - Discussion and possible approval of relocating the office space to the City Hall building.

5.2 - Discussion and possible approval of having the City of El Cajon take over the management of the www.downtownelcajon.com website and all social media to reduce overhead expenses to the District.

5.3 - Discussion and possible approval Acme Safety & Supply Corp. estimate of $2801.50 for fifty barricades for the Cajon Classic Cruise event.

5.4 - Discussion and possible approval Acme Safety & Supply Corp. estimate of $539.10 for the Cajon Classic Cruise event road signs.

5.5 - Discussion and possible approval of the Chill Entertainment ice rink proposal of $4599 for the Holiday Lights on Main St 2024 event.

#6.) NON-PBID ACTION AGENDA ITEMS:

6.1 - No NON-PBID action items to discuss at this time.

DOWNTOWN EL CAJON BUSINESS PARTNERS
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#7.) REPORTS - INFORMATION ONLY

7.1 - Directors' Report
7.2 - President's Report
7.3 - City of El Cajon Report
7.4 - The Magnolia General Manager's Report

#8.) CLOSED SESSION

8.1 - NO CLOSED SESSION ITEMS TO DISCUSS AT THIS TIME.

#9.) ADJOURNMENT

#10.) NEXT BOARD MEETING:

10.1 - Wednesday, July 10, 2024 in the El Cajon Police Community Room.

CERTIFICATION OF POSTING:

I certify that on: **May 23, 2024**, I posted a copy of the foregoing Agenda at **270 E. Douglas Ave, El Cajon, CA 92020**, the regular meeting place of the Board of Directors of the Downtown El Cajon Business Partners District, and at **100 Civic Center Way, El Cajon, CA 92020 - ECPD Community Room**, said time being at least 72-hours in advance of the Regular Meeting of the Board of Directors. (Govt. Code Section 54954.2)

Executed at El Cajon, California, on: **May 23, 2024.**

John Collins

John Collins, Clerk of the Board

#2

Minutes of March 20, 2024 Board Meeting

Downtown El Cajon Business Partners Inc.

Board Members Present:

Mark Clifton	Director	Lee Mench	Director
Cathy Zeman	CFO	Chris Berg	City of El Cajon
Ron Nevels	Director	N/A	DECBP Attorney
Gabriel Marrujo	Director	Corey Marco	Director
Rich Riel	Guest		

#1.) CALL TO ORDER: 12:04 p.m.

#2.) APPROVAL OF MINUTES: C. Zeman motioned to approve the February 28, 2024 regular meeting minutes, L. Mench seconded the motion. The February 28, 2024 minutes were approved unanimously.

#3.) PUBLIC COMMENT:

3.1 - Rich Riel reads his email letter aloud to the Board.

#4.) PBID ACTION AGENDA ITEMS:

4.1 - C. Zeman motions to discuss and approve the sliding scale commission for sponsorships. R. Nevels seconded the motion. Public Comment: Rich Riel goes off topic and discusses his most recent incident to the Board. C. Berg asks for clarification on the percentage splits. C. Marco voices his resentment of the negative terms and comments Rich Riel has to say about the Board. The Board voted on the sliding scale commission table. The motion passed unanimously.

4.2 - C. Zeman motions to discuss and approve the Charlotte Wood All-In-One Administrative Services contract for $1600 per month. R. Nevels seconded the motion. C. Berg voices the City's concerns about the term of the agreement and having the position put our for RFP. L. Mench motioned to approve conditionally with a 6-month term. C. Zeman seconded the motion. The motion passed unanimously.

4.3 - C. Zeman motions discuss and approve a date for the 2024 Annual Stakeholder Meeting. L. Mench seconded the motion. The Board selected May 23, 2024 from 5 p.m to 7 p.m at the Downtown Cafe. The motion passed unanimously.

4.4 - C. Zeman motions to discuss and approve the Diamond Environmental proposal for $26,739.99 for the 2024 season of the Cajon Classic Cruise and the Dinner and a Concert events. C. Berg seconded the motion. The motion passed unanimously.

4.5 - M. Clifton motions to discuss and approve the revised 2024 DECBP Budget showing the sponsorships in the income section for PBID. C. Zeman seconded the motion. The motion passed unanimously with one abstention.

#5.) NON-PBID ACTION ITEMS:

5.1 - Public Comment: Rich Riel voices his concerns with the Board.

#6.) REPORTS - INFORMATION ONLY:

6.1 - Directors' Report - L. Mench updates the Board on compiling a more detailed contact list of the Stakeholders in the District and promoting them all on the Downtown El Cajon website.

6.2 - Presidents Report - M. Clifton reports that he is looking forward to the upcoming Cajon Classic Cruise and Dinner and a Concert 2024 event season.

6.3 - City of El Cajon Report - No report at this time.

#8.) CLOSED SESSION:

8.1 - No closed session matters to discuss at this time.

#9.) ADJOURNMENT:

9.1 - C. Marco motioned to adjourn the meeting, C.Zeman seconded the motion. The motion passed unanimously, meeting adjourned at 12:51 P.M.

#4

Office Solutions for the New Economy

John Collins <john@eastcountybiz.com>

Fwd: Thank You - America on Main Street

Cathy Zeman <cat@zemanmortgage.com> Mon, May 20, 2024 at 10:17 AM
To: John Collins <john@eastcountybiz.com>

Please print this out and add it under correspondence. Also, after adjournment, but before your certification, please put that the next board meeting will be on July 17, 2024.

---------- Forwarded message ---------
From: **Heather Carter** <HCarter@elcajon.gov>
Date: Mon, May 20, 2024 at 9:35AM
Subject: Thank You - America on Main Street
To: Cathy Zeman <cat@zemanmortgage.com>

Good Morning Cathy,

On behalf of the entire City of El Cajon team, I want to extend our heartfelt thanks for El Cajon Downtown Business Partner's generous sponsorship and support of America on Main Street.

Thanks to Downtown Business Partner's contribution, our event was a huge success. Attendees of all ages enjoyed a day filled with free entertainment, games, crafts, rides, and much more. Your support helped create a vibrant and joyous atmosphere that brought our community together in celebration. I have attached a few photos of the festivities.

One of the highlights of the day was the naturalization ceremony, where 50 individuals proudly gained their U.S. citizenship. It was a memorable moment for everyone present, symbolizing the essence of our community's diversity and unity.

We are deeply grateful for your partnership and the role El Cajon Downtown Business Partners played in making this event so special. Your commitment to our community is truly appreciated, and we look forward to collaborating with you on future events.

Thank you once again for your support and helping to make America on Main Street a remarkable success!

Heather Carter, CPRP

Pronouns: She/Her/Hers (What's This?)

Parks and Recreation Services Manager

City of El Cajon Parks & Recreation Dept.

(619) 873-1641

hcarter@elcajon.gov

#4

Connect with us!

--
Cathy Lee Zeman
Zeman Mortgage Inc
140 W Park Ave Suite 220
El Cajon CA, 92020
(619) 442-8871

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5 attachments

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664K

IMG_20240520_084824_488.jpg
205K

IMG_20240520_083521.jpg
497K

#4

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3726K

5.3

ACME SAFETY & SUPPLY CORP.

11478 N Woodside Avenue, Santee, CA 92071 619.299.5100
Branch: 105 W Main Street, El Centro, CA 92243 760.336.3044

Date: 05/10/2024

COMPANY: Downtown El Cajon Business Partners
ATTN: Steve
EMAIL:chargersteve@cox.net cat@zemanmortgage.com
RE: B/O
PHONE:619- 495-0447

Qty	Item	Price/ea.
50	B/O- BARRICADE	$52.00 + TAX

TOTAL: 2801.50

This quote is good for 30 days of today's date.

All PRICES QUOTED ARE FOR WILLCALL AT THE SANTEE BRANCH LOCATION

Quotation prepared by: __Doreen Kuehler

This is a quotation on the goods named, subject to the conditions noted below:

*This quote is subject to change upon customers written request; prices are based on proposed plans and are subject to change upon approval from the City of San Diego. When done with rental equipment the customer understands that they *must* call the office (619.299.5100); to have a *pick up* done onsite and the equipment "called off rent". If the quote may have a specific time or date Acme is scheduling for the customer: said customer is still required to call and verify dates and times with us. CUSTOMER IS RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED EQUIPMENT. WE WILL NEED CREDIT CARD ON FILE IN ORDER TO PROCEED IF YOU DO NOT HAVE AN ACCOUNT SET UP WITH US. COD accounts are billed at monthly increments and when equipment is fully returned. There is a minimum job charge of $75.00; each order under this total will be charged minimally $75.00. If you are renting any heavy equipment (i.e. SMAB, CMS, Lite tower or truck) we *will need a COI* showing Acme as the certificate holder and listed as additionally insured on your policy before you come to pick up Acme can deliver the equipment! [1 Million general liabilities]. Preliminary information for prevailing projects MUST be sent 3days prior to start date; noncompliance will result in a surcharge of **$300.00** {send to admin1@acmesafetysupply.com}. Customers whom request deliveries or orders for the same day (not available for setups on PW projects) will incur up to 10% cost on their order, on top of purchase or rental prices. Quotes must be received from the front office, quotes received from production ports will not be honored. Restocking fees are 20% of your order; custom signs and orders cannot be returned. You must sign this quote and return to sender prior to production. Once your plan has been permitted we will U.S. Mail it to your *office* unless you have instructed us to keep at our office for will call (you come and get it) or you may request us to do a Delivery at an additional cost. Any and all software/website interface charges paid by Acme for billing fees, insurance fees, and all other undisclosed fees will be billed to the contactor; this quote doesn't include any fees for Textura, GC PAY, wrap-up portals, etc.

To accept this quotation, sign here and return:

#5.4

ACME SAFETY & SUPPLY CORP.

11478 N Woodside Avenue, Santee, CA 92071 619.299.5100
Branch: 105 W Main Street, El Centro, CA 92243 760.336.3044

Date: 05/15/2024

ATTN:CHARGER STEVE
EMAIL:CHARGERSTEVE@COX.NET
RE:SIGNS
PHONE:619-495-0447

Qty	Item	Price/ea	
3	ROAD CLOSED 36"X36ALUM EG	$93.50	$280.50
3	NO RIGHT TURN 24"X24"ALUM EG	$43.10	$129.30
3	NO LEFT TURN 24"X24"ALUM EG	$43.10	$129.30
			$539.10plus tax

This quote is good for 30 days of today's date.

All PRICES QUOTED ARE FOR WILLCALL AT THE SANTEE BRANCH LOCATION

Quotation prepared by: __Doreen Kuehler

This is a quotation on the goods named, subject to the conditions noted below:

*This quote is subject to change upon customers written request; prices are based on proposed plans and are subject to change upon approval from the City of San Diego. When done with rental equipment the customer understands that they *must* call the office (619.299.5100); to have a *pick up* done onsite and the equipment "called off rent". If the quote may have a specific time or date Acme is scheduling for the customer: said customer is still required to call and verify dates and times with us. CUSTOMER IS RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED EQUIPMENT. WE WILL NEED CREDIT CARD ON FILE IN ORDER TO PROCEED IF YOU DO NOT HAVE AN ACCOUNT SET UP WITH US. COD accounts are billed at monthly increments and when equipment is fully returned. There is a minimum job charge of $75.00; each order under this total will be charged minimally $75.00. If you are renting any heavy equipment (i.e. SMAB, CMS, Lite tower or truck) we *will need a COI* showing Acme as the certificate holder and listed as additionally insured on your policy before you come to pick up Acme can deliver the equipment! [1 Million general liabilities]. Preliminary information for prevailing projects MUST be sent 3days prior to start date; noncompliance will result in a surcharge of **$300.00** {send to admin1@acmesafetysupply.com}. Customers whom request deliveries or orders for the same day (not available for setups on PW projects) will incur up to 10% cost on their order, on top of purchase or rental prices. Quotes must be received from the front office, quotes received from production ports will not be honored. Restocking fees are 20% of your order; custom signs and orders cannot be returned. You must sign this quote and return to sender prior to production. Once your plan has been permitted we will U.S. Mail it to your *office* unless you have instructed us to keep at our office for will call (you come and get it) or you may request us to do a Delivery at an additional cost. Any and all software/website interface charges paid by Acme for billing fees, insurance fees, and all other undisclosed fees will be billed to the contactor; this quote doesn't include any fees for Textura, GC PAY, wrap-up portals, etc.

To accept this quotation, sign here and return:

Print Download PDF

#5.5

PROPOSAL

50% DEPOSIT AND SIGNED AGREEMENT REQUIRED

Grand Total (USD)
$4,599.00

BILL TO

Downtown El Cajon Business Partners
Cathy Zeman
270 E Douglas Ave
El Cajon, California 92020
United States

(619) 201-8207 ext. 103
cat@downtownelcajon.com

Estimate Number: 176
Estimate Date: March 27, 2024
Valid Until: April 3, 2024

Product/service	Quantity	Price	Amount
Holiday Popuprink Activation PROMOTIONAL FEE for [Event Title] Includes fuel charges, accommodations, carrier fees, and labor services for delivery, set up and strike. Also includes administrative costs, such as resource mgmt, production costs, contracting, designing, recruiting, billing, finance fees and insurance. **Additional fees apply for additional or special insurance requests. -DATE: Nov 23, 2024 -DURATION: 6:00 PM - 8:00 PM -LOCATION: Outdoor, El Cajon, CA -VENUE SIZE: 1800 sf -CAPACITY: 40 ppl HOLIDAY POP-UP ICE RINK Features a modular (non-refrigerated) skating floor, borders, skate change area, supply of skates & equipment, basic maintenance supplies, and event organizer to help guide activities. *Specialty lighting, and DJ entertainment available upon request at an additional fee.	1	$6,599.00	$6,599.00
Guest Services EVENT STAFF On site to organize and distribute skates, provide basic rink management and maintenance, ensure that policies and procedures are being met, and monitor rink safety	1	$500.00	$500.00

Subtotal:	$7,099.00
Early booking & Legacy rebate:	($2,500.00)
Total:	$4,599.00

#5.5

Grand Total (USD): **$4,599.00**

Notes / Terms

This Event Agreement (the "Contract") states the terms and conditions that govern the contractual agreement between Chill Entertainment having its principal place of business at 9299 W Olive Ave. Suite 811, Peoria, Arizona 85345 (the "Company"), and Downtown El Cajon Business Partners (the "Client") who agrees to be bound by this Contract.

WHEREAS, the Client is conducting the event, HOLIDAY POPUP RINK ACTIVATION, on Nov 23, 2024 (the "Event"); and WHEREAS, the Company agrees to manage the Event according to the terms and conditions herein. NOW, THEREFORE, in consideration of the mutual covenants and promises made by the parties within this Agreement, the Company and the Client (individually, each a "Party" and collectively, the "Parties") covenant and agree as follows:

DUTIES/PERFORMANCE
Client acknowledges and agrees that the Company cannot, nor promise to, guarantee the results or effectiveness of any of services to be performed. Rather, the Company shall use its best efforts to conduct their operations, and provide their services in a professional manner, in accordance with good industry practice, and all federal, state and local laws. We are not responsible for any weather related issues that may effect set up, operation, or removal of the equipment or the event. The Company shall handle the management and planning duties for the Event in the manner described on Schedule A attached hereto.

DELIVERY
Estimated delivery times are "not guaranteed" and can change. Client may call our office prior to delivery for an "estimated" time of delivery. Client to provide accommodations for driver/team during installation and removal.

PAYMENT/LATE FEES
Deposits are non-refundable for any reason. Client may call our office prior to delivery for an "estimated" time of delivery. 3.25% convenience fee applied to credit card and electronic payments only. All accounts must be settled, or paid in full, upon delivery, and prior to installation. Late payments are subject to fees in the amount of 10% of the balance due, and loss of any on-time payment discounts.

CANCELLATIONS/REFUNDS
In the event circumstances change and the Client must cancel the Event, the Company will make its best efforts to modify its planning to reflect the Client's needs. However, the Client agrees and acknowledges that a change in short notice may cause severe complications for the Company and thus the Client shall forfeit its deposit of 50% in the event the Client must cancel the Event within 15 days of the stated date of the Event. Once customer/client has signed for delivery, and has made final payment, there are no refunds for any reason. Any reservation may be subject to a 'security deposit' to protect against any loss or damage to property. Provided all items have been properly accounted for, all unused amounts of a security deposit will be refunded upon return of the equipment.

PROMOTIONS
The Client hereby authorizes the Company to utilize the Client's logo and associated trademarks as well as any media, photos, or footage from the Event, in promoting the Company's services.

NO MODIFICATIONS UNLESS IN WRITING
No modification of this Contract shall be valid unless in writing and agreed upon by both Parties.

APPLICABLE LAW
This Contract and the interpretation of its terms shall be governed by and construed in accordance with the laws of the

#5.5

State of Arizona and subject to the exclusive jurisdiction of the federal and state courts located in the United States, Arizona.

CURRENT 2024 HOLIDAY SEASON PRODUCTION DATE - MAY 31, 2024

Chill Entertainment
9299 W Olive Ave. Suite 811
Peoria, Arizona 85345
United States

Contact Information
6232429262
www.chill-entertainment.com