BUSINESS PARTNERS
270 E. Douglas Ave El Cajon, CA 92020
619.334.3000

Board of Directors Regular Meeting Agenda

Date: **Wednesday - August 21, 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/**.

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 July 10, 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.) PBID ACTION AGENDA ITEMS:

4.1 - Discussion and possible approval of a $25k sponsorship to City of El Cajon for Hauntfest 2024 city event.

4.2 - Discussion and possible approval of $600 for the classic car owners for use of their vehicles at Trunk-or-Treat 2024.

4.3 - Discussion and possible approval of $925 for the Cajon Classic Cruise/Trunk-or-Treat costume contest.

4.4 - Discussion and possible approval $5883.30 for the pallet and a half of Coscto candy for the Trunk-or-Treat and Hauntfest 2024 events.

4.5 - Discussion and possible approval of the $1600 proposal from The Verge for the Hauntfest 2024 event entertainment.

4.6 - Discussion and possible approval of the $1200 proposal from Noble Sound for the Hauntfest 2024 event entertainment and sound engineering.

4.7 - Discussion and possible approval of the Noble Sound proposals for $850 & $350 for Holiday Lights on Main 2024 event entertainment sound engineering.

4.8 - Discussion and possible approval of the $800 proposal from The Exit band for HLM 2024.

4.9 - Discussion and possible approval of the $800 proposal from Audio Hounds for HLM 2024.

DOWNTOWN EL CAJON BUSINESS PARTNERS
270 E. Douglas Ave El Cajon, CA 92020
619.334.3000

#4.) PBID ACTION AGENDA ITEMS: Continued

4.10 - Discussion and possible approval of the $11,050.99 proposal from Raphael's Event Works for the ginger bread house attraction for the Holiday Lights on Main 2024 event.

#5.) NON-PBID ACTION AGENDA ITEMS:

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

#6.) REPORTS - INFORMATION ONLY

6.1 - Directors' Report
6.2 - President's Report
6.3 - City of El Cajon Report
6.4 - The Magnolia General Manager's Report

#7.) CLOSED SESSION

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

#8.) ADJOURNMENT

#9.) NEXT BOARD MEETING:

9.1 -*To be determined***.**

CERTIFICATION OF POSTING:

I certify that on: **August 16, 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: **August 16, 2024.**

John Collins

John Collins, Clerk of the Board

Minutes of July 10, 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
N/A	Director	N/A	DECBP Attorney
Ron Nevels	Director	Corey Marco	Director
Rich Riel	Guest	N/A	City of El Cajon
Jack Doherty	Olaf Wieghorst Museum	Wendy Morris	Guest

#1.) **CALL TO ORDER:** 12:00 p.m.

#2.) **APPROVAL OF MINUTES:** C. Zeman motioned to approve the May 29, 2024 regular meeting minutes, L. Mench seconded the motion. The May29, 2024 minutes were approved unanimously.

#3.) **PUBLIC COMMENT:** No public comment.

#4.) **PBID ACTION AGENDA ITEMS:**

4.1 - C. Zeman motions to discuss the $1500 sponsorship for Alley Cat Art Walk 2024. L. Mench seconded the motion. Wendy Morris gave sponsorship presentation to the Board. Jack Doherty gave public comment praising the Alley Cat Art Walk in support of Wendy Morris. C. Zeman motions to approve, R. Nevels seconded the motion. The motion passed unanimously.

4.2 - Public Comment: Rich Riel speaks to Board regarding his email and concerns. C. Berg responds to Riel with explanations. C. Zeman motions to discuss and approve the McFarlane Promotions Inc proposal for $8085 for Holiday Lights on Main 2024. C. Marco seconded the motion. The motion passed unanimously.

4.3 - Public Comment: R. Riel states he is happy the Board is requesting bids through social media outlets. C. Zeman motions to discuss the Diamond Environmental Services proposal for $1526 for the Holiday Lights on Main 2024

4.3 continued - event. L. Mench seconded the motion. C. Zeman motions to approve, L. Mench seconded the motion. The motion passed unanimously.

4.4 - Public Comment: R. Riel voices his concerns regarding Board members. C. Zeman motioned to discuss the NCA Entertainment Proposal for $5000 for carnival rides at the HLM2024 event. C. Marco seconded the motion. C. Zeman motioned to approve the proposal, L. Mench seconded the motion. The motion passed unanimously.

4.5 - C. Zeman motioned to discuss the $150 Santa proposal from Terry Hochstatter. L. Mench seconded the motion. C. Zeman motioned to approve the $150 proposal, C. Marco seconded the motion. The motion passed unanimously.

#5.) NON-PBID ACTION ITEMS:

5.1 - No NON-PBID items to discuss at this time.

#6.) REPORTS - INFORMATION ONLY:

6.1 - Directors' Report - No Director report at this time.

6.2 - Presidents Report - M. Clifton reports that Off-Road Night is the feature for this week's Cajon Classic Cruise.

6.3 - City of El Cajon Report - C. Berg reported the Facade Program is doing well and being used by the stakeholders to improve the storefronts with grants.

6.4 - The Magnolia Report - No report at this time.

#7.) CLOSED SESSION:

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

#8.) ADJOURNMENT:

8.1 - M. Clifton motioned to adjourn the meeting, L. Mench seconded the motion. The motion passed unanimously, meeting adjourned at 12:27 P.M.

#9) NEXT MEETING:

9.1 - The next meeting will be on August 21, 2024 at the El Cajon Police Department Community Room at 12 p.m.

4.4

Office Solutions for the New Economy

John Collins <john@eastcountybiz.com>

Costco Business Center

W578 MK05 <w578mk05@costco.com> Wed, Jul 24, 2024 at 10:44 AM
To: John Collins <john@eastcountybiz.com>
Cc: W578 AR02 <w578ar02@costco.com>, W578 FLM <w578flm@costco.com>, W578 MK01 <w578mk01@costco.com>, W578 MKM <w578mkm@costco.com>

As it stands right now the current Business Delivery Price is $21.79
Let me know if I can be of further assistance...
Thanks as always..

180 Qty. = $3,922.20
90 Qty. = $1,961.10

$21.79

Kirkland Signature Funhouse Treats, Variety Pack

Item 1481907

☐ Compare Product

− 1 + Add

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4.5

HAUNTFEST 2024

ENTERTAINMENT CONTRACT
Downtown El Cajon Business Partners, Inc.

Name of Artist(s): **The Verge**

Agent/Company: Bill Noble/ Noble Sound Engineering

Address:

Noble Sound Engineering
Contact Info: Ph. (619) 369-1928 email: wbnoble@pacbell.net

Artist Contact
Information:
Telephone: Ph. _____ email: _____

Date of Agreement: **Friday October 18th, 2024**

Performance Time: **5:00PM-9:00PM (With breaks)**

Location of Performance:

Prescott Promenade
230 East Douglas St
El Cajon, Ca. 92021

Set Up Date and Time: 12:00PM

Sound Check Date and Time: 4:00PM

Performance Location: Promenade Stage

Agreed Performance: $ 1600

Payment to be Made Payable to: Bill Noble

IN WITNESS WHEREOF, the parties hereto have executed this Entertainment Contract as of the Date of Agreement first above written.

Downtown El Cajon Business Partners, Inc.

By: _____
Bill Noble / *Talent Buyer*

By: _____
Artist

4.6

HAUNTFEST 2024

ENTERTAINMENT CONTRACT
Downtown El Cajon Business Partners, Inc.

Name of Artist(s): **Noble Sound**

Agent/Company Bill Noble/ Noble Sound Engineering

Address:

Noble Sound Engineering
Contact Info: Ph. (619) 369-1928 email: wbnoble@pacbell.net

Artist Contact Information:
Telephone: Ph. _____ email: _____

Date of Agreement: **Friday October 18th, 2024**

Performance Time: **12:00PM-10:00PM (With breaks)**

Location of Performance:

Prescott Promenade
230 East Douglas St
El Cajon, Ca. 92021

Set Up Date and Time: 12:00PM

Sound Check Date and Time: 4:00PM

Performance Location: Promenade Stage

Agreed Performance $ 1200

Payment to be Made Payable to: Bill Noble

IN WITNESS WHEREOF, the parties hereto have executed this Entertainment Contract as of the Date of Agreement first above written.

Downtown El Cajon Business Partners, Inc.

By: _____
Bill Noble / *Talent Buyer*

By: _____
Artist

4.7

Holiday Lights on Main 2024

ENTERTAINMENT CONTRACT
Downtown El Cajon Business Partners, Inc.

Name of Artist(s): **Noble Sound**

Agent/Company Bill Noble/ Noble Sound Engineering

Address:

Noble Sound Engineering
Contact Info: Ph. (619) 369-1928 email: wbnoble@pacbell.net

Artist Contact
Information:
Telephone: Ph. email:

Date of Agreement: **Saturday 30th, 2024**

Performance Time: **12:00PM-9:00PM (With breaks)**

Location of Performance:

Prescott Promenade
230 East Douglas St
El Cajon, Ca. 92021

Set Up Date and Time: 90 Minutes Prior to Performance

Sound Check Date and Time: 60 Minutes Prior to Performance

Performance Location: Magnolia Stage

Agreed Performance $ 350

Payment to be Made Payable to: William Noble

IN WITNESS WHEREOF, the parties hereto have executed this Entertainment Contract as of the Date of Agreement first above written.

Downtown El Cajon Business Partners, Inc.

By: _____
Bill Noble / *Talent Buyer*

By: _____
Artist

Holiday Lights on Main 2024

ENTERTAINMENT CONTRACT
Downtown El Cajon Business Partners, Inc.

Name of Artist(s): **Noble Sound**

Agent/Company: Bill Noble/ Noble Sound Engineering

Address:

Noble Sound Engineering
Contact Info: Ph. (619) 369-1928 email: wbnoble@pacbell.net

Artist Contact
Information:
Telephone: Ph. _____ email: _____

Date of Agreement: **Saturday November 30th, 2024**

Performance Time: **12:00PM-9:00PM (With breaks)**

Location of Performance:

Prescott Promenade
230 East Douglas St
El Cajon, Ca. 92021

Set Up Date and Time: 90 Minutes Prior to Performance

Sound Check Date and Time: 60 Minutes Prior to Performance

Performance Location: Promenade Stage

Agreed Performance: $ 850

Payment to be Made Payable to: William Noble

IN WITNESS WHEREOF, the parties hereto have executed this Entertainment Contract as of the Date of Agreement first above written.

Downtown El Cajon Business Partners, Inc.

By: _____
Bill Noble / *Talent Buyer*

By: _____
Artist

4.8

Holiday Lights on Main 2024

ENTERTAINMENT CONTRACT
Downtown El Cajon Business Partners, Inc.

Name of Artist(s): **The Exit**

Agent/Company: Bill Noble/ Noble Sound Engineering

Address:

Noble Sound Engineering
Contact Info: Ph. (619) 369-1928 email: wbnoble@pacbell.net

Artist Contact
Information:
Telephone: Ph. _____ email: _____

Date of Agreement: **Saturday November 30th, 2024**

Performance Time: **5:00PM-9:00PM (With breaks)**

Location of Performance:

Prescott Promenade
230 East Douglas St
El Cajon, Ca. 92021

Set Up Date and Time: 90 Minutes Prior to Performance

Sound Check Date and Time: 60 Minutes Prior to Performance

Performance Location: Promenade Stage

Agreed Performance $ 800

Payment to be Made Payable to:

IN WITNESS WHEREOF, the parties hereto have executed this Entertainment Contract as of the Date of Agreement first above written.

Downtown El Cajon Business Partners, Inc.

By: _____
Bill Noble / *Talent Buyer*

By: _____
Artist

Holiday Lights on Main 2024

ENTERTAINMENT CONTRACT
Downtown El Cajon Business Partners, Inc.

Name of Artist(s): **Audio Hounds**

Agent/Company: Bill Noble/ Noble Sound Engineering

Address:

Noble Sound Engineering
Contact Info: Ph. (619) 369-1928 email: wbnoble@pacbell.net

Artist Contact
Information:
Telephone: Ph. _____ email: _____

Date of Agreement: **Saturday November 30th, 2024**

Performance Time: **2:00PM-4:00PM (With breaks)**

Location of Performance:

Prescott Promenade
230 East Douglas St
El Cajon, Ca. 92021

Set Up Date and Time: 90 Minutes Prior to Performance

Sound Check Date and Time: 60 Minutes Prior to Performance

Performance Location: Promenade Stage

Agreed Performance $ 800

Payment to be Made Payable to:

IN WITNESS WHEREOF, the parties hereto have executed this Entertainment Contract as of the Date of Agreement first above written.

Downtown El Cajon Business Partners, Inc.

By: _____
Bill Noble / *Talent Buyer*

By: _____
Artist

4.10

Office Solutions for the New Economy

John Collins <john@eastcountybiz.com>

HLOM Updates 7/24/24

Jenna Thompson <jenna@mcfarlanepromotions.com> Wed, Jul 24, 2024 at 2:35 PM
To: Cathy Zeman <cat@downtownelcajon.com>
Cc: Charlotte Wood <charlotte@eastcountybiz.com>, John Collins <john@eastcountybiz.com>, Laurel McFarlane <laurel@mcfarlanepromotions.com>, Haleigh Stewart <haleigh@mcfarlanepromotions.com>

The 2024 order is a replica of 2023 except for their standard rate increases. Attached is the 2023 order at $10622.20. the 2024 quote is $11050.99

McFarlane Promotions, Inc. | The Shift Studio | The EventTea

By, Jenna Lynn Thompson, Director of Operations (she/her/hers)

656 Fifth Avenue, Ste B

San Diego, CA 92101

W 619.233.5008

McFarlane Promotions: Website, Instagram, Facebook

The Shift Studio: Website

Check out The EventTea Blog!

From: Cathy Zeman <cat@downtownelcajon.com>
Sent: Wednesday, July 24, 2024 12:57 PM
To: Jenna Thompson <jenna@mcfarlanepromotions.com>
Cc: Charlotte Wood <charlotte@eastcountybiz.com>; John Collins <john@eastcountybiz.com>; Laurel McFarlane <laurel@mcfarlanepromotions.com>; Haleigh Stewart <haleigh@mcfarlanepromotions.com>
Subject: Re: HLOM Updates 7/24/24

I looked at the Raphaels invoice. If the Church has been confirmed, then we are good to go with the risers.

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[Quoted text hidden]

Signed Contracts - Raphaels for HLM 2023.pdf
2068K

4.10

Raphael's EVENT WORKS

Raphael's Event Works
8604 Miramar Rd.
Suite B
San Diego, CA 92126
Tel. 858-433-3900

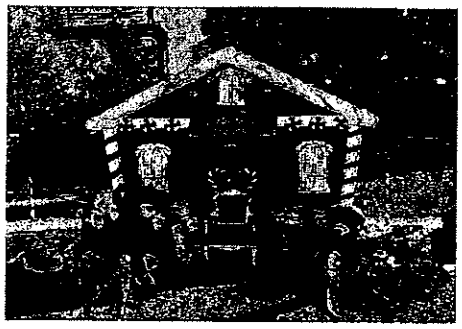
Holiday Celebration - Ginger Bread House

Event Date: November 26, 2022
Group Name: Holiday on Main Street - El Cajon
Location: Main Street - El Cajon
Proposal Prepared for: Jenna Thompson - McFarlane
Proposal by: Esther Lopez - Nalani Kennedy

RENTALS **Quantity** **Price** **Total**

SANTA PHOTO OP

Set as the photo op is an 8' tall x 12' wide Santa gingerbread house façade. Centering the façade is a red Santa chair that is flanked with tall candy cane cutouts accented with toys and faux snow. McFarlane to provide signage for chalkboard.



12' Gingerbread House Façade	1	$	1,811.25	$	1,811.25
Santa Chair	1	$	347.90	$	347.90
Candy Cane Cutouts	2	$	144.40	$	288.80
Toy Package	1	$	200.00	$	200.00
Faux Snow Package	1	$	85.00	$	85.00
12' x 20' Red Astro Turf - for façade area	1	$	289.40	$	289.40
10' x 3' Red Astro Turf Runner - for aisle	1	$	86.70	$	86.70
White Stanchion/White Chain w/ Red Ribbon - for aisle	8	$	37.55	$	300.40

Raphael's EVENT WORKS

Raphael's Event Works
8604 Miramar Rd.
Suite B
San Diego, CA 92126
Tel. 858-433-3900

RENTALS	Quantity	Price	Total
STAGE			

Biljax stage with matting is set for the choir.

2'x12'x6" Stage	1	$	259.90	$	259.90
2'x12'x12" Stage	1	$	259.90	$	259.90
2'x12'x18" Stage	1	$	259.90	$	259.90
Black Matting	3	$	144.40	$	433.20
BANNER					
8' Adjustable Pole	2	$	47.25	$	94.50
Crosspiece	1	$	8.40	$	8.40
Bases	2	$	47.25	$	94.50
CABLE PROTECTOR/LIGHT TOWER					
20"x36" Cable Protector	40	$	49.10	$	1,964.00
Light Tower	3	$	561.90	$	1,685.70
Fuel Deposit Fee	3	$	89.25	$	267.75

Raphael's
EVENT WORKS

Raphael's Event Works
8604 Miramar Rd.
Suite B
San Diego, CA 92126
Tel. 858-433-3900

CONDITIONS & REQUIREMENTS

This document is protected under copyright law and should be kept confidential. Ideas and concepts are not to be used without written permission from Raphael's Event Works.

All florals and retail items are inclusive of a 7.75% Sales Tax.

REW reserves the right to photograph any of the décor and design items provided on this proposal on site. A written notice must be submitted to REW if photographs are not allow to be taken on site at time of confirmation.

Photos provided are for visual aid to concept vision and direction and are not to be construed as actual final product choice. Actual design may vary on event site.

Optional items are not included in total fees until determined by client approval and inclusion.

All items proposed are subject to price changes. Item prices may be affected by seasons and availability. All flowers are subject to seasonal availability and REW reserves the right to make substitutions for flowers that are not available or not of the highest quality.

Client is liable for all rented products and equipment belonging to REW. All items and equipment will be provided on a rental basis, unless noted. Any equipment lost, missing, or damaged at conclusion of the event will be noted by REW and attending person in charge, and billed to client at replacement value of product and equipment.

Additional rush fees of at least 10% of the total cost may apply if the event contract is confirmed less than 2 weeks prior to the event date.

All items proposed are on a first come, first serve basis. REW cannot guarantee that these exact items proposed will be available. REW reserves the right to make substitutions of equal value to any items listed on this proposal.

Since the actual event space is unknown, variables might affect the usability of certain products or entertainment proposed. Once REW receives all the specific event details, adjustments can be made to make sure the design of the event is in keeping with the client's vision.

Transportation charges are subject to change due to rising economic fuel costs.

A diagram will be required no later than (2) weeks in advance, in order to ensure optimum design & quality of this event. While REW can assist in creating this diagram, client should coordinate all final specs & input from the hotel & client prior to this time, so that it can be approved no later than (2) weeks out.

Raphael's Event Works is not responsible for any power, labor or rigging charges assessed by the venue.

PRICES QUOTED IN THIS PROPOSAL REFLECT A 3% CASH/CHECK PAYMENT DISCOUNT.

Please note that all prices reflect a minimum 8 hour set time and 8 hour strike time. Additional charges will apply if actual time allotted for set and strike is less than the minimum required.

Cancellation fees may apply if order or specific items are cancelled. Fees to be determined at time of cancellation.

The order is not confirmed unless a deposit payment is provided. Balance is due prior to delivery date.

Raphael's EVENT WORKS

Raphael's Event Works
8604 Miramar Rd.
Suite B
San Diego, CA 92126
Tel. 858-433-3900

TOTALS

Subtotal on Rentals & Décor	$	8,737.20
Subtotal on Florals & Sales	$	-
Subtotal	**$**	**8,737.20**
Transportation	$	400.00
Fuel Surcharge	$	35.00
Labor - Price to be confirmed upon final selection of items	$	1,450.00
Sales Tax	$	-
Grand Total	**$**	**10,622.20**

All Terms and Conditions Apply

SIGNED: DATED: Sept 21, 2023