



CITY HEIGHTS
COMMUNITY DEVELOPMENT

Board of Directors Meeting Agenda
TUESDAY DECEMBER 12, 2023
5:00 PM – 6:00 PM

The office is located on the second floor of the Rock Church. Please contact Tom Bui for assistance on 619.629.0317.

Hosted In-Person → City Heights CDC Office - 4001 El Cajon Blvd #205 San Diego CA 92105
See our Facebook Events Page for the Board Meeting Details

Attend in-person and enjoy light refreshments supplied by: [\(Insert Business Sponsor\)](#)

1. **Call to Order / Introductions**
2. **Additions to the Agenda** **ACTION ITEM**
3. **Acceptance of Board Meeting Minutes – Previous Month** **ACTION ITEM**
4. **Approval of Financials – Previous Month** **ACTION ITEM**
5. **Meeting Agenda** **ACTION ITEM**
 - a. Business Improvement District Sub-Committees (Current Month Update) 5:41 pm
 - b. Approval of the City Heights Business Improvement District By-Laws 5:43 pm review
 - c. Introduce Board of Director Executive Committee Nominations 6:11 pm
6. **Staff Update (December 2023)** **INFORMATION ONLY**
 - a. Tom Bui, CHCDC Economic Development Program Manager (City Heights CDC)
7. **Introduction & Update: [Community Partner](#)** **INFORMATION ONLY**
 - a. Manny Rodriguez, CHCDC Transportation & Planning Program Manager (City Heights CDC)
8. **Presenting “Business of the Month” Recognition** **INFORMATION ONLY**
9. **Community & Governmental Liaison Reports** **INFORMATION ONLY**
10. **Announcements** **INFORMATION ONLY**
 - a. Required DEI & Anti-Harassment Trainings - Scheduled for TBD (scheduled date for board members).
 - b. Upcoming Community Events:
 - i. CITY Heights BID’S MIXER, 01/09/2024, 5:00 PM TO 7:00 PM
11. **Adjourn 6:25 pm**



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1. Call to Order / Introductions - 5:16 PM Start Time

In Attendance:

Mazda Mehrasz – Dan’s Auto, Caleb Mural – Business Advocate, Michael Rossler - Tower Bar, Nora Khem – Donut Star, Jennipher Hager – Key & Cleaver, Andrew Benavides – Cafeina Café

Public Introduction:

Natasha, Tom, Ranielle, Manny Rodriguez – CHCDC
Alex Southard, Economic Development City of San Diego
Jeffrey Nguyen, District 9 City of San Diego CP Office
Serafina Marquez, Community Relations Officer, Mid-City Division

2. Additions to the Agenda ACTION ITEM 5:19 PM

3. Acceptance of Board Meeting Minutes – Previous Month ACTION ITEM 5:33 PM

-In future meetings, we will look at minutes from previous meeting and hold a vote to approve them.

4. Approval of Financials – Previous Month ACTION ITEM 5:34 PM

-Reviewed Attachment A FY2024 BUD Budget Reports (last month’s financials and last year’s approved budget)
-City Heights CDC will partner with BID Board around funding
-This is a public document that can be found on the City of San Diego Economic Development website and City Heights BID website

Questions?

-Assessment dollars total is \$40,000, left over from last year is \$1000.
-Fiscal year is from July to June
-Exact dollars is still being calculated

Feedback

-Business owners want BID managers to go for more grants

5. Meeting Agenda ACTION ITEM

- a. Business Improvement District Sub-Committees (Current Month Update) **5:41 PM**
 - i. Board has the option to create sub committies
 - ii. Encouraged Board Members to think about what they want to focus on/ priorities
 - iii. Ex. Events committee
 - iv. Questions?
 - N/A
- b. Approval of the City Heights Business Improvement District By-Laws **5:43 PM**

- i. This document will be available publicly on our BID Website.
 - ii. Natasha gave an overview of the document
 - iii. (See Bylaws document)
 - iv. Questions
 - When can people join the board? During the Annual Meeting or when vacancies arise. Terms start in January and end in January
 - What BID will do? Currently there are lots of foundations we need to establish. We hope to partner with organizations and apply for grants to get the funding that we need. We will work with business to discuss what improvements they want.
 - From now until next June what is our budget? We have the full budget. We were waiting for the Board to be established to spend the money.
 - Can money be used for clean ups? MAD (Maintenance Assessment District) is the funding dollar that can be used for cleanups
 - v. 6:03 PM – moved the approval of the document to the January Meeting
- c. Introduce Board of Director Executive Committee Nominations 6:11 pm
- i. Email Tom at tbui@cityheightscdc.org for officer nominations
6. **Staff Update (December 2023) INFORMATION ONLY 6:12 PM**
- a. Tom Bui, CHCDC Economic Development Program Manager (City Heights CDC)
 - On the second Tuesday of every month, we will hold BID Board meetings except in January. - In January the meeting will be held on January 16th
 - Questions
 - What if we are not able to attend a meeting?
 - Can we send a calendar invite for the meetings?
7. **Introduction & Update: [Community Partner](#) INFORMATION ONLY 6:14 PM**
- a. Manny Rodriguez, CHCDC Transportation & Planning Program Manager (City Heights CDC)
 - Fencing went down on the north side and has been moved to the South. Construction was prolonged because of piping and electricity issues. The whole project will be completed hopefully by July 2024. We are open to hearing suggestions from businesses to make the space more inviting.
 - Questions
 - Can construction be done section by section so not too many people are affected? 3 businesses opened in January and have already closed, dozens gone. Some people do not go to work at all. Mom and Pop businesses are the ones being affected
 - Tom and Manny held a business walk asking businesses for feedback.
 - Manny has sent a letter to the mayor's office to ask for help
 - We will try to invite people from Mayor's office to these meetings
 - Cameras that went up on Menlo have been helpful. Constructions fences attract crime. Cops do not have a lot of the information and resources they need. Serafina and Josh has been great police to go to
8. **Presenting "Business of the Month" Recognition INFORMATION ONLY 6:20 PM**
- Board will vote on which business we want to highlight on our social media every month
9. **Community & Governmental Liaison Reports INFORMATION ONLY**
- a. 6:08 PM– D9 plans to regularly attend BID meetings to provide updates. Construction completes on the North side of University Ave and will move to the South side of University Ave
10. **Announcements INFORMATION ONLY**
- a. Required DEI & Anti-Harassment Trainings - Scheduled for TBD (scheduled date for board members). 6:21 PM

- i. This is required but we will work with your schedules to find the time to complete this
- b. Upcoming Community Events: 6:21pm
 - i. CITY Heights BID'S MIXER, 01/09/2024, 5:00 PM TO 7:00 PM
- c. Manny – Overview of what the East Village BID does for its businesses. (Events, promotion, street lighting) 6:22 PM
- d. Natasha – Board Member Roster, let us know if there are any updates 6:23 PM
- e. Natasha – Sign roles and responsibilities form, conflicts of interest form, and board member expectations form. Due next meeting. 6:24 PM

11. **Adjourn 6:25pm**