



SUNRISE MARKETPLACE  
PBID RENEWAL STEERING COMMITTEE  
BOARD OF DIRECTORS SPECIAL MEETING  
Thursday, April 2, 2020—1:00 PM  
Telephonic and Electronic Meeting  
MEETING MINUTES

**Board Members**

**Present:** Travis Kimball- Chair, Don Tollefson- Treasurer, Tiffany Clement- MARCOM Chair, Christy DeCelle, Ted Mitchell, Jeff P. Smith, Andrew Gianulias, Stephen Patterson, Wayne Wasulko, Natalie Worstein, Colby Young

**Absent:** Jeff P. Smith, Jason Bollinger

**Guests**

**City:** Mayor Jeannie Bruins, Councilmember Porsha Middleton, Meghan Huber

**CHPD:** Commander Jason Russo, Lt. Chad Morris

**Civitas:** John Lambeth, Kelly Rankin

**Staff**

**Present:** Kathilynn Carpenter, Julie DePrada, Mikhaila Freas

**CALL MEETING TO ORDER..... Travis Kimball**

The meeting was called to order at 1:03 by Travis Kimball.

**PUBLIC COMMENTS.....Travis Kimball**

None

**ADMINISTRATIVE .....Travis Kimball**

- **ACTION/APPROVE:** APPROVAL OF OCTOBER 31, 2019; NOVEMBER 13, 2019 AND FEBRUARY 13, 2020 BOARD MEETING MINUTES.  
*A motion was M/S/C (Tiffany Clement/Stephen Patterson) to approve the October, November, and February board meeting minutes.*
  
- **ACTION/APPROVE:** 2020 SLATE OF BOARD OF DIRECTORS & OFFICERS..... Travis Kimball  
*A motion was M/S/C (Andrew Gianulias/Wayne Wasulko) to approve the 2020 Slate of Board of Directors & Officers.*

**ACTION/APPROVE: 2019 ANNUAL REPORT .....Travis Kimball**

*A motion was M/S/C (Andrew Gianulias/Don Tollefson) to approve the 2019 Annual Report.*  
Originally the Annual Report was PBID Renewal focused. Staff decided to change it up to reflect the situation with COVID. With businesses closed and losing money and with some landlords not receiving full rent it is not the right time to push hard for renewal. The Report now includes information on SMP’s COVID response and how we are helping our business and property owners.

**SMP COVID 19 RESPONSE STRATEGY ..... Kathilynn Carpenter/Stephen Patterson**

SMP jumped on a COVID-19 response strategy right away as soon as we saw how this was going to impact the District. We started posting all state and federal loan information and offered assistance. We participated in a conference call with Congressman Bera voicing our concerns for the retail industry. Staff is looking for more ways to help our businesses and consumers during the pandemic. We are transforming our website to include resources and listing what essential business are still open. We are not posting closed businesses as this would make them a target of potential criminal activity. We’ve also been aggressive with social media, promoting open businesses and running gift card contests.

**CITY OF CITRUS HEIGHTS / CHPD ..... Meghan Huber**

The City’s COVID-19 response has consisted of resources for business and consumers on their website, which is updated as information is published. The goal is to have current information and referring businesses and residents to Sac County’s guidelines for health-related information. Sending out a mailer to help inform the non-digital audience, will also include a “Shop Local” campaign. Would like to have a one-stop resource to help promote all the City’s open businesses on their social media along with the mailer. Partnering with Sac Metro Chamber utilizing their rapid response hub. They have a business hotline to help their business with filling out loan applications. The City has also relaxed its temporary signage regulations during this time, so business can use temporary banners and A-frame signage to show that they are open.

**KC:** SMP is working with Bill Van Duker, All Star Printing, for SMP to offer free banners to our businesses.

**James:** CHPD are essential personnel, therefore patrol officers and dispatchers are working. Practicing safe- distancing at the station, utilizing Zoom for meetings. Residential disturbances and family assault calls have started to rise with more people at home. Social gatherings in parks, dog parks, skate park (predominantly Rusch Park) have also been an issue. CHPD has plans to mitigate group activities. Another big issue is finding open bathrooms for the homeless to help keep them clean and safe as well. Have not seen an increase in business crime/theft/break-ins, etc. CHPD has been doing extra patrols around known closed businesses to help stop any potential break-ins.

**PBID MODIFICATION & POLICE CONTRACT ..... Kathilynn Carpenter/John Lambeth**

- **ACTION/APPROVE:** AUTHORIZE EXECUTIVE DIRECTOR TO FINALIZE POLICE CONTRACT BASED ON TERMS DISCUSSED AT THE MEETING. *A motion was M/S/C (Tiffany Clement/ Wayne Wasulko) to approve Executive Director to finalize Police Contract.*

**PBID RENEWAL UPDATE ..... Kathilynn Carpenter/John Lambeth**

- **ACTION/APPROVAL:** FINALIZE MANAGEMENT DISTRICT PLAN TERMS.

*A motion was M/S/C (Andrew Gianulias/Don Tollefson) to approve the finalization of Management District Plan terms with assessment rate option 2 (6.69 cents/3.69 cents).*

- *Boundaries- no change to existing boundary map*
- *Term- 10 years 2022-2031*
  
- *Programs: District Enhancement: Marketing & Special Events, Public Safety, Public Area Improvements, Economic Development, Advocacy & Administration.*
- *Assessment Rate Options:*
  - *Retail zoned properties: 6.5 cents; office zoned properties: 3.5 cents. Total Budget: \$785,165*
  - *Retail zoned properties: 6.69 cents; office zoned properties: 3.69 cents. Total Budget: \$809,803*
  - *Retail zoned properties: 7 cents; office zoned properties: 4 cents. Total Budget: \$850,001*

- **ACTION/APPROVAL:** Authorize Executive Director to initiate Petition Campaign at a later date.

*A motion was M/S/C (Andrew Gianulias/Wayne Wasulko) to approve the authorization of Executive Director to initiate Petition Campaign at a time that she deems appropriate and most effective.*

**FINANCIAL REPORT..... Kathilynn Carpenter**

- **ACTION/ACCEPT: 2019 YEAR END FINANCIAL REPORT**

*A motion was M/S/C (Tiffany Clement/ Andrew Gianulias) to approve the 2019 Year End Financial Report as presented.*

- **ACTION/APPROVAL: 2020 DRAFT BUDGET**

*A motion was M/S/C (Andrew Gianulias/Tiffany Clement) to approve the 2020 Draft Budget as presented.*

**MEETING ADJOURN MEETING .....Travis Kimball**

The meeting was adjourned at 1:50pm by Travis Kimball.

Respectfully submitted by Kathilynn Carpenter

Accepted and approved by:

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Travis Kimball- Board Chair, SMP Board of Directors.

**THE NEXT MEETING IS SCHEDULED FOR TBA.**