



A locally-funded nonprofit organization created to foster an economically vibrant Downtown Vacaville

313 Parker Street, Vacaville, CA 95688
707-451-2100 www.DowntownVacaville.com

**MEETING OF THE BOARD OF DIRECTORS OF THE
DOWNTOWN VACAVILLE BUSINESS IMPROVEMENT DISTRICT**

Tuesday, July 19, 2022 at 8:00am

Via Zoom Call

MINUTES

MEMBERS PRESENT: Ralph Berumen, Ted Neima, Kathleen Ramos, Dean Roberts, Kim Robinson, Leslie Silver, Matt Taynton, Morne Van Staden, Stacy Schutte, Dave McCallum, Lia Rivera

MEMBERS ABSENT: Kia Lutte (Medical), Paul Pratt, Jason Diavatis, Marianna Schiavone

GUESTS - City of Vacaville: Tim Padden, Brian McLean

GUESTS - Delaney Holden (Visit Vacaville)

STAFF: Maria Alemany (DVBID)

Item	Speaker	Discussion	Action Taken/To be Taken
1. Call to Order			Meeting called to order by Dean.
2. Roll Call BODs			Roll call was taken.
3. Approval of the Agenda	Dean		Kathleen Ramos motioned to approve the Agenda with adding Brian McLean's

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			presentation. Ted Neima second the motion. Agenda approved.
4. Approval of the Minutes from June 21, 2022	Dean		Ted Neima motioned to approve the minutes, Dave McCallum second the motion. Minutes approved.
5. Treasurer’s Report	Kathleen	<p>a. BID Fees Update Reported the city was collecting BID fees again.</p>	
6. Board President’s Report	Dean	<p>a. Executive Director Search Update</p> <p>Dean reported that Search Wide Global is actively seeking candidates and accepting applications for the Executive Director’s position. Search Wide Global will identify 10 applicants to present to the Search Committee appointed by Dean Roberts.</p> <p>Dean confirmed that a local search, including Vacaville, is being conducted.</p> <p>b. Bylaws Update</p> <p>Dean reported that a draft of revised bylaws was received from Civitas; they have been reviewed and now they are back with Civitas for their final revisions. He stated that the purpose of the revision is to ensure the DVVID is in compliance with BID law. Once Civitas delivers a final copy, Dean stated</p>	

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		<p>that the Board of Directors would meet in-person to review the bylaws prior to a vote being taken.</p> <p>c. Board Members needed on 7/22, 7/29, 8/5 & 8/13 to verify Creekwalk funds</p> <p>Dean asked all Board Members to consider volunteering to help verify funds after the remaining Creekwalk concerts. Dave, Matt, Ralph and Lia agreed to help.</p> <p>Furthermore, per Stacy Schutte, a police officer will be available to walk Maria from Andrews Park to the DVBID office after each Creekwalk concert.</p> <p>Kathleen reported that Morne Van Staden purchased a safe and donated it to the DVBID office.</p>	<p>The Advisory Board will address other security measures that can be taken, i.e. installing a security system at the DVBID office.</p>
7. Executive Director's Report	Maria	a. Report provided in the Promotions Committee Report	
8. Committee Reports	<p>Organization</p> <p>Economic Vitality</p> <p>Design</p>	<p>No Report</p> <p>No Report</p> <p>All members of the BODs received a copy of the Design Committee's report via email from Maria prior to the BOD's meeting. Ted</p>	<p>Ted made a motion to accept the Design Committee report and</p>

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	Promotions	<p>informed the members that the DVVID Board Members are held to a variety of action items as outlined in the Management Agreement with the City of Vacaville. To this end, Ted reported that the Design Committee has met to formulate a Safe Business Program and thanked Chief Schmutzler for providing officers to assist the committee with developing the program for the businesses within the downtown district. Ted reviewed the documents that the committee has been working on and reported that a budget has been created to print, and mail the Safe Business Program packet to all the downtown businesses within our district.</p> <p>After reviewing the budget, he encouraged our Board of Directors to get involved with the distribution of the packets to have some one-on-one time with some of our business owners.</p> <p>Leslie Silver recommended creating a window sticker that we could provide to the businesses so they could show they were part of the Safe Business Program and perhaps help alleviate some of the concerns that it is not safe to go downtown.</p> <p>Design Committee Meets First Tuesday of the Month.</p> <p>Maria provided a list of all approved events for the remainder of the year.</p>	<p>approve the Safe Business Program budget not to exceed \$1,500. Matt Taynton second the motion. Vote was taken, motion was approved.</p>

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		<p>9/16 - Art, Wine and Brew Stroll 9/24 - Oktoberfest 10/31 - Halloween Stroll 11/5 - Holly Days Craft Fair 11/26 - Small Business Saturday 11/17 - Winter WonderWalk 12/5 - Holiday Window Contest 12/17 - Downtown Gives Back</p> <p>Maria also reported that the Farmers' Market will move to Main Street and Town Square on 8/13 due to the Rose Royce concert at Andrews Park. The street closures will be from Davis to Dobbins. Maria thanked Brian McLean for all his help with coordinating personnel to assist her on this move.</p>	
<p>9. Big Four Partner Reports</p>	<p>City of Vacaville</p>	<p>Brian McLean, Assistant Director of Public Works, City of Vacaville</p> <p>Brian presented an update on the projects that Public Works is working on in the downtown area.</p> <p>Street Lighting (\$20,000) Installed new street lamp LED lights on Main Street from Cernon Street to McClellan St., which will reduce the overall electrical costs and provide much needed improved lighting.</p> <p>Street Striping and Legends (\$50,000) Restriped the parking lines on Main Street from Davis to Cernon Street. Work in progress includes cross walks at Davis and</p>	<p>Brian will send Maria a copy of this presentation for distribution for anyone who would like to have it.</p>

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		<p>Main Streets and crosswalk white bars and yellow striping down Main street.</p> <p>Tree Lighting LED Upgrades (\$150,000)</p> <p>Public Works has found replacement lights with significantly higher illumination for the trees. Public Works has started to light a tree, which will serve as their pilot tree, to test the lights. Once the process gets going, Brian is estimating that it will be 3-4 months for the install on 36 trees on Main Street from Davis Street to Cernon Street.</p> <p>No other areas are included in the lighting or striping upgrades within this scope of work. Various business owners expressed concern that their areas (including back parking lots) were not included in the upgrades.</p> <p>Brian agreed that there are other areas that can be improved and they are looking to put these areas in another project sometime in Late Fall and then go back to City Council for approval and more funding.</p> <p>Erin Morris addressed the members and assured everyone that the projects that Brian presented are not the only projects that will happen downtown. There will be multiple projects that occur within the Downtown Specific Plan and she, along with Brian, will be making regular presentations</p>	<p>Brain will work with Tim Padden, Erin Morris and Don Burrus to identify other areas that can be included in the lighting upgrades.</p> <p>In response to Stacy Scutte's request, Brain will send Maria the non-emergency number for Public Works.</p>

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		<p>to the Board of Directors to provide updates on their progress.</p> <p>Directional Signage (\$300,000) New wayfinding signage has been installed. Parking lot wayfinding signage is next and installation is expected to start around fall of this year.</p> <p>Trash Enclosures (\$450,000) Public Works will be working on reconstructing the existing trash enclosures behind Fuso's and Los Reyes, which will include a larger footprint, a roof, and room for multiple debris and recycling bins.</p> <p>School Street Bridge Railing Repairs (\$50,000) Repairs will be made to the concrete rail and is estimated to begin late summer or fall of this year.</p> <p>School Street Bridge and Creekwalk Pedestrian Path Lighting (Budget TBD) Public Works has hired a lighting architect to create a design of what the up-lighting could look like along the creek and the bridge.</p> <p>Tim Padden - Tim stated that he is in contact with Search Wide Global every 3 days to receive updates on the recruitment.</p>	

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		However, it may be November before the BID would be able to hire a new Executive Director. Tim also gave updates on Beer 40 and 700 Parc of Main.	
	Chamber of Commerce	Debbie Egidio - Ralph Berumen gave the update for Debbie since she was on vacation. Ralph stated the Chamber would be hosting a golf tournament on September 16 and they are looking for sponsors and teams to sign up. The restaurant alliance meets every third Wednesday at Makse at 2pm.	
	Visit Vacaville	Delaney Holden - Reported on September events: Arts Week and Farm to Table Dinner.	
10. Open Discussion		Maria - Maria asked to correct Tim's report with regards to the Sonoma Springs location being available. Morne's new Journey @ the Library is now at that location. Morne shared the progress of his new expansion.	
11. Next Meeting		August 16, 2022	
12. Adjourn			Dean motioned to adjourn the meeting, Ted second the motion. The meeting was adjourned.

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