



**Downtown Napa Association
Minutes
Tuesday May 9, 2017
Napa Chamber of Commerce**

Present: Steve Pierce, Tom Finch, Sara Brooks, Ruth Appleby, Allison Hallum, Bill LaLiberte, *Craig Smith, Staff*

Guest: Robin Klingbeil, City of Napa

Absent: JB Leamer, Celeste Carducci, Gordon Huether; Anette Madsen, Shari Thomas

1. **CALL TO ORDER AND INTRODUCTIONS** Pierce called the meeting to order at 2:42 p.m.

2. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** *None*

3. **ACTION ITEMS:**

a. Approve March Minutes Brooks moved approval, Appleby seconded

b. Approve PBIA Parking District Budget Klingbeil gave a background of the parking district formation, and presented a map of the districts and a copy of the expense forecast for the fiscal year 2017-2018. Members pointed out that the report was incomplete in that income was not included and expenses seemed to exclude PBID related activity. After discussion, Brooks moved conditional approval, pending a full budget that shows all sources of income and expenses, which Klingbeil will prepare, working with Smith. Finch seconded, approved unanimously. Members also asked about the permit parking spaces in the Pearl Street garage and the reason the permit program exists.

c. Review/Approve P&L Budget vs. Actual, and Balance Sheet through April

i) The P&L shows income of \$17,975 versus a budget of -\$46,688. However, budgeted expenses are \$38,000 higher than they should be.

ii) The balance sheet shows cash on hand of \$138,617. Members suggested that a reserve fund be established. The Executive Committee will bring a suggested policy to the next meeting.

Members also questioned the \$42,000 in accounts receivable and asked for an email explaining that. *(That amount includes \$30,000 from dbi and \$10,000 from TID for event sponsorship.)*

LaLiberte moved approval, Hallum seconded. Approved unanimously.

4. **INFORMATION/DISCUSSION ITEMS**

a. Pierce, Brooks, and Smith met with Jill Techel and Mike Parness and discussed three issues: i) Current projects and whether or not there will be amendments made to the Downtown Specific Plan ii) the proposed PBID Ambassador program and iii) the city's plan to consolidate their offices and build a downtown hotel.

b. Smith is exploring the idea of doing invisible paintings that will only appear in the rain.

c. Napa Live: Inside and Out – on track to be slightly larger than last year.

d. The Archer is now accepting reservations for November, originally December.

5. **ADJOURN** All meetings are on the second Tuesday of the month. The next regular meeting will be Tuesday, June 13, 2:30 to 4:00 PM. Pierce adjourned the meeting at 3:38 p.m.

Recorded by Craig Smith