



**Property Based Improvement District Meeting
Minutes
March 14, 2019
Archer Hotel, Great Room C**

Present: Ryan Gregory, Chair; Sara Brooks; Mike Butler; Tony Giaccio; Bob Johnstone; Jim Keller; Kelly Moore; Robin Schabes; *Staff: Craig Smith*

Absent: Michael Holcomb

Guest: Dave Perazzo, Mike Berger, Katrina Gregory: City of Napa; Zen Hunter-Ishikawa, Wiseman Company

1. **CALL TO ORDER** Gregory called the meeting to order at 3:30 p.m.

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

3. **ACTION ITEMS:**

a. Approve December 2018 minutes Johnstone moved approval. Butler seconded, approved unanimously.

b. Update on Hanging Baskets/ Sidewalk cleaning program Perazzo reported that 320 hanging baskets will soon have spring flowers. Berger reported that the street and garage cleaning programs are going great.

c. Utility Box wraps Gregory explained how a project like this would be coordinated with the Public Art Steering Committee (PASC). She suggested that, should PBID wish, the City can get more involved in the project. Smith will attend a PASC meeting in March or April to initiate the process. Gregory will prepare a map of the existing utility boxes.

d. Financial Report Smith presented the 2018 P&L and the 2019 Budget. The latter shows carryover in three categories of \$87,900. Hunter-Ishikawa wondered if supporting Napa's new camera program and some kind of sign reimbursement program were appropriate. Giaccio pointed out that the Hanging Flower Basket and Sidewalk/Garage Cleaning numbers in the budget had been transposed. He also offered to work with Smith on re-categorizing some of the income/expenditure items. Gregory asked that a column showing over/under variance for the year be added to future reports. Butler moved approval of the amended budget, Moore seconded. Approved unanimously.

e. PBID Renewal Smith said that it is time to think about PBID renewal, which would include a discussion about the scope of work, length of term and all else. Members preliminarily agreed that the next PBID will mirror the current one. Smith will explore potential firms to work with for renewal.

4. INFORMATIONAL ITEMS

a. Ambassador Program Report Smith reported that the 2019 Ambassador program will begin May 3rd. There are currently 17 people interested in being part of the program.

5. ADJOURN 2019 proposed meeting dates are March 14, June 13, September 12, December 12. Gregory adjourned the meeting at 4:42 p.m.

Recorded by Craig Smith