



**Property Based Improvement District
Agenda
2:00 PM November 21st, 2024
Archer Hotel**

Members: Ryan Gregory, Chair; Sara Brooks; Mike Butler; Tony Giaccio; Michael Holcomb; Zen Hunter-Ishikawa; Kelly Moore; Vin Smith; *Staff: Bill La Liberte*

1. CALL TO ORDER

2. PUBLIC COMMENT

3. INFORMATION/ACTION ITEMS:

a. Approval of Minutes

Gregory

- Approve minutes from August 15th, 2024, PBID Meeting
- Approve minutes from September 12th, 2024, PBID Meeting

b. PBID Renewal

La Liberte

Ed Henning Update

Renewal Schedule – Review and discuss – (see attached)

Petition Signature Forms – Discuss process of gathering signatures from 152 distinct properties

Owner Rankings – Review and discuss – (see attached)

Draft Cover Letter – Review and approve / edit if necessary - (see attached)

Executing Petition Process – Contract with Robin Klingbeil to manage and oversee petition labeling, distribution, signature collection

c. Oxbow District Gateway Sign

La Liberte

- Update on City Council approval / Contract with Arrow Signs – City of Napa Management Maintenance Service Agreement with DNA

d. Approved Project Updates

La Liberte

- Traffic Calming Crosswalk Artwork on Second Street – Update on timing and process. Select PBID committee member to be on the Art Selection Committee (see attached for time requirements)
- Art Wrapped Utility Boxes – Project update.

e. Vacant PBID Committee Position -

Gregory

- Discuss and select candidate(s) to fill vacant committee seat - Election of 2025 committee officers for approval at February PBID meeting.

f. Mustard Celebration at Copia Event - Approval Needed

La Liberte

- Downtown Napa Association presentation and funding request of \$20,000 for Mustard Celebration tasting event March 29th – 30th 2025

g. Financials - – Approval Needed

La Liberte

- Review and approve July 1st – October 31st P&L Budget vs. Actual

h. Next meeting

Gregory

- Next PBID Committee meeting (February 20th)

4. ADJOURN

BROWN ACT:

Government Code 54950 et seq. (the Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Napa Downtown Association posts Agendas at 1300 First Street, Suite 290. Action may not be taken on items not posted on the agenda.

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Bill La Liberte at (707)257-0322 at least 48 hours prior to the meeting.

NOTICE TO PUBLIC:

PUBLIC COMMENT: The public may directly address the PBID on any matter within the Council 's subject matter jurisdiction, including any matter that is not on the agenda. However, State law strictly limits the Council's authority to respond at the meeting to any matter that is not on the agenda.

RULES OF ORDER FOR THE CONDUCT OF PBID MEETINGS: The PBID conducts its meetings in accordance with the requirements of state law (the "Ralph M. Brown Act," California Government Code Sections 54950, et seq.) and the City's Rules of Order (Council Policy Resolution 19, R2016-6). Members of the public are expected to conduct themselves with courtesy and respect and comply with the Rules of Order. **PROCEDURES TO DIRECTLY ADDRESS THE PBID:** Any member of the public may directly address the Council regarding: (a) any matter identified on the agenda; or (b) during the Public Comment portion of the meeting for any matter within the Council's subject matter jurisdiction that is not identified on the agenda. Speakers should direct comments to PBID Chair and Committee members, not the audience. Speakers are expected to yield the floor when the time limit is identified. For each item, speaking time is limited to no more than three minutes per person, unless otherwise specified for hearings and appeals, or at the discretion of the PBID Chair to address special circumstances. The PBID Chair may modify (increase or decrease) any time requirements for any speaker, or change the order of the items on the agenda, in accordance with the Rules of Order in order to facilitate the efficient and fair conduct of the meeting. This may include moving all or a portion of the Public Comment portion of the agenda to the end of the meeting (see Council Policy Resolution 19, R2016-6 section 6.1.4).