



**Property Based Improvement District
Minutes
2:00 PM February 20th, 2024 Archer
Hotel**

Members: Ryan Gregory, Chair; Sara Brooks; Tony Giaccio; Zen Hunter-Ishikawa; Kelly Moore; Staff: *Bill La Liberte*

Excused: Mike Butler, Michael Holcomb

Guests: Heather Luna, Joe Newman, Bob Nathen – Share the Care / Rock the Block

1. **CALL TO ORDER** - Gregory *called the meeting to order at 2:04pm*

2. **PUBLIC COMMENT** – No Public Comments

3. **INFORMATION / ACTION ITEMS:**

a. Approval of Minutes

- Approve minutes from November 21st, 2024, PBID Meeting - *Sara Brooks moved for approval of the minutes, Kelly Moore seconded, approved unanimously*

b. Share the Care / Rock the Block

– Presentation / funding request from Heather Luna, Joe Newman, Bob Nathen on Share the Care / Rock the Block events. *The committee moved not to assist with event funding. Brooks discussed reaching out to downtown merchants for items to support their silent auction. Brooks also mentioned that this might be a better event for the Downtown Napa Association to possibly fund.*

c. PBID Renewal

- La Liberte discussed the renewal schedule, timelines and petitions, City Council meetings and balloting.
-La Liberte discussed that the top 25 property owner petitions will be hand delivered by committee members and PBID staff, with balance being mailed directly to property owners.

d. Oxbow District Gateway Sign -

- La Liberte gave an update on Oxbow Gateway Sign project and City of Napa License Agreement with Downtown Napa Association. Projected installation date of November 2025 and license agreement with the city would be signed by the end of the week.

e. Vacant PBID Committee Position

- Gregory discussed the need to fill vacant committee seat(s) left open by the resignation of Bob Johnstone and Vin Smith leaving the City of Napa and no longer able to fill the City of Napa Representative seat. Gregory moves for approval of Steve Potter Napa City Manager to fill the city of Napa representative's seat. *Zen Hunter Ishikawa motioned for approval, Sara Brooks seconded the motion, approved unanimously.*

f. Financials -

- La Liberte reviewed and discussed the July 1st 2024 – January 31st, 2025, P&L Budget vs. Actual. *Tony Giaccio moved to accept and file financials, Zen Hunter Ishikawa seconded, approved unanimously.*

g. Next meeting -

- Gregory discusses the meeting schedule for remainder of Fiscal Year 24'-25' and Fiscal Year 25'-26'. *The board discussed and agreed to schedule meetings every two months with the next meeting being on April 17th 2025.*

4. **ADJOURN**_ Meeting adjourned at 3:00pm

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).