



**Property Based Improvement District
Minutes
September 12th, 2024
Napa River Inn Boardroom**

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** - Gregory called the meeting to order at 3:09pm

2. **PUBLIC COMMENT** – No public Comment

3. **INFORMATION/ACTION ITEMS:**

a. PBID Renewal

La Liberte presented the subcommittee recommendations below for changes to current Management District Plan for the 2026 PBID Renewal. Subcommittee Members consisted of: Ryan Gregory, Mike Butler, Vin Smith, and Staff: Bill LaLiberte

Budget and Work Plan –

Category name and work plan changes for Year 1 of the renewal – 2026.

Subcommittee recommends - Eliminating (Contingency) as a Category with no other changes to (Beautify Maintenance and Infrastructure), (Marketing Ambassador and Safekeeping), and (Advocacy and Administration)

Subcommittee recommends - Changes in work plan percentages for the following categories (Contingency – Current 1.84% Renewal 0.0%) (Beautify Maintenance and Infrastructure current 54.10% Renewal 60.0%), (Marketing Ambassador and Safekeeping current 30.82% Renewal 30.0%), and (Advocacy and Administration current 13.24% Renewal 10.0%)

Renewal term in years – Per State Law can be renewed for up to 10 years. Many PBIDs still use 5-year renewal terms but many now are renewed for somewhere between 6 and 10 years.

Subcommittee recommends – Term for renewal of seven years vs. current Term of five years.

Annual max rate increase for the renewal term – Current has been 3% per year since the PBID was formed but the most common % used in other PBIDs around the State is a discretionary 5% per year to keep up with inflation. Some PBIDs even use a higher rate.

Subcommittee recommends – 3% annual increase with a maximum of 5% for special projects. Any increase above the annual 3% would require a PBID

Committee simple majority approval. The subcommittee is also recommending that the Year 1 renewal rate match the current Year 5 rate.

Any Boundary and/or Benefit Zone Changes –

Subcommittee recommends – No changes to boundaries or benefit zones.

(Subcommittee discussed possible year 2 expansion of boundaries to include Makers District bordered by Lincoln Ave to the North, Soscol Ave to the East, Caymus St to the South and Main St to the West)

Full committee discussed and accepted the subcommittees recommendations to the Management District Plan for the 2026 PBID Renewal. Mike Butler motioned approval; Zen Hunter-Ishikawa seconded, approved unanimously.

h. Next meeting

Next PBID Committee meeting (November 21st)

4. ADJOURN Meeting adjourned at 3:33pm