



**Property Based Improvement District
Agenda
2:30 PM October 16th 2025
Archer Hotel**

Members: Ryan Gregory, Chair; Sara Brooks; Mike Butler; Tony Giaccio; Michael Holcomb; Zen Hunter-Ishikawa; Kelly Moore; Julie Lucido; Katie Shaffer; Staff: *Bill La Liberté*

Excused: Gregory

Guests: Chuck McMinn and Tim Kelly – Railroad Arts District

1. CALL TO ORDER

2. PUBLIC COMMENTS

3. INFORMATION / ACTION ITEMS:

a. Approval of Minutes

Sara Brooks

Approve minutes from July 24th 2025, PBID Meeting

b. Railroad Arts District – Action Ave. - (20 min) - Approval Needed

Sara Brooks

Presentation from Chuck McMinn and Tim Kelly – Railroad Arts District. To discuss and approve moving forward with the creation and addition of a Zone 3 to 26' – 32' PBID starting fall of 2025 with adoption in June 2026 and assessments starting January 1st, 2027.

c. Clinton & Main Street Market Lights - (20 min)

Hunter-Ishikawa

Review and discuss Wiseman Commercial construction proposal for market lights on Clinton and North Main Streets.

d. Second Street Crosswalk Art and Oxbow Gateway Sign – (10 min) -

La Liberté

Update on the status and timing of the Crosswalk Art and Oxbow Gateway Sign projects.

f. Parklet Relocation on Pearl and Second Streets – (5 min) -

La Liberté

Update on the relocation of four parklets during a slurry seal of Second Street in preparation for the crosswalk art installation, and the relocation of Pearl Street Parklet for a paving project.

g. Financials - (10 min)– Approval Needed

La Liberté

Review and approve July 1st 2025 – September 30th, 2025 P&L Budget vs. Actual

h. Next Meeting - (5 min)

Sara Brooks

Thursday January 15th, 2026 2:30pm.

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).



**Property Based Improvement District
Minutes
July 24th, 2025
Archer Hotel**

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

Excused: Michael Holcomb

1. CALL TO ORDER - Gregory call the meeting to order at 2:31pm

2. PUBLIC COMMENTS – No Public Comments

3. INFORMATION / ACTION ITEMS:

a. Approval of Minutes -

Approve minutes from May 15th, 2025, PBID Meeting. *Brooks motioned to approve, seconded by Giaccio, approved unanimously with Lucido and Shaffer abstaining.*

b. PBID Renewal -

La Liberte gave an update / progress report of the PBID 2026 – 2032 renewal.
Discuss map needed to record the PBID 2026 – 2032 renewal with the county and potential cost. La Liberte stated that of the ballots received 92% voted to approve with 8% voting no.

c. Railroad Arts District – Action Ave. -

La Liberte discussed moving forward with the creation and addition of a Zone 3 to 26' – 32' PBID starting fall of 2025 with adoption in June 2026 and assessments starting January 1st, 2027. Committee was supportive of Zone 3 addition but wanted additional information before taking formal action. Moore discussed having the Zone 3 stakeholders present their plan at the next committee meeting and Lucido asked about working with the City of Napa to determine their position and support before moving item forward. *La Liberte will work with stakeholders and city staff on this item and bring back to a future meeting.*

d. Clinton & Main Street Market Lights -

Hunter-Ishikawa reviewed and discussed the Wiseman Commercial construction proposal of \$82,253 for market lights on Clinton and North Main Streets. Proposal Includes a section of Main Street from Pearl Street to Clinton Street. Committee discussed removing this section from the proposal and for Hunter-Ishikawa to work with Lucido and La Liberte to involve City of Napa to determine their position on the project and to discuss planning / permitting issues and for this item to be brought back to the committee for future discussion.

e. Second Street Crosswalk Art / Pearl Street Paving Project –

La Liberte gave an update on the relocation of four parklets during a slurry seal of Second Street in preparation for the crosswalk art installation. La Liberte also discuss and presented the relocation of Pearl Street Parklet for a paving project in August 2025 with a request of \$2500 to contract Trumble Construction to move and replace parklet for paving project. *Butler motioned to approve, seconded by Moore, approved unanimously.*

f. Approve Fiscal Year 2025-2026 Budget -

La Liberte discussed fiscal year 2025-2026 budget as presented at May 15th meeting for review and approval. *Hunter-Ishikawa motioned to approve, seconded by Lucido, approved unanimously.*

g. Financials - (10 min) -

La Liberte reviewed July 1st 2024 – June 30th 2025 P&L Budget vs. Actual for approval. *Shaffer motioned to accept and file, seconded by Brooks, approved unanimously.*

h. Next Meeting -

Gregory advised that the next meeting will be Thursday October 16th 2:30pm.

4. ADJOURN_ Meeting adjourned at 3:47pm

Napa PBID 2021-2025

Profit & Loss Budget Performance

July through September 2025

	Jul - Sep 25	Budget	Jul - Sep 25	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Carryover from PY	0.00	202,643.09	0.00	202,643.09	202,643.09
Interest Income	224.61	2,800.00	224.61	2,800.00	2,800.00
Property Taxes	7,477.32	536,924.00	7,477.32	536,924.00	536,924.00
Total Income	7,701.93	742,367.09	7,701.93	742,367.09	742,367.09
Expense					
Advocacy and Administration					
Administration					
Unallocated	0.00	14,136.71	0.00	14,136.71	14,136.71
Administration - Other	30,000.00	60,000.00	30,000.00	60,000.00	60,000.00
Total Administration	30,000.00	74,136.71	30,000.00	74,136.71	74,136.71
Bank Charges	0.00	100.00	0.00	100.00	100.00
PBID Renewal	1,154.30	538.31	1,154.30	538.31	538.31
Total Advocacy and Administration	31,154.30	74,775.02	31,154.30	74,775.02	74,775.02
Ask	32,248.20		32,248.20		
Beautify, Maintain & Infrastruc					
Christmas Garland					
Christmas Garland installation	0.00	12,000.00	0.00	12,000.00	12,000.00
Replacement Garland and Storage	0.00	7,500.00	0.00	7,500.00	7,500.00
Christmas Garland - Other	0.00	7,500.00	0.00	7,500.00	7,500.00
Total Christmas Garland	0.00	27,000.00	0.00	27,000.00	27,000.00
Christmas Lights -	0.00	30,000.00	0.00	30,000.00	30,000.00
Hanging Flower Baskets	0.00	150,000.00	0.00	150,000.00	150,000.00
Move 2nd St Parklets	0.00	8,020.00	0.00	8,020.00	8,020.00
Oxbow Gateway Sign	37,576.98	110,000.00	37,576.98	110,000.00	110,000.00
Second St Crosswalk Art	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
Unallocated	2,048.30	45,400.25	2,048.30	45,400.25	45,400.25
Total Beautify, Maintain & Infrastruc	114,625.28	445,420.25	114,625.28	445,420.25	445,420.25
Marketing					
Ambassador & Safekeeping	0.00	40,000.00	0.00	40,000.00	40,000.00
Fridays in the Park	0.00	40,000.00	0.00	40,000.00	40,000.00
Maps of Historic DT	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Napa Table	0.00	40,000.00	0.00	40,000.00	40,000.00
Special Events					
Christmas	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Napa Lighted Arts Festival	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
Total Special Events	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Unallocated	0.00	42,710.13	0.00	42,710.13	42,710.13
Total Marketing	60,000.00	222,710.13	60,000.00	222,710.13	222,710.13
Total Expense	238,027.78	742,905.40	238,027.78	742,905.40	742,905.40
Net Ordinary Income	-230,325.85	-538.31	-230,325.85	-538.31	-538.31
Other Income/Expense					
Other Expense					
Prior Year Adj	987.51		987.51		

Napa PBID 2021-2025
Profit & Loss Budget Performance
July through September 2025

	Jul - Sep 25	Budget	Jul - Sep 25	YTD Budget	Annual Budget
Total Other Expense	987.51		987.51		
Net Other Income	-987.51		-987.51		
Net Income	-231,313.36	-538.31	-231,313.36	-538.31	-538.31

Reich & Associates prepared this accounting based on all information provided to us. Reich relies upon the completeness and accuracy of the information provided by the Client and their representatives, and the Client is solely responsible for any errors or omissions therein. It is the Client’s responsibility to review and approve all financial accounting prior to submission to a bank or certified public accountant. While we retain the supporting documentation that we received for this accounting, our clients are responsible for retaining the detailed records and receipts that were not provided to us.