

DOWNTOWN CHICO

PROPERTY BASED IMPROVEMENT DISTRICT (PBID)

Board Agenda

Date: Thursday, January 26, 2023
Time: 2:00 pm to 5:00 pm
Place: 527 Flume Street, (OnFlume CoWorking Space Conference Room)
Chico, CA 95928

Downtown Chico PBID Board of Directors

Tom DiGiovanni, President
David Halimi, Treasurer
Greg Scott
Chris Daniels
Jennifer Mackall
Alan Tochterman
Eric Hart

Board Directors Advisors

Megan Kurtz, CSU Chico

Copies of this agenda packet available for review at the following locations:

- City of Chico, Clerk's Office, 411 Main Street, Chico, CA 95928
- PBID Meeting Location, 527 Flume Street, Chico, Ca 95928
- www.chicoca.gov and www.chicopbid.com

Posted on: 1/23/2023

Posting Location: 527 Flume Street, Chico, CA 95928

Prior to: 5:00 p.m.

The Downtown Chico PBID Board welcomes you to this meeting and invites you to participate in matters before the Board. Request to be added to a mailing list for PBID meeting to tom@newurbanbuilders.com, with subject: Add to PBID Mailing List.

Information & Procedures

- All members of the public may address the board on any item listed on the agenda.
- All members of the public may address the board on non-agenda items under Public Questions/Comments of the agenda
- No action can be taken by the Board on any items brought forward at a meeting. Board may request an item to be brought back at a subsequent meeting.
- Agenda copies are available at the meeting, can be downloaded from website.
- Special presentation may be made to the Board with prior approval and azenized.
- Any member of the PBID may request an item to be azenized and should be delivered to the President of the Board at least 8 days in advance of the meeting, or sooner, in order for copies to be included and the board has opportunity to review material in advance.

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AGENDA & 2023 WORK SESSION

1. Call to Order – President Tom DiGiovanni
 - 1.1 Welcome & Introductions

2. Board Vacancies – Per PBID Bylaws the Board of Directors will have seven board members. Five vacancies due to resignation of board members existed. Board President is allowed to make appointments to vacancies to have a full board. Five appointments have been made by President each for two year terms, 2023-25. The Board will make appointments to fill the Executive Committee.
 - 2.1 Welcome New Board Appointments – Self Introductions
 - 2.2 President's presents Officers to fill vacancies.

Action: Any nominations from the Board. Motion/Second to accept nominations, vote by Board to confirm nominations.

Action: Board confirm the Vice President will act on behalf of President, during President absence, conduct meetings in accordance with Brown Act. Vote by Board.
 - 2.3 Conflict of Interest Policy – A Conflict of Interest Policy has been prepared for PBID as a best practice in operating a non-profit, particularly a non-profit with public-private funds. The Policy is before the board for review and adoption.

Action: Identify any edits to be made to Policy, Motion/Second adopting policy as is or with change, vote of the board.
 - 2.4 2023 Nominating Committee. Discuss selecting members for a nominating committee to recommend candidates to replace two board members terms expiring 2023. Annual Meeting and membership vote required in November 2023.

3. PBID Work Session – The Work Session at this meeting is part of the orientation for new board members to fully understand the PBID formation, legal requirements and operations. This is informational and no actions will be taken during this part of the meeting. To be reviewed:
 - 3.1 Property Based-Improvement District (PBID) Formation & Legal Obligations
 - Section 36601
 - Property & Business Improvement District Law of 1994
 - City of Chico Resolution, Agreement & Role
 - ByLaws
 - IRS classification, 501c6
 - 3.2 Board Director(s)
 - Board Role & Responsibilities

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- Officers
 - Brown Act
 - Conflict of Interest Policy
- 3.3 District Management Plan
- 3.1.1 District Boundaries
 - 3.1.2 Assessment Process
 - 3.1.3 PBID District Plan Assessment Budget –
 - 3.1.3.1 Annual Increase
 - 3.1.3.2 Current Financial Position.
 - 3.1.4 PBID Organizational Structure
 - 3.1.5 PBID Services & Activities that may be done
 - 3.1.5.1 District Plan Areas of Focus
 - 3.1.5.1.1 Clean & Safe
 - 3.1.5.1.2 Beautification
 - 3.1.5.1.3 Economic Vitality
 - 3.1.5.2 Review contract with Block by Block - 2022 Report
 - 3.1.5.3 Review ED/Administrator Role and contract/employment
 - 3.1.5.4 Review meetings with Public Works, Police/Target Team, Waste Management
- 3.4 Communication and Reporting
- 3.4.1 Property Owners
 - 3.4.2 City of Chico Agreement
- 3.5 Discuss priorities and budget moving forward 2023 to be addressed at future meetings (set date for meetings to further discuss).
- 3.6 Discuss Financial Planning to cover payable to Block by Block
- 4 City of Chico Agreement – The formal agreement between the City of Chico and the PBID will become before the Chico City Council at the February 7th council meeting for final action.
Action: Approve President signing Agreement with City of Chico
- 5 Other business to discuss (time dependent)
- 5.4 Set 2023 Board Meetings dates/times/location
 - 5.5 Discuss Board Members attending meetings with City:
 - 5.5.1 Feb 9 10:00 am Public Works
 - 5.5.2 Schedule meeting with Police/Target Team
 - 5.5.3 Schedule meeting with Linda Herman and Waste Management
 - 5.6 Relationship with DCBA as a sister organization - review DCBA's 2023 Partnership Suggestion

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- 6 Review items to be discussed at next Board Meeting (i.e. items that were not fully addressed in the time available)
- 7 Public Questions/Comments
- 8 Adjournment, Next Meeting will be based on dates selected by the Board for their regular meetings.

Attachment:

- Conflict of Interest Policy
- City of Chico Agreement for PBID to Implement the Management District Plan