

AGENDA – PBID BOARD MEETING

Date: Wednesday, May 13, 2026 PBID BOARD MEETING
Time: 9:00-10:30 am
Place: Municipal Building, 411 Main Street, 3rd Floor Conference Area
Chico, CA 95928

Downtown Chico PBID Board of Directors

Eric Hart, President
Greg Scott, Vice President
David Halimi, Treasurer
Chris Daniels, Secretary
Jennifer Mackall
Anika Burke Rodriguez
Megan Kurtz, CSU Chico
Mike O'Brien, Council Representative

Board Directors Advisors

Erik Gustafson, Assistant City Manager
Skyler Lipski, City Public Works
Sgt Bailey, Chico Police
Jennifer Ellingson, Attorney
Olivia Henderson, Waste Management

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

- Diamond W Western Wear, 181 2nd Street, Chico, Ca 95928
- www.pbid-downtownchico.com

Posted on: May 8, 2026
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. Send requests to be added to a mailing list for PBID meeting to hdllcchico@gmail.com, Audrey@ChabinConcepts.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. The board may request an item to be brought back at a subsequent meeting.
- Agenda copies are available at the meeting, can be downloaded from the website.
- A special presentation may be made to the Board with prior approval and ajenized.
- Any member of the PBID may request an item to be ajenized and should be delivered to the President of the Board at least 8 days in advance of the meeting, or sooner, for copies to be included and the board has opportunity to review material in advance.





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**Downtown Chico
Property-Based
Improvement District**
PO Box 3098
Chico, CA 95927
pbid-downtownchico.com
audrey@pbid-downtownchico.com

Board
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Greg Scott, Vice President
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Mike O'Brien
Anika Burke Rodriguez

Advisors
Sgt David Bailey
Jennifer Ellingson
Eric Gustafson
Olivia Henderson
Megan Kurtz
Skyler Lipski
Sergio Sanchez

Meeting Agenda – May 13, 2026

Monthly Board Meeting Purpose: Provide oversight and direction ensuring programs and resources are managed effectively and efficiently to enhance safety, cleanliness, beautification and economic vitality for downtown.

Expected Outcomes: The goal of every PBID Board meeting is to get things done — making clear decisions that deliver visible improvements downtown, return value to property owners and advance the District Plan.

1.0 Call to Order – Greg Scott, Vice President

- 1.1 Welcome & Introductions
- 1.2 Call to order
- 1.3 Welcome Megan Kurtz, new PBID Director representing Chico State.

2.0 Consent Agenda (5 minutes)

2.1 Approval of Minutes – April 8, 2026 meeting minutes.

2.2 Financial Statements – as of May 7, 2026. Report from Treasurer David Halimi.

ACTION: *Call for questions/discussion, call for motion to accept Minutes and Financial statements.*

3.0 Public Comments (10 minutes)

Opportunity for members of the public to address the Board on items not on the agenda, 3 minutes are allocated for each public member. No action may be taken on any item presented, but items can be agendaized for further discussion at another meeting.

4.0 Regular Agenda Items

4.1 PBID Legal Compliance Briefing – Jennifer Ellingson (5 minutes)

Reminder to Board Members to signed the Conflict of Interest Policy delivered at the last Board Meeting

4.2 Contract with the City of Chico – Parking Structure Cleaning. Last year Executive Committee met with City and Ambassador Manager Avery Williams regarding having the Ambassadors include the Downtown Parking structure, has part of their cleaning services. The goal was to consolidate services moving the city current agreement for cleaning to which provides the opportunity to enhance the cleaning of the structure. A proposal was submitted to the City on August 2025. Skyler Lipski has notified the PBID the City would like to move forward with the proposal and execute an agreement.

Action: *Call for motion/second to authorize President to sign agreement with the City of Chico to expand the service area of Ambassador cleaning service to the Downtown Parking Garage. PBID to reimburse Block by Block for services not to exceed City-PBID agreement less administrative fee of 5%.*

4.3 Internal Affairs Meeting – Report by Director O’Brien

4.4 Park & Go Initiative Report – David Halimi & Anika Rodriguez

5.0 Partner Update (10 minutes)

- 1) City of Chico – Erik Gustafson, Asst City Manager
- 2) City of Chico – Skyler Lipski, Public Works
- 3) City of Chico PD, Downtown Target Team – Sgt. Bailey
- 4) Ambassador Program – Sergio Sanchez / Block by Block
- 5) CSU Chico – Megan Kurtz
- 6) Waste Management – Olivia Henderson, Doug Hipche

6.0 Reports & Communications . Information only.

7.0 Other & New Business . Items may be introduced for discussion or placement on a future agenda.

8.0 Adjourn Regular Meeting. President will call for motion to adjourn.

Attached

- 1) Consent Agenda – Minutes, Financial Reports April

CONSENT AGENDA



Downtown Chico
Property-Based Improvement District

PBID

PO Box 3098
Chico, CA 95927

Downtown Chico PBID, Inc.

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - December 2026

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
3000 General Benefits Income	19,000.00	21,738.00	87.40 %
3200 County Tax Assessments	248,123.38	492,053.91	50.43 %
Total Income	\$267,123.38	\$513,791.91	51.99 %
GROSS PROFIT	\$267,123.38	\$513,791.91	51.99 %
Expenses			
5100 Interest Expense		150.00	
Administration			
5400 Bank Charges		500.00	
5510 Government Fees		500.00	
6320 Prof. Services - Contract Staff	-1,550.00		
PBID Coordinator	10,865.00	25,000.00	43.46 %
Willdan Services		2,000.00	
Total 6320 Prof. Services - Contract Staff	9,315.00	27,000.00	34.50 %
6330 Professional Fees - Accounting			
Bookkeeper	225.00	750.00	30.00 %
CPA		2,500.00	
Total 6330 Professional Fees - Accounting	225.00	3,250.00	6.92 %
Insurance			
4800 CGL Insurance		667.00	
4830 D&O Insurance		2,407.00	
Crime Insurance	1,870.00	1,870.00	100.00 %
Total Insurance	1,870.00	4,944.00	37.82 %
Total Administration	11,410.00	36,194.00	31.52 %
Ask My Accountant	29,000.00		
Communations			
6105 Marketing Printing Copies Postage	468.75	5,500.00	8.52 %
Database Management	37.50	2,250.00	1.67 %
Website	6,246.43	6,500.00	96.10 %
Total Communations	6,752.68	14,250.00	47.39 %
Eligible Management Activities			
Beautification & Placemaking	1,406.25	25,500.00	5.51 %
Clean & Safe-Block by Block			
6310 Block by Block Fees	91,604.37	366,760.00	24.98 %
7030 Utilities -PBID Office	395.73	1,100.00	35.98 %
Computer and Internet Expense	81.00	900.00	9.00 %
Total Clean & Safe-Block by Block	92,081.10	368,760.00	24.97 %
Economic Vitality	2,831.25	27,500.00	10.30 %
Total Eligible Management Activities	96,318.60	421,760.00	22.84 %
Taxes Paid		150.00	
Total Expenses	\$143,481.28	\$472,504.00	30.37 %

Downtown Chico PBID, Inc.

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - December 2026

	ACTUAL	TOTAL	
		BUDGET	% OF BUDGET
NET OPERATING INCOME	\$123,642.10	\$41,287.91	299.46 %
NET INCOME	\$123,642.10	\$41,287.91	299.46 %

Downtown Chico PBID, Inc.

Statement of Financial Position

As of May 7, 2026

	TOTAL
Assets	
Current Assets	
Bank Accounts	
1001 Checking Account - TCBK	\$217,690.78
1002 Cash Reserve	2,228.85
Total for 1001 Checking Account - TCBK	\$219,919.63
Total for Bank Accounts	\$219,919.63
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total for Accounts Receivable	\$0.00
Other Current Assets	
Undeposited Funds	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$219,919.63
Total for Assets	\$219,919.63
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	2,032.48
Total for Accounts Payable	\$2,032.48
Other Current Liabilities	
2310 Line of Credit	-12.50
Short Term Loan	0.00
Total for Other Current Liabilities	-\$12.50
Total for Current Liabilities	\$2,019.98
Total for Liabilities	\$2,019.98
Equity	
Retained Earnings	89,513.81
Net Income	128,385.84
Total for Equity	\$217,899.65
Total for Liabilities and Equity	\$219,919.63



Meeting Minutes – April 8, 2026

Date: April 8, 2026

Time: 9:00

Place: Municipal Building, 411 Main Street, 3rd floor Conference Area, Chico, Ca

**Downtown Chico
Property-Based
Improvement District**
PO Box 3098
Chico, CA 95927
pbid-downtownchico.com
audrey@pbid-downtownchico.com

BOARD DIRECTORS IN ATTENDANCE: Eric Hart, David Halimi, Chris Daniels, Anika Burke Rodriguez, Jennifer Mackall

BOARD ADVISORS: Erik Gustafson, Asst. City Manager, Sgt. David Bailey, Skyler Lipski, Chico Public Works; Olivia Henderson, Waste Management; and Sergio Sandez, Ambassadors.

ABSENT DIRECTORS & ADVISORS: Mike O'Brien, Greg Scott, Megan Kurtz, CSU Chico, Jennifer Ellingson, PBID Attorney.

PUBLIC MEMBERS IN ATTENDANCE: Holli Droby, CARD, Brendan Ottoboni, Sean Hummer, Rachel Jereb, David Kehn, PW-Engineering, Todd Lefkowitz, PD-Traffic, Nicole Hill, Carrie Welch, Dale Bennett, Katie Hawley (9:34)

Board
Eric Hart, President
Greg Scott, Vice President
David Halimi, Treasurer
Chris Daniels, Secretary
Jennifer Mackall
Mike O'Brien
Anika Burke Rodriguez

1.0 Call to Order – Eric Hart, President

President Eric Hart called the meeting to order at 9:01, ask members of the Board, Advisor, and guests for introductions. Welcomed new Ambassador Manager, Sergio Sanchez

Advisors
Sgt David Bailey
Jennifer Ellingson
Eric Gustafson
Olivia Henderson
Megan Kurtz
Skyler Lipski
Avery Williams

2.0 Consent Agenda (5 minutes)

Treasurer David Halimi provided financial report and noted an anonymous donation of \$19,000 was received for the Fresh Coat program.

ACTION: *M/S Anika Rodriguez/Chris Daniels to accept the financial report and minutes of March 11, 2026. All in favor.*

3.0 Public Comments (10 minutes)

No public comment.

4.0 Regular Agenda Items

4.1 PBID Legal Compliance Briefing – Jennifer Ellingson (5 minutes)

New updated Conflict of Interest policy was presented to the Board.

ACTION: *M/S David Halimi/Jennifer Mackall to accept and adopt Resolution #2026-05 Conflict of Interest Policy. All in favor.*

4.2.1 PBID Bylaws Amendments .

The Executive Committee recommended that the Board approve updates to the PBID Bylaws (Appendix Bylaw Update Article 5) to strengthen Director qualifications, clarify the role of authorized representatives, and increase the number of Directors from seven (7) to eight (8).

ACTION: *M/S Anika Rodriguez/David Halimi to accept Executive Committee recommendation for changes to Article 5 of PBID Bylaw. All in favor.*

4.2.2 Appointment of CSU Representative to Board, Megan Kurtz.

ACTION: *M/S Chris Daniels/Eric Hart to approve appointment of Megan Kurtz as PBID Director representing Chico State.*

4.2.3 Annual Meeting Schedule & Nominating Committee

President appointed Vice President and Treasurer has nominating committee, slate of candidate to be submitted to Board no later than August Board Meeting. Annual meeting to be schedule for late October-early November.

4.3 Internal Affairs Open Meeting with Downtown Businesses – Report by Director O’Brien – unable to report due to absence.

4.4 Council meeting action regarding Downtown Revitalization

Open discussion was held regarding the Downtown Revitalization Project. PBID Coordinator informed the Board that no direction had been made to formally notify Property Owners of the open houses. Board directed PBID Coordinator to send a letter or notification to property owners of the ongoing discussions being scheduled.

4.5 Park & Go Initiative Committee Report – Committee Meetings March 24 & March 31

Committee Chair David Halimi along with Anika Rodriguez, Co-Chair reported on the two meetings held with City staff regarding both short-term and long-term parking with a focus on submitting proposal to the city for a short-term pilot program June-Mid-August, free 2-hour parking and having support from the city staff. The meetings were well attended by PBID, city staff, city councilmembers, DCBA and businesses. There was robust discussion of parking overall, suggestions, discussion of the Parking Enterprise fund to better understand why huge increase after Kiosks were installed, why parking ticket revenue did not show up in funds and other questions on operations. Brendan Ottoboni highlighted that the cost could be as much as \$100,000 cost to the Parking Fund if this were approved to a fund that was already losing money. Todd Lefkowitz, PD-Traffic explained the operational impact on the two enforcement officers. Dale Bennett provided input the cost of the credit card fee was paid for by the City which caused such an annual bump in expenses. David Halimi reiterated the intent of the pilot was to activate spots that were not currently being used because of downturn, that the summer as slower months had lower parking ratios then when school was in (the parking numbers for 2025 were not available to compare), marketing to bring people downtown that had stopped coming downtown – this could be one way to promote why they should return and be a signal to Downtown businesses. Both David and Anika stated their appreciation to City staff on their active participation in this effort and mentioned that continuing effort to discuss long term parking

ACTION: M/S/Vote David Halimi, Anika Rodriguez to submit the PBID Proposal for a short-term pilot program and request to continue discussions for long-term parking solution. All in favor.

4.6 Letter Request from CARD – 4th of July Parade

PBID in total support of Ambassadors assisting with the 4th of July Parade with CARD. Suggestion of potential banners, 250 Year Celebration, was discussed. PBID felt the banner would add to the parade but historically that was the role of DCBA vs. PBID and DCBA held the grant of license for hanging banners. Suggest PBID contact DCBA about banners.

ACTION: *M/S Anika Rodriguez/Eric Hart to approve PBID Ambassadors assisting CARD for the 4th of July parade, coordinating directly with CARD.*

5.0 Partner Update (10 minutes)

- 1) City of Chico – Erik Gustafson, Asst City Manager – reported on City approval for OZ application, Census Tract to cover Downtown.
- 2) Carrie Welch, Chair Fresh Coat Initiative – ready to go, aligning dollars, painters.
- 3) City of Chico – Skyler Lipski, Public Works – Reported on Plaza and fixing the fountain.
- 4) City of Chico PD, Downtown Target Team – Sgt. Bailey – ready for TNM. Discussion about feeding homeless in Plaza without permit.
- 5) Ambassador Program – Sergio Sanchez / Block by Block – new and implementing new programs to be more aggressive in cleaning.
- 6) CSU Chico – Megan Kurtz – absent.
- 7) Waste Management – Olivia Henderson, Doug Hipche – ready for graduation, putting out more cans for TNM.

6.0 Reports & Communications . Information only. No new report.

7.0 Other & New Business . Items may be introduced for discussion or placement on a future agenda.

Anika Rodriguez reported she has been in contact with two organizations and will be preparing on behalf of PBID grant application for Christmas Lights for the downtown trees.

8.0 Adjourn Regular Meeting. President called for motion to adjourn, 10:12 M/S David Halimi/Eric Hart.

Respectfully submitted,

Chris Daniels sgn/electronically

Chris Daniels
PBID Secretary

REGULAR AGENDA ITEMS

ACTION ITEMS & NON-ACTION ITEMS (INFO ONLY)



Date: August 1, 2025

**Downtown Chico
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PO Box 3098
Chico, CA 95927

Board
Eric Hart
Greg Scott
David Halimi
Chris Daniels
Jennifer Mackall
Anika Burke Rodriguez
Tom van Overbeek

Advisors
Sgt David Bailey
Eric Gustafson
Jennifer Ellingson
Megan Kurtz
Avery Williams

Proposal for PBID to Assume Parking Structure Cleaning Contract

Introduction

The Downtown Chico Property Based Improvement District (PBID), representing downtown property owners, is committed to maintaining a clean, safe, and welcoming downtown. Our Ambassadors already provide daily services—including sidewalk cleaning, litter removal, graffiti abatement, and power washing—under PBID’s “Clean & Safe” program.

The City’s parking structure is a highly visible downtown asset, and PBID proposes to assume responsibility for its cleaning contract to align with our mission and to provide consistent, accountable service. The PBID office is located in the parking structure itself, ensuring direct oversight and rapid response to cleaning and maintenance needs.

Scope of Services

PBID Ambassadors will provide the following services at the downtown parking structure:

- **Sweeping/Blowing:** 3 times per week to include removal of leaves, trash and debris from all 3 floors of the parking structure, utilizing leaf blowers, and ATLV vacuum. Removal of cobwebs from light fixtures, stairwells.
- **Janitorial Services:** 6 days per week to include wiping down trash cans, replacing liners in trash cans, sweep, mop, and sanitize touch points in elevators. Daily walk through for litter removal, spot clean up, etc.

Proposed Service Schedule & Costs

PBID will provide the above services at an annual cost equal to the City’s current allocation (\$14,000).

Task	Frequency	Annual Hours	Annual Cost
Sweeping/Blowing	Daily (3x/week)	312	\$9,360
Janitorial	Daily (6x/week)	156	\$4,680
Management Oversight	Ongoing		included
Subtotal			\$14,040
Total – Not to Exceed			\$14,000

Value to the City

1. **Enhanced Service Level:** Daily attention, with monthly power washing, exceeds current standards.
2. **Consistency:** Work integrated into PBID's existing Clean & Safe program ensures coordination with broader downtown services.
3. **Accountability:** Oversight from PBID staff located on-site within the parking structure.
4. **Efficiency:** Consolidates City contracts and leverages existing PBID infrastructure for cost-neutral delivery.

Request

The PBID respectfully requests that the City of Chico allow PBID to assume responsibility for the current \$14,000 parking structure cleaning contract. We are confident this partnership will improve the appearance, safety, and public perception of downtown.

We welcome the opportunity to discuss the transition and to finalize service schedules in collaboration with City staff.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Eric Hart', is positioned below the 'Respectfully,' text.

Eric Hart

President, Downtown Chico PBID