



DOWNTOWN ACTION ORGANIZATION (DAO)
Board Meeting, October 18, 2023, 9am
The Engine Is Red
409 Mendocino Ave, 2nd Floor, Santa Rosa, CA 95404

A G E N D A

- | | | |
|------------|---|-----------------------------|
| 1.0 | CALL TO ORDER | Hugh Futrell |
| 2.0 | PUBLIC COMMENTS ON NON-AGENDA ITEMS
Comments from the public will be allowed on all agenda items at the time each item is called. Limited to two minutes each. | |
| 3.0 | CONFLICTS OF INTEREST OR ABSTENTIONS | Hugh Futrell |
| 4.0 | ACTION: CONSENT ITEM
4.1 September 20, 2023 Meeting Minutes (<i>Attachment 1</i>)
4.2 Monthly Financial Statements ending September 30, 2023 (<i>Attachment 2</i>) | Hugh Futrell
Joe Dietzen |
| 5.0 | DISCUSSION: BOARD MEMBER UPDATES (two minutes each)
Share a brief update on your business or property and any upcoming plans | All |
| 6.0 | REPORT & DISCUSSION: EXECUTIVE DIRECTOR
Updates shared on workplan (<i>Attachment 3</i>), holiday decor and year-end retreat on December 13. | Cadance Hinkle Allinson |
| 7.0 | REPORT & DISCUSSION: EXECUTIVE COMMITTEE
Report on activities and focus of Executive Committee. | Hugh Futrell |
| 8.0 | DISCUSSION: DET INCREASE AND CAMPING ORDINANCE
Board to discuss impacts and improvements since increase of Downtown Enforcement Team and implementation of new camping ordinance. | All |
| 9.0 | ADJOURNMENT | Hugh Futrell |

DOWNTOWN ACTION ORGANIZATION (DAO)
Board Meeting, September 20, 2023, 9am
Hotel E
37 Old Courthouse Square, Santa Rosa, CA 95404

Present: Leeanna Ausiello-Kane, Zach Berkowitz, Pauline Block, Britt Cooper, Joe Dietzen, Chris Denny, Daryl Dunston, Hugh Futrell, Danielle Nelson, Caitlin Kurasek, Don Tomasi, Argo Thompson

Absent: Natalie Balfour, Nicole Gaddis, Ken LaFranchi

Staff: Cadance Hinkle Allinson

MINUTES

1.0 CALL TO ORDER

Chair Hugh Futrell called the meeting to order at 9:05 am.

2.0 PUBLIC COMMENTS ON NON-AGENDA ITEMS (limited to two minutes each)

Bill Hillendahl spoke about the vacancy ordinance. Sharing that he believed it was not a good ordinance and the DAO should not be supporting it, or saying publicly that they do.

Hugh spoke on the fact that it was a DAO goal to deal with vacant and nuisance properties within the District. The DAO has encouraged the City to come up with an ordinance to address the issues and the Executive Committee has provided a number of edits to the document. Cadance reiterated that the DAO Board is supportive of the concept, but has not taken a motion on the specific ordinance.

Hugh asked if the board would like to agenda the item at a future meeting. The board was supportive of discussing once the ordinance was in a final draft.

3.0 CONFLICTS OF INTEREST OR ABSTENTIONS

There were no conflicts of interest or abstentions.

4.0 ACTION: CONSENT ITEM

A motion was made to approve consent items 4.1, August 16, 2023 Board Meeting Minutes, and 4.2, DAO Financial Statements ending August 31, 2023. The motion was unanimously passed.

5.0 DISCUSSION: BOARD MEMBER UPDATES (two minutes each)

Board members shared their thoughts on potential infrastructure upgrades.

6.0 REPORT & DISCUSSION: EXECUTIVE DIRECTOR

Cadance Hinkle Allinson shared that the transition to watering with the NexStreet team has been going well, though some pots need to have the flowers replaced.

She thanked Leeanna for hosting last week's happy hour and let everyone know there were about 15 people who RSVPd but did not attend. It was suggested a future event be held during the morning hours.

She shared the following updates on ongoing items:

Final approval of the wayfinding program should be granted from PED soon and then the project can move forward.

Planning has finished their review of the media boxes and public works now needs to schedule the removal.

The group reviewing trolley options will begin to look at the Trolley program again to see if it is feasible for next summer.

The Business Development piece should be wrapped up in October. It will be very exciting to get that project complete.

The website revamp is still scheduled to take place in November.

Social media saw a slow from July, which is expected with how many less events are taking place on the Square.

She let everyone know that the final meeting of the year will be the “Year End Retreat” which will be on December 13 from 2-4:30 with a social component afterward.

Cadance, Pauline and Danielle are meeting to discuss holiday decorations. She invited anyone to share ideas and suggestions or participate if interested.

7.0 REPORT & DISCUSSION: EXECUTIVE COMMITTEE

Hugh shared that there needs to be focus on the business retention initiative to ensure businesses are staying in the Downtown. He also commented on council adopting the updated camping ordinance.

Hugh shared that he’s entered into an MOU with owner of Cinema 6 site to evaluate and potentially redevelop the site as a hybrid conference event center and performing arts space. Hugh is taking this on as an interim measure as the project will be managed by a separate organization, but he is working pro-bono to help get it off the ground. It is a very complicated project and unknown whether it will be feasible.

The Metro Chamber’s board will be determining whether they can put a deposit down for a lease on the space. There are a variety of funding sources, but no discussion has taken place as to whether funds might be available for the project. Hugh briefly spoke to a consultant about feasibility of concept.

8.0 ACTION: APPOINT SECRETARY OF EXECUTIVE COMMITTEE

Cadance shared that Danielle Nelson has expressed interest in serving as Secretary of the Executive Committee.

A motion was made to appoint Danielle Nelson to serve as Secretary of DAO Executive Committee. The motion was unanimously approved.

9.0 ACTION: APPOINT NEW CHECK SIGNERS

Cadance shared that new check signers are needed for the DAOs bank accounts.

A motion was made to approve Hugh Futrell, Pauline Block and Danielle Nelson as signers on the DAO bank accounts. The motion was unanimously approved.

10.0 REPORT & DISCUSSION: 2024 NOMINATION SCHEDULE

Pauline, who is chairing the Nominating Committee, shared that Joe Dietzen and Caitlin Kurasek are participating on the Nominating Committee. She shared the following timeline:

Property owners were sent notices two weeks ago letting them know the window for nominations was open from September 11 through October 20. Notice will be sent to business owners this week. Cadance will contact all nominees, collect their application information and hold brief initial interviews outlining requirements of board members. The nominating committee will hold interviews and select their recommendations the week of October 30. Recommendations will then be shared with the Executive Committee and Board at the November meeting.

She mentioned that that during this interview process we’ll be selecting “alternates” who will be called to fill any open seats that occur during the year and encouraged to join committees.

11.0 REPORT & DISCUSSION: EIFD PFA

Hugh shared that he attended the first meeting of the Public Financing Authority for the Enhanced

Infrastructure Financing District. Hugh reminded everyone about the process to get an EIFD established and about who was currently serving on the PFA. There will be another meeting on October 19 and where more substantive conversation about what projects would be included in the Infrastructure Financial Plan will take place. Hugh suggested that the November agenda include details on the IFP and shared that there will be formal public hearings in January and March. The two critical considerations are what projects end up being included as well as the percentage commitments from the City and County.

He reminded everyone that this has no financial impact on property owners.

Daryel reiterated the two most critical items the City and County need to determine are the percentage of tax increment as well as what types of project need to be included. He also reiterated that it was very promising to have reached this point in the process.

A brief discussion ensued about some of the potential projects that might be included, which the DAO has previously submitted recommendations on.

12.0 ACTION: ADJUSTMENT TO ASSESSMENTS FOR SINGLE FAMILY RESIDENCES

Cadance noted that the Management Plan states that future residential condominiums will be assessed based solely on building square footage. The Executive Committee felt it was important that the existing single family residences within the District also be assessed by the same methodology.

The total amount from the four properties listed as Residential Single Family is \$1,846.49. With this change the total amount would be \$657.20. A loss of \$1,189.29 to the budget.

Kjirsten Goranson provided public comment said she was happy the board was discussing this and spoke of her displeasure as single-family residence in the District. She asked that the board remove all single-family residences and not just decrease their assessment.

Hugh shared that the Railroad Square District had one single family home that was removed. He stated that the choices before the board are to take no action, make modifications as proposed or remove single family homes entirely by a vote of the DAO board and then by the City Council.

A discussion ensued about the variety of options. Kjirsten shared that she receives zero benefits from participating.

Joe Dietzen made a motion to approve the adjustment to the assessment for single family residences to be consistent with language in management plan related to assessments of future condominiums, which is based solely on building square footage. The motion was seconded and approved. None opposed or abstained, though Daryel Dunston was absent for the vote.

13.0 ACTION: APPROVAL OF GENERAL PLAN RECOMMENDATIONS

Don Tomasi shared that the Design & Improvement committee reviewed the general plan with the lens of reviewing and commenting on items that relate to business and property in the Downtown. He provided an overview of the memo the committee wrote.

Bill Hillendahl provided public comment about Action 3-5.3 and the need for infrastructure before requiring elimination of use of fossil fuels in building projects.

Kjirsten Goranson provided public comment saying she supported eliminating use of fossil fuels in this scenario.

Additional comments of support were provided for the work and items referenced by the Design & Improvement Committee.

Hugh shared concerns about the potential impacts to business owners who need to make small upgrades then being forced to fully update their sites to electrical sources, which would be insurmountable for most.

Hugh suggested that the memo include the addition of the following in Action 6-8.12: Park Development fees collected by projects in the downtown core be spent in the downtown core. While this already exists in the Downtown Station Area Specific Plan, specifically mentioning in the General Plan would be wise.

A discussion ensued about survey question 13 and what the additional conditional use permit would require. Discussion included whether this would apply to areas like Santa Rosa Plaza, which has a food court. The committee would like to track the policy as it evolves.

Daryel shared the goal was to have the General Plan in front of City Council in the first half of 2024.

A motion was made to amend the memo to include Hugh's recommendations around 6-8.12, add a note seeking clarity related to Survey Question 13 and distribute to City staff on behalf of the DAO.

The motion was seconded and approved. None opposed. Daryel Dunston abstained.

14.0 ADJOURNMENT

Chair Hugh Futrell adjourned the meeting at 10:28.

5:03 PM

10/09/23

Accrual Basis

Downtown Action Organization Incorporated
Balance Sheet
As of September 30, 2023

	Sep 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1000000 · DAO OPERATING FUNDS	
1000100 · Earmarked Project Cash-Poppy	132,259.33
1001000 · District Funds Savings-Poppy	251,828.21
1010000 · DAO Operating-Poppy	3,983.44
Total 1000000 · DAO OPERATING FUNDS	388,070.98
Total Checking/Savings	388,070.98
Other Current Assets	
1100000 · District Revenue Receivables	364,650.14
Total Other Current Assets	364,650.14
Total Current Assets	752,721.12
TOTAL ASSETS	752,721.12
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	54,399.12
Total Accounts Payable	54,399.12
Other Current Liabilities	
2300000 · Deferred Revenue - District Rev	132,528.75
Total Other Current Liabilities	132,528.75
Total Current Liabilities	186,927.87
Total Liabilities	186,927.87
Equity	
32000 · Unrestricted Net Assets	594,521.04
Net Income	-28,727.79
Total Equity	565,793.25
TOTAL LIABILITIES & EQUITY	752,721.12

2023 DAO Budget and Cash Flow Projection																
Income	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Year to Date	YE Projection	Budgeted	\$ From Budget
Starting cash at 1/1/23	146,712.00															
District Assessments	\$0	\$330,697	\$0	\$0	\$0	\$191,138	\$0	\$0	\$0	\$0	\$18,116	\$0	\$521,835	\$539,951	\$530,115	\$9,836
Additional Income	\$0	\$0	\$0	\$793	\$0	\$9,481	\$1,190	\$0	\$300	\$1,190	\$0	\$0	\$11,464	\$12,954	\$0	\$12,954
Interest Income	\$0		\$284	\$0	\$0	\$315	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$600	\$1,500	-\$900
<i>Sub Total</i>	\$146,712	\$330,697	\$284	\$793	\$0	\$200,935	\$1,190	\$0	\$300	\$1,190	\$18,116	\$0				
<i>Cash at Beginning of Month</i>	\$146,712	\$429,219	\$382,897	\$329,654	\$283,653	\$434,650	\$390,893	\$339,758	\$295,391	\$242,182	\$209,394	\$136,604				
Expense																
Street Level Services	\$27,716	\$27,716	\$27,689	\$27,716	\$27,689	\$27,716	\$27,689	\$27,772	\$28,566	\$28,098	\$28,098	\$28,098	\$193,930	\$334,562	\$315,897	\$18,665
Landscape Contract	\$5,400	\$5,400	\$3,650	\$3,650	\$3,650	\$3,650	\$6,569	\$3,061	\$0	\$0	\$0	\$0	\$31,969	\$35,030	\$48,000	-\$12,970
Santa Rosa Metro	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$13,333	\$93,333	\$160,000	\$160,000	\$0
Insurance/Taxes	\$0	\$0	\$0	\$0	\$26	\$0	\$0	\$0	\$0	\$3,333	\$3,333	\$3,333	\$26	\$10,025	\$10,000	\$25
Annual Priorities	\$0	\$0	\$0	\$1,185	\$3,250	\$0	\$3,295	\$500	\$12,500	\$0	\$14,000	\$0	\$7,730	\$34,730	\$0	\$34,730
Project Maintenance	\$0	\$0	\$0	\$0	\$1,325	\$200	\$0	\$0	\$0	\$2,115	\$10,000	\$10,360	\$1,525	\$24,000	\$24,000	\$0
Website/Marketing	\$1,740	\$0	\$0	\$0	\$0	\$48	\$249	\$0	\$0	\$3,500	\$3,500	\$3,463	\$2,037	\$12,500	\$12,500	\$0
Events/Programming	\$0	\$0	\$9,364	\$117	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,481	\$9,481	\$0	\$9,481
Misc. Direct Expense	\$0	\$157	\$0	\$0	\$665	\$0	\$0	\$0	\$0	\$525	\$525	\$528	\$822	\$2,400	\$2,400	\$0
Contingency (3.5% - \$18,554)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,554	-\$18,554
<i>Sub Total</i>	\$48,190	\$46,607	\$54,036	\$46,001	\$49,937	\$44,947	\$51,135	\$44,667	\$54,399	\$50,905	\$72,789	\$59,116				
Account Balance	\$98,522	\$382,612	\$328,861	\$283,653	\$233,715	\$389,703	\$339,758	\$295,091	\$240,992	\$191,278	\$136,604	\$77,489				

Downtown Action Organization Incorporated Profit & Loss Budget Performance

September 2023

	Sep 23	Budget	\$ Over Budget	% of Budget	Jan - Sep 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense									
Income									
4100000 · District Assessments	44,176.25	44,176.25	0.00	100.0%	400,759.77	397,586.25	3,173.52	100.8%	530,115.00
4100002 · Interest Income	0.00	83.33	-83.33	0.0%	991.65	750.01	241.64	132.2%	1,000.00
4200000 · DAO Activities									
4200002 · Events/Programming	300.00				9,780.92				
Total 4200000 · DAO Activities	<u>300.00</u>				<u>9,780.92</u>				
Total Income	<u>44,476.25</u>	<u>44,259.58</u>	<u>216.67</u>	<u>100.5%</u>	<u>411,532.34</u>	<u>398,336.26</u>	<u>13,196.08</u>	<u>103.3%</u>	<u>531,115.00</u>
Gross Profit	44,476.25	44,259.58	216.67	100.5%	411,532.34	398,336.26	13,196.08	103.3%	531,115.00
Expense									
5100000 · PRIMARY DISTRICT SERVICES									
5100001 · Street Level Services	28,565.79	26,324.75	2,241.04	108.5%	250,324.36	236,922.75	13,401.61	105.7%	315,897.00
5100002 · Landscape Services	0.00	4,000.00	-4,000.00	0.0%	35,030.13	36,000.00	-969.87	97.3%	48,000.00
Total 5100000 · PRIMARY DISTRICT SERVICES	<u>28,565.79</u>	<u>30,324.75</u>	<u>-1,758.96</u>	<u>94.2%</u>	<u>285,354.49</u>	<u>272,922.75</u>	<u>12,431.74</u>	<u>104.6%</u>	<u>363,897.00</u>
5200000 · DISTRICT IMPROVEMENTS									
5200001 · Annual Priorities	12,500.00				20,730.00				
5200002 · Project Maintenance	0.00	2,000.00	-2,000.00	0.0%	1,525.00	18,000.00	-16,475.00	8.5%	24,000.00
5200003 · Website/Social Media	0.00				296.96				
5200004 · Fountain Expenses	0.00				265.00				
Total 5200000 · DISTRICT IMPROVEMENTS	<u>12,500.00</u>	<u>2,000.00</u>	<u>10,500.00</u>	<u>625.0%</u>	<u>22,836.96</u>	<u>18,000.00</u>	<u>4,836.96</u>	<u>126.9%</u>	<u>24,000.00</u>
5300000 · MARKETING									
5300001 · Events/Programming	0.00	1,208.33	-1,208.33	0.0%	11,220.92	10,875.01	345.91	103.2%	14,500.00
Total 5300000 · MARKETING	<u>0.00</u>	<u>1,208.33</u>	<u>-1,208.33</u>	<u>0.0%</u>	<u>11,220.92</u>	<u>10,875.01</u>	<u>345.91</u>	<u>103.2%</u>	<u>14,500.00</u>
5400000 · DISTRICT MANAGEMENT									
5400001 · SR Metro Chamber Contract	13,333.33	13,333.33	0.00	100.0%	119,999.97	119,999.97	0.00	100.0%	160,000.00
5400003 · Insurance/Taxes	0.00	3,333.34	-3,333.34	0.0%	26.00	3,333.34	-3,307.34	0.8%	10,000.00
5400004 · Misc Direct Expenses	-150.00	200.00	-350.00	-75.0%	821.79	1,800.00	-978.21	45.7%	2,400.00
Total 5400000 · DISTRICT MANAGEMENT	<u>13,183.33</u>	<u>16,866.67</u>	<u>-3,683.34</u>	<u>78.2%</u>	<u>120,847.76</u>	<u>125,133.31</u>	<u>-4,285.55</u>	<u>96.6%</u>	<u>172,400.00</u>
5500000 · CONTINGENCY									
5500001 · Contingency - Misc Expense	0.00	1,546.17	-1,546.17	0.0%	0.00	13,915.52	-13,915.52	0.0%	18,554.03
Total 5500000 · CONTINGENCY	<u>0.00</u>	<u>1,546.17</u>	<u>-1,546.17</u>	<u>0.0%</u>	<u>0.00</u>	<u>13,915.52</u>	<u>-13,915.52</u>	<u>0.0%</u>	<u>18,554.03</u>
Total Expense	<u>54,249.12</u>	<u>51,945.92</u>	<u>2,303.20</u>	<u>104.4%</u>	<u>440,260.13</u>	<u>440,846.59</u>	<u>-586.46</u>	<u>99.9%</u>	<u>593,351.03</u>
Net Ordinary Income	<u>-9,772.87</u>	<u>-7,686.34</u>	<u>-2,086.53</u>	<u>127.1%</u>	<u>-28,727.79</u>	<u>-42,510.33</u>	<u>13,782.54</u>	<u>67.6%</u>	<u>-62,236.03</u>
Net Income	<u>-9,772.87</u>	<u>-7,686.34</u>	<u>-2,086.53</u>	<u>127.1%</u>	<u>-28,727.79</u>	<u>-42,510.33</u>	<u>13,782.54</u>	<u>67.6%</u>	<u>-62,236.03</u>

Attachment 3

2023 DAO WORKPLAN							
Staff: Cadance Hinkle Allinson							
ACTION	RESPONSIBLE	PRIORITY	FUNDING ALLOCATED	STATUS	START DATE	COMPLETION DATE	NOTES
1. Policy Initiatives							
1. Expedite launching of EIFD	Ad Hoc Committee	High	n/a	In Process	2022		Initial PFA meeting to take place on September 14. Third public member still to be adopted.
2. Adopt an office mitigation/incentive policy (parking; business licenses; TI permits; sign permitting; other) in 1-2Q 23	Board	High	n/a	In Process	2022		Shared in annual memo and goal setting memo. Council generally supported and in line with other council strategies around small business support. Ongoing discussions
3. Revise, clarify and make in perpetuity, park fee policy including flexibility, DAO involvement and comprehensive expenditure plan.	Executive Committee	High	n/a	In Process	January		Ongoing discussions with staff
4. Work with City staff on code enforcement regulations related to unmaintained buildings in Downtown core	Executive Committee	High	n/a	In Process	January		Draft ordinance reviewed - expected to council within six months
5. Support City's development of overall homeless intervention strategy and policy, including specific strategies listed in section 2.0.	Executive Committee	High	n/a	In Process	January		Ongoing review of RRS memo based on changes and updates
6. Advocate for expanded Downtown parking strategy, which could include additional garage incentives, employee parking programs and support around enhanced EV infrastructure and programming.	Board	High	n/a	On Hold	March		Holistic study of parking needs/fees/structures to be conducted with feedback from Downtown community.
2. Homelessness & Public Safety							
1. Working with CC, City and County, to improve intervention with homeless in Downtown and improve access to mental health and social workers	ED / Street Level Service Team	High	tbd	In Process	2022		Transitioned outreach to once in Downtown and once in Railroad Square - looking into long-term solutions that will begin to address negative impacts of increased services in the Downtown core
2. Support creation of Assistant City Attorney dedicated to ordinance enforcement	Board	High	tbd	On Hold	January		On hold until new City Attorney is on board. Need council direction.
3. Support City work in finalizing ordinance related to camping and excess belongings in Downtown core	Board	High	tbd	Complete	January	Aug-23	Ordinance updated by Council on August 8.
4. Advocate for stronger, more regular and visible police presence in Downtown core	Board	High	tbd	Complete	January	Jun-23	Two DET officers added to budget process in June.
5. Push for allocation of one-time funds for additional safety and beautification deterrents, prioritizing lighting and CCTV	ED	High	tbd	In Process	2021		Board to determine if this is priority
3. Event Management & Marketing							
1. Develop annual plan for marketing of Downtown Santa Rosa in collaboration with Chamber, to include website and social media	ED / Chamber Staff / Ad Hoc Committee	High	tbd	In Process	January		Ongoing engagement with website revamp; Digital Passport launched
2. Business Attraction Marketing Plan	Ad Hoc Committee	Medium	\$40,000 from City Sponsorship	In Process	2022		Final draft in process and website completion expected fourth quarter
3. Cross town transportation exploration and support	ED	Medium	tbd	On Hold	January		Looking at pilot with leased trolley in summer 2024 - need to secure \$50,000
4. Design & Improvements							
1. Oversee rebuilding of Asawa Fountain, working with City on casting of panels and installation	ED / Chair	High	dollars previously raised	In Process	2020		Final details from Foundry received - HFC to go back out to bid
2. Support City's installation of artwork on Courthouse Square	ED	High	n/a	Complete	2020	Jan-23	Complete
3. Work with City (city cost) to replace broken benches with benches selected by DAO	ED	High	n/a	In Process	2020		Benches being ordered through maintenance. Date TBD
4. Implement wayfinding program throughout District	Design & Improvement	High	\$35,000 from FY22	In Process	2022		Final approval received, fabrication underway, install anticipated in November

2023 DAO WORKPLAN							
Staff: Cadance Hinkle Allinson							
ACTION	RESPONSIBLE	PRIORITY	FUNDING ALLOCATED	STATUS	START DATE	COMPLETION DATE	NOTES
5. Oversee removal of vacant media boxes and establish media box installation policy	ED	Medium	n/a	In Process	2022		All media boxes have been surveyed (71). City staff have now undertaken this project throughout the City, and are anticipating getting removal completed this year. They have already removed the boxes in Montgomery Village. Requested that there be limitations on the number of boxes available in the Downtown area moving forward.
6. Replacement and addition of movable furniture and outdoor games in Square	ED	Low	City funded	Complete	2022	Apr-23	Purchased and out on Square.
5. Board Culture/Governance							
1. Develop pipeline of Executive Committee members and potential new board members that fill critical experience gaps	Board	High	n/a	In Process	March		Nominees now open through October 20. Aiming to have alternate board members available for when any vacancies arise.
2. Finalize expansion of District with addition of Museum of Sonoma County	Board	High	n/a	Complete	February	Apr-23	Services began on April 30.
3. Determine assessment percentage increase	Board	High	n/a	Complete	March	Aug-23	Assessment increase submitted by City staff. Ongoing review of data and future processes for assessment calculation.