

## Redwood City Improvement Association CBID Interim Board Meeting of Directors Meeting Fox Forum, 2411 Broadway, Wednesday, December 10<sup>th</sup>, 2014 – 12 noon

Present:

Don Gibson, Stacey Wagner, Eileen Kong, Cathy Oyster, Bob Oyster, Angela Rezab, Boris Zats, Lucy Wicks, Guy Anagostou, Mitch Postel, Sean Brooks, Stephanie Kolka, Eric Lochtefeld, Lori Lochtefeld, Kim Wilkins, Heather Rangel,

Ben Paul, Chris Beth, Jeff Adams

Absent:

Jeff Badstubner

Other:

Marco Li Mandri/Interim Administrator, Amy Buckmaster/Chamber of

Commerce,

## MINUTES:

Item	Discussion	Action taken?
Introductions	Eric Lochtefeld, Interim President, called the second meeting of the Redwood City Improvement Association to order at 12 noon Introductions were made.	No action taken
Approval of November 5 <sup>th</sup> , 2014 minutes	The November 5 <sup>th</sup> , RCIA meeting minutes were reviewed.	Bob moved and Lori seconded that the November 5 <sup>th</sup> 2014 minutes be approved. The minutes were amended to show that Stacey was absent. The motion was approved unanimously
Public Comment	There was no announcements or comment	



Mission Statement	The mission statement was reviewed as presented. The mission statement is as follows: "RCIA will utilize the unified strength of our businesses, landlords, service providers and City officials to improve and promote the identity, functionality and vibrancy of our Downtown" Discussion followed	Gus moved and Angela seconded adopted the mission statement as presented.
City Contract	Sean and Eric gave an update on the status of the City Contract with the RCIA. Sean reported that the City contract will be brought forward at the first City Council meeting in January due to some last minute changes. Once the contract has been approved by the City Council, the funds to the RCIA can be released. The Board was asked to give Eric the authorization to sign the contract once he and Marco had reviewed it. Discussion followed.	Lucy moved and Jeff seconded that Eric be authorized to sign the contract once it had been reviewed. The motion was approved unanimously.
Committee reports:	SOBO: Cathy gave an update on the following issues that were discussed by the Committee:  a. using video mapping for the holidays;  b. Quantifying general benefits currently provided by the City;  c. Create buckets of funds including security in coordination with RCPD, street beautification, cleaning of sidewalks, steam cleaning. Discussion followed.  The Committee will come back with its budget priorities within two months;	No action was taken for SOBO activities
	DISI: Lori gave an update from the DISI Committee including: a. Involvement in the video mapping of the CBID; b. Branding of Downtown Redwood City; c. signage; d. Heather and Nick Rudin from Facebook are willing to come and discuss branding and the logo; e. newsletter, monthly updates, business	No action was taken for DISI activities
	journals; Parking Eric and Kim gave an update on the following issues from the Parking Committee: a. entering into an agreement with the School District to use their parking lot, that would equal the annual cost of their assessments; b. Shuttle buses;	Cathy moved and Angela seconded authorizing the RCIA to enter into a contract with the School District, equal to their annual assessments during the evening hours and weekend.

	c. valet program that could be coordinated through one company for all businesses; d Smart parking that would talk about various parking rates for various times of the day based upon location Discussion followed Project Review: Amy and Ben reported that Lane Partners will be bringing forth their proposal for the Powerhouse Gym. Discussion followed Executive Committee Eric reported on the following: a. The Chase bank account is now open; b. We received 3 responses to the administrative RFP, which will be reviewed and discussed in Closed Session	The motion was approved unanimously  No action taken for Project review  No action taken for the Executive Committee
CLOSED SESSION TO REVIEW RESPONDENST TO THE RFP FOR ADMINISTRATION OF THE CBID (all visitors and non-interim Board members were asked to leave the room except for interim staff	Marco gave an update on the 3 respondents. He and the Executive Committee discussed the merits of each applicant and how well they responded to the RFP qualifications. Discussion followed on the Chamber's proposal. After discussion, the Chamber was selected to administer the RCIA for a one year term, commencing once funds had been transferred for an amount not to exceed \$110,000 for the first year.	Jeff moved that the Chamber be selected to administer the RCIA and CBID. Stephanie seconded the motion. A roll call vote was taken, the vote was 15 in favor, no opposed and Stacey, Ben, Eileen and Boris abstaining  A second motion was made by Jeff that the contract commence on January 1 <sup>st</sup> , 2015 or when the RCIA receives it funds from the City. Angela seconded the motion. The motion was approved unanimously
CLOSED SESSION ENDS	Marco announced the decision of the RCIA interim Board to select the Chamber to administer the district. He will submit an agreement between the Chamber and the RCIA to be presented at the next meeting	No action taken
Next meeting	The next meeting of the RCIA Interim Board of Directors will be held on Wednesday, January 14 <sup>th</sup> , at 12 noon at a location to be determined. The meeting adjourned at 1:30 pm	

Minutes taken by Marco Li Mandri, interim staff.