REDWOOD CITY IMPROVEMENT ASSOCIATION

Board of Directors Meeting
Wednesday, January 11, 2023
Time: 12:00 – 1:00 pm

Location: Via Zoom Video Conference

AGENDA:

1. **Call to Order – President Gloria Arteaga**

2. **Introductions**

3. **Approval of Minutes from December 14, 2022 Board of Directors** **Action Item**

4. **Public Announcements, Public Comment**

5. **Committee Updates:**
   - **(Executive Committee)** President Gloria Arteaga
     - Recommendation of The Redwood City Improvement Association, the corporation who has the contract to administer the district, to the deletion of Federally owned property – The United States Postal Service Office at 855 Jefferson Ave., Redwood City, CA 94063, Parcel APN is 053-131-190, from the Redwood City Community Benefit Improvement District for the Fiscal Year beginning December 1, 2014. The annual reduction in assessments arising from the exclusion will be $2,763.68. **Action Item**

     - Recommendation to set a new Reserves Policy, which would allocate 15% of the unappropriated fund balance of the RCIA budget into a General Fund Reserve. **Action Item**

   - **SOBO (Sidewalk, Operations and Beautification Committee)**
     Next Committee Meeting – February 7, 2023 – 11:00am
     Committee Co-Chairs: Rosanne Foust & Nancy Radcliffe

     - **Enter into Agreement for Maintenance Services**
       Resolution: Shall the Board of Directors and the President of the Redwood City Improvement Association accept the Sidewalk Operations, Beautification and Order Committee recommendation to enter into an agreement with J & A Maintenance Services for Maintenance, Landscaping, and Cleaning services, not to exceed $306,000.00 for one calendar year, beginning January 15, 2023 through January 14, 2024, with the option to renew for no more than 3 years.
       Action Item

- **DISI (District Identity and Signage Committee)**
  Next Committee Meeting – January 31, 2023 – 12:00pm
  Committee Co-Chairs: Don Gibson and Stacey Wagner

  - **Enter into Agreement for Public Relations Services**
    Resolution: Shall the Board of Directors and the President of the Redwood City Improvement Association accept the District Identity and Signage Committee recommendation to enter into an agreement with Olive Creative Strategies for Public Relations services, not to exceed $7,500.00 per month, beginning January 15, 2023 through January 14, 2024, with the option to renew for no more than 3 years. **Action Item**

- **Parking Management Committee**
  Next Committee Meeting – March 13, 2023 – 9:00am
  Committee Co-Chairs: Alex Khojikian and Henry Sears

  - **Outdoor Business Activity Program Update**

6. President's Report

7. Executive Directors Report

8. New Business

9. Other

10. Adjournment

11. Next Board Meeting: Wednesday, February 8, 2023

BROWN ACT: *Government Code 54950 (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 Corporation posts all Board and Committee agendas at 1450 Veterans Boulevard, Suite 125, Redwood City, CA 94063. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Amy Buckmaster, Executive Director (650.362.5017) at least 48 hours prior to the meeting.*