

DOWNTOWN PROVIDENCE DISTRICT MANAGEMENT AUTHORITY PUBLIC HEARING

JUNE 2, 2005

1. Roll Call

Daniel A. Baudouin, Executive Director of The Providence Foundation, opened the public hearing at 8:05 a.m. Directors present included Robert Gagliardi, Evan Granoff, Richard Lappin, Joseph Paolino, Sr., Christopher Placco, Maria Ruggieri, and Stanley Weiss. Ex-officio Directors present included Joseph Di Battista and Jerry A. Sansiveri.

Providence Foundation staff present included Daniel A. Baudouin, Executive Director and Joelle Crane, Program Manager. Also present were Urban Place Consulting employees Frank LaTorre, Director of Public Space, and Vivianne Rico, Office Manager.

Others present were: Steve Gibson, Urban Place Consulting Group; Steve Hillard and Frank Zammarelli, Block by Block; and Michael Corso.

2. Members of the Public in Attendance

Name	Property/Organization
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Guy Pirolli	RI Housing
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Cathleen Crowley Providence Journal

Mike People to end to Homeless

Noreen Shawcross Advocates for Homeless

Bob Goff Resident

Jim Sohan Business Owner and Resident

2. Public Hearing

a. Dan Baudouin opened the hearing and began to introduce all the Board members present. Chairman of the Board Even Granoff started out by thanking all the Board members for their continuous work and support to the DID. He stated that the DID has brought nothing but positive change to the Downtown District. He then turned it over to Steve Gibson with Urban Place Consultants.

b. Mr. Gibson talked about what has happened in the last six months. He gave a small intro on how the DID was formed with the about 80% of the property owners downtown signing the petition in support. He also talked about how in December Block by Block was award the job as outside contractor for the safety and maintenance teams. He also explained how all the personnel were hired by February and there was the big launch of the Safety and Cleaning team on the street. He then turn to Frank LaTorre Director of Public Space for more up to date information on what the DID has accomplished.

c. Mr. LaTorre said it has been a great experience to have worked

from the beginning with the DID and watch the evolution take place. The DID went from picking up litter, to graffiti removal, and pressure washing. The results have now evolved to a full team cleaning the City. It has also given the City the extra push to get things done around town. The Security team is working closely with the Police to provide extra protection for those who live work and play Downtown. They also provide broad range of assistance to the citizens.

b. Steve Gibson of Urban Place Consulting Group distributed a one-page budget summary (copy attached). The budget is the first for a full year. It mirrors the initial 6-month budget, from January 1, 2005 to June 30, 2005. Mr. Gibson explained and read the numbers from the handout in regards to the budget. The fund was explained in the following manner 77% will go to all public space issues and special projects. He also announced that the assessment rate has not changed and will remain the same for the upcoming year. He stated that the proposed programs, budget and assessments are consistent with the Management Plan prepared prior to submission of the petition to the City Council.

c. Mr. Granoff asked if there were questions or comments:

(1) John Bentz with Cathedral Square asked:

Are we stabilized for the next year, and will the rates go up?

Mr. Gibson replied the Board is very much stabilized and has no intent on raising the rates.

(2) Mike with the People to end Homeless asked:

Is the DID going to take the feed back and comments from the consumers and guest of the City?

Mr. Baudouin answered by stating that there is a survey that started two years ago in place. There will be one done in approximately a year about the DID. The input from the public is of high importance to us.

- Noreen Shawcross commented, that she is pleased to say that from the beginning the DID has been very good about the way the homeless have been treated. They have been treated with dignity and with respect. In addition the city looks good.**

With no more question or comments Chair Evan Granoff adjourned at 8:30 a.m. Board members and Ex-officio Directors present were called in to the monthly Board meeting. Please see attached for Board Meeting Minutes.

Attachment

DOWNTOWN PROVIDENCE DISTRICT MANAGEMENT AUTHORITY

DRAFT BUDGET SUMMARY (Rounded)

(see attached for details)

INCOME

Assessment Revenue

Taxable Assessments \$854,496.68

Non-Taxable Assessments \$168,399.66

Interest \$500.00

Reserve for slow/nonpay/rebates -\$45,000.00

Total Income \$978,396.34

Surplus Carried Forward \$150,000.00

Total Available \$1,128,396.34

EXPENSE

Administration

Legal/Professional \$5,000.00

Management \$45,500.00

Parking \$6,000.00

Assessment Billing \$3,000.00

Rent \$24,000.00

Travel & Meetings \$6,000.00

Total Administration \$89,500.00

Office Expense

Bank Service Charge \$600.00

Equip rental/maintenance \$4,800.00

Insurance \$7,500.00

Internet \$2,400.00

Dues \$750.00

Postage/shipping \$2,400.00

Supplies \$2,400.00

Telecommunications \$4,800.00

Utilities \$4,800.00

Total Office Expense \$30,450.00

Public Space Management

Maintenance Program contract \$324,271.22

Maintenance Expense \$5,000.00

Safety Program Contract \$447,577.78

Safety Expense \$5,000.00

Management \$91,000.00

Total Public Space Management \$872,849.00

Special Projects \$100,000.00

Consultant Expense \$24,000.00

Start Up Expense \$10,000.00

Total Expense \$1,126,799.00

Net Income \$1,597.34

NOTE: After the public hearing, the Board of Directors reserved the right to make final adjustments to expenses, funding and assessments.

**DOWNTOWN PROVIDENCE DISTRICT MANAGEMENT AUTHORITY
BOARD MEETING**

June 2nd , 2005

1. Roll Call

Chair Evan Granoff called the meeting to order at 8:38 a.m. Directors present were Robert Gagliardi, Richard Lappin, Christopher Placco,

Maria Ruggieri, and Stanley Weiss. Ex-officio Directors present were Joseph Di Battista and Jerry A. Sansiveri.

Providence Foundation staff present included Daniel A. Baudouin, Executive Director and Joelle Crane, Program Manager. Also present were Urban Place Consulting employees Frank LaTorre, Director of Public Space, and Vivianne Rico, Office Manager.

Others present were: Steve Gibson, Urban Place Consulting Group, Frank Zammarelli and Steve Hillard Block by Block, and Michael Corso.

2. Approval of Minutes of the May 5th , 2005 Meeting

A motion was made by Director Weiss to approve the minutes of the May 5, 2005 meeting. The motion was seconded by Director Granoff and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

3. Report from Urban Place Consulting Group and Director of Public Space was given by Frank LaTorre Director of Public Space. He gave a report on the three main functions that have been taking place and the leading of the teams with the help of the Steve Hillard and Frank Zammarelli of Block by Block.

a. He mention that due to the weather now changing work is in full force. Graffiti removal, power washing, painting of electric boxes(45 electric boxes have been painted) and mulching is now taking place on daily basis.

b. The work that has been done with City and Johnson Control on lighting.

c. The community work we have been doing with other organizations. Neighborhood Alliance, Merchants Associations, and the Homeless.

Mr. Gibson added to look at the hand out that included the Graffiti removed and more work that had been done. (Part of agenda package)

4. Report from Block by Block was given by Steve Hillard. He began by showing the status of the work that has been done to the Board. He also explained to the Board as how, due to the season changing, the City will be busy and will need extra work. He proposed to the

Board the hire of two seasonal workers at the cost of \$15,000 with no extra benefits. They will be hired to maintain daily litter pick up. This will eliminate the regular worker from abandoning special projects. The money is from the missing personal account and will not make us over budget.

A motion was made by Director Granoff to approve the hire of two seasonal employees. The motion was seconded by Director Lappin and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

Mr. Zammarelli began to discuss the situation on tree grates and the mulching. We have found that removing them takes up too much time to prepare the area for mulching. We have to come up with a different plan to lessen the amount of time that is taking for the preparation. We are removing the tree grates that are not in good shape and returning them to the City of disposing of the damaged once. The City is agreement that 80% of them are not good.

Mr. Baudouin said that what we are doing now is a fast solution to a problem, but what needs to be done is come up with a more comprehensive solution for the future, working with the City Arbourist.

5. Discussion of City Maintenance of Service Agreement

Mr. Gagliardi said the city has address the contract and establish a minimum of repairs that need to be made urgently, however the Board still needs to work closely with the City to establish a solution. Mr. Baudouin said that we have grant possibilities for us to get some sidewalk repairs and improvements done for downtown. The RI Transportation Department and State planning will decide the grants will be spent. He asked the DID to help and attend the public hearing held on June 30th. The grants are approximately 1 million.

A motion was made by Director Granoff to approve a letter to be sent to the state in request of the grant and for Frank LaTorre to attend the Public Hearing. The motion was seconded by Director Lappin and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

6. Marketing Update

Joelle Crane gave an update on the maps and for ideas on the next newsletter. She also talked about the website being up and running. The newsletter is going to be coming out within the month. We will continue with the newsletter for the next year to see if its of value then we will then decided if it will continue. The cover story for our next newsletter is the release of the Hot line that will out to the public. The idea is if you see major cleaning issues or major repair to call it in. The important thing to stress out to the public is that this is not a safety hot-line its is a cleaning issue line and should be used properly.

7. Approval of Revised Anti-Discrimination and Anti-Harassment Policy

A motion was made by Director Placco to approve the revised Anti-Discrimination and Anti-Harassment Policy. The motion was seconded by Director Granoff and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

8. Financial Report Update; Discussion and Approval of FY 2005-2006 Budget

Mr. Gibson explained the monthly Financial Report see attached and asked for the Board to make a formal approval for the FY 2005-2006 Budget.

A motion was made by Director Granoff to approve the FY 2005-2006 Budget. The motion was seconded by Director Lappin and a roll call vote was taken as follows:

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion was passed.

9. Other Business

- **Bills will be going out on the end of June and will not be synchronized with the City for the quarter.**
- **Board asked a for Operation Meeting to be called. The date will be set and Emailed to all who wish to attend.**

10. Adjournment

There, being no other business, upon motion made by Director Granoff and seconded by Director Weiss, the Board voted unanimously to adjourn at 9:45 a.m.

Respectfully submitted,

Vivianne Rico

Downtown Improvement District

Attachment

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