

DRAFT

Downtown Providence District Management Authority

Board Meeting

December 15, 2005

1. Roll Call

The meeting was called to order at 8:40 a.m. Dan Baudouin of the Providence Foundation announced that the Foundation Chair of the Providence Foundation appointed Michael Corso, Esq. to fill the unexpired term of Director Arnold B. Chace, Jr. As of today's meeting, Mr. Corso is a Director of this Board with full voting rights. Mr. Baudouin also announced that Judy Cullen has resigned her position as Director, and we are awaiting the recommendation of another Mayoral appointee to fill Ms. Cullen's unexpired term. Directors present included Michael Corso, Robert Gagliardi, Evan Granoff, Richard Lappin, Christopher Placco, Maria Ruggieri, and Stanley Weiss. Director Joseph Paolino, Sr. was absent. Ex-officio Members present included Joseph DiBattista, Lt. Michael Figueiredo, and Jerry Sansiveri.

Providence Foundation staff present included Daniel Baudouin, Executive Director and Joelle Crane, Program Manager. Also present were Urban Place Consulting employees Rena Leddy, Project Manager; Frank LaTorre, Director of Public Space; Leslie Huikko, Office Manager and Andy Miller, Parking Consultant. Block-by-Block

staff present included Frank Zammarelli, Operations Manager.

Also present was Vincent Marzullo, State Program Director for the Corporation for National Community Service.

2. Approval of Minutes of the November 17, 2005 meeting

A motion was made by Director Weiss to approve the minutes of November 17th Public Hearing. The motion was seconded by Director Ruggieri, and a roll call vote was taken as follows:

Director Corso Yes Director Gagliardi Abstain

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion passed.

3. Change of DPDMA By-Laws clarifying Director position re: quorums and votes.

The recommended amendment to the By-Laws is as follows:

Create Article III, #4 Establishing a Quorum and Casting Votes

A quorum is defined as five (5) appointed Directors. Alternates and proxies shall not count toward establishing a quorum. Only appointed Directors present may vote on corporation business.

A motion to accept this revision to the DPDMA By-Laws was made by Director Weiss.

Director Placco seconded the motion, and a roll call vote was taken as follows:

Director Corso Yes

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion passed. The Board will follow-up with any Directors who are affected by this change to the By-laws.

4. 2006 Schedule of Board Meetings

A list of meeting dates was distributed, preserving the third Thursday of the month at 8:30 a.m. as the regularly scheduled meeting time. A motion was made by Director Placco to approve the recommended schedule of 2006 Board Meetings. Director Weiss seconded the motion, and a roll call vote was taken as follows:

Director Corso Yes

Director Gagliardi Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion passed.

5. Financial Report

Leslie Huikko of Urban Place Consulting distributed copies of the balance sheet and surplus and deficit report. The negative balance

that is shown on the surplus and deficit report is off-set by the reserve for slow and non-payment line item on the same report and the unrestricted earnings carried over from last fiscal year, which is identified on the balance sheet.

There is approximately \$3,000 in Assessment Revenue past due for each of the following quarters: 3rd and 4th quarters of 2004 and 1st quarter of 2005, which amounts to 1% of the total Assessment Revenue due for each quarter. There is approximately \$31,000 outstanding for the 2nd quarter of 2005. Two single property owners are responsible for the majority of the past-due payments and most of the other late payments have been due to sale of property or staff turn-over, and the payments are forthcoming. At this point, there is not cause for concern regarding our collection rate.

A brief discussion about interest rates followed. Leslie is following up with Bank of Rhode Island to try to increase our 3% interest rate to a 3.75% interest rate, which would be competitive with other local banks. Due to the high balance of our savings account, Director Weiss recommended pursuing some short-term investments to maximize interest. After some discussion, the Board decided to postpone decisions on short-term investing until the organization had been operational for a full fiscal year to look for revenue and expenditure patterns.

Leslie has completed the data entry portion of the conversion to

accrual-based accounting. Jerry Sansiveri will work with Leslie before the next Board meeting to ensure that the financial reporting is accurate and reflects the information needed by the Board.

6. Marketing Report

Joelle Crane, Program Manager of the Providence Foundation distributed a revised version of the map identifying recommended locations for the metal signs identifying the Downtown area. There is a meeting scheduled for December 29, 2005 with City Traffic Engineer Bernard Lebby to seek approval of the proposed locations. Dan and Joelle are also submitting an application for approval by National Grid. Joelle showed a sample of the proposed layout of the metal signs. The proposal includes slightly altering the logo to remove the words "Improvement District" and adding the website address across the bottom.

Joelle is finalizing plans for the vacant window banner project. She hired a professional photographer to take action shots of the Clean and Safe Team members for use on the banners and is pleased with the outcome.

Joelle expects the winter DID newsletter is expected to be distributed the week of December 19, 2005.

7. Operations Committee Report

Director Gagliardi presented a summary of the last Operations

Committee meeting, which was held on December 8, 2005.

Directors Gagliardi, Granoff and Ruggieri met with Council President John Lombardi along with Dan Baudouin and Frank LaTorre on December 7, 2005. Councilman Lombardi expressed appreciation for the work of the DID and wants to lend his support as President of the City Council. He urged those present to also initiate contact with Councilwoman Young and State Representatives in order to gain their support as well. Frank LaTorre is in the process of scheduling this meeting. Councilman Lombardi also encouraged the DID to develop a prioritized wish list so that he can offer focused support by entertaining asks and proposals. Director Weiss recommended that we work with the police to determine how many more police would be needed to more effectively enforce quality-of-life ordinances and add such funding to our wish list.

The Committee attempted to clarify who owns the overpasses and who is responsible for snow removal on them. There appears to be agreement that the states own them, but there is not agreement as to who removes the snow. Director Corso will schedule a meeting with State Representatives Maura and Costentino to clarify the matter further.

There is federal money available through Community Development Block Grants. A motion was made by Director Weiss to apply for \$70,000 for street lights and trash receptacles through the block

grant. Director Gagliardi seconded the motion, and a roll call vote was taken as follows:

Director Corso Yes

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion passed. Frank LaTorre will submit the proposal by the deadline of January 13, 2006.

An initial discussion about Safe Team vs. Clean Team deployment and fund allocation was held at the December 8 meeting. This topic needs to be re-visited at the next meeting.

Architect Will Gates met with the Operations Committee on December 8 to discuss sidewalk improvements. He has some ideas about decorative concrete finishes that are cost-effective and easily maintained. There are a number of funding sources available through the State and Federal governments that will be pursued for sidewalk reconstruction within the District. A brief discussion followed regarding the utility company's inappropriate replacement of cobblestone with blacktop after completing repair work. It was recommended that the utility company be contacted to ensure that they are aware of their sub-contractors' work.

The Providence/Warwick Convention & Visitor's Bureau asked if the DID would be willing to add their "Night & Day" logo to the sleeves of the Clean and Safe Team jackets. The DID partners closely with the PWCVB, and this logo is currently printed on many of the maps and fliers for Downtown events. It was agreed that the N& D website address should not be included. A motion was made by Director Placco to add the Night & Day logo to Clean & Safe Team jackets. Director Corso seconded the motion, and a roll call vote was taken as follows:

Director Corso Yes

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion passed.

The next Operations Committee meeting is scheduled for January 10 at 2p.m. at 40 Fountain St. Tom Deller and John Nickelson are currently scheduled to attend. It was suggested that a representative from the utility company be invited to attend, as well.

8. Report from Urban Place Consulting & Director of Public Space

Frank LaTorre distributed a summary sheet of the work he is going

and stated that much of the work that he is doing right now was touched upon in the Operations Committee report.

9. Report from Block-By-Block

Frank Zammarelli reported monthly statistics and distributed a summary. The main area of focus this month has been installing the new trash receptacles purchased from The Steel Yard. All will be installed in the next week or so, weather permitting.

Active and passive panhandling increased this month. The volume of trash picked up was higher this month due to the new trash barrels, which are being emptied by Block-By-Block team members, and to fall clean-up of leaves.

The pressure-washer has been winterized and stored, which brings an end to the graffiti removal until spring. Possible exceptions include a 3-4 day streak of above-freezing temperatures and jobs that do not require the pressure-washer (surfaces other than brick or cement). We need to be clear with property owners that it is for safety reasons that we have ceased removal, as frozen puddles of water will be a safety hazard.

Mr. Zammarelli is going to research anti-graffiti coating products. Many are clear liquids that are applied to surfaces. After application, graffiti can be removed using only hot water. He has noted that some products work better than others, as some buildings where a product

has been used still require use of the pressure-washing solution that includes limestone and silica.

Painting is also on hold unless temperatures rise.

Mr. Zammarelli and Frank LaTorre are working with the producer of the Bright Night New Year Celebration that will be taking place downtown on December 31. Clean and Safe Team members will be deployed according to the needs identified.

10. Andy Miller, Urban Place Consulting, Inc. re: Downtown Parking Plan

Andy Miller reported on the scope of his work with the City Planners office to develop a comprehensive plan for parking in the Downtown area. His work has included an analysis of the current situation and a recommendation of both short-term and long-term plans for an improved parking system.

Mr. Miller has identified 650 existing spaces that can be turned into active parking spots and contribute \$650,000 in revenue to the city. Most of these spots are existing metered spots that are lacking teeth to function properly. A roster of these spots can be accessed through the City Planning and Development Office.

One of the changes that Mr. Miller recommends is a re-structuring of the Organizational chart to create clear lines of accountability. He

also recommends privatizing oversight for the parking system. A discussion followed regarding the failed previous attempt at privatization. Mr. Miller encouraged those in attendance to maintain optimism and factor in the new city government and commitment to revitalization that was not present when it was attempted previously.

The financing to execute parking improvement plans may come from the Mayor's proposed Tax Increment Financing and a series of subsidies and incentives for developers, as market rates are prohibitive to building lots downtown.

Director Ruggieri expressed concern regarding the lack of available parking for residents of the Downtown area. Mr. Miller stated that there are long-term plans for increasing parking for residents.

Mr. Miller's contract has been extended through the end of January 2006 to help carry out some of the short terms plans.

11. Other Business

Lt. Michael Figueiredo of the Providence Police Department provided an update regarding police activity in Downtown area. Recently, there was a concert at the Convention Center, for which 32 police officers were on duty. There was still significant activity in the streets, and the police were only able to have minimal impact. There have been many requests to increase the number of police in the Downtown area, but other supports are needed in addition to

increased staffing.

Director Weiss read from a trip advisory e-mail that identified his hotel as being of the highest quality with the exception of the street noise, which is disruptive to sleep. Director Weiss expressed concern that if police staffing is not increased, it will continue to limit to profitability of not only his business, but others in the area.

Director Lappin inquired whether those who break the law are being held accountable to the greatest extent possible. Lt. Figueiredo responded that they are, but that the penalties for “quality of life” offenses, such as disturbing the peace carry minimal fines or sentences. A brief discussion followed regarding the necessity to influence not only local, but also state laws surrounding these issues.

All in attendance were encouraged to attend the next Responsible Hospitality meeting, which is scheduled to take place January 17, 2005 from 11:30-12:30 at 40 Fountain St.

Lt. Figueiredo announced that the Licensing Board reduced the Ultra Nightclub’s legal capacity by 100 people.

Vincent Marzullo, State Program Director of the Corporation for National Community Service thanked Director Ruggieri for inviting him to the meeting and encouraged the DID to work with him to

access his links with community policing, AmeriCorps, VISTA, and the Senior Volunteer Program. Mr. Marzullo stated that the DID has his full support and that he would be happy to serve as a liaison between the DID to other federal agencies that may be able to be helpful.

Director Corso spoke with Bert Cranca of AS220, and requested that Mr. Cranca draft a Request For Proposal process for the design of community bulletin boards. This is currently underway.

12. Adjournment

A motion was made by Director Placco to adjourn the meeting. Director Gagliardi seconded the motion, and a roll call vote was taken as follows: .

Director Corso Yes

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

Therefore, the motion passed, and the meeting was adjourned at 10:38 a.m.

Respectfully Submitted,

Leslie Huikko

DID Office Manager