

Downtown Providence District Management Authority

Public Hearing on Proposed 2008 DPDMA Budget

Thursday, May 17, 2007 8:30 a.m.

Director Granoff opened the Public Hearing at 8:35 a.m.

Directors present: Robert Gagliardi, Evan Granoff, Richard Lappin, Thomas Niles, Christopher Placco and Maria Ruggieri.

Ex-Officio Members present: Joe DiBattista, Diana Burdett and Arnell Milhouse.

Others present: Dan Baudouin, Executive Director of the Providence Foundation; Steve Gibson, President of Urban Place Consulting; Frank LaTorre, DID Director of Public Space; Jeremy Curran, President of Block-by-Block; Rosemarie Durette, DID Accounting Manager/Office Administrator.

Members of the Public in attendance: None.

The meeting was open for any questions regarding the proposed budget, there were none.

Director Granoff took this opportunity to thank those present for their participation and hard work in making the DID a success. He

expressed his belief that lack of public attendance is a sign that they are happy with the services proved by the DID. It was also noted that all properties owners received notice of the Hearing in the mail and a notice posted in the Providence Journal each Thursday for three weeks prior to the Hearing.

Joe DiBattista expressed his pleasure with the DID services.

There being no members of the public present, Director Granoff adjourned the Public Hearing at 8:45 a.m.

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**Downtown Providence District Management Authority
Board of Directors meeting minutes
Thursday, May 17, 2007 8:45 a.m.**

1. Roll Call

Director Granoff called the meeting to order at 8:50 a.m.

Directors present: Robert Gagliardi, Evan Granoff, Richard Lappin, Thomas Niles, Christopher Placco and Maria Ruggieri.

Ex-Officio Members present: Joe DiBattista, Diana Burdett and Arnell Milhouse.

Others present: Dan Baudouin, Executive Director of the Providence Foundation; Steve Gibson, President of Urban Place Consulting; Frank LaTorre, DID Director of Public Space; Jeremy Curran, President of Block-by-Block; Rosemarie Durette, DID Accounting Manager/Office Administrator.

2. Approval on the minutes of the April 19, 2007 Board meeting

Director Lappin motioned to approve the minutes from the April 19, 2007 board meeting. Director Ruggieri seconded the motion, and a roll call vote was held as follows:

Director Gagliardi Abstained from vote. He was not present at the April 19, 2007 meeting.

Director Granoff yes

Director Lappin yes

Director Niles yes

Director Placco yes

Director Ruggieri yes

Therefore the motion passed.

3. Financial Report

Monthly Financial Reports

Steve Gibson presented the financials for April 2007. The Statement of Financial Position shows the DID to be in a comfortable cash

position with adequate funds to pay monthly expenses and maintain a reserve. The DID continues to contribute \$3,500 per month to a sinking fund for capital equipment replacement. A discussion was held as to why there is a variance between the accounts receivable account on the Statement of Financial Position and the balance of the Cumulative Collections Report. Rose Durette explained that the true receivable balance for assessments owed is that on the collection report. She will research into the accounts receivable and e-mail the findings to the individual Board Members.

The Statement of Operations shows a solid revenue position due to higher than anticipated interest income on both bank balances and past due assessments, and lower than anticipated assessment non-and slow payment. Steve Gibson explain that the Administration Expenses were over budget due to the over lapping of Leslie Huikko leaving her position and Rose Durette starting. Leslie's last day was April 30, 2007.

Director Lappin motioned to accept the April 2007 financials as presented. Director Granoff seconded the motion, and a role call vote was held as follows:

Director Gagliardi yes

Director Granoff yes

Director Lappinf yes

Director Niles yes

Director Placco yes

Director Ruggieri yes

Therefore the motion passed.

Budget for FY 2007-2008

No further discussion was held on the budget for the fiscal year 2008.

Since there were no material changes made to the proposed budget that was voted on at the April 19, 2007 meeting, Director Placco motioned to approve the fiscal 2008 budget as presented. Director Gagliardi seconded the motion, and a role call vote was taken as follows:

Director Gagliardi yes

Director Granoff yes

Director Lappin yes

Director Niles yes

Director Placco yes

Director Ruggieri yes

Therefore the motion passed.

CD Purchase

Director Granoff asked where we were in the process of purchasing a CD, which was approved at the April 19, 2007 meeting. Steve Gibson and Rose Durette put together a preliminary cash flow statement.

This statement needs to be finalized. Once done it will be given to the

Treasurer so he can proceed with the actual purchase.

4. Presentation by Jeremy Curran, President of Block-by-Block

Mr. Curran started his presentation by going over the statistics for the year. There was a significant increase in the amount of Clean Team activity. This was mainly because of the change in the weather. The increase in graffiti and sticker/handbill removal was attributed to the fact that the power washers are now in use. Trash removal jump because of increase pedestrian traffic and the addition of 30 new trash receptacles.

In reviewing the Safety Team stats, the issue of panhandling was once again brought up. Mr. Curran pointed out the fact that passive panhandling is not illegal. He discussed programs that are in place in other cities, such as a public awareness campaigns and handouts to get people connected to social services for help. He will forward information on these programs to the DID. It was asked that this issue be put on the agenda for the next Board meeting scheduled for June 21, 2007.

Mr. Curran then brought us up to date on training for Block by Block ambassadors. First Aid/ CPR and Bike training have already been schedule. Plus every two weeks there is conference call with all the Block by Block managers to go over new training, which the managers pass on to their staff.

There was a brief discussion about different ideas and new technologies used by other BIDs.

Mr. Curran commended the Clean and Safe Teams as over all the best team of ambassadors that he has seen. Although he feels that they could still use more training and learn to pay more attention to detail.

The Board thanked Mr. Curran for his time and presentation.

5. Marketing Report

Dan Baudouin presented the new dining guide to the Board. The guides have been distributed to businesses through out Downtown and have been very successful.

The Business Expo was held May 1 & 2. The DID and the DMA had joint booths at the Expo. Frank LaTorre and Arnell Milhouse felt that it was a great experience and a good way to get the attendees attention about the changes that are going on Downtown. Both booths had a lot of traffic not just from attendees but for other exhibitors as well. Approximately 750 dining guides and maps were handed out, and 300 people signed up to receive a monthly e-mail newsletter from the DMA.

6. Report for Urban Place Consulting & Director of Public Space

Frank LaTorre updated the Board on the landscaping project. In total, 94 baskets have been ordered. 84 are part of the master plan that the DID had ordered. 10 additional baskets have been ordered, 6 by Cornish Associates and 4 by Joe DiBattista. The arms are expected to be attached to the poles mid-June and the baskets attached by the end of June. Also, 13 sidewalk planters have been ordered: 5 metal planters by Cornish Associates, 5 metal planters by Joe DiBattista and 3 cement planters by Evan Granoff.

Frank met with Stephanie from the mayor's office to go over the master planting plan. He stressed to her the importance of the City's participation. She said she will be meeting with the Mayor to go over the plans.

The Hospitality Resource Partnership will be holding a meeting on May 21, 2007. On their agenda will be a discussion as to whether to self assess a fee on the club and parking lot owners to fund a revolving police patrol at night.

Frank LaTorre met with Sal Solomon from the Department of Public Works. Frank walked with Mr. Solomon to show him areas in need of repair and explicitly stated that the repairs needed to be done with brick not asphalt.

The DID will supply the brick to the DPW and Mr. Solomon said that his department will start working on the repairs.

7 Report from Block- By- Block

See above

4.) Presentation by Jeremy Curran, President of Bock-by-Block

8. Other Business

A nominating committee was formed consisting of four members: Diana Burdett, Joe DiBattista, Richard Lappin and Maria Ruggieri. They will meet with Dan Baudouin to recommend new Officers for the term July 1, 2007 to June 30, 2008.

9. Adjournment

Director Granoff adjourned the meeting at 9:55a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator