

DRAFT

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

Thursday, May 19, 2011

1. Roll Call

Chairman Gagliardi called the meeting to order at 8:34 a.m.

Directors present: Umberto Crenca, Wendy Doyle-Spatcher, Robert Gagliardi, Evan Granoff, Susan LaPidus, Richard Lappin, and John Macliver.

Ex Officio Members present: Diana Burdett, Alan Chille, Pleshette Mitchell, Lisa Paratore, and David Pontarelli

Others present: Dan Baudouin, Executive Director of The Providence Foundation; Joelle Kanter, The Providence Foundation Program Manager; Frank LaTorre, DID Director of Public Space; Frank Zammarelli, Block By Block Operations Manager, Robin Remy, DID Accounting Manager, and Cliff Wood, Cornish Associates.

2. City of Providence Update

The Board welcomed new Ex Officio Members Pleshette Mitchell, Director of Neighborhood Services for the City of Providence, and David Pontarelli, Fiscal Advisor for the City of Providence Department of Public Works.

Frank LaTorre reported on behalf of Sgt. David Tejada that progress is being made resolving illegal parking in LaSalle Square during Convention Center and Dunkin Center events. Public Safety Commissioner Stephen Pare is now aware of the issues and is responsive. The Providence Police Department will go forward with coordinating detail officers' use of free parking offered by Joe DiBattista. "No Parking" signs are scheduled for installation, and PPD will step up enforcement.

3. Approval of the minutes for the April 21, 2011, meeting

Director Macliver motioned to approve the minutes from the April 21, 2011, Board meeting. Director Lappin seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director Doyle-Spatcher Yes

Director Gagliardi Abstained (not present at April 21 meeting)

Director Granoff Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Therefore the motion passed.

4. Financial Report

Monthly Financial Reports

Robin Remy presented the financials for April 2011. The Statement of Financial Position indicates the usual cash balances as well as ample reserves for operations, equipment replacement, and assessment appeals.

The Statement of Operations continues to show current year spending well below budget. Clean Team labor cost was lower than projected for April due to vacant ambassador position.

The Collections Report shows almost 99% of all assessments for Fiscal Years 2009, 2010, and 2011 have been collected. \$2,647.95 of the \$46,114.53 unpaid assessments have been submitted to the City of Providence for a Tax Lien.

Director Macliver motioned to accept the April 2011 financials as presented, Director Granoff seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director Doyle-Spatcher Yes

Director Gagliardi Yes

Director Granoff Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Therefore the motion passed.

5. Economic Development Joint Initiative

Dan Baudouin reported that the DID, The Providence Foundation and the Greater Providence Chamber of Commerce continue to try to understand the City of Providence's fiscal situation and determine how they can be helpful. They will keep working with the City of Providence toward two goals: Developing a competitive tax rate to support economic development, and building a predictable tax structure so business will feel comfortable investing in the city. This is a long-term effort to maintain viability for jobs and economic development.

Director Macliver met with Mayor Taveras on April 18 to discuss development of a building located in the Jewelry District. The Mayor was excited to hear that a private entity was interested in the property. Director Macliver expressed concern that the state may be focusing solely on bringing universities into this redevelopment area in the Jewelry District and not considering private developers.

Dan Baudouin stated they were fairly well positioned about the message they want to give but were still waiting for the Economic Development Corporation to finalize their marketing plan. EDC is attempting to obtain \$250,000 in each of the next three years from the General Assembly. If they are successful, we want to partner with them. They will continue discussion to broaden and define the

Knowledge District to include downtown.

6. Report from the Director of Public Space

Frank LaTorre reported the recent meeting of the Downtown Parking Advisory Committee had a strong showing with 18 in attendance. Leo Perrotta, the City's Parking Administrator, reported that the City of Providence's Employees' Union 1033 is holding a series of customer service training sessions that will include the Parking Enforcement Officers.

The City will inspect all parking meters to determine that they are working properly. The City plans to install a series of experimental meter head that allow users to pay by credit card and Iphone; installation should be complete by autumn. The City will scrutinize "Reserved" on-street parking spaces to determine if any of these spaces can be freed up for public parking.

Sidewalk repairs have been delayed due to the rainy weather. Concrete contractors are experiencing the same delays. Frank will maintain contact with RIDOT regarding the sidewalk project for the Financial District to keep the pressure on them and to keep this project on the front burner.

The Hospitality Resource Partnership continues to put pressure on Mayor Taveras to support legislation to ban nightclubs from having under age 21 patrons. The Board of Licenses held a special meeting

with mandatory attendance of N license holders to discuss the ongoing problems with violence in and around nightclubs. Commissioner Pare said that he has called together an internal working group to deal comprehensively with responsible hospitality issues. The working group includes representatives from police, fire, licensing, and the City's Solicitor's office.

Frank LaTorre reported that the second meeting with the Rhode Island Convention Center to obtain voluntary contributions to the DID went well. A second meeting with the General Services Administration is scheduled for June 3. Senator Jack Reed's and Congressman David Cicilline's offices have agreed to support our request for contributions from the GSA.

7. Marketing Report

Joelle Kanter announced that the new websites for providencedowntown.com and parking are targeted to launch in mid-August. Frank LaTorre and Joelle continue to meet with both Ninedot and Sarah Rainwater on these projects.

The DID and The Providence Foundation recently participated in the Rhode Island Business Expo, Green Festival, and Stronger Providence events.

8. Report from Block-By-Block

Frank LaTorre reported on behalf of Frank Zammarelli (Operations

Manager for Block By Block) that the seasonal planting has begun. Planters will be completed first, followed by ground planting beds. The hanging baskets will be the last items to be installed. All plantings are scheduled to be in place by Memorial Day Weekend (and Brown University graduation.)

The Providence Journal published a news story and photo spread about Jacavone Garden Center, the nursery that supplies all our flowers. The Downtown Improvement District was featured throughout the story and provided a wonderful look at what goes into making Downtown Providence beautiful.

9. Fiscal Year 2012 Budget Review

Dan Baudouin presented the proposed FY 2012 Budget as well as the projected results for FY 2011. The board reviewed and discussed the decision to remain revenue-neutral, the changes in property tax assessments by the City of Providence, and the need to increase the DID assessment rates because of the overall lowering of tax values. Dan explained the Marketing Budget, Special Projects, and Reserve summary. He thanked the Executive Committee for the time they spent on formulating the draft budget.

The board requested a motion to move into an Executive Session under 42-46-5 (1) because employee performance and compensation will be discussed.

Director Crenca motioned to move into an Executive Session, Director Macliver seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director Doyle-Spatcher Yes

Director Gagliardi Yes

Director Granoff Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Therefore the motion passed.

After the Board voted to end the Executive Session, the Board reconvened in an open session. At the open session, Director Crenca made a motion to approve the proposed budget for Public Hearing with a 3% pay raise for DID employees on their anniversary date. This pay raise was in recognition for the increased duties now that the DID does not hire Urban Place Consulting to manage the DID, resulting in cost savings. Director Macliver seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director Doyle-Spatcher Yes

Director Gagliardi Yes

Director Granoff Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver Yes

Therefore the motion passed.

10. Adjournment

The meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Robin J. Remy

Accounting Manager, Downtown Improvement District