

# **APPROVED**

**Downtown Providence District Management Authority**

**Board of Directors Meeting Minutes**

**January 16, 2014**

## **1. Roll Call**

**Chairman Richard Lappin called the meeting to order at 8:30 a.m.**

**Directors present: Joseph DiBattista, Robert Gagliardi, Richard Lappin, John Macliver, and Christopher Placco**

**Ex Officio Members present: Lt. Tim O'Hara, Lisa Paratore, Lindsey Hahn**

**Others present: Joelle Kanter, The Providence Foundation Program Manager, Frank LaTorre, Director of Public Space, Alison Izzi, DID Accounting Manager, Frank Zammarelli, Block by Block Operations Manager**

## **2. City of Providence Update**

**Lt. O'Hara reported on the heroic efforts demonstrated by the park rangers who recently saved the life of a homeless youth trying to jump into the river. Lt. O'Hara also reported on a crime analysis study**

that the Police Department performed for Swiple. The results of the study found a decrease in violent crime in Kennedy Plaza, and that most of the existing issues occur during nightclub hours with people who know each other. Overall, Kennedy plaza is getting better and is safer. The Department currently has (2) bike units on during the day and (3) at night. An estimated 40,000 people come through Kennedy Plaza each day. The police academy will graduate 60 new officers this year and as a result there will be more foot patrols in the district by August 2014.

### **3. Approval of the minutes from the November and December 2013 Board Meetings**

Director Joe DiBattista motioned to approve the minutes from the November and December board meetings and Director Bob Gagliardi seconded the motion and a roll call vote was held as follows:

Director DiBattista Yes

Director Gagliardi Yes

Director Lappin Yes

Director Macliver

Director Placco Yes

Yes

**Therefore the motion passed.**

#### **4. Financial Report**

**Alison Izzi presented the financial statements for December 2013. Collections for the 1st and 2nd quarters of FY 2014 were 96% & 92%. Equity currently includes \$361,001 allocated/reserved and \$161, 673. At the halfway point of fiscal year 2014, expenses including Block by Block are tracking close to budget projections. Older receivables continue to be reviewed to determine collection viability.**

**Director Bob Gagliardi motioned to accept the December 2013 financial statements. Director Chris Placco seconded the motion and a roll call note was held as follows:**

**Director DiBattista Yes**

**Director Gagliardi Yes**

**Director Lappin Yes**

**Director Macliver**

**Director Placco Yes**

**Yes**

## **6. Report from the Director of Public Space**

**Frank LaTorre reported his continued work on the gateway enhancement project. He meets regularly with Randy Collins of Gates Leighton to discuss the specific design of the spots, flower costs, and the unique challenges of each of the 7 locations. He reported on the new initiative, DSOC, Downtown Safety & Outreach Collaborative which is an approach to identifying and dealing with chronic offenders and people in need of help on the street. The approach involves sharing information and developing goals for each individual by using existing resources.**

## **7. Marketing Report**

**Joelle Kanter finalized the 2013 DID annual report. Distribution of the report began at the Providence Foundation's annual meeting on January 8th. A mailing to the DID stakeholders, business owners and partners will go out next week. The bringyourcompanytolife.com marketing campaign continues this month with national media outreach to industry publications by Lisa Carnavale. Local outreach**

is planned for next month. Joelle reported that Sara Rainwater is redesigning the panels on the community information kiosks, including map, photo and content updates. Fundraising efforts continue for the Wayfinding signage project with follow up scheduled with Rhode Island Convention Center Authority's marketing committee.

## **8. Economic Development and Other Matters**

Dan Baudouin reviewed the Providence Foundation/DID/Downtown Providence Parks Conservancy's action plan for the economy. He stressed the importance of framing up legislation relative to the tax appeal process and permitting process.

## **9. Report from Block by Block**

Frank Zammarelli reported that December was a good month but a difficult one for the ambassadors with the severe cold weather. Frank will be placing the 2014 flower order this month with Jacavone Garden Center. Some changes have been made to the flower order this year based on upcoming changes to the roadways including not planting the circular ground gardens at LaSalle Square and Emmitt Square due to road construction. Also, the planters and hanging baskets are being redesigned to enhance their look and as well as to optimize their growth life.

## **10. Adjournment**

The meeting was adjourned at 9:35 a.m.

**Respectfully submitted,**

**Alison Izzi**

**Accounting Manager**

**Downtown Improvement District**