

DOWNTOWN ACTION ORGANIZATION (DAO) Board Member Meeting Minutes
Santa Rosa Metro Chamber Board Room
April 17, 2019

Present: Natalie Balfour, Andrea Ballus, Sonu Chandi, Raissa de la Rosa, Joe Dietzen, Hugh Futrell, Michael Hyman, Sue Kade, Tom Robertson, Bernie Schwartz, Doug Van Dyke

Absent: Zach Berkowitz, Charles Evans, Rick Mossi, Sara Woodfield

Santa Rosa Metro Chamber Staff: Janet Rogers, Peter Rumble

Guest: Jason Nutt City of Santa Rosa, Transportation and Public Works

1. Call to Order

Chair Natalie Balfour called the meeting to order at 9:00 a.m.

2. Public Comment On Non-Agenda Items

No public comment.

3. Conflicts of Interest or Abstentions

There were no conflicts of interest or abstentions.

4. Consent Items

4.1 March 20, 2019 meeting minutes

Motion to approve consent item as presented, seconded and unanimously approved.

5. Financial Report

The financial report was reviewed by the board.

Motion to approve consent item as presented, seconded and unanimously approved.

6. Discussion with Jason Nutt, City of Santa Rosa, Transportation and Public Works on Planning

Jason Nutt reported that Public Works has no opposition to the crepe myrtles being installed in the square and the installation should be easy. The electrical and irrigation are already in place.

If the DAO wants to get the project started right away Jason suggested the DAO take the lead on the project and hire their own contractor. Because the trees were included in the general plan the city will be responsible for the maintenance of the trees. Once the fountain is installed the city will also be responsible for the maintenance.

Jason also shared that power washing in the square is done on an occasional basis. Painting the street light poles is not advisable and will not last. Replacing the poles is not currently in the capital improvement budget.

The city is working with the police department to install bollards on the north and south side of the square. The bollards need to be designed to stop a semi-truck travelling at 50 miles per hour. A proposal will go to council sometime this summer and construction will hopefully begin late this

summer. Jason will share the design with the board prior to going to council.

7. DAO Committees

7.1 Design and Improvement Recommendations

Hugh reported that the committee is continuing to work with the city on implementation of the Improvements the board approved last month.

7.2 Marketing/Communications Update

Sonu reported that the committee is waiting to do a press release to announce the Streetplus team and will also plan for a meet and greet once Streetplus is fully staffed.

8. Follow Up from City on Last Month's Board Meeting

Raissa reported that the city held a city department head meeting with Janet, Peter, Gary Sciford, Streetplus Ops. Manager and Jennielynn Holmes to discuss how things are progressing and to discuss any challenges anyone is having. One item that came up was the process of disposing of needles once collected. The fire department and Jennielynn will work with Streetplus to find a solution. Jennielynn offered to set up a time for both Streetplus and Catholic Charities Conservation Crew to meet and discuss how the two teams can work together. It was determined that future meetings will be held on a quarterly basis and departments will continue to meet on an as needed basis.

9. Ratification of Certificate of Amendment to Articles of Incorporation

Last July Tom filed an amendment to change the organization from a 501 (c)(6) to a 501 (c)(3).

Motion was made to move by xxxx seconded by xxxx, and unanimously approved.

10. Received Report on Portland Loo (porta potties); take possible action on recommendations to the city.

Hugh reported that last July the city council approved the installation of restroom facilities in the DTWN area, near the square. The final location has not been finalized. The city received only one proposal; Portland Loo. City departments were asked to provide input on locations. The locations suggested are close to the square; 4th and E St., and 3rd St. close to the Bank of America building. The locations suggested are close to utilities. A presentation to the Downtown Subcommittee was scheduled for the April meeting and was pulled from the agenda to do more research. It has been added to the May agenda. The Design and Review Committee will review all possible locations and meet with the city to discuss.

Hugh made a motion to ask the board to approve that the Design & Review Committee have permission to meet with Public Works to discuss further and bring back to the board at May's meeting.

Motion to approve as presented, seconded, and unanimously approved.

11. Parking Rate Changes Update to Parking Meeting Held on 4/15 with Parking Manager, Kim Nadeau

Tom Robertson attended the parking meeting and reported that the consensus of those that attended is to roll back the metered time to 6pm. If the time does change to its original hour there may be a need to begin charging at either 8am or 9am. There does not seem to be a concern over the raising of the rates. Tom will work with Raissa on next steps.

12. Obtain update on Lot #10 Renovations and Take Possible Action

Natalie shared that the city is proposing renovation to Lot #10 (behind Russian River Brewery). No date has been set to begin the project. The DAO needs to be kept informed of projects that take place in the downtown and to stay in communication on a regular basis with the Parking Department. No action was taken.

13. Executive Report

Janet updated the board on staffing of the Streetplus team. They currently have three full-time staff and a fourth is going through background check. They continue to look for staff that will fill the last position. Janet reminded the board that this would be her last meeting and thanked everyone for their support.

14. Future Agenda Items

Create list of Maintenance Items and consider forming a parking committee.

15. Adjournment

Meeting adjourned at 11:00am.