

PROCEEDINGS OF THE DOWNTOWN DEVELOPMENT AUTHORITY TAKEN AT A  
REGULAR MEETING ON THURSDAY, NOVEMBER 1, 2018.

Those present: Miles Matt, Jim Keaty, Lisa Thomas, Mike Delcambre, Ross Fontenot and Greg Walls.

Those absent: Gus Rezende.

Staff present: Anita Begnaud, Jolene Harris, Hunter Hebert and Brett Mellington.

Others present: Carlee AlmLabar, Andre Breaux, Corey Jack/One Acadiana/Lafayette Chamber Affairs and Brad Ridge/Precinct 5.

The meeting was called to order by Matt.

Public comment cards were available on table in the back of room for anyone who wished to speak in regards to items on the agenda.

Review & Preliminary Approval of Budgets

FY2018 Projected Budget/FY2019 Proposed Budget – Begnaud noted the following: there was a \$4k decrease on the health insurance due to insurance changes for Begnaud taking single versus family that Dyer had; Travel and Meeting was increased \$4,500 so that Begnaud would be able to attend the Leadership Exchange for One Acadiana and to also have funds for development roundtable type events, lunch meetings, etc.; would be utilizing the Dues and License funds to join ULI as well as other organizations. Miles noted on the Travel and Meeting side, the roundtable would be a new event to bring more people into the fold for feedback such as stakeholders, etc. Thomas added that she would like to see some of the funds from Travel and Meetings used for Begnaud to travel to other downtowns in other states and there was also a little cushion in the personnel for moving forward. Keaty moved to approve the preliminary budgets contingent on the City Council approval, Fontenot seconded, all voted in favor.

Administrative Approvals/Reports

Approval

October Minutes – The October Minutes were presented for approval. Fontenot motioned to approve the October Minutes as presented, Keaty seconded, all voted in favor.

September Financial Statements – The September Financials were presented for approval with Harris making note of the following: The \$1k received in Other/Miscellaneous was for the Bob Gibbs Retail Study and there was another \$4k that was received from LCVC which would be in the October Financials with \$2,500 remaining to be collected from LCG;s commitment; Capital Projects \$7,800 was the final payment for the gum removal of the pressure washing. Matt inquired on Harris' projection for end year with Harris making note that the projections were shown on the preliminary budget which was reviewed with the ending balance projected to be \$52k primarily due to a savings in salaries from Dyer's resignation and the projected supplemental services being \$28k less than budgeted due to the funds not being expended for security in 2018. There being no further comments or questions, Keaty motioned to approve the September Financial Statements as presented, Walls seconded, all voted in favor.

Reports

Ethics Training – Harris noted that the instructions were included in the agenda review with all board members and staff required to go through their ethics training before the end of the year.

P.D. Security Downtown – Harris noted at the previous meeting she had reported that the Accounting Department at LCG had originally rejected the agreement between DDA and PD when submitted by PD, so she had spoken to Melinda in Accounting and emailed forms they had not received. Since that time, Melinda had sent those forms to Legals for approval and in contacting her this week, she noted that the agreement was still at Legals. Discussions followed with concerns that there was no downtown detail at this time while waiting for approval from Legals. Discussions continued with Thomas agreeing that she would contact Legals as well as Chief Thomas to set up the necessary meetings for all parties involved in order to determine what the next step needed to be in order to get this moving. Captain Ridge noted as for the Downtown Precinct, many officers had been hired and sent into training with officers coming out of training at various times dependent upon when they were hired. The intent was to have officers assigned to that detail once available but currently, there were no officers that had been assigned. Discussions continued. Matt noted that moving forward these type of issues could not be 30 day discussions and there had to be interim work done between meetings in order to move them forward at a faster rate. Dependent upon the item would determine if a committee needed to be formed to handle the interim work between meetings or if the EC of DDA, Matt, Thomas and Walls would handle the issue outside of the board meeting. Begnaud noted that the plan moving forward would be for the EC to meet 10 days prior to the actual board meeting in order to discuss what needed to be on the agenda and in that time period, there would be emails to all board members to discuss prior to the actual meeting so that the discussions would also move faster.

#### Conditional Use Permit Committee and Policy

Walls noted that he had begun an outline regarding a policy for the Conditional Use Permit and also had brought on 2 additional people as ex-officio members to sit on that committee. Walls met with Planning and Development to discuss their application in order to possibly have it amended where it required more details for those individuals trying to acquire a permit. Walls further noted that a plan should be in place to bring before the DDA board by the next meeting. Walls asked that Matt consider forming a committee to assist with the property search which would include Keaty. It was noted that Hebert was currently working on the property listings for downtown. Discussions followed.

#### Reports/Updates

Operations Brief – Hunter noted the following: Awnings would be purchased for 3 locations on Jefferson St as the first recipients of the Façade Improvement Program with installation to possibly begin before yearend, this had sparked interest with one of the business owners who would also be painting their façade, continue to meet with folks who were interested in pursuing façade improvements and continue to work on finalizing the application process; in meeting with Begnaud, began to research festoon lighting which would begin in two phases, Phase 1 would be on Polk Street between Vermilion and Congress and Phase 2 would be the 2<sup>nd</sup> block of Polk between Congress and Garfield, the lighting would create a more inviting feel as well as bringing light to areas which were dark at night. Hebert passed around the spec sheet which showed other cities with festoon lighting. It was further noted that Hebert was exploring different types of lighting prior to making a decision on the best value and that the two phases would be the beginning that could move to more locations. Discussions followed.

CEO Updates – Begnaud noted the following: Continued to meet with various stakeholders and have seen a lot of momentum downtown individually but more engagement was needed in group settings, had begun walking and popping in at businesses with Hebert in order to reach out one on one to start the process of building those relationships which were the key and have received great input on the leadership of the board and the downtown staff; continued to meet with the city council members and have received a lot of feedback but the reality was that there was a lot of political issues happening downtown between the old Federal Courthouse, the parking garage, and the LUS issue throughout the whole community; moving forward the focus was to meet with the media prior to the holiday season in order to feed them positive news stories; from the old Federal Courthouse perspective, have met with Robideaux and he was working on an outreach strategy to have prior to the council meeting on November 20 when the vote would take place regarding the sale of the courthouse; board members and all present were encouraged to contact their councilman or woman to continue the conversation that the investment in the courthouse property was crucial for downtown; working on the DDA/DLU downtown business social scheduled for Thursday, November 15 from 5:30 p.m. to 7:00 p.m. in the old Gordon hotel lobby in order to get folks excited for what was to come in 2019. Discussions followed.

Business Development – Andre Breaux introduced Corey Jack, One Acadiana’s new manager of Lafayette Chamber Affairs and noted that Plan Lafayette week had kicked off on Monday morning and continued this week reflecting on where Lafayette has been and where Lafayette would be going. With Plan Lafayette, it was a great opportunity to reengage the community in planning and the value of downtown and to excel this into 2019.

There was no further business and the meeting was adjourned.