

PROCEEDINGS OF THE DOWNTOWN DEVELOPMENT AUTHORITY TAKEN AT A  
REGULAR MEETING ON THURSDAY, DECEMBER 6, 2018.

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

Those absent: None.

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

Others present: Corey Jack, Bruce Conque and Brad Ridge.

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.

Administrative Approvals/Reports

November Minutes – The November Minutes were presented for approval. Keaty motioned to approve the November 1 Minutes as presented, Fontenot seconded, all voted in favor. Walls motioned to approve the November 13 Minutes as presented, Fontenot seconded, all voted in favor.

October Financial Statements – The October Financials were presented for approval with Harris making note that the Capital Project Development showed a credit of (1,259) due to LCG agreeing to fund \$2,499 towards the Bob Gibbs retail study and instead of them sending a check for that amount, it was backed out of the Capital Projects line; Land Architect's final payment had also gone through in the amount of \$1,240 which resulted in the credit amount shown on the financials. There being no further comments or questions, Fontenot motioned to approve the October Financial Statements as presented, Keaty seconded, all voted in favor.

Ethics Training – Harris noted that the Ethics Training on the state website took about 1 hour to complete and the deadline was December 31.

CEO Update

Staff Compensation – Matt noted that the EC would be meeting prior to the regular board meetings in order to take care of smaller items and the staff compensation had been one such item discussed by EC due to LCG passing a 2% raise to a majority of their employees. After EC evaluated the 2% raise, their recommendation was to compensate the DDA employees the 2% increase to include Begnaud, Harris and Hebert to begin January 1. Discussions followed. Delcambre motioned to approve the 2% increase for DDA employees, Fontenot seconded, all voted in favor.

Credit Card Policy – Begnaud noted that the EC had met and discussed the need for immediate funds for smaller purchases to respond to needs in the downtown district and felt that a credit card for DDA would be feasible. The credit card would be in the CEO name and would also be used for travel. Begnaud consulted with Melinda Phelps, the controller for LCG, who advised that DDA could get a credit card from a local bank but would need a credit card policy and some internal controls in order to do so. Matt and Begnaud had been working together following the

direction of the EC on a credit card policy. The policy compiled was passed around to the board for review with Begnaud noting that it was similar to that of LCG's. The policy was mainly focused on providing uniform procedures and accountability as well as an agreement for all DDA employees to sign that would be using the card on behalf of the organization in order to make sure the purchases were in line with the work of DDA. It was further noted that the policy stated that purchases would be made in line with compliance with the purchasing requirement of LCG and also the bid laws locally, state wide, and federal. Discussions followed with Matt adding that EC had also agreed to set the card at a \$2,500 limit. Keaty motioned to adopt a new credit card policy to replace the prior policy, Fontenot seconded, all voted in favor.

#### Conditional Use Permit Policy

Begnaud noted that there needed to be a little more time to fine-tune the toolkit before having it approved and the committee would be meeting once more before the end of the year and then the final draft would be brought back to the board in January. Begnaud further noted that she would be sending to the board an updated version of the current draft along with the date that the committee would be meeting so feedback could be provided by all members prior to that time. Discussions followed.

#### Reports/Updates

Operations Brief – Hunter noted the following: Phase 1 of the graffiti removal had begun to include sticker removal which continued with an expectation of being completed within the week; there was hopes of Phase 2 beginning to continue the efforts of stickers and graffiti removal; the first application for the façade improvement grant had been received with a few other applications coming in; working with a graphic designer for parking signage downtown to include the parking tower and also window clings for various real estate spaces that looked abandoned. Begnaud noted that the application for the façade improvement grant had been for the building that was the Steam Press. Begnaud and Hebert had been discussing how to evaluate the submissions received objectively of those applying for the grants moving forward. With only a certain amount of funds set aside for these type of projects, she felt that there needed to be a process in order that the funds were spent wisely. The timeframe to begin on construction of the awnings would be pretty short and would like the application process to move swiftly, Begnaud noted and inquired of any board members that could assist with evaluating the application and determining what information was needed in addition in order to help staff learn through this process. Begnaud asked for any board members who would like to be involved in the screening of the grants to contact either herself or Hebert. Discussions followed.

Business Development – Mellington noted the following: the opening of Spoonbill was a great addition to the downtown; met Carpe Diem's new owners; continued to work through the properties on the downtown website for a solution on keeping up with all the properties. Discussions followed.

Councilman Update – There were no updates at this time.

P.D. Security Downtown – Captain Ridge noted that the draft had been completed by the Legal Department at LCG. There was a question on the \$4,500 cap noted on the agreement with Matt noting that there had only been a certain amount that could be spent annually and the cap was to ensure there would be funds spread out through the year. Discussions followed. Begnaud noted that DDA only budgeted for ½ of the year for 2019 because the Downtown Precinct was supposed to be up and running by that time and in the event, the precinct did not open at that

timeframe, DDA would revisit this for funding throughout the year. Thomas noted that this would be introduced to the City Council on January 8 and should go up for adoption on January 22. In speaking with Deputy Chief Reginald Thomas, it was stated that he would have a second officer from his budget downtown by December 29 until the ordinance was actually passed. The two officers would cover from 7 a.m. to 8 p.m. during the week days since there was already something in place for the weekends. Discussions continued.

Matt noted that Blake Douet had filled out a public comment card in regards to the AT&T contract. In response to Douet's question, there had been several phone conversations with LCG and AT&T in regards to AT&T requiring payment prior to removal of the poles in the contract submitted by Poche, and LCG having a policy that payment would not be submitted until the work was completed. Matt further noted that he believed that they had found a solution with what was called a mobilization charge. Matt further noted that the contract would have to be redone and labeled as a mobilization fee which meant when something was moved to go and do the work, a portion of the payment would be released and once work was completed, the balance of payment would be issued. It would have to be brought back to the board due to AT&T going up on the project around \$1,500 to \$1,700. It was further noted that the board had passed payment to also reimburse Bryant Poche the \$500 that he had spent to begin the project which would also need to go back to the board once the contract was redone.

Old Federal Courthouse – An update was given by Blake Douet on the courthouse project in which he noted that the purchase agreement had been signed the day prior and they had begun to move forward on the project. As the certified environmentalist for the project, Douet noted that they had done an extensive walk through to locate all the water, sewage, taps, floor plans, etc. Currently had been sitting in extensive meetings and planning to move forward as quickly as possible but had hit a snag with some severe environmental issues inside the building. This was expected to be remedied where they could continue to move forward.

There was no further business and the meeting was adjourned.