

**Downtown Development Authority  
Board of Directors Meeting  
January 24, 2018**

**Present**

Christine Bailey  
John Hubbard  
Terry Moore  
Logan Schroeder

**Absent**

Lydia Jackson  
Stanley Varner

**Staff**

Liz Swaine  
Janie Landry  
E.D. Stewart

**Others Present**

**I. CALL TO ORDER**

Chair Logan Schroeder called the meeting to order at 3:34 pm; a quorum was present.

**II. ROLL CALL**

E.D. Stewart called the roll. Members present were: Christine Bailey, John Hubbard, Lydia Jackson, Terry Moore, and Logan Schroeder. Lydia Jackson and Stanley Varner were absent.

**III. APPROVAL OF ABSENCES**

**Terry Moore made a motion to excuse the absences of Lydia Jackson and Stanley Varner. John Hubbard seconded the motion. The motion passed unanimously.**

**IV. AMEND AGENDA**

Agenda amended to include Ethics Agreement and DSU Management Agreement under New Business.

**John Hubbard made a motion to approve the agenda amendment to add Ethics Agreement and DSU Management Agreement under new business. Terry Moore seconded the motion. The motion passed unanimously.**

**V. WELCOME/PRESENTATIONS/INTRODUCTIONS**

Mr. Schroeder welcomed the board. There were no presentations.

**VI. PUBLIC COMMENTS (Agenda Items)**

Mr. Schroeder asked if there were any public comments on the agenda. There were none.

**VII. CONSENT AGENDA**

**A. Minutes**

Mr. Schroeder asked for a review of the minutes for the December 20, 2017 meeting and for any amendments or revisions. There were none.

**Terry Moore made a motion to approve minutes for the December 20 meeting as submitted. John Hubbard seconded the motion. The motion passed unanimously.**

**B. Financials**

Ms. Swaine asked the board to review the December 2017 Budgetary Comparison Financial Statement (BCFS). In a pre-audit meeting, it was noted that the state

wants to confirm that the board is getting a detailed description of financials indicated as "Budgetary Comparison Financial Statement" in minutes.

Ms. Swaine noted that a 2016 payment for Streetscape was made in 2017 and was reflected in the variance for that line item. Both Streetscape and Shreve Park contracts are up to date despite not having received a signed contract for either. The Event Sponsorship expense line item was over budget, at the board's approval. There was nothing unusual in the financials to note as of this date.

For the 2018 Budget, the ad valorem amount expected is \$663,000.00. It is anticipated that DDA will receive an additional \$70,000.00 in valorem tax revenue in February. Ms. Swaine stated that as more buildings and projects are completed, property values will rise leading to more property taxes paid.

**Christine Bailey made a motion to accept the December 2017 Budgetary Comparison Financial Statement as presented. John Hubbard seconded the motion which passed unanimously.**

## **VIII. REPORTS**

### **A. Director's Report**

1. 401 Spring Street (Corner of Spring and Travis)
  - Closed on 12/29/17
  - Plans to begin construction in 6 months
  - Market Rate Apartments/ 2019
  
2. 509 Market 'The Standard'
  - Developer in town last week
  - Brought Market/restaurant specialist to town
  - Oct./Nov. Opening
  - Late Summer- Apt Applications accepted
  
3. 711/715 Milam- 'UNEEDA Biscuit Building'
  - Dec. 27- Court approved a Sale
  - Jan. 1- Taylor/Brown group paid option payment
  
4. 719 Marshall Street 'Ridgeway Square'
  - Received SHPO approvals for windows, plaster/sheetrock; this allows work to continue
  - Project Completion estimated for 1<sup>st</sup>Q 2018
  
5. 500 Texas St.- 'Hutchinson Building'
  - Remodeling Ongoing
  - 'Missing Link' restaurant to open 1<sup>st</sup> Q 2018
  
6. 624 Texas Street- 'Lofts at 624' & Two Adjacent Buildings
  - Magee Resource Group moved into three story building- Dec. 15

7. Former SporTran Facility, Crockett Street
  - Multiple interested parties for uses
  - No updates from owners
  
8. Shreveport Aquarium
  - Solid Interest, good crowds
  - Liens slowly being repaid
  - Changes at SALT
  
9. Sci-Port
  - New Year's Eve Fundraiser lackluster
  - No update on bill payment/possible re-opening
  
10. Frida's Bar and Grill, 200 Travis
  - Under construction
  - Opening soon
  
11. Old Nall's Glass- 718 Crockett St.
  - New Home to Paula and Wayne Alexander
  
12. Several Other Buildings for Sale
  - 513-515 Spring (Kirby Kelly Building)- bank owned, \$790,000
  - 520 Spring Street (The Quarter)-\$1,070,000
  - 525 Milam (Centerpoint Building) \$5,500,000
  - 500 Fannin (Joe D. Waggoner) \$2,995,000
  - 312 Texas Street (former McDonald's / Baci Restaurant) \$350,000

#### **OTHER ITEMS OF INTEREST**

- Streetlight Replacements
- Beaded Blanket Trail in Shreveport Common

#### **B. Parking Report**

There was no parking report.

### **IX. OLD BUSINESS**

#### **A. Cross Bayou – General Support Letter**

Ms. Swaine presented the board with a draft letter to Mayor Tyler regarding the general support of Cross Bayou development. After discussion on the inclusion of a specific development company, the board felt it was appropriate to make the letter more generic and not refer to the name of the company.

**John Hubbard made a motion to approve the letter, leaving out specific reference to any development company. Christine Bailey seconded the motion. The motion passed unanimously.**

**B. Capital One Bank – Third Party Custodian Agreement**

Ms. Landy informed the board that Capital One had made the recommended changes by DDA legal counsel Jerry Jones. The agreement has been signed and sent back to Capital One.

**X. NEW BUSINESS**

**A. 2017 Audit Engagement Letter – Cook & Morehart**

Ms. Landry presented the standard engagement letter from Cook & Morehart for the 2017 DDA audit at a cost of \$14-16,000. The previous year's rate was approximately \$12k. The state has added requirements which will add approximately 40-60 hours of work for the auditors.

**Terry Moore made a motion to approve engagement with Cook & Morehart and the 2017 DDA Audit to include the updated rate and additional cost of extra hours. Christine Bailey seconded the motion. The motion passed unanimously.**

**B. Sidewalk Café Ordinance**

City Council voted to update the Chapter 10, Chapter 62 and Chapter 78 ordinances to include sidewalk cafés in downtown and to allow the sale of alcoholic beverages in these café spaces if a certain set of requirements are met. A Sidewalk Café Committee (consisting of the Executive Director of the DDA, Executive Director of the MPC, Chief of Police, and the Director of Public Works or their designees) was created to create a permitting process for property owners and business tenants to utilize portions of the sidewalk for food/beverage use.

**C. Wireless Telecommunications Facility Ordinance**

Ms. Swaine noted that the WTF ordinance was important to downtown due to the implementation of transmitter facilities for 5G services and to ensure an esthetic appearance for the installation of these facilities. The ordinance establishes rules and regulations regarding appearance, acceptable location and the like.

**D. The Bush School of Government and Public Service – Capstone Offer**

Arnold Vedlitz (Bob Bullock Chair of Government and Public Policy; Director Emeritus and Distinguished Research Scholar in the Institute for Science, Technology, and Public Policy at the Bush School of Government and Public Service) contacted Ms. Swaine to talk about a Capstone Study Project for Shreveport. The students would travel to Shreveport for field work and then conduct the study remotely. The cost would be between \$6,000-\$7,000 which possibly could be funded from the Emerging Opportunities line item (currently at approximately \$8,000). The study would have to be relevant and help with economic development and growth for downtown. One suggested study was exploring how downtown could utilize gaming dollars to expand development. Terry Moore expanded on that suggestion with studio gaming tournaments versus on-site gaming tournaments. No decision was made; Ms. Swaine asked board members to think about other possible study needs downtown for further discussion.

**E. Ethics Agreement**

Ms. Landy presented the board with an ethics agreement form for members to sign indicating they are aware of the policy requirement that they take the state mandated ethics training. This is a new requirement of the auditors in addition to

the regular ethics training certification that board members/staff receive after completing the annual training. Another new Statewide Agreed Upon Procedure is that DDA must have an Ethics Policy.

**F. DSU Management Agreement**

Ms. Landry presented the board with the standard DSU management agreement. Nothing has significantly changed in the 2018 agreement other than the updated date.

**John Hubbard made a motion to approve the DSU management agreement as presented. Christine Bailey seconded the motion. The motion passed unanimously.**

**XI. ANNOUNCEMENTS**

Christine Bailey may not be able to attend the next meeting due to surgery. Ms. Swaine informed the board that regarding a replacement for former board member Keith Todaro, the mayor hopes to have a new member recommendation on the next council meeting agenda.

**XII. PUBLIC COMMENTS (NON-AGENDA ITEMS)**

There were none.

**XIII. ADJOURN**

With no further business to address, the meeting adjourned at 4:47 pm.

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Lydia Jackson, Secretary