

**Downtown Development Authority
Board of Directors Meeting
September 26, 2018**

Present

John Hubbard
Tim Huck
Terry Moore
Logan Schroeder

Absent

Christine Bailey
Lydia Jackson
Stanley Varner

Staff

Liz Swaine
Janie Landry
Stacie Leng
E.D. Stewart
Lorenzo Lee

Others Present

Dianne Clark, *Sci-Port Exec. Dir.*
Michael Corbin, *AEP*
Bill Wiener

I. CALL TO ORDER

Chair Logan Schroeder called the meeting to order at 3:33 pm; A quorum was present.

II. ROLL CALL

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

III. APPROVAL OF ABSENCES

Mr. Schroeder asked for a motion to approve absences.

John Hubbard made a motion to excuse the absence of Christine Bailey, Lydia Jackson, and Stanley Varner. Terry Moore seconded the motion. The motion passed unanimously.

IV. AMEND AGENDA

Mr. Schroeder asked if there was a need to amend the agenda. There was not.

V. WELCOME / PRESENTATIONS / INTRODUCTIONS

Mr. Schroeder welcomed the board members, staff, and guests. Ms. Swaine introduced Ms. Dianne Clark, the new executive director for Sci-Port. Ms. Clark gave a brief presentation on her experiences and qualifications, the state of Sci-Port when she came on board, and future plans. Ms. Clark has 30 years in education, most recently at Northwest Louisiana Technical College, as well as state and federal grant experience. When she was hired as executive director, Sci-Port was in a dire situation and significant portions of the facility had been demoed out and not rebuilt. The planetarium and downstairs space will re-open on October 18. Ms. Clark stated that her salary is being funded by the Community Foundation for one year. Attractions currently not in Sci-Port's possession cannot be retrieved by the new entity managing Sci-Port (STEM INC.). She will be putting together a list of needs relative to displays and attractions that donors can see in order to contribute.

Members of the public in attendance: Mr. Michael Corbin (AEP), and Mr. Bill Wiener.

VI. PUBLIC COMMENTS (Agenda Items)

Mr. Schroeder asked if there were any public comment regarding agenda items. There were none.

VII. CONSENT AGENDA

A. Minutes

Mr. Schroeder asked for a review of the August 29, 2018 minutes and for any amendments or revisions. There were none.

John Hubbard made a motion to approve the August 29, 2018 minutes as submitted. Tim Huck seconded the motion. The motion passed unanimously.

B. Budgetary Comparison Financial Statement

Ms. Swaine asked the board to review the August 2018 Budgetary Comparison Financial Statement. She noted that DDA's tax revenue is in a good midrange amount at this point in the year. Streetscape Contract payments are current. Parking Contract payments from the City are one month behind. Expenses for the annual audit are likely over by around \$5,850.00.

Tim Huck made a motion to accept the August 2018 Budgetary Comparison Financial Statement as presented. Terry Moore seconded the motion which passed unanimously.

VIII. REPORTS

A. Director's Report

- 1.** The Standard – 509 Market
 - October Applications/December move in for apartments
 - First floor commercial will take longer to lease
 - Food Court similar to White Star in BR/ Sidewalk Patio
- 2.** 500 Texas Street
 - Dick Grieder owns
 - Ground floor retail space, two apartments above
- 3.** 624 Texas – Rhino Coffee
 - First sidewalk café!
- 4.** 717 Crockett – Address Ford Garage
 - Jim Malsch to purchase
 - Work to commence early 2019
- 5.** Arlington Hotel – Louisiana & Cotton
 - Every Man a King Distillery
 - Acquiring Investors Now
- 6.** Macaroni Plant – 104 North Common
 - For sale
 - \$632,000
 - 31,600 SF
- 7.** Thrash Construction – 1010 Marshall
 - For Sale
 - 3105 SF
 - \$389,000
- 8.** DSDC Graffiti Removal Unit
 - Addressing graffiti in public rights-of-way

B. Parking Report

Mr. Lorenzo Lee presented the Parking report for August 2018. Ticket revenue, and boot revenue are still being negatively impacted due to the transition back to Complus. Next month's numbers should look better since notices are now going out. Coinage is at expected levels but on a decline from previous years. Bids have been received on new meters which will be placed in higher traffic areas.

IX. OLD BUSINESS

A. Budget Committee Report

Ms. Swaine gave a summary of the budget committee meeting with Christine Bailey, Tim Huck and Stanley Varner. Mr. Huck stated that as a committee they found the budget to be extremely responsible and no issues were seen.

Ms. Swaine then presented the 2019 Budget and Program of Work to the board. She reviewed each line item and explained the purpose (if not self-explanatory) and any differences in cost for line items that had changed.

B. DDA Board Appointments

Lydia Jackson and Christine Bailey's DDA board terms have expired. Mayor Tyler has not responded with updates yet.

C. Shreveport Common Park

The groundbreaking ceremony for Shreveport Common will take place on October 16. Shelly Ragle, Chairman for Shreveport Common sent a request for \$25,000.00 from the DDA as a show of support for the park. The funds will be pulled from both emerging opportunities and reserves.

John Hubbard made a motion to approve a donation amount of \$25,000.00 to Shreveport Common. Tim Huck approved the motion which passed unanimously.

D. Bid Single Space Meters

There were three bids received for single space parking meters. One bidder would like to offer refurbished parts at a lower cost but there is a concern if allowing that will affect the legality of the bid process. Staff is consulting with DDA legal counsel Jerry Jones regarding the bid.

X. PUBLIC HEARING – DDA 2019 Budget and Program of Work

A. Motion to Open Public Hearing

At 4:41, Terry Moore made a motion to open the Public Hearing for the DDA 2019 Budget and Program of Work. Tim Huck seconded the motion which passed unanimously.

B. Public Hearing

Mr. Schroeder asked if any members of the public wished to speak about the 2019 DDA Program of Work and Budget. There were no comments or input from the public regarding the 2019 DDA Budget and Program of Work.

C. Motion to Close Public Hearing

At 4:43 pm, John Hubbard made a motion to close the Public Hearing for the DDA 2019 Budget and Program of Work and return to the regular DDA session. Tim Huck seconded the motion which passed unanimously.

XI. NEW BUSINESS

A. 2019 Budget and Program of Work

The 2019 Budget and Program of Work was reviewed earlier in the meeting.

Tim Huck made a motion to approve the 2019 Budget and Program of Work as submitted. Terry Moore seconded the motion. The motion passed unanimously.

XII. ANNOUNCEMENTS

Mr. Schroeder asked if there were any announcements. Ms. Swaine presented the board members and guests with special color changing cups ordered for the Food Crawl.

XIII. PUBLIC COMMENTS (NON-AGENDA ITEMS)

Mr. Schroeder asked if there were any public comments on non-agenda items. Mr. Wiener expressed his concern regarding the use of plastic cups at public events due to environmental issues, and suggested purchase of paper material cups.

XIV. ADJOURN

John Hubbard made a motion to adjourn. Terry more seconded the motion. The motion passed unanimously.

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

Lydia Jackson, Secretary