

**Downtown Development Authority
Board of Directors Meeting
August 31, 2020. 3:00 pm**

Present	Absent	Staff	Others Present
John Hubbard	Candice Battiste	Liz Swaine	None
Tim Huck (left at 3:40 pm)	Lloyd Brown	Janie Landry	
Terry Moore	Stanley Varner	Stacie Leng	
Logan Schroeder		Lorenzo Lee	
		Peggy Hellyer	

I. CALL TO ORDER

The meeting was called to order at 3:07 pm. There was a quorum present.

II. ROLL CALL

Peggy Hellyer called the roll. Members present were John Hubbard, Tim Huck, Terry Moore, and Logan Schroeder.

III. APPROVAL OF ABSENCES

Tim Huck made a motion to accept the absences of Candice Battiste, Lloyd Brown and Stanley Varner. Terry Moore seconded the motion, which passed unanimously.

IV. AMEND AGENDA

There were no amendments to the agenda.

V. WELCOME / INTRODUCTIONS / PRESENTATIONS

There were no welcome / introductions or presentations.

VI. PUBLIC COMMENTS

There were no public comments.

VII. CONSENT AGENDA

A. Minutes

Mr. Huck asked for a review of the July 22, 2020 regular meeting minutes and for any changes or revisions. There were none.

John Hubbard made a motion to approve the minutes of the July 22, 2020 meeting minutes as submitted. Tim Huck seconded. The motion passed unanimously.

B. July 2020 Budgetary Comparison Financial Statement

Ms. Swaine asked the board to review the July 2020 Budgetary Comparison Financial Statement. She noted the city has recently sent a check in the amount of \$10,188 for recent ad valorem taxes collected. Revenue is slightly more than budgeted. Another smaller check may be received before the end of the year. Streetscape and Parking contract payments are current through July. Interest revenue is less than budgeted. Originally, the board approved depositing revenue into the LAMP fund but since interest rates dropped, it would not have been beneficial to do so.

Ms. Swaine reported that all expenses are in line. Due to the Covid pandemic, money has been saved on various line items – such as dining and entertainment, seminars and training, and travel expense. There were small expenses related to the LED grant for downtown street lighting. DDA will be

reimbursed for these expenses through the grant funds. Terry Moore questioned whether or not it would be worthwhile to look into refinancing the existing DDA bond. Staff needs to confirm whether the bond has a payoff penalty. Additional information will be provided to the board for further discussion.

A motion was made by Terry Moore to accept the July 2020 Budgetary Comparison Financial Statement and seconded by Logan Schroeder. The motion passed unanimously.

VIII. PUBLIC HEARING – 2021 BUDGET AND PROGRAM OF WORK

A motion was made by John Hubbard and seconded by Logan Schroeder to open the Public Hearing on the 2021 Budget and Program of Work. The motion passed unanimously.

As there were no public comments, a motion was made by Tim Huck and seconded by Terry Moore to close the Public Hearing on the 2021 Budget and Program of Work. The motion passed unanimously.

The meeting was returned to the regular meeting format.

IX. REPORTS

A. Director's Report

There was no Director's Report given this month as several of the board members present had to leave early, and the quorum would be negated. Ms. Swaine did report on two street closures due to sewer repair that are forthcoming: the 500 block of Edwards Street and 100 block of Milam Street at Commerce Street. The streets will be closed for approximately two weeks. She also said that several new businesses are opening soon: Bleu Med Spa, located in the Standard building and Sha'Baby's Cajun restaurant in the 600 block of Texas Street. Owners of the Arlington / Every Man a King are waiting for their loan to be finalized with their new financial institution but still appear to be eager to resume construction. Construction is also moving forward in the 700 block of Crockett Street.

B. Parking Report

ShrevePark's Lorenzo Lee reported that the month of July was the largest month this year for ticket income and also the largest month since last year. More than 1000 tickets with partially bad addresses were able to be re-served because correct addresses were obtained. Combined meter revenue is down \$10,215. Total meter revenue is down \$2,499.72 from 2019. Credit cards paid online account for 62% of all credit card payment. All credit card payments (online and in-house) account for 68% of all payments. There was one boot for the month of July for \$685.

C. 2021 Budget Committee

Tim Huck and Logan Schroeder reported that the budget committee and staff drafted a lean 2021 budget without any bells and whistles because of the anticipated effects of the pandemic on property taxes. This conservative budget can always be amended at a later time if additional revenue is forthcoming.

X. OLD BUSINESS

A. LPSC / AEP SWEPCO – Downtown Lighting Grant

A total of six bids were received for the LED lighting project. The bids ranged in price from \$319,000 to \$169,800.

B. Downtown Security

The city has not moved forward on security cameras in public spaces downtown. On the issue of body cameras for parking patrollers, Ms. Swaine said that she is in contact with SPD Chief Ben Raymond about having access to the City’s servers and the vendor services for the cameras. The decision from the City should be forthcoming in the next 30 days.

C. I am Downtown Campaign/Downtown Marketing

The campaign has pivoted from a soft sale to one featuring local business owners and workers. The response has been solid.

D. Downtown Re-opening – Covid 19

Information regarding re-openings changes regularly. Tim Huck pointed out that one problem is there are too many agencies regulating businesses and that these agencies are not communicating effectively. He said it is very hard to please all and complaints range from restrictions being too strict to not being strict enough. Several bars are currently serving food so they can be reclassified as restaurants. Ms. Swaine reported that the re-opening of the Spring Street bridge has made a difference in downtown traffic. Office capacity is guesstimated at approx. 50% of full occupancy. Terry Moore asked how the Petroleum Club was doing. Ms. Swaine reported that the club is struggling but are adding events that have been successful in the past such as steak night and member appreciation nights to help stay afloat.

VIII. NEW BUSINESS

A. DDA Millage Reassessment

The recent reassessment decreased property taxes for a number of revenue-generating downtown buildings and both Caddo and Bossier assessors have made downward one-time adjustments because of COVID-19 business losses. A new millage rate for DDA was necessitated because of the assessors’ actions. DDA’s previous millage rate was 8.64. The Legislative Auditor’s office set the 2021 rate at 9.04. The change was approved at the last city council meeting.

B. 2021 Budget and Program of Work

Ms. Swaine reviewed the 2021 budget which is being proposed by the Budget Committee and noted increases and decreases in the various line items under revenue and expenses. She called the board’s attention to the possibility that a new truck will be needed for Streetscape and stated that funds for the purchase, if required, will have to come from reserves. She also reminded the board of its prior commitment to the City to fund \$25,000 for the Texas Street Bridge lighting project which was to be paid over two years. Ms. Swaine said that the committee recommended paying the \$25,000 from the 2020 reserves in one lump sum instead.

John Hubbard made a motion to accept the draft 2021 Budget and Program of Work as presented. The motion was seconded by Logan Schroeder and passed unanimously.

C. IFB #01-2020-Furnish and Install LED Lighting in Shreveport Central Business District – Selection of Contractor

Ms. Swaine and Ms. Landry shared information about the bids received for the project. Rimmer Electric submitted the lowest bid by just \$200 under the Wilhite Electric Bid. Staff is working with AEP/SWEPCO representatives to determine whether the products submitted by Rimmer Electric meet the bid specifications.

Tim Huck made a motion, which was seconded by Terry Moore, to allow Ms. Swaine to accept

the lowest responsive and responsible bid. The motion passed unanimously.

D. Resolution No. 2 of 2020 – Authorizing Executive Director to sign and execute professional services contracts with the City of Shreveport

John Hubbard made a motion to authorize Ms. Swaine, as Executive Director, to sign and execute all contracts, agreements, and related documents on behalf of the DDA. Tim Huck seconded the motion which passed unanimously.

IX. ANNOUNCEMENTS

Logan Schroeder asked for confirmation that three body cameras would be needed for the parking patrollers. Ms. Swaine responded that three would be needed. She also said that DDA would like to be able to access video footage and will work with the city to coordinate.

Ms. Swaine also reported that Monica Rogers has been hired as the new parking employee. She began employment on August 24th.

John Hubbard inquired about downtown building rehabs currently in progress. Ms. Swaine reported that most are moving forward but slowly. Every Man A King is stalled but reportedly will continue, according to the property owners. The Standard is at 95% occupancy. Caddo Common Park is also looking good, although there is an issue with the homeless sleeping on the benches. Phase two of the park will include an amphitheater. 700 Texas Street has been purchased and will be renovated. She also noted that developers from New Jersey and Chicago have expressed interest in the Petroleum Tower and the Lofts at 624 Texas. Ms. Swaine stated that occupancy rates downtown indicate a high interest in downtown living currently. Jeff Spikes is moving forward on the building adjacent to DDA for a mixed-used retail/office development.

X. PUBLIC COMMENTS (NON-AGENDA ITEMS)

No public comments.

XI. ADJOURN

With no further business to address, the meeting adjourned at 3:58 pm.

Candice Battiste, Secretary