

**Downtown Development Authority
Board of Directors Meeting
October 31, 2022**

Present	Absent	Staff	Others Present
Lloyd Brown (Left at 4:28 pm)		Liz Swaine	
Michael Corbin		Stacie Leng	
Drayden Dunn		Peggy Hellyer	
Tim Huck (Left at 4:11 pm)			
Kathy Malone			
Terry Moore			
Kyle Southard			

I. CALL TO ORDER

The meeting was called to order at 3:32 pm by Chairman Tim Huck. Mr. Huck left the meeting at 4:11 pm, at which time Vice-President Terry Moore presided. A quorum remained.

II. ROLL CALL

Peggy Hellyer called the roll. There were no absences.

III. APPROVAL OF ABSENCES

IV. AMEND AGENDA

The agenda was amended to move several items up on the agenda for a vote while all board members were present: Public Hearing, Budget Committee Report and DDA 2023 Budget and Program of work.

A motion was made by Tim Huck to amend the agenda as stated. A second was made by Terry Moore, and the motion carried unanimously.

V. WELCOME / INTRODUCTIONS/ PRESENTATIONS - None

VI. PUBLIC COMMENTS – None.

VII. CONSENT AGENDA

Minutes

Ms. Swaine asked for a review of the September 28, 2022, regular meeting minutes and for any changes or revisions.

A motion was made by Tim Huck to approve the minutes of the September 28, 2022, meeting. Drayden Dunn seconded the motion, which passed unanimously.

September 2022, Budgetary Comparison Financial Statement

Ms. Swaine reviewed the September 2022 Financial Statement. She reported that revenue and expense is as expected at this time. Contracts with the City are current. The approved 2022 budget did not have a line item for trees/infrastructure since the additional funding from the City was not expected. Therefore, the line item is over.

A Motion was made by Kathy Malone to approve the September 2022 Budgetary Comparison Financial Statement as presented. Lloyd Brown seconded the motion, which passed unanimously.

VIII. PUBLIC HEARING – 2023 Budget and Program of Work

A motion was made at 3:33 pm by Tim Huck to open the Public Hearing. The motion was seconded by Lloyd Brown and approved unanimously. As there was no one present for the hearing, a motion was made at 3:34 pm by Kathy Malone to close the Public Hearing and reconvene into the regular meeting. The motion was seconded by Terry Moore and carried unanimously.

IX. REPORTS

A. Director's Report

1. 114 Texas Fire
 - Lawsuit?
 - Concern over remains of back wall
 - Historic tax credits are not available now
 - Future use unknown
2. 400 Texas Street- Former Chase Tower
 - Auction 10-31-22 through 11-2-22; starting bid - \$800,000
3. 500 Fannin Street- 'State Building'
 - Interior demo/remediation beginning
4. 427/429 Crockett Street
 - SWEPCO vault, additional infrastructure
 - Work continuing on buildings
 - Restaurant, retail/commercial & apartments
 - Will be on upcoming Artwalk
5. 719 Marshall Street
 - Work continuing; one apartment occupied
 - Interest in commercial space
6. 400 Crockett Street.- 'The Lot'
 - Under new management- Jackie Brock
 - Heavy metal concert planned for Fri., Nov. 4
7. Crockett Street Mural
 - Color on wall
 - Mid-November completion
8. 620 Texas Street
 - Urban Proper -grocery market concept
 - Unknown planned opening date
9. 700 Texas Street- Cooper's Corner
 - Work progressing
 - First tenants in by Dec.
 - 75% leased
10. 721-727 Milam Street., Creswell Hotel
 - Interior cleanout continuing
 - Lost wall on rear outbuilding this weekend
 - Part 1 Historic Credit Application filed
11. 800 Block Texas Ave.-Caddo Common Park
 - Mister station going in

- Pavilion construction complete
 - Sat., Nov. 12 opening w/The Seratones
12. Downtown Tree/Tree Removal/Stump Grinding
- Quotes due 11/3
13. Shreveport Mayoral (and other) races
- Chamber of Commerce Forums Interesting
- A. Early voting ends Tuesday at 6pm
- B. City Economic Development Changes

B. Budget Committee Report

Ms. Swaine reported that the Budget Committee (Tim Huck, Drayden Dunn and Michael Corbin) met on October 26 to discuss the 2023 budget. Drayden Dunn commented that he believes the Board will find the budget sufficient. Some line items increased as expected. A Board discussion about the bond payoff is required. Tim Huck complimented Ms. Swaine on keeping the budget in line each year. Ms. Swaine gave a review of the budget line items:

Income

- Property tax is always the best estimate available; \$708,000 is the tax revenue for 2021 that was collected in 2022.
- The Streetscape contract amount will not increase, even though Swaine asked for a CPI/inflation increase.
- The Parking contract amount will not change.
- DSDC Management contract is the same as 2022.
- Interest income is anticipated to increase slightly due to interest rate hikes.
- FUMC lot management will not change.
- 2022 carryover is the City funding for trees/signage/mural coating.

Expense:

- Medical insurance is anticipated to increase
- Payroll taxes are expected to increase.
- Staff parking will be more.
- Legal is for trip and fall lawsuits that include DDA even though City owns sidewalks.
- Accounting line item is increased due to state mandates.
- Insurance is expected to slightly increase in 2023.
- Bond principal/interest. Ms. Swaine reviewed for the newer board members that the debt DDA has been paying is for a 2004 \$3M bond issue. The City had encouraged DDA to incur the debt as it would be a 'partner' bond to a project the city was planning. That large project did not happen so the money that was allocated and unspent was returned. A few projects were completed and DDA has been paying annual principal and interest since 2005. If the payoff takes place tomorrow (11/1/22), \$13,000 could be saved in interest payments. The balance is \$205,000, and the Board has discussed paying it off for a few years. Payoff would allow additional funding for police, downtown beautification, and other DDA-managed projects.
- This year DDA opted to provide funding for downtown security by hiring SPD officers. Ms. Swaine strongly believes that the City should fund police coverage of downtown. She noted that 60% of the City's budget goes into public safety. DDA began hiring officers in March. A full year would cost \$54,600 which would be a significant expense for DDA to assume. Ms. Swaine said she will have additional conversations with SPD. The Police Department would like a substation in downtown. It was thought that the Lee Hardware Apartments could provide a location for the substation, but an agreement could not be reached. DDA will

occasionally have to hire officers for events, etc. but not on a permanent basis.

There was a decrease to the mounted patrol line item as manpower for the horses is not available and horses are not the best way to provide police protection in the downtown environment on a day to day basis.

- Ms. Swaine stated that the proposed budget is more complex than previous years. A general discussion ensued. Michael Corbin stated he was glad that DDA has not made concerns of policing public yet. After the election and run off is determined, perhaps then the Board can pursue the issue more aggressively. Kyle Southard asked what the source would be to pay off the bond issue. Ms. Swaine replied that the money would come from reserves. Kathy Malone asked about the line item increase for 416 Cotton Street. Ms. Swaine said that the small front parking area in front of the building needs to be redone, there is some work required in the storage area, but no major work is anticipated. Kyle Southard stated that funding for downtown police and beautification projects are important for downtown and should help overall. Ms. Swaine will also try to use partnerships with property owners to help with beautification efforts. She said Cooperative Endeavor Agreements will be signed and designate responsibilities (such as maintenance) for beautification grant recipients.
- The City bond proposal that was passed included funding for safety. Chief Smith has said that the Department does not have funds to pay rent for substations, but downtown property owners can generally not provide free space. Lloyd Brown asked about the proposed use of the substation. Ms. Swaine explained that it would be the officers' workstation and provide computers, phones, etc. and perhaps would be staffed with designated work hours. The substation was previously in the Red River District. Terry Moore asked if a vacant office space in one of the office towers – Louisiana, American or Chase – could be used. Ms. Swaine stated that the police would like a very visible first floor location and noted that several of the office buildings could provide that type of space. The Chief has said that he intends to staff the substation with six officers, although not all would be deployed downtown. Ms. Swaine also reported that the DDA still does have money for additional police security but cautioned that the funding would not allow hiring officers every week.

X. OLD BUSINESS

A. Downtown Security, Homeless Issues

This issue was discussed in the budget analysis. Ms. Swaine meets with all new officers and briefs them each weekend to be certain they are aware of potential problems.

B. 2022 City Elections

DSDC desired to hold a candidates' forum but was not able to get commitments from all the candidates for the District B City Council race. Ms. Swaine said she will try again if there is a run-off.

C. Trees: Stump Removal Quotes

Deadline for quotes to be received is 5 pm, 11/3/22.

XI. NEW BUSINESS

A. DDA 2023 Budget and Program of Work

Previously discussed in the Budget Committee Report

The Budget Committee (Tim Huck, Drayden Dunn and Michael Corbin) recommended that the Board accept the 2023 budget as presented. Terry Moore seconded the motion, which was

approved unanimously.

Ms. Swaine reported that the check to pay off the bond has been written and will be paid out of reserves on 11/1/22.

B. Resolution Authorizing Executive Director to Sign Contracts on DDA's Behalf

The resolution was amended to allow Vice Chair Terry Moore to sign in the absence of Chairman Tim Huck.

A motion was made by Michael Corbin authorizing Executive Director to sign contracts on DDA Behalf. The motion was seconded by Kyle Southard and carried unanimously.

C. Amending the 2022 Budget.

Ms. Swaine explained that the 2022 budget revenue and expense is over the 5% that mandates an amendment primarily because of the \$175,000 from the City for trees/signage/mural coating.

A motion was made by Drayden Dunn to amend the 2022 budget. Kathy Malone seconded the motion, which passed unanimously.

XII. ANNOUNCEMENTS

There were no announcements.

XII. PUBLIC COMMENTS (NON-AGENDA ITEMS)

There were no public comments.

XIII. ADJOURN

With no further business to address, the meeting adjourned at 4:42 pm

Lloyd Brown, Secretary