

**DOWNTOWN DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS**

**EXECUTIVE COMMITTEE MEETING MINUTES**

**Wednesday August 25, 2021 – 4:00 PM  
ZOOM TELECONFERENCE**

Roll taken, Quorum present - Meeting was called to order at 4:04 pm

**Members Present:** Leo Marsh, Gregory Curtis, Chris Ross

**Members Absent:** Cleveland Spears, Michelle Craig

**Other Board Members Present:** None

**Staff/Counsel Present:** Richard McCall, Anthony Carter, Sabrina Smith, Devona Dolliole, Leigh Ferguson, Ryan Bordenave, Joshua Vairin, William Aaron (Counsel)

**Members of the Public:**

**Notice:** The time, location, and agenda had been adequately and publicly noticed.

**Call for Public Input Cards:** N/A

**Public Comments –** N/A

**Action Items**

- Approval of July 28, 2021 Executive Committee Meeting Minutes
- Approval of 2021 Budget Reforecast

**Approval of Executive Committee Meeting Minutes from July 28, 2021 – Action Item\* -** Commissioner Marsh requested a motion to approve the July 28, 2021 meeting minutes. Moved by Commissioner Curtis; Supported by Commissioner Ross; motion carried unanimously.

**Approval of 2021 Budget Reforecast - Action Item\***

- 1) Interest Earned (Line 63) – Interest rates on funds on deposit have remained at an historic low.
- 2) Banner Deposits Earned/Misc. (Line 64) – COVID-19 has reduced the demand for banners, due to events being cancelled.
- 3) Total City Sources (Line 72) – Collections of Ad Valorem taxes continue to be more robust than originally estimated.

- 4) Personnel Costs (All Departments) – At the request of the Board Chair to determine a way to recognize the dedicated performance of our staff through the COVID pandemic and the transition in leadership here at the DDD, management is recommending the following actions, to be effective with the first payday in October. That the Public Safety Rangers hourly payrate be increased by \$1.50, so as to achieve the \$15.00 per hour rate goal established four years ago. All salaried staff to receive a 5% increase in pay.
- 5) Personnel Costs Total (Line 86) – Plans to hire a Director of Operations and for the return of the Parks & Open Spaces Program Coordinator by the 4<sup>th</sup> Quarter 2021.
- 6) Holiday Lighting (Line 100) – Proposal to return to normal lighting display.
- 7) Police Detail Services (Line 137) – Increase in officer rates to Tier 2 (\$38.25) on all weekdays and Tier 3 (\$50.58) on all weekends in an effort to fill available shifts which currently go unstaffed. Current rates are Tier 1 (\$33.03) for weekday shifts which start between 2am and 10pm, Tier 2 (\$38.25) for all weekday shifts which begin between 10pm and 2am and Tier 2+ (\$41.25) for any shifts on Saturday and Sunday.
- 8) Private Security Services (Line 138) – Increase coverage in the Warehouse District to 2pm – 6am, seven days a week.
- 9) District Wide Development (Line 167) – Investment of \$30,000 alongside GNOF for HR&A funding and organizational proposal for Charity Innovation District.
- 10) Job Development (Line 168) – Working with GNO, Inc. on their Talent Attraction Program (including Remote Worker element).
- 11) Housing (Line 170) -Funding for sponsorship of due diligence regarding a potential development of a 100-unit, mixed-use, unsubsidized, affordable workforce housing project.
- 12) Façade Incentive (Line 175) – \$30,000 in additional funding to support additional lighting the 100 blocks on both sides of Canal Street.
- 13) Holiday Event (Line 189) – Funding for Holiday activities to include Movies on the Mississippi, concert at Harrah’s and a Canal Street lighting ceremony.
- 14) Communications (Line 194) – Funding for creation and implementation of a strategic marketing plan.
- 15) Employee Relocation (Line 241) – Estimated cost of relocating a new President & CEO.
- 16) Legal Services (Line 248) – Costs for continuing litigation with the City regarding Retirement Funds.
- 17) District Wide Capital Improvements (282) – Current year funding for Andrew Higgins Streetscape reduced based on procurement issues related to the project.

After all of the revisions in the reforecast, we are projecting that we will have \$231,000 in excess funds that will be able to be added to our reserves for the upcoming year.

Commissioner Marsh stated that he had reservations on hiring a new Director of Operations prior to a new President & CEO coming on board.

Richard stated that over 60% of the DDD Budget is Operations and although he handled both positions there should be someone there on a permanent basis. Whether or not it is done prior to the new President & CEO coming on is up to the Board to decide.

Commissioner Curtis suggests waiting on the new President & CEO to make a decision on hiring that position.

Make a note for private security to show it covers the Warehouse District and Lafayette Square.

Commissioner Marsh requested a motion to approve the 2021 Budget Reforecast. Moved by Commissioner Brown-Russell, supported by Commissioner Ross; motion carried unanimously.

## **Project Updates**

### **Richard McCall**

Infrastructure Plan –Implementation on infrastructure current CEA will need to be amended this fall. The soft cost is estimated at \$350,000 - \$400,000. This should be taken up at an upcoming board meeting. He also noted that he has handed the implementation of this project to Leigh Ferguson and that Donnie Clouse, Public Safety Manager and John Rousell, Public Space Operations Manager are more than capable of handling the day to day operations in those areas.

## **Finance**

### **Anthony Carter**

**2020 Audit** – There is an on-going need of information from the City. Extension has been given until September 30, 2021.

**Bond Sale** – This is on track. Approval has been received from the Board of Liquidation and the City Council. This will be going before the State Bond Commission on September 9, 2021.

**Infrastructure Escrow Account** – On August 23<sup>rd</sup> the Board of Liquidation transferred \$2.5 million to the Escrow Agent to fund payments. Funds will be transferred to the escrow agent on tomorrow.

On August 16 a mandate was issued to staff for Covid-19 vaccinations and testing. It requires that all employees by August 23, have at least their first shot or be subject to testing at least once a week. As of the 23<sup>rd</sup> 97% of our employees have gotten at least the first shot.

**Old Business** – No old business

**New Business** – No new business

**Executive Session** – No executive session

**Adjournment** – Chair Marsh requested a motion to adjourn; moved by Commissioner Curtis, supported by Commissioner Ross. Motion carried unanimously. Meeting adjourned at 4:30 pm.

