

**DOWNTOWN DEVELOPMENT DISTRICT
BOARD OF COMMISSIONERS**

**EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, July 27, 2022, 4:16 p.m. – 5:30 p.m.
DDD Ronald Gardner Board Room**

Roll taken, Quorum present - Meeting called to order at 4:16 p.m.

Members Present: Gregory Curtis, Carla Major, Chris Ross, Cleveland Spears

Members Absent: Chris Ross

Other Board Members Present: N/A

Staff/Counsel Present: Davon Barbour, Anthony Carter, Stuart Taylor, Scott Whittaker, (Counsel) and Brittany Carnes – Stone Pigman

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

Call for Public Input Cards: Barry Kern, President & CEO Kern Studios

Public Comments: – N/A

Action Items:

- Approval of May 31, 2022, Executive Committee Meeting Minutes
- Approval of Code Enforcement Inspections & Title Research CEA
- Approval of Contract for Private Security Services
- Approval of Contract for Event Management services for Holiday Events

Remove from Agenda Item VI– **Approval of Extension of Sidewalk Cleaning Contract** an action item – Moved by Commissioner Major; Supported by Treasurer Spears; Motion carried

Approval of Executive Committee Meeting Minutes from May 31, 2022: Chair Curtis requested a motion to approve the May 31, 2022, meeting minutes with the stipulation that Christopher Kane be placed on the next agenda to provide an update on pending tax litigation with the city. Moved by Vice Chair Major; Supported by Treasurer Spears; Motion carried.

Approval of Code Enforcement Inspections & Title Research CEA – Action Item: DDD will provide 141K to the city for two city personnel – an inspector and a title researcher - dedicated to assist the DDD for one year. Mr. Thomas Mulligan, Director of Code Enforcement will be at the Board of Commissioners Meeting on Tuesday, August 2nd. Commissioner Major expressed concerns re oversight of the city personnel slated to assist the DDD and would like to add to the CEA ‘...that the city would provide written and oral monthly reports to the Board of Commissioners prior to the last Wednesday... also that the city would provide representatives to meet with the DDD from time to time....’ Commissioner Major motioned to approve the CEA with amended changes. Commissioner Spears approved. Motion carried.

Approval of Contract for Private Security Services – Action Item: There was discussion about differences between the two RFPs submitted for security services. Their ability to fully staff during emergencies, events, their hours of work- shifts. **Security Experts and Leaders, Inc** scored lower, they are a smaller service provider and concerns were raised about their ability to fully staff shifts and fill the DDD needs, they had errors in their proposal and two their references were not up to date. They are local and a DBE certified business. **Vets Securing America** scored higher, they are not local do not have a presence downtown, however, there is a downtown office. They service several areas in the state e.g. Baton Rouge. They received positive references; have a strong financial position and are trying to obtain a certified DBE partnership. The commissioners suggested they present to the board and answer questions- possibly via zoom? The commissioners could not reach an agreement and deferred this action to the Board of Commissioner’s Meeting on Tuesday, August 2nd for more discussion

Approval of Contract for Event Management services for Holiday Events-Action Item:

Thirty-three companies were invited to submit an RFP- two responded- NOCCI and Robinson Et Al Marketing & Public Relations. NOCCI scored higher. They were the lowest price and DBE certified. The committee decided further discussion was needed after the presentation by Mr. Barry Kern, President & CEO of Kern Studios. Mr. Kern would like to partner with the DDD to produce holiday events and the Krewe of Jingle parade at Christmas. Anthony Carter is concerned that this partnership may impact community groups and dance schools who normally march in the Krewe of Jingle’s parade as well as costs. He observed that Kern Studios had the opportunity to submit an RFP but chose not to. The scope of work would have to be revised and the companies who submitted their RFPs be notified of the change. President Barbour asked Mr. Kern for clarification regarding the partnership between DDD and Kern studios. President Barbour will meet with Mr. Kern for further discussion. Commissioners Spears and Major believe this partnership would have a tremendous impact on the city and downtown businesses. Commissioner Major suggest that DDD, NOCCI and Kern Studios could work together. The commissioners decided further discussion was needed and deferred making a decision until the Board of Commissioners Meeting on Tuesday, August 2nd.

Project Updates: N/A

Old Business: N/A

New Business:

- President Barbour submitted document with recommendations from DDD staff with enhancements for DDD Sidewalk Cleaning & Public Space Services for review. This was also deferred to the Board of Commissioners Meeting on Tuesday, August 2nd
- Nominating Committee Meeting set for Friday, July 29, 2022

Executive Session: N/A

Adjournment

Moved Commissioner Major and Seconded by Commissioner Spears, motion carried