

**DOWNTOWN DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING MINUTES  
Tuesday, January 25, 2023, at 3:30 p.m.  
DDD Ronald Gardner Board Room**

Roll taken, - Meeting called to order at 3:49 p.m.

**Members Present:** Chair Gregory Curtis, Secretary Cleveland Spears, Commissioner Paul Flower

**Members Absent:** Vice Chair Carla Major, Treasurer Chris Ross,

**Other Board Members Present:** N/A

**Staff/Counsel Present:** Davon Barbour (via Zoom), Anthony Carter, Stuart Taylor,

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

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

**Public Comments:** – DDD received from Aaron J. Jordan a public comment card via email dated January 24, 2023. This was disseminated to the board prior to the meeting. The full written comment card was placed into the meeting minutes without objection by the executive committee members

**Action Items:**

Approval of December 6, 2022, Executive Committee Meeting Minutes – **Action Item\***

Acceptance of 2021 Audit – **Action Item\***

Approval of DDD Office Lease Extension – **Action Item\***

Approval of Stormwater Escrow Transfer – **Action Item\***

**Approval of December 6, 2022, Executive Committee Meeting Minutes – Action Item\***

Motion to approve by Secretary Cleveland Spears, seconded by Commissioner Flower. Motion carried

**Acceptance of 2021 Audit – Action Item\***

Auditors from Luther Speights & Company are expected to attend Board of Commissioners Meeting on February 7<sup>th</sup>.

DDD 2021 Audit was filed with the Legislative Auditor on January 3, 2023. The delay was caused by problems with receiving timely, complete, and accurate ad valorem tax receipts and receivables reports from the City. The auditors did issue an unmodified opinion on the financial records.

The auditors reported a significant deficiency in the controls over credit risk for the Stormwater Infrastructure Escrow Fund due to a lack of due diligence.

In reviewing State Agreed Upon Procedures, the auditors determined that staff did not conduct sexual harassment training

Motion to accept 2021 Audit by Secretary Cleveland Spears, seconded by Commissioner Flower. Motion carried

### **Approval of DDD Office Lease Extension – Action Item\***

Commissioner Flower had questions re lease rate, feasibility of a possible storefront and DDD office needs. There will be further discussion and research on office space needs and costs hence a motion to defer to the Finance Committee. Chair Curtis requested lease documents be sent to the Finance Committee. CEO Barbour also suggested there may be a need for a facility planner.

Motion to defer by Commissioner Paul Flower, seconded by Secretary Cleveland Spears

### **Approval of Stormwater Escrow Transfer – Action Item\***

The audit revealed that the controls over the escrow funds were not adequate. DDD is in the process of finding an acceptable Financial Institution. Anthony Carter shared he is expecting 3 proposals and will present the information at the Board of Commissioners meeting in February.

Secretary Cleveland Spears expressed concern over escrow funds, the timeline for changing escrow company/agent

### **Project Updates:**

There was no objection by the executive committee for the CEO's written report to be added to the minutes

CEO Barbour would like to add to the Board of Commissioners Meeting agenda:

- Introduction of the new 8<sup>th</sup> District Commander - Captain LeJon M. Roberts
- DDD/NOPJ CEA public safety camera

CEO Barbour expressed his thanks to the attendees and their contribution to a successful board retreat. He hoped that all board members fill out the retreat survey whether the member attended or not. A final report will be sent to the board of commissioners at the end of February

DDD launched Downtown Security Alliance - a working group of security professionals who will focus on the public safety interests of downtown properties and businesses

Regarding Harmony Circle and the DDD request for capital outlay funding, the state has requested information regarding the fiscal match

**Old Business: N/A**

**New Business: N/A**

**Executive Session: N/A**

### **Adjournment:**

Motion to adjourn Secretary Cleveland Spears, seconded by Commissioner Paul Flower. Motion carried