

PROCEEDINGS OF THE DOWNTOWN DEVELOPMENT AUTHORITY TAKEN AT A
REGULAR MEETING ON WEDNESDAY, FEBRUARY 8, 2023, at 7:45 AM.

Those present: Gregory Walls, Denice Skinner, Marie Centanni, Miles Matt, and Eric Crozier

Those absent: Michael Delcambre, Gus Rezende

DDA staff present: Anita Begnaud, Amy Trahan, and Rachel Holland

Others present: Corporal David Stanley

The meeting was called to order by Walls.

Public comment process is attached to the end of the agenda for individuals wishing to address the Board on agenda items. Request to speak must be submitted prior to discussion of the item. Individuals are allowed three minutes for comments.

Administrative Approvals/Reports

December Financials were presented for approval. Matt motioned to approve as presented, Crozier seconded, all voted in favor.

January Regular Meeting Minutes were presented for approval. Centanni motioned to approve as presented, Matt seconded, all voted in favor.

Employee Reimbursement

Matt motioned to approve the Personal Cell Phone Reimbursement Policy as amended by the board, Centanni seconded, all voted in favor.

First Supplemental Resolution: Sans Souci Building

Skinner motioned to approve the First Supplemental Resolution on Sans Souci Building, Crozier seconded. The resolution was read into the record and a roll call vote was taken.

Updates

EDD update – Blanchard provided a February 2023 Downtown EDD Financial Report.

Director Update

Holland gave updates on the following projects Downtown ARPA Projects, Congress Street Streetscape, Main Street sidewalks, Parc de Lafayette, and Parc Sans Souci Playground.

CEO Update

Begnaud noted that she is coordinating with Downtown Property owners regarding the RFP that LCG issued for the Performing Arts Center. Begnaud also noted that she is in discussion with development groups outside of our market about development opportunities Downtown.

Public Comment

There was no public comment.

Other Business

There was no further business, and the meeting was adjourned.



Downtown Development Authority Personal Cell Phone Reimbursement Policy

Policy:

All full-time employees using personally owned cell phones to conduct Downtown Development Authority business are eligible to receive a monthly monetary allowance.

The employee may choose a vendor, phone, and coverage plan of his/her choice, however, it must include email/internet access. The service contract should be entered into by the employee, and Downtown Development Authority shall have no obligation with respect to such contract nor the cell phone purchase, maintenance or payment of any affiliated bills or fees.

Receiving allowances:

To receive the allowance, the employee must submit an expense report in Certify. Full time employees are eligible for a \$75 allowance per month. If actual expenses are below the allowance amount, the employee will only be reimbursed up to that amount. When submitting your expense report, adjust the amount accordingly. The employee must have a completed Annual Cell Phone Certification Form filed with the Administration/Accounting Department before receiving the allowance. Signing this form will replace the need for employees to submit their phone bill every month.

The monthly allowance is being provided as an accountable plan in accordance with Internal Revenue Service guidelines and therefore is a non-taxable income. In order to comply with these guidelines, full time employees are required to complete an Annual Cell Phone Certification Form by January 31st of each year. Failure to submit the form in a timely manner will result in the issuance of Form 1099 in the full amount of the annual phone allowance. New employees will have 30 days from their start date to submit their form.

Conditions:

Cell Phones must always be readily accessible during business hours. It must also be in proper working order. If any device/service is out of order or the phone number has changed, the employee must notify the Director of Finance and Administration within 24 hours.

Effective Date: 2/8/2023

Annual Cell Phone Certification Form

The following information is provided to Downtown Development Authority in accordance with the Personal Cell Phone Reimbursement Policy.

By signing this form, I hereby certify that I have read and understand the Downtown Development Authority Personal Cell Phone Reimbursement Policy. Use of my personal cell phone is a requirement to fulfill my job duties, including being readily accessible during business hours. I also certify the amount of the allowance is appropriate, and my actual expenses incurred for cell phone service meets or exceeds the allowance provided to me by Downtown Development Authority during the calendar year noted below. If my actual expenses are below the cell phone allowance, I will only submit for reimbursement for that amount.

Name: _____ **Calendar Year:** _____

Cell Phone Number: _____ **Wireless Provider:** _____

Signature: _____ **Date:** _____



LAFAYETTE CENTRE DEVELOPMENT DISTRICT

FIRST SUPPLEMENTAL RESOLUTION

SANS SOUCI PROPERTY

8 February, 2023

WHEREAS, on 8 December, 2022 the Lafayette Centre Development District d/b/a Downtown Development Authority (“DDA”), after full and due deliberation and consideration, passed a Resolution authorizing its CEO, Anita Begnaud, to engage in certain efforts in pursuit of acquisition of property and improvements located within the District bearing the municipal address of 219 East Vermilion Street in the City of Lafayette, commonly referred to as the Sans Souci Building (“Property”);

WHEREAS, the DDA desires to purchase the Property and to pursue funding for such transaction from the Downtown Lafayette Economic Development District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the DDA hereby authorize its CEO, Anita Begnaud, to purchase the Property for a cash, lump sum amount of \$156,000, such purchase conditioned upon funding the entirety of this amount with monies procured from the Downtown Lafayette Economic Development District;

BE IT FURTHER RESOLVED that Anita Begnaud is hereby authorized to engage in all reasonable and necessary efforts to procure the foregoing funding from the Downtown Lafayette Economic Development District;

BE IT FURTHER RESOLVED that Anita Begnaud is hereby further authorized to expend monies belonging to the DDA as she may deem necessary and reasonable for attorney fees,

closing costs, title research, etc., as may be required to perfect procurement of the foregoing funding and purchase of the Property.

The foregoing resolution was read in full, was duly motioned and seconded, the roll was called and the First Supplemental Resolution passed upon the following votes:

YEAS: Gregory Walls, Miles Matt, Eric Crozier, Denice Skinner, Marie Centanni

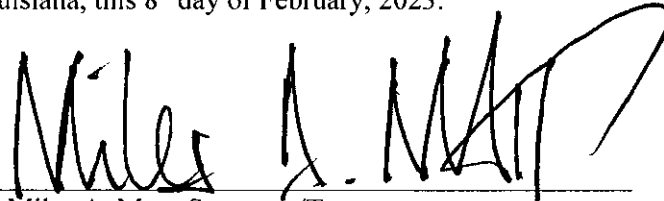
NAYS: None

ABSENT: Gus Rezende, Michael Delcambre

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the Resolution adopted at a meeting of a quorum of the DDA board held on 8 February, 2023.

Lafayette, Louisiana, this 8th day of February, 2023.

A handwritten signature in black ink, appearing to read "Miles A. Matt". The signature is written in a cursive style with a large, sweeping flourish at the end.

Miles A. Matt, Secretary/Treasurer
Lafayette Centre Development District d/b/a Downtown
Development Authority