

PROCEEDINGS OF THE DOWNTOWN DEVELOPMENT AUTHORITY TAKEN AT A REGULAR MEETING ON WEDNESDAY, April 12, 2023, at 7:45 AM.

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

Those absent: Eric Crozier and Gus Rezende

DDA staff present: Anita Begnaud and Amy Trahan

DLU staff present: Gabrielle Keaton and Anna-Laura Edmiston

Others present: Judge Doug Saloom, Judge Jules Edwards, Captain David Leblanc, Catherine Nebel, Sam Oliver, and Maggi Bienvenu

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

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

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

City Court Discussion

Judge Saloom and Judge Edwards updated the board on City Court needs for court activities in relation to moving the court from its current location for possible redevelopment of the current City Court site. Judge Saloom noted his desire to remain in Downtown Lafayette. Judge Saloom also noted that the Bar Association would like the court to remain in Downtown Lafayette.

Vehicle Allowance Policy

Matt motioned to approve the attached Vehicle Allowance Policy which authorizes payment of \$500 per month to the CEO, Centanni seconded, all voted in favor.

Budget Adjustment

Centanni motioned to approve moving \$2,300 from Capital Reserves to Other Insurance Premium and \$5,500 from Capital Reserves to Vehicle Subsidy Lease,

Updates

LPD update – Captain David Leblanc provided a security update for the Downtown District including updates on recent car burglaries and FIL camera security efforts.

EDD update – Walls provided the April 2023 Downtown EDD Financial Report as provided by Blanchard.

CEO Update

Begnaud noted that DDA Budget requests for LCG FY23-24 are due today. Begnaud also noted that ETRT resolution passed this week requesting additional funding for Jefferson Street streetscape and Johnston Street engineering and stakeholder outreach. Begnaud also noted that DLU requested quotes for Parc Sans Souci playground and will be evaluating over the next couple of weeks.

Public Comment

There was no public comment.

Other Business

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



**Downtown Development Authority
Vehicle Allowance Program**

Effective Date: 4/12/2023

1. Policy

The Vehicle Allowance Program (VAP) provides for the availability of employee-owned vehicles at the executive level.

2. Applicability

The following positions shall be eligible for VAP participation:

CEO

Eligibility for participation in the VAP for this position shall be a condition of employment.

DDA desires that this executive-level position has adequate transportation while they are performing their job duties, especially when a significant portion of those duties are performed away from the principal place of business and also when it is necessary for these employees to have use and access to an automobile during certain situations or at times other than normal working hours.

No additional designation of eligible employees for the VAP shall be made without the approval of the Board of Directors.

3. Vehicle Standards

Vehicles utilized under this policy must meet the following standards:

a. Acquisition - must be either new or what is termed in the auto and banking industries as "program cars." However, an eligible employee entering the program for the first time may do so without purchasing a new vehicle, provided their existing vehicle meets the age requirement and other vehicle standards.

b. Maximum age of vehicle cannot exceed ten (10) model years. For the purposes of the VAP, the maximum age of the vehicle will be determined from the purchase date of the vehicle, if the employee is the original purchaser. If the employee enters the program with an existing vehicle, or is not the original purchaser of the vehicle, then the maximum age will be determined using an expiration date of January 1st of its model year. For example, a 1994 vehicle placed on the program in August 1998 shall have an expiration date of January 1, 2000, regardless of the purchase or entry date.

The LCG reserves the right, regardless of the age of the vehicle, to reject any vehicle being offered by an employee entering the VAP that, in the sole judgment of the CAO, is not in acceptable condition for the use at hand.

c. The vehicle must be a four-door and have a minimum five-passenger capacity. The vehicle selected must be approved by the Board of Directors.

d. The vehicle must be either owned by the employee or leased to the employee under a long-term lease agreement (for two or more years).

e. The vehicle shall be kept neat in appearance and clean. Repairs will be the responsibility of the employee. Vehicles will be kept in good mechanical and safe operating condition at all times.

f. The following vehicle types are prohibited:

- 1 . Convertibles

g. Any exceptions to this policy will be based upon the unique needs of the operation and must be authorized in writing by the DDA Board of Directors.

4. Payments to Participants in VAP

Payments to participants in the VAP shall be equal to \$500 per month

5. Insurance Requirements

The employee shall provide a Certificate of Insurance evidencing said insurance coverage and approved by the Director of Finance and Administration.

6. Termination of Payments

Payments under this policy shall terminate in the event:


- a. The vehicle registered under the VAP becomes unavailable for use by the employee and no substitution of another vehicle meeting all of the above program requirements is made. Temporary substitutions may be made in the event the registered vehicle is out of service due to needed repair work without regard to the vehicle standards for a period of time not to exceed two weeks.
- b. The vehicle registered under the VAP exceeds the age of ten (10) model years.
- c. The employee is transferred to a position not included under the program or terminates employment with the DDA.

d. Funds are not appropriated for this purpose by the DDA Board of Directors.

7. Exceptions

In unique instances involving extenuating circumstances, exceptions to this policy may be granted by the Board of Directors.

Approved by



Gregory Walls, Chair of the Board of Directors

Date

04/12/2023