



## Meeting of Build Baton Rouge Board of Commissioners

<b>MINUTES</b>	<b>DECEMBER 19, 2019</b>	<b>9:00 AM</b>	<b>BBR OFFICE</b> 620 Florida St., Ste. 110 Baton Rouge, LA 70801
<b>MEETING CALLED BY</b>	Rodney Braxton		
<b>TYPE OF MEETING</b>	Build Baton Rouge (BBR) Board of Commissioners - Regular Meeting		
<b>NOTE TAKER</b>	Tara Titone		
<b>ATTENDEES</b>	<p><b>Attending Board Members:</b> Rodney Braxton, Chairman; Susan Turner, Treasurer; Theodore Major, Secretary; Charles Landry</p> <p><b>Also Attending:</b> Christopher Tyson, BBR CEO; Tara Titone, BBR COO; Tasha Saunders, BBR Grants Director; Rebekah Strickland, BBR Administrative Assistant; Heather LeBlanc, V. Graham (BBR CFO); Amanda Spain, Baker Donelson; Timothy Boone, The Advocate; Jonathan Hill, Franklin Associates; Sam Sanders, MCRA; Stephanie Riegel, Br Business Report; Mark Drennen, CAFA</p>		
	<b>CALL TO ORDER</b>		<b>RODNEY BRAXTON</b>
<b>DISCUSSION</b>	The meeting was called to order by Mr. Braxton at <b>9:02 AM</b>		
	<b>APPROVAL OF MINUTES</b>		<b>RODNEY BRAXTON</b>
<b>DISCUSSION</b>	The board reviewed the minutes from the November 21, 2019 meeting.		
<b>ACTION</b>	Mrs. Turner made a motion to approve the minutes, and Mr. Major seconded the motion. The November 21, 2019 minutes were approved with no objection.		
	<b>FINANCIAL REPORT</b>		<b>HEATHER LEBLANC</b>
<b>DISCUSSION</b>	Mrs. LeBlanc presented the board with the YTD Profit and Loss Actual vs. Budget, Program Statement of Activity, Cash Flow, and Monthly Cash Flow Projections for the period ended November 30, 2019, stating that BBR is slightly over budget in a few areas: operations, supplies, travel and meetings. Mr. Braxton asked if the marketing and rebranding expenses were one time expenses. Mr. Tyson confirmed they were. Mrs. Saunders clarified that OCD operational expenses would be reimbursed in the upcoming draw requests once the cost allocation plan is updated and approved by the city.		

<p><b>DISCUSSION</b></p>	<p>Mr. Tyson and Ms. Titone presented the 2019 Amended and 2020 Proposed General Fund Budget, 2019 Amended and 2020 Proposed EBRMFA Budget, 2019 Amended and 2020 Proposed CDBG Gustav/Ike Budget, 2019 Amended and 2020 Proposed CDBG/HOME:OCD Budget, and the 2019 Amended and 2020 Proposed Land Bank Budget to the Board.</p> <p>On the 2020 Proposed General Fund budget, there is no change in staffing, no plans for new positions, and EBRCDE income and expenses are lower due to projects winding down in 2019.</p> <p>On the 2020 Proposed Land Bank budget, BBR will bid out lawn maintenance for the additional properties that BBR will maintain in its land bank. BBR is evaluating with city renewal of a contract with Tolemi, as BBR believes Toledo is a useful tool in remediating blight. If renewed, BBR will cover the cost of a \$40,000 property evaluation tool.</p> <p>Mr. Tyson explained there is a shortfall of \$189,287 as shown on the 2020 Cash Flow Projections, which is a snapshot of BBR's estimates today. Mr. Tyson extend his thanks to the city who has helped BBR pour through the budgets and explained that BBR and the city continue to mine the data. He expects numbers to move downward as efforts continue to move forward. Mr. Braxton stated that the mayor has expressed her full commitment to BBR and to making sure its efforts continue. Mr. Braxton is hopeful BBR can bring its numbers down and can continue to go on through 2020 to show progress and implement the transformative Entergy, Ardendale, and Plank Road projects. He said he is excited about the future, and a lot of progress has been made in the last month.</p> <p>Mr. Major asked is BBR is restricted from hiring other employees it needs due to cash flow and asked if BBR needs to make new hires. Mr. Tyson said BBR will not be making any new hires and that this is standstill budget with a 3% raise for all staff except for the CEO, but it does allow for continuity of operations. Mr. Tyson explained that BBR continues to discuss resource sharing with the city and is reexamining certain allocations to get the optimum result. Mr. Tyson also stressed the importance of BBR completing its strategic planning exercise so the agency can soon sit down with potential partners and donors to show them a clear message for BBR's future to Gardner support and show that their investment is worthwhile.</p>
<p><b>ACTION</b></p>	<p>A motion was made by Mrs. Turner to adopt a resolution to approve the Amended 2019 Proposed General Fund, EBRMFA, CDBG Gustav/Ike, CDBG/HOME: OCD, and Land Bank Budgets. The motion was seconded by Mr. Major. All Board members present were in favor, and the 2019 Amended General Fund, EBRMFA, CDBG Gustav/Ike, CDBG/HOME: OCD, and Land Bank Budgets were approved.</p> <p>A motion was made by Mr. Major to adopt a resolution to approve the 2020 Proposed General Fund, EBRMFA, CDBG Gustav/Ike, CDBG/HOME: OCD, and Land Bank Budgets. The motion was seconded by Mrs. Turner. All Board members present were in favor, and the 2020 Proposed General Fund, EBRMFA, CDBG Gustav/Ike, CDBG/HOME: OCD, and Land Bank Budgets were approved.</p>
	<p style="text-align: center;"><b>CEO UPDATE</b></p> <p style="text-align: right;"><b>CHRISTOPHER TYSON</b></p>
	<p>Mr. Tyson delivered a brief report announcing that a more extensive report would be delivered in January. He wished the board and public a happy holidays and saluted the BBR staff who worked around the clock in 2019 and have done an incredible job.</p>

	<p>He reported that 2019 was a busy year, starting with a Plank Road planning marathon, moving to a comprehensive BBR visioning and rebranding effort, to a bus rapid transit application submittal for the city, a HUD Choice Neighborhoods grant application submittal for Ardendale, the submittal of a New Markets Tax Credits application, additional land banking activities, and a phase I ribbon cutting at Electric Depot. Mr. Tyson thanked the board and partners for their ongoing support.</p> <p>Mr. Tyson invited the board to review the BBR logo draft posted on wall in the BBR offices. The board expressed support and liking of new logo. Soon BBR will begin switching over all collateral to reflect the new logo and design guidelines. Mr. Braxton commended Mr. Tyson and the staff's efforts, stating that it has been a long journey to this year. He feels good about the prospects and appreciates all of partners in the room today. Mrs. Turner stated that it feels good to come to board meetings and hear a positive report.</p>
	<p><b>ROOF RESET PROGRAM UPDATE</b> <span style="float: right;"><b>TASHA SAUNDERS</b></span></p>
<b>DISCUSSION</b>	<p>Mrs. Saunders presented the board a spreadsheet on the Roof Reset Program. The program is still in phase I. Of the 50 phase I files, BBR has completed 16. An additional 12 have been completed but are pending final inspection. 9 projects are pending contract approval from the city because they were over \$10,000. BBR expects to issue notices to proceed in the next few days. BBR anticipates all 50 roof repairs will be complete the 2nd week of January. Phase II of the program is projected to begin in February.</p> <p>Mr. Tyson announced that WBRZ is featuring a story with BBR and the city on a completed roof project in north BR.</p> <p>Mr. Tyson thanked the EBR Metro Council who worked with BBR and the city to approve an item to extend the amount of project costs to \$75,000 before council approval to allow BBR to move funds faster. The amount was previously \$25,000 and many projects were delayed from having to go through the council for approval. Projects under \$75,000 will now will go through City-Parish Grants Review who are just as aware of the urgency and importance of these projects.</p>
	<p><b>NEW BUSINESS</b> <span style="float: right;"><b>RODNEY BRAXTON</b></span></p>
<b>DISCUSSION</b>	No new business.
	<p><b>PUBLIC COMMENT</b> <span style="float: right;"><b>RODNEY BRAXTON</b></span></p>
<b>DISCUSSION</b>	No public comment.
	<p><b>ADJOURNMENT</b> <span style="float: right;"><b>RODNEY BRAXTON</b></span></p>
<b>DISCUSSION</b>	The meeting was adjourned by Mr. Braxton at <b>10:12 AM.</b>