

**Downtown Development District  
Joint Finance & Executive Committees Meeting Minutes  
Monday, June 1, 2015**

The Finance & Executive Committee Meeting was called to order at 2:30 p.m.

**Finance Members Present:** Joseph Bruno & Judy Barrasso

**Executive Members Present:** Allison Tiller, Judy Barrasso & Joseph Bruno

**Members Absent:** Karyn Kearney, Troy Carter & Tod Chambers

**Other Commissioners Present:** None

**Staff/Counsel Present:** Kurt Weigle, Anthony Carter, Stacey Weaver, Richard McCall, Bill Aaron & Rose Hagar

**Staff Absent:** None

**Public Present:** Steven Kennedy

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

**Action items:**

- Adoption of Agenda
- Adoption of March 25, 2015 Joint Finance & Executive Committee Meeting Minutes
- Approval of March 2015 Financial Statements
- Approval of April 2015 Financial Statements
- Approval of Office Space Lease
- Approval of Auditor Selection
- Approval of Sidewalk Cleaning Contractor

**Agenda Items:**

**Adoption of Agenda – Action Item** – Commissioner Barrasso requested a motion to adopt the agenda as drafted. Moved by Commissioner Bruno; supported by Commissioner Tiller. The motion carried unanimously.

**Adoption of March 25, 2015 Joint Finance & Executive Committee Meeting Minutes – Action Item** – There being no discussion, Commissioner Barrasso requested a motion to adopt the minutes as drafted. Moved by Commissioner Tiller; supported by Commissioner Bruno. Motion carried unanimously.

**Approval of March 2015 Financial Statements – Action Item** – There being no discussion, Commissioner Barrasso requested a motion to approve the March 2015 Financial Statements and recommend it be forwarded to the Board for adoption. Moved by Commissioner Bruno;

supported by Commissioner Barrasso. The motion carried unanimously.

**Approval of April 2015 Financial Statements – Action Item** – Mr. Carter briefly highlighted the items of importance.

Line 70: Advalorem Taxes – Collections are 66.65% of the amount budgeted for April and 104.95% of the amount budgeted YTD, and 103.19% of the total amount budgeted for 2015.

Line 197: Total Communications – No Donor Relations expenses and DDD Events expense delayed.

The Committee briefly discussed.

Commissioner Barrasso requested a motion to approve the April 2015 Financial Statements and recommend it be forwarded to the Board for adoption. Moved by Commissioner Bruno; supported by Commissioner Barrasso. The motion carried unanimously.

**Approval of Office Space Lease – Action Item** – Mr. Weigle thanked Mr. Carter & Mr. Ferguson for their help on the Selection Committee. He added that the DDD released a Request For Information and received 13 proposals, that were narrowed down to four. Mr. Weigle stated that once reviewed, it was determined that Place St. Charles was the more efficient proposer, being able to supply more of the organization's needs. The lease is for five years with a five year extension. The Committee briefly discussed.

Commissioner Barrasso requested a motion to approve the Office Space Lease and recommend it be forwarded to the Board for adoption. Moved by Commissioner Bruno; supported by Commissioner Tiller. The motion carried unanimously.

**Approval of Auditor Selection – Action Item** – Mr. Weigle thanked the reviewers, Anthony Carter, Sabrina Smith & Nolan Marshal, III for their work on scoring the three proposals. He informed the Committee that the reviewers recommended continuing business with the current firm, Duplantier, Hrapmann, Hogan & Maher due to their experience with the DDD and ad valorem tax issued regarding the City. Mr. Weigle stated that he didn't feel that was a strong enough reason to override the scoring. Instead, he decided to reject the Selection Committee's recommendation and recommend the highest scorer, Carr Riggs and Ingram, LLC.

Commissioner Barrasso requested a motion to approve the Audit Selection and recommend it be forwarded to the Board for adoption. Moved by Commissioner Tiller; supported by Commissioner Bruno. The motion carried unanimously.

**Approval of Sidewalk Cleaning Contract – Action Item** – Mr. Weigle stated that two proposals were received. He explained to the Committee that the sidewalk cleaning consists of pan & broom cleaning, graffiti removal, spot cleaning, gun removal and pressure washing. He added that this contract is vital to the development of the DDD, attracting new business, etc. Mr. Weigle thanked the other four reviewers Commissioners Barrasso & Kearney as well as Richard McCall and John Roussell for their work. It was determined that Block by Block, the current contractor was the highest scorer in all categories, except pricing. Though the price was lower, Empire Services' weekly hours were lower, which is the opposite of what the DDD needs. Mr. Weigle briefly reviewed the ratings from both companies. Chair Barrasso mentioned her

reason for recommending Block by Block for the sidewalk cleaning contract. Mr. Bruno stated that he will recuse himself from voting due to current and past legal issues with Empire.

Speaker Steven Kennedy addressed the Committee stating that he would like the DDD to partner with organizations that are willing to employ formerly incarcerated individuals. Chair Barrasso stated that the DDD has been in contact with the Federal Court who is working on the initiative and will be reaching out to the contractor to meet w/ the Judge and probation officer in an effort to get to the right program.

**4<sup>th</sup> Quarter 2014 DBE Report – Discussion** – Mr. Carter informed the Committee that the DDD fell short of its goal. Two prime contractors did not report DBE partnerships. One of the contractors were placed on notice, the DDD has opted not to renew the other company's contract.

**Updates** – Mr. Carter noted that the audit is complete. It was determined that the City is continuing to hold DDD's funds. A draft will be available by next week. A special meeting will be scheduled to adopt the budget sometime this month.

Mr. Carter informed the Committee that the DDD received a Green Game Award from Life City Organization for Excellence in Sustainability. A \$500 award was given and will be used to further sustainability efforts around the office.

**Public Comments** – Steven Kennedy stated that he would like to see DDD increase their DBE participation goal from 15% to 35% to meet the City's threshold. He asked if the DDD implemented claw backs into contracts. Mr. Carter responded Mr. Kennedy's statement regarding increasing the DBE percentage; he stated that unfortunately the DDD's contracts are so small that it wouldn't be feasible for the contractors to give 35% to DBE firms, but that the management is working to arrive at other means for capacity building among DBE's

**Old Business** – No old business.

**New Business** – No new business

**Adjournment** – Commissioner Barrasso requested a motion to adjourn the Joint Finance & Executive Committee Meeting. Moved by Commissioner Tiller; supported by Commissioner Bruno. The motion carried unanimously. The meeting adjourned at 3:12 p.m.