

**Downtown Development District
Board of Commissioners Meeting
Tuesday, December 1, 2015**

Board of Commissioners meeting was called to order at 4:37pm.

Members Present: Judy Barrasso, Karyn Kearney, Troy Carter, Jade Brown Russell, Allison Tiller, & Kevin Kelly

Members Absent: Carla Major, Joseph Bruno, Jr., Bill Hines & Tod Chambers

Staff/Counsel Present: Kurt Weigle, Stacey Weaver, Devona Dolliole, Richard McCall, Anthony Carter, Nolan Marshall, III, Leigh Ferguson & Bill Aaron

Other Staff Present: None

Staff Absent: None

Members of the Public: Katherine Sayre of the Times Picayune

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

Action Items

- Adoption of Agenda
- Adoption of November 3, 2015 Board Meeting Minutes
- Approval of 2016 Board & Committee Meeting Dates
- Resolution to Adopt Sidewalk Cleaning Contract
- Resolution to Adopt Sidewalk Tree Maintenance Contract
- Approval of October 2015 Financial Statements
- Approval of Revised Procurement Policies & Procedures
- Approval of 2015 Budget Reforecast
- Approval of 2016 Budget Reforecast

Detailed Agenda Items

Adjourn Previous Board Meeting – Chair Tiller requested a motion to adjourn the November 3rd Board Meeting. Moved by Commissioner Brown Russell; supported Commissioner Barrasso.

The motion carried unanimously.

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

Adoption of November 3, 2015 Board Meeting Minutes – Action Item – There being no discussion, Chair Tiller requested a motion to approve the November 3, 2015 meeting minutes as drafted. Moved by Commissioner Brown Russell; supported by Commissioner Kelly. The motion carried unanimously.

Approval of 2016 Board & Committee Meeting Dates – Action Item – The Board reviewed the 2016 meeting dates, no discussion was needed.

Chair Tiller requested a motion to approve the 2016 Board & Committee Meeting Dates. Moved with Commissioner Brown Russell; supported by Commissioner Kearney. The motion carried unanimously.

Resolution to Adopt Sidewalk Cleaning Contract – Action Item – Mr. Weigle stated that this resolution was a housekeeping item. The contract was previously approved at a prior meeting.

Mrs. Weaver read the resolution. The roll was called and the resolution passed unanimously.

Resolution to Adopt Sidewalk Tree Maintenance Contract – Action Item – Mr. Weigle stated that this resolution was a housekeeping item. The contract was previously approved at a prior meeting.

Mrs. Weaver read the resolution. The roll was called and the resolution passed unanimously.

Approval of October 2015 Financial Statements – Action Item – Mr. Carter briefly discussed the items of importance within the October financials:

Line 3: City Sources – Collections are 24.67% of the amount reforecast for October, 101.87% of the amount reforecast YTD, 107.78% of the total amount originally budgeted for 2015, and 101.71% of the amount reforecast for 2015.

Chair Tiller requested a motion to approve the October 2015 Financial Statements. Moved by Commissioner Kearney; supported by Commissioner Barrasso. The motion carried unanimously.

Approval of Revised Procurement Policies & Procedures – Action Item – Mr. Carter outlined the changes that were made to the Procurement manual.

- Consolidated Contract Price ranges to align with State standards.
 - a) Limits for 1 telephone or written quote increased from \$999 to \$2,499
 - b) Limits for 3 telephone or written quotes increased from \$19,999 to \$29,999

- Amount at which a resolution is required for awarding a contract has been increased from \$100,000 to \$150,000.
- Contracts authorized to be signed by the Department Director increased from \$999 to \$2,499.
- Included State prescribed Emergency and Extreme Emergency Procurement policies which essentially suspends Public Bid Law when an entity declares an emergency within the parameters of the State's definition.
- Added New Paths Program requirements.

Chair Tiller requested a motion to approve the Revised Procurement Policies & Procedures.

Moved by Commissioner Brown Russell; supported by Commissioner Kelly. The motion carried unanimously.

Approval of 2015 Budget Reforecast – Action Item – Mr. Carter highlighted the items of importance:

Total City Sources

Sidewalk Tree Maintenance/Replacement

Holiday Lighting

Sidewalk Improvements

Graffiti

Personnel Costs

Police Detail Services

District Wide Development

Holiday Events

District-Wide Capital Improvements

General Fund Cash Reserves

Chair Tiller requested a motion to approve the 2015 Budget Reforecast. Moved by Commissioner Brown Russell; supported by Commissioner Barrasso. The motion carried unanimously.

Approval of 2016 Budget Reforecast – Action Item – Mr. Weigle highlighted the items of importance:

External Ranger Funding

Sidewalk Cleaning

Police Detail Services

District-Wide Capital Improvements

Chair Tiller requested a motion to approve the 2016 Budget Reforecast. Moved by Commissioner Barrasso; supported by Commissioner Brown Russell. The motion carried unanimously.

Adjournment – Chair Tiller requested a motion to adjourn the meeting. Moved by Commissioner Brown Russell; supported Commissioner Carter. The motion carried unanimously. The meeting ended at 4:58pm. The director reports will be discussed as informational.

Operations – Item was discussed as informational.

Communications – Item was discussed as informational.

Public Affairs – Item was discussed as informational.

Economic Development – Item was discussed as informational.

Old Business – No old business.

New Business – No new business.

Public Comment – No public comment.