

**Downtown Development District
Joint Finance & Executive Committees Meeting Minutes
Wednesday, November 18, 2015**

The Finance & Executive Committee Meeting was called to order at 3:39 p.m.

Finance Members Present: Tod Chambers, Allison Tiller & Judy Barrasso

Executive Members Present: Allison Tiller, Judy Barrasso & Tod Chambers

Members Absent: Karyn Kearney, Kevin Kelly & Joseph Bruno

Other Commissioners Present: None

Staff/Counsel Present: Kurt Weigle, Anthony Carter, Stacey Weaver & Bill Hines

Staff Absent: None

Public Present: None

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

Action items:

- Adoption of Agenda
- Adoption of October 28, 2015 Joint Finance & Executive Committee Meeting Minutes
- Approval of October 2015 Financial Statements
- Approval of 2016 Board & Committee Meeting Dates
- Resolution to Adopt Sidewalk Cleaning Contract
- Resolution to Adopt Sidewalk Tree Maintenance Contract
- Approval of Revised Procurement Policies & Procedures
- Approval of 2015 Budget Reforecast
- Approval of 2016 Budget Reforecast

Agenda Items:

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

Adoption of October 28, 2015 Joint Finance & Executive Committee Meeting Minutes – Action Item – There being no discussion, Commissioner Tiller requested a motion to adopt the minutes as drafted. Moved by Commissioner Barrasso; supported by Commissioner Chambers. Motion carried unanimously.

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

Line 70: Advalorem Taxes – 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.

Commissioner Tiller requested a motion to approve the October 2015 Financials. Moved by Commissioner Barrasso; supported by Commissioner Chambers. The motion carried unanimously.

Approval of 2016 Board & Committee Meeting Dates – Action Item – There being no discussion, Commissioner Tiller requested a motion to approve the 2016 meeting dates and recommend it be forwarded to the Board for adoption. Moved by Commissioner Chambers; supported by Commissioner Barrasso. The motion carried unanimously.

Resolution to Adopt Sidewalk Cleaning Contract – Action Item – Mr. Carter informed the Board that this item was previously approved by the Board but needed the Board to adopt a resolution due to the amount of the contract.

Commissioner Tiller requested a motion to approve the Sidewalk Cleaning Contract Resolution and recommend it be forwarded to the Board for adoption. Moved by Commissioner Barrasso, supported by Commissioner Chambers. The motion carried unanimously.

Resolution to Adopt Sidewalk Tree Maintenance Contract – Action Item – Mr. Carter informed the Board that this item was also previously approved by the Board but needed the Board to adopt a resolution due to the amount of the contract.

Commissioner Tiller requested a motion to approve the Sidewalk Tree Maintenance Contract Resolution and recommend it be forwarded to the Board for adoption. Moved by Commissioner Barrasso, supported by Commissioner Chambers. The motion carried unanimously.

Approval of Revised Procurement Policies & Procedures – Action Item – Mr. Carter stated that the department updated the Policies & Procedures manual. An outline of the changes were given to the Committee for their review.

Commissioner Tiller requested a motion to approve the Revised Procurement Policies & Procedures and recommend it be forwarded to the Board for adoption. Moved by Commissioner Chambers, supported by Commissioner Barrasso. The motion carried unanimously.

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

Total City Sources (Line 73) – Additional \$121,000 Ad Valorem Tax Collections and Interest on Investments.

Sidewalk Improvements (Line 107) – Lack of applications has resulted in a \$45,000 savings.

Police Detail Services (Line 139) – Increased rate for Detail Officers to Tier II for all weekend shifts and included previous OPSE invoices which had been excluded from calculation, for

increased spending of \$52,000.

Holiday Events (Line 186) – Additional costs of \$10,000 for Downtown NOLA Saturday Shopping Spree to encourage additional retail activity Downtown during the holidays and \$6,000 for security for various events.

Sponsored Events (Line 188) - \$20,000 for sponsorship of the Downtown filmed New Orleans Live television program, advancing Downtown arts-based business initiatives.

District-Wide Capital Improvements (Line 278) –\$520,000 in expenditures planned for this year are postponed till next year, allowing for a significant contribution to the fund balance this year.

Commissioner Tiller requested a motion to approve the 2015 Budget Reforecast and recommend it be forwarded to the Board for adoption. Moved by Commissioner Barrasso, supported by Commissioner Chambers. The motion carried unanimously.

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

External Ranger Funding (Line 63) – Agreement to provide Public Safety Rangers to UMC did not materialize.

Sidewalk Cleaning (Line 112) – Additional \$112,000 budgeted to cover cost to maintain cleanliness of areas underneath the expressways.

Police Detail Services (Line 139) – Increased rate of pay to all detail officers on Saturday and Sunday from Tier I to Tier II due to difficulty in recruiting enough detail officers for these critical shifts.

District-Wide Capital Improvements (Line 278) –\$50,000 for design of the new Wayfinding system. \$20,000 had initially been budgeted in 2015, with the intent that we would be able to obtain a contribution from RPC on this phase of the project.

General Fund Cash Reserve Proceeds (Line 297) – Reduced revenues and increased spending for public safety, cleanliness, capital improvements and capital purchases will create the need to draw down on our reserves.

Commissioner Tiller requested a motion to approve the 2016 Budget Reforecast and recommend it be forwarded to the Board for adoption. Moved by Commissioner Chambers, supported by Commissioner Barrasso. The motion carried unanimously.

Project Updates

Mr. Weigle gave a brief update on the various projects:

Downtown NOLA Saturday Shopping Spree – The event is coming together nicely. Mr. Weigle gave a list of events that will be taking place.

Home for the Holidays – Mr. Weigle thanked the Roosevelt Hotel & Jones Walker for being sponsors again this year. He also mentioned Harrah’s lighting event and LUNA Fete.

Duncan Plaza – Mr. Weigle thanked Commissioner Barrasso for her work in setting up various meetings with Judge Reese & Walter Leger.

Low Barrier Outdoor Shelter – Mr. Weigle discussed an email Sam Joel received from Martha Kegel. He will reach out to Ms. Kegel so that they can come to an understanding. DDD will keep pushing. Mr. Weigle is traveling to San Antonio on next week to tour the Haven for Hope site along with Councilmember Cantrell, Bill Hammack and others. He will keep the Board informed.

Private Security – A draft RFP was complete.

Honoring Ron Gardner – Thanked Mr. Carter & Ms. Smith for their work on Ron Gardner's recognition. His wife was contacted but he has not heard back from her.

Public Comments – None

Old Business – No old business.

New Business – No new business.

Adjournment – Commissioner Tiller requested a motion to adjourn the Joint Finance & Executive Committee Meeting. Moved by Commissioner Barrasso; supported by Commissioner Chambers. The motion carried unanimously. The meeting adjourned at 4:13 p.m.