

**DOWNTOWN DEVELOPMENT DISTRICT  
FINANCE & EXECUTIVE COMMITTEE MEETING**

**Wednesday January 27, 2021 – 4:00PM  
ZOOM TELECONFERENCE**

Roll taken, Quorum present - Meeting was called to order at 4:01 pm

**Members Present:** Chair Michele Craig, Treasurer Leo Marsh, Immediate Past Chair Carla Major, Commissioner Chris Ross

**Members Absent:** Vice-Chair Bill Hines, Secretary Cleveland Spears and Commissioner Jim Cook

**Other Board Members Present:** N/A

**Staff/Counsel Present:** Richard McCall, Anthony Carter, Leigh Ferguson, Devona Dolliole, Ryan Bordenave, Shantel McCormick, Sabrina Smith and William Aaron

**Members of the Public:** N/A

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

**Call for Public Input Cards:** There were no public comments

**Action Items**

- Adoption of Agenda
- Approval of Meeting Minutes of November 18, 2020
- Approval of November 2020 Financials
- Approval of Check Signing Authority Resolution
- Approval of Preliminary Bond Issuance Resolution
- Approval of Amendment to Landscape Maintenance Contract
- Approval of Amendment to Sidewalk Cleaning Maintenance Contract
- Award Contract for Infrastructure CEA Construction Administration

**Adoption of Agenda – Action Item\*** - Commissioner Craig requested motion to adopt the agenda. Moved by Commissioner Marsh supported by Commissioner Major; motion carried unanimously.

**Approval of Meeting Minutes from November 18, 2020 – Action Item\*** - Commissioner Craig requested a motion to approve the November 18, 2020 meeting minutes. Moved by Commissioner Marsh; supported by Commissioner Major; motion carried unanimously.

**Approval of November 2020 Financials – Action Item\*** - After Anthony Carter presented financials followed by questions. Commissioner Craig requested motion to accept; moved by Commissioner Marsh, Supported by Commissioner Major; motion carried unanimously.

**Approval of Check Signing Authority Resolution – Action Item\*** - With the departure of President & CEO the Board has to authorize a third management team member to sign checks, which would be Devona Doliolle Greenstone, Director Communications. Additionally, the Interim President & CEO needs to be authorized to sign checks for amounts over \$100K. Commissioner Craig requested motion to approve the Check Signing Authority Resolution; moved by Commissioner Marsh, supported by Commissioner Major; motion carried unanimously.

**Approval of Preliminary Bond Issuance Resolution – Action Item\*** - Anthony Carter presented to the board a resolution giving preliminary approval to the issuance of not exceeding fifteen-million dollars (\$15,000,000) of City of New Orleans Downtown Development District Limited Tax Bonds; making application to the Board of Liquidation, New Orleans City Council and State Bond Commission for approval of said bonds; authorizing the reimbursement of expenditures from proceeds of any such bonds; and providing for other matters in connection therewith. After confirmation from Mr. Carter that this was only a preliminary approval and that any further action would require further votes of the Board. Commissioner Craig requested motion to approve the Preliminary Bond Issuance Resolution; moved by Commissioner Marsh; supported by Commissioner Major; motion carried unanimously.

**Approval of Amendment to Landscape Maintenance Contract – Action Item\*** - Richard McCall presented to the board that the DDD and Contractor desire to amend section 1 of exhibit “A” of the aforementioned agreement to include additional services not currently being provided in Legacy Park, at no additional cost. The area includes all green space in Legacy Park including grass areas, landscape beds (incl bioswales), trees, irrigation and landscaping adjacent to the sidewalk. Commissioner Craig requested motion to approve the Amendment to Landscape Maintenance Contract; moved by Commissioner Ross; supported by Commissioner Marsh; motion carried unanimously.

**Approval of Amendment to Sidewalk Cleaning Maintenance Contract – Action Item\*** - Richard McCall presented to the board an amendment to agreement for sidewalk cleaning services between the DDD and MYDATT Services dba Block by Block. The amendment includes continuance of the cleaning and pressure washing of RTA streetcar and bus shelters, and a reduction in personnel man-hours to 1,320 per week. The compensation for this contract is \$1,600,366.40 annually with the monthly base price of \$133,363.87 resulting in savings of \$62, 213.54 annually. Commissioner Craig requested motion to approve the Amendment to Sidewalk Cleaning Maintenance Contract; moved by Commissioner Ross; supported by Commissioner Marsh; motion carried unanimously.

**Award Contract for Infrastructure CEA Construction Administration – Action Item\* -**

Richard McCall presented to the board the recommendation for award of a Contract for Infrastructure CEA Construction Administration. The DDD requested quotes from pre-qualified engineering firms to provide engineering and construction oversight of the DDD Stormwater Infrastructure Plan per the Cooperative Endeavor Agreement (CEA) between the DDD and the City of New Orleans. Mr. McCall recommended that the contract be awarded to Meyer Engineers, LLC. Commissioner Craig requested motion to approve; moved by Commissioner Marsh; supported by Commissioner Ross; motion carried unanimously.

**Executive Session –N/A**

**Project Updates** – Richard McCall reported that design, planning and implementation of the Infrastructure Plan is going slower than hoped. Waggoner Ball has been in touch with the City but not getting as much information as needed to in order to complete their evaluation of the first phase project. Commissioner Ross asked if there was a specific timeline of when things are going to happen. Richard insured that all information will be included in the next meeting that will give a clear picture of what will happen moving forward.

**Old Business – N/A**

**New Business – N/A**

**Public Comments – No public comments**

**Adjournment** – Commissioner Craig requested a motion to adjourn; moved by Commissioner Marsh, supported by Commissioner Major. Motion carried unanimously. Meeting adjourned at 4:36 p.m.