

**DOWNTOWN DEVELOPMENT DISTRICT  
BOARD OF COMMISSIONERS**

**FINANCE COMMITTEE MEETING MINUTES**

**Wednesday, August 31, 2022, 3:00 p.m. – 4:10 p.m.  
DDD Ronald Gardner Board Room**

Roll taken, Quorum present – Meeting called to order at 3:08 p.m.

**Members Present:** Chris Ross, Carla Major

**Members Absent:** Leann Moses

**Other Board Members Present:** Gregory Curtis,

**Staff/Counsel Present:** Davon Barbour, Anthony Carter, Stuart Taylor, Brittany Carnes-Stone Pigman

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

**Public Comment Card** –Submitted by Aaron J. Jordan regarding Agenda Item #V. Mr. Jordan was concerned that the DDD meeting minutes are not submitted to its website in a timely manner. He filed a written complaint to the Attorney General. President Barbour clarified that minutes are publicly available with the board package that the DDD sends out.

**Action Items**

- Approval of May 31, 2022, Finance Committee Meeting Minutes
- Approval of July 2022 Financials
- Approval of Extension of Sidewalk Cleaning Contract
- Approval of 2022 Budget Reforecast

**Approval of Meeting Minutes from July 27, 2022 – Action Item\*** - Commissioner Ross requested a motion to change from May 31, 2022, minutes to July 27, 2022, Financial Meeting Minutes. Motion by Commissioner Major, second by Commissioner Ross. July 27, 2022, moved by Commissioner Major; Supported by Commissioner Ross; Motion carried.

**Approval of July 2022 Financials – Action Item\*** -

Anthony Carter gave basic highlights.

- Did not collect tax revenues in July we were at 98.23% of the amount budgeted year to date and 94.09% for the amount budgeted for the entire year 2022.
- We are in line with budgeted expenses except for missing July invoices from police detail, private security services. Those expenses are running behind what was projected due to inability to fill shifts.
- We are in line with what was previously forecasted in the budget
- Commissioner questioned line 2 revenue side we have an actual 30K when we budgeted 6K. Anthony Carter we collected 30K we were budgeted for 6K primarily because we received delayed payments from RTA for streetcar shelter cleaning

Chairman Ross asked for a motion to approve the July 2022 Financials. Motion moved by Commissioner Major, seconded by Commissioner Ross. Motion carried.

### **Approval of Extension of Sidewalk Cleaning Contract - Action Item**

President Barbour: Board approved 60-day extension for BBB. Enhancements were recommended by the staff and provided to the board. Would like to highlight key items on the last page:

- #3 contract will provide a weekly task list for the mayor's strike force – coordination is currently underway
- #4 establish a painting schedule for public assets – work is underway much of this work is held in coordination with the mayor's strike force team
- DDD has established monthly coordination meetings with FQMD we are asking Block by Block to be part of those discussions
- #11 broadcast local employment opportunities in the communities
- #12 ensure contractor coordinating with the DDD so DDD can promote activities

Commissioner Curtis mentioned that moving forward to include in the contracts as suggested by Commissioner Burns the use of DBE, local engagement

Anthony Carter mentioned the \$2 increase noted in the extension for their personnel to start to ease toward an acceptable rate of pay.

Anthony Carter explained the extension will be until September 2023. Immediately after the first of the year it is anticipated there will be meetings to discuss a solid plan of what DDD will want to include in the new RFP

Commissioner Ross noted that quarterly reports to the board from a representative of Block by Block was not included in the contracts

Commissioner Curtis would like to see more use of the second chance hiring program, local workforce development. President Barbour said that DDD will assist the contractor with brokering local workforce development opportunities because Block by Block at their core is a cleaning company, not social service agency, they were selected because of their second chance hiring

Commissioner Ross asked for a motion to approve the extension of the sidewalk cleaning contract with the recommended changes. Motion by Commissioner Majors, seconded by Commissioner Ross. Motion carried

### **Approval of 2022 Budget Re-forecast – Action Item**

President Barbour said with this reforecast it gives the DDD an opportunity to adjust the spending considering the current challenges where the DDD can step-up to assist

#### **Anthony Carter:**

- Internal sources of revenue the biggest change was in the DDD events due to changes in the structure of how we are doing events and sponsorship of those events we reduce the amount that's anticipated largely due to not having sponsorship for 10 floats, we will only have 5 floats. An adjustment was made to reflect that fact.

- Interest rates remained low because only interest is on the money market account at the bank
- Interest on the city source side for the tax revenues those interest rates have started to rebound due to the board liquidation can invest in other types of securities that are paying a higher rate than money market funds
- Expenses:
  - Personnel costs in all departments we are back to pre-covid staffing levels. DDD has budgeted to re-establish and fill the Position/Governmental Affairs Director in the fourth quarter
  - Individual departments:
    - Public Spaces: – enhanced city services were budgeted based upon the idea of a sanitation ranger assigned to the DDD. It is not occurring. Took it out of the budget and re-programmed the funds
    - Park and Open Space: Position was not filled in the first half of the year. Will re-program some of those funds going into early 2023
    - Banners – significant amount of damage due to age. Full scale replacement was needed
    - Sidewalk improvements – there is an increase in enquiries. Budget increased to an additional 40K Outreach has been stepped up with the stakeholders
    - Sidewalk cleaning: Increase in rate of pay for the contractor’s employees
    - Because of a decrease in events and attendance there has been a reduction in clean-up costs as anticipated.
    - Graffiti program is being promoted
    - Surveillance cameras no applications thus far, will work with promoting it with NOPJF. DDD provide the cost of the purchase of camera and installation as long as they sign agreement with the NOPJF to allow it to be connected to the real time camera system. Working with NOPJF to promote the program. United4NOLA and some of the stakeholders with the condo association expressed an interest in the program
    - Personnel costs is lower - issues with staffing the rangers, and decrease in NOPD has filling staffing detail shifts
    - Private security services: DDD has increased the use of current services and we are in the process of signing the contract with second private security services with an October 1<sup>st</sup> start date. We expect an aggressive deployment with the intention of ramping up for 2023
    - Economic development personnel costs are lower than originally budgeted because the first half of the year we only had one person in the department
    - Other areas within economic development there is a decrease is because much of the funding was re-programmed to assist with the purchase of technology and resources to increase research/reporting capabilities. Significant amount of funding was transferred hence the increase in the research and database management
    - Facades – no projects at this time have reached the point where re-imburement is needed. Economic staff are reaching out to those who have applied
    - President Davon mentioned we expect more activity once the Wisner fund is received
    - Communications – program has been revamped holiday events to include participation in Kern Studios parade
    - DDD events cost increased due to videography services
    - Digital media costs increased due to the creation of DDU website
    - Communication costs - refresh of collateral and the State of Downtown Report in October
    - Employee Relocation – cost of relocation of a new Director of Economic Development

- Legal services costs for ongoing litigation with city regarding retirement funds are lower than expected because of a lack of activity
  - Professional services and administration include \$1500 a quarter we are paying to an escrow agent which was not available as figure when the budget was done last year
  - Increase will be seen in Staff Development/Travel. DDD did not include in budget last year for most of the departments
  - Capital improvements funding for Andrew Higgins streetscape project is not needed. That funding was removed from the budget
  - Bond proceeds monies being spent is being used for capital purchase of trash receptacles - purchase has taken place and we will be re-imbursed from our bond funds to our operating funds
  - General Fund Cash Reserve Proceeds – to pay for DDD stormwater infrastructure.
  - Capital purchases – used for trash cans and 4 new laptops
- Commissioner Ross suggested that DDD maintain the originally approved funding levels in the 2022 budget for lines:
    - #22
    - #93
  - Commissioner Ross posed questions re Line #46, #47 purchase of trash receptacles

Motion to approve with modifications by Commissioner Major Second by Commissioner Ross

### **Old Business**

### **New Business**

### **Executive Session**

None

### **Adjournment**

Request for adjournment by Commissioner Ross, Motion by Commissioner Major, Second by Commissioner Ross. Motion carried.