

**DOWNTOWN DEVELOPMENT DISTRICT  
FINANCE COMMITTEE MEETING MINUTES**

**Wednesday, July 26, 2023  
3:00 p.m.  
DDD Ronald E. Gardner Board Room**

Roll taken - Meeting called to order at 3:00 p.m.

**Members Present:** Chair Chris Ross, Commissioner Leann Moses, Commissioner Carla Major

**Members Absent:** N/A

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

**Staff/Counsel Present:** Davon Barbour, Bianca Brown, Stuart Taylor , Hunter Hebert, Ashley Mills and Brittany Carnes-Stone Pigman

**Others Present:** N/A

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

**Public Input Card:** N/A

**Public Comments:** N/A

**Action Items:**

1. Approval of May 31, 2023, Finance Committee Meeting Minutes – Action Item\*
2. Approval of May 2023 Financials – Action Item\*
3. Approval of June 2023 Financials - Action Item\*
4. Approval of Stormwater Funds Escrow Agent – Action Item\*
5. Approval of Sidewalk Cleaning and Public Space Maintenance Vendor – Action Item\*

**Approval of May 31, 2023, Finance Committee Meeting Minutes – Action Item\***

Move to approve by Commissioner Moses, second by Chair Ross. Motion carried.

**Approval of May 2023 Financials – Action Item\***

- Interest on Bond Proceeds for May 2023 received
- Ad Valorem tax collections are 98.63% of the amount budgeted for June and 107.35% of the amount budgeted YTD and 97.43% of the total amount budgeted for 2023.
- Expenses are running close to expected

Move to approve by Commissioner Moses, second by Chair Ross. Motion carried.

**Approval of June 2023 Financials - Action Item\***

- Received both the Bank Interest revenue and the interest on Bond Proceeds for June
- Ad Valorem tax collections are 86.08% of the amount budgeted for June and 106.83% of the amount budgeted YTD and 101.18 % of the total amount budgeted for 2023
- Stuart Taylor reviewed all line items including outstanding invoices. When asked by Commissioner Moses why invoices were not received or processed he explained the delay was because at times the back-up paperwork is not submitted with the invoice

Move to approve by Commissioner Moses, second by Commissioner Major. Motion carried.

**Approval of Stormwater Funds Escrow Agent– Action Item\***

- CEO Barbour explained that at the April 4, 2023, meeting it was decided by the Board of Commissioners to select JP Morgan Chase
- After review of the agreement JP Morgan Chase, JPMorgan Chase declined to provide escrow services to the DDD because of a possible conflict with handling both the City of New Orleans account and the Downtown Development District account
- After review of the remaining bidders CEO Barbour and staff recommends to the finance committee that the DDD escrow be awarded to LAMP

Motion by Commissioner Moses to accept and to move forward with LAMP, seconded by Chair Ross. Motion carried.

**Approval of Sidewalk Cleaning and Public Space Maintenance Vendor – Action Item\***

President & CEO Barbour provided a brief recap of the procurement process, which began with DDD stakeholder engagement to secure input on performance standards for the RFP and contract; and presentation of the RFP to Finance Committee, Executive Committee and the full Board of Commissioners prior to issuance. Subsequently, Hunter Hebert, Director of Operations provided a score break-down of the three (3) Vendors who submitted proposals:

- Block By Block
- Fulcrum Enterprises
- Ramelli Janitorial Services

Interviews were conducted and references were checked on all of the Vendors. From the documentation provided by all Vendors the staff recommends awarding the contract to Block by Block.

There was extensive discussion about the importance of DBE participation and New Paths Hiring. After this robust discussion, Commissioner Moses recommended the DDD move forward with presenting to the Board the recommendation of awarding the contract to Block By Block with the proviso that the following conditions be met:

- Budget be reviewed once more by the Finance Committee
- Enforce penalties if they do not meet standards outlined in the RFP
- Have them verify DBE participation and New Paths Hiring strategy

Seconded by Chair Ross. Commissioner Major voted no to the motion. Motion carried.

**Old Business: N/A**

**New Business: N/A**

**Executive Session: N/A**

**Adjournment:**

Motion to adjourn Chair Ross, seconded by Commissioner Major. Motion carried.