

**DOWNTOWN DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING MINUTES
Wednesday, August 30, 2023, at 3:30 p.m.
DDD Ronald E. Gardner Board Room**

Roll taken - Meeting called to order at 3:54 p.m.

Members Present: Chair Gregory Curtis, Treasurer Chris Ross, Vice Chair Carla Major,

Members Absent: Secretary Kristi Taglauer

Other Board Members Present: N/A

Staff/Counsel Present: Davon Barbour, Bianca Brown, Stuart Taylor, Ashley Mills, Brittany Carnes-Stone Pigman, Christopher Kane, Counsel, Adams & Reese

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

Call for Public Input Cards: N/A

Public Comments: – N/A.

Action Items:

1. Approval of July 26, 2023, Executive Committee Meeting Minutes – **Action Item***
2. Approval of Resolution to Designate a Representative to Act on Behalf of the Downtown Development District for State of Louisiana Line-Item Appropriations Under Act 397 – **Action Item***
3. Approval of Expansion of Security Camera Network within the DDD – **Action Item***
4. Approval of the CEA for Bio District Strategic Planning – **Action Item***
5. Approval of Landscape Maintenance Contractor for RFP 2023-50-03 – **Action Item***

Approval of July 26, 2023, Executive Committee Meeting Minutes – Action Item*

Motion to approve by Treasurer Chris Ross, seconded by Vice-Chair Carla Major. Motion carried

Approval of Resolution to Designate a Representative to Act on Behalf of the Downtown Development District for State of Louisiana Line-Item Appropriations Under Act 397 – Action Item*

Resolution read by President & CEO Barbour.

Motion to approve to bring before the Board of Commissioner's Meeting by Treasurer Chris Ross, seconded by Vice-Chair Carla Major. Motion carried.

Approval of Expansion of Security Camera Network within the DDD – Action Item*

Motion to approve the contract subject to the submission of a corrected scope of work detailing the location and total amount of cameras per the direction of the Finance Committee prior to action by the Board by Treasurer Chris Ross, seconded by Chair Gregory Curtis

Approval of the CEA for Bio District Strategic Planning – Action Item*

President & CEO explained there was a delay in receiving the CEA however he provided a brief overview. The DDD will execute a CEA with the BioDistrict and the City of New Orleans to develop a strategic plan for the Bio District that supports business attraction/retention, workforce development opportunities, and placemaking. The BioDistrict Strategic Plan will be funded through a tri-party agreement as follows:

- New Orleans Community Support Foundation - \$150,000
- City of New Orleans - \$75,000
- DDD - \$75,000
- DDD did participate in the selection committee with President & CEO representing the DDD. The selection committee did choose HR&A Consultants
- The consultant will ensure 35% DBE participation
- Board will receive an in-person presentation from the consulting firm upon the completion the Strategic Plan

Vice-Chair Major asked if Canal Street Organization was participating. President & CEO has not seen any involvement by this organization.

Motion by Treasurer Chris Ross to send to the Board for final approval, second by Vice-Chair Major. Motion carried.

Approval of Landscape Maintenance Contractor for RFP 2023-50-03 – Action Item*

Motion to approve by the Finance Committee, Treasurer Chris Ross with recommendation to include the full budget amount, with what has been expended for year 2023 and include what will be available for the current contract, seconded by Chair Curtis to Motion carried.

Notes:

Vice-Chair Major asked for clarification. Director of Operations, Hunter Hebert, provided an overview of the service and RFP process. Following the issuance of an RFP, a Selection Committee was convened and independently evaluated each proposal DDD staff reviewed proposals and provided score sheets for:

1. Garden Doctors
2. Rotolo Consultants, Inc.
3. Thrive New Orleans

Furthermore, Director Hebert reviewed the DBE participation rate for each Proposer and informed the Committee that respondents must comply with existing DDD DBE participation policies. Furthermore, CFO Brown assured the Finance Committee that current year funds are available to address services for the current year

Vice-Chair Major said she is concerned about the process and would like the vendors to come before the board because it is one of the things done in the past. In the past we had other vendors come before this commission and we spoke to them directly. Chair Curtis asked in what capacity? Vice-Chair Major said she did not know; however, we have had people come before to present. President and CEO Barbour asked if the board would like to have vendors come forward. He assumed that this had to do with Block by Block at the last meeting. Given the sensitivity of the large dollar amount, staff thought it was prudent the selected vendor come before the board. Chair Curtis asked Vice-Chair Major what has traditionally happened before the Chair and the CEO got here? Vice-Chair Major said there was a combination, that people presented, and the commission actually asked questions. Which gave the staff something to go back with in terms of looking at how to rate them. The commission's interest got put out there. So the staff then said the commission is really concerned about whatever the item might be. That was how it was done. We also have somewhere I could recall it was much smaller contracts, and the staff came back and said okay based on the size of this contract, its much smaller here is what we came up with and here is why. So it really was done both ways. Chair Curtis expressed his concern that this would go against the RFP process. He does not think we can meet as a commission and give an unfair advantage to whoever decides to show up at the meeting or read the minutes. So he thinks the process will be flawed. President & CEO Barbour asked for clarification regarding the Board's desire to review each Proposer prior to Board action. He believes such presentations negate the selection process. In response to President & CEO Barbour, Vice Chair Major responded well I do not necessarily think so

Project Updates:

Old Business: N/A

New Business: President & CEO Barbour gave a short preview of the timeline for issuing the new Sidewalk Cleaning and Public Space Maintenance Services RFP

Executive Session: N/A

Adjournment:

Motion to adjourn by Vice-Chair Major, seconded by Treasurer Chris Ross. Motion carried.