

**DOWNTOWN DEVELOPMENT DISTRICT
FINANCE COMMITTEE MEETING MINUTES**

**Wednesday, November 29, 2023
3:03 p.m.
DDD Ronald E. Gardner Board Room**

Roll taken - Meeting called to order at 3:03 p.m.

Members Present: Chair Chris Ross, Commissioner Leann Moses,

Members Absent: Vice Chair Carla Major

Other Board Members Present: Board Chair Gregory Curtis (via zoom)

Staff/Counsel Present: Davon Barbour, Bianca Brown, Stuart Taylor , Christopher Kane, Legal Counsel, Adams & Reese

Others Present: N/A

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

Public Input Card: Leah LeBlanc, Program Manager of Advocacy and Education of the Greater New Orleans Housing Alliance. Urged the DDD to consider rolling back millages because any increase will have a negative impact on the citizens of New Orleans

Public Comments: N/A

Action Items:

- I. **Approval of October 25, 2023, Finance Committee Meeting Minutes – Action Item***
- II. **Approval of October 2023 Financial Reports - Action Item***
- III. **Approval of RFP#2023-50-08 for Sidewalk Cleaning and Public Space Maintenance Services – Action Item***

Approval of October 25, 2023, Finance Committee Meeting Minutes – Action Item

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

Approval of October 2023 Financial Reports - Action Item*

Bianca Brown, Chief Financial Officer, reviewed the Financial Status report briefing documents:

Revenue: Reflects a positive variance which is attributed to the collections rate which is at 121% of the current year-to-date budget. *(see DDD October 2023 detailed Financial Status Report included in packet)*

Expenses: All expenses reflects a positive variance of the year-to-date budget. *(see DDD October 2023 detailed Financial Status Report included in packet).* **Note:** Insurance went up by 300K a 40% increase for renewal in 2024.

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

Bianka Brown, Chief Financial Officer gave an update on 2024 Millage Rate:

The CAO office made the DDD aware that the DDD will need to adjust the DDD's proposed millage rate to an approved rate issued by the Louisiana Legislative Auditor. This is because 2024 is a Quadrennial Reassessment Year – which requires all property subject to taxation to be re-appraised. The adjusted rate is now 13.73 Mills. Based upon the information it will impact the current adopted DDD budget. CFO Bianka Brown gave the following scenarios:

Scenario I

- Allows for the full balance of \$2,347,446, to be transferred from fund balance to support the reduced revenue.

Scenario II

- Allows for \$1,347,446 to be transferred from fund balance to support the reduced revenue. And proposes a reduction in Operating Expenses in the area of Public Space Operations by \$1,000,000 to offset a balance budget of \$11,744,235.

Scenario III

- Allows for no transfer from fund balance and a total reduced revenue of \$10,396,789. And a total Operating Expense reduction of \$2,347,446 in the departments of Public Space Operations and Public Safety specifically in the areas of Safety, Outreach, and Staffing for a balanced budget of \$10,396,789.

Frist motion: Commissioner Moses that the Finance Committee recommends the adoption of the revised millage rate approved by City Council on December 1, 2023. Second by Chair Ross. Motion carried.

Second motion: Commissioner Moses to adopt Scenario II for the budget, based upon the approved millage rate from the City Council. Second by Treasurer Ross. Motion carried.

Approval of RFP#2023-50-08 for Sidewalk Cleaning and Public Space Maintenance Services – Action Item*

President & CEO Barbour addressed the RFP process through a detailed presentation addressing the following:

- Service area
- Services to be provided by the successful Respondent
- RFP Stakeholder Input
- Notable highlights included in the RFP
- Contract term
- Procurement Timeline
- RFP Bidders and their profiles
- RFP Evaluation Criteria
- Interview Process
- RFP Proposal Summary Analysis

Staff recommends the DDD Board of Commissioners approve the selection of Henry Consulting LLC to provide the Sidewalk cleaning and Public Space Maintenance Services and that the President & CEO be given the authorization to negotiate the contract.

There was general discussion regarding the capabilities of Henry Consulting LLC.

Commissioner Moses made motion to conditionally accept staff's recommendation of the RFP based on the confirmation of dated letter, financial recommendation, getting information on capacity to support its recommendation and move to the full board for consideration. Motion carried.
Subject

Old Business: N/A

New Business: N/A

Executive Session: N/A

Adjournment:

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