

## FINANCE & DEVELOPMENT COMMITTEE

### Meeting Notes

Wednesday, 29 June 2022

2:30 pm

400 N. Peters Street, Suite 206

New Orleans, Louisiana

1. Call to Order, Reading of the Agenda, and Roll Call

The meeting was called to order at: 2:31

FINANCE & DEVELOPMENT COMMITTEE				VOTES
First Name	Last Name	Present	Absent	Approve Meeting Notes
Christine	Bondio		X	-
Sue	Klein	X		Yes
Heidi	Raines	X		Yes
Frank	Zumbo	X		Yes

Attendees:

GUESTS		
First Name	Last Name	Role
Karley	Frankic	Executive Director
Shannon	Muschalek	Coordinator
Jane	Cooper	Commissioner, SEC Chair

2. Public Comment

No written public comment was received prior to the meeting.

3. Approval of previous meeting notes

**Ms. Raines made a motion to approve the previous meeting notes. Ms. Klein seconded the motion, and it was approved.**

4. Discussion by Committee of a French Quarter Economic Development District 2022 budget midyear adjustment

- Ms. Raines received a list from the NOPD of desired vehicles and force multipliers to be considered in the mid-year adjustment. The committee will deliberate further prior to the submission of the budget and prioritize what equipment will be purchased. Ms. Raines will correspond with the NOPD on the following:
  - NOPD to consider Rampart Street in crime camera count.
  - Verify if NOPD still wants the proposed scooters.
  - Potentially adding a nighttime enforcement patrol and the costs in doing so.

The French Quarter Management District is a state political subdivision created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve, and maintain the world famous French Quarter as a safe, clean, vibrant and friendly neighborhood for residents, businesses, and visitors.

# French Quarter MANAGEMENT DISTRICT

- Confirm that traffic enforcement can be done by non NOPD officers.
  - Clarify mobile lights will only be utilized in the French Quarter.
  - Ms. Frankic will adjust the spreadsheets given by the NOPD to reflect discussed items to be purchased with the mid-year budget adjustment.
5. Discussion by Committee of a system and protocol for billing the French Quarter Economic Development District Administrative Fee
- FQMD is entitled to up to \$150,000 per year from the FQEDD for actual costs for administering and overseeing the FQEDD Trust Fund and the programs it funds. This is currently tracked and billed through a time tracking application.
  - The committee recommended billing 60% percentage of effort per the board approved FY22 budget as opposed to time tracked.
  - Ms. Frankic will create a spreadsheet to break down accountability of an estimated 60% rating.
6. Discussion by Committee considering a policy on meeting agendas, notes, and minutes protocol
- Protocol proposed to be added to the operations manual:
    - Agendas set with respective Committee/Board chair(s)
    - Agenda items only set by Chair, not by staff.
    - Notes/minutes to be reviewed and approved by the Committee Chair and Vice Chair/Board Secretary before it is sent out to the rest of the respective assemblies.
7. Discussion by Committee considering a policy for recording meetings
- Ms. Frankic and Ms. Muschalek to research record retention of recordings used for notes/minutes taking.
  - It will be announced any time a recording is in process.
  - Policy on recording meetings will be discussed with individual Committees.
8. Discussion by Committee considering updates to the employee handbook
- a. Determine the feasibility of adopting a Flex Time/Comp Time Policy
    - i. This topic will be discussed further when Ms. Bondio is able to be present.
  - b. Determine the feasibility of utilizing a timekeeping application for employee
    - i. The Committee does not recommend using a time keeping software. Ms. Raines recommended ceasing use of Harvest since the Board approved 60% of staff time to be dedicated to the FQEDD and she does not want to be responsible for reviewing staffs' hours.
  - c. Harassment Policy aligns with Board Approved Policy
    - i. The Board approved policy will be added to the operations manual.
9. Discussion by Committee considering the creation of an Operations Manual

# French Quarter MANAGEMENT DISTRICT

- Due to time constraints, this agenda item has been moved to the next meeting.
10. New Business – To consider and take action upon any other matters that may properly come before the French Quarter Management District Finance & Development Committee
- Veterans day and Juneteenth are currently not recognized holidays in the employee manual - this topic will be discussed further at the next meeting.
11. Next scheduled meeting date: 2 August 2022 at 3:00 pm
12. Adjournment