

FINANCE & DEVELOPMENT COMMITTEE

Meeting Notes

Tuesday, 04 October 2022, 3:00 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: 3:00 and the agenda was read into the record.

FINANCE & DEVELOPMENT COMMITTEE				VOTES		
First Name	Last Name	Present	Absent	Motion to approve the 20220906 meeting notes	Motion to Recommend to the Board a 2023 Budget	Motion to amend next meeting date
Christine	Bondio	X		Yes	Yes	Yes
Sue	Klein	X		Yes	Yes	Yes
Heidi	Raines	X		Yes	Yes	Yes
Frank	Zumbo	X		Yes	Yes	Yes

Attendees:

ATTENDEES		
First Name	Last Name	Role
Karley	Frankic	Executive Director
Shannon	Muschalek	Coordinator
Glade	Bilby	Commissioner/ SEC Committee member
John	Foard	Board Accountant

2. Public Comment

The Public Comment Policy can be found at <https://www.fqmd.org/public-comment-policy>. Written public can be submitted electronically via email to publiccomments@fqmd.org. Live comment requests should be registered on comment cards and submitted to the Committee Chair.

3. Approval of previous meeting notes

French Quarter MANAGEMENT DISTRICT

Ms. Klein made a motion to approve the September meeting notes. Ms. Bondio seconded the motion, and it was approved.

4. Discussion by Committee to review staff hours to evaluate billing the French Quarter Economic Development District Administrative Fee

FQMD staff presented to the committee an overview of how they have been billing their hours and projects for the FQEDD over the month of September. The report demonstrates how FQMD staff bill the FQEDD for their time spent on sanitation and public safety, and further justifies the 150,000 administrative fee. Staff will look back at the months of January through May to decipher how best to back-bill the FQEDD for unlogged time towards public safety and sanitation efforts. Ms. Frankic will have this information prepared for the next Finance and Development committee meeting in November.

5. Discussion by Committee considering a policy for recording meetings

The FQMD Board legal representative, Sharonda Williams, reviewed the recording policy and addressed questions about personal liability of employees and personal liability of the designated custodian of records. Ms. Williams will present at the next Board of Commissioners meeting on October 10th, 2022 to further clarify verbiage, responsibility, and liability when creating a recording policy.

6. Discussion by Committee regarding a 2023 French Quarter Management District budget

The committee discussed line items in the proposed 2023 FQMD budget. The draft budget shows what the budget is reflecting to date, where the budget is projected to be by the end of the budget cycle, and what is recommended for the 2023 budget. The committee discussed updates to employee salaries and benefits packages; allocating a \$5,000 raise for the FQMD coordinator and making adjustments to the FQMD Executive Director's benefits package.

7. Motion – Consider a motion to recommend to the Board of Commissioners a 2023 French Quarter Management District budget as bedded in the committee and presented to the board.

Ms. Raines made a motion to recommend to the Board of Commissioners a 2023 French Quarter Management District Budget. Ms. Klein seconded the motion, and it was approved.

8. Discussion by Committee regarding a 2023 French Quarter Economic Development District budget

Eric Smith was not present at the meeting to inform the committee on several line items in the draft of the 2023 FQEDD budget. Ms. Raines suggested that the committee continue to receive feedback at public and Agreement Monitor meetings to create the 2023 FQEDD budget. FQMD staff have been keeping track of proposed projects in the last several months to utilize as a foundation in the creation of the 2023 FQEDD budget.

9. New Business – To consider and take action upon any other matters that may properly come before the French Quarter Management District Finance & Development Committee

No new business was reported.

The French Quarter Management District is a state entity 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

10. Next meeting date: 07 November 2022

11. Motion – Consider a motion to amend November Committee meeting date

Ms. Raines made a motion to amend the November Committee meeting date to Tuesday the 8th at 3pm. Ms. Klein seconded the motion, and it was approved.

12. Adjournment

Ms. Bondio made a motion to adjourn the meeting. Ms. Raines seconded the motion, and the meeting was adjourned at 4:48pm