Finance & Development Committee

Meeting Notes

Tuesday, 7 February 2023, 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 2:55 and the agenda was read into the record.

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| **FINANCE & DEVELOPMENT COMMITTEE** | | | | **VOTES** | | |
| **First Name** | **Last Name** | **Present** | **Absent** | **Approval of the meeting notes** | **UQP First Amendment** | **Amend Bylaws - Custodian** |
| Christine | Bondio | X |  | Yes | Yes | Yes |
| Sue | Klein | X |  | Yes | Yes | Yes |
| Heidi | Raines | X |  | Yes | Yes | Yes |
| Frank | Zumbo |  | X | - | - | - |

|  |  |  |
| --- | --- | --- |
| **ATTENDEES** | | |
| **First Name** | **Last Name** | **Role** |
| Shannon | Muschalek | Coordinator |

1. Public Comment

No public comment was received by the beginning of the meeting.

1. Approval of previous meeting notes

**Ms. Bondio made a motion to approve the 20221108 meeting notes. Ms. Klein seconded the motion and it was approved.**

1. Discussion by Committee to review a First Amendment to the Upper Quarter Patrol Service Agreement with Public Safety Services Corporation

The Committee discussed the changes to the First amendment to the Upper Quarter Patrol Service Agreement. The amendments’ purpose is to outline everything we are paying for. Ms. Raines will send further corrections to Ms. Muschalek to be considered in the upcoming FQMD Board meeting. The committee discussed the need to communicate to PSS that they need to provide the invoices every month. The only change to the amendment “billable” to “reimbursable”.

1. Motion – Consider a motion to recommend approval to the Board of Commissioners to execute a First Amendment to the Upper Quarter Patrol Service Agreement with Public Safety Services Corporation

**Ms. Klein made a motion to approve the amendment be submitted to the board of commissioners for approval, Ms. Bondio Seconded and the motion was approved.**

1. Discussion by Committee to review 2023 staff billing rates for the French Quarter Economic Development District Administrative Fee

Ms. Raines has a question of why tax is at 8%; She will follow up with the FQMD financial advisor. No further action is needed at this time.

1. Discussion by Committee to review a Lease Agreement and First Amendment to the Lease for office space with DLBF Marketplace/SS, L.L.C.

Ms. Raines reported that the FQMD legal counsel reviewed the lease terms and noticed no red flags. The committee agreed that they would need to clarify with Ms. Frankic the cost breakdown so that it matches what was previously allocated for rent in the 2023 FQMD approved budget. Once the breakdown has been reviewed, Ms. Raines will sign the lease.

1. Discussion by Committee to review the 2022 Annual Report for presentation to the Board of Commissioners

The committee reviewed the 2022 Annual Report and suggested the following changes:

* + - 1. Add web references for each program presented
      2. Un-abbreviate NOHSEP on the RTCC slide
      3. Add “FQMD” to “General Operating Summary”.

1. Discussion by Committee of a Records Management Plan

Ms. Klein explained to the committee that they have to submit an inventory of record to the Louisiana State Archives for approval on the proposed records retention program. Once approved, FQMD staff will begin the inventory immediately and archive old files as time permits. Ms. Raines suggested that the Executive Director provides the Secretary with an accounting of what has been added to the archive monthly. Also, the SSARC-940 needs to be filled out to designate the Executive Director as the Records Officer for FQMD. This will also be clarified in the FQMD bylaws. The SSARC-941 will also designate the FQMD coordinator as the Records Coordinator to assist the Records Officer. This alleviates the responsibility from the FQMD secretary, as that position is a volunteer position. Ms. Raines asked that a redline copy of the FQMD bylaws be included in the upcoming Board of Commissioners meeting packet for review.

1. Motion – Consider a motion to recommend approval to the Board of Commissioners to amend the bylaws to clarify that the Executive Director is Records Officer acting as Custodian, And that the coordinator is the records coordinator assisting the records officer

**Ms. Klein motioned to recommend approval to the Board of Commissioners to amend the bylaws to clarify that the Executive Director is the Records Officer, and the Coordinator is the Records Coordinator, Ms. Bondio seconded the motion and it was approved.**

1. 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.

1. New Meeting Date: April 4, 2023
2. Adjournment

The February 7th, 2023, Finance and Development meeting adjourned at 4:11pm.