Finance & Development Committee

Meeting Notes

Tuesday, 4 April 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 3:05 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** |
|  Christine | Bondio | X |  | Yes |
| Sue | Klein | X |  | Yes |
| Heidi | Raines | X |  | Yes |
| Frank | Zumbo | X |  | Abstain |

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| **ATTENDEES** |
| **First Name** | **Last Name** | **Role** |
| Karley | Frankic | Executive Director |
| John | Foard | Accountant |

1. Public Comment

No public comment was received by the beginning of the meeting. Approval of previous meeting notes

1. Approval of the previous meeting notes

Ms. Klein motioned to approve the previous meeting notes. Ms. Bondio seconded the motion, and it was approved.

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

Mr. Zumbo reviewed the FQEDD CEA terms for potential billable total amount to the FQEDD Trust Fund for administration and oversight of the Trust Fund and the programs it pays for. Mr. Foard confirmed the tax rate and Ms. Frankic confirmed the benefits amount that is figured into the gross employee cost calculation. Ms. Raines asked for clarity on why what she sees in the bill.com is not the same as what she is estimating should be billed. The Committee discussed staff capacity hours and benefit costs. The Committee agreed that the 2023 billing rates are calculated correctly.

1. Discussion by Committee to 2023 Annual Budget for Admin Fees to evaluate Year to Date billing for the French Quarter Economic Development District Trust Fund

The Committee discussed the negative balance $2,310.90 in the FQEDD project class on the FQMD March Treasure’s report. This includes the reimbursable insurance billed the FQEDD as a requirement of the CEA. This bill comes due in October and FQMD bills it to the City the next month and then amortizes the expense over the next 12 months. This has been reviewed and accepted by the auditors for the previous year. Mr. Foard noted that FQMD financials are audited annually not monthly and materially the income and expenses are correct for the auditors. The Committee discussed accounting best practices for governmental accrual accounting that is audited annual. Mr. Zumbo and Ms. Raines would like the monthly reports to balance out with both the income and expense accrued; Mr. Foard can show as a prepaid expense and deferred revenue. Mr. Zumbo will bring this up at the next Board Meeting. Mr. Foard recommended that then the treasurer talk to the auditor before making changes to how FQMD accounts.

The Committee asked if Ms. Frankic should be billing more hours without a Coordinator. Ms. Frankic billed more hours in March than in February. Ms. Raines questioned if the decrease in income negatively impacts the balance. Mr. Zumbo said that there will never be a deficit in the FQEDD account because it is a reimbursable program account and FQMD only invoices what is spent. Ms. Raines said that she insists on programs paying for themselves. She stressed that FQMD is to adhere to the approved budget. If income and/or expenses for a specific program or the general operating account are to cause a negative balance at year-end, a budget adjustment should be proposed to the FQMD Board to avoid an unbalanced budget at year-end. Mr. Zumbo noted that the budget is for the full $150,000 FQEDD potential income but he has advised that it was reasonable to budget $120,000 this year based on the previous year’s report. Discussion by Committee of the Hide, Lock, Take signage budget, procurement, and rollout.

The committee discussed the line item estimates for the auto prevention signage and agreed that so long at the program stayed below the $4,500 approved by the Board there was no need for further review. The Committee supported exploring local manufacturing of signage and possibly changing from “Hide” to “Remove” on the signage. This would remain within the intent of the Board.

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

The Committee agreed that the changes to the Annual Report reflect the recommendation from the commissioners, and it is ready to posted. The Committee asked Ms. Frankic to send the final Annual Report to the commissioners and ask them to share with their entities and organizations.

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

Ms. Raines asked if there would need to be a midyear budget adjustment. Ms. Frankic reported that the FQEDD revenues are tracking with the 2023 budget and, at this time, she does not think there will be significantly higher income to warrant a budget adjustment for the FQEDD.

1. The Committee discussed additional programming for the General Operating budget. A Financial Impact Study has been discussed for years and should be a priority. Ms. Frankic noted that thus far no commissioners or volunteers have taken up the program and the staff does not have the capacity at this time to take on a full procurement process. Once FQMD has a Coordinator onboard, there may be bandwidth to take on this initiative in the latter half of the third quarter. Other potential programs include contract labor to help property owners with graffiti abatement permits and expertise in setting protocol for a new sidewalk assessment that includes curb use
2. Next Meeting Date: 6 June 2023

The next scheduled meeting date of the committee is Tuesday, June 6th at 3:00 pm at the FQMD office.

1. Adjournment

Ms. Klein motioned to adjourn the meeting. Ms. Bondio seconded the motion, and the meeting was adjourned at 4:14 pm.