

**NON-FLOOD PROTECTION ASSET MANAGEMENT AUTHORITY
MINUTES OF THE FINANCE COMMITTEE MEETING
TUESDAY MARCH 21, 2017 – 10:00 A.M.**

The regular meeting of the Finance Committee of the Non-Flood Protection Asset Management Authority was held on Tuesday, March 21, 2017 at 10:00 a.m., in the 2nd Floor Conference Center, Lakefront Airport Terminal Building, 6001 Stars & Stripes Blvd., New Orleans, Louisiana after due legal notice of the meeting was sent to each Board member, the news media, and a copy of the call was posted.

Chair Richard called the meeting to order at 10:03 a.m. and led in the Pledge of Allegiance. The roll was which did not constitute a quorum and the meeting was informational only.

Present:

Chair Anthony Richard
Comm. Dawn Hebert

Absent:

Comm. Roy Arrigo
Comm. Cedric Grant
Comm. Sean Bruno

Staff:

Jesse D. Noel, P.E. – Executive Director
Ngoc Ford – Deputy Director
Sharon Martiny – Administrative Assistant
Melissa Bailey - Accounting

Also Present:

Jim Martin – DEI

Opening Comments

None

Adopt Agenda

Due to lack of quorum, the agenda was followed but not adopted.

Approve Minutes

Deferred due to lack of quorum

Director's Report

E. D. Noel advised that the Mission Statement for the NFPAMA will be brought before the full Board for adoption at the March 30, 2017 full Board meeting. Regarding the budget, redundancies will be reduced within the budget line items and lines will be refined by next year. Health care benefit renewal is as follows: OGB has held the rate flat, and currently the employee only percentage is 13%, employee and spouse is 15% of the premium. The Authority also offers dental, vision and life insurance. There are currently 21 employees and 27 potential employees included in the 2017-2018 budget.

Public Comments

None

Old Business

1) Review of YTD budget to actual Fiscal Year 2016-2017

Mr. Noel advised that the Authority is 10% over budget for Professional Services; a large portion of which is for the floodwall arbitration. The Authority is at a \$1.2 million surplus when you look at revenue over expenditures so that overage can be found somewhere and the budget can be adjusted. There is some thought into hiring full time employees to do some of the work performed by contractors that fall under the Contractual Services line item in the budget.

New Business

2) Discussion regarding renewing contracts for various professional consultant agreements awarded under competitive process in FY 2015-2016

With regard to Professional Services, the Engineering/Architectural budget line item will be fine-tuned as the E.D. is an Engineer. The institutional knowledge of Legal Counsel and the Real Estate Consultant is invaluable to the Authority, and it is recommended that no different direction be taken on those contracts. Gordon, Arata (Michael Botnic) are currently handling two open cases for the Authority. The contract can be renewed on a month-to-month bases to be used as needed. House plans are sent to Studio Kraft for review. The fee is a pass through, with the Authority receiving a \$50 administrative charge for time spent preparing the Letter of No Objection and contact between the home owner and architect. Corrective action for those residents who do not comply with the building restrictions will be reviewed along with what course of action can be ta going forward. Gulf South Media, LLC (Mark Clark) is IT services, and that contract is not to exceed \$15,000. IT services may be provided in-house or an additional consultant may be contracted in the near future. RCL Architecture manages design and review for tenants in the Airport and that contract has a \$10,000 not to exceed limit Task Order basis. RCL was the prime architect for bringing back the Airport Terminal Building. Stuart Consultants IDIQ contract allows for a number of services, mainly those dealing with closing FEMA PWs. The contract can be renewed for FEMA purposes and monitored carefully on an as-needed basis. Dee Everett is very knowledgeable and assists the Authority will all Civil Service matters. The contract has a not to exceed limit of \$5,000. DEI is another engineer and is responsible for the boathouse demolition. The IDIQ is an as-needed basis contract and also has a \$50,000 cap. Due to DEIs institutional knowledge, it is recommended that the contract be extended. The grass cutting contract has one additional option. This contract may be broken out by the parks, airport and lakefront areas.

The slip fees for the Marinas was audited by Louis Capo. Many tenants at both Marinas do not have current slip leases. There is \$28,000 in outstanding slip fees at Orleans Marina and \$260,000 in outstanding slip fees at South Shore Harbor Marina. Slip tenants have been contacted, and payment plans have been offered to get fees up-to-date. Accounting will prepare a report for the Marina and Finance committees each month stating how much has been collected and how much is outstanding.

3) Motion for recommendation to the full board to reallocate funding within current budget

E.D. Noel reported that funding is needed for software maintenance to obtain Office 365 so all employees are able to access E-mail, Outlook and Excel. Many services are tangled with Orleans Levee District, and the NFPAMA must break from those services. One of the services is the E-mail accounts. O.L.D. has requested that the NFPAMA split from Office 365. The funds to do this will be removed from the General Fund line item. In addition, a separate e-mail will be supplied for each commissioner.

4) Review and discussion of the proposed Fiscal Year 2017-2018 General Operating Budget (Budget Meeting)

The E.D. addressed staffing and advised that substantial overtime was generated the past few months. There must be some flexibility allowed for staff to perform the required job duties, and any request for overtime must be pre-approved. The Authority is projecting \$1,810,000 in tax revenues for 2017-2018. Parks and Parkways has no revenue generated, but revenue received for Shelters may be allocated to that line item. LVCC has \$188,000 in revenues and utilities can be passed on to the tenants. Recurrent revenues are \$7.8 million each year providing all revenues are generated. Salaries went up from 2016-2017 due to six additional positions that are being requested for 2017-2018.

Revenues over Expenditures (Page 5) under General Fund there is \$1.8 from taxes plus Location Agreements, leading to a \$459,000 surplus. Orleans Marina has a negative -\$199,000 which represents a lot of deferred maintenance (Pier Repairs, Boathouse Demo and Repairs to East Wall. Parks and Parkways have no budgeted income. Grass Cutting is at \$500,000 and there is no way to get around that, although we will find ways to optimize that cost. LVCC has \$42,000 in revenue projected and New Basin Canal has \$893,000 in revenue projected.

Announcement of Next Meeting

Chair Richard announced that the next Finance Committee meeting is scheduled for Tuesday April 11, 2017 at 9:30 a.m. in the 2nd Floor Conference Center located in the New Orleans Lakefront Airport Terminal Building.

Adjournment

Comm. Bruno moved to adjourn, second by Comm. Arrigo. Motion passed.
The meeting ended at 10:38 a.m.