

**A MEETING OF THE  
FINANCE COMMITTEE OF BOARD OF COMMISSIONERS  
OF THE  
NEW ORLEANS REGIONAL BUSINESS PARK**

**Location: New Orleans Lakefront Airport,  
Terminal Building, Board Room – Floor 2  
6001 Stars and Stripes Blvd., New Orleans, Louisiana 70126**

**Tuesday, August 20, 2024 - 4:30 p.m.**

**AGENDA**

I. Call To Order Time: 4:43pm

II. Roll Call

<b>Absent</b>	<b>Present</b>	<b>Commissioner</b>		
	X	Jason HUGHES (LA REP DIST 100) <b>Board Chairperson</b>		
	X	Josh TATUM (Senate District 1) <b>Finance Committee Chairperson</b>		
	X	Samuel D. OLIPHANT (Mayor Cantrell VIET) <b>Finance Committee Vice-Chairperson</b>		
	X	Jonetta BENNETT (LA REP DIST. 99)		
	X	Lois JONES (LA REP DIST. 99) <b>Member</b>		
	5	<b>Total Commissioners</b>		
		<b>Quorum: Start of the Meeting</b>	<b>Yes X</b>	<b>No</b>
<b>Time: 4:43pm</b>		<b>Quorum: After Meeting Start</b>	<b>Yes X</b>	<b>No</b>

III. Introduction of Guests and Public Comment

Guest Present \_\_\_ Yes X No

IV. Review and Approval of Agenda

**Motion by Board Chairperson Hughes/ Seconded by Commissioner Jones:**

To amend the agenda to add an item to consider a contract for emergency cutting of grass at 13801 Old Gentilly Road.

**Motion passed unanimously after roll call vote.**



**Motion by Board Chairperson Hughes/ Seconded by Commissioner Bennett:**

To approve the agenda as amended.

**Motion passed unanimously.**

V. Review and Approval of Minutes of June 26, 2024, Finance Committee Meeting

Item tabled

VI. Review of Budget & Revenues

Michelle Diaz presented the budget. Income for the month of June was mainly from rent payments. It was \$30,954. That is only the rent from Meyers Warehouse because Advano, Inc. paid their rent late. There was miscellaneous income of \$314 consisting of interest income from Liberty Bank Savings Account. Once expenses are subtracted, the total income for the month of June was \$20,516.

Income for the month of July was mainly from rent. It totaled \$36,439.

There was a small bank charge due to the City of New Orleans remitting to the NORBP a small mileage via a stale check which was rejected after Ms. Diaz deposited it.

Net income for the year to date is \$84,947.

Ms. Diaz reported that Advano, Inc. declined to pay late fees for its delinquent rent. Special Counsel suggested Ms. Diaz send a reminder to tenants of their rent due dates during the grace period as controlled by the respective leases. Ms. Diaz stated she does not have online access to the bank accounts. Special Counsel suggested she gain that access. Chairperson Hughes agreed.

**Motion to accept financial report by Board Chairperson Hughes/Seconded by Commissioner Bennett**

**Motion passed unanimously.**

VII. Consideration of Emergency Contract to Cut Grass at 13801 Old Gentilly Road

Board Chairperson Hughes explained that the grass at 13801 Old Gentilly Rd has gotten extremely high. It has become a safety hazard. Commissioner Oliphant agreed. Board Chairperson Hughes further stated that he has consulted with Commissioner Tucker regarding the situation. He also stated that Garden Doctors has expressed the desire to have a long-term relationship with the NORBP. Garden Doctors submitted a proposal to do another one-time emergency cut of the grass for an amount less than \$10,000.

**Motion to recommend to full Board to approve emergency contract between the NORBP and Garden Doctors to do a one-time cut of the grass at 13801 Old Gentilly Blvd by Board Chairperson Hughes/Seconded by Commissioner Bennett**



**Motion passed unanimously.**

VIII. Review of Outstanding Invoices

Committee reviewed outstanding invoices and recommended approval.

**Motion to recommend to full Board to approve the outstanding invoices at the meeting presented for payment by Board Chairperson Hughes/Seconded by Commissioner Jones**

**Motion passed unanimously.**

IX. Review and Recommendation of Budget Revisions, if Required

No modifications recommended at this time

X. Review and Recommend Request for Qualifications for Administrative Services

Committee Chairperson presented a RFQ for Administrative Services and requested it be recommended to the full Board for consideration at a future meeting. The committee discussed manners in which to advertise the RFQ.

**Motion to recommend to full Board to approve the releasing the RFQ for Administrative Services Board Chairperson Hughes/Seconded by Commissioner Jones**

**Motion passed unanimously.**

XI. Update on Cooperative Endeavor Agreement with City of New Orleans

Special Counsel updated the committee on the status of the CEA approval process. – No action taken

XII. Review Capital Improvements Budget

Committee discussed possible capital improvement items needed at the building. – No action taken

XIII. Recommendation of Streamlined Leasing Process

Special Counsel explained the need for a streamlined leasing process to accommodate businesses such as Starlight. – No action taken

XIV. Consider and Recommend Deadline for Vendors to Submit Invoices

Committee recommended recommending Board create a policy for vendors to submit invoices for payment within 60 days of rendering services.



**Motion to recommend to full Board to approve setting a policy for vendors to submit invoices for payment within 60 days of rendering services Chairperson Hughes/Seconded by Commissioner Tatum**

**Motion passed unanimously.**

XV. Adjournment

**Motion to adjourn Committee Chairperson Tatum/Seconded by Commissioner Bennett**

**Motion passed unanimously.**

Posted: \_\_\_\_\_, @\_\_\_\_\_