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BOARD OF COMMISSIONERS

Meeting of Monday, July 11, 2016

**MINUTES[[1]](#footnote-1)**

(as approved at the September 12, 2016 meeting)

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| **Commissioners Present:** |  |  |
| Darryl Berger (arr 2:15 pm) | Mia Matassa | David Speights |
| Steve Caputo (arr 2:10 pm) | Nicholas Musso | Robert Watters |
| Jeremy DeBilieux | Jim Oliver |  |
| Brian Furness | Kim Rosenberg |  |

Absent: Al Groos, Duke LoCicero, Ted Young

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| **Committee Co-Chairs and Staff:** |  |  |
| Bob Simms, Security Task Force (STF) | Emily Remington, Executive Director | |
| Gail Cavett, Infrastructure Committee |  |  |

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| **Guests[[2]](#footnote-2) (Affiliation if listed)** |  |
| B. McGovern, French Quarter Business Association | Pat Meadowcroft, VCPORA |
| Christine Bondio, Dickie Brennan & Co. | Susan Guillot, French Quarter Citizens |
| Jeff Walls, 8th District Commander, NOPD | Beverly Fulk, Resident, Security Task Force |
| Bradley Rhodes, 8th District, NOPD | Albin Guillot, French Quarter Citizens |
| Jenna Burke, VCPORA |  |

# Call to Order, Roll Call, Introduction of Attendees

Chair Jim Oliver called the meeting to order at 2:10 pm. The agenda (Attachment 1) was noted.

The Secretary called the roll and stated that a quorum was present.

Commissioner Rosenberg proposed that the Board, including the Executive Director, go into Executive Session to discuss a legal matter. A Motion (M1) to that effect was approved unanimously.

# Public Comment

Chair Jim Oliver stated that the meeting would be shortened to enable him to meet a prior commitment. He reminded members of the public wishing to address particular items to record their interest on the sign-up sheet.

# Approval of the May 2, 2016 Minutes

Commissioner Caputo moved adoption of the May 22, 2016 Minutes (M1: Approved unanimously – Attachment 2 as approved).

# Chairman’s Comments

Chair Oliver introduced Juana Marine-Lombard, Director of the Louisiana Office of Alcohol and Tobacco Control (ATC), and agents Bruce Alsandor and Allison Livingston, who be primarily responsible for New Orleans. She described ATF initiatives to combat human trafficking and under-age drinking, emphasizing that the ATF would be more pro-active in these areas, and efforts to change penalties so as to strengthen enforcement. Director Marine-Lombard underlined the ATC’s desire and efforts to be responsive to French Quarter issues.

# Resolution honoring Darryl Berger for his contribution to FQMD

A resolution of appreciation (M3, Annex 1) honoring Commissioner Darryl Berger for his service to the FQMD and, most recently, his offer of office space to house FQMD’s operations, passed by acclamation.

1. Adoption of Request for Proposals for French Quarter Task Force Administrative Services

Chair Oliver reminded of the need to acquire administrative and management services to support the French Quarter Task Force (FQTF) and the App and to substitute for those performed on an unsustainable volunteer basis by Security Task Force (STF) Co-Chair Bob Simms. Earlier efforts to hire directly a manager had foundered on the 24/7 requirement. The Request for Proposals (RFP) (Attachment 3) was designed to elicit interest, and especially some idea of cost, from companies interested in and capable of providing 24/7/365 coverage.

The RFP, he stressed, was not related to the Cooperative Endeavor Agreement (CEA) between the City and the Convention and Visitors Bureau, which provided the funding. FQMD was awaiting a Mayor’s CEA proposal, which he understood would be for a one-year term and afterwards would run for five years. The new CEA, as worked out by Sidney Torres and Bob Simms, will cover the costs for 24/7 FQTF monitoring and provide for two four-hour shifts for a vehicle patrol to cover services not now provided by the FQTF.

Commissioner Watters stated he and Commissioner Rosenberg worked out the RFP with FQMD Counsel Sharonda Williams, a former City attorney. Ms. Rosenberg noted that Ms. Williams had reviewed RFP Attachment A (the statement of work to be performed) to ensure conformance with New Orleans Police Department (NOPD) policies and practices.

NOPD 8th District Commander Jeff Walls questioned whether the RFP did indeed reflect NOPD requirements, citing provisions that suggested that NOPD radio frequencies would be used. Mr. Simms clarified that FQTF patrol officers were not allowed to and did not use NOPD frequencies. Commander Walls pointed out that only the NOPD was allowed to direct FQTF officers, but acknowledged that FQTF advice would be taken into account. Commissioner Berger reminded participants that the RFP clearly stated that the requirements had to conform to law and NOPD regulations, which would govern how each requirement was to be interpreted during the bidding process.

Gail Cavett underlined that the RFP needed to be clear regarding the management entities duties and responsibilities, and similarly clear that the FQMD Executive Director was not directing operations. Thus, the document needed to be drafted carefully. Commissioner DeBlieux suggested that Cmdr. Walls and FQMD Counsel Williams work together to address legal issues.

Commissioner Furness introduced a motion to approve the RFP with certain changes, including a provision that the FQMD could name up to two non-voting advisors, rule out FQTF patrols in the Bourbon Street entertainment area, and to make specific changes aimed at clarifying that certain provisions do not conflict with the existing CEA, the law, and/or with NOPD policies. In response to Ms. Guillot, Chair Oliver stated that Board approval, not that of the Executive Director, would be necessary for the FQTF to patrol the Bourbon Street entertainment district. Mr. Berger noted that most of the proposed changes were designed to more clearly reflect the law, and offered a substitute motion that the RFP be made subject to law and the policies of the New Orleans Police Department (NOPD) and the execution of duties to be subject to a Cooperative Endeavor Agreement (CEA), as eventually negotiated between the Convention and Visitors Bureau, the City of New Orleans, and the French Quarter Management District regarding funding and operations of the French Quarter Task Force. Several participants stated that the substitute motion addressed their concerns. Commissioner Furness withdrew his motion.

Mr. Simms opined that Sidney Torres needed be involved, and that the RFP process could only be improved by ensuring that FQMD and NOPD personnel involved in day-to-day operations were consulted.

Mr. Berger’s motion (Motion 5) was approved unanimously.

1. Resolution to delegate authority to negotiate a Cooperative Endeavor Agreement with the City of New Orleans and the New Orleans Convention and Visitors Bureau

Deferred

1. Executive Director’s Report
   1. Adoption of FQMD Employment Polices

Commissioner Caputo moved that the “Human Resources Policy and Procedures Manual July 2016 be adopted. He noted that it included Ms. Rosenberg’s comments made at the May meeting. The motion was approved unanimously.

* 1. Discussion of FQMD fundraising opportunities

Deferred

* 1. Election of fundraising committee members

Deferred

1. Treasurer’s Report

Deferred

1. Report by Co-Chairs, Infrastructure Committee

Deferred

1. Report by Chairs, Security Task Force

Deferred

1. New Business

Deferred

1. Future Meetings: September 12, 2016

\_\_. Adjournment

Adjournment was approved by acclamation at 3:35 pm.

Respectfully submitted

Brian R. Furness

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Brian R. Furness, Secretary

Annex 1: Motions approved at the Meeting of May 2, 2016

Annex 2: List of Attachments

**ANNEX 1: Motions[[3]](#footnote-3) – Meeting of July 11, 2016**

1. *Executive Session (Agenda I).* KimRosenberg: “That the Board, including the Executive Director, go into Executive Session to discuss a legal matter.” Second: DeBlieux. Approved unanimously.
2. *Minutes (Agenda IV).* Steve Caputo: “That the Minutes of the Meeting of May 2, 2016 be approved.” Second: Rosenberg. Approved unanimously.
3. *Resolution of Thanks to Darryl Berger.* The FQMD expresses its appreciation and gratitude to Commissioner Darryl Berger in recognition of his long FQMD participation and leadership, and most recently his generous offer of office space and supporting services to house FQMD’s day-to-day operations. Approved by acclamation.
4. *Request for Proposals (Agenda IV.b).* Brian Furness: “That the Request for Proposals regarding the French Quarter Task Force Administrator, as circulated to the Board on July 8, 2016, be approved with the following changes …” (see Attachment 4 for full text).” Second: Speights. Withdrawn.
5. *Request for Proposals (Agenda IV.b).* Substitute Motion: Darryl Berger: “That the Request for Proposals be made subject to law and the policies of the New Orleans Police Department (NOPD) and the execution of duties to be subject to a Cooperative Endeavor Agreement (CEA), as eventually negotiated between the Convention and Visitors Bureau, the City of New Orleans, and the French Quarter Management District regarding funding and operations of the French Quarter Task Force.” Second: Watters. Approved unanimously.
6. *Personnel Policy Manual (Agenda V.a.).* Steve Caputo: “That the ‘Human Resources Policy and Procedures Manual – July 2016’ be approved.” Second: Matassa. Approved unanimously.
7. *Adjournment.* Jeremy DeBlieux: “That the meeting be adjourned.” Approved by acclamation.

**ANNEX 2: Attachments – Meeting of July 11, 2016**

1. Agenda — Meeting of July 11, 2016
2. Minutes — Meeting of May 2, 2016
3. Request for Proposals (as considered by the Board)
4. Motion 4 to approve the RFP with … changes: full text
5. “Human Resources Policy and Procedures Manual,” July 2016 (draft). (ref: Agenda V.a).

1. Technical note: The meeting was recorded on an Etekcity USB disk recorder, file2016-04-12-07-04-50.wav. [↑](#footnote-ref-1)
2. From sign-in sheets. Undecipherable names not included. [↑](#footnote-ref-2)
3. “Approved unanimously” means the Motion was approved by all Commissioners present. [↑](#footnote-ref-3)