

# French Quarter MANAGEMENT DISTRICT

## Notes Finance & Development Committee Meeting

Monday, 7 February 2022

2:00 pm

Via Teleconference: <https://v.ringcentral.com/join/204758921>

Meeting ID: 204758921

Audio: +16504191505,,204758921#

1. Call to Order The meeting was called to order at 2:00 pm and the agenda was read into the record.

FINANCE & DEVELOPMENT COMMITTEE				VOTES			
First Name	Last Name	Present	Absent	Approve Meeting Notes	Recommend Coordinator Job Description	Recommend Audit Questionnaire	Recommend KQC Budget Request
Sue	Klein	X		Yes	Yes	Yes	Yes
Heidi	Raines	X		Yes	Yes	Yes	Yes
Robert	Watters		X	-	-	-	-
Frank	Zumbo	X		Yes	Yes	Yes	Yes

Attendees:

GUESTS		
First Name	Last Name	Role
Karley	Frankic	Executive Director
Jane	Cooper	Commissioner, SEC Chair, Gov Affairs Cmte
Gail	Cavett	Commissioner, SEC & Gov Affairs Cmte Vice-Chair
Mamie	Gasperecz	Commissioner, Livability Cmte. Chair
Christine	Bondio	Commissioner
Glade	Bilby	French Quarter Citizens

2. Public Comment:

From: **Robert Simms** <robertsimms@cox.net>

Date: Mon, Feb 7, 2022 at 11:34 AM

Subject: Public Comment - Coordinator Job Description

To: <publiccomments@fqmd.org>

I will not be able to join today's teleconference but wanted to provide a comment on the Coordinator job description.

It reads fine but I would like the committee to consider adding a requirement that a resident of the French Quarter would be an added qualification.

With the numerous responsibilities that the Coordinator is expected to undertake a full time resident would be preferred. This past Saturday night, the recent movie filming disruption, the ongoing issues with the 5G cell towers, and the late night illegal activities are examples of what only a resident experiences.

Respectfully submitted

Robert Simms

Commissioner

The French Quarter Management District is a state entity created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve, and maintain the world famous French Quarter as a safe, clean, vibrant and friendly neighborhood for residents, businesses, and visitors.

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3. Approval of previous meeting notes

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

4. Welcome by 2022 Committee Chair Frank Zumbo

Committee Chair Frank Zumbo thanked everyone for their time and efforts on behalf of the committee.

5. Discussion – Discussion by Committee of 2022 Work Plan

Organization Structure

- Continue to develop the organizational structure of the FQMD through policy and procedure adoption, and operational strategy
- Committee structure & purpose
- Review and recommend organizational staffing and structure to achieve FQMD objectives

Financial Analysis and Budgeting for FQMD Contracting

Cooperative Endeavor Agreements, Memorandums of Understanding, and Contract Amendments

- Vendors Agreements
- Potential Funding Opportunities
- Budget review for funding requests and annual budget

Additional work functions

- As Determined by the Board, Board Chair, or Committee Chairs

6. Discussion – Discussion by Committee to review a job description for the hiring of a Coordinator

See attachment

7. Motion – Consider a motion to approve the Louisiana Compliance Questionnaire for the 2021 Audit

See attachment

**Ms. Raines made a motion to recommend approval of the Louisiana Compliance Questionnaire for 2021 Audit to the Board of Commissioners. Ms. Klein seconded motion and it was approved.**

8. Presentation – Presentation of a budget request for funding materials related to the Keep the Quarter Clean campaign. To present – Mamie Gasperecz

See attachment

9. Motion - Consider a motion to recommend a budget request for funding materials related to the Keep the Quarter Clean campaign for consideration for approval by the Board of Commissioners.

**Ms. Klein made a motion to recommend a budget request for funding materials related to the Keep the Quarter Clean campaign for consideration for approval by the Board of Commissioners. Ms. Raines seconded motion and it was approved.**

10. New Business

Ms. Raines requested that the Committee meet to review employee benefits and a 2022 plan for FQMD Staff. This will be an agenda item at the next Finance & Development Committee meeting.

11. Next Scheduled Meeting Date – 2 May 2022

The next scheduled meeting of the committee is May 2<sup>nd</sup> at 2:00 pm.

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# French Quarter

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## 12. Adjournment

Ms. Raines made a motion to adjourn the meeting. Ms. Klein seconded the motion, and the meeting was adjourned.

# JOB POSTING

## COORDINATOR

Job Code: 509400

Job Type: Unclassified

Agency: French Quarter Management District

Location: New Orleans, Louisiana

Date: XX Month 2022

Closing: XX Month 2022 11:59 pm Central

## AGENCY OVERVIEW

The French Quarter Management District (FQMD) is a state political subdivision created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve, and maintain the world-famous French Quarter as a safe, clean, vibrant, and friendly neighborhood.

The FQMD is governed by a 13-member Board of Commissioners, all of whom live or work in the French Quarter and collectively represent the perspectives, voices, and needs of the French Quarter's visitors, residents, businesses, and employees. The FQMD's statutory purpose is to:

- Improve public safety, foster quality experiences, and enhance quality of life within the District
- Improve commercial and residential vitality
- Strengthen the District as a vital component of Louisiana's tourism industry
- Aid in the preservation of the District's architecture, quaint charm, and tout ensemble
- Beautify the District's appearance

Over the past seven years, the FQMD's focused efforts have fostered a safer and more livable French Quarter. The FQMD's ongoing programs center around enforcement, livability, sanitation, security, and governance. This includes the FQMD's signature program, the Supplemental Police Patrol Program ("SPPP"), which proactively patrols French Quarter streets to help the NOPD deter crime and uses a mobile application to allow businesses, residents, visitors, and employees to easily report crimes in progress.

## POSITION OVERVIEW

The Coordinator will be interested in public policy, government affairs, community outreach, a fast-paced, nuanced environment working with different stakeholders, program management, and intergovernmental relations.

# French Quarter MANAGEMENT DISTRICT

## JOB DUTIES AND RESPONSIBILITIES:

The Coordinator will work directly under the Executive Director to exercise important program administration, board and committee support, or other administrative functions, direct the work of an organizational unit, be held accountable for the success of one or more specific programs or projects, and monitor progress toward organizational goals and periodically evaluates and makes appropriate adjustments to those goals.

A sample of the Coordinator's specific responsibilities is included below:

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### ADMINISTRATION

- Perform in the capacity as a Board of Commissioners and Committees liaison
  - Schedule and coordinate public meetings with Chairs and venues
  - Update fqmd.org public database and website in compliance with open meeting laws currently hosted with WordPress, Benchmark and Google Suite, etc.
  - Send notifications via email service in compliance with open meeting laws
  - Assist with taking Board meeting minutes and Committee meeting notes
  - Compile action items from meetings and track corresponding workplans
- Office Management
  - Maintain compliance with governance requirements of agency in coordination with Board Secretary
  - File management, both physical and digital

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### PROGRAM COORDINATION

- French Quarter Economic Development District Supplemental Police Patrol Program
  - Meeting coordination for Agreement Monitors and City Council
  - Develop reports for public and governmental review
- Expanded Royal Street Patrol
  - Track and analyze daily, weekly and monthly statistics
  - Coordinate reports with contractor for public review
- Attend weekly MAX meetings and monthly NONPACC meetings
- Coordinate other programming as determined by the Board of Commissioners

## CANDIDATE PROFILE:

This position requires knowledge of community development, contract administration, project management, and the ability to establish and maintain effective relationships with management, law enforcement, community leaders, and volunteers. Exceptional oral and written communication skills are required. The preferred candidate should possess a knowledge of law enforcement codes and police protocol preferred, aptitude for technology, motivated to develop creative solutions and continuously coordinate in an environment of changing priorities, and able to exercise sound independent judgment. Work efficiently with minimal supervision and complete required tasks within set schedules and deadlines. The ideal candidate must be able to dependably work an established full-time schedule in accordance with operations and adhere to the attendance requirements of the FQMD and must be

# French Quarter MANAGEMENT DISTRICT

able to maneuver in an office, through the streets of the French Quarter, and at outside functions. Must be able to sit or stand for extended periods of time, bend, stoop, reach, kneel, crouch, twist, lift, push, pull, and grip items when necessary. May occasionally lift up to 30 pounds and/or push, pull or move items weighing up to 50 pounds.

## QUALIFICATIONS:

- Bachelor's Degree, or at least 4 years of responsible administrative experience
- Commitment to the public safety and quality of life of French Quarter residents, visitors, and employees
- No Civil Service test score is required in order to be considered for this vacancy.
- A criminal background check will be required of all selected applicants.

Salary is commensurate with education and experience. Benefits include a health insurance, paid time off, and paid holidays.

Interested applicants should send a resume and cover letter to [info@fqmd.org](mailto:info@fqmd.org) with the subject line "Coordinator." The deadline to apply is **Month XX, 2022**.

**LOUISIANA COMPLIANCE QUESTIONNAIRE  
(For Audit Engagements of Governments)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana state and local government agencies. The completed and signed questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution.

The completed and signed questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the auditor at the beginning of the audit.** The auditor will, during the course of his/her regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her audit. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J Waguespack, CPA  
Louisiana Legislative Auditor

Enclosure

**LOUISIANA COMPLIANCE QUESTIONNAIRE  
(For Audit Engagements of Government Agencies)**

\_\_\_\_\_ (Date Transmitted)

\_\_\_\_\_ (CPA Firm Name)  
Ericksen, Krentel, & LaPorte LLP

\_\_\_\_\_ (CPA Firm Address)  
4227 Canal Street

\_\_\_\_\_ (City, State Zip)  
New Orleans, LA 70119

In connection with your audit of our financial statements as of \_\_\_\_\_ and for \_\_\_\_\_  
January 1 – December 31, 2021

(period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of \_\_\_\_\_ (date completed/date of the representations).

**PART I. AGENCY PROFILE**

1. Name and address of the organization.

**French Quarter Management District  
400 N. Peters Street, Suite 206  
New Orleans, LA 70130**

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

**According to the US Census Bureau, as of July 1, 2016, the population of Orleans Parish was 391,495  
(latest available figure)**

3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

**Please see attached (A). FQMD has 13 members of the Board of Commissioners and one staff (Executive Director)**

4. Period of time covered by this questionnaire.

**January 1 – December 2021**

5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

**R.S. 25: 7796-799**



6. Briefly describe the public services provided.  
**French Quarter Management District is tasked to improve quality of life, sanitation, infrastructure, and public safety in the French Quarter.**
7. Expiration date of current elected/appointed officials' terms.  
**See attached B**

## LEGAL COMPLIANCE

### **PART II. PUBLIC BID LAW**

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.
- A) All public works purchases exceeding \$250,000 have been publicly bid.
- B) All material and supply purchases exceeding \$30,000 have been publicly bid.  
 Yes [ x ] No [ ] N/A [ ]

### **PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.  
 Yes [ x ] No [ ] N/A [ ]
10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.  
 Yes [ x ] No [ ] N/A [ ]

### **PART IV. LAWS AFFECTING BUDGETING**

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable:

#### A. Local Budget Act

1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).
2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that defined the authority of the chief executive and administrative officers to make budgetary amendments within various budget classifications without approval by the governing authority, as well as those powers reserved solely to the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).
3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).
4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).
5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.
6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).

7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).
8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).
9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds-from the requirement to amend revenues.)
- Yes  No  N/A

**B. State Budget Requirements**

1. The state agency has complied with the budgetary requirements of R.S. 39:33.
- Yes  No  N/A

**C. Licensing Boards**

1. The licensing board has complied with the budgetary requirements of R.S. 39:1331-1342.
- Yes  No  N/A

**PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS**

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and 515, and/or 33:463.
- Yes  No  N/A
13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.
- Yes  No  N/A
14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.
- Yes  No  N/A
15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.
- Yes  No  N/A
16. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).
- Yes  No  N/A
17. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.
- Yes  No  N/A
18. We have remitted all fees, fines, and court costs collected on behalf of other entities, in compliance with applicable Louisiana Revised Statutes or other laws.
- Yes  No  N/A

19. We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes [ ] No [ ] N/A [ x ]

**PART VI. MEETINGS**

20. We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:11 through 42:28.

Yes [ x ] No [ ] N/A [ ]

**PART VII. ASSET MANAGEMENT LAWS**

21. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable.

Yes [ x ] No [ ] N/A [ ]

**PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS**

22. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable.

Yes [ x ] No [ ] N/A [ ]

**PART IX. DEBT RESTRICTION LAWS**

23. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [ x ] No [ ] N/A [ ]

24. We have complied with the debt limitation requirements of state law (R.S. 39:562).

Yes [ ] No [ ] N/A [ x ]

25. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62).

Yes [ ] No [ ] N/A [ x ]

**PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS**

26. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes [ x ] No [ ] N/A [ ]

27. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [ x ] No [ ] N/A [ ]

28. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes [ x ] No [ ] N/A [ ]

**PART XI. ISSUERS OF MUNICIPAL SECURITIES**

29. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes [ ] No [ ] N/A [ x ]

**PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS**

Parish Governments

30. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, R.S. 48:755(A).
- B. Development of a capital improvement program on a selective basis, R.S. 48:755.
- C. Centralized purchasing of equipment and supplies, R.S. 48:755.
- D. Centralized accounting, R.S. 48:755.
- E. A construction program based on engineering plans and inspections, R.S. 48:755.
- F. Selective maintenance program, R.S. 48:755.
- G. Annual certification of compliance to the auditor, R.S. 48:758.

Yes [ ] No [ ] N/A [ x ]

#### School Boards

31. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-400.

Yes [ ] No [ ] N/A [ x ]

32. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

Yes [ ] No [ ] N/A [ x ]

33. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will be applied to such schedules and performance measurement data:

Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenue Sources
- Schedule 2, Class Size Characteristics

We have also, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules, and recognize that although the schedules will not be included in the agreed-upon procedures report, the content of the schedules will be tested and reported upon by school board auditors in the school board performance measures agreed-upon procedures report:

- Education Levels of Public School Staff
- Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Public School Staff Data: Average Salaries

We understand that the content of the first two schedules will be tested and reported upon together.

Yes [ ] No [ ] N/A [ x ]

#### Tax Collectors

34. We have complied with the general statutory requirements of R.S. 47.

Yes [ ] No [ ] N/A [ x ]

#### Sheriffs

35. We have complied with the state supplemental pay regulations of R.S. 40:1667.7.

Yes [ ] No [ ] N/A [ x ]

36. We have complied with R.S. 13:5535 relating to the feeding and keeping of prisoners.

Yes [ ] No [ ] N/A [ x ]

#### District Attorneys

37. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.

Yes [ ] No [ ] N/A [ x ]

#### Assessors

38. We have complied with the regulatory requirements found in R.S. Title 47.

Yes [ ] No [ ] N/A [ x ]

39. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

Yes [ ] No [ ] N/A [ x ]

Clerks of Court

40. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.

Yes [ ] No [ ] N/A [ x ]

Libraries

41. We have complied with the regulations of the Louisiana State Library.

Yes [ ] No [ ] N/A [ x ]

Municipalities

42. Minutes are taken at all meetings of the governing authority (R.S. 42:20).

Yes [ ] No [ ] N/A [ x ]

43. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528).

Yes [ ] No [ ] N/A [ x ]

44. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28).

Yes [ ] No [ ] N/A [ x ]

Airports

45. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.

Yes [ ] No [ ] N/A [ x ]

46. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).

Yes [ ] No [ ] N/A [ x ]

47. All project funds have been expended on the project and for no other purpose (R.S. 2:810).

Yes [ ] No [ ] N/A [ x ]

48. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).

Yes [ ] No [ ] N/A [ x ]

Ports

49. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.

Yes [ ] No [ ] N/A [ x ]

50. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).

Yes [ ] No [ ] N/A [ x ]

51. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).

Yes [ ] No [ ] N/A [ x ]

52. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).

Yes [ ] No [ ] N/A [ x ]

53. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461).

Yes [ ] No [ ] N/A [ x ]

Sewerage Districts

54. We have complied with the statutory requirements of R.S. 33:3881-4159.10.  
Yes [ ] No [ ] N/A [ x ]

Waterworks Districts

55. We have complied with the statutory requirements of R.S. 33:3811-3837.  
Yes [ ] No [ ] N/A [ x ]

Utility Districts

56. We have complied with the statutory requirements of R.S. 33:4161-4546.21.  
Yes [ ] No [ ] N/A [ x ]

Drainage and Irrigation Districts

57. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts); R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or R.S. 38:2101-2123 (Irrigation Districts), as appropriate.  
Yes [ ] No [ ] N/A [ x ]

Fire Protection Districts

58. We have complied with the statutory requirements of R.S. 40:1491-1509.  
Yes [ ] No [ ] N/A [ x ]

Other Special Districts

59. We have complied with those specific statutory requirements of state law applicable to our district.  
Yes [ x ] No [ ] N/A [ ]

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you and the Legislative Auditor any known noncompliance that may occur subsequent to the issuance of your report.

\_\_\_\_\_  
Secretary \_\_\_\_\_ Date  
\_\_\_\_\_  
Treasurer \_\_\_\_\_ Date  
\_\_\_\_\_  
President \_\_\_\_\_ Date

# LIVABILITY COMMITTEE

## Keep the Quarter Clean Funding Request

### Overview

Approved by the Board of Commissioners in 2020, the **Keep the Quarter Clean** campaign intends to build upon the City of New Orleans' desire to Clean up NOLA. While businesses and residents had undertaken hard work of freshening up their facades, deep-cleaning, and generally spiffing up their properties during the COVID-19 shutdown in 2020, the Quarter is once again in need improved cleanliness.

### Scope/Project Plan

**Keep the Quarter Clean** will utilize multipronged campaign to be rolled out in collaboration with our appointing entities, political partners, and friends throughout our community including:

- Social Media: Providing images and suggested text to our partners to post on Twitter, Facebook, Instagram, websites and in their newsletters
- Window Decals & Car Bumper Stickers/Magnets with the Keep the Quarter Clean and French Quarter Management District logos



### Outcome

The intent of the program is to maintain a higher level of cleanliness than before the COVID-19 shutdown where all stakeholders feel a sense of ownership in promoting the **Keep the Quarter Clean** campaign and driving a greater level of litter abatement and sanitation amongst our visitors and residents.

### Funding

BUDGET		
Window Decals	250	\$500
Bumper Magnets	250	\$500
<b>TOTAL</b>		<b>\$1,000</b>

The Livability Committee requests that the Board of Commissioners approve funding for **Keep the Quarter Clean** materials with unallocated funds in the 2022 annual budget.

2022/02/07 Reviewed by Finance & Development Committee

The French Quarter Management District is a state entity created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve and maintain the world famous French Quarter as a safe, clean, vibrant and friendly neighborhood for residents, businesses, and visitors.