

FINANCE & DEVELOPMENT COMMITTEE

Meeting Notes

Tuesday, 8 November 2022, 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 3:01pm and the agenda was read into the record.

FINANCE & DEVELOPMENT COMMITTEE				VOTES					
First Name	Last Name	Present	Absent	Approval of the meeting notes	Recording Policy	Employee Handbook	MOU with New Orleans & Company	UQP CEA	2023 FQEDD Budget
Christine	Bondio	X		Yes	Yes	Yes	Yes	Yes	Yes
Sue	Klein	X		Yes	Yes	Yes	Yes	Yes	Yes
Heidi	Raines	X		Yes	Yes	Yes	Yes	Yes	Yes
Frank	Zumbo	X		Yes	Yes	Yes	Yes	Yes	Yes

Attendees:

ATTENDEES		
First Name	Last Name	Role
Karley	Frankic	Executive Director
Shannon	Muschalek	Coordinator
Jessica	Dietz	SEC Member
Eric	Smith	City CAO Analyst
Glade	Bilby	SEC Member

2. Public Comment

No written public comment was received at the conclusion of the reading of the agenda.

3. Approval of previous meeting notes

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

French Quarter MANAGEMENT DISTRICT

4. Discussion by Committee to review staff hours to evaluate billing the French Quarter Economic Development District Administrative Fee

The Committee discussed how FQMD staff have better captured FQEDD projects and hours.

5. Discussion by Committee considering a policy for recording meetings

Mr. Zumbo discussed the edits from the FQMD Board's attorney with input from Ms. Raines. The Committee decided that the Custodian of Records will be a FQMD staff member and not a volunteer Commissioner. The purpose of the recording policy is to comply with the State public records requirements for a government agency. The recording policy included one edit to remove the custodian responsibility from the FQMD Secretary to match with the policy in the FQMD bylaws per legal counsel. Ms. Bondio asked why the bylaws should be changed now if there has not been a custodian designated among the FQMD staff yet. The Committee decided to hold off on changing the FQMD bylaws regarding the custodian role until the FQMD staff have had the records retention program training held by the Louisiana State Archives through the Louisiana Secretary of State's office.

5. Motion – Consider a motion to recommend approval to the Board of Commissioners to approve a policy for recording meetings.

Ms. Klein made a motion to recommend approval to the Board of Commissioners to approve a policy for recording meetings. Ms. Bondio seconded the motion, and it was approved.

6. Motion – Consider a motion to recommend approval to the Board of Commissioner revisions to the Bylaws

The Committee has deferred the motion to recommend to the Board of Commissioners revisions to the bylaws until FQMD staff has received record retention program training.

7. Discussion by Committee considering updates to the Employee Handbook

Ms. Raines reviewed the revisions to the FQMD Employee Handbook with the Committee. There was a consensus that the revisions and additions were ready for Board review. FQMD staff will begin to create the 2023 meeting and holiday calendar.

8. Motion – Consider a motion to recommend approval to the Board of Commissioners revisions to the Employee Handbook

Ms. Bondio made a motion to recommend approval to the Board of Commissioners revisions to the Employee Handbook. Ms. Raines seconded the motion, and it was approved.

9. Discussion by Committee of a Memorandum of Understanding for 2023 General Operating with New Orleans & Company

There are no changes to the MOU other than carrying the dates forward through 2023.

10. Motion – Consider a motion to recommend approval to the Board of Commissioners to execute a Memorandum of Understanding for 2023 General Operating with New Orleans & Company

Ms. Raines made a motion to recommend approval to the Board of Commissioners to execute a Memorandum of Understanding for the 2023 General Operating with New Orleans & Company. Ms. Klein seconded the motion, and it was approved.

The French Quarter Management District 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 for residents, businesses, and visitors.

French Quarter MANAGEMENT DISTRICT

11. Discussion by Committee of a Second Amendment to the Upper Quarter Patrol Cooperative Endeavor Agreement

The Committee agreed to continue the program for another year. The Second Amendment to the Upper Quarter Patrol CEA carries forward the terms of the original agreement through 2023.

12. Motion – Consider a motion to recommend approval to the Board of Commissioners to execute a Second Amendment to the Upper Quarter Patrol Cooperative Endeavor Agreement

Ms. Klein made a motion to recommend approval to the Board of Commissioners to execute a Second Amendment to the Upper Quarter Patrol Cooperative Endeavor Agreement. Ms. Bonido seconded the motion, and it was approved.

13. Discussion by Committee regarding a 2023 French Quarter Economic Development District budget

Ms. Raines reviewed the line items of the 2023 FQEDD budget. Ms. Klein asked if the Real Time Crime Center (RTCC) will have additional monitors to accommodate the additional crime cameras being installed around the French Quarter. Ms. Raines responded that the NOPD will be deciding the best practices on this project. Mr. Bilby suggested that the program be properly and efficiently integrated into the RTCC program to allow the introduction of new cameras to flow as smoothly as possible. The chain of command in utilizing these cameras should be clear as the Committee considers hiring two full-time employees as a pilot program in the RTCC to monitor and respond to potential calls of services via the additional crime cameras. Mr. Smith clarified that the additional cameras will be integrated into an already present system, where the response has been more reactive than proactive. Though RTCC crime cameras can be utilized to intervene in a crime in real-time, they primarily are used for informational and evidence gathering purposes at this time. Mr. Smith also stated that the NOPD is not classified as Public Safety and therefore does not decide procedure in the RTCC. The additional proposed RTCC employees would be utilized to monitor the additional cameras in real-time, making the program more proactive.

14. Motion – Consider a motion to recommend approval to the Board of Commissioners a Fiscal Year 2023 French Quarter Economic Development District budget

Ms. Raines made a motion to recommend approval to the Board of Commissioners a Fiscal Year 2023 French Quarter Economic Development District budget. Ms. Bondio seconded the motion, and it was approved.

15. New Business – To consider and take action upon any other matters that may properly come before the French Quarter Management District Finance & Development Committee

No new business reported.

16. Motion – Consider a motion to set next Committee meeting date

The Committee discussed holding January 3rd, 2023, as their next potential meeting date.

18. Adjournment

The November 8th, 2022, Finance and Development Committee meeting adjourned at 3:55pm.

The French Quarter Management District 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 for residents, businesses, and visitors.