

# French Quarter MANAGEMENT DISTRICT

## Board of Commissioners Meeting Minutes

Monday 14 November 2022

2:03 – 3:12 pm

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Via Teleconference:

<https://meetings.ringcentral.com/j/2047589217>

Video:

<https://meetings.ringcentral.com/personallink.html>

Audio:

Meeting ID: 204 758 9217

+1 (469) 445 0100

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**Commissioners Present:** Christian Pendleton, Sue Klein, David Bilbe, Jane Cooper, Steve Caputo, Heidi Raines, Robert Simms, Glade Bilby

**Commissioners Absent:** Jack Rizzuto, Christine Bondio, Frank Zumbo, Mamie Gasperez, Matthew Emory

**Executive Director:** Karley Frankic

**Coordinator:** Shannon Muschalek

**Guests:** Eric Smith (City CAO Analyst)

- I. CALL TO ORDER: ROLL CALL: INTRODUCTION OF ATTENDEES – Chair Heidi Raines called the French Quarter Management District (FQMD) November 14th, 2022 regular meeting to order at 2:03 pm. Ms. Frankic read the Agenda as noticed and Ms. Klein called the roll.
- II. PUBLIC COMMENT: The Public Comment Policy can be found at <https://www.fqmd.org/public-comment-policy>. Written public comment may be submitted electronically via email to [publiccomments@fqmd.org](mailto:publiccomments@fqmd.org). *There were no public comments received prior to the reading of the agenda.*
- III. OCTOBER 10th, 2022 MEETING MINUTES: Ms. Klein noted one correction to be made prior to approval, citing Mr. Bilby as being in attendance in October. Ms. Muschalek made the correction. Mr. Pendleton motioned **(M1)** to “approve the October 10th, 2022 Board Meeting Minutes as corrected...”, seconded by Mr. Bilby and unanimously approved.
- IV. OCTOBER 2022 TREASURER’S REPORT: Ms. Raines presented the submitted Treasurer’s Report. Ms. Raines made a note that the billing report for the City of New Orleans is reflecting a larger sum than previous months due to a one time insurance reimbursement. All other accounting in the report appears to be accurate. Ms. Cooper motioned **(M2)** to “approve the October, 2022 Treasurer Reports as submitted...”, seconded by Mr. Bilby, and unanimously approved. **ANNEX I**
- V. BOARD CHAIR COMMENTS: Ms. Raines
  - a. FQMD/French Quarter Economic Development District (FQEDD) Monthly Meetings - Ms.

Raines reported that the Agreement Monitors met on October 17th, 2022 and discussed the following:

- i. Meeting Dates - Ms. Raines reported that the FQMD Committees and Agreement Monitors have been discussing adjusting meeting dates in preparation for the 2023 calendar year.
- ii. Supplemental Police Patrol Program (SPPP)- The Agreement Monitors have been discussing how to get more shifts filled for the SPPP. The statistics currently reflect an average year to date shift fulfillment of forty-five percent whereas the cooperative endeavor agreement suggests a fill rate of seventy-five percent. The Agreement Monitors have been reviewing ways to recruit more New Orleans Police Department (NOPD) officers to the SPPP to increase the shifts filled percentage. In doing so, they have reviewed with Mr. Smith the possibility of increasing rates to sixty dollars an hour between three o'clock pm on Fridays to three o'clock am on Mondays. Mr. Smith will be running these numbers through the City Civil Service to see if this increase is possible.
- iii. NOPD 8th District Statistics - Commander Ganthier reported at the last Agreement Monitors meeting that there have been one hundred and nine gun arrests this year on Bourbon Street alone. He credits this statistic to increasing officer presence in this area.
- iv. FQMD Vehicle Procurement - Ms. Raines reported that since the FQEDD Trust Fund renewal, twelve months ago, the proposed vehicles have still not been procured by the City. Ms. Raines suggested that the Commissioners collectively write a letter to the City Procurement Office and the Mayor to escalate this issue. Mr. Bilby asked Mr. Smith what can be done to make some progress on vehicle procurement within the next week. Mr. Smith reported that he has been reaching out to vehicle dealerships directly and they have been unresponsive due to the manufacturers' interest in selling vehicles lies in consumer sales as opposed to government contracted sales. Mr. Simms reported that the Federal Monitor meeting discussed how vehicles are only able to be procured one time a year in November. Mr. Smith clarified that SPPP vehicles are not included in the government contract. Mr. Smith also reported that the State has accepted a contract with John Deere for two gator vehicles utilizing the French Quarter Improvement Funds. These vehicles have a mandatory one hundred and eighty day procurement period. Mr. Bilby asked to be on record to voice his displeasure with the City's procurement efforts, noting how the SPPP should not have to rely on private donations to procure vehicles when tax dollars are already allotted for vehicles and equipment for this program.
- v. The 2022 Mid-Year Budget Adjustment - Ms. Raines reported that the 2022 Mid-Year Budget Adjustment has been approved through the New Orleans City Council by unanimous decision. With this task completed, the crime camera locations have been discussed amongst the Agreement Monitors. FQMD representatives will work with the NOPD to decide where crime cameras are most needed, to include all French Quarter ingress streets. Light pole installations were also included in this budget and will also be placed in correlation to outages in high crime areas.
- vi. 2023 FQEDD Budget Drafting Sessions - 2023 is projected to have nearly four million in revenue to spend on projects in the French Quarter due to funds being carried over from 2022. The Agreement Monitors have begun to draft a 2023 budget to focus on projects and equipment proposed by the NOPD and FQMD Committees.

VI. EXECUTIVE DIRECTOR'S REPORT – Ms. Frankic, FQMD Executive Director, Ms. Frankic, reported on the following topics:

a. Administration -

- i. Ms. Frankic reported that the State Civil Service Harassment Training is required of all FQMD Commissioners, per board policy. Some Commissioners have reported having problems receiving the training videos. Ms. Frankic informed the Commissioners if they are

- having difficulties accessing the training to please coordinate with Ms. Muschalek, the FQMD Coordinator, to assure that they can get the training completed this year.
- ii. Following up on the presentation from the Board’s attorney at last month’s meeting, Ms. Frankic reported that herself and Ms. Muschalek will be participating in Records Management Training Classes with the Louisiana State Archives later this week. In this training they will be learning about key principles of records management and guidance on the steps government agencies need to take to comply with Louisiana's Public Records Law.
- b. Quality of Life -
- i. Ms. Frankic reported that herself and Ms. Muschalek attended the two day Keep Louisiana Beautiful conference in Baton Rouge and completed the first of the required training for Keep the Quarter Clean to become an affiliate member. The major benefit of membership is not just promotion, but access to grant opportunities, including trash can donations and beautification, but also the possibility to apply for grant funding for graffiti remediation – a new goal of FQMD’s Livability Committee. A clean and litter free neighborhood supports the feeling of safety as one traverses the neighborhood. Ms. Frankic reported that FQMD staff will be providing more updates as grant opportunities are vetted in the Livability Committee.
- c. Public Safety -
- i. Ms. Frankic reported that since the 2022 Lighting Assessment was completed and released last month the Executive Summary and full data set are available for download on the FQMD.org website. Ms. Frankic completed six media interviews in the past month promoting the Lighting Assessment. Stories that ran locally included the Times-Picayune/New Orleans Advocate, WVUE, WGNO, WDSU, WWL-TV and Radio. The Executive Summary and full data set were provided to the City within days of the release. The Mayor has directed the Department of Public Works (DPW) to add the French Quarter outages to Tier One for repairs. The Interim Director of the DPW and Ms. Frankic have been working closely to have the City’s contractor in the field to verify FQMD’s data and begin the repairs. So far, DPW has restored forty-seven outages, cleaned sixteen fixture glasses, reset/replaced eighteen fixtures, and installed one new pole. Ten locations require Entergy coordination or additional work. They have fifteen locations in process waiting on completed work orders.
  - ii. Ms. Frankic was also invited by the City’s Chief Administrative Office (CAO) to visit AllStar Electric’s laydown yard to assess the poles they have in possession from knockdowns and removed to make way for some of the 5G poles. AllStar has forty-nine reclaimed poles, fifteen panels, and seventeen lanterns. Ms. Frankic and the City CAO Analyst, Eric Smith, reviewed the costs for acquiring new poles and lanterns and discussed the challenges with manufacturing the panels that cover the wiring. Ms. Frankic and Mr. Smith will be working on finding a manufacturer for the replacement panels as the ad hoc sheet metal that has been used to secure the wiring is not consistent with the lighting standard.
  - iii. The French Quarter Museum Association secured a grant from the Greater New Orleans Foundation for strategic planning, and Ms. Frankic was invited to participate as the representative of their fiscal agent. The strategic planning will help the Coalition of Museums layout the organizational structure and goals for the future. As of this time, they are happy to continue the relationship with FQMD. Ms. Frankic reported that FQMD will stay involved in their planning process as a means of promoting cultural tourism in our neighborhood.
  - iv. Meetings attended:

d. Meetings attended:

10/11-12	Keep Louisiana Beautiful Conference in Baton Rouge
10/12	Vieux Carré Commission Foundation annual fundraiser volunteering
10/13	FQMD Security & Enforcement Committee Mid-Month Check in

10/13	NOLA Coalition meeting
10/14	KQC: Thanksgiving Event Planning Meeting with Liv. Cmte. Members
10/17	Livability Cmte. Mid Month Check-in Call
10/17	FQEDD Agreement Monitors Meeting
10/17	FQMD Security & Enforcement Committee meeting
10/17	Toro Blanco meeting
10/18	Sustainable Curb Management + 5G Poles Discussion w/ City, Toro Blanco, and Automotus
10/19	DDD/FQMD Coordination Meeting w/ Cmsr. Gasperecz
10/20	FQMA Grant Meeting
10/26	Livability Agenda Meeting w/ Cmsr. Gasperecz
10/27	NOLA Coalition meeting
11/2	FQMD Livability Committee Meeting
11/3	VCCF: Benjamin Moore Color of the Year Event
11/8	KQC event planning meeting
11/8	FQBA Quality of Life Committee meeting
11/8	FQMD Finance & Development Committee meeting
11/9	DDD/FQMD Coordination Meeting w/ Cmsr. Cooper
11/9	CEO New Orleans Introduction meeting
11/10	AllStar Electric Laydown Yard Site Visit
11/10	FQMD Security & Enforcement Committee Mid-Month Check in
11/10	NRMS meeting re: N. Rampart improvement planning

VII. MOTION: Mr. Pendleton motioned (**M3**) to “amend the agenda and move up the remaining motions in the meeting so that he could participate before leaving early...”, Mr. Caputo seconded the motion and it was unanimously approved.

VIII. FINANCE AND DEVELOPMENT COMMITTEE CHAIR REPORT - Ms. Raines

Ms. Raines reported that the Finance and Development Committee has been discussing several potential motions for the Board of Commissioners to vote on to include:

- a. Consider a motion to approve a policy for recording meetings - The recording policy has been vetted through the Finance and Development Committee, who worked with FQMD legal counsel to abide by State Archiving laws. Ms. Cooper motioned (**M4**) to “approve a policy for recording meetings...”, Mr. Pendleton seconded the motion and it was unanimously approved.
- b. Consider a motion to approve revisions to the FQMD Employee Handbook - Ms. Klein made a motion (**M5**) to “approve revisions in the FQMD Employee Handbook...”, Mr. Bilbe seconded the motion and it was unanimously approved.
- c. Consider a motion to approve the execution of the Memorandum of Understanding (MOU) for the 2023 General Operating with New Orleans & Company - This MOU carries forward the same terms and conditions as the 2022 MOU. Mr. Pendleton motioned (**M6**) to “approve the execution of a Memorandum of Understanding for the 2023 General Operating with New Orleans & Company...”, Mr. Caputo seconded the motion and it was unanimously approved.
- d. Consider a motion to approve the execution of a Second Amendment to the Upper Quarter Patrol Cooperative Endeavor Agreement with New Orleans & Company - The only changes made between 2022 and 2023 is that the contract will begin in February and go through the 2023 calendar year. Mr. Pendleton motioned (**M7**) to “approve the execution of a Second Amendment to the Upper Quarter Patrol Cooperative Endeavor Agreement with New Orleans & Company...”, Mr. Bilby seconded the motion and it was unanimously approved.
- e. Consider a motion to approve an annual budget providing an Operating Budget of Revenues and Expenditures to the French Quarter Management District for the year 2023 - Ms. Cooper

motioned **(M8)** to “approve an annual budget providing an Operating Budget of Revenues and Expenditures to the French Quarter Management district for the year 2023...”, Ms. Klein seconded the motion and it was unanimously approved.

- f. Consider a motion to approve a revised annual budget providing an Operating Budget of Revenues and Expenditures to the French Quarter Management district for the year 2022 - Ms. Klein motioned **(M9)** to “approve a revised annual budget providing an Operating Budget of Revenues and Expenditures to the French Quarter Management district for the year 2022...”, Mr. Pendleton seconded the motion and it was unanimously approved.
- g. Consider a motion to approve the elected 2023 Board and Committee Officers - Mr. Caputo motioned **(M10)** to “approve the elected 2023 Board and Committee Officers...”, Mr. Pendleton seconded the motion and it was unanimously approved. The officer elections are as follows:
  - i. FQMD Board Chair - Heidi Raines
  - ii. FQMD Board Vice Chair - Mamie Gasperez
  - iii. FQMD Secretary – Sue Klein
  - iv. FQMD Treasurer – Frank Zumbo
  - v. Finance and Development Committee Chair - Frank Zumbo
  - vi. Finance and Development Committee Vice-Chair - Heidi Raines
  - vii. Security and Enforcement Committee Chair - Jane Cooper
  - viii. Security and Enforcement Committee Vice-Chair - Steve Caputo
  - ix. Livability Committee Chair - Mamie Gasperez
  - x. Livability Committee Vice-Chair - Erin Holmes
  - xi. Governmental Affairs Committee Chair - Christian Pendleton
  - xii. Governmental Affairs Committee Vice-Chair - Glade Bilby
- h. Consider a motion to approve the French Quarter Economic Development District Annual Budget for the Year 2023 from the City of New Orleans - The City approved the budget proposal to be presented by Ms. Frankic on November 17th, 2022 in City Council. Mr. Simms noted that the ballot indicates the funds are to be spent on fulfilling SPPP patrols and not on extra expenditures. Mr. Pendleton and Ms. Raines clarified that this is how the budget is structured and can be amended later if needed. Ms. Cooper motioned **(M11)** to “approve the French Quarter Economic Development District Annual Budget for the Year 2023 from the City of New Orleans...”, Mr. Bilby seconded the motion and it was approved by eight of the nine present Commissioners. Mr. Simms abstained.

IX. SECURITY AND ENFORCEMENT COMMITTEE CHAIR REPORT - Mr. Caputo

Mr. Caputo abstained from presenting on the Security and Enforcement Committee due to having no updates from the last Board of Commissioners meeting or the circulated Committee report. Please go to: <https://www.fqmd.org/committees-task-forces/> for the most recent Security and Enforcement Committee meeting notes.

X. LIVABILITY COMMITTEE CHAIR REPORT - Ms. Frankic

Ms. Frankic reported that the City’s sanitation company, Kellermeyer Bergensons Services (KBS), is testing out a new sidewalk deep cleaning schedule. She also reported the October key point indices (KPI) report she received from KBS. The October KPI report covers the following points:

- a. Ninety-four of three times per week and daily pressure washing completed; incompletions due to construction, crime, movie filming, and other unforeseen detours.
- b. Ninety-four percent of street flushing details were completed.
- c. Graffiti was removed from one thousand seven hundred and thirty-nine spaces of public property.
- d. One hundred percent of monthly pressure washing blocks were completed.
- e. There were zero instances of speeding five plus miles per hour over the speed limit for over one hundred and twenty routes.
- f. Nine hundred and fifty-eight detail litter can cleanings were completed by the supplemental crew.

- XI. NEW BUSINESS: To consider and take action upon any other matters that may properly come before the French Quarter Management District Board of Commissioners.
- a. Ms. Klein informed the Board of Commissioner that the Custodian of Records will be addressed in the FQMD bylaws in the future pending Ms. Frankic and Ms. Muschalek records management training from the Louisiana State Archives Department. Legal counsel advised the Board of Commissioners that this position should fall to a full-time staff member and not to a volunteer Commissioner.
  - b. Mr. Bilbe asked Mr. Smith for work logs from KBS. Mr. Smith reported that the volume of the requested data is not readily available and suggested a public records request. Ms. Raines clarified that FQMD staff can request this data from KBS directly.
  - c. Ms. Simms reported that the “SafeCam8” program is dormant and Captain Ganthier would like it reinstated.
- XII. NEXT SCHEDULED MEETING DATE: 12 December 2022 at the Historic New Orleans Collection.
- XIII. ADJOURNMENT: Mr. Caputo motioned (**M12**) to “adjourn the November Regular Meeting of the FQMD Commission at 3:12 p.m.”, seconded by Mr. Bilbe and unanimously approved.

Respectfully submitted,  
(Signed original available)  
Susan Klein, Secretary

ANNEX I – Treasurer Reports