



Board of Commissioners Meeting Minutes

Monday 9 January 2023

2:00 – 2:54 pm

Via Teleconference:

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

Meeting ID: 204 758 9217

Video:

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

Audio:

+1 (469) 445 0100

Commissioners Present: Mamie Gasperecz, Sue Klein, David Bilbe, Jane Cooper, Glade Bilby, Matthew Emory

Commissioners Absent: Jack Rizzuto, Christine Bondio, Frank Zumbo, Steve Caputo, Christian Pendleton, Heidi Raines, Robert Simms

Executive Director: Karley Frankic

Coordinator: Shannon Muschalek

- I. **CALL TO ORDER: ROLL CALL: INTRODUCTION OF ATTENDEES** – Vice-Chair Mamie Gasperecz called the French Quarter Management District (FQMD) January 9th, 2023, regular meeting to order at 2:00 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. *There were no public comments received prior to the reading of the agenda.*
- III. **DECEMBER 12TH, 2022, MEETING MINUTES:** Due to having no quorum, the Board of Commissioners will vote on the December 12th, 2022, meeting minutes at the next regularly scheduled meeting on February 13th, 2023.
- IV. **DECEMBER 2022 TREASURER’S REPORT:** Ms. Frankic read a written report from Mr. Zumbo regarding the December 2022 Treasurer’s Report. Mr. Zumbo reported that all accounts are trending as they should and are up to date. Mr. Zumbo reported that the FQMD account is in a good position with all expenses managed well and that overall, the financials are being well managed. The Board of Commissioners did not have a quorum to approve the 2022 December Treasurer’s Report and will defer the vote to the next regularly scheduled Board of Commissioners meeting on February 13th 2023.
- V. **BOARD CHAIR COMMENTS:** In Ms. Raines absence, Vice-Chair Gasperecz lead the January 9th, 2023, meeting. Ms. Gasperecz had no news to report other than the impending departure of FQMD’s Coordinator, Shannon Muschalek. Ms. Gasperecz thanked Ms. Muschalek for her work over her past

several months employed with FQMD and congratulated her on her new post.

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

a. Administration:

- i. Office Rent – In accordance with the 2023 budget approved at the end of last year, the Berger Company will be charging FQMD rent this year. We received the lease for offices in the Jaz Marketplace on December 29th. The Board's attorney is reviewing the lease this week and we anticipate signing this month. The Berger Company is still dealing with Hurricane Ida repairs so FQMD will be paying for one office and have the smaller interior office donated until a second exterior office with a window is available.
- ii. 2022 Annual Report - Staff is wrapping up the 2022 Annual Report with year-end data from the two patrol programs and financials from the Board's accountant. Ms. Frankic anticipates sharing the annual report at next month's meeting.
- iii. FQMD Coordinator Position - FQMD's Coordinator, Shannon Muschalek, has informed Ms. Frankic that she has been offered new position that she will be taking in mid-February. FQMD will follow the same hiring process as in 2022 with Commissioners Bondio and Klein assisting with the screening and interview process. Ms. Frankic reported that she hopes to have a minimal staffing gap before onboarding a new Coordinator.

b. Quality of Life:

- i. Director of Homelessness Services and Strategies Hiring Process – Ms. Frankic reported that she was invited by Dr. Jennifer Avegno to be part of the team interviewing the top two candidates for the City of New Orleans Director of Homeless Services and Strategies. Ms. Frankic reported that both candidates were impressive with backgrounds in case management and administration for homeless services. The City made an offer, and it was accepted by Nate Fields from Baltimore. Mr. Fields will begin February 20th, 2023. The City is also working to simultaneously land an agreement with the homeless consultant who will assist Mr. Fields in doing the intensive planning and direction-setting so that he is well-equipped to execute a solid strategy. The City is hopeful that the timing will work out so they can both start efforts around the same time. Ms. Frankic reported that she appreciates the City's inclusion of FQMD in this important decision as FQMD looks at opportunities for addressing services for the unhoused population in the French Quarter.
- ii. Lighting Repairs - Department of Public Works Interim Director, Sarah Porteous, is meeting with the City's street light contractor this week and will be providing an update on the lighting repairs. Ms. Frankic anticipates having that update for next week's Security & Enforcement Committee meeting.
- iii. 5G Tower Lighting - The City does not have a primary contact on staff for the 5G cell tower installations to address the long delay with the installation of light fixtures on the cell towers. Toro Blanco, one of the 5G cell tower permittees, informed Ms. Frankic that they have started to receive the light fixtures for their poles. Installation is expected to begin later this month.

c. Public Safety:

- i. Bollard Task Force Meetings – Ms. Frankic reported that since the Board of Commissioners' last meeting, she attended her second City's Bollards Task Force conference call meeting. They have canceled two follow up meetings over the Christmas and New Year's holidays. Ms. Frankic expects to have a meeting rescheduled in the next week or two.

- ii. NOPD Change of Command - The Captain of the Eighth District Hans Ganthier has been promoted to Deputy Police Superintendent. He has been replaced by LeJon Roberts, who transferred from the Special Operations Division.
- iii. Thank You to Ms. Jessica Dietz – Ms. Frankic reported that Security & Enforcement Committee Member, and Cops 8 volunteer and fundraiser, Jessica Dietz is leading a volunteer effort to paint the fence at the NOPD Eighth District station. Ms. Frankic is assisting Ms. Dietz with applying for the Vieux Carre Commission paint permit on behalf of this community support effort. Ms. Dietz is also the person who spearheaded the fundraising that procured two ATVs for the Eighth District Community Liaison Officers last month. Ms. Frankic and the Board of Commissioners thanked Ms. Dietz for her dedication and hard work.

Meetings attended:

12/14	CNO Director of Homeless Services & Strategies Interview
12/14	DDD meeting with Cmsrs Gasperecz and Cooper
12/15	Security & Enforcement Committee mid-month check in meeting
12/15	TASGNO and FMC FQ Project Goals and Measures - Web Teams Mtg
12/19	FQEDD Agreement Monitors meeting
12/19	Security & Enforcement Committee meeting
12/20	CNO Director of Homeless Services & Strategies Interview
12/22	NOLA Coalition
12/5	Meeting with potential new committee member Kristi Taglauer
1/5	NOLA Coalition

IX. FRENCH QUARTER ECONOMIC DEVELOPMENT DISTRICT AGREEMENT MONITORS MEETING UPDATE – Ms. Cooper

Ms. Cooper reported that the Agreement Monitors last met on December 19th, 2022, and discussed the following:

- a. Installation of Crime Cameras and License Plate Readers - Devlin Roussel from Convergent Technologies attended the meeting to discuss the installation of the approved crime cameras and the license plate readers. Mr. Roussel reported that installation could begin as early as February 2023.
- b. Key Point Indices (KPI's) Discussion – The Agreement Monitors discussed various potential KPI's to be incorporated in the monthly reporting as new programs have been established for 2023. Commander of the 8th District, Captain Hans Ganthier, discussed how a formerly tracked 2022 KPI, “miles patrolled”, limits the officers in stopping when necessary to address issues in their patrol areas. The Agreement Monitors will further discuss what KPI's should be tracked for 2023, working with the Real Time Crime Center (RTCC), NOPD and City of New Orleans.
- c. Increase in SPPP Overtime Wages – The increase will be implemented after it is approved by the City Council to entice officers to sign up for weekend shifts with the SPPP. Ms. Cooper reported that she had noticed an increase in officers recently.
- d. Homelessness Services Case Management - Angela Owczarek reported that the two recently hired case managers should be starting on January 9th, 2023, in collaboration with the Downtown Development District (DDD) to assess homelessness needs and services. The Agreement Monitors are working with Ms. Owczarek to develop KPI's to track the progress of this program.

- e. Mardi Gras Security – Ms. Klein asked if the need for increased security in the French Quarter over the Mardi Gras holiday will pull from the SPPP officer pool and how it will affect the integrity of our security.
- X. **SECURITY AND ENFORCEMENT COMMITTEE CHAIR REPORT** – Ms. Cooper
- a. DDD Collaboration – Ms. Cooper reported that sanitation is a big focus now with the DDD collaboration meetings and have been very productive. KBS and Block by Block, the two sanitation companies responsible for cleanliness along the area over which the DDD and the French Quarter share jurisdiction, will be present at the next meeting to collaborate.
 - b. KPI Development – Ms. Cooper reported that the Security and Enforcement Committee has been discussing developing several KPIs for crime cameras, RTCC staffing, and the homelessness assistance program and will share those statistics with the FQMD Board of Commissioners monthly.
 - c. Vehicle Procurement – Ms. Cooper reported that the Committee has discussed the issues with the City procuring vehicles for the SPPP. The donated New Orleans and Company patrol vehicles should now be fully outfitted and out for patrol. Ms. Cooper notes how FQMD continues to rely on donated vehicles as opposed to City procured vehicles. Ms. Raines has been in contact with the Mayor’s office to get to the bottom of the issue in procuring vehicles through City avenues.
 - d. Obstruction of Public Right of Way – The “Darth Vader” performers continues to be an issues for business owners and residents on Royal Street. Ms. Frankic will research into the city’s ordinance on obstruction of public right of way so that the committee can be better equipped with understanding how to proceed. Mr. Emory asked if as a Board, they can push for the requirement of an active permit to perform, that way they are at least contributing member of the French Quarter revenue. Ms. Gasperez will work with Ms. Cooper, as this issue partly lives in livability committee.
 - e. Security and Enforcement Committee 2023 Work Plan – Ms. Cooper discussed some of the goals the Security and Enforcement Committee hope to achieve and track this year as the new programs discussed above roll out.
- X. **LIVABILITY COMMITTEE CHAIR REPORT** - Ms. Gasperez
- Ms. Gasperez reported that the Livability Committee have finalized their 2023 work plan. Ms. Gasperez reported that the Livability Committee is also working with New Orleans & Company to create a one pager on homelessness resources. Mr. Emory asked if the Livability Committee could lead projects such as putting the name times back on the street corners in the French Quarter; projects that FQMD could take complete ownership of. Ms. Gasperez informed Mr. Emory that it is the intention of the Livability Committee to accomplish many projects this year that will wholly fall under their accomplishments.
- XI. **GOVERNMENT AFFAIRS COMMITTEE 2023 WORK PLAN** – Mr. Bilby
- Mr. Bilby reported that he has been working with the Government Affairs Committee Chair to finalize a work plan as well as decide when they will hold their first public meeting.
- 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.
- Mr. Bilbe asked the Board if anyone present has had any interaction with Howie Caplan, the nighttime Mayor, and has anything concrete come out of the office. Mr. Bilby informed that this seems to primarily be a promotion. Mr. Bilbe also asked who validates the sanitation statistics that are given to FQMD monthly. Ms. Gasperez reported that she will be conducting Ms. Frankic’s performance review. She will send a survey out to the full board and asked them for their participation. Mr. Bilbe suggested a code of conduct one pager for business etiquette. He reported that in many places there are

people lined up down the block to get into certain places and some businesses have trash cans lined down the street. A one pager with resources and expectations for the French Quarter may help.

- XII. NEXT SCHEDULED MEETING DATE: 13 February 2023 at the Historic New Orleans Collection.
- XIII. ADJOURNMENT: The Board of Commissioners meeting dispersed at 2:54pm upon having no quorum to adjourn.

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

ANNEX I – Treasurer Reports

Treasurer's Report

French Quarter Management District

For the period ended December 31, 2022

Prepared on

January 5, 2023

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Balance Sheet

As of December 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
FQMA	18,974.61
FQMD general operating account	167,780.27
FQMD Patrol	280,622.97
Total Bank Accounts	467,377.85
Accounts Receivable	
Contract Receivable	31,819.08
Total Accounts Receivable	31,819.08
Other Current Assets	
Prepaid Expenses	19,315.07
Total Other Current Assets	19,315.07
Total Current Assets	518,512.00
TOTAL ASSETS	\$518,512.00
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	43,214.91
Total Accounts Payable	43,214.91
Other Current Liabilities	
Accrued payroll & payroll related	0.00
Accrued payroll	2,749.00
Medical Ins.	15.90
Total Accrued payroll & payroll related	2,764.90
CEA Membership Dues	19,305.72
Total Other Current Liabilities	22,070.62
Total Current Liabilities	65,285.53
Total Liabilities	65,285.53
Equity	
Retained Earnings	68,485.52
Net Income	384,740.95
Total Equity	453,226.47
TOTAL LIABILITIES AND EQUITY	\$518,512.00

A/R Aging Summary

As of December 31, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of New Orleans	6,192.20	18,604.04	7,022.84			31,819.08
TOTAL	\$6,192.20	\$18,604.04	\$7,022.84	\$0.00	\$0.00	\$31,819.08

A/P Aging Summary

As of December 31, 2022

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
John Wyatte Foard, LLC	955.00					955.00
LPL Financial		152.20				152.20
Public Safety Services Corporation		35,962.94				35,962.94
Ricoh		535.77				535.77
SR Williams Consulting		5,609.00				5,609.00
TOTAL	\$955.00	\$42,259.91	\$0.00	\$0.00	\$0.00	\$43,214.91

Profit and Loss

December 2022

	Total
INCOME	
Admin. Fees	34,796.24
Contract Revenue	100,000.00
Total Income	134,796.24
GROSS PROFIT	
	134,796.24
EXPENSES	
Admin Fee - FQMD	10,000.00
Bank Charges & Fees	54.49
Conference & Meeting Expenses	
Parking	6.35
Total Conference & Meeting Expenses	6.35
Insurance	2,013.62
Legal & Professional Fees	
Accounting Fees	840.00
Legal Fees	5,609.00
Website	68.75
Total Legal & Professional Fees	6,517.75
Office Supplies & Software	1,313.55
Patrol Expenses	
Mobile Data Charges	250.00
Police Patrols	72,196.39
Total Patrol Expenses	72,446.39
Payroll Expenses	
Employee Benefits	742.16
Payroll	13,361.68
Processing Fees	63.00
Taxes	806.06
Worker's Compensation	44.12
Total Payroll Expenses	15,017.02
Utilities	
Email	25.99
Telephone	56.93
Total Utilities	82.92
Total Expenses	107,452.09
NET OPERATING INCOME	27,344.15
NET INCOME	\$27,344.15

Profit and Loss by Location

January - December 2022

	FQEDD	FQMD Operating	Patrol	Total
INCOME				
Admin. Fees	92,970.82	100,000.00		192,970.82
Charitable Donations		800.00		800.00
Contract Revenue	0.00	150,000.00	1,100,000.00	1,250,000.00
Public Records Request Fee		134.00		134.00
Total Income	92,970.82	250,934.00	1,100,000.00	1,443,904.82
GROSS PROFIT				
92,970.82				
EXPENSES				
Admin Fee - FQMD			100,000.00	100,000.00
Advertising		1,852.16		1,852.16
Bank Charges & Fees		161.49		161.49
Conference & Meeting Expenses				0.00
Conferences and meetings		253.75		253.75
Parking	19.05	140.76		159.81
Travel	9.34	2,096.48		2,105.82
Total Conference & Meeting Expenses	28.39	2,490.99		2,519.38
Insurance	14,286.50	7,264.64	3,233.89	24,785.03
Interest Paid		66.25		66.25
Legal & Professional Fees				0.00
Accounting Fees	3,390.00	6,522.00		9,912.00
Audit Fees		10,350.00		10,350.00
Legal Fees		5,609.00		5,609.00
Website		1,221.97		1,221.97
Total Legal & Professional Fees	3,390.00	23,702.97		27,092.97
Marketing		200.00		200.00
Office Supplies & Software	2,505.52	6,532.06	6,042.50	15,080.08
Patrol Expenses				0.00
Mobile Data Charges			2,187.54	2,187.54
Police Patrols			726,328.86	726,328.86
Security Administration			17,760.00	17,760.00
Total Patrol Expenses			746,276.40	746,276.40
Payroll Expenses				0.00
Employee Benefits	4,457.44	5,577.54		10,034.98
Payroll	63,074.72	56,543.44		119,618.16
Processing Fees	405.03	326.97		732.00
Taxes	5,067.02	4,189.47		9,256.49
Worker's Compensation	357.34	266.86		624.20
Total Payroll Expenses	73,361.55	66,904.28		140,265.83
Utilities				0.00
Email		239.61		239.61
Telephone		624.67		624.67
Total Utilities		864.28		864.28

	FQEDD	FQMD Operating	Patrol	Total
Total Expenses	93,571.96	110,039.12	855,552.79	1,059,163.87
NET OPERATING INCOME	-601.14	140,894.88	244,447.21	384,740.95
NET INCOME	\$ -601.14	\$140,894.88	\$244,447.21	\$384,740.95

French Quarter Management District - Operating

Budget vs. Actuals: FQMD 2022 Budget - FY22 P&L Locations

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Admin. Fees	100,000.00	50,000.00	50,000.00	200.00 %
Billable Expense Income	0.00		0.00	
Charitable Donations	800.00		800.00	
Contract Revenue	150,000.00	150,000.00	0.00	100.00 %
Membership Dues Admin Fee		480.00	-480.00	
Public Records Request Fee	134.00		134.00	
Sales	0.00		0.00	
Total Income	\$250,934.00	\$200,480.00	\$50,454.00	125.17 %
GROSS PROFIT	\$250,934.00	\$200,480.00	\$50,454.00	125.17 %
Expenses				
Advertising	1,852.16	1,000.00	852.16	185.22 %
Bank Charges & Fees	161.49	200.00	-38.51	80.75 %
Conference & Meeting Expenses				
Conferences and meetings	253.75	2,000.00	-1,746.25	12.69 %
Parking	140.76	85.00	55.76	165.60 %
Travel	2,096.48	1,500.00	596.48	139.77 %
Total Conference & Meeting Expenses	2,490.99	3,585.00	-1,094.01	69.48 %
Insurance	7,264.64	10,000.00	-2,735.36	72.65 %
Interest Paid	66.25		66.25	
Legal & Professional Fees				
Accounting Fees	6,522.00	10,000.00	-3,478.00	65.22 %
Audit Fees	10,350.00	12,500.00	-2,150.00	82.80 %
Legal Fees	5,609.00	10,000.00	-4,391.00	56.09 %
Website	1,221.97	850.00	371.97	143.76 %
Total Legal & Professional Fees	23,702.97	33,350.00	-9,647.03	71.07 %
Marketing	200.00		200.00	
Office Supplies & Software	6,532.06	5,000.00	1,532.06	130.64 %
Payroll Expenses				
Employee Benefits	5,577.54	8,775.00	-3,197.46	63.56 %
Payroll	56,543.44	54,000.00	2,543.44	104.71 %
Processing Fees	326.97	264.00	62.97	123.85 %
Taxes	4,189.47	4,320.00	-130.53	96.98 %
Worker's Compensation	266.86	324.00	-57.14	82.36 %
Total Payroll Expenses	66,904.28	67,683.00	-778.72	98.85 %
Utilities				
Email	239.61	100.00	139.61	239.61 %
Telephone	624.67	1,000.00	-375.33	62.47 %
Total Utilities	864.28	1,100.00	-235.72	78.57 %
Total Expenses	\$110,039.12	\$121,918.00	\$ -11,878.88	90.26 %
NET OPERATING INCOME	\$140,894.88	\$78,562.00	\$62,332.88	179.34 %

French Quarter Management District - Operating

Budget vs. Actuals: FQMD 2022 Budget - FY22 P&L Locations

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$140,894.88	\$78,562.00	\$62,332.88	179.34 %

Note

No CPA provides any assurance on this financial statement.

French Quarter Management District - FQEDD

Budget vs. Actuals: FQMD 2022 Budget - FY22 P&L Locations

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Admin. Fees	92,970.82	150,000.00	-57,029.18	61.98 %
Contract Revenue	0.00		0.00	
Sales	0.00		0.00	
Total Income	\$92,970.82	\$150,000.00	\$ -57,029.18	61.98 %
GROSS PROFIT	\$92,970.82	\$150,000.00	\$ -57,029.18	61.98 %
Expenses				
Conference & Meeting Expenses				
Parking	19.05		19.05	
Travel	9.34		9.34	
Total Conference & Meeting Expenses	28.39		28.39	
Insurance	14,286.50	20,000.00	-5,713.50	71.43 %
Legal & Professional Fees				
Accounting Fees	3,390.00	10,000.00	-6,610.00	33.90 %
Audit Fees		12,500.00	-12,500.00	
Consultants		10,000.00	-10,000.00	
Website		850.00	-850.00	
Total Legal & Professional Fees	3,390.00	33,350.00	-29,960.00	10.16 %
Office Supplies & Software	2,505.52	3,000.00	-494.48	83.52 %
Payroll Expenses				
Employee Benefits	4,457.44	13,163.00	-8,705.56	33.86 %
Payroll	63,074.72	81,000.00	-17,925.28	77.87 %
Processing Fees	405.03	396.00	9.03	102.28 %
Taxes	5,067.02	6,480.00	-1,412.98	78.19 %
Worker's Compensation	357.34	486.00	-128.66	73.53 %
Total Payroll Expenses	73,361.55	101,525.00	-28,163.45	72.26 %
Total Expenses	\$93,571.96	\$157,875.00	\$ -64,303.04	59.27 %
NET OPERATING INCOME	\$ -601.14	\$ -7,875.00	\$7,273.86	7.63 %
NET INCOME	\$ -601.14	\$ -7,875.00	\$7,273.86	7.63 %

Note

No CPA provides any assurance on this financial statement.

French Quarter Management District - Patrol

Budget vs. Actuals: FQMD 2022 Budget - FY22 P&L Locations

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Contract Revenue	1,100,000.00	500,000.00	600,000.00	220.00 %
Total Income	\$1,100,000.00	\$500,000.00	\$600,000.00	220.00 %
GROSS PROFIT	\$1,100,000.00	\$500,000.00	\$600,000.00	220.00 %
Expenses				
Admin Fee - FQMD	100,000.00	50,000.00	50,000.00	200.00 %
Insurance	3,233.89	6,250.00	-3,016.11	51.74 %
Legal & Professional Fees				
Legal Fees		5,000.00	-5,000.00	
Total Legal & Professional Fees		5,000.00	-5,000.00	
Office Supplies & Software	6,042.50	8,333.00	-2,290.50	72.51 %
Other Business Expenses		2,400.00	-2,400.00	
Patrol Expenses				
Mobile Data Charges	2,187.54	1,250.00	937.54	175.00 %
Police Patrols	726,328.86	380,120.00	346,208.86	191.08 %
Security Administration	17,760.00	36,400.00	-18,640.00	48.79 %
Total Patrol Expenses	746,276.40	417,770.00	328,506.40	178.63 %
Total Expenses	\$855,552.79	\$489,753.00	\$365,799.79	174.69 %
NET OPERATING INCOME	\$244,447.21	\$10,247.00	\$234,200.21	2,385.55 %
NET INCOME	\$244,447.21	\$10,247.00	\$234,200.21	2,385.55 %

Note

No CPA provides any assurance on this financial statement.