

French Quarter MANAGEMENT DISTRICT

Board of Commissioners Meeting Minutes

Monday 8 May 2023
2:00 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: Heidi Raines, Sue Klein, Frank Zumbo, Glade Bilby, Christine Bondio, Robert Simms, Christian Pendleton, Jack Rizzuto, Matthew Emory, David Bilbe, Jane Cooper

Commissioners Absent: Steve Caputo, Mamie Gasperecz

Executive Director: Karley Frankic

Coordinator: Shelby Ursu

- I. CALL TO ORDER: ROLL CALL: INTRODUCTION OF ATTENDEES – Commissioner Zumbo called the French Quarter Management District (FQMD) April 10, 2023 regular meeting to order at 2:07 pm. Ms. Frankic read the agenda as noticed and Ms. Klein called the roll.
- II. COMMENT: The Public Comment Policy can be found at <https://www.fqmd.org/publiccomment-policy>. Written public comment may be submitted electronically via email to publiccomments@fqmd.org. No written public comment was received at the conclusion of the reading of the agenda.
- III. APRIL, 2023 MEETING MINUTES: Mr. Bilbe motioned (**M1**) to “approve the April, 2023 meeting minutes...”, seconded by Mr. Pendleton and it was unanimously approved.
- IV. APRIL, 2023 TREASURER’S REPORT: Mr. Zumbo presented the April, 2023 financials. All the figures are current and the costs are being controlled properly. As previously noted, the FQEDD is not under budget due to the insurance accrual. The patrols expenses are up due to higher ranking officers staffing the shifts. This should level out as lower rank officers fill these shifts. Mr. Pendleton motioned (**M2**) to “approve the April Treasurer’s reports...”, seconded by Mr. Bilbe and it was unanimously approved. ANNEX I.
- V. BOARD CHAIR COMMENTS: Ms. Raines
 - a. Recognition of National Police Week and National Peace Officers Memorial Day – Ms. Raines presented the attached proclamation (ANNEX II) which will be presented to the 8th District on May 15th at the 8th District Police Station following the Agreement Monitors Meeting.

VI. FRENCH QUARTER ECONOMIC DEVELOPMENT DISTRICT AGREEMENT MONITORS MEETING - This report was given in conjunction with the Security and Enforcement Committee report by Ms. Cooper, agenda item VII.

- VII. SECURITY AND ENFORCEMENT COMMITTEE CHAIR REPORT – Ms. Cooper
- a. New Members - Mr. Alex Dunkenberger is now representing the City of New Orleans, Chief Administrative Office (CNO, CAO) and Lt. Wade replaced Lt. Palumbo for NOPD.
 - b. Travelers Aid Society of Greater New Orleans (TAGNO) – Ms. Cooper discussed the good work TAGNO is doing with two unhoused clients now in permanent housing. There are staffing issues to overcome for optimal results. The unhoused increases during the festival season and the LA Department of Transportation (DOT) is now involved with addressing encampments under State highways, including the downtown interstate. Mr. Bilby said there is a new encampment on Jackson Square with tents being attached to the fencing. Only during certain hours of operation are licensed artists allowed to attach anything to the fence. This is one area where enforcement is possible.
 - c. License Plate Readers - The Real Time Crime Camera Center (RTCC) staffing must be addressed for monitoring of the new District cameras. Note example below:



Toulouse and North Rampart

- d. Bourbon Street Promenade Bollards – The Committee has removed this item from its 2023 Work Plan. NOPD has adopted the pilot program and barricade sleeves are being paid for by Messrs. Keil and Peter Moss.
- e. Remove Lock Take Project – FQMD is paying for these signs which are being printed now.
- f. Patrol Staffing – There are more shifts being filled. Ms. Simms said that at the MAX meeting last week NOPD reported two assault weapons stolen from vehicles.

- g. Parking Enforcement – This was a big Committee topic. The head of Parking Enforcement has been invited to the next meeting. It was noted that the Special Police Patrol Program (SPPP) officers can issue moving violation tickets.

VIII. LIVABILITY COMMITTEE CHAIR REPORT – Ms. Frankic reported for Ms. Gasperecz

- a. N. Rampart Pedestrian & Bicycle Safety 2023 Work Plan Goal
 - i. The University of New Orleans has a \$13,000,000.00 transportation planning grant and Mrs. Gasperecz is meeting with their team to see how the French Quarter can be included in the scope of work. She will include the Executive Director in the next meeting.
 - ii. Speed Display Sign Demonstration - The City is testing out speed radar at the corner of N. Rampart and St. Philip Street to count and assess vehicular speed. The data collected will help to establish the need for investment in traffic calming measures on N. Rampart Street. The Committee discussed being proactive and not reactive when it comes to identifying resources and funding for improvements for quality of life in the French Quarter. This includes the status of the N. Rampart Streetcar.
- b. Corner Sevens - There are preliminary plans for additional stripping and improvements to the corner sevens.
- c. Sidewalk Assessment
 - i. Committeeperson Ms. Maddie Charleston and Mr. Kevin Ferguson from New Orleans & Company have a walkabout scheduled for Friday to look at sidewalk conditions, particularly as they relate to ADA compliance.
 - ii. The Department of Public Works (DPW) has contracted with Cyclomedia to produce a digital capture of the City's 2,000 miles of streets. The equipment includes LIDAR capture meaning that a 3D model can be created providing Z or elevation data street view, slopes that can be calculated, and flood scenarios (based on entering a flood elevation) that can be simulated.
 - iii. Ms. Frankic is working with DPW to create a data dictionary and protocol in advance of a fall assessment. The collected data of twenty-two attributes can be used for the City to determine necessary corrections. The Committee asked Mr. Dunkenberger to find out how long it has been since District C had a contract in place for sidewalk repairs. Ms. Frankic will request that when Cyclomedia does future assessments, they do so on street cleaning days so they have an unobstructed view of the streets and sidewalks.
- d. New Trash Receptacle Location
 - i. Mr. Dunkenberger shall determine if the trash can concrete base is included in the initiative and Ms. Frankic will share a map of the current District trash cans.
 - ii. There was interest in an ordinance requiring evidence of a current commercial solid waste contract when renewing occupational licenses. This would apply to businesses and residential properties with more than 4 units. Ms. Frankic will look into the matter and report back.
- e. Keep the Quarter Clean - Love the Boot Week Event – Sixteen volunteers worked for four hour shifts supporting the French Quarter Festival's Green Team. The volunteers helped divert festival waste from the landfill via composting and recycling. They also helped to inform festival attendees about the separate bins and sorted waste materials.

IX. GOVERNMENT AFFAIRS COMMITTEE CHAIR REPORT – Mr. Pendleton

- a. Councilmember King – Commissioners Pendleton and Bilby spoke with Councilmember King about the Committee’s concerns regarding adding street vending when current illegal vending is not being regulated or curbed. Councilmember King stated that he supports addressing illegal vending before opening up any new street vending in the French Quarter. Mr. Pendleton will seek State help for additional manpower to address illegal vending. This support may include the LA Office of Alcohol and Tobacco Control (ATC), and the Department of Health. ATC was present for French Quarter Festival and Jazz Fest with great results, but they do not have the budget for a full-time presence.
- b. State Funding
 - i. Mr. Pendleton met with legislators last week in Baton Rouge and was well received regarding FQMD’s funding proposal.
 - ii. There will be funding targeted for Superbowl preparation that FQMD may be able to seek a portion of for French Quarter improvements.
- c. Quality of Life and Experience – Mr. Pendleton reported that District Attorney Mr. Jason Williams public comments about crime in the French Quarter which were that “Rome is burning” and “the French Quarter is a neighborhood first and foremost”.
- d. MaCCNO – There will be a meeting in the next 60-90 days to “reimagine” the Royal Street Pedestrian Mall with all parties represented.

X. FINANCE AND DEVELOPMENT COMMITTEE CHAIR REPORT – Mr. Zumbo.
The Committee did not meet in May.

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. Mr. Bilbe reported parklets should be removed by May 11th, since that is when the COVID business accommodations expire.
- b. Mr. Bilby would like FQMD to address lower French Quarter and upper Decatur Street illegal parking and illegal ATVs causing problems. The Board discussed crime and increasing unruliness in the French Quarter and how to address special events and sound.
- c. Ms. Klein reminded Commissioners to complete their State required financial disclosure form by May 15th.
- d. Ms. Frankic introduced the newly hired FQMD Coordinator, Ms. Shelby Ursu.

XII NEXT SCHEDULED MEETING DATE: 12 June 2023 at the Historic New Orleans Collection.

XIII. ADJOURNMENT: Ms. Cooper motioned (**M3**) to “adjourn the May 8, 2023 Board of Commissioners meeting...”, Mr. Rizzuto seconded the motion to unanimous approval and the meeting was adjourned at 3:05pm.

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

ANNEX I ...Treasurer Reports

ANNEX II...National Police Week and National Peace Officers Memorial Day Proclamation

Treasurer's Report

French Quarter Management District
For the period ended April 30, 2023

Prepared on
May 5, 2023

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Balance Sheet

As of April 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
FQMA	18,932.27
FQMD general operating account	265,418.97
FQMD Patrol	329,560.09
Total Bank Accounts	613,911.33
Accounts Receivable	
Contract Receivable	14,841.00
Total Accounts Receivable	14,841.00
Other Current Assets	
Prepaid Expenses	12,526.17
Total Other Current Assets	12,526.17
Total Current Assets	641,278.50
TOTAL ASSETS	\$641,278.50
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	43,019.21
Total Accounts Payable	43,019.21
Other Current Liabilities	
Accrued payroll & payroll related	0.00
Medical Ins.	118.18
Total Accrued payroll & payroll related	118.18
CEA Membership Dues	19,305.72
Total Other Current Liabilities	19,423.90
Total Current Liabilities	62,443.11
Total Liabilities	62,443.11
Equity	
Retained Earnings	436,181.60
Net Income	142,653.79
Total Equity	578,835.39
TOTAL LIABILITIES AND EQUITY	\$641,278.50

A/R Aging Summary

As of April 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of New Orleans	5,788.75	9,052.25				14,841.00
TOTAL	\$5,788.75	\$9,052.25	\$0.00	\$0.00	\$0.00	\$14,841.00

A/P Aging Summary

As of April 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Bankcard Center		279.43				279.43
John Wyatte Foard, LLC	810.86					810.86
LPL Financial	152.20					152.20
Public Safety Services Corporation	41,776.72				0.00	41,776.72
TOTAL	\$42,739.78	\$279.43	\$0.00	\$0.00	\$0.00	\$43,019.21

Profit and Loss

April 2023

	Total
INCOME	
Admin. Fees	15,788.75
Contract Revenue	175,000.00
Total Income	190,788.75
GROSS PROFIT	190,788.75
EXPENSES	
Admin Fee - FQMD	10,000.00
Conference & Meeting Expenses	
Parking	23.75
Total Conference & Meeting Expenses	23.75
Insurance	2,038.79
Legal & Professional Fees	
Accounting Fees	672.00
Website	95.00
Total Legal & Professional Fees	767.00
Office Supplies & Software	1,083.85
Patrol Expenses	
Mobile Data Charges	662.34
Police Patrols	99,079.03
Security Administration	19,440.00
Total Patrol Expenses	119,181.37
Payroll Expenses	
Employee Benefits	758.32
Payroll	7,151.14
Processing Fees	51.00
Taxes	540.47
Worker's Compensation	41.12
Total Payroll Expenses	8,542.05
Rent	1,600.00
Utilities	
Email	25.99
Telephone	118.70
Total Utilities	144.69
Total Expenses	143,381.50
NET OPERATING INCOME	47,407.25
NET INCOME	\$47,407.25

Profit and Loss by Location

January - April, 2023

	FQEDD	FQMD Operating	Patrol	Total
INCOME				
Admin. Fees	30,584.25	40,000.00		70,584.25
Contract Revenue		75,000.00	400,000.00	475,000.00
Total Income	30,584.25	115,000.00	400,000.00	545,584.25
GROSS PROFIT	30,584.25	115,000.00	400,000.00	545,584.25
EXPENSES				
Admin Fee - FQMD			40,000.00	40,000.00
Bank Charges & Fees		10.00		10.00
Conference & Meeting Expenses				0.00
Parking	0.00	71.55		71.55
Total Conference & Meeting Expenses	0.00	71.55		71.55
Insurance	4,621.80	2,523.68	1,558.48	8,703.96
Legal & Professional Fees				0.00
Accounting Fees	1,060.00	2,532.00		3,592.00
Audit Fees		3,750.00		3,750.00
Website		380.00		380.00
Total Legal & Professional Fees	1,060.00	6,662.00		7,722.00
Office Supplies & Software	1,222.50	-502.37	1,887.50	2,607.63
Patrol Expenses				0.00
Mobile Data Charges			912.34	912.34
Police Patrols			246,333.47	246,333.47
Security Administration			49,140.00	49,140.00
Total Patrol Expenses			296,385.81	296,385.81
Payroll Expenses				0.00
Employee Benefits	1,574.06	1,838.38		3,412.44
Payroll	23,675.02	13,561.41		37,236.43
Processing Fees	122.06	117.94		240.00
Taxes	1,894.01	1,379.39		3,273.40
Worker's Compensation	236.60	-17.24		219.36
Total Payroll Expenses	27,501.75	16,879.88		44,381.63
Rent	800.00	1,600.00		2,400.00
Utilities				0.00
Email		103.96		103.96
Telephone		543.92		543.92
Total Utilities		647.88		647.88
Total Expenses	35,206.05	27,892.62	339,831.79	402,930.46
NET OPERATING INCOME	-4,621.80	87,107.38	60,168.21	142,653.79
NET INCOME	\$ -4,621.80	\$87,107.38	\$60,168.21	\$142,653.79

French Quarter Management District

Budget vs. Actuals: FQMD 2023 Budget - FQEDD

January - April, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Admin. Fees	30,584.25	50,000.00	-19,415.75	61.17 %
Sales	0.00		0.00	
Total Income	\$30,584.25	\$50,000.00	\$ -19,415.75	61.17 %
GROSS PROFIT	\$30,584.25	\$50,000.00	\$ -19,415.75	61.17 %
Expenses				
Conference & Meeting Expenses				
Parking	0.00		0.00	
Total Conference & Meeting Expenses	0.00		0.00	
Insurance	4,621.80	4,903.88	-282.08	94.25 %
Legal & Professional Fees				
Accounting Fees	1,060.00	1,800.00	-740.00	58.89 %
Website		500.00	-500.00	
Total Legal & Professional Fees	1,060.00	2,300.00	-1,240.00	46.09 %
Office Supplies & Software	1,222.50	443.72	778.78	275.51 %
Payroll Expenses				
Employee Benefits	1,574.06	2,316.64	-742.58	67.95 %
Payroll	23,675.02	30,341.68	-6,666.66	78.03 %
Processing Fees	122.06	132.00	-9.94	92.47 %
Taxes	1,894.01	2,427.32	-533.31	78.03 %
Worker's Compensation	236.60	182.04	54.56	129.97 %
Total Payroll Expenses	27,501.75	35,399.68	-7,897.93	77.69 %
Rent	800.00	2,300.00	-1,500.00	34.78 %
Total Expenses	\$35,206.05	\$45,347.28	\$ -10,141.23	77.64 %
NET OPERATING INCOME	\$ -4,621.80	\$4,652.72	\$ -9,274.52	-99.34 %
NET INCOME	\$ -4,621.80	\$4,652.72	\$ -9,274.52	-99.34 %

French Quarter Management District

Budget vs. Actuals: FQMD 2023 Budget - Operating

January - April, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Admin. Fees	40,000.00	40,000.00	0.00	100.00 %
Contract Revenue	75,000.00	75,000.00	0.00	100.00 %
Membership Dues Admin Fee		160.00	-160.00	
Total Income	\$115,000.00	\$115,160.00	\$ -160.00	99.86 %
GROSS PROFIT	\$115,000.00	\$115,160.00	\$ -160.00	99.86 %
Expenses				
Advertising		533.32	-533.32	
Bank Charges & Fees	10.00	66.68	-56.68	15.00 %
Conference & Meeting Expenses				
Conferences and meetings		706.80	-706.80	
Parking	71.55	94.52	-22.97	75.70 %
Travel		1,532.00	-1,532.00	
Total Conference & Meeting Expenses	71.55	2,333.32	-2,261.77	3.07 %
Insurance	2,523.68	3,333.32	-809.64	75.71 %
Legal & Professional Fees				
Accounting Fees	2,532.00	2,200.00	332.00	115.09 %
Audit Fees	3,750.00	4,166.68	-416.68	90.00 %
Consultants		3,333.32	-3,333.32	
Legal Fees		533.24	-533.24	
Website	380.00		380.00	
Total Legal & Professional Fees	6,662.00	10,233.24	-3,571.24	65.10 %
Office Supplies & Software	-502.37		-502.37	
Other Business Expenses		1,909.32	-1,909.32	
Payroll Expenses				
Employee Benefits	1,838.38	1,544.40	293.98	119.04 %
Payroll	13,561.41	20,227.80	-6,666.39	67.04 %
Processing Fees	117.94	88.00	29.94	134.02 %
Taxes	1,379.39	1,618.24	-238.85	85.24 %
Worker's Compensation	-17.24	121.36	-138.60	-14.21 %
Total Payroll Expenses	16,879.88	23,599.80	-6,719.92	71.53 %
Rent	1,600.00	2,300.00	-700.00	69.57 %
Utilities				
Email	103.96	109.20	-5.24	95.20 %
Telephone	543.92	239.84	304.08	226.78 %
Total Utilities	647.88	349.04	298.84	185.62 %
Total Expenses	\$27,892.62	\$44,658.04	\$ -16,765.42	62.46 %
NET OPERATING INCOME	\$87,107.38	\$70,501.96	\$16,605.42	123.55 %
NET INCOME	\$87,107.38	\$70,501.96	\$16,605.42	123.55 %

French Quarter Management District

Budget vs. Actuals: FQMD 2023 Budget - Patrol

January - April, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Contract Revenue	400,000.00	400,000.00	0.00	100.00 %
Uncategorized Income	0.00		0.00	
Total Income	\$400,000.00	\$400,000.00	\$0.00	100.00 %
GROSS PROFIT	\$400,000.00	\$400,000.00	\$0.00	100.00 %
Expenses				
Admin Fee - FQMD	40,000.00	40,000.00	0.00	100.00 %
Insurance	1,558.48	1,666.68	-108.20	93.51 %
Legal & Professional Fees				
Consultants		1,666.68	-1,666.68	
Total Legal & Professional Fees		1,666.68	-1,666.68	
Office Supplies & Software	1,887.50	2,363.80	-476.30	79.85 %
Patrol Expenses				
Mobile Data Charges	912.34	867.60	44.74	105.16 %
Police Patrols	246,333.47	277,200.00	-30,866.53	88.86 %
Security Administration	49,140.00	56,160.00	-7,020.00	87.50 %
Total Patrol Expenses	296,385.81	334,227.60	-37,841.79	88.68 %
Total Expenses	\$339,831.79	\$379,924.76	\$ -40,092.97	89.45 %
NET OPERATING INCOME	\$60,168.21	\$20,075.24	\$40,092.97	299.71 %
NET INCOME	\$60,168.21	\$20,075.24	\$40,092.97	299.71 %