

FINANCE & DEVELOPMENT COMMITTEE

Meeting Notes

Tuesday, 3 October 2023, 3:00 pm

400 N. Peters Street, Suite 206, New Orleans, LA 70130

1. Call to Order, Reading of the Agenda, and Roll Call

The meeting was called to order at 3:05 pm and the agenda was read into the record.

| COMMITTEE MEMBERS | | | | VOTES | | | |
|-------------------|-----------|---------|--------|----------------------|---|------------------------|--------------------|
| First Name | Last Name | Present | Absent | Approve mtg notes | Amendment #1 John Wyatt Foard LLC | SPPP Office Repairs | RFP IT Services |
| Frank | Zumbo | x | | Yes | Yes | Yes | Yes |
| Heidi | Raines | x | | Yes | Yes | Yes | Yes |
| Sue | Klein | x | | Yes | Yes | Yes | Yes |
| Christine | Bondio | x | | Yes | Yes | Yes | Yes |

INTRODUCTION OF ATTENDEES:

| GUESTS | | |
|--------|--------------|-------------------------|
| First | Last | Role |
| Karley | Frankic | FQMD Executive Director |
| Shelby | Ursu | FQMD Coordinator |
| Alex | Dunkenberger | CAO's Office |

2. Public Comment:

No written public comment was received.

3. Motion - Approval of previous meeting notes

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

4. Discussion by Committee of State Cooperative Endeavor Agreement

Led by Ms. Raines the Committee reviewed the State Cooperative Endeavor Agreement (CEA) and discussed the notes from legal counsel. Karley Frankic noted that the draft CEA used the language from FQMD's enabling legislation and added that once the budget is done, the verbiage will be tightened up. Ms. Frankic noted some of the potential uses for this funding, including the Security and Enforcement Committee's idea of expanding the Upper Quarter Patrol (UQP) as well as putting out a Request for Proposal (RFP) for supplemental sanitation, including graffiti abatement and picking up abandoned traffic control devices, and the Livability Committee's goal to improve the infrastructure and safety conditions for pedestrians and cyclists on North Rampart Street. Frank Zumbo stated that he would like to make sure that all FQMD stakeholders have input into the

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budgeted programming. The Committee agreed that the more input, the better. Ms. Frankic and Ms. Raines will continue to revise the "Relevant Activity" list in the CEA and present it to the Committee next month.

The Committee reviewed the public safety force multipliers and quality of life concerns. Ms. Frankic stated that "Attachment B" will need to be fleshed out by the next Committee meeting. Ms. Klein pointed out the importance of fast-tracking the CEA and that it would need to be ready to vote on by the November Board meeting. Ms. Raines stated that they are waiting for the full proposal for the UQP expansion. She informed the Committee that another idea that is being considered is a streetlighting funding match between the City and the State, where both entities would put funding toward lighting improvements. Mr. Zumbo wrapped up the discussion by reviewing the next steps which include cleaning up the "Scope of Services" and "Attachment A" and getting feedback from each Committee for "Attachment C" and "Attachment D" so that these sections can be finalized by the November Board meeting.

5. Discussion by Committee to review 2024 FQEDD budget

Ms. Raines led the discussion as the Committee reviewed the process for assembling the 2024 budget. Ms. Frankic stated that of this FQEDD budget, the estimated 2024 remittances were \$3M, of the rollover funds, \$1.6M is dedicated to the Supplemental Police Patrol Program (SPPP) and \$800,000 can be allotted to Other Public Safety Expenses. Continuing to review the workbook draft, Ms. Raines noted the increase from the 2023 SPPP overtime budget to the 2024 overtime budget and explained that this is due to the average pay rate increasing. She added that Sgt. Boudreau believes with this increase he can fill 90% of the shifts, which is a dramatic increase in coverage compared to the previous year. Ms. Frankic noted that the "Anticipated Weekday Special Rate" is a proposal from the SPPP Supervisor to incentivize weekday shifts. She stated that anything that is a one-time cost should come from the rollover funds because they want to make sure any incentives that are put into place can continue in the future. While the Committee reviewed the full-time SPPP supervisor wages, Ms. Raines reported that an appeal has been made to Cpt. Roberts to retain Sgt. Boudreau for the SPPP so that continuity is established with the program.

The Committee discussed the "Other Public Safety Expenses" section. Regarding the dedicated Real Time Crime Center (RTCC) personnel, Ms. Raines noted that the original request was for two full time RTCC personnel, but this has been revised to one full time employee to begin with, adding that a pilot program will be started, and key performance indices (KPIs) will be collected to measure the position to see if the objectives are met. Ms. Raines asked what the exact 2023 figure is for the license plate readers (LPRs). Mr. Dunkenberger will confirm the figure and report back to the Committee. The Committee discussed the leased items such as the LPRs, speed radars and DigiTicket Machines, noting that these items will need to be annually renewed. Moving onto NOPD training, Ms. Klein asked the Committee if this could be moved up to the SPPP expenses since this is specifically for the speed radar training for SPPP officers. Ms. Frankic agreed and added that the LPRs, DigiTicket machines, speed radars, and mobile light units could all be moved into the SPPP expenses and thanked Ms. Klein for spotting this revision. While reviewing the Traveler's Aid Society of Greater New Orleans (TASGNO) expenses, Ms. Klein asked if, because this budget is more than doubled for 2024, there could be more KPIs to track the program's progress. Ms. Raines noted that the difference in the budget looks greater because last year there was not a full year of the program. She suggested adding a KPI to document the number of individuals being transported with the new TASGNO vehicle. Wrapping up the discussion, Ms. Frankic stated that moving up the one-time costs like the NOPD training and mobile light units into the SPPP expenses will help to balance everything out, and suggested going through the items and looking at one-time costs versus recurring costs to make sure everything lines up in the budget in the most beneficial and practical way. She noted that by moving some of these items into the SPPP expenses section, this could open up more funding for public safety projects like streetlight installations. Ms. Frankic will add a fourth column to the 2024 budget workbook draft with recurring costs versus one-time costs to review at the next Committee meeting.

6. Discussion by Committee to recommend approval to the Board of Commissioners of Amendment #1 to the John Wyatt Foard LLC service agreement

Mr. Zumbo reviewed the service agreement amendment with the Committee and reported that John Foard's contract has expired, noting that it was agreed upon in last month's Committee meeting to increase Mr. Foard's pay rate and increase the annual cap. The Committee was in favor of extending Mr. Foard's contract until the end of 2024 instead of continuing on a month-to-month basis.

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- a. Consider a motion to approve

Ms. Klein made a motion to recommend approval of Amendment #1 to the John Wyatt Foard LLC service agreement to the Board of Commissioners. Christine Bondio seconded the motion, and it was approved.

7. Discussion by Committee of Security and Enforcement Committee motion to recommend approval to the Board of Commissioners for an appropriation of \$7,000 for repairs to the New Orleans Police Department Eighth District Supplemental Police Patrol Program office

Ms. Frankic reported that the funds required for the repairs to the SPPP office located in the NOPD 8th District station would come out of the General Operating funds. She noted that Cops 8 will be the contractor and the budget for this project should not exceed \$7,000. The Committee reviewed the documents and agreed that funding these upgrades is feasible and necessary to help improve the moral, safety, and working conditions for the SPPP officers and added that receipts for the repairs and upgrades should be submitted to the FQMD. Ms. Frankic will add a line item in the report under the "Deliverables, Outcomes, & Accountability" section stating that all receipts of repairs must be submitted to the FQMD.

- a. Consider a motion to approve

Ms. Raines made a motion to recommend approval to move the budget forward for the repairs of the New Orleans Police Department Eighth District Supplemental Police Patrol Program office and require that all receipts for expenses are submitted to the French Quarter Management District. Ms. Bondio seconded the motion, and it was approved.

8. Discussion – Discussion by Committee of a Request for Proposal for Information Technology Support Services

See attached document. Ms. Frankic stated that FQMD staff have been dealing with multiple tech issues in the office, including ongoing problems with the Wi-Fi and Google drive. She stated that she would like to outsource someone for Information Technology (IT) support services who is able to fix issues concerning phones, internet, and document backup requirements. Ms. Klein asked if this also entails changing over backed up files from Google to Microsoft, for which FQMD is eligible for a government rate. Ms. Frankic answered yes and stated that she would like to have everything switched over to Microsoft Suite by the new year. The Committee discussed the possible local IT candidates, and Mr. Zumbo and Ms. Raines will send their IT service suggestions to Ms. Frankic for further assessment of costs and scope of services.

- a. Consider a motion to approve

Ms. Klein motioned to approve beginning the process for acquiring Information Technology Support Services for the French Quarter Management District for final approval by the Board of Commissioners. Ms. Raines seconded the motion, and it was approved.

9. Discussion by Committee of Livability Committee motion to apply for a Keep Louisiana Beautiful beautification grant

Ms. Frankic discussed the beautification project that FQMD staff have been planning as a part of the affiliate program requirements for Keep Louisiana Beautiful in 2024. The project entails creating a garden in a highly visible public space to deter people from littering and foster a sense of community pride. Mr. Zumbo asked if there was a specific spot in mind for the garden. Ms. Frankic answered Bienville Park on North Peters Street and added that she has spoken with Parks and Parkways on the matter. The beautification grant must include specific details and is due by October 18th. Ms. Frankic stated that this project is in the early stages, but she wanted to brief the Committee on the project now to inform them of the upcoming grant application.

10. 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 was discussed.

11. Next meeting date:

The next scheduled meeting of the Committee has been rescheduled to Wednesday, November 1st at 3:00 pm to assure a quorum is present.

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12. Adjournment

Ms. Raines made a motion to adjourn. Ms. Klein seconded the motion, and the meeting was adjourned at 4:37 pm.

Contact Sheet

Act 447 2023 Regular Legislative Session

Please complete all sections:

Legal Name of Entity: French Quarter Management District

Authorized Person: Heidi Raines, Board Chair

Contact Person, if different: Karley D. Frankic, Executive Director

Telephone Number: (504) 323-5801

Fax Number: [\(504\) 323-5780](tel:5043235780)

Email Address: kfrankic@fqmd.org

Fed Tax ID#: 26-2092304

Physical Address: 400 N. Peters Street, Suite 206, New Orleans, LA 70130

Mailing Address: 400 N. Peters Street, Suite 206, New Orleans, LA 70130

Parish: Orleans

Legal Status of Entity *: **Local Governmental Authority**

* The legal status of the entity may be any of the following:

- Sole Proprietorship
- Partnership
- Limited Liability Company
- Municipality
- Local Governmental Authority
- Corporation
- Non-profit Corporation
- Non-Profit Religious Corporation

STATE OF LOUISIANA
COOPERATIVE ENDEAVOR AGREEMENT
(Line Item Appropriation)

THIS COOPERATIVE ENDEAVOR, is made and entered into by and between the Louisiana Department of the Treasury and the State of Louisiana, hereinafter referred to as “State” and/or “Agency” and **French Quarter Management District** officially domiciled at **400 N. Peters Street, Suite 206, New Orleans, LA 70130**, hereinafter referred to as “Contracting Party”.

ARTICLE I

WITNESSETH:

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that “for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;” and

1.2 WHEREAS, Acts of the 2023 Regular Legislative Session of the Louisiana Legislature, which were adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act **447** contains a line item appropriation within the Agency’s budget for the benefit of **French Quarter Management District** of which the sum of **One Million, Five Hundred THOUSAND & NO/100 (\$1,500,000) DOLLARS** has been allocated for this program/project, as set forth in the Attachment A Plan, which is attached to this Agreement and made a part hereof;

1.3 WHEREAS, the Agency desires to cooperate with the Contracting Party in the implementation of the project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: **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; improve public safety, foster quality experiences and quality of life within the District; and improve commercial and residential vitality.**

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with said Act of the 2023 Regular Legislative Session, if applicable and the Governor’s Executive Order JBE 2016 - 38 on accountability for line item appropriations; and is attached to this agreement and made part hereof by reference as “Attachment E.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE II

SCOPE OF SERVICES

2.1 The Contracting Party shall:

1. Enhance public safety and sanitation within the district by financing supplemental safety and sanitation services as its board deems appropriate.
2. Provide supplemental resources for the enforcement of laws and regulations that relate to the quality of life for tourists, residents, and businesses within the district as its board deems appropriate.
3. Engage in strategic planning, business and commercial development activities, administering capital improvement funds, and administering programs.
4. Take such actions as may be advisable to enhance commercial, civic, and cultural activity within the district, to promote and aid in the conservation and preservation of the district's quaint historic nature, character, qualities, and architecture, to foster quality events and quality of life in the district, to restore regional character to the district, to attract locals and tourists to visit the district, to facilitate and promote the development and improvement of public infrastructure within the district, and to encourage new residents to live in the district.

(Narrative should identify what the contracting agency will do, i.e. the program goal(s) and objectives as well as the expected outcomes and results as more specifically detailed in the Attachment A Plan)

2.2 Deliverables: Specifically included, though not limited hereby, under the purposes, objects, and powers of the district are the following:

1. Address public safety concerns with force multipliers
2. Beautify the district, improve its streetscapes and the quality of its frontage, and make cosmetic improvements within the district.
3. Revitalize and nurture cultural and historical features, preservation, and cultural tourism.
4. Facilitate lighting and signage upgrades, repairs, and replacements.
5. Aid in the repair and upkeep of sidewalks, streets, and related infrastructure.
6. Recruit public amenities and services.

(Narrative should identify the actual services that are to be provided, the relevant activities and anticipated outcomes and performance measures as specifically detailed on the Attachment A Plan)

The Contracting Party will provide to the State written quarterly **Progress Reports (Attachment C)** outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this Agreement and quarterly **Cost Reports (Attachment D)** which provide detailed cost information outlining the use of the above referenced appropriated funds. **Attachment C, Progress Report** and **Attachment D, Cost Report** are attached to this agreement and made part thereof by reference. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. These reports that are to be provided quarterly shall be due and delivered to the Agency on or before the 31st of October for the quarter ending September 30, the 31st day of January for the quarter ending December 31, the 30th day of April for the quarter ending March 31, and the 15th day July for the quarter ending June 30, there being no exceptions or waivers of this July reporting due date.

2.3 Budget: The **Budget** for this project is incorporated herein as **Attachment B** which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The **Budget** for this project shall not exceed the total sum of **One Million, Five Hundred THOUSAND & NO/100 (\$1,500,000) DOLLARS** which sum shall be inclusive of all costs or expenses to be paid by the State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated by the State for this program/project. No state

funds shall be paid for any one phase of this Agreement that exceeds the **Budget** attached as “Attachment B”, without the **prior** approval of the State. **Attachment B Page 2 - Staffing Chart** and **Attachment B Page 3 - Schedule of Professional and Other Contracting Services** are also attached hereto and made a part hereof by reference, and shall be fully completed by the Contracting Party for attachment to and inclusion as a part of this Agreement.

2.4 Disclosure and Certification Statement(s): **Attachment E - Disclosure and Certification Statement** to this Agreement must be fully completed, dated and executed by a duly authorized representative of the Contracting Party. Additionally, the Contracting Party shall attach to this **Attachment E**, where applicable, the following: a) a copy of the board resolution authorizing execution of this Agreement on behalf of the Contracting Party, or other written authorization for such execution that may be appropriate, as the case may be; and, b) a copy of a Certificate of “Good Standing” from the Secretary of State. Additionally, as to all sub-contracting, sub-recipient parties shown and identified in **Attachment B Page 3** and any attachments thereto, **Attachment E-1 - Disclosure and Certification Statement** to this Agreement must be fully completed, dated and executed by a duly authorized representative of each such sub-contracting, sub-recipient party, and shall have attached thereto, where applicable, the same attachments required for the Contracting Party in a) and b) of this paragraph. For public or quasi-public entities which are recipients under Acts of the 2023 Regular Legislative Session and which are not budget units of the State, no funds shall be transferred unless said Contracting Party submits to the Legislative Auditor for approval a copy of this Agreement and Budget showing all anticipated use of the appropriation, an estimate of the duration of the project and a plan showing specific goal and objectives for the use of such funds, including measures of performance. This requirement will be met by Department of Treasury’s submission of the approved budget (Attachment A and Attachment B) to the Legislative Auditor. The Contracting Party shall provide written reports every quarter to the funding agency concerning the use of the funds and the specific goals and objectives for the use thereof.

2.5 The recipient assures that elected officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this appropriation. State law defines “immediate family” as the term related to a public servant to mean children, the spouses of children, brothers and their spouses, sisters and their spouses, parents, spouse and the parents of a spouse. See R.S. 42:1101 et seq.

ARTICLE III **CONTRACT MONITOR**

3.1 The Contract Monitor for this Agreement is the Local Government Fund Management Division of the Department of the Treasury.

3.2 Monitoring Plan: During the term of this Agreement, the Contracting Party shall discuss with the State’s Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. The Contract Monitor shall review and analyze the Contracting Party’s Plan to ensure the Contracting Party’s compliance with the requirements of the Agreement.

The Contract Monitor shall also review and analyze the Contracting Party’s written, **Attachment C- Progress Report** and **Attachment D-Cost Report** and any work product for compliance with the Scope of Services; and shall

1. Compare the Reports to Goals/Results and Performance Measures outlined in this Agreement to determine the progress made;
2. Contact the Contracting Party to secure any missing deliverables;

3. Maintain telephone and/or e-mail contact with the Contracting Party on Agreement activity and, if necessary, make visits to the Contracting Party's site in order to review the progress and completion of the Contracting Party's services, to assure that performance goals are being achieved, and to verify information when needed.
4. Assure that expenditures or reimbursements requested in **Attachment D-Cost Report** are in compliance with the approved **Goals in Attachment A Plan**. The Contract Monitor shall coordinate with the Agency's fiscal office for reimbursements to Contracting Party and shall contact the Contracting Party for further details, information for documentation when necessary.

Between required performance reporting dates, the Contracting Party shall inform the Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. The Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party, and any assistance which may be needed to resolve the situation.

ARTICLE IV **PAYMENT TERMS**

4.1 Payment shall be made to the Contracting Party under the terms and conditions of one of the following plans (*Please check one*):

☐ **PLAN A:** Provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated.

☐ **PLAN B:** One initial payment limited to no more than 50% of the total line item appropriation shall be made to the Contracting Party in advance of services being performed **only** with sufficient justification provided on Attachment A, Attachment B and Attachment B-Supplement (collectively termed the business plan), and the Cooperative Endeavor Agreement is approved by the Office of State Procurement or other delegated authority. The balance of the appropriation will be paid provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. **Upon receipt of the 1st Quarter Progress and Cost Reports and approval thereof, the initial 50% payment will be applied and if such approved expenses exceed the initial payment, the difference will be forthcoming.**

□ **PLAN C:** Payment of 100% of the line item appropriation shall be made to the Contracting Party in advance of purchasing equipment or other similar expenditures **only** with sufficient justification provided on Attachment A, Attachment B and Attachment B-Supplement (collectively termed the business plan) indicating that there is no other source of funding available to make the purchase to satisfy the goals and objectives of the project, and the Cooperative Endeavor Agreement is approved by the Office of State Procurement or other delegated authority.

4.2 Travel expenses, if any, shall be reimbursed only in the event that this Agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to periodic invoices for reimbursement. If reimbursement is sought for meals, which under Memorandum No. 49 are based upon departure and return times and dates that are properly set forth on the State Travel Expense Report, the Contracting Party shall fully complete and submit such Travel Expense Report, attached hereto as **Attachment F**, in addition to all other required submissions, for such reimbursement.

4.3 Payments by the State under this Agreement will be allowed only for expenditures occurring between and including the dates of July 1, 2023 and June 30, 2024, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of sufficient collection of state sales tax revenues credited to the appropriate Fund and upon the approval of this Agreement by the Office of State Procurement or other delegated authority. Notwithstanding any provision hereof to the contrary, the Attachment C-Progress Report and Attachment D-Cost Report for any reporting period ending June 30, 2024, MUST, under all circumstances, be received by the Agency no later than July 15, 2024, in order for the Contracting Party to receive payment for reimbursement of expenses incurred and set forth herein.

Payments by the State under this Agreement will not be released or provided to the Contracting Party if, when, and long as, the Contracting Party fails or refuses to comply with the provisions of R.S. 24:513. No Contracting Party shall be considered to fail or refuse to comply with the provisions of R.S. 24:513 during any extension of time to comply granted by the legislative auditor to the Contracting Party.

4.4 The Contract Monitor shall monitor disbursements on a monthly basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified, to the satisfaction of the Agency, reasons for the lack of progress. If the Agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the Agency shall demand that any unexpended funds be returned to the state treasury within 45 days of the demand unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget.

Likewise, if the Contracting Party defaults on the Agreement, breaches the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana it shall be required to repay the State within 45 days of the demand, unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. For public or quasi-public entities which are recipients under said Act of the 2023 Regular Legislative Session, the transferring Agency shall forward to the Legislative Auditor, the Division of Administration and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted not later than May 1, 2024.

If the Contracting Party defaults on the agreement, breaches the terms of the agreement, or ceases to do

business in Louisiana and does not return unexpended funds upon demand, the agreement shall be turned over to the Louisiana Department of Revenue, Office of Debt Recovery for collection purposes.

4.5 Taxes: The Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this Agreement and/or legislative appropriation shall be the Contracting Party's obligation and identified under Federal tax identification number 26-2092304.

ARTICLE V

TERMINATION FOR CAUSE

5.1 The State may terminate this agreement for cause based upon the failure of the Contracting Party to comply with the terms and/or conditions of the Agreement; provided that the State shall give the Contracting Party written notice specifying the Contracting Party's failure. If within thirty (30) days after receipt of such notice, the Contracting Party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contracting Party in default and the Agreement shall terminate on the date specified in such notice. The Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

ARTICLE VI

TERMINATION FOR CONVENIENCE

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to the Contracting Party. Upon receipt of notice, the Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities, services and supplies in connection with the performance of this agreement. The Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

ARTICLE VII

OWNERSHIP

7.1 All records, reports, documents and other material delivered or transmitted to the Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at the Contracting Party's expense, at termination or expiration of this Agreement. All records,

reports, documents, or other material related to this agreement and/or obtained or prepared by the Contracting Party in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contracting Party to the State at Contracting Party's expense at termination or expiration of this agreement.

ARTICLE VIII **ASSIGNMENT**

8.1 The Contracting Party shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

ARTICLE IX **FINANCIAL DISCLOSURE**

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the Contracting Party is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives. This evaluation shall be based upon the progress reports and cost reports as provided and certified by the Contracting Party under the requirements of this agreement, as well as any site visits that may be made under the provisions this agreement, to ensure effective achievement of the goals and objectives.

ARTICLE X **AUDITOR'S CLAUSE**

10.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of the Contracting Party which relate to this Agreement.

10.2 The Contracting Party and any subcontractors paid under this Agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of Treasury's acceptance of the final Cost and Progress Reports and documentation as required to be filed under Section 2.2 of the Agreement.

ARTICLE XI **AMENDMENTS IN WRITING**

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the

Office of State Procurement, Division of Administration, or other delegated authority **prior to the alteration, variation, modification or waiver of any provision of this Agreement.** This agreement may not be amended after the expiration date.

ARTICLE XII
FISCAL FUNDING CLAUSE

12.1 The continuation of this agreement is contingent upon the appropriation of funds to fulfill the requirements of the agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

ARTICLE XIII
TERM OF CONTRACT

13.1 This Agreement shall begin on July 1, 2023 and shall terminate on June 30, 2024. Every effort should be made to complete the objectives of the agreement and incur approved expenses by June 30, 2024. There is no extension of the June 30, 2024 deadline without legislative action and approval.

ARTICLE XIV
DISCRIMINATION CLAUSE

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to age, race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the ____ day of _____, 20____

WITNESSES:

DEPARTMENT OF THE TREASURY
STATE OF LOUISIANA

Agency Head or designee

Print Name and Title

THUS DONE AND SIGNED AT [REDACTED], Louisiana on the [REDACTED] day, of [REDACTED], 20[REDACTED].

WITNESSES:

Contracting Party

Authorized Person

Print Name and Title

DRAFT

| | |
|---|--|
| <p style="text-align: center;">ATTACHMENT A - PLAN 2023 Regular Legislative Session Schedule 20</p> | NAME OF CONTRACTING PARTY: French Quarter Management District |
| | NAME AND BRIEF NARRATIVE OF PROGRAM: French Quarter Public Safety and Quality of Life Initiatives |
| <p>Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). <u>What are the goals, objective(s), expected outcomes/results for this program:</u> Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.</p> | |
| <p>1. Program Goal (<i>Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.</i>)</p> <p>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; improve public safety, foster quality experiences and quality of life within the District; and improve commercial and residential vitality</p> | |
| <p>2. Program Objective(s) (<i>Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal, that identify the expected outcomes and results. The program objective must include a percentage, a specific dollar amount or a number.</i>)</p> <ol style="list-style-type: none"> 1. Enhancing public safety and sanitation within the district by financing supplemental safety and sanitation services as the board deems appropriate. 2. Providing supplemental resources for the enforcement of laws and regulations that relate to the quality of life for tourists, residents, and businesses within the district as the board deems appropriate. 3. Engaging in strategic planning, business and commercial development activities, administering capital improvement funds, and administering programs. 4. Taking such actions as may be advisable to enhance commercial, civic, and cultural activity within the district, to promote and aid in the conservation and preservation of the district's quaint historic nature, character, qualities, and architecture, to foster quality events and quality of life in the district, to restore regional character to the district, to attract locals and tourists to visit the district, to facilitate and promote the development and improvement of public infrastructure within the district, and to encourage new residents to live in the district. | |
| <p>5. 3. Relevant Activity (Activities) (<i>An activity is a distinct subset of functions or services within a program to meet the Program Objective.</i>)</p> <ol style="list-style-type: none"> 1. Creating and maintaining public restroom facilities. 2. Beautifying the district, improving its streetscapes and the quality of its frontage, and making cosmetic improvements within the district. 3. Enhancing the district's walkability and pedestrian-friendly environment. 4. Revitalizing and nurturing cultural and historical features, preservation, and cultural tourism. 5. Providing facade grants and incentives to utilize vacant buildings, upper floors, and land. 6. Addressing transportation concerns. 7. Facilitating parking and mobility planning, strategies, and management. 8. Improving commercial and residential vitality and developing and implementing commercial planning, marketing, and recruiting strategies. 9. Facilitating lighting and signage upgrades, repairs, and replacements. 10. Aiding in the repair and upkeep of sidewalks, streets, and related infrastructure. 11. Aiding in video camera installation and monitoring. | |

12. Recruiting public amenities and services.
13. Fostering visually stimulating and quality pedestrian experiences.
14. Fostering regional and district character.
15. Facilitating the removal and prevention of graffiti.

4. Performance Measure(s) *(Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness. A Performance Measure must be designated as a percentage, a specific dollar amount or a number).*

- 1.
- 2.
- 3.

ATTACHMENT B

Page 1

Project Budget (2023-2024)

2023 Regular Legislative Session

Schedule 20

Type Name of Contracting Party

Anticipated Income or Revenue

Sources (list all sources of revenue)

Amounts

| | |
|-------------------|----|
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| Total all sources | \$ |

Anticipated Expenses

Expense Categories

Total Amount

Amount Line Item
Appropriation

(see Footnote 1 below)

(see Footnote 2 below)

| | | |
|--|----|----|
| Gross Salaries(See Attachment B, Page 2) | \$ | \$ |
| Related Benefits (Employer share) | \$ | \$ |
| Travel | \$ | \$ |
| Operating Services: | | |
| Advertising | \$ | \$ |
| Printing | \$ | \$ |
| Insurance | \$ | \$ |
| Maintenance of Equipment | \$ | \$ |
| Maintenance of Office and Grounds | \$ | \$ |
| Rentals | \$ | \$ |
| Software licensing | \$ | \$ |
| Dues and Subscriptions | \$ | \$ |
| Telephones and Internet Service | \$ | \$ |
| Postage | \$ | \$ |
| Utilities | \$ | \$ |
| Other | \$ | \$ |
| Office Supplies | \$ | \$ |
| Professional & Contract Services | \$ | \$ |
| (See Attachment B, Page 3) | | |
| Other Charges (See Attachment B, Page 4) | \$ | \$ |
| Acquisitions & Major Repairs | \$ | \$ |
| Total Use of the Appropriation | \$ | \$ |

(Budget categories listed above reflect a typical budget and may be adjusted by the recipient, with prior agency approval, to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services and Other Charges shall be detailed using Pages 2, 3 and 4 of Attachment B).

All numbers must be rounded to the nearest dollar.

Footnote (1) This column represents expenditures by category and **MUST** equal total sources listed above.

Footnote (2) This column represents the portion of expenditures by category funded by the state appropriation provided by this Cooperative Endeavor Agreement.

Page 3

Schedule of Professional and Other Contract Services

2023 Regular Legislative Session

Schedule 20

Name of Program: **French Quarter Public Safety and Quality of Life Initiatives**

14

ATTACHMENT B
Page 4
Schedule of Other Charges
2023 Regular Legislative Session

Schedule 20

Name of Contracting Party: French Quarter Management District

Name of Program: French Quarter Public Safety and Quality of Life Initiatives

| Provide a description of the intended use of the funds listed in Other Charges and the dollar amount. Each use should be listed separately. Do not budget funds in Other Charges that can be placed in another expenditure category. | | List dollar Amount for each use |
|--|--|---------------------------------|
| 1. | | |
| | Total – Should agree with Attachment B, Page 1 | \$ |
| | | |

ATTACHMENT B-SUPPLEMENT

Business Plan

Narrative Justification for Plan B or Plan C
2023 Regular Legislative Session

Schedule 20

French Quarter Management District

DRAFT

ATTACHMENT C

Progress Report for the Period of _____ to _____ **2023 Regular Legislative Session** **Schedule 20**

(To be submitted quarterly showing progress achieved. Duplicate pages as needed.)

Name of Contracting Party: _____

Contact Name: _____

Telephone: (____) _____

| | |
|--|--|
| Goal: | |
| Objective(s): 1. 2. 3. | |
| Activity(Activities) Performed: | |
| Performance Measure(s): 1. 2. 3. | %, \$ amt. or number complete 1. 2. 3. |
| | |

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Authorized Person

Print Name and Title

Date

ATTACHMENT D

Cost Report for the Period of _____ to _____

(Expense categories & dollar amounts must reflect those listed in "Attachment B" project budget.)

2023 Regular Legislative Session

Schedule 20

Name of Contracting Party: _____

Name of Program: _____

| Expense Category | Amount of Line Item Appropriation from Attachment B Page 1 | Quarterly Expenditures | Total Cumulative Year to Date Expenditures | Balance Remaining |
|-----------------------------------|---|-----------------------------------|---|------------------------------|
| Gross Salaries | | | | |
| Related Benefits (employer share | | | | |
| Travel | | | | |
| Operating Services: | | | | |
| Advertising | | | | |
| Printing | | | | |
| Insurance | | | | |
| Maintenance of Equipment | | | | |
| Maintenance of Office and Grounds | | | | |
| Rentals | | | | |
| Software licensing | | | | |
| Dues and Subscriptions | | | | |
| Telephones and Internet Service | | | | |
| Postage | | | | |
| Utilities | | | | |
| Other | | | | |
| Office Supplies | | | | |
| Professional Services | | | | |
| Other Charges | | | | |
| Acquisitions & Major Repairs | | | | |
| Totals | \$ | \$ | \$ | \$ |

NOTE: A copy of the check and invoice/receipt for each expense must be submitted with this report.

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Authorized Person

Print Name and Title

Date

ATTACHMENT D-1

Cost Report for the Period of _____ to _____
2023 Regular Legislative Session

Schedule 20

Name of Contracting Party: _____

Name of Program: _____

Instructions: List each individual and/or Firm and approved budget amount as listed on Page 3 of Attachment B.

| Name of Sub-contractor | Amount of Line Item Appropriation from Attachment B | Quarterly Expenditures to be paid by the State (must equal invoices etc.) | Total Cumulative Year to Date Expenditures including this quarter's expenditures | Balance Remaining |
|-----------------------------------|--|--|---|------------------------------|
| Professional Services: | | | | |
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| Totals | \$ | \$ | \$ | \$ |

NOTE: An Attachment E-1 must be submitted for any sub-contractor listed on this attachment. If the sub-contractor has not been determined, indicate "To Be Determined" in the appropriate column. No expenses will be allowed for a sub-contractor until an Attachment E-1 is completed.

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Authorized Person

Print Name and Title

Date

DRAFT

ATTACHMENT E
Disclosure and Certification Statement
2023 Regular Legislative Session

Schedule 20

Contracting Party Name:

Contractor's Mailing Address:

Name of Program:

Organization Type: (Example: local government, non-profit, corporation, LLP, etc.)

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received and the position held within the organization. Identify the official and the public position held.

- ☐ I hereby certify that this organization has no outstanding audit issues or findings.
- ☐ I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings. (ATTACH COPY OF AUDIT FINDINGS)

Attach a completed Federal Form W-9 (Request for Taxpayer Identification Number and Certification)

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Authorized Person

Print Name and Title

Date

ATTACHMENT E-1
Disclosure and Certification Statement
2023 Regular Legislative Session

Schedule 20

Contracting Party Name:

Name of Program:

Sub-Contractor's Name:

Sub-Contractor's Mailing Address:

Organization Type: (Example: local government, non-profit, corporation, LLP, etc.)

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received and the position held within the organization. Identify the official and the public position held.

☐ I hereby certify that this organization has no outstanding audit issues or findings.

☐ I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings. **(ATTACH COPY OF AUDIT FINDINGS)**

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Subcontractor (*Authorized person*)

Print Name and Title

Date

**“Attachment F” Travel Expense Reimbursement Report
2023 Regular Legislative Session**

Name of Employee: _____

Schedule 20

| DATE | HOUR | | TERRITORY TRAVELED SHOW ALL POINTS VISITED | ODOMETER READING | | MILE S TRAV . | SUBSISTENC E | | | TOLLS AND PARK. | | TIP S | OTHER EXPENSES | |
|------|------|------|---|---------------------|---------|------------------|--------------|---------------|-------------|-----------------------|--|-------|----------------|--|
| | | | | | | | LODGING | | | | | | | |
| | DEP. | ARR. | | DEPART | ARRIV E | | NO. | MEALS COST | DESCRIPTION | | | | COS T | |
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(To be completed if travel expense category includes reimbursement of mileage, lodging, meals and tips.)

Signature of Authorized Person

Print Name and Title

Date

DRAFT

| | 2023 Budget Approved | 2024 Budget Draft | 2024 for Consideration | Notes |
|---|----------------------------|----------------------|---------------------------|--|
| Sales Tax Collections | 3,000,000 | 3,000,000 | | Projected - Estimate per CAO Analyst |
| TOTAL INCOME | 3,000,000 | 3,000,000 | 0 | |
| SPPP EXPENSES | | | | |
| Personnel | | | | |
| Overtime - SPPP Patrol Officers | 1,164,618 | 1,965,600 | | Increased to \$50/hr average per Sgt. Boudreau. * Sgt Boudreaux projects 90% of shifts filled in 2024 |
| Weekend Special Rate | 936,000 | 355,680 | | \$100/weekend shift |
| Anticipated Weekday Special Rate | | | 313,560 | *For Consideration - \$50/weekend shift |
| <i>(SPPP Patrol CEA Minimum Shifts)</i> | <i>2,100,618</i> | <i>2,321,280</i> | <i>313,560</i> | |
| Wages - Full-time Supervisor | 102,850 | 119,872 | | 5% COLA from 2023 + 11% Lieutenant Raise |
| Wages - Full-time Program Assistant | 55,184 | 57,943 | | 5% COLA from 2023 |
| (Fringe, taxes, etc.) | | | | |
| NOPD Overtime RTCC Assignment | 135,000 | 13,000 | | |
| <i>(SPPP Personnel Total)</i> | <i>2,393,652</i> | <i>2,512,095</i> | <i>313,560</i> | |
| Vehicles | | | | |
| SPPP Patrol Automobile | 35,000 | | | |
| Polaris Ranger XP 1000 | 30,000 | | | |
| Scooters | | | | |
| Golf Cart | 16,270 | | | |
| Vehicle Maintenance | 35,000 | 15,000 | | *decrease reflective of 2023 actual of \$1k |
| In-vehicle cameras | | | | |
| Video storage for in-vehicle cameras | | | | |
| Technology | | | | |
| SPPP Application Licensing | 50,000 | 50,000 | | Pending RFP and contracting. |
| iPads | 1,200 | | | |
| Mobile Internet Hotspots | | | | |
| Mobile Internet Data | | | | |
| General Office Supplies | 5,250 | 3,000 | | Decrease based on 2023 actual expense |
| Miscellaneous Maintenance and Repairs | | | 15,000 | *for consideration by SEC and FQEDD |
| SPPP App Awareness campaign | | 7,500 | | |
| TOTAL SPPP EXPENSES | 2,566,372 | 2,587,595 | 328,560 | |
| OTHER PUBLIC SAFETY EXPENSES | | | | |
| Dedicated RTCC personnel | | 62,000 | | *Decreased to 1 FTE & reevaluate 2nd FTE at mid-year budget adjustment - pending review of KPIs and objectives met |
| Crime Cameras | | | | |
| RTCC FQ Equipment Maintenance | | | | *Need annual contract cost from Ross Bourgeois |
| Mobile Data | | | | |
| Streetlights | | | 195,000 | *Discuss - 2022 Budgeted new lights not encumbered -reevaluate at mid-year budget adjustment |
| Mobile Light Unit | | | 97,500 | *NOPD verified 3 units to start |
| License Plate Readers | | 51,000 | | Annual Renewal - Leased item |

| | | | | |
|--|------------------|------------------|------------------|---|
| Speed Radar | | 5,000 | | Request by NOPD for 2 units - lease |
| DigiTicket Machines | 8,000 | 8,000 | | Annual renewal - Leased item |
| NOPD Training | | 4,000 | | Speed radar training for 5 SPPP officers |
| Sobering Center | | | | |
| Case Management (TASGNO Agreement with FMC) | 97,963 | 205,636 | | Adding a 3rd case manager (75% FQEDD 25%FMC) |
| TASGNO Transportation | | 37,350 | | (75% FQEDD 25%FMC) |
| Additional housing and case management support | | | 0 | *HOLD - TASGNO FQ clients successfully transition to housing |
| Dedicated Code Enforcement Officer | 82,000 | 82,000 | | *Need Salary, fringe, and transportation. Dedicated to French Quarter |
| Tow truck personnel for special events | 92,300 | 69,225 | | * Cpt. Roberts to bring additional info to SEC & FQEDD Mtg. Consider tow |
| Royal Street Barricade Sleeves | | 2,500 | | |
| | | | | |
| TOTAL OTHER PUBLIC SAFETY EXPENSES | 280,263 | 524,211 | 292,500 | |
| | | | | |
| FQMD Administrative Fee | 150,000 | 150,000 | | |
| | | | | |
| TOTAL EXPENSES | 2,996,635 | 3,261,806 | 621,060 | |
| (OVER)/UNDER BUDGET | 3,365 | (261,806) | (621,060) | * Discuss Deficit in SEC and FQEDD Meetings. Determine the use of the FQEDD Fund balance for 1x expenditures. |

CEA PATROL PLAN OBLIGATIONS

| ZONE | SHIFT | HOURS | COST |
|---------------|-------------|-------|-----------|
| Traffic | 07:00-19:00 | 12 | 600 |
| Zone 5 | 03:00-15:00 | 12 | 600 |
| Zone 5 | 15:00-03:00 | 12 | 600 |
| Zone 5 | 15:00-03:00 | 12 | 600 |
| Zone 2 | 00:01-24:00 | 24 | 1,200 |
| Zone 1 | 00:01-24:00 | 24 | 1,200 |
| Zone 3 | 00:01-24:00 | 24 | 1,200 |
| DAILY TOTAL | | 120 | 6,000 |
| Weekly Total | | 840 | 42,000 |
| 52 Week Total | | | 2,184,000 |

| | | |
|----------------------------------|-----------|--|
| 52 Week Budget | | |
| NOPD Overtime average | 2,184,000 | |
| Weekend Incentive Pay | 395,200 | |
| Total | 2,579,200 | |
| | | |
| Anticipated Weekday Special Rate | 348,400 | |
| Total | 2,927,600 | |

| Zone | Time | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
|----------------------------------|--------|--------|--------|---------|-----------|----------|--------|----------|--------|
| 1 | 3a-7a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 3 | 3a-7a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 2 | 3a-7a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 5 | 3a-7a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 1 | 7a-11a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 2 | 7a-11a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 3 | 7a-11a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 5 | 7a-11a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| (Traffic) | 7a-11a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 1 | 11a-3p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 2 | 11a-3p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 3 | 11a-3p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 5 | 11a-3p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| (Traffic) | 11a-3p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 1 | 3p-7p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 2 | 3p-7p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 3 | 3p-7p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 5 | 3p-7p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 5 | 3p-7p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| (Traffic) | 3p-7p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 1 | 7p-11p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 2 | 7p-11p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 3 | 7p-11p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 5 | 7p-11p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 5 | 7p-11p | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 1 | 11p-3a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 2 | 11p-3a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 3 | 11p-3a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 5 | 11p-3a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| 5 | 11p-3a | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 1,400 |
| NOPD Overtime average | | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 42,000 |
| Weekend Incentive Pay Shifts | | 30 | | | | | 16 | 30 | 7,600 |
| | | | | | | | | | 49,600 |
| | | | | | | | | | |
| Anticipated Weekday Special Rate | | | 30 | 30 | 30 | 30 | 14 | | 6,700 |

| | | INCREMENT | QUANTITY | NOTES | |
|-----------------------------|---------|-----------|----------|------------------------------------|----|
| Personnel* | | | | | |
| NOPD Overtime average | 50 | hour | | | |
| Weekend Incentive Pay | 100 | Shift | | Approved by Civil Service | |
| NOPD Supervisor | 119,872 | annual | 1 | | |
| Program assistant | 57,943 | annual | 1 | | |
| Deputized Civil Enforcement | 82,000 | annual | 2 | Salary, fringe, and transportation | |
| RTCC NOPD Staff | 67,500 | annual | 4 | | |
| | | | | | |
| SPPP App | | | | | |
| Licensing Fee | 50,000 | annual | 1 | | |
| | | | | | |
| Vehicle Purchase | | | | | |
| Automobile | 35,000 | unit | 1 | Minimum Vehicles on patrol | 5 |
| Polaris | 30,000 | | 1 | Current Vehicle Fleet | 10 |
| Golf Cart | 8,135 | | 2 | Vehicles on order | 0 |
| Bike | | | | Minimum Vehicle Count | 8 |
| | | | | Miles per shift | 15 |
| | | | | | |
| Equipment Purchase | | | | minimum tablets on patrol | 5 |
| iPad | 300 | unit | 4 | current tablet count | 9 |
| | | | | minimum tablet count | 8 |
| Equipment Lease | | | | | |
| Digi-ticket machines | 1,000 | unit | 8 | | |
| Mobile Light Unit | 32,500 | unit | 3 | *Verify Cost Per Unit | |

| Balance Forward Summary | | |
|--|------------------|------------------------|
| 2021-2023 Overall Revenue Estimate | \$ 6,527,000 | |
| 2021-2023 SPPP Required Spending (Including the end of 2021) | \$ 4,333,333 | |
| 2021-2023 SPPP Estimated Spending | \$ 2,881,520 | |
| 2021-2023 Other Estimated Spending | \$ 952,125 | does not include stree |
| YE 2023 - FQEDD Balance Estimated | \$ 2,693,354 | |
| YE 2023 SPPP Rollover Estimated | \$ 1,451,812 | |
| YE 2023 Other Rollover Estimated | \$ 1,241,542 | |
| | | |
| | | |
| 2024 | | |
| Description | Budget (\$) | |
| SPPP Rollover | \$ 1,600,000 | |
| Non-Obligated Rollover | \$ 800,000 | |
| Estimated 2024 Revenue | \$ 3,000,000 | |
| | | |
| Estimated Total | \$ 5,400,000 | |
| Amount required to SPPP | \$ 3,600,000 | |
| Amount for Public Safety | \$ 1,800,000 | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| 2024 ROLLOVER-INCOME-BUDGET SUMMARY | | |
| SPPP Rollover Estimate | 1,600,000 | |
| SPPP Dedicated 2024 Income | 2,000,000 | |
| SUBTOTAL | 3,600,000 | |
| SPPP 2024 Expenses | 2,587,595 | |
| NET TOTAL SPPP | 1,012,405 | |
| | | |
| Other Public Safety Rollover Estimate | 800,000 | |
| Other Public Safety 2024 Income | 1,000,000 | |
| SUBTOTAL | 1,800,000 | |
| Other Public Safety Expenses & Admin Fee | 674,211 | |
| NET OTHER PUBLIC SAFETY | 1,125,789 | |

Professional Services Contract - Financial Management Services

Agreement Amendment #1

This amendment by and between John Wyatte Foard, LLC, and French Quarter Management District (FQMD) shall be effective as of the date this Amendment is fully executed.

Financial Management Services Agreement Date: 09/15/2019

Agreement Term: 10/10/2019 – 12/31/2020

BACKGROUND AND PURPOSE. The Agreement is in effect through the Current Agreement Term provided above. The parties hereto now desire to amend the Agreement to extend on a month-to-month basis. The Agreement set forth Payment Terms defining the hourly rate and maximum amount per year to be paid for services performed. The parties agree to amend the Payment Terms of the Agreement.

AGREEMENT EXTENSION. The parties hereby agree that the Agreement will be extended for an additional period of time as follows:

Beginning Date of New Agreement Term: 1/1/2021

First Term of New Agreement Term: 12/31/2024.

This Agreement is effective as of the date indicated above and shall continue in effect after the First Term of the New Agreement Term until either party gives the other party written notice not less than ninety (90) days in advance, specifying the date of termination. If a party has notified the other that a material breach of this Agreement has occurred and same has not been rectified in a timely manner, the non-breaching party may immediately terminate this Agreement.

PAYMENT TERMS. The partners hereby agree to amend the "Article III Agreement Payment Terms" on page 4 of 8 of the Agreement to add the following:

"FQMD agrees to pay Contractor at a rate of eighty-five dollars (\$85.00) an hour with a maximum amount not to exceed a total of twenty thousand (\$20,000.00) per calendar year, to be paid for services performed."

SUCCESSORS AND ASSIGNS. This Amendment shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.

ENTIRE AGREEMENT. Except as expressly modified by this Amendment, the Agreement shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding and enforceable obligations to the parties. This Amendment and the Agreement (including any written amendments thereto), collectively, are the complete Agreement of the parties and supersede any prior Agreements or representations, whether oral or written, with respect thereto.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives.

_____, Date: _____

John Foard
John Wyatte Foard, LLC

_____, Date: _____

Heidi Raines, Board Chair
French Quarter Management District

FINANCE & DEVELOPMENT COMMITTEE

Review Supplemental Police Patrol Program Office Repairs Appropriation

Committee Chair: Commissioner Frank Zumbo

Committee Members: Vice-Chair Heidi Raines, Susan Klein, & Christine Bondio

Committee Review Date: Tuesday, October 3rd, 2023

1 SUMMARY

- Project Name: NOPD Eighth District Supplemental Police Patrol Program Office Repairs and Upgrades
- FQMD Internal Sponsor/s: FQMD Commissioner Jane Cooper
- Funding Requested: \$7,000
- Funding Source: FQMD General Operating Funds
- Vendor: Cops 8
- Proposed Start Date: 2023 Fourth Quarter
- Proposed End Date: 2023 Fourth Quarter
- Date Presented to FQMD Board of Commissioners: October 9th, 2023
- Motion Date or Record of Board Decision: October 9th, 2023

2 OVERVIEW

The FQMD Security and Enforcement Committee seeks to appropriate up to \$7,000 to a contractor for repairs to the New Orleans Police Department Eighth District Supplemental Police Patrol Program office. Services requested from this contractor will include replacing the air conditioner, removing mold, replacing desks, adding charging stations, general maintenance, and repairs. The main objective is to pay the contractor (Cops 8) to upgrade the office to improve the working conditions for the officers.

3 SCOPE / PROJECT PLAN

The following estimate for renovation costs is based on prices quoted by COPS 8 vendors and subcontractors. The corrective work is inclusive of labor, materials, and disposal costs:

- | | |
|---|----------|
| 1. Removal of old carpet. | 500.00 |
| 2. Purchase of a new air conditioning unit. | 1,500.00 |
| 3. Prime and paint walls. | 1,500.00 |

| | |
|--|------------|
| 4. Replace damaged desk. | 750.00 |
| 5. Purchase new docking/charging station. | 1,000.00 |
| 6. Remove and replace damaged ceiling tiles. | 1,750.00 |
| Total Estimated Cost: | \$7,000.00 |

4 DELIVERABLE, OUTCOMES & ACCOUNTABILITY

The outcome would entail completion by the contractor of the requested repairs and upgrades listed above in order to provide an office that is a respectable and safe working environment for all of our hardworking officers in the Supplemental Police Patrol Program.

5 FUNDING & TERMS

The FQMD General Operating Funds will be allocated towards the total cost of the office repairs. Repairs should not exceed \$7,000.00.



Citizens' Organization
for Police Support

October 1, 2023

Re: Renovation Estimate

NOPD Eighth District Station SPPP Office

The following estimate for renovation costs is based on prices quoted by COPS 8 vendors and subcontractors. The corrective work is inclusive of labor, materials, and disposal costs:

| | |
|--|----------|
| 1. Removal of old carpet. | 500.00 |
| 2. Purchase of a new air conditioning unit. | 1,500.00 |
| 3. Prime and paint walls. | 1,500.00 |
| 4. Replace damaged desk. | 750.00 |
| 5. Purchase new docking/charging station. | 1,000.00 |
| 6. Remove and replace damaged ceiling tiles. | 1,750.00 |

| | |
|-----------------------|------------|
| Total Estimated Cost: | \$7,000.00 |
|-----------------------|------------|

Respectfully submitted,

Jessica S. Dietz

COPS 8, President

334 Royal Street

New Orleans, Louisiana 70130

President@cops8.org

Request for Professional Services Proposals

Information Technology Services

October XX, 2023

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.

I. REQUEST FOR PROPOSALS

Notice is hereby given that the Board of Commissioners of the French Quarter Management District ("FQMD") is seeking proposals from one or more qualified professional technology vendors ("Respondents") for a full range of Information Technology ("IT") Support Services. The qualified vendor will provide necessary technical services that will enable FQMD to:

- Serve as the outsourced IT and network consultant for an organization with two full-time staff and a thirteen-person board of commissioners.
- Ensure the efficient procurement and operation of its computer systems, internet network, and key applications used by staff and executive board members
- Minimize spending and maximize the ROI for expenditures on technology support
- Consult on the security and operability of FQMD's computer system and IT infrastructure
- Provide technical assistance when requested by FQMD staffThe ideal vendor will resolve computer systems and network issues in accordance with standard and acceptable maintenance and support benchmarks. The successful vendor will be expected to implement and maintain a help desk service that efficiently and consistently responds to the needs of FQMD staff and ensure that there is no significant computer downtime during working hours in the New Orleans office. The ideal vendor will provide support by an engineer on an as needed . The vendor is expected to report on the status of technology issues and communicate effectively with FQMD staff.

FQMD contemplates award of a time and materials contract for one base year with an option for additional years of service contingent upon performance during the first year.

II. SCOPE OF SERVICES

This section summarizes the services to be provided to FQMD. FQMD is looking for a firm that will provide a consistently high level of IT customer service, maintenance and support. FQMD expects the vendor proposal to define, in detail, the approach to be used to service and improve its existing computer system infrastructure and meet future requirements in a cost-effective manner. Each

proposal should take into consideration the following key requirement areas (See A thru H of this section); and each firm must be equipped to meet each requirement area.

- A. Initial Assessment: Review of inventory, update network diagram, assessment of system architecture and equipment for efficiency, life expectancy, capacity, speed, and current processes, and make recommendations for improving routine support criteria and eliminating emergency maintenance situations. A report of this initial assessment shall be submitted by December XX, 2023, and each September 1st as long as the contract is in force. This is to allow for necessary budget planning for the upcoming year.
- B. Convert FQMD office operating and hosting software and applications from Google to Microsoft utilizing Government Plan from Microsoft, assure secure backup of all data and functionality during transition, and provide training to staff on new operating platform, programs, and applications associated with the transition.
- C. Desktop Application Support: Performance of basic support functions, including the installation of PC's, laptops, mobile devices, printers, peripherals, and office software; diagnosis and correction of desktop application problems, configuring of PC's, laptops and mobile devices for standard applications; identification and correction of user hardware problems, with advanced troubleshooting as needed; maintenance of an updated inventory of all related computer-related hardware, to be available to designated FQMD personnel upon request.
- D. Workstation Administrative Services: Management of networks and computer systems, including SaaS applications, SaaS databases, messaging, associated hardware, software, communications, and operating systems necessary for performance, security, reliability, and recoverability of the systems.

Scheduling of preventive maintenance for equipment in the areas of coverage is properly and promptly performed; maintenance of records for on-site visits, remote support, and telephone support is available; development of operations and quality assurance for backup plans and procedures are being followed.

Configuration management, including changes, upgrades, patches, etc. is maintained; management and security of user login credentials are documented, and support of software products relating workstations; timely response to repair and maintenance work for the user.

- E. Network Administration Services: Maintenance and support of network equipment, including switches, firewalls, routers, and other security devices are included. Installation and maintenance of printers, scanners, network devices et al; analysis, routine configuration changes, and installation of patches and upgrades; minor cabling as needed; alert notifications in case of failure of equipment. Proactive monitoring of network equipment, including performance indicators to report on threshold limitations; network performance and capacity management services; continuous troubleshooting is required.

Maintenance of network documentation for daily, weekly, and monthly services is required.

F. Email, Security and Backup Efforts: Maintenance of organizational email accounts using the FQMD domain and Microsoft Government Account, adding, changing, and/or deleting FQMD employee accounts as requested; maintenance of virus-detection programs on the FQMD servers and user computers and laptops; performance of periodic security audits, including notification of suspected breaches of security to designated FQMD point of contact are required. Voice of Internet Phone: Setup and maintain functionality of systems and hardware for VoIP telephone network and software.

G. Other General Requirements:

In addition to the requirements outlined in sections A-F of this RFP, the successful firm will reflect a demonstrated ability to respond to staff requirements in the following areas:

1. an ability to research and identify software solutions that meet the needs of FQMD staff;
2. identification and resolution of redundancies in FQMD's current computer system environment
3. effective communication with staff to keep them updated on the progress of troubleshooting Issues

H. Not Included: The contract to be awarded does not obligate FQMD to purchase computer equipment, hardware devices, cabling, licenses, software et al from the successful vendor. Replacement parts are not part of this contract. The scope also does not include computer equipment and networks not owned by FQMD.

French Quarter MANAGEMENT DISTRICT

Keep Louisiana Beautiful

Beautification Project

As a Keep Louisiana Beautiful (KLB) affiliate, The French Quarter Management District (FQMD) is obligated to hold a litter abatement or beautification project for Keep the Quarter Clean during Love the Boot Week in late April 2024. KLB offers a beautification grant which FQMD would be able to apply for. The deadline is October 18th. This grant can land anywhere between \$1,000-\$8,000 and must be utilized at a location in a highly visible public space. We want to promote community pride and make this project a collaboration between neighborhood organizations that will foster diverse community support.

Staff has been exploring the options for improvements to beautify Bienville Place on North Peters Street by adding a garden with a variety of native plants. Bienville Place is owned by the City and is currently maintained by French Market Corporation (FMC). Both FMC and The City's Department of Parks and Parkways would be our ideal partners for this project. Staff had preliminary calls with Parks and Parkways and FMC to gauge their interest. Three areas of primary focus at this stage of planning include Livability Committee interest in the project, opportunities for funding and partnership resources.



KEEP LOUISIANA BEAUTIFUL AFFILIATE



Funding: Funding would be allocated towards plants, gardening tools, soil, and items like sunblock, snacks, and water for our volunteer gardeners.

Resources: Finding out how many volunteers we would need for this project, as well as the upkeep and long-term maintenance of the garden are factors that we need to consider.



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.