



Board of Commissioners Meeting Minutes

Wednesday 17 January 2024

2:00 pm

Via Teleconference:

Video:

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

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

Meeting ID: 204 758 9217

Audio: +1 (469) 445 0100

Commissioners Present: Jane Cooper, Steve Caputo, Glade Bilby, Christine Bondio, Sue Klein, David Bilbe, Frank Zumbo, Christian Pendleton, Alex Fein

Commissioners Absent: Heidi Raines, Mamie Gasperecz, Matthew Emory

Executive Director: Karley Frankic

Coordinator: Shelby Ursu

Guests: Jessica Dietz, Maddie Charleston

- I. CALL TO ORDER: ROLL CALL: INTRODUCTION OF ATTENDEES – Chair Ms. Cooper called the French Quarter Management District (FQMD) January 17th, 2024 regular meeting to order at 2:01 pm. Ms. Frankic read the agenda as noticed and Ms. Ursu called the roll.
- II. PUBLIC 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. DECEMBER 11TH, 2023, MEETING MINUTES: Two typographical errors were noted by the Commissioners. Mr. Pendleton motioned (**M1**) to “approve the December 11th, 2023 meeting minutes with the corrections made to the noted errors...”, Mr. G. Bilby seconded the motion, and it was approved. Ms. Cooper noted that the December 2022 Board of Commissioners meeting minutes were not approved in January 2023 due to no quorum being present. The Commissioners agreed on having the December 2022 minutes included in the February 2024 meeting packet to vote on for approval.
- IV. DECEMBER TREASURER’S REPORT: Mr. Zumbo presented the December 2023 financials and noted that the balance is clean, the Accounts Payable and Accounts Receivable are current, and the FQMD Operating Account expenses were under budget, finishing the year with a surplus. Mr. Pendleton motioned (**M2**) to “approve the December Treasurer’s reports...”, seconded by Mr. G. Bilby and it was unanimously approved. ANNEX I. Ms. Cooper noted that the December 2022 Treasurer’s Report was not approved in January 2023 due to no quorum being present. The Commissioners agreed on having the December 2022 Treasurer’s Report included in the February 2024 meeting packet to vote on for approval.
- V. BOARD CHAIR COMMENTS: Ms. Cooper

Ms. Cooper welcomed everyone to the first Board meeting of the year and stated that she was honored and excited to be Board Chair for 2024. She noted that the FQMD has an important role to play in the preparations for the 2025 Superbowl and added that she is working with FQMD staff daily. She pointed out that the Louisiana State appropriation presents a new set of challenges for the FQMD and informed the Commissioners that the Cooperative Endeavor Agreement (CEA) for the appropriation was submitted at the beginning of the year and will take two to six weeks for approval. She added that Ms. Frankic is checking on the approval status on a weekly basis. Ms. Cooper said that once the CEA is approved, \$500,000 will be made immediately available to the FQMD as an advance to start funding the projects which will be discussed in more detail today. She noted that finding a way to receive updates and hold City Hall accountable is an important area of focus. She suggested inviting representatives of the City to the Board meetings on a consistent basis. Ms. Klein agreed with Ms. Cooper, adding that having the Commissioners prepare questions for the City representatives ahead of time is a good opportunity for the FQMD to receive updates. Ms. Klein informed the Commissioners that the City Council and FQEDD budget meeting will be tomorrow morning at 9:30 am and invited the Commissioners to attend. Ms. Cooper stated that she will coordinate what guests will come to the February Board meeting and inform the Commissioners in advance so that ample time is given for preparing questions. She noted that as the FQMD Board and Committees take on additional responsibilities in relation to the State appropriation projects, it may be necessary for special Committee meetings to pop up on occasion. Ms. Bondio asked if the State appropriation deadline for use of funds is by the end of June 2024. Ms. Cooper answered yes but added that the plan is to prepay some of the vendors so that services can continue beyond June 30th, 2024 into the third and fourth quarters. Mr. Pendleton noted that there is a possibility that the deadline will be extended for the FQMD as well as for several other entities.

VI. COMMITTEE MEMBER NOMINATIONS:

- a. David Bilbe – Government Affairs Committee
- b. Heidi Raines – Government Affairs Committee
- c. Jane Cooper – Finance and Development Committee
- d. James Hislop – Finance and Development Committee *Deferred.
- e. Madison Charleston – Security and Enforcement Committee

Mr. Zumbo noted that James Hislop* will be deferred from this list for approval today, noting that Mr. Hislop will be attending the February Finance and Development Committee meeting first, and then will be voted on for approval at the February Board meeting. The Commissioners reviewed the Committee Member nominations list. Mr. Pendleton motioned (**M3**) to “approve the Committee Members Mr. David Bilbe for the Government Affairs Committee, Ms. Heidi Raines for the Government Affairs Committee, Ms. Jane Cooper for the Finance and Development Committee, and Ms. Madison Charleston for the Security and Enforcement Committee....”, seconded by Mr. G. Bilby and it was unanimously approved. ANNEX II.

VII. FRENCH QUARTER ECONOMIC DEVELOPMENT DISTRICT (FQEDD) AGREEMENT MONITORS MEETING: Attendees were Ms. Cooper, Mr. Pendleton, Ms. Frankic, Mr. Smith of the CAO Office, Cpt. Roberts and Sgt. Boudreau of NOPD, Mr. Toney, Councilmember King’s office, Mr. Bourgeois of the Real Time Crime Center (RTCC), Ms. Owczarek of Traveler’s Aid Society of Greater New Orleans (TASGNO).

- a. Ms. Cooper noted that with her new role as Board Chair and Mr. Pendleton’s new role as Security and Enforcement Committee Chair, they will both be the FQMD representatives for the FQEDD Agreement Monitors meetings.
- b. 2023 Program Updates and Key Performance Indices-
 - i. Homelessness Assistance Program/ Rapid Rehousing Program: Ms. Cooper stated that at the December Agreement Monitors meeting Ms. Owczarek reported that twelve individuals have met the criteria to be selected for the Rapid Rehousing Program. Ms. Cooper added that the Monitors hope to get a better understanding of how these individuals are selected for the program at the

January meeting, as well as define measurables and key performance indices (KPIs). She added that KPIs for all FQEDD programs will be finalized at the end of January.

- c. Real Time Crime Center-
 - i. Crime Camera Installations: Ms. Cooper stated that she would like to receive crime camera updates on a regular basis, noting that 31 cameras are still not operational.
- d. Code Enforcement- Ms. Cooper reported that the City hired a Code Enforcement Inspector for the French Quarter, and she expects more updates on this at the January Agreement Monitors meeting.
- e. Street Lighting- Ms. Cooper reported that Mr. Smith informed the Monitors at the December meeting that the streetlight funds, though not spend in 2023, will not rollover into 2024. He also stated that no funds were allocated towards streetlights in the 2024 FQEDD budget draft. Ms. Cooper reported that the amended budget being presented today reflects the streetlight maintenance allocation and is what the Board will be voting on for approval in order to present it tomorrow at the City Council meeting. FQMD, nor other City representatives were aware that unspent allocated 2023 project funds must be reapproved in 2024.

VIII. PRESENTATION: PRESENTATION OF AN AMENDMENT TO THE APPROVED 2024 FRENCH QUARTER ECONOMIC DEVELOPMENT DISTRICT BUDGET FOR AN APPROPRIATION FOR FRENCH QUARTER STREETLIGHTS

Ms. Cooper reported that she is waiting on the 2023 French Quarter streetlight repairs report from the Department of Public Works (DPW). Ms. Frankic noted that Commissioners should report any damaged streetlights to 311 accompanied with a photo, stating that this is how the City prioritizes streetlight repairs and maintenance. She added that volunteers and FQMD staff will be performing another streetlight assessment walkabout which will prioritize the streetlights that need to be repaired.

- a. MOTION – Consider a motion to approve an Amendment to the Approved 2024 French Quarter Economic Development District Budget for an Appropriation for French Quarter Streetlight Maintenance: Mr. G. Bilby motioned (**M4**) to “approve an Amendment to the Approved 2024 French Quarter Economic Development District budget for street light repairs”, seconded by Mr. Zumbo and it was unanimously approved. ANNEX III.

IX. SECURITY AND ENFORCEMENT COMMITTEE CHAIR REPORT – Ms. Cooper

Ms. Cooper reported that many of the topics covered in the Agreement Monitors meeting in December were also covered in the December Security and Enforcement Committee meeting. She suggested that Commissioners read the attached Committee meeting notes in the Board packets for further details but highlighted some information. She reported that Cpt. Roberts stated that he is in full support of the Upper Quarter Patrol (UQP) expansion and expressed how much he appreciates working with the UQP. She added that Cpt. Roberts has big plans for the Eighth District for 2024 and he is excited about the addition of the Louisiana State Police. Ms. Cooper noted the importance of court monitoring, which will be further discussed at the Committee meetings this year.

- a. PRESENTATION – Presentation of the Security and Enforcement Committee 2024 Work Plan
Mr. Pendleton presented the Security and Enforcement Committee 2024 Work Plan to the Commissioners. He stated that he is fortunate to have Ms. Dietz as Vice-Chair of the Security and Enforcement Committee and noted that it is his intention to continue the hard work of Ms. Cooper and Mr. Caputo for the Committee in 2024.
- b. UPDATE OF SUPPLEMENTAL SECURITY UPPER QUARTER PATROL EXPANSION – More updates will be provided at the February Board meeting.

X. GOVERNMENT AFFAIRS COMMITTEE CHAIR REPORT – Mr. G. Bilby

Mr. G. Bilby stated that he is happy to have Commissioners Raines and D. Bilbe join the Government Affairs Committee this year. He stressed the importance of accountability from the City

representatives, pointing out the ongoing challenge of illegal parking on street corners which have caused multiple occasions where emergency responder vehicles could not get through the neighborhood. Mr. G. Bilby stated that he would like to put together a working group to tackle this issue and noted that any input on the matter from the Commissioners is greatly appreciated. He reported that he had a recent meeting with Councilmember JP Morrell regarding the Homer Plessy school closing. He informed the Commissioners that there is an opportunity to lobby to have an educational component, like a Charter school, at this location in order to prevent the School Board from selling the building.

- a. **PRESENTATION – Presentation of the Government Affairs Committee 2024 Work Plan**
Mr. G. Bilby presented the Government Affairs Committee 2024 Work Plan to the Commissioners.
- b. **UPDATE OF ESPLANADE CULTURAL LANDMARKS CORRIDOR PROJECT – Mr. G. Bilby**
reported that this project is still in the beginning stages but noted that he has been in contact with multiple organizations regarding the scope of work for the project. He added that the Historical New Orleans Collection is working on the cultural and educational aspects of the project. Mr. G. Bilby stated that he foresees the planning process taking longer than the installation process. He added that the landscaping maintenance aspect will present a challenge down the road but noted that the idea of an “adopt a block” is being explored as a potential option.

XI. LIVABILITY COMMITTEE CHAIR REPORT - Ms. Frankic

- a. **PRESENTATION – Presentation of the Livability Committee 2024 Work Plan**
Ms. Cooper stated that due to Ms. Gasperecz’s absence from today’s meeting, this will be reviewed at the February Board meeting. Mr. Pendleton requested that the Livability Committee work with the City regarding the renewal of the sanitation contract with KBS.
- b. **UPDATE ON PEDESTRAIN SAFETY AND SIGNAGE PROGRAM: NORTH RAMPART STREET-** Ms. Frankic reported that all of the Livability projects being discussed today have been taking steps forward. She noted that a neighborhood volunteer is joining the North Rampart program and has a background in project management. Ms. Frankic added that there was a recent meeting with a traffic engineer from the DPW who volunteered to draw up the plans and get the permits ready. She stated that more updates will be discussed at the February Livability Committee meeting.
- c. **UPDATE OF SUPPLEMENTAL SANITATION: GLASS RECYCLING FOR GULF COAST RESTORATION –** Ms. Frankic reported that this project has also been taking big steps forward, noting that the project will start off with Mardi Gras bead recycling for French Quarter hotels and the Canal Street parade route. Ms. Frankic stated that housekeeping at these establishments will be helping to divert the beads into the recycling program. She added that the Downtown Development District is interested in funding the bead recycling at hotels on their side of Canal Street and will help the FQMD with marketing for this program. Ms. Cooper stated that the Mardi Gras bead recycling will begin on February 1st, and noted that after Mardi Gras, the glass recycling will begin.
- d. **UPDATE OF SUPPLEMENTAL SANITATION: ADDITIONAL TRASH RECEPTACLES WITH CITY SERVICING –** Ms. Frankic stated that one thing to take into consideration is the purchase of additional liners and trash receptacle doors for the City so that they have a backstock supply that they can utilize when liners and doors are missing or damaged. She noted that Livability Vice-Chair Erin Holmes is working on prioritizing the right locations for the additional receptacles. Ms. Klein suggested making it clear with the City that according to the agreement the FQMD will not be held responsible for the maintenance and repair of the additional trash receptacles.

XII. FINANCE AND DEVELOPMENT COMMITTEE CHAIR REPORT– Mr. Zumbo

- a. **PRESENTATION – Presentation of the Finance and Development Committee 2024 Work Plan**
Mr. Zumbo stated that the 2024 Committee work plan continues to have the same purpose and structure as the 2023 work plan.

- b. **PRESENTATION** – Presentation of a job description for a Contract Officer relevant to a State of Louisiana Appropriation – Mr. Zumbo reported that the Finance and Development Committee, while reviewing the 2024 State Appropriation budget, made a budget line item for a contract officer position which would solely focus on the State appropriation programs. He noted that this was approved in the budget by the Board, but pointed out that the Finance and Development Committee has not had the chance to meet since December to review the job description. He reported that the job description is standard and fairly similar to ones posted by the FQMD previously. Ms. Frankic added that this position is a short-term, part-time position that essentially oversees every program within the State appropriation funding. She added that this position would be hourly with hourly pay, with a maximum of 24 hours a week. Mr. Zumbo asked the Commissioners to consider approving this job description at today’s meeting due to the time constraints within the State appropriation process.

XIII. **MOTION**- Consider a motion to approve the 2024 French Quarter Management District’s Committee Chair Work Plans as presented, with the exception of the Livability Committee work plan. Mr. G. Bilby motioned (**M5**) to “approve the 2024 French Quarter Management District’s Committee Chair work plans with the exception of the deferred Livability Committee work plan...”, seconded by Mr. D. Bilbe, and it was unanimously approved. ANNEX IV.

XIV. **MOTION** – Consider a motion to approve the French Quarter Management District Contract Officer job description. Mr. Pendleton motioned (**M6**) to “approve the French Quarter Management District Contract Officer....”, seconded by Mr. G. Bilby, and it was unanimously approved. ANNEX V.

XV. **DISCUSSION** – Discussion regarding updates of the 2023-2024 Louisiana State Appropriation Ms. Cooper noted that she covered updates on the State Appropriation CEA at the beginning of the meeting.

XVI. **EXECUTIVE DIRECTOR’S REPORT**: Ms. Frankic

- a. **Administration**- Ms. Frankic reported that the year-end financials are being wrapped up and she will have the rest of the program data by the end of January. She anticipates that the 2023 FQMD Annual Report will be completed and ready to present at the February Finance and Development Committee meeting. Ms. Frankic reported that FQMD staff have sent off the 2023 Act 270 Harassment Report to the Louisiana Legislative Budgetary Control Council, noting that staff was in complete compliance with all but one Commissioner completing their required harassment training by the end of the year.
- b. **Quality of Life**- Ms. Frankic reported that she has been involved in kickoff meetings with the project teams for the Livability Committee State Appropriation programs. She noted that both the N. Rampart Safety and Signage Program and the Recycling for Coastal Restoration programs have begun the process of finalizing scopes of work, assessing applicable procurement, and setting up the programs to launch pending approval of the Cooperative Endeavor Agreement by the State.
- c. **Public Safety**- Ms. Frankic reported that the UQP expansion planning is also coming along with SEC Vice-Chair Dietz stepping up to assist with fleshing out details and identifying opportunities to use new technologies to provide additional confirmation of the UQP officers coverage of the patrol zones. She stated that the City’s contract engineer, Mott MacDonald, is working on the bollard replacement alternatives on Bourbon Street. The selected bollard design is planned to be scalable for other locations, such as Royal Street. The priorities for selecting replacement include ease of operations and maintenance. Mr. MacDonald has identified four options so far. The goal to have the old system removed and the new system fully installed, including any subterranean footings, is Super Bowl 2025.
- d. **Meetings Attended**
12/13 BGR Breakfast Briefing with NOPD Superintendent Kirkpatrick

12/14	Security & Enforcement Cmte. Midmonth Check-in Call
12/14	Upper Quarter Patrol Expansion Virtual Meeting with/ Cmsr. Cooper
12/17	FQMA Pre-Caroling Event
12/18	Security and Enforcement Committee Meeting
12/18	FQEDD Agreement Monitors Meeting
12/21	Glass Half Full French Quarter Recycling Kickoff Meeting with Cmsr. Cooper
12/21	N. Rampart Street – Updates and Next Steps meeting with Liv. Cmte. members Carbone & Holmes
1/3/24	Government Affairs Committee Meeting
1/4/24	FQMA Meeting
1/4/24	N. Rampart Street – RFP Work Meeting with Liv. Cmte. members Carbone & Holmes
1/5/24	Glass Half Full meeting with DDD and Cmsr. Cooper & Liv. Cmte. members Fransen & Holmes
1/8/24	Bourbon Bollards Stakeholder Follow Up Meeting

XVII. 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. Zumbo suggested that the Board consider inviting not only City leadership, but State leadership to future Board meetings as well, pointing out that this could help push things forward in a timelier fashion. Ms. Cooper stated that with the likelihood of having additional guests come and speak at future Board meetings, Commissioners should prepare for Board meetings to be closer to an hour and a half so that the Board can maximize their time with the guests.
- b. Ms. Klein informed the Committee that the City Council included a \$300,000 budget item to pay Constables for enhanced French Quarter security.
- c. Ms. Klein suggested with the clearing of the unhoused under the overpasses that the space under the overpasses be considered for towed vehicle storage as this will allow for more storage and decrease the tow time to New Orleans East. Ms. Cooper responded that she will ask Ms. Owczarek and Mr. Fields what they plan to do with these areas once they are cleared.
- d. Mr. Pendleton asked if there were any updates on the Mayor’s appointees. Ms. Frankic replied that she has not received any updates at this time.

XVIII. NEXT SCHEDULED MEETING DATE: 19 February 2024 at the Historic New Orleans Collection

XIX. ADJOURNMENT: Ms. Klein motioned (**M7**) to “adjourn the January 17th, 2024 Board of Commissioners meeting...”, Mr. Pendleton seconded the motion to unanimous approval and the meeting was adjourned at 3:17 pm.

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

ANNEX I – Treasurer Reports
 ANNEX II – Committee Member Nominations
 ANNEX III – Approved 2024 French Quarter Economic Development District Budget with Amendment for Appropriation for Streetlight Maintenance
 ANNEX IV – 2024 French Quarter Management District’s Committee Chair Work Plans
 ANNEX V – French Quarter Management District Contract Officer Job Description

Treasurer's Report

French Quarter Management District

For the period ended December 31, 2023

Prepared on

January 3, 2024

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Balance Sheet

As of December 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
FQMA	11,986.72
FQMD general operating account	350,230.65
FQMD Patrol	264,600.73
Total Bank Accounts	626,818.10
Accounts Receivable	
Contract Receivable	121,645.10
Total Accounts Receivable	121,645.10
Other Current Assets	
Prepaid Expenses	20,156.69
Total Other Current Assets	20,156.69
Total Current Assets	768,619.89
TOTAL ASSETS	\$768,619.89
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	67,043.04
Total Accounts Payable	67,043.04
Other Current Liabilities	
Accrued payroll & payroll related	0.00
Accrued payroll	3,557.60
Total Accrued payroll & payroll related	3,557.60
CEA Membership Dues	16,194.51
Deferred Revenue	12,541.03
Total Other Current Liabilities	32,293.14
Total Current Liabilities	99,336.18
Total Liabilities	99,336.18
Equity	
Retained Earnings	435,406.60
Net Income	233,877.11
Total Equity	669,283.71
TOTAL LIABILITIES AND EQUITY	\$768,619.89

A/R Aging Summary

As of December 31, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of New Orleans	8,182.35		9,672.75			17,855.10
Historic New Orleans Collection					3,790.00	3,790.00
New Orleans & Co	100,000.00					100,000.00
TOTAL	\$108,182.35	\$0.00	\$9,672.75	\$0.00	\$3,790.00	\$121,645.10

A/P Aging Summary

As of December 31, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Bankcard Center		578.74				578.74
John Wyatte Foard, LLC	989.79					989.79
Public Safety Services Corporation	24,226.72	41,247.79				65,474.51
TOTAL	\$25,216.51	\$41,826.53	\$0.00	\$0.00	\$0.00	\$67,043.04

Profit and Loss

December 2023

	Total
INCOME	
Admin. Fees	19,436.45
Charitable Donations	10.00
Contract Revenue	100,000.00
Total Income	119,446.45
GROSS PROFIT	119,446.45
EXPENSES	
Admin Fee - FQMD	10,000.00
Conference & Meeting Expenses	
Parking	12.35
Travel	248.14
Total Conference & Meeting Expenses	260.49
Insurance	2,113.63
Legal & Professional Fees	
Accounting Fees	864.00
Website	87.08
Total Legal & Professional Fees	951.08
Office Supplies & Software	954.08
Patrol Expenses	
Mobile Data Charges	211.86
Police Patrols	96,196.16
Security Administration	9,720.00
Total Patrol Expenses	106,128.02
Payroll Expenses	
Employee Benefits	955.38
Payroll	15,108.84
Processing Fees	83.20
Taxes	859.77
Worker's Compensation	56.64
Total Payroll Expenses	17,063.83
Rent	800.00
Utilities	
Email	25.99
Telephone	96.01
Total Utilities	122.00
Total Expenses	138,393.13
NET OPERATING INCOME	-18,946.68
NET INCOME	\$ -18,946.68

Profit and Loss by Location

January - December 2023

	FQEDD	FQMD Operating	Patrol	Total
INCOME				
Admin. Fees	121,898.25	120,000.00		241,898.25
Charitable Donations		110.00		110.00
Contract Revenue		150,000.00	1,200,000.00	1,350,000.00
Total Income	121,898.25	270,110.00	1,200,000.00	1,592,008.25
GROSS PROFIT	121,898.25	270,110.00	1,200,000.00	1,592,008.25
EXPENSES				
Admin Fee - FQMD			120,000.00	120,000.00
Advertising		493.88	3,063.70	3,557.58
Bank Charges & Fees		44.20		44.20
Conference & Meeting Expenses				0.00
Conferences and meetings		1,504.58		1,504.58
Parking	42.45	175.34		217.79
Travel	93.38	627.68		721.06
Total Conference & Meeting Expenses	135.83	2,307.60		2,443.43
Insurance	14,062.70	7,373.42	3,830.26	25,266.38
Interest Paid		7.98		7.98
Legal & Professional Fees				0.00
Accounting Fees	3,332.00	7,300.00		10,632.00
Audit Fees		15,550.00		15,550.00
Legal Fees		711.00		711.00
Website		1,044.99		1,044.99
Total Legal & Professional Fees	3,332.00	24,605.99		27,937.99
Office Supplies & Software	3,127.00	2,487.88	5,342.50	10,957.38
Patrol Expenses				0.00
Mobile Data Charges			2,553.63	2,553.63
Police Patrols			847,663.19	847,663.19
Security Administration			149,099.36	149,099.36
Total Patrol Expenses			999,316.18	999,316.18
Payroll Expenses				0.00
Employee Benefits	6,861.83	4,762.71		11,624.54
Payroll	93,171.76	40,375.46		133,547.22
Processing Fees	427.23	365.37		792.60
Taxes	7,454.22	4,883.34		12,337.56
Worker's Compensation	880.27	-202.36		677.91
Total Payroll Expenses	108,795.31	50,184.52		158,979.83

	FQEDD	FQMD Operating	Patrol	Total
Rent	4,000.00	4,000.00		8,000.00
Utilities				0.00
Email		311.88		311.88
Telephone		1,308.31		1,308.31
Total Utilities		1,620.19		1,620.19
Total Expenses	133,452.84	93,125.66	1,131,552.64	1,358,131.14
NET OPERATING INCOME	-11,554.59	176,984.34	68,447.36	233,877.11
NET INCOME	\$ -11,554.59	\$176,984.34	\$68,447.36	\$233,877.11

French Quarter Management District

Budget vs. Actuals: FQMD 2023 Budget - FQEDD

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Admin. Fees	121,898.25	150,000.00	-28,101.75	81.27 %
Sales	0.00		0.00	
Total Income	\$121,898.25	\$150,000.00	\$ -28,101.75	81.27 %
GROSS PROFIT	\$121,898.25	\$150,000.00	\$ -28,101.75	81.27 %
Expenses				
Conference & Meeting Expenses				
Parking	42.45		42.45	
Travel	93.38		93.38	
Total Conference & Meeting Expenses	135.83		135.83	
Insurance	14,062.70	14,711.64	-648.94	95.59 %
Legal & Professional Fees				
Accounting Fees	3,332.00	5,400.00	-2,068.00	61.70 %
Website		1,500.00	-1,500.00	
Total Legal & Professional Fees	3,332.00	6,900.00	-3,568.00	48.29 %
Office Supplies & Software	3,127.00	1,331.16	1,795.84	234.91 %
Payroll Expenses				
Employee Benefits	6,861.83	6,949.92	-88.09	98.73 %
Payroll	93,171.76	91,025.04	2,146.72	102.36 %
Processing Fees	427.23	396.00	31.23	107.89 %
Taxes	7,454.22	7,281.96	172.26	102.37 %
Worker's Compensation	880.27	546.12	334.15	161.19 %
Total Payroll Expenses	108,795.31	106,199.04	2,596.27	102.44 %
Rent	4,000.00	6,900.00	-2,900.00	57.97 %
Total Expenses	\$133,452.84	\$136,041.84	\$ -2,589.00	98.10 %
NET OPERATING INCOME	\$ -11,554.59	\$13,958.16	\$ -25,512.75	-82.78 %
NET INCOME	\$ -11,554.59	\$13,958.16	\$ -25,512.75	-82.78 %

French Quarter Management District

Budget vs. Actuals: FQMD 2023 Budget - Operating

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Admin. Fees	120,000.00	120,000.00	0.00	100.00 %
Charitable Donations	110.00		110.00	
Contract Revenue	150,000.00	150,000.00	0.00	100.00 %
Membership Dues Admin Fee		480.00	-480.00	
Total Income	\$270,110.00	\$270,480.00	\$ -370.00	99.86 %
GROSS PROFIT	\$270,110.00	\$270,480.00	\$ -370.00	99.86 %
Expenses				
Advertising	493.88	1,600.00	-1,106.12	30.87 %
Bank Charges & Fees	44.20	200.00	-155.80	22.10 %
Conference & Meeting Expenses				
Conferences and meetings	1,504.58	2,120.40	-615.82	70.96 %
Parking	175.34	283.50	-108.16	61.85 %
Travel	627.68	4,596.08	-3,968.40	13.66 %
Total Conference & Meeting Expenses	2,307.60	6,999.98	-4,692.38	32.97 %
Insurance	7,373.42	10,000.00	-2,626.58	73.73 %
Interest Paid	7.98		7.98	
Legal & Professional Fees				
Accounting Fees	7,300.00	6,600.00	700.00	110.61 %
Audit Fees	15,550.00	12,500.00	3,050.00	124.40 %
Consultants		0.00	0.00	
Legal Fees	711.00	10,000.00	-9,289.00	7.11 %
Website	1,044.99	1,600.00	-555.01	65.31 %
Total Legal & Professional Fees	24,605.99	30,700.00	-6,094.01	80.15 %
Office Supplies & Software	2,487.88		2,487.88	
Other Business Expenses		5,728.00	-5,728.00	
Payroll Expenses				
Employee Benefits	4,762.71	4,633.25	129.46	102.79 %
Payroll	40,375.46	60,683.37	-20,307.91	66.53 %
Processing Fees	365.37	264.00	101.37	138.40 %
Taxes	4,883.34	4,854.67	28.67	100.59 %
Worker's Compensation	-202.36	364.10	-566.46	-55.58 %
Total Payroll Expenses	50,184.52	70,799.39	-20,614.87	70.88 %
Rent	4,000.00	6,900.00	-2,900.00	57.97 %
Utilities				
Email	311.88	327.60	-15.72	95.20 %
Telephone	1,308.31	719.46	588.85	181.85 %
Total Utilities	1,620.19	1,047.06	573.13	154.74 %
Total Expenses	\$93,125.66	\$133,974.43	\$ -40,848.77	69.51 %
NET OPERATING INCOME	\$176,984.34	\$136,505.57	\$40,478.77	129.65 %
NET INCOME	\$176,984.34	\$136,505.57	\$40,478.77	129.65 %

French Quarter Management District

Budget vs. Actuals: FQMD 2023 Budget - Patrol

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Contract Revenue	1,200,000.00	1,200,000.00	0.00	100.00 %
Uncategorized Income	0.00		0.00	
Total Income	\$1,200,000.00	\$1,200,000.00	\$0.00	100.00 %
GROSS PROFIT	\$1,200,000.00	\$1,200,000.00	\$0.00	100.00 %
Expenses				
Admin Fee - FQMD	120,000.00	120,000.00	0.00	100.00 %
Advertising	3,063.70		3,063.70	
Insurance	3,830.26	5,000.00	-1,169.74	76.61 %
Legal & Professional Fees				
Consultants		0.00	0.00	
Legal Fees		5,000.00	-5,000.00	
Total Legal & Professional Fees		5,000.00	-5,000.00	
Office Supplies & Software	5,342.50	7,091.40	-1,748.90	75.34 %
Patrol Expenses				
Mobile Data Charges	2,553.63	2,602.80	-49.17	98.11 %
Police Patrols	847,663.19	831,600.00	16,063.19	101.93 %
Security Administration	149,099.36	168,480.00	-19,380.64	88.50 %
Total Patrol Expenses	999,316.18	1,002,682.80	-3,366.62	99.66 %
Total Expenses	\$1,131,552.64	\$1,139,774.20	\$ -8,221.56	99.28 %
NET OPERATING INCOME	\$68,447.36	\$60,225.80	\$8,221.56	113.65 %
NET INCOME	\$68,447.36	\$60,225.80	\$8,221.56	113.65 %

COMMITTEE NOMINATION BIOGRAPHY

Madison Charleston: Proposed Committee Member

- Native New Orleanian, grew up and now lives in French Quarter
- Married to Jeff Charleston, known for Saints Super Bowl team win and Bravo TV show
- Jeff's auto accident resulted in his reliance on a wheelchair - which provides their family's unique perspective on accessibility and ADA in the French Quarter
- Maddie documents any and all obstacles to mobility and infrastructure dangers
- Passionate with a great camera and a speedy email report!
- Focused on livability and quality of life for residents in their neighborhood



French Quarter Economic Development District Budget FY 2024 1.03.24

Revenue

Sales Tax Collection	\$3,000,000.00
Expected 2021-2023 SPPP Balance (roll-over)	\$1,422,453.00
Expected 2021-2023 Other Safety Programs Balance (roll-over)	\$1,321,804.48
(Total Surplus EOY 2023)	\$2,744,257.48
SPPP Total to Budget for FY 2024	\$3,422,453.00
Other Total to Budget for FY 2024	\$2,321,804.48
Total	\$5,744,257.48

Supplemental Police Patrol Program		
SPPP Personnel	Funding	Notes
Overtime for SPPP Officers	\$ 1,965,600.00	
Special-rate for SPPP Differential	\$ 356,438.00	
Weekday Special-rate Differential (anticipated for 2024)	\$ 314,404.00	
NOPD Overtime for RTCC Assignments	\$ 13,000.00	
Full-time NOPD Supervisor	\$ 119,872.00	
Full-time Program Assistance	\$ 57,943	
Subtotal	\$ 2,827,257.00	

SPPP Operating Expenses		
One-Time		
SPPP Application Marketing/Public Training	\$ 7,500.00	
General Office Maintenance	\$ 15,000.00	
NOPD Training for Radar	\$ 4,000.00	
Mobile Light Units (3)	\$ 36,818.55	
Subtotal	\$ 63,318.55	
Recurring		
Vehicle Maintenance	\$ 15,000.00	
SPPP Application Licensing	\$ 50,000.00	
General Office Supplies	\$ 3,000.00	
Radar	\$ 5,000.00	
DigiTicket Lease	\$ 8,000.00	
Mobile Internet	\$ 3,000.00	
Subtotal	\$ 84,000.00	
SPPP Support Subtotal	\$ 147,318.55	

Other Public Safety Programs		
TASGNO Case Management	\$ 205,635.75	
TASGNO Transportation Van Purchase	\$ 29,625.00	
TASGNO Transportation Recurring Costs (Insurance/Fuel)	\$ 7,725.00	
Dedicated Code Enforcement	\$ 82,000.00	
FQ Camera Replacement Stock	\$ 14,688.44	
Royal St. Sleeves	\$ 2,500.00	
License Plate Readers	\$ 47,665.60	
FQ Camera Maintenance Agreement	\$ 56,600.00	
Streetlight Maintenance	\$ 150,000.00	Amendment to Budget Jan. 2024
Covenant House	\$ 55,748.60	
Rapid Rehousing Support		
Landlord Incentives (20)	\$ 17,468.24	
Move-in Kits (20)	\$ 30,000.00	
Rental Subsidies (for 20 individuals)	\$ 318,139.20	
Sub-total for RRS	\$ 365,607.44	
Other Public Safety Programs Subtotal	\$ 1,017,795.83	

Other Public Safety Programs		
FQMD Administration	\$ 150,000.00	
Total SPPP (100) Personnel	\$ 2,827,257.00	
Total SPPP (200) Other Operating	\$ 147,318.55	
Total Other Public Safety Programs	\$ 1,017,795.83	
Total FQEDD Request for 2024	\$ 4,142,371.38	

Total Estimated Surplus \$1,601,886.10

French Quarter MANAGEMENT DISTRICT

2024 Work Plan

French Quarter Management District

The statutory purpose of the FQMD is to 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**. The statutory functions of the FQMD include strategic planning, business and commercial development activities and administering capital improvement funds.

Mission

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.



2024 Board of Commissioners

Vieux Carré Commission Chairperson	Mamie Gasperecz, Vice-Chair
Vieux Carré Property Owners, Residents and Associates	Jane Cooper, Chair
Louisiana Restaurant Association	Christian Pendleton
Greater New Orleans Hotel & Lodging Association: Canal to Iberville	Frank Zumbo, Treasurer
Greater New Orleans Hotel and Lodging Association: Vieux Carré	David Bilbe
French Quarter Business Association	Christine Bondio
French Quarter Business League	Alex Fein
French Quarter Citizens	Glade Bilby
North Rampart Main Street	Sue Klein, Secretary
New Orleans & Company	Steve Caputo
City Councilmember District C	Heidi Raines

2024 Committees

Finance & Development

Frank Zumbo, Chair
Heidi Raines, Vice-Chair

Government Affairs

Glade Bilby, Chair
Christian Pendleton, Vice-Chair

Security & Enforcement

Christian Pendleton, Chair
Jessica Dietz, Vice-Chair

Livability

Mamie Gasperecz, Chair
Erin Holmes, Vice-Chair

Finance & Development Committee

Organization Structure

Continue to develop the organizational structure of the FQMD through policy and procedure adoption, and operational strategy

- Committee structure & purpose
- Review and recommend organizational staffing and structure to achieve FQMD objectives

Financial Analysis and Budgeting for FQMD Contracting

- Cooperative Endeavor Agreements, Memorandums of Understanding, and Contract Amendments
- Vendors Agreements
- Potential Funding Opportunities
- Budget review for funding requests and annual budget

Additional work functions

As Determined by the Board, Board Chair, or Committee Chairs

Government Affairs Committee

Develop and foster relationships with other governmental agencies

- Work with state and local administrators and legislators to promote the importance and value of the French Quarter to the City, Region, and State
- Work towards permanent state funding through the legislature

Negotiate governmental contracts with other Committees for consideration by the Board of Commissioners

- Explore options for a French Quarter Economic Impact Assessment
- Renew Cooperative Endeavor Agreement with the French Quarter Museum Association

Security & Enforcement Committee

Public Safety

Work in conjunction with the New Orleans Police Department

- Support NOPD's efforts in reducing crime and improving the quality of life in the French Quarter by using and supporting force multipliers
- Continue to increase New Orleans Police Department (NOPD) capacity through expansion of the Upper Quarter Patrol and monitor results.
- Assist NOPD in the multi-agency illegal vending sweeps through court monitoring and engagement.
- Engage with Louisiana State Police Troop "N" return to the French Quarter to assure public awareness
- Work with the City to replace the bollards and barricades on Bourbon and Royal Streets with a replicable, sustainable, and practically mobilized product

French Quarter Economic Development District Supplemental Police Patrol Program

- Oversee effective performance of the French Quarter Economic Development District (FQEDD) Supplemental Police Patrol Program (SPPP)
- Implement the FQEDD Budget items approved for the years of 2022 through 2024
- Work with the City of New Orleans to complete the RFP process for the SPPP application and promote its use.
- Work with the Real Time Crime Center to track progress and performance of the FQEDD funded programming with Key Performance Indicator (KPI) reporting

Security & Enforcement Committee Cont'd

Public Safety

French Quarter Economic Development District Other Public Safety Programs

- Work in conjunction with the Livability Committee to forward the approved budget items with shared oversight
 - Travelers Aid Society of Greater New Orleans and Covenant House - Track the programs with KPI reporting.
 - Monitor the replacement and repairs of lighting to achieve the goal of improving lighting and reducing crime.
 - Engage with local community to take responsibility for reporting outages thus ensuring timely repairs.
 - Obtain monthly streetlight maintenance updates from Department of Public Works.

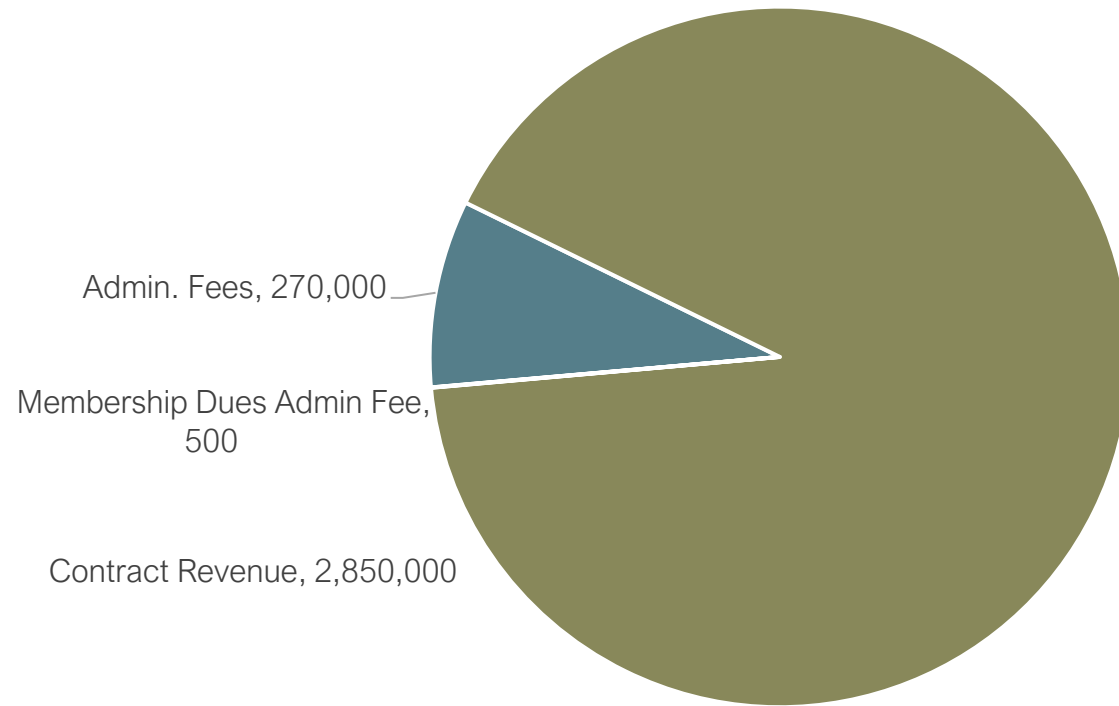
Enforcement

French Quarter Economic Development District Other Public Safety Programs

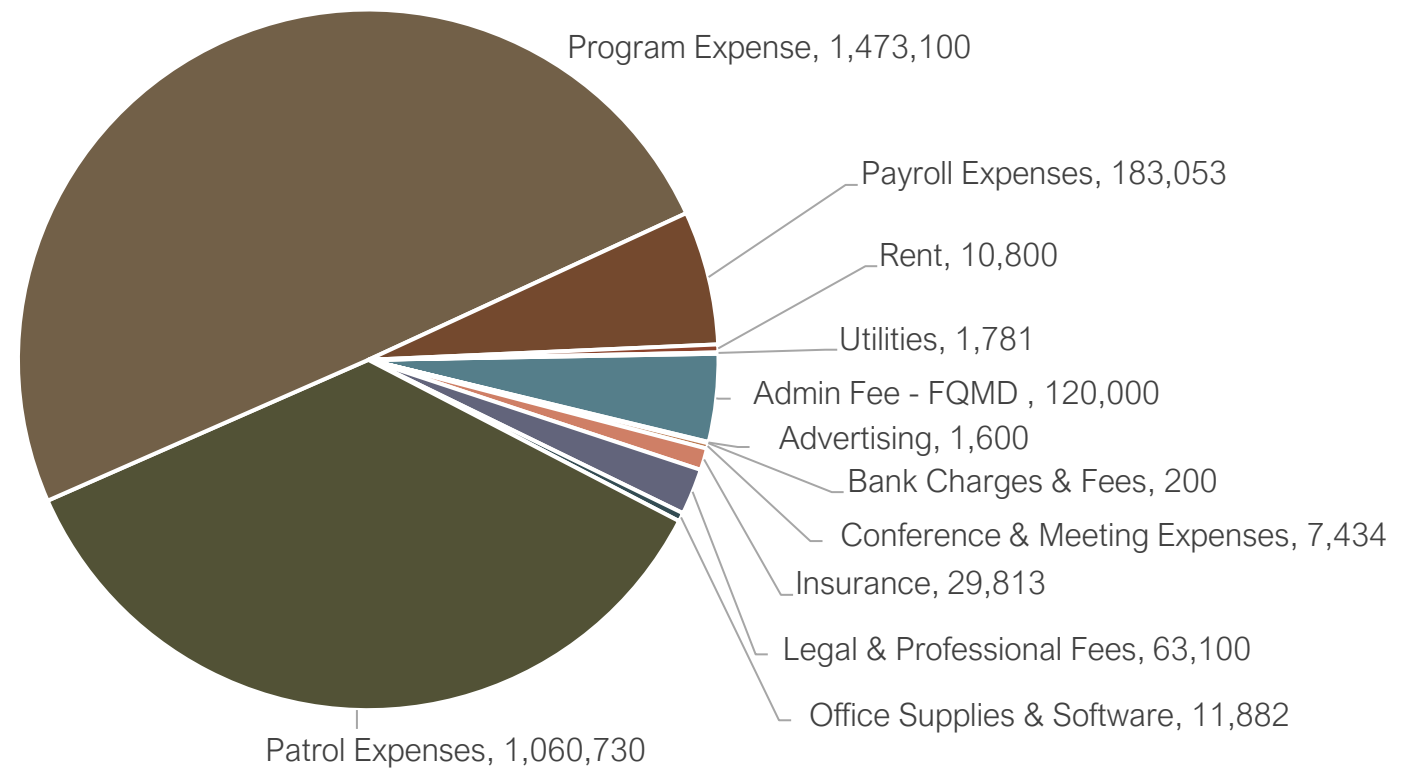
- Implement strategic traffic and towing enforcement and track progress with KPI reporting. Work with the 8th District Community Liaison Officers to coordinate plan of action.
- Monitor Dedicated Code Enforcement Inspector for focused work in the FQEDD with KPI reporting.

2024 Budget Summary

Income



Expense



French Quarter MANAGEMENT DISTRICT

Karley D. Frankic | Executive Director

504.323.5801 | info@fqmd.org | www.fqmd.org

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

JOB POSTING

CONTRACT OFFICER

Job Code: 502570

Job Type: Unclassified

Agency: French Quarter Management District

Location: New Orleans, Louisiana

Date: XX Month 2024

Closing: XX Month 2024 11:59 pm Central

Agency Overview

The French Quarter Management District (FQMD) 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.

The FQMD is governed by a 13-member Board of Commissioners, all of whom live or work in the French Quarter and collectively represent the perspectives, voices, and needs of the French Quarter's visitors, residents, businesses, and employees. The FQMD's statutory purpose is to:

- Improve public safety, foster quality experiences, and enhance quality of life within the District
- Improve commercial and residential vitality
- 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

The FQMD's focused efforts have fostered a safer and more livable French Quarter. The FQMD's ongoing programs center around enforcement, livability, sanitation, security, and governance. The French Quarter Management District has received a one-time appropriation from the State of Louisiana Legislature for French Quarter Public Safety and Quality of Life Initiatives.

CANDIDATE PROFILE:

This position requires knowledge of community development, contract administration, project management, and the ability to establish and maintain effective relationships with management, law enforcement, community leaders, and volunteers. Exceptional oral and written communication skills are required. The preferred candidate should

French Quarter

MANAGEMENT DISTRICT

possess a knowledge of contract management, governmental reporting, construction, law enforcement, and is motivated to develop creative solutions and continuously coordinate in an environment of changing priorities, and able to exercise sound independent judgment. Work efficiently with minimal supervision and complete required tasks within set schedules and deadlines. The ideal candidate must be able to dependably work an established part-time schedule (not to exceed 35 hours per week), including evenings and weekends, in accordance with operations and adhere to the attendance requirements of the FQMD and must be able to maneuver in an office, through the streets of the French Quarter, and at outside functions. Must be able to sit or stand for extended periods of time, bend, stoop, reach, kneel, crouch, twist, lift, push, pull, and grip items when necessary. May occasionally lift up to 30 pounds and/or push, pull or move items weighing up to 50 pounds.

JOB DUTIES AND RESPONSIBILITIES:

The Contract Officer will work directly under the Executive Director to exercise important program development, or other executive functions, direct the work of an organizational unit, be held accountable for the success of one or more specific programs or projects, and monitor progress toward organizational goals and periodically evaluate and make appropriate adjustments to those goals.

The Contract Officer shall launch the French Quarter Public Safety and Quality of Life Initiatives and complete the programs within the six-month timeframe of the appropriation. The Contract Officer shall work with the Executive Director to develop, implement, manage, and coordinate new programming as it relates to the statutory purpose of the agency.

Programs for the French Quarter Public Safety and Quality of Life Initiatives include contract management, procurement, and required reporting of:

- Expansion of an existing POST Certified police patrol program
- Installation of supplemental trash receptacles with city servicing
- Glass recycling for Gulf Coast restoration
- Pedestrian safety and signage program on
- Esplanade Cultural Landmarks Corridor Project Lighting Program

QUALIFICATIONS:

- Bachelor's Degree, or four years related experience
- At least 3 years of responsible management experience
- Commitment to the public safety and quality of life of French Quarter residents, visitors, and employees
- No Civil Service test score is required in order to be considered for this vacancy.
- A criminal background check will be required of all selected applicants.

Salary is commensurate with education and experience.

French Quarter MANAGEMENT DISTRICT

Interested applicants should send a resume and cover letter to info@fqmd.org with the subject line “Contract Officer.” The deadline to apply is **Month XX, 2024**.

DRAFT