



Board of Commissioners Meeting Minutes

Monday 19 February 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, Heidi Raines, Mamie Gasperecz

Commissioners Absent:

Executive Director: Karley Frankic, absent

Coordinator: Shelby Ursu

Guests: Nathaniel Fields, Angela Owczarek, Melissa Tyler, Erin Holmes, Maddie Charleston, Eric Smith, Alex Dunkenberger, Jennifer Preston, Clara Flores

- I. CALL TO ORDER: ROLL CALL: INTRODUCTION OF ATTENDEES – Chair Ms. Cooper called the French Quarter Management District (FQMD) February 19th, 2024 regular meeting to order at 2:00 pm. Ms. Ursu read the agenda as noticed and Ms. Klein called the roll.

Ms. Klein motioned (**M1**) to “amend the agenda and move up the presentation of the Finance and Development Committee Chair Report first before the other Committee reports...”, seconded by Mr. Zumbo and unanimously approved.

- II. PUBLIC COMMENT: The Public Comment Policy can be found at <https://www.fgmd.org/publiccomment-policy>. Written public comment may be submitted electronically via email to publiccomments@fgmd.org. A written public comment was received from Stephanie Johnson regarding agenda item 7A and was read into the record by Ms. Ursu. ANNEX I

- III. DECEMBER 12, 2022 MEETING MINUTES: Mr. Pendleton motioned (**M2**) to “approve the December 12th, 2022 meeting minutes...”, Mr. D. Bilbe seconded the motion, and it was approved. Ms. Bondio and Mr. Fein abstained.

- IV. DECEMBER 2022 TREASURER’S REPORT: Mr. Pendleton motioned (**M3**) to “approve the December 2022 Treasurer’s reports...”, seconded by Mr. D. Bilbe and it was approved. Ms. Bondio and Mr. Fein abstained. ANNEX II.

- V. JANUARY 17TH, 2024 MEETING MINUTES: Ms. Klein motioned (**M4**) to “approve the January 17th, 2023 meeting minutes...”, Ms. Gasperecz seconded the motion, and it was approved.
- VI. JANUARY 2024 TREASURER’S REPORT: Mr. Zumbo reviewed the Treasurer’s report with the Board, stating that everything looks good and is on track. Ms. Klein motioned (**M5**) to “approve the January 2024 Treasurer’s reports...”, seconded by Ms. Gasperecz, and it was approved. ANNEX III.
- VII. DISCUSSION AND Q&A – Discussion by Representatives of the Homeless Assistance Services funded by the French Quarter Economic Development District
- a. NATHANIEL FIELDS: DIRECTOR OF HOMELESS SERVICES & STRATEGY FOR NEW ORLEANS – Regarding the first question on the guest questions list, Mr. Fields stated that his team does not handle enforcement, but handles the outreach and social work for the unhoused. He stated that if these individuals refuse services, then the outreach team will continue to build a relationship with them, noting that it takes time to build trust before some of the individuals are willing to seek services. Moving on to the next question, he stated that he was not aware of the Supplemental Police Patrol Program (SPPP) app but noted that his team has been working closely with the Traveler’s Aid Society of Greater New Orleans (TASGNO), pointing out that TASGNO is quick to respond to reports from residents and business owners in the neighborhood. Ms. Owczarek added that Ms. Frankic and Ms. Alley of the French Market Corporation regularly forward the TASGNO team emails from the SPPP app and from Grounds Patrol reporting concerns regarding unhoused individuals in the area. Mr. Fields and Ms. Owczarek both stated that reaching their teams by email is the best approach for reporting any concerns. Mr. Fields reported that his team, TASGNO, the City of New Orleans (CNO) Health Department, the NOPD, and EMS are all working on this issue specifically within the French Quarter. Regarding the Low Barrier Shelter, Mr. Fields reported that the shelter is at capacity, and noted that \$610,000 of funding is going towards the improvement and sustainability of the shelter. He noted that the creation of restroom and water facilities for the unhoused in the French Quarter is in progress. Mr. Fields informed the Commissioners that his team just finished decommissioning two of the oldest homeless encampments in the City. He stated that his team is doing everything they can with the resources they have to ensure that the individuals who are placed into housing stay in housing and that this program creates long-term solutions, not short-term results.
- b. ANGELA OWCZAREK: DIRECTOR OF PROGRAMS FOR THE TRAVELER’S AID SOCIETY OF GREATER NEW ORLEANS – Ms. Owczarek discussed TASGNO and the services her team provides to the unhoused, including connecting individuals to treatment, benefits like Food Stamps, and vital documents such as Social Security Cards and birth certificates. She encouraged the Commissioners to read the monthly TASGNO reports that break down the program’s Key Performance Indices (KPIs) in further detail. She noted that this year a third case manager has been hired to join the outreach staff. Ms. Owczarek stated that TASGNO’s goal is to improve the quality of life for these individuals and bridge them into the services they need in order to obtain housing. She noted that last summer there was a slow-down on the State end of issuing permanent housing vouchers, further complicating the housing process. She said the services TASGNO connects individuals to like Medicaid and the Supplemental Nutrition Assistance Program are open only during the day. Therefore, TASGNO’s outreach team mainly works Monday through Friday during the daytime to accompany their clients through the service navigations they may need. She noted that while there are special occasions where the TASGNO staff will work evenings, her team does not handle enforcement. Ms. Owczarek reported that KPIs have been finalized in January and will start being tracked in the February KPI monthly report.
- c. MELISSA TYLER: DIRECTOR OF DEVELOPMENT & COMMUNICATIONS FOR

COVENANT HOUSE – Ms. Tyler discussed the services Covenant House provides, stating that the shelter takes in unhoused youths and provides them with outreach services, counseling, hygiene kits, meals, direct services, and system navigation. She added that Covenant House has been providing outreach for decades and is in the FQMD’s footprint. Ms. Tyler added that the shelter is open 24 hours a day.

Ms. Raines asked the guests if there was a way for residents and businesses to communicate their observations to Mr. Fields’ team, TASGNO, and Covenant House that would be in written form so that accountability can be tracked. She added that it would not be a report, but something in writing that would be a public record and could monitor progress. Mr. Fields replied that email is the best way and suggested putting together a list of contact emails and phone numbers that the Commissioners could utilize. Ms. Raines agreed, stating that she will ask Ms. Frankic to compile a list of the proper contacts.

VIII. BOARD CHAIR COMMENTS: Ms. Cooper

Ms. Cooper reported that the attending guests for the March Board meeting will be the NOPD Superintendent Kirkpatrick, Captain Roberts, and Sergeant Boudreaux and asked that the Commissioners submit any questions they have for the attendees ahead of time in order for discussion preparations. She also announced that Committee Chairs and Vice-Chairs are both able to approve the Committee agendas and notes moving forward. She reported that employee reviews for the FQMD staff have been performed.

- a. UPDATES ON THE 2023-2024 LOUISIANA STATE APPROPRIATION- Ms. Cooper reported that the appropriations are in the final stages of approval and that an update should be provided this week.
- b. COMMITTEE MEMBER NOMINATION: JAMES HISLOP- The Commissioners reviewed the Committee member nomination. Mr. Pendleton motioned (**M6**) to “approve the Committee member nomination of James Hislop to the Finance and Development Committee...”, seconded by Ms. Gasperecz, and it was unanimously approved. ANNEX IV.

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

- a. GLASS HALF FULL MARDI GRAS BEAD RECYLING- Mr. Zumbo reported that the Mardi Gras bead recycling program already took place from February 1st to February 15th and noted that the contract with Glass Half Full was reviewed and approved by the Finance and Development Committee prior to today’s meeting. Ms. Gasperecz motioned (**M7**) to “authorize the Board to execute the contract with Glass Half Full for Mardi Gras Bead recycling...”, seconded by Mr. Pendleton, and unanimously approved. ANNEX V.
- b. UPPER QUARTER PATROL EXPANSION AGREEMENT- Mr. Zumbo noted that the agreement is the same as the original agreement with the Upper Quarter Patrol except for the updated rates and sub-zones within the scope of services. Mr. Pendleton motioned (**M8**) to “authorize the Board Chair to execute the contract with the Upper Quarter Patrol Expansion Agreement...”, seconded by Ms. Raines and unanimously approved. ANNEX VI.
- c. NORTH RAMPART PEDESTRIAN SAFETY & SIGNAGE INIATIVE REQUESTS FOR PROPOSALS- Mr. Zumbo presented the two Requests For Proposals (RFPs) for the North Rampart Street safety initiative. Ms. Holmes noted that one RFP is for flashing beacons and additional pedestrian signage, while the other RFP is for bollards and methacrylate paint. Ms. Preston added that the RFPs will be released on Wednesday, February 21st, and stated that, ideally, outcomes from this initiative will be delivered by mid-year. Mr. Pendleton motioned (**M9**) to “approve two Requests for Proposals for the North Rampart pedestrian safety and signage initiative...”, seconded by Ms. Raines and unanimously approved. ANNEX VII & ANNEX

VIII.

- d. **MARKETING & PUBLIC RELATIONS-** Mr. Zumbo reported that some of the major focuses under the scope of work in the marketing RFP include creating a strategic marketing plan, launching awareness campaigns of the FQMD and its' programs, and creating streamlined brand standards. Mr. Caputo motioned (**M10**) to "approve a Request for Proposals for Marketing and Public Relations...", seconded by Ms. Gasperecz and unanimously approved. ANNEX IX.
- e. **2023 LOUISIANA AUDIT COMPLIANCE QUESTIONNAIRE-** Mr. Zumbo reported that the questionnaire is completed every year by the FQMD, noting that there were no differences. He stated that the FQMD is in compliance and pointed out that the only change in the questionnaire is on the State-end regarding the cap being moved from \$30,000 to \$60,000. Ms. Raines motioned (**M11**) to "approve the 2023 Louisiana Audit Compliance Questionnaire...", seconded by Ms. Bondio and unanimously approved. ANNEX X.
- f. **FRENCH QUARTER MANAGEMENT DISTRICT EMPLOYEE PERFORMANCE REVIEW PROTOCOL-** Mr. Zumbo noted that the protocol details the timing of employee reviews and states that any merit increases take effect January 1st, adding that if reviews are delayed, the increase will be retroactive to January 1st. Ms. Gasperecz motioned (**M12**) to "approve the updated French Quarter Management District Employee Performance Review Protocol...", seconded by Mr. G. Bilby and unanimously approved. ANNEX XI.

X. **FRENCH QUARTER ECONOMIC DEVELOPMENT DISTRICT (FQEDD) AGREEMENT MONITORS MEETING:** Attendees were Ms. Cooper, Mr. Pendleton, Ms. Frankic, Ms. Ursu, Mr. Dunkenberger and Mr. Smith of the CAO Office, Cpt. Roberts, Lt. Ward, and Sgt. Boudreau of NOPD, Mr. Toney, Councilmember King's office, Ms. Owczarek of Traveler's Aid Society of Greater New Orleans (TASGNO), Mr. Fields and Ms. Hunter, CNO, Ms. Tyler and Ms. Combs of Covenant House.

- a. **Supplemental Police Patrol Program App-** Ms. Cooper reported that a vendor has been selected through the RFP process and stated that more updates will be provided at next Monday's Agreement Monitors meeting. Mr. Smith noted that SDT will be the app vendor. Mr. Caputo suggested having a representative from SDT attend a future Board meeting to do a presentation of the new application with the Commissioners.
- b. **Real Time Crime Center-**
 - i. **Crime Camera Installations:** Ms. Cooper stated that there are still non-operational crime cameras in the French Quarter and is anticipating hearing updates on this matter at Monday's Agreement Monitors meeting.
- c. **Code Enforcement-** Ms. Cooper reported that the dedicated Code Enforcement Officer for the French Quarter will be attending Monday's Agreement Monitors meeting to discuss KPIs and reporting procedures. She noted that the Code Enforcement Officer will also be attending the March 11th Board meeting.

XI. **SECURITY AND ENFORCEMENT COMMITTEE CHAIR REPORT –** Mr. Pendleton Mr. Pendleton stated that the Committee is continuing the work that Ms. Cooper and Mr. Caputo have set into motion.

- a. **UPDATE ON SUPPLEMENTAL SECURITY: UPPER QUARTER PATROL EXPANSION-**Mr. Pendleton reported that the NOPD is in full support of the UQP expansion, noting that the groups work and communicate well with each other. He stated that the paperwork for the expansion has been completed and more details will be discussed at Monday's Committee meeting.

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

- a. UPDATE ON ESPLANADE CULTURAL LANDMARKS CORRIDOR PROJECT – Mr. G. Bilby reported that a member of the Audubon Institute will be joining the efforts of the project, noting that a walkthrough of the area will be taking place this Thursday so that more project details can be provided to the Audubon Institute. He reported that a manufacturer has been identified who can supply the proper and necessary fixtures and added that an experiment with bollards on Esplanade is potentially in the works to help prevent illegal parking.

Mr. G. Bilby stated that a working group has been formed that is focused on finding solutions regarding the illegal parking and blocking of roads so that first responders are able to easily move through the French Quarter.

XIII. LIVABILITY COMMITTEE CHAIR REPORT - Ms. Gasperecz

- a. PRESENTATION – Presentation of the Livability Committee 2024 Work Plan
Ms. Gasperecz presented the 2024 Livability Committee Work Plan to the Commissioners, stating that it is similar to the previous years' Committee Work Plan with some additions. She noted that traffic calming and pedestrian safety efforts on North Rampart Street are a major area of focus for the Committee. Ms. Gasperecz reported that an updated sidewalk assessment will be conducted this year and added that one of the Committee's goals is to create a universal standard for the sidewalks and advocate for ADA compliance.
- b. MOTION- Mr. Pendleton motioned to **(M13)** “approve the 2024 French Quarter Management District’s Livability Committee Chair Work Plan as presented...”, seconded by Mr. Caputo, and it was approved. ANNEX XII.
- c. UPDATE ON PEDESTRAIN SAFETY & SIGNAGE PROGRAM – Ms. Gasperecz reported that the program has been making a lot of progress and thanked Committee members Antonio Carbone and Erin Holmes for their dedication to the initiative. She noted that the team has been working well with the DPW and will have more updates to report at the March Committee meeting.
- d. UPDATE ON SUPPLEMENTAL SANITATION: GLASS HALF FULL RECYCLING FOR GULF COAST RESTORATION – Ms. Gasperecz stated that she was thrilled with the new partnership with Glass Half Full and thanked Ms. Cooper for helping connect the Livability Committee with the organization. She reported that 2,144 pounds of Mardi Gras beads were recycled through the bead recycling program’s five participating French Quarter hotels. She noted that three glass recycling drop off locations are being finalized in the French Quarter.
- e. UPDATE ON SUPPLEMENTAL SANITATION: ADDITIONAL TRASH RECEPTACLES WITH CITY SERVICING – Ms. Gasperecz reported that 86 additional receptacles are able to be purchased and thanked Ms. Frankic and Ms. Holmes for the work they have done towards these efforts. She stated that currently the search for locations for the additional receptacles is underway.

XIV. EXECUTIVE DIRECTOR’S REPORT: Ms. Ursu

- a. MOTION – Consider a motion to approve the French Quarter Management District 2023 Annual Report. Ms. Ursu presented the 2023 Annual Report to the Commissioners, stating that it showcases all of the accomplishments achieved by the FQMD last year. She noted that there are updated statistics for all FQMD and FQEDD programs within the report. The Commissioners recommended some minor revisions, and all agreed that sharing the report with FQMD stakeholders would be beneficial. Ms. Raines motioned **(M14)** to “approve the amended French Quarter Management District 2023 Annual Report...”, seconded by Mr. G. Bilby and unanimously approved. ANNEX

XIII.

- b. Administration- FQMD staff created SMART goals in January, meaning goals that are specific, measurable, assignable, realistic, and time-bound. Ms. Frankic attended a Trepwise Strategy Consulting workshop on Organizational Planning. While targeted toward non-profits, she took advantage of the opportunity to participate in a breakout session on crafting the Theory of Change as applied to the approaches and outcomes of the activities that the FQMD engages in to assist the population the organization serves. Ms. Frankic plans on applying this format to both the State Appropriations projects and the 2024 committee workplans.
- c. Historic Preservation- Ms. Frankic, at the request of the FQMA, assisted with submitting their letter of intent for a Selley Foundation Fund grant to the Greater New Orleans Foundation.
- d. Public Safety- Renovations of the Supplemental Police Patrol Program office in the NOPD Eighth District Station have been completed and FQMD's \$7,000 portion of the total \$15,088.31 project has been donated.
- e. Meetings Attended
 - 1/9 FQBA - Quality of Life Committee Meeting
 - 1/9 Intro zoom Deveney and FQMD w/ Cmsr. Cooper
 - 1/10 City Council Community Development Committee Meeting re: homeless services
 - 1/10 New Orleans Data Informed Community Engagement (NODICE) Meeting
 - 1/11 Security & Enforcement Cmte. Midmonth Check-in Call
 - 1/11 UQP Contract Drafting Meeting
 - 1/11 N. Rampart Street - RFP Work
 - 1/12 UQP expansion contract meeting
 - 1/12 Glass Half Full Bead Recycling Meeting
 - 1/17 Rescheduled Board of Commissioners Meeting
 - 1/18 FQEDD Quarterly Briefing & Budget Presentation
 - 1/18 FQMD F&D Check-In Meeting
 - 1/18 UQP Expansion Zone Walkabout
 - 1/22 Security & Enforcement Committee Meeting
 - 1/22 DDD/FQMD Sync up meeting with sanitation vendors
 - 1/22 DDD/FQMD/GHF Mardi Gras Bead Recycling meeting
 - 1/23 Dept. of Sanitation / FQMD Trash Receptacle Purchase Meeting
 - 1/29 FQEDD Agreement Monitor Meeting
 - 1/29 NOPD Eighth District MAX Meeting
 - 1/29 N. Rampart Street - Finalize RFP Meeting
 - 1/30 Livability Agenda Meeting
 - 1/31 State Civil Service call RE: contract officer position
 - 1/31 FQMA membership dues meeting
 - 2/1 N. Rampart Street - RFP Work
 - 2/5 NOPD Eighth District MAX Meeting
 - 2/5 Livability Committee Meeting
 - 2/6 District C Hospitality French Quarter Discussion
 - 2/6 Finance & Development Committee Meeting
 - 2/8 Security & Enforcement Cmte. Midmonth Check-in Call

- XV. NEW BUSINESS: To consider and take action upon any other matters that may properly come before the French Quarter Management District Board of Commissioners.

Mr. Pendleton recommended that the Commissioners keep an eye on the Sanitation contract, stating that the contract will be renewing sometime in the near future.

Ms. Klein reminded the Commissioners that the State requirements will need to be completed again this year, noting that the Financial Disclosure must be completed by May 15th, 2024.

Mr. D. Bilbe asked if there were any updates on the Mayor's FQMD designees. Ms. Cooper responded that there is a letter prepared to be sent to the Mayor's office to address this topic. Mr. Smith stated that the Mayor's office has a nominee for the business owner spot on the Board that they are working to finalize now. He added that he will be finding out more details regarding the resident nominee this week.

Ms. Cooper asked the Commissioners for feedback on the new meeting format. The Commissioners were all in agreement that having guest speakers each month is beneficial and informative. Ms. Cooper reminded the Commissioners to submit any questions for next month's guests to FQMD staff ahead of time.

XVI. NEXT SCHEDULED MEETING DATE: 11 March 2024 at the Historic New Orleans Collection

XVII. ADJOURNMENT: Mr. Pendleton motioned (**M15**) to "adjourn the February 19th, 2024 Board of Commissioners meeting...", Mr. G. Bilby seconded the motion to unanimous approval and the meeting was adjourned at 3:30 pm.

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

ANNEX I – Public Comment Letter

ANNEX II– December 2022 Treasurer Reports

ANNEX III – January 2024 Treasurer Report

ANNEX IV –Committee Member Nomination

ANNEX V –Glass Half Full Mardi Gras Bead Recycling Service Agreement

ANNEX VI – Security Services Agreement- Expanded Upper Quarter Patrol

ANNEX VII – RFP North Rampart Pedestrian Safety & Signage Initiative- Bollards & MMA Paint

ANNEX VIII – RFP North Rampart Pedestrian Safety & Signage Initiative- Flashing Beacons & Stop for Pedestrian Signage

ANNEX IX – RFP- Marking & Public Relations Services

ANNEX X – 2023 Louisiana Audit Compliance Questionnaire

ANNEX XI – French Quarter Management District Employee Performance Review Protocol

ANNEX XII – 2024 Livability Committee Work Plan

ANNEX XIII – 2023 French Quarter Management District Annual Report

From: using hyundai tent <saj810@gmail.com>

Date: February 19, 2024 at 12:56:34 PM CST

To: publiccomments@fqmd.org

Subject: Public comment for Feb Board of Commissioner Meeting agenda

Stephanie Johnson

810 St. Peter Street , NOLA

UNPAID

Agenda Item comment for 7c Melissa Tyler, Covenant House

I have several comments for Homeless Assistance

- . Covenant House is outside the boundaries of the FQ
- . Budget extension/exception for funding it was unplanned in the original budget
- . Do not need this for the 20/69 homeless people in FQ
- . Melissa Tyler is now a part of the Board
- . Covenant House, a 501c3 charity is supposed to be a nonprofit
- . It does not improve the safety of residents in the FQ

In summary, adding Covenant House is unneeded, unapproved, and shows extensive costs for a unjustified problem.

As a full time, tax paying resident of the FQ, I am opposed to adding Covenant House to the other Homeless Assistance programs and am opposed to the budget allocation to it.

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Sent from [Mail](#) for Windows

Treasurer's Report

French Quarter Management District

For the period ended December 31, 2022

Prepared on

January 5, 2023

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Balance Sheet

As of December 31, 2022

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

A/R Aging Summary

As of December 31, 2022

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

A/P Aging Summary

As of December 31, 2022

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

Profit and Loss

December 2022

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

Profit and Loss by Location

January - December 2022

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

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

French Quarter Management District - Operating

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

January - December 2022

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

French Quarter Management District - Operating

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

January - December 2022

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

Note

No CPA provides any assurance on this financial statement.

French Quarter Management District - FQEDD

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

January - December 2022

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

Note

No CPA provides any assurance on this financial statement.

French Quarter Management District - Patrol

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

January - December 2022

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

Note

No CPA provides any assurance on this financial statement.

Treasurer's Report

French Quarter Management District
For the period ended January 31, 2024

Prepared on
February 6, 2024

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Balance Sheet

As of January 31, 2024

		Total
ASSETS		
Current Assets		
Bank Accounts		
FQMA		13,084.81
FQMD general operating account		427,562.83
FQMD Patrol		363,442.44
Total Bank Accounts		804,090.08
Accounts Receivable		
Contract Receivable		15,966.25
Total Accounts Receivable		15,966.25
Other Current Assets		
Prepaid Expenses		19,800.88
Total Other Current Assets		19,800.88
Total Current Assets		839,857.21
TOTAL ASSETS		\$839,857.21
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable (A/P)		45,764.88
Total Accounts Payable		45,764.88
Other Current Liabilities		
CEA Membership Dues		16,194.51
Deferred Revenue		11,286.93
Total Other Current Liabilities		27,481.44
Total Current Liabilities		73,246.32
Total Liabilities		73,246.32
Equity		
Retained Earnings		660,624.71
Net Income		105,986.18
Total Equity		766,610.89
TOTAL LIABILITIES AND EQUITY		\$839,857.21

A/R Aging Summary

As of January 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of New Orleans	7,783.90		8,182.35			15,966.25
TOTAL	\$7,783.90	\$0.00	\$8,182.35	\$0.00	\$0.00	\$15,966.25

A/P Aging Summary

As of January 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Bankcard Center		334.83				334.83
Cops 8		7,000.00				7,000.00
John Wyatte Foard, LLC	929.14					929.14
Public Safety Services Corporation		11,615.19	24,226.72			35,841.91
SR Williams Consulting	1,659.00					1,659.00
TOTAL	\$2,588.14	\$18,950.02	\$24,226.72	\$0.00	\$0.00	\$45,764.88

Profit and Loss

January 2024

	Total
INCOME	
Admin. Fees	19,117.35
Contract Revenue	175,000.00
Total Income	194,117.35
GROSS PROFIT	194,117.35
EXPENSES	
Admin Fee - FQMD	10,000.00
Conference & Meeting Expenses	
Parking	12.70
Total Conference & Meeting Expenses	12.70
Insurance	1,861.21
Interest Paid	49.27
Legal & Professional Fees	
Accounting Fees	790.50
Total Legal & Professional Fees	790.50
Meals & Entertainment	2,691.91
Office Supplies & Software	685.70
Patrol Expenses	
Police Patrols	50,053.17
Security Administration	10,825.65
Total Patrol Expenses	60,878.82
Payroll Expenses	
Employee Benefits	1,127.50
Payroll	7,668.04
Processing Fees	83.20
Taxes	1,025.49
Worker's Compensation	84.95
Total Payroll Expenses	9,989.18
Rent	840.00
Utilities	
Email	24.00
Telephone	307.88
Total Utilities	331.88
Total Expenses	88,131.17
NET OPERATING INCOME	105,986.18
NET INCOME	\$105,986.18

Profit and Loss by Location

January 2024

	FQEDD	FQMA	FQMD Operating	Patrol	Total
INCOME					
Admin. Fees	9,038.00		10,079.35		19,117.35
Contract Revenue			75,000.00	100,000.00	175,000.00
Total Income	9,038.00	0.00	85,079.35	100,000.00	194,117.35
GROSS PROFIT	9,038.00	0.00	85,079.35	100,000.00	194,117.35
EXPENSES					
Admin Fee - FQMD				10,000.00	10,000.00
Conference & Meeting Expenses					0.00
Parking	6.35		6.35		12.70
Total Conference & Meeting Expenses	6.35		6.35		12.70
Insurance	1,254.10		607.11		1,861.21
Interest Paid			49.27		49.27
Legal & Professional Fees					0.00
Accounting Fees	195.50		595.00		790.50
Total Legal & Professional Fees	195.50		595.00		790.50
Meals & Entertainment		2,691.91			2,691.91
Office Supplies & Software	485.80		-235.10	435.00	685.70
Patrol Expenses					0.00
Police Patrols				50,053.17	50,053.17
Security Administration				10,825.65	10,825.65
Total Patrol Expenses				60,878.82	60,878.82
Payroll Expenses					0.00
Employee Benefits	434.62		692.88		1,127.50
Payroll	5,725.43		1,942.61		7,668.04
Processing Fees	20.92		62.28		83.20

	FQEDD	FQMA	FQMD Operating	Patrol	Total
Taxes	458.03		567.46		1,025.49
Worker's Compensation	57.25		27.70		84.95
Total Payroll Expenses	6,696.25		3,292.93		9,989.18
Rent	400.00		440.00		840.00
Utilities					0.00
Email			24.00		24.00
Telephone			96.01	211.87	307.88
Total Utilities			120.01	211.87	331.88
Total Expenses	9,038.00	2,691.91	4,875.57	71,525.69	88,131.17
NET OPERATING INCOME	0.00	-2,691.91	80,203.78	28,474.31	105,986.18
NET INCOME	\$0.00	\$ -2,691.91	\$80,203.78	\$28,474.31	\$105,986.18

French Quarter Management District

Budget vs. Actuals: FQMD 2024 Budget - Appropriation

January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Total Income			\$0.00	0.00%
GROSS PROFIT	\$0.00	\$0.00	\$0.00	0.00%
Expenses				
Appropriation Contingency		22,076.84	-22,076.84	
Legal & Professional Fees				
Appropriation Program Manager		6,250.00	-6,250.00	
Total Legal & Professional Fees		6,250.00	-6,250.00	
Office Supplies & Software		166.66	-166.66	
Other Business Expenses		0.00	0.00	
Payroll Expenses				
Payroll		2,288.17	-2,288.17	
Total Payroll Expenses		2,288.17	-2,288.17	
Programming				
Glass Recycling for Gulf Coast Restoration				
Glass Half Full Recycling Program		16,087.34	-16,087.34	
Glass Recycling Public Awareness Campaign		2,500.00	-2,500.00	
Mardi Gras Beads		3,117.67	-3,117.67	
Pick-Up Service		0.00	0.00	
Commercial		5,000.00	-5,000.00	
Residential		11,250.00	-11,250.00	
Total Pick-Up Service		16,250.00	-16,250.00	
Total Glass Recycling for Gulf Coast Restoration		37,955.01	-37,955.01	
Pedestrian Safety & Signage Program				
Esplanade Cultural Landmarks Corridor Project		41,666.67	-41,666.67	
N. Rampart Bike Lane and Curb Extension		16,666.67	-16,666.67	
N. Rampart Enhanced Post Protection		2,500.00	-2,500.00	
N. Rampart High Vis. Crosswalk Signage		14,166.67	-14,166.67	
Pedestrian Safety Public Awareness Campaign		2,500.00	-2,500.00	
Total Pedestrian Safety & Signage Program		77,500.01	-77,500.01	
Supplemental Sanitation				
Trash Receptacles w/ City Servicing		14,333.34	-14,333.34	
Total Supplemental Sanitation		14,333.34	-14,333.34	
Supplemental Security				
Security Public Awareness Campaign		2,500.00	-2,500.00	
Upper Quarter Patrol Expansion		79,392.00	-79,392.00	
Total Supplemental Security		81,892.00	-81,892.00	
Total Programming		211,680.36	-211,680.36	
Rent		66.66	-66.66	
Utilities				
Telephone		150.00	-150.00	

French Quarter Management District

Budget vs. Actuals: FQMD 2024 Budget - Appropriation

January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Utilities		150.00	-150.00	
Total Expenses	\$0.00	\$242,678.69	\$ -242,678.69	0.00%
NET OPERATING INCOME	\$0.00	\$ -242,678.69	\$242,678.69	0.00 %
NET INCOME	\$0.00	\$ -242,678.69	\$242,678.69	0.00 %

French Quarter Management District

Budget vs. Actuals: FQMD 2024 Budget - FQEDD

January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Admin. Fees	9,038.00	12,500.00	-3,462.00	72.30 %
Sales	0.00		0.00	
Total Income	\$9,038.00	\$12,500.00	\$ -3,462.00	72.30 %
GROSS PROFIT	\$9,038.00	\$12,500.00	\$ -3,462.00	72.30 %
Expenses				
Conference & Meeting Expenses				
Parking	6.35	7.00	-0.65	90.71 %
Total Conference & Meeting Expenses	6.35	7.00	-0.65	90.71 %
Insurance	1,254.10	1,300.00	-45.90	96.47 %
Legal & Professional Fees				
Accounting Fees	195.50	315.00	-119.50	62.06 %
Website		125.00	-125.00	
Total Legal & Professional Fees	195.50	440.00	-244.50	44.43 %
Office Supplies & Software	485.80	300.00	185.80	161.93 %
Payroll Expenses				
Employee Benefits	434.62	607.42	-172.80	71.55 %
Payroll	5,725.43	7,813.00	-2,087.57	73.28 %
Processing Fees	20.92	60.42	-39.50	34.62 %
Taxes	458.03	625.00	-166.97	73.28 %
Worker's Compensation	57.25	46.92	10.33	122.02 %
Total Payroll Expenses	6,696.25	9,152.76	-2,456.51	73.16 %
Rent	400.00	420.00	-20.00	95.24 %
Total Expenses	\$9,038.00	\$11,619.76	\$ -2,581.76	77.78 %
NET OPERATING INCOME	\$0.00	\$880.24	\$ -880.24	0.00 %
NET INCOME	\$0.00	\$880.24	\$ -880.24	0.00 %

French Quarter Management District

Budget vs. Actuals: FQMD 2024 Budget - Operating

January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Admin. Fees	10,079.35	10,000.00	79.35	100.79 %
Contract Revenue	75,000.00	75,000.00	0.00	100.00 %
Membership Dues Admin Fee		41.67	-41.67	
Sales	0.00		0.00	
Total Income	\$85,079.35	\$85,041.67	\$37.68	100.04 %
GROSS PROFIT	\$85,079.35	\$85,041.67	\$37.68	100.04 %
Expenses				
Advertising		133.33	-133.33	
Bank Charges & Fees		16.67	-16.67	
Conference & Meeting Expenses				
Conferences and meetings		352.17	-352.17	
Parking	6.35	24.83	-18.48	25.57 %
Travel		235.50	-235.50	
Total Conference & Meeting Expenses	6.35	612.50	-606.15	1.04 %
Insurance	607.11	833.33	-226.22	72.85 %
Interest Paid	49.27		49.27	
Legal & Professional Fees				
Accounting Fees	595.00	735.00	-140.00	80.95 %
Audit Fees		0.00	0.00	
Consultants		0.00	0.00	
Legal Fees		416.67	-416.67	
Website		133.59	-133.59	
Total Legal & Professional Fees	595.00	1,285.26	-690.26	46.29 %
Office Supplies & Software	-235.10	200.00	-435.10	-117.55 %
Payroll Expenses				
Employee Benefits	692.88	404.92	287.96	171.12 %
Payroll	1,942.61	5,208.67	-3,266.06	37.30 %
Processing Fees	62.28	40.25	22.03	154.73 %
Taxes	567.46	416.67	150.79	136.19 %
Worker's Compensation	27.70	31.25	-3.55	88.64 %
Total Payroll Expenses	3,292.93	6,101.76	-2,808.83	53.97 %
Rent	440.00	420.00	20.00	104.76 %
Utilities				
Email	24.00	28.58	-4.58	83.97 %
Telephone	96.01	119.83	-23.82	80.12 %
Total Utilities	120.01	148.41	-28.40	80.86 %
Total Expenses	\$4,875.57	\$9,751.26	\$ -4,875.69	50.00 %
NET OPERATING INCOME	\$80,203.78	\$75,290.41	\$4,913.37	106.53 %
NET INCOME	\$80,203.78	\$75,290.41	\$4,913.37	106.53 %

French Quarter Management District

Budget vs. Actuals: FQMD 2024 Budget - Patrol

January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Contract Revenue	100,000.00	100,000.00	0.00	100.00 %
Total Income	\$100,000.00	\$100,000.00	\$0.00	100.00 %
GROSS PROFIT	\$100,000.00	\$100,000.00	\$0.00	100.00 %
Expenses				
Admin Fee - FQMD	10,000.00	10,000.00	0.00	100.00 %
Insurance		351.08	-351.08	
Legal & Professional Fees				
Consultants		0.00	0.00	
Total Legal & Professional Fees		0.00	0.00	
Office Supplies & Software	435.00	490.17	-55.17	88.74 %
Patrol Expenses				
Mobile Data Charges		234.00	-234.00	
Police Patrols	50,053.17	74,120.17	-24,067.00	67.53 %
Security Administration	10,825.65	14,040.00	-3,214.35	77.11 %
Total Patrol Expenses	60,878.82	88,394.17	-27,515.35	68.87 %
Utilities				
Telephone	211.87		211.87	
Total Utilities	211.87		211.87	
Total Expenses	\$71,525.69	\$99,235.42	\$ -27,709.73	72.08 %
NET OPERATING INCOME	\$28,474.31	\$764.58	\$27,709.73	3,724.18 %
NET INCOME	\$28,474.31	\$764.58	\$27,709.73	3,724.18 %

James Douglas Hislop

600 Ursulines Avenue, New Orleans, Louisiana 70116

james@butterfieldsbutter.com ■ 917-499-6499

Entrepreneurial business owner with over 25 years' experience founding, operating and growing successful butter manufacturing companies and investing in the community. Actively engaged with numerous philanthropic organizations dedicated to culture, history and the Arts.

EXPERIENCE

Butterfields Butter, Rocky Mount, NC

2006-Present

Partner and Marketing Manager

- Owner and manager of butter company with annual revenues of over \$40 million
- Oversee all aspects of operations of the factory
- Manage a staff of 50 employees
- Prepare marketing materials and conduct marketing pitches
- Manage all customer and vendor relationships
- Develop innovative products to meet customer requests

Caines Pty Ltd., Maitland, Australia

1997-2005

Partner and Marketing Manager

- Managed all marketing and significantly expanded customer base
- Oversaw operations and staffing

EDUCATION

1993

University of Sydney, Sydney, Australia

Bachelor of Arts

1996

University of Sydney, Sydney, Australia

Bachelor of Law

PHILANTHROPIC ACTIVITIES

- Irish Arts Center, New York, NY
- New Orleans Jazz Museum, New Orleans, LA
- Vieux Carre Foundation, New Orleans, LA
- Beauregard Keyes House, New Orleans, LA
- Back Street Cultural Museum, New Orleans, LA



GLASS HALF FULL
Phone: 504-356-3435
3935 Louisa Street
New Orleans, LA 70126

SERVICE AGREEMENT

Mardi Gras Bead Collection and Recycling Services

ACCOUNT BILLING

Company Name: French Quarter Management District Contact Name: Karley D. Frankic

Address: 400 N. Peter Street, Suite 206 City, State, Zip: New Orleans, LA 70130

Contact Phone Number: (504) 323-5801 Contact Email: kfrankic@fqmd.org

EQUIPMENT/SERVICE SPECIFICATIONS

Equipment size/Description: 5 64-gallon recycling toters

Daily Frequency: Daily Billing schedule: At completion of agreement term paid within 30 days

Service charges: \$8,503

Deliver/Set fee: \$0.00 One time charge, non refundable

Special Instructions:

Comprehensive Mardi Gras Beads recycling options at French Quarter “Host Hotels” for both locals and tourists to recycle beads throughout Carnival. Host Hotels shall be located within the French Quarter Management District’s boundaries. Glass Half Full “Contractor” will provide daily pickup of Contractor provided receptacles and recycling servicing throughout the season. The French Quarter Management District “Customer” will fund up to five (5) Host Hotel locations for Mardi Gras Bead recycling. Collection locations are intended to be sited on the sidewalk in front of the Host Hotel, in their lobby, and in their back of house area for the Host Hotel’s housekeeping staff to utilize.

Term: This term of this agreement shall be 1 February 2024 – 15 February 2024.

UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT ON BEHALF OF CUSTOMER
ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS
OF THIS AGREEMENT, ON PAGE TWO, AND, THAT HE/SHE HAS THE AUTHORITY TO SIGN ON
BEHALF OF THE CUSTOMER.

(Authorized Signature) / Customer

(Print of Type Name and Title)

Date

(Authorized Signature) / Glass Half Full

(Print of Type Name and Title)

Date

Services rendered: Customer grants to the undersigned (Glass Half Full) the exclusive right to collect and recycle of all Customer's Mardi Gras Bead Waste Material and agrees to make the payments as provided for herein and agrees to furnish such series and equipment specified above, all in accordance with the terms of this Agreement. If Master Agreement is checked on the front of this agreement, this service agreement applies to all the customer service locations.

Charges and Payments: Customers shall pay Contractor (Glass Half Full) on a daily basis for the collection and recycling service provided by Glass Half Full (Including all charges for the equipment maintenance) in accordance with the schedule of charges shown on Page 1 of this Agreement. Payment shall be made by Customer within thirty (30) days after receipt of an invoice from Contractor. Contractor may impose, and Customer agrees to pay a late fee and Interest for all past due payments not to exceed the maximum rate allowed by the applicable law. In the event that any payment is not made when due, Contractor may, at its sole option, terminate this Agreement on notice to the Customer and recover all past due payments, recovery and equipment on the premises of the Customer and to recover liquidated damages from Customer as set forth below.

Rate Adjustments: Contractor may only increase rates with the consent of the Customer: Such consent may be evidenced verbally, in writing or by the actions and practices of the parties.

Changes: Charges in the schedule of Charges, frequency of collection services, number, capacity, and/or type of equipment may be agreed to orally, in writing, or by the actions and practices of the parties.

Waste Material: Customer represents and warrants for the materials placed in the equipment shall be "Mardi Gras bead waste material" as defined herein. The term "waste material" as used in these Terms and Conditions shall mean only Mardi Gras bead waste generated by Customer and/or their parties (i.e. customers, employees, etc.). Contractor shall acquire title to the waste material when it is loaded into Contractor's truck. Title to and liability for any waste excluded above shall remain with Contractor and Customer expressly agrees to defend, indemnify and hold harmless Contractor from and against all damages, penalties, fines and liabilities resulting from or arising of such waste excluded above.

Driveways and Parking Areas: Contractor shall not be responsible for damage to any private pavement or accompanying sub-surface of any route reasonably necessary to perform the services herein contracted and Customer assumes all liabilities for damage to pavement or road service.

Equipment:

Responsibility: The equipment furnished hereunder by Contractor shall remain the property of the Contractor. Customer agrees to indemnify, decline and hold Contractor against all claims, damages, suits, penalties, fines and liabilities for injury of death to persons or loss or damage to property arising from the customers use, operation or possession of the equipment.

Access: If the equipment is inaccessible so that the regular scheduled pickup cannot be made, Contractor will promptly notify the Host Hotel and afford the Host Hotel a reasonable opportunity to provide the required access.

Definition: The word "equipment" as used in these Terms and Conditions shall mean all containers used for the storage of the glass waste material including crates, cans, dumpsters and such other on-site devices as may be specified on the face of this agreement.

Liquidated Damages: If the Customer defaults or attempts to cancel Contractor's service or the Agreement, Customer agrees that the Contractor's actual damages would be difficult, if not possible, to calculate, therefore, Customer agrees that in such event shall pay all past due sums at the time of default or cancellation, plus all attorney's fees if Contractor needs to enforce its right against Customer Cancellation of said contract.

Attorney's Fees: In the event of a breach in this Agreement by either party, the breaching party shall pay all reasonable attorney's fees, collection fees, and three costs of the party incident to any action brought to enforce the Agreement. In the events Customer fails to pay Contractor all amounts which becomes due under this Agreement, or fails to perform its obligations hereunder, and the refers such a matter to an attorney, Customer agrees to pay, in addition to the amount due, any and all costs incurred by Contractor as a result of such action, including, to the extent permitted by law, reasonable attorney's fees.

Right To Compete: Customer grants to Contractor the right to compete with any offer which Customer receives (or intends to make) relating to the provisions of Mardi Gras Bead waste collection and recycling service upon the termination of this agreement for any reason, and agrees to give Contractor written notice of any such offer and a reasonable opportunity to respond to it.

Assignment and Benefit: This Agreement shall not be affected by any changes in the Customer's service address if new such address is located within the Contractor's service Area. The agreement shall be binding on the parties and their successors and assigns.

Excused Performance: Neither party hereto shall be liable for its failure to perform or delay in performance hereunder to contingencies beyond its reasonable control including, but not limited to, strikes, riots, compliance with laws or government orders, inability to get container, fires and acts of God such failure shall not constitute a Default under this agreement.

Indemnity:

Contractor shall indemnify, defend, and hold harmless FQMD against any and all liabilities, including judgments, costs and reasonable attorneys' fees, for any actions, omissions, negligence of any officer, except as a result of FQMD's gross negligence, willful misconduct or bad faith.

Customer Initials:

SECURITY SERVICES AGREEMENT

Expanded Upper Quarter Patrol

THIS SECURITY SERVICES AGREEMENT ("Agreement") is entered into by and between Public Safety Services Corporation, ("PSS"), a Louisiana Corporation, herein represented by Matthew Pincus, its managing partner, and the French Quarter Management District ("FQMD"), a political subdivision of the state of Louisiana, herein represented by its Board Chair, Jane Cooper. This Agreement is effective as of the _____ day of _____, 2024.

The parties agree that PSS will provide FQMD with security services at the FQMD site ("Security Services") pursuant to the terms and conditions set forth herein. NOW THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, PSS and FQMD agree as follows:

I. Account Information

Name: French Quarter Management District Contact: Karley D. Frankic

Address: 400 N. Peters Street, Suite 206, New Orleans, LA 70130 Phone Number: (504) 323-5801

Email: kfrankic@fqmd.org

II. Billing Information:

Billing Contact: Karley D. Frankic

Billing Address: 400 N. Peters Street, Suite 206, New Orleans, LA 70130 Billing Phone: (504) 323-5801

Billing Email: finances@fqmd.org Invoice Frequency: Bi-weekly Payment Terms: 30 Days

III. Security Services Information

- A. Utilize only POST certified officers (Patrol Officers) conducting foot patrols walking in pairs to and strategically positioned patrol vehicles with flashing blue lights provide proactive crime deterrent.
- B. Communicate patrol shifts with the New Orleans Police Department ("NOPD") Eighth District Commander to assure that times and areas of high concern are addressed, and that the Commander, or designee, has an opportunity to be engaged in prioritization of patrol efforts, including standard crimes and/or violations upon which Patrol Officers shall focus, and cooperate with any resulting apprehensions. Maintain a high standard of constitutional policing, continuing to build trust in the community as a respectful, appropriate, and just patrol program.
- C. Assign and fill shifts per a patrol plan and schedule agreed upon by the parties with POST Certified officers.
 1. Collect and review all time sheets.
 2. Fill any vacancies in the schedule caused by absences and/or callouts
 3. Keep an accurate record and accounting of the shifts worked as part of the UQP

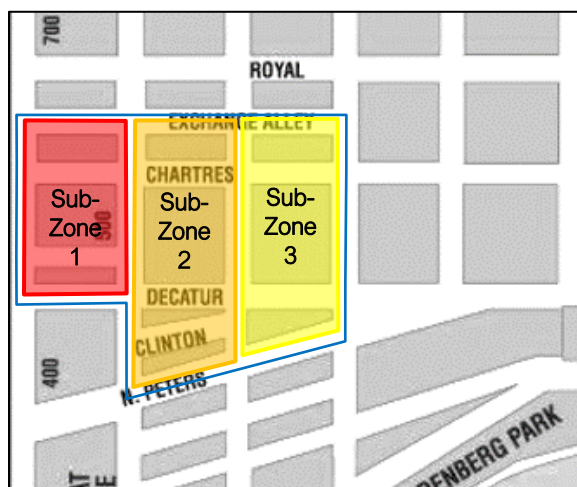
- D. Brief Patrol Officer on French Quarter specific laws enforceable by any POST certified officer prior to assigning them a shift for the Expanded Upper Quarter Patrol (EUQP).
- E. Assure Patrol Officers check in and out with the Orleans Parish Communication District ("OPCD"), to confirm their areas of assignment and the durations of their shifts. This will ensure that resources are assigned accordingly and will limit the chance for misunderstandings between NOPD officers and units assigned to the patrol.
- F. Assure Patrol Officers shall be uniformed.
- G. Assure if/when a Patrol Officer detains a suspect, they contact NOPD immediately to complete the arrest.
- H. Assure Patrol Officers carry a GPS enabled, smart phone to be reachable by Constable Pincus, the NOPD Eighth District Commander, and FQMD.
- I. Assure if force is used by a Patrol Officer, or if injuries are sustained by a detainee, the Patrol Officer will notify FQMD, OPCD, as well as to the NOPD Eighth District. If a detainee sustains injuries that require hospitalization during an encounter with a Patrol Officer, the Patrol Officer will relocate to the hospital for any corresponding guard duties. Outside of deadly force, all force incidents will be investigated by the supervisors of the Patrol Officer's law enforcement agency.
- J. Provide schedule of patrols with times, and Patrol Officer names to FQMD on a weekly basis, no later than five (5) business days prior to the scheduled week.
- K. Collect and review all trip sheets and provide to FQMD with disposition data points to include:
 - 1. Business Checks
 - 2. Citizen Contacts
 - 3. Arrests
 - 4. Apprehensions
 - 5. Citations and Summons issued
- L. Attend monthly meetings of FQMD's Security & Enforcement Committee Meeting to provide brief report
- M. Call weekly with FQMD's leadership, including Executive Director, and/or Security & Enforcement Committee Chair and/or Vice-Chair, and/or Board of Commissioners Chair and/or Vice-Chair, to review data points, patrol plan amendment, hot spots, public feedback, etc.

IV. Patrol Shifts

SHIFT	TIME		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	hours/shift
	Start	End								
UQP-207	19:00	23:00	X	X	X	X	X	X	X	28
UQP-208	19:00	23:00	X	X	X	X	X	X	X	28
UQP-209	19:00	23:00	X	X	X	X	X	X	X	28
UQP-210	19:00	23:00	X	X	X	X	X	X	X	28
UQP-211	19:00	23:00	X				X	X	X	16
UQP-212	19:00	23:00	X				X	X	X	16

UQP-307	23:00	3:00	X	X	X	X	X	X	X	28	
UQP-308	23:00	3:00	X	X	X	X	X	X	X	28	
UQP-309	23:00	3:00	X	X	X	X	X	X	X	28	
UQP-310	23:00	3:00	X	X	X	X	X	X	X	28	
UQP-311	23:00	3:00	X					X	X	X	16
UQP-312	23:00	3:00	X					X	X	X	16
hours/day			48	32	32	32	48	48	48	288	

V. Patrol Zone Service Area



The EUQP Patrol Zone Service Area is bounded by Exchange Alley, Canal Street to Decatur Street, to Iberville Street, to N. Peters Street, to Conti Street (outlined in blue on the map). The entire Patrol Zone Area shall be included in the Service Agreement. The Patrol Zone Service Area is broken down into three subzones as notes in the map. Patrol shift staffing is prioritized based on available manpower by first patrolling Sub-Zone 1, bounded by Exchange Alley, Canal Street, Decatur Street, and Iberville Street (outlined in red on the map), then Sub-Zone 2, bounded by Exchange Alley, Iberville street, N. Peters Street, and Bienville Street (outlined in orange on the map), and then Sub-Zone 3, Bounded by Exhcnage Allet, Bienville Street, N. Peters Street, and Cont Street (outlined in yellow on the map).

VI. Invoices and Payments of the Agreement.

- A. PSS will Invoice FQMD as set forth on page one (1) of this Agreement.
- B. All invoices are due and payable within 30 days of receipt of invoice.
- C. Any questions or concerns regarding an invoice must be submitted in writing to PSS within sixty (60) days. Such inquiries are limited to hours worked, direct bill items, expenses and the specified bill rates charged.
- D. Reimbursable Expenses

A Reimbursable Expense is approved by the FQMD Board of Commissioners in the annual budget or by motion. It is an approved expense PSS incurs on FQMD's behalf when PSS performs services for Expanded Upper Quarter Patrol under the terms of the Agreement. Reimbursable Expenses include direct expenses such as general liability insurance, software (scheduling, GPS tracking, and administrative), mobile phones and data usage fees, and other expenses approved by FQMD. FQMD agrees to reimburse PSS, provided PSS provides the invoice for the expense.

E. Rates

Regular Pay Rate: \$45.00 – 51.00 / hour

Holiday Pay Rate: \$67.00 – 76.00 / hour

Labor Day, Memorial Day, Martin Luther King Day, Good Friday, Lundi Gras, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter, Mardi Gras Day and Independence Day

Special Event Rate: \$59.00 / hour

These would be categorized, but not limited to the following: French Quarter Fest, Jazz Fest, Halloween, Sugar Bowl, Mardi Gras Weekend

Late Night and Weekend Incentive Rate: \$58 / hour

Late night and weekend incentive rate to implemented only with prior written consent from FQMD for specific days and times.

Supervision Pay Rate: \$60.00 / hour

Supervision Pay Rate hours are not to exceed sixteen (16) hours per week.

F. Rate Change

If a patrol officers' primary law enforcement agency employer changes detail costs, rates shall be adjusted to account for same upon written notice to FQMD.

VII. Changes in Scope

Any changes to hours, scope of work, qualifications, requirements or equipment shall be mutually agreed to in writing by both parties and may necessitate a change in fee structure.

VIII. Personnel

- A. PSS staffs and manages POST certified law enforcement officers in an off-duty detail capacity. All officers staffed by PSS are independent contractors, who have fully executed W-9 tax and independent contractor forms. All off-duty detail officers are required to adhere to certain rules and policies that apply to off-duty employment, which is as follows:
 - 1. The officer's respective agency shall authorize uniformed officers to perform police patrols and law enforcement services, which shall only encompass duties and functions customarily rendered by that said agency. Off-duty officers assigned to this detail are always subject to the control and direction of the officer's primary employing office/department.
 - 2. Each officer shall dress in a uniform approved by their agency, which is to include necessary and required equipment that would customarily be worn, such as a registered firearm, radio, vest, safety equipment, etc.
 - 3. At no time will an officer be allowed to use official authority to enforce the "house rules" or policies of PSS or FQMD, whether the officer is in uniform or in civilian attire. Personnel shall not enforce any rules or regulations that are in violation of Louisiana State Law or applicable municipal ordinances.
 - 4. Officers are required to document any incident or situation arising from, or connected with, their off-duty part-time employment, which may adversely impact the officer, their department, or its personnel.
 - 5. Both the officer and the employer should understand that the application for, and continued employment with a business regarding police related off-duty employment is allowed, providing all requirements of the officer's departmental operation

orders/procedures are satisfied. When instances arise resulting in an officer acting "outside" the scope of his or her authority or cause him or her to be in violation of that officer's departmental operational orders or state law, that officer is to immediately inform their agency of the conflict. If just resolution of the matter cannot be met, the officer is required to act pursuant to their department's standard operating procedure and state law. The involved officer will then report the matter to their respective ranking officer and follow departmental protocol as it relates to such matters.

6. The detail officer's agency is not responsible for assuring an employee's presence at any off-duty job. The officer's first priority and loyalty is to their respective employing agency. During times of emergency or civil unrest, officers may not be available for off-duty employment or may be called away from off-duty details due to such situations.
- B. All security personnel are employees of law enforcement agencies contracted by PSS on a detail basis and not employees of FQMD. If FQMD, at any time, is dissatisfied for any lawful and non-discriminatory reason with any security officer assigned to the Patrol Zone, PSS, upon request by FQMD, will replace such security officer.

IX. Insurance

- A. PSS has procured and will maintain in effect throughout the life of this Agreement. workers' compensation Insurance In full limits as required by state and employer's liability insurance with a limit of at least \$1,000,000.00, covering PSS's employees performing any obligations under this Agreement. If any claim for Workers' Compensation benefits is asserted against FQMD by any of said PSS employees or in the event of death by their personal representatives then, upon timely written notice from FQMD, PSS shall undertake to defend FQMD against such claim(s) and shall indemnify and hold FQMD harmless from and against any such claim(s).
- B. PSS has procured and will maintain in effect throughout the life of this Agreement a general liability policy (covering bodily injury, personal injury and property damage) In the amount of \$1,000,000.00 per occurrence and \$3,000,000.00 general aggregate. PSS agrees to name and maintain FQMD as an additional insured on said liability policy. PSS's naming of FQMD as an additional insured shall provide coverage to the extent of PSS's liability under the Agreement and shall in no event be construed for any purpose so as to make PSS or the issuer of such policies liable for the negligence (joint, concurrent, independent or individual), acts, errors or omissions of FQMD or its employees.
- C. If the Security Services include the use of vehicles by PSS security officers, PSS will procure and maintain in effect throughout the life of this Agreement an Automobile Liability policy in the amount of \$1,000,000.00 combined single limit (each accident).
- D. PSS will ensure that any agency of any officer performing any services under this Agreement has obtained and will maintain insurance providing coverage for their respective officers and those services at the limits set forth in paragraph VIII(D) herein. If such agency does not provide insurance coverage as set forth herein, PSS shall indemnify, defend, and hold harmless FQMD against any and all liabilities, including judgments, costs and reasonable attorneys' fees, for any actions, omissions, negligence of any officer, except as a result of FQMD's gross negligence, willful misconduct or bad faith.

X. Legal Compliance

PSS certifies that the Security Services it provides will be performed in compliance with and subject to all state and federal statutes, municipal and local ordinances and the rules and regulations or any governmental agency or department which has jurisdiction over the performance of these Security Services

XI. Property

All FQMD software, equipment, and other property used by security personnel shall remain the exclusive property of FQMD. Likewise, any property furnished by PSS for use by security personnel while assigned at FQMD shall remain the exclusive property of PSS.

XII. Term

This Agreement is effective as of the date indicated above and shall continue in effect until either party gives the other party written notice not less than thirty (30) days in advance, specifying the date of termination. Either party may terminate this Agreement at any time, upon ten (10) days upon written notice to the other party. 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.

XIII. Notices

- A. In General, except for any routine communication, any notice, demand, communication, or request required or permitted under this Agreement will be given in writing and delivered in person or by certified mail, return receipt requested as follows:

If to the PSS:

Public Safety Services
Mathew Pincus, Managing Member
P.O. BOX 24673
New Orleans, Louisiana 70184
map2120@yahoo.com

If to the FQMD:

French Quarter Management District
Jane Cooper, Chair or Current FQMD Chair
400 North Peters Street, Suite 206
New Orleans, LA 70130
redheadneworleans@gmail.com

&

Karley D. Frankic, Executive Director
400 N. Peters Street, Suite 206
New Orleans, LA 70130
kfrankic@fgmd.org

- B. Notices are effective when received, except any notice that is not received due to the intended recipient's refusal or avoidance of delivery is deemed received as of the date of the

first attempted delivery.

- C. Each Party is responsible for notifying the other in writing of any changes in its address(es) set forth above.

XIV. ADDITIONAL PROVISIONS

- A. Amendment. No amendment of or modification to this Agreement shall be valid unless and until executed in writing by the duly authorized representatives of all the Parties to this Agreement.
- B. Assignment. This Agreement and any part of the Parties' interest in it are not assignable or transferable without the Parties' prior written consent.
- C. Choice of Law. This Agreement will be construed and enforced in accordance with the laws of the State of Louisiana without regard to its conflict of laws provisions.
- D. Construction of Agreement. None of the Parties will be deemed to have drafted this Agreement. This Agreement has been reviewed by the Parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of the Parties. No term of this Agreement shall be construed or resolved in favor of or against the PSS or the FQMD on the basis of which Party drafted the uncertain or ambiguous language. The headings and captions of this Agreement are provided for convenience only and are not intended to have effect in the construction or interpretation of this Agreement. Where appropriate, the singular includes the plural and neutral words and words of any gender shall include the neutral and other gender.
- E. Convicted Felon Statement. No principal, member, or officer of PSS, excluding contracted detail Patrol Officers, has, within the preceding 5 years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records. Any PSS employee who provides Security Services shall be subject to appropriate background checks as required by their employer or agency.
- F. Entire Agreement. This Agreement, including all incorporated documents, constitutes the final and complete agreement and understanding between the Parties. All prior and contemporaneous agreements and understandings, whether oral or written, are superseded by this Agreement and are without effect to vary or alter any terms or conditions of this Agreement.
- G. Jurisdiction. The Parties consent and yield to the jurisdiction of the State Civil Courts of the Parish of Orleans and formally waive any pleas or exceptions of jurisdiction on account of the residence of the Parties.
- H. Limitations of the Obligations. The Parties have no obligations not explicitly set forth in this Agreement or any incorporated documents or expressly imposed by law.
- I. No Personal Liability. No covenant or agreement contained in this Agreement shall be deemed to be the covenant or agreement of any officer, trustee, officer, agent or employee of the PSS or the FQMD, in his or her individual capacity, and neither the officers thereof nor any official executing this Agreement shall be liable personally with respect hereto or be subject to any personal liability or accountability by reason of the execution and delivery of

this Agreement.

- J. No Third-Party Beneficiaries. This Agreement is entered into for the exclusive benefit of the Parties and the parties expressly disclaim any intent to benefit anyone not a Party to this Agreement.
- K. Non-Solicitation Statement. The Parties have not employed or retained any PSS or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement. The Parties have not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Agreement.
- L. Non-Waiver. The failure of any Party to insist upon strict compliance with any provision of this Agreement, to enforce any right or to seek any remedy upon discovery of any default or breach of the other Party at such time as the initial discovery of the existence of such noncompliance, right, default or breach shall not affect or constitute a waiver of either Party's right to insist upon such compliance, exercise such right or seek such remedy with respect to that default or breach or any prior contemporaneous or subsequent default or breach.
- M. Prohibition on Political Activity. None of the funds, materials, property, or services provided directly or indirectly under the terms of this Agreement shall be used in the performance of this Agreement for any partisan political activity, or to further the election or defeat of any candidate for public office.
- N. Remedies Cumulative. No remedy set forth in the Agreement or otherwise conferred upon or reserved to any Party shall be considered exclusive of any other remedy available to a Party. Rather, each remedy shall be deemed distinct, separate and cumulative and each may be exercised from time to time as often as the occasion may arise or as may be deemed expedient.
- O. Severability. Should a court of competent jurisdiction find any provision of this Agreement to be unenforceable as written, the unenforceable provision should be reformed, if possible, so that it is enforceable to the maximum extent permitted by law or, if reformation is not possible, the unenforceable provision shall be fully severable and the remaining provisions of the Agreement remain in full force and effect and shall be construed and enforced as if the unenforceable provision was never a part the Agreement.
- P. Survival of Certain Provisions. All representations and warranties and all obligations concerning record retention, inspections, audits, remedies, jurisdiction, and choice of law, shall survive the expiration, suspension, or termination of this Agreement and continue in full force and effect.
- Q. Terms Binding. The terms and conditions of this Agreement are binding on any heirs, successors, transferees, and assigns.

XV. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original copy of this Agreement, but all of which, when taken together, shall constitute one and the same Agreement.

XVI. ELECTRONIC SIGNATURE AND DELIVERY

The Parties agree that a manually signed copy of this Agreement and any other document(s) attached to this Agreement delivered by email shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement. No legally binding obligation shall be created with respect to a Party until such Party has delivered or caused to be delivered a manually signed copy of this Agreement.

IN WITNESS WHEREOF, on this ____ day of _____ 2024, PSS and FQMD, through their duly authorized representatives, execute this Agreement.

FRENCH QUARTER MANAGEMENT DISTRICT

BY: _____
JANE COOPER, CHAIR

PUBLIC SAFETY SERVICES CORPORATION

BY: _____
MATTHEW PINCUS, MANAGING PARTNER
DATE: _____

Request for Proposal

NORTH RAMPART PEDESTRIAN SAFETY & SIGNAGE
INITIATIVE

FEBRUARY 2024

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Section 1 - Introduction

This document provides information for the Vendor on how to respond to this Request for Proposal (RFP) and consists of the following five sections:

Section 1 “Introduction” is the opening section of the document which sets out the structure of the document and provides the confidentiality clauses applicable to the provided documentation.

Section 2 “Background and Context” this section provides an explanation of current context and objectives of the RFP.

Section 3 “RFP terms and conditions” contains key information regarding general terms and conditions of the RFP process.

Section 4 “RFP process instructions” contains information regarding the RFP process timeline, general instructions and a view of the subsequent steps.

Section 5 “RFP documents and information” includes the list of deliverables Vendors are expected to provide in response to this RFP. Vendors are requested to kindly adhere to the format provided by the French Quarter Management District (FQMD) to allow us to perform the evaluation and selections within the envisaged timeframe.

Disclaimer

While information contained in this RFP is believed to be accurate at the time of its issuance, FQMD makes no representation or warranty, express or implied, with respect to the completeness, accuracy or utility of this RFP or any information or opinion contained therein. Any use or reliance on the information or opinion is at the risk of the Vendor and FQMD shall not be liable for any damage or injury incurred by any person arising out of the completeness, accuracy or utility of any information contained in this RFP.

This RFP is not an offer to enter a contract but is merely a request for the Vendor to submit a proposal. The terms and conditions under which FQMD will use the services of a chosen Vendor will be set out in a written, definitive agreement, signed by the parties.

Although FQMD will take all reasonable effort to provide complete and accurate information to Vendors, FQMD makes no representation or warranties regarding the accuracy or completeness of the information contained in this RFP, its exhibits, appendices or in FQMD answers to any Vendor questions. Each Vendor is responsible for making its own evaluation of information and data provided as part of this RFP process in preparing and submitting its proposal.

No additions or other changes to the original proposal will be allowed after submission. While changes are not permitted, clarifications at the request of FQMD may be required and such clarifications will be provided to FQMD at the sole expense of the Vendor. All responses shall remain valid for a period of 180 days from the date of the last submission set forth in the response schedule in the RFP.

In submitting a proposal, the Vendor implicitly states that the proposal is not made in connection with any competing Vendor submitting a separate response to the RFP and is in all respects fair and without collusion or fraud. It is further implied that the Vendor did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance and that no employee of FQMD or its agents involved in this RFP process participated directly or indirectly in the Vendor's proposal preparation.

FQMD is subject to the Louisiana Public Records Law, LA R.S. 441:1, *et seq.*, which governs the public disclosure of certain records maintained by the FQMD. Proposal submission materials will generally be made available for inspection and copying upon written request, except when exempted from disclosure by law.

Ethics

FQMD calls the attention of all potential Respondents to the Louisiana Ethics Code, La. R.S. 42:1101, *et seq.* Those laws prohibit FQMD from doing business with any of its current directors or those who have served on the FQMD within the past two (2) years or from doing business with certain companies with which the following persons are connected.

2024 Commissioners:	Commissioners Serving in the Past Two Years:
David Bilbe Glade Bilby Christine Bondio Steve Caputo Jane Cooper Jerome A. "Alex" Fein Mamie Gasperecz Susan "Sue" Klein Christian Pendleton Heidi Raines Frank Zumbo	Gail Cavett Matthew Emory Jack Rizzuto Robert "Bob" Simms Robert Watters

Insurance

Before an Agreement is executed, the selected Respondent must provide its current certificate(s) of insurance for the types and amounts of coverage as indicated in the Agreement.

Section 2 - Background and Context

About the French Quarter Management District

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. 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.

Background and Objectives of this RFP

FQMD is seeking a Vendor that can provide expertise to improve pedestrian and traffic safety on North Rampart Street near Armstrong Park, between Toulouse Street and St. Philip Street specifically by installing flex posts at key locations and emphasizing pedestrian and bike spaces with colored pavement in this area.

Project Objectives:

- Prevent illegal parking on street corners with flex post at painted curb extensions
- Improve pedestrian safety by creating better visibility of painted curb extensions with brighter methyl methacrylate resin coloring
- Improve bicycle safety by creating better visibility of bike lanes with brighter methyl methacrylate resin coloring

RFP Scope and Challenges

Enhanced Protection for Curb Extensions

To prevent illegal parking at newly painted curb extensions, more substantial flex posts are needed to prevent vehicles from simply driving over or parking on top of them. Options to enhance the flex post include:

1. Sturdier materials (e.g. powder coated steel or thicker polyurethane)
2. Enhanced anchoring methods (set in concrete rather than bolted on top).

FQMD has provided Exhibits for Vendor consideration in developing their bid:

- Please see [Exhibit A](#) for a map that specifies placement of the flexposts. Existing flexposts between Toulouse and St. Philip should be replaced and upgraded at the existing curb extensions and where marked to protect the bike lane.

- Please see [Exhibit B](#) which illustrates two flexpost option examples. Vendor is encouraged to provide pricing on both of these options while also including any other products for FQMD to consider that meet stated requirements.

Asphalt “Paint” Project

Pedestrian and bike spaces along N. Rampart St. should be in-filled with brighter Methyl Methacrylate (MMA) resin coloring. The areas are currently outlined with white reflective thermoplastic, which should be left in place or replaced. See [Exhibit C](#) for examples of paint applications.

- Bike lane paint is required to be a standard ‘bike lane green’
- Curb extensions should be painted with a brick red

Note that the FQMD will partner with the Department of Public Works on final paint color selection as part of the implementation process.

Specific considerations include but are not limited to:

- While FQMD is responsible for obtaining city permits for this work, Vendor is responsible for required notice & signage, police detail or equipment associated with shutting down the road area to do the work, etc
- While FQMD believes that MMA is an appropriate and suitable product to achieve the intended outcome, Vendor may propose alternative products based on best practices and their experience
- Vendor is responsible for removing and disposing of existing flexible posts
- As part of the implementation, FQMD must provide written approval prior to purchase of any product associated with an accepted bid

Implementation Timeline

FQMD requests that all work be completed & mutually signed off by the Vendor and FQMD by June 14, 2024. Vendor is encouraged to submit their implementation timeline as part of their submission to this RFP, including expected activities that the FQMD needs to undertake to meet this deadline.

Section 3 - RFP Terms and Conditions

Rights of the French Quarter Management District

FQMD reserves the right to reject any and all proposals, including best and final offers and to seek additional proposals if required.

FQMD reserves the right to alter or waive the terms and conditions of this RFP in its sole discretion at any time prior to the award of an agreement.

FQMD hereby notifies all prospective Vendors that the offer of the RFP is for a response from the Vendors. A response to the RFP and receipt of it shall not be considered an acceptance of services from the Vendor. Receipt of this RFP or the submission of a proposal by any Vendor shall not obligate FQMD or any affiliate to enter into a contract for services from a Vendor.

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Most Favorable Terms

FQMD reserves the right to select a Vendor without further discussion of the response submitted. Therefore, the response should be submitted on the most favorable terms the Vendor is willing to propose.

Costs

The Vendor shall entirely bear any and all costs and expenses directly or indirectly associated with the preparation of a Proposal and any other documents requested by FQMD, the performance of negotiations or review of the Agreement (if any) and to carry out and complete this RFP selection process including the fees and disbursements of its advisers and representatives.

Licenses

As part of the RFP submittal, Vendor must include licenses for any of their systems, software or tools that will be required for FQMD or its agents to utilize its services and those licenses must be included as part of the RFP cost basis for the full term of the services provided.

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The Vendor is invited but not bound to participate in the RFP selection process. If any Vendor invited to this RFP selection process does not intend to formulate any response to it or if at any time it is no longer interested in the selection process, the Vendor agrees to inform FQMD,

destroy all information provided to Vendor by FQMD and confirm in writing their compliance with this paragraph.

Publicity

Throughout the RFP process, neither Party may advertise or promote using the name of the other Party, use the name on its website or in any of its advertising, publicity or promotional material, nor issue any press release announcing any Agreement or any Statement of Work or otherwise discuss the Agreement or any Statement of Work with the press or the public, without the express prior written consent of the other Party in each instance. You may only disclose the name of FQMD in public reporting when such disclosure is required by law.

Termination of RFP Process

FQMD reserves the right to discontinue the RFP process at any time and makes no commitments, implied or otherwise, that a response to this RFP will result in a contract for Services.

French Quarter Management District Use of Proposal Ideas

FQMD shall have the right to use any or all ideas presented in any proposal received in response to this RFP. Vendor should not include any information it considers proprietary in its response to this RFP. The parties need to separately agree in writing to anything that will be considered proprietary to the Vendor.

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Vendor must deliver its complete Proposal on or before the indicated due date. Late Proposals may be disqualified from consideration.

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The response to this RFP must be certified by an authorized signatory of Vendor's organization with the authority to commit to all information and pricing on behalf of its organization as specified in its response. Details of that person's position must be provided together with all requested deliverables by Vendor on the dates as detailed elsewhere in this document. Submission of the Vendor's Proposal shall be considered an offer and FQMD may accept such offer without further discussion.

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- Role: Executive Director, French Quarter Management District
- Primary Email: kfrankic@fqmd.org

Queries and questions that are raised during the RFP process and the associated responses will be communicated anonymously to all Vendors to ensure transparency and openness, unless in the opinion of FQMD, there is a sound reason for not doing so.

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Section 5 – RFP Documents and Information

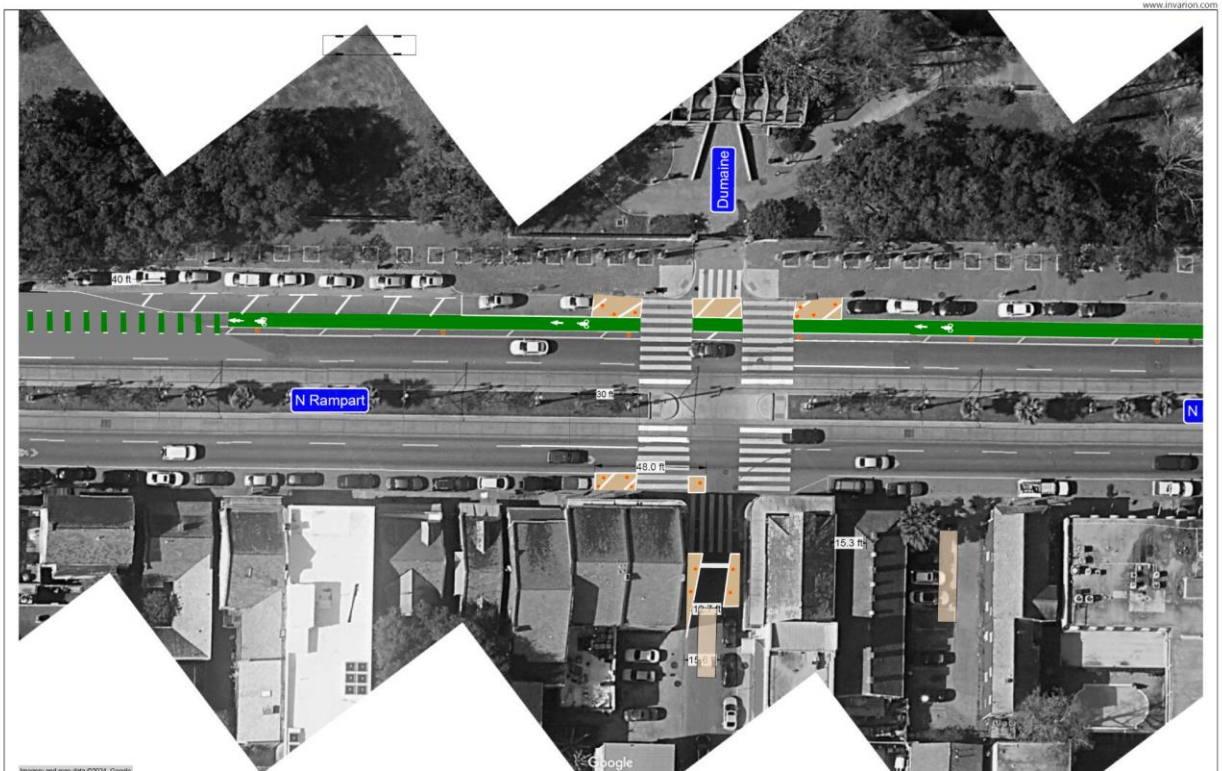
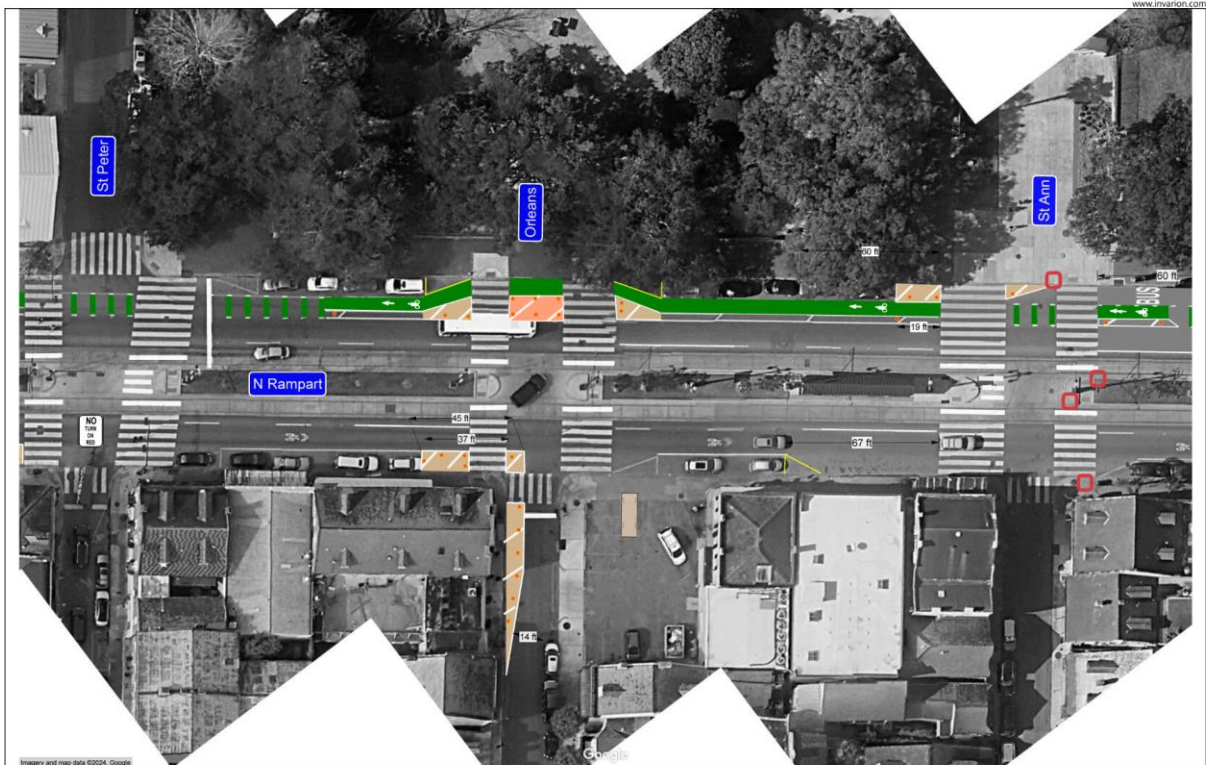
The information supplied in this Document and its Exhibits as well as any additional data or information provided by FQMD will enable the Vendor to submit a Proposal. It is the Vendor's responsibility to request any additional information or data it deems necessary to its commitment and to raise potential inconsistencies it may detect.

Due to the nature of this RFP, all requirements are noted in [Section 2](#) with Exhibits provided in [Section 6](#).

Section 6 – Appendix

Exhibit A





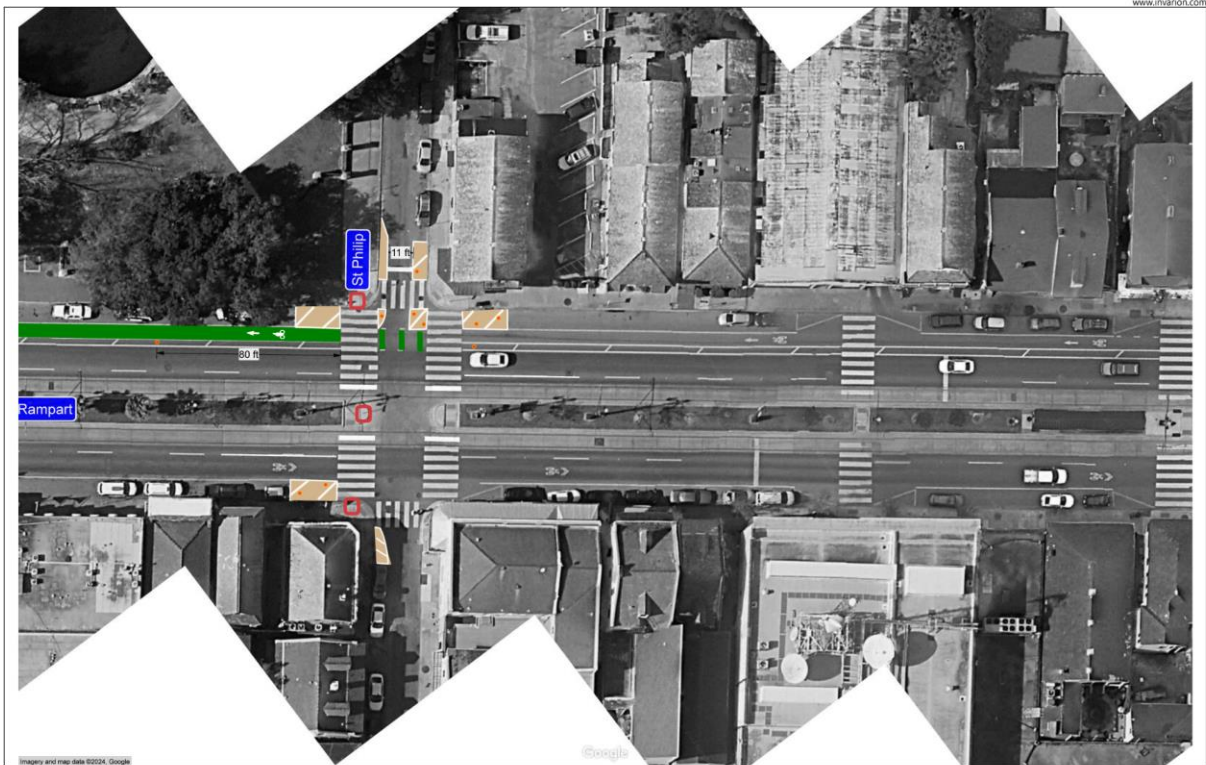


Exhibit B

Option 1

[Global Industrial™ Spring Loaded Bollard, 42" H x 2-1/2" Diameter, Powder Coated Yellow](#)



Option 2

[K71 Flexible Traffic Post](#)

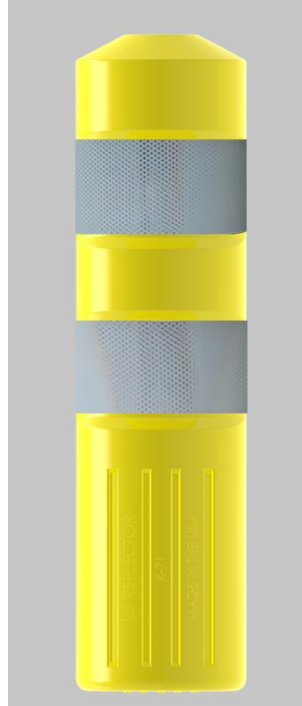


Exhibit C



LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: _____

(Owner to provide name and address of owner)

BID FOR: _____

(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: _____ and dated: _____
(Owner to provide name of entity preparing bidding documents.)

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) _____.

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:
_____ Dollars (\$ _____)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:
_____ Dollars (\$ _____)

Alternate No. 2 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:
_____ Dollars (\$ _____)

Alternate No. 3 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:
_____ Dollars (\$ _____)

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

LOUISIANA CONTRACTOR'S LICENSE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY OF BIDDER: _____

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: _____

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: _____

DATE: _____

THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** **A CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA R.S. 38:2218(A) attached to and made a part of this bid.

LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM

TO: _____

(Owner to provide name and address of owner)

BID FOR: _____

(Owner to provide name of project and other identifying information)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
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REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

Wording for “DESCRIPTION” is to be provided by the Owner.

All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner

Request for Proposal

NORTH RAMPART PEDESTRIAN SAFETY & SIGNAGE
INITIATIVE

FEBRUARY 2024

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Section 1 - Introduction

This document provides information for the Vendor on how to respond to this Request for Proposal (RFP) and consists of the following five sections:

Section 1 “Introduction” is the opening section of the document which sets out the structure of the document and provides the confidentiality clauses applicable to the provided documentation.

Section 2 “Background and Context” this section provides an explanation of current context and objectives of the RFP.

Section 3 “RFP terms and conditions” contains key information regarding general terms and conditions of the RFP process.

Section 4 “RFP process instructions” contains information regarding the RFP process timeline, general instructions and a view of the subsequent steps.

Section 5 “RFP documents and information” includes the list of deliverables Vendors are expected to provide in response to this RFP. Vendors are requested to kindly adhere to the format provided by the French Quarter Management District (FQMD) to allow us to perform the evaluation and selections within the envisaged timeframe.

Disclaimer

While information contained in this RFP is believed to be accurate at the time of its issuance, FQMD makes no representation or warranty, express or implied, with respect to the completeness, accuracy or utility of this RFP or any information or opinion contained therein. Any use or reliance on the information or opinion is at the risk of the Vendor and FQMD shall not be liable for any damage or injury incurred by any person arising out of the completeness, accuracy or utility of any information contained in this RFP.

This RFP is not an offer to enter a contract but is merely a request for the Vendor to submit a proposal. The terms and conditions under which FQMD will use the services of a chosen Vendor will be set out in a written, definitive agreement, signed by the parties.

Although FQMD will take all reasonable effort to provide complete and accurate information to Vendors, FQMD makes no representation or warranties regarding the accuracy or completeness of the information contained in this RFP, its exhibits, appendices or in FQMD answers to any Vendor questions. Each Vendor is responsible for making its own evaluation of information and data provided as part of this RFP process in preparing and submitting its proposal.

No additions or other changes to the original proposal will be allowed after submittal. While changes are not permitted, clarifications at the request of FQMD may be required and such clarifications will be provided to FQMD at the sole expense of the Vendor. All responses shall remain valid for a period of 180 days from the date of the last submission set forth in the response schedule in the RFP.

In submitting a proposal, the Vendor implicitly states that the proposal is not made in connection with any competing Vendor submitting a separate response to the RFP and is in all respects fair and without collusion or fraud. It is further implied that the Vendor did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance and that no employee of FQMD or its agents involved in this RFP process participated directly or indirectly in the Vendor's proposal preparation.

FQMD is subject to the Louisiana Public Records Law, LA R.S. 441:1, *et seq.*, which governs the public disclosure of certain records maintained by the FQMD. Proposal submission materials will generally be made available for inspection and copying upon written request, except when exempted from disclosure by law.

Ethics

FQMD calls the attention of all potential Respondents to the Louisiana Ethics Code, La. R.S. 42:1101, *et seq.* Those laws prohibit FQMD from doing business with any of its current directors or those who have served on the FQMD within the past two (2) years or from doing business with certain companies with which the following persons are connected.

2024 Commissioners:	Commissioners Serving in the Past Two Years:
David Bilbe Glade Bilby Christine Bondio Steve Caputo Jane Cooper Jerome A. "Alex" Fein Mamie Gasperecz Susan "Sue" Klein Christian Pendleton Heidi Raines Frank Zumbo	Gail Cavett Matthew Emory Jack Rizzuto Robert "Bob" Simms Robert Watters

Insurance

Before an Agreement is executed, the selected Respondent must provide its current certificate(s) of insurance for the types and amounts of coverage as indicated in the Agreement.

Section 2 - Background and Context

About the French Quarter Management District

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. 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.

Background and Objectives of this RFP

FQMD is seeking a Vendor that can provide expertise to improve pedestrian safety on North Rampart Street near Armstrong Park, between Toulouse Street and St. Philip Street by installing rectangular rapid flashing beacons & stop for pedestrian signage.

Project Objectives:

- Enhance crosswalk visibility with additional signage

RFP Scope and Challenges

Solar powered Rectangular Rapid Flashing Beacons (RRFB) should be installed at St. Ann and St. Philip. See [Exhibit A](#) (Map) for required count and placement. Details are as follows:

- Two beacons need to be placed facing each direction of traffic, a total of four beacons are needed at each intersection. Beacons should be linked so that when one button is pressed, all signals will flash to warn vehicle traffic of pedestrians attempting to cross.

All RRFBs require a signal base to match City of New Orleans crosswalks. Please see [Exhibit B](#) for an example of in-use signal bases approved and installed by the Department of Public Works. For reference, FQMD is providing the Department of Public Works guidelines for reference. https://highways.dot.gov/sites/fhwa.dot.gov/files/RRFB_508.pdf

Considerations for this project include but are not limited to:

- While FQMD is responsible for obtaining city permits for this work, Vendor is responsible for required notice & signage, police detail or equipment associated with shutting down the road area to do the work, etc
- Vendor is responsible for proposing flashing beacons & signage as part of their bid

- FQMD, in partnership with the Department of Public Works, is responsible for approving proposed beacons & signage; FQMD will manage this process
- Vendor is responsible for both implementing and testing flashing beacons prior to requesting project sign-off
- Vendors are requested to provide pricing for a 24 month maintenance schedule as part of their bid which may or not be part of the final decision

Implementation Timeline

FQMD requests that all work be completed & mutually signed off by the Vendor and FQMD by May 31, 2024. Vendor is encouraged to submit their implementation timeline as part of their submission to this RFP, including expected activities that the FQMD needs to undertake to meet this deadline.

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Section 5 – RFP Documents and Information

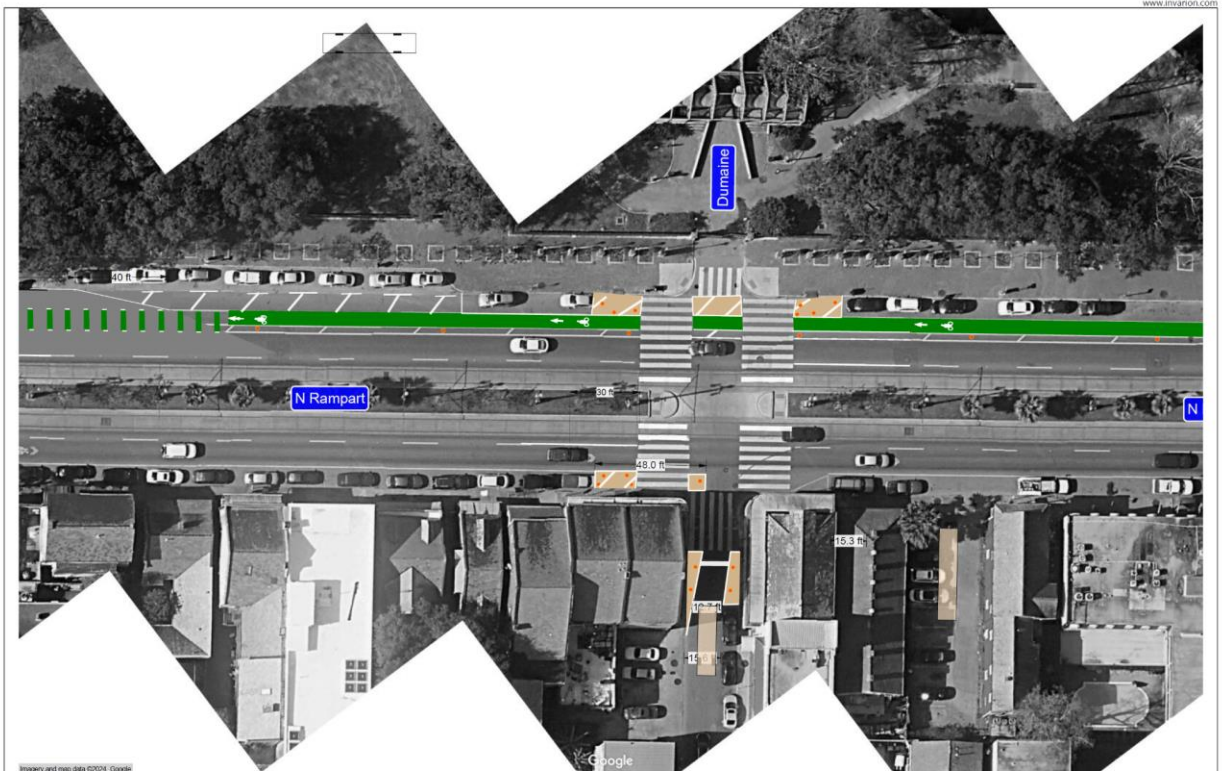
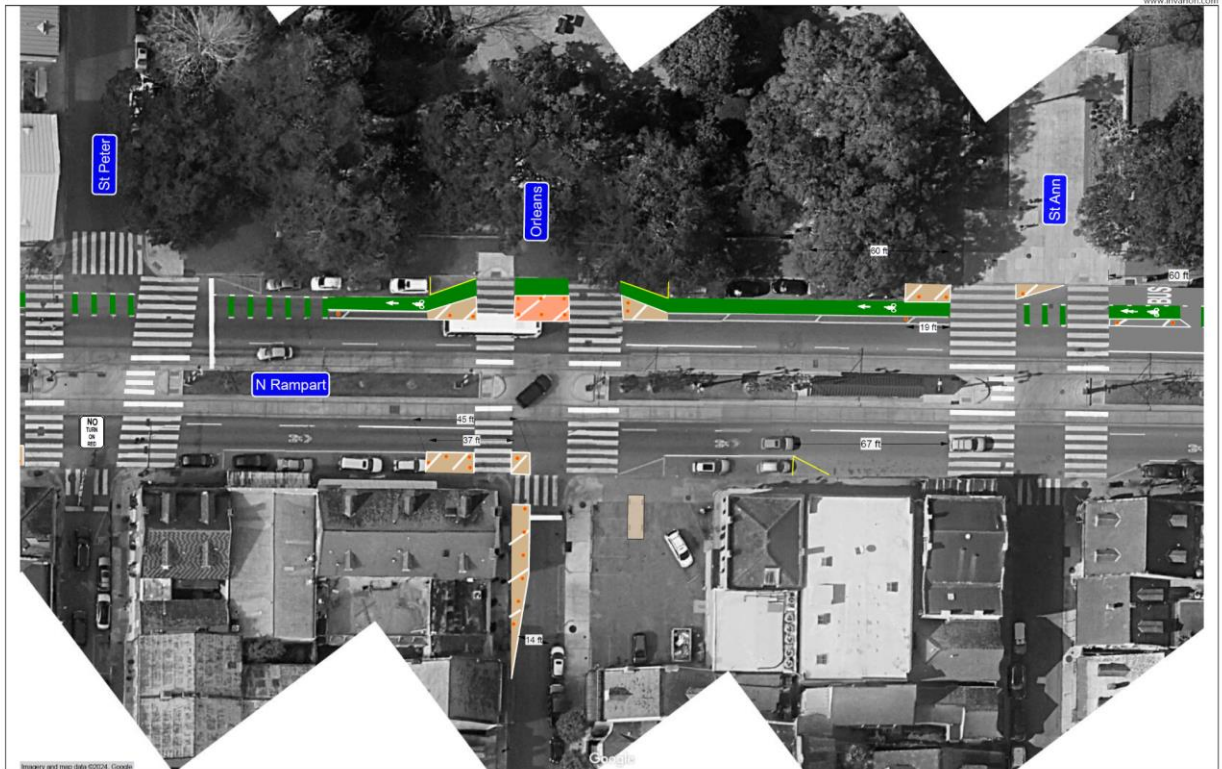
The information supplied in this Document and its Exhibits as well as any additional data or information provided by FQMD will enable the Vendor to submit a Proposal. It is the Vendor's responsibility to request any additional information or data it deems necessary to its commitment and to raise potential inconsistencies it may detect.

Due to the nature of this RFP, all requirements are noted in [Section 2](#) with Exhibits provided in [Section 6](#).

Section 6 – Appendix

Exhibit A





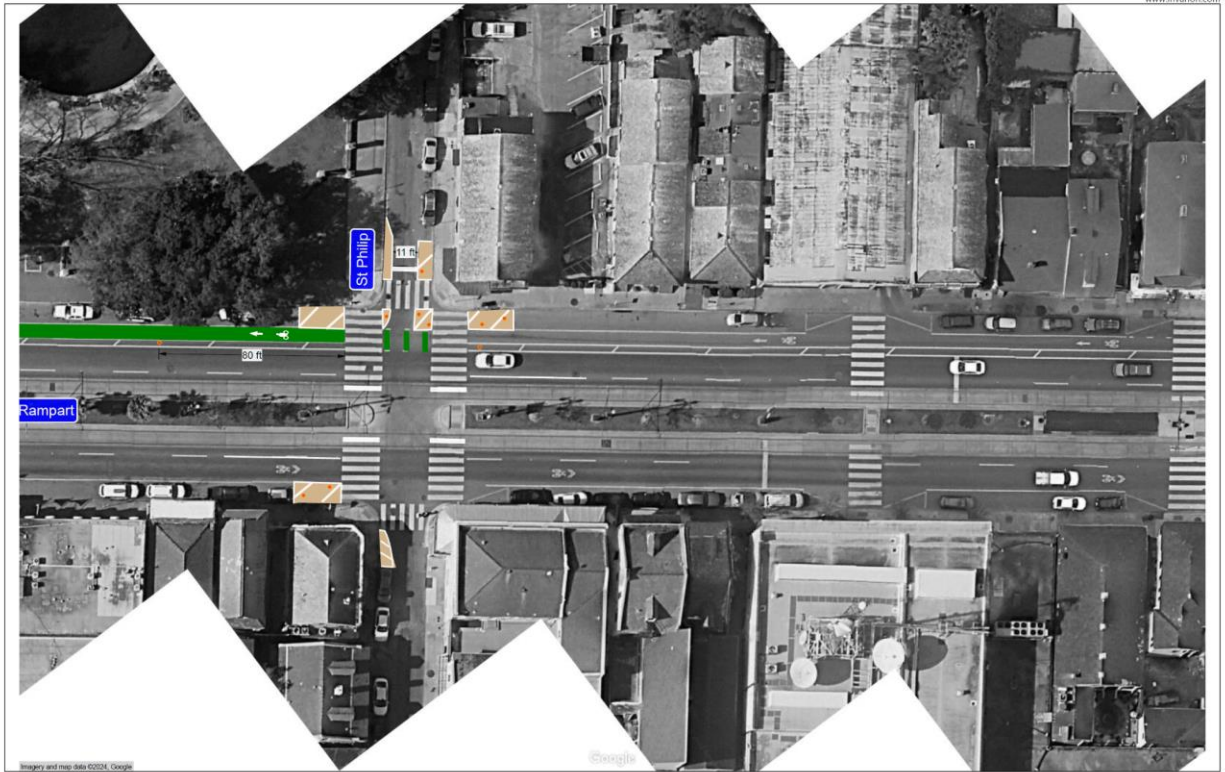


Exhibit B

Carrollton Ave @ the Lafitte Greenway



LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: _____

(Owner to provide name and address of owner)

BID FOR: _____

(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: _____ and dated: _____
(Owner to provide name of entity preparing bidding documents.)

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) _____.

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:
_____ Dollars (\$ _____)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:
_____ Dollars (\$ _____)

Alternate No. 2 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:
_____ Dollars (\$ _____)

Alternate No. 3 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:
_____ Dollars (\$ _____)

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

LOUISIANA CONTRACTOR'S LICENSE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY OF BIDDER: _____

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: _____

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: _____

DATE: _____

THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** **A CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA R.S. 38:2218(A) attached to and made a part of this bid.

LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM

TO: _____

(Owner to provide name and address of owner)

BID FOR: _____

(Owner to provide name of project and other identifying information)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# ____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>)

Wording for “DESCRIPTION” is to be provided by the Owner.

All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner

Request for Proposals

MARKETING & PUBLIC RELATIONS SERVICES

FEBRUARY 2024



Request for Professional Services Proposals

Marketing & Public Relations Services

February 19, 2024

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 qualified professional marketing and public relations vendors ("Respondents") for a full range of public relations, branding, and marketing services. The qualified vendor will provide necessary services that will enable FQMD to:

- Ensure that FQMD maximizes public awareness of the agency, its' overall purpose, and the programs within.
- Modernize FQMD's online presence to further increase public outreach.
- Ensure consistency by defining and adhering to brand standards that will aid in agency recognition.
- Foster and enhance community relationships.
- Prioritize efficient communication with the public.
- Provide public relations support to FQMD staff and Board of Commissioners.

FQMD is NOT required to award any Agreement based solely on proposal pricing and may cancel this Request For Proposals ("RFP") and not award an Agreement in its sole discretion for any reason.

FQMD is subject to the Louisiana Public Records Law, La. R.S. 441:1, *et seq.*, which governs the public disclosure of certain records maintained by the FQMD. Proposal submission materials will generally be made available for inspection and copying upon written request, except when exempted from disclosure by law.

Costs of preparation or any other costs incurred to respond to the RFP and any costs associated with any administrative or judicial proceedings resulting from the solicitation process are the sole responsibility of the Respondent.

II. SCOPE OF SERVICES

This section summarizes the services to be provided to FQMD. FQMD is looking for a vendor that will provide a consistently high level of marketing and public relations services, and agency promotion. FQMD

expects the vendor proposal to define, in detail, the approach to be used to strategize and improve its' existing online presence and public outreach. Each proposal should take into consideration the following key requirement areas (See A thru G of this section); and each vendor must be equipped to meet each requirement area.

- A. Develop a strategic marketing plan that will complement the FQMD's overall purpose, programs, and initiatives, and increase public awareness of the agency. This plan should be created in conjunction with FQMD stakeholders within 45 days of a contract being issued and should be implemented over a 12 month period aligning with FQMD's calendar year.
- B. Establish streamlined FQMD brand standards and templates which will be utilized for FQMD's website, public notices, press releases, and communications.
- C. Redesign and improve the user and mobile friendly interface of FQMD's website to effectively disseminate data to the public and should apply to all form factors, including desktop, mobile, and tablet. The redesign of the website should be easily updatable by FQMD staff. The redesign should split programs into individual program awareness pages. Updated analytics of website traffic should be provided.
- D. Provide public relations counsel, assistance, and execution. The vendor will aid in promotion of FQMD to respective audiences. The vendor will commit to being available for any potential future crisis management plan with fees for that to be determined.
- E. Develop and implement awareness campaigns to educate the public of FQMD's programs for public safety, quality of life, supplemental sanitation, and any other potential programs that may be created. Examples of these programs include:
 - Keep the Quarter Clean
 - Glass Recycling for Coastal Restoration
 - Remove, Lock, Take
 - North Rampart Pedestrian Safety Improvements
 - Supplemental Police Patrol Program
 - Upper Quarter Patrol
- F. Amplify public awareness of FQMD to generate exposure and community engagement.

III. PROPOSAL REQUIREMENTS

A. Electronic Proposals

The following shall be included in the submission:

1. Qualifications Summary (12-page limit): Respondents should provide a summary stating how they meet the Scope of Work forth in Section II A through F. One to two examples of previous Marketing Plans created by the vendor should be provided.
2. Resumes & List of Referrals: Respondents should include detailed resumes or curricula vitae for the principals performing the Services and a list of three professional references, preferably related to work/services that are similar to the Services to be performed under this procurement, and contact information.

3. Price Proposal: Respondents should provide a pricing proposal with as much specificity as possible to charge FQMD to provide the Services sent electronically, marked with the Respondent's name and "Request for Proposals – Marketing and Public Relations Services."
4. Authorized Signatory: Respondents should provide the name of the individual who will be authorized to sign an Agreement on its behalf if the event that its proposal is accepted; including his/her contact information.

B. Submission Instructions

A complete electronic copy of the proposal, required forms, and additional/optional information, shall be submitted via email to coordinator@fqmd.org

Proposals shall be delivered to the Coordinator no later than 11:00 a.m. (CST) on Thursday, March 7, 2024. FQMD will not accept proposals after this deadline or allow any Respondent to change or submit additional information after the deadline.

Any Respondent failing to submit any material information will be considered non-responsive.

IV. BOARD CONTACT

All questions, correspondence, inquiries, and other communications regarding this procurement shall be directed to Board of Commissioners of the French Quarter Management District, Coordinator, 400 N. Peters Street, Suite 206, New Orleans, LA 70130 or coordinator@fqmd.org no later than 5:00 p.m. (CST) on Tuesday, February 27, 2024. All questions will be answered via addenda and will be posted on the FQMD's website at: <https://fqmd.org/opportunities>

V. TENTATIVE SCHEDULE

Anticipated Proposal Timetable:

RFP Release	Tuesday, February 20, 2024
Respondents' Questions Due	Tuesday, February 27, 2024
Proposal Submissions Due	Thursday, March 7, 2024
Vendor Selected & Communication	Friday, March 15, 2024

FQMD will make every effort to administer the proposal process in accordance with the terms and dates outlined in the request for proposals, but FQMD reserves the right to modify the proposal process and dates as deemed necessary.

VI. ETHICS

FQMD calls the attention of all potential Respondents to the Louisiana Ethics Code, La. R.S. 42:1101, *et seq.* Those laws prohibit FQMD from doing business with any of its current directors or those who have served on the FQMD within the past two (2) years or from doing business with certain companies with which the following persons are connected.

2024 Commissioners:	Commissioners Serving in the Past Two Years:
David Bilbe Glade Bilby Christine Bondio Steve Caputo Jane Cooper Jerome A. "Alex" Fein Mamie Gasperecz Susan "Sue" Klein Christian Pendleton Heidi Raines Frank Zumbo	Gail Cavett Matthew Emory Jack Rizzuto Robert "Bob" Simms Robert Watters

VII. INSURANCE

Before an Agreement is executed, the selected Respondent must provide its current certificate(s) of insurance for the types and amounts of coverage as appropriate, which name FQMD as additionally insured.

DRAFT

FRENCH QUARTER MANAGEMENT DISTRICT

Request for Professional Services Proposals: Marketing and Public Relations Services

FORM KPI

KEY PERSONNEL INFORMATION

Include Key Personnel Employed by Prime and any Sub-Consultants

Complete Chart as Applicable Specifically to this Proposal

Prime Consultant Name: _____

Lead Personnel	Name	Years of Applicable Experience	Professional Registration and/or Certification (if applicable)	Area of Expertise for this Contract (refer to minimum personnel requirements in RFQ)	Firm Employed By for This Contract	Percent of Time Dedicated to This Contract	Primary Office Location (CITY, STATE)
Project Manager							

**LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Governments)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana state and local government agencies. The completed and signed questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution.

The completed and signed questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the auditor at the beginning of the audit.** The auditor will, during the course of his/her regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her audit. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J Waguespack, CPA
Louisiana Legislative Auditor

Enclosure

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Government Agencies)

_____ (Date Transmitted)

Ericksen, Krentel, & LaPorte LLP (CPA Firm Name)

4227 Canal Street (CPA Firm Address)

New Orleans, LA 70119 (City, State Zip)

In connection with your audit of our financial statements as of _____ and for

January 1 – December 31, 2023
(period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial
statements in accordance with accounting principles generally accepted in the United States of America,
to assess our internal control structure as a part of your audit, and to review our compliance with
applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following
representations. These representations are based on the information available to us as of

(date completed/date of the representations).

PART I. AGENCY PROFILE

1. Name and address of the organization.

French Quarter Management District
400 N. Peters Street, Suite 206
New Orleans, LA 70130

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

According to the US Census Bureau, as of July 1, 2021, the population of Orleans Parish was 376,971
(latest available figure)

3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

Please see attached (A). FQMD has 13 members of the Board of Commissioners and one staff (Executive Director)

4. Period of time covered by this questionnaire.

January 1 – December 2023

5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

R.S. 25: 7796-799

6. Briefly describe the public services provided.

French Quarter Management District is tasked to improve quality of life, sanitation, infrastructure, and public safety in the French Quarter.

7. Expiration date of current elected/appointed officials' terms.

See attached B

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$250,000 have been publicly bid.

B) All material and supply purchases exceeding \$60,000 have been publicly bid.

Yes [x] No [] N/A []

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [x] No [] N/A []

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [x] No [] N/A []

PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable:

A. Local Budget Act

1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).

2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that defined the authority of the chief executive and administrative officers to make budgetary amendments within various budget classifications without approval by the governing authority, as well as those powers reserved solely to the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).

3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).

4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).

5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.

6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).

7. After adoption, a certified copy of the budget has been retained by the chief executive officer or

equivalent officer (R.S. 39:1309).

8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).

9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds-from the requirement to amend revenues.)

Yes ☒ No ☐ N/A ☐

B. State Budget Requirements

1. The state agency has complied with the budgetary requirements of R.S. 39:33.

Yes ☐ No ☐ N/A ☒

C. Licensing Boards

1. The licensing board has complied with the budgetary requirements of R.S. 39:1331-1342.

Yes ☐ No ☐ N/A ☒

PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and 515, and/or 33:463.

Yes ☒ No ☐ N/A ☐

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes ☒ No ☐ N/A ☐

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes ☒ No ☐ N/A ☐

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes ☒ No ☐ N/A ☐

16. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes ☒ No ☐ N/A ☐

17. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes ☒ No ☐ N/A ☐

18. We have remitted all fees, fines, and court costs collected on behalf of other entities, in compliance with applicable Louisiana Revised Statutes or other laws.

Yes ☐ No ☐ N/A ☒

19. We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes [] No [] N/A [x]

PART VI. MEETINGS

20. We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:11 through 42:28.

Yes [x] No [] N/A []

PART VII. ASSET MANAGEMENT LAWS

21. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable.

Yes [x] No [] N/A []

PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

22. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable.

Yes [x] No [] N/A []

PART IX. DEBT RESTRICTION LAWS

23. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [x] No [] N/A []

24. We have complied with the debt limitation requirements of state law (R.S. 39:562).

Yes [] No [] N/A [x]

25. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62).

Yes [] No [] N/A [x]

PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS

26. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes [x] No [] N/A []

27. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [x] No [] N/A []

28. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes [x] No [] N/A []

PART XI. ISSUERS OF MUNICIPAL SECURITIES

29. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes [] No [] N/A [x]

PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Parish Governments

30. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, R.S. 48:755(A).
- B. Development of a capital improvement program on a selective basis, R.S. 48:755.
- C. Centralized purchasing of equipment and supplies, R.S. 48:755.
- D. Centralized accounting, R.S. 48:755.
- E. A construction program based on engineering plans and inspections, R.S. 48:755.
- F. Selective maintenance program, R.S. 48:755.
- G. Annual certification of compliance to the auditor, R.S. 48:758.

Yes [] No [] N/A [x]

School Boards

31. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-400.

Yes [] No [] N/A [x]

32. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

Yes [] No [] N/A [x]

33. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will be applied to such schedules and performance measurement data:

Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenue Sources
- Schedule 2, Class Size Characteristics

We have also, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules, and recognize that although the schedules will not be included in the agreed-upon procedures report, the content of the schedules will be tested and reported upon by school board auditors in the school board performance measures agreed-upon procedures report:

- Education Levels of Public School Staff
- Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Public School Staff Data: Average Salaries

We understand that the content of the first two schedules will be tested and reported upon together.

Yes [] No [] N/A [x]

Tax Collectors

34. We have complied with the general statutory requirements of R.S. 47.

Yes [] No [] N/A [x]

Sheriffs

35. We have complied with the state supplemental pay regulations of R.S. 40:1667.7.

Yes [] No [] N/A [x]

36. We have complied with R.S. 13:5535 relating to the feeding and keeping of prisoners.

Yes [] No [] N/A [x]

District Attorneys

37. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.

Yes [] No [] N/A [x]

Assessors

38. We have complied with the regulatory requirements found in R.S. Title 47.

Yes [] No [] N/A [x]

39. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

Yes [] No [] N/A [x]

Clerks of Court

40. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.

Yes [] No [] N/A [x]

Libraries

41. We have complied with the regulations of the Louisiana State Library.

Yes [] No [] N/A [x]

Municipalities

42. Minutes are taken at all meetings of the governing authority (R.S. 42:20).

Yes [] No [] N/A [x]

43. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528).

Yes [] No [] N/A [x]

44. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28).

Yes [] No [] N/A []

Airports

45. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.

Yes [] No [] N/A [x]

46. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).

Yes [] No [] N/A [x]

47. All project funds have been expended on the project and for no other purpose (R.S. 2:810).

Yes [] No [] N/A [x]

48. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).

Yes [] No [] N/A [x]

Ports

49. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.

Yes [] No [] N/A [x]

50. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).

Yes [] No [] N/A [x]

51. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).

Yes [] No [] N/A [x]

52. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).

Yes [] No [] N/A [x]

53. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461).

Yes [] No [] N/A [x]

Sewerage Districts

54. We have complied with the statutory requirements of R.S. 33:3881-4159.10.
Yes [] No [] N/A [x]

Waterworks Districts

55. We have complied with the statutory requirements of R.S. 33:3811-3837.
Yes [] No [] N/A [x]

Utility Districts

56. We have complied with the statutory requirements of R.S. 33:4161-4546.21.
Yes [] No [] N/A [x]

Drainage and Irrigation Districts

57. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts); R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or R.S. 38:2101-2123 (Irrigation Districts), as appropriate.
Yes [] No [] N/A [x]

Fire Protection Districts

58. We have complied with the statutory requirements of R.S. 40:1491-1509.
Yes [] No [] N/A [x]

Other Special Districts

59. We have complied with those specific statutory requirements of state law applicable to our district.
Yes [x] No [] N/A []

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you and the Legislative Auditor any known noncompliance that may occur subsequent to the issuance of your report.

Secretary _____ Date

Treasurer _____ Date

President _____ Date

EMPLOYEE REVIEW PROTOCOL

ADDENDUM TO POLICY AND PROCEDURES MANUAL FOR UNCLASSIFIED EMPLOYEES

PURPOSE

The purpose of the Employee Review Protocol is to provide a clear process and timeline by which employee reviews shall be undertaken and any resulting merit-based salary increases shall be effective.

PROTOCOL

All employee reviews shall be conducted annually using the approved performance tool by the end of each calendar year by the sitting Board Chair and Vice-Chair, or their designee. Employee reviews shall be based upon the employee's execution of their job description and goals set out annually, in writing, between the employee and the Board Chair. Merit-based salary increases resulting from the employee review shall begin January 1st of the following year. If there is any delay in processing the employee review and merit-based salary increase, the increase shall be retroactive to January 1st of the new year.

Finance & Development Committee Approved

Date

Chair Signature

Board of Commissioners Approved

Date

Chair Signature

LIVABILITY COMMITTEE

2024 WORK PLAN

INFRASTRUCTURE

Improve existing assessment programs and develop new programming with partners to address challenges with infrastructure in the French Quarter

- Maintain communications with and support of Downtown Development District for synergy, focus on 100 blocks and unified priorities
- Maintain communications with Quality of Life Officers

N RAMPART

- Pedestrian, Vehicle and Bicycle Safety: Execute plan for North Rampart Street traffic calming measures designed and implemented to reduce multi-modal collisions
- Develop a metric to measure success of traffic calming interventions
- Continue work with Department of Public Works to implement permanent solutions
- Identify strategic partners to improve stormwater management

SIDEWALKS

- Update 2019 Sidewalk Assessment to include:
 - Create a universal standard for sidewalks and advocate for ADA compliance
 - Establishment of ADA Compliance Assessment in partnership with New Orleans & Company
 - Launch of street signs survey & recommendations
 - Develop partnership with the Department of Public Works to launch a curb use study
- Establish strategic partnerships to improve user experience with public transit in the French Quarter

LIGHTING

- Advocate for lighting improvements that offer historically appropriate installations that provide a sense of security and place
- Support Security & Enforcement Committee focus on repair and maintenance of existing streetlights

CLEANLINESS

Champion sanitary conditions throughout the French Quarter

SANITATION SERVICES

- Engage with the City to provide input and monitor new contract negotiation and bidding
- Continue to work with the City's contractors to improve services and provide transparency on Key Performance Indices
- Identify stakeholder partners on a Sanitation Services Best Practices Study
- Facilitate execution of Glass Half Full recycling plan, communications, and reporting

KEEP THE QUARTER CLEAN

- Grow investment in litter abatement and beautification with outreach events with strategic partnerships
- Maintain cleanliness vigilance and communications per Keep Louisiana Beautiful affiliate status

HOMELESSNESS

Identify opportunities to build on existing partnerships that will benefit the District

- Fund and support Travelers Aid Society of Greater New Orleans case workers for street outreach launch; establish metrics for success and transparent reporting
- Identify new strategic partnerships through working with the City of New Orleans, UNITY of Greater New Orleans and New Orleans & Company in their efforts to address homelessness within the French Quarter
- Fund and support Covenant House case workers for street outreach launch; establish metrics for success and transparent reporting

French Quarter MANAGEMENT DISTRICT

2023 Annual Report

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.



2023 Board of Commissioners

Vieux Carré Commission Chairperson	Mamie Gasperecz
Vieux Carré Property Owners, Residents and Associates	Jane Cooper
Louisiana Restaurant Association	Christian Pendleton
Greater New Orleans Hotel & Lodging Association: Canal to Iberville	Frank Zumbo
Greater New Orleans Hotel and Lodging Association: Vieux Carré	David Bilbe
French Quarter Business Association	Christine Bondio
French Quarter Business League	Jack Rizzuto / Alex Fein
Mayor - Business owner headquartered in district	Matthew Emory
Mayor - Domiciliary and qualified elector	Robert Simms
French Quarter Citizens	Glade Bilby
North Rampart Main Street	Sue Klein
New Orleans & Company	Steve Caputo
City Councilmember District C	Heidi Raines

2023 Officers & Committee Leadership

Chair	Heidi Raines	Finance & Development	Frank Zumbo, Chair Heidi Raines, Vice-Chair
Vice-Chair	Mamie Gasperecz	Government Affairs	Christian Pendleton, Chair Glade Bilby, Vice-Chair
Treasurer	Frank Zumbo	Livability	Mamie Gasperecz, Chair Erin Holmes, Vice-Chair
Secretary	Sue Klein	Security & Enforcement	Jane Cooper, Chair Steve Caputo, Vice-Chair

French Quarter Economic Development District

Approved in 2021 with 72% of the vote, the special sales tax for public safety within the [French Quarter Economic Development District](#) (FQEDD) is collected in the French Quarter.

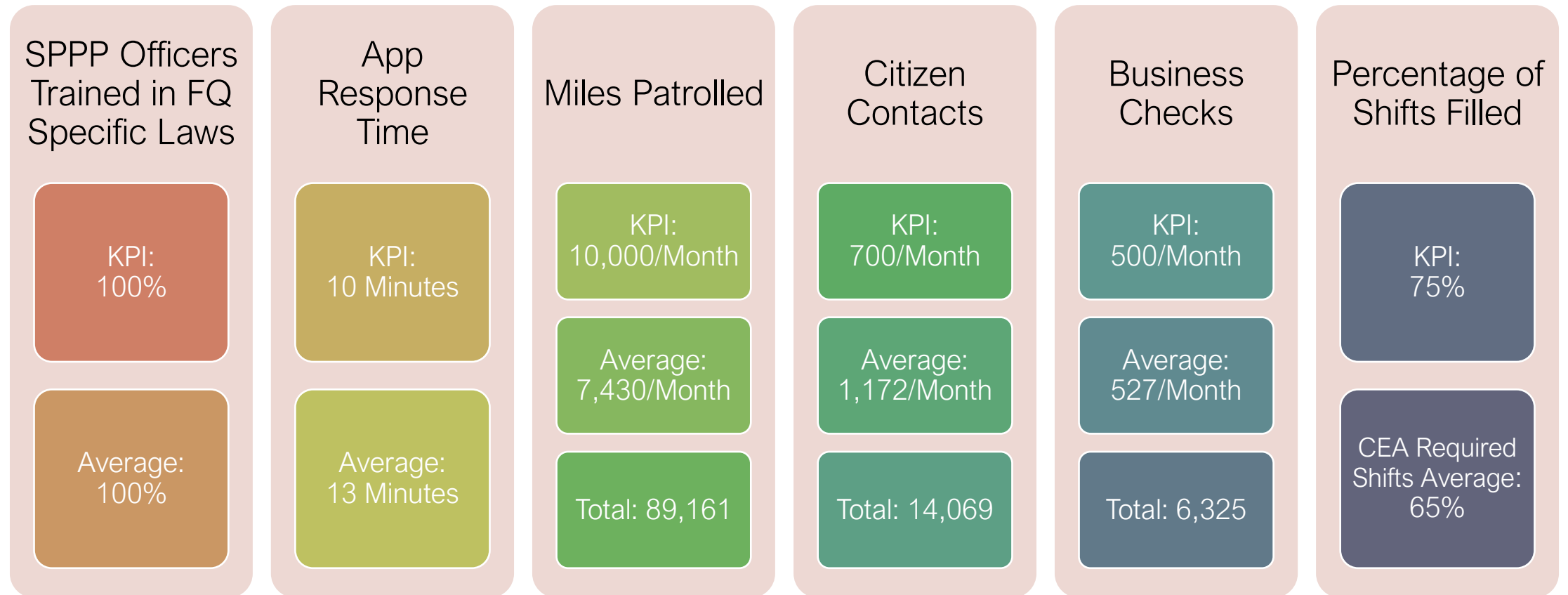
The FQEDD Trust Fund is administered by the French Quarter Management District which provides fiscal and operational oversight, and quarterly budget and expenditure reports to the City Council.

The FQMD hosts monthly meetings with Agreement Monitors representing the City, NOPD, and City Council to track the performance of the programs funded by the Trust Fund.

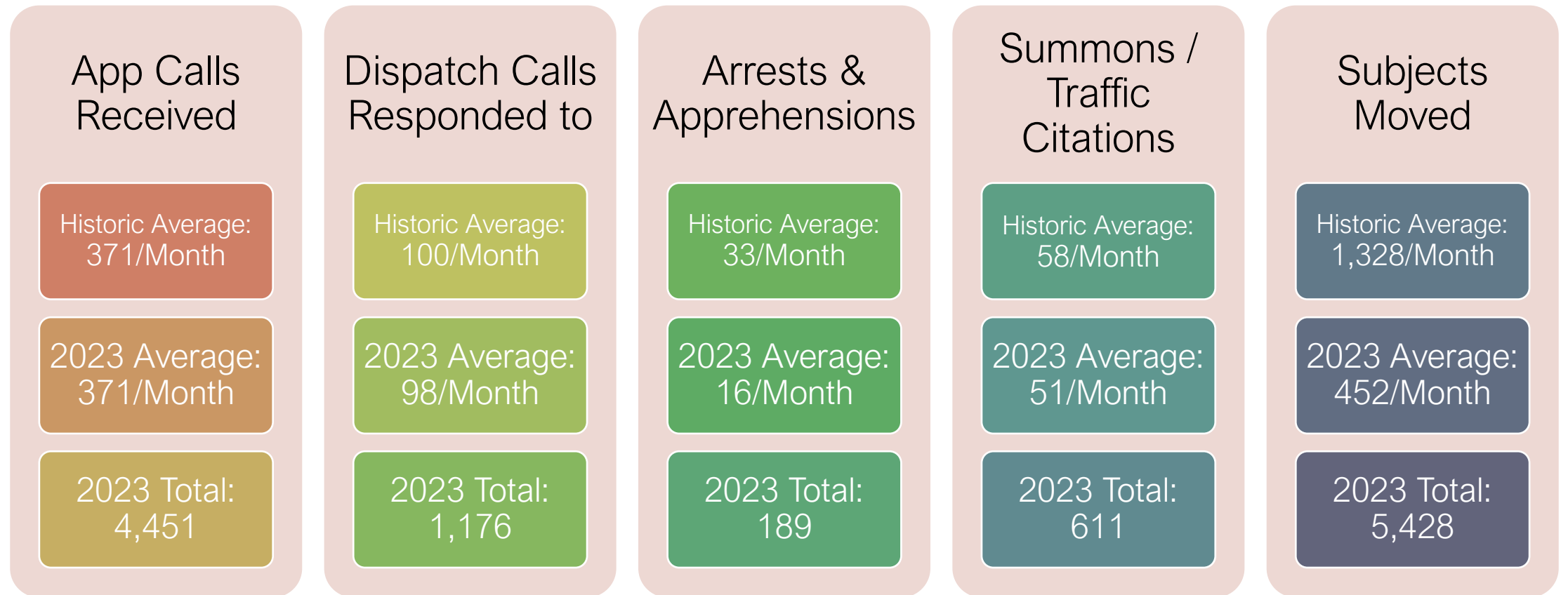


FQEDD - Patrol Program Key Performance Indices

Supplemental Police Patrol Program (SPPP)



FQEDD - Patrol Program Categories Tracked



FQEDD

Real Time Crime Center

License Plate Readers & Camera Installations

- A total of 16 License Plate Readers were installed in 2023.
- A total of 76 crime cameras were installed throughout the French Quarter in 2023.
- The crime cameras have assisted NOPD officers in 162 instances since the completion of the installations.

The new cameras are tied into the existing Real Time Crime Center to aid all public safety agencies in New Orleans, including the [New Orleans Police Department](#) (NOPD), the [New Orleans Fire Department](#) (NOFD), [New Orleans Emergency Medical Services](#) (NOEMS), and [New Orleans Homeland Security & Emergency Preparedness](#).



FQEDD

Homeless Case Management

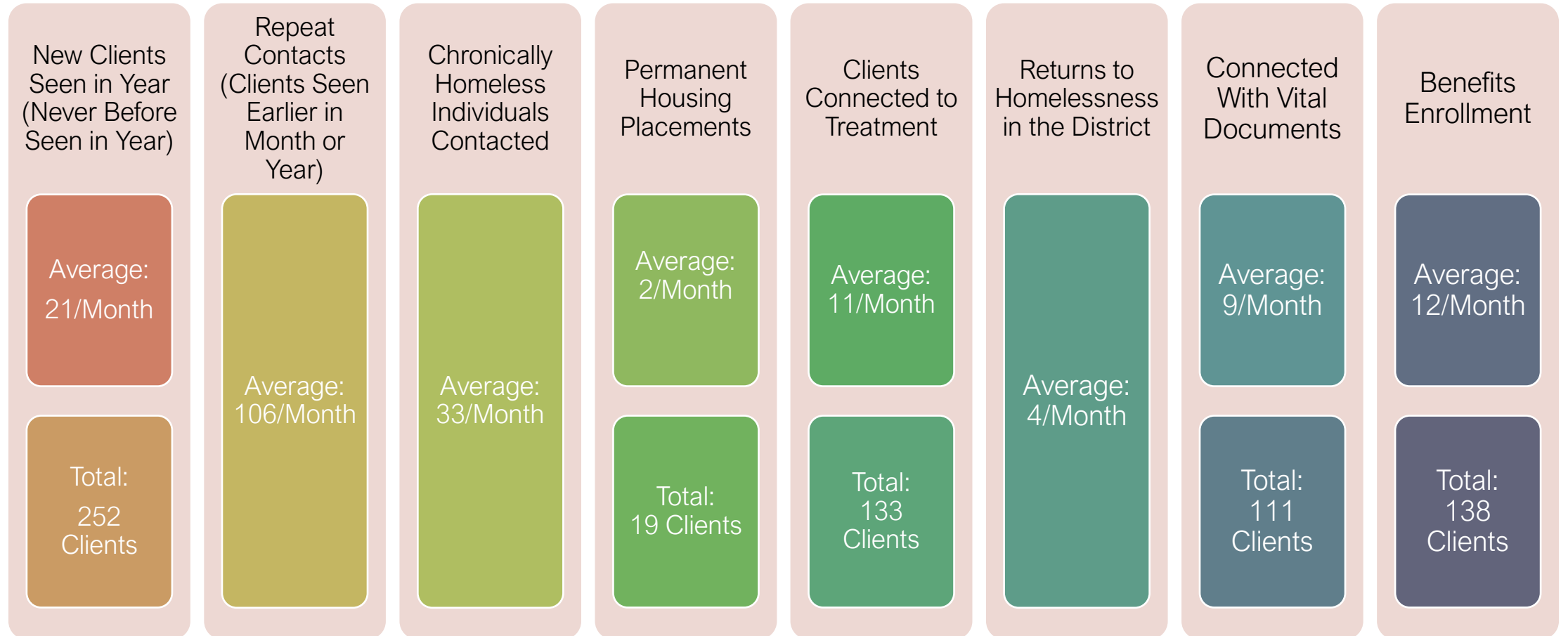
Starting in 2023, the FQEDD Trust Fund funded two full-time case managers to provide street outreach to the unhoused population in the French Quarter.

This public safety initiative is in partnership with the [French Market Corporation](#) and is staffed by the [Travelers Aid Society of Greater New Orleans](#) (TASGNO).

FRENCH MARKET[®]
DISTRICT



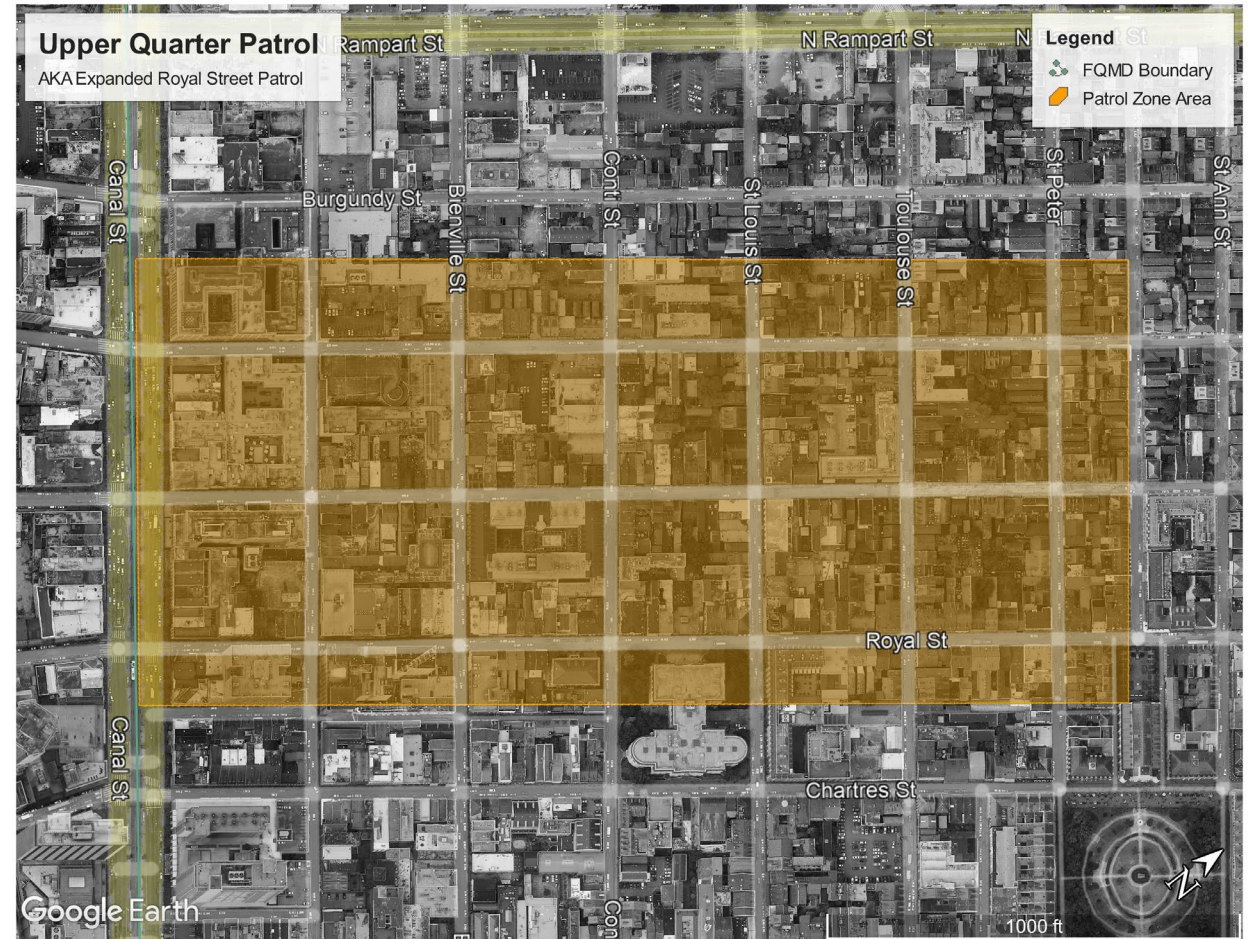
TASGNO 2023 Key Performance Indices



Upper Quarter Patrol

Because of FQMD's proven track record of accountable and transparent administration of supplemental police patrols, New Orleans & Company approached FQMD to expand the existing Royal Street Patrol with additional POST Certified foot patrols for the 100-600 blocks of Royal, Bourbon, Dauphine, and the intersecting streets.

FQMD and New Orleans & Company signed a Cooperative Endeavor Agreement to fund the expansion and FQMD is now providing supplemental Upper Quarter Patrols in the neighborhood.

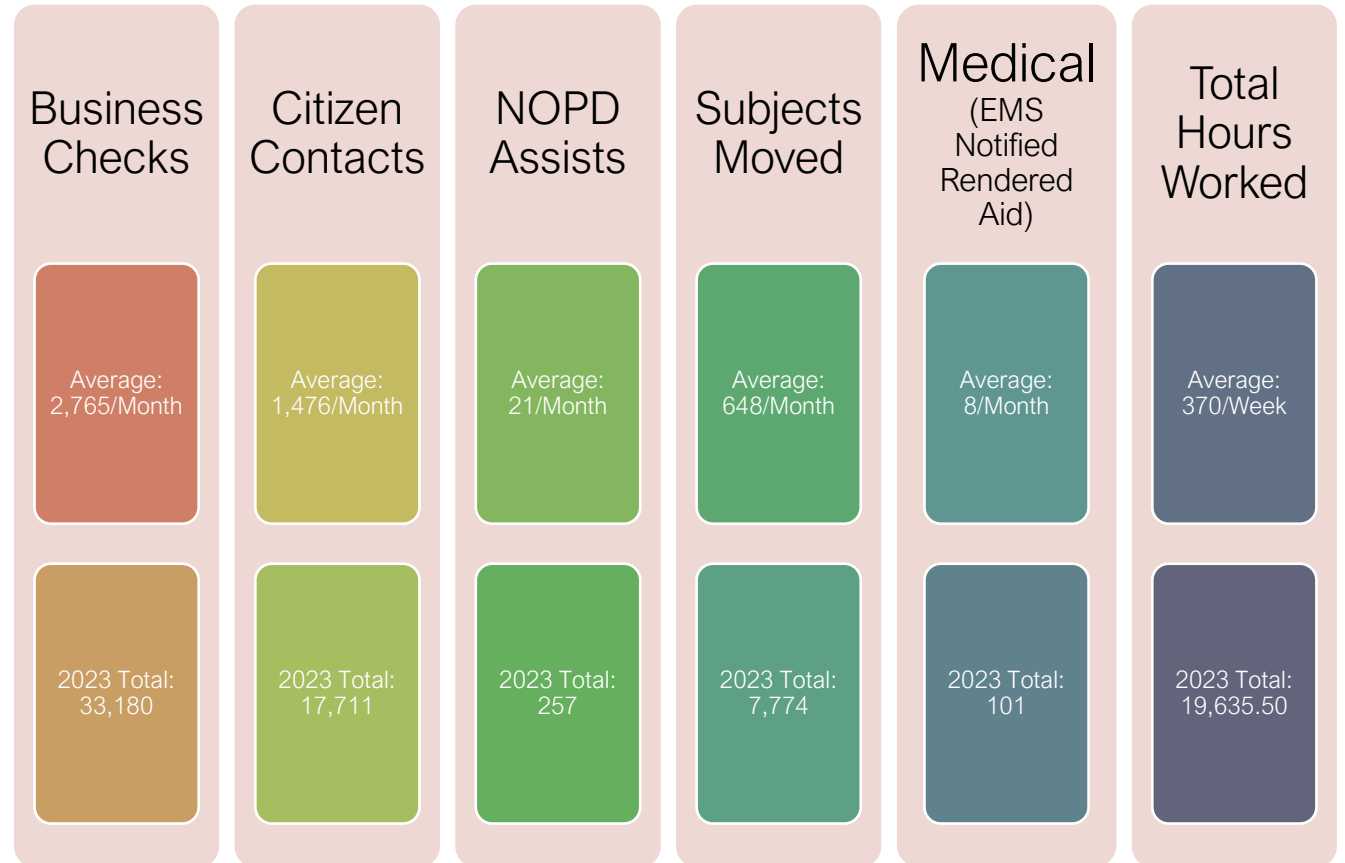


Upper Quarter launched expanded POST Certified officer patrols on March 8th

Upper Quarter Patrol - Key Performance Indices

Walking Patrol Objectives

- Provide a visual presence in the patrol zone.
- Deter crime.
- Respond to emergency situations in the designated zone.
- Assist NOPD when such requests are made.
- Report/document quality of life issues in assigned Patrol Zone.
- Detain any suspect who commits any criminal offense and contact NOPD to handle incident.
- Assist with medical and fire emergencies by expediting response via police radio.
- Interact with residents, tourists, business employees, and owners so as to establish and promote public safety within the zone.

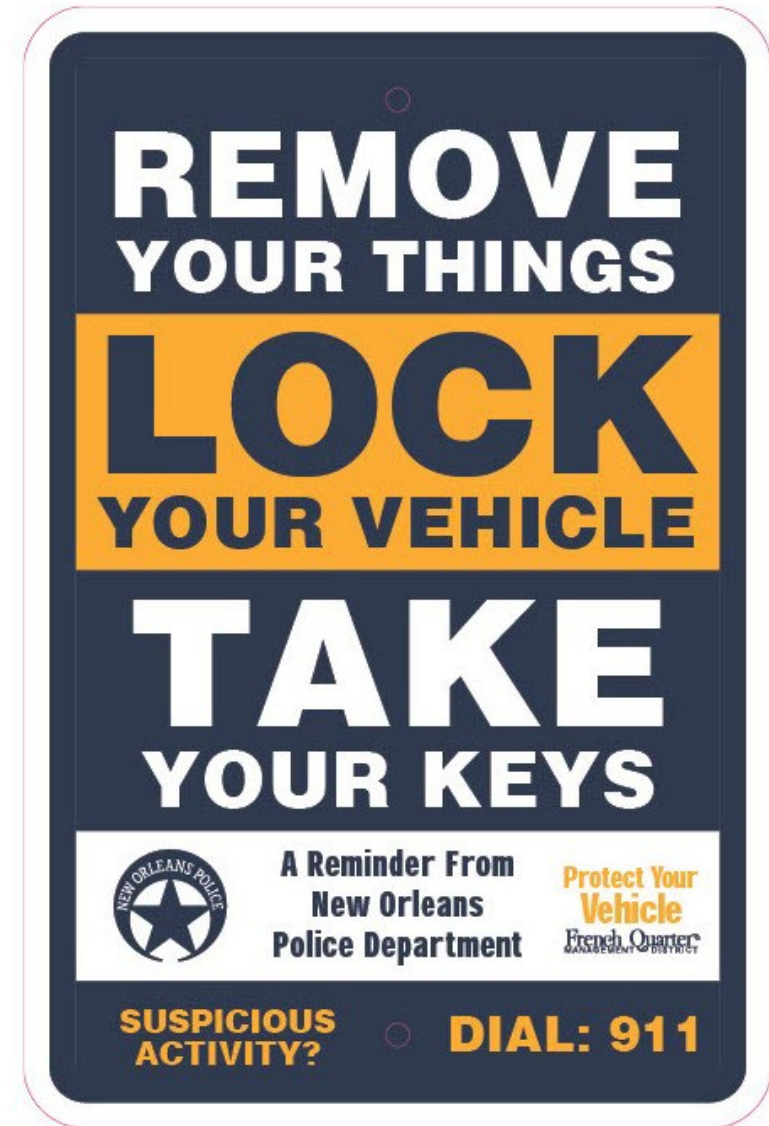


Remove, Lock, Take

Remove, Lock, Take is an auto-theft prevention signage program funded and designed by the French Quarter Management District, and supported by the NOPD, to promote gun safety and reduce auto-related crimes in the French Quarter. With the problem of auto break-ins in the City, the Remove, Lock, Take program has been created to put safeguards in place for tourists and residents.

Major parking lot companies have teamed up with the French Quarter Management District and have installed signage in their parking lots as well as decals on all pay kiosks to inform residents and tourists of the preventative measures they can take to help improve the overall safety of the French Quarter.

The program was then adopted by the Downtown Development District and the French Market Corporation.



Keep the Quarter Clean

This year, the French Quarter Management District's Keep the Quarter Clean Program became an official Affiliate of Keep Louisiana Beautiful.

FQMD staff attended the 2023 Keep Louisiana Beautiful (KLB) Conference and was presented the Certificate of Affiliation.

As a KLB Affiliate, the FQMD is required to hold two Keep the Quarter Clean events a year.



Keep the Quarter Clean Love the Boot Week

Keep the Quarter Clean partnered with French Quarter Fest to host a Love the Boot Week cleanup campaign. There were 16 volunteers supporting the French Quarter Festival's Green Team. Volunteers helped divert festival waste from the landfill via recycling and composting, sorted waste materials, and informed festival attendees of the separate bins for waste.



Keep the Quarter Clean Night Out Against Crime Event

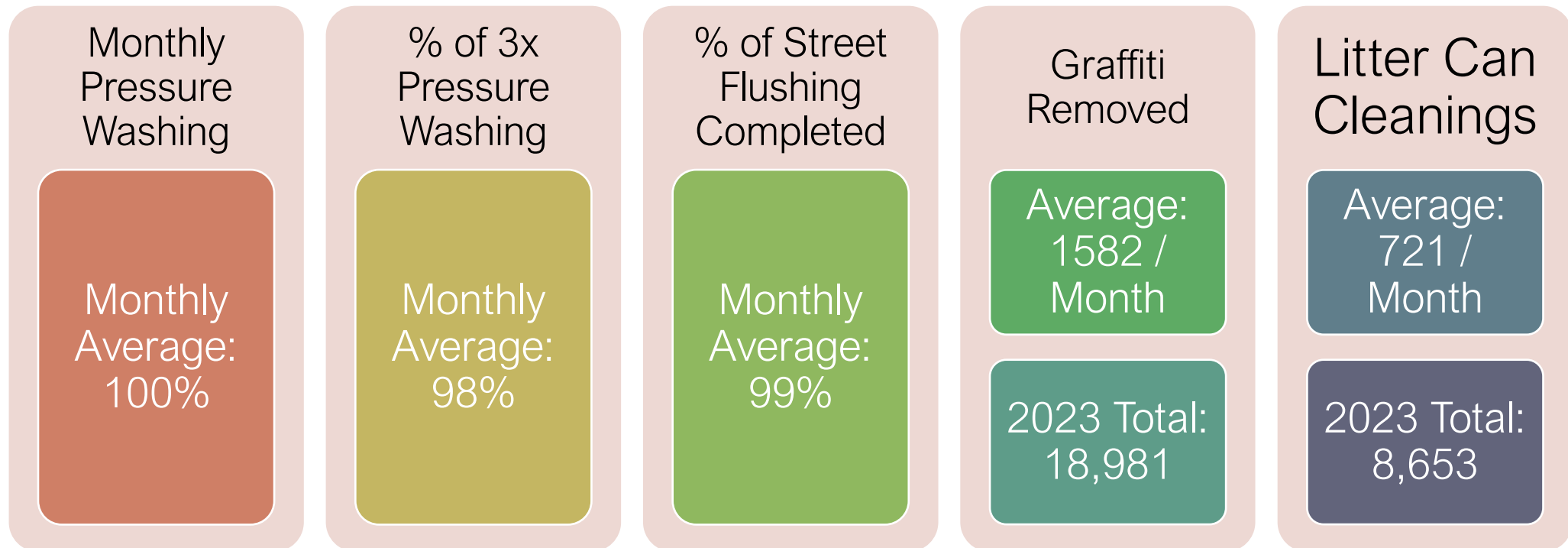
Keep the Quarter Clean Program was invited to table at the Upper French Quarter National Night Out Against Crime Block Party for the second year in a row. FQMD staff, along with volunteers from the FQMD's Livability Committee, passed out Keep the Quarter Clean window decals, pins, and informative bi-fold brochures outlining the Sanitation Laws and Services in the neighborhood.

The FQMD staff engaged with over 50 attendees about the resources that the sanitation contractor offers to the French Quarter neighborhood and encouraged the attendees to utilize quarterclean@fqmd.org to report any issues regarding organic waste, trash piles, litter, and pressure washing.



Sanitation Services Key Performance Indices

The Sanitation Contractors for the French Quarter, KBS and Clean Force, provide daily sanitation services for residents, businesses, and stakeholders, as well as provide accountability Key Performance Indices to the French Quarter Management District.



Preservation

French Quarter Museum Association

FQMD supported cultural development by renewing the Cooperative Endeavor Agreement which enables the [French Quarter Museum Association](#) to grow the programing and coordinated marketing of this collection of museums as their fiscal agent.



THE
FRENCH QUARTER
MUSEUM ASSOCIATION

EXPENSES	
Admin Fees	120,000
Advertising	3,558
Conference & Meeting	2,443
Insurance	25,267
Legal & Professional	27,938
Supplies & Software	10,957
Patrol Expenses	999,316
Payroll	158,980
Rent	8,000
Utilities	1,620
Misc	428
TOTAL EXPENSES	1,358,131

2023 FQMD Expenditures

Fiscal & Operational Responsibility

The French Quarter Management District is dedicated to responsibility & ethical development by operating with transparent fiscal and operational best practices.

In 2023 The Board of Commissioners adopted a [Policy for Accommodating Members of the Public Who Have a Disability](#) and secured the Louisiana State Auditor's Successful Audit Approval.



Karley D. Frankic
Executive Director

French Quarter MANAGEMENT DISTRICT

Karley D. Frankic | Executive Director

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