



Board of Commissioners Meeting Minutes

Monday 12 May 2025

2:00 pm

Via Teleconference:

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

Meeting ID: 204 758 9217

Video:

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

Audio: +1 (469) 445 0100

Commissioners Present: Jane Cooper, Mamie Gasperecz, Alex Fein, Sue Klein, David Bilbe, Frank Zumbo, Glade Bilby, Heidi Raines, Steve Caputo, Joseph DiFatta

Commissioners Absent: Christian Pendleton, Christine Bondio

Executive Director: Michelle Courseault

Coordinator: Shelby Ursu, Absent

Guests: Virginia Hamrick (legal counsel), Erin Holmes (VCPORA), Sharonda Williams (legal counsel), Gretchen Byers (VCPORA)

- I. CALL TO ORDER: ROLL CALL: INTRODUCTION OF ATTENDEES –Chair Ms. Cooper called the French Quarter Management District (FQMD) May 12, 2025 regular meeting to order at 2:00 p.m. Ms. Courseault read the agenda as noticed and Ms. Klein called the roll.
- II. PUBLIC COMMENT: The Public Comment Policy can be found at <https://www.fqmd.org/publiccomment-policy>. Written public comment may be submitted electronically via email to publiccomments@fqmd.org.
No written public comment was received at the conclusion of the reading of the agenda.
- III. BOARD CHAIR COMMENTS: Ms. Cooper
Ms. Cooper welcomed the Commissioners and guests. She also introduced Mr. Joseph DiFatta the French Quarter residential appointment to the FQMD Commission.
- Items she reported on included:
- The Burns Federal Grant of \$953,000.00 was received today.
 - State Senator Harris introduced SB195 which will be noted in the Government Affairs report.
 - Executive Director Courseault did an outstanding job presenting the FQMD 2025 1st Quarter report to the City Council and it was well received.
- IV. APRIL 7, 2025, MEETING MINUTES: Ms. Klein
Mr. G. Bilby motioned (**M1**) to “approve the April 7, 2025 meeting minutes...”, Mr. Zumbo seconded the motion, and it was approved.
- V. APRIL 2025 TREASURER’S REPORT: Mr. Fein
Mr. Fein reviewed the April Treasurer’s Report with the Commissioners. He noted that the new format

is a work in progress and will be easier to review. Some City payments are 60-90 days in arrears and Ms. Courseault will follow up with Mr. Dunkenberger regarding this.

Mr. D. Bilbe motioned (**M2**) to “approve the April 2025 Treasurer’s reports...”, seconded by Mr. Zumbo and it was approved. ANNEX I.

VI. GOVERNMENT AFFAIRS CHAIR REPORT – Mr. G. Bilby

Mr. G. Bilby reported on the following issues:

- He and Ms. Courseault have met with all the City Council members regarding the upcoming “Quarter for the Quarter” tax renewal issue and they were very supportive. The tax will be discussed at the next Government Affairs Committee meeting this Wednesday.
- State Representative Knox introduced LA HB192 that extends the political subdivision of FQMD until June 30, 2033. The text may be found here: <https://www.legis.la.gov/Legis/ViewDocument.aspx?d=1410419>
- State Senator Harris amended SB195 to include sanitation services in the FQMD. The text may be found here: <https://www.legis.la.gov/Legis/ViewDocument.aspx?d=1411427>

VII. FINANCE AND DEVELOPMENT COMMITTEE CHAIR REPORT – Mr. Fein

Mr. Fein reported:

- The Committee has been reviewing the budget and asked the Commissioners for any input they may have regarding the reporting format changes by Ms. Courseault and FQMD’s CPA.
- Ellie Rand Public Relations has submitted a proposal for the tax renewal and to be reviewed by the Government Affairs Committee. Ms. Cooper noted that Ellie Rand PR has submitted a thorough prospectus for campaign vetting.
- a. Mr. Zumbo motioned (**M3**) to “authorize the Board Chair to award, sign, and execute the Street Light Amendments Contract between FQMD and ASE Services, LLC for unfinished repairs for approximately \$400,000.00...”, seconded by Ms. Gasperecz and it was approved. Any work completed will have a 12 month warranty. ANNEX II.
- b. Board action was deferred regarding budget correction requests while still in production.

VIII. LIVABILITY COMMITTEE CHAIR REPORT – Ms. Gasperecz

Ms. Gasperecz noted the following projects being addressed:

- Spanish Tile Project – the application deadline has been extended until May 30th. Originally there were 126 tile locations and only 87 remain in whole or part. Ms. Courseault shall provide the original location list to all of the Commissioners for representative organization promotion.
- Street Markings Project – the “7’s” on street corners will be marked in yellow with fire hydrant corners painted in red. All driveway lines shall be painted yellow. Ms. Courseault shall contract the contractor to determine a schedule and how a property owner may contact them to request this for their property.
- Streetlight Maintenance Process – 500 out of 900 streetlights have been repaired or replace to date. FQMD is monitoring the 311 notices regarding this.
- Traffic & Pedestrian Studies: Pedestrian Mall(s) - Mr. Eric Gabrouel who is a biking & pedestrian advocate is in support of closing some French Quarter streets, but many people do not agree with this and would rather eliminate non-residential and non-business traffic.
- Graffiti Abatement – Inspections continue with action taken, as necessary.
- Homeless Services/Travelers Aid Society of Greater New Orleans & Covenant House—see below.
- Recycling – this project continues for glass.

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

- Rapid Rehousing - 11 former homeless individuals to date have been placed in housing with a 9

more being identified for this.

- Teneo Group Report – The City determined there will be no permanent closures on Bourbon Street. The Committee recommended that a comprehensive pedestrian and traffic study should be done. The study should include parking and vehicle mitigation to prevent any loss of residential parking. It was questioned whether a section of Frenchman Street and the Downtown Development District (DDD) should be included in the study. Also, any study should include input from the New Orleans Fire Department.
- Crime – Property crimes are up however; personal crimes are down.

X. **FRENCH QUARTER ECONOMIC DEVELOPMENT DISTRICT (FQEDD) AGREEMENT MONITORS MEETING:** Attendees were Ms. Courseault, Ms. Cooper, Mr. Pendleton, Ms. Ursu, Sgt. Castelin, Ms. Bondio and Mr. Dunkenberger.

- Mr. Dunkenberger will check on tax figures generated during the Superbowl. He and Ms. Courseault have been working on the accounting for unspent funds.
- There is a 43% drop in FQ crime with a 93% solve rate. The new Community Liaison Officer (CLO's) duties are being implemented by the SPPP and will be fully functional when the Gator's are put into service.
- Mr. Dunkenberger will confirm that no other City department or agency is in the process of funding a traffic study and will look into the process for procuring a vendor for the study.
- Covenant House has reunited 13 children with their families.
- Mr. Dunkenberger shall look into ways to expedite the procurement of an economic impact study.

XI. **EXECUTIVE SESSION – PENDING LITIGATION UPATE**

Ms. Klein motioned (**M4**) to “adjourn to Executive Session at 2:48p.m. pursuant to R.S. 42:17 A. (3) to discuss the development of the course of action regarding security matters of the FQMD...”, seconded by Mr. Fein, and unanimously approved.

- a. Antoinette Kilma, et al. vs. The City of New Orleans et al. (Case#2025-00770)
- b. Amanda M. Comeaux vs. The City of New Orleans et al. (Docket #2025-01101)
- c. William DiMaio & Tracy DiMaio vs. Mott MacDonald, LLC et al (Case #2025-02935)

RETURN TO OPEN MEETING

MOTION TO RECONVENE: Mr. DiFatta motioned (**M5**) to “reconvene the May 12th, 2025 FQMD Regular Board Meeting at 3pm...”, seconded by Mr. Caputo, and approved. No action was taken in the FQMD Executive Session.

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

- Streetlight maintenance plans will advance to the Finance & Development Committee, and then to the Board of Commissioners.
- The Spanish tile project is still in process and more building owners need to submit their applications. Mr. D. Bilbe will be contacting Ms. Courseault regarding this.
- Mr. G. Bilby noted that FQMD is doing an excellent job with quality of life (QOL) issues needing more emphasis.

XIII. **NEXT SCHEDULED MEETING DATE:** 9 July 2025 at the Historic New Orleans Collection

XIV. ADJOURNMENT: Ms. Raines motioned (**M6**) to “adjourn the May 12th, 2025 Board of Commissioners meeting...”, Mr. G. Bilby seconded the motion to unanimous approval and the meeting was adjourned at 3: 05pm.

Respectfully submitted,
Signed original available)
Susan Klein, Secretary

ANNEX I – April 2025 Treasurer Reports
ANNEX II – First Amendment to Street Light Contract

Treasurer's Report

French Quarter Management District
For the period ended April 30, 2025

Prepared on
May 6, 2025

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Balance Sheet

As of April 30, 2025

	Total	
	As of Apr 30, 2025	As of Mar 31, 2025 (PP)
ASSETS		
Current Assets		
Bank Accounts		
Appropriations	1,080,151.64	1,223,346.73
FQMA	55,387.75	49,624.29
FQMD general operating account	695,515.75	1,515,946.16
FQMD Patrol	215,181.69	109,591.31
Total Bank Accounts	2,046,236.83	2,898,508.49
Accounts Receivable		
Contract Receivable	145,545.00	133,556.50
Total Accounts Receivable	145,545.00	133,556.50
Other Current Assets		
Prepaid Expenses	15,237.05	17,098.26
Total Other Current Assets	15,237.05	17,098.26
Total Current Assets	2,207,018.88	3,049,163.25
TOTAL ASSETS	\$2,207,018.88	\$3,049,163.25
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable (A/P)	5,433.27	675,701.75
Total Accounts Payable	5,433.27	675,701.75
Other Current Liabilities		
Accrued payroll & payroll related	0.00	0.00
Medical Ins.	0.00	0.01
Total Accrued payroll & payroll related	0.00	0.01
CEA Membership Dues	35,228.56	35,228.56
Deferred Revenue	10,286.84	11,540.94
Total Other Current Liabilities	45,515.40	46,769.51
Total Current Liabilities	50,948.67	722,471.26
Total Liabilities	50,948.67	722,471.26
Equity		
Retained Earnings	3,630,576.99	3,630,576.99
Net Income	-1,474,506.78	-1,303,885.00
Total Equity	2,156,070.21	2,326,691.99
TOTAL LIABILITIES AND EQUITY	\$2,207,018.88	\$3,049,163.25

A/R Aging Summary

As of April 30, 2025

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of New Orleans	17,988.50	16,346.50		24,001.00	8,209.00	66,545.00
New Orleans & Co		75,000.00				75,000.00
The Louisiana State Museum	4,000.00					4,000.00
TOTAL	\$21,988.50	\$91,346.50	\$0.00	\$24,001.00	\$8,209.00	\$145,545.00

A/P Aging Summary

As of April 30, 2025

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Bankcard Center		1,656.33				1,656.33
Bankcard Center (0499)		1,268.85				1,268.85
John Wyatte Foard, LLC	1,290.70					1,290.70
Omni IT Solutions LLC	264.99	69.00				333.99
Robert Bejarano	883.40					883.40
TOTAL	\$2,439.09	\$2,994.18	\$0.00	\$0.00	\$0.00	\$5,433.27

Profit and Loss

April 2025

	Total
INCOME	
Admin. Fees	19,242.60
Contract Revenue	254,891.00
Interest Income	5,872.13
Total Income	280,005.73
GROSS PROFIT	280,005.73
EXPENSES	
Conference & Meeting Expenses	
Parking	35.54
Total Conference & Meeting Expenses	35.54
Operations Expenses	
Insurance	1,861.21
Office Supplies & Software	4,319.42
Rent	1,600.00
Utilities	
Telephone	167.05
Total Utilities	167.05
Total Operations Expenses	7,947.68
Payroll Expenses	
Employee Benefits	1,330.41
Payroll	14,497.28
Processing Fees	224.00
Taxes	1,121.36
Worker's Compensation	67.10
Total Payroll Expenses	17,240.15
Professional Fees	
Accounting Fees	1,139.00
Advertising / Marketing	431.74
Program / Project Manager	2,216.55
Total Professional Fees	3,787.29
Services Rendered / Programming	
GHF Recycling	120,716.10
Patrol Expenses - UQP/E	
Mobile Data Charges	398.23
Police Patrols	128,198.77
Security Administration	13,440.00
Total Patrol Expenses - UQP/E	142,037.00
Public Safety	
Traffic/Ped Safety	158,863.75

	Total
Total Public Safety	158,863.75
Total Services Rendered / Programming	421,616.85
Total Expenses	450,627.51
NET OPERATING INCOME	-170,621.78
NET INCOME	\$ -170,621.78

Profit and Loss by Location

January - April, 2025

	Appropriation	FQEDD Admin	FQEDD Streetlight	FQMA	FQMD Operating	Patrol	Total
INCOME							
Admin. Fees		63,352.40			150,000.00		213,352.40
Contract Revenue	254,891.00			5,000.00			259,891.00
FQMA Fiscal Agent Fee				617.56			617.56
Interest Income	9,913.26			466.54	17,835.40	2,029.78	30,244.98
Membership Dues				26,000.00			26,000.00
Total Income	264,804.26	63,352.40	0.00	32,084.10	167,835.40	2,029.78	530,105.94
GROSS PROFIT	264,804.26	63,352.40	0.00	32,084.10	167,835.40	2,029.78	530,105.94
EXPENSES							
Conference & Meeting Expenses							0.00
Conferences and meetings					379.87		379.87
Parking		0.00			149.22		149.22
Total Conference & Meeting Expenses		0.00			529.09		529.09
Operations Expenses							0.00
Bank Charges & Fees					29.00		29.00
Insurance		5,016.40			2,428.44	3,233.86	10,678.70
Interest Paid					128.34		128.34
Memberships					1,750.00		1,750.00
Office Supplies & Software	2,259.59	916.00			7,816.16	4,549.70	15,541.45
Rent		3,200.00			3,200.00		6,400.00
Utilities							0.00
Telephone	179.35				928.29		1,107.64
Total Utilities	179.35				928.29		1,107.64
Total Operations Expenses	2,438.94	9,132.40			16,280.23	7,783.56	35,635.13
Payroll Expenses							0.00
Employee Benefits	309.59	3,349.09			1,662.99		5,321.67
Payroll	3,648.05	45,474.14			7,156.93		56,279.12
Processing Fees	14.33	181.59			577.08		773.00
Taxes	291.85	3,637.93			2,451.04		6,380.82
Worker's Compensation	36.48	454.75			-213.93		277.30
Total Payroll Expenses	4,300.30	53,097.50			11,634.11		69,031.91
Professional Fees							0.00
Accounting Fees	1,037.00	1,054.00			3,196.00		5,287.00
Advertising / Marketing	14,700.00			3,485.21	473.20		18,658.41
Legal Fees			0.00		1,106.00		1,106.00
Program / Project Manager	7,899.14	17.50					7,916.64
Website				366.80			366.80
Total Professional Fees	23,636.14	1,071.50	0.00	3,852.01	4,775.20		33,334.85
Services Rendered / Programming			398,169.63				398,169.63

	Appropriation	FQEDD Admin	FQEDD Streetlight	FQMA	FQMD Operating	Patrol	Total
GHF Recycling	144,847.20						144,847.20
Patrol Expenses - UQP/E							0.00
Mobile Data Charges	541.14					1,037.56	1,578.70
Police Patrols	105,428.53					376,918.49	482,347.02
Security Administration	29,314.22					38,769.82	68,084.04
Total Patrol Expenses - UQP/E	135,283.89					416,725.87	552,009.76
Public Safety							0.00
Traffic/Ped Safety			771,055.15				771,055.15
Total Public Safety			771,055.15				771,055.15
Total Services Rendered / Programming	280,131.09		1,169,224.78			416,725.87	1,866,081.74
Total Expenses	310,506.47	63,301.40	1,169,224.78	3,852.01	33,218.63	424,509.43	2,004,612.72
NET OPERATING INCOME	-45,702.21	51.00	-1,169,224.78	28,232.09	134,616.77	-422,479.65	-1,474,506.78
NET INCOME	\$ -45,702.21	\$51.00	\$ -1,169,224.78	\$28,232.09	\$134,616.77	\$ -422,479.65	\$ -1,474,506.78

French Quarter Management District

Budget vs. Actuals: FQMD 2025 Budget - FY25 P&L Locations

January - April, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Admin. Fees	213,352.40	300,000.00	-86,647.60	71.12 %
Contract Revenue	254,891.00	2,450,000.00	-2,195,109.00	10.40 %
FQMA Fiscal Agent Fee		1,750.00	-1,750.00	
Interest Income	29,778.44	34,200.00	-4,421.56	87.07 %
Total Income	\$498,021.84	\$2,785,950.00	\$ -2,287,928.16	17.88 %
GROSS PROFIT	\$498,021.84	\$2,785,950.00	\$ -2,287,928.16	17.88 %
Expenses				
Conference & Meeting Expenses		0.00	0.00	
Conferences and meetings	379.87	4,300.00	-3,920.13	8.83 %
Parking	149.22	500.00	-350.78	29.84 %
Travel		2,900.00	-2,900.00	
Total Conference & Meeting Expenses	529.09	7,700.00	-7,170.91	6.87 %
Operations Expenses				
Bank Charges & Fees	29.00	200.00	-171.00	14.50 %
Insurance	10,678.70	29,257.00	-18,578.30	36.50 %
Interest Paid	128.34	0.00	128.34	
Memberships	1,750.00	1,750.00	0.00	100.00 %
Office Supplies & Software	15,541.45	23,200.00	-7,658.55	66.99 %
Rent	6,400.00	19,200.00	-12,800.00	33.33 %
Utilities		0.00	0.00	
Email		415.68	-415.68	
Telephone	1,107.64	2,263.70	-1,156.06	48.93 %
Total Utilities	1,107.64	2,679.38	-1,571.74	41.34 %
Total Operations Expenses	35,635.13	76,286.38	-40,651.25	46.71 %
Payroll Expenses		0.00	0.00	
Employee Benefits	5,321.67	0.00	5,321.67	
Payroll	56,279.12	203,934.63	-147,655.51	27.60 %
Processing Fees	773.00	0.00	773.00	
Taxes	6,380.82	0.00	6,380.82	
Worker's Compensation	277.30	0.00	277.30	
Total Payroll Expenses	69,031.91	203,934.63	-134,902.72	33.85 %
Professional Fees		0.00	0.00	
Accounting Fees	5,287.00	25,500.00	-20,213.00	20.73 %
Advertising / Marketing	15,173.20	61,600.00	-46,426.80	24.63 %
Audit Fees		25,000.00	-25,000.00	
Legal Fees	1,106.00	7,000.00	-5,894.00	15.80 %
Program / Project Manager	7,916.64	45,500.00	-37,583.36	17.40 %
Website		4,300.00	-4,300.00	
Total Professional Fees	29,482.84	168,900.00	-139,417.16	17.46 %
Services Rendered / Programming	398,169.63	0.00	398,169.63	
GHF Recycling	144,847.20	150,000.00	-5,152.80	96.56 %

French Quarter Management District

Budget vs. Actuals: FQMD 2025 Budget - FY25 P&L Locations

January - April, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Patrol Expenses - UQP/E		0.00	0.00	
Mobile Data Charges	1,578.70	5,900.00	-4,321.30	26.76 %
Personal Protective Equipment		13,500.00	-13,500.00	
Police Patrols	482,347.02	1,429,040.00	-946,692.98	33.75 %
Security Administration	68,084.04	151,560.00	-83,475.96	44.92 %
Total Patrol Expenses - UQP/E	552,009.76	1,600,000.00	-1,047,990.24	34.50 %
Public Safety		1,581,770.50	-1,581,770.50	
Traffic/Ped Safety	771,055.15	325,000.00	446,055.15	237.25 %
Total Public Safety	771,055.15	1,906,770.50	-1,135,715.35	40.44 %
Total Services Rendered / Programming	1,866,081.74	3,656,770.50	-1,790,688.76	51.03 %
Total Expenses	\$2,000,760.71	\$4,113,591.51	\$ -2,112,830.80	48.64 %
NET OPERATING INCOME	\$ -1,502,738.87	\$ -1,327,641.51	\$ -175,097.36	113.19 %
NET INCOME	\$ -1,502,738.87	\$ -1,327,641.51	\$ -175,097.36	113.19 %

FIRST AMENDMENT TO A101-2017; FQMD PROJECT # FQMD-2024-01

This First Amendment to Agreement between French Quarter Management District (“FQMD”) with its principal office located at 400 N. Peters Street, New Orleans, LA 70130, and ASE Services, LLC (“ASE”), with its principal address at 821 Little Farms Avenue, Metairie, LA 70003 (jointly “Parties”) (this “First Amendment”), dated as of this 15th day of February, 2025, notwithstanding the dates upon which the parties hereto affix their respective signatures (“Effective Date”).

RECITALS

A. FQMD and ASE entered into a Standard Form of Agreement AIA, Document A 101-2017 executed on November 5, 2024 (the “Original Agreement”) setting forth the covenants, conditions, term, rights, and obligations of the Parties for FQMD Project No. FQMD-2024-01, as more fully described in the Original Agreement, a copy of which is attached hereto and made a part hereof as Exhibit A.

B. FQMD and ASE are mutually desirous of amending certain provisions of the Original Agreement.

NOW, THEREFORE, for and in consideration of the covenants, conditions, terms and provisions set forth herein, the sufficiency of which are acknowledged and hereby deemed satisfactory to both parties, FQMD and ASE agree as follows:

1. Article 3, Date of Commencement and Substantial Completion, of the Agreement is hereby amended as follows:

Add §3.3.4: After Substantial Completion, the Work shall be subject to a Warranty Period from February 15, 2025 to February 15, 2026, and ASE shall timely and efficiently perform any necessary repairs or replacements during the Warranty Period to ensure all Work remains functional during the Warranty Period.

Add §3.3.5: ASE shall provide FQMD weekly updates to inform FQMD of any Work that has been performed during the Warranty Period, specifically any Work performed at the locations and on the property listed in the Project Worksheet, which is attached to this Amendment as Exhibit B and incorporated herein by reference, as well as any additional Work that is not reflected in Exhibit B.

2. Article 5, Payments, of the Agreement is hereby amended as follows:

Add §5.4: Any repairs or replacements made to Work listed in Exhibit B hereto shall be considered Warranty repairs or replacements for which no additional charges will be imposed on FQMD and no payments required.

Add §5.5: For any Work performed during the Warranty Period at locations or on property that is not reflected in Exhibit B, ASE shall charge FQMD as follows, which is consistent with the costs charged for Work performed during the Original Agreement:

- Inspection - \$128
- Poles - \$11,009
- Support Arms - \$16,583
- Fixtures - \$2,059
- Refractors - \$152
- Clean Refractors - \$45
- Hole Covers - \$325
- Painting Bases - \$160
- Lamps - \$577
- Photocell - \$68
- Fuse & Holder - \$92
- Tree Trimming - \$260.12
- Cafe Lights - \$23,172

Add §5.6: ASE shall invoice FQMD on the 15th day of each month during the Warranty Period for any work performed during the Warranty Period. FQMD shall pay each invoice within fifteen (15) days of receipt.

3. Article 8, Miscellaneous Provisions, of the Agreement is hereby amended as follows:

Add §8.2.1: During the Warranty Period, The Tobler Company will not be the Owner's Representative, and all communications should be directed to FQMD through its Executive Director.

Add §8.7: Any repairs or replacements requested or required during the Warranty Period shall be initiated by a Work Order in the form attached hereto as Exhibit C.

[REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK]
[SIGNATURES OF THE PARTIES FOLLOW]

IN WITNESS WHEREOF, FQMD and ASE hereby execute and deliver this First Amendment to AIA A101-2017; FQMD PROJECT # FQMD-2024-01 as of the Effective Date written above.

FRENCH QUARTER MANAGEMENT DISTRICT

By: _____

Title: Chair

Date: _____

ASE SERVICES, LLC

By: _____

Print Name:

Title: Vice President

Date: _____

