



## Board of Commissioners Meeting Minutes

Monday 9 June 2025

2:00 pm

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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

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**Commissioners Present:** Christine Bondio, Mamie Gasperecz, Frank Zumbo, Glade Bilby, Joey DiFatta, David Bilbe, Sue Klein, Steve Caputo

**Commissioners Absent:** Jane Cooper, Christian Pendleton, Heidi Raines, Alex Fein

**Executive Director:** Michelle Courseault

**Coordinator:** Shelby Ursu

**Guests:** Bob Bejarano, Alex Dunkenberger, Jessica Dietz, Virginia Hamrick

- I. CALL TO ORDER: ROLL CALL: INTRODUCTION OF ATTENDEES – Vice-Chair Ms. Bondio called the French Quarter Management District (FQMD) June 9<sup>th</sup>, 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](mailto:publiccomments@fqmd.org).  
*No written public comment was received at the conclusion of the reading of the agenda.*
- III. BOARD CHAIR COMMENTS: Ms. Bondio  
Vice-Chair, Ms. Bondio welcomed the Commissioners and guests. She reported that Ms. Cooper will be returning from her trip next week.
- IV. MAY 12<sup>TH</sup>, 2025, MEETING MINUTES: Mr. G. Bilby motioned (**M1**) to “approve the May 12<sup>th</sup>, 2025 meeting minutes...”, Ms. Gasperecz seconded the motion, and it was approved. Ms. Bondio abstained due to her absence.
- V. MAY 2025 TREASURER’S REPORT: Ms. Courseault  
Ms. Courseault reviewed the May Treasurer’s report with the Commissioners on behalf of Mr. Fein. Mr. Zumbo noted the two items under the Accounts Receivable Aging Summary from the City of New Orleans that are 61-90 days past due. Mr. Dunkenberger stated that, for the invoice that is over 91 days past due, the original Purchase Order (PO) had expired, but he will be able to start a new PO by the end of today and forward the PO number to Ms. Courseault and FQMD accountant Mr. Foard. Mr. Dunkenberger will get the departmental signatures required to process the PO and send the certified ordinance to Ms. Courseault. He noted that he will look into the invoice that is 61 days past the due date for more

information. Mr. G. Bilby motioned (**M2**) to “approve the May 2025 Treasurer’s reports...”, seconded by Ms. Gasperecz, and it was approved. ANNEX I.

VII. FINANCE AND DEVELOPMENT COMMITTEE CHAIR REPORT – Ms. Courseault

Ms. Courseault reported that the Finance & Development Committee reviewed a number of budget requests at the latest Committee meeting. She reviewed Mr. Fein’s memo with the Commissioners, in which Mr. Fein expressed gratitude to the Supplemental Police Patrol Program (SPPP) and the Upper Quarter Patrol (UQP) for their diligence and proactive police work in a recent public safety incident on Royal Street that Mr. Fein had witnessed.

Mr. Dunkenberger resolved the cause of the late City FQEDD tax revenue payments to FQMD and the payments should be timely now.

Ms. Gasperecz stated that the Livability Committee has requested funds to hire an electrical professional for streetlight maintenance Quality Assurance/Quality Control (QA/QC). This QA/QC Inspector would inspect streetlight repair work within the French Quarter for compliance with local specifications, conduct nighttime performance audits and functionality checks, provide photo-documented inspection reports, deficiency logs, and repair recommendations. The inspector would communicate directly with the FQMD staff and the contractor, ASE Inc., until March 2026, right after the warranty period ends in Mid-February. Ms. Courseault reminded the Commissioners to report any streetlight maintenance requests to 311. She stated that the 311 reports are sent to FQMD staff on a bi-weekly basis, and there have been 15-20 streetlights reported for maintenance so far.

- a. MOTION – CONSIDER A MOTION TO APPROVE THE BUDGET AMENDMENT REQUEST BY THE LIVABILITY COMMITTEE FOR UP TO \$30,000 FOR A STREET LIGHTS QUALITY ASSURANCE/QUALITY CONTROL INSPECTOR, AS PART OF THE STREET LIGHTS MAINTENANCE REPAIR PROJECT – Ms. Klein motioned (**M3**) to “approve the budget amendment request by the Livability Committee for up to \$30,000 for a street lights quality assurance/quality control inspector, as part of the Street Lights Maintenance Repair Project...”, seconded by Mr. G. Bilby, and it was approved. ANNEX II.

Ms. Courseault reviewed the OJP Byrne Grant one-pager with the Commissioners, noting that the funds have been received. She stated that the majority of the grant will be allocated towards the UQP, to supplement New Orleans & Company’s previous funding.

- b. MOTION – CONSIDER A MOTION TO AUTHORIZE THE BOARD CHAIR OR VICE CHAIR TO SIGN AND EXECUTE THE OJP BYRNE GRANT CONTRACT BETWEEN THE FRENCH QUARTER MANAGEMENT DISTRICT AND THE GREATER NEW ORLEANS FOUNDATION AS FISCAL MANAGER OF THE GRANT – Ms. Gasperecz motioned (**M4**) to “authorize the Board Chair or Vice-Chair to sign and execute the OJP Byrne Grant contract between the French Quarter Management District and the Greater New Orleans Foundation as fiscal manager of the Grant...”, seconded by Mr. Zumbo, and it was approved. ANNEX III.

Mr. G. Bilby stated that the Government Affairs Committee is requesting funds for educational marketing materials about the FQMD for the Quarter for the Quarter sales tax renewal, capped at \$15,000. He reported that Ellie Rand Public Relations (ERPR) and Studio Mundi attended the May Committee meeting to share their educational campaign ideas. The Committee discussed geo-targeted digital ads, direct mail, and signage for SPPP and UQP vehicles. Mr. G. Bilby noted that \$4,300 of this budget has already been spent on updating the FQMD’s website. He reminded the Board that this campaign is strictly to educate the public, not to advocate.

- c. MOTION – CONSIDER A MOTION TO APPROVE THE BUDGET AMENDMENT REQUEST BY THE GOVERNMENT AFFAIRS COMMITTEE FOR UP TO \$15,000 FOR THE SALES TAX VOTE EDUCATIONAL CAMPAIGN – Mr. DiFatta motioned (**M5**) to “approve the budget amendment request by the Government Affairs Committee for up to \$15,000 for the Sales Tax Vote educational campaign...”, seconded by Ms. Gasperecz, and it was approved. ANNEX IV.

Ms. Dietz, Vice-Chair of the Security & Enforcement Committee, stated that she has been working with Ms. Courseault and Mr. Pincus on mapping out a plan for the procurement of a John Deere Gator for the UQP, to include the expanded UQP and the Bourbon Promenade. Ms. Courseault stated that Public Safety Services (PSS) will make the outright purchase of the vehicle, and the FQMD will reimburse PSS. She noted that PSS will be fully responsible for ownership, liability, and maintenance. Current details are being outlined for the reimbursement process, but Ms. Courseault pointed out that the FQMD will not reimburse insurance for the Gator. Ms. Dietz reported that Mr. Pincus has already received three quotes. Ms. Courseault added that the SPPP is currently going through the City’s procurement process for two Gators for the Community Liaison Program. Mr. G. Bilby thanked Ms. Courseault and Ms. Dietz for putting this proposal together efficiently and moving forward.

- d. MOTION – CONSIDER A MOTION TO APPROVE THE BUDGET AMENDMENT REQUEST BY THE SECURITY & ENFORCEMENT COMMITTEE FOR THE REIMBURSEMENT TO PUBLIC SAFETY SERVICES FOR UP TO \$30,000 FOR THE PURCHASE OF ONE (1) GATOR FOR SOLE USE BY THE UPPER QUARTER PATROL/EXPANSION/BOURBON PROMENADE, AND TO DEFER THE REIMBURSEMENT FOR INSURANCE, WHICH WILL REQUIRE ADDITIONAL REVIEW AND APPROVAL – Mr. Caputo motioned (**M6**) to “approve the budget amendment request by the Security & Enforcement Committee for the reimbursement to Public Safety Services for up to \$30,000 for the purchase of one (1) Gator for sole use by the Upper Quarter Patrol/Expansion/Bourbon Promenade, and to defer the reimbursement for insurance, which will require additional review and approval...”, seconded by Mr. G. Bilby, and it was approved. ANNEX V.

#### VIII. GOVERNMENT AFFAIRS CHAIR REPORT – Mr. G. Bilby

Mr. G. Bilby stated that the Committee reviewed all of the PR materials presented by ERPR at the previous Government Affairs meeting. He reported that the Committee discussed Senate Bill 195, which would allow the FQMD to pay for emergency sanitation services, if there is no resolution at the end of IV Waste’s temporary emergency sanitation contract and would be reimbursed by the City. Ms. Courseault noted she will recuse herself from this process, should it take effect, due to her husband’s employment with Henry Consulting. Ms. Bondio added that it will be the Board’s responsibility to have all discussions and motions regarding emergency sanitation contracts.

#### IX. LIVABILITY COMMITTEE CHAIR REPORT – Ms. Gasperecz

Ms. Gasperecz thanked Ms. Courseault and Ms. Charleston for taking the lead on the Livability Committee’s Spanish Tiles Project. She encouraged the Board to spread the word about this project to French Quarter residents and noted that the due date to apply for the grant has been extended. Ms. Gasperecz stated that the Committee reviewed a report from Unity with stats on the unhoused population in New Orleans. Ms. Klein asked what can be done when a business or resident is not following sanitation ordinances by leaving garbage carts out all day. Mr. Dunkenberger recommended reporting the address to 311, stating that if it is a business, this is citable. Ms. Gasperecz noted that she will make sure that this is addressed on the Committee’s July agenda. She asked the Commissioners to approve the Livability Committee’s official nomination of Mr. Joey DiFatta to the Livability Committee. Mr. Caputo motioned (**M7**) to “approve the official nomination of Mr. Joey DiFatta to the Livability Committee...”, seconded by Mr. G. Bilby, and it was approved.

- X. SECURITY AND ENFORCEMENT COMMITTEE CHAIR REPORT – Ms. Dietz  
Ms. Dietz reported on Mr. Pendleton’s behalf. She stated that the individual involved in the Royal Street incident that was mentioned in Mr. Fein’s memo had all of their weapons confiscated. She noted that the UQP just hit the one-year anniversary of launching the expansion. Ms. Dietz stated that the new Executive Director of the French Market Corporation met with the Committee last month to discuss her concerns with public safety surrounding the unhoused population. She noted that 40% of violent crime in the Eighth District can be attributed to the unhoused population, meaning this topic requires more attention with crime doubling along the riverfront and around the START building at 400 North Rampart. She shared that the average SPPP response time is 1.4 minutes and that an illegal party bus was towed away for operating in the French Quarter, in addition to being uninsured. Ms. Dietz reported that a proposal has been put forward by Cpt. Palumbo which would allow the NOPD officers who are currently moving the Bourbon Street barricades to be able to return to their patrols. She stated that the daily deployment of the barricades is not only physically demanding for the officers but takes up the first two hours of their shift and leads to less proactive patrolling. Ms. Courseault added that this was discussed at the latest Finance & Development Committee meeting, but the Committee deferred taking any action until more details are provided in the proposal.
- XI. FRENCH QUARTER ECONOMIC DEVELOPMENT DISTRICT (FQEDD) AGREEMENT MONITORS MEETING: Attendees were Ms. Courseault, Ms. Bondio, Sgt. Castelin, Mr. Toney, Mr. Dunkenberger, & Cpt. Palumbo.  
Ms. Courseault reported the City Council attorney and Councilmember King is working on the FQEDD tax renewal. She also noted that the Agreement Monitors discussed City Council’s Community Development Committee’s upcoming meeting, which Councilman King has invited the FQMD to attend. This will be a stakeholder community meeting to discuss the Teneo Group’s report. Ms. Courseault has been working with Cpt. Palumbo to have all the information gathered for his barricade deployment proposal ahead of this meeting. She encouraged the Commissioners to attend if they would like to hear more information, stating that the meeting will be held in the Council Chambers at 10 a.m. on Wednesday, June 18<sup>th</sup>.
- XII. EXECUTIVE SESSION – PENDING LITIGATION
- 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)
  - d. Dauphin, Gerald, et al. vs. Mott MacDonald, LLC et al (NO#2025-04257)
- Mr. DiFatta motioned (**M8**) to “adjourn to Executive Session at 2:48 p.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 Ms. Klein, and unanimously approved.
- MOTION TO RECONVENE: Mr. DiFatta motioned (**M9**) to “reconvene the June 9<sup>th</sup>, 2025 FQMD Regular Board Meeting at 3:00 p.m....”, seconded by Ms. Gasperecz, and approved. It was noted that no action was taken in the FQMD Executive Session.
- XIII. NEW BUSINESS: To consider and take action upon any other matters that may properly come before the French Quarter Management District Board of Commissioners.  
No new business was discussed.
- XIV. NEXT SCHEDULED MEETING DATE: 14 July 2025 at the Historic New Orleans Collection
- XV. ADJOURNMENT: Mr. Caputo motioned (**M10**) to “adjourn the June 9<sup>th</sup>, 2025 Board of Commissioners meeting...”, Mr. D. Bilbe seconded the motion to unanimous approval and the meeting was adjourned at 3:02 p.m.

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

ANNEX I – May 2025 Treasurer Reports

ANNEX II – Budget Amendment Request – Street Lights Quality Assurance/Quality Control Inspector

ANNEX III – OJP Byrne Grant Information

ANNEX IV – Budget Amendment Request – Sales Tax Renewal Educational Materials

ANNEX V – Budget Amendment Request – Gator for the UQP/Expansion/Bourbon Promenade

# Treasurer's Report

French Quarter Management District  
For the period ended May 31, 2025

Prepared on

**June 4, 2025**

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# Balance Sheet

As of May 31, 2025

	Total	
	As of May 31, 2025	As of Apr 30, 2025 (PP)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
Appropriations	1,038,765.27	1,080,151.64
FQMA	55,529.04	55,387.75
FQMD general operating account	673,041.12	695,515.75
FQMD Patrol	167,618.46	215,181.69
<b>Total Bank Accounts</b>	<b>1,934,953.89</b>	<b>2,046,236.83</b>
<b>Accounts Receivable</b>		
Contract Receivable	160,580.50	145,545.00
<b>Total Accounts Receivable</b>	<b>160,580.50</b>	<b>145,545.00</b>
<b>Other Current Assets</b>		
Prepaid Expenses	12,420.77	14,888.21
<b>Total Other Current Assets</b>	<b>12,420.77</b>	<b>14,888.21</b>
<b>Total Current Assets</b>	<b>2,107,955.16</b>	<b>2,206,670.04</b>
<b>TOTAL ASSETS</b>	<b>\$2,107,955.16</b>	<b>\$2,206,670.04</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable (A/P)	53,066.48	22,778.92
<b>Total Accounts Payable</b>	<b>53,066.48</b>	<b>22,778.92</b>
<b>Other Current Liabilities</b>		
CEA Membership Dues	35,228.56	35,228.56
Deferred Revenue	8,697.69	10,286.84
<b>Total Other Current Liabilities</b>	<b>43,926.25</b>	<b>45,515.40</b>
<b>Total Current Liabilities</b>	<b>96,992.73</b>	<b>68,294.32</b>
<b>Total Liabilities</b>	<b>96,992.73</b>	<b>68,294.32</b>
<b>Equity</b>		
Retained Earnings	3,630,562.12	3,630,562.12
Net Income	-1,619,599.69	-1,492,186.40
<b>Total Equity</b>	<b>2,010,962.43</b>	<b>2,138,375.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,107,955.16</b>	<b>\$2,206,670.04</b>



# A/R Aging Summary

As of May 31, 2025

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of New Orleans	15,035.50		17,988.50	16,346.50	32,210.00	81,580.50
New Orleans & Co				75,000.00		75,000.00
The Louisiana State Museum					4,000.00	4,000.00
<b>TOTAL</b>	<b>\$15,035.50</b>	<b>\$0.00</b>	<b>\$17,988.50</b>	<b>\$91,346.50</b>	<b>\$36,210.00</b>	<b>\$160,580.50</b>

# A/P Aging Summary

As of May 31, 2025

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
John Wyatte Foard, LLC	1,336.58					1,336.58
Public Safety Services Corp Expansion		11,152.28				11,152.28
Public Safety Services Corporation		38,758.32				38,758.32
Robert Bejarano	1,819.30					1,819.30
<b>TOTAL</b>	<b>\$3,155.88</b>	<b>\$49,910.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$53,066.48</b>

# Profit and Loss

May 2025

	Total
<b>INCOME</b>	
Admin. Fees	16,624.65
Interest Income	5,063.52
<b>Total Income</b>	<b>21,688.17</b>
<b>GROSS PROFIT</b>	<b>21,688.17</b>
<b>EXPENSES</b>	
Operations Expenses	
Bank Charges & Fees	16.00
Insurance	2,358.46
Office Supplies & Software	3,906.72
Rent	1,600.00
Utilities	
Telephone	120.00
<b>Total Utilities</b>	<b>120.00</b>
<b>Total Operations Expenses</b>	<b>8,001.18</b>
Payroll Expenses	
Employee Benefits	1,330.42
Payroll	14,497.28
Processing Fees	104.00
Taxes	1,109.06
Worker's Compensation	67.10
<b>Total Payroll Expenses</b>	<b>17,107.86</b>
Professional Fees	
Accounting Fees	1,190.00
Advertising / Marketing	4,900.00
Program / Project Manager	3,010.00
Website	108.98
<b>Total Professional Fees</b>	<b>9,208.98</b>
Services Rendered / Programming	
Patrol Expenses - UQP/E	
Mobile Data Charges	408.16
Police Patrols	103,955.28
Security Administration	10,420.00
<b>Total Patrol Expenses - UQP/E</b>	<b>114,783.44</b>
<b>Total Services Rendered / Programming</b>	<b>114,783.44</b>
<b>Total Expenses</b>	<b>149,101.46</b>
<b>NET OPERATING INCOME</b>	<b>-127,413.29</b>
<b>NET INCOME</b>	<b>\$ -127,413.29</b>

Profit and Loss by Location

January - May, 2025

	Appropriation	FQEDD Admin	FQEDD Streetlight	FQMA	FQMD Operating	Patrol	Total
INCOME							
Admin. Fees		79,977.05			150,000.00		229,977.05
Contract Revenue				5,000.00		254,891.00	259,891.00
FQMA Fiscal Agent Fee				617.56			617.56
Interest Income	12,611.22			607.83	19,577.90	2,511.55	35,308.50
Membership Dues				26,000.00			26,000.00
Total Income	12,611.22	79,977.05	0.00	32,225.39	169,577.90	257,402.55	551,794.11
GROSS PROFIT	12,611.22	79,977.05	0.00	32,225.39	169,577.90	257,402.55	551,794.11
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					45.00		45.00
Insurance		6,605.55			3,197.75	3,233.86	13,037.16
Interest Paid					128.34		128.34
Memberships					1,750.00		1,750.00
Office Supplies & Software	4,435.19	1,057.00			8,877.18	5,078.80	19,448.17
Rent		4,000.00			4,000.00		8,000.00
Utilities							0.00
Telephone	179.35				1,288.29		1,467.64
Total Utilities	179.35				1,288.29		1,467.64
Total Operations Expenses	4,614.54	11,662.55			19,286.56	8,312.66	43,876.31
Payroll Expenses							0.00
Employee Benefits	309.59	4,134.96			2,207.54		6,652.09
Payroll	3,648.05	57,434.04			9,694.31		70,776.40
Processing Fees	14.33	232.93			389.74		637.00
Taxes	291.85	4,594.72			2,603.31		7,489.88
Worker's Compensation	36.48	574.35			-266.43		344.40
Total Payroll Expenses	4,300.30	66,971.00			14,628.47		85,899.77
Professional Fees							0.00
Accounting Fees	1,326.00	1,326.00			3,825.00		6,477.00
Advertising / Marketing	28,800.00			3,485.21	473.20		32,758.41
Legal Fees			0.00		1,106.00		1,106.00
Program / Project Manager	10,909.14	17.50					10,926.64
Website				366.80	544.90		911.70
Total Professional Fees	41,035.14	1,343.50	0.00	3,852.01	5,949.10		52,179.75
Services Rendered / Programming							0.00

	Appropriation	FQEDD Admin	FQEDD Streetlight	FQMA	FQMD Operating	Patrol	Total
GHF Recycling	152,890.90						152,890.90
Patrol Expenses - UQP/E							0.00
Mobile Data Charges	729.24					1,257.62	1,986.86
Police Patrols	129,909.65					456,392.65	586,302.30
Security Administration	33,154.22					45,349.82	78,504.04
<b>Total Patrol Expenses - UQP/E</b>	<b>163,793.11</b>					<b>503,000.09</b>	<b>666,793.20</b>
Public Safety							0.00
Traffic/Ped Safety			1,169,224.78				1,169,224.78
<b>Total Public Safety</b>			<b>1,169,224.78</b>				<b>1,169,224.78</b>
<b>Total Services Rendered / Programming</b>	<b>316,684.01</b>		<b>1,169,224.78</b>			<b>503,000.09</b>	<b>1,988,908.88</b>
<b>Total Expenses</b>	<b>366,633.99</b>	<b>79,977.05</b>	<b>1,169,224.78</b>	<b>3,852.01</b>	<b>40,393.22</b>	<b>511,312.75</b>	<b>2,171,393.80</b>
NET OPERATING INCOME	-354,022.77	0.00	-1,169,224.78	28,373.38	129,184.68	-253,910.20	-1,619,599.69
NET INCOME	\$ -354,022.77	\$0.00	\$ -1,169,224.78	\$28,373.38	\$129,184.68	\$ -253,910.20	\$ -1,619,599.69

# French Quarter MANAGEMENT DISTRICT

## St. Lights Electrical QA/QC Inspection Services Budget Request

### Need

FQMD undertaking the streetlight repair and maintenance initiative under during the warranty period requires hiring an electrical professional to perform Quality Assurance/Quality Control (QA/QC) inspections. This proposal outlines the recommended scope of work for hiring through IBEW Local 130 (union) and the budget request from the \$1.75M designated for Street Lights Repairs.

### Scope of Work

- The selected QA/QC provider will be responsible for:
  - Inspecting streetlight repair work within the French Quarter for compliance with NEC and local specifications.
  - Conducting nighttime performance audits and functionality checks.
  - Providing photo-documented inspection reports, deficiency logs, and repair recommendations.
  - Maintaining electronic documentation and coordinating directly with FQMD staff and contractors.

### Union: IBEW Local 130

- Advantages:
  - Highly trained and certified electricians (NICET, ICC, OSHA 30)
  - Reduced legal and insurance liability due to union coverage
  - Consistent work standards and quick workforce replacement if needed
  - Alignment with prevailing wage practices and public agency norms
- Disadvantages:
  - Higher hourly rates

### Request

FQMD is requesting approval of up to \$30,000 for NICHOLSONS ELECTRIC, LLC , to provide the QAQC needed to maintain the FQMD Warranty Repairs Contract with ASE. They meet the required licensing, insurance, and certification standards. For professional services under \$30,000, Louisiana Public Bid Law does not require public bidding, because professional services are generally exempt from the competitive bid requirements found in R.S. 38:2211–2296.

Financial breakdown: \$27,800 from July 2025 through March 2026

Initial Month 1: ~ 20 hours = \$5,000 (max)

Months 2-9: Monthly ~15 hours = \$2,850 = \$22,800

# French Quarter MANAGEMENT DISTRICT

## OJP Byrne Grant

### FQ Patrols



The “Edward Byrne Memorial Justice Assistance Grant ”(JAG) Program, administered by the Office of Justice Programs (OJP), within the U.S. Department of Justice. It is the leading source of federal criminal justice funding to state and local jurisdictions.

Named After: NYPD Officer Edward Byrne, who was killed in the line of duty in 1988.

### FQMD Support

The Byrne JAG program provides flexible funding to support a broad range of activities to prevent and control crime and improve the criminal justice system. FQMD has received this grant, with the help of New Orleans & Co. to offer partial supplemental financial support to our added French Quarter Patrols, specifically Upper Quarter Patrol & Expansion. These funds will support eight (8) months of the annual expense.

## Total Funding: \$945,109

### Grant Breakdown

UQP/E Staffing*	\$838,915
FQMD Admin**	\$75,000
GNOF Fiscal Agent	\$13,970
UQP/E Other***	\$23,114

\*This amount reflects a calculation of UQP/E Wage Breakdown based off invoices submitted and 3 tier staffing and training personnel.

\*\*Includes Personnel and benefits for FQMD staff

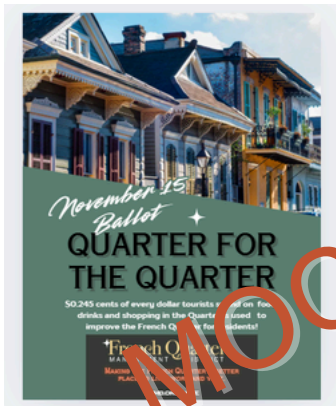
\*\*\* Includes UQP/E supplies, Mobile, and software

# Budget Request

## Background

In preparation for the FQ EDD Trust Sales tax Renewal vote, FQMD's PR firm pitched a PR campaign proposal to Government Affairs May 2025.

## Committee Request



Financial support for the educational campaign materials, including:

- Direct Mail:
  - \$3,650 (2 rounds)
  - Postage \$850.00
- Geo & MicroTargeted Google Digital Ad Campaign: \$5,300.00
- Geo-Targeted Facebook Digital Ad Campaign: \$2,400.00
- Signage for Patrol Vehicles
- *Design & website \$4,300\**

## Amount Requested

Up to \$15k is requested for this educational campaign, of which \$4,300\* has already been approved by both Finance and Board in May 2025, in a previous request by ED.





ellie rand public relations

**Client:** French Quarter Management District

**Project:** 2025 Quarter for Quarter Marketing Campaign Budget Projections

**Proposal Date:** April 1, 2025

**Date of Campaign:** August 1 – November 15, 2025

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1. **Creative and Production Services Fee: \$3,600.00** | *Previously approved by BOC 5/12/25*  
Includes: Concept, Create, Layout, Design, Copywriting, Meetings, Production Management, Coordination with Vendors
  2. ~~**Door Hangers: \$1,600.00**~~ | *Eliminated in Government Affairs Committee 5/14/25*
  3. **Direct Mail: \$2,050.00 + \$1,600 from Door Hangers budget**  
Includes- Printing: \$1,200 for 2 rounds  
Postage for Direct Mailers (estimated) \$850.00
  4. **Geo-Targeted Google Digital Ad Campaign: \$5,300.00** August 1 - November 15, 2025,  
*in the French Quarter only*
  5. **Geo-Targeted Facebook Digital Ad Campaign: \$2,400.00** *would need to create campaign specific Facebook account*
  6. **Signage: \$4,320.00**
    - 600 Balcony signs ~~-\$2,760.00~~ | *Deferred to partner organizations to "advocate"*
    - 300 Window Clings ~~-\$1,200.00~~ | *Eliminated by Gov. Affairs Committee 5/14/25*
    - Magnetic Car Clings for SPP vehicles \$360.00 (12 magnetic car signs)
  7. **Web Site Updates: \$700.00** (*ballpark estimate depending on number of new pages, links etc.*) | *Previously approved by BOC 5/12/25*

**Total Cost** if all the above tactics are employed: **\$19,970.00** (These prices do NOT include tax)

**PLEASE READ THE FOLLOWING CAREFULLY:**

The above figures are ESTIMATED costs and are not intended to represent a firm price. This estimate reflects our best information and judgment of the cost of items required for the job. Final costs may vary from the estimate, but not more than 15% unless a revised estimate is submitted for the client's approval. Approval of this estimate by the client is the authority for us to proceed on this basis. Client revisions made after preliminary approval are NOT reflected in this estimate. This estimate is valid for 30 days.

The undersigned agrees to pay the quoted price plus any additional expenses incurred by Front Row Center, LLC/Ellie Rand Public Relations and Studio Mundi, Inc. in the completion of the job as described above and to hold harmless Front Row Center, LLC/Ellie Rand Public Relations and Studio Mundi, Inc. and its assigns for any liabilities, errors and omissions in good faith.

## Reimbursement of Vehicle Purchase by PSS under FQMD Agreement

To: FQMD Finance & Development Committee

From: Security & Enforcement Committee Chair, Vice Chair

Date: May 28, 2025

Subject: Follow Up Request for Authorization for Reimbursement of Gators Vehicle Purchase by Public Safety Services Corporation (PSSC, aka Upper Quarter Patrol)

### Overview

This memo is follow up to a previous budget approval request of Security & Enforcement Committee requesting Finance & Development approval of the purchase of (1) side by side “gator” vehicle for the Upper Quarter Patrol. This memo outlines the request for more detailed information supporting this request. Specifically: procurement, ownership, liability and maintenance of these vehicle(s). This memo also outlines a refresher of the discussions in FQMD public meetings, the contractual basis for allowing FQMD to reimburse PSSC for the purchase of vehicles intended for use in patrol or enforcement activities. The analysis is drawn from the executed agreements and amendments between FQMD and PSS dated January 19, 2022 and February 14, 2023.

### Updated Request & Recommendation

Based on the agreement language and current operational needs, Security & Enforcement resolves the specifically raised issues, as follows:

- Procurement: To be purchased by PSS to be reimbursed by FQMD;
- Ownership: PSS to own outright for the sole use and purpose of PSS patrol services;
- Liability: Solely on PSS Automobile Liability policy of \$1,000,000;
- Maintenance: Sole responsibility and expense of PSS.

The Security & Enforcement Committee, having resolved the presented issues presented, kindly requests Finance & Development’s recommendation to the Board of Commissioners, approval of up to \$30,000 for the reimbursement to PSS for the purchase of one (1) side by side vehicle for use in the Upper Quarter Patrol and/or Community Liaison Officer programs. This purchase requires a 2025 budget amendment, and subject to standard invoicing and documentation requirements as outlined in Section VII of the Agreement. PSS would purchase the side-by-side vehicle(s) following written notification of FQMD Committee review and Board approval, which specifies the maximum reimbursement amount. PSS shall retain ownership of the vehicle(s), and assume all responsibility for ongoing maintenance, operation, and liability. Proof of updated automobile insurance covering the purchased vehicle(s), with coverage meeting the specifications outlined in Section VIII.C of the 2022 agreement, must be submitted to FQMD prior to reimbursement.

### History of FQMD Public Committee and Board Meetings Mentions of Gators

- *November 5, 2024 – Finance & Development Committee*: Ms. Cooper reported that the Security & Enforcement Committee requested funding for two Gators for the Upper

## Reimbursement of Vehicle Purchase by PSS under FQMD Agreement

Quarter Patrol, totaling \$60,000. The committee declined the request due to concerns over liability and ownership.

- *November 12, 2024 – Board of Commissioners:* Mr. Zumbo summarized committee concerns and noted that donating the Gators to the City might be the simplest solution.
- *November 25, 2024 – Security & Enforcement Committee:* Public comment requested that FQMD budget for two more Gators. Committee discussed donation versus lease model and the legal complexities of UQP vehicle use.
- *March 24, 2025 – Security & Enforcement Committee:* Sgt. Castelin reported updates on Gator procurement challenges, including funding source ambiguity and past procurement process discussions.

### Relevant Contractual References

#### 1. 2022 Security Services Agreement – Vehicle Use Provision

Document: 20220118\_PSS Security Services Agreement\_board approved - Royal Street Patrol 1-19-2022.pdf

Section: VIII.C – Insurance

Quote: “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).”

Interpretation:

This provision anticipates the use of vehicles during the delivery of Security Services and outlines the required insurance coverage. While it does not directly authorize the purchase or reimbursement of a vehicle, it confirms the Agreement’s scope allows for vehicles to be included in service delivery.

#### 2. 2023 Agreement Amendment – Reimbursable Expenses

Document: 20230214\_FQMD\_PSS\_Security\_Services\_Agreement\_Amendment\_final.pdf

Section: ADDITIONAL TERMS

Quote: “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 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.”

Interpretation:

This language provides a pathway for FQMD to reimburse PSS for a vehicle purchase if it is approved as a reimbursable expense either in the annual budget or by formal board motion. The clause 'other expenses approved by FQMD' is sufficiently broad to include a vehicle, subject to Board approval.