

FINANCE & DEVELOPMENT COMMITTEE

Meeting Notes

Monday, 14 July 2025, 1:00 pm

*The Historic New Orleans Collection, Boyd Cruise Room
410 Chartres Street, New Orleans, LA 70130*

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

The meeting was called to order at 1:02 PM and the agenda was read into the record.

COMMITTEE MEMBERS				VOTES						
First Name	Last Name	Present	Absent	Approve previous meeting notes	Approve SEC proposal to add LSP to the UQP	Approve extension agreement with Glass Half Full	Approve increase to expense/professional fees/legal to \$25K	Approve FQMD policy change proposal to adopt a credit/debit card use policy for State appropriations funds	Approve Board Chair to sign the 2024-25 Q4 State Appropriations report for submission	Approve Board Chair to sign the Act of Donation for the UQP for the John Deere Gators
Frank	Zumbo	X		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Heidi	Raines		X	-	-	-	-	-	-	-
Sue	Klein	X		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Christine	Bondio	X		Abstain	Yes	Yes	Yes	Yes	Yes	Yes
Jane	Cooper	X		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Alex	Fein	X		Yes	Yes	Yes	Yes	Yes	Yes	Yes

INTRODUCTION OF ATTENDEES:

GUESTS		
First	Last	Role
Michelle	Courseault	FQMD Executive Director
Shelby	Ursu	FQMD Coordinator
Bob	Bejarano	FQMD Program Manager
Glade	Bilby	FQMD Commissioner

2. Public Comment

No written public comment was received.

3. Motion – Consider a motion to approve the previous meeting notes

Sue Klein made a motion to approve the previous meeting notes. Frank Zumbo seconded the motion, and it was approved. Christine Bondio abstained due to her absence.

4. Committee Chair's Comments

Chair Alex Fein welcomed the Committee and stated that they will be focusing on the 2026 budget over the next five months. While reviewing the 2026 FQMD budget timeline document with the Committee, Vice-Chair Jane Cooper asked that Michelle Courseault add contracts into the document as well.

5. Discussions –

- a. Consider a motion to approve to the budget amendment request presented by the Security & Enforcement Committee to allocate \$260,000 to add Louisiana State Police to the Upper Quarter Patrol.*

French Quarter MANAGEMENT DISTRICT

See attached document. Mr. Fein reviewed the proposal submitted by the Security & Enforcement Committee to allocate funds to add two Louisiana State Police (LSP) officers to the Upper Quarter Patrol (UQP). He noted that this would be for one calendar year. Ms. Courseault added that State appropriations funds are being used for this proposal, noting that if there is not a return of appropriations funds next year, this addition of LSP to the UQP will end. Ms. Bondio asked if Matt Pincus will be handling all of the scheduling, since this will fall into the existing UQP program. Ms. Courseault replied yes, stating that the proposal only allots two individuals of the LSP to be folded into the existing contract with the UQP. She noted that the Security & Enforcement Committee approved the proposal last week, but requested that the proposal be revised to clearly state that these two LSP officers are being added into the existing UQP program's scope, that this program is specifically covering the French Quarter boundaries, and that trackable Key Performance Indices be added into Mr. Pincus's monthly UQP reports for the Security & Enforcement Committee meetings. Ms. Courseault stated that these revisions have been applied to the proposal that the Committee is reviewing today. **Mr. Zumbo made a motion to approve the budget amendment request presented by the Security & Enforcement Committee to allocate \$260,000 to add Louisiana State Police to the Upper Quarter Patrol. Ms. Klein seconded the motion, and it was approved.**

- b. Consider a motion to approve the budget amendment request presented by the Livability Committee to allocate \$150,000 to extend recycling services with Glass Half Full, effective July 1st, 2025, to June 30th, 2026.*

See attached document. Mr. Fein reviewed the proposal from the Livability Committee to allocate funds to extend recycling drop-off site services with Glass Half Full, noting that these services are also funded through the State appropriations. Ms. Courseault added that the Livability Committee plans to discuss potential considerations for location changes to the drop-off sites. Ms. Cooper added that the Livability Committee also discussed putting a separate line item in the 2026 budget for marketing for this program. **Mr. Zumbo made a motion to approve the budget amendment request presented by the Livability Committee to allocate \$150,000 to extend recycling services with Glass Half Full, effective July 1st, 2025 to June 30th, 2026. Ms. Bondio seconded the motion, and it was approved.**

- c. Consider a motion to approve to the budget amendment request presented by the Executive Director to increase the 2025 budget line item: Expense/Professional Fees/Legal to \$25,000 for the added expenses of Fishman Haygood representations in current lawsuits.*

See attached document. Ms. Courseault reviewed the invoices received with the Committee. Ms. Bondio asked if it should be assumed that the FQMD will need to increase FQMD legal counsel Sharonda Williams's bill due to Ms. Williams's additional work on the sanitation Request for Proposal. Ms. Cooper replied yes, stating that the \$25K estimate in the motion should cover all legal expenses. **Ms. Bondio made a motion to approve the budget amendment request presented by the Executive Director to increase the 2025 budget line item: Expense/Professional Fees/Legal to \$25,000 for the added expenses of Fishman Haygood representations in current lawsuits. Ms. Klein seconded the motion, and it was approved.**

- d. Consider a motion to approve the FQMD Policy Change Proposal to Adopt a Credit/Debit Card Use Policy for State Appropriation Funds.*

See attached document. Ms. Courseault reviewed the proposal with the Committee to adopt a credit/debit card use policy for the State appropriation funds, pointing out that the current process in place for paying certain bills has been cumbersome. She stated that this proposal would streamline this process and help FQMD Program Manager Bob Bejarano to better track invoices and receipts while submitting for the required State reporting. Ms. Klein stated that she felt it would be a good idea to have a separate card specifically for the State appropriations, and suggested that this be reported on monthly to the Committee. Ms. Bondio asked who would have access to the card. Ms. Courseault answered that this would be for Mr. Bejarano. She noted that there is a future proposal to promote Mr. Bejarano to a part-time staff member instead of a consultant. The Committee agreed that it would be best to either hold on moving this proposal forward until Mr. Bejarano is considered FQMD staff, or Ms. Courseault can choose to have her name on the card. **Ms. Bondio made a motion to approve the FQMD Policy change proposal to adopt a credit/debit card use policy for State appropriation funds, with the revisions as discussed. Ms. Klein seconded the motion, and it was approved.**

French Quarter MANAGEMENT DISTRICT

- e. Consider a motion to approve authorization of Board Chair to sign 2024-25 State Appropriations Q4 Report for submission.*

See attached document. Mr. Fein reported that almost every dollar of the 2024-2025 State appropriations has been spent. The Committee thanked Mr. Bejarano for his hard work on the State spending and reporting. **Ms. Klein made a motion to authorize the Board Chair to sign the 2024-25 State Appropriations Q4 Report for submission. Mr. Zumbo seconded the motion, and it was approved.**

6. New Business– To consider and take action upon any other matters that may properly come before the French Quarter Management District Finance & Development Committee

Ms. Courseault stated that the FQMD had to do an Act of Donation for Mr. Pincus to be able to get the new John Deere Gators, adding that Mr. Pincus was not able to get insurance for Public Safety Services. She noted that the FQMD will be reimbursed in full for the Gators, and the Orleans' Parish Sheriff's Office will handle the liability, maintenance, and insurance. Ms. Klein asked how many months the FQMD will be paying for insurance, when they do not know what this dollar amount will be. Ms. Courseault stated that she will look into this and get clarification for the Committee. **Ms. Bondio made a motion to authorize the Board Chair to sign the Act of Donation for the Gator vehicles for the Upper Quarter Patrol. Ms. Klein seconded the motion, and it was approved.**

Ms. Cooper asked Ms. Courseault if she had any updates on the outstanding invoices owed to the FQMD from the City of New Orleans. Ms. Courseault replied that she did not check this morning, but noted that last week the checks were shown as processing, and these outstanding invoices have been documented in the Treasurer's reports. She added that the funds come in the form of a check by mail, but she hopes to discuss the potential to change this to direct deposit in the future. Ms. Courseault stated that this has been a challenge for the Travelers Aid Society of Greater New Orleans and Covenant House as well. Ms. Cooper suggested that if, by the next Committee meeting on August 5th, the FQMD still has not received payment, then the group can discuss writing a formal letter to the City of New Orleans, the Mayor, and City Council.

7. Next Meeting Date:

The next scheduled meeting date of the Committee is Tuesday, August 5th, 2025, at 3:00 PM.

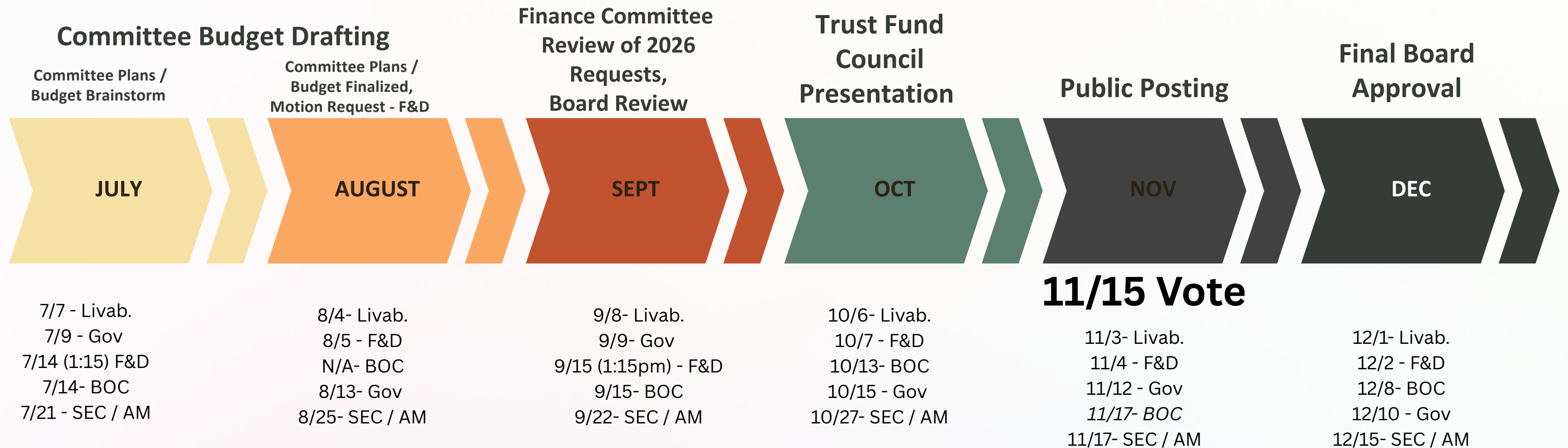
8. Adjournment

Mr. Zumbo made a motion to adjourn. Ms. Bondio seconded the motion, and the meeting adjourned at 1:37 PM.



2026

BUDGET TIMELINE



Proposal for Louisiana State Police Detail in the French Quarter

Submitted by the Security and Enforcement Committee of the French Quarter Management District, July 2025

Introduction

In response to increasing concerns expressed by residents, businesses, employees, and visitors of the French Quarter, the Security and Enforcement Committee of the French Quarter Management District respectfully submits this proposal. In line with the FQMD's mission, our objective is to enhance public safety and address ongoing quality of life and nuisance issues by deploying additional law enforcement resources within the district.

Purpose of Proposal

The primary purpose of this proposal is to authorize the French Quarter Management District to fund a paid detail of Louisiana State Police troopers. These troopers will conduct focused Quality of Life and Nuisance sweeps within the boundaries of French Quarter, supplementing existing efforts of the Upper Quarter Patrol and responding directly to the community's call for stronger enforcement.

Community Justification

The proposal arises from the growing concern of the residential and business communities, who have reported an uptick in concerns related to public order, nuisance activities, and overall safety. The Committee recognizes the need for proactive measures to restore and maintain a secure, welcoming environment for residents, visitors, and local businesses alike. This initiative builds upon the proven success of the Louisiana State Police in making substantial quality of life improvements during their deployments in the French Quarter for major events such as the Super Bowl, New Year's, Mardi Gras, and the Taylor Swift concert.

Scope of Deployment

- **Personnel:** Two Louisiana State Police troopers will be assigned to this detail.
- **Schedules:** The troopers will work four eight-hour shifts per week within the French Quarter, submitted to and monitored by the Upper Quarter Patrol. This schedule is designed to maximize visibility and effectiveness during critical periods.
- **Coordination:** Troopers will operate in conjunction with the NOPD Sergeant in charge of Quality of Life and in coordination with the Eighth District Captain and LSP Troop NOLA Captain, ensuring that efforts are strategically aligned with ongoing district operations.

Operational Discretion

The Louisiana State Police troopers assigned to this detail will operate under the FQMD's guidance while retaining full discretion to exercise their professional judgment in law enforcement matters. This ensures that their actions align with both community priorities and established police protocols, providing a balanced approach to enhancing public safety.

Key Performance Indices

In the monthly Security & Enforcement committee meetings, the Louisiana State Police KPIs, as listed below, will be included as part of the Upper Quarter Patrol reports. The items below will be specifically monitored:

- Summons
- Arrests
- Vehicles Towed

Cost

To implement this proposal, the cost of deploying two Louisiana State Police troopers for 64 hours per week across 52 weeks per year at an hourly rate of \$75 is calculated as follows:

Hourly rate: \$75

Weekly hours: 64 hours

Annual hours: 64 hours/week × 52 weeks = 3,328 hours

Cost per year: 3,328 hours × \$75/hour = \$249,600

Vehicle Cost: To support daily deployment, two LSP ATVs will be utilized, each costing \$25 per 8-hour shift, amounting to a total annual cost of \$10,400. These vehicles are integral for efficiently navigating congested areas of the French Quarter while ensuring high visibility.

Total Cost: \$260,000

Conclusion

Through this proposal, the Security and Enforcement Committee seeks the approval and support of the French Quarter Management District to allocate the necessary funds for this paid detail. The Committee believes that this initiative will substantially contribute to improving the quality of life and addressing nuisance issues, reinforcing the French Quarter as a vibrant and safe destination for all.

AGREEMENT AMENDMENT

EXTENSION # 1

This amendment by and between Glass Half Full and the French Quarter Management District shall be effective as of the date this Amendment is fully executed.

Agreement Signature Date: 12/27/2024

Current Agreement Term: 07/01/2024– 6/30/2025

BACKGROUND AND PURPOSE. The Agreement is in effect through the Current Agreement Term provided above. The parties hereto now desire to amend the Agreement to extend for an additional term of twelve months.

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

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

Beginning Date of New Agreement Term: 07/01/2025

End Date of New Agreement Term: 06/30/2026

The parties agree the Agreement will expire at midnight on the date defined as the “End Date of the New Agreement Term” unless the parties agree to extend the Agreement for an additional period of time.

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

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

Maxwell Steitz, Chief Operating Officer
Glass Half Full, Inc.

Date: _____

Jane Cooper, Board Chair
French Quarter Management District

Date: _____

Fishman Haygood LLP

201 St. Charles Avenue
New Orleans, LA 70170
(504) 586-5252
Fax: (504) 387-6790

French Quarter Task Force French Quarter Management
District
Attn: Michelle Courseault
400 N. Peters Street
New Orleans, LA 70130

Invoice: 101987
May 28, 2025

ID: 3201-00004-SRW

Re:

For Services Rendered Through 05/28/2025

Current Fees	10,764.50	
Total Current Charges		10,764.50
Total Due		10,764.50

Wiring Instructions
First Horizon Bank
165 Madison Ave
Memphis, TN 38103
ABA No.: 084000026
Fishman Haygood Operating Account
Account No.: 20000162736

Fishman Haygood LLP

French Quarter Task Force French Quarter Management District
I.D. 3201-00004 - SRW
Re:

May 28, 2025
Invoice 101987
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Fee Recap

		Hours	Rate/Hour	Amount
Williams, Sharonda R.	Special Counsel	6.10	375.00	2,287.50
Hamrick, Virginia	Associate	34.60	245.00	8,477.00
Totals		40.70		10,764.50

Fees

Date	Atty	Task:Act	Description	Hours	Rate	Amount
03/18/25	VH		REVIEWED PETITION.	0.50	245.00	122.50
03/19/25	VH		DISCUSSION WITH SHARONDA ABOUT CASE, NEXT STEPS.	0.40	245.00	98.00
03/20/25	VH		RESEARCHED LIABILITY OF FQMD - LIMITATIONS OF LIABILITY FOR PUBLIC ENTITIES.	1.30	245.00	318.50
03/27/25	VH		CONTINUED RESEARCH ON FQMD'S LIABILITY. REVIEWED AGREEMENTS WITH CITY, DEVELOPMENT DISTRICT. RESEARCHED LIMITATION ON LIABILITY FOR MUNICIPALITIES- -DISCRETIONARY FUNCTION.	2.00	245.00	490.00
03/31/25	VH		DRAFTED MEMO ON FQMD LIABILITY, DEFENSES.	1.80	245.00	441.00
03/31/25	VH		CONTINUED DRAFTING MEMO ON FQMD LIABILITY, RESEARCHED LIABILITY FOR TERRORIST ATTACK.	2.00	245.00	490.00
04/01/25	VH		CONTINUED MEMO ON FQMD LIABILITY. RESEARCHED AGREEMENT BETWEEN ENGINEERS, CITY, FQMD REGARDING BOLLARDS/SECURITY SYSTEM..	0.60	245.00	147.00
04/01/25	VH		CONTINUED RESEARCHING LIABILITY FOR TERRORIST ATTACKS, GOVERNMENTAL FUNCTION. REVIEWED LITIGATION ARISING FROM OTHER TERRORIST ATTACKS. CONTINUED DRAFTING MEMO.	1.80	245.00	441.00

Fishman Haygood LLP

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Date	Atty	Task:Act	Description	Hours	Rate	Amount
04/01/25	VH		READ FQMD MEETING MINUTES. CONTINUED RESEARCHING SCOPE OF DUTY TO PREVENT TERROR ATTACKS. RESEARCHED NO RIGHT, NO CAUSE OF ACTION EXCEPTIONS. FINALIZED MEMO. SENT TO SHARONDA.	3.00	245.00	735.00
04/03/25	VH		PREPARED ANSWERS FOR MEETING WITH FQMD. RESEARCHED DEFENSES TO NIED.	1.10	245.00	269.50
04/04/25	VH		CONTINUED DRAFTING RESPONSES TO CLIENT'S QUESTIONS AHEAD OF MEETING. EMAILED SAME TO SHARONDA. TRIED TO DOWNLOAD NEW PETITION AGAINST FQMD. EMAIL TO SHARONDA ABOUT NEW LAWSUIT.	1.50	245.00	367.50
04/07/25	SRW		STUDY RESEARCH MEMO AND PLEADINGS; PREPARE FOR AND ATTEND CLIENT BOARD MEETING TO REPORT ON CASE STATUS	2.00	375.00	750.00
04/07/25	VH		CONTINUED DRAFT EXCEPTION	1.00	245.00	245.00
04/07/25	VH		MEETING WITH SHARONDA TO PREP FOR MEETING WITH CLIENT. REVIEW OF THIRD LAWSUIT. DISCUSSION OF FILING EXCEPTION, STRATEGY FOR EXCEPTION OF NO CAUSE OF ACTION. BEGAN DRAFTING SAME.	1.50	245.00	367.50
04/07/25	VH		DRAFTED EXCEPTION OF NO CAUSE OF ACTION.	0.70	245.00	171.50
04/07/25	VH		CONTINUED DRAFTING EXCEPTION OF NO CAUSE OF ACTION.	1.00	245.00	245.00
04/07/25	VH		TRAVEL TO AND FROM MEETING WITH CLIENT ON PENDING LITIGATION. MEETING WITH CLIENT TO UPDATE THEM ON LITIGATION AND NEXT STEPS, ANSWER QUESTIONS.	1.00	245.00	245.00

Fishman Haygood LLP

French Quarter Task Force French Quarter Management District
I.D. 3201-00004 - SRW
Re:

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Date	Atty	Task:Act	Description	Hours	Rate	Amount
04/07/25	VH		CONTINUED DRAFTING EXCEPTION. RESEARCHED LA 4TH CIR CASES GRANTING EXCEPTIONS OF NO CAUSE OF ACTION.	0.80	245.00	196.00
04/08/25	VH		CONTINUED DRAFTING MISO EXCEPTION. FINISHED LIABILITY SECTION AND IMMUNITY SECTIONS. RESEARCHED IMMUNITY AND EXCEPTIONS. EDITED MEMO. SENT TO SHARONDA.	2.90	245.00	710.50
04/08/25	VH		DRAFT EXCEPTION AND RULE TO SHOW CAUSE ON EXCEPTION. SENT TO SHARONDA.	0.50	245.00	122.50
04/09/25	VH		FINALIZED PLEADINGS AND EXHIBITS FOR FILING. FILED. EMAILED TO PLAINTIFF'S ATTORNEY, OTHER DEFENDANTS' ATTORNEYS.	1.20	245.00	294.00
04/14/25	SRW		STUDY THREE LAWSUITS FILED AND DRAFT MEMORANDUM REGARDING CASE STRATEGY FOR ALL CASES	3.00	375.00	1,125.00
04/17/25	VH		SEVED AND REVIEWED EXCEPTIONS FILED.	0.40	245.00	98.00
04/21/25	VH		CALENDARED ANSWER/EXCEPTION. EMAIL TO SW ABOUT FILING, MAY 2 RTSC.	0.20	245.00	49.00
04/28/25	VH		EMAIL TO OPPOSING COUNSEL REGARDING RESET HEARING DATE.	0.10	245.00	24.50
04/29/25	SRW		PARTICIPATE IN TELEPHONE CONFERENCE WITH COUNSEL FOR HARD ROCK CONSTRUCTION REGARDING POSSIBLE REMOVAL OF CASE; DRAFT EMAIL TO CLIENT AND PARTICIPATE IN TELEPHONE CONFERENCE WITH CLIENT REGARDING SAME	0.80	375.00	300.00
04/30/25	SRW		PARTICIPATE IN TELEPHONE CONFERENCE WITH COUNSEL FOR HARD ROCK CONSTRUCTION	0.30	375.00	112.50

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French Quarter Task Force French Quarter Management District
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Date	Atty	Task:Act	Description	Hours	Rate	Amount
05/01/25	VH		REVIEWED PETITION. DRAFTED EXCEPTION, RULE TO SHOW CAUSE.	0.50	245.00	122.50
05/05/25	VH		DIMAIO - BEGAN DRAFTING MEMORANDUM IN SUPPORT OF EXCEPTION OF NO CAUSE OF ACTION.	1.40	245.00	343.00
05/08/25	VH		CONTINUED DRAFTING EXCEPTION (DIMAIO). EDITED DRAFT. SENT TO SHARONDA. CALENDARED NEW HEARING DATE.	1.90	245.00	465.50
05/11/25	VH		REVISED EXCEPTION, MOTION IN SUPPORT OF EXCEPTION, RULE TO SHOW CAUSE (DIMAIO).	0.50	245.00	122.50
05/12/25	VH		FINALIZED AND PREPARED PLEADINGS FOR FILING.	1.30	245.00	318.50
05/12/25	VH		WALKED TO FQMD MEETING. ATTENDED FQMD MEETING TO GIVE UPDATE ON LITIGATION. RIDE BACK TO OFFICE. MEMORIALIZED NOTES FROM MEETING.	1.70	245.00	416.50
Total Fees				40.70		10,764.50
Total Current Charges						10,764.50

Fishman Haygood LLP

201 St. Charles Avenue
New Orleans, LA 70170
(504) 586-5252
Fax: (504) 387-6790

CFC Reference No.:
C001PSN0340113522
Insured: French Quarter
Management District

French Quarter Task Force French Quarter Management
District
Attn: Michelle Courseault
400 N. Peters Street
New Orleans, LA 70130

Invoice: 102879
July 9, 2025

ID: 3201-00004-SRW

Re:

For Services Rendered Through 06/30/2025

Current Fees	1,372.00	
Total Current Charges		1,372.00
Total Due		1,372.00

Wiring Instructions
First Horizon Bank
165 Madison Ave
Memphis, TN 38103
ABA No.: 084000026
Fishman Haygood Operating Account
Account No.: 20000162736

Fishman Haygood LLP

French Quarter Task Force French Quarter Management District
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Fee Recap

		Hours	Rate/Hour	Amount
Hamrick, Virginia	Associate	5.60	245.00	1,372.00
Totals		5.60		1,372.00

Fees

Date	Atty	Task:Act	Description	Hours	Rate	Amount
06/02/25	VH		READ NEW LAWSUIT, DAUPHIN V. MOTT MACDONALD, ET AL. DRAFTED EXCEPTION, RULE TO SHOW CAUSE, MEMO IN SUPPORT OF EXCEPTION. ADDED CITATIONS ON NO DUTY TO PROTECT. EDITED SAME. SENT ALL TO SHARONDA.	2.50	245.00	612.50
06/02/25	VH		READ DAUPHIN PETITION. BEGAN DRAFTING EXCEPTION.	1.00	245.00	245.00
06/05/25	VH		DRAFTED MOTION TO STRIKE JURY DEMAND. SENT TO ALANNA FOR FILING.	0.40	245.00	98.00
06/09/25	VH		PREP FOR FQMD MEETING. CALL WITH SHARONDA REGARDING SAME.	0.20	245.00	49.00
06/09/25	VH		WALK TO FQMD MEETING. GAVE UPDATE ON LITIGATION DURING EXECUTIVE SESSION. WALKED BACK FROM MEETING.	1.30	245.00	318.50
06/16/25	VH		CIRCULATED PLEADINGS TO OPPOSING COUNSEL.	0.10	245.00	24.50
06/19/25	VH		DISCUSSION OF CASE WITH ZYON, WHAT NEEDS TO BE INCLUDED IN MEMO. SENT PLEADINGS.	0.10	245.00	24.50
Total Fees				5.60		1,372.00

Fishman Haygood LLP

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Total Current Charges 1,372.00

Proposal to Adopt a Credit/Debit Card Use Policy for State Appropriation Funds

As FQMD has received LA State Appropriations \$1M+ funding for the 3rd year in a row, there is a need for the adoption of a formal FQMD fiscal policy regulating the use of credit and debit cards associated with these funds. I am proposing the following policy, in accordance with our 2023 bylaws and modeled after the best practices of the Louisiana Office of State Procurement (OSP) and the Louisiana Legislative Auditor (LLA). Its purpose is intended to promote strict fiscal oversight and ensure compliance with public accountability standards.

Please find below a revised draft policy for your review and consideration, including links to source guidelines.

Draft: FQMD Credit/Debit Card Use Policy for State Appropriation Funds

1. Purpose

This policy establishes controls and procedures for the authorized use of credit or debit cards tied to the French Quarter Management District's (FQMD) State Appropriation account. It ensures compliance with applicable state guidelines, promotes fiscal responsibility, and prevents misuse of public funds. (Sources: Louisiana Office of State Procurement P-Card Program – <https://www.doa.la.gov/doa/osp/agency-resources/purchasing-card-program/>)

2. Authorized Use

Cards may only be used for allowable, budgeted, and pre-approved expenses related to programs or projects funded by State of Louisiana appropriations. Approved expenditures include:

- Public safety services
- Infrastructure and capital improvements
- Professional services
- Supplies or equipment for state-funded initiatives
- Emergency project expenses when authorized

Use must conform to the budget and chart of accounts submitted to the State and reviewed by the Legislative Auditor. *Source: Louisiana Legislative Auditor Internal Controls Guide – <https://www.la.gov/resources/internal-controls-resources/>*

3. Cardholder Authorization

Cards may be issued only to the Executive Director or a designated employee. Cardholders must sign a Cardholder Acknowledgment Form agreeing to comply with this policy. Cards must be used exclusively for official FQMD business. Personal purchases are strictly prohibited.

6/26/2025

Prepared by: Michelle Courseault, Executive Director
Submitted to : FQMD Finance & Development Committee

Proposal to Adopt a Credit/Debit Card Use Policy for State Appropriation Funds

4. Approval Limits

- Single transaction limit: \$5,500
- Monthly card limit: \$10,000

Exceptions require written authorization approval from the Treasurer and Board Chair.

5. Documentation Requirements

Receipts must be submitted within 3 business days. Charges must be coded to the correct state-appropriated budget line. Monthly reconciliation is required, reviewed by the Executive Director and submitted to the Finance Committee as part of the State quarterly reports. Card activity is subject to public records requests under Louisiana law. (*Source: Louisiana Public Records Act – La. R.S. 44:1 et seq.*)

6. Prohibited Uses

- Cash advances or ATM withdrawals
- Alcohol
- Fuel (unless part of an approved fleet or rental agreement)
- Unauthorized travel
- Payments to FQMD staff or Board members
- Donations, gifts, or political contributions

7. Auditing and Compliance

All card activity is subject to audit by the Legislative Auditor, and Finance Committee. Misuse may result in revocation, disciplinary action, or legal consequences. (*Sources:*

- *Louisiana Legislative Auditor Best Practices* – <https://www.la.gov/resources/internal-controls-resources/> - *La. R.S. 24:513 (Audit Authority of Legislative Auditor)*

8. Policy Oversight

This policy will be overseen by the Executive Director and Treasurer, with quarterly reviews by the Finance Committee, as part of the State quarterly reports. Any amendments must be approved by the full Board.

Thank you for your consideration of this proposal.

Michelle Courseault, Executive Director

2024-25 State Appropriations Q4 Report

As of 11/Jul/25

Category	Estimate	Description	Next Step/Notes
Printing	\$ 437	Curb Use Survey Drawings (3 sets); Large-scale FQ maps, two sets of 10 sheets	Paid and Received
Printing	\$ 151	Large-scale FQ presentation map, mounted	Paid and Received
Printing	\$ 87	Clear Acetate Sheets 24"x36"	Paid and Received
Line Item Budget	\$ 2,000		
Q1-Q3 Reported Expenses	\$ 402		
Q4 PRINTING TOTAL	\$ 675		
FINAL BALANCE	\$ 923		

Rentals	\$ 1,397	RICOH March, April, May, and June Billing	Paid
Rentals	\$ 4,800	Office Space April, May, and June	Paid
Rentals	\$ 1,950	Mobiliy Scooter	Paid, expected delivery 14Jul
Line Item Budget	\$ 17,446		
Q1-Q3 Reported Expenses	\$ 9,481		
Q4 RENTALS TOTAL	\$ 8,147		
FINAL BALANCE	\$ (182)		

Phone & Internet	\$ 949	AT&T Program Manager Phone Apr-Jun	Paid
Phone & Internet	\$ 1,430	Tablet for New Hire	Paid, expected delivery 21Jul
Line Item Budget	\$ 3,000		
Q1-Q3 Reported Expenses	\$ 615		
Q4 P&I TOTAL	\$ 2,379		
FINAL BALANCE	\$ 6		

Office Supplies	\$ 496	Desktop Monitors	Paid and Received
Office Supplies	\$ 751	Ergonomic Workdesk	Paid and Received
Office Supplies	\$ 89	Protective Computer Bag	Reimbursement
Office Supplies	\$ 100	Various Office Stamps	Reimbursement
Office Supplies	\$ 30	Field Case for Tablet	Reimbursement
Office Supplies	\$ 69	Keyboard	Reimbursement
Office Supplies	\$ 44	Mouse	Reimbursement
Office Supplies	\$ 17	Measuring Tapes	Reimbursement
Line Item Budget	\$ 2,000		
Q1-Q3 Reported Expenses	\$ -		
Q4 OFFICE SUPP TOTAL	\$ 1,595		
FINAL BALANCE	\$ 405		

Professional Services	\$ 144,847	SERVICE CONTRACT: Recycling (Glass Half-full)	Paid
Professional Services	\$ 126,700	SERVICE CONTRACT 25-001: Residential Area Street Markings	Work Complete, Final Payment pending
Professional Services	\$ 39,600	SERVICE CONTRACT 25-002: Residential Area Handicap Parking Space Marking (22 spaces @ \$1,900 ea)	Carryforward
Professional Services	\$ 165,000	SERVICE CONTRACT 25-003: Commercial Area Street Markings, Pedestrian Signs (Rampart, N. Peters)	Carryforward
Line Item Budget	\$ 984,745		
Q1-Q3 Reported Expenses	\$ 563,906		
Q4 PROF SERVCS TOTAL	\$ 476,147		
BALANCE	\$ (55,308)		

Other Charges	\$ 1,366	Large Format File Drawers	Paid and Received
Other Charges	\$ 5,340	Stop Signs (60 signs @ \$89 ea)	Paid and Received
Other Charges	\$ 2,550	One-Way Signs, Left (50 signs @ \$51 ea)	Paid and Received
Other Charges	\$ 2,550	One-Way Signs, Right (50 signs @ \$51 ea)	Paid and Received
Other Charges	\$ 370	Storage Shelves and Hand Truck for Sign Storage	Paid and Received
Other Charges	\$ 30,000	REIMBURSEMENT: UQP/E Side by Side	Carryforward
Line Item Budget	\$ 98,475		
Q1-Q3 Reported Expenses	\$ -		
Q4 OTHER CHRGS TOTAL	\$ 42,176		
FINAL BALANCE	\$ 56,299		

All Other Line Item Balances	\$ 1,675	Advertisement, Subscriptions, and Utilities	
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Total Allocation \$ 1,250,000
Total Spent \$ 1,246,182
Unspent Balance \$ 3,818