

FINANCE & DEVELOPMENT COMMITTEE

Meeting Notes

Thursday, 27 June 2024, 4:00 pm

New Orleans Marriott, Third Floor Closing Room

555 Canal Street, New Orleans, LA 70130

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

The meeting was called to order at 4:00 pm and the agenda was read into the record.

COMMITTEE MEMBERS				VOTES
First Name	Last Name	Present	Absent	Approve mtg notes
Frank	Zumbo	X		-
Heidi	Raines	X		-
Sue	Klein		X	-
Christine	Bondio		X	-
Jane	Cooper	X		-
James	Hislop		X	-

INTRODUCTION OF ATTENDEES:

GUESTS		
First	Last	Role
Shelby	Ursu	FQMD Coordinator
Karley	Frankic	FQMD Executive
John	Foard	FQMD Accountant

2. Public Comment:

No written public comment was received.

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

A quorum of the Committee was not present to take the motion.

4. Discussion – Discussion by Committee of the 2025 French Quarter Economic Development District Budget

See attached documents. Karley Frankic reviewed the document with the Committee members, noting that the budget breakdown is similar to last year. She reported that each Committee has been adding wish list items to the parking lot and providing feedback throughout the month of June. Ms. Frankic said that the goal is to get the budget timeline to the Commissioners by the July 8th Board meeting, and then through July and August the Chief Administrative Office (CAO) will start assigning cost estimates to each line item, which they will then bring to the Finance and Development Committee for further refinement. She added that the goal is to get the first budget presentation to the Board in September, and either have the budget approved in September or in October if further revisions are necessary. By October, the budget will be ready to submit to City Council for final review and approval in November. Jane Cooper added that at this month's Agreement Monitors meeting Eric Smith informed the Monitors that he believes that the Rapid Rehousing Program's funding can go into calendar year 2025. She stated that she is waiting on written confirmation from the CAO's office to confirm this. Ms. Frankic added that

French Quarter MANAGEMENT DISTRICT

Mr. Smith also stated that the French Quarter Economic Development District (FQEDD) budget can be allocated towards PPE for the Upper Quarter Patrol (UQP) because it falls under Public Safety. Ms. Frankic noted that Mr. Smith is creating a line by line cost estimate for the year-end projections and the 2025 rollover funds. Heidi Raines suggested adding speed cameras on the 1200 block of Dauphine Street to the budget parking lot and asked if the North Rampart Street Pedestrian Safety and Signage Program could be extended to cover more blocks of North Rampart Street. Ms. Frankic replied that the extending of the North Rampart Pedestrian Safety and Signage Program may be funded with the 2024-2025 State appropriation, but she will add the speed cameras to the FQEDD budget parking lot.

5. Discussion – Discussion by Committee of Income Sources and Program Allocations

See attached document. Frank Zumbo reviewed the document with the Committee members and suggested adding the document to the upcoming Board meeting packets to give the Commissioners a visual representation of the different funding sources and program allocations.

a. 2023-2024 State Appropriation

Ms. Frankic reported that the timeline of the 2023-2024 State appropriation has been extended through June 30, 2025. Mr. Zumbo suggested that no changes be made to the budget update that has been previously approved by the Committee and the Board.

b. 2024-2025 State Appropriation

Ms. Frankic reported that \$1.25M of reimbursable funding has been allocated through the 2024-2025 State appropriation.

c. OJP Byrne Discretionary Grants

Ms. Frankic stated that she has not heard back about the application's approval status at this point in time. Mr. Zumbo said that he will check with Walt Leger to confirm if the grant has been approved and report back to the Committee. He reminded the Committee that this grant is meant to be allocated towards public safety and quality of life programs. Ms. Frankic added that the majority of the budget has been allocated towards the UQP, with some of the funding being allocated towards infrastructure.

d. New Orleans & Company Cooperative Endeavor Agreement Public Safety & Quality of Life

Ms. Frankic stated that this Cooperative Endeavor Agreement (CEA) expires at the end of each calendar year and noted that she reviewed the amended agreement with Mr. Foard last week.

e. New Orleans & Company Memorandum of Understanding General Ops

Ms. Frankic reported that this annual MOU is for \$150,000 and is allocated towards the general operations costs.

f. French Quarter Economic Development District Admin Fee

Mr. Zumbo stated that the Committee should keep in mind that the overall FQEDD budget line items are not automatically renewed each year. The admin fee for FQMD is up to \$150,000 based on actual expenses incurred by FQMD.

6. Discussion – Discussion by Committee of State Cooperative Endeavor Agreement and Budget Recommendations

See attached document. Ms. Frankic reviewed the draft CEA with the Committee and noted that the template of this document is not identical to the CEA from last year's appropriation but is overall similar in format. She stated that she will likely not receive the new CEA template for the 2024-2025 State appropriation until mid-July. Ms. Frankic reviewed the budget recommendations with the Committee members and noted that the figures are estimates and will need to be detailed further as budget season moves forward. She noted that she felt it would be beneficial to have the Commissioners make a motion on the matter at the July 8th Board meeting authorizing the Board Chair to execute the State Appropriation CEA, pending legal counsel's review. Ms. Raines agreed, stating that since the Committee cannot make a motion today, they can inform the Board that they reviewed the draft and were in favor of approving the document and moving it forward.

a. Motion – Consider a motion to authorize the Board Chair to execute a Cooperative Endeavor Agreement with the State of Louisiana for the 2024-2025 Legislative Appropriation

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A quorum of the Committee was not present to take the motion.

7. Discussion – Discussion by Committee of OJP Byrne Discretionary Grants Budget

Ms. Frankic stated that the Committee should be expectant of a CEA being required for the Federal OJP Byrne Grant. She recommended to have the Commissioners make a motion on the matter at the July 8th Board meeting authorizing the Board Chair to execute the State Appropriation CEA, pending legal counsel's review. Mr. Zumbo asked Ms. Frankic if the Committee can inform the Board at the July Board meeting that they are okay with approving this process without having made a motion. Ms. Frankic replied yes.

- a. Motion – Consider a motion to authorize the Board Chair to execute a Cooperative Endeavor Agreement with the New Orleans Community Support Foundation / Greater New Orleans Foundation for the OBJ Byrne Discretionary Grant

A quorum of the Committee was not present to take the motion.

8. Discussion – Discussion by Committee of French Quarter Management District 2025 Operating Budgets Process & Timeline

See attached document. Ms. Frankic reviewed the document with the Committee. John Foard, the FQMD accountant, noted that not all budgets will be operating on a calendar year basis. He stated that the two State appropriations are on a fiscal year basis and the OJP Byrne budget operates on its' own timeline.

9. Discussion – Discussion by Committee of Personnel Planning

Mr. Zumbo stated that, with the multiple, new funding sources coming in and the expanding programming and responsibilities that the FQMD has taken on, it is necessary to look at and adjust the FQMD's current staffing structure and hire additional personnel. He noted that more information on whether future staff will be considered classified or unclassified will need to be clarified. He reported that he and Ms. Cooper recently met with representatives from HR NOLA to discuss researching the Civil Service requirements and providing insight to the FQMD of what changes will need to be made to the staffing structure as new personnel are hired. Ms. Raines suggested taking into consideration hiring an attorney who specializes in labor law. Ms. Frankic agreed, stating that HR NOLA may not have the full legal knowledge that the FQMD is seeking. She added that having both HR NOLA as well as an attorney would be beneficial. Mr. Zumbo agreed and said that the Committee will have to discuss the proper pay and benefits structure in the future, including a pay and benefits analysis of the staff currently employed. He stated that the next step will be to have a conversation with HR NOLA to voice the FQMD's concerns and questions and get more clarity on the firm's knowledge and expertise with government agencies.

10. Discussion – Discussion by Committee of Cooperative Endeavor Agreements with the City of New Orleans

Ms. Frankic reported that the Board of Commissioners approved the Infrastructure CEA and noted that the indemnity language has been added into the agreement. She added that the City had no further revisions, and the document should be coming back to Ms. Cooper for signature shortly.

Ms. Frankic stated that a motion will be required by the Board of Commissioners to authorize the Board Chair to execute a CEA with the City that would allow the conveyance of materials for the North Rampart Pedestrian Safety and Signage Program and the additional trash receptacles for City servicing.

11. 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. Frankic stated that FQMD staff will need to upgrade their account with the email marketing platform Benchmark. She reviewed the cost with the Committee members and the Committee had no objection with upgrading the account.

12. Next Meeting Date: 6 August 2024

The next scheduled meeting of the Committee is Tuesday, August 6th, 2024 at 3:00 PM.

13. Adjournment

French Quarter

MANAGEMENT DISTRICT

The meeting adjourned at 4:45 PM.

French Quarter

MANAGEMENT DISTRICT

Funding Sources and Allocations

State
2023-24
\$1,500,000

- UQP
- Supplemental Sanitation
- Infrastructure (Rampart St)
- Operations & Administration

State
2024-25
\$1,250,000

- UQP
- Supplemental Sanitation
- Infrastructure
- Operations & Administration

Federal
OJP Byrne
\$945,111

- UQP
- Infrastructure
- Operations & Administration

NO&Co
CEA
\$1,200,000/Yr

- UQP
- Infrastructure
- Supplemental Sanitation
- Operations & Administration (10% admin fee)

NO&Co
MOU
\$150,000/Yr

- Operations & Administration

FQEDD
Admin
up to \$150,000/Yr

- Operations & Administration

UQP
\$1.5M/Year
*UQP
*EUQP

- State 2023-24
- State 2024-25
- OJP Byrne
- NO&Co CEA

Supplemental Sanitation
*Bead recycling \$19K/yr
*Glass dropoff \$73K/yr
*Trash cans \$93K
*Graffiti \$25-50K/yr

- State 2023-24
- State 2024-25
- NO&Co CEA

Infrastructure
*Streetlights \$?
*Sidewalks \$?
*N. Rampart St \$200K+\$150K
*Royal Barricades \$20K

- State 2023-24
- State 2024-25
- OJP Byrne
- NO&Co CEA

Operations & Administration
\$578K - 2024
\$512K - 2025

- State 2023-2024
- State 2024-2025
- OJP Byrne Grant
- NO&Co CEA Admin Fees
- NO&Co MOU for General Administration
- FQEDD Admin Fee

Contact Sheet

Act 2024 Regular Legislative Session

Please complete all sections:

Legal Name of Entity: French Quarter Management District

Authorized Person: Jane Cooper, Board Chair

Contact Person, if different: Karley D. Frankic, Executive Director

Telephone Number: (504) 323-5801

Fax Number: [\(504\) 323-5780](tel:5043235780)

Email Address: kfrankic@fqmd.org

Fed Tax ID#: 26-2092304

Physical Address: 400 N. Peters Street, Suite 206, New Orleans, LA 70130

Mailing Address: 400 N. Peters Street, Suite 206, New Orleans, LA 70130

Parish: Orleans

Legal Status of Entity *: Local Governmental Authority

* The legal status of the entity may be any of the following:

- Sole Proprietorship
- Partnership
- Limited Liability Company
- Municipality
- Local Governmental Authority
- Corporation
- Non-profit Corporation
- Non-Profit Religious Corporation

STATE OF LOUISIANA
COOPERATIVE ENDEAVOR AGREEMENT
(Line Item Appropriation)

THIS COOPERATIVE ENDEAVOR, is made and entered into by and between the Louisiana Department of the Treasury and the State of Louisiana, hereinafter referred to as “State” and/or “Agency” and French Quarter Management District officially domiciled at 400 N. Peters Street, Suite 206, New Orleans, LA 70130, hereinafter referred to as “Contracting Party”.

ARTICLE I

WITNESSETH:

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that “for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;” and

1.2 WHEREAS, Acts of the 2024 Regular Legislative Session of the Louisiana Legislature, which were adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act 447 contains a line item appropriation within the Agency’s budget for the benefit of French Quarter Management District of which the sum of **ONE MILLION TWO HUNDRED FIFTY THOUSAND & NO/100 (\$1,250,000) DOLLARS** has been allocated for this program/project, as set forth in the Attachment A Plan, which is attached to this Agreement and made a part hereof;

1.3 WHEREAS, the Agency desires to cooperate with the Contracting Party in the implementation of the project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: 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.

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with said Act of the 2024 Regular Legislative Session, if applicable and the Governor’s Executive Order JBE 2016 - 38 on accountability for line item appropriations; and is attached to this agreement and made part hereof by reference as “Attachment E.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE II
SCOPE OF SERVICES

2.1 The Contracting Party shall:

1. 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.
2. Enhance public safety and sanitation within the district by financing supplemental safety and sanitation services as its board deems appropriate.
3. Provide supplemental resources for the enforcement of laws and regulations that relate to the quality of life for tourists, residents, and businesses within the district as its board deems appropriate.
4. Engage in strategic planning, business and commercial development activities, administering capital improvement funds, and administering programs.
5. Take such actions as may be advisable to enhance commercial, civic, and cultural activity within the district, to promote and aid in the conservation and preservation of the district's quaint historic nature, character, qualities, and architecture, to foster quality events and quality of life in the district, to restore regional character to the district, to attract locals and tourists to visit the district, to facilitate and promote the development and improvement of public infrastructure within the district, and to encourage new residents to live in the district.

2.2 Deliverables: Specifically included, though not limited hereby, under the purposes, objects, and powers of the district are the following:

1. Financing supplemental safety and sanitation services.
2. Aid in the improvement on public safety through supplemental law enforcement.
3. Enhancing the district's walkability and pedestrian-friendly environment.
4. Revitalizing and nurturing cultural and historical features, preservation, and cultural tourism.
5. Facilitating parking and mobility planning, strategies, and management.
6. Improving commercial and residential vitality and developing and implementing commercial planning, marketing, and recruiting strategies.
7. Facilitating lighting and signage upgrades, repairs, and replacements.
8. Recruiting public amenities and services.

The Contracting Party will provide to the State written quarterly **Progress Reports (Attachment C)** outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this Agreement and quarterly **Cost Reports (Attachment D)** which provide detailed cost information outlining the use of the above referenced appropriated funds. **Attachment C, Progress Report** and **Attachment D, Cost Report** are attached to this agreement and made part thereof by reference. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. These reports that are to be provided quarterly shall be due and delivered to the Agency on or before the 31st of October for the quarter ending September 30, the 31st day of January for the quarter ending December 31, the 30th day of April for the quarter ending March 31, and the 15th day July for the quarter ending June 30, there being no exceptions or waivers of this July reporting due date.

2.3 Budget: The **Budget** for this project is incorporated herein as **Attachment B** which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The **Budget** for this project shall not exceed the total sum of **ONE MILLION TWO HUNDRED FIFTY THOUSAND & NO/100 (\$1,250,000) DOLLARS** which sum

shall be inclusive of all costs or expenses to be paid by the State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated by the State for this program/project. No state funds shall be paid for any one phase of this Agreement that exceeds the **Budget** attached as “Attachment B”, without the **prior** approval of the State. **Attachment B Page 2 - Staffing Chart** and **Attachment B Page 3 - Schedule of Professional and Other Contracting Services** are also attached hereto and made a part hereof by reference, and shall be fully completed by the Contracting Party for attachment to and inclusion as a part of this Agreement.

2.4 Disclosure and Certification Statement(s): **Attachment E - Disclosure and Certification Statement** to this Agreement must be fully completed, dated and executed by a duly authorized representative of the Contracting Party. Additionally, the Contracting Party shall attach to this **Attachment E**, where applicable, the following: a) a copy of the board resolution authorizing execution of this Agreement on behalf of the Contracting Party, or other written authorization for such execution that may be appropriate, as the case may be; and, b) a copy of a Certificate of “Good Standing” from the Secretary of State. Additionally, as to all sub-contracting, sub-recipient parties shown and identified in **Attachment B Page 3** and any attachments thereto, **Attachment E-1 - Disclosure and Certification Statement** to this Agreement must be fully completed, dated and executed by a duly authorized representative of each such sub-contracting, sub-recipient party, and shall have attached thereto, where applicable, the same attachments required for the Contracting Party in a) and b) of this paragraph. For public or quasi-public entities which are recipients under Acts of the 2024 Regular Legislative Session and which are not budget units of the State, no funds shall be transferred unless said Contracting Party submits to the Legislative Auditor for approval a copy of this Agreement and Budget showing all anticipated use of the appropriation, an estimate of the duration of the project and a plan showing specific goal and objectives for the use of such funds, including measures of performance. This requirement will be met by Department of Treasury’s submission of the approved budget (Attachment A and Attachment B) to the Legislative Auditor. The Contracting Party shall provide written reports every quarter to the funding agency concerning the use of the funds and the specific goals and objectives for the use thereof.

2.5 The recipient assures that elected officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this appropriation. State law defines “immediate family” as the term related to a public servant to mean children, the spouses of children, brothers and their spouses, sisters and their spouses, parents, spouse and the parents of a spouse. See R.S. 42:1101 et seq.

ARTICLE III **CONTRACT MONITOR**

3.1 The Contract Monitor for this Agreement is the Local Government Fund Management Division of the Department of the Treasury.

3.2 Monitoring Plan: During the term of this Agreement, the Contracting Party shall discuss with the State’s Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. The Contract Monitor shall review and analyze the Contracting Party’s Plan to ensure the Contracting Party’s compliance with the requirements of the Agreement.

The Contract Monitor shall also review and analyze the Contracting Party’s written, **Attachment C- Progress Report** and **Attachment D-Cost Report** and any work product for compliance with the Scope of Services; and shall

1. Compare the Reports to Goals/Results and Performance Measures outlined in

- this Agreement to determine the progress made;
2. Contact the Contracting Party to secure any missing deliverables;
 3. Maintain telephone and/or e-mail contact with the Contracting Party on Agreement activity and, if necessary, make visits to the Contracting Party's site in order to review the progress and completion of the Contracting Party's services, to assure that performance goals are being achieved, and to verify information when needed.
 4. Assure that expenditures or reimbursements requested in **Attachment D-Cost Report** are in compliance with the approved **Goals in Attachment A Plan**. The Contract Monitor shall coordinate with the Agency's fiscal office for reimbursements to Contracting Party and shall contact the Contracting Party for further details, information for documentation when necessary.

Between required performance reporting dates, the Contracting Party shall inform the Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. The Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party, and any assistance which may be needed to resolve the situation.

ARTICLE IV **PAYMENT TERMS**

4.1 Payment shall be made to the Contracting Party under the terms and conditions of one of the following plans (*Please check one*):

_____ **PLAN A:** Provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated.

_____ **PLAN B:** One initial payment limited to no more than 50% of the total line item appropriation shall be made to the Contracting Party in advance of services being performed **only** with sufficient justification provided on Attachment A, Attachment B and Attachment B-Supplement (collectively termed the business plan), and the Cooperative Endeavor Agreement is approved by the Office of State Procurement or other delegated authority. The balance of the appropriation will be paid provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. **Upon receipt of the 1st Quarter Progress and Cost Reports and approval thereof, the initial 50% payment will be applied and if such approved**

expenses exceed the initial payment, the difference will be forthcoming.

_____ **PLAN C:** Payment of 100% of the line item appropriation shall be made to the Contracting Party in advance of purchasing equipment or other similar expenditures **only** with sufficient justification provided on Attachment A, Attachment B and Attachment B-Supplement (collectively termed the business plan) indicating that there is no other source of funding available to make the purchase to satisfy the goals and objectives of the project, and the Cooperative Endeavor Agreement is approved by the Office of State Procurement or other delegated authority.

4.2 Travel expenses, if any, shall be reimbursed only in the event that this Agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to periodic invoices for reimbursement. If reimbursement is sought for meals, which under Memorandum No. 49 are based upon departure and return times and dates that are properly set forth on the State Travel Expense Report, the Contracting Party shall fully complete and submit such Travel Expense Report, attached hereto as **Attachment F**, in addition to all other required submissions, for such reimbursement.

4.3 Payments by the State under this Agreement will be allowed only for expenditures occurring between and including the dates of July 1, 2024 and June 30, 2025, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of sufficient collection of state sales tax revenues credited to the appropriate Fund and upon the approval of this Agreement by the Office of State Procurement or other delegated authority. Notwithstanding any provision hereof to the contrary, the Attachment C-Progress Report and Attachment D-Cost Report for any reporting period ending June 30, 2025, MUST, under all circumstances, be received by the Agency no later than July 15, 2025, in order for the Contracting Party to receive payment for reimbursement of expenses incurred and set forth herein.

Payments by the State under this Agreement will not be released or provided to the Contracting Party if, when, and long as, the Contracting Party fails or refuses to comply with the provisions of R.S. 24:513. No Contracting Party shall be considered to fail or refuse to comply with the provisions of R.S. 24:513 during any extension of time to comply granted by the legislative auditor to the Contracting Party.

4.4 The Contract Monitor shall monitor disbursements on a monthly basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified, to the satisfaction of the Agency, reasons for the lack of progress. If the Agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the Agency shall demand that any unexpended funds be returned to the state treasury within 45 days of the demand unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. Likewise, if the Contracting Party defaults on the Agreement, breaches the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana it shall be required to repay the State within 45 days of the demand, unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. For public or quasi-public entities which are recipients under said Act of the 2024 Regular Legislative Session, the transferring Agency shall forward to the Legislative Auditor, the Division of Administration and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted not later than May 1, 2025.

If the Contracting Party defaults on the agreement, breaches the terms of the agreement, or ceases to do business in Louisiana and does not return unexpended funds upon demand, the agreement shall be turned over to the Louisiana Department of Revenue, Office of Debt Recovery for collection purposes.

4.5 Taxes: The Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this Agreement and/or legislative appropriation shall be the Contracting Party's obligation and identified under Federal tax identification number 26-2092304.

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ARTICLE V
TERMINATION FOR CAUSE

5.1 The State may terminate this agreement for cause based upon the failure of the Contracting Party to comply with the terms and/or conditions of the Agreement; provided that the State shall give the Contracting Party written notice specifying the Contracting Party's failure. If within thirty (30) days after receipt of such notice, the Contracting Party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contracting Party in default and the Agreement shall terminate on the date specified in such notice. The Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

ARTICLE VI
TERMINATION FOR CONVENIENCE

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to the Contracting Party. Upon receipt of notice, the Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities, services and supplies in connection with the performance of this agreement. The Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

ARTICLE VII
OWNERSHIP

7.1 All records, reports, documents and other material delivered or transmitted to the Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at the Contracting Party's expense, at termination or expiration of this Agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by the Contracting Party in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contracting Party to the State at Contracting Party's expense at termination or expiration of this agreement.

ARTICLE VIII
ASSIGNMENT

8.1 The Contracting Party shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

ARTICLE IX
FINANCIAL DISCLOSURE

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the Contracting Party is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives. This evaluation shall be based upon the progress reports and cost reports as provided and certified by the Contracting Party under the requirements of this agreement, as well as any site visits that may be made under the provisions this agreement, to ensure effective achievement of the goals and objectives.

ARTICLE X
AUDITOR'S CLAUSE

10.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of the Contracting Party which relate to this Agreement.

10.2 The Contracting Party and any subcontractors paid under this Agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of Treasury's acceptance of the final Cost and Progress Reports and documentation as required to be filed under Section 2.2 of the Agreement.

ARTICLE XI
AMENDMENTS IN WRITING

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the Office of State Procurement, Division of Administration, or other delegated authority **prior to the alteration, variation, modification or waiver of any provision of this Agreement.** This agreement may not be amended after the expiration date.

ARTICLE XII
FISCAL FUNDING CLAUSE

12.1 The continuation of this agreement is contingent upon the appropriation of funds to fulfill the requirements of the agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

ARTICLE XIII
TERM OF CONTRACT

13.1 This Agreement shall begin on July 1, 2024 and shall terminate on June 30, 2025. Every effort should be made to complete the objectives of the agreement and incur approved expenses by June 30, 2025. There is no extension of the June 30, 2025 deadline without legislative action and approval.

ARTICLE XIV
DISCRIMINATION CLAUSE

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to age, race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the ____ day of _____, 20____

WITNESSES:

DEPARTMENT OF THE TREASURY
STATE OF LOUISIANA

Agency Head or designee

Print Name and Title

THUS DONE AND SIGNED AT _____, Louisiana on the ____ day, of _____, 20____.

WITNESSES:

Contracting Party

Authorized Person

Print Name and Title

ATTACHMENT A - PLAN

2024 Regular Legislative Session Schedule 20

NAME OF CONTRACTING PARTY:
French Quarter Management District

NAME AND BRIEF NARRATIVE OF PROGRAM:

French Quarter Public Safety and Quality of Life Initiatives

Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). What are the goals, objective(s), expected outcomes/results for this program: Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.

1. Program Goal (*Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.*)

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

2. Program Objective(s) (*Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal, that identify the expected outcomes and results. **The program objective must include a percentage, a specific dollar amount or a number.***)

1. Use approximately 50% for enhancing public safety and sanitation within the district by providing supplemental resources for the enforcement of laws and regulations that relate to the quality of life for tourists, residents, and businesses within the district as the board deems appropriate.
2. Use approximately 20% for engaging in strategic planning, business, and commercial development activities, administering capital improvement funds, and administering programs.
3. Use approximately 30% to taking such actions as may be advisable to enhance commercial, civic, and cultural activity within the district, to promote and aid in the conservation and preservation of the district's quaint historic nature, character, qualities, and architecture, to foster quality events and quality of life in the district, to restore regional character to the district, to attract locals and tourists to visit the district, to facilitate and promote the development and improvement of public infrastructure within the district, and to encourage new residents to live in the district.

3. Relevant Activity (Activities) (*An activity is a distinct subset of functions or services within a program to meet the Program Objective.*)

Financing supplemental safety and sanitation services. Aid in the improvement on public safety through supplemental law enforcement. Enhancing the district's walkability and pedestrian-friendly environment. Revitalizing and nurturing cultural and historical features, preservation, and cultural tourism. Facilitating parking and mobility planning, strategies, and management. Improving commercial and residential vitality and developing and implementing commercial planning, marketing, and recruiting strategies. Facilitating lighting and signage upgrades, repairs, and replacements. Recruiting public amenities and services.

4. Performance Measure(s) (*Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness. **A Performance Measure must be designated as a percentage, a specific dollar amount or a number.***)

1. Percentage used for enhancing public safety
2. Percentage used for engaging in strategic planning, business, and commercial development activities
3. Percentage used to enhance commercial, civic, and cultural activity within the district

ATTACHMENT B

Page 1

Project Budget (2024-2025)

2024 Regular Legislative Session

Schedule 20

French Quarter Management District

Anticipated Income or Revenue

Sources (list all sources of revenue)

Amounts

1. State of Louisiana	\$1,250,000
2.	\$
3.	\$
Total all sources	\$

Anticipated Expenses

Expense Categories

Total Amount

Amount Line Item
Appropriation

(see Footnote 1 below)

(see Footnote 2 below)

Gross Salaries(See Attachment B, Page 2)	\$77,250	\$77,250
Related Benefits (Employer share)	\$25,750	\$25,750
Travel	\$	\$
Operating Services:		
Advertising	\$50,000	\$50,000
Printing	\$2,000	\$2,000
Insurance	\$	\$
Maintenance of Equipment	\$	\$
Maintenance of Office and Grounds	\$	\$
Rentals	\$7,000	\$7,000
Software licensing	\$780	\$780
Dues and Subscriptions	\$	\$
Telephones and Internet Service	\$3,000	\$3,000
Postage	\$	\$
Utilities	\$1,000	\$1,000
Other	\$	\$
Office Supplies	\$	\$
Professional & Contract Services (See Attachment B, Page 3)	\$984,745	\$984,745
Other Charges (See Attachment B, Page 4)	\$98,475	\$98,475
Acquisitions & Major Repairs	\$	\$
Total Use of the Appropriation	\$1,250,000	\$1,250,000

(Budget categories listed above reflect a typical budget and may be adjusted by the recipient, with prior agency approval, to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services and Other Charges shall be detailed using Pages 2, 3 and 4 of Attachment B).

All numbers must be rounded to the nearest dollar.

Footnote (1) This column represents expenditures by category and MUST equal total sources listed above.

Footnote (2) This column represents the portion of expenditures by category funded by the state appropriation provided by this Cooperative Endeavor Agreement.

ATTACHMENT B

Page 2

Staffing Chart

2024 Regular Legislative Session

Schedule 20

Name of Contracting Party: French Quarter Management District

Name of Program: French Quarter Public Safety and Quality of Life Initiatives

Name	Title	Total Annual Salary Amount	Total Salary Paid by Appropriation		Related Benefits	Full time or Part Time # of months
			Amount	Percentage		
Karley Frankic	Executive Director	\$104,759	\$20,952	15%	\$9,428	12 months
Shelby Ursu	Coordinator	\$51,500	\$3,863	15%	\$7,071	12 months
Robert Bejarano	Program Officer	\$37,500	\$37,500	100%	\$0	12 months
TBD	Job Title	tbd	\$16,311	tbd	\$9,250	9 months
Totals		\$193,759	\$77,250		\$25,750	

ATTACHMENT B

Page 3

Schedule of Professional and Other Contract Services

2024 Regular Legislative Session

Schedule 20

Name of Contracting Party: French Quarter Management District

Name of Program: French Quarter Public Safety and Quality of Life Initiatives

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
Public Safety Services	Supplemental POST Certified Patrols	\$ 509,246	\$509,246
Glass Half Full	Supplemental Sanitation	\$150,000	\$150,000
TBD	Infrastructure Improvements	\$325,000	\$325,000
Totals		\$984,745	\$984,745

ATTACHMENT B

Page 4

Schedule of Other Charges

2024 Regular Legislative Session

Schedule 20

Name of Contracting Party: French Quarter Management District

Name of Program: French Quarter Public Safety and Quality of Life Initiatives

Provide a description of the intended use of the funds listed in Other Charges and the dollar amount. Each use should be listed separately. Do not budget funds in Other Charges that can be placed in another expenditure category.	List dollar Amount for each use
1. Contingency for unexpected overages in contracts and costs	\$98,476
	Total – Should agree with Attachment B, Page 1 \$98,476

ATTACHMENT B-SUPPLEMENT

Business Plan

Narrative Justification for Plan B or Plan C
2024 Regular Legislative Session

Schedule 20

French Quarter Management District

The French Quarter Management District does not have the up-front funds to launch the Programs and therefore requests to use Option B to support cash flow to begin work promptly.

DRAFT

ATTACHMENT C

Progress Report for the Period of _____ to _____
2024 Regular Legislative Session Schedule 20

(To be submitted quarterly showing progress achieved. Duplicate pages as needed.)

Name of Contracting Party: French Quarter Management District
 Contact Name: Karley D. Frankic
 Telephone: (504) 323-5801

<p>Goal: 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</p>	
<p>Objective(s): 1. Use approximately 50% for enhancing public safety and sanitation within the district by providing supplemental resources for the enforcement of laws and regulations that relate to the quality of life for tourists, residents, and businesses within the district as the board deems appropriate. 2. Use approximately 20% for engaging in strategic planning, business, and commercial development activities, administering capital improvement funds, and administering programs. 3. Use approximately 30% to taking such actions as may be advisable to enhance commercial, civic, and cultural activity within the district, to promote and aid in the conservation and preservation of the district's quaint historic nature, character, qualities, and architecture, to foster quality events and quality of life in the district, to restore regional character to the district, to attract locals and tourists to visit the district, to facilitate and promote the development and improvement of public infrastructure within the district, and to encourage new residents to live in the district.</p>	
<p>Activity(Activities) Performed: Financing supplemental safety and sanitation services. Aid in the improvement on public safety through supplemental law enforcement. Enhancing the district's walkability and pedestrian-friendly environment. Revitalizing and nurturing cultural and historical features, preservation, and cultural tourism. Facilitating parking and mobility planning, strategies, and management. Improving commercial and residential vitality and developing and implementing commercial planning, marketing, and recruiting strategies. Facilitating lighting and signage upgrades, repairs, and replacements. Recruiting public amenities and services.</p>	
<p>Performance Measure(s): 1. Percentage used for enhancing public safety 2. Percentage used for engaging in strategic planning, business, and commercial development activities 3. Percentage used to enhance commercial, civic, and cultural activity within the district</p>	<p>% complete 1. 2. 3.</p>

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Authorized Person

Print Name and Title

Date

ATTACHMENT D

Cost Report for the Period of _____ to _____

(Expense categories & dollar amounts must reflect those listed in "Attachment B" project budget.)

2024 Regular Legislative Session

Schedule 20

Name of Contracting Party: French Quarter Management District

Name of Program: French Quarter Public Safety and Quality of Life Initiatives

Expense Category	Amount of Line Item Appropriation from Attachment B Page 1	Quarterly Expenditures	Total Cumulative Year to Date Expenditures	Balance Remaining
Gross Salaries	\$77,250			
Related Benefits (employer share	\$25,750			
Travel				
Operating Services:				
Advertising	\$50,000			
Printing	\$2,000			
Insurance				
Maintenance of Equipment				
Maintenance of Office and Grounds				
Rentals	\$7,000			
Software licensing	\$780			
Dues and Subscriptions				
Telephones and Internet Service	\$3,000			
Postage				
Utilities	\$1,000			
Other				
Office Supplies				
Professional Services	\$984,745			
Other Charges	\$98,475			
Acquisitions & Major Repairs				
Totals	\$1,250,000	\$	\$	\$

NOTE: A copy of the check and invoice/receipt for each expense must be submitted with this report.

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Authorized Person

Print Name and Title

Date

ATTACHMENT D-1

Cost Report for the Period of _____ to _____
 2024 Regular Legislative Session

Schedule 20

Name of Contracting Party: French Quarter Management District

Name of Program: French Quarter Public Safety and Quality of Life Initiatives

Instructions: List each individual and/or Firm and approved budget amount as listed on Page 3 of Attachment B.

Name of Sub-contractor	Amount of Line Item Appropriation from Attachment B	Quarterly Expenditures to be paid by the State (must equal invoices etc.)	Total Cumulative Year to Date Expenditures including this quarter's expenditures	Balance Remaining
Professional Services:				
Public Safety Services	\$509,246			
Glass Half Full	\$150,000			
TBD	\$325,500			
Totals	\$984,745	\$	\$	\$

NOTE: An Attachment E-1 must be submitted for any sub-contractor listed on this attachment. If the sub-contractor has not been determined, indicate "To Be Determined" in the appropriate column. No expenses will be allowed for a sub-contractor until an Attachment E-1 is completed.

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

 Signature of Authorized Person

 Print Name and Title

 Date

ATTACHMENT E
Disclosure and Certification Statement
2024 Regular Legislative Session

Schedule 20

Contracting Party Name: French Quarter Management District

Contractor's Mailing Address: 400 N. Peters Street, Suite 206, New Orleans, LA 70130

Name of Program: French Quarter Public Safety and Quality of Life Initiatives

Organization Type: (Example: local government, non-profit, corporation, LLP, etc.) political subdivision

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity: Karley D. Frankic, Executive Director, Jane Cooper, Board Chair

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:
Karley D. Frankic, Executive Director, Jane Cooper, 2025 Board Chair

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received and the position held within the organization. Identify the official and the public position held.

N/A

I hereby certify that this organization has no outstanding audit issues or findings.

I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings. **(ATTACH COPY OF AUDIT FINDINGS)**

Attach a completed Federal Form W-9 (Request for Taxpayer Identification Number and Certification)

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Authorized Person

Print Name and Title

Date

ATTACHMENT E-1
Disclosure and Certification Statement
2024 Regular Legislative Session

Schedule 20

Contracting Party Name: French Quarter Management District

Name of Program: French Quarter Public Safety and Quality of Life Initiatives

Sub-Contractor's Name:

Sub-Contractor's Mailing Address:

Organization Type: (Example: local government, non-profit, corporation, LLP, etc.)

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received and the position held within the organization. Identify the official and the public position held.

- I hereby certify that this organization has no outstanding audit issues or findings.
- I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings. **(ATTACH COPY OF AUDIT FINDINGS)**

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Subcontractor (Authorized person)

Print Name and Title

Date

**“Attachment F” Travel Expense Reimbursement Report
2024 Regular Legislative Session**

Name of Employee: _____

Schedule 20

DATE	HOUR		TERRITORY TRAVELED SHOW ALL POINTS VISITED	ODOMETER		MILE S TRAV	SUBSISTENC E		TOLLS AND PARK.	TIP S	OTHER EXPENSES			
	DEP.	ARR.		READING			LODGING	MEALS			NO.	COST	DESCRIPTION	COS T
				DEPART	ARRIV E									
			TOTALS				\$		\$	\$	\$	\$		

(To be completed if travel expense category includes reimbursement of mileage, lodging, meals and tips.)

Signature of Authorized Person

Print Name and Title

Date

Benchmark Account Upgrade Proposal

Benchmark Email is the platform that FQMD staff uses to send out all Board and Committee meeting notices, cancellations or reschedule notifications, and press releases for the various FQMD programs and initiatives. The free account version that FQMD staff is currently using has limitations that could be resolved with upgrading to the Benchmark Pro monthly plan.

The cost of upgrading the Benchmark plan would be **\$19.55 a month**, totaling **\$234.60 a year**. Upgrading would allow for staff to schedule emails in advance for specific dates and times, add up to 1,000 emails in the contact list (the free plan being utilized has a maximum of 500 contacts, and there are currently 404 emails on this contact list), and track website activity. Below is a list of what is provided in the free plan versus the upgraded pro plan.

	FREE PLAN	PRO PLAN
SCHEDULE EMAILS IN ADVANCE	x	✓
CUSTOM HTML EDITING CAPABILITIES	x	✓
UP TO 1,000 EMAIL CONTACTS	x	✓
IMAGE GALLERY STORAGE	1 GB	UNLIMITED
ARCHIVE EMAILS	x	✓
WEBSITE TRACKING	x	✓
ABILITY TO ADD POLLS AND SURVEYS	x	✓

Other digital email marketing platforms, such as MailChimp and Constant Contact, have higher monthly costs but less user capabilities. Both MailChimp and Constant Contact limit the number of emails that the user can send per month, have limited storage for archiving past emails, and do not provide advance email scheduling with their cheapest plans. To have over 1,000 email contacts, MailChimp requires \$45 per month, and Constant Contact requires \$55 per month.

Benchmark Email has been a necessity for FQMD staff and the upgrade to the pro plan would be the most cost effective and beneficial platform for FQMD staff to utilize.

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Income	100,000	100,000	100,000	100,000	100,000	100,000	-	-	-	-	-	-	600,000
Expenses													
FQMD 10% Admin Fee	10,000	10,000	10,000	10,000	10,000	10,000							60,000
Public Safety Services Corp.	85,752	53,599	119,431	88,455	81,004	85,746	-	-	-	-	-	-	513,988
Total Expense	95,752	63,599	129,431	98,455	91,004	95,746	-	-	-	-	-	-	573,988
Net Income	4,248	36,401	(29,431)	1,545	8,996	4,254	-	-	-	-	-	-	
Balance	327,361	363,763	334,332	335,876	344,872	349,126	349,126	349,126	349,126	349,126	349,126	349,126	349,126

Date	1/7/2024	1/21/2024	2/4/2024	2/18/2024	3/3/2024	3/17/2024	3/31/2024	4/14/2024	4/28/2024	5/12/2024	5/26/2024	6/9/2024	6/23/2024	TOTALS		average inv	interval	average year
Invoice	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064					
dates	12/26-1/6	1/7-1/20	1/21-2/3	2/4-2/17	2/18-3/2	3/3-3/16	3/17/3/31	4/1-4/14	4/15-4/27	4/28-5/11	5/12-5/25	5/26-6/8	6/9-6/22					
Patrol Hours	852.15	631.5	612.29	296.4	678.83	808.32	769.41	787.13	798.76	744.73	720.62	779.63	792.26	9272.03		700	26	18,189.91
% shifts filled	104%	77%	75%	36%	83%	99%	94%	96%	98%	91%	88%	96%	97%	87%		86%		
Patrol Staffing	43,218.63	30,606.91	28,196.81	14,783.86	31,204.03	37,105.70	35,464.29	38,873.52	39,119.73	36,922.51	33,593.56	37,598.87	37,643.81	444,332.23		\$ 33,286	26	\$ 865,443
Admin & Supervision	6,480.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	64,080.00		\$ 4,800	26	\$ 124,800
Insurance				791.79	253.26			253.26		253.26		\$253.26		1,804.83		\$ 361	12	\$ 4,332
Mobile fees	211.87			226.09		183.76		183.85		219.98		\$215.47		1,241.02		\$ 206	1	\$ 206
Software		435.00			405.00		415.00		425.00		415.00		435.00	2,530.00		\$ 415	12	\$ 4,980
Equipment														-			12	\$ -
	49,910.50	35,841.91	32,996.81	20,601.74	36,662.29	42,089.46	40,679.29	44,110.63	44,344.73	42,195.75	38,808.56	42,867.60	42,878.81	513,988.08		\$ 39,068		\$ 999,761
																\$ 10,000	12	\$ 120,000
Date	1/17/2024	2/7/2024	2/13/2024	2/27/2024	3/14/2024	3/26/2024	4/17/2024	4/25/2024	5/8/2024	5/20/2024	6/4/2024	6/17/2024						\$ 1,119,761
Paid	49,910.50	35,841.91	32,996.81	20,601.74	36,662.29	42,089.46	40,679.29	44,110.63	44,344.73	42,195.75	38,808.56	42,867.60				\$ 100,000	12	\$ 1,200,000
																		\$ 80,239

BILLING	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Date	1/3/2024	2/6/2024	3/4/2024	4/2/2024	5/9/2024	6/2/2024							
Invoice #	1071	1073	1082	1083	1084	1085							
Amount	100,000	100,000	100,000	100,000	100,000	100,000							600,000
PAYMENTS													
Check #	99000747	99000822	99000878	ACH	ACH	ACH							
Date	1/18/2024	2/20/2024	3/18/2024	4/8/2024	5/20/2024	6/7/2024							
Amount	100,000	100,000	100,000	100,000	100,000	100,000							600,000
RECEIVABLE	-	-	-	-	-	-	-	-	-	-	-	-	-

Date	3/31/2024	4/14/2024	4/28/2024	5/12/2024	5/26/2024	6/9/2024	6/23/2024	6/30/2024	Totals	average invoice	interval	average year
Invoice	1002	1003	1004	1005	1006	1007	1008					
dates	3/17-331	4/1-4/13	4/14-4/27	4/28-5/11	5/12-5/25	5/26-6/8	6/9-6/22					
Patrol Hours	117.31	198.88	201.79	216.71	259.47	252.6	245.12		1,491.88	235.14		
Police Patrol Staffing	6,907.51	12,251.86	12,512.81	13,574.87	15,049.26	14,782.80	14,216.96		89,296.07	14,027.34	26	\$ 364,711
Security Admin & Super	1,920.00	1,920.00	1,920.00	1,920.00	1,920.00	1,920.00	1,920.00		13,440.00	1,920.00	26	\$ 49,920
Insurance									-			
Equipment									-		1	\$ -
Mobile Data Charges			1,720.50			401.94			2,122.44	1,061.22	12	\$ 12,735
Office Supplies & Software			271.29		192.50		256.25		720.04	231.90	12	\$ 2,783
	8,827.51	14,171.86	16,424.60	15,494.87	17,161.76	17,104.74	16,393.21	-	105,578.55	\$ 17,240		\$ 430,148
Date	4/4/2024	4/25/2024	5/8/2024	5/20/2024	6/4/2024	6/17/2024						
Paid	8,827.51	14,171.86	16,424.60	15,494.87	17,161.76	17,104.74			89,185.34			

Invoice #															
Date		1/31/2024	2/29/2024	3/31/2024	4/30/2024	5/31/2024	6/30/2024	7/31/2024	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024		
Billable Month	January	February	March	April	May	June	July	August	September	October	November	December	2024 Total	Mo Average	
Personnel	Hours	136.25	118.25	131.50	172.75	186.25							745.00	149.00	
	Invoiced	6,696.25	6,107.75	6,863.50	7,779.25	8,931.25							36,378.00	7,275.60	
Expenses															
	Accounting	195.50	340.00	170.00	255.00	170.00							1,130.50	226.10	
	Copies	369.00	339.50	93.00	177.00	117.50							1,096.00	219.20	
	Insurance	-	-	-	-	-							-	-	
	Software	36.00	36.00	36.00	48.00	48.00							204.00	40.80	
	Office Supplies	80.8	-	-	-	-							80.80	-	
	Parking/Mileage	6.35	-	12.70	50.68	6.35							76.08	15.22	
	Rent	400.00	440.00	420.00	420.00	420.00							2,100.00	420.00	
	Expenses Total	1,087.65	1,155.50	731.70	950.68	761.85	-	-	-	-	-	-	4,687.38	390.62	
Invoice Total		7,783.90	7,263.25	7,595.20	8,729.93	9,693.10	-	-	-	-	-	-	41,065.38		
Payment Received		3/5/2024	4/8/2024	5/5/2024	6/5/2024										
Days to remit		34	39	35	36									36	
Paid Total		\$ 7,783.90	\$7,263.25	\$ 7,595.20	\$8,729.93								31,372.28	7,843.07	

Invoice #		15	16	17	18	19	20	21	22	23	24	25	26		
Date		1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/31/2023	6/30/2023	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	12/31/2023		
Billable Month		January	February	March	April	May	June	July	August	September	October	November	December	2023 Total	Mo Average
Personnel	Hours	186.25	86.50	126.75	76.75	192.25	197.75	263.50	218.55	180.00	263.25	196.25	141.00	2,128.80	177.40
	Invoiced	9,764.25	4,917.00	7,985.25	4,835.25	9,876.75	10,365.75	12,828.00	10,346.50	9,284.00	12,567.25	8,740.25	7,285.00	108,795.25	9,066.27
Expenses															
	Accounting	280.00	240.00	300.00	240.00	400.00	240.00	280.00	408.00	344.00	160.00	160.00	280.00	3,332.00	277.67
	Copies	262.50	231.50	343.00	289.50	163.50	196.50	270.00	244.00	66.00	189.00	336.50	175.00	2,767.00	230.58
	Insurance										15,049.20			15,049.20	15,049.20
	Software	24.00	24.00	24.00	24.00	24.00	24.00	36.00	36.00	36.00	36.00	36.00	36.00	360.00	30.00
	Office Supplies													-	-
	Parking/Mileage					6.35			10.70	6.35	106.08		6.35	135.83	27.17
	Rent			400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,000.00	400.00
Expenses Total		566.50	495.50	1,067.00	953.50	993.85	860.50	986.00	1,098.70	852.35	15,940.28	932.50	897.35	25,644.03	2,137.00
Invoice Total		10,330.75	5,412.50	9,052.25	5,788.75	10,870.60	11,226.25	13,814.00	11,445.20	10,136.35	28,507.53	9,672.75	8,182.35	134,439.28	
Payment Received		3/7/2023	3/31/2023	5/3/2023	6/5/2023	7/5/2023	8/3/2023	9/5/2023	10/2/2023	10/31/2023	11/30/2023	1/3/2024			
Days to remit		35	31	33	36	35	34	36	32	31	30	34			33.36
Paid Total		\$ 10,330.75	5,412.50	9,052.25	5,788.75	10,870.60	11,226.25	13,814.00	11,445.20	10,136.35	28,507.53	9,672.75		126,256.93	