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**PARISH COUNCIL**  
**PARISH OF TERREBONNE**



2nd Floor, Council Meeting Room  
Government Tower, 8026 Main Street  
Houma, Louisiana

**AGENDA**

Thursday, January 26, 2017  
6:00 PM

In accordance with the Americans with Disabilities Act, if you need special assistance,  
please contact Venita H. Chauvin, Council Clerk, at (985) 873-6519 describing the  
assistance that is necessary.

**Dirk Guidry**  
**CHAIRMAN**

**Steve Trosclair**  
**VICE-CHAIRPERSON**  
**DISTRICT 1**

**John Navy**

**DISTRICT 2**  
**Arlanda J Williams**

**DISTRICT 3**  
**Gerald Michel**

**DISTRICT 4**  
**Scotty Dryden**

**Venita H. Chauvin,**  
**COUNCIL CLERK**

**DISTRICT 5**

**Christa Duplantis-Prather**  
**DISTRICT 6**

**Darrin Guidry**

**DISTRICT 7**

**Al Marmande**

**DISTRICT 8**

**Dirk Guidry**

**DISTRICT 9**

**Steve Trosclair**

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**NOTICE TO THE PUBLIC:** If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located on either end of the counter and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. Individuals addressing the council should be respectful of others in their choice of words and actions. Thank you.

**ALL CELL PHONES, PAGERS AND ELECTRONIC DEVICES USED FOR COMMUNICATION SHOULD BE SILENCED FOR THE DURATION OF THE MEETING**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL MEETING TO ORDER**

**ROLL CALL**

**APPROVE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON DECEMBER 21, 2016**

**DISTRIBUTE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON JANUARY 11, 2017**

**DISTRIBUTE MINUTES OF THE SPECIAL COUNCIL SESSION, CONDEMNATION HEARINGS, HELD ON JANUARY 17, 2017**

**Approve Manual Check Listing-December 2016**

**APPROVE ACCOUNTS PAYABLE BILL LISTS FOR 1/16/2017 & 1/23/2017**

**1. PUBLIC WISHING TO ADDRESS THE COUNCIL:**

Mr. Woodrow Parker, Aqua Safety First, would like to address the Council relative to "Recreation District

- A. No. 10".
- B. As per speaker cards submitted prior to the beginning of the meeting.

#### **6:30 O'CLOCK P.M. - PUBLIC HEARINGS RELATIVE TO:**

- A. A proposed ordinance that will name the Terrebonne Parish Government Tower as the "Robert J. 'Bobby' Bergeron Government Tower".
  - 1. Consider adoption of ordinance.
- B. A proposed ordinance that will name the new Terrebonne Parish Office of Homeland Security and Emergency Preparedness Operations Building the "Joseph L. Waitz Emergency Operations Center".
  - 1. Consider adoption of ordinance.
- C. A proposed ordinance which allows for the reduction of adoption fees for adopted animals in the care of the Terrebonne Parish Animal Shelter during special adoption events.
  - 1. Consider adoption of ordinance.
- D. A proposed ordinance that will amend Section 18-289 of the Parish Code to remove thirteen (13) parking meters along Barrow Street, in front of St. Matthews Church, from Belanger Street to Main Street.
  - 1. Consider adoption of ordinance.
- E. A PROPOSED ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET, THE 5-YEAR CAPITAL OUTLAY BUDGET, AND BUDGETED POSITIONS OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.
  - I. General Fund-Administration, \$60,500
  - II. General Fund-Housing & Human Services, \$1,000
  - III. Bayou Chauvin/40 Acre Sewer Relocation, \$30,000
  - IV. Criminal Court Fund, \$232,034
  - V. Transfer Equipment and Positions
    - a. Solid Waste Division, \$228,174
    - b. Road and Bridge Division, (\$102,756)
  - VI. Upper Little Caillou Pump Station, \$3,900,000
  - VII. Coastal Restoration, \$15,000
  - 1. Consider adoption of ordinance.

#### **2. COMMITTEE REPORTS:**

- A. Public Services Committee, 1/23/17\*
- B. Community Development & Planning Committee, 1/23/17\*
- C. Budget and Finance Committee, 1/23/17\*  
(Ratification of minutes calls Public Hearings on \*2/8/17 at 6:30 p.m.)

#### **3. STREET LIGHTS:**

- A. Light installations, removals, and/or activations.

#### **4. APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES AND COMMISSIONS:**

- A. **Terrebonne Economic Development Authority:** One expiring term appointed by the Council. (African American). Interested individuals must be a U.S. Citizen, qualified voter residing in Terrebonne Parish, and either a proprietor, partner, or officer of a business located within the boundaries of the authority.
- B. **Bayou Cane Fire Protection District Board:** One expired term.

#### **5. VACANCIES TO VARIOUS BOARDS, COMMITTEES AND COMMISSIONS:**

- A. **Terrebonne Parish Tree Board:** Four expiring terms on 2/23/17.

**Recreation District No. 8 Board:** One term expiring on 2/24/17.

**6. ANNOUNCEMENTS:**

**A. COUNCIL MEMBERS REQUEST DISCUSSION OF:**

**1. Mrs. Christa Duplantis-Prather:** Update on Mardi Gras Safety Committee

**2. Council Members**

**B. Parish President**

**7. STAFF REPORTS:**

**A. PARISH PRESIDENT'S APPOINTMENTS OF THE FOLLOWING DEPARTMENT HEADS:**

- 1) Mr. Keith Ward as City of Houma Fire Chief.
- 2) Mr. Ernest Brown as TPCG Utilities Director.

**B. PARISH PRESIDENT'S APPOINTMENT OF PARISH ATTORNEY**

- 1) Mr. Julius P. Hebert, Jr. as Parish Attorney.

**C. RESOLUTION:** Authorizing execution of IGA between TPCG and State of Louisiana through the Coastal Protection and Restoration Authority regarding construction of Segments 1 and 2 of Reach E of the Falgout Canal Road Levee in Terrebonne Parish, CPRA Project No. TE-0063.

**D. RESOLUTION:** Authorizing execution of IGA between TPCG and TLCD for the construction of Segments 1 and 2 of Reach E of the Falgout Canal Road Levee in Terrebonne Parish, CPRA Project No. TE-0063.

**8. MONTHLY ENGINEERING REPORTS:**

**A. GIS Engineering, LLC**

**9. ADJOURN**

Category Number:  
Item Number:



Thursday, January 26, 2017

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**Item Title:**

INVOCATION

**Item Summary:**

INVOCATION

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Category Number:  
Item Number:



Thursday, January 26, 2017

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**Item Title:**

PLEDGE OF ALLEGIANCE

**Item Summary:**

PLEDGE OF ALLEGIANCE

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Category Number:  
Item Number:



Thursday, January 26, 2017

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**Item Title:**

REGULAR SESSION MINUTES, APPROVE

**Item Summary:**

APPROVE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON DECEMBER 21, 2016

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Category Number:  
Item Number:



Thursday, January 26, 2017

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**Item Title:**

REGULAR SESSION MINUTES, DISTRIBUTE

**Item Summary:**

DISTRIBUTE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON JANUARY 11, 2017

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Category Number:  
Item Number:



Thursday, January 26, 2017

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**Item Title:**

SPECIAL SESSION MINUTES, DISTRIBUTE

**Item Summary:**

DISTRIBUTE MINUTES OF THE SPECIAL COUNCIL SESSION, CONDEMNATION HEARINGS,  
HELD ON JANUARY 17, 2017

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Category Number:  
Item Number:



Thursday, January 26, 2017

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**Item Title:**

Manual Check Listing-December 2016

**Item Summary:**

Approve Manual Check Listing-December 2016

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**ATTACHMENTS:**

**Description**

Manual Check Listing-December 2016

**Upload Date**

1/20/2017

**Type**

Executive Summary



**EXECUTIVE SUMMARY**

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
MANUAL CHECK LISTING-DECEMBER 2016

PROJECT SUMMARY (200 WORDS OR LESS)
TO PROVIDE THE COUNCIL A LIST OF THE MANUAL CHECK PAYMENTS MADE TO VENDORS FOR GOODS AND SERVICES.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
OPERATION OF GOVERNMENT

TOTAL EXPENDITURE				
N/A				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

s/Kandace Mauldin, CFO

Signature

January 20, 2017

Date

Category Number:  
Item Number:



Thursday, January 26, 2017

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**Item Title:**

Accounts Payable Bill List For 1/16/2017 & 1/23/2017

**Item Summary:**

APPROVE ACCOUNTS PAYABLE BILL LISTS FOR 1/16/2017 & 1/23/2017

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**ATTACHMENTS:**

**Description**

ACCOUNTS PAYABLE BILL LISTS  
FOR 1/16/2017 & 1/23/2017

**Upload Date**

1/20/2017

**Type**

Executive Summary



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
ACCOUNTS PAYABLE BILL LISTS FOR 1/16/2017 & 1/23/2017

PROJECT SUMMARY (200 WORDS OR LESS)
TO PROVIDE THE COUNCIL A LIST OF PAYMENTS MADE TO VENDORS FOR GOODS AND SERVICES - BILL LIST ON FILE WITH THE FINANCE AND COUNCIL CLERK DEPARTMENTS.

PROJECT PURPOSE & BENEFITS(150 WORDS OR LESS)
OPERATION OF GOVERNMENT

TOTAL EXPENDITURE				
N/A				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

s/Kandace M. Mauldin, CFO

Signature

January 17, 2017

Date



Category Number: 1.  
Item Number: A.



Thursday, January 26, 2017

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**Item Title:**

Mr. Woodrow Parker - Aqua Safety First

**Item Summary:**

Mr. Woodrow Parker, Aqua Safety First, would like to address the Council relative to "Recreation District No. 10".

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**ATTACHMENTS:**

**Description**

speaker card

**Upload Date**

1/19/2017

**Type**

Backup Material

**TERREBONNE PARISH COUNCIL**  
**S P E A K E R   C A R D**

Please complete this card, *in its entirety*, and turn it in to the Council/Committee Chairman or the Council Clerk prior to the beginning of the meeting.

Thank you.

Name: Woodrow Parker/Aqua Safety First Date: 1-26-17

Address: \_\_\_\_\_

\_\_\_\_\_

I wish to address the Council relative to **(two topics only)**: \_\_\_\_\_

"Relative to Recreation District No. 4"

\_\_\_\_\_

\_\_\_\_\_

Category Number: 1.  
Item Number: B.



Thursday, January 26, 2017

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**Item Title:**

As per speaker cards

**Item Summary:**

As per speaker cards submitted prior to the beginning of the meeting.

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Category Number:  
Item Number: A.



Thursday, January 26, 2017

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**Item Title:**

Ordinance - Name Government Tower, Robert J. "Bobby" Bergeron Governmen Tower

**Item Summary:**

A proposed ordinance that will name the Terrebonne Parish Government Tower as the "Robert J. 'Bobby' Bergeron Government Tower".

1. Consider adoption of ordinance.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Proposed ordinance	1/4/2017	Ordinance

OFFERED BY:  
SECONDED BY:

ORDINANCE NO.

AN ORDINANCE TO AMEND SECTION 2-451 OF THE PARISH CODE TO NAME THE TERREBONNE PARISH GOVERNMENT TOWER IN HONOR OF THE LATE ROBERT J. 'BOBBY' BERGERON"; AND TO ADDRESS OTHER MATTERS RELATIVE THERETO.

WHEREAS, Mr. Robert J. "Bobby" Bergeron started his long political career by getting elected as Terrebonne Parish Police Juror from 1980-1984, Terrebonne Parish Councilman from 1984-1992, Louisiana House of Representatives 1992-1996, Terrebonne Parish President 2000-2004, and

WHEREAS, Mr. Bergeron was instrumental in acquiring the Parish Building of where many Government Offices are located, known as the Terrebonne Parish Government Tower, which is a prominent structure in the Parish of Terrebonne in downtown Houma, and

WHEREAS, the Terrebonne Parish Council wishes to preserve the long political legacy of the late Robert J. Bergeron by honoring him in naming the Terrebonne Parish Government Tower as the "ROBERT J. 'BOBBY' BERGERON GOVERNMENT TOWER".

NOW, THEREFORE BE IT ORDAINED by the Terrebonne Parish Council, on the behalf of the Parish President and the Terrebonne Parish Consolidated Government, that Section 2-451 of the Parish Code be revised to read:

**Sec. 2-451. – Robert J. "Bobby" Bergeron Government Tower.**

The building and improvements situated at 8026 Main Street, containing approximately eighty-seven thousand (87,000) square feet of office space together with the parking spaces, and adjacent multi-story parking garage shall be known as the **Robert J. " Bobby" Bergeron** Government Tower.



Thursday, January 26, 2017

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**Item Title:**

Naming the Office of Homeland Security & Emergency Preparedness Operations Building

**Item Summary:**

A proposed ordinance that will name the new Terrebonne Parish Office of Homeland Security and Emergency Preparedness Operations Building the "Joseph L. Waitz Emergency Operations Center".

1. Consider adoption of ordinance.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Proposed ordinance	1/5/2017	Ordinance

OFFERED BY:  
SECONDED BY:

ORDINANCE NO.

AN ORDINANCE TO NAME THE NEW TERREBONNE PARISH OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS OPERATIONS BUILDING THE “JOSEPH L. WAITZ EMERGENCY OPERATIONS CENTER”; AND TO ADDRESS OTHER MATTERS RELATIVE THERETO.

WHEREAS, Mr. Joseph L. Waitz left a great legacy behind, of a public servant who never wanted recognition, was a kind-hearted man who always stood in the shadows, but always worked for the good of the citizens of Terrebonne Parish, and

WHEREAS, Mr. Waitz was dedicated to giving his services for the betterment of the citizens of this parish and was a great pillar and asset to this community, and

WHEREAS, the Terrebonne Parish Council wishes to preserve the legacy of Mr. Joseph L. Waitz, Sr. by honoring him in naming the new Terrebonne Parish Office of Homeland Security and Emergency Preparedness Operations Building in honor and memory of the late Mr. Joseph L. Waitz, Sr.

NOW, THEREFORE BE IT ORDAINED by the Terrebonne Parish Council, on the behalf of the Parish President and the Terrebonne Parish Consolidated Government, that the Terrebonne Parish Office of Emergency Preparedness Operations Building be known as the “JOSEPH L. WAITZ OF EMERGENCY OPERATIONS CENTER” to honor the legacy of this public servant.



Thursday, January 26, 2017

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**Item Title:**

Animal Control Adoption Fee Reduction

**Item Summary:**

A proposed ordinance which allows for the reduction of adoption fees for adopted animals in the care of the Terrebonne Parish Animal Shelter during special adoption events.

1. Consider adoption of ordinance.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Animal Control Adoption Fee Reduction	12/12/2016	Executive Summary
Animal Control Adoption Fee Reduction	12/12/2016	Resolution
Animal Control Adoption Fee Reduction	12/12/2016	Ordinance
backup	12/15/2016	Backup Material





## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

Adoption fee reduction for special adoption events

### PROJECT SUMMARY (200 WORDS OR LESS)

Modify the Terrebonne Parish Code of Ordinances to allow for the reduction of adoption fees for special adoption events.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

- Increase quantity of adoptions by promoting adoption "specials"

### TOTAL EXPENDITURE

\$0

#### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

#### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

VR

A handwritten signature in black ink, appearing to read "Ernst B.", written over a horizontal line.

Signature

12/12/14

Date

OFFERED BY:  
SECONDED BY:

**RESOLUTION NO. \_\_\_\_\_**

**A resolution introducing and calling a public hearing on an ordinance which allows for the reduction of adoption fees for adopted animals in the care of the Terrebonne Parish Animal Shelter during special adoption events.**

**WHEREAS**, Sec. 5-13 of Chapter 5 of the Terrebonne Parish Code of Ordinances established adoption fees for animals adopted from the Terrebonne Parish Animal Shelter;

**WHEREAS**, it is a goal of the Terrebonne Parish Animal Shelter to find homes for adoptable animals within its care;

**WHEREAS**, a reduction in the adoption fees for special adoption events is believed to aid in the adoption of more animals;

**NOW THEREFORE BE IT RESOLVED**, that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government that a public hearing shall be held on January 26, 2017 at 6:30pm to consider public comment on an ordinance that allows for the reduction of adoption fees of animals adopted from the Animal Shelter during special adoption events, and

**BE IT FURTHER RESOLVED**, that after having considered public comment, the Terrebonne Parish Council may, at its discretion, take action on this matter.

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared the resolution adopted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\* \* \* \* \*

I, VENITA CHAUVIN, Clerk of Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted and ratified by the Assembled Council in Regular Session on \_\_\_\_\_, 20\_\_\_\_ at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
VENITA CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

OFFERED BY:  
SECONDED BY:

**ORDINANCE NO. \_\_\_\_\_**

**An ordinance which allows for the reduction of adoption fees for adopted animals in the care of the Terrebonne Parish Animal Shelter during special adoption events.**

**WHEREAS**, Sec. 5-13 of Chapter 5 of the Terrebonne Parish Code of Ordinances established adoption fees for animals adopted from the Terrebonne Parish Animal Shelter;

**WHEREAS**, it is a goal of the Terrebonne Parish Animal Shelter to find homes for adoptable animals within its care;

**WHEREAS**, a reduction in the adoption fees for special adoption events is believed to aid in the adoption of more animals;

**NOW THEREFORE BE IT ORDAINED**, that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government that:

**SECTION I**

**Sec. 5-13. Adoption of impounded animals**

- (a) Only animals deemed suitable for adoption by the Animal Control Manager, or his designee, shall be eligible for adoption.
- (b) Only persons deemed to be responsible and suitable owners by the Animal Control Manager, or his designee, shall be eligible to adopt an animal.
- (c) Adopters must sign an adoption contract in the form prescribed by the Animal Control Authority and agree to comply with the provisions of this Chapter and other regulations of the parish and/or state. Failure to do so may result in the seizing of the animal(s) by the Animal Control Officer(s) and/or legal action in a court of competent jurisdiction.
- (d) Every dog or cat adopted from the Animal Shelter shall be spayed/neutered. Adopted dogs and cats shall only be released to the adopter after the appropriate veterinary services are completed by a licensed veterinarian. Dogs or cats which are temporarily unable to undergo surgery as recommended by a licensed veterinarian may, at the discretion of the Animal Control Manager, be released to a suitable adopter provided the adopter signs a contract in the form prescribed by the division of Animal Control obligating the owner to have the dog or cat spayed/neutered at a later date.

(e) Adopters shall be required to pay the following adoption fee(s) at the time of adoption:

Cats (6 months and older)	\$50.00
Kittens (under 6 months)	\$75.00
Dogs (6 months and older)	\$100.00
Puppies (under 6 months)	\$125.00
Other animals	\$15.00

(f) For the purposes of this section, a male animal may be considered neutered if upon examination it has evidence of castration.

(g) The division of Animal Control may enter into agreements with any animal establishment, which is deemed to be a responsible and suitable establishment by the Animal Control Manager or his designee, for the purposes of transferring animals suitable for adoption to the animal establishment in order to facilitate adoptions. Any animal establishment entering into an agreement with the division of Animal Control pursuant to this Section shall sign a transfer agreement in the form prescribed by the division of Animal Control and agree to comply with the provisions of this Chapter and all applicable state, federal, and local laws. The division of Animal Control shall recover from an animal establishment any costs incurred in rendering medical services to any domestic animal transferred to the animal establishment.

(h) Every dog or cat transferred to any animal establishment that is not spayed/neutered at the time of transfer must be spayed/neutered within thirty (30) days of the dog or cat reaching the age of six (6) months. The animal establishment, upon request, shall provide written verification of the completion of the spay/neuter.

(i) In an effort to increase the quantity of adoptions, adoption fees may be reduced for a specified amount of time for special adoption events with approval of the Parish President.

(Parish Code 1979, § 5-9, § 5-14; Ord. No. 4563, 10-10-90)

**State law references:** Disposition of license fees and penalties, R.S. 3:2734, Licensed veterinarians and veterinary clinics exempt from dog license fees in the conduct of their regular business, R.S. 3:2772(E); Sterilization required, R.S. 3:2472; Adoption standard, R.S. 3:2473; Confirmation of sterilization, R.S. 3:2474; Exceptions, R.S. 3:2475; Fees, R.S. 3:2476

## SECTION II

If any section, part, paragraph, sentence, or clause of this ordinance should be declared invalid or unenforceable, such invalidity or defect shall not affect the remaining sections, paragraphs, parts, sentences or clauses hereof and, to this end, the several provisions hereof are hereby declared to be severable.

### SECTION III

Except as otherwise provided for herein, this ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

This ordinance, having been introduced and laid on the table for at least one (1) month and has been advertised at least three (3) times, was voted upon as follows:

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared the resolution adopted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\* \* \* \* \*

I, VENITA CHAUVIN, Clerk of Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted and ratified by the Assembled Council in Regular Session on \_\_\_\_\_, \_\_\_\_ at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
VENITA CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

## Venita Chauvin

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**From:** Al Levron  
**Sent:** Friday, December 9, 2016 9:12 AM  
**To:** Venita Chauvin; Valerie Robinson  
**Subject:** RE: ordinance introduction

I think you are correct.

**From:** Venita Chauvin  
**Sent:** Friday, December 09, 2016 9:11 AM  
**To:** Al Levron; Valerie Robinson  
**Subject:** FW: ordinance introduction

**Al/Valerie:** I'm thinking this is similar to the Solid Waste & Mosquito fees, which requires a 30-day lay over and published 3 times. If that is the case, and it is introduced at the 12/19 Committee Meetings it will have to be held over until 1/26/17 (Changed from Wednesday 1/25 to Thursday 1/26 due to Chamber Banquet).

Venita H. Chauvin, Council Clerk  
Terrebonne Parish Council  
[vchauvin@tpcg.org](mailto:vchauvin@tpcg.org)  
(985) 873-6519



### Sec. 2-103. - Fees not requiring voter approval.

- ☐ [Share Link](#)
- ☐ [Print](#)
- ☐ [Download \(docx\)](#)
- ☐ [Email](#)
- ☐ [Compare](#)

- (a) The purpose of this section is to establish a procedure and policy for the approval of fees which do not require voter approval.
- (b) All organizations of the parish government are affected by this section.
- (c) The council shall establish all fees and charges made by the parish government for various public services when the establishment of such fees or charges does not require voter approval. The council shall give consideration to recommendations of various department heads and executive officers.

(d)

Any proposal to establish a fee or charge for a public service when the establishment of such fee or charge does not require voter approval shall be by ordinance following public notice and a public hearing. Proposals to establish a fee or a charge for a public service shall be presented to the council at least one (1) month in advance of the proposed implementation date. In addition to the established ordinance procedure, the council shall cause notice of the proposed fee or charge to be advertised at least three (3) times within a two-week period prior to the public hearing.

(Parish Code 1979, § 2-58)

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**From:** Valerie Robinson  
**Sent:** Thursday, December 8, 2016 9:11 AM  
**To:** Venita Chauvin  
**Subject:** ordinance introduction

Hi Venita,

I'm working on proposing an ordinance change, but I am unsure of the wording necessary especially with regards to the "hold over period". Can you take a look at these documents and provide your feedback?

Best,

Valerie Robinson  
Animal Shelter Manager  
Terrebonne Parish Animal Shelter  
100 Government St. Gray, LA 70359  
(985) 873-6709  
(985) 580-8150 (fax)

[www.tpcg.org/animalshelter](http://www.tpcg.org/animalshelter)

**Follow us on Facebook...search "Terrebonne Parish Animal Shelter"**

Go Green!! Please consider the environment before printing this e-mail.





Thursday, January 26, 2017

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**Item Title:**

Proposed ordinance - remove 13 parking meters on Barrow St.

**Item Summary:**

A proposed ordinance that will amend Section 18-289 of the Parish Code to remove thirteen (13) parking meters along Barrow Street, in front of St. Matthews Church, from Belanger Street to Main Street.

1. Consider adoption of ordinance.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Proposed ordinance	1/6/2017	Ordinance

OFFERED BY:  
SECONDED BY:

ORDINANCE NO.

An ordinance amending the parish code of Terrebonne Parish, Chapter 18, section 18-289 to remove THIRTEEN (13) parking meters along BARROW STREET, IN FRONT OF ST. MATTHEWS CHURCH, FROM BELANGER STREET TO MAIN STREET

SECTION I

BE IT ORDAINED by the Terrebonne Parish Council, in regular session convened, acting pursuant to the authority invested in it by the Constitution and laws of the State of Louisiana, the Home Rule Charter for a Consolidated Government for Terrebonne Parish, and including, but not limited to, LSA R.S. 33:1368 and other statutes of the State of Louisiana, to amend the parish Code of Terrebonne Parish, Chapter 18, Section 18-289 to remove thirteen (13) parking meters (Meter Nos. 177, 230, 233, 232, 234, 225, 41, 143, 434, 142, 1, 33 and 656) along Barrow Street in front of St. Matthews Church, from Belanger Street to Main Street.

SECTION II

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections or other portions of this ordinance shall remain in full force and effect, the provisions of this section hereby being declared to be severable.

SECTION III

Any ordinance or part thereof in conflict herewith is hereby repealed.

SECTION IV

This ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13 (b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

This ordinance, having been introduced and laid on the table for at least two weeks, was voted upon as follows:



Thursday, January 26, 2017

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**Item Title:**

2017 Various Items for Budget Amendment

**Item Summary:**

A PROPOSED ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET, THE 5-YEAR CAPITAL OUTLAY BUDGET, AND BUDGETED POSITIONS OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. General Fund-Administration, \$60,500
- II. General Fund-Housing & Human Services, \$1,000
- III. Bayou Chauvin/40 Acre Sewer Relocation, \$30,000
- IV. Criminal Court Fund, \$232,034
- V. Transfer Equipment and Positions
  - a. Solid Waste Division, \$228,174
  - b. Road and Bridge Division, (\$102,756)
- VI. Upper Little Caillou Pump Station, \$3,900,000
- VII. Coastal Restoration, \$15,000
- 1. Consider adoption of ordinance.

---

**ATTACHMENTS:**

Description	Upload Date	Type
2017 Various Items for Budget Amendment	1/5/2017	Executive Summary
2017 Various Items for Budget Amendment	1/5/2017	Budget Amendment
2017 Various Items for Budget Amendment	1/5/2017	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Ordinance for a Budget Amendment

PROJECT SUMMARY (200 WORDS OR LESS)
AN ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET, THE 5-YEAR CAPITAL OUTLAY BUDGET, AND BUDGETED POSITIONS OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.
I. General Fund-Administration, \$60,500
II. General Fund-Housing & Human Service, \$1,000
III. Bayou Chauvin/40 Acre Sewer Relocation, \$30,000
IV. Criminal Court Fund, \$232,034
V. Transfer Equipment and Positions
a. Solid Waste Division, \$228,174
b. Road and Bridge Division, (\$102,756)
VI. Upper Little Caillou Pump Station, \$3,900,000
VII. Coastal Restoration, \$15,000

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See above

TOTAL EXPENDITURE			
N/A			
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)			
ACTUAL		ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)			
N/A	<u>NO</u>	YES	IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>PARISHWIDE</u>	1	2	3	4	5	6	7	8	9

\_\_\_\_\_/s/ Kayla Dupre

Signature

\_\_\_\_\_  
January 5, 2017

Date

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET, THE 5-YEAR CAPITAL OUTLAY BUDGET, AND BUDGETED POSITIONS OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. General Fund-Administration, \$60,500
- II. General Fund-Housing & Human Service, \$1,000
- III. Bayou Chauvin/40 Acre Sewer Relocation, \$30,000
- IV. Criminal Court Fund, \$232,034
- V. Transfer Equipment and Positions
  - a. Solid Waste Division, \$228,174
  - b. Road and Bridge Division, (\$102,756)
- VI. Upper Little Caillou Pump Station, \$3,900,000
- VII. Coastal Restoration, \$15,000

SECTION I

WHEREAS, funding is needed for equipment to replace the old TV station, upgrade equipment in the Council meeting room, equipment to be installed in new ECO Media room, and hardware needed to live stream TV station feed across the internet,

WHEREAS, the funding source is from the in-kind/PEG revenues from BellSouth Telecommunications for \$60,500.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2017 Adopted Operating Budget of the Terrebonne Parish Consolidated Government be amended to recognize the funding for the TV Station equipment. (Attachment A)

SECTION II

WHEREAS, Entergy donated \$1,000 for Project Ageless to Terrebonne Parish Consolidated Government, Department of Housing and Human Service, and

WHEREAS, the funds will be used for utility assistance to Entergy customers.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2017 Adopted Operating Budget of the Terrebonne Parish Consolidated Government be amended for the Housing and Human Service Department. (Attachment B)

SECTION III

WHEREAS, funding is needed for the Bayou Chauvin/40 Acre Sewer Relocation Project, and

WHEREAS, the funding source is from the Woodlawn Sewer Project in the Parishwide Sewerage Construction Fund for \$30,000.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2017 Adopted Operating Budget and 5-Year Capital Outlay Budget be amended to recognize the funding of the Bayou Chauvin/40 Acre Sewer Relocation Project. (Attachment C)

SECTION IV

WHEREAS, Terrebonne Parish Consolidated Government is authorized to provide certain statutory funding to the local District Attorney's Office in Terrebonne Parish; and

WHEREAS, currently the Terrebonne Parish District Attorney's Office employs a numbers of employees whose positions are compensated solely from the proceeds of the District Attorney Discretionary Fund – outside of any criminal court fund or parish funding and without medical and retirement benefits, and

WHEREAS, the Terrebonne Parish District Attorney's Office has requested and Terrebonne Parish Consolidated Government Administration has agreed to recognize and fund the six employees currently funded solely through the District Attorney Discretionary Fund – to be funded out of the criminal court fund and to receive medical and retirement benefits equivalent to that received by Terrebonne Parish Consolidated Government employees

WHEREAS, the cost of salary and related taxes/benefits is \$232,034

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government, that the 2017 Adopted Operating Budget and Budgeted Positions be amended to recognize the necessary adjustment for the additional Criminal Court Fund employees on Terrebonne Parish Consolidated Government payroll. (Attachment D)

#### SECTION V

WHEREAS, Administration is requesting to transfer the Street Sweepers and budgeted positions from Road and Bridge to the Solid Waste Division, and

WHEREAS, the budgeted dollars for this transfer will be charged to the Solid Waste Division for \$228,174 and the Road and Bridge budget will be reduced by \$102,756, and

WHEREAS, the budgeted transfer from General Fund to Road and Bridge will be reduced by \$102,756.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2017 Adopted Operating Budget and budgeted positions be amended to recognize the necessary transfer for the Solid Waste Division from Road and Bridge for equipment and budgeted positions. (Attachment E)

#### SECTION VI

WHEREAS, the Upper Little Caillou Pump Station is approximately 40 years old and is at risk of collapse due to a failing timber bulkhead, and

WHEREAS, the Terrebonne Parish Consolidated Government (TPCG) has applied and received funding through the HMGP program to construct a new pump station, and

WHEREAS, the TPCG has received the sub-recipient agreement from FEMA through the HMGP program, and

WHEREAS, the HMGP program will fund 75% of the project, and

WHEREAS, the TPCG would like to recognize the funding for this project for \$3,900,000.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2017 Adopted Operating Budget and 5-Year Capital Outlay Budget be amended to recognize the funding of the Bayou Neuf Pump Station Project. (Attachment F)

#### SECTION VII

WHEREAS, Administration is requesting funding for Professional Engineering Services in connection with the 2017 Coastal Master Plan, and

WHEREAS, the funding source will be from General Fund for \$15,000.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2017 Adopted Operating Budget be amended to recognize the funding for the 2017 Coastal Master Plan. (Attachment G)

Prepared By: Finance Department  
PC File: 2017-Various Items - A  
Date Prepared: 12/29/16 BA #2

**ATTACHMENT A - General Fund**

	2017		
	Adopted	Change	Amended
PEG Channel Services	-	15,000	15,000
PEG Computer Equipment	-	45,500	45,500
Fund Balance (Decrease)	N/A	(60,000)	N/A

**ATTACHMENT B - Housing & Human Services**

	2017		
	Adopted	Change	Amended
Client Services	5,000	1,000	6,000
General Fund (Decrease)	N/A	(1,000)	N/A

**ATTACHMENT C - Bayou Chauvin/40 Acre Sewer Relocation**

	2017		
	Adopted	Change	Amended
Woodlawn Sewer	91,538	(30,000)	61,538
Bayou Chauvin/40 Acre Sew Relocation	272,392	30,000	302,392

**ATTACHMENT D - Criminal Court Fund**

	2017		
	Adopted	Change	Amended
Salaries & Wages	2,400,493	161,070	2,561,563
FICA	148,831	9,986	158,817
Medicare	34,807	2,336	37,143
Pension	192,039	12,886	204,925
Unemployment Compensation	30,006	2,013	32,019
Workers Compensation	24,489	1,643	26,132
Group Insurance	786,500	42,100	828,600
Transfer to CCF	(1,458,112)	(232,034)	(1,690,146)
Transfer from General Fund	1,458,112	232,034	1,690,146
Fund Balance (decrease)	N/A	(232,034)	N/A

**ATTACHMENT D - Criminal Court Fund**

	2017						
	Adopted	Change	Amended	Level	MIN	MID	MAX
Clerks	7	2	9	N/A	****	****	****
Case Worker	22	3	25	N/A	****	****	****
Case Manager	0	1	1	N/A	****	****	****

**ATTACHMENT E - Solid Waste and Road & Bridge**

	2017		
	Adopted	Change	Amended
Salaries & Wages	483,267	88,836	572,103
Overtime	55,200	10,000	65,200
FICA	33,385	6,004	39,389
Medicare	7,808	1,404	9,212
Pension	43,077	7,747	50,824
Unemployment Compensation	6,731	1,210	7,941
Workers Compensation	20,663	3,733	24,396
Group Insurance	136,250	45,900	182,150
Office Supplies	6,900	1,000	7,900
Software Purchases	3,000	3,700	6,700
Uniforms	3,000	1,200	4,200
Gasoline & Oil	60,000	20,000	80,000
Lubricants	7,000	5,000	12,000
Communication Equipment Services	24,000	3,400	27,400
Office Equipment Repairs	10,000	1,500	11,500
Tires Purchased	15,000	2,000	17,000
Tire Repair	3,000	500	3,500
Paint/Body Repairs	2,300	500	2,800
Towing & Recovery	460	540	1,000
On/Off Road Rolling Equip Repair	36,800	24,000	60,800
Net Position (Decrease)	N/A	(228,174)	N/A
Salaries & Wages	1,598,314	(59,224)	1,539,090
Overtime	359,869	(6,667)	353,202
FICA	121,407	(4,085)	117,322
Medicare	28,394	(955)	27,439
Pension	156,655	(5,271)	151,384
Unemployment Compensation	24,477	(824)	23,653
Workers Compensation	104,131	(2,530)	101,601
Group Insurance	725,550	(23,200)	702,350
Transfer from General Fund	(783,618)	102,756	(680,862)
Transfer to Road & Bridge	783,618	(102,756)	680,862
Fund Balance (Increase)	N/A	102,756	N/A

**ATTACHMENT E - Solid Waste**

	2017						
	Adopted	Change	Amended	Level	MIN	MID	MAX
Equip Oper III	3	3	6	107	29,730	37,163	44,595

**ATTACHMENT E - Road & Bridge**

	2017						
	Adopted	Change	Amended	Level	MIN	MID	MAX
Equip Oper III	4	(3)	1	107	29,730	37,163	44,595



**ATTACHMENT F - Upper Little Caillou P/S**

	<b>2017</b>		
	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Amended</u></b>
Upper Little Caillou P/S	1,200,000	3,900,000	5,100,000
Upper Little Caillou P/S	-	(3,900,000)	(3,900,000)

**ATTACHMENT G - Coastal Restoration**

	<b>2017</b>		
	<b><u>Adopted</u></b>	<b><u>Change</u></b>	<b><u>Amended</u></b>
Engineering/Consulting Fees	10,000	15,000	25,000
Transfer from General Fund	(42,320)	(15,000)	(57,320)
Transfer to Coastal Restoration	42,320	15,000	57,320
Fund Balance (Decrease)	N/A	(15,000)	N/A

**Capital Account - \$45,500**

<b>New TV Station Equipment</b>	<b>\$19,200.00</b>
Ultra Nexus-HD	\$14,000.00
UltraNexus-Media Storage 2TB	\$1,800.00
BlackMagic Smart Videohub 12x12	\$1,500.00
BlackMagic Mini Converters (qty 3)	\$600
SDI Cables 10Ft (qty 6)	\$200.00
Other Needed Cables/Converters	\$500.00
Belkin 42u 2 Post Rack	\$200.00
PDU Units (qty 2)	\$400.00

Equipment needed to replace ten year old tv station, upgrade to HD and moving to the City Hall data center where it will have battery backup and generator power.

<b>Council Meeting Room</b>	<b>\$7,000</b>
IncodeX Vier	\$7,000

Upgrade recording equipment in Council Meeting Room to work with new TV Station equipment

<b>EOC Equipment</b>	<b>\$12,300</b>
Incodex Vier	\$7,000
Sony NXCAM HXR-NX100	\$2,100
Tripod	\$200
SDI Converter	\$200
Microphones and Cables, etc	\$1,500
Magicue Studio Teleprompter (19 inc	\$1,300

Equipment to be installed in new ECO Media room to allow for easy recording of press releases during events to be played on the TV Station and across the internet.

<b>Internet Streaming Equipment</b>	<b>\$7,000</b>
IncodeX Vier	\$7,000

Hardware needed to live stream TV Station feed across the internet to streaming services allowing for feed to be view on computers/tablets/phones

Section I

**Other Account (non-Capital) - \$15,000**

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Live Stream Services	\$5,000
Adobe CC Suite (1yr) (Qty 2)	\$2,400
Apple Final Cut (Qty 2)	\$800
Misc Items	\$6,800

Yearly based software and services to used for development of content for TV Station. Also includes yearly fee for streaming services for TV Station to be viewed on TPCG website (TPCG.org)

ACCT: 151-131-8361-02

GENERAL FUND

PARISH PRESIDENT

PEG CHANNEL SERVICES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	15,000	2,126.28	0	12,874
2017	0	.00	0	0
CLOSED:				
2010	0	.00	N/A	0
2011	0	.00	N/A	0
2012	23,834	4,545.03	N/A	19,289
2013	15,000	112.14	N/A	14,888
2014	11,300	.00	N/A	11,300
2015	15,000	4.75	N/A	14,995
ENTER = CONTINUE				
CF01 = EXIT	CF02 = INPUT	SCR	CF04 = DSP DETAIL	CF08 = PRT DETAIL
			CF06 = DSP ENCUMBRANCE	

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	3,642	3,090.04	0	552
2017	0	.00	0	0
CLOSED:				
2010	0	.00	N/A	0
2011	0	.00	N/A	0
2012	0	.00	N/A	0
2013	0	.00	N/A	0
2014	3,700	3,058.11	N/A	642
2015	642	.00	N/A	642

ENTER = CONTINUE      CF04 = DSP DETAIL      CF08 = PRT DETAIL  
CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE



# Section II

## Terrebonne Parish Consolidated Government 2017 Budget Amendment December 5, 2016

Purpose: To set up budget for Entergy donation of \$1,000 for Project Ageless.  
Expenses for qualified clients to be paid from Client Services account

	Current Budget	Revision	Final Budget
151-653-8353-10 Client Services	<del>5,000</del>	1,000	6,000
151-000-5111-00 Fund Balance		-1,000	-1,000

The Donation was received and deposited on 12/5/2016, which was past the deadline for a 2016 Budget Amendment.

Prepared By: PDG

*Entergy clients only:  
# 200.00 per client x 5 clients*



*Entergy*

Entergy Louisiana, LLC

November 16, 2016

Ms. Melanie Van Buren  
Executive Director  
Terrebonne Parish Consolidated Government  
Human Services  
809 Barrow Street  
P O Box 2768  
Houma, LA 70361

Dear Ms. VanBuren

I am pleased to advise that a grant of \$1,000.00 was approved by the Entergy Louisiana Contributions Committee for funds designated to the Terrebonne Parish Consolidated Government Human Services Project Ageless.

We extend our best wishes to you for continued success and look forward to hearing about your accomplishments during the year.

Sincerely,

*Mary Fay Legnon*  
Mary Fay Legnon  
Customer Service Representative

Enclosure



GIFT ACKNOWLEDGMENT FORM

In order for Entergy to comply with internal auditing requirements, all gifts \$250 and above require confirmation of the contribution by written reply from the receiving organization. **Please return this completed form within 10 days to the address listed below.**

Organization Terrebonne Parish Consolidated Government

Address 8026 Main St., Suite 300

City/State/Zip Houma, LA 70361 Tax ID# 726001390

Phone No. (985) 850-4657 Fax No. (985) 850-4663

Payment Date 11/18/16 Amount \$ \$1,000.00

Check# 6413323 Project Title: Project Ageless

Check the most appropriate statement

- ☐ Entergy did not receive any goods or services in exchange for this contribution.
- ☐ Entergy has been advertised or listed as a donor/sponsor. No other goods or services have been received in exchange for the contribution.
- ☐ Entergy received the following goods or services in exchange for this contribution. Please estimate value and describe: \_\_\_\_\_
- ☐ An elected member of Congress or Executive Branch Official was recognized or honored at a special event associated with the contribution. If yes, please list the name of the elected official(s) or executive branch representative(s) below: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Title \_\_\_\_\_

Please return completed form in one of the following ways:

Mail to ... Entergy Corporation Attention: Kris Held P.O. Box 61000 New Orleans, LA 70161-1000	Scan and email to: <u>kheld@entergy.com</u> or Internal L-ENT-6D	Fax to: <b>(504) 576-6981</b>
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**Paulette Garrett**

**From:** Paulette Garrett  
**Sent:** Monday, December 05, 2016 11:05 AM  
**To:** Melanie VanBuren  
**Cc:** Darrel Waire  
**Subject:** FW: Entergy Donation  
**Attachments:** 201612051000.pdf

Melanie, Darrel,

I stand corrected. This Entergy Donation will have to be a 2017 Budget Amendment because the deadline has passed for this year. However, because there is an existing available budget in the 151-653-8353-10 account of \$4,342, you can begin using these Donation funds immediately.

If you have any questions, please let me know.

Thanks,

*Paulette Garrett*

Grants Accountant Supervisor  
Terrebonne Parish Consolidated Government  
Finance Department  
P. O. Box 2768  
Houma, LA 70361  
Telephone: 985-873-6456  
Fax: 985-873-6457  
[pgarrett@tpcg.org](mailto:pgarrett@tpcg.org)



*Please consider the environment before printing this email.*

**From:** Paulette Garrett  
**Sent:** Monday, December 05, 2016 10:46 AM  
**To:** Melanie VanBuren  
**Cc:** Darrel Waire  
**Subject:** FW: Entergy Donation

Melanie,

Please use account number 151-653-8353-10 for using this Entergy Donation of \$1,000.

I will prepare a budget line item for these funds immediately.

Thanks,

*Paulette Garrett*

Grants Accountant Supervisor  
Terrebonne Parish Consolidated Government  
Finance Department  
P. O. Box 2768  
Houma, LA 70361

Telephone: 985-873-6456

Fax: 985-873-6457

[pgarrett@tpcg.org](mailto:pgarrett@tpcg.org)



**green** Please consider the environment before printing this email.

**From:** Melanie VanBuren

**Sent:** Monday, December 05, 2016 10:00 AM

**To:** Paulette Garrett

**Subject:** Entergy Donation

Good Morning Paulette,

Please deposit the donation into Darrel Waire's - Housing and Human Services –Client Services Acct. Original is in the mail.  
Please email me the account number to use for these funds.

Thanks,

*Melanie VanBuren*

Melanie N. VanBuren, Human Development Administrator  
Terrebonne Parish Consolidated Government  
Housing and Human Services

Ph: 985-873-6790

Fax: 985-873-6434

Email: [mvanburen@tpcg.org](mailto:mvanburen@tpcg.org)

Visit our website: [www.tpcg.org](http://www.tpcg.org)



**Go Green**  Please consider the environment before printing this email.

ACCT: 151-653-8353-10

GENERAL FUND

HOUSING & HUMAN SERVICE

CLIENT SERVICES

NOVEMBER 30, 2016 - MONTH LAST CLOSED

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	5,000	1,048.15	0	3,952
2017	5,000	.00	0	5,000
CLOSED:				
2010	0	.00	N/A	0
2011	0	.00	N/A	0
2012	0	.00	N/A	0
2013	0	.00	N/A	0
2014	0	.00	N/A	0
2015	0	.00	N/A	0

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT

SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section III

656



P.O. BOX 6097  
HOUMA, LOUISIANA 70361  
(985) 868-5050



P.O. BOX 2768  
HOUMA, LOUISIANA 70361  
(985) 868-3000

TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT

DIVISION OF POLLUTION CONTROL

MEMO TO: Kayla Dupre, Comptroller  
Finance Department

THRU: Gregory E. Bush  
Pollution Control Administrator

FROM: Debra Robichaux *DR*

DATE: October 17, 2016

SUBJECT: 2016 Budget  
Request for ~~Line Item Adjustment~~ *Budget Amendment*

The following line item adjustment is requested in order to provide additional funding for the Relocation of Three (3) Sewer Force Mains at Bayou Chauvin.

FUND 656 DEPT 431

<u>Account Number</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Adjustment</u>	<u>Adjusted Budget</u>
8927-40	Woodlawn Sewers	\$92,154	\$(30,000)	\$62,154
8927-42	Bayou Chauvin/40 Acre Sewer Relo	\$299,653	\$30,000	\$329,653
		<b>\$391,807</b>		<b>\$391,807</b>

If you have any questions regarding this request, please feel free to contact this office.

/dr

ACCT: 656-431-8927-40  
P/W SEWERAGE CONSTR.  
SEWERAGE COLLECTION  
WOODLAWN SEWER

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	92,154	616.10	0	91,538
CLOSED:				
2010	0	.00	N/A	0
2011	0	.00	N/A	0
2012	0	.00	N/A	0
2013	0	.00	N/A	0
2014	0	29,036.75	N/A	29,037-
2015	116,029	23,874.99	N/A	92,154

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT    CF02 = INPUT SCR    CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 656-431-8927-42  
P/W SEWERAGE CONSTR.  
SEWERAGE COLLECTION  
BAYOU CHAUVIN/40 ACRE SEW RELO

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	299,653	27,261.00	0	272,392
CLOSED:				
2010	0	.00	N/A	0
2011	0	.00	N/A	0
2012	0	.00	N/A	0
2013	0	.00	N/A	0
2014	0	.00	N/A	0
2015	300,000	347.00	N/A	299,653

ENTER = CONTINUE      CF04 = DSP DETAIL      CF08 = PRT DETAIL  
CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**2017 - FIVE YEAR CAPITAL OUTLAY**  
**FUND 656 - PARISHWIDE SEWERAGE CONSTRUCTION FUND**

656-431-8927-40  
 WOODLAWN SEWER  
 PROJECT # 11-SEW-01

TOTAL FUNDING	\$	115,066
EXPENDITURES THRU 12/31/15		(52,912)
PROJECT BALANCE	\$	<u>62,154</u>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
May-15	ORD 8541	FROM 656-431-8927-33	145,066						
Jan-17	PENDING BA	FROM 656-431-8927-40			(30,000)				
LESS PRIOR YEARS EXPENDITURES			(52,912)						
FUNDS AVAILABLE			<u>\$ 92,154</u>	<u>\$ -</u>	<u>\$ (30,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**DESCRIPTION:** TO PROVIDE THE NECESSARY FACILITIES TO  
 RECEIVE FLOWS FROM THE INDUSTRIAL  
 CORRIDOR BETWEEN INDUSTRIAL BLVD AND  
 THOMPSON RD.

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**2017 - FIVE YEAR CAPITAL OUTLAY**  
**FUND 656 - PARISHWIDE SEWERAGE CONSTRUCTION FUND**

**656-431-8927-42**  
**BAYOU CHAUVIN/40 ACRE SEWER RELOC**

TOTAL FUNDING	\$	330,000
EXPENDITURES THRU 12/31/15		(347)
PROJECT BALANCE	\$	<u>329,653</u>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Sep-15	ORD 8638	FUND 353 SANITATION	300,000						
Jan-17	PENDING BA	FROM 656-631-8927-40			30,000				
		LESS PRIOR YEARS EXPENDITURES	(347)						
		FUNDS AVAILABLE	\$ 299,653	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -

**ENGINEER:**    **MILFORD & ASSOCIATES**

**DESCRIPTION:** PROJECT ELEVATES THREE SEWER FORCE MAIN SO FUTURE DRAINAGE CHANNEL CAN BE CONSTRUCTED UNDERNEATH TO CONNECT A DRAINAGE CONVEYANCE FROM THE 40 ACRE DRAINAGE RETENTION BASIN WITH BAYOU CHAUVIN.



ACCT: 656-431-8927-40

NOVEMBER 30, 2016 - MONTH LAST CLOSED

P/W SEWERAGE CONSTR.

SEWERAGE COLLECTION

WOODLAWN SEWER

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	92,154	616.10	0	91,538
2017	0	.00	0	0
CLOSED:				
2010	0	.00	N/A	0
2011	0	.00	N/A	0
2012	0	.00	N/A	0
2013	0	.00	N/A	0
2014	0	29,036.75	N/A	29,037-
2015	116,029	23,874.99	N/A	92,154

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT

SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 656-431-8927-42

NOVEMBER 30, 2016 - MONTH LAST CLOSED

P/W SEWERAGE CONSTR.

SEWERAGE COLLECTION

BAYOU CHAUVIN/40 ACRE SEW RELO

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	299,653	27,261.00	0	272,392
2017	0	.00	0	0
CLOSED:				
2010	0	.00	N/A	0
2011	0	.00	N/A	0
2012	0	.00	N/A	0
2013	0	.00	N/A	0
2014	0	.00	N/A	0
2015	300,000	347.00	N/A	299,653

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT

SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

# Section IV

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## Kayla Dupre

**From:** Kandace Mauldin  
**Sent:** Thursday, December 29, 2016 9:30 AM  
**To:** Kayla Dupre  
**Subject:** Criminal Court Fund Amendment  
**Attachments:** District Attorney Additional EEs.xlsx; Ordinance DA employees.doc

See attached. This is what we discussed earlier. We will need to increase the transfer in from General Fund for this amount.

**Kandace M. Mauldin, CPA**  
Chief Financial Officer  
Terrebonne Parish Consolidated Government  
P. O. Box 2768  
Houma, LA 70361  
Office: 985-873-6459  
FAX: 985-873-6457



	2017 Estimated Annual Salaries & Benefits	8121-D1 FICA 6.20%	8121-D2 MEDICARE 1.45%	8122-D1 PENSION 8.00%	8132-D1 Unemployment 1.25%	8133-D1 Workers Comp 1.02%	8131-D1 Insurance	Total	Insurance Coverage
<b>Criminal Court Fund</b>									
Case Manager	29,900.00	1,853.80	433.55	2,392.00	373.75	304.98	750.00	36,008.08	Life Only
Case Worker	28,600.00	1,773.20	414.70	2,288.00	357.50	291.72	750.00	34,475.12	Life Only
Data Clerk	24,050.00	1,491.10	348.73	1,924.00	300.63	245.31	7,300.00	35,659.76	Single
Case Worker	24,960.00	1,547.52	361.92	1,996.80	312.00	254.59	18,700.00	48,132.83	Family
Data Clerk	24,960.00	1,547.52	361.92	1,996.80	312.00	254.59	7,300.00	36,732.83	Single
Case Worker	28,600.00	1,773.20	414.70	2,288.00	357.50	291.72	7,300.00	41,025.12	Single
	<u>161,070.00</u>	<u>9,986.34</u>	<u>2,335.52</u>	<u>12,885.60</u>	<u>2,013.38</u>	<u>1,642.91</u>	<u>42,100.00</u>	<u>232,033.74</u>	

2 clerks  
3 case workers  
1 case manager

ACCT: 299-123-8111-01  
NOVEMBER 30, 2016 - MONTH LAST CLOSED

CRIMINAL COURT FUND  
DISTRICT ATTORNEY  
SALARIES AND WAGES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	2,415,783	2,227,373.08	0	188,410
2017	2,400,493	89,218.96	0	2,311,274
CLOSED:				
2010	0	.00	N/A	0
2011	1,689,218	1,574,847.76	N/A	114,370
2012	1,739,892	1,502,260.39	N/A	237,632
2013	1,697,164	1,618,551.22	N/A	78,613
2014	1,671,231	1,494,993.46	N/A	176,238
2015	1,675,469	1,920,158.52	N/A	244,690-

ENTER = CONTINUE      CF04 = DSP DETAIL      CF08 = PRT DETAIL  
CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE

FD171GG                    GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
ACCT: 299-123-8121-01       NOVEMBER 30, 2016 - MONTH LAST CLOSED  
         CRIMINAL COURT FUND  
         DISTRICT ATTORNEY  
         FICA

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	149,779	132,189.75	0	17,589
2017	148,831	.00	0	148,831
CLOSED:				
2010	0	.00	N/A	0
2011	87,726	90,070.17	N/A	2,344-
2012	104,732	85,439.93	N/A	19,292
2013	105,224	90,477.80	N/A	14,746
2014	103,616	83,509.83	N/A	20,106
2015	103,879	107,616.26	N/A	3,737-

ENTER = CONTINUE                    CF04 = DSP DETAIL  
CF01 = EXIT    CF02 = INPUT SCR    CF06 = DSP ENCUMBRANCE    CF08 = PRT DETAIL

ACCT: 299-123-8121-02

NOVEMBER 30, 2016 - MONTH LAST CLOSED

CRIMINAL COURT FUND

DISTRICT ATTORNEY

MEDICARE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	35,029	30,915.77	0	4,113
2017	34,807	.00	0	34,807
CLOSED:				
2010	0	.00	N/A	0
2011	24,492	21,065.61	N/A	3,426
2012	24,494	19,981.85	N/A	4,512
2013	24,609	21,160.48	N/A	3,449
2014	24,233	19,529.92	N/A	4,703
2015	24,294	25,281.39	N/A	987-

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT

SCR

CF04 = DSP

DETAIL

CF06 = DSP

ENCUMBRANCE

CF08 = PRT

DETAIL

ACCT: 299-123-8122-01

NOVEMBER 30, 2016 - MONTH LAST CLOSED

CRIMINAL COURT FUND

DISTRICT ATTORNEY

PENSION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	193,263	184,695.94	0	8,567
2017	192,039	.00	0	192,039
CLOSED:				
2010	0	.00	N/A	0
2011	168,911	157,000.42	N/A	11,911
2012	164,699	149,792.61	N/A	14,906
2013	169,716	160,868.26	N/A	8,848
2014	167,123	137,153.44	N/A	29,970
2015	167,547	169,469.42	N/A	1,922-

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL



ACCT: 299-123-8132-01

NOVEMBER 30, 2016 - MONTH LAST CLOSED

CRIMINAL COURT FUND

DISTRICT ATTORNEY

UNEMPLOYMENT COMPENSATION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	30,197	34,632.51	0	4,436-
2017	30,006	.00	0	30,006
CLOSED:				
2010	0	.00	N/A	0
2011	38,514	35,959.71	N/A	2,554
2012	33,058	28,464.10	N/A	4,594
2013	32,246	30,611.57	N/A	1,634
2014	25,068	22,305.16	N/A	2,763
2015	20,943	28,316.05	N/A	7,373-

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT

SCR

ACCOUNT EXCEEDS BUDGET AMOUNT

CF04 = DSP

DETAIL

CF06 = DSP

ENCUMBRANCE

CF08 = PRT

DETAIL

ACCT: 299-123-8133-01  
CRIMINAL COURT FUND  
DISTRICT ATTORNEY  
WORKMEN'S COMPENSATION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	24,645	23,369.62	0	1,275
2017	24,489	.00	0	24,489
CLOSED:				
2010	0	.00	N/A	0
2011	5,912	8,296.90	N/A	2,385-
2012	9,297	8,646.37	N/A	651
2013	9,681	11,746.25	N/A	2,065-
2014	14,148	13,399.67	N/A	748
2015	15,597	20,244.65	N/A	4,648-

ENTER = CONTINUE

CF01 = EXIT    CF02 = INPUT SCR

CF04 = DSP DETAIL  
CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 299-123-8131-01

CRIMINAL COURT FUND  
DISTRICT ATTORNEY  
GROUP INSURANCE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	671,500	668,287.54	0	3,212
2017	786,500	6,425.22-	0	792,925
CLOSED:				
2010	0	.00	N/A	0
2011	619,300	631,711.43	N/A	12,411-
2012	671,213	613,363.13	N/A	57,850
2013	757,910	654,729.96	N/A	103,180
2014	728,175	550,028.25	N/A	178,147
2015	663,500	547,606.18	N/A	115,894

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 299-000-7101-51

NOVEMBER 30, 2016 - MONTH LAST CLOSED

CRIMINAL COURT FUND

NO DEPARTMENT NAME

GENERAL FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	1,458,111	1,458,111.00-	0	0
2017	1,458,112	.00	0	1,458,112-
CLOSED:				
2010	0	.00	N/A	0
2011	1,387,028	1,419,028.00-	N/A	32,000
2012	1,521,430	1,642,085.00-	N/A	120,655
2013	1,458,111	1,458,111.00-	N/A	0
2014	1,458,111	1,458,111.00-	N/A	0
2015	1,458,111	1,458,111.00-	N/A	0

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

NOVEMBER 30, 2016 - MONTH LAST CLOSED

ACCT: 151-999-9102-99

GENERAL FUND

OPERATING TRANSFERS

CRIMINAL COURT FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	1,458,111	1,458,111.00	0	0
2017	1,458,112	.00	0	1,458,112
CLOSED:				
2010	0	.00	N/A	0
2011	1,387,028	1,419,028.00	N/A	32,000-
2012	1,521,430	1,642,085.00	N/A	120,655-
2013	1,458,111	1,458,111.00	N/A	0
2014	1,458,111	1,458,111.00	N/A	0
2015	1,458,111	1,458,111.00	N/A	0

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT

SCR

CF04 = DSP

DETAIL

CF06 = DSP

ENCUMBRANCE

CF08 = PRT

DETAIL

Section IV

**Kayla Dupre**

---

**From:** Clay Naquin  
**Sent:** Thursday, December 22, 2016 12:23 PM  
**To:** Kayla Dupre  
**Cc:** Kandace Mauldin; Ernest Brown  
**Subject:** Budget Amendment for Street Sweepers  
**Attachments:** Untitled.PDF; Street Sweeper Budget.xls; terrebonne street sweeper.pdf

Kayla,

Attached is a work sheet and backup for the budget amendment transferring the Street Sweepers and employees to the Solid Waste Division. The only information I do not have attached is the vehicle insurance. Please contact me should you need further information.

Thank You,

Clay J. Naquin  
Solid Waste Administrator  
Terrebonne Parish Consolidated Gov.  
[cnaquin@tpcg.org](mailto:cnaquin@tpcg.org)  
Work: (985) 873-6739  
Fax: (985) 873-6760



"Saltwater Fishing Capital of the World"

## **Kayla Dupre**

---

**From:** Kandace Mauldin  
**Sent:** Thursday, December 29, 2016 11:26 AM  
**To:** Kayla Dupre  
**Subject:** FW: Litter

I found this email below

---

**From:** Al Levron  
**Sent:** Friday, November 18, 2016 9:07 AM  
**To:** Clay Naquin  
**Cc:** Kandace Mauldin  
**Subject:** RE: Litter

I like your ideas. PS.....the street sweeper used to be part of the collection contract under solid waste. ( we can also transfer funds equal to operation of the sweepers to PW)

Call me to discuss further.

---

**From:** Clay Naquin  
**Sent:** Friday, November 18, 2016 8:57 AM  
**To:** Al Levron  
**Subject:** Litter

Mr. Levron,

I had a couple ideas I would like to share with you about the litter issues we have in Terrebonne Parish. I believe a big problem with litter is that Terrebonne does not have one single department that filters litter complaints. For example if my department gets a call about litter, I have to investigate to determine how severe the complaint. My choices are to call TPSO or Public Works to see if they can pick the litter up. If Public Works gets a litter complaint they call my department to see if it something we can handle are they have to pull a crew to clean the liter.

This is my thoughts only from what I have observed through a positive working relationship with all Public Works divisions.

1. Have all litter complaints sent to Solid Waste Division.
2. Transfer Public Works Litter Crew to Solid Waste Division. This would also free up general funds for Public works. I would suggest working two - two men crews to take care of the known litter hotspots and complaints. The crew would be made up with one parish worker and one contract labor. Solid Waste already has equipment in place to handle a litter program.

One other idea I would like to pass by you and I do not know if it is possible but with solid waste generating a surplus of funds every year, could public works transfer the street sweepers to solid waste division to help relive the strain on public works general funds budget.

I am just trying to think outside the box to help all of Terrebonne Parish.

Clay J. Naquin  
Solid Waste Administrator  
Terrebonne Parish Consolidated Gov.  
[cnaquin@tpcg.org](mailto:cnaquin@tpcg.org)  
Work: (985) 873-6739  
Fax: (985) 873-6760



"Saltwater Fishing Capital of the World"



---

**Kayla Dupre**

**From:** Kandace Mauldin  
**Sent:** Thursday, December 29, 2016 10:10 AM  
**To:** Kayla Dupre  
**Subject:** FW: Expense Summary for Street Sweepers  
**Attachments:** Street Sweeper Expense Summary.pdf

I think there was another email previous to this one, I will look for it

---

**From:** Mike C. Toups  
**Sent:** Tuesday, December 13, 2016 9:38 AM  
**To:** David Rome; Clay Naquin; Kandace Mauldin; J. Dana Ortego; Krystal Tipton  
**Cc:** Al Levron; Barbara Eschete; Laura Benoit  
**Subject:** FW: Expense Summary for Street Sweepers

David/Clay,

Al and I discussed the transfer of the street sweeper services from our Roads and Bridges Division to the Solid Waste Division and Al concurs with this transfer. He recommended that this be handled by a Budget Amendment.

Kandace, can you or someone on your staff make arrangements to do the Budget Amendment per the attached? Please advise HR, David and Clay so that the employees can be transferred on the correct date. I would suggest the transfer to occur at the start of the first pay period after the first of the new year.

David, please advise your operators of the change and that you will be letting them know when they can start reporting to Clay.

Thanks in advance to all regarding this transfer of services. Please advise if anyone has any questions or if I omitted anything.

*Mike Toup*

**Mike Toups**

**T. P. C. G.**

**Director**

**Public Works**

**(P) (985) 873-6735**



---

**From:** David Rome  
**Sent:** Tuesday, November 29, 2016 4:00 PM  
**To:** Mike C. Toup; Al Levron  
**Cc:** Kandace Mauldin; Clay Naquin  
**Subject:** Expense Summary for Street Sweepers

Attached is a brief summary of the proposed Equipment/Employee transfer and street sweeper expenses. Please let me know if you have any questions.

Thank you,

**David V. Rome, Jr.**  
**ROADS & BRIDGES SUPERINTENDENT**  
Terrebonne Parish Consolidated Government  
Ph# (985) 873-6734  
Fax (985) 580-7310



Street Sweeper Expense Summary

Estimated expense summary for the transfer of three (3) vacuum street sweepers and three (3) Equipment Operator III from the Roads and Bridges Division to the Solid Waste Division. The following would be transferred to the Solid Waste Division

Equipment:

- Unit 2240 (Schwarze Sweeper)
- Unit 2242 (Tymco)
- Unit 2246 (Schwarze Sweeper)

Positions:

- Crystal Baptiste, Emp# 5067 (Equipment Operator III)
- Regis Charles, Emp# 3964 (Equipment Operator III)
- Vacant position (Equipment Operator III)

Employee Summary

Average annual salary per sweeper operator -	\$29,723.20
Average operator annual salary with benefits-	\$42,660.80
Annual overtime average expense per operator-	\$3,250.33
Current budgeted for three Equipment III operators including benefits and overtime-	\$151,500.00

Equipment Summary

Three year average annual repair costs by unit:	
Unit 2240 (Schwarze)-	\$8,164.44
Unit 2242 (Tymco)-	\$8,811.17
Unit 2246 (Schwarze)-	\$31.80
Estimated annual fuel cost for three sweepers-	\$24,422.40

DESCRIPTION	Street Sweeper Budget	2017 Budget	Amended BUDGET	COMMENT
PERSONNEL SERVICES				
8111-01 SALARIES & WAGES				
8112-01 OVERTIME PAY	88,836	483,267	572,103	See Attached Work sheets
8113-02 ACCURED SICK LEAVE	10,000	55,200	65,200	
8114-02 ACCURED VACATION		0	0	
8119-20 SALARY REIMBURSEMENT		0	0	
8121-01 F.I.C.A.		0	0	
8121-02 MEDICARE	6,004	33,385	39,389	
8122-01 PENSION	1,404	7,808	9,212	
8122-05 PENSION EXPENSE - GASB68	7,747	43,077	50,824	
8131-01 GROUP INSURANCE	0	0	0	
8131-05 GROUP INSURANCE - RETIRED	45,900	136,250	182,150	
8131-07 POST RETIREMENT EXPENSE GASB45	0	5,874	5,874	
8132-01 UNEMPLOYMENT COMP	0	70,500	70,500	
8133-01 WORKMEN'S COMPENSATION	1,210	6,731	7,941	
8141-01 EMPLOYEE PHYSICALS	3,733	20,663	24,396	
8142-01 OTHER EMPLOYEE REQUIREMENTS	0	750	750	
	0	1,060	1,060	
TOTAL PERSONNEL SERVICES	164,834	864,565	1,029,399	
SUPPLIES & MATERIALS				
8211-01 OFFICE SUPPLIES			0	
8211-03 SOFTWARE PURCHASES	1,000	6,900	7,900	Tablets for Hiperweb App.
8212-01 BOOKS & PERIODICALS	3,700	3,000	6,700	Hiperweb Street Sweeper Module
8221-01 MEDICAL AND DRUGS		0	0	
8222-01 UNIFORMS		0	0	
8223-01 JANITORIAL SUPPLIES	1,200	6,000	7,200	Parish Uniforms
8224-01 GASOLINE & OIL		0	0	
8224-02 LUBRICANTS	20,000	60,000	80,000	David Rome Estimate
8225-01 OPERATING SUPPLIES	5,000	7,000	12,000	David Rome Estimate
8225-20 MATERIALS REIMBURSEMENT		0	0	
8225-40 SANITATION TOTERS		0	0	
8231-01 GRAVEL, SAND, DIRT, & SHELLS		0	0	
8235-01 CHEMICALS		0	0	
8241-01 SMALL TOOLS AND INSTRUMENTS		0	0	
8241-02 LITTER CREW SMALL TOOLS & INSTRUMENTS		0	0	
TOTAL SUPPLIES & MATERIALS	30,900	82,900	113,800	
OTHER SERVICES & CHARGE				
8311-01 ELECTRICITY - PARISH			0	
8311-02 STREET LIGHTS - PARISH		0	0	
8311-03 UTILITIES - OTHER		0	0	
8316-01 COMMUNICATION EQUIPMENT SERVICES		0	0	
8321-02 LAND RENTAL	3,400	24,000	27,400	GPS Tracking/Tablets Hiperweb
8323-01 OFFICE EQUIP CONTRACT		0	0	
8323-12 INDUSTRIAL EQUIP RENTAL		0	0	
8325-01 OTHER CONTRACTS & LEASES		0	0	
8325-06 DISPOSAL		0	0	
8325-07 TRANSPORTATION		0	0	
8325-10 JANITORIAL CONTRACT		0	0	
8331-01 GENERAL LIABILITY INSURANCE		0	0	
8331-05 POLLUTION ENVIRONMENTAL LIABILITY		0	0	
8332-01 VEHICLE INSURANCE		0	0	
8333-01 PHYSICAL PLANT INSURNACE		0	0	
8334-16 CYBERSECURITY LIABILITY		0	0	
8341-01 LEGAL FEES		0	0	
8342-01 ENGINEERING FEES		0	0	
8342-06 SOLID WASTE CONTRACT		0	0	
		39,916	39,916	Need information for Accounting

Sanitation Fund - 353  
2017 Solid Waste Services Department - 441  
Detailed Expenditures

DESCRIPTION	Street Sweeper Budget	2017 Budget	Amended BUDGET	COMMENT
8343-01				AUDIT FEES
8345-00			0	0
8345-01			0	0
8345-02			0	0
8345-03			0	0
8345-05			0	0
8345-99			0	0
8349-01			0	0
8349-03			0	0
8349-04			0	0
8349-05			0	0
8371-00			0	0
8371-11			0	0
8371-15			0	0
8371-19			0	0
8371-31			0	0
8371-52			0	0
8372-00			0	0
8373-00				
8373-02			0	0
8374-00			0	0
8378-07			0	0
8391-02			0	0
8392-01			0	0
8392-02			0	0
8393-01			0	0
8393-08			0	0
8394-01			0	0
	3,400	63,916	67,316	
TOTAL SERVICES & CHARGES				
REPAIR AND MAINTENANCE				
8412-01			0	0
8413-02			0	0
8413-02				
8413-03		10,000	11,500	Additional service
8421-01			0	0
8421-02			0	0
8421-03		15,000	17,000	
8421-04		500	3,500	
8421-05			0	0
8421-06		2,300	2,800	
8421-07		540	1,000	
8422-01			0	0
8422-05			0	0
8422-07			0	0
	24,000	0	24,000	David Rome Estimate
8422-20		0	0	0
	29,040	30,760	59,800	
TOTAL REPAIRS & MAINTENANCE				
TOTAL BEFORE ALLOCATION				
	228,174	1,042,141	1,270,315	

1. Review and correct the attached "ESTIMATED ANNUAL EARNINGS BY JOBS" report for those employees currently employed and transfer total to ITEM A below.
2. List below additional positions that are:  
ITEM B - unfilled positions approved for 2015 (2015 Adopted Positions enclosed)
3. Complete the self-explanatory calculations (ITEM C).

	ESTIMATED AMOUNT
A. Current Salaries	89,772
B. Open positions approved for 2015:	
C. Total 2015 Estimated Annual Salaries	89,772 8111-01
Estimated Overtime	10,000 8112-01
Total Taxable Wages	99,772
FICA	6,186 8121-01
MEDICARE	1,447 8121-02
PENSION - Use Applicable % below	7,982 8122-01
UNEMPLOYMENT COMPENSATION	1,247 8132-01
WORKER'S COMPENSATION	3,831 8133-01
GROUP INSURANCE:	
CURRENT FAMILY	1 X 16,700.00 =
CURRENT SINGLE	1 X 6,500.00 =
CURRENT LIFE-ONLY	0 X 750.00 =
OPEN POSITIONS	1 X 12,500.00 =
TOTAL GROUP INSURANCE	35,700 8131-01

Various Pension Rates and Retirement Codes:

PERS - Parish (01)	8.00%	Registrar of Voters (03)	22.50%
Firefighters (05) & (08)	27.00%	Dist. Atty/Assistants (02)	3.50%
Municipal Police (07)	31.50%	City Court Judge (04)	39.30%





December 22, 2016

Prepared for  
Collin D. DeGueurce  
Terrebonne Parish Consolidated Government

**Project Scope – Street Sweeper**

HiperWeb MS4 Street Sweeper tracks crews, total volume of materials swept, and total square footage of distance swept in real-time the mobile app. Generate performance/assessment reports and print maps of routes previously swept for your compliance report.

**Project Budget**

	HiperWeb	
	Description – Software Elements	Fees
	HiperWeb Annual Subscription – MS4 Street Sweeper	N/A
	Department Specific – 2 Days On-Site	
	Implementation Training	\$3,000.00
	Travel	700.00
	Travel	
	Total	\$3,700.00

Should you find this proposal acceptable, remit purchase order to the following address :

Attn: Marc Kallaoun  
PSD Software, LLC.  
3855 Shallowford Rd Suite 325  
Marietta GA 30062

Or

Fax To: (404) 806-4454

Email To : marck@epsdi.com



3855 Shallowford Road, Marietta, GA 30062  
770.594.0061  
www.epsdi.com



Section VI

**Kayla Dupre**

---

**From:** Jeanne Bray  
**Sent:** Thursday, December 29, 2016 11:56 AM  
**To:** Kayla Dupre  
**Cc:** Felicia Aubert  
**Subject:** RE: Upper Little Caillou Pump Station

Whereas, the Bayou Neuf pump (D-05) station is approximately 40 years old and is at risk of collapse due to a failing timber bulkhead, and

Whereas, the TPCG has applied and has received funding through the HMGP program to construct a new pump station, and

Whereas, the TPCG has received the sub-recipient agreement from FEMA through the HMGP program, and

Whereas, the HMGP program will fund 75% of the project, and

Whereas, the TPCG would like to recognize the funding for this project, and

If you need anything else, please let me know.....

Jeanne P. Bray  
Capital Projects Administrator  
Terrebonne Parish Consolidated Government (TPCG)  
[www.tpcg.org/engineering](http://www.tpcg.org/engineering)  
985.873.6841 (Office)  
985.873.6874 (Fax)



Please consider the environment before printing this email.

---

**From:** Kayla Dupre  
**Sent:** Thursday, December 29, 2016 10:38 AM  
**To:** Jeanne Bray  
**Subject:** FW: Upper Little Caillou Pump Station

I'm working on the budget amendments for the first Council meeting in January. Did you have a chance to work on the "Whereas" statements? If not, it can wait for the next meeting.

Thanks,

*Kayla Dupre*

Comptroller

Terrebonne Parish Consolidated Government  
8026 Main St., Suite 300, Houma, LA 70360  
phone: (985) 873-6452 fax: (985) 873-6457  
[kdupre@tpcg.org](mailto:kdupre@tpcg.org)

---

**From:** Kayla Dupre  
**Sent:** Monday, December 19, 2016 8:27 AM  
**To:** Jeanne Bray  
**Subject:** RE: Upper Little Caillou Pump Station

This is the project Felicia and I spoke to you about Friday. Could you provide me with the Whereas statements for the budget amendment.

Thanks,

**Kayla Dupre**

Comptroller

Terrebonne Parish Consolidated Government  
8026 Main St., Suite 300, Houma, LA 70360  
phone: (985) 873-6452 fax: (985) 873-6457  
[kdupre@tpeg.org](mailto:kdupre@tpeg.org)

---

**From:** Niayonda Picou  
**Sent:** Monday, December 19, 2016 8:13 AM  
**To:** Kayla Dupre  
**Cc:** Jeanne Bray  
**Subject:** RE: Upper Little Caillou Pump Station

There isn't an intergovernmental agreement. The only agreement I have is the sub-grantee agreement that the Parish and GOHSEP signed.

The project is funded by FEMA through the Hazard Mitigation Grant Program (HMGP) in which we applied for funds for the engineering and construction of the project.

This pump station project was approved by FEMA due to damage that was incurred during the Gustav/Ike disaster

---

**From:** Kayla Dupre  
**Sent:** Friday, December 16, 2016 2:23 PM  
**To:** Niayonda Picou  
**Subject:** RE: Upper Little Caillou Pump Station

I need more info for the amendment. I have to do Whereas statements on the amendment. Do you have the intergovernmental agreement?

---

**From:** Niayonda Picou  
**Sent:** Friday, December 16, 2016 1:55 PM  
**To:** Kayla Dupre  
**Subject:** RE: Upper Little Caillou Pump Station

The project consists of construction of a new pump station and the demolition of the old pump station in Bayou Neuf.

---

**From:** Kayla Dupre  
**Sent:** Friday, December 16, 2016 1:12 PM  
**To:** Niayonda Picou  
**Subject:** RE: Upper Little Caillou Pump Station

I need wording for the budget amendment. Do you have anything else on this agreement that describes the project?

**Kayla Dupre**

Comptroller

Terrebonne Parish Consolidated Government  
8026 Main St., Suite 300, Houma, LA 70360  
phone: (985) 873-6452 fax: (985) 873-6457  
[kdupre@tpeg.org](mailto:kdupre@tpeg.org)

---

**From:** Niayonda Picou  
**Sent:** Friday, December 16, 2016 8:42 AM  
**To:** Kayla Dupre  
**Subject:** Upper Little Caillou Pump Station

Kayla,

Please find attached the sub grantee agreement for the Upper Little Caillou Pump Station. I think we need to do a budget amendment for FEMA's share.

Thanks  
Nia

Niayonda Picou-Bowens, EI  
Engineer In Training  
Terrebonne Parish Consolidated Government  
Engineering Division  
[npicou@tpcg.org](mailto:npicou@tpcg.org)  
(985) 850-4682 Direct Line  
(985) 873-6720 Office

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A Federally Funded Agreement  
Between the  
Governor's Office of Homeland Security and Emergency Preparedness  
And  
Terbonne Parish Consolidated Government

1.1 Introduction

1.2 The Federal Emergency Management Agency ("Grantor") has made federal funds available to the State of Louisiana under the Hazard Mitigation Grant Program ("HMGP"). CFDA 97.039.

1.3 This Agreement addresses the use of those funds, and is between the Governor's Office of Homeland Security and Emergency Preparedness ("Grantee"), and Terrebonne Parish Consolidated Government ("Sub-Grantee").

2.1 Applicable Laws, Regulations and Policies

2.2 Federal

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, 42 U.S.C. §5121 et seq.

31 U.S.C § 1352

Title 44 Code of Federal Regulations §13 (specifically part 13.36), §14 and §206

OMB Circular A-102 (Standard Form 424B)

OMB Circular 110

2.3 State

Louisiana Homeland Security and Emergency Assistance and Disaster Act, La. R.S. 29:721 et seq.

La. R.S. 33:4773(D)

Louisiana Uniform Construction Code, La. R.S. 40:1721-39

Louisiana Public Bid Law, La. R.S. 38:2211 et seq.

Louisiana Procurement Code, La. R.S. 39:1551 et seq.

Louisiana Hazard Mitigation Strategy (4 volumes)

3.1 Concept of Agreement

3.2 In order to complete Phase II of the Drainage Project the Grantor has provided funds to Sub-Grantee through Grantee's HMGP. Sub-Grantee shall perform the necessary tasks, meet the required milestones, and stay within the FEMA approved scope of work, and budgetary parameters as outlined in the application for this project. (HMGP #1792-109-0002, FEMA-1792-DR-LA, Project #9)

3.3 The project application is incorporated into this Agreement as if copied in its entirety.

3.4 Additional responsibilities of Grantee, and Sub-Grantee are as follows:

3.4.1 All applicable State and Federal laws, regulations and policies shall be adhered to during the execution of this project, and more specifically:

3.4.2 Any changes to the scope of work, or budget shall comply with 44 C.F.R. §13.

3.4.3 Sub-Grantee shall comply with the limitations on the use of appropriated funds to influence certain Federal contracting or financial transactions as stated in 31 U.S.C §1352.

3.4.4 Sub-Grantee shall comply with all Assurances for Non-Construction Programs as outlined in Standard Form 424B, and prescribed by OMB Circular A-102.

3.4.5 Sub-Grantee shall cooperate at all times with Grantee, and act as the project manager agreeing to be accountable for all funds expended on this project.

3.4.6 Sub-Grantee agrees to meet all program, and administrative requirements as dictated by State and Federal laws, regulations and policies, and any other requirements deemed necessary by Grantee to carry out the intent of this Agreement, even if not specifically stated.

4.1 Summary of Statement of Work

4.2 Pursuant to HMGP Project #1792-109-0002, FEMA-1792-DR-LA #9, Sub-Grantee shall perform the following tasks within the approved timeframes:

4.2.1 Phase I Funding (Engineering/Design)

4.2.2 Phase II Funding (Construction/ Management Cost)

5.1 Summary of Budget

5.2 Estimated costs per task:

5.2.1 Phase I Approved 4.2.1

\$ 359,700.00

5.2.2 Phase II Approved 4.2.2

\$4,840,300.00

5.3 Phase I and Phase II Total Project Costs

\$5,200,000.00

5.4 Funding Sources – Phase I and Phase II

5.3.1 Federal Share (75%)

\$3,900,000.00

5.3.2 Non-Federal Share (25%)

\$1,300,000.00

6.1 Liability of Parties

6.2 This Agreement is intended for the benefit of Grantor, Grantee and Sub-Grantee, and does not confer any rights upon third parties.

6.3 All rights by and between Grantor, Grantee, and Sub-Grantee are limited to the actions outlined in the applicable State and Federal laws, regulations, and policies.

6.4 Sub-Grantee hereby agrees to hold Grantee harmless from any actions or claims brought on behalf of any third parties who perform work and/or provide services on this project on behalf of Sub-Grantee.

7.1 Legal Authorization

Sub-Grantee hereby certifies that it has the legal authority to enter into this agreement and that it is authorized to receive the federal funds outlined herein.

8.1 Notice and Contact

8.2 All notices provided pursuant to this Agreement shall be in writing, and sent via first class certified mail return receipt requested.

8.3 The name and address of Grantee's contract manager for this agreement is:


Casey Tingle  
Assistant Deputy Director  
Governor's Office of Homeland Security and Emergency Preparedness  
1500 Main Street  
Baton Rouge, Louisiana 70902

The name and address of the designated agent responsible for the administration of this agreement on behalf of Sub-Grantee is:

Mailing and Overnight Address  
Honorable Gordon E. Dove  
Parish President  
Terrebonne Parish Consolidated Government  
8026 Main Street  
Houma, Louisiana 70360

8.4 If the mailing address of Grantee or Sub-Grantee changes during the term of this agreement, or there is a change in the designated points of contact, the party with the address change, or change of contact shall immediately notify the other party in writing.

On behalf of their respective agencies, Grantee and Sub-Grantee have executed this agreement.

BY:   
James B. Waskom  
Director

GOVERNOR'S OFFICE OF HOMELAND  
SECURITY AND EMERGENCY PREPAREDNESS

DATE: 11/28/16

BY:   
Honorable Gordon E. Dove  
President

Terrebonne Parish Consolidated Government

DATE: 11/17/16

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2017 - FIVE YEAR CAPITAL OUTLAY  
FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND**

655-351-8929-26  
UPPER LITTLE CAILLOU PUMP STATION  
HMGP 1792-109-0002  
PROJECT # 13-DRA-22

TOTAL FUNDING	\$	5,650,500
EXPENDITURES THRU 12/31/15		(293,920)
PROJECT BALANCE	\$	<u>5,356,580</u>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
		FROM 655-351-8929-20 FD 255 1/4%							
Jun-13	ORD 8301	CAPITAL SALES TAX FUND	150,000						
Jun-13	ORD 8302	FEMA	400,500						
Jan-17	ORD 8796	FD 655 PW DRNG CONST			20,000				
Jan-17	ORD 8796	FD 252 DRNG TAX FUND			344,673				
Jan-17	ORD 8796	FROM 655-351-8929-21 FD 252			45,000				
Jan-17	ORD 8796	FROM 655-351-8929-28 FD 252			76,381				
Jan-17	ORD 8796	FROM 655-351-8929-64 FD 252			5,453				
Jan-17	ORD 8796	FROM 655-351-8929-61 FD 252			194,408				
Jan-17	ORD 8796	FROM 655-351-8929-54 FD 252			441				
Jan-17	ORD 8796	FROM 659-652-8913-08 FD 151			225,691				
Jan-17	ORD 8796	FROM 655-351-8929-66 FD 151			287,953				
Jan-17	PENDING BA	FEMA			3,900,000				
LESS PRIOR YEARS EXPENDITURES			(293,920)						
FUNDS AVAILABLE			\$ 256,580	\$ -	\$ 5,100,000	\$ -	\$ -	\$ -	\$ -

**ENGINEER/ARCHITECT: GSE ASSOCIATES, LLC**

**DESCRIPTION:** REPLACE THE EXISTING PUMP STATION (BAYOU NUEF) DUE TO FAILING TIMBER BULKHEAD.

ACCT: 655-351-8929-26

NOVEMBER 30, 2016 - MONTH LAST CLOSED

P/W DRAINAGE CONSTR.

DRAINAGE

UPPER LITTLE CAILLOU PUMP STN

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	256,580	44,286.37	0	212,294
2017	1,200,000	.00	0	1,200,000
CLOSED:				
2010	0	.00	N/A	0
2011	0	.00	N/A	0
2012	0	.00	N/A	0
2013	550,500	35,959.00	N/A	514,541
2014	514,541	219,290.24	N/A	295,251
2015	295,251	38,670.66	N/A	256,580

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY  
NOVEMBER 30, 2016 - MONTH LAST CLOSED

ACCT: 655-000-6318-12  
P/W DRAINAGE CONSTR.  
NO DEPARTMENT NAME  
HMGP1792-109-02 UP LIL CAILLOU

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	180,380	.00	0	180,380-
2017	0	.00	0	0
CLOSED:				
2010	0	.00	N/A	0
2011	0	.00	N/A	0
2012	0	.00	N/A	0
2013	400,500	26,661.00-	N/A	373,839-
2014	373,839	164,455.88-	N/A	209,383-
2015	209,383	29,003.00-	N/A	180,380-

ENTER = CONTINUE      CF04 = DSP DETAIL      CF08 = PRT DETAIL  
CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE

## Section VII

---

### Kayla Dupre

**From:** Mart Black  
**Sent:** Tuesday, January 03, 2017 11:17 AM  
**To:** Kandace Mauldin  
**Cc:** Kayla Dupre  
**Subject:** RE: Terrebonne Parish\_2017 CPRA Master Plan Proposal\_12-29-16

Thanks, Kandace.

Mart J. Black, AICP, Director  
Coastal Restoration & Preservation  
Terrebonne Parish Consolidated Government  
985-873-6889 (Office)  
985-637-8017 (Cell)  
985-580-7279 (fax)  
[mblack@tpcg.org](mailto:mblack@tpcg.org)



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---

**From:** Kandace Mauldin  
**Sent:** Tuesday, January 03, 2017 11:07 AM  
**To:** Mart Black  
**Cc:** Kayla Dupre  
**Subject:** RE: Terrebonne Parish\_2017 CPRA Master Plan Proposal\_12-29-16

Mart, we will move forward with the amendment to be put on the agenda next week. We will let you know if we need anything else.

Thanks  
Kandace

---

**From:** Mart Black  
**Sent:** Tuesday, January 03, 2017 10:45 AM  
**To:** Kandace Mauldin  
**Subject:** FW: Terrebonne Parish\_2017 CPRA Master Plan Proposal\_12-29-16

Kandace: Al has given me the ok to proceed (see below) with a budget amendment to add \$15,000 to the \$10,000 in our 2017 budget for Professional Engineering Services. A total of \$25,000 would allow the Parish President to contract with GIS Engineering for the professional services proposed in connection with evaluation of the 2017 Coastal Master Plan as it impacts Terrebonne Parish. A budget amendment will take at least a month, but we will still have time to have a response developed during the public comment period which ends in March. Let me know what you need from me. Thanks.

Mart J. Black, AICP, Director  
Coastal Restoration & Preservation  
Terrebonne Parish Consolidated Government  
985-873-6889 (Office)  
985-637-8017 (Cell)  
985-580-7279 (fax)  
[mblack@tpcg.org](mailto:mblack@tpcg.org)



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**From:** Al Levron  
**Sent:** Tuesday, January 03, 2017 9:54 AM  
**To:** Mart Black  
**Cc:** Gordon Dove; Debbie Ortego  
**Subject:** RE: Terrebonne Parish\_2017 CPRA Master Plan Proposal\_12-29-16



Proceed.

---

**From:** Mart Black  
**Sent:** Tuesday, January 03, 2017 7:35 AM  
**To:** Al Levron  
**Cc:** Gordon Dove; Debbie Ortego  
**Subject:** FW: Terrebonne Parish\_2017 CPRA Master Plan Proposal\_12-29-16

Al: this is Oneil's letter proposal for work in connection with review of the 2017 Coastal Master Plan. I believe it is reasonable, but our departmental 2017 budget only has \$10,000 for such services, so a budget amendment will be necessary to move forward with this.

Mart J. Black, AICP, Director  
Coastal Restoration & Preservation  
Terrebonne Parish Consolidated Government  
985-873-6889 (Office)  
985-637-8017 (Cell)  
985-580-7279 (fax)  
[mblack@tpcg.org](mailto:mblack@tpcg.org)



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---

**From:** Oneil Malbrough [<mailto:oneilm@gisy.com>]  
**Sent:** Thursday, December 29, 2016 4:50 PM  
**To:** Mart Black  
**Cc:** Dustin Malbrough; Christopher Jeanice  
**Subject:** Terrebonne Parish\_2017 CPRA Master Plan Proposal\_12-29-16

Mart,

Attached is a copy of my proposal to assist Terrebonne Parish on the CPRA 2017 Master Plan. After reviewing this proposal if you have any questions or require any additional information, please don't hesitate to give me a call.

Thanking you,

**Oneil Malbrough Jr. – REM**  
VP Engineering



Coastal Design & Infrastructure  
2503 Petroleum Drive | Suite 110  
Houma, LA 70363  
Office: (985) 219-1000 | Cell: (985) 856-1575  
[oneil@gisy.com](mailto:oneil@gisy.com) | [www.gisyeng.com](http://www.gisyeng.com)

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	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	25,000	.00	0	25,000
2017	10,000	.00	0	10,000
CLOSED:				
2010	0	.00	N/A	0
2011	10,000	2,500.00	N/A	7,500
2012	15,000	.00	N/A	15,000
2013	14,000	.00	N/A	14,000
2014	10,000	.00	N/A	10,000
2015	30,000	10,000.00	N/A	20,000

ENTER = CONTINUE                      CF04 = DSP DETAIL  
CF01 = EXIT    CF02 = INPUT SCR    CF06 = DSP ENCUMBRANCE    CF08 = PRT DETAIL

ACCT: 215-000-7101-51

COASTAL RESTORE/PRESERV  
NO DEPARTMENT NAME  
GENERAL FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	46,000	46,000.00-	0	0
2017	42,320	.00	0	42,320-
CLOSED:				
2010	0	.00	N/A	0
2011	28,500	28,500.00-	N/A	0
2012	28,500	28,500.00-	N/A	0
2013	84,900	84,900.00-	N/A	0
2014	28,500	28,500.00-	N/A	0
2015	46,000	46,000.00-	N/A	0

ENTER = CONTINUE

CF01 = EXIT    CF02 = INPUT SCR    CF04 = DSP DETAIL    CF06 = DSP ENCUMBRANCE    CF08 = PRT DETAIL

ACCT: 151-999-9102-15

NOVEMBER 30, 2016 - MONTH LAST CLOSED

GENERAL FUND

OPERATING TRANSFERS

COASTAL ZONE MANAGEMENT

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	46,000	46,000.00	0	0
2017	42,320	.00	0	42,320
CLOSED:				
2010	0	.00	N/A	0
2011	28,500	28,500.00	N/A	0
2012	28,500	28,500.00	N/A	0
2013	84,900	84,900.00	N/A	0
2014	28,500	28,500.00	N/A	0
2015	46,000	46,000.00	N/A	0

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Category Number: 2.  
Item Number: A.



Thursday, January 26, 2017

---

**Item Title:**

Public Services Committee

**Item Summary:**

Public Services Committee, 1/23/17\*

---

Category Number: 2.  
Item Number: B.



Thursday, January 26, 2017

---

**Item Title:**

Community Development & Planning Committee

**Item Summary:**

Community Development & Planning Committee, 1/23/17\*

---

Category Number: 2.  
Item Number: C.



Thursday, January 26, 2017

---

**Item Title:**

Budget and Finance Committee

**Item Summary:**

Budget and Finance Committee, 1/23/17\*

**(Ratification of minutes calls Public Hearings on \*2/8/17 at 6:30 p.m.)**

---

Category Number: 3.  
Item Number: A.



Thursday, January 26, 2017

---

**Item Title:**  
Street Lights

**Item Summary:**  
Light installations, removals, and/or activations.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
List and backup	1/26/2017	Backup Material

**STREET LIGHT LIST**  
**1-26-17**

**INSTALL 1 100-WATT STREET LIGHT AT 632 HIGHWAY 665, POINTE AUX CHENES;  
(DOTD PERMIT REQUIRED); RLD# 6; ENTERGY; STEVE TROSCLAIR; DISTRICT 9**



**Venita Chauvin**

---

**From:** Tammy Triggs  
**Sent:** Tuesday, January 24, 2017 10:20 AM  
**To:** Venita Chauvin  
**Cc:** Steve Trosclair  
**Subject:** Street Light Request - 632 Hwy. 665, Pointe Aux Chene

RLP#6  
Entergy

DOTD Permit  
Required

Venita,

Mr. Steve Trosclair called for you because he has a street light request for 632 Hwy. 665, Pointe Aux Chene. He would like for this to be placed on the street light list.

Thank You,

*Tammy E. Triggs*

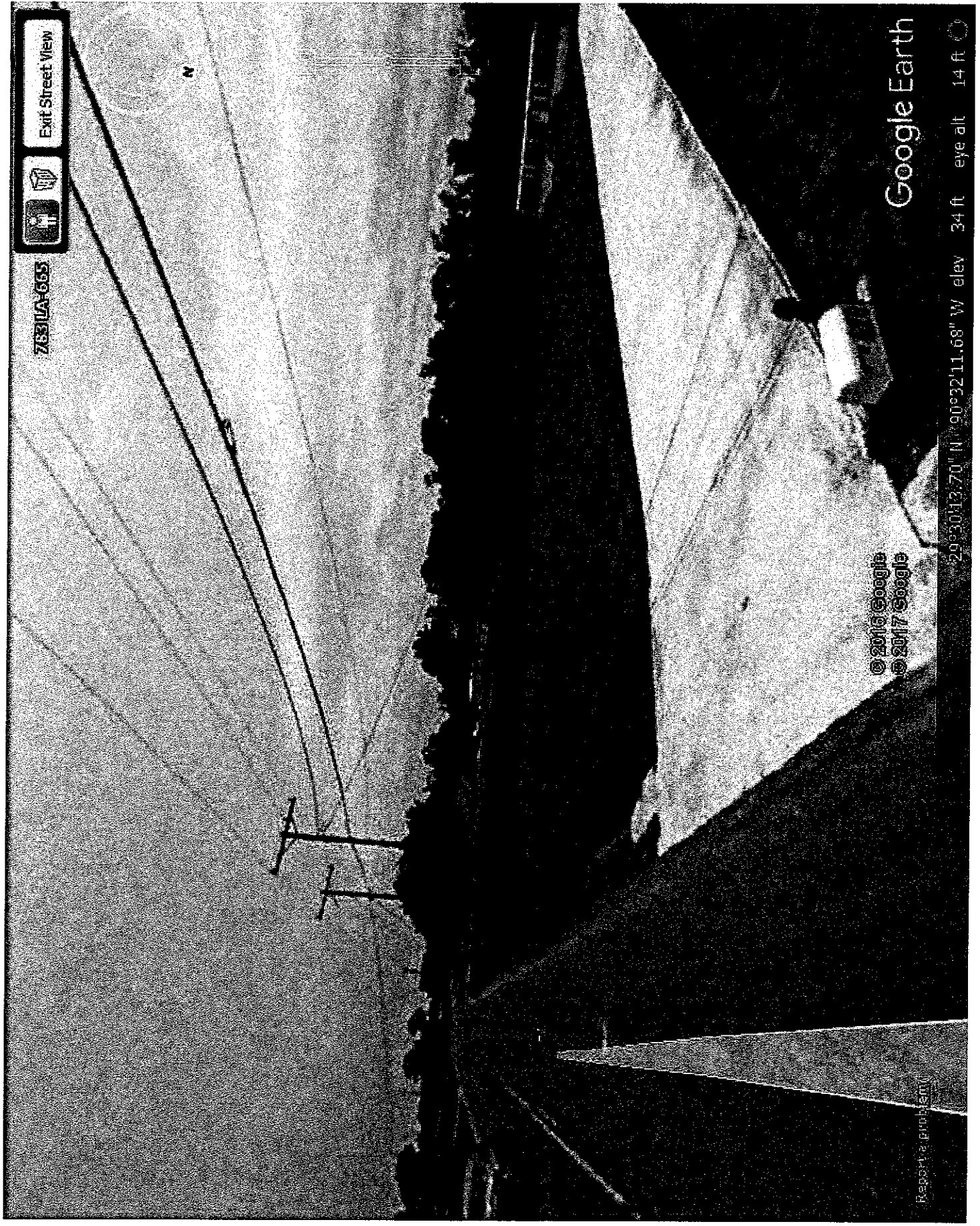
Office of the Terrebonne Parish Council

Terrebonne Parish Consolidated Government  
8026 Main Street, Suite 600  
Houma, LA 70360

Telephone: (985) 873-6410

Fax: (985) 873-6521

E-mail: [ttriggs@tpcg.org](mailto:ttriggs@tpcg.org)



7631A-665



Exit Street View

N

© 2016 Google  
© 2017 Google

Google Earth

Report a problem

29°30'12.70" N 90°32'11.68" W elev 34 ft eye alt 14 ft

Category Number: 4.  
Item Number: A.



Thursday, January 26, 2017

---

**Item Title:**  
TEDA Board

**Item Summary:**

**Terrebonne Economic Development Authority:** One expiring term appointed by the Council. (African American). Interested individuals must be a U.S. Citizen, qualified voter residing in Terrebonne Parish, and either a proprietor, partner, or officer of a business located within the boundaries of the authority.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Notice to the Public	1/20/2017	Backup Material

## NOTICE TO THE PUBLIC

The Terrebonne Parish Council is seeking individuals to serve on various boards, committees, and commissions designed to maintain and improve the quality of life in our community. The agencies in need of members are governmental or quasi-governmental organizations that require people who are familiar with each agency and are willing to give of their time and talents. \*At at upcoming meeting of the Parish Council, individuals are scheduled to be appointed to each of the following entities:

**Terrebonne Economic Development Authority (TEDA):** One expired term, appointed by the Council (African American). Interested individuals must be a U.S. Citizen, qualified voter residing in Terrebonne Parish, and either a proprietor, partner, or officer of a business located within the boundaries of the authority. \*(1//26/17)

**Bayou Cane Fire Protection District Board:** One expired term. Interested individuals applying for Fire District Boards must be resident property taxpayers of the Fire Districts they are applying for and interested in the administration of fire protection services in the area. \*(1/26/17)

**Recreation District No. 8:** One expiring term on 2/24/17. Interested individuals must be a resident of the recreation district and be willing to attend regularly-scheduled meetings to discuss and take action on matters pertaining to recreational facilities and activities therein. \*(2/22/17)

**Terrebonne Parish Tree Board** Four expiring terms on 2/23/17. The Board's responsibility is to study, investigate, counsel and develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, within public rights-of-way along streets and in other public areas. \*(2/22/17)

Anyone interested in serving or nominating an individual to serve on these boards should contact the Council Clerk's Office (985-873-6519) or [ychauvin@tpcg.org](mailto:ychauvin@tpcg.org). A board application may be downloaded from the Parish's webpage at <http://www.tpcg.org> under the Boards, Committees, and Commissions tab. The completed form should be returned to the Council Clerk's Office no later than 4:00 p.m. on the Monday immediately prior to the Council Meetings indicated above. A brief resumé and/or letter of interest in serving should also be prepared and submitted.

VENITA H. CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\* \* \* \* \*

Category Number: 4.  
Item Number: B.



Thursday, January 26, 2017

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**Item Title:**

Bayou Cane Fire Dist. Board

**Item Summary:**

**Bayou Cane Fire Protection District Board:** One expired term.

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**ATTACHMENTS:**

**Description**

Notice to the Public

**Upload Date**

1/20/2017

**Type**

Backup Material

## NOTICE TO THE PUBLIC

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VENITA H. CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\* \* \* \* \*



Thursday, January 26, 2017

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**Item Title:**

Upcoming vacancies on boards

**Item Summary:**

**Terrebonne Parish Tree Board:** Four expiring terms on 2/23/17.

**Recreation District No. 8 Board:** One term expiring on 2/24/17.

---

**ATTACHMENTS:**

**Description**

Term expirations

**Upload Date**

1/20/2017

**Type**

Cover Memo

JOHN NAVY, CHAIRMAN

DISTRICT 1

JOHN NAVY

DISTRICT 3

GERALD MICHEL

DISTRICT 5

CHRISTA M. DUPLANTIS-PRATHER, RN

DISTRICT 7

ALIDORE "AL" MARMANDE

DISTRICT 9

STEVE TROSCLAIR



DIRK GUIDRY, VICE CHAIRMAN

DISTRICT 2

ARLANDA J. WILLIAMS

DISTRICT 4

SCOTTY DRYDEN

DISTRICT 6

DARRIN W. GUIDRY, Sr.

DISTRICT 8

DIRK J. GUIDRY


COUNCIL CLERK

VENITA H. CHAUVIN

Post Office Box 2768 • Houma, LA 70361  
Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360  
Telephone: (985) 873-6519 • FAX: (985) 873-6521  
vchauvin@tpcg.org      www.tpcg.org

January 3, 2017

MEMO TO: Venita H. Chauvin  
Council Clerk

FROM: Tammy Triggs   
Senior Minute Clerk

RE: Term Expirations

This is to advise that the following persons' terms on their respective boards/committees/commissions will expire during the month of February 2017:

Recreation District No. 8	Charles Bellizana	02-24-17
Tree Board	Diana Theriot	02-23-17
	Barton Joffrion	02-23-17
	Linda J. Brashier	02-23-17
	Monica M. Harris	02-23-17

By copy of this memo, individuals are being requested to *contact Council Clerk Venita H. Chauvin* at (985) 873-6520 or *vchauvin@tpcg.org* to express their wishes with regards to (re)appointment to said positions *prior to the term expiration date*.

/tet

cc: Council Agenda File  
Organizations/Individuals





Thursday, January 26, 2017

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**Item Title:**

Council Members

**Item Summary:**

**COUNCIL MEMBERS REQUEST DISCUSSION OF:**

- 1. Mrs. Christa Duplantis-Prather:** Update on Mardi Gras Safety Committee
  - 2. Council Members**
-

Category Number: 6.  
Item Number: B.



Thursday, January 26, 2017

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**Item Title:**

Parish President

**Item Summary:**

**Parish President**

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Thursday, January 26, 2017

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**Item Title:**

Appointment of City of Houma Fire Chief & Utilities Director

**Item Summary:**

**PARISH PRESIDENT'S APPOINTMENTS OF THE FOLLOWING DEPARTMENT HEADS:**

- 1) Mr. Keith Ward as City of Houma Fire Chief.
- 2) Mr. Ernest Brown as TPCG Utilities Director.

---

**ATTACHMENTS:**

Description	Upload Date	Type
Cover memo, job descriptions & resumes	1/4/2017	Cover Memo



GORDON E. DOVE  
PARISH PRESIDENT

OFFICE OF THE PARISH PRESIDENT  
TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
P.O. Box 6097  
HOUMA, LOUISIANA 70361-6097



(985) 873-6401  
FAX: (985) 873-6409  
E-MAIL: gdove@tpcg.org

January 6, 2017

Terrebonne Parish Council  
8026 Main Street, Suite 600  
Houma, Louisiana 70360

Re: Appointment of Department Heads

Dear Council Members:

Pursuant to Section 2-98 of the Parish Code, please accept my following recommendations for department heads, which I will introduce at the January 11, 2017 Regular Council Meeting.

Appointments:

Mr. Keith Ward, Fire Chief  
Mr. Ernest Brown, Utilities Director

Attached please find the job description and estimated cost for each proposed appointee, together with their qualifications, in conformance with the requirements of the Parish Code.

I respectfully request your ratification of these appointments at the January 26, 2017 Regular Meeting.

Respectfully,

A handwritten signature in black ink, appearing to read "Gordon E. Dove", with a long, sweeping horizontal line extending to the right.

Gordon E. Dove  
Parish President

Attachments

cc: Reading File

**Parish Code:**

**Sec. 2-76. Utilities department.**

- (a) The utilities department shall be headed by the director of the utilities department.
- (b) The director of the utilities department shall direct and be responsible for the following:
  - (1) All utilities operated by the parish government;
  - (2) Garbage and trash collection and disposal;
  - (3) Sewerage and pollution control services;
  - (4) Other such responsibilities as may be directed by the president.
- (c) The utilities department shall consist of the following divisions:
  - (1) Electric generation division;
  - (2) Electric distribution division;
  - (3) Gas distribution division;
  - (4) Pollution control division; and
  - (5) Environmental services division.

**PARISH COMPENSATION PLAN**

**GRADE IV, Salary Range: \$81,440 - \$133,185**

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**Sec. 2-79. Public safety department.**

**HOUMA FIRE DEPARTMENT**

- (f) The fire chief shall be appointed by the president in accordance with the applicable state fire civil service law. The fire chief shall be under the supervision of the director of the public safety department and the following shall apply to the fire chief:
  - (1) The fire chief shall direct and be responsible fire prevention, fire extinguishment and salvage operations, inspection and recommendations concerning the fire code, investigations of fires and their causes, and the conduct of the fire safety and prevention program in the fire protection urban services district consisting of the geographic limits of the City of Houma, as provided in Section 7-10 of the Charter, urban service districts.
  - (2) It shall be the responsibility of the fire chief to cooperate and coordinate with the volunteer and private fire departments in the parish as may be necessary to ensure public safety.

(g) Fire personnel of the fire urban services district shall be members of the fireman's civil service system as provided by state law.

**PARISH COMPENSATION PLAN**

**Base Salary : \$63,585.60**

## **Keith W. Ward**

707 Prevost Drive  
Houma, Louisiana 70364  
(985) 637-9603  
*kward@tpcg.org*

### ***Employment***

#### ***City of Houma Fire Department – Houma, LA***

***2000 – Present***

#### ***Position – Fire Captain***

***Job Responsibilities*** – Responsibilities include but are not limited to: Management of the operations of one (1) fire station for one (1) shift which includes three (3) subordinates; Evaluate the efficiency of response units following emergency response incidents; Brief incoming Fire Captain on all pertinent activities that occurred during shift and upcoming shift; Responsible for answering fire alarms promptly, recording information, and supervise the driving of fire apparatus to the emergency scene; Perform and provide size-up at the fire scene, determine the nature and extent of the fire, the condition of building(s), danger to adjacent building(s), sources of water supply, and other pertinent factors; Direct attack and assist in confining and extinguishing fires; Responsible for maintaining communications between the fire scene and other authorized personnel and calls for assistance when needed; Responsible for fire extinguishment operations with primary regard for the protection of life, property, and environment; Responsible for performing duties such as positioning equipment, search and rescue, directing firefighting personnel in laying, ventilation, fire attack, administering first aid, and overseeing salvage and overhaul operations; Serves as safety officer at the scene of an emergency until relieved of command by District Chief; Responsible for investigating the causes, origins, and circumstances of fires; Responsible for securing the fire scene to prevent removal or damage of evidence of suspected arson including the protection, preservation, reporting and maintenance of the chain of custody of any evidence of arson; Responsible for performing pre-fire planning inspections at places of business, schools, and other locations and recommend corrective measures for unsafe practices and conditions; Supervise the activities of subordinate firefighters; Inspect equipment and personnel, providing work assignments, reviewing written reports, provide technical assistance, and oversee and evaluate work performance; Provide informal or on-the-job training for new firefighters; Conduct drills; Provide for the maintenance of department records and reports, such as records of activity, inventory records, and LFIRS/NFIRS reports; Complete assigned records and/or reports necessary to document the activity of the assigned Station; Responsible for inspection of fire apparatus, equipment, and facilities to insure compliance with departmental maintenance standards; Responsible for directing Firefighter to perform daily radio checks; Responsible for performing any other related duties as assigned.

***City of Houma Fire Department – Houma, LA***  
***2016 – Present***

***Position – Substitute District Chief***

***Job Responsibilities*** – Responsibilities included but were not limited to: Management of the operations of four (4) fire station for one (1) shift which includes up to sixteen (16) subordinates; Evaluate the overall efficiency of all response units following emergency response incidents; Brief incoming District Chief on all pertinent activities that occurred during shift and upcoming shift; Responsible for ensuring the response to fire alarms and supervise emergency scene operations; Responsible for maintaining communications between the fire scene, dispatch and other departments; Responsible for fire extinguishment operations with primary regard for the protection of life, property, and environment; Responsible for performing miscellaneous administrative duties; Responsible for serving as safety officer at the scene of an emergency; Responsible for investigating the cause and origin of fires; Responsible for securing the fire scene to prevent removal or damage of evidence of suspected arson including the protection, preservation, reporting and maintenance of the chain of custody of any evidence of arson; Responsible for ensuring the performance of pre-fire planning and inspections and recommend corrective measures for unsafe practices and conditions; Responsible for the supervision of subordinates during shift; Inspection of equipment and personnel; Providing work assignments and scheduling as well as reviewing written reports; Oversee drills; Ensure the protection and maintenance of departmental records and reports including activity reports, inventory records, and LFIRS/NFIRS reports; Responsible for inspection of fire apparatus, equipment, and facilities to insure compliance with departmental maintenance standards; Responsible for the performance of daily radio checks; Responsible for performing any other related duties as assigned.

***City of Houma Fire Department – Houma, LA***  
***1997 – 2000***

***Position – Fire Equipment Operator***

***Job Responsibilities*** – Responsibilities included but were not limited to: Answering and responding to fire alarms promptly; Perform and provide size-up at the fire scene, determine the nature and extent of the fire, the condition of building(s), danger to adjacent building(s), sources of water supply, and other pertinent factors; Responsible for maintaining communications between the fire scene and other authorized personnel and calls for assistance when needed; Responsible for pump and equipment operations for the extinguishment of fires with primary regard for the protection of life, property, and environment; Responsible for performing duties as directed such as firefighting, ventilation, fire attack, administering first aid, and salvage and overhaul operations; Responsible for performing pre-fire planning inspections at places of business, schools, and other locations as directed; Responsible for maintenance of fire apparatus, equipment, and facilities to insure compliance with departmental maintenance standards; Responsible for performing daily radio checks; Responsible for performing any other related duties as assigned.



***City of Houma Fire Department – Houma, LA***

***1996 – 1997***

***Position – Firefighter***

***Job Responsibilities*** – Responsibilities included but were not limited to: Responsible for answering fire alarms promptly; Performing of fire suppression duties; Assist in confining and extinguishing fires; Responsible for maintaining communications between the fire scene and other authorized; Responsible for fire extinguishment operations with primary regard for the protection of life, property, and environment; Responsible for performing duties such as positioning equipment, search and rescue, laying hose, ventilation, fire attack, administering first aid, and assist in salvage and overhaul operations; Responsible for assisting with the performance of pre-fire planning; Responsible for cleaning and maintenance of fire apparatus, equipment, and facilities in compliance with departmental maintenance standards; Responsible for performing any other related duties as assigned.

***Premier Fire Equipment, Inc. – Houma, LA***

***2011 – Present***

***Position – Sales Representative***

***Job Responsibilities*** – Responsibilities included but were not limited to: Personal and telephone contact and sales of a variety of fire suppression and rescue service tools; Pre and post sales service calls; Fire equipment delivery and maintenance; Responsible for customer satisfaction as well as post sale warranty compliance; Responsible for other duties as assigned by company owner.

***L.E. Fletcher LAMPI Campus Marine Fire Fighting School – Houma, LA***

***2009 – 2014***

***Position – Adjunct Instructor***

***Job Responsibilities*** – Responsibilities included but were not limited to: Teaching students basic and advanced marine firefighting courses; Development of training materials and relative class assignments and presentations; Ensure compliance of educational standards, policies, and procedures; Responsible for appropriate student testing, evaluations and reporting.

## ***Certifications/Affiliations/Awards***

**Course Instructor:**

Basic U.S. Coast Guard Marine Firefighting Techniques

Advanced U.S. Coast Guard Marine Firefighting Techniques

Marine Fire Watch Course

**Merits**

Developed Training Course Materials for use in

**Course Successful Completion:**

Fire Instructor I  
Fire Inspector I  
Fire Inspector II  
Fire Fighter I  
Fire Fighter II  
Fire Equipment Driver/Operator  
Hazardous Materials Awareness  
Federal Emergency Management Agency (FEMA)  
    *NIMS 100, 200, 700 & 800*  
LSU FETI  
    *Weapons of Mass Destruction (WMD), Awareness Level*

**Professional Affiliations:**

Chairman/Board Member, Terrebonne Parish Communications District Board  
Past Board Member, Bayou Cane Volunteer Fire Department  
Houma Fire/Police Civil Service Board, City of Houma Fire Department Representative  
Louisiana Fireman's Association, Member  
International Association of Fire Fighters, Member  
Knights of Columbus, Member

**Awards & Honors:**

2002 Woodman of the World Lifesaver Citation  
2016 Terrebonne Parish Veteran's Memorial District Fire Fighter Award

***Education***

*De LaSalle High School – New Orleans, LA*  
*Graduated – 1988*

*Louisiana State University- Eunice (LSU Eunice) – Eunice, LA*  
*Major – Fire Science*

Sec. 2-98. - Approval of department heads, new positions and reorganizations.

- (a) The purpose of this section is to establish a procedure and policy for the approval of the appointment of all department heads, new positions and reorganizations.
- (b) All organizations of the parish government are affected by this section.
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- (e) All new positions, departments and/or reorganizational efforts shall be approved by the council.
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(Parish Code 1979, § 2-53)

**Charter reference**— Administration generally, § 4-01; administrative reorganization, § 4-13.

**State Law reference**— Executive sessions of public bodies, R.S. 42:6, 42:6.1.

# **Ernest C. Brown**

369 T. Leigh Dr.

Houma, La

Home: (985) 851-1783 Cellular: (985) 360-8943

Email: [ecbrown31@yahoo.com](mailto:ecbrown31@yahoo.com)

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## **SUMMARY OF QUALIFICATIONS:**

Eleven years of experience as an Electrical Engineer. Superb interpersonal, planning, and organizational abilities. Excellent communication and writing skills. Strong ability to recognize differences among data, objects, facts, and material. Ability to work independently and within a team environment. Ability to perform complex data entry tasks. Able to follow written and oral instructions. Strong knowledge of computer software programs; AutoCad, Microsoft Windows/Office, Excel, PowerPoint.

## **EDUCATION:**

### **Bachelor of Science in Electrical Engineering**

Graduated May 2004

Southern University and A&M College, Baton Rouge, LA

## **WORK EXPERIENCE:**

### **Associate Director, Terrebonne Parish Consolidated Government, Houma LA - Mar'16-Present**

- Provide administrative and technical support to all Utility Divisions.
- Directs superintendents and technical personnel to achieve established goals and benchmarks.
- Participates in system finances, organizational planning and contract management.

### **Staff Engineer, Terrebonne Parish Consolidated Government, Houma LA - Dec'13- Mar'16**

- Actively participates in all aspects of the short and long term analysis, planning, engineering, operation and maintenance of the system.
- Preparation of electrical plans and specifications, coordination and monitoring of consultant Engineers.
- Monitor construction activities and project administration.
- Performs research, prepares cost estimates and assist in the preparation of contract documents and specifications for projects assigned.

### **Electrical Engineer II, Huntington Ingalls Shipbuilding, Avondale LA - Jan'06- Oct'13**

- Responsible for conducting engineering investigations, design studies and calculations for lighting distribution systems, deck plans and 2D arrangements for the Navy's LHA-6 Class Amphibious Assault Ship.
- Preparation of Engineering Change Notices (ECN's), FIAN's, RFS's in response to problems encountered by the production division on board ship and on-block during construction.
- Electrical Diagramming and one-line power distribution. Responsible for cable: hook-ups, routing, sizing, voltage drop calculations and its distribution to lighting panels.
- Lighting deck plans for switching circuits, lighting location for ship construction drawings. Lighting systems feeder drawing, size cables; locate all power panels, 120v receptacle panels and transformers, lighting transformer sizing and placement and all feeders.

## **HONORS/ACTIVITIES**

2016 Leadership Terrebonne graduate

A.P. Tureaud Scholarship recipient

Louisiana Boys State Delegate

Member of the Omega Psi Phi Fraternity

References available upon request

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(Parish Code 1979, § 2-53)

**Charter reference**— Administration generally, § 4-01; administrative reorganization, § 4-13.

**State Law reference**— Executive sessions of public bodies, R.S. 42:6, 42:6.1.



Thursday, January 26, 2017

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**Item Title:**

Appointment of Parish Attorney

**Item Summary:**

**PARISH PRESIDENT'S APPOINTMENT OF PARISH ATTORNEY**

1) Mr. Julius P. Hebert, Jr. as Parish Attorney.

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**ATTACHMENTS:**

**Description**

Cover Memo & backup

**Upload Date**

1/4/2017

**Type**

Cover Memo



GORDON E. DOVE  
PARISH PRESIDENT

OFFICE OF THE PARISH PRESIDENT  
TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
P.O. Box 6097  
HOUMA, LOUISIANA 70361-6097



(985) 873-6401  
FAX: (985) 873-6409  
E-MAIL: gdove@tpcg.org

January 6, 2017

Members of the Terrebonne Parish Council  
Attn: Ms. Venita Chauvin  
Terrebonne Parish Council Clerk

RE: Appointment of Parish Attorney

Dear Council Members:

Pursuant to Sections 2-73 and 2-98 of the Parish Code, please accept my recommendation of Mr. Jules Hebert as Parish Attorney for year 2017. I will place this matter on the agenda of the January 11, 2017 Regular Council Meeting.

I respectfully request your ratification of this appointment at the January 26, 2017 Regular Meeting.

Sincerely,

A handwritten signature in cursive script, reading "Gordon E. Dove".

Gordon E. Dove  
Parish President

cc: Reading Files

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(Parish Code 1979, § 2-53)

**Charter reference**— Administration generally, § 4-01; administrative reorganization, § 4-13.

**State Law reference**— Executive sessions of public bodies, R.S. 42:6, 42:6.1.



**Sec. 2-73. - Legal department.**

- (a) The head of the legal department shall be the parish attorney, who shall be appointed by the president on an annual basis and such appointment shall be subject to approval by the council.
- (b) The parish attorney shall be an attorney licensed to practice in the courts of Louisiana, shall have at least five (5) years' continuous practice of law, and shall be a resident of the parish for at least two (2) years prior to the date of appointment.
- (c) The parish attorney shall serve as the chief legal advisor to the president, the council and all departments, offices and agencies, shall represent the parish government in all legal proceedings and shall perform other duties prescribed by the charter or by ordinance.
- (d) Any assistant attorneys authorized by the council shall be appointed by the parish president, subject to approval by the council, and shall serve at the pleasure of the parish president.
- (e) No special legal counsel shall be employed by the parish government except by written contract and approval of the council.

(Ord. No. 4122, § II, 2-10-88)

**Charter reference—** Legal department, § 4-03.

**State Law reference—** Suits against political subdivisions, etc., R.S. 13:5101 et seq.; authority of parish to appoint and pay a general attorney, R.S. 42:261.1.



Thursday, January 26, 2017

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**Item Title:**

Resolution Authorizing IGA between State/CPRA and TPCG

**Item Summary:**

RESOLUTION: Authorizing execution of IGA between TPCG and State of Louisiana through the Coastal Protection and Restoration Authority regarding construction of Segments 1 and 2 of Reach E of the Falgout Canal Road Levee in Terrebonne Parish, CPRA Project No. TE-0063.

---

**ATTACHMENTS:**

**Description**

Resolution

**Upload Date**

1/23/2017

**Type**

Cover Memo

**OFFERED BY:**  
**SECONDED BY:**

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN TERREBONNE PARISH CONSOLIDATED GOVERNMENT AND THE STATE OF LOUISIANA THROUGH THE COASTAL PROTECTION AND RESTORATION AUTHORITY BOARD REGARDING THE CONSTRUCTION OF SEGMENTS 1 AND 2 OF REACH E OF THE FALGOUT CANAL ROAD LEVEE IN TERREBONNE PARISH, CPRA PROJECT NO. TE-0063**

**WHEREAS**, Article VII, Section 14 of the Louisiana Constitution provides that “For a public purpose, the state and its political subdivisions or political corporations 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

**WHEREAS**, Terrebonne Parish Consolidated Government and the State of Louisiana believe they can substantially benefit the citizens of Terrebonne Parish by entering into a cooperative endeavor with each other; and

**WHEREAS**, the State of Louisiana proposes to allocate five million, four hundred thousand dollars (\$5,400,000.00) of State Community Development Block Grant (CDBG) funding to Terrebonne Parish Consolidated Government to assist in construction of the aforementioned project.

**NOW THEREFORE BE IT RESOLVED** that the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government hereby authorizes its Parish President to execute an intergovernmental agreement with the State of Louisiana through the Coastal Protection & Restoration Authority Board containing substantially the same terms as those contained within the above referenced agreement.

**THERE WAS RECORDED:**  
**YEAS:**  
**NAYS:**  
**ABSTAINING:**  
**NOT VOTING:**  
**ABSENT:**

The Chairman declared the resolution adopted on this, the 26<sup>th</sup> day of January, 2017.

\* \* \* \* \*

I, VENITA H. CHAUVIN, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Terrebonne Parish Council on January 26, 2017 in Regular Session at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
VENITA H. CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL



Thursday, January 26, 2017

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**Item Title:**

Resolution authorizing IGA between TPCG and Terrebonne Levee and Conservation District

**Item Summary:**

RESOLUTION: Authorizing execution of IGA between TPCG and TLCD for the construction of Segments 1 and 2 of Reach E of the Falgout Canal Road Levee in Terrebonne Parish, CPRA Project No. TE-0063.

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**ATTACHMENTS:**

**Description**

Resolution authorizing IGA between TPCG and TLCD

**Upload Date**

1/23/2017

**Type**

Cover Memo

**OFFERED BY:**  
**SECONDED BY:**

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN TERREBONNE PARISH CONSOLIDATED GOVERNMENT AND THE TERREBONNE LEVEE AND CONSERVATION DISTRICT REGARDING THE CONSTRUCTION OF SEGMENT 1 AND 2 OF REACH E OF THE FALGOUT CANAL ROAD LEVEE IN TERREBONNE PARISH, CPRA PROJECT NO. TE-0063**

**WHEREAS**, Article VII, Section 14 of the Louisiana Constitution provides that “For a public purpose, ... political subdivisions of the state or political corporations 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

**WHEREAS**, La.R.S. 33:1324 (6) grants authority to parishes and other political subdivisions of the state to make agreements between and among themselves to engage jointly in the provision of projects, provided that at least one of the participants to the agreement is authorized by law to complete the undertaking, which authority specifically includes the construction of flood control projects; and

**WHEREAS**, Terrebonne Parish Consolidated Government and the Terrebonne Levee and Conservation District believe they can substantially benefit the citizens of Terrebonne Parish by entering into a cooperative endeavor with each other; and

**WHEREAS**, Terrebonne Parish Consolidated Government proposes to allocate five million, four hundred thousand dollars (\$5,400,000.00) of State Community Development Block Grant (CDBG) funding to the Terrebonne Levee and Conservation District as a sub-recipient to assist in construction of the aforementioned project.

**NOW THEREFORE BE IT RESOLVED** that the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government hereby authorizes its Parish President to execute an intergovernmental agreement with the Terrebonne Levee and Conservation District containing substantially the same terms as those contained within the above referenced agreement.

**THERE WAS RECORDED:**

**YEAS:**

**NAYS:**

**ABSTAINING:**

**NOT VOTING:**

**ABSENT:**

The Chairman declared the resolution adopted on this, the 26<sup>th</sup> day of January, 2017.

\* \* \* \* \*

I, VENITA H. CHAUVIN, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Terrebonne Parish Council on January 26, 2017 in Regular Session at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_, 2017.

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VENITA H. CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

Category Number: 8.  
Item Number: A.



Thursday, January 26, 2017

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**Item Title:**

GIS Engineering, LLC

**Item Summary:**

GIS Engineering, LLC

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**ATTACHMENTS:**

**Description**

Engineering Report

**Upload Date**

1/9/2017

**Type**

Report



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**PROJECT STATUS REPORT**  
**GIS Engineering, LLC**



**December 30, 2016**

1. **PROJECT COORDINATOR:** Brian Hazlip, P.E.

2. **CONSTRUCTION MANAGER:**

3. **PROJECT:**

- a. Parish Project No. 16-SEW-13
- b. GIS Project No. 39130-1012/1013
- c. Title Renovations of Afton, Ardoyne, and Naquin  
Sewer Lift Stations

4. **PROFESSIONAL AGREEMENT**

a. Date of Original Agreement	May 23, 2016
b. Type (Hourly, Lump Sum, %)	Lump Sum and T&M
c. Fees	
i. Total Estimated (Basic & Additional)	\$94,700.00
ii. Current Budgeted Level	\$94,700.00
ii. Remaining to be Earned at Current Budgeted Level	\$49,280.82
iv. Earned to Date	\$45,419.18

5. **PLAN PREPARATION STATUS**

a. Right-of-way	N/A
b. Soil Survey	N/A
c. Field Survey	All field surveys have been completed.
d. Preliminary Plans	
e. Final Plans	Afton and Ardoyne have been started.
f. Estimated Bid Date	TBD
g. Estimated Cost of Construction	\$422,000.00

6. **CONSTRUCTION STATUS**

a. Actual Bid Date	
b. Contractor	
c. Contract Amount	
d. Date Work Order Issued	
e. Total Contract Time (Days)	
f. Scheduled Completion Date	
g. Time Elapsed Days (%)	
h. Project Complete (%)	
i. Estimates Paid to Date (\$)	

7. **Remarks**

- Approximately 90% complete with plans and specifications for Afton & Ardoyne.
- Discussions with Entergy in regards to power at project site are ongoing.
- Acquisition of property at Naquin appears to be moving forward. TPCG is leading this effort.







**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**ENGINEERING STATUS REPORT**  
**GIS Engineering, LLC**



December 30, 2016

1. **PROJECT COORDINATOR:** Brian Hazlip, P.E.

2. **CONSTRUCTION MANAGER:**

3. **PROJECT:**

- a. Parish Project No. 16-DRA-25
- b. GIS Project No. 39130-1022
- c. Title Petit Caillou Drainage Project

4. **PROFESSIONAL AGREEMENT**

- a. Date of Original Agreement
- b. Type (Hourly, Lump Sum, %)
- c. Fees
  - i. Total Estimated (Basic & Additional)
  - ii. Current Budgeted Level
  - ii. Remaining to be earned at current budgeted level
  - iv. Earned to date

May 31, 2016

Lump Sum and T&M

\$99,995.00

\$99,995.00

\$16,718.07

\$83,276.93

5. **PLAN PREPARATION STATUS**

- a. Right-of-way
- b. Permits
- c. Soil Survey
- d. Field Survey
- e. Preliminary Plans
- f. Final Plans
- g. Estimated Bid Date
- h. Estimated Cost of Construction

N/A

N/A

N/A

Date TBD

Preliminary Report Submitted on Nov. 29,  
2016 - Completed

TBD

TBD

\$5,662,300.00

6. **CONSTRUCTION STATUS**

- a. Actual Bid Date
- b. Contractor
- c. Contract Amount
- d. Date Work Order Issued
- e. Total Contract Time (Days)
- f. Scheduled Completion Date
- g. Time Elapsed Days (%)
- h. Project Complete (%)
- i. Estimates Paid to Date (\$)

7. **Remarks**

- Awaiting Review comments and/or NTP to Preliminary Design Phase.

- Coordination with landowners at the location of the proposed conveyance channel is ongoing.





**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**ENGINEERING STATUS REPORT**  
**GIS Engineering, LLC**



**December 30, 2016**

1. **PROJECT COORDINATOR:** Christopher Jeanice, P.E.  
2. **CONSTRUCTION MANAGER:**

3. **PROJECT:**

- |                       |                               |
|-----------------------|-------------------------------|
| a. Parish Project No. | <u>14-SEW-14</u>              |
| b. GIS Project No.    | <u>39130-1016/1017</u>        |
| c. Title              | <u>East Coteau/Bayou Blue</u> |
|                       | <u>Sewer Holding Basin</u>    |
|                       | <u>Dredging Project</u>       |

4. **PROFESSIONAL AGREEMENT**

- |  |                               |
|--|-------------------------------|
| a. Date of Original Agreement                        | <u>May 23, 2016</u>           |
| b. Type (Hourly, Lump Sum, %)                        | <u>Lump Sum &amp; T&amp;M</u> |
| c. Fees  |                               |
| i. Total Estimated (Basic & Additional)              | <u>\$52,320.00</u>            |
| ii. Current Budgeted Level                           | <u>\$52,320.00</u>            |
| ii. Remaining to be Earned at Current Budgeted Level | <u>\$29,461.59</u>            |
| iv. Earned to Date                                   | <u>\$22,858.41</u>            |

5. **PLAN PREPARATION STATUS**

- |                                   |  |
|-----------------------------------|--|
| a. Right-of-way                   | <u>N/A</u>   |
| b. Permits                        | <u>Completed</u>                                   |
| c. Soil Survey                    | <u>N/A</u>   |
| d. Field Survey                   | <u>Completed</u>                                   |
| e. Preliminary Plans              | <u>Submitted on July 6, 2016 - Completed</u>       |
| f. Final Plans                    | <u>Submitted on September 30, 2016 - Completed</u> |
| g. Estimated Bid Date             | <u>December 20, 2016</u>                           |
| h. Estimated Cost of Construction | <u>\$230,000.00</u>                                |

6. **CONSTRUCTION STATUS**

- |                                |  |
|--------------------------------|--|
| a. Actual Bid Date             | <u>December 20, 2016</u>                 |
| b. Contractor                  | <u>TBD - Bids Currently under Review</u> |
| c. Contract Amount             | <u>TBD - Bids Currently under Review</u> |
| d. Date Work Order Issued      | <u>TBD</u>                               |
| e. Total Contract Time (Days)  | <u>120 Days</u>                          |
| f. Scheduled Completion Date   | <u>TBD</u>                               |
| g. Time Elapsed Days (%)       |  |
| h. Project Complete (%)        |  |
| i. Estimates Paid to Date (\$) |  |

7. **Remarks**

-TPCG monthly meeting was suspended due to the Holidays; however, a project summary update was distributed on Dec. 23.  
12/06/2016 - Pre-Bid Conference took place at the GIS Houma office.  
12/09/2016 - Addendum No. 1 was issued.  
12/20/2016 - Bid Opening was held at the TPCG Purchasing Department; Received Bids are currently under GIS review and of  
evaluation documents will be submitted as soon as the review is completed.



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**ENGINEERING STATUS REPORT**  
**GIS Engineering, LLC**



**December 30, 2016**

1. **PROJECT COORDINATOR:** Christopher Jeanice, P.E.

2. **CONSTRUCTION MANAGER:**

3. **PROJECT:**

a. Parish Project No.	<u>14-SEW-14</u>
b. GIS Project No.	<u>39130-1018/1019</u>
c. Title	<u>Whiskey Island</u>
	<u>Sand Retention &amp; Protection Project</u>
	<u> </u>

4. **PROFESSIONAL AGREEMENT**

a. Date of Original Agreement	<u>May 23, 2016</u>
b. Type (Hourly, Lump Sum, %)	<u>Lump Sum &amp; T&amp;M</u>
c. Fees	
i. Total Estimated (Basic & Additional)	<u>\$250,000.00</u>
ii. Current Budgeted Level	<u>\$250,000.00</u>
ii. Remaining to be Earned at Current Budgeted Level	<u>\$52,325.68</u>
iv. Earned to Date	<u>\$197,674.32</u>

5. **REPORT/PLAN PREPARATION STATUS**

a. Right-of-way	<u>N/A</u>
b. Permits	<u>Not Within Contracted Scope</u>
c. Soil Survey	<u>N/A</u>
c. Field Survey	<u>N/A</u>
d. Study and Report Phase	<u>Submitted on October 10, 2016 - Completed</u>
e. Preliminary Plans	<u>Awaiting NTP</u>
f. Final Plans	<u>TBD</u>
g. Estimated Bid Date	<u>TBD</u>
h. Estimated Cost of Construction	<u>\$25,000,000.00</u>

6. **CONSTRUCTION STATUS**

a. Actual Bid Date	<u> </u>
b. Contractor	<u> </u>
c. Contract Amount	<u> </u>
d. Date Work Order Issued	<u> </u>
e. Total Contract Time (Days)	<u> </u>
f. Scheduled Completion Date	<u> </u>
g. Time Elapsed Days (%)	<u> </u>
h. Project Complete (%)	<u> </u>
i. Estimates Paid to Date (\$)	<u> </u>

7. **Remarks**

-TPCG monthly meeting was suspended due to the Holidays; however, a project summary update was distributed on Dec. 23

- Ongoing correspondences with CPRA in regards to the proposed conceptual design.

- Latest CPRA comments were received on December 20, 2016; GIS is currently reviewing this document.



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**ENGINEERING STATUS REPORT**  
**GIS Engineering, LLC**



**December 30, 2016**

1. **PROJECT COORDINATOR:** Christopher Jeanice, P.E.  
2. **CONSTRUCTION MANAGER:**

3. **PROJECT:**  
a. Parish Project No. 16-LOCK-61  
b. GIS Project No. 39130-1032/1033  
c. Title Petit Caillou Lock Structure Project  
Study & Report Phase

4. **PROFESSIONAL AGREEMENT**

a. Date of Original Agreement	<u>October 14, 2016</u>
b. Type (Hourly, Lump Sum, %)	<u>Lump Sum and T&amp;M</u>
c. Fees	
i. Total Estimated (Basic & Additional)	<u>\$348,743.25</u>
ii. Current Budgeted Level	<u>\$348,743.25</u>
ii. Remaining to be earned at current budgeted level	<u>\$229,924.50</u>
iv. Earned to date	<u>\$118,818.75</u>

5. **PLAN PREPARATION STATUS**

a. Right-of-way	<u>TBD</u>
b. Permits	<u>Not Within Contracted Scope</u>
c. Soil Survey	<u>50%</u>
d. Field Survey	<u>Completed</u>
e. Preliminary Plans	<u>TBD</u>
f. Final Plans	<u>TBD</u>
g. Estimated Bid Date	<u>TBD</u>
h. Estimated Cost of Construction	<u>\$18,000,000.00</u>

6. **CONSTRUCTION STATUS**

a. Actual Bid Date	<u></u>
b. Contractor	<u></u>
c. Contract Amount	<u></u>
d. Date Work Order Issued	<u></u>
e. Total Contract Time (Days)	<u></u>
f. Scheduled Completion Date	<u></u>
g. Time Elapsed Days (%)	<u></u>
h. Project Complete (%)	<u></u>
i. Estimates Paid to Date (\$)	<u></u>

7. **Remarks**

- TPCG monthly meeting was suspended due to the Holidays; however, a project summary update was distributed on Dec. 23.
- Preliminary Report is approximately 90% complete.
- Developing cost estimates for alternatives presented in the report.
- Coordinating with geotech subcontractor on final boring to be taken within Bayou Petit Caillou.
- Estimated Report Submittal Date: January 20, 2017.