
TERREBONNE PARISH COUNCIL

POLICY, PROCEDURE, AND LEGAL COMMITTEE

Mr. Gerald Michel
Mr. Darrin W. Guidry, Chairman
Sr. Vice-Chairman
Mr. John Navy Member
Ms. Arlanda Williams Member
Mr. Scotty Dryden Member
Ms. Christa Duplantis-Member
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Mr. Dirk Guidry Member
Mr. Steve Trosclair



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

AGENDA

February 20, 2017
6:00 PM

Parish Council Meeting Room

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

1. Co-sponsorship request from The Haven, Inc. for the annual Spring fundraiser "Home is Where the Heart is" at the Houma-Terrebonne Civic Center on March 25, 2017.
2. **RESOLUTION:** Approving the recommendation of Administration and the Risk Management Department to accept the attached schedule for Boiler and Machinery premiums effective for March 1, 2017.
3. Consider the co-sponsorship of the annual Mechanicville Black History Program on Thursday, February 23, 2017 at 6:00 p. m.
4. Introducing an ordinance that will approve a building contract agreement for the Christian Congregation of

Jehovah's Witnesses to provide event rental services at the Houma-Terrebonne Civic Center and calling a public hearing on March 8, 2017 at 6:30 p.m.

5. Discussion and possible action regarding a request received from the Terrebonne Parish School Board for their 2017 High School Graduation ceremonies for waiver of fees (with the exception of fees for the set-up services) for use of the Houma-Terrebonne Civic Center.
6. Adjourn

Category Number:
Item Number:



Monday, February 20, 2017

Item Title:
INVOCATION

Item Summary:
INVOCATION

Category Number:
Item Number:



Monday, February 20, 2017

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary:

PLEDGE OF ALLEGIANCE

Category Number:
Item Number: 1.



Monday, February 20, 2017

Item Title:

Cosponsorship Request - Haven

Item Summary:

Co-sponsorship request from The Haven, Inc. for the annual Spring fundraiser "Home is Where the Heart is" at the Houma-Terrebonne Civic Center on March 25, 2017.

ATTACHMENTS:

Description

Cosponsorship request

Upload Date

2/7/2017

Type

Application

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
P.O. BOX 2768
HOUMA, LOUISIANA 70361

REQUEST FORM FOR CO-SPONSORSHIP

ALL REQUESTS MUST BE RECEIVED 30 DAYS PRIOR TO THE DATE OF EVENT

The constitutional norm for the lawful use of public funds and property is found in the Louisiana Constitution, Article VII, Section 14 (1974). Paragraph (A) generally prohibits the loan, pledge or donation of the "funds, credit, property, or things of value of the state or of any political subdivision."

Exceptions to the above prohibition are found within paragraph (B) and include "the use of public funds for programs of social welfare for the aid and support of the needy."

Paragraph (C) authorizes the state and its political subdivisions to engage in cooperative endeavors for a public purpose with other government agencies, public or private corporations, or individuals. However, the authorization of cooperative endeavors for a public purpose is violated whenever a political subdivision seeks to give up something of value in the absence of a legal obligation to do so. Furthermore, any such contemplated use of public funds and property must also create a public benefit proportionate to its cost.

Accordingly, the Terrebonne Parish Consolidated Government (TPCG) has established the policy of the TPCG that co-sponsorship of events may be authorized by the Council, within budget, for the following situations:

- (i) The EVENT serves a public purpose for the expenditure or transfer that comports with the governmental purpose the public entity has legal authority to pursue; and
- (ii) that the expenditure or transfer, taken as a whole, does not appear to be gratuitous; and
- (iii) that the public entity has a demonstrable, objective, and reasonable expectation of receiving at least equivalent value in exchange for the expenditure or transfer of public funds.

NAME OF APPLICANT/AGENCY

The Haven, Inc.

(seeking co-sponsorship)

NAME OF AUTHORIZED REPRESENTATIVE & CAPACITY (if applicant is not an individual)

Julie M. Pellegrin, Executive Director

MAILING ADDRESS P.O. Box 4279 Houma, LA 70361

TELEPHONE NUMBER

985.791.3396

LOCATION and DATE OF EVENT

March 25, 2017 Houma Terrebonne Civic Center

DESCRIBE THE REASON FOR CO-SPONSORSHIP, THE NATURE OF THE CONTEMPLATED EVENT AND HOW SUCH SERVES A PUBLIC PURPOSE:

The Haven is requesting a co-sponsorship for its annual Spring fundraiser "Home Is Where the Heart Is". The annual fundraiser raises the necessary funds for The Haven to operate an emergency domestic violence shelter and to provide counseling, advocacy, and other support service to abused individuals. The co-sponsorship allows The Haven to increase the number of individuals you can access services by keeping expenses minimal. The event is open to the public and is an evening of

local food, entertainment, and socializing. Live and silent auction
are held during the event.

SERVICES REQUESTED: _____

Julie M. Pellegrini
SIGNATURE

March 25, 2017
DATE

(TPCG USE ONLY)

DATE RECEIVED _____

APPROVAL FOR CO-SPONSORSHIP (CIRCLE ONE)

YES

NO

NAME _____

POSITION _____

SIGNATURE _____



Monday, February 20, 2017

Item Title:

2017-2018 Boiler & Machinery coverage

Item Summary:

RESOLUTION: Approving the recommendation of Administration and the Risk Management Department to accept the attached schedule for Boiler and Machinery premiums effective for March 1, 2017.

ATTACHMENTS:

Description	Upload Date	Type
Resolution Boiler and Machinery renewals for 2017-2018	2/9/2017	Resolution
Executive Summary-2017 Renewal of Boiler & Machinery coverage	2/9/2017	Executive Summary
2017 Proposal for Boiler & Machinery coverage	2/9/2017	Backup Material
Boiler & Machinery Spreadsheet	2/9/2017	Backup Material

WHEREAS, Terrebonne Parish Consolidated Government (TPCG) is authorized to provide Boiler and Machinery coverage through its Department of Risk Management; and

WHEREAS, Administration and the Risk Management Department reviewed and analyzed Boiler and Machinery Insurance quotes and submits a recommendation for Boiler and Machinery coverage; and

WHEREAS, it is the recommendation of Administration and the Risk Management Department that the attached schedule of Boiler and Machinery Insurance premiums become accepted effective for March 1, 2017.

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council (Policy, Procedure and legal Committee) on behalf of the Terrebonne Parish Consolidated Government that the recommendation of Administration and the Risk Management Department is to accept the attached schedule for Boiler and Machinery premiums effective for March 1, 2017.



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Request for Renewal of Boiler & Machinery Insurance coverage

PROJECT SUMMARY (200 WORDS OR LESS)

Presentation of 2017 Quote obtain by Ledet Insurance Agency for renewal of 2017 Boiler and Machinery Insurance coverage effective date of March 1, 2017.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

It is the recommendation of Administration and the Risk Management Department that the attached schedule of Boiler and Machinery premiums be accepted effective for March 1, 2017.

TOTAL EXPENDITURE

Boiler and Machinery premium.....\$104,200.00

TOTAL COST.....\$104,200.00

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

(YES)

IF YES AMOUNT
BUDGETED:

\$155,000.00

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

Signature

1/30/2017

Date

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EQUIPMENT BREAKDOWN INSURANCE PROPOSAL



Terrebonne Parish Consolidated Government

PO Box 2768
Houma, LA 70361

Effective: 3/1/2017 - 3/1/2018

This proposal is based on information on file with Liberty Mutual Equipment Breakdown, as of **1/11/2017**. It is subject to adjustment should any information on file change. Should you require any changes to coverages, deductibles or the terms provided or have any questions please contact us

To request a Jurisdictional Inspection please call 877-526-0020 or email: LMEBInspections@libertymutual.com

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EQUIPMENT BREAKDOWN INSURANCE PROPOSAL

Date Issued	1/11/2017	This Proposal EXPIRES on the Effective Date.	
Effective Date	3/1/2017	Expiration Date	3/1/2018
Insured's Name	Terrebonne Parish Consolidated Government		
Insured's Address	PO Box 2768		
City/State/Zip	Houma, LA 70361		
Policy Number			

Covered Premises: This proposal applies to the locations listed in the Statement of Values on file with us.

Insurance applies only to a coverage for which a Limit of Insurance, a number of Days/Hours or the word INCLUDED is shown. If INCLUDED is shown, then the limit for that coverage is part of the Limit Per Breakdown.	
Coverage	Limit Of Insurance Or Days/Hours
Limit Per Breakdown	\$100,000,000
1. Property Damage	Included
2. Expediting Expenses	\$1,000,000
3. Business Income	\$1,000,000
a. Extra Expense	\$1,000,000
b. Extended Period Of Restoration (# Of Days Of Coverage)	30 Days
c. Data Or Media	\$100,000
4. Spoilage Damage	\$100,000
5. Utility Interruption (The maximum limit for Utility Interruption, subject to any applicable lower coverage limits, including business income, extra expense, and/or spoilage, respectively)	\$1,000,000
a. Coverage applies only if the interruption of services lasts at least:	24 Hours
6. Newly Acquired Premises	\$10,000,000
a. (Number Of Days Of Coverage)	90 Days
7. Ordinance Or Law	\$10,000,000
8. Errors And Omissions	Included
9. Brands And Labels	Excluded
10. Contingent Business Income/Extra Expense	Excluded
a. Covered Premises:	
b. Delivery of Services or Materials; or Sales:	

Unless a higher limit or INCLUDED is shown, the most we will pay for direct damage to covered property is \$25,000 for each of the following. These limits are part of, not in addition to, the Property Damage or Limit Per Breakdown.	
Coverage Limitations	Limit Of Insurance
Ammonia Contamination	\$100,000
Consequential Loss	\$100,000
Data And Media	\$100,000
Hazardous Substance	\$100,000
Water Damage	\$1,000,000

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EQUIPMENT BREAKDOWN INSURANCE PROPOSAL

Limited Coverage for Fungus, Wet Rot and Dry Rot	
Limit	\$100,000
Business Income and/or Extra Expense – Number of Days	30 Days
Increased Cost of Loss and Related Expenses for “Green” Upgrades	
Property Damage Limit	\$100,000
Business Income and/or Extra Expense – Number of Days	30 Days
Conditions And Optional Coverages	
Business Income Report Date	
Business Income Annual Value	
Business Income Coinsurance Percentage	Waived
Diagnostic Equipment (Included Or Excluded)	Included
Equipment Breakdown Enhancement Endorsement <ul style="list-style-type: none"> - Civil Authority extension within 100 miles/4 weeks - Ingress/Egress - \$250,000 sublimit - Claim Preparation Fees - \$250,000 sublimit - Dependent Location extension for Contingent BI/EE - 150% replacement cost for Green Upgrades/Safety Improvements 	Included
Deductibles	
Combined Deductible	\$50,000
Except all locations that produce electric power and other “Covered Equipment” at substations	\$200,000
Property Damage Coverages	Included in Combined Deductible
Business Income	24 Hours
Extra Expense	Included in Combined Deductible
Spoilage	Included in Combined Deductible
Other:	

Other Conditions/Additional Coverage Extensions/Restrictions:

We will not pay for any loss of Business Income or Extra Expense incurred by you as the result of an breakdown to power generating equipment.
Exclusion Amendatory Endorsement
Equipment Breakdown Enhancement Endorsement - endorsement attached

Premium / Agency Billed	
Policy Term Premium	\$ 95,000
State Fees and Surcharges	\$0*
Total Policy Term Premium with State Fees and Surcharges	\$ 95,000

*Taxes are estimated and subject to change at time of policy production due to a change in tax rates or location addition/deletions in different tax territories.

TIV as Submitted: \$441,947,548

EQUIPMENT BREAKDOWN INSURANCE PROPOSAL

Issued by Liberty Mutual Fire Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

EQUIPMENT BREAKDOWN ENHANCEMENT ENDORSEMENT

This endorsement modifies insurance provided under the following:

EQUIPMENT BREAKDOWN PROTECTION COVERAGE FORM

A. The following coverage(s) are added to **A.2. Coverages Provided** of the EQUIPMENT BREAKDOWN PROTECTION COVERAGE FORM:

k. Civil Authority

If the Declarations show you have business income and/or extra expense coverage:

- (1)** The applicable coverage is extended to cover loss caused by the action of civil authority that prohibits access to the premises described in the Declarations. The action of civil authority must directly result from a "Breakdown" to "Covered Equipment" or to equipment of the type covered by this policy that is located within 100 miles of a premise shown in the Declarations.
- (2)** Coverage provided under **(1)** above will commence 24 hours after the time of the civil authority action and will continue until the earlier of:
 - a.** 4 consecutive weeks thereafter; or
 - b.** The date access is restored.

l. Ingress/Egress

We will pay for the actual loss of business income that you sustain if your ingress to, or egress from the premises described in the Declarations is prevented as a direct result of a "Breakdown" to "Covered Equipment" or to equipment of the type covered by this policy that is located off of the premises described in the declarations. This coverage does not apply if the ingress to or egress from your premises is prohibited by civil authority.

The most we will pay for actual loss of Business Income you sustain under this coverage is \$250,000.

m. Claim Preparation Fees

- (1)** We will pay the reasonable expenses that you incur when we require you to provide us with property value assessments, income statements, and other related documentation to show the extent of loss. This includes the cost of taking inventories, assessing property values, preparing income statements, and preparing other similar documentation.

EQUIPMENT BREAKDOWN INSURANCE PROPOSAL

(2) We will not pay for:

- a. Any expenses incurred for, billed by or payable to attorneys or adjusters, or their associates or subsidiaries
- b. Any costs in connection with **E. Conditions, 1 Loss Conditions, b. Appraisal**; or
- c. Any expenses incurred for, billed by or payable to insurance brokers or agents, or their associates or subsidiaries, without our written consent prior to such expenses being incurred.

(3) The most we will pay for preparation of claim data expenses under this Coverage Extension in any "One Breakdown" is \$250,000. This limit is part of, not in addition to, any applicable Limit per Breakdown as shown in the Declaration.

B. Item f. (4) Newly Acquired Premises of A.2. Coverages Provided is deleted and replaced by the following:

f.(4) The limit available for this coverage is the amount shown as the Newly Acquired Premises Limit in the Declarations. If the coverages and deductibles vary for existing premises, then the coverages for the newly acquired premises will be the broadest coverage and highest limits and deductible applicable to the existing premises. However, in no circumstance will the limit available for the newly acquired premises exceed the amount shown as the Newly Acquired Premises Limit in the Declarations.

C. Item j. Contingent Business Income and Extra Expense or Extra Expense Only Coverage of A.2. Coverages Provided is deleted and replaced by the following:

j. Dependent Location

If you have selected the Business Income Coverage Extension or Extra Expense Coverage Extension, that applicable coverage is extended to cover loss caused by the necessary partial or total interruption of your business during the "Period of Restoration" for a "Dependent Location". The interruption must be caused by direct physical loss or damage at a "Dependent Location," shown in the Declarations or elsewhere in this Coverage Part, caused by or resulting from "Breakdown" to equipment of the type insured by this policy.

However, coverage under this Coverage Extension does not apply when the only loss to "Dependent Location" is loss or damage to "Electronic Data, including destruction or corruption of "Electronic Data".

"Dependent Location" means property operated by others whom you depend on to:

- (1) Deliver materials or services to you or to others for your account. But any property which delivers any of the following services is not a Supplying Location with respect to such utility services: air conditioning, communication services, electric power, gas, heating, refrigeration, steam, water or waste treatment.

EQUIPMENT BREAKDOWN INSURANCE PROPOSAL

(2) Accept your products or services;

(3) Manufacture products for delivery to your customers under contract of sale; or

(4) Attract customers to your business.

D. The last paragraph of **7. Increased Cost of Loss And Related Expenses For "Green" Upgrades** of section **C. Limits Of Insurance** is deleted and replaced by the following:

Unless a different limit or INCLUDED is shown in the Declarations, the most we pay under this "Green" upgrades coverage is an amount equal to 50% of the total Property Damage loss otherwise recoverable.

E. Item **I. (2) Valuation** of **E.1. Loss Conditions** is deleted and replaced by the following:

If "Covered Equipment" requires replacement due to a "Breakdown", we will pay the additional cost to replace the equipment with equipment that we and you agree improves the environment, increases efficiency or enhances safety while maintaining the existing function, subject to the following conditions:

- (a) We will not pay more than one hundred fifty percent (150%) of what the cost would have been to replace with like kind and quality;
- (b) We will not pay to increase the size or capacity of the equipment;
- (c) This provision only applies to property damage coverage;
- (d) This provision does not increase any of the applicable limits;
- (e) This provision does not apply to any property valued on an "Actual Cash Value" basis; and
- (f) This provision does not apply to the replacement of component parts.

F. Item **16. "Period of Restoration"** under **F. Definitions** is deleted and replaced with the following:

16. "Period of Restoration" means the period of time that:

- a. Begins at the time of the "Breakdown"; and
- b. Ends on the earlier of:
 - (1) The number of consecutive days indicated for the applicable "Period of Restoration" shown in the Declarations or elsewhere in this Coverage Part after the date when the property at the Covered Premises should be repaired, rebuilt or replaced with reasonable speed and similar quality; or
 - (2) The date when business is resumed at a new permanent location.

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EQUIPMENT BREAKDOWN INSURANCE PROPOSAL

POLICYHOLDER DISCLOSURE: TERRORISM RISK INSURANCE ACT

This notice contains important information about the Terrorism Risk Insurance Act and your terrorism insurance coverage. Please read it carefully.

In accordance with the Terrorism Risk Insurance Act, including all amendments ("TRIA" or the "Act"), we are required to provide you with a notice of the portion of your premium attributable to coverage for "certified acts of terrorism," the federal share of payment of losses from such acts, and the limitation or "cap" on our liability under the Act.

THE TERRORISM RISK INSURANCE ACT

The Terrorism Risk Insurance Act, including all amendments ("TRIA" or the "Act") establishes a program to spread the risk of catastrophic losses from certain acts of terrorism between insurers and the federal government. If an individual insurer's losses from "certified acts of terrorism" exceed a specified deductible amount, the government will reimburse the insurer for a percentage of losses (the "Federal Share") paid in excess of the deductible, but only if aggregate industry losses from such acts exceed the "Program Trigger". An insurer that has met its insurer deductible is not liable for any portion of losses in excess of \$100 billion per year. Similarly, the federal government is not liable for any losses covered by the Act that exceed this amount. If aggregate insured losses exceed \$100 billion, losses up to that amount may be pro-rated, as determined by the Secretary of the Treasury.

The Federal Share and Program Trigger by calendar year are:

Calendar Year	Federal Share	Program Trigger
2015	85%	\$100,000,000
2016	84%	\$120,000,000
2017	83%	\$140,000,000
2018	82%	\$160,000,000
2019	81%	\$180,000,000
2020	80%	\$200,000,000

MANDATORY OFFER OF COVERAGE FOR "CERTIFIED ACTS OF TERRORISM" AND DISCLOSURE OF PREMIUM

TRIA requires insurers to make coverage available for any loss that occurs within the United States (or outside of the U.S. in the case of U.S. missions and certain air carriers and vessels), results from a "certified act of terrorism" AND that is otherwise covered under your policy.

A "certified act of terrorism" means:

[A]ny act that is certified by the Secretary [of the Treasury], in concurrence with the Secretary of State, and the Attorney General of the United States

(i) to be an act of terrorism;

(ii) to be a violent act or an act that is dangerous to –

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EQUIPMENT BREAKDOWN INSURANCE PROPOSAL

- (I) human life;
- (II) property; or
- (III) infrastructure;

(iii) to have resulted in damage within the United States, or outside of the United States in the case of –

- (I) an air carrier (as defined in section 40102 of title 49, United States Code) or United States flag vessel (or a vessel based principally in the United States, on which United States income tax is paid and whose insurance coverage is subject to regulation in the United States); or

- (II) the premises of a United States mission; and

(iv) to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

How the act affects your policy and what you must do

TERRORISM INSURANCE COVERAGE

This proposal includes coverage for losses resulting from “certified acts of terrorism.” Coverage for losses from “certified acts of terrorism” is still subject to, and may be limited by, all other terms, conditions and exclusions contained in your policy.

The premium charge for this coverage for this policy period is \$0.

Please sign and return the Policyholder Acknowledgement below.

POLICYHOLDER ACKNOWLEDGEMENT

I hereby acknowledge that I have received notice of TRIA, the federal share of compensation for “certified acts of terrorism,” the premium charge for losses covered by TRIA, and the Company’s limit of liability should losses covered by TRIA exceed \$100 billion.

Policyholder/Applicant Signature

Date

Print Name

The summary of the Act and the coverage under your policy contained in this notice is necessarily general in nature. Your policy contains specific terms, definitions, exclusions and conditions. In case of any conflict, your policy language will control the resolution of all coverage questions. Please read your policy carefully.

If you have any questions regarding this notice, please contact your sales representative.

EQUIPMENT BREAKDOWN INSURANCE PROPOSAL

OUR EQUIPMENT BREAKDOWN INSURANCE EXPERTISE

As part of the Liberty Mutual Group, our focus is on partnering with you to help keep your business in business. We do this by providing broad equipment breakdown insurance coverage, financial stability, and expert loss prevention and claims services.

We operate with an eye toward delivering a customer experience that sets us apart from our competitors. It is the combination of our people, their experience, and our commitment to knowing our business and understanding yours that helps us deliver smart solutions in a responsive manner.

Some of the services that Liberty Mutual is capable of providing include, but are not limited to:

Underwriting

Quantifying Your Exposures & Costs

Policies issued in a timely basis
Endorsements issued in a timely basis
Welcome Kits For New Customers
Comprehensive Stewardship Reports
Calls returned within 48 hours

Loss Prevention

Identifying & Reducing Your Exposures

Risk Engineering Surveys
Jurisdictional Boiler and Pressure Vessel
Inspections (as required)
Boiler and Machinery Loss Prevention Visits
Account Engineering and Stewardship
Infrared testing, vibration analysis, and
dielectric fluid testing through an alliance
with vendors who can expertly provide
those services (available upon request)

Claims

Indemnifying you Promptly & Fairly

24 Hour Contact From Loss Notice
Prompt Site Visit
Prompt Advance Payments
Payment Within 7 Days of Settlement
Aggressive Subrogation Pursuit
Pre-Loss Visits
Claims Satisfaction Surveys
Written Acknowledgement of Claim Within 10
Business Days of Loss Notice

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EQUIPMENT BREAKDOWN INSURANCE PROPOSAL

OUR FINANCIAL STABILITY

When you have a loss you need a partner that will be there – that partner is Liberty Mutual.

“Helping people live safer, more secure lives” since 1912, Liberty Mutual Insurance, a diversified global insurer, is one of the largest property and casualty insurers in the U.S. and is consistently ranked on the Fortune 100 list of largest U.S. corporations based on revenue. Liberty Mutual offers tailored insurance and risk management solutions to businesses of all types and sizes.

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EQUIPMENT BREAKDOWN INSURANCE PROPOSAL

OUR FLEXIBLE COVERAGE DESIGN

This proposal features the Liberty Mutual PowerPro Select™ policy. PowerPro Select™ combines equipment breakdown coverage for property damage, spoilage and contamination, business interruption, extra expense and utility interruption into one form, making it easier for you to create an insurance program customized to fit your particular business needs.

We are providing you with a specimen form in an effort to better assist you in making an informed decision regarding your commercial property insurance needs.

Our commitment to smart risk management solutions that fit your business needs goes beyond the policy of insurance we will issue to you if you elect us as your equipment breakdown insurer for your upcoming policy period. We understand, though, that the policy itself is the cornerstone of our business relationship, therefore we wanted to give you a chance to see how that policy may look.

This draft policy, however, is for informational purposes only, and does not alter, amend, modify, replace or supersede in anyway any of our dealings, agreements or arrangements to date, including any binders or policies of insurance that have been issued (or may be issued in the future).

In addition, this draft policy may not include all of the endorsements that would be part of the actual policy, including various state amendatory endorsements.

Please consult any actual binder(s) or policy(ies) of insurance with respect to your coverage.

Thanks for considering Liberty Mutual for your equipment breakdown insurance needs.

Sincerely,

Liberty Mutual

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EQUIPMENT BREAKDOWN INSURANCE PROPOSAL

PROPOSAL STIPULATIONS

Liberty Mutual Fire Insurance Company reserves the right, but is not required, to inspect any equipment insured hereunder. This proposal is subject to favorable inspections and compliance with any recommendations made as a result of such inspections. We stress that inspections are not made for life safety, but for the sole purpose of our equipment breakdown underwriting. Not all hazards and conditions are evaluated. It is not to be inferred from any visit or inspection that all hazards and conditions are under control, nor that the properties and operations are safe or healthful or are in compliance with laws, rules, or regulations.

All policy coverages, term, and conditions are subject to applicable State Amendatory Endorsements.

Liberty Mutual Fire Insurance Company is willing to provide only the coverage described by this document. This document is a proposal to provide coverage based solely on these specifications. Liberty Mutual Fire Insurance Company will not be bound or obligated by proposals, specifications, or requests prepared by any other party. Further, this coverage is not bound until expressly accepted, in writing, by a Liberty Mutual Equipment Breakdown employee who is authorized to bind these coverages for Liberty Mutual Fire Insurance Company at these values and on these terms. Finally, this document is not a policy of insurance. Coverage will be determined by the terms and conditions of the policy or policies issued by us. This document was created and distributed to you solely for information purposes only. You must look to and rely upon the full terms and conditions of the policy to determine the nature and extent of coverage.

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EQUIPMENT BREAKDOWN INSURANCE PROPOSAL

DISCLOSURE TO CALIFORNIA POLICYHOLDERS

Calculation of Premium Refund When Policy Cancelled by Policyholder

If you cancel your policy prior to its expiration, final premium will be more than pro rata in accordance with the terms of your policy. The final premium will be calculated based on the premium earned for the days the policy was in force, increased by the applicable factor shown on the attached short rate cancellation table for Workers Compensation. For all other lines of business, return premium is 90% of pro rata. The final premium will not be less than the minimum premium shown on the Information Page, if any.

Agent	Line of Coverage	Current Carrier	Curent Policy Term	Current Premium	Current Producer Fee	Limit of Insurance	Self-Insured Retention	Renewal Carrier	Line of Coverage	Renewal Carrier Rating	Renewal Policy Term	Renewal Premium	Limit of Insurance	Self-Insured Retention	Renewal Producer Fee
Ledet Insurance Agency	Boiler & Machinery	Liberty Mutual	3/1/2016 - 3/1/2017	\$153,312	Included in Property	\$100,000,000	\$10,000 All locations (including water treatment/ pumping stations) except \$200,000. for locations that produce electric power and all other covered equipment at substations	Liberty Mutual	Boiler & Machinery	A XV	3/1/2017-3/1/2018	\$104,200	\$100,000,000	\$50,000 All locations (including water treatment/ pumping stations) except \$200,000. for locations that produce electric power and all other covered equipment at substations	TBD by Contract

Category Number:
Item Number: 3.



Monday, February 20, 2017

Item Title:

Mechanicville Black History Program

Item Summary:

Consider the co-sponsorship of the annual Mechanicville Black History Program on Thursday, February 23, 2017 at 6:00 p. m.

ATTACHMENTS:

Description

Program
Mechanicville Black History

Upload Date

2/16/2017
2/16/2017

Type

Backup Material
Backup Material

COMMITTEE:	POLICY, PROCEDURE & LEGAL
MEETING DATE:	2-20-17
REQUESTED BY:	Councilwoman Arlanda Williams
TOPIC:	Discussion and possible action relative to the job functions and responsibilities of the Council Staff.

BACKUP INFORMATION:

ATTACHED:	FORTHCOMING:	NOT NEEDED: XXX
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TO BE PREPARED BY:	N/A
PERSON COMPLETING FORM:	Suzette Thomas
DATE:	2-11-17

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

P.O. BOX 2768

HOUMA, LOUISIANA 70361

REQUEST FORM FOR CO-SPONSORSHIP

ALL REQUESTS MUST BE RECEIVED 30 DAYS PRIOR TO THE DATE OF EVENT

The constitutional norm for the lawful use of public funds and property is found in the Louisiana Constitution, Article VII, Section 14 (1974). Paragraph (A) generally prohibits the loan, pledge or donation of the "funds, credit, property, or things of value of the state or of any political subdivision."

Exceptions to the above prohibition are found within paragraph (B) and include "the use of public funds for programs of social welfare for the aid and support of the needy."

Paragraph (C) authorizes the state and its political subdivisions to engage in cooperative endeavors for a public purpose with other government agencies, public or private corporations, or individuals. However, the authorization of cooperative endeavors for a public purpose is violated whenever a political subdivision seeks to give up something of value in the absence of a legal obligation to do so. Furthermore, any such contemplated use of public funds and property must also create a public benefit proportionate to its cost.

Accordingly, the Terrebonne Parish Consolidated Government (TPCG) has established the policy of the TPCG that co-sponsorship of events may be authorized by the Council, within budget, for the following situations:

- (i) The EVENT serves a public purpose for the expenditure or transfer that comports with the governmental purpose the public entity has legal authority to pursue; and
- (ii) that the expenditure or transfer, taken as a whole, does not appear to be gratuitous; and
- (iii) that the public entity has a demonstrable, objective, and reasonable expectation of receiving at least equivalent value in exchange for the expenditure or transfer of public funds.

NAME OF APPLICANT/AGENCY

Houma Terrebonne Housing Authority
(seeking co-sponsorship)

NAME OF AUTHORIZED REPRESENTATIVE & CAPACITY (if applicant is not an individual)

Melvin Scott Jr.

MAILING ADDRESS P.O. Box 3816 Houma, LA 70361

TELEPHONE NUMBER (985) 876-4755

LOCATION and DATE OF EVENT Mechanicville Gym, 2/23/2017 at 6pm

DESCRIBE THE REASON FOR CO-SPONSORSHIP, THE NATURE OF THE CONTEMPLATED EVENT AND HOW SUCH SERVES A PUBLIC PURPOSE:

Annual Black History Program

SERVICES REQUESTED: Insurance

Melvin Smith
SIGNATURE

2/16/2017
DATE

(TPCG USE ONLY)

DATE RECEIVED _____

APPROVAL FOR CO-SPONSORSHIP (CIRCLE ONE)

YES

NO

NAME _____

POSITION _____

SIGNATURE _____



Monday, February 20, 2017

Item Title:

Contract Document for Jehovah's Witnesses

Item Summary:

Introducing an ordinance that will approve a building contract agreement for the Christian Congregation of Jehovah's Witnesses to provide event rental services at the Houma-Terrebonne Civic Center and calling a public hearing on March 8, 2017 at 6:30 p.m.

ATTACHMENTS:

Description	Upload Date	Type
Exec Summary- Contract Document for Jehovah's Witnesses	2/14/2017	Executive Summary
Ordinance- Contract Document for Jehovah's Witnesses	2/14/2017	Ordinance
Attachment- Contract Document for Jehovah's Witnesses	2/14/2017	Exhibit
Event Info- Contract Document for Jehovah's Witnesses	2/14/2017	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Jehovah's Witnesses rental agreement for the Houma-Terrebonne Civic Center

PROJECT SUMMARY (200 WORDS OR LESS)

The Jehovah's Witnesses Congregation has requested to use an amended building rental contract for all bookings going forward at the Houma-Terrebonne Civic Center, as approved by the Office of the Parish attorney and Parish Administration, with all standard rental fees to apply.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

The Jehovah's Witnesses Congregation would like to bring multiple events to the Houma-Terrebonne Civic Center, which would bring hundreds to thousands of out-of-town attendees to the local area for multiple days, thus creating a significant impact to the local economy.

TOTAL EXPENDITURE

N/A

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

Janel Ricca

Signature

2/14/17

Date

OFFERED BY:
SECONDED BY:

ORDINANCE NO.

An ordinance to approve a building contract agreement for the Christian Congregation of Jehovah's Witnesses to provide event rental services at the Houma-Terrebonne Civic Center.

WHEREAS, the Terrebonne Parish Consolidated Government desires to enter into building agreements with the Jehovah's Witnesses Congregation to provide events throughout the year at the Houma-Terrebonne Civic Center, and

WHEREAS, the Jehovah's Witnesses circuit events have approx. 2,500 in attendance, with each circuit having 2 one-day events per year, with five circuits that could be assigned to the Houma Civic Center, and

WHEREAS, the Jehovah's Witnesses may also host regional meetings which are three-day events which could draw over 3,000 in attendance per event, thus creating a major economic impact for Terrebonne due to overnight hotel stays and additional sales tax, and

WHEREAS, the Terrebonne Parish Consolidated Government has agreed to use the Jehovah's Witnesses contract document, as amended by the Office of the Parish Attorney, and follow its terms and conditions for the right to host their conventions each year, and

WHEREAS, the Jehovah's Witnesses Conventions will pay the standard rental fees in place for the Houma-Terrebonne Civic Center; and

NOW, THEREFORE BE IT ORDAINED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the Houma-Terrebonne Civic Center's Rental Rates, Terms and Conditions, per the original Ordinance No. 5747 and all other Ordinance changes thereafter, are amended according to Attachment 'A' hereto solely as relates to building contract agreements with the Christian Congregation of Jehovah's Witnesses.

AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____, 20____, by and between the Houma-Terrebonne Civic Center, hereinafter referred to as "Lessor," and Circuit # _____ of Jehovah's Witnesses, hereinafter referred to as "Lessee,"

As part of Lessee's all-inclusive rental rate, Lessor agrees to lease the Houma-Terrebonne Civic Center located at 346 Civic Center Blvd., Houma, LA 70360, known hereinafter as the "Premises," as shown on the attached Exhibits A and B, along with all the provisions, services, and equipment listed in this Agreement, to Lessee for its Christian assembly(s).

1. Lessee is granted the following usage dates and times:

Day & Date (list what applies)	Time	Description	Note
	8:00 am – 5:00 pm	Move-in, Pre-cleaning	Volunteers
	6:00 am – 8:00 pm	Setup, Event, Preparatory Work	Volunteers
	8:00 am – 5:00 pm	Event	Attendees
	6:00 am – 9:00 pm	Setup, Event, Preparatory Work	Volunteers
	8:00 am – 5:00 pm	Event	Attendees
	7:00 am – 11:59 pm	Move-out, Clean, & Final Inspection	Volunteers

2. If Lessee holds multiple assemblies, and no other events are scheduled by Lessor between said assemblies, Lessee may leave its assembly setup intact at no additional charge.
3. Lessor will provide Lessee a platform or stage, office space, available folding tables and chairs for floor seating and event departments, all suites controlled by Lessor as shown on Exhibit A, and all parking controlled and arranged for by Lessor as shown on attached Exhibit B
4. Lessee will pay Lessor the all-inclusive rental rate of \$_____ with \$_____ to be paid upon the execution of this agreement, receipt of which Lessor hereby acknowledges, and the balance of \$_____ to be paid on or before the first day of Lessee's assembly. There will be no additional charges to Lessee unless Lessee requests additional provisions, equipment or services.
5. Lessor will furnish Lessee all of the customary utilities available at the Premises – including water, sewer system, electricity, gas, air conditioning and/or heat, and sufficient lighting during Lessee's assembly. Lessee's qualified workers may make temporary connections to Lessor's utilities for Lessee's use (e.g. plugging extension cords into existing electrical outlets, attaching hose to existing water faucets, etc.), provided that such temporary connections are removed by the Lessee at the conclusion of the assembly. All expense of such temporary connections will be borne by Lessee, and the work will be done by Lessee's own trained and qualified personnel who volunteer their skills and services.
6. Lessor will provide Lessee all restroom supplies, including paper goods, needed by Lessee for the duration of the assembly, and further agrees to provide for disposal and/or removal of all trash generated during the course of the assembly.
7. Neither the Lessor, Lessee, nor any third party will open or sell concession items, on or about the Premises during Lessee's event or serve said items to Lessee's attendees. Lessee's attendees may bring their own food and beverage into the Premises for their own use.
8. Lessee will provide trained and qualified attendants throughout the complex, including parking areas during the event.
9. Lessee agrees to fully cooperate in enforcing the "No Smoking" laws at all times.
10. The Houma Police Department shall provide security for event if deemed necessary by Civic Center Management in consultation with the Houma Police Department. Lessee may not contract with an outside source for event security. If deemed necessary, the rate for security services shall be in addition to the rental rate established above, and shall be \$30.00 per hour per police officer. This has to be negotiated with Lessee prior to the signing of this contract.
11. Lessee's trained and qualified audio/video personnel may (a) use and operate the audio/video equipment located on the Premises, (b) augment such equipment with its own portable head-in equipment, or (c) set-up and operate entirely its own portable audio/video system. Lessee's personnel volunteer their skills and services and work together with Lessor's personnel to insure that any such equipment, line-level feeds, and operation meet Lessor's reasonable standards at the Premises.

12. Lessee agrees to bear all Broadcast Music Incorporated (BMI) and American Society of Authors, Composers and Publishers (ASCAP) charges attributable to this event.
13. Lessee may record by means of audio, video, and/or digital recording, and may broadcast any or all of its program from the Premises or otherwise over radio, television, and/or internet without additional cost to Lessee, since public service time is used and Lessee receives no revenue therefrom; and may announce the holding of its said assembly in the magazines *The Watchtower* and *Awake!*, and in other reputable electronic or print media.
14. Lessee may distribute to its event attendees on and about the Premises, free of charge, through volunteers, brochures, assembly programs, Bibles, DVDs, books, and magazines, and any other material related to the Lessee's religious event as an integral part of its assembly proceedings.
15. Lessee's volunteers may perform all necessary services during Lessee's event. Lessee's trained and qualified personnel who volunteer their skills and services include but are not limited to: facility and parking attendants, stagehands, watchmen, first aid personnel, as well as carpenters, electricians, and plumbers working on Lessee's own temporary equipment and props, and any other function necessary for Lessee's event.
16. Lessee may use signs inside and outside of the Premises of such size and content as Lessee deems necessary for the purpose of adequately operating said assembly. The manner and location of such sign placement is to be determined by the Lessee with the approval of the Lessor, which approval will not be unreasonably withheld. Lessee will ensure that all sign placement and removal will not mar or deface the Premises. Lessee's signs will not interfere with Lessor's advertising.
17. Lessee will have the exclusive care and custody of all lost and found items during the dates and times of usage listed herein. Lessor will notify Lessee of any remaining items that have been overlooked after move-out and grants Lessee 24 hours for removal of said items before Lessor disposes of them.
18. Lessee may use its own portable voluntary contribution boxes and Debit/Credit Card Terminals for the receiving of freewill offerings on the Premises and has the exclusive care, custody and control of any moneys received.
19. Lessee agrees to keep the Premises in a clean and sanitary condition by the use of its volunteers during its occupancy and will leave the Premises in substantially the same condition as when delivered to Lessee, with the exception of normal wear and tear. Lessee agrees that if the Premises or any equipment, furnishings or fixtures therein are damaged by the negligent act, omission or willful misconduct of the Lessee, Lessee will offer to repair such damage or replace such equipment, furnishings or fixtures, using its own qualified volunteers to the satisfaction of Lessor. Lessor agrees to provide Lessee all of the necessary cleaning supplies as regularly used by Lessor.
20. It is hereby agreed that the formal program conducted by or under the sponsorship of Lessee at said assembly on said Premises will be of a religious nature and open to the public. Lessee's program will use and present its own copyrighted material. There are no paid performers or speakers, no tickets, and no admission charge. The said formal program will consist of forenoon and afternoon sessions.
21. Lessee shall not discriminate against any person in connection with admission, services, or privileges offered to or enjoyed by the general public because of race, creed, ancestry, sexual orientation, disability, color, sex, marital status, age, religion, or national origin. Lessee retains right to no mic or pubic statement policy as it concerns the program presentation.
22. It is hereby agreed that the Premises included in this agreement will be made open and available by Lessor to Lessee, its volunteers and delegates attending said assembly at all times on the dates covered by this agreement.
23. Lessee shall not sublet the premises, nor assign, hypothecate or mortgage this Use permit or any of his right here under, without the prior written consent of Lessor.
24. This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns. This agreement or any right hereunder may not be assigned by Lessee without the express written consent of Lessor,, which consent will not be unreasonably withheld.

25. It is understood and agreed that Lessor makes no representation or agreement, oral or otherwise outside the terms of this agreement.
26. Lessee agrees to comply with all federal, state, and local laws to the extent mandated by constitutional law. However, notwithstanding any other commitment apparently made in this agreement by Lessee, Lessee does not waive its constitutional and other lawful rights to adhere to its religious beliefs.
27. Lessee must submit written notice of cancellation to Lessor in conjunction of any date or dates covered by this agreement. If Lessee, within 180 days prior to date or dates of this agreement, cancels event for any reason other than those stated in section 31 of this agreement, Lessee shall forfeit deposit.
28. In permitting the occupancy of Authorized Areas by Lessee, the Lessor retains and does not relinquish the right to issue and enforce such rules and regulations and directives as stated herein that Lessor may deem necessary for the safe, orderly and commercially sound operation of the facility. The Lessee agrees that it will not allow any person at, in or about the facilities who shall, upon reasonable non-discriminatory grounds, be mutually objected to by Lessor and Lessee. Such person's right to use the facilities and Authorized Area therein may be revoked by Lessor and Lessee.
29. Lessee will defend, hold harmless and indemnify the Lessor and its officers, employees, representatives, agents or assigns, from and against any and all actions, damages, claims, demands, losses, judgments, penalties, costs and expenses, including, any fees and/or costs reasonably incurred by the Lessor in enforcing this provision, including reasonable attorney's fees, to the extent such Liabilities are caused by the negligent acts, omissions or willful misconduct of Lessee, its volunteers, attendees, representatives, agents or assigns, during the term of this agreement. Lessor will defend, hold harmless and indemnify the Lessee and its officers, volunteers, attendees, representatives, agents or assigns, from and against any and all actions, damages, claims, demands, losses, judgments, penalties, costs and expenses, including, any fees and/or costs reasonably incurred by the Lessee in enforcing this provision, including reasonable attorney's fees, to the extent such Liabilities are caused by the negligent acts, omissions or willful misconduct of Lessor, its officers, employees, representatives, agents or assigns, during the term of this agreement. Lessee's indemnification herein does not include claims that are caused by latent defects of the Premises which were non-observable on visual inspection.
30. Lessee agrees to provide Lessor at Lessee's expense prior to the date of occupancy a certificate of public liability insurance naming the Lessor as an additional insured, issued by a reputable casualty insurance company, with bodily injury liability limits of \$1,000,000.00 for any one injury and \$1,000,000.00 for any one accident and \$1,000,000.00 property damage liability. Such additional insured coverage is limited to injury to persons or damage to property which is caused by the negligent acts or omissions of Lessee, its officers, volunteers, attendees, representatives, agents or assigns during the term of this agreement and will not cover injury to persons or damage to property which is caused by the negligent acts, omissions or willful misconduct of Lessor, its officers, employees, representatives, agents or assigns, nor that of any third party.
31. If fire, action of the elements, catastrophe, or any other force majeure occurrence affects the suitable condition of the Premises or Lessee's ability to hold its event at the Premises, Lessor and Lessee will work together to accommodate the event on another mutually agreeable date. If a suitable alternate date cannot be arranged, and the assembly at the Premises shall for said reason(s) be canceled, then and in that event, neither the Lessor nor Lessee will be liable to the other for any damage, expense or other loss incurred by reason of such cancellation; except that the Lessor will be obligated to refund to Lessee any advance rental payments made by Lessee to Lessor and upon said refund being made neither the Lessor nor Lessee will have any further claim against the other party.

THIS AGREEMENT will bind the parties hereto, their successors and assigns, heirs, executors and administrators.

IN WITNESS WHEREOF, this agreement has been duly executed by the parties hereto, the day and year first above written.

Witness for Lessor:

Signature: _____

Printed Name: _____

LESSOR

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Witness for Lessee:

Signature: _____

Printed Name: _____

_____ **Circuit # ____ of Jehovah's Witnesses**
LESSEE

Signature: _____

Printed Name: _____

Title: _____ Authorized Circuit Representative

Date: _____



About Our Conventions

www.jw.org

Christian Congregation of Jehovah's Witnesses (CCJW) is a religious not-for-profit entity under which Jehovah's Witnesses Conventions in the United States are organized.

Jehovah's Witnesses have been holding conventions for more than 100 years, with one of the earliest being held in Allegheny, Pennsylvania in 1889. In 2012, over 1.7 million people attended 389 conventions in over 100 cities throughout the United States. The program was conducted in 26 languages. Similar conventions were held internationally in many countries.

Our conventions are attended by families from congregations of Jehovah's Witnesses and from the public over a broad regional area. Attendees arrive on Thursday and stay in the convention city through Sunday. The doors of the facility are opened to the attendees at 8:00 AM Friday through Sunday, and the program ends in the late afternoon each day.

The program of Bible education consists of public discourses, interviews, demonstrations, encouraging experiences, and live plays – all presented with a Bible-based theme.

All of our program participants and operational personnel volunteer their time and receive no payment.

Our event operations are completely self-contained, requiring no special services from the facility. This results in a significant cost savings to both the facility and CCJW.

We provide:

- Our own attendants throughout the complex, including parking areas during the event
- Thorough cleaning of the facility, restrooms, hallways, etc., before, during, and after the convention
- Our own certified First Aid staff
- Our own audio-video technicians

What Is Required?

All-Inclusive Price Covering:

- The facility including break-out rooms and suites for event departments
- Sufficient parking
- Move-in day for each event without charge
- All restroom and cleaning supplies, disposal and/or removal of all trash generated
- On-site folding tables and chairs for event departments and floor seating

Concession Waiver:

All concessions must be closed during our event. Jehovah's Witnesses Conventions are full-day programs of non-commercial religious education that are conducted without distraction, with no concessions being sold or served.

FLEXIBLE SCHEDULING:

We are able to offer flexibility when we schedule our conventions. We can use most any Friday through Sunday (with Thursday move-in) during the months of June, July or August.

Interesting facts about our conventions:

- All Seats Free
- Public Welcome
- Non-Ticketed Event
- No Collections
- No Registration Fees
- Attended by Families



Monday, February 20, 2017

Item Title:

Discussion on request to waive fees for School Graduations 2017

Item Summary:

Discussion and possible action regarding a request received from the Terrebonne Parish School Board for their 2017 High School Graduation ceremonies for waiver of fees (with the exception of fees for the set-up services) for use of the Houma-Terrebonne Civic Center.

ATTACHMENTS:

Description

Request to waive fees

Upload Date

2/14/2017

Type

Cover Memo

TERREBONNE

Parish School District

201 Stadium Drive
Houma, LA 70360
(985) 876-7400 / www.tpsd.org

Engage, Educate and Empower Every Student, Every Day

January 25, 2017

Terrebonne Parish Consolidated Government
Parish Council
P O Box 2768
Houma, LA 70361

Re: 2017 High School Graduation Ceremonies

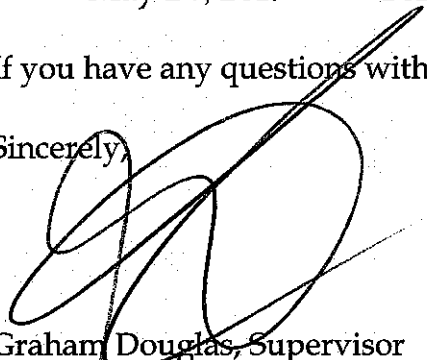
Hon. Parish President Gordon Dove:

The Terrebonne Parish School District is requesting that the TPCG waive rental fees (with the exception of fees for set-up services) for the use of the Houma-Terrebonne Civic Center for 2017 high school graduation ceremonies.

May 10, 2017	Bayou Cane Adult Education
May 18, 2017	Ellender Memorial High School
May 22, 2017	H L Bourgeois High School
May 23, 2017	South Terrebonne High School
May 24, 2017	Terrebonne High School

If you have any questions with regard to this matter, please contact me.

Sincerely,



Graham Douglas, Supervisor
Secondary/Career/Adult Education

GD/tf

c: Philip Martin, Superintendent

Excellence in Education with a Commitment to All
AN EQUAL OPPORTUNITY EMPLOYER