
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**
Prather **Member**
Mr. Al Marmande **Member**
Mr. Dirk Guidry **Member**
Mr. Steve Trosclair



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.

AGENDA

August 21, 2017
5:45 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 James Barrett for the Bayou Beer Festival to be held on November 11, 2017 at Southdown Plantation.
2. Co-sponsorship request from T-Caillou Lions Club Fair being held the first weekend in October that raises funds for the Cripple Children's Camp and the Louisiana Eye Foundation.
3. RESOLUTION: Accepting the quote for Property Insurance for Hull & Machinery/Protection & Indemnity premium excluding Terrorism coverage.
4. Introducing an ordinance that will amend the Terrebonne Parish Code to establish Fiscal Oversight of

Terrebonne Parish Recreation District No. 11 and calling a public hearing on Wednesday, September 13, 2017.

- 5.** Discussion and possible action regarding Recreation District No. 11 Board Members.
- 6.** Adjourn

Category Number:
Item Number:



Monday, August 21, 2017

Item Title:

INVOCATION

Item Summary:

INVOCATION

Category Number:
Item Number:



Monday, August 21, 2017

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary:

PLEDGE OF ALLEGIANCE

Category Number:
Item Number: 1.



Monday, August 21, 2017

Item Title:

Co-Sponsorship Request Bayou Beer Festival

Item Summary:

Co-Sponsorship request from James Barrett for the Bayou Beer Festival to be held on November 11, 2017 at Southdown Plantation.

ATTACHMENTS:

Description

Application

Upload Date

8/10/2017

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:
BAYOU BEER FESTIVAL

NAME OF AUTHORIZED REPRESENTATIVE & CAPACITY:
JAMES G BARRETT, TREASURER

MAILING ADDRESS
4156 SOUTHDOWN MANDALAY RD, HOUMA LA 70360

TELEPHONE NUMBER
985-637-4926

LOCATION and DATE OF EVENT
SOUTHDOWN PLANTATION 1208 MUSEUM DRIVE, HOUMA LA 70360-NOVEMBER 11, 2017

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

THIS EVENT IS A FUND RAISER. PROCEEDS ARE DONATED TO VETERAN RELATED NON PROFITS TO AID IN THE REDUCTION OF HUMAN SUFFERING AND RELIEVE BURDENS ON GOVERNMENT

SERVICES REQUESTED:

Delivery, pickup and use and of two 30 cubic yard dumpsters by the Terrebonne Parish Department of Solid Waste and 40 Disposable Cardboard trash receptacles and liners.

SIGNATURE

DATE

.....
(TPCG USE ONLY)

DATE RECEIVED-----

APPROVAL FOR CO~SPONSORSHIP (CIRCLE ONE) YES NO

NAME_____

POSITION_____

SIGNATURE_____

Venita Chauvin

From: Leilani Adams
Sent: Thursday, August 10, 2017 9:24 AM
To: Venita Chauvin
Subject: FW: TPCG Co-Sponsor Request Form
Attachments: TPCG Co Sponsor Request Form.pdf

V,

Will you please add this to the next PP&L committee meeting? (Is that the correct committee?)

Respectfully,

Leilani H. Adams

Executive Secretary to Parish President Gordon E. Dove

Terrebonne Parish Consolidated Government

•• PLEASE NOTE THE E-MAIL CHANGE ••

E-mail: ladams@tpcg.org

Office: 985-873-6401

Fax: 985-873-6409

Cell: 985-519-6110

8026 Main Street, 7th Floor

PO Box 2768

Houma, LA 70361



Saltwater Fishing Capital of the World

From: James Barrett [<mailto:ibarrett@mlind.net>]
Sent: Thursday, August 10, 2017 9:22 AM
To: Leilani Adams <ladams@tpcg.org>
Cc: 'Joel A. Ohmer' <joel@bayoubeersociety.org>; 'Bill Sieben' <aksieben4@yahoo.com>; 'Willie Rollins' <rollins.w@gmail.com>
Subject: TPCG Co-Sponsor Request Form

Ms. Adams

Please find attached our request for TPCG sponsorship form for the 2017 Bayou Beer Festival on November 11, 2017 at Southdown Plantation. Our Board of Directors are very grateful for past assistance from Parish President Dove, the entire Parish Council, and Terrebonne Parish Solid Waste in supporting this event and making it the success that it is.

Sincerely

James G Barrett

Treasurer, Bayou Beer Society Inc.

a Louisiana Non Profit and 501c3 organization

Category Number:
Item Number: 2.



Monday, August 21, 2017

Item Title:

Co-sponsorship request - T-Caillou Lions

Item Summary:

Co-sponsorship request from T-Caillou Lions Club Fair being held the first weekend in October that raises funds for the Cripple Children's Camp and the Lousiana Eye Foundation.

ATTACHMENTS:

Description

Co-sponsorship request

Upload Date

8/15/2017

Type

Application

T-Caillou Lions
PO Box 165
Chauvin, LA 70344

To whom it may concern:

The T-Caillou Lions is a non-profit organization whose goal is to help prevent blindness throughout the world. Locally we help people who can't afford glasses or an eye exam get the help they need. We also screen children to catch eye problems before they may get too hard to correct. We also have a camp that only mentally or physically challenged kids can go to and be a regular kid for a week. Locally we help the community.

We are having a fair the first weekend in October and would like to get donations of prizes or money to help with our expenses. Any amount or prize would greatly be appreciated.

I would like to thank you for donating or considering donating. If you can't, I appreciate your time.

Thank You,

Angela Plaisance

Angela Plaisance
Secretary
985-226-6090

Name of Applicant/Agency (seeking co-sponsorship):

T-Paillon Lions Club

Name of Authorized Representative and Capacity (if applicant is not an individual):

Angela Plaisance

Mailing Address:

P. O. Box 165

Telephone Number:

926-6090

E-Mail Address:

Location and Date of Event:

1st weekend in October (7th & 8th)^{6th?}

Describe the reason for the co-sponsorship, the nature of the contemplated event and how such serves a public purpose:

Fair to raise funds for
Lions Club Cripple Children's Camp & the Louisiana
Eye Foundation

Services Requested:

1 Dumpster

Signature

Date

(TPCG USE ONLY)

Date Received: _____ Signed: _____

Now that your co-sponsorship has been approved; you will need to contact the applicable persons below for services particular to your event.

Service Resource	Contact	Phone Number
Insurance	Risk Management Department Ms. Cheryl Lirette	873-6471
Barricades	Public Works Department Road & Bridge Division	873-6734
Security	City Limits – Lisa Bergeron-City Police Outside City – Terrebonne Sheriff's Office	873-6302 876-2500
Temporary Electric Service	Ed Lawson – Customer Service David Drury – Government Buildings	873-6464 873-6850
Garbage Containers And Collection	Solid Waste Department	873-6739
Municipal or Dumas Auditoriums or Courthouse Square	Make reservations with Anne Picou	873-6408
Civic Center	Reservations	850-4657

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

REQUEST FORM FOR CO-SPONSORSHIP

Return to:

Leilani Adams

ladams@tpcg.org / 985-873-6309 (fax) / drop off: 7th Floor of Government Towers

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."

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- (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.



Monday, August 21, 2017

Item Title:

2017-2018 Insurance Renewal for Dulac-Falgout Canal Pontoon Bridge

Item Summary:

RESOLUTION: Accepting the quote for Property Insurance for Hull & Machinery/Protection & Indemnity premium excluding Terrorism coverage.

ATTACHMENTS:

Description	Upload Date	Type
Resolution requesting approval of Quote for 2017-2018 Hull & Machinery/P&I coverage-Dulac-Falgout Canal Bridge	8/11/2017	Resolution
Commercial Insurance Proposal-Hull & Machinery/P&I coverage-Dulac-Falgout Canal Bridge	8/11/2017	Backup Material
Executive Summary requesting the acceptance of 2017-2018 Hull & Machinery/P&I coverage for Dulac-Falgout Canal Pontoon Bridge	8/11/2017	Executive Summary

WHEREAS, Terrebonne Parish Consolidated Government (TPCG) is authorized to provide Property Insurance Coverage through its Department of Risk Management; and

WHEREAS, Administration and the Risk Management Department reviewed and analyzed Property Insurance Quotations for Hull and Machinery/ Protection & Indemnity Insurance premium to insure the Dulac Falgout Canal Pontoon Bridge and submits a recommendation for Hull and Machinery/ Protection & Indemnity coverage excluding Terrorism coverage; and

WHEREAS, it is the recommendation of Administration and the Risk Management Department that the attached Quote for Hull and Machinery/ Protection & Indemnity coverage in the amount of \$29,095.00 excluding Terrorism coverage become accepted effective for September 7, 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 Quote for Property Insurance coverage for Hull and Machinery/ Protection & Indemnity coverage premium effective for September 7, 2017.



PAUL'S AGENCY

INSURANCE & RISK MANAGEMENT

COMMERCIAL INSURANCE PROPOSAL FOR

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

EFFECTIVE
09/07/2017 TO 09/07/2018

PRESENTED BY
Philip "Phe" McMahon
Philip J. McMahon

COVERAGES:
Hull & Machinery/Protection & Indemnity

HOUMA

P. 985.868.0715 321 Bayou Gardens Blvd. P.O. Box 1599
F. 985.851.7447 Houma, LA 70364 Gray, LA 70359

MORGAN CITY

P. 985.384.4450 1200 Greenwood St. P.O. Box 1680
F. 985.385.0842 Morgan City, LA 70380 Morgan City, LA 70381

TABLE OF CONTENTS

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The abbreviated outlines of coverages used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverages. Please read your policy for specific details of coverage.

INTRODUCTION OF THE SERVICING TEAM

ACCOUNT EXECUTIVES - Overall Account Coordinators

Philip “Phe” McMahon

PMcmahon@paulsagency.com

Phone: (985) 384-4450 Ext. 4221

Philip J. McMahon

PJMcmahon@paulsagency.com

Phone: (985) 384-4450 Ext. 4232

CLIENT SERVICE MANAGER - Policy Services

JENNA OUBRE

JOubre@paulsagency.com

Phone: (985) 384-4450 Ext. 4229

CFO – Oversees All Accounting Services

RYAN GROS

RGros@paulsagency.com

Phone: (985) 868-0715

OFFICE MANAGER – Oversees Client Service Managers

KIM SEDOTAL

KSedotal@paulsagency.com

Phone: (985) 384-4450 Ext. 4209

CLAIMS SERVICES - Coordinator of Claims Services

DEBBIE NAQUIN

DNaquin@paulsagency.com

Phone: (985) 384-4450 Ext. 4227

EXECUTIVE STATEMENT

Paul's is one of the area's largest independent agencies and has over 100 years of experience in commercial insurance service. To meet the needs of your risk management program, Paul's Agency has assembled the very best team of risk management consulting specialists to design, market and service your account. The scale and experience of these individuals encompass every aspect of risk management services.

At Paul's Agency, the team concept is not just a buzz word, but the reality of a group of individuals working collectively with you in a combined effort to meet the risk management objectives of Terrebonne Parish Consolidated Government.

To Paul's Agency, account management emphasizes planning, teamwork and accountability. Our service structure revolves around the account team -- the specialists who serve as an extension of your Management and are directly responsible for meeting your needs. The Account Team works in a partnership with you to plan overall strategy, set specific objectives for each specialty product area, and review progress toward achieving your goals.

ADMINISTRATIVE AGENT SERVICES

Paul's Agency is prepared to provide administrative services for Terrebonne Parish Consolidated Government.

Some of these services include:

- Insurance policy summaries
- Contract reviews from a Risk Management perspective and contractual risk transfer
- Premium allocation by profit centers or branches
- Budgeting information for business changes and proposed developments
- Issue Certificates of Insurance
- Daily Insurance & Risk Management advice provided by Service Team
- Assist in Evaluating Exposure to Loss
- Safety Programs and Loss Prevention Assistance
- Employee Seminars and Training
- Procurement of Commercial Insurance
- Alternative markets and marketplace update
- Claims filing & assistance with communications flow, assist with loss settlement
- Serve as liaison between insurance company underwriters and client

HULL & MACHINERY/PROTECTION & INDEMNITY

COMPANY
A.M. BEST RATING

London Markets
A, XV

COVERAGE	LIMIT OF INSURANCE
Dulac Pontoon Bridge	\$4,225,000
Deductible	\$25,000
Trading Limits	Port Risk

CONDITIONS

Institute Port Risk Clauses including Limited Navigation CL.312 (20/7/87) as attached including Protection and Indemnity as per Clause 10 of Institute Port Risk Clauses CL.312 (20/7/87)
Additional Assureds and Waivers of Subrogation to be agreed by Agreement Parties Hereunder
Institute Radioactive Contamination, Chemical, Biological, Bio-Chemical and Electromagnetic Weapons Exclusion Clause
Institute Cyber Attack Exclusion Clause
Contracts (Rights to Third Parties) Act 1999 Clarification Clause
Sanction Limitation and Exclusion Clause
U.S. Terrorism Risk Insurance Act of 2002 as amended Not Purchased Clause
Agreed 5% No Claims Bonus at expiry, subject to 2018/2019 renewal with underwriters

WITHOUT TRIA

PREMIUM	\$27,750.00
SURPLUS LINES TAX	\$ 1,345.88
TOTAL PREMIUM	\$29,095.88

WITH TRIA

PREMIUM	\$27,750.00
TRIA	\$ 2,750.00
SURPLUS LINES TAX	\$ 1,479.25
TOTAL PREMIUM	\$31,979.25

PREMIUM SUMMARY

WITHOUT TRIA

LINE OF COVERAGE	2016/2017 ANNUAL PREMIUM	2017/2018 ANNUAL PREMIUM	DIFFERENCE +/-
Hull/P&I	\$31,318.00*	\$29,095.88	-\$2,222.12

*Includes both the property deductible buyback policy and inland marine policy.

WITH TRIA

LINE OF COVERAGE	2016/2017 ANNUAL PREMIUM	2017/2018 ANNUAL PREMIUM	DIFFERENCE +/-
Hull/P&I	\$31,318.00*	\$31,979.25	+\$661.25

*Includes both the property deductible buyback policy and inland marine policy.

MARKETING SUMMARY

Allianz – Declined – Not in their appetite

RLI – Declined – Cannot offer terms and conditions requested

Travelers – Declined – Not in their appetite

COVERAGE NOTES

The prior policy was written on an inland marine form, but we are placing the renewal under a traditional Hull/Protection & Indemnity form which provides broader coverages to protect Terrebonne Parish Consolidated Government.

PROPOSAL NOTES

- In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are any other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as beginning new operations, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.
- This is a convenient coverage summary, not a legal contract. This proposal is provided to facilitate your understanding of your insurance program. Please refer to the actual policies for specific terms, conditions, limitations and exclusions that will govern in the event of a loss.
- We are pleased to assist you with your own final determination of the values you decide to insure. Specific terms, conditions and exclusions outlined in the above quotations are subject to the policy wording. Please refer to the policy for specific terms, conditions, limitations and exclusions.
- Higher liability limits are available; please contact us if you are interested in pursuing them.
- Employment Practices Liability Coverage provides protection for discrimination, sexual harassment or wrongful termination. If this proposal does not include Employment Practices Liability, please advise us if you are interested in obtaining a quotation
- Some coverages in the proposal may be underwritten by a surplus lines carrier which is not part of the Louisiana Guaranty Insurance Fund. In the event of company insolvency it is possible that premium and/or claim obligations may not be paid in full.
- Flood, Cyber, and other coverages are available upon request.



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

A Resolution accepting the quotation for Property Insurance for Hull and Machinery/ Protection & Indemnity premium which excludes Terrorism coverage to insure the Dulac-Falgout Canal Pontoon Bridge.

PROJECT SUMMARY (200 WORDS OR LESS)

WHEREAS, Administration and the Risk Management Department reviewed and analyzed Property Insurance Quote for renewal of coverage for Dulac Falgout Canal Pontoon Bridge and submits a recommendation for Hull and Machinery/ Protection & Indemnity coverage; and

WHEREAS, it is the recommendation of Administration and the Risk Management Department that the attached Quote for Hull and Machinery/ Protection & Indemnity coverage premium of \$29,095.88 excluding Terrorism coverage become accepted effective for September 7, 2017.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

See Attached.

TOTAL EXPENDITURE

\$29,095.88

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
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Signature

8/21/2017

Date

Category Number:
Item Number: 4.



Monday, August 21, 2017

Item Title:

Establish Fiscal Oversight over Rec.11

Item Summary:

Introducing an ordinance that will amend the Terrebonne Parish Code to establish Fiscal Oversight of Terrebonne Parish Recreation District No. 11 and calling a public hearing on Wednesday, September 13, 2017.

ATTACHMENTS:

Description

Ordinance3

Upload Date

8/16/2017

Type

Ordinance

OFFERED BY: MR. J. NAVY

SECONDED BY:

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 21-87 AND ENACT SECTION 21-88 OF THE TERREBONNE PARISH CODE OF ORDINANCES AT ARTICLE V OF CHAPTER 21 TO ESTABLISH FISCAL OVERSIGHT OF TERREBONNE PARISH RECREATION DISTRICT NO. 11; AND TO PROVIDE FOR RELATED MATTERS.

Whereas, the Terrebonne Parish Consolidated Government (TPCG) is a Home Rule Charter local government and is granted the liberally construed “right and authority to exercise any power and perform any function necessary, requisite or proper for the management of its affairs” and “to promote, protect, and preserve the general welfare, safety, health, peace and good order of the parish,” not denied by the Charter, by general law, or inconsistent with the Constitution, per Louisiana Constitution Articles VI §§ 5-6 and Terrebonne Parish Charter Sections 1-01, 1-05, 1-06, and 8-08; and

Whereas, both the Louisiana Constitution at Article VI, Section 15 and the Terrebonne Parish Charter at Section 7-09 afford the governing authority of Terrebonne Parish the “general power over any agency heretofore or hereafter created by it, including, without limitation, the power to abolish the agency and require prior approval of any charge or tax levied or bond issued by the agency”; and

Whereas, Terrebonne Parish Code Section 2-1 requires all special districts created by the Council to submit their proposed budgets to the Council prior to the beginning of their fiscal years; and

Whereas, as authorized by Louisiana Revised Statute 33:4562(A), the Terrebonne Parish Consolidated Government, created several recreation districts within the Parish of Terrebonne for the purposes mandated under Louisiana Revised Statute 33:4563, those being “to own and operate playgrounds and other facilities; or generally to engage in activities which would promote recreation and any related activity designed to encourage recreation and promote the general health and wellbeing of youths”;

Whereas, the boundaries of Recreation District No. 11 are defined at Terrebonne Parish Code Section 21-86, whose members are appointed by the Council; and

Whereas, Louisiana Revised Statute 33:1415(B) provides that “In any case where the governing authority of any parish or municipality shall have created or established . . . any district . . . having governmental functions, power or authority, such governing authority is hereby authorized to provide appropriate budgetary and fiscal controls over said agency or entity [including, but not limited] to, approval of operating budgets with the right to veto or reduce line-items [and] such other budgetary and fiscal controls as are necessary and proper to ensure the maximum feasible coordination of government on the local level”; and

Whereas, the Terrebonne Parish Council desires to adopt an ordinance to establish operation oversight and fiscal oversight over Terrebonne Parish Recreation District No. 11 in an effort to ensure the maximum feasible coordination of representative taxation and spending within the District’s jurisdiction and board operation structure for the benefit of the public in that district; and

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

SECTION I

Section 21-87 of the Code of Ordinances of Terrebonne Parish at Chapter 21, Article V, is hereby amended, using ~~striketrough~~ to indicate deletions and underlining to indicate additions, and same are hereby adopted to read as follows:

Sec. 21-87. - Powers.

The recreation districts shall constitute bodies corporate and political subdivisions of the state, and as such shall have all the rights, powers and privileges granted and conferred by the constitution and statutes of the state, including the authority to incur debt, issue bonds and levy taxes, subject to the management, budgetary and fiscal controls in this Article, as applicable.

SECTION II

Section 21-88 of the Terrebonne Parish Code of Ordinances shall be and is hereby enacted as follows:

Section 21-88. Budgetary and fiscal controls over Terrebonne Parish Recreation District No. 11.

- (a) Application. The provisions of this Section apply to Terrebonne Parish Recreation District No. 11 only. The Council reserves the right to amend the applicability of this Section in the future to add or remove recreation districts.
- (b) Definitions. For the purposes of this Section, the following terms shall have the following meanings.
 - 1. “Board” shall refer to the governing authority of each recreation district named in Subsection (a) of this Section.
 - 2. “CFO” shall mean the Chief Financial Officer of the Terrebonne Parish Consolidated Government.
 - 3. “Council” shall mean the Terrebonne Parish Council, the governing authority of the Terrebonne Parish Consolidated Government.
 - 4. “CPA” shall mean Certified Public Accountant.
 - 5. “District” shall mean the recreation district(s) named in Subsection (a) of this Section, whether one or more.
 - 6. “Facility” or “Facilities” shall mean any facility, land, or improvement to land, whether permanent or temporary, which is owned, leased, or acquired by the District.
 - 7. “Parish President” shall mean the elected President of the Terrebonne Parish Consolidated Government.
- (c) Compliance with Laws. District shall comply with Louisiana Bid Laws, Public Works Laws, Public Records Laws, Open Meetings Laws, the Local Government Budget Act, Chapter 8 of Title 24 of the Louisiana Revised Statutes governing audit requirements applicable to political subdivisions, and any other federal, state, and local laws, ordinances and regulations applicable to the District.
- (d) Form of Contracts. Contracts for public works and for services to be performed for or on behalf of the District shall be in writing.
- (e) Records. The Board shall maintain the District’s records in an orderly fashion pursuant to the Louisiana Public Records Law and make its records available as soon as possible at the request of Terrebonne Parish administrators or the Terrebonne Parish Council.
- (f) Technical Assistance. The District shall seek technical assistance and advice for compliance herein from the Terrebonne Parish President or the Parish President’s designee. The Parish President may designate or appoint a parish official, director, or employee to be present at any District facility for the purpose of assisting in managing the daily operations of the District.
- (g) Annual Financial Statements. The Board shall provide to the CFO and Council annual sworn financial statements of the District, showing the financial status of the

District and the District's properties, facilities, funds, and indebtedness. Financial statements shall be prepared in accordance with standards set forth in Louisiana Revised Statute 24:514, as may be amended. This requirement may be satisfied by submitting to the CFO and Council true copies of the annual sworn financial statements provided by the District to the legislative auditor, in accordance and compliance with Louisiana Revised Statute 24:514.

- (h) Budget. At least 75 days prior to the beginning of the District's fiscal year, the Board shall prepare and file with the CFO and the Council the District's proposed budget for the next fiscal year. The Council shall include the District's proposed budget on the calendar for the next regularly scheduled meeting of the full Council, and shall take the necessary action to approve, amend, or reject the proposed budget.

1. If the Council rejects the proposed budget, at least 30 days prior to the Board's deadline to adopt the budget, the Council shall send written notice with specific instruction to the Board for amendments to the proposed budget. The Board shall then submit the amended proposed budget to the CFO and Council for the next regularly scheduled meeting for approval.
2. Board may adopt the proposed budget only after Council approval, subject to line item veto or reduction by the Parish President.
3. This subpart (h) is intended to supplement the Local Government Budget Act, and District shall comply with the provisions of said Act in addition to this subpart.

- (i) Expenditure Oversight. Prior to making any expenditure or entering into any contract to carry out the purposes and powers of the District, including a lease or other contract connected with, incident to, or affecting the acquisition, financing, construction, equipment, maintenance, renovation, repair, improvement, payroll or operation of facilities, programs or expenditure of any nature, District shall request and obtain written approval for such expenditure or contract from the CFO. The CFO may approve the expenditure or contract, provided District timely submits to CFO supporting documentation for the expenditure or contract, including, but not limited to, the proposed check, requisition order, purchase order, supporting purchasing or payment documents, and any information necessary for the CFO to determine whether the expenditure is appropriate and legal.

- (j) Payroll and Payment Oversight. Prior to issuing any employee paychecks, board per diem and reimbursements, and contractor/consultant payments, District shall request and obtain written approval for such items from the CFO, whose approval shall not be unreasonably withheld, provided District submits to CFO supporting documentation for the expenditure or contract, including, but not limited to, the proposed check, and any information necessary for the CFO to determine whether the expenditure is appropriate and legal. Considering that time is of the essence when issuing payment to employees and contractors, the District shall submit the necessary supporting documentation immediately upon its availability to ensure timely approval of such expenditures.

- (k) Board Oversight.

1. Monthly Reports. District shall submit to the CFO, no later than the second Wednesday of each month, copies of the following, reflecting current, to-date information:
 - a. its general ledger and financial statements itemizing any and all expenditures and income of the District, including, but not limited to expenditures for payroll, employee benefits, commissioner per diem and reimbursements, projects, programs, bonds, facility insurance, facility improvements, facility and program operations, facility maintenance, consultants' and contractors' payments, auto and equipment expense and purchase reports, and payouts for claims and litigation; and including, but not limited to income from millage, concessions, interest, donations, and facility rental;

- b. list of current contractors, engineers, and consultants, under written contract with District, including statements the specific projects or general work being performed by them on behalf of the District, along with their EINs;
 - c. list of current District employees, including statements of their job titles, salary or hourly wage, area of work assignments, and whether they are part time or full time;
 - d. copies of District employee time cards and paychecks;
 - e. reports of District employees' accrued and paid vacation leave, accrued and paid sick leave, paid overtime, accrued and paid comp time and instances of leave without pay;
- 2. Board Agendas and Minutes. Board shall submit copies of its meeting agendas to the CFO and Council through the Terrebonne Parish Council Clerk at least 24 hours prior to each Board meeting. Board shall submit copies of the minutes of its meetings no later than five days, not including legal holidays and weekends, following each Board meeting.
- 3. Executive Sessions. Board shall not convene into Executive Session during its meetings without providing at least 48 hours' prior written notice to CFO and Council through the Terrebonne Parish Council Clerk. The Parish President or designee and any elected Council member may attend any executive session of the Board.
- (l) Direction by the Council. From time to time, Council may reasonably advise the District Board to take action with regard to District facilities, programs, employees, expenditures, and revenues for the purposes for which the District was created. Board shall make every effort to work towards the goal(s) directed by the Council.
- (m) Audit by CFO. The CFO, or any auditor designated by the Parish, may conduct a general audit and issue a financial statement of the District at any time the Council or Parish President considers appropriate. For the purpose of this subsection (m), the auditor shall have the access and assistance privileges afforded the legislative auditor in Louisiana Revised Statute 24:513(E) and (I), as may be amended.
- (n) Audit by Others. District shall immediately provide copies to CFO and Council of any audits of the District performed in house, by the Legislative Auditor, or by any other outside agency or CPA.
- (o) Cooperation. Board shall fully cooperate with the Council and Parish President to ensure maximum feasible coordination of local government and recreation programs.
- (p) Reimbursement of Fees and Costs. The CFO may impose necessary fees or charge District for any necessary costs expended by the Terrebonne Parish Consolidated Government or Council in accordance with the authority granted to them under this Section. The amount charged shall not exceed the maximum allowable fee as authorized by law.

SECTION III

Any and all other provisions of the Code not amended herein, shall remain in full force and effect. 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 and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION IV

This ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-12 or 2-13(b) of the Home Rule Charter or as otherwise required by 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:

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING.

ABSTAINING:

ABSENT:

The Chairman declared the ordinance adopted on this, the ____ day of _____ 2017.

CHAIRMAN
TERREBONNE PARISH COUNCIL

VENITA H. CHAUVIN
COUNCIL CLERK
TERREBONNE PARISH COUNCIL
Date and Time Delivered to Parish President:

Approved _____ Vetoed
Gordon E. Dove, Parish President
Terrebonne Parish Consolidated Government

Date and Time Returned to Council Clerk:

I, VENITA H. CHAUVIN, Council Clerk for the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Assembled Council in Regular Session on _____, 2017, 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



Monday, August 21, 2017

Item Title:

Recreation District No. 11

Item Summary:

Discussion and possible action regarding Recreation District No. 11 Board Members.

ATTACHMENTS:

Description

Agenda Form

Upload Date

8/15/2017

Type

Backup Material

COMMITTEE:	POLICY, PROCEDURE & LEGAL
MEETING DATE:	8/21/17
REQUESTED BY:	Councilman John Navy
TOPIC:	Discussion and possible action regarding Recreation District No. 11 Board Members

BACKUP INFORMATION:

ATTACHED:	FORTHCOMING:	NOT NEEDED:
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TO BE PREPARED BY:	
PERSON COMPLETING FORM:	Venita Chauvin
DATE:	8/15/17